

Sergeant Bluff Public Library Board Meeting
Wednesday August 14, 2024, 5:30 pm
SBPL, 503 4th St. Sergeant Bluff, IA 51054

Board of Trustees:

Michael Aguirre (President)	[] – term exp. June 2029
Jane Schaar (Secretary)	[] – term exp. June 2025
Deb Collins	[] – term exp. June 2027
Shannon Maier	[] – term exp. June 2029
Garry Clark	[] – term exp. June 2025
Shari Zenor Kiple	[] – term exp. June 2025
Mary Torgerson (Library Director)	[]
Carol Clark, City Council Advisor	[]

AGENDA:

1. Call to Order
2. Minutes Approval from **06/21/2024**
 - 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 and July

a. Door Count:	June-1100
	July-1027

- i. *Last month = May - 707*

b. Patrons added- June-32
July-16

- i. *Last Month= May 21*

c. Adult Books:	June- 241	July--228
d. Children/Teen Books:	June- 279	July-429
e. DVDs:	June- 32	July-16
f. Bridges		
i. audio books:	June- 248	July-261
ii. eBooks:	June- 191	July-160
iii. magazines	June- 3	July- 5

g. WhoFi Internet

i. Total monthly usage June- 197 July-139

ii. Last Month May-207 sessions

June Total time 254 hours, 49 minutes

July Total time 239 hours, 55 minutes49

iii. Unique visitors June- 54 July-49

1. Last Month = May -67

h. Programs

1. Children-June- 6(147) July-5(218)

2. Adult – June- 1(1) July-1(0)

3. Teen – June- 4(10) July-4(18)

4. General Interest – June- 4(282) July-3(70)

Total-June- 15(440) July-13(306)

UNFINISHED BUSINESS

1. Election of Officers

2. New Board Member

3. Programming updates/ Summer Reading Program

4. Iowa State Direct Aid Funds-\$700.45/ Submitted July

5. Policy review for the August– Meeting Policy

Please read this through and we will update if necessary

6. August 's class for continuing education (YouTube)

“Did You Know 2023?” (approximately 6 minutes)

https://youtu.be/u_7G8Xy61zs?si=tsJEaku_8UcPkxYB

NEW BUSINESS

7. Annual Report

8. Inventory

9. Senior Health Insurance Information Program (SHIIP) and Senior Medicare Patrol

SMP) office space for Lisa Lauter

10. September's class for continuing education

TED Talk- "Are Libraries still relevant?" (approximately 17 minutes)

https://youtu.be/sG7zYoUq_bs?si=ZqMX3R_Umd6tDTDr

Other Business

NEXT MEETING(s): Regular Board Meeting – Wed September 18, 2024 @ 5:30 pm CDT

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

No SBPL Board Meeting unless Special Meeting Needed

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 - Photo Release 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

Library Board to complete director performance evaluation & merit recommendations

December No SBPL Board Meeting unless Special Meeting Needed

Bills Paid for June 2024

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

14162-----Mid-Step----- 6409-----\$260.00

113-6134565-7577032-----Amazon-----6215-----\$270.04

Summer Reading Program---001-410-6215

2038367970-----B & T (books)-----6511-----\$241.34

2038343052-----B & T (books)-----6511-----\$31.92

2038387482-----B & T (books)-----6511-----\$53.39

0730032-01-----LongLines (Fax)-----6373-----\$36.50

June Total-----\$ 893.19

CITY OF SERGEANT BLUFF
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
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CITY OF SERGEANT BLUFF
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2024

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>LIBRARY</u>					
001-410-6010	SALARIES-REG FT	1,615.39	41,192.24	.00	(41,192.24)	.0
001-410-6020	SALARIES-REG PT	425.00	10,395.00	43,321.80	32,926.80	24.0
001-410-6021	SALARY-PT LIB COORD/CITY LIB	.00	.00	15,600.00	15,600.00	.0
001-410-6110	FICA-CITY CONTRIBUTION	146.43	3,770.95	4,507.52	736.57	83.7
001-410-6130	IBERS-CITY CONTRIBUTION	182.61	4,783.55	5,562.22	768.67	86.2

Bills Paid for July 2024

Invoice #-----	Vendor-----	Code-----	Total
14170-----	Mid-Step-----	6409-----	\$260.00
018-----	Siouxland African Association(Kofi Dennis)-----	6514-----	\$250.00
10245-----	Niche Academy-----	6419-----	\$740.00
CD0649724201932-----	Overdrive-----	6419-----	\$1503.60
6546-----	Universal Press -----	6511-----	\$30.00
113-6439492-4085831-----	Amazon-----	6502-----	\$104.85
	Library Material---001-410-6502		
113-2216369-3425822-----	Amazon-----	6513-----	\$31.00
	DVD- 001-410-6513		
113-5190375-7901012-----	Amazon-----		\$262.96
	001-410-6514 Programming- \$53.92		
	001-410-6507 Operating Supplies - \$55.95		
	001-410-6506 Office Supplies - \$126.42		
	001-410-6513 DVD - \$19.95		
	001-410-6511 Books - \$6.82		
113-4577731-3007442-----	Amazon-----		\$391.97
	001-410-6506 Office Supplies - \$56.18		
	001-410-6513 DVD - \$31.94		
	001-410-6599 Misc. Expenses- \$45.91		
	001-410-6511 Books - \$257.94		
113-2126080-7278615-----	Amazon-----	6506-----	\$30.98
	001-410-6506 Office Supplies		
2038416482-----	B & T (books)-----	6511-----	\$176.50
2038437233-----	B & T (books)-----	6511-----	\$15.38
0730032-01-----	LongLines-----	6373-----	\$36.76
July Total-----			\$ 3833.99

Amazon / RTI

Funds for Siouxland grant - \$3168.70

CITY OF SERGEANT BLUFF REVENUES WITH COMPARISON TO BUDGET FOR THE 1 MONTHS ENDING JULY 31, 2024

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
LIBRARY						
001-410-4706	GRANTS	3,000.00	3,000.00	.00	(3,000.00)	.0
001-410-4799	MISCELLANEOUS REVENUE-CITY LIB	1,300.00	1,300.00	.00	(1,300.00)	.0
TOTAL LIBRARY		4,300.00	4,300.00	.00	(4,300.00)	.0

CITY OF SERGEANT BLUFF
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
001-410-6010 SALARIES-REG FT	3,360.00	3,360.00	.00	(3,360.00)	.0
001-410-6020 SALARIES-REG PT	958.13	958.13	.00	(958.13)	.0
001-410-6110 FICA-CITY CONTRIBUTION	311.02	311.02	.00	(311.02)	.0
001-410-6130 IPERS-CITY CONTRIBUTION	407.63	407.63	.00	(407.63)	.0
001-410-6150 GROUP INSURANCE	1,062.68	1,062.68	.00	(1,062.68)	.0
001-410-6170 UNEMPLOYMENT	62.49	62.49	.00	(62.49)	.0
001-410-6373 TELECOMM EXP/CITY LIB	93.69	93.69	.00	(93.69)	.0
001-410-6511 BOOKS/CITY LIB	326.65	326.65	.00	(326.65)	.0
001-410-6514 PROGRAMMING EXPENSE	250.00	250.00	.00	(250.00)	.0
TOTAL LIBRARY	6,832.29	6,832.29	.00	(6,832.29)	.0
TOTAL FUND EXPENDITURES	6,832.29	6,832.29	.00	(6,832.29)	.0
NET REVENUE OVER EXPENDITURES	(2,532.29)	(2,532.29)	.00	2,532.29	.0

Sergeant Bluff Public Library Meeting Room Policy

The 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.

To reserve a meeting room, please contact the library at least 24 hours ahead, at 712 943 READ (7323).

Meeting room use is for not-for-profit use by outside groups. No sales parties.

A donation to the library is strongly encouraged.

Business organizations, fee based services and private parties may use the room at the rate of \$25/hr. during normal library business hours, or a rate of \$35/hr. after business hours for additional staffing.

The meeting room has a large Smart TV that groups can use, tables and chairs for up to approximately 30 people, and WIFI access for laptop use.

Please leave the meeting room as you find it. Wipe tables down and throw trash in the large garbage can. Users are responsible for damages and cleaning. Room set up and cleanup is the responsibility of each group even if you are paying for use of the room.

There is a kitchenette with a sink, stove and microwave that can be used. If you need to use a refrigerator, please let us know when you are reserving the room.

Patrons may use the meeting room as a quiet study space if no one has reserved the room for the time they need. Please call ahead to ensure room is available.

Revised: March 24th, 2023

Board Approved: April 19th, 2023