

## Sergeant Bluff Public Library Board Meeting Minutes

Wednesday May 21, 2025, 5:30 pm

SBPL, 503 4<sup>th</sup> St. Sergeant Bluff, IA 51054

### Board of Trustees:

Michael Aguirre (President)	[X] – term exp. June 2029
Shannon Maier (Vice Pres.)	[X] – term exp. June 2029
Jane Schaar (Secretary)	[ ] – term exp. June 2027
Alisha Elder	[X] – term exp. June 2027
Deb Collins	[X] – term exp. June 2027
Lisa Lauters	[ ] – term exp. June 2027
Shari Zenor Kiple	[ ] – term exp. June 2027
Mary Torgerson (Library Director)	[X]

### AGENDA:

1. Call to Order – Michael called meeting to order at 5:30 PM CT
2. Minutes Approval from 4/16/2025 - Motion Shannon 2<sup>nd</sup> Alisha – unanimous
  - a. Minutes are available on our website
3. Agenda Approval - Motion Shannon 2<sup>nd</sup> Alisha – unanimous
4. Bill Approval – Includes all Summer Reading expenses, printer replacement and foam party  
- Motion Deb 2<sup>nd</sup> Shannon – unanimous
5. Treasurer's Report – Reviewed and discussed. Mary shared recent donations.
6. Public Comment – N/A no public representation present
7. Librarian's Report for April
  - a. Door Count: -756
  - b. Last month March -804
  - c. Last year – April 2024- 601
  - d. 2 years ago - April 2023-424
  - e. Patrons added- 11
  - f. Last Month= March-15
  - g. Adult Books: April-132 April 2024-162
  - h. Children/Teen Books: April-277 April 2024-182

- i. DVDs: April-26 April. 2024-25
- j. Miscellaneous April- 1 March 2024- 0
- k. Bridges
- l. audio books: April - 296 2024-266
- m. eBooks: April- 201 2024-250
- i. magazines April -24 2024-39
- n. WhoFi Internet
  - i. Total monthly usage- 171visits/ 262 hours, 20 minutes
  - ii. *Last Month* – March 189 visits/ 244 hours, 34 minutes
  - iii. Unique visitors – April 65
  - iv. *Last Month* – March - 69
- o. Programs
  - 1. *Children-15 (271)*
  - 2. *Adult – April-5 (16)*
  - 3. *Total- March 20 (attendance -287)*

## UNFINISHED BUSINESS

1. **StoryWalk update** – Mary sent out 30 letters to community businesses.
2. **Trustee terms** - Mayors approval on 5/13/25 until 2031 for Elder & Lauters
3. **Side garden** – Flowers / We will do a utilities locate when we are ready to begin. Once we have that done, Mary would like to invite Ann Peterson to a dedication ceremony.
4. **Final review Reconsideration/ Form** - Done
3. **May Continuing Education - ILOC 2025- Evaluating Your Library's Value Beyond Cost-Benefit Analysis** [https://youtu.be/-6Sa2bUpfI8?si=T0ZyLpVJqd\\_Olv9H](https://youtu.be/-6Sa2bUpfI8?si=T0ZyLpVJqd_Olv9H)  
- #1 Institution of learning, #2 Community Builder, #3 Keepers of History, #4 Sustainable Resource Sharers.

## NEW BUSINESS

4. **Review Emergency Policy** - Done
5. **Level Up At Your Library** - 2025 calendar
6. **Staff Evaluation** – Reviewed by SBPL Board Personnel Committee for submission
7. **June Continuing Education-Librarian Mychal Threats' Journey from Shelving Books to Social Media Stardom**  
<https://youtu.be/PwC-7uGm05A?si=TjSUy7u1oKe8CANK>

May Attendance - 1710 visitors to the library in May, a new record!

June & July – Focus will be spent on Summer Reading.

August – Pioneer Valley Days (we may need to participate after all)

- SBPL inventory
- Life Long Learning classes will begin again

Donations: \$100 received from Judge Edward Matney

SBPL has once again been selected as a voting coordinator for the Children's Book Council. As a result we will receive between 200-300 books for 9<sup>th</sup>-12<sup>th</sup> grade readers. This represents approximately \$3600-\$5400 worth of books. It also gives the SBPL the ability to update that section of our library with newer books at no cost.

The State Library has announced the loss of following services due to budgetary cuts:

- **Candid Foundation Directory**: research for non-profits and grants ends on 6/30/2025
- **OCLC First Search**: Online collection of reference database and articles ends 6/30/2025.
- **Brain Fuse HelpNow**: Homework help and live tutoring ends 7/15/2025
- **Interlibrary Loan / IA Shares**: delivery service to be reduced to once a week beginning this summer.

Library Director requested opinions from SBPL Board re: following programming

- Darrin Crow – for possible October programming @ \$400 for 90 min performance
  - \* Secret Worship (90 min)
  - \* Coal Car Riggs and Little Eva (the Great Depression in Iowa) (45 min)
  - \* The Underground Railroad in Iowa (45 min)
  - \* Tales of Iowa History (45 min)
- Mary will follow up to inquire about 2 performances for the coming year.

Mary Torgerson schedule: Personal Day scheduled for 5/23 with Vacation scheduled 5/26-31

## **Other Business**

**NEXT MEETING(s):** Regular Board Meeting- Wed June 18, 2025 @ 5:30 pm CD  
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 (recruitment as needed)  
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 - none  
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**

Short meeting to sign bills

## Bills Paid April 2025

Invoice #-----	Vendor-----	Code-----	Total
13882-----	Mid-Step Services-----	6409-----	\$260.00
BBY01-807051820292-----	Best Buy-----	6419-----	\$695.49
The Warp Zone -----	6215-----		\$150.00
0722025-----	Nature Center -----	6215-----	\$40.00
1-----	Easton Boettcher-----	6215-----	\$75.00
Caleb Strutz ( Dragon Trainer)-----	6215-----		\$450.00
Christian Strutz ( Wesley Waffles)-----	6215-----		\$425.00
Fun Foam Rentals-----	6215-----		\$225.00
AV2020-3-----	Young at Heart Publishing( Jodi Adams)-----	6215-----	\$175.00
114-7754148-6988213-----	Amazon-----	6215-----	\$22.93
114-9432164-4197019-----	Amazon-----		\$624.28
	DVD---001-410-6513---		\$29.03
	Books---001-410-6511---		\$267.34
	Summer Reading---001-410-6215---		\$297.92
	Library Materials---001-410-6502---		\$29.99
2039029895-----	B & T (books)-----	6511-----	\$25.99
2039034991-----	B & T (books)-----	6511-----	\$226.93
14032-----	Book Systems (Atrium) -----	6419-----	\$1439.00
0730032-01-----	LongLines ( Fax)-----	6373-----	\$39.08
April Total-----			\$4873.70

CITY OF SERGEANT BLUFF  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LIBRARY</u>					
001-410-4705 CITY LIBRARY DONATIONS	.00	8,697.35	5,000.00	( 3,697.35)	174.0
001-410-4706 GRANTS	.00	5,200.00	.00	( 5,200.00)	.0
001-410-4710 REIMBURSEMENTS	.00	284.47	.00	( 284.47)	.0
001-410-4799 MISCELLANEOUS REVENUE-CITY LIB	.00	2,041.00	.00	( 2,041.00)	.0
TOTAL LIBRARY	.00	16,222.82	5,000.00	( 11,222.82)	324.5
TOTAL FUND REVENUE	.00	16,222.82	5,000.00	( 11,222.82)	324.5

CITY OF SERGEANT BLUFF  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LIBRARY					
001-410-6010 SALARIES-REG FT	1,680.00	36,960.00	.00 (	36,960.00)	.0
001-410-6020 SALARIES-REG PT	346.50	9,730.93	40,621.09	30,890.16	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	151.77	3,439.43	4,300.91	861.48	80.0
001-410-6130 IPERS-CITY CONTRIBUTION	191.30	4,407.54	5,307.27	899.73	83.1
001-410-6150 GROUP INSURANCE	352.79	9,194.09	15,000.00	5,805.91	61.3
001-410-6170 UNEMPLOYMENT	.00	116.94	200.00	83.06	58.5
001-410-6210 ASSOCIATION DUES	.00	.00	75.00	75.00	.0
001-410-6215 SUMMER READING	108.86	432.89	400.00 (	32.89)	108.2
001-410-6373 TELECOMM EXP/CITY LIB	17.03	789.49	825.00	35.51	95.7
001-410-6409 JANITORIAL EXPENSE	260.00	2,795.00	3,380.00	585.00	82.7
001-410-6419 TECH SVCS & SUPP/CITY LIB	695.49	3,413.02	5,325.00	1,911.98	64.1
001-410-6502 LIBRARY MATERIALS	24.61	499.02	500.00	.98	99.8
001-410-6506 OFFICE SUPPLIES-CITY LIBRARY	33.16	610.79	550.00 (	60.79)	111.1
001-410-6507 OPERATING SUPPLIES/CITY LIBR	.00	304.11	750.00	445.89	40.6
001-410-6511 BOOKS/CITY LIB	118.73	7,303.66	4,500.00 (	2,803.66)	162.3
001-410-6512 MAGAZINES-NEWSPAPER/CITY LIB	.00	.00	50.00	50.00	.0
001-410-6513 VIDEO-DVDS/CITY LIB	37.45	797.22	750.00 (	47.22)	106.3
001-410-6514 PROGRAMMING EXPENSE	.00	1,221.76	1,000.00 (	221.76)	122.2
001-410-6598 EBAY MISC EXP (LIB)	.00	3,722.53	.00 (	3,722.53)	.0
001-410-6599 MISCELLANEOUS EXPENSE	.00	3,641.07	200.00 (	3,441.07)	1820.5
001-410-6758 COMPUTER UPGRADE	.00	1,445.00	.00 (	1,445.00)	.0
TOTAL LIBRARY	4,017.69	90,824.49	99,334.27	8,509.78	91.4
TOTAL FUND EXPENDITURES	4,017.69	90,824.49	99,334.27	8,509.78	91.4
NET REVENUE OVER EXPENDITURES	( 4,017.69)	( 74,601.67)	( 94,334.27)	( 19,732.60)	( 79.1)



# **Sergeant Bluff Public Library**

## **Emergency Policy**

*This policy outlines protocol for emergencies of all kinds.*

### **EMERGENCY PHONE NUMBERS**

<b>Fire Department</b>	911	712-943-5000 (non-emergency)
<b>Police</b>	911	712-943-9603 (non-emergency)
<b>Library Director Mary Torgerson</b>	712-281-4210	
<b>City Hall Office</b>	712-943-4244	
<b>Electrician/Plumbing/Mechanical</b>	712-943-4244	

### **EMERGENCY EQUIPMENT**

<b>First Aid Kit</b>	Located at the circulation desk
<b>Flashlights</b>	Located at circulation desk and in space leading to the emergency shelter <i>Emergency lights come on when power is out; can be used as flashlights</i>
<b>Fire Extinguishers</b>	Located at circulation desk and by bathrooms
<b>Weather Radios</b>	Located at circulation desk and in Library Director's office

### **FIRE**

Upon discovery of a fire, library staff will ask patrons to exit the building.

If fire is in its early stages, such as a trash can or a small pile of paper, library staff will use the nearest fire extinguisher. If fire cannot be contained with a fire extinguisher, staff in charge will:

1. Evacuate the building immediately, doublechecking to ensure all patrons have exited.
2. Call 911!
3. Gather everyone in front of the Long Lines building across the street or another safe place based on the fire location.

If possible, the librarian in charge should try to close the door to the burning area to confine the fire and minimize the spread of smoke. No one may return to the building for any reason until approval is given by Sergeant Bluff Fire Department.

## **MEDICAL EMERGENCY**

In case of a medical emergency, call 911.

## **SEVERE WEATHER**

In case of severe weather, Sergeant Bluff Public Library staff will monitor online and with weather radios.

### **Tornado**

A tornado WATCH is declared when conditions are favorable for tornadoes but no tornadoes have been sighted. A tornado WARNING is declared when a tornado has been sighted in the area. The City of Sergeant Bluff's tornado siren will be activated. *(This sounds like the fire siren but will sound for three full minutes without stopping.)*

#### ***When the tornado siren sounds:***

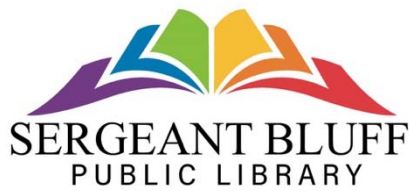
1. Librarian in charge will notify patrons that a tornado warning is in effect.
2. Library staff will direct patrons to the designated shelter area.
3. Library staff will get the weather radio and flashlight and join patrons in the shelter area.
4. Everyone will remain in the designated shelter and wait for all clear.

### **Snowstorm**

Sergeant Bluff Public Library hours mirror the hours of the City of Sergeant Bluff offices. Library staff will stay tuned to news reports, monitor information online, and use their best judgment about opening or closing the library. Weather-related updates will be posted to local news outlets and social platforms for Sergeant Bluff Public Library and the City of Sergeant Bluff.

REVISED: 7/19/23

APPROVED: Discussion w comments that this policy had been previously approved. Mary was going to go back and check. Need to add a section pertaining to active shooter evacuation. Need to confer with Anthony Gaul, SBFR re: Emergency Exits and then post information throughout the library.



## Statement of Concern about Library Resources Form

The Sergeant Bluff Public Library Board of Trustees has established a Collection Policy for its materials and a Statement of Concern procedure for gathering input about items in its collection. To express a concern, any patron may speak directly with Library administration. If the concern is not resolved, any patron may share their concern with the Library Director and the Library Board of Trustees and formally request reconsideration of a resource. Please email the information requested below to [librarydirector@cityofsergeantbluff.com](mailto:librarydirector@cityofsergeantbluff.com) or return this completed form to: *Library Director, Sergeant Bluff Public Library, 503 4<sup>th</sup> Street, Sergeant Bluff, IA 51054*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### 1. Resource on which you are commenting:

☐ Book/e-Book      ☐ Movie      ☐ Magazine      ☐ Audio Recording

☐ Digital Resource      ☐ Game      ☐ Newspaper      ☐ Other

Title \_\_\_\_\_

Author/Publisher/Producer \_\_\_\_\_

2. What brought this resource to your attention? \_\_\_\_\_

\_\_\_\_\_

3. Have you examined the entire resource? ☐ Yes      ☐ No

If not, what section(s) did you review? \_\_\_\_\_

4. What concerns you about the resource? \_\_\_\_\_

\_\_\_\_\_

5. What resource(s) can you suggest to provide additional information and/or other viewpoints on this topic? \_\_\_\_\_

6. What action are you requesting the Director or Library Board of Trustees to consider?

\_\_\_\_\_

## Sergeant Bluff Public Library Statement of Concern Policy

*This policy outlines appropriate ways to address concerns over library materials.*

Sergeant Bluff Public Library welcomes all people and provides equitable access to quality resources and services. Sergeant Bluff Public Library strives to fulfill our mission to be an innovative and responsive community center that supports cultural programming, lifelong learning, literacy, and open access to the world of information and ideas, with a staff committed to excellence and personal service.

The Library Board of Trustees has adopted policies for the effective use and management of the Library. Our Collection Policy includes our selection philosophy and references our support for the [Library Bill of Rights](#) as adopted by the American Library Association Council on Jan. 23, 1996, and the [Freedom to Read Statement](#) as adopted by the ALA Council and the AAP Freedom to Read Committee on June 30, 2004.

The Library Board of Trustees recognizes that the diversity of the collection and the Library resources may not align with everyone's point of view, and for some people different perspectives could result in concerns. The Library hopes to resolve any patron concerns starting with a face-to-face discussion with Library administration. If the issue is not resolved, this Statement of Concern Policy was developed to address further patron concerns through the following formal procedures, if needed. A patron who may address a **complaint must be eligible to receive a Sergeant Bluff Public Library card** and is encouraged to read, listen to, or watch the entire material in question.

1. The patron with a complaint about the presence of an item in the collection, a Library program, or other resource will first contact the Director in writing. The Director, upon receiving the concern, will review and send a written response to the concerned patron within 10 days of receipt.
2. After receiving the Director's decision, if the concerned patron wishes to carry any objections further, the patron must complete and sign a Statement of Concern about Library Resources Form for further review by the Sergeant Bluff Library Board of Trustees.

3. The Statement of Concern will be presented to the Library Board of Trustees for review at their next regularly scheduled meeting. The submitting patron may appear before the Board if desired, following the Public Comment at Library Board Meeting Policy. The Board will consider and take action to respond to the patron in writing within 30 days.

4. Items will not be removed while under review.

5. The Director or the Library Board of Trustees may decide to remove an item if upon further review in consideration of the concern raised and the Sergeant Bluff Public Library Collection Policy. Alternatively, the Director and the Library Board of Trustees may decide not to remove an item. If the Director and the Library Board of Trustees refuse to remove the Library resource submitted in the Statement of Concern, the Director and the Library Board of Trustees will decline to review any Statement of Concern addressing the same Sergeant Bluff Public Library resource for the next two years and will issue a written response regarding this policy along with a copy of the prior finding of the Board of Trustees.

6. No item shall be removed from the Sergeant Bluff Public Library collection without a court order if the Board of Trustees and Director decline to remove an item and deem it appropriate for the collection.

REVISED: 4/27/25

APPROVED: