



Dubuque County
Library District

The Dubuque County Library District Board of Trustees met at 5:30 p.m. on Tuesday, August 19 at the Holy Cross Branch, 895 Main Street Holy Cross, IA 52053.

The meeting was called to order by Vice President Shawn Coenen at 5:32 p.m.

Vice President Coenen called roll. Present: Jane Boge, Nellie Burk, Susan Henricks, Teresa Reuter, Sue Ross, and Van Waggoner. President Kristen Smith joined via zoom.

Excused: Julita Schneider

Also present: Laura Sauser, Library Director; Lauren Offerman, Library Clerk, Jen Brehm, member of the public

Correspondence: None

Public Comment: None

Minutes: The minutes from the meeting on July 15, 2025, were presented for review and approval. Burk made a motion to approve the minutes. Reuter seconded this motion; all ayes, motion carried.

Financial Reports

Accounts Payable: Sauser pointed out that the August bill for Managed Solutions Group (MSG) was higher than the regular monthly payment. MSG provided an unpaid invoice from April. The auditor's office confirmed that this invoice was not paid. The \$2,889.00 paid to MSG contains the monthly bill and the April invoice.

LastPass was paid \$605.47 for the annual team subscription. DCLD staff use LastPass to store all its databases and passwords for staff to use. Coenen inquired about the security of this website and what access staff are granted. All staff have their own LastPass login, and various levels of access are available.

In FY27, gas for the library van will have its own coding. In the past, it has been coded under both vehicle maintenance and mileage budget lines. Gas purchases will continue to be coded under mileage for the remainder of the FY 26 fiscal year.

Conen requested a motion to approve the Accounts Payable Report. A motion was made by Waggoner and seconded by Rueter; all ayes, motion carried.

Account Balance: Sauser and Offerman have been collaborating with the Dubuque County Auditor's Office to improve and update the cash flow and balance sheet reports. Board members were provided with a revised version of the balance sheet for review. Offerman explained the proposed revisions would provide greater clarity and real-time information about the current month's expenses. These are the expenses not yet approved by the board, as well as any claims paid between board meetings. Both the *payable* column and the *to be paid* column are added to the year-to-date expenses and the beginning balance to make up the *Year-to-Date* column.

Sauser presented the cashflow sheet and a copy of the board's Cash Reserves Policy. Per the policy, 25% of combined city and county contributions each budget year should be transferred to the designated cashflow from undesignated funds. In FY 2021, the designated cash flow amount under this policy increased from \$45,000 to \$236,016. However, this annual amount was never increased to reflect the fiscal year budget and should be corrected. Conen questioned if there was interest accrued on designated reserves; Sauser will look into this. Henricks made a motion to designate 25% of the FY 26 budgeted combined county and city income amount from the undesignated cash flow to the designated fund as per policy. Seconded by Waggoner.

A new line is added to the cash flow document exclusively for donations and grants to the Farley Library project.

Conen requested a motion to approve the Accounts Balance Report. A motion was made by Burk and seconded by Waggoner; all ayes, motion carried.

Director's Report

Dubuque County has adopted an updated employee handbook.

All library branches now have AEDs. Sauser is working with the Dubuque County Health Department to find an individual to provide monthly regular maintenance on these machines.

Sauser reported that she has submitted the Interlibrary Loan and Enrich Iowa reports to the State Library of Iowa as well as the Workers Compensation annual audit. She is now working on the State Library of Iowa Annual Survey and the Annual Report to our contracting cities.

The main circulation computer at the Asbury Branch has been out of use for a month. MSG is scheduled to replace it this week.

Whofi, the software that records Wi-Fi usage in the library, has been inoperative at Asbury for several months. MSG has suggested the library purchase new access points. Henricks asked if

the State Library is going to continue to measure that data in the future. Sauser is going to check with the State Library.

Report of Committees

Farley Library & Community Center: Boge reported that the grant writing subcommittee has submitted a request to the East Central Iowa Realtors Association and to Cottingham & Butler. The subcommittee has learned that the project was not selected for a DRA grant. The fundraising committee is also awaiting a response from several large donors. The following fundraising events are in the works: Puzzlepalooza, Christmas Silent Auction, and a Poker Chip fundraiser. Sauser noted that The Friends of the DCLD are also hosting a Puzzlepalooza fundraiser in November. The Farley Library event will take place in September.

The current goal for the project to go to bid is \$300,000; progress is around the halfway mark.

Unfinished Business - None

New Business

There was discussion about the cybersecurity insurance policy proposal provided by O'Connor & English. Sauser is exploring the coverage provided by our key vendors and partners. A representative from O'Connor & English sales will attend the September board meeting to summarize the coverage and answer questions.

The board was given a rough draft of the patron survey to help determine how to expand library hours at Epworth, Farley, and Holy Cross branches and to gather feedback about library programs and services. The survey will be live for about three weeks and will be distributed through the DCLD website, social media, and the patron e-newsletter. Paper copies of the survey will also be available at all of the branches. The board shared suggested revisions to the survey for brevity and clarity.

Discussion

There was discussion about the recent strategic planning webinar for trustees provided by the State Library of Iowa. Henricks said she appreciated the webinar's emphasis on outcomes and measuring impact. Burk believes that the board should discuss the strategic plan more frequently. There was discussion about reviewing one or two of the strategic plan goals and related activities at upcoming board meetings.

The meeting was adjourned at 7:10 p.m.

Minutes submitted by Lauren Offerman.