



Dubuque County
Library District

The Dubuque County Library District Board of Trustees met at 5:30 on Tuesday, October 21, at the Asbury Branch, 5290 Grand Meadow Drive, Asbury, IA 52002.

The meeting was called to order by President Kristen Smith at 5:30 p.m.

President Smith called roll. Present: Nellie Burk, Susan Henricks, Teresa Reuter, Sue Ross, Julita Schneider, and Van Waggoner.

Excused: Shawn Coenen and Jane Boge

Also present: Laura Sauser, Library Director; Lauren Offerman, Library Clerk; Ryan Bankston, Circulation Manager

Approval of Agenda:

Sauser provided one edit; the discussion of the FY2027 budget was omitted unintentionally from the New Discussion section. With that noted, Schnieder made a motion to approve the minutes, seconded by Waggoner. All ayes, motion carried.

Correspondence: None

Public Comment: None

Minutes

The minutes of September 16, 2025, Board of Trustees meeting were presented for review and approval. Schneider made a motion to approve the minutes. Ross seconded this motion; all ayes, motion carried.

Financial Reports

Accounts Payable - Two substantial payments made in October were our annual payment to Bywater Solutions for the library's integrated library system and to Overdrive for our Advantage Plan subscription for purchasing eBooks and eAudiobooks. In addition, the library van, now approaching 100,000 miles, needed work done on the brakes.

Smith requested a motion to approve the Accounts Payable Report. A motion was made by Burk and seconded by Henricks; all ayes, motion carried.

Account Balance - Now that we have completed the first quarter of FY26, we are reviewing expenses and making projections against the budget. The photocopying budget is already on

pace to exceed its budget, so Sauser is monitoring it more closely. The copier at Asbury is seeing the most activity, and we may consider re-negotiating the contract with the vendor.

Smith requested a motion to approve the Accounts Balance Report. A motion was made by Schneider and seconded by Ross. All ayes, motion carried.

Director's Report

The FY25 Annual Survey for the State Library of Iowa is complete. Sauser and Smith will electronically sign off on the Survey and submit it by the October 31 deadline.

Sauser will be delivering presentations to the Asbury City Council meeting on October 28 at 7:00 p.m. and the Farley City Council meeting on November 5 at 5:00 p.m. Trustees are welcome to attend.

The Journey Back: A VR Experience from the Illinois Holocaust Museum will be at the Asbury Branch from November 3 to 14. Trustees are invited to preview this program on Tuesday, November 4, from 3:00 to 7:00 p.m. in the study room at the Asbury location.

The State Library is hosting another webinar for trustees, *The Top Five Self-Evaluation of the Library Board's Core Functions*. It will take place from 6:00 p.m. to 7:30 p.m. on November 20. Sauser requested that the trustees let her know if they would like to attend. If there is enough interest, we can host a watch party.

DCLD selected a new clerk for the Holy Cross branch. She will begin training in early November in Asbury before being stationed at Holy Cross.

Book supplier Baker & Taylor is closing operations. As mentioned at the last meeting, our selectors had already begun moving away from their services, so we do not anticipate much of an impact on DCLD. Amazon and Ingram have responded with deals and offers.

Report of Committees

Farley Committee - Sauser presented the updates on the Farley Library and Community Center in Boge's absence. Sauser will attend a meeting later this week with the fundraising committee and FEH Design Firm to review the renovation plans. The fundraising committee is planning a silent auction and a used book sale for early December. The committee is making progress on the application for the State of Iowa Community Attraction and Tourism (CAT) grant. Sauser is helping with a few of the sections; the goal is to have it submitted by mid-November.

HR Committee - With the current union contract reaching an end, the HR committee has begun working to schedule a public meeting for collective bargaining.

Finance Committee - The Finance Committee met the previous evening to discuss the preliminary FY27 budget.

Unfinished Business

The board revisited the topic of purchasing a cybersecurity insurance policy. Sauser brought answers to some outstanding questions from the previous meeting.

Smith requested a motion to approve the purchase of the cybersecurity insurance policy. Schneider made a motion to purchase cybersecurity insurance through the end of the fiscal year with the renewal due at the beginning of the next fiscal year. Waggoner seconded; all ayes, motion carried.

Bankston and Sauser have revised the Privacy and Confidentiality policy to include cybersecurity language and have drafted a cybersecurity incident response plan. The board will discuss the proposed additions to the Privacy and Confidentiality policy at the November meeting.

The patron survey is now closed, and overall feedback from patrons regarding the extended hours was inconclusive. Circulation Manager Ryan Bankston compiled three options for the trustees' review, these options were based on patron and staff feedback as well as staffing capacity. It was recommended that an option be chosen that would allow for greater consistency between the hours at Epworth, Farley, and Holy Cross. With these extended hours, some full-time staff may have to work one shift a week at a different branch. The change in hours will be announced and advertised as a precursor to the change. Bankston is looking into adding the new hours information to our checkout receipts. Bankston will gather data to track changes in activity after the new hours take effect on January 1, 2026.

Smith requested a motion to approve the expanded hours based on the recommended option. Schneider made a motion to implement the recommended option starting January 1, 2026. Rueter seconded; all ayes, motion carried.

Discussion

The Finance committee presented the FY 2027 preliminary budget for review and comment. Sauser and Offerman have been working on a capital improvement plan to determine how to allocate the money in our undesignated funds, including a 5-year plan to replace computers.

Reuter suggested the idea of creating selfie backdrops to take to different events. Sauser agreed it would be a low-cost way to get the word out.

Sauser shared that she has been researching options for at-home services and will have more details to share at a later date.

Schneider requested a more in-depth analysis of the quarterly outreach statistics included with the board packets. She suggested the report include an executive summary and key takeaways.

The meeting adjourned at 7:04 p.m.

Minutes submitted by Lauren Offerman.