



Dubuque County
Library District

The Dubuque County Library District Board of Trustees met at 5:30 p.m. on Tuesday, September 17, at the Epworth Branch, 110 Bierman Road, Epworth, IA 52045.

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

President Smith called roll. Present: Shawn Coenen, Nellie Burk, Susan Henricks, Teresa Reuter, Julita Schneider, and Sue Ross. Jane Boge joined via Zoom.

Excused: Van Waggoner

Also present: Laura Sauser, Library Director; Lauren Offerman, Library Clerk; and Derrick Parsons, English Insurance Representative.

Approval of Agenda: Moved by Schneider, seconded by Coenen. All ayes.

Correspondence: None

Public Comment: None

Minutes: The minutes of the August 19, 2025, meeting were presented for review and approval. Schneider and Henricks provided minor editorial adjustments. Schneider made a motion to approve the minutes with those corrections. Coenen seconded this motion; all ayes, motion carried.

Unfinished Business: Derrick Parsons of O'Connor & English Insurance Agency delivered a presentation on a proposed cybersecurity policy. After the discussion, no action was taken. Sauser and Parsons will work to answer any outstanding questions to share at the October meeting.

Financial Reports

Accounts Payable: The \$880.26 Verizon bill includes charges for both August and September. Two newspaper subscriptions, the Dyersville Commercial and the Telegraph Herald, were renewed in August. Additional RFID stock from Tech Logic resulted in a bill of \$499.25; staff estimate the stock to last at least 6 months.

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

Account Balance: The balance sheet presentation has a new addition at the bottom; the cash flow balances will be updated monthly for clarity. Contracting cities received invoices for the first half of the year in July, and all five cities paid in August. The invoice for the second half of FY26 will be mailed in January.

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

Director's Report: A social media post featuring the DCLD board of trustees' introductions was uploaded today.

Sauser shared some updates on the status of funding for the federal Institute of Museum and Library Service (IMLS). It appears that their Grants to States program will be funded. In addition, a reauthorization bill to continue the IMLS is expected to be introduced later this fall during the budget process.

The search is underway for a new clerk at the Holy Cross branch. There are 19 applicants so far. The posting will close on September 24. Sauser is going to help cover a few shifts at the Holy Cross branch. Schneider inquired if candidates will be made aware of the possibility of extended hours, which Sauser affirmed.

The auditor's office has invited all department heads to a meeting on developing department-level capital improvement plans. While the DCLD has its own budget, we do not have a capital improvement plan in place. Sauser will attend this meeting to learn more about the development process for Fiscal Year 2027.

The patron survey will close September 30. There have been 77 responses so far. Responses to the questions about extended hours have been inconclusive. Other feedback from patrons includes requests for more programs for seniors, activities for men, and more children's activities offered on summer evenings, as well as the addition of tabletop role-playing games such as Dungeons & Dragons. Feedback so far shows that patrons are pleased with DCLD staff and our collection. The final survey results will be shared at the October board meeting.

Our selectors will be purchasing more print books through Ingram, moving away from our standing order with Baker and Taylor. By switching vendors, we hope to eliminate some of the long wait times for high-demand, new releases.

Report of Committees: Boge reported positive progress regarding the Farley Library and Community Center. Black Hills Energy generously donated \$20,000, and the Dyersville Community Center gave \$2,500. The city of Farley has committed an additional \$100,000 to the project. An anonymous donor has pledged \$200,000. The fundraising committee is planning to apply for a State of Iowa Community Attraction and Tourism (CAT) grant; Sauser will be helping with the application process.

New Business: Sauser requested the purchase of Beanstack, an online reading challenge platform that offers several ready-made reading challenges, such as 1000 Books Before Kindergarten. Sauser reported that 40 Iowa libraries and school districts already use this resource. Sauser requested that FY26 Enrich Iowa funding be applied to the purchase of this resource. The cost is \$1430 per year for a three-year subscription. The hope is that usage of this online platform will help lower the cost of printing reading logs for the summer reading program.

Smith requested a motion to approve the purchase of Beanstack software. A motion was made by Burk and seconded by Ross; all ayes, motion carried.

Discussion:

The board discussed the progress of Goal 1 of the 2022-2027 Strategic Plan. Henricks would like to see the creation of a formal marketing plan. Sauser suggested we offer a webpage that outlines our community outreach activities and lists upcoming outreach events. A page that outlines library services and resources for small businesses is another possibility. At Schneider's suggestion, Sauser will share a video presentation she created during the interview process to review other ideas to explore.

There was discussion about the possible addition of services for homebound patrons; Sauser will gather information on costs and other options and will report back to the board. Burk suggested we explore sending books out with Visiting Nurses or Meals on Wheels.

The meeting was adjourned at 7:04 p.m.

Minutes submitted by Lauren Offerman.