



Dubuque County  
**Library District**

The Dubuque County Library District Board of Trustees met at 5:30 on Tuesday, November 18th, at the Peosta Branch, 8342 NICC Drive Peosta, IA 52068.

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, Shawn Coenen, Sue Ross, Julita Schneider, and Van Waggoner. Jane Boge joined via Zoom.

Also present: Laura Sauser, Library Director; Lauren Offerman, Library Clerk; Andrea White, Budget Analyst for Dubuque County.

Approval of Agenda:

Burk made a motion to approve the agenda, seconded by Schneider. All ayes, motion carried.

**Correspondence:** None

**Public Comment:** None

### **Minutes**

The minutes of the October 21, 2025, Board of Trustees meeting were presented for review and approval. Schneider provided minor editorial adjustments. Schneider then made a motion to approve the minutes with those corrections. Coenen seconded this motion; all ayes, motion carried.

### **Financial Reports**

Accounts Payable - The Children's Librarian is working on "education kits" that patrons can check out. Most of the items were purchased from Lakeshore Learning and a few items were originally purchased a few years ago for the library makerspace.

Sauser met with Gordon Flesch to discuss our contract and the escalating monthly printing costs. The present contract covers 1,000 black and white copies but does not include color copies. Our machine is now discontinued, so it may be time to consider a new contract or a new vendor.

There was a discussion about the Verizon invoice. One of the Wi-Fi Hotspots available for checkout was never returned, and service had to be shut off. The item was still under contract, which resulted in a penalty charge. Sauser and Bankson met with our Verizon rep to discuss options when devices are not returned. Henricks asked about the steps taken to retrieve overdue materials. She described the process at Dubuque Carnegie Stout Public Library which can eventually lead to pressing criminal charges for items not returned. There was a discussion about

what is outlined in Iowa law for public library materials that are not returned. Sauser will work with Bankson to start sending registered letters to patrons with long overdue Wi-Fi hotspots.

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

Account Balance - The balance for the part-time and full-time salaries balance differs from last month's. A full-time employee was coded to and paid from the part-time budget. This is now fixed.

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

### **Director's Report**

The Children's Librarian is preparing for the most popular program of the year; candy houses. She is also working on a proposal to the Institute of Electrical and Electronics Engineers to be granted science kits to be checked out by patrons.

### **Report of Committees**

Farley Committee - Boge announced the committee's Silent Auction will be December 3; all items will be on display in the new building. The \$200,000 challenge gift from the Breitbachs has attracted two large donations totaling around \$50,000. The Community Attraction and Tourism (CAT) grant application should be submitted by the end of November and reviewed in December.

HR Committee – The public meeting to discuss the union contract is November 21 at 9:00 a.m. Schneider discussed the percentage the board would be comfortable increasing wages; last year the increase was 4% in year one and 3.5% in year two.

Smith requested a motion to grant the HR committee permission to negotiate wage increases of up to 4%. Motion by Schneider, seconded by Ross. All ayes, motion carried.

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

### **Unfinished Business**

The board revisited the Privacy and Confidentiality policy from the October board meeting. The policy features new cybersecurity language for the understanding of patrons.

Smith requested a motion to approve the new Privacy and Confidentiality policy. Henricks made a motion to approve the updated Privacy and Confidentiality policy. Schneider seconded; all ayes, motion carried.

### **New Business**

Board members were provided a copy of a letter of support from the trustees for the Farley Library & Community Center CAT grant application. After reviewing, the board agreed to move forward with it.

Board members were also provided with a copy of the Peosta branch agreements with NICC and the city of Peosta. This year, they are requesting an increase in all three agreements, the first in about thirteen years. Sauser reminded the board that, although the city of Peosta pays the lease agreement, we are named as the tenant and so must sign it. There was a date error identified in the 28E agreement. Burk asked Sauser if she had received any feedback from the city of Peosta. Sauser said that the city will review the agreements at the January City Council meeting. No action was taken.

### **Discussion**

Andrea White from the Budget Office for Dubuque County discussed options for spending the DCLD cash balance. She recommends developing a plan for spending the cashflow balance either on a future project or supplementing some of the per capita rates to give the county and our contracting cities a break.

Sauser and Offerman have a capital improvement plan in progress to determine projects the cashflow balance on. Alongside self-funding a portion of expenses, the cashflow should also be designated to the new Farley library to purchase furniture, shelving, and items for the collection. . In addition, there is also a plan to replace four staff and public access computers each year according to their lifecycle from the vendor. Sauser also discussed a few new ideas, including adding a storywalk in Epworth and updating the interior at the Epworth branch. The board gave Sauser permission to formally explore improvements at the Epworth branch.

A discussion took place on increasing the per capita rates extended to the county and contracting cities by .75 or keeping it at the FY26 rate of 37.50 per capita and funding the expenses not covered through our cash flow balance. The board agreed to move forward with the initial 2% or 75 cent increase for Fiscal Year 2027 and to cover the remaining amount. Smith requested a motion to approve a 2% per capita increase for FY27. Waggoner made a motion to increase the per capita rate by 2% or 75 cents, seconded by Schneider. All ayes, motion carried.

Sauser shared updates on the Circulation policy. A new library card category has been added, and the criteria for receiving an Organization Card has been further defined. The “teacher” card is for homeschool or preschool teachers. These teachers have units and other types of curriculums and need the books for longer than 3 weeks; this will prevent materials from being labeled as lost.

Smith requested a motion to approve the teacher card category and the edits to the Organization Card criteria. Motion by Schneider, seconded by Waggoner.

The meeting adjourned at 7:20 p.m.

Minutes submitted by Lauren Offerman.