



Dubuque County
Library District

The Dubuque County Library District Board of Trustees met at 5:30 pm on Tuesday, December 16, 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, Julita Schneider, Jane Boge, Susan Henricks, and Shawn Coenen. Van Waggoner joined via Zoom.

Excused: Teresa Reuter and Sue Ross

Also present: Laura Sauser, Library Director; Lauren Offerman, Library Clerk

Approval of Agenda:

Henricks provided one edit to the agenda; the December 9th special meeting was omitted from the minutes section. Schneider made a motion to approve the agenda with this addition, seconded by Waggoner. All ayes, motion carried.

Correspondence: None

Public Comment: None

Minutes

The minutes from the November 18 board meeting and the December 9 special board meeting were discussed for approval. Smith requested a motion to approve the minutes of the November 18 meeting. Moved to accept by Schneider, second by Boge. All ayes, motion carried.

Schneider provided minor editorial adjustments for the December 9 special meeting minutes. Motion to approve the minutes of the December 9 meeting with appropriate edits. Moved to accept by Henricks, second by Coenen. All ayes, motion carried.

Financial Reports

Accounts Payable - Midwest Printing received payment for the new hours bookmarks and for a missed invoice leftover from the summer reading program. Charges from Gordon Flesch for the Asbury printer/copier were low this month; just the base rate. A Gordon Flesch associate replaced a minor piece that broke off. Sauser explained that this printer model is discontinued, and parts are only available 7 years after the discontinuation date, which will be February 2026. The Gordon Flesch rep provided a quote for a new printer that has a mobile print feature; the cost

would be over \$4,200. Sauser said she has also inquired about adding the mobile print feature to our current printer. Our receipt of book orders from Ingram has slowed due to the influx of former Baker and Taylor customers. The company has announced they will be hiring additional staff after the first of the year, so we hope their response time will pick up. We have renewed our Swank movie license account as the programmers are incorporating film screenings and documentaries as part of our regular programming. We have renewed a Sam's Club membership.

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

Account Balance -

This fiscal year, we are fully staffed and better able to spend down our funds at a good rate. Last fiscal year, staffing shortages prevented our selectors from ordering books and created backlogs in processing.

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

Director's Reports:

Sauser and the Circulation Manager have been working on retrieving long overdue WiFi hotspots. This has included sending a registered letter to one patron this week. If the item is not received, we will report the individual to the police.

The January desk schedule with the new hours has been released and approved by staff.

The NICC-Peosta agreement is under revision by NICC; the contract will be revisited at the January board meeting.

Sauser has attended recent Durango City Council meetings to encourage them to join the Library Agency. She hopes Durango will join the Agency in the new year.

We are finalizing plans for the AEDs we received from the Dubuque County Public Health Department. They will be placed at our Holy Cross, Peosta, and Farley branches and maintained by the local fire department and, in the case of the Peosta branch, the safety director. Sauser will hold onto the Farley machine until the new building is open.

Sauser plans to attend the Iowa Library Association's Capitol Day on February 3 in Des Moines. Board members are encouraged to join her if they are able.

The Winter Reading Challenge will be released to the public once staff are trained and comfortable using the Beanstack app. We are kicking off a staff reading challenge this month just for the purpose of staff training; The December 18 staff meeting will include a Beanstack overview.

In January, we will begin reviewing our policies. The DCLD will be up for accreditation at the end of FY27, and our policies are to be reviewed at least every three years.

Report of Committees: Farley Committee- Boge reported that the Farley Library and Community Center fundraising auction raised a total of \$9,500; \$1,200 from the used book sale. The Community Attraction and Tourism grant application to the State of Iowa will be submitted after the city makes its request for support to the Dubuque County Board of Supervisors after the first of the year.

HR Committee- Schneider announced that union negotiations have concluded, and the agreed upon wage increase for union contract employees will be 3.5% for both years.

Finance Committee – No update.

New Business:

The public meeting for adoption of the FY 2027 budget was opened at 6:04 p.m.

Schneider commented on the addition of the fund balance at the conclusion of the budget. Coenen offered to work with the rest of the Finance Committee to monitor the balances to budget as accurately as possible and prevent excess.

Coenen made a motion to approve the FY 2027 budget and was seconded by Schneider; all ayes, motion carried.

The public meeting closed at 6:08 p.m.

The meeting adjourned at 6:10 p.m.

Minutes submitted by Lauren Offerman.