Dubuque County
Library District

The Dubuque County Library District Board of Trustees met at 5:30 p.m. on August 18, 2026, at the Asbury branch, 5290 Grand Meadow Dr., Asbury, IA 52002.

The meeting was called to order by President Shawn Coenen at 5:30 p.m.

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

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

Approval of Agenda:
Smith made a motion to approve the agenda, seconded by Schneider. All ayes, motion carried.

Correspondence: None
Public Comment: Caroline Nelson, Dubuque, requested an autumn event featuring historical recipes from the Dubuque County area.

Minutes
The minutes from the July 21, 2026, board meeting were provided for approval. Henricks provided minor editorial adjustments. Schneider made a motion to approve the minutes with those corrections. Burk seconded this motion; all ayes, motion carried.

Financial Reports
Accounts Payable –
To process the Farley opening day collection, additional RFID tags were purchased from Tech logic under the office supplies budget line. Additionally, the deposit for the Farley library furniture and shelving purchased from Library Furniture International is recorded under the Library Furnishings code. ALA travel expenses for the Young Adult & Adult Services Librarian are found under Mileage and Travel expenses.

Sauser pointed out the monthly payments to CS Technologies and Windstream. She recently met with representatives from both Verizon and Business Telephone Supply (BTS) about the

possibility of upgrading our phone system to purchase new devices and a cloud-based system that would allow us to our phone system across our branches. Sauser noted an unscheduled reimbursement to NICC due to a missed payment from 2024. New this fiscal year is the "Fuels" expense line for recording gas for the library van. Under the software line is the invoice for year two of the three-year subscription with ZooBean for the Beanstack reading challenge software. LastPass password software was paid by p-card in the past but is now set up to be paid by claim. Coenen inquired about protective measures LastPass has in place for account holders and their passwords. Sauser will research this and report back.

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

Account Balance -
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 FY27 will be mailed in January.

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

Director's Report:
FY26 Statistics – Sauser presented a FY26 summary to board members. Both visitors and check-out statistics are up; however, the Asbury Wi-Fi statistics may be inaccurate due to issues with the gate software. Programmers held over 600 programs, and the Community Engagement Librarian attended 109 outreach events. Other highlights include the addition of Durango to the Library Agency, expanded hours at the DCLD branches, and the addition of three new staff members and two new trustees.

Report of Committees:
Farley Committee-
Construction for the Farley Library and Community Center has been put on hold due to additional changes to the plans. The Farley City Council is meeting tomorrow to put bids out for the parking lot. Sauser is gathering quotes from Library Furniture International and Coakley Brothers for moving services.

Unfinished Business:
Sauser and the trustees scheduled time to view sessions from the United for Libraries online conference. The trustees agreed to view one session quarterly. The board will meet Wednesday, September 9 at 5:30 to view the first session. Trustees unable to attend can watch the recordings on their own using a computer at the library.

Coenen requested a motion to approve the United for Libraries Conference training schedule. A motion was made by Schneider and seconded by Boge. All ayes, motion carried.

Trustees reviewed a draft Memorandum of Understanding (MOU) with the City of Farley regarding the furniture and computers in the new library purchased with funds from the Carver Trust Grant and by the DCLD. Trustees discussed adding language to the MOU that would require both parties to provide notice to the other prior to the removal of or making changes to these items. A final version of the MOU will be shared at a later date for approval.

New Business:
The trustees reviewed the existing Meeting Room Policy. No changes were proposed. The Meeting Room Policy will be revised again at a later date when the new Farley branch is open.

Coenen requested a motion to approve the Meeting Room Policy. A motion was made by Smith and seconded by Reuter. All ayes, motion carried.

Trustees reviewed the Director's vacation package now that she has completed her first year of service. Coenen requested a motion to approve the proposed vacation package. A motion was made by Smith and seconded by Boge. All ayes, motion carried.

Sauser has started working on the annual report to the county and contracting cities. While much of the report is library data, the trustees also have the option to include additional information they deem important. Ross suggested the inclusion of public computer usage, and Coenen suggested the addition of database statistics. Last year, Sauser and Waggoner presented the report to the Asbury City Council. Sauser believes they will be invited again this year. Trustees discussed the benefits of presenting information in person and building relationships with elected officials.

Discussion:
Sauser presented her annual goals with the trustees. There was a discussion about the plan for our new strategic plan and the possibility of creating a subcommittee to work on an RFP for a consultant to lead the process. The trustees agreed that the goal of building strong relationships with newly elected officials, city councils, and the board of supervisors should be a shared goal between the director and the trustees. The Epworth branch refresh will not take place until the Farley branch is completed; Sauser is gathering costs for FY28.

The meeting adjourned at 6:51 p.m.

Minutes submitted by Lauren Offerman.