

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of December 19, 2024**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:04 p.m. on Thursday, December 19, 2024.

Present: President Victor Lieberman, Vice President A. Alanda Gregory, Trustee Greg Gorton, Trustee Diann Guns, Trustee Christy Monk (arrived 4:37 pm), Trustee Pam Mullin, Library Director Nick Rossman

1. President Lieberman called the meeting to order at 4:04 p.m.

"Moved to adopt the meeting agenda of December 19, 2024."

*Motion: Gorton
Second: Mullin
Vote: Aye – 5; Nay – 0*

2. Approval of Board of Trustees Meeting Minutes of October 24, 2024.

"Moved to approve the Board Meeting Minutes of October 24, 2024."

*Motion: Mullin
Second: Gorton
Vote: Aye – 5; Nay – 0*

3. Board President's Report:

- A. The Board reviewed the Communication with the Dubuque City Council for October 2024.

"Moved to receive and file the Communication with the Dubuque City Council from October 2024."

*Motion: Guns
Second: Gregory
Vote: Aye – 5; Nay – 0*

- B. Library Board Committee Appointment – Lieberman appointed Trustee Guns to Relations Committee

"Moved to receive and file Library Board Committee Appointment."

*Motion: Guns
Second: Gorton
Vote: Aye – 6; Nay – 0*

4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update:

- 1) Library Financial Report Fiscal Year (FY) 2025 – Rossman reported that both October and November financial information is included in the packet. November brings us to approximately 42% of the fiscal year complete. We have spent 40% of our budgeted funds so far. We have collected 63% of the revenue we budgeted to collect. The Direct State Aid money from the State Library of Iowa was distributed in October. This money represents approximately 32% of our annual revenue.
- 2) Revenue collected at 63% of projected budget. The Direct State Aid money from the State Library of Iowa was distributed in October. This money represents approximately 32% of our annual revenue.
- 3) Library Use – Rossman reported a 4% decrease in circulation statistics and a 156% increase in visitor count over October 2023 and a 1% increase in circulation statistics and 13% increase in visitor count over November 2023.

The library saw an 18% decrease in computer and Wi-Fi usage under October 2023 and a 6% decrease under November 2023. Wi-Fi connections have started leveling off from the large increases the library has been seeing over the previous 18-month period. This is likely a result of the continuity in the counting of connection stats from replacing units throughout the building.

Patrons used curbside for 65 visits in October and 63 in November.

Rossman reported there were 2,413 Hoopla downloads in October and 2,477 in November. Included for review was the last three months usage comparison chart that includes cost per collection for review. (Hoopla is a web and mobile library media-streaming platform for audio books, comics, e-books, movies, music, and TV.)

Rossman reported that some advertising with On Media in the fall likely had resulted in some increases in circulation for digital materials.

- 3) Library Marketing Report – Rossman reported in the month of October, movie streaming service Kanopy was promoted. 330 movies were watched in October, compared to 253 in September and 254 in August. In November, homework help service Brainfuse HelpNow was promoted. There were 55 uses in November, compared to 33 in October and 18 in September.

4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

One of the boilers had a tube break, which causes the unit to flood. This unit had to be shut down while new tubes were ordered. Typically, extra tubes are on hand, but all tubes were used in the recent rebuild of the working boiler. This resulted in the building being a bit cold running on only one boiler for several days. A temporary remedy was found to get both boilers to get running again.

One set of doors at the 1st floor main entrance had its motherboard stop working. The inner set of doors needed to be held open during open hours. This was poor timing to have also happened at the same time as one of the boilers being down. A new motherboard was ordered immediately and was replaced.

Author Talks usage update: The service began in July, 2024. From service launch through October, 45 users have watched author presentations live. As well as 4,035 viewings of archived videos have also been watched.

The annual tree lighting ceremony was held on Saturday, December 7. The Dubuque Senior High School Madrigal Singers performed and approximately 100 people attended. A special thank you to Pam Mullin, Rose Kramer, and Cinda Welu for helping at the event.

The Library hosted Annie's Foundation on Saturday, November 9. There were approximately 200 community members that showed up to celebrate intellectual freedom. Annie's Foundation distributed approximately 170 books to attendees.

The Library is one again accepting old lights for recycling at the reference desk this year.

Library Director, Nick Rossman presented at Eagle Pointe Place and the Rotary Club of Dubuque in November to share a bit about the history of the Carnegie-Stout Public Library as well as sharing programming and library services.

We are sad to say goodbye to Relations Supervisor, Deb Stephenson and Circulation Manager, Michelle Oberhoffer. Both are celebrating their last day of employment with the library on December 27.

Search is underway for a new Circulation Manager. We are setting up interview times with several applicants for early January. The Relations Supervisor position is being amended to incorporate the part-time Marketing Coordinator. The City's Human Resources team is

reviewing the job description and should be returning salary recommendations in the near future

- 5) Library Space Needs Update – Rossman reported staff will have opportunity to provide input on 1st phase needs for continued space needs work
- 6) Late open request – Rossman requested the board to approve action to open at Noon on Thursday, May 8, 2025 in order to allow library staff to attend the City's Employee Appreciation Breakfast.
- 7) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology and Youth Services.

B. Comment Cards – None.

"Moved to receive and file the informational update from the Library Director including the Library Operational Expenditures, Revenue and Budget Financial Reports; and, Library Use Report, Marketing Report, Library Programs, Partnerships, and Grants Report, Fundraising, Feasibility Study Request for Proposal, further review of the Voices Studio Collaboration; and, Library Department Updates."

Motion: Gorton
Second: Guns
Vote: Aye – 6; Nay – 0

5. Action Items (Action):

- A. Library Expenditures FY-25: Operating Expenditures September, Period 3 – The Board reviewed the detailed expenditures reports. Rossman reported the Gifts Trusts Expenditure Report is delayed from the City Finance Department.

"Moved to approve the library expenditures for FY-25 October, Period 4 and November, Period 5."

Motion: Mullin
Second: Gregory
Vote: Aye – 6; Nay – 0

B. Request to open at Noon on Thursday, May 8, 2025.

"Moved to approve the library to open at Noon on Thursday, May 8, 2025 for staff training."

Motion: Guns
Second: Gregory
Vote: Aye – 6; Nay - 0

6. Library Board Adjournment – The Board adjourned at 4:48 p.m.

"Motion to adjourn."

Motion: Mullin
Second: Gorton
Vote: Aye – 6; Nay – 0



Andrew Bland, MD, Board Secretary



Date