

Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of September 25, 2025

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:00 p.m. on Thursday, September 25, 2025.

Present: President A. Alanda Gregory, Vice President Andy Bland, Trustee Jessica Connery, Trustee Victor Lieberman, Trustee Pam Mullin, Library Director Nick Rossman

1. President Gregory called the meeting to order at 4:00 p.m.

“Moved to adopt the meeting agenda of September 25, 2025.”

Motion: Lieberman
Second: Bland
Vote: Aye – 5; Nay – 0

2. Board President's Report:

- A. Communication with Dubuque City Council, August, 2025

“Moved to receive and file the communication with the Dubuque City Council from August 2025.”

Motion: Bland
Second: Connery
Vote: Aye – 5; Nay – 0

3. Approval of Board of Trustees Meeting Minutes of August 28, 2025.”

“Moved to approve the Board Meeting Minutes of August 28, 2025.”

Motion: Mullin
Second: Connery
Vote: Aye – 5; Nay – 0

4. Relations Subcommittee Report:

- A. Recommendation from Library Relations Subcommittee to decline proposal of sale of library owned art work.

“Moved to receive and file the communication from the Relations Subcommittee”.

Motion: Bland
Second: Mullin
Vote: Aye – 5; Nay – 0

5. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update:

- 1) Library Financial Report Fiscal Year (FY) 2026 – Rossman reported that August marks approximately 16% of the fiscal year. We have spent 15% of our budget to date.

Revenue collected at 8% of projected budget.

- 2) Library Use – Rossman reported a 3% decrease in circulation statistics compared to August 2024. This reflects a larger than normal decrease in non-Dubuque residents, whereas City Residents circulation numbers were consistent with the previous year.

The library saw a 4% decrease in visitors compared to August 2024.

The library saw a 6% increase in internet and wireless usage over August 2024.

Patrons used curbside pickup for 67 visits in August.

Rossman reported there were 2,881 Hoopla downloads in August. (Hoopla is a web and mobile library media-streaming platform for audio books, comics, e-books, movies, music, and TV.)

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

The October/November Art @ your Library program will feature artists from the Bellevue Arts Council. Fifteen artists from the council will have works on display. An opening reception will take place on Friday, October 3, from 5:30-7:30 pm.

The Bright Beginnings Book Box program will begin piloting at the end of September. The Bright Beginnings Book Box program is a preschool literacy project helped made possible by a grant from the Dubuque Racing Association and matching funds from the Carnegie-Stout Public Library Foundation.

A heat map of library users was featured as part of the Community Foundation of Greater Dubuque's 2025 Annual Data Walk. Library Director Rossman was able to attend the Data Walk release and speak with some community members about library service in the community.

On October 4 at 2 pm, the library will be hosting a Trick-or-Treat Spooky Storytime at the Bee Branch Story Walk, located near 22nd Street and Prince Street.

Library staff will be walking in the JDIFF annual Halloween Parade on October 18.

The library hosted a group of visitors from Vinton, IA on September 25 doing a tour of Eastern Iowa Carnegie Libraries. The group was hosted by the Vinton Public Library and lead by the Carnegie Libraries of Iowa Project Director Shana Stuart.

Staff Development Day is scheduled for Monday, October 13, 2025. Staff will be receiving mandatory training provided by City Staff for a Fire Drill, as well as an active assailant, refreshers for other safety trainings and will spend the afternoon at Four Mounds with Team Building Blocks, performing team building activities on the ropes courses.

The Library Foundation hosted a nonprofit booth at the Dubuque Farmer's Market on Saturday, September 20. Over 250 canvas bags were passed out to market attendees, two raffle prizes were given away and a small cash donation was received. The Library Foundation is next working on a puzzle competition fundraiser this winter.

Library Director Nick Rossman will attend the Iowa Library Association Conference in Sioux City, Iowa October 1 – 3.

- 4) Library Space Needs – Library Director Rossman reported that library staff met with FEH Design to begin refining the conceptual plans before they are sent to the Board of Trustees for approval to go out to bid. The agenda from the first meeting was shared with the trustees. Another meeting was scheduled for November. The current timeline plans for a final draft to be presented to the Board of Trustees by January, 2026.
- 5) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology, Marketing, and Youth Services.

B. Comment Cards – Two comment cards were received and filed with a little discussion regarding the large print collection.

“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, and, Library Department Updates.”

Motion: Mullin
Second: Bland
Vote: Aye – 5; Nay – 0

6. Action Items (Action):

A. Library Expenditures FY-26: Operating Expenditures August, Period 2 –
The Board reviewed the detailed expenditures reports.

“Moved to approve the library expenditures for FY-26 August, Period 2.”

Motion: Mullin
Second: Lieberman
Vote: Aye – 5; Nay – 0

7. Library Board Adjournment – The Board adjourned at 4:29 pm.

“Motion to adjourn.”

Motion: Bland
Second: Mullin
Vote: Aye – 5; Nay – 0


Diann Guns, Board Secretary

11-20-2025

Date