

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of November 20, 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, November 20, 2025.

Present: President A. Alanda Gregory, Secretary Diann Guns (online), Trustee Jessica Connery, Trustee Victor Lieberman, Trustee Christy Monk (4:10 pm), Trustee Pam Mullin, Library Director Nick Rossman

1. President Gregory called the meeting to order at 4:01 p.m.

“Moved to adopt the meeting agenda of November 20, 2025.”

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

2. Board President's Report:

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

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

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

3. Approval of Board of Trustees Meeting Minutes of September 25, 2025.”

“Moved to approve the Board Meeting Minutes of September 25, 2025.”

*Motion: Mullin
Second: Lieberman
Vote: Aye – 5; 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) 2026 – Rossman reported that October marks approximately 33% of the fiscal year. The library has spent 35% of our budget to date. Current expenditures have seen some larger annual payments hit in October, as well as October having three payrolls.

The expenditures being a bit high for this time of year should not be too much of an impact for the full fiscal year.

Revenue collected at 21% of projected budget.

- 2) Library Use – Rossman reported a 6% increase in circulation statistics comparing September 2025 to September 2024 and a 1% increase comparing October 2025 to October 2024.

The library saw a 2% decrease in visitors comparing to September 2025 to 2024 and a 6% decrease comparing October 2025 to 2024.

The library saw a 7% increase in internet and wireless usage comparing September 2025 to 2024 and a 4% decrease comparing October 2025 to 2024.

Patrons used curbside pickup 82 times in September and 80 pickups in October.

Rossman reported there were 2,602 Hoopla downloads in September and 2,765 in October. (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 Quilts of Valor program had some great promotion with KCRG featuring two stories. One for the ceremony held at the library, and one featuring the Breezy Hill Quilters.

The Art @ your Library show for October had a nice turnout. A committee organized from the Dubuque Forward initiative has put a lot of effort and received a grant to promote First Friday events. The library has been included in these efforts.

Library Director Nick Rossman attended the Iowa Library Association Conference in Sioux City, IA and had a great experience. It was nice to connect with librarians from all over the state, attended some sessions about Library/City relationships, Library Design, and Carnegie Libraries in Iowa Project, as well as a couple of wonderful key note speakers discussing intellectual freedom and collaboration of librarians across the country.

Staff Development Day was held on October 13. Staff were presented with fire and active assailant/safety training from the Dubuque Fire and Police Departments, held department meetings, and finished the day with team building work lead by Team Building Blocks at the Four

Mounds ropes courses. A collage of photos from the afternoon is included in the packet.

On October 16, the Community Foundation of Greater Dubuque unveiled the top ten ideas for the Envision 2030 project. Among the top ten is Book and Build: Expanded Library Services. The idea description is as follows:

“Deepen connections between local libraries and communities by establishing neighborhood branches and mobile units, extending operating hours, and enhancing access to everyday necessities, from technology to tools.”

A “Make it Real” event took place on November 10. Danielle Day, Maggie Turza, and Nick Rossman from library staff, Paula Connors from the Library Foundation, and Christy Monk from the Board of Trustees all attended. There were several community members that engaged at the library table. The meeting consisted of updating the community members some of the work the library has done to this point to work on a future vision, with some brainstorming of other ideas for ways to meet community needs. Another meeting is scheduled to take place at the library on Tuesday, January 13 at 5:30 pm.

The library will be hosting the tree lighting ceremony as a First Friday event this year. Friday, December 5 from 5:30 – 7 pm will be the event, with the tree lighting to start at 6 pm. Including a new format, the library has also purchased a new tree, standing at 12-feet tall and is pre-lit. The new tree will be on the safer side for staff and volunteers to set up and decorate and will also be featured with some new ornaments. The previous tree and ornaments are over 20 years old and many are very brittle. One element of the event will include an ornament making station which will give visitors the option of taking their ornament home with them, or leaving them at the library to help decorate our tree. The postcard for the event is included in your packet.

The library is encouraging patrons to drop off food items for the Dubuque Food Pantry at the library. We will be accepting donations until Wednesday, November 26.

The Library Foundation is organizing a puzzle competition fundraiser for Saturday, January 31 at the Grand River Center. The library will be assisting in promoting the event. Teams can sign up to compete at two different times (10 am or 2 pm) and the cost is \$80/team.

The library received notice from the Carnegie Foundation that they were offering \$10,000 to all Carnegie libraries. Paperwork has been

submitted to receive the unrestricted funding, which is supposed to arrive in January.

- 4) Library Space Needs – Library Director Rossman reported that library staff is continuing to meet 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. There was discussion involved taking a closer look at the collection usage stats to help with decision making process of moving collections and right-sizing collections as the construction process moves forward.
- 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: Lieberman
Second: Mullin
Vote: Aye – 6; Nay – 0*

5. Action Items (Action):

A. Library Expenditures FY-26: Operating Expenditures September, Period 3 and October, Period 4 – The Board reviewed the detailed expenditures reports.

“Moved to approve the library expenditures for FY-26 September, Period 3 and October, Period 4.”

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

6. Library Board Adjournment – The Board adjourned at 4:47 pm.

“Motion to adjourn.”

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

Diann Guns

Diann Guns, Board Secretary

12-18-2025

Date