

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of December 18, 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, December 18, 2025.

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

1. President Gregory called the meeting to order at 4:06 p.m.

"Moved to adopt the meeting agenda of December 18, 2025."

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

2. Board President's Report:

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

"Moved to receive and file the communication with the Dubuque City Council from November 2025."

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

3. Approval of Board of Trustees Meeting Minutes of November 20, 2025."

"Moved to approve the Board Meeting Minutes of November 20, 2025."

Motion: Monk
Second: Guns
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) 2026 – Rossman reported that November marks approximately 41% of the fiscal year. The library has spent 42% of our budget to date.

Revenue collected at 25% of projected budget.

- 2) Library Use – Rossman reported a 4% decrease in circulation statistics compared to November 2024.

The library saw a 14% decrease in visitors compared to November 2024.

The library saw a 13% decrease in internet and wireless usage comparing November 2024.

Patrons used curbside pickup 73 times in November.

All these usage statistics are likely a little lower due to a Winter storm that closed the library an extra day and made travel hazardous for a few days at the end of November.

There was some discussion regarding usage stats for the public computers, Wi-Fi usage, and the new laptop kiosk. With some desktop usage numbers trending down, and the laptop checkouts trending up. Staff will plan to present a usage report for the January meeting to look at trends and potentially help with decision making as the adult computers will be moving as part of renovation.

Rossman reported there were 2,748 Hoopla downloads in November. (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:

UMB Market President Drew Townsend, and former Carnegie-Stout Public Library Foundation Board Member Nick Patrum presented the Carnegie-Stout Public Library Foundation with a \$25,000 donation in December. These funds will go toward renovating bench seating in the Youth Department. There was some discussion about selecting between pre-made furniture for the space in considering a price difference in going with something custom designed. An eye-catching design could be a great opportunity refurbish the youth space and spark some excitement. More details will be provided to the Board as available.

The December Tree Lighting program was reworked as a First Friday event this year. There was a really wonderful turnout, with approximately 200 people in attendance. The Northeast Iowa School of Music Woodwind Carolers performed, there was a storytime next to the tree, and a special appearance from Santa.

Library staff had an opportunity to receive Dementia training from Dementia Friendly Iowa. Public programming has also been provided by

the group. Staff are going to continue to work with the Northeast Iowa Area Agency on Aging to provide public programming

The Dubuque community delivered over 400 pounds of food to the library, which was collected and passed along to the Dubuque Food Pantry. Food was delivered on November 25.

Library Director Nick Rossman will have an opportunity to provide a library orientation to the two newly elected City Council members. Council Member Chris Staver visited on December 11, which went well. Council Member Tyson Leyendecker will come in January.

A reminder was offered to trustees that the Board of Trustees reception for library staff and volunteers will take place on Thursday, January 22 from 2 – 4 pm.

The Carnegie-Stout Public Library Foundation is hosting a puzzle competition on Saturday, January 31 at the Grand River Center. Fastest teams in two different time slots (10 am and 2 pm) will receive prizes.

The Mathias Ham House has reached out regarding the library-owned William Allison Secretary Desk that has been on long term loan. They have changed their policy regarding long-term loans and are looking to eliminate them from their operating procedures. With planned restorations happening at the Ham house site, they would like to return the desk to the library. They did indicate that if the Board of Trustees wanted to transfer ownership as a donation to the Ham House, they would consider accepting it, however, wanted to be transparent that there would likely be times where the item would not be on display.

The Board of Trustees reviewed closure dates for 2026 calendar closings for holidays and staff trainings. The approved dates will be made available on the library calendar, and public will be notified by press release as the dates approach throughout the year.

There was some discussion regarding the structure of the agenda for meetings. Trustee Guns requested to move the items for approval toward the top of the agenda, which would help in moving the more important items toward the beginning of the meeting, leaving the updates toward the end. Staff will plan to accommodate this change beginning in 2026.

- 4) Library Space Needs – Library Director Rossman reported that library staff has met with FEH Design a couple of times to continue refining the conceptual plans before they are sent to the Board of Trustees for approval to go out to bid. There is more work to do in January.

- 5) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology, Marketing, 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, and, Library Department Updates.”

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

5. Action Items (Action):

- A. Library Expenditures FY-26: Operating Expenditures November, Period 5
– The Board reviewed the detailed expenditures reports.

“Moved to approve the library expenditures for FY-26 November, Period 5.”

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

B. Approve 2026 Library Closures Calendar

“Moved to approve the holiday and professional development library calendar closures for 2026.”

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

6. Library Board Adjournment – The Board adjourned at 4:52 pm.

“Motion to adjourn.”

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


Diann Guns, Board Secretary

01-22-2026
Date