



# CITY OF LECLAIRE, IOWA

325 WISCONSIN STREET  
LECLAIRE, IOWA 52753

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[WWW.LECLAIREIOWA.GOV](http://WWW.LECLAIREIOWA.GOV)



## LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

*will be held at 7:00 P.M. on Tuesday, March 14 at the LeClaire Community Library,  
323 Wisconsin Street, LeClaire Iowa.*

"The Mission of the LeClaire Community Library is to  
enhance the intellectual, social, and cultural strength of our community."

### AGENDA

#### CALL MEETING TO ORDER- ROLL CALL

#### CONSENT AGENDA

- Preview agenda
- Minutes from last regular meeting
- Library Claims

#### LIBRARY DIRECTORS REPORT

- Library Director's Report
- Library Monthly Statistics

#### UNFINISHED BUSINESS

- Discuss the salaried employees wage matrix

#### NEW BUSINESS

- Board's approval to close the library for one day in April for Staff Training
- Updates to the Exam Proctoring Policy and Display Case Posting Policy
- Changes to FY24 budget
- Board Training – Discuss as a recurring agenda item
- Board Training –Discuss Trustee Manual: Chapter 15 Intellectual Freedom

#### PUBLIC COMMENT

#### ADJOURNMENT

#### TRUSTEES

Ray Ainslie (June 2024)  
Linda Mitchell (June 2026)  
Calla Parochetti (July 2028)

Mandy Harvey (June 2026)  
Meredith Viljoen (June 2026)  
Tom Kostichek (July 2028)

Nick Johnson (June 2024)  
Bill Bloom – Council Liaison

#### Title VI Notice to the Public

*It is the policy of the City of Le Claire to assure full compliance with Title VI of the Civil Rights Act of 1964. Related statutes and regulations provide that no person shall on the basis of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the City. Any person who believes that they are being denied participation in a project, being denied benefits of a program, or otherwise being discriminated against because of race, color, national origin, gender, age, or disability, may contact the City Administrator for the City of LeClaire at (563)-289-6004.*

Unapproved Library Claims as of February 28, 2023

Budget Line	Vendor	Previous month	Current month
008-410-6499	copier maintenance	136.88	168.57
008-410-6499	space utilization grant to be reimbursed		3000.00
008-410-6371	Electric/Gas	519.14	727.63
008-410-6409	Janitorial	361.00	361.00
008-410-6415	Copier lease / postage meter	42.00	42.00
008-410-6230	OverDrive Advantage digital books	404.21	0.00
008-410-6419	Metronet - internet	64.12	64.20
008-410-6373	Metronet - fax phone	26.34	26.42
008-410-6374	Water/sewer	23.51	18.76
008-410-6502	DVDs CDs Amazon	215.51	263.28
008-410-6502	Ingram - books	1185.73	1640.59
008-410-6502	QC Times 6 months		393.00
008-410-6210	Assoc. dues (Jan - ILA Ashe)	80.00	0.00
008-410-6519	processing supplies	122.49	0.00
008-410-6525	office equipment - fax/scanner/copier	321.98	0.00
008-410-6526	computer equipment	244.44	87.99
008-410-6230	training ALA manuals		128.71
008-410-6520	program supplies		96.63
008-410-6506	office supplies	205.72	22.87
		<b>3,953.07</b>	<b>7041.65</b>

Budget Line	Revenue	Previous month	Current month
008-410-4500	Charges Fees for Service (Printouts)	98.45	172.65
008-410-4550	Misc Charges for Service (Fax)	19.00	22.00
008-410-4765	Fines	6.70	10.25
008-410-4710	Reimbursements - lost or damaged it	45.00	100.95
		<b>\$169.15</b>	<b>305.85</b>

Approval: Board President \_\_\_\_\_

Date: \_\_\_\_\_

Approval: Board Secretary \_\_\_\_\_

Date: \_\_\_\_\_

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
-410-6210	ASSOCIATION DUES-LIBRARY			25.00	25.00
-410-6408	INSURANCE LIBRARY		2,575.84	2,576.00	.16
-410-4300	INTEREST-LIBRARY			500.00	500.00
-410-4440	STATE GRANTS		15,899.85	15,800.00	99.85-
-410-4500	LIBRARY FEES FOR COPIES	111.05	654.21	800.00	145.79
-410-4550	LIBRARY FEES FOR FAXES	22.00	329.15	600.00	270.85
-410-4705	CONTRIBUTIONS - PRIVATE		915.22	1,500.00	584.78
-410-4710	REIMBURSEMENTS-LIBRARY	180.95	629.10	200.00	429.10-
-410-4726	OTHER MISC. REVENUES			50.00	50.00
-410-4745	SALE OF SALVAGE		10.00		10.00-
-410-4765	LIBRARY FINES	71.85	436.95	500.00	63.05
-410-6010	SALARIES-LIBRARY	10,211.50	92,865.16	152,598.00	59,732.84
-410-6150	GROUP INSURANCE	1,528.96	12,975.29		12,975.29-
-410-6210	ASSOCIATION DUES-LIBRARY		155.00	200.00	45.00
-410-6230	TRAINING	128.71	128.71	450.00	321.29
-410-6240	MEETINGS & CONFERENCES		718.13	2,700.00	1,981.87
-410-6310	BUILDING MAINT & REPAIR		1,606.53	4,250.00	2,643.47
-410-6320	GROUPS MAINT & REPAIR			2,000.00	2,000.00
-410-6350	OPERATIONAL EQUIPMENT REPAIR		614.00		614.00-
-410-6371	ELECTRIC/GAS EXPENSE	727.63	4,630.72	6,500.00	1,869.28
-410-6372	REFUSE/RECYCLING			25.00	25.00
-410-6373	TELECOM-LIBRARY	26.42	184.73	500.00	315.27
-410-6374	WATER/SEWER EXPENSE	18.76	173.83	270.00	96.17
-410-6409	JANITORIAL EXPENSE	361.00	2,527.00	4,332.00	1,805.00
-410-6411	LEGAL EXPENSE-LIBRARY		475.00		475.00-
-410-6412	MEDICAL/WELLNESS EXPENSE		216.00	500.00	284.00
-410-6415	RENTS/LEASES-EQUIP/VEHICLES	42.00	316.46	750.00	433.54
-410-6419	TCHNLGY SVCS-LIBRARY	64.20	449.19	1,600.00	1,150.81
-410-6490	OTHER PROFESSIONAL SERVICES		341.00	350.00	9.00
-410-6491	LIBRARY SERVICES-INTERNAL		14,483.02	15,000.00	516.98
-410-6492	LIBRARY SERVICES-PUBLIC		3,585.58	6,000.00	2,414.42
-410-6499	OTR CNTRL SVC-LIBRARY	3,168.57	4,249.42	2,900.00	1,349.42-
-410-6502	LIBRARY/REFERENCE MATL'S	2,391.84	14,099.34	24,500.00	10,400.66
-410-6506	OFC SUPLS-LIBRARY	22.87	608.47	1,200.00	591.53
-410-6507	OPERATING SUPPLIES		21.56	150.00	128.44
-410-6508	POST/SHIP-LIBRARY		100.51	100.00	.51-
-410-6514	BUILDINGS/GROUNDS SUPPLIES		333.51	1,200.00	866.49
-410-6519	PROCESSING SUPPLIES		595.80	1,800.00	1,204.20
-410-6520	PROGRAM SUPPLIES	89.65	997.07	1,500.00	502.93
-410-6521	FURNITURE/FIXTURES		815.22	3,000.00	2,184.78
-410-6525	OFFICE EQUIPMENT		334.37	500.00	165.63
-410-6526	COMPUTER EQUIPMENT	6.29	403.56	2,250.00	1,846.44
-410-6160	WORK COMP-LIBRARY		496.44	496.00	.44-
-410-6110	FICA/MEDICARE-CITY SHARE	757.45	6,936.49	11,674.00	4,737.51
-410-6130	IPERS-CITY SHARE	963.96	8,766.35	14,405.00	5,638.65
-410-4710	REIMBURSEMENTS-LIBRARY	1,629.06	1,629.06	2,880.00	1,250.94
-410-6150	GRP INS PRMS-LIBRARY			20,684.00	20,684.00
	DIFFERENCE	18,494.90-	157,275.76-	264,155.00-	106,879.24-

## **Library Director's Report - March 14, 2023**

- March's program theme is March Mummy Madness. The Figge Art Museum staff will be coming to do an Egyptian-themed art program. There will be an Escape Room – "Escape the Mummy's Tomb" and a Fossil Dig program, among many other programs.
- Online registration on our website was quickly adopted by our patrons, using our free WhoFi calendar from the State Library.
- We have a special show of Celtic music with the Bucktown Revue on Wednesday, March 15 at 6pm. The Friends are paying for the band. Please encourage people to attend.
- Ashe is almost done scheduling the main performers for Summer Reading program, which will be paid for by the Friends. Ashe has also been asking businesses for donations of prizes and has already been promised free cookie coupons from Casey's.
- The theme of Summer Reading is "Find Your Voice."

### **Staff**

- Callen DeWit joined our staff February 28 and is doing great. Their past library experience and training were invaluable when I was out for COVID last week. We are now fully staffed with a great team!
- Tabatha had volunteered to facilitate the last two Book Clubs, and Callen is ready to take over going forward.
- We would like to schedule a day in April to close the library for a staff training day.
- As my husband has purchased a trip for us to Canada in September, I will not be going to the ARSL Conference that month. I hope to go to the ALA Conference in June in Chicago.

### **Circulation**

- Fine-free and amnesty have now been approved by Scott County Library and SCC Libraries, so all of RiverShare has now gone fine-free. LeClaire Library exceptions are hotspots, museum passes, and Launchpads. An item that is 30 days overdue will still be billed for replacement cost, unless it is returned.
- I am including a spreadsheet of digital checkouts. The large majority of our patrons have adopted the Libby app to access our digital collections. The OverDrive app will no longer be supported as of this month. Bridges checkouts are already more than last year.

### **Friends of the Library**

- Proceeds from the Friends Book Sale room in March 2023 were \$85.
- A committee of Friends have taken charge of the Sale Room and come in the first Thursday of each month to sort weeded and donated books. We have re-instated the lobby sale cart, but items now sell for 50 cents instead of 10 cents.
- The Friends of the Library received \$984 raised at the Civic Club's Trivia Night on February 18. Attendance was high and it was a lot of fun. We can look forward to this again next year.
- The Friends will once again be allocating their Birdies for Charity funds for Summer Reading Program expenses.

### **Facility**

- The Plaza project is moving forward, hopefully work will begin early summer. Information on the bidding process was part of the March 6 City Council agenda packet, on the city website. (pages 139-262.)

- The Makerspace Room has a locking cabinet and is now doing double duty as a Study Room also.
- I hope to purchase a computer table for the Children's Area AWE computers this month, and begin to put into place another of the suggestions we received from Shana Stuart.

### **Library business**

- The triannual accreditation application has been completed and submitted. I have received no requests for changes or supplemental documents.
- The Libraries Transforming Communities Accessibility Grant has been completed and submitted. Notification of awards will be April 19.

### **Outreach and Partners**

- The Scott County Genealogical Society will hold a Crash Course in Genealogy at our library Saturday afternoon, April 22.

### **Technology**

- I communicated with staff at East Moline Library about their patron in-house laptop program. They have 12 which are for East Moline patrons only, and for in-house use on an 8-hour checkout period, or until closing. Their Technical Services Coordinator says no one has walked out with one yet. Part of the expense would be to have Xerox IT load all of our programs on the laptops. I was thinking of replacing two of our older desktops with laptops, to eliminate the necessity of one of our computer tables and give us more flexible space for different uses.

## over drive checkouts 22-23

	Advantage				Bridges			
	users-main	users-Libby	checkouts-main	checkouts- libby	users-main	users-libby	checkouts-main	checkouts- libby
July	17	58	71	178	5	29	22	201
August	14	52	49	164	9	42	33	239
September	12	50	43	158	6	31	18	213
October	12	37	49	120	4	35	19	153
November	10	47	37	141	4	39	23	197
December	9	53	35	173	5	42	24	176
January	11	63	37	192	5	52	32	227
February	9	52	29	213	5	49	32	181
March								
April								
May								
June								
annual checkouts			350	1339			203	1587
<b>annual checkouts combined</b>			1689				1790	
annual monthly unique users	94	412			43	319		
<b>annual users combined</b>	506				362			

Q: Director Info->OverDrive>Tracking checkouts  
 OVERDRIVE>Insights>User activity reports>Unique users + ch

- \_\_ LEC card holders
- \_\_ unique users - advantage = ?%
- (\_\_ main catalog, \_\_Libby)
- \_\_ unique users - bridges = ?%
- (\_\_ main catalog, \_\_Libby)

**over drive checkouts 21-22**

	Advantage				Bridges			
	users-main	users-Libby	checkouts-main	checkouts-libby	users-main	users-libby	checkouts-main	checkouts-libby
July	24	54	88	139				
August	20	55	78	194				
September	22	47	98	157				
October	21	43	66	148	3	7	7	27
November	20	45	66	128	4	16	12	54
December	20	40	67	127	8	16	18	55
January	20	46	60	161	7	21	22	100
February	16	47	49	143	7	21	27	108
March	20	51	63	154	4	28	12	160
April	15	55	59	165	4	27	14	146
May	21	45	70	115	8	31	14	144
June	15	48	75	122	4	28	32	176
annual checkouts			<b>839</b>	<b>1753</b>			<b>158</b>	<b>970</b>
<b>annual checkouts combined</b>			<b>2592</b>				<b>1128</b>	
annual users	<b>234</b>	<b>576</b>			<b>49</b>	<b>195</b>		
<b>annual users combined</b>	<b>810</b>				<b>244</b>			

Q: Director Info->OverDrive>Tracking checkouts  
 Insights>User activity reports>Unique users

1988 LEC card holders  
 181 unique users - advantage = 9%  
 (55 main catalog, 126 Libby)

79 unique users - bridges = 4%  
 (25 main catalog, 54 Libby)

## 2022/2023 LeClaire Library Statistics

Month	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
website unique visitors	221	*	333	308	281	275	227	218					1863
wi-fi usage	308	331	306	320	277	307	272	246					2367
AWE sessions	497	417	238	331	310	291	435	404					2923
ebooks	227	201	187	157	168	188	213	204					1545
computer users	121	152	124	142	106	134	133	108					1020
gamers/equip	0	2	0	0	0	0	6	3					11
hotspots	16	20	20	21	15	19	12	11					134
meetings	36	41	31	40	55	39	34	36					312
meeting attendance	114	165	105	142	108	107	169	86					996
program attendance	661	55	180	458	257	341	600	199					2751
passive program count	155	65	76	135	89	57	113	219					909
door count	3410	2582	2064	2620	1849	1927	2182	1951					18585
new card holders	29	22	17	15	9	12	22	16					142
items added	219	232	238	203	160	213	182	152					1599
items deleted	390	27	580	169	233	222	2	295					1918
ILL received	565	595	552	607	606	504	634	508					4571
ILL sent	865	839	818	813	772	712	845	784					6448
adult circulation	1205	1493	1361	1241	1245	1244	1324	1245					10358
JUV circulation	2480	2485	2145	2098	1619	1704	2322	2428					17281
YA circulation	64	98	80	70	72	54	79	81					598
in-house circulation	275	178	167	95	98	102	147	192					1254
total circulation	4251	4455	3940	3661	3202	3292	4085	4150	0	0	0	0	31036

\*Beginning October, Unique web visitors counted by Whofi  
 Unique wifi clients counted by Cisco Meraki



## 2022/2023 LeClaire Library Program Statistics

	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
<b>general interest programs</b>	12	1	2	15	3	5	6	4					48
<b>attendance: on site</b>	283	8	15	205	52	167	50	39					819
<b>in person off site</b>							350						350
<b>virtual live</b>	34												34
<b>virtual recorded</b>													0
<b>19+ programs</b>	5	2	4	5	4	3	3	4					30
<b>attendance: on site</b>	53	4	29	43	12	15	19	37					212
<b>in person off site</b>													0
<b>virtual live</b>													0
<b>virtual recorded</b>													0
<b>12-18 programs</b>	3	1	3	2	2	4	3	3					21
<b>attendance: on site</b>	50	1	27	14	12	21	14	39					178
<b>in person off site</b>				75									75
<b>virtual live</b>													0
<b>virtual recorded</b>													0
<b>6-11 programs</b>	3	0	2	3	4	4	4	3					23
<b>attendance: on site</b>	77		30	58	81	28	71	43					388
<b>in person off site</b>						30							30
<b>virtual live</b>													0
<b>virtual recorded</b>													0
<b>0-5 programs</b>	4	4	6	5	7	5	7	4					42
<b>attendance: on site</b>	164	31	45	48	75	65	64	61					553
<b>in person off site</b>		11	34	15	25	15	32						132
<b>virtual live</b>													0
<b>virtual recorded</b>													0
<b>total program attendance</b>	<b>661</b>	<b>55</b>	<b>180</b>	<b>458</b>	<b>257</b>	<b>341</b>	<b>600</b>	<b>219</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2771</b>
<b>General interest passive programs</b>	2	4	5	37	2	33	16						99
<b>Juvenile passive programs</b>	146	48	71	98	87	8	97	140					695
<b>Adult passive programs</b>	7	13	0	0	0	0	0	0	0	0	0	0	20
<b>total passive program attendance</b>	<b>155</b>	<b>65</b>	<b>76</b>	<b>135</b>	<b>89</b>	<b>41</b>	<b>113</b>	<b>140</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>814</b>

## **Bulletin Board/ Display Case Policy**

It is the mission of the LeClaire Community Library to make library materials and information available in a variety of formats to people of all ages. In keeping with the Library's mission, there are areas designated for posting information and displays. Granting permission to use the display areas does not imply endorsement or approval of the viewpoints expressed in the artwork or exhibits.

### **Bulletin Boards**

Informational flyers/posters are accepted from non-profit groups only. Materials of general interest will be posted. Due to limited space, materials that are of a local, cultural, and educational nature will take precedence over other materials. Materials advertising commercial events, sales events or solicitations for personal services/donations are not permitted. Materials must be approved by library staff. Staff will post items and remove/discard expired items.

### **Display Case**

The library provides a locked display case for exhibiting library items or patron's personal items on loan. The display case may be reserved and the exhibit must be approved in advance by library staff. The group or person using the display case is responsible for installing and removing the items, unless otherwise arranged with library staff.

### **Artwork**

From time to time, the library gets requests to hang artwork. Space is extremely limited, but occasionally we can grant this request. Artists are responsible for setting up and removing their work. Command Strips must be used, and are the artist's responsibility to purchase.

LeClaire Community Library assumes no responsibility or liability for damages, theft or security of materials or information placed on display at the library.

Approved by the LeClaire Community Library Board of Trustees 10-8-19, 3-14-23

## Exam Proctoring Service

The LeClaire Community offers test proctoring services to those taking classes through academic institutions remotely. This service is offered during normal operating hours, when staff and space is available, and at a cost for non-LeClaire residents.

### Procedure:

- Students who wish to utilize this service must contact the library by phone or email to request a proctoring partnership. All proctoring partnerships must be authorized by the Library Director.
- Once the partnership is established, it is the student's responsibility to notify their academic institution of the arrangement, and to schedule test times with library staff.
- Instructors should send test materials and/or instructions to the Library Director's email address, or to the library via US Mail, Attn: Library Director.
- Students should notify library staff of any change in the established proctoring partnership. If a student does not arrive for their scheduled exam without notice to the library staff, the proctoring partnership will be terminated.
- For LeClaire residents, there is no charge for exam proctoring. The fee for non-LeClaire residents is \$10.00 per exam.
- All students are responsible for all fees associated with copies, fax, or postage required in the proctoring process. Scanning exams are free of charge.

LeClaire Community Library is comprised of a small staff and not all staff members are authorized to proctor exams. If the exam needs to take place during a time that is not conducive with the staff schedule, the Library will not enter in a proctoring partnership with the requesting student.

If ~~your~~ the academic institution requires that the student receives constant, uninterrupted observation during the exam, the LeClaire Community Library will not enter into a proctoring partnership.

Approved by the LeClaire Community Library Board 8/11/15, 3-14-23

Proposed FY24 BUDGET-LIBRARY

ACCOUNT #	OBJECT	NAME	NET BUDGET	YTD BALANCE	YTD UNEXPENDED	%	NEXT YR BUDGET	NOTES
008-410-4300	4300	INTEREST-LIBRARY	\$ 500.00	\$ -	\$ 500.00	-	\$ -	
008-410-4400	4400	FEDERAL GRANTS	\$ -	\$ -	\$ -	-	\$ -	
008-410-4440	4440	STATE GRANTS	\$ 15,800.00	\$ -	\$ 15,800.00	-	\$ -	
008-410-4500	4500	LIBRARY FEES FOR COPIES	\$ (800.00)	\$ (302.31)	\$ 497.69	37.79	\$ (800.00)	
008-410-4550	4550	LIBRARY FEES FOR FAXES	\$ (600.00)	\$ (268.15)	\$ 331.85	44.69	\$ (600.00)	
008-410-4700	4700	CONTRIBUTIONS - PUBLIC	\$ -	\$ -	\$ -	-	\$ -	
008-410-4705	4705	CONTRIBUTIONS - PRIVATE	\$ (1,500.00)	\$ (915.22)	\$ 584.78	61.01	\$ (1,500.00)	
008-410-4710	4710	REIMBURSEMENTS-LIBRARY	\$ (200.00)	\$ (366.20)	\$ (166.20)	183.10	\$ (500.00)	increase - better tracking of fees
008-410-4726	4726	OTHER MISC. REVENUES	\$ (50.00)	\$ -	\$ 50.00	-	\$ (50.00)	
008-410-4745	4745	SALE OF SALVAGE	\$ -	\$ -	\$ -	-	\$ -	
008-410-4765	4765	LIBRARY FINES	\$ (500.00)	\$ (304.90)	\$ 195.10	60.98	\$ (500.00)	decrease - ending overdue fines 1/1/13
008-410-4810	4810	SALE OF PERSONAL PROPERTY	\$ -	\$ -	\$ -	-	\$ -	
008-410-6010	6010	SALARIES-LIBRARY	\$ 152,598.00	\$ 59,575.40	\$ 93,022.60	39.04	\$ 168,738.00	increase of \$4000 for substitute
008-410-6040	6040	OVERTIME	\$ -	\$ -	\$ -	-	\$ -	
008-410-6061	6061	SPECIAL PAY - LONGEVITY	\$ -	\$ -	\$ -	-	\$ 750.00	One staff eligible this year
008-410-6063	6063	SPECIAL PAY - SICK LEAVE	\$ -	\$ -	\$ -	-	\$ -	
008-410-6064	6064	SPECIAL PAY - VACATION	\$ -	\$ -	\$ -	-	\$ -	
008-410-6068	6068	SPECIAL PAY - LEISURE	\$ -	\$ -	\$ -	-	\$ -	
008-410-6069	6069	SPECIAL PAY - BEREAVEMENT	\$ -	\$ -	\$ -	-	\$ -	
008-410-6070	6070	SPECIAL PAY - JURY DUTY	\$ -	\$ -	\$ -	-	\$ -	
008-410-6150	6150	GROUP INSURANCE	\$ -	\$ 8,164.42	\$ (8,164.42)	-	\$ 20,401.00	
008-410-6210	6210	ASSOCIATION DUES-LIBRARY	\$ 200.00	\$ -	\$ 200.00	-	\$ -	
008-410-6220	6220	SUBSCRIPTIONS/EDUC MATL'S	\$ -	\$ -	\$ -	-	\$ -	
008-410-6230	6230	TRAINING	\$ 450.00	\$ -	\$ 450.00	-	\$ 450.00	
008-410-6240	6240	MEETINGS & CONFERENCES	\$ 2,700.00	\$ 718.13	\$ 1,981.87	26.60	\$ 1,500.00	
008-410-6260	6260	OTHER STAFF EXPENSES	\$ -	\$ -	\$ -	-	\$ -	
008-410-6310	6310	BUILDING MAINT & REPAIR	\$ 4,250.00	\$ 1,454.53	\$ 2,795.47	34.22	\$ 4,250.00	used for spring clean-up
008-410-6320	6320	OPERATIONAL EQUIPMENT REP	\$ 2,000.00	\$ -	\$ 2,000.00	-	\$ 2,000.00	
008-410-6371	6371	ELECTRIC/GAS EXPENSE	\$ 6,500.00	\$ 2,930.43	\$ 3,569.57	45.08	\$ 6,800.00	
008-410-6372	6372	REFUSE/RECYCLING	\$ 25.00	\$ -	\$ 25.00	-	\$ 25.00	
008-410-6373	6373	TELECOM-LIBRARY	\$ 500.00	\$ 105.63	\$ 394.37	21.13	\$ 360.00	
008-410-6374	6374	WATER/SEWER EXPENSE	\$ 270.00	\$ 112.80	\$ 157.20	41.78	\$ 285.00	
008-410-6409	6409	JANITORIAL EXPENSE	\$ 4,332.00	\$ 1,444.00	\$ 2,888.00	33.33	\$ 4,332.00	
008-410-6411	6411	LEGAL EXPENSE-LIBRARY	\$ -	\$ 475.00	\$ (475.00)	-	\$ -	putting in 6491 this year
008-410-6412	6412	MEDICAL/WEELNESS EXPENSE	\$ 500.00	\$ -	\$ 500.00	-	\$ 500.00	
008-410-6415	6415	RENTS/LEASES-EQUIP/VEHICL	\$ 750.00	\$ 179.23	\$ 570.77	23.90	\$ 750.00	new copier lease in '23
008-410-6419	6419	TCHNLGY SVCS-LIBRARY	\$ 1,600.00	\$ 256.75	\$ 1,343.25	16.05	\$ 1,600.00	
008-410-6490	6490	OTHER PROFESSIONAL SERVIC	\$ 350.00	\$ 341.00	\$ 9.00	97.43	\$ 1,250.00	monitoring -new fire alarm \$896.50
008-410-6491	6491	LIBRARY SERVICES-INTERNAL	\$ 15,000.00	\$ 14,483.02	\$ 516.98	96.55	\$ 16,000.00	
008-410-6492	6492	LIBRARY SERVICES-PUBLIC	\$ 6,000.00	\$ 2,597.41	\$ 3,402.59	43.29	\$ 6,500.00	
008-410-6499	6499	OTR CNTRTL SVC-LIBRARY	\$ 2,900.00	\$ 807.09	\$ 2,092.91	27.83	\$ 2,900.00	
008-410-6502	6502	LIBRARY/REFERENCE MATL'S	\$ 24,500.00	\$ 8,347.46	\$ 16,152.54	34.07	\$ 24,500.00	
008-410-6504	6504	MINOR EQUIPMENT	\$ -	\$ -	\$ -	-	\$ -	
008-410-6505	6505	OTHER EQUIPMENT	\$ -	\$ -	\$ -	-	\$ -	
008-410-6506	6506	OFC SUPLS-LIBRARY	\$ 1,200.00	\$ 261.86	\$ 938.14	21.82	\$ 1,200.00	
008-410-6507	6507	OPERATING SUPPLIES	\$ 150.00	\$ 21.56	\$ 128.44	14.37	\$ 150.00	
008-410-6508	6508	POST/SHIP-LIBRARY	\$ 100.00	\$ 100.51	\$ (0.51)	100.51	\$ 100.00	
008-410-6512	6512	MEDICAL SUPPLIES	\$ -	\$ -	\$ -	-	\$ -	
008-410-6514	6514	BUILDINGS/GROUNDS SUPPLIE	\$ 1,200.00	\$ 166.50	\$ 1,033.50	13.88	\$ 1,000.00	
008-410-6518	6518	COMPUTER SUPPLIES	\$ -	\$ -	\$ -	-	\$ -	
008-410-6519	6519	PROCESSING SUPPLIES	\$ 1,800.00	\$ 426.77	\$ 1,373.23	23.71	\$ 1,800.00	

Proposed FY24 BUDGET-LIBRARY

008-410-6520	6520	PROGRAM SUPPLIES	1.50	\$	1,500.00	\$	491.17	\$	1,008.83	32.74	\$	1,500.00
008-410-6521	6521	FURNITURE/FIXTURES	3.00	\$	3,000.00	\$	815.22	\$	2,184.78	27.17	\$	2,500.00
008-410-6525	6525	OFFICE EQUIPMENT	50	\$	500.00	\$	12.39	\$	487.61	2.48	\$	500.00
008-410-6526	6526	COMPUTER EQUIPMENT	2.25	\$	2,250.00	\$	19.99	\$	2,230.01	0.89	\$	2,250.00
008-410-6550	6550	BUILDINGS-NON CAPITAL		\$	-	\$	-	\$	-	-		
008-410-6721	6721	FURNITURE/FIXTURES-CAP		\$	-	\$	-	\$	-	-		
008-410-6725	6725	OFFICE EQUIPMENT-CAP		\$	-	\$	-	\$	-	-		
008-410-6726	6726	COMPUTER EQUIPMENT-CAP		\$	-	\$	-	\$	-	-		
008-410-6750	6750	BUILDINGS		\$	-	\$	-	\$	-	-		
008-410-6900	6900	EMERGENCY:COVID-19		\$	-	\$	-	\$	-	-		
008-930-4832	4832	INTRA-FUND TRANSFERS-IN	212.97	\$	(212,975.00)	\$	-	\$	212,975.00	-	\$	255,391.00
008-930-6912	6912	INTRA-FUND TRANSFERS-OUT		\$	-	\$	-	\$	-	-		
008-999-9999	9999	NET INCOME (LOSS)		\$	-	\$	-	\$	-	-		
		DIFFERENCE	4.20	\$	5,200.00	\$	102,151.49	\$	363,584.95	1,205.44	\$	510,782.00

accessible automatic doors - we are applying for a \$10,000 grant  
Move to CIP



# CITY OF LECLAIRE, IOWA

325 WISCONSIN STREET  
LECLAIRE, IOWA 52753

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## LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

*was held at 7:00 P.M. on Tuesday, February 14 at the LeClaire Community Library,  
323 Wisconsin Street, LeClaire Iowa.*

"The Mission of the LeClaire Community Library is to enhance the intellectual, social, and cultural strength of our community."

### Minutes

**CALL MEETING TO ORDER-** The meeting was called to order by Nick Johnson, President

**ROLL CALL -** The following members were present: Nick Johnson, Tom Kostichuk, Linda Mitchell, Meredith Viljoen, Melita Tunnicliff – Library Director, William Bloom – Library Liaison

**CONSENT AGENDA -** Linda moved to approve the agenda, minutes from last meeting and library claims. This was seconded by Meredith, and vote was unanimous.

- Preview agenda
- Minutes from last regular meeting
- Library Claims

Budget Line	Vendor	Previous month	Current month
008-410-6499	copier maintenance	136.88	136.88
008-410-6520	program supplies	86.40	329.85
008-410-6371	Electric/Gas	453.12	519.14
008-410-6409	Janitorial	361.00	361.00
008-410-6415	Copier lease / postage meter	53.23	42.00
008-410-6492	OverDrive Advantage digital books	583.96	404.21
008-410-6419	Metronet - internet	64.12	64.12
008-410-6373	Metronet - fax phone	26.34	26.34
008-410-6374	Water/sewer	18.76	23.51
008-410-6502	DVDs CDs Amazon	165.43	215.51
008-410-6502	Ingram - books	1,793.37	1185.73
008-410-6514	building / grounds parking signs	167.01	
008-410-6210	Assoc. dues (Jan - ILA Ashe)	75.00	80.00
008-410-6519	processing supplies	46.54	122.49
008-410-6525	office equipment - fax/scanner/copier	321.98	
008-410-6526	computer equipment	132.84	244.44
008-410-6350	operational equip. Repair - 2 new fire extinguishers	614.00	
008-410-6310	Building maint/ Tri-City Elec fire alarm testing		152.00
008-410-6506	office supplies	118.02	205.72
		<b>5,218.00</b>	<b>4112.94</b>

Budget Line	Revenue	Previous month	Current month
008-410-4500	Charges Fees for Service (Printouts)	97.60	98.45
008-410-4550	Misc Charges for Service (Fax)	20.00	19.00

008-410-4765	Fines	37.50	6.70
008-410-4710	Reimbursements - lost or damaged items	10.00	45.00
008-410-4440	State Grant OA/ILL	3,235.73	
008-410-4441	State Grant OA/ILL	10,609.23	
		<b>\$14,010.06</b>	<b>169.15</b>

## LIBRARY DIRECTORS REPORT

- Library Director's Report
  - Our **Winter Reading Program** runs from December 27 to February 17. Adult and Youth participants can track their reading minutes on simple, colorful bookmarks. So far 74 kids (148 hours) Adult 36 (144 hours) have turned in bookmarks.
  - Ashe has started doing Life-Size Game Nights where you play a board game on a larger scale. We did "Clue" in January and will do "Among Us" in February.
  - March's program theme will be March Mummy Madness. For example, Figge Art Museum staff will be coming to do an Egyptian-themed art program. There will be an Escape Room – "Escape the Mummy's Tomb" and a Fossil Dig program.
  - A lot of the programs will be planned for Spring Break.

### Staff

- Our new Circulation Manager will begin March 1<sup>st</sup>. Callen DeWit has a master's degree in Library Science, and experience in many aspects of library work. They are presently working in Davenport Libraries so they have knowledge of RiverShare and our Polaris ILS. I was impressed with their initiative and research skills, and their commitment to public service. Callen will start March 1<sup>st</sup>.

### Circulation

- Fine-free** for all of our collections began in January across the RiverShare Consortium. Our branch exceptions are hotspots, museum passes, and Launchpads. Amnesty for past overdue fines has been implemented.

### Friends of the Library

- Proceeds from the Friends Book Sale room in 2022 were \$49.30.
- The Friends of the Library will be the beneficiary of the funds raised at the Civic Club's Trivia Night on February 18. They have been asked to provide door prizes and to try to sell tickets for up to 5 tables of 8 people at \$10 each. Please consider attending.
- The Friends will once again be allocating their Birdies for Charity funds for Summer Reading Program expenses.

### Facility

- The Plaza project was discussed at the January 16<sup>th</sup> City Council Committee of the Whole meeting.

### Technology

- Jeff Scott of Xerox, the City's IT contractor, has prepared an inventory of our seven public computers and our five staff computers with different options to set up a regular schedule for upgrades and replacements. It is acceptable to have lap tops for our computer options.
- The new copier/fax is installed and functioning.
- It is time to renew use of Bridges. Cost of Bridges is \$1,289.10 a year. This has already been budgeted.

### Outreach and Cooperation

- The Library was part of the first **Eagle Days Festival** on January 22<sup>nd</sup>. I was there with information on our library and eagle-themed paper crafts. The event was a huge success, with an estimated 350 attendants.
- One of our LeClaire police officers, James Schemitz, did a storytime this month.
- Ashe is still doing outreach story times at Kiddie Karrasel twice a month.

## Library Monthly Statistics

### 2022/2023 LeClaire Library Program Statistics

	July	August	September	October	November	Deceml
<b>general interest programs</b>	12	1	2	15	3	
<b>attendance: on site</b>	283	8	15	205	52	
in person off site						
virtual live	34					

virtual recorded					
<b>19+ programs</b>	5	2	4	5	4
attendance: on site	53	4	29	43	12
in person off site					
virtual live					
virtual recorded					
<b>12-18 programs</b>	3	1	3	2	2
attendance: on site	50	1	27	14	12
in person off site				75	
virtual live					
virtual recorded					
<b>6-11 programs</b>	3	0	2	3	4
attendance: on site	77		30	58	81
in person off site					
virtual live					
virtual recorded					
<b>0-5 programs</b>	4	4	6	5	7
attendance: on site	164	31	45	48	75
in person off site		11	34	15	25
virtual live					
virtual recorded					
<b>total program attendance</b>	<b>661</b>	<b>55</b>	<b>180</b>	<b>458</b>	<b>257</b>
<b>General interest passive programs</b>	2	4	5	37	2
<b>Juvenile passive programs</b>	146	48	71	98	87
<b>Adult passive programs</b>	7	13	0	0	0
<b>total passive program attendance</b>	<b>155</b>	<b>65</b>	<b>76</b>	<b>135</b>	<b>89</b>

#### UNFINISHED BUSINESS

- Completion of an evaluation of the library director – An ad hoc committee met to discuss Melita’s evaluation. After the whole committee reviewed each item of the evaluation and discussed level of performance, Meredith moved to approve Melita’s evaluation, Tom seconded. The group voted unanimously to approve it. The Board will continue to work with Melita on areas of need and improvement.
- Re-accreditation due February 28 – Melita now has the information need to finalize the goals, including the updated Volunteer Policy, programs, and use of spaces. Accreditation will be referred to throughout the year to check on goals and/or add goals. Meredith moved to approve the re-accreditation, and Tom seconded. Vote to approve was unanimous.
- Progress report on LTC Access grant due February 28. Linda and Melita are still working on this submission.
- Melita is still updating planning and using spaces within and outside the library.

#### NEW BUSINESS

- Updating the Library’s Volunteer Policy – Prior to the meeting Melita provided the board members with a copy of the proposed updated Library Volunteer Policy. Melita prepared the Volunteer Policy. After reviewing some changes and discussion of same, Tom moved to approve and Meredith seconded, all were in favor.
- The mayor asked for an invite to attend our next Board meeting. Nick will send out a personal invite to him.
- The library is still in need of door prizes for Trivia Night. If you have something to donate, bring it to the library by Friday, February 17<sup>th</sup>.

PUBLIC COMMENT - none



**ADJOURNMENT** Linda moved to adjourn and Tom seconded. Meeting was adjourned.

**TRUSTEES**

Ray Ainslie (June 2024)

Mandy Harvey (June 2026)

Nick Johnson (June 2024)

Linda Mitchell/Becky Pilger (June 2026)

Meredith Viljoen (June 2026)

Bill Bloom – Council Liaison

Calla Parochetti (July 2028)

Tom Kosticsek (July 2028)

**Title VI Notice to the Public**

*It is the policy of the City of Le Claire to assure full compliance with Title VI of the Civil Rights Act of 1964. Related statutes and regulations provide that no person shall on the basis of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the City. Any person who believes that they are being denied participation in a project, being denied benefits of a program, or otherwise being discriminated against because of race, color, national origin, gender, age, or disability, may contact the City Administrator for the City of LeClaire at (563)-289-6004.*