



CITY OF LECLAIRE, IOWA

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LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

*will be 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."

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

- Completion of an evaluation of the library director
- Re-accreditation due February 28 – Board input
- Progress report on LTC Access grant due February 28

NEW BUSINESS

- Updating the Library's Volunteer Policy
- Approve updated Strategic Plan

PUBLIC COMMENT

ADJOURNMENT

TRUSTEES

Ray Ainslie (June 2024)
Linda Mitchell/Becky Pilger (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 January 31, 2023

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	614.00	
008-410-6310	Building maint/ Tri-City Elec fire alarm testing		152.00
008-410-6506	office supplies	118.02	205.72
		5,218.00	4112.94

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 it	10.00	45.00
008-410-4440	State Grant OA/ILL	3,235.73	
008-410-4441	State Grant OA/ILL	10,609.23	
		\$14,010.06	169.15

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	98.45	543.16	800.00	256.84
410-4550	LIBRARY FEES FOR FAXES	19.00	307.15	600.00	292.85
410-4705	CONTRIBUTIONS - PRIVATE		915.22	1,500.00	584.78
410-4710	REIMBURSEMENTS-LIBRARY	45.00	448.15	200.00	248.15-
410-4726	OTHER MISC. REVENUES			50.00	50.00
410-4745	SALE OF SALVAGE		10.00		10.00-
410-4765	LIBRARY FINES	6.70	365.10	500.00	134.90
410-6010	SALARIES-LIBRARY	11,446.12	82,653.66	152,598.00	69,944.34
410-6150	GROUP INSURANCE	1,610.45	11,446.33		11,446.33-
410-6210	ASSOCIATION DUES-LIBRARY	80.00	155.00	200.00	45.00
410-6230	TRAINING			450.00	450.00
410-6240	MEETINGS & CONFERENCES		718.13	2,700.00	1,981.87
410-6310	BUILDING MAINT & REPAIR	152.00	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	519.54	3,903.09	6,500.00	2,596.91
410-6372	REFUSE/RECYCLING			25.00	25.00
410-6373	TELECOM-LIBRARY	26.34	158.31	500.00	341.69
410-6374	WATER/SEWER EXPENSE	23.51	155.07	270.00	114.93
410-6409	JANITORIAL EXPENSE	361.00	2,166.00	4,332.00	2,166.00
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	274.46	750.00	475.54
410-6419	TECHNLGY SVCS-LIBRARY	64.12	384.99	1,600.00	1,215.01
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	404.21	3,585.58	6,000.00	2,414.42
410-6499	OTR CNTRTL SVC-LIBRARY	136.88	1,080.85	2,900.00	1,819.15
410-6502	LIBRARY/REFERENCE MATL'S	1,401.24	11,707.50	24,500.00	12,792.50
410-6506	OFC SUPLS-LIBRARY	205.72	585.60	1,200.00	614.40
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	122.49	595.80	1,800.00	1,204.20
410-6520	PROGRAM SUPPLIES	329.85	907.42	1,500.00	592.58
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	244.44	397.27	2,250.00	1,852.73
410-6160	WORK COMP-LIBRARY		496.44	496.00	.44-
410-6110	FICA/MEDICARE-CITY SHARE	849.86	6,179.04	11,674.00	5,494.96
410-6130	EMPERS-CITY SHARE	1,080.50	7,802.39	14,405.00	6,602.61
410-4710	REIMBURSEMENTS-LIBRARY			2,880.00	2,880.00
410-6150	GRP INS PRMS-LIBRARY			20,684.00	20,684.00
	DIFFERENCE	18,931.12-	138,780.86-	264,155.00-	125,374.14-

Library Director's Report - February 14, 2023

- 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 1st. Callen DeWit has a masters 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.

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 16th 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.
- The new copier/fax is installed and functioning.

Outreach and Cooperation

- The Library was part of the first **Eagle Days Festival** on January 22nd. 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.

City of LeClaire Library PC Analysis Summary

There are 2 Models of PCs in the Library Environment consist of:

A. HP Compaq Elite 8300 USDT (6)

- PUB 1, PUB 2, PUB 4, PUB 5, PUB 10, PUB 11
- Model was originally released in 2012
- Windows 10 EOL Official Date: October 14th, 2025
- Will not be generally supported on Windows 11

B. HP ProDesk 600 G5 SFF (6)

- PUB 8 (Public8 or COL-LIB-Pub) plus the rest of the Library PCs
 - CIRCUMGR, DESK1, DESK2, DIR, YSC
- Model was originally released in 2018
- Should* operate with Windows 11
 - *Based on best available vendor information today

Recommendations and Considerations

Option 1. Purchase 6 new PCs in 1 or 2 phases to replace the Elite 8300s (PUB1, PUB2, PUB4, PUB5, PUB10, PUB11) by October 2025.

- Would require the least amount of Professional Services \$\$ to swap in the new devices one for one
- Additional Professional Services \$\$ will be needed prior to October 2025 to upgrade the ProDesk 600s to Windows 11 (or replace them outright)
- No End of Life has been announced for Windows 11, so the ProDesk 600 fleet will continue to be viable**

Option 2A. Purchase 6 new PCs in 1 single phase to replace the Elite 8300s by 2025 but use the new PCs to replace the library staff's ProDesk 600 PCs (CIRCUMGR, DESK1, DESK2, DIR, YSC) and then swap the replaced ProDesk 600s in for the Elite 8300s as the "new" Public PCs.

- Library staff will have latest and greatest
- Windows 11 EOL has not been announced, so ProDesk 600s should be good through 2031**
- More complexity, more Pro Services \$\$ for the swap
- Pro Services \$\$ will need to be allocated to upgrade the ProDesk 600s to Windows 11 at some point prior to October 2025
- **ProDesk 600 compatibility with Windows 11 is a question mark (see Option 2B)

Option 2B. Same as Option 2A, except do not upgrade the ProDesk 600s to Windows 11 at this point.

- There may be some reduction in Professional Services \$\$, although full re-images and extended time to install SmartShield will be required
- The remaining ProDesk 600s (should be the 7 Patron PCs [1, 2, 4, 5, 8, 10, 11]) will need to be replaced or upgraded by October 2025

Device Name	Make / Model	Serial Number	Last Logged in User
COL-LIB-CIRCUMGR	HP / HP ProDesk 600 G5 SFF	MXL94159HD	LECLAIREItaker
COL-LIB-DESK1	HP / HP ProDesk 600 G5 SFF	MXL94159HD	LECLAIRECirc01
COL-LIB-DESK2	HP / HP ProDesk 600 G5 SFF	MXL9415556	LECLAIREJhaack
COL-LIB-DIR	HP / HP ProDesk 600 G5 SFF	MXL941555C	LECLAIREmtunnicliff
COL-LIB-PUB	HP / HP ProDesk 600 G5 SFF	MXL0111KM7	COL-LIB-PUB4Public8
COL-LIB-PUB1	Hewlett-Packard / HP Compaq Elite 8300 USDT	MXL22913RL	COL-LIB-PUB1Public1
COL-LIB-PUB10	Hewlett-Packard / HP Compaq Elite 8300 USDT	MXL25009JB	COL-LIB-PUB-10colib-pub-10
COL-LIB-PUB11	Hewlett-Packard / HP Compaq Elite 8300 USDT	MXL3271X81	COL-LIB-PUB11Library11
COL-LIB-PUB2	Hewlett-Packard / HP Compaq Elite 8300 USDT	MXL3181J1F	COL-LIB-PUB2Public2
COL-LIB-PUB4	Hewlett-Packard / HP Compaq Elite 8300 USDT	MXL3070JK5	COL-LIB-PUB4Public4
COL-LIB-PUB5	Hewlett-Packard / HP COMPAQ ELITE 8300 USDT	MXL22913Q0	COL-LIB-PUB5Public5
COL-LIB-YSC	HP / HP ProDesk 600 G5 SFF	MXL94159GW	LECLAIREImartin

PUBLIC COMPUTERS – LECLAIRE LIBRARY 12/29/22

Pub 11 (Library11 – Elite 8300)

- Windows 10 Pro
- 64-bit
- Office Standard 2019
- Missing important security and quality updates – Last update history 4/22
- Cannot be upgraded to Windows 11

Pub 1 (Public1 – Elite 8300)

- Windows 10 Pro
- 64-bit
- Office Home and Business 2010
- Missing important security and quality updates – no update history
- Cannot be upgraded to Windows 11

Pub 10 (our stand-up catalog computer) (COL-LIB-PUB- 10 – Elite 8300)

- Windows 10 Pro
- 64-bit
- NO Office
- Missing important security and quality updates – no update history
- Cannot be upgraded to Windows 11

Pub 2 (Public2 – Elite 8300)

- Windows 10 Pro
- 64-bit
- Office Home and Business 2010
- Missing important security and quality updates – no update history
- Maybe can be upgraded to Windows 11 → NO

Pub 4 (Public4 – Elite 8300)

- Windows 10 Pro
- Office Home and Business 2010 (NEEDS ACTIVATION w product key)
- 64-bit

- Missing important security and quality updates – no update history
- Cannot be upgraded to Windows 11

Pub 8 (COL-LIB-PUB – ProDesk 600)

- Windows 10 Pro
- 64-bit
- Office Standard 2019
- Up to date? – last update history 2021
- Maybe can be upgraded to Windows 11

Pub 5 (Public5 – Elite 8300)

- Windows 10 Pro
- 64-bit
- Office Home and Business 2010
- Missing important security and quality updates – no update history
- Maybe can be upgraded to Windows 11 → NO

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						1645
wi-fi usage	308	331	306	320	277	307	272						2121
AWE sessions	497	417	238	331	310	291	435						2519
ebooks	227	201	187	157	168	188	213						1341
computer users	121	152	124	142	106	134	133						912
gamers/equip	0	2	0	0	0	0	6						8
hotspots	16	20	20	21	15	19	12						123
meetings	36	41	31	40	55	39	34						276
meeting attendance	114	165	105	142	108	107	169						910
program attendance	661	55	180	458	257	341	600						2552
passive program count	155	65	76	135	89	57	113						690
door count	3410	2582	2064	2620	1849	1927	2182						16634
new card holders	29	22	17	15	9	12	22						126
items added	219	232	238	203	160	213	182						1447
items deleted	390	27	580	169	233	222	2						1623
ILL received	565	595	552	607	606	504	634						4063
ILL sent	865	839	818	813	772	712	845						5664
adult circulation	1205	1493	1361	1241	1245	1244	1324						9113
JUV circulation	2480	2485	2145	2098	1619	1704	2322						14853
YA circulation	64	98	80	70	72	54	79						517
in-house circulation	275	178	167	95	98	102	147						1062
total circulation	4251	4455	3940	3661	3202	3292	4085	0	0	0	0	0	26886

*Beginning October, Unique web visitors counted by Whofi

Library Volunteer Policy

Purpose

The LeClaire Community Library welcomes volunteer workers from the community in order to:

- Assist library staff with programs and services.
- Establish a pool of volunteer workers to assist with projects on an intermittent or long-term basis.
- Provide meaningful work experiences for special groups, such as community service clients, ~~personal development classes~~, **teens needing service learning hours for school**, special needs populations, and others, as staffing ~~permits allows~~ and suitable jobs are available.

General employment practices will be applied in the recruitment, placement, supervision and possible termination of all volunteer positions.

- A. A current job description will be maintained for each long-term volunteer position, as needed.
- B. Approved applicants will be placed in available positions based on their interests, availability, and skills. Placement of an applicant depends on qualification & library need. Placement is not always possible.
- C. Volunteers will work under the supervision of the Library Director or his/her designee. Volunteers will observe regular work rules while engaged in work for the Library.
- D. The Library staff reserves the right to change any volunteer arrangement as deemed necessary, at will.
- E. Volunteers will be used to augment basic services but will not be used to replace paid Library staff positions.
- F. Each year the Library will recognize volunteers for their service during the previous year.
- G. Assignment and approval of volunteer applications & assignments is at the discretion of the Library Director, or designee.

Approved by the LeClaire Community Library Board of Trustees 4/9/13, **2/14/23**

Rebecca Pilger
Mandy Harvey
Meredith Viljoen
Amy Blair, City Council Liaison

Patti Witt, Circulation Clerk
Lindsey Voss, Substitute Circulation Clerk

Background

In 2020, it was time to redo the LeClaire Community Library’s Strategic Plan. However, we were still in the middle of the COVID-19 pandemic. The director, Ellen Miller, and district consultant, Becky Heil discussed the strategic planning process and the services the State Library might offer, as well as ways to do strategic planning during COVID. Becky met with the LeClaire library board via Zoom in September 2020 to get their thoughts on the process. After much discussion, they outlined the following process: Ellen and the Board would identify community stakeholders to be interviewed by phone. Ellen would contact them to determine if they were interested and available. Becky would reach out to citizens identified and telephone calls were scheduled for the week of November 16, 2020.

The library was given the summary in mid-December. The question we most focused on was: *What could the library do to support you or your community?* Several themes rose to the top. More outreach, better outdoor space, a safe place to discuss “tough topics”, early literacy, more programs on cultural diversity and local history.

The board decided on the following ALA Service Responses:

- Create Young Readers: Early Literacy
- Satisfy Curiosity: Lifelong Learning
- Visit a Comfortable Place: Physical and Virtual Spaces

LeClaire

The city of LeClaire is in Scott County, Iowa. In 2020 LeClaire had a population of just under 5000. 92% of the population identifies as white non-Hispanic. African American, American Indian, Asian, and Latino are present as well. English is the predominant language. The median age is 39.9, and the average household size is 2.63 people.

The citizens are educated, with 39.8% of them having a bachelor’s degree or higher. The Pleasant Valley School system is considered one of the best in the state. There are two elementary schools within the city limits, and several daycares. There is a small homeschooling community as well. 86.5% of the households have internet.

LeClaire is a bedroom community for the greater Quad Cities area, and the town itself is known as a tourist destination. The average household income is \$86,250. The median property value is \$224,800.

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

Create Young Readers: Early Literacy

Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

Goal #1: Families of non-library users will find out about activities for preschoolers and early elementary students.

- **Objective 1:** The Youth Services Coordinator will resume storytime visits to local daycares. They will visit each daycare at least once a month.
- **Objective 2:** The Youth Services Coordinator will resume book talks at Bridgeview and Cody Elementary during the 23/24 school year. Staff will create a kid-friendly one-page flyer about the library's services to give to parents.
- **Objective 3:** The library will staff a pop-up library with library card signup at least once during the 23/24 and 25/26 school years at school open houses and events.

Goal #2: Early readers will experience multicultural and diversity programs at the library.

- **Objective 1:** The library will purchase at least eight bilingual children's books a year.
- **Objective 2:** The library will schedule bilingual and/or guest storytimes for children and their parents once a month.
- **Objective 3:** The library will promote/host five different cultural holidays per year, through seasonal display, storytime, or programming.

Goal #3: Parents and caregivers will be given the resources to understand early literacy practices, along with skills they can use outside the library to create young readers.

- **Objectives 1:** The library will provide literacy tips at the end of every standing PreK program.

- **Objective 2:** In 2023 the library will step up the purchase of interactive reading and learning tools.
- **Objective 3:** In 2024, parents will have an opportunity to learn the basics of baby sign language through books and workshops.

Satisfy Curiosity: Lifelong Learning

Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

Goal #1: Citizens will grow through hot topic book discussions and lectures.

- **Objective 1:** Beginning in 2023, the library will hold an annual community-wide book discussion for teens and adults, either in-person or virtually.
- **Objective 2:** In 24/25 the library will host lecturers from local colleges and community organizations to speak on current issues.

Goal #2: Teens and adults will find a diversity of programming from local organizations.

- **Objective 1:** The library will continue to partner with Quad City Arts for one large all-ages or adult musical event a year.
- **Objective 2:** The library will continue to utilize PVHS teens to create virtual programs for the library.
- **Objective 3:** The Youth Services Coordinator will research STEM, STEAM, and literary programming and/or partnerships and develop a plan to offer program opportunities for tweens by 2026.
- **Objective 4:** Library staff will continue to seek out programs and speakers on a variety of subjects for adults or all-ages audiences.

Goal #3: Residents will learn about LeClaire's past, present, and future through a variety of programs and activities.

- **Objective 1:** The library will host talks by mayor and council members, city staff, and local historians and visionaries.
- **Objective 2:** In 24/25 the library will host off-site tours.
- **Objective 3:** By 2025 the director will develop a programming partnership whereby PVHS students will interview LeClaire senior citizens about their stories and experiences and the students will turn these interviews into short videos that can be posted on the library's Facebook and YouTube channel.
- **Objectives 4:** The library director will partner with the Buffalo Bill Museum and local collectors to inquire about artifact loans for exhibiting in the library. (Possible insurance issues to be figured)

Visit a Comfortable Place: Physical and Virtual Spaces

Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.

Goal #1: Citizens will have a dynamic outdoor space for programming and community.

- **Objective 1:** In 2023-24 the library director with the assistance of City Hall and the Friends will apply for grant money to supplement city funds for the plaza redevelopment.
- **Objective 2:** The library will create a space just outside the front door for patrons to sit, read, use wifi, or picnic, in coordination with the Plaza redesign in 23/24.
- **Objective 3:** In 2024 the library interior will have new paint and carpet, and a re-designed use of existing space.

Approved by the LeClaire Community Library Board 2/14/23