



# CITY OF LECLAIRE, IOWA

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## LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

*was 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."

### Minutes

**CALL MEETING TO ORDER-** The meeting was called to order by Linda, Secretary

**ROLL CALL -** The following members were present: Ray Ainslie, Mandy Harvey (Zoom), Tom Kostichek, Linda Mitchell, Meredith Viljoen (Phone), Melita Tunnickliff – Library Director, William Bloom (Zoom) – Library Liaison

**CONSENT AGENDA –** Ray moved to approve the agenda, minutes from last meeting and library claims. This was seconded by Calla, 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	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 items	45.00	100.95
		<b>\$169.15</b>	<b>305.85</b>

## LIBRARY DIRECTORS REPORT

- 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 started using it in January. It will be very helpful to organize information.
- 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. There will be things for children to do, as well as refreshments.
- 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.

### Library Monthly Statistics

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

### UNFINISHED BUSINESS

- Discuss the salaried employees wage matrix – Library Board members discussed how salaries for the Director could be moved up within the scale at past meetings. Melita stated that in comparison, the wages looked comparable with other directors within the city. This matrix will be on the next Council meeting for approval. Dennis will recommend that Melita be at the second step. The Board could use the City’s evaluation form in the future, if needed, for the Director evaluation. This would be a choice, and not a requirement.

### NEW BUSINESS

- Board’s approval to close the library for one day in April for Staff Training. April 28<sup>th</sup> is the date for training. Calla moved to approve this date for staff training. Ray seconded. Approved unanimously.
- Updates to the Exam Proctoring Policy and Display Case Posting Policy. Melita made some minor needed changes to the policies. Ray moved and Meredith seconded approval. Unanimously approved.
- Changes to FY24 budget – The city will have a deficit of about \$75,000.00 due to tax miscalculations. The library lost \$700.00 from its proposed FY24 budget. Motion was made by Calla, seconded by Ray to approve the amended budget. Motion passed unanimously.
- Board Training – Discuss as a recurring agenda item – This was recommended to Melita as one way we could make sure we met this policy requirement. Attending state training webinars is a good way to gain training. Board members would take turns signing up and attending these trainings and sharing the information with the rest of the board.
- March Board Training –Discuss Trustee Manual: Chapter 15 **Intellectual Freedom** -Freedom of speech and also receiving information is a part of our rights. Patrons want to know both sides of issues (e.g. historical events), and they should have the right to all of the information. Melita does not let any biases enter into choosing books. In choosing books, Melita looks for what is popular as well as reading reviews of books by others. When checking out a book, patrons should have privacy in what they are selecting. Library staff do honor this privacy. LeClaire Library has not had any challenges to date on any of the books in our collection. From Library Law: Privacy – is when open inquiry occurs without the subject of one’s interests being questioned...confidentiality is in keeping all patrons’ information private (e.g., from their library card).

**PUBLIC COMMENT** - none

**ADJOURNMENT** – Ray moved and Mandy seconded to adjourn, unanimous approval. 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 Kosticheck (July 2028)

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