



# CITY OF LECLAIRE, IOWA

325 WISCONSIN STREET  
LECLAIRE, IOWA 52753

TEL: (563)-289-4242  
[WWW.LECLAIREIOWA.GOV](http://WWW.LECLAIREIOWA.GOV)



## LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

*was held at 7:00 P.M. on Tuesday, April 11 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 Mitchell, Secretary

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

**CONSENT AGENDA –** Mandy moved to approve the agenda, minutes from last meeting and library claims. This was seconded by Ray and vote was unanimous.

- Preview agenda
- Minutes from last regular meeting (as amended)
- Library Claims

008-410-6499	copier maintenance/program fee Figge	168.57	161.88
008-410-6499	space utilization grant to be reimbursed	3000	0.00
008-410-6371	Electric/Gas	727.63	613.73
008-410-6409	Janitorial	361.00	361.00
008-410-6415	Copier lease / postage meter	42.00	53.23
008-410-6230	OverDrive Advantage digital books	0.00	795.14
008-410-6419	Metronet - internet	64.20	64.20
008-410-6373	Metronet - fax phone	26.42	26.42
008-410-6374	Water/sewer	18.76	23.51
008-410-6502	DVDs CDs Amazon	263.28	677.00
008-410-6502	Ingram - books	1640.59	1533.63
008-410-6502	QC Times 6 months	393.00	0.00
008-410-6210	Assoc. dues	0.00	0.00
008-410-6519	processing supplies	0.00	204.62
008-410-6525	office equipment - fax/scanner/copier	0.00	0.00
008-410-6526	computer equipment	87.99	0.00
008-410-6230	training ALA manuals	128.71	0.00
008-410-6520	program supplies	96.63	211.67
008-410-6506	office supplies	22.87	191.30
008-410-6310	build maint & repair Midwest Alarm	0.00	234.00
		<b>7,041.65</b>	<b>5151.33</b>

Budget Line	Revenue		
		Previous month	Current month
008-410-4500	Charges Fees for Service (Printouts)	172.65	97.50
008-410-4550	Misc Charges for Service (Fax)	22.00	20.00
008-410-4765	Fines	10.25	27.00

008-410-4710	Reimbursements - lost or damaged items	100.95	19.00
008-410-4400	State grant - Space Utilization		3000.00
		<b>\$305.85</b>	<b>3163.50</b>

## LIBRARY DIRECTORS REPORT

### Directors Report:

- March Mummy Madness programs were very popular. 79 people of all ages participated in our Escape from the Mummy's Tomb Escape Room. Attendees had to solve puzzles and riddles while learning facts about ancient Egyptian history.
- Our March Celtic concert with the Bucktown Revue Band had 54 attendees.
- We had a Life-size Game Night with an Among US theme with 28 attendees. The entire library was their gameboard. (Pictures are on facebook.)
- Callen's first Book Club was a resounding success.
- Ashe has scheduled the main performers for the Summer Reading Program, which will be paid for by the Friends. The theme of Summer Reading is "Find Your Voice."
  1. Ballet Folklorico
  2. Ballet QC "Dance Me a Story"
  3. Eulenspiegel Puppets
  4. The Jonathan May Show (magic)
  5. Jay & Leslie "Laughing Matters"
  6. Dino O'Dell "Music and stories from around the world"
  7. The Grout Museum "Combustion"
  8. ISU Insect Zoo
- Ashe has also been asking local businesses and community groups for donations for Summer Reading prizes. We have already received cookie coupons from Casey's, pizza slice coupons from Kwik Star, and passes to use as prizes from the QC Botanical Center and the Family Museum. More are on the way.
- April 23 is the start of National Library Week.
- Mandy Harvey will be hosting a Storytime this month.

### Staff

- On our staff in-service day April 28, we will be training on our Makerspace equipment and our Playstation and Wii equipment so we can help our patrons take better advantage of these resources. We will also become familiar with our AED equipment, and go over the Summer Reading sign up procedures and activities, among other things.
- I have completed the first annual staff performance evaluation with the City's new approved form. These are scheduled for two weeks before each employee's hiring anniversary date.
- I have rewritten the job description for the Part-time Library Circulation Clerk. All of our job descriptions need updating. I plan to do this while I do the annual evaluation of each employee, with their input.

### Circulation

- Callen has cleared up the backlog of cataloging work and is up to speed on almost all of their circulation job duties.
- We have ordered shelf displays with illustrations to help younger patrons find the correct Dewey category in the Juvenile nonfiction collection.

### Friends of the Library

- Proceeds from the Friends Book Sale room in March 2023 were \$139.
- We had a large amount of weeded and donated adult fiction so the Friends had a two-week Book Sale in the Lobby.
- The Friends will once again be allocating their Birdies for Charity funds for Summer Reading Program expenses. The website for donations is [birdiesforcharity.com/donate](http://birdiesforcharity.com/donate) and the Friends of the Library number is #1505

### Facility

- I have purchased a new standup desk for the Catalog Computer, ordered a LEGO cart to replace our broken one, and a toy organizer shelf for the Children's Area. I have also ordered a computer table and two chairs for the Children's AWE computers to put into place another of the suggestions we received from Shana Stuart. These purchases were funded by the \$2500 that was donated by the estate of Joann Buchanan.
- The Public Works Department is collecting further bids on the Fire Alarm System that is needed and budgeted for the Library, as the City is also collecting similar bids for the other public buildings. After at least three bids are received, the project can be awarded.
- I have spoken to two designers to gather information on their services and fees to assist us in choosing colors and materials for the FY24 paint and carpet replacement. The staff have run library use statistics, and it looks like February would be the best month to shut down for the up to 3 weeks necessary.

- The Plaza project was put out for bid and received only one bid which was presented to the City Council April 3, and was unacceptably high. Discussions will be held to try to find a way forward.
- Dennis B, Greg Ludwig, and I submitted an application to the SCRA requesting \$100,000 to go toward shade structures for the Plaza.
- The family of Gail Allard, who have donated over \$4000 for a table and seating area outside the Library front door would like to have some sort of presentation on her birthday in June. Perhaps we can have a nice plaque ready by then, and maybe find a way forward this summer, even if the Plaza project is delayed.

### Library business

- We have been awarded the Booklist Publications/Mellon Foundation grant and will receive 25 monthly print copies of the Booklist Reader magazine starting in June. We will also be able to share this publication online for patrons to read on our website.
- The notification of awards for the Libraries Transforming Communities Accessibility Grant (for automatic doors) will be April 19.
- The City received the \$3000 grant reimbursement from the State Library for the Space Utilization report Shana Stuart had done.
- The annual agreement for the state Enrich Iowa grant has been signed and submitted.

### Outreach and Partners

- The Scott County Genealogical Society will hold a Crash Course in Genealogy at our library Saturday afternoon, April 22.
- Five Americorps volunteers will be working at our library evenings and Saturdays for three weeks in April. They are helping the Friends with the Book Sale, examining our collections for books needing repair, organizing our back Storage Room, and adjusting the Children's forward-facing shelves so we can install the signs that came with the shelves, among other things.

### Technology

- We are still on a learning curve with our free WhoFi calendar from the State Library. One of our volunteers is entering programming statistics going back to the beginning of FY23. The calendar will report those statistics directly to the State Library for our Annual Report.

- **Library Monthly Statistics**

Month	July	August	September	October	November	December	January	February	March
website unique visitors	221	*	333	308	281	275	227	218	2
wi-fi usage	308	331	306	320	277	307	272	246	2
AWE sessions	497	417	238	331	310	291	435	404	4
ebooks	227	201	187	157	168	188	213	204	2
computer users	121	152	124	142	106	134	133	108	1
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	1
program attendance	661	55	180	458	257	341	600	219	3
passive program count	155	65	76	135	89	57	113	140	1
door count	3410	2582	2064	2620	1849	1927	2182	1951	24
new card holders	29	22	17	15	9	12	22	16	
items added	219	232	238	203	160	213	182	152	2
items deleted	390	27	580	169	233	222	2	295	4
ILL received	565	595	552	607	606	504	634	508	6
ILL sent	865	839	818	813	772	712	845	784	8
adult circulation	1205	1493	1361	1241	1245	1244	1324	1245	14
JUV circulation	2480	2485	2145	2098	1619	1704	2322	2428	21
YA circulation	64	98	80	70	72	54	79	81	
in-house circulation	275	178	167	95	98	102	147	192	1
<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>	<b>41</b>

### UNFINISHED BUSINESS

- Discuss the Plaza project – It did go out for bid and the bid is 39% over the original estimated bid. A meeting with the contractor, Dennis, Melita and possibly others will be held to discuss this bid sometime this week. There is only one bidder for this project.

- Salaried employees' matrix – This has been approved for city salaried employees. Most employees report to the City Administrator. The Library Director, however, reports to the Library Board of Trustees. Ray made motion and Tom seconded to approve this Salaried Employees' Matrix for Melita. Passed unanimously.
- Board Training – Discuss as a recurring agenda item, members taking turns. Mandy will develop a sign-up sheet for board members to choose a month to present/train the rest of the board members. Linda will present in May about Library Policies.

#### **NEW BUSINESS**

- Local Library Directors' statement on book banning – Melita attends a quarterly meeting with area directors (both Iowa and Illinois). Through these meetings, the Book Banning letter was established. It has been published in the North Scott Press. LeClaire library has a policy that addresses how we choose books. Patrons have the right to choose books without judgment from any staff at the library. We have a policy that sets out how patrons can object to any book.
- Revised Part-time Circulation Clerk job description - Calla moved to approve the revised Part-time Circulation Clerk job. Ray Seconded. Vote was unanimous.
- Possible future Board Training – Boardroom Series: Pay it Forward Checklist - Thursday, May 25, 6:00 p.m. to 7:30 p.m. “This webinar suggests a “Pay It Forward Checklist,” an annual calendar of program deadlines, and the board’s involvement in helping new directors through their period of adjustment. Plus, library boards should work on their own brand of transition planning ... ideas for that, too.”

**PUBLIC COMMENT** - none

**ADJOURNMENT** – Ray moved and Calla seconded to adjourn, unanimous approval. Meeting was adjourned.

#### **TRUSTEES**

Ray Ainslie (June 2024)

Linda Mitchell/Becky Pilger (June 2026)

Calla Parochetti (July 2028)

Mandy Harvey (June 2026)

Meredith Viljoen (June 2026)

Tom Kosticheck (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.*