



# 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, May 9 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 Vice President Mandy Harvey

**ROLL CALL -** The following members were present: Mandy Harvey, Tom Kosticheck, Linda Mitchell, Calla Parochetti, Meredith Viljoen (phone), Melita Tunnicliff – Library Director, William Bloom (Zoom) – Library Liaison, Karen Nelson, guest

**CONSENT AGENDA -** Calla moved to approve the agenda, minutes from last meeting and library claims. This was seconded by Tom 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/program fee Figge	161.88	140.12
008-410-6412	medical/new employee physical	0.00	233.00
008-410-6371	Electric/Gas	613.73	485.28
008-410-6409	Janitorial	361.00	361.00
008-410-6415	Copier lease / postage meter	53.23	55.69
008-410-6492	OverDrive Advantage digital books	795.14	398.21
008-410-6419	Metronet - internet	64.20	64.20
008-410-6373	Metronet - fax phone	26.42	26.42
008-410-6374	Water/sewer	23.51	18.76
008-410-6502	DVDs CDs Amazon	677.00	652.26
008-410-6502	Ingram - books	1533.63	1648.00
008-410-6508	postage	0.00	12.60
008-410-6210	Assoc. dues / ALA	0.00	155.00
008-410-6519	processing supplies	204.62	162.48
008-410-6506	office supplies	191.30	62.83
008-410-6520	program supplies	211.67	73.95
008-410-6310	build maint & repair Midwest Alarm	234.00	0.00
		<b>\$5,151.33</b>	<b>\$4,549.80</b>

Budget Line	Revenue	Previous month	Current month
008-410-4500	Charges Fees for Service (Printouts)	97.50	102.00
008-410-4550	Misc Charges for Service (Fax)	20.00	29.00
008-410-4765	Fines	27.00	17.00
008-410-4710	Reimbursements - lost or damaged items	19.00	124.65
008-410-4705	Contributions - Private/Summer Reading		650.00

\$163.50

\$922.65

(Note: Contributions for Private/Summer Reading as mentioned above were from Riverside Family Eyecare, Eye Surgeons Assoca., SCB, Asentra Credit Union.)

**LIBRARY DIRECTORS REPORT**

- Library Director’s Report

**Programming**

- Programs are slightly fewer as we gear up for Summer Reading.
- Ashe will be doing Summer Reading presentations this month at Bridgeview and Cody, including Cody’s Kindergarten round-up.
- Ashe is taking suggestions for good raffle prizes – especially adult prizes. Theme this year is “Find Your Voice.”
- Summer Reading Program Kickoff, Friday, June 2d at 5:00 pm, at Huckleberry Park (Quad Cities Ballet Folkloricol will be there for entertainment).

**Staff**

- We had our staff in-service day April 28. We covered our ambitious agenda, which I included training on the AED defibrillator, the makerspace equipment, and our Playstation and Switch equipment. Our gaming tech consultant, Braeden Veloz, was extremely helpful, and made sure all our gaming equipment had the correct protective settings.

**Circulation**

- Check out our shelf displays with illustrations to help younger patrons find the correct Dewey category in the Juvenile nonfiction collection.
- Callen has designed signage for the picturebook section that will be printed and installed soon.

**Friends of the Library**

- Proceeds from the Friends Book Sale room in April 2023 were \$162.45
- The Friends are holding a Silent Auction inside the Library which will end on Thursday.
- 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**

- 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.
- The Plaza project has been re-engineered to be more in line with the City’s budget expectations. We hope to hear soon from the one bidder on the project if they are willing to go forward with the project.
- The Friends of the LeClaire Library are receiving donations in memory of Deb Willaredt.
- 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.
- We have received a grant which will make it possible to have automatic doors for accessibility.

**Outreach and Partners**

- Our Americorps volunteers have left, but we have some three new or returning adult volunteers this month.
- 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	219	
passive program count	155	65	76	135	89	57	113	140	
door count	3410	2582	2064	2620	1849	1927	2182	1951	2
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	

<b>ILL sent</b>	865	839	818	813	772	712	845	784	
<b>adult circulation</b>	1205	1493	1361	1241	1245	1244	1324	1245	1
<b>JUV circulation</b>	2480	2485	2145	2098	1619	1704	2322	2428	2
<b>YA circulation</b>	64	98	80	70	72	54	79	81	
<b>in-house circulation</b>	275	178	167	95	98	102	147	192	
<b>total circulation</b>	4251	4455	3940	3661	3202	3292	4085	4150	4
custom circ report	3976	2967	2655	2407	2104	2241	2874	2923	2
<b>reportable circ</b>	4251	3145	2822	2502	2202	2343	3021	3115	2

**UNFINISHED BUSINESS**

- Plaza project – still in progress. There have been suggestions for changing some of the plans in order to reduce the proposed cost. Examples include the stairs into the library will be updated. Patios on each side of the door/entry will be included. The Pavilion will not be included. The City will look at adding in additional things in the future. We are still waiting to see if we get the \$100,000.00 grant to put in some shade structures.

**NEW BUSINESS**

- Change in City Zoom Policy for Boards and Commissions – Consensus of the Board is that we continue to offer meetings via Zoom (**but we need enough members in person in order to meet the quorum requirements**).
- Change in City procedures for invoicing – Melita is responsible for getting invoices paid. She will get the actual invoice, make sure everything was received, and then get all the paperwork over to the City for payment.
- Homebound Service Policy update – Melita did some revisions to update this policy.
- Collection Development Policy update - Melita did some revisions to update this policy.
  - Both the Home and Collection Policies were presented for approval by the Board. Calla made the motion to approve both Policies, Tom seconded, passed unanimously.

**Guest Presentation (by Karen Nelson)** – Friends has its summer events lined up. That way, when anyone wants to donate, they can give generally, or designate the event they want the donation to go to in order to support it.

**BOARD TRAINING**

- Linda Mitchell shared notes on webinar – policies and Board member responsibilities.

**PUBLIC COMMENT** - none

**ADJOURNMENT** - Tom moved and Calla seconded to adjourn, unanimous approval. Meeting was adjourned.

**TRUSTEES**

Ray Ainslie (June 2024)  
Linda Mitchell (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.*