



# 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 Tuesday, May 10, 2022

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

### AMENDED AGENDA

A meeting of the Library Board of Trustees will be held at 7:00 P.M. on Tuesday, May 10th at the Le Claire Community Library, 323 Wisconsin Street, LeClaire Iowa, utilizing the current Covid-19 safety guidelines as set in place by the mayor - social distancing, wearing masks if unvaccinated, etc.

#### CALL MEETING TO ORDER-

#### ROLL CALL

#### CONSENT AGENDA

1. Preview agenda
2. Minutes from last regular meeting
3. Library Claims

#### LIBRARY DIRECTORS REPORT

1. Library Director's Report –
2. Library Statistics – questions

#### UNFINISHED BUSINESS –

1. Zoom presentation by John Micka of the City Centre Plaza plan. – ADDED 5/9/22
2. Approve New Holidays
3. Policies to review: Personnel (2019)
4. Trustee Search (Mike and Karen – June) – Discussion with appointees and determine who to give to Mayor
5. City Council April 18<sup>th</sup> discussion (summary of what discussed)
6. Submitting full board packet with agenda discussion

#### NEW BUSINESS

#### PUBLIC COMMENT

#### ADJOURNMENT

#### TRUSTEES

Ray Ainslie (June 2024)  
Karen Nelson (June 2022)  
Meredith Viljoen (June 2026)

Mandy Harvey (June 2026)  
Becky Pilger (June 2026)

Nick Johnson (June 2024)  
Mike Souhrada (June 2022)  
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.*

Just a reminder: Bits & Pieces, the City newsletter, is available in "hard-copy" form at both the LeClaire Community Library and at City Hall. If you would like a copy of Bits & Pieces mailed to your residence, please contact City Hall and request your name be added to the mailing list.



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## LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

*Tuesday, April 12, 2022*

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

### MINUTES

A meeting of the Library Board of Trustees was held at 7:00 P.M. on Tuesday, April 12th at the Le Claire Community Library, 323 Wisconsin Street, LeClaire Iowa, utilizing the current Covid-19 safety guidelines as set in place by the mayor - social distancing, wearing masks if unvaccinated, etc.

### CALL MEETING TO ORDER-

### ROLL CALL

Present: Ray Ainslie, Nick Johnson, Karen Nelson, Becky Pilger, Meredith Viljoen, Mike Souhrada, Bill Bloom - City Liaison, Melita Tunnicliff - Library Director

**CONSENT AGENDA – Motion to pay what was charged and approve the minutes. Approved by Mike, 2<sup>nd</sup> by Ray. Passed by unanimous vote**

1. Preview agenda
2. Minutes from last regular meeting
3. Library Claims \$1,724.30. \$2,412 to be paid in April that did not make the budget in February & March. Program supplies went to Office Supplies on the budget. \$267.26 should be in 4 categories to correct the office supply (6506). Melita has been working with the city on corrections and training.

### LIBRARY DIRECTORS REPORT

1. Library Director's Report

#### Programming and Events:

- The traveling "History of the Book" exhibit (Strategic Plan Lifelong Learning Goal #2) was returned at the end of March. There was a lot of interest in this display.
- For National Poetry month, we have a create-your-own-poetry magnetic board, CreaTEEN Crafts made blackout poetry, and we will have an Open Mic Poetry Night. (Strategic Plan Lifelong Learning Goal #2)
- In his talk April 18, James Kenyon, the author of Echoes in the Hallway, will be referring to all of the 99 counties and their former high schools, but will emphasize ones from our area of the state and particularly LeClaire, Lost Nation, Sabula, Nichols, and Mechanicsville. (Strategic Plan Lifelong Learning Goal #3). Scott County Community Memory Project coordinator will also be present to recruit people to share their stories.
- University of Iowa library curator Janet Weaver, Ph.D., will speak on the pearl button industry in LeClaire and eastern Iowa on April 27. (Strategic Plan Lifelong Learning Goal #3)
- The Summer Reading Program theme is "Read Beyond the Beaten Path." Performers will include: Absolute Science - Bigger Bang Bubbles
  - Cold-blooded Redhead - Meet Reptiles
  - Popular Astronomy Club – Stars and S'mores
  - Leonardo Music for Kids - Rockin' and Readin' with Leonardo
  - Brent Allan & Friends - Camp Iwannareedabuk
  - Ballet Quad Cities – Dance me a Story
  - Michael Albert – Collage Workshop

#### Outreach

- The Buffalo Bill Museum has lent us a lighted display case indefinitely (until they or we decide to end the loan.) LeClaire Public Works employees repaired the case and attached it to the wall for safety. The museum has also lent us items and photos relating to our two history talks this month. We will use this case to display rotating collections of items from the museum pertaining to local history. Forms are signed with each loan, enumerating the items borrowed and establishing the length of the loans. (Strategic Plan Lifelong Learning Goal #3)

## Friends of the Library

- March Friends' books sales: \$40.07.
- The Friends are generously supporting our Summer Reading Program with the proceeds from last year's Birdies for Charity.

## Facility

- Our new roof is finished. A-1 Roofing did a nice job in just two days.
- Two Brothers Painting will paint the louvers on our cupola in April at a cost of \$700.
- V&K Engineering has done a survey of the Plaza and have not yet submitted a preliminary design for the Plaza. The Landscape architect is John Micka. (Strategic Plan Physical and Virtual Spaces Goal #1)
- Aunt Rhodie's will be doing a spring clean-up outside the building. The cost will be slightly less than last year (\$1,126)

## Collection

- Adult Fiction and Juvenile Nonfiction have been weeded.

## Technology

- I have researched the possibility of using the Canon copier for public faxing. It would still require using the Metronet phone line that is designated to our present fax machine, at a cost of \$30 per month, but we would have to pay Metronet to move the phone jack. There would be a charge of approximately \$130 to set up a fax line on the Canon copier. I recommend trying to replace the fax/copier we have now, which is used as a back up for the Canon and is also the only way patrons can access wireless printing.
- I have obtained bids from Midland Technologies and FINN AV & IT solutions to replace our current security camera system with a comparable system, \$6037 - \$6682. Just replacing the broken camera in the Community Room would be \$330 - \$646. There are less expensive options that would require a library smartphone. At the present time, the Community Room is kept locked unless there is a program going on.
- LeClaire Library has completed the Microsoft Education validation process and may now start accessing the Education offers through Tech Soup. This process was completed too late to purchase new Office 365 licenses at a low cost but may be useful for other offers.

## Staff training

- The library will be closed for staff in-service day on Friday, May 6.

## Family Storytime

- A handout is being given to family storytime participants sharing the songs that were shared, literacy tips, upcoming programs as well as other resources. This meets Board Goal #3, Objective #1, and Goal #1, Objective #2.

## 2. Library Statistics – questions

Melita will check to see if there are any impacts of website usage on grants/ratings/certifications.

2021/2022 LeClaire Library Statistics													
Month	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
website visits	582	572	544	473	471	458	195	158	206				3659
wi-fi usage	449	448	524	495	452	481	518	502	505				4374
AWE sessions	755	258	178	104	183	197	182	220	254				2331
ebooks	212	249	220	202	198	171	197	178	40				1667
computer users	161	121	120	143	101	79	108	84	120				1037
gamers	10	8	12	10	7	6	13	8	9				83
meetings	43	44	39	44	41	42	55	32	27				367
meeting attendance	133	143	129	108	128	132	124	113	65				1075
program attendance	396	85	64	186	209	201	177	141	162				1621
passive program count	465	22	8	41	60	53	74	74	83				880
door count	2905	2279	2018	2228	2028	1890	1886	1784	2070				19088
new card holders	17	18	21	14	5	12	16	9	20				132
items added	112	189	109	65	198	170	250	142	196				1431
items deleted	66	71	37	0	106	0	144	98	237				759
ILL received	566	502	552	590	557	418	565	526	609				4885
ILL sent	780	717	709	731	692	664	844	884	938				6959
adult circulation	1341	1215	1153	1151	1137	1038	916	857	924				9732
JUV circulation	2012	1779	1430	1484	1499	1199	1110	1238	1532				13283
YA circulation	85	89	70	48	51	34	50	50	46				523
in-house circulation	174	85	40	32	120	77	102	45	84				759
<b>total circulation</b>	<b>3824</b>	<b>3417</b>	<b>2913</b>	<b>2917</b>	<b>3005</b>	<b>2519</b>	<b>2375</b>	<b>2368</b>	<b>2626</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25964</b>
(Total circ includes in-house and ebooks)													
						November C December C January (Closed on the 1st)							
						Jan '22 changed from Pivik to Google Analytics to measure website use.							
(August 23--> Oct 16 closing at 6pm)													

**2021/2022 LeClaire Library Program Statistics**

	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
<b>general interest programs</b>	1	1		4	6	7	5	3	3				30
<b>attendance: on site</b>	71	28		71	39	89	43	5	6				352
<b>in person off site</b>													0
<b>virtual live</b>					47	36	22	11	24				140
<b>virtual recorded</b>													0
<b>19+ programs</b>	1	1	1	2	7	7	5	5	5				34
<b>attendance: on site</b>	13	16	8	17	41	11	15	20	22				163
<b>in person off site</b>													0
<b>virtual live</b>					2	0	1	2	1				6
<b>virtual recorded</b>		1											1
<b>12-18 programs</b>	0	0		2	3	3	4	5	5				22
<b>attendance: on site</b>				7	26	15	37	32	56				173
<b>in person off site</b>													0
<b>virtual live</b>													0
<b>virtual recorded</b>													0
<b>6-11 programs</b>	2	2	1	1	2	2	2	1	1				14
<b>attendance: on site</b>	186	19	18	10	25	25	4	4	5				296
<b>in person off site</b>													0
<b>virtual live</b>													0
<b>virtual recorded</b>	1	1											2
<b>0-5 programs</b>	10	1	6	9	3	4	5	5	5				48
<b>attendance: on site</b>	116	19	31	33	29	25	55	67	48				423
<b>in person off site</b>													0
<b>virtual live</b>				48									48
<b>virtual recorded</b>	9	1	7										17
<b>total program attendance</b>	396	85	64	186	209	201	177	141	162	0	0	0	1621
<b>General interest passive programs</b>								15	19				
<b>Juvenile passive programs</b>	379	22	8	41	60	53	74	58	64				
<b>Adult passive programs</b>	86	0	0	0	0	0	0	0	0				
	465	22	8	41	60	53	74	73	83	0	0	0	879

**UNFINISHED BUSINESS –**

1. Polices to review: Personnel (2019). Will vote on policy at the next meeting.
2. Trustee Search (Mike and Karen – June) – Discussion of appointees to give to Mayor  
There are 4 applications for the upcoming open trustee positions  
Douglas Troendle, Linda Mitchell, Tom Kostichuk, Calla Parochetti  
Nick will invite applicants to next meeting to introduce themselves and will send additional questions.
3. City Council April 18<sup>th</sup> discussion around City Boards  
Ray will attend
4. Submitting full board packet with agenda discussion - [agendas@leclaireiowa.gov](mailto:agendas@leclaireiowa.gov)  
Nick will submit the agenda  
Melita will send the board packet separately  
Becky (secretary) will send minutes after approved at the following month meeting.

**NEW BUSINESS**

1. Will vote on holidays at the next meeting regarding Christmas/New Year Eves.
2. Becky Pilger has submitted her resignation due to moving away from LeClaire. Becky will work with the Board until a replacement is found and a new secretary is identified.
3. Library continues to work on advertising events.

**PUBLIC COMMENT**

**ADJOURNMENT** Ray, motion to adjourn, Karen 2<sup>nd</sup>, passed by unanimous vote.

**TRUSTEES**

Ray Ainslie (June 2024)  
Karen Nelson (June 2022)  
Meredith Viljoen (June 2026)

Mandy Harvey (June 2026)  
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Unapproved Library Claims as of May 4, 2022

Budget Line	Vendor	Amount
008-410-6502	Library Materials - Ingram	2,412.01
008-410-6502	Library Materials - Amazon movies & CD	317.27
008-410-6374	Water/Sewer	23.51
008-410-6371	Electric/Gas	632.46
008-410-6499	Other Contractural Svcs - copier maintenance	142.40
008-410-6419	Tchnlgy Svcs - Metronet internet	64.04
008-410-6373	Telecom - Metronet	26.26
008-410-6409	Janitorial Expense-- M&M Flooring	361.00
008-410-6415	Lease Canon Copier & postage meter	53.23
008-410-6520	Program supplies	81.20
008-410-6506	Office Supplies	128.98
008-410-6519	Processing supplies	211.40
008-410-6514	Building and Grounds (Library flag)	64.00
008-410-6210	Association Dues	114.00
<b>Total</b>		<b>4,631.76</b>

Budget Line	Revenue	
008-410-4500	Charges Fees for Service (Printouts)	65.45
008-410-4550	Misc Charges for Service (Fax & Copies)	38.40
008-410-4765	Fines	65.40
<b>Total</b>		<b>\$169.25</b>

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

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

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

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

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
001-410-6210	ASSOCIATION DUES-LIBRARY			25.00	25.00
001-410-6408	INSURANCE EXPENSE		2,130.13	2,130.00	.13-
008-410-4300	INTEREST-LIBRARY			500.00	500.00
008-410-4440	STATE GRANTS		15,836.07	14,000.00	1,836.07-
008-410-4500	CHARGES/FEES FOR SERVICE	65.45	905.45	800.00	105.45-
008-410-4550	MISC CHARGES FOR SERVICE	38.40	519.80	600.00	80.20
008-410-4705	CONTRIBUTIONS - PRIVATE		325.00	1,500.00	1,175.00
008-410-4710	REIMBURSEMENTS-LIBRARY GRANTS		3,786.61	3,806.00	19.39
008-410-4726	OTHER MISC. REVENUES		77.38	50.00	27.38-
008-410-4765	FINES	65.40	1,055.02	1,500.00	444.98
008-410-6010	SALARIES-LIBRARY	11,231.14	117,801.67	151,528.00	33,726.33
008-410-6061	SPECIAL PAY - LONGEVITY			750.00	750.00
008-410-6210	ASSOCIATION DUES-LIBRARY	114.00	163.00	200.00	37.00
008-410-6230	TRAINING			450.00	450.00
008-410-6240	MEETINGS & CONFERENCES		233.60	1,500.00	1,266.40
008-410-6310	BUILDING MAINT & REPAIR		3,562.02	4,250.00	687.98
008-410-6320	GROUNDS MAINT & REPAIR		92.00	2,000.00	1,908.00
008-410-6371	ELECTRIC/GAS EXPENSE	632.46	5,141.31	5,900.00	758.69
008-410-6372	REFUSE/RECYCLING			25.00	25.00
008-410-6373	TELECOM-LIBRARY	26.26	331.25	1,100.00	768.75
008-410-6374	WATER/SEWER EXPENSE	23.51	185.87	270.00	84.13
008-410-6409	JANITORIAL EXPENSE	361.00	3,610.00	4,332.00	722.00
008-410-6412	MEDICAL/WELLNESS EXPENSE		1,316.00	450.00	866.00-
008-410-6415	RENTS/LEASES-EQUIP/VEHICLES	53.23	464.92	750.00	285.08
008-410-6419	TCHNLGY SVCS-LIBRARY	64.04	386.97	491.00	104.03
008-410-6490	OTHER PROFESSIONAL SERVICES		340.00	350.00	10.00
008-410-6491	LIBRARY SERVICES-INTERNAL		13,616.67	13,000.00	616.67-
008-410-6492	LIBRARY SERVICES-PUBLIC		5,098.98	8,606.00	3,507.02
008-410-6499	OTR CNTRTL SVC-LIBRARY	142.40	1,504.37	3,766.00	2,261.63
008-410-6502	LIBRARY/REFERENCE MATL'S	2,729.28	17,259.49	24,511.00	7,251.51
008-410-6506	OFC SUPLS-LIBRARY	128.98	1,190.94	1,200.00	9.06
008-410-6507	OPERATING SUPPLIES		52.32	150.00	97.68
008-410-6508	POST/SHIP-LIBRARY		41.79	490.00	448.21
008-410-6514	BUILDINGS/GROUNDS SUPPLIES	64.00	200.12	1,200.00	999.88
008-410-6519	PROCESSING SUPPLIES	211.40	1,034.13	1,800.00	765.87
008-410-6520	PROGRAM SUPPLIES	81.20	561.71	1,500.00	938.29
008-410-6525	OFFICE EQUIPMENT		84.99	500.00	415.01
008-410-6526	COMPUTER EQUIPMENT		162.59	2,250.00	2,087.41
012-410-6150	GRP INS CLAIMS-LIBRARY		600.05-	11,705.00	12,305.05
112-410-6160	WORK COMP-LIBRARY		629.74	581.00	48.74-
113-410-6110	FICA/MEDICARE-CITY SHARE	837.86	8,847.79	11,716.00	2,868.21
113-410-6130	IPERS-CITY SHARE	1,060.20	10,924.08	14,457.00	3,532.92
114-410-4710	REIMBURSEMENTS-LIBRARY		2,503.29	3,320.00	816.71
114-410-6150	GRP INS PRMS-LIBRARY	1,833.90	20,522.70	38,180.00	17,657.30
114-410-6155	CITY CONTRIBUTION FSA		1,500.00	750.00	750.00-
	DIFFERENCE	19,425.61-	193,382.48-	286,787.00-	93,404.52-
	PROOF	19,425.61-	193,382.48-	286,787.00-	93,404.52-

## **Library Director's Report May 10, 2022**

### **Programming and Events:**

- For National Poetry month, Open Mic Poetry Night was a big success. Poets came from as far as Geneseo to share their poems. (Strategic Plan Lifelong Learning Goal #2)
- Our local history talks were very well attended and we have received positive feedback from community members. (Strategic Plan Lifelong Learning Goal #3)
- Our book club is gaining attendance, but we will have a break over the summer and Tabatha will take it over in the fall.
- The Summer Reading Program theme is "Read Beyond the Beaten Path." Performers will include:
  - Popular Astronomy Club Mobile Observatory: Friday June 3<sup>rd</sup> @ 8pm
  - Absolute Science - Bigger Bang Bubbles: Friday, June 10<sup>th</sup> @ 2pm
  - Cold-blooded Redhead - Meet Reptiles: Saturday, June 25<sup>th</sup> @ 10:30am
  - Leonardo Music for Kids - Rockin' and Readin': Tuesday, July 5<sup>th</sup> @ 4:30pm
  - Brent Allan & Friends - Camp Iwannareedabuk: Wed, July 20<sup>th</sup> @ 2pm
  - Ballet Quad Cities – Dance me a Story: Friday, July 27<sup>th</sup> @4:30pm
  - Michael Albert – Collage Workshop: Monday, Aug 1<sup>st</sup> @ 4pm
- We have added:
  - The Front Porch Pickers band: Wed, June 15<sup>th</sup> @6pm
  - Dave Murcia – Wild Raptors of Iowa Wed, July 29<sup>th</sup> @ 10:30 am
- Two special Storytimes this summer:
  - Laurie Fruedenberg – Storytime w/the Author: Tues, June 28<sup>th</sup> @ 6pm
  - WQPT PBS Storytime: Friday, July 29<sup>th</sup> @ 10:30am
- Ashe will do SRP kick-offs at Bridgeview and Cody.

### **Outreach**

- The Buffalo Bill Museum partnership is going well. We had borrowed items having a connection to our two local history programs. We will soon be choosing items for a May display. (Strategic Plan Lifelong Learning Goal #3)
- We have had a request from St. Ambrose to take on a summer intern to work approximately 15 hours per week. This student is interested in librarianship as a career.
- We are partnering with the new Parks and Rec Director, Greg Ludwig, to have our June 3<sup>rd</sup> astronomy program at Huckleberry Park. Greg will help us choose games to play in the field between 8pm and 9pm when the skies are dark enough for observing stars. We plan to have cold s'mores and a registration table for Summer Reading.
- We are discussing including Storywalks in LeClaire Parks.

### **Friends of the Library**

- May Friends' books sales: \$42.55. Friends volunteers are taking over the Sale Room duties.
- The Friends are again generously supporting our Summer Reading Program with the proceeds from Birdies for Charity. You can donate online at the Birdies for Charity website (there are links on the library Facebook page and on our website.) Our donor # is 1505.
- The Friends will be holding a sidewalk book sale at the library during the Citywide garage sale the first weekend in June.

### **Facility**

- Two Brothers Painting will paint the louvers on our cupola in April at a cost of \$700. Work had not begun due to cold and rainy weather in April.



## **Technology**

- We had requests to livestream our talk on Pearl Button fishing in Iowa. We used our new portable PA system and our laptop camera (but Metronet went down halfway through the talk.) Ashe's "Crafts around the World" Facebook livestream had 25 attendees this month. People are getting used to remote attendance for programs, and to meet that need we plan to upgrade our tech with a webcam and a new laptop.
- We have had several internet outages this month. XeroxIT believes most may be caused by a bad network configuration, but they will attempt to reconfigure Friday evening.
- The city's website (and ours) has had a redesign. The city is using the website more, including adding an online version of the City Code. We are using the events calendar more and will be working with Chris Cournoyer to edit some of our pages.

### 2021/2022 LeClaire Library Statistics

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gamers	10	8	12	10	7	6	13	8	9	6			89
meetings	43	44	39	44	41	42	55	32	27	49			416
meeting attendance	133	143	129	108	128	132	124	113	65	151			1226
program attendance	396	85	64	186	209	201	177	141	162	249			1870
passive program count	465	22	8	41	60	53	74	74	83	109			989
door count	2905	2279	2018	2228	2028	1890	1886	1784	2070	2058			21146
new card holders	17	18	21	14	5	12	16	9	20	13			145
items added	112	189	109	65	198	170	250	142	196	270			1701
items deleted	66	71	37	0	106	0	144	98	237	116			875
ILL received	566	502	552	590	557	418	565	526	609	553			5438
ILL sent	780	717	709	731	692	664	844	884	938	848			7807
adult circulation	1341	1215	1153	1151	1137	1038	916	857	924	819			10551
JUV circulation	2012	1779	1430	1484	1499	1199	1110	1238	1532	1303			14586
YA circulation	85	89	70	48	51	34	50	50	46	39			562
in-house circulation	174	85	40	32	120	77	102	45	84	97			856
<b>total circulation</b>	<b>3824</b>	<b>3417</b>	<b>2913</b>	<b>2917</b>	<b>3005</b>	<b>2519</b>	<b>2375</b>	<b>2368</b>	<b>2626</b>	<b>2460</b>	<b>0</b>	<b>0</b>	<b>28424</b>
(Total circ includes in-house and ebooks)													
		(August 23--> Oct 16 closing at 6pm)				November cl	December Cl	January (Closed on the 1st)					
						Jan '22 changed from Piwik to Google Analytics to measure website use.							