



CITY OF LECLAIRE, IOWA

325 WISCONSIN STREET
LECLAIRE, IOWA 52753

TEL: (563)-289-4242
WWW.LECLAIREIOWA.GOV



LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

*will be held at 7:00 P.M. on Tuesday, June 13 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

PUBLIC COMMENT

LIBRARY DIRECTORS REPORT

- Library Director's Report
- Library Monthly Statistics

UNFINISHED BUSINESS

- Discuss the Plaza project which was approved by Council 6/5/23
- Library patio – Gail Allard memorial fund
- Director evaluation in August

NEW BUSINESS

- New logo suggestions for library cards
- LTC Grant Community Meeting July 15 – need volunteers
- Adding Kanopy film streaming service

BOARD TRAINING

- Mandy Harvey
- https://us02web.zoom.us/meeting/register/tZUvcumhrTgjGt28Sj1E8v5ewTjDR4pMdlY4?utm_medium=email&utm_source=govdeliery#registration Iowa League of Cities' Research Director Erin Mullenix and Ted Nellesen from the Iowa Department of Management will host a free webinar on House File 718, a new law passed by the Iowa Legislature that relates to property taxes in Iowa.

ADJOURNMENT

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.



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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 Tunncliff – 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
		\$5,151.33	\$4,549.80

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 Folklorical 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 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
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
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
total circulation	4251	4455	3940	3661	3202	3292	4085	4150
custom circ report	3976	2967	2655	2407	2104	2241	2874	2923
reportable circ	4251	3145	2822	2502	2202	2343	3021	3115

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)
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Unapproved Library Claims as of May 31, 2023

Budget Line	Vendor	Previous month	Current month
008-410-6499	copier maintenance/ fee gaming instr	140.12	236.88
008-410-6412	medical/new employee physical	233.00	0.00
008-410-6371	Electric/Gas	485.28	399.70
008-410-6409	Janitorial	361.00	361.00
008-410-6415	Copier lease / postage meter	55.69	42.00
008-410-6492	OverDrive Advantage digital books	398.21	400.06
008-410-6419	Metronet - internet	64.20	64.12
008-410-6373	Metronet - fax phone	26.42	26.34
008-410-6374	Water/sewer	18.76	23.89
008-410-6502	DVDs CDs Amazon	652.26	332.46
008-410-6502	Ingram - books	1648.00	1716.71
008-410-6508	postage	12.60	0.00
008-410-6210	Assoc. dues / ALA	155.00	0.00
008-410-6519	processing supplies,shelf signs	162.48	254.98
008-410-6506	office supplies	62.83	64.95
008-410-6520	program supplies	73.95	106.97
008-410-6310	build maint & repair	0.00	0.00
008-410-6230	library training	0.00	76.10
008-410-6507	operating supplies - soap, towels	0.00	60.87
008-410-6521	furniture/fixtures	0.00	1413.79
		4549.80	5580.82

Budget Line	Revenue	Previous month	Current month
008-410-4500	Charges Fees for Service (Printouts)	102.00	104.20
008-410-4550	Misc Charges for Service (Fax)	29.00	27.00
008-410-4765	Fines	17.00	3.00
008-410-4710	Reimbursements - lost or damaged it	124.65	131.00
008-410-4705	Contributions - Private/Summer Reac	650.00	650.00
008-410-4705	ALA - LTC Accessibility grant		10000.00
		922.65	10915.20

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	141.00	2,716.84	2,576.00	140.84-
-410-4300	INTEREST-LIBRARY			500.00	500.00
-410-4400	FEDERAL GRANTS		3,000.00		3,000.00-
-410-4440	STATE GRANTS		15,899.85	18,800.00	2,900.15
-410-4500	LIBRARY FEES FOR COPIES	104.20	957.91	800.00	157.91-
-410-4550	LIBRARY FEES FOR FAXES	27.00	405.15	600.00	194.85
-410-4705	CONTRIBUTIONS - PRIVATE	10,650.00	12,215.22	11,600.00	615.22-
-410-4710	REIMBURSEMENTS-LIBRARY	131.00	783.75	200.00	583.75-
-410-4726	OTHER MISC. REVENUES			50.00	50.00
-410-4745	SALE OF SALVAGE		10.00		10.00-
-410-4765	LIBRARY FINES	3.00	483.95	500.00	16.05
-410-6010	SALARIES-LIBRARY	12,172.32	132,838.03	153,798.00	20,959.97
-410-6150	GROUP INSURANCE	1,923.20	18,744.89	17,804.00	940.89-
-410-6210	ASSOCIATION DUES-LIBRARY		310.00	200.00	110.00-
-410-6230	TRAINING	76.10	204.81	450.00	245.19
-410-6240	MEETINGS & CONFERENCES		718.13	1,500.00	781.87
-410-6310	BUILDING MAINT & REPAIR		1,840.53	4,250.00	2,409.47
-410-6320	GROUNDS MAINT & REPAIR			2,000.00	2,000.00
-410-6350	OPERATIONAL EQUIPMENT REPAIR		614.00	614.00	
-410-6371	ELECTRIC/GAS EXPENSE	399.70	6,129.43	6,500.00	370.57
-410-6372	REFUSE/RECYCLING			25.00	25.00
-410-6373	TELECOM-LIBRARY	26.34	263.91	500.00	236.09
-410-6374	WATER/SEWER EXPENSE	23.89	239.99	270.00	30.01
-410-6409	JANITORIAL EXPENSE	361.00	3,610.00	4,332.00	722.00
-410-6411	LEGAL EXPENSE-LIBRARY		475.00	475.00	
-410-6412	MEDICAL/WELLNESS EXPENSE		449.00	500.00	51.00
-410-6415	RENTS/LEASES-EQUIP/VEHICLES	42.00	467.38	750.00	282.62
-410-6419	TCHNLGY SVCS-LIBRARY	64.12	713.71	1,600.00	886.29
-410-6490	OTHER PROFESSIONAL SERVICES		341.00	350.00	9.00
-410-6491	LIBRARY SERVICES-INTERNAL	33.98	14,517.00	15,000.00	483.00
-410-6492	LIBRARY SERVICES-PUBLIC	400.06	5,178.99	6,000.00	821.01
-410-6499	OTR CNTRTL SVC-LIBRARY	236.88	4,788.30	5,900.00	1,111.70
-410-6502	LIBRARY/REFERENCE MATL'S	2,041.97	19,994.72	24,600.00	4,605.28
-410-6506	OFC SUPLS-LIBRARY	64.95	831.90	1,200.00	368.10
-410-6507	OPERATING SUPPLIES	60.87	82.43	150.00	67.57
-410-6508	POST/SHIP-LIBRARY		113.11	100.00	13.11-
-410-6514	BUILDINGS/GROUNDS SUPPLIES		333.51	1,200.00	866.49
-410-6519	PROCESSING SUPPLIES	254.98	1,217.88	1,800.00	582.12
-410-6520	PROGRAM SUPPLIES	106.97	1,308.13	1,500.00	191.87
-410-6521	FURNITURE/FIXTURES	1,413.79	2,229.01	3,000.00	770.99
-410-6525	OFFICE EQUIPMENT		344.75	500.00	155.25
-410-6526	COMPUTER EQUIPMENT		403.56	2,250.00	1,846.44
-410-6750	BUILDINGS			17,711.00	17,711.00
-410-6160	WORK COMP-LIBRARY		496.44	496.00	.44-
-410-6110	FICA/MEDICARE-CITY SHARE	903.30	9,911.74	11,674.00	1,762.26
-410-6130	IPERS-CITY SHARE	1,149.04	12,539.72	14,405.00	1,865.28
	DIFFERENCE	10,981.26-	211,212.01-	272,955.00-	61,742.99-

FUND NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
PROOF		10,981.26-	211,212.01-	272,955.00-	61,742.99-

Library Director's Report - June 13, 2023

Programming

- Our Summer Reading Kickoff at Huckleberry Park was a smashing success. QC Ballet Folklorico danced, we had a Storywalk™, face painting, activities, and pizza and popsicles to hand out. Around 150 attendees.
- So far we have registered about 250 children and 60 adults for Summer Reading.
- The theme is "Find Your Voice" and our decorations are on a performance theme.

Circulation

- I propose adding Kanopy video streaming service for our patrons. Since 2018, our DVD circulation has decreased by half.

Friends of the Library

- Proceeds from the Friends Book Sale room in April 2023 were \$144.00.
- The Friends are funding our subscription to Transparent Language and Kidspeak for one more year.
- The Friends are continuing to pay for our six hotspots through the Mobile Beacon program for libraries.

Human Resources

- The Director's evaluation will be due based on promotion date, not hire date: in August, not June.

Facility

- Midwest Fire Alarm will be repairing and installing our library fire alarm system and a panic button for under the front counter. The cost is \$5,807.63 for the fire alarm, 986.75 for the panic button, and \$1016.50 for annual monitoring and inspecting of the system. The installation is in our budget, but we will have to budget the monitoring going forward.
- On June 5, the Council awarded the City Center Plaza project to Bill Bruce Builders for \$560,096.55.
- The donations received by the Friends of the LeClaire Library in memory of Deb Willaredt will be used to purchase another rolling shelf to match the two in the Young Adult Area.
- A table and benches with umbrella will be purchased for this space with the \$4790 donated to the Friends in memory of Gail Allard, per their wishes. There will be some landscaping required in the area also, but most will have to wait for the plaza project to begin. The family hopes to come to our library June 16 at noon to see the plans and hopefully a plaque to be displayed in tribute to Gail, an avid reader and devoted library patron. Please attend if you are able.
- We will hold a Community Meeting to fulfil the requirements of the LTC Accessibility Grant we have received for automatic front doors. Saturday, July 15 at 3pm is the projected date.

Summer Reading Partners

- The Friends of the Library donated \$4,0666 from Birdies for Charity fundraising, which has covered all performers' fees and much of the supplies and prizes. Ashe sent out SRP fundraising letters to businesses that used to support us, and we have received a total of \$1300 which has been deposited to the City, and about half has been spent on Summer Reading books. Donors are:
 - Quad City Bank
 - Blackhawk Bank

- Ascentra
- First Central Bank
- Kiddie Karrasel
- Riverside Family Eye Care
- Eye Surgeons
- We have also received coupons from Happy Joe's, Casey's and Kwikstar, and passes from Niabi, QC Botanical center, Putnam, and Family Museum to use for prizes.

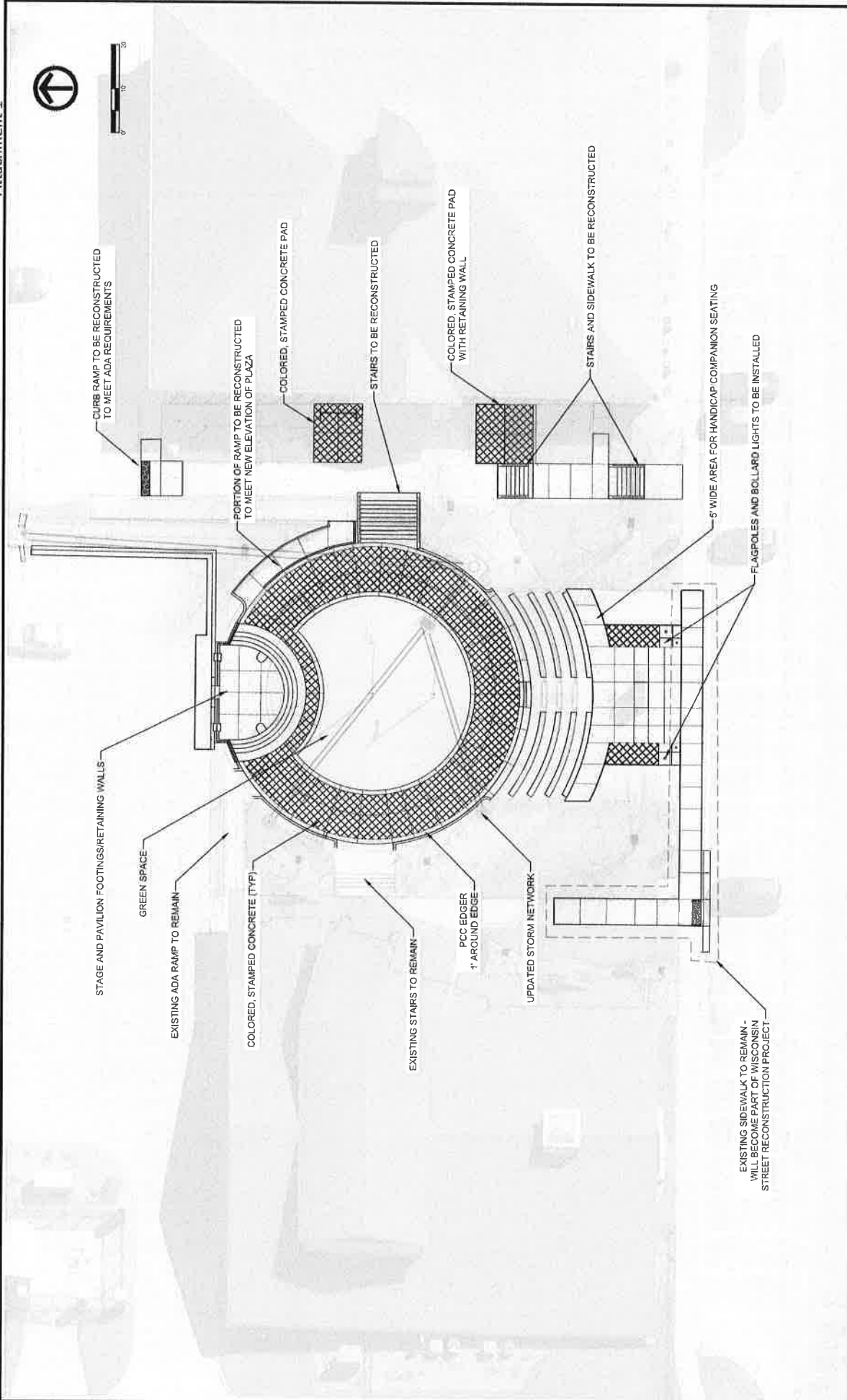
2022/2023 LeClaire Library Statistics

Month	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
website unique visitors	221	*	333	308	281	275	227	218	237	240	237	237	2577
wi-fi usage	308	331	306	320	277	307	272	246	284	277	284	284	3212
AWE sessions	497	417	238	331	310	291	435	404	445	346	427	447	4141
ebooks	227	201	187	157	168	188	213	204	220	196	220	220	2181
computer users	121	152	124	142	106	134	133	108	101	101	131	131	1353
gamers/equip	0	2	0	0	0	0	6	3	0	5	0	0	16
hotspots	16	20	20	21	15	19	12	11	16	14	22	22	186
meetings	36	41	31	40	55	39	34	36	36	52	54	54	454
meeting attendance	114	165	105	142	108	107	169	86	115	121	187	187	1419
program attendance	661	55	180	458	257	341	600	219	366	202	157	157	3496
passive program count	155	65	76	135	89	57	113	140	114	141	91	91	1176
door count	3410	2582	2064	2620	1849	1927	2182	1951	2433	2098	2435	2435	25551
new card holders	29	22	17	15	9	12	22	16	11	20	23	23	196
items added	219	232	238	203	160	213	182	152	239	162	187	187	2187
items deleted	390	27	580	169	233	222	2	295	465	227	152	152	2762
ILL received	565	595	552	607	606	504	634	508	678	606	424	424	6279
ILL sent	865	839	818	813	772	712	845	784	885	755	770	770	8858
adult circulation	1205	1493	1361	1241	1245	1244	1324	1245	1447	1180	1341	1341	14326
JUV circulation	2480	2485	2145	2098	1619	1704	2322	2428	2196	1942	2063	2063	23482
YA circulation	64	98	80	70	72	54	79	81	98	87	79	79	862
in-house circulation	275	178	167	95	98	102	147	192	196	132	152	152	1734
total circulation	4251	4455	3940	3661	3202	3292	4085	4150	4157	3537	3855	3855	42585
custom circ report	3976	2967	2655	2407	2104	2241	2874	2923	2734	2282	2632	2632	
reportable circ	4251	3145	2822	2502	2202	2343	3021	3115	2930	2414	2784	2784	31529

*Beginning October, Unique web visitors counted by Whofi
 Unique wifi clients counted by Cisco Meraki

2022/2023 LeClaire Library Program Statistics

	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
general interest programs	12	1	2	15	3	5	6	4	6	3	0		57
attendance: on site	283	8	15	205	52	167	50	39	168	33			1020
in person off site							350						350
virtual live	34												34
virtual recorded													0
19+ programs	5	2	4	5	4	3	3	4	3	4	4		41
attendance: on site	53	4	29	43	12	15	19	37	13	28	36		289
in person off site													0
virtual live													0
virtual recorded													0
12-18 programs	3	1	3	2	2	4	3	3	3	3	0		27
attendance: on site	50	1	27	14	12	21	14	39	22	10			210
in person off site				75									75
virtual live													0
virtual recorded													0
6-11 programs	3	0	2	3	4	4	4	3	3	4	3		33
attendance: on site	77		30	58	81	28	71	43	39	54	46		527
in person off site						30							30
virtual live													0
virtual recorded													0
0-5 programs	4	4	6	5	7	5	7	4	10	7	7		66
attendance: on site	164	31	45	48	75	65	64	61	94	61	61		769
in person off site		11	34	15	25	15	32		30	16	14		192
virtual live													0
virtual recorded													0
total program attendance	661	55	180	458	257	341	600	219	366	202	157	0	3496
General interest passive programs	2	4	5	37	2	33	16			17	10		126
Juvenile passive programs	146	48	71	98	87	8	97	140	114	124	81		1014
Adult passive programs	7	13	0	0	0	0	0	0	0	0	0	0	20
total passive program attendance	155	65	76	135	89	41	113	140	114	141	91	0	1160



DATE	REVISIONS	SCALE	AS NOTED	DATE

CITY CENTER PLAZA IMPROVEMENTS
 CITY OF LE CLAIRE, IOWA
 400 5th Avenue • Three Island, Illinois 61201
 309-765-1236 • 309-797-3366/FAX • 815-224-3030 (TOWNSHIP)

DWG. NO.
CS100.1
 PROJECT
 SHEET

Attachment 2

LECLAIRE CITY CENTER PLAZA					
REVISED PROPOSAL					
No.	Item	Unit	Quantity	Unit Price	Extended Price
1	Mobilization	LS	1	\$ 55,000.00	\$ 55,000.00
2	Traffic Control	LS	1	\$ 2,750.00	\$ 2,750.00
3	Clearing and Grubbing	LS	1	\$ 5,500.00	\$ 5,500.00
4	Pavement Removal	SY	746	\$ 27.50	\$ 20,515.00
5	Removal of Misc.	LS	1	\$ 6,644.00	\$ 6,644.00
6	Class 10 Excavation	CY	100	\$ 110.00	\$ 11,000.00
7	Topsoil, Strip, Salvage & Spread	CY	40	\$ 110.00	\$ 4,400.00
8	Boulders & Limestone Border Edging, Salvage & Replace	LS	1	\$ 3,927.00	\$ 3,927.00
9	Special Subgrade Preparation	SY	261	\$ 5.50	\$ 1,435.50
10	Modified Subbase, 6"	SY	261	\$ 22.00	\$ 5,742.00
11	PCC Curb and Gutter, 6" Thick	LF	222	\$ 71.50	\$ 15,873.00
12	PCC Structural Edger, 10" Thick	LF	160	\$ 110.00	\$ 17,600.00
13	PCC Sidewalk, 5" Thick	SY	152	\$ 118.80	\$ 18,057.60
14	PCC Sidewalk, 5" Thick, Colored & Stamped	SY	230	\$ 220.00	\$ 50,600.00
15	Full Depth HMA Patch	SY	0	\$ 132.00	\$ -
16	ADA Detectable Warnings	SF	28	\$ 220.00	\$ 6,160.00
17	Combined Concrete Sidewalk & Retaining Wall	CY	8	\$ 660.00	\$ 5,280.00
18	Combined Concrete Sidewalk & Retaining Wall w/ Stamped & Colored Concrete Surface	CY	2	\$ 2,887.50	\$ 5,775.00
19	Paint Existing Safety Rail	LF	280	\$ 100.10	\$ 28,028.00
20	Removal of Storm Sewer	LF	124	\$ 33.00	\$ 4,092.00
21	Storm Sewer, 12", Class III RCP	LF	102	\$ 132.00	\$ 13,464.00
22	Storm Sewer, 15", Class III RCP	LF	121	\$ 154.00	\$ 18,634.00
23	Intake, Modified SW-507	EA	1	\$ 11,000.00	\$ 11,000.00
24	Intake, Modified SW-511, 36" Dia.	EA	1	\$ 4,400.00	\$ 4,400.00
25	Intake, SW-512, 36" Dia.	EA	2	\$ 5,500.00	\$ 11,000.00
26	Trench Drain	LF	0	\$ 550.00	\$ -
27	Connection to Existing Manhole or Intake	EA	1	\$ 1,650.00	\$ 1,650.00
28	Compaction Testing	LS	1	\$ 5,500.00	\$ 5,500.00
29	Sodding	SF	3245	\$ 1.93	\$ 6,262.85
30	Tree, Shademaster Honey Locust, 3" Caliper, Balled & Burlapped	EA	7	\$ 1,034.00	\$ 7,238.00
31	Tree, Forest Pansy Eastern Red Bud, 8-9' Height, Multi-Stemmed, Balled & Burlapped	EA	3	\$ 770.00	\$ 2,310.00
32	Rock Mulch	SY	10	\$ 73.70	\$ 737.00
33	Limestone Edging	LF	43	\$ 19.80	\$ 851.40
34	Filter Socks, 8"	LF	100	\$ 2.20	\$ 220.00
35	Silt Fence	LF	100	\$ 2.75	\$ 275.00
36	Flagpole and Flagpole Footing	EA	2	\$ 2,024.00	\$ 4,048.00
37	Tables and Chairs Combination	EA	0	\$ 4,862.00	\$ -
38	Bench Seating	EA	24	\$ 482.90	\$ 11,589.60
39	Concrete Washout	LS	1	\$ 1,650.00	\$ 1,650.00
40	Pavement Samples & Testing	LS	1	\$ 3,850.00	\$ 3,850.00
41	Irrigation	LS	1	\$ 4,730.00	\$ 4,730.00
42	Reinforced Concrete Steps	CY	18	\$ 2,970.00	\$ 53,460.00
43	Reinforced Concrete Retaining Walls	CY	11	\$ 1,595.00	\$ 17,545.00
44	Handrail Type 1 (Standalone)	LF	90	\$ 65.99	\$ 5,939.10
45	Handrail Type 2 (Single Rail Mounted to Post or Wall)	LF	10	\$ 267.85	\$ 2,678.50
46	Guardrail	LF	0	\$ 146.14	\$ -
47	Pavilion Structure	LS	0	\$ 56,191.30	\$ -
48	Pavilion Footings and Retaining Walls	LS	1	\$ 33,000.00	\$ 33,000.00
49	Decorative Area Light	EA	4	\$ 7,700.00	\$ 30,800.00
50	Decorative Bollard Light	EA	4	\$ 4,015.00	\$ 16,060.00
51	Flagpole Flood Light Installation	EA	2	\$ 660.00	\$ 1,320.00
52	Pavilion Electrical	LS	1	\$ 4,400.00	\$ 4,400.00
53	Electrical Field Wiring/Conduit, 2#12 & 1#12 G., 1" C.	LF	380	\$ 22.00	\$ 8,360.00
54	Electrical Field Wiring/Conduit 2#6 & 1#10 G., 1" C.	LF	150	\$ 38.50	\$ 5,775.00
55	Lighting Controls	LS	1	\$ 1,320.00	\$ 1,320.00
56	Electric Handhole	LS	1	\$ 1,650.00	\$ 1,650.00
Total Construction Cost Revised Plan					\$ 560,096.55

Bill Bruce Builders, Inc: _____

Date: _____

** ITEMS IN RED HAVE BEEN REMOVED FROM THE PLAN.

6/5/2023



For the last five years the LeClaire Community Library staff, Board of Trustees, and Friends of the LeClaire Community Library, as well as patrons who participated in numerous focus group meetings have expressed their support of Plaza renovations. City Center Plaza improvements were mentioned in the recent Parks and Recreation Master Plan as a project for which plans are underway.

In the Parks and Rec study there was an online survey of our citizens preferred recreation programs. The top of the list was “Family Activities,” and other preferences were “Enrichment/Learning” and “Senior Activities”, all of which are also priorities of the Library.

There was also a Parks Assessment, which evaluated our parks based on four criteria: Accessibility, Character, Connectivity, and Usability. The City Center Plaza will be ADA accessible to the latest standards. The Plaza, being located between the Library and City Hall, has character and connectivity as the center of the civic and intellectual life of our city. However, it fails badly when it comes to usability – lacking shade, seating, flexibility, and comfort.

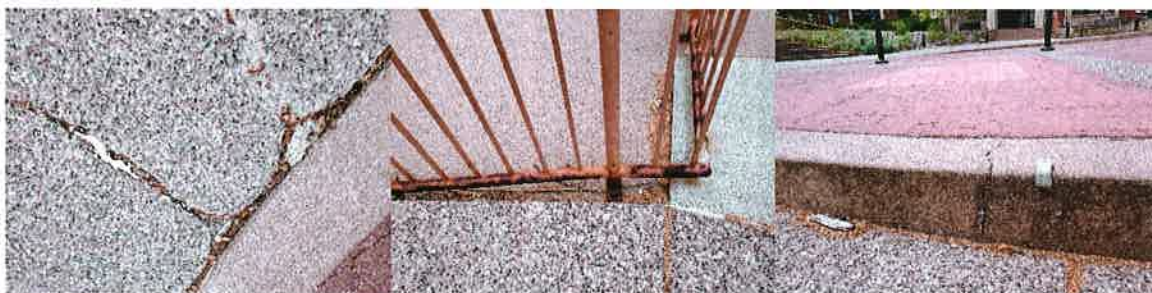
Due to its location, the Plaza is seen by all who visit City Hall, and by all visitors to the Library, which last year counted over 27,269 visits. But the current state of the plaza, with a hard surface of cracked concrete, rusty railings, and a lack of shade, does not make a good impression. I see people trying to sit in the Plaza, young people congregating on their bikes, children trying to play, but they never stay long. People who use the free wifi the Library provides to the Plaza tend to sit in their cars instead of outside.

All of our Summer Reading Programs during the pandemic (6/2021 – 9/2021) were held in the Plaza. Attendance was 147 people for 10 Storytimes, and 595 people for all other programs, including petting zoos, music concerts, dancing (QC Ballet Folklorico), and Hula Hoop classes. Since then, we have used the Plaza less, due to the deficits listed above. With the improvements to the Plaza programming can be expanded to include events like a Farmer’s Market, or Movies in the Park, etc.

Assets of a renovated City Center Plaza would include:

- No capacity limit (our library building capacity is 120 which we exceed at times and have to turn people away from a program)
- Permanent seating
- Grassy surface
- Updated accessibility (including automatic doors paid for with a library grant)
- Wifi available across the entire plaza
- Good location for messy programs (like tie-dying T-shirts and Fossil Dig Fun)
- Good location for nature programs (like studying butterflies or star-gazing)

Melita Tunnickliff, Library Director



2023-24 Fiscal Year at a Glance

<u>July</u>	<u>August</u>	<u>September</u>
Annual Meeting Election of Board Officers Enrich Iowa report	Prepare Annual report to City Council Director Evaluation by July 16, 2023	Required/Supplemental Policies?
<u>October</u>	<u>November</u>	<u>December</u>
Annual State survey due Required/Supplemental Policies?	Required/Supplemental Policies?	Budget discussion begins BEGIN TRUSTEE SEARCH looking ahead - 2024-2M/2026-3F
<u>January</u>	<u>February</u>	<u>March</u>
Budget vote State Reaccreditation 2026 due 2-28 Begin recruitment.	Required/Supplemental Policies? Begin Strategic Plan review 2025	Required/Supplemental Policies?
<u>April</u>	<u>May</u>	<u>June</u>
Required/Supplemental Policies?	Confirm closed holidays for next fiscal year Required/Supplemental Policies?	Required/Supplemental Policies? Director reaccreditation 6/30/24

Required Policies & other Essentials - Review every 3 years

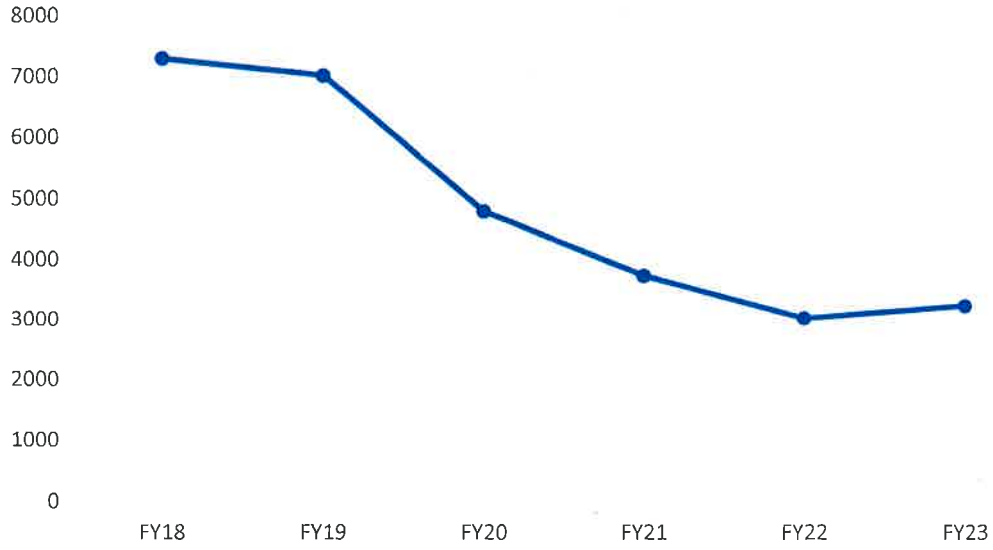
Circulation Policy 1-2023		Library Board By-laws 1-2023
Collection Development 5-10-2023		Strategic Plan 2023-2026
Personnel 1-2023		
Wired and Wireless Internet Usage Policy 12-2022		

Supplemental Policies to review/revise/update/eliminate

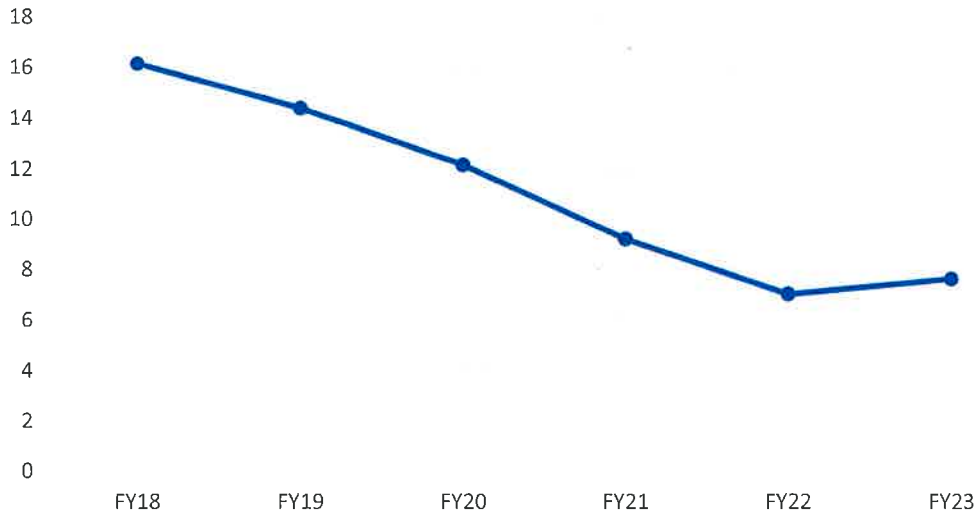
Display Case Public Posting 3-23		
Customer Conduct Policy 1-2023		
Customer Service 4-2017		
Donation Policy 2-2022		
Emergency Responses/Closure 5-2018		
Exam Proctoring Service 3-23		
Home Delivery Service 5-10-2023		
Meeting Room Policy 11-22		
Sex Offender 3-2011		
Video Surveillance Policy 10-2014		
Confidentiality Policy		
Volunteer Policy 2-2023		
Policies needing review 2023/24		

Dates	Collection	Material Type	Circ Count	%
7/1/17 - 6/30/18	DVD	DVD	7026	15.5315
	Non-Fiction DVD	DVD	278	0.6145
			7304	
7/1/18 - 6/30/19	DVD	BluRay	40	0.0818
	DVD	DVD	6704	13.7202
	Fiction	DVD	3	0.0061
	Non-Fiction DVD	DVD	272	0.5566
	Music	DVD	3	0.0061
		7022		
7/1/19 - 6/30/20	DVD	BluRay	22	0.0557
	DVD	DVD	4579	11.6079
	Fiction	DVD	2	0.005
	Non-fiction DVD	BluRay	2	0.005
	Non-fiction DVD	DVD	191	0.4841
		4796		
7/1/20 - 6/30/21	DVD	BluRay	8	0.0197
	DVD	DVD	3621	8.9222
	Non-Fiction DVD	DVD	112	0.2759
		3741		
7/1/21 - 6/30/22	DVD	BluRay	7	0.0162
	DVD	DVD	2917	6.7919
	Non-Fiction DVD	DVD	103	0.2398
		3027		
7/1/22 - 5/11/23	none	DVD	2	0.0047
	DVD	BluRay	10	0.0236
	DVD	DVD	3170	7.4896
	Non-Fiction DVD	BluRay	1	0.0023
	Non-Fiction DVD	DVD	49	0.1157
		3232		

CIRC COUNT



Percent of Total Circulation



FISCAL YEAR	CIRC COUNT
FY18	7304
FY19	7022
FY20	4796
FY21	3741
FY22	3027
FY23	3232

FISCAL YEAR	%
FY18	16.146
FY19	14.3708
FY20	12.1577
FY21	9.2178
FY22	7.0479
FY23	7.6359