



# CITY OF LECLAIRE, IOWA

5 WISCONSIN STREET  
LECLAIRE, IOWA 52753

TEL: (563)-289-4242 FAX: (563)-289- 6010  
[WWW.LECLAIREIOWA.GOV](http://WWW.LECLAIREIOWA.GOV)

## LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

~~Tuesday, August 9, 2022~~

# RESCHEDULED TO TUESDAY, AUGUST 16, 2022

"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

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 –

#### NEW BUSINESS

#### PUBLIC COMMENT

#### ADJOURNMENT

#### TRUSTEES

Ray Ainslie (June 2024)  
Calla Parrocchetti (June 2028)  
Meredith Viljoen (June 2026)

Mandy Harvey (June 2026)  
Linda Mitchell (June 2026)

Nick Johnson (June 2024)  
Tom Kosticheck (June 2028)  
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.*



# CITY OF LECLAIRE, IOWA

323 WISCONSIN STREET  
LECLAIRE, IOWA 52753

TEL: (563)-289-6002  
[WWW.LECLAIREIOWA.GOV](http://WWW.LECLAIREIOWA.GOV)



SENDER'S DIRECT CONTACT INFORMATION:  
PHONE EXT. #1202      [EMILLER@LECLAIREIOWA.GOV](mailto:EMILLER@LECLAIREIOWA.GOV)

## MINUTES OF THE LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING *Tuesday, July 12, 2022*

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

### AGENDA

A meeting of the Library Board of Trustees was held at 7:00 P.M. on Tuesday, July 12th at the Le Claire Community Library, 323 Wisconsin Street, LeClaire Iowa.

### CALL MEETING TO ORDER- 7:00 pm

### ROLL CALL

Ray Ainslie, Mandy Harvey, Nick Johnson, Linda Mitchell, Calla Parochetti, Tom Kostichek, Meredith Viljoen, Melita Tunnickliff – Library Director, Becky Pilger (guest)

### CONSENT AGENDA 1<sup>st</sup> Meredith, 2<sup>nd</sup> Ray, past unanimously

Preview agenda

Minutes from last regular meeting

Library Claims \$9,465.90

Melita will be looking to identify areas where budget wasn't used and work on moving donations forward to the new fiscal year. Might be possible to re-allocate to sub or 2<sup>nd</sup> sub. Library staff doesn't have to do fire fighter physical anymore which will save some costs on annual physicals. City is also looking at vacation and sick time policies.

### LIBRARY DIRECTORS REPORT

Programming and Events:

- Our Absolute Science program "Bigger Bang Bubbles" drew 135 attendees and the Coldblooded Redhead's Reptile show attracted 153 attendees. I had checked our building's occupancy limit (120) and spoke with Jim Bradley, our Fire Chief. This number cannot be changed. On his recommendation I purchased a counter and tracked attendance. Around 15 people waited outside for the Reptile program (I gave out suckers and stickers) and some returned later. The reptile handler stayed long enough for everyone to touch a snake, lizard or turtle.
- The Front Porch Pickers and Leonardo's Music for Kids were great shows but drew less than 30 attendees each. It is hard to anticipate attendance, but we will look at all the factors at the end of the summer and look for trends.
- 409 children and adults have registered for the Summer Reading Program: 71 preschoolers, 226 elementary age, 28 teens, and 83 adults. Last year we had a total of 271. Ashe had a lot of good ideas for the programs, the prizes, and the reading logs. One very popular activity, in keeping with the camping theme of "Read Beyond the Beaten Path" is collecting button badges on lanyards. Each button represents a different genre of book that has been read, or a program attended. The buttons have been made by staff and volunteers on our manual button-maker.
- We are continuing to work with Greg Ludwig, Parks and Rec Director, to find other space in the community, and will hold our cereal box collage artist's program at the Community Room in the Fire Station to avoid turning anyone away if attendance is high. There will be a lot of room to spread out while creating collages.
- We have four passive programs each month: the children's scavenger hunt, the sensory bin, the storytime station, and a drop-in tech help service for adults. This month the sensory activity has been very popular. There is a plastic pool filled with cut-up foam noodles in which are hidden twelve little fish. The kids take off their shoes and climb in to find the fish.
- We have decorated the library to go with our camping theme – take a look! We have a small tent to read in. (This will also be one of the Summer Reading raffle prizes.)
- In August we will have very few programs while we regroup from Summer Reading and prepare for the fall. Storytimes will continue, including one focused on the French language, and D&D game nights will continue.
- Holding programs on the Plaza so far has no worked due to rain and/or high heat. We will try to hold Brent Allan and David Murcia's programs there is the weather cooperates.

## Collection

- Our summer intern from St. Ambrose has begun coming approximately 15 hours per week. They have learned many library circulation skills, have assisted with several programs, and are presently working on the first inventory of our collection.
- Our periodical service, PSS, has announced that they are closing their doors at the end of July. I asked other libraries what services they use, and have requested a quote from Rivista, which is used by Scott County Library System, and EBSCO which is used by Musser, Clinton Public Library, and the community colleges. Plaza
- The City Council will vote on approving an Engineering Services agreement with V&K for the Plaza on July 18. The hope is to finalize plans in the fall and start construction in the spring.

## Friends of the Library

- The Friends have purchased another shelf for the sale room. In June they collected \$76.75 on used book sales.
- Our Summer Reading programs and supplies are largely funded by the Friends of the LeClaire Library. Remaining special guest programs are: Brent Allan & Friends - Camp Iwannareedabuk: Wed, July 20th @ 2pm Ballet Quad Cities – Dance me a Story: Friday, July 27th @4:30pm Dave Murcia – Wild Raptors of Iowa Wed, July 27th @ 10:30 am WQPT PBS Storytime: Friday, July 29th @ 10:30am Michael Albert – Collage Workshop: Monday, Aug 1st @ 4pm

## Facility

- Our furnaces and three of our four air conditioners are nearing the end of their expected lifespan. We recently replaced a blower motor in one at a cost of \$1616. I have an estimate from Schebler at approximately \$3900-\$4000 for a furnace and \$7950- 9600 for the A/C units. We may have to budget to replace a unit each year.

Calla will look into a few other options for cost for heating and cooling in retro fitted buildings.

## Technology

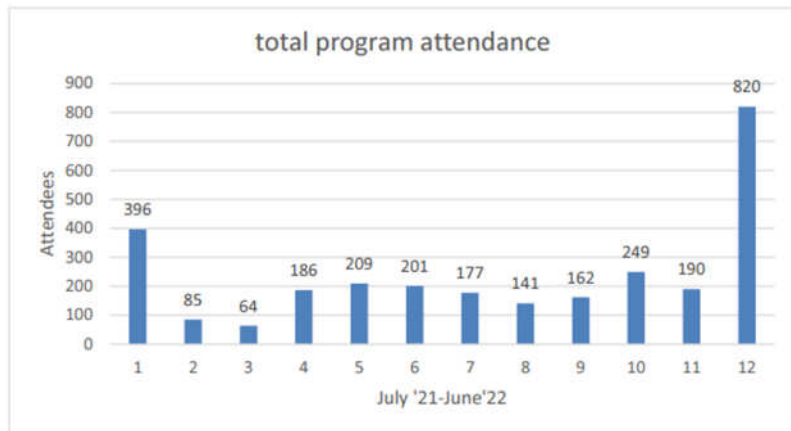
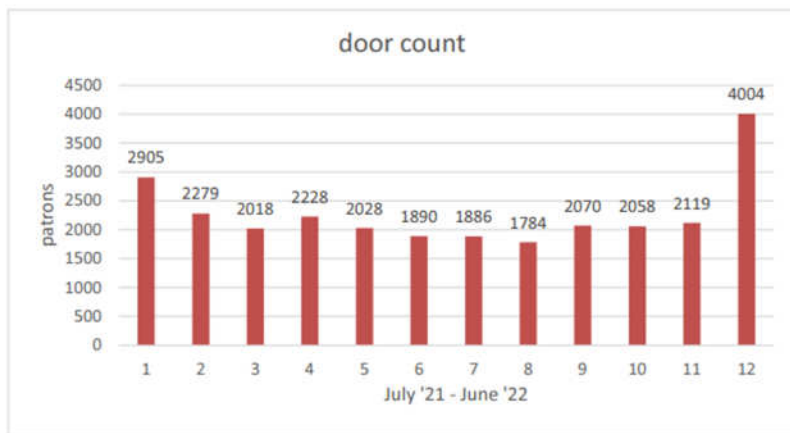
- The Friends of the Library purchased 6 hotspots which use the Mobile Beacon network through Tech Soup, which is a service to help schools and library save money on technology equipment and software. These will be available only to LeClaire Library card holders. The Friends are paying for a full year of service, which will be hundreds less than they were paying for only two hotspots through US Cellular. Our two hotspots are always checked out, and this will allow more patrons an opportunity to use them.

## Grants and Contributions

- We received a \$500 contribution in honor of library patron Linda Kamp.
- I will be applying for a State Library Space Utilization grant, which may be used for a Space Needs Assessment. A consultant will be hired to help make the best use of the current space in the library, and determine the area needed for the library's programs and services.

## Library Statistics

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	265	222	199	4345
wi-fi usage	449	448	524	495	452	481	518	502	505	306	292	313	5285
AWE sessions	755	258	178	104	183	197	182	220	254	275	301	661	3568
ebooks	212	249	220	202	198	171	197	178	40	202	173	183	2225
computer users	161	121	120	143	101	79	108	84	120	129	107	141	1414
gamers	10	8	12	10	7	6	13	8	9	6	11	10	110
meetings	43	44	39	44	41	42	55	32	27	49	43	35	494
meeting attendance	133	143	129	108	128	132	124	113	65	151	170	118	1514
program attendance	396	85	64	186	209	201	177	141	162	249	190	820	2880
passive program count	465	22	8	41	60	53	74	74	83	109	86	135	1210
door count	2905	2279	2018	2228	2028	1890	1886	1784	2070	2058	2119	4004	27269
new card holders	17	18	21	14	5	12	16	9	20	13	13	38	196
items added	112	189	109	65	198	170	250	142	196	270	212	224	2137
items deleted	66	71	37	0	106	0	144	98	237	116	40	255	1170
ILL received	566	502	552	590	557	418	565	526	609	553	515	496	6449
ILL sent	780	717	709	731	692	664	844	884	938	848	727	840	9374
adult circulation	1341	1215	1153	1151	1137	1038	916	857	924	819	897	1037	12485
JUV circulation	2012	1779	1430	1484	1499	1199	1110	1238	1532	1303	1311	2891	18788
YA circulation	85	89	70	48	51	34	50	50	46	39	42	98	702
in-house circulation	174	85	40	32	120	77	102	45	84	97	109	200	1165
total circulation	3824	3417	2913	2917	3005	2519	2375	2368	2626	2460	2532	4409	35365
(Total circ includes in-house and ebooks)					November cl	December cl	January (Closed on the 1st)						
	(August 23 -> Oct 16 closing at 6pm)				Jan '22 changed from Piwik to Google Analytics to measure website use.								



**UNFINISHED BUSINESS –**

- Training dates for pin down a time to meet with Becky Heil, the district consultant from the State Library, for Board training. Everyone should bring their calendars, as she has given me her available evenings. We could possibly change the date of a Board meeting since she has no second Tuesdays open. (Her dates are: July 25, 26, August 15, 16, 17, 24, 25, 30, 31.) Will push board meeting to August 16<sup>th</sup> so Becky Heil can attend.
- Strategic Plan
- Plaza: Bid in the winter, and construction could start as early as spring. Plans have not been finalized. City has to finalize the funding for engineering, and then will look at real estate costs.

**NEW BUSINESS**

- Annual Report  
Presentation to City Council. Melita will put together statistics to share with City Council and email to the team.
- Election of Board Officers 1<sup>st</sup> – Calla, Tom – 2<sup>nd</sup> Unanimous.  
President – Nick Johnson  
Vice-President – Mandy Harvey  
Secretary – Linda Mitchell

**PUBLIC COMMENT**

**ADJOURNMENT 8:05, 1<sup>st</sup> Mandy, 2<sup>nd</sup> Linda, Unanimous**

**TRUSTEES**

Ray Ainslie (June 2024)  
Linda Mitchell/Becky Pilger (June 2026)  
Calla Parochetti (July 2028)

Mandy Harvey (June 2026)  
Meredith Viljoen (June 2026)  
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Unapproved Library Claims as of August 1, 2022

<b>Budget Line</b>	<b>Vendor</b>	<b>Amount</b>
008-410-6519	Processing supplies - Demco	225.70
008-410-6502	Library Materials - Midwest tapes and North Scott Press	92.73
008-410-6490	AED annual fee	245.00
008-410-6506	Office Supplies	36.70
008-410-6499	Other Contractural Svcs - copier maintenance	259.57
008-410-6374	Water/sewer	23.51
008-410-6491	OCLC annual fee	1403.11
008-410-6491	MOBIUS delivery annual fee	5,683.91
008-410-6520	Program supplies	43.33
<b>Total</b>		<b>8,013.56</b>

<b>Budget Line</b>	<b>Revenue</b>	
008-410-4500	Charges Fees for Service (Printouts)	57.75
008-410-4550	Misc Charges for Service (Fax)	50.00
008-410-4765	Fines	95.20
<b>Total</b>		<b>\$202.95</b>

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

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

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

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

Unapproved Library Claims as of August 1, 2022

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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

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

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

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

## **Library Director's Report - August 16, 2022**

### **Programming and Events:**

- Our July Summer Reading programs had good attendance. Three special guest storytimes had very high attendance – 104 attendees for the Clinton Area Showboat Theater's "Dragons Love Tacos" and 56 attendees for WQPT's "Roly Poly." Ballet Quad Cities "Dance me a Story" program had 53 attendees.
- Weekly Family Storytimes will continue, including monthly Read-Alongs with Mr. Haack. In August, the storytimes will introduce children to the Spanish, French, and Japanese languages. We will tie-in to the "KidSpeak" program we offer through Transparent Language on our website. (Goal #2, Objective 2)
- Ashe has visited Kiddie Karrousel this week to resume outreach storytimes for the first time since the pandemic. (Early Literacy Goal #1, Objective 1)
- Other popular events were Brent Allan and Friends (68 attendees) and Wild Raptors of Iowa by the Wapsi Nature Center (44 attendees).
- All large programs in July were held inside due to the heat, and none exceeded the 120 capacity limit of our building. Our August 1<sup>st</sup> Cereal Box Collage event was held at the Fire Station Community Room, which gave us much more room to work with the materials and was more suitable than the Rec Center for this type of program.
- We held six family craft programs in July. Our third Fossil Dig program was just as popular as the first two, with 54 attendees. Ashe did a lot of prep for this program to accommodate as many children as possible. These events are messy, as was Tie -Dye Fun, which had 36 attendees. We held these programs outside the front door on the sidewalks. We will be discontinuing Grab and Go Kits, but continuing to have crafts at each Family Storytime, and leftover materials with instructions are given out throughout the week following.
- 348 children and 88 adults registered for the Summer Reading Program: 74 preschoolers, 240 elementary age, 34 teens, and 88 adults. Last year we had a total of 271. The program ended August 3, and prizes have been awarded. The teachers of children who have listed their school and grade will be notified of their participation.

### **Collection**

- Our collection inventory is continuing and will be finished in August.
- We have contracted with Rivistas to manage our magazine subscriptions, at a cost lower than our last service.

### **Plaza**

- The City Council voted to approve an Engineering Services agreement with V&K for the Plaza on July 18. The hope is to finalize plans in the fall and start construction in the spring.

### **Friends of the Library**

- Used book sales in July totaled \$41.35.
- Our Summer Reading programs and supplies are largely funded by the Friends of the LeClaire Library Birdies for Charity proceeds each year. This summer we were given \$2600. Birdies proceeds this year are over \$3800.



**Facility**

- Another air conditioner stopped running, and a bad capacitor was replaced by Schebler at a cost of \$270.29.
- New parking signs are being purchased by Public Works to clarify that the first row of parking closest to the building on the north is for library patrons.

**Technology**

- The six new Mobile Beacon hotspots purchased by the Friends of the Library are being checked out often, and one will be used for our pop-up library events.
- The Parks and Recreation Department is purchasing an add-on to our Civic Plus city website, called Civic Rec, to allow citizens to sign up for programs, make reservations and pay fees. The Library will be allowed to use this system also from our webpage to allow online signups for our programs. As we do not charge for our programs, Greg Ludwig has said we can participate at no cost.

**Grants and Contributions**

- We received a \$100 contribution from the Curtis Roseman, PhD Memorial Fund to be used to purchase materials about local history and geography. They included bookplates with the donation.
- \$3000 received in donations at the end of last fiscal year is being put forward with a budget amendment to be spent this year.

**Outreach and Cooperation**

- We are joining with Greg Ludwig at the Parks and Rec table to have a pop-up library at the Tugfest on Saturday morning, August 13, and at the Patriot Hunt event September 10. (Early Literacy Goal #1, Objective 3)
- Our new Buffalo Bill exhibit is on display – items used and worn by men a century ago. (Lifelong Learning Goal #3, Objective 4)

**Circulation**

- Last year LeClaire Library patrons saved \$521,637.45 by borrowing our books, videos, magazines and CDs instead of buying them.



