



# 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

*will be held at 7:00 P.M. on Tuesday, January 10 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."

### Meeting Minutes

**CALL MEETING TO ORDER-** The meeting was called to order by Mandy Harvey, Vice President

**ROLL CALL** - The following members were present: Ray Ainslie (Zoom), Mandy Harvey, Tom Kostichek, Linda Mitchell, Calla Parochetti, Meredith Viljoen (Zoom), Melita Tunnickliff – Library Director, William Bloom – Library Liaison

**CONSENT AGENDA** – Linda moved to add to the agenda under new business, Tom seconded, and it was approved, as amended, December minutes and claims were moved for approval by Linda Mitchell and seconded by Tom Kostichek (Unanimously approved).

- Preview agenda, Linda moved to amended agenda, seconded by Tom, unanimous approval
- Minutes from last regular meeting, as amended moved by Calla and seconded by Meredith, unanimously approved
- Library Claims, moved to approve by Linda, seconded by Calla, unanimous approval

Budget Line	Vendor	Amount
008-410-6499	copier maintenance	136.88
008-410-6520	program supplies	86.40
008-410-6371	Electric/Gas	453.12
008-410-6409	Janitorial	361.00
008-410-6415	Copier lease / postage meter	53.23
008-410-6491	OverDrive Advantage digital books	583.96
008-410-6419	Metronet - internet	64.12
008-410-6373	Metronet - fax phone	26.34
008-410-6374	Water/sewer	18.76
008-410-6502	DVDs CDs Amazon	165.43
008-410-6502	Ingram - books	1,793.37
008-410-6514	building / grounds parking signs	167.01
008-410-6210	ARSL Assoc. dues/ director	75.00
008-410-6519	processing supplies	46.54
008-410-6525	office equipment - fax/scanner/copier	321.98
008-410-6526	computer equipment	132.84
008-410-6350	operational equip. Repair - 2 new fire extinguishers	614.00
008-410-6412	wellness/ new employee physical	216.00
008-410-6506	office supplies	118.02
	<b>Total</b>	<b>5,434.00</b>

Budget Line	Revenue	
008-410-4500	Charges Fees for Service (Printouts)	97.60
008-410-4550	Misc Charges for Service (Fax)	20.00
008-410-4765	Fines	37.50
008-410-4710	Reimbursements - lost or damaged items	10.00
008-410-4440	State Grant OA/ILL	3,235.73

**Total****\$14,010.06****LIBRARY DIRECTORS REPORT**

- Library Director's Report

**Programming and Events:**

- With the help of the City's web contractor Chris Cournoyer and Circulation Manager Tabatha Baker, we have the new **Whofi calendar** up and running on our website! Patrons can register themselves online for any of our programs that require pre-registration, rather than phoning or coming in during open hours. Whofi will track all our program statistics and attendance figures, and will report them directly to the State Library. It also tracks our website usage statistics. Whofi is paid for by the State Library.
- Our **Winter Reading Program** is running from December 27 to February 17. Adult and Youth participants can track their reading minutes on simple, colorful bookmarks.
- We are using our Swank movie license with monthly movies scheduled for early-out school days. In December, our Polar Express participatory movie was a big success. Ashe constructed a life-sized train out of painted cardboard! In January, the movies will be Frozen and Frozen 2.
- Our December holiday-themed programs like Elf Academy and Ballet QC Nutcracker workshop, were very well attended and enjoyed.
- **Trivia Night** is being held on February 18 at 7:00 at the Civic Club. Any donations of money or prizes are welcomed.
- **Check out the online catalogue.**

**Collection**

- The Local History collection has been moved to the Fireplace Room. This is allowing us to shift the Adult book collections so the shelves are less crowded.

**Circulation**

- **Fine-free** for all of our collections has begun in January across the RiverShare Consortium. Our branch exceptions are hotspots, museum passes, and Launchpads.
- Amnesty for past overdue fines will be implemented sometime this month, and will be done by a third-party contractor, paid for by RiverShare funds.

**Friends of the Library**

- Proceeds from the Friends Book Sale room in 2022 were \$926.66
- The Friends of the Library will be the beneficiary of the funds raised at the Civic Club's Trivia Night on February 18. They have been asked to provide door prizes and to try to sell tickets for up to 5 tables of 8 people at \$10 each. Please consider attending.
- The Friends are coming in once a month to sort through our weeded books. Many items go in the Sale Room, and the rest are donated to Goodwill, etc. (To comply with rules about the disposal of city property, all donations that come to the library are accepted by the Friends, and they also pay an annual fee for our weeded books.)
- The Friends have been receiving donations in memory of Gail Allard, a constant reader and regular visitor to our library. They will be given to the library to be used as the family has requested, to create a comfortable outside space near the library's entrance in conjunction with the Plaza project. Donations thus far are approximately \$4590.

**Facility**

- The Library staff met Jan 6 to discuss the suggested floor plans from the Space Utilization Study.
- Melita informed us that Tabitha has resigned, so we will need to announce a job opening to replace her.

**Technology**

- I am working with Jeff Scott of Xerox, the City's IT contractor, to inventory our seven public computers and to set up a regular schedule for upgrades and replacements.
- I have purchased a small scanner/fax/copier to replace the broken one the staff uses now, mostly for faxes.

**Outreach and Cooperation**

- The Library will be part of the first **Eagle Days Festival** on January 22<sup>nd</sup>. I will be there with information on our library and eagle-themed paper crafts that Ashe has designed for the event. We are being given access to informational videos about eagles to share with our patrons the week of the event. Both our LEGO Club and our Scavenger Hunt are eagle-themed for this month.

- Two students with PVHS Spartan Drama are working with Ashe to portray the Frozen characters in a “Storytime with Anna and Elsa” in January.
- One of our patrons, Aliona Yermalayeva, will share her knowledge of Belarus and the Russian Language at a bilingual storytime.
- Ashe is still doing outreach story times at Kiddie Karrasel twice a month.
- Please be aware that we do offer book delivery to homebound LeClaire residents, in case you know of someone who could use this service.

- Library Monthly Statistics

Month	July	August	September	October	November	December	January	February	March
<b>website visits</b>	221	*	333	308	281	275			
<b>wi-fi usage</b>	308	331	306	320	277	307			
<b>AWE sessions</b>	497	417	238	331	310	291			
<b>ebooks</b>	227	201	187	157	168	188			
<b>computer users</b>	121	152	124	142	106	134			
<b>gamers</b>	0	2	0	0	0	0			
<b>hotspots</b>	16	20	20	21	15	19			
<b>meetings</b>	36	41	31	40	55	39			
<b>meeting attendance</b>	114	165	105	142	108	107			
<b>program attendance</b>	661	55	180	458	257	341			
<b>passive program count</b>	155	65	76	135	89	57			
<b>door count</b>	3410	2582	2064	2620	1849	1927			
<b>new card holders</b>	29	22	17	15	9	12			
<b>items added</b>	219	232	238	203	160	213			
<b>items deleted</b>	390	27	580	169	233	222			
<b>ILL received</b>	565	595	552	607	606	504			
<b>ILL sent</b>	865	839	818	813	772	712			
<b>adult circulation</b>	1205	1493	1361	1241	1245	1244			
<b>JUV circulation</b>	2480	2485	2145	2098	1619	1704			
<b>YA circulation</b>	64	98	80	70	72	54			
<b>in-house circulation</b>	275	178	167	95	98	102			
<b>total circulation</b>	4251	4455	3940	3661	3202	3292	0	0	

### UNFINISHED BUSINESS

- Discussion of Space Utilization Assessment Report – The Powerpoint slides that were used by Shana Stuart were provided to all Board members. Melita will ask Shana about a comparison to DeWitt’s library. Melita will take care of paying the \$3,000.00 fee to her.
- Fine-free and amnesty implementation in RiverShare libraries was discussed. Fines are no longer being assessed. Of the fines reported, there are 509 LeClaire patrons who owed fines. Only 80 individuals have fines less than \$5.00. Some of these fines go back as far as 2008. These patrons will now be able to get a new library card. Fines can be paid to any library within the Rivershare system, but the library where they are paid gets to keep the money, except for the book replacement, which goes back to the library where it originated.
- Completion of an evaluation of the library director. Linda moved that an ad hoc committee be formed to conduct an oral evaluation within the month of January for Melita. This was seconded by Tom, and was unanimously approved. Volunteers for the committee include: Linda, Mandy, and Tom. They will meet with Melita on January 24<sup>th</sup> at 3:00, at the Crane and Pelican. (We will meet at the Library, if Melita’s schedule will not allow her to meet at the Crane and Pelican.) Linda will send out proposed questions to the committee members prior to the meeting for input. Linda will type the final evaluation.
- Discussion of City’s proposed Non-Union Pay Ranges proposal – this matter is still being discussed within City Council.

### NEW BUSINESS

- Updating the Library’s Circulation and Customer Conduct Policy is a part of Re-Accreditation -see notes below.
- Discussion of Budget Priorities for FY 23-24 – Melita provided the FY23-24 suggested budget changes, which included updates within the areas of: Reimbursements, Fines, Salaries, Longevity Pay, Electric/Gas, Telecommunication, Water/Sewer, Other Professional Services, Internal Operations, Library Services – Public, and Buildings. Following discussion, Calla moved that the

Board accept and approve the budget for fiscal year 2023 with its amendments. The motion was seconded by Ray. Vote was unanimous for approval.

Tom moved that the 2024 budget be approved recognizing that there may be changes recommended for 2024 by the City Council. This motion was seconded by Linda and it was passed unanimously.

- Re-accreditation is due February 28 and requires Board input. The Accreditation Plan requires that at least three policies are reviewed. Review and discussion by Board members included the following updated policies: Personnel Policy, Customer Conduct Policy, and Circulation Policy. Board members reviewed and suggested one change to the Circulation Policy under confidentiality. Motion was made by Calla and seconded by Tom to approve the Strategic Plan Policy changes as listed and presented. Passed unanimously.
  - Accreditation requires Board training. Becky Heil provided training for 2022. A discussion was held as to how training can occur for 2023. It was suggested it could include Board members bringing in training in specific areas, as well as gaining training from the State Library Webinars.
- Strategic Plan – The last strategic plan was completed and approved in 2021. It needs minor updates, and final approval by the Board members in order to be submitted by the deadline in February. The suggested changes will be forwarded to Board members to discuss and approve at the February meeting. It was suggested that each year the Board review and update the Strategic Plan.
- Board members need to approve its Trustee Bylaws. After discussion, Calla moved and Tom seconded that the Trustee Bylaws be approved. The vote was unanimous to approve.

## **PUBLIC COMMENT**

**ADJOURNMENT - Tom moved and Calla seconded for the meeting to adjourn. Passed unanimously**

## **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.*