



CITY OF LECLAIRE, IOWA

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MINUTES OF THE LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Tuesday, January 11, 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, January 11th 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- 7:05

ROLL CALL Nick Johnson, Mandy Harvey, Ray Ainslie, Karen Nelson, Becky Pilger, Meredith Viljoen, Melita Tunnichiff - Library Director, Dennis Bockenstedt – Guest, Amy Blair – Council Liaison
Absent: Mike Souhrada

CONSENT AGENDA 1st – Mandy, 2nd - Ray

1. Preview agenda
2. Minutes from last regular meeting – minutes should be sent to agendas@leclaireiowa.gov and tnorthcutt@leclaireiowa.com
3. Library Claims \$4,249.06
Ingram charges are a little higher due to backorders being shipped
Gas & Electric keeps going up
Melita is going to investigate the water charges.
City Hall rented a grinder to correct side walk gaps
Received ILL reimbursement from the State of Iowa. Reimbursement was down in 21, back to where it was pre-Covid.

LIBRARY DIRECTORS REPORT

1. Library Director's Report –
Programming and Events:
 - Twenty programs this month
 - 37 children and 16 adults participated in our Elf-in-Training program, which was self-directed and involved 5 tasks.
 - **Multicultural:** The Grab and Go kit highlights a Chinese New Year's tradition this month, the *hongbao*, or red money envelope, themed after this year's Chinese zodiac animal, the tiger.
 - **STEM Lab:** Sink or Float? Exploring the properties of water and other elements.
 - **STEAM:** Hands-on Art History: Pablo Picasso's Guitar collage
 - **Lifelong Learning:** David Baker from KALA-FM will speak on the Beatles, and how to collect, preserve and enjoy vinyl records.
 - **YA Services:** CreaTEEN Crafts: Making Pokemon Stress balls had 13 participants. Doki Doki Anime Club, YA Tabletop Adventures Guild are going strong.
 - **Literacy:** We had thirteen attendees for the first Storytime with Ashe this month, which is a weekly program. Our Last Tuesday Book Club is reading Good Omens.

Friends of the Library

- December Friends' books sales: \$78.75.
- The Friends have accepted donations of artworks from local artists Ralph Iaccarino and Ioan Marcu, which can be displayed in the library.

Facility

- The library's roof replacement will be scheduled in spring and A-1 Roofing is the approved contractor, at a cost of \$48,300 (information emailed to Board 12-21-21.)
- Mark Dale is assisting Melita in finding a contractor to paint the vents on the cupola.

- K&K offered to cut a larger opening in our Plexiglas screen at the front desk at no charge. Patrons can now put more books through at a time, making checkout easier.

Collection

- Auto-renew and Fine-free for YA materials started January 1.
Fines can be paid on-line through Bettendorf and Davenport Library.
Melita and Dennis will investigate using credit cards or Friends Square account.

Technology

- Our high-speed wifi is now restored, after weeks of effort.
Reaches all the way to City Hall through the Plaza.
- Melita purchased a better quality conference speaker for zoom meetings.
- Two of our public computers have now been repaired and can be re-installed. The reason our public computers have had so many problems over the last two years is that Xerox-IT has been unable to diagnose and repair a miscommunication between our SmartShield security software and Microsoft, preventing our public computers from getting their regular Microsoft updates. Kevin Hansen has now fixed this by re-installing SmartShield on two of the public computers and hopes to be able to have the rest fixed by remote technicians.
- Melita purchased a new computer monitor for the Circulation Manager.
- Melita is researching all-in-one printers that have a fax capability to replace ours which has a broken feeder tray.

Communication with the City

- Melita has submitted the first draft of the FY22-23 budget by the deadline of Jan 3.
- Melita attended her first Department Head meeting on Dec. 29, and Dennis Bockenstedt has also scheduled a regular meeting with her the first Tuesday of each month. Melita has shared in general about how the library is an integral part of the City and the City’s long-term goals.
- Dennis B. and Melita spoke about the Plaza and is looking to the Library Board for direction to re-start the project.
- Melita congratulated Mayor Gerard after his first Council meeting. He expressed a wish for a tour of the library and a meeting which will be scheduled soon.

Trustee training opportunity from the State Library

- You are invited to the annual Iowa Libraries Online Conference (ILOC) on Thursday, January 20 from 9:00 a.m. to 7:30 p.m. This FREE online conference offers keynote speakers, informative sessions, and an evening session for trustees—all online. The conference replicates an “in-person” experience without registration fees or travel costs.
<https://content.govdelivery.com/accounts/IACIO/bulletins/3048b51>

2. Library Statistics – questions

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							3100
wi-fi usage	449	448	524	495	452	481							2849
AWE sessions	755	258	178	104	183	197							1675
ebooks	212	249	220	202	198	171							1252
computer users	161	121	120	143	101	79							725
gamers	10	8	12	10	7	6							53
meetings	43	44	39	44	41	42							253
meeting attendance	133	143	129	108	128	132							773
program attendance	396	85	64	186	209	201							1141
passive program count	465	22	8	41	60	53							649
door count	2905	2279	2018	2228	2028	1890							13348
new card holders	17	18	21	14	5	12							87
items added	112	189	109	65	198	170							843
items deleted	66	71	37	0	106	0							280
ILL received	566	502	552	590	557	418							3185
ILL sent	780	717	709	731	692	664							4293
adult circulation	1341	1215	1153	1151	1137	1038							7035
JUV circulation	2012	1779	1430	1484	1499	1199							9403
YA circulation	85	89	70	48	51	34							377
in-house circulation	174	85	40	32	120	77							528
total circulation	3824	3417	2913	2917	3005	2519	0	0	0	0	0	0	18595
(Total circ includes in-house and ebooks)				November closed 3 days									
(August 23--> Oct 16 closing at 6pm)				December Closed 3 days									

Program Stats

	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
general interest programs	1	1		4	6	7							19
attendance: on site	71	28		71	39	89							298
in person off site													0
virtual live					47	36							83
virtual recorded													0
19+ programs	1	1	1	2	7	7							19
attendance: on site	13	16	8	17	41	11							106
in person off site													0
virtual live					2	0							2
virtual recorded		1											1
12-18 programs	0	0		2	3	3							8
attendance: on site				7	26	15							48
in person off site													0
virtual live													0
virtual recorded													0
6-11 programs	2	2	1	1	2	2							10
attendance: on site	186	19	18	10	25	25							283
in person off site													0
virtual live													0
virtual recorded	1	1											2
0-5 programs	10	1	6	9	3	4							33
attendance: on site	116	19	31	33	29	25							253
in person off site													0
virtual live				48									48
virtual recorded	9	1	7										17
total program attendance	396	85	64	186	209	201	0	0	0	0	0	0	1141
Juvenile passive programs	379	22	8	41	60	53							
Adult passive programs	86	0	0	0	0	0							
	465	22	8	41	60	53	0	0	0	0	0	0	649

UNFINISHED BUSINESS –

- Discussion of future plans for the plaza.
A lot of good ideas are out there.
Ray met with Mayor Ray, Ellen and Todd (Aunt Rhoades) and there was a big expense with excavation and retaining walls
Maybe need a bike rack and repair stand, climbing feature
Share space between library and City Hall. Community space rather than just library.
Need a landscape architect to pull ideas together.
Use City bidding process?
RFP for landscape consultant/architect
Have public meeting with consultant
Get need/purpose, uses and budget before putting out RFP
Need some shade and tables.
Mandy, Meredith and Melita would be on the committee, need Friends involved as well (Steve Morency)
- Trustee Search (Mike and Karen – June)
Dennis will help get the form. Melita will post on website and social media.
- Roof – Pewter gray – 1st Becky, 2nd Mandy. Motion passed. If not available, alternative gray would be acceptable. Motion Roofing should be done in the spring.
- Cupola – Mark Dale made a suggestion on a company to investigate what material is on the cupola and if it can be painted. Interior paint is in budget for 22-23.

NEW BUSINESS

- Discussion of FY 22/23 budget proposal. Roughly a 3% increase of prior year.



22-23 budget
narrative (002).pdf

2. Polices to review will be moved to February : Wired and Wireless Internet Usage Policy (2020) (splash page?); Donation Policy (2016)

PUBLIC COMMENT

ADJOURNMENT 1st Ray, 2nd Mandy @ 8:25

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

TRUSTEES

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

Nick Johnson (June 2024)
Mike Souhrada (June 2022)
Amy Blair – 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.