



CITY OF LECLAIRE, IOWA

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LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

*was held at 7:00 P.M. on Tuesday, February 14 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 Nick Johnson, President

ROLL CALL - The following members were present: Nick Johnson, Tom Kostichuk, Linda Mitchell, Meredith Viljoen, Melita Tunnickliff – Library Director, William Bloom – Library Liaison

CONSENT AGENDA - Linda moved to approve the agenda, minutes from last meeting and library claims. This was seconded by Meredith, 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	136.88	136.88
008-410-6520	program supplies	86.40	329.85
008-410-6371	Electric/Gas	453.12	519.14
008-410-6409	Janitorial	361.00	361.00
008-410-6415	Copier lease / postage meter	53.23	42.00
008-410-6492	OverDrive Advantage digital books	583.96	404.21
008-410-6419	Metronet - internet	64.12	64.12
008-410-6373	Metronet - fax phone	26.34	26.34
008-410-6374	Water/sewer	18.76	23.51
008-410-6502	DVDs CDs Amazon	165.43	215.51
008-410-6502	Ingram - books	1,793.37	1185.73
008-410-6514	building / grounds parking signs	167.01	
008-410-6210	Assoc. dues (Jan - ILA Ashe)	75.00	80.00
008-410-6519	processing supplies	46.54	122.49
008-410-6525	office equipment - fax/scanner/copier	321.98	
008-410-6526	computer equipment	132.84	244.44
008-410-6350	operational equip. Repair - 2 new fire extinguishers	614.00	
008-410-6310	Building maint/ Tri-City Elec fire alarm testing		152.00
008-410-6506	office supplies	118.02	205.72
		5,218.00	4112.94

Budget Line	Revenue	Previous month	Current month
008-410-4500	Charges Fees for Service (Printouts)	97.60	98.45
008-410-4550	Misc Charges for Service (Fax)	20.00	19.00

008-410-4765	Fines	37.50	6.70
008-410-4710	Reimbursements - lost or damaged items	10.00	45.00
008-410-4440	State Grant OA/ILL	3,235.73	
008-410-4441	State Grant OA/ILL	10,609.23	
		\$14,010.06	169.15

LIBRARY DIRECTORS REPORT

- Library Director's Report
 - Our **Winter Reading Program** runs from December 27 to February 17. Adult and Youth participants can track their reading minutes on simple, colorful bookmarks. So far 74 kids (148 hours) Adult 36 (144 hours) have turned in bookmarks.
 - Ashe has started doing Life-Size Game Nights where you play a board game on a larger scale. We did "Clue" in January and will do "Among Us" in February.
 - March's program theme will be March Mummy Madness. For example, Figge Art Museum staff will be coming to do an Egyptian-themed art program. There will be an Escape Room – "Escape the Mummy's Tomb" and a Fossil Dig program.
 - A lot of the programs will be planned for Spring Break.

Staff

- Our new Circulation Manager will begin March 1st. Callen DeWit has a master's degree in Library Science, and experience in many aspects of library work. They are presently working in Davenport Libraries so they have knowledge of RiverShare and our Polaris ILS. I was impressed with their initiative and research skills, and their commitment to public service. Callen will start March 1st.

Circulation

- Fine-free** for all of our collections began in January across the RiverShare Consortium. Our branch exceptions are hotspots, museum passes, and Launchpads. Amnesty for past overdue fines has been implemented.

Friends of the Library

- Proceeds from the Friends Book Sale room in 2022 were \$49.30.
- 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 will once again be allocating their Birdies for Charity funds for Summer Reading Program expenses.

Facility

- The Plaza project was discussed at the January 16th City Council Committee of the Whole meeting.

Technology

- Jeff Scott of Xerox, the City's IT contractor, has prepared an inventory of our seven public computers and our five staff computers with different options to set up a regular schedule for upgrades and replacements. It is acceptable to have lap tops for our computer options.
- The new copier/fax is installed and functioning.
- It is time to renew use of Bridges. Cost of Bridges is \$1,289.10 a year. This has already been budgeted.

Outreach and Cooperation

- The Library was part of the first **Eagle Days Festival** on January 22nd. I was there with information on our library and eagle-themed paper crafts. The event was a huge success, with an estimated 350 attendants.
- One of our LeClaire police officers, James Schemitz, did a storytime this month.
- Ashe is still doing outreach story times at Kiddie Karrasel twice a month.

Library Monthly Statistics

2022/2023 LeClaire Library Program Statistics

	July	August	September	October	November	December
general interest programs	12	1	2	15	3	5
attendance: on site	283	8	15	205	52	16
in person off site						
virtual live	34					

virtual recorded

19+ programs	5	2	4	5	4	3
attendance: on site	53	4	29	43	12	13
in person off site						
virtual live						
virtual recorded						
12-18 programs	3	1	3	2	2	4
attendance: on site	50	1	27	14	12	23
in person off site				75		
virtual live						
virtual recorded						
6-11 programs	3	0	2	3	4	4
attendance: on site	77		30	58	81	23
in person off site						30
virtual live						
virtual recorded						
0-5 programs	4	4	6	5	7	5
attendance: on site	164	31	45	48	75	63
in person off site		11	34	15	25	13
virtual live						
virtual recorded						
total program attendance	661	55	180	458	257	343
General interest passive programs	2	4	5	37	2	33
Juvenile passive programs	146	48	71	98	87	450
Adult passive programs	7	13	0	0	0	20
total passive program attendance	155	65	76	135	89	443

UNFINISHED BUSINESS

- Completion of an evaluation of the library director – An ad hoc committee met to discuss Melita’s evaluation. After the whole committee reviewed each item of the evaluation and discussed level of performance, Meredith moved to approve Melita’s evaluation, Tom seconded. The group voted unanimously to approve it. The Board will continue to work with Melita on areas of need and improvement.
- Re-accreditation due February 28 – Melita now has the information need to finalize the goals, including the updated Volunteer Policy, programs, and use of spaces. Accreditation will be referred to throughout the year to check on goals and/or add goals. Meredith moved to approve the re-accreditation, and Tom seconded. Vote to approve was unanimous.
- Progress report on LTC Access grant due February 28. Linda and Melita are still working on this submission.
- Melita is still updating planning and using spaces within and outside the library.

NEW BUSINESS

- Updating the Library’s Volunteer Policy – Prior to the meeting Melita provided the board members with a copy of the proposed updated Library Volunteer Policy. Melita prepared the Volunteer Policy. After reviewing some changes and discussion of same, Tom moved to approve and Meredith seconded, all were in favor.
- The mayor asked for an invite to attend our next Board meeting. Nick will send out a personal invite to him.
- The library is still in need of door prizes for Trivia Night. If you have something to donate, bring it to the library by Friday, February 17th.

PUBLIC COMMENT - none

ADJOURNMENT Linda moved to adjourn and Tom seconded. Meeting was adjourned.

TRUSTEES

Ray Ainslie (June 2024)

Mandy Harvey (June 2026)

Nick Johnson (June 2024)

Linda Mitchell/Becky Pilger (June 2026)

Meredith Viljoen (June 2026)

Bill Bloom – Council Liaison

Calla Parochetti (July 2028)

Tom Kosticheck (July 2028)

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.