



CITY OF LECLAIRE, IOWA

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LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Tuesday, March 8, 2022

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

MINUTES

A meeting of the Library Board of Trustees was held at 7:00 P.M. on Tuesday, March 8th 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- 7:06

ROLL CALL: Present: Mandy Harvey, Karen Nelson, Becky Pilger, Meredith Viljoen, Mike Souhrada, Melita Tunnichiff - Library Director

CONSENT AGENDA 1st Becky, 2nd Meredith

1. Preview agenda
2. Minutes from last regular meeting
3. Library Claims 4,933.71
City paid Library Materials bill twice and Library will get that back.
City will be scanning bills and sending to Melita prior to submitting for payment

LIBRARY DIRECTORS REPORT

1. Library Director's Report –

Programming and Events:

- We have received a traveling "History of the Book" exhibit from the Iowa Center for the Book. This is a hands-on exhibit and will stay through the month of March. (Strategic Plan Lifelong Learning Goal #2)
- To tie in with the book exhibit, our Hands-on Art History program this month will focus on illuminated manuscripts. Young people can create an artwork from the first letter of their name. Our Lazy Crafternoon program will be making earrings or necklaces of tiny books.
- Our Grab N Go kit this month will be an Irish themed craft: Celtic Knot Suncatchers! (Strategic Plan Early Literacy Goal #2)
- On St. Patrick's Day, Grace Notes will give a musical performance of Irish music with flutes, piccolos, and alto flutes. (Strategic plan Lifelong learning Goal #2)
- We are in planning for Summer Reading season events. In addition to the collage artist Michael Albert, we are thinking of a reptile educational zoo; Absolute Science; an interactive music program; and a show of puppets, magic and stories.
- We are talking with the Local Astronomy Club about bringing their mobile observatory to LeClaire this summer. This would be an after-hours program in order to have a nighttime view of the sky.

Outreach

- I met with Bob Schiffke and others at the Buffalo Bill Museum. They will lend us items and photos relating to LeClaire High School for our book talk with James Kenyon, the author of *Echoes in the Hallway*, who is coming April 18. (Strategic Plan Lifelong Learning Goal #3)
- The Buffalo Bill Museum has offered us a 5' x5' case to display rotating collections of items from the museum pertaining to local history in the library. We must decide if we want to accept the case. (Strategic Plan Lifelong Learning Goal #3)
- The Bridgeview PTA withdrew their invitation to have a pop-up library table at their Book Fair, but I spoke with Principal Hiatt, and they will welcome Ashe to speak to the students about Summer Reading in May.

Friends of the Library

- December Friends' books sales: \$32.00.

Collection

- **The Bridges letter of agreement for FY 23 must be signed by March 31. The annual cost for LeClaire will be \$1,289.10. The budget was increased \$1,000 in anticipation of this cost.**

Technology

- Xerox IT has been working on our public computers to resolve the issues with compatibility between our security software and Windows updates. As of March 3, they believe it is resolved.
- I am researching the possibility of using the Canon copier for public faxing. Faxes would be done by the patrons, no longer by the staff. It would still require using the Metronet phone line that is designated to our present fax machine, at a cost of \$30 per month. There would be a charge of approximately \$130 to set up a fax line on the Canon copier. Self-service faxing could be at no charge like our scan-to-email service, or we could charge by printed page if there is a receipt.
- Our security camera in the Community Room is no longer working. A replacement for that camera would be \$466. I have asked for estimates on upgrading the whole system, which would be thousands of dollars.
*City Council has not determined that cameras are necessary at city buildings.
Melita will look at what cameras are available*

Communication with the City

- We have a new Council/Library liaison, Bill Bloom. He is the new appointee to the council. I met with him on March 2nd, we toured the library, and he is looking forward to attending Board meetings.
- Regular monthly department heads meetings, and the monthly scheduled meeting with the City Administrator are continuing.

Staff training

- Ashe attended a webinar through the State Library and got lots of good ideas for Summer Reading Program. The theme this year is “Read Beyond the Beaten Path.”
- **We are hoping to have a staff in-service day on Friday, May 6, if the Board approves closing the library that day.**

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	195	158					3453
wi-fi usage	449	448	524	495	452	481	518	502					3869
AWE sessions	755	258	178	104	183	197	182	220					2077
ebooks	212	249	220	202	198	171	197	178					1627
computer users	161	121	120	143	101	79	108	84					917
gamers	10	8	12	10	7	6	13	8					74
meetings	43	44	39	44	41	42	55	32					340
meeting attendance	133	143	129	108	128	132	124	113					1010
program attendance	396	85	64	186	209	201	177	141					1459
passive program co	465	22	8	41	60	53	74	74					797
door count	2905	2279	2018	2228	2028	1890	1886	1784					17018
new card holders	17	18	21	14	5	12	16	9					112
items added	112	189	109	65	198	170	250	142					1235
items deleted	66	71	37	0	106	0	144	98					522
ILL received	566	502	552	590	557	418	565	526					4276
ILL sent	780	717	709	731	692	664	844	884					6021
adult circulation	1341	1215	1153	1151	1137	1038	916	857					8808
JUV circulation	2012	1779	1430	1484	1499	1199	1110	1238					11751
YA circulation	85	89	70	48	51	34	50	50					477
in-house circulator	174	85	40	32	120	77	102	45					675
total circulation	3824	3417	2913	2917	3005	2519	2375	2368	0	0	0	0	23338
(Total circ includes in-house and ebooks)					November	December	January (Closed on the 1st)						
(August 23--> Oct 16 closing at 6pm)						Jan '22 changed from Piwik to Goggle Analytics to measure website use.							

2021/2022 LeClaire Library Program Statistics

	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
general interest programs	1	1		4	6	7	5	3					27
attendance: on site	71	28		71	39	89	43	5					346
in person off site													0
virtual live					47	36	22	11					116
virtual recorded													0
19+ programs	1	1	1	2	7	7	5	5					29
attendance: on site	13	16	8	17	41	11	15	20					141
in person off site													0
virtual live					2	0	1	2					5
virtual recorded		1											1
12-18 programs	0	0		2	3	3	4	5					17
attendance: on site				7	26	15	37	32					117
in person off site													0
virtual live													0
virtual recorded													0
6-11 programs	2	2	1	1	2	2	2	1					13
attendance: on site	186	19	18	10	25	25	4	4					291
in person off site													0
virtual live													0
virtual recorded	1	1											2
0-5 programs	10	1	6	9	3	4	5	5					43
attendance: on site	116	19	31	33	29	25	55	67					375
in person off site													0
virtual live				48									48
virtual recorded	9	1	7										17
total program attendance	396	85	64	186	209	201	177	141	0	0	0	0	1459
General interest passive programs													
Juvenile passive programs	379	22	8	41	60	53	74						
Adult passive programs	86	0	0	0	0	0	0						
	465	22	8	41	60	53	74	0	0	0	0	0	723

UNFINISHED BUSINESS –

1. Discussion of the future plans for the plaza.
The City has a need for the \$350,000 that was allocated this year on the Capital Improvement budget, so it will not be available for the Plaza project. They will assign ARPA grant money to cover the majority of that loss (\$214,000) . Also have speed camera money and cell tower money. They have requested V&K Engineering to create a plan with options to be done in stages if necessary. The Landscape architect will be John Micka. (Strategic Plan Physical and Virtual Spaces Goal #1)
Additional decisions will be made upon receipt of the plans/drawings.
2. Policies to review: Personnel (2019)
Melita is reviewing the policy and will bring it to the board after additional review.
3. Trustee Search (Mike and Karen – June)
Meredith will follow-up with Linda.
4. Library Liaison – Bill Bloom has been appointed as Library Liaison
5. Bridges -

NEW BUSINESS

Mayor has been over to take a tour of the library.

Display case from the Buffalo Bill Museum will be used to showcase items from the Museum each month. Motion by Mandy to accept loan display case, 2nd by Mandy, unanimous approval

Staff in-service day of May 6 – Mandy moved to approve in-service day, 2nd Meredith, unanimous approval.

Mandy moved that the Bridges letter of agreement for FY23 be executed by March 31, Becky 2nd, unanimous approval

PUBLIC COMMENT

ADJOURNMENT 1st Meredith, 2nd Becky unanimous approval

TRUSTEES

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

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

Nick Johnson (June 2024)
Mike Souhrada (June 2022)
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.