



CITY OF LECLAIRE, IOWA

325 WISCONSIN STREET
LECLAIRE, IOWA 52753

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LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

*will be held at 7:00 P.M. on Tuesday, July 11 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."

AGENDA

CALL MEETING TO ORDER- ROLL CALL

CONSENT AGENDA

- Preview agenda
- Minutes from last regular meeting
- Library Claims

PUBLIC COMMENT

LIBRARY DIRECTORS REPORT

- Library Director's Report
- Library Monthly Statistics

UNFINISHED BUSINESS

- Discuss the Plaza project rough schedule
- LTC Grant Community Meeting July 15 – need volunteers
- Kanopy film streaming service

NEW BUSINESS

- Election of Board officers
- August 6 Friends of the Library open house
- Approve clerk job description, revised

BOARD TRAINING

- Ray Ainslie

ADJOURNMENT

TRUSTEES

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

Mandy Harvey (June 2026)
Meredith Viljoen (June 2026)
Tom Kostichek (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.

Library Director's Report - July 11, 2023

Programming

- There is still time to sign up for Summer Reading, which will end August 5.
- So far we have registered over 400 children and adults for Summer Reading.
- This month Ashe has scheduled 24 programs, including a Little Mermaid Sing-along party and a Little Mermaid Escape Room.
- Our special performers will be Dino O'Dell singer/storyteller, The Grout Museum of Cedar Rapids will present a program called "Combustion," and ISU will be bringing their Insect Zoo!
- Adult Book Club with Callen is continuing through the summer months and attendance has been strong. Ashe is trying to start a youth book club on the theme of "Choose your Own Adventure" books.

Circulation

- Kanopy video streaming service for our patrons began June 30. So far 12 patrons have created accounts. I encourage all of you to create an account and to recommend it to others. It is free to our patrons and the library pays per view, capped at \$100 per month. This can be adjusted in future.

Friends of the Library

- Proceeds from the Friends Book Sale room in April 2023 were \$102.00
- The Friends are planning a party/open house/membership drive at the library on Sunday, August 6 from 4-6pm. There will be beer and wine, appetizers, and giftcard drawings. They will have informational kiosks about the library.

Human Resources

- The City updated the Employee Handbook to include 6 leisure/sick days per year for salaried employees.

Facility

- The AC unit for the Community Room and Lobby failed this month. It was replaced by Precision Air at a cost of \$4,053
- Midwest Fire Alarm began installing our Fire alarm system July 7, but the new CPU was faulty from the factory, so we will have to wait an undetermined period of time to have the system installed and running.
- Bill Bruce Builders will begin work on the Plaza redevelopment mid-August, with a projected completion date of June 30, 2024.
- We will hold a Community Meeting to fulfil the requirements of the LTC Accessibility Grant we have received for automatic front doors Saturday, July 15 at 3pm.
- We have utilized the sign frames that came with our front-facing shelves with picturebook neighborhood displays. Callen created the designs and they were printed inexpensively at Fed Ex. Please take a look.
- I purchased 5 reconditioned patron computers through the non-profit Techsoup. 5 HP EliteDesk 800 G1 Desktops, Core i5-4570, Windows 10 with a Two-Year Warranty.
- I have purchased new chairs and have a new computer table on order.
- I hope to dispose of old computer carrels and unneeded rolling carts by sale, auction, or donation sometime next month.

Continuing Education and Conferences

- I have an online pass to the ALA Annual Conference which took place in June and we will be able to access those programs through August.

2022/2023 LeClaire Library Statistics

Month	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
website unique visitors	221	*	333	308	281	275	227	218	237	240	237	277	2854
wi-fi usage	308	331	306	320	277	307	272	246	284	277	284	323	3535
AWE sessions	497	417	238	331	310	291	435	404	445	346	427	702	4843
ebooks	227	201	187	157	168	188	213	204	220	196	220	194	2375
computer users	121	152	124	142	106	134	133	108	101	101	131	151	1504
gamers/equip	0	2	0	0	0	0	6	3	0	5	0	12	28
hotspots	16	20	20	21	15	19	12	11	16	14	22	19	205
meetings	36	41	31	40	55	39	34	36	36	52	54	58	512
meeting attendance	114	165	105	142	108	107	169	86	115	121	187	123	1542
program attendance	661	55	180	458	257	341	600	219	366	202	157	700	4196
passive program count	155	65	76	135	89	57	113	140	114	141	91		1176
door count	3410	2582	2064	2620	1849	1927	2182	1951	2433	2098	2435	3602	29153
new card holders	29	22	17	15	9	12	22	16	11	20	23	36	232
items added	219	232	238	203	160	213	182	152	239	162	187	186	2373
items deleted	390	27	580	169	233	222	2	295	465	227	152	33	2795
ILL received	565	595	552	607	606	504	634	508	678	606	424	618	6897
ILL sent	865	839	818	813	772	712	845	784	885	755	770	762	9620
adult circulation	1205	1493	1361	1241	1245	1244	1324	1245	1447	1180	1341	1585	15911
JUV circulation	2480	2485	2145	2098	1619	1704	2322	2428	2196	1942	2063	3217	26699
YA circulation	64	98	80	70	72	54	79	81	98	87	79	122	984
in-house circulation	275	178	167	95	98	102	147	192	196	132	152	214	1948
total circulation	4251	4455	3940	3661	3202	3292	4085	4150	4157	3537	3855	5332	47917
custom circ report	3976	2967	2655	2407	2104	2241	2874	2923	2734	2282	2632	3781	33576
reportable circ	4251	3145	2822	2502	2202	2343	3021	3115	2930	2414	2784	3995	35524

*Beginning October, Unique web visitors counted by Whofii
 Unique wifi clients counted by Cisco Meraki

In June, 277 unique patrons used your library WiFi. On average, these patrons visited to use the WiFi on just under 3 individual days.

Change from prior month



1221 -11.01%

Monthly Sessions



811 0.5%

Total Visits



277 16.88%

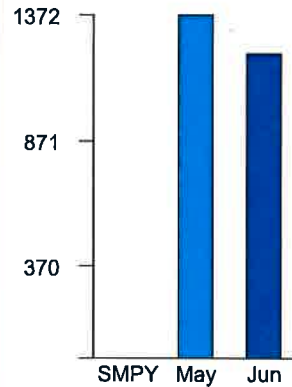
Unique Visitors



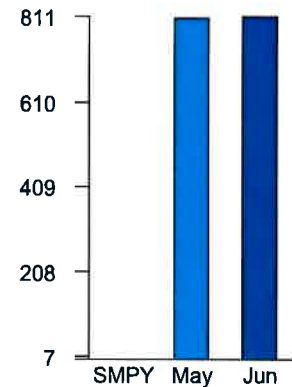
2.93 -14.08%

Average Return Rate

Total Monthly Session Count

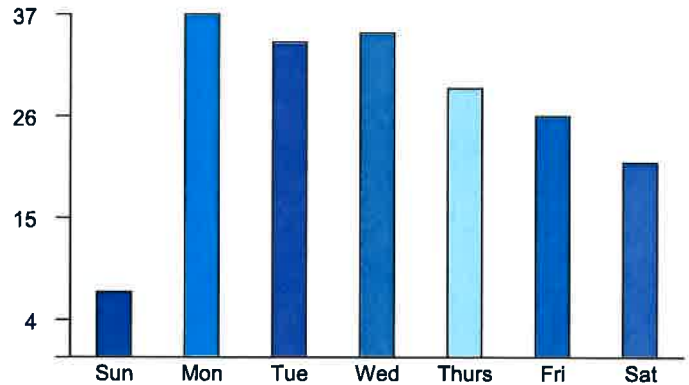


Total Monthly Visits

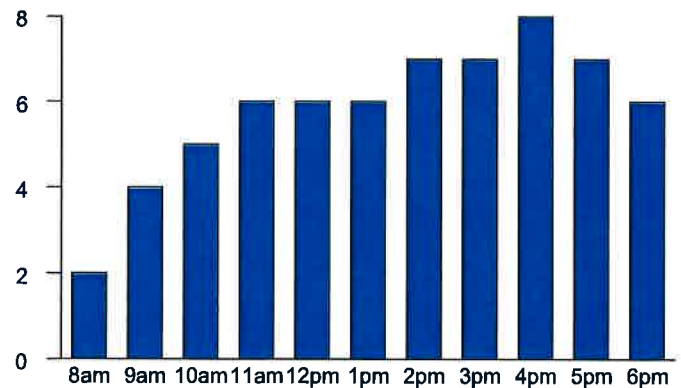


*SMPY: Same Month Prior Year

Average Daily Visits



Average Peak Hourly



2022/2023 LeClaire Library Program Statistics

	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
general interest programs	12	1	2	15	3	5	6	4	6	3	0	8	65
attendance: on site	283	8	15	205	52	167	50	39	168	33		343	1363
in person off site							350						350
virtual live	34												34
virtual recorded													0
19+ programs	5	2	4	5	4	3	3	4	3	4	4	4	45
attendance: on site	53	4	29	43	12	15	19	37	13	28	36	40	329
in person off site													0
virtual live													0
virtual recorded													0
12-18 programs	3	1	3	2	2	4	3	3	3	3	0	2	29
attendance: on site	50	1	27	14	12	21	14	39	22	10		12	222
in person off site				75									75
virtual live													0
virtual recorded													0
6-11 programs	3	0	2	3	4	4	4	3	3	4	3	6	39
attendance: on site	77		30	58	81	28	71	43	39	54	46	181	708
in person off site						30							30
virtual live													0
virtual recorded													0
0-5 programs	4	4	6	5	7	5	7	4	10	7	7	5	71
attendance: on site	164	31	45	48	75	65	64	61	94	61	61	112	881
in person off site		11	34	15	25	15	32		30	16	14	12	204
virtual live													0
virtual recorded													0
total program attendance	661	55	180	458	257	341	600	219	366	202	157	700	4196
General interest passive programs	2	4	5	37	2	33	16		17	10	5		131
Juvenile passive programs	146	48	71	98	87	8	97	140	114	124	81		1014
Adult passive programs	7	13	0	0	0	0	0	0	0	0	0	0	20
total passive program attendance	155	65	76	135	89	41	113	140	114	141	91	5	1165

Unapproved Library Claims as of June 30, 2023

Budget Line	Vendor	Previous month	Current month
008-410-6499	copier maintenance/ fee gaming instr	236.88	136.88
008-410-6371	Electric/Gas	399.70	378.88
008-410-6409	Janitorial	361.00	361.00
008-410-6415	Copier lease / postage meter	42.00	42.00
008-410-6492	OverDrive Advantage digital books	400.06	394.31
008-410-6419	Metronet - internet	64.12	64.12
008-410-6373	Metronet - fax phone	26.34	26.34
008-410-6374	Water/sewer	23.89	24.32
008-410-6502	DVDs CDs Amazon	332.46	219.07
008-410-6502	Ingram - books	1716.71	1296.33
008-410-6519	processing supplies	254.98	392.91
008-410-6506	office supplies	64.95	130.82
008-410-6520	program supplies	106.97	132.24
008-410-6310	building/grounds supplies	0.00	57.00
008-410-6230	library training	76.10	0.00
008-410-6507	operating supplies - soap, towels	60.87	0.00
008-410-6521	furniture/fixtures	1413.79	182.00
		5580.82	3838.22

Budget Line	Revenue	Previous month	Current month
008-410-4500	Charges Fees for Service (Printouts)	104.20	141.15
008-410-4550	Misc Charges for Service (Fax)	27.00	32.00
008-410-4765	Fines	3.00	28.30
008-410-4710	Reimbursements - lost or damaged it	131.00	61.00
008-410-4705	Contributions - Private/Friends	650.00	100.00
008-410-4705	ALA - LTC Accessibility grant	10000.00	0.00
		10915.20	362.45

Approval: Board President _____

Date: _____

Approval: Board Secretary _____

Date: _____

UNNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
-410-6210	ASSOCIATION DUES-LIBRARY			25.00	25.00
-410-6408	INSURANCE LIBRARY		2,716.84	2,576.00	140.84-
-410-4300	INTEREST-LIBRARY			500.00	500.00
-410-4400	FEDERAL GRANTS		3,000.00		3,000.00-
-410-4440	STATE GRANTS		15,899.85	18,800.00	2,900.15
-410-4500	LIBRARY FEES FOR COPIES	141.15	1,099.06	800.00	299.06-
-410-4550	LIBRARY FEES FOR FAXES	32.00	437.15	600.00	162.85
-410-4705	CONTRIBUTIONS - PRIVATE	100.00	12,315.22	11,600.00	715.22-
-410-4710	REIMBURSEMENTS-LIBRARY	61.00	844.75	200.00	644.75-
-410-4726	OTHER MISC. REVENUES			50.00	50.00
-410-4745	SALE OF SALVAGE		10.00		10.00-
-410-4765	LIBRARY FINES	28.30	512.25	500.00	12.25-
-410-6010	SALARIES-LIBRARY	11,964.88	144,802.91	153,798.00	8,995.09
-410-6150	GROUP INSURANCE	1,923.20	20,668.09	17,804.00	2,864.09-
-410-6210	ASSOCIATION DUES-LIBRARY		310.00	200.00	110.00-
-410-6230	TRAINING		204.81	450.00	245.19
-410-6240	MEETINGS & CONFERENCES		718.13	1,500.00	781.87
-410-6310	BUILDING MAINT & REPAIR		1,840.53	4,250.00	2,409.47
-410-6320	GROUPS MAINT & REPAIR			2,000.00	2,000.00
-410-6350	OPERATIONAL EQUIPMENT REPAIR		614.00	614.00	
-410-6371	ELECTRIC/GAS EXPENSE	378.88	6,508.31	6,500.00	8.31-
-410-6372	REFUSE/RECYCLING			25.00	25.00
-410-6373	TELECOM-LIBRARY	26.34	290.25	500.00	209.75
-410-6374	WATER/SEWER EXPENSE	24.32	264.31	270.00	5.69
-410-6409	JANITORIAL EXPENSE	361.00	3,971.00	4,332.00	361.00
-410-6411	LEGAL EXPENSE-LIBRARY		475.00	475.00	
-410-6412	MEDICAL/WELLNESS EXPENSE		449.00	500.00	51.00
-410-6415	RENTS/LEASES-EQUIP/VEHICLES	42.00	509.38	750.00	240.62
-410-6419	TCHNLGY SVCS-LIBRARY	64.12	777.83	1,600.00	822.17
-410-6490	OTHER PROFESSIONAL SERVICES		96.00	350.00	254.00
-410-6491	LIBRARY SERVICES-INTERNAL		7,429.98	15,000.00	7,570.02
-410-6492	LIBRARY SERVICES-PUBLIC	394.31	5,573.30	6,000.00	426.70
-410-6499	OTR CNTRL SVC-LIBRARY	136.88	4,925.18	5,900.00	974.82
-410-6502	LIBRARY/REFERENCE MATL'S	1,511.42	21,462.14	24,600.00	3,137.86
-410-6506	OFC SUPLS-LIBRARY	130.82	962.72	1,200.00	237.28
-410-6507	OPERATING SUPPLIES		82.43	150.00	67.57
-410-6508	POST/SHIP-LIBRARY		113.11	100.00	13.11-
-410-6514	BUILDINGS/GROUNDS SUPPLIES	57.00	390.51	1,200.00	809.49
-410-6519	PROCESSING SUPPLIES	392.91	1,610.79	1,800.00	189.21
-410-6520	PROGRAM SUPPLIES	132.24	1,440.37	1,500.00	59.63
-410-6521	FURNITURE/FIXTURES	182.00	2,411.01	3,000.00	588.99
-410-6525	OFFICE EQUIPMENT		344.75	500.00	155.25
-410-6526	COMPUTER EQUIPMENT		403.56	2,250.00	1,846.44
-410-6750	BUILDINGS			17,711.00	17,711.00
-410-6160	WORK COMP-LIBRARY		496.44	496.00	.44-
-410-6110	FICA/MEDICARE-CITY SHARE	887.44	10,799.18	11,674.00	874.82
-410-6130	IPERS-CITY SHARE	1,129.46	13,669.18	14,405.00	735.82
	DIFFERENCE	19,376.77-	223,212.76-	272,955.00-	49,742.24-

Part-time Library Circulation Clerk

(Adopted: 01-21-'13 – Res. #13-14)

1. GENERAL PURPOSE:

Performs a variety of responsible, routine and complex clerical, customer service, and record-keeping functions for the LeClaire Community Library. Requires ~~typing and computer terminal proficiency~~, a commitment to maintaining the privacy of library patrons' personal information.

2. SUPERVISION RECEIVED:

Works under the general supervision of the Circulation Mgr. and broad policy guidance and direction of the Library Director.

3. SUPERVISION EXERCISED:

Generally none.

4. APPOINTING AUTHORITY:

Library Director

5. ASSIGNED HOURS:

Normal part-time hours will vary depending on Board of Trustees approval of a Library schedule. In general, hours may be between the hours of 10:00 a.m. and 8:00 p.m. Monday through Thursday, 10:00 a.m. and 5:00 p.m. Friday, and between the hours of 9:00 a.m. and 2:00 p.m. Saturday. Days, evenings and alternate Saturdays, as applicable.

6. WORK LOCATION:

LeClaire Community Library

7. AFFILIATED CLASSIFICATIONS:

1) FLSA: Non-exempt 2) AFSCME UNION: Bargaining Unit Position

8. ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs work involving the use of a computer ~~terminal~~ with extreme accuracy. Checks library materials in and out, ~~(add)~~ registers patrons, performs online catalog & reference searches, places materials holds/reserves, ~~enters fines/fees using online circulation module.~~

Open, close and respond to facility emergencies according to policies and procedures.

Collects money for ~~overdue fines and~~ library fines and fees.

Assists customers with Library computer catalog and locating materials in the Library.

Assists with library programs as assigned.

Processes and files Library card applications and prepares new Library cards. ~~(online above)~~

Periodically collects statistics as directed by Circulation Mgr.

Organizes materials for re-shelving and shelves returned items accurately.

Prepares new materials for ~~shelving.~~ for circulation.

Reserves meeting and conference facilities.

Listens to complaints and advises inquirers of department policies and procedures.

Operates a variety of office machines:

~~will use~~ Uses a telephone extensively in receiving calls, and routing and directing inquiries.

9. PERIPHERAL DUTIES:

Repairs damaged books.

Performs Reader's Advisory functions for patrons.

THE DUTIES LISTED ABOVE IN SECTIONS 8 & 9 ARE INTENDED ONLY AS ILLUSTRATIONS OF THE VARIOUS TYPES OF WORK THAT MAY BE PERFORMED UNDER THIS CLASSIFICATION. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE CLASSIFICATION IF THE WORK IS SIMILAR, RELATED, OR A LOGICAL EXTENSION OF THE DUTIES OF THE CLASSIFICATION, PROVIDED THE EMPLOYEE HAS BEEN PROPERLY TRAINED TO PERFORM THE DUTIES.

10. DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) High school graduate or GED equivalent.
- (B) One year of ~~library circulation clerical work or an equivalent combination of~~ clerical training and experience, preferably in the library field with knowledge of professional library standards ~~is preferred~~. Requires ~~considerable~~ typing and word processing skills, along with general computer proficiency.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of customer service practices and procedures.
- (B) Ability to accurately record and maintain records. Ability to establish and maintain effective working relationships with employees, other departments, officials and the public. Ability to communicate effectively verbally and in writing.
- (C) Ability to work independently and to complete ~~daily, weekly, bi-monthly, monthly, semi-~~ ~~annual, and annual~~ tasks according to work schedules and other time constraints.
- (D) Considerable skill in following oral and written instructions.

11. SPECIAL REQUIREMENTS:

- (A) Pre-employment drug and alcohol testing is required for this position as required per City policy.
- (B) Must be able to pass a criminal background check.

12. TOOLS AND EQUIPMENT USED:

~~Typewriter~~, Personal computer, including word processing and ~~library records~~ ILS (integrated library system) software programs, 10-key calculator; phone; copy machine; fax machine, and other tools, machines, and equipment typically used in a modern office setting.

13. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; ~~use hands to finger, handle, or feel and~~ reach with hands and arms; stoop, kneel, ~~or crouch or crawl~~; and talk or hear.

The employee must regularly lift and/or move, individually, up to 10 pounds. The employee must occasionally lift and/or move up to ~~50~~ 30 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

14. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and typical of most library settings.

15. SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Preference may be given to City residents and/or to applicants with directly-related, municipal experience.

THIS CLASSIFICATION DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE OVER TIME.

Approved by LeClaire Community Library Board of Trustees 11/13