



CITY OF LECLAIRE, IOWA

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LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

*was 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 The meeting was called to order by Linda Mitchell, Secretary.

The following members were present: Ray Ainslie, Tom Kostichek, Linda Mitchell, Calla Parochetti, Meredith Viljoen, Melita Tunnicliff – Library Director, William Bloom – Library Liaison

CONSENT AGENDA – Meredith moved to approve the agenda, minutes from last meeting and library claims. This was seconded by Calla and vote was unanimous.

- Preview agenda
- Minutes from last regular meeting
- Library Claims as of June 30th

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
	Reimbursements - lost or damaged		
008-410-4710	items	131.00	61.00
008-410-4705	Contributions - Private/Friends	650.00	100.00

PUBLIC COMMENT – There were no public comments.

LIBRARY DIRECTORS REPORT

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.

- **Library Monthly Statistics**

Month	July	August	September	October	November	December	January	February	March
website unique visitors	221	*	333	308	281	275	227	218	23
wi-fi usage	308	331	306	320	277	307	272	246	28
AWE sessions	497	417	238	331	310	291	435	404	44
ebooks	227	201	187	157	168	188	213	204	22
computer users	121	152	124	142	106	134	133	108	10
gamers/equip	0	2	0	0	0	0	6	3	
hotspots	16	20	20	21	15	19	12	11	1
meetings	36	41	31	40	55	39	34	36	3
meeting attendance	114	165	105	142	108	107	169	86	11
program attendance	661	55	180	458	257	341	600	219	36
passive program count	155	65	76	135	89	57	113	140	11
door count	3410	2582	2064	2620	1849	1927	2182	1951	243
new card holders	29	22	17	15	9	12	22	16	1

items added	219	232	238	203	160	213	182	152	23
items deleted	390	27	580	169	233	222	2	295	46
ILL received	565	595	552	607	606	504	634	508	67
ILL sent	865	839	818	813	772	712	845	784	88
adult circulation	1205	1493	1361	1241	1245	1244	1324	1245	144
JUV circulation	2480	2485	2145	2098	1619	1704	2322	2428	219
YA circulation	64	98	80	70	72	54	79	81	9
in-house circulation	275	178	167	95	98	102	147	192	19
total circulation	4251	4455	3940	3661	3202	3292	4085	4150	415
custom circ report	3976	2967	2655	2407	2104	2241	2874	2923	273
reportable circ	4251	3145	2822	2502	2202	2343	3021	3115	293

*Beginning October, Unique web visitors counted by Whofi

Unique wifi clients counted by Cisco Meraki

UNFINISHED BUSINESS

- The Plaza project rough schedule was discussed. The Plaza project plan is to begin in mid-August. Stamped concrete pads will be placed on each side of the doors of the library. This means that there will be plants that need to be dug up and planted in other places. There are currently no landscaping plans within the Plaza project. There are some other revenues to put in tables and some landscaping. End date is planned for June of 2024.
- LTC Grant Community Meeting July 15 – volunteers will help with this meeting. Melita will facilitate the meeting. Linda will take notes. Ray will provide support for any individuals that come to the meeting. Melita will be calling MAGGS to finalize their services to install the automatic doors into the library. The plan is to use any leftover monies of the grant for signage to show the accessible entrance into the library, unless the community meeting produces other suggestions.
- Kanopy film streaming service is open to library card holders. Easy to enroll. Go online to the library website and the registration is easily found.

NEW BUSINESS

- Election of Board officers. Discussion was opened up to determine if anyone is interested in taking over as President, Vice President, and Secretary for the fiscal year 2023-2024. Meredith offered to be president for next year, Calla stated she would serve as Vice President, and Linda stated she will continue as secretary. Ray moved that Meredith will serve as President, Calla will serve as Vice President, and Linda will serve as Secretary for the next year, beginning August 2023-July 2024. Tom seconded the motion. All were in favor, unanimous vote.
- August 6 Friends of the Library open house. Encourage everyone to attend, as this is their membership drive, and encouragement of donations.
- Approve clerk job description/policy, revised. Calla made motion and Meredith seconded to approve the Clerk Job Description. All were in favor, passed unanimously.

BOARD TRAINING

- Ray Ainslie – Creating a Culture of Yes was a webinar Ray attended. “The America I love still exists at the front desk.” This quote was given at the webinar. An example was provided about how to respond to a patron who opposed a book. The suggested answer was to say “yes, but there may be other patrons who would want the book; have them suggest other books to pursue that would be a good choice. What do you see when you walk into the library; do you feel welcomed; are there areas that are quiet and calm. Declutter the entrance, the counter. Add signage to inform patrons, for example that we have free Wifi. Customer service was discussed. This should be to create a culture of care. Hiring the right staff is important for this. They should acknowledge patrons as soon as they come up to the front desk.

ADJOURNMENT - Ray moved to adjourn the meeting. Seconded by Meredith. Unanimous vote to adjourn.

Next Meeting will be held at the library on August 8, 2023, at 7:00 pm.

TRUSTEES

Ray Ainslie (June 2024)
Linda Mitchell (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.