



CITY OF LECLAIRE, IOWA

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LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING *Tuesday, July 13, 2021*

"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 will be held at 7:00 P.M. on Tuesday, July 13th 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-

ROLL CALL

Present: Ray Ainslie, Mandy Harvey, Karen Nelson, Becky Pilger, Mike Souhrada, Meredith Viljoen, Amy Blair – Council Liaison, Ellen Miller – Library Director

CONSENT AGENDA, motion by Mandy, 2nd by Meredith

1. Preview agenda
2. Minutes from last regular meeting
3. Library Claims \$4,922.19
1 – Mandy, 2 - Meredith

LIBRARY DIRECTORS REPORT

1. Library Director's Report – Ellen Miller, Library Director, will be pursuing other opportunities outside the Quad Cities area. Last day will be around September 4, 2021

Programming and Events

Children's Services: Live Storytime returns outside on the plaza, Fridays at 10:30. Grab & Go this month is DIY kaleidoscope. In the children's area, we have a changing indoor scavenger hunt. The Summer Reading Program (SRP) continues this month with three more live programs. SRP ends on July 31st, raffle will be drawn on August 2nd.

Adult/and or All Ages Services: Homebound Library Service. We have SRP for adults.

Friends of the Library

- June books sales: \$73.01
- The Friends will be purchasing all the SRP raffle prizes. We will be buying gift cards from Scoop, Dave and Holly's, Crane and Pelican, and will spend \$75 refilling the perennially popular Treasure Chest.

Facility

- Library is almost back to pre-pandemic operations. The only thing we are still holding back on are the stuffed animals in the children's area. I am recommending that we go back to an 8:00 closing in the fall, which should correlate with the onset of evening programming.
- Melita and Ellen met with Chris Cournoyer, City Webmaster. The city is scheduled for a complimentary redesign from CivicPlus, which will begin in August. Melita has agreed to represent the library's interest.

Collection

- With our \$3,800 ARPA Grant we are purchasing digital graphic novels for LeClaire youth. Haidee made the selection on Overdrive, and we purchased 200+ titles. This is a reimbursement grant, so we spend the money first, gather the receipts, and then the state sends us the check. I want to make sure the money gets put back into 008-410-6492—Library Services Public. I talked to Chris Ball, and he said, "no problem, we would amend the budget on revenue and expense".
- YSC is beefing up our Iowa Children's Choice Award book collection. Parents often request books from this annual list.

Staffing/News

- Our new circulation clerk Joel, started Tuesday, July 6th. He is a recently retired PV elementary school librarian. He works Monday and Tuesday, and every other Friday and Saturday. Melita is training him.
- Melita and Ellen filed the Open Access, ILL Reimbursement, and Direct State Aid Reports, with the State Library of Iowa on July 6th and 7th.
- Ellen submitted her resignation letter to the board (see attachment in July Board Packet). She and her husband are returning home to the Twin Cities.

Summer Reading

92 people were at the 7/12 program held at Huckleberry

2. Library Statistics – questions

2020/2021 LeClaire Library Statistics													
Month	July	August	Septemb	October	Novembe	Decembe	January	February	March	April	Mag	June	FY totals
website visits	530	510	490	428	485	530	460	369	471	446	487	628	5834
wi-fi usage	416	403	545	518	521	495	482	448	452	560	416	558	5814
AWE sessions	n/a	n/a	n/a	n/a	n/a	8	87	112	178	68	148	399	1000
computer users	221	213	220	257	191	127	111	107	127	100	128	124	1926
gamers	8	2	3	13	2	4	4	4	7	8	6	20	81
meetings	3	0	22	9	17	16	9	20	27	32	23	35	213
meeting attendance	3	0	38	11	18	19	13	42	83	106	46	108	487
adult programs	4	2	1	1	1	1	1	2	1	1	1	1	17
adult prog. attendan	29	74	18	29	15	22	17	75	22	15	8	11	335
YA programs	0	0	0	0	0	0	0	0	0	0	0	0	0
YA program attenda	0	0	0	0	0	0	0	0	0	0	0	0	0
JUV programs	8	17	14	11	9	12	7	11	10	4	8	6	117
JUV program attend	28	489	281	283	171	158	125	258	140	149	158	430	2670
total program attenc	57	563	299	312	186	180	142	333	162	164	166	441	3005
door count	2130	1869	1875	1918	1430	1486	1372	1200	1800	1697	1958	2873	21608
new card holders	20	12	15	11	4	5	13	5	21	13	19	31	169
items added	139	187	172	204	178	163	178	162	185	142	233	199	2142
items deleted	0	328	166	220	39	227	41	169	449	253	213	14	2119
ILL received	811	856	901	773	640	653	599	506	632	501	404	558	7834
ILL sent	923	903	877	896	794	927	908	919	948	821	722	725	10363
ebooks	348	277	258	198	232	227	265	238	293	264	235	184	3019
adult circulation	1556	1345	1444	1361	1185	1377	1344	1076	1236	1106	1000	1300	15330
JUV circulation	1873	1621	1688	1739	1401	1290	1089	1078	1291	1268	1507	2771	18616
YA circulation	129	122	102	119	110	99	59	68	56	55	71	100	1090
in-house circulation	n/a	n/a	n/a	36	39	65	74	15	78	116	167	272	862
total circulation	3906	3365	3432	3453	2967	3058	2831	2475	2954	2809	2980	4627	38917
								*Door estimate		*AWE repairs			

UNFINISHED BUSINESS –

1. Welcome Meredith (June 2026) to full term on Library Board -

NEW BUSINESS

1. Election of Board President, VP, and Secretary
 President - Nick Johnson
 Vice-President - Mandy Harvey
 Secretary – Becky Pilger
 Mandy moved to approve slate of directors, Karen seconded, passed unanimously
2. Post-Covid resumption of services: evening hours (open till 8 pm Monday-Thursday), indoor programing, etc.
 Stuffed animals have been removed. 1st adult program will be in September and will start at 6:30. May want to look at 8:00 pm so evening programming can resume.
3. Library Budget – Review 2020/21 and preview 2021/2022
 In good shape; big ticket items have been budgeted in.
4. Hiring Committee Discussion:
 Need 3 people for hiring committee
 Develop questions, all 3 interview candidate. Independent scoring.
 Ray Ainslie, Mandy Harvey, Karen Nelson
 Ellen can assist with posting and potential questions
 Job advertisement:

Open for 3 weeks
Link to Strategic Plan and Job Description
Dewitt did not have as many applicants as they had hoped to. Ideal would be to have MLS.
Can it be posted on Indeed?
Post with State Library of Iowa job board
RAILS is the Illinois State Library system
Residency is now 30 minutes

General Conversation on director position

Wants: Diverse, engaged in the community, aligned with LeClaire Library strategic vision, early childhood literacy (encourage training), PLAZA PROJECT – need the space. Large projects coming up with be roof and cupola and the director is responsible for building maintenance (HVAC, roof, landscaping, bathrooms). Salaries need to continue to be reviewed.

February may be a potential time to review with City Council (Youth Services) pay scale/job description.

PUBLIC COMMENT

ADJOURNMENT 1st – Ray, 2nd Mike

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)
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.