



# CITY OF LECLAIRE, IOWA

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## AMENDED MINUTES OF THE LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING *Tuesday, August 10, 2021*

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

A meeting of the Library Board of Trustees was held at 7:00 P.M. on Tuesday, August 10<sup>th</sup> 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:** Mandy Harvey, Nick Johnson, Karen Nelson, Becky Pilger, Mike Souhrada, Meredith Viljoen, Ellen Miller

### CONSENT AGENDA

1. Preview agenda
2. Minutes from last regular meeting, , Karen 1<sup>st</sup>, Meredith 2<sup>nd</sup>, unanimous
3. Library Claims \$15,163.91, Mandy 1<sup>st</sup>, Karen 2<sup>nd</sup>, unanimous

### LIBRARY DIRECTORS REPORT

1. Library Director's Report –

#### Programming and Events

**Children's Services:** We have *Hula Hooping with Rosie*, 8/12; *Storytime with Miss Iowa*, 8/20; Butterfly Class, 8/20; and Ballet Quad Cities' *Dance Me a Story*.

**Adult/and or All Ages Services:** Homebound Library Service.

#### Friends of the Library

- July books sales: \$40

#### Facility

- We have posted the following recommendation from the CDC in the library: *To maximize protection from the COVID Delta variant and prevent possibly spreading it to others, wear a mask indoors in public if you are in an area of substantial or high transmission. As of August 2, 2021, Scott County is in the High Transmission category.*
- Annual carpet cleaning takes place on Friday, August 13<sup>th</sup>. Ellen and staff will vacuum and put-up chairs, etc. on Thursday. Haidee has elected to work Friday while the carpet cleaner works.
- We had a month-long ant problem here in the library. Exterminators came on the 6<sup>th</sup> and sprayed.

#### Collection

Ellen explained Bridges, which is the State of Iowa ebook resource. Libraries can join pool, and it adds 91,000 titles – books, audio, magazines. Expands book selection from the group that LeClaire Library currently belongs to. Open enrollment right now. Ebooks are metered by publisher. **Otherwise**, titles only belong to library for 2 years or 24 checkouts **typically**.

Library gets grant from State of Iowa that could be used to pay for the Bridges account, and then budget for FY23. We can review the statistics to see how often this is used. If it wouldn't get approved by City Council for FY23, a request could be made to Friends to support the costs.

Mandy 1<sup>st</sup>, Meredith 2<sup>nd</sup>, unanimous approval to proceed with Bridges.

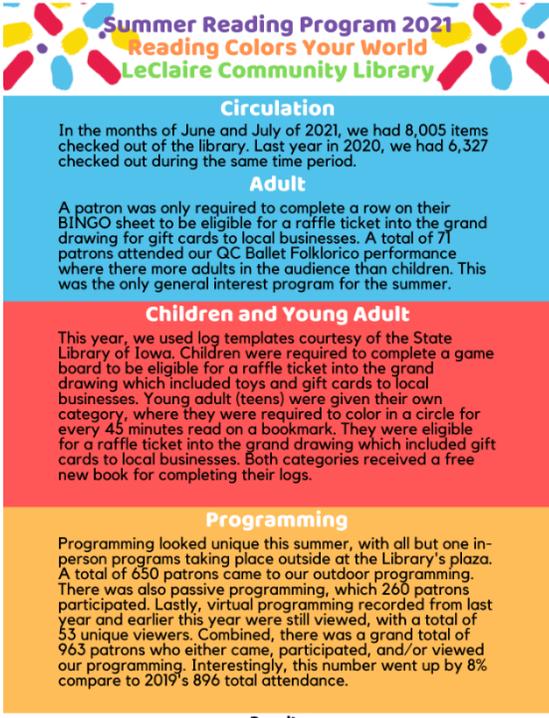
Additional details:

- We have a chance to join Bridges, the State Library of Iowa's Overdrive account. This would give our patrons access to about 90,000 more eBook and eAudiobook titles. It is based on a formula (\$300 + \$0.18 per capita), and our charges would be about \$1000 a year for access, and a one-time charge of \$400 for set up. One caveat is that this price of a \$1000 is based on our 2010 population figures. So, when we get the 2020 census figures, we can expect this per capita charge to go up. This decision to join needs to be made by September 15, 2021.
- The Rivershare Consortium is seriously considering upgrading/enhancing the public catalog. However, there is a sizable cost for each member library to do this. (See attachment in Board packet) In our case it will increase our Rivershare fees by \$2838.12. We can opt out, but I would not recommend it. We would be the only public library in the consortium doing so. Patrons will love the new interface which has read-a-like recommendations, author bios, connections across collections, etc. Since this proposal came AFTER budgets were set, the consortium is considering a one time help for those libraries that can't currently afford it. This is scheduled to be discussed further in the October AOW meeting.

### Staffing/News

- Hadiee sent in her resignation last week. She will be the new teen librarian at Carnegie Stout Library in Dubuque. Her last day is August 20<sup>th</sup>, and we will have a sendoff reception on the 18<sup>th</sup>.
- According to their website, the State Library of Iowa's FY 21 Annual Survey will be available in early August. Ellen intends to have it filled out and sent before she leaves.
- Director's last day will be pushed out to September 17<sup>th</sup> and will be at the September board meeting.

### Summer Reading Program 2021, Reading Colors your World



**Summer Reading Program 2021**  
**Reading Colors Your World**  
**LeClaire Community Library**

**Circulation**  
In the months of June and July of 2021, we had 8,005 items checked out of the library. Last year in 2020, we had 6,327 checked out during the same time period.

**Adult**  
A patron was only required to complete a row on their BINGO sheet to be eligible for a raffle ticket into the grand drawing for gift cards to local businesses. A total of 71 patrons attended our QC Ballet Folklorico performance where there were more adults in the audience than children. This was the only general interest program for the summer.

**Children and Young Adult**  
This year, we used log templates courtesy of the State Library of Iowa. Children were required to complete a game board to be eligible for a raffle ticket into the grand drawing which included toys and gift cards to local businesses. Young adult (teens) were given their own category, where they were required to color in a circle for every 45 minutes read on a bookmark. They were eligible for a raffle ticket into the grand drawing which included gift cards to local businesses. Both categories received a free new book for completing their logs.

**Programming**  
Programming looked unique this summer, with all but one in-person programs taking place outside at the Library's plaza. A total of 650 patrons came to our outdoor programming. There was also passive programming, which 260 patrons participated. Lastly, virtual programming recorded from last year and earlier this year were still viewed, with a total of 53 unique viewers. Combined, there was a grand total of 963 patrons who either came, participated, and/or viewed our programming. Interestingly, this number went up by 8% compare to 2019's 896 total attendance.

<b>Adult</b> Registration: 86 Completion: 26	<b>Results</b> 	<b>Children and YA</b> Registration: 229 Completion: 116
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### 2. Library Statistics – questions Program Stats

**2021/2022 LeClaire Library Program Statistics**

	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
<b>general interest programs</b>	1												1
<b>attendance on site</b>	71												71
in person off site													0
virtual live													0
virtual recorded													0
<b>19+ programs</b>	1												1
<b>attendance on site</b>	13												13
in person off site													0
virtual live													0
virtual recorded													0
<b>12-18 programs</b>	0												0
<b>attendance on site</b>													0
in person off site													0
virtual live													0
virtual recorded													0
<b>6-11 programs</b>	3												3
<b>attendance on site</b>	211												211
in person off site													0
virtual live													0
virtual recorded	1												1
<b>0-5 programs</b>	10												10
<b>attendance on site</b>	116												116
in person off site													0
virtual live													0
virtual recorded	9												9
<b>total program attendance</b>	421	0	0	0	0	0	0	0	0	0	0	0	421
<b>Juvenile passive programs</b>	354												354
<b>Adult passive programs</b>	86												86

Library Stats

**2021/2022 LeClaire Library Statistics**

Month	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
website visits	582												582
wi-fi usage	449												449
AWE sessions	755												755
ebooks	212												212
computer users	161												161
gamers	10												10
meetings	43												43
meeting attendance	133												133
door count	2905												2905
new card holders	17												17
items added	112												112
items deleted	66												66
ILL received	566												566
ILL sent	780												780
adult circulation	1341												1341
JUV circulation	2012												2012
YA circulation	85												85
in-house circulation	174												174
<b>total circulation</b>	3824	0	0	0	0	0	0	0	0	0	0	0	3824

(Total circ includes in-house and ebooks)

**UNFINISHED BUSINESS –**

- Hiring Committee update –  
Job posting closed 8/13.
- VEGA and API budget  
Search catalog that provides recommendations based on preferred authors. Ellen believes it would be popular with patrons. Would add \$3,000 to Rivershare costs. There are funds available this year through Rivershare to help offset the costs since this came up after budgets were set. This can be built into future budgets. If Rivershare doesn't cover, one option is for Friends to cover expense. Will be able to pull website usage stats.

Board agrees to cover if sources of funding are available (1. Rivershare, 2. Friends, 3. State Grant) for FY22.  
 1<sup>st</sup> Karen, 2<sup>nd</sup> Mike, unanimous

Total Costs		\$174,342							
Circ Formula 25%		\$43,585.50	divide by	1,162,087	equals	0.0375			
Patron Formula 25%		\$43,585.50	divide by	123,306	equals	0.3535			
Items Formula 25%		\$43,585.50	divide by	849,123	equals	0.0513			
Library Formula 25%		\$43,585.50	divide by	9	equals	\$4,842.83			
									<b>FY23 FEES WITH VEGA</b>
Library	Circs	Per Circ chg	Patrons	Per Patron chg	Items	Per Item chg	Per Library		
Bettendorf	378,565	\$14,198.55	18,441	\$6,518.42	201,431	\$10,339.46	\$4,842.83		35,899.25
Clinton CC	1,089	\$40.84	1,403	\$495.92	8,386	\$430.45	\$4,842.83		5,810.05
Clinton PL	50,275	\$1,885.63	7,170	\$2,534.41	69,873	\$3,586.58	\$4,842.83		12,849.45
Davenport	391,497	\$14,683.58	57,371	\$20,279.17	279,128	\$14,327.65	\$4,842.83		54,133.22
LeClaire	38,226	\$1,433.71	1,824	\$644.74	37,172	\$1,908.04	\$4,842.83		8,829.32
Muscatine CC	1,045	\$39.19	923	\$326.26	11,978	\$614.83	\$4,842.83		5,823.11
Musser	149,684	\$5,614.08	19,888	\$7,029.90	92,634	\$4,754.91	\$4,842.83		22,241.71
Scott CC	1,543	\$57.87	1,860	\$657.46	18,960	\$973.22	\$4,842.83		6,531.38
Scott County	150,163	\$5,632.05	14,426	\$5,099.22	129,561	\$6,650.37	\$4,842.83		22,224.47
	#####	\$43,585.50	123,306	\$43,585.50	849,123	\$43,585.50	\$43,585.47		174,341.97
Polaris Mainter	96901								
Overdrive	15000								
Polaris After Ho	3000								
Vonage	3000								
Ill Users Group	100								
Website Service	300								
	118301								
Vega	38041								
Polairs API	18000								
	174342								

**NEW BUSINESS**

- Possible staff shortages upcoming. Need to discuss plan of action for new-hires and plan if we don't have enough people to operate.  
 Can't hire an additional clerk (can only have 3)  
 Temporary proposed hours: M-Th 10:00 – 6:00 pm. Hopefully will be resolved by October.  
 Mornings are busier.  
 Friday 9 – 5  
 Saturdays – Lindsay can cover  
 Ellen will determine when to start the alternate hours

**PUBLIC COMMENT**

**ADJOURNMENT** 1<sup>st</sup> Mike, 2<sup>nd</sup> Mandy, unanimous

**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.*