



# CITY OF LECLAIRE, IOWA

325 WISCONSIN STREET TEL: (563)-289-4242 FAX: (563)-289- 6010 LECLAIRE, IOWA 52753 WWW.LECLAIREIOWA.GOV

## LECLAIRE COMMUNITY LIBRARY BOARD OF TRUSTEES REGULAR MEETING Tuesday, August 16, 2022 (Rescheduled from Aug 9<sup>th</sup>)

"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 was held at 6:30 P.M. on Tuesday, August 16th at the Le Claire Community Library, 323 Wisconsin Street, LeClaire Iowa.

CALL MEETING TO ORDER- The meeting was called to order by President Nick Johnson at 6:30 p.m.

ROLL CALL - The following members were present for both the Library Training and Meeting:

Ray Ainslie (Zoom), Nick Johnson (Zoom), Tom Kosticsek (Zoom), Linda Mitchell, Calla Parochetti, Meredith Viljoen, Melita Tunnicliff – Library Director, Bill Bloom – Liaison

AGENDA and JULY MINUTES (Approval): 1 - Meredith 2 – Calla

Preview agenda and July minutes (approved unanimously)

Library Claims for August 2022: \$8,013.56 (Vendor) and 202.95 (Revenue)

(Note: Next months will reflect increases and book orders)

### LIBRARY DIRECTORS REPORT

#### Programming and Events:

- Our July Summer Reading programs had good attendance. Three special guest storytimes had very high attendance – 104 attendees for the Clinton Area Showboat

Theater's "Dragons Love Tacos" and 56 attendees for WQPT's "Roly Poly." Ballet Quad Cities "Dance me a Story" program had 53 attendees.

- Weekly Family Storytimes will continue, including monthly Read-Alongs with Mr. Haack. In August, the storytimes will introduce children to the Spanish, French, and Japanese languages. We will tie-in to the "KidSpeak" program we offer through Transparent Language on our website. (Goal #2, Objective 2)
- Ashe has visited Kiddie Karrousel this week to resume outreach storytimes for the first time since the pandemic. (Early Literacy Goal #1, Objective 1)
- Other popular events were Brent Allan and Friends (68 attendees) and Wild Raptors of Iowa by the Wapsi Nature Center (44 attendees).
- All large programs in July were held inside due to the heat, and none exceeded the 120 capacity limit of our building. Our August 1<sup>st</sup> Cereal Box Collage event was held at the Fire Station Community Room, which gave us much more room to work with the materials and was more suitable than the Rec Center for this type of program.
- We held six family craft programs in July. Our third Fossil Dig program was just as popular as the first two, with 54 attendees. Ashe did a lot of prep for this program to accommodate as many children as possible. These events are messy, as was Tie -Dye Fun, which had 36 attendees. We held these programs outside the front door on the sidewalks. We will be discontinuing Grab and Go Kits, but continuing to have crafts at each Family Storytime, and leftover materials with instructions are given out throughout the week following.
- 348 children and 88 adults registered for the Summer Reading Program: 74 preschoolers, 240 elementary age, 34 teens, and 88 adults. Last year we had a total of 271. The program ended August 3, and prizes have been awarded. The teachers of children who have listed their school and grade will be notified of their participation.

### **Collection**

- Our collection inventory is continuing and will be finished in August.
- We have contracted with Rivistas to manage our magazine subscriptions, at a cost lower than our last service.

### **Plaza**

- The City Council voted to approve an Engineering Services agreement with V&K for the Plaza on July 18. The hope is to finalize plans in the fall and start construction in the spring.

### **Friends of the Library**

- Used book sales in July totaled \$41.35.
- Our Summer Reading programs and supplies are largely funded by the Friends of the LeClaire Library Birdies for Charity proceeds each year. This summer we were given \$2600. Birdies proceeds this year are over \$3800.

### **Facility**

- Another air conditioner stopped running, and a bad capacitor was replaced by Schebler at a cost of \$270.29.
- New parking signs are being purchased by Public Works to clarify that the first row of parking closest to the building on the north is for library patrons.

## Technology

- The six new Mobile Beacon hotspots purchased by the Friends of the Library are being checked out often, and one will be used for our pop-up library events.
- The Parks and Recreation Department is purchasing an add-on to our Civic Plus city website, called Civic Rec, to allow citizens to sign up for programs, make reservations and pay fees. The Library will be allowed to use this system also from our webpage to allow online signups for our programs. As we do not charge for our programs, Greg Ludwig has said we can participate at no cost.

## Grants and Contributions

- We received a \$100 contribution from the Curtis Roseman, PhD Memorial Fund to be used to purchase materials about local history and geography. They included bookplates with the donation.
- \$3000 received in donations at the end of last fiscal year is being put forward with a budget amendment to be spent this year.

## Outreach and Cooperation

- We are joining with Greg Ludwig at the Parks and Rec table to have a pop-up library at the Tugfest on Saturday morning, August 13, and at the Patriot Hunt event September 10. (Early Literacy Goal #1, Objective 3)
- Our new Buffalo Bill exhibit is on display – items used and worn by men a century ago. (Lifelong Learning Goal #3, Objective 4)

## Circulation

- Last year LeClaire Library patrons saved \$521,637.45 by borrowing our books, videos, magazines and CDs instead of buying them.

## Library Statistics

Month	July
website visits	221
wi-fi usage	308
AWE sessions	497
ebooks	227
computer users	121
gamers	0
hotspots	16
meetings	36
meeting attendance	114
program attendance	661
passive program count	148
door count	3410
new card holders	29
items added	219

items deleted	390
ILL received	565
ILL sent	865
adult circulation	1205
JUV circulation	2480
YA circulation	64
in-house circulation	275
<hr/> total circulation	4251

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general interest programs - 12

attendance: on site - 283

in person off site

virtual live - 34

virtual recorded

19+ programs - 5

attendance: on site - 53

in person off site

virtual live

virtual recorded

12-18 programs- 3

attendance: on site - 50

in person off site

virtual live

virtual recorded

6-11 programs - 3

attendance: on site - 77

in person off site

virtual live

virtual recorded

0-5 programs - 4

attendance: on site - 164

in person off site

virtual live

General Interest passive programs - 2

Juvenile passive programs - 146

Adult passive programs - 0

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Total = 148

**UNFINISHED BUSINESS – NEW BUSINESS** - None noted

**PUBLIC COMMENT** – No comment

**ADJOURNMENT** – Meeting adjourned at 7:00 pm (Meredith – 1, Calla – 2)

**TRUSTEES:** Ray Ainslie (June 2024), Mandy Harvey (2026) *Vice Pres.*, Nick Johnson (2024) *Pres.*, Tom Kostichuk (2028), Linda Mitchell (2026), *Sec.*, Calla Parochetti (2028), Meredith Viljoen (2026)

**Note: Trustee Training Followed Regular Meeting**

*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 c o n d u c t e d b y t h e C i t y . 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.*



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## LECLAIRE COMMUNITY LIBRARY BOARD OF TRUSTEES TRAINING MEETING Tuesday, August 16, 2022

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

### **LIBRARY BOARD TRAINING**

Guest Trainer Present: Becky Heil, Southeast District Consultant of the State Library of Iowa (headquarters are in Des Moines) (Becky.Heil@Iowa.gov)

Members Present: Ray Ainslie (Zoom), Nick Johnson (Zoom), Tom Kostichek (Zoom), Linda Mitchell, Calla Parochetti, Meredith Viljoen, Melita Tunnickliff – Library Director, Bill Bloom – Liaison

Training began at 7:00 pm

Becky presented using slides. Key information included:

State Library of Iowa is here to provide support to local libraries (consultation, library governance, long range planning, education & training, interlibrary loan, accreditation, websites for libraries, downloadable consortia, census bureau, and legal research)

Legal research is a resource to ask legal questions about anything. If you have a legal question, the State Library can help. The legal person will look up legal answers to your questions.

Public Library Standards (2016, 6<sup>th</sup> edition) is why Board of Trustees members are required to get this type library training, as well as an orientation program. Standard 8 (Tier 1) required training each year. Average recommended time is 3-5 hours per year per trustee. You can download the Trustee Handbook from the state online system Standard 14 (Tier 1) also requires training for trustees. Standard #17 (Tier 2) requires a future plan that projects up to 5 years into the future and outlines the library's goals and objectives to meet community needs. Development

of the plan involves staff, the board and the public. (LeClaire Library has already reached a tier 3 level.)

### **What is required of Trustees:**

Get to know your library and its impact in your community.

Know city ordinance and state law. Library ordinances – Iowa Code Chapter 392.5 (3) requires a proposal to alter the composition, manner of selection, or charge of a library board, or to replace it with an alternate form of administrative agency, which is subject to the approval of the voters of the city.

Understand the roles of the board, director, and city in library ordinances.

Library team includes trustees, city, community, staff, director, state, donors, friends, foundation and other libraries.

Five primary responsibilities of boards: Hiring the Library Director, approving and Monitoring the Budget, Developing and Adopting Policies, Planning for the Library's Future, Evaluating Service and Advocating for Advancements.

The trustees "serve as the connection between the local community and its public library."

We want to know how we compare to other libraries. (540 library within the state) The size is taken into consideration when comparing.

Trustee's Handbook can be downloaded via: [www.statelibraryofiowa.gov](http://www.statelibraryofiowa.gov)

Board Roles (in working together): accountability, adaptability, analytical thinking, communication, critical thinking, decision making, leadership, negotiation, networking and relationship building, organizational and environmental awareness, planning and organizing, problem solving, resource and fiscal management, results orientation, risk management, service orientation, strategic thinking, teamwork

There are some resources from the State Library for assessing trustee's competencies (for individuals). There is one that allows the Board to evaluate its meetings (for group as a whole).

ALA has Ethics Statement for Public Library Trustees.

Access lots of information through the State Library website (including some trainings). Everything in *Iowan Learns* is on the You Tube channels.  
([youtube.com/c/StateLibraryofIowaContinuingEducation/playlists](https://youtube.com/c/StateLibraryofIowaContinuingEducation/playlists))

(Melita will make a copy of the Trustee Handbook for you; just let her know.)