



CITY OF LECLAIRE, IOWA

325 WISCONSIN STREET
LECLAIRE, IOWA 52753

TEL: (563)-289-6007
WWW.LECLAIRELIBRARY.ORG



LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

*was held at 7:00 P.M. on Tuesday, October 10, 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."

Minutes

CALL MEETING TO ORDER- ROLL CALL

The meeting was called to order by Meredith Viljoen, President.

The following members were present: Ray Ainslie, Mandy Harvey, Nick Johnson, Linda Mitchell, Meredith Viljoen, and Melita Tunnicliff – Library Director

CONSENT: Agenda, Minutes and Library Claims - Mandy moved to approve the agenda, minutes from last meeting and library claims. This was seconded by Ray and vote to approve was unanimous.

- Preview agenda
- Minutes from last regular meeting
- Library Claims through September:

Budget Line	Vendor	Previous month	Current month
008-410-6499	copier maintenance (+ movie license)	1151.60	182.61
008-410-6371	Electric/Gas	690.70	680.70
008-410-6409	Janitorial	361.00	361.00
008-410-6415	Copier lease / postage meter	55.69	42.00
008-410-6492	Kanopy+ ebooks	467.46	70.00
008-410-6419	Metronet - internet	64.13	64.13
008-410-6373	Metronet - fax phone	26.34	26.34
008-410-6374	Water/sewer	24.32	29.08
008-410-6502	Rivistas annual magazine subscriptions		943.79
008-410-6502	books, DVDs, CDs, newspapers AED (\$245)+ Amazon Prime	2387.73	2069.83
008-410-6490	membership	0.00	327.54
008-410-6506	office supplies	72.75	243.83
008-410-6520	program supplies	97.76	100.38
008-410-6519	processing supplies		197.84
008-410-6491	(MOBIUS, OCLC,Bridges) RiverShare	7507.00	0.00
008-410-6526	computer (Data443)	86.90	90.00
008-410-6499	library patron cards	0.00	1010.50
008-410-6521	Furniture/fixtures (doll house/trains)		166.98
008-410-6514	building/grounds supplies	38.19	143.04
			6749.59

Budget Line	Revenue	Previous month	Current month
008-410-4440	Direct State Aid		2037.37
008-410-4500	Charges Fees for Service (Printouts)	134.20	259.40
008-410-4550	Misc Charges for Service (Fax)	3.00	12.00
008-410-4765	Fines	30.00	14.00

008-410-4710	Reimbursements - lost or damaged items	113.00	21.00
008-410-4745	Sale of salvage (carts)		125.00
		280.20	2468.77

PUBLIC COMMENT – No public comment

LIBRARY DIRECTORS REPORT and STATISTICS

LIBRARY DIRECTOR’S REPORT

Programming and Events

- The Friends of the Library are funding three special programs in October and November: Card-making with Donna Banta, Ballet QC Vampirina Ballerina, and Brian Fox Ellis, professional storyteller, will present “Blackhawk’s view of American History.”
- A library patron has offered to start up a monthly program of Senior Activities and Socializing, on the second Tuesday of each month at 10 am.

Circulation

- Quad City Times invoiced us \$567 for six-months paper delivery. I negotiated for \$420, but later spoke with a local customer service representative to ask why the cost was so much higher than I pay for the same paper delivery at my home. So, she changed the fee to \$12 per month, which will be taken from the \$420 we already paid, so we should be covered for the next 35 months.
- Our new patron cards have arrived.

Friends of the Library

- Proceeds from the Friends Book Sale room in August 2023 were \$113.00 with a year-to-date book sale total of \$1032.72.
- For National Friends of the Library week (Oct. 15-21) the friends are holding a family-friendly Bingo Night at the library on October 16 at 4pm.
- The Friends agreed to pay for the services of Paragon Interiors up to 20 hours for the amount of no more than \$1100, to help choose colors and materials for our renovation.

Continuing Education and Conferences

- Ashe, Callen, and I will each be attending one day of the Iowa Library Association (ILA) Conference in Dubuque October 12 and 13.

Facility

- The automatic door openers are installed and working well.
- The monitored fire alarm system is now installed and functioning. The fire alarm system will be tested October 17. The panic button under the front desk will be installed on October 10.
- City-wide Cleanup Day will be Saturday, Oct 14. We can get rid of junk, broken furniture, etc. at that time.
- I have offered some of our study carrels for sale to other libraries but there has been no interest as yet. We need to clear out unneeded furniture before our painting and carpeting are done.

Outreach and Partners

- The Library will take part in the Witches Walk “Trunk or Treat” event this year.
- Ashe has some teens interested in participating in Teentober, an art contest including all libraries in the region. She is also working with the planners of Teen Anime Day.
- Ashe requested a donation from Fareway, and they are providing 23 small pumpkins for our October craft programs.

Technology

- The first of our new patron computers have been installed by Xerox IT with Callen’s assistance. We hope to have five patron computers replaced very soon with the computers we purchased from Tech Soup.
- The State Library is providing us with WhoFi data-analytic software free of charge. We have been using it to provide a calendar on our website where patrons can sign themselves up for programs, and to track our program statistics. WhoFi now has a online calendar which will allow patrons to reserve study rooms and the Community Room online. Callen is exploring how this will work for us.

State Library

- Our 2023 Annual Survey of Library Statistics was submitted in October.
- We received our Direct State Aid check from the State Library for the amount of \$2037.37. The purpose of Direct State Aid is to improve library services and to reduce inequities among communities in the delivery of library services.

Library Monthly Statistics

Month	July	Augu st	September	October	November	December	January	February	March	April	May	June	FY totals
general interest prog.	12	2	2										16
general interest attendance	217	125	553										895
adult programs	2	2	2										6
adult prog. attendance	33	24	23										80
YA programs	2	0	3										5
YA program attendance	40	0	16										56
6-11 programs	4	1	5										10
6-11 program attendance	39	10	18										67
0-5 programs	3	7	7										17
0-5 program attendance	66	55	103										224
total program attendance	395	214	713	0	0	0	0	0	0	0	0	0	1322
Gen. interest passive prog.	2	12	11										25
Juvenile passive programs	39	42	155										236
Adult passive programs	0	0	0										0
Total passive program count	41	54	166	0	0	0	0	0	0	0	0	0	261

UNFINISHED BUSINESS

- Updated Youth Services Coordinator Job Description submission to City Council is delayed. It was suggested that the title should be Children’s Services Coordinator, so that will be discussed and decided before the Job Description is submitted.
- Interior remodel update – a designer has been hired. Once the carpet has been selected, we can choose the paint colors. Melita was not able to hire furniture movers yet that will be needed to complete the carpet and painting.
- Plaza update – The first week of every month a meeting is held with city leaders to discuss updates on the Plaza project. The entry to the library from Wisconsin was discussed regarding when it would be open to the public. The builders stated the permanent railings for the stairs will not be installed for a while, but they can install some temporary wooden railings so we can open up the Wisconsin entry. They bicycle racks will be painted. Melita will attend these meetings.

NEW BUSINESS

- Approve updates in Emergency response/closures policy. Nick moved and Ray seconded to approve the Emergency response policy as revised. Motion passed with unanimous vote.
- Approve contracting with LFI as sole source vendor to move library shelves for the remodeling project. A motion was made by Mandy and seconded by Ray to approve a sole bid for moving the furniture. Motion passed by unanimous vote.
- Discuss online drop box for Board documents. We will first see if doing this interferes with the open meeting laws before drop box would be used.

BOARD TRAINING

- Nick provided information from past president information, which included what we need to do to establish a census. The census can help determine funding for the library.

ADJOURNMENT – Ray moved and Linda seconded to adjourn the meeting. All approved.

NEXT MEETING TO BE HELD: November 14; Mandy will provide board training on Classifications of the library system from A-E so we know more about our status.

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.