



LIBRARY BOARD OF TRUSTEES
MINUTES
JANUARY 21, 2025

Roll call and introduction of attendees

The Davenport Public Library Board of Trustees monthly meeting was called to order at 12:02 p.m. by Tom Engelmann on Tuesday, January 21, 2025. The meeting was held in Meeting Room C of the Main Library. Board members present: Honey Bedell, Michael Hustedde, Amanda Motto, Joe Heinrichs, Jerry Skalak, and Tom Engelmann. Absent: Bob Davis, Malavika Shrikhande, and Shelley Klaas. Library staff present: Lexie Reiling, Assistant Library Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Brittany Peacock, Community Outreach Supervisor; and Kasey Shipley, Office and Facilities Manager & Recorder. Guests: Marion Meginnis, City Council Liaison; Steve Imming, Ex-officio/Immediate Past President.

Consent Agenda

Bedell motioned to approve the consent agenda with a second by Hustedde. Hustedde, Motto, Bedell, Heinrichs, Skalak, and Engelmann all approved.

Public with Comment

No one present for comment.

Reports and Communications

FRIENDS Report

Moore reported the FRIENDS are moving ahead on the special event planned for September. Bedell inquired on progress of Annual Fund Campaign. Moore reported that the total to date is more than it has ever been at over \$14,500. The Library of Things seems popular.

Finance

Heinrichs reported expenses seem to be on track for the year. Engelmann inquired about the balance of the Library Levy fund that is no longer reported on the budget recap. There is still money allocated from taxpayers in that fund he believes The Library should be able to spend. He asked that the current balance be included in future reports.

Personnel

Nothing to report, per Motto.

Advocacy

Shrikhande was unable to attend. Bedell noted the committee is planning to meet later this week.

Director's Report



Reiling was filling in for Collins and highlighted the certification through Kulture City to be a Sensory Inclusive Library. The kits have arrived and will be processed so staff can offer items to those experiencing sensory issues while at The Library. A monthly pop-up library and storytime begins this month at Autistic and Loved. Peacock will speak more about this later in the meeting. Engelmann is glad to hear The Library is doing this to help serve those with sensory issues have a better experience at The Library. Motto inquired if it will be only for events, as Imming had mentioned the sensory-friendly part of Touch-a-Truck where the sirens were not used. Reiling reported the training explains how to look for signs from patrons that they may benefit from some of the tools in the kits from Kulture City and how to best relay that information to patrons.

Council Liaison

Meginnis noted that January 2025 is a quieter month for Council. There are concerns about added property tax cuts from the state legislature. While great for taxpayers, cities can suffer the consequences of fewer tax dollars to spend for City services. The new City Administrator and City Attorney are settling into their jobs. Skalak inquired about how the City posts meeting information since he'd recently noticed Bettendorf Public Library's Board meeting posted in a list of events in a local publication. Meginnis replied that she believes The Library meets the criteria for posting through the Library and City's websites, but Imming or Collins would know for sure. She complimented The Library on always being the "gold standard" for as long as she's been on Council and served as a liaison to The Library Board the past seven years.

Old Business

The first item of old business was to approve eliminating the Exhibits Policy. Bedell motioned to approve with a second by Heinrichs. Motto, Bedell, Skalak, Heinrichs, Hustedde, and Engelmann all approved.

The second item of old business was to approve the combined Community Postings & Exhibits Policy. Hustedde motioned with a second by Heinrichs. Hustedde, Motto, Bedell, Heinrichs, Skalak, and Engelmann all approved.

New Business

The first item of new business was to hear a presentation from Reiling on a new quarterly statistical report. The Trustees have previously received a table of statistics in the monthly packet. It has not shown a comparison of month-by-month over years and this new format does that. Eight key performance indicators were selected from all of the statistics library staff compiles each month. Different information can be included if Trustees feel other data would be helpful. Reiling suggested it be presented quarterly rather than monthly. The right-hand side of the charts can include information from staff explaining fluctuations in numbers or other notes that may be of assistance to Trustees for that particular statistic. Engelmann appreciates the effort that went into the new format for the use by Trustees but wanted to be sure it is useful internally for staff as well. He did like the idea Reiling



shared that interlibrary loan data could be another component on the Board's report as it would show data on Davenport's items being shared with other libraries. Imming likes the look of the new chart but said he enjoyed seeing all of the statistics on the old format as well. Hustedde suggested if the statistics were presented quarterly, that they are shown on the charts quarterly. He also asked how he should be interpreting the numbers. Is the goal always to do better than the month or year before, or to see continuity? Reiling noted staff could put additional context in the right-hand side to help Trustees interpret the numbers they are seeing. Heinrichs asked if it is merely a reporting tool to also be a goal-setting tool. Reiling thinks it could be used for both; tracking of what happened in a time period while watching for trends. Skalak inquired about circulation statistics; is it print and digital-access? Reiling confirmed it is both. He also asked if this is all data that was already being compiled. Reiling stated that it is all raw data that she or Shipley enters, just in this new format. Collins created the formulas so it is all dumped into the dashboard of key performance indicators the Trustees will see. Bedell said it is easy to consume. She added that she liked the program statistics of age groups by locations in the old spreadsheet and feels those trends need watching, but not monthly.

The second item of new business was to review the final report of the current strategic plan. Reiling noted it is the final report of the plan that covers through June 2025. Since all objectives in each of the three goals are complete, the report is being presented now. The new strategic plan is in the works and the community and partner surveys are up through January 31. Please do the partner survey as a Trustee if you have not already done so. If you have taken it as a community member that is fine, but your perspective as a Trustee can be presented through the partner survey. Imming inquired if anything has come from the State regarding diversity and inclusion. Reiling is not aware of any legislation happening but will monitor it. Skalak asked if the strategic plan includes physical plant improvements or is more of an operational plan. Reiling replied that the current plan's focus was breaking down barriers to service as that is what came out of surveys and focus groups.

The third item of new business was a final report on the Early Literacy Program that was funded through an American Rescue Plan Act (ARPA) grant. Since the position of Early Literacy Coordinator is vacant and it will not be filled, Reiling presented a recap of what was accomplished from the time the position was funded in October 2021 to date. In three years, 2,000 children enrolled in the 1000 Books Before Kindergarten program and read more than 300,000 books. Graduation ceremonies, with cap and gown, were performed each year for those that finished the program. Partnerships were created to get information to new parents. Patron feedback from the program was shared in the report with parents sharing how excited their children were when receiving incentives or sharing books they liked with their family. Going forward, without the dedicated staff member, the Youth Services Department will continue many aspects of the program. The Community Outreach Services Department will also carry on the work through stops they make at early learning centers. Hustedde commented that while this program is geared to take place at home, he wondered if there has been an increase of children using the newly renovated children's areas at the libraries, if we can track that usage. Reiling said there is not a way to specifically get the numbers of those using that space in particular, there have



been spot checks from time to time since the new areas were installed to monitor use. The spaces do seem to be very popular and she shared an anecdote of checking off items installed at the Main Library with Collins and they had to work around the many children that had already found it just a day after it was installed. It is also very popular after Main's Friday storytime.

The final item under new business is to approve the Library Director's general wage increase. Engelmann noted he had not received an answer from the Human Resources Director at the City yet on the percentage given to other City department directors. Hustedde inquired why this information wasn't available before January and Engelmann shared that the new City Administrator is reviewing the work of City department directors before approving wage increases. The Trustees have to initiate the increase, even though it was "right-sized" last year that was only to-date and must be addressed each year. Heinrichs motioned to table until February meeting with a second by Motto. Motto, Hustedde, Skalak, Heinrichs, Bedell, and Engelmann all approved.

President's Comments

Engelmann did not have any comments to share.

Board Training – Community Outreach with Brittany Peacock, Community Outreach

Supervisor

Peacock gave a 20-minute presentation on Community Outreach. She shared information on the inception of the department in 2019, stemming from a previous strategic plan, information about the staff she supervises as they take The Library out into the community. It is often by using the van that is celebrating five years this spring, known as the Outreach Wheeled Library or OWL. Her small staff of one full-time Library Assistant and one part-time Library Assistant go to early learning centers, senior centers, and community events where they perform storytimes, lead book clubs, checkout items from the OWL, sign up patrons for library cards, and drop off deposit collections. Statistics were shared for calendar year 2024 noting number of programs or events they were involved in, individuals served, checkouts, and stories read. Collaboration and partnership information was shared. Quad Cities Live Book Club is a monthly program Peacock presents on KWQC. Checked In podcast is a collaboration between Outreach and Information Services. The podcast has recorded 37 episodes and has 3,049 downloads. Peacock is proud of her staff as they are always coming up with new ideas to serve the community or improve service.

Adjourn

Skalak motioned to adjourn at 1:12 p.m. Bedell seconded and all approved.