



CITY OF LECLAIRE, IOWA

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

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

MINUTES

A meeting of the Library Board of Trustees was held at 7:00 P.M. on Tuesday, April 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, etc.

CALL MEETING TO ORDER-

ROLL CALL

Present: Ray Ainslie, Mandy Harvey, Nick Johnson, Karen Nelson, Becky Pilger, Mike Souhrada, Ellen Miller

CONSENT AGENDA

1. Preview agenda
2. Minutes from last regular meeting
3. Library Claims \$4,459.58

Revenue report: Ellen noticed a mistake on the March Rev + Exp report. \$288.02 was mistakenly put in line-item 008-410-6507 instead of 008-410-6520 Programming. It has been corrected, but it is not reflected in the March report. There should be no overdraft on that line-item as the exterior Wi-Fi was paid for/reimbursed with an ALA/Microsoft grant.

- Line item transfers topic of discussion with City Council – currently has to be approved before moved from specific line item.

Motion to approve: Mike – 1, Ray - 2, unanimous

LIBRARY DIRECTORS REPORT

1. Library Director's Report – Programming and Events

Children's Services: New program: Storytime in a Bag. There is an optional companion video every month on YouTube: Rhymes and Songs with Haidee. Both are a response to our new strategic plan. One Grab & Go: Egg Rocket. And at some point, in April, we will have an outside Chalk Obstacle Course on the Wisconsin Street sidewalk. Monthly thematic indoor scavenger hunt in children's area.

Adult/and or All Ages Services: Homebound Library Service. AARP Foundation Tax-Aide Service.

Very successful program. Hoping to continue program next year.

Friends of the Library

March books sales: \$109.70

The Friends are buying the library a 10' x 20' shade canopy to be used for the SRP.

The Friends purchased six Reading Academy, and one regular Launchpads for our collection.

Facility

The security camera above the exterior door was cloudy, and we could no longer see what was going on. Spiders were nesting inside. We were charged \$330 by Midland Security to climb up and clean it. Next time I will probably use our own DPW.

Director and Board President cleaned out library's main storage area in preparation for a May 2021 Friends Book Sale. We cleared out LOTS of crafting supplies which we intend to sell.

Collection

Weeding JUV Picture books. Adding above mentioned Launchpads when they come in.

Staffing/News

Melita is taking the State Library of Iowa's new Endorsement Program and Academy. Currently she is signed up for Public Library Support, and when finished with this will enroll in Public Library Management.

On April 2nd, we heard that Davenport Public Library intended to stop quarantining returned materials starting on Monday, April 5th. I sent an email to all the Rivershare directors asking them if they were still going to quarantine. Bettendorf, Clinton, and Davenport said they intended to stop. We never heard back from Musser or SCLS, but I made the decision to stop too. We are also allowing patrons to make their own copies again on the copier. We moved the book drop back to its original spot underneath the circulation desk.

The CDC just came out with new surface cleaning recommendations. We are going back to cleaning the computers at the end of the day only now.

Vanessa gave me her notice. Her last day will be June 30th. She and her family are returning to Europe. Vanessa was my first hire, September 2016. We will have a goodbye party for her. She will be greatly missed.

Community room will be open after May 20. Will be accepting donations again.

Will have landscaper come to do annual spring cleaning. Beverly Hart will maintain the butterfly garden. Will have a pollinator program – Megan Wentland, and will have a hula hooping program as well.

Have at least one homebound delivery each week.

2. Library Statistics – questions

Grab and go kits are being counted in programming

Month	July	August	September	October	November	December	January	February	March	April	May	June	FY totals
website visits	530	510	490	428	485	530	460	369	471				4273
wi-fi usage	416	403	545	518	521	495	482	448	452				4280
AWE sessions	n/a	n/a	n/a	n/a	n/a	8	87	112	178				385
computer users	221	213	220	257	191	127	111	107	127				1574
gamers	8	2	3	13	2	4	4	4	7				47
meetings	3	0	22	9	17	16	9	20	27				123
meeting attendance	3	0	38	11	18	19	13	42	83				227
adult programs	4	2	1	1	1	1	1	2	1				14
adult prog. attendance	29	74	18	29	15	22	17	75	22				301
YA programs	0	0	0	0	0	0	0	0	0				0
YA program attendance	0	0	0	0	0	0	0	0	0				0
JUV programs	8	17	14	11	9	12	7	11	10				99
JUV program attendance	28	489	281	283	171	158	125	258	140				1933
total program attendance	57	563	299	312	186	180	142	333	162	0	0	0	2234
door count	2130	1869	1875	1918	1430	1486	1372	1200	1800				15080 *Feb is estimate
new card holders	20	12	15	11	4	5	13	5	21				106
items added	139	187	172	204	178	163	178	162	185				1568
items deleted	0	328	166	220	39	227	41	169	449				1639
ILL received	811	856	901	773	640	653	599	506	632				6371
ILL sent	923	903	877	896	794	927	908	919	948				8095
ebooks	348	277	258	198	232	227	265	238	293				2336
adult circulation	1556	1345	1444	1361	1185	1377	1344	1076	1236				11924
JUV circulation	1873	1621	1688	1739	1401	1290	1089	1078	1291				13070
YA circulation	129	122	102	119	110	99	59	68	56				864
in-house circulation	n/a	n/a	n/a	36	39	65	74	15	78				307
total circulation	3906	3365	3492	3453	2967	3058	2831	2475	2954	0	0	0	28501

UNFINISHED BUSINESS –

1. Strategic Planning Process – 2nd draft

DRAFT Strategic Plan DRAFT

Planning Process and Committee

The LeClaire Community Library Board of Trustees invited residents and stakeholders of LeClaire, Iowa, as well as “connected” non-resident library users to participate via telephone interview in the 2021 Strategic Planning process. Names were submitted by director and trustees. The following interviewees comprised the Strategic Planning Focus Group:

Name

Dennis Gerard
Nikki Simpson
Connie Allen
Jenna Rokes
Jennifer Hildendorf

Representing

Resident, City Council
Resident, Davenport Teacher
Resident, LCC President
Resident, LeClaire Teacher
Non-Resident, Social worker/Nurse at Local Church

Create Young Readers: Early Literacy

Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

Goal #1: Families of non-library users will find out about activities for preschoolers and early elementary students.

- **Objective 1:** In late 2021 the Youth Services Coordinator will resume storytime visits to local daycares. They will visit each daycare at least once a month.
- **Objective 2:** The Youth Services Coordinator will resume book talks at Bridgeview and Cody Elementary during the 2021-2022 school year. Staff will create a kid-friendly one-pager about the library's services to give to parents.
- **Objective 3:** The library will staff a pop-up library with library card signup at least once a year at school open houses and events during the 2022-2023 school year.

Goal #2: Early readers will experience multicultural and diversity programs at the library.

- Objective 1: Starting in 2021 the library will purchase at least eight bilingual children's books a year.
- Objective 2: In 2021 the library will increase the number of bilingual storytimes for children and their parents from once to twice a month.
- Objective 3: Beginning in 2021 the library will promote/host five different cultural holidays through seasonal display, storytime, or programming a year.

Goal #3: Parents and caregivers will be given the resources to understand early literacy practices, along with skills they can use outside the library to create young readers.

- Objective 1: The library will provide literacy tips at the end of every standing PreK program.
- Objective 2: Parents will have an opportunity to learn the basics of baby sign language through books and workshops.
- Objective 3: The Youth Services Coordinator will purchase interactive learning tools both digital and physical.

Satisfy Curiosity: Lifelong Learning

Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

Goal #1: Citizens will grow through hot topic book discussions and lectures.

- Objective 1: Beginning in 2022 the library will hold an annual community-wide book discussion for teens and adults.
- Objective 2: In 2022 the library will host lecturers from local colleges to speak on current issues.

Goal #2: Teens and adults will find a diversity of programming from local organizations.

- Objective 1: The library will continue to partner with Quad City Arts for one large all-ages or adult musical event a year.
- Objective 2: The library will continue to utilize PVHS teens to create virtual programs for the library.
- Objective 3: The Youth Services Coordinator will research STEM and STEAM programming and develop a plan to offer program opportunities for tweens by 2023.
- Objective 4: Library staff will continue to seek out programs and speakers on a variety of subjects for adults or all-ages audiences.

Goal #3: Residents will learn about local history through a variety of programs and activities.

- Objective 1: In 2022 library will host talks by local historians.
- Objective 2: In 2022 the library will host off-site tours.

- Objective 3: By 2022 the Director will develop a program/partnership whereby PVHS students will interview LeClaire seniors about their stories and experiences and the students will turn these interviews into short videos that can be posted on the library's Facebook and YouTube channel.

Visit a Comfortable Place: Physical and Virtual Spaces

Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.

Goal #1: Citizens will have a dynamic outdoor space for programming and community.

- Objective 1: In 2021 the Director will reconvene the plaza team to modify the current design. Feedback from the public will be required after that.
- Objective 2: In 2022 the Director with the assistance of City Hall and the Friends will try for grant money to further fund the plaza redevelopment. The city has \$350,000 in bonded money for the project.

Goal #2: Visitors to the library have an opportunity to see items of local interest on display at the library.

- Objective 1: In 2021 the Director will arrange for an ongoing series of loans for exhibition from the Buffalo Bill Museum. (Possible insurance issues to be figured out)
- Objective 2: In 2022 the Director will contact LeClaire residents Greg Pelo and Mike Wolfe to inquire about possible artifact loans for exhibiting. (Possible insurance issues to be figured out)

Plan doesn't have to be completed in one year. Next step is for the board to approve.

The Library Board thanks the community participants for their help in completing the long term plan.

2. Plaza Renovation

City is looking at upcoming expenses. Finance committee is reviewing. Need a city commitment to get additional fundraising. Programming will take place this summer to illustrate the benefits of the space to the city.

NEW BUSINESS

1. Circulation Policy - review

Circulation Policy
LeClaire Community Library
LeClaire, IA

Purpose

The purpose of the LeClaire Community Library Circulation Policy is to define approved practices for the registration of library patrons; circulation of library materials; reciprocal borrowing/lending practices and procedures; and the suspension of patron privileges.

A valid library card provides library patrons in good standing with circulation privileges which may include, borrowing materials, placing holds, requesting interlibrary loan service, and allows in-house and remote access to electronic information resources. Additionally, the following policy includes an approved schedule for fines and fees for overdue, lost or damaged materials, and other circulation services.

Confidentiality

In an effort to protect patron confidentiality, library staff will not disclose patron account information to anyone other than the card holder. This policy does extend to those records involving patrons under the age of 14 and the developmentally disabled. Caregivers should be aware that if they want information about the items their child has checked out, the child must be present with the parent to request the information. The library will release information to the parent or guardian of a minor child for the purposes of recovering overdue material and settling accounts for lost, late, or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable. Information will not be provided to parents or guardians who are merely attempting to determine what library materials their minor children are using. See the library's *Confidentiality Policy* and Iowa Code 22.7 "Examination of Public Records—Open Records" (Appendix B). *ALA Code of Ethics* (Appendix C).

Custodian of Records

The Library Director or the Director's designee is the official custodian of library records. The custodian of the Library records shall not release confidential records without a court order pursuant Iowa Code 22.7(13). Please see the library's *Confidentiality Policy* for details.

I. Registration and Eligibility

A. Registration

- Individuals of all ages may apply for a library card with proper identification and proof of residence. Parental signature is required for children under the age of 14 years. Patrons must be present to be issued a library card.
- Proper identification sources include the following: Photo ID (valid Driver's License or Non-Driver ID, Military ID, School ID, or US Passport). If photo ID does not provide verification of current local residency, supporting documentation verifying residency within the City of LeClaire is required.
- Supplementary forms of identification may include, but are not limited to: automobile registration, mail received at the patron's residence postmarked within 30 days of registration, automobile registration, voter registration card, rental lease/agreement, or utility bills for place of residence.

*Note: Library cards expire after a period of three years. Patrons are required to show to library staff photo ID or any of the proper identification sources listed above in order to renew their card.

B. Eligibility:

- LeClaire Community Library honors the cards held by patrons in good standing, from the following institutions: LeClaire Community Library; Scott County Library & all RiverShare participating libraries; Iowa libraries participating in the Iowa State Library's Open Access program, in accordance with statewide Open Access Agreement. Some services may be limited.
- Types of Cards:
 - a) *Resident Cards (City of LeClaire, IA)* - Resident cards are limited to residents and property owners of LeClaire, Iowa.
 - b) *Reciprocal Cards (State of Iowa)*- Reciprocal cards may be issued to Scott County residents, as well as residents of areas with libraries participating in the Iowa State Library's Open Access program, in accordance with the statewide Open Access agreement. Some services may be limited.
 - c) *Self-Registered Cards*- Patrons who register online must present (in-person and within one month of registering) proper identification and proof of address to obtain a library card with full privileges. Self-registered patron cards are temporary and allow for limited access to online resources, but may not be used to borrow materials until a regular card is obtained.

*Note: By mutual agreement, the libraries of Bettendorf, Davenport, LeClaire, and Scott County agree to issue library cards to patrons residing within the city limits of those communities, in accordance with approved consortium circulation and registration practices.

II. Borrowing Agreement Outline and Patron Responsibility

A. Borrowing Guidelines

- Responsibility- Cardholders take full responsibility for all materials borrowed on their card and for payment of fines and fees assigned to the card.
 - a) Patrons assume responsibility for notifying library staff if a card is lost or stolen.
 - b) No restriction in quantity or selection of content is placed on cardholders of any age. Note: Library staff does not act in place of the parent. Parents who authorize (by signature) the registration of their minor children assume complete responsibility for any/all items and/or charges associated with their child's account.
 - c) Patrons will honor all RiverShare Libraries & State Library of Iowa (SILO) reciprocal & interlibrary loan policies & procedures. See Circulation Staff for details.
- Privileges—A valid library card is required to check-out library materials. Under authorization of the Library Director, patron privileges may be cancelled for any patron if a pattern of abuse of privileges is established.
- Identification—At time of checkout, library patrons must present either their valid library card or a photo ID listing their legal name and date of birth to borrow materials. Children under the age of 14 years must be accompanied by parents supplying the required ID to borrow materials. Exceptions only under authorization of the Circulation Manager or the Library Director.

B. Length of Loan

- Most materials are due 21 days (3 weeks) from the day they are checked out, with the following exceptions:
 - a) DVDs and Blu-Ray discs have a 7 day (1 week) loan period. With the exception of series or non-fiction DVDs which are 21 days (3 weeks)
 - b) Periodicals (magazines) have a 7 day (1 week) loan period
 - c) Video Games, Playaway launchpads, and hotspots have a 7 day (1 week) loan period
 - d) Puzzles, board games, and paperback ephemerals do not have a set due date, nor do they accrue any fines or late fees. Patrons may return these items when they are done utilizing the item.

e) Portable Devices (Laptop, iPads, Chromebooks, Xbox, Switch, and Sphero Robots)—available for *in-house* use only, for 2 hour loan periods.

f) Playaway Launchpads have a 7 day (1 week) loan period

Circulation periods may be extended at the discretion of the Circulation Manager or the Library Director on a case by case basis for LeClaire Library items only.

C. Renewal of Materials

- Materials may be renewed by phone, email, in-person, or online providing there are no holds or reserves on the item at the time of renewal. Renewal blocks on other libraries' materials may NOT be overridden.
- Items obtained through Interlibrary Loan through SILO or the local RiverShare Consortium may be subject to the policies and loan periods of the lending library. See Circulation Staff for details.

D. Holds and Reserves

- Interlibrary Loan (SILO)- Residents of the State of Iowa are eligible to reserve materials through their home library in accordance with existing Iowa State Library Interlibrary Loan policy & procedure. LeClaire Community Library
- Cardholders may request items through SILO (State of Iowa Libraries Online—a statewide interlibrary loan service under the following conditions:
 - Interlibrary Loan is used only when an item is not available through the library or member libraries within the local library consortium; an item is missing; or the library does not have access to a full-text copy of the item via an online resource.
 - Loans are made *library to library* on behalf of the patron—not directly to the patron.
 - Materials borrowed through SILO for LeClaire patrons must be returned directly to LeClaire Community Library. Patrons who fail to do so will be charged the replacement cost of the item, plus processing fees.
 - Due date is determined by the *lending* library, typically ranging from 2-6 weeks, often with no renewals.
 - Request for photocopies of certain items may be permitted in accordance with Federal Copyright Law
- System Holds (Consortium)—Residents served by any RiverShare consortium member library may place system holds on library materials, either in-person, by phone, or through the shared RiverShare online catalog, at no charge.
 - Videogames, launchpads, and hotspots are available for local pick-up only.
 - Items borrowed via system hold from another consortium member library may be returned to any consortium library, by the due date, for return to the owning library
 - Items borrowed via system hold are subject to the policies and procedures of the local consortium and owning library. See staff for details.
- Reserves, Interlibrary Loans & System Holds will be checked out to the patron card associated with the request. Exception: Patrons wishing to allow materials to be picked-up by another individual should provide that individual with the proper library card, or give permission with library staff, in advance, for transfer of items to another library card or individual.

III. Suspension of Circulation, Overdue Materials, and Fines & Fees

A. Suspension of Circulation and Remote Access Privileges

- Individual Cards- Circulation and some remote access privileges will be blocked for patrons with \$5.00 or more in fines, 5 or more items overdue, outstanding long-overdue materials, or billed items.
- Expired cards—Circulation and other access privileges will be blocked when a patron's library card expires. An expired card may be renewed once the patron's address is verified. Exception: RiverShare consortium member library patrons—If expiration of the card has occurred within the past six months a three week *courtesy* extension/expiration date may be issued at the time of check-out.

B. Overdue Materials

The library may charge fines for materials which are not returned to the library by the due date. This process is in place to protect the public's access to, and investment in, library materials by providing a method for recovery of overdue items and for retrieving materials that are long overdue (six months or more).

- Patron Overdue Notification Schedule:
 - First notice of overdue items will be issued 5 days after due date and sent to each patron upon verification, based on their chosen notification preference (phone, email, text message, etc).
 - Second notice of overdue items will be issued 15 days after due date and sent to each patron upon verification
 - Third notice in the form of a bill listing overdue items and their replacement price will be issued 30 days and mailed to each patron after verification.

4. Long Overdue Materials—Library accounts for which a bill has been sent may be submitted to a collection agency and/or to a local law enforcement agency for further action. (See appendix A, pg. 4- Code of Iowa, Chapter 714.5 Theft of Library Materials and Equipment).

C. Fines and Fees

Fines amounts vary based on material type.

- Books in-print, Audiobooks, and Music CD's: \$0.10 per day; \$5.00 maximum fine; per item
- DVD's and Video Games: \$0.10 per day; \$10.00 maximum fine; per item
- Magazines: \$0.10 per day, \$5.00 maximum fine; per item, no matter their duration in the library's collection.
- Museum/Zoo Passes, Videogames, Hotspots, and Launchpads: \$1.00 per day, varied maximum; per item depending on original cost.
- As of April 7, 2019, All materials designated JUV will be fine-free as per consortium suggestion: *Recognizing that fines create a barrier to access to library materials, Rivershare recommends that member libraries not charge fines on any juvenile materials.* Replacement charges for lost material will still be in effect, and will be billed 30 days after due date.

Fines are charged for each calendar day, starting the first day after the day the item is due. Materials returned to the library building after closing are considered returned the next day the library is open.

Note: Items obtained through Interlibrary Loan may be subject to the policies, loan periods & fines of the lending library. See Circulation Staff for details.

Fines may be waived in full or part by Circulation Staff (on items belonging to the LeClaire Community Library only), on a case-by-case basis.

D. Lost or Damaged Materials

Patrons are responsible for any materials lost or damaged checked-out to their library card.

- The replacement cost for a lost or damaged item is charged to the borrower's account on which the item was checked out at the time it was lost or damaged.
- Borrowers are responsible for materials which were checked out on lost or stolen cards prior to notification to the library of the card loss, with a maximum liability of \$50.00
- The replacement cost of the item is listed in the library's item record, typically its retail cost.
- Patrons may not replace lost or damaged items with like or in-kind materials. Replacement of library materials is facilitated by, and at the discretion of, library staff, as assigned.
- Replacement or repair costs may be waived in full or part by the Library Director (or his/her designee), on a case-by-case basis.

Approved by the LeClaire Community Board of Trustees 9/11/12, Revised 10/9/12, 2/12/13, 9/9/14, 12/8/15 3/11/17, 4/9/19

Appendix A- Code of Iowa, Chapter 714.5, Theft of Library Materials and Equipment.)

714.5 LIBRARY MATERIALS AND EQUIPMENT -- UNPURCHASED MERCHANDISE -- EVIDENCE OF INTENTION.

The fact that a person has concealed library materials or equipment as defined in section 702.22 or unpurchased property of a store or other mercantile establishment, either on the premises or outside the premises, is material evidence of intent to deprive the owner, and the finding of library materials or equipment or unpurchased property concealed upon the person or among the belongings of the person, is material evidence of intent to deprive and, if the person conceals or causes to be concealed library materials or equipment or unpurchased property, upon the person or among the belongings of another, the finding of the concealed materials, equipment or property is also material evidence of intent to deprive on the part of the person concealing the library materials, equipment or goods.

The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.

Notices stating the provisions of this section and of section 808.12 with regard to library materials or equipment shall be posted in clear public view in all public libraries, in all libraries of educational, historical or charitable institutions, organizations or societies, in all museums and in all repositories of public records.

After the expiration of three days following the due date, the owner of borrowed library equipment may request the assistance of a dispute resolution center, mediation center or appropriate law enforcement agency in recovering the equipment from the borrower.

The owner of library equipment may require deposits by borrowers and in the case of late returns the owner may impose graduated penalties of up to twenty-five percent of the value of the equipment, based upon the lateness of the return.

In the case of lost library materials or equipment, arrangements may be made to make a monetary settlement.

Section History: Early Form

[C62, 66, 71, 73, 75, 77, § 709.21; C79, 81, § 714.5]

Section History: Recent Form

85 Acts, ch 187, §2; 87 Acts, ch 56, §1
Referred to in § 808.12

Appendix B- CODE OF IOWA 22.7 Confidential records.

The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information...:

13. The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

18. Communications not required by law, rule, procedure, or contract that are made to a government body or to any of its employees by identified persons outside of government, to the extent that the government body receiving those communications from such persons outside of government could reasonably believe that those persons would be discouraged from making them to that government body if they were available for general public examination.

Appendix C- ALA CODE OF ETHICS

Professional Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." (Source: Code of Ethics of the American Library Association)

Discussion: this policy only relates to items that are barcoded. We will look at the revised agreement in May for Board approval.

PUBLIC COMMENT

ADJOURNMENT *Mike – 1, Ray - 2*

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.