



CITY OF LECLAIRE, IOWA

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MINUTES OF THE LECLAIRE COMMUNITY LIBRARY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Tuesday, May 11th, 2021

"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 will be held at 7:00 P.M. on Tuesday, May 11th 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- 7:03

ROLL CALL Ray Ainslie, Nick Johnson, Karen Nelson, Becky Pilger, Mike Souhrada, Meredith Viljoen, Ellen Miller – Library Director

CONSENT AGENDA

1. Preview agenda
2. Minutes from last regular meeting
3. Library Claims
Claims: \$3,742.08
Revenue: \$516.10

Becky – 1, Nick 2, motion passed

LIBRARY DIRECTORS REPORT

1. Library Director's Report –
Programming and Events

Children's Services: This month's Storytime in a Bag is on gardening. There is an optional companion video every month on YouTube to compliment the theme: Rhymes and Songs with Haidee. Grab & Go this month is Tissue Paper Art. Monthly thematic indoor scavenger hunt in children's area.

Hoping to get lots of participants in Summer Reading Program. Reach out to community and help people use library resources. People have fallen out of the habit of going to the library- use SRP to get people/family back to library.

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

Friends of the Library

- April books sales: \$60.85
- The Friends are having their first big book sale since 2019. The dates are May 20-22nd.
- Friends' president and the library director are having a "officer recruitment" meeting May 18th at 4:00.

Facility

- Other libraries within the consortium are opening their larger rooms for people to use. Beginning June 1, 2021, the Community Room will be able to be used by outsiders. Masks while using the room.
- Ordering a SRP (Summer Reading Program) banner that can be used every year on the building's exterior.

Collection

- Weeded Audiobooks on CD, Adult Biography, and Large Print.
- Putting in a request to shift \$1500 from print budget to digital. Beefing up the Large Print collection by adding fifteen more titles by the end of the fiscal year. Will use about 98% of budget.

Staffing/News

- There is a momentum within Rivershare to go totally fine free and have automatic renewals. We are awaiting the Circulation Committee's recommendation. They asked us to start the discussion with our boards. Ellen feels that we should add YA materials to our juvenile fine free policy as the readers overlap. It could be an issue if we were the only library that doesn't get on board, in terms of confusion with patrons, etc. Ellen finds the auto renewals more of a problem that going fine free. Currently we have collected \$1,416.79 in fines this fiscal year. Remember replacement fees would remain in place.
- We plan to restart some form of live storytime program up again in June. It will be outside, either on the plaza or possibly at Hollyhock Park. We are testing a 10:30 Friday morning slot.
- Ellen plans to advertise the Circulation Clerk position starting May 17th. The first week is an in-house/union posting, then it will be publicized on our bulletin board and design a flyer for the circulation desk. It will also be on our city's website and library's Facebook page. Vanessa is leaving at the end of June.

2. Library Statistics – questions

2020/2021 LeClaire Library Statistics													
Month	July	August	Septemb	October	Novembe	Decembe	January	February	March	April	May	June	FY totals
website visits	530	510	490	428	485	530	460	369	471	446			4719
wi-fi usage	416	403	545	518	521	495	482	448	452	560			4840
AWE sessions	n/a	n/a	n/a	n/a	n/a	8	87	112	178	68			453 *April repairs
computer users	221	213	220	257	191	127	111	107	127	100			1674
gamers	8	2	3	13	2	4	4	4	7	8			55
meetings	3	0	22	9	17	16	9	20	27	32			155
meeting attendance	3	0	38	11	18	19	13	42	83	106			333
adult programs	4	2	1	1	1	1	1	2	1	1			15
adult prog. attendar	29	74	18	29	15	22	17	75	22	15			316
YA programs	0	0	0	0	0	0	0	0	0	0			0
YA program attenda	0	0	0	0	0	0	0	0	0	0			0
JUV programs	8	17	14	11	9	12	7	11	10	4			103
JUV program attend.	28	489	281	283	171	158	125	258	140	149			2082
total program attend	57	563	299	312	186	180	142	333	162	164	0	0	2398
door count	2130	1869	1875	1918	1430	1486	1372	1200	1800	1697			16777 *Feb is estimate
new card holders	20	12	15	11	4	5	13	5	21	13			119
items added	139	187	172	204	178	163	178	162	185	142			1710
items deleted	0	328	166	220	39	227	41	169	449	253			1892
ILL received	811	856	901	773	640	653	599	506	632	501			6872
ILL sent	923	903	877	896	794	927	908	919	948	821			8916
ebooks	348	277	258	198	232	227	265	238	293	264			2600
adult circulation	1556	1345	1444	1361	1185	1377	1344	1076	1236	1106			13030
JUV circulation	1873	1621	1688	1739	1401	1290	1089	1078	1291	1268			14338
YA circulation	129	122	102	119	110	99	59	68	56	55			919
in-house circulation	n/a	n/a	n/a	36	39	65	74	15	78	116			423
total circulation	3906	3365	3492	3453	2967	3058	2831	2475	2954	2809	0	0	31310

UNFINISHED BUSINESS –

1. Strategic Planning Process – final vote, text of plan attached as [Exhibit A](#)
Plan runs through 2023
Will continue other programs (Junior Explorers) that are not specifically mentioned in strategic plan
Will also use plaza this year for Summer Reading Program
Motion to accept strategic plan that runs from 2021 to 2023
Nick – 1
Ray – 2
Passed unanimously
2. Circulation Policy – final vote, text of policy attached as [Exhibit B](#)
Motion to accept circulation policy
Mike – 1
Ray -2
Passed unanimously

NEW BUSINESS

1. “No fines” discussion from Rivershare Consortium

Ellen was surprised by the email from Debra Lowman. Hadn’t discussed going 100% fine free among RiverShare libraries. When Ellen started, \$4,500 was expected in revenue on fines. Now it is \$3,000; \$1,400 shy of making this amount in this FY. Estimate is \$1700 in fines for FY21.

Fine Free is a movement in mostly larger library systems, bigger systems, larger budgets

Community college (Scott) is pushing this among the RiverShare libraries – if students have fine, can’t register for classes.

Policy has to be consistent among RiverShare libraries.

Automatic renewal is another discussion/option – can’t count automatic renewal as circulation and it ties up material.

Anything with hold also can’t auto renew

Lost material still must be paid for; considered lost after 30 days.

Ellen is requesting a vote on excluding the YA material from fines.

LeClaire already has 0 fines on juvenile material.

Patrons would be blocked if they didn’t pay the lost fee costs if book not returned in 30 days.

Motion to support going fine free for young adult categorized books if the consortium decides to make change made by

Ray, seconded by Nick

Passed unanimously

2. 21-22 Library Holidays

List of City Holidays per Collective Bargaining Agreement between AFSME (Local 3725- Council 61), AFL-CIO & the City of LeClaire (IA) for FY21-22. Note: Holidays falling on a Saturday will be observed on the preceding Friday and holidays falling on a Sunday will be observed on the following Monday. The holiday pay period will run from midnight to midnight of that day.

Independence Day – Monday, July 5th, 2021 Sunday, July 4th

Labor Day - Monday, September 6th, 2021

Veterans Day - Thursday, November 11, 2021

Thanksgiving Holiday - Thursday, November 25 & Friday, November 26, 2021

Christmas Day - Friday, December 24, 2021 Saturday, December 25th

New Year’s Day - Friday, December 31, 2021 Saturday, January 1st

President’s Day - Monday, February 21, 2022

Good Friday - Friday, April 15, 2022

Memorial Day - Monday, May 30, 2022

Additional Library Holidays

Tugfest Weekend - Friday and Saturday, August 13 & 14, 2021

Easter Holiday - Saturday, April 16, 2022

Motion to accept holidays as outlined

Ray – 1

Mike – 2

Passed Unanimous

PUBLIC COMMENT

ADJOURNMENT Ray – 1, Mike – 2. Passed unanimously

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.

Exhibit A

LeClaire Community Library Strategic Plan 2021-2023

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	Representing
Dennis Gerard	Resident, on City Council
Nikki Simpson	Resident
Connie Allen	Resident
Jenna Rokes	Resident
Jennifer Hildendorf	Non-Resident
Mary Gode	Resident
Sam Hahn	Resident
Lindsey Voss	Resident
Tony Hiatt	Resident
Smitha Kudigram	Resident
Anne Earel	Resident
Tom King	Resident
Jenny Thomas	Resident
L.C. Chamberlain	Resident
David Pelo	Resident
Crystal Buesing	Resident

Facilitator Becky Heil, Library Consultant, State Library of Iowa

Library Board of Trustees

Karen Nelson, President
Michael Souhrada
Ray Ainslie
Nick Johnson
Rebecca Pilger
Mandy Harvey
Meredith Viljoen
Amy Blair, City Council Liaison

Library Staff

Ellen Miller, Director
Melita Tunnickliff, Circulation Manager
Haidee Cardoso, Youth Services Coordinator
Vanessa Jasper, Circulation Clerk
Patti Witt, Circulation Clerk
Lindsey Voss, Substitute Circulation Clerk

Background

In 2020, it was time to redo the LeClaire Community Library's Strategic Plan. However, we were still in the middle of the COVID-19 pandemic. The director, Ellen Miller, and district consultant, Becky Heil discussed the strategic planning process and the services the State Library might offer, as well as ways to do strategic planning during COVID. Becky met with the LeClaire library board via Zoom in September 2020 to get their thoughts on the process. After much discussion, they outlined the following process: Ellen and the Board would identify community stakeholders to be interviewed by phone. Ellen would contact them to determine if they were interested and available. Becky would reach out to citizens identified and telephone calls were scheduled for the week of November 16, 2020.

The library was given the summary in mid-December. The question we most focused on was: *What could the library do to support you or your community?* Several themes rose to the top. More outreach, better outdoor space, a safe place to discuss "tough topics", early literacy, more programs on cultural diversity and local history.

The board decided on the following ALA Service Responses:

- Create Young Readers: Early Literacy
- Satisfy Curiosity: Lifelong Learning
- Visit a Comfortable Place: Physical and Virtual Spaces

LeClaire

The city of LeClaire is in Scott County, Iowa. In 2020 LeClaire had a population of just under 5000. 92% of the population identifies as white non-Hispanic. African American, American Indian, Asian, and Latino are present as well. English is the predominant language. The median age is 39.9, and the average household size is 2.63 people.

The citizens are educated, with 39.8% of them having a bachelor's degree or higher. The Pleasant Valley School system is considered one of the best in the state. There are two elementary schools within the city limits, and several daycares. There is a small homeschooling community as well. 86.5% of the households have internet.

LeClaire is a bedroom community for the greater Quad Cities area, and the town itself is known as a tourist destination. The average household income is \$86,250. The median property value is \$224,800.

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

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-page flyer 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 per year, through seasonal display, storytime, or programming.

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.

- **Objectives 1:** The library will provide literacy tips at the end of every standing PreK program.
- **Objective 2:** In 2021, the library will step up the purchase of interactive reading and learning tools.
- **Objective 3:** In 2022, parents will have an opportunity to learn the basics of baby sign language through books and workshops.

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, STEAM, and literary programming and/or partnerships and develop a plan to offer program opportunities for tweens by late 2022.
- **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 LeClaire's past, present, and future through a variety of programs and activities.

- **Objective 1:** In 2022 library will host talks by mayor and council members, city staff, and local historians and visionaries.
- **Objective 2:** In 2022 the library will host off-site tours.
- **Objective 3:** By 2022 the director will develop a programming partnership whereby PVHS students will interview LeClaire senior citizens 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.
- **Objectives 4:** In 2022 the library director will contact the Buffalo Bill Museum and local collectors to inquire about artifact loans for exhibiting in the library. (Possible insurance issues to be figured)

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 library 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 library director with the assistance of City Hall and the Friends will apply for grant money to further fund the plaza redevelopment. The city has \$350,000 in bonded money for the project.

Exhibit B

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, 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, museum passes, 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.

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:
 - a) 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.
 - b) Loans are made *library to library* on behalf of the patron—not directly to the patron.
 - c) 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.
 - d) Due date is determined by the *lending* library, typically ranging from 2-6 weeks, often with no renewals.
 - e) 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.
 - a) Videogames, launchpads, and hotspots are available for local pick-up only.
 - b) 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
 - c) 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 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, 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.

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:

1. 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).

2. Second notice of overdue items will be issued 15 days after due date and sent to each patron upon verification

3. 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: \$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.
- 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

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