



## **BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY**

June 11, 2024

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Agenda Approval**
- 4. Minutes Approval**
  - A. May 14, 2024 Meeting Minutes\*
- 5. Trustee Continuing Education**
  - A. Trustee Continuing Education: Trustee Handbook, Ch. 6: Developing and Adopting Policies
- 6. Financial Reports**
  - A. Approve Monthly Claims\*
  - B. Review Financial Reports
- 7. Unfinished Business**
- 8. New Business**
  - A. Policy Review: Continuing Education\*
  - B. Review of ADA Assessment
- 9. Reports**
  - A. Friends of the Library Report
  - B. Director's Report
  - C. Library Statistics
- 10. Agenda Items for Next Meeting**
- 11. Trustee Comments**
- 12. Adjourn**

# BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

May 14, 2024

5:30 PM

Indianola Public Library

Present: Library Director - Michele Patrick, Randi Malone, Cyd Dyer, Andy Brittingham, Dawn Goodale, Cyd Dyer, Tom Smith

## 1. Call to Order

*Andy called the meeting to order at 5:32pm.*

## 2. Public Comment

*No public comment.*

## 3. Agenda Approval

**MOTION:** *Cyd motioned to approve the agenda. Sally seconded. Motion carried.*

## 4. Minutes Approval

### a. April 9, 2024 Meeting Minutes\*

**MOTION:** *Dawn motioned to approve the April 9 meeting minutes. Cyd seconded. Motion carried.*

### b. April 21, 2024 Meeting Minutes\*

**MOTION:** *Cyd motioned to approve the April 21 meeting minutes. Dawn seconded. Motion carried.*

## 5. Trustee Continuing Education

### a. Trustee Handbook - Chapter 5: Approving and Monitoring the Budget

*Michele highlighted the Certified Budget, Special Revenue Funds, and Petty Cash portions of the Iowa Library Trustee Handbook. Cyd asked about Library Levees and asked if IPL has had one. Michele clarified that we do not. Michele also noted that our auditor is very thorough, in reference to the auditing section of the handbook. The Board was encouraged to read through the document in total to review the full information.*

## 6. Financial Reports

### a. Approve Monthly Claims\*

**MOTION:** *Sally motioned to approve the monthly claims. Tom seconded. Motion carried.*

### b. Review Financial Reports

*Michele noted that things are looking good and that revenues are coming in as expected. She did point out a few unique expenditure items and the fact that we have only spent 53% of the budget with fewer repairs than expected, otherwise things are right on track.*

## 7. Unfinished Business

### a. Naming and Recognition Policy\*

*Michele summarized the updates from the City Attorney and noted that her changes were all positive in refining the policy and buttoning up the verbiage.*

**MOTION:** *Dawn motioned to approve the Naming and Recognition Policy. Tom seconded. Motion carried.*

### b. Updated Structural Report

*Michele summarized the structural report and noted that it is all fixable.*

## 8. New Business

### a. Furniture for Adult Section\*

*Michele provided the furniture proposal from Piggott and noted the options available to the board in terms of purchasing all, some, or none.*

**MOTION:** *Randi motioned to delay the purchase of new furniture. Cyd seconded. Motion carried.*

### b. Fiscal Year 2025 Budget\*

*Michele informed the board that the City Council has approved the FY25 budget at a 16% increase over the current year, primarily due to expenses associated with the hiring of an assistant director that would not be set to occur until January. She noted that there are some areas that have been reduced or cut entirely and others that have been increased for specific purposes. The board will approve the budget as-is, but as always, have the option to move the money around throughout the year as long as the total does not exceed the budget total.*

**MOTION:** *Tom motioned to approve the budget as presented. Cyd seconded. Motion carried.*

## 9. Reports

### a. Friends of the Library Report

*Sally noted the Friends are gearing up for summer and will be giving out cupcakes at the kickoff party.*

### b. Director's Report

*Michele gave her report and highlighted the STEM wall that will be funded by the Warren County Philanthropic Partnership Grant. She also highlighted the new hours that will begin on June 1.*

### c. Library Statistics

*Statistics are looking good and circulation is up. April was a good month and programs are steady. Library cards have increased, primarily due to Janis attending the book fairs, and overall things across the board are looking good.*

## 10. Agenda Items for Next Meeting

*No agenda items were reported for the next meeting.*

## 11. Trustee Comments

*Discussion was held regarding future library planning and the possibility of a need for a statement of support from the library board.*

**MOTION:** *Tom motioned to delegate the creation of a library statement to Andy, Cyd, and Sally. Cyd seconded. Motion carried.*

## 12. Adjourn

**Motion to Adjourn** *by Andy. Meeting adjourned at 6:39pm.*



## Chapter 6: Developing and Adopting Policies

### The Need for Policies

An essential responsibility of Iowa library boards is to develop and adopt public policy. Library boards must be mindful that they are adopting public policies for a public service. They should take care to avoid writing policies that are reactionary or punitive but instead keep community interests at the forefront. Policies are necessary for these reasons:

- ❖ A major area of board responsibility
- ❖ Many **Public Library Standards** have policy implications
- ❖ Legal and ethical issues
- ❖ Demonstrates credible business practice
- ❖ Opportunity for public education
- ❖ Support the library's mission and purpose

A board should “develop” policy and not just “write” policy. Good policy grows out of a process of studying the issues and needs, gathering facts, deliberating the issues, writing the policy and reviewing the policy at least every three years. Once the board adopts policies, the board observes, interprets, evaluates and supports those policies. The board also modifies existing policies and creates new ones as services evolve.

Using the policies that the board approves as the outline, directors and staff write procedures and guidelines which are in-house documents. For example, your library board may develop a policy for lending wireless hotspots. Directors and staff then write procedures for purchasing the equipment, processing and inventorying equipment, and promoting this new service. Consistent interpretation and application of the policy is necessary. The board and management need to support the staff in applying the policy for situations that require flexibility as well as empower staff to make exceptions to the

policy in the interest of good customer service.

## Policy Development Steps

1. **Anticipate the Need:** Often, policies are adopted as a direct result of a problem or even a crisis rather than as a result of careful planning and foresight. A better way to identify the need for a particular policy is to anticipate problems and write policies before the problem occurs. For example, boards are well advised to develop a disaster response policy, instead of waiting until a disaster strikes. Although each board needs to develop its own policies, sometimes it is helpful to review policies from other libraries before getting started. Look to policies from libraries in larger cities, because city attorneys have already vetted them.
2. **Gather the Facts:** Most policies grow out of recommendations from the library director. Your director is in touch with service changes, problems, and issues that require policies. Depending on the nature of the policy, you may want to seek legal counsel.
3. **Evaluate the Proposed Policy:** Is the policy under consideration:
  - Consistent with or covered in policies that have already been written ?
  - Consistent with your mission statement?
  - Consistent with local, state and federal law? Review the policy to determine whether any provisions would be illegal under Iowa or federal law. For example, a library policy of "no animals or pets allowed" must provide an exception for service dogs and other support animals.
  - Already an existing policy in place for other City workers. For example, inclement weather closings, holiday closings, expense reimbursements, benefits, etc.
  - Reasonable (including reasonable penalties)? Let's say a board decides to set the library's hours as 10:00 a.m. to 11:30 a.m. Monday through Friday. According to the State Library Law Librarian: *"Although it would not be illegal to set such hours, a court could find the policy to be unreasonable because, in effect, it denies library access to citizens who work or go to school during the day. The library board should also examine proposed policies to determine if any penalties are unreasonable. For example, it would be reasonable for a "no skateboarding in the library" policy to include a "penalty" that violators would be asked to leave for the rest of the day. It would not be reasonable to penalize the skateboarding patrons by banning them from the library "for the rest of their lives."*
  - Measurable? It is difficult, if not impossible, to enforce a policy fairly if the policy and penalty are not quantifiable. Policies should be written clearly so

that trustees, staff, and patrons alike can read a policy and know what constitutes a "violation" of it. For example, if a library has a policy stating that patrons will lose borrowing privileges if they have "too many overdue books for too long," the definitions of "too many" and "too long" are not clear and may result in unfair application when interpreted by different staff members. On the other hand, a quantifiable policy states that patrons will lose their borrowing privileges if they have "library material which has been overdue for three weeks or longer and if the patron has not returned the material or paid the replacement cost or made arrangements with the library for payment."

- Discriminatory? In order to be legally enforceable, library policies must be applied fairly to all patrons. Courts will invalidate library policies which are not applied equally to all patrons and are used to discriminate against certain groups of people. For example, a "no sleeping" policy might be enforced against homeless patrons but not against other patrons (such as the mayor) who drift off while reading in a comfy chair. Some libraries might have "no noise" policies which they enforce only against tables of giggling adolescents but never against tables of loud-speaking adults.
4. **Write and Adopt the Policy:** The actual wording of the policy is best left to the director and/or a board committee. The actual policy may come to the full board and back to committee for revision several times before it's finished. Final approval of the written policy is a board responsibility.
  5. **Establish a Schedule for Policy Review:** Policies will become outdated. Regular review of policies helps keep them current and at the same time keeps board members informed. The recommended way to review policies is to date every policy and its revision. Don't wait to review all policies until time for Accreditation, establish a review process to happen throughout the year.

When reviewing existing policies, ask whether there is still a viable reason to keep a policy in place. Some boards have eliminated long-standing policies which have outlived their original usefulness and have opted instead for a more positive image for the library in the community. These topics can include cell phone use, overdue fines, and restrictions of the number of materials borrowed at one time.

6. **Make Policies Available:** Placing approved policies into a manual makes the process of learning policy simpler for new trustees and also makes for easier retrieval. A manual also makes the review and updating process much easier. A full collection of policies must be accessible to staff as well. It is advisable to post policies that affect the patrons' use of the library on your website.

## Standards and Accreditation

To meet public library standards, boards must adopt four required, written policies in these categories: **Circulation, Collection Development, Internet Use, and Personnel**. The

library board may have additional written policies, as deemed appropriate for the library, and reviews them at least every three years. Assistance in writing policies is available from the State Library **District Consultants**.

More information regarding policy standards is available on the **Public Library Standards** webpage on the State Library website.



## Invoices for Board Meeting

June 11, 2024

| Vendor10:10:108                | Amount      | Description of services or goods                                                                           |
|--------------------------------|-------------|------------------------------------------------------------------------------------------------------------|
| Amazon                         | \$4,726.82  | Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies (Feb & Mar invoices) |
| Baker and Taylor               | \$6,449.56  | Books                                                                                                      |
| Baker and Taylor Entertainment | \$172.10    | DVDs                                                                                                       |
| Baker and Taylor Spoken Word   | \$116.19    | Books on CD                                                                                                |
| City of Indianola (IMU)        | \$1,209.21  | Utilities                                                                                                  |
| Demco                          | \$62.31     | Covering supplies and bookmarks                                                                            |
| Dust Pros                      | \$1,620.00  | Janitorial services, supplies (\$35.75 CIP for bathroom remodel)                                           |
| Iowa Water Management Co.      | \$49.50     | Monthly agreement                                                                                          |
| MidAmerican Energy             | \$54.82     | Natural Gas                                                                                                |
| Playaway Products              | \$714.91    | Playaway devices and Wonderbooks                                                                           |
| Quality Plumbing               | \$1,981.83  | Plumbing repairs                                                                                           |
| Springer Pest Control          | \$91.30     | Pest management                                                                                            |
| TE Forensics, LLC              | \$1,900.00  | Building assessment (CIP)                                                                                  |
| TRM Disposal                   | \$118.00    | Trash removal                                                                                              |
| Unique Management              | \$65.00     | Collection agency                                                                                          |
| Waste Management               | \$8.99      | Recycling tote                                                                                             |
| Wood Roofing Company           | \$544.52    | Roof repairs                                                                                               |
| Woosley Landscape and Mowing   | \$450.00    | Mowing services                                                                                            |
| Wells Fargo                    | \$11,334.37 | Jacy's April statement is included also.                                                                   |

Total: **\$31,669.43**

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Approved

Date

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Approved

Date

# Budget Summary



| Personnel    | May              | Year-to-Date      | Budget            | % Spent       |
|--------------|------------------|-------------------|-------------------|---------------|
| Salaries     | 37,534.17        | 442,155.86        | 460,283.00        | 96.06%        |
| Benefits     | 11,143.21        | 128,281.97        | 169,270.00        | 75.79%        |
| <b>TOTAL</b> | <b>48,677.38</b> | <b>570,437.83</b> | <b>629,553.00</b> | <b>90.61%</b> |

| Collection   | May              | Year-to-Date     | Budget            | % Spent       |
|--------------|------------------|------------------|-------------------|---------------|
| Physical     | 9,415.27         | 56,018.25        | 93,975.00         | 59.61%        |
| Digital      | 4,000.00         | 19,624.93        | 23,850.00         | 82.28%        |
| Special      | 642.02           | 4,469.24         | 9,400.00          | 47.55%        |
| <b>TOTAL</b> | <b>14,057.29</b> | <b>80,112.42</b> | <b>127,225.00</b> | <b>62.97%</b> |

| Operations   | May             | Year-to-Date      | Budget            | % Spent       |
|--------------|-----------------|-------------------|-------------------|---------------|
| Repair/Maint | 489.41          | 17,511.54         | 31,702.00         | 0.55          |
| Operations   | 7,171.46        | 108,250.75        | 140,729.00        | 76.92%        |
| <b>TOTAL</b> | <b>7,660.87</b> | <b>125,762.29</b> | <b>172,431.00</b> | <b>76.92%</b> |

| <b>TOTAL</b> | <b>May</b> | <b>Year-to-Date</b> | <b>Budget</b> | <b>% Spent</b> |
|--------------|------------|---------------------|---------------|----------------|
|              | 70,395.54  | 776,312.54          | 929,209.00    | 83.55%         |

| Capital Improvement FY24  | May         | Year-to-Date     | Budget           | % Spent       |
|---------------------------|-------------|------------------|------------------|---------------|
| Dividing Wall Replacement | 0.00        | 0.00             | 25,000.00        | 0.00%         |
| Furniture Replacement     | 0.00        | 0.00             | 40,000.00        | 0.00%         |
| Handicap Accessible Door  | 0.00        | 6,452.27         | 6,000.00         | 107.54%       |
| Ceiling Tile Replacement  | 0.00        | 9,953.44         | 10,000.00        | 99.53%        |
| Meeting Room Refresh      | 0.00        | 14,815.00        | 10,000.00        | 148.15%       |
| <b>TOTAL</b>              | <b>0.00</b> | <b>31,220.71</b> | <b>91,000.00</b> | <b>34.31%</b> |

| Capital Improvement FY23    | May             | Year-to-Date     | Budget           | % Spent       |
|-----------------------------|-----------------|------------------|------------------|---------------|
| Tuckpointing                | 0.00            | 12,600.00        | 18,000.00        | 70.00%        |
| Bathroom Upgrades           | 4,554.56        | 12,846.11        | 20,000.00        | 64.23%        |
| Flooring: Entry & Mtg Rooms | 0.00            | 27,839.00        | 20,000.00        | 139.20%       |
| <b>TOTAL</b>                | <b>4,554.56</b> | <b>53,285.11</b> | <b>58,000.00</b> | <b>91.87%</b> |

| Account Number            | Account Title                     | YTD                | Budget             | % Budget |
|---------------------------|-----------------------------------|--------------------|--------------------|----------|
| <b>041 - LIBRARY FUND</b> |                                   |                    |                    |          |
| 041-4100-40000            | Property Taxes(R)                 | -556,732.71        | -600,000.00        | 92.78%   |
| 041-4100-44700            | Library Service Reimbursements(R) | -98,916.00         | -85,000.00         | 116.37%  |
| 041-4100-47400            | Misc Sales (Copies/Scrap/etc)(R)  | -2,438.02          | -1,000.00          | 243.80%  |
| 041-4100-47641            | Library Fines(R)                  | -3,685.69          | -3,000.00          | 122.85%  |
| 041-4100-49400            | Transfer In--T&A PROP TAX(R)      | -105,994.99        | -194,165.00        | 54.59%   |
| <b>Total:</b>             |                                   | <b>-767,767.41</b> | <b>-883,165.00</b> |          |

| Account Number            | Account Title                    | YTD        | Budget     | % Budget |
|---------------------------|----------------------------------|------------|------------|----------|
| <b>041 - LIBRARY FUND</b> |                                  |            |            |          |
| 041-4100-60110            | Salary/Wages--Administration(E)  | 113,716.36 | 123,626.00 | 91.98%   |
| 041-4100-60130            | Salary/Wages--Clerical(E)        | 328,439.50 | 336,657.00 | 97.55%   |
| 041-4100-61100            | FICA(E)                          | 33,103.44  | 34,895.00  | 94.86%   |
| 041-4100-61300            | IPERS(E)                         | 41,587.08  | 43,060.00  | 96.57%   |
| 041-4100-61420            | Deferred Comp--457(E)            | 3,575.00   | 3,900.00   | 91.66%   |
| 041-4100-61430            | Employee Assistance Program(E)   | 275.04     | 255.00     | 107.85%  |
| 041-4100-61440            | Wellness Program(E)              | 198.18     | 570.00     | 34.76%   |
| 041-4100-61500            | Health Insurance(E)              | 37,688.73  | 67,434.00  | 55.88%   |
| 041-4100-61501            | Dental Insurance(E)              | 2,520.23   | 3,928.00   | 64.16%   |
| 041-4100-61502            | Vision Insurance(E)              | 316.97     | 395.00     | 80.24%   |
| 041-4100-61503            | HSA Expense(E)                   | 4,965.91   | 9,600.00   | 51.72%   |
| 041-4100-61550            | Life Insurance/ADD/LTD/STD(E)    | 3,619.36   | 4,833.00   | 74.88%   |
| 041-4100-61599            | Workers' Comp Insurance(E)       | 432.03     | 400.00     | 108.00%  |
| 041-4100-62100            | Membership Dues/Subscriptions(E) | 692.00     | 850.00     | 81.41%   |
| 041-4100-62300            | Education/Training(E)            | 2,785.01   | 3,600.00   | 77.36%   |
| 041-4100-62700            | Mileage(E)                       | 186.26     | 1,250.00   | 14.90%   |
| 041-4100-63100            | Repair/Maint--Bldg/Grounds(E)    | 17,511.54  | 31,702.00  | 55.23%   |
| 041-4100-63710            | Utilities(E)                     | 16,968.20  | 29,365.00  | 57.78%   |
| 041-4100-64020            | Advertising(E)                   | 3,732.87   | 3,000.00   | 124.42%  |
| 041-4100-64082            | Insurance--General Liability(E)  | 5,608.42   | 5,500.00   | 101.97%  |
| 041-4100-64083            | Insurance--Property(E)           | 6,245.00   | 6,500.00   | 96.07%   |
| 041-4100-64084            | Insurance--Boiler/Machinery(E)   | 563.00     | 700.00     | 80.42%   |
| 041-4100-64090            | Janitorial Services(E)           | 18,599.45  | 22,728.00  | 81.83%   |
| 041-4100-64140            | Printing(E)                      | .00        | 1,200.00   | 0.00%    |
| 041-4100-64990            | Misc Contractual(E)              | 1,087.18   | 1,440.00   | 75.49%   |
| 041-4100-65020            | Library Books & Periodicals(E)   | 56,018.25  | 93,975.00  | 59.60%   |
| 041-4100-65021            | Digital Materials(E)             | 19,624.93  | 23,850.00  | 82.28%   |
| 041-4100-65022            | Special Collections(E)           | 4,469.24   | 9,400.00   | 47.54%   |
| 041-4100-65060            | Office Supplies(E)               | 2,928.00   | 4,000.00   | 73.20%   |
| 041-4100-65070            | Materials/Supplies(E)            | 4,195.64   | 11,350.00  | 36.96%   |
| 041-4100-65079            | Materials/Supplies--Program(E)   | 10,391.80  | 12,500.00  | 83.13%   |
| 041-4100-65080            | Postage(E)                       | 986.46     | 840.00     | 117.43%  |
| 041-4100-65990            | Miscellaneous(E)                 | 462.88     | 870.00     | 53.20%   |
| 041-4100-67240            | Computer Hardware/Software(E)    | 32,818.58  | 35,036.00  | 93.67%   |
| 041-4100-69301            | Transfer Out-CIP(E)              | .00        | 103,000.00 | 0.00%    |

| Account Number | Account Title | YTD        | Budget       | % Budget |
|----------------|---------------|------------|--------------|----------|
| Total:         |               | 776,312.54 | 1,032,209.00 |          |

| Account Number                                           | Account Title                     | YTD               | Budget            | % Budget |
|----------------------------------------------------------|-----------------------------------|-------------------|-------------------|----------|
| <b>141 - LIBRARY SPECIAL REVENUE FUND - EXPENDITURES</b> |                                   |                   |                   |          |
| 141-4100-65020                                           | Library Books & Periodicals(E)    | 2,425.35          | 20,000.00         | 12.12%   |
| 141-4100-65023                                           | Summer Reading Program Expense(E) | 6,472.45          | 15,000.00         | 43.14%   |
| 141-4100-65024                                           | Friends of the Library Expense(E) | 4,874.62          | 20,000.00         | 24.37%   |
| 141-4100-65025                                           | Enrich Iowa Expenses(E)           | 3,117.85          | 5,000.00          | 62.35%   |
| 141-4100-65070                                           | Materials/Supplies(E)             | 4,265.84          | 10,000.00         | 42.65%   |
|                                                          |                                   | <b>21,156.11</b>  | <b>70,000.00</b>  |          |
| <b>141 - LIBRARY SPECIAL REVENUE FUND - REVENUES</b>     |                                   |                   |                   |          |
| 141-4100-44302                                           | Enrich Iowa(R)                    | -8,674.70         | -5,000.00         | 173.49%  |
| 141-4100-45040                                           | Program Fees-Summer Reading(R)    | .00               | -15,000.00        | 0.00%    |
| 141-4100-47050                                           | Donations/Contributions(R)        | -12,536.96        | -30,000.00        | 41.78%   |
| 141-4100-47051                                           | Friends of the Library Contrib(R) | -12,656.15        | -20,000.00        | 63.28%   |
|                                                          |                                   | <b>-33,867.81</b> | <b>-70,000.00</b> |          |
|                                                          |                                   | <b>-12,711.70</b> | <b>.00</b>        |          |

# MEMO



To: Library Board of Trustees  
From: Michele Patrick, Library Director  
Date: June 2024  
Subject: Education Policy Review

The current Education Policy is enclosed for your review. This policy was adopted in 2017 and has worked well ever since. I have no suggested changes.

## Continuing Education Policy

Recognizing the value of learning and the necessity of keeping up with changes in the library profession, the Library Board of Trustees encourages all library staff to participate in continuing education opportunities.

### Continuing Education

- Staff at all levels may participate in library-related continuing education opportunities during work time.
- The library director must be certified with the State Library of Iowa at Level 7. A new director has two years after starting as director to become certified at this level.
- Full-time staff must be certified with the State Library of Iowa. Registration for State Library of Iowa certification courses will be paid by the library. Professional staff who are not certified or who have let their certification lapse will be given a one-year grace period to achieve certification.
- Once a staff member is certified through the State Library of Iowa, the library will help maintain that certification. This may include paying registration fees or travel expenses for continuing education courses, workshops, or conferences.

### Professional Organizations

- The library will pay the full memberships costs for the library director in both the state and national library organizations, including section dues.
- The library will pay the Iowa Library Association membership dues for full-time staff. Staff members are responsible for optional section dues.

### Conference Attendance

- The library will follow city guidelines for the library director to attend one national conference each year.
- The library will pay the costs for full-time certified staff members to attend the Iowa Library Association (ILA) each year. With the director's approval, a relevant conference can be substituted for the ILA conference.

*Adopted 7/17; reviewed 2/21*

# MEMO



To: Library Board of Trustees  
From: Michele Patrick, Library Director  
Date: June 2024  
Subject: Review of Americans with Disability Act Checklist

One of the accreditation requirements is to review a portion of the ADA Checklist for Existing Facilities every four years. As stated in the State Library's instructions for accreditation: "The purpose of the checklist is to help libraries determine the best methods for removing barriers to access ... it is not intended to determine compliance for new construction or facilities being altered. It is a method for raising awareness of the issues."

The checklist for Priority 4 is enclosed for your review.

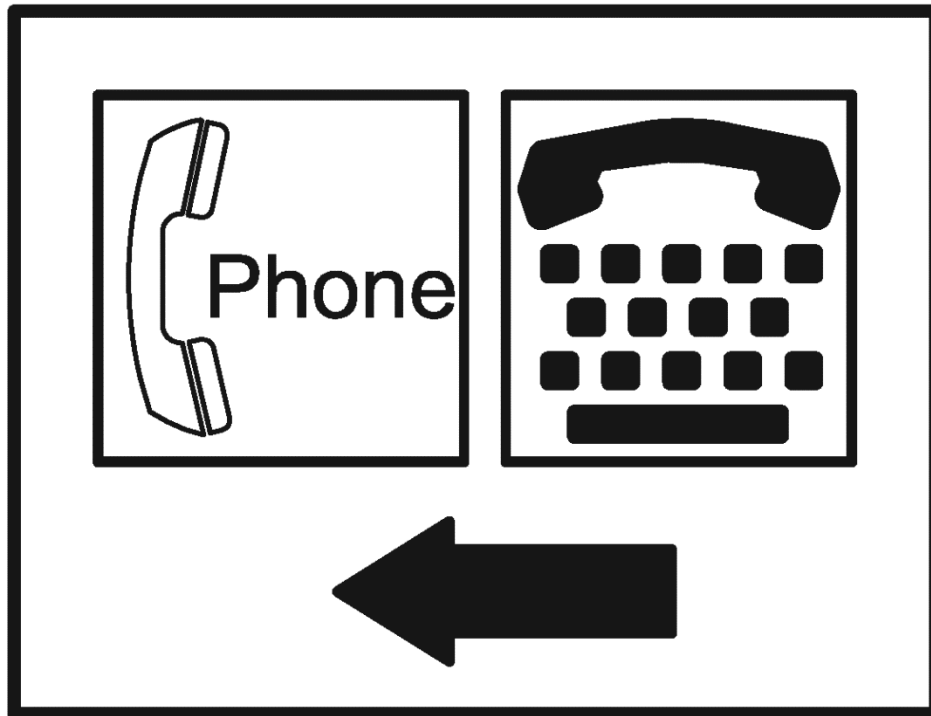
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## ADA Checklist for Existing Facilities

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# Priority 4 – Additional Access

Based on the 2010 ADA Standards for Accessible Design



Project

Building Indianola Public Library

Location 207 N. B St, Indianola, IA

Date 6/6/2024

Surveyors

Contact Information Michele Patrick

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**Amenities such as drinking fountains and public telephones should be accessible to people with disabilities.**



Institute for Human Centered Design  
[www.HumanCenteredDesign.org](http://www.HumanCenteredDesign.org)

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ADA National Network  
Questions on the ADA 800-949-4232 voice/tty  
[www.ADAchecklist.org](http://www.ADAchecklist.org)

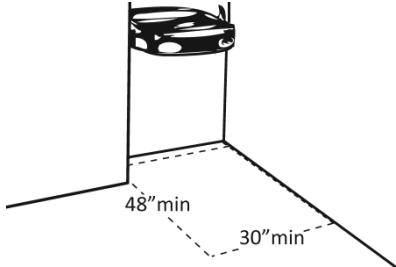
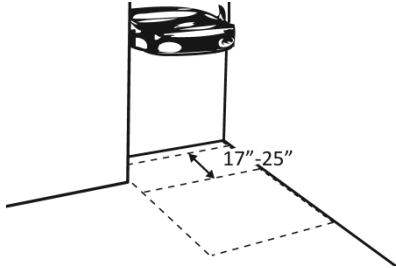
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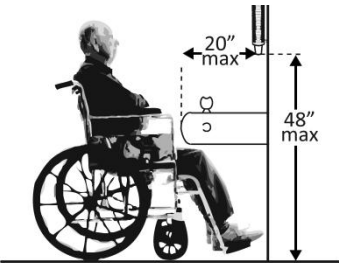
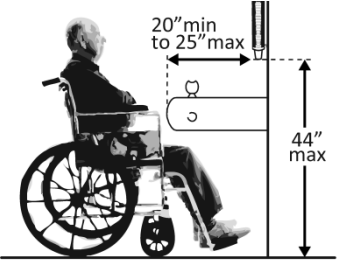
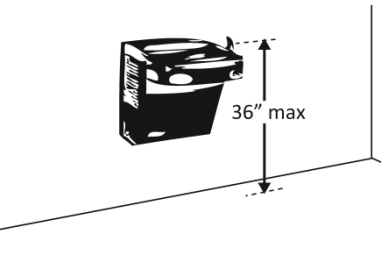
This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

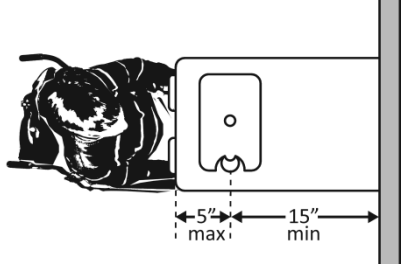
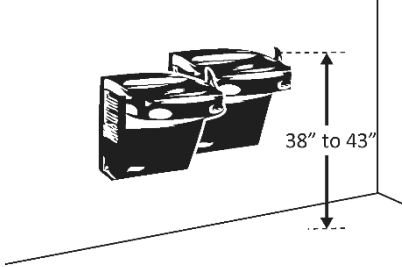
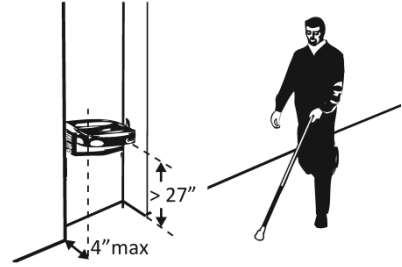
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or [ADAinfo@NewEnglandADA.org](mailto:ADAinfo@NewEnglandADA.org)

For the full set of checklists, including the checklists for recreation facilities visit [www.ADAchecklist.org](http://www.ADAchecklist.org).

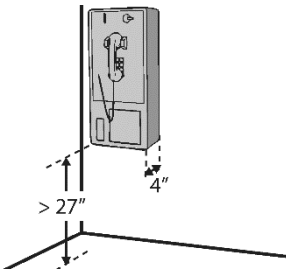
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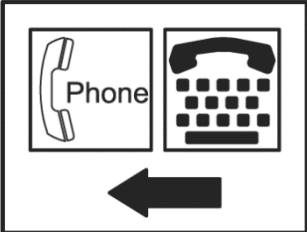
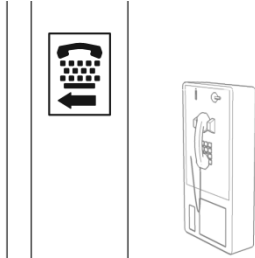
| Priority 4 – Additional Access |                                                                                                                                                                                                                                                                                                                                                                                                              | Comments                                                                                                                                                  |                                                                                                             | Possible Solutions                                                                                                                             |                                                                                                                                                                                                                                                                                               |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Drinking Fountains             |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                           |                                                                                                             |                                                                                                                                                |                                                                                                                                                                                                                                                                                               |
| 4.1                            | <p>Does at least one drinking fountain have a clear floor space at least 30 inches wide x at least 48 inches long centered in front of it for a forward approach?*</p> <p>[See 2010 ADA Standards for Accessible Design – 602.2]</p>                                                                                                                                                                         | <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement:<br/>29" wide</p>                                               |  <p>48"min<br/>30"min</p> | <p>Installed before 2012 - has a parallel approach.</p> <p>Forward approach is 29" wide and does not meet width standards.</p> <p>Photo #:</p> | <p>*If installed before 3/15/2012, a parallel approach is permitted and the clear floor space is not required to be centered</p> <ul style="list-style-type: none"><li>• Alter space</li><li>• Relocate drinking fountain</li><li>• Install a drinking fountain in another location</li></ul> |
| 4.2                            | <p>If there is a forward approach, do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the drinking fountain?</p> <p>[306.2.2, 306.2.3]</p> <p>Note: If the drinking fountain is primarily for children’s use and the spout is no more than 30 inches above the floor and no more than 3 ½ inches from the edge of the unit, a parallel approach is permitted.</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:<br/>Forward approach is 24" beneath the drinking fountain.</p> |  <p>17"-25"</p>         | <p>Photo #:</p>                                                                                                                                | <ul style="list-style-type: none"><li>• Alter space</li><li>• Replace drinking fountain</li><li>•</li></ul>                                                                                                                                                                                   |

|                                                                                                                                                                                                            |                                                                                                                                                                    |                                                                                      |          |                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------|
| <b>4.3</b> If the drinking fountain is no deeper than 20 inches, are the operable parts no higher than 48 inches above the floor?<br>[308.2.2]                                                             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Measurement:<br>19" deep<br>Operable parts<br>39" high                                  |    | Photo #: | <ul style="list-style-type: none"> <li>• Adjust drinking fountain</li> <li>• Replace drinking fountain</li> <li>•</li> </ul> |
| <b>4.4</b> If the drinking fountain is no less than 20 inches and no greater than 25 inches deep, are the operable parts no higher than 44 inches above the floor?<br>[308.2.2]                            | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Measurement:<br>NA - 19" deep                                                                      |    | Photo #: | <ul style="list-style-type: none"> <li>• Adjust drinking fountain</li> <li>• Replace drinking fountain</li> <li>•</li> </ul> |
| <b>4.5</b> Can the control be operated with one hand and without tight grasping, pinching or twisting of the wrist?<br><br>Is the force required to activate the control no more than 5 pounds?<br>[309.4] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Measurement: |   | Photo #: | <ul style="list-style-type: none"> <li>• Change control</li> <li>• Adjust control</li> <li>•</li> </ul>                      |
| <b>4.6</b> Is the spout outlet no higher than 36 inches above the floor?<br>[602.4]                                                                                                                        | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>Measurement:<br>Spout outlet is<br>39" high                                             |  | Photo #: | <ul style="list-style-type: none"> <li>• Adjust drinking fountain</li> <li>• Replace drinking fountain</li> <li>•</li> </ul> |

|                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                      |                                                                                      |                                                                    |                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>4.7</b> Is the spout:</p> <p>At least 15 inches from the rear of the drinking fountain?</p> <p>No more than 5 inches from the front of the drinking fountain? [602.5]</p>                                             | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:<br/>Spout is 16" from rear of drinking fountain and 2" from the front.</p> |    | <p>Photo #:</p>                                                    | <ul style="list-style-type: none"> <li>• Adjust spout</li> <li>• Replace drinking fountain</li> <li>•</li> </ul>                                                                            |
| <p><b>4.8</b> If there is more than one drinking fountain, is there at least one for standing persons? [211.2]</p> <p>Is the spout outlet no lower than 38 inches and no higher than 43 inches above the floor? [602.7]</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:<br/>NA - Only one drinking fountain</p>                                                                              |    | <p>Photo #:</p>                                                    | <ul style="list-style-type: none"> <li>• Adjust drinking fountain</li> <li>• Install new drinking fountain for standing height</li> <li>•</li> </ul>                                        |
| <p><b>4.9</b> If the leading (bottom) edge of the fountain is higher than 27 inches above the floor, does the front of the fountain protrude no more than 4 inches into the circulation path? [307.2]</p>                   | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:<br/>Leading edge is 32"</p>                                                                                                                                               |  | <p>Does not protrude into the circulation path</p> <p>Photo #:</p> | <ul style="list-style-type: none"> <li>• Adjust drinking fountain</li> <li>• Replace drinking fountain</li> <li>• Add tactile warning such as permanent planter or partial walls</li> </ul> |

| Public Telephones                                                                                                                                                   |                                                                              |  |                                                                                 |                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>4.10</b> Does at least one telephone have a clear floor space at least 30 inches wide x at least 48 inches long for a parallel or forward approach?<br>[704.2.1] | <input type="checkbox"/> Yes <input type="checkbox"/> No                     |  | This section is not applicable:<br>The library does not have a public telephone | <ul style="list-style-type: none"> <li>• Move telephone</li> <li>• Install new telephone for clear floor space</li> <li>•</li> </ul> |
| <b>4.11</b> Is the highest operable part of the telephone no higher than 48 inches above the floor?<br>[704.2.2]                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Measurement: |  | NA                                                                              | <ul style="list-style-type: none"> <li>• Adjust telephone</li> <li>•</li> <li>•</li> </ul>                                           |

|                                                                                                                                                                                                                                                                                       |                                                                              |                                                                                      |                                                    |                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4.12</b> If the leading (bottom) edge of the telephone is higher than 27 inches above the floor, does the front of the telephone protrude no more than 4 inches into the circulation path?<br>[307.2]                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Measurement: |   | NA<br><br><br><br><br><br><br><br><br><br>Photo #: | <ul style="list-style-type: none"> <li>• Adjust telephone</li> <li>•</li> <li>•</li> </ul>                                                          |
| <b>4.13</b> Does at least one telephone have a volume control?<br>[704.3]                                                                                                                                                                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No                     |    | NA<br><br><br><br><br><br><br><br><br><br>Photo #: | <ul style="list-style-type: none"> <li>• Install volume control</li> <li>• Replace telephone with one that has volume control</li> <li>•</li> </ul> |
| <b>4.14</b> Is the volume control identified by a pictogram of a telephone handset with radiating sound waves?<br>[703.7.2.3]                                                                                                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No                     |   | NA<br><br><br><br><br><br><br><br><br><br>Photo #: | <ul style="list-style-type: none"> <li>• Add pictogram</li> <li>•</li> <li>•</li> </ul>                                                             |
| <b>4.15</b> Does at least one telephone have a TTY?<br>[217.4.1]<br>Note: TTY's are devices that employ interactive text-based communication through the transmission of coded signals across the telephone network. They are mainly used by people who are deaf and/or cannot speak. | <input type="checkbox"/> Yes <input type="checkbox"/> No                     |  | NA<br>Photo #:                                     | <ul style="list-style-type: none"> <li>• Install TTY</li> <li>•</li> <li>•</li> </ul>                                                               |

|                                                                                                                                                                                                             |                                                                              |                                                                                      |                                                    |                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------|
| <p><b>4.16</b> Is the touch surface of the TTY keypad at least 34 inches above the floor?<br/>[704.4.1]</p> <p>Note: If a seat is provided, TTY is not required to be 34 inches minimum above the floor</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Measurement: |    | NA<br><br><br><br><br><br><br><br><br><br>Photo #: | <ul style="list-style-type: none"> <li>• Adjust height of TTY</li> <li>•</li> <li>•</li> </ul> |
| <p><b>4.17</b> Is the TTY identified by the International Symbol of TTY?<br/>[703.7.2.2]</p>                                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No                     |    | NA<br><br><br><br><br><br><br><br><br><br>Photo #: | <ul style="list-style-type: none"> <li>• Add symbol</li> <li>•</li> <li>•</li> </ul>           |
| <p><b>4.18</b> Do signs that provide direction to public telephones also provide direction to the TTY?<br/>[216.9.2]</p>                                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No                     |    | NA<br><br><br><br><br><br><br><br><br><br>Photo #: | <ul style="list-style-type: none"> <li>• Add signs</li> <li>•</li> <li>•</li> </ul>            |
| <p><b>4.19</b> Do telephones that do not have a TTY provide direction to the TTY?<br/>[216.9.2]</p>                                                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No                     |  | NA<br><br><br><br><br><br><br><br><br><br>Photo #: | <ul style="list-style-type: none"> <li>• Add signs</li> <li>•</li> <li>•</li> </ul>            |

| Fire Alarm Systems                                                                                                 |                                                                     |                                                                                    |                 |                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------|
| <p><b>4.20</b> If there are fire alarm systems, do they have both flashing lights and audible signals? [702.1]</p> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  | <p>Photo #:</p> | <ul style="list-style-type: none"> <li>• Install audible and visual alarms</li> <li>•</li> <li>•</li> </ul> |

June 2024

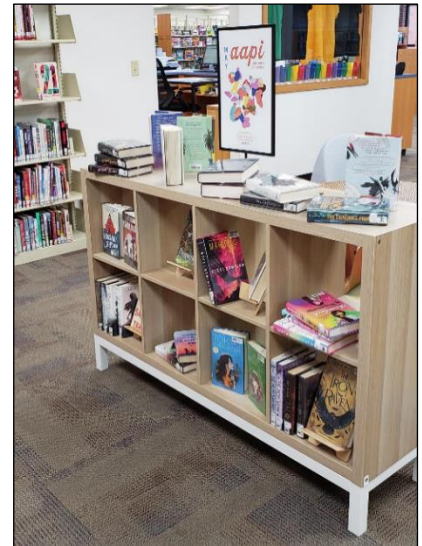
## Director's Report

### Summer Programs and Reading Challenge

Summer is off to a great start with the largest attendance yet at our kickoff party. So far, hundreds of people have signed up for the reading challenge.

### New Teen Display Furniture and "I Have a Need" Cabinet.

Alison has added two new pieces of display furniture in the teen area to highlight the collection. She has also added a "I have a Need" cabinet stocked with free hygiene products that teens can take. We used memorial funds for the teen furniture and a Thiesen's grant for the Need cabinet.



### New Children's Toy Storage

Some of the Enrich Iowa funds we had originally earmarked for new furniture in the adult section was used for new storage/play furniture in the children's space.



### New Children's Activity Wall

The first panel of our new activity wall in the children's space has been installed. This was purchased with funds from the Friends of the Library and the Warren County Philanthropic Partnership. There will be 10 different panels that will change every month.



### Library Design Class

I've enrolled in the online course Library Space Design in the 21<sup>st</sup> Century offered by the University of Wisconsin's School of Library Science. According to the course description, it will cover trends in library space and space need assessments.

# Circulation



| Print        | May 2022     | May 2023     | May 2024     | YTD-FY22      | YTD-FY23      | YTD-FY24      |
|--------------|--------------|--------------|--------------|---------------|---------------|---------------|
| Adults       | 3,090        | 3,720        | 3,667        | 35,429        | 38,556        | 40,575        |
| Teens        | 520          | 478          | 498          | 5,612         | 5,359         | 5,312         |
| Children     | 4,232        | 4,604        | 4,934        | 46,822        | 48,578        | 52,902        |
| <b>Total</b> | <b>7,842</b> | <b>8,802</b> | <b>9,099</b> | <b>87,863</b> | <b>92,493</b> | <b>98,789</b> |

| Entertainment      | May 2022     | May 2023     | May 2024     | YTD-FY22      | YTD-FY23      | YTD-FY24      |
|--------------------|--------------|--------------|--------------|---------------|---------------|---------------|
| DVDs & Video Games | 1,169        | 1,525        | 1,559        | 12,202        | 15,680        | 17,259        |
| Magazines          | 141          | 163          | 124          | 1,801         | 1,831         | 1,461         |
| Audiobooks         | 151          | 398          | 127          | 1,685         | 2,014         | 1,518         |
| Games & Puzzles    | 316          | 439          | 534          | 3,385         | 4,707         | 6,222         |
| Library of Things  | 82           | 64           | 72           | 500           | 689           | 640           |
| <b>Total</b>       | <b>1,859</b> | <b>2,589</b> | <b>2,416</b> | <b>19,573</b> | <b>24,921</b> | <b>27,100</b> |

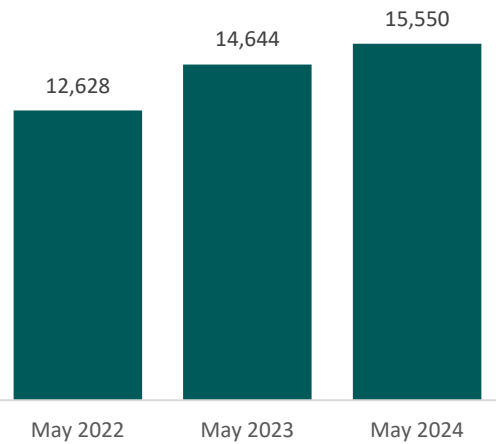
| Digital           | May 2022     | May 2023     | May 2024     | YTD-FY22      | YTD-FY23      | YTD-FY24      |
|-------------------|--------------|--------------|--------------|---------------|---------------|---------------|
| Ebooks            | 1,621        | 1,633        | 1,778        | 17,162        | 18,787        | 19,809        |
| Eaudio books      | 1,096        | 1,369        | 1,788        | 11,492        | 14,074        | 18,088        |
| Digital Magazines | 59           | 64           | 216          | 547           | 758           | 2,242         |
| Streaming Videos  | 151          | 187          | 253          | 157           | 1,335         | 2,043         |
| <b>Total</b>      | <b>2,927</b> | <b>3,253</b> | <b>4,035</b> | <b>29,358</b> | <b>34,954</b> | <b>42,182</b> |

| Total | May 2022 | May 2023 | May 2024 | YTD-FY22 | YTD-FY23 | YTD-FY24 |
|-------|----------|----------|----------|----------|----------|----------|
|       | 12,628   | 14,644   | 15,550   | 136,794  | 152,368  | 168,071  |

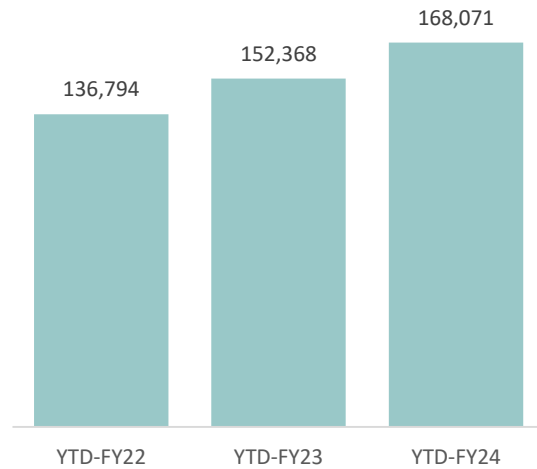
# Circulation



Monthly Circulation



Year to Date Circulation

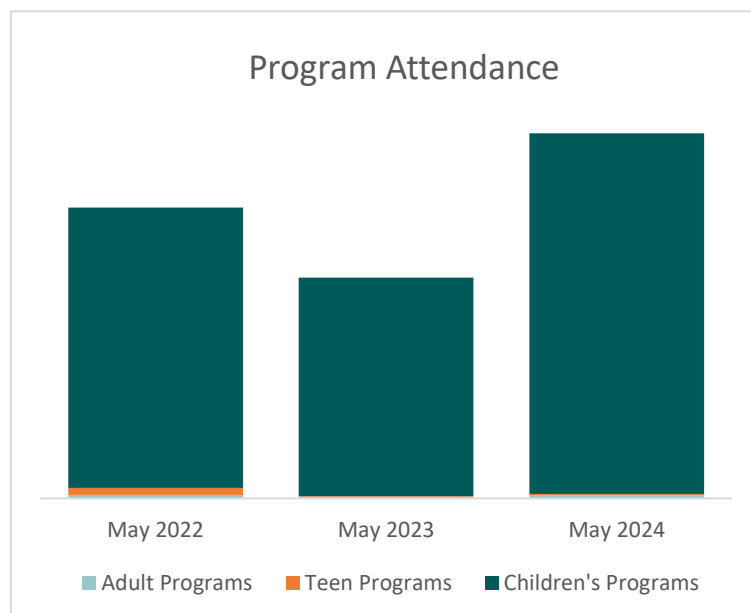


# Library Programs



| Attendance              | May 2022     | May 2023     | May 2024     | YTD-FY22      | YTD-FY23      | YTD-FY24      |
|-------------------------|--------------|--------------|--------------|---------------|---------------|---------------|
| Adult Programs          | 32           | 14           | 31           | 340           | 893           | 1,436         |
| Teen Programs           | 62           | 6            | 10           | 678           | 701           | 944           |
| Children's Programs     | 2,528        | 1,969        | 3,249        | 9,367         | 11,188        | 12,594        |
| Library Meetings        | 16           | 9            | 18           | 211           | 224           | 225           |
| <b>Total Attendance</b> | <b>2,638</b> | <b>1,998</b> | <b>3,308</b> | <b>10,596</b> | <b>13,006</b> | <b>15,199</b> |

| Number of Programs  | May 2022  | May 2023  | May 2024  | YTD-FY22   | YTD-FY23   | YTD-FY24   |
|---------------------|-----------|-----------|-----------|------------|------------|------------|
| Adult Programs      | 4         | 2         | 6         | 66         | 76         | 110        |
| Teen Programs       | 3         | 1         | 1         | 64         | 55         | 51         |
| Children's Programs | 24        | 16        | 24        | 300        | 337        | 339        |
| <b>Total Number</b> | <b>31</b> | <b>19</b> | <b>31</b> | <b>430</b> | <b>468</b> | <b>500</b> |



# Library Services



| User Statistics                 | May 2022 | May 2023 | May 2024 | YTD-FY22 | YTD-FY23 | YTD-FY24 |
|---------------------------------|----------|----------|----------|----------|----------|----------|
| New Library Cards               | 87       | 92       | 116      | 766      | 995      | 965      |
| Door Count                      | 5,337    | 5,837    | 6,704    | 57,883   | 68,380   | 71,161   |
| In-House Browsing               | 452      | 796      | 667      | 5,057    | 6,262    | 5,711    |
| Number of Home Deliveries       | 5        | 7        | 7        | 56       | 78       | 93       |
| Number of Home Delivery Items   | 87       | 95       | 87       | 1,060    | 938      | 1,329    |
| Interlibrary Loans (IPL loaned) | 12       | 23       | 25       | 168      | 196      | 233      |

| Computer Usage        | May 2022 | May 2023 | May 2024 | YTD-FY22 | YTD-FY23 | YTD-FY24 |
|-----------------------|----------|----------|----------|----------|----------|----------|
| Public Computers      | 226      | 367      | 264      | 2,554    | 3,216    | 3,474    |
| WiFi Sessions         | 628      | 693      | 652      | 4,035    | 7,303    | 7,619    |
| WiFi Unique Users     | 231      | 260      | 282      | 1,773    | 2,865    | 2,975    |
| Mobile App Launches   | 1,380    | 1,696    | 1,831    | 11,024   | 17,871   | 19,840   |
| Mobile App Page Views | 1,663    | 1,900    | 2,777    | 13,306   | 20,200   | 26,029   |

| Public Meeting Room | May 2022 | May 2023 | May 2024 | YTD-FY22 | YTD-FY23 | YTD-FY24 |
|---------------------|----------|----------|----------|----------|----------|----------|
| Number of Meetings  | 18       | 6        | 0        | 107      | 121      | 137      |
| Meeting Attendance  | 42       | 22       | 0        | 499      | 725      | 879      |