



West Branch Public Library
300 N Downey St
PO Box 460
West Branch, IA 52358

Ph: (319)643-2633
Fax: (319)643-4148
staff@wbpl.org
www.wbpl.org

Board of Trustees Meeting

June 12, 2024, 6:30pm

West Branch Public Library Community Room

Online Attendance is available at <https://us02web.zoom.us/j/84510234590>, by phone at 1-312-626-6799, or by a Zoom application on mobile device with meeting code 845 1023 4590.

Roll Call

Approve minutes
May 8

Open Forum

Financial Condition Report
May 2024
June 2024

Director's Report

Discuss/Approve Review of Behavior Policy

Discuss/Approve Review of Safe Child Policy

Discuss Review of Section 1 of ALA Accessibility Checklist
<https://www.statelibraryofiowa.gov/index.php/libraries/search/accred-stand/ada-checklist-existing-facilities>

Discuss ILOC 2024 | The Management Role of the Trustee video
<https://youtu.be/nAIPn8E3efw?si=x6MPPPmzsIOMFF5T>

Schedule next meeting

Next meeting July 10 @ 6:30pm

Staff

Library Director: Jessica Schafer
Public Services Librarian: Kat Korsmo · Programming Librarian: Alyssa Barnhart

Board of Trustees

Lizabeth Osborne, President · Seth Goodspeed, Vice President · Amber Kleven, Secretary
Shari Heick · Lisa Kofoed · Annika Pettitt · Deb Kauffman-Watson

WEST BRANCH PUBLIC LIBRARY
Board of Trustees Meeting Minutes
<https://us02web.zoom.us/j/84510234590>

May 8, 2023

Meeting commenced at: 6:34 PM

Roll Call

Present:

- Jessie Schafer (Director)
- Seth Goodspeed (Vice President)
- Annika Pettitt (Trustee/Acting Secretary)
- Lisa Kofoed (Trustee)
- Shari Heick (Trustee)
- Lizabeth Osborne (President)
- Deb Kauffman-Watson (Trustee)

Absent: N/A

- Amber Kleven (Trustee)

Meeting Minutes:

On a motion by Trustee Kofoed and seconded by Trustee Goodspeed, the April 10, 2024, minutes were unanimously approved.

Open Forum:

Trustee Kofoed reported listening to the webinar recording mentioned last month. Decided that board members will be asked to watch that recording over the next month to discuss at the next board meeting rather than reading chapters in the Trustee Handbook.

Discussion about putting mulch under/around the picnic tables rather than grass behind the library. It is unsightly and hard to mow for public works. Jessie will ask public works about the possibility and if they would like this. We would like to explore the option for rubber/playground mulch to find the best option that would still fit our budget.

Financial Condition Report:

Approved expenditures for March 2024. Moved by Trustee Pettitt and seconded by Trustee Osborne, the motion was unanimously approved.

Johnson Controls Note: Higher than expected invoices from Johnson Controls to resolve the ongoing alarm issue. It is resolved for now, but the other alarms may have battery issues in the

future. Jessie is trying to locate the records and terms and conditions for this contract to confirm if it will be voided if we replace the batteries in the future.

Sinkhole Note: Jessie has received the invoice for filling the sinkhole (~\$1,200) and have spoken with the city about improving drainage to prevent this. Both will come out of the library budget which Jessie believes will be in the budget without any issues.

Director's Report:

More information about Bridges and Enrich Iowa - We do not allow non residents to access digital resources. Trustee Heick asked about this possibility and if it was costing us more money, Jessie noted that we have restricted that access.

See meeting packet for additional notes

Discuss/Approve Library Staff Salaries:

- Trustee Kofoed suggested a revision to Jessie's proposal, giving Kat an 8% raise and Alyssa 6% since there is room in the approved budget.
- Trustee Heick advised the board to evaluate if we're making any unsustainable adjustments given future uncertainty with the budget.
- Jessie will work to create goals and evaluations to present to the staff for their review before future formal evaluations in early next year.

Moved by Trustee Kaufmann-Watson and seconded by Trustee Osborne, the motion was unanimously
Approved.

Discuss/Approve appointing Holly Wasion and Erin Monaghan to the Library Board of Trustees:

Moved by Trustee Osborne and seconded by Trustee Heick, the motion was unanimously
Approved.

Jessie will submit to the council, we expect that to be during the first council meeting in June.

Discuss/Approve Revisions to Bylaws:

Trustee Kofoed and Heick suggested changing Jessie's revised language about the monthly report to be more vague to allow for more flexibility from both monthly needs and the board's specific requests.

Trustee Heick offered revision to language in Part B to add City Financial Officer and approval by the majority of the library board.

Trustee Kauffman-Watson suggested that Payments be revised to Purchases in section B.

Moved by Trustee Heick and seconded by Trustee Pettitt, the motion to approve the revisions as discussed was unanimously
Approved.

Trustee Training:

Discuss Chapters 7,8 and 9 of Library Trustee Handbook

Trustee Training Time (18 minutes):

Start Time: 7:29 PM

End Time: 7:47 PM

Strategic Planning - Primary question raised how can we get input from various community members, especially those that are often under-represented groups? Will need to have a plan prepared and ready to enact in January 2025.

- Watch part of ILOC 2024 | The Management Role of the Trustee

Video for next meeting

<https://youtu.be/nA1Pn8E3efw?si=x6MPPPmzsl0MFF5T>

Next Meeting: On June 12, 2024 at 6:30PM in the Community Room in the West Branch Library.

Meeting Adjourned: 7:49 PM

May 2024

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240				
			Subtotal	\$ -	
Building Maintenance	031-5-4-410-6310		Amazon (turtle supplies, paper towels, furnace filters)	\$ 110.00	
			Donahue's Carpet Cleaning	\$ 575.04	10202
			Lynch's Excavating Inc. (fill sinkhole)	\$ 1,210.00	20307
			Plunkett's Pest Control (scheduled pest control)	\$ 50.00	8545011
			Walmart (hand sanitizer, soap, extension cord)	\$ 43.28	1655691377
			Home Depot Supply (Supplyworks, bath tissue)	\$ 56.74	801190000
			Subtotal	\$ 2,045.06	
Utilities	031-5-4-410-6371		Alliant	\$ 441.92	I-STMT 5-1-2024
			Subtotal	\$ 441.92	
Telephone	031-5-4-410-6373		Liberty	\$ 476.78	I-STMT 6-1-2024
			Subtotal	\$ 476.78	
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 437.50	1087
			Subtotal	\$ 437.50	
Advertisement/Legal	031-5-4-410-6414			\$ -	
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		Google Workspace (email and storage for wbpl.org) - CC	\$ 36.00	4964043194
			Subtotal	\$ 36.00	
Contract Payments	031-5-4-410-6498		DATA443 (previously SmartShield, steady state software)	\$ 178.75	39256
			Subtotal	\$ 178.75	
Office Supplies	031-5-4-410-6506			\$ -	
			Subtotal	\$ -	
Postage and Shipping	031-5-4-410-6508		Pitney Bowes (postage meter ink)	\$ 63.90	1025185169
			Subtotal	\$ 63.90	
Programs	031-5-4-410-6599		Amazon (paper quilling program)	\$ 32.97	
			Amazon (various program supplies)	\$ 68.55	
			Walmart (kids program prizes)	\$ 13.24	1655691377
			Swank (movie showing license - annual)	\$ 114.00	3631014
			Subtotal	\$ 228.76	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	16464237
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761			\$ -	
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ 54.34	
			Baker & Taylor	\$ 858.17	
		Youth	Amazon	\$ 57.95	
			Baker & Taylor	\$ 154.86	
		Electronic	Kanopy	\$ 20.00	#399287
			Overdrive (ebooks)	\$ 26.47	7, 06497CP24132716
			Overdrive (audiobooks)	\$ 357.37	06497CO24127707
		DVD	Amazon	\$ 92.79	
			Walmart	\$ -	
		Newspaper	West Branch Times	\$ 35.00	
			The Gazette	\$ 462.80	3604790
			Subtotal	\$ 2,119.75	
			Total	\$ 6,170.44	

June 2024

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240				
			Subtotal	\$ -	
Building Maintenance	031-5-4-410-6310		Amazon (restroom door lock)	\$ 31.53	
			Beaver Heating & Air Conditioning (air conditioner service)	\$ 200.00	20419
			Oasis Electric (retrofit LEDs)	\$ 249.60	7989
			Subtotal	\$ 481.13	
Utilities	031-5-4-410-6371				
			Subtotal	\$ -	
Telephone	031-5-4-410-6373				
			Subtotal	\$ -	
Janitorial Services	031-5-4-410-6409		Moppy Mo's	\$ 455.00	1094
			Subtotal	\$ 455.00	
Advertisement/Legal	031-5-4-410-6414	SLP	West Branch Community Schools (The Bear ad)	\$ 75.00	
			Subtotal	\$ 75.00	
Technology services	031-5-4-410-6419		Zoom (Pro annual subscription) paid by credit card	\$ 159.90	INV257046185
			Google Workspace (email and storage) paid by credit card	\$ 36.00	4990536425
			Subtotal	\$ 195.90	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506				
			Subtotal	\$ -	
Postage and Shipping	031-5-4-410-6508		Pitney Bowes (postage meter lease)	\$ 77.37	3319095771
			Subtotal	\$ 77.37	
Programs	031-5-4-410-6599	SLP	Amazon (decorations, supplies, and prizes)	\$ 519.96	
			iREAD (Illinois Library Association)	\$ 434.78	281782
			Subtotal	\$ 954.74	
Office Equipment	031-5-4-410-6725		Leaf (copier lease)	\$ 142.02	16618028
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	Amazon	\$ 11.29	
			Baker & Taylor	\$ -	
		Youth	Amazon	\$ 10.98	
			Baker & Taylor	\$ -	
		Electronic	Kanopy	\$ 38.00	403073
			Overdrive (ebooks)	\$ 94.46	497CO24164049
			Overdrive (audiobooks)	\$ 400.39	497CO24164049
		DVD	Amazon	\$ 19.95	
			Walmart	\$ -	
			Subtotal	\$ 575.07	
			Total	\$ 2,956.23	

West Branch																	
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Expended	Remaining \$	Average	Percent remaining
Salaries - GF	\$ 11,052.85	\$ 12,126.85	\$ 17,716.23	\$ 11,658.85	\$ 12,134.35	\$ 12,569.40	\$ 10,917.13	\$ 8,340.00	\$ 12,480.00	\$ 8,340.00	\$ 10,000.00	\$ 10,000.00	\$ 157,157.00	\$ 137,335.66	\$ 19,821.34	\$ 13,631.98	12.61%
Dues/Memberships	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ 180.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475.00	\$ 280.00	\$ 195.00	\$ 16.67	41.05%
Travel and Conference	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ 2,703.00	\$ 200.00	\$ 2,503.00	\$ -	92.60%
Building Maintenance	\$ 252.38	\$ 1,466.82	\$ 73.37	\$ 181.40	\$ 135.09	\$ 96.95	\$ 171.52	\$ 53.66	\$ 1,054.91	\$ 2,283.22	\$ 2,045.06	\$ 481.13	\$ 12,000.00	\$ 8,295.51	\$ 3,704.49	\$ 597.52	30.87%
Utilities	\$ 844.58	\$ 800.78	\$ 800.20	\$ 570.07	\$ 493.45	\$ 453.50	\$ 448.02	\$ 541.36	\$ 432.86	\$ 425.39	\$ 441.92	\$ -	\$ 9,000.00	\$ 6,252.13	\$ 2,747.87	\$ 815.19	30.53%
Telephone	\$ 237.64	\$ -	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.75	\$ 238.79	\$ 238.75	\$ 238.39	\$ 476.78	\$ -	\$ 2,545.00	\$ 2,624.10	\$ (79.10)	\$ 158.80	-3.11%
Janitorial Expense	\$ 437.50	\$ 402.50	\$ 420.00	\$ 420.00	\$ 437.50	\$ 437.50	\$ 332.50	\$ 420.00	\$ 437.50	\$ 402.50	\$ 437.50	\$ 455.00	\$ 4,785.00	\$ 5,040.00	\$ (255.00)	\$ 420.00	-5.33%
Advertisement/Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ 200.00	\$ 75.00	\$ 125.00	\$ -	62.50%
Technology Services	\$ 49.99	\$ 406.83	\$ 76.34	\$ 155.58	\$ 120.50	\$ 72.00	\$ 315.19	\$ 61.48	\$ 2,119.00	\$ 32.12	\$ 36.00	\$ 195.90	\$ 4,000.00	\$ 3,640.93	\$ 359.07	\$ 177.72	8.98%
Contract Payments - Libra	\$ -	\$ 1,880.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129.00	\$ -	\$ -	\$ -	\$ 178.75	\$ -	\$ 2,200.00	\$ 2,187.75	\$ 12.25	626.67
Office Supplies	\$ 96.16	\$ 92.41	\$ 56.32	\$ 153.81	\$ 29.22	\$ -	\$ 60.54	\$ -	\$ -	\$ 28.98	\$ -	\$ -	\$ 2,000.00	\$ 517.44	\$ 1,482.56	\$ 81.63	74.13%
Postage and Shipping	\$ -	\$ 182.80	\$ 77.37	\$ -	\$ 63.90	\$ 108.00	\$ 320.36	\$ 77.37	\$ 151.00	\$ -	\$ 63.90	\$ 77.37	\$ 1,500.00	\$ 1,122.07	\$ 377.93	\$ 86.72	25.20%
Programs (Misc)	\$ 202.43	\$ 39.74	\$ 68.95	\$ 257.21	\$ 203.34	\$ 93.54	\$ 283.77	\$ 326.24	\$ 45.47	\$ 259.99	\$ 228.76	\$ 954.74	\$ 6,200.00	\$ 2,964.18	\$ 3,235.82	\$ 103.71	52.19%
Office Equipment	\$ 364.11	\$ 142.02	\$ 142.02	\$ 142.02	\$ 402.79	\$ 142.02	\$ 313.77	\$ 142.02	\$ 142.02	\$ 142.02	\$ 142.02	\$ 142.02	\$ 3,000.00	\$ 2,358.85	\$ 641.15	\$ 216.05	21.37%
Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	100.00%
Collections	\$ 1,794.56	\$ 2,436.16	\$ 1,282.18	\$ 1,098.38	\$ 2,467.18	\$ 1,361.47	\$ 1,640.91	\$ 1,298.13	\$ 753.64	\$ 1,331.98	\$ 2,119.75	\$ 575.07	\$ 22,100.00	\$ 18,159.41	\$ 3,940.59	\$ 1,837.63	17.83%
Library Account total	\$ 15,332.20	\$ 19,976.91	\$ 21,001.73	\$ 14,926.07	\$ 16,726.07	\$ 15,573.13	\$ 15,222.46	\$ 11,628.05	\$ 18,055.15	\$ 13,484.59	\$ 16,170.44	\$ 12,956.23	\$ 231,365.00	\$ 191,053.03	\$ 40,311.97	\$ 18,770.28	18.53%
Operating (non-collections)	\$ 2,484.79	\$ 5,413.90	\$ 2,003.32	\$ 2,168.84	\$ 2,124.54	\$ 1,642.26	\$ 2,664.42	\$ 1,989.92	\$ 4,821.51	\$ 3,812.61	\$ 4,050.69						
Group Insurance	\$ 1,536.91	\$ 1,536.91	\$ 1,536.91	\$ 1,536.91	\$ 1,536.91	\$ 1,538.90	\$ 1,502.69	\$ 1,502.69	\$ 1,502.69	\$ 1,502.69	\$ -	\$ -	\$ 14,074.00	\$ 15,234.21	\$ (1,160.21)	\$ 1,269.52	-8.24%
Workman's Comp	\$ 55.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ 16.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220.00	\$ 155.76	\$ 64.24	\$ 12.98	29.20%
FICA	\$ 921.97	\$ 927.71	\$ 1,355.30	\$ 891.90	\$ 928.29	\$ 961.58	\$ 835.16	\$ 957.03	\$ 635.71	\$ 638.01	\$ -	\$ -	\$ 12,023.00	\$ 9,052.66	\$ 2,970.34	\$ 754.39	24.71%
IPERS	\$ 1,106.64	\$ 1,113.72	\$ 1,641.35	\$ 1,069.53	\$ 1,114.43	\$ 1,155.48	\$ 947.05	\$ 787.30	\$ 1,168.19	\$ 777.38	\$ -	\$ -	\$ 14,836.00	\$ 10,881.07	\$ 3,954.93	\$ 906.76	26.66%
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 1,090.39	\$ 680.74	\$ 201.84	\$ 201.84	\$ 201.84	\$ -	\$ -	\$ 1,908.00	\$ 3,385.85	\$ (1,477.85)	\$ 282.15	-77.46%
Liability Insurance	\$ -	\$ 5,273.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,040.00	\$ 5,273.75	\$ (233.75)	\$ 5,273.75	-4.64%
General Fund total	\$ 3,823.04	\$ 9,070.61	\$ 4,752.08	\$ 3,716.86	\$ 3,798.15	\$ 4,763.03	\$ 3,982.32	\$ 3,448.86	\$ 3,508.43	\$ 3,119.92	\$ -	\$ -	\$ 48,101.00	\$ 43,983.30	\$ 4,117.70	\$ 3,665.28	8.56%
Library Total Expenditures	\$ 19,155.24	\$ 29,047.52	\$ 25,753.81	\$ 18,642.93	\$ 20,524.22	\$ 20,336.16	\$ 19,204.78	\$ 15,076.91	\$ 21,563.58	\$ 16,604.51	\$ 16,170.44	\$ 12,956.23	\$ 279,466.00	\$ 235,036.33	\$ 44,429.67	\$ 19,586.36	15.90%
Total Annual Income																	
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Received	Remaining \$	Average	Remaining %
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$ 226,587.00	\$ -	100.00%
Interest Income	\$ -	\$ 161.86	\$ 519.38	\$ -	\$ 16.96	\$ 789.87	\$ -	\$ -	\$ 791.95	\$ -	\$ -	\$ -	\$ 300.00	\$ 2,280.02	\$ (1,980.02)	\$ 190.00	n/a
Rural Library Assistance	\$ -	\$ -	\$ -	\$ 12,253.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,253.91	\$ -	\$ -	\$ 24,792.00	\$ 24,507.82	\$ 284.18	\$ 2,042.32	1.15%
State Library Funding	\$ -	\$ -	\$ 1,825.64	\$ -	\$ 1,061.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00	\$ 2,886.90	\$ (286.90)	\$ 240.58	-11.03%
Private Contributions	\$ 223.24	\$ 23.10	\$ 43.20	\$ 19.25	\$ 138.51	\$ 220.60	\$ 280.96	\$ 61.75	\$ 7.06	\$ 232.80	\$ -	\$ -	\$ 3,000.00	\$ 1,250.47	\$ 1,749.53	\$ 104.21	58.32%
Fines	\$ 31.97	\$ -	\$ 5.00	\$ -	\$ 3.59	\$ -	\$ 39.59	\$ 17.96	\$ 29.19	\$ 30.08	\$ -	\$ -	\$ 400.00	\$ 157.38	\$ 242.62	\$ 13.12	60.66%
Misc Revenues	\$ 4,069.55	\$ 133.90	\$ 32.00	\$ 136.25	\$ 86.99	\$ 250.29	\$ 44.60	\$ 118.57	\$ 23.05	\$ 64.20	\$ -	\$ -	\$ 1,000.00	\$ 4,959.40	\$ (3,959.40)	\$ 413.28	-395.94%
Library Total Income	\$ 4,324.76	\$ 318.86	\$ 2,425.22	\$ 12,409.41	\$ 1,207.31	\$ 1,260.76	\$ 365.15	\$ 198.28	\$ 851.25	\$ 12,580.99	\$ -	\$ -	\$ 258,679.00	\$ 36,041.99	\$ 222,637.01	\$ 3,003.50	86.07%

Library Facilities

- **Grounds:** Still working on getting a quote for permanent drainage solution. We need to get some more plants added to the planters; Sarah Subbert was starting some plants and plans to come back with more. Beaver Heating & Air serviced our air conditioners and all three are working.
- **Fire monitoring panel:** Working on getting a copy of our service contract. In the meantime, we had another problem with the dialer panel so we decided to move forward with having Oasis Electric run cables so we can remove the dialer altogether.
- **Mainstay IT:**
 - Our security cameras were recorded to a DVR in the furnace room and the unit has stopped recording. We will work with Mainstay to see about fixing the existing system or upgrading to a more convenient system if we have the budget. We could also discuss removing the cameras, if the board wants to go in that direction.

Library Staff/Service

- **Youth programs:** Early Out programs were super busy the last few weeks of school! Storytimes tapered off with only one family or so per event throughout the month.
- **Adult programs:** We had 4 people come to the After Hours Movie night and 6 came to the book discussion! We would have had more but the power went out and we couldn't do it on Zoom
- I attended the **Library Directors Roundtable** at the Washington Free Public Library. It was my first event as a director. It was a bit overwhelming but it was good to hear ideas from other directors.
- It's **Summer Library Program** time!! We've had almost 200 signups so far and people seem very excited. The full summer schedule can be found in your packet.



Library Events/Activities

- **Storytime - Fridays @ 10:15am**
- **WBPL Book Discussion - every 3rd Tuesday at 7pm - hybrid - The Lager Queen of Minnesota by J. Ryan Stradal**

May 2024

Circulation

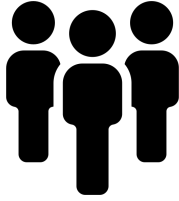


2272

April: 2300

May 2023: 2431

Visitors

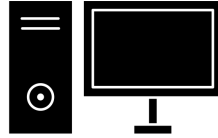


1370

April: 1267

May 2023: 1460

Computer Use



280 sessions
253 hours

Apr: 230, 170 hrs

May 2023: 214
149 hours

Program Attendance



455

April: 365

May 2023: 741

Action Items

- Gazebo area**
 - Grant funding awarded for a picnic table by the Friends.
 - Table ordered
 - Table arrived, needs to be assembled by Public Works
 - Memorial plaque arrived, will be installed after table is assembled
- Outdoor Seating Area**
 - Area leveled, umbrellas ordered

2023 Strategic Plan Items

January

- New Cultural Heritage Display**
 - o Locally published poetry for National Poetry Month
- Health-based event**
 - o Contacting Sarah Subbert about a cooking (nutrition) program
- Nonprofit wishlist implemented**
 - o Applying for access to the Foundation Directory through State Library
 - o Applied for access in March, just received email so we will be adding it to our catalog and promoting this spring.

June

- Youth/Family diversity program held

July

- New cultural heritage display
- Health-based event held

By 2025

- Nonprofit/Charity website or database created
- Welcome packet for new businesses created
- Diversity-based book included in Book Discussion
- Mental health program held

We will be working on a new plan this year. We need to have one in place by January 1, 2025.

SUMMER LIBRARY PROGRAM

Fun for All Ages!
June & July 2024

Registration begins after
Memorial Day at the library!

 wbpl.org/SLP



at
west branch public library
wbpl

Kickoff Party!

Friday, June 7 at 5 pm
at the library

WEEKLY PROGRAMS FOR ALL AGES

Thursday Theater

Thursdays at 1:30pm

Movies and popcorn! See website for movie titles.

Summer Storytime

Fridays at 10:15am

Stories, activities, games, & crafts!



Stop by during West Branch's Kickoff to Summer for outdoor games, cotton candy & sno-cones. Sign up if you haven't already!

TEEN PROGRAMS

Wednesdays at 1:30pm

Activities just for teens 6th grade and up every week.

ADULT PROGRAMS Planting for Pollinators

June 21 at 6:30pm

Sarah from Cedar County Conservation will show you how to use native plants to attract butterflies and bees.

Clothing Swap

July 12 at 7pm

Bring at least 3 gently used clothes (adult or kids) and exchange them with others, and learn tips and tricks for thrifting and upcycling your wardrobe. Intended for adults and older teens.

Library After Hours Movie

July 26 at 7pm

SLP themed movie for adults 21 and over. Beer & wine allowed. wbpl.org for movie title.

SPECIAL FAMILY EVENTS

Make Your Own Survival Kits

June 11 at 6:30 pm

Customize mini tins with your own survival items to take on your nature expeditions.

STEAM Night (Summer Edition)

June 19 at 6:30 pm & July 24 at 6:30 pm

Mrs. Howard will bring all new activities with a Read Renew Repeat summer twist.

Cockatoo Sanctuary

June 25 at 6:30 pm

Meet exotic birds and learn about their conservation.

Reptile Encounter

July 16 at 6:30 pm

Meet and learn about snakes, lizards, and more!

Dissect an Owl Pellet

July 30 at 6:30 pm

Be a scientist and pick through a real owl pellet - learn what they are and discover what's inside!

CONTESTS

June

Upcycle Showcase

July

Coming soon!



Memo



To: Library Board of Trustees
From: Jessie Schafer, Library Director
Date: 6/12/2024
Re: Discuss/Approve Revisions to Rules of Behavior

Background

The library is required to review policies at least once every 3 years. The Rules of Behavior have not been reviewed in 2 years.

Information

The policy states that the library is an alcohol, drug, and tobacco free area, but the city council passed a resolution allowing alcohol at library sponsored events, which has not been noted in the policy. Drug, alcohol, or tobacco use were also not outlined in the list of prohibited behaviors which was unclear, so I have added them to the list. No other changes are recommended at this time.

Recommendation

The staff's recommended policy is as follows:

Rules of Behavior

(See also Safe Child Policy)

The purpose of the Rules of Behavior is to maintain a safe and pleasant environment for all library patrons. These rules ensure access to library facilities, the safety of users and staff, and the protection of the library collection, equipment, and facility. The library is an alcohol, drug, and tobacco free area, unless specifically noted for a library-sponsored program where alcohol will be permitted (see West Branch City Ordinance 45.02).

Behavior expected of all library patrons includes, but is not limited to, the following:

- Respect for other patrons and staff
- Careful use of library materials
- Ensuring other patrons' access to the library and its materials

Patrons have the responsibility to use the library in a manner that does not interfere with the rights of other individuals to use library materials, resources, and services and in a manner that does not limit the ability of library staff to conduct library business. Prohibited conduct includes any illegal activity and may include, but is not limited to, the following:

- Running
- Yelling
- Cursing

- Verbally abusing a staff member or patron
- Violence of any kind
- Vandalism
- Theft of property
- **Illegal use of or selling drugs; possession of an open container and/or consumption of alcohol unless at a library-sponsored program where alcohol is permitted; smoking or using nicotine products on library property.**
- Campaigning, petitioning, interviewing, survey taking, soliciting, posting notices, fundraising, or selling, unless authorized by the Director or his/her designee.
- Bringing animals into the library, except service animals, unless authorized by the Director or designee.
- Using a cell phone, pager, audio player or other electronic device in a manner that disrupts library patrons or staff operations.
- Failing to exit the building or failure to leave as directed by library staff.

Any patron purposely causing a disturbance and/or engaging in illegal activities **will be asked to stop and may** be asked to leave the library. If a patron will not leave and continues to disrupt others, local law enforcement officers will be called. Failure to comply with the Rules of Behavior may result in loss of library privileges. The decision and terms of the loss of library privileges will be determined by the Library Director.

Appeals for such decisions may be made at any regularly scheduled library Board of Trustees Meeting. A written letter of appeal must be received by the Library Board of Trustees President or Library Director at least 24 hours prior to the scheduled meeting. A loss of privileges for a minor must be appealed by a parent or legal guardian.

Revised 06/24

Revised 06/22

Reviewed 06/21

Revised 06/20

Reviewed 11/18

Reviewed 01/15

Reviewed 05/12

Revised 05/09

Revised 06/08

Revised 10/07

Approved 09/05

Memo



To: Library Board of Trustees
From: Jessie Schafer, Library Director
Date: 6/12/2024
Re: Discuss/Approve Revisions to Safe Child Policy

Background

The library is required to review policies at least once every 3 years. The Safe Child Policy has not been reviewed in 2 years, and has not been revised since 2020.

Information

Many libraries have added “vulnerable adults” to their policies for unattended or disruptive children and I know a prior director had intended to do so for WBPL as well. I have made those edits following the example of North Liberty Library, who have done a lot of work on their policies in recent years.

I have also attended a webinar on unattended children that included guidance from the state law librarian, who recommends having a statement clearly explaining that library staff cannot and will not act as caregivers. I added some clarification about the library’s role. I also suggest changing the one-hour time limit for kids aged 6-8 to one hour or the length of a program, which was the original intent of the policy but gets confusing when we have programs like movies that last longer than an hour.

Recommendation

The staff’s recommended policy is as follows:

Safe Child and Vulnerable Adults Policy

(See also Rules of Behavior)

The library is a public building and all patrons, including minors, are welcome. However, at no time will the Library assume the responsibility of a surrogate care provider for children or vulnerable adults in the Library. A vulnerable adult is defined as a person over the age of 18 who is unable or unwilling to care for themselves. The library does not have staff, training, or State Certification to act as a childcare facility or in lieu of trained staff or family for vulnerable adults.

All children under the age of 6 years of age must have a parent or caregiver present in the library at all times. A caregiver is defined as someone 13 years of age or older who has the mental and physical capacity to care for the child should an emergency arise. Children between the ages of 6 and 8 years should not be left unattended for more than one hour or the length of a supervised library program.

Staff will intervene when children or vulnerable adults are left unattended and if issues relating to safety and well-being or disruptive behaviors occur.

In the event a child under 6 years of age is left unattended or a child between the ages of 6 and 8 years is left unattended for more than one hour, or if the child or vulnerable adult is disruptive or needs supervision, the staff will attempt to contact a parent, guardian, or other caregiver. If a parent, guardian, or caregiver cannot be located within one half hour, or if the library is closing, the police will be called to assume responsibility for the child.

Revised 06/24

Reviewed 03/22

Reviewed 03/21

Revised 02/20

Revised 06/17

Reviewed 05/14

Reviewed 04/11

Revised 03/08

Revised 10/07

Revised 09/05

Memo



To: Library Board of Trustees

From: Jessie Schafer, Library Director

Date: 6/12/2024

Re: Discuss/ Review of ADA Accessibility Checklist Section 1 and progress from 2020-2022

Background

As part of the library's accreditation, the board is to review at least one section of the ADA checklist every three years. One section used to be done each year and I would like to get back on schedule. Some areas do not pertain to this library so they are left blank. Note that it is not required that we pass all sections, only review the checklist, although we always want to aspire to improve the accessibility as we always want more people to use and to be able to use the library.

The sections are:

Priority 1: Approach & Entrance

Priority 2: Access to Goods & Services

Priority 3: Toilet Rooms

Priority 4: Additional Access

The completed checklist for Priority 1: Approach & Entrance, is included on subsequent pages with summary below.

Information

2024 Assessment - Priority 1: Approach & Entrance

In general, the accessibility of our main entrance (Poplar Street) is very good, and meets almost all of the criteria.

Two problems identified were:

- The accessible parking space is not the closest to the entrance - this could only be fixed with a significant change in parking lot and sidewalk structure.
- A sign is needed to indicate the accessible entrance on the accessible side of the building, in addition to the sign on the parking space. Could install a sign on the building or in the windows.
- The automatic doors are getting close to closing too fast. I will investigate how to adjust the doors.

I'm including the notes from prior years for your information, but I have not reviewed these sections.

2022 Review - Priority 4: Additional Access

- Water Fountain - The fountain height is too high by 4". We have broached the idea of replacing the fountain through the Friends with a new fixture with bottle filling. We could fix the issue at that point. **Update - A new drinking fountain was installed but the spout is the same height from the floor. I'm not sure if this was an oversight during installation or if the current configuration didn't allow for adjustment.
- Phone - The public phone is a simple telephone without accessible features. A specialized phone would be required to meet guidelines. As many have mobile phones, we feel this is less needed currently.

2021 Review - Priority 3: Restrooms

- Signs - The Men's Restroom has been largely closed during the pandemic and still remains blocked by the take-home activity station. **Update - Fixed
- Space - There are several avenues in which the construction of the restrooms is not sufficient for current ADA standards. In the women's restroom, there is not sufficient approach to the door or space beyond that. The men's room is also small for proper maneuvering. **Update - Will remain until significant construction
- Coat Hooks - The women's is too high and the men's is missing. **Update - New hooks have been installed.
- Faucets - The distance between floor and bottom of the sink area is too short and the pipes are not protected against contact. **Update - Will remain until new fixtures
- Grab bars - They are slightly too high to meet new standards. There's also not enough space between the toilet and the wall to allow for sufficient length between the center of the toilets and the end of the grab bars on the wall side. **Update - Will largely remain until significant construction
- Flushing mechanism - the handle is on the wrong side in the men's room and would require a new toilet fixture. **Update - Will remain until fixture replaced
- Restroom door closing - The doors do not close automatically. They also do not include pull handles on both sides of the door. The latter is a new addition to code. **Update - Can be fixed if desired by the board to expend the funds for new handles and a closer.

2020 Review

Items that were not met in 2020 review of the ADA checklist:

- Accessible parking spaces were too low and did not include the terminology "Van Accessible." **Update - This was fixed with a new sign.
- The accessible parking space is not the closest to the entrance - this will only be completed with a change in parking lot and sidewalk structure.
- A sign is needed to indicate the accessible entrance on both sides of the building. We have both signs, but I am still trying to get posts from the Public Works Department. They had the ground marked via One Call for putting in the posts, but we still do not have a post. **Update - This was fixed on Downey Street. An updated sign was also placed on the accessible parking place

- Interior accessibility signs are an inch too high and still need to be lowered. They will also need to be repainted as they were not removed prior to painting.
- Accessible doors still close too fast. We have been waiting for one to be repaired and he was going to do it at the same time, so it should have been done, but is not.
- Light switches are too high but can only be fixed with redoing the walls.

ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

Based on the 2010 ADA Standards for Accessible Design



Project

Building West Branch Public Library

Location 300 N Downey Street, West Branch, IA 52358

Date 5/31/2024

Surveyors Jessie Schafer

Kat Korsmo

Contact Information staff@wbpl.org

319-643-2633

An accessible route from site arrival points and an accessible entrance should be provided for everyone.



Institute for Human Centered Design
www.HumanCenteredDesign.org

Copyright © 2016



ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

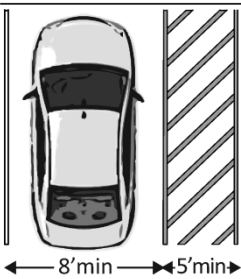
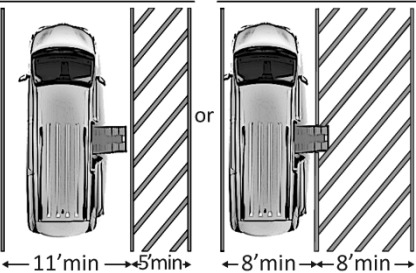
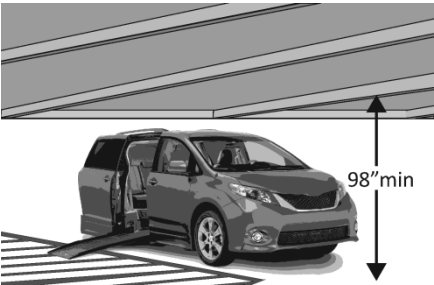
This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily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

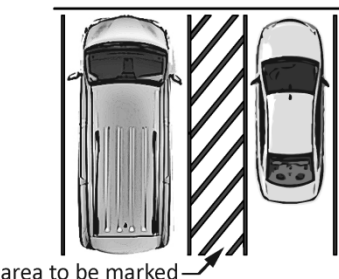

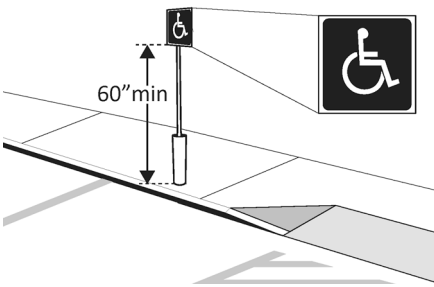
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org



For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

Copyright © 2016 ADA Checklist for Existing Materials. You can freely reproduce and distribute this content. Include proper attribution. But you must get permission before using this content as a fee-based product.

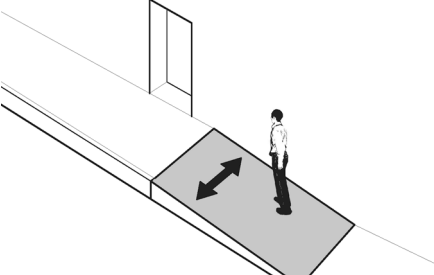
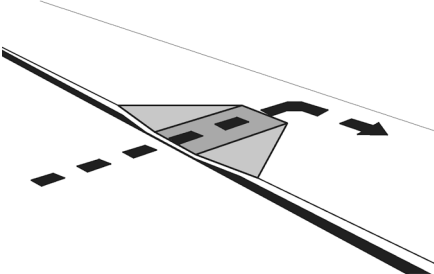
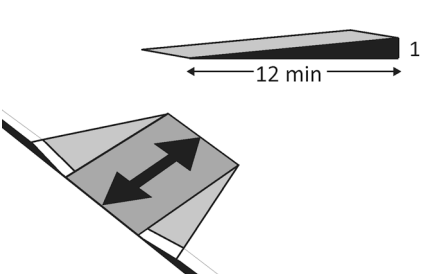
Priority 1 – Approach & Entrance		Comments	Possible Solutions												
<p>1.1 Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks and public transportation stops) that does not require the use of stairs? [See 2010 ADA Standards for Accessible Design – 206.2.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, location of route: Poplar Street, northern parking lot ramp</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Add a ramp • Regrade to 1:20 maximum slope • Add a lift if site constraints prevent other solutions 												
<p>Parking Accessible parking spaces should be identified by size, access aisle and signage.</p>															
<p>1.2 If parking is provided for the public, are an adequate number of accessible spaces provided? [208.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Total #: 18 Accessible #: 1</p> <table border="1"> <thead> <tr> <th>Total Spaces</th> <th>Accessible Spaces</th> </tr> </thead> <tbody> <tr> <td>1 - 25</td> <td>1</td> </tr> <tr> <td>26 - 50</td> <td>2</td> </tr> <tr> <td>51 - 75</td> <td>3</td> </tr> <tr> <td>76 - 100</td> <td>4</td> </tr> <tr> <td colspan="2">100+ see 2010 Standards 208.2</td> </tr> </tbody> </table>	Total Spaces	Accessible Spaces	1 - 25	1	26 - 50	2	51 - 75	3	76 - 100	4	100+ see 2010 Standards 208.2		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure by repainting lines • •
Total Spaces	Accessible Spaces														
1 - 25	1														
26 - 50	2														
51 - 75	3														
76 - 100	4														
100+ see 2010 Standards 208.2															
<p>1.3 Of the accessible spaces, is at least one a van accessible space?*[208.2.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>*For every 6 or fraction of 6 parking spaces required by the table above, at least 1 should be a van accessible space.</p> <p>Photo #:</p>	<ul style="list-style-type: none"> * If constructed before 3/15/2012, parking is compliant if at least 1 in every 8 accessible spaces is van accessible • Reconfigure by repainting lines 												

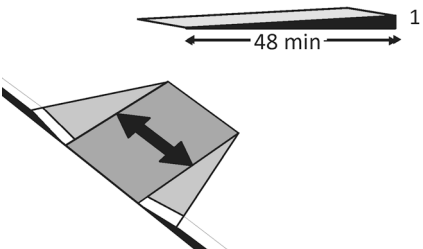
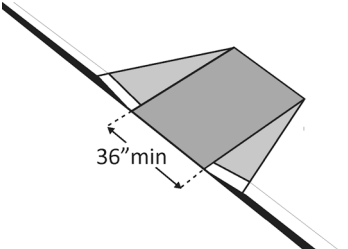
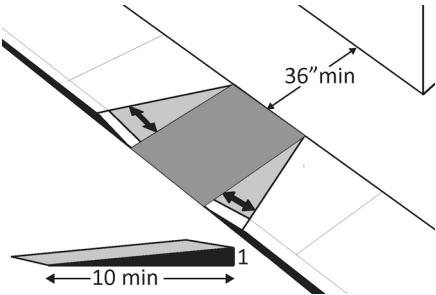
<p>1.4 Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide? [502.2, 502.3]</p> <p>Note: Two spaces may share an access aisle. Check state/local requirements; some specify that each space have its own aisle.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 10.5' & 9'</p>	 <p>Diagram showing a car in a parking space with an 8-foot wide access aisle. The car is 9 feet wide, and the total space width is 10.5 feet (8 feet for the car and 2.5 feet for the aisle).</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure by repainting lines • •
<p>1.5 Is the van accessible space:</p> <p>At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide? [502.2]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement: 10.5' & 9'</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	 <p>Two diagrams showing van accessible space configurations. The first shows a van in a 11-foot wide space with a 5-foot wide access aisle. The second shows a van in an 8-foot wide space with an 8-foot wide access aisle.</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide van-accessible space(s) • •
<p>1.6 Is at least 98 inches of vertical clearance provided for the van accessible space? [502.5]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: N/A</p>	 <p>Diagram showing a van with its rear door open and a ramp extended. A vertical arrow indicates a minimum clearance of 98 inches from the ground to the lowest overhead structure.</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide van-accessible space(s) • •

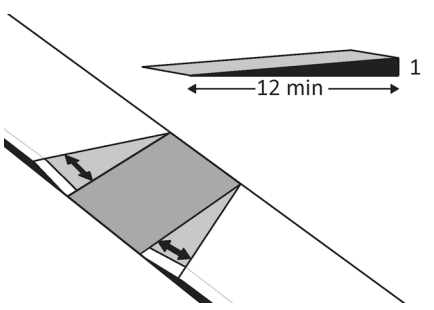
<p>1.7 Are the access aisles marked so as to discourage parking in them? [502.3.3]</p> <p>Note: The marking method and color may be addressed by state/local requirements.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Mark access aisles • •
<p>1.8 Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions? [502.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade surface • •
<p>1.9 Do the access aisles adjoin an accessible route? [502.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Create accessible route • Relocate accessible space •
<p>1.10 Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground? [502.6]</p> <p>Note: The International Symbol of Accessibility is not required on the ground.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 58.5"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install signs • •

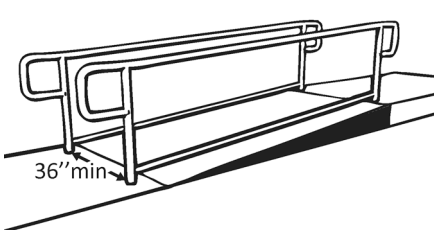
<p>1.11 Are there signs reading “van accessible” at van accessible spaces? [502.6]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install signs • •
<p>1.12 Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)? [208.3.1]</p> <p>Note: If parking serves multiple entrances, accessible parking should be dispersed.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure spaces • Grind curb at old entrance spot •
<p>Exterior Accessible Route</p>				
<p>1.13 Is the route stable, firm and slip-resistant? [302.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Repair uneven paving • Fill small bumps and breaks with patches • Replace gravel with asphalt or other surface
<p>1.14 Is the route at least 36 inches wide? [403.5.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 72"</p>		<p>Narrowest section is sidewalk along parking lot</p>	<ul style="list-style-type: none"> • Change or move landscaping, furnishings or other items • Widen route •

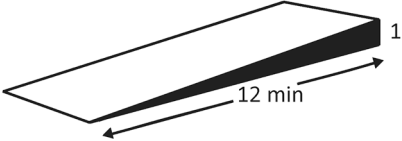
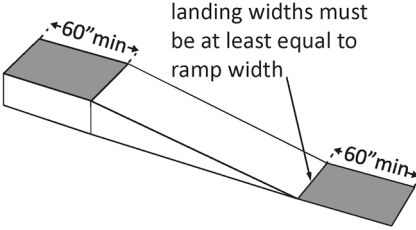
<p>Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.</p>			<p>Photo #:</p>	
<p>1.15 If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen route for passing space • •
<p>1.16 If there are grates or openings on the route, are the openings no larger than 1/2 inches? Is the long dimension perpendicular to the dominant direction of travel? [302.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace or move grate • •
<p>1.17 Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3]</p> <p>Note: If the running slope is steeper than 1:20, treat as a ramp and add features such as</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade to 1:20 max. • •

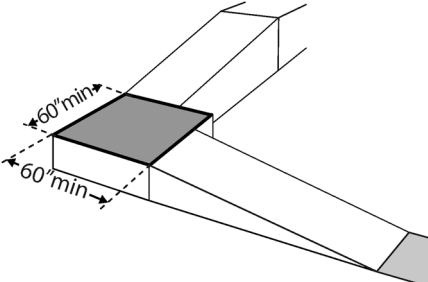
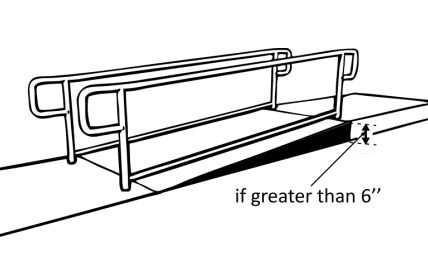
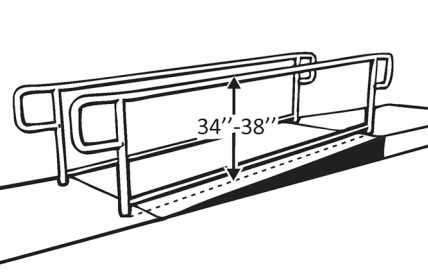
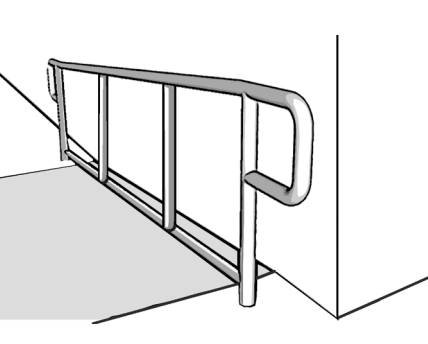
<p>edge protection and handrails.</p>			<p>Photo #:</p>	
<p>1.18 Is the cross slope no steeper than 1:48? [403.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade to 1:48 max. • •
<p>Curb Ramps</p>				
<p>1.19 If the accessible route crosses a curb, is there a curb ramp? [402.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install curb ramp • •
<p>1.20 Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run? [406.1, 405.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 1:14</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade curb ramp • •

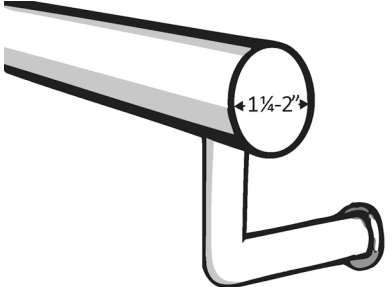
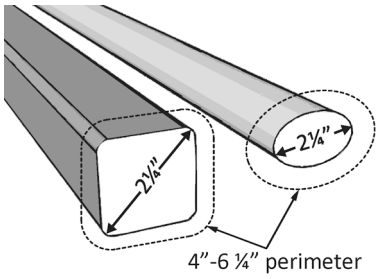
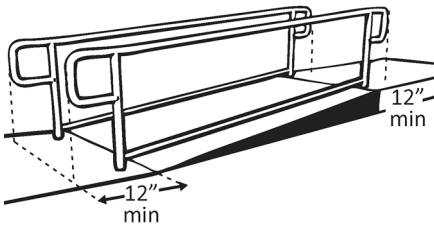
<p>1.21 Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48? [406.1, 405.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade curb ramp • •
<p>1.22 Is the curb ramp, excluding flares, at least 36 inches wide? [406.1, 405.5]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 92"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen curb ramp • •
<p>1.23 At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? [406.4]</p> <p>If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run? [406.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 92" x 72"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure • Add ramp flares •

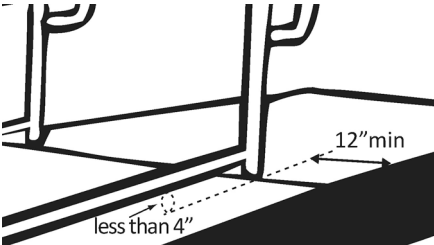
<p>1.24 If the landing at the top is less than 36 inches long, are there curb ramp flares?</p> <p>Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run? [406.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: N/A</p>	 <p>The diagram illustrates a curb ramp flare. A top view shows a rectangular flare with a slope of 1 vertical inch to 12 horizontal inches. A side view shows the flare's profile, indicating a minimum run of 12 inches for every inch of height change.</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Add ramp flares • Regrade flares •
---	---	--	-----------------	--

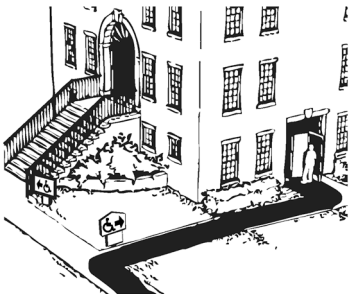
<p>Ramps If any portion of the accessible route is steeper than 1:20, it should be treated as a ramp.</p>				
<p>1.25 If there is a ramp is it at least 36 inches wide? [405.5]</p> <p>Note: If there are handrails, measure between the handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>The diagram shows a ramp with handrails on both sides. A dimension line indicates that the width between the handrails must be at least 36 inches.</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter ramp • •
<p>1.26 Is the surface stable, firm and slip resistant? [405.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Resurface ramp • •



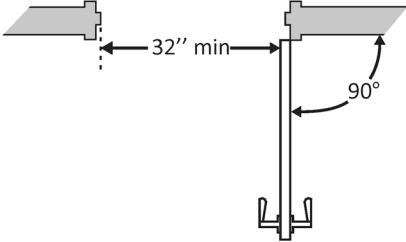
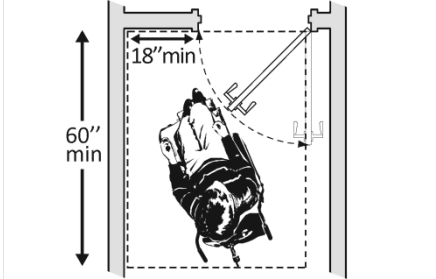
<p>1.27 For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2]</p> <p>Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when such slopes are necessary due to space limitations.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Relocate ramp • Lengthen ramp to decrease slope •
<p>1.28 Is there a level landing that is at least 60 inches long and at least as wide as the ramp:</p> <p>At the top of the ramp?</p> <p>At the bottom of the ramp? [405.7.2, 405.7.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter ramp • Relocate ramp •

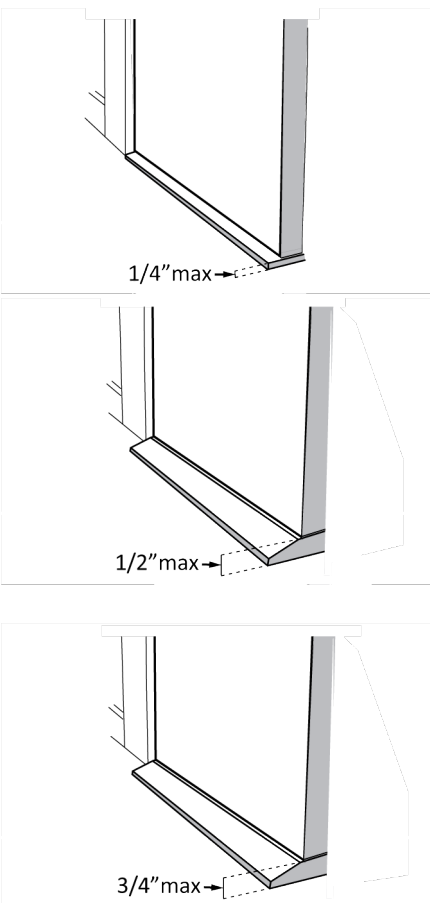
<p>1.29 Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [405.7.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter ramp • Increase landing size •
<p>1.30 If the ramp has a rise higher than 6 inches, are there handrails on both sides? [405.8]</p> <p>Note: Curb ramps are not required to have handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add handrails • •
<p>1.31 Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure or replace handrails • Adjust handrail height •
<p>1.32 Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3]</p> <p>If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%? [505.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure or replace handrails • •

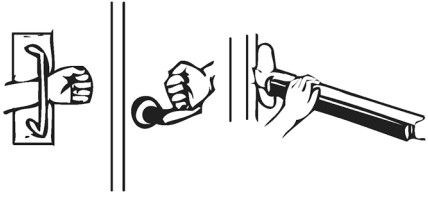
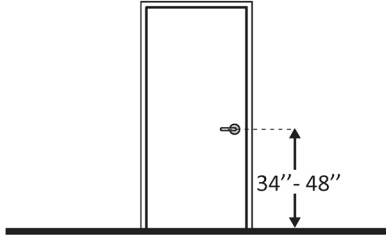
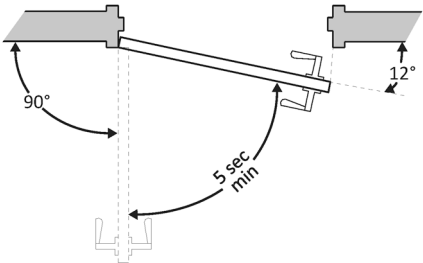
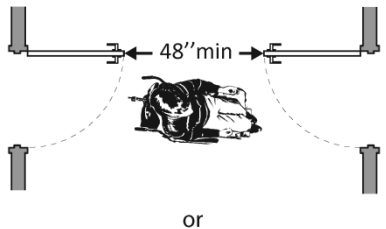
<p>1.33 If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter? [505.7.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace handrails • •
<p>1.34 If the handrail gripping surface is non-circular:</p> <p>Is the perimeter no less than 4 inches and no greater than 6 ¼ inches?</p> <p>Is the cross section no greater than 2 ¼ inches? [505.7.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace handrails • •
<p>1.35 Does the handrail:</p> <p>Extend at least 12 inches horizontally beyond the top and bottom of the ramp?</p> <p>Return to a wall, guard, or landing surface? [505.10.1]</p> <p>Note: If a 12 inch extension would be a hazard (in circulation path) it is not required.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter handrails • •

<p>1.36 To prevent wheelchair casters and crutch tips from falling off:</p> <p>Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail?</p> <p>Or</p> <p>Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?</p> <p>[405.9.1, 405.9.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add curb • Add barrier • Extend ramp width •
---	---	--	-----------------	---

Entrance				
<p>1.37 Is the main entrance accessible?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Redesign to make it accessible • •
<p>1.38 If the main entrance is not accessible, is there an alternative accessible entrance?</p> <p>Can the alternative accessible entrance be used independently and during the same hours as the main entrance?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Designate an entrance and make it accessible • Ensure that accessible entrance can be used independently and during the same hours as the main entrance •

<p>1.39 Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? [216.6]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install signs • Install signs on route before people get to inaccessible entrances so that people do not have to turn around and retrace route
<p>1.40 If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility? [216.6]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install sign • Add decals on window and/or door
<p>1.41 Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 36"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter door • Install offset hinges
<p>1.42 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 31" & 75"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove obstructions • Reconfigure walls • Add automatic door opener

<p>and side approaches to the pull side of the door</p> <p>On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: N/A</p>		<p>Photo #:</p>	
<p>1.43 If the threshold is vertical is it no more than ¼ inch high?</p> <p>Or</p> <p>No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?</p> <p>Or</p> <p>No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]</p> <p>Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 1/4"</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>	 <p>The diagrams illustrate three types of door thresholds. The top diagram shows a vertical threshold with a 1/4 inch maximum bevel. The middle diagram shows a vertical threshold with a 1/2 inch maximum bevel. The bottom diagram shows a vertical threshold with a 3/4 inch maximum bevel. Each diagram includes a dashed line and an arrow indicating the maximum height of the bevel.</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove or replace threshold • •

<p>1.44 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?</p> <p>Door handle?</p> <p>Lock (if provided)? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •
<p>1.45 Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?</p> <p>[404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 37"-47"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change hardware height • •
<p>1.46 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?</p> <p>[404.2.8]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 5 seconds</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust closer • •
<p>1.47 If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?</p> <p>[404.2.6]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 58"</p>	 <p>or</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove inner door • Change door swing •

			<p>Photo #:</p>	
<p>1.48 If provided at the building entrance, are carpets or mats no higher than ½ inch thick? [302.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 1/8"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace or remove mats • •
<p>1.49 Are edges of carpets or mats securely attached to minimize tripping hazards? [302.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Secure carpeting or mats at edges • •

	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • • •
	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • • •