



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

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staff@wbpl.org
www.wbpl.org

Board of Trustees Meeting

July 9, 2025, 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 agenda

Approve minutes
June 11

Open Forum

Discuss/Approve new board officers for 2025-2026

Financial condition report and approval of expenditures
June 2025
July 2025 in progress
FY2025 report

Director's Report

Discuss/Approve Review of Borrowing Policies

Discuss/Approve Review of Equipment Policy

Discuss/Review of ADA Accessibility Checklist Section 2

Next meeting
Next meeting August 13 @ 6:30pm

Adjourn

Staff

Library Director: Jessica Schafer
Public Services Librarian: Kat Korsmo • Programming Librarian: Mary Buol

Board of Trustees

Lizabeth Osborne, President • Seth Goodspeed, Vice President • Annika Pettitt, Secretary
Erin Monaghan • Holly Wasion • Christine Humrichouse

Board of Trustees Meeting Minutes

<https://us02webzoom.us/j/84510234590>

June 11, 2025

Meeting commenced at 6:35 pm

Roll Call

Present:

- Jessie Schafer (Director)
- Elizabeth Osborne (President)
- Seth Goodspeed (Vice President)
- Lisa Kofoed
- Erin Monaghan
- Holly Wasion

Absent:

- Annika Pettitt; Christine Humrichouse

Meeting Agenda and Minutes:

On a motion by Trustee Wasion the agenda for the meeting was unanimously approved.

On a motion by Trustee Goodspeed and seconded by Trustee Wasion the May 2025 minutes were unanimously approved.

Open Forum:

Jessie gave an update of the news from the State Library about what programs will be impacted or lost due to the loss of federal funds.

Financial Condition Report:

Jessie has been keeping a good track of the FY2025 expenses and is on track. On a motion by Trustee Monaghan and seconded by Trustee Osborne the financial condition report was unanimously approved.

Director's Report:

See meeting packet for additional notes

Discussion of the deteriorating conditions of the exterior door to the community room, and the impact to the community use, the trustees encouraged Jessie go ahead with the low bid and have the door replaced. Because the bid is less than \$5,000 the issue did not need a board vote.

Discuss/Approve Library Board officers for 2025-2026

This was tabled until the July 9th meeting in accordance to the bylaws and will be done at the beginning of the meeting.

Next meeting July 9 @6:30 pm

The meeting was adjourned at 7:20 pm

Memo

To: Library Board of Trustees
From: Jessica Schafer, Director
Date: 7/9/2025
Re: Discuss/Approve Library Board officers for 2025-2026

Background

Per the WBPL Board of Trustees bylaws, the library board is to hold officer appointments in July when terms end. Board members may nominate officers and then vote on the slate at the end of the meeting. New officers will take over immediately for the rest of the meeting.

Information

The section in the bylaws outlines the officers as:

- A. The officers of the Board of Trustees shall consist of a President, a Vice President, and a Secretary. Officers shall be elected the first meeting each July and shall hold office for one year. If an office becomes vacant before the term is completed, the Board of Trustees shall elect a successor to serve the remainder of the term. Officers may serve up to three (3) consecutive full terms in the same office, unless the Board of Trustees unanimously approves to extend an officer's consecutive terms beyond the three year maximum.
- B. The duties of the officers shall be as follows:
 - a. The President shall perform all the duties that are articulated on page 58 of the Iowa Library Trustee's Handbook, 2021 as well as those that are specified in the Bylaws.
 - b. The Vice-President, in the absence or disability of the President, shall perform all the duties of the President.
 - c. The city's Financial Officer prepares financial reports in cooperation with the library Director.
 - d. The Secretary shall record all proceedings of the Board of Trustees. All minutes and other records and accounts will be kept in the library. The Secretary shall perform such other duties, as the Board of Trustees shall require.

June 2025					
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 - paper towels for restrooms	\$ 37.00	
			TROUTLEAF NATIVE PLANTS - outdoor plantings	\$ 450.00	
			AMAZON - pest control supplies	\$ 50.08	
			WALMART - paper towel rolls, potting soil	\$ 15.24	
			PLUNKETT'S PEST CONTROL - scheduled pest control	\$ 50.00	
			LYNCH'S EXCAVATING - permanent drainage pipes	\$ 4,991.65	20927
			OASIS ELECTRIC- retrofit light fixtures	\$ 496.40	8396
			AMAZON - urinal mats	\$ 24.99	
			Subtotal	\$ 6,115.36	
Utilities	031-5-4-410-6371		ALLIANT	\$ 513.24	
			Subtotal	\$ 513.24	
Telephone	031-5-4-410-6373		LIBERTY		
			Subtotal	\$ -	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 402.50	1159
			Subtotal	\$ 402.50	
Advertisement/Legal	031-5-4-410-6414	SLP		\$ -	
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		ZOOM - Zoom Pro annual renewal (paid by credit card)	\$ 159.90	INV305649472
			GOOGLE - email and file storage (paid by credit card)	\$ 36.00	5268778736
			LIBRARICA (CASSIE) - computer time management software	\$ 328.20	204269-111R
			MAINSTAY SYSTEMS - firewall upgrade	\$ 3,350.00	2837
			Subtotal	\$ 3,874.10	
Contract Payments	031-5-4-410-6498			\$ -	
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506		AMAZON - laminating sheets, hole punches, paperclips	\$ 51.99	
			AMAZON - pens	\$ 13.18	
			Subtotal	\$ 65.17	
Postage and Shipping	031-5-4-410-6508			\$ -	
			Subtotal	\$ -	
Programs	031-5-4-410-6599		SWANK - annual public performance license (movie showing)	\$ 114.00	3946633
		Youth	AMAZON - youth program supplies	\$ 94.60	
			AMAZON - sensory program supplies	\$ 294.30	
		SLP	DAN KIRK - juggling program	\$ 495.00	
			AMAZON - kids' prizes	\$ 436.86	
			AMAZON - decorations and program supplies	\$ 443.11	
			AMAZON - kids' prizes and program supplies	\$ 179.79	
			AMAZON - kickoff party supplies	\$ 14.67	
			AMAZON - adult program supplies	\$ 70.59	
			WALMART - kickoff party supplies	\$ 113.07	
			Subtotal	\$ 2,255.99	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	18488540
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761			\$ -	
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 90.76	
			BAKER & TAYLOR	\$ 537.52	
		Youth	AMAZON	\$ -	
			BAKER & TAYLOR	\$ 96.82	
		Electronic	KANOPY - streaming video	\$ 22.00	#455046
			OVERDRIVE - ebooks	\$ 4.48	5497CP25173748
			OVERDRIVE - ebooks	\$ 344.27	5497CO25189587
			OVERDRIVE - audiobooks	\$ 482.98	5497CO25189587
		DVD	AMAZON	\$ 19.95	
			WALMART	\$ -	
		Newspaper	PRESS-CITIZEN	\$ 251.02	PC0025266
			ADVANTAGE ARCHIVES - WB Times digitization (JP Morgan grant)	\$ 3,900.00	42687
				\$ -	
			Subtotal	\$ 5,749.80	
			Total	\$ 19,118.18	

July 2025

Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Training/Education	031-5-4-410-6230				
			Subtotal	\$ -	
Building Maintenance	031-5-4-410-6310			\$ -	
			Subtotal	\$ -	
Utilities	031-5-4-410-6371		ALLIANT ENERGY	\$ -	
			Subtotal	\$ -	
Telephone	031-5-4-410-6373		LIBERTY	\$ -	
			Subtotal	\$ -	
Janitorial Services	031-5-4-410-6409		MOPPY MO'S	\$ 420.00	1167
			Subtotal	\$ 420.00	
Advertisement/Legal	031-5-4-410-6414			\$ -	
			Subtotal	\$ -	
Technology services	031-5-4-410-6419		GOOGLE - Drive cloud backup annual subscription (paid by	\$ 19.99	
			GOOGLE - email accounts (paid by credit card)	\$ 36.00	5294358572
			Subtotal	\$ 55.99	
Contract Payments	031-5-4-410-6498				
			Subtotal	\$ -	
Office Supplies	031-5-4-410-6506			\$ -	
			Subtotal	\$ -	
Postage and Shipping	031-5-4-410-6508				
			Subtotal	\$ -	
Programs	031-5-4-410-6599	SLP	DAVID CASAS MAGIC	\$ 375.00	
			THE DEALT HAND	\$ 270.00	000433
			Subtotal	\$ 645.00	
Office Equipment	031-5-4-410-6725		LEAF - copier lease	\$ 142.02	18640197
			Subtotal	\$ 142.02	
Capital Improvements	031-5-4-410-6761				
			Subtotal	\$ -	
Materials	031-5-4-410-6770	Adult	AMAZON	\$ 18.99	
			BAKER & TAYLOR	\$ 471.33	
		Youth	AMAZON	\$ -	
			BAKER & TAYLOR	\$ 57.41	
		Electronic	KANOPY - streaming video	\$ 33.00	458777
			OVERDRIVE - ebooks	\$ -	
			OVERDRIVE - audiobooks	\$ -	
			OVERDRIVE - annual participation and materials fees	\$ -	
		DVD	AMAZON	\$ -	
			WALMART	\$ -	
		Newspapers/Magazines			
			Subtotal	\$ 580.73	
			Total	\$ 1,843.74	

West Branch															
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Expended	Remaining \$
Full-Time Salaries	\$ 7,321.76	\$ 10,982.64	\$ 7,321.76	\$ 7,321.76	\$ 7,321.76	\$ 7,321.76	\$ 11,113.86	\$ 7,452.98	\$ 7,452.98	\$ 7,452.98	\$ 7,452.98	\$ 7,452.98	\$ 96,498.00	\$ 95,970.20	\$ 527.80
Part-Time Salaries	\$ 1,621.80	\$ 2,183.55	\$ 127.50	\$ 165.00	\$ 330.00	\$ 945.00	\$ 2,288.00	\$ 1,450.00	\$ 1,575.00	\$ 1,680.00	\$ 995.00	\$ 1,680.00	\$ 24,804.00	\$ 15,040.85	\$ 9,763.15
Dues/Memberships - 6210	\$ -	\$ -	\$ 60.00	\$ 100.00	\$ -	\$ -	\$ 185.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360.00	\$ 345.00	\$ 15.00
Travel and Conference - 6240	\$ -	\$ 79.00	\$ -	\$ -	\$ 44.22	\$ 22.51	\$ -	\$ -	\$ -	\$ 32.90	\$ -	\$ -	\$ 600.00	\$ 178.63	\$ 421.37
Building Maintenance - 6310	\$ -	\$ 1,326.21	\$ 125.25	\$ 277.83	\$ 136.87	\$ 581.54	\$ 108.52	\$ 296.25	\$ 23.71	\$ 912.15	\$ 2,371.05	\$ 6,115.36	\$ 14,000.00	\$ 12,274.74	\$ 1,725.26
Utilities - 6371	\$ 601.31	\$ 695.36	\$ 661.67	\$ 525.14	\$ 526.52	\$ 450.02	\$ 674.59	\$ 687.93	\$ 537.82	\$ 490.38	\$ 468.95	\$ -	\$ 9,900.00	\$ 6,319.69	\$ 3,580.31
Telephone - 6373	\$ 238.39	\$ 238.72	\$ 238.72	\$ 239.02	\$ 239.02	\$ 239.02	\$ 239.11	\$ 239.11	\$ 239.11	\$ 239.17	\$ 239.17	\$ 513.24	\$ 2,868.00	\$ 3,141.80	\$ (273.80)
Janitorial Expense - 6409	\$ 385.00	\$ 455.00	\$ 350.00	\$ 402.50	\$ 420.00	\$ 367.50	\$ 280.00	\$ 472.50	\$ 367.50	\$ 402.50	\$ 455.00	\$ 402.50	\$ 5,785.00	\$ 4,760.00	\$ 1,025.00
Advertisement/Legal - 6414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ -	\$ 200.00	\$ 75.00	\$ 125.00
Technology Services - 6419	\$ 121.99	\$ 36.00	\$ 321.83	\$ 36.00	\$ 35.75	\$ 4,942.11	\$ 191.63	\$ 36.00	\$ 36.00	\$ 36.00	\$ 1,163.80	\$ 3,874.10	\$ 6,500.00	\$ 10,831.21	\$ (4,331.21)
Contract Payments - 6498	\$ -	\$ 1,870.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129.00	\$ -	\$ -	\$ -	\$ -	\$ 2,400.00	\$ 1,999.00	\$ 401.00
Office Supplies - 6506	\$ -	\$ 51.22	\$ 53.41	\$ 55.22	\$ 91.61	\$ 34.88	\$ 104.08	\$ 62.65	\$ 61.99	\$ 48.28	\$ 2.28	\$ 65.17	\$ 2,000.00	\$ 630.79	\$ 1,369.21
Postage and Shipping - 6508	\$ 144.52	\$ 143.60	\$ 77.37	\$ 100.00	\$ -	\$ 351.27	\$ 100.00	\$ 77.37	\$ 100.00	\$ 100.00	\$ 77.37	\$ -	\$ 1,500.00	\$ 1,271.50	\$ 228.50
Programs (Misc) - 6599	\$ 545.10	\$ 57.80	\$ 60.12	\$ -	\$ 71.44	\$ -	\$ 164.80	\$ 412.16	\$ 374.67	\$ 991.26	\$ 194.07	\$ 2,255.99	\$ 6,200.00	\$ 5,127.41	\$ 1,072.59
Office Equipment - 6725	\$ 451.08	\$ 142.02	\$ 142.02	\$ 331.14	\$ 142.02	\$ 142.02	\$ 279.40	\$ 142.02	\$ 142.02	\$ 356.86	\$ 142.02	\$ 142.02	\$ 3,000.00	\$ 2,554.64	\$ 445.36
Capital Improvements - 6761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
Collections - 6770	\$ 1,892.18	\$ 1,597.95	\$ 2,071.41	\$ 1,655.92	\$ 1,526.00	\$ 1,244.91	\$ 1,211.48	\$ 1,574.62	\$ 1,077.58	\$ 2,284.07	\$ 2,012.40	\$ 5,749.80	\$ 23,100.00	\$ 23,898.32	\$ (798.32)
Library Account total	\$ 13,323.13	\$ 19,859.07	\$ 11,611.06	\$ 11,209.53	\$ 10,885.21	\$ 16,642.54	\$ 16,940.47	\$ 13,032.59	\$ 11,988.38	\$ 15,026.55	\$ 15,649.09	\$ 28,251.16	\$ 201,215.00	\$ 184,418.78	\$ 16,796.22
Operating (non-collections)	\$ 4,109.19	\$ 7,278.48	\$ 2,217.89	\$ 2,231.85	\$ 2,037.45	\$ 8,075.87	\$ 4,615.13	\$ 4,004.99	\$ 3,457.82	\$ 5,289.50	\$ 6,183.71	\$ 15,048.38			\$ 17,066.74
Liability Insurance	\$ -	\$ 7,086.73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,040.00	\$ 7,086.73	\$ (2,046.73)
FICA	\$ 684.21	\$ 1,007.24	\$ 569.90	\$ 572.76	\$ 585.39	\$ 636.65	\$ 1,025.29	\$ 681.11	\$ 690.67	\$ 698.71	\$ 646.30	\$ -	\$ 12,023.00	\$ 7,798.23	\$ 4,224.77
IPERS	\$ 844.26	\$ 1,238.62	\$ 691.16	\$ 691.16	\$ 691.16	\$ 769.99	\$ 1,260.88	\$ 840.44	\$ 852.24	\$ 859.32	\$ 793.24	\$ -	\$ 14,836.00	\$ 9,532.47	\$ 5,303.53
Group Insurance	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,581.18	\$ 1,583.34	\$ 1,582.25	\$ 1,582.25	\$ 1,582.25	\$ 1,582.25	\$ -	\$ 14,074.00	\$ 17,399.42	\$ (3,325.42)
Self Funded Insurance	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 201.84	\$ 247.67	\$ 218.02	\$ -	\$ 1,908.00	\$ 2,282.25	\$ (374.25)
Workers' Comp	\$ 61.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220.00	\$ 171.80	\$ 48.20
General Fund total	\$ 1,844.42	\$ 1,801.42	\$ 1,801.42	\$ 1,801.42	\$ 1,801.42	\$ 1,801.42	\$ 1,803.58	\$ 1,784.09	\$ 1,784.09	\$ 1,829.92	\$ 1,800.27	\$ -	\$ 16,202.00	\$ 19,853.47	\$ (3,651.47)
Library Total Expenditures	\$ 15,167.55	\$ 21,660.49	\$ 13,412.48	\$ 13,010.95	\$ 12,686.63	\$ 18,443.96	\$ 18,744.05	\$ 14,816.68	\$ 13,772.47	\$ 16,856.47	\$ 17,449.36	\$ 28,251.16	\$ 249,316.00	\$ 228,689.68	\$ 37,693.06
Total Annual Income															
Type	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted	Received	Remaining \$
General Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,587.00	\$ -	\$ 226,587.00
Interest Income	\$ -	\$ 276.75	\$ 488.55	\$ -	\$ 248.97	\$ 754.59	\$ -	\$ -	\$ 747.30	\$ -	\$ 250.28	\$ -	\$ 300.00	\$ 2,766.44	\$ (2,466.44)
Rural Library Assistance	\$ -	\$ -	\$ 14,367.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,367.01	\$ -	\$ -	\$ 24,792.00	\$ 28,734.02	\$ (3,942.02)
State Library Funding	\$ -	\$ -	\$ -	\$ 1,827.85	\$ -	\$ 922.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00	\$ 2,750.59	\$ (150.59)
Private Contributions	\$ 430.15	\$ 26.70	\$ 11.35	\$ 65.26	\$ 5.05	\$ 715.75	\$ 50.00	\$ 11.45	\$ 312.30	\$ 71.35	\$ 12,749.00	\$ -	\$ 3,000.00	\$ 14,448.36	\$ (11,448.36)
Fines	\$ -	\$ 52.00	\$ -	\$ 102.29	\$ 119.00	\$ 25.00	\$ -	\$ -	\$ 42.50	\$ -	\$ 59.00	\$ -	\$ 400.00	\$ 399.79	\$ 0.21
Misc Revenues	\$ 95.00	\$ 121.55	\$ 110.20	\$ 305.74	\$ 77.80	\$ 148.50	\$ 17.40	\$ 87.80	\$ 140.40	\$ 90.50	\$ 55.70	\$ -	\$ 1,000.00	\$ 1,250.59	\$ (250.59)
Library Total Income	\$ 525.15	\$ 477.00	\$ 14,977.11	\$ 2,301.14	\$ 450.82	\$ 2,566.58	\$ 67.40	\$ 99.25	\$ 1,242.50	\$ 14,528.86	\$ 13,113.98	\$ -	\$ 258,679.00	\$ 50,349.79	\$ 208,329.21
Total Investments															
Type	July	August	September	October	November	December	January	February	March	April	May	June			
Enlow Building Funds	\$ 11,229.94	\$ 11,353.56	\$ 11,353.56	\$ 11,353.56	\$ 11,602.53	\$ 11,602.53	\$ 11,602.53	\$ 11,602.53	\$ 11,602.53	\$ 11,602.53	\$ 11,852.81	\$ -			
Hansen Donation CD	\$ 59,319.25	\$ 60,397.57	\$ 60,885.05	\$ 60,885.05	\$ 60,885.05	\$ 61,638.56	\$ 61,638.56	\$ 61,638.56	\$ 62,384.81	\$ 62,384.81	\$ 62,384.81	\$ -			
Krouth Principal	\$ 54,637.71	\$ 55,391.01	\$ 56,130.31	\$ 56,130.31	\$ 56,130.31	\$ 56,800.92	\$ 56,800.92	\$ 56,800.92	\$ 57,464.79	\$ 57,464.79	\$ 57,464.79	\$ -			
Krouth Interest Fund	\$ 25,613.69	\$ 25,966.83	\$ 26,313.41	\$ 26,313.41	\$ 26,313.41	\$ 26,627.79	\$ 26,627.79	\$ 26,627.79	\$ 26,939.01	\$ 26,939.01	\$ 26,939.01	\$ -			
Krouth Money Market	\$ 8,522.32	\$ 8,523.39	\$ 8,524.46	\$ 8,524.46	\$ 8,524.46	\$ 8,525.54	\$ 8,525.54	\$ 8,525.54	\$ 8,526.59	\$ 8,526.59	\$ 8,526.59	\$ -			
Margery Gray Estate	\$ 16,353.25	\$ 16,355.29	\$ 16,357.35	\$ 16,357.35	\$ 16,357.35	\$ 16,359.41	\$ 16,359.41	\$ 16,359.41	\$ 16,361.43	\$ 16,361.43	\$ 16,361.43	\$ -			
Library Total Investment	\$ 175,676.16	\$ 177,987.65	\$ 179,564.14	\$ 179,564.14	\$ 179,813.11	\$ 181,554.75	\$ 181,554.75	\$ 181,554.75	\$ 183,279.16	\$ 183,279.16	\$ 183,529.44	\$ -			

June 2024					
Type	Number	Category	Payee	Amount	Invoice #
Dues/Memberships	031-5-4-410-6210				
			Subtotal	\$ -	
Travel/Conference	031-5-4-410-6240		Jessica Schafer (mileage to directors roundtable)	49.58	I-202405282055
			Subtotal	\$ 49.58	
Building Maintenance	031-5-4-410-6310		Amazon (restroom door locka)	\$ 31.53	
			Amazon (sweeper battery/charger, paper towels, baking soda)	\$ 73.41	
			Amazon (fire monitoring panel batteries)	\$ 53.89	
			Beaver Heating & Air Conditioning (air condtioner service)	\$ 200.00	20419
			Oasis Elecric (retrofit LEDs)	\$ 249.60	7989
			Oasis Elecric (install 2 cables for fire monitoring)	\$ 285.69	8017
			Plunkett's Pest Control (scheduled pest control)	\$ 50.00	8604367
			Johnson Controls (fire monitoring control panel dialing)	\$ 1,752.18	51999333
			Walmart (batteries, tape)	\$ 23.39	1656275222
			Subtotal	\$ 2,719.69	
Utilities	031-5-4-410-6371		Alliant	\$ 508.16	I-STMT 6-4-2024
			Subtotal	\$ 508.16	
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
			Amazon (patron Chromebook, laptop cases)	\$ 289.68	
			Subtotal	\$ 485.58	
Contract Payments	031-5-4-410-6498		Librarica (computer time management)	\$ 328.20	204269-110R
			Subtotal	\$ 328.20	
Office Supplies	031-5-4-410-6506		Amazon (disc cleaner, laminating sheets)	\$ 103.69	
			Quill (printer paper, tape)	\$ 110.64	39002951
			Quill (printer paper)	\$ 41.49	39148803
			Subtotal	\$ 255.82	
Postage and Shipping	031-5-4-410-6508		Pitney Bowes (postage meter lease)	\$ 77.37	3319095771
			Pitney Bowes (postage refill)	\$ 100.00	
			Subtotal	\$ 177.37	
Programs	031-5-4-410-6599	SLP	Amazon (decorations, supplies, and prizes)	\$ 519.96	
			iREAD (Illinois Library Association)	\$ 434.78	281782
			Logan Jimenez (Cockatoo encounter program)	\$ 350.00	0000019
			Walmart (prizes)	\$ 78.09	1656275222
			Subtotal	\$ 1,382.83	
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	\$ 66.47	
			Baker & Taylor	\$ 708.79	
		Youth	Amazon	\$ 10.98	
			Baker & Taylor	\$ 306.19	
		Electronic	Kanopy	\$ 38.00	403073
			Overdrive (ebooks)	\$ 94.46	497CO24164049
			Overdrive (ebooks)	\$ 574.98	497CO24181972
			Overdrive (audiobooks)	\$ 400.39	497CO24164049
			Overdrive (audiobooks)	\$ 375.20	497CO24181972
		DVD	Amazon	\$ 68.89	
			Walmart	\$ -	
		Newspaper	Press-Citizen	\$ 227.02	
		Library of Things/Video Games	Amazon	\$ 455.30	
			Amazon (refund)	\$ (49.99)	
			ICPL (lost ILL replacement cost)	\$ 27.00	-STMT 6-21-2024
			Subtotal	\$ 3,326.67	
			Total	\$ 9,882.93	

Library Facilities

• Building/Grounds

- Lynch's Excavating finally installed permanent drainage tile on the west (Poplar Street) side of the building! It involved digging trenches across much of the yard, so the lawn will need to be seeded and some sidewalk replaced. We were able to pay the invoice in FY25 so a budget amendment is not necessary.
- Oasis Electric replaced some more lights with LEDs and it was billed in FY25.
- I accepted the quote for the Community Room door and we're just waiting for an upgraded wifi/keypad lock to arrive. Liberty Doors will be able to install as soon as the lock comes in.

• Technology/Mainstay IT

- Our struggling patron computer (#6) was replaced. The software that prevents users from making changes to the hard drive would not install correctly so Nick has a call in to their help desk. Since that computer is mostly used by kids to play games, we are letting them use it and monitoring usage closely.
- The library's firewall was upgraded, per recommendations from Mainstay. Whenever changes are made to the firewall, the library's IP address changes. This breaks two or three library services that we have to go in and correct. Nick has suggested we talk to our internet service provider about getting a static IP. We'll be contacting them to see how much this costs and if it's feasible for us.




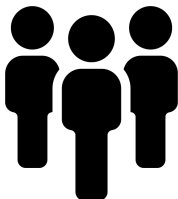
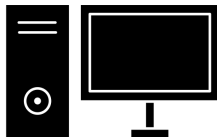


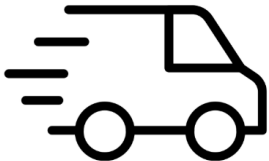


Library Staff/Services

• Summer Library Program update

- **393 registrations**, over 40 more than last year!
- **Brag tags are a hit!** Kids are absolutely loving the game boards and collecting tags, but we quickly figured out that the boards were too easy. We made the boards harder and worth fewer tags, but a lot of kids are still working on their original boards. We have had to order more tags twice, and the Friends of the Library helped pay for the third (and hopefully final) batch.
- **Program attendance has been way, way up from last year.** Families are loving the storytimes and our special events have been drawing big crowds.
- Mary added a **new storytime for older elementary kids** who felt they were too mature for the other storytimes but not old enough for Teen Time.

Upcoming Library Events/Activities

- **STEAM with Ms. Howard** - Wednesday, July 23 at 5-7pm
- **WBPL Book Discussion** - every 3rd Tuesday (June 17) at 7pm
 - June book: *All the Colors of the Dark* by Chris Whitaker
- **Tea/Tee Time** - First and third Monday at 1:30pm
 - Crafts, games, and social fun for adults 18 and over!
- **Summer Library Program** goes until July 31!

June 2025			
<div>Circulation</div> <div></div> <div>2987</div> <div>May: 2343</div> <div>June 2024: 2739</div>	<div>Visitors</div> <div></div> <div>1410</div> <div>May: 1376</div> <div>June 2024: 1232</div>	<div>Computer Use</div> <div></div> <div>309 sessions 253 hours</div> <div>May: 304, 243hrs</div> <div>June 2024: 253 236 hours</div>	<div>Program Attendance</div> <div></div> <div>959</div> <div>May: 482</div> <div>June 2024: 367</div>
<div>Libby Checkouts</div> <div></div> <div>561 audiobooks</div> <div>Last month was 617, a new record</div> <div>378 ebooks</div> <div>While ebook use hasn't skyrocketed like audiobooks, usage is still high in 2025!</div>	<div>Interlibrary Loans</div> <div></div> <div>35 received</div> <div>33 lent to other libraries</div> <div>We borrowed more from other libraries than last month!</div>	<div>Fun stats fact:</div> <div>38 people streamed videos using our Kanopy service in June!</div> <div></div> <div>Kanopy videos are pay-per-use for the library, which means we only pay for what patrons watch. They have movies, documentaries, and kids content. Anyone with a WB library card can access them!</div>	<div>Program Attendance by Age</div> <div></div> <div>915 at Kids & Family Programs</div> <div>31 at Adult Programs</div> <div>BIG ticket: 123 people came to our dinosaur event.</div> <div>Whodunnit: 20 adults registered for the Murder Mystery Party and 19 attended!</div>

2025 Strategic Plan Items

Ongoing

☐ **Increase attendance at adult programs**

- 20 people registered for the Murder Mystery Party, which is more than any single adult program last summer!
- We think using an RSVP system may have helped.

☐ **Tea/Tee Time programs**

- Attendance has been very low, so we are trying a registration system for specific topics.

☐ **Include sensory elements in storytimes and children's activity areas**

- Sensory elements were added to the May activity area (kinetic sand).
- Sensory area was created as part of the Summer Library Program decorations, including seating area and sensory/fidget toys
- We have purchased a light table and sensory table for more upcoming activities.

July

☒ **Add Resources for Seniors to the library website**

- Page was added, including information about large print books, afternoon programs of interest to seniors, technology help, and links to veteran resources.
- More information can be added later.

October

☐ **Community Resource Center in front foyer**

Planning

☐ **Participate in the city-wide strategic planning process**

Memo



To: Library Board of Trustees

From: Jessie Schafer, Library Director

Date: 7/10/2024

Re: Discuss/Approve Review of Borrowing Policies and Equipment Policy

Background

The library is required to review policies at least once every 3 years. The Borrowing Policies were reviewed with minor updates last year, and the Equipment Policy was substantially rewritten and approved last year.

Information

The clarifications to policies made last summer have been working well. No changes to library services have been made that would necessitate further revisions at this time.

We have been following our revamped Equipment Policy (formerly Media Use policy) for a year and it is much more relevant than the prior version.

Both policies are attached below.

Recommendation

No changes are recommended by staff at this time.

Borrowing Policy

Anyone living within West Branch city limits or unincorporated parts of Cedar County will be eligible for a West Branch Public Library card. Other Iowa residents belonging to a participating Open Access library may also register for a card and make use of the West Branch Public Library collection. Service to eligible patrons will not be denied or abridged because of religious, social, racial, or political affiliation, or because of the age, sex, or physical capability of the patron.

Registration

To obtain a local library card, a prospective patron must provide photo identification and proof of current residence. The library staff reserves the right to refuse service to those without adequate identification.

Library users without photo identification, proof of residence, or are under the age of 14 may create an unverified account (referred to as a "Quick Card") which is limited to 3 items on the account at a time. The user must be able to provide their full name, valid address, and phone number to register for a Quick Card.

West Branch School District students may use their Student ID to get a library card with an initial limit of 3 items on their account at a time and access to local card benefits (e.g. access to ebooks). Upon proof of residence, the checkout limit will be lifted.

Materials Check Out

A patron must provide a valid library card number or patron name which can be cross-referenced with library records. Only persons listed on the account will be allowed to check out. The patron assumes the responsibility for the care and return of library materials in accord with established policies. At the discretion of the library staff, a patron may be refused additional materials if it is known that they have not returned overdue items.

Loan Periods

All loans may be renewed for additional periods unless a Reserved Checkout List exists for a given item. The library reserves the right to require an item to be physically present in the library for renewals. Special arrangements may be made with local school faculty or administration to permit longer term use of specified library materials for support of educational programs.

Loan Limitations

Media & Library of Things (DVDs, Games, CDs, Cake Pans etc.): 25 items may be loaned for a 1 week period.

Interlibrary Loans: 4 items may be in a requested or borrowed state at one time. Loans will be for a 3 week period. Items will be returned if not picked up after 1 week.

Electronic equipment (Chromebooks, Wireless Hotspots, etc.): 1 of each item may be loaned for a 1 week period – patron must be age 14 or older, and must have a verified library card (i.e. not a Quick Card)

All other items: 25 items may be loaned for a 3 week period

Collection Access

In accordance with the American Library Association interpretation of the Library Bill of Rights (June 30, 1972) the West Branch Public Library shall afford minors access to all collections.

Overdue Items and Lost Items

Failure to return items is considered theft of city property per the Code of Iowa, Chapter 714.5, Theft of Library materials and equipment. Items which have not been returned for two months or of whom the mailing address is found to be invalid with no further contact information may be turned over to a third-party to attempt return of the items or monetary equivalence.

Overdue Notification

Patrons will be notified that materials are overdue at regular intervals after the due date.

1 week overdue: notification by email, text message, or phone call

3 weeks overdue: postcard sent by mail

6 weeks overdue: letter sent by mail

9 weeks overdue: letter sent by mail

In the event a patron fails to respond to overdue notifications within a reasonable amount of time, the director may choose to consider the overdue item stolen and proceed with the matter as specified by the Code of Iowa Chapter 714.5.

Lost or Destroyed Item Charge

The patron of record will be billed for the current replacement cost of the item. If the item is not available for purchase through normal library options, the charge may be estimated by the librarian, based upon the average cost of a current item similar to the one lost, or based upon the value of the lost item to the collection.

Equipment Policy

The purpose of the Equipment Policy is to help assure that audiovisual and computing equipment is available for patron and staff use. The library collection includes many different media formats and the library seeks to provide equipment to utilize them. To maintain access for the library, designated library media and computing equipment may not be used outside of the library except for library programs. Chromebooks, wireless hotspots, and other equipment specifically added to the circulating collection may be checked out and used outside the library as indicated. Patrons must be 14 years old and have a verified library card in order to check out equipment that leaves the library.

The library equipment is provided for, but not restricted to, the use of library materials. The library is not responsible for damage to personal items or equipment used in conjunction with library equipment. Any data saved on a library device may be erased when the session or time of use has ended. The library is not responsible for any information left on a library device. The library holds no responsibility for the privacy of data entered or saved onto devices, or transmitted over the internet. The library's wireless network is an open network.

The library works to keep equipment in good working order, but is not responsible for the loss of data due to equipment malfunction.

Users are responsible for any damage caused to the library equipment and may be billed for repair or replacement.

Time and use restrictions may be placed to assure that other patrons have access to the media and computing equipment.

Memo



To: Library Board of Trustees
From: Jessie Schafer, Library Director
Date: 7/9/2025
Re: Discuss/Review of ADA Accessibility Checklist Priority 2

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 2: Access to Goods & Services, is included on subsequent pages with summary below.

Information

2025 Assessment - Priority 2: Access to Goods & Services

In general, the accessibility to our goods, services, and work spaces is pretty good. The building is accessible and entrances and approaches are maneuverable. Most of our work spaces can be accessed by wheelchair.

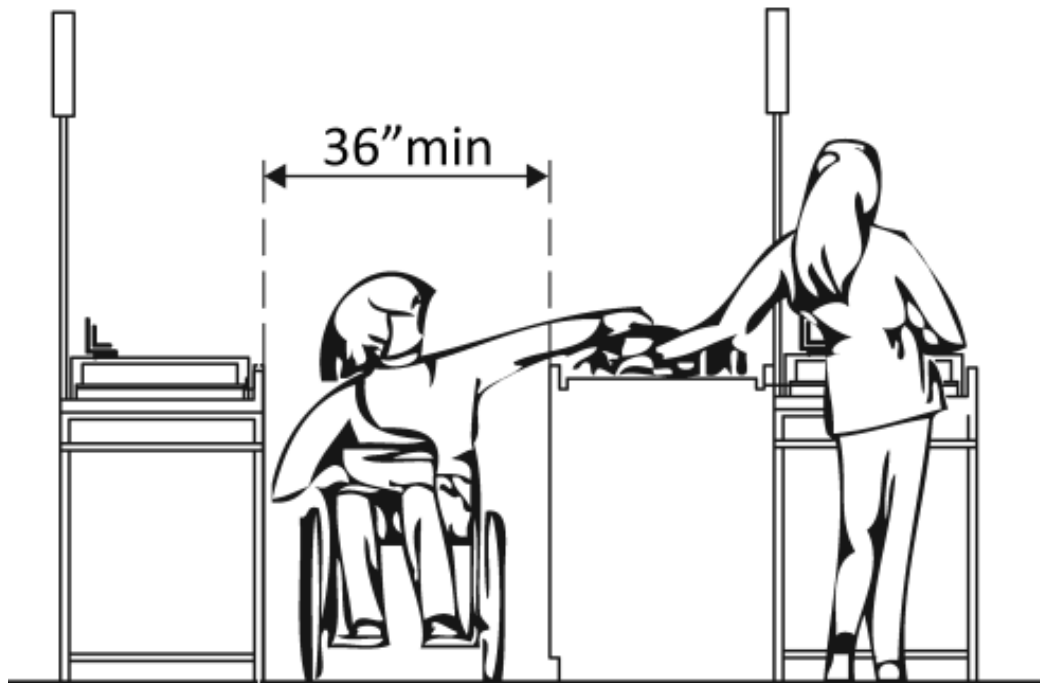
Some problems identified were:

- The sign indicating the community room is on the door and too high up. I will investigate whether it's movable without damaging the door.
- We often have trouble with the adjustment on our automatic doors. Over time, the closing mechanisms loosen up and they close too fast to meet requirements. Upon checking the exterior door, I noticed the closing speed was too fast and I was particularly concerned about how hard it slammed. Fortunately, I was able to do some research and adjust it myself to avoid a service call.
- The height and accessibility of the light switches does not meet requirements around the building. Several of them are behind shelves, but since they are primarily for staff use, rewiring is not a high priority.
- The checkout counter is not properly recessed for forward-approach wheelchair accessibility. This is something to consider when we purchase new furniture, but the space is open enough to allow for a parallel approach.

ADA Checklist for Existing Facilities

Priority 2 – Access to Goods & Services

Based on the 2010 ADA Standards for Accessible Design



Project

Building West Branch Public Library

Location 300 N Downey St; West Branch, IA

Date 7/1/2025

Surveyors Jessica Schafer

Contact Information (319)643-2633

The layout of the building should allow people with disabilities to obtain goods and services and to participate in activities without assistance.



Institute for Human Centered Design
www.HumanCenteredDesign.org

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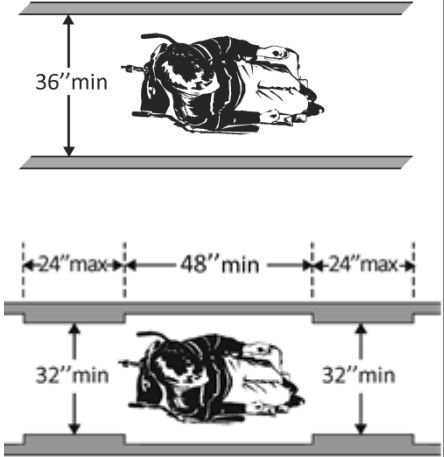
ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

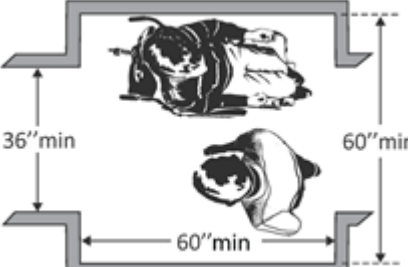
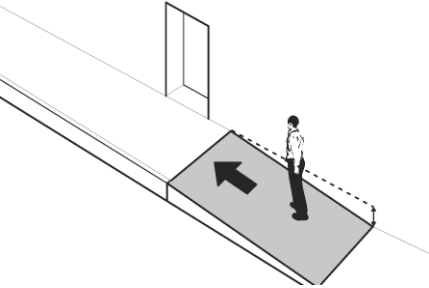
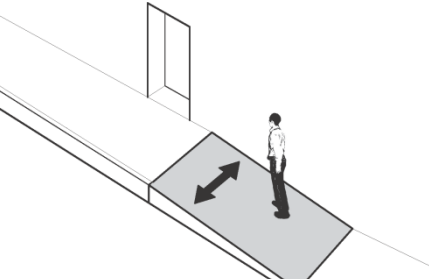

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily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

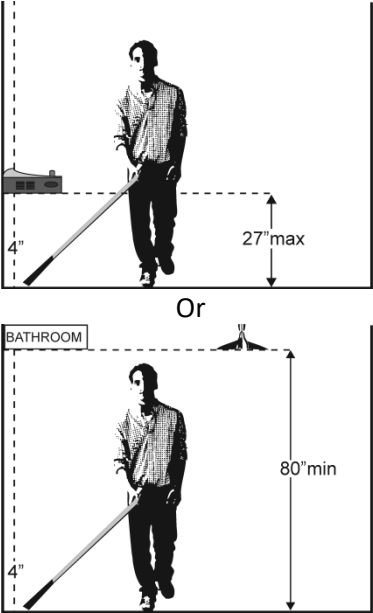
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

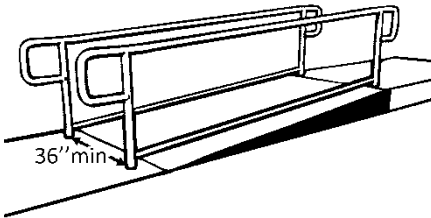
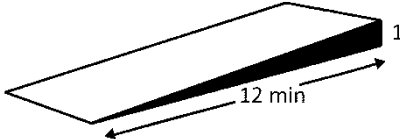
For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

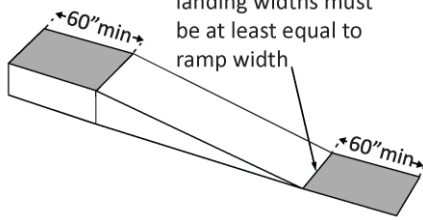
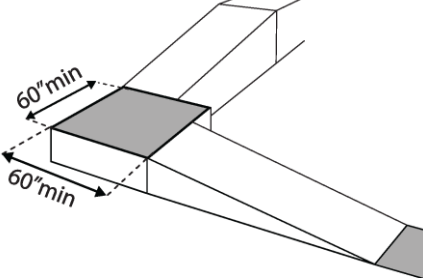
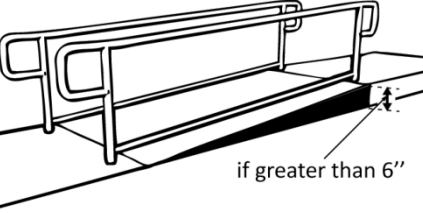
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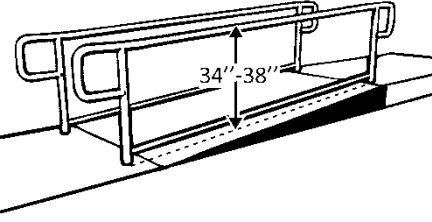
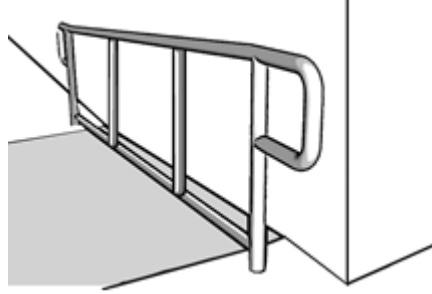
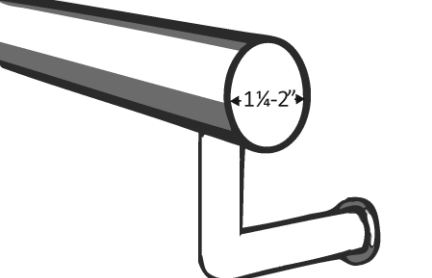
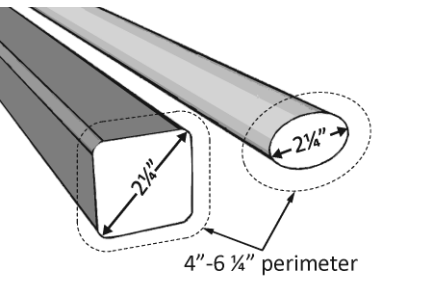
Priority 2 – Access to Goods & Services		Comments	Possible Solutions
2.1 Does the accessible entrance provide direct access to the main floor, lobby and elevator? [See 2010 ADA Standards for Accessible Design – 206.4]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Photo #:	<ul style="list-style-type: none"> • Create accessible route • •
Interior Accessible Route			
2.2 Are all public spaces on at least one accessible route? [206.2.4]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Photo #:	<ul style="list-style-type: none"> • Create accessible route • •
2.3 Is the route stable, firm and slip-resistant? [40.2, 302.1]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Photo #:	<ul style="list-style-type: none"> • Repair uneven surfaces • •
2.4 Is the route at least 36 inches wide? [403.5.1] 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 36"		Photo #: <ul style="list-style-type: none"> • Widen route • •

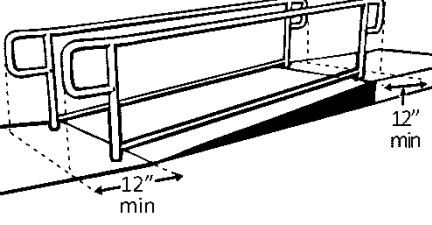
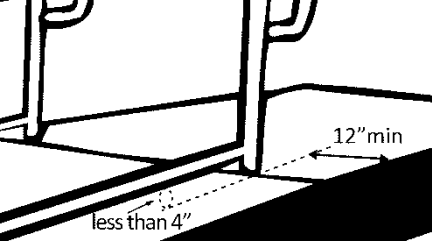
<p>2.5 If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: n/a</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen route for passing space • •
<p>2.6 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 edge protection and handrails.</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 • •
<p>2.7 Is the cross slope no steeper than 1:48? [403.3]</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 • •
<p>2.8 Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path?</p> <p>Or</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: multiple <4"</p>	 <p>Or</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove object • Add tactile warning such as permanent planter or partial walls •

<p>If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor? [307.2]</p> <p>Or</p> <p>Is the bottom leading edge at 80 inches or higher above the floor? [307.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: n/a</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: n/a</p>		<p>Photo #:</p>	
<p>2.9 Are there elevators or platform lifts to all public stories?</p> <p>Note: Vertical access is not required in new construction or alterations if a facility is less than three stories or has less than 3,000 square feet per story, unless the facility is a shopping center, shopping mall, professional office of a health care provider, transportation terminal, state facility or local government facility</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install if necessary • Offer goods and services on an accessible story •

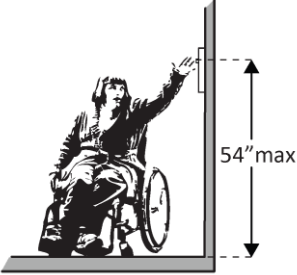
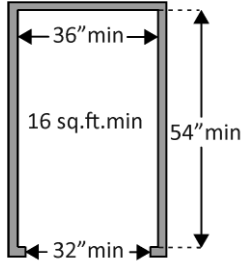
Ramps				
<p>2.10 If there is a ramp, is it at least 36 inches wide? [405.5]</p> <p>Note: If there are handrails, measure between the handrails.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Alter ramp • •
<p>2.11 Is the surface stable, firm and slip resistant? [405.4]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Resurface ramp • •
<p>2.12 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 due to space limitations.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Lengthen ramp to decrease slope • Relocate ramp •

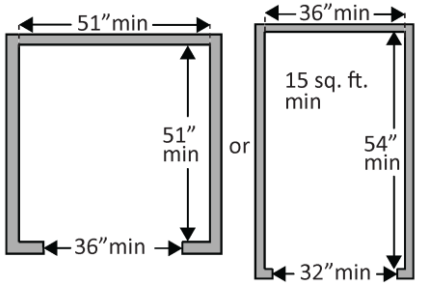
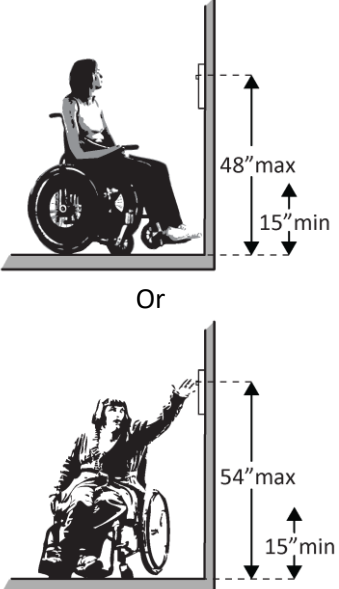
<p>2.13 Is there a level landing that is at least 60 inches long and at least as wide as the ramp:</p> <p>At the top of the ramp?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>At the bottom of the ramp?</p> <p>[405.7.2, 405.7.3]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><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>2.14 Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?</p> <p>[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"> • Increase landing size • •
<p>2.15 If the ramp has a rise higher than 6 inches are there handrails on both sides?</p> <p>[405.8]</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 • •


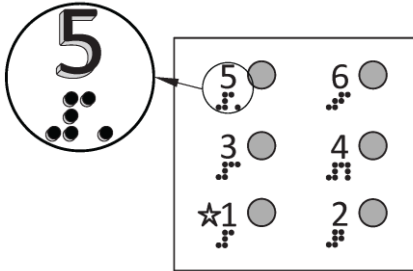
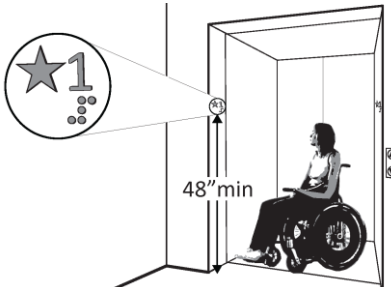
<p>2.16 Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust handrail height • •
<p>2.17 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 more 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>2.18 If the handrail gripping surface is circular, is it no less than 1 1/4 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>2.19 If the handrail gripping surface is non-circular:</p> <p>Is the perimeter no less than 4 inches and no greater than 6 1/4 inches?</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 • •

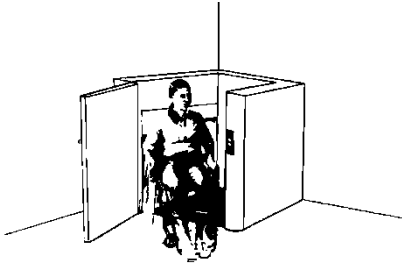
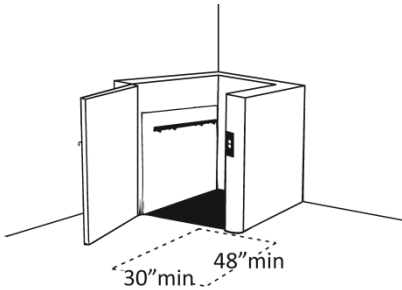
<p>Is the cross section no greater than 2¼ inches? [505.7.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	
<p>2.20 Does the handrail:</p> <p>Extend at least 12 inches horizontally beyond the top and bottom of the ramp?</p> <p>Return to a wall, guard, or landing surface? [505.10.1]</p> <p>Note: If a 12" extension would be hazardous (in circulation path), it is not required.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter handrails • •
<p>2.21 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? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere? [405.9.1, 405.9.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add curb • Add barrier • Extend ramp width • •

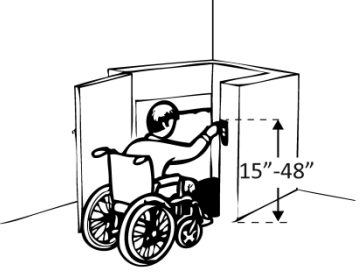
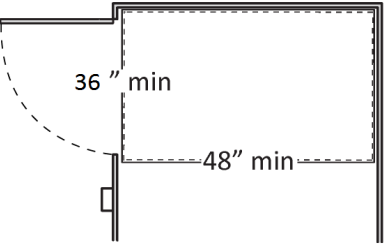
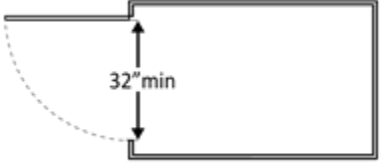
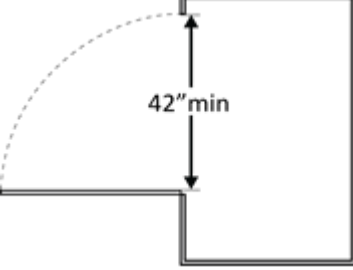
Elevators – Full Size & LULA (limited use, limited application) LULA elevators are often used in alterations.

2.22 If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor? [407.2.1.1]	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Change call button height • •
2.23 If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person? * [407.3.3]	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> * If constructed before 3/15/2012 and manually operated, the door is not required to reopen automatically • Install opener •
2.24 If there is a LULA elevator with a swinging door: Is the door power- operated? <input type="checkbox"/> Yes <input type="checkbox"/> No Does the door remain open for at least 20 seconds when activated? [403.3.2]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No Time:		Photo #:	<ul style="list-style-type: none"> • Add power operated door • Adjust opening time •
2.25 If there is a full size elevator: Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area? Is the door opening width at	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No			<ul style="list-style-type: none"> • Replace elevator • •


<p>least 32 inches? [407.4.1 Exception]</p>	<p>Measurement:</p>		<p>Photo #:</p>	
<p>2.26 If there is a LULA elevator, is the interior:</p> <p>At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches?</p> <p>Or</p> <p>At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches?</p> <p>[408.4.1 Exceptions 1 and 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"> • Replace elevator • •
<p>2.27 If there is a full size or LULA elevator, are the in-car controls:</p> <p>No less than 15 inches and no greater 48 inches above the floor?</p> <p>Or</p> <p>Up to 54 inches above the floor for a parallel approach?</p> <p>[408.4.6, 407.4.6.1]</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"> • Change control height • •

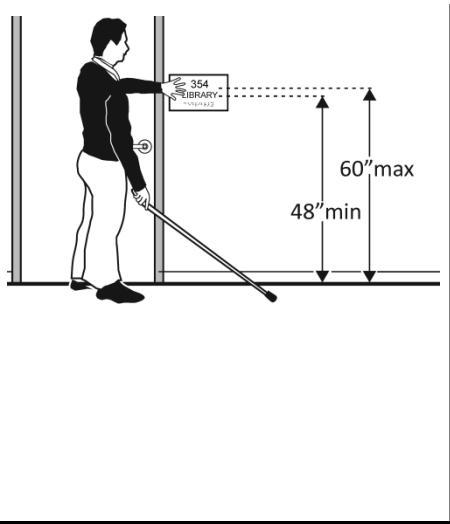
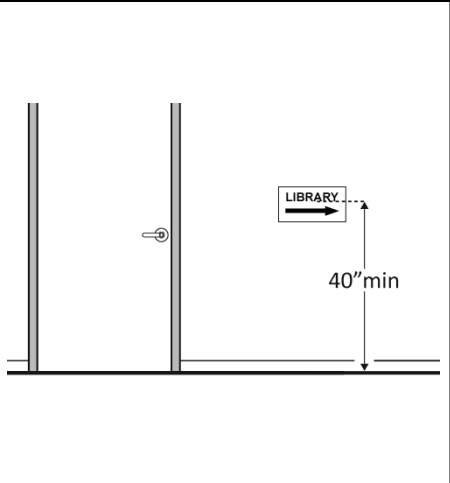
<p>2.28 If there is a LULA elevator, are the in-car controls centered on a side wall? [408.4.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure controls • •
<p>2.29 If there is a full size or LULA elevator:</p> <p>Are the car control buttons designated with raised characters?</p> <p>Are the car control buttons designated with Braille?</p> <p>[407.4.7.1, 703.2]</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"> • Add raised characters • Add Braille •
<p>2.30 If there is a full size elevator, are there audible signals which sound as the car passes or is about to stop at a floor? [407.4.8]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install audible signals • •
<p>2.31 If there is a full size or LULA elevator:</p> <p>Is there a sign on both door jambs at every floor identifying the floor?</p> <p>Is there a tactile star on both jambs at the main entry level?</p> <p>Do text characters contrast</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</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"> • Install signs • Change sign height • •

<p>with their backgrounds?</p> <p>Are text characters raised?</p> <p>Is there Braille?</p> <p>Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*</p> <p>[407.2.3, 408.2.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</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>	<p>* If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required</p>
<p>Platform Lifts</p>				
<p>2.32 If a lift is provided, can it be used without assistance from others?</p> <p>[410.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure so independently operable • •
<p>2.33 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift?</p> <p>[410.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove obstructions • •

2.34 Are the lift controls no less than 15 inches and no greater than 48 inches above the floor? [410.5]	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Change control height • •
2.35 Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift? [410.3]	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Replace lift • •
2.36 If there is an end door, is the clear opening width at least 32 inches? [410.6]	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Alter door width • •
2.37 If there is a side door, is the clear opening width at least 42 inches? [410.6]	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Alter door width • •

Signs "Tactile characters" are read using touch, i.e. raised characters and Braille.

<p>2.38 If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: [216.2]</p> <p>Do text characters contrast with their backgrounds? [703.5]</p> <p>Are text characters raised? [703.2]</p> <p>Is there Braille? [703.3]</p> <p>Is the sign mounted: On the wall on the latch side of the door? [703.4.2]</p> <p>Note: Signs are permitted on the push side of doors with closers and without hold-open devices.</p> <p>With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?*[703.4.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Community room sign is on door</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 8"</p>		<ul style="list-style-type: none"> • Install tactile sign • Relocate sign • <p>*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required</p>
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<p>So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor? *</p> <p>[703.4.1]</p> <p>Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement: Restrooms: 55" Community room door: 65"</p>		<p>Photo #:</p>	<p>*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation not required</p>
<p>2.39 If there are signs that provide direction to or information about interior spaces:</p> <p>Do text characters contrast with their backgrounds? *</p> <p>[703.5.1]</p> <p>Is the sign mounted so that characters are at least 40 inches above the floor? *</p> <p>[703.5.6]</p> <p>Note: Raised characters and Braille are not required.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement: Juvenile book signage is 36", everything else is at least 40"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install signs with contrasting characters • Change sign height •

Interior Doors – to classrooms, medical exam rooms, conference rooms, etc.

2.40 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?
[404.2.3]

☒ Yes ☐ No

Measurement:
33" minimum

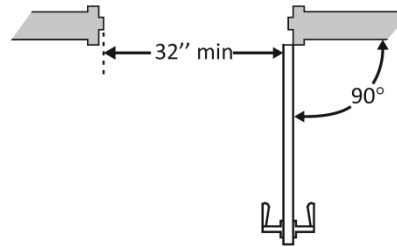


Photo #:

- Install offset hinges
- Alter the doorway
-

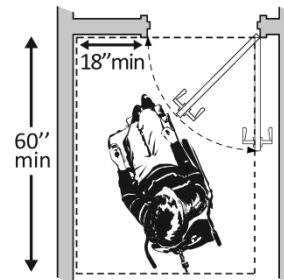
2.41 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth?

Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door.

On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)?
[404.2.4]

☒ Yes ☐ No

Measurement:
31" clearance
& 75" depth

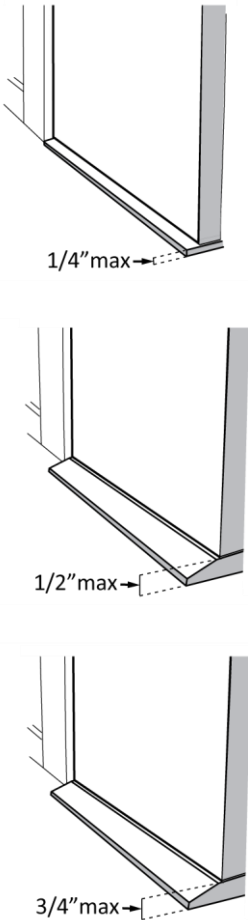
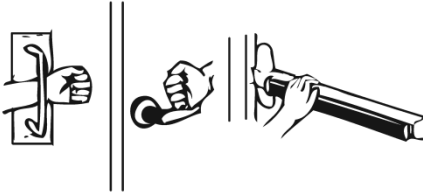


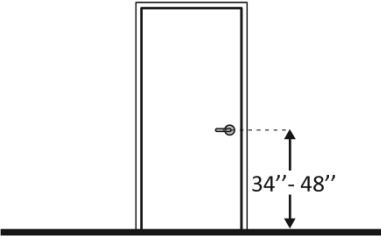
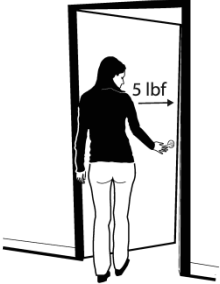
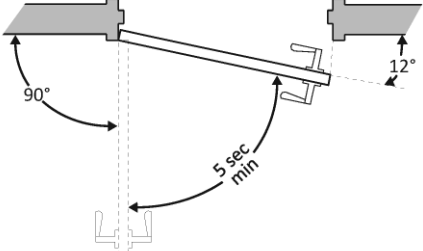
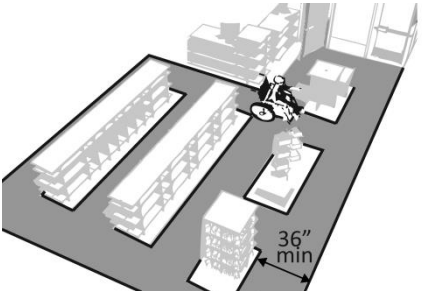
☒ Yes ☐ No


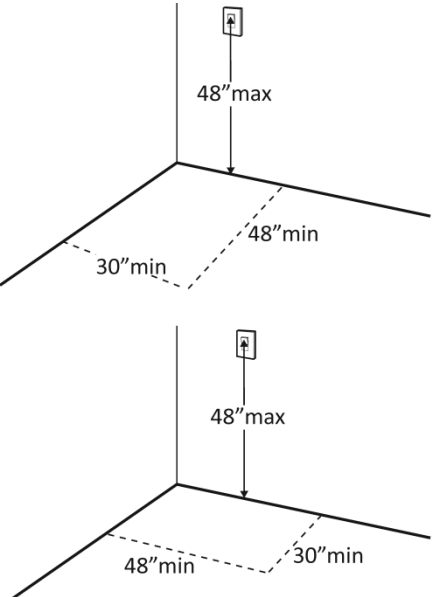
Measurement:
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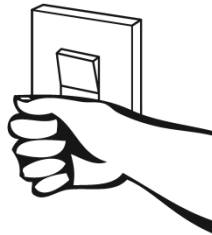
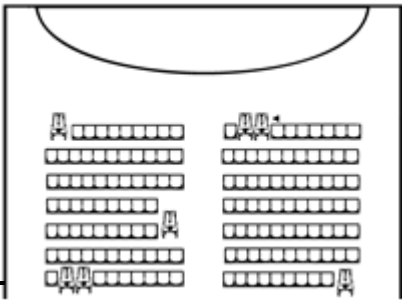
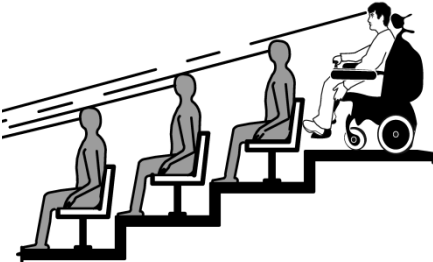
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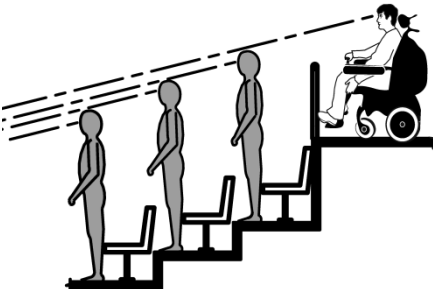

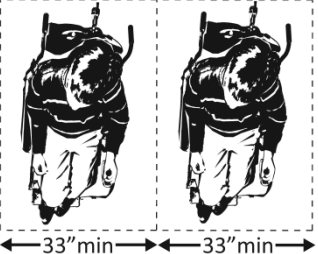
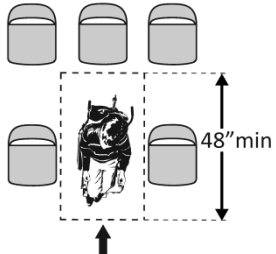
- Remove obstructions
- Reconfigure walls
- Add automatic door opener

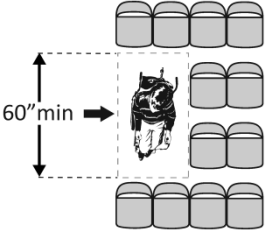
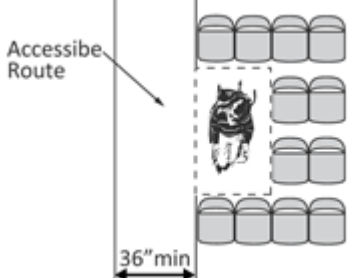
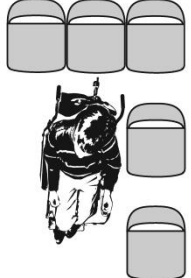
<p>2.42 If the threshold is vertical is it no more than ¼ inch high?</p> <p>Or</p> <p>No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?</p> <p>Or</p> <p>No more than ¾ inch high with 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>1/4" max →</p> <p>1/2" max →</p> <p>3/4" max →</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove or replace threshold • •
<p>2.43 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><input checked="" 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"> • Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •

2.44 Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: various - 37"-47"		Photo #:	<ul style="list-style-type: none"> • Change hardware height • •
2.45 Can the door be opened easily (5 pounds maximum force)? [404.2.9] Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers
2.46 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? [404.2.8.1]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Measurement: exterior door 5 sec interior doors 4 sec		Photo #:	<ul style="list-style-type: none"> • Adjust closer • •
Rooms and Spaces – stores, supermarkets, libraries, etc.				
2.47 Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide? [403.5.1]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 41" min		Photo #:	<ul style="list-style-type: none"> • Rearrange goods, equipment and furniture • •


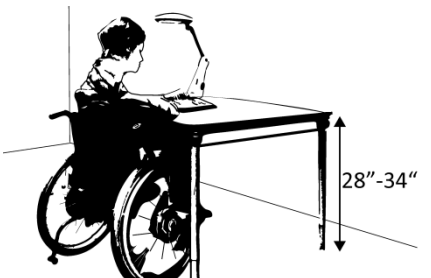
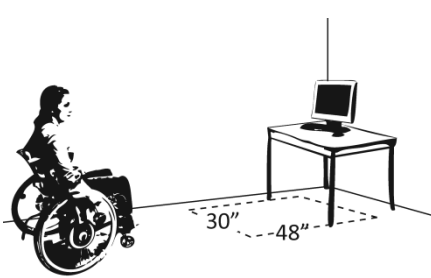
2.48 Are floor surfaces stable, firm and slip resistant? [302.1]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Change floor surface • •
2.49 If there is carpet: Is it no higher than ½ inch? Is it securely attached along the edges? [302.2]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 1/8" <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Replace carpet • •
Controls – light switches, security and intercom systems, emergency/alarm boxes, etc.				
2.50 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [305.3] Are the operable parts no higher than 48 inches above the floor? * [309.3, 308]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Measurement: some switches blocked <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Measurement: many higher than 48" varying		Photo #:	<ul style="list-style-type: none"> • Change height of control • • <p>*If constructed before 3/15/2012 and a parallel approach is provided, controls can be 54 inches above the floor</p>

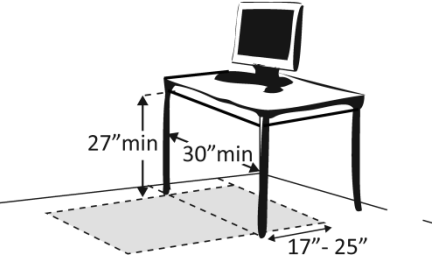
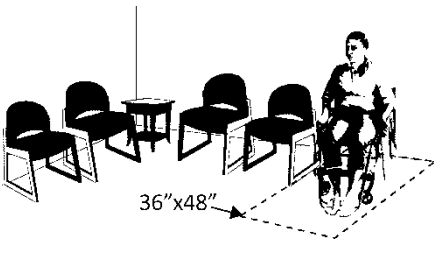
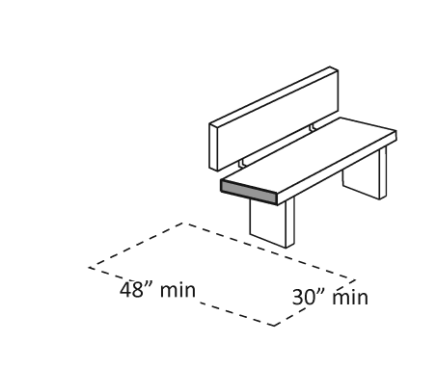
<p>2.51 Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist? [309.4]</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace control • • 												
<p>Seating: Assembly Areas – theaters, auditoriums, stadiums, theater style classrooms, etc.</p>																
<p>2.52 Are an adequate number of wheelchair spaces provided? [221.2.1]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Total #: Wheelchair #:	<table border="1"> <thead> <tr> <th># of Seats</th> <th>Wheelchair Spaces</th> </tr> </thead> <tbody> <tr> <td>4 - 25</td> <td>1</td> </tr> <tr> <td>26 - 50</td> <td>2</td> </tr> <tr> <td>51 - 150</td> <td>4</td> </tr> <tr> <td>151 - 300</td> <td>5</td> </tr> <tr> <td colspan="2">300+ see 2010 Standards 221.2.1.</td> </tr> </tbody> </table>	# of Seats	Wheelchair Spaces	4 - 25	1	26 - 50	2	51 - 150	4	151 - 300	5	300+ see 2010 Standards 221.2.1.		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to add wheelchair spaces • •
# of Seats	Wheelchair Spaces															
4 - 25	1															
26 - 50	2															
51 - 150	4															
151 - 300	5															
300+ see 2010 Standards 221.2.1.																
<p>2.53 Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities? [221.2.3]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to disperse wheelchair spaces • • 												
<p>2.54 Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.1.1, 802.1.1.2]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter for line of sight • • 												

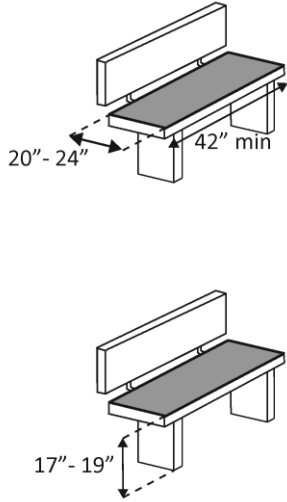
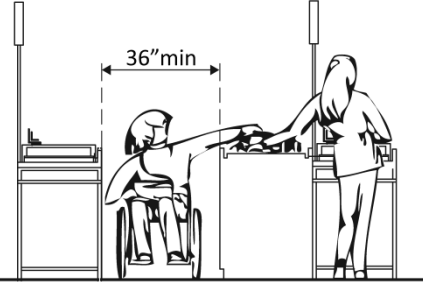
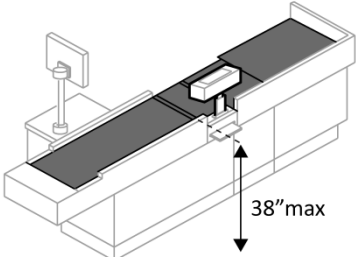
2.55 Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.2.1, 802.1.2.2]	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Alter for line of sight • •
2.56 If there is a single wheelchair space, is it at least 36 inches wide? [802.1.2]	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Alter space • •
2.57 If there are two adjacent wheelchair spaces, are they each at least 33 inches wide? [802.1.2]	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Alter spaces • •
2.58 If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep? [802.1.3]	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Alter space • •

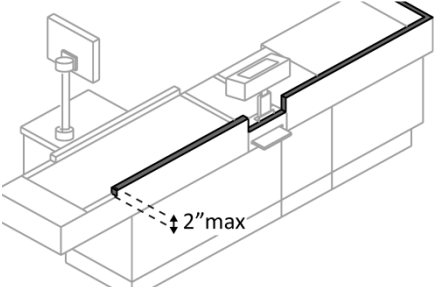
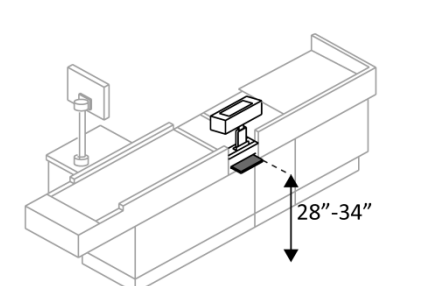

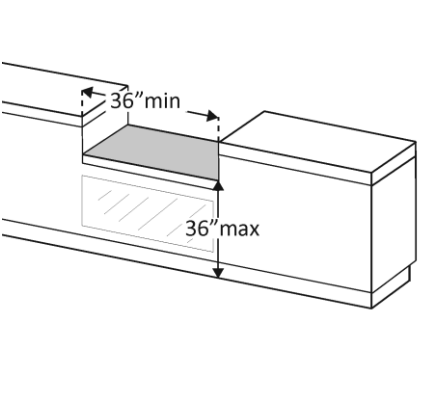
2.59 If the wheelchair space can only be entered from the side, is it at least 60 inches deep? [802.1.3]	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Alter space • •
2.60 Do wheelchair spaces adjoin, but not overlap, accessible routes? [802.1.4]	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Alter spaces • •
2.61 Is there at least one companion seat for each wheelchair space? [221.3]	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Add companion seats • •
2.62 Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair? [802.3.1]	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Alter seating • •
2.63 Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area? [802.3.2]	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Add equivalent seating • •

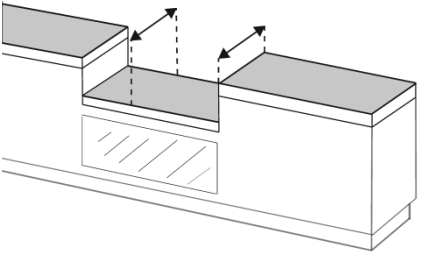
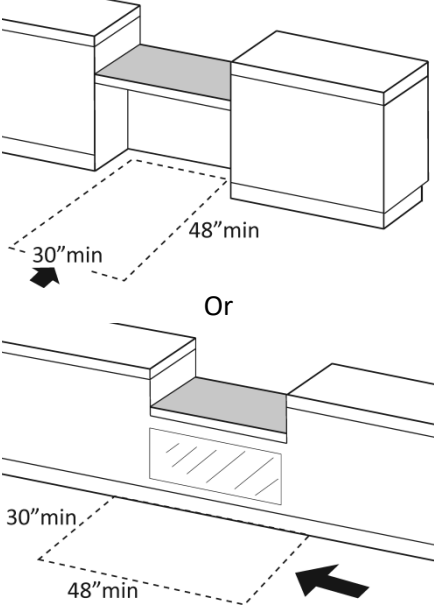
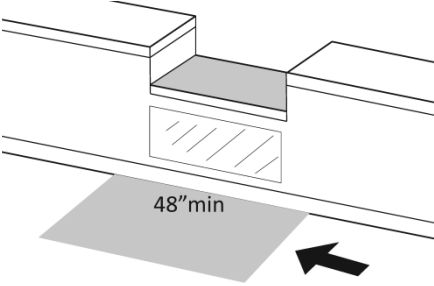
Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) and non-employee work surfaces (libraries, conference rooms, etc.)

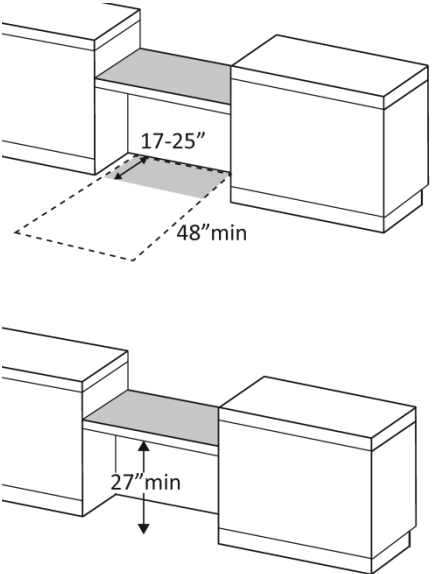
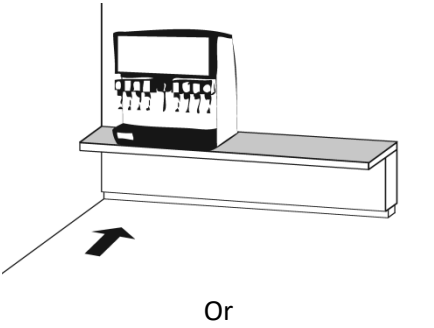
2.64 Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs? [226.1]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Total #: 34 Wheelchair #: 21		Photo #:	<ul style="list-style-type: none"> • Alter to provide accessible spaces • •
2.65 Is there a route at least 36 inches wide to accessible seating? [403.5.1]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Widen route • •
2.66 At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor? [902.3] Note: If for children, the top should be no less than 26 inches and no greater than 30 inches above the floor.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 28"		Photo #:	<ul style="list-style-type: none"> • Alter surface height • •
2.67 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? [305.3] Does it extend no less than 17 inches and no greater than 25 inches under the surface?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 30"x50"+ <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 25"			<ul style="list-style-type: none"> • Alter table or work surface • Add accessible table or work surface •

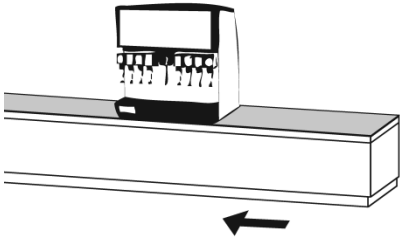
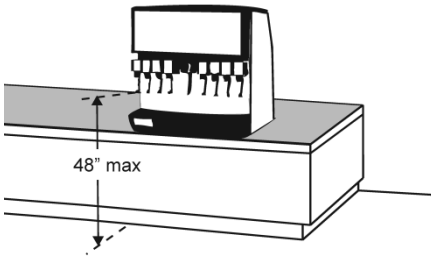
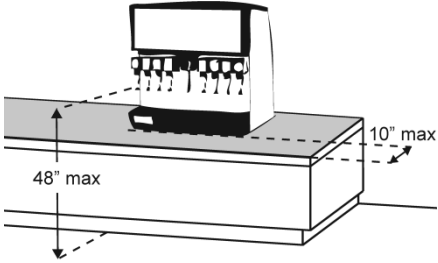
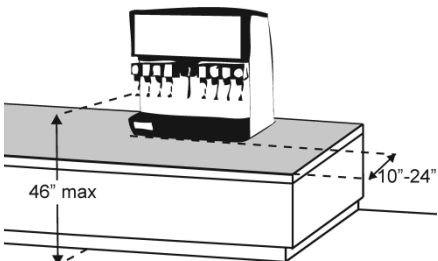
<p>Is there knee space at least 27 inches high and at least 30 inches wide? [306.2, 306.3]</p> <p>Note: If for children, the knee space may be 24 inches high.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 28" & 34"</p>		<p>Photo #:</p>	
<p>Seating: General – reception areas, waiting rooms, etc.</p>				
<p>2.68 Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair? [802.1.2, 802.1.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Move furniture and equipment to provide space • •
<p>Benches – In locker rooms, dressing rooms, fitting rooms This section does not apply to any other benches.</p>				
<p>2.69 In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench? [222.1, 803.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add bench • •
<p>2.70 Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench?</p> <p>Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>			<ul style="list-style-type: none"> • Move bench • Replace bench • Affix bench to wall • •

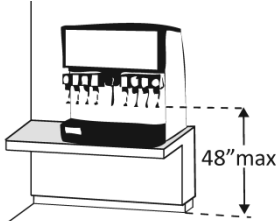
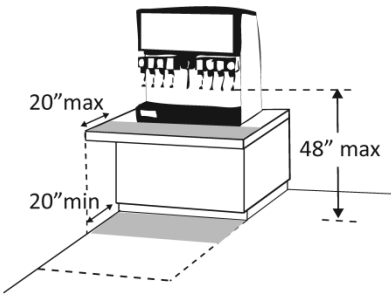
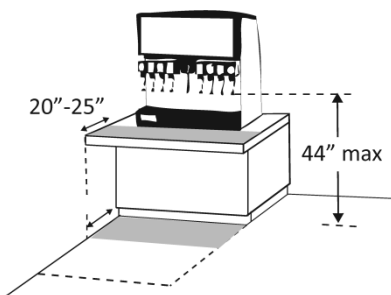
<p>Does the bench have back support or is it affixed to a wall?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor?</p> <p>[903]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	
<p>Check-Out Aisles – supermarkets, large retail stores, etc.</p>				
<p>2.71 Is the aisle at least 36 inches wide?</p> <p>[904.3.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen aisle • •
<p>2.72 Is the counter surface of at least one aisle no higher than 38 inches above the floor?</p> <p>[904.3.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower counter • •

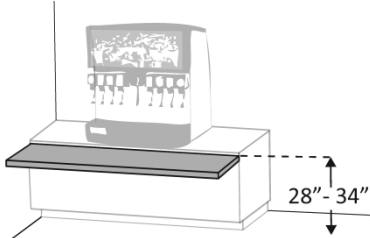
2.73 Is the top of the counter edge protection no higher than 2 inches above the counter surface? [904.3.2]	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Lower edge protection • •
2.74 If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.3.3]	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Alter check writing surface • •
2.75 If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle? [216.11]	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Add sign • •
Sales & Service Counters – banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.				
2.76 Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long? [904.4.1]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 32" <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 49"		Photo #:	<ul style="list-style-type: none"> • Lower section of counter • Lengthen section of counter •

2.77 Does the accessible portion of the counter extend the same depth as the counter top? [904.4]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Measurement: angled		Photo #:	<ul style="list-style-type: none"> • Alter accessible portion • •
2.78 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [904.4]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Parallel Measurement: open space <input type="checkbox"/> Forward Measurement: open space		Photo #:	<ul style="list-style-type: none"> • Reconfigure to provide a parallel or forward approach • •
2.79 For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter? [904.4.1]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • If a parallel approach is not possible, a forward approach is required • •

<p>2.80 For a forward approach:</p> <p>Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? [306.2.2, 306.2.3]</p> <p>Is there at least 27 inches clearance from the floor to the bottom of the counter? [306.3.1]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement: 3"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 30"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide knee clearance • •
<p>Food Service Lines – in cafeterias, salad bars, eat-in fast food establishments, etc.</p>				
<p>2.81 Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach? [904.5.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Forward</p> <p><input type="checkbox"/> Parallel</p>			<ul style="list-style-type: none"> • Reconfigure to provide approach • •

			Photo #:	
2.82 If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1]	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •
2.83 If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1]	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •
2.84 If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor? [308.3.2]	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •

<p>2.85 If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.2.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •
<p>2.86 If there is an obstruction no deeper than 20 inches with a forward approach:</p> <p>Does clear floor space extend under the obstruction that is at least the same depth as the obstruction?</p> <p>Is the shelf or dispensing device no higher than 48 inches above the floor? [904.5.1]</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"> • Reconfigure to provide knee space • Lower shelf and/or dispensing device •
<p>2.87 If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach:</p> <p>Does clear floor space extend under the obstruction that is at least the same depth as the obstruction?</p> <p>Is the shelf or dispensing device no higher than 44 inches above the floor? [904.5.1]</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"> • Reconfigure to provide knee space • Lower shelf and/or dispensing device •

<p>2.88 If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.5.2]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:		Photo #:	<ul style="list-style-type: none"> • Reconfigure • •
	<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"> • • •
	<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"> • • •
	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • • •