

**Fort Dodge Public Library  
Board of Trustees  
Meeting Agenda  
Monday, October 28, 2024  
Board Room  
3:30 p.m.**

- I. Call to Order/Determination of Quorum
- II. Agenda Approval
- III. Approval of Minutes
- IV. Comments/Questions from the Public
- V. Bills & Financial Reports
- VI. Communications/Board Education
- VII. Committee Reports
- VIII. Director's Report
- IX. Old Business
- X. New Business
  - a. Library Assistant I Job Description
  - b. ADA Checklist Priority 1 – Approach & Entrance
- XI. Adjournment

Next Meeting: Monday, November 25, 2024 3:30 p.m.

# **Fort Dodge Public Library Board of Trustees**

## **Meeting Minutes**

September 23, 2024

### **I. Call to order/Roll Call**

President Merrily Dixon called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:38 p.m. on September 23, 2024 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), James Kramer, Sheryl Griffith, Merrily Dixon, and Brittney Hindman.

### **II. Approval of Agenda**

A motion to approve the agenda was made by Kramer and seconded by Griffith. Motion carried.

### **III. Approval of Minutes**

A motion to approve the August meeting minutes was made by Griffith and seconded by Kramer. Motion carried.

### **IV. Comments/Questions from the Public**

#### **V. Bills and Financial Reports**

- A. Kramer moved payments in the amount of \$3,783.97 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.
- B. Kramer moved payments in the amount of \$7,392.65 to be approved in the City Funds Accounts. Griffith seconded. Motion carried.

### **VI. Communications/Board Education**

The Board went over the annual report for the library.

### **VII. Committee Reports**

- A. Foundation – No meeting.
- B. Friends – Four new members will be needed next summer. The book store is doing well. Friends will set up a Venmo & Square account as payment methods.

### **VIII. Directors Report**

#### **Building**

- Woodruff Construction has finished all concrete work and are just waiting on the stair railings.
- Troy Brandt is investigating the pressurization issue causing difficulty with opening the outside doors.

#### **Annual Report**

- The FY24 annual report has been submitted. A copy is in this month's board packet.

#### **Programming**

- Fall Storytime registration begins September 19<sup>th</sup>. They will be held on Wednesdays at 10:30 a.m. and Thursdays at 4:00 p.m. through November 7<sup>th</sup>.
- The Children's Dept. Fall Open House will be October 23<sup>rd</sup> from 3:45 p.m. to 5:00 p.m.

- Brown Bag Briefings return Thursdays in October.
- There will be another speed puzzle competition in partnership with the Green Dragon Bookshop on October 19<sup>th</sup>. Erika is also planning another puzzle swap in November.

#### Monies

- The library received a second check from the Hillesland Trust for \$14,027.76.
- On September 12<sup>th</sup> Schmidt accepted a check on behalf of the FDPL Foundation from the estate of Bonnie Barnett for \$133,761.32.

#### Misc.

- Schmidt will be in a daylong strategic planning session on September 26<sup>th</sup> with the other city department heads. They will then meet with the city council on October 7<sup>th</sup> to discuss the priorities before a final plan is drafted.
- Erika will attend the Iowa Library Association Conference in Des Moines on October 10<sup>th</sup> & 11<sup>th</sup>.
- Schmidt will attend a Space Planning Workshop on October 21<sup>st</sup> in Spencer.

### **IX. Old Business**

- A. Five-Year Plan Revision – The proposed revised plan includes a section entitled Update that explains the reasons FDPL is choosing to amend/revise the original plan and the new goals, objectives, and activities for the next year. A motion to approved the revised plan was moved by Griffith and seconded by Hindman. Motion carried.

### **X. New Business**

- A. Programming Policy Revision – minor wording changes. A motion to approve the revised policy was moved by Kramer and seconded by Dixon. Motion carried.
- B. Confidentiality and Library User Records Policy Revision – minor wording changes. A motion to approve the revised policy was moved by Kramer and seconded by Dixon. Motion carried.
- C. Exam Proctoring Policy Revision - minor wording changes. A motion to approve the revised policy was moved by Kramer and seconded by Dixon. Motion carried.

### **XI. Adjournment**

Kramer moved a motion to adjourn. Seconded by Hindman. The motion carried. The meeting was adjourned at 4:19 p.m.

**FDPL Memorial Account  
Ending October 31, 2024**

<b>Accounts</b>	<b>Beginning Balance</b>	<b>October Income</b>	<b>October Expense</b>	<b>YTD Expense</b>	<b>Remaining Balance</b>	<b>% Expended</b>
Children's Programming	8,026.41		130.47	4,872.36	7,895.94	38%
Adult Programing	1,247.55		50.94	611.12	1,196.61	34%
YA Programming	1,749.06			14.38	1,749.06	1%
Magazine/Newspapers	2,176.56			1,041.11	2,176.56	32%
General Donations & Gifts	2,922.63	685.00	486.61	2,968.61	3,121.02	49%
Donation Box	4,037.90	506.25	496.20	543.04	4,047.95	12%
Vend Print	10,567.44	132.08	210.53	234.52	10,488.99	2%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	2,125.62	255.85	249.28	1,003.43	2,132.19	32%
Interlibrary Loan	3,873.54			43.99	3,873.54	1%
Library Cards	464.55	7.00	464.55	464.55	7.00	99%
Administrative Programming	629.55			-	629.55	0%
Ann Smeltzer Charitable Trust	5,376.52			193.68	5,376.52	3%
Maxine Hillesland Trust	58,173.69			9,060.81	58,173.69	13%
Dolores Schermer Estate	8,584.72		3,252.00	3,584.70	5,332.72	40%
	<b>112,745.10</b>	<b>1,586.18</b>	<b>5,340.58</b>	<b>24,636.30</b>	<b>108,990.70</b>	<b>18%</b>
Scharfenberg Monies	707,991.25			-	707,991.25	0%

**Fort Dodge Public Library**  
**Gift Memorial - Checks for Approval**

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor#</u>	<u>Amount</u>	<u>Line Item</u>
4950	10/23/2024	WellsFargoVisa# 4739,3327,2989 adult prg snacks, ch prg supp, books	070440	\$ 313.49	\$50.94 Adult Prg, \$130.47 Ch Prg (Friends), \$132.08 vendprint
4951	10/23/2024	Amazon Capital Services DVDs, replacement books, ipad	002348	\$ 859.19	\$40.69 L&P, \$496.20 donation \$299.00 Schermer, \$23.30 general gift
4952	10/28/2024	Meescan self c/o license & branded app	130537	\$ 2,953.00	Schermer
4953	10/28/2024	Plasticards, Inc library cards	002248	\$ 543.00	\$464.55 Library cards \$78.45 Vendprint
4954	10/28/2024	Ingram gifts/memorials, L&P	056900	\$ 655.41	\$446.82 general gifts, \$208.59 L&P
4955	10/28/2024	Paraclete Press gift book	001719	\$ 16.49	general gifts
				\$ 5,340.58	

# Accounts Payable Invoice Report

G/L Date Range 10/01/24 - 10/31/24  
 Report By Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
<b>Vendor 747 - ACCESS SYSTEMS</b>									
37647240	copier lease	Edit		10/11/2024	11/25/2024	10/28/2024			308.82
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		\$308.82
<b>Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC</b>									
01014444	misc bldg supp	Edit		10/21/2024	11/20/2024	10/28/2024			282.00
			Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals			Invoices	1		\$282.00
<b>Vendor 27800 - DOORS, INC.</b>									
353320	key	Edit		10/14/2024	11/13/2024	10/28/2024			8.00
			Vendor 27800 - DOORS, INC. Totals			Invoices	1		\$8.00
<b>Vendor 1874 - ECHO GROUP, INC.</b>									
S010879667.001	ballast	Edit		10/18/2024	11/12/2024	10/28/2024			35.34
			Vendor 1874 - ECHO GROUP, INC. Totals			Invoices	1		\$35.34
<b>Vendor 130515 - FORT DODGE FIBER</b>									
100124	internet services	Edit		10/01/2024	11/13/2024	10/28/2024			55.00
			Vendor 130515 - FORT DODGE FIBER Totals			Invoices	1		\$55.00
<b>Vendor 40455 - FRONTIER COMMUNICATIONS</b>									
100724	line charge	Edit		10/07/2024	10/31/2024	10/28/2024			74.25
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		\$74.25
<b>Vendor 73975 - MIDAMERICAN ENERGY</b>									
558757835	electricity charges	Edit		10/10/2024	11/01/2024	10/28/2024			3,413.06
			Vendor 73975 - MIDAMERICAN ENERGY Totals			Invoices	1		\$3,413.06
<b>Vendor 88000 - PITNEY BOWES, INC.</b>									
1026296525	postage machine ink	Edit		10/22/2024	11/21/2024	10/28/2024			91.29
			Vendor 88000 - PITNEY BOWES, INC. Totals			Invoices	1		\$91.29
<b>Vendor 88500 - PLUMB SUPPLY</b>									
S100642280.001	filters 24x24x2	Edit		10/01/2024	11/20/2024	10/28/2024			119.49
S100666231.001	misc bldg supp	Edit		10/15/2024	11/20/2024	10/28/2024			23.77
S100667243	misc bldg supp	Edit		10/15/2024	11/20/2024	10/28/2024			10.43
			Vendor 88500 - PLUMB SUPPLY Totals			Invoices	3		\$153.69
<b>Vendor 90670 - QUILL CORP.</b>									
40999922	misc office supp	Edit		10/09/2024	11/08/2024	10/28/2024			178.54
			Vendor 90670 - QUILL CORP. Totals			Invoices	1		\$178.54
<b>Vendor 92060 - RESERVE ACCOUNT</b>									
PB102024	postage account	Edit		10/17/2024	10/29/2024	10/28/2024			1,000.00
			Vendor 92060 - RESERVE ACCOUNT Totals			Invoices	1		\$1,000.00
<b>Vendor 96432 - SECURITY EQUIPMENT, INC</b>									
889498	commercial monitoring	Edit		10/15/2024	11/14/2024	10/28/2024			134.16
			Vendor 96432 - SECURITY EQUIPMENT, INC Totals			Invoices	1		\$134.16
<b>Vendor 2253 - WOODRIVER ENERGY LLC</b>									
417979	#6323	Edit		10/11/2024	10/26/2024	10/28/2024			642.58
			Vendor 2253 - WOODRIVER ENERGY LLC Totals			Invoices	1		\$642.58
<b>Vendor 115700 - WOODRUFF CONSTRUCTION LLC</b>									

# Accounts Payable Invoice Report

G/L Date Range 10/01/24 - 10/31/24

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
24-095	replace staff stairs/repair sidewalk transitions	Edit		10/02/2024	10/29/2024	10/28/2024			29,400.00
		Vendor	<b>115700 - WOODRUFF CONSTRUCTION LLC</b>	Totals		Invoices	1		<u>\$29,400.00</u>
				Grand Totals		Invoices	16		<u>\$35,776.73</u>

## **Director's Report – October 2024**

### **Budget**

- At the strategic planning session with the city council on Monday, October 7<sup>th</sup> council members indicated they are willing to allocate \$550,000.00 from the sale of GO Bonds in 2025 for the remodel of the Library. They will most likely be sold sometime in late summer/early fall 2025 so we will need to start planning soon.
- While we haven't gotten a schedule yet for the FY26 budget process, we have been notified that we can now access the budget worksheets in Tyler Tech and HR is working on personnel costs for each department. I hope to have our initial FY26 proposal done so you can review it at the board meeting in November.

### **Programming**

- We started circulating titles as part of the Lucky Day collection in late August. We have added information to our website about the collection and there was also a post to our Facebook page. We will continue to monitor our holds and add titles as needed.
- We joined and launched the Library Speakers Consortium this month. They create and stream two to three live, interactive, bestselling author events per month. Patrons simply have to register for the event they're interested in and they are sent a reminder and a link for that event. We also have the right to screen events at the Library if we want and past programs are archived so patrons can access them "on-demand" at their convenience. All events are listed on our calendar and there is a link on our website where patrons can view and register for upcoming events as well as browse and access past events.

### **Accreditation Update**

- The lead person at the State Library who oversees the accreditation process is retiring in December so they have decided to defer accreditation applications for one year. This means we will have an extra year added to our current cycle. Our accreditation will now expire June 30, 2026 so we will need to reapply by the end of February 2026.
- Before learning that our accreditation would be extended until June 2025, I had completed the ADA Checklist for Existing Facilities (Priority 1: Approach & Entrance) for Board approval in compliance with Standard 80. Standard 80 states that the library board and director should review at least one of the four ADA checklists every three years. Since your review/approval this month would fall within the three years requirement, I would recommend that you move forward with it this month.

### **Miscellaneous**

- On Monday, October 21<sup>st</sup> I attended the Space Planning workshop sponsored by the State Library. It was very interesting and not only gave me some valuable insight in to things we should do/consider when we remodel, it also gave me some ideas on how we can better market our collections to help promote circulation.



- Our new Meescan self-checkout has been ordered. I chose to purchase the branded app for self-checkout on Internet enabled devices so that will take the team a few weeks to design. We hope to be able to debut it in early December.
- I am thinking about applying for an ALA Libraries Transforming Communities Grant. The purpose of the grant is to help small and rural libraries better serve people with disabilities in their communities. I would like to be able to provide a quiet space where neurodivergent individuals who are feeling overwhelmed could go to decompress while visiting the Library. There are a number of companies that make prefabricated meeting spaces that would work and I've talked to several already to learn more about their products. I would also like to chat with several of the other Iowa libraries that were previously awarded monies through this grant to see if they have any insights on the process.

### **Job Descriptions**

- Library Assistant I: reformatted to match new city job descriptions layout, updated to include new pay grade and job number, revised to reflect current job duties

## **Summer Reading Program Statistics 2024**

### ***Children's Services Department***

- # of Children Registered for Reading Logs: 1,141 (115 early literacy logs)
- # of Family Literacy Program Participants: 572
- # of People Attending Tuesday Adventures Programs: 1,895 (9 programs)
- # of Entries in the Look and Find Game (Lounging Legos): 1,964
- # of Entries in the Summer Estimation Jar Contest: 1,793
- # of Attendees at Summer Storytimes: 238 (8 sessions)
- # of Entries in the Summer Art Contest: 249
- # of Entries in the Graphic Novel Challenge: 798
- # of Grab 'n Go Activity Sheets Given Out: 1,940
- # of Kids Playing with Magna Tiles: 290
- # of Entries in the Summer Finale Drawings (August): 471
- # of LEGOS Added to the Table: 21,100 (3,517 cups with 6 LEGOS each)
- Total # of Participants in Summer Reading Programs: 11,351 (w/o LEGO cups)
- Total # of Participants in Summer Reading Programs: 14,868 (w/ LEGO cups)

### ***Adult Services Department***

- Number of Adults Participating in SRP: 64
- Number of Reading Logs Returned: 454
- Number of Hours Read by Adults: 1,816
- Number of Entries in the Price Is Right (Library Edition) Contest: 136
- Number of Entries in the Where Is OzWorld? Contest: 178
- Number of In Person Programs/Attendance: 5 / 66

### ***Teen Services Department***

- Number of Teens Registered for SRP: 56
- Number of Reading Logs Returned: 358
- Number of Hours Read by Teens: 1,432
- Number of Entries in the Where Is OzWorld? Contest: 125
- Number of Entries in the Price Is Right (Library Edition) Contest: 74
- Number of Entries in the Up Close in the Library Contest: 74
- Number of In Person Programs/Attendance: 3 / 20

**Ending October 31, 2024**

**FDPL Foundation Fund**

	<b>YTD Budget</b>	<b>October Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
228 Advertising	5,313.22	445.00	1,105.00	4,653.22	4,208.22	21%
248 Adult Programming	11,152.67		749.65	10,403.02	10,403.02	7%
____Young Adult Programming	4,200.80		568.71	3,632.09	3,632.09	14%
260 Technology	60,425.20	1,063.92	12,050.19	49,438.93	48,375.01	20%
268 Audio/Visual Materials	15,225.71		-	15,225.71	15,225.71	0%
278 Staff Development	5,279.51	392.30	1,661.45	4,010.36	3,618.06	31%
301 Building Supplies	2,901.69	562.71	1,118.86	2,345.54	1,782.83	39%
321 Operating Supplies	2,223.87	116.53	845.60	1,494.80	1,378.27	38%
610 Adult Materials	73,667.20		-	73,667.20	73,667.20	0%
620 Children Materials	46,135.50		-	46,135.50	46,135.50	0%
640 Young Adult Materials	21,483.81	1,044.81	3,780.92	18,747.70	17,702.89	18%
Fawkes Monies	31,049.31	319.12	2,222.63	29,145.80	28,826.68	7%
	<b>279,058.49</b>	<b>3,944.39</b>	<b>24,103.01</b>	<b>258,899.87</b>	<b>254,955.48</b>	<b>9%</b>

**FDPL-F Deardorf**

	<b>YTD Budget</b>	<b>October Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
510 Adult Materials	22,544.95	5,412.30	18,232.14	9,725.11	4,312.81	81%
520 Children's Materials	9,205.02	1,255.94	4,652.04	5,808.92	4,552.98	51%
540 Young Adult Materials	42.83		-	42.83	42.83	0%
568 Adult Audio/Visual Materials	39,674.89	3,660.55	6,120.76	37,214.68	33,554.13	15%
570 Childrens' Audio/Visual Materials	7,494.62		13.12	7,481.50	7,481.50	0%
Children's Department Enhancement	1,540.07		-	1,540.07	1,540.07	0%
Public Access Computers	312.12	90.00	315.00	177.12	87.12	72%
Games Programs Project	30.58		-	30.58	30.58	0%
FD Writers' Workshop	1,823.30		-	1,823.30	1,823.30	0%
Public Art Monies	9,489.66		3,624.68	5,864.98	5,864.98	38%
	<b>92,158.04</b>	<b>10,418.79</b>	<b>32,957.74</b>	<b>69,709.09</b>	<b>59,290.30</b>	<b>36%</b>

**FDPL-F AXY Fdn Grant**

	<b>YTD Budget</b>	<b>October Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
670 AXY Grant	4,657.46		249.90	4,407.56	4,407.56	5%
	<b>4,657.46</b>		<b>249.90</b>	<b>4,407.56</b>	<b>4,407.56</b>	<b>5%</b>

GENERAL FUND

	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Received</b>
<b>Revenues</b>	<b>912,553</b>	<b>34,527</b>	<b>100,051</b>	<b>10.96%</b>
<b>GENERAL REVENUES</b>				
(41005) PROPERTY TAX, PUBLIC LIBRARY	554,508	33,939	34,783	6.27%
(43915) WEBSTER CO- LIBRARY	142,000	0	25,091	17.67%
(44810) LIBRARY CHARGES, FEES	5,000	270	2,009	40.17%
(46010) INTEREST - LIBRARY	1,500	318	1,640	109.32%
(49110) LIBRARY EMPL BENEFITS REIMB	209,545		36,529	17.43%
	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Expended</b>
<b>Expenses</b>	<b>912,553</b>	<b>68,833</b>	<b>229,874</b>	<b>25.19%</b>
<b>PERSONNEL SERVICES</b>				
(6100) ALL PERSONAL SERV	595,608	44,502	144,714	24.30%
(6129) FICA CONTRIB	36,929	2,679	8,721	23.61%
(6130) MEDICARE CONTRIBUTION	8,637	627	2,039	23.61%
(6131) CITY CONTRIB FOR IPERS	55,478	4,201	13,638	24.58%
(6137) GROUP INSURANCE	108,501	9,431	29,069	26.79%
<b>CONTRACTUAL SUPPLIES &amp; SVCS</b>				
(6207) PROFESSIONAL FEES	1,000	0	338	33.80%
(6249) POSTAGE	1,500	0	0	0.00%
(6251) FREIGHT	150	0	0	0.00%
(6259) MAINTENANCE CONTRACTS	23,000	309	10,182	44.27%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	102	441	4.41%
(6268) INTERNET SERVICES	3,000	55	1,415	47.15%
(6271) TELEPHONE SERVICE	800	74	222	27.80%
(6277) TRAVEL MEALS LODGING	450	0	0	0.00%
(6281) GAS/ELECTRICITY COMBINED	55,000	6,491	16,500	30.00%
<b>COMMODITIES</b>				
(6301) BUILDING SUPPLIES	7,500	362	1,066	14.21%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	0	1,530	30.59%

Sept

<b>CAPITAL PROJECTS</b>	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Expended/Received</b>
<b>BUILDING FUND</b>				
Revenues				
(46024) BOND PROCEEDS	550,000	0	0	
Expenses				
(6431) BUILDING RENOVATION	586,693	-	0	0.00%
<b>PUBLIC LIBRARY STATE GRANT</b>				
Revenues				
(43377) STATE GRANT, PUBLIC LIBRARY	3,000	0	0	0.00%
Expenses				
(6480) BOOKS, ADULT	3,000	0	0	0.00%
<b>ENRICH IOWA FUNDS</b>				
Revenues				
(43379) ENRICH IOWA GRANT	7,000	0	0	0.00%
Expenses				
(6480) BOOKS, ADULT	7,000	0	0	0.00%

# Library Assistant I

## Description of Work

### General Duty Statement

Provides direct customer service to the public and performs clerical duties necessary to ensure efficient operations and continuous workflow of the Fort Dodge Public Library. Performs other duties as assigned.

### Distinguishing Features of the Class

Delivers high-quality customer service by interacting with the public, addressing basic inquiries, and referring patrons to librarians as needed. Performs routine circulation duties and other frontline tasks to assist the public using a computerized ILS. Assists with processing items, repairing damaged materials, weeding items, and conducting an inventory of materials when requested. Assists with promotion of the Library's services, materials, and programs through positive interactions with the public, routine updating of bookrivers on the website, and maintaining library book displays.

### Supervision

Works under supervision of the Adult/Teen Services or Children's Services Librarians.

### Supervision Exercised

None.

### Essential Functions & Competencies

- Provides excellent customer service to all members of the community, inclusive of all races, genders, sexual orientations, religions, abilities, ages, national or ethnic origins, languages, citizenship status, socioeconomic status, and political affiliations.
- Performs circulation duties including, but not limited to, issuing/updating library cards, checking materials in/out, placing holds, notifying patrons about overdue/lost/damaged materials, issuing computer passes and processing new materials.
- Uses a multi-line telephone system to answer basic questions from the public, conduct general library business, and to route calls to other library departments and employees.
- Assists individuals using library equipment, including the self-checkout and ScanEZ workstation.
- Assists individuals with directional and specific title/author questions when appropriate.
- Demonstrates an ability to be organized and prioritize work with general direction.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively to provide high quality seamless customer service.
- Maintains patron privacy and confidentiality according to library policies.
- Explains, interprets and applies library policy.
- Shelves library materials when needed.
- Assists implementing special projects as needed or assigned.

### Required Knowledge, Skills, and Abilities

- Excellent customer service skills, both in person and over the phone, demonstrating effective listening, tact, patience, and courtesy.
- Ability to work under general supervision.
- Interpersonal communication skills necessary to successfully interact with the public and fellow staff members in a positive and effective manner, including conflict resolution skills, social perceptiveness, patience, and courtesy.

**Note:** This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

- Demonstrates proficiency utilizing computer systems, Microsoft Office (e.g., Word and Excel), various software applications associated with department services, and a wide range of office equipment, which may include a facsimile, photocopier, multi-line telephone system, and computer printers. Willing to quickly learn and apply new skills and knowledge brought about by rapidly changing information and/or technology.
- Demonstrates a solid understanding of standard library principles including intellectual freedom, freedom of speech, copyright, patron confidentiality, censorship, and other issues.
- Demonstrates basic proficiency in utilizing a wide range of resources, including print and non-print materials, computerized databases, internet sources, digital communications, ILS systems, and other library tools and related hardware.
- Ability to understand and follow oral and/or written instruction, policies, procedures, and instructions.
- Time management skills with the ability to work efficiently in a fast-paced office environment with frequent interruptions, multi-task (i.e., answer phones, greet public, return to task before interruption), taking appropriate initiative to complete a wide variety of duties and responsibilities with accuracy and speed.
- Ability to anticipate, analyze, make decisions, and systematically act within library policy limits to solve customer service problems.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to foster a spirit of teamwork and support when interacting with staff and others.

**Essential Physical & Mental Abilities** *(Requires the following with or without reasonable accommodation.)*

- Clarity of speech and hearing or other capabilities which allow the employee to communicate effectively with staff and the general public.
- Visual acuity sufficient to read and review written correspondence, with necessary depth perception, color distinction, peripheral, and distance vision. Ability to view a computer screen for extended periods.
- Manual dexterity which permits the employee to operate office equipment and other similar devices used in the performance of the job.
- Ability to rapidly and accurately coordinate hand-eye movements to make precise adjustments and manipulate small objects.
- Sufficient personal mobility which permits the employee to frequently move about to perform required job functions. May involve prolonged periods of standing, walking, moving about to assist patrons and organize materials.
- Sedentary to light/medium work involving intermittent standing, walking, balancing, and sitting.
- Frequent grasping, bending, stooping and reaching, above and below shoulder level, to shelve and retrieve books and other materials at varying heights.
- Occasionally climb ladders or step stools to retrieve and shelve materials at various heights.
- Ability to lift and carry books, materials, and equipment weighing up to 25 pounds.
- Ability to occasionally push and pull objects, such as loaded book carts, with light to medium force (20-35 pounds).
- Maintain mental capacity permitting the use of good judgment to make sound decisions and ensure safety in the performance of the job.
- Emotional intelligence that allows one to be an engaged team member who motivates and influences others; personal courage and resilience to deal with a wide range of challenges.

**Note:** This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

- Must be open and honest in all communication.
- Majority of work is performed in an office setting, but some children's program activities may be performed outdoors.
- Regular, dependable attendance at the designated time and place, during normal business hours and days of operation. Ability to work evenings and weekends.

### **Minimum Qualifications**

- High school diploma or GED, preferably supplemented by some college level coursework and some direct customer service experience.
- Must pass a post-employment offer background check, physical examination and drug screen.
- Must be able to effectively communicate (orally, in person, over the telephone, and in writing using electronic devices and handwriting) in English with others.

### **Preferred**

- Previous library experience.
- Experience in the public sector.
- Familiarity with library classification systems (e.g., Dewey Decimal System).
- Fluency in a language other than English a plus.

Approved 10/28/2024

**Note:** This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.



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## ADA Checklist for Existing Facilities

# Priority 1 – Approach & Entrance

Based on the 2010 ADA Standards for Accessible Design



**Project Accreditation 2025**

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**Building Fort Dodge Public Library**

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**Location 424 Central Ave Fort Dodge IA 50501**

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**Date 10-04-2024**

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**Surveyors Rita Schmidt**

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**Reviewed by Library Board 10-28-2024**

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**Contact Information Rita Schmidt**

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**[rschmidt@fortdodgeiowa.org](mailto:rschmidt@fortdodgeiowa.org)**

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



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

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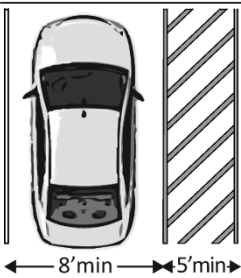
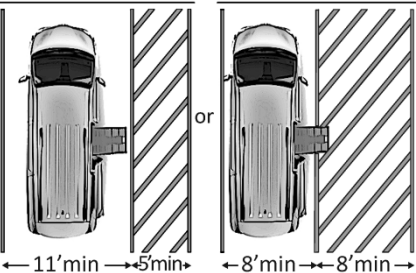
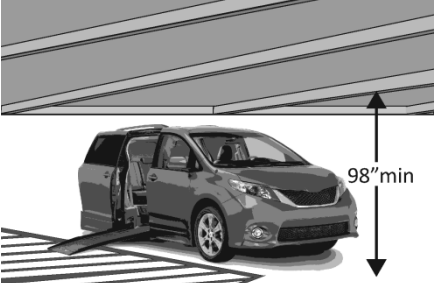
This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily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

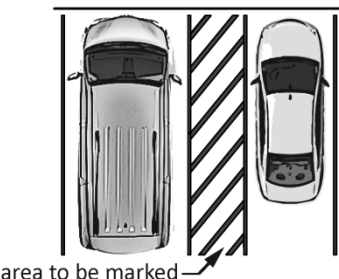

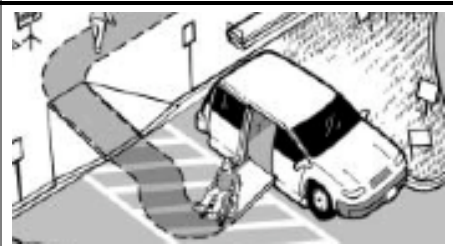
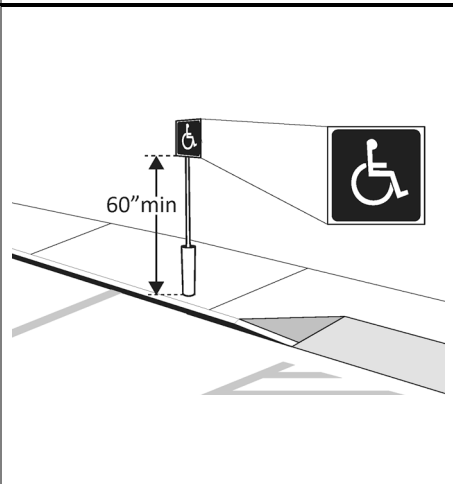
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or [ADAinfo@NewEnglandADA.org](mailto:ADAinfo@NewEnglandADA.org)



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

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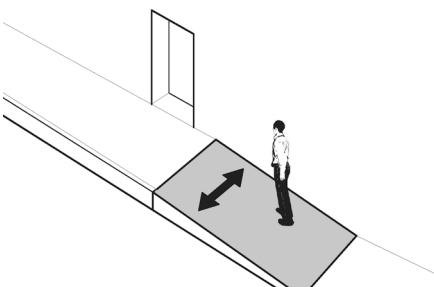
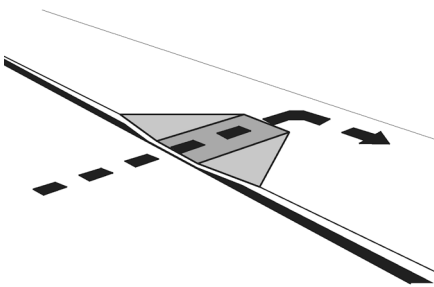
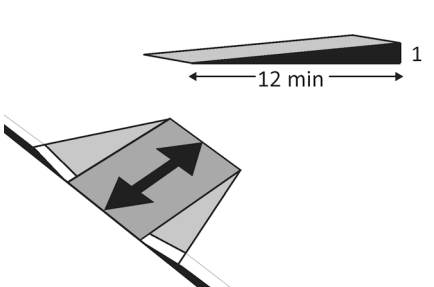
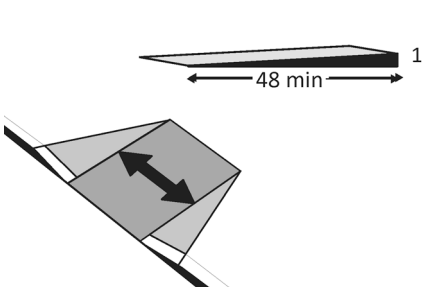
Priority 1 – Approach & Entrance		Comments	Possible Solutions												
<p><b>1.1</b> Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks and public transportation stops) that does not require the use of stairs? [See 2010 ADA Standards for Accessible Design – 206.2.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, location of route:</p>	<p>All routes are flat.</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Add a ramp</li> <li>• Regrade to 1:20 maximum slope</li> <li>• Add a lift if site constraints prevent other solutions</li> </ul>												
<p><b>Parking</b> Accessible parking spaces should be identified by size, access aisle and signage.</p>															
<p><b>1.2</b> 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 #:100 Accessible #: 6</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>3 on south side of building 3 on north side of building</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Reconfigure by repainting lines</li> <li>•</li> <li>•</li> </ul>
Total Spaces	Accessible Spaces														
1 - 25	1														
26 - 50	2														
51 - 75	3														
76 - 100	4														
100+ see 2010 Standards 208.2															
<p><b>1.3</b> 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"> <li>* If constructed before 3/15/2012, parking is compliant if at least 1 in every 8 accessible spaces is van accessible</li> <li>• Reconfigure by repainting lines</li> </ul>												

<p><b>1.4</b> 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: 8' wide space 5'4" wide access aisle</p>	 <p>← 8' min → ← 5' min →</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Reconfigure by repainting lines</li> <li>•</li> <li>•</li> </ul>
<p><b>1.5</b> 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 type="checkbox"/> No</p> <p>Measurement:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 8' wide 9' wide access aisle</p>	 <p>← 11' min → ← 5' min → or ← 8' min → ← 8' min →</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Reconfigure to provide van-accessible space(s)</li> <li>•</li> <li>•</li> </ul>
<p><b>1.6</b> Is at least 98 inches of vertical clearance provided for the van accessible space? [502.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>98" min</p>	<p>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Reconfigure to provide van-accessible space(s)</li> <li>•</li> <li>•</li> </ul>

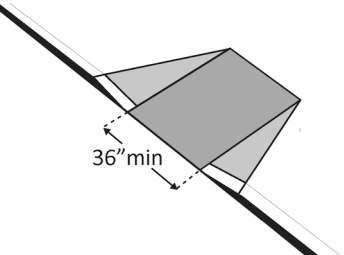
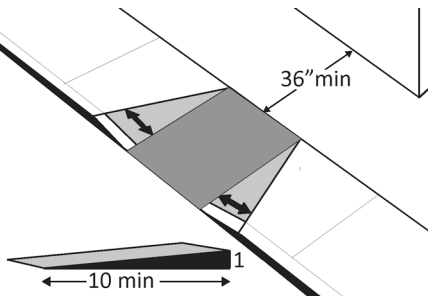
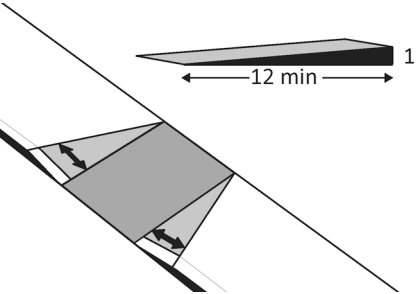
<p><b>1.7</b> Are the access aisles marked so as to discourage parking in them? [502.3.3]</p> <p>Note: The marking method and color may be addressed by state/local requirements.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Mark access aisles</li> <li>•</li> <li>•</li> </ul>
<p><b>1.8</b> 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: No way to measure slope</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Regrade surface</li> <li>•</li> <li>•</li> </ul>
<p><b>1.9</b> 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"> <li>• Create accessible route</li> <li>• Relocate accessible space</li> <li>•</li> </ul>
<p><b>1.10</b> 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: 7'</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Install signs</li> <li>•</li> <li>•</li> </ul>

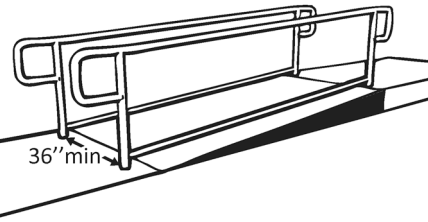
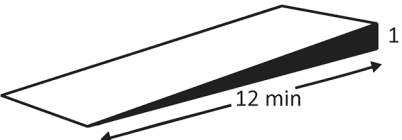
<p><b>1.11</b> Are there signs reading “van accessible” at van accessible spaces? [502.6]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Install signs</li> <li>•</li> <li>•</li> </ul>
<p><b>1.12</b> Of the total 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Reconfigure spaces</li> <li>•</li> <li>•</li> </ul>
<p><b>Exterior Accessible Route</b></p>				
<p><b>1.13</b> 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"> <li>• Repair uneven paving</li> <li>• Fill small bumps and breaks with patches</li> <li>• Replace gravel with asphalt or other surface</li> </ul>
<p><b>1.14</b> 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: 8' wide</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Change or move landscaping, furnishings or other items</li> <li>• Widen route</li> <li>•</li> </ul>

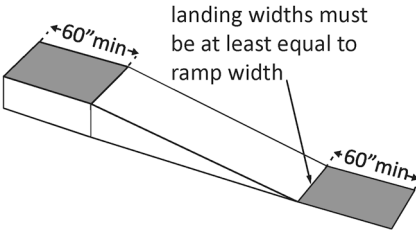
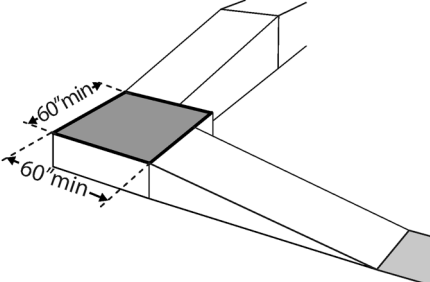
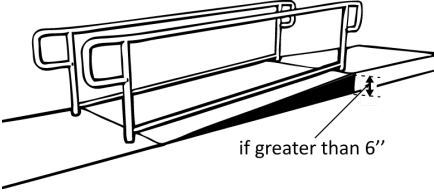
<p>Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.</p>			<p>Photo #:</p>	
<p><b>1.15</b> If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>N/A Photo #:</p>	<ul style="list-style-type: none"> <li>• Widen route for passing space</li> <li>•</li> <li>•</li> </ul>
<p><b>1.16</b> 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 type="checkbox"/> Yes <input type="checkbox"/> No Measurement:  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>N/A Photo #:</p>	<ul style="list-style-type: none"> <li>• Replace or move grate</li> <li>•</li> <li>•</li> </ul>
<p><b>1.17</b> 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]  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 type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>N/A - route is flat Photo #:</p>	<ul style="list-style-type: none"> <li>• Regrade to 1:20 max.</li> <li>•</li> <li>•</li> </ul>

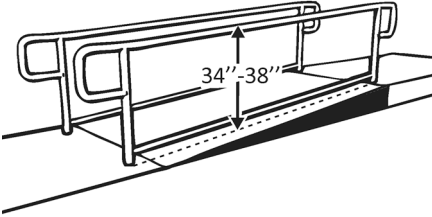
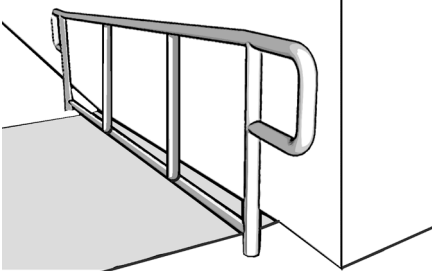
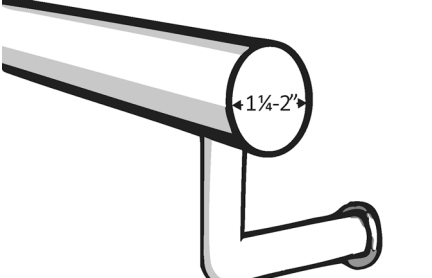
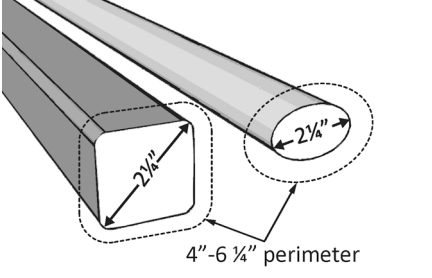
<p><b>1.18</b> Is the cross slope no steeper than 1:48? [403.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Regrade to 1:48 max.</li> <li>•</li> <li>•</li> </ul>
<p><b>Curb Ramps</b></p>				
<p><b>1.19</b> 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"> <li>• Install curb ramp</li> <li>•</li> <li>•</li> </ul>
<p><b>1.20</b> 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</p> <p>Measurement: No way to measure slope but surface is flat</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Regrade curb ramp</li> <li>•</li> <li>•</li> </ul>
<p><b>1.21</b> 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: No way to measure slope but surface is flat</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Regrade curb ramp</li> <li>•</li> <li>•</li> </ul>

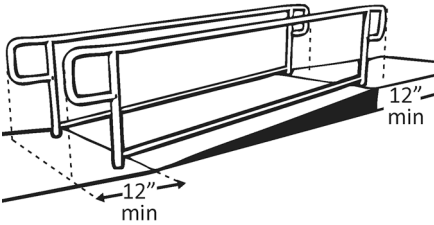
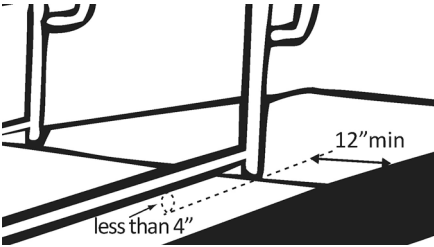


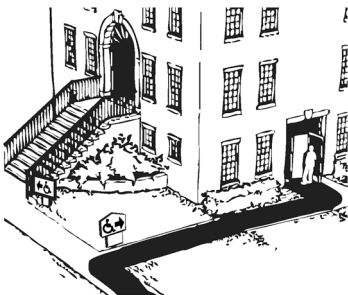


<p><b>1.22</b> Is the curb ramp, excluding flares, at least 36 inches wide? [406.1, 405.5]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 6' wide</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Widen curb ramp</li> <li>•</li> <li>•</li> </ul>
<p><b>1.23</b> 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 type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: No way to measure slope but surface is flat</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: No way to measure slope</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Reconfigure</li> <li>• Add ramp flares</li> <li>•</li> </ul>
<p><b>1.24</b> If the landing at the top is less than 36 inches long, are there curb ramp flares? [406.4]</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 type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Add ramp flares</li> <li>• Regrade flares</li> <li>•</li> </ul>

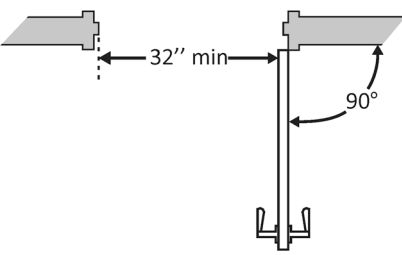
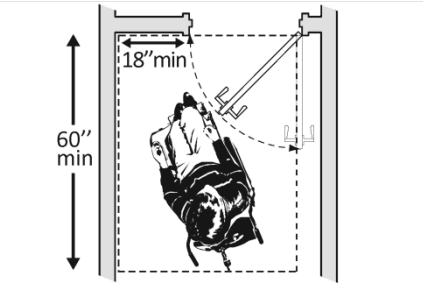
Ramps If any portion of the accessible route is steeper than 1:20, it should be treated as a ramp.				
<p><b>1.25</b> If there is a ramp is it at least 36 inches wide? [405.5]</p> <p>Note: If there are handrails, measure between the handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Alter ramp</li> <li>•</li> <li>•</li> </ul>
<p><b>1.26</b> Is the surface stable, firm and slip resistant? [405.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Resurface ramp</li> <li>•</li> <li>•</li> </ul>
<p><b>1.27</b> 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>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Relocate ramp</li> <li>• Lengthen ramp to decrease slope</li> <li>•</li> </ul>

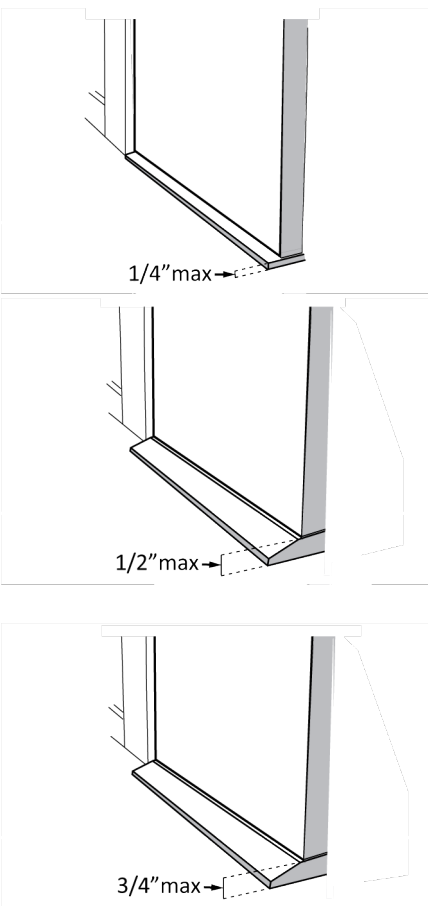
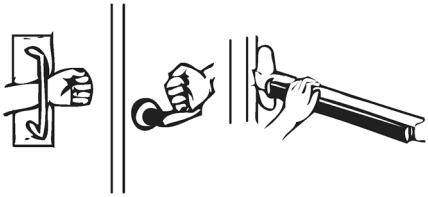
<p><b>1.28</b> Is there a level landing that is at least 60 inches long and at least as wide as the ramp:</p> <p>At the top of the ramp?</p> <p>At the bottom of the ramp? [405.7.2, 405.7.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Alter ramp</li> <li>• Relocate ramp</li> <li>•</li> </ul>
<p><b>1.29</b> 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>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Alter ramp</li> <li>• Increase landing size</li> <li>•</li> </ul>
<p><b>1.30</b> 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>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Add handrails</li> <li>•</li> <li>•</li> </ul>

<p><b>1.31</b> 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>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Reconfigure or replace handrails</li> <li>• Adjust handrail height</li> <li>•</li> </ul>
<p><b>1.32</b> 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>Measurement:</p>		<p>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Reconfigure or replace handrails</li> <li>•</li> <li>•</li> </ul>
<p><b>1.33</b> 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>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Replace handrails</li> <li>•</li> <li>•</li> </ul>
<p><b>1.34</b> 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><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Replace handrails</li> <li>•</li> <li>•</li> </ul>

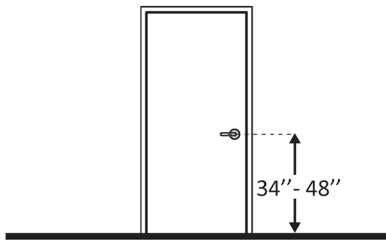
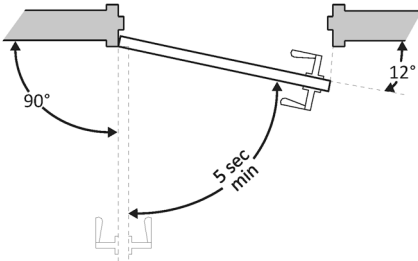
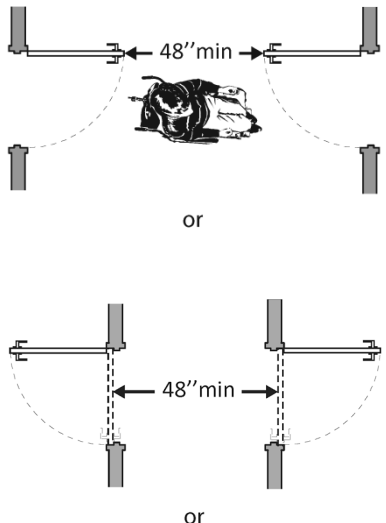
<p>Is the cross section no greater than 2¼ inches? [505.7.2]</p>			<p>Photo #:</p>	
<p><b>1.35</b> Does the handrail:</p> <p>Extend at least 12 inches horizontally beyond the top and bottom of the ramp?</p> <p>Return to a wall, guard, or landing surface? [505.10.1]</p> <p>Note: If a 12 inch extension 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>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Alter handrails</li> <li>•</li> <li>•</li> </ul>
<p><b>1.36</b> 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</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Add curb</li> <li>• Add barrier</li> <li>• Extend ramp width</li> <li>•</li> </ul>

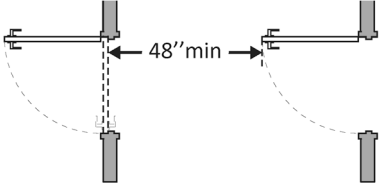

Entrance				
<p><b>1.37</b> Is the main entrance accessible?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Redesign to make it accessible</li> <li>•</li> <li>•</li> </ul>
<p><b>1.38</b> If the main entrance is 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>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Designate an entrance and make it accessible</li> <li>• Ensure that accessible entrance can be used independently and during the same hours as the main entrance</li> <li>•</li> </ul>
<p><b>1.39</b> Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? [216.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Install signs</li> <li>• Install signs on route before people get to inaccessible entrances so that people do not have to turn around and retrace route</li> <li>•</li> </ul>
<p><b>1.40</b> 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 type="checkbox"/> No</p>		<p>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Install sign</li> <li>•</li> <li>•</li> </ul>

<p><b>1.41</b> 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</p> <p>Measurement: 36"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Alter door</li> <li>• Install offset hinges</li> <li>•</li> </ul>
<p><b>1.42</b> 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?</p> <p>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</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 type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 11'</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: No way to measure slope but surface is flat</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Remove obstructions</li> <li>• Reconfigure walls</li> <li>• Add automatic door opener</li> </ul>

<p><b>1.43</b> 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>Photo #:</p>	<ul style="list-style-type: none"> <li>• Remove or replace threshold</li> <li>•</li> <li>•</li> </ul>
<p><b>1.44</b> 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"> <li>• Replace inaccessible knob with lever, loop or push hardware</li> <li>• Add automatic door opener</li> <li>•</li> </ul>



<p><b>1.45</b> 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? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 42"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Change hardware height</li> <li>•</li> <li>•</li> </ul>
<p><b>1.46</b> 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]</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"> <li>• Adjust closer</li> <li>•</li> <li>•</li> </ul>
<p><b>1.47</b> 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? [404.2.6]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 27'6" between doors when opened Both sets of doors open 4'1" wide Total length of entrance is 35'8"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Remove inner door</li> <li>• Change door swing</li> <li>•</li> </ul>

			<p>Photo #:</p>	
<p><b>1.48</b> 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:</p>		<p>Flat carpet tiles with no pile</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Replace or remove mats</li> <li>•</li> <li>•</li> </ul>
<p><b>1.49</b> 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"> <li>• Secure carpeting or mats at edges</li> <li>•</li> <li>•</li> </ul>
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>