



Agenda  
Bondurant Community Library - Library Board of Trustees  
104 2<sup>nd</sup> Street NE  
Bondurant, Iowa 50035  
Bondurant Community Library – Group Study B  
6 pm  
Wednesday, February 1, 2023

With Iowa cases of novel coronavirus, COVID-19, Library staff has been evaluating ways to meet State code requirements for hosting a public meeting while practicing social distancing measures recommended to curb the outbreak of COVID-19.0

\*Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting is being offered. Participants wishing to speak on a topic should message the meeting moderator. All participants are asked to mute their individual computers at times when they are not speaking to minimize background noise.

To connect to the virtual meeting please use the following link

<https://us02web.zoom.us/j/83162320606?pwd=YXBlaWdPMXdNSERvRGNBVVVxQ3VPdz09>

To phone into the meeting please call the following number: 1 312 626 6799 US (Chicago)

Meeting ID: 831 6232 0606 Password: 272935

Roll Call

Call to order

- 1) Guests Present
- 2) Perfecting and Approving the Agenda
- 3) Approval of Consent Agenda
  - a) Approval of Minutes from past meeting –January 2023
  - b) Financial Report
  - c) Approval of Warrant List/Authorize expenditures
  - d) Staff Report -- January
  - e) Director Report -- January
  - f) Statistics
- 4) Public Comments
- 5) Foundation Update
- 6) Friends of the Library Update
- 7) City Council Liaison Report
- 8) Old Business
  - a) Discussion/Decision open Board position
- 9) New Business
  - a) Committee Report - Review ADA Compliance Report – Accreditation
  - b) Discussion/Decision – Assistant Library Director Job Description
  - c) Discussion/Decision – Adult Services Librarian Job Description
  - d) Discussion/Decision - Hazard Communication Program
  - e) Discussion/Decision – Equipment Use Policy
  - f) Discussion/Decision - Removal of iPad and iPad Mini Checkout Policy and User Agreement from Policies

10)Board President Items –

11)Adjournment

Next meeting –March 1, 2023

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Library Board of Trustees during the meeting, should contact the Library Director, (515) 967-4790 or [jills@bondurant.lib.ia.us](mailto:jills@bondurant.lib.ia.us), no fewer than two business days prior to the meeting to enable the Bondurant Community Library to make reasonable arrangements to assure accessibility or language assistance for the meeting.

**Meeting Minutes**  
**Bondurant Community Library | Library Board of Trustees**  
**Wednesday, January 4, 2023**



1. **Roll Call:** *Members Present:* Josh Bryant, Julie Bergeson, Jen Keeler, Mike Kramer, Sue Ugulini and Craig Campbell. Library Director Sanders and assistant Director Klinker-Feld were also present.
  
2. **Call to order:** Meeting called to order at 6:02 PM by Vice President Bryant.
  
3. **Guests present:** Marketa Oliver, Bondurant City Administrator; Amber Flinn.
  
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda with edits by Ugulini, seconded by Kramer. Motion carried.
  
5. **Approval of Consent Agenda:**
  - a. Approval of minutes from past meeting – December 2022
  - b. Financial Report
  - c. Approve Warrant list / authorize expenditures
  - d. Staff Report
  - e. Director's Report – December 2022
  - f. Statistics Review – December 2022

Motion to approve the consent agenda with amendment to the Warrant List by Kramer, seconded by Campbell. Motion carried.
  
6. **Public Comments:** None.
  
7. **Foundation Update:** Mini-Golf fundraiser event at the Library, Saturday, February 11<sup>th</sup>.
  
8. **Friends of BPL Update:** No report.
  
9. **City Council Liaison Report:** The new City of Bondurant employee handbook is complete and approved by the City Council. Many holiday related events in December. Final valuations have been received by Polk County Auditor.
  
10. **Old Business:**
  - a. **Discussion on open Board position.** Motion to table this item to February meeting by Keeler, seconded by Campbell. Motion carried.
  
11. **New Business:**
  - a. **Discuss/Approve Interlibrary Loan Policy.** Motion to approve the budget by Ugulini, seconded by Bergeson. Motion carried.
  
  - b. **Discuss/Approve Internet Use Policy.** Motion to approve by Ugulini, seconded by Keeler. Motion carried.

- c. **Discuss/Approve Personnel Policy.** Director Sanders explained that current library personnel policies have been incorporated into the City of Bondurant Employee Manual. Motion to approve policy by Kramer, seconded by Campbell. Motion carried.
- d. **Discuss/Approve Open Hours Policy.** Motion to approve by Keller, seconded by Kramer. Motion approved.
- e. **Discuss/Approve Volunteer Policy.** Motion to approve by Bergeson, seconded by Keeler. Motion approved.
- f. **Discuss/Approve Library Director Job Description.** Motion to approve by Ugulini, seconded by Kramer. Motion carried.
- g. **Review Five-Year Plan.** Director Sanders provided updates to the Library's five-year plan. Review and discussion.
- h. **Discussion/Decision Media Com phone contract buyout.** Motion to table until February meeting by Ugulini, seconded by Keeler. Motion carried.
- i. **Election of Officers.** The following slate of officers was presented: President, Josh Bryant; Vice-President, Mike Kramer; Secretary, Mike Kramer. Motion to approve by Ugulini, seconded by Keeler. Motion carried.
- j. **Appoint Committee for ADA Compliance for Accreditation.** President Bryant will assist Director Sanders with compliance review.

**12. President Items:** The Board President has conducted the Director's annual performance review. BPL was awarded Best Library in Eastern Polk County. The 1000 Friends of Iowa, Best Development Awards will recognize the BPL Renovation & Expansion project team on January 24<sup>th</sup> at the State Capital rotunda.

**13. Adjournment:** Motion to adjourn by Bergeson, seconded by Campbell. Motion carried. Meeting adjourned.

**Next Meeting:** Wednesday, February 1 , 2023





# Budget Report

## Account Summary

For Fiscal: 2022-2023 Period Ending: 01/31/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 001 - GENERAL FUND</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">001-410-1-4500</a>	FINES & FEES	3,700.00	3,700.00	250.64	2,649.88	-1,050.12 28.38 %
<a href="#">001-410-2-4465</a>	CO CONTRIB LIBRARY-POLK CO AUD	36,000.00	36,000.00	10,989.00	32,967.00	-3,033.00 8.43 %
<a href="#">001-410-6010</a>	SALARIES	179,361.73	179,361.73	23,210.37	172,322.38	7,039.35 3.92 %
<a href="#">001-410-6020</a>	SALARIES-PART-TIME	103,108.36	103,108.36	3,156.66	32,783.49	70,324.87 68.20 %
<a href="#">001-410-6210</a>	ASSOCIATION DUES	1,500.00	1,500.00	60.00	654.00	846.00 56.40 %
<a href="#">001-410-6230</a>	TRAINING	600.00	600.00	0.00	150.00	450.00 75.00 %
<a href="#">001-410-6240</a>	MEETINGS & CONFERENCES	3,500.00	3,500.00	0.00	3,314.04	185.96 5.31 %
<a href="#">001-410-6310</a>	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	63.39	2,102.41	12,897.59 85.98 %
<a href="#">001-410-6340</a>	OFFICE EQUIPMENT REPAIR	200.00	200.00	0.00	0.00	200.00 100.00 %
<a href="#">001-410-6350</a>	OPERATIONAL EQUIPMENT REPAIR	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
<a href="#">001-410-6371</a>	ELECTRIC / GAS	24,000.00	24,000.00	2,623.00	12,211.00	11,789.00 49.12 %
<a href="#">001-410-6373</a>	TELECOMMUNICATION EXPENSE	37,000.00	37,000.00	2,849.21	25,362.32	11,637.68 31.45 %
<a href="#">001-410-6411</a>	LEGAL EXPENSE	1,500.00	1,500.00	0.00	157.50	1,342.50 89.50 %
<a href="#">001-410-6419</a>	COMPUTER SUPPORT	8,000.00	8,000.00	979.19	1,205.69	6,794.31 84.93 %
<a href="#">001-410-6499</a>	CONTRACT SERVICES	32,500.00	32,500.00	0.00	17,707.79	14,792.21 45.51 %
<a href="#">001-410-6502</a>	PRINTED MATERIALS	40,000.00	40,000.00	4,665.16	25,376.59	14,623.41 36.56 %
<a href="#">001-410-6503</a>	DIGITAL MATERIALS	20,000.00	20,000.00	0.00	11,881.69	8,118.31 40.59 %
<a href="#">001-410-6504</a>	MINOR EQUIPMENT	2,000.00	2,000.00	0.00	2,048.88	-48.88 -2.44 %
<a href="#">001-410-6506</a>	OFFICE SUPPLIES	6,000.00	6,000.00	184.94	2,466.27	3,533.73 58.90 %
<a href="#">001-410-6507</a>	OPERATING SUPPLIES	1,000.00	1,000.00	59.86	503.20	496.80 49.68 %
<a href="#">001-410-6508</a>	POSTAGE-SHIPPING	1,000.00	1,000.00	0.00	850.17	149.83 14.98 %
<a href="#">001-410-6580</a>	MISCELLANEOUS	1,000.00	1,000.00	0.00	358.69	641.31 64.13 %
<a href="#">001-410-6599</a>	LIBRARY PROGRAMS	8,000.00	8,000.00	266.58	4,691.73	3,308.27 41.35 %
<a href="#">001-410-6725</a>	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	8,903.18	96.82 1.08 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>-455,570.09</b>	<b>-455,570.09</b>	<b>-26,878.72</b>	<b>-289,434.14</b>	<b>166,135.95 36.47%</b>
<b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>		<b>-455,570.09</b>	<b>-455,570.09</b>	<b>-26,878.72</b>	<b>-289,434.14</b>	<b>166,135.95 36.47%</b>

Budget Report

For Fiscal: 2022-2023 Period Ending: 01/31/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 167 - LIBRARY GRANT</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">167-410-2-4440</a>	LIBRARY STATE AID	4,500.00	4,500.00	0.00	5,953.71	1,453.71 132.30 %
<a href="#">167-410-2-4705</a>	T/A-LIBRARY DONATIONS	1,500.00	1,500.00	58.66	19,005.09	17,505.09 1,267.01 %
<a href="#">167-410-4-4300</a>	INTEREST - LIBRARY T&A	0.00	0.00	0.00	87.18	87.18 0.00 %
<a href="#">167-410-6506</a>	TRUST & AGENCY LIBRARY EXPENSE	0.00	0.00	500.00	6,221.90	-6,221.90 0.00 %
<b>Department: 410 - LIBRARY Surplus (Deficit):</b>		<b>6,000.00</b>	<b>6,000.00</b>	<b>-441.34</b>	<b>18,824.08</b>	<b>12,824.08 -213.73%</b>
<b>Fund: 167 - LIBRARY GRANT Surplus (Deficit):</b>		<b>6,000.00</b>	<b>6,000.00</b>	<b>-441.34</b>	<b>18,824.08</b>	<b>12,824.08 -213.73%</b>

**Budget Report**

**For Fiscal: 2022-2023 Period Ending: 01/31/2023**

	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<b>Fund: 200 - DEBT SERVICE</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">200-410-4-4300</a>						
INTEREST - GEN	0.00	0.00	0.00	1,841.04	1,841.04	0.00 %
<b>Department: 410 - LIBRARY Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,841.04</b>	<b>1,841.04</b>	<b>0.00%</b>
<b>Fund: 200 - DEBT SERVICE Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,841.04</b>	<b>1,841.04</b>	<b>0.00%</b>



Budget Report

For Fiscal: 2022-2023 Period Ending: 01/31/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 351 - LIBRARY CAPITAL</b>						
<b>Department: 410 - LIBRARY</b>						
<a href="#">351-410-6799</a>						
OTHER CAPITAL OUTLAY	0.00	0.00	0.00	8,039.70	-8,039.70	0.00 %
<b>Department: 410 - LIBRARY Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,039.70</b>	<b>-8,039.70</b>	<b>0.00%</b>
<b>Fund: 351 - LIBRARY CAPITAL Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,039.70</b>	<b>-8,039.70</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>-469,570.09</b>	<b>-469,570.09</b>	<b>-27,320.06</b>	<b>-333,761.20</b>	<b>135,808.89</b>	<b>28.92%</b>

**Group Summary**

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 001 - GENERAL FUND</b>						
410 - LIBRARY	-455,570.09	-455,570.09	-26,878.72	-289,434.14	166,135.95	36.47%
<b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>	<b>-455,570.09</b>	<b>-455,570.09</b>	<b>-26,878.72</b>	<b>-289,434.14</b>	<b>166,135.95</b>	<b>36.47%</b>

**Budget Report**

**For Fiscal: 2022-2023 Period Ending: 01/31/2023**

Department...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 167 - LIBRARY GRANT</b>						
410 - LIBRARY	6,000.00	6,000.00	-441.34	18,824.08	12,824.08	-213.73%
<b>Fund: 167 - LIBRARY GRANT Surplus (Deficit):</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>-441.34</b>	<b>18,824.08</b>	<b>12,824.08</b>	<b>-213.73%</b>

**Bondurant Community Library**  
**Library Board of Trustees**  
**February 1, 2023**  
**Warrant List**

Company	Description	Budget Code	Invoice	Amount
Amazon	Printed materials	001-410-6502	Statement	\$778.77
	Office supplies	001-410-6506	Statement	\$46.97
	Library programs	001-410-6599	Statement	\$56.20
	timer, garbage bags	001-410-6507	Statement	\$76.86
	Credit for returns	001-410-6502	Statement	-\$7.99
Baker & Taylor	Books	001-410-6502	2037221184	\$96.66
Biblionix	Annual circulation software license	001-410-6499	8708	\$2,881.00
ClearGov	Library portion of Budgeting Software	001-410-6419	2022-12593	\$791.81
Diam	Pest Control treatment	001-410-6506	670336	\$75.00
D&K	Ice Melt	001-410-6310	63141IN	\$159.25
Findaway	Wonder books	001-410-6502	418481	\$57.44
Hoopla	Digital Materials	001-410-6503	503175660	\$575.25
Kadeth	Tech support	001-410-6419	6400	\$270.83
Konica Minolta	Phone service	001-410-6373	220003805	\$295.57
Konica Minolta	Copier	001-410-6499	5023375340	\$286.86
Lorber, Kristy	Reimbursement for lost book she paid for and then found	001-410-6502	warrant	\$40.00
MicroMarketing	Large print books	001-410-6502	910007	\$241.46
MicroMarketing	large print books	001-410-6502	909329	\$210.35
MicroMarketing	audio book	001-410-6502	909525	\$45.00
MicroMarketing	audio book	001-410-6502	909054	\$304.48
MicroMarketing	Large print books	001-410-6502	910172	\$31.98
MicroMarketing	audio book	001-410-6502	910092	\$90.00
MicroMarketing	Credit for returned audios	001-410-6502	Statement of credits	-\$268.77

**Bondurant Community Library**  
**Library Board of Trustees**  
**February 1, 2023**  
**Warrant List**

MidAmerican	Utilities	001-410-6371	534608463	<b>\$2,623.00</b>
Petty Cash	Postage	001-410-6508	Receipts	<b>\$152.57</b>
ProVantage	Computer replacements	001-410-6725	9399133	<b>\$3,380.40</b>
Sanders, Jill	Reimbursement for MS 365 email	001-410-6499	receipt 2448410039	<b>\$409.85</b>
Schincke, Megan	Reimbursement for Escape rooms for YA programming	001-410-6499	Ord #2756932043	<b>\$12.71</b>
Schincke, Megan	Reimbursement for Escape rooms for YA programming	001-410-6499	Ord #2667094805	<b>\$13.50</b>
Schincke, Megan	Reimbursement for Escape rooms for YA programming	001-410-6499	Ord #2672706482	<b>\$15.89</b>
Schincke, Megan	Reimbursement for Escape rooms for YA programming	001-410-6599	Ord #2368110062	<b>\$31.48</b>
Stratus	Cleaning service	001-410-6499	5805711	<b>\$851.56</b>
T-Mobile	Hot spot data	001-410-6373	Statement	<b>\$340.00</b>
Unique	Collection service	001-410-6499	6108482	<b>\$69.90</b>
US Cellular	Hot spot data	001-410-6373		
Verizon	Hot spot data	001-410-6373	9924540780	<b>\$2,509.21</b>
Visa	Covid-Zoom	170-130-6507	Statement	<b>\$16.04</b>
	Programming supplies	001-410-6599	statement	<b>\$372.46</b>
	office supplies	001-410-6506	Statement	<b>\$81.05</b>
	Minor Equipment, scanner, cart	001-410-6504		<b>\$118.99</b>
	Monitor and scanner stand	001-410-6725	statement	<b>\$144.98</b>
	Books. Movies	001-410-6502	statement	<b>\$302.13</b>
	Book reimbursement	001-410-6502	statement	<b>-\$29.98</b>
	paper towels	001-410-6310	Statement	<b>\$70.98</b>
	Domain for new email	001-410-6499	statement	<b>\$20.36</b>

Total Operating Expenses	<b>\$18,626.02</b>
COVID EXPENSES	<b>\$16.04</b>
Trust and Agency Expenses	<b>\$0.00</b>
<b>Total</b>	<b>\$18,642.06</b>

**Bondurant Community Library  
Library Board of Trustees  
February 1, 2023  
Warrant List**

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Bondurant Community Library Board President  
SIGNATURE

Date

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Bondurant Community Library Board Secretary  
SIGNATURE

Date

## STAFF REPORT JANUARY 2023



Michell:

- Dementia Friends Champion training
- All Iowa Reads author webinar
- Iowa Libraries Online Conference:
  - Session “County Connections”
  - Lunch Keynote “Partnering with ISU’s 99-County Campus: Educating Iowans and Changing Lives”
  - Session: “Memory Circle: Partnering with the Alzheimer’s Association”
  - Evening Keynote: “Why Leadership and Libraries Matter for Rural Vitality”

Megan S.:

- All Iowa Reads author webinar
- Pop YS - Tween Programming
- Check it out

Megan M.:

- Overview of Library Law
- Library Law: Open Meetings Open Records
- Library Law: Serving Families
- Library Law: Common Q & A
- Youth Services 0-6 Endorsement Course
- Youth Services 7-12 Endorsement Course

Events in January:

- 18 Story Times at the Library
- 4 Sessions of Baby Story & Play
- Family Story Time
- Adult Craft Night
- 8 Sessions of Geri-Fit
- Stitch and Chat
- Book discussion for Adults
- Third Thursday at Hoover’s
- Coloring Night at Reclaimed Rails
- Books on Tap book discussion at Reclaimed Rails
- Book Club for grades 3-5
- Book Club for grades 6-8

- After-School STEAM
- After-School BINGO
- After School Movie
- Teen Advisory Group
- Family BINGO
- Martin Luther King, Jr. Day Act of Kindness Projects
- Teens only Rest and Relaxation: 5 days
- LIBRARY CLOSED January 2





## Librarian items February 2023

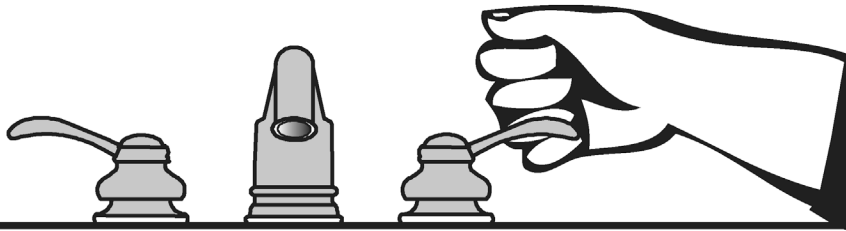
- Director Sanders attended City Council on Jan.3 & 17, 2023
- Josh, Jen, Michell, Marketa, Mayor Elrod, John Karman and Michelle Cramblit of FEH all attended the 1000 Friends of Iowa ceremony on Jan. 24 to receive the 2022 Best Development Award for the Renovated Civic category. The announcement has been posted on social media and has been very well supported by the community.
- The January payment from the Polk County Supervisors has been received and deposited in the amount of \$10,989.00. There will be one more payment for this fiscal year.
- January 10<sup>th</sup> Jill attended the second meeting with the Portrait of a Graduate program.

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# The ADA Checklist for Existing Facilities

## Priority 3 - Toilet Rooms

Based on the 2010 ADA Standards for Accessible Design



Project

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Building Bondurant Community Library

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Location 104 2<sup>nd</sup> Street NE, Bondurant, Iowa 50035

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Date 1 / 17 / 2023

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Surveyors Jill Sanders, Library Director and Josh Bryant,

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Library Board of Trustees President

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Contact Information 515-967-4790

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**When toilet rooms are open to the public they should be accessible to people with disabilities.**



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

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



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

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

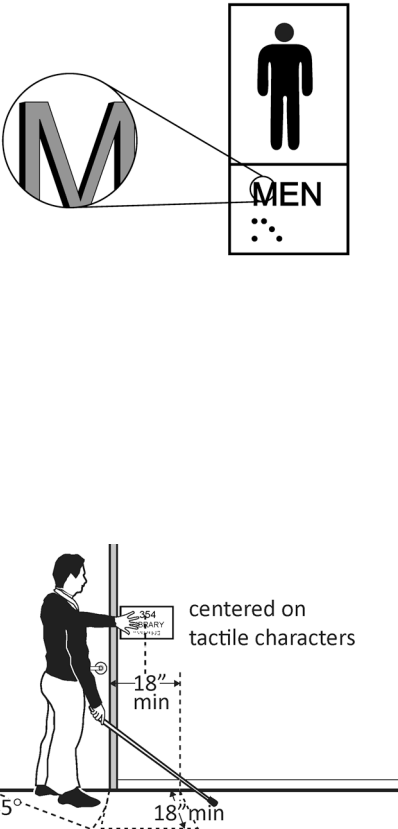
For the full set of checklists, including the checklists for recreation facilities visit [www.ADAchecklist.org](http://www.ADAchecklist.org).

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Priority 3 – Toilet Rooms		Comments	Possible Solutions	
<p><b>3.1</b> If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)</p> <p>Note: If toilet rooms are chiefly for children, e.g., in elementary schools and day care centers, use the children’s specifications in Toilets - 604.1, 604.8, 604.9, 609.4 and Lavatories and Sinks – 606.2.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Photo #:	<ul style="list-style-type: none"> <li>• Reconfigure toilet rooms</li> <li>• Combine toilet rooms to create one unisex accessible toilet room</li> <li>•</li> </ul>	
<p><b>3.2</b> Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? [See 2010 ADA Standards for Accessible Design – 216.8]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		Does not apply as there are no inaccessible toilet rooms.	<ul style="list-style-type: none"> <li>• Install signs</li> <li>•</li> <li>•</li> </ul>
<p><b>3.3</b> If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility? [216.8]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		All toilet rooms are accessible.	<ul style="list-style-type: none"> <li>• Install sign</li> <li>•</li> <li>•</li> </ul>
<b>Accessible Route</b>				

<p><b>3.4</b> Is there an accessible route to the accessible toilet room? [206.2.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Alter route</li> <li>•</li> <li>•</li> </ul>
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**Signs at Toilet Rooms**

<p><b>3.5</b> 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><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 18 inches</p>			<ul style="list-style-type: none"> <li>• Install tactile sign</li> <li>• Relocate sign</li> <li>•</li> </ul> <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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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? \* [703.4.1]

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.

Yes  No

Measurement:  
52 inches lowest  
59 inches highest

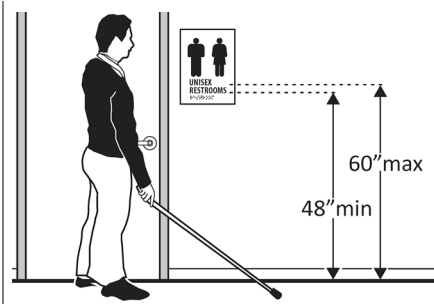


Photo #:

\*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required

**Entrance**

**3.6** 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:  
35 inchest

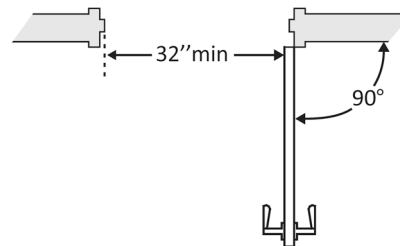


Photo #:

- Install offset hinges
- Alter the doorway
- 

**3.7** 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 60 inches clear depth?

Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door

Yes  No

Measurement:  
61 inches clear depth  
35 inches maneuvering clearance.

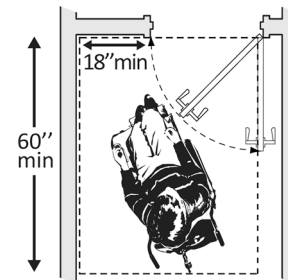
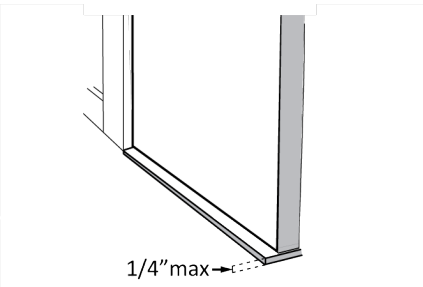
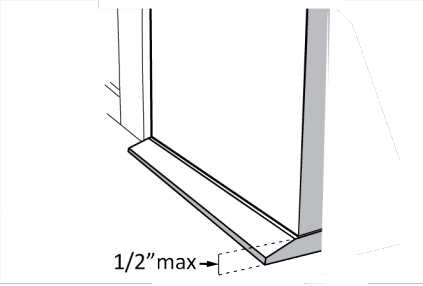
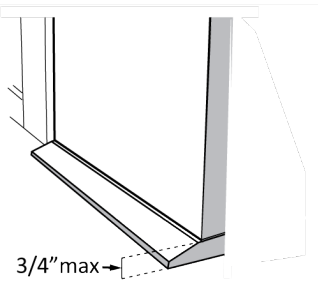
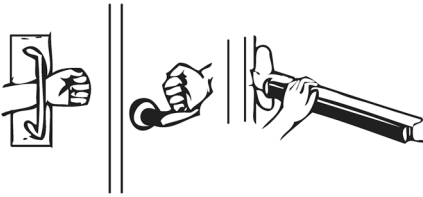
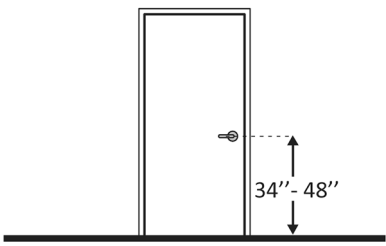


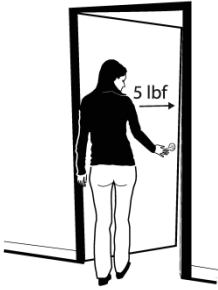
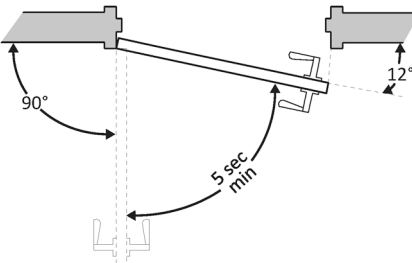
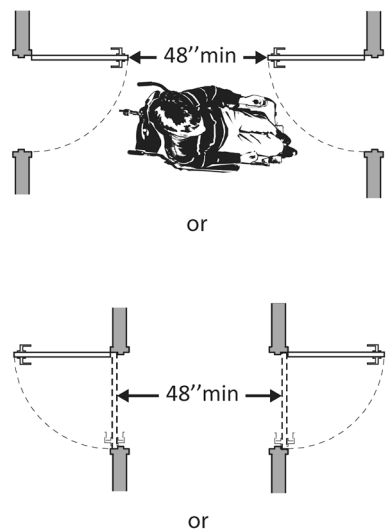
Photo #:

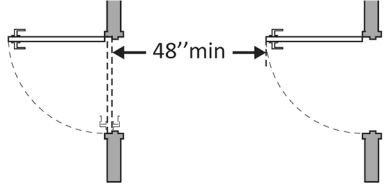
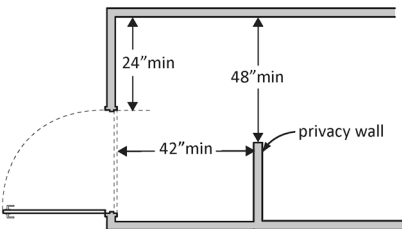
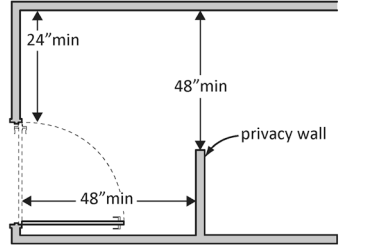

- Remove obstructions
- Reconfigure walls
- Add automatic door opener

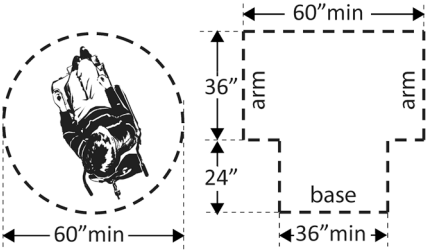
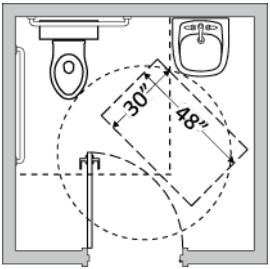
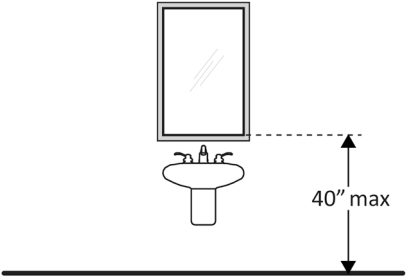
<p>and side approaches to the pull side of the door</p> <p>On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: flat surface</p>		<p>Photo #:</p>	
<p><b>3.8</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</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: flat surface</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: flat surface</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: flat surface</p>	 		<ul style="list-style-type: none"> <li>• Remove or replace threshold</li> <li>•</li> <li>•</li> </ul>

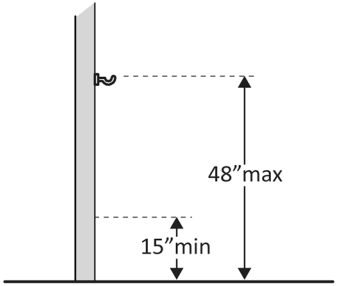
<p>vertical; the rest must be beveled.</p>		 <p>3/4" max</p>	<p>Photo #:</p>	
<p><b>3.9</b> Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?</p> <p>Door handle?</p> <p>Lock (if provided)? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>no lock on door</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>3.10</b> Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 31 inches to the bottom of handle, 40 inches to the top of handle</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Change hardware height</li> <li>•</li> <li>•</li> </ul>



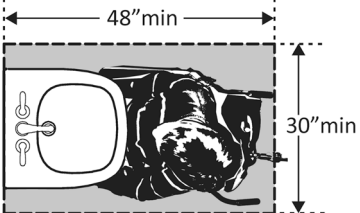
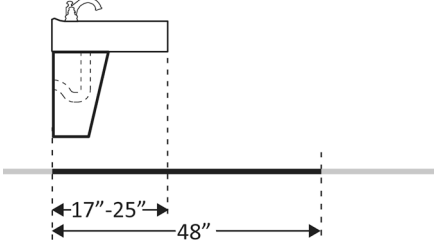
<p><b>3.11</b> Can the door be opened easily (5 pounds maximum force)? [404.2.9]</p> <p>Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: by judgement</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Adjust or replace closers</li> <li>• Install lighter doors</li> <li>• Install power-assisted or automatic door openers</li> </ul>
<p><b>3.12</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? [404.2.8.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 6 seconds</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Adjust closer</li> <li>•</li> <li>•</li> </ul>
<p><b>3.13</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 type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>no vestibule</p>	<ul style="list-style-type: none"> <li>• Remove inner door</li> <li>• Change door swing</li> <li>•</li> </ul>

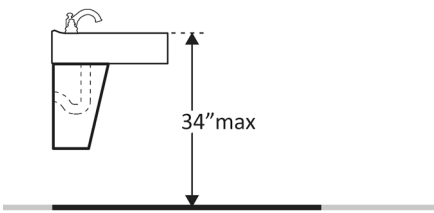
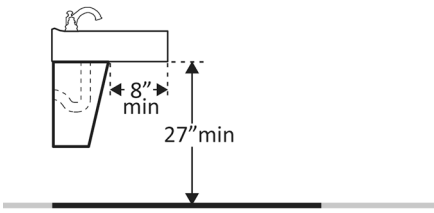
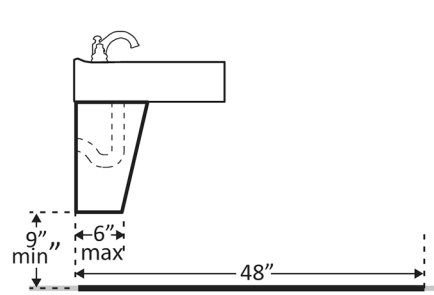
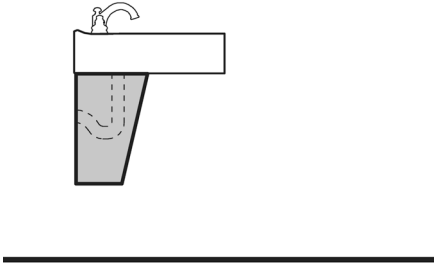
			<p>Photo #:</p>	
<p><b>3.14</b> If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall? [404.2.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>no privacy wall  Photo #:</p>	<ul style="list-style-type: none"> <li>• Reconfigure space</li> <li>•</li> <li>•</li> </ul>
<p><b>3.15</b> If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer? [404.2.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>No privacy wall  Photo #:</p>	<ul style="list-style-type: none"> <li>• Reconfigure space</li> <li>•</li> <li>•</li> </ul>
<p><b>In the Toilet Room</b></p>				
<p><b>3.16</b> Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide? [403.5.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 36 inches</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Remove obstructions</li> <li>•</li> <li>•</li> </ul>

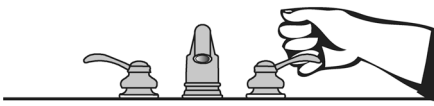
<p><b>3.17</b> Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square? [603.2.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 64 inches</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Move or remove partitions, fixtures or objects such as trash cans</li> <li>•</li> <li>•</li> </ul>
<p><b>3.18</b> In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door? [603.2.3 Exception 2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>door swings out</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Reverse door swing</li> <li>• Alter toilet room</li> <li>•</li> </ul>
<p><b>3.19</b> If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*[603.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 40 inches</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: n/a</p>		<p>Photo #:</p>	<p>* If installed before 3/15/2012 and the bottom edge of the reflecting surface is no higher than 40 inches above the floor, lowering the mirror to 35 inches is not required</p> <ul style="list-style-type: none"> <li>• Lower the mirror</li> <li>• Add another mirror</li> <li>•</li> </ul>

<p><b>3.20</b> If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*</p> <p>[603.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 46 inches</p>		<p>Photo #:</p> <ul style="list-style-type: none"> <li>• Adjust hook</li> <li>• Replace with or provide additional accessible hook</li> <li>• moving hook down</li> </ul> <p>* If installed before 3/15/2010 and the clear floor space allows a parallel approach, the coat hook may be 54 inches above the floor.</p>
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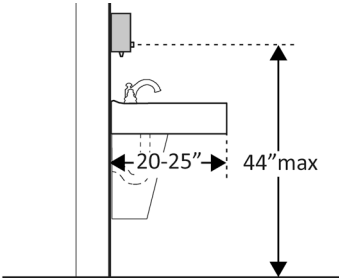
**Lavatories** The 2010 Standards refer to sinks in toilet rooms as lavatories.

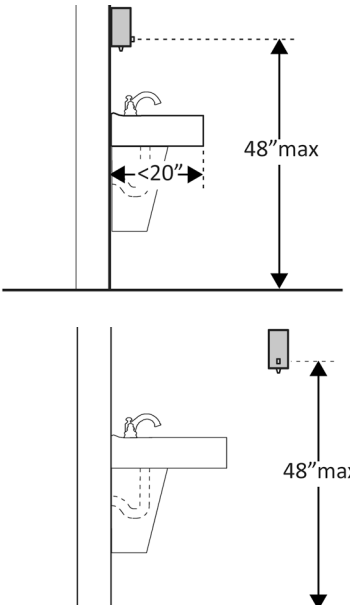
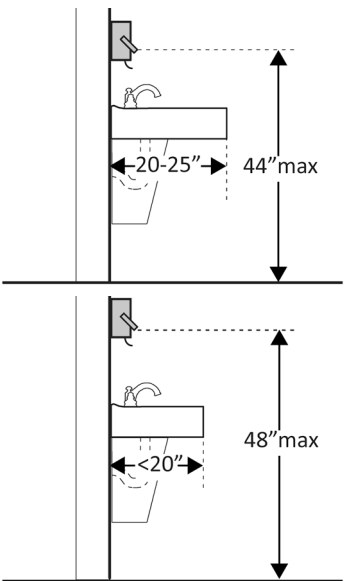
<p><b>3.21</b> Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?</p> <p>[606.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 49 inches deep and 66 inches long (double sink)</p>		<p>Photo #:</p> <ul style="list-style-type: none"> <li>• Alter lavatory</li> <li>• Replace lavatory</li> <li>•</li> </ul>
<p><b>3.22</b> Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet?</p> <p>[306.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 25 inches</p>		<p>Photo #:</p> <ul style="list-style-type: none"> <li>• Alter lavatory</li> <li>• Replace lavatory</li> <li>•</li> </ul>

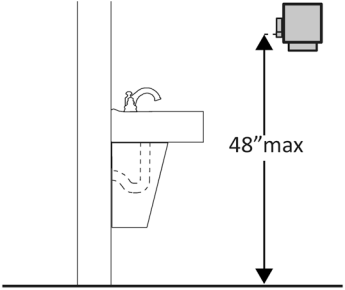
<p><b>3.23</b> Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor? [606.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 29 inches</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Alter lavatory</li> <li>• Replace lavatory</li> <li>•</li> </ul>
<p><b>3.24</b> Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance? [306.3.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 29 inches</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Alter lavatory</li> <li>• Replace lavatory</li> <li>•</li> </ul>
<p><b>3.25</b> Is there toe clearance at least 9 inches high? [306.3.3]</p> <p>Note: Space extending greater than 6 inches beyond the available toe clearance at 9 inches above the floor is not considered toe clearance.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 9 inches</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Alter lavatory</li> <li>• Replace lavatory</li> <li>•</li> </ul>
<p><b>3.26</b> Are pipes below the lavatory insulated or otherwise configured to protect against contact? [606.5]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>box around piping Photo #:</p>	<ul style="list-style-type: none"> <li>• Install insulation</li> <li>• Install cover panel</li> <li>•</li> </ul>

<p><b>3.27</b> Can the faucet be operated without tight grasping, pinching, or twisting of the wrist?</p> <p>Is the force required to activate the faucet no greater than 5 pounds? [606.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>lever easily pushed</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Adjust faucet</li> <li>• Replace faucet</li> <li>•</li> </ul>
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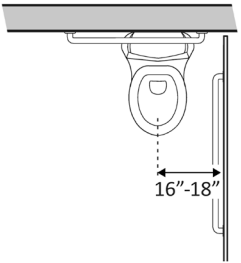
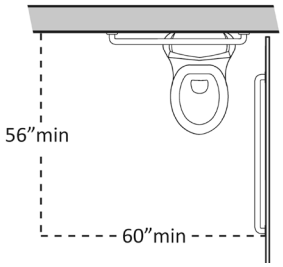
**Soap Dispensers and Hand Dryers**

<p><b>3.28</b> Are the operable parts of the soap dispenser within one of the following reach ranges:</p> <p>Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? [308.2.2]</p> <p>Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 40 inches high and 21 inches deep</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>			<ul style="list-style-type: none"> <li>• Adjust dispensers</li> <li>• Replace with or provide additional accessible dispensers</li> <li>•</li> </ul>
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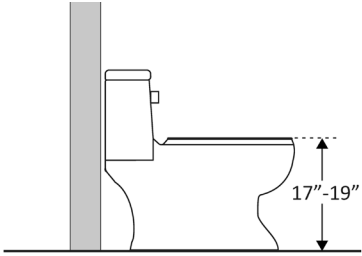
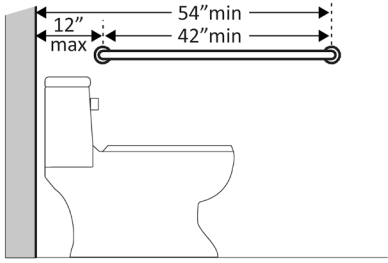
<p>Not over an obstruction: no higher than 48 inches above the floor? [308.2]</p>	<p>n/a</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: n/a</p>		<p>Photo #:</p>	
<p><b>3.29</b> Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges:</p> <p>Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor?</p> <p>Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?</p> <p>Not over an obstruction: no higher than 48 inches above the floor? [308.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 40 inches tall and 5 inches deep</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: n/a</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>			<ul style="list-style-type: none"> <li>• Adjust dispensers</li> <li>• Replace with or provide additional accessible dispensers</li> <li>•</li> </ul>

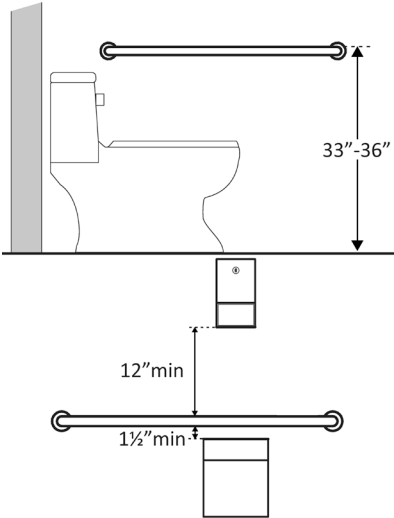
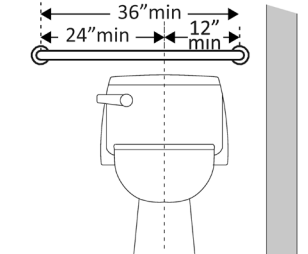
<p>Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist?</p> <p>Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds? [309.4]</p>	<p>not over an obstruction</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: judgement</p>		<p>Photo #:</p>	
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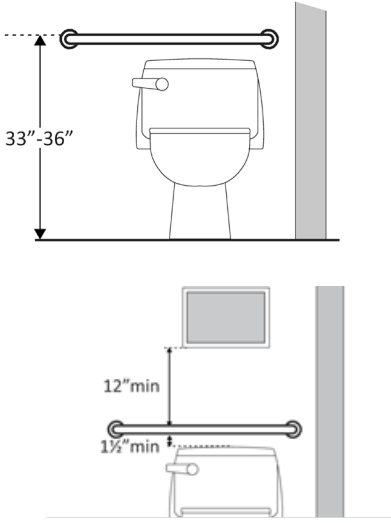
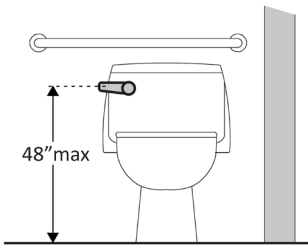
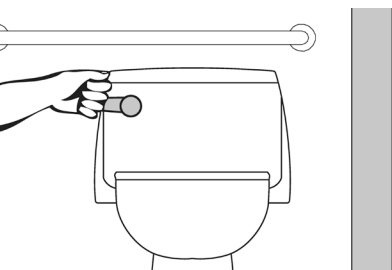
**Water Closets in Single-User Toilet Rooms and Compartments (Stalls)** The 2010 Standards refer to toilets as water closets.

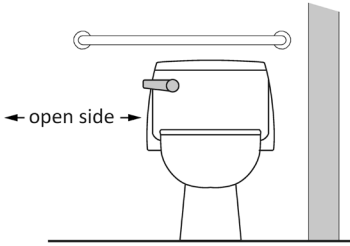
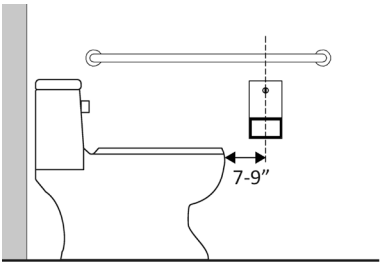
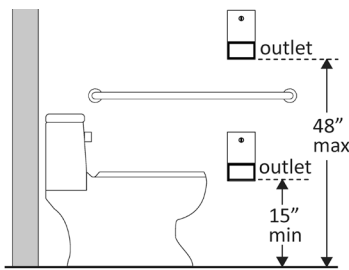
<p><b>3.30</b> Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition? [604.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 19 inches</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Move toilet</li> <li>• Replace toilet</li> <li>• Move partition</li> <li>•</li> </ul>
<p><b>3.31</b> Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*</p> <p>[604.3.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 61 inches wide and 61 inches deep</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/12, clearances around water closets in single user toilet rooms can be 48 inches wide by 66 inches long or 48 inches wide by 56 inches long (depending on the approach to the water closet, see 1991 Standards Figure 28) and the lavatory may overlap that clearance if the</p>

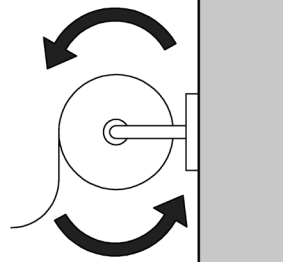


			<p>Photo #:</p>	<p>door to the room does not swing into the required clearances at fixtures (such as lavatories, water closet and urinals) and the edge of the lavatory is at least 18 inches from the centerline of the water closet</p> <ul style="list-style-type: none"> <li>• Alter room/compartment for clearance</li> <li>•</li> <li>•</li> </ul>
<p><b>3.32</b> Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat? [604.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 18 inches</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Adjust toilet height</li> <li>• Replace toilet</li> <li>•</li> </ul>
<p><b>3.33</b> Is there a grab bar at least 42 inches long on the side wall?</p> <p>Is it located no more than 12 inches from the rear wall?</p> <p>Does it extend at least 54 inches from the rear wall? [604.5.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 42 inches</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 11 inches</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 54 inches</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Install grab bar</li> <li>• Relocate grab bar</li> <li>• Relocate objects</li> <li>•</li> </ul>

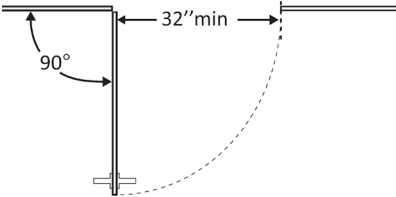
<p>Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4]</p> <p>Is there at least 12 inches clearance between the grab bar and projecting objects above?*</p> <p>Is there at least 1½ inches clearance between the grab bar and projecting objects below?*</p> <p>Is the space between the wall and the grab bar 1 ½ inches? [609.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 34.5 inches</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: nothing above</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: nothing above</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 1.5 inches</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards</p>
<p><b>3.34</b> Is there a grab bar at least 36 inches long on the rear wall?</p> <p>Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?</p> <p>Does it extend at least 24 inches on the other (open) side? [604.5.2]</p> <p>Is it mounted no less than 33 inches and no greater than 36</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 36 inches</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 14 inches</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 24 inches</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Install grab bar</li> <li>• Relocate grab bar</li> <li>• Relocate objects</li> <li>•</li> </ul>

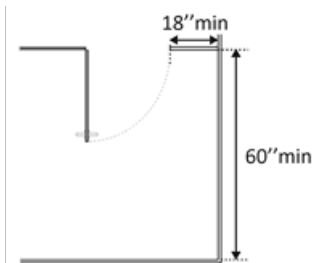
<p>inches above the floor to the top of the gripping surface? [609.4]</p> <p>Are there at least 12 inches clearance between the grab bar and protruding objects above?*</p> <p>Are there at least 1½ inches clearance between the grab bar and projecting objects below?*</p> <p>Is the space between the wall and the grab bar 1½ inches? [609.3]</p>	<p>36 inches</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: no protruding objects</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: no protruding objects</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 1 5/8 inches</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards</p>
<p><b>3.35</b> If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor? [604.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>auto flushing</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Move control</li> <li>• Install sensor with override button no higher than 48 inches</li> <li>•</li> </ul>
<p><b>3.36</b> If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?</p> <p>Is the force required to activate the flush control no greater than 5 pounds?</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>auto flushing</p>	<ul style="list-style-type: none"> <li>• Change control</li> <li>• Adjust control</li> <li>•</li> </ul>

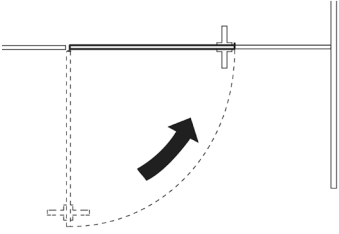
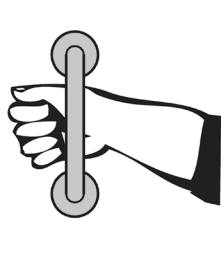
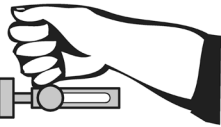
<p>[605.4]</p>			<p>Photo #:</p>	
<p><b>3.37</b> Is the flush control on the open side of the water closet? [604.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>auto flushing</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Move control</li> <li>•</li> <li>•</li> </ul>
<p><b>3.38</b> Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*</p> <p>[604.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 7 inches</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 dispenser does not need to be relocated if it is within reach from the water closet seat; the 1991 Standards do not specify distance from the front of the water closet</p> <ul style="list-style-type: none"> <li>• Relocate dispenser</li> <li>•</li> <li>•</li> </ul>
<p><b>3.39</b> Is the outlet of the dispenser:</p> <p>Located no less than 15 inches and no greater than 48 inches above the floor?</p> <p>Not located behind grab bars? [604.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 19 inches</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Relocate dispenser</li> <li>•</li> <li>•</li> </ul>

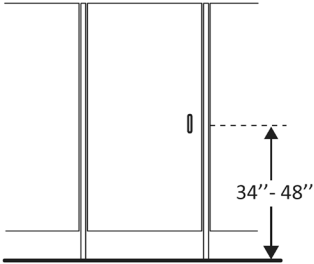
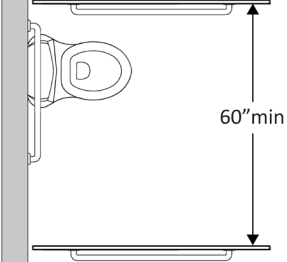
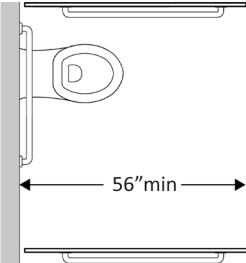
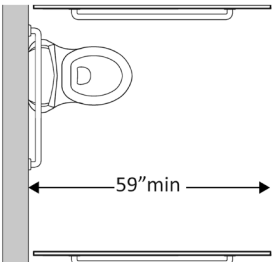
<p><b>3.40</b> Does the dispenser allow continuous paper flow? [604.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Adjust dispenser</li> <li>• Replace dispenser</li> <li>•</li> </ul>
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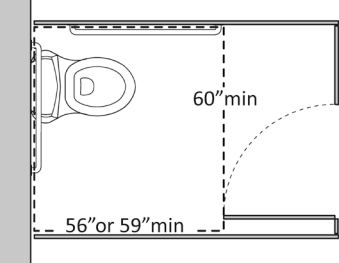
**Toilet Compartments (Stalls)**

<p><b>3.41</b> 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? [604.8.1.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 36 inches</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Widen door width</li> <li>•</li> <li>•</li> </ul>
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<p><b>3.42</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 60 inches clear depth? [604.8.1.2]</p> <p>Note: See 2010 Standards 604.8.1.2 Doors for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>door pulls out not pushes in</p> <p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Remove obstructions</li> <li>•</li> <li>•</li> </ul>
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<p><b>3.43</b> Is the door self-closing? [604.8.1.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Add closer</li> <li>• Replace door</li> <li>• adding self-closers</li> </ul>
<p><b>3.44</b> Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*</p> <p>[604.8.1.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 door pulls do not need to be added; door pulls are not required in the 1991 Standards</p> <ul style="list-style-type: none"> <li>• Replace hardware</li> <li>• add door handle on outside of the handicap stall door</li> <li>•</li> </ul>
<p><b>3.45</b> Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?</p> <p>[309.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Replace lock</li> <li>•</li> <li>•</li> </ul>

<p><b>3.46</b> Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Measurement: 41.5 inches</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Relocate hardware</li> <li>•</li> <li>•</li> </ul>
<p><b>3.47</b> Is the compartment at least 60 inches wide? [604.8.1.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Measurement: 60.5 inches</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Widen compartment</li> <li>•</li> <li>•</li> </ul>
<p><b>3.48</b> If the water closet is wall hung, is the compartment at least 56 inches deep? [604.8.1.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Measurement: 61.5 inches</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Widen compartment</li> <li>•</li> <li>•</li> </ul>
<p><b>3.49</b> If the water closet is floor mounted, is the compartment at least 59 inches deep? [604.8.1.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Measurement: 61.5 inches</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> <li>• Alter compartment</li> <li>•</li> <li>•</li> </ul>

<p><b>3.50</b> If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)? [604.8.1.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>door swings outward  Photo #:</p>	<ul style="list-style-type: none"> <li>• Reverse door swing</li> <li>• Alter compartment</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>
	<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>



## ASSISTANT LIBRARY DIRECTOR/CITY OF BONDURANT



**Position:** Assistant Library Director  
Director

**Reports to:** Library

**Department:** Library

**Date Created:** Sept. 5, 2001

**Entry Range:** \$32.00 - \$36.80

**Revised:** 5/7/2014, 4/5/2016

**Midpoint Range:** \$36.81 - \$42.33

**FSLA Status:** Non-exempt

**Max Range:** \$42.34 - \$48.69

### Position Summary:

Under direct supervision of the Library Director, the Assistant Director performs a variety of duties essential to the daily operation of the community library on a full time basis. Duties involve circulation, cataloging, organization of materials, patron assistance, grant writing, clerical and administrative assistance. Exercises supervision over volunteers, and staff as assigned by the Library Director.

### ESSENTIAL JOB DUTIES:

- Prepares monthly statistical information for the Director and Library Board.
- Performs grant writing for the library.
- Provide professional advice on library issues to the Library Director.
- Assists the Library Director in budget preparation of the proposed and permanent budget.
- Assists in the development of policy and communicates policy and procedure changes to the support staff and the general public.
- ~~Assists~~ **Supervises** support staff in performing duties, adjusts errors and complaints.
- Helps train, and, motivate.
- Provides library webpage development, and oversees social networking sites.
- In the ~~event of the absence~~ **transition to a new** Library Director, the Assistant Director will, temporarily until a new Director is hired, assume the responsibility for overseeing the operation of the library.
- Performs public relation duties for the library.
- Performs other related duties such as may be required by the Library Director and can be reasonably expected of an employee in this capacity.
- Manages basic library operation in the absence of the Library Director.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Analytical, organizational, and communication skills.
- Knowledge of basic desktop computer applications, with advanced typing and word processing skills.
- Leadership and supervisory skills.
- Knowledge of the methods, materials, and tools used in library development and maintenance. Such as best practices and current trends.
- Ability to work independently as well as effectively as a team player. Establish and maintain a proper working relationship with library staff and the public.
- Excellent people and communication skills. Ability to interact well with the public.
- Ability to work a flexible schedule, which includes some evenings and weekends.
- Ability to consistently meet department work schedule and deadlines as designated.
- Demonstrates oral and written communication skills.
- Ability to perform mathematical and statistical calculations.
- Familiarity with library materials, law, regulations and ordinances governing the library and ability to maintain required certifications.
- Physical ability to perform essential job functions.
- ⊖ Ability to use standard office and library equipment.

### **ENTRY REQUIREMENTS:**

#### **Educational/Training/Experience:**

- Minimum: College, apprenticeship, technical training or experience in library operations, education, public administration or closely related field.
- Preferred: Master's Degree in Library Science.

#### **Licenses:**

1. Required: Valid Iowa Driver's license or ability to obtain one.
2. Required: State of Iowa ~~Public Librarian's Certification~~ **Public Library Director's Endorsement** or ability/willingness to obtain certification.

**WORK ENVIRONMENT:**

Most work is performed inside the library building which is temperature controlled. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent interruptions and exposure to dust and fumes. Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include servicing book drop, monitoring or sweeping sidewalks and courtyard.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
  2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
  4. The job description does not constitute an employment agreement between the employer and employee.
  5. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

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Employee Signature

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Date

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Department Head Signature

## ADULT SERVICES LIBRARIAN/CITY OF BONDURANT

**Position:** Adult Services Librarian

**Department:** Library

**Entry Range:** \$19.00 - \$24.26

**Midpoint Range:** \$24.27 - \$29.11

**Max Range:** \$29.12-\$32.35

**Reports to:** Library Director

**Date Created:** November 1<sup>st</sup>, 2017

**Revised:**

**FSLA Status:** Non-exempt

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### Position Summary:

Under direct supervision of the Library Director, the Adult Services Librarian performs a variety of duties essential to the daily operation of the community library on a ~~full-part~~-time basis. Duties involve planning and implementing programs to adults in the community, circulation, organization of materials, patron assistance, and supervision over volunteers and staff as assigned by the Library Director.

### ADULT & YOUTH SERVICES JOB DUTIES:

- Plans and presents creative and successful adult programs.
- Provides outreach programs to target adults in the community.
- Plans and implements the Summer Reading Program ~~with~~ in cooperation with the Children's and Youth Services Librarian.
- Updates library webpage on adult events, news, and resources.
- Assists Assistant Library Director with grant writing for adult services.
- Assists in maintaining the adult collection by reading reviews, selecting materials, gaining knowledge of trends, and monitoring the collection budget as assigned.
- Assists the Director and Assistant Director with weeding the adult collections.
- Works cooperatively, establishes and maintains communication with community organizations.
- Provides back up of duties for the Assistant Library Director.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Analytical, organizational, and communication skills.
- Knowledge of basic desktop computer applications.
- Ability to work well with adults, children, teens, parents, and care providers.
- Ability to work independently as well as effectively as a team player.
- Excellent people and communication skills.
- Ability to interact well with the public.
- Ability to work a flexible schedule, which includes some evenings and weekends.
- Ability to consistently meet department work schedule and deadlines as designated.

- Demonstrated oral and written communication skills.
- Ability to use standard office and library equipment and software.
- Ability to establish and maintain a proper working relationship with library staff and the public
- Physical ability to perform essential job functions.

**ENTRY REQUIREMENTS:**

**Educational/Training/Experience:**

- **Minimum: College degree or State Certification**
- Preferred: Master’s Degree Library Science.

**Licenses:**

1. Required: Valid Iowa Driver’s license or ability to obtain one.
2. Required: State of Iowa Public Librarian’s Certification or ability/willingness to obtain certification.

**WORK ENVIRONMENT:**

Most work is performed inside the library building which is temperature controlled. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent Interruptions and exposure to dust and fumes.

Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include servicing book drop, monitoring or sweeping sidewalks and courtyard.

Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.

1. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.
2. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
3. The job description does not constitute an employment agreement between the employer and employee.
4. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_ Department Head Signature \_\_\_\_\_



# Bondurant Community Library Hazard Communication Program

## **General Policy:**

The City of Bondurant believes that its employees are its greatest assets and that the safety and health of all employees are among the city's most important responsibilities. Therefore, this Hazard Communication Program has been established to comply with OSHA's standard 29 CFT 1926.59.

## **Purpose:**

This program is designed to formally establish how the city will communicate to the employees the physical and health hazards associated with materials to which employees may be exposed in the workplace and to inform them how to protect themselves from a hazard.

## **Procedure:**

The program will be available in the Office of the Library Director and in **the Library's Policy manual at the circulation desk** for all employees to review.

The Library Director is assigned responsibility for the initial and ongoing activities for the Library's Hazard Communication Program.

### **Safety Data Sheets:**

The Library Director shall obtain and maintain SDSs on all hazardous materials to which library employees may be exposed. This person shall maintain a binder of all SDSs and shall update it as new materials are introduced into the workplace. The most current copy of each SDS will be maintained in this binder.

Copies of these SDSs shall be kept in the Office of the Library Director in the binder marked SDS.

SDSs will be made available for employees on all shifts to review. Any staff may access them at any time. Copies may be received through the Library Director.

### **Container Labeling:**

All area Supervisors are responsible to ensure that secondary containers are labeled as outlined below. However, the Library Director will be responsible for overall Library compliance.

All materials should be kept in the manufacturer's containers with the manufacturers labels whenever possible.

Secondary containers not having the manufacturer's label must be durably and clearly labeled with:

- The identity of the material as it appears on the SDS (common name).
- Appropriate hazard warnings including target organs (if applicable).

Secondary container labels may be obtained by request from the Library Director. All information on the label must coincide with the information on the SDS. Secondary containers for the immediate use of the employee need no labeling, however, if these containers are going

to be left unattended for any length of time, they must be labeled. The SDS will be used as a guide for completing the label.

Any containers found unlabeled shall be reported to the immediate Supervisor for labeling or disposal.

### **Employee Training and Information:**

Before starting work, each new employee will attend a safety class and be trained in the following:

- The chemicals in their work area and the hazards associated with them;
- How to lessen or prevent exposure to these hazardous chemicals;
- What the company has done to lessen or prevent employee exposure (ventilation, work rotation);
- Container labeling procedures and requirements.

After attending the class, each employee will sign a document stating that they received the written materials and training outlined above and that they understand the training as presented.

Before any new hazardous chemicals are introduced into the workplace, each employee will be given information about the material.

A notice will be posted on the employee bulletin board which explains the container labeling system and the location of the written Hazard Communication Program.

### **List of Hazardous Materials – SDS available:**

Ice melt for winter sidewalks, used seasonally November to March when snow or ice storms occur.



### **Hazardous Non-routine Tasks:**

No employee will begin work on any non-routine task that involves exposure or potential of exposure to hazardous materials before being trained as outlined in the Training section of this policy. Some examples of these non-routine tasks are painting, construction, weed control or tree insecticide.

Non-routine tasks will be communicated to staff by the Library Director at staff meetings or by email if staff is not in attendance or the tasks occurs between staff meetings.

When painting is being done in the Library, doors will be opened and running fans placed facing out to provide adequate ventilation. Water based, low-fume paint will be used. The Library Director will provide SDSs to the employees upon request.

Weed control performed by City public works employees is done periodically, Tree insecticide treatments may be done periodically. During the spraying of the chemicals staff should remain inside the building. If the staff needs to exit the building, staying up wind of the spraying will minimize the incident of contact. Delay of the exit is recommended until the public works employee/contractor is gone. Grassy areas or trees should be avoided for 24 hours. Do not sit under the trees.

In case of a spill of hazardous substance, call the Fire Chief immediately to determine toxicity and cleanup process and evacuate the building.

### **Hazardous Materials in Unlabeled Pipes:**

Before beginning work on or near unlabeled chemical piping, employees shall be informed by their Supervisor of the hazards and safety precautions necessary for the work.

### **Informing Outside Contractors:**

When outside contractors are hired, they and their employees shall receive and sign for the following information through the Library Director.

- List of hazardous chemicals to which they may be exposed.
- Measures that the contractor's employees must take to reduce or eliminate exposure.
- Steps that the company has taken to lessen the risk of exposure.
- The location and method for accessing the SDSs.

The Library Director will also receive copies of SDSs on any hazardous chemicals that the contractor will introduce into the work place. Copies of these SDSs will be distributed to the employees where the material will be used.

Adopted by the Bondurant Community Library Board of Trustees.

9/7/2016

Reviewed: 6/2018

I, \_\_\_\_\_ have received the written materials and training outline in the safety class given as part of the new employee orientation session.

---

Employee signature

Date

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Supervisor Signature

Date

Outside Contractors to the Library

List of hazardous chemicals to which they may be exposed.

None to report.

Measures that the contractor's employees must take to reduce or eliminate exposure.

None to report as there are no hazardous chemicals used at the Library.

Steps that the company has taken to lessen risk of exposure.

No exposure.

The location and methods for accessing the SDS's.

All SDS's are located in the office of the Library Director. Located on the top shelf of the bookcase to the left as entering the Director's office. Available for inspection during Library open hours.

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Contractor Signature

Date

# BONDURANT COMMUNITY LIBRARY

## Equipment Use Policy



### Overview

Bondurant Community Library is pleased to offer the checkout of technology devices to patrons who are in good standing with the Library.

### IPad/Tablet Limits and Availability of Use

- Patrons may only check out devices with a current library card.
- Patrons must be in good standing to be able to check out devices.
- Borrowers are restricted to using the patron account and may not install any outside software or defeat system restrictions on access and use.
- Borrowers may not alter, delete, or copy any software loaded on the device or change its existing configuration.
- Mobile printing is available from devices.
- Patrons using sound-enabled resources must wear headphones. Headphones are available for purchase at the circulation desk.

### IPad/Tablet Checkout

- The iPads/Tablets will be available on a first-come, first-served basis and may not be reserved in advanced.

### IPad/Tablet Checkout Procedure

- A patron borrowing a device agrees to abide by the Library's Equipment Use Policy and the Library's Internet Use Policy.
- At the time of checkout, a staff member to make sure that it is intact and functioning properly will inspect the device.
- The Library's Wireless Internet Access Policy will govern wireless Internet use on the device.

### IPad/Tablet/Laptop Loan Period and Check-In Procedure

- All peripherals, laptop bags, charging cords, carrying cases and associated accessories will be returned with the devices. Library staff will complete the check-in and inspect the equipment before checking in devices.
- Borrowers must leave the devices in the care of a library staff member and complete the check-in procedure before the devices will be considered returned. Devices may NOT be left unattended at the library's Checkout or Reference desks.
- The devices will be booted up and checked for functionality upon return.

### **Fees and Liability to Borrower**

- Library Staff will have complete discretion on allowing or disallowing checkout of the library's devices and checkout may be denied as library staff deems necessary.
- Failure to properly use or return a device according to procedure may result in denial of future borrowing privileges and/or prosecution by law.
- Devices not returned to the Library are subject to the Circulation Policy procedures, including but not limited to being submitted to a Collection Agency.
- The borrower is responsible for the device's functioning and state while the device is in his or her possession. The device must be returned in full working order.
- Under no circumstances should a borrower leave the device unattended. The Library will not be responsible for a lost or stolen device even when it is used inside the Library.
- It is the borrower's full responsibility and fiscal liability for all costs associated with damage to the devices or the associated peripheral equipment during the checkout period, or its replacement costs should it be lost or stolen.

### **Copyright Regulations and Other Restrictions**

Users may not.....

- Use the Library's Wi-Fi access for illegal or criminal purposes, including:

- Violation of Iowa State Law, which makes it illegal to download or purvey child pornography, purvey pornography to children, or to commit fraudulent acts using the Internet.
- Violation of U.S. Copyright law (title 17, U.S. Code) which prohibits the unauthorized reproduction of copyrighted materials, except as permitted by the principles of “fair use”.
- Use of obscene language.
- Display offensive or sexually explicit messages or pictures.
- Use the Library’s Internet Wi-Fi to gain unauthorized access to the Library’s or any other organization’s networks or computer systems.
- Send unsolicited bulk and/or commercial messages (“spam”) over the Internet using Wi-Fi or use the service for activities that invade another’s privacy.
- Forge or misrepresent messages headers, whether in whole or in part, to mask the originator of the message.

Wi-Fi users will be courteous and considerate of other library patrons while using library furniture and will be subject to the directions of the library staff at all times.

### **Hotspot Checkouts**

- Hotspots are available for checkout for two-week time periods.
- Patrons using hotspot services must have a Bondurant Community Library card, be a resident of the City of Bondurant or rural Polk County, and be in good standing. Patrons meeting the registration requirements of the Circulation Policy are eligible to check out Hotspots.
- Hotspots will not be circulated to Open Access patrons.
- Hotspots not returned will have service suspended on the device and all fees will be charged to the patron, including reconnection fees, if there are any.
- Hotspot patrons that have two certified letters sent concerning non-return of hotspots will be suspended from use of hotspots for a six-month time.
- Hotspots will be checked out with a charging cord and carrying case.

### **Gaming Equipment Use**

Gaming CD's and video games are supplies by the Library for use on the Library gaming equipment. These may not be checked out. Other gaming CD's and game cartridges may not be brought in for use on the Library gaming equipment unless library staff grants special permission.

Children may use equipment if they have demonstrated proficiency and understand the rules. Children younger than school age must have parent supervision.

All users must observe the quiet and polite rules of the Library and handle equipment with care.

No patron shall attempt to "fix", correct, or change any equipment or settings on equipment. Any questions or problems should be referred to library staff.

### **Wii and Xbox Use**

Up to four players may be signed up at a time if the quiet play rule is observed and the game is a four-player game. A "watcher" may sign up with a single user if quiet play is observed. No more than four persons are allowed at the gaming stations at a time unless library staff grants special permission.

### **Gaming Time Guidelines**

Equipment will be generally limited to ½-hour slots with an extension of an additional ½-hour possible if no one is waiting.

### **Disclaimer**

Bondurant Community Library is not responsible for damage to any removable drive or loss of data that may occur due to malfunctioning hardware or software.

Use of Library devices is entirely at the risk of the user and the Bondurant Community Library is not responsible for any loss, injury, or damages resulting from the use of the Library's devices.

The Library disclaims all liability for loss of confidential information or damages resulting from that loss and accepts no responsibility for breach of privacy. The Library recommends that no personal information be entered at any time using a Library device. Unless you clear the history, cache, and cookies yourself, your



privacy is at risk. The Library does not do this. If you log in to any service, please be certain to log out.

## **Equipment Inventory**

All equipment inventory will be maintained by Library Staff.

Adopted by the Bondurant Community Library Board of Trustees: 7/1/2010

Revised: 4/2015, 6/2015, 6/2017, 1/2019, 1/2020, 7/2020.

## Laptop and Accessories Checklist

### Laptop Inventory:

- ~~1. HP ProBook 4420s computer laptop. Value: \$927.22 Core i5430M/2.26 GHz- RAM 4 GB HDD 320 GB DVD+RW/DVD RAM HD Graphics Gigabit Ethernet- WLAN: 802.11b/g/n, Bluetooth 2.1 EDR-Windows 7 Pro-14" widescreen TFT 1366x768 (WXGA).~~
  - ~~2. Laptop power cable (2 pieces), Value: included in laptop price.~~
  - ~~3. HP laptop zippered carrying bag. Value: \$31.00~~
  - ~~4. Two VGA video cables for connecting to digital projector. Value: \$28.00.~~
  - ~~5. Mouse (optional). Value: \$10.00~~
  - ~~6. Keyboard (optional). Value \$10.00~~
- ~~Total Value of items: \$992.22~~

### iPad Inventory:

- ~~1. 2 iPad and 4 iPad mini. With protective cover. Value: \$600 per device.~~

### Hotspot Inventory:

- ~~1. 17 Sprint Mobile Hotspot, with protective case, charging cord, and charging cube. Value: \$100.00 per hotspot. Hotspot storage case \$15.00 per hotspot.~~
- ~~2. 25 T-Mobile Hotspot, with protective case, charging cord, and charging cube. Value: \$100.00 per hotspot. Hotspot storage case \$15.00 per hotspot.~~
- ~~3. 9 Verizon Mobile Hotspot, with protective case, charging cord, and charging cube. Value \$117.00 per hotspot. Hotspot storage case \$15.00 per hotspot.~~
- ~~4. 13 US Cellular Mobile Hotspot, with protective case, charging cord, and charging cube. Value: \$100.00 per hotspot. Hotspot storage case \$15.00 per hotspot.~~
- ~~5. 15 US Cellular Mobile Hotspot, with protective case, charging cord, and charging cube. Value \$100.00 per hotspot. Hotspot storage case \$15.00 per hotspot. BF School Hotspots.~~
- ~~6. 15 Verizon Mobile Hotspot, with protective case, charging cord and charging cube. Value: \$100.00 per hotspot. Hotspot storage case \$15.00 per hotspot. BF School Hotspots.~~

~~7. 18— Samsung Galaxy Tab A Tablet, with protective case, charging cord, charging cube. Value: \$299.00 per Tablet. Tablet Storage case \$5.00 per Tablet.~~

# Bondurant Community Library

## iPAD and iPAD MINI CHECKOUT POLICY AND USER AGREEMENT

Library patrons who are at least 18 years of age may checkout an iPad/iPad mini from the Circulation Desk for up to (2) two hours, **for in-house use only**. Parents must checkout the iPad for children under 18 years old. This library service is subject to availability and may be used only by the person who checks out the device.

To check out an iPad, a patron must submit a valid driver's license/State issued ID. The driver's license/State issued ID will be returned to the patron when the patron returns the iPad.

Library staff advise the patron of the following rules before checkout of the device.

- I will immediately inspect the iPad upon checking it out and agree that it is in good condition.
- I will not tamper with hardware or existing software. I agree to protect this equipment from theft and/or damage. I understand that the police will investigate any loss of an iPad or any missing components, and I will cooperate with such investigations.
- I agree to go to the library Circulation Desk immediately if this equipment is damaged, lost, stolen, or malfunctioning and turn device over to Library Staff.
- I understand that if I leave the iPad unattended, I accept full financial responsibility for any damage to the iPad or the replacement costs (\$600 estimated costs) for a missing iPad and any missing accompanying equipment.
- I agree to return the iPad to the Circulation Desk and personally give it to a library staff member before the time due or when I leave the Bondurant Community Library.
- I understand that this equipment is a 2-hour library loan and cannot leave the building. I will not take the iPad from the Bondurant Community Library. If nobody else is waiting to use the iPad, it may be renewed only once for one hour, but this has to be done as the first two-hour loan is ending.
- I understand that even if I have not used the iPad for a full two hours, I must return it to the Circulation Desk and personally give it to a library staff member no later than 15 minutes before the library closes. (The library closes at 7 p.m. Monday-Thursday, 5 p.m. on Friday, and 4 p.m. on Saturday).
- I agree to accept full financial responsibility for failure to return the iPad and accompanying equipment, and any damage incurred to the iPad through abuse, misuse, or operation while it is in my care. Replacement cost (including software, processing, and software) of the iPad and accompanying equipment is \$600 estimated costs.

- I will not violate any of the policies specified in the Bondurant Community Library's Internet Use Policy and the Library's Patron Behavior Policy. I have read these policies and I understand that violation of these policies may result in revocation of my library privileges.
- I understand that if I am using sound-enabled resources, I must wear headphones. Headphones are available for purchase at the circulation desk.
- I understand that the library is not responsible for any loss of data, damage, or liability that may occur from use of these devices or malfunctioning library hardware or software.
- Special PRIVACY ALERT for iPad users: The Library disclaims all liability for loss of confidential information or damages resulting from that loss, and accepts no responsibility for breach of privacy. We recommend that no personal information be entered at any time using a library iPad. Unless you clear the history, the cache, and the cookies yourself, your privacy is at risk- the library does not do this. If you log in to any service, please be certain to log out. Otherwise, your privacy is at risk.

Library iPad privileges will be revoked if a borrower violates any part of this agreement. In addition, if a patron has a current balance of over \$5.00 or seriously delinquent materials, the patron may be prohibited from iPad use.

Adopted: March 2014

Revised: May 2018