



Hiawatha Public Library

150 West Willman Street

Hiawatha, Iowa 52233

319.393.1414

Board Meeting Agenda Hiawatha Public Library Board of Trustees

February 12, 2019

7:00 p.m.

Glenn Schminke Community Room

Hiawatha Public Library

Library Board President: Brenda Powers

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Consent Agenda
 - 1. Approval of bills
 - 2. Minutes: January 8, 2019, January 17, 2019, January 22, 2019
 - 3. Library Director's Report
 - 4. Monthly Report
- D. New business
 - 1. Consider resolution approving FY2019 Linn County Board of Supervisors library contract
 - 2. Approval of ADA checklist for FY18 accreditation
- E. Old Business
- F. General Discussion
 - 1. Trustee training
 - 2. Director's evaluation
- G. President's Report
- H. Adjournment

The next regularly scheduled board meeting is set for Tuesday, March 12, 2019 at 7:00 p.m. in the Glenn Schminke Community Room, Hiawatha Public Library.



Library Board of Trustees Meeting

Location: Hiawatha City Hall – 101 Emmons Street (Multi-Purpose Room)

Date: January 17, 2019

Call to Order: 6:30 pm

A. Call to Order – Roll Call Present: Anna Ronnebaum, April Neuendorf, Jerry Mohwinkle, Karlene Nesslage.

B. New Business

1. Board training- Iowa Population Trends and the Future of Your Library (Webinar)

C. Adjournment – Anna Ronnebaum made a motion to adjourn the meeting, Karlene Nesslage seconded and the motion was carried. Meeting adjourned at 7:31 pm.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary



Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: January 22, 2019

Call to Order: 7:03 pm

1. Call to Order – Roll Call Present: Brenda Powers, Matt Dunbar, Anna Ronnebaum, April Neuendorf, Jerry Mohwinkle, Sue Halter and Karlene Nesslage. Also present: Erin Zaputil – HPL Operations Manager, Rob Archibald – City Council Member, Kim Downs – City Administrator, Wade Squiers and Jake Allen from Fusion Architects

2. Approval of Agenda

The Agenda was reviewed. Anna Ronnebaum made a motion to accept the agenda, Matt Dunbar seconded and the motion carried.

3. Business

1. Public Hearing-to consider placing plans, specifications, form of contract and estimate of cost on file for the Hiawatha Public Library Renovation (Remodel) and Expansion Project

The public hearing was opened at 7:04 pm – Wade Squiers and Jake Allen made a few comments about the bid process. There were no comments from the public. The public hearing was closed at 7:08 pm.

2. Consider Resolution adopting plans, specifications, form of contract and estimate of cost on file for the Hiawatha Public Library Renovation (Remodel) and Expansion Project.

RESOLUTION NO. 19-10

RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR THE HIAWATHA PUBLIC LIBRARY RENOVATION (REMODEL) AND EXPANISON PROJECT

WHEREAS, on the 8th day of January, 2019, plans specifications, form of contract and estimate of cost for the Hiawatha Public Library Renovation (Remodel) and Expansion Project consisting of, but not limited to, a two story 14,689 square foot addition consisting of a 7,131 square foot lower level and 7,558 square foot main level. A demolition and renovation of the 8,352 square foot existing space located at 150 West Willman Street were filed with the Clerk of Hiawatha, Iowa, and

WHEREAS, notice of hearing on plans, specifications, form of contract, and estimate of cost was published as required by law on January 15, 2019 and

WHEREAS, sealed bids will be received on February 26, 2019 at 10:00 A.M. with bid letting to follow the same day February 26, 2019, at 10:30 A.M., and said project will be awarded on March 12, 2019, by the Hiawatha Public Library Board of Trustees at their board meeting at 7:00 P.M., and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, that said plans, specifications, form of contract and estimate of cost are hereby approved as the plans, specifications, form of contract and estimate of cost for said improvements for said project.

AYES: Dunbar, Powers, Ronnebaum, Neuendorf, Mohwinkle, Nesslage, Halter

NAYS:

ABSENT:

PASSED AND APPROVED this 22 day of January, 2019.

3. Consider Resolution directing staff to prepare bid documents for additional contracts relating to the Hiawatha Public Library Renovation (Remodel) and Expansion Project as set by code-

RESOLUTION NO. 19-11

RESOLUTION DIRECTING STAFF TO PREPARE BID DOCUMENTS FOR ADDITIONAL CONTRACTS IN RELATION TO THE HIAWATHA PUBLIC LIBRARY RENOVATION (REMODEL) AND EXPANISON PROJECT

WHEREAS, the plans specifications, form of contract and estimate of cost for the Hiawatha Public Library Renovation (Remodel) and Expansion Project consisting of, but not limited to, a two story 14,689 square foot addition consisting of a 7,131 square foot lower level and 7,558 square foot main level. A demolition and renovation of the 8,352 square foot existing

space located at 150 West Willman Street do not include the following materials needed to complete the project as a whole, and

WHEREAS, the Library Board of Trustees directs staff to prepare the additional bid documents for the following contracts:

- AV, IT and Telecommunications;
- Signage;
- Solar Panel installation as a PPA, and
- Sources for camera/burglar alarm and access control will be a preferred vendor due to the paralleling with the city hall facility, and
- Furniture-state bid, and

WHEREAS, upon bid documents being complete the process for bidding will be in compliance with state code and said project will be awarded on March 12, 2019, by the Hiawatha Public Library Board of Trustees at their board meeting at 7:00 P.M., and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, the Library Board of Trustees directs staff to prepare the additional bid documents as stated above while following the bid process as set by State code with contracts to be awarded at their March 12, 2019 board of trustees meeting or shortly thereafter.

AYES: Dunbar, Powers, Ronnebaum, Neuendorf, Mohwinkle, Nesslage, Halter

NAYS:

ABSENT:

PASSED AND APPROVED this 22 day of January, 2019

4. General Discussion –

General Discussion was around the schedule of events outlined in the resolutions.

Contracts will be awarded in March and construction will begin shortly after.

5. Adjournment – April Neuendorf made a motion to adjourn the meeting, Anna Ronnebaum seconded and the motion was carried. Meeting adjourned at 7:21 pm.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary



February 2019

Librarian's Report:

Director Jeaneal Weeks met with City Administrator Kim Downs, Finance Director Cindy Kudrna, and City Engineer John Bender to discuss the library expansion/remodel contractor pay process and dollars secured.

Director Weeks has finished annual evaluations for Library Operations Manager, Youth Services, and Library Cataloger.

Director Weeks presented the library budget request to the City Council in a work session on January 14. Director Weeks met with directors of the MLN libraries at the Marion Public Library. Hollie Trenary shared their newly completed 2019 Library Facilities Master Plan. She discussed future space issues and what steps the library is taking to make the best use of their current building until their building plan becomes solidified. They have removed the front desk area to make a reading lounge and have cleared out a very crowded staff work space. She also discussed the possibility of a Mobile Access project, otherwise known as a bookmobile. Weeks also met Marion's new assistant director, Kelly Dybvig.

Director Weeks met with Kim Downs, Parks and Recreation Director Kelly Willadsen, and Casey Wells from Discovery Living to discuss possible collaboration and programming the city may be able to offer to patrons with intellectual and/or physical disabilities.

Several trustees attended Trustee Training Opportunity: Iowa Libraries Online Conference on January 17. Keynote speaker Gary Krob, Coordinator of the State Data Center at the State Library of Iowa presented the evening keynote on "Iowa Population Trends and the Future of Your Library," which provided:

- An overview of State Data Center;
- A report of the transformation of population and demographics in Iowa;
- A discussion of what this could mean for libraries, and why trustees should be aware of it.

The library board held a public hearing on January 22 to consider placing plans, specifications, form of contract and estimate of cost on file for the 2019 Remodel and Expansion Project.



Director Weeks and Operations Manager Zaputil have been in discussions with shelving vendors regarding library shelving and furnishings for the library project.

Operations Report:

Operations Manager Erin Zaputil created a New Employee Orientation Checklist for accreditation purposes. Along with this she created a new employee training protocol. These were put into action with successful results with the hiring of our new library circulation clerk.

Library Circulation Clerk Kira Brennan started work at the library this month. Kira received her master's degree from University of North Texas in May of 2018. She is learning our processes and policies rapidly and sharing her talents, particularly for graphic design, as well. We are thrilled to have her as part of the team.

Staff evaluations are almost complete. One of the goals Zaputil has set for circulation staff is to prioritize continuing education by taking at least one webinar or class that they feel would benefit them and the library. We look forward to hearing about what they have learned.

During the polar vortex the library opened one hour early in order to serve as a warming station for those needing shelter from the cold. Chilly patrons were grateful for the hot cocoa we provided throughout both days of extremely cold temperatures.

The latest issue of @ Your Library was recently published electronically. The next issue will be go out in May.

Youth Services:

For 2019, new or revamped programming was introduced. Tech Time for Tots which blends books and apps for preschoolers to create a unique story time debuted on January 18. The event was well-received but faced a surmountable problem---the audio volume was too low. Fortunately, staff member Taryn Kincaid resolved the issue so the February 15 edition will be improved.



For three years, the library has offered Lego Club providing area youth with a free STEM opportunity. The acquisition of Ramps & Pathways from the Governor's STEM Advisory Council has expanded our STEM footprint. Thus, Lego Club is now STEM Club and the January reception to this change was great. It is quite a sight to see our community room teeming with Lego and Ramps & Pathways projects simultaneously.

Our expert partners from Parent Education Consortium began a 6-week family workshop *Raising School Ready Readers* on Monday, January 28 at the library. This workshop explores literacy in early childhood and includes a free family meal, childcare and all needed materials. Positive feedback was the norm as families exited the program.

After seeming to be non-existent, winter reared its ugly head in late January. Mother Nature facilitated the rescheduling of several programs and cancellation of many collaborative partnership programs. However, it was most gratifying to embrace the library's role of community haven during these times.

Adult Programming:

We continue to host HACAP's mobile pantry at the library to provide food to community members in need of help. More and more people are learning about this wonderful opportunity. On the most recent event we served more than 30 people.

We recently held our first Tech Day class on January 7th. This class provides support for people who may have received a new device for the holidays and need assistance with its operation and capabilities. We answered many questions about how to use our library's Overdrive account to access E-books. Due to the popularity of this program, we will offer an hourly session monthly.

Adult Craft Night is a very popular program for adults. Our most recent session offered patrons a chance to create their own unique designs using sharpies on mugs.

Speaker Amanda Reeder offered guidance and support to patrons who are searching for employment. This class was first in a three-part job series. We hope to reach more people and grow the program with the second class which will focus on resume writing.

Monthly Report January 2019

MATERIAL CIRCULATION		
Adult	4,079	20%
Juvenile	5,923	29%
Young Adult	586	3%
Periodicals	237	1%
DVD Adult	4,736	23%
DVD Juvenile	1,216	6%
Other Materials	13	0%
Kits	26	0.13%
Adult Audio	534	3%
Adult Music	529	3%
Juvenile Audio	93	0.45%
Children's Music	126	0.61%
Young Adult Audio	30	0.15%
Overdrive Audio	455	2.22%
One-Click Audio	85	0.41%
Overdrive E-Books	715	3.48%
3M Cloud Library	175	0.85%
3M Cloud Library Pay		
Per Use	118	0.57%
Zinio Magazines	164	0.80%
Freegal Music	687	3.35%
Total Circulation	20,527	
Last Year's Circulation	18,428	
Change	2,099	

SELF-CHECK	8,515	46.97%
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DAYS OPEN	30
Ave. Daily Circulation	684

INCOME	
Fines	\$956.79
Copier	\$862.85
Postage	\$0.00
FAX	\$147.50
Lost/damaged Books	\$105.40
Lost Cards	\$4.00
ILLs	\$35.00
Room Rental	\$0.00
Merchandise	\$9.75
Total	\$2,121.29

UNIQUE MANAGEMENT		
	Month	Y-T-D
Dollars received	\$66.25	\$1,190.11
Material returned	\$275.76	\$1,335.64

OPEN ACCESS CIRCULATION	
Open Access	13,784
Hiawatha	2,485
Linn County	1,285
Cedar Rapids	10,794
Marion	1,617
Robins	574
Total Circulation	18,128

LIBRARY VISITS	
2019	9,498
Daily Average	317
2018	9,400
Change	98

INTERLIBRARY LOANS	
ILLs Sent	38
ILLs Received	11

NOTARY	Month	YTD
	1	21

PROCTOR	Month	YTD
	7	40

PROGRAMMING		
	people	programs
Youth	778	21
Outreach	575	16
Young Adult	10	1
Youth Total	1,363	38
Family	27	1
Adult	153	24
Outreach	35	2
Adult Total	215	27

LIBRARY USERS	
Registered Borrowers	9,104
New this Month	74
Withdrawn	120

MEETING ROOM	128
McKenzie	60
Schminke	68
Public	10
Library	58

COLLECTION								
	<i>Adult</i>	<i>Juvenile</i>	<i>Youth</i>	<i>Audio</i>	<i>Video</i>	<i>Periodicals</i>	<i>Music</i>	Total
Items Added	221	173	33	11	93	52	11	594
Items Withdrawn	59	38	4	1	47	180	1	330

Online Resources

	Month	Y-T-D
WEBSITE USERS	1635	9925

	Log Ins	Y-T-D
PRONUNCIATOR	0	11

	Month	Y-T-D
FREEGAL		
Download patrons/song	21/204	144/1368
Streaming patrons/song	16/483	103/2203

	Month	Y-T-D
LEARNING EXPRESS	0	2

	Month	Y-T-D
NICHE ACADEMY		
Views	29	155

EBSCOHOST		
	Sessions	Y-T-D
Automate	0	6
Consumer R	0	0
MasterFILE	1	16
Other	1	24
Novelist	0	3
Total	2	49

	Month	Y-T-D
LYNDA		
User Logins	61	242

	Month	Y-T-D
KANOPY		
Plays	5	104

COMPUTER USE		Ave./Day	Last Month	Change
Patrons	1116	37.20	966	150
Hours	963	32.10	904	59

	Month	Y-T-D
REFERENCE USA		
Logins	5	39

Memo:

February 12, 2019

To: Hiawatha Public Library Board of Trustees:

From: Jeaneal Weeks, Library Director

Re: Resolution 19-12 FY2019 Linn County Contract

The Linn County Board of Supervisors contracts with each Linn County library to provide service to all Linn County residents living outside of incorporated cities or towns on the same terms, including fees, as it provides library services to residents living within its corporate boundaries.

The funding amount is based on the Hiawatha Public Library's circulation of 16,039 materials to rural Linn County residents during FY18.

CONTRACT
FOR
CITY LIBRARY SERVICES

This agreement is entered into by Linn County, Iowa ("County") and the Board of Trustees for the public library in the City of Hiawatha, Iowa ("Library") under the following terms:

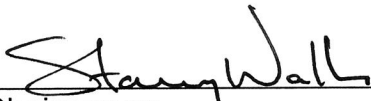
1. This contract is made pursuant to Iowa Code Chapter 336.
2. Library agrees to provide library services to all Linn County residents living outside of incorporated cities or towns on the same terms, including fees, as it provides library services to residents living within its corporate boundaries.
3. County agrees to contribute an amount not to exceed \$63,288.74 to Library for library services.
4. Library shall not use the contribution by County to reduce its funding level from the City, nor shall the contribution by County, or any portion thereof, be used to provide services or purchase materials or equipment be accessed solely by residents living within its corporate boundaries. A violation of this paragraph will be considered cause for termination of this agreement.
5. Contribution by County for library services as set out in paragraph 3 shall not exceed one-half of the amount contributed by the City for the same period. County may require Library to provide a report of its annual budget, purchases, and expenditures as well as a summary of services provided before disbursement by County of any installment. Noncompliance with the terms of this paragraph may affect the amount of contribution set out in paragraph 3, and may be considered cause for termination of this agreement.
6. Pursuant to Iowa Code §336.18, this contract may be terminated at any time by mutual consent of the parties or in any other manner provided by law.
7. Each party to this Agreement represents and warrants to the other that:
 - a. It has the right, power and authority to enter into and perform its obligations under this Agreement;
 - b. It has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of this Agreement, and this

Agreement constitutes a legal, valid and binding obligation upon itself and in accordance with its terms.

IN WITNESS WHEREOF, the parties have hereunto affixed their signature this 7th
day of January, 2019.

LINN COUNTY BOARD OF SUPERVISORS

TRUSTEES OF THE HIAWATHA
PUBLIC LIBRARY

BY: 
Chairperson

BY: _____
President

Secretary

RESOLUTION NO. 19-12
Library Board

RESOLUTION APPROVING THE 2018 LINN COUNTY CONTRACT

BE IT RESOLVED BY THE LIBRARY BOARD OF THE CITY OF HIAWATHA, IOWA, approves the FY2019 Linn County Contract in which the county agrees to contribute an amount not to exceed \$63,288.74 to the Hiawatha Public Library to provide library service to rural Linn County residents.

AYES:

NAYS:

ABSENT:

_____, 2019

PASSED AND APPROVED this _____ day of

Brenda Powers, Board President

ATTEST:

Karlene Nesslage, Board Secretary

Memo:

February 12, 2019

To: Hiawatha Public Library Board of Trustees:

From: Jeaneal Weeks, Library Director

Re: ADA checklist

The accreditation application to be submitted to the state later this month requires that the library board reviews the ADA Checklist for Existing Facilities at least every three years.

Tips and information about the Checklist for Accreditation purposes.

- Choose one of the four priorities listed below. Only one completed priority is needed to satisfy accreditation requirements.
- Each item on the checklist should be answered Yes or No. If the item does not apply to the library, answer N/A instead.
- Checking No, or N/A, does not negatively affect your accreditation.
- This checklist is not a certification of ADA compliance. It is a tool to help your library identify and raise awareness of ADA barriers in your library.
- Photos do not need to be attached. There is room on the form to indicate photo numbers. But you do not need to send them in to the State Library. They may still be very useful for your own purposes.
- Before submitting the checklist to the State Library, make sure to have the library's board of trustees review it. Include that review date on the first page of the checklist document submitted.
- All libraries participating in the accreditation program need to submit this checklist regardless of the date of library construction. This checklist can be useful to identify issues even in brand new buildings.
- The checklist should be reviewed at least once every three years. It is our recommendation that all four priorities should be reviewed on a regular basis. However, only one per three year period is necessary for accreditation.

Priority One - Approach & Entrance

Priority Two - Access to Goods & Services

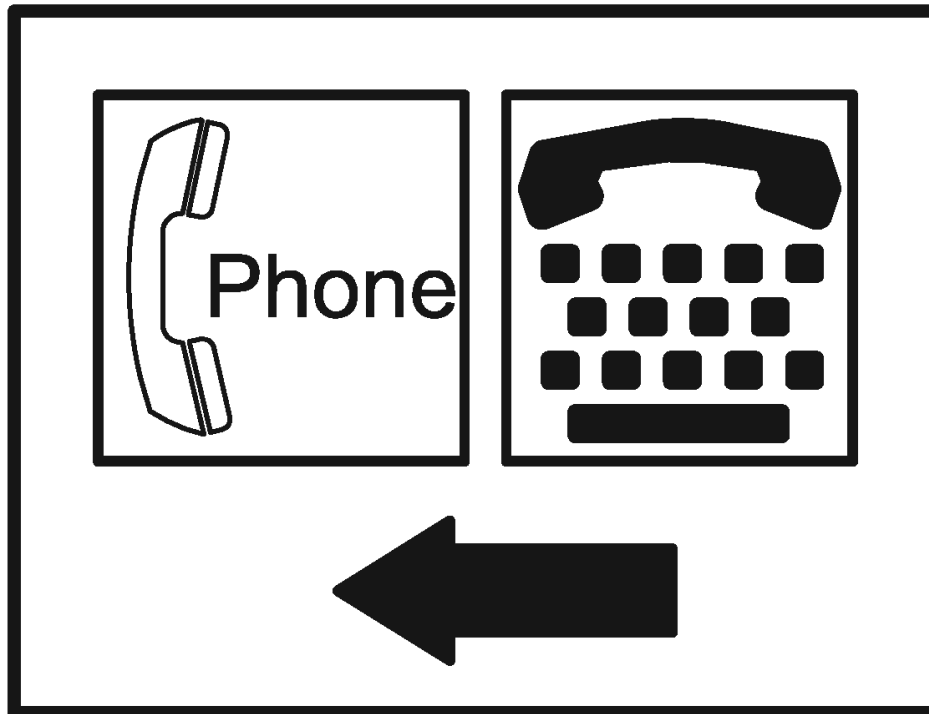
Priority Three - Toilet Rooms

Priority Four - Additional Access

ADA Checklist for Existing Facilities

Priority 4 – Additional Access

Based on the 2010 ADA Standards for Accessible Design



Project Accreditation

Building

Location Hiawatha Public Library

Date 2/7/2019

Surveyors

Contact Information

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



Institute for Human Centered Design
www.HumanCenteredDesign.org

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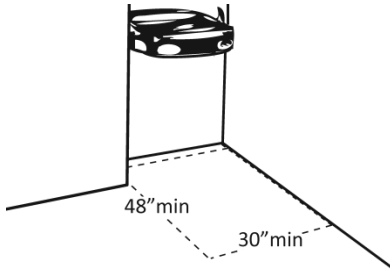
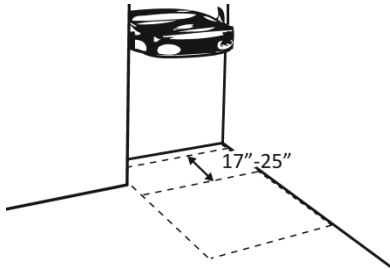
ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

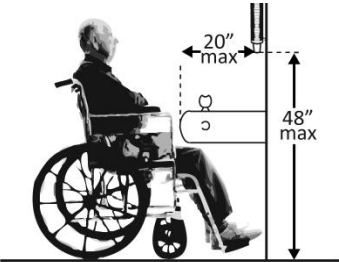
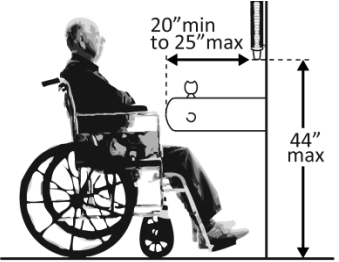

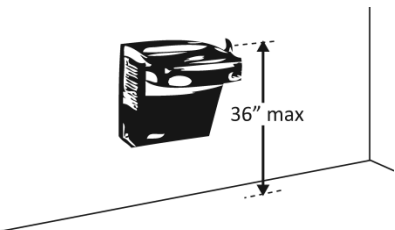
This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily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

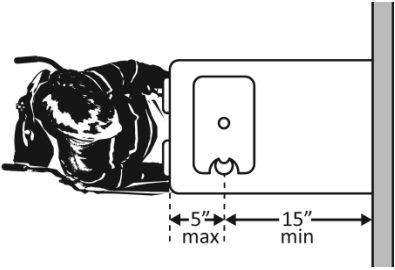
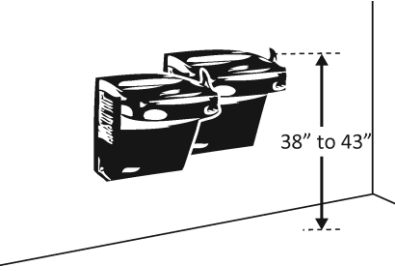
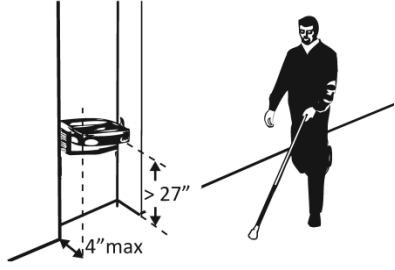
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

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




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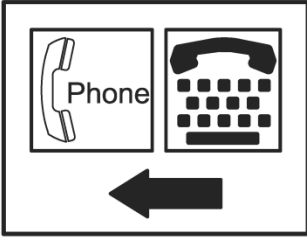
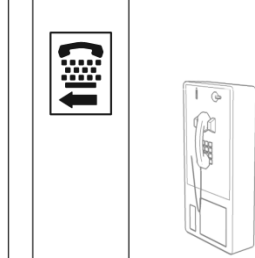
Priority 4 – Additional Access			Comments	Possible Solutions
Drinking Fountains				
4.1 Does at least one drinking fountain have a clear floor space at least 30 inches wide x at least 48 inches long centered in front of it for a forward approach?*[See 2010 ADA Standards for Accessible Design – 602.2]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: > 55"		Photo #: 1	*If installed before 3/15/2012, a parallel approach is permitted and the clear floor space is not required to be centered <ul style="list-style-type: none"> • Alter space • Relocate drinking fountain • Install a drinking fountain in another location
4.2 If there is a forward approach, do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the drinking fountain? [306.2.2, 306.2.3] Note: If the drinking fountain is primarily for children's use and the spout is no more than 30 inches above the floor and no more than 3 ½ inches from the edge of the unit, a parallel approach is permitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: n/a		Photo #: 1	<ul style="list-style-type: none"> • Alter space • Replace drinking fountain •

<p>4.3 If the drinking fountain is no deeper than 20 inches, are the operable parts no higher than 48 inches above the floor? [308.2.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 18" x 44"</p> <p>18" x 31"</p>		<p>Photo #: 1</p>	<ul style="list-style-type: none"> • Adjust drinking fountain • Replace drinking fountain •
<p>4.4 If the drinking fountain is no less than 20 inches and no greater than 25 inches deep, are the operable parts no higher than 44 inches above the floor? [308.2.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: n/a</p>		<p>Photo #: 1</p>	<ul style="list-style-type: none"> • Adjust drinking fountain • Replace drinking fountain •
<p>4.5 Can the control be operated with one hand and without tight grasping, pinching or twisting of the wrist?</p> <p>Is the force required to activate the control no more than 5 pounds? [309.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #: 1</p>	<ul style="list-style-type: none"> • Change control • Adjust control •
<p>4.6 Is the spout outlet no higher than 36 inches above the floor? [602.4]</p>	<p><input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement: 38 1/2"</p> <p>31"</p>		<p>Photo #: 1</p>	<ul style="list-style-type: none"> • Adjust drinking fountain • Replace drinking fountain •

<p>4.7 Is the spout:</p> <p>At least 15 inches from the rear of the drinking fountain?</p> <p>No more than 5 inches from the front of the drinking fountain? [602.5]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 15" & 16 ½"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 2 ½"</p>		<p>Photo #: 1</p>	<ul style="list-style-type: none"> • Adjust spout • Replace drinking fountain
<p>4.8 If there is more than one drinking fountain, is there at least one for standing persons? [211.2]</p> <p>Is the spout outlet no lower than 38 inches and no higher than 43 inches above the floor? [602.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 38 ½"</p>		<p>Photo #: 1</p>	<ul style="list-style-type: none"> • Adjust drinking fountain • Install new drinking fountain for standing height
<p>4.9 If the leading (bottom) edge of the fountain is higher than 27 inches above the floor, does the front of the fountain protrude no more than 4 inches into the circulation path? [307.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: n/a</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust drinking fountain • Replace drinking fountain • Add tactile warning such as permanent planter or partial walls

Public Telephones				
4.10 Does at least one telephone have a clear floor space at least 30 inches wide x at least 48 inches long for a parallel or forward approach? [704.2.1]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Photo #: 2	<ul style="list-style-type: none"> • Move telephone • Install new telephone for clear floor space •
4.11 Is the highest operable part of the telephone no higher than 48 inches above the floor? [704.2.2]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 31"		Photo #: 2	<ul style="list-style-type: none"> • Adjust telephone • •
4.12 If the leading (bottom) edge of the telephone is higher than 27 inches above the floor, does the front of the telephone protrude no more than 4 inches into the circulation path? [307.2]	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: n/a		Photo #: 2	<ul style="list-style-type: none"> • Adjust telephone • •

4.13 Does at least one telephone have a volume control? [704.3]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Install volume control • Replace telephone with one that has volume control •
4.14 Is the volume control identified by a pictogram of a telephone handset with radiating sound waves? [703.7.2.3]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Add pictogram • •
4.15 Does at least one telephone have a TTY? [217.4.1] Note: TTY's are devices that employ interactive text-based communication through the transmission of coded signals across the telephone network. They are mainly used by people who are deaf and/or cannot speak.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Install TTY • •

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


Fire Alarm Systems				
4.20 If there are fire alarm systems, do they have both flashing lights and audible signals? [702.1]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Install audible and visual alarms • •
Adult Section Emergency Exit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Photo #: 3	<ul style="list-style-type: none"> • • •
Children's Section Emergency Exit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Photo #: 4	<ul style="list-style-type: none"> • • •
Main Entry	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Photo #: 5	<ul style="list-style-type: none"> • • •
Self Check Station	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Photo #: 6	<ul style="list-style-type: none"> • • •

Photo # 1



Photo # 2

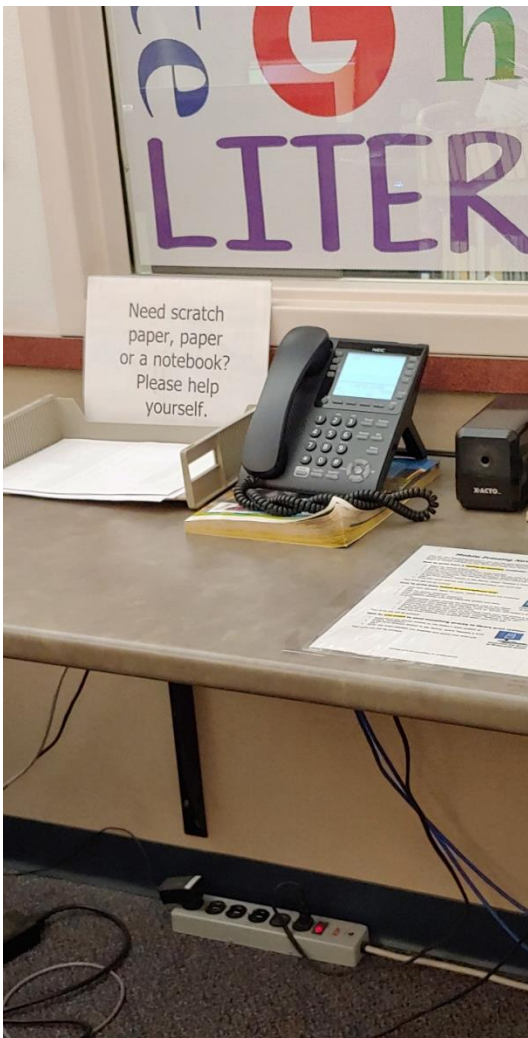


Photo # 3



Photo # 4



Photo # 5



Photo # 6

