

LIBRARY BOARD OF TRUSTEES MEETING

CITY OF DAVENPORT, IOWA

Tuesday, January 20, 2026; 12:00 PM

Davenport Public Library - Main Library | 321 Main Street | Meeting Room C

- I. Roll Call & Introduction of Attendees
- II. Consent Agenda
 - a. Approve the Agenda
 - b. Approve the Minutes for December 16, 2025
 - c. Approve the Financial Reports

III. Public with Comment

Members of the public may address the Board of Trustees for up to five (5) minutes. In accordance with the Iowa Open Meetings Law, the Board of Trustees cannot engage in discussion or take action on comments presented during this time. However, the Board may consider placing relevant topics on a future agenda.

IV. Reports & Communications

- a. Davenport Public Library Foundation
- b. Committee Reports
 - i. Finance
 - ii. Personnel
 - iii. Advocacy
- c. Director's Report

V. Old Business

- a. Motion to amend the Library Director's December 16, 2025 annual merit salary increase from 3.25% to 2.50%, effective January 1, 2026, to align with other City department heads
- b. Review Notary Service Policy draft

VI. New Business

- a. Review ADA checklists for facilities as part of accreditation process

- b. Review goals and objectives from the first two quarters of the FY2026-FY2028 Strategic Plan
- c. Motion to approve allocating the remaining \$106,629 from the Special Library Levy to fund enhancements to staff breakrooms and other staff-centered initiatives
- d. Motion to approve reallocating \$100,211 to the Patron-Use Printer Revenue account, \$15,912 to the MidAmerican Rebate account, and \$97,548 (Lyrasis & PrairieCat funds) to the General Gift fund

VII. President's Comments

VIII. Board Training

- a. Advocacy - Kasey Shipley (Office & Facilities Manager)

IX. Adjourn

MISSION

The Library connects a diverse community to resources that educate, enrich, and entertain.



LIBRARY BOARD OF TRUSTEES
MINUTES
DECEMBER 16, 2025

Roll call and introduction of attendees

Tom Engelmann called to order the monthly meeting of the Davenport Public Library Board of Trustees at 12:02 p.m. on Tuesday, December 16, 2025. The meeting was held in Meeting Room C at the Main Library. Board members present: Honey Bedell, Joanna Drake, Michael Hustedde, Shelley Klaas, Malavika Shrikhande, Tom Engelmann, and Jerry Skalak (12:03 arrival). Absent: Joe Heinrichs and Amanda Motto. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, Library HR Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, Library Office & Facilities Manager & Recorder; Sam Huff, City of Davenport’s Corporation Counsel; Hilary Tanner, President of Davenport Public Library Foundation (fka FRIENDS of DPL); and Marion Meginnis, City Council Liaison.

Consent Agenda

Hustedde motioned to approve the consent agenda with a second by Bedell. Bedell, Drake, Hustedde, Klaas, Shrikhande, Skalak, and Engelmann all approved.

Public with Comment

No one was present.

Reports and Communications

FRIENDS Report

Tanner reported the FRIENDS are now doing business as Davenport Public Library Foundation and have a committee meeting soon to plan on how to communicate the change to the public. Engelmann thanked Tanner for all their group does for The Library.

Finance Committee

Engelmann noted that the budget report reflects 42% of the fiscal year, and most line items are tracking close to that percentage of spending.

Personnel Committee

Drake shared there is nothing to report.

Advocacy Committee

Shrikhande noted that there is a survey in the Trustees folders and asked them to fill out and return at the January meeting.



Director's Report

Collins began by noting the Stat of the Month at the top of his report shows the number of library programs increased 5.5% in the past three years with attendance up 8.7%. The charts shown compare Davenport Public Library to peer libraries for number of programs and to staff numbers, showing our library is doing more with less. It is a testament to the phenomenal staff, he stated. Security presence at Main has increased to over 47 hours per week and those hours cover nearly 90% of operational hours at that location. As Tanner noted, the FRIENDS are now doing business as Davenport Public Library Foundation. They hope this leads to more funding opportunities as well as elevating their public profile. The grand reopening of Special Collections was held on Friday, December 12. There was a lot of positive feedback. Collins thanked many staff by name for the work that went into getting to that point. The Enhanced Youth Spaces project is complete with Burgeon Group finalizing the work at Main earlier in the month. Dinovember was a hit again this year. Main is participating in the annual pickle hunt with other downtown businesses. The Winter Reading Challenge takes place in January and plans for Summer Reading have begun and sponsorships are being sought. Collins has sent welcome letters to newly elected and re-elected City Council members. He participated in the City's onboarding of elected officials last week at the invitation of Interim City Administrator, Tim Gleason. Gleason also toured the Main Library with Collins. An article written by Collins on strategic planning was published in Public Libraries magazine for November/December 2025 issue. He attended a meeting with Coordinates QC which hopes to develop a shared campus to support nonprofits. The Library may be able to collaborate through the Library Business Assistance program with the nonprofits. Once it is up and running, The Library may have deposit collections at the hub, offer a story time, or find other ways to promote synergy in the project. The location preference is east Davenport or west Bettendorf to be on the I-74 corridor with easy access to Illinois, but no location has been selected. He encouraged Trustees to read the Library Stories; many positive comments on new book displays and other items. Upcoming programs he noted included Martin Luther King Jr and the Fight for Fair Housing on January 6th at Fairmount, and, Formal Wear Dropoff takes place January 9 & 10 and January 16 & 17 for a giveaway program later in January. Collins noted that Fairmount will be 20 years old and invited Trustees to attend the celebration on January 14, 2026 at 6 p.m. Kathryn Whalen, Special Collections Supervisor, will be giving tours of the new space on second floor today immediately following this meeting as the Board's monthly training.

Council Liaison

Meginnis thanked staff and Trustees for the greeting cards they sent to her since she couldn't be at the meeting in person today. She complimented the Board as being the "poster children for Trustees" thanking them for their service through the good and rough times, noting the elimination of the Library Levy. City Council is done for 2025 and will pickup in the first week of January. Meginnis encouraged the Trustees to attend the joint meeting with Council, when it is scheduled, as it is a great time to meet the Council members and let them know what is going on in this department of the City. Engelmann thanked her, on behalf of the entire Board, for her advocacy and being a great library champion over the years. Shrikhande also relayed her appreciation to Meginnis for her service to the City and Library.



Hustedde inquired on how a new Council Liaison is appointed to The Library. Meginnis stated it is an unofficial role, not an appointment, and is a volunteer role. It may be a challenge to find someone able to attend the meetings as they are scheduled mid-day. Engelmann stated that he and Collins will look into finding a new liaison from Council.

Old Business

The only item of old business was to approve the Programming Policy. Engelmann stated it was presented for review at the November meeting and discussions were held. Bedell motioned to approve the policy with a second by Klaas. Drake, Bedell, Skalak, Klaas, Shrikhande, Hustedde, and Engelmann all approved.

New Business

The first item of new business was to discuss notary services and the recent Iowa Supreme Court decisions affecting municipal qualified immunity. Sam Huff, the City's Corporation Counsel, provided a legal opinion and came to the meeting to explain it and take any questions from Trustees. Qualified immunity is not a case that can be made for a negligence claim. Relating to notary services, that could be something like failing to check an ID. If a lawsuit was filed, there is no longer that easy out of qualified immunity. The City would back the employee if they are doing it as part of their job and an error is made as part of vicarious liability as the City is responsible for regular negligence of their employees. If an employee willfully breaks rules, policies, or laws through wanton conduct, it could be considered their personal liability. Examples of both situations were shared. He suggested changes to the current procedures that may include noting what documents may not be eligible for notarization, spelling out that this covers notarizations made on work time only; giving staff those good guardrails of the procedure. He encouraged the Trustees to not take away this needed service. It is an essential service and it is great for the community that it is provided for free at The Library as many places charge. Klaas inquired if we have a policy currently and Collins replied that there is a procedure, but not a Board-approved policy. Huff noted he uses policy and procedure interchangeably and added that if there is a structure that clearly outlines the rules or guidelines, that works for him; it does not need to be a Board policy. Skalak asked how many employees are notaries and how many are performed per month. There are approximately 22 employees that do around 150-200 notarizations per month. Skalak inquired the cost of becoming a notary and if it comes with any liability insurance as part of it. Huff noted that employees could get professional liability insurance if they wanted to be covered outside of the City as a workplace. The City's Risk department has coverage for employees in this instance. Shipley shared that an employee that lives in Iowa gets a three-year commission for \$30 and an Illinois-resident gets one-year for \$30. Bedell asked if employees have the ability to opt out of being a notary. Collins replied they do not. Becoming a notary is not required of all employees, but limited to certain positions. Klaas inquired about staff's concerns and what those may be with Collins saying the largest concern seems to be that of liability. Huff offered to provide time to meet with notaries in-person to discuss their concerns. Huff noted that he has nothing in his files to show that anyone with the City has been sued for notary negligence. Klaas relayed the anxiety she felt as she read the



document from Huff, but now feels better after hearing his presentation and believes that may help with any anxiety staff may feel in the role of notary. Engelmann seconded the thoughts of Klaas. Shrikhande mentioned that Musser Public Library has a notary policy on their website. Drake inquired if opting out could be looked at, or if it is not possible due to the number of patrons that use the service. Collins stated it would be up to the Board to eliminate the service as we wouldn't know how many would opt out. Currently, the service is offered during all open hours up to 30 minutes before close. If many opted out, the service would degrade.

The second item of new business was a motion to name Meeting Room C at the Main Library in honor of Davenport Public Library Foundation. Collins shared language from the memo included in the packet on the reasoning behind the request to name the room for the Foundation and how it follows the Gift Acceptance Policy. Skalak approved and Klaas seconded. Hustedde inquired if the name change from FRIENDS to Davenport Public Library Foundation has been made. Collins stated they are "doing business as" the Foundation and they are in the process of changing it in their bylaws with that approval happening in January. After discussion, Skalak amended his motion to include language, pending the official name change, and Klaas seconded that change. Shrikhande, Hustedde, Drake, Bedell, Klaas, Skalak, and Engelmann approved.

The final item of new business was a motion to approve a 3.25% General Wage Increase (GWI) for the Library Director effective the first pay period of January 2026. Engelmann noted he placed a call to the City's Personnel Manager but had not heard back on the rate of other City department heads wage increase, as the intent is to keep the wage in sync with others at that level. This is not the same as the wage increase in July which matches with the Union-negotiated percentage of raise that Trustees must approve for the Director, he shared. Hustedde moved to approve with a second by Klaas. There were some questions regarding the rate and discussion that followed. Klaas, Drake, Hustedde, Skalak, Shrikhande, Bedell, and Engelmann all approved.

President's Comments

Engelmann used the time to say how wonderful the ribbon-cutting event for Special Collections was on Friday and that there was a great turnout. He thanked staff that put it together as it was educational to those who attended on what is available in that department for the community.

Board Training – Tour of Special Collections by Kathryn Whalen will be held after meeting

Adjourn

With no further business, Bedell motioned to adjourn at 1:01 p.m. with a second by Skalak. All approved.

BUDGET RECAP FY26					
Davenport Public Library					
1/2/2026, 50% of the year					
General Fund		FY26	EXPENDED	BALANCE	% spent
201 Operating Supplies/Services	\$100,535		\$38,900	\$61,635	39%
205 Utility Services	\$145,000		\$71,974	\$73,026	50%
210 Travel & Registration	\$15,000		\$10,264	\$4,736	68%
216 Memberships/Publications	\$15,000		\$8,481	\$6,519	57%
217 Professional Services	\$93,810		\$40,603	\$53,207	43%
218 Rental Expense	\$3,000		\$1,094	\$1,906	36%
225 Buildings & Grounds	\$148,675		\$82,696	\$65,979	56%
226 Maint/Machines & Equipment	\$31,060		\$31,060	\$0	100%
Total Main 200's	\$552,080		\$285,072	\$267,008	52%
Allocated Expenses					
530 Software Costs	\$130,000		\$121,216	\$8,784	93%
606 Telephone	\$37,493		\$19,289	\$18,204	51%
622 Data Processing	\$15,000		\$6,250	\$8,750	42%
627 Motor Vehicle Maintenance	\$5,215		\$717	\$4,498	14%
Total Main Allocated Expenses	\$187,708		\$147,472	\$40,236	79%
Salaries	\$3,728,991		\$1,650,882	\$2,078,109	44%
Benefits	\$1,583,514		\$746,484	\$837,030	47%
Total City appropriation	\$6,052,293		\$2,829,910	\$3,222,383	47%
CIP Budget Lines					
Materials Budget	\$465,000		\$258,706	\$206,294	56%
Electronic Equipment Repl	\$130,000		\$88,914	\$41,086	68%
Main Renovations Phase 2 (Apr '23) *	\$19,046		\$12,855	\$6,191	67%
Library Meeting Room Upgrades (FY24)	\$4,258		\$4,258	\$0	100%
Fairmount Roof (FY25 & 26) **	\$417,443		\$402,107	\$15,336	96%
Fairmount Painting (FY26)	\$75,000		\$0	\$75,000	0%
Fairmount LED Lighting (FY26)	\$60,000		\$0	\$60,000	0%
Leftover from former Library Levy fund	\$106,629				
* gift funds transferred to cover change orders, 8/2025					
** Revised budget due to cost, 9/29/2025					

Misc revenue/expenses							
FY25 Grants & Gifts							
1/6/2026							
				Starting	Monthly	Monthly	Balance
				Balance	Expense	Revenue	
					Dec	Dec	
State Aid							
814 Enrich Iowa				\$19,736	\$622	\$0	\$19,114
813 Open Access/Access Plus				\$95,119	\$66	\$0	\$95,053
Gift Account							\$644,536
Unrestricted Gift Funds							
General Gift (donations, memorials, interest, etc)				\$89,510	\$1,688	\$2,101	\$89,923
Donation boxes/Eastern's Wishing Well				\$11,674	\$0	\$0	\$11,674
Reader/Printer Revenue				\$6,998	\$0	\$0	\$6,998
Patron-use printer revenue				\$100,211	\$0	\$1,519	\$101,730
Restricted Gift Funds							
Endowment				\$28,324	\$5,054	\$0	\$23,270
Irma Jepsen Endowment				\$25,254	\$0	\$0	\$25,254
Marketing/Programming				\$18,642	\$1,591	\$100	\$17,151
FRIENDS' Staff support (personnel-restricted)				\$16,996	\$0	\$16,415	\$33,411
Special Collections				\$8,951	\$344	\$1,137	\$9,744
Lorraine Duncan SC endowment				\$5,820	\$0	\$0	\$5,820
EICCDD (personnel restricted)				\$28,367	\$0	\$0	\$28,367
Eastern Iowa Community College District							
Eastern (MidAmerican rebate/Scott Co Conservation)				\$17,842	\$1,930	\$0	\$15,912
PrairieCat Refund				\$34,791	\$0	\$0	\$34,791
Lyrasis Refund (11/2011)				\$62,757	\$0	\$0	\$62,757
Charles Young Estate				\$24,438	\$0	\$0	\$24,438
SCENE Grant				\$10,882	\$0	\$0	\$10,882
Main 50th Project (memorials to library, etc)				\$70	\$0	\$0	\$70
Café Rent at Eastern				\$2,274	\$0	\$0	\$2,274
1000 Books Before Kindergarten (6/2021)				\$19,854	\$0	\$0	\$19,854
Books for Babies (6/2022)				\$675	\$0	\$0	\$675
Fairmount Student Food Pantry (FRIENDS)				\$2,211	\$0	\$1,200	\$3,411
Enhanced Youth Spaces Project 2022				\$144,095	\$42,505	\$0	\$101,590
Leah Foster Estate (8/2023)				\$14,540	\$0	\$0	\$14,540
Library of Things (5/2025)				\$2,604	\$153	\$0	\$2,451

Dec '25 Operating Exp				
EFF DATE	PO/REF2	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
12/04/2025	2605076	1,176.76	CITADEL SECURITY GROUP LLC	Security, Main Lib,11/10-11/16
12/04/2025	2605078	50.00	LAWRENCE LOCKWOOD	Presenter - 11/6/2025
12/04/2025	2605077	243.20	TODAYS BUSINESS SOLUTIONS INC	9900 Towers annual agreement
12/04/2025	2605203	250.00	QUAD CITIES CHAMBER OF COMMERCE	Deck the Downtowns Window Disp
12/04/2025	2605077	1,556.80	TODAYS BUSINESS SOLUTIONS INC	9900 Towers annual agreement
12/04/2025		181.30	CHRISTIE SEAGREN (EMPLOYEE)	MILEAGE- NOVEMBER 2025
12/11/2025	2605248	1,334.34	CITADEL SECURITY GROUP LLC	Security, Main Lib,11/17-11/23
12/11/2025	2605518	854.64	CITADEL SECURITY GROUP LLC	Security, Main Lib,11/24-11/30
12/11/2025	2605242	659.60	GREAT WESTERN SUPPLY CO Inc	Rugs for Main Lib
12/11/2025	2601615	2,765.00	JEFFREY DELF	Landscaping - Eastern
12/11/2025	2605204	321.00	B&B ENTERPRISES OF AMERICA INC	Printing of Library Basics bro
12/11/2025	2605425	198.00	B&B ENTERPRISES OF AMERICA INC	Printing of magnets and postca
12/11/2025	2605425	63.00	B&B ENTERPRISES OF AMERICA INC	Printing of magnets and postca
12/11/2025	2605485	42,439.61	BURGEON GROUP LLC	Final payment for Children's A
12/11/2025	2605354	224.00	RAYNOR DOOR CO INC	INV149126 11/7 TSK25-61221 SER
12/11/2025	2605299	3,000.00	QUADRIENT FINANCE USA, INC	Postage - Main postal machine
12/12/2025	1121225	200.00	Director's allowance	WARRANT=121225 RUN=1 BI-WEEKL
12/18/2025	2605654	64.95	GLOBAL SECURITY SERVICES Inc	DEPOSIT COURIER SERVICE Nove
12/18/2025	2605653	1,490.00	JANUS BUILDING SERVICES INC	Window washing - Library
12/18/2025	2605784	4,400.00	LAWNSCAPERS INC	Ice melt application & snow re
12/18/2025	2605784	277.00	LAWNSCAPERS INC	Ice melt application & snow re
12/18/2025	2605660	6,600.00	LAWNSCAPERS INC	Snow removal & Ice melt applic
12/18/2025	2605660	1,108.00	LAWNSCAPERS INC	Snow removal & Ice melt applic
12/18/2025	2600734	943.65	KRISS PREMIUM PRODUCTS	JULY/25-JUNE/26 ANNUAL WATER/C
12/18/2025	2605735	575.00	HIGHPOINTE LAWNS LLC	INV36581 12/2 MOWING OF CITY F
12/18/2025	2605836	1,150.00	HIGHPOINTE LAWNS LLC	INV36579 10/13, 10/20 MOWING-C
12/18/2025	2605782	359.00	DRB ENTERPRISES INC	5,000 windowed envelopes
12/18/2025	2605731	2,885.73	LOGO PRO, LLC	Pens with library logo
12/18/2025	2605657	250.00	ATTICUS GARRISON	Presenter-1/5/26 AI Informatio
12/18/2025		1,049.97	IOWA AMERICAN WATER CO Inc	DEC COLLECTIVE INVOICES
12/18/2025		5,728.63	MID AMERICAN ENERGY CO Inc	Utility Payment 06/2026
12/18/2025	2605729	860.00	TAMMY S KRANA	Plow & salt lot - Main Library
12/18/2025	2605780	220.00	TAMMY S KRANA	Plow & salt lot - Main
12/18/2025	2605730	413.25	DEBRA MILLER	Performer - Jane Austen 12/6/2
12/18/2025	2605781	384.15	UNIQUE MANAGEMENT SERVICES INC	Collections Services - Nov 202
12/18/2025		27.30	JASON ORR *EMPLOYEE*	NOVEMBER MILEAGE
12/18/2025		58.10	MICHELLE FRIEDEN *EMPLOYEE*	NOVEMBER MILEAGE
12/18/2025		25.90	RICHARD STUMPPF EMPLOYEE	NOVEMBER MILEAGE
12/18/2025		72.10	BANASHREE HOLDERITH EMPLOYEE	NOVEMBER MILEAGE
12/19/2025		112.50	NAGARA	ANNUAL MEMBERSHIP
12/19/2025		128.75	SQ *CHOCOLATE MANOR	Chocolates for Special Collect
12/19/2025		44.29	AMAZON MKTPL*5H58C8U73	Calligraphy pens
12/19/2025		82.80	AMAZON MKTPL*JQ9D85Q83	Printer paper and plastic bags
12/19/2025		12.99	AMAZON MKTPL*BI1VV8CJ0	magnets
12/19/2025		25.94	CINTAS CORPORATION #342 Inc	Monthly mat rental, Main Lib
12/19/2025		159.90	AMAZON MKTPL*BB8623131	Pen/note holders
12/19/2025		6.99	TARGET STORES INC	Chocolate puffs, mini journals
12/19/2025		1,345.05	DEMCO INC	Book Trucks - Eastern Friends
12/19/2025		24.19	SAMS CLUB /WALMART	Almond bark, rice krispie trea
12/19/2025		139.96	SAMS CLUB /WALMART	Soda for Youth Services progra
12/19/2025		13.29	TARGET 00005330	Elmer's Washable Glue for Yout
12/19/2025		61.55	BARNES & NOBLE #2970	Books for Teentober Prize -You
12/19/2025		5.00	IA SECRETARY OF STATE	SEC OF STATE FILING, dba for F

12/19/2025		5.97	GE MONEY BANK	Borax for Youth Services progr
12/19/2025		66.15	T MOBILE USA INC	3 cell phone lines, Oct 5-Nov
12/19/2025		72.12	THE LIBRARY STORE INC	ACRLYIC SHELF LABELS
12/19/2025		50.81	AMAZON MKTPL*B27194NB0	LOT_\$50.81_111-1111741-2451445
12/19/2025		516.00	SP AUNT FLOW	Period Supplies for bathroom d
12/19/2025		33.90	AMAZON MKTPL*B28DU0V02	ACRYLIC SIGN HOLDERS
12/19/2025		5.00	DOLLAR TREE	Bowls for Youth Services Progr
12/19/2025		1.24	HOBBY-LOBBY #0168	Silicon crayon mold for Youth
12/19/2025		156.49	AMAZON MKTPL*B05SE0CJ2	2026 Calendars
12/19/2025		15.99	AMAZON MKTPL*B091I5X21	Desk organizer
12/19/2025		116.76	DEMCO INC	Label Protectors, Book Tape
12/19/2025		83.73	QUILL CORPORATION Inc	2026 Calendars
12/19/2025		15.97	MICHAELS STORES INC #2106	Wiggle eyes for Youth Services
12/19/2025		17.98	AMAZON MKTPL*B82RG6011	blinds
12/19/2025		75.45	AMAZON MKTPL*BT8OB4YS2	curb marker
12/19/2025		67.86	AMAZON MKTPL*B84CL7O42	cleaning supplies
12/19/2025		6.47	SAMS CLUB /WALMART	chain
12/19/2025		8.54	AMAZON MKTPL*NM1M23RW2	wall bracket
12/19/2025		81.86	HY-VEE FOOD STORE Inc	GROCERY STORES food and suppli
12/19/2025		21.31	PERFORMANCE FOOD GROUP	Water, food trays, and paper n
12/19/2025		12.25	AMAZON RETA* NK7ON9RE0	tape measure
12/19/2025		78.95	AMAZON MKTPL*BT9A74AS1	Film for Camera
12/19/2025		34.83	AMAZON MKTPL*BT6ZI3CF1	Stickers
12/19/2025		183.43	AMAZON MKTPL*NM9LV3ZW2	outlet cover
12/19/2025		31.99	AMAZON MKTPL*NF0JN46V2	POSTER FRAME
12/19/2025		17.91	UNIVERSITY OF CHICAGO LIBRARY	BOOKMARKS
12/19/2025		-8.99	AMAZON MKTPLACE PMTS WWW.	key tags
12/19/2025		-8.99	AMAZON MKTPLACE PMTS WWW.	key tags
12/19/2025		16.99	AMAZON MKTPLACE PMTS WWW.	light cover
12/19/2025		60.86	U-LINE INC	Uline tote
12/19/2025		13.80	AMAZON MKTPLACE PMTS WWW.	Snacks for Program
12/19/2025		22.88	AMAZON MKTPLACE PMTS WWW.	Programming Snacks
12/19/2025		16.79	AMAZON MKTPLACE PMTS WWW.	Drinks for Program
12/22/2025		247.92	Vistaprint	Business cards
12/22/2025		673.00	Public Library Assn	Conference Reg, T Wallace
12/23/2025	03-122625	33.03	Yard waste cart pickup	2026 UB UB
12/23/2025	03-122625	191.13	Sewer consumption	2026 UB UB
12/23/2025	03-122625	5.59	Yard waste cart pickup	2026 UB UB
12/23/2025	03-122625	9.60	Yard waste cart pickup	2026 UB UB
12/23/2025	2605893	35.00	IOWA ILLINOIS TERMITE & PEST CONTROL INC	INV8495911 12/9 PEST CONTROL S
12/23/2025	2605865	1,446.94	CITADEL SECURITY GROUP LLC	Security, Main Lib,12/01-12/07
12/23/2025	2605866	55.00	B&B ENTERPRISES OF AMERICA INC	Printing of Poster and Monthly
12/23/2025	2605866	193.00	B&B ENTERPRISES OF AMERICA INC	Printing of Poster and Monthly
12/23/2025		543.97	CENTERPOINT ENERGY SERVICES, INC	NOVEMBER UTILITIES
12/25/2025	04-122925	321.60	Clean water program	2026 UB UB
12/29/2025		66.15	T MOBILE USA INC	3 cell phone lines, Nov 5-Dec 4
12/31/2025	2606104	827.49	GREENWOOD CLEANING SYSTEMS INC	Toilet tissue, roll towels, ha
12/31/2025	2606250	181.60	GREAT WESTERN SUPPLY CO Inc	Foaming hand wash, vacuum bags
12/31/2025	2606301	30.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. J. Heinric
12/31/2025	2606258	150.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	127.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	150.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	225.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	132.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	150.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	127.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar

12/31/2025	2606258	105.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	174.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	105.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	80.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	132.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	80.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	174.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	127.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	150.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	220.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	105.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	174.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	150.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	174.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	150.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	179.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	174.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	30.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	30.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	30.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	30.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	30.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606258	30.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. Staff/Boar
12/31/2025	2606169	1,285.01	CITADEL SECURITY GROUP LLC	Security, Main Lib,12/08-12/14
12/31/2025	2606177	4,400.00	LAWNSCAPERS INC	Ice melt application & snow re
12/31/2025	2606177	277.00	LAWNSCAPERS INC	Ice melt application & snow re
12/31/2025	2605927	1,930.00	EDWARDS CREATIVE SERVICES LLC	Vinyl signage - marketing
12/31/2025	2606204	540.00	TAMMY S KRANA	Plow & salt lot 12/12, 12/13,
12/31/2025	2606102	328.00	XENOTRONICS COMPANY Inc	Service call 9/3/25 Fairmount

Dec '25 Materials Exp				
EFF DATE	PO/REF2	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
12/04/2025	2604999	222.40	FARM & HOME PUBLISHERS LTD	INV #53653, ACCT 27309
12/04/2025	2604997	183.39	INGRAM LIBRARY SERVICES Inc	INV 91946085 & 91974645
12/04/2025	2604997	121.71	INGRAM LIBRARY SERVICES Inc	INV 91946085 & 91974645
12/04/2025	2605074	1,617.35	INGRAM LIBRARY SERVICES Inc	INV #92013772
12/04/2025	2604996	86.07	CENGAGE LEARNING INC	INV 999101711030 & 99910171237
12/04/2025	2604996	26.59	CENGAGE LEARNING INC	INV 999101711030 & 99910171237
12/04/2025	2605109	75.00	OVERDRIVE INC	INV 05530DA25362745
12/04/2025	2605073	1,121.04	OVERDRIVE INC	INV #05530DA25360802
12/11/2025	2605180	233.58	INGRAM LIBRARY SERVICES Inc	INV #92029805, #92055393 & #92
12/11/2025	2605180	168.60	INGRAM LIBRARY SERVICES Inc	INV #92029805, #92055393 & #92
12/11/2025	2605355	387.18	INGRAM LIBRARY SERVICES Inc	INV 92190432
12/11/2025	2605089	7,911.09	EBSCO INDUSTRIES, INC.	INV 1761976
12/11/2025	2605180	524.25	INGRAM LIBRARY SERVICES Inc	INV #92029805, #92055393 & #92
12/11/2025	2605172	172.14	CENGAGE LEARNING INC	INV #999101723452 & #999101723
12/11/2025	2605172	23.79	CENGAGE LEARNING INC	INV #999101723452 & #999101723
12/11/2025		-19.20	INGRAM LIBRARY SERVICES Inc	credit
12/11/2025	2605252	258.06	INGRAM LIBRARY SERVICES Inc	INV 92144292
12/11/2025	2605312	3,844.65	WORLD BOOK INC	INV ARI0012871
12/11/2025	2605173	17.50	OVERDRIVE INC	INV #05530DA25365219, #2536522
12/11/2025	2605173	289.99	OVERDRIVE INC	INV #05530DA25365219, #2536522
12/11/2025	2605173	2,042.77	OVERDRIVE INC	INV #05530DA25365219, #2536522
12/11/2025	2605417	70.00	OVERDRIVE INC	INV 05530DA25372183
12/11/2025	2605356	308.10	MIDWEST TAPE Inc	INV 508062048
12/11/2025	2605251	281.73	MIDWEST TAPE Inc	INV 508051040
12/18/2025	2605253	141.00	INGRAM LIBRARY SERVICES Inc	INV 92144291
12/18/2025	2605719	189.94	INGRAM LIBRARY SERVICES Inc	INV 92360946 & 92473860
12/18/2025	2605719	2,216.13	INGRAM LIBRARY SERVICES Inc	INV 92360946 & 92473860
12/18/2025	2605517	880.52	INGRAM LIBRARY SERVICES Inc	INV #92275552 & #92302729
12/18/2025	2605517	296.86	INGRAM LIBRARY SERVICES Inc	INV #92275552 & #92302729
12/18/2025	2605521	184.12	INGRAM LIBRARY SERVICES Inc	INV 92285237; 92302730; 923027
12/18/2025	2605521	2,359.53	INGRAM LIBRARY SERVICES Inc	INV 92285237; 92302730; 923027
12/18/2025	2605521	244.71	INGRAM LIBRARY SERVICES Inc	INV 92285237; 92302730; 923027
12/18/2025	2605521	401.18	INGRAM LIBRARY SERVICES Inc	INV 92285237; 92302730; 923027
12/18/2025	2605764	1,246.70	OVERDRIVE INC	INV 05530DA25387726
12/18/2025	2605656	169.98	OVERDRIVE INC	INV #05530DA25383947 & #00530D
12/18/2025	2605656	2,141.34	OVERDRIVE INC	INV #05530DA25383947 & #00530D
12/18/2025	2605473	1,833.13	OVERDRIVE INC	INV #05530DA25373014
12/18/2025	2605655	392.82	MIDWEST TAPE Inc	INV #508111896
12/19/2025		45.01	AMAZON MKTPL*BIOF17VR1	\$45.01 AMAZON 111-0604741-3301
12/19/2025		24.99	AMAZON MKTPL*B18MS6II2	\$24.99 AMAZON 111-0604741-3301
12/19/2025		44.99	AMAZON MKTPL*F49GK0IV3	\$44.99 AMAZON_111-8299430-6518
12/19/2025		59.99	AMAZON.COM*B16663372	\$59.99_111-0502905-4461057_GAM
12/19/2025		128.88	AMAZON.COM*B15GP8FQ0	\$128.88_111-0502905-4461057_GA
12/19/2025		259.58	AMAZON MKTPL*BB5UI51B2	\$259.58_111-9937071-0369854_NO
12/19/2025		45.41	AMAZON MKTPL*BB3NP71N2	\$45.41 AMAZON 111-9937071-0369
12/19/2025		66.96	AMAZON MKTPL*BB8ZI64O0	LOT_\$66.96_111-7558855-4953830
12/19/2025		5.36	AMAZON MKTPL*B02MN36C2	\$5.36_111-4946255-5487437_CRT1
12/19/2025		98.70	AMAZON MKTPL*B22OG2QS2	\$98.70_111-1975763-3235436_600
12/19/2025		25.00	SQ *UNDERCURRENT	\$25_SPC111726_UNDERCURRENT MAG
12/19/2025		30.00	AMAZON.COM*B82WX2PT2	\$30_111-0838801-8498667_SPC111
12/19/2025		207.00	AMAZON.COM*B854A8540	\$207_11-5463277-5799443_GAM111
12/19/2025		49.99	AMAZON.COM*B01GY5TQ0	\$49.99_111-9294674-0245047_GAM
12/19/2025		138.00	AMAZON.COM*B06KO4ES2	\$138.00_111-1700483-9348233_G

12/19/2025		101.50	SQ *SOURCE BOOKSTORE	SPECIAL COLLECTIONS MATERIALS
12/22/2025	60858	118.94	p-card correction	AMAZON-COR 112425P
12/23/2025	2605794	283.90	INGRAM LIBRARY SERVICES Inc	INV 92584213
12/30/2025		-456.00	Prepaid software	GALE BUSINESS PLAN BUILDER
12/30/2025		-1,341.00	Prepaid software	LINKEDIN LEARNING LIBRARY
12/31/2025	2606093	998.62	INGRAM LIBRARY SERVICES Inc	INV 92609314 & 92698678
12/31/2025	2606093	568.35	INGRAM LIBRARY SERVICES Inc	INV 92609314 & 92698678
12/31/2025	2605948	240.37	OVERDRIVE INC	INV #05530DA25390942 & #05530D
12/31/2025	2605948	1,288.02	OVERDRIVE INC	INV #05530DA25390942 & #05530D
12/31/2025	2606181	74.96	MIDWEST TAPE Inc	INV #508161291 & #508161293
12/31/2025	2606181	1,127.53	MIDWEST TAPE Inc	INV #508161291 & #508161293
12/31/2025	2606094	1,226.53	MIDWEST TAPE Inc	INV 508148293

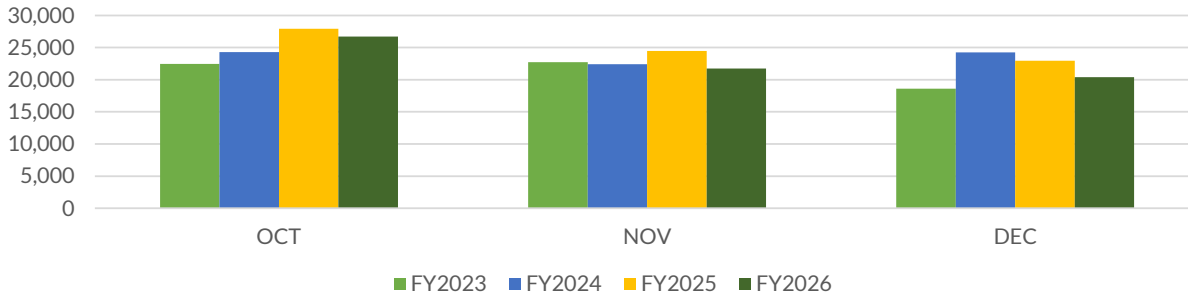
Dec '25 Electronic Equip Repl Exp				
EFF DATE	PO/REF2	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
12/04/2025	2604770	1,500.00	INDIVIDUAL SOFTWARE INC	ResumeMaker Software 2yr licen
12/11/2025	2605427	7,020.00	FIREWALLS.COM INC	SonicWall FireGuard Advanced M
12/18/2025	2605484	5,995.00	GROUPE SHAREGATE INC	Sharegate Migrate Essentials a
12/19/2025		2,800.00	NEWEGG MARKETPLACE	Replacment RAM
12/19/2025		196.93	ADOBE INC	Creative Cloud
12/19/2025		341.10	AMAZON RETA* B84155IE2	Replacment SSDs
12/30/2025		-3,404.00	Prepaid software	ADV GATEWAY STE NSA 4600
12/30/2025		-2,196.00	Prepaid software	DEEP FREEZE MDM, ENT, CLOUD CO
12/30/2025		-492.00	Prepaid software	PDQ DEPLOY
12/30/2025		-523.00	Prepaid software	PDQ INVENTORY
12/30/2025		-2,881.00	Prepaid software	SHAREGATE
12/30/2025		-4,878.00	Prepaid software	SONICWALL FIREGUARD ADV SVC

Statistical Dashboard

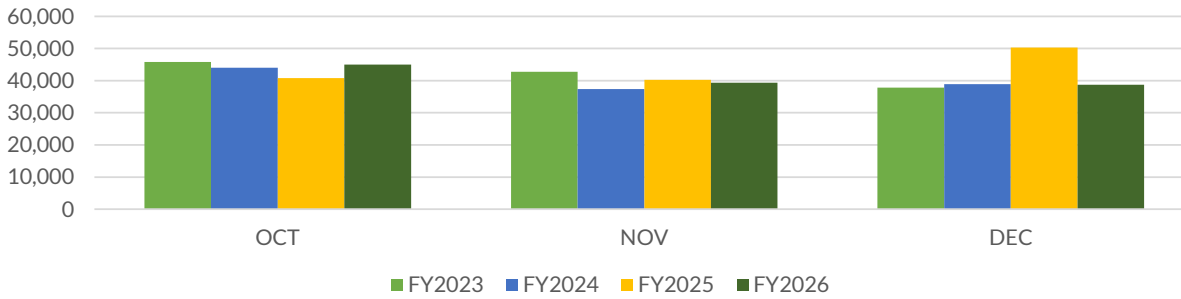
FY2026 Q2 [10/01/2025 - 12/31/2025]



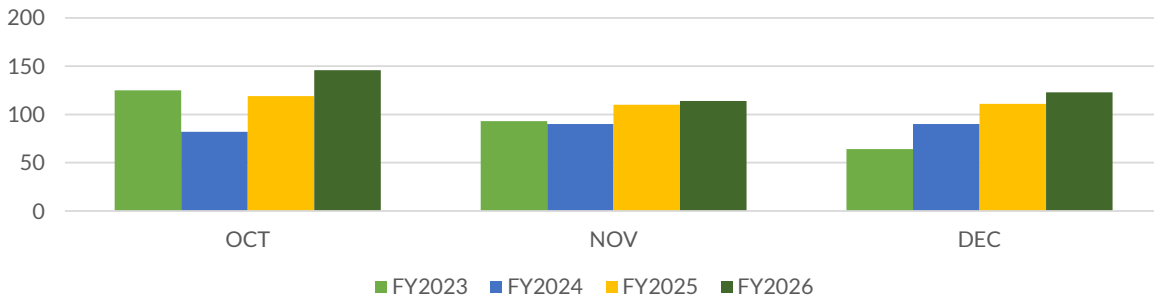
Library Visits



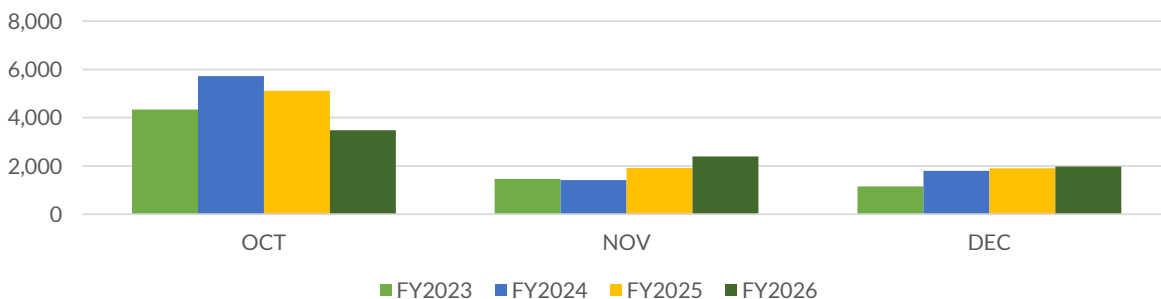
Circulation



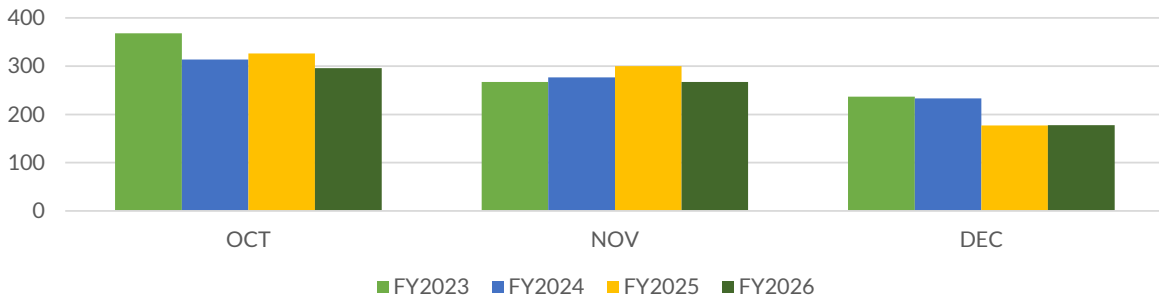
Programs



Program Attendance

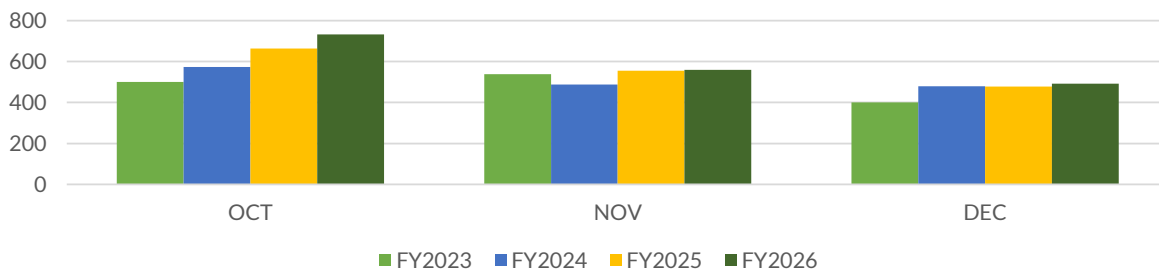


New Cardholders

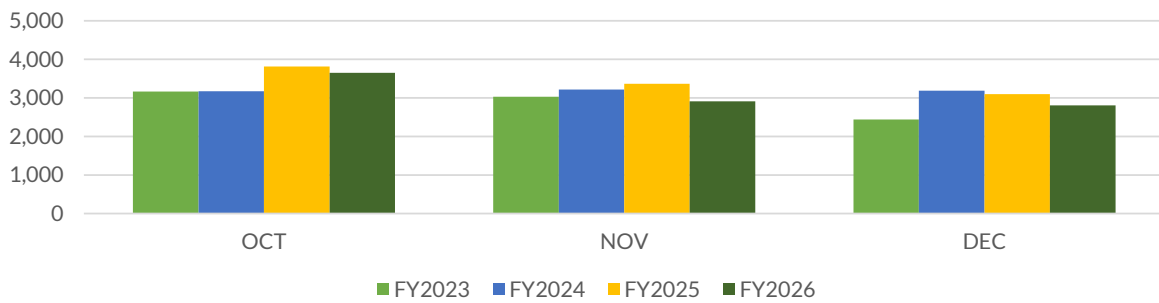


Spaces

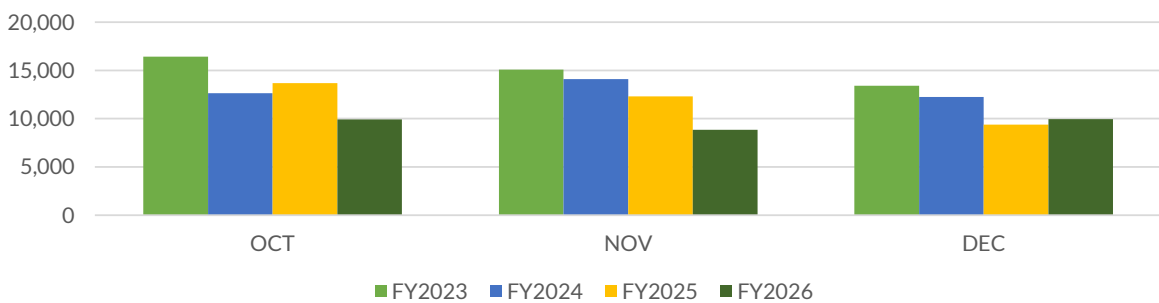
(meeting/study rooms + makerspace)



Public Computers



WiFi



Board Games & Puzzles: +38.8%

Moving board games to the new Library of Things area at the branches made a big impact! Usage increased by 38.8% in the last three months of 2025 compared to the same period in 2024.

*Source: *Internal statistics*

DIRECTOR'S REPORT | January 2026

LIBRARY OPERATIONS

- **Congratulations to Michelle Frieden (Youth Services Library Assistant) and Joseph Holcomb (Facility Services Supervisor) on graduating from the Davenport Strengths Institute (DSI)!**
This competitive, award-winning City of Davenport leadership program helps employees leverage Gallup's StrengthsFinder to develop their talents and build strong cross-departmental connections. Way to go, Michelle and Joseph!
- **Exciting news: The Library Social Worker position is included in the draft FY2027 budget!**
While the budget still requires City Council approval, including three meetings in late January/early February and a final vote in March, we began advertising for the role. For FY2027, funding will come from ARPA, the General Fund, and Trust & Agency. In future years, it will be supported by the General Fund and Trust & Agency.

This milestone reflects tremendous effort. Special thanks to Interim City Administrator Gleason, HR Director Fleming, and CFO Gerlach for their support, and especially Jennifer Williams (HR Operations Manager) for her persistence in working to fill this position. There's more to come, but I wanted to share this positive development. Stay tuned for updates!
- **Fairmount Update:**
During the new roof installation at Fairmount, the roofing company damaged the sidewalk on the north side of the building. At our request, they repaired it with a smaller footprint, and we plan to add wildflower/pollinator landscaping along the edges. It looks great and will be even better once the landscaping is complete!



- **Expanding the Student Food Pantry to Main Library**

Following the success of the Student Food Pantry at Fairmount, we're working to bring this important resource to the Main Library. Christine Aden (Information Services Supervisor) and Brittany Peacock (Youth Services Supervisor) have partnered with RiverBend Foodbank and other partners to make this possible. Many thanks to the Davenport Public Library Foundation for their financial support! More details will be shared as plans are finalized—stay tuned.

- **Iowa Library Association (ILA) Capitol Day**

Mark your calendars! ILA Capitol Day will take place on **Tuesday, February 3, 2026**, from **11:00 a.m. to 3:00 p.m.** at the Iowa State Capitol (1007 E. Grand Ave., Des Moines). You can register online here: [ILA Capitol Day Registration Form](#).

LIBRARY MATERIALS & PROGRAMMING

- **Zines Added to Local Author Collection**

We've recently started incorporating zines into our Local Author collection in response to community and staff recommendations. Zines are self-published magazines—often created by enthusiasts for niche audiences—and they bring a unique, creative voice to our shelves. Our social media announcement received great feedback, and we're excited to see this collection grow!

- **6th Annual Formal Wear Giveaway**

Our Formal Wear Giveaway returns on **January 30 and 31!** Community members are invited to donate clean, gently used formal attire, including dresses, suits, blazers, dress pants, ties, bowties, and formal purses. Thank you for helping make this event a success!

- **Winter Break Fun at The Library**

Much fun was had while schools were out! Patron-favorite programs included:

- **Glow-ga** – 32 attendees
- **Cozy Hot Chocolate Reading Party** – 16 attendees
- **Pre-K Storytime** – 28 attendees

Thanks to everyone who joined us for these festive activities!

- **Winter Reading Challenge**

There's still time to join! Sign up on **Beanstack** and read for a chance to win prizes. The challenge ends **January 31**, and in the first week alone, we had over 150 signups. Don't miss out!

- **New Podcast Collaboration with Putnam Museum**

Library staff are teaming up with the Putnam Museum to record a bimonthly podcast this year! Archives & Artifacts will explore our collections in celebration of America's 250th anniversary. Keep an "ear" out for the first episode dropping later this month!

COMMUNITY RELATIONS

- **Leadership & Service**

I am currently serving a three-year term as a **Director on the Executive Board of the Iowa Library Association (ILA)** and a second year **as Chair of the RiverShare Libraries Assembly of the Whole (AOW)**. In addition, I serve on the **Executive Board for the American Red Cross of the Quad Cities and Northwest Illinois** and volunteer as an adult leader for a local **Scouting America troop**.

- **Podcast Spotlight: ALA Youth Media Awards**

Our podcast, *Checked In: A Davenport Library Podcast*, has been invited to cover the **American Library Association (ALA) 2026 Youth Media Awards!** This highly anticipated event takes place on **January 26, 2026, in Chicago** and draws a global audience of publishers, authors, illustrators, educators, and book lovers to celebrate storytelling and creativity in youth publishing. The team is exploring options to either provide **live coverage** or connect with ALA spokespeople beforehand to discuss the impact these awards have on youth reading and library collections nationwide. This opportunity is a testament to the incredible work of **Brittany Peacock (Youth Services Supervisor)**, **Stephanie Spraggon (Information Services Librarian)**, and **Beth Paul (Information Services Librarian)**. Congratulations to them!

- **Media Appearance**

On January 5, 2026, **Tessa Wallace** (Marketing Coordinator) appeared on KWQC's morning news to talk about the **Library of Things**. She participated in **four live interviews**, each lasting about three minutes. We've also had good media coverage from the Formal Wear event. Great job, Tessa!

- **DavenportU Citizen's Academy**

I will once again lead the icebreaker session during the Introduction to Government session on March 23 for DavenportU Citizen's Academy. We will also host participants at the Main Library on Monday, May 11. For Davenport residents interested in applying for this year's cohort, the application window opens January 14 and closes February 13.

LIBRARY STORIES

- Brittany Peacock (Youth Services Supervisor) shared "A parent from Eisenhower reached out on our social media about participating in their upcoming trivia fundraiser and shared some kind words about our organization! The Davenport Library System is truly a cornerstone of our community. So many of our students and families spend countless hours learning, discovering, and feeling welcomed within your spaces. Your commitment to youth, literacy, and access for all is felt in real, tangible ways, and we genuinely couldn't imagine this event without partners like you."
- From comment cards:
 - "Main is right by Central which is ultra-convenient, and the staff were super friendly! Kayli and Annemarie especially! The new teen area looks fantastic with the windows. Have a good day!"
 - "Thank you for the notary service - Ashley!"

UPCOMING PROGRAMS

The following curated list highlights events and programs that may be of particular interest to Trustees. A comprehensive list of all programs is available at <https://davenportlibrary.libcal.com>.

- *Afternoon Block Party*, Tuesdays in January and February, 2:00pm at Fairmount Branch. Stack 'em up! Join us for building block fun. Each week we'll provide a different type of block for participants to build and create with.
- *Trader Bros*, Thursday January 22, 6:00pm at Fairmount Branch. Are you ready for hypothetical riches? Train to be a wolf of Wall Street without spending a dime. We'll get together to discuss strategies for success in the REAL stock market using simulated money.

- *Unicorn Storytime*, Saturday January 24, 10:00am at Eastern Branch. Join us for a magical unicorn storytime. We'll read books, sing songs, and do a fun craft! Best for ages 3-5.
- *Make a Seasonal Mug in the Makerspace*, Saturday January 24, 3:00pm at Main Library. Learn how to make a mug in the makerspace! Participants will pick out a prepared design, print it using the Cricut Explore, and use the Cricut Heat Press to finish their own mug.
- *Cat Kid Comic Club*, Tuesday January 27, 4:00pm at Eastern Branch. Create and share comics, just like Li'l Petey. Every comic club we'll brainstorm some ideas and create new comics. We'll talk about the stories we've created and share our stories over snacks.
- *Formal Wear Giveaway*, Friday January 30th from 2-5pm and Saturday January 31 from 10-3pm, Fairmount Branch. Patrons can browse our formal wear donations and take home one of each garment-type! Changing areas will be provided to try on clothing.
- *Kids Crochet Workshop*, Tuesdays in February, 4:00pm at Eastern Branch. Learn to crochet! Best suited to kids 7+, registration is required.
- *Iowa's Black History*, Tuesday February 3, 6:30pm at Fairmount Branch. There are many notable figures of Black History in Iowa. Join us for this presentation to learn more.
- *Palentine's Day Party*, Friday February 13, 3:00pm at Fairmount Branch. Games, punch, and conversation with no hearts. Join us as we celebrate all things friendship. Games and snacks will be provided. This party is for ages 7-11
- *Adult DIY: Valentine Cards*, Thursday February 5, 6:00pm at Fairmount Branch. Join us as we make Valentine's Cards. Space is limited and registration is required.

DAVENPORT PUBLIC LIBRARY Notary Service Policy

STATEMENT OF PURPOSE

Davenport Public Library provides notary services at all three library locations during most open hours. This service supports The Library's mission, offer a vital free service to the community, and welcome new patrons to explore all The Library has to offer. The Library views notary service as an extension of its commitment to exceptional customer service.

SCOPE

This policy applies to all employees designated as Notaries Public and governs the provision of notary services to the public

PROVISIONS

1. Library employees providing notary services must follow the Iowa Secretary of State's Handbook for Iowa Notaries Public and any relevant laws.
2. A Notary Public verifies:
 - 2.1. The identity of the person signing the document.
 - 2.2. That the signature was made voluntarily and without coercion.
3. Notarization does not:
 - 3.1. Verify the truthfulness or accuracy of the document's contents.
 - 3.2. Make a document legal or validate its legal effect.
4. Library notaries do not notarize:
 - 4.1. I-9 forms.
 - 4.2. Handwritten documents.
 - 4.3. More than five documents per visit.

PATRON RESPONSIBILITIES

5. Patrons requesting notary service must:
 - 5.1. Present a valid photo identification.
 - 5.2. Ensure all signers are present. *Library staff cannot act as witnesses.*
 - 5.3. Provide the correct Notarial Certificate. *Staff are not permitted to advise on certificate selection.*
 - 5.4. Complete all document fields before notarization. *Documents containing blank spaces cannot be notarized.*

DAVENPORT PUBLIC LIBRARY

Notary Service Guidelines & Procedures

Use this procedure in conjunction with the Notary Service Policy.

Service Philosophy

One of The Library's organization philosophies is to cultivate a service ethic to provide exceptional customer service. Patrons seeking notary services are Library patrons. For those visiting for the first time, this is an opportunity to introduce them to The Library's resources and programs. Every service we provide is a Library service, and every person using The Library is a valued patron.

Legal Framework

Notarial duties in Iowa are defined by [Chapters 9B](#) and [558](#) of the Iowa Code, administrative guidance, and common-law principles. These duties include ensuring personal appearance of the signer; verifying proper identification; maintaining impartiality; completing certificates accurately; and refusing to notarize incomplete or suspicious documents.

Notary Employees

- All full-time Customer Services, Information Services, and Special Collections employees serve as notaries at their primary building.
- A current list of notary assignments is maintained in the [Notary Statistics](#) document.
- Notarial acts are limited to official Library services. *Note that the City's liability coverage does not cover the employee for any notarial acts performed for an employee's personal business.*
- Regular training for all notaries is provided and required. Past trainings are saved in the [Notary folder](#) on Stacks.

Availability

- Employee availability is posted on the Notary Schedules linked from the Stacks homepage.
- Notary services are not available:
 - During the last 30 minutes of an employee's shift.
 - When employees are in meetings, training, lunch, or break.
- Patrons are encouraged to call in advance when possible. If no notary is available, refer patrons to another branch or:
 - City Hall revenue counter (for City business)
 - Their bank or credit union

- Scott County Courthouse
- Another area library—Moline or Rock Island

Step-by-Step Instructions

Step 1: Screen the Signer

- **Ensure personal appearance:** The signer must be physically present in all instances, including for acknowledgments or copy certifications.
- **Assess willingness and awareness:** Confirm the signer is signing voluntarily and understands the document. If there's coercion or doubt about awareness, refuse to notarize.
- **Verify identity:** The signer must provide an ID such as a driver's license, passport, or military ID.
- **Confirm document completion:** The signer must have filled in all blanks in the document and all pages are there before notarization.

Step 2: Perform the Notarial Act

- **Complete the notarial certificate:**
 - Include the jurisdiction (State and County).
 - Sign, listing “**Notary Public**” (not your workplace title) below your signature.
- **Apply your official stamp/seal:** Ensure it meets Iowa law requirements: name, commission number, and expiration date. (See Iowa Code §§ 9B.15–9B.16.)

Step 3: Record in Your Journal

- **Complete before signing the certificate:** Record entries in ink, before notarization is finalized.
- **Record every notarization attempt:** Even refused requests should be logged.
- **Include these details:**
 - Date and time of notarization
 - Type of notarial act (e.g., acknowledgment, jurat)
 - Document date and type
 - Signer's name and address
 - Identification method (e.g., ID type, issuing agency, ID number and expiration)
 - Any additional notes
 - Signer's signature

Frequently Asked Questions

- **Liability:** Under Iowa Code [Chapter 670](#), the City indemnifies employees for acts performed within the scope of their duties, including notary services. Employees are personally liable only if they knowingly misuse notarial authority or willfully break the law. This was verified again by the City Corporation Counsel in Fall 2025.
- **Notary Address:** Use **321 Main Street**.
- **Stamp Placement:** Apply the stamp on the certificate.
- **Training Conflicts:** Follow the most recent [Iowa Secretary of State](#) guidance.
- **Certificate Selection:** Provide laminated examples for patrons to choose from; **do not** advise.
- **Signatures:** Signatures must be original and made in ink. Signatures generally occur in the notary's presence; however, a new original signature can be made above or below an existing signature when applicable.
- **Identification:** Patrons must provide an ID such as a driver's license, passport, or military ID. Note that Iowa law allows expired IDs (up to 3 years past expiration). *Do not accept Iowa Mobile IDs.*
- **Language Barriers:** The notary and patron must verbally understand each other. Translators may not be used. We may notarize documents written in another language as long as we are able to communicate with the signer.
- **Separate Certificates:** Complete the notarization and record details in the notary journal, including date, document type, identity method, and any unusual circumstances.
- **Job Title:** Always use **"Notary Public"**, not your library job title.
- **Refusal to Notarize:** Refuse notarization if the document is incomplete, appears altered, or raises concerns (e.g., signer appears confused or coerced).
- **Notification of Issues:** If a mistake occurs or a dispute arises:
 - Complete a Conduct Report.
 - Notify the Library Director immediately who will contact the City Attorney.
 - Do not attempt to correct a completed notarization; corrections require a new notarization with the signer present.
- **Statistics:** At the end of each month, enter the number of notary interactions you had in the spreadsheet on Stacks under All Staff Documents > [Notary](#).

TO: Library Board of Trustees
FROM: Jeff Collins, Library Director
RE: Reaccreditation Status Update and Review of ADA Checklists
DATE: January 9, 2026

Summary

Davenport Public Library has maintained continuous accreditation since 1986. Our next reaccreditation, covering FY2027 and beyond, must be submitted by February 28, 2026.

Overview

The State Library of Iowa administers the **Public Library Accreditation Program**, which recognizes libraries that meet established service standards. Accreditation ensures that libraries provide high-quality services, maintain accountability, and demonstrate commitment to continuous improvement.

Accreditation Levels

Libraries can achieve one of three levels based on compliance with **85 standards**:

- Tier 1:** Foundational services and governance requirements (29 standards).
- Tier 2:** Expanded services and community engagement (12 standards).
- Tier 3:** Highest level, demonstrating excellence in all areas (6 standards).
(+38 non-tier standards)

Each tier builds upon the previous one, with Tier 3 representing full compliance with all standards.

Standards Categories

The accreditation standards cover three main areas:

1. **Governance and Funding** – Includes board responsibilities, policies, and financial sustainability.
2. **Library Services** – Covers collection development, programming, technology access, and community outreach.
3. **Personnel** – Ensures qualified staff, ongoing training, and professional development opportunities.

Requirements

- Libraries must **apply every three years** to maintain accreditation.
- Compliance is verified through documentation and reporting to the State Library.

Benefits of Accreditation

- Demonstrates accountability and quality to the community.
- Provides eligibility for Enrich Iowa funding and other state-supported initiatives.
- Offers professional recognition and strengthens strategic planning efforts.

Status Update and Next Steps

Our accreditation status is **Tier 3**. Last year, the State Library deferred the accreditation cycle by one year for all libraries due to staff changes. The next renewal cycle, covering FY2027-29, must be submitted by February 28, 2026. This process includes significant staff time in terms of paperwork and documentation.

In preparation, we have:

- Reviewed all policies and updated as needed.
- Continued tracking compliance with service and personnel standards.
- Maintained documentation for governance and funding requirements.
- Completed ADA Checklist for Existing Facilities Priority 4—Additional Access.

Budget Impact

None

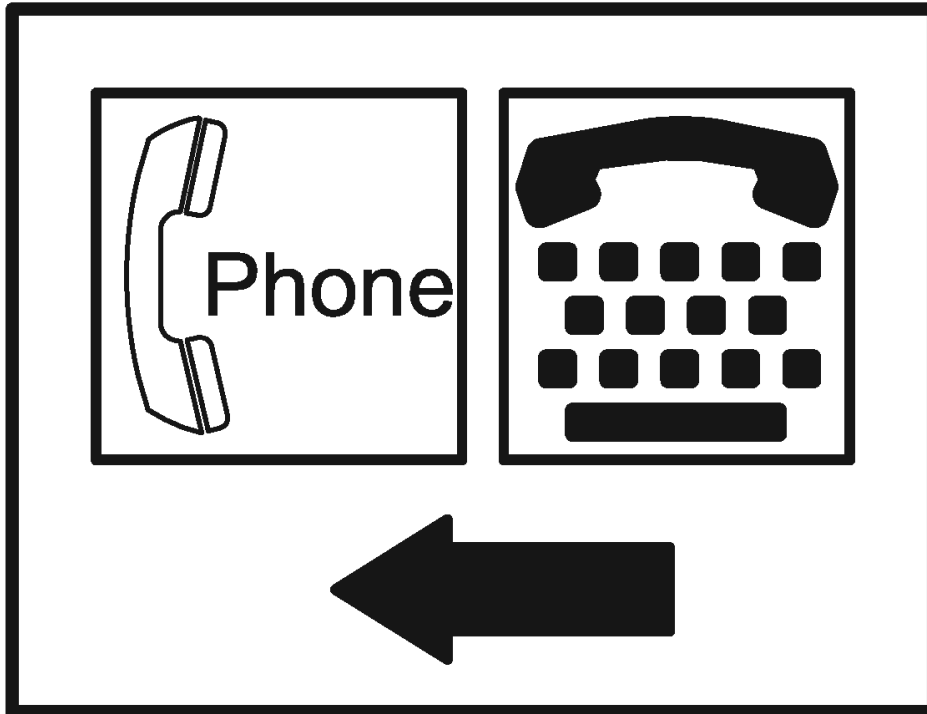
Recommendation

Review *ADA Checklist for Existing Facilities Priority 4—Additional Access* per Standard 80, which requires the library board to review at least one of the four priorities every three years.

ADA Checklist for Existing Facilities

Priority 4 – Additional Access

Based on the 2010 ADA Standards for Accessible Design



Project Accreditation Standards FY2027

Building Davenport Public Library | Main Library

Location 321 Main Street, Davenport, IA 52801

Date 01/01/2026

Surveyors Joseph Holcomb; Jeff Collins

Contact Information (563) 326-7832

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

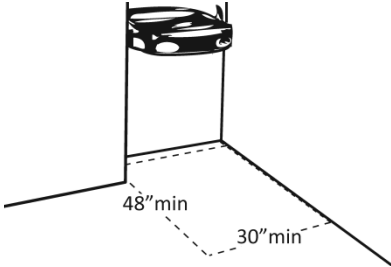
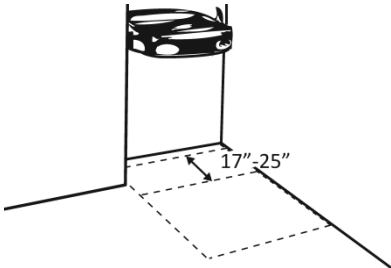
www.ADAchecklist.org

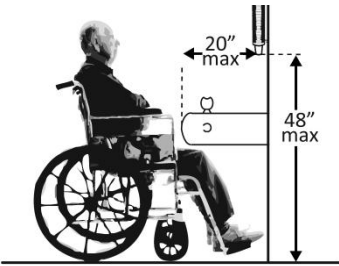
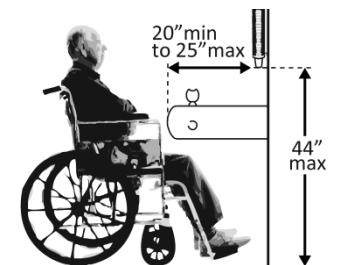

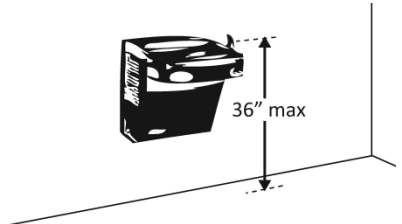
This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily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

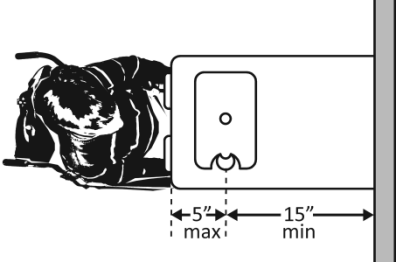
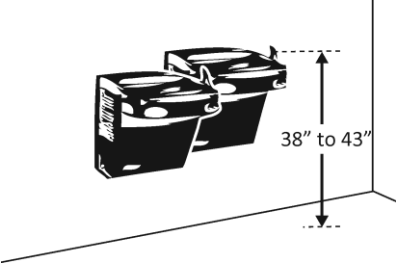
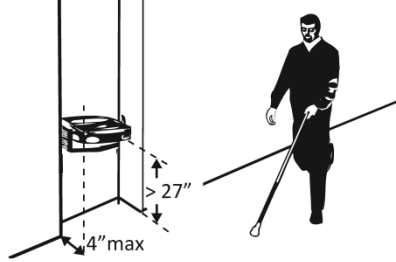
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

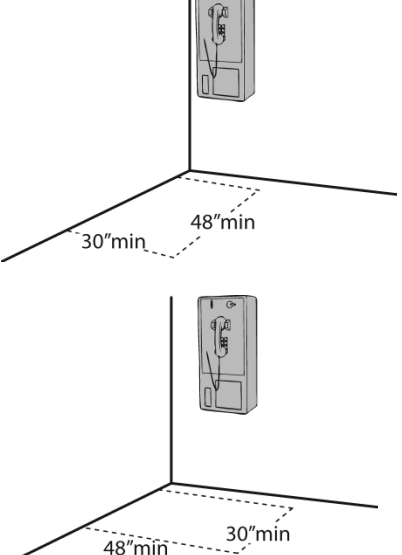
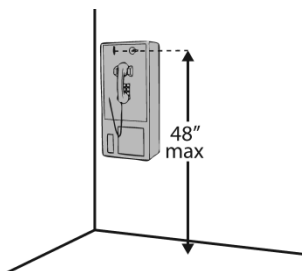
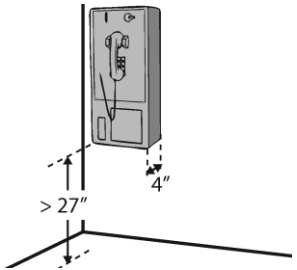
For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.




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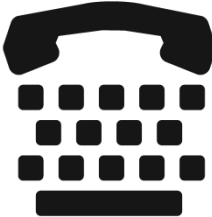
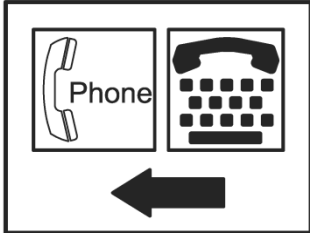
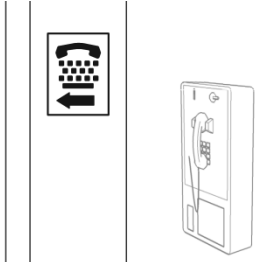
Priority 4 – Additional Access		Comments	Possible Solutions
Drinking Fountains			
<p>4.1 Does at least one drinking fountain have a clear floor space at least 30 inches wide x at least 48 inches long centered in front of it for a forward approach?*</p> <p>[See 2010 ADA Standards for Accessible Design – 602.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 48" x 48"</p>		<p>Photo #:</p> <p>*If installed before 3/15/2012, a parallel approach is permitted and the clear floor space is not required to be centered</p> <ul style="list-style-type: none"> • Alter space • Relocate drinking fountain • Install a drinking fountain in another location
<p>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?</p> <p>[306.2.2, 306.2.3]</p> <p>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.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 19"</p>		<p>Photo #:</p> <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: 19" x 35.5"</p>		<p>Photo #:</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 19" x 35.5"</p>		<p>Photo #:</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: Manufacturer</p>		<p>Photo #:</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 type="checkbox"/> No</p> <p>Measurement: 35"</p>		<p>Photo #:</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><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 16"</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: 3"</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 16"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 3"</p>		<p>Photo #:</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: 41"</p>		<p>Photo #:</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 checked="" type="checkbox"/> No</p> <p>Measurement:</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				
<p>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]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Move telephone • Install new telephone for clear floor space •
<p>4.11 Is the highest operable part of the telephone no higher than 48 inches above the floor? [704.2.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 48"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust telephone • •
<p>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]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 3.5"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust telephone • •

<p>4.13 Does at least one telephone have a volume control? [704.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install volume control • Replace telephone with one that has volume control •
<p>4.14 Is the volume control identified by a pictogram of a telephone handset with radiating sound waves? [703.7.2.3]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add pictogram • •
<p>4.15 Does at least one telephone have a TTY? [217.4.1]</p> <p>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.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add signs • •

Fire Alarm Systems				
<p>4.20 If there are fire alarm systems, do they have both flashing lights and audible signals? [702.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install audible and visual alarms • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •

TO: Library Board of Trustees
FROM: Jeff Collins, Library Director
RE: Strategic Plan Progress Report, FY2026 Q1-Q2
DATE: January 13, 2026

Summary

This report summarizes progress on key objectives outlined in the Davenport Public Library Strategic Plan FY2026-FY2027. We have successfully completed all of the Q1-Q2 initiatives, reflecting our commitment to lifelong learning, dynamic collections, accessible facilities, financial stewardship, and a positive workplace culture.

Strategic Direction B: Promote Lifelong Learning

Goal: *Ensure programming is relevant*

- **Fairmount Branch 20th Anniversary (Objective B1.6)**

Status: Completed

Highlights: On January 14, 2026, we celebrated the Fairmount Branch's 20th anniversary with an evening event featuring historical artifacts and community engagement. A plan for the Eastern Branch's 2030 milestone is now in place.

Strategic Direction C: Curate Dynamic Collections

Goal: *Utilize data and patron feedback to refine collections*

- **E-Books Expansion (Objective C1.2)**

Status: Completed

Highlights: BRIDGES launched August 1, 2025, expanding e-book and audiobook offerings. Feedback has been overwhelmingly positive.

- **Physical Audiobook Reallocation (Objective C1.3)**

Status: Completed

Highlights: Removed physical audiobooks were by December 2025, following declining demand and reallocation of money to digital offerings.

- **Library of Things Launch (Objective C1.4)**

Status: Completed

Highlights: Launched collection at Main Library in September 2025, with rollouts to the branches shortly after. Usage increased by 38.8% for the board games alone.

Goal: *Improve findability of materials*

- **Display Guidelines Update (Objective C2.1)**

Status: Completed

Highlights: Finalized updated guidelines on August 8, 2025, enhancing patron browsing and material visibility. New signage being rolled out as funding allows.

Goal: *Expand access to materials*

- **Interlibrary Loan Solution (Objective C3.1)**

Status: Completed

Highlights: SHAREit went live November 22, 2025, improving access to out-of-state materials.

Strategic Direction D: Accessible, Engaging Facilities

Goal: *Evaluate and improve facilities*

- **Renovations (Objective D1.3)**

Status: Completed

Highlights: Completed the final phase of the Enhanced Youth Spaces Project in December 2025 with Main Library's children's spaces. Richardson-Sloane Special Collections Center reopened December 12, 2025, with well-attended ribbon-cutting event.

Strategic Direction E: Financial Stewardship

Goal: *Manage relevant statistics and data*

- **Stats Workbook (Objective E1.1)**

Status: Completed

Highlights: Finished workbook in July 2025 and will report semi-annually to Board.

- **People Counters Installation (Objective E1.2)**

Status: Completed

Highlights: Installed July 1, 2025; visitor data to facilities now tracked accurately.

Goal: *Identify new funding opportunities*

- **Signature Fundraising Event (Objective E3.1)**

Status: Completed

Highlights: Held *Fatal Fiction* event on September 27, 2025, with nearly 140 attendees and positive feedback. Foundation raised nearly \$15,000.

Strategic Direction F: Employer of Choice

Goal: *Support employee growth*

- **Professional Development Plan (PDP) (Objective F2.1)**

Status: Completed

Highlights: PDP launched July 1, 2025; several employees participating by December 2025.

TO: Library Board of Trustees
FROM: Jeff Collins, Library Director
RE: Designation of Remaining Special Library Levy Funds
DATE: January 6, 2026

Summary

In 2023, HF718 eliminated the Special Library Levy. As of December 9, 2025, a balance of \$106,629 remains in Levy funds that must be allocated and spent. Library Administration recommends using these funds to upgrade staff breakrooms at all three library locations and support other staff-focused initiatives. If the Board prefers, we can explore alternative options aligned with its priorities.

Background

- The pre-audit balance of the Special Library Levy was \$1.6M, of which approximately \$663,000 represented The Library's gift account, leaving \$937,000 in Levy funds.
- Per City policy, 25% of these funds (~\$417,500) was transferred to the General Fund reserve, leaving approximately \$519,500 available for spending.
- The Main Library Renovation Project utilized most of these funds, leaving a remaining balance of \$106,629.

Rationale for Staff Breakroom Improvements

Staff breakrooms across all three library locations are outdated and lack amenities that support employee well-being. Enhancing these spaces will:

- **Improve morale and retention** by creating comfortable areas for breaks.
- **Support recruitment** by demonstrating The Library's commitment to staff wellness and modern workplace standards.
- **Align with strategic priorities (F1.3)** focused on employee engagement and fostering a positive organizational culture.

Potential improvements include new furniture, fresh paint, updated lighting, and engaging features. These upgrades represent a one-time investment with lasting impact on staff satisfaction and productivity.

Budget Impact

One-time allocation of \$106,629.

Recommendation

Motion to approve allocating the remaining \$106,629 from the Special Library Levy to fund enhancements to staff breakrooms and other staff-centered initiatives.

TO: Library Board of Trustees
FROM: Jeff Collins, Library Director
RE: Reallocation of Main Library Renovation Funds
DATE: January 6, 2026

Summary

In 2020, the Board authorized a transfer of up to \$150,000 from several gift accounts to the Main Library Renovation Project to cover potential expenses beyond Capital Improvement Program (CIP) funds and fundraising. All project expenses have now been encumbered, and any remaining funds should be reallocated.

Background

- **Lyrasis Refund & PrairieCat Refund**

These funds originated from prepaid accounts refunded in 2011. Lyrasis refunds were issued when we transitioned from their OCLC cataloging services to direct OCLC services. PrairieCat refunds were received when we left that consortium and established RiverShare Libraries.

- **MidAmerican Rebate**

This rebate was earned through LEED certification for the Eastern Branch and supplemented by Scott County Conservation incentives for the Main Library's LED lighting conversion project.

- **Patron-Use Printer Revenue**

Revenue generated from public printing services. While some funds support printing operations, the balance has grown over time.

Recommended Actions

Library Administration recommends the following reallocations:

1. **Return Patron-Use Printer Revenue (\$101,730)** to its restricted account to support printing and public computer initiatives.
2. **Return MidAmerican Rebate (\$15,912)** to its restricted account to fund energy efficiency and conservation projects across all three libraries.
3. **Reallocate Lyrasis (\$62,757) and PrairieCat (\$34,791) funds**, a combined total of \$97,548, to the unrestricted General Gift Fund. These funds have remained unused for nearly fifteen years.

Budget Impact

No budgetary impact; funds will be reallocated within existing accounts.

Recommendation

Motion to approve reallocating \$101,730 to the Patron-Use Printer Revenue account, \$15,912 to the MidAmerican Rebate account, and \$97,548 (Lyrasis and PrairieCat funds) to the General Gift Fund.

Advocacy Actions for Library Trustees of the Davenport Public Library

Compiled by Trustee Malavika Shrikhande, condensed by Kasey Shipley, January 2026

1. Email or call your legislators
 - Send a short, personal note
2. Send a personalized Library Impact Story
 - Children’s program, job seeker, student, user of meeting rooms
 - Stories are remembered more than statistics
3. Make a public post on platforms such as Facebook or LinkedIn
 - Examples include “why libraries matter in Iowa”, a personal reflection as a Trustee, gratitude for legislators that support libraries.
4. Ask the Library Director for ILA talking points and share them
 - Send to neighborhood association, local nonprofit partners, friends who may be willing to contact legislators, other Trustees, community members that frequent The Library.
5. Invite elected officials to visit The Library
 - Real conversations with their constituents may be preferred to quick meetings at the building of business (i.e., State Capitol, City Hall)
6. Write a letter to the editor
 - Helps to educate the broader community on an issue while demonstrating visible support of the Trustee on the issue.
7. Help The Library share impact on social media
 - Work with Library Director or Marketing Coordinator to highlight a program, share a “Did you know?” story about library services, promote the library economic value with the calculator shared by Jeff. (Link in resources on next page.)
8. Strengthen key relationships
 - Meet your legislator for coffee, attend a community forum where they speak, introduce yourself after an event, follow up regular with impact stories.
9. Participate in ILA virtual advocacy efforts
 - Iowa Library Association often organizes virtual briefings, sends digital action alerts, and social media pushes. They provide template messages and hashtags that help your posts find readers.
10. Share and receive feedback with the Board and Library Administration
 - Let others know at monthly or committee meetings how you advocated for library issues.

**Per Iowa Code, Chapter 68A, Library Trustees may pass an official resolution in support of a ballot issue. They may not compose a letter on public property or during public time (such as in the course of a board meeting); however, Trustees can advocate for or against a referendum that directly or indirectly supports or harms The Library.

See next page for links to more resources on how to advocate for The Library.

Resource Links:

From Davenport Public Library's website/About Us tab/Support the Library
[Advocacy Toolkit Jan 26.pdf](#)

Iowa Library Association's Advocacy page [Iowa Library Association](#) (includes 2026 Legislative priorities and how to participate in-person at ILA Capitol Day on February 3, 2026 in Des Moines and many other helpful links)

American Library Association's tips on writing a letter to the editor [SUFL - Letter to Editor \(1\).pdf](#)

Common Good Iowa's Legislative Advocacy resources [Advocacy resources | Common Good Iowa](#)

My Library Is... from RAILS (Reaching Across Illinois Library System) Talking points for many situations
[Library Talking Points | My Library Is...](#)

What's Your Library Worth calculator <https://ilovelibraries.org/calculator/>

ADVOCACY TOOLKIT



INTRODUCTION



Davenport Public Library is proud to be supported by our vibrant and diverse community! The resources on this page are intended to make it easy for you to share information about the value of The Library with your friends and family and to advocate for The Library with your elected officials and other community stakeholders.

Why is Advocacy Important?

Advocacy is critical for public libraries! By telling others about The Library's materials, programs, and services, you are:

- Showing how The Library positively impacts Davenport by connecting a diverse community to resources that educate, enrich, and entertain.
- Spreading awareness of free services that many in our community may not otherwise know about or have access to.
- Advocating for funding to meet our community's needs through The Library's resources.



The Library's Mission & Vision

Mission: The Library connects a diverse community to resources that educate, enrich, and entertain.

Vision: The Library aspires to create a community-wide culture of learning where everyone is empowered.

MORE ABOUT THE LIBRARY



FY2025 Statistics

331,425 Library Visits

526,507 Materials Circulated

227,441 Collection Size

190,186 Computer Uses & Wi-Fi Sessions

1,387 Programs

34,589 Program Attendees

4,412 New Cardholders

48,009 Total Cardholders

Did you know?

You can borrow eBooks for FREE! With your Davenport Public Library card you can check out eBooks, digital audiobooks, magazines, movies, and music online 24/7, all free of charge.

You can discover your family history! The Main Library houses the 1,700+ title collection of the Scott County Iowa Genealogical Society, and the Richardson-Sloane Genealogical Library.

You can learn a musical instrument! The Library offers ukuleles, keyboards, and electric drumsets for checkout from our Library of Things, plus songbooks and guides to learning how to play!

You can start your very own garden! The Seed Library located at the Main Library provides free seeds to residents to promote lifelong learning and encourage stewardship of natural resources.

Library Stories

“Thanks so much for bringing the library books to the Sisters of Humility @ the Humility of Mary Center each month. Many of the sisters cannot get out of the house anymore, so this is a lifeline and something they look forward to.” -Shelly (Library outreach patron)

“I want to thank the Davenport Library and staff for organizing the back-to-school event at Fairmount. We do not have transportation and most of the back to school events are downtown. So having this event at Fairmount library meant a lot to us as we could easily walk to the library. Our family was able to benefit from much needed school supplies and a shoe gift card. Thank you Davenport Public Library for all you do for our community.” -Carlotta, Library patron



“Several members of the Book-a-Librarian team helped a patron throughout multiple steps of his job search process, from applying online to providing equipment and space for him to do a virtual interview. Today the patron informed me that he has been hired at the new Amazon warehouse just north of Davenport! He is excited to start in a couple of weeks and expressed his gratitude for the employees who helped him.” -Library staff

“During Party in the Park, we were giving away books to children when one stopped. The young person picked up a few books and put them next to her face and said this girl looks like me! Her mom then said ‘This is why representation matters!’” -Library staff

ADVOCACY TIPS



Top Ten Quick Advocacy Tips

When library issues arise in public policy debates, library advocates should be ready to reach out to their public officials and persuade them to protect our libraries and rights!

- 1. Get to know your local elected officials. Do not wait until you need something to connect.**
- 2. Do your homework. Reach out to Davenport Public Library, Iowa Library Association, or American Library Association for background on a specific issue and how best to frame the message.**
- 3. Know your audience. Research positions of elected officials in advance. Understand what they care about and consider how your request aligns with these.**
- 4. Contact elected officials personally. A meeting is better than a phone call, a phone call is better than an email, and an email is better than no contact.**
- 5. Always start with a thank you. Find something the elected official has recently supported which has a positive community impact and thank them for that.**
- 6. Keep it brief. Share the most important facts and the few best arguments.**
- 7. Make it personal. Explain how the issue impacts you and your family/friends...and their constituents!**
- 8. Make a clear request. Ask them specifically to SUPPORT the legislation, or OPPOSE the legislation, or help to change the legislation.**
- 9. Be polite, but direct, and try to get a commitment to support The Library position.**
- 10. Follow up. Once the issue is resolved, make sure to thank those that supported the library, and know that more work needs to be done with those that did not.**



Content courtesy of Cedar Rapids Public Library <https://www.crlibrary.org/advocacy>

ADVOCACY TIPS (CONTINUED)



How to Talk with People Who Disagree with You

- Focus on the people, not the politics
- Build a relationship before talking politics
- Don't take comments personally
- Share your own relevant experiences
- Give a relatable hypothetical situation
- Find common ground
- Bond over less polarized issues
- Be open to listening and understanding
- Ask questions to understand a different viewpoint
- Focus on shared beliefs
- Stick to the facts and avoid confrontation
- Stick to information that can be verified
- Back up your opinions with evidence
- Limit emotion in discussion
- Avoid confrontational language
- Be an advocate rather than an opponent
- Adapt conversational style to audience
- Avoid words that might upset people
- Pick your battles
- Talk about local politics instead of national politics
- Focus on policy instead of party
- Avoid hot-button issues

Duchovnay, Marley, Moore, Casey, and Masullo, Gina M. (2020, July). How to Talk to People Who Disagree with You Politically. Center for Media Engagement. <https://mediaengagement.org/research/divided-communities>



ELECTED OFFICIALS



US Senate

Joni Ernst

(202) 224-3254
(563) 322-0677
www.ernst.senate.gov

Charles Grassley

(202) 224-3744
(563) 322-4331
www.grassley.senate.gov

US House of Representatives

Mariannette Miller-Meeks

(202) 225-6576
(563) 232-0930
www.millermeeks.house.gov

State Senators

Kerry Gruenhagen, Iowa Senate District 41

(515) 281-3371
kerry.gruenhagen@legis.iowa.gov

Scott Webster, Iowa Senate District 47

(515) 281-3371
scott.webster@legis.iowa.gov

Cindy Winckler, Iowa Senate District 49

(515) 281-3371
cindy.winckler@legis.iowa.gov

State House Representatives

Ken Croken, Iowa House District 97

(515) 281-3221
ken.croken@legis.iowa.gov

Daniel Gosa, Iowa House District 81

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Monica Kurth, Iowa House District 98

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Mike Vondran, Iowa House District 94

(515) 281-3221
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Scott County Board of Supervisors

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Ross Paustian

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Davenport City Council

Mayor: Jason Gordon

(563) 326-7701
jason.gordon@davenportiowa.com

1st Ward: Rick Dunn

(563) 888-2066
rick.dunn@davenportiowa.com

2nd Ward: Tim Dunn

(563) 888-2066
tim.dunn@davenportiowa.com

3rd Ward: Paul Vasquez

(563) 888-2066
paul.vasquez@davenportiowa.com

4th Ward: Jade Burkholder

(563) 888-2066
jade.burkholder@davenportiowa.com

5th Ward: John Blunk

(563) 888-2066
john.blunk@davenportiowa.com

6th Ward: Ben Jobgen

(563) 888-2066
ben.jobgen@davenportiowa.com

7th Ward: Mark Holloway

(563) 888-2066
mark.holloway@davenportiowa.com

8th Ward: Matt Lienen

(563) 888-2066
matt.lienen@davenportiowa.com

At Large: Jazmin Newton

(563) 888-2066
jazmin.newton@davenportiowa.com

At Large: Kyle Gripp

(563) 888-2066
kyle.gripp@davenportiowa.com

HISTORICAL HIGHLIGHTS



From humble beginnings as a reading room in the LeClaire Hotel in 1839, to three locations strategically placed around Davenport today, The Library has evolved over time to meet the needs of the community. Here are some of the ways The Library adapted throughout the years to serve the community in new and exciting ways!

- **1900:** The citizens of Davenport voted in favor of a public library tax to support Davenport Public Library - the first election held in Iowa in which women were allowed to vote!
- **1904:** Needing more space to house the many items of interest in our community, The Library moved out of the reading room and Davenport became home to the first Carnegie library west of the Mississippi River.

- **1969:** Ready to expand yet again, the historic Main Library was designed by world-famous architect Edward Durell Stone; over 50 years later it was listed as a contributing property to the National Register of Historic Places for the Downtown Davenport Historic District.
- **2005-2010:** To better serve people living on the west and east sides of Davenport to whom the Main Library was not accessible, the Branching Out campaign culminated with the opening of two branch libraries, Fairmount Branch and Eastern Branch.
- **2010:** Due to The Library's commitment to building a sustainable and efficient building, the Eastern Branch was designated a LEED-silver certified building.
- **2011:** In order to meet the needs of small business owners and entrepreneurs,

the Main Library became the first Patent and Trademark Resource Centers (PTRC) in Iowa, and the first all-electronic PTRC in the United States.

- **2021:** To provide better connection to critical local resources to underserved community members, Davenport Public Library became the first public library in Iowa to hire a social worker.
- **2021:** A substantial renovation of the Main Library added several new amenities for the community, including private study rooms, ADA-accessible restrooms, an enclosed children's area perfect for educational play, and Studio 321 Makerspace complete with a 3D printer and additional technology.
- **2023:** To promote early literacy, The Library partnered with Burgeon Group to enhance the children's areas at Fairmount Branch and Eastern Branch by adding new interactive art installations with lots of hands-on opportunities for children to talk, sing, read, write, and play.

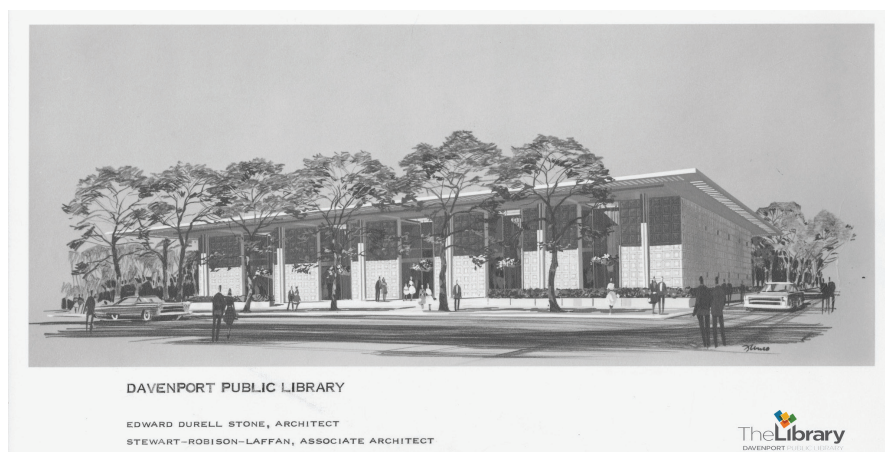


Photo Courtesy of Richardson-Sloane Special Collections Center

LIBRARY INFORMATION



Davenport Public Library Locations



Main Library

321 Main Street
Davenport, IA 52801
*featuring the Richardson-Sloane Special
Collections Center*



Fairmount Branch

3000 N. Fairmount Street
Davenport, IA 52804

EST. 2006



Eastern Branch

6000 Eastern Avenue
Davenport, IA 52807

EST. 2010

Contact The Library:

Phone: (563) 326-7832

www.davenportlibrary.com

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(563) 328-6850

jcollins@davenportlibrary.com