

LIBRARY BOARD OF TRUSTEES MEETING

CITY OF DAVENPORT, IOWA

Tuesday, February 17, 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 January 20, 2026
- 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 approve the Notary Service Policy

VI. New Business

- a. Review the Discrimination and Harassment Policy
- b. Board work and discussion related to Trustee recruitment

VII. President's Comments

VIII. Board Training

- a. Staff Association — Cristina Amador-Perez

IX. Adjourn

MISSION

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



LIBRARY BOARD OF TRUSTEES
MINUTES
JANUARY 20, 2026

Roll call and introduction of attendees

Amanda Motto called to order the monthly meeting of the Davenport Public Library Board of Trustees at 12:03 p.m. on Tuesday, January 20, 2026. The meeting was held in Meeting Room C at the Main Library. Board members present: Joanna Drake, Michael Hustedde, Malavika Shrikhande, Shelley Klaas, and Amanda Motto. Tom Engelmann arrived at 12:11. Absent: Honey Bedell, Joe Heinrichs, and Jerry Skalak. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, HR Operations Manager; Kasey Shipley, Library Office & Facilities Manager & Recorder; Hilary Tanner, President of the Davenport Public Library Foundation (12:10).

Consent Agenda

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

Public with Comment

No one was present.

Reports and Communications

Foundation Report

Collins reported that the Davenport Public Library Foundation discussed advocacy and how things were going in the name transition.

Finance Committee

No report.

Personnel Committee

Motto reported that Collins updated the committee on his goal progress and everything is on track.

Advocacy Committee

Shrikhande encouraged Trustees to return the ALA Board Member Surveys to Shipley and thanked them for filling out the form.

Director's Report

Collins shared the stat of the month, highlighting the 38.8% increase in circulation of board games and puzzles as compared to the same quarter in 2024 due to incorporating the items in the Library of Things collection. He congratulated staff members Michelle Frieden and Joseph Holcomb for completing Davenport Strengths Institute, a year-long leadership program through the City of



Davenport that helps employees develop their talents and build strong cross-departmental connections. The Library Social Worker position is posted. Once City Council approves the FY2027 budget, funding will be made up with ARPA funds for part of the year and the rest of the year by the General Fund and Trust & Agency. He thanked the Interim City Administrator, City CFO, and City HR Director in their support of the position, as well as Williams for her persistence in filling the position. Concerns were brought by Trustees relating to the permanence of the position and if anyone would be willing to take it if unsure of the length of the job. Collins stated the City has said it is intended to be permanent and funded by the General Fund beyond FY2027 but he understands there are concerns from City Administration on property tax relief that may become law which would impact municipalities. Drake asked about finding other funding and Collins shared there have been partnerships proposed. She also asked about internships with Collins noting that it has been explored before and we don't have a social worker to provide the direct supervision needed to do that. He shared that hiring someone new to the field would not provide a good support system for that person; some experience is required to set them up for success in the role.

A Fairmount sidewalk, damaged by roofing trucks, has been replaced. Drake noted she is on a community advisory council that may be able to get assistance with planting along the new sidewalk with it geared towards pollinator-friendly plants and landscaping. She will contact Collins about it outside of the meeting. Shrikhande shared that the City has a program that may be able to assist as well and will send details. The student food pantry, funded by the Foundation, is expanding to Main. Iowa Library Association's Capitol Day is Tuesday, February 3 in Des Moines. Collins is unable to attend due to City budget meetings, but encouraged any Trustees available to attend if they can. Zines are now being added to the local author collection. Formal wear giveaway program will be held on January 30 and 31. The libraries have been inundated with donations from the public which is very appreciated. Winter Reading Challenge runs through January. The Library podcasters are collaborating with the Putnam for recordings on archives and artifacts in celebration of 250 years of the United States. They were also invited to cover the ALA Youth Media Awards being held in Chicago on January 26. The Library's marketing coordinator was on the KWQC morning news several times on January 5 to talk about the Library of Things. There has also been a lot of media coverage on the Formal Wear event. Many thanks to Tessa Wallace on both of these great media exposures for The Library. Engelmann wanted to thank the staff working at the Fairmount 20th anniversary party for the presentations. He felt they were very well done and informative for the public attending.

Old Business

The first item of old business was 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. Motto motioned to approve with a second by Hustedde. With no further discussion, Shrikhande, Klaas, Hustedde, Motto, Drake, and Engelmann approved.



The second item of old business was to review the Notary Service Policy draft. The staff guidelines and procedures document also was shared with the Trustees. From a question Drake asked about staff concerns, Collins shared that all notary staff had a chance to review and offer input, as well as the IDEA team. He acknowledged that not all staff have the same feeling about notary duty; some are fine with it and others dread it. A change was made around 2017 which added more staff to be notaries so it could be offered on a more consistent basis and outside of “banking hours” in the evening and on weekends. Reiling added that feedback from that staff felt the information from City Legal at the December Board meeting was helpful. There was constructive feedback from the notary staff on clarifying the procedures, per Reiling.

New Business

The first item of new business was to review the ADA checklists for facilities as part of the accreditation process. Collins shared The Library has been continuously accredited since 1986 and it is a process performed every three years. There are three levels of accreditation and Davenport strives for Tier 3, the highest, by meeting all required standards, along with many of the optional standards. As part of the process an ADA checklist is completed to see where there may be deficiencies. Collins shared the checklist for “additional access” that includes water fountains, telephones, and fire alarm systems which was performed in this rotation for reaccreditation. The Main Library’s results were shared in the packet, and he will send along Fairmount and Eastern’s, which were very similar. There is no penalty to having items with deficiencies, but may be something the Trustees want to direct funds to fix as they review the results. Hustedde inquired if the Fairmount and Eastern branches were better in compliance, being newer. Collins replied that in most cases, yes, but the latest revision was done in 2010, after Eastern was built, so some things may not be in current compliance. For items on the checklist that are not up to current ADA code may be things to address in the future. One that may be a struggle to incorporate is regarding TTY devices. It is antiquated technology which cell phones have largely replaced. Motto inquired if compliance is mandatory; Collins stated that the checklist only has to be reviewed by the Board. Shrikhande looked into TTY and access and noted that Android and iPhones have that capability. Collins added, as long as a person has a smart phone, they have TTY available, and that covers 90-95% of the population. The courtesy phones at the libraries cover the gap for people that don’t have a cell phone. Klaas suggested using a Library-owned device like an iPad. She feels the form may need updating to change this particular point. With no further discussion, Hustedde motioned to approve and Motto seconded. Klaas, Hustedde, Motto, Drake, Shrikhande, and Engelmann all voted to approve.

The second item of new business was to review the first two quarters of goals and objectives for the FY2026-FY2028 Strategic Plan. Collins went through all initiatives covered in the period, noting they were all completed as planned and how it was accomplished, sharing the staff is doing great work. He inquired if this format worked for the Trustees and the frequency of covering every six months. Motto, Engelmann, and Shrikhande all agreed it works for them.



The third item of new business was to approve allocating the remaining \$106,629 from the Special Library Levy to fund enhancements to staff breakrooms and other staff-centered initiatives. Collins shared some background from his memo on how that total came to be. The purpose of allocating the remaining funds is to enhance spaces used by staff. Not only at this library, but others he has worked at, the staff breakrooms are usually outfitted with leftover furniture from the public side or upcycled from other City departments. He envisions this being new paint, lighting adjustments, and new furniture, either selected by a team or with information garnered from a survey of staff. Shrikhande was happy to hear of the plan. Hustedde asked if it would be equally spread through all three locations. Collins shared that each staff room is different in size and needs. Main's serves the most staff and is the largest in size so would probably have more used there. Fairmount's break room is very small, with Eastern's having a larger footprint. Drake agrees some of that fund should go towards upgrading staff spaces, but voiced concerns that some in the community may believe the funds should be spent on the public side. If the Trustees vote on the allocation, is it something they are willing to back up if there are negative comments regarding the use. Engelmann noted the fund is the tail-end of the Library Levy funding. All previous funding was used to fund Library services. Motto noted it may not be a direct benefit to the community, but helps create a good workplace where library professionals want to stay if they feel they are appreciated through this investment. Hustedde motioned to approve with a second by Klaas. Hustedde, Motto, Drake, Shrikhande, Klaas, and Engelmann all approved.

The last item of new business was to 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 Account. Collins shared that in 2020 the Board voted to spend up to \$150,000 from the Library Gift account to cover what CIP and fundraising may not in the Main Renovation project. It was not needed for phase one and not much was used for phase 2. Now that all funds have been encumbered in Main Renovation Phase 2 and the Trustees can now vote to revert the funds back to their intended purpose in the case of patron-use printer revenue and MidAmerican rebates. Lyrasis and PrairieCat were from prepaid accounts. Since those will not be needed to fund either OCLC cataloging which is where the Lyrasis refund came, or for consortium costs which was from PrairieCat, Collins recommends those go to the general gift account. Motto motioned to approve and Hustedde seconded. Motto, Drake, Shrikhande, Klaas, Hustedde, and Engelmann all approved.

President's Comments

Engelmann restated that the Fairmount 20th Anniversary was very well done and there was a nice crowd to hear the presentation.

Board Training –Advocacy with Kasey Shipley (Office & Facilities Manager)

Shipley provided a 15-minute presentation on Library Advocacy. A one-minute video was shared defining advocacy and a 3.5-minute video was shared showing a congressional representative in Virginia touring a library in her state. Other resource links were shared in the handout, some



borrowed from information provided by Tanner and Collins. Trustee Shrikhande's list of the many ways to perform advocacy on behalf of The Library was condensed in the handout. Collins replied to a follow-up question noting property tax reform will likely be an issue that is addressed by State representatives. Defunding ILA and ALA, and the obscenity exemption for libraries may come back up. Being a member of ILA, Trustees should be alerted to advocacy issues. Collins also pointed out that the Advocacy Toolkit lists representatives and their contact information. Developing relationships ahead of need is always a plus. Shrikhande has information to share on elevator pitches of 30-60 seconds from ALA.

Adjourn

With no further business, Drake motioned to adjourn at 1:20 p.m. with a second by Hustedde. All approved.

BUDGET RECAP FY26					
Davenport Public Library					
2/3/2026, 59% of the year					
General Fund	FY26	EXPENDED	BALANCE	% spent	
201 Operating Supplies/Services	\$100,535	\$43,084	\$57,451	43%	
205 Utility Services	\$145,000	\$82,683	\$62,317	57%	
210 Travel & Registration	\$15,000	\$12,246	\$2,754	82%	
216 Memberships/Publications	\$15,000	\$9,120	\$5,880	61%	
217 Professional Services	\$93,810	\$47,848	\$45,962	51%	
218 Rental Expense	\$3,000	\$1,667	\$1,333	56%	
225 Buildings & Grounds	\$148,675	\$89,915	\$58,760	60%	
226 Maint/Machines & Equipment	\$31,060	\$31,060	\$0	100%	
Total Main 200's	\$552,080	\$317,623	\$234,457	58%	
Allocated Expenses					
530 Software Costs	\$130,000	\$123,394	\$6,606	95%	
606 Telephone	\$37,493	\$26,639	\$10,854	71%	
622 Data Processing	\$15,000	\$7,500	\$7,500	50%	
627 Motor Vehicle Maintenance	\$5,215	\$1,200	\$4,015	23%	
Total Main Allocated Expenses	\$187,708	\$158,733	\$28,975	85%	
Salaries	\$3,728,991	\$1,923,796	\$1,805,195	52%	
Benefits	\$1,583,514	\$871,896	\$711,618	55%	
Total City appropriation	\$6,052,293	\$3,272,048	\$2,780,245	54%	
CIP Budget Lines					
Materials Budget	\$465,000	\$298,129	\$166,871	64%	
Electronic Equipment Repl	\$130,000	\$93,838	\$36,162	72%	
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	\$4,375	\$70,625	6%	
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							
2/3/2026							
				Starting	Monthly	Monthly	Balance
				Balance	Expense	Revenue	
					Jan	Jan	
State Aid							
814 Enrich Iowa				\$19,114	\$238	\$0	\$18,876
813 Open Access/Access Plus				\$95,073	\$186	\$40,532	\$135,419
Gift Account							\$663,616
Unrestricted Gift Funds							
General Gift (donations, memorials, interest, etc)				\$89,923	\$3,182	\$101,029	\$187,770
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				\$101,730	\$664	\$2,269	\$103,335
Restricted Gift Funds							
Endowment				\$28,324	\$0	\$5,054	\$33,378
Irma Jepsen Endowment				\$25,254	\$0	\$0	\$25,254
Marketing/Programming				\$17,151	\$2,659	\$15,122	\$29,614
FRIENDS' Staff support (personnel-restricted)				\$33,411	\$0	\$0	\$33,411
Special Collections				\$9,744	\$303	\$1,161	\$10,602
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)				\$15,912	\$0	\$0	\$15,912
PrairieCat Refund (To Gen Gift, Board Appr 1/2026)				\$34,791	\$34,791	\$0	\$0
Lyrasis Refund (To Gen Gift, Board Appr 1/2026)				\$62,757	\$62,757	\$0	\$0
Charles Young Estate				\$24,438	\$4,310	\$0	\$20,128
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)				\$3,411	\$0	\$0	\$3,411
Enhanced Youth Spaces Project 2022				\$101,590	\$1,943	\$0	\$99,647
Leah Foster Estate (8/2023)				\$14,540	\$0	\$0	\$14,540
Library of Things (5/2025)				\$2,451	\$48	\$0	\$2,403

Jan '26 Operating & Gift Exp				
EFF DATE	PO/REF2	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
01/02/2026		74.90	ANC* NEWSPAPERS.COM	6 month Newspapers.com subscri
01/02/2026		475.00	INNOVATIVE USERS GROUP	Travel 7701 Innovative Users G
01/02/2026		16.14	AMAZON MKTPL*347T13VM3	LOT \$16.14_Amazon_LOT_111-5842
01/02/2026		18.80	AMAZON MKTPL*II9AQ24N3	LOT AMAZON 111-5642111-6416230
01/02/2026		147.00	GET FULLY FUNDED	Fundraising Blueprint Course -
01/02/2026		38.99	AMAZON MKTPL*FF22F4QC3	Colored pencil sets for progra
01/02/2026		64.93	DISPLAYS2GO	Sign holders for Eastern/Fairm
01/02/2026		16.77	TARGET 00005330	Jelly beans for Youth Services
01/02/2026		20.96	HY-VEE FOOD STORE Inc	Apples for Youth Services prog
01/02/2026		13.64	SAMS CLUB /WALMART	Cookies for Death Cafe program
01/02/2026		42.53	AMAZON RETA* QW3YM2RQ3	Rotary paper trimmer
01/02/2026		13.16	AMAZON RETA* BZ83L1BH1	Painter's tape
01/02/2026		41.95	AMAZON MKTPL*VC2J38853	Nitrile Gloves
01/02/2026		2.01	AMAZON MARK* Z22XT7ZQ3	TIRE GAUGE
01/02/2026		14.94	AMAZON MARK* RO8GV8VV3	TRIAL LAMP FOR FAIRMOUNT DESK
01/02/2026		125.00	AMERICAN LIBRARY ASSN INC	ALA membership renewal
01/02/2026		125.00	AMERICAN LIBRARY ASSN INC	ALA Membership Renewal B. Peac
01/02/2026		5.99	FRESH THYME #952	Skyr yogurt for Youth Services
01/02/2026		26.99	AMAZON MKTPL*BI0S081C0	Craft Bags
01/02/2026		79.10	HY-VEE FOOD STORE Inc	Cake, water, utensils, plates
01/02/2026		28.72	HY-VEE FOOD STORE Inc	Cookies, frosting, sandwich ba
01/02/2026		11.78	HY-VEE FOOD STORE Inc	Chips and lemonade for Informa
01/02/2026		31.84	SAMS CLUB /WALMART	Cookies and pastries for Infor
01/02/2026		50.44	SAMS CLUB /WALMART	Plates, cups, napkins, cookies
01/02/2026		6.00	MICHAELS STORES INC #2106	Plywood for Youth Services pro
01/02/2026		17.30	AMAZON RETA* 3L4I54ZC3	Facial tissue
01/02/2026		17.30	AMAZON RETA* 3L1DM6523	Facial tissue
01/02/2026		16.22	AMAZON MKTPL*B12F79J40	Badge holders
01/02/2026		24.24	AMAZON MKTPL*BI4526RJ0	Self-adhesive vinyl pockets
01/02/2026		168.90	AMAZON MKTPL*NQ20U1P83	Pen/note holders
01/02/2026		86.40	AMAZON MKTPL*CB9933LU3	Acrylic mask & hand sanitizer
01/02/2026		65.84	AMAZON MKTPL*B67BU06C3	11x17 paper
01/02/2026		673.00	MARITZ AT&L* ALA	Travel 7703 PLA 2026 Conferenc
01/02/2026		59.96	AMAZON MKTPL*EA4LZ84V3	NOTARY JOURNALS
01/02/2026		463.17	DEMCO INC	Book Tape
01/02/2026		53.35	MENARDS Inc	Paint
01/02/2026		16.44	MENARDS Inc	DISTILLED WATER FOR TECH SERVI
01/02/2026		55.95	AMAZON MKTPL*B20B81OS2	Stickers
01/02/2026		261.09	VISTAPRINT	TABLE RUNNER
01/02/2026		27.99	AMAZON MKTPL*BT80X3WF2	Canvas Bags
01/05/2026		250.00	SOCIETY OF AMERICAN ARCHIVIST	Annual Membership
01/05/2026		15.35	Ebay	Jigsaw puzzle, Spec Coll
01/05/2026		20.25	Ebay	Jigsaw puzzle, Spec Coll
01/05/2026		54.79	Ebay	Jigsaw puzzle, Spec Coll
01/05/2026		19.23	Ebay	Jigsaw puzzle, Spec Coll
01/05/2026		18.18	Ebay	Jigsaw puzzle, Spec Coll
01/05/2026		90.67	Amazon	Info Serv program supplies
01/08/2026	2606478	1,164.55	JOHNSON CONTROLS INC	Garage Heat Actuator Repair -
01/08/2026	2606355	174.00	IOWA LIBRARY ASSN Inc	Iowa Library Assoc. B. Peacock
01/08/2026	2606394	1,442.00	CITADEL SECURITY GROUP LLC	Security, Main Lib,12/15-12/21
01/08/2026	2606395	375.24	B&B ENTERPRISES OF AMERICA INC	Printing of poster board signs
01/08/2026	2606358	1,880.00	RANDALL P SCHOCH DC	Prep & Paint in basement - Mai

01/08/2026	2606396	39.00	QUADIENT FINANCE USA, INC	Postage - late fee
01/08/2026	2606479	336.00	TRI-STATE AUTOMATIC SPRINKLER INC	INV49010 12/23 ANNUAL INSPECTI
01/08/2026		98.00	BETH PAUL *EMPLOYEE*	MILEAGE JULY - DECEMBER 2025
01/09/2026	1010926	200.00	Director's monthly allowance	WARRANT=010926 RUN=1 BI-WEEKL
01/12/2026		29.14	AMAZON MKTPL*UT08Z1AV3	Sticker labels - Fairmount Fri
01/12/2026		13.96	FACEBK *ASFZ8AMEU2	FACEBOOK ADVERTISEMENT
01/12/2026		70.84	HY-VEE FOOD STORE Inc	Grapes, potatoes, lemons, mars
01/12/2026		25.94	CINTAS CORPORATION #342 Inc	MONTHLY MAT RENTAL, MAIN LIB
01/12/2026		66.15	T MOBILE USA INC	Nov 5-Dec 4 2025 monthly servi
01/12/2026		247.92	VISTAPRINT	BUSINESS CARDS
01/12/2026		673.00	MARITZ AT&L* ALA	Travel 7716 PLA CONFRENCE REGI
01/12/2026		340.76	U-LINE INC	Totes for Info Services
01/12/2026		73.88	Amazon	Elastic bands, tissue, wipes
01/12/2026		37.97	Amazon	Children's headphones, Patron Exp
01/12/2026		3.99	MICHAELS STORES INC #2106	Crochet hook, Youth Serv program
01/12/2026		39.38	HY-VEE FOOD STORE Inc	Soda, cups, syrup for YS programs
01/12/2026		25.80	SAMS CLUB /WALMART	Bandanas, lunch bags for YS program
01/12/2026		33.88	Amazon	Study Room light switch keys
01/15/2026	2606630	350.00	ART LEGACY LEAGUE	Presentation & Class Edward Ca
01/15/2026	2606651	94.20	CULLIGAN	Solar salt - Fairmount
01/15/2026	2606500	977.39	CITADEL SECURITY GROUP LLC	Security, Main Lib,12/22-12/28
01/15/2026	2606650	1,003.22	CITADEL SECURITY GROUP LLC	Security, Main Lib,12/29-01/04
01/15/2026	2606628	193.00	B&B ENTERPRISES OF AMERICA INC	Printing of monthly calendar F
01/15/2026	2606501	871.35	THE LIBRARY STORE INC	Library Furniture - 4 tier dis
01/15/2026	2606629	200.00	MINDY MATHEWS	Instructor - String Art 01/17/
01/15/2026	2606652	354.73	TRI CITY ELECTRIC CO Inc	Electrical outlet repair-Main
01/15/2026	2606501	1,071.35	THE LIBRARY STORE INC	Library Furniture - 4 tier dis
01/15/2026		54.60	MICHELLE FRIEDEN *EMPLOYEE*	Mileage December 2025
01/15/2026		32.20	RICHARD STUMPF EMPLOYEE	Mileage December 2025
01/15/2026		47.60	BANASHREE HOLDERITH EMPLOYEE	Mileage December 2025
01/19/2026		200.00	Infopeople	C Amador-Perez online training
01/19/2026		202.51	DEMCO INC	Book tape
01/19/2026		516.00	Aunt Flow	Refill for restroom dispensers
01/19/2026		12.74	Amazon	Rubber bands
01/19/2026		829.49	DISPLAYS2GO	Brochure stands
01/19/2026		27.35	Amazon	Cust Serv, Lib Lovers Month supplies
01/19/2026		9.90	Amazon	Cust Serv, Lib Lovers Month supplies
01/19/2026		39.88	Amazon	Book lovers month supplies/Cust Serv
01/19/2026		642.86	American Button	Makerspace equip and supplies
01/19/2026		104.97	Amazon	Info Serv program supplies
01/19/2026		82.35	Amazon	Info Serv program supplies
01/19/2026		124.58	Amazon	Info Serv program supplies
01/19/2026		33.92	SAMS CLUB /WALMART	Youth Services program supplies
01/19/2026		546.99	QUADIENT FINANCE USA, INC	Quarterly lease, postal machine
01/19/2026		1,239.80	Kanopi	Acoustical ceiling tiles
01/19/2026		68.37	Amazon	Adhesive for acoustical tiles
01/19/2026		45.58	Amazon	Adhesive for acoustical tiles
01/19/2026		11.01	SAMS CLUB /WALMART	Info Serv program supplies
01/19/2026		13.01	Amazon	Card stock
01/22/2026	2607037	1,150.00	HIGHPOINTE LAWNS LLC	INV36237 9/25 MOW CITY SITES
01/22/2026	2607036	1,725.00	HIGHPOINTE LAWNS LLC	INV36084 8/26 MOW CITY SITES
01/22/2026	2606765	433.40	UNIQUE MANAGEMENT SERVICES INC	Collections Services - Dec. 20
01/22/2026	2606770	64.95	GLOBAL SECURITY SERVICES Inc	DEPOSIT COURIER SERVICE Dece
01/22/2026	2606726	12.00	INGRAM LIBRARY SERVICES Inc	INV 93471704
01/22/2026	2606766	57.90	GREAT WESTERN SUPPLY CO Inc	Toilet caddy, restroom cleaner

01/22/2026	2606942	1,327.08	CITADEL SECURITY GROUP LLC	Security, Main Lib,01/05-01/11
01/22/2026	2606762	35.00	IOWA ILLINOIS TERMITE & PEST CONTROL INC	INV8497173 12/23 PEST CONTROL
01/26/2026		120.00	Mobile Beacon	Hotspot renewal
01/26/2026		47.70	THE ACORN GROUP INC	Library of Things
01/26/2026		5.70	Amazon	Binder clips
01/26/2026		15.18	Amazon	Hand sanitizer
01/26/2026		127.81	Amazon	DVD cases, wipes, elastic bands
01/26/2026		398.76	Amazon	Cust Serv, Lib Lovers Month supplies
01/26/2026		46.12	Amazon	Office supplies, miscellaneous
01/26/2026		9.99	Amazon	Adhesive magnets
01/26/2026		9.92	Aldi	Youth Services program supplies
01/26/2026		-11.76	SAMS CLUB /WALMART	Return of bandanas
01/26/2026		-68.37	Unknown	Refund for adhesive
01/26/2026		68.37	Unknown	Adhesive for acoustical tiles
01/26/2026		9.50	Amazon	Printer labels for Foundation
01/29/2026		7,929.16	MID AMERICAN ENERGY CO Inc	Utilities Payment 07/2026
01/29/2026		888.24	IOWA AMERICAN WATER CO Inc	JAN 2026 COLLECTIVE WATER BILL
01/29/2026	04-012926	321.60	Clean water	2026 UB UB
01/29/2026	2607112	200.00	APRIL HENDRICKSON	Presenter - Galentine's Cards
01/29/2026	2606114	776.00	TRI CITY ELECTRIC CO Inc	QTE 12/11 INSTALL NEW TIME CLO
01/29/2026	2607160	1,280.07	CITADEL SECURITY GROUP LLC	Security, Main Lib,01/12-01/18
01/29/2026	2606860	204.16	SPRINGSHARE LLC	Patron Point Module Usage 10/2
01/29/2026	2607159	178.00	B&B ENTERPRISES OF AMERICA INC	Printing of Library bookmarks
01/29/2026	2607159	40.00	B&B ENTERPRISES OF AMERICA INC	Printing of Library bookmarks

Jan '26, Materials Exp				
EFF DATE	PO/REF2	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
01/02/2026		41.21	AMAZON.COM*A36WJ8CP3	\$41.21 AMAZON_ 111-0131730-769
01/02/2026		13.98	AMAZON.COM*8X4W14I43	\$13.98 AMAZON_ 111-4559351-5776
01/02/2026		39.99	AMAZON.COM*FX2S539G3	\$39.99 AMAZON_ 111-9938034-3213
01/02/2026		31.60	AMAZON.COM*0S0KS49L3	\$31.60 AMAZON_ 111-5027873-0545
01/02/2026		15.80	AMAZON.COM*SN39B0BW3	\$15.80 AMAZON_ 111-5027873-054
01/08/2026	2606345	39.78	INGRAM LIBRARY SERVICES Inc	INV 92772232 & 92938862
01/08/2026	2606345	173.97	INGRAM LIBRARY SERVICES Inc	INV 92772232 & 92938862
01/08/2026	2606416	826.11	INGRAM LIBRARY SERVICES Inc	INV 93030036 & 93030037
01/08/2026	2606416	859.71	INGRAM LIBRARY SERVICES Inc	INV 93030036 & 93030037
01/08/2026		-20.13	INGRAM LIBRARY SERVICES Inc	Refund
01/08/2026	2606343	678.80	LIBRARY IDEAS	INV 120870
01/08/2026	2606414	96.72	LIBRARY IDEAS	INV 121571
01/08/2026	2606344	214.12	CENGAGE LEARNING INC	INV 999101790538
01/08/2026	2606415	235.22	MIDWEST TAPE Inc	INV 508197095
01/12/2026		40.33	SP GENEALOGYSTORE.COM	\$40.33 INTERATIONAL INSTITUTE
01/12/2026		7.99	AMAZON.COM*Q91B38N23	\$7.99 AMAZON_ 111-9035655-27650
01/12/2026		32.10	Magnolia	Sub renewal for magazine
01/15/2026	2606573	240.72	INGRAM LIBRARY SERVICES Inc	INV 96139468; 93169469; 932031
01/15/2026	2606573	1,443.95	INGRAM LIBRARY SERVICES Inc	INV 96139468; 93169469; 932031
01/15/2026	2606573	198.03	INGRAM LIBRARY SERVICES Inc	INV 96139468; 93169469; 932031
01/15/2026		-20.40	INGRAM LIBRARY SERVICES Inc	Refund
01/15/2026	2606573	253.32	INGRAM LIBRARY SERVICES Inc	INV 96139468; 93169469; 932031
01/15/2026	2606575	721.48	INGRAM LIBRARY SERVICES Inc	INV 93229791; 93229792; 932584
01/15/2026	2606575	221.43	INGRAM LIBRARY SERVICES Inc	INV 93229791; 93229792; 932584
01/15/2026	2606575	969.98	INGRAM LIBRARY SERVICES Inc	INV 93229791; 93229792; 932584
01/15/2026	2606575	295.23	INGRAM LIBRARY SERVICES Inc	INV 93229791; 93229792; 932584
01/15/2026	2606674	323.48	INGRAM LIBRARY SERVICES Inc	INV #93304613, #93304614 & #93
01/15/2026	2606674	299.54	INGRAM LIBRARY SERVICES Inc	INV #93304613, #93304614 & #93
01/15/2026	2606674	497.39	INGRAM LIBRARY SERVICES Inc	INV #93304613, #93304614 & #93
01/15/2026	2606569	415.00	KANOPY INC	INV 480701 & 484652
01/15/2026	2606569	428.00	KANOPY INC	INV 480701 & 484652
01/15/2026	2606673	745.20	MIDWEST TAPE Inc	INV #508244979
01/15/2026	2606574	425.04	MIDWEST TAPE Inc	INV 58237714
01/15/2026	2606675	1,661.91	PROQUEST LLC	INV #70926281
01/15/2026	2606450	2,189.13	OVERDRIVE INC	INV 05530DA25402236
01/15/2026	2606672	472.44	OVERDRIVE INC	INV #05530DA25407145
01/19/2026		189.95	Amazon	Video games
01/22/2026	2606725	2,863.60	PROQUEST LLC	INV 70928798 / ACCT 157481
01/22/2026	2606724	562.59	INGRAM LIBRARY SERVICES Inc	INV 93390614; 93404860; 934522
01/22/2026	2606724	54.75	INGRAM LIBRARY SERVICES Inc	INV 93390614; 93404860; 934522
01/22/2026	2606724	60.30	INGRAM LIBRARY SERVICES Inc	INV 93390614; 93404860; 934522
01/22/2026	2606724	359.89	INGRAM LIBRARY SERVICES Inc	INV 93390614; 93404860; 934522
01/22/2026	2606726	384.78	INGRAM LIBRARY SERVICES Inc	INV 93471704
01/29/2026	2606843	694.68	INGRAM LIBRARY SERVICES Inc	INV 93496231, 93529462 & 93529
01/29/2026	2606843	204.40	INGRAM LIBRARY SERVICES Inc	INV 93496231, 93529462 & 93529
01/29/2026	2606843	229.90	INGRAM LIBRARY SERVICES Inc	INV 93496231, 93529462 & 93529
01/29/2026	2607135	140.38	OVERDRIVE INC	INV 05530DA26010792
01/29/2026	2606793	129.57	OVERDRIVE INC	INV #05530DA26004094
01/29/2026	2606792	512.17	LIBRARY IDEAS	INV #120713
01/29/2026	2606844	293.12	MIDWEST TAPE Inc	INV 508277879
01/29/2026	2607082	158.07	INGRAM LIBRARY SERVICES Inc	INV #93672472, #93696106, 6107
01/29/2026	2607082	72.72	INGRAM LIBRARY SERVICES Inc	INV #93672472, #93696106, 6107
01/29/2026	2607082	1,227.49	INGRAM LIBRARY SERVICES Inc	INV #93672472, #93696106, 6107

01/29/2026	2607082	477.04	INGRAM LIBRARY SERVICES Inc	INV #93672472, #93696106, 6107
01/29/2026		-16.24	INGRAM LIBRARY SERVICES Inc	Refund
01/29/2026	2607134	138.58	INGRAM LIBRARY SERVICES Inc	INV 93713943, 93731821, 937318
01/29/2026	2607134	1,829.58	INGRAM LIBRARY SERVICES Inc	INV 93713943, 93731821, 937318
01/29/2026	2607134	366.48	INGRAM LIBRARY SERVICES Inc	INV 93713943, 93731821, 937318

Jan '26 Electronic Equip Repl Exp				
EFF DATE	PO/REF2	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
01/02/2026		196.93	ADOBE INC	Adobe Creative Cloud for Marke
01/02/2026		2,500.00	TECHSOUP GLOBAL	Office 2024 Standard for Staff
01/02/2026		468.00	GOTOCOM*GOTOMEETING	GoToMeeting Software
01/02/2026		69.79	PROVANTAGE	Camera Bracket
01/02/2026		65.94	AMAZON MKTPL*NM8UA66M3	Phone Cables
01/08/2026	2606364	4,885.00	INFORMATICS INC	Library Website SOW Developmen
01/19/2026		125.00	TECHSOUP GLOBAL	Office 2024 license
01/26/2026		196.93	ADOBE INC	Creative Cloud monthly
01/26/2026		59.99	AMAZON MKTPL*NM8UA66M3	SSD
01/26/2026		2,550.00	CDW GOVERNMENT INC	ESET Antivirus

Social Media Reach: +97.1%

Our social media reach nearly doubled in the first six months of FY2026, rising from **261,800** views in FY2025 to **516,165**. Social media reach reflects the number of unique individuals who viewed content.

Source: *Internal statistics*

DIRECTOR'S REPORT | February 2026

Library Operations

▪ **Accreditation**

We submitted our application to the State for FY2027–FY2029 accreditation. This marks our **40th consecutive year** of accreditation. I'm pleased to report that we met **82 of 85 Standards, the highest number we've ever achieved**. Our team is amazing!

▪ **Occupational Safety and Health Administration (OSHA) Logs**

City Risk informed us that we recorded **zero** OSHA-reportable injuries or illnesses last year. OSHA logs are posted at each library from February 1 to April 30, 2026.

▪ **Hotspots**

Thanks to additional Library of Things funding from the Davenport Public Library Foundation, we expanded our hotspot collection. As a result, we have **completely cleared the holds queue for the first time in years**, and hotspots are now available **on demand** when patrons visit The Library.

▪ **Main Library Historic Sign**

We received a Certificate of Appropriateness (COA26-01) from the Historic Preservation Commission to install a commemorative plaque at the Main Library. The plaque will highlight the architectural and historical significance of our Edward Durell Stone–designed building, which is listed on the National Register of Historic Places. More information is available at:

<https://davenportia.portal.civicclerk.com/event/4281/files/agenda/6709>

▪ **Study Room**

We converted a staff-only area at the Fairmount Branch into a **third study room**, expanding public access and helping us better meet patron demand for quiet, reservable spaces.

▪ **Makerspace**

We installed acoustic ceiling tiles in the Makerspace to reduce noise levels and improve the patron experience.



▪ 4th Street Conversion

Updates on two Main Library operational impacts:

- **Monument Sign:** A new traffic control device on 4th Street will partially obstruct our monument sign. Public Works will relocate the sign a few feet east following installation of the new traffic signal to ensure proper visibility.
- **Exterior Book Drop:** We will be relocating the drive-up book drop closer to the building. The drop **will no longer be vehicle-accessible**, but this is the safest available configuration. The move also gives us the opportunity to replace the aging, rusting unit with a newer, appropriately sized model that was repurposed from one of the Hy-Vees.

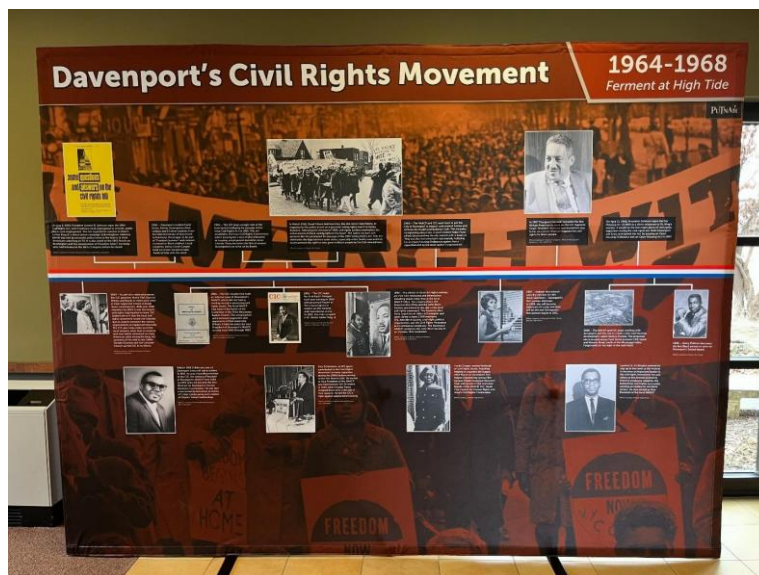
Library Materials & Programming

▪ Formalwear Giveaway

Our annual Formalwear Giveaway was a great success. **Over 200 people** stopped by Fairmount on January 30th and 31st to select from dresses, suits, blazers, dress pants, ties, bowties, and formal purses.

▪ Putnam Partnership

We partnered with the Putnam Museum and Science Center to host their travelling exhibit on **Davenport's Civil Rights Movement**. The exhibit explores the Civil Rights movement as visitors discover the powerful local stories that helped shape our community. It's on display at the Fairmount Branch throughout February.



▪ Sensory-Friendly Library

In January all staff completed sensory-inclusive training through Kulture City to maintain our certification as a **Sensory Friendly Library**.

▪ Fairmount Branch 20th Anniversary

23 people joined us on January 14 to celebrate Fairmount's 20th anniversary. Thank you to Kathryn Whalen (Special Collections Supervisor) for an informative presentation about the history of the library.

- **Winter Reading Challenge**

This year's Winter Reading Challenge had **266 participants!**

- **Library Lovers' Month**

Throughout February, patrons are invited to fill out paper hearts describing what they love about The Library. We are also giving away mini plush reading buddies and bookmarks.

- **Seed Library**

The Seed Library will open up for the spring on March 7. Stop by Main that day for a kickoff celebration. Attendees will be making "seed bombs" from 10am-noon, and those that pick-up seeds on opening day will be entered into a drawing to win a Salsa Making Kit.

Community Relations

- **Leadership & Service**

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

- **FY2027 Budget**

I attended three City budget meetings in January and February. The City's proposed budget is balanced and maintains a tax rate of \$16.58 per \$1,000 of assessed value while preserving current service levels. For The Library:

- The operating budget remains largely flat (0.75% increase).
- Materials and IT budgets maintain their previously increased funding levels.
- The Library Social Worker position is included.

Budget presentations and recordings are available at

https://www.davenportiowa.com/our_community/budget_information, and City Council is expected to approve the budget on April 22, 2026.

Library Stories

- While on desk at Fairmount, a patron expressed great appreciation for our children's programs following storytime, specifically praising **Mr. Joe, Ms. Holly, and Ms. Brittany** for their warm and welcoming presence.
- **Shelley McNeil (Customer Services Senior Clerk)** shared, "A patron came to the front desk stating that her brother had to call her and his phone was disconnected. She was so thankful that he was able to use our courtesy phone, and is very grateful that we offer that service".
- **Lexie** shared, "My friend came to Fairmount on Tuesday night with about a dozen Cub Scouts who were getting a tour of the library from **Christie Seagren (Youth Services Librarian)**. He told me he had been really nervous about it in advance because the group doesn't always stay super focused during things like this, but he was really impressed at how incredibly well Christie engaged them and held their interest! They were super enraptured the whole time and really paying attention and learning a lot about The Library. Christie created a great experience for them! Good job, Christie!"
- **Katie Reinhardt (Special Collections Librarian)** shared that a patron, "plans to write to the new City Council members to ask them to give The Library special recognition. She said it is the best library of

any she has been in and that the staff is kind, knowledgeable, and efficient. And of course she mentioned how much she loves **Bill Fuhr (Information Services Librarian)**".

- From a comment card, "The mezzanine genealogy and documents area is a wonderful service to the public. Please keep it up!"

Library Programs—Upcoming

Below is a curated list of events that may be of particular interest to Trustees. A full schedule is available at <https://davenportlibrary.libcal.com>.

Genealogy Lunch and Learn: So Many Newspapers, So Little Time. Thursday February 19, 12:00pm at Main Library. We invite you to join us for our monthly Genealogy Lunch and Learn, where we delve deeper into family history topics. Each month, we will explore a variety of topics to give you additional tools to find your ancestors.

Opioid Overdose Education and Naloxone Distribution Training. Monday February 23, 6:00pm at Fairmount Branch. In this 60-minute presentation, we will discuss how opioids effect the brain and lead to substance use disorder. We will also discuss the steps of administering Naloxone during an overdose. Naloxone request forms will be provided after the training.

Preschool Fair. Saturday February 28, 10:00am at Eastern Branch. Do you have a toddler or preschool-aged child? Are you looking for a great place for your child to learn and play? You won't want to miss our Preschool Fair, a unique opportunity to meet with and talk to staff from local preschools and other early learning and play centers.

Sew What? Monday, March 2, 3:30pm at Fairmount Branch. Learn sewing basics through simple, fun projects. No experience, no problem! We've got the knowledge and tools to get you started. This program is for children ages 7 and up.

Marguerite LeClaire: What We Forget about History When We Forget About Women. Tuesday March 3, 6:30pm at Eastern Branch. Marguerite LeClaire is often sidelined in local histories in favor of her more famous husband, Antoine LeClaire. But Marguerite, who was of French and Meskwaki descent, was at the center of a network that linked fur traders, speculators, and American Indians along the upper Mississippi in the early 19th century. What does focusing on Marguerite tell us not only about the history of the region, but what focusing on women's roles can tell us about history more broadly?

Felt Plushies. Tuesday March 3, 3:30pm at Eastern Branch. Learn to make your own felt plushies! This program uses hot glue, so is best suited to kids 8 and up. Registration is required.

Reading with Responders. Saturday March 7, 10:00am. Join Miss Brittany for an offsite event at Davenport Fire Station Number 3 for a storytime at Davenport's newest fire station with members of the Davenport Fire Department. This program is intended for children and families. Registration required. This is an offsite program at 300 42nd St, Davenport, IA 52806

Teen Movie: Freaky Friday Double Feature. Monday March 16, 4:00pm at Eastern Branch. Nothing says "Spring Break!" like a Freaky Friday double feature! From 4-5:45, we will watch Freaky Friday (1977), then from 6-7:45 we will watch Freaky Friday (2003). Pizza will be provided, so registration is required to make sure we have enough for everyone.

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.*

TO: The Library Board of Trustees
FROM: Jeff Collins, Library Director
DATE: February 4, 2026
RE: Discrimination and Harassment Policy

Summary

The Discrimination and Harassment Policy, originally approved in 1991, is due for its routine three-year review. We reformatted the document to reflect the updated policy template and revised the content to ensure compliance with current law and alignment with our practices.

Background

This policy defines discrimination and harassment; prohibits retaliation; outlines federal Equal Employment Opportunity (EEO) hiring requirements; and establishes procedures for responding to harassment concerns.

The Library is committed to maintaining an environment free from discrimination and harassment for employees, volunteers, and patrons. No harassment cases have been formally reported within at least the past eight years. All new employees receive training on this topic during orientation, and supervisors recently completed additional harassment-prevention training.

We gathered feedback on the policy from both the Leadership Team and the IDEA Team.

Budget Impact

None.

Attachments

- Discrimination and Harassment Policy (draft)
- Discrimination and Harassment Policy (current)

Recommendation

For discussion only at this time; action is anticipated in March.

Davenport Public Library

Discrimination and Harassment Policy

The Davenport Public Library Board of Trustees affirms and emphasizes its commitment to provide a professional working and learning environment which is fair and responsible. This commitment supports, nurtures, and rewards educational and employment growth based on relevant factors. These factors include ability and performance free of discriminatory, inappropriate, and disrespectful conduct or communication, and/or harassment.

Davenport Public Library is committed to creating and maintaining a workforce that gives open expression to the Library's organizational values and brings a rich diversity of people and talents to the accomplishment of the Library's Mission and Vision.

Discrimination or harassment can occur between library patrons, between library employees, and/or between library patrons and library employees. It may also include other third parties. Davenport Public Library is concerned about all parties and their actions, and is prepared to take preventative and corrective action to ensure a safe and respectful environment. Individuals who engage in such misconduct are subject to appropriate disciplinary measures.

Definition of Discrimination and Harassment

In accordance with the Iowa Civil Rights Act ([Code of Iowa, Chapter 216](#)), employment discrimination is defined as the practice of unfairly treating a person or group of people differently from other people or groups of other people at work, because of their membership in a legally protected category. Harassment includes but is not limited to, any unwanted, unwelcomed, or uninvited behavior in any form that annoys, demeans, threatens, intimidates, or offends the victim and results in a hostile environment for the victim. Sexual harassment is characterized by request for sexual contact; unwelcome physical advances; or verbal or physical conduct of a nature that is intimidating, hostile, or offensive. For further information, see [Code of Iowa, Chapter 708.7](#).

Retaliation is Prohibited

Davenport Public Library encourages reporting of all perceived incidents of discrimination or harassment. The Library investigates all reports of discrimination or harassment. The Library prohibits retaliation against any individual who reports discrimination or harassment, or participates in an investigation of such reports.

Equal Employment Opportunity

It is the policy of Davenport Public Library to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, national origin, citizenship, sexual orientation, gender identity, pregnancy, age, disability, marital status, retaliation, genetic information, and any other characteristic protected by law. The Library will provide reasonable accommodations to applicants and employees with disabilities or religious beliefs, observances, and practices as required by federal and state law pursuant to [Code of Iowa, Chapter 216.6](#).

Responding to Harassment

Any employee, patron, or third party who believes that they have been subjected to harassment or discrimination, or who has witnessed such events, should make this known to a supervisor and Library Administration. The President of the Library Board of Trustees may also be contacted. Administration will investigate the complaint and inform the employee, patron, or third party of the possible options in pursuing the complaint. Administration will maintain discretion and confidentiality to the greatest possible extent. Law enforcement will be involved for inappropriate behavior as necessary.

Approved by the Library Board of Trustees: 05/23/1991
Reviewed/Revised: 09/18/2007 | 03/15/2011 | 02/18/2014 | 12/20/2016 | 01/21/2020 | 03/21/2023

DAVENPORT PUBLIC LIBRARY

Discrimination and Harassment Policy

1. Statement of Purpose

- 1.1. The Davenport Public Library Board of Trustees affirms its commitment to maintaining a professional, respectful, and inclusive working and learning environment. The Library supports and encourages individual and organizational growth based on ability, performance, and conduct that is free from discrimination, harassment, and inappropriate or disrespectful behavior.
- 1.2. The Library values a diverse workforce that reflects and advances its mission, vision, and organizational values. A wide range of experiences, identities, and perspectives strengthens The Library's ability to serve the community.
- 1.3. Discrimination or harassment may occur between library patrons, between employees, between patrons and employees, or involve other third parties. The Library is committed to addressing all such concerns and will take preventative and corrective action as necessary to ensure a safe, respectful environment. Individuals who engage in prohibited conduct are subject to appropriate disciplinary measures.

2. Definition of Discrimination and Harassment

- 2.1. Under the Iowa Civil Rights Act ([Iowa Code Chapter 216](#)), employment discrimination is defined as unfair treatment of an individual or group based on their membership in a legally protected category.
- 2.2. Harassment includes any unwanted, unwelcomed, or uninvited behavior—verbal, physical, or otherwise—that demeans, threatens, intimidates, or offends an individual and creates a hostile environment.
- 2.3. Sexual harassment includes, but is not limited to:
 - Requests for sexual contact;
 - Unwelcome physical advances;
 - Verbal or physical conduct of a sexual nature that is intimidating, hostile, or offensive.

Additional related provisions appear in [Iowa Code Chapter 708.7](#).

3. Prohibition of Retaliation

- 3.1. The Library encourages the prompt reporting of perceived discrimination or harassment. All reports will be taken seriously and investigated. Retaliation against any individual who reports misconduct or participates in an investigation is strictly prohibited.

4. Equal Employment Opportunity

- 4.1. The Library provides equal employment opportunities without discrimination or harassment based on race, color, religion, sex, national origin, citizenship, sexual orientation, gender identity, pregnancy, age, disability, marital status, retaliation, genetic information, or any other characteristic protected by law.
- 4.2. In compliance with federal and state law, including [Iowa Code Chapter 216.6](#), The Library provides reasonable accommodations for applicants and employees with disabilities or for sincerely held religious observances, practices, and beliefs.

5. Responding to Harassment or Discrimination

- 5.1. Any employee, patron, or third party who believes they have experienced or witnessed discrimination or harassment should report the concern to a supervisor or Library Administration. Individuals may also contact the Library Board of Trustees, particularly if the issue involves the Library Director.
- 5.2. Administration will investigate the complaint and communicate available options for addressing the concern. Confidentiality will be maintained to the greatest extent possible. Law enforcement will be contacted when behavior warrants their involvement.

TO: Davenport Public Library Board of Trustees
FROM: Jeff Collins, Library Director
RE: Board Composition & Training
DATE: February 12, 2026

Summary

Thank you to all trustees who completed the Trustee Self-Assessment Scorecard, Board Performance Assessment, and Board Profile Worksheet. These tools help identify areas where trustees may benefit from additional training or support in the coming year and clarify our priority recruitment needs as we prepare to fill Trustee Motto's upcoming vacancy in July.

Board Strengths

- Strong representation in education and social services
- High leadership capacity and willingness to work
- Several bridge-builders and consensus-oriented members
- Solid management and marketing expertise

Key Gaps

- Limited connections in corporate, media, and political sectors
- Underrepresentation in finance, legal, and facilities expertise
- Geographic gaps: West Davenport and Downtown
- Age gaps: few members ages 19–34 and none ages 35–49
- No Hispanic representation

Priority Recruitment Targets

- Finance professional (banking or investment)
- Attorney (municipal, contracts, or nonprofit focus)
- Architecture, engineering, or construction professional
- Hispanic community leader
- Residents of West Davenport or Downtown
- Mid-career candidates ages 35–49
- Either gender; current distribution remains balanced

Board Performance

The survey results show strong consensus that the Board excels in several core governance responsibilities, including fiduciary oversight, regular policy review, adherence to bylaws and mission/vision, safeguarding intellectual freedom, and maintaining an effective oversight relationship with the Library Director. Most items received the highest ratings, indicating confidence in the Board's communication, governance practices, and commitment to library values.

Areas with more varied responses include trustee recruitment, long-range planning, legal and regulatory knowledge, community representation, advocacy, and committee structure. These ratings suggest inconsistent experiences across trustees and indicate that strengthening community engagement and dedicating additional time to emerging issues could help the Board operate even more effectively.

Planned Board Training Focus Areas (Upcoming Year)

- Advocacy
- Staff Support (Staff Association)
- Accreditation / Certifications / Designations
- Teen Services
- Summer Reading Challenge
- Collection Development
- Services "Bingo"
- RiverShare Libraries
- Davenport Public Library Foundation
- Development / Grants
- State and Federal Laws
- Patron Experience Team

Budget Impact

None.

Attachments

Board Performance Assessment

Recommendation

Using the profile above, encourage someone you believe would be an excellent candidate to complete an application for consideration:

https://www.davenportiowa.com/government/boards_commissions. The Office of the Mayor accepts applications for any board or commission at any time, and applications remain active for one year from the date received. Applicants must be residents of the City of Davenport.

Board Performance Assessment

Please rate each statement using the following scale:

5 – Most Definitely | **4 – Yes** | **3 – Somewhat** | **2 – Rarely** | **1 – No/Never**

Statement	1	2	3	4	5
The Board has an established method for recruiting and recommending Trustees for open positions.			4	1	1
The Board has a structured orientation process for new Trustees and provides ongoing training.				3	3
The Board remains informed about The Library’s financial status and funding sources.					6
The Board sets the overall direction for The Library through effective planning.			2	2	2
The Board has adopted mission and vision statements for The Library and uses them to guide planning decisions.				1	5
The Board reviews and monitors monthly expenditures.				2	4
The Board evaluates the Library Director at least annually based on progress toward established goals and expectations.					6
The Board communicates concerns to the Library Director in a timely manner but does not direct the work of individual employees.				3	3
The Board requires regular written updates from the Library Director on progress toward annual plans and goals.				1	5
The Board is familiar with state and federal laws governing libraries.			4	1	1
The Board has established Bylaws to guide its governance.				1	5
The Board regularly reviews and updates library policies.					6
The Board focuses on “ends” more than “means”—what will be accomplished rather than how it will be accomplished.				4	2
The Board safeguards the public’s First Amendment and intellectual freedom rights, ensuring freedom of access while remaining open to public input.				1	5
The Board is aware of legal protections for patron privacy and ensures policies protect confidential information.				4	2
The Board is representative of the community it serves.	1	1	2	2	

The Board is politically active in advocating for libraries in the public policy arena.			1	4	1
The Board effectively represents The Library to the community.		1		4	1
The Board evaluates its own performance.			1	3	2
The Board receives timely information needed to make informed decisions.			1	1	4
The Board includes time at meetings to discuss emerging issues and trends.			3	2	1
The Board encourages open discussion and the expression of dissenting opinions.				3	3
The Board speaks with one voice after decisions are made.				1	5
The Board recognizes and thanks staff and volunteers for their contributions.			1	3	2
The Board projects a positive internal image.				2	4
The Board projects a positive external image.				3	3
The Board uses its committee structure effectively to accomplish its work.				4	2
The Board establishes clear, written guidelines for committees.			1	5	

Any other comments:

DPL Staff Association Committee Report to Library Board of Trustees

Purpose

The purpose of the Davenport Public Library Staff Association is to establish and maintain an effective body for accomplishing social, professional, fundraising, and charitable ends, and to speak for the library and its staff with one voice.

Membership

Staff may choose to contribute between \$1 - \$5 monthly via payroll deduction.

Honorary Events

Anniversaries:

- 5 years: bookmark, signed certificate
- 10 years: magnet, signed certificate, treats
- 15 years: coffee mug, signed certificate
- 25-year signed certificate, gift card
- 20-30-40-50 years: signed certificate, gift card, treats

Retirements/Resignations: signed certificate, card signed by all staff, gift card, treats

Weddings & Babies: greeting card and gift card

Funeral: sympathy card, memorial donation for staff, spouse, or children

Social

Birthday treats, Valentine's Day candygrams, National Library Workers Day activities, staff potluck/picnic, Halloween costume contest, cookie walk/bake sales, Summer/Winter Reading Challenge prize for staff.

Charitable Giving

Argrow's House of Healing & Hope, QCCAN: Quad Cities Canine Assistance Network, Clock Inc: LGBTQ+ Community Center, California Fire Foundation, QCAIR: Quad Cities Alliance for Immigrants & Refugees, My G.E.A.R. Outreach, For the Children, The Project of the Quad Cities, River Bend Food Bank, and Huntington's Disease Society of America.