

LIBRARY BOARD OF TRUSTEES MEETING

CITY OF DAVENPORT, IOWA

Tuesday, March 17, 2026; 12:00 PM

Davenport Public Library - Fairmount Library | 3000 Fairmount St | Brooke Room

I. Roll Call & Introduction of Attendees

II. Consent Agenda

- a. Approve the Agenda
- b. Approve the Minutes for February 17, 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 Discrimination and Harassment Policy

VI. New Business

- a. Review the Gift Acceptance Policy

VII. President's Comments

VIII. Board Training

a. Collection Development with Lexie Reiling

IX. Adjourn

#### MISSION

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



LIBRARY BOARD OF TRUSTEES  
MINUTES  
FEBRUARY 17, 2026

**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, February 17, 2026. The meeting was held in Meeting Room C at the Main Library. Board members present: Honey Bedell, Joe Heinrichs, Michael Hustedde, Shelley Klaas, Amanda Motto, Malavika Shrikhande, Jerry Skalak, Tom Engelmann. and Joanna Drake (12:03). Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, HR Operations Manager; Kasey Shipley, Library Office & Facilities Manager & Recorder; and Cristina Amador-Perez, Library Assistant.

**Consent Agenda**

Bedell motioned to approve with a second by Skalak. Bedell, Heinrichs, Hustedde, Klaas, Motto, Shrikhande, Skalak, Drake, and Engelmann all approved.

**Public with Comment**

No one was present from the public, but Hustedde asked to share some information regarding the Henry Farnam Evening as a member of the public and not as a Trustee. The Library, Special Collections specifically, is involved in the event by sharing information on services at a table with a display, sharing history of John Deere and the Sears Dam. The event will be at St. Ambrose on Thursday, March 26, 2026 with speakers and heavy hors d'oeuvres. The cost is \$35 per person or a table of 6 for \$180 and supports River Action. Engelmann thanked him for passing along the information.

**Reports and Communications**

**Foundation Report**

In absence of the Foundation President, Collins relayed thanks from Hilary Tanner to Trustee Shrikhande for her advocacy emails to help them stay updated on what is going on legislatively. They are also seeking new board members so if Trustees know of anyone that may be a good fit, to contact Tanner.

**Finance Committee**

Heinrichs pointed out that 95% is spent from software budget and 100% from Machine & Equipment Maintenance, but all other fund lines seem to be where they should be at this point of the fiscal year. Collins noted that the City is maintaining current service levels in the proposed FY2027 budget and The Library's budget is flat. It does include funding the Library Social Worker. Council will approve the budget in April. Bedell and Hustedde asked about the Iowa property tax proposed legislation and the two percent cap on taxed property growth. Collins shared that Library Administration is working on a contingency plan, as part of one of the Strategic Plan's goals, to help address any funding shortages



that may come down to The Library from the City for negative impacts through lack of tax funding. Klaas shared she has added phone calls, which she does not like to place, to her advocacy efforts. Engelmann noted his concerns over the loss of the Special Library Levy and fewer tax dollars for the general fund with property tax laws proposed.

#### Personnel Committee

Motto had nothing to report.

#### Advocacy Committee

Shrikhande apologized for filling everyone's email inbox lately with pleas for help with advocating for proposed legislation regarding libraries. She thanked the Figge Museum for giving a family membership as a prize for the Summer Reading Challenge. She congratulated Shipley and Collins on recent work anniversaries. Collins has been in Davenport for four years this month. Lastly, she noted the program she spoke of last month, in regard to pollinator-friendly plantings, is Native Roots and falls under the City of Davenport.

#### Director's Report

The first information Collins shared was the Stat of the Month. Social media reach nearly doubled from the same time, comparing the first six months of this fiscal year and last, when measuring the number of unique individuals who viewed content. Kudos to Tessa Wallace and the Social Media Team. The Accreditation Report through the State of Iowa Library is submitted and marks the 40<sup>th</sup> consecutive year of accreditation. Of the 85 standards, 82 should be met. Those not met do not apply or are not yet due, per a follow-up email Collins sent after the meeting to reply to a question asked by Trustee Skalak. Thanks to the Foundation's support of the Library of Things, more wireless hotspots were purchased and the holds queue for hotspots was cleared for the first time in years. A certificate of appropriateness was granted by the Historic Preservation Commission to place a commemorative plaque on the Main Library's exterior highlighting the architectural and historical significance of the building. There are now three study rooms at Fairmount. Acoustical tiles were added in the Makerspace to reduce noise levels and improve the patron experience. With the 4<sup>th</sup> Street conversion to two-way coming, a traffic control device will be installed in front of the new monument sign at 4<sup>th</sup> & Main. Public Works will relocate the sign a few feet east following the installation of the signal. The drive-up drop box will be changed to a walk-up along 4<sup>th</sup> soon to replace the aging and rusted unit currently in use. Hustedde asked if the alley could be used for drive-up and Collins noted that potential location was eliminated as the alley is quite narrow and used for trash pickup and deliveries. Collins clarified the drops are emptied twice per day; in the morning and afternoon so items are checked in as a timely manner. There is also a drop at the front entrance.

For Library programs, Collins noted that over 200 people attended the two-day Formal Wear Giveaway on January 30 & 31 at Fairmount. The Library partnered with the Putnam to host their Davenport Civil Rights Movement exhibit. It is at Fairmount this month and will go to Eastern next. All staff completed



Sensory Inclusive training through Kulture City to maintain certification as a Sensory Friendly Library. The Fairmount 20<sup>th</sup> Anniversary celebration had about 25 attendees on January 14. Collins thanked Kathryn Whalen and the Special Collections staff for the work they put into the presentation for the event. The Winter Reading Challenge had 266 participants. February is Library Lover’s Month. Patrons can write on a heart what they love about The Library which will be posted, and there are plush reading buddies being given away. The Seed Library opens up next month. Next month’s meeting is at Fairmount.

### **Old Business**

The only item of old business was to approve the Notary Service Policy. Skalak motioned to approve with a second by Klaas. With no discussion, Motto, Drake, Bedell, Skalak, Heinrichs, Klaas, Shrikhande, Hustedde, and Engelmann all approved.

### **New Business**

The first item of new business was to review the Discrimination and Harassment Policy. Collins stated there is a memo sharing information on the policy, as well as the current and draft of new policy, in the meeting packet. This policy was created in 1991 and is due for the three-year review. It was reformatted into the new template, reflects current laws, defines discrimination and harassment, prohibits retaliation and establishes procedures in responding to a report. Hustedde mentioned that he prefers the new format to the old; more straightforward and good structure. Collins mentioned that training is provided to employees during onboarding and supervisors recently completed harassment-prevention training. Klaas likes that examples were presented. She did suggest adding “and/or” in 4.2 as both disability and sincerely held religious observances, practices, and beliefs may apply regarding reasonable accommodations. Skalak asked about rights of the accused. Collins replied it is covered under 5.2. Drake inquired about consequences from an investigation and Collins noted that would be covered in Administrative Policies. Drake wondered if it would be helpful to be mentioned within in the policy to refer to Administrative Policy. Engelmann noted it will go to the March meeting for approval.

The second item of new business was Board Work and discussion related to Trustee recruitment. Collins thanked all that had returned the completed scorecard, assessment, and worksheet. This helped to identify qualifications needed of potential candidates and recommend candidates apply on the City’s website. The Mayor appoints and City Council confirms appointments. The summary of results is included in the packets. Shrikhande shared that the Advocacy Committee created a seven-point plan to help in recruitment. She will send it via email to get thoughts from other Trustees. Collins pointed out the planned Board Training focus areas for the next year on page two, asking for any additions or changes to the proposed training sessions. Engelmann appreciates getting to know more about each department through the trainings.



### **President's Comments**

Engelmann commended Motto for her many years of service to the Board as she winds down her second term. He thanked Shrikhande for her proposal on recruiting new Trustees.

### **Board Training – Staff Association with Cristina Amador-Perez**

Cristina Amador-Perez, Library Assistant in Special Collections, shared a 15-minute presentation on the Staff Association Committee and what they do for staff and the community. She has served on the committee for about 20 years. With voluntary contributions from staff that range from \$1 to \$5 monthly through payroll deduction, the committee coordinates social events, purchases awards and treats for anniversaries, retirements or resignations, gift cards and greeting cards for weddings or babies and more. Celebrations through the year include monthly birthday treats, candygrams for Valentine's Day, National Library Week activities, staff potluck, Halloween costume contest, cookie walk or bake sales for charity, and Summer and Winter Reading Challenge prizes. Charitable giving events allow staff to wear literacy-themed shirts for \$5 with the proceeds going to nonprofits. Engelmann shared his appreciation for what they do for staff and the community, through the fundraising staff does with the committee. Shrikhande thanked her for the work and inquired about others on the team. Sara, Rachel, Emily, Michelle, and Holly are the other staff, Amador-Perez shared, and Shrikhande asked her to pass along her thanks to them all. Klaas noted through the work they do they are building developmental assets and building a community which makes a difference. Collins added that the committee helps staff morale and he thanked them as well. Drake asked if the Trustees could collaborate with staff, pointing out National Library Worker's Day as an example. Shrikhande shared that it has become a tradition for Trustees to pool funds and provide donuts on that day.

### **Adjourn**

With no further business, Skalak motioned to adjourn at 1:03 p.m. with a second by Hustedde. All approved.

BUDGET RECAP FY26					
Davenport Public Library					
3/5/2026, 67% of the year					
<b>General Fund</b>		<b>FY26</b>	<b>EXPENDED</b>	<b>BALANCE</b>	<b>% spent</b>
201 Operating Supplies/Services	\$100,535		\$55,605	\$44,930	55%
205 Utility Services	\$145,000		\$93,516	\$51,484	64%
210 Travel & Registration	\$15,000		\$12,861	\$2,139	86%
216 Memberships/Publications	\$15,000		\$9,460	\$5,540	63%
217 Professional Services	\$93,810		\$53,360	\$40,450	57%
218 Rental Expense	\$3,000		\$1,667	\$1,333	56%
225 Buildings & Grounds	\$148,675		\$96,489	\$52,186	65%
226 Maint/Machines & Equipment	\$31,060		\$31,060	\$0	100%
<b>Total 200's</b>	<b>\$552,080</b>		<b>\$354,018</b>	<b>\$198,062</b>	<b>64%</b>
<b>Allocated Expenses</b>					
530 Software Costs	\$130,000		\$123,394	\$6,606	95%
606 Telephone	\$37,493		\$26,639	\$10,854	71%
622 Data Processing	\$15,000		\$10,000	\$5,000	67%
627 Motor Vehicle Maintenance	\$5,215		\$1,276	\$3,939	24%
<b>Total Allocated Expenses</b>	<b>\$187,708</b>		<b>\$161,309</b>	<b>\$26,399</b>	<b>86%</b>
<b>Salaries</b>	<b>\$3,728,991</b>		<b>\$2,196,707</b>	<b>\$1,532,284</b>	<b>59%</b>
<b>Benefits</b>	<b>\$1,583,514</b>		<b>\$997,305</b>	<b>\$586,209</b>	<b>63%</b>
<b>Total City appropriation</b>	<b>\$6,052,293</b>		<b>\$3,709,339</b>	<b>\$2,342,954</b>	<b>61%</b>
<b>CIP Budget Lines</b>					
Materials Budget	\$465,000		\$339,514	\$125,486	73%
Electronic Equipment Repl	\$130,000		\$97,369	\$32,631	75%
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	now tracked in gift , "Misc Rev/Exp spreadsheet"				
* gift funds transferred to cover change orders, 8/2025					
** Revised budget due to cost, 9/29/2025					

Misc revenue/expenses							
FY25 Grants & Gifts							
3/5/2026							
				Starting	Monthly	Monthly	Balance
				Balance	Expense	Revenue	
					Feb	Feb	
<b>State Aid</b>							
814 Enrich Iowa				\$18,876	\$1,254	\$0	\$17,622
813 Open Access/Access Plus				\$135,419	\$186	\$0	\$135,233
<b>Gift Account</b>							<b>\$767,426</b>
<b>Unrestricted Gift Funds</b>							
General Gift (donations, memorials, interest, etc)				\$187,770	\$3,427	\$2,636	\$186,979
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				\$103,335	\$1,101	\$2,114	\$104,348
Leftover Library Levy (2/2026)				\$0	\$0	\$106,629	\$106,629
Carnegie Corporation donation (2/2026)				\$0	\$0	\$10,000	\$10,000
<b>Restricted Gift Funds</b>							
Endowment				\$33,378	\$0	\$5,054	\$38,432
Irma Jepsen Endowment				\$25,254	\$0	\$0	\$25,254
Marketing/Programming				\$29,614	\$4,061	\$100	\$25,653
FRIENDS' Staff support (personnel-restricted)				\$33,411	\$0	\$0	\$33,411
Special Collections				\$10,602	\$68	\$93	\$10,627
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)				\$0	\$0	\$0	\$0
Lyrasis Refund (To Gen Gift, Board Appr 1/2026)				\$0	\$0	\$0	\$0
Charles Young Estate				\$20,128	\$14,259	\$0	\$5,869
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				\$99,647	\$0	\$0	\$99,647
Leah Foster Estate (8/2023)				\$14,540	\$0	\$0	\$14,540
Library of Things (5/2025)				\$2,405	\$2,305	\$0	\$100

FEB '26 OPERATING & GIFT EXP				
EFF DATE	PO/REF2	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
02/02/2026		79.98	WALGREENS CO	Canvas prints
02/02/2026		79.98	WALGREENS CO	Canvas prints
02/02/2026		149.04	AAA RENTS INC	RACK RENTAL, FORMAL WEAR PROGR
02/02/2026		244.98	AMAZON	STORAGE RACK
02/02/2026		69.54	AMAZON	ADA SIGN
02/02/2026		123.06	AMAZON	INFO SERV PROG SUPPLIES
02/02/2026		172.49	AMAZON	INFO SERV PROG SUPPLIES
02/02/2026		267.75	SEED SAVERS EXCHANGE	SEED LIBRARY
02/05/2026		1,570.33	CENTERPOINT ENERGY SERVICES, INC	JANUARY GAS
02/05/2026	2605868	498.23	TRI CITY ELECTRIC CO Inc	Electrical work-Main Lib. stud
02/05/2026	2606106	3,785.00	SAMPSON FENCE LTD Inc	Removal of countertop/cabinets
02/05/2026	2606106	525.00	SAMPSON FENCE LTD Inc	Removal of countertop/cabinets
02/05/2026	2607243	56.00	B&B ENTERPRISES OF AMERICA INC	Printing of poster board signs
02/05/2026	2607243	145.94	B&B ENTERPRISES OF AMERICA INC	Printing of poster board signs
02/05/2026	2607371	238.46	GREAT WESTERN SUPPLY CO Inc	Toilet bowl mop, carpet cleane
02/06/2026	1020626	200.00	DIRECTOR'S ALLOWANCE	WARRANT=020626 RUN=1 BI-WEEKL
02/09/2026		398.76	AMAZON MKTPL*VK9Z86FZ3	Small stuffed animals for Cust
02/09/2026		9.50	AMAZON MKTPL*JQ7FT0YI3	Paper clips, printer labels fo
02/09/2026		9.92	ALDI 68081	Apples and peanut butter for Y
02/09/2026		-11.76	SAMS CLUB /WALMART	Bandanas - return
02/09/2026		5.70	AMAZON RETA* Q67572533	Binder clips
02/09/2026		15.18	AMAZON RETA* GM7RJ1X33	Hand sanitizer
02/09/2026		127.81	AMAZON MKTPL*O85K883Q3	DVD cases, large rubber bands
02/09/2026		46.12	AMAZON MKTPL*JQ7FT0YI3	Paper clips, printer labels fo
02/09/2026		9.99	AMAZON MKTPL*BT34W0IZ3	Adhesive magnets
02/09/2026		-68.37	AMAZON RETA* ZJ3ZG49A3	Credit for order that was not
02/09/2026		68.37	AMAZON RETA* K97AT0103	Acoustical ceiling tile adehes
02/09/2026		120.00	MOBILE BEACON	Public Hotspot Renewal
02/09/2026		-68.37	AMAZON RETA* K97AT0103	Refund, acoustical tile adhesi
02/09/2026		25.94	CINTAS CORPORATION #342 Inc	Monthly mat rental
02/09/2026		120.00	MOBILE BEACON	Public Access Hotspot
02/09/2026		115.35	AMAZON MKTPL*VN5AD2UU3	LOT_\$115.35_AMAZON_13-8147807-
02/09/2026		15.83	AMAZON MKTPL*7Q8IZ1DI3	LOT_\$15.83_AMAZON_13-8147807-6
02/09/2026		16.82	AMAZON MKTPL*0H2FU8I83	LOT_\$16.82_AMAZON_13-8147807-6
02/09/2026		118.31	CROWN AWARDS INC	Battle of the Books Trophies/A
02/09/2026		38.98	EPIC SPORTS	Battle of the Books Medals for
02/09/2026		312.80	FIRST BOOK	Books - Youth Services
02/09/2026		38.04	FIRST BOOK	Books - Youth Services
02/09/2026		66.15	T MOBILE USA INC	3 cell lines, Dec 5-Jan 4
02/09/2026		30.95	MICHAELS STORES INC #2106	Craft and Hand punches, divide
02/09/2026		13.48	MICHAELS STORES INC #2106	Adhesive velcro, foil address
02/09/2026		12.74	AMAZON RETA* PW2A00PS3	Rubber bands
02/09/2026		829.49	DISPLAYS2GO	Brochure Floor Stands
02/09/2026		13.01	AMAZON MKTPL*5G9900MF3	Bookmarks for Library Lovers M
02/09/2026		1,239.80	SP KANOPI	Acoustical tile for Makerspace
02/09/2026		68.37	AMAZON RETA* ZJ3ZG49A3	Adhesive for acoustical ceilin
02/09/2026		45.58	AMAZON RETA* GC7HE3F03	Adhesive for acoustical tile
02/09/2026		202.51	DEMCO INC	Book tape
02/09/2026		546.99	QUADIENT FINANCE USA, INC	Feb-May 2026 postage machine l
02/09/2026		200.00	INFOPEOPLE	Reference Fundamentals online
02/09/2026		516.00	SP AUNT FLOW	Period Supplies for bathroom d
02/09/2026		27.35	AMAZON MKTPL*V18432Y63	Blank greeting cards for Libra

02/09/2026		9.90	AMAZON MKTPL*LF6W629C3	Bookmarks for Library Lovers M
02/09/2026		39.88	AMAZON MKTPL*5G9900MF3	Bookmarks for Library Lovers M
02/09/2026		642.86	SP AMERICAN BUTTON M	Makerspace Equipment and Suppl
02/09/2026		104.97	AMAZON RETA* RI6886G43	Clothing storage racks for ann
02/09/2026		82.35	AMAZON RETA* 8S9M26RH3	Info Services Programming Supp
02/09/2026		124.58	AMAZON MKTPL*TW1KV2BL3	Info Services Programming Supp
02/09/2026		33.92	SAMS CLUB /WALMART	Party horns, almond bark, spri
02/09/2026		11.01	SAMS CLUB /WALMART	Cookies and cake for Short and
02/09/2026		73.88	AMAZON MKTPL*8G0HY1QD3	Large elastic bands, tissue, d
02/09/2026		340.76	U-LINE INC	Space Age Totes
02/09/2026		37.97	AMAZON MKTPL*XM7UH6US3	Children's headphones
02/09/2026		33.88	AMAZON RETA* IQ9AZ19N3	STUDY ROOM LIGHT KEYS FOR MAIN
02/09/2026		39.38	HY-VEE FOOD STORE Inc	Soda, cups, sundae syrup for Y
02/09/2026		25.80	SAMS CLUB /WALMART	Bandanas and paper lunch bags
02/09/2026		3.99	MICHAELS STORES INC #2106	Crochet hook for Youth Service
02/09/2026		250.00	SOCIETY OF AMERICAN ARCHIVIST	Society of American Archivist
02/09/2026		15.35	EBAY O*16-14027-24033	Jigsaw Puzzles
02/09/2026		20.25	EBAY O*16-14027-24032	Jigsaw Puzzle
02/09/2026		54.79	EBAY O*16-14027-24031	Jigsaw Puzzle
02/09/2026		19.23	EBAY O*16-14027-24030	Jigsaw Puzzle
02/09/2026		18.18	EBAY O*16-14027-24029	Jigsaw Puzzle
02/09/2026		90.67	AMAZON MKTPL*IB8LW2SV3	Info Services Programming Supp
02/09/2026		30.49	SP OUT OF PRINT	Winter Reading Challenge Prize
02/09/2026		102.89	AMAZON MKTPL*7N7N702N3	Winter Reading Prize
02/09/2026		673.00	MARITZ AT&L* ALA	Travel 7749 PLA Conference reg
02/09/2026		364.00	MARITZ AT&L* ALA	Travel 7741 PLA Conference Fee
02/09/2026		512.00	MARITZ AT&L* ALA	Travel 7700 PLA Conference Reg
02/09/2026		12.99	AMAZON MKTPL*XT6LK6EQ3	magnets
02/09/2026		20.99	AMAZON MKTPL*T66626SP3	INFO SERVICES PROGRAMMING SUPP
02/09/2026		10.75	AMAZON MKTPL*608G93R33	Glow Tape
02/09/2026		81.51	AMAZON MKTPL*ET1SA6PD3	Winter Reading Prize
02/09/2026		29.98	AMAZON MKTPL*VT7WO8FL3	Information Services Programmi
02/09/2026		215.00	AMERICAN LIBRARY ASSN INC	Membership
02/09/2026		15.15	FACEBK *JKYMH85FU2	FACEBOOK ADVERTISEMENT
02/09/2026		-3.92	THE LIBRARY STORE INC	TAX REFUND
02/09/2026		52.44	AMAZON MKTPL*B20WQ80V1	Info Services Program Supplies
02/09/2026		166.18	AMAZON MKTPL*B21R78PN1	INFO SERVICES PROGRAMMING SUPP
02/12/2026	2607487	1,150.93	CITADEL SECURITY GROUP LLC	Security, Main Lib,01/19-01/25
02/12/2026	2607490	300.56	BARRON EQUIPMENT CO INC	Quick Wall repair - Eastern Li
02/12/2026	2607541	206.00	CRAWFORD COMPANY INC	INV10014212 1/22 TSK26-2353 ST
02/12/2026	2600734	943.65	KRISS PREMIUM PRODUCTS	JULY/25-JUNE/26 ANNUAL WATER/C
02/12/2026	2607491	236.77	GREENWOOD CLEANING SYSTEMS INC	Can liners, mop parts Eastern
02/12/2026	2607529	205.00	J AND J LOCKS	Door Lock Repair - Main Lib. I
02/12/2026	2607530	30.00	SECRETARY OF STATE	Application for Notary Public
02/12/2026	2607590	1,872.00	SWANK MOTION PICTURES INC	Public Performance Site Licens
02/12/2026	2607542	292.76	TRI CITY ELECTRIC CO Inc	INV347378 1/7 TSK25-63696 EXT
02/12/2026	2607488	200.00	TAMMY S KRANA	Plow & salt lot 1/26 Main Lib
02/12/2026	2606020	1,101.16	STOREY KENWORTHY COMPANY	STORAGE CABINET FOR MAKERSPACE
02/12/2026	2607489	315.00	TEE JAY CENTRAL	Front Door Repair - Fairmount
02/12/2026		165.87	HOLLY HAMPTON *EMPLOYEE*	Trvl: (7775) for Transportatio
02/12/2026		35.52	MICHELLE FRIEDEN *EMPLOYEE*	Trvl: (7774) for Transportatio
02/12/2026		38.42	JASON ORR *EMPLOYEE*	Trvl: (7784) for Transportatio
02/12/2026		34.07	RICHARD STUMPF EMPLOYEE	Trvl: (7782) for Transportatio
02/12/2026		105.85	BANASHREE HOLDERITH EMPLOYEE	Trvl: (7777) for Transportatio
02/13/2026		100.00	Angela Marten	QC Beats 2026 Prize

02/13/2026		100.00	Lady Igraine LLC	QC Beats 2026 Prize
02/13/2026		100.00	JORDAN DANIELSEN	QC Beats 2026 Prize
02/13/2026		100.00	CAMERON HODGSON	QC Beats 2026 Prize
02/13/2026		7.98	HY-VEE FOOD STORE Inc	BOTTLED WATER
02/13/2026		12.39	AMAZON.COM AMZN.COM/BILL	Stick on labels for Friends Bo
02/13/2026		13.62	AMAZON.COM AMZN.COM/BILL	KEYS
02/13/2026		16.23	AMAZON MKTPLACE PMTS WWW.	Packing tape
02/13/2026		74.85	MENARDS Inc	ADHESIVE, SCRAPERS
02/13/2026		7.18	ALDI 68081	Melting wafers for Youth Servi
02/13/2026		8.37	TARGET 00005330	Canned frosting and writing ic
02/13/2026		75.00	SQ *ATLAS COLLECTIVE	Atlas Collective gift card - T
02/13/2026		290.00	MARITZ AT&L* ALA	PLA 2026 Virtual Conference
02/13/2026		37.42	HY-VEE FOOD STORE Inc	Cookies, candy, Rice Krispies
02/13/2026		23.96	HY-VEE FOOD STORE Inc	Cookies for Youth Services pro
02/13/2026		178.02	AMAZON.COM AMZN.COM/BILL	LOT_AMAZON_\$2087.49_11-6999619
02/13/2026		1,909.47	AMAZON.COM AMZN.COM/BILL	LOT_AMAZON_\$2087.49_11-6999619
02/13/2026		4.95	AMAZON.COM AMZN.COM/BILL	Stick on labels for Friends Bo
02/13/2026		51.80	AMAZON MKTPLACE PMTS WWW.	Stick on labels for Friends Bo
02/13/2026		43.81	MENARDS Inc	Grass/Lawn supplies, bleach, b
02/13/2026		134.56	AMAZON MKTPL*WO88X0US3	cart
02/13/2026		69.95	AMAZON MKTPL*ZE4970Y43	Isopropyl Alcohol
02/13/2026		87.88	AMAZON MKTPL*IK8CT9DY3	filter
02/13/2026		9.94	AMAZON RETA* 6U8FD1CB3	duster
02/19/2026		8,501.12	MID AMERICAN ENERGY CO Inc	Utility Payment 08/2026
02/19/2026	2607822	364.45	UNIQUE MANAGEMENT SERVICES INC	Collections Services - Jan 202
02/19/2026	2607862	1,025.00	SAMPSON FENCE LTD Inc	Installation of acoustic tiles
02/19/2026	2607654	203.00	B&B ENTERPRISES OF AMERICA INC	Printing of stickers, bookmark
02/19/2026	2607654	20.00	B&B ENTERPRISES OF AMERICA INC	Printing of stickers, bookmark
02/19/2026	2607654	33.00	B&B ENTERPRISES OF AMERICA INC	Printing of stickers, bookmark
02/19/2026	2607654	368.00	B&B ENTERPRISES OF AMERICA INC	Printing of stickers, bookmark
02/19/2026	2607654	48.00	B&B ENTERPRISES OF AMERICA INC	Printing of stickers, bookmark
02/19/2026	2606928	3,202.00	HARVEY SCOTT MIDWEST LLC	AED Replacements - 13
02/19/2026	2607743	1,420.24	CITADEL SECURITY GROUP LLC	Security, Main Lib,01/26-02/01
02/19/2026	2607861	1,437.07	CITADEL SECURITY GROUP LLC	Security, Main Lib,02/02-02/08
02/19/2026	2607823	183.45	CULLIGAN	Solar salt for water softener
02/19/2026	2607777	250.00	STACEY D. KRESS	Presenter - Paint nite 2/26/26
02/19/2026		762.46	IOWA AMERICAN WATER CO Inc	FEB 2026 IA AMER COLLECTIVE
02/19/2026		214.23	CHRISTIE SEAGREN (EMPLOYEE)	MILEAGE NOVEMBER 7 - FEB 6TH
02/20/2026		28.70	AMAZON.COM AMZN.COM/BILL	Staplers
02/20/2026		22.65	AMAZON.COM AMZN.COM/BILL	Batteries
02/20/2026		367.42	U-LINE INC	Bubble Mailing envelopes
02/20/2026		26.85	AMAZON.COM AMZN.COM/BILL	Dot stickers for Friends
02/20/2026		11.49	SAMS CLUB /WALMART	Cookies and candy for Informat
02/20/2026		150.95	SAMS CLUB /WALMART	Soda, cookies, snack cakes for
02/20/2026		21.62	SAMS CLUB /WALMART	Chips, popcorn, and lemonade m
02/20/2026		17.08	AMAZON MKTPL*8462X2LC3	Stickers
02/20/2026		785.86	ILLINOIS LIBRARY ASSOCIATION	Summer Reading T-shirts
02/20/2026		121.00	ILLINOIS LIBRARY ASSOCIATION	Summer Reading T-shirts
02/20/2026		52.98	VISTAPRINT	BUSINESS CARDS
02/20/2026		25.85	AMAZON MKTPL*7W7K46KQ3	Books
02/20/2026		44.97	AMAZON MKTPL*WP18FOVA3	Prizes
02/20/2026		72.36	AMAZON MKTPL*E687R19V3	Bins
02/20/2026		48.51	AMAZON MKTPL*T82X47UB3	Rags
02/24/2026		100.00	Seth Rowland	QC BEATS PRIZE 2026
02/24/2026		100.00	Jonathan Burns	QC BEATS 2026 PRIZE

02/24/2026	02-022426	1,181.83	SEWER CONSUMPTION	2026 UB UB
02/24/2026	02-022426	66.06	SEWER CONSUMPTION	2026 UB UB
02/26/2026	2608008	168.64	TODAYS BUSINESS SOLUTIONS INC	Fax program 4th Qtr 10/2025-12
02/26/2026	2608122	537.16	SUMMIT FIRE PROTECTION CO	Fire alarm system repair - Fai
02/26/2026	2606179	278.00	RAYNOR DOOR CO INC	QTE#E04678 12/12 TSK25-61221 B
02/26/2026	2608059	125.00	AMERICAN LIBRARY ASSN INC	ALA Membership Renewal W. Fuhr
02/26/2026	2607465	2,342.41	CES COMPUTERS INC	Managed Printing - Equipment,
02/26/2026	2608060	61.00	B&B ENTERPRISES OF AMERICA INC	Printing of calendars, envelop
02/26/2026	2608060	194.00	B&B ENTERPRISES OF AMERICA INC	Printing of calendars, envelop
02/26/2026	2608060	99.00	B&B ENTERPRISES OF AMERICA INC	Printing of calendars, envelop
02/26/2026	2608132	1,815.84	KONE INC	INV871901683 MAINTENANCE PER 1
02/27/2026		16.14	AMAZON.COM AMZN.COM/BILL	LOT_\$16.14 LOT AMAZON PART OF
02/27/2026		29.99	AMAZON MKTPL *CX2DI3CS3	art frame
02/27/2026		16.89	AMAZON MKTPL *PW7QV3ZZ3	wipes
02/27/2026		67.92	HY-VEE FOOD STORE Inc	Fairmount Anniversary Program
02/27/2026		12.41	AMAZON.COM AMZN.COM/BILL	Double-sided tape, 5 yd roll
02/27/2026		69.58	AMAZON.COM AMZN.COM/BILL	2 walkie talkie batteries
02/27/2026		34.79	AMAZON.COM AMZN.COM/BILL	1 walkie talkie battery
02/27/2026		14.98	AMAZON.COM AMZN.COM/BILL	LOT_\$14.98 AMAZON #113-562369
02/27/2026		14.84	AMAZON.COM AMZN.COM/BILL	LOT_\$14.84 Amazon_113-1322653
02/27/2026		76.42	SAMS CLUB /WALMART	Coffee, tea, paper cups, coffe
02/27/2026		50.01	SAMS CLUB /WALMART	Cereal, sharpie markers, pong
02/27/2026	04-022726	321.60	CLEAN WATER PROGRAM	2026 UB UB

FEB '26 MATERIALS EXP				
EFF DATE	PO/REF2	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
02/05/2026	2607169	955.61	OVERDRIVE INC	INV #05530DA26012922
02/05/2026	2607321	333.46	OVERDRIVE INC	INV 05530DA26017173; 26017174;
02/05/2026	2607321	449.28	OVERDRIVE INC	INV 05530DA26017173; 26017174;
02/05/2026	2607321	57.00	OVERDRIVE INC	INV 05530DA26017173; 26017174;
02/05/2026	2607321	1,371.09	OVERDRIVE INC	INV 05530DA26017173; 26017174;
02/05/2026	2607385	781.96	MIDWEST TAPE Inc	INV 508349270
02/05/2026	2607322	338.18	MIDWEST TAPE Inc	INV 508330310
02/05/2026	2606979	20.83	INGRAM LIBRARY SERVICES Inc	INV 93577315 & 93605642
02/05/2026	2606999	137.15	CENGAGE LEARNING INC	INV 999101889208
02/05/2026	2607170	396.51	INGRAM LIBRARY SERVICES Inc	INV #93768694 & #93768695
02/05/2026	2607170	829.07	INGRAM LIBRARY SERVICES Inc	INV #93768694 & #93768695
02/05/2026	2607204	153.54	INGRAM LIBRARY SERVICES Inc	INV 93750870
02/05/2026	2607000	274.63	INGRAM LIBRARY SERVICES Inc	INV 93631319, 93655592, 936555
02/05/2026	2607000	280.03	INGRAM LIBRARY SERVICES Inc	INV 93631319, 93655592, 936555
02/05/2026	2607000	483.49	INGRAM LIBRARY SERVICES Inc	INV 93631319, 93655592, 936555
02/05/2026	2607000	495.86	INGRAM LIBRARY SERVICES Inc	INV 93631319, 93655592, 936555
02/05/2026	2606903	299.50	INGRAM LIBRARY SERVICES Inc	INV 93544839 & 93562309
02/05/2026	2606903	234.29	INGRAM LIBRARY SERVICES Inc	INV 93544839 & 93562309
02/05/2026	2606979	335.05	INGRAM LIBRARY SERVICES Inc	INV 93577315 & 93605642
02/09/2026		112.69	AMAZON.COM*J12HV24F3	\$112.69 AMAZON 113-1781662-480
02/09/2026		74.20	AMAZON.COM*HO1XU7EB3	\$74.20 AMAZON #113-1781662-480
02/09/2026		48.41	AMAZON MKTPL*OJ0VH62A3	\$48.41 AMAZON #113-9699903-503
02/09/2026		49.49	AMAZON MKTPL*USONT7VW3	\$49.49 AMAZON #113-9699903-503
02/09/2026		57.96	AMAZON MKTPL*HY6CL5XZ3	\$57.96 AMAZON #113-2235513-359
02/09/2026		189.95	AMAZON.COM*GF1GO0DV3	\$189.95 AMAZON # 111-6072458-0
02/09/2026		32.10	MDC*MAGNOLIA JOURNAL	\$30 Magnolia Journal - Subscri
02/12/2026	2607574	454.00	KANOPY INC	INV 489830
02/12/2026	2607384	230.80	INGRAM LIBRARY SERVICES Inc	INV 93931679; 93931680; 939316
02/12/2026	2607384	121.91	INGRAM LIBRARY SERVICES Inc	INV 93931679; 93931680; 939316
02/12/2026	2607384	337.26	INGRAM LIBRARY SERVICES Inc	INV 93931679; 93931680; 939316
02/12/2026	2607384	480.99	INGRAM LIBRARY SERVICES Inc	INV 93931679; 93931680; 939316
02/12/2026	2607384	250.76	INGRAM LIBRARY SERVICES Inc	INV 93931679; 93931680; 939316
02/12/2026	2607370	231.29	INGRAM LIBRARY SERVICES Inc	INV 93900253; 93900254; 939002
02/12/2026	2607370	231.56	INGRAM LIBRARY SERVICES Inc	INV 93900253; 93900254; 939002
02/12/2026	2607370	1,780.57	INGRAM LIBRARY SERVICES Inc	INV 93900253; 93900254; 939002
02/12/2026	2607370	1,523.62	INGRAM LIBRARY SERVICES Inc	INV 93900253; 93900254; 939002
02/12/2026	2607517	309.24	INGRAM LIBRARY SERVICES Inc	INV 94024743
02/12/2026	2607573	581.13	INGRAM LIBRARY SERVICES Inc	INV 94058019; 58020; 58021; 58
02/12/2026	2607573	248.81	INGRAM LIBRARY SERVICES Inc	INV 94058019; 58020; 58021; 58
02/12/2026	2607573	731.59	INGRAM LIBRARY SERVICES Inc	INV 94058019; 58020; 58021; 58
02/12/2026	2607573	137.15	INGRAM LIBRARY SERVICES Inc	INV 94058019; 58020; 58021; 58
02/12/2026	2607573	242.91	INGRAM LIBRARY SERVICES Inc	INV 94058019; 58020; 58021; 58
02/12/2026	2607516	74.99	OVERDRIVE INC	INV 05530DA26024111; 26024112
02/12/2026	2607516	224.99	OVERDRIVE INC	INV 05530DA26024111; 26024112
02/12/2026	2607516	179.99	OVERDRIVE INC	INV 05530DA26024111; 26024112
02/13/2026		138.99	AMAZON.COM AMZN.COM/BILL	\$139.98 AMAZON # 113-0671139-
02/19/2026	2607775	14.99	OVERDRIVE INC	INV 0530DA26036215 & 05530DA26
02/19/2026	2607775	2,928.44	OVERDRIVE INC	INV 0530DA26036215 & 05530DA26
02/19/2026	2607675	1,359.22	MIDWEST TAPE Inc	INV 508374758
02/19/2026	2607826	258.21	CENGAGE LEARNING INC	INV 999102298403
02/19/2026	2607674	389.84	INGRAM LIBRARY SERVICES Inc	INV 94092680; 94132949 & 94156
02/19/2026	2607674	1,311.37	INGRAM LIBRARY SERVICES Inc	INV 94092680; 94132949 & 94156
02/19/2026	2607827	123.75	INGRAM LIBRARY SERVICES Inc	INV 94292373 & 94292374

02/19/2026	2607776	375.04	INGRAM LIBRARY SERVICES Inc	INV 94219920; 94219921 & 94235
02/19/2026	2607674	740.07	INGRAM LIBRARY SERVICES Inc	INV 94092680; 94132949 & 94156
02/19/2026	2607776	318.82	INGRAM LIBRARY SERVICES Inc	INV 94219920; 94219921 & 94235
02/19/2026	2607827	337.03	INGRAM LIBRARY SERVICES Inc	INV 94292373 & 94292374
02/19/2026	2607814	679.57	INGRAM LIBRARY SERVICES Inc	INV 94252727; 52728; 52729; 52
02/19/2026	2607776	673.04	INGRAM LIBRARY SERVICES Inc	INV 94219920; 94219921 & 94235
02/19/2026	2607814	383.35	INGRAM LIBRARY SERVICES Inc	INV 94252727; 52728; 52729; 52
02/19/2026	2607814	257.36	INGRAM LIBRARY SERVICES Inc	INV 94252727; 52728; 52729; 52
02/19/2026	2607774	1,213.44	INGRAM LIBRARY SERVICES Inc	INV 94132948; 94156262 & 5626
02/19/2026	2607814	308.96	INGRAM LIBRARY SERVICES Inc	INV 94252727; 52728; 52729; 52
02/19/2026	2607774	54.75	INGRAM LIBRARY SERVICES Inc	INV 94132948; 94156262 & 5626
02/19/2026	2607814	230.82	INGRAM LIBRARY SERVICES Inc	INV 94252727; 52728; 52729; 52
02/19/2026	2607774	433.32	INGRAM LIBRARY SERVICES Inc	INV 94132948; 94156262 & 5626
02/19/2026	2607774	380.73	INGRAM LIBRARY SERVICES Inc	INV 94132948; 94156262 & 5626
02/19/2026	2607774	242.87	INGRAM LIBRARY SERVICES Inc	INV 94132948; 94156262 & 5626
02/26/2026	2607928	603.50	MIDWEST TAPE Inc	INV 508422444
02/26/2026	2608018	29.99	OVERDRIVE INC	INV 05530DA26045629
02/26/2026	2608004	241.49	INGRAM LIBRARY SERVICES Inc	INV #94389473 & #94407110
02/26/2026	2608004	54.75	INGRAM LIBRARY SERVICES Inc	INV #94389473 & #94407110
02/26/2026	2608017	873.25	INGRAM LIBRARY SERVICES Inc	INV 9443811; 94438112; 9443811
02/26/2026	2608017	303.69	INGRAM LIBRARY SERVICES Inc	INV 9443811; 94438112; 9443811
02/26/2026	2608017	435.44	INGRAM LIBRARY SERVICES Inc	INV 9443811; 94438112; 9443811
02/26/2026	2608017	89.25	INGRAM LIBRARY SERVICES Inc	INV 9443811; 94438112; 9443811
02/27/2026		59.99	AMAZON.COM AMZN.COM/BILL	\$59.99_113-5939342-3802600_GAM
02/27/2026		138.00	AMAZON.COM AMZN.COM/BILL	#113-8905851-1633809 GAM011526
02/27/2026		69.00	AMAZON.COM AMZN.COM/BILL	\$69_AMAZON_113-2149418-7844242
02/27/2026		92.48	AMAZON.COM AMZN.COM/BILL	\$92.48 AMAZON #113-5516869-885
02/27/2026		71.70	AMAZON.COM AMZN.COM/BILL	\$71.70 Amazon 113-5430199-3550
02/27/2026		36.27	AMAZON.COM AMZN.COM/BILL	\$36.27 AMAZON_113-1066173-4261
02/27/2026		59.95	AMAZON.COM AMZN.COM/BILL	\$59.95 PARTIAL SHIPMENT FOR #1
02/27/2026		69.00	AMAZON.COM AMZN.COM/BILL	\$69.99_113-5939342-3802600_GAM
02/27/2026		118.78	AMAZON.COM AMZN.COM/BILL	\$118.78 AMAZON_113-3131966-324
02/27/2026		12.33	AMAZON.COM AMZN.COM/BILL	\$12.33 AMAZON #111-4608114-894

FEB '26 ELECTRONIC EQUIP REPL EXP				
EFF DATE	PO/REF2	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
02/09/2026		59.99	AMAZON RETA* 7Y8KU49X3	SSD
02/09/2026		196.93	ADOBE INC	Creative Cloud for Marketing
02/09/2026		2,550.00	CDW GOVERNMENT INC	ESET Antivirus
02/09/2026		189.98	AMAZON RETA* F91002NU3	Apple Pencils
02/09/2026		362.94	AMAZON MKTPL*PD3F58NY3	Monitors
02/09/2026		1,398.00	AMAZON MKTPL*NX7VR6JS3	iPads
02/09/2026		52.80	AMAZON MKTPL*9C8QF4LP3	iPad Cases
02/09/2026		125.00	TECHSOUP	Office 2024 license
02/19/2026	2607744	1,950.00	INFORMATICS INC	ADA Compliance Scan Subscripti
02/27/2026	81232	-1,324.00	PREPAID SOFTWARE	ESET LICENSING (LIBRARY)
02/27/2026		273.50	AMAZON.COM AMZN.COM/BILL	Replacement Barcode Scanner
02/27/2026		2,265.64	CDW GOVERNMENT INC	Replacment Public Monitors
02/27/2026		196.93	ADOBE INC	Creative Cloud sub for Marketi

## DIRECTOR'S REPORT | March 2026

### Library Operations

#### ▪ **Integrated Library System (ILS)**

The RiverShare Libraries Assembly of the Whole (AOW) approved renewing our agreement with Innovative Interfaces, Inc. for a six-year term to continue using **Polaris** as our ILS. The new agreement includes 1) A \$10,000 reduction in the total subscription cost, reflecting the upcoming departure of Clinton Public Library from the consortium; 2) A 2% annual increase, locking in the lowest available rate; 3) Five hours of complimentary training per year; and 4) Vega Discover subscription wrapped into the same billing cycle as Polaris for streamlined invoicing.

#### ▪ **Staff Restroom Changes (Main Library)**

To make our staff restrooms more inclusive, and to better reflect how our employees actually use these spaces (our staff is 80%+ women!), we converted the staff restrooms at Main into gender-neutral restrooms. The staff restrooms at the branches are already gender-neutral.

### Library Materials & Programming

#### ▪ **Revolutionary Iowans**

We're excited to partner with Iowa PBS to host the Revolutionary Iowans exhibit in honor of America's 250th anniversary. This dynamic exhibit "connects Iowa's local stories to the broader themes of American democracy and independence. It highlights Iowans, past and present, who embody the revolutionary spirit through community service, advocacy, innovation, and leadership. Visitors are invited to reflect on how the ideals sparked by the American Revolution continue to shape Iowa today." Stay tuned; this exhibit arrives on March 13!

#### ▪ **Newspaper Archive — Temporary Service Interruption**

On March 5, our vendor informed us that due to unauthorized third-party access and actions, their cybersecurity firm took the Newspaper Archive system offline. No patron data has been compromised. The vendor does not expect access to be restored before the end of March.

#### ▪ **Seed Library**

The Seed Library is now open for the season! Patrons can stop by the Information desk at the Main Library to pick up five seed packets per month. Choices include varieties of flowers, herbs, microgreens, and vegetables, as well as curated collections such as Salsa Garden, Cutting Garden, and Native Seeds. This year seeds can only be picked up at Main. We held a kickoff event on March 7 and 15 patrons came in to make seed bombs (including a teacher who wanted to try the program with her students!); many others came in just to pick up seeds! There was quite a bit of positive feedback and patrons sharing that they were excited for the Seed Library to open and had good success with their seeds last year.

- **World Relief Quad Cities**

We have an exciting new partnership with World Relief Quad Cities! Staff visited their facility on February 19 to meet the immigrants and refugees they work with and introduce The Library as a welcoming, friendly face and share information about our three locations and the OWL as well as the materials and services The Library offers. Staff brought different foreign language books for check out, did library card sign up, and handed out brochures and other print materials. We had 12 participants, 15 checkouts, and 5 library card signups that night! Their ESL group of 16 people came to Fairmount for a tour on March 15th; they walked through all of the key points of interest and pointed out the location of specific high-interest materials (foreign language items, 400's, the Library of Things, etc). We will also be doing a tour of Eastern for them next month!

- **Read to a Dog**

43 people attended Read to a Dog at Fairmount Branch on Saturday February 14, a record for this event on a Saturday!

- **Winter Reading Challenge**

Exciting news from this year's Winter Reading Challenge! Beanstack informed us that based on our overall participation, total minutes/books logged, and community engagement on social media, we were one of their Winter Reading winners. Beanstack awarded us a \$50 Amazon card, which will go towards future programs and/or incentives.

- **Red Cross Blood Drives**

We are once again partnering with the American Red Cross on a series of blood drives to be held at our libraries. The first will be May 4 from 12:00-5:00 p.m. at Fairmount. This summer the ever-popular Pints & Paws drive will take place on July 9 at Eastern. Stay tuned for more details!

- **Library Lovers' Month**

It was a hit! There were literally hundreds of amazing "hearts" that our patrons filled out during February to say what they love about The Library. Here are just a few:

- There is not a single thing I do not LOVE at DPL!
- The Library gives us a way to travel and explore the world for FREE and while staying in our comfy chair with coffee.
- I like coming here because it is peaceful.
- I heart the library because it keeps us connected as a community.
- The library is FULL of helpful, wholesome goodness! A critical resource for our community.
- I heart the library because of the never-ending FREE resources and exceptionally receptive staff. The library RULES!
- I love looking through the shelves and finding books that catch my attention, and I end up loving them. Sometimes I come out with a few books when I said to myself that I'd be looking around.
- People who work here are soo friendly and really make the library feel like a cohesive community! The teen programs are so well planned and I heart the library.
- This place is my home away from home- where I can unwind, unplug, and enjoy classics, new favorites, or dictionaries. I'm also a TAB member, so volunteering as well!
- I love the extensive choices of books to buy in the bookstore. I love the willingness to help out at any moment in the library.
- The games for kids
- The library staff is helpful, friendly, patient, kind and love to help
- Cozy, comfortable, calm, warm smiles, quiet
- The library has other items besides books to check out :)
- Lots of books and new things to read
- Computers
- Coloring and scavenger hunts
- Lots of things to learn about, explore new adventures from home
- It's so fun
- It's so cool
- The community experience passes, Library of Things, and programs
- Story times, Read to a Dog, Mr. Turtle, Mr. Joe, and family time

- I love the way you guys let all the kids have fun and play
  - Getting books on hold
  - It's a great library
  - I love the connection to my community via passes & events
  - I can express myself with books!
  - I love when you guys included everybody in this library
  - Endless options!
  - I love the scavenger hunts!
  - I like that we can find information
  - Clubs and classes
  - I like to look at books
  - We love trying new games!
  - I love making new friends here!
  - The computers
  - I love how it feeds my knowledge
  - I love the paper books!!
  - I love how many interesting books and games are here.
  - I heart the workers, they are kind
  - The challenges and how you get stickers
  - It contains multitudes of adventure and warps space and time!
  - History dept
  - love all your programs!
  - I heart the community experience passes and the Library of things
- I love the amazing selection of being anything you want to be
  - A great place for me and my kids, family, and friends to expand our minds.
  - The Staff
  - I love the many options you give now with the kits, the space you give, resources for those in need and all the workers.
  - The selection of reading materials is enormous! I can always find what I'm after!
  - I love the library of things and the Wi-fi boxes you can rent. Above all the nicest personalities of all the workers.
  - EVERYTHING!
  - I love coloring the pages
  - We love how many cool things you can check out besides books!
  - I love the books and the games
  - Everyone at the library is very welcoming to all the people that need a warm place to go and have nowhere to stay. God bless!
  - Library Staff
  - I love that ALL is welcome!
  - The reading programs
  - I love the staff is very helpful and there are great books to read!
  - Social worker, study rooms, and coffee :)
  - The library is fun and I like to read
  - Computers

## **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**. I also 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.

### **City Council**

I have continued to reach out to newly elected officials. This past month, I've met with Alderman Lienen and Alderman Vasquez to provide each of them an overview of The Library and a tour of Main Library. Lexie also shared, "I was chatting with John Blunk, a new alderman on Davenport City Council, at Costco last night. When I told him I work at the library he spoke effusively about how fantastic the Davenport libraries are! He was especially appreciative of our Book a Librarian service, which he only recently learned of. He made an appointment with Bill [Fuhr, Information Services Librarian] for help with a spreadsheet and he said that Bill was incredibly helpful and great at what he does. He said he visits all three of our libraries and they're all wonderful and we're doing great work at each, and how important it is that people support their public libraries now. I encouraged him to set up a meeting with Jeff to learn about all of the other great things we do and to get a tour of Main and he said he will, and when I saw him again on my way out he made a point to say he was looking forward to seeing me again when he comes in for his tour!"

## **Library Stories**

- From comment cards:
  - "Hello Mr. Collins, Thank you for your service to our community. Just wanted to write to you regarding your staff and how amazing they are! I feel so welcomed at all 3 branches. Every staff interaction is lovely and they all treat my kiddos so well. Thank you for providing such a wonderful experience."
  - "It's with great pleasure I send this to you. I just got done speaking with Joseph [Holcomb, Facility Services Supervisor] here at the Fairmount location commending him on such a FANTASTIC facility. It is so wonderful and truly for young and old and everyone in between. The staff are always so friendly and helpful. And Joseph is a GEM."
  - "Wonderful. Had help and went well!"
  - "Thank you for your kind and thoughtful attention and help with my notary requests. It was a great visit."
- Carol Marquardsen (Customer Services Senior Clerk) shared, "While picking out reading buddies for Library Lovers Month, a patron shared praise for the Dinovember program. His family has participated for two years and they're looking forward to doing it again. They especially love the behind-the-scenes photos and the postcards!"
- Joseph shared, "A patron asked to speak with me for a moment. He wanted to make sure I knew how friendly / helpful our staff are at Fairmount. He's a teacher at Scott Community college and complimented our Teen area, and loved how the children's area looks., He mentioned the fireplace, woods, bike path and everything we have to offer. He had nothing but wonderful things to say."
- Christine Aden (Information Services Supervisor) shared, "A patron approached the info desk to inquire about resources on herbal medicine and herbology. While I was looking items up, he saw the sign posted for the Seed Library and inquired whether that is for this year or was left over from last year. When I told him that it was opening up next month, he got a big grin on his face, mouthed "Wow!", and then said he'd be back."
- Holy Hampton (Youth Services Library Assistant) shared, "When I was on the desk Tuesday, February 24th, a patron exiting the Story Room told me that the storytime that she had attended (Walkers and Wigglers) was the best thing ever. She said that she just had to let someone know what a good job Christie [Seagren, Youth Services Librarian] does with that storytime. She went on to explain that her granddaughter needed time for socialization with other toddlers since her sibling started school full time and that she's noticed her granddaughter gradually becoming more comfortable and participating in the songs and activities more each time. And grandma even made a friend for herself with one of the other grow-ups! Kudos to Christie for fostering growth and community in patrons of all ages!"
- Beth Paul (Information Services Librarian) shared, "A gentleman came to the desk just to let us know that his grandkids loved the reading buddies we gave away for Library Lovers Month. He wanted to make sure we received the positive feedback."
- A City employee shared with me that they LOVE the children's book bundles. He said it was super convenient for them and would love to see even more.
- On our Facebook post about this month's scavenger hunt in the children's area, featuring photos of staff's beloved pet dogs, a patron commented "My 3 yr. old has been talking nonstop about all the dogs he found today. Cute idea".

## **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>.

***Spring into Main***, Thursday March 19, 2:00pm at Main. Come join us at Main to celebrate a new spring! Join us for stories and games as we get ready for the first day of spring. Appropriate for ages 3 to 6.

***Genealogy Lunch and Learn: Where Did They Live? Land Records and Genealogy***, Thursday March 19, 12:00pm at Main. We invite you to join us for our monthly Genealogy Lunch and Learn, where we delve deeper into family history topics. This month, we are learning how to use land records in genealogy research. Finding your ancestor's property and deeds not only tells you where they lived, but can give insight as to how they lived. Adults

***Sparkling Water Taste Test Challenge***, Monday March 23, 6:30pm at Fairmount. Do you have a discerning palate? Do you enjoy a fresh sparkling water? Can you tell a Bubly Lime from a LaCroix Grapefruit? Join us and find out just how good your taste buds are! Ages 15 and up.

***Choose Your Own Adventure Read-Aloud Book Club***, Tuesday March 24, 5:30pm at Eastern. Join us for this interactive book club--every meeting is a different adventure! We'll read aloud from a Choose Your Own Adventure book and work together to choose a path. The adventurers will collect a stamp for each finished book to place in their provided reading passport to adventure. After participating in 9 reading adventures, readers will be able to complete their reading passports and receive a special package from the publishers of the series. Ages 8-12.

***QCMade: Iowa American Water***, Wednesday March 25, 3:30pm. Participants will tour Iowa American Water's East River Station Treatment Facility to learn first-hand how water from the Mississippi River is transformed into high quality drinking water that meets or surpasses all quality regulations. 10 years+.

***An Afternoon with Beatrix Potter***, Saturday March 28, 3:00pm at Fairmount. Beatrix Potter is one of the most beloved children's authors and illustrators. Her attention to detail and skill goes far beyond Peter Rabbit & his friends. Like Peter Rabbit, she was devoted to her parents, but had a mind of her own; did not hesitate to squeeze under & around the barriers to keep women out of the world of work; and got into her fair share of scrapes with "Gentlemen Gardeners". Teens and adults.

***Scott County Recycling Tour***, Friday March 27, 2:00pm. Ever wonder what happens to recyclables once they leave your curb? Get an overview of the Waste Commission of Scott County's services and enjoy a tour of the Scott Area Recycling Center, Electronics Recovery Center, and Household Hazardous Material Facility. We'll watch how recyclables are sorted, see behind the scenes of our electronics reuse program, and review which hazardous materials we can dispose of safely. Ages 15 and up.

***Mushroom Foraging***, Tuesday March 31, 6:30pm at Fairmount. Join Naturalist Becky Baugh from the Wapsi River Environmental Education Center and learn how to identify native mushrooms and which seasons and habitats they can be found. You will also learn recipes and ways to preserve the mushrooms for future use. Adults

***Kids Craft Series: April Fool's!*** Wednesday April 1, 3:30pm at Eastern. Calling all crafty kids! Come hang out and make a craft to prank your friends! Best suited to kids 7+, registration is required.

***Teen Mindful Monday***, Monday April 13, 6:30pm at Fairmount. Life moves fast. Between school, social media, friends and family, it's easy to feel scattered. Mindfulness is simply the practice of coming back to the present so you can choose where your time and energy go. Join Ms. Claire and Nora from Gilda's Club for a relaxed hour of easy movement, reflection, and art. Just dress for comfort and bring yourself.

# 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, **and/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 **in accordance with Administrative Policy 3.3 (Complaints)** 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: The Library Board of Trustees  
FROM: Jeff Collins, Library Director  
DATE: February 24, 2026  
RE: Gift Acceptance Policy

---

### Summary

The Gift Acceptance Policy, originally approved in 2016, is due for its routine three-year review. Library Administration reformatted the document to match the updated policy template and revised the content to ensure compliance with current law and consistency with our current practices.

### Background

The Gift Acceptance Policy defines The Library's approach to accepting gifts, outlines required procedures, and clarifies roles and responsibilities.

Most gifts are directed through the Davenport Public Library Foundation, a 501(c)(3) nonprofit. This structure ensures that donors receive appropriate acknowledgment, that donor intent is clearly documented and honored, that funds are responsibly stewarded for optimal return on investment, and that private contributions remain appropriately separate from public funds. It also supports efficient use of Library staff resources.

Feedback on the revisions was solicited from both the Leadership Team and the IDEA Team.

### Budget Impact

None.

### Attachments

- Gift Acceptance Policy (draft)
- Gift Acceptance Policy (current)

### Recommendation

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

## **Davenport Public Library Gift Acceptance Policy**

The Davenport Public Library Board of Trustees establishes this Gift Acceptance Policy in accordance with the Library's mission to connect a diverse community to resources that inform, enrich, educate, and entertain. The Library welcomes donations from local businesses, corporations, and individuals to support and enhance the Library's collection, events, programs, activities, spaces, and services. Trustees believe that gifts of revenue, items, and/or in-kind contributions are consistent with the Library's role in the Davenport community and will help the Library maintain or increase its level of service to the community.

This policy governs the acceptance of gifts by the Library, and provides guidance to prospective donors and their advisors when making gifts to the Library. The scope of this policy includes gifts and donations of:

1. Money;
2. Books, and other print materials;
3. Audiovisual materials;
4. Art and photographic works;
5. Equipment;
6. Other in-kind gifts or services;
7. Property of significant value, including but not limited to, real estate or securities;
8. Planned gifts, such as willed donations, bequests, or endowments;
9. Remainder Interests in Property;
10. Oil, Gas, and Mineral Interests;
11. Bargain Sales;
12. Life Insurance;
13. Charitable Gift Annuities;
14. Charitable Remainder Trusts;
15. Charitable Lead Trusts;
16. Retirement Plan Beneficiary Designations; and
17. Life Insurance Beneficiary Designations.

### **Definitions**

*Partner:* An institution, organization, business, or individual that collaborates with the Library to provide programs and/or services to the public in ways that are mutually beneficial to, and in support of, the missions of both the Library and the partner, and without the exchange of money.

*Sponsor:* An institution, organization, business, or individual who financially contributes to the Library in support of a collection, service, or program.

*Sponsorship:* A mutually beneficial exchange, whereby the sponsor receives a benefit or reciprocal value in return for providing cash or in-kind gift to the Library. Sponsorships do not imply library endorsement of the sponsor's product or service.

*Outright Gift:* A current gift that involves the donor's transfer of money or property to the Library without the receipt of consideration or economic benefit. Although the donor may place restrictions on the use of the property, the donor must retain no control over the money or property transferred to the

Library to qualify as an outright gift. Examples of outright gifts include cash, securities, tangible personal property, and some real estate.

*Deferred Gift:* A gift whereby a commitment is made, but the gift is not received until the death of the donor or the passage of a term of years (e.g., bequests, life insurance death benefits, and retirement plan assets).

*Planned Gift:* A gift for any purpose, outright or deferred, where the involvement of a professional advisor is required (e.g., split-interest gifts, gifts of securities, and real estate).

*Split-Interest Gift:* A split-interest gift involves the donor's irrevocable transfer of an interest in an asset to the Library, but the donor generally retains either an income stream or the remainder interest. The Library's planned giving program includes the following types of split-interest gifts:

1. Charitable gift annuity – A contract between the charity and the donor. The donor transfers property to the charity and the charity promises to pay the annuity for one life or two lives;
2. Gifts of remainder interest in a personal residence or farm – Also referred to as a “life estate”, this is an arrangement in which the donor deeds personal residence property to charity while retaining the right to reside in that property until death;
3. Charitable remainder trust – An arrangement in which assets are placed in a trust, with income paid to the donor and/or other beneficiaries during lifetime(s) or for a term of years, after which charity receives the remaining principal; or
4. Charitable lead trust – An arrangement in which assets are placed in a trust, with distributions to a charity while the donor is living or for a term of years, after which the principal returns to the donor or passes to other designated persons.

*Bequest:* A charitable gift that involves the donor's transfer of money or property to the Library at the donor's death, either through the donor's will or trust. The donor uses or controls the asset during their lifetime.

*Tangible Personal Property:* Tangible personal property includes art, furniture, coin collections, stamp collections, livestock, jewelry, equipment, cars, boats, clothes, and any other personal property item owned by a donor.

### **Implementation**

All gifts will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interest of the Library.

The Library cannot provide appraisals of gifts it accepts for income tax or other purposes.

Recognition of gifts, including naming opportunities, will be determined by the Board on a case by case basis.

Direct donations may be submitted to the FRIENDS of the Davenport Public Library. The FRIENDS is a tax-exempt 501(c)(3) organization. Gifts to the FRIENDS are tax deductible as provided by law.

For questions regarding specific donations, contact Library Administration for procedural guidelines related to a gift. The Library reserves the right to refuse any gift.

## **General Considerations**

The Library shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

1. Closely held stock transfers that are subject to restrictions or buy-sell agreements;
2. Documents naming the Library as Trustee;
3. Gifts involving contracts, such as bargain sales or other documents requiring the Library to assume an obligation;
4. Transactions with potential conflict of interest that may invoke IRS sanctions; and
5. Other instances in which use of counsel is deemed appropriate by the Board.

The Library will urge all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

The Library will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are consistent with the Library's stated mission, purposes, and priorities. The Library will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive include:

1. Gifts that are too difficult to administer.
2. Gifts that are for purposes outside the Library's mission.

All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board.

## **Responsibility**

The Board is charged with the responsibility of reviewing, screening, and accepting all planned gifts, when appropriate.

The Library Director, or their designee, is responsible for carrying out the recommendations of the Board.

## **Termination**

The Board reserves the right to terminate any existing sponsorships if conditions arise that conflict with this policy or if the sponsorship no longer supports the best interest of the Library.

Adopted by the Library Board of Trustees: 02/16/2016  
Reviewed/Revised: 07/16/2019 | 04/18/2023

## DAVENPORT PUBLIC LIBRARY Gift Acceptance Policy

### 1. Statement of Purpose

- 1.1. The Davenport Public Library Board of Trustees establishes this Gift Acceptance Policy in support of The Library's mission. The Library welcomes donations from individuals, businesses, and organizations that help enhance its collections, programs, events, spaces, and services. The Board affirms that gifts of money, items, or in-kind contributions are consistent with The Library's role in the community and contribute to maintaining or improving service levels.
- 1.2. Donors are encouraged to make direct contributions to the Davenport Public Library Foundation, a 501(c)(3) tax-exempt organization. Gifts to the Foundation are tax-deductible as provided by law.
- 1.3. This policy governs the acceptance of gifts by The Library and provides guidance to prospective donors and their advisors. The following types of gifts fall within the scope of this policy:
  - Monetary gifts
  - Books and other print materials
  - Audiovisual materials
  - Art and photographic works
  - Equipment
  - Other in-kind gifts or services
  - Property of significant value, including real estate or securities
  - Planned gifts, including willed donations, bequests, and endowments
  - Remainder interests in property
  - Oil, gas, and mineral interests
  - Bargain sales
  - Life insurance gifts
  - Charitable gift annuities
  - Charitable remainder trusts
  - Charitable lead trusts
  - Retirement plan beneficiary designations
  - Life insurance beneficiary designations

## 2. Definitions

- 2.1. **Bequest:** A donor's transfer of money or property to The Library at death through a will or trust.
- 2.2. **Gift—Deferred:** A commitment made during the donor's lifetime that The Library will receive at the donor's death or after a defined term (e.g., bequests, life insurance death benefits, retirement assets).
- 2.3. **Gift—Outright:** A current gift involving the donor's transfer of money or property to The Library without receiving economic benefit in return. The donor may place usage restrictions but retains no control after the transfer. Examples include cash, securities, tangible personal property, or certain real estate.
- 2.4. **Gift—Planned:** Any outright or deferred gift that requires the involvement of a professional advisor (e.g., gifts of securities, real estate, or split-interest gifts).
- 2.5. **Gift—Split-Interest:** A gift in which the donor transfers an interest in an asset to The Library while retaining an income stream or remainder interest. Types include:
  - 2.5.1. **Charitable gift annuity:** Donor transfers property in exchange for lifetime annuity payments.
  - 2.5.2. **Remainder interest in a residence or farm (life estate):** Donor deeds property to The Library but retains lifetime residency rights.
  - 2.5.3. **Charitable remainder trust:** Income paid to donor or beneficiaries for life or a term, with remaining principal going to The Library.
  - 2.5.4. **Charitable lead trust:** Annual distributions paid to The Library for a term, with remaining assets returning to the donor or other beneficiaries.
- 2.6. **Partner:** An institution, organization, business, or individual that collaborates with The Library to provide public programs or services in ways that are mutually beneficial and aligned with both missions. No exchange of funds is involved.
- 2.7. **Sponsor:** An institution, organization, business, or individual who contributes financial or in-kind support for a collection, service, or program.
- 2.8. **Sponsorship:** A mutually beneficial exchange in which a sponsor provides cash or in-kind support and receives recognition or reciprocal value in return. Sponsorship does not imply Library endorsement of the sponsor's products or services.
- 2.9. **Tangible Personal Property:** Physical items such as art, furniture, collectibles, jewelry, vehicles, equipment, and similar personal property.

### 3. Implementation

- 3.1. All gifts are accepted with the donor's understanding that The Library may handle or dispose of the gift in the manner that best serves The Library's interests.
- 3.2. The Library cannot provide appraisals for tax or other purposes.
- 3.3. Recognition of gifts, including naming opportunities, will be determined by the Board on a case-by-case basis.
- 3.4. Questions about potential donations should be directed to Library Administration or designee, which can provide applicable procedural guidelines. The Library reserves the right to refuse any gift.

### 4. General Considerations

- 4.1. The Library may seek legal counsel regarding the acceptance of certain gifts. Review by counsel is recommended for:
  - 4.1.1. Transfers of closely held stock subject to restrictions or buy-sell agreements.
  - 4.1.2. Documents naming The Library as trustee.
  - 4.1.3. Gifts involving contracts or obligations, including bargain sales.
  - 4.1.4. Transactions with potential conflicts of interest that may invoke IRS sanctions.
  - 4.1.5. Any other instances where legal review is deemed advisable by the Board.
- 4.2. The Library encourages prospective donors to consult their own legal and financial advisors regarding the tax and estate implications of their gifts.
- 4.3. The Library accepts unrestricted gifts and gifts designated for specific purposes if they align with The Library's mission and priorities. The Library will not accept gifts that are overly restrictive, including:
  - 4.3.1. Gifts that are too difficult to administer.
  - 4.3.2. Gifts intended for purposes outside The Library's mission.
- 4.4. Final decisions about the restrictive nature or acceptance of any gift rest with the Board.

## 5. Responsibility & Termination

- 5.1. The Board is responsible for reviewing, screening, and accepting all planned gifts when appropriate.
- 5.2. In accordance with City of Davenport Administrative Policy and Iowa Code Chapter 682 (Iowa Gift Code), Library employees are prohibited from accepting personal gifts with a value of more than \$3.
- 5.3. The Board reserves the right to terminate any existing sponsorship if it conflicts with this policy or no longer serves the best interests of The Library.

# COLLECTION DEVELOPMENT



We select a wide variety of items for the collection, including:

- Books
- Movies & TV
- Video games
- Library of Things
- Periodicals
- Databases
- Digital materials



## RESPONSIBILITY

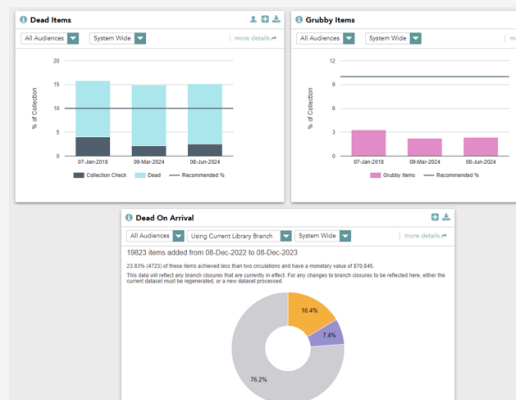
- Assistant Director leads, working alongside the Collection Development Team
- All librarians are selectors with 1-5 selection areas
- Children's and teen areas selected primarily by Youth Services
- Adult areas primarily selected by Information Services
- Assigned by interest, what's available

## BUDGET

- Around \$500,000 each year
- Capital Improvement Plan (CIP) funds from the City as well as smaller amounts from other sources (Open Access, memorial funds, lost book funds from last year)
- Divided based on CollectionHQ (CHQ) recommendations and circulation statistics

## HOW WE SELECT ITEMS FOR THE COLLECTION

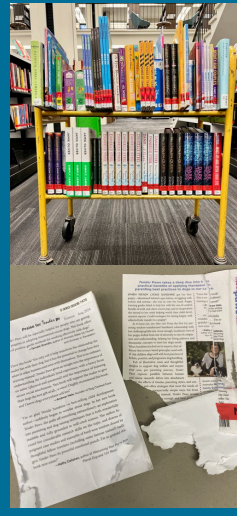
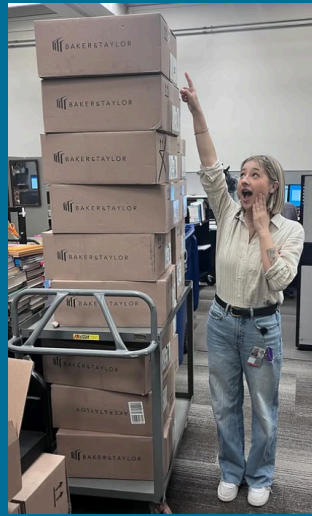
- Collection Development Policy
- Reviews from Journals
- Requests from patrons
- What's in the news/what's popular
- Budget considerations
- Data!



- Reports in Polaris ILS
  - Circulation statistics by collection, building to help us decide where to place new items
  - Discarded items reports so we can keep series/collections complete
- CollectionHQ automated reports
  - Items that have not circulated, may be in poor condition, may be outdated, would circulate better at another building

# ACQUIRING

- Vendors
- Checking funds in Polaris
- Creating carts
- Checking each title in the catalog
- Inputting notes for each title
- Adding grid information
- Sending to Acquisitions
- Cataloging
- Processing



# WEEDING

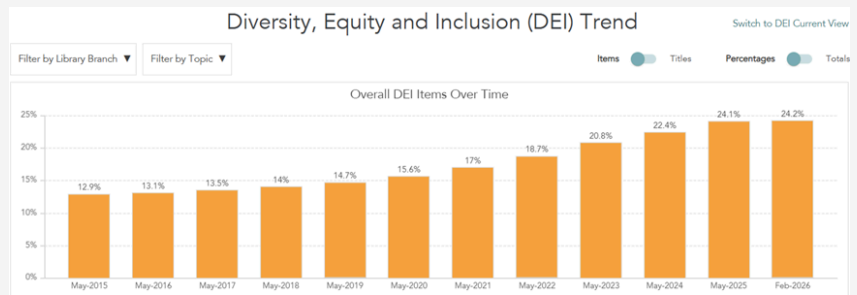
- Important to keep the collection viable and useful!
  - Criteria, condition, space, accuracy, relevance, popularity
- We attempt to repair damaged items to be good stewards of taxpayer funds
- Withdrawn items legally can't be given away; instead they are sold.

# PROMOTING NEW ITEMS!



New books sections, displays, LibGuides, website, social media posts

# DIVERSITY



## What are patrons saying:

- "So grateful to see such DIVERSE books on offer! Thank you for including so many perspectives in your collection!"
- "Seeing titles like this makes me feel happy, welcomed and connected. Thank goodness for libraries!"

# IMPACT

- "I love the collection that you have on your mobile library. You always seem to have everything that I need."
- "Thank you for all of the time and effort you all take as you curate these collections for us! I can't recall the last time I couldn't find what I needed/wanted at the library!"
- A patron showed me some of the cookbooks she had just checked out from the collection upstairs that she was very excited about. She said that she is always so impressed by our selection of cookbooks! She said we make great selections and that she always finds great ideas for new things to try making.

