



City Council Agenda

Grimes City Council
February 17, 2026 @ 5:00 PM
Grimes Public Library, 200 NE Beaverbrooke Blvd

Public Comment: If you would like to address the City Council during the Public Comment portion of the meeting, please sign up upon entrance to the meeting. Participants must be recognized by the presiding officer and must state their full name and address before addressing the City Council. The presiding officer will recognize you for 3 minutes of comment, and your microphone will be turned on. Pursuant to §21.4(2) of the Code of Iowa (2019), the City has the right to amend this agenda up until 24 hours before the posted meeting time. For any additional assistance or questions in attending the meeting, please call 515-986-3036. Meetings will be recorded.

BUSINESS MEETING AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Forum (**People wishing to address the Council need to sign up on the sheet which has been provided on the table near the door. Each person will be allowed three minutes from the podium and may address no more than two issues.**)
5. Approval of the Proposed Consent Agenda (**Discussion is not allowed unless the Mayor or a City Council Member ask for an item to be removed and placed under Council actions for consideration.**)
 - a. Approval of Minutes from Previous Meeting
 - i. 2026 01 Minutes
 - b. Approval of Library Claims List

PROPOSED ACTION ITEMS

1. Behavior Policy
2. FY 27 Library Budget
3. Staff Reports
 - a. Director Report
4. Trustees Reports
5. Adjournment



CITY COUNCIL COMMUNICATION
Meeting Date: 2/17/2026

AGENDA ITEM:

BACKGROUND:

BUDGETARY CONSIDERATIONS:

STRATEGIC PLANNING:

Prioritized: ___ YES ___ NO

*High-Performing Organization/Exception Professional Services _____

*Great Place to Live/Expanded Quality of Life Amenities _____

*Dynamic Town/Strong Sense of Community _____

*More Beautiful/Vibrant Community _____

BOARD/COMMISSION ACTIONS:

STAFF RECOMMENDATION:

RESPONSIBLE STAFF/CONTACT INFORMATION:

Prepared by:

Return to:

Grimes Public Library

Board of Trustees

Director | Cheryl Heid **Assistant Director** | Karalee Kerr
Library Board | David Brahn, Ann Haugland, Charles Strutt, Gary Schroeder, Rachel Dahm

BOARD OF TRUSTEES REGULAR MEETING January 20, 2026 at 5:00 p.m. 200 NE Beaverbrooke Blvd., Room A

Trustees:

President David Brahn Trustee Gary Schroeder
Vice-President Ann Haugland Trustee Rachel Dahm
Secretary Charles Strutt Andrew Borcharding, City Council Liaison

Staff:

Library Director Cheryl Heid Assistant Director Karalee Kerr

1. Call to Order. Following proper notice and with a quorum present, President Brahn called the meeting to order at 5:00 pm.

2. Public Comment. No public member appeared to speak.

3. Approval of Agenda. On a motion by Schroeder, seconded by Dahm, the agenda was unanimously approved.

4. Approval of Previous Meeting Minutes. On a motion by Strutt, seconded by Schroeder, the Minutes of the December 16, 2025 meeting were unanimously approved.

5. Approval of Library Claims. On a motion by Dahm, seconded by Haugland, the Board unanimously approved the December claims.

6. Friends Report. The Friends director reported that they did not meet in January but will plan to meet in February.

7. FY27 Budget Update. The Director updated the Board on the budget presentation planned for the City Council on February 10, 2026.

8. Policy Renewal. On a motion by Strutt, seconded by Dahm, the Board unanimously approved the following policies.

- A. Proctoring Policy
- B. Employee Policy
- C. Inclement Weather Policy
- D. Closures

9. Reports. The Board viewed the following reports:

- A. Board Continuing Education Report
- B. Director's Report.
- C. Budget and Finance.
- D. Statistics

13. Adjournment. There being no further business, the President adjourned the meeting at 5:55 p.m.

By 
Charles Strutt, Board Secretary



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GRIMES PUBLIC LIBRARY BEHAVIOR POLICY

The Grimes Public Library Behavior Policy has a threefold purpose: to protect the rights and safety of library patrons and volunteers, to protect the rights and safety of staff members, and to preserve the library's materials, facilities, property, and grounds.

Library staff are empowered to use their judgement when responding to behavior violations. Behavior violations will be addressed and could include verbal warnings and suspension of library privileges. Security cameras are in use in and around the library, and when needed, staff may also work with the law enforcement to maintain a safe environment.

The examples listed in this policy are not intended to be exhaustive. We expect our patrons to:

- respect fellow patrons, library staff and facilities.
- use all collections, supplies, equipment, facilities and furniture on the premises for their intended purposes.
- act legally and ethically.

Adult patrons in the children's or teen area who are not retrieving materials nor are caregivers for a child or teen may be asked to relocate to another area of the library.

Behavior Violations

1. Behaving in a manner that endangers or could endanger the safety or health of others.
2. Intentionally interfering with another person's enjoyment of library services and facilities.
3. Refusing to comply with the directive of library staff.
4. Annoying, harassing, intimidating, threatening or discriminating against library staff or patrons through words or actions including unwanted sexual or physical advances.
5. Creating unreasonable noise or disruptive behavior (e.g., shouting, running, pushing, throwing.)
6. Engaging in loud conversations and/or the use of audible devices. Cell phones should be set to silent or vibrate and device speakers muted or headphones used.
7. Failing to monitor the activity and/or regulate the behavior of persons in their care.
8. Entering without appropriate attire (e.g., no shirt or shoes.) Children in first floor youth play areas may remove their shoes. Shoes must be worn in all areas outside of the youth play structures. Clothing must be worn over diapers.

9. Consuming food and beverages beyond individual snacks and covered drinks outside of the study and meeting rooms.
10. Entering non-public areas without permission.
11. Monopolizing library equipment or furniture to prevent others from using them.
12. Bringing animals into the library except trained service animals or as authorized for library-sponsored events.
13. Emitting strong odors (e.g., poor bodily hygiene, fragrance, alcohol) that interfere with other's use of library services and facilities.
14. Leaving packages, backpacks, luggage, or any other personal items unattended or blocking pathways. Personal property must always be within sight of the owner. The library assumes no responsibility for personal items left unattended on library premises.
15. Sleeping on library premises or exhibiting the appearance of sleep.
16. Using bathrooms for bathing, laundering or other unintended purposes.
17. Depositing litter anywhere other than in garbage receptacles provided.
18. Engaging in sexual activity of any kind, including inappropriate display of romantic affection.
19. Using tobacco products, vaping products, or e-cigarettes on library premises.
20. Relocating or rearranging furniture beyond repositioning existing seating around tables.
21. Using outdoor and/or sporting equipment in the library.
22. Displaying offensive images or using threatening or explicit language.
23. Congregating on library premises in a manner which obstructs access or passage, use of library facilities or services, or where such activity is likely to result in an unsafe or intimidating environment.
24. Soliciting funds or panhandling, engaging in commercial activity, campaigning, unwanted recruiting, petitioning, handing out leaflets or unauthorized notices, or interviewing or surveying patrons or staff.
25. Conducting media or commercial photography or filming without prior permission from the City of Grimes Marketing and Communications Manager or the Library Director or his/her designee.
26. Consuming, possessing, or being under the influence of illicit or intoxicating substances.
27. Physically assaulting or fighting with staff or other patrons.
28. Vandalizing, destroying, or stealing library or personal property.
29. Tampering with or damaging library technology, networks, or data.
30. Attempting to remain in the library after regular business hours.

FY27 Library Budget Summary

Budget Code	Line	FY25	FY26	FY27	FY28
112-410-6110	FICA	\$52,677	\$58,840	\$59,683	\$62,089
112-410-6130	IPERS	\$65,003	\$72,610	\$73,648	\$76,616
112-410-6150	Group Insurance	\$66,500	\$66,500	\$83,944	\$92,338
112-410-6160	Workers Compensation	\$1,000	\$1,000	\$1,066	\$1,136
112-410-6170	Unemployment	\$0	\$0	\$0	\$0
112-410-6183	Emp Med Reimbursement	\$0	\$0	\$0	\$0
002-410-6010	Wages	\$696,432	\$769,192	\$780,172	\$800,912
002-410-6230	Training	\$18,250	\$5,000	\$10,000	\$12,000
002-410-6310	Building Repair/Maint	\$41,000	\$25,000	\$33,971	\$33,971
002-410-6320	Grounds Repair/Maint	\$18,000	\$5,000	\$18,000	\$18,000
002-410-6331	Vehicle	\$0	\$0	\$0	\$0
002-410-6371	Utilities - Electric & Gas	\$49,440	\$49,440	\$48,000	\$48,000
002-410-6373	Telephone & Internet	\$17,000	\$9,000	\$9,000	\$9,000
002-410-6404	Collections	\$5,000	\$2,000	\$2,000	\$2,000
002-410-6408	Insurance	\$24,550	\$26,000	\$28,000	\$28,000
002-410-6409	Janitorial	\$36,000	\$29,830	\$29,830	\$29,830
002-410-6419	Technology	\$30,000	\$30,000	\$32,000	\$32,000
002-410-6502	Materials	\$135,000	\$80,000	\$86,000	\$88,000
002-410-6506	Office Supplies	\$40,000	\$28,112	\$31,500	\$31,500
002-410-6510	Safety Supplies	\$5,000	\$0	\$0	\$0
002-410-6511	Programming Supplies	\$38,652	\$15,000	\$20,200	\$24,100
002-410-6727	Architect	\$0	\$0	\$0	\$0
		\$1,339,504	\$1,272,524	\$1,347,014	\$1,389,492
?	?	64%	-5%	6%	3%
?	An increase of....	524,516	-66,980	74,490	42,478
Revenue Code	Line	FY25	FY26	FY27	FY28
002-410-4500	Fines, Fees, etc.	\$3,000.00	\$6,000.00	\$10,000.00	\$10,000.00
002-410-4470	Polk County/State	\$40,000.00	\$40,000.00	\$53,000.00	\$53,000.00
002-410-4750	Books Sales	\$500.00	\$500.00	\$1,300.00	\$1,500.00
167-410-4440		\$0.00	\$0.00	\$0.00	\$0.00
		\$43,500.00	\$46,500.00	\$64,300.00	\$64,500.00
167-410-6502	Spec Rev - Direct State Aid	\$6,000.00	\$4,000.00	\$4,800.00	\$4,800.00
167-410-6507	Spec Rev - Library Supplies	\$36,250.00	\$27,000.00	\$27,000.00	\$27,000.00
		\$42,250.00	\$31,000.00	\$31,800.00	\$31,800.00

Revenue		FY25	FY26	FY27
002-410-4300	Interest	\$0.00	\$0.00	\$0.00
002-410-4460	Bravo Grants		\$65,250.00	\$0.00
002-410-4470	Polk County/Open Access	\$51,731.80	\$40,000.00	\$53,000.00
002-410-4500	Fees/Fines/Charges	\$10,687.21	\$6,000.00	\$9,000.00
002-410-4705	Donation		\$0.00	\$0.00
002-410-4710	Refund/Reimbursements		\$0.00	\$0.00

002-410-4745	Sale of Salvage		\$0.00	\$0.00
002-410-4750	Book Sales	\$1,965.30	\$2,000.00	\$2,000.00
002-410-4810	Sale of Property		\$0.00	\$0.00
002-910-4830	Transfer In	\$1,379,656.69		
167-410-4440	State Grant/Direct State Aid	4651.35	4500	4500
167-410-4550	Library Babysitting	0	0	0
167-410-4705	Library Donations	0	0	0
167-410-4715	Library Refunds	0	0	0
167-410-4750	Book Sales	0	0	0

Director's Report for February 2026

Statistics Review

- Door count was at 10,081 which is up by 16% compared to last year.
- Circulation was at 13,500 which is down by -2% since last year.
- Total number of patrons is 13,699 which is up 15% since last year and 1% since last month.

Facility Update

- Public Works has found a local company to fix our foldable wall in meeting rooms A & B. This will help save us money.
- Thank you all for helping with bringing hotdogs and dessert to PW. I really appreciated the help!
- I am getting information from companies on new door counters.

Staff Items

- Cail and Fionn have interviewed six candidates for the part-time circulation position. We had over 72 applicants.
- One of our filers has resigned to take a job that will give her experience working with children.
- My next MAR meeting will be Feb 28.
- We will be attending PLA in April. I have been asking staff to only attend if comfortable with the current climate in the State of MN and I will be reviewing safety protocols before we leave should they choose to attend.

Programming and Community Engagement

- The MAR libraries have been working together on marketing to help kick off National Library Week in April. Please note the designs on your tables. We will be purchasing pins, posters, stickers, and possibly shirts and/or bags.
- Our train display/program was a big success. The train group (DesMoiNTrak Train Exhibit) stated that we are now the record holders for their biggest first day. They really enjoyed working with Jana. We had 506 visitors on Saturday and 46 on Sunday.
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Other Items

- PW is working on the pathway that will hopefully be installed in the upcoming month.
- April 18 is the date for the Arbor Day celebration and artist reception.
- Whitney, Greg (GIS), and I are working on getting a map of all art within the City of Grimes and having each artist talk about their piece. This will be added to the plaque that will be at each piece. A QR code will navigate the observers to the site that will allow them to listen to that artist talk about their creation.
- We met with another company that provides print release stations. Rob Fox arranged all of this and will be working alongside to help with any changes that are made.