

**Ames Public Library Board of Trustees
Agenda – September 18, 2025
Dale H. Ross Board Room, 515 Douglas Avenue**

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)

- 1) Motion approving minutes of the regular meeting August 21, 2025
- 2) Motion approving payment of claims 8/1/25 – 8/31/25

Public Forum

Members of the public who wish to address the Board will be given the opportunity at this time. (Please complete a blue card and hand it to the recording secretary prior to the Call to Order.)

Activity Reports

- 3) Assistant City Manager – Goldbeck
- 4) Administration – Schofer
- 5) APLFF – Gordillo/Myers

Board Education

- 6) Iowa Center for the Book - Klein-Hewett & Sweeney

Policy Review

- 7) Director's General Job Duties (Action)
- 8) Sex Offender (Action)
- 9) Circulation and Customer Accounts Policy (Discussion)
- 10) Fines and Fees - Addendum to Circ Policy (Discussion)

Trustee Comments

Adjournment

**Next regular meeting: Thursday, October 16, 2025
Ames Public Library: We Connect You to the World of Ideas**

Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), Code of Iowa.

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
August 21, 2025**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, August 21, 2025, in the Dale H. Ross Board Room with Arora, Gibson, Gordillo, Johnson, Reger, Reynolds, and Thorbs-Weber in attendance. Myers was excused. One seat is open. Director Schofer and Volunteer Coordinator Faisal were also in attendance.

Call to Order: President Gibson called the meeting to order at 7:05 p.m.

Consent Agenda:

Moved by Thorbs-Weber, seconded by Gordillo, to approve the consent agenda as follows:

1. Motion approving minutes of the regular meeting July 17, 2025
2. Motion approving payment of claims 7/1/25 – 7/31/25

**Vote on Motion: 6-0 (Gibson abstained, Myers excused; one seat open).
Approved unanimously.**

Public Forum: None

Activity Reports:

Assistant City Manager: Goldbeck gave a report to the board.

- The agility course at Carr Park is open and seeing a lot of use by people of all ages.
- The Friedrich Pitch mini pitch at Lloyd Kurtz Park had its ribbon cutting on August 7th.
- The Council approved a contract with TK Concrete for the splash pad to be built at Daley Park. It is expected to be open next summer.
- The path at Ada Hayden is now closed. They are expecting it to reopen in November with a new, wider trail completed.
- The Fitch Family Indoor Aquatic Center construction continues to be progressing on schedule.
- The Police Department has a new member, Penny, a crisis dog. She is a mixed breed, in training. The hope is that she will go with her handler on certain calls where she may be helpful.
- One of the recommendations from the Conversations on Homelessness Ames and Story County Strategic Plan 2025 Report was to ensure the City's ASSET funding priorities are in alignment with the housing needs. They had joint funders meetings to try to agree on priorities and were not successful in doing so this year. They will continue to have conversations in hope of aligning these priorities.

- Another recommendation from the Conversations on Homelessness Ames and Story County Strategic Plan 2025 Report was to create a new Case Manager position. This position just closed. They will begin the interview process soon.
- The HOST (Homelessness Outreach Support Team) is going outreach every week. The various agencies are meeting regularly and discussing who they are working with, which has been very helpful.
- Goldbeck had been working with a team to complete ADA audits for City buildings. City Council will review and accept the report from this audit. Goldbeck will then work with various departments to add recommended projects to their Capital Improvement Plans.
- Staff have been researching curb-side recycling for Ames including what the framework could look like. They will at it again in fall including some public input and outreach.
- They City did buy nearly 50 acres west of Ames to turn into a destination park, complete with hiking trails with undeveloped meadows, streams, and timber on Ontario St.

Administrative Staff Report: Schofer gave a report to the Board.

- The summer reading program end on Sunday, August 24. The drawing for large prizes will be Wednesday, August 27.
- The summer meals program ended on August 15. The APL-Y volunteers were fabulous.
- The bookmobile and story times will take a brief break and return to a school year schedule.
- The Ad hoc Advocacy Committee and Library Managers are working on planning for the Library Champions Workshops with a goal of helping an invited cohort of community members: get to know their library better, help us tell our impact stories in the community, better understand challenges libraries face, and learn how they can stay informed and help support us.
- Staff are currently working on completing the State Annual report.
- Staff are working on compiling statistics, pictures, and working on a fresh layout for the annual report. We hope to have it completed by mid-September.
- We are reviewing our technology security practices in conjunction with our City IT colleagues. We're talking through areas for collaboration, best practices, and possible cost savings.
- Iowa State University students are back in town, and we are seeing them. We've amped up our efforts over the last few years. The bookmobile has a weekly stop on campus during the school year. During September we do a bigger, more visible push with extra staff from the Adult Services team engaging students outside the vehicle with popcorn and stickers. We've had several engagements with students including a tour of about 40 engineering students this past Saturday. We participate in campus related outreach with International Student Outreach Office (ISSO), the Resource Fair, Graduate Student Resource Fair, Welcome Fest, Club Fest, plus we have special ISU Welcome Weekend Activities at the library.

Ames Public Library Friends Foundation (APLFF) Report: Gordillo gave a report to the Board.

- New APLFF Directors joined the August meeting including Catherine DeLong, Dana Eaton, Larry Gleason, Roxanne Johnson, and Patricia Sedgwick. Todd Klindt began his term as President, with Mike VanVertloo as Vice President and Nick Hoffman remaining as Secretary/Treasurer.
- The new website is live and features things that APLFF has funded.
- Pub Fiction was last Thursday. It was another successful year with approximately 150 participants.
- They are gearing up for the Brains and Brews Trivia night at Alluvial on October 15, 2025, from 7-9 pm.
- Cassie Luze will be leaving as Development Director the end of August. They are currently interviewing for a replacement.

Board Education: Volunteer Coordinator Faisal introduced herself to the Board. She gave a presentation on the Volunteer Program. She started at the tail end of summer and was able to meet and enjoy many of the youth volunteers at the end of summer party with included an after-hours hide and seek event. She had a meet-and-greet open house for all volunteers also. She loves hearing about their experiences and learning about what surprises them. Nobody knows how much goes on behind the scenes or how many people it takes, for example, how many steps there are in an Interlibrary loan. Volunteers have a deep investment in the library and in the tasks that they are doing. So many people want to learn. She will be going to the Club Fest volunteer recruitment in mid-September at ISU. She jumped right into Pub Fiction, which went well. She has also created a channel on the staff Teams account to introduce new volunteers and provide updates.

Policy Review:

Director's General Job Duties: This policy was brought to the Board last month for discussion and reviewed by staff. The Director needs more time to research this policy. This policy will be brought back next month for action.

Sex Offender Policy: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action.

Trustee Comments:

- Reger – is reading the book “the Library”. It is an excellent book on the history of libraries.
- Gordillo – it's nice to be back. She loved having Faisal here.
- Arora – another great board meeting. The Advocacy Group is talking through the nuts and bolts of what that looks like and who we might invite to that. She saw that Austin Frerick is coming August 28th and is thrilled for that. It is events like this that make the library great.
- Thorbs-Weber – hopes everyone enjoys the rest of their summer.
- Reynolds – thinks APL should consider an after-hours adult hide and seek event. She is excited for trivia night.

- Gibson – thank you for coming everyone.
- Johnson – read a book about Belle da Costa Greene, the personal librarian of J.P. Morgan. It is an excellent book. It was good to be here.

Adjournment:

Moved by Reger, seconded by Reynolds, to adjourn at 8: 05 p.m.

**Vote on Motion: 6-0 (Gibson abstained, Myers excused; one seat open).
Approved unanimously.**

The next regular meeting will be on Thursday, September 18, 2025, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

Library Claims
August 1 - August 31, 2025

Administration FY26			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	52,826.06
PAYROLL SUMMARY	DENTAL INSURANCE	\$	454.84
PAYROLL SUMMARY	IPERS DISABILITY	\$	215.03
PAYROLL SUMMARY	LIFE INSURANCE	\$	59.40
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,957.06
PAYROLL SUMMARY	MEDICARE FICA	\$	756.89
PAYROLL SUMMARY	FICA	\$	3,236.35
PAYROLL SUMMARY	IPERS	\$	4,986.76
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	166.70
BANK OF AMERICA	CONFERENCES	\$	394.96
ONESOURCE	RECRUITING COSTS	\$	78.00
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(1.33)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	9,641.65
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(36.48)
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	(1,196.63)
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	270.71
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,196.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	132.20
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	518.31
ASPEN WASTE SYSTEM OF IOWA	WASTE DISPOSAL	\$	254.56
ALLIANT ENERGY/IPL	NATURAL GAS	\$	71.87
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
OTIS ELEVATOR COMPANY	MAINTENANCE CONTRACTS	\$	4,832.88
DEPT OF INSPECTIONS, APPE	MAINTENANCE CONTRACTS	\$	80.00
BELL BROTHERS AP REFUND	EQUIPMENT REPAIRS	\$	(190.66)
TRANE US INC	EQUIPMENT REPAIRS	\$	(1,155.00)
BELL BROTHERS HEATING & A	EQUIPMENT REPAIRS	\$	13,941.34
WOODMAN CONTROLS COMPANY	EQUIPMENT REPAIRS	\$	15.95
BIBLIOTHECA LLC	SOFTWARE LIC/SUBS/SUPPORT	\$	(1,145.33)
BANK OF AMERICA	SOFTWARE LIC/SUBS/SUPPORT	\$	418.63
PREMIER OFFICE EQUIPMENT	LEASES	\$	909.22
XEROX GOVERNMENT SYSTEMS	LEASES	\$	516.00
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$	64.80
CH ISSUES	OFFICE SUPPLIES	\$	5.82
QUILL CORP	OFFICE SUPPLIES	\$	28.17
BANK OF AMERICA	OFFICE SUPPLIES	\$	163.20
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	115.93
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	426.80
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	1,090.00
BANK OF AMERICA	CLEANING SUPPLIES	\$	8.97
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	141.30
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	215.77
BANK OF AMERICA	FOOD	\$	229.05
Total Administration		\$	105,704.38

Library Claims
August 1 - August 31, 2025

Resource Services FY26			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	32,389.32
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	149.00
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,085.14
PAYROLL SUMMARY	MEDICARE FICA	\$	439.49
PAYROLL SUMMARY	FICA	\$	1,879.06
PAYROLL SUMMARY	IPERS	\$	3,057.54
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	38.86
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	281.87
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	37.81
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	9,102.62
OVERDRIVE	ELECTRONIC COLLECTION	\$	9,449.27
MANGO LANGUAGES	ELECTRONIC COLLECTION	\$	6,443.01
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,300.00
THE NEW YORK TIMES	ELECTRONIC COLLECTION	\$	2,315.04
DOW JONES & COMPANY INC	ELECTRONIC COLLECTION	\$	1,260.00
WT COX INFORMATION SERVIC	PERIODICALS	\$	10,578.00
BANK OF AMERICA	YOUTH COLLECTION	\$	(125.94)
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	318.35
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	477.31
CAVENDISH SQUARE	YOUTH COLLECTION	\$	186.03
BAKER & TAYLOR INC	AUDIO-VISUAL COLLECTION	\$	560.26
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	31.49
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	3,679.34
PLAYAWAY PRODUCTS LLC	AUDIO-VISUAL COLLECTION	\$	2,887.57
AMAZON CAPITAL SERVICES I	AUDIO-VISUAL COLLECTION	\$	60.73
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	3,525.59
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,045.37
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	194.07
Total Resource Services		\$	98,977.68
Youth Services FY26			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	40,290.37
PAYROLL SUMMARY	DENTAL INSURANCE	\$	250.22
PAYROLL SUMMARY	IPERS DISABILITY	\$	130.33
PAYROLL SUMMARY	LIFE INSURANCE	\$	64.37
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,467.74
PAYROLL SUMMARY	MEDICARE FICA	\$	576.25
PAYROLL SUMMARY	FICA	\$	2,463.91
PAYROLL SUMMARY	IPERS	\$	3,803.41
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	48.33
BANK OF AMERICA	TRAINING	\$	247.50
BANK OF AMERICA	CONFERENCES	\$	295.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	29.97
BANK OF AMERICA	FOOD	\$	161.19
Total Youth Services		\$	53,828.59

Library Claims
August 1 - August 31, 2025

Adult Services FY26		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 52,861.78
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 371.40
PAYROLL SUMMARY	IPERS DISABILITY	\$ 217.90
PAYROLL SUMMARY	LIFE INSURANCE	\$ 84.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 8,499.08
PAYROLL SUMMARY	MEDICARE FICA	\$ 757.65
PAYROLL SUMMARY	FICA	\$ 3,239.54
PAYROLL SUMMARY	IPERS	\$ 4,990.14
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 63.42
BANK OF AMERICA	FOOD	\$ 47.92
Total Adult Services		\$ 71,132.99
Customer Account Services FY26		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 54,861.39
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 13,931.81
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 368.92
PAYROLL SUMMARY	IPERS DISABILITY	\$ 242.31
PAYROLL SUMMARY	LIFE INSURANCE	\$ 94.08
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 8,355.18
PAYROLL SUMMARY	MEDICARE FICA	\$ 951.07
PAYROLL SUMMARY	FICA	\$ 4,066.60
PAYROLL SUMMARY	IPERS	\$ 6,494.07
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 82.53
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/ BANK CHARGES	\$ 70.09
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 59.10
Total Customer Account Services		\$ 89,577.15
	Total FY26:	\$ 419,220.79
Deb Gibson, President	Richard Johnson, Secretary	Date



Director's General Job Duties Policy

Section: Administration

Approved: 1/16/1997

Reviewed: 4/17/1997, 1/21/1999, 4/20/2000, 3/15/2001, 3/27/2003, 5/13/2004, 1/17/2008, 3/15/2018, 1/19/2023

Revised: 3/26/1998, 1/20/2005, 12/16/2010, 3/19/2015, 2/18/2021, 9/18/2025

Under the administrative direction of the Ames Public Library Board of Trustees and in cooperation with city officials, plans, directs, and coordinates all Library fiscal, operational and personnel activities to achieve the Library mission, goals, and objectives within the context of community need and priorities. Performs related work as required.

Examples of duties:

Provide for the general administration of the library as chief agent of the Board of Trustees.

- Provide information, alternatives and recommendations regarding policy and service issues to the Library Board and implement Board decisions.
- Develop protocol and procedures for Library operations, services, and programs.
- Develop and implement methods to measure community needs and Library effectiveness.
- Develop and implement short and long-term strategic plans.

Plan, direct, coordinate, and assure the efficiency and effectiveness of all Library operations, facilities, services, collections, and programs.

- Manage the Library's buildings, grounds, and equipment to maintain a clean, safe, attractive, and functional public institution.
- Establish emergency procedures and provide staff training for the safety of the public, staff, and capital assets.
- Assist and supervise staff in the development and maintenance of Library collections in accordance with the Library's Collections policy.
- Provide public programs and services to enhance community use of the Library's resources.

Plan and manage Library expenditures and revenues.

- Direct the preparation, presentation, and administration of the Library budget and capital improvement plan.
- Direct the application for grants and county, state, and federal funds to enhance Library programs.
- Ensure proper and efficient use of all Library funds.
- Serve as an ex-officio director and administration support for the board of the Ames Public Library Friends Foundation.
- Advocate for the Library's interests with governmental agencies at the county, state, and federal level.
- Ensure compliance with federal, state, and local laws and regulations.

Represent the Library with the community, other governmental entities, and professional library organizations.

- Provide an ongoing public relations program to demonstrate how the Library's services and collections may be utilized.
- Collaborate with community organizations when practical and possible to achieve mutually beneficial endings.
- Establish and maintain effective working relations with other governmental agencies, civic and community groups, and the general public.
- Responds to public inquiries and complaints.
- Represent the Library in professional organizations and on local boards and committees.
- Represents the Library in interactions with City administration, including active participation as a member of the City Manager's Executive Leadership Team; prepare and present reports to the City Manager and City Council.
- Promote the City's Excellence Through People values.
- Submit the State annual report and maintain the Library's state accreditation.

Manage the Library's human resources, providing for efficient, courteous public service as well as the professional growth and effective supervision of library personnel.

- Develop Library staff into a strong team through communication, leadership, mentoring and staff development opportunities.
- Direct selection, training, performance review, and discipline of Library employees
- Support an ongoing community volunteer program.
- Monitor staffing levels, scheduling, employee morale.

Implement the requirements of the Iowa Public Record Law, *Code of Iowa*, [Chapter 22](#).

References

[City of Ames Library Director Job Description](#)

[Ames Public Library Collections Policy](#)

Code of Iowa, [Chapter 22](#).

Director's General Job Duties Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
September 18, 2025**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Director's General Job Duties Policy as presented.

Deb Gibson, President

Richard Johnson, Secretary

Approved: 9/24/2009

Reviewed: 2/16/2023, 9/18/2025

Revised: 6/21/2012, 4/16/2015, 4/19/2018, 3/18/2021

Iowa Code

[Iowa Code Section 692A.113](#) prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon public library real property without the written permission of the library director, or from loitering within 300 feet of the boundary of the real property of a public library.

- A “sex offender” is someone who is required under Chapter 692A to be on the Sex Offender Registry.
- “Sex offense against a minor” means an offense for which a conviction has been entered for a sex offense classified as a tier I, tier II, or tier III offense under Chapter 692 if such offense was committed against a minor or otherwise involves a minor.
- “Loiter” means remaining in a place or circulating around a place under circumstances where a reasonable person would believe that the purpose or effect of the behavior is to enable a sex offender against a minor to become familiar with a location where a potential victim may be found, or to satisfy an unlawful sexual desire, or to locate, lure, or harass a potential victim.

In addition, the law prohibits a sex offender who has been convicted of a sex offense against a minor from being employed by or from acting as a contractor or volunteer at any public library.

Exceptions

There are two exceptions to this law. A sex offender who has been convicted of a sex offense against a minor may be present: 1) during the period of time reasonably necessary to transport the offender’s own minor child or ward to or from the library; and 2) during the period of time reasonably necessary to vote in a public election if the polling place is located in the library.

Other exceptions to this policy can occur only with written permission of the Library Director. The Library Director will determine eligibility to be on Library property and may consult with law enforcement, social service agencies, and/or other appropriate governmental officials. The Board of Trustees will not entertain any appeals of the Director’s determination.

Access to Materials

If a request for permission to be on Library property is denied, an offender may arrange for a third party to select, check-out and return materials to the Library on his or her behalf. The Library may issue a borrower’s card in the offender’s name to be used by the third party.

Enforcement

The responsibility for compliance with this law rests with the offender. However, if Library staff has knowledge or receives information, that a person who has been convicted of a sex offense against a minor is on library premises, the Ames Police Department will be contacted.

Volunteers and applicants for employment will be screened as appropriate for compliance with the law.

Sex Offender Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
September 18, 2025**

Be it resolved that the Board of Trustees, Ames Public Library, approves the review of the Sex Offender Policy as presented.

Deb Gibson, President

Richard Johnson, Secretary



Circulation and Customer Accounts Policy

Section: Library Operations

Approved: 7/24/1996

Reviewed:

Revised: 9/16/2004, 10/10/2005, 4/16/2009, 5/20/2010, 10/18/2012, 11/21/2013, 1/15/2015, 1/18/2018, 1/17/2019, 10/15/2020, 4/15/2021, 4/20/2023

Ames Public Library strives to provide all customers with fair and equal access to library materials.

Library Materials and Services

All customers may have access to library materials while in the building or on the bookmobile.

A valid library account is required to make use of some library services. To be eligible to check out library materials, customers must have a library borrower account in good standing.

Library Borrower Accounts

Account Application and Activity:

Residents of the state of Iowa are eligible to register for a library borrower account. Residents of cities not in compliance with Iowa's Open Access agreement are excepted.

- To open a borrower account, customers must complete a registration form and present a valid photo ID (required for persons age 18 and older) and proof of current residence.
 - A photo ID may include a valid driver's license, state issued ID, Central Iowa Community ID, school ID, or passport.
 - Preferred name can be added to the account
- Proof of current residence may include a valid driver's license, recent utility bill, lease, car registration, shipping confirmation, or a piece of mail received at the current address within the last 90 days. Library borrower accounts are active for a period of one to two (1-2) years and must be renewed by verifying/updating account information.
- A photo ID is required for customers age 18 and older to replace a lost or stolen card or to retrieve a card from library lost and found.
- Library borrower accounts can be closed only when all materials have been returned and all fees have been paid. The account holder or adult responsible for a Shared Account or Professional Account may request closure.
- Library Account registration is available online and provides access to digital content. Online accounts must be verified in person with ID and address within 90 days.

Account Types:

Ames Public Library offers five types of borrower accounts: *Individual Account*, *Shared Account*, *Student Account*, *Educator Account*, and *Professional Account*. Customers may have more than one type of account.

Individual Account

- An Individual Account may only be used by the person opening the account.
- Information about the Individual Account may only be given to the person whose name is on that account.
- Customers must be at least age 5 to apply for an Individual Account.

Shared Account

- A Shared Account may be opened by an adult (age 18 or older) who agrees to take responsibility for the account.
- The responsible adult may add or remove the name or names of other persons they wish to be authorized to use the account.
- Shared Account customers share account privileges with other authorized users and any member may exercise those privileges independently.
- Information about a Shared Account may be given to any person whose name appears on that account.
- Individual members may remove themselves from Shared Accounts.

Student Account

- Student Accounts are created in partnership with Ames Community School District (ACSD) through ACSD registration process.
- Parents or students may choose to opt-out of or delete a student account at any point.
- ACSD students grades pre-K-12 are eligible for a library account issued electronically.
- Student accounts are limited to checkout of 3 physical items at a time.
- A Student Account may only be used by the named student on the account.
- Information about the Student Account may only be given to the person whose name is on that account.

Educator Account

- An Educator Account may be opened by an adult (age 18 or older) who agrees to take responsibility for the account.
- An Educator Account requires a signed statement of responsibility, valid photo ID, proof of residence, and proof of employment at a qualifying organization (e.g. school, home school or daycare)
- Educator Accounts can also be created in partnership with Ames Community School District.
- An Educator Account may only be used by the person opening the account.
- Information about the Educator Account may only be given to the person whose name is on that account.

Professional Account

- A Professional Account may be opened for an organization by an adult (age 18 or older) who agrees to take responsibility for the account.
- A Professional Account requires a signed statement of responsibility and the approval of the Customer Account Services Manager.
- The named responsible party may add other persons to the account.
- The named responsible party may remove other persons from the Professional Account and any persons named on the account may remove themselves.

- Professional Account customers share account privileges with other account members and any member may exercise those privileges independently.
- Information about the Professional Account may be given to any person whose name appears on that account.

Computer Use Account

Account Application and Activity:

Anyone who is not the named responsible party on a borrower account is eligible to register for a Computer Use Account.

- To open an account, customers must present a completed registration form and photo ID (required for persons age 18 and older).
 - A photo ID may include a driver's license, state-issued ID, Central Iowa Community ID, school ID, or passport.
 - A customer who does not have a photo ID may provide proof of residence in place of the photo ID.
 - Parents may serve as proof of identity in lieu of a photo ID for children under age 17.
- A Computer Use Account may be used only by the individual card holder.
- Computer Use Accounts are active for a period of one year.
- Computer Use Accounts may be closed at any time upon request by the cardholder.

Customer Responsibilities

- Customers are expected to comply with the library's policies and procedures.
- Customers are expected to comply with copyright laws, and the library assumes no responsibility for customer infractions of copyright laws while using library materials.
- Customers are expected to use their own library accounts when checking out materials or conducting other library transactions. Customers with valid library borrower accounts may request that circulating items be held for them; requests are added to queue lists in the order they are received.
- Customers must notify the library of changes in account information (name, address, telephone numbers, etc.).
- Customers must notify the library immediately when a library card is lost or stolen; customers are responsible for all account activity until the library is notified about a lost/stolen card. The library operates under implied consent - the expectation that a customer in possession of another person's card has their consent to use it.
- Customers must not tamper with or alter library materials in any way.
- Customers must return library materials, including all parts and packaging, in good condition. ([City of Ames Municipal Code, Sec. 15.12 Library Regulations](#))
- The responsible party on a borrower account must manage that account and pay any fees accrued.

Fees

Some materials are designated by the library as non-circulating. Other library materials have pre-determined check out and renewal periods.

The library does not charge overdue fines for items that are returned late. There may be charges for lost or damaged items. The library charges fees to encourage compliance with procedures which promote fair and equal access to limited resources for all customers. Customers may be notified of overdue materials, outstanding fees, or problems with their borrower account by telephone, email notices, printed notices, and/or other means. Please note: fees apply whether or not the notification is sent or received.

- The library charges for lost or damaged library materials.
- The library charges for lost or damaged parts or pieces of library materials.
- The library may charge for repairable damage to library materials.
- Customer borrowing privileges may be restricted when fee limits (\$25) are surpassed.
- More extensive measures may be taken for excessively delinquent accounts, including the use of a collection agency and/or prosecution in a municipal court.
- A list of fees is available as [an addendum](#) to this policy.
- The library may offer programs that allow options for the payment of fees (such as a payment plan or a fee alternative program).
- The library may reduce or eliminate charges as part of a promotional activity or due to extenuating circumstances.

References

Ames Public Library [Confidentiality and Library User Records Policy](#)

Ames Public Library [Charges \(Addendum to Circulation and Customer Accounts\)](#)

City of Ames [Municipal Code, Sec. 15.12 Library Regulations](#)



Library Charges (Addendum to Circulation and Customer Accounts Policy)

Section: Library Operations

Approved: 4/16/2009

Reviewed: 4/21/2011, 4/20/2023

Revised: 4/19/2012, 10/18/2012, 11/21/2013, 1/15/2015, 4/18/2019, 10/15/2020

Standard Charges

Adult and Youth Materials and Equipment (except magazines)	Cost of item
Magazines	\$5.00
Map Inserts in Travel Books	\$2.00
CD Insert in Book	\$10.00
Media/Special Packaging or Liner Notes	\$5.00
Replaceable Part From a Set	Cost of part
Irreplaceable Part From a Set	Cost of item/set
Repairable Damage to an Item.....	\$2.00
Referral to Debt Collection	\$10.00

Note: Borrowing privileges are suspended when charges on an account reach \$25.