

**Ames Public Library Board of Trustees
Agenda – October 16, 2025
Dale H. Ross Board Room, 515 Douglas Avenue**

Call to Order 7:00 p.m.

Oath of Office

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 September 18, 2025
- 2) Motion approving payment of claims 9/1/25 – 9/30/25

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 (written report read by Schofer)
- 4) Administration – Schofer
- 5) APLFF – Myers
- 6) Budget & Finance Committee – Reynolds
- 7) Director's Evaluation Committee – Arora/Gibson/Myers

Board Education

- 8) Community Engagment Specialist – Ocken

Policy Review

- 9) Circulation and Customer Accounts Policy (Action)
- 10) Fines and Fees - Addendum to Circ Policy (Action)
- 11) Collections (Discussion)

New Business

- 12) IT update (Discussion)
- 13) December meeting (Discussion)

Trustee Comments

Adjournment

**Next regular meeting: Thursday, November 20, 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
Oath of Office**

STATE OF IOWA}
COUNTY OF STORY} ss.
CITY OF AMES}

I, the undersigned, Morganne Dennis, duly appointed member of the Ames Public Library Board of Trustees of the City of Ames, Iowa, do solemnly swear (or affirm) that I will support the Constitution of the United States and the constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all the duties of the office of library trustee in Ames, as now or hereafter required by law.

Name

Subscribed and sworn before me by Morganne Dennis, Ames Public Library Board Trustee, on this _____ day of _____, 20__.

Name, Library Board President

(SEAL)

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
September 18, 2025**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, September 18, 2025, in the Dale H. Ross Board Room with Gibson, Gordillo, Johnson, Myers, and Reynolds in attendance. Arora, Reger, and Thorbs-Weber were excused. One seat is open. Assistant City Manager Goldbeck, Director Schofer, Adult Services Manager Klein-Hewett, Customer Account Services Manager Briseno, and Adult Services Librarian Sweeney were also in attendance.

Call to Order: President Gibson called the meeting to order at 7:03 p.m.

Consent Agenda:

Moved by Reynolds, seconded by Myers, to approve the consent agenda as follows:

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

**Vote on Motion: 5-0 (Arora, Reger, and Thorbs-Weber excused; one seat open).
Approved unanimously.**

Public Forum: None

Activity Reports:

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

- A survey regarding residential recycling is currently open for anyone interested in participating.
- Over 250 people attended the Brookside Park open house.
- A bond referendum will appear on the Tuesday, Nov. 4 ballot to move fire house #2. They are planning open house opportunities for the public to see it.
- Deer have been an issue in Ames. There have been several complaints. The Parks Commission is discussing options for workable solutions.
- The revised park rules will be going to City Council for approval. The biggest change is the speed limit on park trails.
- The Animal Shelter is getting closer to reaching their goal for their updated facility on Dayton Avenue.
- The City is updating guidelines for digital print and website posting requirements as part of ADA compliance as a local government. More information will be available soon.

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

- Anderson and Schofer are back from the National Book Festival. They interacted with around four thousand people, stamping their Road Maps to Reading and

promoting our Great Books from Great Places. Tens of thousands of people attended the entire festival. Upcoming programs related to our titles, including author visits, and other literacy focused programs we've co-branded as Iowa Center for the Book at <https://www.amespubliclibrary.org/iowaCenterForTheBook> including our 3rd Annual Author Fair this Saturday and Shattering the Glass a book about women's basketball.

- Anderson and Schofer were able to tour the Library of Congress (LOC) and saw a sample of the card catalog that Ames Public Library will be receiving soon from the Library of Congress. It will be decked out to highlight some of the Library of Congress resources available online.
- The Library of Congress is also collaborating with PBS on a series highlighting Centers for the Book along and other literary people and places from the 50 States. The first episode debuted this past Wednesday <https://www.pbsbooks.org/event/rhode-island-reading-road-trip/>. We're not sure when Iowa will be up, but we'll be brainstorming internally and with colleagues around the state, so we are ready when they come!
- In terms of the building, it's inspection season. We have had the elevator, fire alarm, and sprinkler system inspected with a few follow-ups needed. A pull station was replaced. The antifreeze loop to the garage is testing insufficient and will need some work. We will also need to test the attic area in the older part of the building. Next will be backflow testing. Duckett does a great job.
- We have had a lot of new staff starting. A warm welcome to: Carlson- Ames Public Library Friends Foundation Development Director, Terrones- Library Assistant Youth Services, Paxson- Marketing Intern, Hasstedt- Adult Services Intern, and Roberts- Library Administration Practicum Student. We also have a new Human Resources Liaison, Dill, who will be working with us on the recruitment for a Youth Services Librarian which just posted.
- Staff are still doing a lot of outreach and connection with ISU. I mentioned several things last month but there was still more in September. Anderson had talked to several education classes about the freedom to read and book challenges and I believe two of them came to the library for a project.
- Speaking of students, we have speed friending coming up this weekend and had a successful Repair Café last weekend and participated in the Brookside Park 100-year anniversary outreach last Saturday. It's been busy! Pride will be coming up on October 11.

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

- The financial audit was completed. Everything looks good.
- The new Development Director started and jumped right in.
- They discussed the October 15th trivia event.

Board Education: Adult Services Manager Klein-Hewett and Adult Services Librarian Sweeney gave a presentation about the Iowa Center for the Book as members of the committee. The Center for the Book in the Library of Congress is a community of 56 Affiliated Centers, promoting reading, libraries and literacy through the Library of

Congress and its Affiliated Centers across the country. There is an Affiliate Center for the Book in each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa and Northern Marianas. Being a Center for the Book is a three-year commitment with the potential to renew for future terms. Centers engage, inspire, and inform diverse audiences through author talks, web-based programs, podcasts, videos, writing challenges for young people, book festivals and other events designed to advance appreciation of the written word. They also play a role in the annual Library of Congress National Book Festival by naming a book to the Great Reads from Great Places program, and they send representatives to the festival to promote their state's literary heritage to thousands of festivalgoers. In addition, they help to promote the activities and initiatives of the Library of Congress, the Center for Learning, Literacy and Engagement, as well as those of the other Affiliated Centers for the Book.

This year the Iowa's 2025 Great Read for Children is "Hard Hat Hank and the Sky-High Solution" by Charlotte Gunnufson. Hard Hat Hank and his hardworking crew are ready to build in this rollicking, rhyming celebration of teamwork, and the ways we can live in harmony with the natural world. This book is part of the Disney Planet Possible Books program, aiming to inspire and empower young readers to take care of planet Earth. Author Charlotte Gunnufson is a former teacher who frequently visits schools and libraries to entertain, encourage curiosity and get kids excited about science, nature and reading. She lives in Cedar Rapids.

Iowa's 2025 Great Read for Adults "América del Norte" by Nicolás Medina Mora. This kaleidoscopic story moves between Mexico and Iowa City as Sebastián navigates conflicting identities, both seen as "too white" as a member of the wealthy elite in Mexico and as an otherized person of color in the United States. While incorporating Mexican literary and colonial history, the novel is also a timely reflection on relationships and political systems, told with humor and sharp insight. Nicolás Medina Mora's work in English has appeared in The Atlantic, The New York Times, Reuters, BuzzFeed News, and other publications. He holds a BA in Humanities from Yale and an MFA in Nonfiction Writing from the University of Iowa. Nicolás lives in Mexico.

Both of Iowa's books sold out by lunch time at the National Book Festival this year.

Other parts of being a Center for the Book site include attending online monthly meetings, strategic planning meetings, and quarterly regional meetings.

Policy Review:

Director's General Job Duties: This policy was brought to the Board last month for discussion and reviewed by staff. Several changes were made to this policy to make it more in line with the City's official job description. The Board discussed the policy.

Moved by Reynolds, seconded by Gordillo, to approve the revisions to the Director's General Job Duties as presented.

**Vote on Motion: 5-0 (Arora, Reger, and Thorbs-Weber excused; one seat open).
Approved unanimously. Resolution No. 2025-L023 adopted.**

Sex Offender Policy: This policy was brought to the Board last month for discussion and reviewed by staff. No changes are recommended currently. The Board discussed the policy.

Moved by Myers, seconded by Johnson, to approve the review of the Sex Offender Policy as presented.

**Vote on Motion: 5-0 (Arora, Reger, and Thorbs-Weber excused; one seat open).
Approved unanimously. Resolution No. 2025-L024 adopted.**

Circulation and Customer Accounts Policy: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action. One change in the first paragraph is adding “ages 5 and up” in the first bullet and clarifying “Customers age 18 and older must also present a valid photo ID”. We may strike “provides access to digital content” from the last bullet. This policy will be reviewed by staff and brought back next month for action.

Fines and Fees - Addendum to Circ Policy: Schofer introduced the policy. The Board discussed the policy. No changes are recommended currently. This policy will be reviewed by staff and brought back next month for action.

Trustee Comments:

- Myers – apologized for missing the last couple of meetings. She’s excited to hear about all the things we are doing with the advocacy group and the Iowa Center for the Book. She is always impressed with all the library does.
- Reynolds – appreciates the state and national presence.
- Johnson – is impressed by the staff. They see a need and take initiation, to look at the depth of what needs to happen to make it good. Even if it often goes unnoticed it is appreciated. It’s good to be here.
- Gordillo – is proud to be part of this community, and proud to be part of the Board. The library emulates all the good that other organizations desire and the library has it. That fills her heart.
- Gibson - Thanks Johannes for organizing tables for trivia for the Board. The advocacy group is an invited group of individuals, who we want to understand the why and the how, to better build the trust, so they can better advocate, and be a voice for the library. We are holding four sessions, telling the intention, acknowledging us seeing more censorship, gearing people to tell our stories, and knowing the how and when to advocate. Each of these sessions are 90 minutes long. We may do a future Board education session to update the Board on how this series went.

Adjournment:

Moved by Reynolds, seconded by Johnson, to adjourn at 8:10 p.m.

**Vote on Motion: 5-0 (Arora, Reger, and Thorbs-Weber excused; one seat open).
Approved unanimously.**

The next regular meeting will be on Thursday, October 16, 2025, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

Library Claims
September 1 - September 30, 2025

Administration FY26		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 52,826.06
PAYROLL SUMMARY	LONGEVITY	\$ 340.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 454.84
PAYROLL SUMMARY	IPERS DISABILITY	\$ 215.03
PAYROLL SUMMARY	LIFE INSURANCE	\$ 69.30
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 9,957.06
PAYROLL SUMMARY	MEDICARE FICA	\$ 761.82
PAYROLL SUMMARY	FICA	\$ 3,257.43
PAYROLL SUMMARY	IPERS	\$ 5,018.85
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 166.70
DEPARTMENTAL TRANSFERS	COMPUTER SERVICES	\$ 5,094.00
MESSENGER ALLOCATION	MESSENGER SERVICE	\$ 1,884.83
PRINTING ALLOCATION	PRINT SHOP SERVICES	\$ 1,064.80
RISK INSURANCE ALLOCATION	RISK INSURANCE	\$ 11,685.00
JUL 2025 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 350.69
JUL 2025 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,264.00
CENT IA DISTRIBUTING INC	OUTSIDE PROFESSIONAL SVCS	\$ 225.00
SYNERGY FIRE & SAFETY	OUTSIDE PROFESSIONAL SVCS	\$ 109.00
MIDWEST ALARM SERVICES	OUTSIDE PROFESSIONAL SVCS	\$ 190.93
POSTAGE DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$ 2.72
BANK OF AMERICA	CONFERENCES	\$ 295.00
SCHOFER, SHEILA	CONFERENCES	\$ 4.03
ONESOURCE	RECRUITING COSTS	\$ 78.00
UB CHARGE UPDATE	ELECTRIC SERVICE	\$ 9,606.92
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	\$ 134.90
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$ 549.65
ASPEN WASTE SYSTEM OF IOWA	WASTE DISPOSAL	\$ 254.56
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 72.55
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$ 1,008.00
RFID LIBRARY SOLUTIONS	MAINTENANCE CONTRACTS	\$ 17,500.00
BANK OF AMERICA	SOFTWARE LIC/SUBS/SUPPORT	\$ 530.62
CONVERGINT TECHNOLOGIES L	SOFTWARE LIC/SUBS/SUPPORT	\$ 6,700.00
PREMIER OFFICE EQUIPMENT	LEASES	\$ 806.66
XEROX FINANCIAL SERVICES	LEASES	\$ 516.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$ 7,507.65
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$ 86.40
PREFERRED PEST MGMT	NON-CITY SERVICE	\$ 175.00
CH ISSUES	OFFICE SUPPLIES	\$ 460.76
QUILL CORP	OFFICE SUPPLIES	\$ 707.08
IA FREEDOM OF INFORMATION	OFFICE SUPPLIES	\$ 36.00

Library Claims
September 1 - September 30, 2025

BANK OF AMERICA	OFFICE SUPPLIES	\$	352.91
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	377.05
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	426.80
BANK OF AMERICA	CLEANING SUPPLIES	\$	84.28
CENT IA DISTRIBUTING INC	EQUIPMENT PARTS/SUPPLIES	\$	77.00
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	990.71
BANK OF AMERICA	FOOD	\$	90.24
Total Administration		\$	146,834.17
Resource Services FY26			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	32,389.32
PAYROLL SUMMARY	LONGEVITY	\$	715.00
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	\$	449.86
PAYROLL SUMMARY	FICA	\$	1,923.39
PAYROLL SUMMARY	IPERS	\$	3,125.02
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	38.86
BANK OF AMERICA	CONFERENCES	\$	295.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	191.70
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	9.49
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	2,211.49
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	33.83
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	397.90
NEWSBANK	ELECTRONIC COLLECTION	\$	10,795.50
INFOUSA MARKETING INC	ELECTRONIC COLLECTION	\$	5,500.00
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	8,735.03
OVERDRIVE	ELECTRONIC COLLECTION	\$	7,096.55
ENCYCLOPAEDIA BRITANNICA	ELECTRONIC COLLECTION	\$	2,830.00
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,323.00
INGRAM LIBRARY SERVICES	SPECIAL PJCT COLLECTIONS	\$	22.02
BOOK FARM INC	SPECIAL PJCT COLLECTIONS	\$	68.97
AMAZON CAPITAL SERVICES	SPECIAL PJCT COLLECTIONS	\$	8.79
USA TODAY	PERIODICALS	\$	94.28
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	527.10
PERMA BOUND	YOUTH COLLECTION	\$	176.37
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	2,817.92
PENWORTHY COMPANY	YOUTH COLLECTION	\$	341.31
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	425.63
BAKER & TAYLOR INC	AUDIO-VISUAL COLLECTION	\$	197.84
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	672.33
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	4,391.76

Library Claims
September 1 - September 30, 2025

PLAYAWAY PRODUCTS LLC	AUDIO-VISUAL COLLECTION	\$ 81.69
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$ 371.61
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 3,447.74
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 3,852.93
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 74.36
J D POWER AND ASSOCIATES	ADULT PRINT COLLECTION	\$ 602.00
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$ 1,042.45
BASSETT, CINDY	REFUNDS	\$ 16.99
Total Resource Services		\$ 104,860.65

Youth Services FY26		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 41,317.46
PAYROLL SUMMARY	LONGEVITY	\$ 432.50
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 250.22
PAYROLL SUMMARY	IPERS DISABILITY	\$ 130.25
PAYROLL SUMMARY	LIFE INSURANCE	\$ 64.37
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,467.74
PAYROLL SUMMARY	MEDICARE FICA	\$ 597.43
PAYROLL SUMMARY	FICA	\$ 2,554.45
PAYROLL SUMMARY	IPERS	\$ 3,941.19
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 49.56
BANK OF AMERICA	RECRUITING COSTS	\$ 355.00
ONESOURCE	RECRUITING COSTS	\$ 39.00
BANK OF AMERICA	OFFICE SUPPLIES	\$ 19.12
Total Youth Services		\$ 55,218.29

Adult Services FY26		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 52,861.78
PAYROLL SUMMARY	LONGEVITY	\$ 322.50
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	\$ 762.34
PAYROLL SUMMARY	FICA	\$ 3,259.54
PAYROLL SUMMARY	IPERS	\$ 5,020.59
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 63.42
POSTAGE DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$ 0.74
BANK OF AMERICA	TRAVEL/MEETINGS	\$ 23.90
COONEY, CATHY	TRAVEL/MEETINGS	\$ 15.40
BANK OF AMERICA	CONFERENCES	\$ 295.00
BANK OF AMERICA	OFFICE SUPPLIES	\$ 94.64
BANK OF AMERICA	FOOD	\$ 11.75
Total Adult Services		\$ 71,904.14

Library Claims
September 1 - September 30, 2025

Customer Account Services FY26		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 54,851.13
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 13,083.50
PAYROLL SUMMARY	LONGEVITY	\$ 1,195.00
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	\$ 955.93
PAYROLL SUMMARY	FICA	\$ 4,087.47
PAYROLL SUMMARY	IPERS	\$ 6,525.84
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 81.52
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$ 66.71
POSTAGE DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$ 897.64
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 49.25
Total Customer Account Services		\$ 90,854.48
	Total FY26:	\$ 469,671.73
Deb Gibson, President	Richard Johnson, Secretary	Date

	Administration	Resource Services	Youth Services	Adult Services	Customer Account Services	Total General Fund Budget	Direct State Aid 238	APLFF 239	Donations 241	Total Budget	% Spent	% Remaining
10 ** PERSONAL SERVICES												
BUDGET	\$ 643,369.00	\$ 392,926.00	\$ 595,485.00	\$ 634,036.00	\$ 857,345.00	\$ 3,123,161.00		\$ 70,900.00		\$ 6,317,222.00	23.39%	76.61%
Expenses	\$ 155,016.09	\$ 97,882.96	\$ 123,162.41	\$ 158,907.84	\$ 199,441.42	\$ 734,410.72		\$ 8,492.07		\$ 1,477,313.51		
Remaining Funds	\$ 488,352.91	\$ 295,043.04	\$ 472,322.59	\$ 475,128.16	\$ 657,903.58	\$ 2,388,750.28		\$ 62,407.93		\$ 4,839,908.49		
20 ** EMPLOYEE BENEFITS												
BUDGET	\$ 254,045.00	\$ 156,400.00	\$ 225,931.00	\$ 240,939.00	\$ 241,980.00	\$ 1,119,295.00		\$ 12,830.00		\$ 2,251,420.00	22.66%	77.34%
Expenses	\$ 58,913.03	\$ 39,063.96	\$ 40,204.29	\$ 54,725.22	\$ 61,455.09	\$ 254,361.59		\$ 1,380.81		\$ 510,103.99		
Remaining Funds	\$ 195,131.97	\$ 117,336.04	\$ 185,726.71	\$ 186,213.78	\$ 180,524.91	\$ 864,933.41		\$ 11,449.19		\$ 1,741,316.01		
30 ** INTERNAL SERVICES												
BUDGET	\$ 157,860.00	\$ 1,482.00	\$ 2,220.00	\$ -	\$ -	\$ 161,562.00	\$ -	\$ -		\$ 323,124.00	13.91%	86.09%
Expenses	\$ 22,343.32	\$ -	\$ -	\$ -	\$ -	\$ 22,343.32	\$ -	\$ 252.97		\$ 44,939.61		
Remaining Funds	\$ 135,516.68	\$ 1,482.00	\$ 2,220.00	\$ -	\$ -	\$ 139,218.68	\$ -	\$ (252.97)		\$ 278,184.39		
40 ** CONTRACTUAL												
BUDGET	\$ 488,943.00	\$ 45,846.00	\$ 8,440.00	\$ 5,728.00	\$ 21,519.00	\$ 570,476.00		\$ 20,000.00	\$ 3,950.00	\$ 1,164,902.00	66.67%	33.33%
Expenses	\$ 337,722.87	\$ 42,521.54	\$ 1,378.64	\$ 533.59	\$ 1,142.79	\$ 383,299.43		\$ 7,853.18	\$ 2,131.07	\$ 776,583.11		
Remaining Funds	\$ 151,220.13	\$ 3,324.46	\$ 7,061.36	\$ 5,194.41	\$ 20,376.21	\$ 187,176.57		\$ 12,146.82	\$ 1,818.93	\$ 388,318.89		
60 ** COMMODITIES												
BUDGET	\$ 62,158.00	\$ 27,190.00	\$ 1,455.00	\$ 735.00	\$ 4,875.00	\$ 96,413.00	\$ 16,182.00	\$ 131,297.00	\$ 1,800.00	\$ 342,105.00	17.46%	82.54%
Expenses	\$ 7,951.36	\$ 4,412.75	\$ 251.20	\$ 304.08	\$ 14.84	\$ 12,934.23	\$ 1,026.16	\$ 32,603.11	\$ 231.66	\$ 59,729.39		
Remaining Funds	\$ 54,206.64	\$ 22,777.25	\$ 1,203.80	\$ 430.92	\$ 4,860.16	\$ 83,478.77	\$ 15,155.84	\$ 98,693.89	\$ 1,568.34	\$ 282,375.61		
61 ** LIBRARY COLLECTION												
BUDGET		\$ 565,681.00				\$ 565,681.00	\$ -	\$ 97,500.00	\$ 1,000.00	\$ 1,229,862.00	31.68%	68.32%
Expenses		\$ 180,688.36				\$ 180,688.36	\$ -	\$ 28,254.13	\$ -	\$ 389,630.85		
Remaining Funds		\$ 384,992.64				\$ 384,992.64	\$ -	\$ 69,245.87	\$ 1,000.00	\$ 840,231.15		
75 ** CAPITAL												
BUDGET						\$ -		\$ -		\$ -	#DIV/0!	#DIV/0!
Expenses						\$ -		\$ -		\$ -		
Remaining Funds						\$ -		\$ 50,000.00		\$ 50,000.00		
80 ** OTHER												
BUDGET		\$ 1,500.00				\$ 1,500.00		\$ -		\$ 3,000.00	4.53%	162.14%
Expenses		\$ 42.93				\$ 42.93		\$ 50.00		\$ 135.86		
Remaining Funds		\$ 1,457.07				\$ 1,457.07		\$ 1,950.00		\$ 4,864.14		
TOTAL BUDGET	\$ 1,606,375.00	\$ 1,191,025.00	\$ 833,531.00	\$ 881,438.00	\$ 1,125,719.00	\$ 5,638,088.00	\$ 16,182.00	\$ 384,527.00	\$ 6,750.00	\$ 6,045,547.00	27.63%	72.37%
TOTAL EXPENSES	\$ 581,946.67	\$ 364,612.50	\$ 164,996.54	\$ 214,470.73	\$ 262,054.14	\$ 1,588,080.58	\$ 1,026.16	\$ 78,886.27	\$ 2,362.73	\$ 1,670,355.74		
TOTAL REMAINING	\$ 1,024,428.33	\$ 826,412.50	\$ 668,534.46	\$ 666,967.27	\$ 863,664.86	\$ 4,050,007.42	\$ 15,155.84	\$ 305,640.73	\$ 4,387.27	\$ 4,375,191.26		
% Spent	36.23%	30.61%	19.79%	24.33%	23.28%	28.17%	6.34%	20.52%	35.00%	27.63%		
% Remaining	63.77%	69.39%	80.21%	75.67%	76.72%	71.83%	93.66%	79.48%	65.00%	72.37%		

July 1/12 8.33%
 August 2/12 16.67%
 September 3/12 25.00%
 October 4/12 33.33%

November 5/12 41.67%
 December 6/12 50.00%
 January 7/12 58.33%
 February 8/12 66.67%

March 9/12 75.00%
 April 10/12 83.33%
 May 11/12 91.67%
 June 12/12 100.00%



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, 10/16/25

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 **ages 5 and up** must complete a registration form and present a ~~valid photo ID (required for persons age 18 and older)~~ and proof of current residence. **Customers age 18 and older must also present a valid photo ID.** 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](#)

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

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

Circulation and Customer Accounts Policy

BOARD OF TRUSTEES

AMES PUBLIC LIBRARY

October 16, 2025

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Circulation and Customer Accounts Policy as presented.

Deb Gibson, President

Richard Johnson, Secretary



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.

**Library Charges (Addendum to Circulation and Customer
Accounts Policy)**

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
October 16, 2025**

Be it resolved that the Board of Trustees, Ames Public Library, approves the review of the Library Charges (Addendum to Circulation and Customer Accounts Policy) as presented.

Deb Gibson, President

Richard Johnson, Secretary



Collections Policy

Section: Library Resources

Approved: 11/17/2005

Reviewed:

Revised: 10/23/2008, 7/21/2011, 6/18/2015, 5/24/2018, 4/15/2021, 5/18/2023

Ames Public Library offers collections to further the Library's mission, "Ames Public Library – We connect you to the world of ideas." The freedom to know is the foundation of our democracy. Ames Public Library strives to be an information center for the Ames community to preserve and encourage the free expression of ideas essential to informed citizens. The Ames Public Library Board of Trustees has adopted this Collections Policy to provide guidance for the selection and evaluation of materials to anticipate and meet the needs of the Ames community.

Responsibility for Selection

The Ames Public Library Board of Trustees delegates authority for the selection of materials to the Library Director and those members of staff designated by the Director as selectors, who are charged with meeting the goals of the Collections Policy.

Materials Budget

The Ames Public Library Board of Trustees develops an annual materials budget in consultation with the Director. This budget is certified by the Ames City Council. Each year the selectors develop budgets for their selection areas based on factors such as circulation statistics, cost per item, annual collection goals, and support of the strategic plan.

Selection Guidelines and Practices

The Ames community includes people from diverse educational, cultural and economic backgrounds who display a variety of interests, needs, values and viewpoints. Selections are based on general knowledge of the subject area and its literature, familiarity with the materials in the collection, an awareness of the selection tools for the subject, and recognition of community needs as identified by demographic information, statistical analyses, and customer requests. The selectors apply professional standards and work within specific selection and review procedures.

Library customers will find materials to stimulate their imaginations and enhance their leisure time. Librarians support the role of a popular materials center by selecting materials to serve the full range of ages, cultures, lifestyles, education, reading, and technology skills of citizens. The materials selected represent the diverse cultures reflected in the community. The collection includes diverse points of view and a choice of formats, treatments, and levels of difficulty. Librarians achieve a balanced collection through a range of materials, not an equality of numbers, working within constraints of budgets, availability, and space.

Ames Public Library is a popular materials center and does not attempt to duplicate the research resources of Iowa State University. The library does not collect material to support local school curricula, except when these materials also serve the general public. The Library does collect

supplementary materials that promote lifelong learning and provide a beginning point for those seeking more advanced information or materials.

The collection is generally not archival, and items are expected to be used frequently. The selectors oversee an annual assessment to ensure that the collection meets current needs and that a substantial percentage of the materials are less than five years old.

Ames Public Library adheres to the American Library Association's Library Bill of Rights and its interpretations, and The Freedom to Read and Freedom to View statements. Inclusion of material in the collection does not imply the library's endorsement of it or its contents. The Library recognizes that any given item may offend some patrons, but because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

Criteria for Selection

All materials are evaluated using the following criteria:

- Content fits within the mission and strategic plan of Ames Public Library
- Popular demand
- Cost
- Timeliness
- Scarcity of material on the subject and availability elsewhere
- Quality, suitability, and sustainability of the format
- Representation of diverse points of view and broad knowledge base
- Relevance to community needs
- Consideration of the work as a whole
- Technical quality

An item need not meet all of these criteria in order to be acceptable. Other considerations may be applicable in specific subject areas.

Formats

Materials are purchased in the most appropriate sustainable format for library use. Ames Public Library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community. The Library monitors the development of new formats and materials and may add these to the collection. The continuation of current formats and the adoption of new ones will be based on an analysis of market acceptance of the format, its ability to provide a cost-effective alternative to existing formats, and the Library's financial ability to acquire, process, and maintain a sufficient collection.

Ames Public Library acquires materials in formats that are accessible to citizens with a variety of needs. Selectors will develop these collections as demand indicates, and will be alert for new formats that may be appropriate.

Multiple Copies

Ames Public Library may respond directly to community and customer interests by purchasing multiple copies of certain items. While the Library's budgetary resources do not allow for the purchase of

multiple copies of every title owned, the budget is structured to provide multiple copies of high demand items. The number of duplicate copies purchased may be determined by the number of holds placed on a given title. The Library strives to meet temporary demand and still build a collection with breadth and depth.

Customer Requests

Ames Public Library customers are encouraged to recommend purchase of library materials. These requests are evaluated using the selection criteria reflected elsewhere in this policy. “[Customer Request Forms](#)” are available online at Ames Public Library’s website: www.amespubliclibrary.org.

World Language Materials

The Library maintains a select collection of world language materials in both the adult and youth collections for recreational reading, general interest, and to support world language programs. Languages selected for this collection are based on community data, availability of library-quality material and records, and reflects strategic plan goals.

Special Collections

Ames Public Library supports the acquisition and preservation of useful and important historical, municipal, public, and genealogical materials relating to Ames and Story County. Materials may be obtained in print and electronic formats. The development of special collections will focus on the following areas:

- **Farwell Brown Photographic Archive:** Ames Public Library will work in cooperation with Ames History Museum to maintain the print and digital archive.
- **Heritage Room:** Ames Public Library may acquire and maintain useful and important historical and municipal publications relating to Ames and surrounding communities. Ames Public Library will work in cooperation with Ames History Museum and Iowa State University Special Collections and University Archives to determine the disposition of materials of local historical interest.
- **Genealogy Collection:** Ames Public Library will acquire and maintain relevant genealogical materials in cooperation with the Story County Genealogical Society. The chapter is responsible for recommending new materials for the genealogy collection.

Collection Assessment

Circulating collections undergo an annual assessment to make space for current materials, to make collections more attractive, to facilitate ease of use by customers and staff, and to reduce the damage to materials caused by overcrowding, space limitations, and overuse. Assessment decisions are based on the following criteria:

- Currency
- Accuracy
- Use and vitality based on analysis of collection measures
- Wear and damage
- Durability
- Changes in format
- Duplicated holdings with low demand
- Space limitations
- Community interest

- Availability from other libraries
- Strategic plan priorities
- Sustainability of format

Placement of Materials

Ames Public Library Resource Services staff uses the Dewey decimal classification system and Library of Congress subject headings to place materials in the proper subject area and to assign them to shelving categories. Selectors consider age recommendations in reviews as they choose and classify materials.

Ames Public Library shelving areas are divided in sections such as Juvenile, Reference, Fiction, and DVDs for ease of use, but customers of any age may use materials in all sections of the library. It is the responsibility of parents or legal guardians, not Ames Public Library staff, to monitor library use by minors.

Expressions of Concern

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously as detailed in the [Expressions of Concern Policy](#).

References

This policy has been developed in concert with:

Ames Public Library Policies

[Mission Statement](#)

[Donations Policy](#)

[Internet Use Policy](#)

[Expressions of Concern](#)

[Statement of Concern about Library Resources](#)

[Customer Request Form](#)

American Library Association Documents

[Library Bill of Rights](#) and its [interpretations](#)

[The Freedom to Read Statement](#)

[Freedom to View Statement](#)