

**Ames Public Library Board of Trustees
Agenda – November 20, 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 October 16, 2025
- 2) Motion approving payment of claims 10/1/25 – 10/31/25

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) Sustainability Team- Dornink & Tuckness

Policy Review

- 7) Collections (Action)
- 8) Personnel (Action)
- 9) Confidentiality and Library User Records (Action)

Trustee Comments

Adjournment

**Next regular meeting: Thursday, December 18, 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
October 16, 2025**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, October 16, 2025, in the Dale H. Ross Board Room with Arora, Dennis, Gibson, Myers, and Thorbs-Weber in attendance. Gordillo, Johnson, Reger, and Reynolds were excused. Director Schofer and Community Relations Specialist Ocken were also in attendance.

Call to Order: President Gibson called the meeting to order at 7:09 p.m.

Oath of Office: Dennis was sworn in to office.

Consent Agenda:

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

1. Motion approving minutes of the regular meeting September 18, 2025
2. Motion approving payment of claims 9/1/25 – 9/30/25

**Vote on Motion: 5-0 (Gordillo, Johnson, Reger, and Reynolds were excused).
Approved unanimously.**

Public Forum: None

Activity Reports:

Assistant City Manager: Goldbeck was unable to attend but prepared a written report read by Schofer.

- The City Manager's Office is busy understanding and developing a transition plan to help the City become compliant with the new ADA written rules. For the City, this means that any written digital communications must be accessible – be able to be read by a screen reader. The organization will need to implement new written standards, this will include using Arial font, size 12 at minimum, not bolding and underlining, paying attention to color contrast, etc. The Library and CyRide, although they have their own brand standards, will also need to meet this rule. Cities have until April 2026 to be compliant but we're trying to start where we can now. More to come.
- The Ames Human Relations Commission (AHRC) is seeking nominations for its annual Humanitarian Award. This award recognizes an Ames resident whose worthy contributions to our community demonstrate extraordinary quality, especially in efforts to promote wellbeing and belonging in Ames. To be eligible to receive the award, the nominee must reside in Ames. Applications are due by Friday, November 7, 2025.
- The Ada Hayden path is on track to finish on time, reopening the beginning of November. This will be exciting! The community is excited to use the wider twelve-foot path, that was previously ten feet.

- The City of Ames is moving forward with plans to relocate Fire Station Number two from its current location on Welch Avenue to a new site along State Avenue. A bond referendum will appear on the Tuesday, November 4, 2025, ballot.
This project is designed to:
 - Enhance community safety with a modern, efficient facility
 - Improve emergency response times
 - Support redevelopment in Campustown
- The City is redoing parking on the north side of City Hall increasing back-in parking spaces and creating a better sidewalk path. Construction is underway and should be wrapped up, hopefully before the snow starts.
- There was a service provider- landlord discussion this morning at the library. The goal was to connect landlords with service providers and vice-versa to encourage partnership in creating lower, more affordable housing units.

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

- The library has had some building issue this week, most notably a clogged sewer line going from the Gallery Women's restroom down to the laundry room are on the first floor that required a plumber to come in. They are older cast iron pipes more prone to catching things in the bends. Someone had flushed paper towels so they will be removed as there are hand dryers available.
- There was a glycol leak in a line in the HVAC. Duckett did some investigation and brought in the vendor to replace some parts including a flex connector, brass fitting and a shut off valve so that is also resolved.
- We have also been dealing with some battery theft out of our soap dispensers.
- Schofer and three staff have attended the Iowa Library Association Meeting in Sioux City. They attended some good sessions on things like Succession Planning, Library Ethics and AI , Advocacy, Creating Policies, Disability Representation in Graphic Novels and others. They'll work on sharing some of the presentations on Teams. There was also a screening of The Librarians documentary film about standing up against organized censorship efforts in Texas, Florida and elsewhere. It may be something we look into screening.
- Speaking of Advocacy , we had our first session of Library Champions last month. It was a small group but good engagement. Staff have adapted our next session a bit based on Trustee Johnson's input to give more time prior to the tour on our collection policy and tools we use to determine what to purchase.
- Last weekend the Library partnered with Ames Pride. Schofer attended the information session, and pride themed Storytime. That was followed by a kids parade with ribbon streamers they had crafted after Storytime. I popped in on the teens, walked the vendors, visited with folks. All went well. The library had a few calls, and one email expressing concern but lots of engagement and positive feedback at all the events.
- Staff Day is scheduled for November 11, 2025. We have two a year on Veteran's Day in November and Presidents Day in February. We try to have speakers to support some of our initiatives, opportunities for library wide learning, peer-to-peer presentations and time for individual workgroup learning. Staff give survey feedback and use that when planning future sessions. This session will include becoming Dementia Friendly certified and additional Ryan Dowd training.

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

- Brains and Brews trivia night had nineteen tables.
- Overall, the APLFF Board is well financed with the Spring Campaign, Literary Grounds, and book sales.
- The TAG group has grown from six to twenty-one teens actively participating.

Budget and Finance Committee Report: Reynolds provided a written report for the Board.

- Current total budget is 27.63% spent, which aligns well with expectations at the end of first quarter. Total General Fund Budget is currently at 28.17% spent – again in alignment with the end of first quarter. Category significantly out of sync with average spend out (over 5% variance) are limited to Administration. Please keep in mind that this area has multiple contractual obligations that are on an annual basis versus broken up into quarterly requirements.
- While reviewing quarterly financials with Johannes, Secretary, no areas of concern were noted. Additional information provided included a more detailed breakdown of cost centers within each general category, a breakdown of Direct State Aid, APLFF Funding, and Library Donations. Our thanks to Johannes for this detailed cost reporting and budget transparency.
- It is recommended the board discuss and accept the submitted Budget and Finance Report in the Board Meeting Packet.

Moved by Myers, seconded by Arora, to approve the finance report as presented.

Vote on Motion: 5-0 (Gordillo, Johnson, Reger, and Reynolds were excused). Approved unanimously.

Director's Evaluation Committee: Arora, Gibson, and Myers gave a report to the Board. Schofer is doing well and making progress on her goals. The committee and Schofer scheduled time to meet in early November to discuss benchmarking possibilities to add to either this year or future year goals to make it easier to evaluate her progress. If benchmarks are added, they will be brought back to the full-board for approval.

Board Education: Community Relations Specialist Ocken introduced herself and gave a presentation to the Board. Ocken and a half-time assistant are responsible for all the marketing and communications for the library. This includes all printed materials, the PageOne newsletter, overseeing the website, email marketing, signs, digital signs, social medial posts, and posting events on various community calendars. Additionally, they assist APLFF through the Memorandum of Understanding with designing their marketing and communications needs as well. They try to be intentional keeping their tone conversational with simple language, try to be accessible with fonts and contrasts, and try to represent a diverse group of individuals so everyone can see themselves at the library.

Policy Review:

Circulation and Customer Accounts Policy: This policy was brought to the Board last month for discussion and reviewed by staff. Recommended changes include adding “ages 5 and up” in the first bullet under Account Application and Activity, adding “Customers age 18 and older must also present a valid photo ID” in the same bullet, striking the bullet that “Preferred name can be added to the account”, and striking the wording “and provides access to digital content” from the last bullet in the same section. Under the Computer Use Account “Account Application and Activity” will be removed. The Board discussed the policy.

Moved by Myers, seconded by Arora, to approve the revisions to the Circulation and Customer Accounts Policy as presented with the additional change under Student Account in the first bullet by adding “if parents choose this service as part of the ACSD student registration process”.

Vote on Motion: 5-0 (Gordillo, Johnson, Reger, and Reynolds were excused). Approved unanimously. Resolution No. 2025-L025 adopted.

Library Fees - Addendum to Circulation and Customer Accounts 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 Arora, seconded by Thorbs-Weber, to approve the review of the Library Fees - Addendum to Circulation and Customer Accounts Policy as presented.

Vote on Motion: 5-0 (Gordillo, Johnson, Reger, and Reynolds were excused). Approved unanimously. Resolution No. 2025-L026 adopted.

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

New Business:

IT Update: Schofer has been having conversations with the City regarding some possible changes that may be coming. The City has been looking at improving security and reducing redundancies. These changes may have budget impacts on the library. No action is needed at this time, but Schofer wanted the Board to be aware that these conversations were happening.

December Meeting: Gibson will be excused in December. Myers will lead meeting.

Trustee Comments:

- Arora – loves learning about all the different moving parts of this place and how committed everyone is. It’s inspiring. Welcome to Dennis.
- Thorbs-Weber – no comment
- Myers – enjoys being on board. Thanks to everyone for being here.

- Dennis – excited to be here. She’s just trying to take it all in.
- Deb - appreciates everyone being here tonight.

Adjournment:

Moved by Myers, seconded by Arora, to adjourn at 8:51 p.m.

**Vote on Motion: 5-0 (Gordillo, Johnson, Reger, and Reynolds were excused).
Approved unanimously.**

The next regular meeting will be on Thursday, November 20, 2025, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

Library Claims
October 1 - October 31, 2025

Administration FY26			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	51,305.22
PAYROLL SUMMARY	DENTAL INSURANCE	\$	454.84
PAYROLL SUMMARY	IPERS DISABILITY	\$	215.03
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,957.06
PAYROLL SUMMARY	MEDICARE FICA	\$	734.85
PAYROLL SUMMARY	FICA	\$	3,142.07
PAYROLL SUMMARY	IPERS	\$	4,843.20
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	164.88
AUG 2025 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	3,796.15
SEP 2025 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	2,573.94
AUG 2025 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,264.00
SEP 2025 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,264.00
DRAINTECH	OUTSIDE PROFESSIONAL SVCS	\$	234.75
AUGUST POSTAGE	POSTAGE/FREIGHT	\$	29.64
BANK OF AMERICA	CONFERENCES	\$	265.19
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	320.00
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(2.94)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	7,038.11
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	270.83
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,196.63
TODAY'S BUSINESS SOLUTION	OUTSIDE PHONE/DATA SVCS	\$	61.92
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	134.90
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	482.41
ASPEN WASTE SYSTEM OF IOWA	WASTE DISPOSAL	\$	254.56
ALLIANT ENERGY/IPL	NATURAL GAS	\$	67.42
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	2,016.00
DRAINTECH	MAINTENANCE CONTRACTS	\$	180.00
WOODMAN CONTROLS COMPANY	MAINTENANCE CONTRACTS	\$	6,600.00
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$	784.74
BANK OF AMERICA	SOFTWARE LIC/SUBS/SUPPORT	\$	428.63
ZOOBEAN INC	SOFTWARE LIC/SUBS/SUPPORT	\$	2,195.00
RMC IMAGING INC	SOFTWARE LIC/SUBS/SUPPORT	\$	675.00
PREMIER OFFICE EQUIPMENT	LEASES	\$	569.95
XEROX FINANCIAL SERVICES	LEASES	\$	516.00
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$	86.40
CH ISSUES	OFFICE SUPPLIES	\$	167.47
BANK OF AMERICA	OFFICE SUPPLIES	\$	398.45
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	30.52
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	891.00
BANK OF AMERICA	CLEANING SUPPLIES	\$	193.69
COMMUNICATIONS ENGINEERIN	EQUIPMENT PARTS/SUPPLIES	\$	211.20

Library Claims
October 1 - October 31, 2025

BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	47.90
BANK OF AMERICA	FOOD	\$	187.89
	Total Administration	\$	108,315.33
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
BANK OF AMERICA	CONFERENCES	\$	340.56
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	123.65
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	9.99
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	265.27
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	35.82
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	8,445.34
OVERDRIVE	ELECTRONIC COLLECTION	\$	10,769.76
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,044.00
CONSUMERLAB.COM, LLC	ELECTRONIC COLLECTION	\$	900.34
INGRAM LIBRARY SERVICES	SPECIAL PJCT COLLECTIONS	\$	42.11
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	94.57
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	2,364.82
BANK OF AMERICA	YOUTH COLLECTION	\$	174.59
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	143.27
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	370.68
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	2,163.34
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	170.98
PLAYAWAY PRODUCTS LLC	AUDIO-VISUAL COLLECTION	\$	1,240.51
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	99.52
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	1,612.99
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	7,723.08
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	122.09
VALUE LINE PUBLISHING LLC	ADULT PRINT COLLECTION	\$	1,575.00
TSAI FONG BOOKS INC	ADULT PRINT COLLECTION	\$	44.07
AMAZON CAPITAL SERVICES I	ADULT PRINT COLLECTION	\$	1,200.55
KINZEL, ANNE	REFUNDS	\$	19.95
MAZE, CHRISTY	REFUNDS	\$	29.38
MILLIKIN UNIVERSITY	REFUNDS	\$	20.00
CHARTER, JIM	REFUNDS	\$	24.50
	Total Resource Services	\$	86,540.62

Library Claims
October 1 - October 31, 2025

Youth Services FY26			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	42,318.39
PAYROLL SUMMARY	DENTAL INSURANCE	\$	276.88
PAYROLL SUMMARY	IPERS DISABILITY	\$	130.25
PAYROLL SUMMARY	LIFE INSURANCE	\$	64.37
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,100.86
PAYROLL SUMMARY	MEDICARE FICA	\$	601.79
PAYROLL SUMMARY	FICA	\$	2,573.16
PAYROLL SUMMARY	IPERS	\$	3,994.85
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	50.77
AUGUST POSTAGE	POSTAGE/FREIGHT	\$	0.74
BANK OF AMERICA	CONFERENCES	\$	335.95
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	270.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	148.76
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	22.00
Total Youth Services		\$	56,888.77
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
AUGUST POSTAGE	POSTAGE/FREIGHT	\$	5.43
BANK OF AMERICA	TRAVEL/MEETINGS	\$	11.55
BANK OF AMERICA	CONFERENCES	\$	338.07
BANK OF AMERICA	OFFICE SUPPLIES	\$	(0.70)
BANK OF AMERICA	FOOD	\$	4.28
Total Adult Services		\$	71,443.70
Customer Account Services FY26			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	56,247.71
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	13,356.97
PAYROLL SUMMARY	DENTAL INSURANCE	\$	405.16
PAYROLL SUMMARY	IPERS DISABILITY	\$	242.31
PAYROLL SUMMARY	LIFE INSURANCE	\$	96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,089.00
PAYROLL SUMMARY	MEDICARE FICA	\$	958.28
PAYROLL SUMMARY	FICA	\$	4,097.67
PAYROLL SUMMARY	IPERS	\$	6,570.69
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	83.55

Library Claims
October 1 - October 31, 2025

AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$	76.06
AUGUST POSTAGE	POSTAGE/FREIGHT	\$	1,606.56
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	59.10
BANK OF AMERICA	OFFICE SUPPLIES	\$	26.99
BANK OF AMERICA	FOOD	\$	17.99
Total Customer Account Services		\$	92,934.59
	Total FY26:	\$	416,123.01
Deb Gibson, President	Richard Johnson, Secretary	Date	



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, 11/20/2025

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~~ **relevance** 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](#)

Collections Policy
BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 20, 2025

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Collections Policy Policy as presented.

Deb Gibson, President

Richard Johnson, Secretary



Personnel Policy

Section: Personnel

Approved: 8/1/1988

Reviewed: 4/19/2001

Revised: 10/16/2009, 5/17/2012, 6/21/2015, 2/18/2016, 12/20/2018, 1/20/2022, 4/18/2024, 11/20/2025

The Library Personnel Policy functions with the [City of Ames \(COA\) Employee Handbook](#) and related policies to provide guidance to supervisors and administrators for the purpose of achieving fair and consistent personnel actions and decisions. An unbiased and equitable system of personnel administration contributes to a workplace of harmony, efficiency, and effective public service.

Variations from COA Policy

According to the Municipal Code of Ames, The Board of Trustees is responsible for decisions regarding Library personnel policies. The Library Director acts as an agent of the Board. The Human Resources Department functions as a consultant to the Library Director and Board of Trustees in personnel matters. Because final authority lies with the Library Director and Board of Trustees, this language replaces wording such as “City Manager” as appropriate.

References to Civil Service, collective bargaining agreements, unions, utility/police/fire retirement, and other specialized City of Ames designations are not applicable to Library employees.

The following Sections and Subsections each replace the corresponding Section or Subsection of the City of Ames Employee Handbook.

Adoption and Policy Amendment

Library policy amendments will become effective upon consideration and adoption by the Board of Trustees, Ames Public Library. Changes in “City of Ames Employee Handbook” will apply to Library employees unless an exception or substitution is adopted by the Library Board of Trustees.

Glossary

Immediate Family – See Family Sick Leave for specific definitions.

~~Performance Evaluation and Improvement Policy~~

~~6. Employee Receipt and Response~~

~~Additionally, a copy of the employee’s written response and the employee’s performance evaluation form is retained in the employee’s personnel file at the Library.~~

Holidays

1. The following shall be holidays for regular employees of Ames Public Library:

New Year's Day
President's Day (floating)
Memorial Day
Independence Day
Labor Day
Veterans' Day (floating)
Thanksgiving Day
The Friday following Thanksgiving Day
Christmas Eve Day
Christmas Day

When the library remains open or holds staff training on a date that City Hall observes a holiday, regular library employees will be granted an equal number of "floating" hours off within the same fiscal year as agreed upon with their supervisor.

The Library is closed on Easter Sunday and closes at 5:00 p.m. on New Year's Eve; however, employees do not receive paid holiday time for these hours.

Annual Vacation Leave

All regular Library employees classified as exempt from the provisions of the Fair Labor Standards Act shall earn vacation on a monthly basis at the following rates which reflect longevity in City service.

Ten days during the first year of service (months 1 through 12).
Fifteen days per year through the fourteenth year of service (months 13 through 168).
Twenty days per year after completing fourteen years (months 169 through 276).
Twenty-five days per year after completing twenty-three years (months 277 and on).

All regular Library employees classified as non-exempt shall earn vacation on a monthly basis at the following rates which reflect longevity in City service.

Ten days per year for the first seven years of service (months 1 through 84).
Fifteen days per year through the fourteenth year of service (months 85 through 168).
Twenty days per year after completing fourteen years (months 169 through 276).
Twenty-five days per year after completing twenty-three years (months 277 and on).

These charts replace the Vacation Leave chart :

Chart (Exempt Employees)

MONTHS OF FULL-TIME SERVICE	MONTHLY ACCRUAL	MAXIMUM ACCUAL	
		(Days)	(Hours)
through 12	6 hours & 40 minutes	15 days	120
13 through 168	10 hours	23 days	184
169 through 276	13 hours & 20 minutes	30 days	240
277 or more	16 hours & 40 minutes	38 days	304

Chart (Non-exempt Employees)

MONTHS OF FULL-TIME SERVICE	MONTHLY ACCRUAL	MAXIMUM ACCUAL	
		(Days)	(Hours)
1 through 84	6 hours & 40 minutes	15 days	120
85 through 168	10 hours	23 days	184
169 through 276	13 hours & 20 minutes	30 days	240
277 or more	16 hours & 40 minutes	38 days	304

Sickness Occurring During Vacation Period

Once the vacation period has commenced, approved vacation leave cannot be converted to sick leave.

Employee Sick Leave

This line replaces the last sentence:

Sick leave may be accumulated from year to year with no maximum limit and may be granted in minimum units of one quarter (1/4) of an hour.

Family Sick Leave

Library employees may use accrued sick leave for occasions which require the employee to care for a member of their immediate family who is incapacitated due to illness or injury, or who has examinations and consultations with physicians and other licensed health care providers. Family sick leave shall be subject to the same eligibility qualifications, documentation, and other terms and conditions as employee sick leave.

For the purpose of Family Sick Leave, immediate family is defined as spouse or domestic partner of the employee; child, step-child, or foster child; parent, step-parent, parent-in-law, or grandparent; sibling; others whose permanent home is that of the employee; and any other person who, by unique relationship, maintains a family role similar to a relative as stated above. It is the responsibility of the employee to provide documentation to support why paid sick leave should be granted for these unique relationships.

Emergency Leave

Leave of up to three (3) days with pay shall be granted in the event of death or serious illness in the family. Two (2) additional days (charged to sick leave) may also be approved by the Director. The definition of “family” in the event of death includes those listed for Family Sick Leave and these additional relatives: aunt, uncle, niece, nephew, son-in-law, daughter-in-law, sibling-in-law, step-sibling, and grandchild.

Hours of Service

The Library’s work week begins Sunday at 12:01 a.m. and concludes each Saturday at 12:00 midnight. Hours of work are scheduled to meet the requirements of the Library.

Work Breaks

Employees may take a paid rest break of up to 20 minutes for each four hours worked. Breaks cannot be taken to shorten a shift or to extend a lunch period. Employees shall take an unpaid lunch period of at least one-half hour but not more than one hour during an eight-hour work day. A lunch period may be required during a six-hour shift. Lunch periods and breaks shall be taken at times and for such periods as determined by the supervisor or Library Director.

Days Off

Whenever possible, employees will not be scheduled for more than seven consecutive days.

Overtime/Compensatory Time

1. Non-exempt Personnel

Part-time employees who are asked to work more than their scheduled hours will be paid at their regular rate for all time worked up to 40 hours per work week. With permission from the Director in advance, compensatory time may be granted in lieu of pay.

3. Work on Scheduled Days Off

Non-exempt employees who are required to work on scheduled days off or on holidays shall receive regular compensation for all time worked under the 40-hour/week limit.

4. Accrual and Use of Compensatory Time

Non-exempt employees who have accrued compensatory time off are strongly encouraged to utilize this time as quickly as possible. The Director may at any time elect to pay accrued compensatory time in cash.

Inclement Weather

1. Closed or Curtailed Operations

If the Library must close due to inclement weather, regular staff scheduled to work during those hours will not have a reduction in salary. Temporary staff members will be paid for the hours they were scheduled.

Employee Personnel Files

- ~~5. Certain elements of Library employee personnel files (including application, position description at time of hire, written reprimands, and performance evaluations) are maintained by Ames Public Library administration. The Library Director has authority over the contents of and access to these files.~~

Confidentiality of Library Records

Failure to uphold the principles of Ames Public Library's [Confidentiality and Library User Records Policy](#) may be considered just cause for dismissal.

Personnel Policy
BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
November 20, 2025

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Personnel Policy Policy as presented.

Deb Gibson, President

Richard Johnson, Secretary



Confidentiality and Library User Records Policy

Section: Library Operations

Approved: 07/16/2015*

Reviewed: 05/20/2021

Revised: 08/20/2018, 6/15/2023, 11/20/2025

The Board of Trustees of Ames Public Library ~~respects~~ is committed to protecting the privacy and confidentiality of library users and patron records ~~recognizes its responsibility to protect~~ that privacy in accordance with the Code of Iowa and ~~the the~~ American Library Association's statement of professional ethics. Confidentiality of library records is central to intellectual freedom and directly related ~~sed~~ to the rights and abilities of people to use library materials and pursue information without fear of scrutiny or intimidation. people use the ~~to open inquiry without having the subject of one's interest examined or scrutinized by others.~~ The Board of Trustees believes that public access to names of persons who hold Ames Public Library cards could discourage use of the Library.

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Confidential Information

The Library will not reveal library records which contain the identities of individual users, regardless of age, for private, public or commercial use. Personal information and mobile numbers collected through opt-in will not be shared, sold or rented with third parties for marketing purposes. The Library will hold confidential ~~personal registration~~ personally identifiable information such as name, library card number, address, phone number, and e-mail address, and personally identifiable uses of Library resources, including but not limited to:

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- information sources consulted;
- information sought or received;
- reference interviews;
- materials used or borrowed;
- interlibrary loan records; and
- Internet and database search records.

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All parties with authorized access to Library User Records are required to uphold confidentiality as specified by Library policies and applicable provisions of the Iowa Code, unless excepted below.

Exceptions

- The Library Director may authorize specific uses of the data contained in the Library's User Records by the Library in order to conduct Library business.

- The Library Director may authorize use of Library Users Records contact information by Ames Public Library Friends Foundation for such purposes as fundraising, marketing, or advocacy.
- The Library interprets possession of a card (or card number) as consent to use it, unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
- Library User Records may be revealed to a collection agency or law enforcement personnel in the course of attempting to recover property or collect charges.
- Library User Records may be accessible by third party support personnel while providing routine software maintenance or troubleshooting.
- The Library contracts with third party vendors that distribute electronic content through licensing agreements. The Library cannot guarantee the confidentiality of information gathered by vendors. Customers using these resources are subject to the individual third-party terms and privacy policies.
- Contact information provided by the user to book a meeting room is considered public information.
- Illegal activity is not protected and Library Users have no expectation of privacy as to activity that violates the law. The Library may review User Records when a violation of law or Library policy is suspected.
- Library User Records shall be released to a criminal or juvenile justice agency when pursuant to a valid search warrant, subpoena or court order, or when otherwise authorized by law. Library staff will consult with the City's Legal Department in the event of such request for release of Library records, and will respond to the request according to the advice of counsel.
- The Library Director is the legal custodian of library records and is responsible for responding to any request for library records or information about a library patron. The Director may designate one or more library employees to serve as person(s) responsible for responding to any request for library records or information about a library patron when the director is unavailable.

References

This policy has been developed in concert with:

[Code of Iowa Chapter 22, "Examination of Public Records \(Open Records\)"](#)

[Code of Ethics of the American Library Association.](#)

[Circulation and Customer Accounts Policy](#)

* Adopted upon removal of Confidentiality of Library Records and Use of Patron Database Policies.

Confidentiality and Library User Records Policy

BOARD OF TRUSTEES

AMES PUBLIC LIBRARY

November 20, 2025

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Confidentiality and Library User Records Policy as presented.

Deb Gibson, President

Richard Johnson, Secretary