

**Ames Public Library Board of Trustees  
Agenda – January 15, 2026  
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 December 18, 2025
- 2) Motion approving payment of claims 12/1/25 – 12/31/25

**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 Sustainability Update – Sagan/Phanfil
- 4) Administration – Schofer
- 5) APLFF – Gordillo/Myers
- 6) Budget & Finance Committee – Johnson
  - a) Financial Report (Action)
- 7) Art Committee – Reger/Thorbs-Weber
  - a) Resolution Accepting Donation
  - b) Resolution Deaccessioning Art

**Board Education**

- 8) Accreditation – Johannes/Schofer

**Policy Review**

- 9) Internet Use Policy and Guidelines (Action)
- 10) Conduct in the Library (Discussion)

**New Business**

- 11) Fiscal Year 2026/2027 Proposed Budget (Action)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, February 19, 2026  
Ames Public Library: We Connect You to the World of Ideas**

**Website: [www.amespubliclibrary.org](http://www.amespubliclibrary.org) | E-mail: [libraryboard@amespubliclibrary.org](mailto: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  
December 18, 2025

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 18, 2025, in the Dale H. Ross Board Room with Arora, Dennis, Johnson, Myers, and Thorbs-Weber in attendance. Gibson, Gordillo, Reger, and Reynolds were excused. Director Schofer, Youth Librarian Ziegler, Customer Account Services Library Clerk Chellew, and Ames High School students Bharath, Bijiek, Dau, and Greenfield were also in attendance.

Call to Order: Vice President Myers called the meeting to order at 7:01 p.m.

Consent Agenda:

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

1. Motion approving minutes of the regular meeting November 20, 2025
2. Motion approving payment of claims 11/1/25 – 11/30/25

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

Public Forum: Myers welcomed the students who are present as part of a government class to observe and take notes.

Activity Reports:

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

- City Council approved a 3% increase for ASSET funding.
- Holiday lights can be recycled at resource recovery in with other metals.
- Free Christmas tree disposal will be at North River Valley Park softball fields parking lot this year.
- Schainker Plaza does not have an opening date or solution to the concrete deficiencies such as inconsistent and rough finishes, rippled surface, pop-outs, and voids. They City is still pursuing a remedy to the situation.
- The Fitch Family Indoor Aquatic Center is scheduled to open the middle of March 2026.
- Beginning January 1, 2026, the Warming Place, an overnight warming shelter located at Ames First United Methodist Church, will be open , on select nights when temperatures are 10 degrees or below, providing a safe and warm refuge for up to 20 residents from the community, regardless of their housing situation. This initiative is a collaborative effort involving several organizations, including Ames Romero House, The Bridge Home, Salvation Army, and the City of Ames,

aimed at ensuring that vulnerable individuals have a place to stay during extremely cold weather.

- City Council is considering adopting an ordinance that would provide civil rights protections for gender identity in employment, housing, and public accommodations. The Council has the authority to enact such an ordinance, as the Iowa Civil Rights Act allows local governments to establish broader protections than state law. The ordinance aims to communicate to the transgender and nonbinary community that they are valued and welcome in the city.

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

- The Library has switched over to the City firewall. The transition has been progressing smoothly. Cook will move to City Hall on January 1, 2026. Regular meetings with the IT Manager, Moore, will be scheduled to keep communication open and assist with scheduling bigger projects.
- The Library Building Maintenance Supervisor, Duckett, has announced her retirement set for June 1, 2026.
- Schofer is working with purchasing on a request for quote for study rooms design work.
- The Annual Report is finished and available on the website.
- The Library completed training and received Dementia Friendly certification.
- The Memory Project is on display in the vestibule.
- The Art Committee will need to meet soon to consider deaccessioning some art and the possibility of accepting a new piece.

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

- There was not a meeting this month.
- The Holiday Campaign was sent out and is going well.

Board Education: Caitlyn and Danielle introduced themselves. Youth Librarian Ziegler and Customer Account Services Library Clerk Chellew gave a presentation to the Board about the Accessibility Team. The Accessibility Team's goal is to make Ames Public Library's spaces and services successfully and independently usable by people of all ages and abilities. They do this by evaluating and analyzing current services and access points, identifying ways to better serve our patron's needs, improving current services and access points for equitable use, reaching out to experts in the field to learn best practices and increase our knowledge, and research and share information with APL staff to advocate for awareness and change. The Library received their Dementia Friendly certification at the November 11, 2025, training and will be working towards their Sensory Certification through KultureCity by the February 16, 2026 training.

Policy Review:

Confidentiality and Library User Records Policy: This policy was brought to the Board last month for discussion and reviewed by staff. Recommended changes include changing "respects the privacy of users and recognizes its responsibility to protect that

privacy” to “is committed to protecting the privacy and confidentiality of library users and patron records” in the first paragraph and also changing “directly related to the right to open inquiry without having the subject of one’s interest examined or scrutinized by others” to “relates to the rights and abilities of people to use library materials and pursue information without fear of scrutiny or intimidation”. In the second paragraph the words “library records which contain” will be inserted before “the identities.” “Personal information and mobile numbers collected through opt-in will not be shared, sold or rented with third parties for marketing purposes” after the sentence ending in “commercial use”, “personal registration” will be changed to “personally identifiable”, and name and library card number will be added to the list of information held confidential. A tenth bullet will be added to the list under “Exceptions” that states “ 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. The Board discussed the policy.

Moved by Dennis, seconded by Arora, to approve the revisions to the Confidentiality and Library User Records Policy as presented.

Vote on Motion: 5-0 (Gibson, Gordillo, Reger, and Reynolds were excused).  
Approved unanimously. Resolution No. 2025-L029 adopted.

Internet Use Policy and Guidelines: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action. Free unsecured access may be changed. Another suggestion is to switch the first two paragraphs, leaving unsecured in there. In switching to the City firewall, there is some filtering. The Library does block illegal sites and network security issues but does not block content. Patrons may choose to use filtered search engines. Patrons would have to search online in the policies to view the Internet Use Policy.

#### Trustee Comments:

- Dennis – was excited about the accessibility things we learned tonight.
- Thorbs-Weber – last meeting Reynolds mentioned a personal issue and asked to send a card that is here for everyone to sign. Happy holidays everyone.
- Arora – every stat is so good, flipping through the Annual Report, she’s so impressed.
- Myers – it’s always amazing to see the annual report. The big thing tonight is how great it is to see that we are doing so much to make the library accessible to all.
- Thorbs-Weber – suggested blasted out one highlight from the Annual Report each month on social media and in PageOne so it is easier for everyone to see how many great things the library does.
- Johnson – likes the idea of handing them out in January. He thanked everyone for being here tonight despite a lot going on this time of year. He’s glad everyone could make it. It’s good to see everyone and he’s happy we had a quorum.

Adjournment:

Moved by Thorbs-Weber, seconded by Arora, to adjourn at 8:15 p.m.

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

The next regular meeting will be on Thursday, January 15, 2026, at 7:00 p.m. in the Dale H. Ross Board Room.

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Melissa Johannes, Library Secretary

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Richard Johnson, Board Secretary

Library Claims  
December 1 - December 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	\$	3,142.08
PAYROLL SUMMARY	IPERS	\$	4,843.20
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	164.88
IT COMPUTER SV ALLOCATION	COMPUTER SERVICES	\$	50,477.00
MESSENGER ALLOCATION	MESSENGER SERVICE	\$	1,807.44
PRINTING ALLOCATION	PRINT SHOP SERVICES	\$	960.09
DEPARTMENT RISK INSURANCE	RISK INSURANCE	\$	11,090.00
OCT 2025 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	2,796.72
OCT 2025 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,264.00
BANK OF AMERICA	POSTAGE/FREIGHT	\$	91.92
MONTHLY POSTAGE DEPT DUCKETT, BO	POSTAGE/FREIGHT	\$	12.81
JOHANNES, MELISSA	TRAVEL/MEETINGS	\$	50.40
BANK OF AMERICA	TRAVEL/MEETINGS	\$	50.40
BANK OF AMERICA	TRAINING	\$	80.00
BANK OF AMERICA	CONFERENCES	\$	364.00
BANK OF AMERICA	ADVERTISING	\$	358.00
ONE SOURCE THE BACKGROUND	RECRUITING COSTS	\$	117.00
REV GRP #1882	ELECTRIC SERVICE	\$	6,786.10
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(7,075.96)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	5,608.62
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	541.78
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,196.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	134.90
REV GRP #1882	WATER/SANITARY SEWER	\$	496.47
UB ADJ. UPDATE	WATER/SANITARY SEWER	\$	(496.47)
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	453.13
ASPEN WASTE SYSTEM OF IOWA	WASTE DISPOSAL	\$	254.56
ALLIANT ENERGY/IPL	NATURAL GAS	\$	1,052.43
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$	335.00
WOODMAN CONTROLS COMPANY	EQUIPMENT REPAIRS	\$	634.74
BANK OF AMERICA	SOFTWARE LIC/SUBS/SUPPORT	\$	1,269.96
UNIQUE MANAGEMENT SERVICE	SOFTWARE LIC/SUBS/SUPPORT	\$	3,500.00
OCLC INC	SOFTWARE LIC/SUBS/SUPPORT	\$	4,910.45
INNOVATIVE INTERFACES INC	SOFTWARE LIC/SUBS/SUPPORT	\$	12,155.06
PREMIER OFFICE EQUIPMENT	LEASES	\$	598.06

Library Claims  
December 1 - December 31, 2025

XEROX FINANCIAL SERVICES	LEASES	\$	516.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	13,904.33
PUBLIC SURPLUS	NON-CITY SERVICE	\$	0.32
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$	86.40
PREFERRED PEST MGMT	NON-CITY SERVICE	\$	175.00
CH ISSUES	OFFICE SUPPLIES	\$	104.34
AMER GRAPHICS & INSTALLAT	OFFICE SUPPLIES	\$	20.30
BANK OF AMERICA	OFFICE SUPPLIES	\$	307.74
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	81.35
WORKSPACE INC	MINOR OFFICE EQUIPMENT	\$	317.23
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	564.01
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	1,073.00
BANK OF AMERICA	CLEANING SUPPLIES	\$	68.59
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	418.29
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	44.64
BANK OF AMERICA	FOOD	\$	66.98
Total Administration		\$	191,507.75

**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	\$	1,879.08
PAYROLL SUMMARY	IPERS	\$	3,057.54
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	38.86
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	9.99
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	1,284.78
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	15.92
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	8,567.61
OVERDRIVE	ELECTRONIC COLLECTION	\$	8,294.85
KANOPIY LLC	ELECTRONIC COLLECTION	\$	1,240.00
ADVANTAGE ARCHIVES LLC	ELECTRONIC COLLECTION	\$	2,344.00
AMAZON CAPITAL SERVICES I	SPECIAL PJCT COLLECTIONS	\$	38.26
USA TODAY	PERIODICALS	\$	94.28
CFRA	PERIODICALS	\$	505.00
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,986.69
PENWORTHY COMPANY	YOUTH COLLECTION	\$	148.50
ABDO SPOTLIGHT MAGIC WAGO	YOUTH COLLECTION	\$	158.07
AMAZON CAPITAL SERVICES I	YOUTH COLLECTION	\$	566.61
ARANT CREATIVE GROUP	YOUTH COLLECTION	\$	15.00

Library Claims  
December 1 - December 31, 2025

BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$ 583.48
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 2,364.31
AMAZON CAPITAL SERVICES I	AUDIO-VISUAL COLLECTION	\$ 231.12
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 5,515.29
SAGE PUBLICATIONS INC	ADULT PRINT COLLECTION	\$ 448.24
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 208.14
AMAZON CAPITAL SERVICES I	ADULT PRINT COLLECTION	\$ 1,297.20
LEE, JEN	REFUNDS	\$ 14.99
SIMPSON, LINDSAY	REFUNDS	\$ 17.99
SCHARES, STEPHANIE	REFUNDS	\$ 182.61
ROHRBACK, SUSAN	REFUNDS	\$ 11.19
GROGG, ASHLEY	REFUNDS	\$ 23.00
Total Resource Services		\$ 81,537.03

<b>Youth Services FY26</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,056.31
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 702.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 276.88
PAYROLL SUMMARY	IPERS DISABILITY	\$ 130.25
PAYROLL SUMMARY	LIFE INSURANCE	\$ 71.80
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,100.86
PAYROLL SUMMARY	MEDICARE FICA	\$ 608.03
PAYROLL SUMMARY	FICA	\$ 2,599.85
PAYROLL SUMMARY	IPERS	\$ 3,970.12
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 51.30
BANK OF AMERICA	CONFERENCES	\$ 210.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 311.00
ONE SOURCE THE BACKGROUND	RECRUITING COSTS	\$ 39.00
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (26.70)
Total Youth Services		\$ 57,100.70

<b>Adult Services FY26</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 52,861.78
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 371.40
PAYROLL SUMMARY	IPERS DISABILITY	\$ 243.17
PAYROLL SUMMARY	LIFE INSURANCE	\$ 84.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 8,499.08
PAYROLL SUMMARY	MEDICARE FICA	\$ 757.65
PAYROLL SUMMARY	FICA	\$ 3,239.55
PAYROLL SUMMARY	IPERS	\$ 4,990.14
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 63.42
MONTHLY POSTAGE DEPT	POSTAGE/FREIGHT	\$ 4.99
BANK OF AMERICA	CONFERENCES	\$ 728.00
Total Adult Services		\$ 71,843.34

Library Claims  
December 1 - December 31, 2025

Customer Account Services FY26		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 56,313.25
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 12,131.03
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	\$ 941.40
PAYROLL SUMMARY	FICA	\$ 4,025.28
PAYROLL SUMMARY	IPERS	\$ 6,461.15
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 82.16
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$ 60.53
MONTHLY POSTAGE DEPT	POSTAGE/FREIGHT	\$ 1,489.58
BANK OF AMERICA	CONFERENCES	\$ 728.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 430.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 68.95
Total Customer Account Services		\$ 92,564.35

	Total FY26:	\$ 494,553.17
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
<b>10 ** PERSONAL SERVICES</b>												
BUDGET	\$ 643,369.00	\$ 392,926.00	\$ 595,485.00	\$ 634,036.00	\$ 857,345.00	\$ 3,123,161.00		\$ 130,075.12		\$ 6,376,397.12	46.80%	53.20%
Expenses	\$ 308,931.75	\$ 195,050.92	\$ 251,767.07	\$ 317,493.18	\$ 408,395.65	\$ 1,481,638.57		\$ 20,588.61		\$ 2,983,865.75		
Remaining Funds	\$ 334,437.25	\$ 197,875.08	\$ 343,717.93	\$ 316,542.82	\$ 448,949.35	\$ 1,641,522.43		\$ 109,486.51		\$ 3,392,531.37		
<b>20 ** EMPLOYEE BENEFITS</b>												
BUDGET	\$ 254,045.00	\$ 156,400.00	\$ 225,931.00	\$ 240,939.00	\$ 241,980.00	\$ 1,119,295.00		\$ 23,546.84		\$ 2,262,136.84	45.48%	54.52%
Expenses	\$ 117,649.32	\$ 78,005.69	\$ 81,711.58	\$ 109,445.64	\$ 126,107.78	\$ 512,920.01		\$ 2,984.58		\$ 1,028,824.60		
Remaining Funds	\$ 136,395.68	\$ 78,394.31	\$ 144,219.42	\$ 131,493.36	\$ 115,872.22	\$ 606,374.99		\$ 20,562.26		\$ 1,233,312.24		
<b>30 ** INTERNAL SERVICES</b>												
BUDGET	\$ 157,860.00	\$ 1,482.00	\$ 2,220.00	\$ -	\$ -	\$ 161,562.00	\$ -	\$ 500.00		\$ 323,624.00	63.49%	36.51%
Expenses	\$ 102,606.66	\$ -	\$ -	\$ -	\$ -	\$ 102,606.66	\$ -	\$ 252.97		\$ 205,466.29		
Remaining Funds	\$ 55,253.34	\$ 1,482.00	\$ 2,220.00	\$ -	\$ -	\$ 58,955.34	\$ -	\$ 247.03		\$ 118,157.71		
<b>40 ** CONTRACTUAL</b>												
BUDGET	\$ 488,943.00	\$ 45,846.00	\$ 8,440.00	\$ 5,728.00	\$ 21,519.00	\$ 570,476.00		\$ 31,304.02	\$ 3,950.00	\$ 1,176,206.02	83.78%	16.22%
Expenses	\$ 433,735.80	\$ 42,862.10	\$ 2,305.08	\$ 1,620.23	\$ 5,765.19	\$ 486,288.40		\$ 10,745.37	\$ 2,131.07	\$ 985,453.24		
Remaining Funds	\$ 55,207.20	\$ 2,983.90	\$ 6,134.92	\$ 4,107.77	\$ 15,753.81	\$ 84,187.60		\$ 20,558.65	\$ 1,818.93	\$ 190,752.78		
<b>60 ** COMMODITIES</b>												
BUDGET	\$ 62,158.00	\$ 27,190.00	\$ 1,455.00	\$ 735.00	\$ 4,875.00	\$ 96,413.00	\$ 16,182.00	\$ 196,381.76	\$ 1,800.00	\$ 407,189.76	29.07%	70.93%
Expenses	\$ 15,220.45	\$ 6,488.12	\$ 421.96	\$ 304.08	\$ 556.18	\$ 22,990.79	\$ 6,391.73	\$ 65,776.11	\$ 231.66	\$ 118,381.08		
Remaining Funds	\$ 46,937.55	\$ 20,701.88	\$ 1,033.04	\$ 430.92	\$ 4,318.82	\$ 73,422.21	\$ 9,790.27	\$ 130,605.65	\$ 1,568.34	\$ 288,808.68		
<b>61 ** LIBRARY COLLECTION</b>												
BUDGET		\$ 565,681.00				\$ 565,681.00	\$ -	\$ 152,490.04	\$ 1,000.00	\$ 1,284,852.04	48.09%	51.91%
Expenses		\$ 286,359.64				\$ 286,359.64	\$ -	\$ 45,108.83	\$ -	\$ 617,828.11		
Remaining Funds		\$ 279,321.36				\$ 279,321.36	\$ -	\$ 107,381.21	\$ 1,000.00	\$ 667,023.93		
<b>75 ** CAPITAL</b>												
BUDGET						\$ -		\$ -		\$ -	0.00%	0.00%
Expenses						\$ -		\$ -		\$ -		
Remaining Funds						\$ -		\$ -		\$ -		
<b>80 ** OTHER</b>												
BUDGET		\$ 1,500.00				\$ 1,500.00		\$ 13,820.03		\$ 16,820.03	10.42%	101.47%
Expenses		\$ 401.57				\$ 401.57		\$ 950.00		\$ 1,753.14		
Remaining Funds		\$ 1,098.43				\$ 1,098.43		\$ 14,870.03		\$ 17,066.89		
<b>TOTAL BUDGET</b>	\$ 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	\$ 600,617.81	\$ 6,750.00	\$ 6,261,637.81	48.68%	51.32%
<b>TOTAL EXPENSES</b>	\$ 978,143.98	\$ 609,168.04	\$ 336,205.69	\$ 428,863.13	\$ 540,824.80	\$ 2,893,205.64	\$ 6,391.73	\$ 146,406.47	\$ 2,362.73	\$ 3,048,366.57		
<b>TOTAL REMAINING</b>	\$ 628,231.02	\$ 581,856.96	\$ 497,325.31	\$ 452,574.87	\$ 584,894.20	\$ 2,744,882.36	\$ 9,790.27	\$ 454,211.34	\$ 4,387.27	\$ 3,213,271.24		
<b>% Spent</b>	60.89%	51.15%	40.34%	48.65%	48.04%	51.32%	39.50%	24.38%	35.00%	48.68%		
<b>% Remaining</b>	39.11%	48.85%	59.66%	51.35%	51.96%	48.68%	60.50%	75.62%	65.00%	51.32%		

July	1/12	8.33%	November	5/12	41.67%	March	9/12	75.00%
August	2/12	16.67%	December	6/12	50.00%	April	10/12	83.33%
September	3/12	25.00%	January	7/12	58.33%	May	11/12	91.67%
October	4/12	33.33%	February	8/12	66.67%	June	12/12	100.00%

**Art Donation**  
**BOARD OF TRUSTEES**  
**AMES PUBLIC LIBRARY**  
**January 15, 2026**

Be it resolved that the Board of Trustees, Ames Public Library, authorizes the Director, on behalf of the Art Committee, to accept a statue of two children on a tricycle subject to the donor choosing the library as the recipient.

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Deb Gibson, President

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Richard Johnson, Secretary

**Art Deaccessioning**  
**BOARD OF TRUSTEES**  
**AMES PUBLIC LIBRARY**  
**January 15, 2026**

Be it resolved that the Board of Trustees, Ames Public Library, as recommended by the Art Committee and Director, authorize staff to deaccession several pieces of art.

Pieces being deaccessioned meet at least one of the following criteria:

- Relevance: Continued inclusion of the piece in the permanent collection does not support the mission of the library.
- Condition: The piece has deteriorated or has been damaged beyond repair.
- Duplication: The piece is an exact duplicate of an existing piece, or duplicate item of a superior or similar nature represented in the collection.

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Deb Gibson, President

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Richard Johnson, Secretary



# Internet Use Policy

Section: Library Resources

Approved: 6/19/1996

Reviewed: 11/21/2002, 7/21/2005, 6/17/2021

Revised: 2/17/2000, 11/16/2006, 9/20/2007, 1/21/2010, 7/19/2012, 9/17/2015, 8/20/2018, 7/20/23

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**Libraries are a traditional forum for the open exchange of information.** Ames Public Library provides free, unsecured access to the internet to connect the public to the world of ideas and information, and to provide equal access to that information for all individuals in the community. This policy applies to all use of Ames Public Library's internet service, whether privately-owned or Library-provided devices are operated.

~~Libraries are a traditional forum for the open exchange of information.~~ Providing access to information available on the internet does not constitute endorsement of the content by the Library. Ames Public Library expressly disclaims any liability or responsibility arising from use of the internet or information obtained through the Internet.

## Library Practices

The Library retains ~~some information about checkout of Library devices and use of Library computers,~~ **retains name and library card number of those using a Library computer or device,** but does not retain browser history or personal information **entered during the session.** The Library will not reveal the information sources or services individual users access unless required by law or court order.

In its [Statement on Library Use of Filtering Software](#), the American Library Association's Intellectual Freedom Committee has stated "The use of Internet filters to block constitutionally protected speech, including content on social networking and gaming sites, compromises First Amendment freedoms and the core values of librarianship" Ames Public Library will not impose blocking or filtering software to limit access to Internet sites. **However, the Library does employ limited, security-based filtering designed solely to block websites containing malicious software or content that could compromise network security or user safety.** ~~However,~~ Patrons may choose to use filtered search engines.

[Iowa law](#) places no prohibition on the use of appropriate material for educational purposes in any public library. It does, however, place limitations on those who knowingly disseminate or exhibit obscene material so that it can be observed by a minor. Library staff members may request that individuals cease to view or listen to works that threaten the safe and comfortable environment of the library or interfere with the conduct of library business, in accordance with Ames Public Library's [Conduct in the Library Policy](#).

## Customer Responsibilities

As with other library materials, individuals must accept responsibility for evaluating the content of resources they view, read, or listen to. Monitoring and any restriction of a minor's access is the responsibility of the parent or legal guardian.

Customers are urged to respect others when accessing images that may reasonably be offensive to someone else. Privacy while using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others.

Customers handling financial transactions or other activities that require confidentiality do so at their own risk. The Internet is not a private environment and security of electronic communication cannot be guaranteed.

Each user is responsible for complying with copyright law and adhering to software licensing agreements, as well as all local, state, and federal laws including, but not limited to, those concerning fraud, privacy, or obscenity. Use of the Library's Internet connection in an illegal, disruptive, or destructive manner may result in the loss of Internet or Library privileges.

Security for personal devices rests solely with the owner. Library staff members may provide guidance for accessing library materials and services, but they do not provide technical support.

## **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**

American Library Association Documents:

[Library Bill of Rights](#)

[Interpretations of the Library Bill of Rights](#)

[Statement on Library Use of Filtering Software](#)

Ames Public Library Policies:

[Circulation and Customer Accounts](#)

[Conduct in the Library](#)

[Confidentiality and Library User Records](#)

[Social Media](#)

*State Code of Iowa*, [Section 728](#)

**Internet Use Policy**  
**BOARD OF TRUSTEES**  
**AMES PUBLIC LIBRARY**  
**January 15, 2026**

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

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Deb Gibson, President

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Richard Johnson, Secretary



# Conduct in the Library Policy

Section: Library Operations

Approved: 11/20/1996

Reviewed: 9/19/2002

Revised: 12/16/2004, 9/15/2005, 9/21/2006, 11/15/2007, 3/18/2010, 11/15/2012, 10/15/2015, 10/18/2018, 2/17/22, 7/21/22, 8/17/23

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Ames Public Library provides a safe, comfortable environment conducive to the use of Library materials and facilities. The Library is intended for the use of all members of the public. Customers are expected to observe the rights of other customers and staff members and to use the Library for its intended purposes. Misconduct will not be allowed in the Library and may be subject to follow-up by law enforcement, if necessary.

Library staff members are responsible for identifying incidents of misconduct and for policy enforcement. Customers who observe misconduct should avoid confrontation and immediately notify Library staff.

## Definition

Misconduct is behavior that is illegal or that:

- Interferes with the rights of individuals to use Library materials, services and premises.  
*[The term “premises” includes: inside and outside areas of Library property and the Bookmobile.]*
- Interferes with the ability of Library staff to conduct Library business, or
- Threatens the safe and comfortable environment of the Library or the safety of any person on Library premises.

Misconduct may include, but is not limited to the following:

- Violation of any Library policy or any municipal, state, or federal law or code.
- Use or threat of use of dangerous weapons, including all firearms.
- Refusing to comply with the directive of a Library staff member.
- Willfully annoying, harassing, or threatening any person on Library premises.  
*[According to the Iowa Code, a person commits harassment when the person purposefully and without legitimate purpose has personal contact with another person with the intent to threaten, intimidate, or alarm that other person. Personal contact means an encounter in which two or more people are in visual or physical proximity to each other. Personal contact does not require a physical touching or oral communication, although it may include these types of contacts.]*
- Any behavior that endangers or could endanger the safety or health of others.
- Behaving in a disruptive manner.
- Using electronic devices at a volume that is disruptive to others.
- Using abusive or profane language.
- Violating indecent exposure laws.
- Inappropriately touching oneself or others.
- Using tobacco products, vaping products, or e-cigarettes on the premises.
- Using alcohol or possessing an open or unsealed bottle, can, jar, or other receptacle containing an alcoholic beverage on the premises.
- Using false identification or using a fictitious name or address.

- Misusing, misappropriating, damaging, vandalizing, stealing, deliberately misplacing or obstructing use of Library equipment, premises, or the personal property of customers or Library staff.
- Maliciously accessing, damaging, or destroying computers or peripheral equipment, or altering, deleting, damaging, or destroying the computer system, computer network, computer programs or data.
- Using sports equipment such as skateboards or in-line skates on the premises.
- Parking bicycles anywhere other than in the provided bicycle racks.
- Leaving bicycles in bicycle racks overnight.
- Campaigning, petitioning, interviewing, survey taking, soliciting, posting notices, fundraising, or selling except within permitted Meeting Room or Program use or as otherwise authorized by the Director.
- Panhandling on Library premises.
- Busking without registering and receiving an identification badge from the City Clerk's Office.
- Impeding access to Library resources, premises, or an area of the premises, or blocking access to Library materials for extended periods of time.
- Entering non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
- Leaving a child 8 years old or younger unattended in the Library. Leaving an individual who requires a caregiver unattended in the Library.
- Intentionally leaving personal items on the premises. The Library assumes no responsibility for any personal belongings left unattended.
- Photographing or video recording in a manner that disturbs other Library users (setting up tripods or using flash, for example) or is disrespectful of others' privacy.
- Consuming food or beverages in a manner that creates an unclean environment, disrupts others, or is harmful to Library resources or premises.
- Not wearing shoes.
- Entering the Library with infestations of bed bugs, fleas, or other pests.
- Bringing animals into the Library, except trained service animals or as authorized for Library-sponsored events.

*[Ames Public Library welcomes trained service animals. The Americans with Disabilities Act (ADA) defines service animals as "dogs that are individually trained to do work or perform tasks for people with disabilities." It also states that "the provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition." In addition, ADA regulations state if a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, the animal may be excluded. Service animals are working animals, not pets. Under ADA regulations, staff may ask if an animal is required because of a disability; they may also ask what work or tasks the animal has been trained to perform.]*

- Leaving an animal unattended anywhere on Library premises.
- Using public restroom facilities for bathing, shaving, or laundering clothes.

## Consequences

Enforcement of these rules may take the form of any of the following actions, depending upon the severity of the misconduct as determined by the staff on duty or Director.

- Customers who engage in misconduct will be warned and asked to behave in an appropriate manner. Customers who do not modify their behavior after one warning may be asked to leave the Library.

- Customers who engage in misconduct, that in the judgment of a staff member is extreme, will be ordered to leave the building immediately.
- If necessary, library staff may call the police.

Customers who engage in repeated or egregious misconduct may receive a written notice or be subject to additional action, including being banned from the Library or served with a Trespass Notice.

## Appeal

When a patron wishes to appeal a suspension decision or other consequence they should:

- Complete the Trespass Appeal Form available on the Library’s webpage or call the Library.
- Completed forms may be returned by mail to the attention of the director, or by email to [director@amespubliclibrary.org](mailto:director@amespubliclibrary.org)
- Director will review with appropriate staff members and will notify patron of the decision within a reasonable time period.

## References

American Library Association: [Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage.](#)

U.S. Department of Justice:

[Americans with Disabilities Act, Title II, State and Local Governments](#) Section 35.136  
[ADA Requirements: Service Animals](#)  
[Frequently Asked Questions about Service Animals and the ADA](#)

Code of Iowa:

Rights of Persons with Disabilities, [Chapter 216C](#)  
 Dangerous Weapons, [§702.7](#)  
 Disorderly Conduct, [§723.4](#)  
 Assault, [§708.1](#)  
 Harassment, [§708.7](#)  
 Harassment of Public Officers, Employees, [§718.4](#)  
 Willful Disturbance, [§718.3](#)  
 Iowa Smokefree Air Act, [§142D.3](#)  
 Intoxication, [§123.46](#)  
 Theft, [§714.1](#)  
 Trespass, [§716.7](#)  
 Criminal Mischief, [§716.1](#)  
 Indecent Exposure, [§709.9](#)  
 Unlawful Assembly, [§723.2](#)  
 Use of Computers, [§622.51A](#), [§714.1](#), and [§716.6B](#).

City of Ames Municipal Code:

[Miscellaneous Offenses](#), Skateboards Prohibited in Certain Locations, Waiver, §17.28

Library Policies:

[Internet Use](#)  
[Meeting Rooms and Study Rooms](#)  
[Petition](#)  
[Programs](#)  
[Unattended Child](#)  
[Appeal Form](#)

**Background:** The City Manager requested city departments to submit adjustments to the current year's budget (fiscal year 2025/26 or FY26) and initial requests for next year (FY27) by November 12, 2025. Schofer, Klein-Hewett and Johannes met with the City Budget Manager, Assistant City Manager, and Lehman on Thursday, November 20, to review the initial entries and make adjustments per their recommendations. January 8, 2026 Schofer and Johannes met with the City Manager, City Finance Director, Assistant City Manager Goldbeck, and Lehman to review budget requests.

Notes:

- The Library Administration budget reflects salary and benefit expenses shifting to internal expenses with the transfer of 2 FTEs to the City Information Technology Division in the Finance Department.
- After reviewing current IT services and considering best practices, the Library and City IT divisions are integrating to offer a more connected and secure environment that will improve functionality and maximize overall effectiveness.
- The increase in commodities is for tables and chairs for the auditorium which will be paid for with Ames Public Library Friends Foundation funding.
- Capital funding in the FY 2025/26 adjusted budget has been included to purchase a graphic quality copier (\$29,300), to alter the west employee entrance for accessibility (\$25,000), and to convert existing space into two study rooms (\$18,000). The cost of the study rooms will be covered out of the Library Future Needs Fund.
- The demand for downloadable electronic books and audio outpaces the increasing costs of providing these services. The Library continues to adjust funding from physical collections to electronic collections, which are more costly. This funding increase is reflected in the collection materials expenditure category.
- The Library's primary book vendor suddenly went out of business, and staff quickly pivoted to alternative suppliers to meet purchasing needs. Additional funds were added to the FY 2025/26 commodities budget for processing supplies to cover costs while negotiating with new vendors and exploring alternative options.
- The Youth Services Manager works closely with the Ames Public Library Friends Foundation Development Director to identify grant opportunities to support youth initiatives such as STEM Programming and Summer Meals. The Friends Foundation will contribute \$130,428 in FY 2025/26 and \$131,018 in FY 2026/27 to the Library for youth programming and collections.
- As part of the adjusted FY 2025/26 budget, the Adult Services area will receive a furniture refresh, with funding of \$50,000 from the Ames Public Library Friends Foundation (APLFF).
- The commodities budget has increased due to additional funding provided by the Friends Foundation for adult program support and additional adult reading incentives.
- The Customer Accounts Services personal services budget reflects a change in health insurance selection among permanent staff, as well as an increase in Library Aid part-time staff hours to better reflect actual expenditures in this category.
- With the reduction in State support for the Interlibrary Loan Program, postage costs reflected in the contractual budget have been increase for FY 2026/27.
- In the FY 2026/27 contractual budget, funding is included for two staff members to attend a conference to explore desired features for a replacement bookmobile in the next five years.

**Requested Action:** Administration recommends that the Board of Trustees Packet Page 19 approve the FY26 Budget Adjustments and initial FY27 Requests.

# Library Services

	2024/25	2025/26	2025/26	2026/27	% Change From Adopted
<i><b>Expenditures by Category:</b></i>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Requested</b>	
Personal Services	3,941,508	4,328,787	4,079,072	4,256,425	-1.7%
Internal Services	147,902	154,529	300,768	481,622	211.7%
Contractual	634,253	636,676	619,513	532,588	-16.4%
Commodities	226,881	279,213	351,378	331,670	18.8%
Collection Materials	695,487	700,681	713,024	745,653	6.4%
Capital			29,300		
Other Expenditures	1,880	3,000	3,000	2,750	-8.3%
<b>Total Expenditures</b>	<b>5,647,911</b>	<b>6,102,886</b>	<b>6,096,055</b>	<b>6,350,708</b>	<b>4.1%</b>
 <b>Funding Sources:</b>					
Charges for Services	21,765	18,500	23,000	23,500	27.0%
State of Iowa	40,770	42,000	41,000	39,000	-7.1%
Story County	157,043	150,000	164,895	173,140	15.4%
Library Friends Foundation	331,704	448,581	457,956	458,546	2.2%
Library Direct State Aid	16,706	16,500	16,182	16,000	-3.0%
Library Donations/Grants	6,493	6,750	16,950	7,500	11.1%
<b>Total Revenues</b>	<b>574,481</b>	<b>682,331</b>	<b>719,983</b>	<b>717,686</b>	<b>5.2%</b>
General Fund Support	5,073,430	5,420,555	5,376,072	5,633,022	3.9%
<b>Total Funding Sources</b>	<b>5,647,911</b>	<b>6,102,886</b>	<b>6,096,055</b>	<b>6,350,708</b>	<b>4.1%</b>

**Operating Budget – FY26 Adjustments and FY27 Requests**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
January 15, 2026**

Be it resolved that the Board of Trustees, Ames Public Library, approves adjustments to the operating budget for fiscal year 2025/26 and requests for fiscal year 2026/27 as presented.

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Deb Gibson, President

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Richard Johnson, Secretary