

**Ames Public Library Board of Trustees**  
**Agenda – February 19, 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) Resolution approving donations
- 2) Motion approving minutes of the regular meeting January 15, 2026
- 3) Motion approving payment of claims 1/1/26 – 1/31/26

**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**

- 4) Assistant City Manager - Goldbeck
- 5) Administration – Schofer
- 6) APLFF – Gordillo/Myers
- 7) Nominating Committee – Reynolds/Thorbs-Weber

**Board Education**

- 8) IUPLA Statistics – Schofer

**Policy Review**

- 9) Conduct in the Library (Action)
- 10) Library Security Cameras (Discussion)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, March 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.

**Donations**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
FEBRUARY 19, 2026**

Be it resolved that the Board of Trustees, Ames Public Library, accepts the following donations:

1) Angie Shirk-Tewes (credit refund 7/2/25).....	\$26.99
2) Annie Barbour (credit refund 7/29/25).....	\$ 5.99
3) Laura Mogler (credit refund 7/29/25).....	\$ 5.99
4) Leysan Mubarakshina (credit refund 7/29/25) .....	\$48.00
5) Neva Hinzman (credit refund 8/4/25) .....	\$11.19
6) Kris Scheppler (credit refund 8/5/25).....	\$13.25
7) Laura Schinnow (credit refund 8/5/25) .....	\$18.99
8) Jeremy Schweitzer (credit refund 9/27/25).....	\$16.99
9) Young Park (credit refund 10/8/25) .....	\$16.50
10) Samantha Nimmo (credit refund 10/12/25) .....	\$38.97
11) Heidi Chopskie (credit refund 12/15/25).....	\$30.00

Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
January 15, 2026

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, January 15, 2026, in the Dale H. Ross Board Room with Dennis, Gibson, Johnson, Myers, Reger, and Thorbs-Weber in attendance. Arora, Gordillo, and Reynolds were excused. Director Schofer and Sagan, Sustainability Coordinator, were also in attendance.

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

**Consent Agenda:**

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

- A. Motion approving minutes of the regular meeting December 18, 2025
- B. Motion approving payment of claims 12/1/25 – 12/31/25

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

**Public Forum:** None.

**Activity Reports:**

1. Assistant City Manager: Sagan, Sustainability Coordinator, gave a report to the Board.
  - The Recycling RFP (Request for Proposal) is due tomorrow, January 16. Services will be for all city facilities and residential addresses with four units or less. They are expecting to be able to make recommendations to City Council in February. They are anticipating a cost of \$6-\$8 per unit. More information is available on the City of Ames website.
  - The second round of Community Climate Grants have been awarded funding four more projects. There were a lot more funds requested than available. The purpose of the Climate Action Grant Program is to support community involvement in Climate Action Plan implementation. The City of Ames provides funding for programs and activities that align with the City's community sustainability goals, including the Climate Action Plan and EcoSmart Programs. Projects must also include an education or engagement component. The Sustainability Coordinator plans to request additional funding from City Council in March.
  - The City of Ames is excited to partner with Green Iowa AmeriCorps to provide no-cost energy audits and weatherization services. This program can help save money on your utility bills and maintain a more comfortable home and is available for all Ames residents. Interested Ames residents can fill out

the application on the City of Ames website at <https://www.cityofames.org/Resident-Services/Sustainability/Green-Iowa-AmeriCorps>.

- On January 16, Storybook STEM will feature an environmental sustainability book and activity at the library with DiMaucia Phanfil, Engagement Coordinator for Green Iowa AmeriCorps member serving with the City of Ames.
2. Administrative Staff Report: Schofer gave a report to the Board.
- The Library wrapped up the year with some fun programming including the popular NOON Year's Eve Dance party. It was a big hit with families with over 150 in attendance. The Ames Tribune covered it and posted several fun photos.
  - Adult Services added a new offering to our Conversation Circles with American Sign Language starting this month.
  - Popular children's author Lindsay Currie came for a visit this past Monday, January 12. She is one of our Battle of the Books selections for this spring's competition.
  - The second Wednesday of each month there will be an adult program called "That's Fun" geared to adults who want to gather and meet new folks. This month was a puzzle competition and next month is a 90's trivia night.
  - The next Repair Café is January 17, 2026.
  - Adult Services is starting a new Dementia Caregiver Support Group with Dementia Friendly Iowa on the fourth Thursday of each month. January 22 will be the first meeting.
  - The Library is partnering with the League of Women voters to host a screening of the Free For All: The Public Library documentary with a panel discussion to follow on February 5, 2026, at 6:30 pm.
  - As discussed in November, we are expecting the \$10,000 gift from the Carnegie Foundation to arrive this month. We'll likely stick to the original spirit of the gift and use it for a larger building project, which we have two in the works.
  - We are currently in the Request for Proposal phase for the design services for the additional study room in adult services. The RFP closes on January 23, 2026.
  - We are also getting some quotes to convert the southwest alley staff door to a handicap accessible automatic opening door. Depending on the costs, that project may also need to go out for bid.
  - Ames Public Library is also the Library of Congress, Iowa, Center for the Book Affiliate. You may have seen our card catalog on display downstairs that is from the Library of Congress. We will be working on another project as The Iowa Center for the Book called "PBS American Stories a Reading Road Trip". We'll talk to producers later this month with a likely air date in March. The PBS episode will highlight contemporary and historical authors, literary locations, maybe special libraries or independent bookstores. We feed them a lot of options and they ultimately produce it. We'll get a chance

to briefly highlight our Center for the Book Programs but a lot of it will end up focusing on the authors.

- We have a higher-level IT check-in meeting scheduled for tomorrow, but an impromptu opportunity came up, and I invited them to speak at our Leadership Team meeting this afternoon. Schofer is planning for them to come and present at Staff Day on February 16 and then work on a switch over to our upgraded Microsoft accounts that align with the city. They are in the process of switching over our R-Drive as we will now be on the city's servers. It's a big project but they did a good job of outlining the process, answering questions, and are emphasizing their desire to prioritize customer service and meeting our needs.

There are still some logistics to clarify, with timelines and communication when planning, but all told I think it's going smoothly thus far and am hopeful for these next steps. We may need to decide on whether or not to change our email to align more with the city's formula

Sheila.schofer@amespubliclibrary.org for now we'll have an alias so we'll receive mail address to either, but our sent mail will go out as Sheila.schofer@amespubliclibrary.org

- The budget meeting with the City Manager went well. We'll go over that at a future agenda item.

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

- The Holiday campaign is doing well. It is about 80% on target.
- Carlson is getting more plaques for the donor wall.

4. Budget and Finance Committee Report: Johnson gave a report to the Board.

- The budget is sitting very close to expected expenses for December (50%). Variance is expected as some costs come at different times, but overall, the budget is in great shape.

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

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

5. Art Committee Report: Reger gave a report to the Board.

- The Art Committee met and reviewed the artwork that staff and the Director had already sorted through. The committee was thankful for the preparation work.
- The Committee recommends that the Board accept a statue of two children on a bicycle, depending on the artist choosing the Library as the recipient. The piece would possibly be installed in the Literary Grounds area.
- The Committee recommends that the Board agree to authorize library staff to deaccess several pieces of art, based on relevance, condition, and

duplication. The committee was impressed by efforts involving many steps to find a home for the deaccessioned art.

Moved by Thorbs-Weber, seconded by Myers, to authorize 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.

Vote on Motion: 5-0 (Gibson abstained; Arora, Gordillo, and Reynolds were excused). Approved unanimously. Resolution 2026-L001 adopted.

Moved by Johnson, seconded by Myers, to authorize staff to deaccession several pieces of art as recommended by the Art Committee and Director.

Vote on Motion: 5-0 (Gibson abstained; Arora, Gordillo, and Reynolds were excused). Approved unanimously. Resolution 2026-L002 adopted.

**Board Education:** Schofer presented information about the accreditation process. The application is due by February 28, 2026, and is submitted every three years. To maintain a tier 1 rating, the Library must meet a minimum of 29 standards including things such as the Board of Trustees and Director attending county-wide training, reviewing policies routinely, providing services free to the public during a minimum amount of time and days, just to name a few. More information about the accreditation process is available on the State Library of Iowa website <https://statelibraryofiaowa.gov/programs/accreditation-standards>.

### **Policy Review:**

1. Internet Use Policy and Guidelines: This policy was brought to the Board last month for discussion and reviewed by staff. Recommended changes include taking the first sentence from the second paragraph and moving it to the first sentence of the first paragraph, under Library Practices changing the sentence “some information about checkout of Library devices and use of Library computers” to “retains name and library card number of those using a Library computer or device” and add “entered during the session” in the same sentence, and adding “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.” And deleting the next word “However” in the following paragraph as the second to last sentence. The Board discussed the policy.

Moved by Myers, seconded by Dennis, to approve the revisions to the Internet Use Policy and Guidelines as presented.

Vote on Motion: 5-0 (Gibson abstained; Arora, Gordillo, and Reynolds were excused). Approved unanimously. Resolution 2026-L003 adopted.

2. **Conduct in the Library:** Schofer introduced the policy. The Board discussed the policy. Myers pointed out a lot of the policy can't be changed because it is State Code. The Board would like the Person in Charge team to review the policy. They discussed charging e-bikes and similar devices inside or outside the library. They also considered language not to allow them in the building or allow charging them. They discussed keeping the email address in the Appeals section, or making people aware that it might have to change depending on changes made from switching to the City's IT support. This policy will be reviewed by staff and brought back next month for action.

### **New Business:**

Fiscal Year 2026/27 Proposed Budget: Schofer introduced the budget summary. 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. On 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 increased 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.

Moved by Johnson, seconded by Reger, to approve the adjustments to the operating budget for fiscal year 2025/26 and requests for fiscal year 2026/27 as presented.

Vote on Motion: 5-0 (Gibson abstained; Arora, Gordillo, and Reynolds were excused). Approved unanimously. Resolution 2026-L004 adopted.

Schofer invited the Board to the City Council meeting on February 3, 2026, at 5:00pm when she and Klein-Hewett present the budget.

### **Trustee Comments:**

- Myers – is glad to be in a positive space, supportive of the community. She's proud to be a Board Member.
- Dennis - talked to a teen about the reading challenge, who was very excited to participate in the challenge.
- Thorbs-Weber - in February, Reynolds and she will be presenting the Slate of Officers. Before then they will be asking members to serve on the Executive committee. Please consider serving when asked.
- Johnson - It was impressive to see the list of the Board trainings. He suggests adding a list of topics and materials created to a binder. The new board members could learn a lot by reviewing that information.
- Reger – thank you for letting me participate online and Happy New Year.
- Gibson – thank you to the whole Board. See you all in February.

**Adjournment:**

Moved by Myers, seconded by Thorbs-Weber, to adjourn at 8:40 p.m.

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

The next regular meeting will be on Thursday, February 19, 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  
January 1 - January 31, 2026

<b>Administration FY26</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	44,227.19
PAYROLL SUMMARY	DENTAL INSURANCE	\$	395.14
PAYROLL SUMMARY	IPERS DISABILITY	\$	149.91
PAYROLL SUMMARY	LIFE INSURANCE	\$	47.03
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,623.69
PAYROLL SUMMARY	MEDICARE FICA	\$	629.66
PAYROLL SUMMARY	FICA	\$	2,692.29
PAYROLL SUMMARY	IPERS	\$	4,175.03
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	156.39
DAVE FITZ ELECTRIC CO	OUTSIDE PROFESSIONAL SVCS	\$	150.00
BANK OF AMERICA	POSTAGE/FREIGHT	\$	3.20
MONTHLY POSTAGE DEPT	POSTAGE/FREIGHT	\$	3.70
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	320.00
ONE SOURCE THE BACKGROUND	RECRUITING COSTS	\$	512.00
REV GRP #2938	ELECTRIC SERVICE	\$	(6,031.78)
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(0.79)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	11,472.55
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,196.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	144.90
REV GRP #2938	WATER/SANITARY SEWER	\$	(445.61)
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	865.64
BANK OF AMERICA	WASTE DISPOSAL	\$	1,101.99
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	254.56
ALLIANT ENERGY/IPL	NATURAL GAS	\$	1,270.08
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	2,016.00
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$	262.02
BANK OF AMERICA	SOFTWARE LIC/SUBS/SUPPORT	\$	428.63
LIBRARY MARKET	SOFTWARE LIC/SUBS/SUPPORT	\$	3,100.00
PREMIER OFFICE EQUIPMENT	LEASES	\$	675.23
XEROX FINANCIAL SERVICES	LEASES	\$	516.00
ABM JANITORIAL NORTH	NON-CITY SERVICE	\$	7,759.62
LAWNPRO	NON-CITY SERVICE	\$	3,985.00
PUBLIC SURPLUS	NON-CITY SERVICE	\$	0.10
CTI	NON-CITY SERVICE	\$	647.00
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$	129.60
BANK OF AMERICA	OFFICE SUPPLIES	\$	111.93
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	9.20
CDW GOVERNMENT LLC	MINOR COMPUTER EQUIPMENT	\$	7,040.00
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	80.88
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	402.00
BANK OF AMERICA	CLEANING SUPPLIES	\$	15.01
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	635.86
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	74.99
<b>Total Administration</b>		<b>\$</b>	<b>99,802.47</b>

Library Claims  
January 1 - January 31, 2026

<b>Resource Services FY26</b>			
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	\$	441.90
PAYROLL SUMMARY	FICA	\$	1,889.41
PAYROLL SUMMARY	IPERS	\$	3,057.54
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	38.86
BANK OF AMERICA	CONFERENCES	\$	375.00
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	9.99
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	458.75
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	13.93
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	8,789.06
OVERDRIVE	ELECTRONIC COLLECTION	\$	10,519.64
KANOPIY LLC	ELECTRONIC COLLECTION	\$	1,109.00
INGRAM LIBRARY SERVICES	SPECIAL PJCT COLLECTIONS	\$	61.72
USA TODAY	PERIODICALS	\$	94.28
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	6,163.95
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	1,372.05
BARNES & NOBLE	YOUTH COLLECTION	\$	14.40
BOOKSELLER LIBRARIA	YOUTH COLLECTION	\$	202.40
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	380.50
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	2,438.88
LIBRARY IDEAS LLC	AUDIO-VISUAL COLLECTION	\$	875.76
PLAYAWAY PRODUCTS LLC	AUDIO-VISUAL COLLECTION	\$	1,910.10
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	174.64
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	5,315.79
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	1,134.00
GALE GROUP	ADULT PRINT COLLECTION	\$	1,186.34
GREY HOUSE PUBLISHING INC	ADULT PRINT COLLECTION	\$	514.05
AMAZON CAPITAL SERVICES I	ADULT PRINT COLLECTION	\$	1,252.20
SISSON, JENNIFER	REFUNDS	\$	18.99
RENO, MARCEE	REFUNDS	\$	8.99
SKRYNNIKOVA, LIDIA	REFUNDS	\$	29.00
LIBRARY REFUNDS DONATED	REFUNDS	\$	232.86
<b>Total Resource Services</b>		<b>\$</b>	<b>90,038.92</b>
<b>Youth Services FY26</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	46,947.65
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	762.00
PAYROLL SUMMARY	HOLIDAY PAY	\$	71.20
PAYROLL SUMMARY	VACATION	\$	673.24
PAYROLL SUMMARY	DENTAL INSURANCE	\$	360.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	148.38

Library Claims  
January 1 - January 31, 2026

PAYROLL SUMMARY	LIFE INSURANCE	\$	66.85
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,923.44
PAYROLL SUMMARY	MEDICARE FICA	\$	688.86
PAYROLL SUMMARY	FICA	\$	2,945.46
PAYROLL SUMMARY	IPERS	\$	4,510.51
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	57.34
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$	35.31
ONE SOURCE THE BACKGROUND	RECRUITING COSTS	\$	39.00
<b>Total Youth Services</b>		<b>\$</b>	<b>65,229.98</b>

<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	\$	745.57
PAYROLL SUMMARY	FICA	\$	3,187.87
PAYROLL SUMMARY	IPERS	\$	4,990.14
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	63.42
<b>Total Adult Services</b>		<b>\$</b>	<b>71,046.59</b>

<b>Customer Account Services FY26</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	56,266.63
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	11,996.91
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	\$	938.54
PAYROLL SUMMARY	FICA	\$	4,013.11
PAYROLL SUMMARY	IPERS	\$	6,444.08
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	81.93
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$	61.51
MONTHLY POSTAGE DEPT	POSTAGE/FREIGHT	\$	835.62
BANK OF AMERICA	RECRUITING COSTS	\$	60.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	59.10
<b>Total Customer Account Services</b>		<b>\$</b>	<b>90,590.45</b>

<b>Total FY26:</b>		<b>\$</b>	<b>416,708.41</b>
Deb Gibson, President	Richard Johnson, Secretary	Date	

The following slate of officer candidates for 2025/26 is presented by the Nominating Committee:

- Richard Johnson, President
- Monica Gordillo, Vice President
- Deb Gibson, Secretary

Further nominations may be made from the floor at this meeting. The Board will elect the slate or other nominations at the March meeting.



# 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, 2/19/26

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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 **library technology or data**. ~~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~~ **scooters** on the premises.
  - Parking bicycles anywhere other than in the provided bicycle racks.
  - Leaving bicycles in bicycle racks overnight.
  - **Charging e-bikes or similar transportation in non-designated areas**
  - 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)
- The Director will review with appropriate staff members and will notify the 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](#)

**Conduct in the Library Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
February 19, 2026**

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

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Deb Gibson, President

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Richard Johnson, Secretary



# Library Security Cameras Policy

Section: Library Resources

Approved: 10/23/2008

Reviewed: 8/20/2015

Revised: 1/19/2012, 8/20/2018, 7/15/2021, 8/17/2023

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Ames Public Library takes reasonable precautions to assure a safe and secure environment for its patrons and staff. Security cameras and real-time monitors are placed at selected locations in order to observe and record activities on library premises.

## Library Practices

The Library will post signage advising that security cameras are in use.

Camera placement will be determined by the Library Director or their designee.

Cameras will not be placed in areas where there is a reasonable expectation of privacy or in areas prohibited by Iowa Code, such as restrooms.

Cameras will not be monitored continuously by library staff. Cameras will not monitor or record audible communication.

Cameras will record activities in real time and images will be saved to internal storage. Software currently in use deletes images automatically as the capacity of the hard drive is reached. The Library may retain copies of certain images as needed for legal or operational purposes.

The Library Director holds the authority to designate library staff members who may access security camera imagery. Designated staff may use live surveillance, still shots, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime or injury on library property, to consult with law enforcement officials, to validate policy violations, to alert staff to banned or disruptive individuals, or to address internal security, safety, or operational concerns. In the discharge of such duties, designated staff members are permitted to connect the recorded digital images with identification data available on the Library's user database.

Images that are saved or shared may be destroyed when no longer useful; however, images that become part of an official record will become the responsibility of the appropriate authority for the duration of the applicable record retention period.

## Confidentiality

Any recorded images that include identifiable persons checking out identifiable items or requesting identifiable items or identifiable information shall be treated as confidential to the extent provided in [Iowa Code § 22.7\(13\)](#).

Only designated library staff may view real-time images or screen recorded images to determine if they contain protected information. Any inadvertent views of protected information shall be held in confidence by the library staff, in accordance with the [Library's Confidentiality Policy](#).

Images that include records protected by [Iowa Code § 22.7](#) will not be released without a court order.

## **Requests for Access to Security Camera Images**

All requests to view or obtain security camera imagery must be presented to the Library Director. If the Library Director is unavailable, such requests must be presented to a designated member of staff. Law enforcement and City officials may view recorded images, unless they include records protected by [Iowa Code § 22.7\(13\)](#).

Any security camera imagery provided to law enforcement agencies or other external persons or agencies will be with the knowledge and authorization of the Library Director, when practicable.

If recorded images include records protected by [Iowa Code § 22.7\(13\)](#), authorized staff will provide access to criminal or juvenile justice agencies when pursuant to a valid search warrant, subpoena or court order, or when otherwise required by law. Authorized staff will consult with legal counsel to determine if the request for confidential records is permitted by law.

All requests for public disclosure of recorded images must be presented to the Library Director or the staff member designated to act in their stead. Guidelines for public disclosure of security camera video imagery shall follow the procedures established by the Library Director in accordance with [Iowa Code chapter 22](#).

## **References**

[Ames Public Library Confidentiality Policy](#)

[Ames Public Library Conduct in the Library Policy](#)

[State Code of Iowa chapter 22](#)