

Ames Public Library Board of Trustees
Agenda – June 16, 2022
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 May 19, 2022
- 2) Motion approving payment of claims 5/1/22 – 5/31/22

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 - Schildroth
- 4) Administration – Schofer
- 5) APLFF – Kluesner/Myers

Board Education

- 6) Susan Gent- Community Engagement Specialist APL/ISU

Policy Review

- 7) Programs (Action)
- 8) Display and Exhibit (Discussion)

New Business

- 9) Professional Name Tag Proposal (Action)
- 10) Staffing Analysis

Trustee Comments

Adjournment

Next regular meeting: Thursday, July 21, 2022
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
May 19, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, May 19, 2022, in the Dale H. Ross Board Room with Christy, Johnson, Kluesner, Marcu, Myers, Mitchell-Conway, Reynolds, and Torres III in attendance. Thorbs-Weber was excused. Director Schofer was also in attendance.

Call to Order: President Myers called the meeting to order at 7:02p.m.

Consent Agenda:

Moved by Christy, seconded by Marcu, to approve the consent agenda as follows:

1. Resolution approving donations:
 - A. Ames Golden Kiwanis (youth department) \$1,000.00
 - B. Treats on a Leash (adult summer reading prize)..... \$25.00
 - C. Skunk River Cycles (adult summer reading prize) \$25.00
2. Motion approving minutes of the regular meeting April 21, 2022
3. Motion approving payment of claims 4/1/22 – 4/30/22

Vote on Motion: 7-0 (Myers abstaining; Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L020 adopted.

Public Forum: None

Activity Reports:

Assistant City Manager: Schildroth sent her regrets; she is volunteering at the special Olympics this evening and unable to attend but sent updates for Schofer to share.

- The Downtown Plaza will be on Council's agenda next Tuesday, May 24, to consider awarding Henkel Construction the contract to build the project.
- Work has begun on the new parking lot to the north of City Hall. This is replacing the parking lot to the east of City Hall that will be removed for the Downtown Plaza to be constructed.

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

- May is Mental Health Month
 - Ames Public Library is working with multiple partners to provide special events focused on teen mental health.
 - On May 4, NAMI Central Iowa will present "Ending the Silence" for teens, which discusses warning signs and symptoms of mental health conditions as well as steps to take. The Library hosted a similar presentation last month for families and caregivers.

- On May 11, the Library will partner with Story County Extension for a skills workshop called "Mindfulness for Teens," which offers practical strategies for coping with stress, emotions, and everyday life.
- Starting in May, staff from ACCESS will be at the Library Thursday afternoons to offer services for community members dealing with sexual harassment, domestic abuse, or sexual abuse. This "in-reach" service follows the successful pilot partnership with The Bridge Home, which offers assistance to those on the verge of-or experiencing-homelessness.
- Staff are gearing up for Summer Reading. "Off the Beaten Path" is the theme this year. Information will be distributed to the schools. There are prizes for all ages and an app for easy tracking.
- Summer meals will be provided with funding from REG and APLFF from June 6 to August 19.
- The Library is partnering for a Juneteenth Celebration at Bandshell Park. Latimer Baker is collaborating with groups who have organized the event in past years to combine efforts. The bookmobile will be there filled with thousands of books that center on black experience and/or are created by black authors and illustrators. The Library is also sponsoring the film "Black Panther". A bouncy house, food trucks, and various activities will make for a fun, celebratory evening June 18. The Library plans to have a storytime at the library and a special exhibit with Jordan Brooks work in vestibule.
- The bookmobile will be stepping back from the regular school stops to have more time for special summer outreach opportunities. It will still stop at Fareway, Sawyer school, and ISU. The bookmobile will be at the Farmers Market, special camps, Raising Readers collaboration at Kate Michell etc.
- Managers are working on getting performance evaluations submitted.
- Harris will be retiring June 1 after 19 years. Schofer is meeting with Human Resources to plan the recruitment next week.
- Two new Youth Service Assistants will be starting soon; one next week, the other in June.
- Recruitments for a Library Aide and an Adult Services Assistant are underway.
- The language "Ames Public Library is committed to creating a diverse, equitable and inclusive space that honors the inherent dignity of customers, staff and the community as a whole. All employees are expected to create and maintain an environment that recognizes and welcomes the individual identities and diverse perspectives of all people" will be added to job postings.
- There have been a few COVID cases. Staff are following guidelines for quarantining. Staff are feeling the pain as vacancies, vacation, and illness are leaving workgroups short staffed. Schofer has helped out on the desk.
- The staffing analysis is coming along. They are gathering data. Seeing the data validates the challenges they have been facing.
- Schofer has an Iowa Urban Public Library Association meeting Friday. She put in staffing analysis as an agenda item.
- Schofer will be meeting with County Libraries next week. They will be discussing the county funding formula.

- Schofer attended the Directors Round Table with Central Iowa Directors the end of April, a state library book discussion this week, and attended an office hour meeting via Zoom with Mori, our district consultant this afternoon.

APLFF Report: Myers gave a report to the Board.

- The spring campaign has been successful.
- Book sales are going well, coming close to pre-COVID sales.
- There have been some negative returns on investments.
- They are planning the Pub Fiction event.
- The new Development Director, Wilkins, has resigned. They may reach out to her to give her the option to delay starting.

Board Education: Schofer introduced the article “Librarians Are Not Okay”. Some key points:

- Library staff work passion jobs, and passion jobs are prime for exploitation.
- Library staff are working a passion job that is feminized and, by extension, devalued.
- Library staff are working for higher education.
- Library staff just worked through a pandemic, and an ongoing reckoning with systemic racism, and a contested election, and an insurrection, and several climate catastrophes. Plus, we are still in a pandemic.
- Library staff are located at the intersection of structural and systemic failures, but there are still strategies that you can implement — as individuals, as teams, as organizations — that can make the profession more resilient, less fragile, and most importantly, more sustainable.
 - Rethink the credentialization process.
 - Change some things. Not just say that we’ll think about changing them, but actually change them, and continue to iterate and change them, until we arrive at something that works.
 - Evaluate who is doing it, and when are we doing it, and if we’re trying to do too many things with too few people, what do we have to do less of? Sometimes less is more, and sometimes, as in the case of so many overstretched institutions, more is actually less. Decreasing the number of services, or the number of service hours, or the number of responsibilities will almost certainly make everyone a lot better at their jobs.
 - Try to create a match between the amount of work there is and the capacity of your team to do that work well.
 - Install guardrails. Guardrails are things like: we don’t email when we’re off, and if you do send an email when you’re off, you’ll actually be taken aside to talk about why that’s not part of our culture here, giving permission to not be perfect, and encouraging staff to use vacation time.

The Board had a good discussion. Schofer is researching wellness apps for staff use.

Policy Review:

History Policy: Schofer reviewed the policy. It was brought to the Board in April for discussion. The proposed change included the addition of paragraph about the pandemic. Kluesner recommended expanding “safety protocols” to include wearing masks, social distancing, hand sanitizer stations, and plexiglass on service desks, also noting the library has never closed before.

Moved by Johnson, seconded by Reynolds, to approve the policy as presented with the recommended expansion of safety protocols.

Vote on Motion: 7-0 (Myers abstaining; Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L021 adopted.

Programs Policy: Schofer introduced the policy. Schofer will review the online program proposal form to ensure the information is the same on both documents and reference the online form at the bottom of the policy. The Programming Team will review the policy as well. Schofer is not expecting a lot of changes. The Board discussed the policy and recommended expanding the statement to include the BIPOC community and referencing the strategic plan. The policy will be brought back to the Board next month as an action item.

New Business:

Polaris Renewal: Polaris is the system the library uses for acquisitions, cataloging, circulation, inventory, the public access catalog, borrower record keeping, home delivery, and various administrative modules. Polaris was bought by Innovative Interfaces in 2015. This is an annual renewal for licenses, software maintenance, and technical support for the hardware and operating systems.

Moved by Marcu, seconded by Reynolds, to approve the Innovative Interfaces renewal in the amount of \$32,023.94 as presented.

Vote on Motion: 7-0 (Myers abstaining; Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L022 adopted.

Standing Committee Appointments: Myers as Board President made the following appointments to the standing committees:

- Ames Public Library Friends Foundation representatives - Thorbs-Weber & Torres III
- Art – Christy & Kluesner
- Budget & Finance - Johnson, Myers, & Reynolds
- Director Evaluation - Christy, Johnson, & Thorbs-Weber
- Nominating – Marcu & Mitchell-Conway

APL-APLFF agreement: A Memorandum of Understanding (MOU) between the Ames Public Library Board of Trustees and the Ames Public Library Friends Foundation (APLFF) is needed for the current fiscal year. The purpose of the MOU is to provide the

library with compensation for the time dedicated by library staff toward APLFF activities and for APLFF's use of library facilities.

Moved by Torres III, seconded by Johnson, to approve the annual Memorandum of Understanding between the Ames Public Library Board of Trustees and the Ames Public Library Friends Foundation as presented.

Vote on Motion: 7-0 (Myers abstaining; Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L023 adopted.

Other New Business: Mitchell-Conway will be taking a 14-week class that does not end until 8 pm on Thursday evenings. This class will conflict with scheduled Board meetings. Mitchell-Conway asked the Board to change their meeting time or day to accommodate this. The Board discussed this request and decided to leave the meeting day and time as is. Mitchell-Conway will be excused from the effected meetings or may arrive late without the need to resign from the Board.

Trustee Comments:

Trustees introduced themselves since several were excused from the April meeting.

- Marcu – welcomed the new trustees.
- Kluesner – thanked the new trustees for joining and thanked Myers for becoming President.
- Christy – welcomed the new trustees.
- Myers – stated “everybody is awesome”, thanked everyone for a good meeting, and thanked Mitchell-Conway for bringing the conflict forward so the Board could figure it out. Myers also thanked staff.
- Johnson – welcomed the new trustees and appreciated the nice weather.
- Reynolds - Step into Storybooks will be held in partnership with various community partners including Raising Readers and ChildServe on June 11 at North Grand Mall.
- Torres III – really appreciates the Board Education piece. Burnout is a big thing.
- Mitchell-Conway – no additional comments

Adjournment:

Moved by Reynolds, seconded by Mitchell-Conway, to adjourn at 8:22 p.m.

Vote on Motion: 7-0 (Myers abstaining; Thorbs-Weber excused). Approved unanimously.

The next regular meeting will be on Thursday, June 16, 2022, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Jon Christy, Board Secretary

Library Claims
May 1, 2022 to May 31, 2022

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 45,093.10
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 103.00
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 75.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 421.10
PAYROLL SUMMARY	IPERS DISABILITY	\$ 207.43
PAYROLL SUMMARY	LIFE INSURANCE	\$ 66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,675.28
PAYROLL SUMMARY	MEDICARE FICA	\$ 644.49
PAYROLL SUMMARY	FICA	\$ 2,755.72
PAYROLL SUMMARY	IPERS	\$ 4,256.80
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 143.61
FEB-APR MESSENGER CHGS	MESSENGER SERVICE	\$ 1,970.14
APRIL 2022 LONG DISTANCE	CITY LONG DISTANCE	\$ 1.13
MAR 2022 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 322.87
MAR 2022 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
BANK OF AMERICA	OUTSIDE PROFESSIONAL SVCS	\$ 373.29
CONFERENCE TECHNOLOGIES	OUTSIDE PROFESSIONAL SVCS	\$ 560.50
APRIL POSTAGE	POSTAGE/FREIGHT	\$ 86.80
BANK OF AMERICA	CONFERENCES	\$ 494.20
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 240.00
BANK OF AMERICA	ADVERTISING	\$ 190.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 5,919.51
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 282.75
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 225.79
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 1,038.30
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$ 408.04
ASPEN WASTE SYSTEM OF IOWA	WASTE DISPOSAL	\$ 191.22
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 408.10
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$ 1,008.00
BANK OF AMERICA	TECHNOLOGY MAINT / SUPPORT	\$ 489.99
DATA443 RISK MITIGATION	TECHNOLOGY MAINT / SUPPORT	\$ 1,864.09
OXEN TECHNOLOGY	TECHNOLOGY MAINT / SUPPORT	\$ 6,048.00
SPLASHTOP INC	TECHNOLOGY MAINT / SUPPORT	\$ 2,037.45
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$ 370.78
XEROX GOVERNMENT SYSTEMS	RENTALS/LEASES	\$ 516.00
PREFERRED PEST MANAGEMENT	NON-CITY SERVICE	\$ 170.00
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$ 156.08
CH ISSUES	OFFICE SUPPLIES	\$ 80.15
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 33.98
BANK OF AMERICA	OFFICE SUPPLIES	\$ 475.29
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 97.47
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 288.59

Library Claims
May 1, 2022 to May 31, 2022

CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	330.20
CENTRAL IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	869.00
BANK OF AMERICA	CLEANING SUPPLIES	\$	70.58
BANK OF AMERICA	EQUIPMENT PARTS / SUPPLIES	\$	12.44
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	705.23
2022 EMP LUNCH/GIFT REIMB	SPECIAL PROJECT SUPPLIES	\$	61.00
Total Administration		\$	92,058.32

Resource Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	26,878.82
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.52
PAYROLL SUMMARY	IPERS DISABILITY	\$	114.95
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,256.40
PAYROLL SUMMARY	MEDICARE FICA	\$	369.63
PAYROLL SUMMARY	FICA	\$	1,580.48
PAYROLL SUMMARY	IPERS	\$	2,537.38
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	32.28
APRIL 2022 PRINTING CHRGS	PRINT SHOP SERVICES	\$	462.40
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	804.71
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	26.25
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	1,808.49
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	251.90
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	157.82
OVERDRIVE	ELECTRONIC COLLECTION	\$	1,805.25
AMAZON	SPECIAL PJCT COLLECTIONS	\$	20.58
USA TODAY	PERIODICALS	\$	174.00
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	2,598.73
BLACKSTONE PUBLISHING	YOUTH COLLECTION	\$	53.93
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,168.74
AMAZON	YOUTH COLLECTION	\$	1,165.22
MIDWEST TAPE	YOUTH COLLECTION	\$	1,225.87
BANK OF AMERICA	YOUTH COLLECTION	\$	39.92
BOOK FARM INC	YOUTH COLLECTION	\$	3,116.93
CAVENDISH SQUARE	YOUTH COLLECTION	\$	201.48
FINDAWAY WORLD LLC	YOUTH COLLECTION	\$	104.48
LIBRARY IDEAS LLC	YOUTH COLLECTION	\$	791.10
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	181.86
AMAZON	AUDIO-VISUAL COLLECTION	\$	28.74
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	7,178.31
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	8,779.32
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	959.20
AMAZON	ADULT PRINT COLLECTION	\$	1,205.05
FREDERICK, MICHAEL	ADULT PRINT COLLECTION	\$	60.00

Library Claims
May 1, 2022 to May 31, 2022

INFOUSA MARKETING INC	ADULT PRINT COLLECTION	\$	435.00
GALE GROUP	ADULT PRINT COLLECTION	\$	775.20
NGUYEN, XUAN HIEN	REFUNDS	\$	17.99
BECKER, ANDREW	REFUNDS	\$	16.99
Total Resource Services		\$	72,716.90

Youth Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	33,406.02
PAYROLL SUMMARY	DENTAL INSURANCE	\$	326.52
PAYROLL SUMMARY	IPERS DISABILITY	\$	123.58
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.84
PAYROLL SUMMARY	HEALTH INSURANCE	\$	4,868.66
PAYROLL SUMMARY	MEDICARE FICA	\$	463.20
PAYROLL SUMMARY	FICA	\$	1,980.67
PAYROLL SUMMARY	IPERS	\$	3,153.50
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	40.08
APRIL 2022 LONG DISTANCE	CITY LONG DISTANCE	\$	2.46
BANK OF AMERICA	FOOD	\$	21.96
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	1,385.50
Total Youth Services		\$	45,838.99

Adult Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	30,649.56
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$	824.56
TOASTADO MARQUEZ, JOHNATH	PAYROLL ADJUSTMENT	\$	(824.56)
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	25.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	168.82
PAYROLL SUMMARY	IPERS DISABILITY	\$	112.66
PAYROLL SUMMARY	LIFE INSURANCE	\$	54.46
PAYROLL SUMMARY	HEALTH INSURANCE	\$	2,974.74
PAYROLL SUMMARY	MEDICARE FICA	\$	439.29
PAYROLL SUMMARY	FICA	\$	1,878.38
PAYROLL SUMMARY	IPERS	\$	2,893.32
TOASTADO MARQUEZ, JOHNATH	IPERS	\$	(1,237.54)
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	36.77
2022-2 MUNI CODE SUPMT	PRINT SHOP SERVICES	\$	8.52
APRIL 2022 LONG DISTANCE	CITY LONG DISTANCE	\$	7.99
APRIL POSTAGE	POSTAGE/FREIGHT	\$	2.95
BANK OF AMERICA	TRAINING	\$	12.24
2022 EMP LUNCH/GIFT REIMB	SPECIAL PROJECT SUPPLIES	\$	25.00
Total Adult Services		\$	38,052.16

Customer Account Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	47,134.58
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	12,354.02
PAYROLL SUMMARY	LONGEVITY	\$	15.00

Library Claims
May 1, 2022 to May 31, 2022

PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 125.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 312.44
PAYROLL SUMMARY	IPERS DISABILITY	\$ 190.47
PAYROLL SUMMARY	LIFE INSURANCE	\$ 96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,234.30
PAYROLL SUMMARY	MEDICARE FICA	\$ 834.86
PAYROLL SUMMARY	FICA	\$ 3,569.61
PAYROLL SUMMARY	IPERS	\$ 5,584.20
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 145.44
APRIL 2022 LONG DISTANCE	CITY LONG DISTANCE	\$ 13.22
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 86.40
APRIL POSTAGE	POSTAGE/FREIGHT	\$ 795.33
PETERS, TERESE	TRAVEL/MEETINGS	\$ 18.72
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 27.72
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 29.55
BROWARD COUNTY	SPECIAL PROJECT SUPPLIES	\$ 35.00
CITY OF EMMETSBURG	SPECIAL PROJECT SUPPLIES	\$ 14.99
2022 EMP LUNCH/GIFT REIMB	SPECIAL PROJECT SUPPLIES	\$ 36.00

<i>Total Customer Account Services</i>		\$ 76,653.40
Total:		\$ 325,319.77
Carolyn Myers, President	Jon Christy, Secretary	Date



Programs Policy

Section: Library Resources

Approved: 6/23/2004
Reviewed: 1/19/2017
Revised: 10/10/2005, 10/19/2006, 9/18/2008, 8/16/2012, 12/17/2015, 2/20/2020

Ames Public Library offers programs to further its mission, “Ames Public Library—: We connect you to the world of ideas.”

Library programs are planned public activities that are initiated or presented in partnership by the Library and take place at the Library, at the Bookmobile, at locations in the community, or online. Library programs include, but are not limited to: book talks, demonstrations, discussion groups, ~~film showings, interactive presentations~~, lectures, ~~panel discussions~~, performances, ~~puppet shows, readings~~, storytimes, tours, ~~training sessions, tutorials~~, and workshops.

The purpose of Library programming is to:

- Encourage the use of the Library and its resources
- Promote early literacy, acquisition of skills, and a life-long love of reading and learning
- Present information on issues of current interest
- Foster Cultural awareness, diversity, and equitability
- Foster cultural awareness and civic engagement and discourse
- Facilitate the sharing of local talent, knowledge, and expertise

Programming Partnership

The Library encourages and welcomes program proposals from individuals and community groups. When collaborating with a community group, agency, or individual approaches the Library ~~with a programming request, the Library~~ will consider partnership based on the following criteria:

- The program fulfills the purpose of a Library program, as defined above
- The program supports the Library’s mission and strategic priorities
- Priority may be given to community groups, agencies or individuals who amplify a diversity of ideas, cultures and experiences.
- The resources needed to accomplish the program are available and appropriate

Programming partners are expected to actively participate in the development, promotion, presentation, and evaluation of programs. The Library’s role includes, but is not limited to: facilitating and approving program design; furnishing appropriate space and equipment; coordinating promotion, and offering supplementary Library resources.

Content

The Library’s goal in programming is to connect members of our community with a wide variety of ideas and perspectives. ~~Program content is determined by the presenters.~~

The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series. The Library welcomes the opportunity for other viewpoints to be represented in a separate program or series.

Presentation of a program does not constitute the Library's endorsement of the content or views expressed by participants.

Charges, Sales, and Fundraising

All Library programs will be offered free of charge. Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information may not promote his or her specific business interest. No solicitation of future business, including but not limited to the development of prospect and mailing lists, is permitted.

Fundraising and sales are permitted with prior approval in the following circumstances:

- For fundraising to benefit the Library by the Ames Public Library Friends Foundation or the Library itself, and
- For sale of items created by authors and artists responsible for the content of a Library program.

Exceptions to the above may be made at the discretion of the Library Director.

Attendance

All programs must be open to the public. Every attempt will be made to accommodate all who wish to attend a program. ~~Programs designed for a general audience have no age restrictions.~~

- Attendance may be limited if the number of participants reaches the room capacity established by the Ames Fire Department.
- When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration.
- ~~Programs designed for specific audiences may have attendance restrictions or requirements based on age. Programs designed for a general audience have no age restrictions.~~
- It is the responsibility of parents or legal guardians, not Ames Public Library staff, to guide their own children's use of the library and its resources and services.

~~Note: In the case of film programs, the Motion Picture Association of America ratings may be provided for information only. It is the responsibility of parents or legal guardians, not Ames Public Library staff, to guide their own children's use of the library and its resources and services.~~

Evaluation

Programs will be evaluated based on data collected from the audience, program partner(s), and staff.

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](#).

Field Code Changed

References

This policy has been developed in concert with the following American Library Association Guidance Documents:

[Libraries: An American Value](#)

[Library Bill of Rights](#)

Interpretations of the *Library Bill of Rights*: “[Library-initiated Programs as a Resource](#).”

“[Access to Library Resources and Services for Minors](#)” and “[Freedom to View Statement](#).”

Field Code Changed

Field Code Changed

Field Code Changed

Field Code Changed

Field Code Changed

Library Policies:

[Conduct in the Library Policy](#)

[Display and Exhibit Spaces Policy](#)

[Meeting Rooms and Study Rooms Policy](#)

Field Code Changed

Field Code Changed

Field Code Changed

Programs Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JUNE 16, 2022**

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

Carolyn Myers, President

Jon Christy, Secretary



Display and Exhibit Spaces Policy

Section: Library Resources

Approved: 5/21/2009

Reviewed:

Revised: 10/21/2010, 03/21/2013, 08/21/2014, 09/17/2015, 03/23/2017, 09/17/2020

Ames Public Library offers display and exhibit spaces to connect Library visitors to the world of ideas. Display space will be made available regardless of the beliefs or affiliations of the individual or group requesting its use.

Content

Materials displayed or distributed in the Library do not constitute Library endorsement of the ideas, issues, or events promoted by those materials. The Library reserves the right to accept, reject, or request modifications to any materials displayed or exhibited.

Political campaign signs cannot be displayed, per [Iowa Code](#).

Fees and Liability

There is no charge for the use of display space and no fees may be charged to view displays in the Library.

Ames Public Library assumes no responsibility for the protection, damage, or theft of displayed materials, exhibits, or loaned works of art.

Repair of any damage to Library property caused by the installation, removal, or presentation of a display or exhibit will be the sole responsibility of the sponsor.

Scheduling

The scheduling of displays and exhibit spaces for Ames Public Library, City of Ames, and Ames Public Library Friends Foundation takes priority over scheduling for others.

Displays

Spaces within the Library may be provided for items of an informational, educational, cultural, civic, or recreational nature.

General Guidelines:

- Items must be submitted to the Welcome Desk for consideration. Only one item may be posted per event.
- All posting and placement of materials will be done by Ames Public Library personnel.
- Preference will be given to items no larger than 8½”x 11.” Larger items will be considered as space allows.
- Preference will be given to items with the broadest community interest.

- Items will remain posted until the event has occurred or for a maximum of 30 days as space allows.
- Materials will not be returned.
- Materials NOT accepted for posting include:
 - items that omit essential information such as date, place and time
 - items so large in size that they exclude posting of other items
 - petitions

Wall-Mounted Display Cases:

Specific display cases have been designated for flyers and posters that provide information about community events such as programs, meetings, performances, leisure activities, and educational opportunities. All items must be identified with the name of sponsoring person or organization, time, and date of event.

Literary Grounds Bulletin Board:

Some materials will not be posted in the display cases, but may be submitted for posting on a bulletin board in Literary Grounds, including:

- items promoting a continuing service
- miscellaneous postings that include, but are not limited to:
 - items for sale
 - roommate wanted
 - advertisements for lessons (music, martial arts, tutoring, etc.) or services (babysitting, painting, lawn care, etc.)

Brochure Racks:

Library-provided display racks hold multi-copy informational handouts.

Free-Standing Display Cases/ Electronic Display Monitors:

Library-provided free-standing display cases/ electronic display monitors may be utilized exclusively by the Ames Public Library, City of Ames, and Ames Public Library Friends Foundation.

Floor Space:

Floor spaces may be utilized for temporary free-standing displays exclusively by the Ames Public Library, City of Ames, and Ames Public Library Friends Foundation.

Exhibits

Exhibits in designated spaces provide an opportunity for artists and designers to display their work within the limits of the space, with an understanding that the space is used regularly by people of all ages.

General Guidelines:

- Applications for exhibits may be submitted to Ames Public Library’s Administration Office.
- Applications will be approved by the Library Director, based on availability of space and suitability of the exhibit for the space and audience.
- Preference may be given to exhibits with:

- overall community interest
- local artists and designers
- a connection to libraries, items in the Library’s collection, Ames Public Library programs or strategic initiatives
- Ames, Iowa, or current events
- The Library will not engage in selling or negotiating for the sale of work on behalf of an artist or designer. However, the artist’s or designer’s name and contact information may be displayed with the artwork.
- Exceptions to the above may be made at the discretion of the Library Director.

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 guidance documents:

[*Library Bill of Rights*](#)

[*“Exhibit Spaces and Bulletin Boards, An Interpretation of the Library Bill of Rights”*](#)

[Iowa Code §68A.406 Campaign Signs – Yard Signs](#)

2. a. Campaign signs shall not be placed on any of the following:

- (1) Any property owned by the state or the governing body of a county, city, or other political subdivision of the state, including all property considered the public right-of-way. (...)
- (3) On any property without the permission of the property owner or lessee.