

Ames Public Library Board of Trustees
Agenda – December 19, 2024
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 November 21, 2024
- 2) Motion approving payment of claims 11/1/24 – 11/30/24

Public Forum

Members of the public who wish to address the Board will be given the opportunity at this time. (Please complete a blue card and hand it to the recording secretary prior to the Call to Order.)

Activity Reports

- 3) Assistant City Manager – Goldbeck
- 4) Administration – Schofer
- 5) APLFF – Gibson/Myers

Board Education

- 6) Strategic Plan - Schofer

Policy Review

- 7) History (Action)
- 8) Programs (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, January 16, 2024
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
November 21, 2024**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, November 21, 2024, in the Dale H. Ross Board Room with Gibson, Johnson, Mitchell-Conway (Zoom), Myers (7:11pm), Rearick, Reynolds (7:07pm), and Thorbs-Weber in attendance. Reger was excused. Assistant City Manager Goldbeck, Director Schofer, and Youth Services Manager Anderson were also in attendance.

Call to Order: President Johnson called the meeting to order at 7:06 p.m.

Consent Agenda:

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

1. Election of Officer and Appointment to Committees to fill vacancies
2. Motion approving minutes of the regular meeting October 17, 2024
3. Motion approving payment of claims 10/1/24 – 10/31/24

Vote on Motion: 5-0 (Johnson abstained; Meyer and Reger excused). Approved unanimously.

Public Forum: None

Activity Reports:

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

- A Request For Proposals to work on a long-range plan on homelessness will close the Wednesday before Thanksgiving.
- The Story County Board of Supervisors and City Council have both allocated funding which will enable ISU to assist with some outreach to start conversations with those experiencing homelessness, those couch surfing, and those staying with family to understand what would be helpful, what gaps exist, and what is leading people to become unhoused. This will assist in identifying the community needs.
- The conversations with community partners continue to go well. About 65 people attended the last conversation mapping out who does what, who doesn't do what, and what gaps exist.
- There will be an update to City Council next Tuesday on the Schainker Plaza. The concrete work is still unacceptable. The project will be delayed until spring.
- A splash pad will be installed at Daley Park next summer.
- The Fitch Family Aquatic Center is on schedule to open November 2025.

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

- Joe Monahan submitted an additional Freedom of Information Act (FOIA) request. This time he is requesting all emails from the Iowa Library Association (ILA) or from any listserv they manage or newsletter type of communications they produce that were sent anytime in the year 2023, Jan 1 thru Dec 31 to Ames Public Library staff that included the following terms in their title or their body; racism, anti-racism, antiracism, social justice, civil rights, human rights, and LGBTQ.

- Schofer and Klein-Hewett were asked to sign affidavits related to Joe Monahan's last FOIA request attesting that they do not use their personal emails for Ames Public Library business beyond forwarding an occasional receipt, photo, etc.
- Schofer connected with Food At First and shared notes on homelessness. She also met with two churches to share experiences and strategies including signage and setting boundaries. Schofer will share training for staff.
- The City Manager and Housing and Planning Director held a public meeting at the Library last week to hear public comments about a potential zoning amendment, brought forward by the Romero House requesting to expand services at a new location.
- As Iowa's Center for the Book we had an Author Fair on October 14th which is a good event for those self-published or small press authors. We also had Chris Jones, author of Swine Republic, and Molly Beth Griffin, author of 10 Beautiful Things, come and hold author events as the chosen authors to represent Iowa's Great Reads from Great Places.
- We had an opportunity come up on relatively short notice to have Ruth Harkin, When My Husband Ran for President on Tuesday, with Tom Harkin introducing his wife.
- Staff Day was held on Monday, November 11. Staff had all taken a Ryan Dowd Homelessness De-escalation 101 training course and participated in small group discussions and then a broader debrief. We had a look back at our accomplishments from our current strategic plan and an update on all the staff, board and community engagement that is helping to inform our next plan that we are currently refining and plan to launch in early 2025. The day concluded with work group meetings.
- We saw a large number of folks coming out on Election Day and the several Saturdays prior. We don't have a final count from the Auditor's Office but during early voting the lines wrapped all the way through the youth area reaching as far as the southwest corner. A former Board member wrote to me to share how impressed she was with staff, especially as the youth team connected a lost child to their caregiver. We had folks who hadn't been to the library before and many got library cards and browsed our Page One calendar.
- We are planning for the carpet to be installed in early January through early March. We will need to close the youth service and adult service areas while the installers are working. We will hold programs in the auditorium, have some seating in the lobby, along with limited browsing collections and grab and go bags. A computer lab will be set up in the Danfoss room with printing and copying available. Tax appointments will take place in the Rotary room. Some seating will be available upstairs and some limited program and meeting room use will be available. It will be a bit inconvenient, holds may take longer to fill, meeting room use and browsing will be limited but, on the upside, we are committed to investing in and taking care of our beautiful building and making sure it remains an inviting and welcoming space for generations to come.
- Staff continue to work on refining the new strategic plan goals and activities. While our accreditation renewal got pushed back, we are still hoping to roll out this strategic plan early in the calendar year.
- The Winter Reading Challenge starts December 1, 2024, and ends January 31, 2025.

- The annual State Survey was submitted by the October 31 deadline.
- Schofer, Dornink, and Johannes attended the preliminary budget meeting. We will wait to hear further instructions.

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

- APLFF received a grant to provide hot spots and tablets for each of the eleven Story County libraries.
- The trivia fundraiser at Alluvial was well attended. The Fundraising Committee may do this again. It was noted that at any future events the Board should review the questions prior to the event to make sure questions do not include wording such as “uneducated black teenager” or other similar phrases.
- The book sale and sales in Literary Grounds are still doing well.
- The mood boards provided by Rippke Design have produced two potential designs for the new logo. The Fundraising Committee will meet on December 9th, there isn’t a December APLFF meeting, so the logo may be emailed out to the full Board. After a new logo is decided on, they will move on to a website makeover.
- The holiday letter is being mailed out the week after Thanksgiving.

Board education:

Youth Service Manager Anderson introduced herself and gave a presentation to the Board on 1,000 Books Before Kindergarten & Books for Babies. The Books for Babies program provides a packet to each new baby born at Mary Greeley which includes free board book, a book list of great books to read to babies, a coupon for a second free board book upon a visit to the library, information on the 1,000 Books Before Kindergarten program, and information on the Every Child Ready to Read program to encourage early literacy. The 1,000 Books Before Kindergarten program encourages parents to read 1,000 books to or with their children. There are prizes for every 250 books read.

Policy Review:

Records Retention: Schofer introduced the policy. The City of Ames is currently working on revising their records retention policy. This revised policy is expected to be adopted by City Council in January. It will be brought back to the Ames Public Library Board of Trustees in January or February for action.

History: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action. No changes are expected.

Trustee Comments:

- Mitchell-Conway – it is correct that we need more programs for people in their 20’s but the beeswax program was a step in right direction.
- Myers – apologized for being late. She appreciates everything being discussed and loves the early literacy programs and city updates. She thanked everyone, and thanked Thorbs-Weber for bringing the trivia issues to everyone’s attention.
- Rearick – thanked everyone for the updates.
- Reynolds - has two of those books for her babies that she received from the hospital. She asked that we let Anderson know that her 13-year-old just printed out a picture of

herself with Smyles, taken when she was about five years old, that is now hanging on her wall, because Smyles is cool.

- Johnson – thank you everyone, it is good being here.
- Thorbs-Weber – thank you everyone. She is impressed that the library has had a constant bookmobile since 1966. It is very impressive.
- Myers – appreciates Goldbeck coming and giving the updates.

Adjournment:

Moved by Reynolds, seconded by Rearick, to adjourn at 8:40 p.m.

Vote on Motion: 6-0 (Johnson abstained; Reger excused). Approved unanimously.

The next regular meeting will be on Thursday, December 19, 2024, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Brenda Thorbs-Weber, Board Secretary

Library Claims
November 1 - November 30, 2024

Administration FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	50,717.98
PAYROLL SUMMARY	DENTAL INSURANCE	\$	517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	233.31
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	10,485.10
PAYROLL SUMMARY	MEDICARE FICA	\$	724.15
PAYROLL SUMMARY	FICA	\$	3,096.37
PAYROLL SUMMARY	IPERS	\$	4,787.78
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	160.70
FITZ ELECTRIC	OUTSIDE PROFESSIONAL SVCS	\$	408.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	285.00
BANK OF AMERICA	OUTSIDE PRINTING SERVICE	\$	160.00
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(1.32)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	7,836.96
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(131.59)
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	349.55
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,196.63
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	468.24
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	242.44
ALLIANT ENERGY/IPL	NATURAL GAS	\$	163.66
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$	7,500.00
BASEPOINT BUILDING AUTOMA	EQUIPMENT REPAIRS	\$	366.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	141.00
OXEN TECHNOLOGY	TECHNOLOGY MAINT/SUPPORT	\$	1,726.00
PREMIER OFFICE EQUIPMENT	LEASES	\$	851.48
XEROX GOVERNMENT SYSTEMS	LEASES	\$	516.00
REFUND ARAMARK AP TAX	NON-CITY SERVICE	\$	(1.52)
PREFERRED PEST MANAGEMENT	NON-CITY SERVICE	\$	175.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	6,561.52
ROTO ROOTER	NON-CITY SERVICE	\$	366.80
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$	108.00
CH ISSUES	OFFICE SUPPLIES	\$	260.60
CYCLONE AWARDS & ENGRAVIN	OFFICE SUPPLIES	\$	37.50
BANK OF AMERICA	OFFICE SUPPLIES	\$	79.62
ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	28.96
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	33.26
B & H PHOTO VIDEO	MINOR COMPUTER EQUIPMENT	\$	205.00
BANK OF AMERICA	CLEANING SUPPLIES	\$	154.40
INTERSTATE ALL BATTERY CE	EQUIPMENT PARTS/SUPPLIES	\$	1,376.90
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	860.31
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	28.24
BANK OF AMERICA	FOOD	\$	1,139.49
Total Administration		\$	105,290.09

Library Claims
November 1 - November 30, 2024

Resource Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	30,908.04
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	142.18
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,560.28
PAYROLL SUMMARY	MEDICARE FICA	\$	416.29
PAYROLL SUMMARY	FICA	\$	1,779.95
PAYROLL SUMMARY	IPERS	\$	2,917.72
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	37.08
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	470.89
BRODART CO	EQUIPMENT PARTS/SUPPLIES	\$	58.68
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	9.49
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	1,205.20
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	53.27
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	7,505.98
OVERDRIVE	ELECTRONIC COLLECTION	\$	21,148.58
KANOPY LLC	ELECTRONIC COLLECTION	\$	924.00
AMAZON CAPITAL SERVICES	SPECIAL PJCT COLLECTIONS	\$	19.79
USA TODAY	PERIODICALS	\$	98.10
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	3,247.89
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,619.33
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	632.12
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	1,257.73
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	4,474.18
PLAYAWAY PRODUCTS LLC	AUDIO-VISUAL COLLECTION	\$	877.65
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	558.38
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	6,287.05
IA POETRY ASSOC	ADULT PRINT COLLECTION	\$	12.75
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	2,160.25
AMAZON CAPITAL SERVICES I	ADULT PRINT COLLECTION	\$	980.70
BANK OF AMERICA	REFUNDS	\$	34.36
WILLIAMSON, CHRIS	REFUNDS	\$	24.99
LAUREL CO PUBLIC LIBRARY	REFUNDS	\$	14.99
SCHAUMBURG TOWNSHIP DIST	REFUNDS	\$	11.00
Total Resource Services		\$	96,780.37
Youth Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	40,328.79
PAYROLL SUMMARY	DENTAL INSURANCE	\$	357.54
PAYROLL SUMMARY	IPERS DISABILITY	\$	137.22
PAYROLL SUMMARY	LIFE INSURANCE	\$	71.80
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,305.40
PAYROLL SUMMARY	MEDICARE FICA	\$	555.54
PAYROLL SUMMARY	FICA	\$	2,375.49
PAYROLL SUMMARY	IPERS	\$	3,807.03

Library Claims
November 1 - November 30, 2024

PAYROLL SUMMARY	WORKERS COMPENSATION	\$	48.40
BANK OF AMERICA	RECRUITING COSTS	\$	345.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	454.46
Total Youth Services		\$	55,786.67

Adult Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	50,026.94
PAYROLL SUMMARY	DENTAL INSURANCE	\$	371.40
PAYROLL SUMMARY	IPERS DISABILITY	\$	180.52
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.26
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,869.44
PAYROLL SUMMARY	MEDICARE FICA	\$	716.48
PAYROLL SUMMARY	FICA	\$	3,063.52
PAYROLL SUMMARY	IPERS	\$	4,722.56
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	60.06
BANK OF AMERICA	TRAVEL/MEETINGS	\$	5.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	57.33
Total Adult Services		\$	122,934.18

Customer Account Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	52,470.28
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	18,423.21
PAYROLL SUMMARY	DENTAL INSURANCE	\$	294.64
PAYROLL SUMMARY	IPERS DISABILITY	\$	239.24
PAYROLL SUMMARY	LIFE INSURANCE	\$	91.60
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,728.10
PAYROLL SUMMARY	MEDICARE FICA	\$	995.78
PAYROLL SUMMARY	FICA	\$	4,257.67
PAYROLL SUMMARY	IPERS	\$	6,692.37
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	85.07
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$	76.94
BANK OF AMERICA	CONFERENCES	\$	334.99
UNIQUE MANAGEMENT SERVICES	NON-CITY SERVICE	\$	108.35
BANK OF AMERICA	OFFICE SUPPLIES	\$	12.60
Total Customer Account Services		\$	90,810.84

Total FY25:		\$	471,602.15
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Richard Johnson, President	Brenda Thorbs-Weber, Secretary	Date



History Policy

Section: History, Authority, Mission

Approved: 6/19/1997

Reviewed: 3/20/2003, 12/19/2024

Revised: 12/20/2007, 11/18/2010, 7/21/2011, 10/24/2013, 10/16/2014, 4/21/2016, 6/18/2019, 5/19/22

The earliest known reference to a "Public Library," probably a subscription library of some sort, was in The Ames Intelligencer of November 4, 1886. This short-lived library may have been the inspiration for the Ames Library Association, a subscription library founded on November 7, 1892. As early as November 21, 1893, the Association began attempts to secure the cooperation of the City Council in establishing a free city library.

Mayor Parley Sheldon requested \$10,000 from Andrew Carnegie in December, 1902, which was granted the following February. The citizens of Ames voted to accept Carnegie's gift on March 29; and the City Council passed an ordinance establishing a free public library on April 16, 1903. The first Board of Trustees was appointed immediately, and met on May 7, 1903, at the Story County Bank. The site of the original building was donated by Wallace and Mary Greeley. The cornerstone was laid April 15, 1904; the building dedicated on September 16; and the Library opened for service on October 20, 1904.

The first addition, west and south of the original building was completed in 1907, with a second gift of \$6,000 from Andrew Carnegie. An \$85,000 bond issue was passed in 1938, to build the second addition to the Library building, which was completed in 1940.

The Ames Branch Library on Welch Avenue operated from May 7, 1946 to July 25, 1950. Bookmobile service began on August 11, 1966. The Library has served rural Story County by contract with the supervisors since 1975. The City of Gilbert was served under contract from July 1, 1976 to June 30, 2011.

On November 8, 1983, the citizens of Ames approved issuance of \$3,937,000 in bonds to construct a major building addition and to remodel the existing facility. The 35,000 square foot addition opened for service April 25, 1985, and the entire 50,000 square foot facility was dedicated September 8, 1985.

On November 8, 2011, Ames residents approved a ballot measure authorizing the City to issue \$18,000,000 in bonds for another building expansion and renovation. Private donations and library bequest funds were committed to cover the remaining \$2,000,000 needed for the project.

Construction efforts to "renew" the library began in December 2012. Portions of the 1985 structure were removed and building's footprint was expanded to cover the entire east half of the 500 block of Douglas Avenue. A second story was added over the west portion of the lot and south end of the alley west of the building was relocated to accommodate a drive-through garage for the bookmobile.

The public was served from a temporary facility in Lincoln Center from December 2012 to August 2014. The Grand REopening of the renewed 78,992 square-foot library building was held on September 14, 2014.

In response to the national COVID-19 Pandemic, the Library building was closed to the public on March 17, 2020 with some staff working remotely and some on-site. The Library continued to meet community needs through online access to collections and virtual programming. Curbside pickup of holds began on May 18, 2020. The Library's lobby area was reopened for holds pickup on July 1, 2020, with safety protocols in place. Services soon expanded to include socially-distanced computer access, copy and printing services, browsing materials, and program kits for youth. As cases increased in late November 2020, the Library returned to curbside service, and lobby service was resumed in February 2021. Full library access returned in March 2021 and full hours resumed in May 2021. Programming was provided outdoors or online through summer 2021 and meeting room use resumed in July 2021. Despite challenges, library staff managed to connect with customers and meet their needs throughout the pandemic in ever-evolving ways.

History of Ames Public Library Directors 1904 – Present

1904	Lorena Webber
1905-1924	Kittie B. Freed
1924-1926	Olive Ryder
1926-1927	Grace Hill
1927-1929	Winnifred Wennerstrum
1929-1963	Letha M. Davidson
1963-1975	Margaret E. Davidson
1975-1981	Mona Carmack
1981	Clare DeCleen (served only 2 months)
1981-1992	George Lawson
1993-1995	Sally Reed
1996-2005	Gina Millsap
2006-2012	Art Weeks
2013- 2019	Lynne Carey
2019-	Sheila Schofer

History Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
DECEMBER 19, 2024**

Be it resolved that the Board of Trustees, Ames Public Library, approves the review of the History Policy as presented.

Richard Johnson, President

Brenda Thorbs-Weber, Secretary



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, 06/16/2022

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, lectures, performances, storytimes, tours, 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 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 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.

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.

- 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.

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](#).

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.](#)”

Library Policies:

[Conduct in the Library Policy](#)

[Display and Exhibit Spaces Policy](#)

[Meeting Rooms and Study Rooms Policy](#)

[Program Proposal Form](#)