

Ames Public Library Board of Trustees
Agenda – August 17, 2023
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 July 20, 2023
- 2) Motion approving payment of claims 7/1/23 – 7/31/23

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) Administration – Schofer
- 4) APLFF – Gibson/Myers

Board Education

- 5) Materials Selection – Ziegler/Olson

Policy Review

- 6) Conduct in the Library (Action)
- 7) Library Security Cameras (Action)
- 8) Meeting Rooms and Study Rooms (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, August 17, 2023
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
July 20, 2023**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, July 20, 2023, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Myers, Reger, and Reynolds in attendance. Mitchell-Conway, Thorbs-Weber, and Torres III were excused. Director Schofer, and Adult Services Library Assistant Wanamaker were also in attendance.

Call to Order: President Reynolds called the meeting to order at 7:01 pm

Consent Agenda:

Moved by Myers, seconded by Johnson, to approve the consent agenda as follows:

1. Motion approving minutes of the regular meeting June 15, 2023
2. Motion approving payment of claims 6/1/23 – 6/30/23

Vote on Motion: 5-0 (Reynolds abstained. Mitchell-Conway, Thorbs-Weber, and Torres III excused). Approved unanimously.

Public Forum: None

Activity Reports:

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

- Story County libraries tabled together at the Story County Fair today in Nevada. Schofer and other staff represented Ames Public Library.
- In partnership with Iowa State University College of Design, the Wearables Art Exhibit can be seen around the building.
- Councilmember Tim Gartin stopped in on Tuesday, July 11th and helped serve summer meals. He talks up the library, summer reading and summer meals often.
- On Wednesday 7/12 we hosted a visit with Sam Helmick, President of the Iowa Library Association, and Emily Drabniski, ALA President-Elect. This was a great chance to meet some state and national library leaders and highlight Ames Public Library. Schofer was able to highlight several Ames Public Library Friends Foundation (APLFF) funded programs and initiatives and shared that much of the above and beyond services we offer are because of APLFF support.
- We continue to be a destination for families. Terrific Tuesdays are a big hit and highly attended.
- The Teen Advisory Group (TAG) is planning an escape room based on a book series for August.

- The summer reading program numbers through end of June report 2,365 participants with over 1.2 million minutes of reading logged! The reading challenge is for all ages, with different prizes for adults, teens, kids, and babies/toddlers. There's still plenty of time to sign up and get started; The reading challenge continues through August 22.
- The free summer meals program is serving an average of 80 meals a day. Schofer is grateful for the support of REG via the Ames Public Library Friends Foundation to be able to offer this important program. College interns and youth volunteers are an essential part of this program- we wouldn't be able to offer it without them and it is a great leadership opportunity for them.
- Job recruitments are moving along. The Adult Services Intern is in its final stages. The Public Relations Intern position is in the interview process. Library Aides are in the phone interview process. The Youth Services Assistant is in the queue coming up soon.
- RAGBRAI will be in Ames Tuesday, July 25. Schofer shared information sheets with staff. The library will offer WiFi, charging stations, restrooms, and a place to cool down.

Reger praised Schofer. He brought his grandchildren to the library during their cousins' camp. Schofer was leaving for lunch, but instead gave them a tour of the library.

APLFF Report: Gibson gave a report to the Board.

- Saturday APLFF members will be tabling at the farmer's market by the bookmobile.
- Pub Fiction is August 10. Tickets are on sale now.

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

- The budget summary in packet shows we are at 98% spent for fiscal year 2023.
- In the donations fund under capital items, there is an outstanding purchase order that will be canceled.
- There are collection items, wages, and utilities that will still be billed to fiscal year 2023.
- Finances look really good, very solid, and close to the budgeted amount.

Moved by Johnson, no second needed, to approve the finance report as presented.

Vote on Motion: 5-0 (Reynolds abstained. Mitchell-Conway, Thorbs-Weber, and Torres III excused). Approved unanimously.

Board Education:

Adult Services Library Assistant Wanamaker introduced herself to the Board. She gave a presentation about social services at the library and resources the library has available to assist individuals including a community resource list and walking maps. The Bridge Home, ACCESS, IowaWORKS, Community and Family Resources, and Lutheran Services in Iowa hold office hours at the library regularly. Legal Aid of Story County will be partnering with us soon.

Policy Review:

Internet Use Policy and Guidelines: This policy was brought to the Board last month for discussion. The wording in the second paragraph under Library Practices was updated, the Conduct in the Library policy link was added, and the social networking section was removed. The board discussed the policy in length.

Moved by Gibson, seconded by Myers, to approve the revisions to the Internet Use Policy and Guidelines as presented with the additional change of the word child to minor in the first paragraph under Customer Responsibilities.

Vote on Motion: 5-0 (Reynolds abstained. Mitchell-Conway, Thorbs-Weber, and Torres III excused). Approved unanimously. Resolution No. 2023-L018 adopted.

Conduct in the Library: Schofer introduced the policy. The Board discussed the policy. This policy will be brought back next month for action after being reviewed by the managers. Board suggestions included links to form.

Library Security Cameras: Schofer introduced the policy. The Board discussed the policy. This policy will be brought back next month for action after being reviewed by the managers.

New Business:

OCLC Subscription Renewal: This is the annual renewal for the cooperative collection cataloging and certain interlibrary loan services. Ames Public Library's Financial Limits Authority Policy requires Board approval for expenditure of funds exceeding \$25,000.

Moved by Myers, seconded by Crain, to approve the OCLC subscription renewal in the amount of \$36,054.93 as presented.

Vote on Motion: 5-0 (Reynolds abstained. Mitchell-Conway, Thorbs-Weber, and Torres III excused). Approved unanimously. Resolution No. 2023-L019 adopted.

Trustee Comments:

- Gibson – can't believe all the stuff that goes on in the library. Wishes the library staff could just do library stuff and not the trespassing stuff. She commends Schofer and staff for keeping a positive attitude through everything.
- Reger – was great to hear Wanamaker's presentation.
- Myers – agrees, the library has a profound impact on social services, not just education.
- Reynolds – one of the first things she learned was that the library is about access not just books, and she appreciates that.
- Johnson – the library is an access point to the community. He wasn't aware of how much that was. So much happens here. He appreciates all the services and passion that library staff have. He thanks all of them.
- Crain – agrees with everything said. He complimented Johnson for a good job on the budget piece. He appreciates how thoughtful and prepared the library is, how spot on spending is, and the early preparation for possible budget cuts.

Adjournment:

Moved by Reger, seconded by Johnson, to adjourn at 8:33 pm.

Vote on Motion: 5-0 (Reynolds abstained. Mitchell-Conway, Thorbs-Weber, and Torres III excused). Approved unanimously.

The next regular meeting will be on Thursday, August 17, 2023, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

Library Claims
July 1 - July 31, 2023

Administration FY23			
JUNE 23 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	609.29
JUNE 23 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,173.00
TODAY'S BUSINESS SOLUTION	OUTSIDE PROFESSIONAL SVCS	\$	81.28
SALTECH SYSTEMS LLC	OUTSIDE PROFESSIONAL SVCS	\$	810.00
NEVADA PUBLIC LIBRARY	ADVERTISING	\$	13.12
ONESOURCE	RECRUITING COSTS	\$	37.00
JUNE IDB BILLING ACCRUAL	ELECTRIC SERVICE	\$	8,882.06
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	367.44
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,046.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	132.20
JUNE IDB BILLING ACCRUAL	WATER/SANITARY SEWER	\$	469.65
FY23 PREPAIDS	TECHNOLOGY MAINT/SUPPORT	\$	(24,934.96)
EBSCO SUBSCRIPTION SERVIC	TECHNOLOGY MAINT/SUPPORT	\$	2,321.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	771.47
PREMIER OFFICE EQUIPMENT	LEASES	\$	1,257.88
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	6,171.48
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	156.08
VEND#24191	OFFICE SUPPLIES	\$	52.02
BANK OF AMERICA	OFFICE SUPPLIES	\$	212.46
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	32.46
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	153.17
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	355.15
Total Administration		\$	1,169.88
Resource Services FY23			
BAKER & TAYLOR INC	EQUIPMENT PARTS/ SUPPLIES	\$	1,144.01
DEMCO INC	EQUIPMENT PARTS/ SUPPLIES	\$	473.06
MIDWEST TAPE	EQUIPMENT PARTS/ SUPPLIES	\$	107.46
BANK OF AMERICA	EQUIPMENT PARTS/ SUPPLIES	\$	38.24
FY23 PREPAIDS	ELECTRONIC COLLECTION	\$	(9,531.91)
EBSCO SUBSCRIPTION SERVIC	ELECTRONIC COLLECTION	\$	9,531.91
OVERDRIVE	ELECTRONIC COLLECTION	\$	28,038.99
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,021.00
USA TODAY	PERIODICALS	\$	118.80
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	4,298.52
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	58.14
MIDWEST TAPE	YOUTH COLLECTION	\$	396.31
BANK OF AMERICA	YOUTH COLLECTION	\$	105.03
PLAYAWAY PRODUCTS LLC	YOUTH COLLECTION	\$	784.56
AMAZON CAPITAL SERVICES I	YOUTH COLLECTION	\$	223.02
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	325.72
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	2,876.36
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	111.37

Library Claims
July 1 - July 31, 2023

AMAZON CAPITAL SERVICES I	AUDIO-VISUAL COLLECTION	\$	134.60
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	13,183.72
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	278.27
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	392.07
GALE GROUP	ADULT PRINT COLLECTION	\$	489.57
TSAI FONG BOOKS INC	ADULT PRINT COLLECTION	\$	404.08
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	1,319.99
Total Resource Services		\$	56,322.89

Youth Services FY23			
ACCRUE 6/16-6/30 WAGES	PERMANENT SALARIES/WAGES	\$	142.91
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$	2.07
ACCRUE 6/16-6/30 WAGES	FICA	\$	8.86
JUNE 2023 POSTAGE	POSTAGE/FREIGHT	\$	0.60
BANK OF AMERICA	FOOD	\$	55.60
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	919.17
Total Youth Services		\$	1,129.21

Adult Services FY23			
JUNE 2023 POSTAGE	POSTAGE/FREIGHT	\$	0.60
Total Adult Services		\$	0.60

Customer Account Services FY23			
ACCRUE 6/16-6/30 WAGES	PERMANENT SALARIES/WAGES	\$	119.00
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$	6,993.56
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$	103.13
ACCRUE 6/16-6/30 WAGES	FICA	\$	440.98
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	61.89
JUNE 2023 POSTAGE	POSTAGE/FREIGHT	\$	867.31
ONOVE, JESSICA	TRAVEL/MEETINGS	\$	15.33
NEAL, JESSIE	TRAVEL/MEETINGS	\$	7.86
HADE, DELORA	TRAVEL/MEETINGS	\$	10.48
REED, LEXI	TRAVEL/MEETINGS	\$	5.11
UNIQUE MANAGEMENT SERVICES	NON-CITY SERVICE	\$	118.20
Total Customer Account Services		\$	8,742.85

FY 23 Total:		\$	67,365.43
---------------------	--	-----------	------------------

Administration FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	48,429.54
PAYROLL SUMMARY	DENTAL INSURANCE	\$	517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	188.57
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,708.46
PAYROLL SUMMARY	MEDICARE FICA	\$	690.42
PAYROLL SUMMARY	FICA	\$	2,952.07
PAYROLL SUMMARY	IPERS	\$	4,571.76
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	154.58

Library Claims
July 1 - July 31, 2023

FY23 PPD REVERSAL	TRAINING	\$	30.00
BANK OF AMERICA	TRAINING	\$	116.10
ACCRUE IDB BILLING	ELECTRIC SERVICE	\$	(8,851.95)
IDB BILLING SUNSMART	ELECTRIC SERVICE	\$	(1.09)
JUNE IDB BILLING ACCRUAL	ELECTRIC SERVICE	\$	(30.11)
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(1.57)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	8,883.15
CENTURYLINK	OUTSIDE PHONE/DATA SVCS	\$	296.45
ACCRUE IDB BILLING	WATER/SANITARY SEWER	\$	(459.25)
JUNE IDB BILLING ACCRUAL	WATER/SANITARY SEWER	\$	(10.40)
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	469.65
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	269.90
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
MIDWEST ALARM SERVICES	MAINTENANCE CONTRACTS	\$	440.04
FY23 PPD REVERSAL	TECHNOLOGY MAINT/SUPPORT	\$	6,600.00
FY23 PREPAIDS	TECHNOLOGY MAINT/SUPPORT	\$	24,934.96
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	45.00
INNOVATIVE INTERFACES INC	TECHNOLOGY MAINT/SUPPORT	\$	26,607.60
TODAY'S BUSINESS SOLUTION	TECHNOLOGY MAINT/SUPPORT	\$	6,153.60
VISION BUSINESS PRODUCTS	TECHNOLOGY MAINT/SUPPORT	\$	1,395.00
XEROX GOVERNMENT SYSTEMS	LEASES	\$	516.00
MIDWEST ALARM SERVICES	NON-CITY SERVICE	\$	975.24
CH ISSUES	OFFICE SUPPLIES	\$	7.81
ULINE	OFFICE SUPPLIES	\$	134.64
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$	88.00
BANK OF AMERICA	FOOD	\$	74.00

Total Administration \$ **136,970.74**

Resource Services FY24

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	29,487.64
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	135.64
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,074.34
PAYROLL SUMMARY	MEDICARE FICA	\$	401.86
PAYROLL SUMMARY	FICA	\$	1,718.33
PAYROLL SUMMARY	IPERS	\$	2,783.64
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	35.40
FY23 PPD REVERSAL	TRAINING	\$	40.00
FY23 PPD REVERSAL	LICENSES/PERMITS	\$	1,985.50
BAKER & TAYLOR INC	LICENSES/PERMITS	\$	990.00
OCLC INC	LICENSES/PERMITS	\$	36,054.93
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	(204.81)
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	18.98

Library Claims
July 1 - July 31, 2023

FY23 PPD REVERSAL	ELECTRONIC COLLECTION	\$	3,077.00
FY23 PREPAIDS	ELECTRONIC COLLECTION	\$	9,531.91
SCHOLASTIC LIBRARY PUBLIS	ELECTRONIC COLLECTION	\$	3,984.00
NEWSBANK	ELECTRONIC COLLECTION	\$	8,900.00
PROQUEST LLC	ELECTRONIC COLLECTION	\$	2,639.35
GALE GROUP	ELECTRONIC COLLECTION	\$	14,486.12
VALUE LINE PUBLISHING LLC	ELECTRONIC COLLECTION	\$	6,300.00
OVERDRIVE	ELECTRONIC COLLECTION	\$	19,735.33
CYPRESS INFORMATION SERVI	ELECTRONIC COLLECTION	\$	650.00
AMAZON CAPITAL SERVICES I	SPECIAL PJCT COLLECTIONS	\$	9.19
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	(838.50)
CAVENDISH SQUARE	YOUTH COLLECTION	\$	204.44
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	19.95
PLAYAWAY PRODUCTS LLC	AUDIO-VISUAL COLLECTION	\$	61.74
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	(2,919.24)
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	78.91
VALUE LINE PUBLISHING LLC	ADULT PRINT COLLECTION	\$	1,000.00
AMAZON CAPITAL SERVICES I	ADULT PRINT COLLECTION	\$	27.72
PERKINS, MELISSA	REFUNDS	\$	142.87
XIA, SU	REFUNDS	\$	7.99
SIMPSON, LINDSAY	REFUNDS	\$	41.38
WARREN, ANDREA	REFUNDS	\$	9.99
GRIMM, ANNEBETH	REFUNDS	\$	18.99
Total Resource Services		\$	147,022.07

Youth Services FY24

ACCRUE 6/16-6/30 WAGES	PERMANENT SALARIES/WAGES	\$	(142.91)
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	39,889.83
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	1,829.40
PAYROLL SUMMARY	VACATION	\$	926.75
PAYROLL SUMMARY	CLOTHING ALLOWANCES	\$	(53.65)
PAYROLL SUMMARY	DENTAL INSURANCE	\$	410.32
PAYROLL SUMMARY	IPERS DISABILITY	\$	182.84
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.27
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,475.72
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$	(2.07)
PAYROLL SUMMARY	MEDICARE FICA	\$	586.60
ACCRUE 6/16-6/30 WAGES	FICA	\$	(8.86)
PAYROLL SUMMARY	FICA	\$	2,508.09
PAYROLL SUMMARY	IPERS	\$	3,765.63
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	79.35
FY23 PPD REVERSAL	TRAINING	\$	30.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	185.00
FY23 PPD REVERSAL	LICENSES/PERMITS	\$	1,942.50

Library Claims
July 1 - July 31, 2023

MOTION PICTURE LICENSING	LICENSES/PERMITS	\$ 169.09
BANK OF AMERICA	FOOD	\$ 39.63
Total Youth Services		\$ 60,887.53
Adult Services FY24		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 41,837.32
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 248.26
PAYROLL SUMMARY	IPERS DISABILITY	\$ 148.28
PAYROLL SUMMARY	LIFE INSURANCE	\$ 74.26
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,692.02
PAYROLL SUMMARY	MEDICARE FICA	\$ 601.20
PAYROLL SUMMARY	FICA	\$ 2,570.65
PAYROLL SUMMARY	IPERS	\$ 3,949.44
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 50.18
FY23 PPD REVERSAL	TRAINING	\$ 109.00
FY23 PPD REVERSAL	CONFERENCES	\$ 450.00
FY23 PPD REVERSAL	LICENSES/PERMITS	\$ 1,942.50
MOTION PICTURE LICENSING	LICENSES/PERMITS	\$ 169.09
Total Adult Services		\$ 57,842.20
Customer Account Services FY24		
Customer Account Services	PERMANENT SALARIES/WAGES	\$ (119.00)
ACCRUE 6/16-6/30 WAGES	PERMANENT SALARIES/WAGES	\$ 51,043.14
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ (6,993.56)
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$ 13,925.61
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 285.74
PAYROLL SUMMARY	IPERS DISABILITY	\$ 192.49
PAYROLL SUMMARY	LIFE INSURANCE	\$ 96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,048.82
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$ (103.13)
PAYROLL SUMMARY	MEDICARE FICA	\$ 913.57
ACCRUE 6/16-6/30 WAGES	FICA	\$ (440.98)
PAYROLL SUMMARY	FICA	\$ 3,906.31
PAYROLL SUMMARY	IPERS	\$ 6,018.29
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 158.76
FY23 PPD REVERSAL	TRAINING	\$ 30.00
Total Customer Account Services		\$ 74,962.61
Total FY24:		\$ 477,685.15
Carolyn Myers, Vice President	Richard Johnson, Secretary	Date



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](#)

Formatted: Font color: Red

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

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

Definition

Misconduct is behavior that is illegal or that:

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

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

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

- Misusing, misappropriating, damaging, vandalizing, stealing, deliberately misplacing or obstructing use of Library equipment, premises, or the personal property of customers or Library staff.
 - Maliciously accessing, damaging, or destroying computers or peripheral equipment, or altering, deleting, damaging, or destroying the computer system, computer network, computer programs or data.
 - Using sports equipment such as skateboards or in-line skates on the premises.
 - Parking bicycles anywhere other than in the provided bicycle racks.
 - Leaving bicycles in bicycle racks overnight.
 - Campaigning, petitioning, interviewing, survey taking, soliciting, posting notices, fundraising, or selling except within permitted Meeting Room or Program use or as otherwise authorized by the Director.
 - Panhandling on Library premises.
 - Busking without registering and receiving an identification badge from the City Clerk's Office.
 - Impeding access to Library resources, premises, or an area of the premises, or blocking access to Library materials for extended periods of time.
 - Entering non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
 - Leaving a child 8 years old or younger unattended in the Library. Leaving an individual who requires a caregiver unattended in the Library.
 - Intentionally leaving personal items on the premises. The Library assumes no responsibility for any personal belongings left unattended.
 - Photographing or video recording in a manner that disturbs other Library users (setting up tripods or using flash, for example) or is disrespectful of others' privacy.
 - Consuming food or beverages in a manner that creates an unclean environment, disrupts others, or is harmful to Library resources or premises.
 - Not wearing shoes.
 - Entering the Library with infestations of bed bugs, fleas, or other pests.
 - Bringing animals into the Library, except trained service animals or as authorized for Library-sponsored events.
- [Ames Public Library welcomes trained service animals. The Americans with Disabilities Act (ADA) defines service animals as "dogs that are individually trained to do work or perform tasks for people with disabilities." It also states that "the provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition." In addition, ADA regulations state if a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, the animal may be excluded. Service animals are working animals, not pets. Under ADA regulations, staff may ask if an animal is required because of a disability; they may also ask what work or tasks the animal has been trained to perform.]*
- Leaving an animal unattended anywhere on Library premises.
 - Using public restroom facilities for bathing, shaving, or laundering clothes.

Consequences

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

- Customers who engage in misconduct will be warned and asked to behave in an appropriate manner. Customers who do not modify their behavior after one warning may be asked to leave the Library.
- Customers who engage in misconduct, that in the judgment of a staff member is extreme, will be ordered to leave the building immediately.

- If necessary, library staff may call the police.

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

Appeal

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

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

References

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

U.S. Department of Justice:

[Americans with Disabilities Act, Title II, State and Local Governments](#) Section 35.136

[ADA Requirements: Service Animals](#)

[Frequently Asked Questions about Service Animals and the ADA](#)

Code of Iowa:

Rights of Persons with Disabilities, [Chapter 216C](#)

Dangerous Weapons, [§702.7](#)

Disorderly Conduct, [§723.4](#)

Assault, [§708.1](#)

Harassment, [§708.7](#)

Harassment of Public Officers, Employees, [§718.4](#)

Willful Disturbance, [§718.3](#)

Iowa Smokefree Air Act, [§142D.3](#)

Intoxication, [§123.46](#)

Theft, [§714.1](#)

Trespass, [§716.7](#)

Criminal Mischief, [§716.1](#)

Indecent Exposure, [§709.9](#)

Unlawful Assembly, [§723.2](#)

Use of Computers, [§622.51A](#), [§714.1](#), and [§716.6B](#).

City of Ames Municipal Code:

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

Library Policies:

[Internet Use](#)

[Meeting Rooms and Study Rooms](#)

[Petition](#)

[Programs](#)

[Unattended Child](#)

[Appeal Form](#)

Formatted: Font color: Red

Conduct in the Library Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
AUGUST 17, 2023**

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

Carolyn Myers, Vice President

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](#)

Formatted: Font color: Red

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.

~~The Library Director may authorize the release of security camera imagery at his or her discretion, provided it does not contain information that must remain confidential under Iowa law.~~ 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](#)

Library Security Cameras Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
AUGUST 17, 2023**

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

Carolyn Myers, Vice President

Richard Johnson, Secretary



Meeting Rooms and Study Rooms Policy

Section: Library Resources

Approved: 8/21/1996

Reviewed: 2/20/2003

Revised: 3/25/2004, 8/18/2005, 7/20/2006, 10/15/2009, 4/19/2012, 5/15/2014, 8/21/2014, 1/19/2017, 8/15/2019, 8/19/2021

Ames Public Library offers meeting rooms and study rooms to further the Library's mission (Ames Public Library – We connect you to the world of ideas). These rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Provision of Library meeting rooms and study rooms does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants. Topics, speakers and resource materials are not excluded from Library meeting rooms because of possible controversy.

Scheduling and Use Priorities

The Ames Public Library provides multiple meeting rooms to meet community need and strives to provide broad access for use by the public. When necessary, use of meeting rooms for Elections, program and activities of the Ames Public Library and APL Friends Foundation, and programs and activities of the City of Ames, will have prioritized access to available spaces.

Allocation of Library meeting rooms and study rooms may be adjusted at staff discretion.

Guidelines for Meeting Room Use

- Library meeting rooms are available for educational, informational, or cultural meetings during the hours the Library is open.
- All gatherings must be free and open to the public except events sponsored by Ames Public Library, Ames Public Library Friends Foundation, or City of Ames, and meetings of state library groups. Exceptions to this may be made at the discretion of the Library Director.
- Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders.
- One exterior facing sign (no larger than 11" x 17") indicating the meeting time, date, and location may be taped to a window or glass wall at the entry of a meeting room during the time the room is reserved.
- Nothing may be taped to non-glass walls.
- Items may be taped to windows or glass walls, but cannot obstruct staff's ability to monitor the room for security purposes and must be facing inward.
- Rooms may be rearranged, as needed, but are to be returned to their original configuration and condition and all signs and adhesives must be removed at the end of each meeting.
- Reservations are available for groups twice per month; additional use may be accommodated if rooms are available.

Guidelines for Study Room Use

- Library study rooms are available for use by individuals and by small groups.

- Admission fees, donations, or other fees may not be charged or solicited. Study rooms are not available for fundraising, selling merchandise, soliciting for later sales or placing orders.
- Reservations are available for select study rooms up to four times per month; additional use may be accommodated if rooms are available.

Conduct and Liability

- The Library's policy on Conduct in the Library applies to use of the meeting rooms and study rooms.
- The Library Board and the City of Ames or their employees or agents are not liable for any claims arising from the use of these facilities.
- Failure to abide by Library policies and procedures may result in denial of future meeting room and study room requests.
- If the Library Director deems that, in the interest of public safety, additional security is required for an event, the cost of such security shall be borne by the group(s) or individual(s) reserving the room.

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:

["Library Bill of Rights"](#)

["Meeting Rooms: An Interpretation of the Library Bill of Rights"](#)