

**Ames Public Library Board of Trustees  
Agenda – August 20, 2018  
Dale H. Ross Board Room, 515 Douglas Avenue**

**Call to Order** 7:00 p.m.

**Consent Agenda** (Action)

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting of July 19, 2018
- 3) Motion approving payment of claims
  - a) 7/1/2018 – 7/31/2018 (FY18 accruals)
  - b) 7/1/2018 – 7/31/2018 (FY19)

**Recognition of Jerri Heid’s Induction into Grade Level Reading Council of Champions**

**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 presiding officer.)

**Activity Reports**

- 4) Ames Public Library Friends Foundation
- 5) Administrative Staff Report
- 6) Director Search Committee
  - a) Update
  - b) Residency Requirement (Action)
  - c) On-site Interview Process (Action)

**Policy Review**

- 7) Confidentiality and Library User Records (Action)
- 8) Library Security Cameras (Action)
- 9) Internet Use Policy and Guidelines (Discussion, possible action)
- 10) Social Networking (Discussion, possible action )
- 11) Conduct in the Library (Discussion)
- 12) Unattended Children (Discussion)

**New Business**

- 13) Board Meeting Videography (Action)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, September 20, 2018  
Ames Public Library: We Connect You to the World of Ideas  
Website: [www.amespubliclibrary.org](http://www.amespubliclibrary.org) | E-mail: [libraryboard@amespubliclibrary.org](mailto:libraryboard@amespubliclibrary.org)**

**Donations**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
AUGUST 20, 2018**

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

- 1) From Anonymous, in gratitude for reference assistance..... \$20.00

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Charles Glatz, President

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Sarah Barchman, Secretary

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
July 19, 2018**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, July 19, 2018 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Barchman, Briese, Glatz, Linch, and Raman in attendance. Butler, Kluesner, Marshall, and Wang were excused. Library Director Carey, Assistant City Manager Brian Phillips, and Customer Accounts Services Manager Tracy Briseño were also present.

**Call to Order:** Board President Glatz called the meeting to order at 7:00 p.m.

**Consent Agenda:**

**Moved by Raman, seconded by Briese, to approve the following items on the consent agenda:**

- 1) Resolution accepting donations:
  - a) From Britta Hasiuk ..... \$121.98
  - b) From Paul and Lynn Hauer ..... \$100.00
- 2) Motion approving minutes of the regular meeting of June 21, 2018
- 3) Motion approving payment of claims 6/1/2018 – 6/30/2018

**Vote on Motion: 5-0 . Approved unanimously. Resolution No. 2018-L024 adopted.**

**Public Forum:**

Bill Diesslin, 5209 Maryland Street, Ames, was present with his spouse, Brenda, and Mark and Deborah Blaedel, who were all affiliated with Collegiate United Methodist Church-Wesley Foundation. On behalf of the group, Mr. Diesslin spoke in support of Camp Drag and their belief that the community supports diversity.

**Fiscal Year 2017/18 Preliminary Year-end Financial Reports:** Trustee Briese stated that Fiscal Year 2017/18 is still being closed out, so these are not the final statements. Briese said the Library had expended about six percent more by June 30 this year than it had by the same time last year and 95% of the annual budget had been spent. He noted that the intent is to get as close to 100% spent without going over budget and complimented staff for maximizing the available funds. Briese said the Budget and Finance Committee had reviewed all the other reports, as well, when it met last week.

**Moved by Barchman, seconded by Raman, to accept the Financial Reports.**

**Vote on Motion: 5-0. Motion carried unanimously.**

**Ames Public Library Friends Foundation (APLFF) Report:** Carey reported that the Development Director met or exceeded nearly all of her goals. The Teen Advisory Group is working hard on 5K planning and discussing the possibility of a Murder Mystery event for adults. The Sales Committee reported revenue of \$6,900 from the July book sale, and over \$3,700 in Literary Grounds and online sales in June, far exceeding its stretch goals for the fiscal year. The Fundraising Committee has seven establishments which paid an upfront fee to participate in Pub Fiction on August 16. The event begins at the Library and Carey said ticket sales will be capped at 300. Another Author Café will take place in October and ticket sales for it will begin the night of Pub Fiction. Three new directors were also approved: Ashley Rippke, Brian Eslinger, and John Fitzsimmons.

**2018 American Library Association Annual Conference Report:** Trustee Barchman thanked the Board for allowing her to be able to attend the conference. She said the event, which took place in New Orleans, was attended by about 23,000 people who were passionate about books, programs, summer reading, acquisitions, and all facets of library work. Barchman attended several seminars, was able to bring back books and posters, and has sent discount codes from vendors back to the APL staff. She found one seminar offered by United for Libraries on board diversity particularly interesting and spoke about some of the ideas that were discussed about attracting millennials and persons with limited income.

**Administration Report:** With regard to staff changes, Carey reported that: Neil Rowe graduated and his position as Small Talk Program Coordinator was accepted by Craig Van Pay; Small Talk Support Coordinator Liuran Fan also graduated and her replacement is being sought; the two open Customer Account Service Clerk positions were accepted by Amy Vinchattel and Marci Gallagher; the first ever Book Sale Intern position has been filled by Cassandra Jackson; and an offer will likely be made to a new Cataloging Clerk later this week.

Carey stated that the *Ames Tribune* newspaper digitization project is going well. The first half of the work (on the oldest issues) is done and already available on line, although some logos and a direct connection from APL website are still being added. Carey said the Story County Genealogical Society is very excited about the project.

Additional updates Carey offered were:

- Members of staff employed by the anonymous funder of Small Talk visited APL last week and they were amenable to a request for funds for a fourth year of the program.
- A long-time library volunteer has left the library a bequest of about \$33,000 which will be directed to APLFF and added to its existing bequest fund.
- Between 120 and 140 lunches are being served per day through the Summer Food Program; Carey has noticed that it draws new people into the library and they seem to be staying longer.
- The Camp Drag programs generated a good deal of activity, including a Channel 5 TV show, an *Ames Tribune* article, a program on 99.3 The Truth Radio, as well as a very large amount of correspondence and numerous Facebook comments. Carey said it was a good time to help educate the community on how and why APL does programming and what it has to offer.
- Employee performance reviews were done before the end of the fiscal year, along with goal setting sessions in which attempts are made to tie individual goals to the strategic plan.
- The Bookmobile participated in the 4<sup>th</sup> of July parade.
- The Ames Police Department has been handing out doughnuts just before Bookmobile storytimes in the parks this summer, which has nearly doubled attendance. School Resource Officer Nick Schaffer has also been coming for lunch at the Library and hanging out with kids. It's helpful for him to be able to stay in touch with them over the summer and advantageous for the library to have the positive collaboration.
- APL's website design is getting underway. Material has been sent to the vendor and staff is determining which of the existing features to keep. The design team will be meeting with each work group and the launch date is still November 12.

**Open Meetings/Records Law:** Assistant City Manager Brian Phillips stated that City Attorney Mark Lambert was unable to attend the meeting, so he and Carey would address the topic and refer advanced questions to Lambert for a response. Phillips stated that there are two essential

pieces that identify a meeting as one that must be open:

1. a gathering of the board members (whether in person or via electronic means); and
2. deliberation or action on a policy-related issue takes place.

Phillips and the Board then discussed various hypothetical situations and Phillips emphasized that each trustee is personally responsible for upholding the open meetings law. He invited the trustees to talk to Carey, e-mail questions or ask for more information; he will share responses with the whole Board.

**Response to Channel 5 June 26, 2018 News Report:**

Glatz stated that Trustee Linch was concerned about how the Library was characterized in a recent news report and had proposed the adoption of the resolution that was included in the packet.

**Moved by Linch, seconded by Briese, to adopt a resolution in Response to Channel 5 June 26, 2018 News Report.**

Linch said the Camp Drag program received broad notoriety in the community and the news report had been introduced with an inflammatory characterization of those who questioned the suitability of the program—terming them “haters.” Several trustees indicated that they agreed with the points Linch expressed and were displeased by the newscaster’s use of the word “haters” to characterize those who did not approve of Camp Drag. They expressed concern about addressing the matter through a Board resolution. Carey and others discussed possibly making a more educationally focused response. Additional discussion focused on what efforts the Library made to allow a variety of viewpoints while avoiding exclusion and derogatory descriptions of others in the community. Carey noted that program content often depends on who comes forward with requests.

**Vote on Motion: 1-4. (Linch voting aye; Briese, Barchman, Glatz, and Raman voting no.) Motion failed.**

As to an appropriate educational response, Carey said that she would take a stab at discussing this in her next Library Notes column.

**Approval of Library Director Position Description:** Carey, Phillips, and Customer Accounts Services Manager Briseño met to review the position description used in the 2013 recruitment. They felt it was good and made just a few changes.

**Moved by Raman, seconded by Briese, to use the job description presented in the packet for the search process.**

**Vote on Motion: 5-0. Motion carried unanimously.**

**Involvement of Search Firm for Director Recruitment:** The Board considered the options for search firm involvement that Phillips had outlined in his staff report. These ranged from no search firm to a search firm conducting the entire recruitment from start to finish.

Discussion of these options, along with the logistics of the endeavor and the responsibilities that would fall to the Board and staff under each scenario, took place. There was unified agreement about the importance of getting a good pool of applicants, and supposition that a firm with expertise in libraries could have contacts and the ability to do targeted work to bring in a diverse pool of candidates.

**Moved by Briese, seconded by Barchman, to develop an RFP for search firms laying out either Option 3 or Option 4.**

There was discussion about who would develop the RFP for obtaining bids from a Search firm and how much delay that would introduce. Staff noted that through their contacts they could enlist many to nominate candidates and thus address the pool issue. Phillips reiterated the resources he and the City could provide in running the search.

**Vote on Motion: 0-5 . Motion failed.**

**Moved by Barchman, seconded by Raman, to conduct the search as described in Option 1 (i.e. no use of search firm), but to reconvene near the application deadline to consider whether a search firm might be needed to further the process and discuss the possibility of going with Option 3 (in which a search firm would attract applicants and present a short list of top candidates to the Board).**

**Vote on Motion: 5-0. Motion carried unanimously.**

**Appointment of Director Search Committee:** Glatz said that he and Roger Kluesner would participate on the Search Committee, along with staff member Tracy Briseño. As a representative from APLFF, Board President Steve Sullivan offered to Glatz that he would serve. Briese nominated Joanne Marshall to be the third trustee on the committee; that motion was seconded by Raman. There was discussion about the appointment of an external representative; Glatz suggested that Jane Acker—former member of the APLFF Board, former Library Trustee, and current volunteer—be tapped.

Since Marshall and Acker were not present, Glatz said he would contact them. He said he would like to have a third trustee, even if Marshall were to decline. It was suggested that the community representative slot could be left open for other suggestions if Acker declined.

**Moved by Raman, seconded by Briese, to proceed with the proposed Search Committee roster (Trustees Charles Glatz, Roger Kluesner, and Joanne Marshall; APLFF Board President Steve Sullivan; APL Staff Member Briseño; and External Representative Jane Acker) and to empower the Board President to appoint someone else, if someone on the list dropped out.**

**Vote on motion: 5-0. Motion carried unanimously.**

It was noted that Brian Phillips will serve as the Committee's support person.

**Charge to the Committee:**

There was discussion about how extensively involved the entire Board would be in the search process. Phillips said that the Board's level of involvement at the final stages would send a strong signal to the candidates. The trustees felt it would be better to allow the search committee to manage the initial steps of the process to the point of presenting the Board with a proposed list of candidates to interview on-site. At that point, the entire board should review the application forms of all finalists and be involved in components of the on-site visit.

**Moved by Raman, seconded by Barchman, to approve the Proposed Responsibilities in the Library Director Search with amendments, as follows:**

Search Committee:

- Approve advertising locations and budget, as recommended by staff
- Gather feedback from stakeholders
- Approve interview components (e.g. schedules, exercises, presentations, meetings, tours)
- Review questions (phone interviews and on-site interviews)
- Conduct screenings (review for minimum qualifications, phone interviews)
- Identify any disqualifying criteria prior to finalist arrival on-site (e.g. disqualifying criminal/credit history)
- Contact unsuccessful finalists
- Conduct initial on-site interviews

Library Board of Trustees

- Approve job description
- Establish Search Committee
- Review application forms of all finalists
- Participate in finalist on-site visit components
- Review feedback from other components of on-site interview process
- Identify a final candidate
- Authorize staff (or search firm) to negotiate with the final candidate and identify parameters

Staff:

- Make changes to job description as approved by the Board
- Screen applicants for minimum qualifications
- Prepare recommendations for advertising, interview components and questions
- Prepare logistics for interviews and meetings (room reservation, materials, food, technology, etc.)
- Attend interviews to ensure questions are appropriate; provide feedback as desired by the search committee
- Complete routine communication with candidates (e.g., scheduling information, dismissal notices in early stages of screening)
- Complete reference/background checks and provide appropriate summaries to the Board
- Negotiate salary and other negotiable benefits as directed by the Library Board

**Vote on Motion: 5-0. Approved unanimously.**

**Search Timeline:** The following version of the timeline proposed by Glatz in June and revised by Phillips was included in the meeting packet:

July 19	Search Committee makeup finalized for first meeting Job description approved by Library Board
Aug 20-24	APL staff interviews for input on criteria to emphasize
Sept 1-30	Accept applications
Oct 1-8	Screening of applicants for minimum qualifications and invitation to phone interviews
Oct 15-19	Phone interviews
Oct 22-23	Selection of on-site candidates

Nov 5-16 On-site interviews and reference/background checks  
Nov 19-21 Board debrief and final selection  
Nov 21-29 Make offer  
Jan 2 Candidate start date

**Moved by Raman, seconded by Briese, to approve the tentative timeline for the Director Search Process presented by Mr. Phillips and to authorize the Search Committee to tweak it as necessary in the intervening five weeks.  
Vote on Motion: 5-0. Motion carried unanimously.**

**Trustee Comments:**

Barchman thanked Briese for attending the meeting and completing the quorum.

Briese thanked Linch for doing a lot of work and working with his constituency to bring forward an important topic for discussion and for the group to take it up.

Glatz extended thanks to Linch and for the entire group's labor this evening.

**Adjournment:**

**Moved by Barchman, seconded by Briese, to adjourn at 10:18 p.m.  
Vote on Motion: 5-0. Motion carried unanimously.**

The next regular meeting will be on Monday, August 20, 2018, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

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Karen C. Thompson, Administrative Assistant

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Sarah Barchman, Board Secretary

**Library Claims - FY18 Accruals  
July 1, 2018 - July 31, 2018**

<b>Administration</b>		
JUNE 2018 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 788.13
MAY 2018 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 1,426.72
JUNE 2018 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
MAY 2018 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
BANK LIBRARY REPLACEMENT	TECHNOLOGY REPLACEMENT	\$ 50,000.00
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.91
BANK OF AMERICA	TRAVEL/MEETINGS	\$ 19.26
STARK, SARAH	TRAVEL/MEETINGS	\$ 3.57
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 8.16
VACLAV, CONNIE	TRAVEL/MEETINGS	\$ 4.08
BANK OF AMERICA	CONFERENCES	\$ 121.87
BOHLKE, SARAH	CONFERENCES	\$ 538.87
BARCHMAN, SARAH	CONFERENCES	\$ 1,929.89
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 8,489.96
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 197.83
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 678.75
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$ 516.41
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
OTIS ELEVATOR COMPANY	STRUCTURAL REPAIRS	\$ 900.00
XEROX CORPORATION	RENTALS/LEASES	\$ 1,692.36
BANK OF AMERICA	NON-CITY SERVICE	\$ 25.00
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 7,186.89
CINTAS LOC 22M	NON-CITY SERVICE	\$ 27.00
HILSABECK WINDOW CLEANING	NON-CITY SERVICE	\$ 1,100.00
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 26.07
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 53.63
BANK OF AMERICA	OFFICE SUPPLIES	\$ 288.08
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 318.56
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 2,756.05
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 4,595.55
O DONNELL ACE HARDWARE IN	AG/HORT SUPPLIES	\$ 44.91
SAMS CLUB DIRECT COMM ACC	CLEANING SUPPLIES	\$ 35.92
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 474.56
O DONNELL ACE HARDWARE IN	EQUIPMENT PARTS/SUPPLIES	\$ 46.22
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$ 358.27
BANK OF AMERICA	FOOD	\$ 102.50
	<b>Total Administration</b>	<b>\$ 89,376.12</b>
<b>Resource Services</b>		
BANK OF AMERICA	TRAVEL/MEETINGS	\$ 19.26
DORNINK HAWES, ALISSA	TRAVEL/MEETINGS	\$ 108.12
DEMCO INC	MINOR OFFICE EQUIPMENT	\$ 455.92
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 273.67
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 217.65

**Library Claims - FY18 Accruals  
July 1, 2018 - July 31, 2018**

BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 89.50
FINDAWAY WORLD LLC	EQUIPMENT PARTS/SUPPLIES	\$ 66.92
MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 3,879.71
BANK OF AMERICA	ELECTRONIC COLLECTION	\$ 873.25
OVERDRIVE	ELECTRONIC COLLECTION	\$ 115.30
DES MOINES REGISTER	PERIODICALS	\$ 141.75
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 2,882.20
SAMS CLUB DIRECT COMM ACC	YOUTH COLLECTION	\$ 562.68
MIDWEST TAPE	YOUTH COLLECTION	\$ 94.95
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 3,532.68
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 3,623.78
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 804.48
GREEN HILLS RETIREMENT CO	REFUNDS	\$ 25.00
MAGILL, SOPHIA	REFUNDS	\$ 22.00
	<b>Total Resource Services</b>	<b>\$ 17,788.82</b>
<b>Youth Services</b>		
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.91
DEMCO INC	MINOR OFFICE EQUIPMENT	\$ 401.80
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 443.61
SAMS CLUB DIRECT COMM ACC	FOOD	\$ 78.46
BANK OF AMERICA	FOOD	\$ 58.15
CORRECT LIBRARY ACCOUNTS	SPECIAL PROJECT SUPPLIES	\$ 1,014.95
SAMS CLUB DIRECT COMM ACC	SPECIAL PROJECT SUPPLIES	\$ 149.13
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 1,215.53
	<b>Total Youth Services</b>	<b>\$ 3,362.54</b>
<b>Adult Services</b>		
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 926.25
	<b>Total Adult Services</b>	<b>\$ 926.25</b>
<b>Customer Account Services</b>		
ACCRUE 6/16-6/30 WAGES	PERMANENT SALARIES/WAGES	\$ 239.84
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$ 5,394.78
ACCRUE 6/16-6/30 WAGES	COMPENSATORY TIME	\$ 84.71
ACCRUE 6/16-6/30 WAGES	VACATION	\$ 254.17
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$ 86.62
ACCRUE 6/16-6/30 WAGES	FICA	\$ 370.36
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 388.29
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,509.17
SRITHARAN, MULLAI	TRAVEL/MEETINGS	\$ 4.08
MC FARLAND CLINIC PC	RECRUITING COSTS	\$ 92.00
ONESOURCE	RECRUITING COSTS	\$ 70.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 134.25
QUILL CORP	OFFICE SUPPLIES	\$ 54.13
ULINE	OFFICE SUPPLIES	\$ 135.56
	<b>Total Customer Account Services</b>	<b>\$ 8,817.96</b>

**Library Claims - FY18 Accruals**  
**July 1, 2018 - July 31, 2018**

	<b>Grand Total:</b>	<b>\$ 120,271.69</b>
<b>Charles Glatz, President</b>	<b>Sarah Barchman, Secretary</b>	<b>Date</b>

**Library Claims - FY19**  
**July 1, 2018 - July 31, 2018**

<b>Administration</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 44,051.00
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 568.00
PAYROLL SUMMARY	TIME AND 1/2	\$ 208.74
PAYROLL SUMMARY	IPERS DISABILITY	\$ 222.47
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,853.06
PAYROLL SUMMARY	MEDICARE FICA	\$ 638.36
PAYROLL SUMMARY	FICA	\$ 2,729.44
PAYROLL SUMMARY	IPERS	\$ 4,231.76
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 140.88
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 7.96
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	\$ 236.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 127.33
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 235.95
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 54.80
OTIS ELEVATOR COMPANY	MAINTENANCE CONTRACTS	\$ 3,834.72
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
CENT IA DISTRIBUTING INC	EQUIPMENT REPAIRS	\$ 50.28
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 690.00
ENVISIONWARE INC	TECHNOLOGY MAINT/SUPPORT	\$ 1,092.00
BIBLIOTHECA LLC	TECHNOLOGY MAINT/SUPPORT	\$ 19,819.25
CINTAS LOC 22M	NON-CITY SERVICE	\$ 81.00
CH ISSUES	OFFICE SUPPLIES	\$ 158.24
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 8.39
BANK OF AMERICA	OFFICE SUPPLIES	\$ 26.27
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 58.90
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 279.80
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 65.00
CENT IA DISTRIBUTING INC	MINOR EQUIPMENT/TOOLS	\$ 798.00
BANK OF AMERICA	FOOD	\$ 27.13
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 69.63
	<b>Total Administration</b>	<b>\$ 89,439.86</b>
<b>Resource Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 21,787.22
PAYROLL SUMMARY	IPERS DISABILITY	\$ 101.64
PAYROLL SUMMARY	LIFE INSURANCE	\$ 47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,933.48
PAYROLL SUMMARY	MEDICARE FICA	\$ 294.84
PAYROLL SUMMARY	FICA	\$ 1,260.65
PAYROLL SUMMARY	IPERS	\$ 2,056.74
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 26.16
BAKER & TAYLOR INC	OUTSIDE PROFESSIONAL SVCS	\$ 900.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 187.27

**Library Claims - FY19**  
**July 1, 2018 - July 31, 2018**

CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 16.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 3,056.00
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 47.15
ELM USA INC	EQUIPMENT PARTS/SUPPLIES	\$ 761.50
RECORDED BOOKS LLC	ELECTRONIC COLLECTION	\$ 7,426.36
STATE LIBRARY OF IOWA	ELECTRONIC COLLECTION	\$ 3,622.90
PROQUEST LLC	ELECTRONIC COLLECTION	\$ 2,289.04
TUMBLEWEED PRESS INC	ELECTRONIC COLLECTION	\$ 450.00
OVERDRIVE	ELECTRONIC COLLECTION	\$ 1,003.73
OVERDRIVE INC	ELECTRONIC COLLECTION	\$ 7,905.45
BOOKPAGE	PERIODICALS	\$ 528.00
POPULAR SUBSCRIPTION SERV	PERIODICALS	\$ 11,724.41
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 682.73
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 590.98
MIDWEST TAPE	YOUTH COLLECTION	\$ 79.98
POPULAR SUBSCRIPTION SERV	YOUTH COLLECTION	\$ 1,761.04
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 4,491.20
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 1,978.22
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 76.12
CENTER POINT PUBLISHING	ADULT PRINT COLLECTION	\$ 88.68
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 1,101.21
GALE GROUP	ADULT PRINT COLLECTION	\$ 871.25
CARLSON, MIRIAM	REFUNDS	\$ 31.99
	<b>Total Resource Services</b>	<b>\$ 81,179.44</b>
<b>Youth Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 37,052.24
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 2,413.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 186.97
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,294.42
PAYROLL SUMMARY	MEDICARE FICA	\$ 547.61
PAYROLL SUMMARY	FICA	\$ 2,341.59
PAYROLL SUMMARY	IPERS	\$ 3,725.48
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 85.96
COUCH, STEVE	OUTSIDE PROFESSIONAL SVCS	\$ 350.00
BLANK PARK ZOO	OUTSIDE PROFESSIONAL SVCS	\$ 134.28
GROUT MUSEUM	OUTSIDE PROFESSIONAL SVCS	\$ 500.00
LAUGHING MATTERS	OUTSIDE PROFESSIONAL SVCS	\$ 700.00
MACH 3 ENTERPRISES	OUTSIDE PROFESSIONAL SVCS	\$ 700.00
BANK OF AMERICA	CONFERENCES	\$ 375.00
BANK OF AMERICA	FOOD	\$ 22.75
HEID, JERRI	FOOD	\$ 8.67
SAFLEY, ABBY	FOOD	\$ 15.36
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 47.82

**Library Claims - FY19**  
**July 1, 2018 - July 31, 2018**

HEID, JERRI	SPECIAL PROJECT SUPPLIES	\$ 15.82
WORREL, BRIAN	SPECIAL PROJECT SUPPLIES	\$ 8.47
TFR TO CORRECT AMAZON PMT	SPECIAL PROJECT SUPPLIES	\$ (39.96)
	<b>Total Youth Services</b>	<b>\$ 55,560.48</b>
<b>Adult Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,742.94
PAYROLL SUMMARY	IPERS DISABILITY	\$ 138.57
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,831.34
PAYROLL SUMMARY	MEDICARE FICA	\$ 504.08
PAYROLL SUMMARY	FICA	\$ 2,155.39
PAYROLL SUMMARY	IPERS	\$ 3,374.14
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 42.88
	<b>Total Adult Services</b>	<b>\$ 47,864.34</b>
<b>Customer Account Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 40,096.06
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 10,509.53
PAYROLL SUMMARY	COMPENSATORY TIME	\$ 84.71
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$ 343.19
PAYROLL SUMMARY	VACATION	\$ 254.17
PAYROLL SUMMARY	IPERS DISABILITY	\$ 174.84
PAYROLL SUMMARY	LIFE INSURANCE	\$ 80.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,424.30
PAYROLL SUMMARY	MEDICARE FICA	\$ 711.22
PAYROLL SUMMARY	FICA	\$ 3,041.02
PAYROLL SUMMARY	IPERS	\$ 4,736.27
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 126.50
MORTON, MARY	DUES/MEMBERSHIPS	\$ 9.50
	<b>Total Customer Account Services</b>	<b>\$ 65,591.31</b>
	<b>Grand Total:</b>	<b>\$ 339,635.43</b>
<b>Charles Glatz, President</b>	<b>Sarah Barchman, Secretary</b>	<b>Date</b>

## Staff Report

### **LIBRARY DIRECTOR RECRUITMENT UPDATE**

August 20, 2018

#### **BACKGROUND:**

The Library Board of Trustees has established a Search Committee to recruit the next Library Director. The Search Committee has held its initial meeting and begun identifying how it will proceed.

The Search Committee has held nine opportunities for staff and volunteers to share their perspectives in a one-on-one setting regarding the desired qualities of the next director. Additionally, staff and volunteers have been provided the opportunity to complete an online survey as an alternative method to provide feedback. This feedback is being reviewed to identify key themes that should be emphasized to prospective candidates. The Search Committee will also evaluate this feedback to determine if supplemental questions should be asked in the application materials.

It is anticipated that applications will be accepted beginning September 1. The Search Committee has identified that it wishes to advertise the opening through the American Library Association, the State Library of Iowa, the Special Libraries Association, Facebook posts, and graduate schools that offer Library programs, in addition to the customary advertising locations used by the City of Ames for job posts. It is anticipated the advertising will cost less than \$1,000.

A special page on the Library web site will be established to direct prospective candidates to key information about the Library, the application site, a copy of the Library Annual Report, and the recruitment brochure.

The Search Committee has also provided direction regarding the types of returns on a criminal background check that would be disqualifying for a prospective candidate. These include: Falsification of application or resume materials with respect to former employers or educational credentials; appearance on a sex offender registry; conviction for financial crimes such as embezzlement, fraud, or identity theft; conviction for violent or aggravated crimes; and any felonies within the past five years.

The Search Committee will finalize the posting materials prior to September 1 and will next meet to select candidates for phone interviews and approve phone interview questions.

#### **ADDITIONAL DIRECTION REQUIRED FROM THE BOARD OF TRUSTEES:**

Additional direction is required from the Board of Trustees regarding the two key issues outlined below:

RESIDENCY REQUIREMENT:

**Does the Library Board have an expectation that the next director will live within Ames?**

The City does not have a blanket residency requirement for employees. The Department Heads who report to the City Manager must live within the City (the Library Director does not report to the City Manager, and so is not subject to this requirement). There are residency requirements in various union contracts, which include areas well outside the boundaries of the City of Ames, and are intended to facilitate swift response in emergencies. The current director does not live within the City of Ames.

Related to residency is the reimbursement of relocation expenses. The City's practice (not policy, because there is not a well-documented set of rules) regarding relocation expenses is that for positions that are eligible, the incentive pays 10% of the starting salary for eligible relocation expenses to move to Ames (not just the area around Ames). This is another method to incentivize residency. It should be noted that since Ames has a higher cost of living than other areas outside Ames, there may be pressure to pay higher starting salary for a candidate if Ames residency is required.

**It is important that the Board express now whether it has interest in a residency requirement or if relocation expenses should be tied to relocation to Ames. This information would be important to communicate to prospective candidates in the job posting to avoid unexpected surprises.**

ON-SITE INTERVIEW PROCESS:

The Search Committee has established a timeline for its screening process. The on-site process is anticipated to take place November 5<sup>th</sup>-16<sup>th</sup>, and includes the following elements:

- |                             |            |                 |
|-----------------------------|------------|-----------------|
| • Welcome/overview/benefits | 15 min.    | HR (Brian)      |
| • Management Team Meeting   | 1 hr.      | Mgmt. Team      |
| • Library Tour              | 1 hr.      | Staff           |
| • Community tour            | 2 hrs.     | Steve + 1 staff |
| • Dep't Head Lunch          | 2 hrs.     | Dept. Heads     |
| • Staff meet and greet(s)   | 1 hr. each | Staff           |
| • Public presentation       | 1 hr.      | Public, media   |
| • Interview/Presentation    | 1 hr.      | Board/desig.    |
| • Meeting with City Manager | 30 mins.   | City Mgr.       |
| • Dinner                    | 2 hrs.     | APLFF           |

The question is where the Board should be involved in this process. It is assumed there will be either a special or regular Board meeting where the Board discusses the candidates and decides to whom an offer should be extended. However, the Board should identify now, for scheduling purposes, how it will be involved in each interview.

**Ideally, the Board as a whole would hold a formal interview with each candidate. This is so the Board gets a consistent picture of each candidate and so each candidate is able to discuss expectations the Board has for employment.**

However, if the Board would like to have involvement in the search in some other way, it should be discussed now so times can be booked for interview components.

Six policies are included in this month's packet. Two of them, Confidentiality and Library User Records and the Library Security Camera Policy, were reviewed by the Board in June. The suggestions made then, as well as comments from the Legal Department, are now incorporated. "Clean" copies of the revised policies appear first in the packet, followed by versions showing the marked-up changes for reference. (Note that text marked in green has been moved from one section to another.)

The major changes in the Confidentiality and Library User Records Policy since June are:

- Revision of the first two bullet points under Exceptions, to clarify that Ames Public Library Friends Foundation may be granted access to user contact information, but no other library usage data, for fundraising, marketing, or advocacy.
- Introduction of phrases (in blue) by the City's Legal Department in the last two bullet points, which describe situations related to violation of or compliance with the law.

Among the proposed revisions in the Library Security Camera Policy are:

- Attempts to make sentences more concise and clear.
- Some reformatting to conform to the pattern of stating Library practices first and providing further detail or describing exceptions afterwards.
- New language provided by the Legal Department (in brown) where Iowa law has changed or where the attorneys felt the policy should be more accurately stated.

If the Board is satisfied with the revisions, approval of these two policies is recommended.

Agenda Items 9 and 10, Internet Use Policy and Guidelines and the Social Networking Policy, are next in line for review. Last month's Board meeting did not include policy review because there was other pressing business, but staff did take a preliminary look at these two policies. In the packet, APL's existing policies appear first, followed by a two draft versions—one marked with proposed staff revisions and one "clean" copy that incorporates them. The Board may either request additional changes or approve the revisions presented this month.

Items 11 and 12, the policies on Conduct in the Library and Unattended Children, should be reviewed by October. The Library's existing policies appear in the packet this month and the Board's questions, comments, and suggestions are invited.

## **Confidentiality and Library Records Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
AUGUST 20, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to the Confidentiality and Library Records Policy as presented/amended.

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Charles Glatz, President

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Sarah Barchman, Secretary



# Confidentiality and Library User Records Policy

Section: Library Operations

Approved: 07/16/2015\*  
Reviewed:  
Revised: 08/20/2018

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The Board of Trustees of Ames Public Library respects the privacy of users and recognizes its responsibility to protect that privacy in accordance with the Code of Iowa and the American Library Association's statement of professional ethics. Confidentiality of library records is central to intellectual freedom and directly related to the right to open inquiry without having the subject of one's interest examined or scrutinized by others. The Board of Trustees believes that public access to names of persons who hold Ames Public Library cards could discourage use of the Library.

## Confidential Information

The Library will not reveal the identities of individual users for private, public or commercial use. The Library will hold confidential personal registration information such as address, phone number, and e-mail address, and personally identifiable uses of Library resources, including but not limited to:

- information sources consulted;
- information sought or received;
- reference interviews;
- materials used or borrowed;
- interlibrary loan records; and
- Internet and database search records.

All parties with authorized access to Library User Records are required to uphold confidentiality as specified by Library policies and applicable provisions of the Iowa Code, unless excepted below.

## Exceptions

- The Library Director may authorize specific uses of the data contained in the Library's User Records by the Library in order to conduct Library business.
- The Library Director may authorize use of Library user contact information by Ames Public Library Friends Foundation for such purposes as fundraising, marketing, or advocacy.
- The Library interprets possession of a card (or card number) as consent to use it, unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
- Library User Records may be revealed to a collection agency or law enforcement personnel in the course of attempting to recover property or collect charges. Library User Records may be accessible by third party support personnel while providing routine software maintenance or troubleshooting.
- The Library contracts with third party vendors and library consortia that distribute electronic content through licensing agreements. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from these vendors. Some vendors may gather information about library patrons through the registration process and/or

library transactions for their own marketing purposes. Customers using these resources are subject to the individual third-party terms and privacy policies.

- Contact information provided by the user to book a meeting room is considered public information.
- Illegal activity is not protected and Library Users have no expectation of privacy as to activity that violates the law. The Library may review User Records when a violation of law or Library policy is suspected.
- Library User Records shall be released to a criminal or juvenile justice agency when pursuant to a valid search warrant, subpoena or court order, or when otherwise authorized by law. Library staff will consult with the City's Legal Department in the event of such request for release of Library records, and will respond to the request according to the advice of counsel.

## References

This policy has been developed in concert with [Code of Iowa Chapter22, "Examination of Public Records \(Open Records\)"](#) and [Code of Ethics of the American Library Association](#).

\* Adopted upon removal of Confidentiality of Library Records and Use of Patron Database Policies.



# Confidentiality and Library User Records Policy

Section: Library Operations

Approved: 07/16/2015\*

Reviewed:

Revised: 08/20/2018

The Board of Trustees of Ames Public Library respects the privacy of users and recognizes its responsibility to protect that privacy in accordance with the Code of Iowa and the American Library Association's statement of professional ethics. Confidentiality of library records is central to intellectual freedom and directly related to the right to open inquiry without having the subject of one's interest examined or scrutinized by others. The Board of Trustees believes that public access to names of persons who hold Ames Public Library cards could discourage use of the Library.

## Confidential Information

The Library will not reveal the identities of individual users for private, public or commercial use. The Library will hold confidential personal registration information such as address, phone number, and e-mail address, and personally identifiable uses of Library resources, including but not limited to:

- information sources consulted;
- information sought or received;
- reference interviews;
- materials used or borrowed;
- interlibrary loan records; and
- Internet and database search records.

The Library Director is the custodian of the Library's records.

All parties with authorized access to Library User Records are required to  
The Library requires all staff, volunteers, and third parties with access to library user records to agree to uphold confidentiality as specified by Library policies and applicable [provisions of the Iowa Code](#), unless excepted below.

## Exceptions

- The Library Director may authorize specific uses of the data contained in the Library's User Records by the Library [in order to conduct Library business.](#)
- The Library Director may authorize use of Library user contact information by ~~or the~~ Ames Public Library Friends Foundation [for such purposes as fundraising, marketing, or advocacy.](#) ~~The information may be used to conduct library business, communicate with library users, and improve library services.~~
- The Library interprets possession of a card (or card number) as consent to use it, unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.

~~Library User Records may be revealed to a collection agency or law enforcement personnel in the course of attempting to recover property or collect charges. The library cannot ensure privacy of circulation records during the process of collecting fines and fees.~~

- ~~Library User Records may be accessible by third party support personnel while providing routine software maintenance or troubleshooting.~~
- ~~The Library contracts with third party vendors and library consortia that distribute electronic content through licensing agreements. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from these vendors. Some vendors may gather information about library patrons through the registration process and/or library transactions for their own marketing purposes. Customers using these resources are subject to the individual third-party terms and privacy policies.~~
- ~~Contact information provided by the user to book afor use of meeting and study rooms is provided by the user and considered public information.~~
- ~~Illegal activity is not protected and Library Users have no expectation of privacy as to activity that violates the law. The Library may review User Records when a violation of law or Library policy is suspected.~~
- ~~Library User Records -shall be released to a criminal or juvenile justice agency when pursuant to a valid search warrant, subpoena or court order, or when otherwise authorized by law. Library staff will consult with the City's Legal Department in the event of such request for release of Library records, and will respond to the request according to the advice of counsel.~~

~~Public access to names of persons who hold Ames Public Library cards could discourage use of the Library. The library will hold confidential the names of card holders and their registration information.~~

~~The Library will not reveal the information sources or services individual users consult unless required by law or court order. Confidentiality extends to information sought or received and materials consulted, borrowed or acquired. Confidentiality includes Internet and database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of Library materials.~~

~~The Library contracts with third party vendors and library consortia that distribute electronic content through licensing agreements. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from these vendors. Some vendors may gather information about library patrons through the registration process and/or library transactions for their own marketing purposes.~~

~~The library cannot ensure privacy of circulation records during the process of collecting fines and fees.~~

~~Contact information for use of meeting and study rooms is provided by the user and considered public information.~~

~~Persons attending or participating in library programs or public meetings may be videotaped or photographed. These images may be used for library programming or promotion on the Government Cable channel, the Library website, the Internet, and other media.~~

~~Unless required by court order, Library user records will only be released to the person(s) whose name(s) appear on the record.~~

## References

This policy has been developed in concert with [Code of Iowa Chapter-Section-22, "Examination of Public Records \(Open Records\)"](#) and [Code of Ethics of the American Library Association](#).

\* Adopted upon removal of Confidentiality of Library Records and Use of Patron Database Policies.



**Ames**<sup>™</sup>  
PUBLIC LIBRARY

## **Confidentiality Agreement**

All library staff and volunteers with access to library records of the Ames Public Library must comply with the Ames Public Library's Policy on Confidentiality.

I, \_\_\_\_\_ agree to keep confidential any information pertaining to library patrons that I encounter as a result of my service to the Ames Public Library. This includes, but is not limited to information I may view on customer account records or customer inquiries handled by staff or volunteers.

I attest that I have read and understand the Ames Public Library's Policy on Confidentiality.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Library Security Cameras Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
AUGUST 20, 2018**

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

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Charles Glatz, President

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Sarah Barchman, Secretary



# Library Security Cameras Policy

Section: Library Resources

Approved: 10/23/2008  
Reviewed: 8/20/2015  
Revised: 1/19/2012, 8/20/2018

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

## Library Practices

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

Camera placement will be determined by the Library Director or his/her 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 his/her 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](#)  
[State Code of Iowa chapter 22](#)



# Library Security Cameras Policy

Section: Library Resources

Approved: 10/23/2008

Reviewed: 8/20/2015

Revised: 1/19/2012, 8/20/2018

Ames Public Library ~~strives to~~ take reasonable precautions to assure a safe and secure environment for its patrons and staff. ~~Because library staff is unable to provide direct supervision over all areas within the library and library grounds, video s~~Security cameras and real-time monitors are have been placed at selected locations in order to observe and record activities on library premises. visible activities of persons within the library and library grounds in lieu of direct supervision.

~~Observation of activity, whether in real time or from digitally recorded storage, shall be limited to activities that are specific to library operations, may affect the safety and security of library patrons and staff, and provide protection for library assets or property. Real-time monitors may be set up in public areas at the discretion of the director.~~

## Library Practices Privacy and Confidentiality

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

Camera placement ~~will shall~~ be determined by the Library Director or his/her designee.

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

Cameras will not be monitored continuously by library staff. Cameras will not monitor or record A audible communication will not be monitored or recorded by the security cameras.

Cameras will record activities in real time and images will be saved to internal storage. the camera server's hard drive. The capacity of the storage system allows for images to be stored for at least 14 days. Current software Software currently in use deletes images automatically as the capacity of the hard drive is reached. The library is not obligated to store images past the 14-day limit. The Library may retain copies of certain images as needed for legal or operational purposes.

### Authority to Access Recorded Data

The Library Director holds the authority to designate library staff members who may access security camera imagery. video in real time or recorded formats. Generally, 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 members of 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. ~~authority may be delegated to the assistant director, network systems coordinator, supervisory staff, and public service desk staff including librarian and library assistant staff during hours of operation.~~

~~Circumstances under which designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated work stations for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.~~

## **Confidentiality**

~~To the extent that a~~Any recorded images that include identifiable persons checking out identifiable items or requesting identifiable items or identifiable information ~~or checking out an identifiable items, such record~~ shall be treated as confidential to the extent, ~~as~~ provided in Iowa Code § 22.7-(13).

Only designated library staff may view ~~real~~ real-time images or screen recorded images to determine if they contain protected information for potential breach of confidentiality. Any inadvertent views of protected information shall be held in confidence by the library staff, in accordance with the Library's Confidentiality Policy under the library's confidentiality policy.

Images that include records protected by Iowa Code § 22.7 will not be released without a court order.

### **Public Notice**

~~Signage shall be conspicuously displayed within the library advising of the recording of video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.~~

### **Data Storage**

~~Cameras will record activities in real time and images will be saved to the camera server's hard drive. The capacity of the storage system allows for images to be stored for at least 14 days. Current software deletes images automatically as the capacity of the hard drive is reached. The library is not obligated to store images past the 14-day limit.~~

~~Cameras will not be monitored continuously by library staff. Authorization to view stored images may be granted by the library director or his/her designee(s).~~

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

All requests to view or obtain for the viewing of real time or recorded security camera imagery by law enforcement officials must be presented to the Library Director. If the library director is unavailable, such requests ~~must~~ shall be presented to a designated member of the administrative or supervisory staff designated by the Library Director, to hold such authority. Law enforcement and City officials may view recorded images, unless theysuch images include records protected by Iowa Code § 22.7(13), in which case such records would be released only pursuant to valid court order.

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.

### **Public Disclosure**

All requests for public disclosure of recorded images ~~must~~shall be presented to the Library Director or the ~~administrative~~ staff member designated to act in his/her 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 chapter 22.

### **References**

Ames Public Library Confidentiality Policy  
State Code of Iowa chapter 22

**Internet Use Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
AUGUST 20, 2018**

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

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Charles Glatz, President

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Sarah Barchman, Secretary



# Internet Use Policy

Section: Library Resources

Approved: 6/19/1996

Reviewed: 11/21/2002, 7/21/2005

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

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Ames Public Library provides access to the Internet to connect the public to the world of ideas and information, and to provide equal access to that information for all individuals in the community. Library-owned devices are available as described in the Circulation and Customer Accounts Policy and free, unsecured wireless Internet access is available for public use. This policy applies to all use of Ames Public Library's wired or wireless Internet service, whether privately-owned or Library-provided devices are operated.

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

## Library Practices

In its [Statement on Library Use of Filtering Software](#), the American Library Association's Intellectual Freedom Committee has stated that "...the use in libraries of software filters to block constitutionally protected speech is inconsistent with the United States Constitution and federal law and (...) violates the "Library Bill of Rights." Ames Public Library will not impose blocking or filtering software to limit access to Internet sites. However, patrons may choose to use filtered search engines. Library staff may provide a list of filtered search engines upon customer request.

The Library retains information about check-out and use of Library resources, but does not retain browser history or personal information entered into websites or applications. Customer computer use and reservation records are not permanently retained. The Library will not reveal the information sources or services individual users consult unless required by law or court order.

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

## Customer Responsibilities

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

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

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

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

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

## **Social Networking Sites**

Ames Public Library participates in social networking services and maintains a website to inform the public about Library resources and activities, and provide additional communications with members of the public. Please refer to Ames Public Library's [Social Networking Policy](#).

## **Expressions of Concern**

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously as detailed in the [Expressions of Concern Policy](#).

## **References**

American Library Association Documents:

[Library Bill of Rights](#)

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

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

Ames Public Library Policies:

[Circulation and Customer Accounts](#)

[Conduct in the Library](#)

[Confidentiality and Library User Records](#)

[Social Networking](#)

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



# Internet Use Policy

Section: Library Resources

Approved: 6/19/1996

Reviewed: 11/21/2002, 7/21/2005

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

Ames Public Library provides free, unsecured access to the Internet to connect the public to the world of ideas and information, and to provide equal access to that information for all individuals in the community. ~~Library-owned devices are available as described in the Circulation and Customer Accounts Policy and free, unsecured wireless Internet access is available for public use.~~ This policy applies to all use of Ames Public Library's ~~wired or wireless~~ Internet service, whether privately-owned or Library-provided devices are operated.

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

## Library Practices

~~The Library retains some information about checkout of Library devices and use of Library computers, check-out and use of Library resources, but does not retain browser history or personal information entered into websites or applications. Customer computer use and reservation records are not permanently retained. The Library will not reveal the information sources or services individual users access consult unless required by law or court order.~~

In its Statement on Library Use of Filtering Software, the American Library Association's Intellectual Freedom Committee has stated that "...the use in libraries of software filters to block constitutionally protected speech is inconsistent with the United States Constitution and federal law and (...) violates the "Library Bill of Rights." Ames Public Library will not impose blocking or filtering software to limit access to Internet sites. However, patrons may choose to use filtered search engines. ~~Library staff may provide a list of filtered search engines upon customer request.~~

~~The Library retains information about check-out and use of Library resources, but does not retain browser history or personal information entered into websites or applications. Customer computer use and reservation records are not permanently retained. The Library will not reveal the information sources or services individual users consult unless required by law or court order.~~

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

## Customer Responsibilities

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

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

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

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

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

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

## Social Networking Sites

Ames Public Library ~~utilizes~~~~participates in~~ online social network~~ing services~~ and maintains a website to inform the public about Library resources and activities, and provide additional communications with members of the public. Please refer to Ames Public Library's [Social Networking Policy](#).

## Expressions of Concern

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously as detailed in the [Expressions of Concern Policy](#).

## References

American Library Association Documents:

[Library Bill of Rights](#)

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

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

Ames Public Library Policies:

[Circulation and Customer Accounts](#)

[Conduct in the Library](#)

[Confidentiality and Library User Records](#)

[Social Networking](#)

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



# Internet Use Policy

Section: Library Resources

Approved: 6/19/1996

Reviewed: 11/21/2002, 7/21/2005

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

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

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## Library Practices

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In its [Statement on Library Use of Filtering Software](#), the American Library Association's Intellectual Freedom Committee has stated that "...the use in libraries of software filters to block constitutionally protected speech is inconsistent with the United States Constitution and federal law and (...) violates the "Library Bill of Rights." Ames Public Library will not impose blocking or filtering software to limit access to Internet sites. However, patrons may choose to use filtered search engines.

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

## Customer Responsibilities

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

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

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

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

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

## **Social Networking Sites**

Ames Public Library utilizes online social networks and maintains a website to inform the public about Library resources and activities, and provide additional communications with members of the public. Please refer to Ames Public Library's [Social Networking Policy](#).

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American Library Association Documents:

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[Conduct in the Library](#)

[Confidentiality and Library User Records](#)

[Social Networking](#)

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

**Social Networking Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
AUGUST 20, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to the Social Networking Policy as presented/amended.

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Charles Glatz, President

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Sarah Barchman, Secretary



# Social Networking Policy

Section: Library Resources

Approved: 9/16/2010

Reviewed:

Revised: 5/16/2013, 9/17/2015

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Ames Public Library may utilize social networking sites including, but not limited to, blogs, applications, and video sharing, to further its mission to connect library users and community residents to the world of ideas.

Since Ames Public Library's online presence reflects and extends Library programming, the goals of the Library's sponsored social networking sites mirror those found in the [Programs Policy](#).

Ames Public Library participation in a social networking service does not constitute endorsement of the content or views expressed by the participants, including staff. The Library is not liable or responsible for content posted by any participant in a Library-sponsored social networking service or for any event or interaction that takes place through any social networking service. The Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of these services.

Posting in Ames Public Library social networking services implies agreement with all [Library policies](#) and the following guidelines.

## Terms of Use Guidelines

Comments posted to Ames Public Library's social networking sites will be monitored and inappropriate content will be removed as soon as possible and without prior notice. The Library reserves the right to remove inappropriate content, including, but not limited to content that:

- Is profane
- Is sexual in nature
- Threatens or defames any person or organization
- Incites violence
- Violates the legal ownership interest of another party
- Promotes or advocates illegal activity
- Is repetitive or duplicative
- Promotes commercial services or products or SPAM
- Promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability, or sexual orientation.
- Is off-topic
- Reveals personally identifying information including, but not limited to: email address, phone numbers, addresses, medical information, etc.
- Is considered organized political activity



# Social Networking Policy

Section: Library Resources

Approved: 9/16/2010

Reviewed:

Revised: 5/16/2013, 9/17/2015, 8/20/2018

Ames Public Library may utilize online social networking ~~sites including, but not limited to, blogs, applications, and video sharing,~~ to further its mission to connect library users and community residents to the world of ideas.

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- Is repetitive or duplicative
- Promotes commercial services or products or SPAM
- Promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, gender identity, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability, ~~or~~ sexual orientation, or veteran status,
- Is off-topic
- Reveals personally identifying information including, but not limited to: email address, phone numbers, addresses, medical information, etc.
- Is considered organized political activity

The Library disclaims any and all responsibility and liability for any materials deemed inappropriate for posting which cannot be removed in an ~~expeditious and otherwise~~ timely manner.

Any use of the "like," "~~follow,~~" or similar feature between Ames Public Library and a private person does not indicate the Library's endorsement of that person's actions or comments.

If a user continues to post inappropriate items after being warned of the violation of the "Terms of Use Guidelines," that user may be reported to the service provider or banned from the site.

## **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**

[City of Ames Social Media Policy](#)

[City of Ames Terms of Use Guidelines on Facebook](#)

[Conduct in the Library Policy](#)



# Social Networking Policy

Section: Library Resources

Approved: 9/16/2010

Reviewed:

Revised: 5/16/2013, 9/17/2015, 8/20/2018

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Ames Public Library may utilize online social networks to further its mission to connect library users and community residents to the world of ideas.

Since Ames Public Library's online presence reflects and extends Library programming, the goals of the Library's sponsored social networking sites mirror those found in the [Programs Policy](#).

Ames Public Library participation in online social networks does not constitute endorsement of the content or views expressed by the participants, including staff. The Library is not liable or responsible for content posted by any participant or for any event or interaction that takes place through any online social network.

. The Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of these services.

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- Promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, gender identity, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability, sexual orientation, or veteran status
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## **References**

[City of Ames Social Media Policy](#)

[City of Ames Terms of Use Guidelines on Facebook](#)

[Conduct in the Library Policy](#)



# 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

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

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

## Definition

Misconduct is behavior that is illegal or that:

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

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

- Violation of any Library policy or any municipal, state, or federal law or code.
- Possession, 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 disorderly, loud, or boisterous 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 on the premises.
- Using false identification or using a fictitious name or address.

- Theft, vandalism, or the deliberate destruction of Library materials, property, or the personal property of customers or 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 outside of a meeting room, unless authorized by the Director or designee.
- Panhandling on Library premises.
- Impeding access to Library resources, premises, or an area of the premises, or blocking access to Library materials for extended periods of time.
- Entering the 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.
- Picture taking or video recording of individuals, unless authorized by the individuals involved or by a parent or guardian, in the case of minors.
- Failure to wear shoes.
- Bringing animals into the Library, except trained service animals or as authorized for Library-sponsored events.
- Leaving an animal unattended anywhere on Library premises.
- Using public restroom facilities for bathing.

## 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 given one warning 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, the designated Person In Charge 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.

## References

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

U.S. Department of Justice: [ADA Requirements: Service Animals](#)

Code of Iowa:

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:

[Meeting Rooms and Study Rooms](#)  
[Petition](#)  
[Programs](#)  
[Unattended Child](#)



# Unattended Child Policy

Section: Library Operations

Approved: 10/29/1986

Reviewed: 3/25/2004

Revised: 9/21/2000, 9/20/2001, 9/19/2002, 2/16/2006, 11/19/2009, 9/20/2012

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## Definitions

For the purposes of this policy, a **child** is anyone eight (8) years old or younger.

For the purposes of this policy, a **responsible caregiver** is either a parent/guardian or is another person who takes responsibility for a child by carrying emergency contact information and staying within eye contact in the immediate vicinity of the child.

For the purposes of this policy, an **unattended child** is a child who is out of visual contact or not in the direct vicinity of a responsible caregiver or left alone in the building.

## Statement of Philosophy

Ames Public Library welcomes children of all ages. The responsible caregivers assume the responsibility for the safety, comfort, and behavior of their child/children in the library and must not leave the child unattended in the library. Library employees cannot assume this role.

## Unattended Children

Children must have a responsible caregiver within visual contact and in their immediate vicinity while on library premises.

Exceptions may be made by library staff for children age three (3) and older who are attending select library programs. When an exception is made, the responsible caregiver is expected to remain *in the library building and available* during the program and to immediately join the child at the end of the program.

When library staff is made aware of an unattended child, library staff will make a reasonable attempt to locate the responsible caregiver. If the responsible caregiver is not located, library staff will notify the police.

Although young persons age nine (9) and older may use the library on their own, their actions and well-being remain the responsibility of their parents and caregivers. The Library's Conduct in the Library policy defines misconduct and states that some behaviors will result in a request for the person to leave the library. A young person who is not able to leave the library without an adult should not be left alone at the library.

**Background:** Last April, when the Board offered to forgo videography of its June and July meetings so that the Library's portable recording equipment (the Flypack) could be used to record the summer Municipal Band Concerts at Bandshell Park, it was agreed to reassess Board meeting coverage this month.

Live broadcasts are regularly made of City Boards and Commissions meetings held in the Council Chambers, and Library Board Meetings were broadcast from there between 2012 and 2015. During that time, there was considerable public interest in the renovation and expansion project and the Library did not have meeting space large enough to allow public participation. The flypack purchase was approved during the construction phase of the Library Renewal Project, not only to allow for recording board meetings in the new building, but also for recording library shows (*At Your Library* and *Well Read*) and other activities.

At last April's meeting, Derek Crisler, coordinator of Government Access Channel 12, said he thought that Library Board recordings were receiving about two hits per meeting. Last week he reported that there have been no views on the archive since January. (In contrast, *At Your Library* and *Well Read* are each viewed an average of 34 times per month.) He also noted that the public was very appreciative of Channel 12 coverage of the Municipal Band Concerts. Both concerts received several hundred viewer hits and Crisler asked staff to pass the gratitude from the public along to the Board.

Crisler previously pointed out that, from the broadcast perspective, it is difficult to capture meetings in the Dale H. Ross Board Room. Now he has learned from City management that he may only support video production of Library Board meetings held in the Council Chambers.

City crews do not travel outside of City Hall to record any other board or commission meetings; the Channel 12 control room exists specifically for that purpose. The Council Chambers features a built-in sound system, four robotic cameras, broadcast lighting, and a robust presentation system that includes laptop, desktop, wireless, and document cameras that project images onto two screens. Furthermore, the high-quality video may be broadcast, live-streamed, and archived. Set-up time is negligible. All this is in contrast to the challenges found in the Board Room.

Videography of public meetings is not required by law. Library practice is to make audio recordings and retain them for one year.

**Requested Action:** Administration seeks a decision on videography of future Regular Library Board Meetings. If continued videography is desired, meetings should be moved to the Council Chambers. If the practice is suspended, regular meetings could continue to be held at the Library but moved to City Hall, as needed or when videography is desired.

Please note that if the regular meeting place is changed, the By-laws will need to be amended.