

Ames Public Library Board of Trustees
Agenda – June 15, 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 May 18, 2023
- 2) Motion approving payment of claims 5/1/23 – 5/31/23

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

Board Education

- 6) Strength Finders Part 2 – Klein-Hewett

Policy Review

- 7) Confidentiality and Library User Records (Action)
- 8) Internet Use Policy and Guidelines (Discussion)

New Business

- 9) Innovative Interfaces renewal (Action)

Trustee Comments

Adjournment

Next regular meeting: Thursday, July 20, 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
May 18, 2023**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, May 18, 2023, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Reger (7:06 pm), Reynolds and Thorbs-Weber in attendance. Mitchell-Conway, Myers, and Torres III were excused. Director Schofer and Adult Services Manager Klein-Hewett were also in attendance.

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

Consent Agenda:

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

1. Resolution approving donations
 - a. Fern Kupfer (Book Club donations in memory of Jane Zaring) ... \$150.00
2. Motion approving minutes of the regular meeting April 20, 2023
3. Motion approving payment of claims 4/1/23 – 4/30/23

**Vote on Motion: 5-0 (Mitchell-Conway, Myers, Reger, and Torres III excused).
Approved unanimously. Resolution No. 2023-L013 adopted.**

Public Forum: None

Activity Reports:

Assistant City Manager: Schildroth was unable to attend but provided a written report that Schofer read to the Board.

- The Council Workshop this past Tuesday, May 16th was an update on garbage collection and the Waste to Energy (WTE) study. Council provided direction on
 - solving issues with construction and demolition debris disposal
 - developing a closer partnership with Metro Waste Authority
 - piloting a drop-off recycling program
 - determining next steps with garbage collection
- This Saturday, May 20th, is the Mayor’s annual bike ride. The ride is about a 9-mile loop that starts and ends at City Hall. Bicyclists of all ages and experience levels are welcome to participate. This event is free and there’s no pre-registration necessary. Meet in the west parking lot at City Hall at 9:00 a.m.
- Just a reminder that Tuesday, June 6th, is the next Community Conversation. Scott Raecker will be presenting on Civility in Conversations. The event will be held in the Library auditorium from 6:30 p.m. – 8:30 p.m. and is open and free to the public. It will also be live-streamed on the City YouTube channel.
- The Assistant City Manager position closing date will be extended by two weeks to Friday, June 2nd.

Reger arrived at 7:06 p.m.

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

- National Library Week was April 23-29. The Mayor made a proclamation at the City Council Meeting Tuesday, April 25. There was also a Novel Idea Scavenger Hunt for the public to participate in.
- There have been some relatively serious Person In Charge (PIC) incidents recently. We are lucky to have a very thoughtful and capable PIC team that consults with each other and collectively reviews and discusses situations we encounter. One of the incidents resulted in conversations about the PIC team receiving Narcan training. Another incident resulted in Schofer discussing the situation with Acting Police Chief Tuttle. Schofer did share out with broader staff as the key takeaways were: that we as APL staff collectively, need to build on our skills and be open in having conversations around allyship, and challenging situations, best practices in interacting with the police, and even possibly how best to interject if something escalates to a concerning level. If we don't talk about it, we run the risk of normalizing unsettling situations. Staff needed to know that we can have difficult conversations and that we will listen and follow up.
- The Managers and DEI Team are taking a Library Journal 3-part course Antiracism 201: Digging Deeper in Antiracist Library Cultures.
- Staff are gearing up for summer with bookmobile outreach, storytimes in parks, Terrific Tuesday's special performers, summer meals, and the summer reading program. The summer interns have started, Summer Youth Volunteer applications are open, and staff are visiting schools to promote and share the summer reading program information.
- The summer reading program will run June 1 to August 22. Participants can track reading for babies-adults on paper tracking forms or using an app. They will get small progress prizes and chances to win larger gift basket raffle prizes.
- Summer meals begin June 5th. A free lunch is provided from 11:30 a.m. -12:30 p.m., Monday-Friday, to all youth 18 years and younger in the auditorium. Adults accompanying youth may purchase a meal for \$3.50.
- Juneteenth is the oldest national commemoration of the ending of slavery in the United States and is observed by celebrating African-American culture. On June 19, 1865, Union General Gordon Granger arrived in Galveston Bay, Texas, and publicly read the Emancipation Proclamation, marking the final Confederate state in which the Emancipation Proclamation was announced and enforced. Ames NAACP, The City of Ames Parks and Recreation Department, Ames Police Department, Ames Public Library, and Ames Human Relations Commission, together with numerous other community organizations and businesses, are participating in a Juneteenth celebration June 16-17.
 - Friday, June 16th from 4:00 p.m. – 5:00 p.m. in the library auditorium, Louisa Jaggar, author of *Sprouting Wings: The True Story of James Herman Banning, the First African American Pilot to Fly Across the United States*, will share stories she learned as she researched James Herman Banning's time as an electrical engineering student and aviator in Ames, Iowa. Learn where he and fellow African Americans lived, how his community helped him build a plane, and more!
 - Friday, June 16th, 8:00 p.m. – 10:30 p.m. the library is sponsoring the movie *Black Panther 2: Wakanda Forever* at Roosevelt Park.

- Saturday, June 17th, beginning at 12:00 p.m. enjoy a free celebration of African American culture featuring a variety of activities, live entertainment, food vendors and trucks, arts and crafts, games, and more at Bandshell Park. There will be a performance of The Greatest Story Never Told, a play about James Herman Banning, at 2:30 p.m. Visit the Bookmobile during the event to check out items and enjoy a family activity. We'll be giving away 100 signed copies of Louisa Jagger's children's book, Sprouting Wings: The True Story of James Herman Banning, before the play.
- This year's Legislative session ended with the elimination of several levies including the Library Levy. Ames has not used this special levy, but other libraries do and may feel that impact. Schofer believes the impact we would likely see to budgets next year (FY25) would be due to limits placed on growth in taxable value that effect the City's General Fund that the library falls under. Schofer sent an email with a link to the Iowa Library Associations latest update and analyses of HF 718 Tax reform agreement from the Iowa League of Cities to all Board members.

APLFF Report: No representatives were at the meeting to share a report.

Trustee Committee Appointments: Reynolds made the following appointments to standing committees:

- APLFF: Deb Gibson, Carolyn Myers
- Art: Ianka Mitchell-Conway, Victor Torres III
- Budget & Finance: Matt Crain, Richard Johnson
- Director Evaluation: Richard Johnson, Rick Reger, Kate Reynolds
- Nominating: Rick Reger, Brenda Thorbs-Weber

Board Education:

Adult Services Manager Klein-Hewett introduced herself and gave a presentation about Strengthsfinder. Results from StrengthsFinder are used within the work groups, for internal team building, and in annual reviews. The Board is to complete the Strengthsfinder activity and send results to Johannes for use in part two of this Board Education in June.

Policy Review:

Collections Policy: This policy was brought to the Board last month for discussion. The Selectors Team and managers reviewed the policy and found it is very thoughtful in wording. The only change recommended is adding links to other policies.

Moved by Johnson, seconded by Reger, to approve the revisions to the Collections Policy as presented.

Vote on Motion: 5-0 (Reynolds abstained; Mitchell-Conway, Myers, and Torres III excused). Approved unanimously. Resolution No. 2023-L014 adopted.

Confidentiality and Library User Records Policy: Schofer introduced the policy. The Board discussed the policy. This policy will be brought back next month for action after being reviewed by the Customer Account Services staff and managers.

New Business:

FY24 APL-APLFF MOU: A Memorandum of Understanding (MOU) between the Ames Public Library Board of Trustees and the Ames Public Library Friends Foundation (APLFF) is needed for the next fiscal year. The purpose of the MOU is to provide the library with compensation for the time dedicated by library staff toward APLFF activities and for APLFF's use of library facilities.

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

Vote on Motion: 5-0 (Reynolds abstained; Mitchell-Conway, Myers, and Torres III excused). Approved unanimously. Resolution No. 2023-L015 adopted.

Trustee Comments:

- Thorbs-Weber – thanked Klein-Hewett for the information on selections and Strengthsfinder.
- Gibson – can't believe all the stuff that goes on in the library. The PIC Team, selectors, and everything that goes on behind the scenes. She is amazed at everything.
- Johnson – glad to be here, happy spring everyone, he's glad things are warming up. As always, he appreciates everything that goes on here at the library.
- Reynolds – also appreciates all the things the library does
- Reger – impressed with all the work that goes on, and desire of everyone on the board to help the library. It is being led well.
- Crain – thanks for sharing information and updates on things that go on in the library.

Adjournment:

Moved by Thorbs-Weber, seconded by Gibson, to adjourn at 8:28 p.m.

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

The next regular meeting will be on Thursday, June 15, 2023, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

Library Claims
May 1, 2023 to May 31, 2023

Administration			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,790.60
PAYROLL SUMMARY	DENTAL INSURANCE	\$	517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,989.34
PAYROLL SUMMARY	MEDICARE FICA	\$	651.72
PAYROLL SUMMARY	FICA	\$	2,786.73
PAYROLL SUMMARY	IPERS	\$	4,322.64
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	146.18
APR 23 PRINTING CHARGES	PRINT SHOP SERVICES	\$	160.80
APRIL LONG DISTANCE	CITY LONG DISTANCE	\$	0.61
MARCH LONG DISTANCE	CITY LONG DISTANCE	\$	0.37
APR 2023 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	364.87
MAR 2023 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	318.23
APR 2023 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,173.00
MAR 2023 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,173.00
APRIL POSTAGE	POSTAGE/FREIGHT	\$	106.67
BANK OF AMERICA	TRAVEL/MEETINGS	\$	5.00
SCHOFER, SHEILA	TRAVEL/MEETINGS	\$	34.98
HADE, DELORA	TRAVEL/MEETINGS	\$	5.24
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	270.00
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	16.19
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	5,704.29
CENTURYLINK	OUTSIDE PHONE/DATA SVCS	\$	296.35
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	297.06
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,046.36
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	264.40
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	5.20
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	421.86
ASPEN WASTE SYSTEM OF IOWA	WASTE DISPOSAL	\$	219.90
ALLIANT ENERGY/IPL	NATURAL GAS	\$	316.13
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
IA DIVISION OF LABOR	MAINTENANCE CONTRACTS	\$	200.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	435.00
OXEN TECHNOLOGY	TECHNOLOGY MAINT/SUPPORT	\$	705.00
SPLASHTOP INC	TECHNOLOGY MAINT/SUPPORT	\$	2,037.45
PREMIER OFFICE EQUIPMENT	LEASES	\$	448.75
XEROX GOVERNMENT SYSTEMS	LEASES	\$	516.00
IA DIVISION OF LABOR	LICENSES/PERMITS	\$	150.00
PREFERRED PEST MANAGEMENT	NON-CITY SERVICE	\$	170.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	12,108.91

Library Claims
May 1, 2023 to May 31, 2023

CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	156.08
CH ISSUES	OFFICE SUPPLIES	\$	186.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	72.34
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	76.26
CONVERGINT TECHNOLOGIES L	OFFICE SUPPLIES	\$	598.00
ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	363.78
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$	294.91
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	69.87
BANK OF AMERICA	CHEMICALS/LAB SUPPLIES	\$	425.24
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$	426.80
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	783.00
BANK OF AMERICA	CLEANING SUPPLIES	\$	56.59
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	35.10
BANK OF AMERICA	FOOD	\$	120.55
Total Administration		\$	99,094.84

Resource Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	28,051.24
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	125.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	129.04
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,624.38
PAYROLL SUMMARY	MEDICARE FICA	\$	384.12
PAYROLL SUMMARY	FICA	\$	1,642.58
PAYROLL SUMMARY	IPERS	\$	2,648.06
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	33.66
APRIL LONG DISTANCE	CITY LONG DISTANCE	\$	0.04
MARCH LONG DISTANCE	CITY LONG DISTANCE	\$	0.11
BANK OF AMERICA	TRAINING	\$	395.73
BANK OF AMERICA	CONFERENCES	\$	1,055.08
DORNINK, ALISSA	CONFERENCES	\$	55.02
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	411.18
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	18.98
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	168.92
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	85.57
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	383.81
AMAZON CAPITAL SERVICES	EQUIPMENT PARTS/SUPPLIES	\$	29.69
OVERDRIVE	ELECTRONIC COLLECTION	\$	8,497.70
KANOPY LLC	ELECTRONIC COLLECTION	\$	974.00
WEST MUSIC COMPANY INC	SPECIAL PJCT COLLECTIONS	\$	302.99
USA TODAY	PERIODICALS	\$	98.10
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	2,269.17

Library Claims
May 1, 2023 to May 31, 2023

INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	795.17
MIDWEST TAPE	YOUTH COLLECTION	\$	478.05
BANK OF AMERICA	YOUTH COLLECTION	\$	1,623.86
BOOK FARM INC	YOUTH COLLECTION	\$	62.38
CAVENDISH SQUARE	YOUTH COLLECTION	\$	204.44
LIBRARY IDEAS LLC	YOUTH COLLECTION	\$	762.24
PLAYAWAY PRODUCTS LLC	YOUTH COLLECTION	\$	66.49
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	498.15
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	443.15
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	1,632.48
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	413.47
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	97.14
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	7,242.90
BLACKSTONE PUBLISHING	ADULT PRINT COLLECTION	\$	351.82
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,572.77
INFOUSA MARKETING INC	ADULT PRINT COLLECTION	\$	435.00
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	871.22
GALE GROUP	ADULT PRINT COLLECTION	\$	1,221.31
TSAI FONG BOOKS INC	ADULT PRINT COLLECTION	\$	163.93
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	343.92
Total Resource Services		\$	72,995.54

Youth Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	41,928.04
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	25.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	362.00
PAYROLL SUMMARY	IPERS DISABILITY	\$	158.74
PAYROLL SUMMARY	LIFE INSURANCE	\$	81.70
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,071.20
PAYROLL SUMMARY	MEDICARE FICA	\$	578.52
PAYROLL SUMMARY	FICA	\$	2,473.78
PAYROLL SUMMARY	IPERS	\$	3,958.02
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	50.28
APRIL LONG DISTANCE	CITY LONG DISTANCE	\$	0.10
MARCH LONG DISTANCE	CITY LONG DISTANCE	\$	2.06
APRIL POSTAGE	POSTAGE/FREIGHT	\$	0.60
BANK OF AMERICA	TRAINING	\$	189.99
BANK OF AMERICA	FOOD	\$	71.31
Total Youth Services		\$	56,951.34

Adult Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	39,913.72
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	100.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	248.26

Library Claims
May 1, 2023 to May 31, 2023

PAYROLL SUMMARY	IPERS DISABILITY	\$	140.55
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.26
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,270.32
PAYROLL SUMMARY	MEDICARE FICA	\$	570.44
PAYROLL SUMMARY	FICA	\$	2,439.14
PAYROLL SUMMARY	IPERS	\$	3,767.90
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	47.90
APRIL LONG DISTANCE	CITY LONG DISTANCE	\$	4.88
MARCH LONG DISTANCE	CITY LONG DISTANCE	\$	7.55
APRIL POSTAGE	POSTAGE/FREIGHT	\$	1.20
BANK OF AMERICA	TRAINING	\$	47.40
BANK OF AMERICA	CONFERENCES	\$	485.87
SWEENEY, SARAH MARIA CLELIA	CONFERENCES	\$	370.08
Total Adult Services		\$	53,489.47

Customer Account Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	48,614.12
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	13,809.49
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	175.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	285.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	174.49
PAYROLL SUMMARY	LIFE INSURANCE	\$	96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,600.72
PAYROLL SUMMARY	MEDICARE FICA	\$	877.19
PAYROLL SUMMARY	FICA	\$	3,750.67
PAYROLL SUMMARY	IPERS	\$	5,788.91
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	159.35
APRIL LONG DISTANCE	CITY LONG DISTANCE	\$	9.92
MARCH LONG DISTANCE	CITY LONG DISTANCE	\$	15.42
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	62.30
APRIL POSTAGE	POSTAGE/FREIGHT	\$	853.68
ONOVE, JESSICA	TRAVEL/MEETINGS	\$	20.44
NEAL, JESSIE	TRAVEL/MEETINGS	\$	7.86
BANK OF AMERICA	TRAINING	\$	236.99
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	39.40
STATESBORO REGIONAL PUBLIC	SPECIAL PROJECT SUPPLIES	\$	16.01
Total Customer Account Services		\$	80,594.25

Total:		\$	363,125.44
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Kate Reynolds, President	Richard Johnson, Secretary	Date



Confidentiality and Library User Records Policy

Section: Library Operations

Approved: 07/16/2015*
Reviewed: 05/20/2021
Revised: 08/20/2018, [6/15/2023](#)

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, regardless of age, 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 ~~gathered by vendors, sought or received, or materials consulted or borrowed from these vendors. Some vendors may gather information about library patrons through the~~

Commented [SS1]: Leaving general but most often contact info to follow up on damage, personal belongings left in the library etc.

~~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 Chapter 22, "Examination of Public Records \(Open Records\)"](#)

~~and~~ [Code of Ethics of the American Library Association](#).

Field Code Changed

Field Code Changed

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

Confidentiality and Library User Records Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JUNE 15, 2023**

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

Kate Reynolds, President

Richard Johnson, Secretary



Internet Use Policy

Section: Library Resources

Approved: 6/19/1996

Reviewed: 11/21/2002, 7/21/2005, 6/17/2021

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. This policy applies to all use of Ames Public Library's 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 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, but does not retain browser history or personal information. The Library will not reveal the information sources or services individual users access 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.

[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](#).

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](#)

Background: In January 2014, after evaluating competitive proposals, the Library purchased the Polaris Integrated Library System (ILS). The system's modules include acquisitions, cataloging, circulation, inventory, the public access catalog, borrower record keeping, home delivery, and various administrative modules. Polaris was purchased by Innovative Interfaces, Inc. in 2015 (III) and III is now the sole maintenance provider.

The III maintenance contract for fiscal year 2022/23 (FY24) will cost \$32,689.63. The cost in 2022/23 (FY23) was \$32,023.94, 2021/22 (FY22) was \$31,463.70 and the cost in 2020/21 (FY21) was \$30,277.27. Services include licenses, software maintenance, and technical support for the hardware and operating systems. Itemized costs are shown on the following pages and the prices correspond to the quotes provided when the contract was executed in 2014. III has submitted the Affirmative Action documentation required by the City for contracts in excess of \$25,000.

The Library is pleased with the performance and functionality of Polaris and the responsiveness of III representatives. Funding for renewal of the agreement is included in the approved FY24 budget.

Requested Action: Staff requests that the Library Board approve renewal of the Annual Maintenance Agreement for the Polaris ILS with Innovative Interfaces, Inc. for fiscal year 2023/24 at a cost of \$32,689.63.



Part of **Clarivate**

Invoice

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler, AZ 85226
United States
pq-billing@clarivate.com

Invoice # INV-INC34239
Invoice Date 5/10/2023
Terms Net 30
PO #
Due Date 6/30/2023
Site Code AMES1846
Created From Sales Order #SO-INC34583
Currency US Dollar

Bill To

Ames Public Library
515 Douglas Avenue
Ames IA 50010
United States

Qty	Description	Options	Amount
1	Polaris Database Synch Service		261.83
1	eContent Integration Subscriptopn	Overdrive: No RB Digital: No Axis 360: No	1,626.39
1	Polaris Syndetics Unbound 1 July 2023 - 30 June 2024		1,663.74

Total Amount Due 3,551.96
US\$3,551.96

FEIN 94-2553274

Please remit electronically to:
Bank of America, N.A.
ABA/Routing Code: 026009593
SWIFT (USD Payments) : BOFAUS3N
SWIFT (non-USD Payments) : BOFAUS6S
Beneficiary: Innovative Interfaces Incorporated
Beneficiary Account: 1416200046

For payments remitted by check via regular mail:
Innovative Interfaces, Inc
PO Box 74008010
Chicago, IL 60674-8010

For payments remitted by check via FedEx and/or UPS:
Bank of America Lockbox Services
Innovative Interfaces, Inc
LBX #74008010
540 W Madison, FL 4
Chicago, IL 60661

Please help fight phishing and other fraud attempts. Confirm any requests to change Innovative's payment Bank Account Details by calling your trusted contact at Innovative

For billing inquiries contact us at:
1-510-655-6200 or pq-billing@clarivate.com

PO # 060822 VENDOR # 41306
 APPROVED mg DATE 5/24/23
 ACCOUNT NO. / PROJECT AMOUNT
010-2610-455.40-64 \$ 3551.96 FY24
 \$ _____
 \$ _____



Part of **Clarivate**

Invoice

Page 1 of 2

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler, AZ 85226
United States
pq-billing@clarivate.com

Invoice #	INV-INC34238
Invoice Date	5/10/2023
Terms	Net 30
PO #	
Due Date	6/30/2023
Site Code	AMES1846
Created From	Sales Order #SO-INC34582
Currency	US Dollar

Bill To

Ames Public Library
515 Douglas Avenue
Ames IA 50010
United States

Qty	Description	Options	Amount
1	Polaris Core Bundle Maintenance for public libraries		5,545.74
60	Polaris Staff User Licenses Maintenance		19,196.20
6	Polaris Self Check Station Maintenance		710.44
1	Polaris API Maintenance		1,974.56
1	Polaris Outreach Services Maintenance		657.79
1	Polaris RFID Integration Maintenance		1,052.94
	1 July 2023 - 30 June 2024		



Part of **Clarivate**

Invoice

Page 2 of 2

Invoice #

INV-INC34238

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler, AZ 85226
United States
pq-billing@clarivate.com

Qty	Description	Options	Amount

Total 29,137.67
Amount Due US\$29,137.67

FEIN 94-2553274

Please remit electronically to:
Bank of America, N.A.
ABA/Routing Code: 026009593
SWIFT (USD Payments) : BOFAUS3N
SWIFT (non-USD Payments) : BOFAUS6S
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1-510-655-6200 or pq-billing@clarivate.com

FY24 Annual Maintenance Agreement Renewal with Innovative Interfaces, Inc.

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JUNE 15, 2023**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of the Annual Maintenance Agreement for the Polaris Integrated Library System with Innovative Interfaces, Inc. for fiscal year 2023/24 at a cost of \$32,689.63.

Kate Reynolds, President

Richard Johnson, Secretary