

Ames Public Library Board of Trustees
Agenda – July 20, 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 June 15, 2023
- 2) Motion approving payment of claims 6/1/23 – 6/30/23

Public Forum

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

Activity Reports

- 3) Administration – Schofer
- 4) APLFF – Gibson/Myers
- 5) Budget & Finance Committee – Crain/Johnson

Board Education

- 6) Social Services - Wanamaker

Policy Review

- 7) Internet Use Policy and Guidelines (Action)
- 8) Conduct in the Library (Discussion – addition of the appeal language)
- 9) Library Security Cameras (Discussion)

New Business

- 10) OCLC Subscription Renewal (Action)

Trustee Comments

Adjournment

Next regular meeting: Thursday, August 17, 2023
Ames Public Library: We Connect You to the World of Ideas

Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), Code of Iowa.

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
June 15, 2023**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, June 15, 2023, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Mitchell-Conway, Myers (7:05 pm), Reger (7:04 pm), Reynolds, Thorbs-Weber and Torres III in attendance. Assistant City Manager Schildroth, Director Schofer, and Adult Services Manager Klein-Hewett were also in attendance.

Call to Order: President Reynolds called the meeting to order at 7:01 pm
No rick or Carolyn

Consent Agenda:

Moved by Mitchell-Conway, seconded by Gibson, to approve the consent agenda as follows:

1. Motion approving minutes of the regular meeting May 18, 2023
2. Motion approving payment of claims 5/1/23 – 5/31/23

Vote on Motion: 5-0 (Reynolds abstained. Myers and Reger excused). Approved unanimously.

Public Forum: None

Activity Reports:

Assistant City Manager: Schildroth gave a report to the Board.

- City Council member Gartin gave kudos to the Library for all the youth programs and summer meals during council comments.
- City Council accepted the Climate Action Plan. They will develop an annual work plan outlining steps on retrofitting buildings, waste energy improvements, recycling and garbage collection, etc.
- Reger entered at 7:04 pm
- The recruitment for a new Sustainability Coordinator has begun.
- Diversity, Equity, and Inclusion Coordinator, Earnes, will be working on an Inclusion Plan for the Ames community. They are currently reaching out to cities in various states with existing plans in place including Dubuque, West Des Moines, Columbia, Madison, and Fort Collins.
- Myers entered at 7:05 pm
- Recruitment for the Assistant City Manager position are underway.
- Lastly, Schildroth thanked the board, Schofer, and staff for all the work done both within the walls of the library and out in the community. Schildroth has taken the Associate Executive Director position with Heartland of Story County.

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

- Juneteenth partnership
 - All month long the library will host an exhibit by artist Cameron Gray highlighting his Black'd Out Books project
 - Louisa Jagger, author of *Sprouting Wings: The True Story of James Herman Banning*, will visit the Library June 16th at 4pm to share stories she learned as she researched James Herman Banning's time as an electrical engineering student and aviator in Ames, Iowa. She'll sign books that we will be giving away at the bookmobile before the play about Banning.
 - June 16th at 8pm in Roosevelt Park there will be a free showing of the movie *Black Panther: Wakanda Forever*
 - June 17th at 10:00 am the Mayor and City Council will host a dedication ceremony and reception for the renaming of the James Herman Banning Ames Municipal Airport.
 - Juneteenth activities at Bandshell Park will start at 12:00 pm with live music, vendors, food trucks, bookmobile, arts and crafts, face painting and more, including a special play about James Banning at 2:00 pm as just one the featured events.
- Summer has kicked off with a bang and it's been quite busy.
 - The first Terrific Tuesday "Choose Youth Own Mess" a STEM program had 194 people. This week's Party with a Pirate had 170 here in the Library and 101 at the school. We take programs and the bookmobile different weeks as part of afternoon enrichment program after morning classes.
 - Lunches have been busy too. We order extra meals on Tuesdays because the performances draw bigger crowds; this past Tuesday had 220 in attendance with 150 meals.
 - Saw Councilmember Gartin at a recent Chamber After Hours and he expressed interest in coming by to help serve meals.
- Youth Volunteers take the lead on summer meals under the guidance of Volunteer Coordinator Bohlke and two interns who do an amazing job and role model for the youth. We have 72 youth volunteers active and had over 100 applicants before Bohlke turned off the form. (youth volunteers range from entering 5th grade through 12th grade)
- We will be interviewing for our Library Aides. There are over 80 applicants for 3 positions. They will narrow that through reviewing availability, shelving exercise, phone interviews and then in-person interviews.
- The Ames Public Library Friends Foundation were awarded a \$2500 grant from Ames Rotary for our Deposit Collections- collections of books that our housed off site at place like Mary Greely Behavioral Health, Senior Living, etc. This grant will allow us to expand locations and collections.
- We've had a few more involved PIC (Person in Charge) incidents lately, but have a good team that discuss and work together. We also have support from the Ames Police Department when needed including Julie Saxton, the Mental Health Advocate, who I and the team have consulted with.
- Looking ahead to budget for fiscal year 2025. The State Legislations will impact the City especially those funded from the general fund. We are reviewing some

databases, physical magazines, physical audiobooks, and other potential areas to reduce costs.

APLFF Report: Gibson gave a report to the Board.

- They have hired Cassie Luze as the new Development Director. She will start at 10 hours a week in July and increase to 20 hours a week around January. Luze has a professional fundraiser background and is the former President of the APLFF Board.
- The next book sale is July 6-9, 2023.
- APLFF members will be tabling at the Farmer's Market on July 22 to talk about the foundation work.
- Pub Fiction is August 10. Tickets will go on sale beginning July 5.

Board Education:

Adult Services Manager Klein-Hewett presented part two of the Strengthsfinder education. Trustees were asked to take the test and report back their results by last Friday. Results from StrengthsFinder are used within the work groups, for internal team building, and in annual reviews.

Policy Review:

Confidentiality and Library User Records Policy: This policy was brought to the Board last month for discussion. The Customer Account Services staff and managers reviewed the policy and found it is very thoughtful in wording. The recommended changes include adding "regardless of age" in the first paragraph under "Confidential Information", rewording the sixth bullet under "Exceptions" and checking linked code. The Board discussed the policy in length.

Moved by Reger, to approve the revisions to the Confidentiality and Library User Records Policy with the additional exception stating that library user records are accessible to parents. No second received. Motion failed.

Moved by Torres III, seconded by Thorbs-Weber, to approve the revisions to the Confidentiality and Library User Records Policy as presented with the addition of adding a link to the Circulation Policy under References.

**Vote on Motion: 8-0 (Reger abstained). Approved unanimously.
Resolution No. 2023-L016 adopted.**

Internet Use Policy and Guidelines: Schofer introduced the policy. The Board discussed the policy. This policy will be brought back next month for action after being reviewed by the managers. Board suggestions included looking at the social networking sites to determine if that section belongs in this policy. May reference the Social Media Policy instead. Also discussed the terms customer, patron, and user as interchangeable.

New Business:

Innovative Interfaces Renewal: This is the annual renewal for licenses, software maintenance, and technical support for the hardware and operating system used for acquisitions, cataloging, circulation, inventory, the public access catalog, borrower record keeping, home delivery, and various administrative modules. Ames Public Library's

Financial Limits Authority Policy requires Board approval for expenditure of funds exceeding \$25,000.

Moved by Myers, seconded by Reger, to approve the Innovative Interfaces renewal in the amount of \$32,689.63 as presented.

Vote on Motion: 8-0 (Reynolds abstained). Approved unanimously. Resolution No. 2023-L017 adopted.

Trustee Comments:

- Torres III – nice to be back. He’s been traveling a lot. He really liked the Streghtsfinder activity. He hopes everyone’s summers are going well so far.
- Thorbs-Weber - thank you for sharing the board education. She appreciates the conversations regarding different things even when we don’t agree.
- Gibson – pleased to be attending the APLFF meetings. It is even more information that she finds fascinating, and is amazed at how passionate everyone is.
- Johnson - looks forward to these meetings, fun to come, see everyone, share thoughts and opinions, and he enjoyed seeing everyone’s drawings.
- Reynolds - loves coming to the meetings. She’s glad everyone is here today, and thankful for the open conversations.
- Myers - sorry for being late. She had a rough day at work and wrangling the puppy. Appreciates the conversation, it is just a really complicated issue, but she is glad everyone can be professional and respectful even when disagreeing.
- Reger - was late too. Appreciates the Strengthsfinder activity but doesn’t want to draw again. Appreciates all the discussion; good to have the conversation and respect one another. Wants to head to bandshell for the concert.
- Mitchell-Conway – her analytical strength - what we all know is confirmed
- Crain - thanks for discussion. He was dubious about results, enjoyed looking at them, and finds it interesting how library is using them.

Adjournment:

Moved by Myers, seconded by Thorbs-Weber, to adjourn at 8:23 pm.

Vote on Motion: 8-0 (Reynolds abstained). Approved unanimously.

The next regular meeting will be on Thursday, July 20, 2023, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

Library Claims
June 1, 2023 to June 30, 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 | \$ | 9,708.46 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ | 651.39 |
| PAYROLL SUMMARY | FICA | \$ | 2,785.27 |
| PAYROLL SUMMARY | IPERS | \$ | 4,322.64 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ | 146.18 |
| MAY 2023 PRINTING CHRGS | PRINT SHOP SERVICES | \$ | 109.20 |
| MAY 2023 EQUIPMENT CHRGS | FLEET MAINTENANCE | \$ | 321.55 |
| MAY 2023 EQUIPMENT CHRGS | FLEET REPLACEMENT | \$ | 2,173.00 |
| OXEN TECHNOLOGY | OUTSIDE PROFESSIONAL SVCS | \$ | 344.38 |
| UNITED PARCEL SERVICE | POSTAGE/FREIGHT | \$ | 19.67 |
| MAY POSTAGE | POSTAGE/FREIGHT | \$ | 5.71 |
| HADE, DELORA | TRAVEL/MEETINGS | \$ | 10.48 |
| BANK OF AMERICA | TRAINING | \$ | 68.59 |
| UB ADJ. UPDATE | ELECTRIC SERVICE | \$ | (1.46) |
| UB CHARGE UPDATE | ELECTRIC SERVICE | \$ | 5,977.34 |
| CITY OF AMES UTILITIES | ELECTRIC SERVICE | \$ | 16.49 |
| CENTURYLINK | OUTSIDE PHONE/DATA SVCS | \$ | 296.35 |
| VERIZON WIRELESS | OUTSIDE PHONE/DATA SVCS | \$ | 297.06 |
| IA COMMUNICATIONS NETWORK | OUTSIDE PHONE/DATA SVCS | \$ | 1,046.63 |
| UB CHARGE UPDATE | WATER/SANITARY SEWER | \$ | 406.98 |
| CITY OF AMES UTILITIES | WATER/SANITARY SEWER | \$ | 5.20 |
| ASPEN WASTE SYSTEM OF IOWA | WASTE DISPOSAL | \$ | 219.90 |
| ALLIANT ENERGY/IPL | NATURAL GAS | \$ | 106.15 |
| ACI MECHANICAL INC | MAINTENANCE CONTRACTS | \$ | 1,008.00 |
| BANK OF AMERICA | TECHNOLOGY MAINT/SUPPORT | \$ | 996.49 |
| WEBCLARITY SOFTWARE INC | TECHNOLOGY MAINT/SUPPORT | \$ | 3,977.00 |
| INNOVATIVE INTERFACES INC | TECHNOLOGY MAINT/SUPPORT | \$ | 3,551.96 |
| PREMIER OFFICE EQUIPMENT | LEASES | \$ | 1,136.25 |
| XEROX GOVERNMENT SYSTEMS | LEASES | \$ | 516.00 |
| ABM JANITORIAL NORTH CENT | NON-CITY SERVICE | \$ | 6,166.43 |
| CITY LAUNDERING COMPANY | NON-CITY SERVICE | \$ | 195.10 |
| CH ISSUES | OFFICE SUPPLIES | \$ | 593.00 |
| BANK OF AMERICA | OFFICE SUPPLIES | \$ | 210.25 |
| STAPLES BUSINESS ADVANTAG | OFFICE SUPPLIES | \$ | 535.60 |
| ODP BUSINESS SOLUTIONS | OFFICE SUPPLIES | \$ | 39.99 |
| BANK OF AMERICA | MINOR COMPUTER EQUIPMENT | \$ | 33.45 |
| CENT IA DISTRIBUTING INC | CLEANING SUPPLIES | \$ | 789.00 |

Library Claims
June 1, 2023 to June 30, 2023

| | | | |
|-----------------------------|--------------------------|-----------|------------------|
| BANK OF AMERICA | CLEANING SUPPLIES | \$ | 73.15 |
| BANK OF AMERICA | EQUIPMENT PARTS/SUPPLIES | \$ | 824.02 |
| CENT IA DISTRIBUTING INC | MINOR EQUIPMENT/TOOLS | \$ | 842.00 |
| BANK OF AMERICA | MINOR EQUIPMENT/TOOLS | \$ | 726.65 |
| BANK OF AMERICA | FOOD | \$ | 16.98 |
| BANK OF AMERICA | SPECIAL PROJECT SUPPLIES | \$ | 104.58 |
| Total Administration | | \$ | 97,927.15 |
| Resource Services | | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ | 28,051.24 |
| PAYROLL SUMMARY | DENTAL INSURANCE | \$ | 279.50 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ | 129.04 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ | 51.98 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ | 6,074.34 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ | 381.01 |
| PAYROLL SUMMARY | FICA | \$ | 1,629.12 |
| PAYROLL SUMMARY | IPERS | \$ | 2,648.06 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ | 33.66 |
| BAKER & TAYLOR INC | EQUIPMENT PARTS/SUPPLIES | \$ | 656.97 |
| CRYSTAL CLEAR WATER | EQUIPMENT PARTS/SUPPLIES | \$ | 28.47 |
| DEMCO INC | EQUIPMENT PARTS/SUPPLIES | \$ | 591.74 |
| MIDWEST TAPE | EQUIPMENT PARTS/SUPPLIES | \$ | 51.74 |
| BANK OF AMERICA | EQUIPMENT PARTS/SUPPLIES | \$ | 775.24 |
| BIBLIOTHECA LLC | EQUIPMENT PARTS/SUPPLIES | \$ | 4,275.78 |
| PLAYAWAY PRODUCTS LLC | EQUIPMENT PARTS/SUPPLIES | \$ | 699.05 |
| AMAZON CAPITAL SERVICES I | EQUIPMENT PARTS/SUPPLIES | \$ | 7.99 |
| OVERDRIVE | ELECTRONIC COLLECTION | \$ | 472.35 |
| KANOPY LLC | ELECTRONIC COLLECTION | \$ | 987.00 |
| WEST MUSIC COMPANY INC | SPECIAL PJCT COLLECTIONS | \$ | 94.90 |
| USA TODAY | PERIODICALS | \$ | 98.10 |
| WT COX INFORMATION SERVIC | PERIODICALS | \$ | 540.00 |
| BAKER & TAYLOR INC | YOUTH COLLECTION | \$ | 3,836.25 |
| INGRAM LIBRARY SERVICES | YOUTH COLLECTION | \$ | 2,176.68 |
| MIDWEST TAPE | YOUTH COLLECTION | \$ | 857.13 |
| BANK OF AMERICA | YOUTH COLLECTION | \$ | 512.66 |
| BOOK FARM INC | YOUTH COLLECTION | \$ | 5,256.40 |
| PLAYAWAY PRODUCTS LLC | YOUTH COLLECTION | \$ | 50.34 |
| AMAZON CAPITAL SERVICES | YOUTH COLLECTION | \$ | 749.80 |
| BLACKSTONE PUBLISHING | AUDIO-VISUAL COLLECTION | \$ | 1,091.06 |
| MIDWEST TAPE | AUDIO-VISUAL COLLECTION | \$ | 3,539.88 |
| BANK OF AMERICA | AUDIO-VISUAL COLLECTION | \$ | 95.47 |
| BAKER & TAYLOR INC | ADULT PRINT COLLECTION | \$ | 8,241.77 |
| INGRAM LIBRARY SERVICES | ADULT PRINT COLLECTION | \$ | 2,758.30 |

Library Claims
June 1, 2023 to June 30, 2023

| | | | |
|--------------------------------|--------------------------|-----------|------------------|
| CENTER POINT LARGE PRINT | ADULT PRINT COLLECTION | \$ | 33.06 |
| INFOUSA MARKETING INC | ADULT PRINT COLLECTION | \$ | 600.00 |
| BANK OF AMERICA | ADULT PRINT COLLECTION | \$ | 348.09 |
| GALE GROUP | ADULT PRINT COLLECTION | \$ | 1,135.08 |
| SENTRUM MARKETING, LLC | ADULT PRINT COLLECTION | \$ | 139.20 |
| AMAZON CAPITAL SERVICES | ADULT PRINT COLLECTION | \$ | 1,488.73 |
| OCLC INC | REFUNDS | \$ | 25.00 |
| LIBRARY CREDITS GIFTED | REFUNDS | \$ | 68.51 |
| Total Resource Services | | \$ | 81,560.69 |
| Youth Services | | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ | 42,315.93 |
| PAYROLL SUMMARY | DENTAL INSURANCE | \$ | 458.64 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ | 174.55 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ | 81.70 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ | 9,252.42 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ | 581.07 |
| PAYROLL SUMMARY | FICA | \$ | 2,484.53 |
| PAYROLL SUMMARY | IPERS | \$ | 3,994.64 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ | 50.75 |
| ONESOURCE | RECRUITING COSTS | \$ | 37.00 |
| SWANK AP REFUND | LICENSES/PERMITS | \$ | (1,942.50) |
| SWANK MOVIE LICENSING USA | LICENSES/PERMITS | \$ | 1,942.50 |
| BANK OF AMERICA | FOOD | \$ | 169.34 |
| BANK OF AMERICA | SPECIAL PROJECT SUPPLIES | \$ | 644.47 |
| Total Youth Services | | \$ | 60,245.04 |
| Adult Services | | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ | 39,913.72 |
| PAYROLL SUMMARY | DENTAL INSURANCE | \$ | 248.26 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ | 140.55 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ | 74.26 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ | 5,692.02 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ | 568.33 |
| PAYROLL SUMMARY | FICA | \$ | 2,430.07 |
| PAYROLL SUMMARY | IPERS | \$ | 3,767.90 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ | 47.90 |
| MAY 2023 PRINTING CHRGS | PRINT SHOP SERVICES | \$ | 74.52 |
| MAY POSTAGE | POSTAGE/FREIGHT | \$ | 3.78 |
| ISU LIBRARY STAFF | CONFERENCES | \$ | 1,071.20 |
| SWANK AP REFUND | LICENSES/PERMITS | \$ | (1,942.50) |
| SWANK MOVIE LICENSING USA | LICENSES/PERMITS | \$ | 1,942.50 |
| BANK OF AMERICA | SPECIAL PROJECT SUPPLIES | \$ | 93.42 |
| Total Adult Services | | \$ | 54,125.93 |

Library Claims
June 1, 2023 to June 30, 2023

| Customer Account Services | | |
|--|-----------------------------------|----------------------|
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 48,722.36 |
| PAYROLL SUMMARY | TEMPORARY SALARIES/WAGES | \$ 14,074.43 |
| PAYROLL SUMMARY | DENTAL INSURANCE | \$ 285.74 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 174.49 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 96.55 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 6,048.82 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 878.52 |
| PAYROLL SUMMARY | FICA | \$ 3,756.25 |
| PAYROLL SUMMARY | IPERS | \$ 5,796.73 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ 142.81 |
| JUNE 2023 PRINTING CHRGS | PRINT SHOP SERVICES | \$ 10.50 |
| MAY 2023 PRINTING CHRGS | PRINT SHOP SERVICES | \$ 27.50 |
| AUTOMATED MERCHANT SYSTEM | OUTSIDE PROFESSIONAL SVCS | \$ 62.09 |
| MAY POSTAGE | POSTAGE/FREIGHT | \$ 910.67 |
| PETERS, TERESE | TRAVEL/MEETINGS | \$ 5.24 |
| ONOVE, JESSICA | TRAVEL/MEETINGS | \$ 20.44 |
| NEAL, JESSIE | TRAVEL/MEETINGS | \$ 2.62 |
| UNIQUE MANAGEMENT SERVICE | NON-CITY SERVICE | \$ 88.65 |
| Total Customer Account Services | | \$ 81,104.41 |
| Total: | | \$ 374,963.22 |
| | | |
| Kate Reynolds, President | Richard Johnson, Secretary | Date |

| | Administration | Resource Services | Youth Services | Adult Services | Customer Account Services | Total General Fund Budget | Direct State Aid 238 | APLFF 239 | Donations 241 | Total Budget | % Spent | % Remaining |
|---------------------------------|-----------------|-------------------|----------------|----------------|---------------------------|---------------------------|----------------------|---------------|---------------|-----------------|---------|-------------|
| 10 ** PERSONAL SERVICES | | | | | | | | | | | | |
| BUDGET | \$ 536,360.00 | \$ 343,640.00 | \$ 521,449.00 | \$ 463,055.00 | \$ 751,619.00 | \$ 2,616,123.00 | | \$ 73,757.87 | | \$ 2,689,880.87 | 96.88% | 3.12% |
| Expenses | \$ 535,335.18 | \$ 343,576.38 | \$ 498,878.63 | \$ 446,104.51 | \$ 744,992.70 | \$ 2,568,887.40 | | \$ 37,128.40 | | \$ 2,606,015.80 | | |
| Remaining Funds | \$ 1,024.82 | \$ 63.62 | \$ 22,570.37 | \$ 16,950.49 | \$ 6,626.30 | \$ 47,235.60 | | \$ 36,629.47 | | \$ 83,865.07 | | |
| 20 ** EMPLOYEE BENEFITS | | | | | | | | | | | | |
| BUDGET | \$ 202,071.00 | \$ 130,851.00 | \$ 171,674.00 | \$ 137,076.00 | \$ 199,382.00 | \$ 841,054.00 | | \$ 14,187.70 | | \$ 855,241.70 | 98.52% | 1.50% |
| Expenses | \$ 205,564.41 | \$ 130,982.30 | \$ 172,345.95 | \$ 130,100.09 | \$ 197,551.54 | \$ 836,544.29 | | \$ 6,031.68 | | \$ 842,575.97 | | |
| Remaining Funds | \$ (3,493.41) | \$ (131.30) | \$ (671.95) | \$ 6,975.91 | \$ 1,830.46 | \$ 4,509.71 | | \$ 8,299.71 | | \$ 12,809.42 | | |
| 30 ** INTERNAL SERVICES | | | | | | | | | | | | |
| BUDGET | \$ 140,356.00 | \$ 3,299.00 | \$ 5,011.00 | \$ 4,636.00 | \$ 4,892.00 | \$ 158,194.00 | \$ 250.00 | \$ - | | \$ 158,444.00 | 93.85% | 6.15% |
| Expenses | \$ 132,653.49 | \$ 2,425.23 | \$ 4,450.66 | \$ 3,824.32 | \$ 4,409.53 | \$ 147,763.23 | \$ 222.70 | \$ 706.90 | | \$ 148,692.83 | | |
| Remaining Funds | \$ 7,702.51 | \$ 873.77 | \$ 560.34 | \$ 811.68 | \$ 482.47 | \$ 10,430.77 | \$ 27.30 | \$ (706.90) | | \$ 9,751.17 | | |
| 40 ** CONTRACTUAL | | | | | | | | | | | | |
| BUDGET | \$ 451,807.00 | \$ 44,271.00 | \$ 13,494.00 | \$ 8,113.00 | \$ 18,324.00 | \$ 536,009.00 | | \$ 79,252.15 | \$ - | \$ 615,261.15 | 94.08% | 5.92% |
| Expenses | \$ 456,405.62 | \$ 40,208.32 | \$ 9,364.42 | \$ 6,131.98 | \$ 13,952.34 | \$ 526,062.68 | | \$ 52,801.57 | \$ - | \$ 578,864.25 | | |
| Remaining Funds | \$ (4,598.62) | \$ 4,062.68 | \$ 4,129.58 | \$ 1,981.02 | \$ 4,371.66 | \$ 9,946.32 | | \$ 26,450.58 | \$ - | \$ 36,396.90 | | |
| 60 ** COMMODITIES | | | | | | | | | | | | |
| BUDGET | \$ 56,753.00 | \$ 35,220.00 | \$ 5,800.00 | \$ 1,935.00 | \$ 9,736.00 | \$ 109,444.00 | \$ 5,125.00 | \$ 129,041.48 | \$ 1,000.00 | \$ 244,610.48 | 99.96% | 0.04% |
| Expenses | \$ 56,579.01 | \$ 42,933.05 | \$ 4,521.25 | \$ 453.59 | \$ 5,618.17 | \$ 110,105.07 | \$ 5,854.18 | \$ 128,526.49 | \$ 27.12 | \$ 244,512.86 | | |
| Remaining Funds | \$ 173.99 | \$ (7,713.05) | \$ 1,278.75 | \$ 1,481.41 | \$ 4,117.83 | \$ (661.07) | \$ (729.18) | \$ 514.99 | \$ 972.88 | \$ 97.62 | | |
| 61 ** LIBRARY COLLECTION | | | | | | | | | | | | |
| BUDGET | | \$ 578,532.00 | | | | \$ 578,532.00 | \$ 3,906.00 | \$ 123,977.00 | \$ 3,500.00 | \$ 709,915.00 | 86.89% | 14.40% |
| Expenses | | \$ 539,778.19 | | | | \$ 539,778.19 | \$ 3,906.00 | \$ 70,734.70 | \$ 2,439.50 | \$ 616,858.39 | | |
| Remaining Funds | | \$ 38,753.81 | | | | \$ 38,753.81 | \$ - | \$ 62,444.29 | \$ 1,060.50 | \$ 102,258.60 | | |
| 75 ** CAPITAL | | | | | | | | | | | | |
| BUDGET | | | | | | | \$ 7,719.00 | | \$ - | \$ 7,719.00 | 0.00% | 0.00% |
| Expenses | | | | | | | \$ 7,719.00 | | \$ 4,496.95 | \$ 12,215.95 | | |
| Remaining Funds | | | | | | | \$ - | | \$ (4,496.95) | \$ (4,496.95) | | |
| 80 ** OTHER | | | | | | | | | | | | |
| BUDGET | | \$ 1,000.00 | | | | \$ 1,000.00 | | \$ 32,318.71 | | \$ 33,318.71 | 2.77% | 97.23% |
| Expenses | | \$ 923.88 | | | | \$ 923.88 | | \$ - | | \$ 923.88 | | |
| Remaining Funds | | \$ 76.12 | | | | \$ 76.12 | | \$ 32,318.71 | | \$ 32,394.83 | | |
| TOTAL BUDGET | \$ 1,387,347.00 | \$ 1,136,813.00 | \$ 717,428.00 | \$ 614,815.00 | \$ 983,953.00 | \$ 4,840,356.00 | \$ 17,000.00 | \$ 461,736.90 | \$ 4,500.00 | \$ 5,323,592.90 | 94.88% | 5.12% |
| TOTAL EXPENSES | \$ 1,386,537.71 | \$ 1,100,827.35 | \$ 689,560.91 | \$ 586,614.49 | \$ 966,524.28 | \$ 4,730,064.74 | \$ 17,701.88 | \$ 296,330.24 | \$ 6,963.57 | \$ 5,051,060.43 | | |
| TOTAL REMAINING | \$ 809.29 | \$ 35,985.65 | \$ 27,867.09 | \$ 28,200.51 | \$ 17,428.72 | \$ 110,291.26 | \$ (701.88) | \$ 165,406.66 | \$ (2,463.57) | \$ 272,532.47 | | |
| % Spent | 99.94% | 96.83% | 96.12% | 95.41% | 98.23% | 97.72% | 104.13% | 64.18% | 154.75% | 94.88% | | |
| % Remaining | 0.06% | 3.17% | 3.88% | 4.59% | 1.77% | 2.28% | -4.13% | 35.82% | -54.75% | 5.12% | | |

| | | |
|-----------|-------|---------|
| July | 1/12 | 8.33% |
| August | 2/12 | 16.67% |
| September | 3/12 | 25.00% |
| October | 4/12 | 33.33% |
| November | 5/12 | 41.67% |
| December | 6/12 | 50.00% |
| January | 7/12 | 58.33% |
| February | 8/12 | 66.67% |
| March | 9/12 | 75.00% |
| April | 10/12 | 83.33% |
| May | 11/12 | 91.67% |
| June | 12/12 | 100.00% |



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 “The use of Internet filters to block constitutionally protected speech, including content on social networking and gaming sites, compromises First Amendment freedoms and the core values of librarianship” ~~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.

Commented [SS1]: Update link to more current <https://www.ala.org/advocacy/intfreedom/filtering>

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Commented [MJ2]: updated quote

[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](#).

Commented [SS3]: update link

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](#).

Commented [SS4]: Remove, link to social media policy is sufficient

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](#)

[Expressions of Concern Policy](#).

Commented [SS5]: Check all links

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

Internet Use Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JULY 20, 2023**

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

Kate Reynolds, President

Richard Johnson, Secretary



Conduct in the Library Policy

Section: Library Operations

Approved: 11/20/1996

Reviewed: 9/19/2002

Revised: 12/16/2004, 9/15/2005, 9/21/2006, 11/15/2007, 3/18/2010, 11/15/2012, 10/15/2015, 10/18/2018, 2/17/22, 7/21/22, [7/20/2023](#)

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

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

Definition

Misconduct is behavior that is illegal or that:

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

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

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

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

Consequences

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

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

- If necessary, library staff may call the police.

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

Appeal

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

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

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References

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

U.S. Department of Justice:

[Americans with Disabilities Act, Title II, State and Local Governments](#) Section 35.136
[ADA Requirements: Service Animals](#)
[Frequently Asked Questions about Service Animals and the ADA](#)

Code of Iowa:

Rights of Persons with Disabilities, [Chapter 216C](#)
Dangerous Weapons, [§702.7](#)
Disorderly Conduct, [§723.4](#)
Assault, [§708.1](#)
Harassment, [§708.7](#)
Harassment of Public Officers, Employees, [§718.4](#)
Willful Disturbance, [§718.3](#)
Iowa Smokefree Air Act, [§142D.3](#)
Intoxication, [§123.46](#)
Theft, [§714.1](#)
Trespass, [§716.7](#)
Criminal Mischief, [§716.1](#)
Indecent Exposure, [§709.9](#)
Unlawful Assembly, [§723.2](#)
Use of Computers, [§622.51A](#), [§714.1](#), and [§716.6B](#).

City of Ames Municipal Code:

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

Library Policies:

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



Library Security Cameras Policy

Section: Library Resources

Approved: 10/23/2008
Reviewed: 8/20/2015
Revised: 1/19/2012, 8/20/2018, 7/15/2021

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

Library Practices

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

Camera placement will be determined by the Library Director or their designee.

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

Cameras will not be monitored continuously by library staff. Cameras will not monitor or record audible communication.

Cameras will record activities in real time and images will be saved to internal storage. Software currently in use deletes images automatically as the capacity of the hard drive is reached. The Library may retain copies of certain images as needed for legal or operational purposes.

The Library Director holds the authority to designate library staff members who may access security camera imagery. Designated staff may use live surveillance, still shots, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime or injury on library property, to consult with law enforcement officials, to validate policy violations, to alert staff to banned or disruptive individuals, or to address internal security, safety, or operational concerns. In the discharge of such duties, designated staff members are permitted to connect the recorded digital images with identification data available on the Library's user database.

The Library Director may authorize the release of security camera imagery at his or her discretion, provided it does not contain information that must remain confidential under Iowa law. Images that are saved or shared may be destroyed when no longer useful; however, images that become part of an official record will become the responsibility of the appropriate authority for the duration of the applicable record retention period.

Confidentiality

Any recorded images that include identifiable persons checking out identifiable items or requesting identifiable items or identifiable information shall be treated as confidential to the extent provided in [Iowa Code § 22.7\(13\)](#).

Only designated library staff may view real-time images or screen recorded images to determine if they contain protected information. Any inadvertent views of protected information shall be held in confidence by the library staff, in accordance with the [Library's Confidentiality Policy](#).

Images that include records protected by [Iowa Code § 22.7](#) will not be released without a court order.

Requests for Access to Security Camera Images

All requests to view or obtain security camera imagery must be presented to the Library Director. If the Library Director is unavailable, such requests must be presented to a designated member of staff. Law enforcement and City officials may view recorded images, unless they include records protected by [Iowa Code § 22.7\(13\)](#).

Any security camera imagery provided to law enforcement agencies or other external persons or agencies will be with the knowledge and authorization of the Library Director, when practicable.

If recorded images include records protected by [Iowa Code § 22.7\(13\)](#), authorized staff will provide access to criminal or juvenile justice agencies when pursuant to a valid search warrant, subpoena or court order, or when otherwise required by law. Authorized staff will consult with legal counsel to determine if the request for confidential records is permitted by law.

All requests for public disclosure of recorded images must be presented to the Library Director or the staff member designated to act in their stead. Guidelines for public disclosure of security camera video imagery shall follow the procedures established by the Library Director in accordance with [Iowa Code chapter 22](#).

References

[Ames Public Library Confidentiality Policy](#)
[State Code of Iowa chapter 22](#)

Background: The library contracts annually with OCLC (formerly known as Online Computer Library Center) for cooperative collection cataloging and certain interlibrary loan services. The Subscription Renewal Notice for the coming fiscal year appears on the following pages and Board approval is needed because the annual cost exceeds \$25,000.

The net cost of OCLC services was \$34,585.06 in fiscal year 2022/23 (FY23). As shown on OCLC's renewal notice, FY24 charges will be \$36,054.93.

Requested Action: Staff requests approval to renew OCLC Cataloging and Metadata and WorldShare Inter-library Loan Subscriptions for FY24 at a cost not to exceed \$36,054.93.



Invoice 1000324644

Invoice Date: 7/01/2023
Total Amount Due
\$36,054.93

6565 Kilgour Pl
Dublin OH 43017-3315
United States
P: +1-833-491-1304 • Int: +1-614-764-6011
Federal Tax ID: 31-0734115
DUNS: 06-358-7745
UEI: F2CMCKN6DAD7

OCLC Symbol
UIB

Customer Account ID
38733

Terms:
Net 45

PO #
55505

Due Date: 8/15/2023

Bill To

Melissa Johannes
Ames Public Library
515 Douglas Ave
Ames IA 50010
United States

Ship To

Ames Public Library
515 Douglas Ave
Ames IA 50010
United States
OCLC (ship to) symbol: UIB

| Item Code | Item | Amount |
|-----------|---|-------------|
| 3000030 | Cataloging and Metadata Subscription Service dates: 7/01/2023 - 6/30/2024 | \$34,238.68 |
| 3000065 | WorldShare ILL Service dates: 7/01/2023 - 6/30/2024 | \$1,816.25 |

| | |
|----------------------|-------------|
| Subtotal USD | \$36,054.93 |
| Tax Total USD | \$0.00 |
| Total USD | \$36,054.93 |

Remit Address:
OCLC Inc
PO Box 5405
Denver, CO 80217-5405

For Electronic Payment:
Account Name: OCLC Inc
Bank Name and Address: KeyBank National Association
127 Public Sq. Cleveland OH 44114
FOR ACH (US Only):
Routing No: 021052053
Account No: 61654527
Type: Checking

We also accept payment by major credit card. For a credit card payment, we may impose a surcharge of up to 3.50%. The actual surcharge will not be greater than our cost of acceptance.

For questions regarding your invoice or payment please contact: acctsrec@oclc.org

See Next Page for Terms and Conditions governing this transaction.



Invoice 1000324644

Invoice Date: 7/01/2023
Total Amount Due
\$36,054.93

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This transaction is subject to the relevant OCLC Framework Agreement ("FA") and the Schedules related to each product listed on this notice, found at: <http://oclc.org/service-agreements>, unless a signed agreement governing the transaction has been entered into by the parties. OCLC's acceptance of Customer's order is expressly conditional on Customer's assent to such terms and conditions, which Customer will manifest through its acceptance of OCLC Products and/or Services.

Renewal of OCLC Subscriptions for Fiscal Year 2023/24

**BOARD OF TRUSTEES
AMES PUBLIC
LIBRARY JULY 20, 2023**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of OCLC Subscription Services for fiscal year 2023/24 in the amount of \$36,054.93.

Kate Reynolds, President

Richard Johnson, Secretary