

Ames Public Library Board of Trustees
Agenda – June 17, 2021
Rotary 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 20, 2021
- 2) Motion approving payment of claims 5/1/21 – 5/31/21

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 – Butler/Myers

Board Education

- 6) Summer Reading Program – Heid and Pleasants

Policy Review

- 7) Internet Use Policy (Action)
- 8) Library Security Cameras (Discussion)

Unfinished Business

- 9) Service Offerings (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, July 15, 2021
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 20, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, May 20, 2021, via Zoom, with Barchman, Christy, Glatz, Johnson, Kluesner, Marcu, Myers, and Thorbs-Weber in attendance. Reynolds was excused. Director Schofer was also in attendance.

Call to Order: President Marcu called the meeting to order at 7:01 p.m.

Consent Agenda:

Moved by Barchman, seconded by Glatz, to approve the consent agenda as follows:

1. Motion approving minutes of the regular meeting April 15, 2021
2. Motion approving payment of claims 4/1/21 – 4/30/21

Vote on Motion: 7-0 (Marcu abstaining; Reynolds excused). Approved unanimously.

Public Forum: None

Activity Reports:

Assistant City Manager Schildroth: Schildroth was not able to attend tonight. Schofer gave a report to the Board on her behalf.

- City Council had a special meeting last Tuesday to discuss the CDC guidelines and mask mandate. They will be meeting again next Tuesday. Because the mask mandate was an ordinance and not a proclamation, they have to go through proper steps to recede the ordinance. Businesses can set up their own rules for their own properties. The Council did state that Boards and Commissions appointed by the Mayor need to move back to in-person meetings.
- There is a mental health forum tonight in the auditorium.

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

- 515, which was a new effort by the Downtown Ames playing on the 515 area code, went well with a lot of things happening downtown Ames. The Mayor's bike ride buzzed by. The Library had a book sale that made around \$1300 and held the first of four COVID vaccination clinics with 70 people getting vaccinated.
- The second COVID vaccination clinic was held May 18 with 46 people getting vaccinated. The third clinic will be held May 22, and the last one on June 3 to correspond with the Art Walk and another pop-up book sale.
- The State Library announced grants of up to \$5000 to help Iowa public libraries respond to the ongoing challenges of the pandemic. The grants come from funding appropriated to the State Library from the American Rescue Plan Act (ARPA) administered by the Institute of Museum and Library Services (IMLS).

The non-competitive grants will come in the form of a reimbursement after libraries purchase allowable expenses to respond to library and community needs brought on by the pandemic. There is a list of allowable expenses that we will be reviewing to apply for the grant.

- The Teen Librarian recruitment is moving along. Interviews will be held next week. The Teen Advisory Group (TAG) President will be part of the meet and greet and will be able to ask some questions and provide input.
- We are getting ready for summer reading. Summer programs are being finalized. The Terrific Tuesdays will be held at Bandshell Park. Page One showcases a lot of wonderful events.
- Schofer attended the COVID mental health training. She may have the Person in Charge (PIC) team attend similar training.

APLFF Report: Myers gave a report to the Board.

- She reiterated that the pop-up book sale at the 515 day went well. They plan on having more book sales soon with a pop-up sale planned on June 3 and a larger book sale right after July 4.
- Donations continue to go well.
- The Finance Committee will have a final budget to approve soon.
- The Nominating Committee is looking for new members.
- Pub Fiction is planned for August and they will be holding another Author Café.

Board Education: Schofer introduced the discussion on the recent Board Assessment. The Board discussed areas they could improve and possible strategies.

Policy Review:

Confidentiality and Library User Records Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion and reviewed by the Mangers' Team. There are no recommended changes.

Moved by Glatz, seconded by Myers to approve the Confidentiality and Library User Records Policy review without changes.

Vote on Motion: 7-0 (Marcu abstaining; Reynolds excused). Approved unanimously. Resolution No. 2021-L016 adopted.

Internet Use Policy: Schofer introduced the policy. The Board discussed the policy and filtering. The policy will be brought back for approval at the June meeting.

Unfinished Business:

Service Offerings: Schofer reviewed the current service model with the Board. They discussed the next steps including the book mobile, hours, meeting room use, and programming. The Ames Public Library Board of Trustees will resume in-person meetings beginning June 17.

Director's goals: The Board reviewed the updated goals submitted by Schofer.

Moved by Thorbs-Weber, seconded by Glatz to approve the Director's Goals as presented.

Vote on Motion: 7-0 (Marcu abstaining; Reynolds excused). Approved unanimously.

New Business:

Standing Committee Appointments: Marcu made the following appointments:

- Art Committee: Johnson, Thorbs-Weber
- Budget & Finance Committee: Glatz, Myers, Reynolds
- Director Evaluation Committee: Barchman, Christy, Marcu
- Nominating Committee: Johnson, Barchman
- APLFF Board Representatives: Kluesner, Myers

Today's Business Solution agreement: Schofer introduced the agreement. The library started using Envisionware products in 2008 including software and a coin/bill changer. Additional equipment and software services were purchased for patron access to computers, print release, mobile printing, as well as copy/fax/scanning options. Although they started out being state of the art, their technology has become outdated. We have worked to address challenges and issues with the products that have significantly affected our community's ability to use the products seamlessly and without staff intervention. Unfortunately, we have not been able to get the improvements needed for either the public or staff interface. Staff researched options, finding very limited comprehensive systems and were impressed by the system offered by Today's Business Solution (TBS). Staff have worked with the City Purchasing Department to secure a second quote for the product that came in at a higher cost. Some highlights of the TBS system are the ability to accept payments via credit card in addition to the cash and coin currently accepted, impressive accessibility and language options, and a system that is more intuitive for patrons and staff. As TBS develops their own hardware and software they are able to be more responsive to requests by library customers. Overall the quality of these products, ease of staff interaction, and the modern, accessible, and responsive interfaces are significant improvements over our current system.

Moved by Glatz, seconded by Barchman, to approve the Today's Business Solution agreement in the amount of \$37,628 as presented.

Vote on Motion: 7-0 (Marcu abstaining; Reynolds excused). Approved unanimously. Resolution No. 2021-L017 adopted.

APL-APLFF Agreement: Schofer introduced the Memorandum of Understanding (MOU) between the Ames Public Library Board (APL) and the Ames Public Library Friends Foundation (APLFF) for the current 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. The proposed MOU for fiscal year 2021/22 will be presented to the APLFF Board of Directors on June 10, 2021.

Moved by Kluesner, seconded by Myers, to approve the Memorandum of Understanding between the Ames Public Library Board and the Ames Public Library Friends Foundation as presented.

Vote on Motion: 7-0 (Marcu abstaining; Reynolds excused). Approved unanimously. Resolution No. 2021-L018 adopted.

Trustee Comments:

- Thorbs-Weber – asked for clarification on the June APL Board meeting. The Board discussed this. The meeting will be held in the Rotary room to allow for more space.
- Kluesner – Thank you everyone for the energy tonight.
- Christy – Thank you to Schofer for the conversation about service offerings. Thank you colleagues for good questions and concerns that were added. He is excited to be part of this group, being retired he hasn't had to face the pandemic in the same ways others have.
- Barchman - no comment.
- Johnson – no comment but thank you all.
- Glatz – Thank you to Schofer for all her efforts.
- Myers - no additional comments.
- Marcu – Thank you to Schofer for her leadership during another transition. Thank you to Johannes for sending everything out all the time and keeping the Board going, she appreciates all Johannes does.

Adjournment:

Moved by Myers, seconded by Christy, to adjourn at 8:46 pm.

Vote on Motion: 6-0 (Kluesner abstaining). Motion approved unanimously.

The next regular meeting will be on Thursday, June 17, 2021, at 7:00 p.m. in the Rotary Room.

Melissa Johannes, Library Secretary

Charles Glatz, Board Secretary

Library Claims
May 1 - May 31, 2021

Administration			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	43,345.90
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	670.00
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	56.25
PAYROLL SUMMARY	DENTAL INSURANCE	\$	446.88
PAYROLL SUMMARY	IPERS DISABILITY	\$	195.83
PAYROLL SUMMARY	LIFE INSURANCE	\$	63.25
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,309.84
PAYROLL SUMMARY	MEDICARE FICA	\$	628.42
PAYROLL SUMMARY	FICA	\$	2,686.95
PAYROLL SUMMARY	IPERS	\$	4,123.04
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	147.80
APRIL MESSENGER CHGS	MESSENGER SERVICE	\$	502.68
APRIL 2021 PRINTING CHRGS	PRINT SHOP SERVICES	\$	55.20
APR LONG DISTANCE	CITY LONG DISTANCE	\$	4.85
MAR 2021 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	244.06
MAR 2021 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	\$	610.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	53.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	6,177.18
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	278.35
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	188.40
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	320.41
A TEC RECYCLING INC	WASTE DISPOSAL	\$	1,577.69
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	189.76
ALLIANT ENERGY/IPL	NATURAL GAS	\$	335.17
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
REFLECTIONS GLASS & MIRRO	STRUCTURAL REPAIRS	\$	250.00
EBSCO SUBSCRIPTION SERVIC	TECHNOLOGY MAINT/SUPPORT	\$	2,145.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	1,723.83
UNIQUE MANAGEMENT SERVICE	TECHNOLOGY MAINT/SUPPORT	\$	50.00
DELL MARKETING LP	TECHNOLOGY MAINT/SUPPORT	\$	9,115.69
INNOVATIVE INTERFACES INC	TECHNOLOGY MAINT/SUPPORT	\$	31,463.70
OXEN TECHNOLOGY	TECHNOLOGY MAINT/SUPPORT	\$	4,912.00
SPLASHTOP INC	TECHNOLOGY MAINT/SUPPORT	\$	2,037.45
XEROX CORPORATION	RENTALS/LEASES	\$	1,090.52
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	7,814.86
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	181.75
CH ISSUES	OFFICE SUPPLIES	\$	65.38
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	18.42
BANK OF AMERICA	OFFICE SUPPLIES	\$	486.53
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	1,074.80

Library Claims
May 1 - May 31, 2021

BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	956.54
BANK OF AMERICA	AG/HORT SUPPLIES	\$	449.10
BANK OF AMERICA	CLEANING SUPPLIES	\$	132.69
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	129.56
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	316.84
BANK OF AMERICA	FOOD	\$	68.58
Total Administration		\$	138,899.15
Resource Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	25,742.08
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	150.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	266.32
PAYROLL SUMMARY	IPERS DISABILITY	\$	120.86
PAYROLL SUMMARY	LIFE INSURANCE	\$	57.76
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,006.12
PAYROLL SUMMARY	MEDICARE FICA	\$	357.64
PAYROLL SUMMARY	FICA	\$	1,529.25
PAYROLL SUMMARY	IPERS	\$	2,430.04
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	30.88
APR LONG DISTANCE	CITY LONG DISTANCE	\$	0.74
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	415.02
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	17.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	1,899.00
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	37.85
EBSCO SUBSCRIPTION SERVIC	ELECTRONIC COLLECTION	\$	8,892.00
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	6,397.60
OVERDRIVE	ELECTRONIC COLLECTION	\$	9,192.67
KANOPY LLC	ELECTRONIC COLLECTION	\$	850.00
USA TODAY	PERIODICALS	\$	137.93
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	2,068.54
PERMA BOUND	YOUTH COLLECTION	\$	1,274.36
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	307.36
AMAZON	YOUTH COLLECTION	\$	1,414.94
MIDWEST TAPE	YOUTH COLLECTION	\$	1,220.78
BANK OF AMERICA	YOUTH COLLECTION	\$	202.89
PENWORTHY COMPANY	YOUTH COLLECTION	\$	721.76
CAVENDISH SQUARE	YOUTH COLLECTION	\$	195.54
FINDAWAY WORLD LLC	YOUTH COLLECTION	\$	2,920.62
LIBRARY IDEAS LLC	YOUTH COLLECTION	\$	675.09
OPES, INC	YOUTH COLLECTION	\$	757.16
AMAZON	AUDIO-VISUAL COLLECTION	\$	137.45
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	6,246.36
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	34.98
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	7,584.59

Library Claims
May 1 - May 31, 2021

INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,258.15
AMAZON	ADULT PRINT COLLECTION	\$	1,536.46
CENTER POINT LARGE PRINT	ADULT PRINT COLLECTION	\$	134.22
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	496.27
GALE GROUP	ADULT PRINT COLLECTION	\$	1,120.85
LASCIO, LAURA	REFUNDS	\$	23.64
BEATY, SHERRI	REFUNDS	\$	32.00
DIX, BONNIE JEAN	REFUNDS	\$	23.95
FORT MADISON LIBRARY	REFUNDS	\$	22.49
Total Resource Services		\$	93,941.21

Youth Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	39,885.06
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	416.00
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	125.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	317.68
PAYROLL SUMMARY	IPERS DISABILITY	\$	180.82
PAYROLL SUMMARY	LIFE INSURANCE	\$	79.80
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,304.44
PAYROLL SUMMARY	MEDICARE FICA	\$	563.30
PAYROLL SUMMARY	FICA	\$	2,408.51
PAYROLL SUMMARY	IPERS	\$	3,804.44
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	55.01
APRIL 2021 PRINTING CHRGS	PRINT SHOP SERVICES	\$	58.60
APR LONG DISTANCE	CITY LONG DISTANCE	\$	0.62
APRIL 2021 PRINTING CHRGS	RECRUITING COSTS	\$	21.00
Total Youth Services		\$	53,220.28

Adult Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	30,965.78
IPERS REFUND WASHINGTON,	PAYROLL ADJUSTMENT	\$	(83.78)
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	100.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	147.42
PAYROLL SUMMARY	IPERS DISABILITY	\$	131.12
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.02
PAYROLL SUMMARY	HEALTH INSURANCE	\$	2,534.92
PAYROLL SUMMARY	MEDICARE FICA	\$	439.97
PAYROLL SUMMARY	FICA	\$	1,881.29
PAYROLL SUMMARY	IPERS	\$	2,923.16
IPERS REFUND WASHINGTON,	IPERS	\$	(125.74)
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	37.16
2021 MUN CODE SUBSCRIBER	PRINT SHOP SERVICES	\$	27.30
APR LONG DISTANCE	CITY LONG DISTANCE	\$	9.18
Total Adult Services		\$	39,053.80

Library Claims
May 1 - May 31, 2021

Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 44,842.57
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 12,521.24
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 318.75
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 307.34
PAYROLL SUMMARY	IPERS DISABILITY	\$ 182.95
PAYROLL SUMMARY	LIFE INSURANCE	\$ 107.31
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,985.18
PAYROLL SUMMARY	MEDICARE FICA	\$ 807.68
PAYROLL SUMMARY	FICA	\$ 3,453.47
PAYROLL SUMMARY	IPERS	\$ 5,415.09
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 142.00
APR LONG DISTANCE	CITY LONG DISTANCE	\$ 7.68
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 88.18
BANK OF AMERICA	OFFICE SUPPLIES	\$ 554.20
Total Customer Account Services		\$ 73,733.64
Total:		\$ 398,848.08
Sandra Marcu, President	Charles Glatz, Secretary	Date



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](#)

Internet Use Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JUNE 17, 2021**

Be it resolved that the Board of Trustees, Ames Public Library, approves the review of the Internet Use Policy without revisions.

Sandra Marcu, President

Charles Glatz, Secretary



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 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](#)