

**Ames Public Library Board of Trustees
Agenda – March 18, 2021**

***DUE TO THE COVID-19 PANDEMIC THIS WILL BE AN ELECTRONIC MEETING.**

If you wish to provide input on any item you may call 515-239-5630, email libraryboard@amespubliclibrary.org, or you may be a video participant by going to www.zoom.com, click “Join a Meeting”, and enter this meeting ID and Passcode:

Zoom Meeting ID: 889 4040 3006

Passcode: 8675309

Please announce yourself at the start of the meeting to be reflected in the minutes. If you join during the meeting, please use the chat feature to announce your presence in order to avoid disrupting the meeting. Anyone wishing to comment during the Public Forum can do so by raising your hand in the chat feature; you will then be called on to speak following our Public Participation Policy. Please use the “mute” feature to minimize background noise when not speaking. Thank you for your cooperation during these unprecedented times.

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) Resolution approving donations
- 2) Motion approving minutes of the regular meeting February 18, 2021
- 3) Motion approving payment of claims 2/1/21 – 2/28/21

Public Forum

Members of the public who wish to address the Board will be given the opportunity at this time. (Please type your full name and address in the chat feature to sign in)

Activity Reports

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

Board Education

- 7) Board Assessment – Schofer

Policy Review

- 8) Sex Offender Policy (Action)
- 9) Collections Policy (Discussion)

Unfinished Business

- 10) Service Offerings (Discussion)
- 11) Board Meeting Format (Discussion)

New Business

- 12) Election of Officers (Action)
- 13) Recognition of Retiring Trustees
- 14) Enrich Iowa Agreement (Action)
- 15) Closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, Code of Iowa, for the discussion of the Director’s evaluation.
- 16) Approval of the Director’s salary (Action)

Trustee Comments

Adjournment

Next regular meeting: Thursday, April 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.

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
February 18, 2021**

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

- 1) In memory of Carl Allen from Nora Nelson \$10.00
- 2) For children’s books from Marti Steelman..... \$410.00
- 3) Anonymous (given in appreciation of great service) \$20.00

Roger Kluesner, President

Sandra Marcu, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
February 18, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, February 18, 2021, via Zoom, with Barchman, Butler, Kluesner, Marcu, Myers, and Raman in attendance. Glatz and Thorbs-Weber were excused; Marshall has resigned. Director Schofer was also in attendance.

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

Consent Agenda:

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

1. Resolution approving donation:
 - A. In memory of Bill and Winnie Carlson from Deborah McIntosh Flaherty . \$20.00
 - B. In memory of Suzette Anderson
 - from Janet Alvestad \$20.00
 - from Lori and Michael Anderson \$20.00
 - C. In memory of Margaret (Peggy) Gurau
 - from Lynne Van Valin \$20.00
 - from Roberta Abraham \$100.00
 - from Tom and Mary Jo Glanville \$25.00
 - D. In memory of Bill Stevenson \$25.00
 - E. For costs associated with printing by anonymous donor \$20.00
 - F. From Theresa Fisher \$12.00
2. Motion approving minutes of the regular meeting January 21, 2021 correcting the word “wage” to “age”.
3. Motion approving payment of claims 1/1/21 – 1/31/21

Vote on Motion: 5-0 (Kluesner abstaining). Approved unanimously. Resolution No. 2021-L003 adopted.

Public Forum: None

Activity Reports:

Assistant City Manager Schildroth: Schildroth was unable to attend but gave Schofer a report to share.

- The City mask ordinance is in effect through 6/30/21. There was some initial confusion in the community after the Governor lifted the statewide mask requirement.
- The COVID-19 Leave Policy was extended to April 30, 2021 (an extension of current hours; no additional hours).
- Take home COVID–19 tests are becoming more available – there’s no reporting requirement so the City is discussing how to manage this.
- There are 5 individuals absent from work due to COVID-19 (including quarantine)

- Current positivity rates in Story County are 5.3%; Statewide is 7.1%
- City's Annual Residential Satisfaction Survey – Council will be asked next week if there are additional questions they'd like to add to the survey. The survey is mailed out in April to randomly selected Ames residents by using the City utility listing. There is an online version of the survey available, too, and a link is included in the mailing. Additionally, 1,000 ISU students are randomly selected from a mailing list generated by the ISU Office of Registrar. This survey is offered online through the Qualtrics Survey Software.
- Council will be discussing the Reinvestment District pre-application at their meeting Tuesday. This pre-application includes the indoor aquatic center to be located on Lincoln Way north of the DOT.
- The Story County Community Needs Assessment (focuses on health and human services) is nearing completion and results will be available in late spring. There will be outreach opportunities to learn about the survey and results.
- The Ames Human Relations Commission is currently accepting applications for their annual Home for Everyone Award. This award recognizes and honors an individual or organization that has made exemplary commitment to providing safe, quality, and equitable housing opportunities that enhance the quality of life of members of disadvantaged populations. To be eligible to receive the award, the nominee must provide housing in the City of Ames. Application information can be found on the City's website and applications are due by March 17, 2021. Two awards were given last year: one to the ACCESS Housing Team and one to an ACCESS staff advocate.
- Over a year ago, a petition was initiated to rename Squaw Creek due to the disparaging meaning behind the word "squaw." Ames City Council and the Story County Board of Supervisors agreed upon the name "Ioway Creek" and submitted the request to the U.S. Board on Geographic Names. The City received notification earlier this week that the Board approved renaming Squaw Creek to Ioway Creek. The change has been entered into the Geographic Names Information System at the following link: <https://usgs.gov/geonames/domestic-names>.

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

- Staff Training Day was Monday. Every Presidents Day, Ames Public Library staff gather for a day full of learning and sharing across workgroups. This February 15, rather than packing into the auditorium like we normally do, staff spread throughout the building and gathered virtually on Zoom. Staff worked through an interactive training on equity and inclusion, shared updates on the Library's Strategic Plan and budget, shared our favorite wellness resources available to City employees, and discussed learning from recent conferences and webinars. We also enjoyed an amazing performance by the Library's own book cart drill team!
- We are going to be setting up cross departmental teams to work on key areas of the Strategic Plan similar to how we had teams that worked on areas of the information collecting and planning.
- The Library works with many organizations to offer programs and exhibits featuring local talents and expertise. One partnership that has become an annual event is The Memory Project with Ames High School. Students create portraits as special gifts for children facing challenges. The portraits are displayed in the Library's entryway through the month of February, and in March they will be delivered to their recipients in Cameroon.
- One way we celebrate Black History Month is partnering with the Iowa State University Black Faculty Staff Association for guest readers at our Saturday storytimes. Since our storytimes are online this year, they're available to watch anytime, anywhere! Visit <http://youtube.com/amespubliclibrary> to see our storytimes and more.

- Every year, Iowa librarians nominate several books for the Bridge to Reading award, which celebrates recent picture books that are great read-alouds. Then, kids across the state vote for the winner. We have it set up on the website where the kids can hear staff reading the books and then vote.
- The City of Ames and Ames Public Library will present this year's series of EcoChats virtually, but participants can still have a hands-on experience. From now until the March 2 presentation on Gardening, the public is invited to pick up a Grab 'n' Go kit of seeds and soil in the Library's lobby. EcoChats are planned for the first Tuesday of each month March through August. For more information, visit www.amespubliclibrary.org/events/EcoChatMarch.
- Olson is the new Adult Services Librarian. She is from Cumberland County Public Library in Fayetteville, North Carolina.
- A candidate was selected for the Principal Clerk position. Human Resources (HR) will be doing background and reference checks next.
- The Adult Services Assistant will be the next position filled followed by the Youth Services Teen Librarian. We are going to incorporate TAG members into the process. Marcu voiced her support for having TAG members involved in the hiring process of the Teen Librarian.
- Schofer did hear from the Mayor with the list of candidates for open Board positions. There is more interest than slots. We have three good candidates joining the Board in April.

APLFF Report: Myers gave a report to the Board.

- Well above what financial benchmarks they set for fundraising.
- Great Western Bank did deny the grant application.
- They are applying for a capacity building grant at the Story County Community Foundation.
- There is potential for an Author Café that would be held virtually.
- The TAG group said they want to be part of the process for hiring a new Teen Librarian. They are looking forward to having a leader to do more programming.
- The Sales Committee started doing some book sales in the lobby. They are not sure when they will be accepting donations again.
- Finance committee said the holiday campaign and solicitations did well. Both are over budget. They are beginning to look at longer term giving.
- The Ad Hoc Committee is continuing to look at replacements for Raiser's Edge.
- Another Ad Hoc committee is working on creating brochures for long term and planned giving.

Board Education: Schofer introduced the new 2021 Iowa Library Trustee's Handbook.

A few highlights include:

- The City has ordinances that establishes the library. In order to make changes it is subject to the approval of the citizens of the City.
- Cultural learning and continuing education are promoted and require that boards provide budgetary funds for it.
- The duties of the Director aligns with our Director's General Job Duties policy.
- There is information that explains funding including Direct State Aid and Open Access.

- The strategic planning information reassured that our process and final product is very much in line.
- There is advocacy information that we may use as another Board Education topic.
- There is information on orientation packets that is a great resource.
- Kluesner added there is a Board Assessment that he feels the Board should complete in the future.

Policy Review:

Director's General Job Duties Policy: Schofer introduced the policy.

Suggested changes were as follows:

- Add "Promote the mission and vision of the Library while fostering inclusivity" as a first bullet.
- Replace the word "Manage" with "Oversee the management of" for buildings, collections, and public programs
- Add "and promotes the City's Excellence Through People values." to the statement "Work cooperatively with the City of Ames organization to ensure that the library functions successfully as a City department" under the "Favorably represent the Library" section.
- Add a bullet "Submit the State annual report and maintain the Library's state accreditation" to the "Favorably represent the Library" section

Board members discussed the proposed changes.

Moved by Raman, seconded by Butler, to approve the amendments to the Petition Policy as outlined adopting the suggested changes except not replacing "Manage" with "Oversee the management of."

Vote on Motion: 5-0 (Kluesner abstaining). Approved unanimously. Resolution No. 2021-L004 adopted.

Sex Offender Policy:

Schofer introduced the policy for the initial review. It will be brought back next month as an action item. The Board discussed the policy.

Schofer will send the policy to the City Legal Department for review.

Unfinished Business:

Service Offerings: Schofer reviewed the current service model with the Board. The Library will shift to open services on March 15, 2021. The teen space, meeting rooms, study rooms, studio, and story room will remain closed. Toys are removed from the youth area. There will be additional signage to remind people to keep visits short and wear masks. Grab and go bags, holds pick up, activity kits, and quick picks will remain in the lobby for those not wanting to go beyond the lobby. The situation will continue to be monitored and discussed at the next Board meeting.

New Business:

Slate of Officers: The Nominating Committee submitted a slate of candidates. All of the candidates have graciously agreed to serve if elected.

Kluesner opened the floor for additional nomination, hearing none Kluesner declared the slate closed. Kluesner thanked the Committee for their work.

FY22 APLFF Ask:

Kluesner reminded the Board that the Ames Public Library Friends Foundation (APLFF) is a separate 501(c)(3). The Board prepares an Ask each fiscal year to request funding for Library support.

Schofer highlighted the current Ask.

APL relies heavily on APLFF for programming funding. Increases in the programming requests include money for Book giveaways and activity kits. Getting books into the hands of kids makes a huge impact. Last summer books were given out with grab and go lunches for kids of all ages. Other programming requests remained similar as previous years.

Collection funding requests include electronic collections, Adventure Passes, STEM kits, ReadAbout Bags, World Language collections, Quick Picks, and the Special Project Collections which include hotspots, translators, and role playing game kits. A professional development collection was added to this request.

Marketing and Promotion normally include Page One production. Requests were added for promotional items to possibly include welcome bags for new residents or international students, an outdoor digital sign, and marketing.

Professional development was added to the request. The City had asked departments to cut expenses in this area. This will allow staff to attend various webinars if appropriate. BoardSource for a Board resource is also being considered.

Project Smyles and the shared Community Engagement Position with ISU is funded by the APLFF; they are both included in the Ask.

Moved by Raman, seconded by Myers, to approve requesting \$262,300 from the Ames Public Library Friends Foundation for fiscal year FY22.

Vote on Motion: 5-0 (Kluesner abstaining). Approved unanimously. Resolution No. 2021-L005 adopted.

Trustee Comments:

- Marcu – it's always good to see you all; thank you for everything tonight
- Raman –seconds what Marcu said
- Myers – no additional comments, appreciates seeing everyone
- Barchman – no comments

- Butler – appreciates all the details. She does miss the convenience of curbside services. She appreciates everything that all staff members do
- Kluesner – thanked everyone for their efforts, the Nominating Committee, Schofer for getting the APLFF Ask together. We have a good board. It's so hard to meet like this, can't wait to be together again

Adjournment:

Moved by Butler, seconded by Raj, to adjourn at 8:32 pm.

Vote on Motion: 5-0 (Kluesner abstaining). Motion approved unanimously.

The next regular meeting will be on Thursday, March 18, 2021, at 7:00 p.m., via Zoom.

Melissa Johannes, Library Secretary

Sandra Marcu, Board Secretary

Library Claims
February 1- February 28, 2021

Administration			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	38,777.56
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	83.00
PAYROLL SUMMARY	TIME AND 1/2	\$	1,206.21
PAYROLL SUMMARY	DENTAL INSURANCE	\$	367.20
PAYROLL SUMMARY	IPERS DISABILITY	\$	195.83
PAYROLL SUMMARY	LIFE INSURANCE	\$	63.25
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,022.06
PAYROLL SUMMARY	MEDICARE FICA	\$	574.38
PAYROLL SUMMARY	FICA	\$	2,455.92
PAYROLL SUMMARY	IPERS	\$	3,782.33
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	132.22
JAN 2021 PRINTING CHRGS	PRINT SHOP SERVICES	\$	40.00
CORRECT GRP#2950	FLEET MAINTENANCE	\$	(413.71)
DEC 2020 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	413.71
DEC 2021 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	413.71
CORRECT GRP#2950	FLEET REPLACEMENT	\$	(2,219.00)
DEC 2020 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
DEC 2021 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
JAN NEW MACHINE PACKAGES	POSTAGE/FREIGHT	\$	7.74
JAN POSTAGE CHARGES	POSTAGE/FREIGHT	\$	9.82
LIBRARY CORRECTION TO PCA	TRAINING	\$	35.00
LIBRARY JOURNALS, LLC	TRAINING	\$	180.00
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	\$	122.00
HEARTLAND MARKETING INC	ADVERTISING	\$	300.00
JAN 2021 PRINTING CHRGS	RECRUITING COSTS	\$	4.20
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	5,176.97
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	242.05
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	187.80
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	286.46
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	189.76
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
LIBRARY CORRECTION TO PCA	EQUIPMENT REPAIRS	\$	(35.00)
MIDWEST ALARM SERVICES	EQUIPMENT REPAIRS	\$	217.50
BANK OF AMERICA	EQUIPMENT REPAIRS	\$	95.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	967.47
UNIQUE MANAGEMENT SERVICE	TECHNOLOGY MAINT/SUPPORT	\$	50.00
XEROX CORPORATION	RENTALS/LEASES	\$	899.20
PREFERRED PEST MANAGEMENT	NON-CITY SERVICE	\$	170.00
LAWNPRO	NON-CITY SERVICE	\$	3,212.50
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	139.83
CH ISSUES	OFFICE SUPPLIES	\$	5.47
LIBRARY CORRECTION TO PCA	OFFICE SUPPLIES	\$	15.40
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	27.02
SIGN PRO	OFFICE SUPPLIES	\$	84.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	214.56

Library Claims
February 1- February 28, 2021

STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	32.97
VERIZON WIRELESS	MINOR OFFICE EQUIPMENT	\$	300.40
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	75.00
BANK OF AMERICA	CLEANING SUPPLIES	\$	(58.99)
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	1,001.57
BANK OF AMERICA	FOOD	\$	274.05
LIBRARY CORRECTION TO PCA	PURCHASE CARD CLEARING	\$	(15.40)
Total Administration		\$	72,733.02

Resource Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	25,495.78
PAYROLL SUMMARY	DENTAL INSURANCE	\$	266.32
PAYROLL SUMMARY	IPERS DISABILITY	\$	119.62
PAYROLL SUMMARY	LIFE INSURANCE	\$	57.76
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,006.12
PAYROLL SUMMARY	MEDICARE FICA	\$	351.88
PAYROLL SUMMARY	FICA	\$	1,504.69
PAYROLL SUMMARY	IPERS	\$	2,406.80
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	30.60
LIBRARY CORRECTION TO PCA	DUES/MEMBERSHIPS	\$	110.00
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	34.99
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	327.76
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	17.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	1,152.73
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	134.00
LIBRARY CORRECTION TO PCA	PURCHASE CARD CLEARING	\$	(110.00)
OVERDRIVE	ELECTRONIC COLLECTION	\$	6,759.50
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,156.00
USA TODAY	PERIODICALS	\$	141.75
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	2,797.71
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,261.47
AMAZON	YOUTH COLLECTION	\$	760.89
MIDWEST TAPE	YOUTH COLLECTION	\$	418.25
BANK OF AMERICA	YOUTH COLLECTION	\$	45.39
CAVENDISH SQUARE	YOUTH COLLECTION	\$	195.54
FINDAWAY WORLD LLC	YOUTH COLLECTION	\$	47.49
AMAZON	AUDIO-VISUAL COLLECTION	\$	334.08
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	5,886.51
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	5,991.47
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	977.18
AMAZON	ADULT PRINT COLLECTION	\$	1,424.78
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	709.22
JILES, LORALEE	REFUNDS	\$	15.67
Total Resource Services		\$	65,828.95

Youth Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	37,494.86
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	200.00
PAYROLL SUMMARY	LONGEVITY	\$	66.67

Library Claims
February 1- February 28, 2021

PAYROLL SUMMARY	VACATION	\$	5,342.37
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	\$	602.15
PAYROLL SUMMARY	FICA	\$	2,574.53
PAYROLL SUMMARY	IPERS	\$	3,564.71
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	48.42
BANK OF AMERICA	TRAINING	\$	99.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	155.00
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	99.00
Total Youth Services		\$	56,129.45

Adult Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	28,465.78
PAYROLL SUMMARY	DENTAL INSURANCE	\$	113.22
PAYROLL SUMMARY	IPERS DISABILITY	\$	131.12
PAYROLL SUMMARY	LIFE INSURANCE	\$	55.02
PAYROLL SUMMARY	HEALTH INSURANCE	\$	1,938.48
PAYROLL SUMMARY	MEDICARE FICA	\$	403.65
PAYROLL SUMMARY	FICA	\$	1,725.98
PAYROLL SUMMARY	IPERS	\$	2,687.16
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	34.16
JAN POSTAGE CHARGES	POSTAGE/FREIGHT	\$	3.83
ONESOURCE	RECRUITING COSTS	\$	37.65
Total Adult Services		\$	35,596.05

Customer Account Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	44,763.90
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	14,375.26
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	\$	829.27
PAYROLL SUMMARY	FICA	\$	3,545.61
PAYROLL SUMMARY	IPERS	\$	5,582.66
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	164.61
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	86.82
JAN POSTAGE CHARGES	POSTAGE/FREIGHT	\$	549.38
Total Customer Account Services		\$	75,480.29

Total:		\$	305,767.76
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Roger Kluesner, President	Sandra Marcu, Secretary	Date



Chapter 8: Evaluating Service and Advocating for Advancements

Evaluating Service

The library has a strategic plan and a budget that dictate what the library should be doing to provide service to the community. It is the board's responsibility to monitor and evaluate overall results of service and programming based on these documents. Monitoring doesn't mean that you should be in the library every day observing the kind of service provided by library staff. However, the board can survey the community to measure the satisfaction of those who use the library and to identify strengths and areas for improvement. The very term "trustee" indicates what the community expects from you. The community puts its trust in you to make sure the library is operating the way it should and the library is achieving the desired outcomes. It's your job to keep an eye on the progress of the library for the community.

A successful library reflects the strategic plan and the annual budget working to support each other.

Board Evaluation

Another aspect of evaluation is gauging the effectiveness of the board itself. Successful boards pay attention to communication, relationships, and hold themselves accountable for smart decision making. The most highly functioning libraries are led by highly functioning boards.

Your group should take time every year to formally evaluate board performance. The purpose of a board evaluation exercise is not to find fault with individuals, but instead to identify strengths and areas for improvement. A board evaluation should be followed with a plan to improve. See **Appendix** for sample board assessment tools.

Individual Library Trustee Assessment

(For individual use; typically not shared with others.)

Check all statements that apply to you as an individual trustee:

- 1. I understand that the city-library ordinance outlines board structure and authority.
- 2. I am familiar with the library's strategic plan.
- 3. I am familiar with laws that apply to Iowa libraries.
- 4. I am familiar with the board's bylaws.
- 5. I am familiar with library policies.
- 6. I understand there are service standards for Iowa public libraries.
- 7. I know about the State Library of Iowa and its programs and resources.
- 8. I attend board meetings regularly.
- 9. I am available to serve on committees and willing to serve as an officer as needed.
- 10. I come to meetings having already read the information relevant to that meeting.
- 11. I understand and am comfortable with the board's decision-making process.
- 12. I willingly abide by majority board decisions and support them publicly.
- 13. I treat other board members with respect and listen openly to their opinions.
- 14. I understand and respect the different roles/duties of the library director, the board, and the city.
- 15. I know the library staff by name and job position.
- 16. I understand my role to work with the director but not micromanage staff.
- 17. I encourage and support the director in achieving library goals.
- 18. I visit my library frequently enough to be familiar with services and to identify potential needs.
- 19. I am a member of a local community group or organization.
- 20. I advocate on behalf of the library to civic groups and community organizations.
- 21. I attend city council meetings and advocate on behalf of the library.
- 22. I keep abreast of legislation and the impact it has on the library community.
- 23. I have established a relationship with my local and state representatives and discuss library issues with them advocating for their support.
- 24. I belong to a state or national library organization (ILA, ALA, United For Libraries, etc).
- 25. I have attended ILA's Legislative Day in the past two years.
- 26. I have participated in ILA's Lobby From Home Day event in the past two years.
- 27. I subscribe to State Library newsletters like Monday Morning Eye-Opener.
- 28. I read national library organization newsletters and publications.
- 29. I have attended at least two library programs in the last year.
- 30. I have participated in board education programs in the past year.

(If each box checked represents 5 points – all boxes checked equals 150 points)

Attribution: State Library of Iowa

Full Library Board Assessment

Instructions: Discuss each point collectively and come to a rating consensus. Consider the areas of overall board strength, consider the areas that need improvement. Rank the following statements with **1** being “no/never,” **2** being “sometimes,” and **3** being “always.”

Statement	1	2	3
The board has a process for the recruitment and recommendation of people for open positions when vacancies occur.			
The board has a process for new trustee orientation.			
The board stays abreast of the financial status of the library and its funding sources.			
The board sets the direction for the library through strategic planning.			
The board uses the planning document to inform decision-making.			
The board reviews and adopts a budget that reflects the current strategic plan.			
The board evaluates the library director annually based on a written job description.			
The board feels free to communicate problems to the director in a timely manner.			
The board is familiar with state and federal laws governing libraries.			
The board has established bylaws to oversee its governance.			
The board has established clear policies to govern and guide library operations.			
The board continually reviews and updates the library’s policies.			
The board safeguards the public’s First Amendment and Intellectual Freedom rights by protecting freedom of access, while also being open to the public’s comments.			
The board is aware of patron privacy protections under the Iowa Code and ensures that its policies are consistent with the law.			
The board is representative of the community it serves.			
The board is politically active, advocating for libraries in the public policy arena.			
The board annually assesses its own performance.			
The board receives or shares information needed to make informed decisions in a timely manner.			
The board allows time at each meeting for discussion of emerging issues and trends.			
The board encourages open discussion and expression of dissenting opinions during board meetings.			
The board speaks with one voice after a vote is taken.			
The board recognizes and thanks staff and volunteers for their efforts.			
The board embraces a culture of learning for themselves and staff.			
TOTAL			

Attribution: State Library of Iowa



Sex Offender Policy

Section: Administration

Approved: 9/24/2009

Reviewed:

Revised: 6/21/2012, 4/16/2015, 4/19/2018, 3/18/2021

Iowa Code

[Iowa Code Section Chapter 692A.113](#) prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon public library real property without the written permission of the library director, or from loitering within 300 feet of the boundary of the real property of a public library.

- A “sex offender” is someone who is required under Chapter 692A to be on the Sex Offender Registry.
- "Sex offense against a minor" means an offense for which a conviction has been entered for a sex offense classified as a tier I, tier II, or tier III offense under Chapter 692 if such offense was committed against a minor, or otherwise involves a minor.
- “Loiter” means remaining in a place or circulating around a place under circumstances where a reasonable person would believe that the purpose or effect of the behavior is to enable a sex offender against a minor to become familiar with a location where a potential victim may be found, or to satisfy an unlawful sexual desire, or to locate, lure, or harass a potential victim.

In addition, the law prohibits a sex offender who has been convicted of a sex offense against a minor from being employed by or from acting as a contractor or volunteer at any public library.

~~Note: Ames Public Library real property includes the Bookmobile facility.~~

Exceptions

There are two exceptions to this law. A sex offender who has been convicted of a sex offense against a minor may be present: 1) during the period of time reasonably necessary to transport the offender’s own minor child or ward to or from the library; and 2) during the period of time reasonably necessary to vote in a public election if the polling place is located in the library.

Other exceptions to this policy can occur only with written permission of the Library Director. The Library Director will determine eligibility to be on Library property and may consult with law enforcement, social service agencies, and/or other appropriate governmental officials. The Board of Trustees will not entertain any appeals of the Director’s determination.

Access to Materials

If a request for permission to be on Library property is denied, an offender may arrange for a third party to select, check-out and return materials to the Library on his or her behalf. The Library may issue a borrower’s card in the offender’s name to be used by the third party.

Enforcement

The responsibility for compliance with this law rests with the offender. However, if Library staff has knowledge or receives information, that a person who has been convicted of a sex offense against a minor is on library premises, the Ames Police Department will be contacted.

Volunteers and applicants for employment will be screened as appropriate for compliance with the law.

Sex Offender Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MARCH 18, 2021**

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

Roger Kluesner, President

Sandra Marcu, Secretary



Collections Policy

Section: Library Resources

Approved: 11/17/2005

Reviewed:

Revised: 10/23/2008, 7/21/2011, 6/18/2015, 5/24/2018, 4/15/21

Ames Public Library offers collections to further the Library's mission, "Ames Public Library – We connect you to the world of ideas." The freedom to know is the foundation of our democracy. Ames Public Library strives to be an information center for the Ames community to preserve and encourage the free expression of ideas essential to informed citizens. The Ames Public Library Board of Trustees has adopted this Collections Policy to provide guidance for the selection and evaluation of materials to anticipate and meet the needs of the Ames community.

Responsibility for Selection

The Ames Public Library Board of Trustees delegates authority for the selection of materials to the Library Director and those members of staff designated by the Director as selectors, who are charged with meeting the goals of the Collections Policy.

Materials Budget

The Ames Public Library Board of Trustees develops an annual materials budget in consultation with the Director. This budget is certified by the Ames City Council. Each year the selectors develop budgets for their selection areas based on factors such as circulation statistics, cost per item, annual collection goals, and support of the strategic plan.

Selection Guidelines and Practices

The Ames community includes people from diverse educational, cultural and economic backgrounds who display a variety of interests, needs, values and viewpoints. Selections are based on general knowledge of the subject area and its literature, familiarity with the materials in the collection, an awareness of the selection tools for the subject, and recognition of community needs as identified by demographic circulation, statistical analyses, and customer requests. . The selectors apply professional standards and work within specific selection and review procedures.

Selectors recognize the importance of informed citizens who are familiar with their heritage and with issues facing the community. Library customers will find materials to stimulate their imaginations and enhance their leisure time. Librarians support the role of a popular materials center by selecting materials to serve the full range of ages, cultures, lifestyles, education, reading, and technology skills of citizens. The materials selected reflect the complex culture shared by the community. The collection includes diverse points of view and a choice of formats, treatments, and levels of difficulty. Librarians achieve a balanced collection through the diversity of materials, not an equality of numbers, working within constraints of budgets, availability, and space.

Ames Public Library is a popular materials center and does not attempt to duplicate the research resources of Iowa State University. The library does not collect material to support local school curricula, except when these materials also serve the general public. The Library does collect

supplementary materials that promote lifelong learning and provide a beginning point for those seeking more advanced information or materials.

The collection is generally not archival, and items are expected to be used frequently. The selectors oversee an annual assessment to ensure that the collection meets current needs and that a substantial percentage of the materials are less than five years old.

Ames Public Library adheres to the American Library Association's Library Bill of Rights and its interpretations, and The Freedom to Read and Freedom to View statements. Inclusion of material in the collection does not imply the Library's endorsement of it or its contents. The Library recognizes that any given item may offend some patrons, but because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

Criteria for Selection

All materials are evaluated using the following criteria:

- Content fits within the mission and strategic plan of Ames Public Library
- Popular demand
- Cost
- Timeliness
- Scarcity of material on the subject and availability elsewhere
- ~~Quality, suitability, and sustainability of the format or medium for library use~~
- ~~Quality and sustainability of the format~~
- Representation of diverse points of view and broad knowledge base
- Relevance to community needs
- Consideration of the work as a whole
- Technical quality

An item need not meet all of these criteria in order to be acceptable. Other considerations may be applicable in specific subject areas.

Formats

Materials are purchased in the most appropriate sustainable format for library use. Ames Public Library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community. The Library monitors the development of new formats and may add these to the collection. The continuation of current formats and the adoption of new ~~ones~~ formats will be based on an analysis of market acceptance of the format, its ability to provide a cost-effective alternative to existing formats, and the Library's financial ability to acquire, process, and maintain a sufficient collection.

Ames Public Library acquires materials in formats that are ~~useful~~ accessible to ~~for~~ citizens with ~~disabilities~~ a variety of needs. Selectors will develop these collections as demand indicates, and will be alert for new formats that may be appropriate.

Multiple Copies

Ames Public Library may respond directly to community and customer interests by purchasing multiple copies of certain items. While the Library's budgetary resources do not allow for the purchase of multiple copies of every title owned, the budget is structured to provide multiple copies of high demand items. The number of duplicate copies purchased may be determined by the number of holds placed on a given title. The Library strives to meet temporary demand and still build a collection with breadth and depth.

Customer Requests

Ames Public Library customers are encouraged to recommend purchase of library materials. These requests are evaluated using the selection criteria reflected elsewhere in this policy. "Customer Request Forms" are available online at Ames Public Library's website: www.amespubliclibrary.org.

World Language Materials

The Library may maintain a limited collection of world language materials in languages other than English; nor does it acquire foreign language films that do not provide an option for English subtitles. The Library may maintain a limited collection of world language materials in both the adult and youth collections for recreational reading and to support world language programs. Languages selected for this collection are based on community data, availability of library-quality material and records, and reflects strategic plan goals.

Special Collections

Ames Public Library supports the acquisition and preservation of useful and important historical, municipal, public ~~school~~, and genealogical materials relating to Ames and Story County. Materials may be obtained in print and electronic formats. The development of special collections will focus on the following areas:

- **Farwell Brown Photographic Archive:** Ames Public Library will work in cooperation with Ames ~~Historical Society History Museum~~ to ~~develop and~~ maintain the print and digital archive.
- **Heritage Room:** Ames Public Library may acquire and maintain useful and important historical and municipal publications relating to Ames, ~~and~~ Story County, and surrounding counties. Ames Public Library will work in cooperation with Ames ~~Historical Society History Museum and Iowa State University Special Collections and University Archives~~ to determine the disposition of materials of local historical interest.
- **Genealogy Collection:** Ames Public Library will acquire and maintain relevant genealogical materials in cooperation with the Story County ~~Chapter of the Iowa~~ Genealogical Society. The chapter is responsible for recommending new materials for the genealogy collection.

Collection Assessment

Circulating collections undergo an annual assessment to make space for current materials, to make collections more attractive, to facilitate ease of use by customers and staff, and to reduce the damage to materials caused by overcrowding, space limitations, and overuse. Assessment decisions are based on the following criteria:

- Currency
- Accuracy
- Use and vitality based on analysis of collection measures

- Wear and damage
- Durability
- Changes in format
- Duplicated holdings with low demand
- Space limitations
- Community interest
- Availability from other libraries
- Strategic plan priorities
- Sustainability of format

Placement of Materials

Ames Public Library Resource Services staff uses the Dewey decimal classification system and Library of Congress subject headings to place materials in the proper subject area and to assign them to shelving categories. Selectors take into account age recommendations in reviews as they choose and classify materials.

Ames Public Library shelving areas are divided in sections such as Juvenile, Reference, Fiction, and DVDs for ease of use, but customers of any age may use materials in all sections of the library. It is the responsibility of parents or legal guardians, not Ames Public Library staff, to monitor library use by minors.

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

This policy has been developed in concert with:

Ames Public Library Policies

[Mission Statement](#)

[Donations Policy](#)

[Internet Use Policy](#)

American Library Association Documents

[Library Bill of Rights](#) and its [interpretations](#)

[The Freedom to Read Statement](#)

[Freedom to View Statement](#)

In February, the following slate of officer candidates for 2021/22 was presented by the Nominating Committee:

- Ruxandra (Sandra) Marcu, President
- Carolyn Myers, Vice President
- Chuck Glatz, Secretary

Further nominations may be made from the floor at this meeting or the Board may opt to elect the slate.

Some notes from *The Standard Code of Parliamentary Procedure*, Chapter 18:

- An election becomes effective immediately if the candidate is present and does not decline.
- Election of a candidate who is absent and has consented to nomination becomes effective as soon as the person is notified.
- Officers assume office when declared elected; no formal installation is necessary.



The Ames Public Library trustees and staff express their deepest thanks and gratitude to **Mavis Butler & D. Raj Raman** for their years of dedication and service.

Background: The Enrich Iowa program offers public libraries state funding through the Direct State Aid, Open Access, and Interlibrary Loan (ILL) Reimbursement programs. Funding for Enrich Iowa is appropriated by the Iowa Legislature and approved by the Governor.

In the current fiscal year, APL has received \$63,364.05 in revenue from the State—\$15,411.91 in Direct State Aid, \$47,952.14 for Open Access and ILL. Last fiscal year APL received \$70,880 - \$15,305.70 from Direct State Aid and \$55,574 for Open Access and ILL.

The FY22 Enrich Iowa Agreement (for July 1, 2020 through June 30, 2021) and the terms pertaining to each of the three programs appear on the following pages.

In order to participate next year, the signed agreement must be received at the Iowa Library Services Des Moines office by April 30, 2021. APL's Financial Limits Authority Policy requires Board approval before the Director may sign agreements for services delivered by the Library that result in revenues of \$25,000 or more.

Requested Action: Administration requests authorization to execute the FY22 Enrich Iowa Agreement.

DIRECT STATE AID – TERMS OF AGREEMENT

FY22 (JULY 1, 2021 - JUNE 30, 2022)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2021 - June 30, 2022**, it is mutually understood and agreed:

1. PURPOSE

The purpose of Direct State Aid is to improve library services and to reduce inequities among communities in the delivery of library services.

2. GENERAL PROVISIONS

- A. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- B. Tier 0 public libraries may participate in Interlibrary Loan Reimbursement without participating in the Direct State Aid program.
- C. Libraries must return the completed **ENRICH IOWA AGREEMENT** indicating, in the box provided, that the library wishes to participate in Direct State Aid, Open Access, and Interlibrary Loan Reimbursement. It must be signed by the library director or other signatory authority, and received at the State Library, Des Moines office, on or before **April 30, 2021**.

3. THE PARTICIPANT SHALL:

- A. Have an Internet Use Policy in place.
- B. Have a current accreditation report on file at the State Library demonstrating that the library meets the standards requirements of Tier 1, 2, or 3.
- C. Submit the FY20 Iowa Public Library General Information Survey (Annual Survey) to the State Library by **December 1, 2020**.
- D. Submit the FY21 Direct State Aid Report by **July 31, 2021**. The report will include a listing of the Direct State Aid payments received and expenditures made.
- E. Expend FY22 Direct State Aid funds by **June 30, 2022**.

4. THE STATE LIBRARY SHALL:

- A. Administer Direct State Aid on behalf of participating Iowa public libraries and distribute reimbursement contingent upon receipt of funds.
- B. Post the Direct State Aid report form on the State Library's website.
- C. Inform public libraries about availability of Direct State Aid funds and answer questions on the details of Direct State Aid. Changes to the program shall be communicated in a timely manner to all participants and other interested parties.
- D. Reimburse participants based on the formula established by the Iowa Commission of Libraries. Please refer to the Enrich Iowa FAQ for a complete explanation:
<http://www.statelibraryofiowa.org/ld/e/enrich-ia/enrichiafaq>
- E. Monitor compliance with the guidelines of the program. Audit reports as needed to ensure that participants are following the guidelines listed in the **Enrich Iowa Agreement**. Take appropriate action if a participant is not honoring the terms of this agreement.

OPEN ACCESS – TERMS OF AGREEMENT

FY22 (JULY 1, 2021 - JUNE 30, 2022)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2021 - June 30, 2022**, it is mutually understood and agreed:

1. PURPOSE

Open Access is a program funded by the Iowa Legislature and administered by the State Library of Iowa. Open Access pays Iowa libraries to serve eligible Iowa residents from outside their local jurisdiction.

The purpose of the Open Access program is to offer Iowa residents access to libraries all over the state, so that Iowans have the convenience of using a library where they work, go to school, shop or visit.

2. DEFINITIONS

Local Library Jurisdiction: The jurisdiction is the area for which a library is funded to serve. This includes:

- Any city that funds the public library including the city where the library is located, and any contracting cities.
- Any unincorporated jurisdiction that funds the public library including the unincorporated portions of the county where the library is located, and any unincorporated portions of other counties.
- Any participating college, university or community college library.

Eligible Patron: Must be a resident of Iowa; live outside the local library jurisdiction; and meets one of the following criteria:

- Lives in a community that provides a public library
- Lives in an unincorporated area that provides, or contracts for, library services
- Lives in a community that contracts for library services
- Attends an Iowa public or private university, college, or community college

Transactions:

Eligible - Participants are required to circulate eligible items to all eligible patrons.

- A. Physical items in all formats except for equipment.
- B. Items must be from your collection and for use outside the library. Items packaged together as a unit and checked out as a unit, are one transaction.
- C. Playaways or similar devices.
- D. Renewals of eligible items as listed on lines A to C above.

Ineligible:

- A. Downloadable audio, video, e-Books or other electronic items.
- B. Database use.
- C. Equipment including laptops, tablets, projectors, game consoles, eReaders, wireless hotspots, or other types of equipment.

3. GENERAL PROVISIONS

- A. Libraries must return the **ENRICH IOWA AGREEMENT**, indicating in the box provided, that the library will participate in Open Access. It must be signed by the library director or other signatory authority, and must be received by the State Library on or before **April 30, 2021**.
- B. To participate in Open Access for FY22, a public library must have been established on or before July 1, 2019 in accord with the Code of Iowa, 392.1.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access funding.
- D. Participants cannot deny service to residents from any Iowa jurisdiction with a public library or a student at a participating Iowa academic institution. Open Access Eligible Patrons are subject to the same circulation policies, regulations, and restrictions, as local patrons for eligible transactions, except for limits referred to in provision 3F below.
- E. A local public library board or academic library director may decide to deny Open Access service to residents of a jurisdiction that is contracting with a library(s) at a rate that the board or academic library director deems to be inequitable. The library's board or academic library director must notify the State Library, and the jurisdiction denied service, in writing, of its intent and rationale for the decision prior to any action.
- F. A local public library board or academic library director may decide to limit the number of Open Access items checked out to Eligible Patrons. If the library chooses to limit the number of Open Access items checked out it must treat all Open Access Eligible Patrons equally. The library's board or academic library director must notify the State Library in writing of its intent and rationale for the decision prior to limiting access.
- G. Participants have the option to offer services other than Eligible Transactions to Eligible Patrons.

4. THE PARTICIPANT SHALL:

- A. Provide a signed ordinance or other legal documentation to the State Library, dated on or before July 1, 2019, establishing it as a public library.
- B. Check out eligible library materials to Eligible Patrons.
- C. Accept returned items borrowed from any other library in Iowa.
 - a. Return items to any owning library in Iowa and indicate the return date.
 - b. Public Libraries must use IAShared to return items to other public libraries. Public Libraries should use the USPS to return items to any other type of library that is not on IA.
 - c. Academic libraries should use USPS when returning items to academic or public libraries.
 - d. Log an accurate record and keep receipts of actual postage spent to return items. When using USPS to return items, receipts are required for reimbursement. Libraries will be reimbursed for the full postage amount spent to return Open Access items. Libraries will not be reimbursed for any other method of return.
 - e. If an item is overdue, the library that owns the item may collect any fines according to local policy.
 - f. Interlibrary Loan items are not eligible for postage reimbursement.
 - g. Items returned through the IAShared service are not eligible for postage reimbursement.

5. THE STATE LIBRARY OF IOWA SHALL:

- A. Administer the Open Access program.
- B. Distribute Open Access funds to participants based upon the formula and availability of funds.
- C. Inform libraries about the availability of Open Access funds.
- D. Answer Open Access related questions.
- E. Communicate changes to the program in a timely manner.
- F. Monitor compliance with the Open Access terms of agreement.
- G. Initiate a transaction audit if deemed necessary.
- H. Take appropriate action if a participant is not honoring the terms of this agreement.
- I. Provide a list of communities (that either provide a public library or pay for service to a public library) and participating academic libraries whose patrons are eligible for Open Access.

INTERLIBRARY LOAN REIMBURSEMENT — TERMS OF AGREEMENT

FY22 (JULY 1, 2021 - JUNE 30, 2022)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2021 - June 30, 2021**, it is mutually understood and agreed:

1. PURPOSE

The purpose of the Interlibrary Loan Reimbursement Program is to provide Iowans with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries. The Interlibrary Loan Reimbursement Program is funded as part of the Enrich Iowa program to subsidize participating libraries for each interlibrary loan made to an eligible Iowa library.

2. DEFINITION

Interlibrary Loan (ILL): An Interlibrary Loan is a transaction of library materials, or copies of the materials, received or loaned by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. Definition is taken from the Institute of Museum and Library Services.

3. GENERAL PROVISIONS:

- A. Libraries must return the completed **ENRICH IOWA AGREEMENT** indicating, in the box provided, that the library wishes to participate in Interlibrary Loan Reimbursement. It must be signed by the library director or other signatory authority, and received at the State Library, Des Moines office on or before **April 30, 2021**.
- B. Participant agrees to loan as well as borrow.
- C. Participant as Lender is not obligated to fill requests for newly published materials or items costing less than \$10.00. Participant as borrower should consider purchasing these types of materials before requesting a loan.
- D. School or academic participants that close before June 30 should submit claims before the end of the school year. Late claims may not be approved for payment.
- E. Participant is reimbursed annually for each item loaned to eligible libraries. Reimbursement is based on transactions from the previous fiscal year. (See Reporting in Section 5D).
- F. Providing interlibrary loan services to nonresidents (i.e., Open Access customers) is a local library option.
- G. Participant as borrower may charge library customers up to \$3.00 per item to offset postage
- H. The Interlibrary Loan Reimbursement program will not provide reimbursement:
 - For bulk loans of a collection of different titles, e.g. a large print collection
 - For lost or damaged materials
 - For postage to send or return ILL items
 - For eBooks and similar electronic downloadable items through Bridges Advantage + or similar resource sharing systems
 - To state agency libraries for loans made to other libraries
 - To AEA media centers for loans made to school libraries

- To Regents university libraries for loans made to other Regent university libraries
 - To special libraries for loans made to other special libraries
 - For loans that are reimbursed under other contracts or agreements
 - For loans to a resident of a city with a library that owns the item
- J. Participant receives reimbursement for items loaned to Iowa libraries of the following types:
- AEA media centers
 - College, community college, and university libraries
 - Public libraries
 - School libraries
 - State-run institution libraries
 - State agency libraries

4. RESPONSIBILITIES OF THE PARTICIPANT AS BORROWING LIBRARY:

- A. Verify citation and identify libraries that own the requested material. Check and adhere to the policies of the lending library.
- B. Send the request using SILO ILL system, OCLC Resource Sharing, other electronic networks, mail, e-mail or fax.
- C. Send requests, unless covered by other agreements, first to like-type, like-sized, and nearest libraries. Regent university libraries are libraries of last resort, and shall be accessed only when all other resources have been exhausted.

5. RESPONSIBILITIES OF THE PARTICIPANT AS LENDING LIBRARY:

- A. Honor ILL requests from all participating Iowa libraries.
- B. Do not charge Iowa borrowing libraries for interlibrary loan.
- C. Follow its own policy regarding charges to the borrowing library for faxes and for materials lost or damaged during the interlibrary loan process.
- D. Report interlibrary loan activity in accordance with the following:
- Report eligible interlibrary loan transactions annually in accordance with directions and deadlines established by the State Library.
 - Submit the Interlibrary Loan Reimbursement Report form and Transaction Log (if applicable) to the State Library by July 31, 2021. *No report is necessary if all interlibrary loans transactions were made through OCLC or SILO.* Provide additional information for reporting purposes as requested by the State Library.
 - If a loan was not made through SILO or OCLC, provide verification, along with the report, that it was made in response to a specific request for the item from another library. Verification may be in the form of photocopies of requests or a log listing the transaction.
 - Report a photocopy of an article as one transaction regardless of the number of pages photocopied.
 - Report *each* copy of the same title loaned for book discussions as one transaction unless you are sending a set intended to check out as a single item. For example, ten copies loaned for book discussions would count as ten transactions.
 - Items packaged together as a unit and checked out as a unit, are counted as one transaction. For example, ten copies of a book grouped together as a set and checked out as a single item would count as a one transaction.
 - Libraries that are part of a shared automation system must provide documentation that interlibrary loans reported for reimbursement were checked out by a resident of a city other than their own.

6. RESPONSIBILITIES OF THE STATE LIBRARY:

- A. Administer the Interlibrary Loan Reimbursement program on behalf of participating Iowa libraries and distribute Interlibrary Loan Reimbursement contingent upon receipt of funds.
- B. Post a copy of the Interlibrary Loan Reimbursement Report form and the Transaction Log on the State Library's website.
- C. Reimburse participants annually for each item loaned to eligible libraries.
- D. Reimbursement is based on transactions from the previous year. FY22 Reimbursement is based on the funds available and the total number of transactions for FY21.
- E. Inform libraries as to the availability of funds under Interlibrary Loan Reimbursement and answer questions on the details of Interlibrary Loan Reimbursement. Changes to Interlibrary Loan Reimbursement will be communicated in a timely manner to all participants and other interested parties.
- F. Monitor compliance with the Interlibrary Loan Reimbursement terms of agreement. Audit reports as needed to ensure compliance, and take appropriate action if a participant is not honoring the terms of this agreement.

**ENRICH IOWA AGREEMENT -
PUBLIC LIBRARY**
FY22 (JULY 1, 2021 - JUNE 30, 2022)



The Enrich Iowa program includes Direct State Aid for public libraries, Open Access for public and academic libraries, and Interlibrary Loan Reimbursement. The library will participate according to the Terms of Agreement for each program.

1. GENERAL PROVISIONS

- A. Libraries must return this completed Enrich Iowa Agreement indicating the programs the library will participate in. This form must be signed by the library director or other signatory authority. This completed form must be received by the State Library, Des Moines office, by April 30, 2021.
- B. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access or Direct State Aid funding.
- D. A library may choose to participate in Interlibrary Loan Reimbursement without participating in Direct State Aid or Open Access.

2. ASSURANCES

- A. Our public library named below was established on or before July 1, 2019, in accord with the Code of Iowa.
- B. Our public library meets Tier 1 requirements or higher. This is required for Open Access and Direct State Aid funding.
- C. Our public library has submitted to the State Library a copy of the most recent ordinance or other legal documentation establishing our library as a public library.
- D. Our library will meet FY22 program reporting requirements.
- E. Our library will use all Enrich Iowa funds to improve library services.
- F. Our library's Enrich Iowa funds will supplement, not supplant, any other funding received by the library. Our library will inform the city and/or county of this requirement and we will report noncompliance to the State Library. We understand that if the funding is used to replace local funds, the funds received must be returned and our library will not be eligible for Enrich Iowa funding the following year.
- G. Our library will provide information for auditing purposes, if requested by the State Library.

IN ORDER TO PARTICIPATE IN THE ENRICH IOWA PROGRAM;

YOU MUST CHECK AT LEAST ONE OF THE PROGRAMS LISTED BELOW.

- Direct State Aid** - Direct State Aid is state funding to public libraries intended to improve library services and to reduce inequities among communities in the delivery of library services. Based on Accreditation Tier Level.
- Open Access** - Open Access pays public and academic libraries to serve eligible Iowa residents from outside their local jurisdiction. The purpose of the Open Access program is to offer Iowa residents access to public and academic libraries all over the state, so that Iowans have the convenience of using a library where they work, go to school, shop or visit. Tier 0 libraries are not eligible to participate in the Open Access program.
- Interlibrary Loan Reimbursement** - Interlibrary Loan Reimbursement provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among libraries of all types.

Library Name Ames Public Library * City Ames *

Phone (with area code) 515.239.5630 * E-mail sschofer@amespubliclibrary.org *

Signed: Signature Here *

Print name: Sheila Schofer *

Title: Director *

Date: 03/10/2021 *
CLICK TO SIGN

Signed: Michael Scott

Michael Scott, State Librarian
State Library of Iowa

Date: March 5, 2021

DUE AT THE STATE LIBRARY DES MOINES OFFICE BY APRIL 30, 2021 Packet Page 32

FY22 Enrich Iowa Agreement

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MARCH 18, 2021**

Be it resolved that the Board of Trustees, Ames Public Library, authorizes the Director to execute the Enrich Iowa Agreement, including Direct State Aid, Open Access and Interlibrary Loan Reimbursement, for July 1, 2021 through June 30, 2022.

Roger Kluesner, President

Sandra Marcu, Secretary

Move to enter into closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, Code of Iowa, for the discussion of strategy in matters relating to employment.

Director's Salary

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MARCH 18, 2021**

Be it resolved that the Board of Trustees, Ames Public Library, sets the Director's salary effective July 1, 2021 at \$_____.

Roger Kluesner, President

Sandra Marcu, Secretary