

Ames Public Library Board of Trustees
Agenda – June 19, 2025
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) Resolution approving donations
- 2) Motion approving minutes of the regular meeting May 15, 2025
- 3) Motion approving payment of claims 5/1/25 – 5/31/25

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

- 4) Assistant City Manager – Goldbeck
- 5) Administration – Schofer
- 6) APLFF – Gibson/Myers
- 7) Committee Appointments (Amended) - Gibson

Policy Review

- 8) Petition (Action)
- 9) Expression of Concern (Discussion)

New Business

- 10) Enrich Iowa Agreement (Action)
- 11) Advocacy (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, July 17, 2025
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
JUNE 19, 2025**

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

- | | |
|--------------------------|----------|
| 1) Fern Kupfer | \$300.00 |
| 2) Ames Garden Club..... | \$44.92 |

Deb Gibson, President

Richard Johnson, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
May 15, 2025**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, May 15, 2025, in the Dale H. Ross Board Room with Arora, Gibson, Gordillo, Johnson, Myers, and Reger in attendance. Reynolds and Thorbs-Weber were excused. One seat is open. Assistant City Manager Goldbeck and Director Schofer were also in attendance.

Call to Order: President Gibson called the meeting to order at 7:05 p.m.

Consent Agenda:

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

1. Motion approving minutes of the regular meeting April 17, 2025
2. Motion approving payment of claims 4/1/25 – 4/30/25

Vote on Motion: 5-0 (Gibson abstained; Reynolds and Thorbs-Weber excused; one seat open). Approved unanimously.

Public Forum: None

Activity Reports:

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

- Ames is celebrating 515 Days. Right now, if you spend \$15 at Literary Grounds you receive a \$5 coupon for your next visit.
- The Iowa Legislative Session ended this morning. The legislative bills that would impact the library did not pass. Property tax legislation also didn't pass. The DEI bill did pass and will be awaiting the governor's signature. It will go into effect July 1, 2025. The City Attorney and City Administration will review to assess impacts.
- The State Library is watching for impacts of IMLS funding threats. Advocacy groups are encouraging people to contact their federal congressional representatives/senators to encourage them to continue to fund the Institute of Museum and Library Services (IMLS) and Library of Congress (LOC).
- The State Library will be dropping some state funded databases, including Brain Fuse, an online tutoring program, and will be dropping our courier services to once a week.
- We did receive the Enrich Iowa agreement today which will be on our agenda next month for action. This allows the Library to receive funding through Open Access (agree to let all Iowans get card use print collection), interlibrary loan participation, and Direct State Aide (support non-operational).
- President Trump fired Librarian of Congress Carla Hayden. She was the first woman, and first African American to serve and a former public librarian.
- Our Iowa Center for the Book and related National Book Festival supported by LOC could be affected. The Great Reads from Great Places Book announcement was due to be released today and we would have piggybacked with our announcement of Iowa's picks. Our youth pick is "Hard Hat Hank and the Sky High Solution" by

Charlotte Gunnufson, a Cedar Rapids author. Our adult pick is “América del Norte” by Nicolás Medina Mora.

- We are waiting on some parts for our boilers and valves, but we did get some spring fan footings for our air handling unit. We had hoped that might make the unit quieter, but we got another letter from our neighbors across the parking lot. Schofer has corresponded with them a few times, noting the strides we have taken to repair and run the unit efficiently therefore less frequently. and noting that adding something to the roof is a more involved process that would more realistically be years out when the unit is replaced. They are not appeased. Schofer talked to inspections today and will likely have police come down to do a reading and proceed from there.
- Staff are gearing up for summer, doing outreach to schools, and having three 3rd grade classes come in today for tours.
- APLFF did get some summer meals sponsorship from Chevron REG and are hoping to receive some funding from Mary Greeley Hospital again as well.
- Adult services had a great collage day program last weekend.
- The Library is receiving an Ames Community Art Council Award this Sunday at a ceremony at Reiman Gardens for Art in the Workplace.
- The Person In Charge (PIC's) Team is working on tightening up our boundaries a bit more around large carts and excessive amounts of personal belongings not coming in the library or being left unattended outside. We are also being more direct that camping/sleeping overnight is not an appropriate use for our space. We feel these are both generally within our current behavior policy.

APLFF: Gibson/Myers gave a report to the Board.

- The current APLFF President will be retiring.
- The next book sale is June 30 – July 3.
- The APLFF needs additional members; please encourage people that may be interested in reaching out as they have had a hard time recruiting members.

Committee Assignments: President Gibson appointed the following trustees to the following standing committees and new ad hoc Advocacy committee:

- APLFF: Deb Gibson, Monica Gordillo
- Art: Rick Reger, Brenda Thorbs-Weber
- Budget & Finance: Monica Gordillo, Richard Johnson, Kate Reynolds
- Director Evaluation: Zoya Arora, Deb Gibson, Carolyn Myers
- Nominating: Kate Reynolds, Brenda Thorbs-Weber
- Ad Hoc Advocacy: Zoya Arora, Deb Gibson, Richard Johnson, Carolyn Myers

Board Education: Schofer led a discussion reviewing the Iowa Urban Public Library Association statistics for FY24. The Ames Public Library ranks first in areas such as total donations received, total circulation of children's materials, and total in-person children's programs off-site (Project Smyles). We have the second highest total program numbers in the state and the second highest circulation per capita in the state. We are also the third highest overall circulation in the state of Iowa.

Policy Review:

Investments (COA Policy Adopted by Reference): This policy was brought to the Board last month for discussion and reviewed by staff. There are no recommended changes at this time.

Moved by Myers, seconded by Reger, to approve the review of the Investments Policy as presented.

Vote on Motion: 5-0 (Gibson abstained; Reynolds and Thorbs-Weber excused; one seat open). Approved unanimously. Resolution No. 2025-L017 adopted.

Petition Policy: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action.

Trustee Comments:

- Myers – I appreciate the Board, Johnson for taking minutes, and Schofer for being amazing.
- Reger – welcome Arora
- Arora – is excited for assignments, excited for evaluations.
- Gordillo – excited for all the Library is doing and the committees, and to start working.
- Johnson – great meeting, thanks everyone.

Adjournment:

Moved by Johnson, seconded by Gordillo, to adjourn at 8:35 p.m.

Vote on Motion: 5-0 (Gibson abstained; Reynolds and Thorbs-Weber excused; one seat open). Approved unanimously.

The next regular meeting will be on Thursday, June 19, 2025, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

Library Claims
May 1 - May 31, 2025

Administration FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	44,751.26
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	125.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	454.84
PAYROLL SUMMARY	IPERS DISABILITY	\$	205.86
PAYROLL SUMMARY	LIFE INSURANCE	\$	59.40
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,219.42
PAYROLL SUMMARY	MEDICARE FICA	\$	641.98
PAYROLL SUMMARY	FICA	\$	2,745.04
PAYROLL SUMMARY	IPERS	\$	4,224.52
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	153.54
MAR 2025 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	344.93
MAR 2025 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,265.00
POSTAGE DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$	2.87
BANK OF AMERICA	CONFERENCES	\$	807.14
BANK OF AMERICA	RECRUITING COSTS	\$	295.00
ONESOURCE	RECRUITING COSTS	\$	149.00
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(1.25)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	5,626.37
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(89.15)
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	349.55
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,196.63
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	452.53
ASPEN WASTE SYSTEM OF IOWA	WASTE DISPOSAL	\$	242.44
ALLIANT ENERGY/IPL	NATURAL GAS	\$	175.57
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
OTIS ELEVATOR COMPANY	MAINTENANCE CONTRACTS	\$	250.00
WOODMAN CONTROLS COMPANY	STRUCTURAL REPAIRS	\$	18,000.00
BASEPOINT BUILDING AUTOMA	STRUCTURAL REPAIRS	\$	366.00
WOODMAN CONTROLS COMPANY	EQUIPMENT REPAIRS	\$	730.08
VEND 40012 PO 63460	TECHNOLOGY MAINT/SUPPORT	\$	(3,977.00)
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	726.60
CTI	TECHNOLOGY MAINT/SUPPORT	\$	656.55
BIBLIOTHECA LLC	TECHNOLOGY MAINT/SUPPORT	\$	16,362.15
OXEN TECHNOLOGY	TECHNOLOGY MAINT/SUPPORT	\$	959.99
SPLASHTOP INC	TECHNOLOGY MAINT/SUPPORT	\$	2,385.00
PREMIER OFFICE EQUIPMENT	LEASES	\$	794.32
XEROX GOVERNMENT SYSTEMS	LEASES	\$	516.00
PREFERRED PEST MANAGEMENT	NON-CITY SERVICE	\$	175.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	7,165.01
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$	86.40
CH ISSUES	OFFICE SUPPLIES	\$	326.97
BANK OF AMERICA	OFFICE SUPPLIES	\$	675.62

Library Claims
May 1 - May 31, 2025

STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	2,180.93
ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	41.99
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	527.53
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	568.04
BANK OF AMERICA	CLEANING SUPPLIES	\$	1,557.35
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	213.53
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	758.00
BANK OF AMERICA	FOOD	\$	5.77
EMPLOYEE SVC AWARD/GIFT/	SPECIAL PROJECT SUPPLIES	\$	65.00
Total Administration		\$	127,522.32

Resource Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	30,908.04
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	100.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	142.18
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,560.28
PAYROLL SUMMARY	MEDICARE FICA	\$	420.64
PAYROLL SUMMARY	FICA	\$	1,798.57
PAYROLL SUMMARY	IPERS	\$	2,917.72
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	37.08
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	325.41
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	9.49
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	601.47
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	31.84
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	1,027.20
AMAZON CAPITAL SERVICES I	EQUIPMENT PARTS/SUPPLIES	\$	71.20
EMPLOYEE SVC AWARD/GIFT/	SPECIAL PROJECT SUPPLIES	\$	25.00
OVERDRIVE	ELECTRONIC COLLECTION	\$	7,657.09
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,061.00
USA TODAY	PERIODICALS	\$	98.10
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	1,605.76
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	2,864.12
CAVENDISH SQUARE	YOUTH COLLECTION	\$	186.03
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	303.76
BAKER & TAYLOR INC	AUDIO-VISUAL COLLECTION	\$	693.34
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	2,437.30
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	52.50
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	4,150.29
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	5,955.23
GALE GROUP	ADULT PRINT COLLECTION	\$	1,559.74
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	895.95
SHARMA, MANISHA	REFUNDS	\$	14.99
Total Resource Services		\$	74,842.80

Library Claims
May 1 - May 31, 2025

Youth Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	38,738.20
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	125.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	313.12
PAYROLL SUMMARY	IPERS DISABILITY	\$	124.41
PAYROLL SUMMARY	LIFE INSURANCE	\$	64.37
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,328.36
PAYROLL SUMMARY	MEDICARE FICA	\$	546.23
PAYROLL SUMMARY	FICA	\$	2,335.52
PAYROLL SUMMARY	IPERS	\$	3,656.89
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	46.49
BANK OF AMERICA	FOOD	\$	37.12
EMPLOYEE SVC AWARD/GIFT/	SPECIAL PROJECT SUPPLIES	\$	160.00
Total Youth Services		\$	52,475.71
Adult Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	50,026.94
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	50.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	371.40
PAYROLL SUMMARY	IPERS DISABILITY	\$	206.20
PAYROLL SUMMARY	LIFE INSURANCE	\$	84.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,869.44
PAYROLL SUMMARY	MEDICARE FICA	\$	717.08
PAYROLL SUMMARY	FICA	\$	3,066.11
PAYROLL SUMMARY	IPERS	\$	4,722.56
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	60.06
GIS PLOTTER	INTERDEPARTMENTAL SVCS	\$	44.07
POSTAGE DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$	1.38
Total Adult Services		\$	67,219.40
Customer Account Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	52,255.40
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	15,477.29
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	200.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	315.60
PAYROLL SUMMARY	IPERS DISABILITY	\$	230.09
PAYROLL SUMMARY	LIFE INSURANCE	\$	89.13
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,150.00
PAYROLL SUMMARY	MEDICARE FICA	\$	944.99
PAYROLL SUMMARY	FICA	\$	4,040.43
PAYROLL SUMMARY	IPERS	\$	6,393.98
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	81.30
AUOTMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$	61.25
POSTAGE DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$	966.87

Library Claims
May 1 - May 31, 2025

UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	49.25
EMPLOYEE SVC AWARD/GIFT/	SPECIAL PROJECT SUPPLIES	\$	95.00
Total Customer Account Services		\$	88,350.58
Total FY25:		\$	410,410.81
Deb Gibson, President	Richard Johnson, Secretary	Date	

Ames Public Library Board of Trustees

Committee Assignments 2025/2026

Standing Committees

APLFF:	Deb Gibson , Monica Gordillo, Carolyn Myers
Art:	Rick Reger, Brenda Thorbs-Weber
Budget & Finance:	Monica Gordillo, Richard Johnson, Kate Reynolds
Director Evaluation:	Zoya Arora, Deb Gibson, Carolyn Myers
Executive:	Deb Gibson (P), Carolyn Myers (VP), Richard Johnson (S)
Nominating:	Kate Reynolds, Brenda Thorbs-Weber
Ad Hoc Advocacy:	Zoya Arora, Deb Gibson, Richard Johnson, Carolyn Myers



Petition Policy

Section: Library Operations

Approved: 9/16/2010
Reviewed: 2/19/2015, 10/23/2017, 06/19/2025
Revised: 12/17/2020, 11/17/2022

Ames Public Library does not allow active or passive solicitation of petition signatures on library premises, except in a scheduled meeting or program held in a library meeting room. The term “premises” includes inside and outside areas of library property and the bookmobile.

References

Ames Public Library [Meeting Rooms and Study Rooms Policy](#)
Ames Public Library [Display and Exhibit Spaces Policy](#)
Ames Public Library [Social Media Policy](#)
Ames Public Library [Conduct in the Library Policy](#)

Petition Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
June 19, 2025**

Be it resolved that the Board of Trustees, Ames Public Library, approves the review of the Petition Policy as presented.

Deb Gibson, President

Richard Johnson, Secretary



Expressions of Concern Policy

Section: Administration

Approved: 3/19/2009
Reviewed: 8/18/2011, 3/19/2015
Revised: 10/23/2017, 1/21/2021, 12/15/2022

Ames Public Library strives to further the Library's mission, "Ames Public Library: We connect you to the world of ideas." The Library's role is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions. While customers are free to reject for themselves what they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others.

The Ames Public Library Director and the Board of Trustees are aware that customers may take issue with the inclusion of specific items, programs, or practices, and they welcome the expression of concern by customers. Customer concerns will be dealt with promptly and courteously as detailed in the following process.

Expressions of Concern

- Ames Public Library staff will listen to the concern and provide contact information for the appropriate Library staff member.
- The Library staff member will discuss the concern with the individual or group. After discussion with the Library staff member, a customer who requests further action will complete a "Statement of Concern about Library Resources" form, which will be submitted to the Director.
- The Director will contact the customer and may schedule an appointment to discuss the completed "Statement of Concern about Library Resources" form.
- After discussion with the Director, an individual or group seeking further action will have its "Statement of Concern about Library Resources" form considered by the Board of Trustees at a regular meeting. Please note: the Board Meeting will be conducted in open session, as required by Iowa law, and the Statement of Concern Form will be made public.
- At the meeting, the individual or group may present their comments following the procedures outlined in the Ames Public Library "Public Participation" policy. The Director may present a response.
- The Board of Trustees will make a final ruling on the concern and may respond to the individual or group.

References

This policy has been developed in concert with the American Library Association's [Library Bill of Rights](#) and its [interpretations](#), as well as [The Freedom to Read Statement](#), [Freedom to View Statement](#), and ALA resources on [Intellectual Freedom](#) and [Challenged Resources](#).

Ames Public Library [Collections Policy](#)
Ames Public Library [Programs Policy](#)
Ames Public Library [Display and Exhibits Policy](#)
Ames Public Library [Public Participation Policy](#) [add link for form](#)

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 \$57,475.82 in revenue from the State—\$16,705.68 in Direct State Aid, \$36,822.22 from Open Access, and \$3,947.92 from Interlibrary Loan (ILL). APL received \$59,002.41 in FY24 and \$63,761.02 in FY23 from these funds.

The FY26 Enrich Iowa Agreement (for July 1, 2025 through June 30, 2026) 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 June 20, 2025. 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 FY26 Enrich Iowa Agreement.

FY26 Terms of Agreement

Reference the FY26 Terms of Agreement for each of the Enrich Iowa programs below.

Open Access

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, 2025 - June 30, 2026**, 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:

1. Any city that funds the public library including the city where the library is located, and any contracting cities.
2. 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.
3. 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:

4. Lives in a community that provides a public library
5. Lives in an unincorporated area that provides, or contracts for, library services
6. Lives in a community that contracts for library services
7. Attends an Iowa public or private university, college, or community college

Transactions:

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

8. Physical items in all formats except for equipment.
9. 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.
10. Playaways or similar devices.
11. Renewals of eligible items as listed on lines A to C above.

Ineligible:

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

3. General Provisions

1. 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 **June 20, 2025**.

2. To participate in Open Access for FY25, a public library must have been established on or before July 1, 2023 in accord with the Code of Iowa, 392.1.
3. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access funding.
4. 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.
5. 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.
6. 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.
7. Participants have the option to offer services other than Eligible Transactions to Eligible Patrons.

4. The Participant shall:

1. Provide a signed ordinance or other legal documentation to the State Library, dated on or before July 1, 2023, establishing it as a public library.
2. Verify their FY25 Tier Status by **June 30, 2025** (Public libraries only).
3. Check out eligible library materials to Eligible Patrons.
4. Accept returned items borrowed from any other library in Iowa.
 - i. Return items to any owning library in Iowa and indicate the return date.
 - ii. 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 IAShared.
 - iii. Academic libraries should use USPS when returning items to any other library.
 - iv. Log an accurate record and keep receipts of actual postage spent to return items. When using USPS, 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.
 - v. If an item is overdue, the library that owns the item may collect any fines according to local policy.
 - vi. Interlibrary Loan items are not eligible for postage reimbursement.
 - vii. Items returned through the IAShared service are not eligible for postage reimbursement.

5. The State Library of Iowa shall:

1. Administer the Open Access program on behalf of participating Iowa libraries and distribute reimbursement contingent upon receipt of funds.

2. 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.
3. Inform libraries about the availability of Open Access Reimbursement funds and answer questions on the details of Open Access. Changes to the program shall be communicated in a timely manner to all participants and other interested parties.
4. Reimburse participants annually for each item loaned to eligible patrons.
Reimbursement is based on transactions from the previous year. FY26 reimbursement is based on the funds available and the total number of transactions in FY25.
5. Monitor compliance with the Open Access 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.
6. Notify participants of their FY26 Tier Status by **June 30, 2024**. (Public Libraries only)

Interlibrary Loan Reimbursement

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, 2025 - June 30, 2026**, it is mutually understood and agreed:

1. Purpose

Interlibrary Loan Reimbursement is a program funded by the Iowa Legislature and administered by the State Library of Iowa. The Interlibrary Loan Reimbursement Program subsidizes participating libraries for each interlibrary loan made to an eligible Iowa library.

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.

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:

1. 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 **June 20, 2025**.
2. Participant agrees to loan as well as borrow.
3. 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.
4. 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.
5. 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).
6. Providing interlibrary loan services to nonresidents (i.e., Open Access customers) is a local library decision.
7. Participant as borrower may charge a fee to their own library customers to borrow ILL items. The fee amount charged is a local library decision.
8. 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
9. 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:

1. Verify citation and identify libraries that own the requested material. Check and adhere to the policies of the lending library.
2. Send the request using SILO ILL system, OCLC Resource Sharing, other electronic networks, mail, e-mail, or fax.
3. 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:

1. Honor ILL requests from all participating Iowa libraries.
2. Do not charge Iowa borrowing libraries for interlibrary loan.
3. Follow its own policy regarding charges to the borrowing library for faxes and for materials lost or damaged during the interlibrary loan process.
4. 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, 2026. *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. The State Library of Iowa shall:

1. Administer the Interlibrary Loan Reimbursement program on behalf of participating Iowa libraries and distribute reimbursement contingent upon receipt of funds.
2. Post a copy of the Interlibrary Loan Reimbursement Report form and the Transaction Log on the State Library's website.
3. Inform libraries about the availability of Interlibrary Loan Reimbursement funds and answer questions on the details of Interlibrary Loan Reimbursement. Changes to the program shall be communicated in a timely manner to all participants and other interested parties.
4. Reimburse participants annually for each item loaned to eligible libraries.
Reimbursement is based on transactions from the previous year. FY26
Reimbursement is based on the funds available and the total number of transactions in FY25.

5. 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.

Direct State Aid

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, 2025 - June 30, 2026**, it is mutually understood and agreed:

1. Purpose

Direct State Aid is a program funded by the Iowa Legislature and administered by the State Library of Iowa. The Direct State Aid Program pays participating libraries based on their Tier Level established by the State Library's Standards and Accreditation Program.

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

1. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
2. Tier 0 public libraries may participate in Interlibrary Loan Reimbursement without participating in the Direct State Aid program.
3. 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 **June 20, 2025**.

3. The Participant shall:

1. Have an Internet Use Policy in place.
2. Verify their FY26 Tier Status by **June 30, 2025**.
3. 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.
4. Submit the FY24 Iowa Public Library General Information Survey (Annual Survey) to the State Library by **December 1, 2024**.
5. Submit the FY25 Direct State Aid Report by **July 31, 2025**. The report will include a listing of the Direct State Aid payments received and expenditures made.
6. Expend FY26 Direct State Aid funds by **June 30, 2026**.

4. The State Library of Iowa shall:

1. Administer the Direct State Aid program on behalf of participating Iowa public libraries and distribute reimbursement contingent upon receipt of funds.
2. Post the Direct State Aid report form on the State Library's website.
3. Inform public libraries about the 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.
4. Reimburse participants annually based on the formula established by the Iowa Commission of Libraries. Please refer to the **Enrich Iowa FAQ** for a complete explanation.
5. Monitor compliance with the Direct State Aid 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.
6. Notify participants of their FY26 Tier Status by **June 30, 2025**.

**Enrich Iowa Agreement -
Public Library**
FY26 (July 1, 2025 - June 30, 2026)



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. Enrich Iowa funding is appropriated annually by the Iowa Legislature. The state budget for the upcoming fiscal year has been passed by the legislature and will become effective upon the Governor's signature.

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 **June 20, 2025**.
- 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, 2022, 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 FY26 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.
- ☐ ***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 * City *

Title: *

Print name: *

Signature: *Signature Here*

Date: **05/19/2025**

Signed: Brenda Hall, Interim State Librarian
State Library of Iowa

Date: **May 9, 2025**

FY26 Enrich Iowa Agreement

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JUNE 19, 2025**

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, 2025 through June 30, 2026.

Deb Gibson, President

Richard Johnson, Secretary