



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library – Group Study B
6 pm
Wednesday, December 7, 2022

With Iowa cases of novel coronavirus, COVID-19, Library staff has been evaluating ways to meet State code requirements for hosting a public meeting while practicing social distancing measures recommended to curb the outbreak of COVID-19.0

*Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting is being offered. Participants wishing to speak on a topic should message the meeting moderator. All participants are asked to mute their individual computers at times when they are not speaking to minimize background noise.

To connect to the virtual meeting please use the following link

<https://us02web.zoom.us/j/81577695853?pwd=NVRMd3FxbVgveUpNMnh4MnNWL1pHdz09>

To phone into the meeting please call the following number: 1 312 626 6799 US (Chicago)

Meeting ID: 815 7769 5853 Password: 829202

Roll Call

Call to order

- 1) Guests Present
 - 2) Perfecting and Approving the Agenda
 - 3) Approval of Consent Agenda
 - a) Approval of Minutes from past meeting – November 2022
 - b) Financial Report
 - c) Approval of Warrant List/Authorize expenditures
 - d) Staff Report -- November
 - e) Director Report -- November
 - f) Statistics
 - 4) Public Comments
 - 5) Foundation Update
 - 6) Friends of the Library Update
 - 7) City Council Liaison Report
 - 8) Old Business
 - a) Discussion open Board position
 - 9) New Business
 - a) Budget
 - b) Discussion/Decision Youth Services Job Description
 - c) Review Interlibrary Loan Policy
 - 10) Board President Items
 - 11) Adjournment
- Next meeting – January 4, 2023

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Library Board of Trustees during the meeting, should contact the Library Director, (515) 967-4790 or jills@bondurant.lib.ia.us, no fewer than two business days prior to the meeting to enable the Bondurant Community Library to make reasonable arrangements to assure accessibility or language assistance for the meeting.

Meeting Minutes
Bondurant Community Library | Library Board of Trustees
Wednesday, November 2, 2022

1. **Roll Call:** *Members Present:* Josh Bryant, Julie Bergeson, Jen Keeler, Mike Kramar, Sue Ugulini and Craig Campbell. Library Director Sanders and assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 6:00 PM by Vice President Bryant.
3. **Guests present:** Angela McKenzie, City Council Liaison; Marketa Oliver, City Administrator.
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Campbell. Motion carried.
5. **Approval of Consent Agenda:**
 - a. Approval of minutes from past meeting – October 2022
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report -
 - e. Director's Report – October 2022
 - f. Statistics Review – October 2022

Motion to approve the consent agenda with corrections by Keeler, seconded by Ugulini. Motion carried.

6. **Public Comments:** None.
7. **Foundation Update:** Coffee cake sale in conjunction with book sale raised \$280. Planning for mini-golf in February.
8. **Friends of BPL Update:** Participated in Business Trick-or-Treat in October with over 500 people at this community event. Fall Book Sale raised \$379.50.
9. **City Council Liaison Report:** Both the City Council liaison and City Administrator updated the Board on city projects, grants and upcoming events.
10. **Old Business:** None.
10. **New Business:**
 - a. **Resignation of Board member Pat Kaura.** President Kaura has submitted her resignation after moving from the community. Motion to accept the resignation by Bergeson, seconded by Ugulini. Motion carried. Board to recognize President Kaura's service at a later date.

b. Discuss open Board position. Discussion held on potential candidates to fill the open Board position. Board to email Director Sanders with potential candidates to interview.

c. Iowa Code Confidentiality/Iowa Open Meeting Law. Board reviewed the Confidentiality/Open Meeting Law as outlined in Iowa Code. No questions.

d. Annual Report. Board reviewed statistics for annual report. Most categories up significantly following pandemic and

11. President Items: Completed Director performance evaluations due to Vice-President Bryant by 11/23/22.

12. Adjournment: Motion to adjourn by Bergeson, seconded by Kramar. Motion carried. Meeting adjourned at 6:29 PM.

Next Meeting: Wednesday, December 7, 2022



Budget Report

Account Summary

For Fiscal: 2022-2023 Period Ending: 11/30/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
Department: 410 - LIBRARY						
001-410-1-4500	FINES & FEES	3,700.00	3,700.00	358.09	2,065.30	-1,634.70 44.18 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	36,000.00	36,000.00	0.00	21,978.00	-14,022.00 38.95 %
001-410-6010	SALARIES	179,361.73	179,361.73	22,939.10	126,817.85	52,543.88 29.29 %
001-410-6020	SALARIES-PART-TIME	103,108.36	103,108.36	4,347.69	26,019.87	77,088.49 74.76 %
001-410-6210	ASSOCIATION DUES	1,500.00	1,500.00	0.00	0.00	1,500.00 100.00 %
001-410-6230	TRAINING	600.00	600.00	0.00	150.00	450.00 75.00 %
001-410-6240	MEETINGS & CONFERENCES	3,500.00	3,500.00	0.00	3,314.04	185.96 5.31 %
001-410-6310	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	100.27	1,314.77	13,685.23 91.23 %
001-410-6340	OFFICE EQUIPMENT REPAIR	200.00	200.00	0.00	0.00	200.00 100.00 %
001-410-6350	OPERATIONAL EQUIPMENT REPAIR	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
001-410-6371	ELECTRIC / GAS	24,000.00	24,000.00	1,598.00	7,990.00	16,010.00 66.71 %
001-410-6373	TELECOMMUNICATION EXPENSE	37,000.00	37,000.00	340.00	15,277.73	21,722.27 58.71 %
001-410-6411	LEGAL EXPENSE	1,500.00	1,500.00	0.00	157.50	1,342.50 89.50 %
001-410-6419	COMPUTER SUPPORT	8,000.00	8,000.00	0.00	89.50	7,910.50 98.88 %
001-410-6499	CONTRACT SERVICES	32,500.00	32,500.00	0.00	10,084.69	22,415.31 68.97 %
001-410-6502	PRINTED MATERIALS	40,000.00	40,000.00	0.00	18,276.78	21,723.22 54.31 %
001-410-6503	DIGITAL MATERIALS	20,000.00	20,000.00	0.00	10,763.41	9,236.59 46.18 %
001-410-6504	MINOR EQUIPMENT	2,000.00	2,000.00	0.00	1,495.88	504.12 25.21 %
001-410-6506	OFFICE SUPPLIES	6,000.00	6,000.00	0.00	1,891.66	4,108.34 68.47 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	344.37	655.63 65.56 %
001-410-6508	POSTAGE-SHIPING	1,000.00	1,000.00	0.00	644.41	355.59 35.56 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	0.00	246.42	753.58 75.36 %
001-410-6599	LIBRARY PROGRAMS	8,000.00	8,000.00	0.00	3,409.56	4,590.44 57.38 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	7,268.22	1,731.78 19.24 %
Department: 410 - LIBRARY Surplus (Deficit):		-455,570.09	-455,570.09	-28,966.97	-211,513.36	244,056.73 53.57%
Fund: 001 - GENERAL FUND Surplus (Deficit):		-455,570.09	-455,570.09	-28,966.97	-211,513.36	244,056.73 53.57%

Budget Report

For Fiscal: 2022-2023 Period Ending: 11/30/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 167 - LIBRARY GRANT						
Department: 410 - LIBRARY						
167-410-2-4440	LIBRARY STATE AID	4,500.00	4,500.00	0.10	0.50	-4,499.50 99.99 %
167-410-2-4705	T/A-LIBRARY DONATIONS	1,500.00	1,500.00	652.88	17,888.58	16,388.58 1,192.57 %
167-410-4-4300	INTEREST - LIBRARY T&A	0.00	0.00	0.00	44.48	44.48 0.00 %
167-410-6506	TRUST & AGENCY LIBRARY EXPENSE	0.00	0.00	0.00	5,594.79	-5,594.79 0.00 %
Department: 410 - LIBRARY Surplus (Deficit):		6,000.00	6,000.00	652.98	12,338.77	6,338.77 -105.65%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):		6,000.00	6,000.00	652.98	12,338.77	6,338.77 -105.65%

Budget Report

For Fiscal: 2022-2023 Period Ending: 11/30/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 351 - LIBRARY CAPITAL						
Department: 410 - LIBRARY						
351-410-6799						
OTHER CAPITAL OUTLAY	0.00	0.00	0.00	8,039.70	-8,039.70	0.00 %
Department: 410 - LIBRARY Total:	0.00	0.00	0.00	8,039.70	-8,039.70	0.00%
Fund: 351 - LIBRARY CAPITAL Total:	0.00	0.00	0.00	8,039.70	-8,039.70	0.00%
Report Surplus (Deficit):	-469,570.09	-469,570.09	-28,414.59	-251,371.77	218,198.32	46.47%

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
410 - LIBRARY	-455,570.09	-455,570.09	-28,966.97	-211,513.36	244,056.73	53.57%
Fund: 001 - GENERAL FUND Surplus (Deficit):	-455,570.09	-455,570.09	-28,966.97	-211,513.36	244,056.73	53.57%

Budget Report

For Fiscal: 2022-2023 Period Ending: 11/30/2022

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 167 - LIBRARY GRANT						
410 - LIBRARY	6,000.00	6,000.00	652.98	12,338.77	6,338.77	-105.65%
Fund: 167 - LIBRARY GRANT Surplus (Deficit):	6,000.00	6,000.00	652.98	12,338.77	6,338.77	-105.65%

Bondurant Community Library
Library Board of Trustees
December 7, 2022
Warrant List

Company	Description	Budget Code	Invoice	Amount
Amazon	Books	001-410-6502	Statement	\$401.88
	Hooks for art wall	001-410-6504	Statement	\$553.00
	Library programs	001-410-6599	Statement	\$88.13
	Paper Towels, hand soap	001-410-6507	Statement	\$98.97
	Donation suggestion, Trust and Agency	167-410-6506	Statement	\$107.89
Baker & Taylor	Books	001-410-6502	2037059166	\$141.07
		001-410-6502	2037076321	\$1,285.12
		001-410-6502	2037097718	\$245.71
		001-410-6502	2037111915	\$101.62
Bondurant Area Chamber of Commerce	Chamber membership	001-410-6210	1691	\$100.00
Convergint	Assist to apply license renewal	001-410-6499	IN00034072	\$290.50
Conference Technologies Inc.	AV system support	001-410-6499	Statement	\$1,471.00
Envisionware	CloudNine Reservation Service	001-410-6725	INV-US-62356	\$1,495.00
Findaway	Wonder books	001-410-6502	408725	\$101.93
	Wonder books	001-410-6502	409333	\$66.79
Hoopla	Digital Materials	001-410-6503	502902159	\$468.04
Image 360	Plaque	001-410-6580	I-99131	\$100.00
Kadeth	Tech support	001-410-6499	6222	\$172.50
Kadeth	Tech support	001-410-6499	6240	\$507.50
Kadeth	Tech support	001-410-6499	6258	\$1,072.50
Konica Minolta	Phone service	001-410-6373	202211938	\$339.25
Konica Minolta	Copier	001-410-6499	5022572714	\$300.89
Larry's Window Service	Window cleaning	001-410-6310	305827	\$565.00
Media Com	Phone service	001-410-6373	statement	\$111.45
Menards	New garbage disposal, faucet repair	001-410-6310	71432	\$100.27
MicroMarketing	audio books and large print	001-410-6502	903680, 903744, 902130, 901994	\$109.75
MidAmerican	Utilities	001-410-6371	531311588	\$1,598.00
OverDrive	E-book, Audiobook	001-410-6503	06497DA22347493	\$114.02
Petty Cash	Postage	001-410-6508	Receipts	\$56.88

Bondurant Community Library
Library Board of Trustees
December 7, 2022
Warrant List

Stratus	Cleaning service	001-410-6499	5683175	\$851.56
Unique	Collection service	001-410-6499	6106510	\$163.10
US Cellular	Hot spot data	001-410-6373	545311655	\$478.39
Verizon	Hot spot data	001-410-6373	9919776660	\$2,492.61
Visa	Covid-Zoom	170-130-6507	Statement	\$16.04
	Pizza for program; Adventure Pass memberships	001-410-6599	statement	\$773.53
	Amazon Prime membership	001-410-6210	statement	\$139.00
Walmart	programming supplies	001-410-6599	statement	\$78.93

Total Operating Expenses	\$17,033.89
COVID EXPENSES	\$16.04
Trust and Agency Expenses	\$107.89
Total	\$17,157.82

Bondurant Community Library Board President	Date
SIGNATURE	

Bondurant Community Library Board Secretary	Date
SIGNATURE	



STAFF REPORT NOVEMBER 2022

Michell:

- Performer's Showcase, virtually
- Webinar, "Becoming a Dementia Friendly Community"
- Webinar, "Delivering Happiness Inside & Out: LibCabinet and Holds Locker" with Envisionware
- Webinar, "Big Ideas Book Discussion: Stage (Not Age): How to Understand and Serve People over 60"

Megan S.:

- Performer's Showcase, in person
- Kids Lib, in person
- Webinar, "YS Check it Out"
- Webinar, "Suicide Prevention for Veterans, Service Members, Families and Communities"
- Webinar, "Social Work Approaches to Library Services"
- Webinar, "College & Career Readiness"
- Webinar, "Celebrating Indigenous Voices"
- Library Con
- Webinar, "Key Initiatives to Address Evolving Library Needs"

Megan M.:

- Performer's Showcase, in person
- Kids Lib, in person
- Pop YS
- Webinar, "YS Check it Out"

Events in November:

- 17 Story Times at the Library
- 3 Sessions of Baby Story & Play
- 7 Sessions of Geri-Fit
- Stitch and Chat
- Adult Craft Night
- Book discussion for Adults
- Third Thursday at Hoover's

- Coloring Night at Reclaimed Rails
- Books on Tap book discussion at Reclaimed Rails
- Welcome to Medicare with SHIP
- Family Story Time
- After-School STEAM
- After-School Craft
- After-School BINGO
- After School Movie
- Book Club Grades 3-5
- Book Club Grades 6-8
- Family BINGO
- Teen Advisory Group
- LIBRARY CLOSED VETERANS DAY
- LIBRARY CLOSED THANKSGIVING AND FRIDAY AFTER THANKSGIVING



Librarian items December 2022

- Director Sanders attended City Council on Nov 7. The second meeting I was on vacation.
- Annual cleaning of windows was done in November by Larry's Window Service.
- Staff previewed a virtual tour software presented by Midwest Pano. This was a vendor that Michell and I spoke with at the Iowa Library's Association conference. The Library Foundation met in November and agreed to fund this project. Once the initial photos are taken it is an annual fee of about \$150. Staff hope to have this project complete by mid-December.
- Jill attended the annual City Department Head meeting. Projected staffing along with other projects the city is working on was included in the agenda for the day.

YOUTH SERVICES LIBRARIAN/CITY OF BONDURANT

Position: Youth Services Librarian

Reports to: Library Director

Department: Library

Date Created: November 1st, 2017

Salary Range:

Revision Dates: 2/2020, 12/2020

Entry Range: \$19.00 - \$24.26

FSLA Status: Non-exempt

Midpoint Range: \$24.27 - \$29.11

Max Range: \$29.12-\$32.35

Position Summary:

Under direct supervision of the Library Director, the Youth Services Librarian performs a variety of duties essential to the daily operation of the community library on a full-time basis. Duties involve planning and implementing programs to youth in the community, circulation, organization of materials, patron assistance, and supervision over volunteers and staff as assigned by the Library Director.

ADULT & YOUTH SERVICES JOB DUTIES:

- Plans and presents creative and successful youth programs.
- Provides outreach programs to target youth in the community.
- Plans and implements the Summer Reading Program with the Children's Librarian.
- Updates library webpage and social media on youth events, news, and resources.
- Assists Assistant Library Director with grant writing for youth services.
- Assists in maintaining the youth collection by reading reviews, selecting materials, gaining knowledge of trends, and monitoring the collection budget as assigned.
- Assists the Director and Assistant Director with weeding the youth collections.
- Works cooperatively, establishes and maintains communication with local schools and other community organizations.
- Provides back up of duties for the Children's Librarian.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Analytical, organizational, and communication skills.
- Knowledge of basic desktop computer applications.
- Ability to work well with adults, children, teens, parents, and care providers.
- Ability to work independently as well as effectively as a team player.
- Excellent people and communication skills.
- Ability to interact well with the public.

- Ability to work a flexible schedule, which includes some evenings and weekends.
- Ability to consistently meet department work schedule and deadlines as designated.
- Demonstrated oral and written communication skills.
- Ability to use standard office and library equipment and software.
- Ability to establish and maintain a proper working relationship with library staff and the public
- Physical ability to perform essential job functions.

ENTRY REQUIREMENTS:

Educational/Training/Experience:

- Minimum: College, apprenticeship, technical training or experience in library operations, education, public administration or closely related field.
- Preferred: Master’s Degree Library Science.

Licenses:

1. Required: Valid Iowa Driver’s license or ability to obtain one.
2. Required: State of Iowa Public Librarian’s Certification or ability/willingness to obtain certification.

WORK ENVIRONMENT:

Most work is performed inside the library building which is temperature controlled. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent Interruptions and exposure to dust and fumes.

Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include servicing book drop, monitoring or sweeping sidewalks and courtyard.

Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.

1. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.
2. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
3. The job description does not constitute an employment agreement between the employer and employee.
4. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

Employee Signature _____

Date _____ Department Head Signature _____

BONDURANT COMMUNITY LIBRARY



INTERLIBRARY LOAN POLICY

The Bondurant Community Library recognizes the importance of Interlibrary Loan (ILL) to provide materials of specialized interest to supplement the local collection.

In general, these items **shall not** be requested:

- Best sellers (while on list of less than 4 months old).
- Ephemeral materials (pamphlets).
- College texts or other direct curriculum support materials.

Borrowing from other libraries:

The Bondurant Community Library will make every effort to borrow material, mainly books, from other Iowa libraries or out-of-state libraries if not available in Iowa.

Patrons will pay the following expenses incurred in ILL:

Expenses may be, but not limited to:

1. Overdue costs—patron will be assessed these costs when charged by the lending library.
2. Replacement costs—items not returned shall be billed to patron as billed by the lending library. This may include processing costs as well as replacement cost of item.
3. Special handling costs—some libraries request their materials be returned in special ways and these costs will be passed on to the patron.
4. Any interlibrary loan which has been requested and not picked up will have full postage costs billed to the patron if applicable.
5. Any other charges—patrons will be asked to pay other charges such as damage to materials.

Patrons using ILL services must have a Bondurant Community Library card, be a resident of the City of Bondurant or rural Polk County, and be in good standing.

ILL's will not be requested for Open Access patrons. Open Access patrons must request ILL items from their local library. **Patron is requesting that Open Access patrons are allowed to InterLibrary Loan items.**

Number of items—patrons are limited to 3 active Interlibrary Loans at any one time. Patrons who fail to take possession of requested ILL items three times will not be allowed to make further requests for one calendar year.

Loaning to other libraries:

The Bondurant Community Library will loan materials abiding by the rules set forth by the regulators of the ILL program.

Revised by the Bondurant Community Library Board of Trustees

12/2002, 09/2007, 09/2009, 09/2012, 01/2015, 4/2018, 11/2020, 11/2021

INTERLIBRARY LOAN REIMBURSEMENT — TERMS OF AGREEMENT

FY23 (JULY 1, 2022 - JUNE 30, 2023)



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, 2022 - June 30, 2023**, 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, 2022**.
- 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, 2022. *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. FY23 Reimbursement is based on the funds available and the total number of transactions for FY22.
- 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.