

**Ames Public Library Board of Trustees**  
**Agenda – May 19, 2022**  
**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 April 21, 2022
- 3) Motion approving payment of claims 4/1/22 – 4/30/22

**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 - Schildroth
- 5) Administration – Schofer
- 6) APLFF – Kluesner/Myers

**Board Education**

- 7) “Librarians Are Not Okay” article discussion

**Policy Review**

- 8) History (Action)
- 9) Programs (Discussion)

**New Business**

- 10) Polaris Renewal (Action)
- 11) Standing Committee Appointments (Action)
- 12) APL-APLFF agreement (Action)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, June 16, 2022**  
**Ames Public Library: We Connect You to the World of Ideas**

**Website: [www.amespubliclibrary.org](http://www.amespubliclibrary.org) | E-mail: [libraryboard@amespubliclibrary.org](mailto: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  
MAY 19, 2022**

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

- 1) Ames Golden Kiwanis (youth department)..... \$1,000.00
- 2) Treats on a Leash (adult summer reading prize) ..... \$25.00
- 3) Skunk River Cycles (adult summer reading prize) ..... \$25.00

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Carolyn Myers, President

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Jon Christy, Secretary

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
April 21, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 21, 2022, in the Dale H. Ross Board Room with Johnson, Myers, Mitchell-Conway, Reynolds, Thorbs-Weber, and Torres III in attendance. Christy, Kluesner, and Marcu were excused. Director Schofer and visitor Abbott were also in attendance.

**Call to Order:** Vice President Myers called the meeting to order at 7:10 p.m.

**Oath of Office:** Mitchell-Conway and Torres III took the Oath of Office. Board members introduced themselves to one another.

**Consent Agenda:**

**Moved by Thorbs-Weber, seconded by Reynolds, to approve the consent agenda as follows:**

1. Motion approving minutes of the regular meeting March 17, 2022
2. Motion approving payment of claims 3/1/22 – 3/31/22

**Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused).  
Approved unanimously.**

**Public Forum:** None

**Activity Reports:**

Assistant City Manager: Schildroth was not able attend. She shared with Schofer that she plans on updating the Board on the aquatic center and Climate Action Plan at the next meeting, but does not have updates to share at this time.

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

- National Library Week was April 3-9, 2022. A massage chair pad and flameless candles were added to the break room along with some adult coloring books and snacks, all focusing on self-care for staff. Schofer is also exploring a work subscription to a wellness app like Headspace, Shine, or Calm.
- As part of National Library Week, the Ames Public Library Friends Foundation spring campaign was mailed.
- First Amendment Days were April 11-15. Two programs were held in partnership with Iowa State University Greenlee School of Journalism.
  - “Dare to Speak. Dare to Listen: Advice for Young Women” featuring the Honorable Judge Rosemarie Aquilina, who allowed over 100 survivors to speak about their experiences during the Larry Nassar trial, was held. She offered her advice to young women on the power of speaking their truth, and to the rest of us, the power of listening.

- “Your Rights, Your Libraries: The First Amendment and the Freedom to Read” featured a panel of representatives from Iowa State University, Ames Public Library, Ames Community School District, and the Iowa Library Association Intellectual Freedom Committee sharing how libraries choose materials and support the community.
- Supplies were also provided for all ages to create yard signs advocating for a cause you care about.
- Today was the City of Ames Employee Service Awards Luncheon. Chellew, Cooney, and Hanson were recognized for 5 years of service, Duckett for 10 years of service, and Tsai for 20 years of service.
- April is National Volunteer Appreciation Month. Volunteer Coordinator Bohlke sent out a nice email to volunteers.
  - A lovely banner is on the elevator wall in the lobby with a genuinely huge THANK YOU! to all of our volunteers who help us each and every day, those who jump in when the call goes out for a special event or project, and those who haven't yet had a chance because of the pandemic to contribute how they would have wanted.
  - A Volunteer Celebration Reception is on Tuesday, April 26th 4:00-6:00 in the auditorium. Invitations have been sent out and plans for a really lovely event are well underway.
  - Last year a new way to celebrate volunteers who have demonstrated exceptional service and the true essence of our mission at APL was instituted. ET Taylor was honored posthumously as the first recipient of the Volunteer Emeritus award and although the ceremony had to be understated due to the pandemic, it was nonetheless incredibly special.

This year we are celebrating five volunteers who we believe have demonstrated this level of dedication to APL and what we strive for. These Volunteer Emeritus awards will be presented in a short program at 4:30 during the reception.

- The main elevator did break down yesterday. It will be repaired as soon as possible. In the meantime, patrons are directed to use the staff elevator.
- Updates regarding Diversity, Equity, and Inclusion:
  - A second round of small group conversations began after the second half of the all staff DEI training on February 21. These conversations will take place through the beginning of May.
  - The managers and Person In Charge team will be meeting with the DEI consultant in early May to review the assessment and start working on establishing the next steps and areas the library would like guidance and support in. Managers had some good, honest conversations with the DEI team, who do not want to be included in this step. Managers have gone back to “Operationalizing Racial Justice in Non-Profits” and feel good about planning next steps possibly focusing on recruitment/retention, transparency, accountability, and creating a culture of trust.
  - The DEI team plans to present an update to the Board in June or July.

- Schofer would like to setup a visit with a Trustee each month at a convenient time to foster relationships, give space to learn more about an area, sit in on a program, meet with additional staff etc. based on each Trustees interest.
- Schofer is working with managers on a staffing assessment with a goal of a being completed by June.

APLFF Report: Myers gave a report to the Board.

- A new Development Director, Wilkins, has been hired. Everyone is very excited to welcome her.
- The Nominating Committee elected Janvrin to fill the unexpired term of Dieter though 6/23 and Luze be elected Vice-President with a term expiring 6/22.
- The book sale March 10-13 went well.
- The Spring Campaign mailing went out as stated by Schofer.
- Finances have been fairly quiet. The APL ask will be approved by the APLFF Board in May.

Budget and Finance Committee Report: Reynolds gave a report to the Board.

- Myers and Reynolds reviewed the financial reports prepared by the City. The budget for expenditures should be 75% spent. Most accounts are on target. Some contracts are paid at the end of the year resulting in a lower amount spent to date.
- Schofer will be encouraging the managers to spend their requested funding.

**Moved by Johnson, seconded by Torres III, to approve the Budget and Finance Committee report as presented.**

**Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused).  
Approved unanimously**

**Board Education:** Schofer and Myers introduced the various standing committees. Committee appointments will take place at the May meeting.

**Policy Review:**

Records Retention: Schofer reviewed the policy. It was brought to the Board in February for discussion. The policy was sent to the City Attorney for review. The changes suggested synch the Library's policy with the Record Retention Schedule that was adopted by City Council Resolution 11-347 in July 12, 2011 and updated August 28, 2012.

**Moved by Reynolds, seconded by Thorbs-Weber, to approve the policy as presented with the addition of the City resolution number under References.**

**Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused).  
Approved unanimously. Resolution No. 2022-L016 adopted.**

Financial Limits Authority: Schofer reviewed the policy. It was brought to the Board last month for discussion. The City Attorney reviewed the policy. No changes are recommended.

**Moved by Torres III, seconded by Johnson, to approve the Financial Limits Authority policy as presented.**

**Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused). Approved unanimously. Resolution No. 2022-L017 adopted.**

History Policy: Schofer introduced the policy. The Board discussed the policy. Recommendations were made to add a summary of the pandemic and correcting the uppercase letters in "Grand REopening". Schofer will do more research and bring the policy back to the Board next month for action.

**Unfinished Business:**

Service Offerings: Schofer reviewed and discussed the current service model with the Board. Bookmobile stops are being brought back to pre-pandemic status. Changes in service offerings have been minimal. Future reports will be included in the Director's report and no longer included under Unfinished Business.

**New Business:**

Enrich Iowa Agreement: 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 order to participate next year, the signed agreement must be received at the Iowa Library Services Des Moines office by April 30, 2022. 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.

**Moved by Reynolds, seconded by Johnson, to approve the Enrich Iowa Agreement and authorize the Director to execute the agreement as presented.**

**Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused). Approved unanimously. Resolution No. 2022-L018 adopted.**

Director's Goals: Schofer presented her goals to the Board. The Director's Evaluation Committee had previously reviewed the goals with Schofer.

**Moved by Thorbs-Weber, seconded by Torres III, to approve the Director's goals as presented.**

**Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused). Approved unanimously**

Custodial Contract Renewal: Custodial services for Ames Public Library are provided by a third-party professional cleaning service. For the last three fiscal years ABM has provided relatively low-cost custodial services for the Ames Public Library and ABM's representatives have worked closely with Library staff to ensure high quality results and to accommodate the timing of library activities and public events. The hourly rate for the FY23 renewal is \$16.85.

**Moved by Reynolds, seconded by Mitchell-Conway, to approve the FY23 contract for library custodial services to ABM in the amount of \$92,641.30 and recommends City Council award the contract as presented.**

**Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused). Approved unanimously. Resolution No. 2022-L019 adopted.**

**Trustee Comments:**

- Thorbs-Weber – welcomed the new Trustees. She believes they will have a great experience.
- Mitchell-Conway – no comment
- Johnson – welcomed the new Trustees. He appreciates everyone and the good discussion.
- Reynolds – welcomed the new Trustees. One of the best things about being on the Board is that the library is so involved in the community that you will not only learn about the library but about the Ames community as well.
- Torres III – thanked everyone for the warm welcome. He is looking forward to getting to know everyone and learn about the community and library. He is excited to do some good work and appreciates the opportunity.
- Myers - no additional comments

**Adjournment:**

**Moved by Reynolds, seconded by Mitchell-Conway, to adjourn at 8:50 p.m.**

**Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused). Approved unanimously.**

The next regular meeting will be on Thursday, May 19, 2022, at 7:00 p.m. in the Dale H. Ross Board Room.

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Melissa Johannes, Library Secretary

Jon Christy, Board Secretary

**Library Claims**  
**April 1, 2022 to April 30, 2022**

<b>Administration</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,093.10
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	209.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	421.10
PAYROLL SUMMARY	IPERS DISABILITY	\$	185.59
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,675.28
PAYROLL SUMMARY	MEDICARE FICA	\$	644.94
PAYROLL SUMMARY	FICA	\$	2,757.63
PAYROLL SUMMARY	IPERS	\$	4,256.80
PAYROLL	WORKERS COMPENSATION	\$	145.43
MAR 2022 PRINTING CHRGS	PRINT SHOP SERVICES	\$	166.00
MARCH LONG DISTANCE	CITY LONG DISTANCE	\$	1.56
FEB 2022 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	310.66
FEB 2022 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
FITZ ELECTRIC	OUTSIDE PROFESSIONAL SVCS	\$	65.00
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$	19.74
MARCH POSTAGE	POSTAGE/FREIGHT	\$	1.76
BANK OF AMERICA	CONFERENCES	\$	2,046.70
SCHOFER, SHEILA	CONFERENCES	\$	125.32
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	296.50
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	6,256.52
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	282.75
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	254.92
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	1,189.31
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	401.85
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	191.22
ALLIANT ENERGY/IPL	NATURAL GAS	\$	554.44
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
BANK OF AMERICA	EQUIPMENT REPAIRS	\$	86.17
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	1,593.65
ENVISIONWARE INC	TECHNOLOGY MAINT/SUPPORT	\$	2,266.25
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$	345.32
XEROX GOVERNMENT SYSTEMS	RENTALS/LEASES	\$	516.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	5,999.18
LAWNPRO	NON-CITY SERVICE	\$	170.00
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	195.10
AMER MARKING INC	OFFICE SUPPLIES	\$	33.30
BANK OF AMERICA	OFFICE SUPPLIES	\$	35.92
COMPASS BUSINESS SOLUTION	OFFICE SUPPLIES	\$	206.05
CENT IA DISTRIBUTING INC	EQUIPMENT PARTS/SUPPLIES	\$	844.00
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	460.54
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	31.45
<b>Total Administration</b>		<b>\$</b>	<b>89,629.88</b>

**Library Claims**  
**April 1, 2022 to April 30, 2022**

<b>Resource Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	26,878.82
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.52
PAYROLL SUMMARY	IPERS DISABILITY	\$	114.95
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,256.40
PAYROLL SUMMARY	MEDICARE FICA	\$	369.63
PAYROLL SUMMARY	FICA	\$	1,580.48
PAYROLL SUMMARY	IPERS	\$	2,537.38
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	32.28
MARCH LONG DISTANCE	CITY LONG DISTANCE	\$	0.68
BANK OF AMERICA	TRAINING	\$	75.00
BANK OF AMERICA	CONFERENCES	\$	1,379.15
DORNINK HAWES, ALISSA	CONFERENCES	\$	86.80
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	625.59
AMAZON	EQUIPMENT PARTS/SUPPLIES	\$	784.28
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	7,304.10
OVERDRIVE	ELECTRONIC COLLECTION	\$	4,505.30
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,197.00
NICHE ACADEMY LLC	ELECTRONIC COLLECTION	\$	2,800.00
AMAZON	SPECIAL PJCT COLLECTIONS	\$	33.44
USA TODAY	PERIODICALS	\$	101.93
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	2,219.61
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	985.69
AMAZON	YOUTH COLLECTION	\$	932.56
MIDWEST TAPE	YOUTH COLLECTION	\$	1,407.09
BOOK FARM INC	YOUTH COLLECTION	\$	3,660.22
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	62.94
AMAZON	AUDIO-VISUAL COLLECTION	\$	362.36
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	8,204.85
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	5,897.97
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,597.42
AMAZON	ADULT PRINT COLLECTION	\$	829.13
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	93.49
GALE GROUP	ADULT PRINT COLLECTION	\$	188.93
SHARMA, MANISHA	REFUNDS	\$	14.99
NIEMI, CAMILLE	REFUNDS	\$	20.98
<b>Total Resource Services</b>		<b>\$</b>	<b>82,472.94</b>
<b>Youth Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	33,609.79
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	814.00
PAYROLL SUMMARY	LONGEVITY	\$	27.50
PAYROLL SUMMARY	SICK LEAVE	\$	5,396.44
PAYROLL SUMMARY	VACATION	\$	6,207.25

**Library Claims**  
**April 1, 2022 to April 30, 2022**

PAYROLL SUMMARY	DENTAL INSURANCE	\$	326.52
PAYROLL SUMMARY	IPERS DISABILITY	\$	123.58
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.84
PAYROLL SUMMARY	HEALTH INSURANCE	\$	4,868.66
PAYROLL SUMMARY	MEDICARE FICA	\$	646.39
PAYROLL SUMMARY	FICA	\$	2,764.00
PAYROLL SUMMARY	IPERS	\$	3,175.33
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	54.32
MAR 2022 PRINTING CHRGS	PRINT SHOP SERVICES	\$	280.46
MARCH LONG DISTANCE	CITY LONG DISTANCE	\$	0.27
BANK OF AMERICA	CONFERENCES	\$	2,095.21
ANDERSON, BRIANNE	CONFERENCES	\$	46.80
BANK OF AMERICA	RECRUITING COSTS	\$	669.00
MAR 2022 PRINTING CHRGS	RECRUITING COSTS	\$	5.25
BANK OF AMERICA	FOOD	\$	13.44
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	224.59
<b>Total Youth Services</b>		<b>\$</b>	<b>61,415.64</b>
<b>Adult Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	30,132.26
PAYROLL SUMMARY	HOLIDAY PAY	\$	640.35
PAYROLL SUMMARY	VACATION	\$	2,627.55
PAYROLL SUMMARY	DENTAL INSURANCE	\$	168.82
PAYROLL SUMMARY	IPERS DISABILITY	\$	112.66
PAYROLL SUMMARY	LIFE INSURANCE	\$	54.46
PAYROLL SUMMARY	HEALTH INSURANCE	\$	2,974.74
PAYROLL SUMMARY	MEDICARE FICA	\$	478.80
PAYROLL SUMMARY	FICA	\$	2,047.37
PAYROLL SUMMARY	IPERS	\$	2,904.93
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	36.92
MARCH LONG DISTANCE	CITY LONG DISTANCE	\$	13.05
MARCH POSTAGE	POSTAGE/FREIGHT	\$	1.79
BANK OF AMERICA	CONFERENCES	\$	3,105.71
COONEY, CATHY	CONFERENCES	\$	46.80
OLSON, ANESSA	CONFERENCES	\$	46.80
ONESOURCE	RECRUITING COSTS	\$	35.00
<b>Total Adult Services</b>		<b>\$</b>	<b>45,428.01</b>
<b>Customer Account Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	46,671.27
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	12,870.27
PAYROLL SUMMARY	DENTAL INSURANCE	\$	312.44
PAYROLL SUMMARY	IPERS DISABILITY	\$	190.47
PAYROLL SUMMARY	LIFE INSURANCE	\$	96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,234.30
PAYROLL SUMMARY	MEDICARE FICA	\$	833.56

**Library Claims**  
**April 1, 2022 to April 30, 2022**

PAYROLL SUMMARY	FICA	\$	3,564.16
PAYROLL SUMMARY	IPERS	\$	5,579.19
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	153.06
MARCH LONG DISTANCE	CITY LONG DISTANCE	\$	12.66
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	90.65
BANK OF AMERICA	POSTAGE/FREIGHT	\$	16.10
MARCH POSTAGE	POSTAGE/FREIGHT	\$	757.25
PETERS, TERESE	TRAVEL/MEETINGS	\$	14.04
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$	9.12
VACLAV, CONNIE	TRAVEL/MEETINGS	\$	4.68
ONOVE, JESSICA	TRAVEL/MEETINGS	\$	4.85
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	98.50
ST AMBROSE UNIVERSITY	SPECIAL PROJECT SUPPLIES	\$	21.76
DELHI PUBLIC LIBRARY	SPECIAL PROJECT SUPPLIES	\$	10.79
CITY OF FORT ATKINSON	SPECIAL PROJECT SUPPLIES	\$	14.00

<b>Total Customer Account Services</b>		<b>\$</b>	<b>76,559.67</b>
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	<b>Total:</b>	<b>\$</b>	<b>355,506.14</b>
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<b>Carolyn Myers, President</b>	<b>Jon Christy, Secretary</b>	Date

# The Librarians Are Not Okay

[Anne Helen Petersen](#)



*This week, I gave a talk at the CALM ([Conference on Academic Library Management](#)) Conference. I'm sharing it here because I've received several requests for a written copy, but also because I think you could substitute pretty much any passion job for "academic librarian" here and the descriptions (and advice) will hold. The librarians are not okay. The nurses are not okay. The teachers are not okay. The journalists are not okay, the clergy are not okay, the social workers are no okay. And we can't start the long-term work of recovering from the burnout and demoralization of the last year until we acknowledgment as much.*

*So here's the talk, which seems to start in the middle of the nowhere but that's just because I did some normal casual intros and positioning in the beginning. Please forgive the more conversational tone (which is how I write talks), the repetition of phrases (again, how I write talks) and the abundance of dashes (an approximation of the way we often actually speak). I hope it's useful to you in some way, regardless of whether or not you're a librarian or work in a passion job — because writing it, and delivering it, was certainly useful to me. Real, enduring empathy demands that we understand some corner of others' contexts. And this is the crucial context that I've seen missing from so many conversations about people leaving jobs and*

*industries and fields, and struggling mightily to stay within them. As always, I'd love to hear your thoughts in the comments below.*

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Your job has become incredibly difficult. And even though I can't understand the very specific ways it has become difficult — what a life in your shoes feels like — I do understand the overarching ways it has become difficult, and think we should spend some time acknowledging them.

**First: You work passion jobs, and passion jobs are prime for exploitation.**

Until I started writing about my own burnout back in 2019, I didn't grasp why it would ever be problematic to pursue work that you love. I thought that's what everyone should, in some way, be trying to do — and if they weren't, I had some sort of quiet pity for them, like WHO WANTS TO BE AN ACCOUNTANT? THEY MUST BE SO BORED!! This perspective was not, by any means, unique: for people on the college-track in the 1990s and 2000s, this was the air we breathed, passed down in maxims like *do what you love and you won't work another day for the rest of your life* and in Steve Jobs' [oft-quoted 2005 commencement speech at Stanford](#).

To be able to follow that ideology felt so aspirational — like setting yourself up for a future of guaranteed fulfillment. But it also set up a whole lot of us to conceive of our jobs not as jobs, but as vocations, as callings — with the understanding that pushing back, in any way, on the conditions of our employment was somehow evidence of a lack of commitment to the work.

Now, I know I don't have to go into detail on the precepts of *vocational awe* — you are my one audience to whom I wouldn't have to explain [Fobazi Ettarh's work](#). But just as it's significant that my writing on the experience of burnout emerged from a background in academia and journalism, it's worth considering the fact that one of the most influential pieces of writing on the state of contemporary work came from....a librarian! And more specifically: a Black librarian, with a particular perspective on the way that a profession had come to normalize, ignore, and otherwise excuse some of the most pernicious components of the industry as a whole, and of *passion work* in general.

**The second thing I want to acknowledge: you're working a passion job that is feminized and, by extension, devalued.** To be clear: I know not all librarians identify as women. But because so many within the field *are* women, and because there is a historical and lingering understanding of these jobs as jobs that *you would do for free* — well, you are often treated as if you are doing the labor for free. The same is true, of course, for care workers, for educators, for nurses, and for so many people working in the non-profit sphere, and it's such a convoluted logic that keeps it in place: the work is feminized, so it's low-paid; the work is low-paid, so it's feminized. This is of course bullshit, but that doesn't mean it's not a real problem, made even more insulting when the people who *do* rise amongst the ranks into top leadership positions are men.

**The third thing that makes your jobs hard?** You're working for higher ed. We are in a moment of unprecedented crisis when it comes to the future of higher ed, and everyone is feeling it in some way. Maybe you're feeling it in continued cuts to state funding that have stymied attempts to increase salaries even just in line with the cost of living. Maybe your institution laid people off with the pandemic, and now wants you running at the same levels as before, but without adding back those staff. Maybe you're watching as yet another person on your staff retires, and there's no money to hire their replacement, and yet the institution just made the decision to break ground on a new stadium, and you're fitting the bitterness turn to bile in your throat. Maybe you're watching as fellow faculty and staff members leave, or make plans to leave, or tell you that they don't know if they can take it anymore and are building their life rafts.

It is incredibly difficult to get anything done — let alone innovate and rethink the way you do things, or a better manager, or try and break down the white supremacy or settler thinking undergirding the institution — when precarity and scarcity are this ubiquitous.

This precarity and scarcity mindset fosters *horrible* work habits — in so many types of jobs, but particularly amongst millennials and younger Gen-Xers working passion jobs, many of whom have endured small and not-so-small traumas attempting to find and keep employment during and after the Great Recession. Our primary coping mechanism for dealing with those traumas? *Working all the time* — even after an immediate threat to one's job had passed. (I'll just note an interesting aside here from media researcher Melissa Gregg, [who's studied the proliferation of productivity books and apps](#) over the course of the last 40 years. Want to know when they spike? During recessions. People are desperate to at least *appear* more

productive, [to LARP](#) (that is, live-action-role-play) their jobs in different ways, when they feel that their job is most insecure. When I first read Gregg's work, it blew my mind — and made perfect sense).

And that mindset? That frantic need to feel and look productive, to work all the time, to allow work to swallow all parts of your life? It's a burnout trap. But it's also a means of trapping us within our organizations: we become so yoked to our work identities — in your case, as a librarian — and so deeply immersed in the work, that it becomes impossible to even conceive of doing anything other than what you're doing. For many people, it's not unlike being in an abusive relationship, where your partner convinces you that they're the only person who would ever want to be with you, that you're nothing without them — only in this case, the partner is your job.

But again: you know all of this, and how difficult it is to grapple with work that, on its own, can feel so fulfilling — like doing what you love! — and the ways it's been addled by realities that have so little to do with the actual work itself.

And this is where Doris Santoro's [conception of demoralization](#) becomes salient: it's not just that you're burnt out, and feel like you could make a few changes and come back and do your job well. Professional demoralization is the dawning realization that there is no longer a way to do your job in a way that feels moral or just — not for yourself, not for your coworkers, and not for the people you serve.

**The fourth thing that's making your job really, really hard?** You just worked through a pandemic, and an ongoing reckoning with systemic racism, and a contested election, and an insurrection, and several climate catastrophes. Plus, *we are still in a pandemic*. Some of you were asked to be present in situations that felt unsafe every day. Some of you had to deal with people who were butts about masks. Some of you got sick or are still sick, many of you have spent the last twenty-four months in various cycles of fear-based adrenaline pushes through the week followed by debilitating crashes. And because of the way that academic librarianship often works, and how little control people have over where they end up — you likely endured so much of it without much of a familial safety net. It's okay, *no, it's necessary*, to talk really frankly about just how hard it is, and how none of us have actually recovered from the grief and trauma of the last two years, and won't anytime soon.

I often talk about burnout being the feeling of hitting the wall, then scaling the wall, and then — you just keep going, because what other choice do you have? And that's where so many of us are: ground into a fine pulp of self with a striking resemblance to an actual human.

The other day, I was asking people on Instagram to tell me about just how much their jobs had expanded over the last few years — how many jobs each of them was expected to do, even though they're just one person who also, in most cases, also has significant caregiving duties. And maybe it's because of who my followers are, but as with any time I talk about systemic problems with burnout, and exploitation, and overloaded jobs, I heard from a lot of librarians — people who really have absorbed responsibilities that were previously the work of three FTEs, if not more, and how they're expected to just....have a better attitude about it? And when I reposted one of these stories in my feed, I put in the caption: THE LIBRARIANS ARE NOT OKAY.

And it's true, isn't it? The nurses are also not okay, the high school teachers are not okay, the graduate students are not okay, the adjuncts are not okay, the social workers are not okay....and the librarians, you are not okay. You're not okay because you're undervalued. You're not okay because you're drowning in student loan debt. You're not okay because there's way too many applicants to too few jobs. You're not okay because you're trying to furiously tread water.

You're not okay because like all of those other professions that aren't okay, you're nominally essential — the most valuable parts of our society, the vaunted upholders of democracy! — but often treated as societally worthless. And that's not okay, and I'm here to say it's not okay, and if you feel so hopelessly bitter and resentful and lost, it's also okay for you to say: I can't do this anymore. That's something you don't hear very often in a professional development talk, but I think it's essential to acknowledge what often goes unsaid: when it feels like the job is sucking all that is good from you, it is okay to save yourself. There is no shame in that, even though there will be — and I can speak from experience here — therapy, and, you know, tens of thousands of dollars in extent loans.

With that said, though, I don't think that we're past the point of despair. You are located at the intersection of structural and systemic failures, but there are still strategies that you can implement — as individuals, as teams, as organizations — that can make the profession more resilient, less fragile, and most importantly, more sustainable.

So where do you start?

**On the level of the industry:** Rethink the credentialization process. I think slash know I'm singing to the choir here, but the reality is that the current cost of library and information science degrees ensures that people who follow this path will either come from privilege — and make it all the more difficult to rectify the longstanding issues with staffing diversity — or they will be saddled with the sort of debt that yokes them to toxic working conditions and disincentivizes them from pushing for change. It's time to start thinking about how credentialism is inflecting the state of the entire industry, and even better than thinking about it, it's time to start imagining what different solutions could look like. (AHP afternote here: I'm not saying get rid of the MLS, necessarily. I'm saying get rid of how MLS degrees are funded — and how many people are accepted into the programs).

**On the institutional level, you start with honesty.** Not all of you are in the position to affect this sort of change, and I realize that, but you can modify anything that I say here to things that you can try and think through on the level of your team. The honesty starts with an acknowledgment: *We are not okay. And if we want to get through this, if we don't want to be miserable, if we want to do these jobs that we would theoretically delight in if we weren't so damn tired and overextended, then we need to change some things. Not just say that we'll think about changing them, but actually change them, and continue to iterate and change them, until we arrive at something that works.*

And then you honestly look at what is the work — who is doing it, and when are we doing it, and if we're trying to do too many things with too few people, what do we *have* to do less of? I know this is a PARTICULARLY difficult question when it comes to library services. But if a person's body can only create one widget a day, and they're paid to work five days a week, and they're told they must create seven widgets — something's gotta break, the number of widgets or the employee's body and health. You've all been breaking yourselves to do more. And it has to stop, no matter how much of a failing it might feel like to cut back on a part of your work that felt essential.

It might help to think of it this way: sometimes less is more, and sometimes, as in the case of so many overstretched institutions, more is actually *less*. Decreasing the number of services, or the number of service hours, or the number of responsibilities will almost certainly make everyone a lot better at their jobs.

You're not going to change the way that your institution funds you. You're not going to impress the state legislature into taking your work seriously. But you can try to create a match between the amount of work there *is* and the capacity of your team to do that work well.

**On the team level: you need guardrails, and you need solidarity.**

Guardrails stand in opposition to what's often referred to as *boundaries*. Boundaries, particularly when it comes to work, are easily compromised. Boundaries are the responsibility of the worker to maintain, and when they fall apart, that was the worker's own failing. In fact, breaking informal boundaries — like when work stops and starts — are often a way for people to evidence their commitment to the job itself. Boundaries, at least in the way we've come to understand them in phrases like “work-life balance,” are bullshit.

But guardrails? They're structural. They're fundamental to the organization's operation, and the onus for maintaining them is not on the individual, but the group as whole. They're not just what the organization says it values, but what it values in practice — and they're modeled from the top echelons of leadership all the way down to newest and most junior hires.

I talk about guardrails a lot when I talk about time off, and the fetishization of overwork, and how you can actually teach a bunch of overachieving strivers how to stop working all the time, because working all the time is not the same as doing good work, no matter how much we've tricked ourselves otherwise. People like that — like us — will whiz right by boundaries: again, they're exactly what we've been told we *should* break to prove that we're the best.

Guardrails are things like: we don't email when we're off, and if you do send an email when you're off, you'll actually be taken aside to talk about why that's not part of our culture here. Guardrails are: even if you, yourself, work really well at 11 pm at night, any communication you craft at that hour should be delay-sent to correspond with the start of others' workday, so they don't feel the need to be responding to work at that hour as well. Guardrails are being very clear about levels of urgency: an email is not a five-alarm fire, and you shouldn't train yourself to react as if it was, because that sort of vigilance is not sustainable.

One thing that's great for maintaining guardrails, particularly when upper level leadership is not on board? A union. Unions are accessible to a lot of you, but if you live in a right-to-work state, you know what is and is not available to you in form of union power. But regardless of whether

or not you have a union with teeth, you can have the next best thing, which is worker solidarity.

Solidarity is not “we’re like a family here.” In fact, it’s the opposite: solidarity recognizes each other not as intimates, not as people to whom you are *obliged* to care for, but as fellow workers, worthy of respect, worthy of control over their own time, worthy of a job description that they’re capable of actually fulfilling. Solidarity as a manager means real and enduring empathy for and identification with the people you manage, not with the people who manage *you*. And it also means understanding — and respecting — pushes for better, more equitable, more sustainable working conditions for student workers, for graduate students, and for other staff. And all of that? It requires understanding what you do, yet again, as *work*. Work that matters, but work that becomes even more meaningful when it’s not shrouded in a toxic work environment.

**And on the personal level:** it’s time to build community. You might expect community to be slotted into the pile of work that needs to happen inside the library, or in outreach to patrons, or the placement of the library in the public imaginary. But those are things you talk about - and work on - all the time. I want to talk about each of you, as individual librarians, working to foster your own communities — especially and particularly *outside* of the library.

What am I talking about? I’m talking about the stuff you do when you’re not working. I’m talking about hobbies that aren’t e-mail or taking care of your children. I’m talking about meeting people who aren’t your age or your students or your family, and investing time in communities of care, because the next time catastrophe strikes - and it will, that we know - you will have systems to cushion your fall, even when or if our established systems fail. I gestured to this above, but statistically speaking, librarians like you are [far more likely to live far from your parents](#), and far from where you grew up, and often find yourself in places where you don’t have a single friend you could call to pick you up if your car broke down.

I don’t say this to be cruel — god knows I’ve lived it — but to emphasize and EMPATHIZE with the feeling of just not having the same sort of de facto, long nurtured, care network as others. But that doesn’t mean it’s impossible: it just takes work, even when you feel like you have nothing more of yourself to give, because part of the reason you have so little of yourself to give is because you have so little support.

I've written extensively about how to cultivate these sorts of [communities of care](#), and I want to acknowledge, again, that the work of establishing them is really, really hard. But you need avenues for self-realization that aren't your job, you need to remember the things that brought you delight that weren't clearing your inbox, you need friends who aren't academics who can tell you when something is blatant bullshit, and you need someone who will trade babysitting and cat sitting, and you need someone who knows you not as a librarian, not as someone with a vocation, but just as YOU, as someone beloved and worthy of rest and respect.

So yes, in sum, the librarians are not okay. But you are also very much not alone. So many others have found their professions mired in this downward spiral of burnout and exhaustion, but also, on a deeper level, of demoralization, inequity, and exclusion. But there is hope for a different, sustainable way forward: as individuals, as institutions, as communities. But it hinges, absolutely, on the will to imagine it. The work is hard. But the work is hard because, in this moment, more than ever — it is so very much worth doing.



# History Policy

Section: History, Authority, Mission

Approved: 6/19/1997

Reviewed: 3/20/2003

Revised: 12/20/2007, 11/18/2010, 7/21/2011, 10/24/2013, 10/16/2014, 4/21/2016, 6/18/2019, 5/19/22

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The earliest known reference to a "Public Library," probably a subscription library of some sort, was in The Ames Intelligencer of November 4, 1886. This short-lived library may have been the inspiration for the Ames Library Association, a subscription library founded on November 7, 1892. As early as November 21, 1893, the Association began attempts to secure the cooperation of the City Council in establishing a free city library.

Mayor Parley Sheldon requested \$10,000 from Andrew Carnegie in December, 1902, which was granted the following February. The citizens of Ames voted to accept Carnegie's gift on March 29; and the City Council passed an ordinance establishing a free public library on April 16, 1903. The first Board of Trustees was appointed immediately, and met on May 7, 1903, at the Story County Bank. The site of the original building was donated by Wallace and Mary Greeley. The cornerstone was laid April 15, 1904; the building dedicated on September 16; and the Library opened for service on October 20, 1904.

The first addition, west and south of the original building was completed in 1907, with a second gift of \$6,000 from Andrew Carnegie. An \$85,000 bond issue was passed in 1938, to build the second addition to the Library building, which was completed in 1940.

The Ames Branch Library on Welch Avenue operated from May 7, 1946 to July 25, 1950. Bookmobile service began on August 11, 1966. The Library has served rural Story County by contract with the supervisors since 1975. The City of Gilbert was served under contract from July 1, 1976 to June 30, 2011.

On November 8, 1983, the citizens of Ames approved issuance of \$3,937,000 in bonds to construct a major building addition and to remodel the existing facility. The 35,000 square foot addition opened for service April 25, 1985, and the entire 50,000 square foot facility was dedicated September 8, 1985.

On November 8, 2011, Ames residents approved a ballot measure authorizing the City to issue \$18,000,000 in bonds for another building expansion and renovation. Private donations and library bequest funds were committed to cover the remaining \$2,000,000 needed for the project.

Construction efforts to "renew" the library began in December 2012. Portions of the 1985 structure were removed and building's footprint was expanded to cover the entire east half of the 500 block of Douglas Avenue. A second story was added over the west portion of the lot and south end of the alley west of the building was relocated to accommodate a drive-through garage for the bookmobile.

The public was served from a temporary facility in Lincoln Center from December 2012 to August 2014. The Grand REopening of the renewed 78,992 square-foot library building was held on September 14, 2014.

[In response to the national COVID-19 Pandemic, the Library building was closed to the public on March 17, 2020 with some staff working remotely and some on-site. The Library continued to meet community needs through online access to collections and virtual programming. Curbside pickup of holds began on May 18, 2020. The Library's lobby area was reopened for holds pickup on July 1, 2020, with safety protocols in place. Services soon expanded to include socially-distanced computer access, copy and printing services, browsing materials, and program kits for youth. As cases increased in late November 2020, the Library returned to curbside service, and lobby service was resumed in February 2021. Full library access returned in March 2021 and full hours resumed in May 2021. Programming was provided outdoors or online through summer 2021 and meeting room use resumed in July 2021. Despite challenges, library staff managed to connect with customers and meet their needs throughout the pandemic in ever-evolving ways.](#)

## **History of Ames Public Library Directors 1904 – Present**

1904	Lorena Webber
1905-1924	Kittie B. Freed
1924-1926	Olive Ryder
1926-1927	Grace Hill
1927-1929	Winnifred Wennerstrum
1929-1963	Letha M. Davidson
1963-1975	Margaret E. Davidson
1975-1981	Mona Carmack
1981	Clare DeCleen (served only 2 months)
1981-1992	George Lawson
1993-1995	Sally Reed
1996-2005	Gina Millsap
2006-2012	Art Weeks
2013- 2019	Lynne Carey
2019-	Sheila Schofer

**History Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MAY 19, 2022**

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

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Carolyn Myers, President

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Jon Christy, Secretary



# Programs Policy

Section: Library Resources

Approved: 6/23/2004

Reviewed: 1/19/2017

Revised: 10/10/2005, 10/19/2006, 9/18/2008, 8/16/2012, 12/17/2015, 2/20/2020

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Ames Public Library offers programs to further its mission, “Ames Public Library – We connect you to the world of ideas.”

Library programs are planned public activities that are initiated or presented in partnership by the Library and take place at the Library, at the Bookmobile, at locations in the community, or online. Library programs include, but are not limited to: book talks, demonstrations, discussion groups, film showings, interactive presentations, lectures, panel discussions, performances, puppet shows, readings, storytimes, tours, training sessions, tutorials, and workshops.

The purpose of Library programming is to:

- Encourage the use of the Library and its resources
- Promote early literacy, acquisition of skills, and a life-long love of reading and learning
- Present information on issues of current interest
- Foster cultural awareness and civic engagement and discourse
- Facilitate the sharing of local talent, knowledge, and expertise

## Programming Partnership

The Library encourages and welcomes program proposals from individuals and community groups. When a community group, agency, or individual approaches the Library with a programming request, the Library will consider partnership based on the following criteria:

- The program fulfills the purpose of a Library program, as defined above
- The program supports the Library’s mission and strategic priorities
- The resources needed to accomplish the program are available and appropriate

Programming partners are expected to actively participate in the development, promotion, presentation, and evaluation of programs. The Library’s role includes, but is not limited to: facilitating and approving program design; furnishing appropriate space and equipment; coordinating promotion, and offering supplementary Library resources.

## Content

The Library’s goal in programming is to connect members of our community with a wide variety of ideas and perspectives. Program content is determined by the presenters.

The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series. The Library welcomes the opportunity for other viewpoints to be represented in a separate program or series.

Presentation of a program does not constitute the Library's endorsement of the content or views expressed by participants.

## **Charges, Sales, and Fundraising**

All Library programs will be offered free of charge. Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information may not promote his or her specific business interest. No solicitation of future business, including but not limited to the development of prospect and mailing lists, is permitted.

Fundraising and sales are permitted with prior approval in the following circumstances:

- For fundraising to benefit the Library by the Ames Public Library Friends Foundation or the Library itself, and
- For sale of items created by authors and artists responsible for the content of a Library program.

Exceptions to the above may be made at the discretion of the Library Director.

## **Attendance**

All programs must be open to the public. Every attempt will be made to accommodate all who wish to attend a program. Programs designed for a general audience have no age restrictions.

- Attendance may be limited if the number of participants reaches the room capacity established by the Ames Fire Department.
- When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration.
- Programs designed for specific audiences may have attendance restrictions or requirements based on age.

Note: In the case of film programs, the Motion Picture Association of America ratings may be provided for information only. It is the responsibility of parents or legal guardians, not Ames Public Library staff, to guide their own children's use of the library and its resources and services.

## **Evaluation**

Programs will be evaluated based on data collected from the audience, program partner(s), and staff.

## **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 the following American Library Association Guidance Documents:

[Libraries: An American Value](#)

[Library Bill of Rights](#)

Interpretations of the *Library Bill of Rights*: “[Library-initiated Programs as a Resource.](#)”

“[Access to Library Resources and Services for Minors](#)” and “[Freedom to View Statement.](#)”

Library Policies:

[Conduct in the Library Policy](#)

[Display and Exhibit Spaces Policy](#)

[Meeting Rooms and Study Rooms Policy](#)

**Background:** In January 2014, after evaluating competitive proposals, the Library purchased the Polaris Integrated Library System (ILS). The system's modules include acquisitions, cataloging, circulation, inventory, the public access catalog, borrower record keeping, home delivery, and various administrative modules. Polaris was purchased by Innovative Interfaces, Inc. in 2015 (III) and III is now the sole maintenance provider.

The III maintenance contract for fiscal year 2022/23 (FY23) will cost \$32,023.94. The cost in 2021/22 (FY22) was \$31,463.70 and the cost in 2020/21 (FY21) was \$30,277.27. Services include licenses, software maintenance, and technical support for the hardware and operating systems. Itemized costs are shown on the following pages and the prices correspond to the quotes provided when the contract was executed in 2014. III has submitted the Affirmative Action documentation required by the City for contracts in excess of \$25,000.

The Library is pleased with the performance and functionality of Polaris and the responsiveness of III representatives. Funding for renewal of the agreement is included in the approved FY23 budget.

**Requested Action:** Staff requests that the Library Board approve renewal of the Annual Maintenance Agreement for the Polaris ILS with Innovative Interfaces, Inc. for fiscal year 2022/23 at a cost of \$32,023.94.



# Invoice

Page 1 of 2

Innovative Interfaces, Inc.  
 1900 Powell St.  
 Suite 400  
 Emeryville CA 94608  
 United States  
 billing@iii.com

**Invoice #** INV-INC31225  
**Invoice Date** 5/5/2022  
**Terms**  
**PO #**  
**Due Date** 6/30/2022  
**Site Code** AMES1846  
**Created From** Sales Order #SO-INC31491  
**Currency** US Dollar

**Bill To**

Ames Public Library  
 515 Douglas Avenue  
 Ames IA 50010  
 United States

Qty	Description	Options	Amount
1	Polaris Core Bundle Maintenance for public libraries		5,384.21
60	Polaris Staff User Licenses Maintenance		18,637.09
6	Polaris Self Check Station Maintenance		689.75
1	Polaris API Maintenance		1,917.05
1	Polaris Outreach Services Maintenance		638.63
1	Polaris RFID Integration Maintenance		1,022.27
	1 July 2022 - 30 June 2023 Year 3 of 3		

# Invoice

Invoice # INV-INC31225

Innovative Interfaces, Inc.  
 1900 Powell St.  
 Suite 400  
 Emeryville CA 94608  
 United States  
 billing@iii.com

Qty	Description	Options	Amount

**Total** 28,289.00  
**Amount Due** US\$28,289.00

FEIN 94-2553274

Please remit electronically to:  
 Bank of America, N.A.  
 ABA/Routing Code: 026009593  
 SWIFT (USD Payments) : BOFAUS3N  
 SWIFT (non-USD Payments) : BOFAUS6S  
 Beneficiary: Innovative Interfaces Incorporated  
 Beneficiary Account: 1416200046

For payments remitted by check via regular mail:  
 Innovative Interfaces, Inc  
 PO Box 74008010  
 Chicago, IL 60674-8010

For payments remitted by check via FedEx and/or UPS:  
 Bank of America Lockbox Services  
 Innovative Interfaces, Inc  
 LBX #74008010  
 540 W Madison, FL 4  
 Chicago, IL 60661

Please help fight phishing and other fraud attempts. Confirm any requests to change Innovative's payment Bank Account Details by calling your trusted contact at Innovative

For billing inquiries contact us at:  
 1-510-655-6200 or billing@iii.com



# Invoice

Innovative Interfaces, Inc.  
 1900 Powell St.  
 Suite 400  
 Emeryville CA 94608  
 United States  
 billing@iii.com

**Invoice #** INV-INC31226  
**Invoice Date** 5/5/2022  
**Terms**  
**PO #**  
**Due Date** 6/30/2022  
**Site Code** AMES1846  
**Created From** Sales Order #SO-INC31492  
**Currency** US Dollar

**Bill To**

Ames Public Library  
 515 Douglas Avenue  
 Ames IA 50010  
 United States

Qty	Description	Options	Amount
1	Polaris Database Synch Service		254.20
1	eContent Integration Subscriptopn	Overdrive: Yes RB Digital: No Axis 360: No	1,579.02
1	Polaris Syndetics Unbound 1 July 2022 - 30 June 2023 Year 3 of 3		1,615.28

**Total** 3,448.50  
**Amount Due** US\$3,448.50

FEIN 94-2553274

Please remit electronically to:  
 Bank of America, N.A.  
 ABA/Routing Code: 026009593  
 SWIFT (USD Payments) : BOFAUS3N  
 SWIFT (non-USD Payments) : BOFAUS6S  
 Beneficiary: Innovative Interfaces Incorporated  
 Beneficiary Account: 1416200046

For payments remitted by check via regular mail:  
 Innovative Interfaces, Inc  
 PO Box 74008010  
 Chicago, IL 60674-8010

For payments remitted by check via FedEx and/or UPS:  
 Bank of America Lockbox Services  
 Innovative Interfaces, Inc  
 LBX #74008010  
 540 W Madison, FL 4  
 Chicago, IL 60661

Please help fight phishing and other fraud attempts. Confirm any requests to change Innovative's payment Bank Account Details by calling your trusted contact at Innovative

For billing inquiries contact us at:  
 1-510-655-6200 or billing@iii.com



# Invoice

Innovative Interfaces, Inc.  
 1900 Powell St.  
 Suite 400  
 Emeryville CA 94608  
 United States  
 billing@iii.com

**Invoice #** INV-INC31227  
**Invoice Date** 5/5/2022  
**Terms**  
**PO #**  
**Due Date** 7/31/2022  
**Site Code** AMES1846  
**Created From** Sales Order #SO-INC31762  
**Currency** US Dollar

**Bill To**

Ames Public Library  
 515 Douglas Avenue  
 Ames IA 50010  
 United States

Qty	Description	Options	Amount
1	Content Carousel Maintenance  1 August 2022 - 31 July 2023 Year 3 of 3		286.44

**Total Amount Due** 286.44  
 US\$286.44

FEIN 94-2553274

Please remit electronically to:  
 Bank of America, N.A.  
 ABA/Routing Code: 026009593  
 SWIFT (USD Payments) : BOFAUS3N  
 SWIFT (non-USD Payments) : BOFAUS6S  
 Beneficiary: Innovative Interfaces Incorporated  
 Beneficiary Account: 1416200046

For payments remitted by check via regular mail:  
 Innovative Interfaces, Inc  
 PO Box 74008010  
 Chicago, IL 60674-8010

For payments remitted by check via FedEx and/or UPS:  
 Bank of America Lockbox Services  
 Innovative Interfaces, Inc  
 LBX #74008010  
 540 W Madison, FL 4  
 Chicago, IL 60661

Please help fight phishing and other fraud attempts. Confirm any requests to change Innovative's payment Bank Account Details by calling your trusted contact at Innovative

For billing inquiries contact us at:  
 1-510-655-6200 or billing@iii.com

**FY23 Annual Maintenance Agreement Renewal with Innovative Interfaces, Inc.**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MAY 19, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of the Annual Maintenance Agreement for the Polaris Integrated Library System with Innovative Interfaces, Inc. for fiscal year 2022/23 at a cost of \$32,023.94.

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Carolyn Myers, President

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Jon Christy, Secretary

**Ames Public Library Board of Trustees**  
**Committee Assignments 2022/2023**

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**Standing Committees**

APLFF:	Brenda Thorbs-Weber, Victor Torres III
Art:	Jon Christy, Roger Kluesner
Budget & Finance:	Richard Johnson, Carolyn Myers, Kate Reynolds
Director Evaluation:	Jon Christy, Richard Johnson, Brenda Thorbs-Weber
Executive:	Carolyn Myers (P), Sandra Marcu (VP), Jon Christy (S)
Nominating:	Sandra Marcu, Ianka Mitchell-Conway

**Briefing Paper:**  
**Memorandum of Understanding with the APL Friends Foundation**

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**May 19, 2022**

**Background:** A Memorandum of Understanding (MOU) between the Library Board and the Ames Public Library Friends Foundation (APLFF) is needed for the current fiscal year. The purpose of the MOU is to provide the library with compensation for the time dedicated by library staff toward APLFF activities and for APLFF's use of library facilities. The calculations appear in Appendix A.

The proposed MOU for fiscal year 2022/23 will be presented to the APLFF Board of Directors on June 9, 2022.

**Recommendation:** Administration recommends approval of the MOU for FY23.

# MEMORANDUM OF UNDERSTANDING (MOU)

## For the Fiscal Year 7/1/2022-6/30/2023 between The Ames Public Library Friends Foundation and The Ames Public Library Board of Trustees

This is an agreement between the Ames Public Library Friends Foundation, hereinafter called "APLFF" and the Ames Public Library Board of Trustees, hereinafter called "the Library."

### I. Purpose and Scope

The purpose of this MOU is to clarify the roles and responsibilities of the Library, an administrative agency of the City of Ames, and APLFF, a non-profit corporation dedicated to fundraising solely for the support of the Library.

Both parties agree that activities are conducted in compliance with all applicable Federal, State, and City laws and ordinances.

### II. Background

The Ames Public Library Foundation was incorporated in 1995 as a 501(c)(3) nonprofit corporation "to operate exclusively for charitable, scientific, and educational purposes." Foundation bylaws state that the Foundation is "to be organized and operated exclusively for the benefit of and to carry out the development, maintenance, and operation of the Ames Public Library to the extent not normally met by public funding."

On January 1, 2011, the Friends of the Ames Public Library officially dissolved and was merged into the Foundation, creating an entity renamed Ames Public Library Friends Foundation.

### II. Library Responsibilities Under the MOU

- The Library will be a mail and delivery address for APLFF correspondence and deliverable items.
- The Library will provide support for the daily management of APLFF affairs to include:
  - Correspondence
  - Communications to and from donors and potential donors
  - Collection and deposit of APLFF funds
  - Office, storage, and activity space
  - Use of office furniture and equipment, including telephone, copier, etc.
  - Use of library website, social media, and other communication outlets.
  - Management of APLFF electronic and physical records according to the APLFF Document Retention and Destruction Policy.
  - Staff liaison to APLFF for attendance at board meetings and committee meetings.
  - Facility for APLFF meetings.

- Staffing to include:
  - Sales & Volunteer Coordination for:
    - Book sale organizing and book donation acceptance.
    - Coordination of Literary Grounds sales and services.
  - Marketing & Design for campaign and promotional materials.
  - Clerical Support for meeting packets and minutes, financial records, and donor records.
  - Customer Account Services for sales transactions completed at the Welcome Desk.

**IV. APLFF Responsibilities under the MOU**

- APLFF will conduct at least one (1) annual campaign that will raise and surrender to the Library a sum necessary to fulfill the cost obligations as specified in Appendix A. Further expenditure of the funds may go toward administrative expenses of APLFF. All expenditures for library programs, projects, and collection development shall be at the discretion of the Library.
- APLFF will operate at least two (2) book sales to raise funds for library projects, programs, and collection development. Expenditure of these funds will be at the discretion of the Library upon recommendation by APLFF.
- APLFF will manage Endowment Accounts with the Story County Community Foundation.
- APLFF will assume responsibility for the following administrative expenditures:
  - Cost of printing and mailing of fundraising and promotional materials and correspondence.
  - Costs for audits, payroll services, tax preparation, and other such administrative matters.
  - Maintenance fees for computer software
- APLFF will maintain Directors and Officers Insurance to indemnify the APLFF Directors against liability for APLFF administrative and staff actions.
- APLFF will maintain Liability Insurance to indemnify against any claims against APLFF due to activities or operations under the responsibility and control of APLFF.

**VI. EFFECTIVE DATE AND SIGNATURE**

The MOU shall be effective upon July 1, 2022, and shall remain in force until June 30, 2023.

\_\_\_\_\_  
*Carolyn Myers, President of the Ames Public Library Board of Trustees*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Andrew Zbaracki, President of the Ames Public Library Friends Foundation*

\_\_\_\_\_  
*Date*

**APL/APLFF Memorandum of Understanding - Appendix A**

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**Total Projected Expense for APLFF for Fiscal Year 2023,  
payable to Ames Public Library: \$37,228.23**

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**Fiscal Year 2023 (7/1/2022-6/30/2023)**

<b>Library Staff Use</b>	<b>Dedicated Hours</b>	<b>Wages &amp; Benefits (FY21)</b>	<b>Wages &amp; Benefits (FY22)</b>
Sales & Volunteer Coordination	236	\$10,490.00	<b>\$11,381.81</b>
Marketing & Design	45	\$1,757.00	\$1,910
Clerical Support	450	\$16,074.00	\$14,791
Customer Account Services Staffing	232	\$5,303.52	\$6,074.69
<b>Total Staff Cost</b>		<b>\$33,624.52</b>	<b>\$34,157.08</b>
<b>Communications</b>			<b>Communications Total</b>
Telephone (single line)		\$571.16	\$571.16
Photocopying		\$200.00	\$200.00
<b>Total Communications Cost</b>		<b>\$771.16</b>	<b>\$771.16</b>
<b>Facilities</b>			<b>Use of Facilities Total</b>
<b>Use of Facilities Cost</b>		<b>\$2,300.00</b>	<b>\$2,300.00</b>

**Memorandum of Understanding with Ames Public Library Friends  
Foundation for Fiscal Year 2022/23**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MAY 19, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, approves the Memorandum of Understanding with Ames Public Library Friends Foundation for Fiscal Year 2022/23 as presented.

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Carolyn Myers, President

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Jon Christy, Secretary