



Agenda: Board of Trustees
Dec. 6, 2018, at 4 pm
Beems A, Downtown Library

Invest in Young Minds, Engage & Strengthen Community, Transform Lives

Library Board President – Matthew Wilding

- A. Call to Order
- B. Consent Agenda – **Action**
 - o Minutes: Nov. 1, 2018
- C. Public Comments and Communications
- D. **Action:** Resolution in thanks of Hall-Perrine Foundation
- E. Foundation Report – Charity Tyler
- F. Friends of the Library Report – Libby Slappey
- G. Service Spotlight: Reality Bites Series – Mary Beth McGuire and Victoria Fernandez
- H. Library Board Committee Reports
 - o Finance Committee – Randy Ramlo, Committee Chair
 - o No Action
 - o Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - o Upcoming Policy Review
 - o Advocacy Committee – Jade Hart, Committee Chair
 - o Update
- I. Library Director’s Report
- J. Old Business
- K. New Business
- L. Adjournment

The next Board of Trustees meeting is set for **Thursday, Jan. 3, at 4 pm**, Community Room, Ladd Library.

Key Dates and Details:

Dec. 1: Merry TubaChristmas!: White lights Holiday Music Series, 2-3 pm, Commons, Downtown Library. Other music performances in the series are on Dec. 8 from 1-2 pm with Tye Male Jazz Ensemble and Dec. 15 from 2-3:30 pm with Irish MockingByrds.

Dec. 5: Reality Bites: You and #MeToo, 6-7:30 pm, Beems B, Downtown Library.

Dec. 17: Guest Program: Music Together with Orchestra Iowa, 9:30-10 am, Ladd Library. Program also on Dec. 21 from 9:30-10 am, Children’s Program, Downtown Library.

Dec. 22: Winter Wonderland Virtual Reality, 11 am-12:30 pm, Commons, Downtown Library.

Dec. 24: Libraries close at 1 pm.

Dec. 25: Libraries closed for Christmas.

Dec. 29: Needle Felting, 10 am-noon, Beems A, Downtown Library.

Dec. 31: Noon Year’s Eve Celebration, 10 am-noon, Commons, Downtown Library.

Dec. 31: Libraries close at 5 pm.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact Jessica Musil, Library Administrative Assistant, at 319.261.7323 or email musilj@crlibrary.org as soon as possible but no later than 48 hours before the meeting.

DRAFT Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
Nov. 1, 2018

Board members in attendance: [President] Matthew Wilding, Mary Sharp, Susie McDermott, Monica Challenger, Harriet Kalinsky, Hassan Selim, Clint Twedt-Ball, Randy Ramlo, [Vice President] Jade Hart

Staff in attendance: [Library Director] Dara Schmidt, Amber Mussman, Patrick Duggan, Erin Horst, Kevin Delecki, Jessica Musil, Mary Beth McGuire

Others: Les Garner, Greater Cedar Rapids Community Foundation; Jean Kirby, community member

- A. Call to Order
 - Mr. Wilding called the meeting to order at 4 pm.
- B. Consent Agenda – Action
 - Minutes: Oct. 4, 2018
 - Ms. McDermott motioned to accept the consent agenda. Ms. Kalinsky seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
 - There being none, the meeting continued.
- D. **Action:** Resolution in thanks of the Greater Cedar Rapids Community Foundation
 - The motion to accept the resolution of thanks carried with unanimous approval.*

Mr. Twedt-Ball joined the meeting at 4:05 pm.

- The Community Foundation has supported local philanthropy since 1949. Recently, the community has benefited from the Community Foundation's support of two library initiatives: The Dolly Parton Imagination Library (DPIL) and MICRO programs.
 - The Community Foundation's charitable giving has helped these two programs impact area children and literacy, and small business development.
- E. Foundation Report – Charity Tyler
 - Ms. Schmidt reported for Ms. Tyler. The Foundation is starting the 'I #LOVECRPL' campaign – an opportunity for the community to share stories about why they love the Library. Trustees are invited to participate.
 - The new donor wall was installed on the first floor of the downtown Library. This wall celebrates those in the Van Vechten Society – donors who designated the Library Foundation in their will and have since died. Ms. Tyler plans a dedication in 2019.
 - The year-end appeal will be mailed sometime before Thanksgiving.
 - At this time, half of all eligible children in Cedar Rapids have been enrolled in the DPIL program in less than one year. Projections anticipated 60% of eligible children would be enrolled in the first five years.
 - F. Friends of the Library Report – Libby Slappey
 - Ms. Schmidt reported for Ms. Slappey. The Friends are preparing for their annual large book sale at the Cherry Building. Volunteers are still welcome to assist with the sale.

Ms. Challenger joined the meeting at 4:19 pm.

- G. Service Spotlight: Operational Plan – Senior Management Team
 - Ms. Mussman introduced the Operational Plan, which is a document that outlines year-by-year work for the strategic plan. To develop the plan, the Senior Management Team reviewed all the initiatives and divided them over three years to allow for logical work

flow as well as to maintain department workloads. The team created the first year calendar of initiatives, starting in January 2019 through June 2020, to visually show when tasks will be explored and executed.

- The managers explained the first year activities for the larger strategic initiatives: Literacy, Access, and Inclusion. A manager will provide project management for each initiative with Library staff assistance. The senior management team still needs to develop benchmarks and metrics to determine initiatives' success. The first year of the plan will start early – technically, it is slated to start July 2019 but the team wishes to start in January.

H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
 - **Action:** Janitorial Agreement
 - This action item is to reflect the approval of another year with FBG for janitorial services for the downtown and Ladd libraries. The original five-year contract called for annual renewals. The price will not change from the previous amendment, which added service on Sundays at the downtown library.
 - Ms. Schmidt did note that when the Opportunity Center opens, the Library will ask for another amendment due to increased volume of work. Ms. Schmidt also noted it is her hope that Opportunity Center partners will help pay for this additional fee.

The motion to accept the janitorial agreement renewal, not to exceed the annual amount of \$132,456, carried with unanimous approval.

- Finances at this point of the year remain on track. Ms. Schmidt shared that in last year's budget the Library spent \$270 under the budgeted expenses.
- Ms. Schmidt, Mr. Wilding, and Mr. Ramlo presented to the City Finance Committee about the library. This year, instead of a City Council liaison for our board, Library representatives attend a monthly meeting with their respective committee. We report to the City's Finance Committee and will present on the department twice a year.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - Mr. Twedt-Ball has nothing to report at this time. However, the committee will start monthly meetings and will bring discussion and policy recommendations starting at the December meeting.
- Advocacy Committee – Jade Hart, Committee Chair
 - Update
 - The committee met on Oct. 22. They discussed the American Library Association (ALA) course Ms. Mussman completed on advocacy and activism. The committee devised different ways to start advocacy efforts.
 - The strategies center on discussions with elected leaders at strategic times of the year. As these strategies unfold, trustees will receive further information on how they can help advocate.

I. Library Director's Report

- Ms. Schmidt is working on the FY20 budget. A recommendation for approval should be on the December agenda. A general discussion was held on whether the Library should ask for funding to restore Saturday hours at Ladd Library while also keeping the 8-9 am on Mondays through Thursdays.
- Ms. Schmidt will prepare a budget for the Finance Committee to review with the considerations of Ladd hours to best serve the community.

J. Old Business

- There being none, the meeting continued.

K. New Business

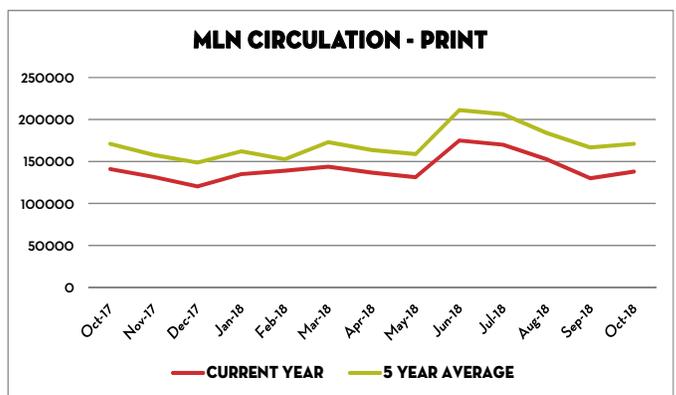
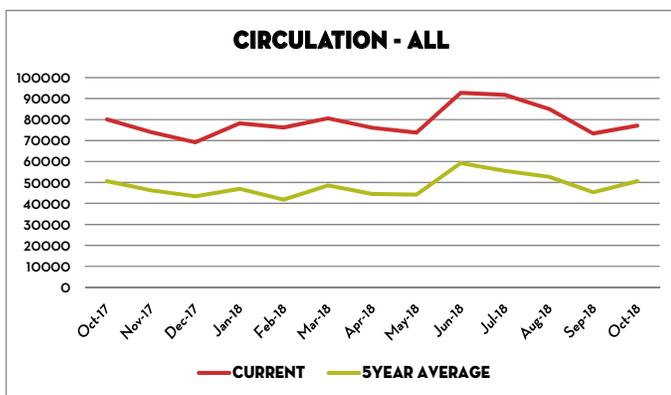
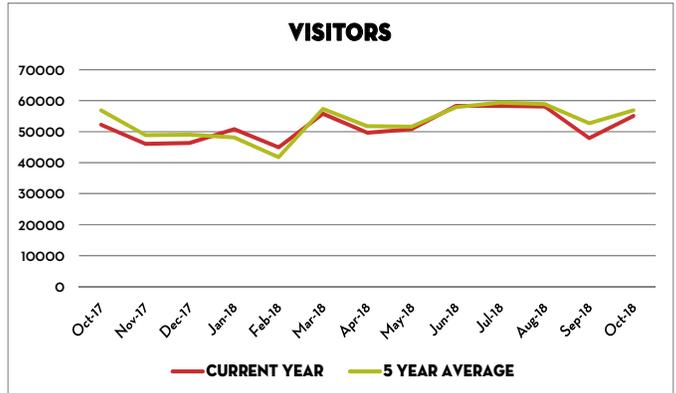
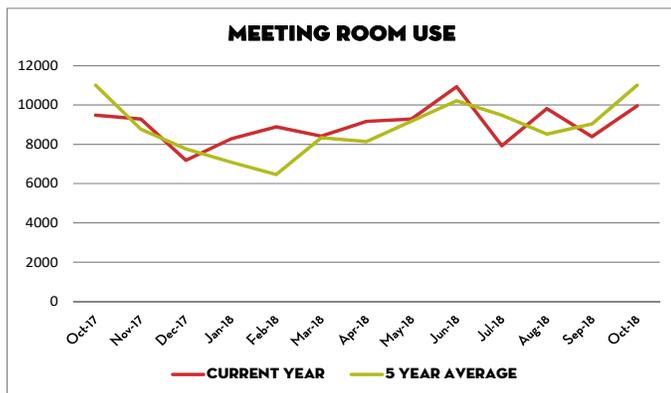
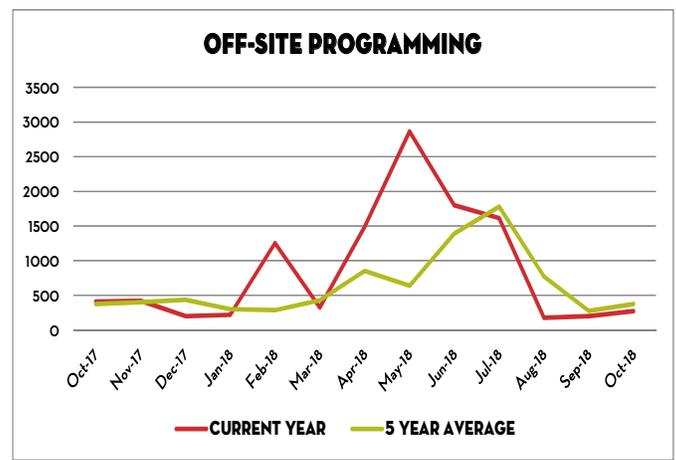
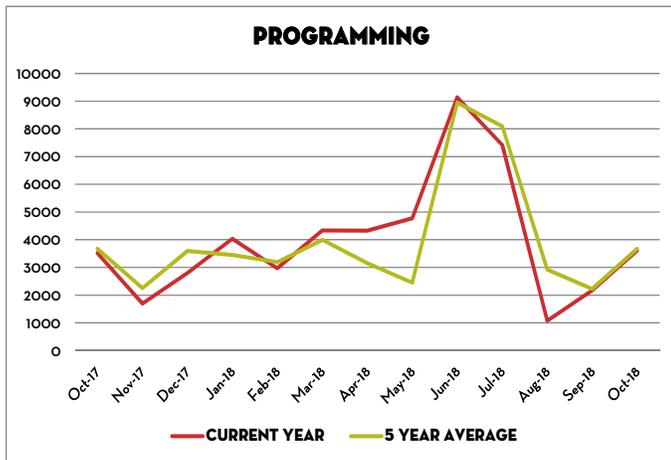
- Annual Report
 - Ms. Schmidt highlighted the FY18 Annual Report as presented in the packet. In particular, our overall visits, meeting room users, program attendees, and website users are higher than last fiscal year even with a reduced number of programs. Public computer sessions and public WiFi connections are also up. Overall circulation is down but we have an overall increase of digital materials.
 - The report is online and will be emailed as an eBlast. Printed versions will be used in conversations with major stakeholders, such as City Council members and community partners.
- Upcoming Reminders
 - Ms. Schmidt reminded everyone of the public launch of the new strategic plan on Friday, Nov. 9 at 8 am. Attendees will begin with networking from 8-8:30 am, a presentation from 8:30-9 am, and an opportunity to try out some of the Library's offerings, such as Virtual Reality, from 9-9:30 am.
 - All trustees are invited to attend the Library staff professional development day on Nov. 12. Email Ms. Musil if you plan to attend.
 - Ms. Schmidt asked the board if they would like to move the December meeting to the downtown Library, previously scheduled at Ladd Library. She'd like to meet at Ladd Library in January so trustees can tour the newly constructed Opportunity Center, slated for completion in mid-December. All trustees verbally agreed; calendar notices will be updated.

L. Adjournment

- There being no further business, the meeting adjourned at 5:06 pm

The next Board of Trustees meeting will be held on Thursday, Dec. 6, 2018, at 4 pm in Beems A at the Downtown Library.

PEOPLE, PLACES & THINGS



We continue to see trends in library use, from our circulation numbers to our visitors. We see our circulation of all materials continue to stagnate and slow, however our digital content (ebooks, downloadable music and movies) continues to increase each month. Our program attendance continues to be strong, and off-site program attendance varies greatly by time of year. Meeting room use continues to be strong and we saw nearly 10,000 people use our spaces in October.

RESOLUTION
IN THANKS OF THE HALL-PERRINE FOUNDATION

The Library Board of Trustees would like to formally thank the Hall-Perrine Foundation for their commitments to improving the lives of those in our community.

Passed this 6th day of December, 2018.

Matthew Wilding
President

City of Cedar Rapids
151 Library
2018-10-31

Account	Prior Fiscal Year 2018 YTD Actuals	Current Fiscal Year 2019 Adjusted Budget	Current Fiscal Year 2019 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Taxes					
Total Taxes	-	-	-	-	0%
License & Permits					
Total License & Permits	-	-	-	-	0%
Intergovernmental Grants					
State Operating	422001 102,579.69	80,000.00	29,329.35	(50,670.65)	37%
Local Govt Grants	423000 7,010.34	90,000.00	14,567.34	(75,432.66)	16%
Total Intergovernmental Grants	109,590.03	170,000.00	43,896.69	(126,103.31)	26%
Charges for Services					
Printing & Duplicating of Form	431006 7,262.00	20,000.00	10,681.34	(9,318.66)	53%
Admin Charges - External	431012 102,049.53	245,000.00	137,656.39	(107,343.61)	56%
Library User Fees - Not Fines	431201 -	600.00	-	(600.00)	0%
Vending Sales	431301 46.63	-	85.33	85.33	0%
Total Charges for Services	109,358.16	265,600.00	148,423.06	(117,176.94)	56%
Fines & Forfeits					
Library Fines	441001 33,638.70	105,000.00	29,829.18	(75,170.82)	28%
Total Fines & Forfeits	33,638.70	105,000.00	29,829.18	(75,170.82)	28%
Other Miscellaneous Revenue					
Building Rental	461001 10,770.44	73,455.00	13,790.62	(59,664.38)	19%
Postage / Handling	471001 -	-	2.53	2.53	0%
Contributions & Donations	471002 -	70,000.00	-	(70,000.00)	0%
Sale of Inventory	471003 3,760.68	5,000.00	1,762.84	(3,237.16)	35%
Damage Recoveries	471004 -	-	100.00	100.00	0%
Other Miscellaneous Revenue	471005 -	3,500.00	64.00	(3,436.00)	2%
Total Other Miscellaneous Revenue	14,531.12	151,955.00	15,719.99	(136,235.01)	10%
Transfers In					
Operating Transfer In - Inter	483001 7,719.00	12,040.00	12,040.00	-	100%
Total Transfers In	7,719.00	12,040.00	12,040.00	-	100%
Proceeds of LT Liabilities					
Total Proceeds of LT Liabilities	-	-	-	-	0%
Total Revenue	274,837.01	704,595.00	249,908.92	(454,686.08)	35%
Personal Services					
Regular Employees	511100 1,005,022.72	3,323,867.60	1,039,212.61	2,284,654.99	31%
Temporary/Seasonal Employees	511200 -	54,788.24	-	54,788.24	0%
Overtime	511300 18,087.99	114,773.40	42,753.80	72,019.60	37%
Other Special Pays	511400 6,519.16	52,630.00	9,122.34	43,507.66	17%
Group Insurance	512100 144,234.98	382,901.00	114,263.26	268,637.74	30%
Social Security Contributions	512200 68,797.96	256,562.00	73,662.40	182,899.60	29%
Retirement Contribution	512300 79,652.18	322,399.00	92,561.55	229,837.45	29%
Workers' Compensation	512500 44,784.85	155,933.00	47,455.62	108,477.38	30%
Other Employee Benefits	512600 1,857.15	6,725.00	1,190.80	5,534.20	18%
Total Personal Services	1,368,956.99	4,670,579.24	1,420,222.38	3,250,356.86	30%
Discretionary Expenses					
Advertising & Marketing	521100 14,253.41	25,000.00	6,912.94	18,087.06	28%
Consulting & Technical Service	521104 -	10,000.00	-	10,000.00	0%
External Contracted Labor	521105 18,111.78	63,000.00	10,876.92	52,123.08	17%
Health Services	521106 120.00	-	417.50	(417.50)	0%
Legal Services	521107 -	-	20,085.22	(20,085.22)	0%
Other Professional Services	521108 -	30,250.00	-	30,250.00	0%
External Banking/Financial Fee	521109 3,380.11	17,700.00	3,450.60	14,249.40	19%
Security Services	521110 883.85	5,000.00	-	5,000.00	0%
Computer Hardware	522100 39,485.28	50,000.00	25,070.40	24,929.60	50%
Computer Software Maintenance	522101 146,775.51	150,220.00	37,819.04	112,400.96	25%
IT Services - External	522102 16,031.63	20,500.00	24,495.42	(3,995.42)	119%
Building & Grounds Services	522104 35,001.93	111,135.00	51,328.43	59,806.57	46%
Equip/Furniture/Fixtures Serv	522105 125.00	4,000.00	1,101.22	2,898.78	28%
Phone Services	523107 10,153.55	26,500.00	11,301.59	15,198.41	43%
Rental of Equip & Vehicles	524101 -	500.00	303.59	196.41	61%

City of Cedar Rapids
 151 Library
 2018-10-31

Account	Prior Fiscal Year 2018 YTD Actuals	Current Fiscal Year 2019 Adjusted Budget	Current Fiscal Year 2019 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	
Printing, Binding, & Duplicate	525102	4,925.90	15,500.00	4,314.91	11,185.09	28%
Awards & Recognition	531102	-	500.00	15.00	485.00	3%
Books & Subscriptions	531103	54,245.43	50,000.00	91,908.41	(41,908.41)	184%
Cleaning & Janitorial Supplies	531105	-	1,250.00	144.54	1,105.46	12%
Computer Supplies	531106	1,802.22	5,000.00	1,085.34	3,914.66	22%
Equipment/Furniture/Fixtures	531109	19,270.95	11,500.00	770.50	10,729.50	7%
Photography Supplies	531110	-	500.00	-	500.00	0%
Landscaping Materials	531112	-	-	100.00	(100.00)	0%
Miscellaneous Supplies	531114	434.43	2,000.00	633.64	1,366.36	32%
Office Supplies	531116	2,440.94	35,320.00	4,310.04	31,009.96	12%
Program Supplies	531118	14,442.48	32,000.00	8,189.59	23,810.41	26%
Shop Supplies	531119	-	250.00	-	250.00	0%
Sign & Signal Supplies	531120	37.62	-	386.95	(386.95)	0%
Uniforms	531123	-	694.00	-	694.00	0%
Personal Protective Gear	531124	18.60	-	54.30	(54.30)	0%
Building & Grounds Supplies	533100	-	2,000.00	-	2,000.00	0%
Equip/Furniture/Fixtures Parts	533101	2,083.35	-	160.00	(160.00)	0%
Conferences, Training, Travel	542102	9,453.34	13,200.00	11,124.52	2,075.48	84%
Dues & Memberships	542103	6,779.64	7,500.00	6,937.53	562.47	93%
Miscellaneous Costs	542107	-	20,000.00	-	20,000.00	0%
Postage & Freight	542108	2,857.55	20,000.00	4,246.53	15,753.47	21%
Mileage Reimbursement	542111	371.74	3,000.00	214.91	2,785.09	7%
Total Discretionary Expenses		403,486.24	734,019.00	327,759.58	406,259.42	45%
Fleet & Facilities						
City Facility Maint Services	522107	61,402.19	228,066.00	13,951.24	214,114.76	6%
City Fleet Services	522108	6,845.01	-	96.67	(96.67)	0%
Rental of Land & Buildings	524100	108,345.27	250,000.00	112,568.39	137,431.61	45%
City Fleet Rental Charges	524102	-	-	-	-	0%
Total Fleet & Facilities		176,592.47	478,066.00	126,616.30	351,449.70	26%
Non-Discretionary Expenses						
City Accounting Services	521113	16,340.00	58,913.00	19,636.00	39,277.00	33%
City Inter Department Charges	521114	-	-	-	-	0%
Admin Charges - Other	521114	696.90	-	-	-	0%
City Information Tech Services	522109	2,547.08	8,670.31	2,890.12	5,780.19	33%
Electricity	523100	57,120.21	151,800.00	62,569.76	89,230.24	41%
Natural Gas	523103	(498.83)	3,500.00	198.78	3,301.22	6%
Liability Insurance	525104	4,687.68	17,649.00	5,883.00	11,766.00	33%
Property Insurance	525107	12,667.32	47,577.00	15,859.00	31,718.00	33%
Vehicle Insurance	525108	200.00	600.00	200.00	400.00	33%
Diesel Fuel	532100	-	-	-	-	0%
Gasoline Fuel	532101	60.65	498.60	41.19	457.41	8%
Total Non-Discretionary Expenses		93,821.01	289,207.91	107,277.85	181,930.06	37%
Capital Outlay						
Buildings	552000	-	-	-	-	0%
Vehicles, Equipment, Software	554000	-	40,865.00	40,865.00	-	100%
Controlled assets	556000	-	-	11,700.00	(11,700.00)	0%
Total Capital Outlay		-	40,865.00	52,565.00	(11,700.00)	129%
Debt Service						
Total Debt Service		-	-	-	-	0%
Transfers Out						
Total Transfers Out		-	-	-	-	0%
Total Expenditures		2,042,856.71	6,212,737.15	2,034,441.11	4,178,296.04	33%
Net Revenues over/(under) Expenditures		(1,768,019.70)	(5,508,142.15)	(1,784,532.19)	3,723,609.96	

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfilment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

[Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council]

Adopted: 03/30/89

Reviewed: 2013, 08/06/2015

Freedom to Read

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

[Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.]

Adopted: 01/26/89

Revised: 06/06/96, 10/07/99, 08/04/05

Reviewed: 2013, 08/06/2015

Freedom to View

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labelling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

[This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990]

Adopted: 08/04/05

Reviewed: 2013, 08/06/2015

Department Updates

Community Relations is working with IT on the transition from our current meeting room software to a new product. Testing and training are currently underway and we hope to launch the new product in late January. This will be a big change for both staff and the public, but we believe the product will be much more user friendly and better for everyone. We are in our busy season with holiday events right now, hosting RHCR's Christmas Concert and the Lynne Rothrock Christmas Cabaret. Lots of organizations are having their holiday gatherings in our spaces as well. Merry TubaChristmas was Dec. 1 and we had hundreds of people come to listen to the more than 90 tuba players. It was very festive! Our design and marketing team just printed the winter issue of *OPEN+* magazine and are hard at work prepping for winter events and programs.

In late October, volunteers assisted with both of the Library's Halloween parties. We had a total of 20 volunteers donate 50 hours between these two events. They assisted staff with games, a monster hunt, snacks, and crafts. Over 470 patrons attended these two events. Without volunteers, programs of this size would not be possible. Volunteers help us expand our capacity to provide great programs and services to the community. Volunteer Hours in October 2018: Downtown = 521.75; Ladd = 101.5; Total = 623.25

Materials. As we go into winter we are seeing the publishing world get a little bit quieter, but we saw big releases by Michelle Obama, Liane Moriarty, and Janet Evanovich. We are seeing an increase in our circulation in both digital audiobooks and digital magazines. Our group also helped create an Intellectual Freedom/Privacy training for staff day and Heather did an excellent job. We also welcomed a familiar face to the Materials department as Kim Martens-Tyo moved over from her Patron Services Specialist position to join us as one of our Librarians.

Operations Branch Services. The department had a great time at the All Staff Day on Nov. 12 where the departments were able to showcase some of their responsibilities. The Operations Supervisors came up with an idea for an escape room where staff would solve puzzles using public service skills to "escape" the room. They did a great job and the whole day was a lot of fun! Winter tends to be a busy season for public service as we have a lot of patrons looking to come inside from the cold, so we expect the library to feel fuller for the next few months. The Community Overflow Weather Shelter System has found a location for the winter within walking distance to the library and is expected to open Dec. 1. Last year, the shelter was farther away and patrons needed to be bussed, so we're pleased this will be more accessible.

Programming. The past month has been filled with a variety of fun, educational, and community-building programs. From politics (with Reality Bites and Trivia Night) to reading with dogs, playing games, and creating works of art, people of all ages have had dozens of ways to engage with their library. We have also had a number of guest performers - Ballet Quad Cities, Play and Learn, Iowa Accordion Club, Playtime Poppy, and more - have given their time and talents to provide outstanding programs for the patrons of the Cedar Rapids Public Library.

We have also worked hard to reach out into the community on a more regular basis. In addition to our typical outreach with YPN's Ready to Read, Cargill Cares Preschool Story Times, and Teen Programming at Four Oaks, we have started doing Preschool, Head Start, and Daycare visits throughout the city, targeted to areas facing high levels of poverty and high participation in Dolly Parton's Imagination Library. We are also working regularly with McKinley Middle School to have a more regular presence in the school, including doing monthly book lunches. We have also launched the Staff Winter Reading

Challenge – a chance for staff to read, earn digital badges and real-world prizes, as well as learn the new software we will be using for all of our upcoming reading programs.

The *Technology Solutions* team installed the new library kiosk at the Eastern Iowa Airport right before the Thanksgiving holiday rush, so we'll be excited to see the effect on circulation and library card sign-ups. The kiosk features CloudLibrary software with eBooks and digital audiobooks available for checkout. Many of these titles are available on demand without any holds lists.

Opportunity Center Update

Construction continues and will be complete in December. Look to January for a soft opening with Grand Opening in February. Partners are making schedules for coverage and classes and getting furniture.

Great Stories

This was really great to experience as a parent and as a library employee. Today, my daughter had a field trip. The special education teachers from her school took all their kids on an excursion: the Library, as an exploration of literacy; Pizza Ranch for lunch, to practice social skills; and bowling, as an extension of the adaptive PE program. I joined my daughter while she was at the Library. Mary Beth and Victoria were amazing. I've been involved on tours and story times before – as a parent and employee – but this was just the best. They prepared two songs with movement and egg shakers, two great stories, and a complementary and fun craft plus exploration of the Children's Library. The visit was well-documented for the kids with a visual schedule. I loved how inclusive it felt, that all the kids regardless of their abilities could participate in their own way and find enjoyment; we don't always find inclusivity in community activities and events. It was the first time I witnessed my daughter participating in a library story time and activity. And it was wonderful. This is the kind of stuff that makes us great. – Jessica Musil

I believe I've blown a lawyer's mind today. Yesterday I was helping a lawyer find information on a now defunct business in Walker, Iowa. We spent probably a good two hours working together spelunking through our old city directories to find this business. We had some success. Last night inspiration struck and I followed through on said inspiration this morning and looked up the business in Ref USA and the Iowa Secretary of State's website. I hit the jackpot by finding the articles of incorporation and a series of filings the owner made with the Secretary's office. I took the liberty of printing all that I found out for him and had it ready this morning. He was slated to come back in for me to sign an affidavit for the documents we produced for his case today. Michelle came and got me when he arrived and I went out with my packet. He was surprised to see it and really blown away when I presented him with the articles of incorporation, something he didn't have. He didn't know what to make of the filings; however, I pointed out that it is a paper trail that I found but would leave the interpretation up to him. He's got the Secretary of State's contact information if he needs to know more. Lots of smiles and laughter ensued since it was totally unexpected pieces of information. He also stated that they are working other cases that aren't this fully researched at this time. It was also stated that he now has a friend in Kristine Olsen. Patting myself on the back for this one for sure. You never know what we librarians can dig up! – Kristine Olsen

I did our baby/toddler program, Mother Goose on the Loose, today and a mother shared something with me and some other moms that touched my heart. She let me know that after her youngest was born she had severe postpartum depression, so much so that it became challenging for her to leave her house. She said that one of the only things that got her out of the house during that time was coming to Mother Goose and talking with the other moms during playtime. I got emotional hearing about her struggles and how having this program as an outlet helped her through, as she put it, the most difficult time in her life. This group of moms then went on to talk amongst themselves about different things they were going through and took time to support each other. It was really neat to be a part of that this morning. –Tara Carrera-Bauer