Agenda: Board of Trustees  
March 5, 2020, at 4 pm  
Community Room, Ladd 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: Feb. 6, 2020  
   o Special Event Application  
C. Public Comments and Communications  
D. Foundation Report – Charity Tyler  
E. Friends of the Library Report – Libby Slappey  
F. Board Education: Strategic Plan Update – Amber McNamara  
G. Library Board Committee Reports  
   o Finance Committee – Randy Ramlo, Committee Chair  
     • Action: Contract for Library Services FY20  
   o Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair  
     • Director Evaluation Process  
   o Advocacy Committee – Jade Hart, Committee Chair  
     • No Action  
H. Library Director’s Report  
I. Old Business  
   o Public Library Association Conference Report  
J. New Business  
K. Adjournment

The next Board of Trustees meeting is set for April 2, 2020 at 4 pm, Conference Room, Downtown Library.

Key Dates and Details:  
March 5: Concert in the Commons, noon, Downtown Library. Other performances on March 12 and 19.  
March 9: Sustainable Lunch and Learn, noon, Downtown Library.  
March 10: Community Conversation: Gun Violence, 6 pm, Downtown Library.  
March 18-20: Job Simulator - a three-day Teen Camp, 1-4 pm, Ladd Library.  
March 19: Understand the Census, 5:30 pm, Downtown Library. Also March 23 at Ladd Library and March 26 downtown.  
March 21: Mad Hatter’s Tea Party, 10 am-noon, Downtown Library.

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
Feb. 6, 2020

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

Staff in attendance: [Library Director] Dara Schmidt, Erin Horst, Kevin Delecki, Todd Simonson, Jessica Musil, Victoria Fernandez

Others: Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation; Libby Slappey, President, Friends of the Cedar Rapids Public Library

A. Call to Order
   • Mr. Wilding called the meeting to order at 4:01 pm.

B. Consent Agenda – Action
   • Minutes: Jan. 2, 2020
     Ms. Kalinsky motioned to accept the consent agenda. Ms. Hart seconded. The motion carried with unanimous approval.

C. Public Comments and Communications
   • There being none, the meeting continued.

D. Foundation Report – Charity Tyler
   • The Foundation will celebrate the 100,000th book delivery for the Dolly Patron’s Imagination Library (DPIL) program on Feb. 19. An 18-month old child and his mother consented to be part of the celebration. Ms. Tyler will invite trustees to attend.
   • At the end of January, DPIL has 5,425 children enrolled. The program is maintaining about 5,300 kids and 90 graduates per month.
   • The Foundation will host a screening of The Library Dolly Built on April 2, which aligns with the national launch and screening. This event will be a donor exclusive to watch the documentary, which explores the history and impact of DPIL.
   • The Foundation is planning several other events in the next several months: Literary Vines on May 2 and Van Vechten Society brunch on June 6.
   • Ms. Tyler announced that she is President Elect for United for Libraries, a division of American Library Association (ALA). United for Libraries is an association for Library Trustees, Advocates, Friends, and Foundations.

E. Friends of the Library Report – Libby Slappey
   • Ms. Slappey showed off new Friends book bags. These new bags were sponsored by Green State Credit Union so all sales proceeds directly benefit the Friends.
   • The organization has new board members including a Treasurer.
   • Last month, the Friends had their strategic planning meeting. One area of concern is how to manage inventory as book sales can’t effectively reduce inventory.

F. Board Education – Dara Schmidt and Jessica Musil
   • Library Accreditation.
     o The Library is submitting its accreditation, which occurs every three years, to the State Library of Iowa. Accreditation demonstrates how a library provides service to its community. The accreditation packet explores a variety of questions related to governance, management, personnel, collections, access to physical and virtual spaces, programming and community relations, and the library facility.
o Our Library strives to be accredited at the Tier 3 level, which is the highest ranking. While tier levels do not impact funding general state funding, accredited libraries do receive Open Access funding through the state.

o The accreditation requirements were updated and this is our first accreditation with the new standards. There is more of an emphasis on peer networking with trustees and directors in the library's service county. In addition, they are bringing more awareness to accessibility.

o Each library now has to complete and review with its board at least one ADA checklist priority: approach and entrance, access to goods and services, toilet rooms, and additional access, such as drinking fountains. Libraries are not required to make changes.

o The Library completed Approach and Entrance, specifically looking at the Downtown Library's access from the 5th Avenue parking lot. The document outlines where the Library is ADA compliant but also has issues with accessibility.

- ADA
  o While there are known ADA issues, the Library is now scheduled to update both facilities for ADA compliance. The City settled with the Department of Justice in 2015 to update City owned facilities, parks, and sidewalks to improve access for the community. Ladd and Downtown libraries’ work is scheduled to start in February and conclude by the end of June.

  o It is the contractor’s priority to ensure safe access so we can continue to remain open. The City Facilities department will manage the project and verify that ADA repairs are done correctly as soon as possible after work is completed. This will prevent a correction period at the project’s conclusion.

G. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
  o Mr. Ramlo noted that the Library’s FY20 budget is on track.
  o In addition, Ms. Schmidt will present the Library’s FY21 budget request at the City’s budget hearing tonight. Trustees are welcome to attend.

- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
  o Action: 4.01 Meeting Room Policy
    - The committee recommends changing the requirement of adults over 18 being present in meeting rooms to adults over 18 must book the rooms. The committee felt the previous policy is contrary to the Unattended Children policy, which allows those 10 and up alone in the Library, but then a separate policy would exclude children from using meeting rooms.
    - The committee also added a new clause requires all postings and signage to be inside the room. This will help the library remain open and welcoming to all.

  The motion to accept the Meeting Room Policy as presented in the packet carried with unanimous approval.
  - The board discussed the procedure for cleaning meeting rooms after use. Users agree to clean up any messes when reserving the rooms. For egregious issues, we can charge a cleaning fee. We have cleaning supplies on hand and the overnight cleaning crew also cleans the rooms.

- Advocacy Committee – Jade Hart, Committee Chair
  o Ms. Hart noted that she and Ms. Schmidt received good feedback from the City Council and trustees meetings regarding the Library. City leaders appreciated the opportunity to meet with trustees.

H. Library Director’s Report
The Library’s pilot project with the Linn County Department of Public Health continues to go well. The service navigator meets with many people at the library as well as tracking contacts, holding a case load, and providing service referrals.

The Library is sending 10 people including Ms. Hart to the Public Library Association (PLA) conference in Nashville later this month. Ms. Schmidt will stand for the PLA board during the conference with a table in the Exhibit Hall.

Ms. Kalinsky asked about the hours change for the café. The hours reduction is a pilot for the winter months, which is a typically slow period for them. Ms. Schmidt will discuss hours with the café in April and bring discussion of any permanent changes to the Finance Committee.

I. Old Business
   • There being no old business, the meeting continued.

J. New Business
   • There being no new business, the meeting continued.

K. Adjournment
   • There being no further business, the meeting adjourned at 4:50 pm

The next Board of Trustees meeting will be held on Thursday, March 5, 2020, at 4 pm in the Community Room at the Ladd Library.
Special Event Application

This application must be submitted for special events requiring alcohol at least **60 days** prior to the date of the event. An approved certificate of liability (including additional documentation if required) must be received 30 days prior to the event date. Events requesting alcohol are subject to Board of Trustees approval and guidelines in the Board Policy 3.08 – Special Event Alcohol Use. Board meetings are held the first Thursday of each month at 4 p.m.

Please return the completed application to: Cedar Rapids Public Library, 450 Fifth Avenue SE, Cedar Rapids, Iowa 52401; email events@criibrary.org.

**Name of Contact Person:** Donna Hobson

**Name of Organization:**

**Address:** 1648 Zika Ave NW Cedar Rapids, IA 52405

**Phone:** 319-721-6763

**Email:** jormattmom@yahoo.com

**Name of Event:** Wedding of Hobson/Devore

**Date of Event:** 06/13/2020

**Location of Event:** LivingLearning Roof

**Time of event start:** 6:00

**Setup start:** 5:00

**End:** 9:30

**Cleanup end:** 10:30

**Will there be a fee to attend?** No

**What type of audience is this intended for:** friends and family

**Number of attendees/participants:** 75

**Will you serve alcohol at the event?** Yes

**Who holds the liquor license for your event?** Popoli’s

**Applicants Signature:** [Signature]

**Applicants Printed Name and Title/Organization:** Donna Hobson

**Date:** 2-11-2020
Eliza Dushimemana, an AmeriCorps RefugeeRISE member, interprets Jan. 23 while talking with Agnes Nyiramisago at Hoover Elementary School about the upcoming caucus at the Cedar Rapids school. Both women were born in Rwanda and will participate in the Iowa caucuses for the first time, with Dushimemana also serving as a facilitator. Hoover Elementary, where students speak more than 20 languages, will be a satellite caucus site with several languages represented including Swahili, French, Kinyarwanda, Kirundi, Spanish and English. (Liz Martin photos/The Gazette)

By Molly Duffy, The Gazette

Cedar Rapids — Among the many aspects of Aaron Terrones’ new role at the Cedar Rapids Public Library, his main goal is to create trust.

“A lot of the new options, the new support services navigator, Terrones works with homeless and other high-barrier clients who frequent the downtown library. He has spent hours on the phone helping an individual obtain a Social Security card, he connects clients with aid from nonprofit agencies, and he even drives people to the hospital.

“In my previous role, I didn’t have that time to work with one individual person,” said Terrones, who started the new duties Jan. 1. “Now at the library, I can spend more time with them.”

The new role stems from a larger initiative the Cedar Rapids Public Library is taking on to help improve health in the community — a project that was made possible through a several thousand dollar grant from the Iowa Department of Public Health. Cedar Rapids is one of two Iowa cities awarded $20,000 to launch a pilot project called “Harnessing the Power of Iowa Libraries,” which aims to supplement the work of public libraries in areas that intersect with county public health goals.

“These are things that truly affect people in communities, and we don’t have the bandwidth to do them on our own,” said Lemi Tilahun, Hoover Elementary’s community-school coordinator and caucus site organizer.

At Hoover Elementary — where students speak more than 20 languages and had from as many countries, including Congo, Burundi, Tanzania, Togo, Rwanda and Haiti — organizers plan to host caucuses in French, Kinyarwanda, Kirundi, Swahili, Spanish and English.

The school, 4844 Johnson Ave. NW, is an open satellite site, so any Iowa Democrat can come here to discuss and choose candidates at 7 p.m. Caucusgoers can register to participate during the day.

“There are satellite caucus sites in overseas embassies and places where Iowans go for foreign travel, like Arizona and Florida,” said Lemi Tilahun, Hoover’s community-school coordinator and the caucus site’s navigator. Terrones’ new role at the Cedar Rapids Public Library is tak-...
Aaron Terrones, a new support services navigator, talks last Tuesday with Christine Gray, who is homeless, at the downtown Cedar Rapids Public Library. In his new role, Terrones says he focuses on building a rapport with clients, who have come to him since he started checking in at the library. (Melinda F. Meller photo/The Gazette)

The library had been looking at ways to support patrons’ mental health and safety with resources, Terrones said, at the right time to get the project up and running,” Terrones said. Many of Terrones’ clients deal with mental health diagnoses, and struggle to access services because of it. In addition, Terrones said, the library’s Growing Readers on maternal health into the rural component of the pilot project under the pilot project to Cedar Rapids Public Health. The state grant will pay $12,500 of the support service navigator position. Terrones still is employed by Willis Daily Homeless Services in his current capacity at the library, so Schuhart said Willis Daily is funding $15,000 of the position through other grants. The library is funding $17,500. To help address obesity, officials are considering new healthy cooking or nutrition classes at the library. They also are exploring the possibility of having equipment, such as yoga mats or a balance ball, in the same way a patron would check out a book. The nutrition classes and lending wellness equipment are expected to each cost $12,500. The state’s pilot projects are a result of a grant from the state public health department. Officials said both the Perry and Cedar Rapids public libraries are tasked with creating a road map for future projects across the state. The funding is guaranteed only for a year, but officials in both communities say it is a great opportunity to see new initiatives under the pilot project in action. “I think it’s important for us to test the services that we already have,” Linn County Public Health’s DeIvoly said. “So why not do it? Why not test this with the services in the library so that we can take what works and implement that for the community?”

An extraordinary memory care community is coming to Cedar Rapids.

CountryHouse is devoted exclusively to benefiting those living with Alzheimer’s disease or dementia. Reserve a spot for your loved one in our welcoming community by March 15 to save up to $9,000 upon move in.

Schedule a tour at CountryHouse.net/CedarRapids or call 319-826-1044.
C.R. satellite caucus helps expand access

Daytime events spanned state and globe at 98 sites

By Mike Misk, The Gazette

CEDAR RAPIDS — A young man carrying an electric guitar wandered into the Cedar Rapids Public Library’s Whisp-er Auditorium on Monday afternoon and asked what was happening there.

An Iowa Democratic Party satellite presidential caucus, he was told. He quickly turned around and left. The event, with two dozen people gathered in a big room, didn’t need a musician.

Like hundreds at 98 other sites around the state, nation and world, the people here get the jitters on everyone who caucused in Iowa on Monday night. Seventeen voters attended the satellite in Paris, so the Cedar Rapids Library was that number’s game.

Although, those in Paris went out afterward into Paris... Paris those who left the library were confused with more covered Grove Square. There are different times. The process at the library took an hour, so that of that time was spent making sure registered participant Daniel K. Coonam of Cedar Rapids was registered. He was.

The math part was easier. There were enough supporters of Bernie Sanders to send two delegations to March’s county convention, with one such for Joe Biden, Pete Buttigieg and Elizabeth Warren.

Shanel Shaler was the only person there whose candidate didn’t have enough support for a county delegate. She came on behalf of Andrew Yang, then realigned with the Warren people. “I just agreed with (Yang) on most of the issues,” Shaler said. “I want to know I would have Warren as my second choice.”

She was able to caucus only because of the satellites.

“I have two jobs,” Shaler said. “I work to 2 a.m. I worked from 6 to noon this morning in Iowa City.”

The satellites were primarily in Iowa, but also included at least 20 foreign sites and 23 in other U.S. states and Washington, D.C. They were designed to make the caucuses more accessible.

Nancy Paul of Cedar Rapids said it was suggested to her to attend the bi- weekly satellite because “I have trouble getting about and I don’t like to drive at night.”

Coonam’s participation was a bit of a bongostick from the start. He thought he originally registered for an evening caucus, but instead did so for a satellite. He showed up and patiently waited with everyone else for the verification that he indeed could engage in that caucus.

“It’s worth it, it’s worth it,” Sanders supporter Coonam of the delay.

“He kept saying no over 60s are for Bernie. I’ve lived through a lot and I’d tried it of all. I’m hoping of a chance of right versus left today. We’re here to see that battle out in the open. It’s not for something you think you maybe

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**COMMUNITY**

**IOWA CITY** — Rotary International got its start 125 years ago — with its Iowa City chapter joining the century club in 2013 atop a deep history: Much of its 12 million global membership is woven into that deep history: Much of its 12 million global membership is woven into the fabric of communities around the world.

But many of the 3,000-plus rotary clubs of the Iowa City Rotary Club, boasting about 150 members, have a history to discover and tell, according to Rotary President Ryan Bell.

Bell, 41, envisions thatarget Rotar-

ian in that he found the service club in 2013 at age 34. He was an entrepreneur living in the Quad Cities, following friends who were engaging with rotary as a normal part of the fabric of their lives.

Joining rotary in Iowa City was probably the first thing he did in the local club, he said. “Even really early I launched my busi-

ness, I became an active member in the Rotary Club, boasting about 300 members, and...”

He found a similar mindset and mis-

sion to other rotary clubs with which he participated in the past, Bell continued.

“I know of at least a couple of local Rotarians who...”

Bell noted that of the 12,000 Iowa City Rotarians, what they would like to do is bring in more younger Rotarians.

In Livability, an online resource for America’s “most livable small and midsized cities,” Bell acknowledged many of today’s youth’s don’t know much about rotary — or “if they heard of it at all.”

“If you have, it was probably from your grandparents and you tuned in after three minutes of hearing about his club’s weekly lunch speaker,” Bell said.

But, he said, “Rotary is kind of a big deal.”

He tested service projects and community-centered work the club has engaged in locally and nationally — including international efforts to scathe
culate polio, improve maternal and child health, promote basic education and literacy programs and address water sanitation issues.

In Eastern Iowa, specifically, Bell pointed to one of his “passion projects” — planting trees. In its spring, about 300 Iowa City Rotarians planted about 500 trees one morning near Lake Macbride.

“And now that project is ongoing to where we go out there once a year and maintain those trees,” Bell said, noting another planting project on the horizon in April — with about 100 planned for another group in Marshalltown.

The local group for years has sent members to Mexico and Guatemala to help treat people with clubfoot. And the Iowa City club is in the early stages of creating CPR stations with automated external defibrillators in businesses across the city.

In conjunction with those stations, the group aims to create a comprehensive online map and database of all the AEDs in town — a tool to be made available via an app on user phones, Bell said.

“Instead of something great for the community,” he said, noting that 25 Ro-

tarians recently became CPR-certified. “It has the potential to save lives, obvi-

ously. But then also has great potential to just educate a lot of members of the community on quick action.”

The club’s logo is...”

Bell said about the youth appeal of the change, which he acknowledged was focused on the club’s Iowa City...”

Bell said the Iowa City Rotary Club — was closed and razed last year.

Big Grove — with its community cen-

tered mission — was eager to have the club and has cooperated well with its goal of engaging the younger generation.

For them, I think rotary was a great fit.”

**PANEL PARTICIPANTS:**

- Kayla Phelan-Monroe
- Heidi Hromidko
- Sgt. Laura Faircloth
- Kristin Dietz

**Signups open for Feb. 27 health	

workshops session**

The Cedar Rapids Police Department has teamed up with Waypoint Services to provide two “Healthy Living Workshops” for parents and guardians of teenagers. There will be a public pre-

sentation on Feb. 27 at the Cedar Rapids Police Station, 1500 3rd St. SW, from 3 to 8 p.m. to learn more about healthy	

relationships and how to stay in touch with kids about dating violence.

Participants will learn how to identify healthy and unhealthy behaviors within dating relationships and tips on how to talk to kids about dating violence.

Registration is required by contacting Sgt. Lena Faircloth at (319) 286-5425 or email lfaircloth@ci.cedar-rapids.**

**NewBoCo**

**NewBoCo**

**Business Breakfast Series**

**THINGS TO DO TODAY**

**EXHIBIT/EDUCATIONAL**

The Pull of Horses on Natural and Local Histories and Identities Along with our ancestors, horses were used to help build Iowa City, the state and the nation. In the process, they shaped human identities.

- When: 9 a.m. to 6 p.m.
- Where: Main Library, Gallery, University of Iowa Libraries, 325 W. Washington St., Iowa City
- Cost: Free
- Age: All ages

**KID-FRIENDLY/EDUCATIONAL**

Mother Goose on the Loose A free preschool program followed by playful that helps build language skills and toddlers’ foundation for reading.

- When: 9:30 to 10:30 a.m.
- Where: Cedar Rapids Public Library, 450 5th Ave. NW
- Cost: Free
- Age: Up to 3 years old

**Jr. Project FeederWatch in the Bird Room** This is a winterlong survey of birds that visit feeders and equipment to discover and

identify them. This is a winterlong survey of birds that visit feeders and equipment to discover and

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identify them.
The month of January is traditionally slower in the Library. We see fewer visits from our patrons during this month, and saw a relatively small decrease in visitors this month over last January. There was no Renaissance Faire this year, which is a program historically held in January, and that may account for some of that. It certainly accounts for the decrease in programming in January. However, you will notice a significant increase in off-site programming this January over last. Circulation in Cedar Rapids was up overall, but print alone was down very slightly. This is on trend with what we’re seeing nationally and over the past few months. Print tends to be down a small percentage but econtent is up enough to make up the difference. People continue to consume digital materials at a growing pace.
To: Randy Ramlo, Finance Committee Chair  
From: Dara Schmidt  
Date: 3/2/2020  
Subject: January 2020 Financial Report for: Library

- When reviewing budget to actual, we assume 1/12 of the expenditure budget is spent per month; likewise that 1/12 of revenue will be received per month. If we assume this, that means through December actual revenue should be at least \( \frac{7}{12} \) or 58.3\% of budget and actual expenses should be no more than \( \frac{7}{12} \) or 58.3\%. I used this as a guide to gauging concerns when reviewing your areas.

- Actual revenues are expected to meet or exceed budgeted amounts. Your department depends on these revenue streams to fund expenses. Having revenue in excess of budget or having a fund balance does not mean a department can spend more than their expenditure budget.

- Total actual revenue (less Flood insurance transfer in) is 61.1\% or $449K of budgeted $734.6K. 
  - Regardless of funds/cash available, total actual expenses, excluding transfer out, may not exceed total budgeted expenses.

- **Total actual expenditures are 59.9\% or $3.93M of $6.57M budgeted.**

- Personal Services is tracking at 55.7\% or $2.78M of $5M budget. 
  - Overtime is tracking slightly over budget at 60\% or $68.7K of $114.8K budget. 
  - Refresh Savings reduced budget available by $92,378.08.

- Discretionary is spending **high** at 79\% or $626.9K of $794K mainly due to IT computer software maintenance as well as materials, travel, phone & computer supplies.

- Electricity is running **high** for actuals to budget. 73\% spent or $115.5K of $158.8K budget.

- No Capital Equipment is budgeted in FY20.
<table>
<thead>
<tr>
<th>Description</th>
<th>Prior Fiscal Year 2019 YTD Actuals</th>
<th>Current Fiscal Year 2020 Adjusted Budget</th>
<th>Current Fiscal Year 2020 YTD Actuals</th>
<th>Favorable Variance</th>
<th>Percent of Budget Received Spent</th>
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<td><strong>Total License &amp; Permits</strong></td>
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<td>State Operating</td>
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<td>95,000.00</td>
<td>97,423.28</td>
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<td>100,000.00</td>
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<td>(7,195.65)</td>
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<td><strong>Total Intergovernmental Grants</strong></td>
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<td>120,227.63</td>
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<tr>
<td><strong>Fines &amp; Forfeits</strong></td>
<td></td>
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<td>2019</td>
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<tr>
<td>Library Fines</td>
<td>49,941.06</td>
<td>100,000.00</td>
<td>40,480.98</td>
<td>(59,519.02)</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Total Fines &amp; Forfeits</strong></td>
<td>49,941.06</td>
<td>100,000.00</td>
<td>40,480.98</td>
<td>(59,519.02)</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Other Miscellaneous Revenue</strong></td>
<td></td>
<td></td>
<td>2019</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Building Rental</td>
<td>22,554.43</td>
<td>73,455.00</td>
<td>32,555.40</td>
<td>(40,899.60)</td>
<td>44%</td>
</tr>
<tr>
<td>Postage / Handling</td>
<td>2.53</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Contributions &amp; Donations</td>
<td>29,607.91</td>
<td>70,000.00</td>
<td>1,517.85</td>
<td>(68,482.15)</td>
<td>2%</td>
</tr>
<tr>
<td>Sale of Inventory</td>
<td>2,601.34</td>
<td>5,000.00</td>
<td>1,780.21</td>
<td>(3,219.79)</td>
<td>36%</td>
</tr>
<tr>
<td>Damage Recoveries</td>
<td>100.00</td>
<td>-</td>
<td>41.58</td>
<td>41.58</td>
<td>0%</td>
</tr>
<tr>
<td>Other Miscellaneous Revenue</td>
<td>64.00</td>
<td>3,500.00</td>
<td>851.36</td>
<td>(2,648.64)</td>
<td>24%</td>
</tr>
<tr>
<td><strong>Total Other Miscellaneous Revenue</strong></td>
<td>54,930.21</td>
<td>151,955.00</td>
<td>36,704.82</td>
<td>(115,250.18)</td>
<td>24%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td></td>
<td>2019</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Operating Transfer In - inter</td>
<td>12,040.00</td>
<td>18,120.00</td>
<td>18,120.00</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Transfers In</strong></td>
<td>12,040.00</td>
<td>18,120.00</td>
<td>18,120.00</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Personal Services</strong></td>
<td></td>
<td></td>
<td>2019</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Regular Employees</td>
<td>1,805,645.07</td>
<td>3,576,585.62</td>
<td>2,038,367.56</td>
<td>1,538,218.06</td>
<td>57%</td>
</tr>
<tr>
<td>Temporary/Seasonal Employees</td>
<td>31,321.35</td>
<td>-</td>
<td>31,321.35</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Overtime</td>
<td>75,717.71</td>
<td>114,773.40</td>
<td>68,712.38</td>
<td>46,061.02</td>
<td>60%</td>
</tr>
<tr>
<td>Other Special Pays</td>
<td>13,865.69</td>
<td>30,058.00</td>
<td>12,785.30</td>
<td>17,272.70</td>
<td>43%</td>
</tr>
<tr>
<td>Group Insurance</td>
<td>201,620.67</td>
<td>435,564.00</td>
<td>233,195.32</td>
<td>202,368.88</td>
<td>54%</td>
</tr>
<tr>
<td>Social Security Contributions</td>
<td>138,979.36</td>
<td>291,116.00</td>
<td>152,043.64</td>
<td>139,072.36</td>
<td>52%</td>
</tr>
<tr>
<td>Retirement Contribution</td>
<td>174,889.99</td>
<td>360,162.00</td>
<td>192,332.79</td>
<td>167,829.21</td>
<td>53%</td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>88,653.87</td>
<td>139,979.00</td>
<td>77,662.00</td>
<td>62,317.00</td>
<td>55%</td>
</tr>
<tr>
<td>Other Employee Benefits</td>
<td>2,568.90</td>
<td>6,690.28</td>
<td>3,579.64</td>
<td>3,110.64</td>
<td>54%</td>
</tr>
<tr>
<td><strong>Total Personal Services</strong></td>
<td>2,501,761.26</td>
<td>4,986,249.65</td>
<td>2,778,678.83</td>
<td>2,207,571.02</td>
<td>56%</td>
</tr>
<tr>
<td><strong>Discretionary Expenses</strong></td>
<td></td>
<td></td>
<td>2019</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Advertising &amp; Marketing</td>
<td>16,179.85</td>
<td>25,000.00</td>
<td>11,499.92</td>
<td>13,500.08</td>
<td>46%</td>
</tr>
<tr>
<td>Consulting &amp; Technical Service</td>
<td>10,000.00</td>
<td>1,500.00</td>
<td>8,500.00</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>External Contracted Labor</td>
<td>21,188.88</td>
<td>53,000.00</td>
<td>29,866.40</td>
<td>23,133.60</td>
<td>56%</td>
</tr>
<tr>
<td>Health Services</td>
<td>720.00</td>
<td>-</td>
<td>120.95</td>
<td>(120.95)</td>
<td>0%</td>
</tr>
<tr>
<td>Legal Services</td>
<td>20,085.22</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>External Banking/Financial Fee</td>
<td>15,250.00</td>
<td>-</td>
<td>15,250.00</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Security Services</td>
<td>1,176.00</td>
<td>5,000.00</td>
<td>1,596.00</td>
<td>3,404.00</td>
<td>32%</td>
</tr>
<tr>
<td>Computer Hardware</td>
<td>26,433.97</td>
<td>50,000.00</td>
<td>33,258.59</td>
<td>16,741.41</td>
<td>67%</td>
</tr>
<tr>
<td>Computer Software Maintenance</td>
<td>43,275.99</td>
<td>160,220.00</td>
<td>190,977.64</td>
<td>(30,757.64)</td>
<td>119%</td>
</tr>
<tr>
<td>IT Services - External</td>
<td>43,290.42</td>
<td>20,500.00</td>
<td>38,344.07</td>
<td>(17,844.07)</td>
<td>187%</td>
</tr>
<tr>
<td>Building &amp; Grounds Services</td>
<td>106,645.93</td>
<td>152,000.00</td>
<td>57,277.58</td>
<td>94,722.42</td>
<td>38%</td>
</tr>
<tr>
<td>Equip/Furniture/Fixtures Serv</td>
<td>7,824.54</td>
<td>4,000.00</td>
<td>696.00</td>
<td>3,304.00</td>
<td>17%</td>
</tr>
<tr>
<td>NonCapitalized Project Expense</td>
<td>-</td>
<td>-</td>
<td>50.00</td>
<td>(50.00)</td>
<td>0%</td>
</tr>
<tr>
<td>Phone Services</td>
<td>20,973.87</td>
<td>26,500.00</td>
<td>28,033.20</td>
<td>(1,533.20)</td>
<td>106%</td>
</tr>
</tbody>
</table>
### City of Cedar Rapids Library
**2020-01-31**

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Prior Fiscal Year Actuals</th>
<th>Current Fiscal Year Adjusted Budget</th>
<th>Current Fiscal Year Variances</th>
<th>Favorable Budget Received (Unfavorable)</th>
<th>Percent of Budget Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rentals of Equipment &amp; Vehicles</strong></td>
<td>524101</td>
<td>303.59</td>
<td>-</td>
<td>500.00</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Printing, Binding, &amp; Duplicate</strong></td>
<td>525102</td>
<td>10,927.11</td>
<td>15,500.00</td>
<td>13,145.35</td>
<td>2,356.65</td>
</tr>
<tr>
<td><strong>Awards &amp; Recognition</strong></td>
<td>531102</td>
<td>15.00</td>
<td>-</td>
<td>12.50</td>
<td>487.50</td>
</tr>
<tr>
<td><strong>Books &amp; Subscriptions</strong></td>
<td>531103</td>
<td>110,998.26</td>
<td>89,171.80</td>
<td>125,127.79</td>
<td>(35,955.99)</td>
</tr>
<tr>
<td><strong>Cleaning &amp; Janitorial Supplies</strong></td>
<td>531105</td>
<td>170.58</td>
<td>1,250.00</td>
<td>503.97</td>
<td>746.03</td>
</tr>
<tr>
<td><strong>Computer Supplies</strong></td>
<td>531106</td>
<td>1,884.66</td>
<td>5,000.00</td>
<td>5,925.35</td>
<td>(925.35)</td>
</tr>
<tr>
<td><strong>Equipment/Furniture/Fixtures</strong></td>
<td>531109</td>
<td>2,979.38</td>
<td>11,500.00</td>
<td>6,086.97</td>
<td>5,413.03</td>
</tr>
<tr>
<td><strong>Photography Supplies</strong></td>
<td>531110</td>
<td>-</td>
<td>500.00</td>
<td>-</td>
<td>500.00</td>
</tr>
<tr>
<td><strong>Landscape Materials</strong></td>
<td>531112</td>
<td>100.00</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Miscellaneous Supplies</strong></td>
<td>531114</td>
<td>964.90</td>
<td>2,000.00</td>
<td>506.53</td>
<td>1,493.47</td>
</tr>
<tr>
<td><strong>Office Supplies</strong></td>
<td>531116</td>
<td>8,717.89</td>
<td>15,320.00</td>
<td>7,535.68</td>
<td>7,784.32</td>
</tr>
<tr>
<td><strong>Program Supplies</strong></td>
<td>531118</td>
<td>14,879.85</td>
<td>37,000.00</td>
<td>20,423.67</td>
<td>16,576.33</td>
</tr>
<tr>
<td><strong>Shop Supplies</strong></td>
<td>531119</td>
<td>-</td>
<td>250.00</td>
<td>13.90</td>
<td>236.10</td>
</tr>
<tr>
<td><strong>Sign &amp; Signal Supplies</strong></td>
<td>531120</td>
<td>386.95</td>
<td>-</td>
<td>4,742.75</td>
<td>(4,742.75)</td>
</tr>
<tr>
<td><strong>Uniforms</strong></td>
<td>531123</td>
<td>-</td>
<td>694.00</td>
<td>-</td>
<td>694.00</td>
</tr>
<tr>
<td><strong>Personal Protective Gear</strong></td>
<td>531124</td>
<td>91.50</td>
<td>-</td>
<td>151.54</td>
<td>(151.54)</td>
</tr>
<tr>
<td><strong>Building &amp; Grounds Supplies</strong></td>
<td>533100</td>
<td>8,937.72</td>
<td>2,000.00</td>
<td>248.45</td>
<td>1,751.55</td>
</tr>
<tr>
<td><strong>Equip/Furniture/Fixtures Parts</strong></td>
<td>533101</td>
<td>704.23</td>
<td>-</td>
<td>1,381.81</td>
<td>(1,381.81)</td>
</tr>
<tr>
<td><strong>Conferences, Training, Travel</strong></td>
<td>542102</td>
<td>15,020.02</td>
<td>23,200.00</td>
<td>20,311.06</td>
<td>2,888.94</td>
</tr>
<tr>
<td><strong>Dues &amp; Memberships</strong></td>
<td>542103</td>
<td>7,632.53</td>
<td>10,000.00</td>
<td>7,210.76</td>
<td>2,789.24</td>
</tr>
<tr>
<td><strong>Miscellaneous Costs</strong></td>
<td>542107</td>
<td>-</td>
<td>20,000.00</td>
<td>-</td>
<td>20,000.00</td>
</tr>
<tr>
<td><strong>Postage &amp; Freight</strong></td>
<td>542108</td>
<td>6,892.12</td>
<td>17,500.00</td>
<td>6,446.21</td>
<td>11,053.79</td>
</tr>
<tr>
<td><strong>Mileage Reimbursement</strong></td>
<td>542111</td>
<td>544.80</td>
<td>3,000.00</td>
<td>917.03</td>
<td>2,082.97</td>
</tr>
<tr>
<td><strong>Total Discretionary Expenses</strong></td>
<td></td>
<td>506,733.98</td>
<td>794,055.80</td>
<td>624,083.72</td>
<td>169,972.08</td>
</tr>
<tr>
<td><strong>Fleet &amp; Facilities</strong></td>
<td></td>
<td>283,972.67</td>
<td>473,287.75</td>
<td>323,375.84</td>
<td>149,911.91</td>
</tr>
<tr>
<td><strong>Non-Discretionary Expenses</strong></td>
<td></td>
<td>181,155.02</td>
<td>314,863.02</td>
<td>205,885.46</td>
<td>108,977.56</td>
</tr>
<tr>
<td><strong>Capital Outlay</strong></td>
<td></td>
<td>52,565.00</td>
<td>-</td>
<td>-</td>
<td>52,565.00</td>
</tr>
<tr>
<td><strong>Debt Service</strong></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Transfers Out</strong></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Total Expenditures**                    |                          | 3,526,187.93                      | 6,568,476.22                 | 3,932,023.65                           | 2,636,452.57            |

**Net Revenues over/(under) Expenditures** | (3,046,609.04)          | (5,815,801.22)                    | (3,464,879.99)               | 2,350,921.23                           |
CONTRACT
FOR
CITY LIBRARY SERVICES

This agreement is entered into by Linn County, Iowa ("County") and the Board of Trustees for the public library in the City of Cedar Rapids, Iowa ("Library") under the following terms:

1. This contract is made pursuant to Iowa Code Chapter 336.

2. Library agrees to provide library services to all Linn County residents living outside of incorporated cities or towns on the same terms, including fees, as it provides library services to residents living within its corporate boundaries.

3. County agrees to contribute an amount not to exceed $78,436.98 to Library for library services.

4. Library shall not use the contribution by County to reduce its funding level from the City, nor shall the contribution by County, or any portion thereof, be used to provide services or purchase materials or equipment be accessed solely by residents living within its corporate boundaries. A violation of this paragraph will be considered cause for termination of this agreement.

5. Contribution by County for library services as set out in paragraph 3 shall not exceed one-half of the amount contributed by the City for the same period. County may require Library to provide a report of its annual budget, purchases, and expenditures as well as a summary of services provided before disbursement by County of any installment. Noncompliance with the terms of this paragraph may affect the amount of contribution set out in paragraph 3, and may be considered cause for termination of this agreement.

6. Pursuant to Iowa Code §336.18, this contract may be terminated at any time by mutual consent of the parties or in any other manner provided by law.

7. Each party to this Agreement represents and warrants to the other that:
   a. It has the right, power and authority to enter into and perform its obligations under this Agreement;
   b. It has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of this Agreement, and this
Agreement constitutes a legal, valid and binding obligation upon itself and in accordance with its terms.

IN WITNESS WHEREOF, the parties have hereunto affixed their signature this 3rd day of February, 2020.

LINN COUNTY BOARD OF SUPERVISORS

BY: [Signature]
Chairperson

TRUSTEES OF THE CEDAR RAPIDS PUBLIC LIBRARY

BY: [Signature]
President

Secretary
Library Director Evaluation

The Board of Trustees of the Cedar Rapids Public Library have the sole power to hire and evaluate the Library Director under Cedar Rapids City Code 6.02 Public Library and State of Iowa Code 392.5 Library Board.

Historically, the Library’s trustees have given this work to a subset of board members deemed the Personnel and Policy Committee. This committee handles the annual evaluation of the Director and brings performance and compensation recommendations to the full board for approval. When recommendations come from committee, they do not need a second, only a vote.

The following document is to direct the Personnel and Policy Committee in their work.

Evaluation Process

Logistics of the Evaluation Process are managed for the Board by the Library’s Administrative Assistant III. The formal delivery of the evaluation is scheduled for the Trustee Meeting in June. The schedule to complete the evaluation process is as follows.

- **January-March**
  - Committee to review and approve the evaluation instrument.
- **Third Week of April**
  - Library Director writes annual self-evaluation.
- **Last Week of April**
  - The Library Director’s direct reports and Board of Trustees receive the Library Director’s review and self-evaluation via an online evaluation form.
- **Second Week of May**
  - Deadline for Library Director’s direct reports and trustees to submit appraisals online.
- **Third Week of May**
  - Final deadline for all appraisals due to the Chair of the Personnel and Policy Committee.
- **Last Week of May**
  - The Committee will review and discuss all evaluation documents. They will document themes from the review.
  - The Committee will provide the Library Director with initial feedback and prepare recommended review content to share with the Board of Trustees, including any recommended adjustments to salary and benefits.
- **Last Week of May and First Week of June**
  - Following the Committee’s meeting in the last week of May, and prior to the June Board of Trustees meeting, any trustee may contact the Administrative Assistant to view the Committee’s full documentation. Trustees may only read documents on-site and cannot take documents – originals or copies – with them.
- **First Thursday in June, Board Meeting**
  - Closed Session feedback by the Chair to the Board of Trustees.
Department Updates

Community Relations has been busy booking events for this summer and fall, and getting contacts signed for weddings next year. We often see an uptick in reservations after major holidays like Christmas and Valentine’s Day. We hosted Third Grade Clay again this February. This is a partnership with several art teachers in third grade at the Cedar Rapids Community School District who needed a place to display artwork made by their students. We have already planned to host them again next February. We love seeing all the kids and their families come in and see their artwork on display. We hosted a Greater Good Initiative Public Policy Hackathon at the end of January, participating in this unique event as one of three locations in Iowa and only five locations in the country. Amber went to New York City in early February to present on the program as part of the Greater Good Gathering. The experience was great and she was the only library representative there, giving her an opportunity to talk about the power of public libraries to a new audience. We hope to partner with them on future events.

A few months ago, we developed a new landing page for all of the Library’s upcoming Volunteer Corps opportunities. The Volunteer Corps is a group of volunteers that assist with a variety of event-based programming needs. The role allows volunteers to sign up for what works for their schedules and interests while providing staff with the support necessary to present their exceptional programming. Some of our large scale Volunteer Corps events include Summer Dare parties, holiday parties, and the upcoming Community Cultural Celebration & Expo, and can require anywhere from 2-50 volunteers. In 2019, over 100 volunteers gave over 386 hours to Volunteer Corps events. Lindsey Tygart-Brown, Administrative Assistant for Volunteer Services, designed and manages the webpage; the idea for this one-stop page came from our 2019 annual volunteer survey. We are in the process of gathering survey results for 2020 and look forward to learning how we can better meet our volunteers’ needs. Volunteer hours in January 2020: Downtown, 469.5; Ladd, 103.25; total, 572.75.

The Materials Department staff has been gathering ideas for wellness related Spark Kits as part of our partnership with Linn County. The Spark Kits have been a popular addition to the collection over the last couple of years and have seen heavy use, so this will be a welcome addition to the collection. We have four staff members from the department attending the Public Library Association (PLA) conference, which is a valuable resource for publishing trends and new library services. Our Materials Librarian Sarah Voels is presenting at PLA along with Molly Garrett on auditing the YA collection for diversity. Their data has provided valuable insight on how we’re currently serving the community and opportunities for updates and growth.

The Information Technology team has been examining the maintenance contract for our disc dispensing units as the contract will expire for the Downtown units in March. Patrick Duggan will attend the PLA conference and will investigate options for disc security. The current equipment is no longer manufactured and won’t be a long term option. There isn’t anything else comparable currently on the market, so we anticipate developing creative solutions. The team is also preparing to change internal instant messaging from Skype for Business to Microsoft Teams.

Programming. February definitely did not feel like the shortest month of the year in the Programming Department! With over 100 programs and events in the month, things were never dull. Exciting highlights were the Iowa Legal Aid Expungement Clinic, which helped 46 people get minor offenses removed from their records, our Valentine’s Day program, which drew nearly 150 people into the Children’s Library; and Common Grounds, which now has regular attendees who make a point to come out each Friday morning to connect with others in their community. STEAM Saturdays at Ladd have also taken off, and draws 10-20 people every week to the Ladd Library on a Saturday for programs – something we’ve only had the opportunity to do for a few months now! The department is looking ahead to summer now, with program plans complete for all of Summer Dare, and the overall schedule for summer getting completed soon. It should be another amazing opportunity for the library to connect with the community to a variety of new and exciting ways.

Public Service. Staff submitted 35 ideas for the Library Spaces strategic initiative. A committee will be formed and review the submissions before making recommendations to the senior management team. A patron approached one of the Public Service supervisors and shared she had found a new job, and was excited and thankful for help the library staff have provided.
Great Stories

A patron was reserving a study room. When his turn came up he saw that the room was being used by a group studying and assumed that he couldn’t use the room because he was just watching movies. I got the privilege of telling a person that they had a legitimate right to use library spaces, just like everyone else. – Jessica Duffy, Patron Services Specialist

We had a request from a patron regarding the name of a children's program series we used to have at the library. The patron wanted the name of the program and the person who gave it. Between the two of us, Jolene and I found the requested information. Jolene even found The Gazette article featuring the patron and her son attending one of the programs. Here is the note of thanks the patron sent:

Dear Jolene-

I responded thanks before I opened your attachments. Imagine my surprise...my son and I are in the picture. I never saw this article at the time. It’s so cool to see now! Travis is now a freshman at Columbia in NYC studying computer science. He has been doing amazing, he got almost a full ride to college! Thanks to you and all of the library workers, librarians and organizers of these kinds of programs for kids. They are truly meaningful!

Much respect - Stacie

– Melia Tatman, Patron Services Specialist

I was having a conversation with a small patron (3 years old) about her bag, which read “Swim like a Mermaid.”

Steph: “Are you a mermaid?”
3 year old: “No, silly. I don’t have a tail.”
Steph: “Are you sure you’re not hiding it?”
Grandma: “Show her your shirt”
3 year old is wearing a sparkly unicorn shirt, silver unicorn on green background.
Steph: “Oh, that’s amazing!”
3 year old: “Do you have a unicorn shirt?”
Steph: “No. I have a horn, though.”
3 year old: “You should wear it. It will make you feel better.”
Steph goes and gets horn – girl approves.
3 year old: “My bag is blue on the inside.”
Steph: “It’s a really nice bag.”
3 year old: “I’ll buy you one for your birthday.”
Steph: “Oh my gosh, you’re the most wonderful person ever!”
Grandma: watches the whole thing without laughing – I’m so impressed.

– Stephanie Hall, Ladd Branch Manager
## Calendar of Initiatives - Year Two 2020

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<th>Initiative</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
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<td>Expand our support to school age children with programs and services</td>
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<td>Validate Summer Dare and Dolly Parton Imagination Library by benchmarking with evidence-based literacy interventions to establish baselines and measure success</td>
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<td>Determine criteria for assessing feasibility and value of school and community partnerships</td>
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<td>Determine realistic levels of support we will provide to partners</td>
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<td>Research areas of greatest need (e.g., tutoring, homework help, etc.)</td>
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<td>Identify community organizations serving local school age children as partner prospects</td>
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<td>Incorporate Library programs and/or services within partner organizations’ existing work</td>
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<td>Develop and promote responsive in-library programs that fill service gaps</td>
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<td>Improve formal workforce development offerings</td>
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<td>Research library best practices to meet the needs of workforce development with a concentration on teens and older adults</td>
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<td>Audit internal and external offerings and services to determine gaps</td>
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<td>Align work with Opportunity Center and Regional Workforce Development Project</td>
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<td>Recommend formal offerings and services</td>
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<td>Evaluate current library spaces in relation to usage patterns</td>
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<td>Audit the location of physical and virtual branch usage including collections to analyze known issues</td>
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<td>Evaluate current space usage against design intentions by means of anecdotal evidence and heat mapping</td>
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<td>Update physical and virtual branches to improve customer experience</td>
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<td>Develop library marketing campaigns, programs, and services to promote understanding, acceptance, inclusion, and diversity</td>
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<td>Show all are welcome</td>
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<td>Facilitate interactions</td>
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<td>Promote multilingual collection</td>
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<td>Celebrate local culture</td>
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<td>Highlight resources that support our changing community</td>
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<td>Use Welcoming America and Equity Lens as benchmarks</td>
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