

Memo:

September 8, 2018

To: Hiawatha Public Library Board of Trustees:

From: Jeaneal Weeks, Library Director

Re: Letter of Agreement between Hiawatha Public Library and Willis Dady Homeless Shelter

Director Weeks has been collaborating with the Willis Dady Homeless Shelter to serve the patrons of HPL with referrals to community social services and to educate library staff in order to adopt best practices for serving homeless and near homeless patrons. Weeks serves on a focus group at the shelter and has invited further cooperation by offering meeting space to Willis Dady homeless prevention specialists.

The library and the shelter will collaborate to offer direct service to potential clients of area social service agencies. Homeless prevention specialists will use the Jeanine McKenzie Meeting Room for 4 hours per week to meet clients.

HPL borrowed this letter from an existing agreement between the Cedar Rapids Public Library and the Willis Dady Homeless Shelter. It describes responsibilities of both parties, and provide a framework for the program including annual review practices.