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Web: www.dyersville.lib.ia.us

Regular Library Board Meeting

**Tuesday, December 13, 2022
6:00 pm**

Matthias M. Hoffman Community Room
James Kennedy Public Library

Agenda Topics

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Correspondence & Communication
 - Approve Minutes of Previous Meeting: November 8, 2022 regular meeting
 - Approve November Librarian's Report
 - Approve Bills:
 - December Bills
 - Claims Report for November
 - November & December Credit Card Claims
 - Budget Reports
 - November City Report
 - November Library Report
 - Trust Account Reports
 - November Bank Statements
 - November Balance Report
 - Trust Account Expenditure Report
 - November Donations Report
 - Program Reports
 - November Report of Programs and Attendance
 - November WhoFi Program Overview
 - December Schedule of events
 - Schedule for upcoming programs
 - Grant Report
 - Friends of the Library Report
 - JKPL Endowment Report
4. Discussion of Current Library Operations and Services

5. Library Director Evaluation
6. Consider Approval of Library Director Request for payout of one (1) week of outstanding vacation time
7. Executive Committee Report
8. Fundraising Committee Report
 - Notes from December 7, 2022 meeting
9. Furnishings, Art & Facilities Committee Report
10. Marketing Committee Report
 - Notes from November 15, 2022 meeting
11. Personnel Committee Report
 - Notes from electronic meeting in November
 - Consider approval of JKPL Staff Compensation Plan
 - FY24 Personnel Budget Recommendation
12. Finance Committee Report
 - Notes from December 8, 2022 meeting
 - Consider Approval of FY2024 Library Operating Budget Request
 - Consider Approval of FY2024 Library Trust Account Budget Request
 - Consider Approval of FY2024 Library Capital Projects Request
13. Policy Committee Report
 - Consider approval of revised Continuity of Operations Plan
 - Consider approval of revised Conduct in the Library Policy
14. Strategic Planning Report
15. Meetings and Training
 - City Council Attendance
 - Upcoming
 - Recently Attended
 - Trustee Training: Part 4
16. Oral Presentations
17. Adjournment

Information for joining the meeting remotely:

Topic: Monthly JKPL Board Meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://cityofdyersville.zoom.us/j/88487132277?pwd=ajZZMC9HZncxTFNLSk9MS3lXaURNQTo9>

Meeting ID: 884 8713 2277

Passcode: 063310

Dial by your location

+1 312 626 6799 US (Chicago)

NOTE – The same zoom room / link will be used for all future JKPL Board Meetings unless otherwise noted

Hello all:

Here is the packet for the December 13, 2022 Board meeting. Hope to see you all there!

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Correspondence & Communication – **A - Email from Kimshiro Benton-Hermesen regarding retirement plans is included. I also have a card to share at the meeting.**
 - Approve Minutes of Previous Meeting: November 8, 2022 regular meeting - **B**
 - Approve November Librarian's Report - **C**
 - Approve Bills:
 - December Bills - **D**
 - Claims Report for November - **E**
 - November & December Credit Card Claims - **F**
 - Budget Reports
 - November City Report - **G**
 - November Library Report - **H**
 - Trust Account Reports
 - November Bank Statements – **I1 & I2**
 - November Balance Report - **J**
 - Trust Account Expenditure Report - **K**
 - November Donations Report - **L**
 - Program Reports
 - November Report of Programs and Attendance - **M**
 - November WhoFi Program Overview - **N**
 - December Schedule of events - **O**
 - Schedule for upcoming programs - **P** ← ~~not in packet, will distribute next week~~ *Updated to include*
 - Grant Report – **As you are already aware, the JKPL received partial funding for the Kids Can Cook grant we wrote for a Theisen's More for Your Community Grant. There was a \$1,000 cash award and an in-kind gift card for \$1500. Kim has been busy purchasing equipment for the project with the intent to start classes in late January.**
 - Friends of the Library Report – **The Friends Bus Trip was held on December 2. Their annual membership drive will start January 5 and their winter book sale is scheduled for January 27-30. They are scheduled to meet again on February 8.**
 - JKPL Endowment Report – **Q: October 2022 Fund Statement**
4. Discussion of Current Library Operations and Services

5. Library Director Evaluation
6. Consider Approval of Library Director Request for payout of one (1) week of outstanding vacation time - **Funds for this payout were included in the FY23 personnel budget when the city approved a 5th week of vacation for employees who have completed more than 22 years of service**
7. Executive Committee Report
8. Fundraising Committee Report
 - Notes from December 7, 2022 meeting
9. Furnishings, Art & Facilities Committee Report
10. Marketing Committee Report
 - Notes from November 15, 2022 meeting
11. Personnel Committee Report
 - Notes from electronic meeting in November – **11A**
 - Consider approval of JKPL Staff Compensation Plan – **11B**
 - FY24 Personnel Budget Recommendation – **11C**
12. Finance Committee Report
 - Notes from December 8, 2022 meeting – **12A**
 - Consider Approval of FY2024 Library Operating Budget Request – **12B**
 - Consider Approval of FY2024 Library Trust Account Budget Request
 - Consider Approval of FY2024 Library Capital Projects Request
13. Policy Committee Report
 - Consider approval of revised Continuity of Operations Plan – **13A**
 - Consider approval of revised Conduct in the Library Policy – **13B**
14. Strategic Planning Report
15. Meetings and Training
 - City Council Attendance – **Tuesday, January 3: O’Hea**
 - Upcoming – **Shirley and others will be attending training on managing the KEYS to Dementia Prevention courses on various dates in December and January; Iowa Libraries Online Conference is January 26.**
 - Recently Attended – **Dawn and Shirley attended Sexual Harassment Training provided by the City of Dyersville**
 - Trustee Training: Part 4
16. Oral Presentations
17. Adjournment

Information for joining the meeting remotely:

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Join Zoom Meeting

<https://cityofdyersville.zoom.us/j/88487132277?pwd=ajZZMC9HZncxTFNLSk9MS3lXaURNQTo9>

Meeting ID: 884 8713 2277

Passcode: 063310

Dial by your location

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A

svonderhaar@dyersville.lib.ia.us

From: Kim Benton <kbenton@dyersville.lib.ia.us>
Sent: Thursday, November 17, 2022 1:38 PM
To: svonderhaar@dyersville.lib.ia.us
Subject: Retirement

Hello,

I hereby am notifying you that I plan on retiring from my permanent part-time position as of September 30, 2023. I am willing to consider being an ad hoc programmer or substitute librarian.

Kimshiro Benton-Hermsen
Youth Services Librarian
James Kennedy Public Library
320 1st Ave. E
Dyersville, IA 52040
(563)875-8912

B

**James Kennedy Public Library
Board of Trustees
Minutes of the November 8, 2022 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, November 8, 2022 in the Hoffman Room. Present: Kami Boffeli, Sue Engelbrecht, Beth Gudenkauf, Sally Kelly, Karen Kramer, Ray Kruse, Catherine O'Hea, Alex Wiezorek, Danielle Will, Assistant Library Director Dawn Schrandt, and Library Director Shirley Vonderhaar. Absent: None.

1. Board President Catherine O'Hea called the meeting to order at 6:00 pm.
2. Consider approval of Agenda
 - o Kramer MOVED "Approval of Agenda," seconded by Wiezorek.
Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kramer, Kruse, O'Hea, Wiezorek, and Will
Nays: None
Motion CARRIED
3. Agenda Consent Calendar
 - o Correspondence and Communication
 - o Approve minutes of previous meeting: October 11, 2022 regular meeting
 - o Approve October Librarian's report
 - o Approve bills:
 - November bills
 - Claims report for October
 - October and November credit card claims
 - o Budget reports
 - October city report
 - October library report
 - o Trust account reports
 - October bank statements
 - October balance report
 - Trust account expenditure report
 - October donations report
 - o Program reports
 - October report of programs and attendance
 - October WhoFi program overview
 - November schedule of events
 - Schedule for upcoming programs
 - o Grant report
 - o Friends of the Library report
 - o JKPL Endowment report
 - o Karen MOVED "Approval of the consent items," seconded by Engelbrecht.
Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kramer, Kruse, O'Hea, Wiezorek, and Will
Nays: None
Motion CARRIED
4. Discussion of current library operations and services

5. Update on library director evaluation
6. Consider approval of FY22 JKPL Annual Report. Motion comes for Marketing Committee so no second required.

Ayes: Boffeli, Engelbrecht, Gudenkauf, Kelly, Kramer, Kruse, O'Hea, Wiezorek, and Will

Nays: None

Motion CARRIED

7. Executive committee report — no report
8. Finance committee report
 - o JKPL FY22 year-end city and library reports
9. Fundraising committee report
 - o Notes from November 1, 2022 meeting
10. Furnishings, Art, & Facilities committee report
 - o Notes from October 27, 2022 meeting
11. Marketing committee report
 - o Notes from November 4, 2022 meeting
12. Personnel committee report — no report
13. Policy committee report — no report
14. Strategic planning report — no report
15. Meetings and training
 - o City council attendance
 - Nov 21 (Will)
 - Dec 5 (Engelbrecht)
 - o Upcoming
 - o Recently attended
 - ILA in Coralville October 13-15
 - o Trustee training video: part III
16. Oral presentations — none

17. Adjournment

Engelbrecht MOVED to adjourn seconded by Kramer. Meeting ADJOURNED by O'Hea at 6:57 pm.

Danielle Will, Secretary

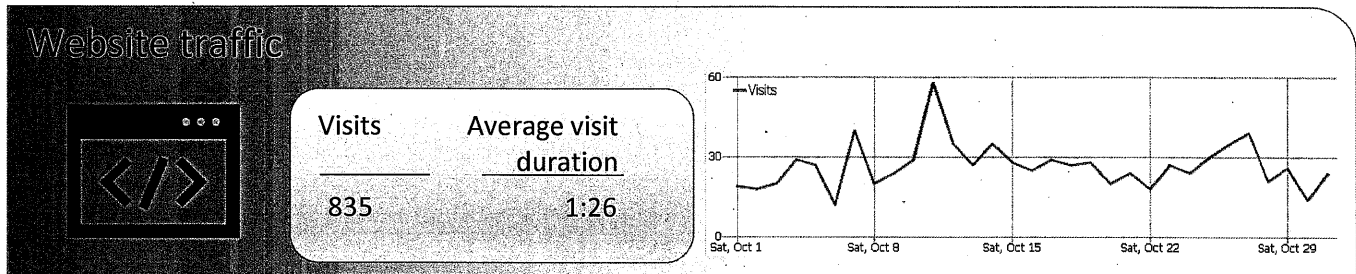
JAMES KENNEDY PUBLIC LIBRARY MONTHLY REPORT

C


Librarian's report to the Board of Trustees

Month: November-22
 YTD: July-22 to November-22
 Previous YTD: July-21 to November-21

	Library visits		Items loaned		Library cards issued		
					City resident	Total	
Month	3484	(↑ 18.6%)	7224	(↑ 6.7%)	6	17	(↓ 5.6%)
YTD	21103	(↑ 40.9%)	38142	(↑ 11.1%)	87	160	(↑ 90.5%)




Computer use




Month	Hours		Month	Sessions	
	YTD	Prev. YTD		YTD	Prev. YTD
143	740	549	375	2100	1229

Wifi use



Month	Sessions		Month	Visits		Month	Unique visitors	
	YTD	Prev. YTD		YTD	Prev. YTD		YTD	Prev. YTD
410	2164	1701	328	1701	73	194		

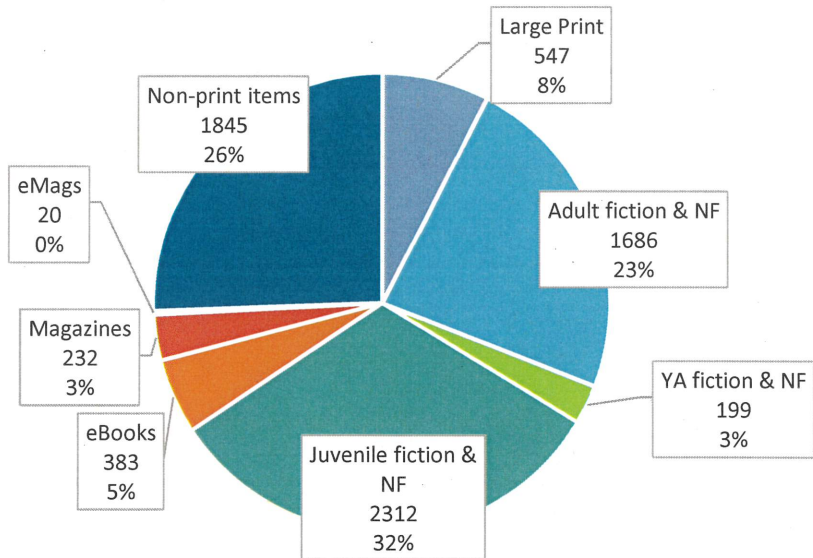
Meeting room use



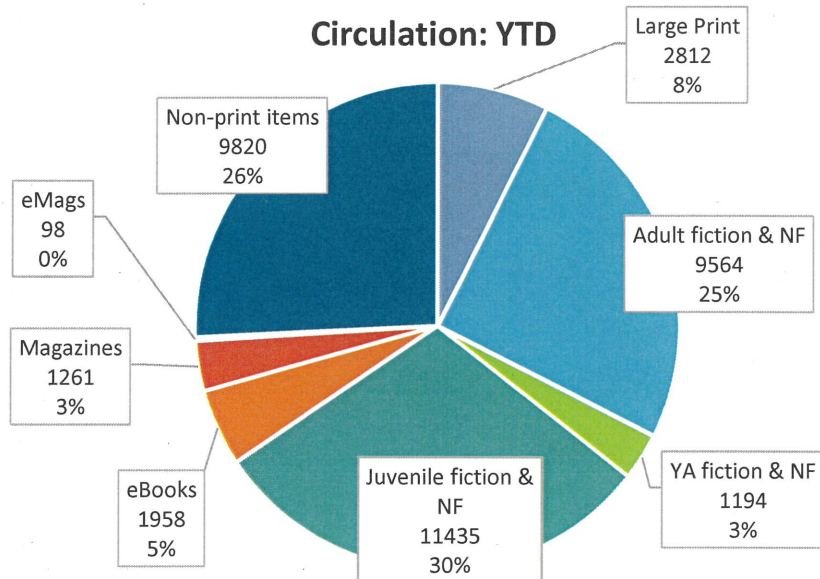
Month	YTD	Prev. YTD
67	280	139

Circulation

Circulation: Month



Circulation: YTD



Non-print items	Month	YTD
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eAudio	360	1987
Adult & YA audio	123	637
Juvenile audio & kits	21	74
Adult & YA video	635	3368
Juvenile video & DVD	283	1588
Games, LoT, etc.	423	2166
Total	1845	9820

Music

Downloads: 2
Streams: 0
Total YTD: 78



Video (film and TV)

Downloads: 7
YTD: 34



Visits: 183
YTD: 783



Online Learning

Sessions: 3
YTD: 97



Languages

Sessions: 24
YTD: 83



Genealogy

Visits: 613
YTD: 1640



Collection

Items purchased

Month: 288
YTD: 1354

Items donated

Month: 50
YTD: 269
Prev. YTD: 251

Items withdrawn

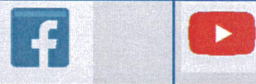
	Month	YTD
Books	110	1909
Audio	151	718
Video	4	367
Other	1	41
Total	266	3035

Summary of additions

	Large print	Adult fiction	Adult & YA NF	YA fiction	Juvenile fiction	Juvenile NF	eBook & eAudio	Adult & YA audio	Juvenile audio	Adult & YA video	Juvenile video	CDs, games, misc.	Total
Current month	25	86	44	7	93	17	9	10	3	20	10	14	338
Previous month	9	93	21	17	102	3	0	4	0	5	5	10	269
Current YTD	103	506	159	93	365	66	57	43	4	112	48	67	1623
Previous YTD	132	132	132	132	132	132	132	132	132	132	132	132	1894

Programming

Take and Make & Recorded Programs



Program	Views	Engagements	Views	Prep time (hrs)	Kits
*Adult Crafternoon - recorded content & kit	72	9	2	1	30
CS: Scarecrow - recorded content & kit (C.)	28	2	4	1	26
*Learn and Play Starfinder (GI)	48	9	13	0.5	NA
Kids Can Craft - recorded content & kit (C.)	41	5	5	4.75	25
Carryover October programs - 2 programs	17	3	2	NA	NA

*program included in-person component

Virtual/Sharing/Passive or Kit programs

Program	Kits or Participants	Prep time (hours)
Coloring, Creating, & Doing (A)	142	3.25
Get Puzzled (A)	41	0.25
*Upcycled Greeting Cards (GI)	52	1
International Game Month (GI)	84	1
StoryWalk® - <i>Pete the Cat</i> (C)	320	5.5 (+1.75 vol)

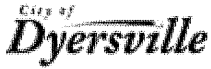
Funded by DRA, Friends of the JKPL, and Osterhaus Memorial

In-Person and Hybrid Programs

Program	Attendance	Prep time (hours)
Story Time - in person onsite (PreK) - 3 sessions	32	2
Wee Read - in person onsite (PreK) - 3 sessions	16	9.25
Outreads to Daycares - in person offsite (PreK) - 10 sessions	180	4.5
Building Creativity One Block at a Time - in person onsite (C.)	4	1.5
Hybrid Sit & Stitch - 5 sessions - in person and Zoom(A)	40	1.25
Books for Lunch: <i>Delicious</i> - in person and Zoom (A)	5	1.5
Hybrid Dungeons & Dragons - in person and Discord (GI)	5	2.5
Inspirational Fiction book club- in person and Zoom (A)	5	1.75
Game Night - in person onsite (GI)	18	3.5
Strength Training for Older Adults - 7 sessions - in person (A)	50	7
Ellen Kennedy Living Center program - in person off site (A)	5	2.5
Mercy One Senior Care - in person offsite (A) - Cancelled	0	0
Bingo Party - in person onsite (A)	11	2.75
Ghouls Night Out - in person onsite (A)		
*Adult Crafternoon - in person, kit, and recorded content (A)	2	1
STEAM Fun Fridays - in person onsite (C.) - 4 sessions	5	5
Euchre Card Party - in person on site (A) - 3 sessions	19	1
Cricut with Christopher- in person on site (GI) - Basics	5	.5 (+ 3 vol)
Strings Club - in person on site (A)	5	.5 (+4 vol)
Final Friday Tech - in person or Zoom (A)	0	0
Paws of Fury: Movie Showing (GI)	4	1.5
Top Gun - Maverick: Movie Showing (GI)	4	2.5
*Upcycled Greeting Cards - in person onsite (GI)	2	1
Reclaim the Power of your Assets - in person onsite (A)	3	1.5
*Learn and Play Starfinder (GI)	4	3 (+3 vol)
Children's Book Week Scavenger Hunt (C.)	9	2.5
Children's Book Week School Visits - 11 sessions (C.)	217	18
Author Visit with Kim Harms (A)	0	1
Trading Card Game Hangout (GI)	0	0.5
Kobolds Ate My Baby (GI)	3	2.5
JKPL Writing Group - in person and Zoom (A)	5	2
Chair-ity Closing Reception (A)	15	.5 (+1.5)
Small Business Saturday (GI) - 2 events	32	1.5 (+4 vol)
Tween Nerf War (C.)	17	6
1000 Books Award Ceremony (PreK)	27	3.5
Vivo: Movie Showing (GI)	4	1.5

Zoom programs

Program	Attendance	Prep time (hours)
Third Thursday Hoover and Christmas Partnership with the Hoover Presidential Library	1	0.25



Dyersville, IA

D

Expense Approval Register

Packet: APPKT01220 - December 2022 Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
Fund: 001 - GENERAL FUND					
Department: 410 - LIBRARY					
AMAZON	12.01.2022 A	Building Maintenance	001-5-410-4-63750	MAINTENANCE	149.94
ACCESS SYSTEMS	32856879	Contract - Copier Lease	001-5-410-4-64316	CONTRACTS	209.57
HERITAGE PRINTING CO	109739	Program Supplies	001-5-410-4-65060	OFFICE SUPPLIES	19.25
CARNEGIE-STOUT PUBLIC LIBR...	11032022D	Disc Cleaning	001-5-410-4-65060	OFFICE SUPPLIES	94.50
AMAZON	12.01.2022	Programs	001-5-410-4-65060	OFFICE SUPPLIES	54.61
AMAZON	12.01.2022	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	98.90
POSTMASTER	12.07.22	Supplies - stamps	001-5-410-4-65060	OFFICE SUPPLIES	224.00
BAKER & TAYLOR BOOKS	2037156215	CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	4.99
BLACKSTONE PUBLISHING	2075881	CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	11.80
COLIBRI SYSTEMS NORTH AM...	2365	Book Covers	001-5-410-4-65060	OFFICE SUPPLIES	582.31
COMPLETE OFFICE OF WISCO...	42310	Building Supplies	001-5-410-4-65060	OFFICE SUPPLIES	260.69
DEMCO EDUCATIONAL CORP	7221255	Book Supplies	001-5-410-4-65060	OFFICE SUPPLIES	89.26
CAPITAL SANITARY SUPPLY	D129982	Copier Paper	001-5-410-4-65060	OFFICE SUPPLIES	209.76
OVERDRIVE	06497CO22407010	Electronic Media	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	437.77
INFO USA MARKETING INC	10004043416	Reference	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	160.00
AMAZON	12.01.2022 A	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	86.63
AMAZON	12.01.2022 A	DVD	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	28.69
AMAZON	12.01.2022 A	Subscription	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	51.94
BIRDS & BLOOMS EXTRA	12.01.2022	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	14.98
MARYJANESFARM	12.01.2022	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	19.95
WALL STREET JOURNAL	12.01.2022	Subscription - postage	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	35.00
J-14	12.01.2022	Subscription - 2 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	27.97
AMAZON	12.01.2022	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	50.78
AMAZON	12.01.2022	CS/Library of Things	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	176.49
AMAZON	12.01.2022	Subscription	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	235.85
AMAZON	12.01.2022	Games	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	254.31
AMAZON	12.01.2022	DVD	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	370.12
AMAZON	12.01.2022	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	11.87
AMAZON	12.01.2022	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	69.65
AMAZON	12.01.2022	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	347.41
AMAZON	12.01.2022	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	48.12
CENTER POINT PUBLISHING	1970889	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	103.88
BAKER & TAYLOR BOOKS	2037112325	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	18.99
BAKER & TAYLOR BOOKS	2037112325	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	133.23
BAKER & TAYLOR BOOKS	2037129638	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	310.23
BAKER & TAYLOR BOOKS	2037129638	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	167.69
BAKER & TAYLOR BOOKS	2037135279	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	19.92
BAKER & TAYLOR BOOKS	2037135279	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	10.79
BAKER & TAYLOR BOOKS	2037135279	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	39.59
BAKER & TAYLOR BOOKS	2037153041	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	35.47
BAKER & TAYLOR BOOKS	2037153041	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	237.68
BAKER & TAYLOR BOOKS	2037156215	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	25.84
BLACKSTONE PUBLISHING	2075881	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	139.47
FINDAWAY WORLD LLC	410339	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	61.74
FINDAWAY WORLD LLC	411142	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	61.74
INGRAM LIBRARY SERVICES	62857369	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	217.98
INGRAM LIBRARY SERVICES	62857369	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	847.99
INGRAM LIBRARY SERVICES	62857369	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	141.60
INGRAM LIBRARY SERVICES	72421154	Returned Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-9.00
INGRAM LIBRARY SERVICES	72421155	Return Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-9.00
INGRAM LIBRARY SERVICES	72421156	Return Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-9.00
INGRAM LIBRARY SERVICES	72421157	Return Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-9.00

Expense Approval Register

Packet: APPKT01220 - December 2022 Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
CENGAGE LEARNING	79595521	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	158.34
CENGAGE LEARNING	79607347	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	45.00
CENGAGE LEARNING	79637935	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	24.79
CENGAGE LEARNING	79642396	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	30.39
CENGAGE LEARNING	79719828	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	46.39

Department 410 - LIBRARY Total: 7,279.85

Fund 001 - GENERAL FUND Total: 7,279.85

Fund: 002 - LIBRARY TRUST FUND

Department: 410 - LIBRARY

FAREWAY STORES INC	00100591	Programs - Refreshments	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	38.36
FAREWAY STORES INC	00102671	Return Refreshments	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	-29.15
FAREWAY STORES INC	00129741	Refreshments	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	62.24
HERITAGE PRINTING CO	109739	StoryWalk	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	21.00
VONDERHAAR, SHIRLEY	11.29.22	Program refreshments	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	18.46
AMAZON	12.01.2022	Grants	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	3,249.79
AMAZON	12.01.2022	Donations	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	25.56
AMAZON	12.01.2022	Memorials	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	26.99
K & K LOGO DESIGNS LTD	1562892	Apparel Fundraiser	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	38.18
K & K LOGO DESIGNS LTD	1562953	Apparel fundraiser	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	9.00
CENTER POINT PUBLISHING	1968798	Books - Lion's Club	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	26.62
CENTER POINT PUBLISHING	1970889	Books -Feldman Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	25.97
CENTER POINT PUBLISHING	1970889	Books - Rardiin Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	25.32
CENTER POINT PUBLISHING	1971485	Lion's Club	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	14.24
BAKER & TAYLOR BOOKS	2037129638	Adopt A Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.95
BAKER & TAYLOR BOOKS	2037153041	Westermeyer Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	16.52
KANOPY INC	326105-PPU	Streaming Service	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	80.00
HOOPLA BY MIDWEST TAPE	503040581	Electronic Media - Streaming	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	145.08
FUN EXPRESS	720581170-01	Cookie Walk Expenses	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	77.13
CENGAGE LEARNING	79606856	Books - Feldman Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	19.20
CENGAGE LEARNING	79719828	Memorial - Rardin	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	26.39
MOBILE CITIZEN	INV16973	Program - Hot Spot Service	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	1,200.00

Department 410 - LIBRARY Total: 5,132.85

Fund 002 - LIBRARY TRUST FUND Total: 5,132.85

Grand Total: 12,412.70

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	7,279.85
002 - LIBRARY TRUST FUND	5,132.85
Grand Total:	12,412.70

Account Summary

Account Number	Account Name	Expense Amount
001-5-410-4-63750	MAINTENANCE	149.94
001-5-410-4-64316	CONTRACTS	209.57
001-5-410-4-65060	OFFICE SUPPLIES	1,650.07
001-5-410-4-67701	BOOKS/FILMS/RECORDS/...	5,270.27
002-5-410-4-67700	LIBRARY TRUST EXPENDI...	5,132.85
Grand Total:		12,412.70

Project Account Summary

Project Account Key	Expense Amount
None	2,180.22
410AB	165.31
410AF	684.14
410AN	713.03
410DVD	398.81
410EM	437.77
410GAMES	254.31
410LP	427.78
410PF	986.25
410PN	217.98
410R	160.00
410SS	176.49
410SUB	385.69
410TAAB	15.95
410TGRANT	3,249.79
410TMEM	140.39
410TPROG	1,556.08
410YAF	250.84
410YAN	11.87
Grand Total:	12,412.70

James Kennedy Public Library
November 2022

E

Utilities and Contractual

Check issued to:	Purpose	Amount
Josh Cummings	Custodial Services	700.00
Black Hills	Gas / Heat	233.57
Alliant Energy	Electricity	1,204.36
Total		\$2,137.93

Miscellaneous Bills

Check issued to:	Purpose	Amount
Giant Wash	Floor Mats	20.07
Preferred Health Choices	HRA admin fee	15.00
Medical Associates	Flu shots	140.00
Total		\$175.07

November Budget	
November 2022 Claims submitted	7,392.67
Utility and Contractual from Bills above	2,137.93
Miscellaneous Bills from above	175.07
Total wages and benefits	29,082.69
Total November 2022 expenses	38,788.36

- Should match with City Expenditure Report, not including Trust Account Expenditures.

F

Credit Card Claims for November & December 2022

Date	Vendor	Items	Amount
10/31/22	Facebook	FB ads (trust/programs)	15.17

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND							
Expense							
<u>001-5-410-4-60100</u>	SALARIES	305,776.00	305,776.00	22,818.24	128,155.14	177,620.86	58.09 %
<u>001-5-410-4-61100</u>	FICA	18,958.00	18,958.00	1,378.19	7,762.89	11,195.11	59.05 %
<u>001-5-410-4-61200</u>	MEDICARE	4,434.00	4,434.00	322.29	1,815.45	2,618.55	59.06 %
<u>001-5-410-4-61300</u>	IPERS	28,865.00	28,865.00	2,109.51	11,816.52	17,048.48	59.06 %
<u>001-5-410-4-61500</u>	GROUP INSURANCE	32,300.00	32,300.00	2,446.09	12,114.48	20,185.52	62.49 %
<u>001-5-410-4-61700</u>	SUI	306.00	306.00	8.37	149.53	156.47	51.13 %
<u>001-5-410-4-62100</u>	DUES	750.00	750.00	0.00	200.00	550.00	73.33 %
<u>001-5-410-4-62300</u>	MEETINGS/TRAINING	2,500.00	2,500.00	0.00	1,738.11	761.89	30.48 %
<u>001-5-410-4-63710</u>	ELECTRICITY	14,000.00	14,000.00	1,204.36	5,363.10	8,636.90	61.69 %
<u>001-5-410-4-63711</u>	GAS HEAT	2,500.00	2,500.00	233.57	469.54	2,030.46	81.22 %
<u>001-5-410-4-63730</u>	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-63750</u>	MAINTENANCE	7,500.00	7,500.00	452.13	5,325.57	2,174.43	28.99 %
<u>001-5-410-4-64080</u>	INSURANCE PREMIUM	7,497.00	7,497.00	15.00	78.00	7,419.00	98.96 %
<u>001-5-410-4-64110</u>	LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-64200</u>	ELECTIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-64316</u>	CONTRACTS	0.00	0.00	166.17	803.51	-803.51	0.00 %
<u>001-5-410-4-64322</u>	CONTRACTED SERVICES	8,300.00	8,300.00	700.00	2,107.00	6,193.00	74.61 %
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES	22,214.00	22,214.00	505.62	4,205.57	18,008.43	81.07 %
<u>001-5-410-4-67210</u>	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-67274</u>	CAPITAL IMPROVEMENTS/EQUIPM	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIP	54,100.00	54,100.00	6,428.82	24,345.45	29,754.55	55.00 %
	Expense Total:	510,000.00	510,000.00	38,788.36	206,449.86	303,550.14	59.52%
	Fund: 001 - GENERAL FUND Total:	510,000.00	510,000.00	38,788.36	206,449.86	303,550.14	59.52%
Fund: 002 - LIBRARY TRUST FUND							
Expense							
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	40,000.00	40,000.00	2,301.43	10,138.40	29,861.60	74.65 %
	Expense Total:	40,000.00	40,000.00	2,301.43	10,138.40	29,861.60	74.65%
	Fund: 002 - LIBRARY TRUST FUND Total:	40,000.00	40,000.00	2,301.43	10,138.40	29,861.60	74.65%
	Report Total:	550,000.00	550,000.00	41,089.79	216,588.26	333,411.74	60.62%

H

James Kennedy Public Library FY23 Operating Budget							
	FY23	October	November	Dec (est)	Received to date	Difference	% Expended To date
ESTIMATED REVENUES:							
Dubuque County Library Agency	6,000.00	0.00	0.00	0.00	0.00	6,000.00	
Fees from copier, R/P, etc.	5,000.00	189.47	300.41	300.00	1,534.14	3,465.86	
Open Access	10,000.00	0.00	0.00	0.00	0.00	10,000.00	
Access Plus / ILL	300.00	0.00	0.00	0.00	0.00	300.00	
Direct State Aid	2,000.00	0.00	2,064.23	0.00	2,064.23	-64.23	
TOTAL:	23,300.00	189.47	2,364.64	300.00	3,598.37	19,701.63	
					3,598.37	19,701.63	
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES							Remaining
Wages	301,260.00	22,962.88	22,818.24	28,500.00	128,155.14	173,104.86	42.5%
FICA	18,725.00	1,387.16	1,378.19	1,767.00	7,762.89	10,962.11	41.5%
Medicare	4,380.00	324.38	322.29	413.25	1,815.45	2,564.55	41.4%
IPERS	28,510.00	2,128.29	2,109.51	2,690.40	11,816.52	16,693.48	41.4%
SUI	215.00	8.59	8.37	28.50	149.53	65.47	69.5%
Group Insurance	32,300.00	2,446.09	2,446.09	2,450.00	12,114.48	20,185.52	37.5%
Meetings and training	2,500.00	1,378.11	0.00		1,738.11	761.89	69.5%
Dues and memberships	750.00	200.00	0.00		200.00	550.00	26.7%
TOTAL:	388,640.00	30,835.50	29,082.69	35,849.15	163,752.12	224,887.88	42.1%
					163,752.12	224,887.88	
CONTRACTUAL SERVICES:							
Utilities (telephone)	0.00	0.00	0.00	0.00	0.00	0.00	NA
Electricity	14,000.00	1,297.68	1,204.36	1,200.00	5,363.10	8,636.90	38.3%
Gas / Heat	2,500.00	76.32	233.57	500.00	469.54	2,030.46	18.8%
Insurance (bldg)	8,800.00	15.00	15.00	15.00	78.00	8,722.00	0.9%
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	NA
Custodial services	8,000.00	644.00	700.00	700.00	1,739.00	6,261.00	21.7%
Window cleaning	300.00	368.00	0.00	0.00	368.00	-68.00	122.7%
Service / Maintenance Contracts	7,500.00	159.95	166.17	209.57	803.51	6,696.49	10.7%
TOTAL:	41,100.00	2,560.95	2,319.10	2,624.57	8,821.15	32,278.85	21.5%
					8,821.15	32,278.85	
SUPPLIES:							
General library supplies	8,500.00	328.11	449.49	1,575.92	2,868.21	5,631.79	33.7%
Program fees & supplies	2,500.00	321.05	56.13	74.15	828.54	1,671.46	33.1%
Marketing & advertising	1,500.00	250.00	0.00	0.00	483.84	1,016.16	32.3%
Maintenance and Repairs	9,000.00	1,454.93	452.13	149.94	5,325.57	3,674.43	59.2%
TOTAL	21,500.00	2,354.09	957.75	1,800.01	9,506.16	11,993.84	44.2%
					9,506.16	11,993.84	
BOOKS AND MATERIALS							Remaining
Adult fiction	8,000.00	971.12	1,008.89	684.14	3,553.09	4,446.91	44.4%
Adult nonfiction	5,000.00	372.61	407.80	713.03	1,966.14	3,033.86	39.3%
YA fiction	2,000.00	464.51	32.31	250.84	858.10	1,141.90	42.9%
YA nonfiction	1,000.00	380.92	36.00	11.87	416.92	583.08	41.7%
Juvenile fiction	8,500.00	937.20	2,498.32	986.25	4,228.47	4,271.53	49.7%
Juvenile nonfiction	4,000.00	346.94	686.53	217.98	1,033.47	2,966.53	25.8%
Large Print	3,500.00	410.05	260.73	427.78	1,743.94	1,756.06	49.8%
Electronic media (ebooks, etc.)	6,760.00	1,143.75	0.00	437.77	3,458.84	3,301.16	51.2%
Reference & electronic database	3,000.00	0.00	106.94	160.00	356.94	2,643.06	11.9%
Periodicals and newspapers	4,000.00	1,094.83	192.94	385.69	1,823.98	2,176.02	45.6%
Audiobooks (CD, playaway)	4,000.00	162.41	562.58	165.31	1,723.09	2,276.91	43.1%
Software & Gaming	2,000.00	192.71	221.81	254.31	920.51	1,079.49	46.0%
DVDs	6,000.00	416.50	408.98	398.81	1,892.41	4,107.59	31.5%
SS / Creation Station / LoT	1,000.00	85.14	4.99	176.49	394.53	605.47	39.5%
TOTAL:	58,760.00	6,978.69	6,428.82	5,270.27	24,370.43	34,389.57	41.5%
					24,370.43	34,389.57	
TOTAL EXPENDITURES:	510,000.00	42,729.23	38,788.36	45,544.00	206,449.86	303,550.14	40.5%
TOTAL REVENUES:	23,300.00	189.47	2,364.64	300.00	3,598.37	19,701.63	15.4%
ACTUAL ASKING	486,700.00	42,539.76	36,423.72	45,244.00	202,851.49	283,848.51	41.7%

James Kennedy Public Library FY23 Operating Budget							
	FY23	FY22 Expense thru Nov 21	Nov 21 expenses	Total FY22 expenses	Budget Projection	Amount Over/Under	Ov/Und Budget
ESTIMATED REVENUES:							
Dubuque County Library Agency	6,000.00	0.00	0.00	6,819.56			
Fees from copier, R/P, etc.	5,000.00	1,395.66	174.07	4,487.60			
Open Access	10,000.00	0.00	0.00	9,087.04			
Access Plus / ILL	300.00	0.00	0.00	267.15			
Direct State Aid	2,000.00	2,031.10	0.00	2,031.10			
TOTAL:	23,300.00	3,426.76	174.07	22,692.45			
		3,426.76		22,692.45			
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES							
Wages	301,260.00	104,380.22	19,541.63	268,494.83	117,118.03	11,037	1.09
FICA	18,725.00	6,266.36	1,170.64	16,181.50	7,251.34	512	1.07
Medicare	4,380.00	1,465.48	273.78	3,784.43	1,696.11	119	1.07
IPERS	28,510.00	9,853.55	1,844.76	23,398.75	12,005.97	-189	0.98
SUI	215.00	168.59	9.51	406.63	89.14	60	1.68
Group Insurance	32,300.00	20,645.42	4,167.34	39,639.37	16,822.85	-4,708	0.72
Meetings and training	2,500.00	1,037.14	373.74	1,240.71	2,089.81	-352	0.83
Dues and memberships	750.00	194.00	0.00	825.00	176.36	24	1.13
TOTAL:	388,640.00	144,010.76	27,381.40	353,971.22	158,115.52	5,637	1.04
		144,010.76		353,971.22			
CONTRACTUAL SERVICES:							
Utilities (telephone)	0.00	0.00	0.00	0.00	Zero	0	NA
Electricity	14,000.00	7,046.64	1,463.46	15,380.36	6,414.22	-1,051	0.84
Gas / Heat	2,500.00	334.66	145.88	4,535.28	184.48	285	2.55
Insurance (bldg)	8,800.00	711.00	0.00	8,750.00	715.06	-637	0.11
Legal Fees	0.00	0.00	0.00	0.00	Zero	0	Nothing
Custodial services	8,000.00	3,150.00	600.00	7,420.00	3,396.23	-1,657	0.51
Window cleaning	300.00	0.00	0.00	125.00	Zero	0	Nothing
Service / Maintenance Contracts	7,500.00	1,191.40	159.95	6,831.75	1,307.94	-504	0.61
TOTAL:	41,100.00	12,433.70	2,369.29	43,042.39	11,872.60	-3,051	0.74
		12,433.70		43,042.39			
SUPPLIES:							
General library supplies	8,500.00	3,893.71	276.17	12,389.97	2,671.24	197	1.07
Program fees & supplies	2,500.00	700.15	152.92	2,238.76	781.85	47	1.06
Marketing & advertising	1,500.00	519.00	165.00	1,430.68	544.15	-60	0.89
Maintenance and Repairs	9,000.00	330.70	40.00	3,026.63	983.37	4,342	5.42
TOTAL	21,500.00	5,443.56	634.09	19,086.04	6,132.05	3,374	1.55
		5,443.56		19,086.04			
BOOKS AND MATERIALS							
Adult fiction	8,000.00	3,950.13	669.45	8,622.12	3,665.11	-112	0.97
Adult nonfiction	5,000.00	1,881.04	391.42	5,450.33	1,725.62	241	1.14
YA fiction	2,000.00	843.28	258.57	1,997.19	844.47	14	1.02
YA nonfiction	1,000.00	165.41	68.00	1,053.36	157.03	260	2.66
Juvenile fiction	8,500.00	3,256.88	789.11	9,097.21	3,043.07	1,185	1.39
Juvenile nonfiction	4,000.00	737.21	104.23	3,537.49	833.60	200	1.24
Large Print	3,500.00	2,258.99	526.28	3,339.54	2,367.53	-624	0.74
Electronic media (ebooks, etc.)	6,760.00	3,384.43	1.50	7,349.99	3,112.76	346	1.11
Reference & electronic database	3,000.00	0.00	0.00	639.00	Zero	0	Nothing
Periodicals and newspapers	4,000.00	1,404.14	0.00	4,045.06	1,388.50	435	1.31
Audiobooks (CD, playaway)	4,000.00	1,959.72	497.69	4,794.21	1,635.07	88	1.05
Software & Gaming	2,000.00	424.82	0.00	1,994.75	425.94	495	2.16
DVDs	6,000.00	2,393.37	490.84	5,415.05	2,651.91	-759	0.71
SS / Creation Station / LoT	1,000.00	226.55	10.98	1,042.01	217.42	177	1.81
TOTAL:	58,760.00	22,885.97	3,808.07	58,377.31	23,036.00	1,334	1.06
		22,885.97		58,377.31			
TOTAL EXPENDITURES:	510,000.00	184,773.99	34,192.85	474,476.96	198,607.61	7,842	1.04
TOTAL REVENUES:	23,300.00	3,426.76	174.07	22,692.45	3,518.51	80	1.02
ACTUAL ASKING	486,700.00	181,347.23	34,018.78	451,784.51	195,362.38	7,489	1.04



Simply better banking.

102 South Clinton Street, Iowa City, IA 52240

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01650436
MSP 1777

CITY OF DYERSVILLE
JAMES KENNEDY PUBLIC LIB TRUST
340 1ST AVE E
DYERSVILLE IA 52040-1203



I-1

Statement Ending 11/30/2022

CITY OF DYERSVILLE

Page 1 of 2

Account Number: XX4356

Ways to Contact Us:



Address

102 South Clinton Street
Iowa City, IA 52240



Website

www.MidWestOne.bank



Telephone

800.247.4418



Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MKT	XX4356	\$11,081.31

BUSINESS MONEY MKT-XX4356

Account Summary

Date	Description	Amount
11/01/2022	Beginning Balance	\$11,077.21
	1 Credit(s) This Period	\$4.10
	0 Debit(s) This Period	\$0.00
11/30/2022	Ending Balance	\$11,081.31

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.45%
Interest Days	30
Interest Earned	\$4.10
Interest Paid This Period	\$4.10
Interest Paid Year-to-Date	\$34.58
Minimum Balance	\$11,077.21
Average Ledger Balance	\$11,077.21
Average Available Balance	\$11,077.21

Other Credits

Date	Description	Amount
11/30/2022	INTEREST	\$4.10
		1 item(s) totaling \$4.10

Daily Balances

Date	Amount
11/30/2022	\$11,081.31

12/5/22
WS

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2543058

CITY OF DYERSVILLE
J KENNEDY PUBLIC LIBRARY TRUST
340 1ST AVE E
DYERSVILLE IA 52040-1203

Date 11/30/22 Page 1
Primary Account 617571
Enclosures 3

Checking Account

MONEY MARKET		Number of Enclosures	3
Account Number	617571	Statement Dates	11/01/22 thru 11/30/22
Previous Balance	77,797.82	Days in the statement period	30
3 Deposits/Credits	1,960.33	Average Ledger	77,404.16
1 Checks/Debits	2,301.43	Average Collected	77,376.96
Service Charge	.00	Interest Earned	22.26
Interest Paid	22.26	Annual Percentage Yield Earned	0.35%
Current Balance	77,478.98	2022 Interest Paid	335.49

Activity in Date Order

Date	Description	Amount	
11/16	Deposit/Credit	120.28	77,918.10
11/18	Deposit/Credit	310.80	78,228.90
11/22	Transfer from x7571 to x5358 November Claims	2,301.43-	75,927.47
11/29	Deposit/Credit	1,529.25	77,456.72
11/30	Interest Deposit	22.26	77,478.98

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
11/01	77,797.82	11/16	77,918.10	11/18	78,228.90
11/22	75,927.47	11/29	77,456.72	11/30	77,478.98

Interest Rate Summary

Date	Rate
10/31	0.350000%

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12/5/22

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TRUST ACCOUNT REPORT for November 2022

American Trust / MidWestOne Bank - balance on hand July 1, 2022		\$	11,060.44
July 29, 2022	\$	3.95	\$ 11,064.39
August 31, 2022	\$	4.50	\$ 11,068.89
September 30, 2022	\$	4.09	\$ 11,072.98
October 31, 2022	\$	4.23	\$ 11,077.21
November 30, 2022	\$	4.10	\$ 11,081.31 <i>I-1</i>

Fidelity Bank and Trust	Budgeted	Bank Account
Balances October 31, 2022	\$32,163.03	\$77,797.82

Deposits:

November 16, 2022			
Candy / Snack sales	\$	39.00	
Hoffman room / movie donation jar	\$	6.02	
History books	\$	20.00	
Membership deposited in trust (error will correct)	\$	32.00	
Conscious Box	\$	8.01	
Friends booksale / donation	\$	15.25	\$ 120.28

November 18, 2022			
Candy / Snack sales	\$	16.00	
Apparel (t-shirt)	\$	15.00	
Donation	\$	20.00	
Cookie walk donations	\$	135.00	
Plant sale donation (Scherbring)	\$	100.00	
Conscious Box	\$	1.55	
Friends booksale / donation	\$	23.25	\$ 310.80

November 29, 2022			
Coloring book	\$	10.00	
Donations	\$	1,050.00	
Burrito fundraiser	\$	390.00	
Cookie walk donations	\$	35.00	
Candy / snack sales	\$	17.00	
Conscious Box	\$	10.25	
Friends booksale / donation	\$	17.00	\$ 1,529.25

November 30, 2022			
Interest	\$	22.26	\$ 22.26
			\$ 1,982.59

Debits:

November 22, 2022			
Facebook ads	\$	10.00	
Kanopy	\$	42.00	
Hoopla	\$	213.21	
Halloween program / LML donation	\$	27.98	
Fundraising - Candy and snacks	\$	165.08	
Large print book / Lion's Club	\$	31.19	
Adopt a book donations	\$	38.47	
Books for pop-up library / Friends	\$	783.07	
Book Journals	\$	761.28	
Program refreshments / Friends	\$	53.92	
Storywalk / Osterhaus memorial	\$	26.07	
Books / Westermeyer memorial	\$	29.06	
Books / Rardin memorial	\$	41.49	
Books / McCool Memorial	\$	78.61	\$ 2,301.43

Balances November 30, 2022	\$ 29,861.60	\$ 77,478.98	<i>I-2</i>
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Trust Account Income & Expenditure Report FY22

		in account	New Deposits				
Amount in MidWest One		\$11,060.44					
Amount in Fidelity		\$78,743.69					
INCOME: (as of July 1, 2022)					EXPENDITURES:		REMAINING:
DONATIONS & CONTRIBUTIONS:							DONATIONS:
Previous Raffles	FY19	-\$150.00			License expired 4/2022		-\$150.00
Fundraisers from FY18 and earlier		\$5,181.44					\$3,317.38
					Nov-22 Kanopy	\$42.00	
					Nov-22 Hoopla	\$213.21	
					Nov-22 FB ads	\$10.00	
					Nov-22 SRP journals	\$761.28	
FY19, 20 & 21 Fundraisers (All)							
Brainfuse Refund	Sep-20	\$147.53					\$147.53
Chair-ity & Wreath	Previous	\$1,618.28					\$1,618.28
Cookie Walk donations	Previous Nov-22	\$2,885.88	\$170.00				\$3,055.88
Love my Library 2022 Campaign	FY22	\$6,601.98			Jul-22 Ancestry - LML	\$1,370.24	
					Aug-22 SRP & bk - LML	166.52	\$4,780.45
					Nov-22 Halloween - LML	\$27.98	
Mystery Dinner	Previous	\$1,234.24					\$1,234.24
Build-a-basket	Previous	\$5,756.32					\$5,756.32
Wine & Beer Tasting	Previous	\$536.90					\$536.90
Snack & Candy Sales	Previous Nov-22	\$325.11	\$72.00		Nov-22 Candy / Snacks	\$165.08	\$548.11
Plant Sale	Previous Nov-22	\$1,844.94	\$100.00				\$1,944.94
Merchandise (masks, tags)	FY21-22	\$172.00					\$288.00
Coloring books	Previous Nov-22	\$60.00	\$10.00				\$90.00
Yard Signs	FY 21	\$21.00					\$21.00
Dairy Queen Fundraiser	Previous	\$753.53					\$753.53
Country Junction / STEM	Apr-20	\$500.00					\$500.00
Randy's Market - Roundup	Oct-20	\$651.09					\$651.09
Quilt Fundraiser	Dec-20	\$150.00					\$150.00
DTSN fundraiser	Previous	\$99.00					\$156.00
Apparel sales	FY22 Nov-22	-\$9.25	\$15.00				\$40.75
Burrito Breakfast	FY22 Nov-22	\$627.00	\$390.00				\$1,017.00
Food Truck Fundraiser	Aug-21	\$22.00					\$22.00
Trivia Fundraiser	Apr-22	\$1,317.00					\$1,317.00
Amaryllis fee	Remaining	\$143.45					\$143.45
Donations							
Donation for pop-up materials	Oct-22		\$10.00		Nov-22 pop-upbooks	\$10.00	\$0.00
Donation	Nov-22		\$20.00		Nov-22 pop-upbooks	\$20.00	\$0.00
David & Joan Elenz	Nov-22		\$50.00				\$50.00
Miscellaneous Donations Total Remaining							\$6,772.06
Lion's Club - LP	remaining	\$156.00			Aug-22 LP book	\$26.57	\$38.28
					Nov-22 LP	\$31.19	
Conscience Box	Previous Nov-22	\$1,902.88	\$19.81				\$1,962.69
History Books & Coins	Remaining Nov-22	\$1,884.74	\$20.00				\$1,924.74
Genealogy Donation	Remaining	\$108.86					\$108.86
Meeting Room Donation	Remaining	\$591.24					\$597.26
Donation jar	Nov-22		\$6.02				

Adopt-a-book donations	Remaining	\$272.79			Aug-22	Books	\$108.42		\$220.88
					Nov-22	books	\$38.47		
Friends - bksale	Remaining	\$1,049.20							\$1,128.01
	Nov-22		\$55.50		Nov-22	Refreshments	\$53.92		
Friends - pop-up library bks	Mar-22	\$165.41			Jul-22	Pop-up library	\$69.99		-\$552.63
- pop up library books	Aug-22		\$400.00		Sep-22	Pop-up library	\$294.98		
					Nov-22	Pop-up library	\$753.07		
Summer Reading Program 20	Previous	\$255.41			Aug-22	SRP program	\$67.39		\$6.54
TACKL	Remaining	\$657.76							\$912.79
Kennedy Donation for art or building	May-06	\$2,517.60							\$2,517.60
Money Market	Jan-05	\$784.34							\$784.34
Kay Their Bequest	Dec-08	\$1,000.00							\$1,000.00
Soppe Bequest	Nov-03	\$24,200.37							\$24,200.37
Bequests & Specified donations - Total Remaining									\$28,502.31
Memorials or In Honor of Billie B. Rardin	Remaining	\$1,980.94							\$3,385.93
Ray's Annual donation	Nov-22		\$1,000.00		Nov-22	memorial books	\$41.49		
Mary Westermeyer	FY20-22	\$1,181.39			Aug-22	memorial books	\$47.87		\$1,054.90
					Nov-22	memorial books	\$29.06		
Leah McCool	FY22	\$986.32			Aug-22	memorial books	\$67.49		\$808.87
					Nov-22	memorial books	\$78.61		
Memorials or "In Honor Of" - Total Remaining									\$7,491.66
GRANTS:								GRANTS:	
1000 Books (DRA & Friends)	Remaining	\$341.85							\$341.85
StoryWalk® Grant / DRA	Remaining	\$903.93			Jul-22	Laminating	\$12.50		\$781.39
					Nov-22	Books	\$26.07		
DACF Grant - Hybrid gatherin	Remaining	\$663.25			Sep-22	tablet	\$139.00		-\$111.35
					Oct-22	tablets	\$635.60		
Kids Can Cook - DACF	Oct-22		\$1,525.00						\$2,445.00
Coppola Endowment	Oct-22		\$920.00						
INTEREST DEPOSITS									
remaining from previous years		\$4,258.43							\$4,409.15
	Nov-22		\$22.26						
Membership deposit / error	Nov-22		\$32.00						
TOTAL DEPOSITS			\$8,873.69		TOTAL EXPENDITURES:		\$10,138.40	Balance	\$77,478.98

Memorials and Donations November 2022

L

From: **Cookie Walk Fundraiser - donations**
Donation: \$35.00
Fund: Library Trust Account
Restrictions: Fundraiser for Kids Can Cook project

From: **Burrito Fundraiser**
Donation: \$390.00
Fund: Library Trust Account
Restrictions: Fundraiser for Kids Can Cook project

From: **Candy and Snack Sales**
Donation: \$72.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Coloring Book Sales**
Donation: \$10.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Apparel Sales**
Donation: \$15.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Anonymous**
Donation: \$20.00
Fund: Library Trust Account
Restrictions: Donation - unspecified

From: **Diane Thier**
Donation: \$100.00
Fund: Library Trust Account
Restrictions: Donation for Cookie Walk

From: **Marilyn Prier**
Donation: \$25.00
Fund: Library Trust Account
Restrictions: Donation for Cookie Walk

From: **Caryl Willenbring**
Donation: \$10.00
Fund: Library Trust Account
Restrictions: Donation for Cookie Walk

From: **Diane Thier**
Donation: \$100.00
Fund: Library Trust Account
Restrictions: Donation for Cookie Walk

From: **Jon Scherbring**
Donation: \$100.00
Fund: Library Trust Account
Restrictions: Donation for Plant Sale

From: **David and Joan Elenz**
Donation: \$50.00
Fund: Library Trust Account
Restrictions: Donation to use as needed

From: **Ray Rardin**
Donation: \$1,000.00
Fund: Library Trust Account
Restrictions: Donation in Memory of Billie B. Rardin / Use as needed

James Kennedy Public Library Monthly Program Report

Report for the Month of November 2022

M

Story Time – weekly program for preschool children (PreK):

November 2, 2022

Time for preparation & performance – .75 hrs (pd)

Supplies: Color copies, black and white copies & puppets

Chickens

Total attendance – 8

November 9, 2022

Time for preparation & performance – .75 hrs (pd)

Supplies: Color copies, puppet, craft

Penguins

Total attendance – 12

November 16, 2022

Time for preparation & performance – .5 hrs (pd)

Supplies: Color copies, crayons & puppets

Monkeys

Total attendance - 12

Wee Read – weekly program for 0 to 3-year olds (PreK):

November 2, 2022

Time for preparation & performance – 2.5 hrs (pd)

Supplies: Color copies, black and white copies & puppet

Chickens

Total attendance – 3

November 9, 2022

Time for preparation & performance – 3.25 hrs (pd)

Supplies: Color copies, puppet, craft

Penguins

Total attendance – 8

November 16, 2022

Time for preparation & performance – 3.5 hrs (pd)

Supplies: Color copies, crayons & puppets

Monkeys

Total attendance - 5

Adult Crafternoon (2nd Monday of each month) – *Christmas Ornaments (A)*

In Person / Onsite / Recording / Kit

November 14, 2022

Time for preparation & performance – 1 hr (pd)

Supplies: Christmas ornaments, tinsel, baggies

Participants: 2

Kits: 30

FB Views/Engagements: 72/9

YouTube Views: 2

Books for Lunch Book Club (1st Monday of each month) – *Maybe You Should ... (A)*

Hybrid (In person & zoom)

November 7, 2022

Time for preparation & performance – 1.5 hr (pd)

Supplies: Books borrowed via ILL, available electronically; Computer and Zoom software

Participants: 5

Bingo Party - (3rd Monday of each month) (A)

In person / Onsite

November 21, 2022

Time for preparation & performance – 2.75 hrs (pd)

Supplies: Bingo cards and machine

Donated items & library swag for prizes

Participants: 11

Building Creativity one Block at a Time (LEGO® program) (Monthly – varies) (C)

In person / Onsite

November 12, 2022

Time for preparation & performance – 1.5 hrs (pd)

Supplies: Legos® and bases

Participants: 4

Cricut with Christopher (3rd Monday of each month) (GI): Cricut Basics

In person / Onsite

November 21, 2022

Time for preparation & performance - .5 hrs (pd) 3 hrs (vol)

Supplies: Cricut, laptop, tablet, misc. supplies provided by presenter

Lisa Christopher donated her time and talent to present this program.

Participants: 5

Hybrid Dungeons & Dragons Club (1st Tuesday of each Month) (GI)

Hybrid (In person & Discord)

November 1, 2022

Time for preparation & performance – 2.5 hr (pd)

Supplies: Paper, markers, Discord, Radiant Citadel Game

Participants: 5

Ellen Kennedy Living Center Program – (4th Friday) (A) – Thanksgiving traditions November 18, 2022 Time for preparation & performance – 2.5 hr (pd) Supplies: None;	In person / offsite Participants: 5
Euchre / Card Party (Thursdays of each month) (A) November 3, 10, & 17, 2022 (not held on Thanksgiving) Time for preparation & performance – 1 hr (pd) Supplies: Decks of cards, suit die	In person / Onsite Participants: 19
Final Friday Tech Virtual or in person Program (A) (Last Friday of each Month) November 25, 2022 Time for preparation & performance - 0 hrs Supplies: None	In person / On site Participants: 0
Game Night (4 th Friday of each Month) (GI) November 26, 2022 Time for preparation & performance – 3.5 hr (pd) Supplies: Board games	In person / On site Participants: 18
Hybrid Sit 'n' Stitch (Wednesdays of each month) (A) November 2, 9, 16, 23, 30, 2022 Time for preparation & performance – 1.25 hrs (pd) Supplies: Refreshments and Craft supplies provided by participants; will set up Zoom upon request	Hybrid (In person & Zoom) Participants: 40
Inspirational Fiction: A Novel Approach to Faith Book Club (2 nd Tues of each month) (A) November 8, 2022 Time for preparation & performance – 1.75 hrs (pd) Supplies: ILL books, Computer & Zoom software; refreshments	Hybrid (In person & Zoom) Participants: 5
JKPL Writing Group (4 th Tuesday of each Month) (GI) November 22, 2022 Time for preparation & performance – 2 hrs (pd) Supplies: Computer, Owl, & Zoom software	Hybrid (In person & Zoom) Participants: 5
Mercy One Senior Care Program (Monthly) (A): Cancelled	
Strength Training for Older Adults (A) November 3, 7, 10, 14, 17, 21, 28, 2022 Time for preparation & performance – 7 hrs (pd) Supplies: GeriFit DVDs, projection system, water (if needed) Participants supply stretch band, weights and water for own use	In person / Onsite Participants: 50
Strings Club (4 th Monday of each month) (A) November 28, 2022 Time for preparation & performance - .5 hrs (pd) 4 hrs (vol) Supplies: Sue Engelbrecht and Gary Bramel donate their time and talent for this program	In person / Onsite Participants: 5
Upcycled Greeting Cards (GI) November 4, 2022 Time for preparation & performance – 2 hrs (pd) Supplies: Donated card fronts, envelopes, card stock & glue	In person / Onsite / Kit Participants: 2 Kits: 52
STEAM Fun Fridays: Disgusting Biology (C) November 4, 2022 Time for preparation & performance – 1 hrs (pd) Supplies: Disgusting Biology Kit	In person / Onsite Participants: 0
Reclaim the Power of Your Assets (A) November 5, 2022 Time for preparation & performance – 1.5 hrs (pd) Supplies: Presentation by Andrea Mausser; Funded by Friends of the JKPL	In person / Onsite Participants: 3

Paws of Fury: Movie Event (GI) November 5, 2022 Time for preparation & performance – 1.5 hrs (pd) Supplies: Popcorn, soda, projections system and movie	In Person / Onsite Attendance: 4
Learn and Play Starfinder (IGM program) (GI) November 5, 2022 Time for preparation & Performance – 3.5 hrs (pd) 3 hrs (vol) Supplies: Starfinder Rulebook, copies, OWL Jacob Heinrich donated his time and talent	In person / Onsite Participants: 4 FB Views/Engagements: 48/9 YouTube Views: 13
Children's Book Week Scavenger Hunt November 7-13, 2022 Time for preparation & performance – 2.5 hr (pd) Supplies: Colored copies and mug, stuffy, blanket & basket for prize	Passive Participants: 9
Children's Book Week School Visits November 7-13, 2022 11 sessions Time for preparation & performance – 18 hrs (pd) Supplies: Colored copies and card stock	In person / Offsite Participants: 217
Author Visit with Kim Harms (A) November 10, 2022 Time for preparation & performance – 1 hr (pd) Supplies: Sponsored by the Friends of the JKPL	In person / Onsite Participants: 0
STEAM Fun Fridays: Merge Cubes (C) November 11, 2022 Time for preparation & performance – 1.5 hrs (pd) Supplies: Merge cubes & tablets	In person / Onsite Participants: 2
Trading Card Game Hangout (IGM program) (GI) November 12, 2022 Time for preparation & Performance – .5 hrs (pd) Supplies: No participants so no supplies needed	In person / Onsite Participants: 0
Third Thursday Virtual Program – Herbert Hoover and Christmas (A) November 17, 2022 Time for preparation & performance – .25 hrs (pd) Supplies: Partnership with Hoover Presidential Library; JKPL promotes and provides link to local participants	Zoom program Attendance: 1
STEAM Fun Fridays: Alien Robots (C) November 18, 2022 Time for preparation & performance – 1.5 hrs (pd) Supplies: Alien Robot Kit from LoT	In person / Onsite Participants: 3
Top Gun: Maverick - Movie Presentation (GI) November 19, 2022 Time for preparation & performance – 2.5 hrs (pd) Supplies: Popcorn, soda, projections system and movie	In Person / Onsite Attendance: 4
Kobolds Ate My Baby (GI) November 19, 2022 Time for preparation & performance – 2.5 hrs (pd) Supplies: Game, copies, & dice	In person / Onsite Participants: 3
Chair-ity Closing Reception (GI) November 20, 2022 Time for preparation & performance – .5 hrs (pd) 1.5 hrs (vol) Supplies: Refreshments and paper products Karen Kramer donated her time for this event	In person / Onsite Participants: 15

<p>OutReads: Chickens (PreK) November 1, 2, 15, & 29, 2022 - 10 sessions Time for preparation & performance – 4.5 hrs (pd) Supplies: Flannel board and copies</p>	<p>In Person / Offsite Attendance: 180</p>
<p>STEAM Fun Fridays: Eyedropper Indian Corn (C) November 25, 2022 Time for preparation & performance – 1 hrs (pd) Supplies: None used as no participants (Note: was day after Thanksgiving)</p>	<p>In person / Onsite Participants: 0</p>
<p>Small Business Saturday: Game On (GI) November 26, 2022 Time for preparation & performance – .5 hr (pd) 4 hr (vol) Supplies: Board games; TACKL Members Ian Hermesen and Gabby Westhoff managed this event</p>	<p>In person / Onsite Participants: 0</p>
<p>Small Business Saturday: Refueling Station (GI) November 26, 2022 Time for preparation & performance – 1 hr (pd) Supplies: Cider, popcorn, cups, bags & napkins</p>	<p>In person / Onsite Participants 32</p>
<p>Vivo: Movie Presentation (GI) November 26, 2022 Time for preparation & performance = 1.5 hrs (pd) Supplies: Popcorn, soda, projections system and movie</p>	<p>In Person / Onsite Attendance: 4</p>
<p>Tween Nerf War (C) November 26, 2022 Time for preparation & Performance – 6 hrs (pd) Supplies: Nerf Ammo; snacks</p>	<p>In Person / Onsite Participants: 17</p>
<p>1000 Books Award Ceremony (PreK) November 30, 2022 Time for preparation & performance – 3.5 hr (pd) Supplies: Certificates, trophies and snacks</p>	<p>In person / Onsite Participants: 27</p>
<p>StoryWalk® - <i>Pete the Cat</i> (C) November 2022 Time for preparation & performance – 5.5 hrs 1.75 hr (vol) Supplies: 3 copies of the book, color copies for frame, laminating, Velcro, glue, Spray bottle & paper towels (cleaning). Bolts & nuts (repair). Sponsored by DRA, Friends of the JKPL, and Richard Osterhaus Memorial.</p>	<p>Passive / outdoor program Participants: 320</p>
<p>International Game Month (GI) November 2022 Time for preparation & performance – 1 hrs (pd) Supplies: Dyersville Comics and Games donated gift card for prize</p>	<p>Passive program Participants: 84</p>
<p>Coloring, Creating & Doing (A) November 2022 Time for preparation & performance – 3.25 hrs (pd) Supplies: Copies of coloring pages and activities– available to pick up or curbside</p>	<p>Passive program Kits distributed: 142</p>
<p>Get Puzzled @ Your Library (A) November 2022 Time for preparation & performance - .25 hrs (pd) Supplies: Puzzle</p>	<p>Passive Participants: 41</p>
<p>Kids Can Craft: Yarn Painting (C) November 2022 Time for preparation & performance – 4.75 hrs (pd) Supplies: Yarn, contact paper, copies</p>	<p>Passive / Make and Take Kits distributed: 25 Facebook Views / Engagements: 41/5 YouTube Views: 5</p>

Creation Station: Dancing Scarecrows (C)

November 2022

Time for preparation & performance – 1 hrs (pd)

Supplies: Paper template, ribbon, fasteners

Passive / Make and Take

Kits distributed: 26

Facebook Views / Engagements: 28/2

YouTube Views: 4

Programs held in October but still hosted and available to view or engage with on social media:

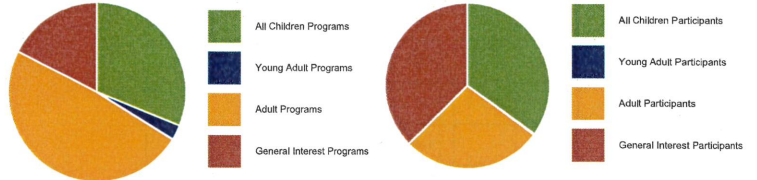
November 1-30 , 2022 – 2 program

Facebook Views / Engagements: 17 / 3

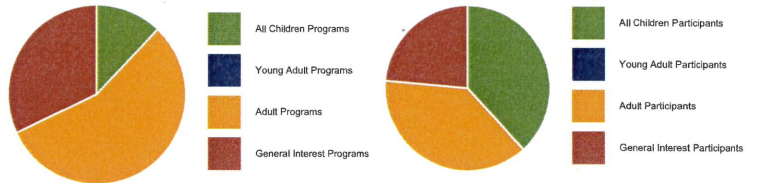
YouTube Views: 2



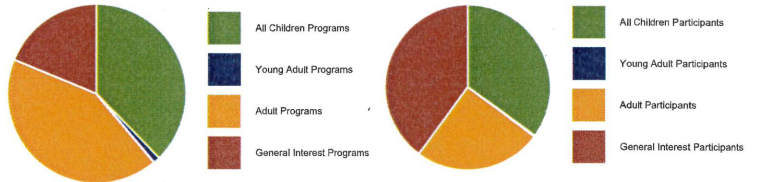
July					
Overview					
All Children Programs	23	31.08%	All Children Participants	592	34.78%
Young Adult Programs	2	2.7%	Young Adult Participants	3	0.18%
Adult Programs	36	48.65%	Adult Participants	471	27.67%
General Interest Programs	13	17.57%	General Interest Participants	636	37.37%
Total Programs	74		Total Participants	1702	



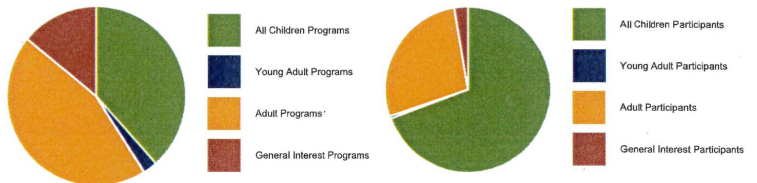
August					
Overview					
All Children Programs	6	12%	All Children Participants	427	38.19%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	28	56%	Adult Participants	427	38.19%
General Interest Programs	16	32%	General Interest Participants	264	23.61%
Total Programs	50		Total Participants	1118	



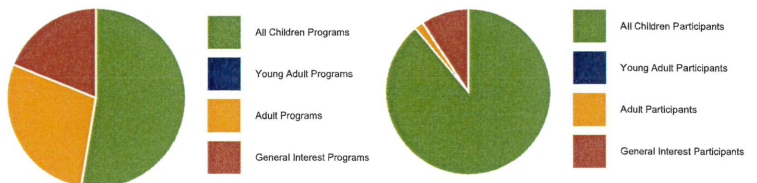
September					
Overview					
All Children Programs	32	37.65%	All Children Participants	792	34.86%
Young Adult Programs	1	1.18%	Young Adult Participants	4	0.18%
Adult Programs	36	42.35%	Adult Participants	570	25.09%
General Interest Programs	16	18.82%	General Interest Participants	906	39.88%
Total Programs	85		Total Participants	2272	



October					
Overview					
All Children Programs	30	38.46%	All Children Participants	1587	69.27%
Young Adult Programs	2	2.56%	Young Adult Participants	11	0.48%
Adult Programs	35	44.87%	Adult Participants	633	27.63%
General Interest Programs	11	14.1%	General Interest Participants	60	2.62%
Total Programs	78		Total Participants	2291	



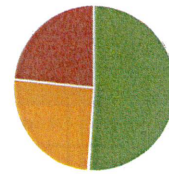
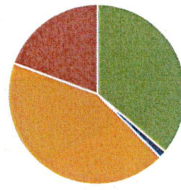
November					
Overview					
All Children Programs	39	52.7%	All Children Participants	852	88.84%
Young Adult Programs	0	0%	Young Adult Participants	0	0%
Adult Programs	21	28.38%	Adult Participants	17	1.77%
General Interest Programs	14	18.92%	General Interest Participants	90	9.38%
Total Programs	74		Total Participants	959	



Year in Review

Overview

All Children Programs	130	36.01%	All Children Participants	4250	50.95%
Young Adult Programs	5	1.39%	Young Adult Participants	18	0.22%
Adult Programs	156	37.4%	Adult Participants	2118	25.19%
General Interest Programs	70	15.51%	General Interest Participants	1956	22.37%
Total Programs	361		Total Participants	8342	



Upcoming Events in December:

December 1—31: Creation Station Craft: Paper Snowman Luminaries. Stop in and craft in the Creation Station at the library or grab a kit and create at home! This month's activity is a Paper Snowman Luminary. Kit includes most needed supplies and instructions. A video demonstration may also be available to view on the JKPL Facebook and YouTube channel. Kits available while supplies last.



December 1—31: Kids Can Craft: No-Sew Duct Tape Zippered Bag. Kids can create a fun zippered bag with patterned duct tape, Ziploc bag, and scissors. Camo, glitter, dots or vibrant colors will make your bag stand out. Stuff it with pencils, school supplies, or your phone. The craft may be picked up at the circulation desk to complete in the library or feel free to take it home. A video demonstration of this craft may be available to view on the JKPL Facebook and YouTube channel. This craft is geared for kids age 9 and up.

December 1—31: Coloring, Creating and Doing @ Your Library. The JKPL is continuing to offer coloring pages, dot to dot, crosswords, sudoku, and other activity pages available for you to enjoy at the library or at home. They are intended for adults and teens. Each pack will include at least 10 different items and are available while supplies last. NOTE: If you need something to color with, miscellaneous colored pencils may be provided upon request (for you to keep). If you want to work on the activities while at the library, colored pencils, markers, and more are available to check out from the front desk or in the Creation Station. Coloring pages and colors for children are available in the Creation Station.

December 1—31: Get Puzzled @ Your Library. Stop in the library this month to help us put together a new jigsaw puzzle. This month's puzzle is *Christmas in the City*. The puzzle is located on the table under the skylight and everyone is welcome to add a piece or two or more. Everyone who works on the puzzle is encouraged to put their name into a drawing to win the puzzle. Please stop at the front desk to get your name entered.

December 1—8: Duck Stamp Exhibit. The library is happy to continue to have on display the winners from the 2021-2022 Junior Duck Stamp Art Competition. The JDS is the culmination of the Junior Duck Stamp educational program where students may express their newfound knowledge of the waterfowl they studied by drawing, painting, or sketching a picture of an eligible North American waterfowl species. The artwork will be on display through December 8. Come take a look at the work of these talented young artists!



December 1—23: Layette Quilt Display and Sale Continues

The James Kennedy Public Library is partnering with the Dyersville Layette Ladies to share with you the work and talent of the Layette Ladies as well as raise some funds for both organizations. Several layette, lap size, and larger quilts that were made by the Layette group continue to be on display at the library thru December 23. These quilts are available to purchase starting at \$20.00 (larger sizes are more) and proceeds will be split between the Layette Ladies group and the JKPL. Photographs of the quilts are posted on the library's website and Facebook page.



Thursdays and Mondays, December 1, 5, 8, 12, 15, 19, 22 & 29: Strength Training for Older Adults @ 10:00 am. Older adults of any age and fitness level are invited to join this special exercise program made possible by a partnership between the Geri-Fit® Company and the James Kennedy Public Library. Participants will exercise to a Geri-Fit® DVD and most of the exercises will be performed seated in a chair. There is no dancing or aerobics involved. Classes are held on Mondays and Thursdays and last approximately 45 minutes. For best results, participants should attend as many of the sessions as possible. Each participant will need a set of 2 or 3-pound dumbbell weights, a medium weight stretch band, and water to drink. Space is limited so registration is required.

Thursdays, December 1, 8, 15, 22, 29: Euchre Card Party from 1:00—3:30 pm. Join us Thursday afternoons for cards in the Hoffman room. Come meet, teach, and play with other players. If interested please contact the library to register to save your seat, as space is limited. Walk-ins are welcome, if space allows.

Friday, December 2: Upcycled Greeting Cards Craft Hour from 1:00—2:00 pm. Library staff member Ann will be on hand to demonstrate how to use the fronts of donated greeting cards combined with glue and cardstock to make entirely new greeting cards. We will have donated greeting card fronts, including Christmas themes, to choose from plus different colors of cardstock, glue, and envelopes. If you can't make it on December 2 then take-and-make kits will be available in the Creation Station to pick up and take home.

Friday, December 2 thru Sunday, December 4: Cookie Walk Fundraiser!

Craving some special treats but don't have time to bake for yourself? Come to the library for the Cookie Walk Fundraiser! Guests will be able to purchase a dozen items for \$6.00 (or 24 for \$10.00). Choose from a delicious assortment of treats to be placed on a plate, covered, and decorated with a bow. Items will be homemade by friends, volunteers, board members, and staff of the library. Cookies will be stored away from the public and handled only by staff and volunteers working the event. Prepackaged plates will be available while supplies last. Funds from this event will be used to support the Kids can Cook project.



Hours are: Friday, December 2 from 1—5 pm Saturday, December 3 from 10 am—3 pm Sunday, December 4 from 1—4 pm

Friday, December 2: S.T.E.A.M. Fun Fridays from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to this weekly program to discover and create in the Library. Participants are welcome to come anytime between 3:30—5:00 pm to participate in the selected activity. All ages welcome. Join us this week to make Mosaic Coasters! We will be upcycling old CDs to make coasters just in time for the holidays.

Saturday, December 3: Winter Holiday Fun Day from 10:00 am—12:00 pm

Families and children of all ages are invited to the library for a fun morning of winter and holiday themed activities. Have fun decorating hand warmers, making ornaments or window hangers, and decorating an edible tree. The library will provide stationery, stickers, stampers, and envelopes for kids to write a letter to Santa, a relative, or a friend. The library's green screen will be all set up for pictures with a choice of winter or Christmas backgrounds. We will email the picture to you, or if time permits print one off for a memento. The day will conclude with an indoor snowball fight at 11:45 am. All ages welcome but children under 7 need an adult or mature teen companion.



Saturday, December 3: Minecraft Build-A-Thon for Teens @ 4:00 pm

The Library is hosting a Minecraft Build-A-Thon! Minecraft will be set up in the library after-hours so teens can come in and play in the game's creative mode, work together, and build whatever they desire. Participants are encouraged to work as a group to achieve as much as possible by 6:00 pm. All creations will be posted on the library's social media. This program is for those that have completed 6th-12th grade. Refreshments will be provided.



Sunday, December 4: Celebrate National Cookie Day! National Cookie Day is a day set aside to celebrate the joy of cookies. All cookies! Stop by the JKPL from 1-4pm today to enjoy a homemade cookie while visiting the library. Vote for your favorite cookie flavor between December 4—18 to enter your name in a drawing for a plate of homemade cookies. Pick up a special activity packet and join us in celebrating all things cookie! Packets will be available while supplies last.



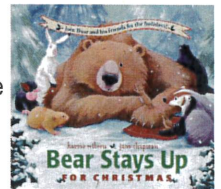
Monday, December 5: Books for Lunch Book Discussion @ 12:00 noon. This group gathers on the first Monday of each month at noon. This month the group will discuss *The Sentence* by Louise Erdrich. Copies of the book are available to borrow from the library. Participants are welcome to attend in person in the Hoffman Room or remotely via Zoom. New members are welcome to join at any time. If you need a link to the Zoom room, please email librarian@dversville.lib.ia.us by 10:00 am on the day of the program and an invitation to the Zoom room will be emailed to you.

Tuesday, December 6: Dungeons and Dragons Players Club @ 6:00 pm. Join us for this monthly gaming event for D & D players that meets in-person or you can join remotely via Discord. This group meets the first Tuesday of every month and new players of all ages and skill levels are welcome. The library has materials available but feel free to bring your own. To join via Discord, contact Paul at Pzurawski@dversville.lib.ia.us by 2:00 pm the day of the program to receive the server invite.

Wednesdays, December 7, 14, 21, 28: Sit and Stitch from 1:00—3:00 pm. Grab your hobby or craft and join other crafters at this fun gathering. There are lots of laughs, great company, conversation, and even some crafting! Participants are welcome to attend in person in the Hoffman Room or remotely via Zoom. New members are welcome to join at any time. If you are a new participant and wish to join virtually, please email librarian@dversville.lib.ia.us by 10 am on the date of the gathering and an invitation will be emailed to you. The same Zoom room link is used each week.

Friday, December 9: S.T.E.A.M. Fun Fridays from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to this weekly program to discover and create in the Library. Participants are welcome to come anytime between 3:30—5:00 pm to participate in the selected activity. All ages welcome. Join us this week for Domino Doubles, where we will be using dominoes to practice our doubles addition!

December 10 to mid-January: Westside Park StoryWalk®: "Bear Stays Up for Christmas" by Karma Wilson. (Winter start/end dates for the StoryWalk® are approximate due to weather.) Families are invited to walk the StoryWalk® at Westside Park which begins south of the parking lot by the baseball diamond. Walk the trail and read the story to your children. Scan the QR code on the last post and answer the questions to be entered into a monthly prize drawing. No QR scanner? No problem! Use the tiny url listed below the QR code, answer the questions and be entered into the prize drawing. *The StoryWalk(R) is made possible by the Dubuque Racing Association, Friends of the Library, and the Richard Osterhaus Memorial Fund. The StoryWalk® Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Kellogg-Hubbard Library. Storywalk® is a registered service mark owned by Ms. Ferguson.*



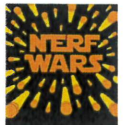
Saturday, December 10: Breakfast with Santa @ Field of Dreams Movie Site from 9:00—11:00 am

The JKPL is partnering with the Field of Dreams Movie Site for their Breakfast with Santa event. Visit the movie site for a chance to visit with Santa while enjoying donuts, hot chocolate, milk and juice. Miss Kim and Samantha from the JKPL will read stories at 9:30, 10:00 and 10:30 am. Plus the library will set up a coloring station.



Saturday, December 10: Christmas Movies @ Your Library presents "Home Alone" @ 1:00 pm. A mischievous 8-year-old who's picked on by his older siblings and ignored by his parents would really rather be left alone—and that's exactly what happens when he gets accidentally left behind in a frenzied rush to the airport for a family vacation in Paris. Left alone, the boy now has to protect his house against two bumbling burglars who are planning to rob it. Rated PG (102 minutes).

Saturday, December 10: Nerf War @ 4:00 pm. Bring your Nerf gun and ammo and head to the library for this bi-monthly Nerf War! Participants must be 13 or older and anyone under 18 must have a signed parental waiver. Registration requested as 10 people are required to hold the program and a max of 20 is allowed. Walk-ins welcome, if space allows. Participants must provide their own Nerf guns and ammo but no modifications to darts or guns to increase range or hitting power will be allowed.



Find the latest information on library events and programs at www.dversville.lib.ia.us
Contact the library directly at 563-875-8912 or librarian@dversville.lib.ia.us

Sunday, December 11: Old Fashioned Christmas from 1:30—3:30 pm

The entire family is invited for an afternoon of live music, traditional Christmas carols, cookies, and spiced cider at the Dyer-Botsford House in Dyersville. Prizes will be given out in a drawing. All ages welcome, but children under the age of 10 must be accompanied by an adult. This event is sponsored by the Senior Advisory Committee of the JKPL and the Dyersville Area Historical Society.



Monday, December 12: Adult Crafternoon from 1:00—3:00 pm. Join us this month to make a unique candy jar! Stop in the library anytime between 1-3 pm to create and take home your finished project. If you prefer, you can pick up a take-and-make kit and craft at home. The instructional video for how to do the craft will be posted on both the library's Facebook and YouTube pages starting December 12th and kits will be available while supplies last.

Tuesday, December 13: Inspirational Fiction: A Novel Approach to Faith Book Club @ 7:00 pm. Join us for this book club that features a variety of books that weave religious faith into the characters and storylines. For this month we will be reading *Unwritten* by Charles Martin. Books are available to borrow from the library. Participants are welcome to attend in person or remotely via Zoom. If you want to attend via Zoom, please register by 12 noon on the day of the program at <https://bit.ly/NOVELAPPROACH> so a link to the Zoom room can be emailed to you.

Thursday, December 15: WWI Belgian Relief Flour Sacks @ 12:00 pm (live) and 6:00 pm (recorded). The Herbert Hoover Presidential Library and Museum's entire collection of decorated Belgian Relief flour sacks from World War I is the subject of this month's Third Thursday series. The flour sacks were subjected to a close examination in June 2022. The researchers studied every detail and counted 360 items in this unique collection of American and Canadian flour sacks decorated by Belgian schoolgirls, women and artists. Come hear about what they found! This live and recorded remote presentation is part of the Third Thursday series presented by the Hoover Presidential Library. Registration is required to receive the link so please register at: <https://bit.ly/TTFlourSacks>. Please note the new program time. As this program will include a live presentation from The Netherlands, we've adjusted the program to 12 Noon Central Time. We will replay the recorded program at 6:00 pm that evening for our regular evening audience.



Thursday, December 15: Live Holiday Music @ 6:00 pm

Join us at the JKPL for this special event featuring local musicians. Dan & Sue Engelbrecht, Gary Bramel, and others will perform some seasonal favorites to get you in the holiday spirit. Refreshments provided.



Friday, December 16: S.T.E.A.M. Fun Fridays from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to this weekly program to discover and create in the Library. Participants are welcome to come anytime between 3:30—5:00 pm to participate in the selected activity. All ages welcome. Join us this week for our Dissolving Candy Canes Experiment, where we will be learning how fast candy canes dissolve in different water temperatures.

Saturday, December 17: Building Creativity One Block at a Time: a LEGO® program from 1:00—2:00 pm. This month's theme is "Winter Trip". This program is for all ages but children under 7 must be accompanied by an adult or older partner. This LEGO® program is part of a monthly LEGO® building block program at the library sponsored by DuTrac Community Credit Union. Each month there is a theme to help inspire creativity. Photos of the creations are displayed in the children's area of the library and on the library's social media pages. All children who participate have their names entered into a quarterly drawing for a special LEGO® related prize provided by DuTrac.



Monday, December 19: Bingo Party from 1:00—3:00 pm. Come enjoy bingo at the JKPL! There is a two card limit, there is no cost to play, and there are prizes! Registration is recommended as space is limited. Bring your friends!

Monday, December 19: Cricut with Christopher presents Decorating a Mug @ 6:00 pm. Come learn about the Cricut Maker from local expert Lisa Christopher and decorate your own mug. All supplies provided. Participants should be 14 or older but children age 8 and up are welcome if accompanied by an adult. Registration is recommended as attendance is limited to 10. Walk-ins welcome if space and materials allow. Cricut with Christopher will typically be held monthly on the third Monday of each month.

Tuesday, December 20: JKPL Writing Group @ 6:30 pm. Join us this month in person at the library, or remotely via Zoom, for a sharing session with writers of all types including poetry, memoir, fiction, or nonfiction. New members are welcome to join at any time.

Friday, December 23: Game Night @ 6:00 pm. Bring your favorite game (card game, board game, role playing game, or video game) and meet, teach, and play with others! Game night is held on the 4th Friday of every month. All ages welcome but those under the age of 7 need a teen or adult companion.

Holiday Hours: The Library is closed for Christmas from December 24—26



Friday, December 30: Final Friday Tech Help from 3:00—5:00 pm. Looking for help with your computer or device? Schedule a time with Paul to come in and have your questions answered! The library has a few laptops and tablets available to use but guests are encouraged to bring their own device if they have one. Final Friday Tech is held on the last Friday of each month.

Friday, December 30: S.T.E.A.M. Fun Fridays from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to this weekly program to discover and create in the Library. Participants are welcome to come anytime between 3:30—5:00 pm to participate in the selected activity. All ages welcome. Join us this week as we build Marshmallow Catapults!

Saturday, December 31: Family New Year's Celebration Activity Kit. Looking for ways to celebrate New Years Noon, or New Year's Eve, with the family? Stop by the library and grab one of our New Year's Activity Kits! Each kit will come with multiple activities for the whole family. These kits will be available to pick up starting December 27th. Kits available while supplies last.

December 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Duck Stamp Display continues through December 8	Layette Quilt Display & Sale continues through December 23	December 1-31 • No Sew Zippered Bag craft kits • Paper Snowman Luminary craft kits	December 1-31 • Get Puzzled • Coloring, Creating, Doing December 10-January 10 • Westside Park StoryWalk®	1 Strength Training @ 10am Euchre Card Party from 1-3:30pm	2 Cookie Walk Fundraiser from 1-5pm Upcycled Greeting Cards from 1-2pm STEAM Fun Fridays from 3:30-5pm	3 Cookie Walk Fundraiser from 10am-3pm Winter Holiday Fun from 10am-12pm Minecraft Build-a-thon @ 4pm
4 Cookie Walk Fundraiser from 1-4pm Celebrate National Cookie Day from 1-4pm	5 Strength Training @ 10am Books For Lunch @ 12pm	6 Dungeons & Dragons @ 6pm	7 Sit & Stitch @ 1pm	8 Strength Training @ 10am Euchre Card Party from 1-3:30pm	9 STEAM Fun Fridays from 3:30-5pm	10 Breakfast with Santa at Field of Dreams from 9-11am Home Alone (PG) @ 1pm Nerf War @ 4pm
11 Old Fashioned Christmas from 1:30-3:30pm	12 Strength Training @ 10am Adult Crafternoon from 1-3pm	13 A Novel Approach to Faith book club @ 7pm	14 Sit & Stitch @ 1pm	15 Strength Training @ 10am WWI Belgian Relief Flour Sacks @ 12:00 pm (live) and 6:00 pm (recorded) Euchre Card Party from 1-3:30pm Live Holiday Music @ 6pm	16 STEAM Fun Fridays from 3:30-5pm	17 Building Creativity One Block at a Time: a LEGO® program from 1-2pm
18 Library closed	19 Strength Training @ 10am Bingo Party from 1-3pm Cricut with Christopher @ 9pm	20 JKPL Writing Group @ 6:30pm	21 Sit & Stitch @ 1pm	22 Strength Training @ 10am Euchre Card Party from 1-3:30pm	23 Game Night @ 6pm	24 Library closed
25 Library closed	26 Library closed	27	28 Sit & Stitch @ 1pm	29 Strength Training @ 10am Euchre Card Party from 1-3:30pm	30 Final Friday Tech from 3-5pm STEAM Fun Fridays from 3:30-5pm	31 Family New Years Celebration Activity Kit available starting December 27



**Explore Journaling
Thursdays, January 5 thru February 2 @ 6:30 pm**

Karen Schloss is going to join us at the JKPL and lead this five week series on journaling. Karen will explain the difference between all the different kinds of journals and talk about how each one works. Each session will focus on each type of journal. Some supplies will be provided.

While this is a series of programs, each session is independent, so guests are welcome to attend any session(s) they choose. This will be a hybrid program so participants can attend in person or virtually via Zoom. Please contact the library for more information or to register.

- January 5: Journals, planners, scrapbooks and more!
- January 12: Planning & Organizing
- January 19: Writing Journals
- January 26: Creative Journals
- February 2: Hybrid Journals



**Soup Lunch and Dinner Fundraiser
Monday, January 9 from 11:30 am —1:00 pm & 4:30—6:00 pm**

Warm up this winter with the JKPL annual Soup Fundraiser! Enjoy homemade chili or chicken noodle soup, crackers, roll, and dessert. Again this year, we are offering service for lunch as well as dinner.

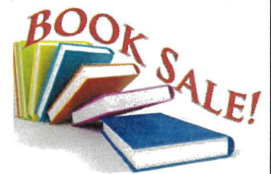
- Lunch will be available from 11:30 am—1:00 pm and dinner will be offered from 4:30—6:00 pm (or until we run out).
- The soup is made and served by the JKPL Library Board and Fundraising Committee members.
- Price is \$7.00 per meal or \$5.00 for a bowl of soup only.
- This year's event will again be carryout only. Guests will be able to pull into the library parking lot and call to have their order brought out to them, or step into the Hoffman Room to order and pick up their soup.
- Proceeds from the fundraiser will be used to support the Kids Can Cook project.



**Friends of the Library Used Book Sale
Friday, January 27 thru Monday, January 30**

Join us for the Friends of the Library used book sale, which will be held in the basement of the James Kennedy Public Library. Bags of books are \$1 on Monday, the last day of the sale. For more information please contact the library at (563) 875-8912 or visit the website at www.dyersville.lib.ia.us. Hours are:

- Friday, January 27: 9:00 am—5:00 pm
- Saturday, January 28: 9:00 am—2:00 pm
- Sunday, January 29: 1:00—4:00 pm
- Monday, January 30: 9:00 am—7:00 pm



**Bear Creek Carvers Open House and Demo
Saturday, January 28 from 10:00 am—2:00 pm**

Members of the Bear Creek Woodcarving Club will be at the library to demonstrate carving techniques and display their carvings. Questions are welcome! Everyone is invited to stop in during this open house and view the carvers and their work.



Tentative Schedule of Upcoming Events - JANUARY 2023 and beyond

Sunday, January 1 & Monday, January 2: Library closed for New Year's holiday

January is National Tea Month. Take and make activity kit and other activities to be decided.

Tuesday, January 3: Winter Bookopoly Challenge Begins! The JKPL is once again offering a winter library program. This year, participants will again use a Bookopoly game board to track what they are reading or doing at the library and earn prizes. Just like in the classic board game Monopoly, readers in Bookopoly will complete sets of challenges to earn prize entries. For each set completed, the participant will be able to select a free book from the prize cart to add to their home library or a prize from the prize basket, and earn an entry into the grand prize drawings. Several grand prize options, for various ages and interests, will be available to choose from. There are twelve opportunities to earn entries. Those that complete five sets will win a JKPL tote, book mark, and book journal to help them keep track of their books, as well as a bonus entry into the grand prize drawings. Those that complete all ten sets will be able to Adopt an item to be added to the library collection and receive a second bonus entry. All ages of readers are welcome and participants can sign up as individuals or as teams. Stop in the library to register and pick up your game board on or after January 3, or print the board from the library website. The winter Bookopoly Challenge will run the months of January and February. All entries must be received by March 4 to be included in the drawings.

January 3-31: Creation Station Craft: Cardinal Handprint Craft. Stop in and craft in the Creation Station at the library or grab a kit and create at home! This month's take-and-make activity is a Cardinal Handprint Craft! Kit includes most needed supplies and instructions. A video demonstration may also be available to view on the JKPL Facebook and YouTube channel. Kits available while supplies last.

January 3-31: Coloring, Creating and Doing @ Your Library. The JKPL is continuing to offer coloring pages, dot to dot, crosswords, sudoku, and other activity pages available for you to enjoy at the library or at home. They are intended for adults and teens. Each pack will include at least 10 different items and are available while supplies last. NOTE: If you need something to color with, miscellaneous colored pencils may be provided upon request (for you to keep). If you want to work on the activities while at the library, colored pencils, markers, and more are available to check out from the front desk or in the Creation Station. Coloring pages and colors for children are available in the Creation Station.

January 3-31: Kids Can Craft: TBA A video demonstration of this craft may be available to view on the JKPL Facebook and YouTube channel. This craft is aimed at kids age 9 and up.

January 3-31: Get Puzzled @ Your Library. Stop in the library this month to help us put together a new jigsaw puzzle. This month's puzzle is *Winter Memories*. The puzzle is located on the table under the skylight and everyone is welcome to add a piece or two or more. Everyone who works on the puzzle is encouraged to put their name into a drawing to win the puzzle. Please stop at the front desk to get your name entered.

Tuesday, January 3: Sign up for Kids Can Cook begins. Details to follow.

Tuesday, January 3: Dungeons and Dragons Players Club @ 6:00 pm. Join us for this monthly

gaming event for D & D players that meets in-person or you can join remotely via Discord. This group meets the first Tuesday of every month and new players of all ages and skill levels are welcome. The library has materials available but feel free to bring your own. To join via Discord, contact Paul at Pzurawski@dyersville.lib.ia.us by 2:00 pm the day of the program to receive the server invite.

Wednesdays, January 4, 11, 18, 25: Sit and Stitch from 1:00—3:00 pm. Grab your hobby or craft and join other crafters at this fun gathering. There are lots of laughs, great company, conversation, and even some crafting! Participants are welcome to attend in person in the Hoffman Room or remotely via Zoom. New members are welcome to join at any time. If you are a new participant and wish to join virtually, please email librarian@dyersville.lib.ia.us by 10 am on the date of the gathering and an invitation will be emailed to you. The same Zoom room link is used each week.

Thursdays and Mondays, January 5, 9, 12, 16, 19, 23, 26 & 30: Strength Training for Older Adults @ 10:00 am. Older adults of any age and fitness level are invited to join this special exercise program made possible by a partnership between the Geri-Fit® Company and the James Kennedy Public Library. Participants will exercise to a Geri-Fit® DVD and most of the exercises will be performed seated in a chair. There is no dancing or aerobics involved. Classes are held on Mondays and Thursdays and last approximately 45 minutes. For best results, participants should attend as many of the sessions as possible. Each participant will need a set of 2 or 3-pound dumbbell weights, a medium weight stretch band, and water to drink. Space is limited so registration is required. *Meeting on the 9th may be cancelled or scheduled to start at 9:30 am.*

Fridays, January 6, 13, 20, 27: Euchre Card Party from 1:00-3:30 pm. Join us Thursday afternoons for cards in the Hoffman room. Come meet, teach, and play with other players. If interested please contact the library to register to save your seat, as space is limited. Walk-ins are welcome, if space allows.

Thursday, January 5: Explore Journaling: Week one - Journals, planners, scrapbooks and more! @ 6:30 pm. Join us at the JKPL as Karen Schloss talks about scrapbooks, junk journals, smash books, glue books, bullet journals, creative planners, self-awareness journals, diaries or day books, gratitude journals, and art journals in this first in a series about planning and journaling. Karen will explain the difference between these items and talk about how each one works. Additional sessions will focus on each type of journal, include some supplies, and time to get started. While this is a series of programs, each session is independent, so guests are welcome to attend any session(s) they choose. This will be a hybrid program to which participants can come in person or participate virtually via Zoom. Please contact the library to sign up and save your seat, get the link to the Zoom room, and for more information. Worksheets will be available to pick up for anyone unable to attend in person.

Friday, January 6: S.T.E.A.M. Fun Fridays from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to this weekly program to discover and create in the Library with S.T.E.A.M. (science, technology, engineering, art, and math) activities. Drop by anytime between 3:30—5:00 pm! All ages welcome but those under 6 need a teen or adult companion. Join us this week for Strawbees and use construction straws to build something!

Saturday, January 7: Movies @ Your Library presents “Lyle, Lyle, Crocodile” @ 1:00 pm. When the Primm family moves to New York City, their young son Josh struggles to adapt to his new school and

new friends. All of that changes when he discovers a singing crocodile who loves baths, caviar and great music living in the attic of his new home. The two become fast friends, but when Lyle's existence is threatened by evil neighbor Mr. Grumps, the Primms must band together to show the world that family can come from the most unexpected places. Rated PG (1 hour 47 minutes).

Saturday, January 7: Tween Nerf War from 4:00-6:00 pm. Bring your Nerf gun and ammo and head to the library for a tween Nerf War! Participants must be ages 9-12 and must have a signed parental waiver. Registration is requested as 8 people are required to hold the program, and a max of 20 is allowed. Minimum sign up of 8 must be reached by 8 pm on Thursday, January 5th. Walk-ins are welcome if space allows. Participants must provide their own Nerf guns and ammo, but no modifications to darts or guns to increase range or hitting power will be allowed.

Monday, January 9: Books for Lunch Book Discussion @ 12:00 noon. This group gathers on the first Monday of each month at noon. This month the group will discuss *A Secret Gift: How One Man's Kindness--and a Trove of Letters--Revealed the Hidden History of the Great Depression* by Ted Gup. Copies of the book are available to borrow from the library. Participants are welcome to attend in person in the Hoffman Room or remotely via Zoom. New members are welcome to join at any time. If you need a link to the Zoom room, please email librarian@dyersville.lib.ia.us by 10:00 am on the day of the program and an invitation to the Zoom room will be emailed to you. *NOTE: the date of this program was moved due to the New Year's Day holiday.*

Monday, January 9: Carry Out Soup Lunch and Dinner Fundraiser from 11:30 am —1:00 pm & 4:30—6:00 pm! Warm up this winter with the JKPL annual Soup Fundraiser! Enjoy homemade chili or chicken noodle soup, crackers, roll, and cookie at this event. Again this year, we are offering service for lunch as well as dinner. Lunch will be available from 11:30 am—1:00 pm and dinner will be offered from 4:30—6:00 pm (or until we run out). The soup is made and served by the JKPL Library Board and Fundraising Committee members. Price is \$7.00 per meal or \$5.00 for a bowl of soup only. This year's event will again be carryout only. Guests will be able to pull into the library parking lot and call to have their order brought out to them, or step into the Hoffman Room to order and pick up their soup. Thank you to TBA for your donations to support this event. Proceeds from the fundraiser will be used to support the Kids Can Cook project. Call the library at 563-875-8912 for more information or advance ordering.

Monday, January 9 - February 28: Love My Library Giving Tree Fundraiser! Do you "Love Your Library"? Then consider participating in this annual fundraising activity that will improve the collection and services the library is able to offer. Library staff have identified books and other materials, furnishings, equipment, programs, supplies, and more that the library needs. Select one or more items and donate the funds needed for purchase. Or purchase the items yourself and donate them to the library. Donations will be written on a heart and displayed on the library windows as well as acknowledged on the library website and social media. Where appropriate the library will attach a tag or book plate acknowledging the donation and the donor will be the first to check it out. Some items are listed on the bulletin board in the entry to the library as well as being featured on the library webpage and social media. The complete list can be viewed at the circulation desk or from the home page of the library's website (www.dyersville.lib.ia.us). Not finding something you want to "love"? Bring your ideas to a librarian!

Tuesday, January 10: Inspirational Fiction: A Novel Approach to Faith Book Club @ 7:00 pm. Join us for this book club that features a variety of books that weave religious faith into the characters and storylines. For this month we will be reading *Christmas in Winter Hill* by Melody Carlson. Books are available to borrow from the library. Participants are welcome to attend in person or remotely via Zoom. If you want to attend via Zoom, please register by 12 noon on the day of the program at <https://bit.ly/NOVELAPPROACH> so a link to the Zoom room can be emailed to you.

Thursday, January 12: Explore Journaling: Planning and Organization @ 6:30 pm. Join us at the JKPL as Karen Schloss presents this session on planning and organizing. Karen will talk about planners, bullet journals, trackers, organizers, bullet journals, and goal planning, and share examples. Participants will make a bullet journal page, a tracker page, and a goal planning sheet for 2023. Additional sessions will focus on writing journals, creative journals, and hybrid journals. While this is a series of programs, each session is independent, so guests are welcome to attend any session(s) they choose. This will be a hybrid program to which participants can come in person or participate virtually via Zoom. Please contact the library to sign up and save your seat, get the link to the Zoom room, and for more information. Worksheets will be available to pick up for anyone unable to attend in person.

Friday, January 13: S.T.E.A.M. Fun Fridays from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to this weekly program to discover and create in the Library with S.T.E.A.M. (science, technology, engineering, art, and math) activities. Drop by anytime between 3:30—5:00 pm! All ages welcome but those under 6 need a teen or adult companion. Join us this week for a Sink or Float Experiment! In celebration of National Rubber Duck Day, we are studying density and figuring out what floats and sinks in water!

Monday, January 16: Bingo Party from 1:00-3:00 pm. Come enjoy bingo at the JKPL! There is a two card limit, there is no cost to play, and there are prizes! Registration is recommended as space is limited. Bring your friends!

Wednesday, January 18: Kids Can Cook Details TBA

Thursday, January 19: Third Thursdays Virtual program @ 6:00 pm. Details to be announced.

Thursday, January 19: National Popcorn Day. Activities to be decided.

Thursday, January 19: Explore Journaling: Week Three - Writing Journals @ 6:30 pm. Join us at the JKPL as Karen Schloss sparks your imagination with the third in our series. Karen will discuss types of writing journals and share examples. Participants will make a list journal page and a gratitude journal page. While this is a series of programs, each session is independent, so guests are welcome to attend any session(s) they choose. This will be a hybrid program to which participants can come in person or participate virtually via Zoom. Please contact the library to sign up and save your seat, get the link to the Zoom room, and for more information. Worksheets will be available to pick up for anyone unable to attend in person.

Friday, January 20: S.T.E.A.M. Fun Fridays from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to this weekly program to discover and create in the Library with S.T.E.A.M. (science, technology, engineering, art, and math) activities. Drop by anytime between

3:30—5:00 pm! All ages welcome but those under 6 need a teen or adult companion. Join us this week for Egg Carton Penguins, where we will make cute little penguins out of egg cartons and construction paper!

Saturday, January 21: Movies @ Your Library presents "Ticket to Paradise" @ 1:00 pm. Lily sends a message to her parents that she's going to get married to a local she met while vacationing in Bali. The distraught and long-divorced parents fly to Indonesia to hopefully derail their daughter's impulsive plan. However, they should learn how to control their scathing animosity toward each other if they are to succeed with their own plan. Rated PG-13 (104 minutes)

Saturday, January 21: Clue Mystery for Teens @ 4:00 pm. "Beloved" Librarian Paul has been murdered and the case can only be cracked by local teens! Participants will peruse the crime scene, talk to staff members, and try to figure out who did it and how. For ages 12-18 only. Registration is requested as 4 people are required to hold the program, and a max of 8 is allowed.

Monday, January 23: Strings Club at 6:00 pm. Do you have a ukulele, guitar or other string instrument that you would like to play more often? Do you want to grow your skills by jamming with others? Then come join the JKPL Strings Club! Teen and adult musicians of all skill levels are welcome. NOTE: This is not a class but a jam session so participants should know basic chords. Facilitated by Sue Engelbrecht and Gary Bramel. This group typically meets on the fourth Monday of each month. Registration requested. Walk-ins are welcome as space allows.

Tuesday, January 24: Building Creativity One Block at a Time: a LEGO® program from 4:00 - 5:00 pm. This month's theme is "Rock Concert". This program is for all ages but children under 7 must be accompanied by an adult or older partner. This LEGO® program is part of a monthly LEGO® building block program at the library sponsored by DuTrac Community Credit Union. Each month there is a theme to help inspire creativity. Photos of the creations are displayed in the children's area of the library and on the library's social media pages. All children who participate have their names entered into a quarterly drawing for a special LEGO® related prize provided by DuTrac.

Tuesday, January 24: JKPL Writing Group @ 6:30 pm. Join us this month in person at the library, or remotely via Zoom, for a sharing session with writers of all types including poetry, memoir, fiction, or nonfiction. New members are welcome to join at any time.

Thursday, January 26: Start Your Search and Build Your Family Tree @ 2:00 pm. Do you like solving puzzles? Reading mysteries? Do you obsess over scandals and secrets? Do you adore romance or accounts of bravery? If so, Genealogy is for you! Learn how to get started on your family history journey in this introductory class. If you've already started your family tree, come for a refresher to jumpstart your research.

Thursday, January 26: Explore Journaling: Week Four - Creative Journals @ 6:30 pm. Join us at the JKPL as Karen Schloss talks about creative journals. We will explore glue books, art journals, scrapbooks and more. Participants will make a glue book, scrapbook page, or collage page using cutouts from magazines, washi tapes, stamps and inks, and more. You may bring your own photos to use. While this is a series of programs, each session is independent, so guests are welcome to attend any session(s) they choose. This will be a hybrid program to which participants can come in person or participate

virtually via Zoom. Please contact the library to sign up and save your seat, get the link to the Zoom room, and for more information. Worksheets will be available to pick up for anyone unable to attend in person.

Friday, January 27 thru Monday, January 30: Friends of the JKPL Used Book Sale. The used book sale is back! Join us for the Friends of the Library used book sale, which will be held in the basement of the James Kennedy Public Library. Bags of books are \$1 on Monday, the last day of the sale. Hours are: Friday, January 27: 9:00 am—5:00 pm; Saturday, January 28: 9:00 am—2:00 pm; Sunday, January 29: 1:00-4:00 pm; and Monday, January 30: 9:00 am—7:00 pm. For more information please contact the library at (563) 875-8912 or visit the website at www.dyersville.lib.ia.us

Friday, January 27: Final Friday Tech Help from 3:00—5:00 pm. Looking for help with your computer or device? Schedule a time with Paul to come in and have your questions answered! The library has a few laptops and tablets available to use but guests are encouraged to bring their own device if they have one. Final Friday Tech is held on the last Friday of each month.

Friday, January 27: S.T.E.A.M. Fun Fridays from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to this weekly program to discover and create in the Library with S.T.E.A.M. (science, technology, engineering, art, and math) activities. Drop by anytime between 3:30—5:00 pm! All ages welcome but those under 6 need a teen or adult companion. Activity to be announced.

Friday, January 27: Game Night @ Your Library @ 6:00 pm. Bring your favorite game (card game, board game, role playing game, or video game) and meet, teach, and play with others! Game night is held on the 4th Friday of every month. All ages welcome but those under the age of 7 need a teen or adult companion.

Saturday, January 28: Bear Creek Carvers Open House and Demo from 10:00 am - 2:00 pm. Members of the Bear Creek Woodcarving Club will be at the library to demonstrate carving techniques and display their carvings. Questions are welcome! Everyone is invited to stop in during this open house and view the carvers and their work.

Sunday, January 29: National Puzzle Day Celebration! January 29, National Puzzle Day, is the perfect day to set aside time for you and your family to solve puzzles. Activities to be decided.

February 1-28: February is National Library Lover's Month! Activities to be decided.

Free Trees for Earth Day! The JKPL is celebrating Earth Day this spring by participating in the 14th Annual Neighborhood Forest free tree program, whose aim is to provide free trees to kids every Earth Day. Since 2010, Neighborhood Forest has reached over 100,000 families and planted over 50,000 (mostly urban and residential) trees through the hands of children and parents across North America. The JKPL is excited to be participating in this wonderful program that teaches kids stewardship through the magic and wonder of planting and watching trees grow. Parents can find more information and sign their children up to receive a tree at this link: <https://bit.ly/NFTrees>. The online registration form must be completed by TBA. Trees (6 to 12 inches in size) will be delivered to the JKPL and families will be able to pick them up around Earth Day. Planting instructions and species information will be emailed a

few days prior to the trees arriving.

Wednesday, February 1: Build-A-Basket Fundraiser begins! Would you like to help raise money for the library? It is fun and easy! Just pick something you love and build a basket of items around that theme. Or pick a favorite book and build a basket around that book. Create your basket and donate it to the library by early March. The baskets will be auctioned off in a silent auction (in person and virtual) that runs March 1 to April 2. The library will provide you with an empty basket if you need one. Or you can just donate your items to the library and we can put them all in a basket for you. All funds raised are used to support library programs, collections, and services.

Wednesday, February 1: World Read Aloud Day. World Read Aloud Day is celebrated on the first Wednesday in February and takes place on February 1 this year. This is a day dedicated not just to reading, but to the art and practice of reading aloud. Stories were passed down from generation to generation even before writing was invented. Oral forms of storytelling were the earliest way of preserving human knowledge, insight, and creativity. This day helps us bring this tradition back to reading while promoting literacy. Activities to be decided.

Thursday, February 2: Explore Journaling: Week Five - Hybrid journals @ 6:30 pm. Join us at the JKPL for the fifth and final gathering in our series about journals. Karen Schloss will share ideas for hybrid journals like travel journals, self-awareness journals, and positive energy journals. Participants will make a travel journal page and complete a guided journal page. While this is a series of programs, each session is independent, so guests are welcome to attend any session(s) they choose. This will be a hybrid program to which participants can come in person or participate virtually via Zoom. Please contact the library to sign up and save your seat, get the link to the Zoom room, and for more information. Worksheets will be available to pick up for anyone unable to attend in person.

Saturday, February 4: Nerf War @ Your Library from 4:00-6:00 pm. Bring your Nerf gun and ammo and head to the library for this bi-monthly Nerf War! Participants must be 13 or older and anyone under 18 must have a signed parental waiver. Registration requested as 10 people are required to hold the program and a max of 20 is allowed. Walk-ins welcome, if space allows. Participants must provide their own Nerf guns and ammo but no modifications to darts or guns to increase range or hitting power will be allowed.

Saturday, February 4: Take Your Child to the Library Day. An event that was started in 2012 by a children's librarian in Connecticut, Take Your Child to the Library Day is a fun event that lets young and old explore what the library has to offer. Bringing your child to the library has many benefits. It gives them access to a wide variety of books. Research shows that regular access to books makes for better readers, and that children who visit the library regularly read better than their peers who do not. Activities to be decided.

Saturdays, February 4, 11, 18 & 25: LEGO® Mindstorm Robotics Series from 10:00 AM-12:00 PM. Kids can join us Saturdays, February 4, 11, 18 & 25 at 10:00 am for this series on robotics. Working in groups and using the library's LEGO® Mindstorm kits, participants will get the chance to build a robot and program it to perform different actions. Each week will build upon the previous week's work. Recommended for ages 10 and up. Registration is requested and is for all four weeks. Basic computer

skills are required. This program is sponsored by DuTrac Community Credit Union. For more information please contact the library at (563) 875-8912 or visit the website at www.dyersville.lib.ia.us

Saturday, February 11: Teen Valentine's Day Craft Event. Details to be announced.

Saturday, February 11: Teen Quiz Bowl Event @ 5:00 pm. Details to be announced.

February 19–25, 2023: Engineers Week. Founded by the National Society of Professional Engineers in 1951, Engineers Week is dedicated to ensuring a diverse and well-educated future engineering workforce by increasing understanding of, and interest in, engineering and technology careers. Activities to be announced.

Sunday, February 26: Miniature Golf @ Your Library from 5:00 to 8:00 pm. Come to the library for this special after-hours event for all ages. For one night only, we'll turn the library into a mini-golf course! Come in to tee off between the stacks and navigate our book obstacles. The course will be designed by library staff and volunteers. All ages welcome but those under age 6 must be accompanied by an adult.

Tuesdays, February 28 - May 9, 2023: Unlocking Brain Fitness - KEYS to Dementia Prevention from 1 to 3 pm. This program is a 10-week evidence-based course developed by doctors to help people aged 55 and older make lifestyle changes to reduce their risk of developing Alzheimer's and other forms of dementia. Partnership with YMCA of Greater Des Moines, funded in part by a grant from the Iowa Department of Public Health. Participants must be 55 or older in good cognitive health and able to commit to attend the 10 in person session. Registration fee of \$20.00 required by YMCA. Registration by February 15 required as program requires a minimum of 8 participants and a maximum of 15. Note: May 9 is a snow date. More details to come.

March 1-31: March Book Mania! Details to be decided.

Saturday, March 4: Mystery Dinner Theatre. Details in process. The JKPL is excited to announce the return of the annual Mystery Dinner Fundraiser. This event will feature a renaissance themed show by the Brew Ha Ha Players and a meal catered by J & D Catering. This special event will be held at the Dyersville Social Center on Saturday, March 5. Tickets are \$60.00 each or \$300 for a table of 6. Watch for more details to be announced.



Summary of Fund Activity
James Kennedy Public Library Endowment - # 01372

Fund Statement: 10/1/2022 through 10/31/2022

BEGINNING FUND BALANCE	12,661.68
	100.00
Interest/Dividend Income	16.40
Realized Gains (Losses)	(12.43)
Unrealized Gains (Losses)	759.63
Other Income	0.00
Grants Approved	0.00
Investment & Admin Fees	(18.60)
Credit Card Fees	0.00
ENDING FUND BALANCE	13,506.68
Available to Spend	330.00

Gift Detail

Donor:	Date:	Amount:
Shirley Olberding Mem George Olberding	10/11/22	100.00

Grant Detail

Grantee:	Date:	Amount:
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Notes from the December 7, 2022 Fundraising Committee Meeting

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The Fundraising Committee of the JKPL met at 5:30 pm on Wednesday, December 7, 2022. In attendance were chairperson Alex Wiezorek, and members Karen Kramer and Shirley Vonderhaar. Kami Bofelli and Brenda Ingles were excused.

Chair-ity fundraiser & silent auction: This event ended on November 20. Nine chairs were donated and proceeds were \$335.00, with no expenses. In 2020, this event brought in \$311.00.

Layette Ladies' Quilt Sale: This sale has started and will run to December 23. Quilts are on display in the library and posted on the library's website. Proceeds from sales will be divided between the Layette Group and the JKPL.

Breakfast Burrito Fundraiser: This event was held Saturday, November 26 (Shop Local / Small Business Saturday) from 9 to 11 am. Approximately 75 burritos were made and all were sold by about 10:45 am. All ingredients donated by Fareway of Dyersville. Karen will send a Thank You note to Bill at Fareway for their generous donation. Proceeds were \$390.00 and there were no expenses. Proceeds are to be used to support the Kids Can Cook project. This event was set up outside under the library canopy. Marcus Ingles made the burritos and he and Alex worked the event. Alex reported that being outside did generate some additional foot traffic. There was one comment about adding cheese. There was some cheese sauce in the ingredient list but perhaps shredded cheese should be included as well. The committee will keep this in mind for future events. Very few of the donated drinks were taken. There was discussion regarding returning them to Fareway or using them at future library events. The committee decided we should keep and use since they had already been donated. The committee discussed whether to plan for a Burrito Fundraiser during National Library Week in April 2023 or just plan to hold as part of Shop Local Events. Alex commented the sale will likely be more successful when tied to other downtown events to draw foot traffic. The committee will make a decision on offering this in April 2023 at a future meeting.

Radio interview: Alex was unable to schedule a radio interview but sent information to be shared to the KDST. He will contact them about a possible interview in early January to talk about the Soup fundraiser, Love My Library and other upcoming events.

Christmas Cookie Walk: This event brought in \$1066.00 during the 3 days of the sale. An additional \$170 in donations was received prior to the sale and additional plates of cookies are available to purchase so more funds will be added to the total. These funds will be used to support the Kids Can Cook project. Donations of cookies and sweet treats were sufficient to meet the needs of the event, allow us to plate up and distribute 75 plates to local business and organization partners, and freeze cookies for the Soup Fundraiser and other program refreshments needs. Costs included basket bags and food service gloves (which will also be used at the Soup Fundraiser).

The committee agreed that the prices were too low so for the 2023 event the committee will consider raising prices. Suggested price will be \$8.00 for 1 plate / dozen or \$15.00 for 2 plates / dozen. A final decision on this will be made when we start planning for the event in the fall of 2023.

Soup Fundraiser: This event is scheduled for Monday, January 9. Service will run 11:30 am – 1:00 pm and 4:30 to 6 pm. Price will be \$5.00 per bowl and \$7.00 for meal (crackers, bun, and cookie). The committee hopes to have enough for 200 servings. Shirley reported that soup donations from the Board and volunteers should be sufficient for this quantity. She is estimating that between 10 and 12 gallons of each flavor have been offered. Former Board members Angela English and Karen Tieskoetter, along with current board and committee

members have agreed to donate. Angela and Karen have also volunteered to work the lunch shift. Shirley will put together a volunteer work schedule based on who can work when and share that with the Board and volunteers in the next week or so.

The committee discussed supplies needed for the event. Some of the donated bowls are not in a usable condition so will be disposed of. Since Fareway donated everything for the Burrito event, Alex will contact Dollar Fresh about donating for this one. He is asking for 200 16-oz soup bowls with lids and 200 dinner rolls. If they are not able to donate both of these items, the committee will then reach to Randy's Neighborhood Market and / or Fareway. There are clam shell containers, utensils, and crackers on hand and the committee will confirm there are sufficient quantities for this event in the next week.

Brenda Ingles donated ground beef to be used in making chili. Anyone making chili who would like a package or two should let Shirley know. What is left, she will use to make chili the weekend before the event. Refrigerated soups should be brought to the library on or before Sunday, January 8 so we can start reheating them first thing on Monday morning for the lunch service. Heated soup should be delivered to the library no later than 11:00 am. Volunteers working the lunch shift will be scheduled to work starting at 10:45 so they get everything set up and ready to go. Prices for this event will be \$5.00 for a bowl, \$7.00 for a meal (includes bun, crackers and cookie) and \$10.00 for a quart.

Love My Library Giving Tree: The committee agreed that this event would run as it has in the past. It is scheduled for January 9 to February 28. Staff are putting together wish lists so they should be available by the 9th. Shirley will update the letter that goes to businesses and organizations (Chamber mailing list and past donors) and email out to the committee to review / edit if they wish. The goal will be for the bulk mailing to go out on the 9th. Signage and acknowledgements will be posted on library main street window, web page, and social media as we have done for the last two years, using the same graphics.

Build-a-Basket Fundraiser: This event will run February 1 to April 2 (the Sunday before Easter) with the silent auction portion to start on March 1.

Mystery Dinner Theater: Shirley reported that the Brew Ha Ha troupe from Dubuque might be available to perform for this event as the Die Laughing group has canceled. She said their organizer was going to check with the actors to see if the March 4 date, with March 11 as snow date would work for them. She also confirmed that the Social Center and J & D Catering are scheduled for these dates. Assuming dates work, cost for the Brew Ha Ha group is estimated to be \$1300. Based on this price, the committee agreed that pricing for the event should be \$60.00 per person OR a table of 6 for \$300. Shirley was asked to check with Brew Ha Ha and J & D Mart to see what the deadline would be to cancel at no cost, in case sales do not happen as hoped. The committee reviewed the performance options and decided on the renaissance themed program A Murder in King Ferdinand's Court. Once all details are confirmed, committee members will contact Textile Brewery about donating growlers; and O So Good Winery about donating bottles of wine for this event.

NWL Trivia Event: The committee agreed we should reach out to O So Good Winery about holding a Trivia Event in conjunction with National Library Week - April 23-29, 2023. Shirley will make this contact and report back.

Yard Sign Sales: Signs will be available to purchase, or for a donation, during April to celebrate National Library Week.

Spring Plant Sale: This event will be held a Saturday morning in May, date to be decided.

Putting Around Dyersville: Shirley reported that the Downtown Summer Night dates (as of right now) are June 9, July 14. The Chamber doesn't currently have an partners or plans set at this time. No other information was available so this opportunity will be discussed at a future meeting.

Sales at Pop-up Library at Downtown Summer Nights: Fundraising Committee sells freezer pops. No action needed.

Sales at Pop-Up Library at Downtown Market: TACKL will sell merchandise when they have volunteers available and we split the profits. No action needed.

Partnership with 7 Hills: No new information on this opportunity.

Nailed It: No new information on this opportunity

Next Meeting: Will be scheduled for before the January 10, 2023 Board meeting.

Present: Beth Gudenkauf, Alex Wiezorek, Danielle Will, and Dawn Schrandt

1. Library magnets

We have about 100 magnets left from when we ordered them 6+ years ago and now the information on them is out of date. The committee discussed if we should turn them over to be used for an upcycled craft, find a way to edit them so the information is correct, or order new ones. Committee decided that we have enough items with our information on them right now so we do not need to order more. It was decided to turn the remaining magnets over for crafts.

2. QR Codes

Kami from the Board suggested we start using QR codes to drive people to our website and our full calendar of events. She specifically suggested putting one on the Storywalk. Paul created a QR code that goes to the events listing on our website. The committee discussed creating and using QR codes on our marketing materials and decided that going forward I should put the QR code on our community posters and newsletters and other marketing materials. The posters to be delivered the week of November 14 were already created and printed so Dawn will start putting the QR code on posters on the next batch. In the future, we might consider creating a QR code to go to the home page of our website but the committee felt that isn't necessary at this time.

3. Displays, Exhibits, and Public Posting policy review

Shirley asked us to review this policy for any potential changes we want to recommend as this policy could cross over with the strategic plan goals that the marketing committee is discussing. This policy is also with the Policy Committee to review (and Danielle is on both committees). The committee feels the policy prohibits us from posting job opening advertisements on our public bulletin board and would like to see the policy edited to allow for these types of advertisements. Danielle will address this with the Policy Committee.

4. Strategic Plan Goal – Questions/Responses

The strategic plan says: *Objective: The Assistant Director will develop a process where members of the public can ask questions and receive responses; and / or make suggestions about library services by December 2022.*

The committee discussed this and the best way to go about this. We decided to start with Dawn creating a page on our website. We also discussed if we want to put up a physical suggestion box inside the library and decided that it was something we would discuss again after we get the website page up and running.

5. Strategic Plan Goal – Community Organizations Working Together

The strategic plan says:

Objective: The Assistant Director will collect pamphlets from community businesses and organizations and make them available for the community to access at the library by January 2023

The committee took a look at our pamphlet racks and what we currently have in them available to the public. 90% of the pamphlets that we have advertise for services with the rest being for organizations. We currently do not solicit for pamphlets to put in our rack, we take them when they are offered to us. Without soliciting, our rack is full. The committee discussed the racks, space, the pamphlets we have and decided that we will keep things as they are. We will not solicit for pamphlets but will accept them when offered. If we ever rearrange or get more racks

or find we don't have enough to fill the rack we have then we can reconsider soliciting for information.

Objective: The Assistant Director will develop partnerships with local businesses and organizations to jointly promote community events and services by January 2023.

The committee discussed this objective and all the partnerships we currently already have. The committee decided that they would like the board to chat about this objective and maybe clarify.

Objective: The Assistant Director will partner with local businesses and organizations to distribute library information and / or services (materials to read) at their locations by January 2023.

The committee decided to separate this goal into two: Distributing library information and distributing materials to read (which is based on a program Carnegie-Stout Library does that we have talked about starting before).

1. Library Information: The committee discussed what library information is disseminated physically into the community (i.e. newsletter or pamphlet or posters) and who can accommodate displaying information for us and what kind. We focused on general informational pamphlets or newsletters since we already have a group that posts our event posters for us. After discussion we decided that most businesses in town are not equipped to keep a stack of library pamphlets or newsletters at their place of business to hand out. The committee decided that we do not need to ask businesses to hand out/post non-event information for us at this time.

However, the idea was brought up to create a flyer about the library that could be handed out at the three motels in town. While visitors to town are limited to what they can do at the library (they cannot check out items, must pay to use the computers), the committee agreed that a flyer advertising our soft seating, free wifi, nice place to hang out, and free events would be appropriate. The committee will work on this idea.

2. Materials to Read: At the end of 2021 the committee talked about the *While You Wait* program that Carnegie-Stout Library runs where they distribute withdrawn/donated books to various businesses in Dubuque to provide books for their waiting rooms. The basics are:
 - Books are all donated items the library didn't want or withdrawn items from the library's collection
 - Each business partner gets a new batch of books (15-20) one time per month.
 - Books are for all ages.
 - Books are labeled and are free for customers to take with them from the waiting room.
 - Program is volunteer run

The committee wants to start this program here in Dyersville. Danielle is creating a Google Drive spreadsheet so we can start a list of businesses that we could contact about participating. The committee will make initial contact with the businesses and establish the program with the hopes of recruiting either the Friends of the Library group or a dedicated volunteer(s) to manage the on-going program. Dawn will contact the Friends about them providing the withdrawn/donated books and if they are interested in participating in the program.

Personnel Committee Meeting (email discussion)

The members of the JKPL Personnel Committee had an email discussion regarding the FY24 Personnel Budget and related issues from November 29 to December 3, 2024. Participants included Karen Kramer, chairperson, and members Beth Gudenkauf, Sally Kelly, and Lynn Osterhaus. Library Director Shirley Vonderhaar was also part of this discussion.

In January 2022, the Personnel Committee developed a Personnel Compensation Plan for the JKPL Staff that modeled the City of Dyersville Plan. Upon review, this plan was used to develop the FY23 Personnel Budget, but was not officially approved as an overarching Compensation Plan. The Committee reviewed the Committee notes from January 2022 and developed the attached JKPL Staff Compensation Plan. They are recommending this Plan be approved by the JKPL Board of Trustees at their December 2022 meeting.

The Committee then used this plan to develop the proposed personnel budget for JKPL staff in FY24. That proposal was sent on to the finance committee to be included in the overall FY24 Budget Proposal. It is also attached to this document as information. The top segment is the FY23 personnel budget that was approved in July 2022. The second segment is the proposed FY24 budget based on the compensation plan. Below please find additional notes and information on this proposal:

- Some staff may have step increases on July 1; some staff may have step increases on their hire dates. There is no longer a COLA adjustment – just the step plan.
- FICA, Medicare, IPERS and SUI will have the same percentages as previous year.
- According to the City Administrator, health insurance costs will remain flat so that line item remains unchanged.
- There are no projected changes from the current staffing levels (hours per staff member). The Youth Services Librarian has indicated a plan to retire in the fall of 2023 so that will impact our personnel budget. Leaving this librarian position at its projected step level will give us a little flexibility in finding someone to take over this position.
- The overtime / sick leave column includes funds to pay out 1 week of vacation for the Library Director, and the equivalent of 1 week of paid hours for regular part-time staff (those who get paid time off) to accommodate paying staff to cover extra hours as needed.

JKPL Staff Compensation Plan

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This plan follows the City of Dyersville model approved by the City Council in December 2021. Table 2 and 3 of the City Plan are attached.

The spreadsheet below indicates the Grade, Position, and Steps for library positions matching the information in the City Plan. It is based on the following:

- The Library Director position is Grade 6 and the Assistant Library Director is Grade 5.
- All Librarian positions are Grade 3 as the duties and responsibilities are the same whether the position is full-time or part time.
- Tech Services and Programming Clerk positions will have a starting rate of \$15.00 hourly with \$0.50 increases using the same step format.
- All other Clerk positions will have a starting rate of \$11.00 hourly with \$0.50 increases using the same step format

Grade	Position	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Open	Maximum	
1	No staff	\$40,000.00	\$40,800.00	\$41,616.00	\$42,448.32	\$43,297.29	\$44,163.23	\$45,046.50	\$45,947.43	\$46,866.38	\$47,803.70		\$52,000.00	2%
	Hourly	\$19.14												
2	No staff	\$43,000.00	\$43,860.00	\$44,737.20	\$45,631.94	\$46,544.58	\$47,475.47	\$48,424.98	\$49,393.48	\$50,381.35	\$51,388.98		\$55,900.00	2%
3	FT Librarian	\$46,225.00	\$47,149.50	\$48,092.49	\$49,054.34	\$50,035.43	\$51,036.14	\$52,056.86	\$53,097.99	\$54,159.95	\$55,243.15		\$60,092.50	2%
	3 Hourly	\$22.22	\$22.67	\$23.12	\$23.58	\$24.06	\$24.54	\$25.03	\$25.53	\$26.04	\$26.56			
4	No staff													
5	Asst. Director	\$53,550.00	\$54,621.00	\$55,713.42	\$56,827.69	\$57,964.24	\$59,123.53	\$60,306.00	\$61,512.12	\$62,742.36	\$63,997.21		\$66,300.00	2%
6	Director	\$61,500.00				\$73,800.00	\$76,752.00	\$79,822.08	\$83,014.96	\$86,335.56	\$89,788.98		\$86,100.00	4%
PT staff	Clerk	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50		\$20.00	\$0.50
	Tech / Programmer	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50		\$25.00	\$0.50
	Librarian	\$22.22	\$22.67	\$23.12	\$23.58	\$24.06	\$24.54	\$25.03	\$25.53	\$26.04	\$26.56		\$28.89	2%

Staff were placed on this step scale, effective July 1, 2022, based on the guidelines below. Future adjustments will be based on these guidelines as well.

- Individuals who have been city (library) employees for at least 8 years will be placed at step F on the plan effective July 1, 2022 – assuming a positive employee evaluation. They will be considered for step increases annually on July 1, assuming a positive employee evaluation within the prior three months. Exception to this is the Library Director who is evaluated by the Board of Trustees, typically in the winter months.
- Individuals who have been employees for less than 8 years will be placed on the step deemed most appropriate based on their years of service and evaluation. They will be considered for step increases annually on their hire date, following completion of a positive employee evaluation. Any individuals who have been employees for less than 8 years but are placed on step F effective July 1, 2022 will be considered for step increases annually on July 1.
- New hires will be placed on the appropriate step based on education and experience and be considered for step increases at 6 months and then annually on their hire date following completion of a positive employee evaluation.

Per Chapter 22 of the Dyersville City Code and past practice, pay adjustments will be determined following this plan, as recommended by the Library Director and authorized (via budget approval) by the Board of Trustees of the James Kennedy Public Library.

Table 2: Comprehensive Table
 City of Dyersville, IA

Job Title	Skill Level	Grade	Salary Survey Data		Current Actual Salary	Proposed Salary Range	
			75th Percentile			75th Percentile	
City Administrator							
City Administrator	845+	9	96,091	138,798	114,444	104,000	150,800
Directors and Senior Managers							
Police Chief	775-840	8	76,228	110,107	81,600	77,146	108,004
Public Works Director	65 Points		70,440	101,746	93,840		
Assistant Police Chief	705 - 770	7	62,550	90,350	70,000	68,880	96,432
	65 Points						
City Clerk/Treasurer	635 - 700	6	62,201	89,845	70,000	61,500	86,100
Library Director	65 Points		64,460	93,109	66,453		
Police Captain			61,334	88,594			
Supervisory and Advanced Technical							
Assistant Library Director	565 - 630	5	35,194	50,835	43,457	53,550	69,615
Parks and Recreation Manager	65 Points		63,757	92,094	43,697		
Wastewater Operator*			45,739	53,186	55,973		
Water Operator/Electrician*			48,350	56,961	54,101		
Police Officer*			56,677	61,745	55,115		
Street Foreman			54,344	78,497	48,734		
No Positions in Grade	495 - 560	4	-	-	-	51,000	66,300
	65 Points						
Administrative and Technical							
Young and Emerging Adult Services Librarian	425 - 490	3			33,363	46,225	60,093
Parks/Streets Laborer	65 Points		47,346	53,659	46,467		
Public Works Crew Member - Water/Sewer*			47,346	53,659	51,979		
Deputy Clerk			44,502	64,281	43,950		
Administrative Assistant*	355 - 420	2	43,004	53,529	30,306	43,000	55,900
No Positions in Grade	Up to 350	1	-	-	-	40,000	52,000

Table 3: Proposed Compensation Ranges
City of Dyersville, IA

75th Percentile												
Administrative and Technical												
7.5% Between Grades and 30% Range Spread with a 2% Increase between each Step until Step J												
Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Open	Maximum	
1	40,000.00	40,800.00	41,616.00	42,448.32	43,297.29	44,163.23	45,046.50	45,947.43	46,866.38	47,803.70	52,000.00	
2	43,000.00	43,860.00	44,737.20	45,631.94	46,544.58	47,475.47	48,424.98	49,393.48	50,381.35	51,388.98	55,900.00	
3	46,225.00	47,149.50	48,092.49	49,054.34	50,035.43	51,036.14	52,056.86	53,097.99	54,159.95	55,243.15	60,097.50	
Supervisors and Advanced Technical												
5% Between Grades and 30% Range Spread with a 2% Increase between each Step until Step J												
Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Open	Maximum	
4	51,000.00	52,020.00	53,060.40	54,121.61	55,204.04	56,308.12	57,434.28	58,582.97	59,754.63	60,949.72	66,300.00	
5	53,550.00	54,621.00	55,713.42	56,827.69	57,964.24	59,123.53	60,306.00	61,512.12	62,742.36	63,997.21	69,615.00	
Directors and Senior Managers												
12% Between Grades and 40% Range Spread Open Range												
Minimum											Maximum	
6	61,500.00											86,100.00
7	68,880.00											96,432.00
8	77,145.60											108,003.84
City Administrator												
45% Range Spread Open Range												
Minimum											Maximum	
9	104,000.00											150,800.00

FY24 Personnel Budget Proposal

Approved Personnel Budget for FY23 - Included closing 2 hours on Saturday and changing 1 librarian position to a programmer position.

Name	Hrs/Week	Total Hours	FY22 as of 12/31/2021	FY22 as of 6/30/22	Scheduled	FY22 Adjustment	FY23	OT/Sick	Gross	SUI - CV22	FICA (Soc Sec)	MED	IPERS	Insurance	Total
Shirley Vonderhaar	40	2080	67,782.00	To be	44r raise	\$ 73,800.00	76,752.00	1,476.00	\$ 78,228.00	\$ 34.80	\$ 4,850.14	\$ 1,134.31	\$ 7,384.72	\$ 17,000.00	\$ 108,631.97
Dawn Schrant	40	2080	45,336.48	Determined	Step F	\$ 57,964.24	\$ 59,123.53		\$ 59,123.53	\$ 34.80	\$ 3,665.66	\$ 857.29	\$ 5,591.26	\$ 5,650.00	\$ 74,912.54
Kimshiro Benton	25	1300	19.02		Step F	\$ 24.54	\$ 31,902.00	490.80	\$ 32,392.80	\$ 32.91	\$ 2,008.35	\$ 469.70	\$ 3,057.88	\$ 3,279.61	\$ 37,961.42
Paul Zurawski (6/1/15)	40	2080	17,777		Step F	\$ 24.54	\$ 51,043.20		\$ 51,043.20	\$ 31.60	\$ 3,164.68	\$ 740.13	\$ 4,818.48	\$ 5,650.00	\$ 65,448.08
Ann Boeckens (5/15/18)	17	884	14.83	Blended	No adjustment	\$ 14.83	\$ 13,109.72	296.60	\$ 13,406.32	\$ 13.41	\$ 831.19	\$ 194.39	\$ 1,625.56	\$ 1,710.87	\$ 15,710.87
Jo Amunson	24	1248	11.68		Step F	\$ 13.50	\$ 16,848.00	270.00	\$ 17,118.00	\$ 17.12	\$ 1,061.32	\$ 248.21	\$ 1,615.94	\$ 2,060.58	\$ 20,605.88
Sarah Keffeler-Gibson	11	572	11.68		Step F	\$ 13.50	\$ 7,722.00		\$ 7,722.00	\$ 7.72	\$ 478.76	\$ 111.97	\$ 728.96	\$ 9,009.41	\$ 9,009.41
Dei Gutierrez (5/30/15)	7	364	11.68		Step F	\$ 13.50	\$ 4,914.00		\$ 4,914.00	\$ 4.91	\$ 304.67	\$ 71.25	\$ 463.88	\$ 5,788.72	\$ 5,788.72
Brian Alm (7/28/15)	20	1040	11.68		Step F	\$ 13.50	\$ 14,040.00		\$ 14,040.00	\$ 14.04	\$ 870.48	\$ 203.58	\$ 1,325.38	\$ 1,653.48	\$ 16,453.48
Sannahtha Burds (11/24/21)	8	400	8.77		Step B	\$ 11.50	\$ 1,840.00		\$ 1,840.00	\$ 1.84	\$ 114.08	\$ 26.68	\$ 173.70	\$ 2,156.30	\$ 2,156.30
annual step 11/24/22	8	400	266		Step C	\$ 12.00	\$ 3,072.00		\$ 3,072.00	\$ 3.07	\$ 190.46	\$ 44.54	\$ 290.00	\$ 3,600.00	\$ 3,600.00
Devlin Werner (7/11/18)	22	1144	11.00		Step D	\$ 12.50	\$ 14,300.00	250.00	\$ 14,550.00	\$ 14.55	\$ 902.10	\$ 210.98	\$ 1,373.52	\$ 1,705.14	\$ 17,051.14
Ted Services / LL Clerk	4	208	NA		Step A	\$ 15.00	\$ 3,120.00		\$ 3,120.00	\$ 3.12	\$ 193.44	\$ 45.24	\$ 284.53	\$ 3,656.33	\$ 3,656.33
Temporary summer help	10	500	NA		NA	\$ 12.00	\$ 1,440.00		\$ 1,440.00	\$ 1.44	\$ 89.28	\$ 20.88	\$ 135.94	\$ 1,687.54	\$ 1,687.54
TOTALS									\$ 302,009.85	\$ 214.82	\$ 18,724.61	\$ 4,379.14	\$ 28,509.73	\$ 32,300.00	\$ 386,138.15

Boeckens: 5 hours will be 5 hours a processing clerk and 12 hours as programmer. No pay adjustment calculated at this time.

Reduced clerk hours by 2 total; no additional change in librarians recommended at this level (have already reduced based on change in senior services position)

FY24 Personnel Budget Proposal

Name	Hrs/Week	Total Hours	FY23 as of 7/1/22	FY23 as of 6/30/23	Pay Plan	FY24 Adjustment	Proposed	OT/Sick	Gross	SUI - CV22	FICA (Soc Sec)	MED	IPERS	Insurance	Total
Shirley Vonderhaar	40	2080	76,752.00	76,752.00	Step G	\$ 79,822.00	\$ 79,822.00	1,535.04	\$ 81,357.04	\$ 34.80	\$ 5,044.14	\$ 1,179.68	\$ 7,680.10	\$ 17,000.00	\$ 112,295.76
Dawn Schrant	40	2080	59,124.00	59,124.00	Step G	\$ 60,306.00	\$ 60,306.00	625.75	\$ 60,931.75	\$ 34.80	\$ 3,738.97	\$ 874.44	\$ 5,592.80	\$ 5,650.00	\$ 76,292.54
Kimshiro Benton	25	1300	24.54	24.54	Step G	\$ 25.03	\$ 32,539.00	625.75	\$ 33,164.75	\$ 33.16	\$ 2,056.21	\$ 480.89	\$ 3,130.75	\$ 3,865.17	\$ 38,865.17
Paul Zurawski (6/1/15)	40	2080	24.54	24.54	Step G	\$ 25.03	\$ 52,062.40	625.75	\$ 52,688.15	\$ 31.60	\$ 3,227.87	\$ 754.90	\$ 4,914.69	\$ 5,650.00	\$ 66,644.46
Ann Boeckens (5/15/18)	17	868	14.83	14.83	Step G & F	\$ 14.91	\$ 12,166.56		\$ 12,166.56	\$ 12.17	\$ 754.33	\$ 176.42	\$ 1,148.52	\$ 1,425.79	\$ 14,257.99
Janet position hire 6/1/22	17	868	68	68	Step C & G	\$ 15.41	\$ 1,047.88		\$ 1,047.88	\$ 1.05	\$ 64.97	\$ 15.19	\$ 98.92	\$ 1,228.01	\$ 1,228.01
Jo Amunson	24	1248	13.50	13.50	Step G	\$ 14.00	\$ 17,472.00	336.00	\$ 17,808.00	\$ 17.81	\$ 1,104.10	\$ 258.22	\$ 1,681.08	\$ 2,086.92	\$ 20,869.20
Sarah Keffeler-Gibson	11	572	13.50	13.50	Step G	\$ 14.00	\$ 8,008.00		\$ 8,008.00	\$ 8.01	\$ 496.50	\$ 116.12	\$ 755.96	\$ 9,384.58	\$ 9,384.58
Deb Gudenkauf (5/30/15)	7	364	13.50	13.50	Step G	\$ 14.00	\$ 5,096.00		\$ 5,096.00	\$ 5.10	\$ 315.95	\$ 73.89	\$ 481.06	\$ 5,972.00	\$ 5,972.00
Brian Alm (7/28/15) - Blended	24	1248	13.75	13.75	Step G & B	\$ 14.25	\$ 17,784.00	342.00	\$ 18,126.00	\$ 18.13	\$ 1,123.81	\$ 262.83	\$ 1,711.09	\$ 2,124.86	\$ 21,244.86
Devlin Werner (7/11/18)	22	1144	12.50	12.50	Step D	\$ 12.50	\$ 550.00		\$ 550.00	\$ 0.55	\$ 34.10	\$ 7.98	\$ 51.92	\$ 644.55	\$ 644.55
annual step 7/18	22	1100	11.50	11.50	Step E	\$ 13.00	\$ 14,300.00	286.00	\$ 14,586.00	\$ 14.59	\$ 904.33	\$ 211.50	\$ 1,376.92	\$ 17,093.33	\$ 17,093.33
Sannahtha Burds (11/24/21)	8	400	11.50	11.50	Step D	\$ 12.00	\$ 1,920.00		\$ 1,920.00	\$ 1.92	\$ 119.04	\$ 27.84	\$ 181.25	\$ 2,250.05	\$ 2,250.05
annual step 11/24	8	256	NA	NA	Step C	\$ 12.50	\$ 3,200.00		\$ 3,200.00	\$ 3.20	\$ 198.40	\$ 46.40	\$ 302.08	\$ 3,750.08	\$ 3,750.08
Temporary summer help	10	500	NA	NA	NA	\$ 12.50	\$ 1,500.00		\$ 1,500.00	\$ 1.50	\$ 93.00	\$ 21.75	\$ 141.60	\$ 1,757.85	\$ 1,757.85
TOTALS									\$ 310,898.63	\$ 218.37	\$ 19,275.71	\$ 4,508.03	\$ 29,348.83	\$ 32,300.00	\$ 396,549.58

Mick: sold group insurance is that so kept same numbers from FY23

Finance Committee Meeting – December 8, 2022

The Finance Committee of the JKPL met at 5:30 pm on Thursday, December 8, 2022. In attendance were chairperson Catherine O’Hea, members Ray Kruse and Sally Kelly, and library director Shirley Vonderhaar. Mary Radloff was excused.

FY24 Operational Budget Proposal: After extensive discussion, the committee agreed to recommend a total operational budget proposal request of \$526.610 for FY24. The breakdown for this request is documented in the attached spreadsheet and explained below.

The attached budget spreadsheet includes columns for FY23 approved, 5 months / YTD for FY23 and FY23 re-estimate as well as the recommendation for FY24.

Estimated Revenues:

- Public Libraries of Dubuque County Agency amount for FY23 is estimated at \$7,000.
- Fees for FY23 are estimated at \$4,000.
- Open Access, Access Plus, and Direct State Aid – Projection of \$12,400 based on funds received in FY22.

Expenditures:

Personnel Services:

This proposal incorporates the recommendation of the Personnel Committee to continue following the JKPL Compensation Plan as it was developed in January 2022.

- Wages – Based on following the Compensation Plan to move eligible staff up one step either on July 1 or on their hire date. No adjustments in total scheduled hours
- FICA, Medicare, IPERS, SUI – no change
- Group Insurance – no change
- Meetings and training – no change
- Dues & memberships – no change

Contractual Services:

- Utilities (phone and internet) – No change
- Electricity – Requesting increase to \$15,500 based on projected costs
- Gas / Heat – Requesting increase to \$5,000 based on projected costs
- Insurance (bldg.) – No change based on recommendation from City Administrator
- Legal Fees – no change
- Custodial services – No change
- Window cleaning – Requesting increase to \$500 based on projected cost
- Service / Maintenance Contracts – No change

Supplies:

- General library supplies – No change
- Program Fees and Supplies – No change
- Marketing – No change
- Maintenance and Repairs – No change
- Books and Materials – Requesting slight increase to \$60,000

Capital Projects: Based on the plan developed in FY22, the committee recommends requesting \$30,000 for capital projects. This isn't included in the JKPL operating budget but is managed as part of the city capital projects.

Trust Account: The committee recommends requesting \$40,000.00 be appropriated for potential expenditures from the Trust Account for FY24.

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FY24 Budget information				
	FY23	FY23	FY23	FY24
	Approved	YTD (5 Months)	reestimate	Proposal
ESTIMATED REVENUES:				
Dubuque County Library Agency	\$ 6,000.00	\$ -	\$ 7,000.00	\$ 7,000.00
Fees from copier, R/P, etc.	\$ 5,000.00	\$ 1,534.14	\$ 4,000.00	\$ 4,000.00
Open Access	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00
Access Plus / ILL	\$ 300.00	\$ -	\$ 300.00	\$ 300.00
Direct State Aid	\$ 2,000.00	\$ 2,064.23	\$ 2,064.23	\$ 2,100.00
TOTAL:	\$ 23,300.00	\$ 3,598.37	\$ 23,364.23	\$ 23,400.00
		\$ 3,598.37		
ESTIMATED EXPENDITURES:				
PERSONAL SERVICES				
Wages	\$ 302,010.00	\$ 128,155.14	\$ 302,010.00	\$ 310,900.00
FICA	\$ 18,725.00	\$ 7,762.89	\$ 18,725.00	\$ 19,280.00
Medicare	\$ 4,380.00	\$ 1,815.45	\$ 4,380.00	\$ 4,510.00
IPERS	\$ 28,510.00	\$ 11,816.52	\$ 28,510.00	\$ 29,350.00
SUI	\$ 215.00	\$ 149.53	\$ 215.00	\$ 220.00
Group Insurance	\$ 32,300.00	\$ 12,114.48	\$ 32,300.00	\$ 32,300.00
Meetings and training	\$ 2,500.00	\$ 1,738.11	\$ 2,500.00	\$ 2,500.00
Dues and memberships	\$ 750.00	\$ 200.00	\$ 750.00	\$ 750.00
TOTAL:	\$ 388,640.00	\$ 163,752.12	\$ 389,390.00	\$ 399,810.00
		\$ 163,752.12		
CONTRACTUAL SERVICES:				
Utilities (telephone)	\$ -	\$ -	\$ -	\$ -
Electricity	\$ 14,000.00	\$ 5,363.10	\$ 15,000.00	\$ 15,500.00
Gas / Heat	\$ 2,500.00	\$ 469.54	\$ 4,000.00	\$ 5,000.00
Insurance (bldg)	\$ 8,800.00	\$ 78.00	\$ 8,800.00	\$ 8,800.00
Legal Fees	\$ -	\$ -	\$ -	\$ -
Custodial services	\$ 8,000.00	\$ 1,739.00	\$ 8,000.00	\$ 8,000.00
Window cleaning	\$ 300.00	\$ 368.00	\$ 500.00	\$ 500.00
Service / Maintenance Contracts	\$ 7,500.00	\$ 803.51	\$ 7,500.00	\$ 7,500.00
TOTAL:	\$ 41,100.00	\$ 8,821.15	\$ 43,800.00	\$ 45,300.00
		\$ 8,821.15		
SUPPLIES:				
General library supplies	\$ 8,500.00	\$ 2,868.21	\$ 8,500.00	\$ 8,500.00
Program fees & supplies	\$ 2,500.00	\$ 828.54	\$ 2,500.00	\$ 2,500.00
Marketing & advertising	\$ 1,500.00	\$ 483.84	\$ 1,500.00	\$ 1,500.00
Maintenance and Repairs	\$ 9,000.00	\$ 5,325.57	\$ 7,550.00	\$ 9,000.00
TOTAL	\$ 21,500.00	\$ 9,506.16	\$ 20,050.00	\$ 21,500.00
		\$ 9,506.16		
BOOKS AND MATERIALS				
Adult fiction	\$ 8,000.00	\$ 3,553.09	\$ 8,000.00	\$ 8,000.00
Adult nonfiction	\$ 5,000.00	\$ 1,966.14	\$ 5,000.00	\$ 5,000.00
YA fiction	\$ 2,000.00	\$ 858.10	\$ 2,000.00	\$ 2,000.00
YA nonfiction	\$ 1,000.00	\$ 416.92	\$ 1,000.00	\$ 1,000.00
Juvenile fiction	\$ 8,500.00	\$ 4,228.47	\$ 8,500.00	\$ 8,500.00
Juvenile nonfiction	\$ 4,000.00	\$ 1,033.47	\$ 4,000.00	\$ 4,000.00
Large Print	\$ 3,500.00	\$ 1,743.94	\$ 3,500.00	\$ 3,500.00
Electronic media (ebooks, etc.)	\$ 6,760.00	\$ 3,458.84	\$ 6,760.00	\$ 8,000.00
Reference & electronic database	\$ 3,000.00	\$ 356.94	\$ 2,000.00	\$ 3,000.00
Periodicals and newspapers	\$ 4,000.00	\$ 1,823.98	\$ 3,500.00	\$ 4,000.00
Audiobooks (CD, playaway)	\$ 4,000.00	\$ 1,723.09	\$ 3,500.00	\$ 4,000.00
Software & Gaming	\$ 2,000.00	\$ 920.51	\$ 2,000.00	\$ 2,000.00
DVDs	\$ 6,000.00	\$ 1,892.41	\$ 6,000.00	\$ 6,000.00
SS / Creation Station / LoT	\$ 1,000.00	\$ 394.53	\$ 1,000.00	\$ 1,000.00
TOTAL:	\$ 58,760.00	\$ 24,370.43	\$ 56,760.00	\$ 60,000.00
		\$ 24,370.43		
TOTAL EXPENDITURES:	\$ 510,000.00	\$ 206,449.86	\$ 510,000.00	\$ 526,610.00
TOTAL REVENUES:	\$ 23,300.00	\$ 3,598.37	\$ 23,364.23	\$ 23,400.00
ACTUAL ASKING	\$ 486,700.00	\$ 202,851.49	\$ 486,635.77	\$ 503,210.00

13A

James Kennedy Public Library Continuity of Operations Plan (COOP)

Mission Essential Functions

Priority will be given to the following essential services:

- Information services for the public
- Facility and collection maintenance

Library Leadership

- Shirley Vonderhaar, Library Director
 - Work: 563-875-8912, svonderhaar@dyersville.lib.ia.us
 - Cell: 563-599-4110
 - Responsibilities: operation of the library, control and supervision of its equipment, personnel, and hours of operation
 - Can activate and implement the COOP. Is a primary COOP coordinator.
- Dawn Schrandt, Assistant Library Director
 - Work: 563-875-8912, Dschrandt@dyersville.lib.ia.us
 - Cell: 707-228-9972
 - Responsibilities: is second in command after the Library Director. Will be named Acting Library Director when the Library Director is unavailable.
 - Can activate and implement the COOP. Is a primary COOP coordinator.
- Paul Zurawski, Emerging and Young Adult Librarian and Technical Services Clerk
 - Work: 563-875-8912, pzurawski@dyersville.lib.ia.us
 - Cell: 563-213-0785
 - Responsibilities: is third in command after the Assistant Library Director. Will be named Acting Library Director when both the Library Director and the Assistant Library Director are unavailable.
 - Can activate and implement the COOP.

Library Team

Full Time or Salaried:

Shirley Vonderhaar, Library Director

Work: 563-875-8912, svonderhaar@dyersville.lib.ia.us

Dawn Schrandt, Assistant Library Director

Work: 563-875-8912, dschrandt@dyersville.lib.ia.us

Paul Zurawski, Emerging and Young Adult Librarian and Technical Services Clerk

Work: 563-875-8912, pzurawski@dyersville.lib.ia.us

Regular Part Time (20+ hours per week):

Kimshiro Benton-Hermsen, Youth Services Librarian

Work: 563-875-8912; kbenton@dyersville.lib.ia.us

Brian Alm, Clerk

Work: 563-875-8912; balm@dyersville.lib.ia.us

Jo Amunson, Clerk

Work: 563-875-8912; jamunson@dyersville.lib.ia.us

Devin Werner, Clerk

Work: 563-875-8912; dwerner@dyersville.lib.ia.us

Part Time (Less than 20 hours per week)

Ann Boeckenstedt, Senior Services Programmer and Processing Clerk

Work: 563-875-8912; aboeckenstedt@dyersville.lib.ia.us

Samantha Burds, Clerk

Work: 563-875-8912; sburds@dyersville.lib.ia.us

Debbie Gudenkauf, Clerk

Work: 563-875-8912; dgudenkauf@dyersville.lib.ia.us

Sarah Keffeler-Gibson, Clerk

Work: 563-875-8912; skeffeler-gibson@dyersville.lib.ia.us

Remote Work

Full Time and Regular Part Time Employees may temporarily be assigned to provide essential services from home or another location. Tasks may include:

- Responding to phone and email messages from the public, staff, colleagues, and vendors
- Maintaining the library website and Facebook
- Building and ordering lists of items for purchase
- Reviewing policies, procedures, and staff manuals
- Offering virtual story times, book clubs, and other programs
- Planning future programs and publicity
- Completing grant applications
- Participating in online continuing education
- Preparing future schedules
- Communicating updates to staff
- Updating item records in the catalog

Required Equipment

The following equipment and services are required for remote work:

- Internet
- Phone
- Computer
- Software: Excel, Access, Word, Publisher, Library ILS, Library Google Drive
- Necessary documents: manuals, policies, desk schedule
- Access to library documents and files (staff will need to store on flash drive as remote access to Library Server is not currently an option.)

Minimum Staffing Level

Two healthy library employees must be available to work at the library during all hours of operation. An inability to maintain this temporary minimum level will result in reduced hours or closing the library to all services.

One healthy library employee must be available to work during a library closure for at least two hours a day in order to empty the book drop, and organize materials.

If no healthy library employees are available, the book drop bins shall be removed and items allowed to collect on the floor until such time as a healthy employee can return. This will increase the amount of time needed to prepare the library to reopen.

Procurement

If the library building is accessible to staff and delivery services, the Librarians will place material orders as usual.

If the library building is inaccessible to staff or delivery services, the Librarians will suspend orders of physical materials and focus on collecting and promoting digital resources such as databases, e-books, e-audiobook.

Legal Considerations

The State of Iowa has deemed patron records to be confidential as cited in Chapter 22.7 of the Code of Iowa. CONFIDENTIALITY OF LIBRARY RECORDS must be followed by library staff at all times.

As trusted providers of information, library staff must only give information from or refer patrons to federal, state, and local authorities when patrons ask questions about current emergency situations.

Review of COOP by Library Staff

Newly hired library staff will read over the COOP as part of their introductory training. The COOP will be available as part of the JKPL policies. The Library Director and Assistant Library Director will ensure library staff review the COOP at least once each calendar year.

Returning to Normal Operations

Staff should be prepared to return to work immediately when it's deemed safe to resume operations. In case of a library closure, the following tasks may need to be performed before the library reopens to the public:

- Contact staff and determine schedules
- Update computers
- Check in and shelve any remaining items
- Move furniture or other items back in place as needed
- Communicate with patrons through the library web site and social media accounts

Approved March 31, 2020; Revised 12/13/2022

CONDUCT IN THE LIBRARY POLICY

It is the policy of the James Kennedy Public Library to provide a safe, comfortable environment conducive to the use of the library materials and facilities. The library is intended for the use of all members of the public. Patrons are expected to observe the rights of other patrons and staff members and use the library for its intended purposes.

Prohibited conduct is that which:

- Interferes with the rights of individuals to use library materials and services,
- Interferes with the ability of the library staff to conduct library business, or
- Threatens the secure and comfortable environment of the library or those using the library.

The purpose of this policy is to provide guidelines for the public and the staff in determining whether a patron's conduct is prohibited and how such behavior should be handled. The staff determines when conduct is prohibited.

Prohibited conduct may include, but is not limited to the following:

- Willfully annoying, harassing, or threatening another person
- Any behavior that endangers or could endanger the safety or health of others
- Behaving in a disorderly, loud, or boisterous manner
- Theft, vandalism, or the deliberate destruction of library materials, property, or the personal property of other customers or staff members
- Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer system, network, computer program or data
- Use of tobacco, e-cigarettes, vaping, or other similar products
- Use of any illegal drugs
- Eating or drinking near library computers, tablets, office equipment or on tables where items checked out from the Creation Station are in use
- Inappropriate dress; e.g. no shirt or shoes
- Leaving children who have not yet completed Kindergarten unattended in the library
- Use of skates, skateboards, inline skates, and similar products
- Violation of any municipal, state or federal law or code

Pursuant to Dyersville Resolution 04-11, firearms or dangerous weapons are prohibited on the grounds and in the building of the Library. All law enforcement officers will be exempt from this policy.

Anyone who feels they have been unjustly treated, either by being suspended from library use, or for any other reason, may file an appeal in writing to the Board of Trustees. Appeals will be considered at the next regular meeting of the Library Board of Trustees, provided they have been received seven days prior to the meeting.

Adopted 5/1991, revised 2/96; 7/98, 2/02, 5/02,
Revised 10/04, 11/05, 4/11, 5/18, 12/2022

CONDUCT IN THE LIBRARY

PROCEDURES:

1. Irate patrons.

All persons working in the public sector must be prepared to handle irate patrons. Responding appropriately to irate or upset patrons can be a difficult task. It is very important that library staff be relaxed and poised, not combative or fearful. It is the job of the library staff to try to satisfy the concerns of the patron, if at all possible. If it is not possible, the staff should inform the patron of the reasons for the library's inability to comply and provide him with a copy of the appropriate policy. Circulation staff are typically the front line for patrons but unless it is something very minor, upset patrons should be referred to the LIC.

2. Behavioral problems.

Library patrons are expected to conduct themselves with respect for and courtesy to the library staff and other patrons. If patrons do behave in an inappropriate manner, the following procedures should be followed:

- Patrons who are overly loud or rude, threaten, harass, or annoy patrons or staff, or otherwise hinder the use of the library by others will be warned and / or asked to leave by the librarian in charge (LIC). Normal procedure in dealing with such disruptive patrons includes one verbal warning and then asking the patron to leave the library premises. In general, suspension of library privileges is only for one day. Longer periods of suspension may be allotted for continued problems at the librarian's discretion. In cases where patrons are habitually loud or disruptive, the first warning may be waived and the patrons asked to leave upon the first violation.
- Patrons who refuse to recognize the librarian's authority will be asked to leave immediately. Continued ignoring of the librarian's request will result in suspension of library privileges for a longer period of time. At the librarian's discretion, the police may be called to remove a problem patron.
- Patrons who display lewd or vulgar behavior will be asked to leave immediately. If they do not comply, library privileges may be suspended for a longer period, and the authorities may be called.
- The parents of minor children may be contacted if inappropriate behavior continues. This will be done at the discretion of the library director.

3. Destructive Behavior.

Destructive patrons can be careless, thoughtless, or even dangerous. Care must be given in handling such patrons.

- If a patron is damaging library property unwittingly, staff should inform the patron to stop the behavior.

- Malicious destruction of library property, such as vandalism, destruction of books, magazines, pamphlets, equipment, etc., must be dealt with strictly. Patrons who destroy library property will be expected to pay for replacement or repair of the materials and may have their library privileges suspended at the discretion of the library director.

4. Noise:

The JKPL is an active library which means there are people using the library collection and services in ways that may create sound. With an open configuration and few enclosed spaces, sound grows and travels so some noise is expected.

- People of all ages are encouraged to use their inside voices and make an effort to be respectful of those around them that may wish for a quieter environment.
- Individuals or groups that are using full or loud voices may be asked to moderate their volume. Continued problems will be addressed as a behavioral problem.
- Programs sponsored by the JKPL may create special situations. Story times, presentations, movies, etc., presented in the library may create additional noise. If patrons comment or complain, staff should explain the situation, apologize, and recommend using the study rooms or coming at an alternate time.

5. Running in the library is disruptive and dangerous. It will not be allowed.

6. Parents or guardians are responsible for their children's behavior. Library staff shall not assume liability for children's safety and behavior.

- Children who have not yet completed Kindergarten may not be left unsupervised.
- The responsible adult or mature adolescent accompanying any child who has not yet completed Kindergarten must supervise the child at all times. If the child is attending a library-sponsored story time, the responsible adult must remain in the building. Parents or guardians will be contacted if children who have not yet completed Kindergarten are left unattended in the library. If staff is unable to contact parents or guardians the police may be contacted to help locate them.
- Patrons of any age with special needs shall be supervised by a caregiver at all times. Special needs may be related to, but are not limited to, physical or mental abilities, disruptive behavior, emotional problems, lack of adequate attention span, and incomplete social skills.
- Parents or guardians may be contacted if children of any age are disturbing library patrons or staff. If staff is unable to contact parents or guardians the police may be contacted to help locate them.

7. Patrons are allowed to have food or drink in the library everywhere except near the computers and electronic equipment. Food and drink are NOT allowed on tables where items checked out from the Creation Station are in use.

8. Use of the Loft: The loft in the children's area is intended to provide a special place for elementary school aged children. Older children are asked not to use this space unless

they are there with a younger friend or sibling. Younger children are welcome to use the loft if they are accompanied by an adult or responsible teenager.