

## Hello Board Members:

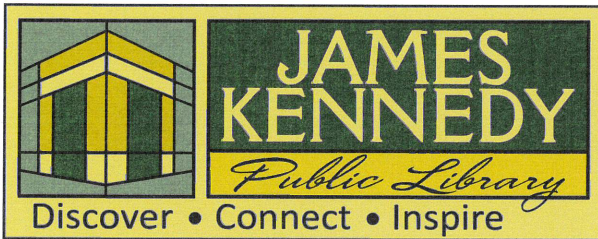
Here is the packet for the November 8, 2023 Board meeting. We will be meeting in the Genealogy Room as the Hoffman Room will be in use for Story Time.

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
  - Correspondence & Communication
  - Approve Minutes of Previous Meeting: October 11, 2023 Regular Meeting - **A**
  - Approve October Librarian's Report – **B : Per the discussion at the September meeting, I have “snipped” the October and Year in Review information from the WhoFi report and included in this librarian's report – replacing the list of programs previously included. It appears to be a little fuzzy so if anyone knows a way to help with the sharpness of an image for something like this, I would love to learn!**
  - Approve Bills:
    - November Bills - **C**
    - Claims Report for October - **D**
    - October & November Credit Card Claims - **E**
  - Budget Reports:
    - October City Report – **F**
    - October Library Report – **G : The city did not merge all of the October library bills. The column October in bold matches the city report. There is an extra column that documents the bills submitted in October that will be paid as part of the November 6 council billing cycle.**
  - Trust Account Reports
    - October Bank Statements – **H1 & H2**
    - October Balance Report - **I**
    - Trust Account Expenditure Report - **J**
    - October Donations - **K**
  - Program Reports
    - October Report of Programs and Attendance – **L**
    - October WhoFi Program Overview - **M**
    - November Schedule of Events - **N**
    - Schedule for Upcoming Programs - **O**
  - Grant Report – **Nothing to Report**
  - Friends of the Library Report – **Nothing to Report**
  - JKPL Endowment Report - **P**

4. Update on Library Director Evaluation
5. JKPL - FY23 Iowa Public Library General Information Survey – **Separate document**
6. Consider Approval of FY23 JKPL Annual Report
7. Executive Committee Report
8. Finance Committee Report
  - Consider approval of revised JKPL fees – **Items in red on the enclosed document are the fees that we are recommending be removed or changed. Items in bold (black) are fees we suggest stay and / or we added from the Creation Station information. Items in standard black are no change from the current practice.**
  - JKPL FY23 Year End City and Library Reports
9. Fundraising Committee Report
  - Notes from October 24, 2023 Committee Meeting
10. Furnishings, Art & Facilities Committee Report
  - Copier replacement update – **As discussed at recent meetings, the library has partnered with other city departments to replace the library multipurpose copier / printer / fax as the library lease ended in October. The new machine was delivered and is working for most things. We are still working to get airprint to work (to print from Iphone) and the faxing component – which will now be internet based.**
11. Marketing Committee Report
  - Notes from October 30, 2023 Committee Meeting
12. Personnel Committee Report
13. Policy Committee Report
  - Consider approval of revised Programs Policy – **13A: This document was updated to include the current service directions (1), adding a paragraph about handling comments and concerns (3e), and incorporating information about photos (3f) that was formally a separate policy**
  - Consider approval of Statement of Concern form – **13B: This is a new document for use when there are concerns about library programs, displays, etc. It is modeled on the form that is part of the Collection Development Policy and a document used by the North Liberty Public Library.**

- Consider approval of revised Inclement Weather Policy – **13C: Minor edit to this policy to identify which school cancellations or delays would determine if morning children’s programs are cancelled (III)**
  - Distribution of Revised Constitution and Bylaws – **13D: Editing to change regular meeting from the second Tuesday of each month to the second Wednesday of each month. This change was approved at September Board meeting so this is to just make the Bylaws consistent with the Board decision. This will be on the agenda for approval at the December meeting as Bylaws require 30 days’ notice before they can be approved.**
14. Strategic Planning Report
- Discussion and possible approval on procedure to update plan – **Attached is the plan that Becky and I have put together regarding updating the Strategic Plan. If you are comfortable with this, there are a few things we need to do: 1) set a date for the review committee to meet; 2) decide how many people to include in the review committee; 3) identify and invite representatives to participate**
15. Meetings and Training
- City Council Attendance: December 4 - Kruse
  - Upcoming
  - Recently Attended
16. Oral Presentations
17. Adjournment

**Next Meeting: Wednesday, December 13, 2023**



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# Regular Library Board Meeting

**Wednesday, Nov. 8, 2023**  
**6:00 pm**  
Genealogy 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: October 11, 2023 Regular Meeting
  - Approve October Librarian's Report
  - Approve Bills:
    - November Bills
    - Claims Report for October
    - October & November Credit Card Claims
  - Budget Reports
    - October City Report
    - October Library Report
  - Trust Account Reports
    - October Bank Statements
    - October Balance Report
    - Trust Account Expenditure Report
    - October Donations
  - Program Reports
    - October Report of Programs and Attendance
    - October WhoFi Program Overview
    - November Schedule of Events
    - Schedule for Upcoming Programs
  - Grant Report
  - Friends of the Library Report
  - JKPL Endowment Report

4. Update on Library Director Evaluation
5. JKPL - FY23 Iowa Public Library General Information Survey
6. Consider Approval of FY23 JKPL Annual Report
7. Executive Committee Report
8. Finance Committee Report
  - Consider approval of revised JKPL fees
  - JKPL FY23 Year End City and Library Reports
9. Fundraising Committee Report
  - Notes from October 24, 2023 Committee Meeting
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  - Copier replacement update
11. Marketing Committee Report
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12. Personnel Committee Report
13. Policy Committee Report
  - Consider approval of revised Programs Policy
  - Consider approval of Statement of Concern form
  - Consider approval of revised Inclement Weather Policy
  - Distribution of Revised Constitution and Bylaws
14. Strategic Planning Report
  - Discussion and possible approval on procedure to update plan
15. Meetings and Training
  - City Council Attendance
  - Upcoming
  - Recently Attended
16. Oral Presentations
17. Adjournment

**Next Meeting: Wednesday, December 13, 2023**

A

**James Kennedy Public Library  
Board of Trustees  
Minutes of the October 11, 2023 Regular Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, October 11, 2023 in the Genealogy Room. Present: Kami Boffeli, Sue Engelbrecht, Beth Gudenkauf, Ray Kruse, Catherine O’Hea, Alex Wiezorek, Danielle Will, and Library Director Shirley Vonderhaar. Absent: Sally Kelly.

1. Board President Catherine O’Hea called the meeting to order at 6:00 pm.
  
2. Consider approval of Agenda
  - Engelbrecht MOVED “Approval of Agenda” seconded by Kruse.
  - Ayes: Boffeli, Engelbrecht, Gudenkauf, Kruse, O’Hea, Wiezorek, and Will
  - Nays: None
  - Motion CARRIED
  
3. Agenda Consent Calendar
  - Correspondence and Communication
  - Approve minutes of previous meeting: September 13, 2023 regular meeting
  - Approve September Librarian’s report
  - Approve bills
    - October bills
    - Claims report for September
    - September and October credit card claims
  - Budget reports
    - September city report
    - September library report
  - Trust account reports
    - September bank statements
    - September balance report
    - Trust account expenditure report
    - September donations
  - Program reports
    - September report of programs and attendance
    - September WhoFi program overview
    - Adult Summer Library Program final report
    - October schedule of events
    - Schedule for upcoming programs
  - Quarterly Contract Use reports
    - Statistics by city/residence area
    - Statistics by contract/service area
  - Grant report
  - Friends of the Library report
  - JKPL Endowment report
    - Kruse MOVED “Approval of Agenda Consent” seconded by Wiezorek.
    - Ayes: Boffeli, Engelbrecht, Gudenkauf, Kruse, O’Hea, Wiezorek, and Will
    - Nays: None
    - Motion CARRIED

4. Appointment of committee to evaluate Library Director
  - O'Hea appointed Will, Kruse, and Gudenkauf
5. Discussion and possible action on adjusting library hours of operation for Saturday, December 2, 2023
  - Wiezorek MOVED to extend library hours of operation for Saturday, December 2, 2023 to 6:00 pm seconded by Gudenkauf.
  - Ayes: Boffeli, Engelbrecht, Gudenkauf, Kruse, O'Hea, Wiezorek, and Will
  - Nays: None
  - Motion CARRIED
6. Executive committee report — no report
7. Finance committee report — no report
8. Fundraising committee report
  - Notes from October committee meeting
9. Furnishings, Art, & Facilities committee report — no report
10. Marketing committee report — no report
11. Personnel committee report — no report
12. Policy committee report
  - Consider approval of revised Programs Policy
  - Not all of the Policy Committee members have reviewed so this is included as information but not as recommendation at this time
13. Strategic planning report — no report
14. Meetings and training
  - City Council
    - Nov 6: O'Hea
  - Upcoming
    - ILA
      - O'Hea, Wiezorek, and Will attending
      - Assistant Library Director Dawn Schrandt, Young Adult Librarian Paul Zurowski, Children's Librarian Christa Palm, and Clerk Brian Alm attending
  - Recently attended
    - Library Director Shirley Vonderhaar attended ARSL in Wichita in September
15. Oral presentations
16. Adjournment
  - Engelbrecht MOVED to adjourn seconded by Wiezorek. Meeting ADJOURNED by O'Hea at 7:12 pm.

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Danielle Will, Secretary

# JAMES KENNEDY PUBLIC LIBRARY MONTHLY REPORT


B

## Librarian's report to the Board of Trustees

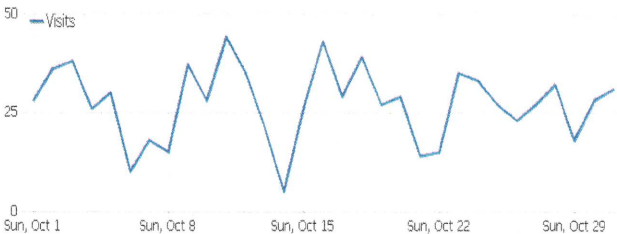
Month: October-23  
 YTD: July-22 to October-23  
 Previous YTD: July-21 to October-22

	Library visits		Items loaned		Library cards issued		
					City resident	Total	
Month	4895	(↑ 6.7%)	8759	(↑ 19.8%)	19	33	(↑ 13.8%)
YTD	21772	(↑ 23.6%)	33159	(↑ 7.2%)	69	137	(↓ 4.2%)


### Website traffic



Visits	Average visit duration
847	1:40




### Computer use




Month	Hours		Prev. YTD	Month	Sessions	
	YTD				YTD	Prev. YTD
201	753	597	411	1690	1725	

### Wifi use



Sessions		Visits		Unique visitors	
Month	YTD	Month	YTD	Month	YTD
365	1299	322	1087	109	168

### Meeting room use

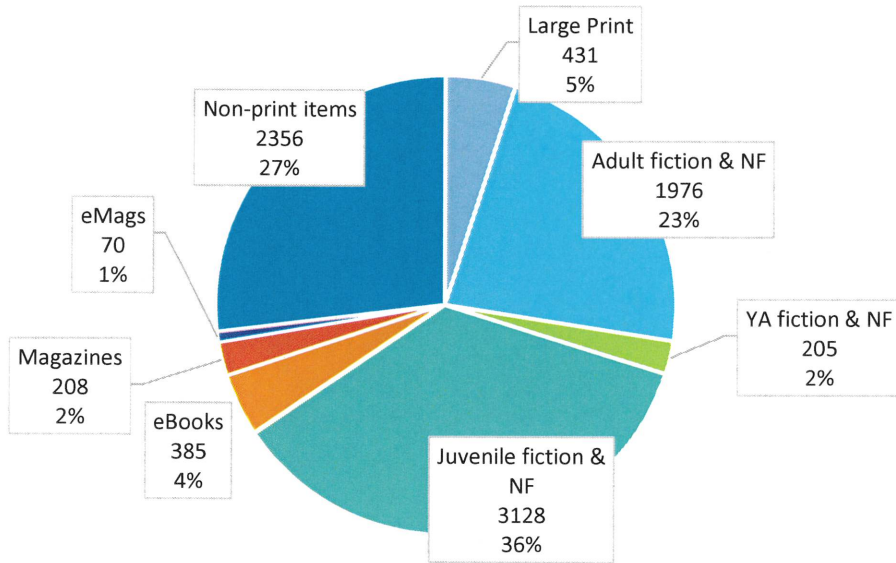


Month	YTD	Prev. YTD
87	295	213

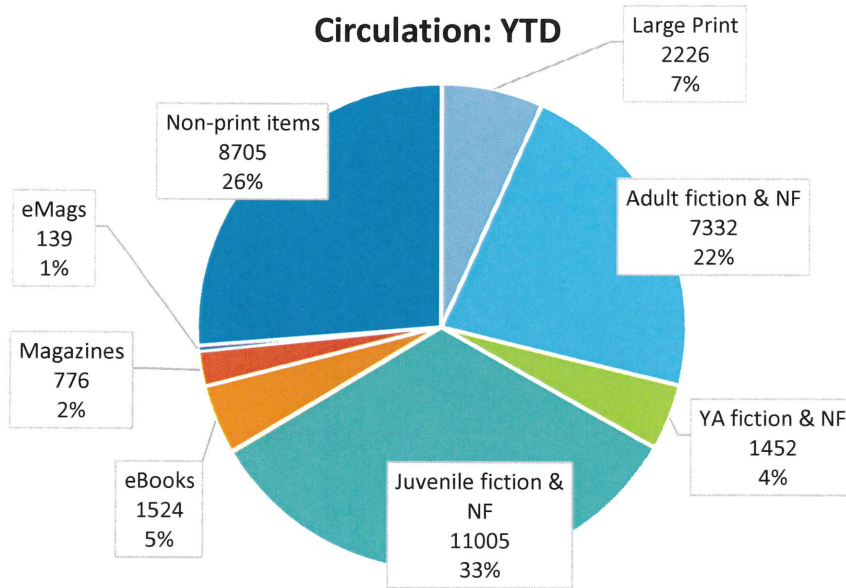


# Circulation

## Circulation: Month



## Circulation: YTD



Non-print items	Month	YTD
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eAudio	474	1896
Adult & YA audio	90	322
Juvenile audio & kits	7	97
Adult & YA video	931	3160
Juvenile video & DVD	302	1256
Games, LoT, etc.	552	1974
	<b>2356</b>	<b>8705</b>

## Music

Downloads: 5  
Streams: 0  
Total YTD: 18

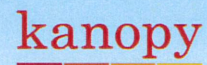


## Video (film and TV)

Downloads: 2  
YTD: 6



Visits: 469  
YTD: 1016



## Online Learning

Sessions: 13  
YTD: 70



## Languages

Sessions: 44  
YTD: 96



## Genealogy

Visits: 486  
YTD: 2211



## Collection

### Items purchased

Month: 301  
YTD: 1061

### Items donated

Month: 40  
YTD: 190  
Prev. YTD: 176

### Items withdrawn

	Month	YTD
Books	203	1527
Audio	0	16
Video	1	109
Other	0	74
<b>Total</b>	<b>204</b>	<b>1726</b>

### Summary of additions

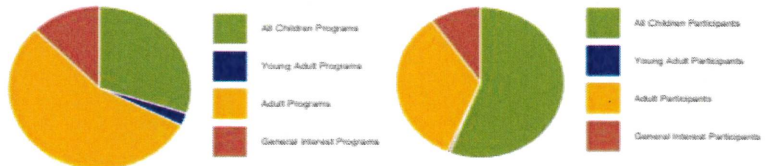
	Large print	Adult fiction	Adult & YA NF	YA fiction	Juvenile fiction	Juvenile NF	eBook & eAudio	Adult & YA audio	Juvenile audio	Adult & YA video	Juvenile video	CDs, games, misc.	Total
Current month	14	99	28	23	92	12	25	9	2	25	6	6	341
Previous month	15	95	21	14	99	17	0	6	3	19	5	9	303
Current YTD	53	344	96	80	356	61	52	23	5	102	45	34	1251
Previous YTD	78	420	115	86	272	49	48	33	1	92	38	53	1285

## Programs

### October

#### Overview

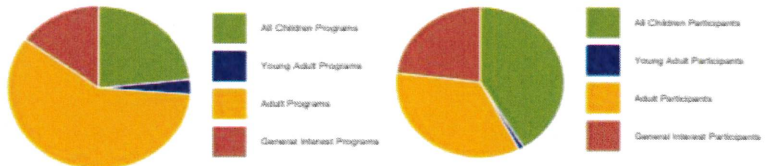
All Children Programs	24	30%	All Children Participants	1580	55.93%
Young Adult Programs	2	2.5%	Young Adult Participants	15	0.53%
Adult Programs	44	55%	Adult Participants	953	33.73%
General Interest Programs	10	12.5%	General Interest Participants	277	9.81%
Total Programs	80		Total Participants	2825	



### Year in Review

#### Overview

All Children Programs	85	23.3%	All Children Participants	3418	41.35%
Young Adult Programs	8	2.87%	Young Adult Participants	82	0.99%
Adult Programs	164	58.78%	Adult Participants	2854	34.53%
General Interest Programs	42	15.05%	General Interest Participants	1912	23.13%
Total Programs	279		Total Participants	8266	



Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
<b>Fund: 001 - GENERAL FUND</b>					
<b>Department: 410 - LIBRARY</b>					
ACCESS SYSTEMS	35107912	Copier Lease	001-5-410-4-64316	CONTRACTS	173.01
HANSEL CLEANING SERVICES ...	10.06.23	Cleaning Services	001-5-410-4-64322	CONTRACTED SERVICES	200.00
HANSEL CLEANING SERVICES ...	10.13.23	Cleaning Services	001-5-410-4-64322	CONTRACTED SERVICES	200.00
HANSEL CLEANING SERVICES ...	10.20.23	Cleaning Services	001-5-410-4-64322	CONTRACTED SERVICES	200.00
HANSEL CLEANING SERVICES ...	10.27.23	Cleaning Services	001-5-410-4-64322	CONTRACTED SERVICES	200.00
POSTMASTER	110123	Stamps	001-5-410-4-65060	OFFICE SUPPLIES	102.00
AMAZON	14TW-XM73-6LXX	Programs	001-5-410-4-65060	OFFICE SUPPLIES	69.36
AMAZON	14TW-XM73-6LXX	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	15.98
BAKER & TAYLOR BOOKS	2037813984	CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	19.96
BAKER & TAYLOR BOOKS	2037843101	CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	4.99
BAKER & TAYLOR BOOKS	2037851880	CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	14.97
BAKER & TAYLOR BOOKS	2037881281	CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	14.97
QUILL CORPORATION	34837265	Cleaning Supplies	001-5-410-4-65060	OFFICE SUPPLIES	42.63
BAKER & TAYLOR BOOKS	0003290180	Books Returned	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	-15.39
BAKER & TAYLOR BOOKS	0003290181	Books returned	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	-11.99
BAKER & TAYLOR BOOKS	0003290182	Books Returned	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	-17.66
OVERDRIVE	06497CO23386596	Electronic Media	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	602.21
IOWA POETRY ASSOCIATION	10.16.23	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	12.75
BETSINGER MCCANN, LINDA	11.01.23 A	Book	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	20.00
CROCHET WORLD	11.01.23	Subscription - 2 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	40.00
NATIONAL GEOGRAPHIC KIDS	11.01.23	Subscription - 2 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	55.00
NATIONAL GEOGRAPHIC	11.01.23	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	39.00
BIRDS & BLOOMS EXTRA	11.01.23	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	14.98
AMAZON	14TW-XM73-6LXX	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	37.51
AMAZON	14TW-XM73-6LXX	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	133.73
AMAZON	14TW-XM73-6LXX	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	16.19
AMAZON	14TW-XM73-6LXX	DVD	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	661.00
AMAZON	14TW-XM73-6LXX	Games	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	70.26
AMAZON	14TW-XM73-6LXX	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	99.52
AMAZON	14TW-XM73-6LXX	Library of Things	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	52.93
AMAZON	14TW-XM73-6LXX	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	33.87
AMAZON	14TW-XM73-6LXX	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	123.87
AMAZON	1MFV-CQ3M-VJ4P	Books Returned	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	-15.00
AMAZON	1W7C-NC4N-9M19	DVD Return	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	-9.49
BAKER & TAYLOR BOOKS	2037813984	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	102.83
BAKER & TAYLOR BOOKS	2037821839	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	72.27
BAKER & TAYLOR BOOKS	2037821839	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	71.82
BAKER & TAYLOR BOOKS	2037836492	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	356.66
BAKER & TAYLOR BOOKS	2037843101	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	22.00
BAKER & TAYLOR BOOKS	2037848049	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	152.24
BAKER & TAYLOR BOOKS	2037851880	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	69.82
BAKER & TAYLOR BOOKS	2037854271	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	180.84
BAKER & TAYLOR BOOKS	2037854271	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	15.96
BAKER & TAYLOR BOOKS	2037854363	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	133.07
BAKER & TAYLOR BOOKS	2037874696	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	84.91
BAKER & TAYLOR BOOKS	2037874696	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	69.26
BAKER & TAYLOR BOOKS	2037881281	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	68.73
BAKER & TAYLOR BOOKS	2037887693	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	17.10
BAKER & TAYLOR BOOKS	2037887693	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	25.64
BAKER & TAYLOR BOOKS	2037887693	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	329.46
CENTER POINT PUBLISHING	2050223	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	51.94
RIVER LIGHTS BOOKSTORE	316698	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	17.76

Expense Approval Register

Packet: APPKT01499 - November Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
INGRAM LIBRARY SERVICES	62995504	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	148.26
INGRAM LIBRARY SERVICES	62995504	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	25.86
JUNIOR LIBRARY GUILD	665910	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	3,057.70
JUNIOR LIBRARY GUILD	665910	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	870.80
CENGAGE LEARNING	82765742	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	46.38
CENGAGE LEARNING	82901644	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SU...	20.79

Department 410 - LIBRARY Total: 9,213.26

Fund 001 - GENERAL FUND Total: 9,213.26

Fund: 002 - LIBRARY TRUST FUND

Department: 410 - LIBRARY

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
FAREWAY STORES INC	00045547	Program Refreshments	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	9.74
FAREWAY STORES INC	00045709	Brain Fitness Snacks	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	17.26
FAREWAY STORES INC	00097994	Refreshments	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	7.98
FAREWAY STORES INC	00156388	Brain Fitness Snacks	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	23.71
FAREWAY STORES INC	00158727	Refreshments	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	22.96
FAREWAY STORES INC	00211816	Brain Fitness Snack	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	17.94
BETSINGER MCCANN, LINDA	11.01.23	Program Stipend	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	125.00
HERITAGE PRINTING CO	112606	StoryWalk Laminating	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	42.00
AMAZON	14TW-XM73-6LXX	Love My Library	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	25.49
AMAZON	14TW-XM73-6LXX	Grants	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	40.34
BAKER & TAYLOR BOOKS	2037821839	Westermeyer Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	29.05
BAKER & TAYLOR BOOKS	2037836492	McCool Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	141.88
BAKER & TAYLOR BOOKS	2037836492	Westermeyer Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.96
BAKER & TAYLOR BOOKS	2037836492	Adopt A Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	26.19
BAKER & TAYLOR BOOKS	2037848049	McCool Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.39
BAKER & TAYLOR BOOKS	2037854271	Rardin Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	55.98
CENTER POINT PUBLISHING	2050223	Books - Lion's Club	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	26.62
CENTER POINT PUBLISHING	2050223	Digman Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	25.32
WESSEL, KARA	2310KEYS	Brain Fitness Stipend	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	220.00
KANOPY INC	373426-PPU	Streaming Movies	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	44.00
HOOPLA BY MIDWEST TAPE	504578859	Streaming Services	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	257.94
RANDY'S NEIGHBORHOOD ...	7569	Refreshments	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	2.00
CENGAGE LEARNING	82802914	Books - Lion's Club	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	63.18
CENGAGE LEARNING	82810384	Books - Kroeger Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	28.79
CENGAGE LEARNING	82896555	Books	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	27.19

Department 410 - LIBRARY Total: 1,311.91

Fund 002 - LIBRARY TRUST FUND Total: 1,311.91

Grand Total: 10,525.17

**Fund Summary**

Fund	Expense Amount
001 - GENERAL FUND	9,213.26
002 - LIBRARY TRUST FUND	<u>1,311.91</u>
<b>Grand Total:</b>	<b>10,525.17</b>

**Account Summary**

Account Number	Account Name	Expense Amount
001-5-410-4-64316	CONTRACTS	173.01
001-5-410-4-64322	CONTRACTED SERVICES	800.00
001-5-410-4-65060	OFFICE SUPPLIES	284.86
001-5-410-4-67701	BOOKS/FILMS/RECORDS...	7,955.39
002-5-410-4-67700	LIBRARY TRUST EXPENDI...	<u>1,311.91</u>
<b>Grand Total:</b>		<b>10,525.17</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	1,257.87
410AB	263.38
410AF	1,050.98
410AN	405.72
410DVD	651.51
410EM	602.21
410GAMES	70.26
410LP	119.11
410PF	3,243.47
410PN	930.53
410SS	52.93
410SUB	148.98
410TAAB	26.19
410TGRANT	40.34
410TLP	27.19
410TMEM	312.37
410TPROG	905.82
410YAF	292.44
410YAN	<u>123.87</u>
<b>Grand Total:</b>	<b>10,525.17</b>

The above presented claims, which included those covering the invoices attached, were presented and approved by the Board at the above dated meeting. You are directed to pay the same and include in the financial report.

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President, Board of Trustees

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.ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees

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Date

D

**James Kennedy Public Library  
October 2023**

**Utilities and Contractual**

<b>Check issued to:</b>	<b>Purpose</b>	<b>Amount</b>
Black Hills	Gas / Heat	46.59
Alliant Energy	Electricity	1,297.15
<b>Total</b>		<b>\$1,343.74</b>

**Miscellaneous Bills**

<b>Check issued to:</b>	<b>Purpose</b>	<b>Amount</b>
Giant Wash	Floor Mats	12.60
Preferred Health Choices	HRA Admin	15.00
Pitney Bowes	Postage	239.82
CC- ILA	ILA Conference Registration	798.00
City merge issue	Payment not issued	-5,583.86
<b>Total</b>		<b>\$-4,518.44</b>

<b>October Budget</b>	
October 2023 Claims submitted	7,775.13
Utility and Contractual from Bills above	1,343.74
Miscellaneous Bills from above	-4,518.44
Total wages and benefits	29,587.54
<b>Total October 2023 expenses</b>	<b>\$34,187.97</b>

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

E

**Credit Card Claims for October and November 2023**

<b>Date</b>	<b>Vendor</b>	<b>Items</b>	<b>Amount</b>
10/8/2023	Sam's Club	Chips for fundraiser	36.96
11/1/2023	Meta / Facebook	Event promotion	26.77
11/1/2023	Meta / Facebook	Trivia Night Promotion	25.00

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 001 - GENERAL FUND</b>							
<b>Expense</b>							
<u>001-5-410-4-60100</u>	SALARIES	310,900.00	310,900.00	23,234.30	99,107.99	211,792.01	68.12 %
<u>001-5-410-4-61100</u>	FICA	19,280.00	19,280.00	1,399.44	5,980.40	13,299.60	68.98 %
<u>001-5-410-4-61200</u>	MEDICARE	4,510.00	4,510.00	327.30	1,398.70	3,111.30	68.99 %
<u>001-5-410-4-61300</u>	IPERS	29,350.00	29,350.00	2,156.48	8,966.60	20,383.40	69.45 %
<u>001-5-410-4-61500</u>	GROUP INSURANCE	32,300.00	32,300.00	2,461.55	9,753.27	22,546.73	69.80 %
<u>001-5-410-4-61700</u>	SUI	220.00	220.00	8.47	125.39	94.61	43.00 %
<u>001-5-410-4-62100</u>	DUES	750.00	750.00	0.00	215.00	535.00	71.33 %
<u>001-5-410-4-62300</u>	MEETINGS/TRAINING	2,500.00	2,500.00	798.00	1,158.00	1,342.00	53.68 %
<u>001-5-410-4-63710</u>	ELECTRICITY	15,500.00	15,500.00	1,297.15	4,369.86	11,130.14	71.81 %
<u>001-5-410-4-63711</u>	GAS HEAT	5,000.00	5,000.00	46.59	170.35	4,829.65	96.59 %
<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	8,800.00	8,800.00	12.60	1,802.77	6,997.23	79.51 %
<u>001-5-410-4-64080</u>	INSURANCE PREMIUM	7,500.00	7,500.00	15.00	45.00	7,455.00	99.40 %
<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	0.00	818.05	-818.05	0.00 %
<u>001-5-410-4-64322</u>	CONTRACTED SERVICES	8,500.00	8,500.00	0.00	2,000.00	6,500.00	76.47 %
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES	21,500.00	21,500.00	462.70	1,907.40	19,592.60	91.13 %
<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	43,390.00	43,390.00	1,968.39	13,483.92	29,906.08	68.92 %
	<b>Expense Total:</b>	<b>510,000.00</b>	<b>510,000.00</b>	<b>34,187.97</b>	<b>151,302.70</b>	<b>358,697.30</b>	<b>70.33%</b>
	<b>Fund: 001 - GENERAL FUND Total:</b>	<b>510,000.00</b>	<b>510,000.00</b>	<b>34,187.97</b>	<b>151,302.70</b>	<b>358,697.30</b>	<b>70.33%</b>
<b>Fund: 002 - LIBRARY TRUST FUND</b>							
<b>Expense</b>							
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	40,000.00	40,000.00	145.45	5,280.81	34,719.19	86.80 %
	<b>Expense Total:</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>145.45</b>	<b>5,280.81</b>	<b>34,719.19</b>	<b>86.80%</b>
	<b>Fund: 002 - LIBRARY TRUST FUND Total:</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>145.45</b>	<b>5,280.81</b>	<b>34,719.19</b>	<b>86.80%</b>
	<b>Report Total:</b>	<b>550,000.00</b>	<b>550,000.00</b>	<b>34,333.42</b>	<b>156,583.51</b>	<b>393,416.49</b>	<b>71.53%</b>



C

James Kennedy Public Library FY24 Operating Budget							
	FY24	September	October	October	Nov (est)	Received to date	Difference
<b>ESTIMATED REVENUES:</b>							
Dubuque County Library Agency	7,000.00	0.00	0.00	Submitted	0.00	0.00	0.00
Fees from copier, R/P, etc.	4,000.00	448.15	420.70	Will Pay	300.00	1,529.14	660.29
Open Access	10,000.00	0.00	0.00	with	0.00	0.00	0.00
Access Plus / ILL	300.00	0.00	0.00	Nov. 6	0.00	0.00	0.00
Direct State Aid	2,100.00	2,060.03	0.00	invoices	0.00	2,060.03	0.00
<b>TOTAL:</b>	<b>23,400.00</b>	<b>2,508.18</b>	<b>420.70</b>		<b>300.00</b>	<b>3,589.17</b>	<b>660.29</b>
						3,589.17	660.29
<b>ESTIMATED EXPENDITURES:</b>							
<b>PERSONAL SERVICES</b>				<b>Not Paid</b>			<b>Remaining</b>
Wages	307,730.00	31,058.74	23,234.30		25,000.00	99,107.99	44,814.95
FICA	18,930.00	1,884.55	1,399.44		1,550.00	5,980.40	2,696.41
Medicare	4,427.00	440.75	327.30		362.50	1,398.70	630.65
IPERS	28,823.00	2,679.04	2,156.48		2,360.00	8,966.60	4,131.08
SUI	213.00	15.16	8.47		25.00	125.39	101.76
Group Insurance	32,300.00	2,477.01	2,461.55		2,500.00	9,753.27	4,814.71
Meetings and training	2,500.00	0.00	798.00	460.11	0.00	1,158.00	360.00
Dues and memberships	750.00	215.00	0.00		0.00	215.00	0.00
<b>TOTAL:</b>	<b>395,673.00</b>	<b>38,770.25</b>	<b>30,385.54</b>	<b>460.11</b>	<b>31,797.50</b>	<b>126,705.35</b>	<b>57,549.56</b>
						126,705.35	57,549.56
<b>CONTRACTUAL SERVICES:</b>							
Utilities (telephone)	0.00	0.00	0.00		0.00	0.00	0.00
Electricity	14,000.00	1,271.85	1,297.15		1,500.00	4,369.86	1,800.86
Gas / Heat	6,500.00	41.58	46.59		60.00	170.35	82.18
Insurance (bldg)	8,800.00	0.00	15.00		0.00	45.00	30.00
Legal Fees	0.00	0.00	0.00		0.00	0.00	0.00
Custodial services	8,000.00	1,000.00	0.00	800.00	800.00	2,000.00	1,000.00
Window cleaning	500.00	0.00	0.00	0.00	0.00	0.00	0.00
Service / Maintenance Contracts	7,500.00	651.88	0.00	166.17	173.01	818.05	166.17
<b>TOTAL:</b>	<b>45,300.00</b>	<b>2,965.31</b>	<b>1,358.74</b>	<b>966.17</b>	<b>2,533.01</b>	<b>7,403.26</b>	<b>3,079.21</b>
						7,403.26	3,079.21
<b>SUPPLIES:</b>							
General library supplies	8,500.00	735.62	391.58	549.74	215.50	1,485.32	7,014.68
Program fees & supplies	500.00	19.86	71.12	58.57	69.36	353.65	146.35
Marketing & advertising	500.00	11.13	0.00	21.16	0.00	68.43	431.57
Maintenance and Repairs	8,000.00	1,751.45	12.60	551.28	0.00	1,802.77	6,197.23
<b>TOTAL</b>	<b>17,500.00</b>	<b>2,518.06</b>	<b>475.30</b>	<b>1,180.75</b>	<b>284.86</b>	<b>3,710.17</b>	<b>13,789.83</b>
						3,710.17	13,789.83
<b>BOOKS AND MATERIALS</b>							
Adult fiction	7,000.00	666.61	60.77	358.44	1,050.98	1,852.69	5,147.31
Adult nonfiction	5,000.00	246.20	196.98	122.84	405.72	800.53	4,199.47
YA fiction	2,000.00	125.77	78.04	94.12	292.44	488.06	1,511.94
YA nonfiction	1,000.00	63.39	0.00		123.87	186.46	813.54
Juvenile fiction	8,500.00	578.82	49.25	1,321.52	3,243.47	1,500.86	6,999.14
Juvenile nonfiction	4,000.00	223.98	0.00	239.57	930.53	385.78	3,614.22
Large Print	2,500.00	204.09	100.79	129.85	119.11	529.99	1,970.01
Electronic media (ebooks, etc.)	7,027.00	694.88	0.00	524.80	602.21	2,507.80	4,519.20
Reference & electronic database	500.00	0.00	0.00			744.25	-244.25
Periodicals and newspapers	4,000.00	1,150.73	828.32		148.98	2,069.00	1,931.00
Audiobooks (CD, playaway)	3,000.00	280.36	0.00	185.69	263.38	397.34	2,602.66
Software & Gaming	1,500.00	0.00	94.82		70.26	306.67	1,193.33
DVDs	5,000.00	563.34	450.65		651.51	1,458.85	3,541.15
SS / Creation Station / LoT	500.00	72.98	108.77		52.93	255.64	244.36
<b>TOTAL:</b>	<b>51,527.00</b>	<b>4,871.15</b>	<b>1,968.39</b>	<b>2,976.83</b>	<b>7,955.39</b>	<b>13,483.92</b>	<b>38,043.08</b>
						13,483.92	38,043.08
<b>TOTAL EXPENDITURES:</b>	<b>510,000.00</b>	<b>49,124.77</b>	<b>34,187.97</b>	<b>5,583.86</b>	<b>42,570.76</b>	<b>151,302.70</b>	<b>358,697.30</b>
<b>TOTAL REVENUES:</b>	<b>23,400.00</b>	<b>2,508.18</b>	<b>420.70</b>	<b>0.00</b>	<b>300.00</b>	<b>3,589.17</b>	<b>19,810.83</b>
<b>ACTUAL ASKING</b>	<b>486,600.00</b>	<b>46,616.59</b>	<b>33,767.27</b>	<b>5,583.86</b>	<b>42,270.76</b>	<b>147,713.53</b>	<b>338,886.47</b>

James Kennedy Public Library FY24 Operating Budget								
	% Expended	FY23 Expense	Oct. 2022	Total FY23	Budget	Amount	Ov/Und	
	To date	thru Oct 22	expenses	expenses	Projection	Over/Under	Budget	
<b>ESTIMATED REVENUES:</b>								
Dubuque County Library Agency		0.00	0.00	9,154.61				
Fees from copier, R/P, etc.		1,233.73	189.47	3,122.83				
Open Access		0.00	0.00	8,179.51				
Access Plus / ILL		0.00	0.00	548.33				
Direct State Aid		0.00	0.00	2,064.23				
TOTAL:		1,233.73	189.47	23,069.51				
		1,233.73		23,069.51				
<b>ESTIMATED EXPENDITURES:</b>								
<b>PERSONAL SERVICES</b>								
Wages	32.2%	105,336.90	22,962.88	306,733.02	105,679.28	-6,571	0.94	
FICA	31.6%	6,384.70	1,387.16	18,551.80	6,514.86	-534	0.92	
Medicare	31.6%	1,493.16	324.38	4,338.86	1,523.49	-125	0.92	
IPERS	31.1%	9,707.01	2,128.29	27,971.61	10,002.47	-1,036	0.90	
SUI	58.9%	193.27	60.70	385.93	106.67	19	1.18	
Group Insurance	30.2%	10,057.36	2,835.06	29,873.39	10,874.32	-1,121	0.90	
Meetings and training	46.3%	1,738.11	1,378.11	1,931.36	2,249.85	-1,092	0.51	
Dues and memberships	28.7%	200.00	200.00	871.00	172.22	43	1.25	
TOTAL:	32.0%	135,110.51	31,276.58	390,656.97	136,845.33	-10,140	0.93	
		135,110.51		390,656.97				
<b>CONTRACTUAL SERVICES:</b>								
Utilities (telephone)	NA	0.00	0.00	0.00	Zero	0	NA	
Electricity	31.2%	4,158.74	1,297.68	10,883.00	5,349.84	-980	0.82	
Gas / Heat	2.6%	235.97	76.32	4,921.23	311.67	-141	0.55	
Insurance (bldg)	0.5%	63.00	15.00	9,199.77	60.26	-15	0.75	
Legal Fees	NA	0.00	0.00	0.00	Zero	0	Nothing	
Custodial services	25.0%	1,039.00	644.00	5,539.00	1,500.63	499	1.33	
Window cleaning	0.0%	368.00	368.00	526.00	349.81	-350	0.00	
Service / Maintenance Contracts	10.9%	637.34	159.95	6,371.98	750.17	68	1.09	
TOTAL:	16.3%	6,502.05	2,560.95	37,440.98	7,866.86	-464	0.94	
		6,502.05		37,440.98				
<b>SUPPLIES:</b>								
General library supplies	17.5%	2,418.72	328.11	9,216.09	2,230.79	-745	0.67	
Program fees & supplies	70.7%	772.41	321.05	2,037.83	189.52	164	1.87	
Marketing & advertising	13.7%	483.84	250.00	724.29	334.01	-266	0.20	
Maintenance and Repairs	22.5%	4,873.44	1,454.93	8,684.12	4,489.52	-2,687	0.40	
TOTAL	21.2%	8,548.41	2,354.09	20,662.33	7,240.09	-3,530	0.51	
		8,548.41		20,662.33				
<b>BOOKS AND MATERIALS</b>								
Adult fiction	26.5%	2,544.20	971.12	9,296.09	1,915.79	-63	0.97	
Adult nonfiction	16.0%	1,558.34	372.61	5,350.15	1,456.35	-656	0.55	
YA fiction	24.4%	825.79	464.51	1,903.75	867.54	-379	0.56	
YA nonfiction	18.6%	380.92	380.92	861.24	442.29	-256	0.42	
Juvenile fiction	17.7%	1,730.15	937.20	8,711.75	1,688.10	-187	0.89	
Juvenile nonfiction	9.6%	346.94	346.94	3,958.26	350.60	35	1.10	
Large Print	21.2%	1,483.21	410.05	3,758.94	986.45	-456	0.54	
Electronic media (ebooks, etc.)	35.7%	3,458.84	1,143.75	7,650.99	3,176.75	-669	0.79	
Reference & electronic databases	148.9%	250.00	0.00	516.94	241.81	502	3.08	
Periodicals and newspapers	51.7%	1,631.04	1,094.83	4,129.06	1,580.06	489	1.31	
Audiobooks (CD, playaway)	13.2%	1,160.51	162.41	3,977.08	875.40	-478	0.45	
Software & Gaming	20.4%	698.70	192.71	2,417.90	433.45	-127	0.71	
DVDs	29.2%	1,483.43	416.50	5,193.57	1,428.14	31	1.02	
SS / Creation Station / LoT	51.1%	389.54	85.14	1,209.88	160.98	95	1.59	
TOTAL:	26.2%	17,941.61	6,978.69	58,935.60	15,686.23	-2,202	0.86	
		17,941.61		58,935.60				
TOTAL EXPENDITURES:	29.7%	168,102.58	43,170.31	507,695.88	168,865.49	-17,563	0.90	
TOTAL REVENUES:	15.3%	1,233.73	189.47	23,069.51	1,251.40	2,338	2.87	
ACTUAL ASKING	30.4%	166,868.85	42,980.84	484,626.37	167,548.42	-19,835	0.88	



**MidWestOne Bank.**

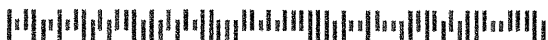
*Simply better banking.*

102 South Clinton Street, Iowa City, IA 52240

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CITY OF DYERSVILLE  
JAMES KENNEDY PUBLIC LIB TRUST  
340 1ST AVE E  
DYERSVILLE IA 52040-1212



**Statement Ending 10/31/2023**

H-1

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	\$11,198.85

**BUSINESS MONEY MKT-XX4356**

**Account Summary**

Date	Description	Amount
09/30/2023	Beginning Balance	\$11,187.57
	1 Credit(s) This Period	\$11.28
	0 Debit(s) This Period	\$0.00
10/31/2023	Ending Balance	\$11,198.85

**Interest Summary**

Description	Amount
Interest Earned From 09/30/2023 Through 10/31/2023	
Annual Percentage Yield Earned	1.16%
Interest Days	32
Interest Earned	\$11.28
Interest Paid This Period	\$11.28
Interest Paid Year-to-Date	\$107.04
Minimum Balance	\$11,187.57
Average Ledger Balance	\$11,187.57
Average Available Balance	\$11,187.57

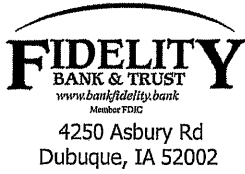
**Other Credits**

Date	Description	Amount
10/31/2023	INTEREST	\$11.28
		1 item(s) totaling \$11.28

**Daily Balances**

Date	Amount
10/31/2023	\$11,198.85

11/6/23  
M



H 2

3243124

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

Date 10/31/23	Page 1
Primary Account	617571
Enclosures	4

**Checking Account**

<b>BUSINESS MONEY MARKET</b>		<b>Number of Enclosures</b>	<b>4</b>
Account Number	617571	Statement Dates	10/02/23 thru 10/31/23
Previous Balance	86,026.53	Days in the statement period	30
4 Deposits/Credits	650.25	Average Ledger	86,126.03
1 Checks/Debits	145.45	Average Collected	86,126.03
Service Charge	.00	Interest Earned	24.78
Interest Paid	25.60	Annual Percentage Yield Earned	0.35%
Current Balance	86,556.93	2023 Interest Paid	257.13

**Activity in Date Order**

Date	Description	Amount	
10/05	Deposit/Credit	67.90	86,094.43
10/13	Deposit/Credit	57.10	86,151.53
10/24	Deposit/Credit	30.00	86,181.53
10/24	Transfer from x7571 to x5358 October claims	145.45-	86,036.08
10/30	Deposit/Credit	495.25	86,531.33
10/31	Interest Deposit	25.60	86,556.93

**Daily Balance Information**

Date	Balance	Date	Balance	Date	Balance
10/02	86,026.53	10/05	86,094.43	10/13	86,151.53
10/24	86,036.08	10/30	86,531.33	10/31	86,556.93

**Interest Rate Summary**

Date	Rate
10/01	0.350000%

*WJ*  
 11/6/23

I

**TRUST ACCOUNT REPORT for October 2023**

**American Trust / MidWestOne Bank - balance on hand July 1, 2023**

American Trust / MidWestOne Bank - balance on hand July 1, 2023		\$	11,155.55	
July 31, 2023 interest	\$	10.90	\$	11,166.45
August 31, 2023 interest	\$	10.91	\$	11,177.36
September 30, 2023	\$	10.21	\$	11,187.57
October 31, 2023	\$	11.28	\$	11,198.85

H1

**Fidelity Bank and Trust**  
Balances September 30, 2023

<b>Budgeted</b>	<b>Bank Account</b>
\$34,469.75	\$86,026.53

**Deposits**

October 5, 2023

Swag sales - Downtown Market	\$	11.00	
Candy / snack sales	\$	44.00	
Conscious Box	\$	9.40	
Friends booksale / donation	\$	3.50	\$ 67.90

October 13, 2023

Candy / snack sales	\$	22.00	
Roussel donation	\$	20.00	
Conscious Box	\$	3.10	
Friends booksale / donation	\$	12.00	\$ 57.10

October 24, 2023

Unlocking Brain Fitness donation	\$	5.00	
Swag sales	\$	1.00	
Can cooperage	\$	8.00	
Candy / snack sales	\$	6.00	
Conscious Box	\$	3.45	
Friends booksale / donation	\$	6.55	\$ 30.00

October 31, 2023

Candy / snack sales	\$	24.00	
Swag sales (tote bag)	\$	5.00	
Halloween Trivia Night (mulligans)	\$	460.00	
Conscious Box	\$	1.75	
Friends booksale / donation	\$	4.50	\$ 495.25

October 31, 2023

Interest	\$	25.60	\$ 25.60	\$	675.85
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**Debits:**

October 24, 2023

Facebook ads	\$	20.00	
Lion's Club / large print materials	\$	62.38	
Unlocking Brain Fitness program supplies	\$	9.49	
Kroeger memorial	\$	28.79	
Digmann bequest	\$	24.79	\$ 145.45

Balances October 31, 2023

<u>\$ 34,324.30</u>	<u>\$86,556.93</u>
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H2

Saving Our Avian Resources / Voided Check documented in financial report in September but not in bank statement - not yet transferred \$ 394.89

**Some bills submitted for payment in October were not merged so were not paid. These will be approved as part of the November 6, 2023 City Council meeting and payment issued in November.**

J

**Trust Account Income & Expenditure Report FY24**

as of 7/1/2023		in account	New Deposits					
Amount in MidWest One		\$11,155.55						
Amount in Fidelity		\$89,268.21						
<b>INCOME:</b>				<b>EXPENDITURES:</b>				<b>REMAINING:</b>
<b>DONATIONS &amp; CONTRIBUTIONS:</b>								<b>DONATIONS:</b>
Fundraisers from FY19-FY22		\$21,551.23		Jul-23	Kanopy	\$30.00		\$20,690.36
<i>Estimated for Kanopy: \$600</i>				Aug-23	Kanopy	\$35.00		\$481.00
<i>Estimated for Hoopla: \$2500</i>				Jul-23	Hoopla	\$259.34		\$1,795.54
<i>Estimated for Facebook / Meta: \$200</i>				Jul-23	Facebook / Meta	\$1.75		\$162.59
				Oct-23	Facebook / Meta	\$20.00		
Love my Library								
2023 remaining	FY23	\$4,606.05		Jul-23	Ancestry	\$1,418.20		\$2,902.29
Snack & Candy Sales	FY23	\$309.92						\$391.68
	Oct-23		\$96.00					
Merchandise (masks, tags, et	FY23	\$126.00						\$166.00
Downtown Market & lib	Oct-23		\$17.00					
Trivia Fundraiser	FY23	\$1,485.00						\$1,945.00
Halloween / Mulligans & dorpeber 2023			\$460.00					
Donations								
Unspecified donations brought forward		\$507.88						\$507.88
Roussel donation - as need	Oct-23		\$20.00					\$20.00
Miscellaneous Donations Total Remaining								\$8,991.37
Lion's Club - LP	remaining	\$497.42		Aug-23	LP books	\$96.77		\$284.46
				Oct-23	LP books	\$62.38		
Conscience Box	Previous	\$2,030.24						\$2,073.66
	Oct-23		\$17.70					
History Books & Coins	Remaining	\$1,924.74						\$1,924.74
Genealogy Donation	Remaining	\$40.86						\$40.86
Meeting Room Donation	Remaining	\$606.76						\$614.76
Can cooperage	Oct-23		\$8.00					
Adopt-a-book donations	Remaining	\$335.14		Aug-23	Books	\$11.99		\$323.15
Friends - bksale	Remaining	\$1,250.28						\$800.62
	Oct-23		\$26.55	Sep-23	Retirement	\$339.96		
TACKL	Remaining	\$667.83						\$514.14
Dorothy Digmann - LP	Aug-23		\$1,000.00	Oct-23	LP books	\$24.79		\$975.21
<i>\$450 allocated for LP</i>								
Bequests & Specified donations - Total Remaining								\$29,477.52
Memorials or In Honor of								
Vera Kroeger - LP	Jun-23	\$550.00		Aug-23	books	\$28.79		\$425.55
				Oct-23	books	\$28.79		
Memorials or "In Honor Of" - Total Remaining								\$6,743.88
<b>GRANTS:</b>								<b>GRANTS:</b>
1000 Books (DRA & Friends)	Remaining	\$474.26						\$474.26
StoryWalk® Grant / DRA	Remaining	\$535.45		Jul-23	Laminating	\$29.00		\$397.71
Kids Can Cook - DACF	Remaining	\$1,294.87		Sep-23	supplies	\$26.40		\$1,268.47
Unlocking Brain Fitness Gran	Remaining	\$1,168.31						\$1,380.34
	Oct-23		\$5.00	Oct-23	Snacks	\$9.49		
<b>INTEREST DEPOSITS</b>								
remaining from previous years		\$4,586.60						\$4,664.67
	Oct-23		\$25.60					
Misc brought forward		\$2,552.79						\$2,552.79
<i>\$325 allocated for electronic materials</i>								\$325.00
<i>\$1230 allocated for programs</i>								\$1,230.00
<i>\$1000 allocated for marketing</i>								\$1,000.00
<b>TOTAL DEPOSITS</b>		<b>\$100,423.76</b>	\$2,964.42	<b>TOTAL EXPENDITURES:</b>		\$5,675.70	<b>Balance</b>	<b>\$86,556.93</b>

K

**Memorials and Donations October 2023**

From: **Candy and Snack Sales**  
Donation: \$96.00  
Fund: Library Trust Account  
Restrictions: Fundraiser for library collections & services

From: **Brain Fitness Donations**  
Donation: \$5.00  
Fund: Library Trust Account  
Restrictions: For Brain Fitness expenses

From: **Library Swag**  
Donation: \$17.00  
Fund: Library Trust Account  
Restrictions: Fundraiser for library collections & services

From: **J. Roussel**  
Donation: \$20.00  
Fund: Library Trust Account  
Restrictions: Donation to use as needed

From: **Halloween Trivia Night – Mulligans & donations**  
Donation: \$460.00  
Fund: Library Trust Account  
Restrictions: Fundraiser for library collections & services

**James Kennedy Public Library Monthly Program Report**  
Report for the Month of October 2023

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

October 4, 2023	Time for preparation & performance – 1.25 hrs (pd)	Total attendance – 11
	Supplies: pre-made construction paper apple, yarn, crayon	
October 11, 2023	Time for preparation & performance – 1.25 hrs (pd)	Total attendance – 15
	Supplies: construction paper, stickers, crayons, markers.	
October 18, 2023	Time for preparation & performance – 1.25 hrs (pd)	Total attendance – 9
	Supplies: premade construction paper masks, crayons, markers, tape	
October 25, 2023	Time for preparation & performance – 1.75 hrs (pd)	Total attendance – 7
	Supplies: tape, paper grocery bags, construction paper, stickers, markers, crayons, glue. Kids created roads/maps on back of grocery bags. Used Hot Wheels (in-house) on their maps after.	

Wee Read Family Story Time– weekly program for 0 to 3-year olds & families (PreK):

October 5, 2023	Time for preparation & performance – .75 hrs (pd)	Total attendance – 20
	Supplies: pre-made construction paper apple, yarn, crayon	
October 19, 2023	Time for preparation & performance – .75 hrs (pd)	Total attendance – 20
	Supplies: construction paper, markers, crayons, tape	
October 26, 2023	Time for preparation & performance – .75 hrs (pd)	Total attendance – 3
	Supplies: (Intended/prepped: tape, paper grocery bags, construction paper, stickers, markers, crayons, glue. Kids to create roads/maps on back of grocery bags.) Small crowd of young brothers, so pivoted to provide Hot Wheels (in-house) on the storytime rug using cut construction paper for roads and special stickers to take home	

Adult Crafternoon (2nd Monday of each month) – Halloween Candle Holder (A) In person / Onsite / Recording / Kit  
 October 2, 2023 Attendance: 2  
 Time for preparation & performance – 2.25 (pd) Kits distributed: 33  
 Supplies: Baby food jars, acrylic paint, etc. Facebook Views / Engagements: 73/2  
 YouTube Views: 8

Books for Lunch Book Club (1st Monday) – *Marmee* (A) Hybrid (In person & zoom)  
 October 2, 2023 Participants: 8  
 Time for preparation & performance – 1.5 hr (pd)  
 Supplies: Books borrowed via ILL, available electronically; Computer and Zoom software  
 Beverages and cookies

Bingo Party - (3rd Monday of each month) (A) In person / Onsite  
 October 16, 2023 Participants: 10  
 Time for preparation & performance – 3 hrs (pd) 1 hr (vol)  
 Supplies: Bingo cards and machine; Donated items & library swag for prizes

Building Creativity one Block at a Time (LEGO® program) (Monthly – varies) (C) In person / Onsite  
 October 2, 2023 Participants: 3  
 Time for preparation & performance – 1.5 hrs (pd)  
 Supplies: Legos® and bases; juice boxes



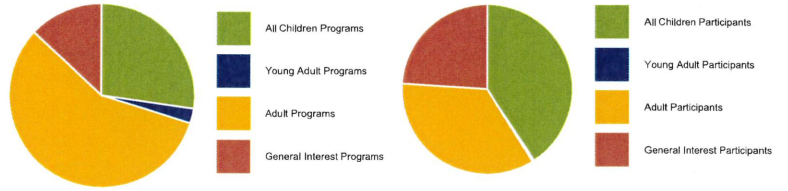
Cricut with Christopher (3rd Monday of each month) (GI): Mugs October 16, 2023 Time for preparation & performance – .5 hr (pd) 7 hrs (vol) Supplies: Cricut machines, laptop, tablet, mats, and misc. supplies (provided by presenter) Lisa Christopher donated her time and talent for this program	In person / Onsite Participants: 4
Hybrid Dungeons & Dragons Club (1st Tuesday of each Month) (GI) October 3, 2023 Time for preparation & performance – 2.5 hrs (pd) Supplies: Copies; Shatter Obelisk of Pantheon / Monster Vault game book, snacks	Hybrid (In person & Discord) Participants: 5
Ellen Kennedy Living Center Program – (4th Friday) (A) : UpCycled Cards October 27, 2023 Time for preparation & performance – 1.25 hrs (pd) Supplies: Greeting cards, card stock, glue	In person / Offsite Participants: 7
Euchre / Dominos Party (Fridays of each month) (A) October 6, 13, 20, & 27, 2023 Time for preparation & performance – 1.25 hr (pd) Supplies: Decks of cards, suit die, dominos	In person / Onsite Participants: 18
Game Night (4 <sup>th</sup> Friday of each Month) (GI): October 20, 2023 Time for preparation & performance – 3.5 hrs (pd) Supplies: Board games and refreshments	In person / On site Participants: 11
Hybrid Sit 'n' Stitch (Wednesdays of each month) (A) October 4, 11, 18, & 25, 2023 Time for preparation & performance – 1 hr (pd) Supplies: Refreshments and Craft supplies provided by participants; Zoom room set up upon request.	Hybrid (In person & Zoom) Participants: 33
Inspirational Fiction: A Novel Approach to Faith Book Club (2 <sup>nd</sup> Tues of each month) (A) October 10, 2023 Time for preparation & performance – 2 hrs (pd) Supplies: ILL books, Computer & Zoom software; refreshments	Hybrid (In person & Zoom) Participants: 5
JKPL Writing Group (4 <sup>th</sup> Tuesday of each Month) (GI) October 24, 2023 Time for preparation & performance – 2.5 hrs (pd) Supplies: Copies / information about NaNoWriMo	Hybrid (In person & Zoom) Participants: 8
Mercy One Senior Care Program (Monthly) (A): Good Olde Days October 20, 2023 Time for preparation & performance – 1 hrs (pd) Supplies: None	In person / Offsite Participants: 15
Strength Training for Older Adults (A) October 2, 4, 9, 11, 16, 18, 23, 25, & 30, 2023 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: 124
Strings Club (4 <sup>th</sup> Monday of each month) (A) October 23, 2023 Time for preparation & performance – .25 hrs (pd) 2 hrs (vol) Supplies: Club is managed by volunteer Sue Engelbrecht	In person / Onsite Participants: 3
Upcycled Greeting Cards (GI) October 4, 2023 Time for preparation & performance – 1.25 hrs (pd) Supplies: Donated greeting cards, card stock, tape runner and envelopes	In person/ Onsite /Take & make Participants: 2 Kits: 21

Unlocking Brain Fitness (A) October 5, 12, 19, & 26, 2023 - 4 sessions Time for preparation & performance –14 hrs (pd) 28 hrs (vol) Supplies: Copies of handouts, laptop and zoom, snacks, etc. Vickie Tracey – Local expert (volunteer) Pharmacist professional (volunteer) Partnership with the YMCA of Greater Des Moines, funded by grant.	In Person / Onsite Attendance: 42
National Coffee Day – Coffee Shop Visits (A) October 5, 2023 Time for preparation & performance – .25 hrs (pd) Supplies: Partnership with Brew & Brew; Postponed from September	Passive Participants: 5
Frankentoys (C.) October 7, 2023 Time for preparation & performance – .5 hrs (pd) Supplies: Parts of toys (left from previous years)	In person / Onsite Participants: 0
OutReads (PreK) October 2, 3, 10, 17, 2023 - 10 sessions Time for preparation & performance –4 hrs (pd) Supplies: Copies and books	In Person / Offsite Attendance: 143
Are You There God? ... : Banned Books Week Movie Event (YA) October 7, 2023 Time for preparation & performance – .25 hr (pd) Supplies: Popcorn, soda, projections system and movie	In Person / Onsite Attendance: 3
Nerf War (YA) October 7, 2023 Time for preparation & performance – 4.5 hrs (pd) Supplies: Nerf supplies	In person / Onsite Participants: 12
Banned Books Week: Shredded Book Guessing Jar October 1-8, 2023 Time for preparation & performance: 1 hr (pd) 4 hrs (vol) Supplies: book, prize, signs, jar, drawing slips	Passive Participants: 20
Banned Books Week: Trivia October 1-8, 2023 Time for preparation & performance: 2.25 hr (pd) Supplies: card stock, drawing slips,	Passive Participants: 74
Annular Solar Eclipse Activity Kits (GI) October 9, 2023 Time for preparation & performance – 3 hrs (pd) Supplies: Eclipse glasses (received thru grant), safe viewing information, activities	Passive Participants: 120
Solar Eclipse Viewing and STEAM Party (C) October 14, 2023 Time for preparation & performance – 7 hrs (pd) Supplies: Eclipse glasses (received thru grant), safe viewing information, activities NOTE: Due to overcast conditions, JKPL livestreamed the eclipse in Hoffman Room	In Person / Onsite Participants: 6
Pop-Up Library @ Hispanic Heritage Festival (GI) October 14, 2023 Time for preparation & performance – 2.5 hrs (pd) 8 hrs (vol) Supplies: Free books and other pop-up library supplies Catherine and Pat O’Hea managed	In person / Offsite Participants: 60
Creature Double Feature Movie Event (A) October 14, 2023 Time for preparation & performance –5 hrs (pd) Supplies: Refreshments	In Person / Onsite Participants: 5

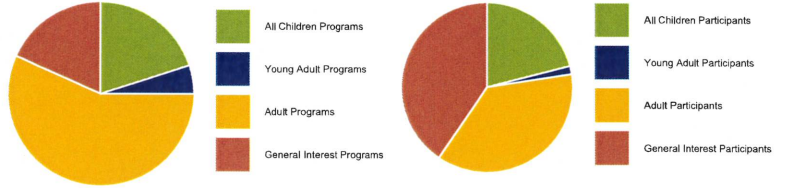
Wreath-it-up Donor Reception & Open House (A) October 15, 2023 Time for preparation & performance – .75 hrs (pd) 2 hrs (vol) Supplies: Cookies, beverages, napkins.	In Person / Onsite Attendance: 21
Halloween Fun: Creativity with Pen and Ink (A) October 17, 2023 Time for preparation & performance – .5 hr (pd) 22.25 hrs (vol) Supplies: Paper packets with instructions & illustrations; Camera & laptop Presented by Dianne Kramer	In person / Onsite Participants: 13
Beetlejuice: Halloween Movie Event (GI) October 21, 2023 Time for preparation & performance – .25 hr (pd) Supplies: Popcorn, soda, projections system and movie	In Person / Onsite Attendance: 4
Monday Movies: Little Women (A) October 23, 2023 Time for preparation & performance – .5 hr (pd) Supplies: Popcorn, soda, projections system and movie	In Person / Onsite Attendance: 2
Health and Wellness 365 (A) October 25, 2023 Time for preparation & performance – 1.25 hrs (pd) 2.5 hr (vol) Supplies: Colleen Lawler and Cindy Recker with the Northeast Iowa Area Agency on Aging presented this program.	In Person / Onsite Participants: 17
Owl Prowl at New Wine Park (A) October 25, 2023 Time for preparation & performance – 3 hrs (pd) 3 hrs (vol) Supplies: Partnership with Dubuque County Conservation	In person / Offsite Participants: 20
Pop-Up Library @ Ghouls Night Out (A) October 26, 2023 Time for preparation & performance – 4.5 hrs (pd) Supplies: Free books and other pop-up library supplies Hot cider and library swag for door prize	In person / Offsite Participants: 115
Halloween at the Library (C) October 28, 2023 Time for preparation & performance – 10.5 hrs (pd) Supplies: Candy, lamp, pencils, craft supplies Sponsored by Spoden Construction	In person / Onsite Participants: 118
Hotel Transylvania: Halloween Movie Event (C) October 28, 2023 Time for preparation & performance – .25 hr (pd) Supplies: Popcorn, soda, projections system and movie	In Person / Onsite Attendance: 0
Pop-Up Library @ Xavier Trunk or Treat (A) October 29, 2023 Time for preparation & performance – 4 hrs (pd) Supplies: Free books and other pop-up library supplies	In person / Offsite Participants: 455
Books for Treats Pop-up Library (A) October 31, 2023 Time for preparation & performance – 4 hrs (pd) 2.5 hrs (vol) Supplies: Free books and other pop-up library supplies	In person / Offsite Participants: 357

National Book Book Selfie / Photo Contest (GI) October 2023 Time for preparation & performance – .25 hrs (pd) Supplies: None (no submissions)	Passive Program Attendance: 0
Pets in Costume Photo Contest (GI) October 2023 Time for preparation & performance – .5 hrs (pd) Supplies: Drawing slips and prize	Passive Program Attendance: 3
StoryWalk® - "Shark in the Park!" (C) October 5-31, 2023 Time for preparation & performance –3 hrs (pd) Supplies: None (reused story)	Passive / outdoor program Attendance: 220
Coloring, Creating & Doing (A) October 2023 Time for preparation & performance – 3.25 hrs (pd) Supplies: Copies of coloring pages and activities	Passive program Kits distributed: 312
Get Puzzled @ Your Library (A) October 2023 Time for preparation & performance - .25 hrs (pd) Supplies: Puzzle NOTE: This Banned Books themed puzzle had more different individuals sign up to potentially win the puzzle than any we have shared since this program started. 30 different people signed up.	Passive program Participants: 88
Kids Can Craft: Spider Web Memo Board (C) September 2023 Time for preparation & performance –4 hrs (pd) 3 hrs (vol) Supplies: Cardboard, construction paper, twine, pipe cleaners, buttons, googly eye sticker	Passive / Recording / Make and Take Kits distributed: 50 Facebook Views / Engagements: 82/5 YouTube Views: 8
Creation Station Craft: Spork Bats (C) October 2023 Time for preparation & performance –1.5 hrs (pd) Supplies: Spork, construction paper, Ziploc baggies, sticker eyes, printed paper. Also put out previously made kits from basement	Passive / Recording / Make and Take Kits distributed: 161 Facebook Views / Engagements: 98/4 YouTube Views: 12
Programs held in September but still hosted and available to view or engage with on social media: October 1-31, 2023 – 3 programs	Facebook Views / Engagements: 52/2 YouTube Views: 5

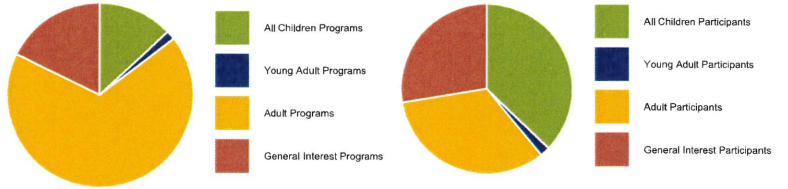
July					
Overview					
All Children Programs	21	27.27%	All Children Participants	812	40.76%
Young Adult Programs	2	2.6%	Young Adult Participants	7	0.35%
Adult Programs	44	57.14%	Adult Participants	695	34.89%
General Interest Programs	10	12.99%	General Interest Participants	478	24%
Total Programs	77		Total Participants	1992	



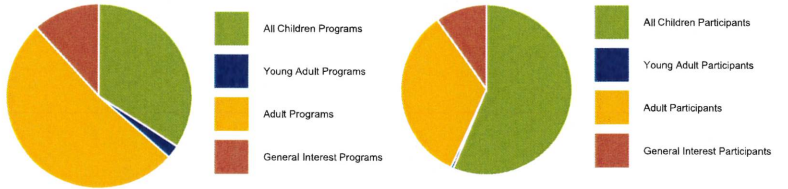
August					
Overview					
All Children Programs	12	20%	All Children Participants	331	20.94%
Young Adult Programs	3	5%	Young Adult Participants	25	1.58%
Adult Programs	34	56.67%	Adult Participants	584	36.94%
General Interest Programs	11	18.33%	General Interest Participants	641	40.54%
Total Programs	60		Total Participants	1581	



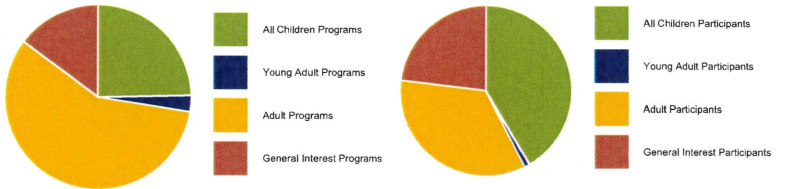
September					
Overview					
All Children Programs	8	12.9%	All Children Participants	695	37.21%
Young Adult Programs	1	1.61%	Young Adult Participants	35	1.87%
Adult Programs	42	67.74%	Adult Participants	622	33.3%
General Interest Programs	11	17.74%	General Interest Participants	516	27.62%
Total Programs	62		Total Participants	1868	



October					
Overview					
All Children Programs	29	34.12%	All Children Participants	1598	56.21%
Young Adult Programs	2	2.35%	Young Adult Participants	15	0.53%
Adult Programs	44	51.76%	Adult Participants	953	33.52%
General Interest Programs	10	11.76%	General Interest Participants	277	9.74%
Total Programs	85		Total Participants	2843	



Year in Review					
Overview					
All Children Programs	70	24.65%	All Children Participants	3436	41.48%
Young Adult Programs	8	2.82%	Young Adult Participants	82	0.99%
Adult Programs	164	57.75%	Adult Participants	2854	34.45%
General Interest Programs	42	14.79%	General Interest Participants	1912	23.08%
Total Programs	284		Total Participants	8284	



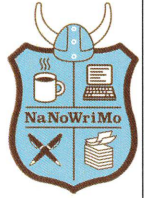
## Upcoming Events in November:

N

### **November is National Novel Writing Month (NaNoWriMo)**

NaNoWriMo is a fun, informal approach to creative writing, with participants working towards the goal of writing 50,000 words by 11:59 pm on November 30. It does not matter if you are writing a novel, a memoir, poetry, journaling or short stories! Writers are encouraged to register on the official NaNoWriMo website (adults at [nanowrimo.org](http://nanowrimo.org) and young adults at [ywp.nanowrimo.org](http://ywp.nanowrimo.org)) and take advantage of all their helpful tools which include Pep Talks from published authors and real time advice given over social media (to just name a few).

Want to participate in NaNoWriMo but need help registering online? Call the library and set up a time for library staff member Ann B. to help you. Registration is not required for participation but those who register will receive a special writing exercise that might get you unstuck in your writing. Need a place to write? Reserve one of our meeting rooms to work on your writing. We encourage you to get a buddy you can meet with weekly to share your writing and to encourage each other throughout the month with your goals. November 28th is the regular night for the library's local writing group, so the meeting will start by sharing NaNoWriMo progress. All are welcome to stay for the entire meeting.



**November 1—30: Kids Can Craft: Paper Chains.** Kids age 9 and up are invited to stop in the library and make a paper chain bracelet or keychain from candy wrappers or paper. There will be kits to take home if you don't wish to make the craft in the library. A video demonstration of this craft will be available to view on the JKPL Facebook and YouTube channel. Kits available while supplies last.

**November 1—30: Creation Station Craft: Corn Husk Dolls.** Stop in and craft in the Creation Station at the library or grab a kit and create at home! This month's craft is an imitation corn husk doll using raffia ribbon, string, beads, and feathers. Everything you need is included in the kit. A video demonstration will be available to view on the JKPL Facebook and YouTube channel. Kits available while supplies last.

**November 1—30: 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. If you want to work on the activities while at the library, colored pencils, markers, and more are available in the Creation Station or to check out from the front desk.

**November 1—30: Get Puzzled @ Your Library.** Stop in the library this month to help us put together a new jigsaw puzzle. This month's puzzle is *Timber Pass*. 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.

**November 1—30: International Games Month @ Your Library.** International Games Month (IGM) is an initiative run by volunteers from around the world to reconnect communities through their libraries around the educational, recreational, and social value of all types of games. Libraries, schools, community centers and other sites host special events during this month to encourage people to try different styles of gaming. The JKPL is celebrating by hosting various gaming events featuring video, board and card games. Plus, anyone who checks out a game during November, or attends one of these events, will be entered into a prize drawing! These events are open to all ages so bring the whole family!



**November 1 thru December 31: Westside Park StoryWalk®: "I Got the Christmas Spirit" by Connie Schofield-Morrison.** 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® 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.*

**November 1—12: Wreath-it-Up Silent Auction Continues!** The silent auction continues for the wreaths, wall hangings and other decorative items that were donated to this year's fundraiser. All items are on display in the library and photographs are posted on Facebook and the library's website at [www.dyersville.lib.ia.us](http://www.dyersville.lib.ia.us). Bids can be placed in person at the library, by calling the library, or emailing [librarian@dyersville.lib.ia.us](mailto:librarian@dyersville.lib.ia.us). The highest bid will be listed along with the photo of the item on the library's website. Bids will be updated daily on the website. The auction ends promptly at 3:00 pm on Sunday, November 12.



**Wednesdays and Mondays, November 1, 6, 8, 13, 15, 20, 22, 27, & 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 Wednesdays and last approximately 45 minutes. 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.

**Wednesdays, November 1, 8, 15, 22, & 29: 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](mailto: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.

**Wednesdays, November 1, 8, & 15: Family Evening Storytime @ 6:30 pm.** Parents and caregivers are encouraged to bring their children to the Fall 2023 sessions of Family Evening Storytime which is for children aged infant to five years old and their caregiver. Programs will run through November 15. Registration is requested but not required.



**Thursdays, November 2, 9, & 16: Wee Read Family Storytime @ 10:30 am.** Parents and caregivers are encouraged to bring their children to the Fall 2023 sessions of Wee Read Family Storytime which is for children aged infant to five years old and their caregiver. Programs will run through November 16. Registration is requested but not required.

**Thursdays, November 2 & 9: Unlocking Brain Fitness—KEYS to Dementia Prevention Continues from 1:00—3:00 pm.** Join us for this 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. The KEYS dementia prevention course was started at the YMCA of Greater Des Moines and will be presented by Vickie Tracey, RN, BS along with other local experts, including a dietician, fitness professional, health and wellness coach, and pharmacist. *Attendees must already be registered in order to attend.*

**Fridays, November 3, 10, 17, & 24: Euchre Card Party & Games from 1:00—3:30 pm.** Join us Friday afternoons for cards, dominoes, or other games in the Hoffman Room. Come meet, teach, and play with other players. The library has some games or you are welcome to bring your own.

**Saturday, November 4: Pop-up at the Dyersville Elementary School Craft and Vendor Fair from 9:00 am—2:00 pm.** Want to know more about what the James Kennedy Public Library has to offer? Interested in chatting with a librarian about services and programs? Would you like to buy some library themed tote bags, book journals, coasters, or bookmarks to support JKPL activities? Here is your opportunity! Stop by the JKPL booth at the DES Craft and Vendor Fair, located at 813 12th Ave SW, Dyersville, to get your questions answered, pick up a brochure about library services and / or a library card application, and check out the library themed items that are available to purchase.

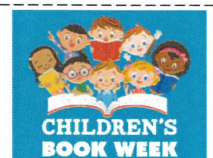


**Saturday, November 4: Movies @ Your Library presents "Barbie" @ 1:00 pm.** Barbie and Ken are having the time of their lives in the colorful and seemingly perfect world of Barbie Land. However, when they get a chance to go to the real world, they soon discover the joys and perils of living among humans. Rated PG-13 (122 minutes).



**November 6—12: Children's Book Week—Read Books. Spark Change**

Every Child a Reader and the Children's Book Council have announced the 2023 Children's Book Week slogan, *Read Books. Spark Change*, to showcase that books and stories have the power to inspire positive change. Families and children may visit the library to browse colorful displays of new books and play a fun library scavenger hunt game. Each child who finishes the scavenger hunt can turn it in at the checkout desk to collect a prize.



**Monday, November 6: 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 Librarian of Burned Books* by Brianna Labuskes. Copies of the book are available to borrow from the library. Participants are welcome to attend in person or remotely via Zoom. New members are welcome at any time. If you need a link to the Zoom room, please email [librarian@dyersville.lib.ia.us](mailto: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.

**Monday, November 6: Adult Crafternoon: Shell Angel from 1:00—3:00 pm.** Stop in the library to create an angel made from a shell. If you prefer, you can pick up a take-and-make kit and craft on your own at home. The instructional video for how to do the craft will be posted on both the library's Facebook and YouTube pages starting November 7th and kits will be available while supplies last.



**Tuesday, November 7: 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](mailto:Pzurawski@dyersville.lib.ia.us) by 2:00 pm the day of the program to receive the server invite.

**Wednesday, November 8: Upcycled Greeting Cards from 1:00—2:00 pm.** Want a unique card for someone special? Library staff member Ann B. will be on hand to show you how to use the front of an old greeting card combined with glue and cardstock to make an entirely new card. Each card kit includes a greeting card front with coordinating cardstock and an envelope. There are some kits ready to pick up at the circulation desk. Kits available while supplies last. Looking for something special? Ask and a kit can be put together for you.

**Saturday, November 11: Building Creativity One Block at a Time: a LEGO® program from 11:00 am—12:00 pm.** This month's theme is *Turkeys*. This program is for all ages but children under 7 must be accompanied by an adult or older partner. This 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.



**Sunday, November 12: Trading Card Game Hangout from 1:30—3:00 pm**

As part of International Games Month, come hang out with Librarian Paul and learn how to play various trading card games. Games include: Pokemon, Magic the Gathering, Keyforge, Digimon, Dragon Ball Super, and Yu-Gi-Oh. Demo decks for some of the games listed will be available for attendees to take home. Decks are donated by Dyersville Comics and Games.



**Sunday, November 12: Wreath-It-Up Fundraiser Closing Reception from 2:00—4:00 pm**

Stop in for refreshments and your last chance to bid on the wreaths, wall hangings, and tabletop home decor items that were donated for this year's Wreath-It-Up fundraiser. Bidding in person and by phone ends promptly at 3:00 pm on Sunday, November 12. All proceeds from this fundraiser will be used to support library services and collections.



**Monday, November 13: Celebrate World Kindness Day!** The purpose of World Kindness Day as outlined by the World Kindness Movement is "to highlight good deeds in the community focusing on the positive power and the common thread of kindness which binds us." Since its creation more than two decades ago, the day has achieved truly global notice; events associated with the day have attracted participants from every inhabited continent. Stop in at the JKPL starting today and pick up a Kindness Kit which will include information about why kindness matters, kindness cards you can cut out and give away, bookmarks, stickers, coloring pages, and other ideas for kind activities. Check out the display of kindness books. Kits will be available while supplies last.



**Monday, November 13 thru Friday, December 22: Layette Quilt Display and Sale**

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 or lap size quilts, as well as some larger sizes, made by the group will be on display at the library from November 13 thru December 22. These quilts will be available to purchase starting at \$25.00 (larger sizes are more) and proceeds will be split between the Layette Ladies group and the JKPL.



**Monday, November 13: Festive Garlands & Gnomes: Creativity with Pen and Ink @ 6:00 pm**

In this art class, led by Dianne Kramer, participants will learn how to draw festive foliage then use it to design a pretty seasonal garland. Gnomes will also make an appearance! No art experience is necessary! Each pattern in the class project will be broken down into easy-to-follow steps. This class is for adults and there is a maximum of 20 participants in the class. Registration is required to attend, please register by 4:00 pm on November 12. Attendees will need to bring the following materials: pencil, eraser, fine-tipped black pen, colored pencils. All other materials will be supplied.



**Tuesday, November 14: 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 *The View from Coral Cove* by Amy Clipston. 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 and haven't attended before, 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.

**Wednesday, November 15: 1000 Books Before Kindergarten Awards Ceremony @ 7:00 pm.** Children who are participating in *1000 Books Before Kindergarten* are being recognized at this family event after our regularly-scheduled family story time. Come for storytime at 6:30pm and stay for a brief award ceremony, or simply come to the ceremony. Achievement certificates and trophies will be handed out, and all children who attend will receive a goody bag. All ages are welcome to attend. The *1000 Books Before Kindergarten* program is funded by a grant from the Dubuque Racing Association and the Friends of the JKPL.

**Saturday, November 18: Family Movies @ Your Library presents "Elemental" @ 1:00 pm.** Welcome to Element City, where fire, water, land and air residents live together. Ember, a tough, quick-witted and fiery young woman, becomes friends with a fun, sappy, go-with-the-flow guy named Wade who challenges her beliefs about the world they live in. Rated PG (101 minutes).

**Saturday, November 18: Game Changer for Teens @ 4:00 pm**

Game Changer is a YouTube channel where participants engage in games involving improv comedy and random challenges. The twist is that the players don't know what game they are playing until it starts. Paul and Sam are bringing a version of this to the library for teens! For ages 12-18 only. Registration is required by November 17th to make sure we have enough attendees to hold the program. Want to watch but not play? Feel free to come be part of the audience.



**Sunday, November 19: Super Smash Bros Ultimate Tournament @ 1:30 pm**

As part of International Games Month, join us at the library for a chance to see who among your friends is the Smash Bros Champion! Rules for the tournament will be three stock lives, no items, random stage per fight. We will be using the Ultimate (Switch) version and players may only use standard switch grip controllers. For ages 10 and up. Program is limited to 16 participants so registration is requested. Walk-ins are welcome if space allows.



**Monday, November 20: 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, November 20: Cricut with Christopher presents Glass Snowmen @ 6:00 pm.** Come learn about the Cricut Maker from local expert Lisa Christopher and how to use the Cricut to make items (i.e. eyes, nose, arms, etc.) to decorate a glass snowman. 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 are welcome if space and materials allow. Cricut with Christopher will typically be held monthly on the third Monday of each month.



**Tuesday, November 21: Star Viewing at New Wine Park @ 6:00pm**

Join the JKPL and Dubuque County Conservation as we learn about objects within the night sky. Participants will then identify planets, stars, and constellations using both their eyes as well as telescopes provided by DCC.

- We will be outside for the entire 1.5 hour program so be sure to bundle up!
- If the sky is overcast on this night, the program will be canceled and then we will do our best to reschedule, if possible.
- Space is limited and a minimum of 8 people is required to hold this program so please register by noon on Monday, November 20.
- Participants will meet at the pavilion at New Wine Park, 16335 New Wine Park Lane, New Vienna. Once entering into the park, stay left.



**Thanksgiving Hours:**

**Wednesday, November 22:** Library closes @ 5:00 pm

**Thursday, November 23:** Library is closed



**Friday, November 24: Game Night @ Your Library from 6:00—9:00 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, November 25: Breakfast Burrito Grab and Go Fundraiser from 9:00—11:00 am**

Take a quick break from your local shopping to support your library by enjoying a breakfast burrito! \$5.00 gets you a delicious egg, sausage and cheese burrito. Weather permitting, a tent will be set up outside the library for this event. If not, step into the Hoffman Community Room to get your breakfast and support your library! All proceeds from this fundraiser will be used to support library services and collections. A special Thank You goes to Fareway of Dyersville for supporting this fundraiser! Burritos available while supplies last.



**Saturday, November 25: Small Business Saturday: Refueling Station from 9:30 am—2:30 pm**

Need a break from shopping? Stop in the library and relax with a warm beverage or snack. Grab a few moments of down time by working on the puzzle, coloring, reading or just relaxing.



**Monday, November 27: Monday Movies presents "The Book Thief" @ 1:00 pm.** Join us on the fourth Monday of each month for a special movie presentation. A young girl moves in with foster parents in Nazi Germany and shares her love of books that she has stolen with the Jewish man who has sought refuge in her new home. Based on the book by Markus Zusak. Rated PG-13. (131 min.)



**Monday, November 27: Strings Club @ 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, November 28: 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. If you want to participate via Zoom, please call the library by 5:30 pm on the day of the event.

**Wednesday, November 29: Health & Wellness 365: Holiday Tips & Tricks @ 11:00 am**

Colleen Lawler with the Northeast Iowa Area Agency on Aging will be at the library with tips and tricks for the upcoming holiday season. She will also give cooking tips for when you are short on time. Samples and recipes will be provided. All are welcome.



**Wednesday, November 29: Author Visit with Linda McCann @ 6:30 pm**

Iowa author & historian Linda McCann will be at the library speaking about her latest book *Rosie the Riveters of Iowa*. "Rosie the Riveter" was a nickname given to women who worked in factories during World War II. Nationwide, hundreds of factories were converted from their normal production into making something for the war effort. The men had gone to fight the war, so the women stepped up and worked in the factories. Over one hundred factories in Iowa hired women to turn out items for the war. This book includes more than twenty personal remembrances from these Iowa Rosies. Come learn what McCann found out about this interesting period of time as she shares their memories!



Find the latest information on library events and programs, go to [www.dyersville.lib.ia.us](http://www.dyersville.lib.ia.us), scan the QR code, contact the library directly at (563)875-8912 or email [librarian@dyersville.lib.ia.us](mailto:librarian@dyersville.lib.ia.us)  
Register for events online too!



# Upcoming EVENTS

## Cookie Walk Fundraiser Friday, December 1 thru Sunday, December 3

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 \$8.00 (or 24 for \$15.00). 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 library collections, programs and services.



Hours are:  
Friday from 1:00–5:00 pm  
Saturday from 10:00 am–6:00 pm  
Sunday from 1:00–4:00 pm

*Individual cookies along with prepackaged plates of cookies will be for sale at the Dyersville Downtown Winter Market as well!*

## Winter Holiday Fun Day Saturday, December 2 from 12:00–4:00 pm

Families and children of all ages are invited to the library for a fun afternoon of winter and holiday themed activities. Come and go as you are able! All ages welcome but children under 7 need an adult or mature teen companion.

- Supplies will be provided to decorate ornaments to give as gifts, color a beautiful picture and frame, and decorate gingerbread houses.
- 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 set up for pictures with a choice of winter or Christmas backgrounds.
- The Grinch and Cindy Lou Who will join us for photos!
- The day will conclude with an indoor snowball fight at 3:45 pm.



## Old Fashioned Christmas Sunday, December 10 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.



## A Whimsical Winter Wonderland: Creativity with Pen and Ink Tuesday, December 12 @ 6:00 pm

Join us for this special winter-themed art class led by Dianne Kramer. Participants will learn how to draw all things that say snowy winter days like gingerbread characters, glowing candles, mittens, snowmen, and more—images perfect for greeting cards, decorations, and personal journals. No art experience is necessary! Each image will be broken down into easy-to-follow steps.

- This class is for adults.
- There is a maximum of 18 participants in the class. Registration is required to attend, please register by 7:00 pm on December 11.
- Attendees will need to bring the following materials: pencil, eraser, fine-tipped black pen, colored pencils. All other materials will be supplied.



## Live Holiday Music Monday, December 18 @ 6:30 pm

Join us at the JKPL for this special event featuring local musicians who will perform some seasonal favorites to get you in the holiday spirit. Refreshments provided.



# November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>November is National Novel Writing Month &amp; International Games Month!</p>	<p>November 1—December 31 Westside Park StoryWalk®</p>	<p>Wreath-it-Up Fundraiser Silent Auction continues thru November 12</p>	<p>1 Strength Training @ 10am Sit &amp; Stitch from 1-3pm Family Storytime @ 6:30pm</p>	<p>2 Wee Read Family Storytime @ 10:30am Unlocking Brain Fitness @ 1pm</p>	<p>3 Euchre Card Party from 1-3:30pm</p>	<p>4 Pop-up Library at DES Craft Fair from 9am-2pm Barbie (PG-13) @ 1pm</p>
<p>5</p>	<p>6 Strength Training @ 10am Books For Lunch @ 12pm Adult Crafternoon from 1-3pm</p>	<p>7 Dungeons &amp; Dragons @ 6pm</p>	<p>8 Strength Training @ 10am Upcycled Greeting Cards from 1-2pm Sit &amp; Stitch from 1-3pm Family Storytime @ 6:30pm</p>	<p>9 Wee Read Family Storytime @ 10:30am Unlocking Brain Fitness @ 1pm</p>	<p>10 Euchre Card Party from 1-3:30pm</p>	<p>11 Building Creativity One Block at a Time: a LEGO® program from 11am-12pm</p>
Children's Book Week: November 6—12						
<p>12 Trading Card Game Hangout from 1:30-3pm Wreath-it-Up Fundraiser Closing Reception from 2-4pm</p>	<p>13 World Kindness Day Activity Kits available! Strength Training @ 10am Festive Garlands &amp; Gnomes @ 6pm Layette Quilt Display &amp; Sale begins!</p>	<p>14 A Novel Approach to Faith book club @ 7pm</p>	<p>15 Strength Training @ 10am Sit &amp; Stitch from 1-3pm Family Storytime @ 6:30pm 1000 Books Before Kindergarten Awards Ceremony @ 7pm</p>	<p>16 Wee Read Family Storytime @ 10:30am</p>	<p>17 Euchre Card Party from 1-3:30pm</p>	<p>18 Elemental (PG) @ 1pm Game Changer for Teens @ 4pm</p>
<p>19 Super Smash Bros Tournament @ 1:30pm</p>	<p>20 Strength Training @ 10am Bingo Party from 1-3pm Cricut with Christopher @ 6pm</p>	<p>21 Star Viewing @ 6pm</p>	<p>22 Strength Training @ 10am Sit &amp; Stitch from 1-3pm Library closes @ 5pm</p>	<p>23 Library is closed</p>	<p>24 Euchre Card Party from 1-3:30pm Game Night from 6-9pm</p>	<p>25 Breakfast Burrito Fundraiser from 9-11am Small Business Saturday Refueling Station from 9:30am-2:30pm</p>
<p>26</p>	<p>27 Strength Training @ 10am The Book Thief (PG-13) @ 1pm Strings Club @ 6pm</p>	<p>28 JKPL Writing Group @ 6:30pm</p>	<p>29 Strength Training @ 10am Health &amp; Wellness 365 @ 11am Sit &amp; Stitch from 1-3pm Author Linda McCann @ 6:30pm</p>	<p>30</p>	<p>November 1—30  <ul style="list-style-type: none"> <li>• Get Puzzled</li> <li>• Coloring, Creating, Doing</li> <li>• Paper chain bracelet craft kits</li> <li>• Corn Husk Dolls craft kits</li> </ul> </p>	

## **Tentative Schedule of Upcoming Events for DECEMBER 2023 and beyond**

**December 1-31: Kids Can Craft: Kinetic-Art Mobile.** Kids age 9 and up are invited to stop in the library and make a paper plate kinetic-art mobile with a Christmas twist. There will be kits to take home if you don't wish to make the craft in the library. A video demonstration of this craft will be available to view on the JKPL Facebook and YouTube channel. Kits available while supplies last.

**December 1-31: Creation Station Craft.** Stop in and craft in the Creation Station at the library or grab a kit and create at home! Kit includes most needed supplies and instructions. This month's project has not yet been confirmed. A video demonstration may also be available to view on the JKPL Facebook and YouTube channel. Kits available while supplies last.

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**Friday, December 1 - Sunday, December 3: 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 \$8.00 (or 24 for \$15.00). 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 library collections, programs and services. Hours are: Friday from 1-5 pm, Saturday from 10 am-6 pm, and Sunday from 1-4 pm.

**Saturday, December 2: Library will be open until 6:00 pm**

**Saturday, December 2: Winter Holiday Fun Day from 12:00 pm - 4:00 pm.** Families and children of all ages are invited to the library for a fun afternoon of winter and holiday themed activities. Come and go as you are able! All ages welcome but children under 7 need an adult or mature teen companion. Supplies will be provided to decorate ornaments to give as gifts, color a beautiful picture and frame, and decorate gingerbread houses. 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 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. Special guests The Grinch and Cindy Lou Who will join us for photos! The day will conclude with an indoor snowball fight at 3:45 pm.

**Saturday, December 2: Cookies at the Dyersville Downtown Winter Market and Town Festival from 12:00 to 4:00 pm.** The JKPL will be participating in this first Downtown Market Winter event by bringing the annual cookie walk fundraiser to the market! Stop by the JKPL booth and support the library while satisfying your sweet tooth. A variety of homemade cookies and sweet treats will be on a decorative plate, covered and decorated with a colorful bow. Each plate will be \$8.00 and include 12 items. Individual cookies will also be available for \$1.00 each - to grab and enjoy while wandering the market.

**Saturday, December 2: Dyersville Downtown Winter Market and Town Festival Pop-Up Library from 12 to 5 pm.** While enjoying the winter market activities, be sure to stop in the JKPL too! The Pop-Up Library with free books for all ages, will be set up inside the library, so be sure to stop in to select a free book to keep from the pop-up library. The JKPL Pop-Up Library is sponsored in part by a grant from the Dyersville Area Community Foundation and partnership with the Dyersville Campaign for Grade Level Reading and the Friends of the JKPL. The JKPL will also be escorting the Grinch and Cindy Lou Who in the parade at 5:00 pm.

**Mondays and Wednesdays, December 4, 6, 11, 13, 18, 20, 27: 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 Wednesdays 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.

**Monday, December 4: 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 *Eliza Starts a Rumor* by Jane Rosen. Copies of the book are available to borrow from the library. Participants are welcome to attend in person 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](mailto: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.

**Monday, December 4: Adult Crafternoon from 1:00-3:00 pm.** Join us this month to make a fun project. Stop in the library to create and take home your finished project. If you prefer, you can pick up a take-and-make kit and craft on your own at home. The instructional video for how to do the craft will be posted on both the library's Facebook and YouTube pages starting September 12th and kits will be available while supplies last.

**Tuesday, December 5: 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](mailto:Pzurawski@dyersville.lib.ia.us) by 2:00 pm the day of the program to receive the server invite.

**Wednesdays, December 6, 13, 20, 27 : 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](mailto: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.

**Wednesday, December 6: Upcycled Greeting Cards from 1:00-2:00 pm.** Want a unique card for someone special? Library staff member Ann B. will be on hand to show you how to use the front of an old greeting card combined with glue and cardstock to make an entirely new card. Each card kit includes a greeting card front with coordinating cardstock and an envelope. There are some kits ready to pick up at the circulation desk. Kits available while supplies last.

**Wednesday, December 6: Building Creativity One Block at a Time: a LEGO® program from 3:30 pm to 4:30 pm.** This month's theme is "It's Cold!". 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.

**Friday, December 8: National Brownie Day!** Every year brownie lovers celebrate National Brownie Day and this year the JKPL is joining the celebration. Activities to be announced.

**December 1—22: 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 22. These quilts are available to purchase starting at \$25.00 (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.

**Saturday, December 9: Family Christmas Movies @ Your Library presents "Jingle All the Way" @ 1:00 pm.** An absentminded father frantically tries to find a popular toy on Christmas Eve. Rated PG (94 minutes).

**Saturday, December 9: 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.

**Sunday, December 10: 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.

**Tuesday, December 12: A Whimsical Winter Wonderland: Creativity with Pen and Ink @ 6:00 pm.** Join us for this special winter-themed art class led by Dianne Kramer. Participants will learn how to draw all things that say snowy winter days like gingerbread characters, glowing candles, mittens, snowmen, and more – images perfect for greeting cards, decorations, and personal journals. No art experience is necessary! Each image will be broken down into easy-to-follow steps. This class is for adults and there is a maximum of 18 participants in the class. Registration is required to attend, please register by 7:00 pm on December 11. Attendees will need to bring the following materials: pencil, eraser, fine-tipped black pen, colored pencils. All other materials will be supplied. Come to the library to see a display of the types of drawings we'll do in class.

**Tuesday, December 12: 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 *The Metropolitan Affair* by Jocelyn Green. 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 and haven't attended before, 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.

**Wednesday, December 13: National Cocoa Day Celebration.** This time of year many people crave the sweet, dark, creamy beverage known as hot cocoa and this is a perfect occasion to indulge yourself! Stop by the library and enjoy a hot cup of cocoa at our cocoa bar! Other activities and details to be decided.

**Saturday, December 16: Christmas Movies @ Your Library presents "The Preacher's Wife" @ 1:00 pm.** Dudley is an angel who is sent to earth to help a young minister and his beautiful wife revive their marriage. But things take a twist when Dudley accidentally falls in love with the Preacher's wife. Rated PG (124 minutes).

**Monday, December 18: 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 18: Live Holiday Music @ 6:30 pm.** Join us at the JKPL for this special event featuring local musicians. Refreshments provided.

**Friday, December 22: 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.

**December 23, 24, 25:** Library is closed for Christmas

**Tuesday, December 26: 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. If you want to participate via Zoom, please register by 11:00 am on the day of the event at <https://bit.ly/JKPLwriting>.

**Tuesday, December 26: Family New Year Celebration Activity Kit.** Looking for ways to celebrate New Year's Day, 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 26th and will be available while supplies last.

**Sunday, December 31 & Monday, January 1:** Library is closed for New Year's Holiday

**Tuesday, January 2: National Science Fiction Day Celebration:** Celebrated on January 2 every year, National Science Fiction Day is a non-official holiday which celebrates everything science fiction in all forms including literature, art, television shows, and films. National SciFi Day also celebrates the birthday of the famed author Isaac Asimov. Activities to be decided.

**Tuesday, January 2: Winter Library Challenge Begins!** The JKPL is once again offering a winter library program during January and February. Program details to be decided.

**January 2 -21: Iowa Duck Stamp Contest Exhibit.** The library is happy to have on display the winners from the 2023 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 January 21. Come take a look at the work of these talented young artists!

**January 3 thru March 31: Westside Park StoryWalk®: "Sneezy the Snowman" by Maureen Wright.** (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. There will be a new story on the first of the month through November. 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.

**Monday, January 15 - February 29: 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 front desk or from the home page of the library's website ([www.dyersville.lib.ia.us](http://www.dyersville.lib.ia.us)). Not finding something you want to "love"? Bring your ideas to a librarian! Details to be confirmed.

**Monday, January 15: 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. Again this year, we are offering service for lunch as well as dinner. This year's event will again be carryout only. 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). Price is \$7.00 per meal or \$5.00 for a bowl of soup only. The soup is made and served by the JKPL Library Board and Fundraising Committee members. 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. Limited seating may be available for guests to eat on site. Thank you to donors and members of the community 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. Details to be confirmed

**Saturday, January 13: Come Fly A Drone from 10:00-11:00 am.** Want to try flying a drone? The Library has two drones available in the Library of Things Collection and want to give you a chance to fly one! Stop by the library and take one for a whirl around the Hoffmann Room! For ages 10 and up.

**Monday, January 29: National Puzzle Day Jigsaw Puzzle Competition @ 4:00 pm.** To celebrate National Puzzle Day, the JKPL has scheduled a Jigsaw Puzzle Competition! Sign up in teams of no more than four people and see who can complete the same 300 piece puzzle the fastest! Participants will get to keep the puzzle and the winning team will earn \$40.00 in Dyersville Dollars. Registration is requested as a maximum of eight (8) teams will be allowed. Walk-ins are welcome if space allows. Call or stop in the library to register your team. Refreshments provided. Note: If no one completes the puzzle by 7:30 pm, the team with the fewest unplaced pieces will win.

**Free Trees for Earth Day!** The JKPL is celebrating Earth Day this spring by participating in the 13th 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>. Note: The online registration form will be open in February. 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 (April 22nd). Planting instructions and species information will be emailed a few days prior to the trees arriving.

**Thursday, 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.

**February 18-24: National Engineers Week.** Activities to be decided.

**Saturday, February 17 (or 24): STEAMFest from 10:00 am to 3:00 pm.** Join us at the JKPL as we celebrate National Engineers Week with all things STEAM! All ages are invited to come to the library and discover some of the exciting S.T.E.A.M. (science, technology, engineering, art, and music) activities you can try out at the library! There will be different activities available throughout the day in different spaces of the library. Come for one or come for all! All ages welcome but some activities might have age guidelines or require an older companion for assistance. Date and details to be confirmed.

**Saturday, February 24: Mystery Dinner Theatre Fundraiser @ 6:30 pm.** Performance will be by the Brew Ha Ha Players. The meal will be catered by J & D Catering. The event will be held at the Dyersville Social Center. Snow date of March 2. Details to follow

**Sunday, February 25: 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. All ages welcome but those under age 6 must be accompanied by an adult. Date and details to be confirmed.

**Thursday, February 29: Leap Day!** Events and activities to be decided.

**March- Read Across America Event.** Activities to be decided.

**Saturday, March 23: 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, March 31: Library closed for Easter**

**Monday, April 8: Eclipse of the Sun!** Activities to be decided.



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

Fund Statement: 9/1/2023 through 9/30/2023

\*Investment returns and admin fees are usually updated by the 20th day of the following month.

<b>BEGINNING FUND BALANCE</b>	<b>15,702.95</b>
Gifts	0.00
Interest/Dividend Income	48.02
Realized Gains (Losses)	2.69
Unrealized Gains (Losses)	(637.08)
Other Income	0.00
Grants Approved	0.00
Investment & Admin Fees	(22.87)
Credit Card Fees	0.00
<b>ENDING FUND BALANCE</b>	<b>15,093.71</b>
Available to Spend	430.00


Gift Detail

Donor:	Date:	Amount:
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Grant Detail

Grantee:	Date:	Amount:
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• Connect •

Discover  Inspire

**JAMES KENNEDY**  
*Public Library*

# ANNUAL REPORT

## JULY 1, 2022—JUNE 30, 2023



### Message from the Library Board President, Catherine O’Hea

At the end of this summer, we said a profound goodbye to our cherished Youth Services Librarian, Kim Benton-Hermesen, when she retired after 34 years with the James Kennedy Public Library. Miss Kim had a guaranteed impact on our youth community and beyond. We are thankful for her time at JKPL and are excited for her to enjoy her well deserved retirement and the opportunity to spend more time with her family.

Saying goodbye also means we get to say hello to Christa Palm, our new Children’s Services Librarian. Christa has an impressive background that includes book editing, novel writing, and entrepreneurship. She became interested in becoming a librarian after regularly attending storytime with her two young children at Carnegie-Stout Public Library in Dubuque. Most recently she worked at Carnegie-Stout PL through a partnership with AmeriCorps. We look forward to Christa sharing her knowledge and experience to enhance our children’s services and programming. Stop by to meet Christa and hear more about her story!

Last I wanted to mention our Fundraising Committee has been hard at work presenting new events the public can enjoy and help support the library and the Dyersville community. We’ve had wonderful partners in O So Good Winery & Distillery for hosting Trivia Nights and Fareway for donating ingredients for the yummy breakfast burritos! A lot is happening that you don’t want to miss out on. Be sure to follow us on social media, check our website, or pick up a calendar of events for ongoing programs and events.



### MISSION STATEMENT

The James Kennedy Public Library enriches the Dyersville community by providing equal access to creative resources for entertainment and education.

### VISION STATEMENT

The James Kennedy Public Library helps create a thriving community to inspire curiosity, creativity, innovation, and connection.

# DISCOVER: WITH MATERIALS

## PRINT COLLECTION

- Books
- Large print books
- Magazines
- Newspapers

**BOOKS: 47,486**

**MAGAZINES/NEWSPAPERS: 111**



## AUDIOBOOK COLLECTION

- Books on CD
- Books on Playaway

**COLLECTION: 1,539**

## DVD & BLURAY COLLECTION

- Feature films for all ages
- Television series
- Documentaries, Exercise, & How-To

**COLLECTION: 4,385**

## GAMING & LIBRARY OF THINGS COLLECTION

- Console Games: Xbox, XboxOne, Wii, WiiU, Nintendo Switch
- Board Games
- Puzzles
- Puppets
- S.T.E.A.M. Items
- Kitchen equipment, tools, arts & crafts, & more!

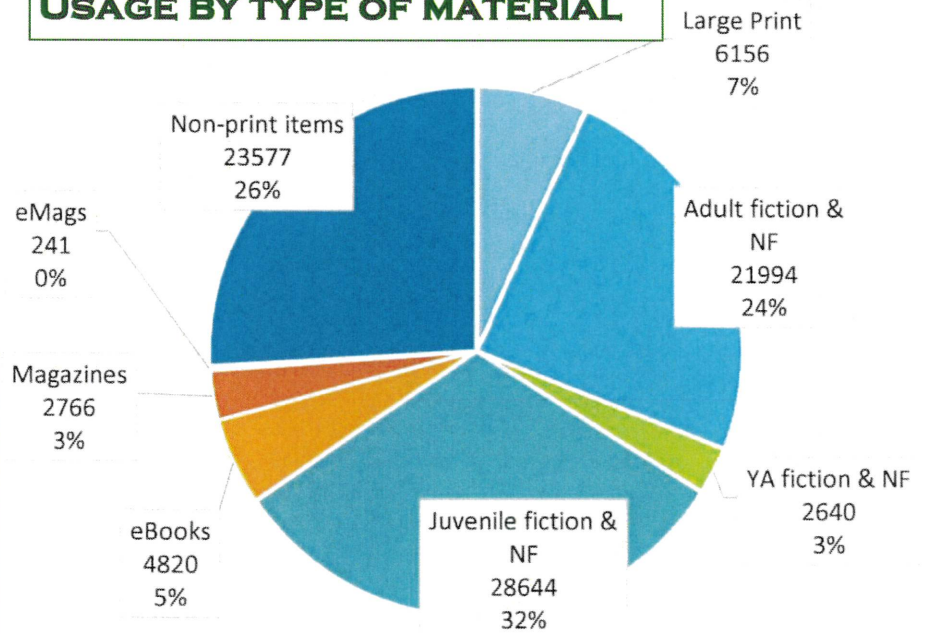
**COLLECTION: 1,309**

## DOWNLOADABLE MATERIALS

- 102,488 eBooks
- 45,808 eAudiobooks

Physical Items (print, audio, video, games, etc.) added to the Library Collection (both purchased & donated): **3,562**

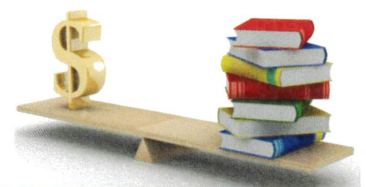
## USAGE BY TYPE OF MATERIAL



Number of Items of all types checked out from the JKPL

**99,281**

Total VALUE of items checked out: **\$3.47 Million!**



The average library card holder checked out **24** items. At a value of **\$35.00** per item, each library user saved **\$840!**

# CONNECT: WITH SERVICES

## DIGITAL COLLECTION / ELECTRONIC SERVICES

- eBooks and eAudiobooks: BRIDGES, Freading, & Hoopla
- eMagazines: BRIDGES
- Music: Hoopla
- Streaming Videos: Kanopy, & Hoopla
- Language Learning: Mango
- Newspaper Archives & Genealogy: Ancestry Library Edition & Dyersville Commercial Archives
- Databases: Global Road Warrior, A to Z World Culture, & A to Z World Food, Brainfuse, Niche Academy, G.O.L.D. Databases & more

**Used 15,654 times!**



## SOCIAL MEDIA

- Facebook
- Instagram
- Twitter
- YouTube
- Goodreads



## SPACE & EQUIPMENT AVAILABLE

- Meeting & study spaces
- Community spaces
- Gaming Equipment (Xbox & WiiU)
- Soft seating & fireplace
- Projection system
- Large screen TV & Bluray player
- Device charging station
- Train table

**MEETING SPACE USE: 693 GATHERINGS**

## COMPUTER SERVICES AVAILABLE

- Public Access Computers with Internet
- Children's Computers
- Laptops, Tablets, & Hotspots
- WiFi
- Library website with online catalog and account access

## COMPUTER USE

**4,041**  
Individual Internet Sessions

**1,860**  
Total Hours Used

**4,520**  
WiFi Use

**Number of People with  
Library Cards**

**4,097**

**Number of people entering  
the library**

**52,553**

**Number of Items  
Available (including  
electronic): 203,015**

# INSPIRE: WITH PROGRAMS

## PROGRAMS INSIDE & OUTSIDE THE LIBRARY

- Book Clubs and Author Visits
- Movie Showings
- Story Times, Wee Read, and OutReads
- Gaming Activities
- Computer & Technology Programs
- Speakers & Presentations for Life-long learning
- Crafting
- Senior Programs at MercyOne Dyersville & Ellen Kennedy Living Center
- Writing Events
- Seasonal Programs
- Storywalk®
- Pop-up Libraries
- STEAM Programs
- Take-and Make kits

## PROGRAM PARTICIPATION

Programs offered to children, teens, adults & seniors.

Live programs (in-person & virtual):  
**807 offered**  
**12,642 participated**

Passive (Storywalk®, Scavenger Hunts, Trivia Contests, Reading logs, etc.):  
**5,523 participants**

Take-and-Make kits & Coloring Sheets:  
**4,359 taken by patrons**

At a value of \$15 per live program, JKPL users saved \$189,630 while learning & playing at the library!

**Price** is what you pay. **Value** is what you get.

Warren Buffett // QuoteIsOn.com

Operating Budget

<b>Revenues:</b>	
Dyersville	\$484,268
Library Agency	\$9,155
State Funding	\$10,792
Fees (copier, printer, etc.)	\$3,481
<b>TOTAL</b>	<b>\$507,696</b>
<b>Expenditures:</b>	
Wages & benefits	\$390,657
Building (utilities & contracts)	\$37,441
Supplies & marketing	\$9,940
Equipment & repairs	\$8,684
Programs	\$2,038
Books & materials	\$58,936
<b>TOTAL OPERATING BUDGET</b>	<b>\$507,696</b>

## GRANTS:

The JKPL was awarded 4 grants this year for a total of \$6,945.

## FUNDRAISING:

The JKPL Fundraising Committee raised \$14,232 this year to enhance the library's collections & services!



Trust Account

Income	\$46,282
Expenditures	\$35,758
Remaining	\$89,268

**\$15,607**

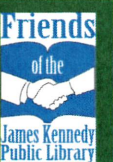


Endowment

59 Volunteers shared their time & talent at the library for 2,498 hours.



Friends of the Library sponsored over \$9,002 worth of special library services & programs. **THANK YOU!**



James Kennedy Public Library  
 320 1st Ave E. Dyersville, Iowa 52040  
 (563)875-8912  
 www.dyersville.lib.ia.us

**Fees at the James Kennedy Public Library: 11/01/23 PROPOSED**

8

**Fees for all customers:**

Copying and printing:

8 ½ x 11 black	.15 per side
8 ½ x 11 color	.50 per side
Legal or ledger black	.20 per side
Legal or ledger color	1.00 per side

**Scanning & Faxing**

Flat fee for up to 10 pages	1.00
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**Delete this fee structure and charge same as scanning: Faxing**

Sending first page	2.00
Sending additional pages	1.00 each
Receiving (printing)	Same as standard printing / copying fees
International faxing currently not available	

Microfilm Reader / Printer

Same as printing for USABLE prints (use of the machine is free)

Lost materials

Price for purchasing replacement copy plus \$5.00 processing fee

**Delete this fee: Lost library cards**

First replacement free, habitual replacement \$2.00 each

Earbuds	2.00
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**Delete these fees for replacements, replace with: Consumable Supplies (including those for Creation Station and Library of Things)**

- Sleeves (for audiobooks, console games, DVDs, & Blurays) - \$0.50
- Sleeve inserts (color copies) - \$1.50
- Audiobook cases - \$10.00
- Playaway cases - \$7.00
- Playaway lids - \$1.00
- DVD cases (single) - \$2.50
- Console game cases - \$3.00
- DVD cases (multiple disc) - \$4.50
- Bluray cases - \$1.50 \$2.00 each
- Book and CD case (small) - \$3.00
- Book and CD case (large) - \$4.00
- Barcodes - \$0.50
- Demco covers (small) - \$1.00
- Demco covers (large) - \$1.50
- Colibri covers (mini) - \$3.00
- Colibri covers (standard) - \$3.25
- Colibri covers (large) - 3.50



- **Supplies for Button Maker – \$0.30 to \$0.60 each / refer to Creation Station Documents**
- **Laminating - \$0.20 to \$0.25 each / refer to Creation Station Documents**
- **3Doodler - \$0.25 each for filament / refer to Creation Station Documents**

**Fees for non-residents:**

Full library services are provided with no service fees charged to the following:

- All residents of the city of Dyersville, and all non-resident individuals owning property in the City of Dyersville, and their spouses and children
- All residents of cities and / or counties having a contract with the James Kennedy Public Library
- All eligible non-residents who purchase a full-service membership

**Full service membership fee:**

- Eligibility:** All those who live outside of the City of Dyersville or who are otherwise not eligible for full service. Residents of Dubuque County whose taxing body does not provide for library service are not eligible to purchase membership.
- Fee:** Non-resident patron fees will be pro-rated at \$10.00 per month for a household, or \$5.00 per individual figured from the month of payment to the end of the fiscal year (\$120 for household for 12 months, \$60 for individual for 12 months)

**Fees for those not eligible for full service:**

- Holds and reserves:** \$1.00 per item, to be paid in advance.
- Computer use:** \$1.00 per half hour or any portion thereof.
- Interlibrary Loan:** Not eligible for service.

## Notes from October 24, 2023 meeting

Members of the JKPL Fundraising committee met at 7 pm on Tuesday, October 24, 2023. Participants were Alex Wieszorek, Kami Boffeli and Shirley Vonderhaar.

**If You Paint It, They Will Come Canvas Painting Fundraiser:** This event was scheduled for Thursday, October 12 @ 6:00 pm at the Field of Dreams. It was cancelled due to low registration. The committee discussed this event and decided it might be better to simplify and have participants make wooden designs with stencils rather than a painting. There was discussion of this being parent / child event with a baseball / softball theme in the spring. Kami will talk with some people that are more familiar with these types of events to gather more information and the committee will discuss again in January or February.

**Halloween Trivia Night Fundraiser at O So Good:** This event will be held on Friday, October 27 from 6:30 to 9:00 pm. Seven tables were sold, which is less than expected but still reasonable. Lisa Christopher has made table decorations, which can be taken home at the end of the evening. Shirley has put together library swag baskets as prizes for highest scoring library table – trivia; individual costume winner and group costume / table winner. Shirley will attend and help with set up. Alex will also attend and will speak on behalf of the library if invited.

**Wreath-it-up:** The Silent Auction for this event runs October 9 – November 12. As of 10/24, 24 items have been donated. Ribbon voting ends on November 4. There will be a reception with refreshments on November 12 from 2 to 3:30 pm. The auction will end promptly at 3 pm on that date. Alex and Shirley will manage the end of the auction and call the winners that aren't present.

**Breakfast Burritos for Small Business Saturday:** This event will be Saturday, November 25 from 9 to 11 am. Fareway is donating the ingredients and Kami will ask that they be delivered to library on November 20. Brenda is planning to be in charge of making the burritos but hasn't confirmed when or if she would like assistance. No one else from the committee is available that week so Shirley will reach out to Karen Kramer or other Board members if Brenda requests assistance. The committee confirmed that we will keep the price at \$5.00 per burrito. Weather permitting, we will set up the canopy and sell burritos outside the library. Otherwise, we will use the Hoffman Room. Paul will help set up on November 25 and Alex will manage the sales.

**Layette Lady's Quilt Sale:** This event is scheduled for November 13 to December 22. Shirley has confirmed this partnership with the Layette Group. They will bring in quilts to go on display in the magazine room on or before November 13. Quilt prices start at \$25 and go up based on size. \$10 for each sale goes to the library, the rest to the Layette group)

**Cookie Walk:** This event is scheduled for Friday, December 1 to Sunday, December 3. Hours will be Friday from 1 to 5 pm, Saturday from 10 am to 6 pm, and Sunday 1 to 4 pm. Library staff and volunteers will start contacting past donors, Friends, etc. the first week of November - encouraging them to donate 2 dozen or more cookies or other sweet treats. Price will be \$8.00 for 1 dozen or \$15 for 2 dozen. We will follow same process for plating in the library that we have the last couple of years – examples displayed under skylight with a form for people to identify which ones they want on their plate(s). One person will take money and put plates with cookies in bags and attach the bow. Another person will be in the game room and put the selected cookies on the plates. We will have 4 shifts at the library and will need at least 2 people for each shift. Shirley will send out an email to all Board members with the shifts,

asking for volunteers. If necessary, she will reach out to past Board members to volunteer as well. Depending on the donations received, additional plates of cookies will be available the week of the December 4 – while supplies last; and plates of cookies will be taken to business partners in the community as a thank you for their support in 2023. Shirley will check on supplies and order plates and basket bags if needed. Volunteers are also needed to make bows. Based on past experience, we will need about 300 dozen cookies, plates, bags and bows.

The Committee also decided to host a Cookie Booth at the Dyersville Downtown Winter Market. This is on Saturday, December 2 from 12 to 4 pm in the Dyersville Green Space (weather permitting) or Xavier Auditorium. We will take plates of 1 dozen cookies and sell those for \$8.00 each (no discount). We will also have some individual cookies available for \$1.00 each. The committee thought one person would be able to manage this booth and discussion was that if sales were going well, we could have someone take more plates down. People could also be reminded that more cookies would be available at the JKPL. Shirley will include working at the Market as one of the shifts in her email out to Board members.

**Winter Market Event:** The committee had previously talked about doing a gingerbread scene fundraiser similar to how we did the Book Art if there was a winter event. The committee decided again adding this to the schedule.

**Radio Interview:** The committee would like someone from the marketing committee to schedule and do a radio interview in late November about the upcoming events: Burrito Breakfast, Quilt Sale, and Cookie Walk. Alex agreed to pass that message on and encourage someone from the Marketing Committee to manage.

**T-shirt sales:** With the change in ownership at K & K logo, we will have to pay a screen charge each time we place an order so it will no longer be feasible to order t-shirts upon request. Because demand is low, the committee decided we would not work with a company on this. Shirley will check with Lisa Christopher to see if this is something we could do independently using the Cricut machine. If not, we will not include t-shirts as a fundraising option.

**Soup Lunch and Supper:** This carry-out event held for lunch and dinner (11:30 am – 1:00 pm and 4:30 to 6 pm) is tentatively scheduled for Monday, January 15, 2024.

**Mystery Dinner Theater:** This event will be held at the Social Center on Saturday, February 24, 2024 with a snow date of Saturday, March 2. The committee discussed potential performances available from the Brew Ha Ha Players. Initial thought was to do the western themed event. Shirley will get a list of options and descriptions to the committee to review. Decisions on performance and pricing will be made at the next committee meeting so that we can offer tickets before the Christmas holidays.

**Next Meeting:** To be decided.

## Marketing Committee Meeting Minutes: Monday, October 30 @ 5:30 pm

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

### 1. Karen Kramer Resignation

It has been our practice to adopt an item for the library's collection in honor of a board member who retires. Since Karen Kramer retired off the board last month I reached out to her to find out what she'd like us to adopt in honor of her service on the board. She chose a book about yoga for teens. I put a book plate in it acknowledging her service to the board.

### 2. Downtown Market Christmas Event

As part of the Christmas event on Saturday, December 2, they are planning a parade at 5pm. Paul put out a call to the teens on the advisory committee to see who would be willing to participate (no confirmations yet). We have coordinated with a current & former co-worker to dress as the Grinch and Cindy Lou Who for the parade. They will also be at the kid's party during the afternoon. Bill Vonderhaar has volunteered to drive his side-by-side, a trailer, or whatever we need in the parade. We need to figure out how to light it up as the parade floats are supposed to be lit and Alex said he has a power inverter that plugs into the power port that would be sufficient to power 2-3 strings of Christmas lights. Dawn will work with Bill Vonderhaar to set up and coordinate the float.

### 3. While You Wait Program status

Pat Ruden came in on October 9 and we reviewed the process. Together we pulled the books needed to start the program and she took them home to put bookplates in. She got all the books delivered to the 9 participating businesses the week of October 9. I've asked her to track for 6 months the number of books customers actually take home from the businesses so we can review how the program is doing.

### 4. Annual Report

The committee reviewed a copy of the annual report and answered questions Dawn had about information to include/exclude and also questions about valuing items. The final draft of the annual report is included in the November board packet.

### 5. Strategic plan goals

Dawn had questions for the committee about three of her strategic plan goals. The committee talked things through and made some suggestions.

## Programs Policy

**1. Introduction:** A library program is an event that promotes the use of library materials, facilities, or services and / or offers the community an informational, entertaining, or cultural experience. Programs are planned for the interest and enlightenment of all the people of the community. The James Kennedy Public Library strives to offer a variety of programs that reflect the broad range of community interests.

Priorities for library programming will be those programs that support the service directions that are part of the James Kennedy Public Library Strategic Plan:

- Know Your Community: Community Resources and Services
- Celebrate Diversity: Cultural Awareness
- Make Informed Decisions: Life Choices, Information Fluency, Job and Career Development, Be an Informed Citizen
- Express Creativity: Create and Share Content

**2. Age Groups:** Programs are conducted for people of all ages.

- Children's Programs:** Programs are conducted for children of all ages and their families for the purpose of promoting reading and the use of library resources and services, broadening literacy and language experience, and sharing the heritage of children's literature. Programs may also be offered based on patron request, or that would attract children to the library.
- Young Adult Programs:** Programs are conducted for teenagers (generally considered to be 6<sup>th</sup> – 12<sup>th</sup> grade) to promote reading and the use of library resources and services. Attention is also given to programs that address concerns and issues facing teenagers, programs that are requested by patrons, and programs that may attract teenagers to the library.
- Adult Programs:** A wide variety of programming is offered for adults of all ages, with priority given to programs that promote reading and literacy, the dissemination of information, and the appreciation of culture and the arts. Programs may also be offered that address the concerns and interests of the community, are based upon patron request, or that would attract adults to the library.

**3. Policies:**

**a. Fees:**

- Generally, library programs shall be free and open to the public. Optional charges may be levied for materials that the participants will keep or when required by a partner organization
- Public programs planned for library fund-raising may include an admission fee if such is approved by the Library Board of Trustees.

**b. Enrollment:**

- Attendance at programs shall not be restricted. The library may limit attendance based on age, gender, etc; or require adult supervision as deemed appropriate based on content, space and target audience of the program.

- Due to space limitations, some programs may have limited enrollment. In these cases, since Dyersville residents support the library through their tax dollars, when a program has limited capacity, first priority may be given to local residents.

**c. Outreach Programs:**

- The library may offer special or regular programs away from the library facility. These programs will typically be offered in partnership with another organization or to serve a special need.
- Examples of Outreach Programs may include but are not limited to visits to places that support the needs of senior citizens, visits to daycares and schools, and pop-up library activities.
- Programs may be offered on a regular basis (weekly / monthly) or be special one-time events.
- For any program that is offered regularly, guidelines will be developed defining what the program is, who is eligible to attend, how frequently the program will be offered, and how participants will be selected.

**d. Special requests:**

- The library provides special group tours or library orientations upon request and as staff and time permit. Some aspects of these programs may be planned jointly with the requesting group. All children's groups must be well supervised by the organization sponsoring the visit.
- The library may provide special programs regarding library collections, facilities, and services upon request.
- The library may offer program opportunities away from the library facility. Programs may be offered at a different location because of space needs or target audience.
- The library may partner with other organizations to provide programs. The library policies for programs will apply to any co-sponsored event.

**e. Comments and Concerns::**

A patron who objects to specific programs or content shall be directed to complete the form, "Statement of Concern", available from the library staff. The following steps will be followed in responding to any request for reconsideration:

1. Statements of Concern may be submitted only by those with a current JKPL Library Card.
2. After receipt of a "Statement of Concern" form, a committee comprised of the Library Director, the Library Board's Vice President and Secretary, and, at the Committee's discretion, a fourth person, will convene.
3. The committee will review the program in question and the JKPL Programs Policy, and make a decision on the request.
4. The programs will continue during the review process.
5. The Library Director will send a letter to the patron explaining the decision.

6. If the patron wishes to appeal the decision, he or she must bring the appeal to the Library Director, who will notify the Board at their next regular monthly meeting, and will place the appeal on the agenda of the following regular Board meeting, thereby allowing at least one full month for Board consideration.
7. Once program has been reviewed, the decision of the Library Board of Trustees is final and a program will not be reviewed again for five (5) years following a decision by the Board.

The library staff and the Library Board welcome comments about library programs and services. Persons are welcome to meet with the Director or attend Library Board meetings to discuss library programs and policies.

**f. Other:**

- Library programs may be cancelled or rescheduled due to low attendance, insufficient numbers registering, staff or presenter being unavailable, or other similar issues.
- When hosting public events, the James Kennedy Public Library reserves the right to take photos of the room and anyone in attendance. Attendance at library programs, events, or in library spaces constitutes consent to be photographed or filmed for use in in-house documentation of library events. Any photos or videos used in print or electronic publicity of the library can be used without consent as long as faces are not visible. James Kennedy Public Library will not identify adults visible in photos using a full name or personal identifying information without permission. No photos showing a child's face will be used nor will photos containing any identifying information of a child be used without written approval from a parent or legal guardian. Those present at library events where photos or video are being taken may ask to not be photographed or videotaped.
- Library programs will be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information should be general in nature. No solicitation of business is permitted.
- The sale of products at library programs is generally not allowed. There are two exceptions:
  1. Because the library wants to encourage reading, writing, and the appreciation of culture and because distribution channels for these materials are often lacking, writers, performers and artists may sell their own works at the library following the library program.
  2. The Friends of the James Kennedy Public Library may sell items at library programs they sponsor.

All program attendees are expected to abide by the rules described in the "Conduct in the Library" policy.

Adopted 6/2006, revised 2/2011, revised 11/2023

### STATEMENT OF CONCERN

The James Kennedy Public Library adheres to the Association for Rural And Small Libraries' *Access to Information Statement* and the accepted principles of intellectual freedom outlined in the American Library Association *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement*.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Individual represents (please select all that apply):*

Self: \_\_\_\_ Dependent child: \_\_\_\_ Group or Organization: \_\_\_\_\_

Please complete the information requested below. You may do so on this form, or in a separate document. If including other items, please be sure to include this signed form.

Format of resource on which you are commenting:

Book: \_\_\_\_ DVD: \_\_\_\_ Magazine: \_\_\_\_ Electronic Resource: \_\_\_\_ Program: \_\_\_\_

Display: \_\_\_\_ Other: \_\_\_\_\_

Please identify the resource you are objecting to. Please be sure to include enough information for us to readily identify the resource in question. For example, if it is a book, please indicate author, title and publisher; if it is a magazine, be sure to include specific issue; if it is a video, please indicate title and publisher; if it is a program or display, please describe activity and content.

Have you reach library policies related to your concern?

Have you reviewed the entire resource?

Why do you object to this resource? Please include specific details. (pages, content, words, pictures, etc.)

Are there specific areas or themes you find objectionable? Why?

Are there alternative resource(s) you would suggest that would provide additional information and / or other viewpoints on this topic?

What would you like your library to do about this resource?



Additional Comments:

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Signature of Complainant

The James Kennedy Public Library Board and Staff welcome feedback from patrons. Concerns will be handled promptly and courteously.

**PLEASE NOTE:**

- Prior to submitting this form, individuals should discuss or submit concerns about resources to the JKPL Library Director
- Only one resource may be listed per form
- This form may be submitted only by patrons with a current JKPL Library Card
- Once a resource has been reviewed, the decision of the Library Board of Trustees is final and a resource will not be reviewed again for five (5) years following a decision by the Board.

**Addendum to  
City of Dyersville Employee Policy Handbook,  
Section 14.1: Inclement Weather**

**Inclement Weather Policy and Emergency Procedures**

**I. Purpose**

The purpose of this policy is to assure that patrons will have safe access to the building and that the library will be adequately staffed during the hours the public expects it to be open.

**II. Building Safety**

The library front walk and emergency exit doors must be kept free of snow and ice to maintain safe access to the library building.

Under inclement weather conditions, library circulation desk staff should monitor the condition of the sidewalk and entrance hourly to determine safe access to the building.

The Director or Librarian on Duty will contact the appropriate personnel in the city offices (875-7724) if the sidewalks or doors need more attention than library staff can provide, or if the parking lot needs attention.

**III. Closings & Cancellations**

The library will be closed to the general public by the library director when safe access to the building or the parking lot cannot be maintained, when Dyersville government offices close or when the director closes the library in response to a weather warning. If the library director cannot be reached, the assistant director and / or Library Board President are also authorized to make this decision.

Library programs and use of library meeting spaces will be canceled in the event of a closing.

In the event of school delay or closing at either the Western Dubuque Community School District or the Dubuque Community School District, children's morning programs will be cancelled. Afternoon and / or evening programs will be cancelled at the discretion of the librarian responsible.

**IV. Staffing Expectations**

Library employees are expected to report to work at scheduled starting times under inclement weather conditions, such as snow storms, or any other circumstances unless they are excused by the library director.

Library employees will be treated the same as all other city employees regarding pay for time missed. Current practice is that the employee will not be paid for the time missed; however, he/she may use floating holiday, accumulated vacation time or comp time, or

casual leave, if available to them, in order to receive payment for time missed. They also have the option to make up the time missed within the work week.

## **EMERGENCY PROCEDURES:**

*Please note that the overriding priority is ensuring the safety of patrons and staff. If the urgency of the situation warrants, steps may be eliminated from these procedures.*

### **A. TORNADO**

#### **1. Tornado WATCH:**

Step 1: Notify library users as to areas affected and duration of the watch.

Step 2: Repeat information every 30 minutes or when new information becomes available.

Step 3: Continue to monitor the situation with the Weather radio and / or the Internet on your phone

#### **2. Tornado WARNING:**

Step 1: Notify library users as to areas affected and the duration of the warning.

Step 2: If the Weather radio, your phone with weather notifications, and / or emergency system siren indicate that Dyersville is part of the warning, then all ADULT patrons or children accompanied by a parent or guardian must either leave the library **OR** go to the tornado shelter (basement). Children under the age of 16 who are NOT accompanied by a parent/guardian **MUST** proceed to the shelter (basement) with Library staff.

Unaccompanied children may **NOT** leave the library in these circumstances.

NOTE: Staff should permit and encourage children to call their parents if and when you proceed to the shelter.

Step 3: Make certain that no one is left in Library.

Step 4: Lock the INSIDE doors and leave outside doors unlocked for people seeking shelter.

Step 5: Put "Weather Alert" signs on the outside doors.

Step 6: Take following items with you to shelter: weather radio, cell phone (if you have one), purse/keys, chairs (if needed), and a flashlight. The weather radio is located in the cabinet near the coat rack. Be sure to take your library keys so that you can access the phone located in the basement computer room.

Step 7: Turn on the Weather radio or use your phone to find information specific to Dubuque / Delaware County / Dyersville.

If the Weather radio or other emergency weather sources indicates that Dyersville is NOT included in the warning and the tornado siren has NOT gone off staff, may use their discretion as to whether patrons (adult and children) may be allowed to remain in the library or whether you will announce that they will have to choose between leaving the library (if an adult or accompanied child) or going to the shelter.

**NOTE: WHEN IN DOUBT IN THESE CIRCUMSTANCES, ERR ON THE SIDE OF CAUTION AND ORDER ALL UNACCOMPANIED CHILDREN TO GO TO**

**THE SHELTER, AND ALL ADULTS TO CHOOSE BETWEEN THE SHELTER AND LEAVING THE LIBRARY.**

If you decide to give patrons the option to stay in the library, walk through the library and provide information to all patrons as to the affected areas and duration of the warning and find out if they will stay. If any child chooses to go to the shelter they **MUST** be accompanied by a library staff person.

**B. FIRE:**

The library shall be inspected annually for fire safety. All exits from the library should be so marked, and all employees should know the location of and be versed in the use of a fire extinguisher.

In the event of a fire, employees should use their own discretion in the use of the fire extinguisher. If possible, employees are expected to escort all patrons from the library to a safe place. Fire alarms should be pulled and the fire department (911) should be notified as soon as possible.

**C. HEALTH EMERGENCIES:**

In the event of an accident or injury to a library patron or staff member, the librarian on duty is expected to act in a responsible manner. Depending on the seriousness of the accident or injury, the librarian should call 911, contact the appropriate care center, or contact a family member. If the librarian determines that the situation is beyond his / her ability to handle, s/he is to call 911 and the appropriate service organization (police, ambulance, etc.) for assistance. If the director is not on duty, s/he should be notified as soon as possible as to the situation.

**Note:** Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

Adopted 10/1988, revised 1/2008, 2/2011, 3/2014, 2/2017

Revised 2/2022, 11/2023

**CONSTITUTION AND BY-LAWS OF THE JAMES KENNEDY PUBLIC LIBRARY,  
DYERSVILLE, IOWA**

Article I (Name)

The name of this organization shall be the James Kennedy Public Library – Dyersville, Iowa.

Article II (Purpose)

The object of this organization shall be to promote and improve library service to residents of Dyersville, and to all towns and county organizations who have contracts with the James Kennedy Public Library -- Dyersville, Iowa.

Article III (Members)

This free public library of the city shall be under the control and direction of the Library Board of Trustees. The board shall consist of nine members who shall be appointed by the Mayor and with the approval of the Council. At least one and no more than two members may be nonresidents. As the terms of office of the board expire, the Mayor, with the approval of the Council shall appoint their successors, each of whom shall hold office until his successor is appointed and qualifies.

The term of office of any member shall commence on the first day of July of the year in which they are appointed. A term of office shall be for four (4) years. Vacancies occurring on the board through death, resignation, or permanent removal from the City or a contracting area shall be filled by the Mayor, with the approval of the Council, but such appointment shall be only for the remainder of the unexpired term.

Citizens and residents of the City of Dyersville, over the age of eighteen are alone eligible to membership on the board as resident trustees. The nonresident members of the board shall be citizens and residents over the age of eighteen from the areas which contract with the James Kennedy Public Library for Library Service. Members of the board shall receive no compensation for their services. In the event an area ceases to contract with the City, a nonresident trustee from that area shall cease as trustee at the same time the area's contract expires or terminates, and such vacancy shall be filled in the same manner as a resignation if any portion of such trustee's term remains.

Article IV (Officers)

Officers shall consist of a President, Vice-President, and Secretary. The President shall preside at all meetings, appoint committees, execute all documents authorized by the Board, and generally perform all duties associated with the office. In the absence or disability of the President, or of a vacancy in the Presidency, the Vice President shall assume and perform the duties of the President. The Secretary will record a true and accurate account of the proceedings of the Board of Trustees. In the absence or disability of the President and the Vice President, the

Secretary shall assume the duties of the President. The President and Secretary shall sign all disbursement lists prepared by the Director.

Election of officers shall be during a special meeting to be held immediately prior to the first regular Board meeting of the fiscal year. The sole purpose of this special meeting is election of officers. The new officers will assume their duties immediately thereafter. No elective officer shall hold the same office for more than three consecutive years. In the event of the death or resignation of any officer, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.

#### Article V (Committees)

The following are the standing committees of the Board. The Board President appoints members. Terms end in July.

##### Personnel Committee:

The Personnel Committee will serve in an advisory role for the Board and be a resource for the director and staff regarding personnel issues. Functions of this committee include but are not limited to:

- Drafting and / or revising personnel policies for Board approval
- Reviewing job descriptions
- Reviewing wage and salary structure
- Responding to formal written staff grievances against the library director or when an employee appeals a decision by the library director
- Performing other duties related to personnel issues as requested by the President of the Library Board of Trustees or by the Board as a whole

##### Furnishings, Art and Facility Committee:

The Furnishings, Art and Facility Committee will serve in an advisory role for the Board and be a resource for the director when recommending and reviewing issues regarding the library facility and the needs for furnishings, decorating, equipment, and technology in the library. Functions of this committee include but are not limited to:

- Reviewing and recommending solutions to facility related issues to the Library Board
- Reviewing and recommending changes in furnishings and equipment to the Library Board
- Making decisions regarding the acceptance of donated furnishings, equipment, art, and decorative items
- Approving the use of the Hoffman Display unit for other temporary displays
- Performing other duties related to library facilities and furnishing as requested by the President of the Library Board of Trustees or by the Board as a whole.

##### Policy Committee:

The Policy Committee will serve in an advisory role for the Board and be a resource for the director when recommending, reviewing and / or revising library policies. Functions of this committee include but are not limited to:

- Reviewing and recommending changes in existing policies to the Library Board

- Working with the director and / or designated staff in researching and creating new policies needed by the library
- Performing other duties related to the creation, review, approval, or explanation of policies as requested by the President of the Library Board of Trustees or by the Board as a whole.

#### Finance Committee:

The Finance Committee will serve in an advisory role for the Board and be a resource for the director when reviewing library finances. Functions of this committee include but are not limited to:

- Reviewing financial documents
- Working with the director and / or designated staff to create a proposed annual budget
- Performing other duties related to finance as requested by the President of the Library Board of Trustees or by the Board as a whole.

#### Marketing and Public Relations Committee:

The Marketing and Public Relations Committee will serve in an advisory role for the Board and be a resource for the director when marketing and publicizing the library services. Functions of this committee include but are not limited to:

- Reviewing marketing and promotional policies and plans
- Working with the library director and / or designated staff to implement marketing and public relations strategies, including special programs and activities
- Performing other duties related to marketing and public relations as requested by the President of the Library Board of Trustees or by the Board as a whole.

#### Fundraising Committee:

The Fundraising Committee will serve in an advisory role for the Board and be a resource for the director when selecting, planning, and implementing fundraising activities to support the work of the library. Functions of this committee include but are not limited to:

- Working with the library ~~director and~~ director and / or designated staff to research, select, plan and implement fundraising activities
- Work with the library director and / or designated staff to identify library needs and / or services that might be enhanced by utilizing outside funding sources and fundraising
- Performing other duties related to fundraising as requested by the President of the Library Board of Trustees or by the Board as a whole.

### Article VI (Meetings)

The library board shall meet at the James Kennedy Public Library on the second ~~Tuesday~~ Wednesday of each month. Meetings may be scheduled on alternate dates if needed. Special meetings may be called at the option of the officers. It is the responsibility of the President to set the date of the meeting, and of the Secretary to notify the members. Any member missing four

consecutive meetings without just excuse may be removed from the library board. Five members constitute a quorum. The Library director or representative shall be in attendance at all open meetings of the Board.

#### Article VII (Powers)

The Board of Trustees will comply with the Iowa Code in all questions of library law and governance and will further comply with the regulations set forth in the Code of Ordinances of the City of Dyersville, Iowa. Chapter 22 of the Code of Ordinance addresses the responsibilities of the Library Board of Trustees. Further, The Library Board of Trustees shall have exclusive control of the expenditure of all portions of the municipal funds allocated for library purposes by the council, and of the expenditure of all moneys available by gift or otherwise for the erection of library buildings, and of all other money belonging to the library fund, including gifts, donations, funds raised on behalf of the library through special activities, and grants.

#### Article VIII (Yearly Reports)

The board of trustees shall each year make to the council a report of the year ending June 30<sup>th</sup> giving a statement of the condition of the library, the number of books added thereof, the number circulated, and the amount of money expended in the maintenance thereof during such fiscal year, together with such further information as may be deemed important.

#### Article IX (Amendments)

These by-laws may be revised or amended at any regular meeting by a two-thirds vote, providing the proposed amendments are received by each library board member thirty days prior to the meeting.

#### Article X (Order of Business)

Robert's Rules of Order, revised, shall govern this association in general.  
Order of Business as follows:

Agenda

Agenda Consent Calendar

Correspondence and communications

Minutes

Librarian's report

Bills

Budget reports

Trust account reports

Program reports

Contract use reports

Grant reports

Friends of the James Kennedy Public Library reports

JKPL Endowment report

Old business



New business  
Committee reports and action items  
Upcoming meetings and training  
From the floor  
Adjournment

Adopted 2/25/87; revised 10/93; 10/98, 8/02, 11/03  
Revised 11/04, 3/05, 9/05, 11/09, 11/ 2014  
Reviewed 2/2019; revised 12/2020, 12/2023

## James Kennedy Public Library Strategic Plan – Update Procedure

Review and update current strategic plan:

1. Create a review committee consisting of no more than 25 individuals - 15 to 20 is preferred. Includes:
  - All Board members
  - Representative(s) from the Community (users or stakeholders)
  - Representative(s) from the Friends Group
  - Representative from City Government
  - Representative(s) from the Staff
  
2. Schedule a face to face meeting with this committee for January or February
  - Meeting will run 6 to 9 pm approximately
  - Will include a break
  - Provide snacks / beverages
  
3. Meeting activities:
  - Becky will talk to everyone about not being in their typical role, but more as a representative of the community as a whole.
  - Becky will review community insights that informed the last plan and facilitate a discussion about changes in the community since then, as well as changes in the library since then.
  - Director will review the plan item by item and will remove the objectives and tasks that are complete.
  - Becky will facilitate discussion regarding whether remaining items still fit with the community / library changes we identified, as well as why some things were not accomplished. Participants will vote on what to keep or tweak.

*NOTE: Generally, don't change the service responses, unless something is really different. Also, don't let them change very many goals. Mostly we are making suggestions of how to accomplish the goals that are in place, considering new staff, new conditions, etc. So, they are making suggestions for new objectives or activities, whatever you called them.*

Results are given to director and staff to write new objectives and tasks.
  
4. Library staff will meet independently to review the results of this community process and write new SMART objectives and tasks
  
5. Director will incorporate these changes into a document that is presented to the Board for review, discussion, edits and approval