

Hello all:

I am taking Friday, November 8, off to spend with my daughter so I am finishing up Board packets and posting them a day early. See you all Tuesday and have a great weekend!

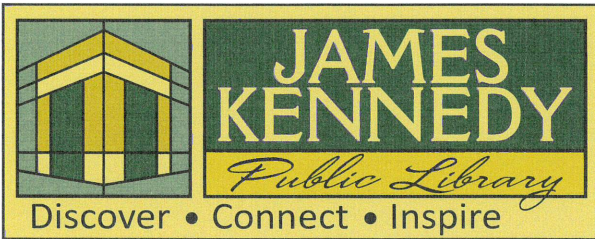
1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Correspondence & Communication - **None**
 - Approve minutes of Previous Meeting: October 8, 2019 - **A**
 - Approve October Librarian's Report - **B**
 - Approve Bills:
 - October Claims Report - **C**
 - Library Claims for November - **D**
 - October & November Credit Card Claims - **E**
 - Budget Reports
 - FY19 Final City Report – **F. The City transferred the roof repair expense out of the library capital line item and credited us for a returned check. This report reflects those adjustments.**
 - FY19 Final Library Report – **G – see note above. I am also including a revised June 2019 claims report as documentation**
 - October City Report - **H**
 - October Library Report – **I. The September group insurance shows double what it typically is so I have asked Tricia to investigate. I am assuming it is a duplicate of some kind but will report what I learn.**
 - Trust Account Reports
 - October Bank Statements – **J1 & 2**
 - October Balance Report - **K**
 - Trust Account Expenditure Report - **L**
 - October Donations Form - **M**
 - Program Reports
 - October Report on Programs and Attendance - **N**
 - November Calendar of events - **O**
 - Schedule for upcoming programs - **P**
 - Grant Report – **Nothing new to report**
 - Friends of the Library Report – **Friends met on November 4, 2019. The bus trip was a success, showing a profit of \$1702.72. Next year's trip will be to Guys and Dolls on September 23. Membership mailing is set for January 7 and Kay Tauke is the new membership chair. The winter**

book sale will be January 24-27. Joanne Oberbroeckling and Dianne Kramer have resigned from the Friends board so they will be looking for 2 or 3 new members.

4. Evaluation of Library Director
5. 2019 Iowa Public Library General Information Survey – **I emailed this out to you all at the end of October and am posting it separately on the website as it is a long document. Any questions?**
6. FY19 JKPL Annual Report – **Per the recommendation of the marketing committee, the FY19 Annual Report will be in the same format. This report should be ready for your review and approval at the meeting.**
7. Executive Committee Report
8. Finance Committee Report
9. Fundraising Committee Report
 - Notes from November 4, 2019 meeting
10. Furnishings, Art & Facilities Committee Report
 - Update on projects - **A member of the community has offer to donate up to \$1,000.00 to replace our water fountain with one that provides for filling bottles so I will be investigating options for this. Mr. Bird has responded that he preferred the book format for a memorial plaque so we will be moving forward with that as well.**
11. Marketing Committee Report
 - Notes from meeting on October 22, 2019
12. Personnel Committee Report
13. Policy Committee Report
 - Notes from November 4, 2019 meeting – **13A**
 - Consider approval of revised Collection Development Policy – **13B**
 - Consider approval of revised Service and Circulation Policy – with adjusted full-service card fees being effective 7/1/2020 – **13C**
14. Strategic Planning Report
15. Meetings and Training
 - Upcoming
 - Recently Attended – **Shirley and Paul attended the webinar on the new IAShires courier service**

16. Oral Presentations – **If there is time I would like to show you what the new library website will look like. Dawn is hoping to have it ready to go by the first of the year.**
17. Adjournment

Date of next regular meeting: Tuesday, December 11, 2018 7:00 pm



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Regular Library Board Meeting

November 12, 2019

7:00 pm
Program 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 8, 2019
 - Approve October Librarian's Report
 - Approve Bills:
 - October Claims Report
 - Library Claims for November
 - October & November Credit Card Claims
 - Budget Reports
 - FY19 Final City Report
 - FY19 Final Library Report
 - October City Report
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 - Schedule for upcoming programs
 - Grant Report
 - Friends of the Library Report
4. Evaluation of Library Director

5. 2019 Iowa Public Library General Information Survey
6. FY19 JKPL Annual Report
7. Executive Committee Report
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9. Fundraising Committee Report
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10. Furnishings, Art & Facilities Committee Report
 - Update on projects
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A

**James Kennedy Public Library
Board of Trustees
Minutes of the October 8, 2019 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, October 8, 2019 in the program room. Present: Mary Jane Meade, Karen Kramer, Catherine O’Hea, Sue Engelbrecht, Karen Tieskoetter, Angela English, Patrick Valant, and Director Shirley Vonderhaar. Absent: Mike Mullis and Joe Petsche.

1. President Mary Jane Meade called the meeting to order at 7:00 P.M.
2. Agenda: Sue Engelbrecht MOVED “approval of the Agenda” which motion was seconded by Karen Kramer and CARRIED. Ayes: Meade, Kramer, O’Hea, Engelbrecht, English, Valant, and Tieskoetter. Nays: None.
3. Agenda Consent Calendar
 - Correspondence & Communication: None
 - Minutes of Previous Meeting: September 17, 2019
 - August Librarian’s Report
 - Bills
 - September Claims Report
 - Library Claims for October
 - September & 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 Form
 - Coloring Book Fundraiser - \$5.00
 - Candy/Snack Sales - \$46.00
 - Leah McCool - \$75.02
 - Program Reports
 - September Report on Programs and Attendance
 - October Calendar of Events
 - Schedule for upcoming programs
 - Grant Report
 - LSTA Grant of \$10,000.00 for the Library of Things has completed closeout.
 - Alliant Grant of \$2000.00 for STEAM items has completed closeout.
 - Friends of the Library Report
 - Friends paid for the Dairy Barn at the 60th Anniversary Celebration.

4. Update on JKPL Endowment
 - Alan Bird made a donation to start the JKPL Endowment Fund. The fund is now live on the Community Foundation of Greater Dubuque website.
5. Update and possible action on library computer issues
 - Valant MOVED “approval to submit claim to insurance,” which was seconded by Karen Kramer. Roll Call Vote: Ayes: Meade, Kramer, O’Hea, Engelbrecht, Valant, and Tieskoetter. Nays: None. Abstain: English.
6. Appointment of Committee to Evaluate Library Director: Personnel Committee will facilitate the evaluation with all Board Member participation requested.
7. FY19 Iowa Public Library General Information Survey for JKPL: Due at the end of October. Will be e-mailed to Board prior to submitting.
8. Executive Committee Report: None.
9. Finance Committee Report: None.
10. Fundraising Committee Report
 - Wreath-It Up Event is ongoing.
 - Cookie Walk is scheduled for December 7. Please e-mail Shirley if you are able to help.
11. Furnishings, Art & Facilities Committee Report
 - A plaque will be placed in the library to honor the founding members of the library. Location and design to be determined.
 - Committee will seek input from TACKL group on best use of Teen Space Grant.
 - Discussed capital budget proposals for FY21 and FY22 to include general paint and carpet updates as well as HVAC updates.
12. Marketing Committee Report
 - 60th Anniversary Celebration was on October 5. Attendance was respectable even with poor weather conditions.
13. Personnel Committee Report: None
14. Policy Committee Report
 - Policies drafted for new Library of Things. MOTION from the committee to “approve the new and revised policies related to the Library of Things: Library of Things Collection Development and Circulation Policy (new), Library of Things Specialty Items Circulation Policy (replaces Miscellaneous Library Equipment Policy), Mobile Devices Circulation Policy (revised), Realia Circulation Policy (revised),” no second needed as motion was from the Committee and CARRIED. Ayes: Meade, Kramer, O’Hea, Engelbrecht, English, Valant, and Tieskoetter. Nays: None.
15. Strategic Planning Report: None
16. Meetings and Training
 - Shirley is planning to attend the State Library Learning Circuit on October 15.
17. Oral Presentations: None

18. English made motion to adjourn and seconded by Karen Tieskoetter. Meeting adjourned at 8:26 P.M.

Catherine O'Hea

JAMES KENNEDY PUBLIC LIBRARY MONTHLY REPORT
 Librarian's report to the Board of Trustees for the month October 2019

B

Additions:

Items purchased: 375 Items donated: 61 Year to date: 1,319
 Items donated previous YTD: 258 Items donated YTD: 182
 Items withdrawn: Books: 270 SCDs: 262 DVDs: 12
 Year to date: Books: 1,310 SCDs: 595 PAWs: 1 Kits: 43 DVDs: 21 Games: 42 Puzzles: 32
 New Library Cards Issued City: 10 Contractual: 2 Total: 12 YTD: 86
 Computer use: 364 hours; 663 sessions YTD: 1,918 hours; 2,965 sessions Previous YTD: 3,256 hours; 3,766 sessions
 Meeting Room Use: 224 Library Use: 103 Community Use: 121 YTD: 826 Previous YTD: 735
 Programs Held: 99 Attendance: 1946 people Library Visits: 6,633 YTD: 31,127 Prev. YTD: 32,475

Circulation:

Number of Items Loaned	10,664	Year to Date:	43,021
Previous Year Circ.	11,462	Previous YTD:	46,089
Difference (numerical):	-798	Difference (numerical):	-3,068
Difference (percentage):	-6.96%	Difference (percentage):	-6.66%

General Fund Receipts:	Current	Year to Date	Budgeted
Copier & Misc:	74.56	290.41	850.00
Computer Printing:	64.75	324.25	1,275.00
Reader/printer:	0.00	0.00	25.00
Fax:	59.00	298.55	900.00
Computer Use	19.00	75.00	250.00
Holds & Scans	12.00	59.00	100.00
Lost Books and Materials	128.43	370.20	1,000.00
Memberships	0.00	336.00	300.00
Agency Contract fees:	0.00	0.00	6,000.00
Iowa Direct State Aid, Enrich Iowa and Infrastructure Fund	0.00	0.00	12,950.00
Misc (including Creation Station):	11.15	20.15	300.00
Total:	\$368.89	\$1773.56	\$23,950.00

Trust Account Receipts:	Current	Year to Date
CB Donations:	11.81	36.71
Memorials:	0.00	0.00
History Books & Centennial Coins:	20.00	60.00
Adopt a book donations:	0.00	75.02
Friends donation:	40.55	194.90
Other: donations – soda & donation jar – Hoffman Room	9.00	300.50
Other: DACF grant for teen space	500.00	1,073.17
Other: fundraisers – candy & snack sales	116.00	196.00
Total:	\$697.36	\$1,936.30

SUMMARY OF ADDITIONS:

	LP	Adult Fiction	Adult Non-fiction	Young Adult Fiction	Juven. Fic	Juven Non-fiction	eBook & eAudio	A & YA Audio	Juv. Audio	A& YA Vid	Juv. Vid	CDs, Games Misc.	TOTAL
Curr. Month	25	125	47	24	86	26	6	14	0	44	11	28	436
2018 Month	26	129	33	24	57	4	0	23	2	28	14	5	345
Curr. YTD	81	337	109	111	314	68	15	39	0	129	38	78	1319
Prev. YTD	58	492	122	73	189	100	20	51	6	102	50	31	1294

SUMMARY OF CIRCULATION:

	LP	Adult Fiction & NF	YA Fiction & NF	Juven. Fiction & NF	eBks	Mags.	eMags	Total Print Items	eAudio	Adult and YA Audio	Juven. Audio & Kits	Adult & YA video	Juven. video & DVD	Games, Puppets, etc.	Grand Total
Curr. Month	905	2602	335	2712	251	236	10	7051	171	429	37	1637	842	497	10664
2018 month	817	2288	306	3336	349	365	23	7484	140	415	52	2061	849	461	11462
Difference	88	314	29	-624	-98	-129	-13	-433	31	14	-15	-424	-7	36	-798
Current YTD	2991	8998	1859	11916	1077	995	38	27874	736	1294	194	7281	3532	2110	43021
Prev. YTD	3105	8882	1626	13021	1206	1314	36	29190	556	1459	184	8636	3421	2643	46089
Difference	-114	116	233	-1105	-129	-319	2	-1316	180	-165	10	-1355	111	-533	-3068
Diff. %	-3.7%	1.3%	14.3%	-8.5%	-10.7%	-24.3%	NA	-4.5%	32.4%	-11.3%	5.4%	-15.7%	3.2%	-20.2%	-6.7%

Freegal Music Downloads: Oct: 18 downloaded & 1 streamed; 0 video Total FY= 144 **Bridges Video Downloads:** Oct: 0 Total FY = 2

Mango Language Use: Oct: 0 sessions; FY = 164 total sessions (includes mobile & computer) **Kanopy Video:** Oct: 50; FY = 89

Adventure Passes Requested: Oct: 1; FY = 12

C

**James Kennedy Public Library
October 2019 Claims Report**

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services	\$750.00
Black Hills	Gas / Heat	38.90
Alliant Energy	Electricity	1265.66
Mediacom	Internet & Phone	387.25
Total		\$2,441.81

Miscellaneous Bills

Check issued to:	Purpose	Amount
City Laundering	Mats	16.45
CEC	Fire Alarm Work	250.00
Boge Equipment	Lift Rental	250.00
CC - Sam's Club	Sports for craft	14.98
CC- Sam's Club	Utility shelves for LoT	179.94
CC - USPS	Postage	8.54
CC	Annual Fee	35.00
CC - NaNoWriMo	Program supplies	7.04
Total		\$761.95

October 2019 Budget	
October 2019 claims submitted	\$10,486.16
Utility and Contractual from Bills above	2,441.81
Miscellaneous Bills from above	761.95
Total wages and benefits	24,006.57
Total October 2019 expenses	\$37,696.49

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

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
Fund: 001 - GENERAL FUND					
Department: 410 - LIBRARY					
ASSOC FOR RURAL & SMALL LI...	10.10.2019	Dues - ARSL Annual Dues	001-5-410-4-62100	DUES	150.00
VONDERHAAR, SHIRLEY	10.25.2019	Training	001-5-410-4-62300	MEETINGS/TRAINING	91.56
AMAZON	11.01.2019 A	Computer Maintenance	001-5-410-4-63750	MAINTENANCE	67.47
EICK, ROBERT	19-08-RR	Maintenance - Computer - Ran...	001-5-410-4-63750	MAINTENANCE	10,000.00
MIDWEST BUSINESS PRODUCTS	25743529	Contracts - Copier	001-5-410-4-64316	CONTRACTS	149.15
POSTMASTER	10.28.2019	Supplies - Postage stamps	001-5-410-4-65060	OFFICE SUPPLIES	90.00
CARNEGIE-STOUT PUBLIC LIBR...	10092019D	Programs - Books	001-5-410-4-65060	OFFICE SUPPLIES	75.60
CARNEGIE-STOUT PUBLIC LIBR...	10102019D	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	126.90
CARNEGIE-STOUT PUBLIC LIBR...	10102019DY	Supplies - Marketing	001-5-410-4-65060	OFFICE SUPPLIES	288.00
HAWKINS MEMORIAL LIBRARY	1052	Supplies - Books for Program	001-5-410-4-65060	OFFICE SUPPLIES	12.41
AMAZON	11.01.2019 A	Misc Supplies	001-5-410-4-65060	OFFICE SUPPLIES	94.57
DYERSVILLE AREA CHAMBER O...	1193	Supplies - Marketing	001-5-410-4-65060	OFFICE SUPPLIES	50.00
K & K LOGO DESIGNS LTD.	152936	Supplies - Cleaning Fees	001-5-410-4-65060	OFFICE SUPPLIES	20.00
ACE HOMEWORKS	211399	Programs - L o T Supplies - Tot...	001-5-410-4-65060	OFFICE SUPPLIES	18.99
ACE HOMEWORKS	212011	Programs - L o T - Supplies - To...	001-5-410-4-65060	OFFICE SUPPLIES	47.97
ACE HOMEWORKS	212012	Programs - L o T Supplies - Tot...	001-5-410-4-65060	OFFICE SUPPLIES	16.99
DEMCO EDUCATIONAL CORP	6713762	Book Supplies	001-5-410-4-65060	OFFICE SUPPLIES	96.67
VANGUARD ID SYSTEMS	I500970	Supplies - Library Cards	001-5-410-4-65060	OFFICE SUPPLIES	1,172.15
MIDWEST BUSINESS PRODUCTS	INV788889	Supplies - Toner Shipping	001-5-410-4-65060	OFFICE SUPPLIES	12.97
OVERDRIVE	06497CO19206185	Electronic Media	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	321.99
GAZETTE COMMUNICATIONS	10.17.19	Subscriptions - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	382.68
ARTHRITIS TODAY	10.30.2019	Subscriptions - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	10.00
IOWA HISTORY JOURNAL	10.30.2019	Subscriptions - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	18.95
AMAZON	11.01.2019 A	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	299.70
AMAZON	11.01.2019 A	Subscriptions	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	51.90
AMAZON	11.01.2019 A	Games	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	104.21
AMAZON	11.01.2019 A	DVDs	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	440.60
AMAZON	11.01.2019 A	Smart Spaces	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	2.99
AMAZON	11.01.2019 A	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	87.04
AMAZON	11.01.2019 A	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	72.54
AMAZON	11.01.2019 A	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	23.14
AMAZON	11.01.2019	Subscriptions	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	41.95
CENTER POINT PUBLISHING	1730193	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	75.31
CENTER POINT PUBLISHING	1732720	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	36.75
BAKER & TAYLOR BOOKS	2034832881	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	140.58
BAKER & TAYLOR BOOKS	2034841851	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	535.21
BAKER & TAYLOR BOOKS	2034857588	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	108.83
BAKER & TAYLOR BOOKS	2034857588	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	9.59
BAKER & TAYLOR BOOKS	2034857745	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	10.19
BAKER & TAYLOR BOOKS	2034857745	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	287.18
BAKER & TAYLOR BOOKS	2034881877	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	127.81
BAKER & TAYLOR BOOKS	2034881877	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	41.60
BAKER & TAYLOR BOOKS	2034893338	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	68.57
BAKER & TAYLOR BOOKS	2034893338	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	69.87
INGRAM LIBRARY SERVICES	42134291	Books Returned	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-10.34
INGRAM LIBRARY SERVICES	42331321	Books - Returned	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-94.15
INGRAM LIBRARY SERVICES	67129317	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	33.78
INGRAM LIBRARY SERVICES	67129317	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	105.37
CENGAGE LEARNING	68672160	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	30.39
CENGAGE LEARNING	68680997	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	51.98
CENGAGE LEARNING	68750054	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	26.39
CENGAGE LEARNING	68758766	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	25.59

Expense Approval Register

Packet: APPKT00365 - November Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
CENGAGE LEARNING	68759582	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	390.28
RECORDED BOOKS LLC	76528096	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	26.95
RECORDED BOOKS LLC	76529958	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	44.99
RECORDED BOOKS LLC	76542875	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	31.50
Department 410 - LIBRARY Total:					16,613.31
Fund 001 - GENERAL FUND Total:					16,613.31

Fund: 002 - LIBRARY TRUST FUND

Department: 410 - LIBRARY

FAREWAY STORES INC.	00145191	Programs - Refreshments	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	2.99
EDWARDS, CAROL	10.07.2019	Programs - refreshments	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	18.79
DIE LAUGHING MURDER MYST...	10.28.19	Programs - Deposit - Murder ...	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	50.00
AMAZON	11.01.2019 A	Theisen's Grant	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	8.99
AMAZON	11.01.2019 A	Rardin Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	7.99
AMAZON	11.01.2019 A	Programs - Love My Library	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	80.64
AMAZON	11.01.2019 A	Programs - Library of Things	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	-35.27
KANOPY, INC.	172750PPU	Programs - Streaming Video	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	34.00
COVER ONE	18549	Programs - Book Repairs - LML	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	1,314.50
BAKER & TAYLOR BOOKS	2034832881	Tauke Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	32.48
BAKER & TAYLOR BOOKS	2034832881	Programs - Adopt a Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	14.56
BAKER & TAYLOR BOOKS	2034841851	Rardin Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	4.79
BAKER & TAYLOR BOOKS	2034841851	Programs	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	24.18
BAKER & TAYLOR BOOKS	2034857588	Memorials - Tauke	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	48.69
BAKER & TAYLOR BOOKS	2034857588	Programs - Adopt a Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	4.79
BAKER & TAYLOR BOOKS	2034881877	Tauke Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	47.58
BAKER & TAYLOR BOOKS	2034881877	Rardin Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	33.53
BAKER & TAYLOR BOOKS	2034881877	Programs	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	10.79
BAKER & TAYLOR BOOKS	2034893338	Tauke Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.12
4IMPRINT, INC	575229	Programs SLP Incentives	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	-25.00
LIBRARY IDEAS	72654	Programs - Read Along	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	2,316.90
4IMPRINT, INC	7778575	Programs - SLP Incentives	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	347.53
Department 410 - LIBRARY Total:					4,358.57
Fund 002 - LIBRARY TRUST FUND Total:					4,358.57
Grand Total:					20,971.88

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	16,613.31
002 - LIBRARY TRUST FUND	4,358.57
Grand Total:	20,971.88

Account Summary

Account Number	Account Name	Expense Amount
001-5-410-4-62100	DUES	150.00
001-5-410-4-62300	MEETINGS/TRAINING	91.56
001-5-410-4-63750	MAINTENANCE	10,067.47
001-5-410-4-64316	CONTRACTS	149.15
001-5-410-4-65060	OFFICE SUPPLIES	2,123.22
001-5-410-4-67701	BOOKS/FILMS/RECORDS/...	4,031.91
002-5-410-4-67700	LIBRARY TRUST EXPENDI...	4,358.57
Grand Total:		20,971.88

Project Account Summary

Project Account Key	Expense Amount
None	12,581.40
410AB	175.98
410AF	1,079.53
410AN	706.64
410DVD	440.60
410EM	321.99
410GAMES	104.21
410LP	636.69
410MEM	81.11
410PF	0.88
410PN	56.92
410SS	2.99
410SUB	505.48
410TAAB	86.80
410TGRANT	2,325.89
410TMEM	76.59
410TPROG	1,788.18
Grand Total:	20,971.88

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.

.....

President, Board of Trustees

.....

ATTEST: _____

Secretary, Board of Trustees

Date

E

Credit Card Claims for October & November 2019

Date	Vendor	Items	Amount
10/22/19	Mediacom	Phone & Internet	387.41
10/17/2019	Sam's Club	Halloween Candy	29.96
10/31/19	FaceBook	FB ads	1.11

June 2019
FY19 Final

F

Budget Report
Account Summary

For Fiscal: 2018-2019 Period Ending: 06/30/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND							
Expense							
001-5-410-4-60100	SALARIES	228,856.00	228,856.00	0.00	221,187.88	7,668.12	3.35 %
001-5-410-4-61100	FICA	14,189.00	14,189.00	0.00	13,300.54	888.46	6.26 %
001-5-410-4-61200	MEDICARE	3,318.00	3,318.00	0.00	3,110.55	207.45	6.25 %
001-5-410-4-61300	IPERS	21,604.00	21,604.00	0.00	20,844.02	759.98	3.52 %
001-5-410-4-61500	GROUP INSURANCE	35,700.00	35,700.00	0.00	38,653.72	-2,953.72	-8.27 %
001-5-410-4-61700	SUI	184.00	184.00	0.00	351.78	-167.78	-91.18 %
001-5-410-4-62100	DUES	900.00	900.00	0.00	849.50	50.50	5.61 %
001-5-410-4-62300	MEETINGS/TRAINING	2,500.00	2,500.00	0.00	2,878.90	-378.90	-15.16 %
001-5-410-4-63710	ELECTRICITY	14,000.00	14,000.00	0.00	13,294.48	705.52	5.04 %
001-5-410-4-63711	GAS HEAT	2,200.00	2,200.00	0.00	2,674.19	-474.19	-21.55 %
001-5-410-4-63730	TELEPHONE	2,200.00	2,200.00	0.00	4,671.32	-2,471.32	-112.33 %
001-5-410-4-63750	MAINTENANCE	5,300.00	5,300.00	0.00	7,489.86	-2,189.86	-41.32 %
001-5-410-4-64080	INSURANCE PREMIUM	7,344.00	7,344.00	0.00	5,507.00	1,837.00	25.01 %
001-5-410-4-64110	LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
001-5-410-4-64200	ELECTIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
001-5-410-4-64316	CONTRACTS	0.00	0.00	0.00	5,973.42	-5,973.42	0.00 %
001-5-410-4-64322	CONTRACTED SERVICES	8,220.00	8,220.00	0.00	8,080.00	140.00	1.70 %
001-5-410-4-65060	OFFICE SUPPLIES	20,000.00	20,000.00	0.00	14,773.55	5,226.45	26.13 %
001-5-410-4-67210	FURNITURE/FIXTURES	0.00	0.00	0.00	34.66	-34.66	0.00 %
001-5-410-4-67274	CAPITAL IMPROVEMENTS/EQUIPM	0.00	0.00	0.00	0.00	0.00	0.00 %
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIP	58,000.00	58,000.00	0.00	58,030.33	-30.33	-0.05 %
	Expense Total:	424,515.00	424,515.00	0.00	421,705.70	2,809.30	0.66 %
Fund: 001 - GENERAL FUND Total:		424,515.00	424,515.00	0.00	421,705.70	2,809.30	0.66 %
Fund: 002 - LIBRARY TRUST FUND							
Expense							
002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	30,000.00	30,000.00	0.00	11,906.01	18,093.99	60.31 %
	Expense Total:	30,000.00	30,000.00	0.00	11,906.01	18,093.99	60.31 %
Fund: 002 - LIBRARY TRUST FUND Total:		30,000.00	30,000.00	0.00	11,906.01	18,093.99	60.31 %
Report Total:		454,515.00	454,515.00	0.00	433,611.71	20,903.29	4.60 %

Updated
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James Kennedy Public Library FY19 Operating Budget								
	FY19	April	May	June	Received to date	Difference	% Expended To date	FY18 Expense thru June 18
ESTIMATED REVENUES:								
Dubuque County Library Agency	5,000.00	0.00	0.00	0.00	4,691.91	308.09		5,940.16
Fees from copier, R/P, etc.	5,000.00	431.21	583.89	162.52	4,732.28	267.72		5,213.12
Open Access	12,400.00	0.00	0.00	0.00	10,458.17	1,941.83		12,327.99
Access Plus / ILL	600.00	0.00	0.00	0.00	441.45	158.55		560.25
Direct State Aid	1,800.00	0.00	0.00	0.00	1,990.83	-190.83		1,883.95
TOTAL:	24,800.00	431.21	583.89	162.52	22,314.64	2,485.36		25,925.47
					22,314.64	2,485.36		25,925.47
ESTIMATED EXPENDITURES:								
PERSONAL SERVICES								
					Spent to date	Remaining		Spent to date
Wages	228,856.00	17,209.29	21,431.01	17,884.00	221,187.88	7,668.12	96.6%	215,673.67
FICA	14,189.00	1,032.37	1,294.13	1,074.19	13,300.54	888.46	93.7%	13,181.79
Medicare	3,318.00	241.44	302.63	251.23	3,110.55	207.45	93.7%	2,796.01
IPERS	21,604.00	1,626.27	2,025.27	1,690.06	20,844.02	759.98	96.5%	19,260.00
SUI	184.00	71.84	21.41	16.53	351.78	-167.78	191.2%	186.54
Group Insurance	35,700.00	3,382.31	3,382.31	3,457.62	38,653.72	-2,953.72	108.3%	38,043.88
Meetings and training	2,500.00	50.00	275.00	451.24	2,878.90	-378.90	115.2%	2,768.32
Dues and memberships	900.00	0.00	131.50	15.00	849.50	50.50	94.4%	662.00
TOTAL:	307,251.00	23,613.52	28,863.26	24,839.87	301,176.89	6,074.11	98.0%	292,572.21
					301,176.89	6,074.11		292,572.21
CONTRACTUAL SERVICES:								
Utilities (telephone)	2,200.00	385.99	385.68	771.36	4,671.32	-2,471.32	212.3%	3,422.31
Electricity	14,000.00	897.64	848.71	959.55	13,294.48	705.52	95.0%	11,592.84
Gas / Heat	2,200.00	279.19	113.66	33.55	2,674.19	-474.19	121.6%	2,318.81
Insurance (bldg)	7,344.00	0.00	5,507.00	0.00	5,507.00	1,837.00	75.0%	4,592.00
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	NA	0.00
Custodial services	8,000.00	600.00	750.00	750.00	7,800.00	200.00	97.5%	7,650.00
Window cleaning	220.00	0.00	60.00	0.00	280.00	-60.00	127.3%	220.00
Service / Maintenance Contracts	5,300.00	288.96	1,794.48	1,543.59	5,973.42	-673.42	112.7%	5,729.79
TOTAL:	39,264.00	2,451.78	9,459.53	4,058.05	40,200.41	-936.41	102.4%	35,525.75
					40,200.41	-936.41		35,525.75
SUPPLIES:								
General library supplies	10,000.00	852.70	1,013.89	1,689.41	10,846.56	-846.56	108.5%	11,713.74
Program fees & supplies	2,500.00	608.84	597.12	376.83	2,917.31	-417.31	116.7%	2,180.32
Marketing & advertising	1,500.00	50.83	16.50	295.97	1,009.68	490.32	67.3%	1,104.89
Maintenance and Repairs	6,000.00	34.66	0.00	1,988.49	7,524.52	-1,524.52	125.4%	4,323.47
TOTAL	20,000.00	1,547.03	1,627.51	4,350.70	22,298.07	-2,298.07	111.5%	19,322.42
					22,298.07	-2,298.07		19,322.42
BOOKS AND MATERIALS								
Adult fiction	8,000.00	642.44	822.86	1,222.29	9,636.42	-1,636.42	120.5%	9,467.50
Adult nonfiction	5,000.00	350.61	879.17	547.33	5,034.39	-34.39	100.7%	5,591.58
YA fiction	1,800.00	0.00	281.69	813.62	2,448.83	-648.83	136.0%	2,203.95
YA nonfiction	800.00	0.00	76.52	395.56	522.75	277.25	65.3%	444.44
Juvenile fiction	7,100.00	10.48	667.00	1,625.06	6,640.99	459.01	93.5%	7,779.56
Juvenile nonfiction	3,300.00	0.00	0.00	242.92	3,336.12	-36.12	101.1%	3,632.19
Large Print	4,000.00	-36.35	269.81	1,101.18	3,056.30	943.70	76.4%	2,274.44
Electronic media (ebooks, etc.)	5,000.00	0.00	0.00	1,598.57	5,367.93	-367.93	107.4%	4,634.41
Reference & electronic databases	5,000.00	0.00	0.00	0.00	4,972.60	27.40	99.5%	5,211.00
Periodicals and newspapers	4,000.00	717.38	1,209.15	85.44	4,139.61	-139.61	103.5%	3,832.19
Audiobooks (CD, playaway)	3,700.00	328.48	343.63	220.19	3,950.19	-250.19	106.8%	3,966.62
Software & Gaming	2,000.00	477.85	2.99	0.00	2,010.12	-10.12	100.5%	1,581.62
DVDs	6,500.00	646.44	770.20	789.26	6,295.82	204.18	96.9%	6,648.64
SS / Creation Station	1,800.00	-15.00	69.05	161.98	618.26	1,181.74	34.3%	
TOTAL:	58,000.00	3,122.33	5,392.07	8,803.40	58,030.33	-30.33	100.1%	57,268.14
					58,030.33	-30.33		57,268.14
TOTAL EXPENDITURES:	424,515.00	30,734.66	45,342.37	42,052.02	421,705.70	2,809.30	99.3%	404,688.52
TOTAL REVENUES:	24,800.00	431.21	583.89	162.52	22,314.64	2,485.36	90.0%	25,925.47
ACTUAL ASKING	399,715.00	30,303.45	44,758.48	41,889.50	399,391.06	323.94	99.9%	378,763.05
Capital Improvement				-12,040.00	0.00			16,331.85
Total Expenditures	424,515.00	30,734.66	45,342.37	30,012.02	421,705.70	2,809.30		421,020.37

G-2

**James Kennedy Public Library
June 2019 Claims Report - UPDATED**

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services	\$600.00
Black Hills	Gas / Heat	33.55
Alliant Energy	Electricity	959.55
Mediacom	Internet & Phone	385.68
Total		\$1978.78

Miscellaneous Bills

Check issued to:	Purpose	Amount
City Laundering	Mats	\$14.95
Pitney Bowes	Shipping supplies	19.63
Pitney Bowes	Meter rental	68.55
UPS	Shipping charges	11.51
American Trust / CC	Scorecard Cash back	-40.00
American Trust / CC	Hayneedle for bookshelf	226.81
<i>Movie License</i>	<i>Credit for returned check</i>	<i>-138.78</i>
<i>Ament</i>	<i>Invoice transferred to city</i>	<i>-12,040.00</i>
Total		-\$11,877.33

June 2019 Budget	
June 2019 claims submitted pd 6/17/19	\$10,080.53
June 2019 claims submitted pd 6/24/19	5,456.41
Utility and Contractual from Bills above	1,978.78
Miscellaneous Bills from above	-\$11,877.33
Total wages and benefits	24,373.63
Total June 2019 expenses	\$30,012.02

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

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND							
Expense							
<u>001-5-410-4-60100</u>	SALARIES	237,059.00	237,059.00	17,642.41	75,196.37	161,862.63	68.28 %
<u>001-5-410-4-61100</u>	FICA	14,698.00	14,698.00	1,059.23	4,523.83	10,174.17	69.22 %
<u>001-5-410-4-61200</u>	MEDICARE	3,437.00	3,437.00	247.74	1,058.06	2,378.94	69.22 %
<u>001-5-410-4-61300</u>	IPERS	22,378.00	22,378.00	1,665.45	7,098.53	15,279.47	68.28 %
<u>001-5-410-4-61500</u>	GROUP INSURANCE	40,757.00	40,757.00	3,382.31	16,760.93	23,996.07	58.88 %
<u>001-5-410-4-61700</u>	SUI	188.00	188.00	9.43	105.30	82.70	43.99 %
<u>001-5-410-4-62100</u>	DUES	750.00	750.00	0.00	0.00	750.00	100.00 %
<u>001-5-410-4-62300</u>	MEETINGS/TRAINING	2,500.00	2,500.00	85.82	484.62	2,015.38	80.62 %
<u>001-5-410-4-63710</u>	ELECTRICITY	14,000.00	14,000.00	1,265.66	5,945.70	8,054.30	57.53 %
<u>001-5-410-4-63711</u>	GAS HEAT	2,500.00	2,500.00	38.90	149.44	2,350.56	94.02 %
<u>001-5-410-4-63730</u>	TELEPHONE	700.00	700.00	387.25	1,161.65	-461.65	-65.95 %
<u>001-5-410-4-63750</u>	MAINTENANCE	9,000.00	9,000.00	500.00	15,318.62	-6,318.62	-70.21 %
<u>001-5-410-4-64080</u>	INSURANCE PREMIUM	7,711.00	7,711.00	0.00	0.00	7,711.00	100.00 %
<u>001-5-410-4-64316</u>	CONTRACTS	0.00	0.00	144.48	564.63	-564.63	0.00 %
<u>001-5-410-4-64322</u>	CONTRACTED SERVICES	8,220.00	8,220.00	915.00	2,715.00	5,505.00	66.97 %
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES	21,000.00	21,000.00	2,687.75	6,174.23	14,825.77	70.60 %
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIP	59,740.00	59,740.00	7,665.06	20,270.46	39,469.54	66.07 %
	Expense Total:	444,638.00	444,638.00	37,696.49	157,527.37	287,110.63	64.57 %
	Fund: 001 - GENERAL FUND Total:	444,638.00	444,638.00	37,696.49	157,527.37	287,110.63	64.57 %
Fund: 002 - LIBRARY TRUST FUND							
Expense							
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	30,000.00	30,000.00	1,150.71	14,956.21	15,043.79	50.15 %
	Expense Total:	30,000.00	30,000.00	1,150.71	14,956.21	15,043.79	50.15 %
	Fund: 002 - LIBRARY TRUST FUND Total:	30,000.00	30,000.00	1,150.71	14,956.21	15,043.79	50.15 %
	Report Total:	474,638.00	474,638.00	38,847.20	172,483.58	302,154.42	63.66 %

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James Kennedy Public Library FY20 Operating Budget							
	FY20	September	October	Nov (est)	Received to date	Difference	% Expended To date
ESTIMATED REVENUES:							
Dubuque County Library Agency	6,000.00	0.00	0.00	0.00	0.00	6,000.00	
Fees from copier, R/P, etc.	5,000.00	354.37	368.89	300.00	1,773.56	3,226.44	
Open Access	10,500.00	0.00	0.00	0.00	0.00	10,500.00	
Access Plus / ILL	450.00	0.00	0.00	0.00	0.00	450.00	
Direct State Aid	2,000.00	0.00	0.00	0.00	0.00	2,000.00	
TOTAL:	23,950.00	354.37	368.89	300.00	1,773.56	22,176.44	
					1,773.56	22,176.44	
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES					Spent to date	Remaining	
Wages	237,059.00	17,453.98	17,642.41	23,000.00	75,196.37	161,862.63	31.7%
FICA	14,698.00	1,047.59	1,059.23	1,426.00	4,523.83	10,174.17	30.8%
Medicare	3,437.00	245.01	247.74	333.50	1,058.06	2,378.94	30.8%
IPERS	22,378.00	1,647.65	1,665.45	2,171.20	7,098.53	15,279.47	31.7%
SUI	188.00	11.89	9.43	23.00	105.30	82.70	56.0%
Group Insurance	40,757.00	6,689.31	3,382.31	3,383.00	16,760.93	23,996.07	41.1%
Meetings and training	2,500.00	398.80	85.82	91.56	484.62	2,015.38	19.4%
Dues and memberships	750.00	0.00	0.00	150.00	0.00	750.00	0.0%
TOTAL:	321,767.00	27,494.23	24,092.39	30,578.26	105,227.64	216,539.36	32.7%
					105,227.64	216,539.36	
CONTRACTUAL SERVICES:							
Utilities (telephone)	700.00	387.25	387.25	387.15	1,161.65	-461.65	166.0%
Electricity	14,000.00	1,570.00	1,265.66	1,500.00	5,945.70	8,054.30	42.5%
Gas / Heat	2,500.00	36.22	38.90	200.00	149.44	2,350.56	6.0%
Insurance (bldg)	7,711.00	0.00	0.00	0.00	0.00	7,711.00	0.0%
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	NA
Custodial services	8,000.00	750.00	750.00	750.00	2,550.00	5,450.00	31.9%
Window cleaning	220.00	0.00	165.00	0.00	165.00	55.00	75.0%
Service / Maintenance Contracts	9,000.00	275.67	144.48	149.15	564.63	8,435.37	6.3%
TOTAL:	42,131.00	3,019.14	2,751.29	2,986.30	10,536.42	31,594.58	25.0%
					10,536.42	31,594.58	
SUPPLIES:							
General library supplies	10,000.00	964.82	2,129.17	1,346.21	5,093.56	4,906.44	50.9%
Program fees & supplies	2,500.00	179.85	439.01	88.01	802.46	1,697.54	32.1%
Marketing & advertising	1,500.00	103.64	119.57	338.00	223.21	1,276.79	14.9%
Maintenance and Repairs	7,000.00	840.67	500.00	10,067.47	15,373.62	-8,373.62	219.6%
TOTAL	21,000.00	2,088.98	3,187.75	11,839.69	21,492.85	-492.85	102.3%
					21,492.85	-492.85	
BOOKS AND MATERIALS							
Adult fiction	8,000.00	94.86	522.88	1,079.53	1,892.71	6,107.29	23.7%
Adult nonfiction	5,000.00	94.08	441.34	706.64	1,021.94	3,978.06	20.4%
YA fiction	2,000.00	163.07	907.45	0.00	1,070.52	929.48	53.5%
YA nonfiction	800.00	60.73	0.00	0.00	60.73	739.27	7.6%
Juvenile fiction	7,500.00	355.20	3,052.78	0.88	3,407.98	4,092.02	45.4%
Juvenile nonfiction	3,500.00	36.42	836.87	56.92	873.29	2,626.71	25.0%
Large Print	3,500.00	887.45	237.40	636.69	1,501.34	1,998.66	42.9%
Electronic media (ebooks, etc.)	6,000.00	847.70	0.00	321.99	1,519.44	4,480.56	25.3%
Reference & electronic database	5,000.00	0.00	0.00	0.00	4,047.64	952.36	81.0%
Periodicals and newspapers	4,500.00	600.16	474.83	505.48	1,238.99	3,261.01	27.5%
Audiobooks (CD, playaway)	4,200.00	154.88	347.84	175.98	881.05	3,318.95	21.0%
Software & Gaming	2,000.00	85.28	229.16	104.21	556.75	1,443.25	27.8%
DVDs	6,500.00	651.19	611.52	440.60	2,048.12	4,451.88	31.5%
SS / Creation Station	1,240.00	6.97	2.99	2.99	149.96	1,090.04	12.1%
TOTAL:	59,740.00	4,037.99	7,665.06	4,031.91	20,270.46	39,469.54	33.9%
					20,270.46	39,469.54	
TOTAL EXPENDITURES:	444,638.00	36,640.34	37,696.49	49,436.16	157,527.37	287,110.63	35.4%
TOTAL REVENUES:	23,950.00	354.37	368.89	300.00	1,773.56	22,176.44	7.4%
ACTUAL ASKING	420,688.00	36,285.97	37,327.60	49,136.16	155,753.81	264,934.19	37.0%
Capital Improvement					0.00		
Total Expenditures	444,638.00	36,640.34	37,696.49	49,436.16	157,527.37	287,110.63	

James Kennedy Public Library FY20 Operating Budget							
	FY20	FY19 Expense thru Oct 18	Oct '18 expenses	Total FY19 expenses	Budget Projection thru Sept 2019	Amount Over/Under	Over/Under Budget
ESTIMATED REVENUES:							
Dubuque County Library Agency	6,000.00	0.00	0.00	4,691.91			
Fees from copier, R/P, etc.	5,000.00	1,849.82	518.91	4,732.28			
Open Access	10,500.00	10,458.17	10,458.17	10,458.17			
Access Plus / ILL	450.00	441.45	441.45	441.45			
Direct State Aid	2,000.00	1,990.83	1,990.83	1,990.83			
TOTAL:	23,950.00	14,740.27	13,409.36	22,314.64			
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES							
		Spent to date		Spent to date			
Wages	237,059.00	71,937.54	16,849.67	221,187.88	77,099.35	-1,903	0.98
FICA	14,698.00	4,323.11	1,010.44	13,300.54	4,777.33	-254	0.95
Medicare	3,437.00	1,011.05	236.32	3,110.55	1,117.16	-59	0.95
IPERS	22,378.00	6,790.89	1,590.60	20,844.02	7,290.65	-192	0.97
SUI	188.00	139.78	47.79	351.78	74.70	31	1.41
Group Insurance	40,757.00	12,427.53	3,125.71	38,653.72	13,103.75	3,657	1.28
Meetings and training	2,500.00	1,839.72	1,519.72	2,878.90	1,597.59	-1,113	0.30
Dues and memberships	750.00	45.00	0.00	849.50	39.73	-40	0.00
TOTAL:	321,767.00	98,514.62	24,380.25	301,176.89	105,249.62	-22	1.00
CONTRACTUAL SERVICES:							
Utilities (telephone)	700.00	1,196.17	398.82	4,671.32	179.25	982	6.48
Electricity	14,000.00	5,785.46	1,451.72	13,294.48	6,092.49	-147	0.98
Gas / Heat	2,500.00	167.37	44.93	2,674.19	156.47	-7	0.96
Insurance (bldg)	7,711.00	0.00	0.00	5,507.00	Zero	0	Nothing
Legal Fees	0.00	0.00	0.00	0.00	Zero	0	Nothing
Custodial services	8,000.00	2,400.00	600.00	7,800.00	2,461.54	88	1.04
Window cleaning	220.00	0.00	0.00	280.00	Zero	0	Nothing
Service / Maintenance Contracts	9,000.00	312.38	0.00	5,973.42	470.66	94	1.20
TOTAL:	42,131.00	9,861.38	2,495.47	40,200.41	10,334.96	201	1.02
SUPPLIES:							
General library supplies	10,000.00	3,352.96	703.36	10,846.56	3,091.27	2,002	1.65
Program fees & supplies	2,500.00	570.56	291.87	2,917.31	488.94	314	1.64
Marketing & advertising	1,500.00	358.18	6.49	1,009.68	532.12	-309	0.42
Maintenance and Repairs	7,000.00	3,379.54	0.00	7,524.52	3,143.96	12,230	4.89
TOTAL	21,000.00	7,661.24	1,001.72	22,298.07	7,215.25	14,278	2.98
BOOKS AND MATERIALS							
Adult fiction	8,000.00	3,064.85	1,230.40	9,636.42	2,544.39	-652	0.74
Adult nonfiction	5,000.00	1,187.72	427.82	5,034.39	1,179.61	-158	0.87
YA fiction	2,000.00	312.35	-6.85	2,448.83	255.10	815	4.20
YA nonfiction	800.00	50.67	0.00	522.75	77.54	-17	0.78
Juvenile fiction	7,500.00	630.86	72.79	6,640.99	712.46	2,696	4.78
Juvenile nonfiction	3,500.00	1,683.14	-3.37	3,336.12	1,765.82	-893	0.49
Large Print	3,500.00	665.00	290.73	3,056.30	761.54	740	1.97
Electronic media (ebooks, etc.)	6,000.00	1,830.45	368.96	5,367.93	2,045.98	-527	0.74
Reference & electronic databases	5,000.00	4,731.44	0.00	4,972.60	4,757.51	-710	0.85
Periodicals and newspapers	4,500.00	1,034.34	130.90	4,139.61	1,124.39	115	1.10
Audiobooks (CD, playaway)	4,200.00	925.70	274.03	3,950.19	984.24	-103	0.90
Software & Gaming	2,000.00	529.02	19.11	2,010.12	526.36	30	1.06
DVDs	6,500.00	1,873.82	583.20	6,295.82	1,934.59	114	1.06
SS / Creation Station	1,240.00	51.22	43.23	618.26	102.73	47	1.46
TOTAL:	59,740.00	18,570.58	3,430.95	58,030.33	19,117.70	1,153	1.06
TOTAL EXPENDITURES:	444,638.00	134,607.82	31,308.39	421,705.70	141,927.78	15,600	1.11
TOTAL REVENUES:	23,950.00	14,740.27	13,409.36	22,314.64	15,820.53	-14,047	0.11
ACTUAL ASKING	420,688.00	119,867.55	17,899.03	399,391.06	126,259.31	29,494	1.23
Capital Improvement		12,040.00		0.00			
Total Expenditures	444,638.00	146,647.82	31,308.39	421,705.70			



PO BOX 1700 IOWA CITY IA 52244-1700
TELEPHONE: 800-247-4418

071 00016 02 PAGE: 1
ACCOUNT: XXXXXXXXXXXX4356 10/31/2019



J-1

RETURN SERVICE REQUESTED



1268 1 AV 0.380
CITY OF DYERSVILLE
JAMES KENNEDY PUBLIC LIBRARY TRUST
340 1ST AVE E
DYERSVILLE IA 52040-1203

1268

4



11/7/19
Wyz

Dyersville - Main
301 First Avenue E
Dyersville, IA 52040

TELEPHONE: 563-875-2491

BUSINESS MONEY MKT ACCOUNT XXXXXXXXXXXX4356

MINIMUM BALANCE	40,754.86	LAST STATEMENT 09/30/19	40,754.86
AVG AVAILABLE BALANCE	40,754.86	1 CREDITS	25.96
AVERAGE BALANCE	40,754.86	DEBITS	.00
		THIS STATEMENT 10/31/19	40,780.82

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
INTEREST	10/31	25.96

INTEREST

AVERAGE LEDGER BALANCE:	40,754.86	INTEREST EARNED:	25.96
AVERAGE AVAILABLE BALANCE:	40,754.86	DAYS IN PERIOD:	31
INTEREST PAID THIS PERIOD:	25.96	ANNUAL PERCENTAGE YIELD EARNED:	.75%
INTEREST PAID 2019:	253.87		

DAILY BALANCE

DATE.....BALANCE	DATE.....BALANCE	DATE.....BALANCE
10/31 40,780.82		





4250 Asbury Rd
Dubuque, IA 52002



Date 10/31/19 Page 1
Primary Account 617571
Enclosures 2

217741

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

J-2
11/2/19
WJ

Checking Account

MONEY MARKET		Number of Enclosures	2
Account Number	617571	Statement Dates	10/01/19 thru 10/31/19
Previous Balance	14,862.01	Days in the statement period	31
2 Deposits/Credits	697.36	Average Ledger	14,907.96
1 Checks/Debits	1,150.71	Average Collected	14,907.96
Service Charge	.00	Interest Earned	.64
Interest Paid	.64	Annual Percentage Yield Earned	0.05%
Current Balance	14,409.30	2019 Interest Paid	10.51

Activity in Date Order

Date	Description	Amount	
10/09	Deposit/Credit	575.06	15,437.07
10/21	Transfer from x7571 to x5358	1,150.71-	14,286.36
10/25	Deposit/Credit	122.30	14,408.66
10/31	Interest Deposit	.64	14,409.30

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
10/01	14,862.01	10/09	15,437.07	10/21	14,286.36
10/25	14,408.66	10/31	14,409.30		

Interest Rate Summary

Date	Rate
9/30	0.050000%

K

TRUST ACCOUNT REPORT for October 2019

American Trust / MidWestOne Bank - balance on hand July 1, 2019 \$ 40,677.91

July 12, 2019 interest	\$ 10.03	\$ 40,687.94
July 31, 2019 interest	\$ 15.89	\$ 40,703.83
August 31, 2019 interest	\$ 25.09	\$ 40,728.92
September 30, 2019 interest	\$ 25.94	\$ 40,754.86
October 31, 2019 interest	\$ 25.96	\$ 40,780.82

J-1

Fidelity Bank and Trust

Balances September 30, 2019 \$ 14,978.22 \$ 14,862.01

Deposits

October 9, 2019

DACF grant for teen space	\$ 500.00	
Candy / Snack sales fundraiser	\$ 46.00	
Hoffman room donations	\$ 0.50	
Conscience box donations	\$ 7.81	
Friends booksale / donation	\$ 20.75	\$ 575.06

October 25, 2019

Candy / Snack sales fundraiser	\$ 70.00	
Hoffman room donations	\$ 8.50	
History books	\$ 20.00	
Conscience box donations	\$ 4.00	
Friends booksale / donation	\$ 19.80	\$ 122.30

October 31, 2019

Interest	\$ 0.64	\$ 0.64	\$ 698.00
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Debits:

October 21, 2019

Kanopy Streaming Video (fundraising)	\$ 20.00		
BrainFuse - Tutoring (fundraising)	\$ 505.80		
FB ad for Wreath-it-up (fundraising)	\$ 10.00		
Adopt-a-book (donation)	\$ 185.85		
Upcycling Jeans program (TACKL)	\$ 40.00		
Books (DACF grant / pop-up library)	\$ 17.99		
Books & beads (Theisen's SRP grant)	\$ 262.98		
Library of Things credit (LSTA grant)	\$ (37.01)		
Facebook ads (misc.)	\$ 18.97		
Program refreshments (Friends)	\$ 29.29		
Memorials (Tauke)	\$ 96.84		
		\$ 1,150.71	\$ 1,150.71

Balances October 31, 2019

\$ 13,827.51 \$ 14,409.30 J-2

L

Trust Account Income & Expenditure Report FY20

		in account	New Deposits					
Amount in American Trust		\$40,677.91						
Amount in Fidelity		\$28,641.56						
INCOME: (as of July 1, 2018)								REMAINING:
DONATIONS:								DONATIONS:
Previous Fundraisers		\$13,103.17						\$12,494.37
				Oct-19	Kanopy	\$20.00		
				Oct-19	Brainfuse tutoring	\$505.80		
FY19 Fundraisers (All)								\$5,758.95
Chair-ity	FY19	\$434.00						\$434.00
Wreath-it-up	Oct-19			Oct-19	FB ad	\$10.00		-\$10.00
Snack & Candy Sale	FY19	\$44.04		Jul-19	Snacks	\$44.72		\$17.74
	Oct-19		\$116.00					
Miscellaneous Donations Total Remaining								\$4,542.65
Conscience Box	Previous	\$1,584.26						\$1,620.97
	Oct-19		\$11.81					
History Books & Coins	Previous	\$1,359.74						\$1,419.74
	Oct-19		\$20.00					
Genealogy Donation	Previous	\$93.86						\$93.86
Meeting Room Donations	Previous	\$511.33						\$539.68
	Oct-19		\$9.00					
Adopt-a-book donation	Previous	\$498.51		Jul-19	AAB - books	25.64		\$256.70
				Oct-19	AAB - books	185.85		
Friends - bksale	Previous	\$428.55		Jul-19	Refreshments	\$36.16		\$314.16
	Oct-19		\$40.55	Oct-19	Refreshments	\$29.29		
TACKL	Previous	\$878.73						\$937.53
				Oct-19	Upcycling program	\$40.00		
Bequests & Specified donations - Total Remaining								\$28,502.31
Memorials or In Honor of								
Marv Tauke	Aug-18	\$1,048.65		Jul-19	Books	\$32.04		\$793.25
				Oct-19	Books	\$96.84		
Memorials or "In Honor Of" - Total Remaining								\$2,090.57
GRANTS:								GRANTS:
DACF - Pop-up library	Oct-18	\$1,856.33		Jul-19	display & banner	\$347.79		-\$58.75
				Oct-19	totes	\$17.99		
DACF - Teen Space	Oct-19		\$500.00					\$500.00
Theisen's Grant - SRP	Dec-18	\$881.06		Jul-19	books	\$459.00		\$6.58
				Jul-19	brag tags	\$152.50		
				Oct-19	books & beads	\$262.98		
Library of Things				Aug-19	LoT - misc	\$206.39		
				Sep-19	LoT - misc	\$10,083.63		-\$10,253.01
				Oct-19	LoT - misc	-\$37.01		
INTEREST DEPOSITS								
remaining from previous years		\$3,618.99						\$3,622.92
	Oct-19		\$0.64					
Unspecified from previous		\$611.95		Aug-19	FB ad	\$16.00		\$576.98
				Oct-19	FB ad	\$18.97		
TOTAL DEPOSITS			\$1,940.23	TOTAL EXPENDITURES:		\$16,172.49	Balance	\$14,409.30

Memorials and Donations October 2019

M

From: **Candy / Snack Sales**
Donation: \$116.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Dyersville Area Community Foundation**
Donation: \$500.00
Fund: Library Trust Account
Restrictions: Grant for Teen Space

N

James Kennedy Public Library Monthly Program Report
Report for the Month of October 2019

Story Time Sessions (C):

- October 2, 2019 Theme – Apples
 Total attendance at 2 programs – 8 children & 2 adults
 Time for preparation & performance – 3.5 hrs (pd)
 Supplies: Color copies; apples, apple corer, knife and ziplock bags for activity
 Stickers for treat
- October 9, 2019 Theme – Construction Zone
 Total attendance at 2 programs – 6 children & 1 adult
 Time for preparation & performance – 4 hrs (pd)
 Supplies: Color copies; blocks for activity
 Stickers for treat
- October 16, 2019 Theme – Fall
 Total attendance at 2 programs – 10 children & 2 adults
 Time for preparation & performance – 5.5 hrs (pd) 1.5 hrs (vol)
 Supplies: Color copies; construction paper, contact paper, paper scraps, yarn & glue for activity
 Stickers for treat
- October 23, 2019 Theme – Community Helpers
 Total attendance at 2 programs – 9 children & 4 adults
 Time for preparation & performance – 4.25 hrs (pd) 1.5 hrs (vol)
 Supplies: Color copies; copies, crayons, laminating pouches for activity
 Stickers for treat
- October 30, 2019 Theme – Spiders & Bats
 Total attendance at 2 programs – 11 children & 3 adults
 Time for preparation & performance – 3.75 hrs (pd) .75 hrs (vol)
 Supplies: Color copies; construction paper, google eyes & hot glue for activity
 Plastic spider rings for treat

Wee Read Sessions (C):

- October 2, 2019 Theme – Apples
 Total attendance at 1 program – 6 children & 5 adults
 Time for preparation & performance – .5 hrs (pd)
 Supplies: Color copies; apples, apple corer, knife and ziplock bags for activity
 Stickers for treat
- October 9, 2019 Theme – Construction Zone
 Total attendance at 1 program – 7 children & 5 adults
 Time for preparation & performance – .5 hrs (pd)
 Supplies: Color copies; blocks for activity
 Stickers for treat
- October 16, 2019 Theme – Fall
 Total attendance at 1 program – 5 children & 4 adults
 Time for preparation & performance – 5.5 hrs (pd) 1.5 hrs (vol)
 Supplies: Color copies; construction paper, contact paper, paper scraps, yarn & glue for activity
 Stickers for treat
- October 23, 2019 Theme – Community Helpers
 Total attendance at 1 program – 5 children & 5 adults
 Time for preparation & performance – .5 hrs (pd)
 Supplies: Color copies; copies, crayons, laminating pouches for activity
 Stickers for treat
- October 30, 2019 Theme – Spiders & Bats
 Total attendance at 1 program – 3 children & 3 adults
 Time for preparation & performance – .5 hrs (pd)
 Supplies: Color copies; construction paper, google eyes & hot glue for activity
 Plastic spider rings for treat

Out-Reads : Bi-Monthly Story Times to Daycares (C):	
For the make-up sessions in October 2019	Theme – Bugs
Total attendance at 3 sessions – 54 children & caregivers;	
Time for preparation & performance – 1.25 hrs (pd)	
Supplies: Copies of activities, poems, etc. for parents & / or teachers	
For the first sessions in October 2019:	Theme – Apples
Total attendance at 5 sessions – 94 children & caregivers;	
Time for preparation & performance – 4 hrs (pd)	
Supplies: Copies of activities, poems, etc. for parents & / or teachers	
For the second sessions in October 2019:	Theme – Fall
Total attendance at 5 sessions – 85 children & caregivers;	
Time for preparation & performance – 4 hrs (pd)	
Supplies: Copies of activities, poems, etc. for parents & / or teachers	
 Branching Out (Tuesdays or Wednesdays at 11:00 am) (A)	
October 8, 15, & 23, 2019	Total attendance -41
Time for preparation & performance – 3.5 hrs (pd)	
Supplies: Posters & library information; Materials to check out	
 Program at Ellen Kennedy Living Center – (Typically fourth Friday of each month) – School Days	
October 25, 2019	Total attendance – 8
Time for preparation & performance – 1 hrs (pd)	
Supplies: None	
 Program at Mercy One Senior Care (Typically fourth Wednesday of each month) – School Days	
October 23, 2019	Total attendance – 9
Time for preparation & performance – 1.25 hrs (pd)	
Supplies: DVD	
 Sit ‘n’ Stitch (Wednesdays of each month) (A)	
October 2, 9, 16, 23, & 30, 2019	Total attendance –46
Time for preparation & performance – 1.25 hrs (pd) 10 hrs (vol)	
Supplies: Refreshments & craft supplies provided by participants	
 Books for Lunch Book Club (First Monday of each month) – <i>Picking Cotton</i> (A)	
October 7, 2019	Total attendance – 8
Time for preparation & performance – .5 hr (pd) 1.5 hr (vol)	
Supplies: Posters, PSA, refreshments; purchased books	
Part of All Dubuque Reads event for 2019	
 Dungeons & Dragons Club (1st Tuesday of each Month) (F)	Total attendance – 9
October 1, 2019	
Time for preparation & performance – 2.25 hr (pd)	
Supplies: Posters, PSA, refreshments; D & D Game	
 Lifelong Learners (1st Monday of each Month) (A)	
October 7, 2019	Total attendance – 9
Time for preparation & performance – .25 hr (pd) 2 hrs (vol)	
Supplies: Posters, PSA, refreshments	
Facilitated by volunteer Mary Potter-Kenyon	
 A Novel Approach to Faith Book Club (A)	
October 8, 2019	Total attendance – 7
Time for preparation & performance – 2 hrs (pd)	
Supplies: Posters, PSA, Refreshments, ILL copies of the books	
 Bookeaters Tween Book Club – (3rd Thursday of each Month) (C)	Total attendance – 5
October 17, 2019	
Time for preparation & performance – 1 hrs (pd)	
Supplies: Posters, PSA, Refreshments, ILL copies of the books	

Get Puzzled @ Your Library (A) October 2019 Time for preparation & performance - .25 hrs (pd) Supplies: Puzzle	Total attendance - 49
JKPL Writing Group (3 rd Monday of each Month)(A) October 21, 2019 Time for preparation & performance - 1.5 hrs (pd) Supplies: Poster, PSA and refreshments	Total attendance - 3
Cricut with Christopher - Making a Fall Banner (3 rd Monday of each Month) (A) October 21, 2019 Time for preparation & performance .25 hr (pd) 2 hrs (vol) Supplies: Posters, PSA, Cricut and crafting paper Lisa Christopher donated her time and talent for this program	Total attendance - 2
Coffee and Creating (3 rd Friday of each month) (A) October 18, 2019 Time for preparation & performance .25 hr (pd) Supplies: Posters, PSA, coloring sheets, gel pens, colored pencils & markers	Total attendance - 6
String Club (4 th Monday of each month) October 28, 2019 Time for preparation & performance - .25 hrs (pd) 3.5 hrs (vol) Supplies: Posters, PSA, copies Sue Engelbrecht and Gary Bremmel donated their time & talent to run this program	Total attendance - 6
Let's Talk Book Club (fourth Thursday of each month)(A): October 24, 2019 Time for preparation & performance .25 hr (pd) Supplies: Posters, PSA, No supplies used as no participants	Total attendance - 0
Game Night (4 th Friday of each Month) (F) October 25, 2019 Time for preparation & performance - 3.5 hrs (pd) Supplies: Posters & PSA, Refreshments	Total attendance - 15
Final Friday Tech (Last Friday of each Month) - Kanopy (A) October 25, 2019 Time for preparation & performance - 1 hrs (pd) Supplies: Posters & PSA, Copies	Total attendance - 1
Building Creativity one Block at a Time (LEGO® program) (monthly, date and time varies) (C) October 22, 2019 Time for preparation & performance - 2.5 hrs (pd) Supplies: Posters, PSA, Refreshments, sponsored by DuTrac	Total attendance - 23
Card Party (weekly program - every Friday afternoon) (A) October 4, 11, 18, & 25, 2019 Time for preparation & performance - 3.5 hrs (pd) Supplies: Posters, PSA, refreshments, cards	Total attendance - 28
Movies @ Your Library - showing of <i>Toy Story 4</i> (F) October 19, 2019 Time for preparation & performance - 2 hrs (pd) Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF	Total attendance - 12
Movies @ Your Library - showing of <i>Levity</i> (A) October 21, 2019 Time for preparation & performance -.25 hrs (pd) Supplies: Posters, PSA; Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF	Total attendance - 0

Movies @ Your Library - showing of <i>Hocus Pocus (F)</i>			
October 26, 2019			Total attendance – 6
Time for preparation & performance – 3 hrs (pd)			
Supplies:	Posters, PSA; Halloween candy (left over); Pop, bags, napkins, etc. from GF		
DES After School – Print Making (C)			
October 2, 2019			Total attendance – 34
Time for preparation & performance – 3 hrs (pd)			
Supplies:	Markers, paper, scissors, Styrofoam trays		
STEAM Fun Fridays – Yarn Pumpkins (C)			
October 4, 2019			Total attendance – 17
Time for preparation & performance – 3 hrs (pd)	2 hrs (vol)		
Supplies:	Posters, PSA; yarn, glue and balloons TACKL member assisted at event		
60 th Anniversary Party (F)			
October 5, 2019			Total attendance – 250
Time for preparation & performance – 18.75 hrs (pd)	105 hrs (vol)		
Supplies:	Poster, PSA, popcorn, ice cream, tang, paper products, old fashioned toys and games, display items, costumes and door prizes. Karen Tieskoetter and Carol Edwards donated their time and talent to planning and facilitating this event, TACKL provided additional volunteers, Dyersville Area Historical Society helped with display and history items. Friends of the Library had a table and sponsored the Dairy Barn and ice cream.		
60 th Anniversary Party - 1950s Car Show (F)			
October 5, 2019 - Cancelled due to the weather			Total attendance – 0
60 th Anniversary Party - <i>Cinderella</i> Movie (C)			
October 5, 2019			Total attendance – 5
Time for preparation & performance – .25 hrs (pd)	1.5 hrs (vol)		
Supplies:	Poster, PSA, popcorn and soda		
60 th Anniversary Party – Hula Hoop Contest (F)			
October 5, 2019			Total attendance – 12
Time for preparation & performance – 18.75 hrs (pd)	.5 hrs (vol)		
Supplies:	Poster, PSA, hula hoops & prizes		
60 th Anniversary Party – Price is Right Contest (F)			
October 5, 2019			Total attendance – 12
Time for preparation & performance – .25 hrs (pd)	6 hrs (vol)		
Supplies:	Poster, PSA, questions and prizes		
60 th Anniversary Party - Robots (F)			
October 5, 2019			Total attendance – 12
Time for preparation & performance – 1.5 hrs (pd)			
Supplies:	Poster, PSA, robots & tablets to run		
60 th Anniversary Party – Mini Milkshake Craft (C)			
October 5, 2019			Total attendance – 30
Time for preparation & performance – 2.5 hrs (pd)	105.5 hrs (vol)		
Supplies:	Poster, PSA, craft fluff, mini-cups, straws and glue		
60 th Anniversary Party – Scrabble Tile Coasters (F)			
October 5, 2019			Total attendance – 22
Time for preparation & performance – 1.5 hrs (pd)			
Supplies:	Poster, PSA, scrabble tiles, coasters, cork		
60 th Anniversary Party – Shrinky Dinks (C)			
October 5, 2019			Total attendance – 27
Time for preparation & performance – 2.5 hrs (pd)			
Supplies:	Poster, PSA, film, markers, foil pans, scissors & toaster oven		

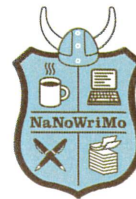
60 th Anniversary Party – Upcycled Cards (F)		
October 5, 2019		Total attendance – 11
Time for preparation & performance – 2.5 hrs (pd)		
Supplies: Poster, PSA, card stock, old greeting cards		
Wreath Crafting (A)		
October 6, 2019		Total attendance – 2
Time for preparation & performance – .75 hrs		
Supplies: Poster, PSA, misc. crafting supplies and wreath forms		
STEAM Fun Fridays – Tower challenge (C)		
October 11, 2019		Total attendance – 19
Time for preparation & performance – 3 hrs (pd)		
Supplies: Posters, PSA; foam cups and craft sticks		
Fun with Robots		
October 12, 2019		Total attendance – 7
Time for preparation & performance – 1.5 hrs (pd)		
Supplies: Posters, PSA, paper and robots from Creation Station		
Birds in My Backyard (A)		
October 12, 2019		Total attendance – 4
Time for preparation & performance – 1.75 hrs (pd)		
Supplies: Posters, PSA, refreshments		
Steve Lemon donated his time and talent to present this program		
Nerf War (YA)		
October 12, 2019 – Cancelled due to low registration (Homecoming)		Total attendance – 0
Time for preparation & performance – .5 hrs		
All Community Reads Discussion of <i>Picking Cotton</i> (A)		
October 14, 2019		Total attendance – 2
Time for preparation & performance – 1 hrs (pd)		
Supplies: Posters & PSA, refreshments,		
Teen craft: Upcycle your jeans (YA)		
October 15, 2019		Total attendance – 2
Time for preparation & performance – 1 hrs (pd)		
Supplies: Posters & PSA, refreshments,		
Sponsored by TACKL		
Creature Double Feature (A / F)		
October 18, 2019		Total attendance – 9
Time for preparation & performance – 4.5 hrs (pd)		
Supplies: Posters & PSA, popcorn and soda		
STEAM Fun Fridays – Tsuru (C)		
October 18, 2019		Total attendance – 13
Time for preparation & performance – 3 hrs (pd)	1.5 hrs (vol.)	
Supplies: Posters, PSA; board game		
TACKL members volunteered to assist		
Frankentoys		
October 19, 2019		Total attendance – 8
Time for preparation & performance – 3 hrs (pd)		
Supplies: Posters & PSA, hot glue, thread, toys		
Wreath-it-Up Donor Reception		
October 20, 2019		Total attendance – 6
Time for preparation & performance – .5 hrs (pd)	2 hrs (vol)	
Supplies: Poster, PSA, refreshments		
Members of Fundraising Committee facilitated		

STEAM Fun Fridays – Robots (C)		
October 25, 2019		Total attendance – 19
Time for preparation & performance – 3 hrs (pd)	2 hrs (vol)	
Supplies:	Posters, PSA; Dot and Dash robots and Kindles to control TACKL member assisted at event	
Children’s Halloween Party		
October 26, 2019		Total attendance – 110
Time for preparation & performance – 5.75 hrs (pd)	7 hrs (vol)	
Supplies:	Poster, PSA, candy and prizes Sponsored by Spoden Construction (LML donation) Dawn Lammers & daughter donated time to judge; TACKL members donated time to assist	
Children’s Halloween Craft		
October 26, 2019		Total attendance – 56
Time for preparation & performance – 1.5 hrs (pd)	7 hrs (vol)	
Supplies:	Poster, PSA, beads, stems, pompoms, googly eyes and hot glue Sponsored by Spoden Construction (LML donation)	
Bow Making		
October 27, 2019		Total attendance – 6
Time for preparation & performance – .5 hrs (pd)	2 hrs (vol)	
Supplies:	Poster, PSA, ribbons Sue Engelbrecht donated her time and talent to present this program	
Pop-Up at the Candy Walk (Haunted 5k) (F)		
October 27, 2019		Total attendance – 80
Time for preparation & performance – 3 hrs (pd) 1 hr (vol)		
Supplies:	Display of event posters, information, bookmarks & free books.	
NaNoWriMo Kickoff		
October 28, 2019		Total attendance – 2
Time for preparation & performance – 2.5 hrs (pd)		
Supplies:	Posters, PSA, refreshments	
Books for Treats Pop-up Library		
October 31, 2019		Total attendance – 366
Time for preparation & performance – 4 hrs (pd)	4 hrs (vol)	
Supplies:	Posters, PSA, books and pop-up library supplies	
Strength Training for Older Adults		
October 2019 – Mondays & Thursdays at 9:30 am (9 sessions)		Total attendance – 104
Time for preparation & performance – 10.25 hrs (pd)		
Supplies:	Poster, PSA, water, copies of exercises Used projection system; DVDs and training provided by Geri-Fit	
Creation Station Crafts: Forky (F)		
October 2019		Total participation – 69
Time for preparation & performance – 2.5 hrs (pd)		
Supplies:	Sporks, craft sticks, yarn, googly eyes and glue	

Check out these upcoming events for November!

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. This year the James Kennedy Public Library is registered as a Come Write In space, where writers can work on their writing. Writers are welcome to register on the official NaNoWriMo website but registration is not required to participate. While the "official" goal for NaNoWriMo is to write a novel, the JKPL wants to encourage writing of all kinds including short stories and poetry. Please consider joining no matter what you enjoy writing!



This month the JKPL will offer a variety of scheduled writing times where writers can come spread out and work with refreshments provided. We will close the month with speaker Jacob Krapfl, who is a college composition teacher as well as a self-published author. The closing event will be in December so please check back for details. Events scheduled for this month include:

NaNoWriMo Registration & Come Write In: Friday, November 1 from 9:00 am—5:00 pm

Librarian Ann Boeckenstedt will be on hand to help participants register online. Registration is not required for participation but those who register will receive a special NaMoWriMo supplies pack and journal. After registering, feel free to stay as long as you want to start your writing. Refreshments provided.

NaNoWriMo Come Write In: various dates

Writers are welcome to utilize the library for open writing sessions for NaNoWriMo. Bring your headphones, writing utensils, snacks, and whatever else you need for a relaxed writing session. Come and go as you please. Refreshments provided. Come Write In sessions are scheduled:

Mondays, November 4, 11, 18, & 25 from 6:00—8:00 pm

Fridays, November 8, 15, 22, & 29 from 3:00—5:00 pm

NaNoWriMo Final Write In Day: Saturday, November 30 from 9:00 am—5:00 pm

Writers are welcome to utilize the library for one last open writing session for NaNoWriMo. Bring your headphones, writing utensils, snacks, and whatever else you need for a relaxed writing session. Come and go as you please. Refreshments provided.

November 1-10: The Wreath-It-Up Silent Auction Continues!

Be sure to stop in and take a look at the beautiful wreaths before it is too late! Eighteen (18) wreaths and other decorative items have been donated. Voting for the most creative, best holiday/seasonal, and overall favorite wreaths continues until November 3 with the ribbons being on display with the winning wreaths starting on November 4. Bidding in the silent auction also continues until November 10 so be sure to bid on your favorites.



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 *Jester National Park*. 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.

Fridays, November 1, 8, 15, 22 & 29: Euchre Card Party from 1:00—3:30 pm. Join us Friday afternoons for cards and snacks! Come meet, teach, and play with other players. Refreshments provided.



Friday, November 1: S.T.E.A.M. Fun Fridays --Fall Beaded Craft from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to discover and create something new in the Creation Station. Participants are welcome to come anytime between 3:30—5:00 pm to participate in the selected activity. All ages welcome. Join us this week as we use pipe cleaners and an assortment of beads to create Flint (Indian) corn or pumpkins.



Saturday, November 2: Family Movies @ Your Library presents "The Secret Life of Pets 2" @ 2:00 pm. Max and his pet friends explore the idyllic farm they now call home once their owner is absent. Hilarious circumstances ensue as the formerly urban denizens acquaint themselves with their new pastoral neighbors. Rated PG. (85 min.)

Mondays and Thursdays, November 4, 7, 11, 14, 18, 21, & 25: Strength Training for Older Adults @ 9:30 am. Older adults of any age and fitness level are invited to join this special exercise program made possible through a partnership with the Geri-Fit® Company. 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. 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. New attendees welcome at any time if space allows.



Monday, November 4: Books for Lunch Book Discussion @ 12:00 noon. This group gathers on the first Monday of each month. This month the group will discuss the book *Resistance Women* by Jennifer Chiaverini. Bring your lunch, if you wish. Dessert and beverages are provided by the participants or the Friends of the Library. New members are welcome to join at any time! Copies of the book are available to borrow from the library.

Mondays, November 4, 11, 18, & 25: NaNoWriMo Come Write In from 6:00—8:00 pm. Writers are welcome to utilize the library for an open writing session for NaNoWriMo. Bring your headphones, writing utensils, snacks, and whatever else you need for a relaxed writing session. Come and go as you please. Refreshments provided.



Monday, November 4: Lifelong Learners @ 6:30 pm. Come join this monthly gathering for imaginative people who can learn from and feed off each other's creativity! Participants are encouraged to bring books they are reading or things they are currently working on to share with the group. There will also be a "swap" table for items participants no longer need. This group meets on the 1st Monday of each month and is open to ages 17 and up. Registration encouraged but not required.

Tuesday, November 5: Prohibition in Iowa @ 1:30 pm

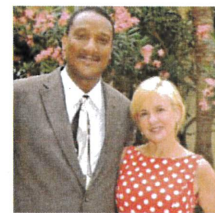
Iowa author Linda McCann will be at the Textile Brewing Company in Dyersville to talk about Prohibition in Iowa. Prohibition was the period of time from 1920-1933 when it was illegal to manufacture, sell or transport liquor in the United States. So why then did Iowa farmers turn to making liquor from their corn? Come find out from historian Linda McCann! *This program will be held at Textile Brewing Company; 146 2nd St NE in Dyersville.*



Tuesday, November 5: Dungeons and Dragons Players Club @ 6:00 pm. Join us for this monthly gaming event for D and D players! This group meets the first Tuesday of every month at 6:00 pm. The Library has materials available but feel free to bring your own. All ages and skill levels welcome. New players are welcome at any time.

Tuesday, November 5: Meet the Authors of "Picking Cotton" @ 7:00 pm

When Jennifer Thompson was in college, she was brutally raped. She picked Ronald Cotton as her attacker out of a police lineup. Despite his claims of innocence, Cotton was found guilty and spent nearly 11 years in prison before he was exonerated by DNA. How to come to grips with this was overwhelming for Thompson until she reached out to Cotton and they worked through the forgiveness and healing process together. Their story is told in their book *Picking Cotton* and for one night the authors will visit Dubuque to tell their story. *They will present at the Five Flags Theater.* This event is free and open to the public. The author's visit has been made possible by the Dubuque Racing Association and is part of the Dubuque All Community Reads programming.



Wednesdays, November 6, 13, 20, 27: Sit and Stitch from 1:00—3:00 pm. Bring your hobby or craft and join other crafters for lots of laughs, food, great company and experienced help at this weekly gathering. New members are welcome to join at any time.

Wednesdays, November 6, 13, & 20: Story Time @ 9:30 am & 6:30 pm. Parents and caregivers are encouraged to bring their preschoolers to the Fall 2019 sessions of Preschool Story Time which is open to 3, 4 and 5 year olds who have not been in Kindergarten and is offered on Wednesdays at 9:30 am or 6:30 pm. Registration is required as space is limited.

Wednesdays, November 6, 13, & 20: Wee Read @ 10:30 am. Parents and caregivers are encouraged to bring their preschoolers to the Fall 2019 sessions of Preschool Wee Read which is for children under 3 and their caregiver and is offered on Wednesdays at 10:30 am. Registration is required as space is limited.

Thursday, November 7: Powerful Tools for Caregivers from 6:30—8:00 pm. *Powerful Tools for Caregivers* is offered through a partnership through the Iowa State Extension and Outreach Office, Dubuque County. Participants must have already registered for this program to attend.

Fridays, November 8, 15, 22, & 29: NaNoWriMo Come Write In from 3:00—5:00 pm. Writers are welcome to utilize the library for an open writing session for NaNoWriMo. Bring your headphones, writing utensils, snacks, and whatever else you need for a relaxed writing session. Come and go as you please. Refreshments provided.



Friday, November 8: S.T.E.A.M. Fun Fridays -- Splendor from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to discover and create something new in the Creation Station. Participants are welcome to come anytime between 3:30—5:00 pm to participate in the selected activity. All ages welcome. This week we will be playing the game *Splendor*, an engine-building and resource management game.



Friday, November 8: Kobolds Ate My Baby Role Playing Game @ 6:00 pm. Join us after-hours for *Kobolds Ate My Baby*, a role playing game with simple rules and lots of shenanigans. All ages and skill levels welcome. Refreshments will be provided.



Saturday, November 9: Fashions to Die For @ 2:00 pm

Did you know that that clothing can make you sick, break your bones, and even kill you? It's true! It can even drive you mad! This program, presented by historian Kathy Wilson, takes a look at 18th- and 19th-century fashions and the deadly secrets hiding behind those fabulous looks. Kathy will even tackle some of those urban myths including whether it was possible for Scarlet O'Hara to have an 18-inch waist.



Saturday, November 9: Tween Nerf War @ 6:00 pm. Bring your Nerf gun and ammo and head to the library for a tween Nerf War! Participants must be ages 9-12 and must have a signed parental waiver. Registration 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, November 10: International Game Week Celebration from 1:00—4:00 pm

Join us to celebrate International Games Week! Bring your favorite game (card game, board game, role playing game, or video game) and meet, teach, and play with others! Come play on the WiiU and Xbox 360 or try a new board game. Door prizes will be drawn every hour for gift cards to Dyersville Comics and Games. All ages welcome. Sponsored by Dyersville Comics and Games.



Sunday, November 10: Wreath-It-Up Silent Auction Closing Reception from 2:00—4:00 pm. Join us for snacks, beverages, and your last chance to bid on a wreath. All proceeds will be used to improve the library's services and collections. Bidding ends promptly at 3:00 pm.



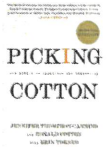
Monday, November 11 thru Sunday, December 15: Layette Quilt Display and Raffle

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 quilts made by the group will be on display at the library from November 11—December 15. During this time you will be able to purchase raffle tickets to win the quilt of your choice!

- Cost for raffle tickets are 1 for \$2.00, 3 for \$5.00 or 10 for \$10.00.
- One winner will be able to select their favorite quilt out of those on display to keep.
- The winner of the raffle will be drawn on Monday, December 16. Need not be present to win.
- Proceeds from this fundraiser will be split evenly between the Layette Ladies group and the JKPL.



Tuesday, November 12: Inspirational Fiction: A Novel Approach to Faith /All Community Reads 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 meeting we will read and discuss the All Community Reads book, *Picking Cotton* by Jennifer Thompson-Cannino and Ronald Cotton. Copies of each book are available to borrow from the library. This group meets the second Tuesday of every month.



Thursday, November 14: Parkinson's Disease and You @ 6:30 pm

Join Michelle Connor & Shelly Deutmeyer, both Physical Therapist Assistants from Physical Therapy Solutions, as they share information on Parkinson's Disease. Their talk will cover an overview of the disease and how it progresses, treatment options, and resources. This talk is aimed at those who have either been diagnosed with Parkinson's or are a caregiver for someone with the disease, however, everyone is welcome to attend this informational program.

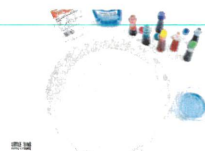


Friday, November 15: Coffee and Creating @ Your Library from 9:30—11:30 am. Come join us for a time of coloring, crafting, creating, chatting as well as coffee or other morning beverages. The library provides miscellaneous coloring and craft supplies along with the beverages. This group meets the third Friday of each month. This program is open to adults 18 and older.

Friday, November 15: Building Creativity One Block at a Time: a LEGO® program from 11:00 am—1:00 pm. This month's theme is "Turkey Adventure". 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 series 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 the actual creations are displayed at DuTrac for two weeks after each program. All children who participate have their name entered into a quarterly drawing for a special LEGO® related prize provided by DuTrac. Refreshments provided.



Friday, November 15: S.T.E.A.M. Fun Fridays -- Magic Milk from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to discover and create something new in the Creation Station. Participants are welcome to come anytime between 3:30-5:00 pm to participate in the selected activity. All ages welcome. This week we will conduct a science experiment using Magic Milk which is milk, food coloring, and dish soap.



Saturday, November 16: Family Movies @ Your Library presents "The Lion King" @ 2:00 pm. A young lion returns to reclaim the throne that was stolen from him and his father by his treacherous uncle after spending his childhood in exile under the care of a friendly warthog and meerkat. This is the 2019 version. Rated PG. (118 min.)

Saturday, November 16: TARDIS Escape Room Challenge from 6:00—8:00 pm

The TARDIS is malfunctioning and only you can save the day! The library will be hosting a *Doctor Who* themed escape room where players will attempt to solve a series of logic puzzles to fix the TARDIS before time runs out. The library will hold sessions at 6:00 pm, 6:30 pm, 7:00 pm, and 7:30 pm. Registration for a session is required as each session is limited to 5 people. For ages 13 and up.



Monday, November 18: JKPL Writing Group @ 6:30 pm. This monthly writing group is for writers of all types whether it be poetry, memoir, fiction, or nonfiction. Meetings will allow time for members to read their work to the group. Feedback will be given, if desired. Optional writing exercises and writing prompts will be shared.

Monday, November 18: Cricut with Christopher presents "Holiday Ornaments" @ 6:30 pm. Come learn about the Cricut Maker from local expert Lisa Christopher and make a special project. This month participants will make Christmas ornaments. Participants should be 14 or older. Children 8 and up welcome if accompanied by an adult. Registration is requested as attendance is limited to 20. Walk-ins welcome if space and materials allow.



Wednesday, November 20: 1000 Books Before Kindergarten Awards Ceremony and Story Time @ 6:30 pm

Children who are participating in *1000 Books Before Kindergarten* are being recognized at this family event. There will be a short family story time followed by a brief award ceremony. Achievement certificates and trophies will be handed out. Cookies and lemonade will be served. The *1000 Books Before Kindergarten* program is funded by a grant from the Dubuque Racing Association and the Friends of the JKPL.



Thursday, November 21: The BookEaters Book Club @ 6:30 pm. This reading discussion group is for kids ages 9-12 and meets the third Thursday of each month. For this meeting the group will discuss *Scat* by Carl Hiaasen. Copies of each book are available to borrow from the library. Registration requested. Snacks provided.

Friday, November 22: S.T.E.A.M. Fun Fridays -- Balloon Cars from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to discover and create something new in the Creation Station. Participants are welcome to come anytime between 3:30-5:00 pm to participate in the selected activity. All ages welcome. This week we will be making Balloon Cars. Participants will be tasked with creating some kind of moving vehicle using paper plates, straws, tape, glue, and balloons.



Friday, November 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.

Saturday, November 23: Robot Obstacle Course from 1:00—3:00 pm

Join us for this event where participants will try to program the robot Dash to clear an obstacle course set up by the staff. This program will teach block programming and is open to all skill levels. Participants will need to register for a 30 minute session. Sessions are available at 1:00 pm, 1:30 pm, 2:00 pm, and 2:30 pm. There is a maximum of 6 people per session. All ages welcome but anyone under the age of 10 will need an adult companion.



Sunday, November 24: Intro to Instant Pot Multicooker @ 2:00 pm

Do you own an Instant Pot but have never taken it out of the box? Are you interested in using one but want to know more about what it can do? Join library staff member Shannon Russell as she shares her experiences in cooking with an Instant Pot. If interested, the library has a new Instant Pot in our Library of Things collection that is available for patrons to borrow.



Monday, November 25: Strings Club @ 6:00 pm. Teens and adults are welcome to join this string musician jam session! All skill levels welcome, however, this is a jam session and not a class so participants should know basic chords. Facilitated by Sue Engelbrecht and Gary Bramel. This group meets the fourth Monday of each month. Registration requested. Walk-ins welcome as space allows.

Thanksgiving Hours:

Wednesday, November 27: Library closes at 5:00 pm for Thanksgiving

Thursday, November 28: Library closed for Thanksgiving



Friday, November 29: Final Friday Tech featuring Facebook from 3:00—5:00 pm. This month's topic is how to use Facebook, where participants will learn the basics of how to use and navigate the site. Other technology questions are welcome if time permits. The library has a few laptops available to use but guests are encouraged to bring their own, if they have one. Final Friday Tech is held on the last Friday of each month.

Friday, November 29: S.T.E.A.M. Fun Fridays -- Paper Bag Craft from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to discover and create something new in the Creation Station. Participants are welcome to come anytime between 3:30-5:00 pm to participate in the selected activity. All ages welcome. This week we will be making either a scarecrow or reindeer hand puppet from paper bags.



Saturday, November 30: Small Business Saturday

Game On from 10:00 am—12:00 pm

Looking for something for your children to do while you shop during Small Business Saturday? Bring them to the library to enjoy board, card, or console games! Members of TACKL (The Library's Teen Advisory Group) will be at the library to play games or just hang out with your kids. No registration is required but children must have completed Kindergarten or be accompanied by an older teen who will be responsible for them. Refreshments will be provided.



Refueling Station from 9:30 am—4:30 pm

Need a break from shopping? Stop in the library and relax with cider, punch, cookies or popcorn! Grab a few moments of down time by working on the puzzle, coloring, reading or just relaxing.

Saturday, November 30: Family Movies @ Your Library presents "Adventures in Babysitting" @ 2:00 pm. Teenage babysitting rivals team up to track down one of their young charges who snuck away in the big city. This is the 2016 Disney version. Not Rated (120 min.)

Saturday, November 30: NaNoWriMo Final Write In Day from 9:00 am—5:00 pm. Writers are welcome to utilize the library for one last open writing session for NaNoWriMo. Bring your headphones, writing utensils, snacks, and whatever else you need for a relaxed writing session. Come and go as you please. Refreshments provided.

LIBRARY HOURS

Library hours from Labor Day to Memorial Day (excluding holidays) are:

Monday thru Thursday: 9:00 am—8:00 pm
Friday & Saturday: 9:00 am—5:00 pm
Sundays: 1:00—4:00 pm

Want to stay current on all that is going on at the library? Here's how:

- *Sign up for our weekly email newsletter
- *Like us on Facebook
- *Follow us on Twitter @dyersvillelib
- *Follow us on Instagram: jameskennedylibrary
- *Follow us on Goodreads: James Kennedy Public Library

UPCOMING EVENTS

S.T.E.A.M. Fun Fridays Fridays, December 6, 13, 20 from 3:30—5:00 pm

Children and families are invited to come every Friday afternoon to discover and create something new in the Creation Station. Participants are welcome to come anytime between 3:30-5:00 pm to participate in the selected activity. All ages welcome.

Visit with Santa and Mrs. Claus Saturday, December 7 from 10:00 am—1:00 pm

Children of all ages are welcome to come and talk to Santa and Mrs. Claus. Don't forget to bring your cameras! There will be a few simple crafts to make while you wait.

Building Creativity One Block at a Time: a LEGO® program Friday, December 13 from 2:00—4:00 pm

This month's theme is "Happy Holidays". 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.

Nerf War Saturday, December 21 from 6:00—8:00 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.

Cookie Walk Saturday, December 7 from 10:00 am—1:00 pm

Craving some special holiday treats but don't have the time to bake for yourself? Come to the library for our annual Christmas Cookie Walk Fundraiser! Purchase a tray of sweet treats for \$6.00 (or buy 2 for \$10.00) and fill it with about a dozen items from a variety of baked goods provided by friends, volunteers, board members, and staff of the library. Volunteers will be on hand to wrap your tray before you leave. Sponsored by the Fundraising Committee of the JKPL.

Old Fashioned Christmas Sunday, December 8 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. Santa & Mrs. Claus will make a special appearance, and several 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.

Movies in December:

The library shows a variety of movies each month. Please check our scheduled list of events, the library's website or Facebook page to confirm what is showing as times and days can change. Popcorn & soda is provided for movie attendees.

The Grinch (PG): Saturday, December 7 @ 2:00 pm

The Nutcracker and the Four Realms (PG):
Sunday, December 15 @ 2:00 pm

Arthur Christmas (PG): Saturday, December 21
@ 2:00 pm



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>November 2019</p>	<p>Wreath-It-Up Fundraiser continues Through November 10</p>	<p>Get Puzzled @ your library November 1-30</p>			<p>1 NaNoWriMo Registration & Come Write In from 9-5pm Euchre Card Party from 1:00-3:30pm S.T.E.A.M. Fun Fridays from 3:30-5pm</p>	<p>2 <i>The Secret Life of Pets (PG)</i> @ 2pm</p>
<p>3</p>	<p>4 Strength Training for Adults @ 9:30 am Books for Lunch @ 12pm NaNoWriMo Come Write In from 6-8pm Lifelong Learners @ 6:30pm</p>	<p>5 Prohibition in Iowa @ 1:30pm @ Textile Brewing Dungeons & Dragons @ 6pm Author Visit @ 7pm @ Five Flags Center</p>	<p>6 Story Time @ 9:30am & 6:30 pm Wee Read @ 10:30am Sit 'n Stitch from 1-3pm</p>	<p>7 Strength Training for Adults @ 9:30 am Powerful Tools for Caregivers @ 6:30pm</p>	<p>8 Euchre Card Party from 1:00-3:30pm NaNoWriMo Come Write In from 3-5pm S.T.E.A.M. Fun Fridays from 3:30-5pm <i>Kobolds Ate My Baby</i> @ 6pm</p>	<p>9 Fashions To Die For @ 2pm Tween Nerf War @ 6pm</p>
<p>10 International Game Week Celebration from 1-4pm Wreath-It-Up Silent Auction Closing Reception from 2-4pm</p>	<p>11 Strength Training for Adults @ 9:30 am NaNoWriMo Come Write In from 6-8pm Layette Quilt Display & Raffle begins</p>	<p>12 A Novel Approach to Faith @ 7pm</p>	<p>13 Story Time @ 9:30am & 6:30 pm Wee Read @ 10:30am Sit 'n Stitch from 1-3pm</p>	<p>14 Strength Training for Adults @ 9:30 am Parkinson's Disease & You @ 6:30pm</p>	<p>15 Coffee & Creating from 9:30-11:30am LEGOs® from 11-1pm Euchre Card Party from 1:00-3:30pm NaNoWriMo Come Write In from 3-5pm S.T.E.A.M. Fun Fridays from 3:30-5pm</p>	<p>16 <i>The Lion King (PG)</i> @ 2pm Tardis Escape Room @ 6pm</p>
<p>17</p>	<p>18 Strength Training for Adults @ 9:30am NaNoWriMo Come Write In from 6-8pm Criect with Christopher @ 6:30pm JKPL Writing Group @ 6:30pm</p>	<p>19</p>	<p>20 Story Time @ 9:30am & 6:30 pm Wee Read @ 10:30am Sit 'n Stitch from 1-3pm <i>1000 Books Before Kindergarten</i> Awards Ceremony @ 6:30pm</p>	<p>21 Strength Training for Adults @ 9:30 am The BookEaters Book Club @ 6:30pm</p>	<p>22 Euchre Card Party from 1:00-3:30pm NaNoWriMo Come Write In from 3-5pm S.T.E.A.M. Fun Fridays from 3:30-5pm Game Night @ 6pm</p>	<p>23 Robot Obstacle Course from 1-3pm</p>
<p>24 Intro to Instant Pot Multicooker @ 2pm</p>	<p>25 Strength Training for Adults @ 9:30 am NaNoWriMo Come Write In from 6-8pm Strings Club @ 6pm</p>	<p>26</p>	<p>27 Sit 'n Stitch from 1-3pm Library closes @ 5pm</p>	<p>28 Library closed</p>	<p>29 Euchre Card Party from 1:00-3:30pm NaNoWriMo Come Write In from 3-5pm Final Friday Tech from 3-5pm S.T.E.A.M. Fun Fridays from 3:30-5pm</p>	<p>30 Small Business Saturday Refueling Station from 9:30-4pm Small Business Saturday Game On from 10-12 NaNoWriMo Come Write In from 9-5pm <i>Adventures in Babysitting (NR)</i> @ 2pm</p>

Library of Things

The JKPL is excited to announce that the Library of Things (LoT) is available for you to use! A Library of Things is a collection of non-traditional items that a library makes available for their community to borrow, either for use in the library or to take home. This summer, the JKPL received a grant to purchase items for a LoT. Items for inclusion have been purchased and now many of them are ready for you to use. Additional items will continue to be added to the collection in the next month or so. Below is a list of some of the items that are available (this list is not comprehensive):

Costumes

Cat in the Hat
LEGO Man
LEGO Brick
Santa Claus
Mrs. Claus
Einstein/Mad Scientist

Blocks & Games

Giant Tic Tac Toe
Magnatiles
Lincoln Logs
Bristle Blocks
JKPL Memory Game
Tinkertoys

Kitchen

Instant Pot
Air fryer
Induction burner
Canner
Ice Cream Maker
Convection toaster oven

Science & Technology

Microscope
Telescope
VR goggles
Circuits
Robots



Use of the Library of Things:

Items in the LoT collection are categorized as either regular items or specialty items. Regular items include items such as blocks and games and any patron is welcome to check these items out. Specialty items are those that are fragile, expensive, and/or designed for use by individuals of a certain maturity level. Specialty items include (but are not limited to) costumes, kitchen items, and electronic items. These items may only be checked out by full-service patrons who are over the age of 18 and have a library card in good standing. Check out periods for most items in the LoT are 1 week and a patron may not have more than 3 specialty items checked out on their card at one time.

Patrons wanting to borrow a specialty item will be required to sign a Borrower's Agreement. There is no charge to borrow items from the LoT, however, items valued at more than \$200 will require a deposit in order to borrow. The deposit will be calculated at 25% of the items value. Deposits may be paid by check or cash, which will be returned once the item is returned and deemed to be in good working condition.

For all the details regarding borrowing items from the LoT please read our relevant policies: Library of Things Collection Development and Circulation Policy; Library of Things Specialty Items Circulation Policy; Mobile Device Circulation Policy; and Realia (Games, Puzzles, Puppets, etc.) Circulation Policy. All policies are available on the library's website.

This Library of Things is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the State Library of Iowa.

Upcoming Events for December 2019 and Beyond

Reserve your seat for the 2020 Mystery Dinner Fundraiser - A Dinner To Die For - A 60s Mystery! The Die-Laughing Murder Mystery Troupe is returning with their 1960s Whodunit! Join us on Saturday, February 8, 2020 at 6:30 pm at the Dyersville Golf & Country Club, 1010 20th St. NE. for this fun fundraiser. Tickets are \$50.00 each or \$350.00 for a table of 8. Doors open at 5:30 for cocktails with the catered meal and show starting at 6:30 pm. Period attire is welcome but optional. These tickets make great gifts! DESCRIPTION: A Dinner to Die For: Murder is Served--is a 'happening' event taking place on on July 20, 1969. It is the night of the Apollo 11 moon landing and Cassiopeia and the Constellations are doing a reunion performance of their smash hit. Come hang out with the band, host Mia, who is the 'perfect' sister of Cassie-O and other special guests. Meal includes mixed greens salad, red wine pot roast, parmesan peppercorn chicken, garlic mashed potatoes, roasted California blend vegetables, roll, milk and coffee. Dessert is provided by First Avenue Bakery. A vegetarian option is available if requested when tickets are purchased. Seating is limited. Join us a night of laughs with dinner and a chance to guess whodunit!

December 1-31: Get Puzzled @ Your Library. Stop in the library this month to help us put together a new jigsaw puzzle. This month's puzzle is *Stylin' Snowman*. 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.

Mondays and Thursdays, December 2, 5, 9, 12, 16,& 19: Strength Training for Older Adults @ 9:30 am. Older adults of any age and fitness level are invited to join this special exercise program made possible through a partnership with the Geri-Fit® Company. 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. 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. New attendees welcome at any time if space allows. This group is taking a brief hiatus over the holidays and sessions will resume on Monday, January 6, 2020.

Monday, December 2: Books for Lunch Book Discussion @ 12:00 noon. This group gathers on the first Monday of each month. This month the group will discuss the book *In the Land of Second Chances* by George Shaffner. Bring your lunch, if you wish. Dessert and beverages are provided by the participants or the Friends of the Library. New members are welcome to join at any time! Copies of the book are available to borrow from the library.

Monday, December 2: Lifelong Learners @ 6:30 pm. Come join this monthly gathering for imaginative people who can learn from and feed off each other's creativity! Participants are encouraged to bring books they are reading or things they are currently working on to share with the group. There will also be a "swap" table for items participants no longer need. This group

meets on the 1st Monday of each month and is open to ages 17 and up. Registration encouraged but not required.

Tuesday, December 3: Dungeons and Dragons Players Club @ 6:00 pm. Join us for this monthly gaming event for D and D players! This group meets the first Tuesday of every month at 6:00 pm. The Library has materials available but feel free to bring your own. All ages and skill levels welcome. New players are welcome at any time.

Wednesdays, December 4, 11, 18: Sit and Stitch from 1:00-3:00 pm. Bring your hobby or craft and join other crafters for lots of laughs, food, great company and experienced help at this weekly gathering. New members are welcome to join at any time.

Fridays, December 6, 13, 20, & 27: Euchre Card Party from 1:00-3:30 pm. Join us Friday afternoons for cards and snacks! Come meet, teach, and play with other players. Refreshments provided.

Fridays, December 6, 13, 20, & 27: S.T.E.A.M. Fun Fridays from 3:30 - 5:00 pm. Children and families are invited to come every Friday afternoon to discover and create something new in the Creation Station. Participants are welcome to come anytime between 3:30-5:00 pm to participate in the selected activity. All ages welcome.

Saturday, December 7: Visit with Santa and Mrs. Claus from 10:00 am - 1:00 pm. Children of all ages are welcome to come and talk to Santa and Mrs. Claus. Don't forget to bring your cameras! There will be a few simple crafts for both kids and adults to make while you wait.

Saturday, December 7: Cookie Walk from 10:00 am - 1:00 pm. Craving some special holiday treats but don't have the time to bake for yourself? Come to the library for our annual Christmas Cookie Walk Fundraiser! Purchase a tray of sweet treats for \$6.00 (or buy 2 for \$10.00) and fill it with about a dozen items from a variety of baked goods provided by friends, volunteers, board members, and staff of the library. Volunteers will be on hand to wrap your tray before you leave. Sponsored by the Fundraising Committee of the JKPL.

Saturday, December 7: Editing & Getting Published by Jacob Krapfl from 2:00 to 3:00 pm. Details to follow.

Saturday, December 7: Family Movies @ Your Library presents "The Grinch" @ 2:00 pm. The Grinch attempts to undermine the annual Christmas celebration at Whoville with the help of his loyal dog and reindeer. Rated PG. (90 min.)

Sunday, December 8: Old Fashioned Christmas from 1:30 pm to 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. Santa & Mrs. Claus will make a special appearance, and several 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 10: Inspirational Fiction: A Novel Approach to Faith book club @ 7:00 pm. Join us for this book club that features a variety of books that weave religious faith into the characters and storylines. For this meeting we will read and discuss *Mind Games* by Nancy Mehl. Copies of each book are available to borrow from the library. This group meets the second Tuesday of every month.

Thursday, December 12: Telescope Program with Tom Snyder @ 6:30 pm. Do you like star gazing? Have you ever wanted to see the surface of the moon? If so, you are in luck. The library now has 2 beginner level telescopes available for checkout as part of the new Library of Things. If you are interested in checking them out but don't know how to use one, don't despair! On Thursday, December 12 former science educator Tom Snyder will teach us how to set the telescopes up, adjust them, and use them to get closer to our celestial neighbors. We will then head outside with the telescopes to get a look at the full moon, weather permitting. All ages welcome.

Friday, December 13: National Cocoa Day: Hot Cocoa Bar and Homemade Hot Cocoa @ 10:00 am and 2:00 pm. National Cocoa Day is celebrated on December 13. This food day is a perfect occasion to indulge yourself with a cup of hot cocoa or some chocolate confections. The first cocoa beverage is believed to have been created by the Maya people around two thousand years ago. Of course, it has undergone considerable changes since then. Do you love a delicious steaming cup of hot cocoa? Back in the day, one would cook sugar, cocoa, vanilla, and milk on the stove, stirring constantly to prevent scorching or a boil over. Nowadays, there is the convenience of packs of instant cocoa - just open, dump in a cup and add hot water. Sadly, the convenience comes at the cost of quality. Most instant packs contain artificial ingredients and flavor. Is there a way to have the convenience of instant with the quality of homemade? Yes there is! Come to the library at 10:00 am and 2:00 pm and learn to make all natural homemade instant hot cocoa and consign the chemical packs to the trash! Busy at 10 and 2? Stop in anytime for the recipe and try it out at our hot cocoa bar, which will be open all day.

Friday, December 13: Building Creativity One Block at a Time: a LEGO® program from 2:00 pm to 4:00 pm. This month's theme is "Happy Holidays". 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 the actual creations are displayed at DuTrac for two weeks after each program. All children who participate have their name entered into a quarterly drawing for a special LEGO® related prize provided by DuTrac. Refreshments provided.

Saturday, December 14: Teen Craft--Gingerbread Houses @ 2:00 pm. 'Tis the season for tasty snacks! Teens are invited to join us at the library for the chance to build their own gingerbread house. We will provide all the supplies, just bring yourself and your friends! For those ages 13-18 of all skill levels. Registration is requested so we can ensure there are enough supplies.

Sunday, December 15: Sunday Movies presents "The Nutcracker and the Four Realms" @ 2:00 pm. When Clara's mother leaves her a mysterious gift, she embarks on a journey to four secret realms where she discovers her greatest strength could change the world. Rated PG. (99 min.)

Monday, December 16: Strings Club Christmas Celebration @ 6:00 pm. Teens and adults are welcome to join this string musician jam session! All skill levels welcome, however, this is a jam session and not a class so participants should know basic chords. Facilitated by Sue Engelbrecht and Gary Bramel. This group meets the fourth Monday of each month. Registration requested. Walk-ins welcome as space allows. Meeting this date instead of December 23.

Monday, December 16: JKPL Writing Group @ 6:30 pm. This monthly writing group is for writers of all types whether it be poetry, memoir, fiction, or nonfiction. Meetings will allow time for members to read their work to the group. Feedback will be given, if desired. Optional writing exercises and writing prompts will be shared.

Monday, December 16: Cricut with Christopher @ 6:30 pm. Come learn about the Cricut Maker from local expert Lisa Christopher and make a special project. Participants should be 14 or older. Children 8 and up welcome if accompanied by an adult. Registration is requested as attendance is limited to 20. Walk-ins welcome if space and materials allow.

Thursday, December 19: The BookEaters Book Club @ 6:30 pm. This reading discussion group is for kids ages 9-12 and meets the third Thursday of each month. For this meeting the group will discuss *Gregor the Overlander* by Suzanne Collins. Copies of each book are available to borrow from the library. Registration requested. Snacks provided.

Friday, December 20: Coffee and Creating @ Your Library from 9:30 - 11:30 am. Come join us for a time of coloring, crafting, creating, chatting as well as coffee or other morning beverages. The library provides miscellaneous coloring and craft supplies along with the beverages. This group meets the third Friday of each month. This program is open to adults 18 and older.

Saturday, December 21: Family Movies @ Your Library presents "Arthur Christmas" @ 2:00 pm. Santa's son must ensure the children of the world receive their presents by Christmas morning. Rated PG. (98 min.)

Saturday, December 21: Nerf War @ Your Library from 6:00-8:00 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.

Monday, December 23: Library closes at 5:00 pm; and is closed Tuesday & Wednesday, December 24 & 25.

Friday, December 27: Final Friday Tech featuring Google Searching from 3:00—5:00 pm. This month's topic is how to use Google as an internet search engine. Other technology questions are welcome if time permits. The library has a few laptops available to use but guests are encouraged to bring their own, if they have one. Final Friday Tech is held on the last Friday of each month.

Friday, December 27: Game Night @ Your Library @ 6:00 pm. Bring your favorite game (card game, board game, role playing game, or video game) and meet, teach, and play with others! Game night is held on the 4th Friday of every month. All ages welcome.

Tuesday, December 31: Library closes @ 5:00 pm and is closed on Wednesday, January 1, 2020 for the holiday.

Thursday, January 2: Warm-Up @ Your Library Winter Library Challenge Begins. The JKPL is once again offering a winter library program. This year we are changing it up to make it even more challenging and fun so watch for more details! The winter library program will run from January 2 thru February 28.

Thursday, January 2: Quilting Bee with the Dyersville Layette Ladies Begins. The Layette Ladies will be gathering in the library January 2-31 to demonstrate quilting and encourage others to lend a hand. A quilting rack will be set up under the library skylight and ladies from the Layette Group will be present to quilt weekday afternoons from 12:00 noon to 5:00 pm and Sundays 1:00 to 4:00 pm. Members of the community are encouraged to stop in and observe, ask questions and help with the quilting. (Beginners will be able to try quilting on a piece of fabric in a hoop). The quilt will only be available when the quilters are working on it. Once completed the quilt(s) will be auctioned off to raise money for the Dyersville Relay For Life or other local organizations.

Saturday, January 4: Family Movies @ Your Library presents "Dora and the Lost City of Gold" @ 2:00 pm. Rated PG. (105 min.)

Wednesdays, January 8, 15, 22 and 29: Winter Wonderland Wednesdays from 4:00- 5:00 pm. Kids in Kindergarten to 3rd grade are invited to get out of the cold, beat the winter blues, and do some fun after school activities. Each session will include a winter themed book, STEAM activity, and snack. Themes are TBA. Space is limited to 15 participants so registration is required and registration includes all 4 sessions.

Monday, January 13: Sign up for Spring Story Time and Wee Read begins. Details TBA.

Thursday, January 16: Soup Supper Fundraiser from 4:30 to 7:30 pm. Warm up this winter at the JKPL annual Soup Supper! Join us for soup, crackers, bread, brownies, and beverages starting at 4:30 pm until we run out! This year's soups are chicken noodle, chili - which is gluten free, and potato - which is vegetarian! The soup is made and served by the JKPL Library Board and Fundraising Committee members. Price is \$6.00 per person with soup refills for \$2.00 each. Carry outs available. Proceeds from the fundraiser will be used to support the library's collections and services.

Thursday, January 16 - 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 hung on the library "Giving Tree." 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 and the complete list can be viewed at the circulation desk or from the home page of the library's website (www.dyersville.lib.ia.us). Not finding something you want to "love"? Bring your ideas to a librarian!

Friday and Saturday, January 17 & 18: Teddy Bear Sleepover & Pajama Storytime. What would your favorite stuffed animal do if left alone at the library all night? We will find out at our midwinter Teddy Bear Sleepover! Kids of all ages are invited to bring their teddy bear or other stuffed animal to the library, leave them overnight, and then come back the next day to see what they get up to when no one is looking! Stuffed animals may be dropped off in the Hoffman Community Room on Friday, January 17 anytime from 3:00-6:00 pm (the library itself closes at 5:00 pm). Kids can come back Saturday morning at 9:30 am for a pajama story time with donuts, and to pick up their stuffed animal friend. Each animal will return home with a photographic journal of their library hijinks. All ages welcome.

Friday, January 24 - Monday, January 27: Friends of the Library Used Book Sale. Join us for the Friends of the Library used book sale, which will be held in the basement of the James Kennedy Public Library. Bags of books are \$2 on Monday, the last day of the sale. Hours are:

Friday, January 24: 9:00 am—5:00 pm; Saturday, January 25: 9:00 am—3:00 pm; Sunday, January 26: 1:00 pm—4:00 pm; Monday, January 27: 9:00 am—7:00 pm.

Saturday, January 25: National Seed Swap Day. The seed swap is a fundamental part of human history. Seeds were one of the first commodities valued and traded. Today, modern gardeners collect and exchange seeds for many reasons ranging from cultivating rare, heirloom varieties to basic thrift. The exchange of seeds perpetuates biodiversity. It is an act of giving and the ultimate form of recycling. Planning to partner with Garden Club. Event details to be decided.

Wednesday, January 29: National Puzzle Day! Join us in celebrating National Puzzle Day. Event details to be determined.

February is Library Lovers Month – event details to be decided.

Saturday, February 1: Build-A-Basket Fundraiser begins! It is time for the JKPL Annual Build-A-Basket Fundraiser. Would you like to help raise money for the library? Pick something you love like candles, cooking, or cats 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 February 29. The baskets will be auctioned off in a silent auction that runs March 1 to 29, 2020. The library will provide you an empty basket if you need one! All funds raised are used to support library programs, collections, and services.

Sunday, February 2 or 23: Book Tasting for Adults @ 2:00 pm. Are you hungry for a good book? Join us for this fun ‘book tasting’ event where you can sample some of the best books published in 2019! Books available to “taste” will be selected from the Best Books lists created by various organizations. Refreshments provided, including mulled wine and hot spiced cider.

Wednesdays, February 5, 12, 19, 26: Spring sessions of Story Time and Wee Read begin. Details TBA.

Engineers Week: Founded by NSPE in 1951, Engineers Week (February 16–22, 2020) is dedicated to ensuring a diverse and well-educated future engineering workforce by increasing understanding of and interest in engineering and technology careers. John W. willing to partner with us for something – maybe some STEAM programming?

Sunday, February 23: Making Your Library into a Miniature Golf Course from 2:00 to 4:00 pm. Everyone is invited to come and help turn the library into a miniature golf course. Participants may work individually or in teams to create one golf hole. Challenge your creativity to turn plastic cups, blocks, boxes, books, stuffed animals, and more into obstacles for this fun event. Bring your own supplies or use what the library has available. Participants will design their hole from 2:00 to 4:00 pm and set it up in the library by 5:00 pm, just in time for the miniature golf event. Golfers will vote on their favorite hole with the winning designer receiving

\$50.00 in Dyersville Dollars. Registration is requested but not required. Walk-ins welcome if space allows, but only 9 holes will be constructed. All ages welcome but those under age 10 must be accompanied by an adult. Refreshments provided.

Sunday, February 23: Miniature Golf @ Your Library from 5:00 to 8:00 pm. Come to the library for this special after-hours event for all ages. For one night only, we'll turn the library into a mini-golf course! Come in to tee off between the stacks and navigate our book obstacles. The course will be designed by local volunteers and golfers will vote for their favorite hole. All ages welcome but those under age 6 must be accompanied by an adult. Join us for fun, refreshments and door prizes!

Friday, February 21: Bad singing night from 6:00 - 8:00 pm. Details coming.

Saturday, February 29: LEAP DAY! Activities to be determined.

Monday, March 2 @ : Read Across America Seuss Party @ ???. Details TBD.

Monday, March 2: Build-A-Basket Fundraiser Silent Auction Begins. Join us for the 8th Annual Build-A-Basket Fundraiser! Organizations, businesses, and individuals have donated some amazing baskets again this year. The silent auction starts March 2 and ends promptly at 3:00 pm on Sunday, March 29. All proceeds will be used to support library services and collections. Community poster

April is D.E.A.R. (Drop Everything And Read) Month : Activities to be confirmed.

Monday, April 1 - 30: Yard Sign Fundraiser!

Sunday, April 12: Library closed for Easter

Friday, April 17: Wine and Beer Tasting Fundraiser at Brew & Brew from 5:00—8:00 pm. The National Library Week Wine and Beer Tasting Fundraiser supporting the James Kennedy Public Library is back! Join us at Brew & Brew in downtown Dyersville for wine and beer tasting from area wineries and breweries..

April 19-25: National Library Week – activities to be determined.

Thursday, April 23: Dyersville Chamber Business After Hours from 5:00-6:30 pm.

Saturday, April 25: Dia de los Libros/Dia de los Ninos. Details TBA.

Sunday, April 26 - Saturday, May 2: St. Francis Xavier Student Art Show. There will be a special reception on Thursday, April 30 from 5:00 to 8:00 pm for the students displaying their artwork, their families, and anyone who wants to come view the artwork and offer their support. Refreshments provided.

Sunday, May 10: Library closed for Mother's Day

Notes from the November 4, 2019 meeting of the Fundraising Committee:

The fundraising committee of the James Kennedy Public Library met on Monday, November 4, 2019 at 6:00 pm. Present were chairperson Mary Jane Meade and members Catherine O'Hea, Karen Kramer, Brenda Ingles and Shirley Vonderhaar.

Wreath-it-up Event: 19 wreaths were donated for this year's event - compared to 24 wreaths in 2017. A few wreaths do not have bids yet but most do. The highest current bid is \$50.00. Voting for ribbons ended on November 3 and the ribbons were attached on the 4th. The silent Auction ends with an open house on a Sunday, November 10, from 2 to 4 pm and the bidding ends promptly at 3:00 pm. Mary Jane, Catherine and Shirley will manage the end of the auction – supervise, take money from winners on hand, call winners to come and pick up, etc.

Quilt Raffle: The Layette Ladies will bring in the quilts on Monday, November 11, and we will have them on display and sell tickets through December 15. The winner will be drawn on Monday, December 16. Raffle ticket prices will remain 1 for \$2, 3 for \$5.00 and 10 for \$10.00.

Christmas Cookie Walk: This annual event is scheduled for Saturday, December 7, 2019, from 10 am to 1 pm. Board members are encouraged to make and donate at least two dozen sweet treats – more is always welcome! Library staff or volunteers will call Friends, volunteers, and past donors during the first week of November asking them to donate 2 dozen (or more) homemade cookies or other sweet treats. Donated items should be brought to the library on Friday, December 6, if possible. Earlier donations of items that can be frozen will be accepted if necessary and put in the library freezer. We typically need at least 250 dozen cookies for the sale and for the thank you plates to business partners.

Workers are needed for the cookie walk. Shirley, Catherine and Karen should be available to work all or part of the day. Brenda will not be available. Mary Jane will work if she is available but she may be out of town. Shirley has sent out an email to the full board asking for volunteers to work. After the board meeting on the 12, she will put together a schedule of workers. Jobs to be done are: running / refilling serving plates - Shirley usually does, along with another person as demand requires, filling plates for the guests - need 2 or 3 people based on demand, when not busy helping people these volunteers can plate some ahead for those who want to just grab something; take money during the event – 1 person; bag & bow during the event – 1 person; general clean up – anyone who is still here. If we do not have enough workers, Shirley will reach out to some former Board Members to see if they might be willing to help out.

Price is \$6.00 per plate or 2 plates for \$10.00. Supplies needed include holiday plates (Shirley will pick up at Sam's Club), basket bags (ordering from Oriental Trading), bows – Sue E. and members of the committee are making these, food grade gloves – have on hand

Publicity for this event includes the routine publicity of posters, calendar of events, PSAs, and social media posting as well as JKPL, Chamber and KDST websites. Event is announced on Facebook a month ahead and boosted the week of the event (Monday after Thanksgiving). Dawn will contact banks asking to have it put on their marques during the first week of December. Assuming the weather cooperates, we will put the sandwich board out on the 7th inviting people to see Santa and come to the cookie walk.

Mystery Dinner: This event is scheduled for Saturday, February 8, 2020. There will not be a snow date due to conflicts with the performers. The contract has been received and deposit will be paid with November bills. Dinner will be held at the Dyersville Golf and Country Club. J & D will cater and Die Laughing will perform their show A Dinner to Die for. The committee decided to change the menu this year so we will have parmesan peppercorn chicken and red wine pot roast, garlic red mashed potatoes, roasted California blend vegetables and either a fall or spring mixed greens salad.

Price will again be \$50 per person or table of 8 for \$350. We are starting advertising now so can encourage as gift giving and so people can get on their calendars. Shirley will work with Steve Werner to get the poster and tickets ready ASAP but before the Cookie Walk. Announcements will go out in the routine library publicity as soon as tickets are ready and Shirley will send letters to past table purchasers letting them know tickets are available. We decided we would NOT give away free tickets as advertising to KDST because it is a cost to the library for the meal and last year the winners didn't come.

Soup Supper: This annual event is scheduled for Thursday, January 16, 2020 from 4:30 to 7:30 pm. The price will be \$6.00 per meal plus \$2.00 refills. Carryouts will be available for \$6.00 also. At the October Board meeting it was discussed to potentially have 3 soup options so that we could offer a vegetarian option, and serve from crock pots as 3 roasters might be challenging in the limited space. It was agreed to offer 3 soups: Chicken noodle, chili, and vegetarian potato soup. Each board and committee member is asked to make at least 4 quarts of the soup of their choice and we mix like with like. We will ask that we keep the chili gluten free (which it typically is) and the potato soup vegetarian. It was decided to ask Sue E. for her recipe and / or if she would be willing to make a larger quantity of the potato soup as this will be new for us. Brenda I is again offering to donate the ground beef to those making chili. She will bring the meat to the library and we will store it in the freezer for people to pick up. Shirley will do an inventory of supplies needed before the next committee meeting and we will ask for donations the first week of January.

Plan for serving will be to heat in 3 roasters and serve from crockpots as space is tight. We will also need liners for the roasters and crockpots to help with cleanup. Brenda, Karen, Mary Jane and Shirley all have roasters and crockpots so we should be fine with these items.

After discussion, it was decided to contact Textile Brewery to see if they would be willing to post signs and publicize the Soup Supper as a meal option at their location. If there is interest, we would need to make sure we have volunteers available to make the deliveries to the Brewery.

Love My Library Giving Tree: This event starts the day of Soup Supper and runs to end of February. Staff will start getting their wish lists together in December so everything is ready to go in January. No committee action needed at this time.

Build-a-Basket Fundraiser: Starts February 1 and end on March 29. No committee action needed at this time.

Wine and Beer Tasting: National Library Week is April 19-25 and Easter is April 12 so the Wine and Beer Tasting has been scheduled for Friday, April 17 from 5 to 8 pm. It will again be held at Brew & Brew. We will start contacting potential vendors soon so we can get on their schedules. Ideally we will have 3 wine and 3 beer vendors.

Making and selling upcycled greeting cards: No action has been taken on this.

Luggage Tags: Shirley purchased love my library luggage tags as incentives for completing the adult summer library program. The minimum order was 250 so there are some left. Shirley wondered if we thought people would be interested in purchasing these. Cost to the library was \$1.29 so the committee felt offering them for \$2.00 each would be reasonable if anyone asked about them; but felt it would be most appropriate to use them as incentives for other events.

Pop-Up Fundraisers: Mary Jane has contacted Country Junction about the possibility of holding a pop-up library / fundraiser at their restaurant. She has not yet heard back.

The Committee talked about other possible partners for a pop-up library / fundraiser. The issue is that most places have limited space so if the library brought things in, it would take away the space available for customers. Two ideas to consider in good weather would be to partner with Pizza Hut and set up in their parking lot and to partner with Subway and set up on the grass adjacent to their building. The committee will continue to explore these ideas.

Dine out for public schools fundraiser: The committee decided that Dyersville is not a large enough community to host such an event.

Set date for next meeting: The committee decided to meet after the Cookie Walk on December 7.

Marketing Committee Meeting: October 22, 2019 @ 5:30 pm

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Present: Pat Valant, Kalie Waterman, Karen Tieskoetter, Dawn Schrandt

1. Business After Hours

The library has scheduled to host a Dyersville Chamber Business After Hours event in April. April 19-25 is National Library Week and we will host it on Thursday, April 23 from 5:00-6:30 pm.

2. Annual Report format

Shirley asked for our recommendations on the FY19 annual report format. The committee suggested we use the same format as the last two years with the intent to change the format for the FY20 report. Some other minor suggestions were made as well.

3. Endowment

The Board had suggested that the Marketing Committee take responsibility for the publicity for the new endowment with the Fundraising Committee supporting us. The committee agreed that this makes sense and will take the lead.

The committee started preliminary discussions about publicity by first reviewing the suggestions that had come from the Board and also from Nancy Dunkel. We decided to start with the brochure that advertises our endowment. A template was provided by Nancy Dunkel and we need to complete the wording. Dawn emailed the template to everyone so we could each think about it and bring our suggestions to the next meeting.

The day after the committee met, Shirley, who had been conversing with Mandy Easter the State of Iowa law librarian, confirmed that library staff cannot spend any work time helping to raise funds for the endowment. Dawn notified the committee via email of Mandy's correspondence.

4. Our next meeting will be November 6 at 5:30 pm

Notes from November 4, 2019 Policy Meeting

Members of the JKPL Policy Committee met on Monday, November 4, 2019 at 5:00 pm. Present were Joe Petsche, chairperson; members Sue Engelbrecht and Mike Mullis, and library director Shirley Vonderhaar.

Collection Development Policy: This policy was revised to include all types of things that the library collects and makes available. Information on the Library of Things was added in the Criteria for Selection and Scope of the Collection and a paragraph on read-alongs was added. Some items were updated to reflect changes in technology and the collection (ie – what resources we use for selection and culling, we no longer collect MP3 format, etc.) and some wording was slightly modified for clarity. The first section is a Community Assessment and was updated based on 2017 estimates from the US Census bureau and current library card holder statistics.

Service and Circulation Policy: This policy was slated for review to add in the information on the Library of Things, but a few other items are being addressed as well. Information on the Library of Things was added in several locations per our other policies.

As it has been several years since the non-resident fee was reviewed, Shirley asked the Finance Committee if they wanted to review now or wait until the budget planning cycle. The Finance Committee, via email, reviewed the existing fee and looked at the FY19 per capita cost for citizens. They recommended an adjustment to \$120 for a household for the fiscal year, or \$60 for an individual, to be effective for FY21 so starting July 1, 2020. This adjustment has been included in the proposed policy.

Shirley also brought to the board an advisory on circulation policies that came out from the State Library of Iowa. This advisory talked about insuring that the language in policies was inclusive, not exclusive, regarding what is required for proof of identification and residence. Shirley recommended some changes in language for these items to add more options and insure we are inclusive.

Shirley also noted that this policy did not allow new card holders (those having a card for less than 3 months) to make requests for items via interlibrary loan. After discussion, it was decided to remove that restriction.

Emergency and Disaster Policy: This has been an ongoing project which was put on hold as Shirley gathered information. A post from Mandy Easter, a law librarian, stated the following: City attorneys tell me that any type of emergency response policy should be dictated by a city's administration, applicable to all its separate agencies, including the library." It goes on to state "If the library board takes on the responsibility of setting such a policy on its own, it also accepts liability on behalf of the city if the policy is not legally sound." Based on this information, the policy committee decided to table any additional discussion of an Emergency and Disaster Policy. Shirley will reach out to the City Administration to verify that they do not already have a policy and see when they might be looking to draft a policy on behalf of the city.

The next meeting of the Policy Committee is scheduled for Monday, December 9, 2019 at 5:00 pm.

COLLECTION DEVELOPMENT POLICY

Community Assessment:

The James Kennedy Public Library is located in the city of Dyersville, Iowa. According to the 2017 population estimates from the US Census Bureau, the population of Dyersville is 4,225. Fifty-one point three percent of the population is male and 48.7% is female. The median age is 42.3 with 76.1% of the population being 18 years of age or older and 20% being 65 years or older. Twenty-five point five percent of the households in Dyersville include children under the age of 18 and 30.4% include individuals aged 65 or older. Nine-seven point seven percent of the population is white, 1.9% is Hispanic and .4% is black or African American. Two percent of the population speaks a language other than English at home. One point seven percent speak Spanish at home, and 0.3% speak other Indo-European languages. Ninety-one point five percent of residents age 25 or older are high school graduates or higher. Twenty-four point two percent have a bachelor's degree or higher.

James Kennedy Public Library patrons are of all ages and interests. Based on 2017 estimates from the US Census Bureau and the current number of JKPL library card holders, as of November 1, 2019, fifty seven percent (57%) of city residents hold library cards. Non-city residents are also frequent library users. Fifty-one point four percent (51.4%) of James Kennedy Public Library cardholders are nonresidents. (This includes libraries as card holders for Interlibrary Loan tracking.)

In 2015, as part of Strategic Planning for Results, the Board of Trustees adopted three library service responses – Know Your Community / Make Informed Decisions; Stimulate Imagination / Satisfy Curiosity / Express Creativity; and Visit a Comfortable Place. These service priorities are described as follows:

- ✓ Know Your Community / Make Informed Decisions:
 - Know Your Community: Community Resources and Services – Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.
 - Make Informed Decisions: Health, Wealth, and Other Life Choices – Residents will have the resources they need to identify and analyze risks, benefits, and alternatives before making decisions that affect their lives.
- ✓ Stimulate Imagination / Satisfy Curiosity / Express Creativity:
 - Stimulate Imagination: Reading, Viewing, and Listening for Pleasure – Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options.
 - Satisfy Curiosity: Lifelong Learning – Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.
 - Express Creativity: Create and Share Content – Residents will have the services and support they need to express themselves by creating original print, video, audio, or visual content in a real-world or online environment.

- ✓ Visit a Comfortable Place: Physical and Virtual Spaces - Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.

These service priorities, which apply to all ages, serve as guiding principles as the library makes selection decisions.

As a participant in the State Library's Access Plus (InterLibrary Loan) program, JKPL is able to provide interlibrary loan services (borrow items from other libraries in Iowa or the United States) for eligible patrons with needs outside the scope of the collection

Purpose:

The purpose of the James Kennedy Public Library's collection development policy is to guide the librarians and to inform the public about the principles upon which selection decisions are made. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in choosing from a vast array of available materials.

The responsibility of the library is to serve the entire community; not to promote, and above all, not to censor any particular political, moral, philosophical, or religious convictions or opinions. It is not the purpose of the library to stimulate or cater to trivial, antisocial, prurient, or immoral interests. But no one, least of all a free public library, has the right to judge what another may or may not read, hear, or view.

History shows that many books which have been most controversial or objectionable to some persons or groups, have, in due course, been recognized to be among those books, which most, rather than least, belong in public libraries. If an idea is truly dangerous or evil, the best protection against it is a public that has been exposed to it and has rejected it.

As the foundation for its collection development policy, the Board of Directors of the James Kennedy Public Library adopts the Library Bill of Rights of the Council of the American Library Association, the Freedom to Read, and the Freedom to View statements.

Responsibility for Collection Development:

Ultimate responsibility and final authority for collection development lies with the Board of Trustees. The Board delegates to the Library Director and senior staff the selection of library materials and the development of the collection.

Criteria for Selection:

The objective of selection is to collect those books and other library materials that will inform, educate, entertain, and contribute to the enrichment of mind and spirit. The collection will be built to meet the needs and interests of the community. Nontraditional items, such as those collected for the Library of Things, are referenced in this policy but are more specifically addressed in the Library of Things Collection Development and Circulation Policy.

Items considered for inclusion in the library collection will be evaluated based on the following criteria:

- excellence of reputation of the work
- opinion of critics and reviewers
- authority and reputation of author and / or publisher
- accuracy and timeliness
- creativity and vitality
- literary merit
- appeal and relevance to community interests
- format suitable for library use
- suggestions by library users
- price and availability of funds
- relationship to other items in the collection

Recommendations for materials from citizens of the community will be considered carefully. Items will be added as budget allows.

Selection Resources:

Among the selection tools used by librarians are professional library journals, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Librarians should also be aware of materials reviewed in national newspapers and magazines, local publications, the broadcast media, and from reputable sources available via the Internet.

The following professional journals are representative of the many aids used for selection of materials: *Booklist*, *Library Journal*, *Horn Book*, and *Voice of Youth Advocates (VOYA)*. In addition, other works may be consulted, including but not limited to the following: *Public Library Catalog Core Collection: Nonfiction*, *Fiction Catalog*, *Children's Catalog*, *Junior High School Catalog*, and *Senior High School Catalog*. Library staff responsible for selecting use their own judgement in deciding which resources best fit their needs in selecting for the JKPL.

Scope of the Collection:

The basic policy of selection is to choose the best new materials and duplicate or replace the older titles which have proven their worth.

The James Kennedy Public Library collection includes the following areas:

Adult Fiction (Print)

The library provides a collection of standard and contemporary fiction titles as well as genre fiction for the intellectual enrichment, informational, and entertainment needs and interests of the adult population of Dyersville. Multiple copies of frequently used titles

may be provided. Large print, eBook, audio, and eAudio copies of some titles may also be available.

Adult Nonfiction (Print)

The library maintains a collection of general interest nonfiction titles to provide for the information needs and browsing interests of the adult population of Dyersville. Large print, eBook, audio, and eAudio copies of some titles may also be available.

- Legal and medical works will be acquired only to the extent that they are useful to the layman.
- Textbooks are not ordinarily purchased by the library.
- The James Kennedy Public Library is a public library and strives to maintain an impartial recognition of all religions while specializing in none. The library is a reflection of the community it serves so collections relevant to some faiths or beliefs may be broader than others.

Periodicals (Print)

The library maintains a collection of magazines for informational and recreational reading. Issues are maintained for one year or as space and demand dictate.

Newspapers (Print)

Newspapers are selected to provide local, state, regional and national coverage. Local newspapers plus a selection of regional and national titles are purchased. The Dyersville newspaper is kept and purchased on microfilm when such is available. Issues of local papers (Manchester and Cascade) are kept for a minimum of six months. Issues of state, regional or national papers are retained for one month.

Reference Materials (Print)

Reference materials provide timely and accurate information on a wide variety of topics. Because of method of use or cost, they may be maintained primarily for in-library use only or may be circulating. Many traditional print reference resources have been replaced by electronic resources which are more current and available to patrons even when the library is closed. The library is very selective in what they add to the print reference collection.

Reference Materials in Digital Format

Some reference tools are purchased in digital formats which are available online. These materials are selected following the same criteria as print items.

Iowa History and Local Genealogy Collection

Nonfiction books about Dyersville, Dubuque and Delaware Counties, and the State of Iowa are housed in a separate collection. This collection also includes family histories and genealogies of local interest. These materials are selected and retained under the following criteria:

- The library attempts to be as inclusive as possible in obtaining books pertaining to the history, economic, social, and cultural life of Dyersville.

- The library makes no attempt to be inclusive in its collection of materials on Dubuque and Delaware Counties or the State of Iowa.
- The library does not collect letters, papers, documents, photos, or other primary resource material of local interest other than books. These materials are collected by the Dyersville Area Historical Society.

Young Adult (Print)

The young adult collection provides recreational and educational materials for young adults ages 12 – 18. Multiple copies of frequently requested titles may be provided.

YA Fiction

The library maintains a variety of Young Adult fiction. Award winning titles, titles that deal with current issues and concerns of teenagers, popular authors and titles, and titles requested by the patrons are included in the collection.

YA Nonfiction

The library maintains a nonfiction collection for Young Adults that contains general informational works, browsing items and items that are of interest to people in 7th-12th grades, and items that supplement the educational needs of teens.

Children's (Print)

Children's materials are selected to meet the recreational, educational and cultural needs of children from infancy through age 12. Multiple copies of frequently requested titles may be provided.

Picture Books

These books, in which illustration is as important as text, serve to introduce children to the world of books. The library includes a wide variety for adults to read to toddlers and preschoolers and for children to look at and use as they begin to read. This collection includes beginning readers, concept books, wordless books and board books as well as picture books.

Juvenile Fiction

The library maintains a variety of children's fiction, from distinguished children's literature to popular and enticing titles that will attract readers of many tastes and abilities. Popular series titles are purchased in response to patron requests and as funding permits.

Juvenile Nonfiction

The juvenile nonfiction collection contains general informational works, browsing items and subject-oriented materials on topics of interest to children preschool age through sixth grade. The library does not provide basic texts or materials needed for schoolwork. It may, however, purchase supplementary materials to enrich the resources available at area schools.

Read-Alongs

Read-alongs are children's materials that include the print book along with some form of audiobook. The library collection is primarily intended for children up to 2nd grade but selections for other ages may be added if deemed appropriate by the selector.

Library of Things and Realia

The Library of Things is a collection of non-traditional library items that complement the JKPL's mission. Types of Things included in this collection are Home Improvement and Assistive Devices, Audiovisual Equipment and Electronics, Science and Technology Kits, and Recreation and Crafting Tools. The Library of Things is not intended to be comprehensive and the library is limited by storage space and budget available. Please see the Library of Things Collection Development and Circulation Policy for more details.

Multimedia:

Computer software:

The library provides word processing, spreadsheet and educational software preloaded on the public access computers.

Console Games:

The library provides a console game collection for informational, educational and recreational purposes. The collection is developed for all ages, but no attempt is made to provide a comprehensive collection. Currently Wii, WiiU, Xbox One, and Xbox 360 games are purchased. Donations of other formats are welcome only if enough are donated that the library is able to start a circulating collection. Based upon changing technology and demand, additional formats may be purchased.

Video (DVD, BluRay, etc.):

The library provides a video collection for informational, educational and recreational purposes. The collection is developed for all ages, but no attempt is made to provide a comprehensive collection. Items are primarily purchased in the DVD format. BluRay and donations in other formats may be added to the collection at the discretion of the librarian in charge of this collection.

Audio / Spoken:

The audiobook collection, in compact disc and playaway format, is intended to fill the recreational and informational needs of adults, young adults and children. Both abridged and unabridged formats are included with unabridged being preferred. No attempt is made to provide a comprehensive collection.

Launchpads / Tablets with installed programs:

The Launchpad / tablet collection is intended to fill recreational, informational, and early literacy needs of children in an interactive format. No attempt is made to provide a comprehensive collection.

Creation Station / Active Learning Collection:

The JKPL provides access to materials, collections and equipment to promote active learning. These items are intended for in-house use for learning, creating, making and doing. They are generally focused upon the areas of STEAM (Science, Technology, Engineering, Art, Math), Do It Together and Do It Yourself activities. Items included in this collection include such things as robots, circuits, LEGOs® or other building materials, craft supplies and equipment, etc. There is some cross-over between this collection and the Library of Things. No attempt is made to provide a comprehensive collection.

Digital Collections:

The JKPL provides access to materials in digital formats, including but not limited to eAudio, eBook, eMagazine, and downloadable music. Items in these collections are generally provided through consortia agreements but where the JKPL has selection authority, the criteria for the comparable print format will be utilized in making the selection decisions.

The Library seeks to draw upon the collections and resources of the State Library of Iowa so as not to unnecessarily duplicate services and materials. Interlibrary Loan will be used to secure from other libraries those specialized materials.

Collection Maintenance:

In order to provide an up-to-date, current, readily accessible, and attractive collection of materials, the library collection will be weeded on a continuous basis, following a schedule developed and implemented by the library director and staff.

Weeding will be performed by the library staff with final judgment as to whether an item should be pulled resting with the Board of Trustees. Such responsibility has been delegated to the Library Director and senior library staff.

Items to be weeded will be determined according to the following general criteria. The titles will be judged based on their most recent copyright, the most recent circulation date or turnover rate, and whether they are “MUSTY”...(M-Misleading...and/or factually inaccurate; U-Ugly...worn and beyond mending or rebinding; S-Superseded...by a newer edition or by a much better item on the subject; T-Trivial...of no discernible or scientific merit; Y-Your collection has no use for this book.... irrelevant to the needs and interests of the community).

Following this preliminary check, the materials which are being considered for withdrawal from the adult collections may be checked against the Core Collection Guides: *Fiction Catalog* – for fiction materials, and the *Public Library Catalog: Nonfiction* – for non-fiction materials, or other core resource books. Maintenance of the adult collections is the responsibility of Library Director and / or the staff member(s) specifically assigned by the Library Director.

Children and YA materials will be weeded following the same general criteria. Items considered for removal may be checked against *Children's Catalog*, *Junior High Catalog*, *High School Catalog*, *Fiction Catalog*, *Public Library Catalog*, and various Award winner lists. The Youth Services Librarian and the Young and Emerging Adult Librarian have the responsibility for maintaining these collections.

The Library of Things collection(s) will be weeded following the same general criteria. Maintenance of these collections is the responsibility of the staff member(s) specifically assigned.

Items in the multimedia collections will be weeded following the same general criteria. Maintenance of these collections is the responsibility of the staff member(s) specifically assigned

Gaming materials (board and console) will be weeded following the same general criteria. The Young and Emerging Adult Librarian has the responsibility for maintaining the gaming collections.

Creation Station / Active Learning Materials will be weeded following the same general criteria. Maintenance of this collection is the responsibility of the staff member(s) specifically assigned

This policy presents general guidelines for collection maintenance. It cannot replace or usurp the practical knowledge of the librarians. Materials may still be returned to the shelves at the librarian's discretion, or culled sooner due to space constraints or other issues. The following chart provides general guidance on with items should be considered for culling.

CLASSIFICATION	LAST CIRC (years)	COPYRIGHT (years)	Notes
Adult fiction	3 years	Doesn't apply	
000 (general topic)	3 years	10 years	
100	3 years	10 years	
200	3 years	10 years	
300	3 years	10 years	
300 (almanacs)	3 years	5 years	
400	3 years	10 years	
500	3 years	10 years	
600	3 years	5 years	
700	3 years	Doesn't apply	
800	Doesn't apply	Doesn't apply	Classic literature kept
900 travel	3 years	5 years	
900 history	3 years	Doesn't apply	
900 personal narrative	3 years	10 years	
Biography (popular)	3 years	Doesn't apply	
Biography (historical)	3 years	Doesn't apply	
Young Adult fiction	Turnover rate	Doesn't apply	
Children's fiction	Turnover rate	Doesn't apply	
Iowa History & Genealogy Collection	Doesn't apply	Doesn't apply	This collection is generally only culled based on condition
Media	2 years	Doesn't apply	
Games and other selective realia	1 year	Doesn't apply	Some items do not circulate so will be evaluated by condition only
Active Learning / Creation Station	3 years	Doesn't apply	Some items are used in-house only so will be evaluated by condition only
Library of Things	3 years	Doesn't apply	

Comments and Criticism:

Because of the rich diversity of human experience and opinion, it is inevitable that some materials in the library's collection will be objectionable to some people in the community. The library in a very real sense belongs to the whole community – to the minority as well as the majority.

A patron who objects to specific books or other library materials shall be directed to complete the form, "Request for Reconsideration", available from the library staff. The following steps will be followed in responding to any request for reconsideration:

1. After receipt of a "Request for Reconsideration" 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.
2. The committee will check appropriate review journals, the James Kennedy Public Library's Collection Development Policy, and make a decision on the request.
3. The item in question will be kept off of the shelf and out of circulation during the review process.
4. The Library Director will send a letter to the patron explaining the decision.
5. 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.

The library staff and the Library Board welcome comments and criticisms of the collection as a whole or of individual items. Persons are welcome to meet with the Director or attend Library Board meetings to discuss the statement of purpose, selection policy, library collection as a whole, and individual items in the collection or available through the library.

Reviewed/revised 5/1991; revised 2/02, 7/02, 10/02, 4/06, 1/2012, 6/2015, 2/2019, 11/2019

REQUEST FOR RECONSIDERATION

Date: _____

Request initiated by:

Name of individual: _____

Address: _____ Phone: _____

Complainant represents:

Person: _____

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.

1. Identify the item you are objecting to. Please be sure to include enough information for us to readily identify the item 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; etc.
2. Why do you object to this item? Please include specific details. (pages, content, words, pictures, etc.)
3. What do you think might result from someone reading this book, viewing this video, etc.)
4. For what age group would you recommend this item?
5. Is there anything good about this item?
6. Did you read / view / this entire item?
If not, what parts did you review?
7. What do you believe is the theme or purpose for this item?
8. Are you aware of the judgment of this item by professional critics?
9. Have you seen or heard reviews of this item? If so, which one(s)?
10. What would you like your library to do about this item?

Signature of Complainant

Reviewed/revised 5/91;
revised 2/02, 7/02, 4/2006, 1/2012, 6/2015
Reviewed 2/2019, 11/2019

**James Kennedy Public Library
Service and Circulation Policies**

1. Library Hours:

- a. The library will have regular business hours posted.
- b. The library may close for legal and / or city holidays, occasional library staff training, for inclement weather or other emergencies in accordance with library policy, or for other reasons as determined by the Board of Trustees of the JKPL.

2. Registration: Eligible applicants for library membership include:

- a. All residents of the city of Dyersville, and all non-resident individuals owning or renting property in the City of Dyersville, and their spouses and dependent children.
- b. All residents of cities and / or counties having a contract with the James Kennedy Public Library.
- c. All those whose taxing bodies provide financial support for library service at a participating Open Access Library.
- d. All those who live outside of the City of Dyersville who pay the non-resident fee of \$120.00 per household or \$60.00 per individual. Residents of Dubuque County whose taxing body does not provide for library service are not eligible to purchase membership.
- e. 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.
- f. Fees may be waived for those who meet Federal Income Assistance Guidelines, or those who work or volunteer regularly at the James Kennedy Public Library for an average of at least 50 hours per fiscal year. Anyone interested in this waiver may contact the Library Director for more information.
- g. Library cards are issued to individuals, with that individual being responsible for all items checked out using that card. Individuals may allow others to use their card by filling out a permission form or indicating these individuals on their library card application. Only residents of the same household or dependents (based on tax reporting) are eligible to use the same card.
- h. Library Cards may be issued to businesses meeting the above residence requirements if the business is owned by an individual. Cards will not be issued to legal entities such as partnerships or corporations. For businesses which meet the above requirements, an individual accepting responsibility for all lost and / or damaged items checked out on that card must be identified, as well as a list of all those who may utilize that card on behalf of the business. If the responsible individual has a personal library card, that library card must be in good standing before a library card will be issued to the business.
- i. Library cards may be issued to schools, daycares, senior centers and other similar institutions meeting the above residence requirements. For institutions which meet the above requirements, an individual accepting responsibility for all lost and / or damaged items checked out on that card must be identified, as well as a list of all those who may utilize that card on behalf of the institution for purposes relating to the operations of that institution. If the responsible individual has a personal library card, that library card must be in good standing before a library card will be issued to the institution.

- j. Individuals of all ages who fit the above requirements are eligible for a library card. Signature of either parent or guardian is required on applications for persons under age 12. Responsibility for a minor child's selection and return of materials, and any fees or charges on the child's card, is held by the parent or guardian of the child.
- k. Older children not accompanied by a parent need to provide full name, address, phone number, and date of birth OR have photo identification (like that issued at school or driver's permit / license) and address verification when applying for a card. Adults should provide photo identification and address verification when applying for a card for themselves or their younger child. Photo identification may be a driver's license, passport, or other form of identification that verifies who an individual is. Address verification may be a lease, rental agreement, utility bill, recent piece of postmarked mail that is addressed to the individual applying for a library card, etc. Upon request, the library may send a postcard to the applicant to serve as the address verification.

3. Lending policies:

- a. All basic library services are free to all eligible patrons. Basic library services are defined as:
 - i. Use of the library collection while within the facility.
 - ii. Checking out of materials physically located within the library facility, unless those materials are restricted to full-service patrons (for example, specialty items in Library of Things may only be checked out by full-service patrons).
- b. Dyersville City Residents, residents of cities contracting with the Public Libraries of Dubuque County Agency or those contracting directly with the James Kennedy Public Library for service, and those who purchase memberships are eligible for full services. Full services are defined as:
 - i. Full use of the library collection, including electronic collections, services, and databases
 - ii. Interlibrary Loan Services
 - iii. Free Hold and Reserve Services
 - iv. Free Computer Use
 - v. Unlimited checkouts (unless other restrictions are placed by format and / or library administration.)
 - vi. Participation in the Adventure Pass program or any other similar programs
- c. Each patron is responsible for items checked out on his or her library card.
- d. New cardholders are limited to having a total of five (5) items on loan at a time, for a three-month period. After three months, if the new account is in good standing, the restrictions are removed and the cardholder will be considered a regular cardholder. If the new account is not in good standing at the end of the three-month period, this restricted status will continue for another three months. At the end of the second three months, the account will be reviewed by the library administration to determine eligibility for regular cardholder status. Exceptions to these restrictions will be considered by the library administration on a case by case basis.
- e. Patrons may be limited in the number of items they may have checked out at a time at the discretion of library administration if they consistently have overdue materials.

- f. In general, materials are checked out for the following loan periods:
 - i. DVDs, realia, magazines, and most items in the Library of Things collection are checked out for one (1) week
 - ii. Books, audiobooks, eReaders, tablets (including Launchpads), and other similar devices are checked out for two (2) weeks
 - iii. Some items, such as materials for use in the Creation Station, may be checked out for use in the library only.
 - iv. Please see the relevant policy for more details on renewals, restrictions, etc. as these may vary by the type material.
- g. Interlibrary Loan Services are provided free of charge to full service patrons. Patrons who are not full service members are not eligible for Interlibrary Loan Services.
- h. Reserve services are provided free of charge to full service patrons. Patrons who are not full service members may pay a fee of \$1.00 per item to place a reserve.
- i. Unless the specific circulation policy limits otherwise, items may be renewed if there is no reserve on them. New items may be renewed no more than twice before they must be returned to the library. Older items may be renewed up to four times before the item must be returned to the library. Specialty items from the Library of Things may be renewed no more than twice before they must be returned to the library. Exceptions may be authorized at the discretion of the librarian.
- j. As the library does not wish to penalize anyone for using library services, overdue fines are not assessed. Patrons are expected to return their items when they are due or renew them as appropriate. Patrons with items that are more than three (3) weeks overdue will be blocked from checking out any additional materials until the issue is resolved. Items that are more than six (6) months overdue will be considered lost and the patron will be billed the cost for replacement. Overdue specialty items from the Library of Things may result in an immediate block.
- k. Each patron is responsible for all items checked out on his or her library card. If property is lost or damaged beyond normal wear and tear as determined by library staff, the patron will be assessed a \$5.00 processing fee plus the actual cost of replacement. Patrons may provide a new library quality copy in the same format as that which was lost or damaged in lieu of paying the replacement cost only with the approval of library staff. The processing fee will still be assessed. Once an item is paid for, the damaged or unreturned item then belongs to the borrower.

4. Copying and Printing of Non-circulating Materials:

To encourage use of non-circulating materials, while reducing the damage to said materials, limited free photocopying of non-circulating materials will be provided. Patrons may photocopy (black and white only) up to five pages of informational text per patron per day without charge. Additional pages may be photocopied with the usual charges (\$0.15 for letter and \$0.20 for larger sizes) being assessed. This service applies only to items which are being used for informational purposes and which cannot be checked out from the library.

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