

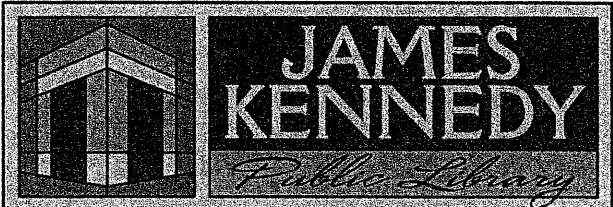
## Hi all:

Here is the packet for the APRIL 16 meeting. Please remember that we are meeting on the 3<sup>rd</sup> Tuesday in April as I will be out of town next week. I have decided to take my laptop and do some work remotely. I will be checking my email but am not sure how frequently and am not sure how the time change will affect my responsiveness. I leave on 4/4/19 and will return on 4/13/19. Bill and I are going to NYC to visit Sabrina over the Easter holiday so will again be gone from 4/18/19 to 4/24/19. This additional mini-vacation shouldn't affect anything but I wanted to keep you all in the loop.

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
  - Correspondence & Communication – **A: Miriam has written two letters to you. She is planning to attend the meeting and talk about her renewal card project but is very disappointed about what she is reporting regarding lost materials.**
  - Approve minutes of Previous Meeting: March 12, 2019 - **B**
  - Approve March Librarian's Report - **C**
  - Approve Bills:
    - March Claims Report - **D**
    - Library Claims for April - **E**
    - March & April Credit Card Claims - **F**
  - Budget Reports
    - March City Report - **G**
    - March Library Report - **H**
  - Trust Account Reports – **I don't have bank statements yet so cannot reconcile these reports. I will post them when I am back and bring to the Board meeting.**
    - March Bank Statements - **I**
    - March Balance Report - **J**
    - Trust Account Expenditure Report - **K**
    - March Donations Form - **L**
  - Program Reports
    - March Report on Programs and Attendance - **M**
    - April Calendar of events - **N**
    - Schedule for upcoming programs – **O Not finished. I will work on this document while traveling and post it before the Board meeting.**
  - Grant Report – **Nothing new to report**
  - Friends of the Library Report – **Nothing new to report. DRA grant announcement is in May as is their next meeting.**
4. Update on JKPL Endowment

5. Executive Committee Report
6. Fundraising Committee Report
  - Notes from meeting on April 2, 2019
7. Furnishings, Art & Facilities Committee Report
8. Marketing Committee Report
9. Personnel Committee Report
10. Finance Committee Report
11. Policy Committee Report
  - Notes from April 1, 2019 meeting
  - Consider Approval of revised City of Dyersville Employee Policy Handbook Statement
  - Consider Approval of Addendum to City of Dyersville Employee Policy Handbook, Section 14.7: Social Media Sites & 14.8: Social Media Comments
  - Consider Approval of revised Circulation and Services Policy
12. Strategic Planning Report
13. Meetings and Training
  - Board Training
  - Upcoming
  - Recently Attended
14. Oral Presentations
15. Adjournment

Date of next regular meeting: Tuesday, May 14, 2019 7:00 pm
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320 1st Ave E  
Dyersville, Iowa 52040

Phone: 563-875-8912  
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# Regular Library Board Meeting

**April 16, 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: March 12, 2019
  - Approve March Librarian's Report
  - Approve Bills:
    - March Claims Report
    - Library Claims for April
    - March & April Credit Card Claims
  - Budget Reports
    - March City Report
    - March Library Report
  - Trust Account Reports
    - March Bank Statements
    - March Balance Report
    - Trust Account Expenditure Report
    - March Donations Form
  - Program Reports
    - March Report on Programs and Attendance
    - April Calendar of events
    - Schedule for upcoming programs
  - Grant Report
  - Friends of the Library Report
4. Update on JKPL Endowment
5. Executive Committee Report
6. Fundraising Committee Report
7. Notes from meeting on April 2, 2019  
Furnishings, Art & Facilities Committee Report

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Director: Shirley Vonderhaar

Accredited by the State of Iowa, June 2008

8. Marketing Committee Report
9. Personnel Committee Report
10. Finance Committee Report
11. Policy Committee Report
  - Notes from April 1, 2019 meeting
  - Consider Approval of revised City of Dyersville Employee Policy Handbook Statement
  - Consider Approval of Addendum to City of Dyersville Employee Policy Handbook, Section 14.7: Social Media Sites & 14.8: Social Media Comments
  - Consider Approval of revised Circulation and Services Policy
  - Emergency Plan (if ready)...
12. Strategic Planning Report
13. Meetings and Training
  - Board Training
  - Upcoming
  - Recently Attended
14. Oral Presentations
15. Adjournment

Date of next regular meeting: Tuesday, May 14, 2019 7:00 pm
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A

March 16, 2019

One day in passing, I asked Shirley when we were going to renew library cards because I knew it had been three years since I had done that job. It did not take long and I was handed the 140 page report of expired library cards. This happened on October 24<sup>th</sup> 2018 and on March 15<sup>th</sup> 2019, I completed the task of renewing the expired library cards for the James Kennedy Public Library.

We renewed 1343, pulled 702, and had 227 that were either charged off, deceased, or New Vienna residents.

In all honesty, I feel this is the greatest marketing tool we execute at this library. It is a golden opportunity to make personal contacts with each member telling them about our supportive board, dedicated director and assistant director along with other department heads, staff, and volunteers.

It is with great pride that I could tell people who had not been to our library in years, what new services we have and they are too numerous to list. However, a couple renewed their cards because of our genealogy dept., outreach services for the elderly, and the writing groups.

I am so pleased to tell you, I did not pull even one card because someone was angry about our library. In fact quite the opposite as I received many accolades and testimonials. Yes, I wrote them up and put in the file drawer.

Some of the patrons actually forgot they had a card and after I reminded them, they were in checking out items. When some hesitated, I would say, "I am only going to change a number on the computer, verify your address, phone number, email if you have and want but beyond that no personal questions. If they said, " Oh, just pull, I can always come and get a new one". Yes, but be prepared to produce proper identification, and you will only be allowed to check out 5 items for three months. If you are on my over list a lot, we will extend that time so you'd be better off to keep your card.

A good number thought because they lived outside the city, they could not have a library card at our library so I explained to them they could and should. This year there was a new little twist to library card renewals and that was I had to try my best to find out people's phone numbers because they could be down loading books.

The number one reason for pulling cards was people moved out of the area always adding they loved our library. After kids stopped going to dance, many dropped their membership. We had 11 library patron's die in 2018.

Renewing library cards is the perfect time to correct any errors and changes that might have taken place over the years on member's cards. We remove old messages, make name changes, address, email, and phone number changes along with patron type corrections changes. People got rid of land lines which at times posed a real problem for me trying to contact them.

I promoted the library as a great place to meet people if you are new in town especially our young people with children. All of our dept. heads do fantastic jobs at planning programs for all ages from young until older. We have so much to offer.

Questions such as, do you take donated books and magazines? Yes, speaking to the lady in charge of that area. What's your name? Miriam the lie brear eum and they would laugh. Can I renew my books over the phone and can I have a longer check out time? Yes, unless the book is on hold. You may even take your books to the nearest library and they will see that we get them.

I had a grocery list of what we have: puzzles, one under the skylight that you can work on, board games, meeting rooms, Wee games, etc. One day I know I spent 20 minutes talking to someone about our genealogy room. That certainly was not penance for me because Ruth's Room or the Iowa Room is a sacred sanctuary for me. You talk about marketing. I have done a lot of it up there over the 1892 plat book.

The staff we have employed at our library have been absolutely the most dedicated I have ever worked with and I owe them a standing ovation because they made sure I received all the pertinent information needed to execute this project. They never missed a beat and it made my job sail along very nicely.

Speaking of sailing, I ended every conversation with the same words. Thank you so much for staying aboard the Good Ship Lollipop. No matter who I spoke to they all laughed which to me meant, I had made someone's day as well as they had made our library the growing institution that it is.

Thank you, Shirley for placing your trust in me to do this job to the best of my ability. This is my favorite job as a volunteer of 29 years at the James Kennedy Public Library.

Miriam Eick

March 19, 2019

Dear Board Members of The James Kennedy Public Library,

This is the most disgusting report about over dues that I have ever presented to you. I will start with a few good things:

2010-book paid for \$8.71 and 3.99

2012- book paid for\$4.95

2016-book returned

2016- dvd paid for \$11.99

2016-dvd paid for \$18.99

2017- two dvd's returned

2017-\$20.00 given for over due of 11.66

As you can see from the dates, I never give up and I do back and recall when I have little to do.

However in 2018, we are enduring our biggest loss ever. Hold onto your hats as I am not at all proud to tell you our total of lost items is 96 at a total of \$2042.28

We lost 14 xb games, 29 primary Dvd's, 9 adult dvd's. 2 wee games, 5 primary , l-adult fiction, l- adult non-fiction, 2 primary, 31 adult dvd's, 2 young adult.

I really feel so bad for our library when instead of doing better with regards to overdues, we must declare the worst loss since I have done over dues. I try very hard, short of knocking on the folks doors to get the stuff back. I will try to continue to do the best I can do with regards to overdue accounts for the library

Thank you

Miriam Eick

B

**James Kennedy Public Library  
Board of Trustees  
Minutes of the March 14, 2019 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Thursday, March 14, 2019, in the program room. Present: Joe Petsche, Angela English, Sue Engelbrecht, Catherine O’Hea, Mary Jane Meade and Library Director Shirley Vonderhaar. Absent: Pat Valant, Mike Mullis, Karen Kramer.

1. President Angela English called the meeting to order at 5:44 pm.
2. Agenda: Sue MOVED “approval of the agenda” which motion was seconded by Catherine and CARRIED. Ayes: Petsche, English, O’Hea, Engelbrecht and Meade. Nays: None
3. Agenda Consent Calendar
  - Correspondence & Communication
  - Minutes of Previous Meetings: February 12, 2019 regular meeting
  - February Librarian’s Report
  - Bills:
    - February Claims Report
    - Library Claims for March
    - February & March Credit Card Claims
  - Budget Reports
    - February City Report
    - February Library Report
  - Trust Account Reports
    - February Bank Statements
    - February Balance Report
    - Trust Account Expenditure Report
    - February Donations Form
      - Mystery Dinner Fundraiser- \$2250.00
      - Coloring Book Fundraiser- \$10.00
      - Lisa Gaylor- \$47.58
      - Love My Library Fundraiser- \$2184.00
  - Program Reports
    - February Report on Programs and Attendance
    - March Calendar of events
    - Schedule for upcoming programs planned
  - Grant Report: A DRA grant application was submitted to purchase a start-up collection Vox Books, read-along picture books with the audio built into the book. The total project is \$6081 and amount requested was \$3381 with the Friends providing a match for the rest.



- Friends of the Library Report: Friends approved \$460 to fund the Kids All Iowa Reads book club event this spring and \$2040 to support the Summer Library Program events.

Sue MOVED “approval of the consent items” which was seconded by Joe and CARRIED. Ayes: Pesche, English, O’Hea, Meade and Engelbrecht. Nays: None

4. Date for April 2019 Regular Board Meeting set for April 16, 2019. Sue MOVED “that the April meeting date be set for April 16 at 7:00 pm” which motion was seconded by Catherine and CARRIED. Ayes: Petsche, English, O’Hea, Engelbrecht and Meade. Nays: None
5. JKPL Endowment Update: Angela shared update.
6. Executive Committee Report: No report.
7. Fundraising Committee Report: Love my Library fundraiser has brought in \$2184.00 collected so far. Mystery Dinner profit was \$575.00. Build-a-Basket underway with 32 baskets on display. Wind and Beer Tasting slated for Friday, April 26<sup>th</sup>.
8. Furnishings, Art & Facilities Committee Report: No report.
9. Marketing Committee Report: Water bottles will be provided for Women’s Night. We hope to have the banner for Creation Station ready for display before the STEAM festival. Buttons made with new machine will be passed out at St. Patrick’s Day parade.
10. Personnel Committee Report: No report.
11. Finance Committee Report: City Council has approved FY20 budget as requested with reduction of \$4000.00 for phone and internet expenses. MOTION from the committee to approve amended fees as presented. As motion is from the committee no second is necessary. Motion CARRIED. Ayes: Petsche, English, O’Hea, Engelbrecht and Meade. Nays: None. MOTION from the committee to authorize staff to make minor adjustments to replacement fees based on actual replacement costs. As motion is from the committee no second is necessary. Motion CARRIED. Ayes: Petsche, English, O’Hea, Engelbrecht and Meade. Nays: None.
12. Policy Committee Report: MOTION made by Policy committee to approve policy revisions below. As motion is from the committee no second is necessary. Motion CARRIED. Ayes: Petsche, English, O’Hea, Engelbrecht and Meade. Nays: None
  - Approval of revised Confidentiality of Library Records Policy
  - Approval of revised City of Dyersville Employee Policy Handbook Statement

- Approval of Addendum to City of Dyersville Employee Policy Handbook, Section 14.1: Inclement Weather
  - Approval of Addendum to City of Dyersville Employee Policy Handbook, Section 14.7: Social Media Sites
13. Strategic Planning Report: Edge Assessment Plan- 16 Level I benchmarks selected as priorities to be included in JKPL Strategic Plan.
14. Meetings and Training
- Board training: Shirley shared possible board training topics.
  - Upcoming: Paul attending DALINC session Events that Work on April 12 and STEM training on April 5. Angela and Shirley attending Public Libraries of Dubuque County on March 20. ARSL Conference September 5-7 in Vermont.
  - Recently Attended.
15. Oral Presentations

Sue's motion to ADJOURN was seconded by Catherine and CARRIED at 6:49 pm. Ayes: Pesche, English, O'Hea, Meade and Engelbrecht. Nays: None

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Mary Jane Meade

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

**Additions:**

Items purchased: 255      Items donated: 143      Year to date: 2,716  
 Items donated previous YTD: 482      Items donated YTD: 604  
 Items withdrawn: Books: 197    SCDs: 7    DVDs: 2    MP3: 1  
 Year to date: Books: 2,749    SCDs: 59    PAWs: 1    MP3: 1    DVDs: 156    VC: 3    Games: 16    Puzzles: 1  
 New Library Cards Issued    City: 11      Contractual: 8      Total: 19      YTD: 244  
 Computer use: 535 hours; 696 sessions    YTD: 6,084 hours; 6,759 sessions    Previous YTD: 5,549 hours; 6,063 sessions  
 Meeting Room Use: 177    Library Use: 70    Community Use: 107    YTD: 1,506    Previous YTD: 1,450  
 Programs Held: 94    Attendance: 2,333 people    Library Visits: 6,559    YTD: 61,071    Prev. YTD: 59,905

**Circulation:**

Number of Items Loaned	10,388	Year to Date:	96,580
Previous Year Circ.	10,176	Previous YTD:	94,647
Difference (numerical):	212	Difference (numerical):	1,933
Difference (percentage):	2.08%	Difference (percentage):	2.04%

General Fund Receipts:	Current	Year to Date	Budgeted
Copier & Misc:	83.65	593.42	850.00
Computer Printing:	123.30	896.30	1,275.00
Reader/printer:	0.00	1.05	25.00
Fax:	121.00	688.05	900.00
Computer Use	27.00	188.00	250.00
Holds & Scans	8.00	70.00	100.00
Lost Books and Materials	99.13	635.65	1,000.00
Memberships	0.00	404.00	300.00
Agency Contract fees:	4,691.91	4,691.91	5,000.00
Iowa Direct State Aid, Enrich Iowa and Infrastructure Fund	0.00	12,890.44	14,800.00
Misc (including ALSS):	3.00	77.19	300.00
<b>Total:</b>	<b>\$5,156.99</b>	<b>\$21,136.01</b>	<b>\$24,800.00</b>

Trust Account Receipts:	Current	Year to Date
CB Donations:	13.31	100.12
Memorials:	0.00	1,792.58
History Books:	0.00	105.00
Adopt a book donations:	223.48	615.53
Friends donation:	176.67	537.80
Other: donation, coloring books, donation jar	34.77	1,215.52
Other: Kids AIR & banner donation	559.43	9,390.63
Other: Love My Library & LP donations	1,025.00	3,849.85
<b>Total:</b>	<b>\$2,032.66</b>	<b>\$17,607.03</b>

**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	16	206	34	6	36	3	8	9	1	39	28	12	398
2018 Month	18	128	34	27	21	23	10	16	1	32	9	7	325
Curr. YTD	102	1062	257	123	389	130	60	104	13	271	121	84	2716
Prev. YTD	150	875	387	175	404	146	47	115	12	323	80	33	2747

**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 DVD	Juven. video & DVD	Games, Puppets, etc.	Grand Total
Curr. Month	779	2477	338	2511	279	333	3	6720	137	369	19	1934	773	436	10388
2018 month	719	2548	288	2491	278	359	11	6694	127	321	33	1748	686	567	10176
Difference	60	-71	50	20	1	-26	-8	26	10	48	-14	186	87	-131	212
Current YTD	6779	20163	3081	25646	2794	2987	65	61515	1285	3102	338	18242	7254	4844	96580
Prev. YTD	6672	25149	3363	24271	2055	3109	89	64708	897	2973	292	15624	6376	3777	94647
Difference	107	-4986	-282	1375	739	-122	-24	-3193	388	129	46	2618	878	1067	1933
Diff. %	1.6%	-19.8%	-8.4%	5.7%	36.0%	-3.9%	-27%	-4.9%	43.3%	4.3%	15.8%	16.8%	13.8%	28.2%	2.0%

**Freemusic Downloads:** Mar: 28 downloaded & 58 streamed; 0 video Total FY= 452    **Bridges Video Downloads:** Mar: 0 Total FY = 14  
**Mango Language Use:** Mar: 3 sessions; FY = 36 total sessions (includes mobile & computer)    **Kanopy Video:** Mar: 20; FY = 83  
**Adventure Passes Requested:** Mar: 2; FY = 4

D

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

**Utilities and Contractual**

<b>Check issued to:</b>	<b>Purpose</b>	<b>Amount</b>
Tim Singsank	Custodial Services	\$600.00
Black Hills	Gas / Heat	543.59
Alliant Energy	Electricity	1258.07
Mediacom	Internet & Phone	385.99
Total		\$2,787.65

**Miscellaneous Bills**

<b>Check issued to:</b>	<b>Purpose</b>	<b>Amount</b>
City Laundering	Mats	14.95
American Trust / CC	Facebook ad for program	5.43
American Trust / CC	Tax Credit	-7.86
UPS	Shipping	29.04
Total		\$41.56

<b>March 2019 Budget</b>	
March 2019 claims submitted	\$5,648.75
Utility and Contractual from Bills above	2,787.65
Miscellaneous Bills from above	41.56
Total wages and benefits	27,901.18
Total March 2019 expenses	<b>\$36,379.14</b>

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

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

**Vendor: 000002 - ACE HOMEWORKS** **Vendor Total: 25.95**

204614	Invoice	4/15/2019	3/26/2019	4/15/2019	3/26/2019	25.95	0.00	0.00	0.00	25.95
Programs		APFID - ACCTS PAYABLE-FIDELITY BA			No					

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Programs - STEAM - containers	N/A	0.00	0.00	25.95	0.00	0.00	0.00	25.95

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	410TPROG	25.95	100.00%

**Vendor: 000268 - AMAZON** **Vendor Total: 1,781.09**

04.03.2019	Invoice	4/15/2019	4/3/2019	4/15/2019	4/3/2019	1,781.09	0.00	0.00	0.00	1,781.09
Books		APFID - ACCTS PAYABLE-FIDELITY BA			No					

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Books	N/A	0.00	0.00	109.20	0.00	0.00	0.00	109.20

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410AF	109.20	100.00%

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Books	N/A	0.00	0.00	128.31	0.00	0.00	0.00	128.31

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410AN	128.31	100.00%

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Books	N/A	0.00	0.00	6.29	0.00	0.00	0.00	6.29

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410PF	6.29	100.00%

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Books	N/A	0.00	0.00	-23.35	0.00	0.00	0.00	-23.35

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410LP	-23.35	100.00%

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
DVDs	N/A	0.00	0.00	584.12	0.00	0.00	0.00	584.12

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410DVD	584.12	100.00%

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Games	N/A	0.00	0.00	477.85	0.00	0.00	0.00	477.85

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410GAMES	477.85	100.00%

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
Subscriptions	N/A		0.00	0.00	117.50	0.00	0.00	0.00	117.50	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>		<b>Project Account Key</b>		<b>Amount</b>	<b>Percent</b>				
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIPTI		410SUB		117.50	100.00%				
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
Smart Spaces	N/A		0.00	0.00	-15.00	0.00	0.00	0.00	-15.00	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>		<b>Project Account Key</b>		<b>Amount</b>	<b>Percent</b>				
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIPTI		410SS		-15.00	100.00%				
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
Supplies	N/A		0.00	0.00	60.48	0.00	0.00	0.00	60.48	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>		<b>Project Account Key</b>		<b>Amount</b>	<b>Percent</b>				
001-5-410-4-65060	OFFICE SUPPLIES				60.48	100.00%				
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
Programs	N/A		0.00	0.00	61.97	0.00	0.00	0.00	61.97	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>		<b>Project Account Key</b>		<b>Amount</b>	<b>Percent</b>				
001-5-410-4-65060	OFFICE SUPPLIES				61.97	100.00%				
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
STEAM/Tablet	N/A		0.00	0.00	179.99	0.00	0.00	0.00	179.99	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>		<b>Project Account Key</b>		<b>Amount</b>	<b>Percent</b>				
002-5-410-4-67700	LIBRARY TRUST EXPENDITURE		410TPROG		179.99	100.00%				
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
Programs - Love My Library	N/A		0.00	0.00	93.73	0.00	0.00	0.00	93.73	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>		<b>Project Account Key</b>		<b>Amount</b>	<b>Percent</b>				
002-5-410-4-67700	LIBRARY TRUST EXPENDITURE		410TPROG		93.73	100.00%				

**Vendor:** 000026 - BAKER & TAYLOR BOOKS **Vendor Total:** 972.07

2034365285	Invoice	4/15/2019	2/28/2019	4/15/2019	2/28/2019	24.33	0.00	0.00	0.00	24.33
Books		APFID - ACCTS PAYABLE-FIDELITY BA			No					

<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
Audio Books	N/A		0.00	0.00	20.34	0.00	0.00	0.00	20.34	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>		<b>Project Account Key</b>		<b>Amount</b>	<b>Percent</b>				
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIPTI		410AB		20.34	100.00%				

<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>	
Supplies	N/A		0.00	0.00	3.99	0.00	0.00	0.00	3.99	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>		<b>Project Account Key</b>		<b>Amount</b>	<b>Percent</b>				
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIPTI				3.99	100.00%				

2034381465	Invoice	4/15/2019	3/6/2019	4/15/2019	3/6/2019	5.34	0.00	0.00	0.00	5.34
Books		APFID - ACCTS PAYABLE-FIDELITY BA			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
<u>2034382545</u>	Invoice	4/15/2019	3/6/2019	4/15/2019	3/6/2019	185.45	0.00	0.00	0.00	185.45
Books			APFID - ACCTS PAYABLE-FIDELITY BA		No					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Discount</b>	<b>Total</b>	
Books	N/A	0.00	0.00	4.19	0.00	0.00	0.00	0.00	4.19	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410PF			4.19	100.00%				
<u>2034387644</u>	Invoice	4/15/2019	3/8/2019	4/15/2019	3/8/2019	146.62	0.00	0.00	0.00	146.62
Books			APFID - ACCTS PAYABLE-FIDELITY BA		No					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Discount</b>	<b>Total</b>	
Books	N/A	0.00	0.00	11.99	0.00	0.00	0.00	0.00	11.99	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410AN			11.99	100.00%				
<u>2034401111</u>	Invoice	4/15/2019	3/15/2019	4/15/2019	3/15/2019	416.21	0.00	0.00	0.00	416.21
Books			APFID - ACCTS PAYABLE-FIDELITY BA		No					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Discount</b>	<b>Total</b>	
Books	N/A	0.00	0.00	170.01	0.00	0.00	0.00	0.00	170.01	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410AF			170.01	100.00%				
<u>2034401111</u>	Invoice	4/15/2019	3/15/2019	4/15/2019	3/15/2019	416.21	0.00	0.00	0.00	416.21
Books			APFID - ACCTS PAYABLE-FIDELITY BA		No					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Discount</b>	<b>Total</b>	
Supplies - processing	N/A	0.00	0.00	3.45	0.00	0.00	0.00	0.00	3.45	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES				3.45	100.00%				
<u>2034401111</u>	Invoice	4/15/2019	3/15/2019	4/15/2019	3/15/2019	416.21	0.00	0.00	0.00	416.21
Books			APFID - ACCTS PAYABLE-FIDELITY BA		No					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Discount</b>	<b>Total</b>	
Books	N/A	0.00	0.00	170.01	0.00	0.00	0.00	0.00	170.01	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410AN			140.87	100.00%				
<u>2034401111</u>	Invoice	4/15/2019	3/15/2019	4/15/2019	3/15/2019	416.21	0.00	0.00	0.00	416.21
Books			APFID - ACCTS PAYABLE-FIDELITY BA		No					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Discount</b>	<b>Total</b>	
Supplies - processing	N/A	0.00	0.00	5.75	0.00	0.00	0.00	0.00	5.75	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES				5.75	100.00%				
<u>2034401111</u>	Invoice	4/15/2019	3/15/2019	4/15/2019	3/15/2019	416.21	0.00	0.00	0.00	416.21
Books			APFID - ACCTS PAYABLE-FIDELITY BA		No					
<b>Items</b>										
<b>Item Description</b>	<b>Commodity</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Discount</b>	<b>Total</b>	
Books	N/A	0.00	0.00	9.00	0.00	0.00	0.00	0.00	9.00	
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410AN			9.00	100.00%				





Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Books - Lion's Club Trust	N/A	0.00	0.00	137.73	0.00	0.00	0.00	137.73

Account Number	Account Name	Project Account Key	Amount	Percent
002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	410TLP	137.73	100.00%

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Books - Lion's Club Trust	N/A	0.00	0.00	150.74	0.00	0.00	0.00	150.74

Account Number	Account Name	Project Account Key	Amount	Percent
002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	410TLP	150.74	100.00%

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Books - Lion's Club Trust	N/A	0.00	0.00	26.59	0.00	0.00	0.00	26.59

Account Number	Account Name	Project Account Key	Amount	Percent
002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	410TLP	26.59	100.00%

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Books - Lions Club Trust	N/A	0.00	0.00	-13.00	0.00	0.00	0.00	-13.00

Account Number	Account Name	Project Account Key	Amount	Percent
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410LP	-13.00	100.00%

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Books - Returned	N/A	0.00	0.00	50.11	0.00	9.95	0.00	60.06

Account Number	Account Name	Project Account Key	Amount	Percent
001-5-410-4-65060	OFFICE SUPPLIES	410S	50.11	100.00%

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Supplies	N/A	0.00	0.00	28.50	0.00	0.00	0.00	28.50

Account Number	Account Name	Project Account Key	Amount	Percent
001-5-410-4-65060	OFFICE SUPPLIES	410S	28.50	100.00%

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Supplies	N/A	0.00	0.00	35.00	0.00	0.00	0.00	35.00

Account Number	Account Name	Project Account Key	Amount	Percent
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410SUB	35.00	100.00%

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Subscription - 2 yrs	N/A	0.00	0.00	35.00	0.00	0.00	0.00	35.00

Account Number	Account Name	Project Account Key	Amount	Percent
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410SUB	35.00	100.00%

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Subscription	N/A	0.00	0.00	78.61	0.00	9.95	0.00	88.56

Account Number	Account Name	Project Account Key	Amount	Percent
001-5-410-4-65060	OFFICE SUPPLIES	410S	78.61	100.00%

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Subscription	N/A	0.00	0.00	150.74	0.00	0.00	0.00	150.74

Account Number	Account Name	Project Account Key	Amount	Percent
002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	410TLP	150.74	100.00%

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Books	N/A	0.00	0.00	26.59	0.00	0.00	0.00	26.59

Account Number	Account Name	Project Account Key	Amount	Percent
002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	410TLP	26.59	100.00%

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: 000166 - FAREWAY STORES INC. Vendor Total: **92.17**

<u>00051192</u>	Invoice	4/15/2019	3/8/2019	4/15/2019	3/8/2019	50.83	0.00	0.00	0.00	50.83
Supplies			APFID - ACCTS PAYABLE-FIDELITY BA		No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Supplies - Water Bottles for marketing	N/A	0.00	0.00	50.83	0.00	0.00	0.00	50.83

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES		50.83	100.00%

<u>00095146</u>	Invoice	4/15/2019	3/15/2019	4/15/2019	3/15/2019	41.34	0.00	0.00	0.00	41.34
Programs			APFID - ACCTS PAYABLE-FIDELITY BA		No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Programs - Refreshments	N/A	0.00	0.00	41.34	0.00	0.00	0.00	41.34

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES		41.34	100.00%

Vendor: 001440 - FINDAWAY WORLD LLC Vendor Total: **186.92**

<u>280177</u>	Invoice	4/15/2019	3/5/2019	4/15/2019	3/5/2019	125.98	0.00	0.00	0.00	125.98
Books			APFID - ACCTS PAYABLE-FIDELITY BA		No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Audio Books	N/A	0.00	0.00	125.98	0.00	0.00	0.00	125.98

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410AB	125.98	100.00%

<u>281760</u>	Invoice	4/15/2019	3/25/2019	4/15/2019	3/25/2019	53.99	0.00	6.95	0.00	60.94
Books			APFID - ACCTS PAYABLE-FIDELITY BA		No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Audio Books	N/A	0.00	0.00	53.99	0.00	6.95	0.00	60.94

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410AB	60.94	100.00%

Vendor: 000998 - FIRST AVENUE BAKERY Vendor Total: **30.00**

<u>4153</u>	Invoice	4/15/2019	3/30/2019	4/15/2019	3/30/2019	30.00	0.00	0.00	0.00	30.00
Programs			APFID - ACCTS PAYABLE-FIDELITY BA		No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Programs - Refreshments	N/A	0.00	0.00	30.00	0.00	0.00	0.00	30.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	410TPROG	30.00	100.00%

Vendor: 000019 - HERITAGE PRINTING CO Vendor Total: **60.00**

<u>97680</u>	Invoice	4/15/2019	3/11/2019	4/15/2019	3/11/2019	60.00	0.00	0.00	0.00	60.00
Programs			APFID - ACCTS PAYABLE-FIDELITY BA		No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Program Expense - Paper	N/A	0.00	0.00	60.00	0.00	0.00	0.00	60.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES		60.00	100.00%

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: 001347 - IOWA STATE UNIVERSITY EXTENSION Vendor Total: 40.00

<u>03.30.2019</u>	Invoice	4/15/2019	3/30/2019	4/15/2019	3/30/2019	40.00	0.00	0.00	0.00	40.00
Programs		APFID - ACCTS PAYABLE-FIDELITY BA			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Program Fees	N/A	0.00	0.00	40.00	0.00	0.00	0.00	40.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES		40.00	100.00%

Vendor: 000577 - KANOPY, INC. Vendor Total: 32.00

<u>152125 - PPU</u>	Invoice	4/15/2019	3/31/2019	4/15/2019	3/31/2019	32.00	0.00	0.00	0.00	32.00
Programs		APFID - ACCTS PAYABLE-FIDELITY BA			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Streaming Service	N/A	0.00	0.00	32.00	0.00	0.00	0.00	32.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	410TPROG	32.00	100.00%

Vendor: 000366 - MIDWEST BUSINESS PRODUCTS Vendor Total: 288.96

<u>24074322</u>	Invoice	4/15/2019	1/15/2019	4/15/2019	1/15/2019	144.48	0.00	0.00	0.00	144.48
Contract		APFID - ACCTS PAYABLE-FIDELITY BA			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Contract - Copier Lease	N/A	0.00	0.00	144.48	0.00	0.00	0.00	144.48

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-5-410-4-64316</u>	CONTRACTS		144.48	100.00%

<u>24447430</u>	Invoice	4/15/2019	3/18/2019	4/15/2019	3/18/2019	144.48	0.00	0.00	0.00	144.48
Contract		APFID - ACCTS PAYABLE-FIDELITY BA			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Contract - Copier Lease	N/A	0.00	0.00	144.48	0.00	0.00	0.00	144.48

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-5-410-4-64316</u>	CONTRACTS		144.48	100.00%

Vendor: 000930 - RECORDED BOOKS LLC Vendor Total: 134.99

<u>76201447</u>	Invoice	4/15/2019	3/20/2019	4/15/2019	3/20/2019	99.00	0.00	0.00	0.00	99.00
Books		APFID - ACCTS PAYABLE-FIDELITY BA			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Audio Books	N/A	0.00	0.00	99.00	0.00	0.00	0.00	99.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	410TAB	99.00	100.00%

<u>76203969</u>	Invoice	4/15/2019	3/26/2019	4/15/2019	3/26/2019	35.99	0.00	0.00	0.00	35.99
Books		APFID - ACCTS PAYABLE-FIDELITY BA			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Audio Books	N/A	0.00	0.00	35.99	0.00	0.00	0.00	35.99

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410AB	35.99	100.00%

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: 000498 - SCHRANDT, DAWN Vendor Total: **62.32**

<u>03.27.19</u>	Invoice	4/15/2019	3/27/2019	4/15/2019	3/27/2019	62.32	0.00	0.00	0.00	62.32
DVD		APFID - ACCTS PAYABLE-FIDELITY BA			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
DVDs	N/A	0.00	0.00	62.32	0.00	0.00	0.00	62.32

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410DVD	62.32	100.00%

Vendor: 001469 - SWANK MOVIE LICENSING USA Vendor Total: **249.00**

<u>BO 1563393</u>	Invoice	4/15/2019	3/30/2019	4/15/2019	3/30/2019	249.00	0.00	0.00	0.00	249.00
Program Fee		APFID - ACCTS PAYABLE-FIDELITY BA			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Program Fee	N/A	0.00	0.00	249.00	0.00	0.00	0.00	249.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES		249.00	100.00%

Vendor: 000993 - TRACES Vendor Total: **250.00**

<u>01.31.2019</u>	Invoice	4/15/2019	1/31/2019	4/15/2019	1/31/2019	250.00	0.00	0.00	0.00	250.00
Program		APFID - ACCTS PAYABLE-FIDELITY BA			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Program Stipend	N/A	0.00	0.00	250.00	0.00	0.00	0.00	250.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES		250.00	100.00%

Vendor: 000080 - VONDERHAAR, SHIRLEY Vendor Total: **57.26**

<u>04.01.2019</u>	Invoice	4/15/2019	4/1/2019	4/15/2019	4/1/2019	57.26	0.00	0.00	0.00	57.26
Supplies		APFID - ACCTS PAYABLE-FIDELITY BA			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Programs - Refreshments	N/A	0.00	0.00	22.30	0.00	0.00	0.00	22.30

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	410TPROG	22.30	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Supplies - Fundraising	N/A	0.00	0.00	34.96	0.00	0.00	0.00	34.96

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	410TPROG	34.96	100.00%

Vendor: 000578 - WALL STREET JOURNAL Vendor Total: **539.88**

<u>03.29.19</u>	Invoice	4/15/2019	3/29/2019	4/15/2019	3/29/2019	539.88	0.00	0.00	0.00	539.88
Subscription		APFID - ACCTS PAYABLE-FIDELITY BA			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Subscription - 1 yr	N/A	0.00	0.00	539.88	0.00	0.00	0.00	539.88

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410SUB	539.88	100.00%

Vendor: 000766 - WITNESS, THE Vendor Total: **25.00**

**Payable Register**

Packet: APPKT00213 - April Library Bills

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
<u>03.28.2019</u>	Invoice	4/15/2019	3/28/2019	4/15/2019	3/28/2019	25.00	0.00	0.00	0.00	25.00
Subscription		APFID - ACCTS PAYABLE-FIDELITY BA			No					

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Subscription - 1 yr	N/A	0.00	0.00	25.00	0.00	0.00	0.00	25.00

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIPTI	410SUB	25.00	100.00%

### Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Credit Memo	1	-13.00	0.00	0.00	0.00	-13.00	0.00	-13.00
Invoice	33	5,249.33	0.00	16.90	0.00	5,266.23	0.00	5,266.23
<b>Grand Total:</b>		<b>5,236.33</b>	<b>0.00</b>	<b>16.90</b>	<b>0.00</b>	<b>5,253.23</b>	<b>0.00</b>	<b>5,253.23</b>

### Project Summary

Project Number	Project Name	Count	Account Key	Account Name	Amount
<u>410</u>	LIBRARY BOOKS	5	410AB	AUDIO BOOKS	328.48
		4	410AF	ADULT FICTION	642.44
		5	410AN	ADULT NONFICTION	350.61
		2	410DVD	DVD'S	646.44
		1	410GAMES	GAMES	477.85
		2	410LP	LARGE PRINT BOOKS	-36.35
		2	410PF	CHILDRENS FICTION	10.48
		1	410SS	SMART SPACES	-15.00
		4	410SUB	SUBSCRIPTIONS	717.38
		1	410TAB	TRUST AUDIO BOOKS	99.00
		3	410TLP	TRUST LARGE PRINT	315.06
		1	410TMEM	TRUST MEMORIALS	63.28
		7	410TPROG	TRUST PROGRAMS	418.93
<b>Project 410 Total:</b>					<b>4,018.60</b>
<b>Grand Total:</b>					<b>4,018.60</b>

### Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>001-5-410-4-64316</u>	CONTRACTS	288.96
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES	941.68
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIPTI	3,126.32
<b>Total:</b>		<b>4,356.96</b>

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	896.27
<b>Total:</b>		<b>896.27</b>

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

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President, Board of Trustees

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.ATTEST: \_\_\_\_\_

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Secretary, Board of Trustees

Date

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**Credit Card Claims for March & April 2019**

<b>Date</b>	<b>Vendor</b>	<b>Items</b>	<b>Amount</b>
3/18/19	Mediacom	Phone & Internet	385.99
3/28/19	Amazon	Prime annual membership	119.00
3/31/19	Facebook	Program boosting	18.00



# Budget Report Account Summary

For Fiscal: 2018-2019 Period Ending: 03/31/2019

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 001 - GENERAL FUND</b>							
<b>Expense</b>							
<u>001-5-410-4-60100</u>	SALARIES	228,856.00	228,856.00	20,956.97	164,663.58	64,192.42	28.05 %
<u>001-5-410-4-61100</u>	FICA	14,189.00	14,189.00	1,264.74	9,899.85	4,289.15	30.23 %
<u>001-5-410-4-61200</u>	MEDICARE	3,318.00	3,318.00	295.78	2,315.25	1,002.75	30.22 %
<u>001-5-410-4-61300</u>	IPERS	21,604.00	21,604.00	1,980.46	15,502.42	6,101.58	28.24 %
<u>001-5-410-4-61500</u>	GROUP INSURANCE	35,700.00	35,700.00	3,382.31	34,532.28	1,167.72	3.27 %
<u>001-5-410-4-61700</u>	SUI	184.00	184.00	20.92	174.82	9.18	4.99 %
<u>001-5-410-4-62100</u>	DUES	900.00	900.00	0.00	703.00	197.00	21.89 %
<u>001-5-410-4-62300</u>	MEETINGS/TRAINING	2,500.00	2,500.00	55.00	2,102.66	397.34	15.89 %
<u>001-5-410-4-63710</u>	ELECTRICITY	14,000.00	14,000.00	1,258.07	10,588.58	3,411.42	24.37 %
<u>001-5-410-4-63711</u>	GAS HEAT	2,200.00	2,200.00	543.59	2,247.79	-47.79	-2.17 %
<u>001-5-410-4-63730</u>	TELEPHONE	2,200.00	2,200.00	385.99	3,128.29	-928.29	-42.20 %
<u>001-5-410-4-63750</u>	MAINTENANCE	5,300.00	5,300.00	0.00	5,501.37	-201.37	-3.80 %
<u>001-5-410-4-64080</u>	INSURANCE PREMIUM	7,344.00	7,344.00	0.00	0.00	7,344.00	100.00 %
<u>001-5-410-4-64316</u>	CONTRACTS	0.00	0.00	199.68	2,346.39	-2,346.39	0.00 %
<u>001-5-410-4-64322</u>	CONTRACTED SERVICES	8,220.00	8,220.00	600.00	5,920.00	2,300.00	27.98 %
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES	20,000.00	20,000.00	1,429.98	9,271.46	10,728.54	53.64 %
<u>001-5-410-4-67274</u>	CAPITAL IMPROVEMENTS/EQUIPM	0.00	0.00	0.00	12,040.00	-12,040.00	0.00 %
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIP	58,000.00	58,000.00	4,005.65	40,712.53	17,287.47	29.81 %
	<b>Expense Total:</b>	<b>424,515.00</b>	<b>424,515.00</b>	<b>36,379.14</b>	<b>321,650.27</b>	<b>102,864.73</b>	<b>24.23 %</b>
	<b>Fund: 001 - GENERAL FUND Total:</b>	<b>424,515.00</b>	<b>424,515.00</b>	<b>36,379.14</b>	<b>321,650.27</b>	<b>102,864.73</b>	<b>24.23 %</b>
<b>Fund: 002 - LIBRARY TRUST FUND</b>							
<b>Expense</b>							
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	30,000.00	30,000.00	2,922.29	7,852.50	22,147.50	73.83 %
	<b>Expense Total:</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>2,922.29</b>	<b>7,852.50</b>	<b>22,147.50</b>	<b>73.83 %</b>
	<b>Fund: 002 - LIBRARY TRUST FUND Total:</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>2,922.29</b>	<b>7,852.50</b>	<b>22,147.50</b>	<b>73.83 %</b>
	<b>Report Total:</b>	<b>454,515.00</b>	<b>454,515.00</b>	<b>39,301.43</b>	<b>329,502.77</b>	<b>125,012.23</b>	<b>27.50 %</b>

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James Kennedy Public Library FY19 Operating Budget									
	FY19	January	February	March	April (est)	Received to date	Difference	% Expended To date	
<b>ESTIMATED REVENUES:</b>									
Dubuque County Library Agency	5,000.00	0.00	0.00	4,691.91	0.00	4,691.91	308.09		
Fees from copier, R/P, etc.	5,000.00	393.09	351.79	465.08	300.00	3,554.66	1,445.34		
Open Access	12,400.00	0.00	0.00	0.00	0.00	10,458.17	1,941.83		
Access Plus / ILL	600.00	0.00	0.00	0.00	0.00	441.45	158.55		
Direct State Aid	1,800.00	0.00	0.00	0.00	0.00	1,990.83	-190.83		
<b>TOTAL:</b>	<b>24,800.00</b>	<b>393.09</b>	<b>351.79</b>	<b>5,156.99</b>	<b>300.00</b>	<b>21,137.02</b>	<b>3,662.98</b>		
<b>ESTIMATED EXPENDITURES:</b>									
<b>PERSONAL SERVICES</b>						Spent to date	Remaining		
Wages	228,856.00	16,984.82	16,758.47	20,956.97	16,800.00	164,663.58	64,192.42	72.0%	
FICA	14,189.00	1,018.45	1,004.45	1,264.74	1,041.60	9,899.85	4,289.15	69.8%	
Medicare	3,318.00	238.18	234.90	295.78	243.60	2,315.25	1,002.75	69.8%	
IPERS	21,604.00	1,559.15	1,582.40	1,980.46	1,585.92	15,502.42	6,101.58	71.8%	
SUI	184.00	16.96	16.74	20.92	16.80	174.82	9.18	95.0%	
Group Insurance	35,700.00	3,125.71	3,244.51	3,382.31	3,125.71	34,532.28	1,167.72	96.7%	
Meetings and training	2,500.00	0.00	0.00	55.00	0.00	2,102.66	397.34	84.1%	
Dues and memberships	900.00	658.00	0.00	0.00	0.00	703.00	197.00	78.1%	
<b>TOTAL:</b>	<b>307,251.00</b>	<b>23,601.27</b>	<b>22,841.47</b>	<b>27,956.18</b>	<b>22,813.63</b>	<b>229,893.86</b>	<b>77,357.14</b>	<b>74.8%</b>	
<b>CONTRACTUAL SERVICES:</b>									
Utilities (telephone)	2,200.00	385.37	385.99	385.99	385.99	3,128.29	-928.29	142.2%	
Electricity	14,000.00	897.70	927.81	1,258.07	900.00	10,588.58	3,411.42	75.6%	
Gas / Heat	2,200.00	443.85	591.03	543.59	500.00	2,247.79	-47.79	102.2%	
Insurance (bldg)	7,344.00	0.00	0.00	0.00	0.00	0.00	7,344.00	0.0%	
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	NA	
Custodial services	8,000.00	750.00	600.00	600.00	600.00	5,700.00	2,300.00	71.3%	
Window cleaning	220.00	0.00	0.00	0.00	0.00	220.00	0.00	100.0%	
Service / Maintenance Contracts	5,300.00	144.48	971.40	199.68	288.96	2,346.39	2,953.61	44.3%	
<b>TOTAL:</b>	<b>39,264.00</b>	<b>2,621.40</b>	<b>3,476.23</b>	<b>2,987.33</b>	<b>2,674.95</b>	<b>24,231.05</b>	<b>15,032.95</b>	<b>61.7%</b>	
<b>SUPPLIES:</b>									
General library supplies	10,000.00	740.48	844.44	787.99	282.01	7,290.56	2,709.44	72.9%	
Program fees & supplies	2,500.00	101.28	0.00	380.27	608.84	1,334.52	1,165.48	53.4%	
Marketing & advertising	1,500.00	26.48	0.00	261.72	50.83	646.38	853.62	43.1%	
Maintenance and Repairs	6,000.00	40.00	195.00	0.00	0.00	5,501.37	498.63	91.7%	
<b>TOTAL</b>	<b>20,000.00</b>	<b>908.24</b>	<b>1,039.44</b>	<b>1,429.98</b>	<b>941.68</b>	<b>14,772.83</b>	<b>5,227.17</b>	<b>73.9%</b>	
<b>BOOKS AND MATERIALS</b>									
Adult fiction	8,000.00	575.44	873.21	823.03	642.44	6,948.83	1,051.17	86.9%	
Adult nonfiction	5,000.00	289.94	449.04	590.86	350.61	3,257.28	1,742.72	65.1%	
YA fiction	1,800.00	207.12	0.00	12.88	0.00	1,353.52	446.48	75.2%	
YA nonfiction	800.00	0.00	0.00	0.00	0.00	50.67	749.33	6.3%	
Juvenile fiction	7,100.00	1,308.68	112.78	29.12	10.48	4,338.45	2,761.55	61.1%	
Juvenile nonfiction	3,300.00	411.00	426.34	159.60	0.00	3,093.20	206.80	93.7%	
Large Print	4,000.00	0.00	483.45	205.45	-36.35	1,721.66	2,278.34	43.0%	
Electronic media (ebooks, etc.)	5,000.00	0.00	40.00	1,169.37	0.00	3,769.36	1,230.64	75.4%	
Reference & electronic databases	5,000.00	0.00	0.00	0.00	0.00	4,972.60	27.40	99.5%	
Periodicals and newspapers	4,000.00	57.99	398.49	103.97	717.38	2,127.64	1,872.36	53.2%	
Audiobooks (CD, playaway)	3,700.00	553.92	404.91	411.61	328.48	3,057.89	642.11	82.6%	
Software & Gaming	2,000.00	690.40	119.22	190.64	477.85	1,529.28	470.72	76.5%	
DVDs	6,500.00	456.32	654.73	309.12	646.44	4,089.92	2,410.08	62.9%	
SS / Creation Station	1,800.00	120.70	76.34	0.00	-15.00	402.23	1,397.77	22.3%	
<b>TOTAL:</b>	<b>58,000.00</b>	<b>4,671.51</b>	<b>4,038.51</b>	<b>4,005.65</b>	<b>3,122.33</b>	<b>40,310.30</b>	<b>17,689.70</b>	<b>70.2%</b>	
<b>TOTAL EXPENDITURES:</b>	<b>424,515.00</b>	<b>31,802.42</b>	<b>31,395.65</b>	<b>36,379.14</b>	<b>29,552.59</b>	<b>309,610.27</b>	<b>114,904.73</b>	<b>72.9%</b>	
<b>TOTAL REVENUES:</b>	<b>24,800.00</b>	<b>393.09</b>	<b>351.79</b>	<b>5,156.99</b>	<b>300.00</b>	<b>21,137.02</b>	<b>3,662.98</b>	<b>85.2%</b>	
<b>ACTUAL ASKING</b>	<b>399,715.00</b>	<b>31,409.33</b>	<b>31,043.86</b>	<b>31,222.15</b>	<b>29,252.59</b>	<b>288,473.25</b>	<b>111,241.75</b>	<b>72.2%</b>	
<b>Capital Improvement</b>						<b>12,040.00</b>			
<b>Total Expenditures</b>		<b>31,802.42</b>	<b>31,395.65</b>	<b>36,379.14</b>	<b>29,552.59</b>	<b>321,650.27</b>			

James Kennedy Public Library FY19 Operating Budget							
	FY19	FY17 Expense thru Mar 18	March '18	Total FY18	Budget Projection	Amount Over/Under	Over/Under Budget
<b>ESTIMATED REVENUES:</b>							
Dubuque County Library Agency	5,000.00	0.00	0.00	5,940.16	thru February		
Fees from copier, R/P, etc.	5,000.00	3,585.94	360.52	5,213.12	2019		
Open Access	12,400.00	12,327.99	0.00	12,327.99			
Access Plus / ILL	600.00	560.25	0.00	560.25			
Direct State Aid	1,800.00	1,883.95	0.00	1,883.95			
<b>TOTAL:</b>	<b>24,800.00</b>	<b>18,358.13</b>	<b>360.52</b>	<b>25,925.47</b>			
		18,358.13		25,925.47			
<b>ESTIMATED EXPENDITURES:</b>							
<b>PERSONAL SERVICES</b>		Spent to date		Spent to date			
Wages	228,856.00	161,665.87	20,858.98	215,673.67	171,547.15	-6,884	0.96
FICA	14,189.00	9,703.60	1,259.05	13,181.79	10,445.04	-545	0.95
Medicare	3,318.00	2,269.36	294.44	2,796.01	2,693.03	-378	0.86
IPERS	21,604.00	14,437.02	1,862.76	19,260.00	16,194.05	-692	0.96
SUI	184.00	117.93	0.00	186.54	116.32	58	1.50
Group Insurance	35,700.00	26,303.64	3,256.52	38,043.88	24,683.08	9,849	1.40
Meetings and training	2,500.00	1,624.41	0.00	2,768.32	1,466.96	636	1.43
Dues and memberships	900.00	633.00	0.00	662.00	860.57	-158	0.82
<b>TOTAL:</b>	<b>307,251.00</b>	<b>216,754.83</b>	<b>27,531.75</b>	<b>292,572.21</b>	<b>227,629.75</b>	<b>2,264</b>	<b>1.01</b>
		216,754.83		292,572.21			
<b>CONTRACTUAL SERVICES:</b>							
Utilities (telephone)	2,200.00	1,858.02	356.13	3,422.31	1,194.41	1,934	2.62
Electricity	14,000.00	9,297.82	773.02	11,592.84	11,228.44	-640	0.94
Gas / Heat	2,200.00	1,816.85	445.09	2,318.81	1,723.76	524	1.30
Insurance (bldg)	7,344.00	71.00	0.00	4,592.00	113.55	-114	0.00
Legal Fees	0.00	0.00	0.00	0.00	Zero	0	Nothing
Custodial services	8,000.00	5,700.00	600.00	7,650.00	5,960.78	-261	0.96
Window cleaning	220.00	220.00	0.00	220.00	220.00	0	1.00
Service / Maintenance Contracts	5,300.00	2,646.10	84.46	5,729.79	2,447.62	-101	0.96
<b>TOTAL:</b>	<b>39,264.00</b>	<b>21,609.79</b>	<b>2,258.70</b>	<b>35,525.75</b>	<b>23,883.71</b>	<b>347</b>	<b>1.01</b>
		21,609.79		35,525.75			
<b>SUPPLIES:</b>							
General library supplies	10,000.00	7,708.69	2,176.89	11,713.74	6,580.90	710	1.11
Program fees & supplies	2,500.00	968.02	100.70	2,180.32	1,109.95	225	1.20
Marketing & advertising	1,500.00	752.61	139.90	1,104.89	1,021.74	-375	0.63
Maintenance and Repairs	6,000.00	2,138.46	20.97	4,323.47	2,967.70	2,534	1.85
<b>TOTAL</b>	<b>20,000.00</b>	<b>11,567.78</b>	<b>2,438.46</b>	<b>19,322.42</b>	<b>11,973.43</b>	<b>2,799</b>	<b>1.23</b>
		11,567.78		19,322.42			
<b>BOOKS AND MATERIALS</b>							
Adult fiction	8,000.00	6,298.13	509.84	9,467.50	5,321.89	1,627	1.31
Adult nonfiction	5,000.00	4,897.78	335.20	5,591.58	4,379.60	-1,122	0.74
YA fiction	1,800.00	1,752.54	189.41	2,203.95	1,431.33	-78	0.95
YA nonfiction	800.00	0.00		444.44	Zero	0	Nothing
Juvenile fiction	7,100.00	4,011.25	-30.26	7,779.56	3,660.86	678	1.19
Juvenile nonfiction	3,300.00	3,179.47	-37.40	3,632.19	2,888.68	205	1.07
Large Print	4,000.00	366.26	53.74	2,274.44	644.13	1,078	2.67
Electronic media (ebooks, etc.)	5,000.00	3,756.77	488.84	4,634.41	4,053.13	-284	0.93
Reference & electronic database	5,000.00	5,211.00	0.00	5,211.00	5,000.00	-27	0.99
Periodicals and newspapers	4,000.00	2,733.23	205.95	3,832.19	2,852.92	-725	0.75
Audiobooks (CD, playaway)	3,700.00	3,164.27	224.81	3,966.62	2,951.58	106	1.04
Software & Gaming	2,000.00	583.53	0.00	1,581.62	737.89	791	2.07
DVDs	6,500.00	5,038.77	492.93	6,648.64	4,926.12	-836	0.83
SS / Creation Station	1,800.00			0.00	Zero	0	Nothing
<b>TOTAL:</b>	<b>58,000.00</b>	<b>40,993.00</b>	<b>2,433.06</b>	<b>57,268.14</b>	<b>41,516.87</b>	<b>-804</b>	<b>0.98</b>
		40,993.00		57,268.14			
<b>TOTAL EXPENDITURES:</b>	<b>424,515.00</b>	<b>290,925.40</b>	<b>34,661.97</b>	<b>404,688.52</b>	<b>305,178.40</b>	<b>4,432</b>	<b>1.01</b>
<b>TOTAL REVENUES:</b>	<b>24,800.00</b>	<b>18,358.13</b>	<b>360.52</b>	<b>25,925.47</b>	<b>17,561.17</b>	<b>3,576</b>	<b>1.20</b>
<b>ACTUAL ASKING</b>	<b>399,715.00</b>	<b>272,567.27</b>	<b>34,301.45</b>	<b>378,763.05</b>	<b>287,644.81</b>	<b>828</b>	<b>1.00</b>
<b>Capital Improvement</b>		<b>0.00</b>	<b>0.00</b>				
<b>Total Expenditures</b>		<b>290,925.40</b>	<b>34,661.97</b>				



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

Story Time Sessions (C):

For the week of March 6, 2019 Theme – Mice  
Total attendance at 2 programs – 13 children & 4 adults  
Time for preparation & performance – 4 hrs (pd)  
Supplies: Color copies; blocks for activity  
Stickers for treat

For the week of March 13, 2019 Theme – Dinosaurs  
Total attendance at 2 programs – 14 children & 5 adults  
Time for preparation & performance – 4.25 hrs (pd)  
Supplies: Color copies; House make of Dinos games for activity  
Stickers for treat

For the week of March 20, 2019 Theme – Sneezing  
Total attendance at 2 programs – 12 children & 4 adults  
Time for preparation & performance – 3.5 hrs (pd)  
Supplies: Color copies; copies, cornstarch & spray bottle for activity  
Stickers for treat

For the week of March 27, 2019 Theme – Ducks  
Total attendance at 2 programs – 11 children & 4 adults  
Time for preparation & performance – 3.5 hrs (pd)  
Supplies: Color copies; copies, rubber duckies for activity  
Stickers for treat

Wee Read Sessions (C):

For the week of March 6, 2019 Theme – Mice  
Total attendance at 1 program – 6 children & 5 adults  
Time for preparation & performance – .75 hrs (pd)  
Supplies: Color copies; blocks for activity  
Stickers for treat

For the week of March 13, 2019 Theme – Dinosaurs  
Total attendance at 1 program – 5 children & 4 adults  
Time for preparation & performance – .5 hrs (pd)  
Supplies: Color copies; House make of Dinos games for activity  
Stickers for treat

For the week of March 20, 2019 Theme – Sneezing  
Total attendance at 1 programs – 5 children & 6 adults  
Time for preparation & performance – .5 hrs (pd)  
Supplies: Color copies; copies, cornstarch & spray bottle for activity  
Stickers for treat

For the week of March 27, 2019 Theme – Ducks  
Total attendance at 1 program – 8 children & 7 adults  
Time for preparation & performance – .5 hrs (pd)  
Supplies: Color copies; copies, rubber duckies for activity  
Stickers for treat

Out-Reads : Bi-Monthly Story Times to Daycares (C):

For the first session in March 2019: Theme – Mice  
Total attendance at 8 programs – 143 children & caregivers;  
Time for preparation & performance – 4.75 hrs (pd)  
Supplies: 18 copies of activities, poems, etc. for parents & / or teachers

For the second session in March 2019: Theme – Dinosaurs  
Total attendance at 4 programs – 69 children & caregivers  
Time for preparation & performance – 3hrs (pd)  
Supplies: 8 copies of activities, poems, etc. for parents & / or teachers

Branching Out (Tuesdays or Wednesdays at 11:00 am) (A)

March 19, 26, 2019      March 5 cancelled due to vacation, March 12 due to illness      Total attendance - 36  
Time for preparation & performance – 3 hrs (pd)  
Supplies: Posters & library information; Materials to check out

Program at Ellen Kennedy Center – (Typically first Friday of each month) – History of the Easter Bunny  
 March 29, 2019 Total attendance – 10  
 Time for preparation & performance – 1.5 hrs (pd)  
 Supplies: None

Program at Mercy One Senior Care (Typically Third Wednesday of each month) – History of the Easter Bunny  
 March 27, 2019 ; didn't present as scheduling mix up Total attendance – 0  
 Time for preparation & performance – .5 hrs (pd)  
 Supplies: None

Sit 'n' Stitch (Wednesdays of each month) (A)  
 March 6, 13, 20, & 27, 2019 Total attendance – 49  
 Time for preparation & performance – 1 hrs (pd) 8 hrs (vol)  
 Supplies: Refreshments & craft supplies provided by participants

Books for Lunch Book Club (First Monday of each month) – *Educated* (A)  
 March 4, 2019 Total attendance – 9  
 Time for preparation & performance – .5 hr (pd) 1 hr (vol)  
 Supplies: Posters, PSA, refreshments; ILLED books from other libraries

Dungeons & Dragons Club (1st Tuesday of each Month) (F)  
 March 5, 2019 Total attendance – 9  
 Time for preparation & performance – 2.5 hr (pd)  
 Supplies: Posters, PSA, refreshments; D & D Game

Lifelong Learners (A)  
 March 4, 2019 Total attendance – 3  
 Time for preparation & performance – 2.25 hrs (pd)  
 Supplies: Posters, PSA, refreshments

A Novel Approach to Faith Book Club (A)  
 March 12, 2019 Total attendance – 6  
 Time for preparation & performance – 0: Cancelled due to inclement weather  
 Supplies: Posters, PSA, ILL copies of the books

Bookeaters Tween Book Club – (3<sup>rd</sup> Thursday of each Month) (C)  
 March 21, 2019 Total attendance – 2  
 Time for preparation & performance – .5 hrs (pd) 1 hr (vol)  
 Supplies: Posters, PSA, Refreshments, ILL copies of the books  
 Shannon Russell donated her time to facilitate this program

Get Puzzled @ Your Library (A)  
 March 2019 Total attendance – 29  
 Time for preparation & performance - .25 hrs (pd)  
 Supplies: Puzzle

JKPL Writing Group (3<sup>rd</sup> Monday of each Month)(A)  
 March 18, 2019 Total attendance - 3  
 Time for preparation & performance 1.75 hrs (pd)  
 Supplies: Refreshments

Coffee and Creating (third Friday of each month) (A)  
 March 15, 2019 Total attendance – 0  
 Time for preparation & performance .25 hr (pd)  
 Supplies: Posters, PSA, Refreshments, Coloring and crafting supplies

Let's Talk Book Club (fourth Thursday of each month)(A):  
 March 28, 2019 Total attendance – 3  
 Time for preparation & performance 1.5 hr (pd)  
 Supplies: Posters, PSA, Refreshments

Game Night (4<sup>th</sup> Friday of each Month) (F)  
 March 22, 2019 Total attendance – 18  
 Time for preparation & performance – 3.5 hrs (pd)  
 Supplies: Posters & PSA, Refreshments

Final Friday Tech – BrainFuse (Last Friday of each Month) (A)  
 March 29, 2019 Total attendance – 1  
 Time for preparation & performance – .5 hrs (pd)  
 Supplies: Posters & PSA,

Building Creativity one Block at a Time (LEGO® program) (monthly, date and time varies) (C)  
 March 16, 2019 Total attendance – 25  
 Time for preparation & performance – 2.5 hrs (pd)  
 Supplies: Posters, PSA, Refreshments, sponsored by DuTrac

String Club (4<sup>th</sup> Monday of each month)  
 March 25, 2019 Total attendance – 9  
 Time for preparation & performance – .25 hrs (pd) 3.5 hrs (vol)  
 Supplies: Posters, PSA,  
 Sue Engelbrecht and Gary Bremmel donated their time & talent to run this program

Card Party (weekly program – every Friday afternoon) (A)  
 March 1, 8, 15, 22, & 29, 2018 Total attendance – 24  
 Time for preparation & performance – 2 hrs (pd)  
 Supplies: Posters, PSA, Refreshments, Playing cards

Movies @ Your Library – showing of *Ralph Breaks the Internet* (F)  
 March 9, 2019 Total attendance – 27  
 Time for preparation & performance – 2.5 hrs (pd)  
 Supplies: Posters, PSA, Popcorn provided by Farmer’s Shipping; Pop, bags, napkins, etc. from GF

Movies @ Your Library– showing of *The Hate U Give* (YA)  
 March 11, 2019 Total attendance – 2  
 Supplies: Posters, PSA Popcorn provided by Farmer’s Shipping; Pop, bags, napkins, etc. from GF

Movies @ Your Library (Books for Lunch)– showing of *A Star is Born - 1976* (A)  
 March 18, 2019 Total attendance – 1  
 Time for preparation & performance – .5 hrs (pd)  
 Supplies: Posters, PSA, Popcorn provided by Farmer’s Shipping; Pop, bags, napkins, etc. from GF

Movies @ Your Library – showing of *A Star is Born - 2018* (A)  
 March 24, 2019 Total attendance – 11  
 Time for preparation & performance – 3 hr (pd)  
 Supplies: Posters & PSA

Kobolds Ate My Baby: Gaming (YA)  
 March 1, 2019 Total attendance – 11  
 Time for preparation & performance – 5 hrs  
 Supplies: Poster, PSA, Refreshments.

Coding Club (YA)  
 March 2, 2019 Total attendance – 0  
 Time for preparation & performance – 1.25 hrs (pd) 1 hrs (vol)  
 Supplies: Posters, PSA, Members of the WD Programming Club are volunteering to facilitate this group.

Beginning Carving Class (A)  
 March 3 & 10, 2019 Total attendance – 10  
 Time for preparation & performance – .75 hr (pd) 26 hrs (vol)  
 Supplies: Posters, PSA;  
 13 Bear Creek Carvers each donated 2 hours to teach this class; Materials fee paid directly to the carvers.

Crazy 8s: Road Trip (C)  
 March 6, 2019 Total attendance – 7  
 Time for preparation & performance –3 hrs (pd)  
 Supplies: Posters, PSA; giant US maps, copies, packing tape, dice, matchbox cars, scissors & paperbags  
 Some items and curriculum provided by Bedtime Math  
 Cookies & suckers for snack

Read Across America cover contest(C)  
 March 8, 2019 Total attendance – 72  
 Time for preparation & performance –2.5 hrs (pd)  
 Supplies: Posters, PSA; copies, bookmarks, pencils, pens and sharpeners for prizes

Minecraft Build-a-thon: Gaming (YA)  
 March 8, 2019 Total attendance – 4  
 Time for preparation & performance –2.75 hrs (pd)  
 Supplies: Posters, PSA; refreshments

Squishy Circuits: Creation Station (C)  
 March 9, 2019 Total attendance – 0  
 Time for preparation & performance –2.25 hrs (pd)  
 Supplies: Posters, PSA; circuits

Crazy 8s: Got Rhythm (C)  
 March 13, 2019 Total attendance – 6  
 Time for preparation & performance –3 hrs (pd) .5 hrs (vol)  
 Supplies: Posters, PSA; tubs, pans, coffe canisters, dowels and spoons  
 Some items and curriculum provided by Bedtime Math  
 Cookies & suckers for snack

Creation Station Crafts: Paper plate leprechaun craft (C)  
 March 1-15 2019 Total attendance - 50  
 Time for preparation & performance –2 hrs (pd)  
 Supplies: Paper plates, markers, & construction paper

St. Patrick's Day Parade (F)  
 March 16, 2019 Total attendance – 1000  
 Time for preparation & performance – 15 hrs (pd) 13 hrs (vol)  
 Supplies: Costumes, buttons and candy  
 Volunteers helped with making buttons and participating in the parade

History of Mt. Hope Cemetery (A)  
 March 17, 2019 Total attendance – 50  
 Time for preparation & performance – 8.75 hrs (pd)  
 Supplies: Posters, PSA; refreshments  
 Dave Kramer donated his time and talent to preparing and presenting this program

Cricut with Christopher – Easter Decorations: Creation Station (A)  
 March 18, 2019 Rescheduled to April due to illness

Crazy 8s: Lazer Maze (C)  
 March 20, 2019 Total attendance – 6  
 Time for preparation & performance –2.75 hrs (pd)  
 Supplies: Posters, PSA; toy lasers, mirrors, table grids, copies and pencils  
 Some items and curriculum provided by Bedtime Math  
 Cookies & suckers for snack

Doodle Off (YA)  
 March 23, 2019 Total attendance – 0  
 Time for preparation & performance – .5 hr (pd)  
 Supplies: Poster, PSA.

Crazy 8s: Venn There, Done That (C)  
 March 27, 2019 Total attendance – 7  
 Time for preparation & performance – 3 hrs (pd) .5 hrs (vol)  
 Supplies: Posters, PSA; glow sticks, mirrors, color copies, marker, and tape  
 Some items and curriculum provided by Bedtime Math  
 Cookies & suckers for snack  
 Ian Hermsen helped set up

STEAM Festival – Button Making (F)  
 March 30, 2019 Total attendance – 45  
 Time for preparation & performance – 5 hrs (pd)  
 Supplies: Button machine, button parts, laptop, copies

STEAM Festival – 3Doodler Pen creations (F)  
 March 30, 2019 Total attendance – 15  
 Time for preparation & performance – 2 hrs (pd) 2 hrs (vol)  
 Supplies: 3Doodler Start pens, filament, small pots, & paper

STEAM Festival – Doodlebot creations (C)  
 March 30, 2019 Total attendance – 18  
 Time for preparation & performance – 4 hrs (pd) 2 hrs (vol)  
 Supplies: Doodle bot, markers, paper, old CDs, battery operated toothbrushes & hot glue

STEAM Festival – Washi Tape dominoes (C)  
 March 30, 2019 Total attendance – 14  
 Time for preparation & performance – 1.5 hrs (pd)  
 Supplies: Craft sticks, washi tape, scissors, copies & plastic bags

STEAM Festival – Catapult building (F)  
 March 30, 2019 Total attendance – 41  
 Time for preparation & performance – 4.5 hrs (pd) 2 hrs (vol)  
 Supplies: Craft sticks, rubber bands, plastic spoons, pom poms & nerf balls

STEAM Festival – Paper airplanes (F)  
 March 30, 2019 Total attendance – 40  
 Time for preparation & performance – 4.5 hrs (pd) 4 hrs (vol)  
 Supplies: Construction paper, paper clips, staples, scissors, & paper airplane books

STEAM Festival – Fun with Robots (C)  
 March 30, 2019 Total attendance – 13  
 Time for preparation & performance – 2 hrs (pd) 1 hrs (vol)  
 Supplies: Robots in Creation Station

STEAM Festival – Fun with Circuits (C)  
 March 30, 2019 Total attendance – 4  
 Time for preparation & performance – 3 hrs (pd)  
 Supplies: Circuits in Creation Station

STEAM Festival – Paint by Stickers (F)  
 March 30, 2019 Total attendance – 21  
 Time for preparation & performance – 2.5 hrs (pd)  
 Supplies: Sticker Books

STEAM Festival – Upcycling Cards (F)  
 March 30, 2019 Total attendance – 9  
 Time for preparation & performance – 3 hrs (pd) 1 hrs (vol)  
 Supplies: Donated used cards, card stock, glue & markers

STEAM Festival – Let's Plant a Garden (A)  
 March 30, 2019 Total attendance – 15  
 Time for preparation & performance – 1 hrs (pd)  
 Supplies: Partnership with ISU Extension – Dubuque; They provided presenter and all supplies  
 \$40.00 fee



STEAM Festival – General attendance  
 March 30, 2019 Total attendance – 68  
 Time for preparation & performance – 5 hrs (pd)  
 Supplies: Posters, PSA, 10 dozen cookies, coloring sheets, games, etc.  
 Door prizes

STEAM Festival – Birds and Bows  
 March 30, 2019 Total attendance – 25  
 Time for preparation & performance – 1 hrs (pd)      12 hrs (vol)  
 Supplies: Card stock, scrapbook paper, paper, drawing pens, chalk, twine & misc. supplies  
 Dianne Kramer donated her time and talent to present this program

Adulting: Finances with Don Kramer (A)  
 March 19, 2019 Total attendance – 5  
 Time for preparation & performance – 2.5 hr (pd)      2.5 hrs (vol)  
 Supplies: Posters, PSA; copies & refreshments  
 Don Kramer donated his time and talent to present this program

Strength Training for Older Adults  
 March 5-28, 2019 (8 sessions) Total attendance – 75  
 Time for preparation & performance – 10 hrs (pd)  
 Supplies: Poster, PSA, water, stretch bands, copies of exercises  
 Used projection system; DVDs and training provided by Geri-Fit  
 19 participants signed up / Max of 20 allowed;

Warm Up @ Your Library – Winter Library Challenge  
 January – February 2018 (report wasn't finish to include with February reports) Total attendance – 40  
 Time for preparation & performance – 2 hrs (pd)  
 Supplies: Posters, PSA, bingo sheets  
 40 signed up, 15 submitted a total 35 bingos, 6 blackout bingos  
 Prizes were gentle used books or coloring books, a chalk mug, Adopt-a-book form, and misc.  
 library goodie bag for black-out bingos

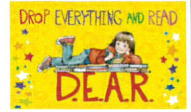
Creation Station Crafts: Rainbow Cloud (C)  
 March 17-30, 2019 Total attendance - 60  
 Time for preparation & performance – 2.5 hrs (pd)  
 Supplies: Paper plates, streamers, glue, & cotton balls

## Mark your calendar for these April programs!

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### April is D.E.A.R. (Drop Everything And Read) Month

D.E.A.R. is a month long celebration of children's author Beverly Cleary, her timeless stories, and the joy of reading. Help us celebrate by participating in one of these events:



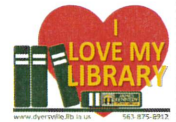
**BOOK JAR:** Want something different to read? The Book Jar is filled with slips of paper with book titles recommended by staff, Board, Friends, and avid readers. Different colored slips indicate different kinds of books—children's, teens, fiction, non-fiction, classics, etc. Participants pick a slip out of the jar and check out the book title they select. All participants are entered into a drawing for book and library related prizes.

**PATRON PICKS:** Tell us what books made you "drop everything and read"! Suggested titles will be put together into a recommended reading list and display. Everyone who recommends a books will have their name entered into a drawing to win an Adopt-a-Book form, where they get to select an item to be purchased in their name for the library collection.

**FACE OFF:** Everyone is invited to participate in this online contest and share what book they are currently reading. Post to the James Kennedy Public Library page of Facebook, send us a tweet at DyersvilleLib or tag the JamesKennedyLibrary on Instagram. Each Friday during the month of April there will be a random drawing from those who have responded. The prize is an Adopt-a-Book form, where they get to select an item to be purchased in their name for the library collection. Be sure to follow the library's Facebook Page, Twitter account, and Instagram and discover what your neighbors are reading!

### Monday, April 1—30: Yard Sign Fundraiser!

To celebrate National Library Week, April 7-13, and raise money to support the library's services and collections, the James Kennedy Public Library is selling yard signs that say "I Love My Library" during the month of April. Signs are 18" x 24", vinyl, reusable, come with a ground stake and are \$10.00 each. Already have one of these signs? Now's the time to put it up. Put a sign in your yard and let everyone know you love the library!



### Build-A-Basket Fundraiser Silent Auction Continues

Join us for the 7th Annual Build-A-Basket Fundraiser! Organizations, businesses, and individuals have donated more than forty amazing baskets again this year. Some of the donations received include baby baskets, makeup, bath and spa baskets, books with plush animals, puzzles and games, Ertl collectibles, WD and Beckman themed, and more. Photos and descriptions of the baskets are posted on the library website at [www.dyersville.lib.ia.us](http://www.dyersville.lib.ia.us) so be sure to check there or stop in the library to see all of the different possibilities. The silent auction ends promptly at 3:00 pm on Sunday, April 7. All proceeds will be used to support library services and collections.



**April 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 *Collection Pavilion*, in celebration of DEAR month and National Library Week. 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!

**Monday, April 1: 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 *The Language of Flowers* by Vanessa Diffenbaugh. 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, April 1: Book Flicks @ Your Library presents "Can You Ever Forgive Me?" @ 6:30 pm.** Author Lee Israel made her living in the 1970s and 80s profiling the likes of Katharine Hepburn, Tallulah Bankhead, Estee Lauder and journalist Dorothy Kilgallen. When Lee is no longer able to get published because she has fallen out of step with current tastes, she turns her art form to deception. Based on the book by Lee Israel. Rated R. (110 min.)

**Tuesday, April 2: 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, April 3, 10, 17, & 24: Story Time @ 9:30 am & 6:30 pm.** Story Time is open to 3, 4 and 5 year olds who have not been in Kindergarten. Programs run through April 24. Registration is required as space is limited.

**Wednesdays, April 3, 10, 17, & 24: Wee Read @ 10:30 am.** Wee Read is for children under 3 and their caregiver. Programs run through April 24. Registration is required as space is limited.



**Wednesdays, April 3, 10, 17, & 24: 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 April 5, 12, 19, & 26: Card and Game Party from 1:00—3:30 pm.** Join us Friday afternoons for cards, games and snacks! Come meet, teach, and play with other players. Refreshments provided.



**Saturday, April 6: Coding Club @ 2:00 pm.** Ever wanted to try your hand at programming? The Western Dubuque High school programming club will be available to show you how easy it is to get started! The programming club will have a short presentation then lead participants step-by-step to design simple applications. Feel free to bring your own computer, tablet or other device. The library will have computers and tablets available on a first come-first serve basis. Recommended for ages 12 and up, but younger participants welcome if accompanied an adult or older sibling.



**Saturday, April 6: More For Your Money @ 2:00 pm**

Would you like to get more for your money? Use your money wisely? Have a little money each month for the unexpected and emergencies? Join us for this special Money Smart Week presentation by Susan Taylor, Iowa State University Extension and Outreach Human Sciences Specialist, Family Finance. This program will include money activities, group discussion, and resources to manage your money well. A minimum of 6 participants is needed for this event so please register by 12 noon on April 5 to ensure it is held. Refreshments provided.



**Saturday, April 6: 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.

**April 7—13: National Library Week: Libraries = Strong Communities**

National Library Week is a time to celebrate the contributions of our nation's libraries and library workers and to promote library use and support. From free access to books and online resources for families to library business centers that help support entrepreneurship and retraining, libraries offer opportunity to all. To celebrate, the James Kennedy Public Library has created a steamer trunk display which will be on display at three businesses in town throughout the week. Visit the trunk at Total Fitness Rec Center on April 8-9, American Trust Bank (Hwy 136) on April 10-11, and Brew & Brew on April 12-13. Stop by the trunk and take a selfie. If you post your selfie to one of the library's social media account you will get your name entered into a drawing for a prize. Post to the James Kennedy Public Library page of Facebook, send us a tweet at DyersvilleLib or tag the Jameskenedylibrary on Instagram.



**Sunday, April 7—13: St. Francis Xavier Student Art Show.** The James Kennedy Public Library is pleased to display the artwork of St. Francis Xavier Elementary Grade School students at the library. Stop in anytime to enjoy the artworks created by the students. Everyone welcome. There will be a special reception on Thursday, April 11 from 5:00—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, April 7: Sunday Movies @ Your Library presents "Mary Poppins Returns" @ 2:00 pm.** The magical nanny returns to help the Banks siblings and Michael's children through a difficult time in their lives. Rated PG. (140 min.)

**Sunday, April 7: Build-A-Basket Fundraiser Closing Reception from 2:00—4:00 pm**

Join us for refreshments and one last chance to bid on the baskets donated to the library for the Build-a-Basket Fundraiser! There is something for nearly every interest so be sure to come and take a peek and bid on your favorite. The silent auction will end at 3:00 pm sharp. These baskets make great gifts—for yourself or someone you love! All proceeds will be used to support library collections and services.



**Monday, April 8: 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. Facilitated by volunteers Mary Potter Kenyon and Sue Engelbrecht. This group meets on the 1st Monday of each month and is open to ages 17 and up. Registration encouraged but not required. *Note: the date of this program was moved this month due to a facilitator conflict.*

**Powerful Tools for Caregivers**

**Tuesdays, April 9—May 14 from 3:30—5:00 pm OR Fridays, April 12—May 17 from 10:00—11:30 am**

Caregiving is rewarding but is also physically, emotionally, and financially stressful. *Powerful Tools for Caregivers* is a six-week class led by a certified teacher and designed to provide you, the family caregiver, with the skills you need to take care of yourself. This course will help you reduce stress, improve self-confidence, balance your life, better communicate your feelings, increase your ability to make tough decisions, and learn to locate helpful resources. There is a \$35 class fee to cover all materials (payable to ISU the first day of class). Registration is required as space is limited to 12. This program is offered through a partnership with the Iowa State Extension and Outreach Office, Dubuque County. This class series is being offered on two different days, however the class sessions are not interchangeable.



**Tuesday, April 9: Inspirational Fiction: A Novel Approach to Faith book discussion series @ 7:00 pm.** Join us the second Tuesday of every month at 7:00 pm for this book discussion series featuring a variety of books that weave religious faith into the characters and storylines. New members welcome at any time. For this meeting we will read and discuss *Phoebe's Light* by Suzanne Woods Fisher. Copies of each book are available to borrow from the library.

**Thursday, April 11 thru Thursday, May 16: Everybody with Diabetes Counts from 2:00—3:30 pm**

*Everybody with Diabetes Counts: The Diabetes Empowerment Education Program* is an educational curriculum designed to help Medicare-age people with pre-diabetes and existing diabetes gain a better understanding of diabetes self-care. Relatives and caregivers are welcome too! Topics include the human body and diabetes, risk factors, monitoring diabetes, physical activity, nutrition, complications, and medications. Registration is required by April 10. In order to hold this class, minimum of 5 individuals who are Medicare-age and have been diagnosed as either diabetic or pre-diabetic must register; but relatives, friends, and caregivers are also welcome! There is a maximum of 20 allowed in the class. This class is offered as a partnership with Telligon, the Medicare Quality Improvement Organization for Iowa.



**Thursday, April 11: St. Francis Xavier Student Art Show Reception from 5:00—8:00 pm.** Join us for this special reception for the St. Francis Xavier Elementary Grade School students who are displaying their artwork in the library. Everyone is welcome to come view the artwork and offer their support. Refreshments provided.

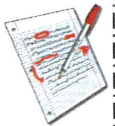


**Friday, April 12: Spring Fling from 9:30 am—1:30 pm.** The James Kennedy Public Library will bring a pop-up library to the Spring Fling event at the Total Fitness Rec Center. Guests will be able to get library cards, check out materials, learn about library programming, and find out more about what the library has to offer. If you are visiting the Spring Fling be sure to stop by the library table to find out more and enter your name into a drawing for door prizes.



**Saturday, April 13: Beginning Editing and Publishing from 10:30 am—3:30 pm.**

Are you a writer looking for what to do next? Did you participate in NaNoWriMo and now want to work on editing and publishing? This program is just for you! The morning session with Jane DeShaw (10:30am) will focus on how to get started with editing your work. The afternoon session with Mary Potter Kenyon (1:00 pm) will talk about getting published. Come to one or both sessions. Bring a bag lunch and plan to stay all day. Beverages and snacks provided. Registration requested as space is limited. Walk-ins welcome if space allows. This workshop was postponed from February.



**Monday, April 15: Books for Lunch Movie presentation of "Green Book" @ 12:00 noon.** A white bouncer bonds with a black musician while chauffeuring him around the Jim Crow south. Rated PG-13. (130 min.)

**Monday, April 15: 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. New members are welcome to join at any time.

**Monday, April 15: Cricut with Christopher presents Decorations for Easter @ 6:30 pm.** Come learn about the Cricut Maker from local expert Lisa Christopher and make a special project for the Easter holiday. Participants should be 14 or older. Children 8 and up welcome if accompanied by an adult.

**Tuesday, April 16: Adulting Class: Car maintenance with Mike Deutmeyer @ 6:30 pm.**

Being an adult means that you have to know certain skills that are often taught the hard way. The library is holding a series of adulting classes to help you learn those skills from local experts! In this third session, local mechanic Mike Deutmeyer will talk about what you should know about your car: what those creaks and groans mean and how to keep it running as long as possible. For ages 13 and up.



**Thursday, April 18: 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 *Out of My Mind* by Sharon Draper. Copies of each book are available to borrow from the library. Registration requested. Snacks provided..



**Friday, April 19: Coffee and Creating @ Your Library from 9:30—11:30 am.** Come enjoy coloring, crafting, creating, chatting and enjoying coffee or other morning beverages in the library's Creation Station on the third Friday of each month. The library provides coloring and craft supplies along with coffee and the makings for other hot beverages. No registration needed. Participants are welcome to come and go as time allows. This program is open to adults 18 and older.



**Friday, April 19: 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. *Note: This month, game night is a week early due to the wine and beer tasting scheduled for April 26.*



**Saturday, April 20: Family Movies @ Your Library presents "Hop" @ 2:00 pm.** A slacker named Fred adopts a rabbit that jumps in front of his car, and it turns out this particular creature is next in line to become the Easter Bunny and doesn't want the job. Rated PG. (94 min.)

**Sunday, April 21:** Library closed for Easter



**Monday, April 22: Strings Club @ 6:00 pm.** Do you have a ukulele, guitar or other string instrument that you would like to play more often? Do you want to grow your skills by jamming with others? Join this new monthly club that meets on the fourth Monday of each month. Teen and adult musicians of all skill levels are welcome to join this group facilitated by Sue Engelbrecht and Gary Bramel. NOTE: This is not a class but a jam session so participants should know basic chords. Registration requested. Walk-ins welcome as space allows.



**Thursday, April 25: Let's Talk @ 6:30 pm.** Are you interested in socializing with other readers? Do you want to talk about the books you are reading but not have to read a specific book. Do you like getting ideas for what to read next from other readers? This new book club is for you! Come to share, talk, and just have fun! This program is for adults but teens are welcome if accompanied by a parent. Refreshments provided. Registration encouraged but not required.



**Friday, April 26: Final Friday Tech featuring Google Chrome from 3:00—5:00 pm.** This month's topic is internet searching using the web browser Google Chrome. 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, April 26: 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 including O So Good Winery, Franklin Street Brewing, Textile Brewing Company, Dubuque Heritage Winery, and Dimensional Brewing. Check back as more vendors may be added! Tickets are \$20 in advance or at the door. Tickets are available at the library or Brew & Brew after April 1. The evening of fun include appetizers, a commemorative glass, and the tasting event. Proceeds from the fundraiser will be used to support the library's collections and services.



**Saturday, April 27: Everybody Bakes Bread: El dia de los niños/ El dia de los libros @ 10:00 am**

El dia de los niños / El dia de los libros, or Dia, is a celebration of children, families, and reading that culminates yearly on April 30. The celebration emphasizes the importance of literacy for children of all linguistic and cultural backgrounds. This year to celebrate, the library will be holding a story time about bread. We will read the book *Everybody Bakes Bread* by Norah Dooley. Then we will sample breads from around the world, while listening to music from each country where the bread is eaten. Kids will get to make their own tortilla to eat! All ages welcome, appropriate for families.



**Saturday, April 27: Building Creativity One Block at a Time: a LEGO® program from 1:00—3:00 pm.** This month's theme is "Forest Animals". This LEGO® program is part of a monthly series at the library sponsored by DuTrac Community Credit Union. This program is for all ages but children under 7 must be accompanied by an adult or older partner. 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.



**Sunday, April 28: Spring Tea from 2:00—3:30 pm**

Bring your mother, sister, aunt, daughter, husband, or friend to the annual Spring Tea. Enjoy delicious tea, scrumptious tea sandwiches and delicate homemade cookies served on real china. Lemonade will be provided for the non-tea drinkers. All ages welcome but children under the age of 10 require an adult companion. New this year, we encourage you to wear a hat! Sponsored by the Senior Advisory Committee.



**Monday, April 29: Kickin' the Kaiser: Anti-German Hysteria in Iowa during WWI @ 6:30 pm**

Join Michael Luick-Thrams, an Iowa-born German-American historian, as he discusses what happened to German-Americans during the social and political turbulence of WWI when anti-Hun hysteria effectively killed German-American culture in the US to this day. Michael will also mention the effects specifically in Dyersville.

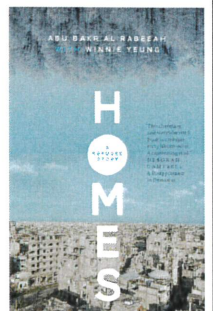


**Big Library Read**

Alongside thousands of readers worldwide, James Kennedy Public Library patrons can discover a remarkable true story through the largest global digital book club, **Big Library Read**. From April 1–15, booklovers can borrow, read and discuss Abu Bakr al Rabeeah and Winnie Yeung's heartbreaking yet hopeful *Homes: A Refugee Story* ebook from their public library with no waitlists or holds. JKPL full service readers may join by downloading the Libby or Overdrive app or visiting <https://bridges.overdrive.com>

Big Library Read is an international reading program that simultaneously connects millions of readers around the world with an ebook through public libraries. *Homes: A Refugee Story* is the 18<sup>th</sup> selection of this program which began in 2013 and takes place three times per year. Readers can join an online discussion about the book at <https://discuss.biglibraryread.com/>. The free program runs for two weeks and only requires a JKPL full service library card to get started.

*Homes: A Refugee Story* can be read on all major computers and devices through Libby or Overdrive, including iPhone®, iPad®, Android™ phones and tablets and Chromebook™ without waitlists or holds. Through Libby, readers can also "send to Kindle®". The title will automatically expire at the end of the lending period, and there are no late fees. To join the discussion, learn about past Big Library Read ebooks and download Libby, visit [biglibraryread.com](http://biglibraryread.com).



April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div style="border: 1px solid black; padding: 2px;">April is D.E.A.R. Month</div> <div style="border: 1px solid black; padding: 2px;">Build-A-Basket Silent Auction continues through April 7</div>	<p>1 Books for Lunch @ 12 noon</p> <p><i>Can You Ever Forgive Me? (R)</i> @ 6:30pm</p>	<p>2 Dungeons &amp; Dragons @ 6pm</p>	<p>3 Story Time @ 9:30am &amp; 6:30pm</p> <p>Wee Read @ 10:30 am</p> <p>Sit 'n Stitch @ 1pm</p> <p>Crazy 8s: 3rd-5th @ 4:30pm</p>	<p>4</p>	<p>5 Card &amp; Game Party from 1-3:30pm</p>	<p>6 Coding Club @ 2pm</p> <p>More for Your Money @ 2pm</p> <p>Nerf War @ 6pm</p>
<p>7 Build-A-Basket Fundraiser Closing Reception from 2-4pm</p> <p><i>Mary Poppins Returns</i> (PG) @ 2pm</p> <div style="border: 1px solid black; padding: 2px;">National Library Week April 7-13</div>	<p>8 Lifelong Learners @ 6:30pm</p>	<p>9 Powerful Tools for Caregivers @ 3:30pm</p> <p>A Novel Approach to Faith @ 7pm</p>	<p>10 Story Time @ 9:30am &amp; 6:30pm</p> <p>Wee Read @ 10:30 am</p> <p>Sit 'n Stitch @ 1pm</p>	<p>11 Everybody with Diabetes Counts @ 2pm</p> <p>Xavier Art Show Reception from 5-8pm</p>	<p>12 Spring Fling from 9:30am-1:30pm</p> <p>Powerful Tools for Caregivers @ 10am</p> <p>Card &amp; Game Party from 1-3:30pm</p>	<p>13 Beginning Editing &amp; Publishing @ 10:30am</p>
St. Francis Xavier School Student Art Show: April 7-13						
<p>14</p>	<p>15 <i>Green Book</i> (PG-13) @ 12 noon</p> <p>JKPL Writing Group @ 6:30pm</p> <p>Critc with Christopher @ 6:30pm</p>	<p>16 Powerful Tools for Caregivers @ 3:30pm</p> <p>Adulting: House Hunting @ 6:30pm</p>	<p>17 Story Time @ 9:30am &amp; 6:30pm</p> <p>Wee Read @ 10:30 am</p> <p>Sit 'n Stitch @ 1pm</p>	<p>18 Everybody with Diabetes Counts @ 2pm</p> <p>The BookEaters Book Club @ 6:30pm</p>	<p>19 Coffee &amp; Creating from 9:30-11:30am</p> <p>Powerful Tools for Caregivers @ 10am</p> <p>Card &amp; Game Party from 1-3:30pm</p> <p>Game Night @ 6pm</p>	<p>20 Hop (PG) @ 2pm</p>
<p>21 Library closed</p>	<p>22 Strings Club @ 6pm</p>	<p>23 Powerful Tools for Caregivers @ 3:30pm</p>	<p>24 Story Time @ 9:30am &amp; 6:30pm</p> <p>Wee Read @ 10:30 am</p> <p>Sit 'n Stitch @ 1pm</p>	<p>25 Everybody with Diabetes Counts @ 2pm</p> <p>Let's Talk @ 6:30pm</p>	<p>26 Powerful Tools for Caregivers @ 10am</p> <p>Card &amp; Game Party from 1-3:30pm</p> <p>Final Friday Tech from 3-5pm</p> <div style="border: 1px solid black; padding: 2px;">Wine &amp; Beer Tasting at Brew &amp; Brew from 5-8pm</div>	<p>27 Everybody Bakes Bread @ 10am</p> <p>LEGOS@ from 1-3pm</p>
<p>28 Spring Tea from 2-3:30</p>	<p>29 Kickin' the Kaiser @ 6:30pm</p>	<p>30 Powerful Tools for Caregivers @ 3:30pm</p>		<div style="border: 1px solid black; padding: 2px;">Yard Sign fundraiser April 1-30</div>	<div style="border: 1px solid black; padding: 2px;">Get Puzzled @ your library April 1-30</div>	

## UPCOMING EVENTS

### **Elder Law and Asset Protection Thursday, May 2 from 6:00—8:00 pm**

Join attorney Thad Murphy for an immersive presentation on Wills, Trusts, Medicaid, and Veterans Aid. Refreshments will be provided.

### **Star Wars Day: May the Force Be With You! Saturday, May 4th**

**Star Wars Day Craft and Games@10:00.** As a celebration of “May the Fourth Be With You”, we will have Star Wars related activities available for all ages!

**Star Wars: The Last Jedi @ 2:00 pm.** Rey develops her newly discovered abilities with the guidance of Luke Skywalker, who is unsettled by the strength of her powers. Meanwhile, the Resistance prepares for battle with the First Order. Rated PG-13. (150 min.)

### **Plant Sale Fundraiser Saturday, May 18 from 8:00—10:00 am**

Spring is here and many of us are thinking about changing or improving our yards, lawns, or gardens. Are you looking to add some new plants? Or do you have some things that need to be thinned out? This JKPL spring fundraiser might be the solution to both of these problems! Join us in the city parking lot next to the library to select and purchase plants and flowers donated by committee and community members. All proceeds will be used to support library collections and services.

*If you have plants you would like to donate, please contact the library by May 16 to make arrangements to bring them in. Plants of all kinds, including indoor plants, are welcome.*

### **Introduction to Creative Lettering Thursday, May 9 @ 6:00 pm**

Lettering is the perfect combination of two things - drawing and writing the alphabet. Join us for this class taught by Dianne Kramer and learn simple techniques to create beautiful, handwritten letters, words, and phrases. A display of the types of artwork covered in this session will be inside the library. For adults and teens age 13 or older. Registration is required by May 8 to allow for preparation of class materials.

### **Children’s Book Week Celebration & 1000 Books Before Kindergarten Awards Ceremony Wednesday, May 15 from 4:00—7:00 pm**

Join us after school for a come-and-go cookie reception for Children’s Book Week. There will be a display of new children’s books, cookies, punch, and door prizes from 4:00-6:30 pm. At 6:30 pm we will have a short story time featuring new picture books and conclude with the spring *1000 Books Before Kindergarten Awards Ceremony*. All ages welcome. *1000 Books Before Kindergarten* is funded by a grant from the Dubuque Racing Association and the Friends of the James Kennedy Public Library.

### **Letters from Elk City: The Historical Sources Saturday, May 25 from 10:00 am—11:30 am**

This program by author Michael Tidemann includes slides of pre-Civil War and Civil War battlefields in the South. He also discusses the role of African-American soldiers and civilians during the war.

### **National Public Works Week: It Starts Here May 19—25**

The James Kennedy Public Library is pleased to partner with the City of Dyersville Public Works Department to celebrate **National Public Works Week!** The American Public Works Association selected *It Starts Here* as the theme for the 2019 week. This theme represents the many facets of modern civilization that grow out of the efforts put forth by the public works professionals across North America. To celebrate, JKPL and the Dyersville Public Works department are offering several activities during the week. Watch for more details about these special events!



#### **Street Department Equipment Exhibition: Tuesday, May 21 from 4:00—6:30 pm**

Join us in the parking lot adjacent to the JKPL to get up close with some of the equipment the Dyersville Public Works/ Street Department uses to keep our city running. The City’s John Deere 524K front-end loader will be on hand along with the actual simulator John Deere uses for training operators so you can test your skills at operating this piece of equipment. Other fun activities for families will also be offered. Public Works Director, John Wandsnider and Street Department staff will be on hand to explain what the various equipment is used for and answer your questions. Refreshments and other activities will be available in the library.

#### **The Future of the Ash Tree in Dyersville: Tuesday, May 21 @ 6:30 pm**

Dyersville Public Works Director, John Wandsnider will share information about the Ash trees in Dyersville, the effects of the Emerald Ash Borer, and how the city is working to mitigate this threat to Dyersville’s natural beauty.

#### **SimCity Challenge: Saturday, May 25 from 2:00—4:00 pm**

Do you think you know how to run your own city? Then join our Simcity public works challenge! Participants will try Simcity, a game where you are in charge of all aspects of running a city, including building and maintaining it. At the end of the program, judges will look at everyone’s cities and pick their favorite. The winner will get \$20 in Dyersville Dollars! For ages 10 and up. Details are still being worked out for this program so contact the library for more information.

Notes from Tuesday, April 2, 2019 Fundraising Committee meeting

The Fundraising Committee of the JKPL met on Tuesday, April 2, 2019 at 7:00 pm. Present were Chairperson Mary Jane Meade, members Karen Kramer, Brenda Ingles, and Catherine O'Hea, and Library Director Shirley Vonderhaar.

**Mystery Dinner:** Shirley reported that the 2020 event was scheduled for Saturday, February 8 with a snow day of February 22. Venue, caterer and performers will be the same: Dyersville Golf and Country Club, J & D Catering, and Die Laughing's 1969 show.

**Build-a-Basket:** Response to the Build-a-Basket fundraiser this year has been outstanding. 41 Baskets have been donated and everything has bids on them. The bidding ends on Sunday, April 7 at 3:00 pm with an Open house from 2 to 4 pm. Shirley will be out of town. Dawn and Sarah from the library staff will assist and Mary Jane and Brenda from the Committee will be in charge. Sarah and Dawn will assist with putting all of the baskets on the tables with the bidding sheets for ease of bidders and Dawn will make sure refreshments are out. Mary Jane and Brenda will take lead in ending the bidding, sorting the winning bids, and calling the winners.

**Wine and Beer Tasting:** This annual event is scheduled for Friday, April 26 at Brew and Brew. Beer Vendors are Textile Brewing Company, Franklin Street and Dimensional Breweries. O So Good is participating and we are still looking for another winery. Becca, the owner of Brew & Brew, said that Promise Land would donate wine if we had someone to serve. Mary Jane agreed to do that if we cannot locate another vendor to serve on site. Catherine mentioned that Jennings Winery will be at the Woman's Night event and Mary Jane suggested Dubuque Heritage Winery which is boutique winery. Shirley will contact both to see if they would be interested and available. (NOTE: Jennings has already responded and is unavailable that weekend but would be interested in participating in the future.)

The committee looked at the commemorative glasses and after discussion decided to order the Belgium wine glasses. There is concern that the cost of the glass is taking 20 to 25% of the profit but since we advertise that a free glass is part of the price of the ticket, it is advertising for both the library and Brew & Brew, and some people might collect them it was decided to order this year and get something different than we have had in the past.

Jolene will be out of town the weekend of the 26<sup>th</sup> so the Committee discussed whether we should do the 50/50 raffle. Catherine was going to ask her husband if he would be willing and the committee decided to see if anyone from the Board would be interested in volunteering to take on this task. Brenda reluctantly agreed to do if there was no one else.

Lisa Christopher will create decorations for us and, as noted before, we are keeping the same - \$20.00 in advance and at the door.

Appetizers for the event will be: Meat and cheese tray (hopefully donated by Fareway – Brenda will ask), meatballs (donated by Brenda), spinach dip (donated by Karen and Shirley), mini cupcakes (donated by Brew and Brew), and pub mix on the tables (donated by Mary Jane). Catherine will donate small plates and napkins and the library has plenty of toothpicks. Shirley will check with Brew & Brew about bowls for the pub mix and other serving items.



Tickets are available to purchase now but we sell few in advance as price is the same at the door. Posters will go out on Friday. We donated 2 tickets to Woman's Night as part of marketing. We will also donate 2 to be given away by KDTH. These should be given out the week of the event. Shirley will confirm with Dawn that she has requested the banks advertise this event on their marquee and Pat will be doing a radio interview focused on the wine tasting in April.

**Plant Sale Fundraiser:** This event is scheduled for Saturday, May 18 from 8 to 10 am. Brenda no longer has a flatbed truck but that isn't really necessary as we can just put the plants on the ground or on tables if needed. Not much planning is needed for this event so we will finalize any details at our next committee meeting.

**Selling Candy at the Library:** Shirley purchased two boxes of Mars brand candy bars (Snickers, etc.) – because they were on sale at Sam's – to test out the candy sales as a fundraiser. Cost per 30 bars so 65 cents each so we will sell them for \$1.00 each. These will be sold at the circulation desk at the library.

**Partnering with Restaurants:** Nothing new.

**Making and Selling Greeting Cards and Book Marks:** Nothing new.

**Boutique Crawl:** The possibility of holding a Boutique Crawl as a fundraiser was discussed. Mary Jane shared what she learned from Robin and Lisa (Just for You) about their event. Their \$30.00 fee was a breakeven point so was not profit generating. They offered to partner with the JKPL for a period of time and donate 10% of their sales during that time to the library. The committee shared ideas but didn't come up with anything conclusive so will discuss again.

**Build-a-stuffed animal – Noah's Ark:** This company sells kits to make stuffed animals connected to a storybook. One library posted that they did this as a fundraiser so the committee decided to consider this for JKPL also. The cost per animal to purchase is typically \$16.00 so would have to charge at least \$20.00 to make it worth doing. At this point, the committee feels that the cost to do this would be too expensive.

**Schedule Next meeting:** Next meeting is scheduled for Wednesday, May 1, 2019 at 5:30 pm.

Notes from the Policy Meeting held on April 1, 2019 at 4:30 pm

Members of the JKPL Policy Committee met on Monday, April 1, 2019 at 4:30 pm. Present were Joe Petsche, member Sue Engelbrecht, and library director Shirley Vonderhaar. Mike Mullis was excused.

**JKPL Personnel Policy - City of Dyersville Employee Policy Handbook Statement:** In March the Committee recommended and the Board approved minor revisions to this statement, which refers to the City of Dyersville Employee Policy Handbook. In reference to Social Media, Shirley reported that she had missed that the city's resolution on Social Media had two sections so this recommended change is simply to include reference to Section 14.8: Social Media Comments.

**Social Media:** In March the Committee recommended and Board approved the addendum to the City of Dyersville Employee Policy regarding Social Media. This revision only referred to section 14.7: Social Media Sites where it should have also referred to 14.8: Social Media Comments. This recommended revised document references both.

**Circulation and Services:** The proposed changes in this policy include the following:

- Hours – added statement about closing for other emergencies to section 1.b
- Eligibility for library service - added clarification to section 2.a that only dependent children are eligible for library cards based on parents' residency or ownership of property
- Age eligible for receiving library card without requiring parental signature - In 2018 there was a lot of discussion on the library listserv regarding whether it was legal to require parental or guardian signatures before issuing library cards to minors, especially teens. Shirley shared information from that discussion, including the recommendation from the Iowa Law Librarian that children who are tween / teen (10 to 13 years old) should be eligible to get a library card without their parent's signature, but the age for that should be determined locally – based on the age when children in the community are becoming more independent and visiting the library and other places without parental involvement. Shirley also shared the language used by the Hawarden Public Library. After extensive discussion, the committee requested that Shirley revise the JKPL policy to use language similar to that included in the Hawarden Policy, which doesn't require parental signature for children 12 and older.
- Special programs and services - Since the Adventure Pass program, by agreement with the organizers, it is limited to full service patrons, the committee is recommending adding a statement to section 3.b that addresses those kinds of library services.
- Loan periods – The committee is recommending the addition of a section (3.f.iv) about in-library use check out of things such as those that are offered for use in the Creation Station.
- Damaged materials - Kim asked the committee to review the JKPL policy regarding patrons being required to pay for damaged items such as board books because it is normal for board books to see hard use due to their audience. Kim and Shirley did some research and recommended a change in the language that refers to normal wear and tear and authorizes the librarians in charge to make a determination. The recommended language is that used by another library

and gives library staff flexibility while still holding borrowers responsible if the damage is not due to normal use.

Emergency and Disaster Policy: Shirley reported that she did not have a proposed policy ready for the committee to discuss. This will be on the agenda for discussion at the next Policy Committee meeting.

The next Policy Committee Meeting is scheduled for Monday, May 6, 2019 at 4:30 pm.

## **James Kennedy Public Library Personnel Policy**

### **City of Dyersville Employee Policy Handbook Statement:**

The James Kennedy Public Library is a department of the City of Dyersville. As such, we follow the City of Dyersville Employee Policy Handbook established by the City of Dyersville, with alterations and addendums as deemed appropriate by the Library Board.

The Table of Contents of the City of Dyersville Employee Policy Handbook, is included with this document to illustrate the overall content, as are the following addendums:

#### **Section 3.2: Employee Appearance**

#### **Section 9: Holidays**

#### **Section 14.1: Inclement Weather**

#### **Section 14.7 & 14.8: Social Media Sites and Social Media Comments**

**Definitions:** Because the library has an autonomous governing Board of Trustees, in the Employee Handbook where it refers to city administration and government, the following definitions will typically be applied:

Department Head – Library Director

City Administrator – Chairperson of the JKPL Personnel Committee

Mayor or member of the City Council – Board President or a member of the Board of Trustees

City Council – JKPL Board of Trustees

Adopted 1989, reviewed 2/02, revised 3/07, 12/08, reviewed 2/2012, revised 3/2015, revised 2/2017, revised 3/2019, 4/2019

To be reviewed: Annually or when the City has policy changes.

**Addendum to  
City of Dyersville Employee Policy Handbook,  
Section 14.7: Social Media Sites and  
Section 14.8: Social Media Comments**

In accordance with the City of Dyersville Employee Policy Handbook, section 14.7: Social Media Sites and Section 14.8: Social Media Comments, the James Kennedy Public Library offers the following policy clarification.

The James Kennedy Public Library may sponsor blogs, wikis, photo sharing, video sharing, and other social networking sites or applications to support our mission of meeting the educational, informational, cultural, and recreational needs of our library users. All official James Kennedy Public Library presence on social media accounts are considered an extension of the library's information networks to inform the public about library resources and activities, to increase the public's use of library resources, and to provide additional communication with members of the public. This policy is applicable to all social media messages generated by employees of James Kennedy Public Library that relate to their status as an employee of the library. The library's website [www.dyersville.lib.ia.us](http://www.dyersville.lib.ia.us) will remain the official location for content regarding library business, services, and events.

**Definitions:**

**Social Media:**

Various forms of discussion and information-sharing, including social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums. Technologies include: picture-sharing, wall-postings, fan pages, email, instant messaging, and music-sharing. Examples of social media applications include, but are not limited to, Google and Yahoo Groups (reference, social networking), Wikipedia (reference), Facebook (social networking), YouTube (social networking and video sharing), Flickr (photo sharing), Twitter (social networking and micro-blogging), LinkedIn (business networking), Pinterest (content sharing service) and news media comment sharing/blogging.

**Business Purposes:**

Use of social media as a means of communicating official information about the library, including events, business information, emergency information, and featured stories. Business purposes also includes use of social media for interaction with a professional association, information source necessary to the job duties of an employee, and interaction with other members of a professional association.

**Personal Use:**

On-duty and off-duty use of personal social media sites by a library employee for any purpose that is not a business purpose. This includes access on personal or library provided computers and smart phones.

The Library Director or other assigned librarian will serve as the social media moderator to control the social media accounts, respond to patron comments, and ensure appropriateness of

content. The moderator should regularly monitor and update social media accounts. When moderation of comments is an available option on one of the social media sites, comments from the public may be reviewed before publishing in library forums. James Kennedy Public Library reserves the right to restrict or remove any content that is deemed in violation of the City of Dyersville Social Media Comments Policy or any applicable law.

The Library Director or other assigned librarian reserves the right to delete submissions that are deemed inappropriate, according to prescribed unacceptable content standards. The person who has his or her posting deleted may appeal the deletion, in writing, to the Library Director within 30 days after the deletion. The Library Director will affirm or reverse the decision to delete a posting within 30 days after receiving the written appeal. Friends, fans, or followers may be removed if they continue to post inappropriate content. One warning should be given. If the individual posts inappropriate content a second time, they may be removed or blocked.

The James Kennedy Library is not, however, obligated to modify or remove any messages or postings and will not be responsible or liable for content posted by any participant in a Library-sponsored social networking service.

All postings on social networking sites are public record and commenters are urged to protect their privacy and identity.

Use of any James Kennedy Public Library social networking site constitutes agreement with the terms outlined in this policy.

Employees who are representing the James Kennedy Public Library via social media accounts must conduct themselves at all times as representatives of the James Kennedy Public Library and any posted content must comply with the City of Dyersville Social Media Comments Policy or any applicable law

Any employee who discovers a violation of this policy shall immediately notify the Library Director. An employee who violates this policy or uses social media for improper purposes shall be subject to disciplinary action up to, and including, termination of employment.

#### Posting Guidelines:

Employees should be conscious of what they post on social media sites and avoid presenting personal opinions that imply endorsement by the library. If posted material could be attributed to the library, the post must be accompanied by a disclaimer identifying the statements or opinions presented as those of the poster and stating that the statements or opinions do not reflect those of the library.

Employees that use social media accounts are responsible for complying with applicable federal, state, and local laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), First Amendment free speech rights, privacy laws, and information security policies established by the James Kennedy Public Library.

Employees may not post text, video, pictures, or other material that would reasonably be considered to be detrimental to the image of the library. Employees may only post material which they have permission to use.

Employees should keep in mind that once an item is posted, it is publicly available on the Internet and cannot be retracted.

#### Prohibited Content:

In addition to content that is in violation of the City of Dyersville Social Media Comments Policy or any applicable law, the following content shall be prohibited on official James Kennedy Public Library social media sites.

- Personal information about employees or patrons
- Posting of HIPPA protected information

#### Social Media Account Security:

- Only the Library Director, the Assistant Library Director and the assigned moderator should know the login and password to social media accounts
- If the moderator changes, the login and password should also change
- Employees may not use their City email account in connection with a social networking account that is used solely for personal commentary and purposes.
- Employees shall not participate in online social media or forums on behalf of the Library unless they are authorized to do so by the Library Director

#### Expressions of Concern:

The James Kennedy Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously.

#### References:

This policy was adapted from the City of West Des Moines Social Computing Policy

Approved 6/19/13, revised 3/2019, revised 4/2019

**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 \$96.00 per household or \$48.00 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 \$8.00 per month for a household, or \$4.00 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. Address verification may be a recent piece of postmarked mail that is addressed to the individual applying for a library card. 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, Launchpads and similar devices 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 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. New cardholders are not eligible for Interlibrary Loan.

- 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. Equipment may be checked out for three (3) days
  - ii. DVDs, Videos, games, puppets, puzzles, and magazines are checked out for one (1) week
  - iii. Books, audiobooks, eReaders, tablets (including Launchpads) and other similar devices are checked out for two (2 weeks)
  - iv. 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 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. Most materials 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.
- 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.
- 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.

### **3. Copying and Printing of Non-circulating Materials:**

To encourage use of reference 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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