

Hello all:

Here is the board packet for the meeting scheduled for Tuesday, February 13, 2018. Hope to see you all there!

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Correspondence & Communication
 - Approve minutes of Previous Meeting: January 9, 2018 - **A**
 - Approve January Librarian's Report – **B**
 - Approve Bills:
 - January Claims Report - **C**
 - Library Claims for February – **D (separate document)**
 - January & February Credit Card Claims - **E**
 - Budget Reports
 - January City Report - **F**
 - January Library Report – **G**
 - Trust Account Reports
 - January Bank Statements – **H 1 & 2**
 - January Balance Report - **I**
 - Trust Account Expenditure Report - **J**
 - January Donations Form - **K**
 - Program Reports
 - January Report on Programs and Attendance - **L**
 - February Calendar of events – **M (separate document)**
 - Schedule for upcoming programs - **N**
 - Grant Report
 - Friends of the Library Report – **Friends meet on Monday, 2/12/18 so I will share update at the Board meeting.**
4. Personnel Committee Report
5. Finance Committee Report
 - FY19 Budget Proposal – **Council has work session on Monday evening so I will check before our meeting to see if there is anything to share**
6. Fundraising Committee Report
 - Notes from February 12, 2018 meeting – **Committee is meeting on Monday 2/12/18 so we will provide update at the meeting**
 - Upcoming events
7. Furnishings, Art & Facilities Committee Report
 - Notes from February 5, 2018 meeting
8. Marketing Committee Report

- Notes from January 23, 2018 meeting – **8A**
 - Notes from February 6, 2018 meeting – **8B**
9. Policy Committee Report
 10. Strategic Planning Report / Update on Small Libraries Create Smart Spaces
 11. Meetings and Training
 - Board Training : Discussion of Makerspace article in 365ink; ILOC Advocacy in Action session by John Chrastka
 - Upcoming: Webinar series for Boards – The Boardroom; Big Talk from Small Libraries – Nebraska Online Conference; Iowa Small Library Association Spring Meeting
 - Recently Attended
 12. Oral Presentations
 13. Adjournment

Date of next regular meeting: Tuesday, March 13, 2018 5:30 pm



**JAMES
KENNEDY**
Public Library

320 1st Ave E
Dyersville, Iowa 52040

Phone: 563-875-8912
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Regular Library Board Meeting

**Tuesday,
February 13, 2018
5:30 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
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 - February Calendar of events
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 - Friends of the Library Report

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Director: Shirley Vonderhaar

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4. Personnel Committee Report
5. Finance Committee Report
 - FY19 Budget Proposal
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Date of next regular meeting: Tuesday, March 13, 2018 5:30 pm

**James Kennedy Public Library
Board of Trustees
Minutes of the January 9, 2018 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, January 9, 2018, in the program room. Present: Lynn Osterhaus, Mary Jane Meade, Pat Valant, Angela English, Mike Mullis, Steve Werner, Jolene Pitzenberger-Timp, Library Director Shirley Vonderhaar, Assistant Director Dawn Schrandt, and City Council Liaison Jim Gibbs

Absent: Barb Heitzman and Joe Petsche

1. President Angela English called the meeting to order at 5:30 pm.
2. Agenda: Lynn MOVED "approval of the Agenda" which motion was seconded by Pat and CARRIED. Ayes: Osterhaus, English, Valant, Mullis, Werner, and Meade. Nays: None
3. Agenda Consent Calendar
 - Minutes of Previous Meetings: December 11, 2017
 - Correspondence & Communication
 - December Librarian's Report – 12% decline in circulation but other uses such as library visits, program attendance, and computer sessions have increased.
 - Bills:
 - December Claims Report
 - Library Claims for January
 - December & January Credit Card Claims
 - Budget Reports
 - December City Report
 - December Library Report
 - Trust Account Reports
 - December Bank Statement
 - December Balance Report
 - Trust Account Expenditure Report
 - December Donations Form
 - Cookie Walk Fundraiser- \$726.00
 - Coloring Book Fundraiser- \$20.00
 - Quilt Raffle- \$19.50
 - Small Libraries Create Smart Spaces Grant- \$2550.00
 - Hoffman Room Donation Jar- \$5.00
 - Anonymous- \$20.00
 - Program Reports
 - December Report on Programs and Attendance
 - January Calendar of events
 - Schedule for Upcoming Programs
 - Contract Use Report- Dyersville circulation declined 8%
 - Grant Report: DRA Grant opens in February
 - Friends of the Library Report: Membership drive in progress; Winter Book Sale scheduled for January 26-29

Steve MOVED “approval of the consent items” which was seconded by Jolene and CARRIED. Ayes: Osterhaus, English, Valant, Mullis, Pitzenberger-Timp, Werner and Meade. Nays: None

4. New City Council Library Liaisons- Jim Gibbs and Tom Westhoff
5. Evaluation of Library Director- Lynn shared FY 16-17 director evaluation.
6. FY17 JKPL Annual Report- Shirley provided copies of FY16-17 annual report in new infographic format
7. ILA Membership- JKPL will provide individual memberships for staff and an organizational membership on behalf of JKPL Board of Trustees.
8. Meeting date for regular monthly JKPL board meeting- meeting will remain second Tuesday of the month at 5:30 pm
9. Personnel Committee Report: No report.
10. Finance Committee Report:
 - FY19 JKPL Operating Budget and Trust Account Proposals will be presented at the City of Dyersville Budget Work Session on January 29
11. Fundraising Committee Report: Soup Supper slated for January 18 with board members donating soup. I Love My Library event kicks off January 18 and runs until February 28. Board invited to make donations early to add hearts to tree. Letters will be sent to local businesses and previous donors. Mystery Dinner scheduled for March 10 but there are concerns with theater troupe. Committee will make decision when more info is available.
12. Furnishings, Art & Facilities Committee Report: Roof is leaking near skylight. Most likely condensation issue; Terry Recker asked to look at attic space when he is in changing light fixtures to LEDs this week
13. Marketing Committee Report: No report
14. Policy Committee Report: No Report
15. Strategic Planning Report: Smart Spaces Project finalizing furnishings and materials to be purchased.
16. Meetings and Training
 - ILOC conference is Thursday, January 18th with focus on advocacy.
 - ARSL located in Illinois this year.
17. Oral Presentations

Lynn made a motion to ADJOURN which was seconded by Steve and CARRIED at 6:22 pm. Ayes: Osterhaus, Meade, Valant, Mullis, Pitzenberger-Timp, Werner and English. Nays: None

Mary Jane Meade

JAMES KENNEDY PUBLIC LIBRARY MONTHLY REPORT
 Librarian's report to the Board of Trustees for the month January 2018

B

Additions:

Items purchased: 318 Items donated: 31 Year to date: 2,125
 Items donated previous YTD: 441 Items donated YTD: 342
 Items withdrawn: Books: 2,942 DVDs: 138 SDC: 3
 Year to date: Books: 7,872 DVDs: 176 SCD: 6 Tape: 1 Kits: 45 Xbox: 1 Wii: 18 Puppets: 1 Games: 10 VHS: 2
 New Library Cards Issued City: 8 Contractual: 12 Total: 20 YTD: 164
 Computer use: 605 hours; 565 sessions YTD: 4,522 hours; 4,778 sessions Previous YTD: 4,374 hours, 4,647 sessions
 Meeting Room Use: 104 Library Use: 31 Community Use: 73 YTD: 1,184 Previous YTD: 1,086
 Programs Held: 75 Attendance: 804 people Library Visits: 5,591 YTD: 47,421 Prev. YTD: 45,959

Circulation:

Number of Items Loaned	10,346	Year to Date:	75,127
Previous Year Circ.	11,814	Previous YTD:	83,930
Difference (numerical):	-1,468	Difference (numerical):	-8,803
Difference (percentage):	-12.43%	Difference (percentage):	-10.49%

General Fund Receipts:	Current	Year to Date	Budgeted
Copier & Misc:	130.94	491.63	850.00
Computer Printing:	124.25	707.55	1,275.00
Reader/printer:	0.00	0.00	25.00
Fax:	65.00	376.85	900.00
Computer Use	23.00	165.00	250.00
Holds & Scans	11.00	48.00	100.00
Lost Books and Materials	58.58	516.51	1,000.00
Memberships	24.00	508.00	300.00
Agency Contract fees:	0.00	0.00	5,000.00
Iowa Direct State Aid, Enrich Iowa and Infrastructure Fund	0.00	14,772.19	16,600.00
Misc: Book Pages Reimbursement	1.98	67.47	300.00
Total:	438.75	17,653.20	26,600.00

Trust Account Receipts:	Current	Year to Date
CB Donations:	12.52	133.01
Memorials:	50.00	220.00
Halbach Books:	0.00	40.00
Adopt a book donations:	248.30	462.68
Friends donation:	24.75	333.87
Other: Soup Supper & 50/50 raffle & donation	691.50	2100.90
Other: Donation jar	8.75	822.25
Other: Love My Library	145.00	13,600.00
Total:	1,180.82	17,712.71

SUMMARY OF ADDITIONS:

	LP	Adult Fiction	Adult Non-fiction	Young Adult Fiction	Juven Fic	Juven Non-fiction	E book	A & YA Audio	Juv. Audio	A& YA Vid	Juv. Vid	CDs, Games Misc.	TOTAL
Curr. Month	16	59	52	57	90	15	8	12	0	34	4	2	349
2017 Month	17	37	22	32	120	35	5	5	1	23	9	2	308
Curr. YTD	123	598	287	146	369	122	37	93	9	261	60	20	2125
Prev. YTD	121	523	188	91	414	54	28	95	13	245	96	30	1898

SUMMARY OF CIRCULATION:

	LP	Adult Fiction & NF	YA Fiction & NF	Juven. Fiction & NF	eBks	Mags.	Zinio eMags	Total Print Items	eAudio	Adult and YA Audio	Juven. Audio & Kits	Adult & YA V/DVD	Juven. video & DVD	Cds Games etc.	Grand Total
Curr. Month	850	3087	361	2126	234	354	10	7022	134	324	13	1880	648	325	10346
2017 month	682	2323	791	3512	260	362	16	7946	93	372	29	2025	978	371	11814
Difference	168	764	-430	-1386	-26	-8	-6	-924	41	-48	-16	-145	-330	-46	-1468
Current YTD	5305	20033	2892	19754	1549	2414	59	52006	651	2160	236	12027	5138	2909	75127
Prev. YTD	4838	18324	3994	25892	1457	2559	53	57117	494	2389	339	13367	7140	3084	83930
Difference	467	1709	-1102	-6138	92	-145	6	-5111	157	-229	-103	-1340	-2002	-175	-8803
Diff. %	9.7%	9.3%	-27.6%	-23.7%	6.3%	-5.7%	11%	-8.9%	31.8%	-9.6%	-30.4%	-10.0%	-28.0%	-5.7%	-10.5%

Freegal Music Downloads: January: 64 Total FY= 606 **Overdrive Video Downloads:** January: 7 Total FY = 10

Mango Language Use: January: 8 sessions; FY = 95 total sessions (includes mobile & computer)

C

**James Kennedy Public Library
January 2018 Claims Report**

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services	\$600.00
Black Hills	Gas / Heat	439.87
Alliant Energy	Electricity	782.90
Mediacom	Internet & Phone	228.17
Total		\$2050.94

Miscellaneous Bills

Check issued to:	Purpose	Amount
City Laundering	Mats	\$17.94
Total		\$17.94

January 2018 Budget	
January 2018 claims submitted	\$4,142.71
Utility and Contractual from Bills above	2,050.94
Miscellaneous Bills from above	17.94
Total wages and benefits	21,780.51
Total January 2018 expenses	\$27,992.10

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

E

Credit Card Claims for January & February 2018

Date	Vendor	Items	Amount
1/22/18	IdeaStage Promotions	Rulers (marketing)	178.75
1/22/18	Mediacom	Phone & Internet	356.13
1/29/19	USPS	Postage for ILLs	15.18
2/5/18	USPS	Postage for ILLs	31.67

CITY OF DYERSVILLE
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2018

F

001-GENERAL FUND
 LIBRARY

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
001-5-410-4-60100 SALARIES	222,663.00	16,257.71	124,431.70	98,231.30	55.88
001-5-410-4-61100 FICA	13,805.00	973.74	7,463.51	6,341.49	54.06
001-5-410-4-61200 MEDICARE	3,229.00	227.71	1,745.52	1,483.48	54.06
001-5-410-4-61300 IPERS	19,884.00	1,451.86	11,111.92	8,772.08	55.88
001-5-410-4-61500 GROUP INSURANCE	33,700.00	2,840.64	20,163.96	13,536.04	59.83
001-5-410-4-61700 SUI	180.00	28.85	117.93	62.07	65.52
001-5-410-4-62100 DUES	900.00	0.00	165.00	735.00	18.33
001-5-410-4-62300 MEETINGS/TRAINING	2,500.00	0.00	1,609.41	890.59	64.38
001-5-410-4-63710 ELECTRICITY	14,500.00	782.90	7,589.69	6,910.31	52.34
001-5-410-4-63711 GAS HEAT	2,000.00	439.87	929.00	1,071.00	46.45
001-5-410-4-63730 TELEPHONE	2,200.00	228.17	1,145.76	1,054.24	52.08
001-5-410-4-63750 MAINTENANCE	5,000.00	434.18	1,231.27	3,768.73	24.63
001-5-410-4-64080 INSURANCE PREMIUM	7,200.00	0.00	71.00	7,129.00	0.99
001-5-410-4-64110 LEGAL FEES	0.00	0.00	0.00	0.00	0.00
001-5-410-4-64200 ELECTIONS	0.00	0.00	0.00	0.00	0.00
001-5-410-4-64316 CONTRACTS	0.00	101.99	1,018.33	1,018.33	0.00
001-5-410-4-64322 CONTRACTED SERVICES	8,220.00	600.00	4,570.00	3,650.00	55.60
001-5-410-4-65060 OFFICE SUPPLIES	18,500.00	239.75	5,822.06	12,677.94	31.47
001-5-410-4-67210 FURNITURE/FIXTURES	0.00	0.00	0.00	0.00	0.00
001-5-410-4-67274 CAPITAL IMPROVEMENTS/E	0.00	0.00	0.00	0.00	0.00
001-5-410-4-67701 BOOKS/FILMS/RECORDS/SU	50,519.00	3,384.73	34,620.69	15,898.31	68.53
TOTAL LIBRARY	405,000.00	27,992.10	223,806.75	181,193.25	55.26
TOTAL EXPENDITURES	405,000.00	27,992.10	223,806.75	181,193.25	55.26

G

James Kennedy Public Library FY18 Operating Budget							
	FY18	November	December	January	Feb(est)	Received to date	Difference
ESTIMATED REVENUES:							
Dubuque County Library Agency	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Fees from copier, R/P, etc.	5,000.00	464.07	276.26	438.75	300.00	2,881.01	2,118.99
Open Access	14,200.00	0.00	0.00	0.00	0.00	12,327.99	1,872.01
Access Plus / ILL	600.00	0.00	0.00	0.00	0.00	560.25	39.75
Direct State Aid	1,800.00	0.00	0.00	0.00	0.00	1,883.95	-83.95
TOTAL:	26,600.00	464.07	276.26	438.75	300.00	17,653.20	8,946.80
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES						Spent to date	Remaining
Wages	218,505.00	16,559.57	20,984.85	16,257.71	16,700.00	124,431.70	94,073.30
FICA	13,547.00	990.52	1,264.92	973.74	1,035.40	7,463.51	6,083.49
Medicare	3,168.00	231.66	295.82	227.71	242.15	1,745.52	1,422.48
IPERS	19,512.00	1,478.78	1,873.99	1,451.86	1,491.31	11,111.92	8,400.08
SUI	175.00	0.00	0.00	28.85	0.00	117.93	57.07
Group Insurance	33,700.00	1,519.22	2,887.22	2,840.64	2,808.00	20,163.96	13,536.04
Meetings and training	2,500.00	170.65	0.00	0.00	468.00	1,609.41	890.59
Dues and memberships	900.00	150.00	0.00	0.00	15.00	165.00	735.00
TOTAL:	292,007.00	21,100.40	27,306.80	21,780.51	22,759.86	166,808.95	125,198.05
CONTRACTUAL SERVICES:							
Utilities (telephone)	2,200.00	183.78	183.78	228.17	183.78	1,145.76	1,054.24
Electricity	14,500.00	984.96	691.18	782.90	1,000.00	7,589.69	6,910.31
Gas / Heat	2,000.00	97.45	231.86	439.87	200.00	929.00	1,071.00
Insurance (bldg)	7,200.00	0.00	0.00	0.00	0.00	71.00	7,129.00
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Custodial services	8,000.00	750.00	600.00	600.00	600.00	4,350.00	3,650.00
Window cleaning	220.00	220.00	0.00	0.00	0.00	220.00	0.00
Service / Maintenance Contracts	5,000.00	89.31	309.51	101.99	1,114.70	1,018.33	3,981.67
TOTAL:	39,120.00	2,325.50	2,016.33	2,152.93	3,098.48	15,323.78	23,796.22
SUPPLIES:							
General library supplies	8,500.00	995.36	811.71	209.75	397.38	4,830.01	3,669.99
Program fees & supplies	2,500.00	54.47	133.40	30.00	309.23	558.09	1,941.91
Marketing & advertising	1,000.00	105.00	16.00	0.00	0.00	433.96	566.04
Maintenance and Repairs	5,000.00	402.33	362.76	434.18	22.56	1,231.27	3,768.73
TOTAL	17,000.00	1,557.16	1,323.87	673.93	729.17	7,053.33	9,946.67
BOOKS AND MATERIALS							
Adult fiction	8,400.00	902.20	330.69	672.65	792.26	4,996.03	3,403.97
Adult nonfiction	5,900.00	932.87	371.50	451.41	1,108.18	3,454.40	2,445.60
Young adult fiction	2,000.00	928.95	112.85	235.79	0.00	1,563.13	436.87
Juvenile fiction	7,400.00	2,910.14	246.85	81.73	0.00	4,041.51	3,358.49
Juvenile nonfiction	3,300.00	486.00	62.99	455.25	34.49	3,182.38	117.62
Large Print	4,000.00	0.00	0.00	48.69	263.83	48.69	3,951.31
Electronic media (ebooks, etc.)	4,500.00	491.39	0.00	620.55	0.00	3,267.93	1,232.07
Reference & electronic database	4,373.00	0.00	160.00	0.00	0.00	5,211.00	-838.00
Periodicals and newspapers	4,000.00	485.06	129.94	60.00	838.63	1,688.65	2,311.35
Audiobooks (CD, playaway)	4,000.00	194.71	622.24	366.28	350.52	2,588.94	1,411.06
Software & Gaming	2,000.00	289.64	58.93	0.00	40.93	542.60	1,457.40
DVDs	7,000.00	489.52	351.82	392.38	510.41	4,035.43	2,964.57
TOTAL:	56,873.00	8,110.48	2,447.81	3,384.73	3,939.25	34,620.69	22,252.31
TOTAL EXPENDITURES:	405,000.00	33,093.54	33,094.81	27,992.10	30,526.76	223,806.75	181,193.25
TOTAL REVENUES:	26,600.00	464.07	276.26	438.75	300.00	17,653.20	8,946.80
ACTUAL ASKING	378,400.00	32,629.47	32,818.55	27,553.35	30,226.76	206,153.55	172,246.45
Capital Improvement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total all expenditures	405,000.00	33,093.54	33,094.81	27,992.10	30,526.76	223,806.75	181,193.25

James Kennedy Public Library FY18 Operating Budget									
	FY18	% Expended To date	FY17 Expense thru Jan	Jan 2017	Total FY17	Budget Projection thru July 2018	Amount Over/Under	Over/Under Budget	
ESTIMATED REVENUES:									
Dubuque County Library Agency	5,000.00		0.00	0.00	5,020.27				
Fees from copier, R/P, etc.	5,000.00		2,931.96	418.21	4,750.70				
Open Access	14,200.00		14,135.75	0.00	14,135.75				
Access Plus / ILL	600.00		604.50	0.00	604.50				
Direct State Aid	1,800.00		0.00	0.00	1,600.66				
TOTAL:	26,600.00		17,672.21	418.21	26,111.88				
ESTIMATED EXPENDITURES:									
PERSONAL SERVICES			Spent to date						
Wages	218,505.00	56.9%	124,924.89	16,182.34	211,517.24	129,051.95	-4,620	0.96	
FICA	13,547.00	55.1%	7,591.10	981.28	12,793.26	8,038.34	-575	0.93	
Medicare	3,168.00	55.1%	1,775.37	229.50	2,992.16	1,879.70	-134	0.93	
IPERS	19,512.00	56.9%	11,092.87	1,445.09	18,825.74	11,497.24	-385	0.97	
SUI	175.00	67.4%	114.67	27.25	165.22	121.46	-4	0.97	
Group Insurance	33,700.00	59.8%	11,019.03	1,576.54	25,657.13	14,473.22	5,691	1.39	
Meetings and training	2,500.00	64.4%	1,347.98	0.00	1,969.40	1,711.16	-102	0.94	
Dues and memberships	900.00	18.3%	185.00	0.00	763.00	218.22	-53	0.76	
TOTAL:	292,007.00	57.1%	158,050.91	20,442.00	274,683.15	168,018.94	-1,210	0.99	
CONTRACTUAL SERVICES:									
Utilities (telephone)	2,200.00	52.1%	1,084.54	182.87	2,186.48	1,091.25	55	1.05	
Electricity	14,500.00	52.3%	9,248.26	980.18	13,391.15	10,014.06	-2,424	0.76	
Gas / Heat	2,000.00	46.5%	811.89	456.65	1,845.62	879.80	49	1.06	
Insurance (bldg)	7,200.00	1.0%	90.00	0.00	5,591.00	115.90	-45	0.61	
Legal Fees	0.00	NA	0.00	0.00	0.00	Zero	0	Nothing	
Custodial services	8,000.00	54.4%	4,350.00	600.00	7,840.00	4,438.78	-89	0.98	
Window cleaning	220.00	100.0%	220.00	0.00	220.00	220.00	0	1.00	
Service / Maintenance Contracts	5,000.00	20.4%	896.15	76.46	5,288.60	847.25	171	1.20	
TOTAL:	39,120.00	39.2%	16,700.84	2,296.16	36,362.85	17,967.15	-2,643	0.85	
SUPPLIES:									
General library supplies	8,500.00	56.8%	8,585.55	440.81	12,059.61	6,051.37	-1,221	0.80	
Program fees & supplies	2,500.00	22.3%	763.57	39.32	981.87	1,944.17	-1,386	0.29	
Marketing & advertising	1,000.00	43.4%	737.87	0.00	1,076.50	685.43	-251	0.63	
Maintenance and Repairs	5,000.00	24.6%	3,768.17	0.00	3,743.98	5,032.31	-3,801	0.24	
TOTAL	17,000.00	41.5%	13,855.16	480.13	17,861.96	13,186.56	-6,133	0.53	
BOOKS AND MATERIALS									
Adult fiction	8,400.00	59.5%	4,652.93	65.44	8,906.88	4,388.14	608	1.14	
Adult nonfiction	5,900.00	58.5%	2,146.45	152.61	5,375.48	2,355.89	1,099	1.47	
Young adult fiction	2,000.00	78.2%	703.00	0.00	1,898.71	740.50	823	2.11	
Juvenile fiction	7,400.00	54.6%	2,100.68	0.00	4,821.79	3,223.91	818	1.25	
Juvenile nonfiction	3,300.00	96.4%	146.18	0.00	2,981.44	161.80	3,021	19.67	
Large Print	4,000.00	1.2%	1,942.78	383.86	2,335.27	3,327.72	-3,279	0.01	
Electronic media (ebooks, etc.)	4,500.00	72.6%	1,546.88	0.00	3,367.39	2,067.17	1,201	1.58	
Reference & electronic database	4,373.00	119.2%	4,709.90	0.00	5,524.90	3,727.92	1,483	1.40	
Periodicals and newspapers	4,000.00	42.2%	1,802.74	86.92	4,462.96	1,615.73	73	1.05	
Audiobooks (CD, playaway)	4,000.00	64.7%	2,786.73	539.15	3,997.03	2,788.80	-200	0.93	
Software & Gaming	2,000.00	27.1%	207.42	16.00	1,630.38	254.44	288	2.13	
DVDs	7,000.00	57.6%	4,560.48	583.22	7,020.55	4,547.13	-512	0.89	
TOTAL:	56,873.00	60.9%	27,306.17	1,827.20	52,322.78	29,680.84	4,940	1.17	
TOTAL EXPENDITURES:									
	405,000.00	55.3%	215,913.08	25,045.49	381,230.74	229,374.99	-5,568	0.98	
TOTAL REVENUES:									
	26,600.00	66.4%	17,672.21	418.21	26,111.88	18,002.56	-349	0.98	
ACTUAL ASKING									
	378,400.00	54.5%	198,240.87	24,627.28	355,118.86	211,237.29	-5,084	0.98	
Capital Improvement	0.00	N/A	9220.21	0.00	26,873.02				
Total all expenditures	405,000.00	N/A	225,133.29	25,045.49	408,103.76				



P.O. Box 938 • Dubuque, IA 52004-0938
563.582.1841 • www.americantrust.com

Statement of Account

H-1

Last statement: December 31, 2017
This statement: January 31, 2018
Total days in statement period: 31

005951-435-6 Page 1 of 1

Direct inquiries to:
Customer Service Department
563-589-0800

American Trust And Savings Bank
PO Box 938
Dubuque Iowa 52004-0938



1412 1 AV 0.378
P1412**T5*****AUTO**SCH 5-DIGIT 52030
CITY OF DYERSVILLE
JAMES KENNEDY PUBLIC LIBRARY TRUST
340 1ST AVE E
DYERSVILLE IA 52040-1203



*My
2/5/18*

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LOOKING FOR WAYS TO ACCELERATE CASH AVAILABILITY AND MINIMIZE COLLECTION TIME ON ACCOUNTS RECEIVABLE? CONTACT YOUR BANKER FOR MORE INFORMATION ON OUR CASH MANAGEMENT SOLUTIONS.

Summary of Account Balance

Account	Number	Ending Balance
Money Market Account	005951-435-6	\$40,358.01

Money Market Account

Account number
005951-435-6

Beginning balance	\$40,344.30		
Low balance	\$40,344.30		
Avg collected balance	\$40,344		
Interest paid year to date	\$13.71		
Total additions	\$13.71	Total subtractions	\$-0.00

Effective dates	Interest Rate
12-31-17	0.400%

Date	Description	Additions	Subtractions
01-31	#Interest	13.71	

Daily balances

Date	Amount	Date	Amount	Date	Amount
12-31	40,344.30	01-31	40,358.01		





Anamosa 319-462-6031	Cascade 563-852-3245	Dyersville 563-875-7157	La Motte 563-773-2255	Monticello 319-465-7010	Platteville, WI 608-348-5501
Asbury Asbury Road 563-587-2450	Dubuque Cedar Cross 563-556-7700	East Dubuque, IL 815-747-3173	Luxemburg 563-853-2245	Oelwein 319-283-2524	Postville 563-864-7615
Bellevue 563-872-5515	Dubuque Asbury Road 563-557-2300	Epworth 563-876-9090	Maquoketa 563-652-6660	Peosta 563-556-3002	Worthington 563-855-2415

H-2

3 *****AUTO**SCH 5-DIGIT 52030
1382 0.6401 AV 0.378 6 1 58

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



2/5/18
WJ

CREATE THE RETIREMENT YOU DESERVE
WITH A FIDELITY BANK & TRUST IRA.
SPEAK WITH AN IRA EXPERT TODAY!

PRIMARY ACCT: 01 617571 STATEMENT PERIOD: 01/01/2018 - 01/31/2018

MONEY MARKET ACCOUNT 617571

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

DEPOSIT	81.50+	01/03
DEPOSIT	239.45+	01/12
WEB TRANSFER DEBIT	376.73-	01/18
INTERNET BANKING TRANSFER FROM *571 TO *358 ON 01/18 AT 16:35		
DEPOSIT	859.87+	01/23
INTEREST PAID	.66+	01/31
YEAR-TO-DATE INTEREST PAID	0.66	
AVERAGE COLLECTED BALANCE	15,448.65	

-- CHECKS --

NUMBER.....AMOUNT...DATE NUMBER.....AMOUNT...DATE NUMBER.....AMOUNT...DATE

-- BALANCE INFORMATION --

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
12/31	15,155.77	01/12	15,476.72	01/23	15,959.86
01/03	15,237.27	01/18	15,099.99	01/31	15,960.52

SUMMARY:

ACCOUNT	PREVIOUS	TOTAL	TOTAL	SERVICE	ENDING
.....NUMBER.....	..BALANCE..DEBITS.....CREDITS....	..CHARGES..	..BALANCE..
DDA 617571	15,155.77	1 376.73	4 1,181.48	.00	15,960.52

I

TRUST ACCOUNT REPORT for January 2018

American Bank & Trust - balance on hand July 1, 2017		\$ 40,263.05
July 31, 2017	\$13.67	\$ 40,276.72
August 31, 2017	\$13.69	\$ 40,290.41
September 30, 2017	\$13.24	\$ 40,303.65
October 31, 2017	\$13.70	\$ 40,317.35
November 30, 2017	\$13.25	\$ 40,330.60
December 31, 2017	\$13.70	\$ 40,344.30
January 31, 2017	\$13.71	\$ 40,358.01

H-1

Fidelity Bank and Trust

Balances December 31, 2017 \$11,448.12 \$15,155.77

Deposits

January 3, 2018

Movie / Hoffman Room Donation Jar	\$8.75	
Adopt-a-book - LP	\$50.00	
Conscience box donations	\$4.75	
Friends booksale / donation	<u>\$18.00</u>	<u>\$81.50</u>

January 12, 2018

Adopt-a-book	\$230.80	
Conscience box donations	\$3.15	
Friends booksale / donation	<u>\$5.50</u>	<u>\$239.45</u>

January 23, 2018

Adopt-a-book	\$17.50	
Zittleman donation	\$100.00	
50/50 Raffle fundraiser	\$167.50	
Soup supper Fundraiser	\$424.00	
Love My Library Fundraiser	\$145.00	
Conscience box donations	\$4.62	
Friends booksale / donation	<u>\$1.25</u>	<u>\$859.87</u>

January 31, 2018

Interest	<u>\$0.66</u>	<u>\$0.66</u>	<u>\$1,181.48</u>
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Debits

Adopt-a-book	\$14.37		
Lion's Club Large Print	\$46.09		
Anonymous donation for Large print	\$73.23		
FB ad - Hugo Kringle	\$30.00		
FB ad - Coloring book	\$15.00		
Break-out Box (TACKL)	\$150.00		
Billie B. Rardin memorial	\$48.04		
		<u>\$376.73</u>	<u>\$376.73</u>

Balances January 31, 2018

\$11,071.39 \$15,960.52

H-2

J

st Account Income & Expenditure Report FY18

		in account	New Deposits					
Amount in American Trust		\$40,263.05						
Amount in Fidelity		\$12,130.82						
INCOME: (as of July 1, 2017)								REMAINING:
DONATIONS:								DONATIONS:
Previous Fundraisers		\$2,006.98						\$5,628.14
FY18 Fundraisers								
Love My Library	Jan-18		\$145.00					\$145.00
Soup Supper	Jan-18		\$424.00					\$424.00
Previous Raffles		\$1,771.61						\$2,214.11
50/50 - SS Raffle	Jan-18		\$167.50					\$167.50
Donations								
Anony - LP	Aug-17		\$1,000.00	Nov-17	LP books	\$233.83		\$13.73
				Jan-18	LP books	\$73.23		
Kronlage - LP	Jan-18		\$50.00					\$50.00
Zittleman	Jan-18		\$100.00					\$100.00
Miscellaneous Donations Total Remaining								\$1,229.99
Lion's Club - LP	Previous	\$0.00						\$12.24
				Jan-18	books	\$46.09		
Conscience Box	Previous	\$1,249.93						\$1,396.60
	Jan-18		\$12.52					
History Book	Previous	\$1,094.74						\$1,134.74
Genealogy Donation	Previous	\$83.86						\$83.86
Meeting Room Donatid	Previous	\$348.56						\$375.31
	Jan-18		\$8.75					
Adopt-a-book donatior	Previous	\$212.81						\$480.88
	Jan-18		\$248.30	Jan-18	materials	\$14.37		
Friends - bksale	Previous	\$311.07						\$430.22
	Jan-18		\$24.75					
TACKL	Previous	\$974.29						\$828.96
				Jan-18	Break Out Box	\$150.00		
Bequests & Specified donations - Total Remaining								\$28,502.31
Memorials or In Honor of								
Billie B. Rardin	Jun-17	\$144.94		Sep-17	books	\$27.74		\$69.16
				Jan-18	books	\$48.04		
Memorials or "In Honor Of" - Total Remaining								\$354.16
GRANTS:								GRANTS:
1000 Books (DRA & Friends)		\$2,150.06		Nov-17	books	\$594.00		\$1,556.06
PLACE Grant	May-17	\$1,000.00		Aug-17	collection	\$49.13		\$144.16
Small Libraries Create	Dec-17		\$2,550.00					\$2,550.00
INTEREST DEPOSITS								
remaining from previous years		\$3,714.52						
	Jan-18		\$0.66	Jan-18	FB ads	\$45.00		
Unspecified from previous		\$747.98						\$4,421.19
TOTAL DEPOSITS			\$17,758.31	TOTAL EXPENDITURES:		\$13,928.61	Balance	\$15,960.52

K

Memorials and Donations January 2017

From: **Hoffman Room / Donation Jar**
 Donation: \$8.75
 Fund: Library Trust Account
 Restrictions: Donation for Hoffman Room / Movie expenses

From: **Doug Kronlage**
 Donation: \$50.00
 Fund: Library Trust Account
 Restrictions: Adopt-a-book LP for Art Kronlage

From: **Kimshiro Benton-Hermsen**
 Donation: \$30.80
 Fund: Library Trust Account
 Restrictions: Adopt-a-book for specific titles

From: **Anonymous**
 Donation: \$200.00
 Fund: Library Trust Account
 Restrictions: Adopt-a-book for specific titles

From: **Carol Ruden**
 Donation: \$17.50
 Fund: Library Trust Account
 Restrictions: Adopt-a-book for specific titles

From: **Soup Supper - 50/50 Raffle**
 Donation: \$167.50
 Fund: Library Trust Account
 Restrictions: Fundraiser for library collections & services

From: **Dan Zittleman**
 Donation: \$100.00
 Fund: Library Trust Account
 Restrictions: Donation for library needs (50/50 raffle winner)

From: **Soup Supper**
 Donation: \$424.00
 Fund: Library Trust Account
 Restrictions: Fundraiser for library collections & services

From: **Love My Library Fundraiser***
 Donation: \$145.00
 Fund: Library Trust Account
 Restrictions: Fundraiser for library collections & services

* \$20.00	Savvy Salvage	Ream of paper
\$50.00	English Insurance	PBS documentaries
\$20.00	Noah Taylor	general / unspecified
\$ 5.00	Tristan Tyler	general / unspecified
\$25.00	Dyersville Comics and Games	Sponsor International Games Week
\$ 5.00	Rebecca Gaul	general / unspecified
\$20.00	Tina and Annie Gulick	general / unspecified

L

James Kennedy Public Library Monthly Program Report
Report for the Month of January 2018

Story Time Sessions:
Not Held in January

Wee Read Sessions:
Not Held in January

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

For the first session in January 2018 Theme – Owls

Total attendance at 6 programs – 98 children & caregivers

Time for preparation & performance – 5.5 hrs (pd)

Supplies: 15 copies of activities, poems, etc. for parents & / or teachers

For the second session in January 2018 Theme – Sneezing

Total attendance at 8 programs – 122 children & caregivers

Time for preparation & performance – 9 hrs (pd)

Supplies: 15 copies of activities, poems, etc. for parents & / or teachers, yarn

Branching Out (Wednesdays at 11:00 am)

January 10 & 17, 2018

Total attendance - 13

Time for preparation & performance – 3.5 hrs (pd)

Supplies: Posters & library information; Materials to check out

Program at Ellen Kennedy Center – (Typically first Friday of each month) – 1950s Trivia

January 19, 2018

Total attendance – 23

Time for preparation & performance – 7 hrs (pd)

Supplies: PowerPoint presentation

Program at Oakcrest Manor (Typically Third Friday of each month) – 1950s Trivia

January 19, 2018

Total attendance – 7

Time for preparation & performance – 4 hrs (pd)

Supplies: PowerPoint presentation

Sit 'n' Stitch (Wednesdays of each month)

January 3, 10, 17, 24, & 31, 2018

Total attendance – 58

Time for preparation & performance – 1.25 hrs (pd)

10 hrs (vol)

Supplies: Refreshments provided by participants

Books for Lunch Book Club (First Monday of each month) – *Christmas Blizzard*

January 8, 2018

Total attendance – 8

Time for preparation & performance – .5 hr (pd) 1 hr (vol)

Supplies: Posters, PSA, beverages & paper products

Refreshments provided by participants or the Friends

A Novel Approach to Faith Book Club

January 9, 2018

Total attendance – 7

Time for preparation & performance – 2.5 hrs (pd)

Supplies: Posters, PSA, beverages & paper products

Refreshments provided by participants or the Friends

Get Puzzled @ Your Library: Not Held in January as had the Quilting Bee instead.

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

January 2, 2018

Total attendance – 3

Time for preparation & performance – 2.5 hrs (pd)

Supplies: Snacks & beverages

JKPL Writing Group (3rd Monday of each Month)

January 15 & 22, 2018 (held second date due to weather)

Total attendance - 4

Time for preparation & performance – 3 hrs (pd)

Supplies: Refreshments & handouts

Lifelong Learner's Creativity Group (2 nd Monday of each month)		
January 8, 2018		Total attendance – 12
Time for preparation & performance – 5 hr (pd)	3 hr (vol)	
Supplies: Posters, PSA, refreshments		
Carol Olberding donated her time to facilitate this month's program		
Game Night (4 th Friday of each Month)		
January 26, 2018		Total attendance – 13
Time for preparation & performance – 3.5 hrs (pd)		
Supplies: Posters & PSA, refreshments & games		
Building Creativity one Block at a Time (LEGO® program) (monthly, date and time varies)		
January 27, 2018		Total attendance – 8
Time for preparation & performance – 3 hrs (pd)		
Supplies: Posters, PSA, Refreshments, sponsored by DuTrac		
Coloring for Adults (monthly, date and time varies)		
January 7, 2018		Total attendance – 5
Time for preparation & performance – .5 hr (pd)		
Supplies: Posters, PSA, Refreshments, Coloring sheets & pencils		
Movies @ Your Library – showing of <i>Deep</i>		
January 6, 2018		Total attendance – 8
Time for preparation & performance – 2.25 hrs		
Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF		
Movies @ Your Library (Books for Lunch) – showing of <i>Big Sick</i>		
January 15, 2018		Total attendance – 1
Time for preparation & performance – 1 hrs (pd)		
Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF		
Movies @ Your Library – showing of <i>My Little Pony</i>		
January 20, 2018		Total attendance – 4
Time for preparation & performance – 2 hrs (pd)		
Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF		
DES After School Enrichment		
January 2018 (3 sessions)		Total attendance – 53
Time for preparation & performance – 6 hrs		
Supplies: Paper, markers, scratch boards, stylus, and blank puzzles		
Drop-In Computer Help		
January 5, 2018		Total attendance – 1
Time for preparation & performance – .75 hrs (pd)		
Supplies: Posters and PSA		
Evaluating News		
January 6, 2018		Total attendance – 6
Time for preparation & performance – 1.75 hrs (pd)		
Supplies: Posters, PSA, handouts, and refreshments		
Break-In Box (TACKL members only)		
January 6, 2018		Total attendance – 7
Time for preparation & performance – 1 hr		
Supplies: Break In Box (purchased for Library by TACKL) Refreshments		
Downloadable Materials Drop-in Hours		
January 3-13, 2018 (5 Sessions)		Total attendance – 6
Time for preparation & performance – 3.75 hrs		
Supplies: Posters, PSA, and handouts		

Black Friday Movie Screening
 January 13, 2018
 Time for preparation & performance – 3 hrs (pd) 2 hrs (vol) Total attendance –7
 Supplies: Posters, PSA, handouts, and refreshments
 Jayme Schmidt volunteered his time to introduce and answer questions about this film

Getting Nutrition in check with MyPlate
 January 14, 2018
 Time for preparation & performance – 2.5 hrs (pd) 4.5 hrs (vol) Total attendance –13
 Supplies: Posters, PSA, handouts, and refreshments
 Presented by the ISU Extension (Danielle Day & volunteer)

Winter Wonderland Story Time
 January 20, 2018
 Time for preparation & performance – 3 hrs (pd) Total attendance –58
 Supplies: Posters, PSA, handouts, and refreshments
 Tulle circles and bath puffs for activities; Sponsored by the Friends of the Library

Spend Smart, Eat Smart: Nutrition on a Budget
 January 27, 2018
 Time for preparation & performance – 2.5 hrs (pd) 2 hrs (vol) Total attendance –10
 Supplies: Posters, PSA, handouts, and refreshments
 Presented by the ISU Extension (Deb)

Break-In Box
 January 30, 2018
 Time for preparation & performance – 1.5 hr Total attendance – 9
 Supplies: Break In Box, Refreshments

Layette Ladies Quilting Bee
 January 2-31, 2018 (24 sessions) Total attendance – 240
 Time for preparation & performance – 2 hrs (pd) 464 hrs (vol)
 Supplies: Posters, PSA, supplies provided by Layette members (quilt, etc.)
 Quilt rack was donated to the library in the fall. Ten different members of the
 Layette group came to quilt on one or more of the 24 days of the program; estimating 4
 volunteers for each hour of the event; 3 quilts were completed.



Tentative Schedule of JKPL Events for March 2018 and beyond

March 1 - 31: Get Puzzled @ Your Library. Do you enjoy relaxing while putting together a jigsaw puzzle? Would you like to get out of the house and share the fun (and frustration) with someone else? Stop in the library this month to help us put together a new jigsaw puzzle. This month's puzzle is *Best Places in America*. The puzzle will be located on the table under the skylight and everyone is welcome to add a piece or two or more! To add to the fun, everyone who works on the puzzle is encouraged to put their name into a drawing to win the puzzle!

Friday, March 2: Read Across America Celebration @ 2:00 pm. All ages are invited to come celebrate Read Across America (Dr. Seuss' birthday!). We'll watch *Horton Hears a Who* (Rated PG - 2008) then after the movie, the Cat in the Hat will be here to help hand out cookies and a take home craft. A new copy of the movie will be given away as a door prize. All ages welcome but those under age 6 require an older companion.

Saturday, March 3: Family Movies @ Your Library @ 2:00 pm. Movie to be decided.

Monday, March 5 : 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 2018 All Iowa Reads book for adults *The Boys in the Bunkhouse* by Dan Barry. 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, March 5: Build-A-Basket Fundraiser Silent Auction Begins. Join us for the 6th Annual Build-A-Basket Fundraiser! Organizations, businesses, and individuals have donated some amazing baskets again this year. Photos and descriptions of the baskets are posted on the library website at 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 starts March 5 and ends promptly at 3:00 pm on Sunday, March 25. All proceeds will be used to support library services and collections.

Monday, March 5: Book Flicks @ Your Library presents "Wonder" @ 6:30 pm. A 10-year-old boy with a facial deformity attends school for the first time when he begins the fifth grade. With the support of his parents, he learns how to make friends and adjust to his new environment. Based on the book by R. J. Palacio. Rated PG. (113 min.)

Tuesday, March 6: 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, March 7, 14, 21 & 28: Story Time @ 9:30 am & 6:30 pm. Parents and caregivers are encouraged to sign up and bring their preschoolers to the Spring 2018 sessions of Preschool Story Time and Wee Read. Story Time is open to 3, 4 and 5 year olds who have not been in Kindergarten and is offered on Wednesdays at 9:30 am or 6:30 pm and Fridays at 9:30 am. Programs will run February 7 through April 25. Registration is required as space is limited.

Wednesdays, March 7, 14, 21 & 28: Wee Read @ 10:30 am. Parents and caregivers are encouraged to sign up and bring their preschoolers to the Spring 2018 sessions of Preschool Story Time and Wee Read. Wee Read is for children under 3 and their caregiver and is offered on Wednesdays and Fridays at 10:30 am. Programs will run February 7 through April 25. Registration is required as space is limited.

Wednesdays March 7, 14, 21 & 28: Sit and Stitch @ 1:00 pm. Join other crafters at this weekly gathering to share crafting and conversation. Gatherings are every Wednesday from 1:00-3:00 pm. New members are welcome to join at any time! Bring your hobby or craft and come for lots of laughs, food, great company and experienced help!

Wednesdays, March 7, 14, 21 & 28: Crazy 8s Math Club: 3rd-5th Grade @ 4:00 pm. This session is for 3rd-5th graders and meets February 7 - March 28. This month's themes are Beach Ball Party, Funky Fractals, Walk on the Wild Side and Super-Cube Shuffle. Attendees must have registered for the entire 8 week session.

Friday, March 9: March into Coloring @ Your Library from 1:00 to 5:00 pm. Coloring for Adults invites you to come color at the library. Come relax and relieve stress by coloring! This month we will have special St. Patrick's Day themed pages to color as well as a variety of other pages. The library provides coloring sheets, colored pencils, gel pens, markers, and light refreshments. Coloring for Adults is offered monthly at various times and days. No registration needed. Participants are welcome to come and go during the program. This program is open to adults 18 and older.

Friday March 9: Teen Tech Week Toy Night from 5:00-7:00 pm. To celebrate Teen Tech Week, the library invites Teens to come check out the new gadgets and electronic toys that will be in our new active learning space. Join us after-hours and come try out our robots, tablets, and much more! For ages 13-18. Snacks will be provided.

Saturday, March 10: Building Creativity One Block at a Time: a LEGO® program from 10:00 am to 12:00 pm. This month's theme is "Seaside Adventure". This program is for all ages but children under 7 must be accompanied by an adult or older partner. This LEGO® program is part of a monthly LEGO® building block program at the library sponsored by DuTrac Community Credit Union. Each month there is a theme to help inspire creativity. Photos of the creations are displayed in the children's area of the library and the actual creations are displayed at DuTrac for two weeks after each program. All children who participate have their name entered into a quarterly drawing for a special LEGO® related prize provided by DuTrac. Refreshments provided.

Saturday, March 10: Mystery Dinner Theatre, A Deadly Dinner @ 6:30 pm! The Die-Laughing Murder Mystery Troupe invites you to step back in time to 1933 as a dinner guest of Tiffany "Gold" Digman, who's archeologist husband has disappeared. Join us for a good time at this heart-stopping murder mystery dinner catered by J & D Mart! This event will be held at the Dyersville Golf & Country Club. Doors open at 5:30 pm with the performance starting at 6:30 pm. Menu includes parmesan peppercorn chicken, breaded pork cutlets, parsley red potatoes, salad, and bread. Dessert is provided by First Avenue Bakery! Tickets are \$50 each or a table of 8 for \$350.00. First 30 tickets sold include a JKPL wine glass and wine donated by O So Good. Cash bar available. Period Dress/Costume is encouraged but optional. All tickets sold in advance at the James Kennedy Public Library. Last day to purchase tickets is March 2. Seating is limited so purchase your ticket today!

Sundays, March 11 & 18: Beginning Wood Carving Class @ 1:00 pm. Members of the local Bear Creek Carving Club are offering a two-part beginning wood carving class at the library. The fee is \$35.00 per person and includes all equipment and materials. Participants may keep equipment for their personal use! No experience is needed; however students must be at least 12 years old. One parent or adult must be present in the class for anyone under the age of 16. A signed liability waiver is required of all participants. Registration is required as space is limited.

Monday, March 12: Lifelong Learners Creativity Group @ 6:30 pm. Join us for this monthly group for imaginative people who can learn from, and feed off each other's creativity. This group meets on the 2nd Monday of each month. Pertinent handouts, opportunities for sharing, and demonstrations of various crafty and artistic endeavors of members will be included, along with future plans to showcase art, music, or writing of members. Open to ages 17 and up. Registration requested but walk-ins welcome if space allows.

Tuesdays, March 13, 20 and 27 and Thursday, March 8: Crazy 8s Math Club: K-2nd Grade @ 4:00 pm. This session is for K-2nd graders and meets February 6- April 4. This month's themes are Beach Ball Party, Funky Fractals, Walk on the Wild Side and Super-Cube Shuffle. Attendees must have registered for the entire 8 week

session. **NOTE There will be no Crazy 8s meeting on Tuesday, March 6. It will be held on Thursday, March 8 instead.

Tuesday, March 13: 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 *Sweet Olive* by Judy Christie. Copies of each book are available to borrow from the library.

Saturday, March 17: St. Patrick's Day parade. Marketing committee is working on details.

Saturday, March 17: Family Movies @ @ 2:00 pm. Title to be decided.

Monday, March 19: Books for Lunch Movies @ Your Library presents "Crash" @ 2:00 pm. A car accident brings together a group of strangers in Los Angeles. *Crash* takes a provocative, unflinching look at the complexities of racial tolerance in contemporary America. Rated R. (122 min.)

Monday, March 19: 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.

Friday, March 23: Game Night @ Your Library @ 6:00 pm. Come meet and make friends with some of your fellow game lovers at our monthly game night at 6:00 pm on the 4th Friday of every month. Bring your favorite game (card game, board game, role playing game, or video game) and meet, teach, and play with others! All ages welcome.

Saturday, March 24: The Devil Has My Consent - The Salem Witch Trials @ 11:00 am. In 1692 more than 200 people were accused of witchcraft in Salem, Massachusetts and 20 were executed. What happened to create such hysteria? Discover the real story behind the Salem Witch Trials with historian Kathy Wilson. This program is geared for adults and older teens as content is not appropriate for young teens or children. Sponsored by the Friends of the James Kennedy Public Library.

Saturday, March 24: Fun with Robots! @ 12:00-4:00 pm. Come check out the library's new active learning space by learning how to program and play with bots! Try out the JKPL's new 4m robots, Hexbug robotics and K'Nex building blocks! This STEM focused program will have patrons playing with different types of robots and programming them to perform different tasks. Ages 7 and up.

Sunday, March 25: 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.

Sunday, April 1, 2018 - Closed for Easter

April is D.E.A.R. (Drop Everything And Read) Month - BOOK JAR! D.E.A.R. is a month long celebration of children's author Beverly Cleary, her timeless stories, and the joy of reading. Join us at the JKPL as we celebrate D.E.A.R. month with the Book Jar, a fun way to pick something different to read. The JKPL Book Jar is filled with slips of paper with book titles recommended by staff, Board, Friends, and avid readers. Different colored slips will 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.

April is D.E.A.R. (Drop Everything And Read) Month - PATRON PICKS! To celebrate this special month, patrons are encouraged to suggest books that made them "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 (need to explain what this is?)

April is D.E.A.R. (Drop Everything And Read) Month - FACE OFF! Be sure to check out the library's Facebook Page this month and discover what your neighbors are reading. Everyone is invited to participate in this online contest and share what book they are currently reading. Each Friday during the month of April, there will be a random drawing from those who have responded, with the prize being an Adopt-a-Book form (need to explain what this is?)

April is National Financial Literacy Month. National Financial Literacy Month begins April 1 and the JKPL is offering activities to help patrons with their financial knowledge, including participating in Money Smart Week® in the middle of the month, and Dash for the Stash, which lasts all month long. Check out the displays, pick up some information, or participate in one of the programs to become more financially literate.

Monday, April 2 thru Monday, April 30: DASH for the STASH @ Your Library! Stop by the library anytime during the month of April to participate in "Dash for the Stash" where you will learn about investing and may earn an entry into a drawing to win a \$1,000 IRA! This contest is geared to working adults and is much like a scavenger hunt, but instead of collecting objects, you collect information. To enter the contest, visit the JKPL and locate the four investor education topic posters (and one rules poster). Use mobile phones, tablets or computers to access the quiz questions about investing, including: financial advisors, investor fraud, investment fees, and investing to build a nest egg. One statewide winner will be chosen in a random drawing of eligible participants who logged the correct answer for all four posters. Participants must be ages 18-63 with earned income. The winner will receive a \$1,000 contribution to an existing or new Individual Retirement Account (IRA). The DASH for the STASH program is sponsored by the Iowa Insurance Division and the nonprofit Investor Protection Institute (IPI).

Monday, April 2 - 30: Yard Sign Fundraiser!! To celebrate National Library Week, April 8-14, 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!

April 2-30: Get Puzzled @ Your Library. Do you enjoy relaxing while putting together a jigsaw puzzle? Would you like to get out of the house and share the fun (and frustration) with someone else? Stop in the library this month to help us put together a 1000 piece jigsaw puzzle. Since National Library Week falls during April, this month's puzzle will be *Reader's Paradise*. The puzzle is located on the table under the skylight and everyone is welcome to add a piece or two or more! To add to the fun, everyone who participates is encouraged to put their name into a drawing to win the puzzle!

Monday, April 2 : Books for Lunch Book Discussion @ 12:00 noon. This group gathers on the first Monday of each month. This month the group will discuss the novel *Tea Girl of Hummingbird Lane* by Lisa See. 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 2: Book Flicks @ Your Library presents "Victoria and Abdul" @ 6:30 pm. Rated PG-13. (133 min.)

Tuesday, April 3: Crazy 8s Math Club: K-2nd Grade @ 4:00 pm. This program is for K-2nd graders and meets February 6- April 4. This final session's theme is Epic Air Traffic Control.

Wednesday, April 4: Crazy 8s Math Club: 3rd-5th Grade @ 4:00 pm. This program is for 3rd-5th graders and meets February 6- April 4. This final session's theme is Epic Air Traffic Control. Attendees must have registered for the entire 8 week session.

Saturdays, April 7, 14, 21 & 28: LEGO® Mindstorm Robotics Series from 10:00-12:00 pm. Robotics are all the rage these days and the library wants to give you a chance to build your own! Working in groups and using the library's LEGO® Mindstorm kits, participants will get the chance to build a robot and program it to perform different actions. Each week, the builders can start where they left off the previous week and continue building and programming their robot throughout the month. This program is sponsored by DuTrac Community Credit Union. Recommended for ages 10 and up. Registration is requested, but walk-ins welcome if space allows.

Sunday, April 8: Expressive Writing for Healing @ 2:00 pm. Expressive writing is an effective form of therapy when utilized correctly. This PowerPoint presentation touches on the science behind the health benefits of journaling, and how it can help those who have experienced loss, divorce, or other trauma. This is for both writers and non-writers alike! This workshop includes concrete examples of the presenter's own journal entries and blog posts that were later incorporated into published books, as well as sections from other writers. Whether you want to journal your way through a difficult time, blog, or seek publication, this workshop is a step-by-step guide to utilizing expressive writing as a tool for healing. Celebrate the launch of presenter Mary Potter Kenyon's, *Expressive Writing for Healing* journal with cake and punch afterwards. Copies of the journal will be available for purchase afterwards, with one journal given as a door prize.

April 8-14, 2018: Celebrate National Library Week - Libraries Lead. This week, JKPL joins libraries nationwide in celebrating the many ways libraries lead their communities through the transformative services, programs and expertise they offer. National Library Week is an annual celebration of the life-changing work of libraries, librarians and library workers. Libraries aren't just places to borrow books or study—they're also creative and engaging community centers where people can collaborate using new technologies and develop their skills and passions. Join us during this special week at the JKPL as we open our new active learning / smart space. Program / event details to be confirmed.

Monday, April 9: Lifelong Learners Creativity Group Hosts "Flashlight Memories" @ 6:30 pm. In conjunction with April's D.E.A.R. month (Drop Everything and Read), our group of imaginative and creative people will be hosting an evening of reminiscing. Do you remember reading books by flashlight underneath your covers at night when you were supposed to be asleep? Getting lost in a book as a youngster? Come ready to share your stories of what books meant to you as a child, along with copies of those books if you have them, or a list of favorite titles. Cookies and milk provided. This group meets on the 2nd Monday of each month. Pertinent handouts, opportunities for sharing, and demonstrations of various crafty and artistic endeavors of members will be included, along with future plans to showcase art, music, or writing of members. Open to ages 17 and up. Registration requested but walk-ins welcome if space allows.

Tuesday, April 10: 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 *Wildflowers from Winter* by Katie Ganshert. Copies of each book are available to borrow from the library.

Saturday, April 14: Paranoia Role Playing Game from 2:00-4:00 pm. Come join us for a fun, goofy role playing event! *Paranoia* is set in a dystopian future city which is controlled by an artificial intelligence construct called The Computer, where information (including the game rules) are restricted by color-coded security clearance. Players are enforcers of The Computer's authority and will be given missions to seek out and eliminate threats to The Computer's control! Open to players of all skill levels.

Friday, April 20: Wine and Beer Tasting Fundraiser at Brew & Brew from 5:00 to 8:00 pm. The National Library Week Wine and Beer Tasting Fundraiser supporting the James Kennedy Public Library is back! Vendors and details to be decided. Tickets are available at the library or Brew & Brew. Tickets include a commemorative glass, the tasting event, and appetizers. Door prizes and a 50/50 raffle are also part of this fun event!

Money Smart Week 2018 is April 21-28. Created by the Federal Reserve Bank of Chicago in 2002, Money Smart Week® is a public awareness campaign designed to help consumers better manage their personal finances. Join us this week as we partner with local organizations to offer you a variety of opportunities to become more “money smart”.

Saturday, April 21: Nerf War @ Your Library from 6:00-8:00 pm. Bring your Nerf gun and ammo and head to the library for this bi-monthly Nerf War! Participants must be 13 or older and anyone under 18 must have a signed parental waiver. Registration requested as 10 people are required to hold the program and a max of 20 is allowed. Walk-ins welcome, if space allows. Participants must provide their own Nerf guns and ammo but no modifications to darts or guns to increase range or hitting power will be allowed.

Sunday, April 22: Earth Day program to be decided

Monday, April 23 through Sunday, April 29: 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 from April 23 through April 29. Stop in anytime to enjoy the artworks created by the students. Everyone welcome.

Wednesday, April 25: St. Francis Xavier Student Art Show Reception from 5:00-8:00 pm. Join us for this special reception for the Xavier students who have their artwork on display, their families, and anyone who wants to come view the artwork and offer their support. Refreshments provided.

Tuesday, April 24: Tele-Town Hall meeting from 7-8pm. Iowa AARP will host a town hall-type meeting via phone. Attendees will hear financial tips from experts, followed by a Question & Answer session. While Iowans can listen via phone in their own home, they can also attend this locally hosted event with live streaming. Program content to be announced.

Sunday, April 29: 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. Sponsored by the Senior Advisory Committee.

Tuesday, May 1: Family Adventure Fundraiser begins! The JKPL is again holding a spring fundraiser - a Family Raffle - but have changed it up just a bit. Details to come.

Wednesday, May 2: 1000 Books Before Kindergarten Awards Ceremony and Children's Book Week Celebration @ 6:30 pm. Details TBA.

Sunday, May 6: Legacy Letters @ 1:30-3:30 pm. Sue Schermann, Certified Legacy Letters instructor, will help you create a legacy letter that will be cherished for generations. The class will cover the history of legacy letters, a tradition that dates back to Biblical times. Sue will discuss how this relates to contemporary writing, with guided exercises that help participants draw from their life experiences to pen wisdom, insight, life stories, and special messages. Each participant will complete one or more legacy letter during the workshop. The main purpose of writing a legacy letter is to communicate to family, loved ones, and future generations what matters most in a person's life. Through guided exercises, participants will draw from their life experience to pen values, wisdom, insight, life stories and special messages, completing one or more legacy letters. Would make a wonderful Mother's Day gift. Sponsored by the Friends of the Library.

Saturday, May 12: Plant Sale Fundraiser @ Your Library from 8:00 to 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 on Saturday, May 12 to select and purchase plants and flowers donated by committee and community members. If you have plants you

would like to donate, please contact the library by May 11 to make arrangements to bring them in. Plants of all kinds, including indoor plants, are welcome. All proceeds will be used to support library collections and services.

Sunday, May 13: Library closed for Mother's Day

Monday, May 14-21: Western Dubuque Schools Student Art Show. The James Kennedy Public Library is pleased to display the artwork of Western Dubuque K-12 students at the library from May 14-21. Stop in anytime the library is open to view these talented students! Also, join us Tuesday, May 15 from 4:30-6:30 for a special reception for the students displaying their artwork, their families, and anyone who wants to come view the artwork and offer their support. Refreshments provided.

Monday, May 14: Registration begins for Story Time and Wee Read. Parents and caregivers are encouraged to sign up and bring their preschoolers to the Summer 2017 sessions of Preschool Story Time and Wee Read. Story Time is open to 3, 4 and 5 year olds who have not been in Kindergarten and is offered on Wednesdays at 9:30 am and 6:30 pm. Wee Read is for children under 3 and their caregiver and is offered on Wednesdays at 10:30 am. Programs will run June 7 thru July 26. Registration is required as space is limited.

Sunday, May 27 & Monday, May 28: Library closed for Memorial Day

Adult Summer Program: Libraries Rock - June 1 - August 31. Details to be announced.

Friday, June 1: Libraries Rock Adult Summer Program Kickoff @ 5:30 pm. Join us for this special after hours event for adults only to kick off the adult summer program. Come for music and more! Details to follow.

Monday, June 4 - August 17: Lunch at the Library @ 11:30 am. The JKPL will be an open host site providing free meals for children age 18 and under during the summer break from school. There are no income guidelines, all children welcome! Meals will be served from 11:30 to 12:00 noon every weekday EXCEPT the week of July 2 - 5. (No meals will be served the week of the Fourth of July.) Adults may purchase a meal for \$4.00 if sufficient quantities are available. Families are encouraged to contact the library at 563-875-8912 with questions or to indicate interest in participating. Advanced reservations are NOT required. Programs and activities for children may be offered before or after the meals. For more information on summer menus, meal times and locations please visit <http://www.wdbqschools.org/FoodNutrition.aspx>. This institution is an equal opportunity provider.

Tuesday, June 12: Insect Zoo @ 1 pm. (Children's SPR event)

Saturday, June 23: Guitar Like a Star with Aspen Black @ 10 am. (Children's SRP event). Every child who attends this program will learn to play songs in the first five minutes! They will learn to play chords, strum, count in rhythm, change chords, and play/sing along to familiar children's songs. Instruments provided. Older kids use classroom sized guitars and play easy - intermediately challenging songs up to 3-4 chords and learn a basic riff. Younger kids use ukuleles and play easy children's songs, up to three chords

Saturday, June 23: Aspen Black Uke Like A Star @ 2:00 pm. (Teen SRP event). Teens can learn to play songs in the first five minutes of this program! Participants can learn to make chords, strum, count in rhythm, change chords, and play/sing along to familiar songs. Instruments provided. Limited 30 participants. Signup is requested, but walk-ins are allowed as space permits. This program is sponsored by TACKL.

Tuesday, July 3: Library closing at 5:00 pm for Independence Day holiday; Wednesday, July 4: Library closed for Independence Day holiday

Wednesday, July 11: African Drumming with Fonziba @ 2 pm. All ages are invited to this exhilarating hands-on program. First we will learn about Fonziba's trip to Mali where she apprenticed to a master drummer. Then all audience members will be invited to drum, use African percussion instruments, or learn body beats. The program will conclude with an African home display. Kids are encouraged to handle and play with the display's contents. Don't miss this wonderful program!

Friday, July 20: Lunch with historian Michael Eckers @ 11.30 p.m, WWII program, details to follow.

Notes from the Monday, February 5, 2018 Furnishings, Art and Facility Committee Meeting

The Furnishings, Art and Facility Committee met at 4:30 pm on Monday, February 5, 2018. In attendance were Barb Heitzman, Mike Mullis and Shirley Vonderhaar. Jolene Pitzenberger-Timp and Betty Anne Scherrman were excused.

Shirley shared information regarding capital funding available for the remainder of FY18. Currently \$8,745.30 is remaining in the special library capital account. The LED lights are in and Terry had 6 to return so that value will be credited back to this account. The library will be getting rebates for putting in the LEDs. Shirley estimated there would be about \$9,000.00 available to expend this year. Expenditure of these funds has not yet been authorized by the city, so, per past practice, the library would need to request a budget amendment in order to expend them.

Shirley also shared information about the budget presentation to the city and the discussion of library capital expenses for FY19 and the future. The City Council would like the library to include capital requests annually as part of the budget request / presentation. The library did not do this for FY19 but the council indicated that they would allow us to amend the library's FY19 budget request to include capital needs before the full FY19 budget is approved. The next City Council Budget Work Session is February 12, 2018 so the library should have these requests submitted before that date.

The Committee then reviewed and discussed a list of potential capital needs for the next few years.

- Technology – The library usually spends about \$2500 for computer updates, etc. each year. Since the library will be making some computer purchases as part of the active learning space, and there were no specific needs identified for FY18 beyond the active learning equipment plan; the committee decided that this area did not need to be funded out of the FY18 capital funds. (As was noted at the board meeting discussion about the FY19 operating budget request, technology such as replacing computers is typically a maintenance issue. It was included as part of the maintenance budget operating request for FY19 and should continue to be a part of that annual operating budget.)
- Active Learning Space - There may be expenses the library needs to cover that aren't covered by the Small Libraries Create Smart Spaces grant but until we start using the space, that is challenging to confirm. Further, writing grants to support the needs of this space seems like a reasonable option as they would be project specific and measurable. For these reasons, the committee decided that no funds need to be allocated from FY18 for this space and no funds for FY19 need to be requested.
- Water cooler / Bottle filler - The library water fountain is looking very worn and we have had requests for a bottle filler. The consensus of the committee is this is a maintenance expense so should be funded out of the operating line item if we can and look to the trust account and / or donations to fund if we cannot.
- Updating / replacing the projection system in the Hoffman Room – Shirley reported that the projection system in the Hoffman Room has been glitchy for the last several months. Sometimes the sound doesn't work, the clarity of the images is questionable, and there is no

HDMI connection. The library has had Tech Mates in to look at things and they indicated that the system is obsolete (it is 15 years old) and there isn't much they can do. They provided a quote to replace the entire system, including the screen. Total is \$11,843, not including lift rental. The committee agreed that replacing this system is a high priority as the system is used regularly and it would be a problem if it stops working. They noted that the price is high so Shirley is to talk to Tech Mates regarding items that might be reduced. They also talked about the fact that Jim Kennedy donated funds specifically for this system when it was installed 15 years ago and wondered if we should approach him. Shirley was directed to talk to Angela and / or the finance committee to see if they were comfortable with this approach. Replacing this system might also be good project to solicit grant funds so Shirley is to investigate that option as well. The committee agrees that replacing the projection system should be a priority for either FY18 or FY19, depending on investigating options for funding outside of the city / library (grants, donations, etc.)

- Roof repair - Gary Lynch (Lynch Roofing) found the leak in our roof and will be back in the spring to repair. The committee agreed that this is an operating budget / maintenance and repair issue, not a capital project.
- Telephone / Internet connection with the city – Partnering with the city for phone and internet service using their fiber network is a good long term solution for these services. Mick has estimated \$15,000 in up front capital costs to do this. Initially Mick indicated that it would be about 6 months before the city would be ready to add us to the system (so an FY19 capital project) but more recently has said we might be able to do sooner. Ideally we would do this ASAP as the sooner we implement, the sooner we will be able to reduce our monthly cost for phone and internet. The committee is in agreement that replacing the telephone / internet system should be a priority for the remaining capital funds for FY18 if possible.
- Vinyl, tile, or linoleum in the Hoffman Room – For Western Dubuque to get a food license for the Lunch at the Library program, the carpet in the Hoffman Room where the food is served needs to be replaced with something easily cleaned. This will just be a small area near the sink, perhaps extending in from of the door to the entryway. The library will get estimates from Furnitureland and Ideal regarding cost and timing. Assuming it isn't too expensive, we would plan to do this soon and consider it a maintenance expense. We need to have it completed by June 2019 in order to continue with the Lunch at the Library program.
- Carpet replacement – We have been talking about this for several years now. With the new lights, the walking and wear patterns are more obvious. The committee is in agreement that replacing the library flooring in the main library should be a priority for FY19 capital expenses.
- Flooring for Active Learning Space – The consensus of the committee is that the flooring in the active learning space should be part of the carpet replacement project noted above and a priority for FY19 capital expenses.
- Roof replacement – Gary Lynch said we still have a few years on the roof so this is not a priority for FY18 or FY19 but is something we need to keep in our sights.

- Update / freshen paint – Consensus of the committee is that the colors currently in the library are still appealing and timely so this is something we can do in conjunction with changes in space allocation and uses if the walls look like they need painting.
- Replace multifunction copier, printer, fax, scanner – This piece of office equipment was purchased 5 years ago and the current maintenance contract will expire 10/18. Since the machine is not needing a lot of service at this time, the committee agreed that this is not a high priority and is something to consider as it ages. At that time, we should also consider whether leasing rather than purchasing is an option.
- AC System – The JKPL building was built in 2001. Meyer Mechanical indicated that the typical life of an AC System is 15 years. Mick stated that the typical city procedure for these kinds of things is to watch for maintenance costs and when they start showing a lot of wear then purchase replacement so this is something to consider when needed in the future.
- Furnace – Our building was built in 2001. Meyer Mechanical indicated that the typical life of a furnace is 20 years. As with the AC, this is something to be aware of and replace when maintenance costs start to rise.

Based on this discussion, Shirley will talk with Mick about the library capital projects for FY18 and FY19. The priority for funds will be for phone / internet, replacing the projection system, and replacing the carpet / flooring in the main part of the library. If Mick feels they can get the phone / internet project done during FY18, then the amount remaining in the library capital account should be allocated for that purpose. If it will be a FY19 project, then the \$9,000 should be allocated for replacing the projection system and the cost for the internet / phone should be included in the FY19 capital budget request along with a request for funding to replace the library carpet.

Removing the folding wall in the Hoffman Room – The committee agreed that removing the folding wall in the Hoffman Room would remove something that is no longer serving a purpose. Shirley will look into the logistics for this and have it removed ASAP.

Furnishings & equipment no longer needed - Shirley asked the committee how involved they wanted to be in deciding what to do with items that the library no longer has a place for as library staff move forward with the reorganization. The committee confirmed that Shirley should take responsibility for this, following the procedure that was established by the board a few years ago. Examples of things that will need to be rehomed are shelving, the librarian's desk (originally built for the children's area, moved to genealogy area) and library tables.

Active Learning Space: Shirley reported that she had approached Ideal and Furnitureland for estimates to purchase the wheeled, folding tables that we will be purchasing for the Active Learning Space. These are not items they typically carry. Furniture Land gave her their catalog and said the listed price would be the price they would offer. This price is twice what she had found when researching products for the space online. She hasn't yet heard back from Ideal. She asked for guidance from the committee in balancing the desire to purchase local with the difference in cost. The consensus of the committee is

that we should purchase local if it was financially reasonable but that we also need to spend the money wisely so if there was a significant difference in price we should go with the least expensive.

Marketing Committee Meeting Agenda: Tuesday, January 23 @ 5:30 pm

8-A

Present: Steve Werner, Pat Valant, Dawn Schrandt

1. Rulers order

Dawn had a proof of the rulers the committee has been talking about purchasing. Steve needs to change the background color on the proof and then that can be sent to IdeaStage and the rulers finalized. The committee will be ordering 250 at a cost of \$.71 per ruler.

The committee discussed the best way to utilize the rulers once they are received. We decided we'd start by putting some at the front desk and offer them to any patron who wants them. We also discussed that we would use them in any gift baskets/prizes in the immediate future. Beyond that they will just be used the same way the library magnets and buttons have been used in the past.

2. Radio station interviews

Shirley is already setting up an interview with the Die Laughing Troupe about the murder mystery dinner for February 15 or 16. The committee agreed that the next interviews should be to promote the opening of the maker space (March 31) and the wine tasting (April 20). Beyond that the committee thought that we should do a radio interview every 3 months, approximately, and that we would determine each time what should be highlighted in the interview.

3. Google street view

A man from Google approached Shirley last week about investing in Google Street View for the library. Street View is a service Google offers where they come take professional photos of the inside of your business and attach them to the search results for your business name. The photos are panoramic and allow the internet user to "see inside" the business. Google also gives permission to the business to use the photos on their own website or social media sites. There is a one-time fee of \$1450 for this service. Google provided examples of three Iowa libraries that have participated and Steve and Dawn have both looked at the photos, which are quite nice and do give you the ability to get a peek at the inside of those libraries.

The committee had short discussion about this and will discuss more in length at their next meeting as Pat asked for some time to look into this some more. The main question that drove the short discussion was, "If the library's primary customers are Dyersville residents, will spending \$1450 to add Street View to our Google search results prompt more Dyersville residents to sign up for a library card or use the library more?"

Pat also pointed out that library can claim their business website on Google. Once claimed the library can post photos, publish business hours, and manage some of the information presented by Google. Dawn claimed the library's website on Wednesday and verified that the business hours listed are correct. The committee will discuss further at the next meeting after Dawn looks into it more.

4. Naming the makerspace contest

Shirley suggested the marketing committee have a contest to name the new makerspace. The committee discussed some preliminary details but will finalize at the next meeting. Our initial idea is to run a contest for several weeks starting mid-February to ask the public to suggest a name for the makerspace. Once that contest ends we would take the top 5 suggestions and have another contest, running a few weeks, asking the public to vote on the final name. The name would be revealed at the open house the committee is going to plan to unveil the space. Details will be finalized before the next board meeting.

5. Open house for makerspace

The makerspace will be operational by March 31 and the committee will plan an open house after that to officially unveil the space. Details are forthcoming.

Next meeting: February 6, 2018 @ 5:30 pm

Attending: Pat Valant, Steve Werner, Dawn Schrandt

1. Rulers for marketing: An order for 250 6" rulers imprinted with our library name/logo was placed the end of January. The rulers were shipped February 7. These will be used as give-aways to patrons.
2. Radio station interviews: The next KDST radio interview with the library is February 16 and it is an interview with the Die Laughing Troupe to promote the murder mystery dinner. The next events the library wants to use a radio interview to promote is the grand opening of the new active learning space (4/7/18) and the wine tasting (4/20/18). Pat will arrange the interview with the radio station for April 5 (give or take a day).
3. St. Patrick's Day parade: The Dyersville parade is March 17. Every year the library has a truck in the parade with our banner and some staff and volunteers tossing candy and trinkets. For the past few years we have talked about doing something a bit different but never talk about it soon enough to make a change. The committee will decide what it wants to do for the parade at a short meeting after the February board meeting. Some ideas tossed about are using Pat's green jeep in the parade instead of Brian Menke's truck. We could decorate the jeep with a theme such as Find Your Adventure at the library (jeep/jungle theme) or Libraries Rock (the upcoming Summer Reading Program theme).
4. Google street view: At the last meeting we started a discussion about purchasing Google Street View for our library. The committee decided that the \$1450 cost will not reap enough benefits to support spending that money. Ultimately, the committee had two main reasons for this decision:
 - a. The library's main service area is the city of Dyersville. The committee does not feel that adding Google Street View will convince Dyersville residents who don't have a library card to get one or to use our library if they don't already.
 - b. The library can claim their business name on Google and by doing so have control over some of the information displayed. Photos can also be added.
5. Google business: Dawn claimed the library as a business on Google. She set up an account and verified the library hours are correct and that the link to our website is correct. Patrons had posted two photos of the library on the site which needs updating. The committee discussed posting 18-25 photos of the library on the site. These photos would be a mix of the exterior building, various pictures of the interior of the library, along with photos of patrons using the library. We discussed having Steve Werner take photos of the interior of the library and Pat volunteered to come in one day and do an interior 365 degree shot. The plan is to upload the photos onto the Google site and create a slideshow of them to use on the library's social media.

6. Contest to name the active learning space: Shirley had asked the committee to consider holding a contest to name the new active learning space. We started the discussion at the last meeting with plans to finalize the contest at this meeting. However, Dawn and Shirley were talking about the benefits of waiting to name the active learning space until after it has been up and running a few months. This way the patrons would have experience using the space before we asked them to recommend a name. Also, we'll have a better idea of what we are using the space for as well. The committee decided that waiting to hold the naming contest made sense so we will table this discussion for now and re-visit after the space is operational.
7. Grand Opening/Open House for active learning space : The committee discussed having an official grand opening/open house to debut the new active learning space. National Library Week is April 8-14 so we thought that was a good week to kick-off both. We are scheduling the Grand Opening for Saturday, April 7 from 9:00am-1:00 pm. Paul has a robotics program scheduled in that space from 10-12 and the committee thought it would be a great way for people to see the space in use.

We would like to have an official ribbon cutting and short speech about 9:50am (to end just as Paul's program begins). There will be cookies from First Avenue Bakery, coffee, and punch during the duration of the open house. We will send invitations to the mayor, city council members, and James and Ellen Kennedy. Otherwise, the library will put posters around in the community, do a newspaper article about the grand opening, invite the Dyersville Commercial to come cover the event, and use the calendar of events and social media to promote it.

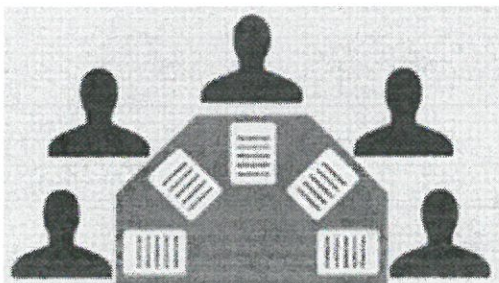
8. Letterhead: It is time to order new letterhead for the library. The committee discussed that the letterhead seems a bit dated and Steve will work up a new design or a way to freshen up the old design. The new letterhead will include the current library logo with tagline.
9. Facebook Analytics: Paul joined the committee meeting briefly to share the results of boosting some recent Facebook events. At this time, we haven't boosted enough events to really tell if it is working well for us or not. The committee said they'd like to see the analytics after the wine tasting is over.

Day is important. If you've involved your patrons in the past, please share what you did on LibraryTalk this week.

Connect with your local reps with this link <https://www.legis.iowa.gov/legislators/find?zip>
And another advocacy date to note: **March 14th is ILA Legislative Day in Des Moines**. That day's schedule typically begins with a legislative briefing at the State Library, followed by a reception with Iowa lawmakers at the State Capitol. A strong turnout is needed for both these events--we appreciate your help and your voice!

Iowa Library Association

Webinar Series For Boards...



The Boardroom

Back for 2018, the State Library is providing a webinar series for library boards. Titled **The Boardroom**, the series begins this month, with 9 classes in total, one scheduled each month from **February through October 2018**. (6:00-7:30PM each time)

Beginning on **Tuesday February 27** with "**Creating a Culture of Learning**," this session looks at education standards for staff and trustees, offering ideas for how boards can support ongoing training in policy, in planning, and in the budget. Next in the line-up is "**Toward Better Board Recruitment**" on **March 20**, followed by "**Toward Better Board Meetings**" on **April 25**. Topics in the months to come will include policies, planning, and advocacy, as well as "**The Seven Habits of Effective Library Boards**" and "**Toward Tech Savvy Trustees**." Look to the C.E. Catalog for registration through May. Please note that not all sessions have been added to the catalog yet, so be sure to check back.

The Boardroom represents another way that State Library staff can further assist local boards in meeting standards. In 2016, the State Library completed a revision of public library standards; the revisions have been officially in use since July 2016. One significant change comes in the area of board education, which is now required of all libraries at a Tier 1 level. Specifically **Standard #8** reads "...**All members of the library board of trustees participate in a variety of board development training each year. The recommended average is three to five hours per year per trustee...**"

Bringing this standard to a Tier 1 level impacts many more libraries statewide. Attending programs like **The Boardroom** is a very effective method of board development, especially if everyone chooses to gather together at the library. Come together to watch these programs and talk about what most resonates with your trustee experience. What changes, large or small, will your board choose to make?

Mark your calendars and make plans to join **The Boardroom** webinar series!

C.E. Catalog

Nebraska Online Conference

Big Talk From Small Libraries

Last month, our State Library finished another ambitious online conference called ILOC . Now this month, our neighbors to the west—Nebraska State Library—hold their annual online conference on **February 23 (8:45AM—**

5:00PM) Nebraska's online conference is called "**Big Talk From Small Libraries**" and their website actually credits Iowa with the idea "...*Big Talk From Small Libraries* was inspired by Iowa's *Innovative Libraries Online Conference*; our event wouldn't exist without their advice and encouragement..."



From their website: "...Nebraska's **Big Talk From Small Libraries** event is aimed at small libraries—the smaller, the better! Each of our speakers is from a small library or directly works with small libraries. Topics range from technology (new and old tech) to programming to new service roles. Come for the programs on what you're dealing with now or learn something new to try. Everyone is welcome to register and attend...whether your library serves a few thousand or a few hundred, this is the day for you..."

A handful of breakout sessions show here; congrats to Lori Juhlin with Hawarden Public Library who is one of the speakers.

- If You Feed Them, They Still Might Not Come
- Student Access Cards: Providing Students With the Tools They Need to Succeed (Lori Juhlin, Director Hawarden PL)
- Best Small Library in America Award Winner 2017
- At Your Service: The Library as Community Hub

Big Talk From Small Libraries is broadcast online using the GoToWebinar software. GoToWebinar works on Windows, Mac, Google Chrome OS, Linux, iOS and Android devices. Login instructions will be emailed to registered attendees the day before the conference. Click the button below for the conference website and registration. Like Iowa's ILOC event, Nebraska does plan on recording all **Big Talk** sessions, with recordings posted to the website above.

Big Talk Conference

This Week ...

Big Ideas Book Discussion happens this **Friday Feb9**; the book we'll be talking about is **Find Your Why** by Simon Sinek.

If you missed any part of the State Library's ILOC Conference last month, you'll find recordings for both keynotes and all the sessions in between on this webpage

<http://www.statelibraryofia.org/ld/c-d/continuing-ed/iloc/iloc-2018/Resources18>

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