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Regular Library Board Meeting

**Tuesday,
April 10, 2018
5:30 pm**

Hoffman Community Room
James Kennedy Public Library

Agenda Topics

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Correspondence & Communication
 - Approve minutes of Previous Meeting: March 13, 2018
 - 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
 - Contract Use Reports
 - Statistics by Residence Area
 - Statistics by Contract / Service Area
 - Grant Report
 - Friends of the Library Report

4. Discussion on establishing James Kennedy Public Library Endowment as part of the Dyersville Area Community Foundation – Nancy Dunkel and M.J. Smith
5. Consider Approval of Agency Endow Iowa Endowment Fund Agreement
6. Consider Approval of FY18 library capital projects budget amendment request
7. Consider Approval of FY18 library trust account budget amendment request
8. Personnel Committee Report
9. Finance Committee Report
10. Fundraising Committee Report
 - Notes from March 19, 2018 meeting
 - Notes from April 9, 2018 meeting
11. Furnishings, Art & Facilities Committee Report
12. Marketing Committee Report
13. Policy Committee Report
 - Review Active Learning Smart Space Documents
 - Discussion and possible action on who is allowed to use the specialized items available for check out and use in the Active Learning Smart Space
14. Strategic Planning Report / Update on Small Libraries Create Smart Spaces
15. Meetings and Training
 - Board Training
 - Upcoming
 - Recently Attended
16. Oral Presentations
17. Adjournment

Date of next regular meeting: Tuesday, May 8, 2018 5:30 pm
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Hello all: Here is the Board packet for the meeting scheduled for Tuesday, April 10 at 5:30 pm. Please note we are meeting in the **Hoffman Room** rather than the program room this month.

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Correspondence & Communication: **Letters from DFWC and Bear Creek Carvers will be shared at meeting**
 - Approve minutes of Previous Meeting: March 13, 2018 - **A**
 - Approve March Librarian's Report - **B**
 - Approve Bills:
 - March Claims Report – **C**
 - Library Claims for April – **D (separate document)**
 - March & April Credit Card Claims - **E**
 - Budget Reports
 - March City Report - **F**
 - March Library Report – **G**
 - Trust Account Reports
 - March Bank Statements – **H 1 & 2**
 - March Balance Report – **I: Not ready. I am having trouble getting this to balance with the city reports so will talk with Tricia on Monday and bring a report to the meeting**
 - Trust Account Expenditure Report – **J: Not ready; same as above**
 - March Donations Form - **K**
 - Program Reports
 - March Report on Programs and Attendance - **L**
 - April Calendar of events – **M (separate document)**
 - Schedule for upcoming programs - **N**
 - Contract Use Reports
 - Statistics by Residence Area - **O**
 - Statistics by Contract / Service Area - **P**
 - Grant Report – **Nothing new to report; DRA grants announced in May.**
 - Friends of the Library Report – **Friends met on March 26. As of that date they have 167 members. The membership drive brought in \$2,270 in dues and \$1,035 in donations. Teachers only book sale scheduled for Thursday, April 5 from 4 to 8 and Saturday, April 7 from 9 to 1. Monday, April 9 will be a workday in the library basement to prepare for the July sale. Fall bus trip is scheduled for**

Wednesday, September 5 to see Mama Mia at Circa 21. Tickets are now available. To simplify sales, no reservations will be made without payment and all tickets will be purchased at the library.

4. Discussion on establishing James Kennedy Public Library Endowment as part of the Dyersville Area Community Foundation – Nancy Dunkel and M.J. Smith
5. Consider Approval of Agency Endow Iowa Endowment Fund Agreement – **Mick is checking to see with the city auditor and city attorney to verify there are no issues with the library establishing this endowment. If the board wishes to proceed with the agreement but we haven't heard back from those two entities, the board could approve pending agreement from the city.**
6. Consider Approval of FY18 capital projects budget amendment request – **Any budget amendment requests for FY18 need to be submitted to Mick by May 1 to meet city deadlines. Discussion this year has been to use the library's remaining capital funds to upgrade / replace the projection system and other technology as soon as reasonable. Since we wrote a DRA grant for part of these needs, we need to wait until after that announcement to make any decisions. The recommendation from Angela and me is to request the remainder of the Capital Funds to be allocated via budget amendment for use for this technology upgrade need – so that we can proceed immediately after the announcement is made.**
7. Consider Approval of FY18 library trust account budget amendment request – **We only have \$3651 remaining to spend out of the Trust Account, based on the \$25,000 allocated for FY18. It is possible we will overspend that amount as Trust Account invoices for March are \$1403, we have Small Libraries Create Smart Spaces order / invoice for furniture yet to arrive, and we have items in the Love My Library donations to purchase. I will check with Mick regarding the need for this but assume if we expect to go over that we should request an additional allocation.**
8. Personnel Committee Report
9. Finance Committee Report
10. Fundraising Committee Report
 - Notes from March 19, 2018 meeting
 - Notes from April 9, 2018 meeting – **This meeting is on Monday so will bring information to the Board meeting.**

11. Furnishings, Art & Facilities Committee Report
12. Marketing Committee Report
13. Policy Committee Report
 - Review Active Learning Smart Space Documents – **12A**
 - Discussion and possible action on who is allowed to use the specialized items available for check out and use in the Active Learning Smart Space – **12B is the library's current circulation policy. I wrote the documents for the ALSS based on current policies but I wanted the Board to discuss and consider if they wanted to change anything for use of the items in the ALSS. Item number 3.a states that basic services includes being able to check out anything physically located in the library, unless otherwise restricted so items all library card holders will be able to use items in this space. Do we want to restrict checking out to full-service only? Alternately, Carnegie-Stout allows use of their MakerSpace / equipment to anyone – even if they are NOT eligible to get a library card. Do we want to follow that model?**
14. Strategic Planning Report / Update on Small Libraries Create Smart Spaces – **There are a few items still on order, including the mobile tables. Open House was a success ☺**
15. Meetings and Training
 - Board Training
 - Upcoming – **Mary has been accepting into PLM II and attended her first class on Friday, April 6. She will have online classes every Friday for the next 6 weeks and then will be able to be certified as a librarian in Iowa. Early Bird registration for ARSL (September 13-15) opened on April 5 and within 2 days it is 25% full. Since it is less than a 5 hour drive so two will be able to travel for the same price, I would like to register myself and one other staff ASAP.**
 - Recently Attended
16. Oral Presentations
17. Adjournment

Date of next regular meeting: Tuesday, May 8, 2018 5:30 pm
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**James Kennedy Public Library
Board of Trustees
Minutes of the March 13, 2018 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, March 13, 2018, in the program room. Present: Mary Jane Meade, Pat Valant, Angela English, Mike Mullis, Steve Werner, Barb Heitzman, Jolene Pitzenberger-Timp, Library Director Shirley Vonderhaar, Assistant Director Dawn Schrandt, and City Council Liaison Tom Westoff, Absent: Lynn Osterhaus and Joe Petsche.

1. President Angela English called the meeting to order at 5:32 pm.
2. Agenda: Mike MOVED "approval of the agenda" which motion was seconded by Steve and CARRIED. Ayes: Heitzman, English, Valant, Mullis, Werner, and Meade. Nays: None
3. Agenda Consent Calendar
 - Minutes of Previous Meetings: February 13, 2018 Regular meeting
 - Correspondence & Communication: Miriam Eick letter
 - 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
 - Coloring Book Fundraiser- \$10.00
 - Soup Supper- \$10.00
 - Bear Creek Carving Club- \$8.00
 - Donald Heinrich- \$10.00
 - Love My Library Fundraiser- \$1862.00
 - Program Reports
 - February Report on Programs and Attendance
 - March Calendar of events
 - Schedule for upcoming programs planned
 - Grant Report
 - Two grant applications submitted to DRA. Friends requested STEAM Learning @ Your Library for

furnishings, equipment, and materials for the active learning smart space. Request as a Department of the City of Dyersville was to replace projection system in the Hoffman Community Room.

- Friends of the Library Report
4. Pat MOVED “approval of the consent items” which was seconded by Mike and CARRIED. Ayes: Ayes: Heitzman, English, Valant, Mullis, Werner, Pitzenberger-Timp and Meade. Nays: None
 5. Paranormal Investigation Group Proposal- Group has requested after-hours access to library on March 23 and will share findings during library program. Jolene made a MOTION "to approve investigation and program" which was seconded by Pat and CARRIED.
 6. Enrich Iowa Information: The Enrich Iowa Program, which is made up of three components: Open Access, Interlibrary Loan and Direct State Aid, provides reimbursement for services and incentives for libraries to improve. Motion to approve Shirley signing Enrich Iowa Agreement made by Barb, second by Steve. Motion carried
 7. Personnel Committee Report: Nothing to report.
 8. Finance Committee Report: Nothing to report.
 9. Fundraising Committee Report: Love My Library has received \$2112.00 in donations. Mystery Dinner sold 33 tickets and raised approximately \$250.00. Build-a-Basket continues until March 25. Wine and Beer Tasting at Brew and Brew slated for April 20th.
 10. Furnishings, Art & Facilities Committee Report: Progress on Active Learning Smart Spaces continues with moving, relocating and rearranging furniture.
 11. Marketing Committee Report: Library will be represented in St. Patrick’s Day Parade. Custom banner “Find your pot of gold at the library” made for float. JKPL will be a boothless sponsor for Women’s Night on April 5. Open House for Active Learning Space scheduled April 7 from 9:30-4:00.
 12. Policy Committee Report:
 - Mike MOVED "to change the Hoffman Community Room Policy item number 13 to include banning of e-cigarettes vaping or other similar products" which was seconded by Jolene and CARRIED.
 - MOTION made by Policy committee to approve policy revisions below. Motion CARRIED.
 - Approval of Matthias H. Hoffman Community Room Policy
 - Approval of Multipurpose Program Room Policy
 - Approval of Study Room Policy

- Approval of Iowa History and Genealogy Room Policy
 - Approval of new Active Learning Smart Space Policy
 - Approval of Multimedia Equipment Use Policy
13. Strategic Planning Report: Furnishings, equipment and supplies have been ordered for Smart Space. Planned programs include a partnership with ISU Extension - Dubuque County for STEAM programming this summer.
 14. Meetings and Training
 - Board training – Discussion "From Stories to Action" webinar
 - Upcoming – Public Libraries of Dubuque County Agency March 26, 2018 9:00 am at Carnegie-Stout Library
 - Recently Attended: Dawn, Mary and Shirley attended ISLA Conference (online).
 15. Oral Presentations

Pat's motion to ADJOURN was seconded by Jolene and CARRIED at 6:44 pm.
Ayes: Osterhaus, Meade, Valant, Mullis, Petcher, Pitzemberger-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 March 2018

B

Additions:

Items purchased: 274 Items donated: 51 Year to date: 2,747
 Items donated previous YTD: 650 Items donated YTD: 483
 Items withdrawn: Books: 837 DVDs: 150 VC: 1
 Year to date: Books: 9,256 DVDs: 334 SCD: 27 Tape: 1 Kits: 45 Xbox: 1 Wii: 18 Puppets: 1 Games: 10 VHS: 3
 New Library Cards Issued City: 15 Contractual: 3 Total: 18 YTD: 192
 Computer use: 625 hours; 701 sessions YTD: 5,799 hours; 5,946 sessions Previous YTD: 5,802 hours, 5,854 sessions
 Meeting Room Use: 152 Library Use: 55 Community Use: 97 YTD: 1,450 Previous YTD: 1,383
 Programs Held: 62 Attendance: 1,677 people Library Visits: 7,465 YTD: 59,905 Prev. YTD: 59,553

Circulation:

Number of Items Loaned	10,176	Year to Date:	94,467
Previous Year Circ.	13,145	Previous YTD:	108,436
Difference (numerical):	-2,969	Difference (numerical):	-13,969
Difference (percentage):	-22.59%	Difference (percentage):	-12.88%

General Fund Receipts:	Current	Year to Date	Budgeted
Copier & Misc:	78.65	652.53	850.00
Computer Printing:	114.25	885.90	1,275.00
Reader/printer:	0.00	0.00	25.00
Fax:	78.00	529.85	900.00
Computer Use	14.00	199.00	250.00
Holds & Scans	6.00	65.00	100.00
Lost Books and Materials	64.12	592.94	1,000.00
Memberships	0.00	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: postage reimbursement	5.50	152.72	300.00
Total:	360.52	18,358.13	26,600.00

Trust Account Receipts:	Current	Year to Date
CB Donations:	28.80	166.56
Memorials: Billie B. Rardin	150.00	370.00
Halbach Books:	0.00	40.00
Adopt a book donations:	27.00	489.68
Friends donation:	39.00	392.62
Other: Wine glass, coloring book & movie / Hoffman rm	32.00	2,152.90
Other: Bear Creek & Kids AIR event	660.00	1,500.25
Other: Love My Library, Mystery Dinner & Build-a-basket	2,862.75	18,324.75
Total:	3,799.55	23,436.76

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	18	128	34	27	21	23	10	16	1	31	9	7	325
2017 Month	28	67	57	24	108	44	7	14	2	32	5	9	397
Curr. YTD	150	875	387	175	404	146	47	115	12	323	80	33	2747
Prev. YTD	173	685	290	125	674	123	35	120	15	303	109	39	2691

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	719	2548	288	2491	278	359	11	6694	127	321	33	1748	686	567	10176
2017 month	754	2528	504	4979	255	373	6	9399	86	360	38	2096	793	373	13145
Difference	-35	20	-216	-2488	23	-14	5	-2705	41	-39	-5	-348	-107	194	-2969
Current YTD	6672	25149	3363	24271	2055	3109	89	64708	897	2973	292	15624	6376	3777	94647
Prev. YTD	6265	23363	5253	34298	1951	3283	64	74477	679	3097	400	17284	8671	3828	108436
Difference	407	1786	-1890	-10027	104	-174	25	-9769	218	-124	-108	-1660	-2295	-51	-13789
Diff. %	6.5%	7.6%	-36.0%	-29.2%	5.3%	-5.3%	39%	-13.1%	32.1%	-4.0%	-27.0%	-9.6%	-26.5%	-1.3%	-12.7%

Freel Music Downloads: March: 64 Total FY= 714 **Overdrive Video Downloads:** March: 0 Total FY = 10

Mango Language Use: March: 0 sessions; FY = 135 total sessions (includes mobile & computer)

C

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

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services	\$600.00
Black Hills	Gas / Heat	445.09
Alliant Energy	Electricity	773.02
Mediacom	Internet & Phone	356.13
Total		\$2,174.24

Miscellaneous Bills

Check issued to:	Purpose	Amount
City Laundering	Mats	\$24.66
Credit Card / FB	FB ad correction – transferred to trust	-4.99
Pitney Bowes	Meter rental	15.22
Pitney Bowes	Shipping	269.22
Total		\$304.11

March 2018 Budget	
March 2018 claims submitted	\$4,651.87
Utility and Contractual from Bills above	2,174.24
Miscellaneous Bills from above	304.11
Total wages and benefits	24,481.34
Total March 2018 expenses	\$31,611.56

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

E

Credit Card Claims for March & April 2018

Date	Vendor	Items	Amount
3/10/18	Simon & Schuster	Ghost – AIRKids books	418.50
3/19/18	Mediacom	Phone & Internet	356.13
3/31/18	FaceBook	Ad for Mystery Dinner	12.26
3/31/18	FaceBook	Ad for ALSS Open House	9.49
3/31/18	FaceBook	Ad for Mystery Dinner	10.00
3/27/18	Amazon	Prime annual fee	99.00
3/29/18	Creative QT	Lego bases for ALSS	80.85

CITY OF DYERSVILLE
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)
 AS OF: MARCH 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	20,858.98	161,665.87	60,997.13	72.61
001-5-410-4-61100 FICA	13,805.00	1,259.05	9,703.60	4,101.40	70.29
001-5-410-4-61200 MEDICARE	3,229.00	294.44	2,269.36	959.64	70.28
001-5-410-4-61300 IPERS	19,884.00	1,862.76	14,437.02	5,446.98	72.61
001-5-410-4-61500 GROUP INSURANCE	33,700.00	206.11	23,253.23	10,446.77	69.00
001-5-410-4-61700 SUI	180.00	0.00	117.93	62.07	65.52
001-5-410-4-62100 DUES	900.00	0.00	633.00	267.00	70.33
001-5-410-4-62300 MEETINGS/TRAINING	2,500.00	0.00	1,624.41	875.59	64.98
001-5-410-4-63710 ELECTRICITY	14,500.00	773.02	9,297.82	5,202.18	64.12
001-5-410-4-63711 GAS HEAT	2,000.00	445.09	1,816.85	183.15	90.84
001-5-410-4-63730 TELEPHONE	2,200.00	356.13	1,858.02	341.98	84.46
001-5-410-4-63750 MAINTENANCE	5,000.00	823.34	2,138.46	2,861.54	42.77
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	658.77	2,646.10	(2,646.10)	0.00
001-5-410-4-64322 CONTRACTED SERVICES	8,220.00	454.30	5,920.00	2,300.00	72.02
001-5-410-4-65060 OFFICE SUPPLIES	18,500.00	2,417.49	9,429.32	9,070.68	50.97
001-5-410-4-67210 FURNITURE/FIXTURES	0.00	(802.37)	0.00	0.00	0.00
001-5-410-4-67274 CAPITAL IMPROVEMENTS/E	0.00	(428.61)	0.00	0.00	0.00
001-5-410-4-67701 BOOKS/FILMS/RECORDS/SU	50,519.00	2,433.06	40,993.00	9,526.00	81.14
TOTAL LIBRARY	405,000.00	31,611.56	287,874.99	117,125.01	71.08
TOTAL EXPENDITURES	405,000.00	31,611.56	287,874.99	117,125.01	71.08
	=====	=====	=====	=====	=====

C

James Kennedy Public Library FY18 Operating Budget							
	FY18	January	February	March	April (est)	Received to date	Difference
ESTIMATED REVENUES:							
Dubuque County Library Agency	5,000.00	0.00	0.00	0.00	5,940.16	0.00	5,000.00
Fees from copier, R/P, etc.	5,000.00	438.75	344.41	360.52	300.00	3,585.94	1,414.06
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	438.75	344.41	360.52	6,240.16	18,358.13	8,241.87
						18,358.13	8,241.87
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES						Spent to date	Remaining
Wages	218,505.00	16,257.71	16,375.19	20,858.98	16,500.00	161,665.87	56,839.13
FICA	13,547.00	973.74	981.04	1,259.05	1,023.00	9,703.60	3,843.40
Medicare	3,168.00	227.71	229.40	294.44	239.25	2,269.36	898.64
IPERS	19,512.00	1,451.86	1,462.34	1,862.76	1,473.45	14,437.02	5,074.98
SUI	175.00	28.85	0.00	0.00	0.00	117.93	57.07
Group Insurance	33,700.00	2,840.64	2,883.16	206.11	2,900.00	23,253.23	10,446.77
Meetings and training	2,500.00	0.00	15.00	0.00	50.00	1,624.41	875.59
Dues and memberships	900.00	0.00	468.00	0.00	0.00	633.00	267.00
TOTAL:	292,007.00	21,780.51	22,414.13	24,481.34	22,185.70	213,704.42	78,302.58
						213,704.42	78,302.58
CONTRACTUAL SERVICES:							
Utilities (telephone)	2,200.00	228.17	356.13	356.13	356.13	1,858.02	341.98
Electricity	14,500.00	782.90	935.11	773.02	1,000.00	9,297.82	5,202.18
Gas / Heat	2,000.00	439.87	442.76	445.09	500.00	1,816.85	183.15
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	600.00	750.00	600.00	600.00	5,700.00	2,300.00
Window cleaning	220.00	0.00	0.00	0.00	0.00	220.00	0.00
Service / Maintenance Contracts	5,000.00	101.99	1,543.31	84.46	1,784.21	2,646.10	2,353.90
TOTAL:	39,120.00	2,152.93	4,027.31	2,258.70	4,240.34	21,609.79	17,510.21
						21,609.79	17,510.21
SUPPLIES:							
General library supplies	8,500.00	209.75	701.79	2,076.19	1,078.28	7,607.99	892.01
Program fees & supplies	2,500.00	30.00	309.23	100.70	274.30	968.02	1,531.98
Marketing & advertising	1,000.00	0.00	178.75	240.60	149.00	853.31	146.69
Maintenance and Repairs	5,000.00	434.18	886.22	20.97	118.21	2,138.46	2,861.54
TOTAL	17,000.00	673.93	2,075.99	2,438.46	1,619.79	11,567.78	5,432.22
						11,567.78	5,432.22
BOOKS AND MATERIALS							
Adult fiction	8,400.00	672.65	792.26	509.84	1,357.00	6,298.13	2,101.87
Adult nonfiction	5,500.00	451.41	1,108.18	335.20	346.18	4,897.78	602.22
Young adult fiction	2,000.00	235.79	0.00	189.41	0.00	1,752.54	247.46
YA nonfiction	400.00				0.00	0.00	400.00
Juvenile fiction	7,400.00	81.73	0.00	-30.26	64.23	4,011.25	3,388.75
Juvenile nonfiction	3,300.00	455.25	34.49	-37.40	56.80	3,179.47	120.53
Large Print	4,000.00	48.69	263.83	53.74	347.52	366.26	3,633.74
Electronic media (ebooks, etc.)	4,500.00	620.55	0.00	488.84	459.72	3,756.77	743.23
Reference & electronic database	4,373.00	0.00	0.00	0.00	0.00	5,211.00	-838.00
Periodicals and newspapers	4,000.00	60.00	838.63	205.95	425.37	2,733.23	1,266.77
Audiobooks (CD, playaway)	4,000.00	366.28	350.52	224.81	298.85	3,164.27	835.73
Software & Gaming	2,000.00	0.00	40.93	0.00	390.72	583.53	1,416.47
DVDs	7,000.00	392.38	510.41	492.93	581.16	5,038.77	1,961.23
TOTAL:	56,873.00	3,384.73	3,939.25	2,433.06	4,327.55	40,993.00	15,880.00
						40,993.00	15,880.00
TOTAL EXPENDITURES:	405,000.00	27,992.10	32,456.68	31,611.56	32,373.38	287,874.99	117,125.01
TOTAL REVENUES:	26,600.00	438.75	344.41	360.52	6,240.16	18,358.13	8,241.87
ACTUAL ASKING	378,400.00	27,553.35	32,112.27	31,251.04	26,133.22	269,516.86	108,883.14
Capital Improvement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total all expenditures	405,000.00	27,992.10	32,456.68	31,611.56	32,373.38	287,874.99	117,125.01

James Kennedy Public Library FY18 Operating Budget									
	FY18	% Expended To date	FY17 Expense thru March	March '17	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		3,814.57	448.54	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		1,600.66	1,600.66	1,600.66				
TOTAL:	26,600.00		20,155.48	2,049.20	26,111.88				
			20,155.48		26,111.88				
ESTIMATED EXPENDITURES:									
PERSONAL SERVICES			Spent to date						
Wages	218,505.00	74.0%	159,289.94	18,899.44	211,517.24	164,552.30	-2,886	0.98	
FICA	13,547.00	71.6%	9,663.58	1,135.63	12,793.26	10,232.93	-529	0.95	
Medicare	3,168.00	71.6%	2,260.10	265.62	2,992.16	2,392.92	-124	0.95	
IPERS	19,512.00	74.0%	14,161.71	1,687.76	18,825.74	14,677.95	-241	0.98	
SUI	175.00	67.4%	114.67	0.00	165.22	121.46	-4	0.97	
Group Insurance	33,700.00	69.0%	14,233.97	1,638.40	25,657.13	18,695.96	4,557	1.24	
Meetings and training	2,500.00	65.0%	1,442.98	95.00	1,969.40	1,831.75	-207	0.89	
Dues and memberships	900.00	70.3%	708.00	0.00	763.00	835.12	-202	0.76	
TOTAL:	292,007.00	73.2%	201,874.95	23,721.85	274,683.15	214,606.90	-902	1.00	
			201,874.95	23,721.85	274,683.15	214,606.90	-902	1.00	
CONTRACTUAL SERVICES:									
Utilities (telephone)	2,200.00	84.5%	1,450.86	183.16	2,186.48	1,459.83	398	1.27	
Electricity	14,500.00	64.1%	11,038.01	845.03	13,391.15	11,952.01	-2,654	0.78	
Gas / Heat	2,000.00	90.8%	1,488.33	253.97	1,845.62	1,612.82	204	1.13	
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	71.3%	5,700.00	600.00	7,840.00	5,816.33	-116	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	52.9%	2,008.34	936.51	5,288.60	1,898.74	747	1.39	
TOTAL:	39,120.00	55.2%	21,995.54	2,818.67	36,362.85	23,663.31	-2,054	0.91	
			21,995.54	2,818.67	36,362.85	23,663.31	-2,054	0.91	
SUPPLIES:									
General library supplies	8,500.00	89.5%	9,660.02	440.03	12,059.61	6,808.69	799	1.12	
Program fees & supplies	2,500.00	38.7%	850.83	81.28	981.87	2,166.35	-1,198	0.45	
Marketing & advertising	1,000.00	85.3%	1,028.99	291.12	1,076.50	955.87	-103	0.89	
Maintenance and Repairs	5,000.00	42.8%	3,550.53	0.00	3,743.98	4,741.65	-2,603	0.45	
TOTAL	17,000.00	68.0%	15,090.37	812.43	17,861.96	14,362.16	-2,794	0.81	
			15,090.37	812.43	17,861.96	14,362.16	-2,794	0.81	
BOOKS AND MATERIALS									
Adult fiction	8,400.00	75.0%	6,044.35	524.23	8,906.88	5,700.37	598	1.10	
Adult nonfiction	5,500.00	89.1%	3,379.55	638.77	5,375.48	3,457.84	1,440	1.42	
Young adult fiction	2,000.00	87.6%	734.50	17.92	1,898.71	773.68	979	2.27	
YA nonfiction	400.00	0.0%	3,442.24	13.58					
Juvenile fiction	7,400.00	54.2%	1,691.22	55.89	4,821.79	2,595.51	1,416	1.55	
Juvenile nonfiction	3,300.00	96.3%	2,335.27	307.49	2,981.44	2,584.79	595	1.23	
Large Print	4,000.00	9.2%	1,546.88	0.00	2,335.27	2,649.60	-2,283	0.14	
Electronic media (ebooks, etc.)	4,500.00	83.5%	4,709.90	0.00	3,367.39	6,294.06	-2,537	0.60	
Reference & electronic database	4,373.00	119.2%	2,766.71	661.62	5,524.90	2,189.87	3,021	2.38	
Periodicals and newspapers	4,000.00	68.3%	3,160.23	161.90	4,462.96	2,832.41	-99	0.96	
Audiobooks (CD, playaway)	4,000.00	79.1%	207.42	0.00	3,997.03	207.57	2,957	15.24	
Software & Gaming	2,000.00	29.2%	5,535.04	436.36	1,630.38	6,789.88	-6,206	0.09	
DVDs	7,000.00	72.0%	35,553.31	2,817.76	7,020.55	35,449.24	-30,410	0.14	
TOTAL:	56,873.00	72.1%	35,553.31		52,322.78	38,645.18	2,348	1.06	
			35,553.31		52,322.78	38,645.18	2,348	1.06	
TOTAL EXPENDITURES:	405,000.00	71.1%	20,155.48	2,049.20	381,230.74	21,412.15	266,463	13.44	
TOTAL REVENUES:	26,600.00	69.0%	254,358.69	28,121.51	26,111.88	259,113.52	-240,755	0.07	
ACTUAL ASKING	378,400.00	71.2%			355,118.86	Zero	0	Nothing	
Capital Improvement	0.00	N/A	283952.02	30,170.71	26,873.02				
Total all expenditures	405,000.00	N/A	253,781.31		408,103.76				



P.O. Box 938 • Dubuque, IA 52004-0938
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Statement of Account

H-1

Last statement: February 28, 2018
 This statement: March 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



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 JAMES KENNEDY PUBLIC LIBRARY TRUST
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 DYERSVILLE IA 52040-1203



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 ATTORNEY TO IDENTIFY AND MEET YOUR
 GOALS. CONTACT OUR WEALTH MANAGEMENT
 DEPARTMENT FOR MORE INFORMATION.

Summary of Account Balance

Account	Number	Ending Balance
Money Market Account	005951-435-6	\$40,384.11

Money Market Account

Account number
 005951-435-6

Beginning balance	\$40,370.39		
Low balance	\$40,370.39		
Avg collected balance	\$40,370		
Interest paid year to date	\$39.81		
Total additions	\$13.72	Total subtractions	\$-0.00

Effective dates	Interest Rate
02-28-18	0.400%

Date	Description	Additions	Subtractions
03-31	#Interest	13.72	

Daily balances

Date	Amount	Date	Amount
02-28	40,370.39	03-31	40,384.11

My
 4/15/18





www.bankfidelity.com

Anamosa 319-462-6031	Dubuque Cedar Cross 563-556-7700	East Dubuque, IL 815-747-3173	La Motte 563-773-2255	Monticello 319-465-7010	Platteville, WI 608-348-5501
Bellevue 563-872-5515	Dubuque Asbury 563-557-2300	Epworth 563-876-9090	Luxemburg 563-853-2245	Oelwein 319-283-2524	Postville 563-864-7615
Cascade 563-852-3245	Dyersville 563-875-7157	Guttenberg 563-252-1493	Maquoketa 563-652-6660	Peosta 563-556-3002	Worthington 563-855-2415

3 *****EXCLUDE-HOLD
10208 0.6401 EX 0.000 22 3 22

H-2

CITY OF DYERSVILLE
J KENNEDY PUBLIC LIBRARY TRUST
HOLD AT DYERSVILLE

CREATE THE RETIREMENT YOU DESERVE
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PRIMARY ACCT: 01 617571 STATEMENT PERIOD: 03/01/2018 - 03/31/2018
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MONEY MARKET ACCOUNT 617571

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

DEPOSIT		1,665.70+	03/12
DEPOSIT		768.30+	03/16
WEB TRANSFER DEBIT	5,720.12-		03/20
INTERNET BANKING TRANSFER FROM *571 TO *358 ON 03/20 AT 09:28			
DEPOSIT		1,345.55+	03/27
DEP ITEM RETURN UNPAID	55.00-		03/29
CHARGE BACK: MARK PRIOR REASON: NOT AUTHORIZED/INELIGIBLE			
INTEREST PAID		.72+	03/31
YEAR-TO-DATE INTEREST PAID		2.03	
AVERAGE COLLECTED BALANCE		16,968.70	

-- CHECKS --

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

-- BALANCE INFORMATION --

DATE.....BALANCE	DATE.....BALANCE	DATE.....BALANCE
02/28 17,617.55	03/20 14,331.43	03/29 15,621.98
03/12 19,283.25	03/27 15,676.98	03/31 15,622.70
03/16 20,051.55		

=====

SUMMARY:

ACCOUNT	PREVIOUS	TOTAL	TOTAL	SERVICE	ENDING
....NUMBER.....	..BALANCE..DEBITS.....CREDITS.....	..CHARGES..	..BALANCE..
DA 617571	17,617.55	2 5,775.12	4 3,780.27	.00	15,622.70

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Memorials and Donations March 2018

K

From: **Hoffman Room / Donation Jar**
Donation: \$17.00
Fund: Library Trust Account
Restrictions: Donation for Hoffman Room / Movie expenses

From: **Wine Glass**
Donation: \$5.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Mystery Dinner Theatre**
Donation: \$1,522.75
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Bear Creek Carving Club**
Donation: \$40.00
Fund: Library Trust Account
Restrictions: Adopt-a-book for specific titles

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

From: **Osman Alibasic**
Donation: \$27.00
Fund: Library Trust Account
Restrictions: Adopt-a-book for specific item

From: **Friends of the JKPL**
Donation: \$400.00
Fund: Library Trust Account
Restrictions: Kids All Iowa Reads event

From: **Dyersville Federated Woman's Club**
Donation: \$200.00
Fund: Library Trust Account
Restrictions: Kids All Iowa Reads event

From: **Ray Rardin**
Donation: \$150.00
Fund: Library Trust Account
Restrictions: In Memory of Billie B. Rardin

From: **Build-a-Basket Fundraiser**
Donation: \$735.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Love My Library Fundraiser***
Donation: \$605.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

* \$100.00	Jerome & Jeanne Koch	unspecified
\$5.00	Addy Brinkman	children's pb book
\$500.00	Dyersville Federated Women's Club	Cricut Maker machine
	Theisens	puzzle & 2 board games

James Kennedy Public Library Monthly Program Report

Report for the Month of March 2018

L

Story Time Sessions:

- For the week of March 7, 2018 Theme – Dogs
Total attendance at 2 programs – 11 children and 4 adults
Time for preparation & performance – 4.75 hrs (pd)
Supplies: Color copies and copies and colors for activity
Stickers for treat
- For the week of March 14, 2018 Theme – Moon & Stars
Total attendance at 2 programs – 14 children and 6 adults
Time for preparation & performance – 4.5 hrs (pd) .75 (vol)
Supplies: Color copies and paper, curling ribbon, kraft sticks, fun foam scraps & glue for
activity; Stickers for treat
- For the week of March 21, 2018 Theme – Wind
Total attendance at 2 programs – 15 children and 5 adults
Time for preparation & performance – 3.5 hrs (pd)
Supplies: Color copies, tattoos and cotton balls for activity
Stickers for treat
- For the week of March 28, 2018 Theme – Transportation
Total attendance at 2 programs – 17 children and 4 adults
Time for preparation & performance – 4.75 hrs (pd)
Supplies: Color copies, play dough for activity
Stickers for treat

Wee Read Sessions: Cancelled due to low sign-up / participation

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

- For the first session in March 2018 Theme – Dogs
Total attendance at 7 programs – 107 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 March 2018 Theme – Wind
Total attendance at 7 programs – 120 children & caregivers
Time for preparation & performance – 5.5 hrs (pd)
Supplies: 15 copies of activities, poems, etc. for parents & / or teachers, yarn

Branching Out (Wednesdays at 11:00 am)

- March 7, 14, & 21, 2018 Total attendance - 16
Time for preparation & performance – 4 hrs (pd) hr (vol)
Supplies: Posters & library information; Materials to check out

Program at Ellen Kennedy Center – (Typically first Friday of each month) – Idioms and their Origins

- March 30, 2018 Total attendance – 10
Time for preparation & performance – 6.5 hrs (pd)
Supplies: PowerPoint presentation

Program at Oakcrest Manor (Typically Third Friday of each month) – Not held in March

Sit 'n' Stitch (Wednesdays of each month)

- March 7, 14, 21, 28, 2018 Total attendance – 49
Time for preparation & performance – 1 hrs (pd) 8 hrs (vol)
Supplies: Refreshments provided by participants

Books for Lunch Book Club (First Monday of each month) – *Boys in the Bunkhouse*

- March 5, 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 March 13, 2018 Time for preparation & performance – 2.25 hrs (pd) Supplies: Posters, PSA, beverages & paper products Refreshments provided by participants or the Friends	Total attendance – 10
Get Puzzled @ Your Library March 2018 Time for preparation & performance - .5 hrs (pd) Supplies: Puzzle	Total attendance – 26
Dungeons & Dragons Club (1st Tuesday of each Month) March 6, 2018 Time for preparation & performance – 2.5 hrs (pd) Supplies: Snacks & beverages	Total attendance – 4
JKPL Writing Group (3 rd Monday of each Month) March 19, 2018 Time for preparation & performance – 3 hrs (pd) Supplies: Refreshments & handouts	Total attendance - 5
Lifelong Learner's Creativity Group (2 nd Monday of each month) – Legacy of Creativity March 12, 2018 Time for preparation & performance – 4 hr (pd) Supplies: Posters, PSA, PowerPoint presentation; Refreshments	Total attendance – 6
Game Night (4 th Friday of each Month) March 23, 2018 Time for preparation & performance – 3.5 hrs (pd) Supplies: Posters & PSA, refreshments & games	Total attendance – 3
Building Creativity one Block at a Time (LEGO® program) (monthly, date and time varies) March 17, 2018 Time for preparation & performance – 2.5 hrs (pd) Supplies: Posters, PSA, Refreshments, sponsored by DuTrac	Total attendance – 27
Coloring for Adults (monthly, date and time varies) March 9, 2018 Time for preparation & performance – .5 hr (pd) Supplies: Posters, PSA, Refreshments, Coloring sheets & pencils	Total attendance – 0
Movies @ Your Library – showing of <i>Oliver and Co.</i> March 3, 2018 Time for preparation & performance – 1.5 hrs Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF	Total attendance – 12
Movies @ Your Library – showing of <i>Wonder</i> March 5, 2018 Time for preparation & performance – 2.25 hrs Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF	Total attendance – 6
Movies @ Your Library – showing of <i>Coco</i> March 10, 2018 Time for preparation & performance – 2.5 hrs (pd) Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF	Total attendance – 9
Movies @ Your Library (Books for Lunch) – showing of <i>Crash</i> March 19, 2018 Time for preparation & performance – .5 hrs (pd) Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF	Total attendance – 5

Movies @ Your Library – showing of <i>Jumanji</i>		
March 25, 2018		Total attendance – 15
Time for preparation & performance – 2.5 hrs (pd)		
Supplies: Posters, PSA, Popcorn provided by Farmer’s Shipping; Pop, bags, napkins, etc. from GF		
Read Across America		
March 2, 2018		Total attendance –18
Time for preparation & performance – 2 hrs (pd) 2 hrs (vol)		
Supplies: Posters and PSA; Cookies, movie as prize		
Brian McGrane volunteered his time to be the Cat in the Hat		
Crazy 8s: Beach Ball Party		
March 6 & 7, 2018 (2 sessions)		Total attendance – 21
Time for preparation & performance –3.25 hrs (pd)		
Supplies: Posters, PSA; Post-it notes, chalk, and tape;		
Balls supplied provided by Bedtime Math		
Teen Tech Week Toy Night		
March 9, 2018		Total attendance – 6
Time for preparation & performance –3 hrs (pd)		
Supplies: Posters and PSA; Refreshments		
Bear Creek Carving Club – Beginning Carving Class		
March 11 & 18, 2018		Total attendance – 27
Time for preparation & performance – .5 hr (pd) 33.25 hrs (vol)		
Supplies: Posters and PSA; Beverages		
Six members of the carving club donated their time and talent		
Crazy 8s: Funky Fractals		
March 13 & 14, 2018 (2 sessions)		Total attendance – 21
Time for preparation & performance –3.5 hrs (pd)		
Supplies: Posters, PSA; Treats		
Wax sticks provided by Bedtime Math		
DES After School Enrichment - Fractals		
March 15, 2018		Total attendance – 8
Time for preparation & performance – 1.25 hrs		
Supplies: Wax sticks left from Crazy 8s program		
St. Patrick’s Day Parade		
March 17, 2018		Total attendance - 1000
Time for preparation & performance –11.5 hrs (pd) 34 hrs (vol)		
Supplies: Tootsie rolls to throw out at parade, banners, blow-up leprechaun (\$110). Werner Brothers, Jordyn Gibson, Emmy Heitzman, Steve Werner, Pat Valant and Bill Vonderhaar all donated time for this event.		
Crazy 8s: Walk on the Wild Side		
March 20 & 21, 2018 (2 sessions)		Total attendance – 19
Time for preparation & performance –3.75 hrs (pd) 1 hr (vol)		
Supplies: Posters, PSA; Treats		
Tape, post-it notes; rubber bands supplied provided by Bedtime Math		
DES After School Enrichment - Wind		
March 22, 2018		Total attendance – 9
Time for preparation & performance – 1.25 hrs (pd) 1 hr (vol)		
Supplies: Color copies and glue		
Fun with Robots		
March 24, 2018		Total attendance – 5
Time for preparation & performance – 1.5 hr (pd)		
Supplies: Posters, PSA, ALSS robots		
Salem Witchcraft Trials – historical presentation by Kathy Wilson		
March 25, 2018		Total attendance – 0
Cancelled due to weather / rescheduled to fall 2018; Sponsored by the Friends		

Build-a-Basket Closing Reception

March 25, 2018

Time for preparation & performance – 1 hrs (pd) 2 hrs (vol)

Supplies: Posters, PSA, Refreshments

Total attendance – 5

Crazy 8s: Super Cube Shuffle

March 27 & 28, 2018 (2 sessions)

Time for preparation & performance –3.5 hrs (pd) 1 hr (vol)

Supplies: Posters, PSA; Treats

Color copies, pencils, red and white cubes supplied provided by Bedtime Math

Total attendance – 24

Tentative Schedule of Upcoming Events – May and beyond

May 1 thru May 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. To celebrate spring, the May puzzle will be Window Nook. 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!

Tuesday, May 1: Dungeons and Dragons Players Club @ 6:00 pm. Join us for this monthly gaming event for D and D players! This group meets the first Tuesday of every month at 6:00 pm. The Library has materials available but feel free to bring your own. All ages and skill levels welcome. New players are welcome at any time.

Tuesday, 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. Buy a ticket for \$5.00 or 5 tickets for \$20.00 for your chance to win a fun family adventure. Participants will pick which of several different activities they would like their raffle ticket(s) to go toward. The final trips are still being organized and each destination will include two JKPL coloring books to help make the drive go faster. Contact the library for more details on what you can win. Tickets will be available to purchase from the library and will also be sold at the June 8 Downtown Friday Night. Winners will be drawn June 8 after 8:00 pm. All proceeds will go to support library services and collections.

Wednesday, May 2: Children's Book Week Celebration & 1000 Books Before Kindergarten Awards Ceremony @ 4:00 pm. Join us after school for a cookie reception for Children's Book Week. There will be a display of new children's books, cookies, punch, and door prizes. 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.*

Wednesdays May 2, 9, 16, 23 & 30: 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!

Saturday, May 5: Fun with Circuits! from 1:30-4:00 pm. Come check out the library's new active learning smart space by learning and playing with squishy circuits, snap circuits, circuit stickers and more! This STEAM focused event is for ages 7 and up.

Sunday, May 6: Legacy Letters @ 1:30 pm. Join us and learn about legacy letters and write one of your own. 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. This class will cover the history of legacy letters, a tradition that dates back to Biblical times, and how this relates to contemporary writing. There will be guided exercises to help participants draw from their life experiences to pen wisdom, insight, life stories, and special messages. Each participant will complete at least one legacy letter during the workshop. Led by Sue Schermann, Certified Legacy Letters instructor. Sponsored by the Friends of the Library.

Monday, May 7: 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 Lilac Girls* by Martha Kelly. 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, May 7: Book Flicks @ Your Library presents "Victoria and Abdul" @ 6:30 pm. Tells the true story of when Queen Victoria struck up an unlikely friendship with a young Indian clerk named Abdul Karim. Based on the book by Shrabani Basu. Rated PG-13. (132 min.)

Tuesday, May 8: 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 *The Silent Governess* by Julie Klassen. Copies of each book are available to borrow from the library.

Wednesday, May 9: Marble Run Mania @ 4:30 pm. Roll out the marbles! Kids age 6+ are invited to come create amazing marble runs from everyday recyclables. Marbles and run components provided by the library. Teams are welcome! No registration required, but attendance is limited to 25. First come, first served.

Saturday, May 12: Family Movies @ Your Library presents "Paddington 2" @ 2:00 pm. Paddington Bear tries to buy an antique book for his aunt's 100th birthday, but his quest brings him into conflict with an unscrupulous actor who also wants the book. Rated PG. (105 min.)

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 the works of 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: 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.

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 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 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.

Friday, May 18: Drop-In Computer Help from 3:00-5:00 pm. Have basic computer questions? Come to the library! The library is hosting drop-in hours so you can bring your basic computer questions and we'll do our best to answer them. Laptop computers will be available for use but participants are encouraged to bring their own laptop if they own one.

Saturday, May 19: 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 19 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 18 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.

Saturday, May 19: Read and Play @ 10:00 am. Spend quality time with your child and socialize with other adults. A 15 minute story time will be followed by playtime. For children 18-36 months and parent or adult caregiver. Toys for the toddlers and coffee for the adults provided by the library. No registration required.

Saturday, May 19: Building Creativity One Block at a Time: a LEGO® program from 10:00 am to 12:00 pm. This month's theme is "Schools out for summer". 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.

Sunday, May 20: Upcycling @ Your Library from 1:30-4:00 pm. Drop in the library's active learning smart space to see ideas on how you might upcycle a wine glass. Glasses and materials provided. All ages welcome but those under age 10 require an adult companion.

Monday, May 21: 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, May 25: 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, May 26: 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 that is controlled by an artificial intelligence construct called The Computer. In this city, information (and the game rules) is restricted by color-coded

security clearance. Players act as 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.

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

Thursdays May 31, June 7, and June 14: Chair Yoga with Karen Kramer @ 9:30 am. Yoga is a great way to promote health of the body and the mind as it creates balance in the body through developing both strength and flexibility. Chair yoga involves the use of a chair to provide support, so it is great for seniors, those with limited mobility, or beginners. Karen Kramer, a registered yoga instructor, will teach this three class course on chair yoga. Each class will last 45 minutes. Everyone is welcome to join this free class. Comfortable clothing is suggested. Registration is encouraged, but walk-ins available if space allows.

Friday, June 1: Adult Summer Library Program: Libraries Rock June 1 - August 31. Everyone 18 and older is encouraged to participate in the 2018 Adult Summer Library Program. This summer's theme, Libraries Rock encourages participants to discover ways that music influences our lives and brings people together. We may also be investigating rocks and minerals, just to add something different! Patrons are invited to try something new: listen to new music, read a new book, try a new craft, meet new people, and much more! Registration begins on June 1 and adults are welcome to join at any time. Participants will receive a summer reading activity card, book bag, book mark, and free book at registration. Indicate on the card when you have read or listened to a book or magazine, utilized a library service, attended or participated in a library event or learned something new about music or rocks. Each item equals a chance to win from the prize drawing at the end of the program. For every four items completed, participants will be eligible to select a prize from the prize box. Fill one card to be eligible for the grand prize drawings which will include our special book lover's basket and other special prizes. Participants must read at least 4 books and submit at least 2 recommendations or reviews to complete a card. Card finished before the summer is over? Pick up another one! The program will run through the end of August. The adult summer library program is sponsored by the Friends of the James Kennedy Public Library.

Friday, June 1: Libraries Rock Adult Summer Reading Program Kickoff @ 5:30 pm. Join us for this special after hours event.

Saturday, June 2: Scrap Wreath Making @ 11:00 am. Join us for this easy-to-make craft where we'll take scraps of material, a wire frame, and make colorful wreaths! Supplies will be provided by the library but feel free to bring your own fabric scraps and fabric shears. Registration requested as space is limited but walk-ins welcome if space allows. For ages 14 and up.

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.

Monday, June 4: Children's Summer Reading Program begins. Children from PreK through 5th grade are invited to participate in the 2018 Summer Reading Program, which runs June 4 through July 28. The theme this year is Libraries Rock! Summer readers will get a fun library bingo card to fill out for prizes. Kids over the age of three can make a bingo and earn a book of their choice. Make a second bingo to get a goody bag. Keep on making bingos (up to 4 per card) and for each bingo their name is entered for our end of program drawing for large and grand prizes. Kids may do more than one card. There will be a simpler card for kids under the age of 3, with slightly different rules. Also, for each bingo square completed participants can add a rock to our reading jar! The challenge is to fill the jar by July 28th. Online registration begins May 28 and in-person registration begins June 4 at 9:00 am.

Monday, June 4: Teen Summer Reading Program begins! Students who have completed 6th-12th grades are invited to participate in the 2018 Teen Summer Reading Program. The theme this year is Libraries Rock! This year participants will fill out a short review on every book read. Each review gets their name entered for prize drawings at the end of the reading program. Participants who complete the program, by turning in three reviews, will be invited to the program finale on July 28 and will be entered into the grand prize drawing for 4 tickets to Adventureland.

Tuesdays, June 5, 12, 19 & 26, 2018: Rock Your World! from 10:00-11:30 am. Have you ever built an instrument to play music? "Tune in" here to explore different materials and shapes to create the ultimate instrument that will have you rockin' for days! This 90 minute program is for ages 6-8. Sessions build upon each other so plan to come to all four. Participation is limited to 20 children so registration is required. Call or stop in the library to sign up today. This program is made possible by a partnership with the ISU Extension and Outreach- Dubuque County.

Wednesdays June 6, 13, 20 & 27: Story Time @ 9:30 am & 6:30 pm. Parents and caregivers are encouraged to sign up and bring their preschoolers to the Summer 2018 sessions of Preschool Story Time. 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. Programs will run June 7 through July 26 . Registration is required as space is limited.

Wednesdays, June 6, 13, 20 & 27: Wee Read @ 10:30 am. Parents and caregivers are encouraged to sign up and bring their preschoolers to the Summer 2018 sessions of Wee Read. 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.

Thursdays, June 7 and 21: Reaching Out @ Your Library from 2:00 to 5:00 pm. The James Kennedy Public Library will be reaching out to the community this summer by taking programming out of the library and to the Farmer's Market on the 1st and 3rd Thursdays of each month. Library staff will bring a pop-up library to the Commercial Club Park from 2:00 to 5:00 pm and visitors will be able to get library cards, check out materials, and find out more about what the library has to offer. Library merchandise (coloring books, wine glasses, etc.) may also be available to purchase. Join us on the first Thursday of each month for Robots, and Circuits, and Games (oh my) and on the third Thursday we will offer Messy Art in the Park. These special events start at 3:00 pm. All ages welcome!

Friday, June 8: Teen SRP: Instrument Petting Zoo @ 2:00 pm. Ever wanted to try out a new instrument? The library is giving you your chance! Dr. Michael Omazru of Western Dubuque High

school will bring multiple instruments for you to try, including horns, percussion and more! For ages 12 and up.

Friday, June 8: Rock out @ Your Library from 6:00-8:00 pm. Join us for this special after hours event during the June Downtown Friday Night. Stop in at the library and learn more about the current library spaces by completing a library scavenger hunt / trivia quiz that will take you to the various spaces in the library. Everyone who completes the hunt correctly may put their name into a prize drawing for one of three different prize baskets. Also this evening be sure to take a look at all the cool things that are available to use in the Active Learning Smart Space and make your own Pet Rock! All ages welcome.

Saturday, June 9: Build Your Own Musical Instrument @ 10:00 am. Make kazoos, flutes, drums, castanets, and more in this creative program! All ages are welcome, but children who have not completed Kindergarten need an adult companion.

Saturday, June 9: World Wide Knit in Public Day from 1:00-4:00 pm. Held on the second Saturday of June, WWKIP Day is a special annual event to celebrate knitting and all fiber crafts as a community activity. The theme is Better Living Through Stitching Together. Join the JKPL Sit 'n' Stitch group on June 9 in the Active Learning Smart Space between 1:00 and 4:00 pm to celebrate this special day. Come see these talented crafters in action, learn about crafting, and maybe join in! Craft kits including yarn, a crochet hook or knitting needles, and a simple pattern will be provided.

Saturday, June 9: Break-In Box from 2:00-4:00 pm. Are you a fan of puzzles? Like working with a group to figure out passcodes and the locations of keys? The library will be hosting a Break-In box event, where participants need to figure out how to remove a series of locks from a box to get to the prize inside! Interested participants need to sign up for a 2:00, 2:30, 3:00 or 3:30 pm session. Each session is limited to 5 people. For ages 10 and up. Snacks will be provided. This program is sponsored by TACKL.

Tuesday, June 12: Insect Zoo @ 1:00 pm. Join the Iowa State University Insect Zoo as they follow "Unia," the cricket who has lost his song. Unia discovers the songs of other bugs on his journey to find out why he is different. Unia's adventure will be followed by an Insect Zoo display with hands-on opportunities. Sponsored by the Friends of the James Kennedy Public Library.

Saturday, June 16: 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.

Tuesday, June 19: Dyersville Rocks at the Library @ 1:00 pm. Over the last few years, children and adults have been searching Dyersville for painted rocks. Come to the library to paint your own to hide! Feel free to bring your own rocks. Attendance limited to 50 participants. First come, first served. All ages welcome, but children under 6 need an adult companion.

Tuesday, June 19: Create to Music @ 5:30 pm. Join us on the third Tuesday of each month during June, July and August for this special Library Rocks creating series. Drop in anytime between 5:30 and 7:30 pm for refreshments, music and your opportunity to create something. (Making topic to be confirmed ...

some possibilities are: folding (origami), stringing (string art), painting (partner with Carol O?), upcycling, Cricuting, paper cutting, etc.

Thursday, June 21: IOWA: Echoes of a Vanishing Landscape @ 7:00 pm. Connecticut based photographer David Ottenstein will discuss his new book — the culmination of his thirteen year journey photographing the architectural landscape of the family farm in Iowa. This project has covered tens of thousands of miles and produced upwards of 50,000 photographs. *IOWA: Echoes of a Vanishing Landscape* features 89 of Ottenstein's beautifully rendered black and white photographs and includes texts by Alan Trachtenberg of Yale University and Jonathan Andelson, director of the Center for Prairie Studies at Grinnell College. The book explores the transformation of the Iowa landscape from one based on the agrarian notion of the small, diversified farm to a landscape geared toward industrial scale agriculture. Copies of the book will be available for purchase. Refreshments provided.

Friday, June 22: Drop-In Computer Help from 3:00-5:00 pm. Have basic computer questions? Come to the library! The library is hosting drop-in hours so you can bring your basic computer questions and we'll do our best to answer them. Laptop computers will be available for use but participants are encouraged to bring their own laptop if they own one.

Saturday, June 23: Guitar Like a Star with Aspen Black @ 10:00 am. Every child who attends this program will learn to play songs in the first five minutes! They will learn to make chords, strum, count in rhythm, change chords, and play/sing along to familiar children's songs. Instruments provided. Older kids will use classroom sized guitars and will learn songs that are easy-intermediate, with 3-4 chords, and they will also learn a basic riff. Younger kids will use ukuleles and play easy children's songs that are up to three chords. For kids age 4-11. This program is limited to 60 participants, first come first served. Sponsored by the Friends of the Library.

Saturday, June 23: Aspen Black - Uke Like A Star @ 2:00 pm. 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. For those who have completed 6th-12th grade. Limited to 30 participants, first come first served. This program is sponsored by TACKL.

Thursday, June 28: University of Iowa Mobile Museum @ 10:00 am. In this year's Mobile Museum, we highlight some ways ideas and innovations that start at the University of Iowa take flight in the world outside the University. In *Wild Iowa*, explore raptors in an oak savanna and how understanding them helps us conserve Iowa's environment. In *A Matter of Scales*, see how art and technology can convey information to help save endangered species. In *Discover/Develop/Deploy*, learn how new technologies are speeding up innovation in health care and business.

Friday, June 29: Fun with Robots! from 2:00-4:00 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, Cubelets, Dot and Dash, and Sphero. This STEM focused event will have patrons playing, customizing and programing with different devices! Ages 7 and up.

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

Saturday, July 7: Be a Rock Star- Karaoke and Pizza from 10:00 am - 12:00 pm. Do you dream of being on The Voice? Do you like to sing in the shower? Let your inner rock star shine at the library! Kids who have completed 4-6th grades can sing karaoke at the library and then fuel the fire with pizza afterward. No registration required. Sponsored by the Friends of the James Kennedy Public Library.

Friday, July 6th: Karaoke for Teens from 5:00-7:00 pm. Want to unleash your inner rock star? Anyone that has completed grades 6-12 are invited to a karaoke night at the library! Have fun with your friends singing your favorite songs and enjoy the snacks! Sponsored by the Friends of the James Kennedy Public Library. Registration is required.

Tuesdays, July 10, 17, 31 and August 7: Rocket Blastoff! from 10:00-11:30 am. How high will your rocket go? Youth will create their own rocket and rover and put it to the test. Come ready to build a rocket that will be “out of this world!” This program is for ages 8-10. Sessions build upon each other so plan to come to all. Participation is limited to 20 children so registration is required. Call or stop in the library to sign up today. This program is made possible by a partnership with the ISU Extension and Outreach- Dubuque County.

Wednesday, July 11: Wild Exotics @1:00 pm. Get up close and personal with some amazing animal ambassadors! Wild Exotics is a licensed, insured “Zoo to You” facility from Illinois. They will bring 6 “standard” animals and 3 “VIP” animals. Due to health, pregnancy, molting, etc. the animal ambassadors vary from year to year. Past ambassadors have included snakes, tarantulas, chinchillas, kinkajous, lemurs, kangaroos and more. Kids get to touch, pet, or even feed the animals. All ages welcome. Sponsored by the Friends of the James Kennedy Public Library.

Saturday, July 14: Build a Better Beat for Teens @ 2:00 pm. Stop in the library to learn how to build a musical beat! This session will have participants playing beats in a drum circle and trying out different percussion instruments. This is a fun interactive music program for any skill level. For anyone that has completed 6th-12th grade only. Registration is requested.

Tuesday, July 17: Paint to Music @ 1:00 pm. Have you ever noticed how music can change your mood? How does different music affect artistic inspiration? Put on a painter’s smock and find out at the library! We will use many different kinds of music during the program and see if it changes your artistic expression. Ages 5 and up. Space is limited to 30 participants. First come, first served. Sponsored by the Friends of the Library.

Friday, July 20: World War II and The Homefront with Historian Michael Eckers @ 2:00 pm. Michael Eckers is an author, historian, and speaker who has studied our nation’s military history since childhood. The Home Front, focuses on the personal and nationwide fight those on the home front led against a common enemy through resource rationing, recycling, scientific and industrial innovation. From elementary students to senior citizens, all Americans had a part to play. Join him as he shares about this time in U.S. history. Sponsored by the Friends of the Library.

Saturday, July 21: Rocks and Minerals with Bill @ 10:00 am. Do you like to pick up rocks? Does finding a fossil give you a thrill? Come to the library for Bill Desmarais’, program “Rocks and Minerals!” Learn

about finding, collecting, and identifying your finds. Bill will have samples to pass around, and we will go dark to look at fascinating fluorescent rocks, and maybe phosphorescent ones, too! Sponsored by the Friends.

Saturday, July 21: Teen SRP: Rock 'n Roll Over Dead Mystery @ 6:00 pm. The music librarian is found dead shortly before a planning meeting for the Battle of the Bands in the library parking lot. Did she have a heart attack? Or was it MURDER? Do you have what it takes to solve this mystery before the killer gets away with it? For those that have completed between 6-12th grade. Sign-up is required.

Tuesday, July 24: Drum with Fonziba @ 2:00 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! Sponsored by the Friends of the Library.

Thursday, July 26: Scrabble© Tile Coasters DIY @ 6:30 pm. Come make a pair of wooden 4x4 inch square coasters from Scrabble© tiles. Coasters, cork backings, and tiles will be provided by the library. Each participant will take home 1 pair (2 individual) coasters. Cost is \$5 per person to cover craft supplies. Registration required as class is limited to 10 participants and payment is due at registration. For ages 14 and up.

Friday, July 27: Drop-In Computer Help from 3:00-5:00 pm. Have basic computer questions? Come to the library! The library is hosting drop-in hours so you can bring your basic computer questions and we'll do our best to answer them. Laptop computers will be available for use but participants are encouraged to bring their own laptop if they own one.

Saturday, July 28: Mississippi River Museum @ 10:00 am. Croak, Buzz, Chirp and Song - Nature has many sounds if you listen closely. Explore different ways animals communicate with each other, transform into an animal chorus and meet a few live animals up close! This program will have 1 or 2 live specimens. All ages welcome. Sponsored by the Friends of the Library.

Saturday, July 28: Teen Summer Reading Program Finale @ 6:00 pm. Join us for an evening filled with pizza and Rock Band set up on our big screen projector! Try your hand at playing music from all genres with food and friends! To participate, you must have participated in the summer reading program and filled out a review on a book. Ages 13-18 only. Registration is requested.

Thursday, August 2 at 6:30 pm. If Buildings Could Talk: The History of Downtown Dyersville. Local historian Judy Weber will show photos and talk about the downtown Dyersville businesses and the buildings that housed them. Come and learn about ... This program is co-sponsored by the Dyersville Area Historical Society. Refreshments provided. This program will be repeated on Friday, August 3 at 2 pm and Saturday, August 4 at 10:00 am. Dates and times to be confirmed.

Friday, August 10: Coding, Minecraft, and LEGO® EV3 Robots from 10:00 to 4:00 pm. Join us for this day camp where you will learn the basics of coding and create your own game; explore the virtual world of MinecraftEdu with your new coding skills; and finish off the day programming a LEGO® EV3 robot to complete missions. For ages 10-13. Participants are welcome to attend the Lunch at the Library free lunch program or participants may bring a bag lunch. Participation is limited to 20 so registration is

required. This program is made possible by a partnership with the ISU Extension and Outreach, Dubuque County.

Friday, August 17: Tween Interactive “Willy Wonka and the Chocolate Factory” @ 6:30 pm. Join us for an interactive movie where participation is required! The *Willy Wonka and the Chocolate Factory* interactive extravaganza will begin with every participant getting a Wonka Bar. Five will have a Golden Ticket, and those kids will receive a special prize. Silly string, beach balls, balloons and bubbles will all be part of the fun! The program is for tweens and teens age 10 and up. Adults are welcome as long as they can act like kids!

Saturday, August 18: Paint By Stickers from 11:00 am to 1:00 pm. Come create a vibrant, full color “painting” with stickers! The library will have a variety of sheets each featuring a different scene. As in paint-by-number, each scene is divided into dozens of spaces, each with a number that corresponds to a particular sticker. Find the sticker, peel it, place it. And then the next, and the next, and the next, until your “painting” comes to life. The library will provide sheets and stickers. Refreshments and background music will add to the creative mood! For ages 13 and up.

Thursday, August 23: Back To School Celebration for Mom and Dad from 8:00 to 10:00 am. August 23 is the first day of school for many area families, so drop those kids off then come by the library between 8:00 - 10:00 am and celebrate the beginning of a new school year with coffee, juice, and donuts. Donuts provided by Caseys. (need to confirm date)

Saturday, September 1: September is Library Card Sign-up Month! September is a time when the American Library Association and libraries across the country remind everyone that a library card is the smartest card you can own. Come sign up for a library card in September and receive a library magnet, button, and bookmark. DETAILS TO COME

Monday, September 3: Library closed for Labor Day

Sunday, September 9: Library re-opens on Sundays

September 23-29: Banned Books Week. Join us September 23-29 for Banned Books Week! Banned Books Week is an annual event celebrating the freedom to read and the importance of the First Amendment. Banned Books Week highlights the benefits of free and open access to information while drawing attention to the harms of censorship by spotlighting actual or attempted bannings of books across the United States. To celebrate, the library will have a display and a Name That Banned Book Guessing Jar. The library is also hosting Blind Date with a Banned Book. Stop by the library when you have a few minutes to spare and choose one of the gift-wrapped books on display. Meet your new banned or challenged book and decide if you want to take it home. If not, return it with no hard feelings and try again. All who participate in the Guessing Jar and Blind Date with a Banned Book will receive a themed bookmark and have their name entered into a drawing for a themed prize. Participants should be 15 years old or older as books will be from the YA and adult collections.

Saturday, October 13: The Devil Has My Consent - The Salem Witch Trials @ 11:00 am. Rescheduled from Spring due to weather cancellation.

Saturday, October 27: Halloween Party @ 10:00 am.

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Residence Area	Contract Use Report FY18												Change to date
	No. of Patrons	July Stats	August Stats	Sept Stats	Oct Stats	Nov Stats	Dec Stats	Jan Stats	Feb Stats	March Stats	Year to Date		
Dyersville	2480	7256	7221	5946	7044	6215	5492	6312	5326	5625	56437	-8213	
FY17	2426	7095	7552	7269	7516	7044	6033	6855	6867	8419	64650	-13%	
FY16	2351	8475	7620	7210	7573	7037	5685	7230	7224	7863	65917		
FY15	2326	8376	7403	7280	7330	6606	6336	6654	6299	6901	63185		
FY14	2214	7881	6178	6054	7634	6652	6089	6479	6856	7610	61433		
Delaware Co.(OA)	595	995	924	768	1036	996	890	1039	1055	994	8697	-14	
FY17	581	1550	1320	1052	700	683	798	862	872	874	8711	0%	
FY16	521	1181	945	792	1128	851	1079	1081	1232	1143	9432		
FY15	590	1067	841	890	943	766	792	848	858	904	7909		
FY14	516	1274	897	770	856	794	858	821	760	939	7969		
Dbq Co. Lib. Sys. (OA)	1000	1994	1673	1231	1296	1207	1190	1319	1140	1420	12470	-3470	
FY17	978	2488	1839	1625	1701	1571	1606	1764	1497	1849	15940	-22%	
FY16	1012	2045	1595	1618	1711	1578	1471	1599	1681	1695	14993		
FY15	1046	2600	1702	1571	1729	1551	1648	1431	1337	1453	15022		
FY14	1022	2633	2022	1769	1949	1500	1381	1701	1535	1772	16262		
County Agency	71	237	269	108	128	129	110	77	83	80	1221	488	
FY17	68	108	138	73	63	87	115	42	47	60	733	67%	
FY16	67	149	124	88	44	44	48	86	38	88	709		
FY15	67	73	86	49	74	84	83	35	64	78	626		
FY14	194	607	428	357	317	296	350	333	264	303	3255		
ILL	494	35	51	43	48	42	23	40	31	50	363	-118	
FY17	494	42	45	65	40	56	48	65	61	59	481	-25%	
FY16	492	45	57	47	62	31	59	37	48	37	423		
FY15	492	92	57	66	79	54	63	77	62	57	607		
FY14	487	74	72	81	84	45	75	90	62	76	659		
Open Access	376	781	783	487	469	343	358	487	516	540	4764	-2022	
FY17	346	489	606	603	852	825	786	973	829	823	6786	-30%	
FY16	427	568	625	645	729	628	722	523	677	798	5915		
FY15	353	738	638	517	738	657	522	590	543	623	5566		
FY14	375	819	912	704	823	589	537	816	637	647	6484		
TOTAL	5016	11298	10921	8583	10021	8932	8063	9274	8151	8709	83952	-13349	
FY17	4893	11772	11500	10687	10872	10266	9386	10561	10173	12084	97301	-14%	
FY16	4870	12463	10966	10400	11247	10169	9064	10556	10900	11624	97389		
FY15	4874	12946	10727	10373	10893	9718	9444	9635	9163	10016	92915		
FY14	4808	13288	10509	9735	11663	9876	9290	10240	10114	11347	96062		

Dyersville Area *Community Foundation*

— An Affiliate of the —
COMMUNITY FOUNDATION OF GREATER DUBUQUE

AGENCY ENDOW IOWA ENDOWMENT FUND AGREEMENT James Kennedy Public Library Endowment

THIS AGREEMENT is made by and between the Community Foundation of Greater Dubuque (the “Community Foundation”) and James Kennedy Public Library (the “Agency”).

WHEREAS, the Community Foundation is an Iowa nonprofit corporation organized and operated as a “publicly supported community trust” within the meaning of Treasury Regulation §170A-9(f)(11), and is a publicly supported charity described in Sections 501(c)(3), 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code;

WHEREAS, the Agency is a charitable organization and is exempted from federal income taxation as a publicly supported charity described in Sections 501(c)(3), 509(a)(1) and 170(b)(1)(A)(vi) of the Code.

WHEREAS, the Community Foundation desires to create a new component fund, to be established with an initial contribution by the Agency and to be held and administered pursuant to the provisions of this Agreement.

It is hereby acknowledged that the terms of this fund and its future administration are intended to comply with the terms and conditions of Endow Iowa legislation including but not limited to the provision that the Fund be a permanent endowment, as defined, and that the Fund benefit Iowa charities or Iowa charitable causes, and that it be established in a qualifying Community Foundation as defined.

1. **NAME OF FUND:** The name of the Fund established with property transferred hereunder (the “Fund”) shall be the James Kennedy Public Library Endowment.
2. **CONTRIBUTIONS TO THE FUND:** The Agency hereby irrevocably assigns, conveys, transfers and delivers to the Community Foundation all of the Agency’s right, title and interest in the assets set forth as the initial contribution:

§_____. The Fund Property shall be comprised of the initial contribution to the Fund, any income to arise from the Fund, and any additional contributions from the Agency or any other person, subject to the provisions of this Agreement.

3. **ACCEPTANCE OF PROPERTY:** The Foundation hereby accepts the property transferred and affirms that it will hold such and any additional property transferred to the Fund on the terms and subject to the conditions set forth by this agreement for a Agency Endow Iowa Endowment Fund. The guidelines and procedures for such Funds are described in the Foundation's governing instruments, including its Articles of Incorporation and Bylaws, in effect, as amended from time to time.

4. **FUND INVESTMENT:** The Fund Property shall be held and invested by the Community Foundation pursuant to its then-current Investment Policy.

The Fund Property may be segregated by the Community Foundation or held with other Community Foundation assets as a single fund for joint investment and management without physical segregation allocating a proportionate share of income, gain and/or loss, and fees to the Fund.

5. **ADMINISTRATIVE FEE:** The Foundation shall receive an annual allocation for administrative services. The Agency agrees to be bound by the most current schedule of fees published by the Foundation. The Agency further understands that the fee schedule is subject to modification and may be increased or decreased at the sole discretion of the Foundation's Board of Directors. Allocations will be paid from the corpus of the Fund.

6. **VARIANCE POWER:** This Fund is a component fund of the Foundation and its assets are assets of the Foundation. The Fund is subject to the Foundation's governing instruments including the Foundation's power to modify any restriction or condition on the distribution of funds for any specified charitable purposes or to specified charitable purposes or to specified organizations if in the sole judgment of the governing body (without the necessity of the approval of any participating trustee, custodian, or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served.

7. **FUND NOT A SEPARATE TRUST:** The assets of the Fund shall be the assets of the Foundation and not a separate trust. The Fund shall be organized and administered so that the federal income tax status of the Foundation as a public charitable organization under Section 501 (c)(3) of the Code, will not be adversely affected under this arrangement. This agreement will be interpreted in a manner consistent with the federal income tax provisions and regulations that govern the operation of the Foundation, and it may be amended from time to time by the Foundation's Board of Directors to conform to such provisions and regulations.

8. **NO AMENDMENT:** The Agency understands and declares that this donation is absolute and irrevocable and that, after the execution of this instrument, the Agency has no right, title, interest, or incidents of ownership in the property transferred to this Fund. The Agency has no right to alter, amend, or terminate this instrument.

9. **DISTRIBUTIONS:** The Foundation will make annual distributions from the net income and/or corpus of the Fund in accordance with the Foundation's current Spending Policy, to the Agency. Information about such grants may be published in the Foundation's annual report, periodic news releases, etc. However, the Agency stipulates that although existence of the Fund may be publicized, the value of the Fund and the amounts of specific grants shall not be publicized.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of the Agency and on behalf of the Community Foundation on the day and year written below.

BY: _____
James Kennedy Public Library Representative

DATE: _____

BY: _____
Community Foundation Officer

DATE: _____

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

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002-LIBRARY TRUST FUND
LIBRARY TRUST EXPENDITURE

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
002-5-410-4-67700 LIBRARY TRUST EXPENDIT	25,000.00	7,122.21	21,348.44	3,651.56	85.39
TOTAL LIBRARY TRUST EXPENDITURE	25,000.00	7,122.21	21,348.44	3,651.56	85.39
TOTAL EXPENDITURES	25,000.00	7,122.21	21,348.44	3,651.56	85.39

Notes from the March 19, 2018 Fundraising Committee Meeting.

Meeting was called to order at 4:45 pm. In attendance were members Lynn Osterhaus, Brenda Ingles, Mary Jane Meade, and Shirley Vonderhaar; and Jolene Pitzenberger-Timp, chairperson.

Love My Library: This fundraiser has officially ended. Shirley reported the following donations were received to date: \$2612 in cash and in-kind donations of \$10 in gift certificates from Breitbachs and a puzzle and two board games from Theisen's. We also have a commitment from DuTrac for \$900+ for 2 Mindstorm Robots and expansion pack. They will give us the check on April 7 as they would like to have a photo taken delivering the check at the first Mindstorms program in the Active Learning Smart Space. Shirley also reported that Mercy Medical Center had called and said they have a donation for us from their fundraiser. This is in response to our Love My Library letter so should be considered part of that fundraiser. Shirley will go to the hospital on April 5 for a photo and to pick up the donations. Total donations for 2018 from this event are estimated at \$4,000.00. In 2017 we received \$3508. Shirley also noted that some places that donated in the past have switched from accepting donation requests like this campaign to requiring online applications - Black Hills Energy, for example, who last year gave us \$300 for WiiU console. Shirley will be following up with them requesting specific items.

Mystery Dinner: Although we have not completely reconciled the expenses and income, estimated revenue from this event will be about \$250.00. Not what we usually raise, but not bad considering all of the changes and the conflict with AOH banquet. The committee agreed we should go ahead and plan for this event in February 2019 so Shirley will investigate scheduling a date and a snow date. We will plan to offer 30 glasses of wine and wine glasses as an incentive for early sales and will ask O So Good to donate the wine again.

Build-a-Basket: We have 30 baskets and one potentially still to be donated. All have bids. The auction ends on Sunday, March 25 at 3:00 pm. Brenda and Mary Jane both offered to come from 2:30 to 3:30 to help with the final bids, taking money and contacting winners.

Car Clings / Stickers: Brenda reported that she had talked to Robin at Stone Creek Video about making clings or stickers for a library fundraiser but no details have been worked out.

Wine and Beer Tasting: Becca Miller, owner of Brew and Brew, joined us for discussion of this fundraiser. The Wine and Beer Tasting is scheduled for Friday, April 20 from 5 to 8 pm at Brew and Brew.

VENDORS: So far O So Good has agreed to participate but we haven't gotten official commitments from anyone else. Becca has asked Franklin Street and PromiseLand. (Lynn noted that she is very familiar with PromiseLand and offered to pour if they wanted to donate product but were not able to attend.) Shirley has contacted Stone Cliff, Daly Creek, 7G and Matthews. Stone Cliff and Daly Creek both declined for this year and 7G and Matthews have not yet responded. Shirley will contact Crimson Sunset, Tabor Home, Fireside, and Potosi to see if they are interested.

ADVERTISING: Price per ticket will be \$20 in advance and at the door. Since this is more of a drop in event we will do our advertising during the month of April. We hope to have vendors confirmed so can deliver posters on March 30. We will do our typical advertising, a Facebook ad and ask banks to put on marquee the week of. Shirley will also check with the marketing committee regarding their thoughts on doing insert in the Chamber newsletter as advertising as well. Cost for this is \$50.00 for two sides and includes a Facebook posting. Pat Valant will include this event when he does the radio interview on April 6.

MENU: The menu will be similar to previous years. Brenda will make and donate meatballs and ask Fareway to donate a large meat and cheese tray and crackers. Becca will make and donate mini cupcakes. Lynn will donate a pub mix to go on the tables. Shirley will check with J & D Mart about making a hot dip of some kind at cost. Mary Jane will donate crackers or chips to go with the J & D Mart dip. We will also need small plates and utensils for serving but will finalize at our next meeting.

RAFFLE: Jolene will again manage the 50/50 raffle - selling playing cards for \$5.00 each. Depending on participation and interest we could sell more than one deck.

DECORATIONS & DOOR PRIZES: Lisa Christopher has agreed to make table decorations using the remaining stemless wineglasses and tea lights (and her Cricut machine). There should be about a dozen. Guests will be asked to sign the back of their tickets to be entered into the drawing.

Garden / landscaping & house plant sale: This event is scheduled for May 19th from 8 to 10 am in the city parking lot. In April, committee, board, and community members will be invited to donate plants of all kinds. Shirley invited the Garden Club to participate so we may have more plants, including Harry Schuster tomatoes. Plants will be sold for \$2.00 to \$5.00 depending on the size of the plant; at the discretion of the committee. We will need plastic bags for the plants and Lynn will bring aprons for us to use.

Summer Family Adventure raffle: This event will run from May 1 to the June DTFN, assuming Jolene will sell raffle tickets that night. Based on the committee's previous discussion of reaching out to more potential vendors, Shirley had contacted the following locations:

- Lost Island – they are still accepting donation requests so will wait to hear back on that request. We can also purchase up to 8 tickets for \$15.00 each as we have in the past. Since this has traditionally been our most popular destination, we will purchase 8 tickets if they are not donated.
- Skate Country (Dubuque) – last year they donated passes for 4 and gift certificate, no response yet for 2018.
- Derby Grange – they have agreed to donate and will send us something, but didn't specify what. Last year they donated passes for 4 to one activity.
- National Mississippi River Museum – last year they donated passes for 2, no response yet for 2018.
- Sundown – submitted request; Last year didn't ask
- Whitewater – emailed request; Last year didn't respond
- Grand Harbor – declined request; response was they were not currently funding as they want to save some of their donations to support activities later in the year
- Vertical Jump Park –last year donated passes for 4 for 60 min; no response yet for 2018.
- Riverside Casino and Golf Resort – emailed application; Last year didn't ask
- Wild Rose Casino and Resort – emailed application, received response asking for copy of previous year's publicity; Last year didn't ask
- Iowa Children's Museum – submitted online form, received email that they would support / donate but haven't received yet
- Escape Room Dubuque – submitted request, responded that they would review and consider
- King's Pointe Water Park – submitted application; last year didn't have right contact, previously they donated overnight stay. Received certificate for overnight stay and passes for 4 to waterpark.

Committee suggested we also contact Skytours Zipline in Dubuque and Craig Kramer for airplane rides. Shirley will follow up with these as well as contacting Casey's for pizza and donuts. The plan is to have locations committed so can have everything ready to go on May 1.

Ideas for other fundraising activities: Lynn will provide a chart for us to use in evaluating other potential fundraisers. This will go out before our next meeting so we can discuss.

Schedule Next meeting: April 9, 2018 at 4:45 pm.

BECOME A CERTIFIED LEARNER!

Welcome to your Learner Certification Course!

In this course you will learn:

- What a Certified Learner is
- Rules and Safety
- Responsibilities of being a Certified Learner
- Procedures for using tools and equipment



JAMES KENNEDY

Public Library

Discover • Connect • Inspire

What is a Certified Learner?

A Certified Learner is any member of the community who is certified to work independently in the Active Learning Smart Space. At the end of this course and quiz, YOU will be a Certified Learner.

Learner Certification is for individuals that would like to create and make projects in the Active Learning Smart Space. This STEAM (Science Technology Engineering Art Math), DIT (Do It Together) and DIY (Do It Yourself) space is intended for independent use by individuals aged ten and older.

While the library may offer tutorial videos, written directions, programs and / or workshops, Certified Learners understand that Library Staff will only be available to assist with setting up the machines, give an overview of how the equipment works, and troubleshoot as time allows.

Rules:

Certified Learners must be at least 10 years of age.

Food and beverages are not allowed on tables when equipment is in use on the same table.

Certified Learners may not charge others to use or learn in the space.

Tablets and computers of all kinds provided by the library for use in the Active Learning Smart Space are to be used for their intended purpose; i.e. discovery, learning, and prototyping creations such as graphic design. Using them for social media or general use is not allowed.

Safety:

Report any injuries or accidents to Library staff immediately. An incident report will be filled out. A first aid kit is available. In the event of any emergency, notify Library staff immediately.

Due to the nature of the equipment and tools in the Active Learning Smart Space, children under the age of 10 wishing to use any of the items in the Active Learning Smart Space must be accompanied and directly supervised by a parent or guardian 18 years or older, who is a Certified Learner.

Librarians may waive this restriction on a case by case basis if the child is participating in a library supervised program or other adult supervised activity.

Some pieces of equipment in the Active Learning Smart Space may have additional restrictions.

Certified Learners also understand that if they bring children into the Active Learning Smart Space, they must supervise them at all times. Certified Learners are solely responsible for the actions of their children.

Learner Responsibilities:

Certified Learners are expected to follow the rules, procedures, and safety measures of the Active Learning Smart Space at all times. Failure to do so may result in the loss of Certified Learner privileges.

Only Certified Learners and their children are allowed to use the equipment in the Active Learning Smart Space.

Certified Learners must be respectful of each other. The Library's Conduct in the Library Policy applies in the Active Learning Smart Space. Certified Learners should report disruptive behavior to the Library staff immediately.

Disruptive behavior may result in the loss of Certified Learner privileges.

It is the Certified Learner's responsibility to understand how to use the equipment and tools in the Active Learning Smart Space.

Staff or local expert volunteers may be available for assistance, as time allows.

If a Certified Learner discovers that equipment is damaged, inoperable, or not working properly, they must report it to a Library staff member when identified.

Procedures:

On the Learner's first visit, the Certified Learner quiz must be taken. This quiz is administered by Library staff. All questions must be answered correctly to be certified.

Equipment that is secured in the Active Learning Smart Space must be checked out to the Certified Learner prior to use, and checked back in when finished.

When finished in the Active Learning Smart Space, Learners should clean their work area and, where appropriate, return items to Library staff so they can be returned to their original locations. Staff will ensure that all items are present and in good working condition. The Certified Learner should report any issues encountered in the Active Learning Smart Space, especially any equipment that is damaged, inoperable, or not working properly.

The Certified Learner may be held liable for costs related to the replacement of damaged or stolen equipment or tools as a result of use from the Learner and / or those in their care. Certified Learners should report anything unusual when leaving the space.

If a project uses up supplies, there may be a consumables or materials fee associated with the use of the relevant equipment. These fees will be included on the information sheets describing the equipment, accessories, and directions for use. Payment for these materials should be made at the library circulation desk prior to leaving.

Now time for our short quiz!

Question 1 of 10:

Library staff will:

- A. Not be able to answer any questions
- B. Be available for assistance as time allows
- C. Be available to make things for Learners

Question 2 of 10:

Children under the age of 10:

- A. Are not eligible to become Certified Learners
- B. May use equipment if they are with a parent or guardian 18 years or older who is a Certified Learner
- C. May use age-appropriate craft and other supplies stored in the Active Learning Smart Space
- D. All of the above

Question 3 of 10:

Are food and / or beverages allowed in the Active Learning Smart Space?

- A. Yes - anytime
- B. No - never
- C. Yes - but only on tables where equipment is not in use.

Question 4 of 10:

The Certified Learner could be held liable for the costs related to the replacement of damaged or stolen equipment or tools resulting from use by the Learner and / or those in his or her care.

- A. True
- B. False
- C. I don't know.

Question 5 of 10:

Computers and tablets that are checked out for use in the Active Learning Smart Space may be used for:

- A. Social media and checking email
- B. Typing papers and general use
- C. Discovery, learning, and prototyping creations such as graphic design
- D. All of the above.

Question 6 of 10:

What item(s) must a Certified Learner bring in order to use the Active Learning Smart Space equipment?

- A. A valid photo ID or JKPL library card
- B. A book
- C. Nothing

Question 7 of 10:

If someone displays disruptive behavior (talking loudly, making you feel uncomfortable, etc.), you should:

- A. Tell a library staff member so they can handle it
- B. Ignore it and hope it stops
- C. Tell the disruptive person to stop bothering everyone
- D. Leave

Question 8 of 10:

What should you do if you use consumable materials in the Active Learning Smart Space?

- A. If you are using items from craft cart, they are free for you to use.
- B. If you use Cricut or other special piece of equipment that includes a materials fee on its Information / Instruction Sheet you should pay for any materials consumed at the library desk when checking equipment back in.
- C. Some consumable items will be provided free of charge.
- D. All of the above.

Question 9 of 10:

A Certified Learner is required to sign the Active Learning Smart Space Release, Waiver, and Hold Harmless Agreement before using the Active Learning Smart Space for the first time.

- A. True
- B. False
- C. I don't know

Question 10 of 10

Who is allowed to use the Active Learning Smart Space and equipment?

- A. Everyone is welcome to use the space if it is not in use for a program or special event.
- B. Children under of the age of 10 may use the equipment under the direct supervision of a parent or guardian who is a Certified Learner and is 18 or older.
- C. Small children should not be left unsupervised in this space as there are supplies and equipment that are not appropriate for their use.
- D. All of the above

Printed Name: _____

Signature: _____

Date: _____ Staff initials: _____

JAMES KENNEDY PUBLIC LIBRARY
ACTIVE LEARNING SMART SPACE RELEASE, WAIVER, AND HOLD HARMLESS
AGREEMENT

I acknowledge and consent to the terms and conditions set forth in this agreement (Agreement) as part of my use of the space, tools, equipment and materials in the Active Learning Smart Space. I hereby assume all risks arising from and associated with my use of the space, tools, equipment, or materials in the Active Learning Smart Space.

RELEASE, WAIVER, AND HOLD HARMLESS. In consideration for the use of space, tools, equipment and materials in the Active Learning Smart Space, I will not file a claim against the James Kennedy Public Library and the City of Dyersville, their offices, agents, volunteers, guest instructors, Board of Trustees and employees, (collectively the “City”) for any personal injury, illness, death, property damage, or liability to myself or those in my care resulting, however caused, arising from my use of the space, tools, equipment, or materials in the Active Learning Smart Space.

Without limiting the statements above, I also waive and release any rights, actions, or causes of action resulting from personal injury, illness, death, property damage or liability to myself or those in my care sustained in connection with my use of the space, tools, equipment or materials in the Active Learning Smart Space, including those resulting from the negligence of the City. If any lawsuit is filed, I agree for myself, my executors, administrators, heirs, and assigns to defend, indemnify, and hold harmless the City from any and all liability for any sums or damages personally or to property, whether such claims are brought in equity or at law, that might arise out of my use of the space, tools, equipment or materials in the Active Learning Smart Space, including but not limited to death or injury, attorneys’ fees, costs, and expenses, including those resulting from the City’s negligence.

This release and hold harmless for the City relates to all claims based on acts and alleged failures to act, including claims based on the City’s negligence.

MEDICAL TREATMENT. I consent to the administration of first aid and other medical treatment if an injury occurs, and I agree to pay the costs of any such medical expenses. I release and forever discharge the City from any claim whatsoever that arises or may subsequently arise from any first aid, treatment, or service rendered in connection with my use of the space, tools, equipment or materials in the Active Learning Smart Space.

ASSUMPTION OF RISK. I understand that some activities conducted within the Active Learning Smart Space may result in injury. I expressly and specifically assume the risk of injury or harm in the activities and release the City from all liability, illness, death, or property damage resulting from the activities conducted in the Active Learning Smart Space, including those resulting from the negligence of the City.

INSURANCE. I understand that I will not be covered by any medical, health, accident, disability, or other insurance coverage provided by the City.

PHOTOGRAPHIC RELEASE. I consent to the unrestricted use by the City and/or persons authorized by the City of any photographs, recordings, interviews, videotapes, motion pictures, or similar visual recording of the activities conducted in the Active Learning Smart Space.

OTHER. I understand and acknowledge that I am responsible for my own safety and the safety of those in my care at any and all times while using the space, tools, equipment, or materials in the Active Learning Smart Space.

I have read this Agreement carefully. I sign this Agreement as my own free act and deed. I understand the terms of this Agreement and agree to these terms by signing.

Printed Name

Signature

Date

If under eighteen (18) years of age:

Printed Name of Guardian

Signature of Guardian

Date

Printed Name of Emergency Contact

Phone Number

Relationship

12 B

**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 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 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. Signature of either parent or guardian is required on application cards for all applicants 17 years old or younger. Responsibility for and any restrictions of, a child's use of library collections and services rests solely with his or her parents or legal guardian.

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.)
- 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. 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. 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, the patron will be assessed a \$5.00 processing fee plus the cost of replacement.

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.

adopted 8/1988, revised 2/2001
revised 2/2002, revised 6/06, revised 2/11,
revised 9/2012, 2/2014, 12/2015, 4/2017