

February 14, 2017

Dear James Kennedy Library Board Members,

When I attended a writing class at the library to polish up on my writing skills, I learned less is more, therefore, I decided to put into practice what I learned.

I know I have written some panty reports (brief) but they have had a tendency to become long winded. Since less is more, we will call this a bikini report meaning the size of my report is shrinking. What can I call next year's report? A nothing report. Ufdah.

Humor aside as I am so happy to be able to give this report in person and to convey, we have had a very successful year. After the 2015 report, I kept working and we received 5 items back -2 cube books, 2 primary non-fiction and 1 DVD. This meant our library gained back in dollars \$71.67. We had 27 items lost instead of 32 and our money loss went from \$365.95 to \$294.28

In the year 2016, we lost 14 DVD's, 3 Adult Fiction, 2 children's books, and 5 X-box games. This adds up to 24 items. The dollar amount is \$274.01 plus \$120.00 for processing fees or a total of \$394.01.

I am still working on some of these accounts very strongly and I feel next year, I should be able to make some very good reductions in numbers.

I hate to say it but I think we can contribute our large loss of DVD's to the fact it got around town when I misspoke because I was tired and I told a person they had to bring their VD into the library at once so we could share with all the other patrons that visit our library. I was shook up over that for a while and I hoped the person took only a brief (there is that word again) moment to listen to their phone messages.

Thank you for the trust you place in my ability to retrieve materials for the James Kennedy Library. This has become very diligent work and thought provoking at times. However, I feel over the years, I have mastered some better skills in order to get my pages reduced to one. I was so disappointed two people did not cooperate so I could say for once everyone renewed or returned their materials this week. I am going to keep working to achieve that goal and then retire.

Miriam Eick

Type	2010	2011	2012	2013	2014	2015	2016
A-DVD	7	11	8	19	15	8	14
A-Non-Fiction	1	2			5	3	
A-Fiction	2	0	1	2	6		3
A-Tape	1	0					
A-Books on CD	0	0				1	
X-Box	1	0				4	5
A-Paranormal	0	0					
A-Large Print	0	1			1		
A-Playaway	0	2					
A-Magazines	0	0			1		
A-Romance	0	0					
A-Inspirational	0	0					
A-Mystery	0	0					
A-Western	0	0					
P-Cube	0	0		1	1		1
YA-Fiction	5	2			6		4
YA-Magazines	2	0					
P-DVD	2	4	1	1	2	9	
P-Fiction	8	6	4			2	2
P-Non Fiction	3	0					
A-VHS &PVHS	0	0		2			
A-Boardgame	0	0		1			
Wii Game	0	0		2		5	
Total Items Lost	29	28	14	34	38	27	24
Negative Dollars	\$498.15	\$462.25	\$267.78	\$491.91	771.91	294.28	394.01

Notes from the February 6, 2017 meeting of the Fundraising Committee

Meeting was called to order at 7:05 pm. Present were Jolene Pitzenberger-Timp, Lynn Osterhaus, Mary Jane Meade, Brenda Ingles, and Shirley Vonderhaar.

The Soup Supper was held on Thursday, January 19, 2017 from 5 to 8 pm. Proceeds were \$439 with no expenses as all items were donated, including the brownies from First Avenue Bakery. The 50/50 raffle brought in \$141.50. Consensus was the event went very well, including only having a couple of carafes of coffee vs. the big pot. We will need to replenish supplies for 2018.

Love My Library Fundraiser started on January 19 and continues until the end of February. Beyond the normal publicity for a library fundraiser, we purchased labels from the Chamber and sent letters to Chamber members. The mailing list was edited to remove schools, cities, and obvious nonprofits as well as some businesses for cities we cannot serve. A few local businesses that are not Chamber members are also sent letters. Shirley commented that she some of the places she had sent letters to this year but had questioned had sent donations. A total of 250 letters were mailed using Heritage Printing's permit. Expenses for this were purchasing 500 envelopes from Heritage with the library's return address and bulk permit (so we are set for next year) and the cost of the mail itself. Shirley report that as of the meeting a total of \$2293 had been raised by this event. In 2016 a total of \$2571 was raised so it is likely we will exceed that amount this year. The committee agreed that any donations of \$100 or more to this event should also be acknowledged by a note from the Board. Lynn offered to do these if Angela was unable to.

Coloring Book Sales have been lower than hoped with total proceeds to date being \$970.00. Cost for the 500 coloring books was \$1942. The committee discussed ways to promote this item and decided that we should promote as an idea for Easter baskets and continue to work with local retail businesses. Currently Brew and Brew, Dyersville Comics and Games, Heritage Printing, Saavy Salvage, the Chamber of Commerce, and the Antique Mall have books to sell. The committee also agreed we should revisit the practice from several years ago to go to the Farmer's Market. This was a marketing project that we did every week and neglected to continue when the committee split. The committee feels that taking information as well as merchandise, and maybe a "pop up library" concept to the Farmer's Market once a month or more would be a good practice for reaching out to people who might not be aware of all the services the library offers, as well as selling some of the items we have available - like the coloring books. Additionally the committee thought it appropriate to offer items for sale at other events so Lynn agreed to put something tasteful together to have at the Mystery Dinner Theatre.

Mystery Dinner Theatre is scheduled for Saturday, February 25 at Dyersville Country Club. Currently we have sold 6 tables and 6 additional tickets (total of 54 tickets) so are beyond our break-even point. Last year we sold 72 tickets. Deadline to sell tickets is 2/19/17 as J & D Mart needs head count first thing on 2/20/17. Marketing activities upcoming include scheduling a radio interview with KDST and members of Die Laughing and posting on the bank marques. Shirley Olberding submitted information on the dinner for the Church bulletin and report that it would be included if they have space. Shirley also reported that the Dyersville Commercial called on 2/2/17 with questions as they were going to write an article so there will be more publicity in the paper this week.

Build-a-Basket began February 6 for people to start making and donating the baskets and the silent auction is scheduled to run March 6 to April 2. The marketing committee is going to work with the Board to create a basket and Shirley suggested we make a basket or two with JKPL items such as wine glasses and coloring books.

Garden / landscaping sales fundraiser is tentatively scheduled for the third Saturday of May (5/20) from 8 to 11 am. We will start publicity for this event in early April.

Quilt Raffle: Still pending.

Wine and Beer Tasting: Since this is community building the committee felt it would be appropriate to reach out to the new Brew and Brew owners to see if they might want to partner with us this year to show they plan to be a part of the community. Their grand opening was today (2/6) so Shirley will plan to contact them in the next week or two

Window Clings: Still need to gather information on this.

Summer Getaway Raffle is tentatively scheduled to run from May 1 to the June DTFN evening. Shirley reported that Adventureland declined to provide a donation this year and Lost Island contributed a \$25.00 gift card. The consensus of the board is to continue with this event but be very conservative in purchasing items for the raffle. Shirley was directed to contact Lost Island to see if they would sell 8 tickets to us at half price as that was the most popular destination last year. We will also reach out to more local venues (Derby Grange, Vertical Park, Manchester White Water Park) as well as the entities which have donated to us in the past to create the raffle destinations.

Gale Cengage Learning Financial Development Award: Shirley reported that a colleague had encouraged her to apply for this award on behalf of the JKPL fundraising committee and she did so. It was interesting to look at what we have done. The Marketing and Fundraising committee was formed in FY09 and our first event was the Wine Tasting ... which basically broke even. Since then this committee is brought in \$25,397 in proceeds from fundraising. Kudos! We are including the spreadsheet that documents this history with these notes as it provides an interesting overview. Deadline to apply was 2/3/17 but there was not award announcement date posted. The award is a \$2500 stipend and certificate.

Set date for next meeting: The committee looked at potential meeting dates for the last week of February or first week of March. Date was not set and will be scheduled via email as needed.

James Kennedy Public Library Fundraising

History of activities, amounts raised and how utilized

Fiscal Year	Event	Income	Expenses	Net Proceeds	Used for
FY17 - YTD	Misc. sales	\$ 445.00	\$ -	\$ 445.00	
	Chair-ity Silent Auction	\$ 797.00	\$ -	\$ 797.00	
	Christmas Cookie Walk	\$ 600.00	\$ 80.86	\$ 519.14	
	Soup Supper	\$ 439.00	\$ -	\$ 439.00	
	50/50 Raffles	\$ 141.50	\$ -	\$ 141.50	
	Quilt Raffles	\$ 41.00	\$ -	\$ 41.00	
		\$ 2,463.50	\$ 80.86	\$ 2,382.64	FY17 YTD
FY16	Misc. sales	\$ 70.00	\$ -	\$ 70.00	
	Love My Library Campaign	\$ 2,571.00	\$ -	\$ 2,571.00	Love My Library designated: \$2357
	Wreath-it-up Silent Auction	\$ 458.00	\$ 22.43	\$ 435.57	
	Christmas Cookie Walk	\$ 505.00	\$ -	\$ 505.00	Mango Language: \$4000
	Soup Supper	\$ 386.00	\$ 39.97	\$ 346.03	
	NEW: Mystery Dinner Theatre	\$ 3,150.00	\$ 1,865.00	\$ 1,285.00	Freegal music : \$2240
	Build-a-basket Silent Auction	\$ 914.00	\$ 51.96	\$ 862.04	
	Wine & Beer Tasting	\$ 1,345.00	\$ 904.87	\$ 440.13	
	Yard Sign Sales	\$ 70.00	\$ -	\$ 70.00	
	NEW: Plant Sales	\$ 231.49	\$ -	\$ 231.49	
	Family Get-away Raffle (2 years)	\$ 1,140.00	\$ 271.90	\$ 868.10	
	50/50 Raffles	\$ 206.50	\$ 155.00	\$ 51.50	
	Quilt Raffles	\$ 135.00	\$ -	\$ 135.00	
		\$ 11,181.99	\$ 3,311.13	\$ 7,870.86	FY16 Total Proceeds
FY15	Misc. sales	\$ 360.00	\$ 94.86	\$ 265.14	
	NEW: Love My Library Campaign	\$ 2,786.80	\$ -	\$ 2,786.80	Love My Library designated: \$1242.
	Chair-ity Silent Auction	\$ 494.00	\$ -	\$ 494.00	
	Christmas Cookie Walk	\$ 483.00	\$ 22.25	\$ 460.75	Freegal music : \$2175.
	NEW: Soup Supper	\$ 269.00	\$ 40.00	\$ 229.00	
	Build-a-basket Silent Auction	\$ 2,104.00	\$ 41.35	\$ 2,062.65	Ancestry Library Edition: \$1150.
	Wine & Beer Tasting	\$ 995.00	\$ 530.06	\$ 464.94	
	Yard Sign Sales	\$ 500.00	\$ 990.00	\$ (490.00)	

	Family Get-away Raffle	\$	70.00	\$	108.00	\$	(38.00)	
	50/50 Raffles	\$	127.00	\$	-	\$	127.00	
	Quilt Raffles	\$	40.00	\$	-	\$	40.00	
	Tech Raffle	\$	246.00	\$	25.00	\$	221.00	
		\$	8,474.80	\$	1,851.52	\$	6,623.28	FY15 Total Proceeds
FY14	Misc. sales	\$	10.00	\$	-	\$	10.00	
	Wreath-it-up Silent Auction	\$	359.00	\$	30.19	\$	328.81	Freegal music : \$2325.
	Christmas Cookie Walk	\$	486.00	\$	-	\$	486.00	
	Build-a-basket Silent Auction	\$	1,847.00	\$	18.69	\$	1,828.31	Xbox console & games: \$1164.
	NEW: Raffles	\$		\$	255.49	\$	(255.49)	
		\$	2,702.00	\$	304.37	\$	2,397.63	FY14 Total Proceeds
FY13	Misc. sales	\$	25.00	\$	-	\$	25.00	
	Chair-ity Silent Auction	\$	925.00	\$	-	\$	925.00	Gaming collection: \$190
	Christmas Cookie Walk	\$	612.00	\$	102.84	\$	509.16	
	NEW: Build-a-basket Silent Auction	\$	1,375.00	\$	44.24	\$	1,330.76	
	Wine Tasting	\$	1,010.00	\$	256.78	\$	753.22	
		\$	3,947.00	\$	403.86	\$	3,543.14	FY13 Total Proceeds
FY12	Misc. sales	\$	125.00	\$	20.00	\$	105.00	
	Wreath-it-up Silent Auction	\$	753.25	\$	319.38	\$	433.87	Gaming collection: \$517
	NEW: Christmas Cookie Walk	\$	538.25	\$	181.80	\$	356.45	
	Wine Tasting	\$	1,287.00	\$	1,472.47	\$	(185.47)	
		\$	2,703.50	\$	1,993.65	\$	709.85	FY12 Total Proceeds
FY11	Misc. sales	\$	410.00	\$	-	\$	410.00	
	Chair-ity Silent Auction	\$	501.00	\$	14.70	\$	486.30	DVD collection: \$1975.
	Wine Tasting	\$	1,245.00	\$	450.75	\$	794.25	
	Wine & Beer Promotion Grant	\$	858.00	\$	858.00	\$	-	
		\$	3,014.00	\$	1,323.45	\$	1,690.55	FY11 Total Proceeds
FY10	Misc. sales	\$	80.00	\$	-	\$	80.00	
	Chair-ity Silent Auction	\$	493.00	\$	125.00	\$	368.00	

Furnishings, Art and Facilities Committee - Notes from the January 25, 2017 Committee Meeting

Meeting was called to order at 4:30 pm. Present were Barb Heitzman, Mike Mullis, Jolene Pitzenberger-Timp, Betty Anne Scherrman, and Shirley Vonderhaar.

The meeting started with a brief walk through of the library with Shirley pointing out areas of wear that she had noticed and the areas by the new countertops that need to be patched and painted, as well as the damage from the recent skylight leak. The following items were then discussed:

- **Countertop & areas that need repair / touch up:** The committee concluded that 16 years will age a building so needing touch ups is normal. It was agreed to keep the same paint and color palate and to do things in pieces so that it would have limited impact of the use of the library facility. The recommendation is to start with the areas that are viewed / used by the larger public which makes the Hoffman Room the first priority and the public bathrooms the second. Shirley was directed to reach out first to Brad Lawrence, Lawrence Construction, as he had previously been identified as a good contact to deal with the stall dividers in the bathrooms. Since he is a contractor he might be interested taking the whole project on. If not, Jay Thier and Charlie Goldsmith were identified as potential painters.
- **Hoffman Room:** There are areas that need touch up repair and painting throughout the room. The carpet needs to be cleaned and what doesn't come clean should be replaced with the carpet squares currently on hand. The exterior door needs to be sanded and painted to remove the rust.
- **Bathrooms:** A quick look in the public bathrooms, there is no obvious need for repairs beyond the replacement of the dividers in the men's room.
- **Wooden furnishings:** Chad Osterhaus has agreed to refinish the tables / desks for \$125 each. He will start work on these soon, doing one at a time.
- **Skylight Area Leak:** The committee talked briefly about the fact that the skylight area had a leak on 12/29/16 and that there is visible water damage. Shirley was on vacation at the time and Mick suggested that the library contact Spoden construction. Since this is a leak that happened a few years ago, with the conclusion being that it was likely an ice dam / freeze thaw cycle issue, the committee felt it would be appropriate to reach out to a roofing contractor for their evaluation and recommendation. Shirley will contact Lynch Roofing in Manchester as they are the company that has the most experience with flat and rubber roofs.
- **Lighting:** The committee reviewed the library information provided by Shirley and Terry and agreed that we need more information to make a good decision. The full replacement lighting looks better but is more expensive (\$185 per fixture) and we don't know what the rebates will be so Shirley was asked to find out the rebate amount before a decision is made. The retrofit option is \$108 each with no rebate so would be less expensive but the fixtures are not as

attractive. Shirley also shared information from a salesman who was offering a LED product that would work with existing fixtures. We would also like to know more about this option – price, longevity, energy use, etc. as well as Terry’s opinion. This will be an expensive project as replacing all of the upstairs fixtures (not including basement) will run about \$12,000 for the full replacement, not deducting the potential rebate. Shirley will talk with Terry and get more information for the committee to consider before a decision is made.

- **Capital Projects Budget & Budget Amendment:** Shirley shared spreadsheets with the committee reflecting the funds expended from the Capital account over the years (FY08 – FY16) and the funds currently expended for FY17. Including FY17 year to date, there is only \$25,962.83 remaining from this special library capital account, not including the \$32,905.43 in interest that could be requested from the City Council.

Capital Account Balance Sheet

	Requested by Amendment	Actually Expended	Remaining
Balance available FY09	\$ 188,988.39		
FY08	NA	\$ 15,473.60	\$ 173,514.79
FY09	\$ 24,800.00	\$ 21,956.29	\$ 151,558.50
FY10	\$ 4,572.00	\$ 4,961.61	\$ 146,596.89
FY11	\$ 38,455.00	\$ 34,054.11	\$ 112,542.78
FY12	\$ 20,000.00	\$ 19,383.16	\$ 93,159.62
FY13	\$ 12,000.00	\$ 12,353.99	\$ 80,805.63
FY14	\$ 24,000.00	\$ 23,558.04	\$ 57,247.59
FY15	\$ 10,000.00	\$ 9,577.26	\$ 47,670.33
FY16	\$ 15,000.00	\$ 12,269.65	\$ 35,400.68
FY17	NA - YTD expensed:	\$ 9,437.85	\$ 25,962.83
Spent		\$ 163,025.56	
Remaining		\$ 25,962.83	

Note: Interest could be requested to be made available to the JKPL Board for Capital Expenses.
 Original information indicated FY09 interest of 32,905.43.

Marketing Committee Meeting Minutes – Email meeting January 25, 2017

Present: Dawn Schrandt, Pat Valent, and Steve Werner

1. Basket from the Library Board for the Build-A-Basket Fundraiser

In the past, the Board has put together a basket for this fundraiser. Each board member has picked a business in Dyersville that supports the library and purchased items from the business for the basket. The result has been that the baskets do not have a cohesive theme. This year, the Marketing Committee is suggesting that every board member donate \$10 towards the basket and have Lynn take the money and purchase all the items for the basket so there is one theme. (Lynn has already said that she would be happy to do this). The fundraiser starts February 6 and baskets must be donated by March 5 as the silent auction starts March 6.

2. Coloring Book.

The Fundraising Committee had asked the Marketing Committee if we had ideas on how to get word out about the coloring books so that the library sells more. Our recommendations were to consider hosting a coloring contest based on pages from our book. Our other recommendation was to contact more local shop owners in town about potentially selling the books for us. Dawn contacted the Chamber and they took 10 books to sell for the library.

Note from Policy Committee Meeting held on Monday, February 6, 2017 at 6:00 pm

In attendance were Mary Jane Meade, Mike Mullis, Joe Petsche, and Shirley Vonderhaar.

Shirley suggested that it would be helpful to establish a **Policy and Major Activity Schedule** to ensure that we keep up to date on policies and don't have to rush through the review when it comes time to verify that we meet the required standard in *In Service to Iowa: Public Library Standards, State Library of Iowa, 2016: The library board adopts four required written policies – circulation, collection development, personnel, and Internet use. Required policies are reviewed at least every three years.* The consensus of the committee was that this would be a good practice so as we work our way through the policies over the next several months we will include a recommended review date as part of the policy document and use that to create a schedule.

The City of Dyersville approved a new Employee Policy Handbook effective 1/1/2017. The JKPL follows this policy with a few addendums so it meets the library organizational needs. The committee reviewed and is recommending minor adjustments to the JKPL policies that are relevant to this document:

- City of Dyersville Employee Handbook Statement - revised so that numbering matches new city handbook, adding Inclement Weather and definitions.
- Employee Appearance / Dress Code - revised numbering and minor wording changes for clarity
- Grievance Processing and Procedures – removed from this city document so are waiting to see if the city will address elsewhere. Our current policy will stand independent of the employee handbook.
- Holidays – revised numbering, edited language regarding floating holidays for clarity
- Inclement Weather – was not previously part of the Employee handbook so added to this statement page. Revised to authorize assistant director and / or Library Board President to make decision regarding closing due to inclement weather if director is not available.

The committee also discussed potentially changing the library's policy regarding placing restrictions on children's library cards at the request of the parent or guardian. Historically the JKPL has provided a method for parents and / or guardians to restrict their child's access to areas of the collection or content. This was offered as a service in support of our library families and only at their request. Examples: I don't want my children to check out rated R movies so I fill out a form and a message is put on my child's card that they cannot check out these materials. I don't want to worry about lost and misplaced items so I limit my child to having no more than 5 items on their library card at one time. This is not intended to replace the responsibility of the parent to make these decisions, but to assist and support them when they cannot be by their child's side all the time. Shirley reported that last summer there was a flurry of email discussions on the library listserv regarding Internet Use and parent permission, indicating that it might not be appropriate to be allowing a parent to restrict their child's use of the library in any way in absentia (i.e. they can restrict directly when they are present but can't provide guidance and ask library staff to enforce). As part of that discussion it appears that allowing for these types of restrictions on any library service might be a violation of a child's rights and contrary to ALA guidelines and professional standards. It may also be a liability issue if we say we are doing something and then a staff member misses the restriction and allows that use. The committee discussed this issue at length and decided we had a few more questions to be answered before they recommended specific changes to existing policies and procedures. Shirley will do a bit more research and report back to the committee within the next couple of weeks.

The committee decided that some policy discussions could be addressed via email while others might require a face to face discussion. For future policy meetings / discussions the committee will start the discussion via email and decide on a case by case basis whether they wish to meet in person to develop the final recommendations that would come to the board.

James Kennedy Public Library Personnel Policy

11-A

City of Dyersville Employee Policy Handbook Statement:

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

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

Section 3.2: Employee Appearance

Section 9: Holidays

Section 14.1: Inclement Weather

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

Department Head – Library Director

City Administrator – Chairperson of the JKPL Personnel Committee

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

City Council – JKPL Board of Trustees

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

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

**James Kennedy Public Library
Addendum to
City of Dyersville Employee Policy Handbook,
Section 3.2 Employee Appearance**

Dress Code:

The James Kennedy Public Library’s objective in establishing a dress code is to allow our employees to work comfortably, yet appropriately, in the workplace. We expect our employees to project a professional image for our patrons, other employees, and community visitors, while at the same time dressing in a manner that is conducive to performing the job duties required of the position. Business casual dress is the standard for most work hours.

Because all casual clothing is not suitable for the office, these guidelines are intended to help the staff determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate.

Even in a business casual work environment, clothing should be clean and tidy. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable. Clothing that has the library name or logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable

Staff working on Fridays, weekend days, or shifts that occur primarily after 5 pm may elect to dress more casually. On these days / shifts, jeans, walking length shorts, t-shirts, sweatshirts, and other more casual clothing is acceptable but still should meet the guidelines of being clean, tidy, and wrinkle-free. Clothing that is potentially offensive to others is never allowed. Staff may also dress more casually when they are scheduled to perform duties that do not lend themselves to the business casual attire (i.e. weeding, cleaning) or when the library is holding a special “dress up” event.

Guide to Business Casual Dressing for Work:

This is a general overview of appropriate business casual attire based on the expectations of the JKPL. Items that are not appropriate are listed, too. Neither list is all-inclusive and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask the Library Director or Assistant Director for guidance.

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel slacks (not pajama / lounge pants), dressy capris, and nice looking dress synthetic pants are acceptable. Jeans are acceptable when paired with a dressy blouse, shirt, sweater or polo.

Inappropriate slacks or pants include jeans or pants with holes or that are overly baggy or faded out,

sweatpants, exercise pants, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, beach dresses, and spaghetti-strap dresses are inappropriate.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, polo shirts, and turtlenecks are acceptable attire for work. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; and sweatshirts.

Shoes and Footwear

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Stockings are not required. Flashy athletic shoes, thongs, flip-flops and slippers are not acceptable.

Jewelry, Makeup, Perfume, and Cologne

Jewelry and makeup should be in good taste, with limited visible body piercing. Remember, that some individuals are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

Hats and Head Covering

Hats are generally not appropriate. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

Conclusion

If clothing fails to meet these standards, as determined by the employee's supervisor (Director or Assistant Director), the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. Progressive disciplinary action will be applied if dress code violations continue.

Approved 3/07, Revised 12/08, revised 3/2015, 2/2017

James Kennedy Public Library

**Addendum to
City of Dyersville Employee Policy Handbook,
Section 9: Holidays**

1. The City of Dyersville observes the following legal holidays:

- | | |
|------------------|------------------------|
| New Year's Day | Veterans Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Day after Thanksgiving |
| Labor Day | Christmas Eve Day |
| Good Friday | Christmas Day |

2. The James Kennedy Public Library does not close on the Day after Thanksgiving, Veterans Day, or Good Friday so these specific days are not recognized holidays for the purpose of overtime compensation. Instead of these three specific holidays, Library Staff eligible for holiday pay will be given three prorated floating holidays. Floating holidays must be approved by the library director at least one week in advance of the requested date and must be taken during the Fiscal Year in which they are earned

3. The Board of Trustees of the James Kennedy Public Library will annually review and establish the official JKPL holiday closing dates and hours. These dates and times, where logical, will mirror the official City of Dyersville holiday closings. Typically, if a holiday falls on Saturday, the city offices close on the Friday before; if a holiday falls on Sunday, the city offices close on the Monday after.

4. The library will not be open on the following Sundays:

- | | |
|---------------|--------------|
| Easter Sunday | Mother's Day |
|---------------|--------------|

*These are not city observed holidays so are not paid holidays.

5. The library will close at 5:00 pm on New Year's Eve.

6. The library will close at 5:00 pm on the day before Independence Day.

7. The library will close at 5:00 pm on the Wednesday before Thanksgiving.

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James Kennedy Public Library

**Addendum to
City of Dyersville Employee Policy Handbook,
Section 14: Inclement Weather**

Inclement Weather Policy and Emergency Procedures

I. Purpose

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

II. Building Safety

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

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

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

III. Closings & Cancellations

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

Library programs will be canceled in the event of a closing.

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

IV. Staffing Expectations

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

The employee will not be paid for the time missed; however, he/she may use floating holiday, accumulated vacation time or comp time, if available to them, in order to receive payment for time missed. They also have the option to make up

the time missed within the work week. Sick leave and unearned vacation time may not be used for this purpose.

EMERGENCY PROCEDURES:

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

A. TORNADO

1. Tornado WATCH:

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

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

Step 3: Continue to monitor the situation with the Weather radio and the Internet.

2. Tornado WARNING:

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

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

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

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

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

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

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

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

If the Weather radio indicates that Dyersville is NOT included in the warning and the tornado siren has NOT gone off staff may use their discretion as to whether patrons (adult

and children) may be allowed to remain in the library or whether you will announce that they will have to choose between leaving the library (if an adult or accompanied child) or going to the shelter.

NOTE: WHEN IN DOUBT IN THESE CIRCUMSTANCES, ERR ON THE SIDE OF CAUTION AND ORDER ALL UNACCOMPANIED CHILDREN TO GO TO THE SHELTER, AND ALL ADULTS TO CHOOSE BETWEEN THE SHELTER AND LEAVING THE LIBRARY.

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

B. FIRE:

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

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

C. HEALTH EMERGENCIES:

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

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

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