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Regular Library Board Meeting

Tuesday, June 9, 2020

7:00 pm

Electronic – Zoom meeting
James Kennedy Public Library

With Iowa cases of novel coronavirus, COVID-19, the James Kennedy Public Library Board of Trustees will hold an electronic meeting since it will be impossible to hold an in-person meeting at the James Kennedy Public Library. The electronic meeting will protect the appointed officials, library staff, and the public from the possible spread of the virus. JKPL Board Members will attend the electronic meeting offsite and JKPL Board President along with library staff will attend the electronic meeting at the James Kennedy Public Library. The JKPL Board meeting will be open to the public and they may attend the meeting by computer, telephone or another electronic device by going to the following:

Join Zoom Meeting

<https://zoom.us/j/92622638764?pwd=SjFlZzNpL1FVUFJoNDhCelpuancvdz09>

Meeting ID: 926 2263 8764

Password: 069803

One tap mobile

+16465588656,,92622638764# US (New York)

+13017158592,,92622638764# US (Germantown)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 926 2263 8764

Find your local number: <https://zoom.us/u/aeHWtFhHMI>

Agenda Topics

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Correspondence & Communication
 - Approve Minutes of Previous Meeting: May 12, 2020
 - Approve May Librarian's Report
 - Approve Bills:

- June Bills
 - Claims Report for May
 - May & June Credit Card Claims
 - Budget Reports
 - May City Report
 - May Library Report
 - Trust Account Reports
 - May Bank Statement
 - May Balance Report
 - Trust Account Expenditure Report
 - May Donations Form
 - Program Reports
 - May Report of Programs and Attendance
 - June 2 – 12, 2020 Schedule of events
 - Schedule for upcoming programs
 - Grant Report
 - Friends of the Library Report
 - JKPL Endowment Report
- 4. Discussion of Current Library Operations and Services
- 5. Consider approval of JKPL Interim Service / Reopening Plan (Updated)
- 6. Discussion of vacancies on the JKPL Board of Trustees
- 7. Consider approval of library wages and salaries effective July 1, 2020
- 8. Consider rescheduling date for July regular board meeting
- 9. Executive Committee Report
- 10. Finance Committee Report
- 11. Fundraising Committee Report
- 12. Furnishings, Art & Facilities Committee Report
- 13. Marketing Committee Report
- 14. Personnel Committee Report
- 15. Policy Committee Report
- 16. Strategic Planning Report
- 17. Meetings and Training
 - Upcoming
 - Recently Attended

18. Oral Presentations

19. Adjournment

Date of next regular meeting: Tuesday, July 14, 2020 7:00 pm

Hello Everyone:

Here is the agenda for the Tuesday, June 9, Board meeting. Again this month we will be holding this virtually via zoom.

Agenda Topics

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Correspondence & Communication - **A : Letters of Resignation**
 - Approve Minutes of Previous Meeting: May 12, 2020 - **B**
 - Approve May Librarian's Report - **C**
 - Approve Bills:
 - June Bills – **D Please note that these bills do not reflect all of the invoices that need to be submitted for payment in June. The City Council will also have a special council meeting on June 29 to approve payment of any additional FY20 bills that have arrived. In the past the Board has authorized the Executive Committee to review / approve any June invoices that arrive after this regular board meeting so they can go to the city for payment also.**
 - Claims Report for May - **E**
 - May & June Credit Card Claims - **F**
 - Budget Reports
 - May City Report - **G**
 - May Library Report - **H**
 - Trust Account Reports - **Bank Statement not yet received so I will do these reports when those are available.**
 - May Bank Statement - **I**
 - May Balance Report - **J**
 - Trust Account Expenditure Report - **K**
 - May Donations Form - **L**
 - Program Reports
 - May Report of Programs and Attendance - **M**
 - June 2 – 12, 2020 Schedule of events - **N**
 - Schedule for upcoming programs - **O**
 - Grant Report – **I received copyright permission from Mr. Woodward for the Dyersville Mercury and Commercial so submitted an HRDP grant application for microfilming and digitizing to the State Historical Society. The total cost for the project is \$23,232.00 and requires a 2 / 1 match. The Friends of the Library agreed to match \$5000, Bob Woodward said he would contribute \$500, and I included a match from the JKPL**

Trust Account of \$2500.00. My understanding is that the awards will be announced in early July.

- **Friends of the Library Report – No report**
 - **JKPL Endowment Report – Fund Activity Statement April 1-30, 2020**
4. **Discussion of Current Library Operations and Services – We opened for service by appointment starting on June 3 so I have included this to make sure there is an opportunity to discuss and answer any questions.**
 5. **Consider approval of JKPL Interim Service / Reopening Plan (Updated) – I have updating the Staged Reopening Plan, Stage 2 to reflect the hours of service, access to toilet facilities, etc. that were undecided at the last Board meeting. I was hoping to be ready with a Stage 3 plan but would like more time operating as we are now, and more time to make sure the cases of Covid-19 don't increase, before opening up further.**
 6. **Discussion of vacancies on the JKPL Board of Trustees – As of July 1, 2020 there will be 3 vacancies on the Board of Trustees. We can function with only 6 members as a quorum is 5, but it is certainly not recommended. In the past we have announced the vacancies on the library bulletin board, website, and social media; and sent letters out to potential board members.**
 7. **Consider approval of library wages and salaries effective July 1, 2020 – I emailed the Personnel Committee about this topic and the consensus was to wait until the Council made a decision for city staff before making a decision for library staff. According to the City Clerk, the City P & A Committee will likely meet the week of June 8 to discuss COLA, with the Council making an official decision on June 29. I may have more information for you at this meeting so I am leaving this on the agenda. When preparing the budgets, the City Council and Library Board included a 2% COLA.**
 8. **Consider rescheduling date for July regular board meeting - For the last several years, the board has not held a regular meeting in July because it is challenging to get a quorum this month and I take vacation. I do not currently have vacation scheduled for July and since we have already missed one meeting this year due to Covid-19, I am wondering your preference. If the Board does opt to not hold a regular meeting in July, past practice has been to authorize the Executive Committee to review / approve and invoices that need to be paid.**
 9. **Executive Committee Report**

10. Finance Committee Report
11. Fundraising Committee Report
12. Furnishings, Art & Facilities Committee Report – **The annual sprinkler inspection came back with deficiencies. Additionally, there are items that are scheduled to be replaced every five years and that time has arrived. The total cost to correct these deficiencies is \$1,633.00. The air conditioner that serves the server room is not working. Meyer Mechanical investigated and there is a bad blower motor. The cost to repair is \$514 and the cost to replace the whole unit (with is 19 years old) is \$5117. After discussing this with the committee, as there is sufficient funds in the FY20 budget, Shirley contacted both vendors to move forward with correcting the deficiencies and repairing the air conditioner. We will look at replacing the air conditioner as part of a future capital projects plan.**
13. Marketing Committee Report
14. Personnel Committee Report
15. Policy Committee Report
16. Strategic Planning Report
17. Meetings and Training
 - Upcoming
 - Recently Attended
18. Oral Presentations
19. Adjournment

Date of next regular meeting: Tuesday, July 14, 2020 7:00 pm
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Michael W. Mullis
137 14th AVE SW Dyersville, IA 52040

May 21, 2020

Shirley Vonderhaar
Library Director
James Kennedy Library
320 1st Ave E.
Dyersville, IA 52040

Dear Shirley,

I am writing to inform you of my decision to resign my position as library board trustee, for James Kennedy Library, effective June 15, 2020.

My four-year commitment to the board has been fulfilled, and I am looking to participate in other endeavors, which would preclude me from continuing on the board.

It has been an amazing experience to be a part of such a wonderful institution, and to work with some of the most passionate and caring people.

I will forever support the James Kennedy Library, and hope to continue to help with some of the excellent activities and fundraisers through out the year.

Best regards,

Michael W. Mullis

Patrick Valant
604 5th Street SE
Dyersville, Iowa 52040

June 4th, 2020

Dyersville City Council
340 1st Ave East
Dyersville, Iowa 52040

City Council –

I regret to you inform that I am tendering my resignation from the James Kennedy Public Library Board of Trustees, effective when my current term ends this month.

As I depart, I would like to thank you for the opportunity to serve on the Board, and for your support of the James Kennedy Public Library – past, present and into the future.

Please let me know if you have any questions or concerns.

Thanks again.

Sincerely

A handwritten signature in cursive script that reads "Patrick Valant". The signature is written in black ink and is positioned below the word "Sincerely".

**James Kennedy Public Library
Board of Trustees
Minutes of the May 19, 2020 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, May 19, 2020 electronically. With Iowa cases of novel coronavirus, Covid-19, the JKPL Board Meeting was held via Zoom as it was impossible to hold an in-person meeting in the JKPL Program Room. The electronic meeting protected the appointed officials, city staff and the public from the possible spread of the virus. JKPL Board members attended the electronic meeting offsite, while the Board President and Library Director attended from within the library facility. Present: Karen Tieskoetter, Mary Jane Meade, Angela English, Pat Valant, Catherine O’Hea, Mike Mullis, Joe Petsche, Karen Kramer, Sue Engelbrecht and Library Director Shirley Vonderhaar.

1. President Mary Jane Meade called the meeting to order at 7:01 P.M.
2. Agenda: Angela English MOVED “approval of the Agenda” which motion was seconded by Karen Kramer and CARRIED. Ayes: Tieskoetter, English, Valant, Meade, Mullis, O’Hea, Petsche, Kramer, and Engelbrecht. Nays: None.
3. Agenda Consent Calendar
 - Correspondence & Communication
 - Note from the family of Robert Brueckner
 - Letter from Miriam regarding lost items
 - Minutes of Previous Meeting: March 10, 2020
 - Statement regarding not meeting in April due to COVID-19 Restrictions
 - March Librarian’s Report
 - April Librarian’s Report
 - Bills
 - April Bills Submitted – paid by city 4/20/20
 - May Bills
 - Claims Report for March
 - Claims Report for April
 - March, April, and May Credit Card Claims
 - Budget Reports
 - March City Report
 - April City Report
 - April Library Report
 - Trust Account Reports
 - March Bank Statements
 - March Balance Report
 - April Bank Statement
 - April Balance Report
 - Trust Account Expenditure Report

- March and April Donations Form
 - Candy/Snack Sales - \$120.00
 - Love My Library Fundraiser - \$1561.00
 - JKPL Staff - \$20.00
 - Coloring Books - \$25.00
 - Brandon Davis - \$100.00
 - Dave Buchheit/Country Junction STEM Fundraiser - \$500.00
 - Lisa Gaylor & Miriam Eick - \$45.00
 - Gretchen & Tye Starr; Rob & Leslie Brueckner - \$400.00
 - Yard Sign Fundraiser - \$20.00
 - Deanne Lammers - \$5.00
- Program Reports
 - March Report on Programs and Attendance
 - April Report on Programs and Attendance
 - May 11-18, 2020 Schedule of Events
 - Schedule for upcoming programs
- Grant Report
 - DRA Grant announcement has been postponed.
 - Deadline for HRDP Grant for digitizing Commercial has been extended.
- Friends of the Library Report
 - Friends have agreed to pay for virtual summer library programming instead of presentations they previously approved.
 - Approved a \$5000 match for the HRDP grant application.
- JKPL Endowment Report
 - Fund Activity Statement for March 2020
 - Great Give Day Results

Angela English MOVED “approval of the consent items” which was seconded by Mike Mullis and CARRIED. Ayes: Tieskoetter, English, Valant, Meade, Mullis, O’Hea, Petsche, Kramer, and Engelbrecht. Nays: None.

4. Discussion of Current Library Operations and Services
5. JKPL Continuity Operations Plan
 - After Board discussion English MOVED to “approve the JKPL Continuity of Operations Plan.” Second by Karen Kramer and CARRIED. Ayes: Tieskoetter, English, Valant, Meade, Mullis, O’Hea, Petsche, Kramer, and Engelbrecht. Nays: None.
6. JKPL Interim Service/Reopening Plan
 - After Board discussion English MOVED to “approve the JKPL Interim Service/Reopening Plan.” Second by Valant and CARRIED. Ayes: Tieskoetter, English, Valant, Meade, Mullis, O’Hea, Petsche, Kramer, and Engelbrecht. Nays: None.
7. Discussion of Potential Vacancies on JKPL Board of Trustees

- Board Members with terms ending, please contact Shirley to inform her of your intentions going forward.
8. Executive Committee Report: None
 9. Finance Committee Report: None
 10. Fundraising Committee Report
 - Build-a-Basket Fundraiser was extended and moved online. Auction closed May 17th.
 - STEM Night Fundraiser at Country Junction in March was successful and Dave Buchheit gave a \$500.00 donation.
 - Wine and Beer Tasting was cancelled.
 - Plant Sale Fundraiser was held at former Kramer Funeral Home and facilitated by Karen Kramer on May 16th. Karen indicated a positive turn out considering the current climate.
 11. Furnishings, Art & Facilities Committee Report: None
 12. Marketing Committee Report: None
 13. Personnel Committee Report: None
 14. Policy Committee Report: None
 15. Strategic Planning Report: None
 16. Meetings and Training
 - New Catalog Training received in April for all staff via Zoom.
 - Shirley has been participating in several webinars associated with the COVID-19 situation.
 17. Oral Presentations: None
 18. MOTION by Engelbrecht to Adjourn at 8:08 PM. Second by Valant and CARRIED.
Ayes: Tieskoetter, English, Valant, Meade, Mullis, O'Hea, Petsche, Kramer, and Engelbrecht. Nays: None.

Catherine O'Hea

JAMES KENNEDY PUBLIC LIBRARY MONTHLY REPORT
 Librarian's report to the Board of Trustees for the month May 2020

C

Additions:

Items purchased: 381 Items donated: 10 Year to date: 3,299
 Items donated previous YTD: 705 Items donated YTD: 513
 Items withdrawn: Books: 329 SCDs: 7 DVDs: 47 Games: 1
 Year to date: Books: 2,076 SCDs: 651 PAWs: 2 Tapes: 10 Kits: 43 DVDs: 1,021 Blu-ray: 1 Games: 47 Puzzles: 37
 New Library Cards Issued City: 4 Contractual: 2 Total: 6 YTD: 194
 Computer use: Library closed to public access YTD: 3,778 hours; 5,835 sessions Previous YTD: 6,084 hours; 6,759 sessions
 Meeting Room Use: Library closed to public access YTD: 1,580 Previous YTD: 1,506
 Programs Held: 38 Attendance & Engagements: 923 ; Views : 10,433 Library Visits: Closed YTD: 64,433 Prev. YTD: 61,071
Circulation:

Number of Items Loaned	8,186	Year to Date:	109,911
Previous Year Circ.	9,966	Previous YTD:	116,830
Difference (numerical):	-1,780	Difference (numerical):	-6,919
Difference (percentage):	-17.86%	Difference (percentage):	-5.92%

General Fund Receipts:	Current	Year to Date	Budgeted
Copier & Misc:	0.00	585.06	850.00
Computer Printing:	5.55	862.40	1,275.00
Reader/printer:	0.00	0.00	25.00
Fax:	0.00	595.15	900.00
Computer Use	0.00	150.00	250.00
Holds & Scans	0.00	98.00	100.00
Lost Books and Materials	0.00	531.40	1,000.00
Memberships	0.00	428.00	300.00
Agency Contract fees:	6,667.99	6,667.99	6,000.00
Iowa Direct State Aid, Enrich Iowa and Infrastructure Fund	0.00	11,053.78	12,950.00
Misc (including Creation Station): lamination	0.00	74.59	300.00
Total:	\$6,673.54	\$21,046.37	\$23,950.00

Trust Account Receipts:	Current	Year to Date
CB Donations:	0.00	82.90
Memorials:	0.00	3,675.00
History Books & Centennial Coins:	0.00	125.00
Adopt a book donations:	10.00	305.70
Friends donation:	20.00	499.75
Other: donations	0.00	693.61
Other: Build-a-basket & plant sale	1,541.00	23,498.17
Other: fundraisers –snack sales	28.00	3,482.00
Total:	\$1,599.00	\$32,362.13

SUMMARY OF ADDITIONS:

	LP	Adult Fiction	Adult & YA Non-fiction	Young Adult Fiction	Juven Fic	Juven Non-fiction	eBook & eAudio	A & YA Audio	Juv. Audio	A& YA Vid	Juv. Vid	CDs, Games Misc.	TOTAL
Curr. Month	14	63	33	4	190	27	0	7	3	20	13	17	391
2019 Month	21	85	41	25	69	6	13	17	2	59	11	4	353
Curr. YTD	214	924	335	244	714	126	83	101	9	300	96	153	3299
Prev. YTD	133	1224	351	173	519	170	73	129	17	373	141	106	3409

SUMMARY OF CIRCULATION:

	LP	Adult Fiction & NF	YA Fiction & NF	Juven. Fiction & NF	eBks	Mags.	eMags	Total Print Items	eAudio	Adult and YA Audio	Juven. Audio & Kits	Adult & YA video	Juven. video & DVD	Games, LoT etc.	Grand Total
Curr. Mor	664	1808	559	2138	367	254	26	5816	186	139	22	1208	496	319	8186
2019 mor	907	2193	513	2493	325	304	4	6739	161	284	39	1690	638	415	9966
Difference	-243	-385	46	-355	42	-50	22	-923	25	-145	-17	-482	-142	-96	-1780
Current YTD	8358	25900	5353	27117	3029	2785	163	72705	2020	2854	404	17990	8603	5335	109911
Prev. YTD	8496	24894	3951	30861	3402	3593	71	75268	1584	3701	403	21630	8608	5636	116830
Difference	-138	1006	1402	-3744	-373	-808	92	-2563	436	-847	1	-3640	-5	-301	-6919
Diff. %	-1.6%	4.0%	35.5%	-12.1%	-11.0%	-22.5%	NA	-3.4%	27.5%	-22.9%	0.2%	-16.8%	-0.1%	-5.3%	-5.9%

Freemusic Downloads: May: 55 downloaded & 144 streamed; 0 video Total FY= 1,955 **Bridges Video Downloads:** May: 0 Total FY = 2
Mango Language Use: May: 7 sessions; FY = 302 total sessions (includes mobile & computer) **Kanopy Video:** May: 98; FY = 375
Adventure Passes Requested: FY = 14 NOTE – subscription for Adventure Passes at Museum has ended; We did not renew this program.

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
Fund: 001 - GENERAL FUND					
Department: 410 - LIBRARY					
DALINC	05.22.20	Dues- Annual	001-5-410-4-62100	DUES	15.00
TRI-STATE AUTOMATIC SPRINK...	0036987-IN	Contract - Sprinkler Annual Ins...	001-5-410-4-64316	CONTRACTS	277.00
PREMIER WINDOW CLEANING	2621	Contract - Window Cleaning	001-5-410-4-64316	CONTRACTS	100.00
ACCESS SYSTEMS	27058517	Contract - Copier Maintenance...	001-5-410-4-64316	CONTRACTS	260.74
FAREWAY STORES INC.	00195443	Supplies - Hand Sanitizer - COV...	001-5-410-4-65060	OFFICE SUPPLIES	19.96
RANDY'S NEIGHBORHOOD MA...	05.22.20 A	Supplies - Disinfectant - COVID...	001-5-410-4-65060	OFFICE SUPPLIES	16.76
SCHRANDT, DAWN	05.22.20	Supplies - Cleaning - COVID-19	001-5-410-4-65060	OFFICE SUPPLIES	6.58
RANDY'S NEIGHBORHOOD MA...	05.22.20	Supplies - Disinfectant - COVID...	001-5-410-4-65060	OFFICE SUPPLIES	16.76
RANDY'S NEIGHBORHOOD MA...	05.24.20	Supplies - Cleaning	001-5-410-4-65060	OFFICE SUPPLIES	13.04
AMAZON	06.01.20	Supplies - COVID-19	001-5-410-4-65060	OFFICE SUPPLIES	135.92
AMAZON	06.01.20	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	81.39
BAKER & TAYLOR BOOKS	2035223228	Supplies - CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	7.98
BAKER & TAYLOR BOOKS	2035237886	Supplies - CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	47.88
COLIBRI SYSTEMS NORTH AM...	210	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	724.01
ACE HOMEWORKS	218893	Supplies & Plexiglass - COVID-...	001-5-410-4-65060	OFFICE SUPPLIES	129.81
CARNEGIE-STOUT PUBLIC LIBR...	5272020D	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	46.20
COMPLETE OFFICE OF WISCO...	659445	Supplies - Bldg	001-5-410-4-65060	OFFICE SUPPLIES	120.40
SCHRANDT, DAWN	05.26.20	DVDs	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	70.55
AMAZON	06.01.20	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	143.70
MANCHESTER PRESS	06.01.20	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	46.00
COOKING WITH PAULA DEEN	06.01.20	Subscription - 2 yrs	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	39.98
ZOOBOOKS	06.01.20	Subscription - 2 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	49.95
SATURDAY EVENING POST	06.01.20	Subscription - 2 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	28.00
IOWAN MAGAZINE, THE	06.01.20	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	24.00
AMAZON	06.01.20	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	10.93
AMAZON	06.01.20	DVD	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	730.47
AMAZON	06.01.20	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	368.32
AMAZON	06.01.20	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	366.70
AMAZON	06.01.20	Creative Spaces	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	2.99
AMAZON	06.01.20	Subscriptions	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	75.44
BAKER & TAYLOR BOOKS	2035223228	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	38.49
BAKER & TAYLOR BOOKS	2035223684	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	86.33
BAKER & TAYLOR BOOKS	2035233719	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	68.05
BAKER & TAYLOR BOOKS	2035237831	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	381.46
BAKER & TAYLOR BOOKS	2035237886	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	228.85
BAKER & TAYLOR BOOKS	2035246620	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	32.46
BAKER & TAYLOR BOOKS	2035246620	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	17.92
INGRAM LIBRARY SERVICES	45998573	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-41.23
INGRAM LIBRARY SERVICES	67190051	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	2,399.49
INGRAM LIBRARY SERVICES	67191096	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	160.01
INGRAM LIBRARY SERVICES	67194283	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	339.75
BOOK FARM INC., THE	REB11537	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	107.70
BOOK FARM INC., THE	REB11538	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	2,471.07
BOOK FARM INC., THE	REB11538	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	750.50
Department 410 - LIBRARY Total:					11,017.31
Fund 001 - GENERAL FUND Total:					11,017.31
Fund: 002 - LIBRARY TRUST FUND					
Department: 410 - LIBRARY					
AMAZON	06.01.20	Programs - Summer Reading P...	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	56.42
AMAZON	06.01.20	Programs -Love My Library	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	47.94
KANOPY, INC.	200173-PPU	Programs - Streaming Video	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	10.00
CENGAGE LEARNING	70347926	Books	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	437.06

Expense Approval Register

Packet: APPKT00520 - June Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
CENGAGE LEARNING	70366407	Books	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	60.78
CENGAGE LEARNING	70370649	Books	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	21.59
				Department 410 - LIBRARY Total:	633.79
				Fund 002 - LIBRARY TRUST FUND Total:	633.79
				Grand Total:	11,651.10

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	11,017.31
002 - LIBRARY TRUST FUND	633.79
Grand Total:	11,651.10

Account Summary

Account Number	Account Name	Expense Amount
001-5-410-4-62100	DUES	15.00
001-5-410-4-64316	CONTRACTS	637.74
001-5-410-4-65060	OFFICE SUPPLIES	1,366.69
001-5-410-4-67701	BOOKS/FILMS/RECORDS/...	8,997.88
002-5-410-4-67700	LIBRARY TRUST EXPENDI...	633.79
Grand Total:		11,651.10

Project Account Summary

Project Account Key	Expense Amount
None	2,019.43
410AB	635.66
410AF	712.00
410AN	384.62
410DVD	801.02
410PF	3,619.45
410PN	2,578.77
410SS	2.99
410SUB	263.37
410TLP	519.43
410TPROG	114.36
Grand Total:	11,651.10

E

**James Kennedy Public Library
May 2020 Claims Report**

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services – Feb & Mar	\$300.00
Black Hills	Gas / Heat	107.41
Alliant Energy	Electricity	797.01
Mediacom	Phone	109.19
Total		\$1,313.61

Miscellaneous Bills

Check issued to:	Purpose	Amount
Credit Card	Interest	3.61
Credit Card	Amazon – subscriptions	35.96
City Laundry	Cleaning fee / mat	10.97
UPS	Shipping	12.26
Total		\$62.80

May 2020 Budget	
May 2020 claims submitted	\$7,839.35
Utility and Contractual from Bills above	1,313.61
Miscellaneous Bills from above	62.80
Total wages and benefits	28,810.55
Total May 2020 expenses	\$38,026.31

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

F

Credit Card Claims for May & June 2020

Date	Vendor	Items	Amount
6/2/2020	Mediacom	Telephone	109.19
6/4/2020	Facebook	Ads	30.85

Budget Report

Account Summary

For Fiscal: 2019-2020 Period Ending: 05/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND							
Expense							
<u>001-5-410-4-60100</u>	SALARIES	237,059.00	237,059.00	21,381.78	212,366.37	24,692.63	10.42 %
<u>001-5-410-4-61100</u>	FICA	14,698.00	14,698.00	1,293.41	12,798.08	1,899.92	12.93 %
<u>001-5-410-4-61200</u>	MEDICARE	3,437.00	3,437.00	302.49	2,993.34	443.66	12.91 %
<u>001-5-410-4-61300</u>	IPERS	22,378.00	22,378.00	2,018.39	20,006.42	2,371.58	10.60 %
<u>001-5-410-4-61500</u>	GROUP INSURANCE	40,757.00	40,757.00	3,793.14	38,481.39	2,275.61	5.58 %
<u>001-5-410-4-61700</u>	SUI	188.00	188.00	21.34	350.97	-162.97	-86.69 %
<u>001-5-410-4-62100</u>	DUES	750.00	750.00	0.00	746.00	4.00	0.53 %
<u>001-5-410-4-62300</u>	MEETINGS/TRAINING	2,500.00	2,500.00	0.00	650.88	1,849.12	73.96 %
<u>001-5-410-4-63710</u>	ELECTRICITY	14,000.00	14,000.00	797.01	11,569.10	2,430.90	17.36 %
<u>001-5-410-4-63711</u>	GAS HEAT	2,500.00	2,500.00	107.41	1,891.36	608.64	24.35 %
<u>001-5-410-4-63730</u>	TELEPHONE	700.00	700.00	109.19	1,946.28	-1,246.28	-178.04 %
<u>001-5-410-4-63750</u>	MAINTENANCE	9,000.00	9,000.00	120.98	25,996.92	-16,996.92	-188.85 %
<u>001-5-410-4-64080</u>	INSURANCE PREMIUM	7,711.00	7,711.00	0.00	5,857.00	1,854.00	24.04 %
<u>001-5-410-4-64316</u>	CONTRACTS	0.00	0.00	644.15	6,189.90	-6,189.90	0.00 %
<u>001-5-410-4-64322</u>	CONTRACTED SERVICES	8,220.00	8,220.00	300.00	6,615.00	1,605.00	19.53 %
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES	21,000.00	21,000.00	418.77	13,544.03	7,455.97	35.50 %
<u>001-5-410-4-67210</u>	FURNITURE/FIXTURES	0.00	0.00	0.00	23.84	-23.84	0.00 %
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIP	59,740.00	59,740.00	6,718.25	47,261.82	12,478.18	20.89 %
	Expense Total:	444,638.00	444,638.00	38,026.31	409,288.70	35,349.30	7.95 %
	Fund: 001 - GENERAL FUND Total:	444,638.00	444,638.00	38,026.31	409,288.70	35,349.30	7.95 %
Fund: 002 - LIBRARY TRUST FUND							
Expense							
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	30,000.00	30,000.00	40.39	26,831.05	3,168.95	10.56 %
	Expense Total:	30,000.00	30,000.00	40.39	26,831.05	3,168.95	10.56 %
	Fund: 002 - LIBRARY TRUST FUND Total:	30,000.00	30,000.00	40.39	26,831.05	3,168.95	10.56 %
	Report Total:	474,638.00	474,638.00	38,066.70	436,119.75	38,518.25	8.12 %

H

James Kennedy Public Library FY20 Operating Budget							
	FY20	March	April	May	June (est)	Received to date	Difference
ESTIMATED REVENUES:							
Dubuque County Library Agency	6,000.00	0.00	0.00	6,667.99	0.00	6,667.99	-667.99
Fees from copier, R/P, etc.	5,000.00	216.10	14.75	5.55	0.00	3,237.85	1,762.15
Open Access	10,500.00	0.00	0.00	0.00	0.00	10,651.98	-151.98
Access Plus / ILL	450.00	0.00	0.00	0.00	0.00	401.80	48.20
Direct State Aid	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00
TOTAL:	23,950.00	216.10	14.75	6,673.54	0.00	20,959.62	2,990.38
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES						Spent to date	Remaining
Wages	237,059.00	17,798.99	17,306.21	21,381.78	4,604.00	212,366.37	24,692.63
FICA	14,698.00	1,071.32	1,040.75	1,293.41	285.45	12,798.08	1,899.92
Medicare	3,437.00	250.58	243.42	302.49	66.76	2,993.34	443.66
IPERS	22,378.00	1,680.19	1,633.69	2,018.39	434.62	20,006.42	2,371.58
SUI	188.00	75.95	17.31	21.34	4.60	350.97	-162.97
Group Insurance	40,757.00	3,997.08	3,708.00	3,793.14	1,012.00	38,481.39	2,275.61
Meetings and training	2,500.00	110.00	-110.00	0.00	0.00	650.88	1,849.12
Dues and memberships	750.00	0.00	0.00	0.00	15.00	746.00	4.00
TOTAL:	321,767.00	24,984.11	23,839.38	28,810.55	6,422.43	288,393.45	33,373.55
CONTRACTUAL SERVICES:							
Utilities (telephone)	700.00	111.62	109.62	109.19	110.00	1,946.28	-1,246.28
Electricity	14,000.00	1,711.39	0.00	797.01	598.00	11,569.10	2,430.90
Gas / Heat	2,500.00	333.59	162.95	107.41	0.00	1,891.36	608.64
Insurance (bldg)	7,711.00	0.00	5,857.00	0.00	0.00	5,857.00	1,854.00
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Custodial services	8,000.00	975.00	225.00	300.00	150.00	6,450.00	1,550.00
Window cleaning	220.00	0.00	0.00	0.00	100.00	165.00	55.00
Service / Maintenance Contracts	9,000.00	170.36	3,834.15	644.15	637.74	6,189.90	2,810.10
TOTAL:	42,131.00	3,301.96	10,188.72	1,957.76	1,595.74	34,068.64	8,062.36
SUPPLIES:							
General library supplies	10,000.00	442.40	228.15	338.12	1,366.69	10,161.20	-161.20
Program fees & supplies	2,500.00	386.43	454.56	47.41	0.00	2,348.52	151.48
Marketing & advertising	1,500.00	100.86	0.00	45.50	0.00	961.57	538.43
Maintenance and Repairs	31,950.00	264.85	23.84	120.98	0.00	26,075.76	5,874.24
TOTAL	45,950.00	1,194.54	706.55	552.01	1,366.69	39,547.05	6,402.95
BOOKS AND MATERIALS							
Adult fiction	8,000.00	587.10	787.57	792.20	712.00	6,901.71	1,098.29
Adult nonfiction	5,000.00	461.35	435.37	699.98	384.62	4,566.07	433.93
YA fiction	2,000.00	0.00	187.83	214.94	0.00	2,046.60	-46.60
YA nonfiction	800.00	0.00	279.73	0.00	0.00	541.78	258.22
Juvenile fiction	7,500.00	21.58	93.92	733.02	3,619.45	4,533.38	2,966.62
Juvenile nonfiction	3,500.00	0.00	0.00	0.00	2,578.77	938.21	2,561.79
Large Print	3,500.00	312.31	30.39	0.00	0.00	3,502.85	-2.85
Electronic media (ebooks, etc.)	6,000.00	0.00	926.91	1,061.85	0.00	4,894.37	1,105.63
Reference & electronic database	5,000.00	0.00	0.00	0.00	0.00	4,207.64	792.36
Periodicals and newspapers	4,500.00	466.03	52.94	959.96	263.37	3,909.71	590.29
Audiobooks (CD, playaway)	4,200.00	151.45	304.84	852.61	635.66	3,229.42	970.58
Software & Gaming	2,000.00	81.18	125.88	538.79	0.00	2,009.65	-9.65
DVDs	6,500.00	276.42	501.96	849.65	801.02	5,570.37	929.63
SS / Creation Station	1,240.00	29.45	37.98	2.99	2.99	427.80	812.20
TOTAL:	59,740.00	2,386.87	3,765.32	6,705.99	8,997.88	47,279.56	12,460.44
TOTAL EXPENDITURES:	469,588.00	31,867.48	38,499.97	38,026.31	18,382.74	409,288.70	60,299.30
TOTAL REVENUES:	23,950.00	216.10	14.75	6,673.54	0.00	20,959.62	2,990.38
ACTUAL ASKING	445,638.00	31,651.38	38,485.22	31,352.77	18,382.74	388,329.08	57,308.92
Capital Improvement						0.00	
Total Expenditures	469,588.00	31,867.48	38,499.97	38,026.31	18,382.74	409,288.70	60,299.30

James Kennedy Public Library FY20 Operating Budget								
	FY20	% Expended To date	FY19 Expense thru May 19	May '19 expenses	Total FY19 expenses	Budget Projection	Amount Over/Under	Over/Under Budget
ESTIMATED REVENUES:								
Dubuque County Library Agency	6,000.00		4,691.91	0.00	4,691.91			
Fees from copier, R/P, etc.	5,000.00		4,569.76	583.89	4,732.28			
Open Access	10,500.00		10,458.17	0.00	10,458.17			
Access Plus / ILL	450.00		441.45	0.00	441.45			
Direct State Aid	2,000.00		1,990.83	0.00	1,990.83			
TOTAL:	23,950.00		22,152.12	583.89	22,314.64			
			22,152.12		22,314.64			
ESTIMATED EXPENDITURES:								
PERSONAL SERVICES			Spent to date		Spent to date			
Wages	237,059.00	89.6%	203,303.88	21,431.01	221,187.88	217,891.75	-5,525	0.97
FICA	14,698.00	87.1%	12,226.35	1,294.13	13,300.54	13,510.95	-713	0.95
Medicare	3,437.00	87.1%	2,859.32	302.63	3,110.55	3,159.40	-166	0.95
IPERS	22,378.00	89.4%	19,153.96	2,025.27	20,844.02	20,563.56	-557	0.97
SUI	188.00	186.7%	335.25	21.41	351.78	179.17	172	1.96
Group Insurance	40,757.00	94.4%	35,196.10	3,382.31	38,653.72	37,111.24	1,370	1.04
Meetings and training	2,500.00	26.0%	2,427.66	275.00	2,878.90	2,108.15	-1,457	0.31
Dues and memberships	750.00	99.5%	834.50	131.50	849.50	736.76	9	1.01
TOTAL:	321,767.00	89.6%	276,337.02	28,863.26	301,176.89	295,228.94	-6,835	0.98
			276,337.02		301,176.89			
CONTRACTUAL SERVICES:								
Utilities (telephone)	700.00	278.0%	3,899.96	385.68	4,671.32	584.41	1,362	3.33
Electricity	14,000.00	82.6%	12,334.93	848.71	13,294.48	12,989.53	-1,420	0.89
Gas / Heat	2,500.00	75.7%	2,640.64	113.66	2,674.19	2,468.64	-577	0.77
Insurance (bldg)	7,711.00	76.0%	5,507.00	5,507.00	5,507.00	7,711.00	-1,854	0.76
Legal Fees	0.00	NA	0.00	0.00	0.00	Zero	0	Nothing
Custodial services	8,000.00	80.6%	7,050.00	750.00	7,800.00	7,230.77	-781	0.89
Window cleaning	220.00	75.0%	280.00	60.00	280.00	220.00	-55	0.75
Service / Maintenance Contracts	9,000.00	68.8%	4,429.83	1,794.48	5,973.42	6,674.31	-484	0.93
TOTAL:	42,131.00	80.9%	36,142.36	9,459.53	40,200.41	37,878.07	-3,809	0.90
			36,142.36		40,200.41			
SUPPLIES:								
General library supplies	10,000.00	101.6%	9,157.15	1,013.89	10,846.56	8,442.45	1,719	1.20
Program fees & supplies	2,500.00	93.9%	2,540.48	597.12	2,917.31	2,177.07	171	1.08
Marketing & advertising	1,500.00	64.1%	713.71	16.50	1,009.68	1,060.30	-99	0.91
Maintenance and Repairs	31,950.00	81.6%	5,536.03	0.00	7,524.52	23,506.64	2,569	1.11
TOTAL	45,950.00	86.1%	17,947.37	1,627.51	22,298.07	36,984.44	2,563	1.07
			17,947.37		22,298.07			
BOOKS AND MATERIALS								
Adult fiction	8,000.00	86.3%	8,414.13	822.86	9,636.42	6,985.27	-84	0.99
Adult nonfiction	5,000.00	91.3%	4,487.06	879.17	5,034.39	4,456.41	110	1.02
YA fiction	2,000.00	102.3%	1,635.21	281.69	2,448.83	1,335.50	711	1.53
YA nonfiction	800.00	67.7%	127.19	76.52	522.75	194.65	347	2.78
Juvenile fiction	7,500.00	60.4%	5,015.93	667.00	6,640.99	5,664.74	-1,131	0.80
Juvenile nonfiction	3,500.00	26.8%	3,093.20	0.00	3,336.12	3,245.15	-2,307	0.29
Large Print	3,500.00	100.1%	1,955.12	269.81	3,056.30	2,238.96	1,264	1.56
Electronic media (ebooks, etc.)	6,000.00	81.6%	3,769.36	0.00	5,367.93	4,213.20	681	1.16
Reference & electronic database	5,000.00	84.2%	4,972.60	0.00	4,972.60	5,000.00	-792	0.84
Periodicals and newspapers	4,500.00	86.9%	4,054.17	1,209.15	4,139.61	4,407.12	-497	0.89
Audiobooks (CD, playaway)	4,200.00	76.9%	3,730.00	343.63	3,950.19	3,965.89	-736	0.81
Software & Gaming	2,000.00	100.5%	2,010.12	2.99	2,010.12	2,000.00	10	1.00
DVDs	6,500.00	85.7%	5,506.56	770.20	6,295.82	5,685.14	-115	0.98
SS / Creation Station	1,240.00	34.5%	456.28	69.05	618.26	915.13	-487	0.47
TOTAL:	59,740.00	79.1%	49,226.93	5,392.07	58,030.33	50,677.24	-3,398	0.93
			49,226.93		58,030.33			
TOTAL EXPENDITURES:	469,588.00	87.2%	379,653.68	45,342.37	421,705.70	422,761.21	-13,473	0.97
TOTAL REVENUES:	23,950.00	87.5%	22,152.12	583.89	22,314.64	23,775.57	-2,816	0.88
ACTUAL ASKING	445,638.00	87.1%	357,501.56	44,758.48	399,391.06	398,897.96	-10,569	0.97
Capital Improvement			12,040.00		0.00			
Total Expenditures	469,588.00		391,693.68	45,342.37	421,705.70			

M

James Kennedy Public Library Monthly Program Report
Report for the Month of May 2020

Story Time Sessions (C): Virtual / Facebook programs

May 20, 2020

Facebook Views / Engagements – 555 / 32
Time for preparation & performance – 5.25 hrs (pd)
Supplies: Copies

Theme – Chickens

May 27, 2020

Facebook Views / Engagements – 344 / 14
Time for preparation & performance – 4.75 hrs (pd)
Supplies: None

Theme – Nursery Rhymes

Story Time Craft (C): Virtual / Facebook program with Take and Make Activity Kit

May 20, 2020

Facebook Views / Engagements – 233 / 6
Number of Kits picked up - 6
Time for preparation & performance – 2.75 hrs (pd)
Supplies: Copies of story time activities; Paper plates, feathers, construction paper, and ziplock bags (Supply kits with directions provided via curbside)

Theme – Chickens

May 27, 2020

Facebook Views / Engagements – 316 / 6
Number of Kits picked up - 6
Time for preparation & performance – 4 hrs (pd)
Supplies: Copies of story time activities; Paper plates, beads, yarn, toilet paper rolls, construction paper, self-stick eyes and ziplock bags (Supply kits with directions provided via curbside)

Theme – Nursery Rhymes

Out-Reads : Bi-Monthly Story Times to Daycares (C): Unable to hold due to school closure for Covid-19
Branching Out (Tuesdays or Wednesdays at 11:00 am) (A) Unable to hold due to Covid 19
Program at Ellen Kennedy Living Center – (Typically fourth Friday of each month) – Unable to hold due to Covid-19.
Program at Mercy One Senior Care (Typically fourth Wednesday of each month) – Unable to hold due to Covid-19

Sit 'n' Stitch (Wednesdays of each month) (A)

Virtual / Zoom Program

May 6, 13, 20, 27, 2020

Time for preparation & performance – 5 hrs (pd)
Supplies: Computer and Zoom software, Craft supplies provided by participants

Total attendance – 24

Books for Lunch Book Club (First Monday of each month) – *Sold on a Monday* (A)

Virtual / Zoom

May 4, 2020

Time for preparation & performance – .5 hr (pd) 1 hr (vol)
Supplies: Purchased books with LML, available on Freading ; Computer and Zoom software

Total attendance – 7

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

Virtual / Discord program

May 5, 2020

Time for preparation & performance – 2.5 hr (pd)
Supplies: Used Discord and Roll20 to hold virtually

Total attendance – 8

A Novel Approach to Faith Book Club (A)

Virtual / Zoom program

May 12, 2020

Time for preparation & performance – 1.5 hrs (pd)
Supplies: ILed books, laptop and Zoom program

Total attendance – 2

Bookeaters Tween Book Club – (3rd Thursday of each Month) (C)

Virtual / Zoom program

May 21, 2020

Time for preparation & performance – 1.5 hrs (pd)
Supplies: ILed books, laptop and Zoom program

Total attendance – 4

Get Puzzled @ Your Library (A) – Remote / passive curbside program

May 2020

Time for preparation & performance - .5 hrs (pd)
Supplies: Copies of paper puzzles and activities– Suduko, crossword, wordfind, dot to dot, etc.
Delivered via curbside

Total attendance – 10

JKPL Writing Group (3rd Monday of each Month)(A) Virtual / Zoom program
 May 18, 2020 Total attendance - 4
 Time for preparation & performance – 1.25 hrs (pd)
 Supplies: Computer & Zoom software

Cricut with Christopher - Cancelled due to Covid-19. Evaluating Zoom or FaceBook for alternate adult craft programs.

Coffee and Creating (3rd Friday of each month) - Remote / passive curbside program
 May 2020 Total attendance – 10
 Time for preparation & performance - .25 hrs (pd)
 Supplies: Copies of coloring pages – delivered via curbside

Strings Club (4th Monday of each month) - Cancelled due to Covid-19.

Virtual Game Night featuring Superfight Virtual Zoom / Discord
 May 29, 2020 Facebook Views / Engagements – 261 / 6
 Time for preparation & performance – .5 hrs (pd) Total attendance - 0
 Supplies: Discord software; Wasn't held as no registrants

Final Friday Tech (Last Friday of each Month) Virtual / Facebook
 May 29, 2020 Facebook Views / Engagements – 143 / 2
 Time for preparation & performance – .5 hrs (pd)
 Supplies: Patrons were invited to reach out with their tech related questions

Building Creativity one Block at a Time (LEGO® program) Virtual / Facebook Lego Challenge
 May 16, 2020 Facebook Views / Engagements – 900 / 16
 Time for preparation & performance – 1 hrs (pd)
 Supplies: Sponsored by DuTrac

Card Party (weekly program – every Friday afternoon) (A) - Cancelled due to Covid-19

Strength Training for Older Adults Virtual / Provided by Geri-Fit
 May 2020 – Streaming option provided by Geri-Fit for current participants Total attendance - 20
 Estimated attendance is based on those requesting information on access, estimating one session
 per week

Movies @ Your Library – all cancelled due to Covid-19

National Poetry Month Poem Writing Contest and Virtual / Facebook program
 April 2020 (Prize drawing held in May) Facebook Views / Engagements – 218 / 9
 Time for preparation & performance – .75 hrs (pd) Poems submitted - 7
 Supplies: Virtual program on FB; prize of writer's basket for writing and submitting a poem

STEAM Fun Fridays – Puffy Sidewalk Chalk Virtual / Facebook program
 May 1, 2020 Facebook Views / Engagements – 369 / 17
 Time for preparation & performance – 1 hr (pd)
 Supplies: Water, dish soap, washable paint, flour and food coloring
 STEAM Fun Fridays provides demonstrations of how to make and do things
 at home, using common household items; no kits are provided

Board Games Demo – Codenames (F) Virtual / Facebook program
 May 4, 2020 Facebook Views / Engagements – 326 / 28
 Time for preparation & performance – .75 hrs (pd)
 Supplies: Codenames game

Star Wars Trivia Virtual / FB Live program
 May 4, 2020 Facebook Views / Engagements – 401 / 56
 Time for preparation & performance – 1 (pd) Total attendance – 10
 Supplies: Computer and phone

STEAM Fun Fridays – Mother’s Day Crafts Virtual / Facebook program
 May 8, 2020 Facebook Views / Engagements – 600 / 57
 Time for preparation & performance – 1.75 hr (pd)
 Supplies: Washable paint, scissors, construction paper, markers, glue, glitter & glue sticks
 STEAM Fun Fridays provide demonstrations of how to make and do things
 at home, using common household items; no kits are provided

UpCycling Mother’s Day Cards (A) Virtual / Facebook program
 May 1-8, 2020 Facebook Views / Engagements – 244 / 11
 Time for preparation & performance – 1.25 hrs (pd) Kits distributed - 17
 Supplies: Donated cards & envelopes, card stock, and glue

Board Games Demo – Villainous (F) Virtual / Facebook program
 May 11, 2020 Facebook Views / Engagements – 316 / 25
 Time for preparation & performance – .75 hrs (pd)
 Supplies: Villainous board game

Adulting – Public Speaking Virtual Zoom / Facebook
 May 14, 2020 Facebook Views / Engagements – 378 / 34
 Time for preparation & performance – 1.75 hrs (pd) 2 hrs vol Total attendance - 5
 Supplies: Zoom software; Jessica Pape donated her time and talent to present

STEAM Fun Fridays – Cleaning Pennies Virtual / Facebook program
 May 15, 2020 Facebook Views / Engagements – 387 / 28
 Time for preparation & performance – 3 hr (pd)
 Supplies: Pennies, beakers, vinegar, salt & ketchup
 STEAM Fun Fridays provide demonstrations of how to make and do things
 at home, using common household items; no kits are provided

Public Works Week Virtual Facebook / Youtube program
 May 18, 2020 Facebook Views / Engagements – 910 / 45
 Time for preparation & performance – .75 hrs (pd)
 Supplies: Computer

Board Games Demo – Tsuro (F) Virtual / Facebook program
 May 18, 2020 Facebook Views / Engagements – 443 / 10
 Time for preparation & performance – .75 hrs (pd)
 Supplies: Tsuro board game

Card Game Demo – Garbage (F) Virtual / Facebook program
 May 21, 2020 Facebook Views / Engagements – 276 / 11
 Time for preparation & performance – .5 hrs (pd)
 Supplies: Deck of cards; Posted on FB, can leave up indefinitely

How to use OPAC (F) Virtual / Facebook program
 May 21, 2020 Facebook Views / Engagements – 457 / 22
 Time for preparation & performance – .75 hrs (pd)
 Supplies: Computer and Zoom program for creating

STEAM Fun Fridays – LEGO® Challenge Virtual / Facebook program
 May 22, 2020 Facebook Views / Engagements – 375 / 20
 Time for preparation & performance – 3 hr (pd)
 Supplies: Legos, dirt, plat, m&ms, etc.
 STEAM Fun Fridays provide demonstrations of how to make and do things
 at home, using common household items; no kits are provided

Improv with Leila Virtual Zoom / Facebook
 May 26, 2020 Facebook Views / Engagements – 375 / 7
 Time for preparation & performance – 2 hrs (pd) Total attendance - 0
 Supplies: Zoom software; Wasn’t held as no registrants

Completing your Census Online Virtual Facebook
May 28, 2020 Facebook Views / Engagements –352 / 17
Time for preparation & performance – .5 hrs (pd)
Supplies: Computer and phone

STEAM Fun Fridays – Foam Soap Experiment Virtual / Facebook program
May 29, 2020 Facebook Views / Engagements – 481 / 116
Time for preparation & performance – 3 hr (pd)
Supplies: Dish soap, mixer, paint, paint brushes, container and water
STEAM Fun Fridays provide demonstrations of how to make and do things
at home, using common household items; no kits are provided

Pop-Up Downtown (F)
May 30, 2019 Total attendance –18
Time for preparation & performance – 4 hrs (pd)
Supplies: Display of event posters, information about the library, free books, etc.

Creation Station Crafts: Millennium Falcon (F) Virtual / Facebook program
May 1-31, 2020 Facebook Views / Engagements – 546 / 25
Time for preparation & performance – 1.5 hrs (pd) Kits distributed - 20
Supplies: Paper plates, instructions and baggies
Kits were provided via curbside service

Program held in April but still hosted and available to view or engage with on social media
May 1-31, 2020 - 27 programs Facebook Views / Engagements – 224 / 125

Upcoming Events at James Kennedy Public Library: June 2—12

Children's Summer Reading Program: June 1—July 25



Children, infant through 5th grade (completed), are invited to participate in this revised 2020 program. As usual, there is an independent reading portion of the program and special events that relate to the program theme. However, all the special events will be virtual or done at home. The reading program is sponsored by the Friends of the James Kennedy Public Library.

This year, the library has purchased software to allow you to sign up and track your reading and participation without having to come to the library. Participants are encouraged to register for the summer program at dyersvillelibrary.readsquared.com. You may also download the app for this program. Prefer to not use READsquared? A paper log is available to track your progress.

Kids age 3+

- Kids age 3+ will receive a book bag, bookmark, and a ball chain with a brag tag just for registering.
- Kids earn points by reading and viewing virtual library programs.
- Those points can be turned in for beads and brag tags.

Kids age 3 and under

Earn points and prizes by reading and completing missions.

Visit the library's website for all the details
www.dyersville.lib.ia.us

Teen Summer Reading Program: June 1—July 31



Everyone who has completed 6th-12th grade is encouraged to participate in the revised 2020 program. As usual, there is an independent reading portion of the program and special events that relate to the program theme. However, all the special events will be virtual.

This year, the library has purchased software to allow you to sign up and track your reading without having to come to the library. Participants are encouraged to register for the summer program at dyersvillelibrary.readsquared.com. You may also download the app for this program. Prefer to not use READsquared? A paper log is available to track your progress.

- Teens can read whatever books or graphic novels they choose.
- For every 5 hours of reading, participants achieve a prize tier.
- All hours must be reported by 5:00 pm on July 31 to count towards prizes.
- All events may be viewed on the library's Facebook page.

Visit the library's website for all the details www.dyersville.lib.ia.us

Adult Summer Reading Program: June 1—August 31



Everyone 18 and older is encouraged to participate in the revised 2020 program. Registration begins on June 1 and adults are welcome to join throughout the summer.

This year, the library has purchased software to allow you to sign up and track your reading without having to come to the library. Participants are encouraged to register for the program at dyersvillelibrary.readsquared.com. You may also download the app for this program. Prefer to not use READsquared? A paper log is available to track your progress.

Due to COVID-19, in person programs will not be offered; however, the library is planning virtual programs, Take-and-Make activities and more. The adult summer library program is sponsored by the Friends of the James Kennedy Public Library.

- Participants will receive a bookbag, bookmark, and coupon for a free book just for registering.
- Using the app or paper log, participants will keep track of items, read, and earn prizes.

Visit the library's website for all the details
www.dyersville.lib.ia.us

Summer Meals offered at JKPL Parking Lot

Western Dubuque Community Schools will continue to offer breakfast and lunch meals for students during the summer.

- Meals will be available Monday through Friday between 11:30 a.m.—12:15 p.m. until the week before school starts in the fall.
- No meals will be served July 2 or 3.
- There are no income guidelines; all children age 18 and under are welcome.
- To prevent gatherings of larger than ten people and allow for social distancing, officials are asking parents to come in a vehicle. Staff prefer parents pick up the meals but will not turn away kids.
- WD is posting the meal information daily by 8:00 a.m. on their Facebook page.
- 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.



Find the latest information on library events and programs at www.dyersville.lib.ia.us

Contact the library directly at 563-875-8912 or librarian@dyersville.lib.ia.us

Library Hours (email and telephone answered):

Monday—Thursday: 9:00 am—8:00 pm

Friday—Saturday: 9:00 am—5:00 pm

Appointments Taken:

Monday, Wednesday, Friday, Saturday: 9:30am—2:30 pm

Tuesday, Thursday: 3:00—7:30 pm

Curbside Delivery Hours:

Monday—Thursday: 10:00am—7:00 pm

Friday—Saturday: 10:00 am—4:00 pm

The library will be using Zoom for some of its virtual programs. Here is what you need to know to use Zoom:

- Participants need a computer/tablet/Smart device with an internet connection, camera, and microphone. This will allow you to see all the participants communicate with them.
- The Zoom app will need to be downloaded (at no charge) and will take about 3 minutes to download the first time you try to follow a Zoom link.
- Participants may also call in on a telephone and listen to the discussion instead. If you prefer this option, please contact the library for additional information.
- For each program, a link will be either posted publicly, or sent via email to registered participants, and guests may join by following the link on their device.

Upcoming Events at James Kennedy Public Library: June 2—12

Virtual Dungeons and Dragons Players Club Tuesday, June 2 @ 6:00 pm

Join us for this monthly gaming event for D & D players which is going virtual! To join in, you must have a Discord account, a Roll20 account and must message staff member Paul at Pzurawski@dyersville.lib.ia.us by 2:00 pm on June 2 to receive the server invite. All ages and skill levels welcome. New players are welcome at any time.



Virtual Storytimes Wednesdays, June 3, 10, 17, 24 @ 10:30 am

Join us for our weekly virtual storytimes! Storytimes are posted to the library's Facebook page at 10:30 am and will remain up until the following Tuesday. The themes are: Picnics (June 3); Camping (June 10); Dragons (June 17); and Zoos (June 24).



Each week will have an accompanying activity packet available for 1-3 year olds and 4-7 year olds. Activity packets may be picked up at the library via our curbside service after 11:30 am on Wednesday. Packets will be available while supplies last. Miss Kim will demonstrate the crafts in the packet on the library's Facebook page on Wednesday afternoon. These videos will stay on our feed indefinitely.

Virtual Sit and Stitch Wednesdays, June 3, 10, 17, 24 from 1:00—3:00 pm

Grab your tablet, phone or computer along with your hobby and/or craft and join other crafters in this fun Zoom gathering. There is lots of laughs, great company, conversation, and even some crafting! New members are welcome to join at any time. Contact Shirley at svonderhaar@dyersville.lib.ia.us for an invitation to attend.

A Virtual Visit with Heather Gudenkauf Thursday, June 4 @ 6:30 pm

Heather Gudenkauf, NYT bestselling author of eight novels, will join us via Zoom to share her journey from third grade teacher to critically acclaimed novelist. Heather will discuss her newest novel, *This is How I Lied*, how reading became a lifelong love, where she gets her ideas for her novels, and her writing process. Following the presentation, Heather will welcome questions.

- All guests will get their name entered into a drawing to win an autographed copy of Heather's newest book (which must be picked up at the library.)
- **To get a link to this Zoom presentation, please email librarian@dyersville.lib.ia.us before 6:00 pm on June 4.**
- Guests will be able to purchase books online that are signed by Heather from River Lights Book Store. Go to www.riverlights.com to order your copy - and if you put JKPL in the comments River Lights will donate 10% to the library!
- Barring technology problems, this presentation will be videotaped and shared on Facebook during the month of June.



Up-Cycling Greeting Cards for Father's Day: June 1—20

Librarian Ann Boeckenstedt has created a video on the library Facebook page to show you how to use the fronts of donated greeting cards combined with glue and cardstock to make entirely new greeting cards. The library has some kits ready for you to pick up via curbside service. Each kit includes a Father's Day themed greeting card front with coordinating cardstock. All you need is glue. Kits available while supplies last. Need an envelope? We can provide you one, just ask!

Virtual S.T.E.A.M. Fun Fridays Fridays, June 5, 12, 19, 26

STEAM

Children and families are invited to tune in to the library's Facebook page every Friday to discover and create something new using supplies you have at home.

June 5: Lava Lamps

This week library staff member Shannon will demonstrate how to make lava lamps for simple household ingredients.

June 12: Gifts for Father's Day

This week library staff member Shannon engineers the perfect gift for Dad. Then head to the library and pick up your supplies via curbside service or by appointment.

June 19: Ozbots

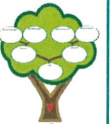
This week library staff member Shannon will talk about Ozbots and show you what they can do. These robots are available to borrow from the library via curbside service or by appointment.

June 26: Puffy Paint Ice Cream Cones

This week library staff member Shannon will show you how to make puffy paint ice cream cones.

Genealogy Basics Monday, June 8 6:00 pm

Join librarian Ann Boeckenstedt and learn the basics of how to start tracing your family history. She will talk about helpful websites such as Ancestry and FamilySearch as well as how to access vital records, census records, newspaper articles, and cemetery records. She will even demonstrate how to get your ancestry chart started. This will be a prerecorded program posted on the library's Facebook page.



Virtual Harry Potter Trivia Contest Friday, June 12 @ 2:00 pm

Join us on Facebook Live to see how much of a Harry Potter expert you are! Participants will keep track of their scores at home and can compete to see who comes out on top. We will be playing for fun, so don't worry if you get one or two wrong!



Imagine Your Rock Decorating Craft June 1—30

Just because the library is closed doesn't mean we can't help you get crafty at home! Pick up a craft kit from the library and watch the demo video at home and get crafting!

- Library staff member Shannon has created a video for how to make this rock decorating craft with rocks and paint.
- The video will be available to view on the library's Facebook page starting June 1.
- The craft kit for this project includes all needed supplies and can be picked up via curbside delivery at the library.
- Kits will be provided until we run out of supplies.



Tentative Schedule of Upcoming Events for June 13, 2020 and Beyond

Saturday, June 13: Building Creativity One Block at a Time: a virtual LEGO® program from 9:00 am - 5:00 pm. Join us for a virtual LEGO® program! Have your kids make a creation at home, take a picture, and tag both the library AND DuTrac Community Credit Union on social media to be entered for a chance to win a LEGO® set! This month's theme is "Imagine Your Story". Pictures of creations must be posted between 9:00am-5:00 pm on June 13. This LEGO® program is part of a monthly LEGO® building block program at the library sponsored by DuTrac Community Credit Union.

Saturdays, June 13 & 27: Pop-Up @ the Downtown Dyersville Saturday Sidewalk Market from 9 am to 12:00 noon. Weather permitting the James Kennedy Public Library will be reaching out to the community by participating in this pop-up sidewalk market. Visitors will find out more about what the library has to offer, and select a free book to keep from the pop-up library. The JKPL Pop-Up Library is sponsored in part by a grant from the Dyersville Area Community Foundation and partnership with the Dyersville Campaign for Grade Level Reading and the Friends of the JKPL.”

Monday, June 15: Dyersville Walking Trail Scavenger Hunt begins. Walk the Dyersville trail system and find the locations pictured on the Scavenger Hunt sheet! While this event is officially part of the children's summer reading program, and was designed for families, all ages are welcome to participate. You must find at least half the locations to earn points for the Summer Reading Program. The Scavenger Hunt Sheet may be printed off of our website or picked up at the Library. Record that you completed the sheet on READsquare, or turn completed sheets in at the library by 8:00 pm on June 30 to earn points. Participating in this scavenger hunt may be counted as an activity for the Adult program as well.

Monday, June 15: Create Your Personal Time Capsule! Time capsules are containers that capture the story of a moment in time by storing a selection of objects to be opened at a future point in time. People capture and preserve current parts of their life by gathering together items that are personal and typical of the present time, and then bury or hide them for discovery in the future. Creating a Time Capsule is a project recommended for this summer library theme, but also seems especially relevant in today's world. Join librarian Shirley Vonderhaar as she creates her personal time capsule and suggests items you might consider to include in yours. This presentation will be pre-recorded and shared on the library's Facebook page.

Monday, June 15: JKPL Writing Group Virtual Meeting @ 6:00 pm. Join us this month via Zoom for a virtual sharing session. This monthly writing group is for writers of all types whether it be poetry, memoir, fiction, or nonfiction. New members are welcome to join at any time. Anyone interested in participating should contact the library by 11 am on Monday, June 15 and provide an email address as an invitation to the Zoom meeting will be emailed to you. If you do not have an email address or a device to participate on, please call and talk with Ann about an alternative way to participate.

Wednesday, June 17: Virtual Story Time @ 10:30 am. Join us for a fun virtual storytime! Storytimes are posted to the library's Facebook page at 10:30 am. Each week's storytime will stay posted until the following Tuesday. The theme for this week is Dragons. Viewing this program earns points for the Children's Summer Reading Program. Each week will have an accompanying activity packet available for 1-3 year olds and 4-7 year olds. Activity packets may be picked up at the library via our curbside service after 11:30 am on Wednesday. Packets will be available while supplies last. Miss Kim will demonstrate the crafts in the packet on the library's Facebook page on Wednesday afternoon. These videos will stay on our feed indefinitely.

Thursday, June 18: Masks From Around the World @ 1:00 pm. Masks have been used throughout human history for many reasons. We will explore masks from many different cultures and learn why they were used. Viewing this Facebook program earns points for the Children's Summer Reading Program. There will be take-home crafts and activities for all ages. Crafts and activities will be available while supplies last. Funded by the Friends of the JKPL.

Thursday, June 18: The Virtual BookEaters Book Club @ 6:30 pm. This reading discussion group is for kids ages 9-12 and meets the third Thursday of each month. We will be meeting VIA Zoom to discuss what you are reading this month. You can read something on your own or Shannon will have a few books picked out that you can ask for. New participants always welcome, you'll just need to contact the library for Zoom information.

Friday, June 19: Stranger Things Virtual Escape Room. Do you and your friends have what it takes to escape from the Upside Down? See if your group can find the clue to escape before the demogorgon comes! This room will be posted to the library's social media sites (Facebook, Twitter, and Instagram). For those that completed 6th grade and up.

Friday, June 19: Virtual S.T.E.A.M. Fun Fridays with Ozbots. Children and families are invited to tune in to the library's Facebook page every Friday to discover and create something new using supplies you have at home. This week library staff member Shannon will talk about Ozbots and show you what they can do. These robots are available to borrow from the library via curbside service or by appointment.

Saturday, June 20: Virtual Pint-Size Polkas @ 10:00 am. Join Uncle Mike, six-time Polka Hall of Fame Inductee, as he has everyone clapping, singing, and dancing to favorite songs. This high-energy musical, magical, comedic, and educational program will delight all ages. Visit the Library website for the link to this event. The program will be available for viewing for 2 weeks after the posting. Viewing this program earns points for the Children's Summer Reading Program. Funded by the Friends of JKPL.

Monday, June 22-July 2: Seek and Find in the Library Window. Gaze into the library window and find a display that will challenge your powers of observation! This will be the first of 3 Seek and Find Windows this summer. Print off a list of items to find from our website, or pick a list up from the library. Participation in this program earns points for the Children's Summer Reading Program. Completed lists must be recorded on READsquare or turned in at the Library by 5:00 pm July 2.

Tuesday, June 23: Knight Training @ 10:00 am. What were knights? Who could be a knight? How did they train? Viewing this Facebook program earns points for the Children's Summer Reading Program. There will be take-home crafts and activities for all ages. Crafts and activities will be available while supplies last. Funded by the Friends of the James Kennedy Public Library.

Wednesday, June 24: Virtual Story Time @ 10:30 am. Join us for a fun virtual storytime! Storytimes are posted to the library's Facebook page at 10:30 am. Each week's storytime will stay posted until the following Tuesday. The theme for this week is Zoos. Viewing this program earns points for the Children's Summer Reading Program. Each week will have an accompanying activity packet available for 1-3 year olds and 4-7 year olds. Activity packets may be picked up at the library via our curbside service after 11:30 am on Wednesday. Packets will be available while supplies last. Miss Kim will demonstrate the crafts in the packet on the library's Facebook page on Wednesday afternoon. These videos will stay on our feed indefinitely.

Friday, June 26: Virtual S.T.E.A.M. Fun Fridays with Puffy Paint Ice Cream Cones. Children and families are invited to tune in to the library's Facebook page every Friday to discover and create something new using supplies you have at home. This week library staff member Shannon will show you how to make puffy paint ice cream cones.

Tuesday, June 30: Virtual Skribblio for Teens @ 5:00 pm. Teens are invited to come have some fun doodling up stories with the library! We will be using Skribblio, a free online doodling platform. Participants start by creating a drawing then pass it around virtually so everyone can add to the picture. After that we will make up a story about the final creation! Participants will need to download the Skribblio app before the program or access it on a computer to participate. Participants will need to email Paul before 2:00 pm on June 30 to receive an email invitation to join the program. This program is for those that have completed 6th-12th grade.

July 1-15: Dyersville Fairytale Scavenger Hunt. Dyersville has been invaded by fairy tale characters, and it is your job to find them! Print a "wanted" list off of our website, or pick one up from the library. You must find at least half the characters to earn points for the Summer Reading Program. Sheets must be recorded on READsquare or handed in at the Library by 8:00 pm July 15 to earn points.

Wednesdays, July 1, 8, 15, 22, 29: Virtual Sit and Stitch from 1:00-3:00 pm. Grab your tablet, phone or computer along with your hobby and/or craft and join other crafters in this fun Zoom gathering. There is lots of laughs, great company, conversation, and even some crafting! New members are welcome to join at any time. Contact Shirley at svonderhaar@dyersville.lib.ia.us for an invitation to attend.

Thursday, July 2: Your Home Is Your Castle @ 10:00 am. What would it be like to live in a real castle? How do they compare with your house now? Find out in this fun Facebook program with Miss Kim! There will be take-home crafts and activities for all ages. Crafts and

activities will be available while supplies last. Viewing this program earns points for the Children's Summer Reading Program. Funded by the Friends.

July 3-13: Seek and Find in the Library Window. Gaze into the library window and find a display that will challenge your powers of observation! This will be the final Seek and Find Window this summer. Print off a list of items to find from our website, or pick a list up from the library. Participating in this program earns points for the Children's Summer Reading Program. Completed lists must be turned in by 8:00 pm July 13.

Saturday, July 4: Library closed for Independence Day

Monday, July 6: Books for Lunch Virtual Book Discussion @ 12:00 noon. This group gathers on the first Monday of each month. This month the group will discuss the 2020 Adult All Iowa Read selection *The Mothers* by Brit Bennett. New members are welcome to join at any time. Copies of the book are available to borrow from the library via curbside service or by appointment. If you are interested in joining, and have not previously participated in the Books for Lunch group, please email librarian@dyersville.lib.ia.us before 10:00 am on Monday, July 6, and an invitation will be emailed to you to join the discussion via Zoom.

Tuesday, July 7: Walking the Labyrinth @ 10:00 am. We will learn the myth of Daedalus and the Labyrinth. Labyrinths are ancient, but are now being used to help kids find a sense of calm. Viewing this Facebook program will earn points in the Children's Summer Reading Program. There will be a take home activity. Crafts and activities will be available while supplies last.

Tuesday, July 7: Virtual Dungeons and Dragons Players Club @ 6:00 pm. Join us for this monthly gaming event for D and D players which is going virtual! To join in, you must have a Discord account, a Roll20 account and must message staff member Paul at Pzurawski@dyersville.lib.ia.us by 2:00 pm on May 5 to get the server invite. All ages and skill levels welcome. New players are welcome at any time.

Wednesdays, July 8, 15, 22: Summer session of Story Time and Wee Read. Details TBA.

Thursdays, July 9 and 23: Pop-Up @ the Farmer's Market from 2:00 - 4:30 pm. If we are able to do so while following the CDC guidelines and state and local rules, the James Kennedy Public Library will be reaching out to the community by taking programming out of the library and to the Farmer's Market on the 2nd and 4th Thursdays of July, and August. Visitors will be able to find out more about what the library has to offer and select a free book to keep from the pop-up library. The JKPL Pop-Up Library is sponsored in part by a grant from the Dyersville Area Community Foundation and partnership with the Dyersville Campaign for Grade Level Reading and the Friends of the JKPL."

Thursday, July 9: Robots, Circuits, and Games (oh my) from 2:30-3:30 pm. Stop by the JKPL Pop-up Library at the Commercial Club Park for fun STEAM related activities! TACKL,

the teen advisory group, will be on hand and visitors will be able to join them in playing with some of the outdoor games available to check out for the JKPL Library of Things! (If allowed by guidelines)

Friday, July 10: Virtual Lord of the Rings Trivia Contest @ 2:00 pm. Join us on Facebook Live to see how much of a Lord of the Rings expert you are! Participants will keep track of their scores at home and can compete to see who comes out on top! We will be playing for fun, so don't worry if you get one or two wrong!

Friday, July 10: Pop-up at Downtown Friday Night - Downtown Luau from 6:30-10:00 pm. The James Kennedy Public Library will be reaching out to the community by "popping up" at Downtown Friday Night! Visitors will be able to find out what the library has to offer, ask questions, and select one free book to keep. The JKPL Pop-Up Library is sponsored in part by a grant from the Dyersville Area Community Foundation and partnership with the Dyersville Campaign for Grade Level Reading and the Friends of the JKPL. The JKPL Fundraising Committee may also be on hand selling freezer pops to support the special collections and services of the library. (If allowed by rules and guidelines.)

Friday, July 10: TACKL Fun and Games @ Downtown Friday Night from from 6:30-9:00 pm. The Teen Advisory Council to the Kennedy Library (TACKL) is hosting a fundraising game stand at Downtown Friday Night. Join us for fun, prizes and to support the library! TACKL will be running several different children's games for a small fee. Games will include a bean bag toss, spin the wheel, Plinko and much more. The better you do in the game, the greater the prize you can win! All the money raised will go to TACKL, which supports the young adult collection and teen programming at the library. (If allowed by rules and guidelines.)

Saturday, July 11: Building Creativity One Block at a Time: a virtual LEGO® program from 9:00 am - 5:00 pm. Join us for a virtual LEGO® program! Have your kids make a creation at home, take a picture, and tag both the library AND DuTrac Community Credit Union on social media to be entered for a chance to win a LEGO® set! This month's theme is "Dog Races". Pictures of creations must be posted between 9:00am-5:00 pm on July 11th. This LEGO® program is part of a monthly LEGO® building block program at the library sponsored by DuTrac Community Credit Union.

Monday, July 11: Virtual Animal Chat with the Blank Park Zoo @ 10:00 am. The Blank Park Zoo will be getting us up close to animals we don't get to see in their live programs. The animals we meet will have been chosen by a Facebook poll in May, but could be seals/sea lions, rhinos, giraffes, lions, or tigers. Visit the Library website for a link to this program. The program will be available for viewing thru July 25. Viewing this program will earn points in the Children's Summer Reading Program. Funded by the Friends of the James Kennedy Public Library.

Monday July 13: You Know You Are From Dyersville If @ 6:00 pm. Join via Zoom for a virtual sharing session. More details to come.

Monday, July 14-25: Seek and Find in the Library Window. Gaze into the library window and find a display that will challenge your powers of observation! This will be the second of 3 Seek and Find Windows this summer. Print off a list of items to find from our website, or pick a list up from the library. Participating in this program earns points for the Children's Summer Reading Program. Completed lists must be recorded on READsquare or turned in at the Library by 5:00 pm July 25.

Thursday, July 16: Join the Marvel-verse @ 1:00 pm. How does Spider-man stick to walls? How do superheroes defy gravity? Learn the science behind your favorite superhero's amazing feats! There will be crafts and take-home activities for this program. Crafts and activities will be available while supplies last. Viewing this Facebook program will earn points in the Children's Summer Reading Program. Funded by the Friends of the James Kennedy Public Library.

Friday, July 17: Virtual Kobolds Ate My Baby Role Playing Game @ 5:00 pm. Join us after-hours for Kobolds Ate My Baby, a role playing game with simple rules and lots of shenanigans. Tying in to the summer reading program, this adventure will have wacky fantasy elements! To join in, you must have a Discord account and must message staff member Paul at Pzurawski@dyersville.lib.ia.us by 2:00 pm on July 17th to get the server invite All ages and skill levels welcome. Refreshments will be provided.

Tuesday, July 21: Here There Be Dragons @ 10 am. Dragon lore exists on every populated continent. We will explore dragon legends and from around the world. Viewing this Facebook program earns Summer Reading Points. There will be take-home crafts and activities for all ages. Crafts and activities will be available while supplies last. Funded by the Friends of the James Kennedy Public Library.

Friday, July 24: Fantasy DIY kits. The library is giving away different fantasy themed do-it-yourself fantasy kits so you can make your own Harry Potter Wand or build a lightsaber! Pick yours up via appointment or curbside service. For those that completed 6th grade and up.

Saturday, August 1: Journalism In Truth and Fiction with Joseph LeValley @ 11:00 am. Joseph LeValley spent seven years as a newspaper reporter covering serious crimes such as murder, kidnapping, embezzlement, arson and others. He spent hundreds of hours in courtrooms covering the criminal trials associated with many of these crimes. In this presentation, LeValley will describe some of his encounters with law enforcement, his fascination with the strategies employed by prosecutors and defense attorneys in the courtroom, and the triumphs and tragedies in criminal justice he witnessed. He will also describe how these experiences inspired him to write a series of mystery-thriller novels. Copies of the books will be available for purchase from the author.

Mondays and Thursdays, August 3, 6, 10, 13, 17, 20, 24, 27, 31: Strength Training for Older Adults @ 9:30 am. Older adults of any age and fitness level are invited to join this special exercise program made possible through a partnership with the Geri-Fit® Company. Participants will exercise to a Geri-Fit® DVD and most of the exercises will be performed seated

in a chair. There is no dancing or aerobics involved. Each participant will need a set of 2 or 3-pound dumbbell weights, a medium weight stretch band, and water to drink. Space is limited so registration is required. New attendees welcome at any time if space allows. (If we can offer.)

Monday, September 7: Library closed for Labor Day

Saturday, September 12: The Many Worlds of our Solar System @ 11:00 am. Come tour the planets and moons of our solar system using planetarium software. All ages welcome. Presented by John M. Heasley of Driftless Stargazing. Need invoice to pay.

Wednesday, November 25: Library closes at 5:00 pm

Thursday, November 26: Library closed for Thanksgiving

Saturday, December 5: A Visit from Santa and Mrs. Claus.

Saturday, December 5: Christmas Cookie Walk.

Saturday, December 12: Around the Farm Table with Inga Witscher @ 12:00 pm.

Join Inga Witscher, dairy farmer and host of the PBS television show Around the Farm Table, for an educational and entertaining cooking demonstration that features Midwestern agriculture and artisan products. All ages welcome.

Thursday, December 24: Library closed for Christmas Eve.

Friday, December 25: Library closed for Christmas

Thursday, December 31: New Year's Noon Party from 10:00 am to 12:30 pm.

Thursday, December 31: Library closes at 5:00 pm for New Year's Eve

Friday, January 1: Library closed for New Year's Day



COMMUNITY FOUNDATION
of Greater Dubuque

700 Locust Street, Suite 195
Dubuque, IA 52001
Phone: 563.588.2700
www.dbqfoundation.org

FUND ACTIVITY STATEMENT
April 1, 2020 THROUGH April 30, 2020

Shirley Vonderhaar
Executive Director
James Kennedy Public Library
320 1st Ave E
Dyersville, IA 52040

⌘ JAMES KENNEDY PUBLIC LIBRARY ENDOWMENT ⌘

	Current Month April 1, 2020 - April 30, 2020	Year-To-Date January 1, 2020 - April 30, 2020
BEGINNING FUND BALANCE	2,468.23	2,825.65
Gifts	100.00	350.00
Investment Income (Loss)	223.16	(371.87)
Other Income	0.00	0.00
Grants Approved	0.00	0.00
Fees	-3.61	-16
Fund Expenses	0.00	0.00
ENDING FUND BALANCE	2,787.78	2,787.78

Available to Spend: 0.00

See reverse for detail listing of gifts received and grants disbursed.

Gift Detail for the Month

Donor	Address1	Address2	City-St-Zip	Date	Amount
Jeanne Coppola	739 - 1st St NE		Dyersville, IA 52040	4/20/2020	100
*** Total Gifts:					100

Grant Detail for the Month

Grantee	Date	Amount
No Grants		0.00

This fund balance is comprised of gifts and corresponding earnings, grants or fees which individual donors, other than your organization, have contributed to the Community Foundation of Greater Dubuque. This is an asset of the Community Foundation of Greater Dubuque for the support of your organization.

6/4/2020

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Staged Reopening Plan:

Stage 1: Current status of library closed to the public but staff allowed to work and provide curbside service as long as following guidelines for social distancing, groups size, safe hygiene, etc.

1. Staff
 - a. Minimum of 2 staff working at all times
 - b. No more than 4 people on the floor at one time (less is better)
 - c. Additional staff allowed in work only and office spaces / working on projects as long as social distance can be maintained
 - d. Must maintain social distance of 6 feet at all times
 - e. Must wash or sanitize hands between contacts with materials for different patrons, or changing duties
 - f. Must sanitize work area when leaving for another task or for the day
2. Work hours / service hours
 - a. Service hours were determined by staff available, public use of services, and work to be done
 - b. Service hours are: Monday – Thursday 9 to 7; Friday and Saturday 9 to 5; Sunday - closed
3. Services offered
 - a. Virtual Services – Level 1
 - b. Circulation – Level 2
 - M-Th 10 am to 7 pm and Fri & Sat 10 am to 4 pm - Curbside Service hours offered
 - c. Programming – Level 2
 - d. Technology – Level 2
 - e. In-Person – Level 1
 - f. Outreach – Level 1
4. Housekeeping & Logistics
 - a. Signage on doors, webpage, social media and phone indicating level of service and contact information
 - b. All shared spaces sanitized routinely
 - c. See Revised opening routine
 - d. See Revised closing routine
 - e. See Guidelines for Curbside Service
 - f. Janitorial services reduced to twice a week
 - g. Staff work spaces adjusted and staff relocated to ensure social distance
 - h. Markings on floor to identify minimum of six feet adjacent to work spaces
 - i. Hand sanitizer and cleaning supplies located at each workstation.

Stage 2: Restrictions reduced, allowing libraries to reopen to 50% capacity, with social distancing and / or gatherings of no more than 10. This level of service will only be offered if adequate supplies for disinfecting and sanitizing are available. Anticipated implementation date: June 3, 2020

1. Staff:
 - a. Minimum of 2 staff working at all times
 - b. No more than 4 people on the floor at one time (less is better)

- c. Additional staff allowed in work only spaces / working on projects as long as social distance can be maintained
 - d. Must maintain social distance of 6 feet at all times
 - e. Must wear masks while on the floor or interacting with others – public or staff (can remove if working in office / staff work area only but must wear for any public interaction. Those working in office only should shut door to reduce exposure). Masks may be provided by staff or library.
 - f. Must wash or sanitize hands when report to work, after returning from a break of any kind, between contacts with materials for different patrons, patrons, and / or changing duties.
 - g. Gloves will be provided for those emptying the drop boxes, upon request. Gloves are single use and must be removed and disposed of properly after use. Preferred option is to wash hands thoroughly before and after emptying the items in the drop box.
 - h. Must sanitize work area when leaving for another task or for the day
2. Work hours / service hours
- a. Return to regular hours of Monday – Thursday 9 to 8; Friday and Saturday 9 to 5; and Sunday – closed (as closed for the summer anyway)
3. Services offered
- a. Virtual Services – Level 2
 - b. Circulation – Level 3 & 4
 - 10 am to 7 pm Monday – Thursday; 10 am to 4 pm Friday and Saturday - Continue offering curbside
 - Monday, Wednesday, Friday & Saturday 9:30 – 2:30 and Tuesday & Thursday 3 – 7:30
 - Offer 30 or 60 minute (maximum) browsing appointments
 - Offer 15 minute pick up / equipment use appointments
 - Maximum public capacity is 21 (see document)
 - Start with appointments for no more than 10 individuals and gradually increase as demand warrants and ability to maintain social distancing and capacity guidelines
 - Appointments will be scheduled on the hour and half hour
 - Doors will remain locked
 - Staff will open for patron / family with appointment when they call that they have arrived
 - Public will enter through main doors and exit through Hoffman Room
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments
 - c. Programming – Level 2
 - d. Technology (PAC and Laptops) – Level 3
 - Same schedule for all appointments
 - Offer 30 min appointments with exceptions for cause (i.e. taking a test that is scheduled for 2 hours)
 - Maximum capacity – 2 public access computers; up to 3 laptops

- Maximum of 2 individuals will be allowed to work on a computer together
 - Computer users must be included in capacity counts
 - Appointments will be scheduled on the hour and half hour
 - Doors will remain locked
 - Computer stations will be disinfected between each use so are scheduling 30 minute appointments to allow time for cleaning and drying.
 - Staff will open for patron with appointment when they call that they have arrived
 - Public will enter through main doors and exit through Hoffman Room
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments
- e. Technology (WiFi) – Level 3
- Same schedule for all appointments
 - 30 or 60 minute appointments
 - Maximum capacity – 3 locations identified
 - Maximum of 1 person allowed for location
 - Locations for WiFi and Laptop users are very limited so only use is available a time
 - Users must be included in capacity counts
 - Appointments will be scheduled on the hour and half hour
 - Doors will remain locked
 - Tables will be wiped down between appointments
 - Staff will open for patron with appointment when they call that they have arrived
 - Public will enter through main doors and exit through Hoffman Room
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments
- f. In-Person – Level 3
- Same schedule for all appointments
 - Offer 15 min appointments for faxing, copying etc.
 - Offer 15 min appointments for summer library program logistics (getting beads / prizes)
 - Offer 1 hour appointments for use of microfilm machine / genealogy room (when not in use by staff)
 - Offer 1 hour appointments for those seeking study space – however this would be the same space allocated for WiFi and Laptop users so capacity is very limited

- Maximum capacity
 - Maximum of 2 people together at one time to use copier / printer / fax
 - Maximum of 2 individuals will be allowed to use the microfilm machine / genealogy room together
 - Maximum of 1 person allowed for study appointments
 - Maximum of 1 family or similar group for Summer Library Program logistics.
 - Copier, study and SLP users must be included in capacity counts; Microfilm users do not as that space is not included in capacity calculations as it will only be open by appointment
 - Appointments will be scheduled on the hour and half hour
 - Doors will remain locked
 - Staff will open for patron with appointment when they call that they have arrived
 - Public will enter through main doors and exit through Hoffman Room
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments.
- g. Outreach – Level 2
- No-contact home delivery to homebound may be offered
 - Programs at Farmer’s Markets and other outdoor venues will be held if allowed by State and Local guidelines
 - Presentations and / or programs at typical outreach locations such as Social Center will be offered if those venues are open, wanting programming and if programs can be offered while following guideline for group size and social distancing.
4. Housekeeping and Logistics
- a. Signage on doors, webpage, social media and phone message indicating level of service and contact information
 - b. All shared spaces sanitized routinely
 - c. Sneeze guard provided at public access desk (circulation)
 - d. Masks encouraged for all visitors
 - e. See Revised opening routine
 - f. See Revised closing routine
 - g. See Guidelines for Curbside Service
 - h. Toilets opened to the public with appropriate signage
 - Use with caution / cleaned once daily
 - CDC signage about handwashing
 - i. Hand sanitizer located in several places in the library
 - j. Janitorial service resumed to daily
 - k. Public access computers will be separated by at least 6 feet
 - l. Staff work spaces adjusted and staff relocated to ensure social distance

- m. Markings on floor to identify minimum of six feet adjacent to work spaces
- n. Staff should sanitize hands before and after handling money
- o. Staff should wash or sanitize hands before and after touching any shared spaces or equipment such as the copier, fax machine, etc.
- p. Coverings that can be sprayed / wiped will be placed on all public keyboards and mice
- q. All soft seating will be removed and / or moved with signage that it is not available for use
- r. All items that cannot be checked out will be removed
- s. Reading of newspapers, magazines, etc. in the library will not be allowed; items may be checked out for use at home.
- t. All public seating provided in the library will be plastic / metal chairs from the Hoffman Room so they can be more readily sanitized.

Stage 2B: Restrictions reduced, allowing libraries to reopen to 50% capacity, with social distancing and / or gatherings of no more than 10. This level of service will only be offered if adequate supplies for disinfecting and sanitizing are available. Anticipated implementation date: NA

NOTE: Stage 2 may be adjusted to include the following: Visitors allowed in without an advance appointment.

1. Signage will indicate walk-up visitors may call for entrance for any eligible service if we are under capacity;
 - LIC will determine if additional patrons may be allowed in
 - Visitors allowed in without an appointment may be limited to less time, depending on number scheduled to arrive based on appointments

Stage 3: Restrictions reduced, allowing libraries to reopen to more capacity, with social distancing and / or gatherings of no more than 50. This level of service will only be offered if adequate supplies for disinfecting and sanitizing are available. Anticipated implementation date: Dependent upon State and Local guidelines as well as data showing reduced risk for infection