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Regular Library Board Meeting

**Tuesday,
August 11, 2020**
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://cityofdyersville.zoom.us/j/96453951567?pwd=ZHF1NkxxSVl3MFFDdkJhbkdFZWVhFdz09>

Meeting ID: 964 5395 1567

Passcode: 023321

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 964 5395 1567

Find your local number: <https://cityofdyersville.zoom.us/j/96453951567>

Agenda Topics

1. Call to Order
2. Consider Approval of Agenda
3. Welcome new member and introductions
4. Consider Agenda Consent Calendar
 - Correspondence & Communication
 - Approve Minutes of Previous Meeting: July 14, 2020 Special Meeting and July 14, 2020 Regular Monthly Meeting
 - Approve July Librarian's Report

- Approve Bills:
 - July Claims Report
 - Library Claims for August
 - July / August Credit Card Claims
 - Budget Reports
 - June City Report (FY20 Year End)
 - June Library Report (FY20 Year End)
 - July City Report
 - July Library Report
 - Trust Account Reports
 - July Bank Statements
 - July Balance Report
 - Trust Account Expenditure Report
 - July Donations Form
 - Program Reports
 - July Report of Programs and Attendance
 - August Schedule of Events
 - Schedule for Upcoming Programs
 - Grant Report
 - Friends of the Library Report
 - JKPL Endowment Report
5. Discussion of Current Library Operations and Services
 6. Consider approval of JKPL Interim Service / Reopening Plan (Updated)
 7. Discussion of vacancies on the JKPL Board of Trustees
 8. Discussion and possible action on the recommendation from the Ad Hoc Committee regarding race, diversity and inclusion
 9. Committee Appointments
 10. Schedule for Attendance of City Council Meetings
 11. Executive Committee Report
 12. Finance Committee Report
 13. Fundraising Committee Report
 - Notes from August Virtual Meeting
 - FY20 Fundraising Financial Report
 14. Furnishings, Art & Facilities Committee Report
 15. Marketing Committee Report
 16. Personnel Committee Report

17. Policy Committee Report
18. Strategic Planning Report
19. Meetings and Training
 - Upcoming
 - Recently Attended
20. Oral Presentations
21. Adjournment

Date of next regular meeting: Tuesday, September 8, 2020 7:00 pm

Hello all:

Here is your packet for next Tuesday's ZOOM Board meeting. If you have any questions you would like answered before the meeting, please let me know. Otherwise, I hope to see you all there!

Agenda Topics

1. Call to Order
2. Consider Approval of Agenda
3. Welcome new member and introductions – **Danielle Will has been appointed to join the JKPL Board. Welcome!**
4. Consider Agenda Consent Calendar
 - Correspondence & Communication
 - Approve Minutes of Previous Meetings: July 14, 2020 Special Meeting and July 14, 2020 Regular Monthly Meeting – **A & B**
 - Approve July Librarian's Report - **C**
 - Approve Bills:
 - July Claims Report - **D**
 - Library Claims for August - **E**
 - July / August Credit Card Claims - **F**
 - Budget Reports
 - June City Report (FY20 Year End) - **G**
 - June Library Report (FY20 Year End) - **H**
 - July City Report - **I**
 - July Library Report - **J**
 - Trust Account Reports – **I have not yet received the Bank Statements so I will plan to share these documents once those are received.**
 - July Bank Statements - **K**
 - July Balance Report - **L**
 - Trust Account Expenditure Report - **M**
 - July Donations Form - **N**
 - Program Reports
 - July Report of Programs and Attendance - **O**
 - August Schedule of events - **P**
 - Schedule for upcoming programs - **Q**
 - Grant Report – **Library staff are considering applying for a DACF grant for creating a StoryWalk along some of Dyersville's walking trails**
 - Friends of the Library Report - **R**
 - JKPL Endowment Report – **S: Fund Activity Statement for June**
5. Discussion of Current Library Operations and Services - **At the June Board meeting we discussed starting to allow people to read newspapers in the library and marketing as "We are Open" vs. being Open by Appointment. We had planned to implement**

these adjustments to the current procedures August 1; however, prior to that date Dubuque County was declared a Red Zone so we instead tightened things up. Because the recommendations for a Red Zone is for gatherings of 10 or less, we reduced the number of members of the public allowed in the library at one time to a maximum of 6 (for any purpose) as we also have staff in the building. We also started asking people to wear a mask if they are able and we have masks available to provide if they don't have one with them. Masks are not mandatory so if they refuse, they aren't turned away.

6. Consider approval of JKPL Interim Service / Reopening Plan (Updated) – **I have included a “summary” page about the changes / additions I am proposing to this document as the tracked version (that shows the changes) is almost impossible to read. If someone would like that version, please let me know and I will email it to you.**
7. Discussion of vacancies on the JKPL Board of Trustees
8. Discussion and possible action on the recommendation from the Ad Hoc Committee regarding race, diversity and inclusion – **This committee is meeting Monday evening so may have a recommendation to present**
9. Committee Appointments – **Included in packet**
10. Schedule for attendance of City Council Meetings – **Postponed until Council starts meeting in person**
11. Executive Committee Report
12. Finance Committee Report
13. Fundraising Committee Report
 - Notes from August Virtual Meeting
 - FY20 Fundraising Financial Report
14. Furnishings, Art & Facilities Committee Report
15. Marketing Committee Report
16. Personnel Committee Report
17. Policy Committee Report
18. Strategic Planning Report
19. Meetings and Training

- Upcoming – **ARSL information included in packet. Anyone interested in participating? ILA is going to be virtual also but no information on that has yet been shared.**
- Recently Attended

20. Oral Presentations

21. Adjournment

Date of next regular meeting: Tuesday, September 8, 2020 7:00 pm

**James Kennedy Public Library
Board of Trustees
Minutes of the July 14, 2020 Special Meeting**

The special meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, July 14, 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 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, Sue Engelbrecht, Catherine O’Hea, Karen Kramer, Angela English, and Library Director Shirley Vonderhaar. Absent: None.

1. President Mary Jane Meade called the meeting to order at 7:00 P.M.
2. Agenda: English MOVED “approval of the agenda” which motion was seconded by Tieskoetter and CARRIED. Ayes: Tieskoetter, Meade, Engelbrecht, O’Hea, Kramer, and English. Nays: None.
3. Election of Officers: The following were nominated for office:
 - a. President: Mary Jane Meade
 - b. Vice President: Karen Kramer
 - c. Secretary: Catherine O’Hea
 English MOVED that nominations be closed and that the nominees be elected by acclimation” which was seconded by Kramer and CARRIED. Ayes: Tieskoetter, Meade, Engelbrecht, O’Hea, Kramer, and English. Nays: None.
4. President Mary Jane Meade adjourned the meeting at 7:06 P.M.

Catherine O’Hea

James Kennedy Public Library
Board of Trustees
Minutes of the July 14, 2020 Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, July 14, 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 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, Sue Engelbrecht, Catherine O'Hea, Karen Kramer, Angela English, and Library Director Shirley Vonderhaar. Absent: None

1. President Mary Jane Meade called the meeting to order at 7:07 P.M.
2. Agenda: O'Hea MOVED "approval of the Agenda" which motion was seconded by Kramer and CARRIED. Ayes: Tieskoetter, Meade, Engelbrecht, O'Hea, Kramer, and English. Nays: None.
3. Agenda Consent Calendar
 - Correspondence & Communication: None
 - Minutes of Previous Meeting: June 9, 2020
 - June Librarian's Report
 - Bills
 - June Bills (final for FY20) submitted June 29, 2020
 - July Bills
 - Claims Report for June
 - June & July Credit Card Claims
 - Budget Reports
 - June City Report
 - June Library Report
 - July Library Report
 - Trust Account Reports
 - June Bank Statements
 - June Balance Report
 - Trust Account Expenditure Report
 - June Donations Form
 - Candy/Snack Sales - \$13.00
 - Plant Sale Fundraiser - \$50.00
 - Build-a-Basket Fundraiser - \$97.00
 - Yard Sign Sales Fundraiser - \$10.00
 - Joyce Bries (adopt-a-book) - \$14.56
 - Program Reports
 - June Report on Programs and Attendance
 - July Schedule of Events

- Schedule for upcoming programs
- Grant Report
 - DRA has postponed grant announcements until October
 - HRDP (Historical Resource Development Program) Grant from the State Historical Society of Iowa for \$15,232.00 was awarded for microfilming and digitizing Dyersville area newspapers.
- Friends of the Library Report: None
- JKPL Endowment Report
 - Fund/Gift Activity Statement

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

4. Discussion of Current Library Operations and Services
 - Library has been operating as appointment only and curbside services.
5. Consider approval of JKPL Interim Service/Reopening Plan (updated)
 - Due to the Covid-19 pandemic and concerns for public and staff health, the JKPL Board has implemented a staged reopening plan, considering state, local, and CDC guidelines. The JKPL is currently in Stage 2 of this plan which included curbside service and being open to the public on an appointment only basis, ensuring a capacity of less than 50%. Stage 3 in reopening was discussed and due to an increase in local cases the library will remain in Stage 2. Some adjustments were made so that patrons may ring a doorbell and if capacity is under 50%, they will be allowed to enter the library following the same guidelines as appointment holders. The board discussed allowing patrons to use periodicals without quarantining the item after each use due high demand. Signs will be posted to indicate use is at their own risk. Last, the board added a Staff section to include protocols if staff becomes ill or is exposed to someone who tested positive for Covid-19. English MOTIONED to “approve the JKPL Interim Service/Reopening Plan (Updated) incorporating the decision regarding patron entry and staffing protocols.” Second by Engelbrecht and CARRIED. Ayes: Tieskoetter, Meade, Engelbrecht, O’Hea, Kramer, and English. Nays: None.
6. Discussion of vacancies on the JKPL Board of Trustees
 - The executive committee sent out 11 letter and three emails. To date, four responses have been received with two expressing interest and two declining.
7. Consider approval of Library Holiday Hours for FY21
 - Following Board discussion Kramer MOVED “approval of library holiday hours for FY21” which was seconded by Engelbrecht and CARRIED. Ayes: Tieskoetter, Meade, Engelbrecht, O’Hea, Kramer, and English. Nays: None.
8. Discussion and possible action on the Urban Libraries Council’s Statement on Race and Social Equity and the PLA Call on Library Workers to Address Racism
 - Referred to Ad Hoc Committee composed of Engelbrecht, O’Hea and Meade.
9. Executive Committee Report

- Committee met electronically to work on board member recruitment. Some candidates were identified, and letters were sent out encouraging Board applications.
10. Finance Committee Report: None.
 11. Fundraising Committee Report
 - Build-a-Basket Fundraiser raised \$1463 from 44 baskets.
 - Wine and Beer Tasting has been cancelled.
 - Plant Sale Fundraiser raised \$225 to date.
 - Other fundraising plans are currently on hold due to the COVID-19 uncertainty.
 12. Furnishings, Art & Facilities Committee Report: None
 13. Marketing Committee Report: None
 14. Personnel Committee Report
 - Committee will reach out to the city to request the library be included in the city wage study.
 - MOTION from the committee to “approve revised JKPL Employee Pay Rates and Ranges reflecting the approved 2% COLA for all library staff.” No second needed as it came from committed and CARRIED. Ayes: Tieskoetter, Meade, Engelbrecht, O’Hea, Kramer, and English. Nays: None.
 15. Finance Committee Report
 16. Policy Committee Report
 - After board discussion English MOVED to “approve updated JKPL Trustee Job Description.” Second by Meade and CARRIED. Ayes: Tieskoetter, Meade, Engelbrecht, O’Hea, Kramer, and English. Nays: None.
 17. Strategic Planning Report
 - All planning has been postponed due to Covid-19.
 18. Meetings and Training
 - ARSL Conference will be held virtually and most librarians will be able to attend.
 - ILA will also be virtual. More details to come.
 19. Oral Presentations: None
 20. Kramer MOVED to adjourn the meeting and seconded by Engelbrecht. Meeting
ADJOURNED at 8:33 P.M.

Catherine O’Hea

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

C

Additions: Items purchased: 323 Items donated: 61 Year to date: 384 Items donated previous YTD: 38 Items donated YTD: 61
 Items withdrawn: Books: 602 SCDs: 1 DVDs: 3 Kits: 3
 Year to date: Books: 602 SCDs: 1 DVDs: 3 Kits: 3
 New Library Cards Issued City: 2 Contractual: 1 Total: 3 YTD: 3
 Computer use: 27 hours; 52 sessions YTD: 27 hours; 52 sessions Previous YTD: 580 hours; 811 sessions
 WiFi Use (from WhoFi software) 513 sessions, 429 visits, 82 unique visitors
 Meeting Room Use: No meeting space available YTD: 0 Previous YTD: 223
 Programs Held: 48 Attendance & Engagements: 734 ; Views : 4,480 Library Visits: 1,520 YTD: 1,520 Prev. YTD: 10,6399

Circulation Summary:

Number of Items Loaned	6,396	Year to Date:	6,396
Previous Year Circ.	12,541	Previous YTD:	12,541
Difference (numerical):	-6,145	Difference (numerical):	-6,145
Difference (percentage):	-49.00%	Difference (percentage):	-49.00%

General Fund Receipts:	Current	Year to Date	Budgeted
Copier & Misc:	21.45	21.45	850.00
Computer Printing:	70.80	70.80	1,275.00
Reader/printer:	0.00	0.00	25.00
Fax:	12.00	12.00	900.00
Computer Use	2.00	2.00	250.00
Holds & Scans	1.00	1.00	100.00
Lost Books and Materials	0.00	0.00	1,000.00
Memberships	180.00	180.00	300.00
Agency Contract fees:	0.00	0.00	5,000.00
Iowa Direct State Aid, Enrich Iowa and Infrastructure Fund	0.00	0.00	13,000.00
Misc (including Creation Station):	0.00	0.00	300.00
Total:	\$287.25	\$287.25	\$23,000.00

Trust Account Receipts:	Current	Year to Date
CB Donations:	.60	.60
Memorials:	0.00	0.00
History Books & Centennial Coins:	0.00	0.00
Adopt a book donations:	200.00	200.00
Friends donation:	19.50	19.50
Other: Friends donation for children SRP	763.42	763.42
Other: Elenz donation – pandemic service	50.00	50.00
Other:	0.00	0.00
Total:	\$1033.52	\$1033.52

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	11	150	22	18	55	28	12	20	3	41	14	10	384
2019 Month	22	101	13	35	27	5	9	8	0	31	11	10	272
Curr. YTD	11	150	22	18	55	28	12	20	3	41	14	10	384
Prev. YTD	22	101	13	35	27	5	9	8	0	31	11	10	272

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	529	1599	321	1704	399	204	25	4781	232	78	33	735	345	192	6396
2019 mor	749	2292	703	4030	314	310	15	8413	185	381	70	1903	1002	587	12541
Difference	-220	-693	-382	-2326	85	-106	10	-3632	47	-303	-37	-1168	-657	-395	-6145
Current Y	529	1599	321	1704	399	204	25	4781	232	78	33	735	345	192	6396
Prev. YTD	749	2292	703	4030	314	310	15	8413	185	381	70	1903	1002	587	12541
Difference	-220	-693	-382	-2326	85	-106	10	-3632	47	-303	-37	-1168	-657	-395	-6145
Diff. %	-29.4%	-30.2%	-54.3%	-57.7%	27.1%	-34.2%	NA	-43.2%	25.4%	-79.5%	-52.9%	-61.4%	-65.6%	-67.3%	-49.0%

Freemal Music Downloads: July: 20 downloaded & 122 streamed; 0 video Total FY= 142 **Bridges Video Downloads:** July: 6 Total FY = 6

Mango Language Use: July: 0 sessions; FY = 0 total sessions (includes mobile & computer) **Kanopy Video:** July: 43; FY = 43

D

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

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services	\$450.00
Black Hills	Gas / Heat	34.69
Alliant Energy	Electricity (pd in June)	0.00
Mediacom	Phone	111.04
Total		\$595.73

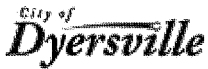
Miscellaneous Bills

Check issued to:	Purpose	Amount
City Laundry	Cleaning fee / mat	0.00
Midwest Bank / CC	Credit	-15.00
Midwest Bank / CC	Writer's Digest	19.96
Midwest Bank / CC	Farm & Ranch Living	17.98
Midwest Bank / CC	Sports Illustrated	20.00
Midwest Bank / CC	Woman's World	59.60
Midwest Bank / CC	First For Women	19.97
Total		\$122.51

July 2020 Budget	
July 2020 Claims submitted	\$5,710.48
Utility and Contractual from Bills above	595.73
Miscellaneous Bills from above	122.51
Total wages and benefits	31,138.09
Total July 2020 expenses	\$37,566.81

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

E



Dyersville, IA

Expense Approval Register

Packet: APPKT00552 - August 2020 Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
Fund: 001 - GENERAL FUND					
Department: 410 - LIBRARY					
ACCESS SYSTEMS	27449105	Copier Contract/Lease	001-5-410-4-64316	CONTRACTS	149.15
AMAZON	08.01.2020	Office Supplies	001-5-410-4-65060	OFFICE SUPPLIES	-50.62
RANDY'S NEIGHBORHOOD MA...	1938	Supplies - COVID-19	001-5-410-4-65060	OFFICE SUPPLIES	7.98
JOHN DEERE FINANCIAL	4861808tWSID	Supplies - Programs	001-5-410-4-65060	OFFICE SUPPLIES	24.98
DEMCO EDUCATIONAL CORP	6816637	Supplies - Book	001-5-410-4-65060	OFFICE SUPPLIES	106.03
QUILL CORPORATION	8745499	Supplies - Cleaning - COVID-19	001-5-410-4-65060	OFFICE SUPPLIES	47.91
QUILL CORPORATION	9146957	Supplies - Masks - COVID-19	001-5-410-4-65060	OFFICE SUPPLIES	22.49
OVERDRIVE	06497CO20234349	Electronic Media	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	455.46
AMAZON	08.01.2020	DVD	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	624.12
U.S. CATHOLIC	08.01.2020	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	24.00
MARYJANESFARM	08.01.2020	Subscription - 2 yrs	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	29.95
AMAZON	08.01.2020	Library of Things/CC/SS	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	62.98
AMAZON	08.01.2020	Subscriptions	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	124.98
AMAZON	08.01.2020	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	199.92
AMAZON	08.01.2020	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	93.73
CODY, BETH	1015	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	38.99
CENTER POINT PUBLISHING	1776027	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	293.44
CENTER POINT PUBLISHING	1781096	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	291.49
BAKER & TAYLOR BOOKS	2035334429	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	479.77
BAKER & TAYLOR BOOKS	2035354363	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	171.10
BAKER & TAYLOR BOOKS	2035365731	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	47.47
BAKER & TAYLOR BOOKS	2035365731	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	215.45
BAKER & TAYLOR BOOKS	2035375413	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	11.39
BAKER & TAYLOR BOOKS	2035375413	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	40.36
FINDAWAY WORLD LLC	324014	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	113.98
CENGAGE LEARNING	70979275	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	24.79
CENGAGE LEARNING	70990854	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	24.79
GREY HOUSE PUBLISHING	962409	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	148.50
Department 410 - LIBRARY Total:					3,824.58
Fund 001 - GENERAL FUND Total:					3,824.58
Fund: 002 - LIBRARY TRUST FUND					
Department: 410 - LIBRARY					
AMAZON	08.01.2020	Programs	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	29.08
AMAZON	08.01.2020	Programs	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	67.66
BAKER & TAYLOR BOOKS	2035334429	Books - Adopt a Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	38.92
BAKER & TAYLOR BOOKS	2035334429	Tauke Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	30.77
BAKER & TAYLOR BOOKS	2035354363	Books - Adopt a Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.11
BAKER & TAYLOR BOOKS	2035365731	Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.68
BAKER & TAYLOR BOOKS	2035365731	Programs	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	16.23
BAKER & TAYLOR BOOKS	2035375413	Programs	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.68
BAKER & TAYLOR BOOKS	2035375413	Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	31.91
KANOPY, INC.	207484-PPU	Programs - Streaming Video	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	12.00
ACE HOMEWORKS	220677	Programs - SLP Programming -...	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	6.58
Department 410 - LIBRARY Total:					279.62
Fund 002 - LIBRARY TRUST FUND Total:					279.62
Grand Total:					4,104.20

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	3,824.58
002 - LIBRARY TRUST FUND	279.62
Grand Total:	4,104.20

Account Summary

Account Number	Account Name	Expense Amount
001-5-410-4-64316	CONTRACTS	149.15
001-5-410-4-65060	OFFICE SUPPLIES	158.77
001-5-410-4-67701	BOOKS/FILMS/RECORDS/...	3,516.66
002-5-410-4-67700	LIBRARY TRUST EXPENDI...	279.62
	Grand Total:	4,104.20

Project Account Summary

Project Account Key	Expense Amount
None	307.92
410AF	1,000.41
410AN	446.27
410DVD	624.12
410EM	455.46
410LP	634.51
410MEM	15.68
410PF	113.98
410SS	62.98
410SUB	178.93
410TAAB	115.02
410TMEM	62.68
410TPROG	86.24
Grand Total:	4,104.20

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

 President, Board of Trustees

ATTEST: _____
 Secretary, Board of Trustees

 Date

F

Credit Card Claims for July & August 2020

Date	Vendor	Items	Amount
7/14/2020	Mediacom	Telephone	111.04
7/28/2020	Amazon	This Old House subscription	16.00

	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	18,139.37	230,505.74	6,553.26 2.76 %
<u>001-5-410-4-61100</u>	FICA	14,698.00	14,698.00	1,092.40	13,890.48	807.52 5.49 %
<u>001-5-410-4-61200</u>	MEDICARE	3,437.00	3,437.00	255.52	3,248.86	188.14 5.47 %
<u>001-5-410-4-61300</u>	IPERS	22,378.00	22,378.00	1,712.34	21,718.76	659.24 2.95 %
<u>001-5-410-4-61500</u>	GROUP INSURANCE	40,757.00	40,757.00	3,878.28	42,359.67	-1,602.67 -3.93 %
<u>001-5-410-4-61700</u>	SUI	188.00	188.00	17.20	368.17	-180.17 -95.84 %
<u>001-5-410-4-62100</u>	DUES	750.00	750.00	15.00	761.00	-11.00 -1.47 %
<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	1,789.37	13,358.47	641.53 4.58 %
<u>001-5-410-4-63711</u>	GAS HEAT	2,500.00	2,500.00	34.17	1,925.53	574.47 22.98 %
<u>001-5-410-4-63730</u>	TELEPHONE	700.00	700.00	218.38	2,164.66	-1,464.66 -209.24 %
<u>001-5-410-4-63750</u>	MAINTENANCE	9,000.00	33,950.00	8,161.78	34,158.70	-208.70 -0.61 %
<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	4,971.89	11,161.79	-11,161.79 0.00 %
<u>001-5-410-4-64322</u>	CONTRACTED SERVICES	8,220.00	8,220.00	725.00	7,340.00	880.00 10.71 %
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES	21,000.00	21,000.00	1,851.11	15,401.72	5,598.28 26.66 %
<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	15,133.50	62,395.32	-2,655.32 -4.44 %
	Expense Total:	444,638.00	469,588.00	57,995.31	467,290.59	2,297.41 0.49 %
	Fund: 001 - GENERAL FUND Total:	444,638.00	469,588.00	57,995.31	467,290.59	2,297.41 0.49 %
Fund: 002 - LIBRARY TRUST FUND						
Expense						
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	30,000.00	30,000.00	1,780.35	28,611.40	1,388.60 4.63 %
	Expense Total:	30,000.00	30,000.00	1,780.35	28,611.40	1,388.60 4.63 %
	Fund: 002 - LIBRARY TRUST FUND Total:	30,000.00	30,000.00	1,780.35	28,611.40	1,388.60 4.63 %
	Report Total:	474,638.00	499,588.00	59,775.66	495,901.99	3,686.01 0.74 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
Expense	444,638.00	469,588.00	57,995.31	467,290.59	2,297.41	0.49 %
Fund: 001 - GENERAL FUND Total:	444,638.00	469,588.00	57,995.31	467,290.59	2,297.41	0.49 %
Fund: 002 - LIBRARY TRUST FUND						
Expense	30,000.00	30,000.00	1,780.35	28,611.40	1,388.60	4.63 %
Fund: 002 - LIBRARY TRUST FUND Total:	30,000.00	30,000.00	1,780.35	28,611.40	1,388.60	4.63 %
Report Total:	474,638.00	499,588.00	59,775.66	495,901.99	3,686.01	0.74 %

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James Kennedy Public Library FY20 Operating Budget										
	FY20	Received to date	Difference	% Expended To date	FY19 Expense thru June 19	June '19 expenses	Total FY19 expenses	Budget Projection	Amount Over/Under	Over/Under Budget
ESTIMATED REVENUES:										
Dubuque County Library Agency	6,000.00	6,790.74	-790.74		4,691.91	0.00	4,691.91			
Fees from copier, R/P, etc.	5,000.00	3,237.85	1,762.15		4,732.28	162.52	4,732.28			
Open Access	10,500.00	10,651.98	-151.98		10,458.17	0.00	10,458.17			
Access Plus / ILL	450.00	401.80	48.20		441.45	0.00	441.45			
Direct State Aid	2,000.00	1,775.69	224.31		1,990.83	0.00	1,990.83			
TOTAL:	23,950.00	22,858.06	1,091.94		22,314.64	162.52	22,314.64			
ESTIMATED EXPENDITURES:										
PERSONAL SERVICES										
		Spent to date	Remaining		Spent to date		Spent to date			
Wages	237,059.00	230,505.74	6,553.26	97.2%	221,187.88	17,884.00	221,187.88	237,059.00	-6,553	0.97
FICA	14,698.00	13,890.48	807.52	94.5%	13,300.54	1,074.19	13,300.54	14,698.00	-808	0.95
Medicare	3,437.00	3,248.86	188.14	94.5%	3,110.55	251.23	3,110.55	3,437.00	-188	0.95
IPERS	22,378.00	21,718.76	659.24	97.1%	20,844.02	1,690.06	20,844.02	22,378.00	-659	0.97
SUI	188.00	368.17	-180.17	195.8%	351.78	16.53	351.78	188.00	180	1.96
Group Insurance	40,757.00	42,359.67	-1,602.67	103.9%	38,653.72	3,457.62	38,653.72	40,757.00	1,603	1.04
Meetings and training	2,500.00	650.88	1,849.12	26.0%	2,878.90	451.24	2,878.90	2,500.00	-1,849	0.26
Dues and memberships	750.00	761.00	-11.00	101.5%	849.50	15.00	849.50	750.00	11	1.01
TOTAL:	321,767.00	313,503.56	8,263.44	97.4%	301,176.89	24,839.87	301,176.89	321,767.00	-8,263	0.97
CONTRACTUAL SERVICES:										
Utilities (telephone)	700.00	2,164.66	-1,464.66	309.2%	4,671.32	771.36	4,671.32	700.00	1,465	3.09
Electricity	14,000.00	13,358.47	641.53	95.4%	13,294.48	959.55	13,294.48	14,000.00	-642	0.95
Gas / Heat	2,500.00	1,925.53	574.47	77.0%	2,674.19	33.55	2,674.19	2,500.00	-574	0.77
Insurance (bldg)	7,711.00	5,857.00	1,854.00	76.0%	5,507.00	0.00	5,507.00	7,711.00	-1,854	0.76
Legal Fees	0.00	0.00	0.00	NA	0.00	0.00	0.00	Zero	0	Nothing
Custodial services	8,000.00	7,175.00	825.00	89.7%	7,800.00	750.00	7,800.00	8,000.00	-825	0.90
Window cleaning	220.00	265.00	-45.00	120.5%	280.00	0.00	280.00	220.00	45	1.20
Service / Maintenance Contract	9,000.00	11,061.79	-2,061.79	122.9%	5,973.42	1,543.59	5,973.42	9,000.00	2,062	1.23
TOTAL:	42,131.00	41,807.45	323.55	99.2%	40,200.41	4,058.05	40,200.41	42,131.00	-324	0.99
SUPPLIES:										
General library supplies	10,000.00	11,918.89	-1,918.89	119.2%	10,846.56	1,689.41	10,846.56	10,000.00	1,919	1.19
Program fees & supplies	2,500.00	2,448.52	51.48	97.9%	2,917.31	376.83	2,917.31	2,500.00	-51	0.98
Marketing & advertising	1,500.00	961.57	538.43	64.1%	1,009.68	295.97	1,009.68	1,500.00	-538	0.64
Maintenance and Repairs	31,950.00	34,237.54	-2,287.54	107.2%	7,524.52	1,988.49	7,524.52	31,950.00	2,288	1.07
TOTAL	45,950.00	49,566.52	-3,616.52	107.9%	22,298.07	4,350.70	22,298.07	45,950.00	3,617	1.08
BOOKS AND MATERIALS										
Adult fiction	8,000.00	8,764.77	-764.77	109.6%	9,636.42	1,222.29	9,636.42	8,000.00	765	1.10
Adult nonfiction	5,000.00	5,051.28	-51.28	101.0%	5,034.39	547.33	5,034.39	5,000.00	51	1.01
YA fiction	2,000.00	2,046.60	-46.60	102.3%	2,448.83	813.62	2,448.83	2,000.00	47	1.02
YA nonfiction	800.00	541.78	258.22	67.7%	522.75	395.56	522.75	800.00	-258	0.68
Juvenile fiction	7,500.00	8,157.02	-657.02	108.8%	6,640.99	1,625.06	6,640.99	7,500.00	657	1.09
Juvenile nonfiction	3,500.00	3,516.98	-16.98	100.5%	3,336.12	242.92	3,336.12	3,500.00	17	1.00
Large Print	3,500.00	3,536.85	-36.85	101.1%	3,056.30	1,101.18	3,056.30	3,500.00	37	1.01
Electronic media (ebooks, etc.)	6,000.00	5,536.52	463.48	92.3%	5,367.93	1,598.57	5,367.93	6,000.00	-463	0.92
Reference & electronic databas	5,000.00	8,043.44	-3,043.44	160.9%	4,972.60	0.00	4,972.60	5,000.00	3,043	1.61
Periodicals and newspapers	4,500.00	4,401.04	98.96	97.8%	4,139.61	85.44	4,139.61	4,500.00	-99	0.98
Audiobooks (CD, playaway)	4,200.00	3,964.60	235.40	94.4%	3,950.19	220.19	3,950.19	4,200.00	-235	0.94
Software & Gaming	2,000.00	2,009.65	-9.65	100.5%	2,010.12	0.00	2,010.12	2,000.00	10	1.00
DVDs	6,500.00	6,408.75	91.25	98.6%	6,295.82	789.26	6,295.82	6,500.00	-91	0.99
SS / Creation Station	1,240.00	433.78	806.22	35.0%	618.26	161.98	618.26	1,240.00	-806	0.35
TOTAL:	59,740.00	62,413.06	-2,673.06	104.5%	58,030.33	8,803.40	58,030.33	59,740.00	2,673	1.04
TOTAL EXPENDITURES:	469,588.00	467,290.59	2,297.41	99.5%	421,705.70	42,052.02	421,705.70	469,588.00	-2,297	1.00
TOTAL REVENUES:	23,950.00	22,858.06	1,091.94	95.4%	22,314.64	162.52	22,314.64	23,950.00	-1,092	0.95
ACTUAL ASKING	445,638.00	444,432.53	1,205.47	99.7%	399,391.06	41,889.50	399,391.06	445,638.00	-1,205	1.00
Capital Improvement		0.00			0.00	-12,040.00	0.00			
Total Expenditures	469,588.00	467,290.59	2,297.41		421,705.70	30,012.02	421,705.70			

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FY20 - Year End

Budget Report
Account Summary

For Fiscal: 2020-2021 Period Ending: 07/31/2020

		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	0.00	0.00	23,445.96	23,445.96	-23,445.96	0.00 %
<u>001-5-410-4-61100</u>	FICA	0.00	0.00	1,421.40	1,421.40	-1,421.40	0.00 %
<u>001-5-410-4-61200</u>	MEDICARE	0.00	0.00	332.41	332.41	-332.41	0.00 %
<u>001-5-410-4-61300</u>	IPERS	0.00	0.00	2,213.27	2,213.27	-2,213.27	0.00 %
<u>001-5-410-4-61500</u>	GROUP INSURANCE	0.00	0.00	3,708.00	3,708.00	-3,708.00	0.00 %
<u>001-5-410-4-61700</u>	SUI	0.00	0.00	17.05	17.05	-17.05	0.00 %
<u>001-5-410-4-62100</u>	DUES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-62300</u>	MEETINGS/TRAINING	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-63710</u>	ELECTRICITY	0.00	0.00	111.04	111.04	-111.04	0.00 %
<u>001-5-410-4-63711</u>	GAS HEAT	0.00	0.00	34.69	34.69	-34.69	0.00 %
<u>001-5-410-4-63730</u>	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-63750</u>	MAINTENANCE	0.00	0.00	1,100.00	1,100.00	-1,100.00	0.00 %
<u>001-5-410-4-64080</u>	INSURANCE PREMIUM	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-64110</u>	LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-64200</u>	ELECTIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-64316</u>	CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-64322</u>	CONTRACTED SERVICES	0.00	0.00	450.00	450.00	-450.00	0.00 %
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES	0.00	0.00	-11.01	-11.01	11.01	0.00 %
<u>001-5-410-4-67210</u>	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-67274</u>	CAPITAL IMPROVEMENTS/EQUIPM	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIP	0.00	0.00	4,744.00	4,744.00	-4,744.00	0.00 %
	Expense Total:	0.00	0.00	37,566.81	37,566.81	-37,566.81	0.00 %
	Fund: 001 - GENERAL FUND Total:	0.00	0.00	37,566.81	37,566.81	-37,566.81	0.00 %
Fund: 002 - LIBRARY TRUST FUND							
Expense							
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	0.00	0.00	18.15	18.15	-18.15	0.00 %
	Expense Total:	0.00	0.00	18.15	18.15	-18.15	0.00 %
	Fund: 002 - LIBRARY TRUST FUND Total:	0.00	0.00	18.15	18.15	-18.15	0.00 %
	Report Total:	0.00	0.00	37,584.96	37,584.96	-37,584.96	0.00 %

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James Kennedy Public Library FY21 Operating Budget								
	FY21	July	August (est)	Received to date	Difference	% Expended To date	FY20 Expense thru July 19	
ESTIMATED REVENUES:								
Dubuque County Library Agency	5,000.00	0.00	0.00	0.00	5,000.00		0.00	
Fees from copier, R/P, etc.	5,000.00	287.25	100.00	287.25	4,712.75		504.30	
Open Access	10,600.00	0.00	0.00	0.00	10,600.00		0.00	
Access Plus / ILL	400.00	0.00	0.00	0.00	400.00		0.00	
Direct State Aid	2,000.00	0.00	0.00	0.00	2,000.00		0.00	
TOTAL:	23,000.00	287.25	100.00	287.25	22,712.75		504.30	
				287.25	22,712.75			
ESTIMATED EXPENDITURES:								
PERSONAL SERVICES				Spent to date	Remaining			
Wages	244,711.00	23,445.96	18,800.00	23,445.96	221,265.04	9.6%	17,680.04	
FICA	15,172.00	1,421.40	1,165.60	1,421.40	13,750.60	9.4%	1,061.56	
Medicare	3,548.00	332.41	272.60	332.41	3,215.59	9.4%	248.27	
IPERS	23,101.00	2,213.27	1,774.72	2,213.27	20,887.73	9.6%	1,668.99	
SUI	194.00	17.05	18.80	17.05	176.95	8.8%	67.82	
Group Insurance	41,800.00	3,708.00	3,800.00	3,708.00	38,092.00	8.9%	3,307.00	
Meetings and training	2,500.00	0.00	0.00	0.00	2,500.00	0.0%	0.00	
Dues and memberships	750.00	0.00	0.00	0.00	750.00	0.0%	0.00	
TOTAL:	331,776.00	31,138.09	25,831.72	31,138.09	300,637.91	9.4%	24,033.68	
				31,138.09	300,637.91			
CONTRACTUAL SERVICES:								
Utilities (telephone)	700.00	111.04	110.00	111.04	588.96	15.9%	0.00	
Electricity	14,000.00	0.00	1,729.54	0.00	14,000.00	0.0%	1,303.23	
Gas / Heat	2,500.00	34.69	40.00	34.69	2,465.31	1.4%	38.48	
Insurance (bldg)	6,500.00	0.00	0.00	0.00	6,500.00	0.0%	0.00	
Legal Fees	0.00	0.00	0.00	0.00	0.00	NA	0.00	
Custodial services	8,000.00	450.00	600.00	450.00	7,550.00	5.6%	450.00	
Window cleaning	300.00	0.00	0.00	0.00	300.00	0.0%	0.00	
Service / Maintenance Contracts	9,500.00	0.00	149.15	0.00	9,500.00	0.0%	0.00	
TOTAL:	41,500.00	595.73	2,628.69	595.73	40,904.27	1.4%	1,791.71	
				595.73	40,904.27			
SUPPLIES:								
General library supplies	10,000.00	-11.01	158.77	-11.01	10,011.01	-0.1%	1,298.35	
Program fees & supplies	2,500.00	0.00	0.00	0.00	2,500.00	0.0%	31.00	
Marketing & advertising	1,500.00	0.00	0.00	0.00	1,500.00	0.0%	0.00	
Maintenance and Repairs	7,000.00	1,100.00	0.00	1,100.00	5,900.00	15.7%	0.00	
TOTAL	21,000.00	1,088.99	158.77	1,088.99	19,911.01	5.2%	1,329.35	
				1,088.99	19,911.01			
BOOKS AND MATERIALS								
Adult fiction	8,000.00	93.49	1,000.41	93.49	7,906.51	1.2%	0.00	
Adult nonfiction	5,000.00	0.00	446.27	0.00	5,000.00	0.0%	29.95	
YA fiction	2,000.00	603.12	0.00	603.12	1,396.88	30.2%	0.00	
YA nonfiction	800.00	0.00	0.00	0.00	800.00	0.0%	0.00	
Juvenile fiction	8,500.00	0.00	113.98	0.00	8,500.00	0.0%	0.00	
Juvenile nonfiction	4,000.00	0.00	0.00	0.00	4,000.00	0.0%	0.00	
Large Print	3,500.00	0.00	634.51	0.00	3,500.00	0.0%	213.17	
Electronic media (ebooks, etc.)	6,000.00	4.50	455.46	4.50	5,995.50	0.1%	0.00	
Reference & electronic databases	5,000.00	3,830.33	0.00	3,830.33	1,169.67	76.6%	1,279.16	
Periodicals and newspapers	4,500.00	193.31	178.93	193.31	4,306.69	4.3%	24.00	
Audiobooks (CD, playaway)	4,200.00	19.25	0.00	19.25	4,180.75	0.5%	0.00	
Software & Gaming	2,000.00	0.00	0.00	0.00	2,000.00	0.0%	0.00	
DVDs	6,500.00	0.00	624.12	0.00	6,500.00	0.0%	0.00	
SS / Creation Station	1,500.00	0.00	62.98	0.00	1,500.00	0.0%	0.00	
TOTAL:	61,500.00	4,744.00	3,516.66	4,744.00	56,756.00	7.7%	1,546.28	
				4,744.00	56,756.00			
TOTAL EXPENDITURES:	455,776.00	37,566.81	32,135.84	37,566.81	418,209.19	8.2%	28,701.02	
TOTAL REVENUES:	23,000.00	287.25	100.00	287.25	22,712.75	1.2%	504.30	
ACTUAL ASKING	432,776.00	37,279.56	32,035.84	37,279.56	395,496.44	8.6%	28,196.72	
Capital Improvement	28,000.00			0.00				
Total Expenditures	483,776.00	37,566.81	32,135.84	37,566.81	418,209.19		28,701.02	

July '19 expenses	Total FY20 expenses	Budget Projection	Amount Over/Under	Over/Under Budget
0.00	6,790.74			
504.30	3,237.85			
0.00	10,651.98			
0.00	401.80			
0.00	1,775.69			
504.30	22,858.06			
	22,858.06			
	Spent to date			
17,680.04	230,505.74	18,769.60	4,676	1.25
1,061.56	13,890.48	1,159.50	262	1.23
248.27	3,248.86	271.13	61	1.23
1,668.99	21,718.76	1,775.21	438	1.25
67.82	368.17	35.74	-19	0.48
3,307.00	42,359.67	3,263.31	445	1.14
0.00	650.88	Zero	0	Nothing
0.00	761.00	Zero	0	Nothing
24,033.68	313,503.56	25,434.47	5,704	1.22
	313,503.56			
0.00	2,164.66	Zero	0	Nothing
1,303.23	13,358.47	1,365.82	-1,366	0.00
38.48	1,925.53	49.96	-15	0.69
0.00	5,857.00	Zero	0	Nothing
0.00	0.00	Zero	0	Nothing
450.00	7,175.00	501.74	-52	0.90
0.00	265.00	Zero	0	Nothing
0.00	11,061.79	Zero	0	Nothing
1,791.71	41,807.45	1,778.53	-1,183	0.33
	41,807.45			
1,298.35	11,918.89	1,089.32	-1,100	-0.01
31.00	2,448.52	31.65	-32	0.00
0.00	961.57	Zero	0	Nothing
0.00	34,237.54	Zero	0	Nothing
1,329.35	49,566.52	563.21	526	1.93
	49,566.52			
0.00	8,764.77	Zero	0	Nothing
29.95	5,051.28	29.65	-30	0.00
0.00	2,046.60	Zero	0	Nothing
0.00	541.78	Zero	0	Nothing
0.00	8,157.02	Zero	0	Nothing
0.00	3,516.98	Zero	0	Nothing
213.17	3,536.85	210.95	-211	0.00
0.00	5,536.52	Zero	0	Nothing
1,279.16	8,043.44	795.16	3,035	4.82
24.00	4,401.04	24.54	169	7.88
0.00	3,964.60	Zero	0	Nothing
0.00	2,009.65	Zero	0	Nothing
0.00	6,408.75	Zero	0	Nothing
0.00	433.78	Zero	0	Nothing
1,546.28	62,413.06	0	4,744	#DIV/0!
	62,413.06			
28,701.02	467,290.59	27,993.79	9,573	1.34
504.30	22,858.06	507.43	-220	0.57
28,196.72	444,432.53	27,457.18	9,822	1.36
	0.00			
28,701.02	467,290.59			

0

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

Facebook Storytelling (C): Virtual / Facebook programs

July 1, 2020

Billy Goats Gruff

Facebook Views / Engagements – 267 / 5

Time for preparation & performance – .75 hrs (pd)

Supplies: Flannel board story

July 15, 2020

Three Little Pigs

Facebook Views / Engagements – 173 / 3

Time for preparation & performance – .75 hrs (pd)

Supplies: Flannel board story

Booktalks with Miss Kim(C): Virtual / Facebook programs

July 8, 2020

Facebook Views / Engagements – 193 / 6

Time for preparation & performance – .5 hrs (pd)

Supplies: Books to share

July 29, 2020

Facebook Views / Engagements – 149 / 3

Time for preparation & performance – .5 hrs (pd)

Supplies: Books to share

Out-Reads : Bi-Monthly Story Times to Daycares (C): Not held in the summer

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

July 1, 8, 15, 22, & 29, 2020

Total attendance – 32

Time for preparation & performance – 5 hrs (pd)

Supplies: Computer and Zoom software, Craft supplies provided by participants

Books for Lunch Book Club (First Monday of each month) – *The Mothers* (A)

Virtual / Zoom

July 6, 2020

Total attendance – 9

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

Supplies: Book set from other library plus ILL, available on Bridges ; Computer and Zoom software

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

Virtual / Discord program

July 7, 2020

Total attendance – 7

Time for preparation & performance – 2.5 hr (pd)

Supplies: Used Discord and Roll20 to hold virtually

A Novel Approach to Faith Book Club (A) – due to low interest in virtual gathering, this group will resume meeting when can meet in person

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

Virtual / Zoom program

Cancelled due to low interest in meeting via Zoom

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

July 2020

Total attendance – 2

Time for preparation & performance – 0 hrs (pd)

Supplies: Copies of paper puzzles and activities– Suduko, crossword, wordfind, dot to dot, etc.
Delivered via curbside

Get Puzzled Virtually@ Your Library (A)

Virtual / Sharing program

Facebook Views / Engagements – 192 / 25

July 2020

Participation – 5

Time for preparation & performance - .5 hrs (pd)

Supplies: 1 puzzle as prize

JKPL Writing Group (3rd Monday of each Month)(A) Virtual / Zoom program
 July 20, 2020 Total attendance - 4
 Time for preparation & performance – 1.25 hrs (pd)
 Supplies: Computer & Zoom software

Cricut with Christopher - Cancelled due to Covid-19. Considering virtual / kit adult craft program.

Coffee and Creating (3rd Friday of each month) - Remote / passive curbside program
 July 2020 Total attendance – 2
 Time for preparation & performance - 0 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 Trapwords (F) Virtual / Discord
 July 24, 2020 Not held as no one requested links.

Final Friday Tech (Last Friday of each Month) - Cancelled due to Covid-19

Building Creativity one Block at a Time (LEGO® program) (C) Virtual / Facebook Lego Challenge
 July 11, 2020 Facebook Views / Engagements – 118 / 3
 Time for preparation & performance – .5 hrs (pd) Participants (shared creations) - 5
 Supplies: Sponsored by DuTrac

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

Strength Training for Older Adults (A) Virtual / Provided by Geri-Fit
 July 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

Pop-Up at the Farmer's Market (F)
 July 2, 2020 Total attendance – 35
 Time for preparation & performance – 3 hrs (pd) Kits distributed - 10
 Supplies: Display of event posters, information about the library, free books, etc.
 Take and Make kits also distributed

Your Home is Your Castle – Children's SLP (C) Virtual / Facebook program
 July 2, 2020 Facebook Views / Engagements – 227 / 11
 Time for preparation & performance – 4 hrs (pd) Kits distributed - 10
 Supplies: Coffee containers and copies for kits
 Sponsored by the Friends of the JKPL

Pint Sized Polka – Children's SLP (C) Virtual / YouTube program
 June 20 - July 2, 2020 YouTube views - 13
 Time for preparation & performance – 2 hrs (pd)
 Supplies: Virtual program available for viewing by following link for JKPL Website
 Sponsored by the Friends of the JKPL

Seek and Find in the Library Window (C - SRP) Passive Program
 June 22 – July 2, 2020 Forms submitted – 7
 Time for preparation & performance – 4 hrs (pd) 2 hrs (vol)
 Supplies: Shadow box built and donated by Bill Vonderhaar
 Game pieces, color copies and glue

STEAM Fun Fridays – Fireworks in a Jar (F) Virtual / Facebook program
 July 3, 2020 Facebook Views / Engagements – 252 / 17
 Time for preparation & performance – 1.5 hr (pd)
 Supplies: Vegetable oil, water, 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 – Costume Party Assassins (F) Virtual / Facebook program
 July 6, 2020 Facebook Views / Engagements – 156 / 1
 Time for preparation & performance – .75 hrs (pd)
 Supplies: Costume Party Assassins board game

Walking the Labyrinth – (C – SRP) Virtual / Facebook program
 July 7, 2020 Facebook Views / Engagements – 215 / 10
 Time for preparation & performance – 4 hrs (pd) Kits distributed - 11
 Supplies: Card stock and decorations for kits

STEAM Fun Fridays – Popcorn Maker (F) Virtual / Facebook program
 July 10, 2020 Facebook Views / Engagements – 315 / 45
 Time for preparation & performance – 1 hr (pd)
 Supplies: Popcorn maker from LoT, seeds, oil & butter

Lord of the Rings Trivia Contest (YA – SRP) Virtual / FB Live program Facebook Views / Engagements – 244 / 44
 July 10, 2020 Total attendance - 10
 Time for preparation & performance – 1.5 hrs (pd)
 Supplies: Laptop, Trivia from website

Pop-Up Downtown at the Down Town Friday Night (F)
 July 10, 2020 Cancelled due to Heat / Covid concerns Total attendance – 0

Pop-Up Downtown Street Market (F)
 July 11, 2020 Cancelled due to Heat / Covid concerns Total attendance – 0

Seek and Find in the Library Window (C - SRP) Passive Program
 July 3 - 13, 2020 Forms submitted – 7
 Time for preparation & performance – 3 hrs (pd)
 Supplies: Fairy tale themed realia, copies, hot glue
 Some items donated by Saavy Salvage

Board Games Demo – Tak (F) Virtual / Facebook program
 July 13, 2020 Facebook Views / Engagements – 187 / 0
 Time for preparation & performance – .5 hrs (pd)
 Supplies: Tak board game

Ready - Set - Grow: Garden Soil Virtual / YouTube and Facebook
 July 13, 2020 Facebook Views / Engagements – 253 / 14
 Time for preparation & performance – .5 hrs (pd) 5 hrs vol Kits distributed - 12
 Supplies: Quart jar and lid, paper ruler, & instructions
 Ray Kruse, ISU Extension service created and posted the video on YouTube and provided written instructions.

You Know You Are From Dyersville If ... (A) Virtual / Zoom program
 July 13, 2020 Participants – 1
 Time for preparation & performance – 1.25 hrs (pd)
 Supplies: Zoom software

Dyersville Fairy Tale Scavenger Hunt (F)
 July 1-15, 2020 Participants – NA
 Time for preparation & performance – 3.25 hrs (pd)
 Supplies: Camera and color copies (Working with READSquared to get count of those who completed)

Knight Training – (C – SRP) Virtual / Facebook program
 June 23 – July 15, 2020 Facebook Views / Engagements – 212 / 8
 Time for preparation & performance – 6 hrs (pd) Kits distributed – 8
 Supplies: Bubbles, toilet paper tubes, copies, color copies and cardstock for kits
 Sponsored by the Friends of the JKPL

Join the Marvel Verse (C-SRP) Virtual Facebook Program - CANCELLED
 July 16, 2020 Facebook Views / Engagements - 0
 Time for preparation & performance – 2 hrs (pd) .5 hrs (vol)
 Supplies: Magnets, yarn, water, cups, coins, food coloring, dowels, and rubber bands.
 NOTE: This program was not posted as did not work well as a virtual program.
 Sponsored by the Friends of the JKPL

Pop-Up at the Farmer's Market (F)
 July 16, 2020 Total attendance –33
 Kits distributed - 10
 Time for preparation & performance – 3 hrs (pd)
 Supplies: Display of event posters, information about the library, free books, etc.
 Take and Make kits also distributed

STEAM Fun Fridays – Paper fliers (F) Virtual / Facebook program
 July 17, 2020 Facebook Views / Engagements – 115 / 2
 Time for preparation & performance – 1.5 hr (pd)
 Supplies: Paper, straws, tape, ruler and scissors
 STEAM Fun Fridays provides demonstrations of how to make and do things
 at home, using common household items; no kits are provided

Kobolds ate my Baby (YA) Virtual / Discord game
 July 17, 2020 Total attendance - 8
 Time for preparation & performance – 2.5 hrs (pd)
 Supplies: Discord software; Kobold ate my Baby playbooks

Here There Be Dragons – (C – SRP) Virtual / Facebook program
 July 21, 2020 Facebook Views / Engagements – 152 / 2
 Kits distributed - 13
 Time for preparation & performance – 5 hrs (pd)
 Supplies: Card stock, gold foil, plastic eggs, dragon eyes, dragon spinners, sequins
 and stones for kits
 Sponsored by the Friends of the JKPL

STEAM Fun Fridays – Fireworks (F) Virtual / Facebook program
 July 24, 2020 Facebook Views / Engagements – 112 / 2
 Time for preparation & performance – 1.75 hr (pd)
 Supplies: Paper, paint, toilet paper rolls, and scissors
 STEAM Fun Fridays provide demonstrations of how to make and do things
 at home, using common household items; no kits are provided

Fantasy DIY Kits for Teens (YA-SRP) Passive Program / Take and Make
 July 24, 2020 Kits distributed - 8
 Time for preparation & performance – 2 hrs (pd)
 Supplies: Glue sticks, chop sticks, colored saran wrap, paint and brushes

Seek and Find in the Library Window (C - SRP) Passive Program
 July 14-25, 2020 Forms submitted – 9
 Time for preparation & performance – 2 hrs (pd)
 Supplies: Under sea charms and animals, paper, hot glue

Pop-Up Downtown Market (F)
 July 25, 2019 Total attendance –56
 Kits distributed - 26
 Time for preparation & performance – 3.5 hrs (pd)
 Supplies: Display of event posters, information about the library, free books, etc.
 Also gave away activity kits for children / families

Pop-Up at the Farmer's Market (F)
 July 30, 2020 Total attendance –20
 Kits distributed - 10
 Time for preparation & performance – 3 hrs (pd)
 Supplies: Display of event posters, information about the library, free books, etc.
 Take and Make kits also distributed

STEAM Fun Fridays – Heart Shaped Puzzle Kit (F) Virtual / Facebook program
July 31, 2020 Facebook Views / Engagements – 330 / 10
Time for preparation & performance – 1.5 hr (pd) Kits distributed – August rept
Supplies: Construction paper, colored paper, scissors and glue
Kits were provided so that information will be in the August report

Creation Station Crafts: Fairy Houses Kit (F) Virtual / Facebook program
July 1-31, 2020 Facebook Views / Engagements – 244 / 16
Time for preparation & performance – 3 hrs (pd) Kits distributed - 22
Supplies: Paper bag, tea light, construction paper, instructions and baggies
Kits were provided via curbside service

Happy Birthday America! Upcycling Greeting Cards for Birthdays Cards (A) Virtual / Facebook program
July 1-31, 2020 Facebook Views / Engagements – 246 / 20
Time for preparation & performance – 1.25 hrs (pd) Kits distributed - 22
Supplies: Donated cards & envelopes, card stock, and glue

Programs held in June but still hosted and available to view or engage with on social media
July 1-31, 2020 - 24 programs Facebook Views / Engagements – 128 / 61

NOTE: Children's Summer Reading Programs available over YouTube are still available until August 15 so information on those programs will be provided in August reports. This will also include the Blank Park Zoo virtual program and video as use statistics are not yet available.

Upcoming Events for August:

P

Adult Summer Library Program Continues through August 31! Everyone 18 and older with a JKPL card is encouraged to participate in this year's Summer Library Program which runs through August 31. Registration is ongoing and adults are welcome to join throughout the summer.

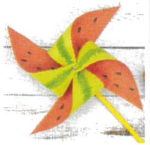
- This year participants are encouraged to register and track participation for the program at dyersvillelibrary.readsquared.com or on the READSquared app. If you prefer, a paper log is available to pick up at the library via curbside or appointment.
- Participants will receive a bookbag, bookmark, and coupon for a free book just for registering.
- Using the program or paper log, participants will keep track of books read or listened to, programs viewed, activities completed, and library services used to earn prizes.
- For each item completed, the participant's name will be entered into a drawing for prizes. Many prizes this summer will be gift certificates to local businesses and Dyersville Dollars to support our local economy.
- Prizes are awarded for submitting 4 or 8 activities and participants completing at least 12 activities, which must include reading at least 4 books, will earn a special gift and have their name entered into a drawing for a special "Book Lovers" Basket.
- All prize entries must be submitted by September 11, 2020 and plans are in the works for how and when books can be selected and all prizes picked up.
- Sponsored by the Friends of the James Kennedy Public Library.



August 1—31: Happy Birthday Up-Cycling Greeting Cards for Birthdays. This was one of our most popular up-cycled cards so far, and in honor of the August 25 birthday of one of our librarians, we will continue this through the end of August. Librarian Ann B. 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 cards. The library has some kits ready for you to pick up by appointment or via curbside service. Each kit includes a birthday 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!



August 1—31: Watermelon Pinwheel Craft Kit. 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, watch the demo video at home, and get crafting! Library staff member Shannon has created a video for how to make this Watermelon Pinwheel using construction paper and a pin. The video will be available to view on the library's Facebook page starting August 1. The craft kit for this project includes all needed supplies and can be picked up at the library via curbside service or appointment. Kits available while supplies last.



August 1—31: Get Puzzled @ Your Library. While we aren't able to work on a puzzle together here at the library yet, why not share what you are doing at home! Post a picture or description of your jigsaw puzzle, in progress or finished, to the library's Facebook page, or email librarian@dyersville.lib.ia.us, or call the library at (563)875-8912 with the name and/or description of the puzzle you are working on at home. And remember we have puzzles to check out if you need one. Everyone who shares in some fashion will get their name entered into a drawing to win a 1000 piece puzzle. Drawing will be held in early September.



Monday, August 3: Learn To Play "Sneaky Snacky Squirrel Game". Join Paul as he covers how to play the popular *Sneaky Snacky Squirrel Game*, a children's game where you try to fill your log with acorns before the other players do. This will be a prerecorded video posted to the library's Facebook page.



Monday, August 3: Books for Lunch Virtual Book Discussion @ 12:00 noon. This month the group will discuss *The Library Book* by Susan Orlean. New members are welcome to join at any time. This group gathers on the first Monday of each month. 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, August 3 and an invitation will be emailed to you to join the discussion via Zoom.



Tuesday, August 4: Virtual Dungeons and Dragons Players Club @ 6:00 pm. Join us for this monthly gaming event for D and D players which is now virtual! To join in, you must have a Discord account and a Roll20 account. Please message staff member Paul at Pzurawski@dyersville.lib.ia.us by 2:00 pm on August 4 to receive the server invite. All ages and skill levels welcome. New players are welcome at any time.



Wednesdays, August 5, 12, 19, 26: 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 are 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.



Thursdays, August 6 & 20: Pop-Up @ the Farmer's Market from 2:00—4:00 pm. The JKPL will be reaching out to the community by visiting the Dyersville Farmer's Market on the 1st and 3rd Thursdays of August. For the safety of the community and staff, staff working the pop-up library will wear a mask and hand sanitizer will be provided.



- Visitors will be able to get library card applications, find out more about what the library has to offer, and select a free book to keep from the pop-up library.
- Fun, free Take-and-Make Activity Kits will also be available. Each week will feature a variety of crafts and activities that will be appropriate for ages 3-10. Kits will be available while supplies last.
- 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.
- Library attendance is COVID-19 and weather permitting.

Friday, August 7: Virtual S.T.E.A.M. Fun Fridays with Erupting Soap. 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 what happens when you microwave soap.



Saturday, August 8: Pop-up at Downtown Saturday Night: Backyard BBQ from 6:30—8:30 pm. The James Kennedy Public Library will be reaching out to the community by "popping up" at Downtown Saturday 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 Fundraising Committee will also be on hand selling freezer pops to support the special collections and services of the 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. Library participation is COVID-19 and weather permitting.

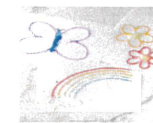


Saturday, August 8: TACKL Fun and Games @ Downtown Saturday Night from 6:30—9:00 pm. The Teen Advisory Council to the Kennedy Library (TACKL) is hosting a game stand at Downtown Saturday Night. Join us for fun, prizes, and a way to support the library! TACKL will be running several different children's 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. Library participation is COVID-19 and weather permitting.

Tuesday, August 11: Inspirational Fiction: A Novel Approach to Faith Virtual Book Club @ 7:00 pm. Join us for this book club that features a variety of books that weave religious faith into the characters and storylines. For this month we will be reading *The Sky Beneath My Feet* by Lisa Samson and we will meet via Zoom to connect and discuss. Books are available to borrow from the library via curbside service, by appointment, or digitally using BRIDGES or Freading. Participants will be emailed a link to join the discussion so if you are not on the email list for this book club please email Dawn at dschrandt@dyersville.lib.ia.us by 12 noon on August 11 so a link can be emailed to you.



Friday, August 14: Virtual S.T.E.A.M. Fun Fridays with Salt Painting. 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 create beautiful artwork using simple household ingredients.



Saturday, August 15: Pop-Up @ the Dyersville Downtown Market from 8:00 am—12:00 noon. The James Kennedy Public Library will be reaching out to the community by participating in this special summer event. Visitors will find out more about what the library has to offer, and select a free book to keep from the pop-up library. For the safety of the community, staff working the pop-up library will wear a mask and hand sanitizer will be provided. 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. Library participation is COVID-19 and weather permitting.



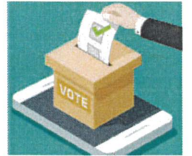
Monday, August 17: JKPL Writing Group Virtual Meeting @ 6:00 pm. Join us this month via Zoom for a virtual sharing session. This monthly writing group is for writers of all types whether it be poetry, memoir, fiction, or nonfiction. New members are welcome to join at any time. Anyone interested in participating should contact the library by 11 am on Monday, August 17 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.



Tuesday, August 18: Virtual Paranoia @ 6:00 pm. Join us for a wacky game of *Paranoia*, a role playing game set in a hilarious cyberpunk world. 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 August 18 to receive the server invite. All ages and skill levels welcome. New players are welcome at any time.



Thursday, August 20: Voting Basics: a Zoom presentation by Dubuque County Auditor Denise Dolan @ 6:30 pm. Do you have questions about voting? Do you need to get registered or change your registration and don't know how? Wondering what your options are for voting this year? How do you get an absentee ballot? Here is your opportunity to get those questions answered! Join us as Dubuque County Auditor Denise Dolan talks about voting in the November elections and then answers your questions! Email librarian@dyersville.lib.ia.us by 5:00 pm on August 20 to receive your invitation to this Zoom event. You may also email your questions to this email address ahead of time. NOTE: Barring technology issues, this presentation will be recorded and posted on the JKPL Facebook page.



Friday, August 21: Virtual S.T.E.A.M. Fun Fridays with Sunscreen Painting Experiment. 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 a fun way to teach kids how beneficial using sunscreen is.



Saturday, August 22: Building Creativity One Block at a Time: a LEGO® program from 9:00 am—5:00 pm. Make a LEGO® 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 August 22. This LEGO® program is part of a monthly LEGO® building block program at the library sponsored by DuTrac Community Credit Union.



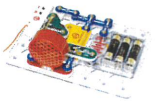
Monday, August 24: Learn To Play HiveMind. Join Paul as he covers how to play the popular game *HiveMind*, a game where you have to try and guess how others will answer different trivia questions. This will be a prerecorded video posted to the library's Facebook page.



Tuesday, August 25: Ready – Set – Grow: Saving Seeds: a Zoom Program @ 6:30 pm. Join us for this special Zoom program and come learn how to save and store seeds for planting next year using tomatoes. Presented by Ray Kruse, Master Gardener Coordinator and Food Systems Program Coordinator for the Iowa State University Extension and Outreach, Dubuque County. Following the presentation, Ray will answer questions on seed saving. Since the supplies needed are common in most households, no kit will be provided. Please email librarian@dyersville.lib.ia.us by 5:00 pm to receive an invitation to attend. This presentation will be recorded and the video will be posted on the JKPL Facebook page.



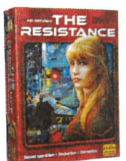
Friday, August 28: Virtual S.T.E.A.M. Fun Fridays with Snap Circuits. Children and families are invited to tune in to the library's Facebook page every Friday to discover and create something new. This week library staff member Shannon will showcase one of our many Snap Circuit sets that are available to check out from our Library of Things.



Friday, August 28: You Know You Are From The Dyersville Area If... @ 1:00 pm. Join us via Zoom for a virtual sharing session. We will be reminiscing and talking about the good old days. Anyone interested in participating should email Ann B. at aboekenstedt.dyersville.lib.ia.us by 10:00 am on Friday, August 28 and provide an email address so the link to the Zoom meeting can 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.



Friday, August 28: Virtual Game Night featuring "The Resistance" @ 6:00 pm. Join us as we play a board game over Discord! For this session, everyone will be playing the popular game, *The Resistance*. In this game, players must figure out who the traitors are among themselves before it's too late. Librarian Paul Z. will be running the game while the players message in their responses. To play, you must have a Discord account. Please email Paul at pzurawski@dyersville.lib.ia.us by 2:00 pm on August 28 in order to receive an invite for the game. This event will be limited to 10 players.



August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div style="border: 1px solid black; padding: 2px;"> Adult Summer Reading Program August 1—31 </div>						1
2 Library closed	3 Learn to Play <i>Sneaky Snacky Squirrel Game</i> Books for Lunch Virtual Book Discussion @ 12pm	4 Virtual Dungeons & Dragons @ 6pm	5 Virtual Sit 'n Stitch @ 1pm	6 Pop-up at the Farmer's Market from 2-4pm	7 Virtual S.T.E.A.M. Fun Fridays	8 Pop-up at Downtown Saturday Night from 6:30-8:30pm TACKL Fun & Games @ Downtown Saturday Night from 6:30-9pm
9 Library closed	10	11 A Novel Approach to Faith book discussion @ 7pm	12 Virtual Sit 'n Stitch @ 1pm	13	14 Virtual S.T.E.A.M. Fun Fridays	15 Pop-up at Dyersville Downtown Market from 8am-12pm
16 Library closed	17 JKPL Writing Group Virtual Meeting @ 6pm	18 Virtual <i>Paranoia</i> @ 6pm	19 Virtual Sit 'n Stitch @ 1pm	20 Pop-up at the Farmer's Market from 2-4pm Voting Basics @ 6:30pm	21 Virtual S.T.E.A.M. Fun Fridays	22 Building Creativity One Block at a Time from 9am-5pm
23 Library closed	24 Learn to play <i>HiveMind</i>	25 Ready-Set-Grow: Saving Seeds @ 6:30pm	26 Virtual Sit 'n Stitch @ 1pm	27	28 Virtual S.T.E.A.M. Fun Fridays You Know You Are From Dyersville If... @ 1pm Virtual Game Night @ 6pm	29
30 Library closed	31		<div style="border: 1px solid black; padding: 2px;"> Watermelon Pinwheel Craft Kits available August 1—31 </div>	<div style="border: 1px solid black; padding: 2px;"> Up-cycled birthday card kits available August 1—31 </div>	<div style="border: 1px solid black; padding: 2px;"> Get Puzzled August 1—31 </div>	



**Called to Be Creative
with author Mary Potter Kenyon
Tuesday, September 1 from 6:30—8:00 pm**

"I'm not creative. I could never do something like that. I don't have time to be creative." Does any of this sound familiar? Do you find yourself wishing that you had pursued your creative talents before it was too late? In a world full of creativity, there is no such thing as "too late." Join author Mary Potter Kenyon on Zoom as she discusses the story behind her newly released book, *Called to Be Creative*, and talks to some of the Iowans she interviewed as examples of living a creative life.

All guests will get their name entered into a drawing to win an autographed copy of Mary's newest book (which must be picked up at the library.) Guests are able to purchase books signed by Mary from River Lights Book Store (<https://riverlights.indielite.org/>).

To receive a link to this Zoom presentation, please email librarian@dyersville.lib.ia.us before 5:00 pm on September 1. Barring technology problems, this presentation will be videotaped and shared on the library's Facebook page during the month of September.

The James Kennedy Public Library is OPEN TO PATRONS!

Our doors are remaining locked for now so we can comply with capacity guidelines, but we are taking appointments for those that want to come into the library to browse for books, use a computer or wifi, use the photocopier/fax/scanner, or for those that want to read the newspapers. Appointments are 60 minutes maximum. If you want to come into the library but didn't make an appointment, just call us or ring the doorbell on our front door, and we will let you in if we have the space. For the safety of our staff and library patrons, access and services are limited. Appointments are recommended but not required.

Patrons are welcome in the library:

Monday, Wednesday, Friday & Saturday
9:30 am—4:00 pm

Tuesday & Thursday 1:00—7:30 pm

We are also continuing to offer curbside services!

Library materials may be returned in the exterior drop box at any time or by notifying staff of the return (for items that don't fit or shouldn't be returned in the drop box).

Please call us at (563)875-8912 to make an appointment, to schedule curbside service, or for more information.

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Tentative Schedule of Upcoming Events – September 2020 and Beyond

Note – Due to Covid-19, no on-site programs are being officially planned at this time. All programs in September will be virtual or off-site where social distancing came be implemented. A decision regarding in-person / on-site programs for October will be decided by September 15 but given the current numbers, it is unlikely that on-site in-person programs will be safe to offer this fall.

September is Library Card Sign-up Month! September is a time when the American Library Association and libraries across the country remind everyone that a library card is the smartest card you can own. This year, lasso up a library card with DC's Wonder Woman! One of the founding members of the Justice League, Wonder Woman is known for strength, compassion, and truth. Even though she's armed with the Lasso of Truth, she still knows the value of learning. So, get those lassos ready because it's time to discover the power of a library card because there's something empowering for everyone at the library! Come sign up for a library card in September and receive a bookmark and a library ruler. Appointments can be made to come inside the library to sign up for your new card. Please call ahead to schedule, but walk-ins welcome if space allows.

We are also hosting three opportunities this month for patrons of all ages to show their love for the library and for Wonder Woman and win prizes!

1. A Take and Make Craft activity kit will be offered.
2. Come take a selfie with Wonder Woman! Wonder Woman is standing tall in one of the library windows facing 1st Avenue East. Stand next to her on the sidewalk, take a picture, and submit a copy of the picture to the library via our social media or email. All participants will be entered into a drawing to win the Wonder Woman wall decal. One entry per participant.
3. New this year, we are hosting a drawing and Wonder Woman themed items are the prizes! Every time you check something out from the library during the month of September you will get your name entered into a drawing to win one of three Wonder Woman themed prizes. (One entry per transaction, not per item). Prizes include: Water bottle (25 oz); The Big Book of Wonder Woman by Julie Merberg; and a Sticky Notes booklet. Three winners will be drawn on October 1. The more you use the library, the more chances you have to win! All ages are welcome to enter the drawing!

September 1: The Chair-ity Fundraiser Begins! Showcase your special talents and put your creativity to work at this library fundraising event! Pick up a chair or other wooden item from the library, decorate it any way you like, and return it to the library. Or decorate something of your own and donate it to the library. Items can be seasonal, thematic, or just anything that appeals to you! And although we focus on

chairs, other decorative wooden items, such as small tables, school desks, etc. are welcome. Items should be turned in by October 12 and will be on display in the library starting late September. A silent auction of the donated items will be held in the library from October 12 - November 15. Photos of all donations will be posted on the library website and social media and electronic / virtual bidding in the silent auction will be offered.

September 1-30: Get Puzzled @ Your Library. While we aren't able to work on a puzzle together here at the library yet, why not share what you are doing at home! Post a picture or description of your jigsaw puzzle, in progress or finished, to the library's Facebook page, or email librarian@dyersville.lib.ia.us, or call the library at (563)875-8912 with the name and/or description of the puzzle you are working on at home. And remember we have puzzles to check out if you need one! Everyone who shares in some fashion will get their name entered into a drawing to win a 1000 piece puzzle! Drawing will be held in early October.

Tuesday, September 1-30: Paper Apples for Teacher Craft Kit. 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, watch the demo video at home, and get crafting! Library staff member Shannon has created a video for how to make this Paper Apple using construction paper and a pin. The video will be available to view on the library's Facebook page starting September 1. The craft kit for this project includes all needed supplies and can be picked up via curbside delivery or by appointment. Kits will be available until we run out of supplies.

Strength Training for Older Adults Virtual Class! In a normal world, we would be starting up the fall series of Strength Training gatherings. Since we cannot do that, I wanted to remind everyone that Geri-Fit has made their strength training videos for older adults available so you can stream them from their website. Only those who have signed up and participated in the Strength Training programs at the JKPL in the past are eligible to access these videos free from their home. For more information please email librarian@dyersville.lib.ia.us and Shirley will confirm eligibility and provide information on how to access. And don't forget - we have DVDs from Geri-Fit and others to help you with staying fit at home.

September 1-30: Coloring and Creating @ Your Library. Since you aren't able to come into the library to color, create, and relax the library is coming to you! The JKPL is continuing to offer coloring pages, dot to dot, crosswords, sudoku, and other activities available for you to work on at home. These items can be picked up while at a library appointment or requested for curbside pick-up. They are intended for adults and teens. Each pack will include 10 different items and will be available upon request. NOTE: Miscellaneous colored pencils may be provided upon request (for you to keep).

September and October - Dubuque County Hands on At-Home

Horticultural Program! The Dubuque County ISU Extension and Outreach Office has created an educational Hands-On At-Home Horticulture Series and is partnering with the James Kennedy Public Library to bring these activities to you. This educational series includes an educational kit for each activity that can be completed from the safety of your home at the direction of a YouTube video. Each kit in the series can be picked up from the JKPL on the available dates below. All activities require pre-registration by contacting the library to ensure a kit is made just for you. Since kits will commonly contain live plant material, they will need to be picked up by Thursday afternoon after they are available to avoid them perishing. These kits are designed for adults but should be appropriate for those in high school. Children in 4th to 8th grade should be able to complete the kits and understand the concepts with parental help.

Garden Produce Anatomy, Available September 9 - Tomatoes botanically are considered a fruit, and rhubarb is botanically considered a vegetable. In this kit, you will learn why they are considered as such. You will also learn the anatomy of other common garden crops and which crops need environmental cues to produce the food we eat. Registration deadline is September 3. Kit will contain live plant material.

Plant Reproduction, Available September 23 - Ever wondered how plant nurseries reproduce your favorite plants? This activity will help introduce you to the many plant reproduction techniques that the horticulture industry uses to reproduce the plants we find in the garden center. This kit will also cover some of the special processes used to get seeds to sprout and why some of your most troublesome weeds reproduce so easily. Registration deadline is September 17. Kit will contain live plant material.

Backyard Soils, Release date is October 7 - Our Iowa soils are primarily made up of 3 parts. This kit will help you understand what each part is, and why your soil may perform differently than your friend's across town or even your neighbor's right across the road. This kit also teaches you how to take your very own soil test, that you can submit it to a lab for professional analysis. Registration deadline is October 1.

Tuesday, September 1: Virtual Dungeons and Dragons Players Club @ 6:00 pm. Join us for this monthly gaming event for D and D players which is now virtual! To join in, you must have a Discord account and a Roll20 account. Please message staff member Paul at Pzurawski@dyersville.lib.ia.us by 2:00 pm the day of the program to receive the server invite. All ages and skill levels welcome. New players are welcome at any time.

Tuesday, September 1: Called to Be Creative - a Zoom presentation with author Mary Potter Kenyon from 6:30-8:00. "I'm not creative. I could never do something like that. I don't have time to be creative." Does any of this sound familiar? Do you find yourself wishing that you had pursued your creative talents before it was too

late? In a world full of creativity, there is no such thing as “too late.” Join author Mary Potter Kenyon as she discusses the story behind her newly released book, *Called to Be Creative*, and talks to some of the Iowans she interviewed as examples of living a creative life. All guests will get their name entered into a drawing to win an autographed copy of Mary’s newest book (which must be picked up at the library.) Guests are able to purchase books signed by Mary from River Lights Bookstore (<https://riverlights.indielite.org/>). To receive the link to this Zoom presentation, please email librarian@dyersville.lib.ia.us before 5:00 pm on September 1. Barring technology problems, this presentation will be videotaped and shared on the library’s Facebook page during the month of September.

Wednesdays, September 2, 9, 16, 23, & 30: 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.

Friday, September 4: Virtual S.T.E.A.M. Fun Fridays with Apple-Canos. 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 create an Apple Volcano using simple household ingredients.

Monday, September 7: Library closed for Labor Day

Tuesday, September 8: Inspirational Fiction: A Novel Approach to Faith Virtual Book Club @ 7:00 pm. Join us for this book club that features a variety of books that weave religious faith into the characters and storylines. For this month we will be reading *No One To Trust* by Lynette Eason and we will meet via Zoom to connect and discuss. Books are available to borrow from the library via curbside service or by appointment. Participants will be emailed a link to join the discussion, so if you are not on the email list for this book club please email Dawn at dschrandt@dyersville.lib.ia.us by 12 noon on September 8 so a link can be emailed to you.

Friday, September 11: Virtual S.T.E.A.M. Fun Fridays with Gravity Painting. 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 paint using gravity and simple household ingredients.

Saturday, September 12: LEGO®s for Big Kids from 10:00 am-12:00 pm.

LEGO®s are fun for all ages, so why should the kids have all the fun? Join us on Zoom as participants build something at home together over Zoom. Come for the building and the fun conversations! To participate, you will need to contact Paul at Pzurawski@dyersville.lib.ia.us by 9:00 am the morning of the program in order to receive the email link to the session. This program is for ages 13 and up.

Sunday, September 13: Library re-opens on Sundays

Monday, September 14: Books for Lunch Virtual Book Discussion @ 12:00 noon.

This month the group will discuss *The Vaccine Race: Science, Politics, and the Human Costs of Defeating Disease* by Meredith Wadman. New members are welcome to join at any time. This group gathers on the first Monday of each month. 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, September 14 and an invitation will be emailed to you to join the discussion via Zoom. NOTE: The date of this program was rescheduled due to Labor Day.

Monday, September 14: Learn To Play One to T-Rex. Join Paul as he covers how to play the popular game One To T-Rex, a game where you have to try and match the intensity of others while playing charades. This will be a prerecorded video posted to the library's Facebook page.

Thursday, September 17: A Brief History of Women Suffrage, 1840-1920 from 6 to 7 p.m. The JKPL has partnered with the Hoover Presidential Library to present their 3rd Thursday Virtual Programs! Join us on September 17 for program on Women's Suffrage. This year, 2020, marks the Centennial of the ratification of the 19th Amendment, which enfranchised American women. This lecture and discussion, led by Karen M. Kedrowski, Director of the Carrie Chapman Catt Center for Women and Politics and Professor of Political Science at Iowa State University, will discuss the history of the suffrage movement, including its controversies, Iowans' roles, and its impact. Advance registration is required so please email librarian@dyersville.lib.ia.us before 5 pm on September 17 for the link to participate.

Friday, September 18: Virtual S.T.E.A.M. Fun Fridays with Bouncing Balls.

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 Bouncing Balls using simple household ingredients.

Saturday, September 19: Building Creativity One Block at a Time: a LEGO® program from 9:00am – 5:00 pm. Make a LEGO® 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 "Stuck at Home." Pictures of creations must be posted between 9:00am-5:00 pm on September 19. This LEGO® program is part of a monthly LEGO® building block program at the library sponsored by DuTrac Community Credit Union.

Sunday, September 20: Imagine your Story Adult Summer Library Program Ending Event from 1:30 to 3:30 pm. Join us for this Curb-Side or Appointment Event to pick up prizes and a special Take and Make activity. Details to be confirmed.

Monday, September 21: Virtual JKPL Writing Group @ 6:30 pm. 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! This group meets virtually over Zoom. If you have not previously participated, please email aboeckenstedt@dyersville.lib.ia.us by 4:00 pm the day of the meeting so an invitation can be emailed to you to join the discussion. 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.

Friday, September 25: Virtual S.T.E.A.M. Fun Fridays with Ice Cream Maker. 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 showcase our Ice Cream Maker that is available to check out with the Library of Things.

Friday, September 25: Virtual Game Night with Hivemind @ Your Library from 6:00 - 9:00 pm. Join us for this monthly gaming event where everyone will play the game Hivemind. To participate, you must have a Discord account. Please message staff member Paul at Pzurawski@dyersville.lib.ia.us by 2:00 pm the day of the program in order to receive the server invite. All ages and skill levels welcome. New players are welcome at any time.

Saturday, September 26: Pop-Up @ the Dyersville Downtown Market from 8:00 am - 12:00 noon. Weather and Covid-19 permitting the James Kennedy Public Library will be reaching out to the community by participating in this special summer event. Visitors will find out more about what the library has to offer, and select a free book to keep from the pop-up library. Take and Make Activity Kits may also be available while supplies last. For the safety of the community, staff working the pop-up library will wear a mask and hand sanitizer will be provided.). 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, September 28: Learn To Play Ticket to Ride. Join Paul as he covers how to play the popular game Ticket to Ride, a game where players try to connect train routes and score points. This will be a prerecorded video posted to the library's Facebook page.

September 27 -October 3: Banned Books Week: Censorship is a Dead End. Find Your Freedom to Read. Join us September 27-October 3 for Banned Books Week! The 2020 theme is *Censorship is a Dead End. Find Your Freedom to Read*. Banned Books Week is an annual event celebrating the freedom to read and the importance of the First Amendment. Banned Books Week highlights the benefits of free and open access to information while drawing attention to the harms of censorship by spotlighting actual or attempted bannings of books across the United States. To celebrate, library staff will be sharing videos on our social media about their favorite banned book. We are also hosting a Banned Book Guessing Game. Every day during Banned Books Week, a video will be posted to the library's social media where 1-2 sentences from one banned book will be read. These sentences will also be posted on a display inside the library. It will be a different book each day. Can you guess what the book title is from the sentences read? Submit your guesses on our social media or in-person at the library for entry into a drawing for a book related prize. One guess per day, per person, please.

October 1-24: Community Costume Swap. Had planned to offer this fall but haven't made any decisions yet. Researching and evaluating options with pandemic.

TeenTober is a new, nationwide celebration hosted by libraries every October and aims to celebrate teens, promote year-round teen services and the innovative ways teen services helps teens learn new skills, and fuel their passions in and outside the library. TeenTober replaces YALSA's previous Teen Read Week™ and Teen Tech Week™ celebrations. Details to be determined.

October 2020: Book Character Pumpkin painting. Pumpkins will be decorated at home then brought to the library for display and voting for favorites. Details TBD.

Thursday, October 15: Hoover and the CRB from 6:00 to 7:00 pm. Zoom Webinar Speaker: Jeff Miller, author Jeff Miller was written extensively on the WWI Commission for Relief in Belgium (CRB) and will share his insights into Herbert Hoover's humanitarian efforts. Third Thursday event with Hoover Presidential Library.

Saturday, October 31: Halloween Event. TBA

Monday, November 2: Ready-Set-Grow: Planting an Amaryllis Bulb for the Holidays. Join us for this special virtual program where Ray Kruse, Master Gardener

Coordinator and Food Systems Program Coordinator for the Iowa State University Extension and Outreach, Dubuque County shows us how to plant an Amaryllis Bulb! Participants will be able to pick up a kit from the library with the necessary items needed to plant the bulb right in your own home. Flower choices are scarlet or bi-color and bulbs should bloom around the holidays or shortly after. Kits will contain information on how to access the YouTube video created by Ray, as well as written information on the process and care of an amaryllis bulb. Cost for the kit is \$XXX and includes 1 bulb, ceramic pot, and soil. Only 30 kits are available so those interested may reserve their kits by paying the materials fee starting October 1. A south facing window is necessary to make the bulb bloom.

Saturday, November 7: 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. Sponsored by the Friends of the James Kennedy Public Library.

Saturday, November 14: 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. Sponsored by the Friends of the James Kennedy Public Library.

Thursday, November 19: Laura Ingalls Wilder from 6 to 7 p.m. Zoom Webinar Speaker: Sara Uthoff Sara is a local expert on the writings of Laura Ingalls Wilder and shares her knowledge on the subject in this one-hour free webinar. Did you know that many of Wilder's papers are stored at the Herbert Hoover Presidential Library? Join us to learn what Sara has found in her research. Watch this space for registration information. Third Thursday event with the Hoover Library.

Wednesday, November 25: Library closes at 5:00 pm; Thursday, November 26: Library closed for Thanksgiving

Saturday, December 5: Santa and Mrs. Claus and 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. Holiday theme? Sponsored by the Friends of the James Kennedy Public Library.

Wednesday, December 23: Library closes at 5:00 pm; Thursday, December 24 - Saturday, December 26: Library closed

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

**Thursday, December 31: Library closes at 5:00 pm for New Year's Eve;
Friday, January 1: Library closed for New Year's Day**

February is National Library Lover's Month

March Book Madness. Details TBA.

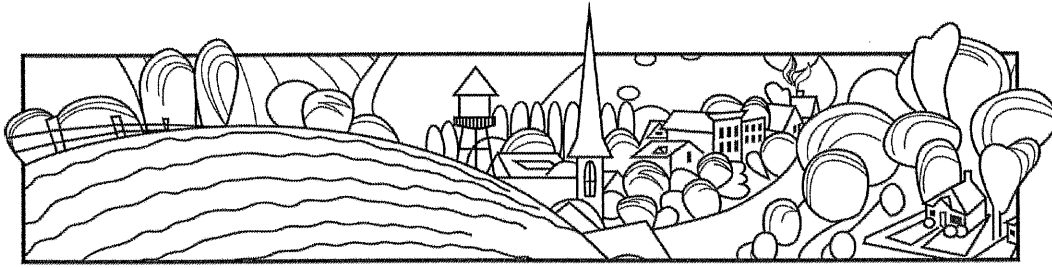
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Notes from Friends Meeting:

Friends met via Zoom on Thursday, July 16 at 9:15 am.

- Receipts since February were \$709.11; Expenditures were \$1488.42; Current balance is \$17,115.72 in checking account.
- Bank CD is due November 15. Decided to roll over for another 6 months at Fidelity Bank.
- The bus trip to Guys and Dolls is cancelled.
- The summer book sale was not scheduled and will not be held. They will evaluate options for January book sale later in the year.
- Total members to date is 180 with revenue from membership of \$2515. Donations received as part of the membership drive were \$2800.
- Pleased with the HDRP grant for digitizing received from State Historical Society. They are matching \$5000.
- Approved sponsorship of three adult program requests submitted by Dawn. Programs were scheduled for this summer and fall. They have been pushed back to November or later and will be rescheduled for 2021 if necessary.
- Will plan to do membership drive as usual in January.

Note: Shirley has been corresponding with Sharon Osterhaus, who is in charge of the Book Sales, about offering a "Books to Go" program this fall. She has seen Libraries and Friends groups who have done this in lieu of their regular booksale. Because it isn't safe to hold a regular sale with people browsing and selecting, volunteers bag up several books (typically 3 to 5) of the same type – genre, same author, etc. – and offer them for sale or for donation as a grab bag. They get what they get.



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

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

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

❧ JAMES KENNEDY PUBLIC LIBRARY ENDOWMENT ❧

	Current Month June 1, 2020 - June 30, 2020	Year-To-Date January 1, 2020 - June 30, 2020
BEGINNING FUND BALANCE	3,096.38	2,825.65
Gifts	1,060.74	1,610.74
Investment Income (Loss)	62.69	(193.80)
Other Income	0.00	0.00
Grants Approved	0.00	0.00
Fees	-4.45	-27.23
Fund Expenses	0.00	0.00
ENDING FUND BALANCE	4,215.36	4,215.36

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
Transfer from Great Give Day Endowed Fund				6/15/2020	1,060.74
*** Total Gifts:					1,060.74

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.

Summary of proposed modifications, adjustments or additions to Pandemic Interim Service Plan

1. Changed order of items in the document so it starts with guiding principles and then flows into specific stages and procedures
2. Added more general information regarding current status for programs, etc.
3. Added Stage 0 – Not open for service
4. Adjusted period of time are quarantining materials to a minimum of 4 days based on recent study.
5. Require staff to wear mask when opening materials (so includes when checking in) due to study showing that virus was found inside closed library book after 3 days.
6. Added statement regarding expectation that the public wash or sanitize their hands upon entering the library and that that are asked / encouraged to wear a mask if they are able.
7. Added statement to Stage 2 services restricting capacity to a maximum of 6 members of the public (unless from the same household) anytime that Dubuque or Delaware County are a Red Zone (more than 100 new cases per 100,000 population in a week for the state of Iowa and a diagnostic test positivity rate above 10%)
8. Added segment for Stage 3 services

Questions for the Board:

1. Should we add information for when / if we would move back to stage 1 or stage 0?
 - I would suggest Stage 0 would be if received a mandate from State or Local Officials that require such restrictions (Stay at home order?)
 - We talked at a previous meeting that we would revert to stage 1 if data indicated we should take that action. What guidelines would you like to put in place? Possible resources:
 - <https://covid19risk.biosci.gatech.edu/> - Based on this map, currently there is a 28% chance that a gathering of 10 people would include 1 person who is Covid positive and a 96% chance for a gathering of 100 people
 - <https://dubuquecounty.org/477/Coronavirus-COVID-19> - Their daily updates show current and historical data, including new cases in the county and positivity rate
2. Are you comfortable with my proposal for Stage 3 services?
 - Currently will move to Stage 3 after 14 days of no new cases. Any desire to change this?
 - Based on what data should we revert to stage 2? – New cases? How many, how long?

Pandemic Interim Service Plan

This service plan outlines a staged, nonlinear reopening with tiered services levels, to be implemented in response to the changing health conditions presented by Covid-19. This plan is specific to the 2020 pandemic but should serve as a model for future issues, if they arise.

Plan Priorities:

Staff Safety: Staff safety is the top priority and is the basis for determining tiers and levels of service. Staff interactions and in-person services may pose a high risk of virus transmission to staff who may be exposed to infected individuals, materials, or surfaces.

Public Safety: This plan strives to position the library within the context of community safety and a responsibility to reduce community transmissions. In-person services must be staged and responsive to wider health implications. Service decisions require coordination with city officials and local health officials regarding their impact.

Defining and Evaluating Essential Services in a Pandemic: This plan recognizes that services considered as core during normal library operations do not necessarily hold the same priority during a pandemic. It is therefore vital to define which services are critical and assess whether it is possible to provide these services in a way that does not put staff and community safety at risk. It is also imperative to evaluate whether services traditionally provided in person may be transferred online to provide staff and the community with a safer method of access during a pandemic.

Staff & Public Safety Considerations

Current levels of community health: This plan is based on local and community health considerations. If the State or Local governmental restrictions are lifted before public and staff safety can be assured, other factors, such as number of new local cases, will be used in determining tiers of services.

Vulnerable Staff members: Due to risk factors, some staff or their family members may be at higher risk of complications if exposed to the virus by an infected individual, material or surface.

Teleworking from an Operational Standpoint: When appropriate, to the extent possible, teleworking will be allowed.

Healthy Work Environment: Operational decisions rely on the ability of staff to meet the safety requirements of a healthy work environment, e.g., availability of PPE, staff health, personal health risks, mental health.

Social Distancing & Security: The following considerations regarding social distancing and security will play a significant role in determining tiers of service:

- Ability to restructure physical spaces for social distancing of both staff and the public
- Required safety measures for the public, e.g., no-touch services, encouraging face masks for all visitors, etc.
- Risk factors to staff if there is a need for staff to regulate visitors
- The degree to which current policies (i.e., code of conduct) and security measures sufficiently address potential patron confrontation associated with social distancing regulations
- Liability as an employer
- Liability as a public institution

Sanitation of Circulating Materials: This plan will defer to the most current scientific recommendations regarding safe handling of circulating materials.

Availability of Hygiene Materials and PPE: In acquiring supplies to support a safe work environment and reduce community transmission, this plan must consider the appropriate availability of PPE for library staff and patrons versus the needs of health care workers and first responders.

Frequency of Professional Cleaning Services: In-person services and staff interactions may be limited by the frequency and thoroughness of cleaning services, recognizing that browsing collections and the countless surface areas in a public building may become vectors of virus transmission.

Tiers of Service

Virtual Services: Virtual Services may include but are not limited to the digital collections of eBooks, audiobooks, and magazines, on-demand 24/7 learning and research databases, on-demand 24/7 virtual programming, live video-conference programming, chat, email, phone reference services.

1. Sole access point for library services
2. Primary access point for library services with minimal in-person access
3. Supplemental access point for library services (Normal service level).

Circulation of Physical Items: Circulation of Physical Items may include but is not limited to providing in-person access to the physical collection, including books, audios and DVDs, as well as educational, activity and take and make kits, book bundles, and devices.

1. No circulation of physical materials
2. No-touch curbside, by appointment (trunk or bench protocols for strict social distancing requirements)
3. Curbside service with moderate social distancing

4. In-building appointments to limit number of persons in the building and maintain social distancing, requiring face masks for all public service staff and requested for all patrons
5. In-building access during designated hours (may require appointments for some tasks and / or have limits on number of persons in the building) with social distancing, requiring face masks for all public service staff and encouraged for all patrons .
6. In-building access during designated hours (no appointments or number restrictions) with social distancing, requiring face masks for public service staff and encouraged for all patrons .
7. "Normal" open hours

Programming: Programming includes both staff-directed programs, such as story times and STEAM activities, and self-directed programs, such as Make & Take crafts and summer library reading programs.

1. 100% virtual programming - All programs offered online, either live via platforms such as Zoom or Discord, or on-demand via download or streaming with Facebook, Youtube, etc.
2. Virtual programming and No-touch programming (circulating kits and take-home activities) will be offered. These may include self-directed programs such as Take & Make crafts, activity kits, etc.
3. Limited access programming (attendance by registration, strict social distancing required), possibly with a continued component of virtual attendance - Programs offered live and in-person to small groups with strict social distancing protocol enforced, while virtual programming offered online to larger number of participants
4. No-limits programming - Virtual or in-person programming without the need for social distancing (Normal service level).

Technology Services: Technology Services include access to the internet (WiFi), devices (PACs, laptops, and tablets) and staff assistance.

1. 100% virtual - Online tutorials, email, phone, social media, or Zoom assistance
2. All virtual services, plus physical circulation of devices, etc.
3. All of the above, plus in-person use of public computers by appointment with reduced capacity and very limited staff assistance due to social distancing guidelines
4. All of the above, plus in-person use of public computers with reduced capacity and very limited staff assistance due to social distancing guidelines
5. All of the above, plus in-person technology assistance (Normal service level)

In-person/ In-building Services: In-person Services refers to services in or outside the library building that require person-to-person interaction between staff and members of the public, with and without social distancing. Examples include face to face reference, readers advisory, tech support, copying, faxing, etc.

1. No in-person services

2. Curbside services - See tiers of service on Circulation of Physical Items and Social distancing requirements
3. In-building services by appointment - May include technology services, access to physical collection, access to other services, with varying levels of social distancing requirements
4. In-building services during designated open hours, without appointment - May include technology services, access to physical collection, access to other services, etc.
5. Normal open hours' access

Community Outreach / Meeting Rooms:

1. No outreach programs, including organizational/school visits, home delivery, and no meeting room reservations
2. Limited home delivery and programs offered at alternate locations such as Farmer's Markets as guidelines and social distancing allow
3. Allowance of limited gatherings according to social distancing requirements (Gatherings of 10 or less allowed)
4. All of the above and restricted meeting room usage (Gatherings of 50 or less allowed)
5. Return to normal service

General Information:

All use of library meeting spaces by the public is cancelled until further notice. Staff and Board will make decisions regarding opening up these spaces as restrictions are eased. This may be after restrictions regarding gatherings have been lifted as all library meeting spaces have been repurposed for office spaces, laptop and WiFi use, storage of furnishings, or quarantining of materials as they are returned.

All in-library programming through October 1 has been cancelled and will be replaced with virtual programming where possible. The decision for October programming will be made by September 15, and so forth.

Library programming and outreach activities scheduled to be held at community events or alternate locations will be offered as governmental restrictions and community safety allows.

The reading incentive portion of the Summer Library Programs for all ages will follow the normal schedule (June & July for children and teens; June, July & August for adults). There are options to participate remotely, via curbside service, and / or via physical use of the library based on levels of reopening.

Staged Reopening Plan:

Stage 0: Library closed. Staff working remotely, where applicable. All services are Tier 1.

Stage 1: Library closed to the public but staff allowed to work onsite and provide curbside service as long as following guidelines for social distancing, group 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
- g. Masks must be worn when opening books for any purpose (check in, repairs, processing, etc.) unless are able to quarantine materials at least 4 days after handling.
- h. Staff who are exposed to Covid-19 are expected notify to the library director as soon as they are aware of the exposure and should follow the most current CDC guidelines regarding *Public Health Guidance for Community-Related Exposure*. They are required to be tested ASAP if they worked during any time from exposure to notification and will not be allowed back to work onsite until the quarantine period recommended by the CDC guidelines has passed (currently 14 days from exposure). They are also encouraged to be tested on day 14 to insure they are Covid free before returning to work.
- i. Staff who are potentially exposed to Covid-19 through a co-worker will be notified ASAP and will not be allowed to work onsite/ are expected to self-quarantine until the test from the co-worker comes back negative.
- j. Staff who are diagnosed with Covid-19 are expected to follow CDC guidelines regarding self-quarantining and will be allowed back to work onsite based on the most current CDC guidelines regarding *Discontinuation of Isolation for Persons with Covid-19 Not in Healthcare Settings*. For those with symptoms this is currently at least 10 days since symptoms first appeared AND 72 hours fever free and improvement of symptoms. For those without symptoms, this is at least 10 days since the date of their first positive test OR two consecutive negative tests at least 24 hours apart.
- k. Staff who are not allowed to work onsite due to Covid-19 may work remotely if they have duties that lend themselves to remote work and such is approved by their supervisor. They may use any of their earned benefits (sick leave, vacation, etc.) and may be eligible for unemployment through the CARES Act. Staff should talk to their supervisor regarding city

benefits and contact Iowa Workforce Development or the City of Dyersville for information about unemployment.

1. If it is discovered that someone (staff or public) was in the library while positive for Covid-19, the library will follow guidance provided by the Dubuque County Public Health and / or Iowa Department of Public Health regarding closure, cleaning, testing, etc.
2. Work hours / service hours
 - a. Service hours are determined by staff available, public use of services, and work to be done
 - b. Typical Service hours are: Monday – Thursday 9 to 8; Friday and Saturday 9 to 5; Sunday – 1 to 4 pm Labor Day to Memorial Day - Closed Sundays in summer.
3. Services offered
 - a. Virtual Services – Tier 1
 - b. Circulation – Tier 2
 - Curbside Service hours: M-Th 10 am to 7 pm and Fri & Sat 10 am to 4 pm; Sunday closed.
 - c. Programming – Tier 2
 - d. Technology – Tier 2
 - e. In-Person – Tier 1
 - f. Outreach – Tier 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. Members of the public are expected to wash or sanitize their hands upon entering the library and encouraged / asked to wear a mask if they are able. Implemented: June 3, 2020. **Board to discuss when to Return to Stage 1 and what data to use to make that decision.**

1. Staff: All guidelines from Stage 1 with the following additions or adjustments:
 - a. Must wear masks while on the floor or interacting with others – public or staff (can remove if working in office / staff work area alone but must wear

for any public or staff interaction. Those working in office alone should shut door to reduce exposure). Masks may be provided by staff or library.

- b. Must wear masks when representing the library outside the building such as purchasing supplies or managing a pop-up library.
 - c. Must wash or sanitize hands when reporting to work, after returning from a break of any kind, between contacts with materials for different patrons, patrons, and / or changing duties.
 - d. 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.
 - e. Must sanitize work area when leaving for another task or for the day
2. Work hours / service hours
- a. Typical service hours unless restricted by reduced staff availability. Adjustments to hours will be posted on social media, website, and facility door / signage as appropriate.
3. Services offered
- a. Virtual Services – Tier 2
 - b. Circulation – Tier 3 & 4
 - Curbside service hours: Monday thru Thursday - 10 am to 7 pm; Friday and Saturday - 10 am to 4 pm; Sunday - 1:30 to 3:30 pm
 - In Building service hours: Monday, Wednesday, Friday & Saturday - 9:30 am to 4 pm; Tuesday & Thursday - 1 to 7:30 pm; Sunday – 1:30 to 3:30 pm
 - Offer 30 or 60 minute (maximum) browsing appointments
 - Offer 15 minute pick up / equipment use appointments
 - Maximum public capacity is 21 (see documentation)
 - Browsing appointments for no more than 10 individuals, may gradually increase as demand warrants and ability to maintain social distancing and capacity guidelines
 - Browsing appointments may include reading newspapers in the library as long as patrons are aware that newspapers cannot be sanitized so they are reading at their own risk
 - A maximum of six members of the public (unless they are all from the household) will be allowed in the library for any purpose while Dubuque and / or Delaware Counties are considered Red Zones.
 - Appointments will be scheduled on the hour and half hour
 - Walk-up appointments allowed during scheduled in-building service hours if space is available
 - LIC will determine if additional patrons may be allowed in
 - Visitors allowed in without an appointment may be limited to less time, depending on those having prescheduled appointments

- Doors will remain locked
 - Staff will open for patron / family with appointment when they call that they have arrived or ring doorbell.
 - Public will enter through main doors and exit through Hoffman Room side door onto parking lot unless unable to manage steps
 - 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 – Tier 2
- d. Technology (PAC and Laptops) – Tier 3
- Same schedule for all appointments
 - Offer 30 or 60 min appointments with exceptions for cause when using a laptop (i.e. taking a test that is scheduled for 2 hours)
 - Maximum capacity – 2 public access computers; 3 laptops
 - Maximum of 2 individuals will be allowed to work on a computer together
 - Computer users are included in capacity counts
 - Computer users are included in the maximum of 6 limit when Dubuque and / or Delaware Counties are in a Red Zone
 - Appointments will be scheduled on the hour and half hour
 - Walk-up appointments allowed during scheduled in-building service hours if space is available
 - LIC will determine if additional patrons may be allowed in
 - Visitors allowed in without an appointment may be limited to less time, depending on those having prescheduled appointments
 - Doors will remain locked
 - Computer stations will be disinfected between each use so 30 minutes must be scheduled between users to allow time for cleaning and drying.
 - Staff will open for patron with appointment when they contact staff 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) – Tier 3
- Same schedule for all appointments
 - 30 or 60 minute appointments with exceptions for cause (i.e. taking a test that is scheduled for 2 hours)
 - Maximum capacity – 3 locations identified

- Maximum of 1 person allowed for location with exceptions for cause (i.e. one person assisting user)
 - Locations for WiFi and Laptop users are very limited so appointments may not be available during all scheduled hours
 - WiFi users are included in the maximum of 6 limit when Dubuque and / or Delaware Counties are in a Red Zone
 - Appointments will be scheduled on the hour and half hour
 - Walk-up appointments allowed during scheduled in-building service hours if space is available
 - LIC will determine if additional patrons may be allowed in
 - Visitors allowed in without an appointment may be limited to less time, depending on those having prescheduled appointments
 - Doors will remain locked
 - Tables will be wiped down between appointments
 - Staff will open for patron with appointment when they contact staff 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 – Tier 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.
NOTE: This would be the same space allocated for WiFi and Laptop users so capacity is very limited
 - Offer other services as requested, if staff is available, following the 60 minute maximum for a library visit
 - 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 are included in the maximum of 6 limit when Dubuque and / or Delaware Counties are in a Red Zone; Microfilm users do not as that space is not included in capacity calculations and has very limited access.
 - Appointments will be scheduled on the hour and half hour
 - Walk-up appointments allowed during scheduled in-building service hours if space is available
 - LIC will determine if additional patrons may be allowed in
 - Visitors allowed in without an appointment may be limited to less time, depending on those having prescheduled appointments
 - Doors will remain locked
 - Staff will open for patron with appointment when they contact staff 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 – Tier 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 open 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 daily
- k. Public access computers 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 or shared keyboards and mice
- q. All soft seating 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. Public seating provided in the library will be plastic / metal chairs from the Hoffman Room so they can be more readily sanitized. This includes seating for the public computers, WiFi and reading the newspapers. All other seating in the library is prohibited.

Stage 3: Restrictions reduced, allowing libraries to reopen to more capacity, with social distancing and / or small gatherings. This level of service will only be offered if adequate supplies for disinfecting and sanitizing are available. Anticipated implementation date: After 14 days of no new cases in Dubuque and / or Delaware Counties. **Board will determine when would return to Stage 2, using data such as if cases reoccur in Dubuque or Delaware Counties, quantity, duration, etc. (i.e. increasing numbers for 7 days)**

1. Staff: All guidelines from Stage 2
2. Work hours / service hours
 - a. Typical service hours unless restricted by reduced staff availability. Adjustments to hours will be posted on social media, website, and facility door / signage as appropriate.
3. Services offered
 - a. Virtual Services – Tier 2
 - b. Circulation – Tier 3 & 5
 - Curbside service hours: Monday thru Thursday – 9:30 am to 7:30 pm; Friday and Saturday – 9:30 am to 4:30 pm; Sunday - 1:30 to 3:30 pm
 - In Building service hours: Monday & Wednesday - 9:30 am to 7:30 pm, Friday & Saturday - 9:30 am to 4:30 pm; Tuesday & Thursday - 1 to 7:30 pm; Sunday – 1:30 to 3:30 pm (Remain closed to the public on Tuesday and Thursday mornings to allow time for recording of virtual programs, etc. Will resume shelving while people are in the library if necessary.)
 - Allow visits of no more than 60 minute
 - Maximum public capacity is 21 (see documentation)
 - Control access so don't exceed maximum number of visitors to allow for social distancing and low-risk use
 - Appointments will be scheduled on the hour and half hour upon request
 - Those that have appointments will included in capacity counts for determining when need to restrict access
 - Library is open to walk-in
 - Staff will count patrons as they arrive to keep number of visitors at or below capacity

- Doors will be locked when / if capacity is reached
 - Visits should be limited to no more than 60 minutes
 - Doors will be unlocked as the default ; locked when capacity is reached
 - Visitors discovering a locked door may return later or ring doorbell to see how soon they might be able to enter
 - 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 – Tier 2 & 3
- Most programming will continue to be virtual or self-directed (Take and Make kits)
 - In person programs and gatherings of less than 10 may be allowed if social distancing can be implemented
 - Hybrid virtual program with a few people in person and the program recorded and shared virtually may be offered
- d. Technology (PAC and Laptops) – Tier 3 & 4
- In Building service hours: Monday & Wednesday - 9:30 am to 7:30 pm, Friday & Saturday - 9:30 am to 4:30 pm; Tuesday & Thursday - 1 to 7:30 pm; Sunday – 1:30 to 3:30 pm
 - Maximum of 60 minutes per appointment with exceptions for cause when using a laptop (i.e. taking a test that is scheduled for 2 hours)
 - Maximum capacity – 2 public access computers; 2 children’s computers; 3 laptops
 - Maximum of 2 individuals will be allowed to work on a computer together
 - Computer users are included in capacity counts
 - If demand for computers justifies, library will add plexiglass barriers at computer area so more PACs can be made available
 - Appointments will be scheduled on the hour and half hour upon request
 - Those that have appointments will be included in capacity counts for determining when need to restrict access
 - Library is open to walk-in
 - Staff will count patrons as they arrive to keep number of visitors at or below capacity
 - Doors will be locked when / if capacity is reached
 - Visits should be limited to no more than 60 minutes
 - Doors will be unlocked as the default; locked when capacity is reached

- Visitors discovering a locked door may return later or ring doorbell to see how soon a computer might be available
 - Computer stations will be disinfected between each use so 30 minutes must be scheduled between users to allow time for cleaning and drying.
 - 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) – Tier 3 & 4
- In Building service hours: Monday & Wednesday - 9:30 am to 7:30 pm, Friday & Saturday - 9:30 am to 4:30 pm; Tuesday & Thursday - 1 to 7:30 pm; Sunday – 1:30 to 3:30 pm
 - Maximum of 60 minutes per visit with exceptions for cause when using a laptop (i.e. taking a test that is scheduled for 2 hours)
 - Maximum capacity – 3 locations identified
 - Maximum of 1 person allowed per location with exceptions for cause (i.e. one person assisting user)
 - Locations for WiFi and Laptop users are very limited so use / appointments may not be available during all scheduled hours
 - Users must be included in capacity counts
 - Appointments will be scheduled on the hour and half hour upon request
 - Those that have appointments will included in capacity counts for determining when need to restrict access
 - Library is open to walk-in
 - Staff will count patrons as they arrive to keep number of visitors at or below capacity
 - Doors will be locked when / if capacity is reached
 - Visits should be limited to no more than 60 minutes
 - Doors will be unlocked as the default ; locked when capacity is reached
 - Visitors discovering a locked door may return later or ring doorbell to see how soon a computer might be available
 - Tables will be wiped down between appointments / uses
 - 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 – Tier 4

- In Building service hours Monday & Wednesday - 9:30 am to 7:30 pm, Friday & Saturday - 9:30 am to 4:30 pm; Tuesday & Thursday - 1 to 7:30 pm; Sunday – 1:30 to 3:30 pm
 - Maximum of 60 minutes per visit with exceptions for cause
 - Offer 1 hour appointments / access for use of microfilm machine / genealogy room (when not in use by staff)
 - Offer 1 hour appointments / access for those seeking study space. NOTE: This would be the same space allocated for WiFi and Laptop users so capacity is very limited
 - Offer other services as requested and staff is available for no more than 60 minutes.
 - Items that are low risk or can be sanitized and / or quarantined are available for use (Creation station, Train table, puppets, etc.)
 - Limited table space and seating provided
- 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 and has very limited access.
- Appointments will be scheduled on the hour and half hour upon request
 - Those that have appointments will included in capacity counts for determining when need to restrict access
- Library is open to walk-in
 - Staff will count patrons as they arrive to keep number of visitors at or below capacity
 - Doors will be locked when / if capacity is reached
 - Visits should be limited to no more than 60 minutes
- Doors will be unlocked as the default ; locked when capacity is reached
- Visitors discovering a locked door may return later or ring doorbell to see how soon a computer might be available
- 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 – Tier 2 & 3

- 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 or schools 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.
- Use of meeting spaces will be allowed when / if space is available
 - Availability of spaces is limited
 - Hoffman Room is not available as it is being used for storage of quarantined materials and furnishings
 - Program (game) room is available limited hours as is a designated staff work space
 - Genealogy room is available limited hours as is a designated staff work space
 - Study room is available but is also a location for laptop and Wi-Fi access

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 open 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 daily
- k. Public access computers separated by at least 6 feet or by plexiglass barrier
- 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 or shared keyboards and mice
- q. Minimal seating provided.
- r. Limited access to the Creation Station and other in- library activities may be offered
- s. All public seating provided in the library will be plastic / metal chairs from the Hoffman Room so they can be more readily sanitized.

Stage 4: 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.

Stage 5: Return to normal services when CDC is no longer recommending social distancing and / or the wearing of masks.

At the June 9, 2020 Board Meeting the Board determined that the soonest Stage 3 would be implemented would be following 14 consecutive dates of no new cases of Covid-19 in Dubuque and Delaware County. They further discussed the possibility of reverting back to more restricted services if cases in either of the two counties escalated.

Implemented March 2020

Approved May 19, 2020

Updated & Revised / Approved June 9, 2020

Updated & Revised / Approved July 14, 2020

Committee Assignments - FY2021

Executive:

Mary Jane Meade, President
Karen Kramer, Vice-President
Catherine O’Hea, Secretary

Policy:

Sue Engelbrecht, Chair
Angela English
New Member

Furnishings, Art & Facilities:

Mary Jane Meade, Chair
Sue Engelbrecht
New Member
Betty Anne Scherrman

Finance:

Angela English, Chair
Catherine O’Hea
New Member
Mary Radloff

Personnel:

Karen Kramer, Chair
Karen Tieskoetter
New Member
Lynn Osterhaus

Marketing & Public Relations:

Karen Tieskoetter- Chair
Dawn Schrandt
New Member
New Member
Kaleann Waterman

Fundraising:

Catherine O’Hea, Chair
Mary Jane Meade
Karen Kramer
Brenda Ingles

Friends of the JKPL Liaison:

Shirley Vonderhaar

Endowment Liaison

Karen Kramer

Dubuque County Library Agency

Representative:

Angela English

Notes from the August 6, 2020 Zoom meeting of the Fundraising Committee:

The fundraising committee of the James Kennedy Public Library met via Zoom at 7:00 pm on Thursday, August 6, 2020. Participants were chairperson Mary Jane Meade and members Catherine O’Hea , Karen Kramer, Brenda Ingles, and Shirley Vonderhaar.

Wine and Beer Tasting: The April 2020 event was originally postponed due to the Covid-19 pandemic. The Committee agreed to cancel the 2020 event all together and hopefully hold in April 2021. The committee will discuss in November or December to set a date and start reaching out to vendors.

Candy Sales: Shirley reported she has not restocked the candy / snack sale items due to our limited public access. We will restock and promote this fundraiser when the library is able to open more fully.

New Pop-Up Fundraisers: The committee agreed to postpone any further discussion of working with community businesses for pop-up fundraisers until after the pandemic has subsided.

Pop-Up Library at Down Town Friday Nights: The Committee decided NOT to participate in the Saturday activities due to concerns regarding the pandemic.

Dyersville Downtown Market: The Committee decided NOT to participate in these activities due to concerns regarding the pandemic.

Rounding up Fundraisers: After discussion, Brenda agreed to talk to Bill at Fareway and Karen agreed to talk to Melissa at Dairy Queen to see if they were interested in partnering with the library for a round-up fundraiser. The plan is to tie this with a library event such as National Library Card Sign Up Month (September), TeenTober – a month focused on services to Teens (October), Love My Library Month (February), DEAR Month (April), National Library Week (April), etc.

Donation of percentage of sales: The Committee decided NOT to participate in this opportunity during the pandemic and will revisit it once business and the local economic is able to get back to normal.

Review of FY20 Fundraising Report: Shirley shared the FY20 Fundraising Financial Report. Consensus of the committee is that it was a relatively successful year, in spit of the things that were cancelled or brought in less than typical due to the pandemic.

Expending / Utilization of Funds: The committee discussed what projects or services they would like to recommend as the focus for use of funds raised this year. Funds raised in previous years that aren’t encumbered for specific items have most recently been used for expanding the Creation Station, Kanopy Streaming Video, Brain Fuse - HelpNow (tutoring service), and the Adventure Pass program. We have withdrawn from the Adventure Pass program as there are no local venues participating. After discussion, the committee felt that FY20 and FY21 funds should be continue to be allocated for special collections, services and projects with a priority on providing services to support remote access and learning such as continuing to fund Kanopy Streaming Video and Brainfuse HelpNow as well as providing support for Tumblebooks when that renewal comes due. Shirley also shared that she is investigating whether providing hotspots to those with limited or no Internet access is a need in our community and

the committee thought this also might be a possible priority for funds. Shirley will continue to investigate options to provide support for remote learning utilizing funds raised. As an aside, the committee also suggested the library staff create some online videos featuring the remote learning and school support services available as a way to inform the community of all the options already available.

Chair-ity Event – The Committee agreed to run the fall Chair-ity event as usual, with modifications as needed to address restricts of the pandemic. This event begins in September with September 1 being the first day for participants to pick up chairs or other wooden items or sign up to donate an item. The silent auction begins October 12 and runs until November 15, 2020. Bidding will end promptly at 3:00 pm on Sunday, November 15. If possible, a reception will be held from 2 to 4 pm. Photographs of all donations will be posted online and a virtual bidding option will be offered – similar to how we handling the Build-a-basket in the spring.

Ribbons will again be awarded to the donors. Voting for the chairs (categories to be decided) will run October 18 to November 1 with the ribbons being on display with the winning chairs from November 1 – November 15. If we are able to hold it, the donor reception will be on October 18 from 2 to 4 pm. If restrictions are lifted so that we are able to have the open house for the closing, workers will be needed for that on Sunday, November 15 from 2:30 to 3:30 to supervise the end of bidding, call winning bidders, take money from those who are present, etc. This will be discussed further closer to the closing event.

Quilt Raffle: Assuming the Layette group is again interested in partnering with us for this raffle (I have not contacted yet) as it some time out, and Covid-19 permits, this event will be held November 16 – December 13, with the winner being drawn on December 14. For this event, the Layette group displays a variety of quilts in the Periodicals Room and people purchase raffle tickets to win the quilt of their choice. Proceeds are split evenly between the Library and the Layette group. Raffle tickets will again be 1 for \$2, 3 for \$5.00 and 10 for \$10.00.

Christmas Cookie Walk: The committee hopes to be able to hold a cookie walk in December but will make that official decision as restrictions are lifted. This event is held the first Saturday of December so is scheduled for Saturday, December 5, 2020 from 10 am to 1 pm.

Mystery Dinner: Decisions for this were already made so we could reserve the space, etc. It is scheduled for Saturday February 13 with February 27 as snow date to be held at the Dyersville Social Center. J & D will cater and Die Laughing will (hopefully) perform their new 1980s show.

Summary of Fundraising Events and Activities for FY21: Below is a list of the events typically scheduled for 2021 - that were not discussed earlier in the meeting. The committee decided to wait until closer to these dates to make any decisions.

Soup Supper: midweek, typically Thursday in January 7, 14, 21, 28.

Love My Library Giving Tree: starts day of Soup Supper and runs to end of February.

Build-a-Basket Fundraiser: February, March & April, 2021 – Usually schedule to start in February and end a couple weeks before Easter. Easter this year is April 4 so ending 2 weeks before that would be March 21.

Wine and Beer Tasting: Hold in April at Brew and Brew in connection with National Library Week – NLW is April 4-10.

Yard Sign Sales: April and May

Spring Plant Sale: Saturday morning in May. Mother's Day is May 9 so we would be looking at the 1st or the 15th.

Sales at Pop-Up Library at DTFN and / or Downtown Market: Summer 2021

Partnership with DQ:

Partnership with Country Junction:

Coloring book sales: ongoing

Wine glass sales: ongoing

Candy and snacks: ongoing

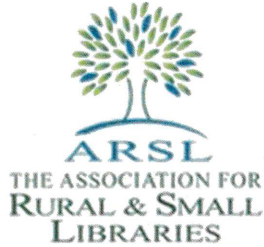
Set date for next meeting : The next meeting was not officially scheduled but will likely be held via zoom sometime before the September Board meeting.

FY 20 - Fundraising Financial Report

Held	Event	Income	Expenses	Proceeds
August '19	Pop-Up at DQ	\$ 371.42	\$ -	\$ 371.42
Oct - Nov	Wreath it Up	\$ 472.00	\$ 10.00	\$ 462.00
Dec	Cookie Walk	\$ 1,018.00	\$ 48.40	\$ 969.60
Jan	Soup Supper	\$ 645.00	\$ 54.99	\$ 590.01
Feb	Mystery Dinner Theatre	\$ 2,155.00	\$ 1,496.20	\$ 658.80
Jan-Feb	Love My Library	\$ 3,010.00	\$ 117.97	\$ 2,892.03
	Utilized		\$ 1,364.61	
Feb-May (Covid)	Build-a-Basket	\$ 1,463.00	\$ 34.77	\$ 1,428.23
March	STEM Fest w/ Country Jund	\$ 500.00	\$ -	\$ 500.00
Apr - Covid	Wine & Beer Tasting	\$ -	\$ -	\$ -
May	Plant Sale Fundraiser	\$ 225.00	\$ -	\$ 225.00
	Raffles			
Dec	Layette Quilt Raffle	\$ 41.00	\$ -	\$ 41.00
April - Covid	50/50 Raffle (Wine)	\$ -	\$ -	\$ -
Summer '19	DTFN Freezer Pops	\$ 66.00	\$ -	\$ 66.00
Ongoing	Wine Glass Sales	\$ -	\$ -	\$ -
Ongoing	Yard Signs	\$ 30.00	\$ -	\$ 30.00
Ongoing	Coloring Books	\$ 220.00	\$ -	\$ 220.00
Ongoing	Snack & Candy Sales	\$ 851.00	\$ 558.55	\$ 292.45
		\$ 10,696.00		\$ 7,862.67

Wine and Beer Tasting Postponed due to Covid 19. Have glasses purchased in 2019 remaining for when hold.

No DTFN Freezer pop sales for CY20 due to Covid 19



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ARSL 2020 Annual Conference - September 28-October 2

The Association for Rural & Small Libraries (ARSL) has joined ranks with many other conferences, deciding to move its 2020 event entirely online. The ARSL board and conference committee admitted this was a tough but unanimous decision. And just as disappointing for mid-westerners, since the in-person venue was slated for Wichita, KS, certainly within driving distance for Iowans.

ARSL's 2020 virtual conference theme is SOAR with Libraries: Sharing Our Amazing Resources. The dates are September 28th-October 2nd. Registration is open at the conference website linked below. Registration fees vary: \$50.00 for ARSL members, \$65.00 for non-members, and \$25.00 for trustees or Friends Groups / Foundation affiliates. There are also group rates available, making it more affordable to register several people on a library staff.

Each day of the virtual conference runs from 9:00AM-1:15PM, with multiple sessions to choose from, as well as keynote speakers each day and a virtual exhibit hall. Among the many topics to choose from:

- Security for Rural Libraries: Staying Safe When Help is Far Away
- School Library Lessons for the Public Library World
- Mental Maintenance
- How Rude: The Price of Incivility in the Workplace
- Social Media for Small Libraries

Find more information at <https://www.arsl.org/2020-conference>

For this price, I am planning to register all of the librarians – unless they look at the schedule and don't see anything that relates to their duties. Cost for a Board member to attend is only \$25 as well. Anyone interested in participating?