

Hi all:

Here is the packet for the October 13 meeting. Hope to see you all on zoom!

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: September 8, 2020 - **A**
 - Approve September Librarian's Report - **B**
 - Approve Bills:
 - September Claims Report - **C**
 - Library Claims for October - **D**
 - September / October Credit Card Claims - **E**
 - Budget Reports
 - September City Report - **F**
 - September Library Report - **G**
 - Trust Account Reports
 - August Bank Statements - **H**
 - August Balance Report - **I**
 - September Bank Statements - **J**
 - September Balance Report - **K**
 - Trust Account Expenditure Report - **L**
 - August and September Donations Form - **M**
 - Program Reports
 - September Report of Programs and Attendance - **N**
 - Adult Summer Library Program Report - **O**
 - October Schedule of Events - **P**
 - Schedule for Upcoming Programs - **Q**
 - Contract Use Reports
 - Statistics by Residence Area - **R**
 - Statistics by Contract / Service Area - **S**
 - Grant Report – **We were notified that we did not receive a grant from the Dyersville Area Community Foundation. Received the first payment for the HRDP grant.**
 - Friends of the Library Report – **Books to Go bags have been rather popular.**
 - JKPL Endowment Report - **T (August Fund Activity Statement)**
5. Discussion of Current Library Operations and Services – **Based on current levels of Covid-19 in the county and state, we are continuing in Stage 2 of our plan which is basically open by appointment with limited numbers, maximum of 1 hour per**

visit for any purpose, two public computers available, only virtual or remote programming offered.

6. Review and possible action on JKPL Interim Service / Reopening Plan – I am including a slightly updated copy of the plan in your packets as we have a new member and as a refresher. I did a reread and did some minor tweaking (grammatical / spelling corrections) and clarifications. Please see summary page for details and question for you to consider.
7. Updated Committee Assignments for FY21 – **Includes the newest Board member**
8. Appointment of Committee to Evaluate Library Director
9. FY20 Iowa Public Library General Information Survey for the JKPL – **I expect to have this completed before the Board meeting and will post it to the webpage (Board documents) at that time.**
10. Executive Committee Report
11. Finance Committee Report
12. Fundraising Committee Report
 - Notes from October Virtual Meeting
13. Furnishings, Art & Facilities Committee Report
14. Marketing Committee Report
 - Notes from October Virtual Meeting
15. Personnel Committee Report
16. Policy Committee Report
17. Strategic Planning Report
18. Meetings and Training
 - Upcoming
 - Recently Attended
19. Oral Presentations
20. Adjournment

Date of next regular meeting: Tuesday, November 10, 2020 7:00 pm
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320 1st Ave E
Dyersville, Iowa 52040

Phone: 563-875-8912
Fax: 563-875-6162

librarian@dyersville.lib.ia.us

Web: www.dyersville.lib.ia.us

Regular Library Board Meeting

**Tuesday,
October 13, 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/95661475939?pwd=U2pBLok2ajF3NXI5SFlaV3BZN3JjUTo9>

Meeting ID: 956 6147 5939

Passcode: 307163

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 956 6147 5939

Find your local number: <https://cityofdyersville.zoom.us/u/acUb3dxEbw>

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 - September Library Report
 - Trust Account Reports
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 - September Balance Report
 - Trust Account Expenditure Report
 - August and September Donations Form
 - Program Reports
 - September Report of Programs and Attendance
 - Adult Summer Library Program Report
 - October Schedule of Events
 - Schedule for Upcoming Programs
 - Contract Use Reports
 - Statistics by Residence Area
 - Statistics by Contract / Service Area
 - Grant Report
 - Friends of the Library Report
 - JKPL Endowment Report
5. Discussion of Current Library Operations and Services
 6. Review and possible action on JKPL Interim Service / Reopening Plan
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James Kennedy Public Library
Board of Trustees
Minutes of the September 8, 2020 Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, September 8, 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: Mary Jane Meade, Sue Engelbrecht, Danielle Will, Angela English, Karen Tieskoetter, and Library Director Shirley Vonderhaar. Catherine O'Hea joined the meeting at 7:30 pm. Absent: Karen Kramer. President Mary Jane Meade called the meeting to order at 7:02 pm; Angela English will fill in as acting secretary in Catherine's absence.

1. Agenda: Engelbrecht MOVED "approval of the Agenda" which motion was seconded by Tieskoetter and CARRIED. Ayes: Meade, Engelbrecht, English, Tieskoetter, and Will. Nays: None.
2. Agenda Consent Calendar
 - Correspondence & Communication: None
 - Minutes of Previous Meeting: August 11, 2020 Regular Monthly Meeting
 - August Librarian's Report
 - Bills
 - August Claims Report
 - Library Claims for September
 - August/September Credit Card Claims
 - Budget Reports
 - August City Report
 - August Library Report
 - Trust Account Reports
 - August Bank Statements – not available for meeting
 - August Balance Report – not available for meeting
 - Trust Account Expenditure Report – not available for meeting
 - August Donations Form – not available for meeting
 - Program Reports
 - August Report on Programs and Attendance
 - Children's Summer Library Program Report
 - Teen's Summer Reading Program Report
 - September Schedule of Events
 - Schedule for upcoming programs
 - Grant Report – no report
 - Friends of the Library Report – no report

- JKPL Endowment Report
 - Fund/Gift Activity Statement

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

3. Discussion of Current Library Operations and Services

- Library will continue operating with appointment only and curbside services as Iowa and Delaware County are considered Red Zones by the CDC. Appointments are still required, but walk-ins are allowed if guidelines are met. To the best of the staff’s knowledge, we have not turned anyone away. Quarantine of materials will increase from 4 to 6 days. Staff will be increasing the allowed appointments on all days.

4. Consider approval of JKPL Interim Service/Reopening Plan – no changes

5. Discussion of vacancies on the JKPL Board of Trustees – still seeking applicants

6. Discussion and possible action on the recommendation from the Ad Hoc Committee regarding race, diversity and inclusion

- Pending. We provided answers for specific questions from the Urban Library Council and we need to be approved to sign on to their statement

7. Executive Committee Report: None.

8. Finance Committee Report: None.

9. Fundraising Committee Report

- Reviewed notes from meeting
- Dairy Queen will be hosting a library night on Tuesday, October 6, 2020
- Chair-ity event has begun

10. Furnishings, Art & Facilities Committee Report: None

11. Marketing Committee Report:

- Reviewed notes from meeting

12. Personnel Committee Report: None

13. Policy Committee Report: None

14. Strategic Planning Report: None

15. Meetings and Training

- ARSL Conference will be held September 28-October 2. Some staff members and board members are signed up to participate
- ILA is upcoming in October with a virtual one day conference this year
- Public Libraries of Dubuque County Agency meeting will be held on September 23, 2020 via Zoom

16. Oral Presentations: None

17. Tieskoetter MOVED to adjourn the meeting and seconded by Engelbrecht. Meeting ADJOURNED at 7:50 P.M.

Catherine O’Hea

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

B

Additions: Items purchased: 253 Items donated: 31 Year to date: 1,052 Donations: Prev. YTD: 121 Curr. YTD: 112
 Items withdrawn: Books: 439 DVDs: 2 Kits: 2 Games: 28
 Year to date: Books: 1,768 SCDs: 1 DVDs: 5 Kits: 5 Games: 52
 New Library Cards Issued City: 11 Contractual: 4 Total: 15 YTD: 27
 Computer use: 21 hours; 48 sessions YTD: 84 hours; 160 sessions Previous YTD: 1,554 hours; 2,302 sessions
 WiFi Use (from WhoFi software) 446 sessions, 303 visits, 44 unique visitors YTD: 1,636 sessions, 1,127 visits, 141 unique visitors
 Meeting Room Use: No meeting space available YTD: 0 Previous YTD: 602
 Programs Held: 48 Attendance & Interactions: 1,288 ; Views : 3,719 Library Visits: 1,484 YTD: 4,399 Prev. YTD: 24,494
 Circulation Summary:

Number of Items Loaned	5,610	Year to Date:	18,996
Previous Year Circ.	9,048	Previous YTD:	32,357
Difference (numerical):	-3,438	Difference (numerical):	-13,361
Difference (percentage):	-38.00%	Difference (percentage):	-41.29%

General Fund Receipts:	Current	Year to Date	Budgeted
Copier & Misc:	18.85	72.15	850.00
Computer Printing:	52.55	187.90	1,275.00
Reader/printer:	0.00	1.05	25.00
Fax:	8.00	53.00	900.00
Computer Use	1.00	6.00	250.00
Holds & Scans	3.00	8.00	100.00
Lost Books and Materials	31.14	46.93	1,000.00
Memberships	0.00	180.00	300.00
Agency Contract fees:	0.00	0.00	5,000.00
Iowa Direct State Aid, Enrich Iowa and Infrastructure Fund	1,998.08	1,998.08	13,000.00
Misc (including Creation Station):	0.00	5.00	300.00
Total:	\$2,112.62	\$2,558.11	\$23,000.00

Trust Account Receipts:	Current	Year to Date
CB Donations:	10.76	10.76
Memorials: Delpha Schuster	20.00	20.00
History Books & Centennial Coins:	0.00	0.00
Adopt a book donations:	0.00	352.45
Friends donation:	49.50	97.25
Other: HRDP Grant	7,616.00	8,539.42
Other: Plant sale	20.00	170.00
Other: soda / snacks	7.00	10.00
Total:	\$7,723.26	\$9,199.88

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	25	97	36	23	40	10	9	1	0	33	5	5	284
2019 Month	18	31	17	32	103	22	0	7	0	33	6	18	288
Curr. YTD	50	332	80	85	179	87	33	32	6	116	26	26	1052
Prev. YTD	56	212	62	87	228	42	9	25	0	85	27	50	883

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	563	1694	202	1201	299	293	14	4266	211	83	12	786	96	156	5610
2019 mor	631	1882	383	2402	223	174	2	5697	195	233	27	1715	689	492	9048
Difference	-68	-188	-181	-1201	76	119	12	-1431	16	-150	-15	-929	-593	-336	-3438
Current Y	1666	5224	819	4754	1020	692	56	14231	688	305	99	2259	867	547	18996
Prev. YTD	2086	6396	1524	9204	826	759	28	20823	565	865	157	5644	2690	1613	32357
Difference	-420	-1172	-705	-4450	194	-67	28	-6592	123	-560	-58	-3385	-1823	-1066	-13361
Diff. %	-20.1%	-18.3%	-46.3%	-48.3%	23.5%	-8.8%	NA	-31.7%	21.8%	-64.7%	-36.9%	-60.0%	-67.8%	-66.1%	-41.3%

Fregeal Music Downloads: Sept: 12 downloaded & 47 streamed; 0 video Total FY= 331 **Bridges Video Downloads:** Sept: 3 Total FY = 9
Mango Language Use: Sept: 33 sessions; FY = 33 total sessions (includes mobile & computer) **Kanopy Video:** Sept: 84; FY = 154

C

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

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services	\$750.00
Black Hills	Gas / Heat	35.37
Alliant Energy	Electricity	1,533.16
Mediacom	Phone	138.12
Total		\$2,456.65

Miscellaneous Bills

Check issued to:	Purpose	Amount
City Laundry	Cleaning fee / mat	10.97
Midwest Bank / CC	Library Works / online calls	49.00
Midwest Bank / CC	Camp Pope – NF book	47.00
Midwest Bank / CC	Target – DVDs	50.08
Midwest Bank / CC	Sams Club – Hand sanitizer	29.98
Midwest Bank / CC	Sams Club – Ziplock bags	14.48
Midwest Bank / CC	RayGun – Nonfiction book	42.80
Midwest Bank / CC	RayGun – tax credit back	-2.80
Pitney Bowes	Postage machine fee	68.55
Total		\$310.06

September 2020 Budget	
September 2020 Claims submitted	\$8,076.66
Utility and Contractual from Bills above	2,456.65
Miscellaneous Bills from above	310.06
Total wages and benefits	24,910.98
Total September 2020 expenses	\$35,754.35

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

Expense Approval Register

Packet: APPKT00601 - 10.19.2020 Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
Fund: 001 - GENERAL FUND					
Department: 410 - LIBRARY					
ASSOC FOR RURAL & SMALL LI...	56867	Dues - Membership	001-5-410-4-62100	DUES	150.00
ASSOC FOR RURAL & SMALL LI...	59035	Dues - Membership	001-5-410-4-62100	DUES	29.00
BENTON-HERMSEN, KIMSHIRO	10.01.20	Training/Meeting	001-5-410-4-62300	MEETINGS/TRAINING	25.00
ACCESS SYSTEMS	27826342	Contract - printer/copier	001-5-410-4-64316	CONTRACTS	149.15
FAREWAY STORES INC.	00115608	Supplies - Programs	001-5-410-4-65060	OFFICE SUPPLIES	11.46
AMAZON	10.01.2020	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	75.06
AMAZON	10.01.2020	Supplies - Program	001-5-410-4-65060	OFFICE SUPPLIES	34.99
SAVVY SALVAGE	100	Supplies - Marketing	001-5-410-4-65060	OFFICE SUPPLIES	150.00
BAKER & TAYLOR BOOKS	2035402737	Supplies - CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	35.91
DEMCO EDUCATIONAL CORP	6840633	Supplies - books	001-5-410-4-65060	OFFICE SUPPLIES	88.02
BOOK FARM INC., THE	REB11537-2	Supplies - Program	001-5-410-4-65060	OFFICE SUPPLIES	54.99
OVERDRIVE	06497CO20306317	eBooks	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	162.24
OVERDRIVE	06497DA20312472	Electronic Media - ebooks	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	27.50
AMAZON	10.01.2020 A	DVDS	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	85.83
AMAZON	10.01.2020 A	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	27.50
AMAZON	10.01.2020	Creative Spaces	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	2.99
AMAZON	10.01.2020	Games	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	365.71
AMAZON	10.01.2020	DVD	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	324.68
AMAZON	10.01.2020	Books - Audio	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	52.60
AMAZON	10.01.2020	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	194.08
AMAZON	10.01.2020	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	274.77
CITY OF ATLANTIC	114	Reference	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	505.80
CENTER POINT PUBLISHING	1792130	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	258.83
BAKER & TAYLOR BOOKS	2035402737	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	178.51
BAKER & TAYLOR BOOKS	2035450401	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	37.20
BAKER & TAYLOR BOOKS	2035450401	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	234.16
BAKER & TAYLOR BOOKS	2035464226	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	187.38
BAKER & TAYLOR BOOKS	2035475952	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	31.91
BAKER & TAYLOR BOOKS	2035475952	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	16.80
BAKER & TAYLOR BOOKS	2035475952	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	10.20
BAKER & TAYLOR BOOKS	2035481782	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	202.39
BAKER & TAYLOR BOOKS	2035488961	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	109.19
BAKER & TAYLOR BOOKS	2035488961	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	15.12
BAKER & TAYLOR BOOKS	2035491580	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	44.40
BAKER & TAYLOR BOOKS	2035491580	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	158.28
BAKER & TAYLOR BOOKS	2035502688	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	117.08
BAKER & TAYLOR BOOKS	2035517877	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	127.28
BAKER & TAYLOR BOOKS	2035517877	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	17.99
CENGAGE LEARNING	72288238	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	394.67
LIBRARY IDEAS	78143	eBooks	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	2.50
GREY HOUSE PUBLISHING	962579	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	359.00
BOOK FARM INC., THE	REB11538-1	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	14.95
Department 410 - LIBRARY Total:					5,345.12
Fund 001 - GENERAL FUND Total:					5,345.12
Fund: 002 - LIBRARY TRUST FUND					
Department: 410 - LIBRARY					
CENTER POINT PUBLISHING	1789731	Books	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	24.67
BAKER & TAYLOR BOOKS	2035450401	Adopt A Book - Trust	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	16.23
BAKER & TAYLOR BOOKS	2035475952	Tauke Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	16.23
BAKER & TAYLOR BOOKS	2035491580	Tauke Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	39.27
BAKER & TAYLOR BOOKS	2035502688	Adopt a Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	31.91
KANOPY, INC.	217151-PPU	Programs - Streaming Video	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	22.00

Expense Approval Register

Packet: APPKT00601 - 10.19.2020 Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
ADVANTAGE ARCHIVES, LLC	31832	Grant - Digitizing Projecty	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	7,676.00
CENGAGE LEARNING	72035400	Books	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	27.19
				Department 410 - LIBRARY Total:	7,853.50
				Fund 002 - LIBRARY TRUST FUND Total:	7,853.50
				Grand Total:	13,198.62

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	5,345.12
002 - LIBRARY TRUST FUND	<u>7,853.50</u>
Grand Total:	13,198.62

Account Summary

Account Number	Account Name	Expense Amount
001-5-410-4-62100	DUES	179.00
001-5-410-4-62300	MEETINGS/TRAINING	25.00
001-5-410-4-64316	CONTRACTS	149.15
001-5-410-4-65060	OFFICE SUPPLIES	450.43
001-5-410-4-67701	BOOKS/FILMS/RECORDS/...	4,541.54
002-5-410-4-67700	LIBRARY TRUST EXPENDI...	<u>7,853.50</u>
Grand Total:		13,198.62

Project Account Summary

Project Account Key	Expense Amount
None	803.58
410AB	231.11
410AF	1,267.55
410AN	843.18
410DVD	410.51
410EM	192.24
410GAMES	365.71
410LP	707.50
410PN	14.95
410R	505.80
410SS	2.99
410TAAB	48.14
410TGRANT	7,676.00
410TLP	51.86
410TMEM	55.50
410TPROG	<u>22.00</u>
Grand Total:	13,198.62

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

E

Credit Card Claims for September & October 2020

Date	Vendor	Items	Amount
9/21/2020	Mediacom	Telephone	111.87
9/15/2020	RayGun	Nonfiction	42.80
9/15/2020	RayGun	Credit	-2.80
9/18/2020	Sam's Club	Bags (program supplies)	14.48
9/23/2020	School Specialty	Halloween Books	38.78
10/1/2020	Facebook	Ads	8.87
10/2/2020	Target	Large Print book	21.49
10/2/2020	Target	DVD	14.99

Budget Report
Account Summary

For Fiscal: 2020-2021 Period Ending: 09/30/2020

		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	244,711.00	244,711.00	18,058.95	59,638.72	185,072.28	75.63 %
<u>001-5-410-4-61100</u>	FICA	15,172.00	15,172.00	1,087.45	3,600.96	11,571.04	76.27 %
<u>001-5-410-4-61200</u>	MEDICARE	3,548.00	3,548.00	254.29	842.07	2,705.93	76.27 %
<u>001-5-410-4-61300</u>	IPERS	23,101.00	23,101.00	1,704.75	5,629.83	17,471.17	75.63 %
<u>001-5-410-4-61500</u>	GROUP INSURANCE	41,800.00	41,800.00	3,793.14	11,294.28	30,505.72	72.98 %
<u>001-5-410-4-61700</u>	SUI	194.00	194.00	12.40	98.32	95.68	49.32 %
<u>001-5-410-4-62100</u>	DUES	750.00	750.00	0.00	0.00	750.00	100.00 %
<u>001-5-410-4-62300</u>	MEETINGS/TRAINING	2,500.00	2,500.00	344.00	344.00	2,156.00	86.24 %
<u>001-5-410-4-63710</u>	ELECTRICITY	14,000.00	14,000.00	1,533.16	3,373.74	10,626.26	75.90 %
<u>001-5-410-4-63711</u>	GAS HEAT	2,500.00	2,500.00	35.37	105.26	2,394.74	95.79 %
<u>001-5-410-4-63730</u>	TELEPHONE	700.00	700.00	138.12	138.12	561.88	80.27 %
<u>001-5-410-4-63750</u>	MAINTENANCE	9,500.00	9,500.00	0.00	1,100.00	8,400.00	88.42 %
<u>001-5-410-4-64080</u>	INSURANCE PREMIUM	6,500.00	6,500.00	0.00	124.00	6,376.00	98.09 %
<u>001-5-410-4-64316</u>	CONTRACTS	0.00	0.00	248.02	397.17	-397.17	0.00 %
<u>001-5-410-4-64322</u>	CONTRACTED SERVICES	8,300.00	8,300.00	750.00	1,800.00	6,500.00	78.31 %
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES	21,000.00	21,000.00	1,629.57	1,799.27	19,200.73	91.43 %
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIP	61,500.00	61,500.00	6,165.13	14,441.79	47,058.21	76.52 %
	Expense Total:	455,776.00	455,776.00	35,754.35	104,727.53	351,048.47	77.02 %
	Fund: 001 - GENERAL FUND Total:	455,776.00	455,776.00	35,754.35	104,727.53	351,048.47	77.02 %
Fund: 002 - LIBRARY TRUST FUND							
Expense							
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	30,000.00	30,000.00	749.73	1,047.50	28,952.50	96.51 %
	Expense Total:	30,000.00	30,000.00	749.73	1,047.50	28,952.50	96.51 %
	Fund: 002 - LIBRARY TRUST FUND Total:	30,000.00	30,000.00	749.73	1,047.50	28,952.50	96.51 %
	Report Total:	485,776.00	485,776.00	36,504.08	105,775.03	380,000.97	78.23 %

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James Kennedy Public Library FY21 Operating Budget							
	FY21	July	August	September	Oct (est)	Received to date	Difference
ESTIMATED REVENUES:							
Dubuque County Library Agency	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Fees from copier, R/P, etc.	5,000.00	287.25	158.24	114.54	150.00	560.03	4,439.97
Open Access	10,600.00	0.00	0.00	0.00	0.00	0.00	10,600.00
Access Plus / ILL	400.00	0.00	0.00	0.00	0.00	0.00	400.00
Direct State Aid	2,000.00	0.00	0.00	1,998.08	0.00	1,998.08	1.92
TOTAL:	23,000.00	287.25	158.24	2,112.62	150.00	2,558.11	20,441.89
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES						Spent to date	Remaining
Wages	244,711.00	23,445.96	18,133.81	18,058.95	22,625.00	59,638.72	185,072.28
FICA	15,172.00	1,421.40	1,092.11	1,087.45	1,402.75	3,600.96	11,571.04
Medicare	3,548.00	332.41	255.37	254.29	328.06	842.07	2,705.93
IPERS	23,101.00	2,213.27	1,711.81	1,704.75	2,135.80	5,629.83	17,471.17
SUI	194.00	72.90	13.02	12.40	22.63	98.32	95.68
Group Insurance	41,800.00	3,708.00	3,793.14	3,793.14	3,800.00	11,294.28	30,505.72
Meetings and training	2,500.00	0.00	0.00	344.00	25.00	344.00	2,156.00
Dues and memberships	750.00	0.00	0.00	0.00	179.00	0.00	750.00
TOTAL:	331,776.00	31,193.94	24,999.26	25,254.98	30,518.24	81,448.18	250,327.82
CONTRACTUAL SERVICES:							
Utilities (telephone)	700.00	111.04	0.00	138.12	111.00	249.16	450.84
Electricity	14,000.00	0.00	1,729.54	1,533.16	1,600.00	3,262.70	10,737.30
Gas / Heat	2,500.00	34.69	35.20	35.37	100.00	105.26	2,394.74
Insurance (bldg)	6,500.00	0.00	124.00	0.00	0.00	124.00	6,376.00
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Custodial services	8,000.00	450.00	600.00	750.00	600.00	1,800.00	6,200.00
Window cleaning	300.00	0.00	0.00	0.00	0.00	0.00	300.00
Service / Maintenance Contracts	9,500.00	0.00	149.15	248.02	149.15	397.17	9,102.83
TOTAL:	41,500.00	595.73	2,637.89	2,704.67	2,560.15	5,938.29	35,561.71
SUPPLIES:							
General library supplies	10,000.00	-11.01	180.71	1,278.13	198.99	1,447.83	8,552.17
Program fees & supplies	2,500.00	0.00	0.00	16.35	101.44	16.35	2,483.65
Marketing & advertising	1,500.00	0.00	0.00	335.09	150.00	335.09	1,164.91
Maintenance and Repairs	7,000.00	1,100.00	0.00	0.00	0.00	1,100.00	5,900.00
TOTAL	21,000.00	1,088.99	180.71	1,629.57	450.43	2,899.27	18,100.73
BOOKS AND MATERIALS							
Adult fiction	8,000.00	93.49	1,000.41	1,083.14	1,267.55	2,177.04	5,822.96
Adult nonfiction	5,000.00	0.00	446.27	888.63	843.18	1,334.90	3,665.10
YA fiction	2,000.00	603.12	0.00	567.76	0.00	1,170.88	829.12
YA nonfiction	800.00	0.00	0.00	209.24	0.00	209.24	590.76
Juvenile fiction	8,500.00	0.00	113.98	153.63	0.00	267.61	8,232.39
Juvenile nonfiction	4,000.00	0.00	0.00	21.37	14.95	21.37	3,978.63
Large Print	3,500.00	0.00	634.51	619.39	707.50	1,253.90	2,246.10
Electronic media (ebooks, etc.)	6,000.00	4.50	455.46	1,415.68	192.24	1,875.64	4,124.36
Reference & electronic databases	5,000.00	3,830.33	0.00	268.48	505.80	4,098.81	901.19
Periodicals and newspapers	4,500.00	193.31	194.93	204.96	0.00	593.20	3,906.80
Audiobooks (CD, playaway)	4,200.00	19.25	0.00	165.25	231.11	184.50	4,015.50
Software & Gaming	2,000.00	0.00	0.00	123.34	365.71	123.34	1,876.66
DVDs	6,500.00	0.00	624.12	441.27	410.51	1,065.39	5,434.61
SS / Creation Station	1,500.00	0.00	62.98	2.99	2.99	65.97	1,434.03
TOTAL:	61,500.00	4,744.00	3,532.66	6,165.13	4,541.54	14,441.79	47,058.21
TOTAL EXPENDITURES:	455,776.00	37,622.66	31,350.52	35,754.35	38,070.36	104,727.53	351,048.47
TOTAL REVENUES:	23,000.00	287.25	158.24	2,112.62	150.00	2,558.11	20,441.89
ACTUAL ASKING	432,776.00	37,335.41	31,192.28	33,641.73	37,920.36	102,169.42	330,606.58
Capital Improvement	28,000.00					0.00	
Total Expenditures	483,776.00	37,622.66	31,350.52	35,754.35	38,070.36	104,727.53	351,048.47

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James Kennedy Public Library FY21 Operating Budget									
	FY21	% Expended	FY20 Expense	Sept '19	Total FY20	Budget	Amount	Over/Under	
		To date	thru Sept 19	expenses	expenses	Projection	Over/Under	Budget	
ESTIMATED REVENUES:									
Dubuque County Library Agency	5,000.00		0.00	0.00	6,790.74				
Fees from copier, R/P, etc.	5,000.00		1,404.67	354.37	3,237.85				
Open Access	10,600.00		0.00	0.00	10,651.98				
Access Plus / ILL	400.00		0.00	0.00	401.80				
Direct State Aid	2,000.00		0.00		1,775.69				
TOTAL:	23,000.00		1,404.67	354.37	22,858.06				
			1,404.67		22,858.06				
ESTIMATED EXPENDITURES:									
PERSONAL SERVICES			Spent to date		Spent to date				
Wages	244,711.00	24.4%	57,553.96	17,453.98	230,505.74	61,100.81	-1,462	0.98	
FICA	15,172.00	23.7%	3,464.60	1,047.59	13,890.48	3,784.24	-183	0.95	
Medicare	3,548.00	23.7%	810.32	245.01	3,248.86	884.93	-43	0.95	
IPERS	23,101.00	24.4%	5,433.08	1,647.65	21,718.76	5,778.86	-149	0.97	
SUI	194.00	50.7%	95.87	11.89	368.17	50.52	48	1.95	
Group Insurance	41,800.00	27.0%	10,071.62	3,382.31	42,359.67	9,938.55	1,356	1.14	
Meetings and training	2,500.00	13.8%	398.80	398.80	650.88	1,531.77	-1,188	0.22	
Dues and memberships	750.00	0.0%	0.00	0.00	761.00	Zero	0	Nothing	
TOTAL:	331,776.00	24.5%	77,828.25	24,187.23	313,503.56	82,364.44	-916	0.99	
			77,828.25	24,187.23	313,503.56	82,364.44	-916	0.99	
CONTRACTUAL SERVICES:									
Utilities (telephone)	700.00	35.6%	774.40	387.25	2,164.66	250.42	-1	0.99	
Electricity	14,000.00	23.3%	4,680.04	1,570.00	13,358.47	4,904.80	-1,642	0.67	
Gas / Heat	2,500.00	4.2%	110.54	36.22	1,925.53	143.52	-38	0.73	
Insurance (bldg)	6,500.00	1.9%	0.00	0.00	5,857.00	Zero	0	Nothing	
Legal Fees	0.00	NA	0.00	0.00	0.00	Zero	0	Nothing	
Custodial services	8,000.00	22.5%	1,800.00	750.00	7,175.00	2,006.97	-207	0.90	
Window cleaning	300.00	0.0%	0.00	0.00	265.00	Zero	0	Nothing	
Service / Maintenance Contracts	9,500.00	4.2%	420.15	275.67	11,061.79	360.83	36	1.10	
TOTAL:	41,500.00	14.3%	7,785.13	3,019.14	41,807.45	7,727.88	-1,790	0.77	
			7,785.13	3,019.14	41,807.45	7,727.88	-1,790	0.77	
SUPPLIES:									
General library supplies	10,000.00	14.5%	2,964.39	964.82	11,918.89	2,487.14	-1,039	0.58	
Program fees & supplies	2,500.00	0.7%	363.45	179.85	2,448.52	371.09	-355	0.04	
Marketing & advertising	1,500.00	22.3%	103.64	103.64	961.57	161.67	173	2.07	
Maintenance and Repairs	7,000.00	15.7%	14,873.62	840.67	34,237.54	3,040.97	-1,941	0.36	
TOTAL	21,000.00	13.8%	18,305.10	2,088.98	49,566.52	7,755.38	-4,856	0.37	
			18,305.10	2,088.98	49,566.52	7,755.38	-4,856	0.37	
BOOKS AND MATERIALS									
Adult fiction	8,000.00	27.2%	1,369.83	94.86	8,764.77	1,250.31	927	1.74	
Adult nonfiction	5,000.00	26.7%	580.60	94.08	5,051.28	574.71	760	2.32	
YA fiction	2,000.00	58.5%	163.07	163.07	2,046.60	159.36	1,012	7.35	
YA nonfiction	800.00	26.2%	60.73	60.73	541.78	89.67	120	2.33	
Juvenile fiction	8,500.00	3.1%	355.20	355.20	8,157.02	370.14	-103	0.72	
Juvenile nonfiction	4,000.00	0.5%	36.42	36.42	3,516.98	41.42	-20	0.52	
Large Print	3,500.00	35.8%	1,263.94	887.45	3,536.85	1,250.77	3	1.00	
Electronic media (ebooks, etc.)	6,000.00	31.3%	1,519.44	847.70	5,536.52	1,646.64	229	1.14	
Reference & electronic databases	5,000.00	82.0%	4,047.64	0.00	8,043.44	2,516.11	1,583	1.63	
Periodicals and newspapers	4,500.00	13.2%	764.16	600.16	4,401.04	781.34	-188	0.76	
Audiobooks (CD, playaway)	4,200.00	4.4%	533.21	154.88	3,964.60	564.87	-380	0.33	
Software & Gaming	2,000.00	6.2%	327.59	85.28	2,009.65	326.02	-203	0.38	
DVDs	6,500.00	16.4%	1,436.60	651.19	6,408.75	1,457.05	-392	0.73	
SS / Creation Station	1,500.00	4.4%	146.97	6.97	433.78	508.22	-442	0.13	
TOTAL:	61,500.00	23.5%	12,605.40	4,037.99	62,413.06	12,420.99	2,021	1.16	
			12,605.40	4,037.99	62,413.06	12,420.99	2,021	1.16	
TOTAL EXPENDITURES:	455,776.00	23.0%	116,523.88	33,333.34	467,290.59	113,652.60	-8,925	0.92	
TOTAL REVENUES:	23,000.00	11.1%	1,404.67	354.37	22,858.06	1,413.39	1,145	1.81	
ACTUAL ASKING	432,776.00	23.6%	115,119.21	32,978.97	444,432.53	112,099.88	-9,930	0.91	
			115,119.21	32,978.97	444,432.53	112,099.88	-9,930	0.91	
Capital Improvement	28,000.00		0.00		0.00				
Total Expenditures	483,776.00		116,523.88	33,333.34	467,290.59				



PO BOX 1700 IOWA CITY IA 52244-1700
TELEPHONE:800-247-4418

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071 00016 02 PAGE: 1
ACCOUNT: XXXXXXXXXXXX4356 08/31/2020

RETURN SERVICE REQUESTED



855 1 AV 0.386
CITY OF DYERSVILLE
JAMES KENNEDY PUBLIC LIBRARY TRUST
340 1ST AVE E
DYERSVILLE IA 52040-1203

855
3



B



Dyersville - Main
301 First Avenue E
Dyersville, IA 52040

TELEPHONE:563-875-2491

BUSINESS MONEY MKT ACCOUNT XXXXXXXXXXXX4356

MINIMUM BALANCE	50,962.43	LAST STATEMENT 07/31/20	50,962.43
AVG AVAILABLE BALANCE	50,962.43	1 CREDITS	10.82
AVERAGE BALANCE	50,962.43	DEBITS	.00
		THIS STATEMENT 08/31/20	50,973.25

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
INTEREST	08/31	10.82

I N T E R E S T

AVERAGE LEDGER BALANCE:	50,962.43	INTEREST EARNED:	10.82
AVERAGE AVAILABLE BALANCE:	50,962.43	DAYS IN PERIOD:	31
INTEREST PAID THIS PERIOD:	10.82	ANNUAL PERCENTAGE YIELD EARNED:	.25%
INTEREST PAID 2020:	141.30		

DAILY BALANCE

DATE.....BALANCE	DATE.....BALANCE	DATE.....BALANCE
08/31 50,973.25		

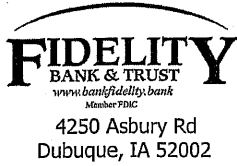
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MidWestOne.com
Member FDIC



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H-2

Date 8/31/20 Page 1
 Primary Account 617571
 Enclosures 2

869247

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

Checking Account

MONEY MARKET			Number of Enclosures	2
Account Number	617571		Statement Dates	8/03/20 thru 8/31/20
Previous Balance	22,506.69		Days in the statement period	29
2 Deposits/Credits	443.10		Average Ledger	22,479.07
1 Checks/Debits	279.62		Average Collected	22,479.07
Service Charge	.00		Interest Earned	9.82
Interest Paid	11.18		Annual Percentage Yield Earned	0.55%
Current Balance	22,681.35		2020 Interest Paid	113.80

Activity in Date Order

Date	Description	Amount	
8/06	Deposit/Credit	22.85	22,529.54
8/21	Transfer from x7571 to x5358 August claims	279.62-	22,249.92
8/28	Deposit/Credit	420.25	22,670.17
8/31	Interest Deposit	11.18	22,681.35

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
8/03	22,506.69	8/06	22,529.54	8/21	22,249.92
8/28	22,670.17	8/31	22,681.35		

Interest Rate Summary

Date	Rate
8/02	1.100000%
8/18	0.550000%

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9/19/20
 [Signature]

I

TRUST ACCOUNT REPORT for August 2020

American Trust / MidWestOne Bank - balance on hand July 1, 2020 \$ 50,951.61

July 31, 2020 interest \$ 10.82 \$ 50,962.43
August 31, 2020 interest \$ 10.82 \$ 50,973.25 #1

Fidelity Bank and Trust

Balances July 31, 2020 \$ 29,981.85 \$ 22,506.69

Deposits

August 6, 2020

Conscious Box \$ 3.85
Friends booksale / donation \$ 19.00 \$ 22.85

August 28, 2020

Candy / Snack sales \$ 3.00
Adopt-a-book \$ 152.45
TACKL / DTFN sponsored games \$ 150.00
Mary O'Connell donation \$ 100.00
Conscious Box \$ 5.55
Friends booksale / donation \$ 9.25 \$ 420.25

August 31, 2020

Interest \$ 11.18 \$ 11.18 \$ 454.28

Debits:

August 21, 2020

Kanopy Streaming Video (fundraising) \$ 12.00
Adopt-a-book donations \$ 115.02
Tauke Memorial \$ 78.36
Children's SRP supplies (Friends) \$ 74.24 \$ 279.62 \$ 279.62

Balances Augusts 31, 2020

\$ 29,702.23 \$ 22,681.35 #2



PO BOX 1700 IOWA CITY IA 52244-1700
TELEPHONE:800-247-4418

J-1



071 00016 02

ACCOUNT: XXXXXXXXXXXX4356

PAGE: 1
09/30/2020

RETURN SERVICE REQUESTED



832 1 AV 0.386
CITY OF DYERSVILLE
JAMES KENNEDY PUBLIC LIBRARY TRUST
340 1ST AVE E
DYERSVILLE IA 52040-1203

832
3



B

Dyersville - Main
301 First Avenue E
Dyersville, IA 52040

TELEPHONE:563-875-2491

BUSINESS MONEY MKT ACCOUNT XXXXXXXXXXXX4356

MINIMUM BALANCE	50,973.25	LAST STATEMENT 08/31/20	50,973.25
AVG AVAILABLE BALANCE	50,973.25	1 CREDITS	10.47
AVERAGE BALANCE	50,973.25	DEBITS	.00
		THIS STATEMENT 09/30/20	50,983.72

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
INTEREST	09/30	10.47

INTEREST

AVERAGE LEDGER BALANCE:	50,973.25	INTEREST EARNED:	10.47
AVERAGE AVAILABLE BALANCE:	50,973.25	DAYS IN PERIOD:	30
INTEREST PAID THIS PERIOD:	10.47	ANNUAL PERCENTAGE YIELD EARNED:	.25%
INTEREST PAID 2020:	151.77		

DAILY BALANCE

DATE.....BALANCE	DATE.....BALANCE	DATE.....BALANCE
09/30 50,983.72		



MidWestOne.com
Member FDIC



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J-2

925821

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

Date 9/30/20 Page 1
 Primary Account 617571
 Enclosures 1

Checking Account

MONEY MARKET		617571	Number of Enclosures	1
Account Number			Statement Dates	9/01/20 thru 9/30/20
Previous Balance	22,681.35		Days in the statement period	30
2 Deposits/Credits	7,723.26		Average Ledger	24,333.49
1 Checks/Debits	749.73		Average Collected	24,333.49
Service Charge	.00		Interest Earned	11.00
Interest Paid	11.00		Annual Percentage Yield Earned	0.55%
Current Balance	29,665.88		2020 Interest Paid	124.80

Activity in Date Order

Date	Description	Amount	
9/24	Transfer from x5358 to x7571 State of IA Historic	7,616.00	30,297.35
9/24	Deposit/Credit	107.26	30,404.61
9/25	Transfer from x7571 to x5358 September Claims	749.73-	29,654.88
9/30	Interest Deposit	11.00	29,665.88

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
9/01	22,681.35	9/24	30,404.61	9/25	29,654.88
9/30	29,665.88				

Interest Rate Summary

Date	Rate
8/31	0.550000%

* 0 1 4 2 0 0 9 3 7 0 2 0 2 0 0 0 *

K

TRUST ACCOUNT REPORT for September 2020

American Trust / MidWestOne Bank - balance on hand July 1, 2020 \$ 50,951.61

July 31, 2020 interest \$ 10.82 \$ 50,962.43

August 31, 2020 interest \$ 10.82 \$ 50,973.25

September 30, 2020 \$ 10.47 \$ 50,983.72

3-1

Fidelity Bank and Trust

Balances Augusts 31, 2020 \$ 29,702.23 \$ 22,681.35

Deposits

September 24, 2020

HRDP Grant (1/2) \$ 7,616.00 \$ 7,616.00

September 24, 2020

Candy / Snack sales \$ 7.00

Delpha Schuster memorial \$ 20.00

Anonymous donation \$ 10.00

Plant sale \$ 20.00

Conscious Box \$ 0.76

Friends booksale / donation \$ 49.50 \$ 107.26

September 30, 2020

Interest \$ 11.00 \$ 11.00 \$ 7,734.26

Debits:

September 25, 2020

Kanopy Streaming Video (fundraising) \$ 16.00

Adopt-a-book donations \$ 82.61

Adult Summer Library Program incentives \$ 419.26

Rardin Memorial \$ 9.60

Face book ads \$ 20.00

Tauke Memorial \$ 63.26

Children's SRP supplies (Friends) \$ 139.00 \$ 749.73 \$ 749.73

Balances September 30, 2020

\$ 28,952.50 \$ 29,665.88

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Trust Account Income & Expenditure Report FY21

		in account	New Deposits					
Amount in MidWest One		\$50,951.61						
Amount in Fidelity		\$21,466.58						
INCOME: (as of July 1, 2020)								REMAINING:
DONATIONS & CONTRIBUTIONS:								DONATIONS:
FY19 & 20 Raffles	FY19	-\$150.00						-\$150.00
Previous Fundraisers		\$12,568.84		Jul-20	Kanopy	\$14.00		\$12,526.84
FY19 & 20 Fundraisers (All)				Aug-20	Kanopy	\$12.00		
Chair-ity & Wreath	Previous	\$896.00		Sep-20	Kanopy	\$16.00		\$896.00
Cookie Walk	Previous	\$1,752.80						\$1,752.80
Soup Supper	Previous	\$1,180.34						\$1,180.34
Love My Library	Previous	\$1,580.88						\$1,580.88
Mystery Dinner	Previous	\$1,234.24						\$1,234.24
Build-a-basket	Previous	\$3,239.32						\$3,239.32
Wine & Beer Tasting	Previous	\$536.90						\$536.90
Snack & Candy Sales	Previous	\$336.49						\$348.49
	Jul-20		\$2.00					
	Aug-20		\$3.00					
	Sep-20		\$7.00					
Plant Sale	Previous	\$725.17						\$745.17
	Sep-20		\$20.00					
Dairy Queen Fundraiser	Aug-19	\$371.42						\$371.42
Country Junction / STEM	Apr-20	\$500.00						\$500.00
Donations								
Unspecified donations brought forward		\$1,462.14		Jul-20	Facebook Ads	\$4.15		\$1,437.99
Don and Jane Menke donations		\$465.00		Sep-20	Facebook Ads	\$20.00		\$465.00
Bilotta donation	Sep-13	\$500.00						\$500.00
William's Chiropractic	16/17	\$456.16						\$456.16
Medical Assoc	Apr-17	\$425.00		Sep-20	ASLP incentives	\$229.26		\$195.74
BA Scherrman	Oct-17	\$1,000.00						\$1,000.00
Kronlage - LP	Jan-19	\$55.21						\$55.21
Bear Creek	Mar-18	\$28.01						\$28.01
DFWC - Kids AIR	Mar-18	\$70.50						\$70.50
Kramer - ILL	17 & 18	\$55.00						\$55.00
D. Digmann - LP	Mar-19	\$123.34						\$123.34
Bridge Marathon donation	May-19	\$180.00		Sep-20	ASLP incentive	\$180.00		\$0.00
Kroeger - LP	Jun-19	\$24.41						\$24.41
M. Schemmel - child progrm	18 & 19	\$55.05						\$55.05
Engineering Firms	Feb-20	\$33.40						\$33.40
Elenz donation	Jul-20		\$50.00					\$50.00
Mary O'Connell	Aug-20		\$100.00					\$100.00
Anonymous	Sep-20		\$10.00	Sep-20	ASLP	\$10.00		\$0.00
Miscellaneous Donations Total Remaining								\$4,649.81
Lion's Club - LP	Previous	\$15.86						\$15.86
Conscience Box	Previous	\$1,677.76						\$1,689.77
	Jul-20		\$1.85					
	Aug-20		\$9.40					
	Sep-20		\$0.76					
History Books & Coins	Previous	\$1,484.74						\$1,484.74
Genealogy Donation	Previous	\$93.86						\$93.86
Meeting Room Donation	Previous	\$574.94						\$574.94
Adopt-a-book donations	Previous	\$309.74						\$464.56
	Jul-20		\$200.00					
	Aug-20		\$152.45	Aug-20	Books	115.02		
				Sep-20	Books	82.61		
Friends - bksale	Previous	\$412.09						\$510.09
	Jul-20		\$20.25					
	Aug-20		\$28.25					

	Sep-20		\$49.50					
Friends - Menke memorial	Jan-20	\$30.00						\$30.00
Summer Reading Program 20	Previous	-\$696.87						-\$146.69
Friends contribution	Jul-20		\$763.42	Aug-20	SRP supplies	\$74.24		
				Sep-20	SRP supplies	\$139.00		
TACKL	Previous	\$601.90						\$751.90
	Aug-20		\$150.00					
Kennedy Donation for art or building	May-06	\$2,517.60						\$2,517.60
Money Market	Jan-05	\$784.34						\$784.34
Kay Their Bequest	Dec-08	\$1,000.00						\$1,000.00
Soppe Bequest	Nov-03	\$24,200.37						\$24,200.37
Bequests & Specified donations - Total Remaining								\$28,502.31
Memorials or In Honor of								
Nick LeGrand	Mar-10	\$5.00						\$5.00
Bob LeMay	Jul-12	\$10.00						\$10.00
Helen Wessels	Jul-11	\$100.00						\$100.00
Ben Thier memorial	Jan-17	\$20.00						\$20.00
Billie B. Rardin	FY18-FY20	\$1,660.81		Sep-20	Book	\$9.60		\$1,651.21
Generose Conrad	Jul-18	\$20.00						\$20.00
Marv Tauke	Aug-18	\$428.21		Aug-20	Books	\$78.36		\$286.59
				Sep-20	Books	\$63.26		
Memorial (Westhoff)	Oct-18	\$35.00						\$35.00
Wayne Mormann	Nov-18	\$20.00						\$20.00
Faust memorial - Wood ma	Jan-19	\$20.00						\$20.00
Osterhaus memorial	FY20	\$2,330.00						\$2,330.00
Mary Westermeyer	FY20	\$215.00						\$215.00
Robert Brueckner - LP or Se	FY20	\$294.22						\$294.22
Delpha Schuster - children's	Sep-20		\$20.00					\$20.00
Memorials or "In Honor Of" - Total Remaining								\$5,027.02
GRANTS:							GRANTS:	
1000 Books (DRA & Friends)		\$341.85						\$341.85
DACF - Teen Space	Oct-19	\$500.00						\$500.00
HRDP Digitizing Grant	Sep-20		\$7,616.00					\$7,616.00
INTEREST DEPOSITS								
remaining from previous years		\$3,706.15						\$3,749.07
	Jul-20		\$20.74					
	Aug-20		\$11.18					
	Sep-20		\$11.00					
TOTAL DEPOSITS			\$9,246.80	TOTAL EXPENDITURES:		\$1,047.50	Balance	\$29,665.88

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Memorials and Donations August & September 2020

From: **Candy / Snack Sales**
Donation: \$10.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Sue Engelbrecht**
Donation: \$17.00
Fund: Library Trust Account
Restrictions: Adopt-a-book for specific titles

From: **Plant Sale Fundraiser**
Donation: \$20.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Leah McCool**
Donation: \$135.45
Fund: Library Trust Account
Restrictions: Adopt-a-book for specific titles

From: **TACKL / DTFN sponsored activities**
Donation: \$150.00
Fund: Library Trust Account
Restrictions: Teen collections and services

From: **Mary O'Connell**
Donation: \$100.00
Fund: Library Trust Account
Restrictions: Library projects or programs

From: **Anonymous**
Donation: \$10.00
Fund: Library Trust Account
Restrictions: Library projects or programs

From: **Anonymous**
Donation: \$20.00
Fund: Library Trust Account
Restrictions: Memorial for Delpha Schuster – Children's book

From: **State of Iowa / HRDP**
Donation: \$7,616.00
Fund: Library Trust Account
Restrictions: Microfilming & digitizing grant

N

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

YouTube Live Storytime: (C)

September 3 2020
Time for preparation & performance – 1.25 hrs (pd)
Supplies: Computer and book

September 10, 2020
Time for preparation & performance – 1.25 hrs (pd)
Supplies: Computer and books

September 17, 2020
Time for preparation & performance – 1.25 hrs (pd)
Supplies: Computer and books

September 24, 2020
Time for preparation & performance – 2 hrs (pd)
Supplies: Computer and books

YouTube programs

Theme: Cookies
YouTube Views: 2

Theme: Squirrels
YouTube Views: 3

Theme: Elephants
YouTube Views: 2

Theme: Fall
YouTube Views: 3

YouTube Live Storytime Activity: (C)

September 3, 2020
Time for preparation & performance – 1.75 hrs (pd)
Supplies: Cookies, frosting and decorations

September 10, 2020
Time for preparation & performance – 1 hrs (pd)
Supplies: Toilet paper tubes, copies, & bags

September 17, 2020
Time for preparation & performance – 1.5 hrs (pd)
Supplies: Copies & bags

September 24, 2020
Time for preparation & performance – 1.5 hrs (pd)
Supplies: Paper plates, construction paper, yarn & pompoms

Facebook and YouTube programs

Theme: Cookies
Facebook Views / Engagements: 132 / 2
YouTube Views: 4 Kits distributed: 25

Theme: Squirrels
Facebook Views / Engagements: 152 / 1
YouTube Views: 3 Kits distributed: 10

Theme: Elephant
Facebook Views / Engagements 142 / 1
YouTube Views: 3 Kits distributed: 10

Theme: Fall
Facebook Views / Engagements: 128 / 2
YouTube Views: 3 Kits distributed: 9

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

September 16 2020 (performed outdoors / socially distanced):
Total attendance at 4 sessions – 78 children & caregivers;
Time for preparation & performance – 2.25 hrs (pd)
Supplies: Books

Theme: Cookies

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)

September 2, 9, 16, 23, & 30, 2020
Time for preparation & performance – 2 hrs (pd)
Supplies: Computer and Zoom software, Craft supplies provided by participants
Weather permitting, met at park (social distancing)

Zoom Program

Total attendance: 28

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

September 14, 2020
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

Zoom

Total attendance: 9

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

September 1, 2020
Time for preparation & performance – 2.5 hr (pd)
Supplies: Used Discord and Roll20 to hold virtually; D & D books

Discord program

Total attendance: 6

A Novel Approach to Faith Book Club (A)

September 8, 2020
Time for preparation & performance – 2.25 hr (pd)
Supplies: ILL books, available on Bridges ; Computer and Zoom software

Zoom program

Total attendance: 4

Bookeaters Tween Book Club – Cancelled due to low interest in meeting via Zoom; will restart when can meet in person

Get Puzzled @ Your Library (A) Remote / passive curbside program
September 2020 Total attendance: 28
Time for preparation & performance – 1 hrs (pd)
Supplies: Copies of paper puzzles and activities– Sudoku, crossword, wordfind, dot to dot, etc.
Delivered via curbside or picked up in library

Get Puzzled Virtually@ Your Library (A) Virtual / Sharing program
September 2020 Facebook Views / Engagements: 185 / 3
Time for preparation & performance - .25 hrs (pd) Participation :0
Supplies: None

JKPL Writing Group (3rd Monday of each Month)(A) Zoom program
September 21, 2020 Total attendance: 2
Time for preparation & performance – 1.25 hrs (pd)
Supplies: Computer & Zoom software

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

Coffee and Creating - Virtually Remote / passive curbside program
September 2020 Total participation: 8
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 HiveMind (F) Discord program
September 25, 2020 Total attendance: 4
Time for preparation & performance - 2 hrs (pd)
Supplies: HiveMind board game, Discord app

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

Building Creativity one Block at a Time (LEGO® program) (C) Facebook Lego Challenge
September 19, 2020 Facebook Views / Engagements: 67 / 1
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
September 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; will be trying a virtual gatherings using Kanopy and Zoom

Called to Be Creative with Mary Potter Kenyon – (A) Zoom, Facebook & YouTube program Participants: 18
September 1, 2020 Facebook Views / Engagements: 481 / 17
Time for preparation & performance – 3 hrs (pd) 3 hrs (vol) YouTube views: 22
Supplies: Laptop and Zoom
Local author Mary Potter Kenyon presented this program and donated an autographed copy of her book for a prize.

STEAM Fun Fridays – Apple - canoes(F) Facebook & YouTube program
September 4, 2020 Facebook Views / Engagements: 173 / 2
Time for preparation & performance – 1.75 hr (pd) YouTube views: 5
Supplies: Apples, knife, baking soda, vinegar and dish soap.
STEAM Fun Fridays provides demonstrations of how to make and do things at home, using common household items; no kits are provided

Take Home Horticulture Kits – Garden Produce Anatomy
September 9, 2020
Time for preparation & performance – .75 hrs (pd) 4 hrs vol
Supplies: Kits and video provided by ISU Extension, Ray Kruse
YouTube & Facebook program
Facebook Views / Engagements: 316 / 10
Kits distributed: 10

Pop-Up at the Farmer’s Market (F)
September 10, 2020
Time for preparation & performance – 2.5 hrs (pd)
Supplies: Display of event posters, information about the library, free books, etc.
Take and Make kits also distributed
Total attendance: 54
Kits distributed: 12

STEAM Fun Fridays – Gravity Painting (F)
September 11, 2020
Time for preparation & performance – 2 hr (pd)
Supplies: Paint, water, brushes and paper.
STEAM Fun Fridays provides demonstrations of how to make and do things at home, using common household items; no kits are provided
Facebook & YouTube program
Facebook Views / Engagement: 107 / 22
YouTube views: 3

Legos® for Big People (A)
September 12, 2020
Time for preparation & performance – .5 hr (pd)
Supplies: No one requested link so program was not held.
Zoom program
Total attendance – 0

Learn to Play – On a Scale of One to T-Rex (F)
September 14, 2020
Time for preparation & performance – .75 hrs (pd)
Supplies: On a Scale of One to T-rex board game
Facebook program
Facebook Views / Engagements: 184 / 5

Virtual Learn to Make Vietnamese Spring Rolls (A)
September 15, 2020
Time for preparation & performance – 6.5 hrs (pd) 1.5 hr (vol)
Supplies: Groceries and cooking supplies & equipment (provided by Kim Benton)
Ian Hermsen donated his time to videotape
Zoom, Facebooks & YouTube program
Facebook Views / Engagements: 230 / 5
YouTube views: 59

Third Thursday Virtual Program – Brief History of Women’s Suffrage
September 17, 2020
Time for preparation & performance – .5 hrs (pd)
Supplies: Partnership with Hoover Presidential Library;
JKPL promotes and provides link to local participants
Zoom program
Participants: 2

STEAM Fun Fridays – Bouncing balls (F)
September 18, 2020
Time for preparation & performance – 2 hr (pd)
Supplies: Cups, craft stick, water, borax, glue, food coloring & corn starch
STEAM Fun Fridays provides demonstrations of how to make and do things at home, using common household items; no kits are provided
Facebook & YouTube program
Facebook Views / Engagements: 82 / 1
YouTube views: 8

Bad Movie Night – Death Bed (F)
September 18, 2020
Time for preparation & performance – 3 hrs (pd)
Supplies: Participants used zoom room to interact, and watched same movie on Kanopy at same time
Zoom & Kanopy program
Total attendance: 3

Take Home Horticulture Kits – Plant Reproduction
September 23, 2020
Time for preparation & performance – .5 hrs (pd) 4 hrs vol
Supplies: Kits and video provided by ISU Extension, Ray Kruse
YouTube & Facebook program
Facebook Views / Engagements: 196 / 5
Kits distributed: 12

Pop-Up at the Farmer’s Market (F)
September 24, 2020
Time for preparation & performance – 2.5 hrs (pd)
Supplies: Display of event posters, information about the library, free books, etc.
Take and Make kits also distributed
Total attendance: 32
Kits distributed: 16

STEAM Fun Fridays – Ice Cream Maker (F) September 25, 2020 Time for preparation & performance – 2 hr (pd) Supplies: Ice Cream Maker from the L.o.T; milk, cream, sugar, and vanilla STEAM Fun Fridays provide demonstrations of how to make and do things at home, using common household items; or items from the JKPL Library of Things; No kits are provided	Facebook & YouTube program Facebook Views / Engagements: 121 / 2 YouTube Views: 3
Board Games Demo – Ticket to Ride (F) September 28 2020 Time for preparation & performance – .75 hrs (pd) Supplies: Ticket to Ride board game	Facebook & YouTube program Facebook Views / Engagements: 123 / 2 YouTube Views: 15
Library Card Sign Up Month: Wonder Woman Craft Kits (F) September 1-30, 2020 Time for preparation & performance – 2 hrs (pd) Supplies: Paper bag, construction paper, and instructions Kits were provided via curbside service	Facebook & YouTube program Facebook Views / Engagements: 225 / 10 Kits distributed - 13 YouTube Views: 10
Library Card Sign Up Month: Passive Program (F) September 1-30, 2020 Time for preparation & performance – 4.5 hrs (pd) Supplies: Drawing slips and Wonder Woman themed prizes (3)	Participants: 419
Library Card Sign Up Month: Wonder Woman Selfie (F) September 1-30, 2020 Time for preparation & performance – 1 hrs (pd) Supplies: Wonder Woman decal	Participants: 16
Creation Station Crafts: Paper Apples for Teacher (F) September 1-30, 2020 Time for preparation & performance – 2 hrs (pd) Supplies: Construction paper, fasteners, and instructions Kits were provided via curbside service	Facebook & YouTube program Facebook Views / Engagements: 215 / 8 Kits distributed: 12 YouTube Views: 25
Suncatcher Craft Kit (A) September 1-30, 2020 Time for preparation & performance – 1.25 hrs (pd) Supplies: Glass stones, plastic lids, and fishing line.	Youtube & Facebook program Facebook Views / Engagements: 190 / 4 Kits distributed: 38 YouTube views: 24
Adult Crafternoon Take and Make: Book Hedgehog (A) September 14-30, 2020 Time for preparation & performance – 2.5 hrs (pd) Supplies: Used books, buttons, googly eyes, cards stock, decorations, and instructions	YouTube & Facebook program Facebook Views / Engagements: 212 / 12 YouTube views: 15 Kits distributed: 40
Programs held in August but still hosted and available to view or engage with on social media September 1-30, 2020 - 13 programs	Facebook Views / Engagements: 58 / 11 YouTube Views: 7

Imagine Your Story: 2020 Adult Summer Library Program
June 1 to August 31, 2020

Due to Covid-19, the 2020 Adult Story Time was primarily a virtual / remote program. The JKPL purchased READsquared, an online library program tracking and logging system and application to be used in conjunction with print documentation. All programming was virtual or passive and physical access to the library and collection was limited to curbside pick up or appointment. Participation in the program was lower as a result of these restrictions.

52 adults signed up

43 participants completed one or more activities (read a book, participated in a program, and used on online library service; **22** "completed" the program. In order to complete the program, participants had to complete a total of 12 activities, including reading at least 4 books.

Highest number of activities completed by one person: **61**

Total number of activities completed by all participants: **594**

The Friends of the Library sponsored the program again this year, committing up to \$250 to pay for incentives, programs, and refreshments. The grand prize was a Book Lover's Basket (which we have put together every year since we started this program). Incentive prizes were luggage tags, key chains and purse / button mirrors using the button maker. Participants also had the option to select a new or gently used book that was donated to the Friends when signing up and for any level completed. Drawing prizes were items left from previous programs, donated items, and library swag. This year we also purchased gift certificates to support local businesses. Those completing the program received a JKPL Love My Library mask.

Due to Covid-19, few theme specific programs were offered:

- A Visit with Heather Gudenkauf
- How to Make Your Own Personal Time Capsule

History:

This program was first held in 2004 with 28 people signing up, submitting a total of 73 reviews.

Year	Participants	Reviews / Activities	At least 1	Completed	Highest
2020	52	594	43	22	61
2019	103	828	41	22	80
2018	105	1380	46	36	112
2017	91	758	45	39	96
2016	115	1289	49	41	65

Upcoming Events for October

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October 1—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. Here's how it works:

- 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—31: Book Character Pumpkin Painting!

This October, transform a pumpkin into your favorite book character!

- Pick up a pumpkin at the library anytime after September 27 (by appointment or curbside pickup), take it home and transform it into your favorite character from a book. Or use a pumpkin/gourd you have at home.
- Bring it back to the library to be put on display.
- All entries will be entered into a prize drawing, and pictures of the entries will be posted on the library's Facebook page.
- If you cannot get your entry to the library, email 3 pictures (2 of the pumpkin, 1 with the children and the pumpkin) of it to librarian@dyersville.lib.ia.us
- Please note: We will **not** accept carved, poked, or hollowed out entries, but feel free to use glue, fabric, paint, markers, or other decorations.
- Open to kids age 12 and under and families with children in that age range.
- Deadline to submit is 5:00 pm on October 31.
- Sponsored by Spoden Construction.



October 1—31: Get Puzzled @ Your Library. While we aren't able to work on a puzzle together here at the library yet, share with us 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 November.

October 1—31: 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 at least 10 different items and will be available upon request. NOTE: Miscellaneous colored pencils may be provided upon request (for you to keep).

October 1—31: Pets in Costume Photo Contest

During the month of October, dress your pet up in a costume and post a picture of him/her to the library's social media (Facebook, Twitter, Instagram). Or email us a photo at librarian@dyersville.lib.ia.us. Submitting a photo will get both the owner and the pet entered into a drawing for a prize. One entry per pet. The winner of the drawing will be announced on November 2. All pets welcome!



Thursdays, October 1 & 15: 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 October. 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. Kits will be available while supplies last. For the safety of all, 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 attendance is COVID-19 and weather permitting.

Thursdays, October 1, 8, 15, 22, 29: YouTube Live Storytime with Miss Kim @ 6:30 pm. Join Miss Kim for fun storytimes and activities live on YouTube! We will have take-home crafts each week available for pick up, some will be edible. All storytimes will be hosted on the library's YouTube page.



October 1: Registration begins for Ready-Set-Grow: Planting an Amaryllis Bulb for the Holidays

Join us for a special virtual program in November and learn how to plant an Amaryllis Bulb!

- This program will be led by Ray Kruse, Master Gardener Coordinator and Food Systems Program Coordinator for the Iowa State University Extension and Outreach, Dubuque County.
- Participants will pick up a kit from the library with the items needed to plant the bulb right in your own home. Note: A south facing window is necessary to make the bulb bloom. 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 \$15.00 that includes 1 bulb, pot, and soil. Flower choices are scarlet or bi-color.
- Only 30 kits are available (15 of each) so those interested may reserve their kits by paying the materials fee starting October 1.
- Kits and virtual how to program will be available starting November 2.



Friday, October 2: Virtual S.T.E.A.M. Fun Fridays with Pumpkin Catapults. Children and families are invited to tune in to the library's Facebook or YouTube 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 pumpkin catapults using simple household ingredients.



Monday, October 5: Books for Lunch Virtual Book Discussion @ 12:00 noon. This month the group will discuss *Under The Wide and Starry Night* by Nancy Horan. 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, October 5 and an invitation will be emailed to you to join the discussion via Zoom.

Tuesday, October 6: Dyersville Dairy Queen Grill and Chill Fundraiser from 3:00 pm to close!

The JKPL Fundraising Committee has partnered with Dairy Queen Grill and Chill in Dyersville for a DQ Night Fundraiser. Visit DQ for a meal or treat and 10% of your purchase will be donated to the library. Support your local business, your library and treat yourself all at the same time!



Tuesday, October 6: 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.

Wednesday, October 7: Dubuque County Hands-On and At-Home Horticultural Program Series #3

The Dubuque County ISU Extension and Outreach Office has created an educational Hands-On and At-Home Horticulture Series and is partnering with the James Kennedy Public Library to bring these activities to you. In this final kit you can learn about backyard soils. 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 to a lab for professional analysis. The instructional video is available on YouTube. This kit needs to be picked up within 24 hours of the release date as it contains live plant material. 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. *Registration deadline is October 1.*



Wednesdays, October 7, 14, 21, & 28: 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. NOTE: Weather permitting, this group may also gather in a socially distanced manner at a local park.

Friday, October 9: Virtual S.T.E.A.M. Fun Fridays with Hovercraft Science Experiment. Children and families are invited to tune in to the library's Facebook or YouTube 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 a Hovercraft using simple household ingredients.

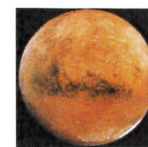
October 12—25: TEENtober Digital Challenge

TEENtober is a new, nationwide celebration hosted by libraries every October. This celebration aims to celebrate teens, promote year-round teen services, and highlight the innovative ways that teen services help teens to learn new skills and fuel their passions both in and outside the library. This year we are challenging teens to make a video tutorial about their favorite digital library service. Examples would be Kanopy (movies), Libby (eBooks), Gale databases (research), etc. Videos can be posted to social media, with the library tagged, or emailed to Pzurawski@dyersville.lib.ia.us. Anyone that participates will receive a gift certificate for a free ice cream cone and be entered into a drawing for a chance to win \$30 in Dyersville Dollars. For ages 12-18 only. Videos must be submitted by 4:00 pm on October 25.



October 12—31: Mars Base Camp STEM Kit

The race to land humans on Mars is on! This 2020 4-H STEM Challenge will explore how to send a mission to Mars with the activity, *Mars Base Camp*. The kits contain multiple activities, both hands-on and online, such as trying to aim a drop at a landing pad, making a rover, and a coding challenges. Instructional videos will be posted to the library's Facebook and YouTube pages. The library will have a limited supply of kits available on a first come, first serve basis. The activities are intended for ages 8-14 years old.



Tuesday, October 13: 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 *Echoes Among the Stones* by Jamie Jo Wright 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 the day of the program so a link can be emailed to you.

Thursday, October 15: Heroism and Humanity Behind German Lines @ 6:00 pm

The JKPL has partnered with the Hoover Presidential Library to present their 3rd Thursday Virtual Programs! Join us this week, live on Zoom, to learn from historian and author Jeff Miller. Miller has written extensively on the WWI Commission for Relief in Belgium (CRB) and will share his insights into Herbert Hoover's humanitarian efforts, delivering compelling portraits of young idealists who interrupted their lives to serve the CRB for no pay. To succeed, Hoover and his band knew they had to be on the right side of worldwide public opinion: "Hoover's understanding of this concept, and of the way the world's news media worked, would serve him and his cause extremely well from the very beginning," Miller writes. Advance registration is required so please email librarian@dyersville.lib.ia.us to receive the registration link.



Friday, October 16: Coffee and Creating Virtually with Your Library from 9:30—11:30 am. Grab your own crafting or coloring supplies, coffee or other beverage, and join us online via Zoom for a time of coloring, crafting, creating, and chatting together. Call or email the library at librarian@dyersville.lib.ia.us by 5 pm on Thursday, October 15 to receive a link to the Zoom room. If you need them, the library can provide coloring or activity sheets and colored pencils. This program is open to adults 18 and older.

Friday, October 16: Virtual Horror Movie Trivia Contest @ 2:00 pm. Join us on Facebook Live to see how much of a Horror movie expert you are! Participants will keep track of their scores at home and can compete to see who comes out on top. We will be playing for fun, so don't worry if you get one or two wrong!



Friday, October 16: Virtual S.T.E.A.M. Fun Fridays with Ghost Pom Pom Poppers Kits. Children and families are invited to tune in to the library's Facebook or YouTube pages every Friday to discover and create something new. This week library staff member Shannon will show you how to make ghost pom pom poppers. After watching the video, head to the library and pick up your supplies by appointment or curbside service.

Monday, October 19—31: Frankentoy Kits. In this kit, participants will be given supplies to stitch, glue, and connect broken toys into new creations. The library will provide the toy parts for you to frankenstein together, but feel free to use anything you have at home. These kits are intended for ages 10 and up. Participants will need to provide their own glue or sewing supplies for the kits. Kits are available while supplies last.



Monday, October 19: JKPL Writing Group Virtual Meeting @ 6:30 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.

Friday, October 23: Virtual S.T.E.A.M. Fun Fridays with Halloween Handprint Cards. Children and families are invited to tune in to the library's Facebook or YouTube pages 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 Halloween handprint cards.

Friday, October 23: Virtual Game Night: One Night Ultimate Werewolf @ 6:00 pm. Join us as we play a board game over Discord! For this session, everyone will be playing the popular game, *One Night Ultimate Werewolf*. In this game, werewolves have infiltrated the village and the villagers need to figure out who they are 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 October 23 in order to receive an invite for the game. This event will be limited to 10 players.

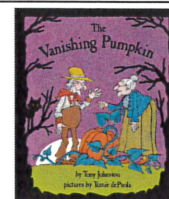


Saturday, October 24 and October 31: Spooky Cemetery Stories. Get your goosebumps ready as library staff member Devin Werner travels to local cemeteries to tell spooky stories! The videos will be posted on the library's YouTube and Facebook pages and can be watched at your convenience. The stories will be appropriate for all ages.



Saturday, October 24—Tuesday, November 3: Downtown StoryWalk™

Do some window shopping and read a story with your family at the same time with this fun and interactive StoryWalk™! Pages from the classic story *The Vanishing Pumpkin* will be displayed sequentially in the windows of the library and participating downtown businesses. Scan the QR code on the last page of the story and enter some basic contact information to be entered into a drawing for a copy of the book. If you do not have a Smartphone, you may stop by the library (by appointment or walk-in if space allows) and enter your name into the drawing. After completing the walk, return to the library for a candy bar to celebrate. Candy bars provided by an anonymous donor. Note: Book title may change due to availability.



Wednesday, October 28: Teen Battle of the Brains Statewide Trivia Smackdown @ 6:30 pm

The JKPL is looking for 10 teens to join our team for the Battle of the Brains, a statewide, interlibrary virtual trivia contest! Interested participants will need access to Zoom and must register by 8:00 pm on October 26 by calling Paul or emailing him at Pzurawski@dyersville.lib.ia.us. Our team is limited to the first 10 to register, others will be added to a wait list. This event begins at 6:30 pm, but those participating will need to be logged on early. This event is for those ages 12-18 only.



Thursday, October 29: Ghouls Night Out from 5:00—8:00 pm. Join us for the third annual Ghouls Night Out! Stroll the streets of downtown Dyersville, shop, browse, and enjoy a night out on the town with the participating businesses and organizations. Check in at Brew & Brew to receive your passport. The first 25 people to enter Brew at 5:00 pm will receive a gift. The JKPL Pop-Up Library will be set up outside the library and will be a stop for this annual Dyersville event. Pick up a free book and get your name entered into a drawing for some library swag. Return your filled passport to any participating business to try your luck to win a downtown gift bag. Participating businesses and specials will be announced before the event so keep an eye out! Costumes are encouraged.



Friday, October 30: Virtual S.T.E.A.M. Fun Fridays with our Harry Potter Wand Coding Kit. Children and families are invited to tune in to the library's Facebook or YouTube pages to discover what STEAM project library staff member Shannon is working on. This week, Shannon will show you how to use the Harry Potter Wand Coding kit that is part of the JKPL Library of Things. Watch the video, then head to the library, and borrow it for yourself.

Friday, October 30: Let's Reminisce about the Good Old Days.... @ 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 librarian Ann B. by 10:00 am on Friday, October 30 at aboeckenstedt.dyersville.lib.ia.us 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, October 30: Final Friday Virtual Tech Help from 3:00—5:00 pm. Having tech problems with your newest devices or just have some general technology questions? Join librarian Paul live and online in the library's Zoom room and get the help you need. If you want to attend, please call or email Pzurawski@dyersville.lib.ia.us for the link to the Zoom room. Please include in the email what questions you have so Paul can be prepared to help.

Friday, October 30: Virtual Double Creature Feature @ 6:00 pm

Come join us for our yearly double creature feature! This year we will be using Kanopy to watch the movies while simultaneously having a Zoom room open so everyone can talk during the films. This program is intended for those age 13 and older. *The Monster* has a mother and daughter trapped in their car as a creature stalks them and anyone trying to help. (Rated R). *The Hole in the Ground* is about a young mother whose child starts behaving bizarrely following an incident with a sinkhole (Rated R).



Saturday, October 31: Halloween Fest @ Your Library from 12:00—5:30 pm

Join us in the city / library parking lot for stories on the hour, craft activities, a fun photo opportunity and more.

- Miss Kim will present a seasonal story every hour starting at 1:00 pm. Limited numbers will be allowed to enjoy each story so that we can maintain social distance.
- Take-and-Make craft activities will be available to pick up.
- A seasonal photo booth or green screen backdrop will be provided for families to capture the day in a picture and a Halloween treat bag will be provided to all children.
- Costumes are welcome!
- Due to the pandemic, the JKPL Halloween events will be outdoors and socially distanced this year. Masks are encouraged. Events may be cancelled or modified due to weather constraints, COVID-19 concerns, or public health guidelines.
- Sponsored by Spoden Construction.

Saturday, October 31: Books for Treats Halloween Pop-Up Library from 12:00—5:30 pm

Join us for the 3rd Annual Books for Treats Event where families are invited to Trick-or-Treat for a book instead of candy! Due to the COVID-19 pandemic, the pop-up library will be held in the city / library parking lot and visitors are asked to wear a mask, social distance, and use hand sanitizer when selecting the book of their choice. Books for all ages will be available. This event 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. Events may be cancelled or modified due to weather constraints, COVID-19 concerns, or public health guidelines.



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.

Library Hours (email and telephone answered):

Monday—Thursday: 9:00 am—8:00 pm
Friday—Saturday: 9:00 am—5:00 pm
Sunday: 1:00—4:00 pm

Appointments Taken / Curbside Delivery:

Monday—Thursday: 9:30am—7:00 pm
Friday—Saturday: 9:30am—4:00 pm
Sunday: 1:30—3:30 pm

October Craft Kits:

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! All videos are posted on both the library's Facebook and YouTube pages. Craft kits can be picked up via appointment or curbside delivery. All kits available while supplies last.

Spork Bat Kits

Make Spork Bats using sporks, construction paper, and googly eyes. The craft kit for this project includes all needed supplies except glue. This kit is available October 1—31. For all ages.



Thinking of You Up-Cycled Greeting Cards

Use the fronts of donated greeting cards combined with glue and cardstock to make entirely new greeting cards! Each kit includes a greeting card front with coordinating cardstock. All you need to provide is glue. Need an envelope? We can provide you one, just ask! This kit is available October 1—31. For all ages.

Toilet Paper Apples or Pumpkins

Cover a roll of toilet paper with fabric to make a cute apple or pumpkin for your bathroom décor! Fabric, stems and directions will be provided in the kit. Participants will need to provide their own roll of toilet paper and any additional decorations. This kit is available October 12—31. For adults age 18 and older.



Friends of the James Kennedy Public Library—Books to Go! October 1—31



- Come to the library and grab bags of books that have been put together that include books of similar types, topics, or authors.
- Each bag includes between 3 and 5 used items that were culled from the library or donated to the Friends of the JKPL.
- You can pick by specific authors, topics, type, and more.
- Select one or more bags to add to your home library and make a donation to the Friends.
- Bags can be picked up via appointment or curbside service, and donations can be put in the library book drop.
- If you have special requests (specific author or topic), please call or email the library (librarian@dyersville.lib.ia.us) and the Friends will fill the request if they are able.

The Chair-ity Fundraiser Continues!

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, signs, etc. are welcome.
- Items should be turned in by October 12.
- All items will be displayed in the library and a photograph posted on Facebook and the library website at www.dyersville.lib.ia.us.
- A “hybrid” silent auction of the donated items will be held from October 12 through November 15.
- Bids can be placed in person at the library during an appointment or by emailing librarian@dyersville.lib.ia.us. The highest bid will be listed along with the photo of the item on the library's website.



Chair-ity Ribbon Voting: Sunday, October 18—November 8

Be sure to stop in the library, check out Facebook, or the JKPL website to see the items that have been donated for the Chair-ity fundraiser and show your support for your favorite by voting for it. Final categories will be announced after more items have been received and will include Most Creative, People's Choice and at least one additional category. Voting is available by completing a paper form at the library or the online form at www.dyersville.lib.ia.us

Want to stay current on all that is going on at the library? Here's how:

- *Sign up for our weekly email newsletter
- *Like us on Facebook
- *Follow us on Twitter: @dyersvillelib
- *Follow us on Instagram: jameskennedylibrary
- *Follow us on Goodreads: James Kennedy Public Library
- *Follow us on YouTube: James Kennedy Public Library



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Book Character Pumpkin Painting October 1-31	Pets in Costume Photo Contest October 1-31	Coloring and Creating & Get Puzzled October 1-31	Registration begins October 1 for Planting an Amaryllis Bulb	1 Pop-Up at Farmer's Market @ 2pm YouTube Live Storytime @ 6:30pm	2 Virtual S.T.E.A.M. Fun Fridays	3 Banned Books Week: September 27-October 3
4	5 Books for Lunch @ 12pm	6 Virtual Dungeons & Dragons @ 6pm DQ Fundraiser night from 3pm-close!	7 Dubuque County Horticultural Program Virtual Sit 'n Stitch from 1-3pm	8 YouTube Live Storytime @ 6:30pm	9 Virtual S.T.E.A.M. Fun Fridays	10
11	12 Mars Base Camp STEM Kits available today TEENtuber Digital Challenge: October 12-25	13 A Novel Approach to Faith book discussion @ 7pm	14 Virtual Sit 'n Stitch from 1-3pm	15 Pop-Up at Farmer's Market @ 2pm Heroism & Humanity Behind German Lines @ 6pm YouTube Live Storytime @ 6:30pm	16 Virtual S.T.E.A.M. Fun Fridays Coffee & Creating @ 9:30am Horror Movie Trivia Contest @ 2pm	17
18	19 Virtual JKPL Writing Group @ 6:30pm Frankentoy Kits available today	20	21 Virtual Sit 'n Stitch from 1-3pm	22 YouTube Live Storytime @ 6:30pm	23 Virtual S.T.E.A.M. Fun Fridays Virtual Game Night @ 6pm	24 Spooky Cemetery Story Downtown StoryWalk ^(TM) October 24-November 3
25	26	27	28 Virtual Sit 'n Stitch from 1-3pm Teen Battle of the Brains Trivia Smackdown @ 6:30pm	29 Ghouls Night Out from 5-8pm YouTube Live Storytime @ 6:30pm	30 Virtual S.T.E.A.M. Fun Fridays Let's Reminise...@ 1pm Final Friday Virtual Tech Help from 3-5pm Double Creature Feature @ 6pm	31 Spooky Cemetery Story HalloweenFest from 12-5:30pm Books for Treats from 12-5:30pm

Tentative Schedule of Library Events: November and Beyond

Sunday, November 1st-30th: Children's Take and Make Craft. 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 craft. The video will be available to view on the library's Facebook & YouTube page starting November 1. The craft kit for this project includes all needed supplies and can be picked up via curbside delivery or appointment at the library. Kits will be provided until we run out of supplies.

November 1-15: The Chair-ity Fundraiser Silent Auction Continues! Be sure to stop in or check the library's Facebook or web page (www.dyersville.lib.ia.us) and take a look at the creative chairs and other wooden items before it is too late! ??? chairs, stools, signs, and other wooden items have been donated. Voting for the most creative, people's choice, and ??? winners continues until November 8 with the ribbons being on display with the winning wreaths starting on November 9. Bidding in the silent auction also continues until November 15 so be sure to bid on your favorites. All items will be displayed in the library and a photograph posted on Facebook and the library website at www.dyersville.lib.ia.us. Bids can be placed in person at the library during an appointment, by calling the library, or emailing librarian@dyersville.lib.ia.us. The highest bid will be listed along with the photo of the item on the library's website.

November 1—30: Get Puzzled @ Your Library. While we aren't able to work on a puzzle together here at the library yet, share with us 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 December.

November 1-30: Coloring, Creating and Doing @ 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 at least 10 different items and will be available upon request. This month's sets will feature seasonal designs. NOTE: Miscellaneous colored pencils may be provided upon request (for you to keep).

November 1-30: Thank You Up-Cycled Greeting Cards. Librarian Ann Boeckenstedt has created a video that is posted on both the library's Facebook and YouTube pages to show you how to use the fronts of donated greeting cards combined with glue and cardstock to make entirely new greeting cards. The library has some kits ready for you to pick up by appointment or via curbside service. Each kit includes a greeting card front with coordinating cardstock. All you need to provide is glue. Kits available while supplies last. Need an envelope? We can provide you one, just ask!

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. Note: A south facing window is necessary to

make the bulb bloom. 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. Flower choices are scarlet or bi-color and bulbs should bloom around the holidays or shortly after. Cost for the kit is \$15.00 and includes 1 bulb, ceramic pot, and soil. Only 30 kits are available be sure to reserve your kit soon!

Strength Training for Older Adults Virtual Class! In a normal world, we would be hosting 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.

Monday, November 2: Books for Lunch Virtual Book Discussion @ 12:00 noon. This month the group will discuss *The Editor* by Steven Rowley. 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 Virtual Books for Lunch group, please email librarian@dyersville.lib.ia.us before 10:00 am on Monday, November 2 and an invitation will be emailed to you to join the discussion via Zoom.

Tuesday, 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.

Wednesdays, November 4, 11, 18, & 25: 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. NOTE: Weather permitting, this group may also gather in a socially distanced manner at a local park.

Thursdays, November 5, 12, & 19: YouTube Live Storytime with Miss Kim @ 6:30 pm. Join Miss Kim for fun story times and activities live on YouTube! We will have take-home crafts each week available for pick up, some will be edible. All storytimes will be hosted on the library's YouTube page.

Friday, November 6, 13, 20, & 27: Virtual S.T.E.A.M. Fun Fridays. 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.

Monday, November 9: Adult Crafternoon Take and Make. While we still aren't able to gather together in the library, the JKPL is offering a monthly adult take and make craft activity. Most supplies will be provided and the video for how to do the craft will be posted on Facebook the second week of each month. Craft to be decided.

Tuesday, November 10: 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 *Chosen People* by Robert Whitlow 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 the day of the program so a link can be emailed to you.

Friday, November 13: Virtual tea with Miriam @ 1:00 pm. Details to follow.

Friday, November 13: Virtual Game Night with "Among Us" @ Your Library from 6:00 - 8:00 pm. Join us for this monthly gaming event where everyone will join together to virtually play the game *Among Us*. To participate, you must have a Discord account and will need to download the game on your computer or download the phone app. Note: The phone app version is free but there is a fee for the computer version. 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, November 14: 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 November 14. This LEGO® program is part of a monthly LEGO® building block program at the library sponsored by DuTrac Community Credit Union.

November 15: Chair-ity Silent Auction Ends @ 3:00 pm. The silent auction for the Chair-ity Fundraiser ends on Sunday, November 15 at 3:00 pm promptly. Bids may be placed in person at the library or virtually via email and phone call. To simplify the process, maximum bids may be placed by talking to a librarian, and the library will raise the bid incrementally by \$1.00 until that max is reached. All of the proceeds raised at this event will be used to support the library's services and collections.

Monday, November 16 thru Wednesday, December 23: Layette Quilt Display and Sale. The James Kennedy Public Library is partnering with the Dyersville Layette Ladies to share with you the work and talent of the Layette Ladies as well as raise some funds for both organizations. Several layette and lap size quilts made by the group will be on display at the library from November 16 thru December 23. These quilts will be available to purchase for \$25.00 each and proceeds will be split between the Layette Ladies group and the JKPL. Photographs of the quilts will also be posted on the library's website and Facebook account and visitors will be able to make purchases via curbside service as well as by appointment.

Monday, November 16: JKPL Writing Group Virtual Meeting @ 6:30 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, November 16 and provide an email address so 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, November 17: Journalism In Truth and Fiction with Joseph LeValley @ 6:30 pm. 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 live Zoom 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. For more information about Joseph LeValley, visit his website at www.josephlevalley.com. Please call or email the library (dschrandt@dyersville.lib.ia.us) by 6:00 pm on November 17 in order to receive the email link to this presentation. This presentation will be recorded and posted to the library's Facebook and YouTube pages through December 5.

Thursday, November 19: "Around the Next Bend in the Road: The Life of Laura Ingalls Wilder" @ 6:00 pm. The JKPL has partnered with the Hoover Presidential Library to present their 3rd Thursday Virtual Programs! Join Laura Ingalls Wilder in 1894 right before she arrives in Mansfield as she sits behind her writing desk. She is thinking back over her life and composing the very first article she ever wrote. The program is a historical musing set in Lamar, Missouri where Laura mailed off her report of their trip on the way down from De Smet, South Dakota to Mansfield, Missouri back to the De Smet News. She very proudly saved the resulting clipping with a note, "first thing I ever had published." This program imagines Laura thinking back not only just about this current trip, but over her life as she sits down to write that famous summary of her trip, the diary from which would eventually be published in an edited version as *On the Way Home*. Wilder historian Sarah Uthoff will present this program. Advance registration is required so please email librarian@dyersville.lib.ia.us to receive the registration link.

Friday, November 20: Coffee and Creating Virtually with Your Library from 9:30—11:30 am. Grab your own crafting or coloring supplies, coffee or other beverage, and join us online via Zoom for a time of coloring, crafting, creating, and chatting together. Call or email the library at librarian@dyersville.lib.ia.us by 5 pm on Thursday, November 19, to receive a link to the Zoom room. If you need them, the library can provide coloring or activity sheets and colored pencils. This program is open to adults 18 and older.

Friday, November 20: Let's Reminisce about the Good Old Days.... @ 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 librarian Ann B. by 10:00 am on Friday, November 20 at aboeckenstedt@dyersville.lib.ia.us 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, November 20: Virtual Bad Movie Night @ 6:00 pm. Join us on Zoom each month for a fun time of watching terrible movies together but apart! For this event we will be watching, *House on Haunted Hill* (1959, Not Rated). Each participant will log on to Kanopy from home to watch the chosen movie. At the same time they will log on to the library's Zoom room so participants can see each other and chat during the movie. Interested participants will need access to Kanopy, the free streaming service for full service patrons, and will need to download Zoom on their computer or Smart device. If interested, please email Paul at Pzurawski@dyersville.lib.ia.us by 4:00 pm the day of the event in order to receive the link to the Zoom room that we will chat in. This program is open to all ages but movie selections will most likely be PG-13 or R.

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

Friday, November 27: Final Friday Virtual Tech Help from 3:00—5:00 pm. Having tech problems with your newest devices or just have some general technology questions? Join librarian Paul live on Zoom and get the help you need. If you want to attend, please call or email Pzurawski@dymerville.lib.ia.us for the link to the Zoom room. Please include in the email what questions you have so Paul can be prepared to help.

Friday, November 27: Black Friday event. To be determined.

Saturday, November 28: Small Business Saturday is a day dedicated to supporting small businesses and communities across the country. Will be contacting local businesses to see what we can do to partner and support.

Saturday, December 5: Visit with Santa and Mrs. Claus from 10:00 am - 1:00 pm. Children of all ages are welcome to come and talk to Santa and Mrs. Claus. Don't forget to bring your cameras! There will be a few simple crafts to make while you wait. Discussing remote and virtual options to this regular event. Take and make craft kits are easy part.

Saturday, December 7: Cookie Walk from 10:00 am—1:00 pm. Fundraising committee is discussing alternatives to this annual event.

Saturday, December 12: Around the Farm Table with Inga Witscher @ 2:00 pm. Join Inga Witscher, dairy farmer and host of the PBS television show *Around the Farm Table*, for an educational and entertaining cooking demonstration over Zoom that features Midwestern agriculture and artisan products. All ages welcome. This program will be recorded and the video will be available to view until (date to be determined) on the library's Facebook and YouTube pages. Registration is required so the link to the presentation can be emailed to you. Please email dschrandt@dymerville.lib.ia.us by 12pm on December 12 in order to receive the invite. Sponsored by the Friends of the James Kennedy Public Library. For more information on Inga visit her website at <http://aroundthefarmtable.com/>

Sunday, December 13: National Cocoa Day Celebration. Details to come. Will likely be a virtual / zoom program on making your own cocoa mix with kits to pick up plus some interaction / socializing while we drink our cocoa together.

Monday, December 14: Create Your Own Board Game Virtually! Pick up your supplies and join us via zoom for a make-your-own board game session! Participants will be able to create their own trivia based board game featuring their own family. Not interested in this kind of game? Use the provided supplies and your creativity to make your own game. The finished game could be a special gift or for family fun! This program is for adults, families or those age 10 and older. Younger participants are welcome with an older companion.

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. Virtually with take and make kits if needed.

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

Friday, January 1: Warm-Up @ Your Library Winter Library Challenge Begins. The JKPL is once again offering a winter library program. This year we will be using the READsquared app for tracking participation as well as the paper forms. Sign up on line starting January 1 or stop in anytime after January 2 to get your Warm-Up Bingo Card. Read different genres and formats, listen to books, try out databases and other services, or attend library programs to fill the squares. Complete bingos to earn prizes. Possible prizes include books, library themed mugs or glasses, purchase of an item for the library in your honor, and more. Black out bingos will earn a special JKPL goodie bag. Each bingo completed earns an entry into the grand prize drawing for a book lover's basket. Adults and teens 13 years old and older with a James Kennedy Public Library card are eligible to participate. The winter library program will run from January 2 thru February 28.

Saturday, January 2: Quilting Bee with the Dyersville Layette Ladies Begins. If Covid restrictions allow...

Thursday, January 14 - February 28: Love My Library Giving Tree Fundraiser! Do you "Love Your Library"? Then consider participating in this annual fundraising activity that will improve the collection and services the library is able to offer. Library staff have identified books and other materials, furnishings, equipment, programs, supplies, and more that the library needs. Select one or more items and donate the funds needed for purchase. Or purchase the items yourself and donate them to the library. Donations will be written on a heart and hung on the library "Giving Tree." Where appropriate the library will attach a tag or book plate acknowledging the donation and the donor will be the first to check it out. Some items are listed on the bulletin board in the entry to the library and the complete list can be viewed at the circulation desk or from the home page of the library's website (www.dyersville.lib.ia.us). Not finding something you want to "love"? Bring your ideas to a librarian! Can do this virtually, if needed.

Thursday, January 14: Soup Supper Fundraiser from 4:30 - 7:30 pm. If Covid allows or carryout only?

Friday, January 29: National Puzzle Day. Have you ever noticed how people have a fascination with solving things? Crossword puzzles, riddles, Sudoku puzzles, mysteries, and math problems all seem to appeal to our natural desire to seek a solution to a puzzle. January 29, National Puzzle Day, is the perfect day to set aside time for you and your family to solve puzzles. Activities to be decided.

February is National Library Lover's Month

Monday, February 1: Build-A-Basket Fundraiser begins! Would you like to help raise money for the library? Pick something you love like candles, cooking, or cats and build a basket of items around that theme. Or pick a favorite book and build a basket around that book. Create your basket and donate it to the library by February 28. The baskets will be auctioned off in a silent auction that runs ... The library will provide you an empty basket if you need one! All funds raised are used to support library programs,

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		Contract Use Report FY21							
Residence Area	No. of Patrons	July Stats	August Stats	Sept Stats	Year to Date	Change to date			
Dyersville	2461	3951	4489	3742	12182				
FY20	2446	7032	6331	5417	18780				
FY19	2345	7125	6872	6172	20169	-1389			
FY18	2480	7256	7221	5946	20423	-7%			
FY17	2426	7095	7552	7269	21916				
Del Co. incl Man. (OA)	575	602	550	265	1417				
FY 20	574	926	711	621	2258				
FY19	482	1019	680	482	2181	77			
FY18	595	995	924	768	2687	3.539%			
FY17	581	1550	1320	1052	3922				
Dbq Co. Lib. Sys. (OA)	950	829	1019	801	2649				
FY20	945	1667	1287	1130	4084				
FY19	922	1903	1686	1245	4834	-750			
FY18	1000	1994	1673	1231	4898	-16%			
FY17	978	2488	1839	1625	5952				
County Agency	72	124	78	46	248				
FY20	72	165	137	136	438				
FY19	70	123	87	120	330	108			
FY18	71	237	269	108	614	33%			
FY17	68	108	138	73	319				
ILL	501	27	39	24	90				
FY20	500	34	34	27	95				
FY19	498	14	34	38	86	9			
FY18	494	35	51	43	129	10%			
FY17	494	42	45	65	152				
Open Access	387	207	231	208	646				
FY20 - inc certified learner	386	893	827	705	2425				
FY19 - inc certified learner	537	642	731	869	2242	183			
FY18 - inc certified learner	376	781	783	487	2051	8%			
FY17	346	489	606	603	1698				
TOTAL - 17 not eligible	4946	5740	6406	5086	17232				
FY20	4923	10717	9327	8036	28080				
FY19	4854	10826	10090	8926	29842	-1762			
FY18	5016	11298	10921	8583	30802	-6%			
FY17	4893	11772	11500	10687	33959				

collections, and services. This can be held virtually or as a hybrid. Fundraising committee to finalize dates.

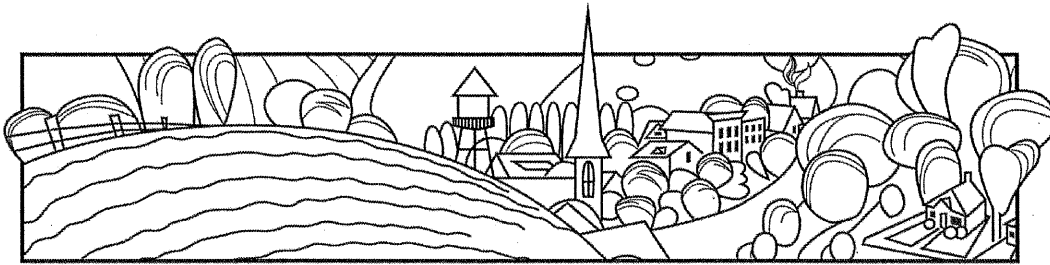
Saturday, February 13: Mystery Dinner Fundraiser @ 6:30 pm. The Die-Laughing Murder Mystery Troupe is returning! Join us on Saturday, February 13, 2021 at 6:30 pm at the Dyersville Social Center for this fun fundraiser. Snow date is February 27. Details to be confirmed when know if we can hold due to pandemic.

February 21-27: Engineers Week! Founded by the National Society of Professional Engineers in 1951, Engineers Week is dedicated to ensuring a diverse and well-educated future engineering workforce by increasing understanding of and interest in engineering and technology careers. Partnership with DPWD and John Wandsnider. Details coming when know options for in person.

Sunday, February 21: Making Your Library into a Miniature Golf Course from 2:00 to 4:00 pm. Details pending if able to hold in person gatherings activities.

Sunday, February 21: Miniature Golf @ Your Library from 5:00 to 8:00 pm. Come to the library for this special after-hours event for all ages. For one night only, we'll turn the library into a mini-golf course! Come tee off between the stacks and navigate our book obstacles. The course will be designed by local volunteers and golfers will vote for their favorite hole. All ages welcome but those under age 6 must be accompanied by an adult. Join us for fun, refreshments and door prizes! Potentially could do socially distanced.

March Book Madness. Details to be determined.



COMMUNITY FOUNDATION

of Greater Dubuque

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

FUND ACTIVITY STATEMENT
 August 1, 2020 THROUGH August 31, 2020

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

↻ JAMES KENNEDY PUBLIC LIBRARY ENDOWMENT ↻

	Current Month August 1, 2020 - August 31, 2020	Year-To-Date January 1, 2020 - August 31, 2020
BEGINNING FUND BALANCE	4,356.34	2,825.65
Gifts	0.00	1,610.74
Investment Income (Loss)	153.17	106.16
Other Income	0.00	0.00
Grants Approved	0.00	0.00
Fees	-6.37	-39.41
Fund Expenses	0.00	0.00
ENDING FUND BALANCE	4,503.14	4,503.14

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
No Gifts					0

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 modification to plan:

1. Misc. grammatical and spelling corrections
2. Adjusted general information to reflect the expectation that there will be no in person / in library programming offered through November 30 and that decisions for each month will be made by the 15th of the previous month.
3. Edited all quarantining statements to be: *The length of the quarantine will be determined by the most current reputable recommendations and studies available.* That way this document can be fluid to respond to changes in recommendations. The most current studies and information indicates that 24 hours is adequate time for quarantining items so we have adjusting our services accordingly.
4. Updated Curbside hours for Stage 1 to be starting at 9:30 am to be consistent with current service hours.
5. Added the following statement to the guidance for staff when representing the library outside of the building: Staff may be allowed to wear a face shield instead of a mask when presenting programs outside the library if visibility of the face is important for programming and social distancing and other safety measures are implemented.
6. Updated Curbside and By Appointment hours for Stage 2 to be Monday thru Thursday – 9:30 am to 7:00 pm; Friday & Saturday – 9:30 am to 4:00 pm; Sunday – 1:30 to 3:30 pm
7. Added this statement in regard to exceptions for length of visit: Exceptions will not be allowed when Dubuque and / or Delaware County are in a Red Zone.
8. Changed language of 15 minutes visits for Summer Reading Program Logistics to be Program Logistics (general statement)

Question for the Board to consider:

During my staff report at the city council meeting, one of the council members asked about the plan to reopen and commented that the 14 days with no new cases in two counties might be a long time in coming. Reflecting on this, what other libraries are doing in our county, what the businesses in our community are doing, and current activity levels, I am wondering if the Board would like to review that decision and perhaps consider modifying when we might want to move to the next level of opening. Maybe look at something like no more than 1 new case per day in Dubuque and / or Delaware County (considered a green zone and that spread is mostly contained: <https://www.wbur.org/npr/885263658/green-yellow-orange-or-red-this-new-tool-shows-covid-19-risk-in-your-county>) or a shorter period of time than the 14 days.

Stage 3 is still restricted; main difference is doors are unlocked and we would lock if reached capacity, plus starting to add back some in-library services that can be sanitized.

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 Take and Make 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 November 30 have been cancelled and will be replaced with virtual programming where possible. The decision for December programming will be made by November 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 after handling. The length of the quarantine will be determined by the most current reputable recommendations and studies available.
- h. Staff who are exposed to Covid-19 are expected to notify 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 9:30 am to 7 pm and Fri & Sat 9:30 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 or more, 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. The JKPL will revert to Stage 0 or Stage 1 services upon learning that a Covid positive person was within the library premises while considered contagious, based on guidance provided by the Dubuque County Health Department. The decision to move to less restrictive stages will be made when it is considered safe to do so, following city, county, local and / or federal (CDC) guidelines.

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. Staff may be allowed to wear a face shield instead of a mask when presenting programs outside the library if visibility of the face is important for programming and social distancing and other safety measures are implemented.
 - 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 and Appointment service hours: Monday thru Thursday – 9:30 am to 7:00 pm; Friday & Saturday – 9:30 am to 4:00 pm; Sunday – 1:30 to 3:30 pm
 - 30 or 60 minute (maximum) browsing appointments
 - 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
 - 30 or 60 min appointments with exceptions for cause when using a laptop (i.e. taking a test that is scheduled for 2 hours); Exceptions will not be allowed when Dubuque and / or Delaware County are in a Red Zone.
 - 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 if they are able
 - 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); Exceptions will not be allowed when Dubuque and / or Delaware County are in a Red Zone.
 - 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 if they are able
 - 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
 - 15 min appointments for faxing, copying etc.
 - 15 min appointments for program logistics
 - 1 hour appointments for use of microfilm machine / genealogy room (when not in use by staff)
 - 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 program users are included in the maximum of 6 limit when Dubuque and / or Delaware Counties are in a Red Zone; Microfilm users are 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 if they are able
 - 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.** The Board of Trustees of the JKPL will determine when / if returning to Stage 1 or 2 is needed at a future meeting.

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 through Thursday – 9:30 am to 7:00 pm; Friday & Saturday – 9:30 am to 4:00 pm; Sunday – 1:30 to 3:30 pm
 - In Building service hours: Monday through Thursday – 9:30 am to 7:00 pm; Friday & Saturday – 9:30 am to 4:00 pm; Sunday – 1:30 to 3:30 pm
 - 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 through Thursday: 9:30 am to 7:00 pm; Friday & Saturday – 9:30 am to 4:00 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 through Thursday: 9:30 am to 7:00 pm; Friday & Saturday – 9:30 am to 4:00 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 through Thursday: 9:30 am to 7:00 pm; Friday & Saturday – 9:30 am to 4:00 pm; Sunday – 1:30 to 3:30 pm
 - Maximum of 60 minutes per visit with exceptions for cause
 - 1 hour appointments / access for use of microfilm machine / genealogy room (when not in use by staff)
 - 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 may be 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

Updated & Revised / Approved August 11, 2020

Committee Assignments – FY2021

Executive:

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

Policy:

Sue Engelbrecht, Chair
 Angela English
 Ray Kruse

Furnishings, Art & Facilities:

Mary Jane Meade, Chair
 Sue Engelbrecht
 Danielle Will
Betty Anne Scherrman

Finance:

Angela English, Chair
 Catherine O’Hea
 Ray Kruse
Mary Radloff

Personnel:

Karen Kramer, Chair
 Karen Tieskoetter
New Member
Lynn Osterhaus

Marketing & Public Relations:

Karen Tieskoetter- Chair
 Dawn Schrandt
 Danielle Will
New Member

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 October 5, 2020 Zoom meeting of the Fundraising Committee:

The fundraising committee of the James Kennedy Public Library met via Zoom at 6:00 pm on Monday, October 5, 2020. Participants were chairperson Mary Jane Meade and members Catherine O'Hea and Shirley Vonderhaar. Karen Kramer and Brenda Ingles were excused.

Fareway event: Nothing to report.

DQ Event: DQ will donate 10% of sales from 3 pm to close on Tuesday, October 6. They will also hand out fliers about library services during this event. The library created ½ page fliers to market this event and handed them out to all patrons and put into curbside deliveries for about 10 days. Posters were also created by Steve Werner and distributed. Library staff created ½ page fliers featuring remote services – Tumblebooks, Bridges (Libby), and BrainFuse HelpNow, JobNow and VetNow services. 600 fliers were made and taken to DQ.

Randy's Neighborhood Market - \$561 was brought in at their 2 week Round-Up event supporting the library. As far as we are aware, no one asked them to hold this event, but we are certainly appreciative. Mary Jane will send Dave N. a Thank You note on behalf of the library.

Expending / Utilization of Funds: Shirley has a virtual meeting scheduled with James Roberts, Director of Instructional Technology & Student Reporting at Western Dubuque Community School District for next week to talk about the library's current offerings for online services and support and see if there are other services that we could offer that would benefit area students.

Chair-ity Event: Publicity for this event started in September and continues. So far, 2 chairs, 1 stool, and 4 signs have been donated. Two people who usually donate have notified Shirley they will not be able to participate this year so it might be a small auction. The silent auction will run October 12 – November 15, with the auction ending at 3:00 pm. The auction will be a hybrid – allowing for both remote and in-person bidding. We will have the bidding sheets in the library for those that want to bid in person (by appointment) but will also post individual pictures on FB and website and people can email, message, or call the library to place a bid remotely (how we did for the basket fundraiser). Voting for the chairs will be October 18 to November 8 with ribbons being on from Nov.9-15. The categories will be Most Creative, People's Choice, and at least one other. The final categories will be decided after all donations are received. Voting for ribbons will also be in person or virtually, using a form available on the library website. We typically offer a "reception" for the donors on the day we start voting for the ribbon, as well as on the date of the final bidding. Due to Covid-19, it was agreed that we would not plan a reception as the expectation is that gatherings would still not be recommended by the middle of November. Depending on the status of Covid in Dubuque County, those interested could make appointments to be in the library between 2:30 and 3:30 so they could do the final bidding in person if they wished. If there are requests for this we will be sure the items are displayed at least 6 feet apart. One or more committee members maybe in the library to help with supervising the final bidding, if necessary, and to notify the winners after the bidding ends.

Quilt Raffle (Sale): Mary Jo, the leader of the Layette Ladies, suggested that instead of the raffle this year that we sell the quilts for \$25.00 each with the library receiving \$10.00 of each sale. The committee agreed with this. Since we don't have to draw a winner this even will start on November 16 (after the Chair-ity ends) and run until December 23 or whenever the Layette group would like to take it

now. They will bring in a dozen or so layette size quilts for visitors to purchase and restock as needed. We will also plan to post photos of the quilts on social media and offer people the option to purchase via curbside.

Christmas Cookie Walk: Tentatively scheduled for December 5, 2020 from 10 am to 1 pm depending on the pandemic status. If unable to hold the cookie walk events, the committee brainstormed alternate ideas but didn't come up with anything conclusive.

Library or Dyersville brew – partnership with Textile Brewing: Nothing to report at this time.

Other projects / activities we would like to consider: Nothing to report.

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

Marketing Committee Meeting Minutes: September 21, 2020

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Present via Zoom: Karen Tieskoetter, Danielle Will, Dawn Schrandt

1. Social media

Paul Zurawaski joined the meeting to discuss what social media platforms he uses to promote the library's events, how often, and to share some of the analytics of the library's posts. The committee asked him what we can do to support him and he said that the best thing we can do is to like the library's posts and re-share them on our own social media. He also mentioned that he welcomes input from us for when to pay to boost posts or guidelines on the timing of posting items.

2. Radio interviews

We talked about how radio interviews have been handled in the past in regards to what we did interviews on, the timing of those interviews, and who did them. We decided this is a discussion we will pick up again once we are in a position to host in-person events and conduct radio interviews again.

3. Annual Report + COVID

Shirley asked for guidance from the committee regarding how to address COVID and its effects on our statistics in the annual report she is preparing for fiscal year 2020, so we discussed the best way to address the issue. The committee recommended that the annual report retain the same format as last year but that a statement be included regarding COVID and its effects on the library so it is clear why the numbers have decreased significantly from the fiscal year before.

4. Downtown Dyersville Alliance letter/donation

Heidi Huisman heads up a Downtown Dyersville Alliance which is comprised of the business owners downtown who are working together to promote shopping and eating here in town. We received a letter from the Alliance that was addressed to all the businesses asking for a \$250 contribution because the Alliance had decided to purchase a billboard ad on Highway 20 promoting downtown Dyersville. The billboard is going to be followed up with brochures and maps of businesses in town. There was a personal note from Heidi stating that she was sending us this letter for our information as she planned to include the library in the promotions for businesses downtown but did not expect the library to contribute financially to the costs. The committee discussed it and decided that we would like to contribute \$150 to the Alliance. We partner frequently with the businesses downtown and we would like to show our support for them and our town as they often support us and the library will be included in their marketing. Dawn will contact Heidi and submit to have a check cut.

5. Retired board members

Over the past several years, the marketing committee has honored board members after they retire but adopting an item in their name for the library's collection. That item then has a bookplate put into it in honor of their service and the board member is the first person to check the item out. The committee agreed we want to continue this practice so Dawn will reach out to Mike Mullis, Pat Valant, and Joe Petsche about items they would like purchased in their honor.

6. Next meeting:

Schedule for Monday, October 19 at 5:15 pm over Zoom

James Kennedy Public Library
Members of the Board of Trustees 9/2020

Mary Jane Meade, President
19910 333rd Ave.
Dyersville, IA 52040
meades5@windstream.net

(563)875-8676(h)
(563)249-5532(cell)
Appointed 10/2010
Term expires 6/30/2022

Karen Kramer, Vice President
115 8th St. NW
Dyersville, IA 52040
k.kramer132@gmail.com

(563)875-7723(h)
(319)480-2261(cell)
Appointed 7/2018
Term expires 6/30/2022

Catherine O'Hea, Secretary
108 5th St. NW
Dyersville, IA 52040
catohea@gmail.com

(563)580-7206
Appointed 7/2018
Term expires 6/30/2022

Sue Engelbrecht
519 13th Ave. SE
Dyersville, IA 52040
sueeng53@msn.com

(563)875-2646 (h)
(563)543-6917 (cell)
Appointed 7/2018
Term expires 6/30/2022

Angela English
570 Country Club Court
Dyersville, IA 52040
angelamenglish@me.com

(563)875-7294(h)
(563)590-1651(cell)
Appointed 7/2004
Term expires 6/30/2022

Raymond Kruse
1223 300th Ave.
Colesburg, IA 52035
kruser4960@yahoo.com

(563)451-9958
Appointed 9/2020
Term expires 6/30/2024

Karen Tieskoetter
224 1st Ave. W.
Dyersville, IA 52040
karentieskoetter@gmail.com

(641)229-5545
Appointed 5/2019
Term expires 6/30/2022

Danielle Will
704 5th Ave. SE
Dyersville, IA 52040
willedaniellem@gmail.com

(814)270-5017
Appointed 8/2020
Term expires 6/30/2024

Vacancy

Term expires 6/30/2024