

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, November 10, 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:

Shirley Vonderhaar is inviting you to a scheduled Zoom meeting.

Topic: November 10, 2020 JKPL Regular Board meeting  
Time: Nov 10, 2020 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://cityofdyersville.zoom.us/j/99249278764?pwd=dzFsM1hrbUUxZHR0bnBKV1Q5ME5iZz09>

Meeting ID: 992 4927 8764

Passcode: 855154

Dial by your location

+1 312 626 6799 US (Chicago)

Find your local number: <https://cityofdyersville.zoom.us/u/advzhPn7XU>

### Agenda Topics

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
  - Correspondence & Communication

- Approve Minutes of Previous Meeting: October 13, 2020
  - Approve October Librarian's Report
  - Approve Bills:
    - October Claims Report
    - Library Claims for November
    - October / November Credit Card Claims
  - Budget Reports
    - October City Report
    - October Library Report
  - Trust Account Reports
    - October Bank Statements
    - October Balance Report
    - Trust Account Expenditure Report
    - October Donations Form
  - Program Reports
    - October Report of Programs and Attendance
    - November Schedule of Events
    - Schedule for Upcoming Programs
  - Grant Report
  - Friends of the Library Report
  - JKPL Endowment Report
4. Discussion of Current Library Operations and Services
  5. Update on Library Director Evaluation
  6. FY20 JKPL Annual Report
  7. Executive Committee Report
    - Notes from November 5, 2020 Zoom meeting
    - Discussion and Consideration of Committee recommendation encouraging Mayor and City Council of the City of Dyersville to approve guidelines requiring masks in all city buildings
  8. Finance Committee Report
  9. Fundraising Committee Report
    - Notes from November 5, 2020 Zoom Meeting
  10. Furnishings, Art & Facilities Committee Report
  11. Marketing Committee Report
    - Notes October electronic discussion
  12. Personnel Committee Report
  13. Policy Committee Report
    - Notes from November Electronic discussion
    - Consider approval of revised Mobile Devices and Hot Spots Circulation Policy
    - Discussion on proposed changes to Constitution and Bylaws (to be voted on at December meeting)
  14. Strategic Planning Report
  15. Meetings and Training
    - Upcoming
    - Recently Attended

16. Oral Presentations

17. Adjournment

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

Hello all:

Here is the packet for the Tuesday, November 10, 2020 Board Meeting. Hope to see you all there! Mary Jane Meade will be making an announcement before this meeting is called to order.

## Agenda Topics

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
  - Correspondence & Communication
  - Approve Minutes of Previous Meeting: October 13, 2020 - **A**
  - Approve October Librarian's Report - **B**
  - Approve Bills:
    - October Claims Report - **C**
    - Library Claims for November - **D**
    - October / November Credit Card Claims - **E**
  - Budget Reports
    - October City Report - **F**
    - October Library Report - **G**
  - Trust Account Reports
    - October Bank Statements - **H**
    - October Balance Report - **I**
    - Trust Account Expenditure Report - **J**
    - October Donations Form - **K**
  - Program Reports
    - October Report of Programs and Attendance - **L**
    - November Schedule of Events - **M**
    - Schedule for Upcoming Programs - **N**
  - Grant Report - **Received announcement from DRA that they are still not funding applications. We were asked to complete a survey regarding if we were to apply now, if we would apply for the same project. After conversation with Kim and Shirley Olberding, we indicated we would be applying for funding for a StoryWalk instead of the Cooking program.**
  - Friends of the Library Report – **Nothing to report**
  - JKPL Endowment Report – **O: September Fund Activity Statement**
4. Discussion of Current Library Operations and Services
5. Update on Library Director Evaluation – **Karen K. and personnel committee may have information to share**
6. FY20 JKPL Annual Report – **The original is a ledger size, double sided document. I separated to share here.**
7. Executive Committee Report
  - Notes from November 5, 2020 Zoom meeting

- Discussion and Consideration of Committee recommendation encouraging Mayor and City Council of the City of Dyersville to approve guidelines requiring masks in all city buildings
- 8. Finance Committee Report
- 9. Fundraising Committee Report
  - Notes from November 5, 2020 Zoom Meeting
- 10. Furnishings, Art & Facilities Committee Report
- 11. Marketing Committee Report
  - Notes October electronic discussion
- 12. Personnel Committee Report
- 13. Policy Committee Report
  - Notes from November Electronic discussion – **13A**
  - Consider approval of revised Mobile Devices and Hot Spots Circulation Policy – **13B**
  - Discussion on proposed changes to Constitution and Bylaws (to be voted on at December meeting) – **13C**
- 14. Strategic Planning Report
- 15. Meetings and Training
  - Upcoming
  - Recently Attended
- 16. Oral Presentations
- 17. Adjournment

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

A

**James Kennedy Public Library  
Board of Trustees  
Minutes of the October 13, 2020 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, October 13, 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, with the Board President and Library Director attending from within the library facility. Present: Mary Jane Meade, Karen Kramer, Catherine O'Hea, Sue Engelbrecht, Angela English, Danielle Will, Karen Tieskoetter, Ray Kruse, and Library Director Shirley Vonderhaar. Absent: None.

1. President Mary Jane Meade called the meeting to order at 7:02 P.M.
2. Agenda: Engelbrecht MOVED "approval of the Agenda" which motion was seconded by English and CARRIED. Ayes: Meade, Kramer, O'Hea, Engelbrecht, English, Will, Tieskoetter, Kruse. Nays: None.
3. Welcome new member and introductions
  - Ray Kruse has been appointed as a trustee to the JKPL Board
4. Agenda Consent Calendar
  - Correspondence & Communication: None
  - Minutes of Previous Meeting: September 8, 2020
  - September Librarian's Report
  - Bills
    - September Claims Report
    - Library Claims for October
    - September/October Credit Card Claims
  - Budget Reports
    - September City Report
    - September Library Report
  - Trust Account Reports
    - August Bank Statements
    - August Balance Report
    - September Bank Statements
    - September Balance Report
    - Trust Account Expenditure Report
    - August and September Donations Form
      - Candy/Snack Sales - \$10.00
      - Sue Engelbrecht - \$17.00
      - Plant Sale Fundraiser - \$20.00
      - TACKL/DTFN sponsored activities - \$150.00
      - Mary O'Connell - \$100.00

- Anonymous - \$10.00, \$20.00
  - State of Iowa/HRDP Grant- \$7616.00
- Program Reports
  - September Report on 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 – Shirley noted that the totals and percentage of change did not appear to be correct. She said she would check the formulas and send out a revised report via email.
- Grant Report
  - Received notification that JKPL was not awarded a grant from the Dyersville Area Community Foundation.
- Friends of the Library Report
  - Books to Go bags have been popular. Doing as an alternative to the book sale at this time.
- JKPL Endowment Report
  - Fund/Gift Activity Statement

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

5. Discussion of Current Library Operations and Services

- Library will continue operating with appointment only and curbside services. Walk Ins may be permitted if capacity allows.

6. Consider approval of JKPL Interim Service/Reopening Plan (updated)

- Due to the Covid-19 pandemic and concerns for public and staff health, the JKPL Board has implemented a staged reopening plan, considering state, local, and CDC guidelines. The JKPL is currently in Stage 2 of this plan which includes curbside service and being open to the public on an appointment only basis, ensuring a capacity of less than 50%. The Board discussed whether there should be an adjustment regarding when the library would move to the next stage of reopening. The current plan states this will occur after 14 days of no new cases in Dubuque and Delaware counties. The consensus of the board was to keep this unchanged. Updates were discussed to revise and correct grammatical and spelling in portions of the plan. Kramer MOTIONED to “approve the JKPL Interim Service/Reopening Plan (Updated) with corrections.” Second by Engelbrecht and CARRIED. Ayes: Meade, Kramer, O’Hea, Engelbrecht, English, Will, Tieskoetter, Kruse. Nays: None.

7. Updated Committee Assignments for FY21

8. Appointment of Committee to Evaluate Library Director
  - Personal Committee will facilitate evaluation
9. FY20 Iowa Public Library General Information Survey for JKPL
10. Executive Committee Report: None.
11. Finance Committee Report: None.
12. Fundraising Committee Report
  - Randy's Market completed a two-week Round-Up fundraiser for JKPL
  - Chair-ity Event will continue as a hybrid allowing remote and onsite bidding. . Bidding through 11/15 at 3:00 P.M.
  - DQ held a fundraiser October 6<sup>th</sup> and is donating 10% of sales from a portion of the day.
  - Shirley is meeting with the Director of Instructional Technology & Student Reporting at WD to explore how our fundraising proceeds may be able to help distance learning students.
13. Furnishings, Art & Facilities Committee Report: None
14. Marketing Committee Report
  - Reviewed use of social media to promote events.
  - Discussed Annual Report to provide guidance to the Library Director to include a statement regarding COVID.
  - Contributed \$150 to the Downtown Dyersville Alliance to help promote downtown businesses.
  - Discussed adopting items for the library's collection to honor retired board members.
15. Personnel Committee Report: None
16. Policy Committee Report: None
17. Strategic Planning Report: None
18. Meetings and Training
  - ILA Conference on Thursday, Oct 15.
19. Oral Presentations: None
20. Meeting adjourned by President Mary Jane Meade at 8:29 P.M.

---

Catherine O'Hea



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

B

Additions: Items purchased: 218 Items donated:123 Year to date: 1,393 Donations: Prev: YTD: 182 Curr. YTD: 235  
 Items withdrawn: Books: 411 DVDs: 3  
 Year to date: Books: 2,179 SCDs: 1 DVDs: 8 Kits: 5 Games: 52  
 New Library Cards Issued City: 2 Contractual: 0 Total: 2 YTD: 29  
 Computer use: 240 hours; 122 sessions YTD: 324 hours; 282 sessions Previous YTD: 1,918 hours; 2,965 sessions  
 WiFi Use (from WhoFi software) 531 sessions, 287 visits, 39 unique visitors YTD: 2,167 sessions, 1,1414 visits, 142 unique visitors  
 Meeting Room Use: No meeting space available YTD: 0 Previous YTD: 826  
 Programs Held: 55 Attendance & Interactions: 901 ; Views : 1,561 Library Visits: 1,612 YTD: 6,011 Prev. YTD: 31,127  
 Circulation Summary:

Number of Items Loaned	4,726	Year to Date:	23,722
Previous Year Circ.	10,664	Previous YTD:	43,021
Difference (numerical):	-5,938	Difference (numerical):	-19,299
Difference (percentage):	-55.68%	Difference (percentage):	-44.86%

General Fund Receipts:	Current	Year to Date	Budgeted
Copier & Misc:	53.40	125.55	850.00
Computer Printing:	52.55	240.45	1,275.00
Reader/printer:	0.00	1.05	25.00
Fax:	56.00	109.00	900.00
Computer Use	2.00	8.00	250.00
Holds & Scans	12.00	20.00	100.00
Lost Books and Materials	91.85	138.78	1,000.00
Memberships	48.00	228.00	300.00
Agency Contract fees:	0.00	0.00	5,000.00
Iowa Direct State Aid, Enrich Iowa and Infrastructure Fund	0.00	1,998.08	13,000.00
Misc (including Creation Station):	29.40	34.40	300.00
<b>Total:</b>	<b>\$345.20</b>	<b>\$2,903.31</b>	<b>\$23,000.00</b>

Trust Account Receipts:	Current	Year to Date
CB Donations:	8.03	18.79
Memorials:	0.00	20.00
History Books & Centennial Coins:	0.00	0.00
Adopt a book donations:	15.59	368.04
Friends donation:	17.15	114.40
Other: Friends HRDP Grant Match & SLP donation	5,199.00	13,738.42
Other: DQ Night and Randy's Roundup	1,033.20	1,203.20
Other: soda, masks, and Amaryllis plant materials fee	105.50	115.50
<b>Total:</b>	<b>\$6,378.47</b>	<b>\$15,578.35</b>

**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	21	186	29	26	25	0	1	13	0	26	4	10	341
2019 Month	25	125	47	24	86	26	6	14	0	44	11	28	436
Curr. YTD	71	518	109	111	204	87	34	45	6	142	30	36	1393
Prev. YTD	81	337	109	111	314	68	15	39	0	129	38	78	1319

**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	311	1318	223	1122	332	197	24	3527	214	67	10	570	214	124	4726
2019 mor	905	2602	335	2712	251	236	10	7051	171	429	37	1637	842	497	10664
Difference	-594	-1284	-112	-1590	81	-39	14	-3524	43	-362	-27	-1067	-628	-373	-5938
Current YTD	1977	6542	1042	5876	1352	889	80	17758	902	372	109	2829	1081	671	23722
Prev. YTD	2991	8998	1859	11916	1077	995	38	27874	736	1294	194	7281	3532	2110	43021
Difference	-1014	-2456	-817	-6040	275	-106	42	-10116	166	-922	-85	-4452	-2451	-1439	-19299
Diff. %	-33.9%	-27.3%	-43.9%	-50.7%	25.5%	-10.7%	NA	-36.3%	22.6%	-71.3%	-43.8%	-61.1%	-69.4%	-68.2%	-44.9%

**Freemusic Downloads:** Oct.: 16 downloaded & 95 streamed; 0 video Total FY= 442 **Bridges Video Downloads:** Oct: 2 Total FY = 11  
**Mango Language Use:** Oct: 194 sessions; FY = 227 total sessions (includes mobile & computer) **Kanopy Video:** Oct: 61; FY = 215

C

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

**Utilities and Contractual**

<b>Check issued to:</b>	<b>Purpose</b>	<b>Amount</b>
Tim Singsank	Custodial Services	\$600.00
Black Hills	Gas / Heat	45.68
Alliant Energy	Electricity	1,348.46
Mediacom	Phone	111.87
<b>Total</b>		<b>\$2,106.01</b>

**Miscellaneous Bills**

<b>Check issued to:</b>	<b>Purpose</b>	<b>Amount</b>
City Laundry	Cleaning fee / mat	10.97
Midwest Bank / CC	ILA – Conference registration	150.00
Midwest Bank / CC	Roof deicing cable, etc.	345.09
Midwest Bank / CC	Annual Fee	15.00
Midwest Bank / CC	School Specialty – Halloween Program	38.78
Midwest Bank / CC	Facebook advertising	8.87
Midwest Bank / CC	Target – LP Book	21.49
Midwest Bank / CC	Target - DVD	14.99
<b>Total</b>		<b>\$605.19</b>

<b>October 2020 Budget</b>	
October 2020 Claims submitted	\$5,345.12
Utility and Contractual from Bills above	2,106.01
Miscellaneous Bills from above	605.19
Total wages and benefits	29,921.45
<b>Total October 2020 expenses</b>	<b>\$37,977.77</b>

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



Dyersville, IA

D

# Expense Approval Register

Packet: APPKT00619 - November 2020 Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
<b>Fund: 001 - GENERAL FUND</b>					
<b>Department: 410 - LIBRARY</b>					
ACCESS SYSTEMS	28013703	Contract - Copier	001-5-410-4-64316	CONTRACTS	180.29
VONDERHAAR, SHIRLEY	10.27.2020	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	38.89
HERITAGE PRINTING CO	102944	Supplies - Office	001-5-410-4-65060	OFFICE SUPPLIES	344.17
AMAZON	11.01.2020	Programs	001-5-410-4-65060	OFFICE SUPPLIES	29.72
AMAZON	11.01.2020	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	48.24
VONDERHAAR, SHIRLEY	11.05.20	Supplies - Programs	001-5-410-4-65060	OFFICE SUPPLIES	8.13
BAKER & TAYLOR BOOKS	2035428594	Supplies - CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	3.99
BAKER & TAYLOR BOOKS	2035454906	Supplies - CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	7.98
BAKER & TAYLOR BOOKS	2035481703	Supplies - CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	23.94
BAKER & TAYLOR BOOKS	2035503722	Supplies - CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	7.98
COLIBRI SYSTEMS NORTH AM...	579	Supplies - Book Covers	001-5-410-4-65060	OFFICE SUPPLIES	630.32
DEMCO EDUCATIONAL CORP	6861382	Supplies - Library	001-5-410-4-65060	OFFICE SUPPLIES	76.82
OVERDRIVE	06497DA20339789	Electronic Media	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	28.99
IOWA POETRY ASSOCIATION	10.12.20	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	9.00
PROGRESSIVE FARMER, THE	11.01.20	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	14.00
LIGUORIAN MAGAZINE	11.01.20	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	20.00
PIONEER WOMAN, THE	11.01.20	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	12.00
AMAZON	11.01.2020	Subscriptions	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	146.13
AMAZON	11.01.2020	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	87.60
AMAZON	11.01.2020	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	257.38
AMAZON	11.01.2020	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	162.85
AMAZON	11.01.2020	DVDs	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	226.11
AMAZON	11.01.2020	Games	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	72.93
AMAZON	11.01.2020	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	7.59
AMAZON	11.01.2020	Smart Spaces	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	2.99
AMAZON	11.01.2020	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	15.06
BAKER & TAYLOR BOOKS	2035428594	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	24.75
BAKER & TAYLOR BOOKS	2035454906	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	41.24
BAKER & TAYLOR BOOKS	2035481703	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	127.00
BAKER & TAYLOR BOOKS	2035503722	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	41.25
BAKER & TAYLOR BOOKS	2035532782	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	18.04
BAKER & TAYLOR BOOKS	2035532782	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	19.20
BAKER & TAYLOR BOOKS	2035532782	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	82.16
BAKER & TAYLOR BOOKS	2035542428	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	369.60
BAKER & TAYLOR BOOKS	2035554067	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	103.62
BAKER & TAYLOR BOOKS	2035556863	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	188.05
BAKER & TAYLOR BOOKS	2035556863	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	9.51
BAKER & TAYLOR BOOKS	2035567894	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	77.92
FINDAWAY WORLD LLC	332516	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	260.92
JUNIOR LIBRARY GUILD	528516	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	2,078.28
JUNIOR LIBRARY GUILD	528516	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	336.96
JUNIOR LIBRARY GUILD	528516	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	536.76
INGRAM LIBRARY SERVICES	62668855	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	179.32
INGRAM LIBRARY SERVICES	62668855	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	123.29
INGRAM LIBRARY SERVICES	67241196	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	1,037.28
INGRAM LIBRARY SERVICES	67241196	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	335.73
INGRAM LIBRARY SERVICES	67241196	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	94.76
GREY HOUSE PUBLISHING	963942	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	135.00
<b>Department 410 - LIBRARY Total:</b>					<b>8,683.74</b>
<b>Fund 001 - GENERAL FUND Total:</b>					<b>8,683.74</b>

## Expense Approval Register

Packet: APPKT00619 - November 2020 Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
<b>Fund: 002 - LIBRARY TRUST FUND</b>					
<b>Department: 410 - LIBRARY</b>					
IOWA STATE UNIVERSITY EXT...	10.26.20	Supplies - Plant Program	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	518.63
BENTON-HERMSEN, KIMSHIRO	10.27.2020	Supplies - Halloween	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	31.51
VONDERHAAR, SHIRLEY	10.27.2020	Pop Up Library	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	35.00
VONDERHAAR, SHIRLEY	10.27.2020	Fundraiser	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	31.18
AMAZON	11.01.2020	Programs - Halloween	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	84.70
AMAZON	11.01.2020	Adopt A Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.59
CENTER POINT PUBLISHING	1795915	Memorial - Digman	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	79.01
BAKER & TAYLOR BOOKS	2035542428	Adopt a Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	30.22
BAKER & TAYLOR BOOKS	2035542428	Memorial - Tauke	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.11
BAKER & TAYLOR BOOKS	2035542548	Memorial - Kramer	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	10.20
BAKER & TAYLOR BOOKS	2035554067	Memorial - Tauke	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	31.36
BAKER & TAYLOR BOOKS	2035554067	Adopt A Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	14.55
KANOPY, INC.	221336 - PPU	Programs - Streaming Video	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	18.00
ADVANTAGE ARCHIVES, LLC	31790	Digitizing Commercial - Grant	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15,556.00
FINDAWAY WORLD LLC	332516	Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	100.00
CENGAGE LEARNING	72438220	Memorial - Digman	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	27.19
CENGAGE LEARNING	72510108	Memorial - Kronlage	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	28.79
<b>Department 410 - LIBRARY Total:</b>					<b>16,627.04</b>
<b>Fund 002 - LIBRARY TRUST FUND Total:</b>					<b>16,627.04</b>
<b>Grand Total:</b>					<b>25,310.78</b>

**Fund Summary**

Fund	Expense Amount
001 - GENERAL FUND	8,683.74
002 - LIBRARY TRUST FUND	16,627.04
<b>Grand Total:</b>	<b>25,310.78</b>

**Account Summary**

Account Number	Account Name	Expense Amount
001-5-410-4-64316	CONTRACTS	180.29
001-5-410-4-65060	OFFICE SUPPLIES	1,220.18
001-5-410-4-67701	BOOKS/FILMS/RECORDS/...	7,283.27
002-5-410-4-67700	LIBRARY TRUST EXPENDI...	16,627.04
<b>Grand Total:</b>		<b>25,310.78</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	1,400.47
410AB	321.84
410AF	1,078.73
410AN	334.40
410DVD	226.11
410EM	28.99
410GAMES	72.93
410LP	19.20
410PF	3,507.36
410PN	672.69
410SS	2.99
410SUB	192.13
410TAAB	60.36
410TGRANT	15,556.00
410TMEM	323.17
410TPROG	687.51
410YAF	825.90
<b>Grand Total:</b>	<b>25,310.78</b>

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 October & November 2020**

<b>Date</b>	<b>Vendor</b>	<b>Items</b>	<b>Amount</b>
10/26/2020	Mediacom	Telephone	108.54
10/28/2020	Directglow	Glowsticks for program	55.40
10/30/2020	Facebook	Ads	30.00

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 001 - GENERAL FUND</b>							
<b>Expense</b>							
<u>001-5-410-4-60100</u>	SALARIES	244,711.00	244,711.00	22,338.67	81,977.39	162,733.61	66.50 %
<u>001-5-410-4-61100</u>	FICA	15,172.00	15,172.00	1,352.76	4,953.72	10,218.28	67.35 %
<u>001-5-410-4-61200</u>	MEDICARE	3,548.00	3,548.00	316.36	1,158.43	2,389.57	67.35 %
<u>001-5-410-4-61300</u>	IPERS	23,101.00	23,101.00	2,108.77	7,738.60	15,362.40	66.50 %
<u>001-5-410-4-61500</u>	GROUP INSURANCE	41,800.00	41,800.00	3,793.14	15,087.42	26,712.58	63.91 %
<u>001-5-410-4-61700</u>	SUI	194.00	194.00	11.75	110.07	83.93	43.26 %
<u>001-5-410-4-62100</u>	DUES	750.00	750.00	329.00	329.00	421.00	56.13 %
<u>001-5-410-4-62300</u>	MEETINGS/TRAINING	2,500.00	2,500.00	25.00	369.00	2,131.00	85.24 %
<u>001-5-410-4-63710</u>	ELECTRICITY	14,000.00	14,000.00	1,348.46	4,722.20	9,277.80	66.27 %
<u>001-5-410-4-63711</u>	GAS HEAT	2,500.00	2,500.00	45.68	150.94	2,349.06	93.96 %
<u>001-5-410-4-63730</u>	TELEPHONE	700.00	700.00	111.87	249.99	450.01	64.29 %
<u>001-5-410-4-63750</u>	MAINTENANCE	9,500.00	9,500.00	345.09	1,445.09	8,054.91	84.79 %
<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	149.15	546.32	-546.32	0.00 %
<u>001-5-410-4-64322</u>	CONTRACTED SERVICES	8,300.00	8,300.00	600.00	2,400.00	5,900.00	71.08 %
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES	21,000.00	21,000.00	560.53	2,359.80	18,640.20	88.76 %
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIP	61,500.00	61,500.00	4,541.54	18,983.33	42,516.67	69.13 %
	<b>Expense Total:</b>	<b>455,776.00</b>	<b>455,776.00</b>	<b>37,977.77</b>	<b>142,705.30</b>	<b>313,070.70</b>	<b>68.69 %</b>
	<b>Fund: 001 - GENERAL FUND Total:</b>	<b>455,776.00</b>	<b>455,776.00</b>	<b>37,977.77</b>	<b>142,705.30</b>	<b>313,070.70</b>	<b>68.69 %</b>
<b>Fund: 002 - LIBRARY TRUST FUND</b>							
<b>Expense</b>							
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	30,000.00	30,000.00	7,853.50	8,901.00	21,099.00	70.33 %
	<b>Expense Total:</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>7,853.50</b>	<b>8,901.00</b>	<b>21,099.00</b>	<b>70.33 %</b>
	<b>Fund: 002 - LIBRARY TRUST FUND Total:</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>7,853.50</b>	<b>8,901.00</b>	<b>21,099.00</b>	<b>70.33 %</b>
	<b>Report Total:</b>	<b>485,776.00</b>	<b>485,776.00</b>	<b>45,831.27</b>	<b>151,606.30</b>	<b>334,169.70</b>	<b>68.79 %</b>

G

James Kennedy Public Library FY21 Operating Budget							
	FY21	July	August	September	October	Nov (est)	Received to date
<b>ESTIMATED REVENUES:</b>							
Dubuque County Library Agency	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Fees from copier, R/P, etc.	5,000.00	287.25	158.24	114.54	345.20	150.00	905.23
Open Access	10,600.00	0.00	0.00	0.00	0.00	0.00	0.00
Access Plus / ILL	400.00	0.00	0.00	0.00	0.00	0.00	0.00
Direct State Aid	2,000.00	0.00	0.00	1,998.08	0.00	0.00	1,998.08
<b>TOTAL:</b>	<b>23,000.00</b>	<b>287.25</b>	<b>158.24</b>	<b>2,112.62</b>	<b>345.20</b>	<b>150.00</b>	<b>2,903.31</b>
<b>ESTIMATED EXPENDITURES:</b>							
<b>PERSONAL SERVICES</b>							Spent to date
Wages	244,711.00	23,445.96	18,133.81	18,058.95	22,338.67	18,000.00	81,977.39
FICA	15,172.00	1,421.40	1,092.11	1,087.45	1,352.76	1,116.00	4,953.72
Medicare	3,548.00	332.41	255.37	254.29	316.36	261.00	1,158.43
IPERS	23,101.00	2,213.27	1,711.81	1,704.75	2,108.77	1,699.20	7,738.60
SUI	194.00	72.90	13.02	12.40	11.75	18.00	110.07
Group Insurance	41,800.00	3,708.00	3,793.14	3,793.14	3,793.14	3,800.00	15,087.42
Meetings and training	2,500.00	0.00	0.00	344.00	25.00	0.00	369.00
Dues and memberships	750.00	0.00	0.00	0.00	329.00	0.00	329.00
<b>TOTAL:</b>	<b>331,776.00</b>	<b>31,193.94</b>	<b>24,999.26</b>	<b>25,254.98</b>	<b>30,275.45</b>	<b>24,894.20</b>	<b>111,723.63</b>
<b>CONTRACTUAL SERVICES:</b>							
Utilities (telephone)	700.00	111.04	0.00	138.12	111.87	112.00	361.03
Electricity	14,000.00	0.00	1,729.54	1,533.16	1,348.46	1,300.00	4,611.16
Gas / Heat	2,500.00	34.89	35.20	35.37	45.68	100.00	150.94
Insurance (bldg)	6,500.00	0.00	124.00	0.00	0.00	0.00	124.00
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	600.00	2,400.00
Window cleaning	300.00	0.00	0.00	0.00	0.00	0.00	0.00
Service / Maintenance Contracts	9,500.00	0.00	149.15	248.02	149.15	180.29	546.32
<b>TOTAL:</b>	<b>41,500.00</b>	<b>595.73</b>	<b>2,637.89</b>	<b>2,704.67</b>	<b>2,255.16</b>	<b>2,292.29</b>	<b>8,193.45</b>
<b>SUPPLIES:</b>							
General library supplies	10,000.00	-11.01	180.71	1,278.13	224.96	198.99	1,672.79
Program fees & supplies	2,500.00	0.00	0.00	16.35	101.44	1,258.03	117.79
Marketing & advertising	1,500.00	0.00	0.00	335.09	197.65	0.00	532.74
Maintenance and Repairs	7,000.00	1,100.00	0.00	0.00	345.09	0.00	1,445.09
<b>TOTAL</b>	<b>21,000.00</b>	<b>1,088.99</b>	<b>180.71</b>	<b>1,629.57</b>	<b>869.14</b>	<b>1,457.02</b>	<b>3,768.41</b>
<b>BOOKS AND MATERIALS</b>							
Adult fiction	8,000.00	93.49	1,000.41	1,083.14	1,267.55	1,078.73	3,444.59
Adult nonfiction	5,000.00	0.00	446.27	888.63	843.18	334.40	2,178.08
YA fiction	2,000.00	603.12	0.00	567.76	0.00	825.90	1,170.88
YA nonfiction	800.00	0.00	0.00	209.24	0.00	0.00	209.24
Juvenile fiction	8,500.00	0.00	113.98	153.63	0.00	3,507.36	267.61
Juvenile nonfiction	4,000.00	0.00	0.00	21.37	14.95	672.69	36.32
Large Print	3,500.00	0.00	634.51	619.39	728.99	19.20	1,982.89
Electronic media (ebooks, etc.)	6,000.00	4.50	455.46	1,415.68	192.24	28.99	2,067.88
Reference & electronic databases	5,000.00	3,830.33	0.00	268.48	505.80	0.00	4,604.61
Periodicals and newspapers	4,500.00	193.31	194.93	204.96	0.00	192.13	593.20
Audiobooks (CD, playaway)	4,200.00	19.25	0.00	165.25	231.11	321.84	415.61
Software & Gaming	2,000.00	0.00	0.00	123.34	365.71	72.93	489.05
DVDs	6,500.00	0.00	624.12	441.27	425.50	226.11	1,490.89
SS / Creation Station	1,500.00	0.00	62.98	2.99	2.99	2.99	68.96
<b>TOTAL:</b>	<b>61,500.00</b>	<b>4,744.00</b>	<b>3,532.66</b>	<b>6,165.13</b>	<b>4,578.02</b>	<b>7,283.27</b>	<b>19,019.81</b>
<b>TOTAL EXPENDITURES:</b>	<b>455,776.00</b>	<b>37,622.66</b>	<b>31,350.52</b>	<b>35,754.35</b>	<b>37,977.77</b>	<b>35,926.78</b>	<b>142,705.30</b>
<b>TOTAL REVENUES:</b>	<b>23,000.00</b>	<b>287.25</b>	<b>158.24</b>	<b>2,112.62</b>	<b>345.20</b>	<b>150.00</b>	<b>2,903.31</b>
<b>ACTUAL ASKING</b>	<b>432,776.00</b>	<b>37,335.41</b>	<b>31,192.28</b>	<b>33,641.73</b>	<b>37,632.57</b>	<b>35,776.78</b>	<b>139,801.99</b>
<b>Capital Improvement</b>	<b>28,000.00</b>						<b>0.00</b>
<b>Total Expenditures</b>	<b>483,776.00</b>	<b>37,622.66</b>	<b>31,350.52</b>	<b>35,754.35</b>	<b>37,977.77</b>	<b>35,926.78</b>	<b>142,705.30</b>



James Kennedy Public Library FY21 Operating Budget									
		% Expended	FY20 Expense	Oct '19	Total FY20	Budget	Amount	Ov/Und	
	Difference	To date	thru Oct 19	expenses	expenses	Projection	Over/Under	Budget	
<b>ESTIMATED REVENUES:</b>									
Dubuque County Library Agency	5,000.00		0.00	0.00	6,790.74				
Fees from copier, R/P, etc.	4,094.77		1,773.56	368.89	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	1.92		1,775.69	1,775.69	1,775.69				
TOTAL:	20,096.69		3,549.25	2,144.58	22,858.06				
	20,096.69		3,549.25		22,858.06				
<b>ESTIMATED EXPENDITURES:</b>									
<b>PERSONAL SERVICES</b>									
	Remaining		Spent to date		Spent to date				
Wages	162,733.61	33.5%	75,196.37	17,642.41	230,505.74	79,830.46	2,147	1.03	
FICA	10,218.28	32.7%	4,523.83	1,059.23	13,890.48	4,941.19	13	1.00	
Medicare	2,389.57	32.7%	1,058.06	247.74	3,248.86	1,155.48	3	1.00	
IPERS	15,362.40	33.5%	7,098.53	1,665.45	21,718.76	7,550.30	188	1.02	
SUI	83.93	56.7%	146.01	50.14	368.17	76.94	33	1.43	
Group Insurance	26,712.58	36.1%	13,453.93	3,382.31	42,359.67	13,276.17	1,811	1.14	
Meetings and training	2,131.00	14.8%	484.62	85.82	650.88	1,861.40	-1,492	0.20	
Dues and memberships	421.00	43.9%	0.00	0.00	761.00	Zero	0	Nothing	
TOTAL:	220,052.37	33.7%	101,961.35	24,133.10	313,503.56	107,904.13	3,819	1.04	
	220,052.37		101,961.35		313,503.56				
<b>CONTRACTUAL SERVICES:</b>									
Utilities (telephone)	338.97	51.6%	1,161.65	387.25	2,164.66	375.65	-15	0.96	
Electricity	9,388.84	32.9%	5,945.70	1,265.66	13,358.47	6,231.24	-1,620	0.74	
Gas / Heat	2,349.06	6.0%	149.44	38.90	1,925.53	194.02	-43	0.78	
Insurance (bldg)	6,376.00	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	5,600.00	30.0%	2,550.00	750.00	7,175.00	2,843.21	-443	0.84	
Window cleaning	300.00	0.0%	165.00	165.00	265.00	186.79	-187	0.00	
Service / Maintenance Contracts	8,953.68	5.8%	564.63	144.48	11,061.79	484.91	61	1.13	
TOTAL:	33,306.55	19.7%	10,536.42	2,751.29	41,807.45	10,458.94	-2,265	0.78	
	33,306.55		10,536.42		41,807.45				
<b>SUPPLIES:</b>									
General library supplies	8,327.21	16.7%	5,093.56	2,129.17	11,918.89	4,273.52	-2,601	0.39	
Program fees & supplies	2,382.21	4.7%	802.46	439.01	2,448.52	819.33	-702	0.14	
Marketing & advertising	967.26	35.5%	223.21	119.57	961.57	348.20	185	1.53	
Maintenance and Repairs	5,554.91	20.6%	15,373.62	500.00	34,237.54	3,143.20	-1,698	0.46	
TOTAL	17,231.59	17.9%	21,492.85	3,187.75	49,566.52	9,105.94	-5,338	0.41	
	17,231.59		21,492.85		49,566.52				
<b>BOOKS AND MATERIALS</b>									
Adult fiction	4,555.41	43.1%	1,892.71	522.88	8,764.77	1,727.56	1,717	1.99	
Adult nonfiction	2,821.92	43.6%	1,021.94	441.34	5,051.28	1,011.57	1,167	2.15	
YA fiction	829.12	58.5%	1,070.52	907.45	2,046.60	1,046.14	125	1.12	
YA nonfiction	590.76	26.2%	60.73	0.00	541.78	89.67	120	2.33	
Juvenile fiction	8,232.39	3.1%	3,407.98	3,052.78	8,157.02	3,551.28	-3,284	0.08	
Juvenile nonfiction	3,963.68	0.9%	873.29	836.87	3,516.98	993.23	-957	0.04	
Large Print	1,517.11	56.7%	1,501.34	237.40	3,536.85	1,485.70	497	1.33	
Electronic media (ebooks, etc.)	3,932.12	34.5%	1,519.44	0.00	5,536.52	1,646.64	421	1.26	
Reference & electronic databases	395.39	92.1%	4,047.64	0.00	8,043.44	2,516.11	2,088	1.83	
Periodicals and newspapers	3,906.80	13.2%	1,238.99	474.83	4,401.04	1,266.85	-674	0.47	
Audiobooks (CD, playaway)	3,784.39	9.9%	881.05	347.84	3,964.60	933.36	-518	0.45	
Software & Gaming	1,510.95	24.5%	556.75	229.16	2,009.65	554.08	-65	0.88	
DVDs	5,009.11	22.9%	2,048.12	611.52	6,408.75	2,077.28	-586	0.72	
SS / Creation Station	1,431.04	4.6%	149.96	2.99	433.78	518.56	-450	0.13	
TOTAL:	42,480.19	30.9%	20,270.46	7,665.06	62,413.06	19,973.92	-954	0.95	
	42,480.19		20,270.46		62,413.06				
TOTAL EXPENDITURES:	313,070.70	31.3%	154,261.08	37,737.20	467,290.59	150,459.91	-7,755	0.95	
TOTAL REVENUES:	20,096.69	12.6%	3,549.25	2,144.58	22,858.06	3,571.29	-668	0.81	
ACTUAL ASKING	292,974.01	32.3%	150,711.83	35,592.62	444,432.53	146,758.98	-6,957	0.95	
Capital Improvement			0.00		0.00				
Total Expenditures	313,070.70		154,261.08	37,737.20	467,290.59				



Simply better banking.

102 South Clinton Street, Iowa City, IA 52240

>004110 5260579 0001 093516 10Z

01E95657  
HSP 2176

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

H-1

# Statement Ending 10/30/2020

CITY OF DYERSVILLE

Page 1 of 4

Account Number: XX4356

## Contact Us

	Address	102 South Clinton Street Iowa City, IA 52240
	Website	www.MidWestOne.bank
	Telephone	800.247.4418



## Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MKT	XX4356	\$50,994.20

### Thank you for choosing MidWestOne Bank for your Savings Account!

Your savings account is limited to six withdrawals of any kind each statement cycle. An activity service charge fee of \$10.00 is assessed if this limit is exceeded during the statement cycle. As part of our COVID financial hardship program, we waived this fee for all savings account customers starting on May 1, 2020. This fee will be reinstated beginning with your first statement cycle after December 31, 2020. To avoid this fee, make six or fewer withdrawals or transfers from your savings account during the statement cycle that begins in December.

If you are regularly making more than six withdrawals or transfers from your savings account in a month, we have other products that may be better suited to your financial needs. Please contact a Personal Banker to discuss other product options.

## BUSINESS MONEY MKT-XX4356

### Account Summary

Date	Description	Amount
10/01/2020	Beginning Balance	\$50,983.72
	1 Credit(s) This Period	\$10.48
	0 Debit(s) This Period	\$0.00
10/30/2020	Ending Balance	\$50,994.20

### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.25%
Interest Days	30
Interest Earned	\$10.48
Interest Paid This Period	\$10.48
Interest Paid Year-to-Date	\$162.25
Minimum Balance	\$50,983.72
Average Ledger Balance	\$50,983.72
Average Available Balance	\$50,983.72

### Other Credits

Date	Description	Amount
10/30/2020	INTEREST	\$10.48

1 item(s) totaling \$10.48

11/5/20

H-2



Date	10/30/20	Page	1
Primary Account			617571
Enclosures			2

1021135

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	10/01/20 thru 11/01/20
Previous Balance	29,665.88	Days in the statement period	32
2 Deposits/Credits	6,378.47	Average Ledger	28,742.39
1 Checks/Debits	7,853.50	Average Collected	28,742.39
Service Charge	.00	Interest Earned	13.86
Interest Paid	13.44	Annual Percentage Yield Earned	0.55%
Current Balance	28,204.29	2020 Interest Paid	138.24

Activity in Date Order

Date	Description	Amount	
10/15	Deposit/Credit	1,107.96	30,773.84
10/22	Transfer from x7571 to x5358	7,853.50-	22,920.34
	October Claims		
10/26	Deposit/Credit	5,270.51	28,190.85
10/31	Interest Deposit	13.44	28,204.29

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
10/01	29,665.88	10/15	30,773.84	10/22	22,920.34
10/26	28,190.85	10/31	28,204.29		

Interest Rate Summary

Date	Rate
9/30	0.550000%

\* 0 1 4 2 0 0 9 0 8 0 2 0 2 0 0 0 \*

11/5/20  
ky

I

TRUST ACCOUNT REPORT for October 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
October 31, 2020 \$ 10.48 \$ 50,994.20 H-1

Fidelity Bank and Trust Budgeted Bank Account
Balances September 30, 2020 \$ 28,952.50 \$ 29,665.88

Deposits

October 15, 2020
Candy / Snack sales \$ 0.50
Randy's Roundup Fundraiser \$ 651.09
DQ Night Fundraiser \$ 382.11
Masks \$ 60.00
Conscious Box \$ 1.11
Friends booksale / donation \$ 13.15 \$ 1,107.96

October 26, 2020
Amayllis Kit Materials Fees \$ 45.00
Adopt a book \$ 15.59
Friends / SLP donation \$ 199.00
Friends / HRDP grant match \$ 5,000.00
Conscious Box \$ 6.92
Friends booksale / donation \$ 4.00 \$ 5,270.51

October 31, 2020, 2020
Interest \$ 13.44 \$ 13.44 \$ 6,391.91

Debits:

October 22, 2020
Kanopy Streaming Video (fundraising) \$ 22.00
Adopt-a-book donations \$ 48.14
Digmann donation for LP \$ 51.86
Tauke Memorial \$ 55.50
Microfiling & Digitizing (HRDP) \$ 7,676.00 \$ 7,853.50 \$ 7,853.50

Balances October 31, 2020 \$ 21,099.00 \$ 28,204.29 H-2

J

**Trust Account Income & Expenditure Report FY21**

		In account	New Deposits					
Amount In MidWest One		\$50,951.61						
Amount In Fidelity		\$21,466.58						
<b>INCOME:</b> (as of July 1, 2020)								<b>REMAINING:</b>
<b>DONATIONS &amp; CONTRIBUTIONS:</b>								<b>DONATIONS:</b>
FY19 & 20 Raffles	FY19	-\$150.00						-\$150.00
Previous Fundraisers		\$12,568.84		Jul-20	Kanopy	\$14.00		\$12,504.84
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		Oct-20	Kanopy	\$22.00		\$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						\$348.99
	Jul-20		\$2.00					
	Aug-20		\$3.00					
	Sep-20		\$7.00					
	Oct-20		\$0.50					
Plant Sale	Previous	\$725.17						\$790.17
	Sep-20		\$20.00					
Amaryllis Kit Fees	Oct-20		\$45.00					
Mask Sales	Oct-20		\$60.00	Sep-20	ASLP Incentives	\$60.00		\$0.00
Dairy Queen Fundraiser	Aug-19	\$371.42						\$371.42
	Oct-20		\$382.11					\$382.11
Country Junction / STEM	Apr-20	\$500.00						\$500.00
Randy's Market - Roundup	Oct-20		\$651.09					\$651.09
Donations								
Unspecified donations brought forward		\$1,462.14		Jul-20	Facebook Ads	\$4.15		\$1,268.73
Don and Jane Menke donations		\$465.00		Sep-20	Facebook Ads	\$20.00		\$465.00
Bilotta donation	Sep-13	\$500.00		Sep-20	ASLP incentives	\$169.26		\$500.00
William's Chiropractic	16/17	\$456.16						\$456.16
Medical Assoc	Apr-17	\$425.00						\$425.00
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		Oct-20	LP	\$51.86		\$71.48
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 prog	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								\$4,657.95
Lion's Club - LP	Previous	\$15.86						\$15.86
Conscience Box	Previous	\$1,677.76						\$1,696.69
	Jul-20		\$1.85					
	Aug-20		\$9.40					
	Sep-20		\$0.76					
	Oct-20		\$6.92					
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						\$432.01
	Jul-20		\$200.00					
	Aug-20		\$152.45	Aug-20	Books	115.02		
				Sep-20	Books	82.61		
	Oct-20		\$15.59	Oct-20	Books	48.14		
Friends - bksale	Previous	\$412.09						\$528.35
	Jul-20		\$20.25					
	Aug-20		\$28.25					
	Sep-20		\$49.50					
	Oct-20		\$18.26					
Friends - Menke memorial	Jan-20	\$30.00						\$30.00
Summer Reading Program 20	Previous	-\$696.87						\$52.31
Friends contribution	Jul-20		\$763.42	Aug-20	SRP supplies	\$74.24		
Friends contribution	Oct-20		\$199.00	Sep-20	SRP supplies	\$139.00		
TACKL	Previous	\$601.90						\$751.90
	Aug-20		\$150.00					
Kennedy Donation for art or building	May-08	\$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		\$231.09
				Sep-20	Books	\$63.26		
				Oct-20	Books	\$55.50		
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								\$4,971.52
<b>GRANTS:</b>								<b>GRANTS:</b>
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					\$4,940.00
Friends Match	Oct-20		\$5,000.00	Oct-20	Microfilming	\$7,676.00		
<b>INTEREST DEPOSITS</b>								
remaining from previous years		\$3,706.15						\$3,762.51
	Jul-20		\$20.74					
	Aug-20		\$11.18					
	Sep-20		\$11.00					
	Oct-20		\$13.44					
<b>TOTAL DEPOSITS</b>			\$15,638.71	<b>TOTAL EXPENDITURES:</b>		\$8,901.00	<b>Balance</b>	\$28,204.29

**Memorials and Donations October 2020**

K

From: **Randy's Neighborhood Market - Roundup**  
Donation: \$651.09  
Fund: Library Trust Account  
Restrictions: Fundraiser for library collections & services

From: **Paul Zurawski**  
Donation: \$15.59  
Fund: Library Trust Account  
Restrictions: Adopt-a-book for specific titles

From: **Dairy Queen Night Fundraiser**  
Donation: \$382.11  
Fund: Library Trust Account  
Restrictions: Fundraiser for library collections & services

From: **Mask sales**  
Donation: \$60.00  
Fund: Library Trust Account  
Restrictions: Reimbursement for SLP incentives

From: **Amaryllis Kit Materials Fee**  
Donation: \$45.00  
Fund: Library Trust Account  
Restrictions: Amaryllis Kit expenses

From: **Friends of the JKPL**  
Donation: \$199.00  
Fund: Library Trust Account  
Restrictions: Children's Summer Library Programs

From: **Friends of the JKPL**  
Donation: \$5,000.00  
Fund: Library Trust Account  
Restrictions: Match for HRDP Microfilming & digitizing grant

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

YouTube Live Storytime: (C)

October 1, 2020

Time for preparation & performance – 2 hrs (pd)  
Supplies: Computer and book

October 8, 2020

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

YouTube programs - not recorded

Theme: Bears

YouTube Live Views: 2

Theme: Spiders

YouTube Live Views: 2

YouTube Live Storytime Activity: (C)

October 1, 2020

Time for preparation & performance – .5 hrs (pd)  
Supplies: Sandpaper bears & cinnamon sticks

October 8, 2020

Time for preparation & performance – 1 hrs (pd)  
Supplies: Egg cartons, googly eyes, & chenille stems

Facebook and YouTube programs

Theme: Bears

Facebook Views / Engagements: 102 / 7

YouTube Views: 8 Kits distributed: 0

Theme: Spiders

Facebook Views / Engagements: 168 / 4

YouTube Views: 6 Kits distributed: 12

YouTube Live StoryTime and Craft: (C)

October 15, 2020

Time for preparation & performance – 1.75 hrs (pd)  
Supplies: Felt story, construction paper, foam pieces & glitter dots for craft kits

October 22, 2020

Time for preparation & performance – 4.5 hrs (pd) 1 hr (vol)  
Supplies: CDs & copies for craft

October 29, 2020

Time for preparation & performance – 2 hrs (pd) .5 hr (vol)  
Supplies: Flannel board, dixie cups, soil, bean seeds, craft sticks, and cotton for craft kit

YouTube programs – recorded & posted

Theme: Emperor's New Clothes

YouTube Live Views: 0 / Views: 8

Facebook Views / Engagements: 33 / 2

Kits distributed: 5

Theme: Goldilocks & the Three Bears

YouTube Live Views: 2 / Views: 6

Facebook Views / Engagements: 38 / 3

Kits distributed: 0

Theme: Jack & the Beanstalk

YouTube Live Views: 2 / Views: 10

Facebook Views / Engagements: 55 / 5

Kits distributed: 5

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

October 7, 2020 (performed outdoors / socially distanced):

Total attendance at 4 sessions – 70 children & caregivers;

Time for preparation & performance – 2 hrs (pd)

Supplies: Books

Theme: Fall

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)

October 7, 14, 21, & 28, 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: 25

Books for Lunch Book Club (First Monday of each month) – *Under the Wide and Starry Sky* (A) Zoom

October 5, 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

Total attendance: 11

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

October 6, 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) Zoom program  
 October 13, 2020 Total attendance: 5  
 Time for preparation & performance – 2.25 hr (pd)  
 Supplies: ILL books, available on Bridges ; Computer and Zoom software

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  
 October 2020 Total attendance: 21  
 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  
 October 2020 Participation: 0  
 Time for preparation & performance - .25 hrs (pd)  
 Supplies: None; No one submitted info so no prize needed

JKPL Writing Group (3<sup>rd</sup> Monday of each Month)(A) Zoom program  
 October 19, 2020 Total attendance: 3  
 Time for preparation & performance – 1.5 hrs (pd)  
 Supplies: Computer & Zoom software

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

Coloring, Creating & Doing – Virtually (A) Remote / passive curbside program  
 October 2020 Total participation: 31  
 Time for preparation & performance - 1 hrs (pd)  
 Supplies: Copies of coloring pages and activities– delivered via curbside

Virtual Coffee and Creating (A) Zoom program  
 October 16, 2020 Total participation: 0  
 Time for preparation & performance - .25 hrs (pd)  
 Supplies: No one requested zoom link so not held.

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

Virtual Game Night featuring One Night Ultimate Werewolf (F) Discord program  
 October 23, 2020 Total attendance: 4  
 Time for preparation & performance – 1.5 hrs (pd)  
 Supplies: One Night Ultimate Werewolf board game, Discord app

Final Friday Tech Virtual Program (Last Friday of each Month) Zoom program  
 October 30, 2020 Total attendance: 2  
 Time for preparation & performance – 1.25 hrs (pd)  
 Supplies: Computer and Zoom software

Building Creativity one Block at a Time (LEGO® program) (C) Facebook Lego Challenge  
 Not held in October

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

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

STEAM Fun Fridays – Catapults (F) October 2, 2020 Time for preparation & performance – 2 hr (pd) Supplies: Craft sticks, rubber bands, candy corn and pumpkins 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: 62 / 5 YouTube views: 13
Banned Books Week: Staff Book Talks (A) September 27-October 2, 2020 Time for preparation & performance – 1.25 hrs (pd) Supplies: Books and computer	Facebook & YouTube program Facebook Views / Engagements: 28 / 6 YouTube Views: 3
Banned Books Week: Virtual Trivia Contest (A) September 27-October 2, 2020 Time for preparation & performance – 2 hrs (pd) Supplies: Books and computer; prize	Facebook & YouTube program Facebook Views / Engagements: 108 / 22 YouTube Views: 30
Take Home Horticulture Kits – Soils Test October 7, 2020 Time for preparation & performance – .75 hrs (pd) Supplies: Kits and video provided by ISU Extension, Ray Kruse	YouTube & Facebook program Facebook Views / Engagements: 342 / 12 4 hrs vol Kits distributed: 11
STEAM Fun Fridays – Hoover Craft (F) October 9, 2020 Time for preparation & performance – 2 hr (pd) Supplies: CDs, bottle caps, and hot glue. 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: 10 / 2 YouTube views: 5
Learn to Play - Not held this month	
Third Thursday Virtual Program – Heroism & Humanity Behind German Lines October 15, 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 – Ghost Poppers (F) October 16, 2020 Time for preparation & performance – 2 hr (pd) Supplies: Balloons, paper cup, google eyes, markers, paper & pompoms. Kit provided for this activity. STEAM Fun Fridays provides demonstrations of how to make and do things at home, typically using common household items.	Facebook & YouTube program Facebook Views / Engagements: 42 / 5 YouTube views: 20 Kits distributed: 6
Horror Movie Trivia October 16, 2020 Time for preparation & performance – 1.5 hrs (pd) Supplies: Computer, Horror movie trivia from IBDB	Facebook program Facebook Views / Engagements: 31 / 5 Facebook Live: 4
STEAM Fun Fridays – Halloween Handprint Cards (F) October 23, 2020 Time for preparation & performance – 2 hr (pd) Supplies: Construction paper, glue, scissors & google eyes STEAM Fun Fridays provide demonstrations of how to make and do things at home, using common household items. No kits are provided	Facebook & YouTube program Facebook Views / Engagements: 38 / 3 YouTube Views: 5
Xavier School Trunk or Treat (C) October 24, 2020 Time for preparation & performance – 2 hrs (pd) Supplies: Spork craft kits provided to this event	Total attendance: 50

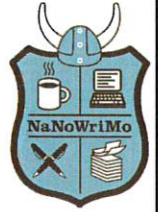
Teentober Digital Challenge (YA) October 12-25, 2020 Time for preparation & performance – 2 hrs (pd) Supplies: No supplies needed.	Passive Program	Participants: 0
Battle of the Brains Trivia Smackdown (YA) October 28, 2020 Time for preparation & performance – 4 hrs (pd) Supplies: Computer, zoom software, google forms	Zoom event	Participants: 5
Ghouls Night Out Pop-Up Library (A) October 29, 2020 Time for preparation & performance – 9 hrs (pd) Supplies: Pop-up library supplies, adult books to give away, library swag for prize baskets		Participants: 64
Board Games Demo – Not held his month.		
STEAM Fun Fridays – Harry Potter Coding Wand (F) October 30, 2020 Time for preparation & performance – 2 hr (pd) Supplies: Harry Potter Coding Wand from L.o.T. STEAM Fun Fridays provide demonstrations of how to make and do things at home, using common household items; or demonstrating items from the Library of Things. No kits are provided	Facebook & YouTube program Facebook Views / Engagements:50 / 2 YouTube Views: 10	
Let's Reminisce Virtual Gathering (F) October 30, 2020 Time for preparation & performance – .15 hrs (pd) Supplies: No registration.	Zoom program	Total attendance: 0
Virtual Double Creature Feature Movie Night (F) October 30, 2020 Time for preparation & performance – 6 hrs (pd) Supplies: Participants used Zoom room to interact, and watched same movies on Kanopy at same time	Zoom & Kanopy program	Total attendance: 9
Halloween Fest: Stories (C) October 31, 2020 Time for preparation & performance – 1.75 hrs (pd) Supplies: Chair, carpet squares, story Sponsored by Spoden Construction – Love My Library		Total attendance: 17
Halloween Fest: Crafts and Treats (C) October 31, 2020 Time for preparation & performance – 8 hrs (pd) 10 hrs (vol) Supplies: Candy, craft kits – spider, bat, scarecrow & frame Sponsored by Spoden Construction – Love My Library		Total attendance: 71
Halloween Fest: Photobooth (F) October 31, 2020 Time for preparation & performance – 2.5hrs (pd) Supplies: Green screen, Halloween props, GIMP program & computer Sponsored by Spoden Construction – Love My Library		Total attendance: 15
Halloween Fest: Books for Treats (F) October 31, 2020 Time for preparation & performance – 3 hrs (pd) Supplies: Books, Pop-up Library items Pop-up Library sponsored by DACF, DGLR, & Friends		Total attendance: 71
Spooky Cemetery Stories (F) October 24 & 31, 2020 Time for preparation & performance – 9 hrs (pd) Supplies: Copies, flashlight, chairs and camera for video	Facebook & YouTube program Facebook Views / Engagements: 82 / 21 YouTube Views: 22	

Mars Base Camp STEM Kits (YA)		Participants: 0
October 12-31, 2020		
Time for preparation & performance – 2 hrs (pd)		
Kits provided by 4-H. Delivery was delayed so program was postponed.		
FrankenToys (C)	Facebook program	Kits distributed: 3
October 19-31, 2020		Facebook Views / Engagements: 18 / 3
Time for preparation & performance – 2.5 hrs (pd)		
Supplies: No supplies needed.		
Creation Station Crafts: Spork Bat Kits (F)	Facebook & YouTube program	
October 1-31, 2020		Facebook Views / Engagements: 55 / 5
Time for preparation & performance – 3 hrs (pd)		Kits distributed: 15
Supplies: Sporks, sticker eyes, construction paper, bags		YouTube Views: 5
Kits were provided via curbside service		
Book Character Pumpkin Decorating (F)	Passive Program	
October 1-31, 2020		Kits distributed: 0
Time for preparation & performance – .5 hrs (pd)		
Supplies: Pumpkins donated by a patron		
Kits were provided via curbside service		
Pet Costume Photo Contest (F)	Passive Program	
October 1-31, 2020		Participants: 4
Time for preparation & performance – .75 hrs (pd)		
Supplies: Prizes for winner		
Thinking of You Upcycle Cards (A)	Youtube & Facebook program	
October 1-31, 2020		Facebook Views / Engagements: 82 / 1
Time for preparation & performance – 1 hrs (pd)		Kits distributed: 8
Supplies: Card fronts and card stock		YouTube views: 5
Adult Crafternoon Take and Make: Toilet paper pumpkins (A)	YouTube & Facebook program	
October 12-31, 2020		Facebook Views / Engagements: 102 / 1
Time for preparation & performance – 2.5 hrs (pd)		YouTube views: 10
Supplies: Used books, buttons, googly eyes, cards stock,		Kits distributed: 44
decorations, and instructions		
Programs held in September but still hosted and available to view or engage with on social media		
October 1-31, 2020 - 20 programs	Facebook Views / Engagements: 115 / 14	YouTube Views: 50

## Upcoming Events for November

m

**November is National Novel Writing Month (NaNoWriMo)!** NaNoWriMo is a fun, informal approach to creative writing, with participants working towards the goal of writing 50,000 words by 11:59 pm on November 30. This year the library is unable to host in-person events due to COVID-19 but we still want to encourage you to participate no matter if you are writing a novel, poetry, or short stories! Writers are encouraged to register on the official NaNoWriMo website (adults at [nanowrimo.org](http://nanowrimo.org) and young adults at [ywp.nanowrimo.org](http://ywp.nanowrimo.org)) and take advantage of all their helpful tools. Once registered, call or email Ann at the library at [aboeckenstedt@dyersville.lib.ia.us](mailto:aboeckenstedt@dyersville.lib.ia.us) to be entered into a drawing for a writer's gift pack from the library. The official NaNoWriMo website has coaches to answer your questions and they are doing a special give-away this year for a uniquely designed book cover for the novel you are working on (*30 days, 30 covers*). Sign up today and get writing!



**November 1—15: The Chair-ity Fundraiser Silent Auction Continues!** Several chairs, stools, signs, and other wooden items have been donated for this year's fundraiser. All items are on display in the library and photographs are posted on the library's Facebook page and website ([www.dyersville.lib.ia.us](http://www.dyersville.lib.ia.us)). A "hybrid" silent auction of the donated items is being held through November 15. **The silent auction will end promptly at 3:00 pm on November 15.**



- Bids can be placed in person at the library during an appointment, by calling the library, or emailing [librarian@dyersville.lib.ia.us](mailto:librarian@dyersville.lib.ia.us).
- The highest bid will be listed along with the photo of the item on the library's website.
- 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.

Also, voting for the Most Creative, Best Seasonal, and People's Choice (overall favorite) submissions continues through November 8. Ribbons will be put on the winning items starting on November 9. All of the proceeds raised at this event will be used to support the library's services and collections.

**November 1—3: Downtown StoryWalk™ Continues.** Pages from the classic story *The Vanishing Pumpkin* are displayed sequentially in the windows of the library and participating downtown businesses. Scan the QR code on the last page of the story, enter some information, and get entered into a drawing for a copy of the book. If you do not have a Smartphone, you may stop by the library 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. A map of the page locations can be picked up at the library or downloaded off the calendar on the library's website.



**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 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 that too!

**November 1—30: Dancing Scarecrow Craft Kit.** Just because the library isn't open for gatherings, doesn't mean we can't help you get crafty at home! Pick up a craft kit from the library, watch the demo video at home, and get crafting! Library staff member Shannon has created a video for how to make this dancing scarecrow. The video will be available to view on the library's Facebook or YouTube pages starting November 1. The kit includes all needed supplies and can be picked up via curbside delivery or by appointment. Kits are available while supplies last.



**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](mailto: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.** 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).

**Monday, November 2: 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 and includes 1 bulb, pot, soil, and more. 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 at the library.
- Kits and virtual how to program will be available starting November 2.



**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](mailto: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, November 3: 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](mailto: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. For an invitation to attend, contact Shirley at [svonderhaar@dyersville.lib.ia.us](mailto:svonderhaar@dyersville.lib.ia.us).

**Thursdays, November 5 and 19: Virtual Storytime with Miss Kim.** Join Miss Kim for fun pre-recorded storytimes and activities! This month we will be presenting traditional tales with the flannel board. There will be take-home crafts for each session available for pick up, some will be edible. All storytimes will be pre-recorded and posted on the library's YouTube and Facebook pages.



**Friday, November 6: Virtual S.T.E.A.M. Fun Fridays with Suspension Bridges.** 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 a suspension bridge out of simple household items.

**Monday, November 9: Adult Crafternoon Take-and-Make: Face Mask Lanyards.** While we still aren't able to gather together in the library, the JKPL is offering a monthly, adult take-and-make craft activity. Since face masks are likely to be recommended for a while yet, why not make a colorful lanyard to help you keep track of them? And if you don't need it for a mask, it can be used for something else! The video for how to do the craft will be posted on the library's Facebook and YouTube pages on November 9. Kits include most supplies needed and can be picked up via curbside service or by appointment. Kits available while supplies last.



**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](mailto:dschrandt@dyersville.lib.ia.us) by 12 noon on the day of the program so a link can be emailed to you.



**Thursday, November 12: Miss Kim Visits Prairie Patch Farm**

Join Miss Kim in her visit to Prairie Patch Farm in Cedar Rapids. She will meet some special llama guests, go on a hike with them, and even read them a book! This pre-recorded session will be posted on the library's YouTube channel and Facebook page.



**Friday, November 13: Virtual Tea with Miriam**

Join Miriam Eick as she celebrates all things tea! She will share her stories of why she enjoys attending teas; give us a look at her personal collection of teapots and teacups; and discuss the benefits of drinking tea, either by yourself or with a group of friends. As you prepare to watch this program why not make yourself a cup of tea? This video will be pre-recorded and posted to the library's Facebook and YouTube pages. This library will also be giving out free samples of tea to make at home. Pick yours up via curbside delivery or by appointment.



**Friday, November 13: Virtual S.T.E.A.M. Fun Fridays with Salt Crystal Apples.** 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 salt crystal apples using simple household items.



**Friday, November 13: International Games Week Virtual Game Night from 6:00—8:00 pm.** This year for International Games Week we are going virtual! Join us for this game night where everyone will join together to virtually play *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](mailto: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 9:00 am—5:00 pm.** Make a LEGO® creation at home, take a picture, and tag both the library AND DuTrac Community Credit Union on social media to be entered for a chance to win a LEGO® set! This month's theme is "Stuck at Home." Pictures of creations must be posted between 9:00 am—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.

**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 or 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—30: Glow Stick Dance Party.** November can be a dark and dreary month so the library is here to help you lighten things up with a take-home Glow Stick Dance Party kit! Each kit includes 10 glow sticks, tape to attach the sticks to your clothing, and a kid-friendly music playlist selected and compiled from Freegal, the JKPL's streaming service for songs, albums and more. How do you have a glow stick dance party? It's easy! Tape the activated glow sticks to your clothing, turn on some music, turn off the lights, and dance, dance, dance! Make it even more fun by setting up your mobile device to record your moves. Post your video to the library's Facebook page to get your name entered for a prize drawing. This program is for all ages, but especially geared to kids and families.



**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 11:00 am on Monday, November 16 and provide an email address as an invitation to the Zoom meeting will be emailed to you. If you do not have an email address or a device to participate on, please call and talk with Ann about an alternative way to participate.

**Tuesday, 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](http://www.josephlevalley.com). Please call or email the library ([dschrandt@dyersville.lib.ia.us](mailto: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.



**Wednesday, November 18: Cooking with an Air Fryer**

Join librarian, and air fryer user Dawn, for this pre-recorded cooking demo using an air fryer. Air fryers are great because they save time, cut the fat needed to cook with, and make cooking everyday items easier and tastier. In this demo, Dawn will cook BBQ chicken wings, bacon, and tater tots and show you how versatile this piece of equipment can be. This video will be posted to the library's Facebook and YouTube pages so you can watch it at your convenience. Mark your calendars to join Dawn on December 3 for a live, virtual cooking class with the Air Fryer!



**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 historian, Sarah Uthoff, for this historical musing set in 1894 in Lamar, Missouri. Watch as Wilder sits behind her writing desk thinking back over her life and composing the very first article she ever wrote and had published. That article, a summary of her diary entries about her trip from De Smet, South Dakota to Mansfield, Missouri, would eventually be published in an edited version as the book *On the Way Home*. Advance registration is required so please email [librarian@dyersville.lib.ia.us](mailto:librarian@dyersville.lib.ia.us) to receive the registration link.



**Friday, November 20: Virtual S.T.E.A.M. Fun Fridays with Add and Fill Turkey Game.** 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 and play this Add and Fill Turkey game using simple household items.



**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](mailto:librarian@dyersville.lib.ia.us) by 5:00 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 contact librarian Ann B. by 10:00 am on Friday, November 20 at [aboeckenstedt@dyersville.lib.ia.us](mailto:aboeckenstedt@dyersville.lib.ia.us) 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](mailto: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.



**Monday, November 23: Virtual S.T.E.A.M. Fun Holiday with a Paper Turkey Craft kit.** Children and families are invited to tune in to the library's Facebook or YouTube pages to discover and create something new. This week library staff member Shannon will show you how to make a fun paper turkey. This craft comes with a kit! Watch the video and then head to the library to pick up your kit via curbside delivery or by appointment. All supplies for the craft are included in the kit except for glue. Kits available while supplies last.



**Thanksgiving Hours:**

**Wednesday, November 25:** Library closes at 5:00 pm  
**Thursday, November 26:** Library closed



**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@dyersville.lib.ia.us](mailto: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.

**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](mailto: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



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



- 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](mailto:librarian@dyersville.lib.ia.us)) and the Friends will fill the request if they are able.
- All funds from this special used book sale go to the Friends of the James Kennedy Public Library.



**Cooking with an Air Fryer  
Thursday, December 3 @ 6:00 pm**

Join us for a live, virtual cooking class using an air fryer! This program will be held live on Zoom so you can cook along or just watch. Check out how easy it is to use an air fryer and get your questions about this piece of kitchen equipment answered! Registration is required by November 30 in order to receive the invite to the class. An ingredient list will be provided the Monday before the class for those that want to cook along. This class will be recorded and posted to the library's YouTube and Facebook pages.



**Around the Farm Table with Inga Witscher  
Saturday, December 12 @ 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 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@dyersville.lib.ia.us](mailto:dschrandt@dyersville.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/>



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

- \*Sign up for our weekly email newsletter
- \*Visit our website at [www.dyersville.lib.ia.us](http://www.dyersville.lib.ia.us)
- \*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



# November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Ready-Set-Grow: Amaryllis Bulb Books for Lunch @ 12pm	3 Dungeons & Dragons @ 6pm	4 Virtual Sit 'n Stitch from 1-3pm	5 Virtual Storytime	6 Virtual S.T.E.A.M. Fun Fridays	7
8	9 Voting for Chair-ity ends  Mask Lanyard Craft Kits November 9-30	10 A Novel Approach to Faith book discussion @ 7pm	11 Virtual Sit 'n Stitch from 1-3pm	12 Miss Kim Visits Prairie Patch Farm	13 Virtual S.T.E.A.M. Fun Fridays Virtual Tea with Miriam International Games Week Virtual Game Night @ 6pm	14 Building Creativity One Block at a Time: a LEGO® program from 9am-5pm
15	16 Chair-ity Silent Auction ends @ 3pm  Layette Quilt Display & Sale: November 16- December 23  Glow Stick Dance Party November 16-30	17 Journalism in Truth & Fiction @ 6:30pm	18 Cooking with an Air Fryer Demo  Virtual Sit 'n Stitch from 1-3pm	19 Virtual Storytime  Around the Bend in the Road @ 6pm	20 Virtual S.T.E.A.M. Fun Fridays  Coffee & Creating @ 9:30am  Let's Reminisce...@ 1pm  Virtual Bad Movie Night @ 6pm	21
22	23 Virtual S.T.E.A.M. Fun Holiday Craft Kit	24	25 Virtual Sit 'n Stitch from 1-3pm  Library closes @ 5pm	26  Library Closed	27 Final Friday Virtual Tech Help from 3-5pm	28
29	30	National Novel Writing Month November 1-30	Coloring, Creating & Doing November 1-30	Dancing Scarecrow Craft Kits November 1-30	Upcycled Card Craft Kits November 1-30	Get Puzzled November 1-30

N

## Tentative Schedule of Upcoming Events - December 2020 and Beyond

NOTE: Due to pandemic, all programs for the near future will be planned as virtual, remote, outdoor, passive or Take and Make to ensure safe interactions and social distancing

**Layette Quilt Display and Sale continues until December 23!** 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. Layette or lap size quilts made by the group will be on display at the library thru December 23. These quilts are 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.

**December 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](mailto: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 January.

**December 1-31: Coloring, Creating and Doing @ Your Library.** 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 coloring pages feature seasonal and holiday designs. NOTE: If You need something to color with, miscellaneous colored pencils may be provided upon request (for you to keep) - just ask a staff member!

**Tuesday, December 1-31: Foam Holiday Craft Kits.** Just because the library isn't open for gatherings, doesn't mean we can't help you get crafty at home! Pick up a craft kit from the library, watch the demo video at home, and get crafting! Library staff member Shannon has created a video for how to put together these foam craft kits. The video will be available to view on the library's Facebook and YouTube pages starting December 1st. The craft kit for this project includes all needed supplies and can be picked up at an appointment or via curbside delivery. Kits available while supplies last.

**Tuesday, December 1-23: Christmas and Winter Take Home Crafts for Kids.** This month we will be providing kits with crafts for kids ages 2-6 and a kit with crafts for kids ages 7-11. Each kit will include supplies to create an age appropriate Advent calendar, so pick them up early! Other crafts include a candy bar snowman, craft stick reindeer picture frame, ribbon Christmas tree, a snowflake craft/ornament, and more! Kits will be available while supplies last.

**Tuesday, December 1: Virtual Dungeons and Dragons Players Club @ 6:00 pm.** Join us for this monthly virtual gaming event for D and D players. To join in, you must have a Discord account and a Roll20 account. Please message staff member Paul at [Pzurawski@dyersville.lib.ia.us](mailto: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, December 2, 9, 16, 23, 30: Virtual Sit and Stitch from 1:00—3:00 pm.** Grab your tablet, phone or computer along with your hobby and/or craft and join other crafters in this fun Zoom gathering. There is lots of laughs, great company, conversation, and even some crafting! New members are welcome to join at any time. For an invitation to attend, contact Shirley at [svonderhaar@dyersville.lib.ia.us](mailto:svonderhaar@dyersville.lib.ia.us).

**Thursday, December 3: Cooking with an Air Fryer @ 6:00 pm.** Join us for a live, virtual cooking class using an air fryer! Librarian Dawn will demonstrate how to make (recipe to be decided). This program will be held live on Zoom so you can cook along or just watch. Check out how easy it is to use an air fryer and get your questions about this piece of kitchen equipment answered! Registration is required by November 30 in order to receive the invite to the class. An ingredient list will be provided the Monday before the class for those that want to cook along. This class will be recorded and posted to the library's YouTube and Facebook pages.

**Friday, December 4: Virtual S.T.E.A.M. Fun Fridays with Fork Snowflakes.** Children and families are invited to tune in to the library's Facebook and 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 fork snowflakes using simple household ingredients.

**Saturday, December 5: Holiday Activities to be decided.**

**Monday, December 7: Books for Lunch Virtual Book Discussion @ 12:00 noon.** This month the group will discuss *Gingerbread* by Helen Oyeyemi. New members are welcome to join at any time. This group gathers on the first Monday of each month over Zoom. 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](mailto:librarian@dyersville.lib.ia.us) before 10:00 am on Monday, December 7 and an invitation will be emailed to you to join the discussion via Zoom.

**Tuesday, December 8: Inspirational Fiction: A Novel Approach to Faith Virtual Book Club @ 7:00 pm.** Join us for this book club that features a variety of books that weave religious faith into the characters and storylines. For this month we will be reading *Wake the Dawn* by Lauraine Snelling 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](mailto:dschrandt@dyersville.lib.ia.us) by 12 noon on the day of the program so a link can be emailed to you.

**Friday, December 11: Virtual S.T.E.A.M. Fun Fridays with Melted Snowman Kits.** Children and families are invited to tune in to the library's Facebook or YouTube page every Friday to discover and create something new. This week library staff member Shannon will show you how to make a melted snowman. Watch the video and then head to the library to pick up your melted snowman craft kit.

**Friday, December 11: Virtual Game Night @ 6:00 pm.** Join us for this game night where everyone will join together virtually to play *Among Us*. To participate, you must have a Discord account and will need to download the game on your computer or a Smart device. Note: The device 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.

**Saturday, December 12: 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 "Winter Wonderland." Pictures of creations must be posted between 9:00am-5:00 pm on December 12. This LEGO® program is part of a monthly LEGO® building block program at the library sponsored by DuTrac Community Credit Union.

**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 a 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 for a period of time 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@dyersville.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 @ 2:00 pm.** Details to be decided. Will likely be a virtual / zoom program on making your own cocoa mix or cooking with chocolate with kits to pick up plus some interaction / socializing while we drink our cocoa together.

**Monday, December 14: Adult Crafternoon Take-and-Make: Holiday Ornament.** While we still aren't able to gather together in the library, the JKPL is offering a monthly, adult take-and-make craft activity. UPDATE with description. The video for how to do the craft will be posted on the library's Facebook and YouTube pages on December 14. Kits include most supplies needed and can be picked up via curbside service or by appointment. Kits available while supplies last.

**Monday, December 14: Create Your Own Board Game Virtually!** Pick up a kit 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 own 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.

**Tuesday, December 15: Teen Wrap Battle @ 6:00 pm.** Are you able to actually wrap presents in a cool organized way? If so, show off your skills in our "Wrap Battle"! Teens will join together over Zoom for a timed contest where participants will each wrap a Christmas present within a time limit, then show off how well you did. The best wrapper will receive \$10 in Dyersville Dollars. Interested teens need to email Pzurawski@dyersville.lib.ia.us by Tuesday, December 15 at 5:00 in order to receive the invitation to the event. There will be fun, laughs and victory for the person with the best wrapping skills! For ages 12-18 only.

**Friday, December 18: Virtual S.T.E.A.M. Fun Fridays with Dish Soap Silly Putty.** Children and families are invited to tune in to the library's Facebook page every Friday to discover and create something new using supplies you have at home. This week library staff member Shannon will show you how to make dish soap silly putty using simple household ingredients.

**Friday, December 18: 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@dyersville.lib.ia.us](mailto: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. Please note: this event date was changed due to the Christmas holiday.

**Monday, December 21: JKPL Writing Group @ 6:30 pm.** This monthly writing group is for writers of all types whether it be poetry, memoir, fiction, or nonfiction. Meetings will allow time for members to read their work to the group. Feedback will be given, if desired. Optional writing exercises and writing prompts will be shared.

**Wednesday, December 23: Library closes at 5:00 pm**

**Dates to be decided: Jingle bells** at six o' clock on Christmas Eve to send Santa on his way. The JKPL will provide jingle bell take and make craft to give out so kids and families have bells to ring for what looks to be a national event. Details to be determined.

Thursday, December 24 - Saturday, December 26: Library closed

NOTE: WE ARE OPEN ON SUNDAY, DECEMBER 27.

**Thursday, December 31: New Year's Noon Party.** Investigate what we can do virtually. Take and make kits to make party hats, provide bubbles and noise makers. Special snacks? Do on Facebook or YouTube Live?

**Thursday, December 31: Library closes at 5:00 pm for New Year's Eve; Closed Friday, January 1, 2021.**

**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 READSsquared 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. (Will use scratch off cards if seems safe.) Details may be adjusted.

**Friday, January 1st-31st: Pigeon and Duck Puppets.** Just because the library isn't open for gatherings, doesn't mean we can't help you get crafty at home! Pick up a craft kit from the library, watch the demo video at home, and get crafting! Library staff member Shannon has created a video for how to make these Pigeon and Duck Puppets. The video will be available to view on the library's Facebook and YouTube pages starting January 1st. The craft kit for this project includes all needed supplies except for glue and can be picked up via curbside or by appointment. Kits available while supplies last.

**Strength Training for Older Adults Virtual Class!** In a normal world, we would be starting up the winter 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](mailto: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.

**Friday, January 8: Virtual S.T.E.A.M. Fun Fridays with a Walking Rainbow.** Children and families are invited to tune in to the library's Facebook page every Friday to discover and create something new using supplies you have at home. This week library staff member Shannon will show you how to make a walking rainbow using simple household ingredients.

**Thursday, January 14: Soup Supper Fundraiser from 4:30 - 7:30 pm.** Warm up this winter at the JKPL annual Soup Supper! This year's event will be carry out or drive thru only due to the pandemic. Join us for soup, crackers, bread, brownies, and beverages starting at 4:30 pm until we run out. This year's soups are chicken noodle, chili (gluten free), and potato (vegetarian). (soups to be confirmed) The soup is made and served by the JKPL Library Board and Fundraising Committee members. Price is \$6.00 per meal with soup refills for \$2.00 each. Proceeds from the fundraiser will be used to support the library's collections and services. Committee has yet to discuss pricing and if we will offer refills, etc.

**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](http://www.dyersville.lib.ia.us)). Not finding something you want to "love"? Bring your ideas to a librarian!

**Friday, January 15: Virtual S.T.E.A.M. Fun Fridays with Baking Soda and Vinegar Balloons.** Children and families are invited to tune in to the library's Facebook page every Friday to discover and create something new using supplies you have at home. This week library staff member Shannon will show you how to blow up balloons using simple household ingredients.

**Friday, January 22: Virtual S.T.E.A.M. Fun Fridays with Waterless Snow Globes.** Children and families are invited to tune in to the library's Facebook page every Friday to discover and create something new using supplies you have at home. This week library staff member Shannon will show you how to make waterless snow globes using simple household ingredients.

**Friday, January 29: Virtual S.T.E.A.M. Fun Fridays with Cotton Ball Penguins.** Children and families are invited to tune in to the library's Facebook page every Friday to discover and create something new using supplies you have at home. This week library staff member Shannon will show you how to make cotton ball penguins using simple household ingredients.

**Friday, January 29: National Puzzle Day Activities.** Details 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 March 1 to 28. The library will provide you an empty basket if you need one! All funds raised are used to support library programs, collections, and services. If necessary, a hybrid bidding process will be offered.

**Wednesday, February 3: World Read Aloud Day** - LitWorld founded World Read Aloud Day in 2010 in celebration of the power of reading aloud to create community, to amplify new stories, and to advocate for literacy as a foundational human right. Over the last eleven years, World Read Aloud Day has evolved into a global movement of millions of readers, writers, and listeners from communities all across the world coming together to honor the joy and power of reading and sharing stories, and continue expanding the definition and scope of global literacy. Activities to be decided.

**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.

**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.

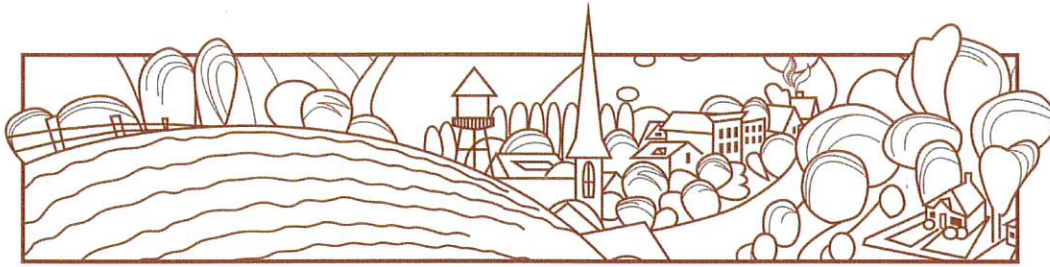
**Sunday, February 21: Miniature Golf @ Your Library from 5:00 to 8:00 pm.** Come to the library for this special after-hours event for all ages. For one night only, we'll turn the library into a mini-golf course! Come tee off between the stacks and navigate our book obstacles. The course will be designed 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.

**Monday, March 1: Build-A-Basket Fundraiser Silent Auction Begins.** Join us for the 9th Annual Build-A-Basket Fundraiser! Organizations, businesses, and individuals have donated some amazing baskets again this year. The silent auction starts March 1 and ends promptly at 3:00 pm on Sunday, March 28. Auction will be in person if possible or a hybrid if necessary. All proceeds will be used to support library services and collections.

**Read across America activities (March 3ish)**





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

**FUND ACTIVITY STATEMENT**  
 September 1, 2020 THROUGH September 30, 2020

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

⌘ JAMES KENNEDY PUBLIC LIBRARY ENDOWMENT ⌘

	<b>Current Month</b>	<b>Year-To-Date</b>
	September 1, 2020 - September 30, 2020	January 1, 2020 - September 30, 2020
<b>BEGINNING FUND BALANCE</b>	4,503.14	2,825.65
<b>Gifts</b>	0.00	1,610.74
<b>Investment Income (Loss)</b>	( 98.18)	7.98
<b>Other Income</b>	0.00	0.00
<b>Grants Approved</b>	0.00	0.00
<b>Fees</b>	-6.57	-45.98
<b>Fund Expenses</b>	0.00	0.00
<b>ENDING FUND BALANCE</b>	4,398.39	4,398.39

**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

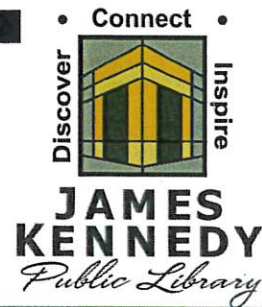
### Grant Detail for the Month

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.

# ANNUAL REPORT

## July 1, 2019 to June 30, 2020



In March 2020, the James Kennedy Public Library, along with most libraries in the state and nation, closed to the public due to the Covid-19 Pandemic. JKPL staff were able to continue working in the building so within a few days we were offering curbside service, virtual and remote programming, take and make kits, and promoting use of our electronic services. On June 3, the JKPL was able to reopen to the public by appointment with restrictions to support the safety of our community, users, and staff. Restrictions included limits on time in the building, number of people in the building at one time, number of computers, and no in-library programming, gathering, or lingering. All toys, puzzles, STEAM items, and furnishings were removed or blocked off. Curbside service continued to be offered and remote, virtual and electronic services were expanded. These restrictions continued into FY21. Concern about spreading the virus along with restricted services and access for 4 months out of the fiscal year had a significant impact on use.



### Message from the President



Mary Jane Meade  
President,  
JKPL Board of  
Trustees

Through the years, the James Kennedy Public Library has continually adapted to meet the changing needs of our community. Take a walk through our library shelves and you'll find more than just the latest best seller. Need games for your child's birthday party? Looking for tools to help with your DIY house project? Or perhaps an InstaPot to try a new recipe? JKPL's Library of Things can offer you all of these items - and more!

In addition to being a source of materials and information, 2020 has made it abundantly clear that our library is also a source of healing for our community. When presented with the challenge, JKPL quickly adjusted to the COVID pandemic, finding new ways to allow patrons to safely enjoy the services of our library. You can now utilize curbside pick-up or book an appointment to browse our shelves in person. The JKPL Board and staff would like to thank our outstanding community for their flexibility as we strive to keep everyone safe and healthy while continuing to provide library services to all.

# DISCOVER

## With Materials

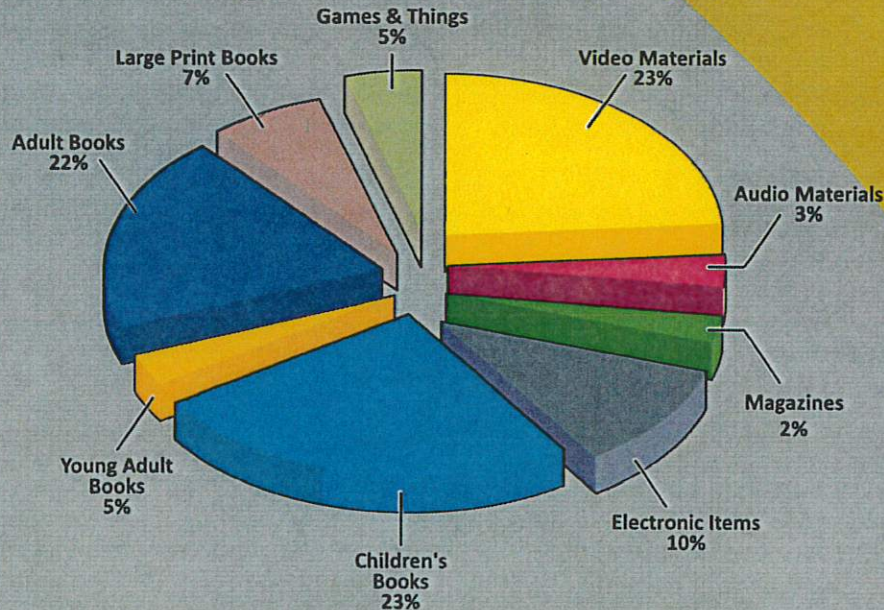
The average library card holder used 24 items provided by the JKPL. Based on an estimated value of \$35.00 per item, the value provided equals **\$840**



Physical Items (print, audio, video, games, etc. ) added to the Library Collection (purchased and donated)

**3,612**

### Usage by type of material



Number of Items of all types checked out by the James Kennedy Public Library

**120,163**

### Print

- Books
- Magazines
- Newspapers
- Large print materials

**Physical Collection:**  
**48,308 Print Books**  
**160 Magazines & Newspapers**

### Video

- Feature films for all ages
- Television series
- How-tos
- Documentaries

**Physical Collection:**  
**5,620 Items**



### Downloadable Materials

- 60,409 eBooks
- 27,435 eAudio
- 51 eVideos

### Audio

- Books on CD
- Books on playaway

**Physical Collection:**  
**1,833 Audiobooks**

Total VALUE of Items checked out

**\$4.21 million!**

## Computer Use

**5,853 PAC sessions**  
**3,811 PAC hours**  
**4,931 WiFi Use**  
**10,133 Website visits**

## Computer Services

- Public Access Computers (PAC) with Internet
- Children's Computers
- Laptops
- Tablets
- Wi-Fi

## Space & Equipment

- Creation Station
- Work & study spaces
- Community meeting rooms
- Gaming equipment
- Soft seating
- Fireplace
- Projection system
- Large screen TV & Blu-ray player
- Device charging station
- Train Table

**Number of People entering the library**  
**64,939**

**Number of People with Library Cards**  
**4,923**

**Number of Items Available - 144,622**  
**Checked out - 120,163**

**130 Volunteers**  
**Donated 5,365 hours**

# CONNECT

With Services

## Electronic Services

- eBooks and eAudio: BRIDGES, Freading & Tumblebooks



- eMagazines: BRIDGES



- Streaming Video: BRIDGES & Kanopy



- Music: Freegal

- Databases: Mango, BrainFuse, Gale, Credo, Ancestry Library Edition, & more



- Website with online catalog



- Social Media: Facebook, YouTube, Instagram, Twitter & Goodreads



**Meeting Space Use**  
**1,580 gatherings**

## Gaming & Library of Things

- Console & Board Games
- Puzzles
- Puppets
- S.T.E.A.M Items
- Equipment, Tools, & More

**Physical Collection:**  
**965 Items**

# INSPIRE

## With Programs

### In-House

Something for everyone!

- Book Clubs & Discussions
- Author Visits
- Movie Screenings
- Story Time & Early Literacy
- Life-Long Learning
- Seasonal Programs
- Gaming Activities
- Drop-in Learning
- Writing Events
- Music Events
- Computer & Technology Classes
- Active Learning
  - Crafting
  - Upcycling
  - Building blocks
  - Robotics & coding
  - Circuits
- Passive Programs
  - Coloring & Creating
  - Get Puzzled
- AND MORE

### Outreach & Remote

- Branching Out (visits to senior meals site)
- OutRead (story times at area schools & daycares)
- Programs at MercyOne Dyersville Senior Care & Ellen Kennedy Living Center
- Special programs & visits to schools
- Pop-up Library at Downtown Friday Night, Farmer's Market, Downtown Market and elsewhere
- Virtual and remote programming
- Take and make kits for all ages

### Program Participation

**19,308 people engaged with the 832 programs offered.**  
**Assuming a value of \$12.00 per program, JKPL users**  
**SAVED \$231,696**  
**while participating in activities provided by their library!**

### OPERATING BUDGET

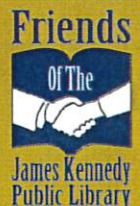
<b>Revenues:</b>	
Dyersville	\$414,488.00
Library Agency	6,791.00
State Funding	12,829.00
Fees (copier, printer, etc.)	3,238.00
<b>TOTAL</b>	<b>437,346.00</b>
<b>Expenditures:</b>	
Wages & benefits	\$313,504.00
Building (utilities & contracts)	41,807.00
Supplies & marketing	10,287.00
Equipment & repairs	6,886.00
Programs	2,449.00
Books & materials	62,413.00
<b>TOTAL OPERATING BUDGET</b>	<b>\$437,346.00</b>
<b>CAPITAL EXPENDITURES</b>	<b>\$29,945.00</b>

### Of Special Note...

**GRANTS:** The JKPL was awarded a total of \$12,500 in grants during FY20!  
 - State Library of Iowa LSTA Grant for Library of Things start up collection: \$10,000  
 - Dyersville Area Community Foundation Grant for Teen Space: \$500  
 - Dubuque Racing Association Grant for Read-alongs: \$2000

**FUNDRAISING:** The JKPL raised over \$10,500 at the fundraising events and activities managed by the JKPL Fundraising Committee Raffles, Wreath-it-Up Event, Christmas Cookie Walk, Soup Supper, Love My Library, Mystery Dinner, Build-a-Basket, Yard Sign Sales, Coloring Book Sales, Plant Sale, Snack Sales, and Pop-up Partnerships. These funds were allocated to enhance the library's collections and services.

**Friends of the JKPL**  
 sponsored over \$6,000  
 worth of special library  
 services and programs.  
**THANK YOU!**



### TRUST ACCOUNT

<b>Income</b>	<b>Expenditures</b>	<b>Remaining</b>
\$32,653.00	\$29,828.00	\$72,418.00

Thank you to everyone who supports the

**JAMES KENNEDY**  
*Public Library*

320 1st Ave. E. Dyersville, Iowa 52040 563-875-8912  
 Find out more at [www.dyersville.lib.ia.us](http://www.dyersville.lib.ia.us)

Notes from the November 5, 2020 Zoom meeting of the Executive Committee:

The Executive Committee of the James Kennedy Public Library met via Zoom at 5:30 pm on Thursday, November 5, 2020. Participants were chairperson Mary Jane Meade and members Karen, Kramer, Catherine O'Hea and Shirley Vonderhaar.

Mary Jane reported that she would be moving to the Dubuque area so felt she should step down from the role of President. She will continue serving on the Board for the time being she feels the President should be more locally available. She is planning to do this officially before the start of the November 10, 2020 meeting. Per standard protocols, current Vice President Karen Kramer will serve as President. As the current JKPL Constitution and Bylaws do not address succession in the case of an officer stepping down, revision of that document was sent to the Policy Committee. The Policy Committee has a proposal / draft document that will go to the Board as part of the Board packets on November 6, 2020 and will be on the agenda for discussion and approval at the December 8, 2020 regular meeting. The JKPL by-laws may be revised or amended at any regular meeting by a two-thirds vote, providing the proposed amendments are received by each library board member thirty days prior to the meeting.

The committee also talked about the current levels of Covid-19 in Dubuque County and the city council discussion at their meeting on November 2 regarding wearing a mask. While the library currently strongly encourages wearing a mask, we do not feel we can require it from the public unless it is a requirement for all city buildings. The committee would like to encourage the Mayor and City Council to take such action.

Notes from the November 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 Thursday, November 5, 2020. Participants were chairperson Mary Jane Meade and members Karen Kramer, Catherine O'Hea, Brenda Ingles, and Shirley Vonderhaar.

**Fareway event:** Brenda will touch base to see if they might be interested in doing anything.

**DQ Event:** \$382.11 was donated to the library from this event. This is \$10.00 more than was raised in August 2019.

**Expending / Utilization of Funds:** Shirley met with James Roberts, Director of Instructional Technology & Student Reporting at Western Dubuque Community School District regarding how the library might be able to support student needs, especially during the pandemic. The conclusion was that the best service the JKPL could offer would be to provide Hot Spots for families to check out and use at home. Shirley is investigating options for best prices and services and hopes to have these in our collection soon. Tech Soup does not currently have any devices available but Shirley identified another potential resource for service to education and non-profit organizations (thank you ARSL). Citizen Mobile offers Hot Spot service to non-profit and educational organizations for \$10 / month, \$120.00 per year per device. Depending on the cost per device, the committee agreed we could add 10 devices and if demand indicated we could consider adding more over time. Shirley has submitted the application and is waiting for approval.

**Chair-ity Event :** Ten items were donated for this fundraiser and current bids range from \$0.00 (a few have no bids) to \$100.00 The silent auction will continue until November 15. Bidding has been sparse and the committee suggested we put a couple of items and signage about the fundraiser outside the library while the weather was nice to catch people's attention. Along with that we would set out envelopes for donations to the library and for the endowment for people to drop in the drop box if they wanted to support the library but didn't want to bid on a chair. Shirley will try to do that this weekend as the weather is nice and the Toy Show is occurring.

Voting for favorite chairs continues until November 8 with ribbons being on from Nov.9-15. Voting is almost non-existent so Shirley encouraged everyone to vote before the end of the day on Sunday.

Due to the low numbers of items and bids, and because the library is only open by appointment, the committee feels that one person can manage the ending of the auction on November 15 so Shirley will manage.

**Quilt Raffle (Sale):** The event is scheduled for Monday, November 16<sup>th</sup> to December 23<sup>rd</sup>. Layette size and lap quilts will be sold for \$25.00 each with the library receiving \$10 from each sale. Quilts will be displayed in front room of the library and posted on social media and website. Visitors will be able to purchase the quilts by making an appointment to come in and look at them, or requesting and picking them up via curbside service.

**Christmas Cookie Walk:** Normally this event would fall on the first Saturday of December so December 5 from 10 to 2 pm. After discussion, due to the pandemic, the consensus of the committee was to NOT hold the cookie walk this year. The Committee talked about alternative activities we could hold during the library's holiday activities that day (still in planning stages) and wondered about a photo booth or other photo opportunity as so many people typically bring their children to get photos with Santa. Shirley will talk with a few people to see if there is an option that will be safe, fun, and raise funds.

**Mystery Dinner:** This event is currently scheduled to be held at the Dyersville Social Center on Saturday, February 13, 2021 with a snow date of Saturday, February 27th. J & D Catering will cater and Die Laughing is



confirmed as the performers. In the past, we would be discussion menu, if we need to adjust pricing, and starting to advertise in case people want to purchase for Christmas gifts. Due to the pandemic, the expectation is that this event will need to be cancelled, however the committee decided to wait to make that final decision, just in case there is a Christmas miracle.

**Soup Supper:** This annual event is typically held the 2<sup>nd</sup> Thursday of January - which this year would be January 14, 2021. After discussion, the committee felt we would be able to offer this event as a drive through or carry out activity. We will need volunteers to help work and each Board and Committee member will be asked to donate 4 or 5 quarts of either chicken noodle soup or chili. Last year we also offered vegetarian potato soup, provided by one Board member. The committee did not discuss specifically if they wanted to offer this option. More details will be decided at December meeting.

**Love My Library Giving Tree:** starts day of Soup Supper and runs to end of February. This event does not require people to come into the library so we should be able to hold as usual. It will start January 14 and continue to February 28.

**Build-a-Basket Fundraiser:** This annual event will start February 1. Easter is April 4 and we typically end it the Sunday before so the current plan would be for it to run February 1 to March 28, 2021.

**Wine and Beer Tasting:** National Library Week is April 4-10 and Easter is April 4. With the current pandemic, the committee expects this will not be held, however they decided to wait and see what the spring brings.

**Library or Dyersville brew or juice partnership:** A couple months ago, the committee talked about a possible partnership with Textile Brewing for a special library or Dyersville brew, with a portion of the sales going to support the library and / or other non-profits. There is nothing new on this idea, however the committee thought we should consider visiting with the owners of the new downtown juice bars, nuYOU and Vibe, to see if they might be interested in a partnership. The Committee will discuss this further at a future meeting.

**Other projects / activities we would like to consider:** Brenda shared a fundraiser partnership opportunity with Virtual Jump Park. Organizations select a month and provide a url link to their community to purchase a 3 hour pass at a discounted rate. For any sales, the partner organization would be \$10 per pass purchased. The committee thought December would be a good month as it would be the school break and people might be looking for things to do. Shirley will investigate and report back.

**Anything Else?** Catherine noted that the Sons of the American Legion had funds available to support community activities or needs, especially those related to history, veterans and the military. Shirley will talk with library staff to see if they have any projects that might fit.

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

## Marketing Committee Meeting Minutes: October 27, 2020

//

Conducted over email with Karen Tieskoetter, Danielle Will, and Dawn Schrandt

### 1. Annual Report

Shirley asked for guidance from the committee regarding the monetary values we use in the annual report to determine average value of an item the library purchases for the collection and the average value of a library program. The values we currently use were recommended by the marketing committee several years ago and Shirley asked us to discuss if we needed to adjust those prices. The current prices are \$10 for a library program and \$35 for an item for the collection. The committee had several email exchanges and members had differing opinions on if the program value should increase or not. We were fine with the value of an item for the collection remaining at \$35. Ultimately, we recommended that the program value increase to \$12.

### 2. Next meeting:

Schedule for Monday, November 23 at 5:15 pm over Zoom

Notes from Policy Committee email discussion – November 2020

Policy Committee chairperson Sue Engelbrecht and members Angela English and Ray Kruse responded to Shirley's request to discuss and draft revisions to two library policies. The consensus was that an in person / zoom meeting was not needed and the discussion could be held via email.

The first policy in question is the Constitution and Bylaws of the James Kennedy Public Library. An issue has arisen and in reviewing our documents in light of that, Shirley realized that our current bylaws are a bit lacking – they do not describe the duties of our officers or how replacements are installed if someone resigns or steps down from an office midterm. The proposed revision (clean copy attached) includes the following revisions:

1. Changes board of library trustees to Library Board of Trustees as that is the common usage
2. Article IV amended to include the duties of the President, Vice President and Secretary as well as a statement regarding how an officer will be replaced if they step down midterm.
3. Article VII amended to reference the Iowa Code and Chapter 22 of the Dyersville Code of Ordinance
4. Article X amended to add contract use reports and JKPL endowment report to the Agenda Consent Calendar.

Since this policy requires 30 days' notice before a change can be approved, this document is being included in the Board Packets (which you will receive at least 30 days in advance) and on the November agenda for discussion. The final version of it will be on the agenda for approval at the vote on it at the December meeting.

The second policy discussed by the Committee is one to address checking out Hot Spots. While we do not yet have these in our collection yet, we plan to provide them using funds raised by the Fundraising Committee and the Library Board as this was the item that was recommended by our contact at Western Dubuque (see notes from Fundraising Committee). Shirley recommended that we revise the Mobile Device Circulation Policy to include Hot Spots, and the Library of Things Collection Development and Circulation Policy, which reference the Mobile Device Circulation Policy. If we made these decisions now, we would be able to start checking them out as soon as they arrive.

The one decision that was not a clear consensus was who would be allowed to check out the Hot Spots. The current policy for Mobile Devices restricts use to full service patrons only. The discussion at the Fundraising Committee meeting and with some of the Policy Committee members was to consider offering them to full service patrons as the priority, but also allowing other eligible patrons who are not full-service, but meet all the other criteria to check out as well. This could be restricted to those that are referred by a school as being a family in need, or any eligible patron there are Hot Spots not in use. Since these items are being funded with money that was fundraised, some of the funding likely did come from citizens who are not full-service. The proposed revision (clean copies attached) included the following revisions:

1. Added Hot Spots to the name and items available to check out.
2. Added statement about checking out 1 per family; in red added statement about who can check out. This statement would be removed if not decision of the Board

3. Updated estimated replacement cost for devices. We do not yet have a cost for the Hot Spots, cases, accessories, etc. but will add those when a final product is selected and purchased.

## Mobile Device and Hot Spot Circulation Policy

The James Kennedy Public Library has mobile devices, including eReaders, Launchpad tablets, and Hot Spots for public use. These devices may be checked out for use within the library or at home. The following rules apply:

1. Any full-service patron aged eighteen (18) years or older, with a James Kennedy Public Library card that is at least 30 days old and in good standing (i.e. library record is not blocked due to unpaid fees or lost materials), may check out a device upon completion of a *Mobile Device Borrower's Agreement*.
2. The loan period for these materials is two (2) weeks.
3. Reservations and renewals will be allowed per general library policies. Additional limits may be placed if demand or collection size warrants.
4. A maximum of three (3) Mobile Devices maybe be checked out at one time.
5. **Priority use for Hot Spots are eligible full-service patrons; however other eligible patrons may be allowed to check out a Hot Spot if they are referred by a local school and there are hot spots not checked out. Only full-service patrons may place holds on Hot Spots**  
Only one hot spot will be checked out to a family at one time.
6. A patron's library card will be blocked for computer access or ability to check out any further materials if a mobile device is overdue.
7. Library staff will verify that the devices are in good working order before they are checked out to a patron.
8. Library staff will verify that content has not been added or deleted to the mobile device once it is returned but before it is checked in.
9. Once a device is checked out to a patron, the device becomes the responsibility of that patron per the *Mobile Device Borrowers Agreement*.
10. Devices should be returned to a **staff member** at the Main desk only. They should not be returned in a drop box but if they are, the patron will be held responsible for any damages to the materials as a result of being returned in either the outside or the inside drop box.
11. The patron is responsible for the return of the items in good condition. In case of loss, theft, or damage, the patron will be charged full replacement cost of any or all damaged items including the device, USB cable or any other cables and adaptors, and the case. A \$5.00 processing fee may also be charged.
12. The James Kennedy Public Library assumes no responsibility for damage to the borrowers' computer or other equipment resulting from using one of the library's devices.
13. The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning devices or who places the devices in the book drop.
14. A patron must have a *Mobile Device Borrowers Agreement* on file at the library before borrowing a device.

### Fees and Liabilities:

The patron is responsible for the return of the item, plus all accessories, in good condition. In case of loss, theft, or damage, the patron will be charged the current full replacement cost of any

and all damaged items including the item, USB cable or any other cables and adaptors, or the case. A \$5.00 processing fee may be charged.

Estimated cost to replace devices as of November 2020 is:

- Sony eReader (replace with Nook) - \$49.99
- Nook Simple (replace with Nook) - \$49.99
- Nook Color (replace with Nook Galaxy Tab) - \$139.99
- Kindle Touch - \$89.99
- Launchpad – ranges from \$99.99 to \$149.99 depending on content
- Hot Spot – (information pending)

Cost to replace the charging cable is:

- Nook (of all kinds) - \$9.95
- Kindle Touch - \$5.99
- Launchpad Adapter - \$6.99

Charge to replace the AC adaptor is: \$9.99

Cost to replace the eReader case is \$25.00

Cost to replace the Launchpad case is \$8.99

Note: As technology changes, some devices are no longer made. If that is the case, the cost to purchase a similar item will be charged.

Approved 2013, updated 12/2015, 11/19, 11/20

## **Library of Things**

### **Collection Development and Circulation Policy**

The Library of Things is a collection of non-traditional library items that complement the James Kennedy Public Library's mission of providing traditional and innovative library resources, programs and services for the Dyersville community. This collection supports the JKPL Strategic Plan and complements the selected library service responses of stimulating imagination, satisfying curiosity, and expressing creativity.

Patrons who borrow a Thing agree to abide by the Library of Things lending guidelines below.

#### **Types of Things included in collection:**

Home Improvement and Assistive Devices, such as a Kill-A-Watt meter, kitchen and cooking equipment, household tools, etc.

Audiovisual Equipment, such as a portable DVD player, digital camera, video equipment, digital converters, etc.

Science and Technology Kits, such as a microscope, a telescope, robotics, circuits, building blocks, beginner computer programming kits, etc.

Recreation and Crafting Tools, such as board games, musical instruments, a sewing machine, a Cricut machine, etc.

The Library of Things is not intended to be comprehensive and the library is limited by a finite amount of storage space for these items. For a full list of items available, visit the library website or library catalog.

#### **Procurement of Materials:**

The Library of Things collection is developed and managed to meet the cultural, informational, educational, and recreational needs of library patrons of all ages in the City of Dyersville. The library's professional staff will select materials based on the needs of library patrons. The library welcomes input from the community concerning the collection. All suggestions for purchase are evaluated using the same selections criteria as for other materials and are not automatically added to the collection.

Due to limited storage space and the staff time necessary to evaluate, test and maintain each Thing, the library can accept only a limited number of donations. The library does not accept materials that are not outright gifts, and cannot guarantee the permanence of a gift in the collection. Materials donated to the library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as material acquired for purchase.

Not all library materials may be suitable for all members of the community. Responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not with the library.

Due to the nature of the items contained in the Library of Things, these items will not be eligible for Interlibrary Loan to other libraries. All library patrons are required to check out and return

Library of Things items to a staff member at the Main Desk at the James Kennedy Public Library.

**Evaluation of Collection:**

The library will use circulation data and community suggestions to guide future selections for the Library of Things collection. Items that are not popular and do not circulate will be withdrawn from library collections according to the Collection Maintenance portion of the Collection Development Policy.

**Library's Use of Things:**

The library reserves the right to take a Thing out of circulation temporarily to use for library purposes (workshops, demonstrations, or other programs), or to repair a damaged item.

**Library of Things Guidelines for Borrowing and Use:**

Objects lent out by the Library through its Library of Things program must be checked out from and returned to the Main Desk of the James Kennedy Public Library. They may NOT be returned in the drop box or at any other location. Because of the variety of Things available to check out, some of which are fragile, expensive, and / or designed for use by individuals of a certain maturity level, circulation policies have been developed based on the type of Thing to be checked out.

**Loan Periods:**

Most Things may be borrowed for 1 week or 2 week intervals, depending on the item, and renewed per the library's general policies. Items will not be renewed if another patron has placed a hold on it. Some items may be for use in the library only, or may have other restrictions. The library does not charge fines, however a library card may be blocked immediately if a Thing becomes overdue.

**Use and Liability:**

Use care when handling the Thing. The borrower is solely responsible for the Thing and will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse. The Library has sole discretion in making these decisions.

A list of replacement costs of Things is maintained by the Library and is available upon request. A list of replacement costs will also typically be provided in the case for each Thing.

The Library of Things Lending Agreement is available online and upon request. Patrons may be asked to sign a copy of the Agreement when checking out some items.

The James Kennedy Public Library is not responsible for any injury, loss, or damage that may occur from use of a Thing. The responsibility to protect against loss is the borrower's.



Library staff will inspect Things prior to borrowing and again upon return. Things should be returned in the same condition as when borrowed. Kitchen items and other things that have gotten dirty while borrowed should be cleaned before being returned. Patrons returning items that need to be cleaned will be assessed a \$5.00 cleaning fee.

Return the Thing with all parts and components in the original library container to the Main Desk of the Library. Patrons will be responsible for any damage to a Thing while in their possession.

- The borrower accepts full responsibility for the Thing while it is checked out to them.
- The borrower agrees to abide by all lending guidelines.
- The borrower agrees to accept full financial liability for the Thing and accessories while it is checked out to them.
- The borrower agrees to return the Thing to the staff member working at the Main Desk of the James Kennedy Public Library.
- The borrower agrees that failure to comply with any of these rules and guidelines may result in the loss of borrowing privileges.
- Violations may result in loss of access to the library collection. Unlawful activities will be dealt with in an appropriate manner.

**Circulation Policies for Things covered by this Policy:**

Library of Things Specialty Items Circulation Policy

Mobile Device and Hot Spot Circulation Policy

Realia (Games, Puzzles, Puppets, etc.) Circulation Policy

Approved October 8, 2019, revised 11/2020

**CONSTITUTION AND BY-LAWS OF THE JAMES KENNEDY PUBLIC LIBRARY,  
DYERSVILLE, IOWA**

**Article I (Name)**

The name of this organization shall be the James Kennedy Public Library – Dyersville, Iowa.

**Article II (Purpose)**

The object of this organization shall be to promote and improve library service to residents of Dyersville, and to all towns and county organizations who have contracts with the James Kennedy Public Library -- Dyersville, Iowa.

**Article III (Members)**

This free public library of the city shall be under the control and direction of the Library Board Trustees. The board shall consist of nine members who shall be appointed by the Mayor and with the approval of the Council. At least one and no more than two members may be nonresidents. As the terms of office of the board expire, the Mayor, with the approval of the Council shall appoint their successors, each of whom shall hold office until his successor is appointed and qualifies.

The term of office of any member shall commence on the first day of July of the year in which they are appointed. A term of office shall be for four (4) years. Vacancies occurring on the board through death, resignation, or permanent removal from the City or a contracting area shall be filled by the Mayor, with the approval of the Council, but such appointment shall be only for the remainder of the unexpired term.

Citizens and residents of the City of Dyersville, over the age of eighteen are alone eligible to membership on the board as resident trustees. The nonresident members of the board shall be citizens and residents over the age of eighteen from the areas which contract with the James Kennedy Public Library for Library Service. Members of the board shall receive no compensation for their services. In the event an area ceases to contract with the City, a nonresident trustee from that area shall cease as trustee at the same time the area's contract expires or terminates, and such vacancy shall be filled in the same manner as a resignation if any portion of such trustee's term remains.

**Article IV (Officers)**

Officers shall consist of a President, Vice-President, and Secretary. The President shall preside at all meetings, appoint committees, execute all documents authorized by the Board, and generally perform all duties associated with the office. In the absence or disability of the President, or of a vacancy in the Presidency, the Vice President shall assume and perform the duties of the President. The Secretary will record a true and accurate account of the proceedings of the Board of Trustees. In the absence or disability of the President and the Vice President, the

Secretary shall assume the duties of the President. The President and Secretary shall sign all disbursement lists prepared by the Director.

Election of officers shall be during a special meeting to be held immediately prior to the first regular Board meeting of the fiscal year. The sole purpose of this special meeting is election of officers. The new officers will assume their duties immediately thereafter. No elective officer shall hold the same office for more than three consecutive years. In the event of the death or resignation of any officer, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.

#### Article V (Committees)

The following are the standing committees of the Board. The Board President appoints members. Terms end in July.

##### Personnel Committee:

The Personnel Committee will serve in an advisory role for the Board and be a resource for the director and staff regarding personnel issues. Functions of this committee include but are not limited to:

- Drafting and / or revising personnel policies for Board approval
- Reviewing job descriptions
- Reviewing wage and salary structure
- Responding to formal written staff grievances against the library director or when an employee appeals a decision by the library director
- Performing other duties related to personnel issues as requested by the President of the Library Board of Trustees or by the Board as a whole

##### Furnishings, Art and Facility Committee:

The Furnishings, Art and Facility Committee will serve in an advisory role for the Board and be a resource for the director when recommending and reviewing issues regarding the library facility and the needs for furnishings, decorating, equipment, and technology in the library. Functions of this committee include but are not limited to:

- Reviewing and recommending solutions to facility related issues to the Library Board
- Reviewing and recommending changes in furnishings and equipment to the Library Board
- Making decisions regarding the acceptance of donated furnishings, equipment, art, and decorative items
- Approving the use of the Hoffman Display unit for other temporary displays
- Performing other duties related to library facilities and furnishing as requested by the President of the Library Board of Trustees or by the Board as a whole.

##### Policy Committee:

The Policy Committee will serve in an advisory role for the Board and be a resource for the director when recommending, reviewing and / or revising library policies. Functions of this committee include but are not limited to:

- Reviewing and recommending changes in existing policies to the Library Board

- Working with the director and / or designated staff in researching and creating new policies needed by the library
- Performing other duties related to the creation, review, approval, or explanation of policies as requested by the President of the Library Board of Trustees or by the Board as a whole.

#### Finance Committee:

The Finance Committee will serve in an advisory role for the Board and be a resource for the director when reviewing library finances. Functions of this committee include but are not limited to:

- Reviewing financial documents
- Working with the director and / or designated staff to create a proposed annual budget
- Performing other duties related to finance as requested by the President of the Library Board of Trustees or by the Board as a whole.

#### Marketing and Public Relations Committee:

The Marketing and Public Relations Committee will serve in an advisory role for the Board and be a resource for the director when marketing and publicizing the library services. Functions of this committee include but are not limited to:

- Reviewing marketing and promotional policies and plans
- Working with the library director and / or designated staff to implement marketing and public relations strategies, including special programs and activities
- Performing other duties related to marketing and public relations as requested by the President of the Library Board of Trustees or by the Board as a whole.

#### Fundraising Committee:

The Fundraising Committee will serve in an advisory role for the Board and be a resource for the director when selecting, planning, and implementing fundraising activities to support the work of the library. Functions of this committee include but are not limited to:

- Working with the library director and / or designated staff to research, select, plan and implement fundraising activities
- Work with the library director and / or designated staff to identify library needs and / or services that might be enhanced by utilizing outside funding sources and fundraising
- Performing other duties related to fundraising as requested by the President of the Library Board of Trustees or by the Board as a whole.

### Article VI (Meetings)

The library board shall meet at the James Kennedy Public Library on the second Tuesday of each month. Meetings may be scheduled on alternate dates if needed. Special meetings may be called at the option of the officers. It is the responsibility of the President to set the date of the meeting, and of the Secretary to notify the members. Any member missing four consecutive meetings

without just excuse may be removed from the library board. Five members constitute a quorum. The Library director or representative shall be in attendance at all open meetings of the Board.

#### Article VII (Powers)

The Board of Trustees will comply with the Iowa Code in all questions of library law and governance and will further comply with the regulations set forth in the Code of Ordinances of the City of Dyersville, Iowa. Chapter 22 of the Code of Ordinance addresses the responsibilities of the Library Board of Trustees. Further, The Library Board of Trustees shall have exclusive control of the expenditure of all portions of the municipal funds allocated for library purposes by the council, and of the expenditure of all moneys available by gift or otherwise for the erection of library buildings, and of all other money belonging to the library fund, including gifts, donations, funds raised on behalf of the library through special activities, and grants.

#### Article VIII (Yearly Reports)

The board of trustees shall each year make to the council a report of the year ending June 30<sup>th</sup> giving a statement of the condition of the library, the number of books added thereof, the number circulated, and the amount of money expended in the maintenance thereof during such fiscal year, together with such further information as may be deemed important.

#### Article IX (Amendments)

These by-laws may be revised or amended at any regular meeting by a two-thirds vote, providing the proposed amendments are received by each library board member thirty days prior to the meeting.

#### Article X (Order of Business)

Robert's Rules of Order, revised, shall govern this association in general.

Order of Business as follows:

Agenda

Agenda Consent Calendar

Correspondence and communications

Minutes

Librarian's report

Bills

Budget reports

Trust account reports

Program reports

Contract use reports

Grant reports

Friends of the James Kennedy Public Library reports

JKPL Endowment report

Old business

New business

Committee reports and action items  
Upcoming meetings and training  
From the floor  
Adjournment

Adopted 2/25/87; revised 10/93; 10/98, 8/02, 11/03  
Revised 11/04, 3/05, 9/05, 11/09, 11/ 2014  
Reviewed 2/2019; revised 12/2020