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Regular Library Board Meeting

**Tuesday,
December 8, 2020**

7:00 pm

Electronic – Zoom meeting
James Kennedy Public Library

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

Topic: JKPL December 2020 Board Meeting
Time: Dec 8, 2020 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://cityofdyersville.zoom.us/j/99673219788?pwd=d0s4Rk03ZmFBc2xtaHVrY2VpZDNpUT09>

Meeting ID: 996 7321 9788

Passcode: 936290

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 996 7321 9788

Find your local number: <https://cityofdyersville.zoom.us/j/99673219788>

Agenda Topics

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

- Approve Minutes of Previous Meeting: November 11, 2020
 - Approve November Librarian's Report
 - Approve Bills:
 - November Claims Report
 - Library Claims for October
 - November / December Credit Card Claims
 - Budget Reports
 - November City Report
 - November Library Report
 - Trust Account Reports
 - November Bank Statements
 - November Balance Report
 - Trust Account Expenditure Report
 - November Donations Form
 - Program Reports
 - November Report of Programs and Attendance
 - December Schedule of Events
 - Schedule for Upcoming Programs
 - Grant Report
 - Friends of the Library Report
 - JKPL Endowment Report
4. Consider approval of revised Constitution and Bylaws
 5. Election of officers (to fill vacancies)
 6. Discussion of Committee Assignments
 7. Discussion of Current Library Operations and Services
 8. Update on Library Director Evaluation
 9. Finance Committee Report
 - FY22 Budget Planning
 10. Fundraising Committee Report
 - Notes from December 7, 2020 Zoom Meeting
 11. Furnishings, Art & Facilities Committee Report
 12. Marketing Committee Report
 13. Personnel Committee Report
 14. Policy Committee Report
 15. Strategic Planning Report
 16. Meetings and Training
 - Upcoming
 - Recently Attended
 17. Oral Presentations
 18. Adjournment

Date of next regular meeting: Tuesday, January 12, 2021 7:00 pm

Hi all:

Here is your packet for the December 2020 Board meeting. Hope to see you on Zoom!

Agenda Topics

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Correspondence & Communication: **I have a couple of cards to share at the meeting.**
 - Approve Minutes of Previous Meeting: November 11, 2020: **A**
 - Approve November Librarian's Report: **B**
 - Approve Bills:
 - November Claims Report: **C**
 - Library Claims for October: **D**
 - November / December Credit Card Claims: **E**
 - Budget Reports
 - November City Report: **F**
 - November Library Report: **G**
 - Trust Account Reports **Banks Statements have not yet been received at the city. I will do all of the trust account reports once I have those documents so they may be shared at the meeting on Tuesday or wait until the January meeting.**
 - November Bank Statements: **H**
 - November Balance Report: **I**
 - Trust Account Expenditure Report: **J**
 - November Donations Form: **K**
 - Program Reports
 - November Report of Programs and Attendance: **L**
 - December Schedule of Events: **M**
 - Schedule for Upcoming Programs: **N**
 - Grant Report: **Received notification from Theisen's More for Your Community that we were not selected as a grant recipient but they did give us a \$20 gift card to use for program supplies. Received notification from the DRA that they have allocated funds to the 2020 grant cycle with a deadline of December 19 and an award decision date of January 13. Since we are able to apply for a different project, the Friends have agreed that we should apply for support for the StoryWalk and hold the Kids' Cooking project for next year – when we can perhaps gather in person. In 2019 we received a \$500 grant for our Teen Space project. We received an extension on spending / reporting use of these funds in the spring due to the pandemic, but needed to utilize them by the end of the year. We purchased a new book display unit for the**

teen area and are working on a banner to designate that space in the library.

- **Friends of the Library Report: While the Friends have not met, they agreed to revising the DRA grant to being for a StoryWalk project. They are planning to do their membership mailing in January as usual, but will not be gathering in person to do the work.**
 - **JKPL Endowment Report: O - October Fund Activity Statement**
4. **Consider approval of revised Constitution and Bylaws: This document was shared as part of the November Board packet and discussed at the November meeting. It requires 30 days advance notice before it can be revised so the Board can vote today. Per last month's discussion, this is a recommendation from the Policy Committee.**
 5. **Election of officers (to fill vacancies): At the end of the November meeting, Mary Jane announced she was stepping down as President. The Board therefore needs to fill the vacancy of President. If a current office holder moves into that position, an election needs to be held to fill that vacancy as well. It is my understanding that the current VP, Karen Kramer is planning to offer to serve as President, in that case you will be electing President and Vice President.**
 6. **Discussion of Committee Assignments: Karen K. has indicated that she needs to step down as the Endowment Liaison.**
 7. **Discussion of Current Library Operations and Services: Library is continuing to provide curbside service, in library visits by appointments based on reduced capacity and ability to social distance, and virtual / remote / passive programming. Questions, comments or suggestions?**
 8. **Update on Library Director Evaluation: Karen K and Personnel Committee to provide update.**
 9. **Finance Committee Report**
 - **FY22 Budget Planning: I don't have a schedule from the city but the typical protocol for budget planning would have the personnel committee working on the personnel budget and the finance committee working on the overall budget now, with the expectation that the proposal would come to the full board at the January board meeting.**
 10. **Fundraising Committee Report**
 - **Notes from December 7, 2020 Zoom Meeting: Committee is meeting on Monday so will share notes and report at the meeting.**
 11. **Furnishings, Art & Facilities Committee Report**
 12. **Marketing Committee Report**
 13. **Personnel Committee Report**
 14. **Policy Committee Report**

15. Strategic Planning Report
16. Meetings and Training
 - Upcoming
 - Recently Attended
17. Oral Presentations
18. Adjournment

Date of next regular meeting: Tuesday, January 12, 2021 7:00 pm

**James Kennedy Public Library
Board of Trustees
Minutes of the November 11, 2020 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Wednesday, November 11, 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 Library Director attending from within the library facility. Present: Mary Jane Meade, Catherine O’Hea, Angela English, Danielle Will, Ray Kruse, and Library Director Shirley Vonderhaar. Absent: Karen Kramer, Karen Tieskoetter, and Sue Engelbrecht.

1. President Mary Jane Meade called the meeting to order at 7:04 P.M.
2. Agenda: English MOVED “approval of the Agenda” which motion was seconded by Tauke and CARRIED. Ayes: Meade, O’Hea, English, Will, and Kruse. Nays: None.
3. Agenda Consent Calendar
 - Correspondence & Communication: None.
 - Minutes of Previous Meeting: October 13, 2020
 - October Librarian’s Report
 - 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
 - Randy’s Neighborhood Market Roundup - \$651.09
 - Paul Zurawski - \$15.59
 - Dairy Queen Night Fundraiser - \$382.11
 - Mask Sales - \$60.00
 - Amaryllis Kit Materials Fee - \$45.00
 - Friends of the JKPL Summer Programming - \$199.00
 - Friends of the JKPL HRDP Grant Match - \$5000.00
 - Program Reports
 - October Report on Programs and Attendance
 - November Schedule of Events

- Schedule for Upcoming Programs
- Grant Report
 - DRA announced that they are still not funding applications. Shirley completed the DRA survey indicating that a current application would request funding for a StoryWalk rather than the Cooking Program due to the pandemic.
- Friends of the Library Report: None.
- JKPL Endowment Report
 - Fund/Gift Activity Statement

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

4. Discussion of Current Library Operations and Services
 - No changes currently.
5. Update on Library Director Evaluation
 - Form to use is being discussed with Personnel Committee
6. FY20 JKPL Annual Report
7. Executive Committee Report
 - Mary Jane reported she will be moving to Dubuque and felt she should step down from the role as President. Vice President Karen Kramer will serve as President until the JKPL Constitution and Bylaws are revised to address officer succession.
 - Discussed masks while in the library. The committee was going to express our support to the city implementing a mask mandate for city buildings. Since the Dubuque Co Supervisors are signaling a county wide mask mandate will be implemented, after discussion the Board decided not to take action.
8. Finance Committee Report: None.
9. Fundraising Committee Report
 - The committee will be using funds to purchase Hot Spots for families to check out and use at home for distance learning.
 - Chair-ity Event ending 11/15.
 - Quilt Raffle (Sale) begins 11/16. Each Quilt will be sold for \$25 with the library retaining \$10 of each sale.
 - No Cookie Walk this year.
10. Furnishings, Art & Facilities Committee Report: None
11. Marketing Committee Report
 - Decided on increasing the value of programming from \$10 to \$12 which will be reflected and included in the Annual Report.
12. Personnel Committee Report: None
13. Policy Committee Report
 - Discussion of updating bylaws to include the transfer of power in the event an officer is no longer able to act. Will also be adding duties and responsibilities of

officers. Proposed changes were shared as part of this November Board Packet and will be voted on in December meeting.

- Following Board discussion, the Policy Committee MOVED to “approve revised Mobile Devices and Hot Spots Circulation Policy.” No second needed as motion came from the committee. Ayes: Meade, O’Hea, English, Will, and Kruse. Nays: None.

14. Strategic Planning Report: None

15. Meetings and Training

- ARSL and ILA conferences still have sessions available electronically and staff have been completing intermittently.

16. Oral Presentations: Mary Jane Meade announced she will be stepping down as Board President at the conclusion of this meeting.

17. Meeting adjourned by President Mary Jane Meade at 8:02 P.M.

Catherine O’Hea

JAMES KENNEDY PUBLIC LIBRARY MONTHLY REPORT

Librarian's report to the Board of Trustees for the month November 2020

B

Additions: Items purchased: 252 Items donated: 43 Year to date: 1,688 Donations: Prev. YTD: 244 Curr. YTD: 278
 Items withdrawn: Books: 85
 Year to date: Books: 2,264 SCDs: 1 DVDs: 8 Kits: 5 Games: 52
 New Library Cards Issued City: 1 Contractual: 2 Total: 4 YTD: 33
 Computer use: 30 hours; 113 sessions YTD: 354 hours; 395 sessions Previous YTD: 2,360 hours; 3,618 sessions
 WiFi Use (from WhoFi software) 309 sessions, 162 visits, 34 unique visitors YTD: 2,476 sessions, 1,576 visits,
 Meeting Room Use: No meeting space available YTD: 0 Previous YTD: 1,016
 Programs Held: 40 Attendance & Interactions: 1,062 ; Views : 6,360 Library Visits: 1,394 YTD: 7,405 Prev. YTD: 36,113
 Circulation Summary:

Number of Items Loaned	4,960	Year to Date:	28,682
Previous Year Circ.	8,986	Previous YTD:	52,007
Difference (numerical):	-4,026	Difference (numerical):	-23,325
Difference (percentage):	-44.80%	Difference (percentage):	-44.85%

General Fund Receipts:	Current	Year to Date	Budgeted
Copier & Misc:	18.05	143.60	850.00
Computer Printing:	31.90	272.35	1,275.00
Reader/printer:	0.00	1.05	25.00
Fax:	40.00	149.00	900.00
Computer Use	0.00	8.00	250.00
Holds & Scans	6.00	26.00	100.00
Lost Books and Materials	32.37	171.15	1,000.00
Memberships	32.00	260.00	300.00
Agency Contract fees:	0.00	0.00	5,000.00
Iowa Direct State Aid, Enrich Iowa and Infrastructure Fund	11,995.04	13,993.12	13,000.00
Misc (including Creation Station):	0.00	34.40	300.00
Total:	\$12,155.36	\$15,058.67	\$23,000.00

Trust Account Receipts:	Current	Year to Date
CB Donations:	3.50	22.29
Memorials:	0.00	20.00
History Books & Centennial Coins:	20.00	20.00
Adopt a book donations:	92.28	460.32
Friends donation:	12.85	127.25
Other: Friedmann donation	100.00	13,838.42
Other: Digmann donation	500.00	1,703.20
Other: masks, luggage tags, & amaryllis materials fee	366.00	481.50
Total:	\$1,094.63	\$16,672.98

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	20	83	32	17	90	14	0	11	2	19	5	2	295
2019 Month	24	61	43	0	116	12	0	8	0	40	8	17	329
Curr. YTD	91	601	141	128	294	101	34	56	8	161	35	38	1688
Prev. YTD	105	398	152	111	430	80	15	47	0	169	46	95	1648

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	406	1593	166	1100	348	162	18	3793	246	87	8	501	227	98	4960
2019 mor	750	2027	260	2152	136	199	10	5534	248	323	26	1485	844	526	8986
Difference	-344	-434	-94	-1052	212	-37	8	-1741	-2	-236	-18	-984	-617	-428	-4026
Current YTD	2383	8135	1208	6976	1700	1051	98	21551	1148	459	117	3330	1308	769	28682
Prev. YTD	3741	11025	2119	14068	1213	1194	48	33408	984	1617	220	8766	4376	2636	52007
Difference	-1358	-2890	-911	-7092	487	-143	50	-11857	164	-1158	-103	-5436	-3068	-1867	-23325
Diff. %	-36.3%	-26.2%	-43.0%	-50.4%	40.1%	-12.0%	NA	-35.5%	16.7%	-71.6%	-46.8%	-62.0%	-70.1%	-70.8%	-44.8%

Freagal Music Downloads: Nov.: 21 downloaded & 52 streamed; 0 video Total FY= 515 **Bridges Video Downloads:** Nov: 0 Total FY = 11

Mango Language Use: Nov: 23 sessions; FY = 250 total sessions (includes mobile & computer) **Kanopy Video:** Oct: 87; FY = 302

C

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

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services	\$600.00
Black Hills	Gas / Heat	153.80
Alliant Energy	Electricity	995.11
Mediacom	Phone	108.54
Total		\$1,857.45

Miscellaneous Bills

Check issued to:	Purpose	Amount
City Laundry	Cleaning fee / mat	14.82
Midwest Bank / CC	Direct Glow - Glow sticks for program	55.40
Midwest Bank / CC	Sam's Club - Facemasks / Covid	33.92
Ace	Batteries	7.73
Ace	Electrical supplies	21.88
VNA	Flu shots	66.00
Pitney Bowes	Shipping / Postage	144.25
TSwails	Iowa NF book	30.95
Total		\$374.95

November 2020 Budget	
November 2020 Claims submitted	\$8,683.74
Utility and Contractual from Bills above	1,857.45
Miscellaneous Bills from above	374.95
Total wages and benefits	24,774.02
Total November 2020 expenses	\$35,690.16

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

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
Fund: 001 - GENERAL FUND					
Department: 410 - LIBRARY					
ACCESS SYSTEMS	28206649	Contract - Copier	001-5-410-4-64316	CONTRACTS	154.29
BAKER & TAYLOR BOOKS	0003222424	Supplies - CD Processing credit	001-5-410-4-65060	OFFICE SUPPLIES	-3.99
FAREWAY STORES INC.	00131598	Supplies - Program	001-5-410-4-65060	OFFICE SUPPLIES	2.29
HERITAGE PRINTING CO	103121	Supplies - Program	001-5-410-4-65060	OFFICE SUPPLIES	1.50
HERITAGE PRINTING CO	103157	Supplies - Paper	001-5-410-4-65060	OFFICE SUPPLIES	60.00
HERITAGE PRINTING CO	103266	Supplies - Paper	001-5-410-4-65060	OFFICE SUPPLIES	20.00
AMAZON	12.01.2020	Programs	001-5-410-4-65060	OFFICE SUPPLIES	157.64
AMAZON	12.01.2020	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	55.48
BENTON-HERMSEN, KIMSHIRO	12.03.2020	Supplies - Program	001-5-410-4-65060	OFFICE SUPPLIES	10.17
ACE HOMEWORKS	224885	Supplies - Christmas Program	001-5-410-4-65060	OFFICE SUPPLIES	11.98
DEMCO EDUCATIONAL CORP	6868159	Supplies - book covers	001-5-410-4-65060	OFFICE SUPPLIES	102.20
ORIENTAL TRADING COMPANY...	706262116-01	Supplies - Program	001-5-410-4-65060	OFFICE SUPPLIES	8.49
WEBER PAPER COMPANY	D100639	Supplies - printer paper	001-5-410-4-65060	OFFICE SUPPLIES	112.05
BOOK FARM INC., THE	REB11537-3	Supplies - Story Time Program	001-5-410-4-65060	OFFICE SUPPLIES	38.99
BAKER & TAYLOR BOOKS	0003222418	Books returned	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-15.67
BAKER & TAYLOR BOOKS	0003222419	Books returned	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-16.16
BAKER & TAYLOR BOOKS	0003222420	Books returned	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-38.00
BAKER & TAYLOR BOOKS	0003222421	Books returned	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-9.59
BAKER & TAYLOR BOOKS	0003222424	Book return	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-21.99
SCHRANDT, DAWN	11.30.2020	DVDs	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	35.68
BLACKSTONE PUBLISHING	1191129	Books - Audio	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	230.79
BLACKSTONE PUBLISHING	1192057	Books - Audio	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	32.64
AMAZON	12.01.2020 A	Books - Audiio	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	25.99
AMAZON	12.01.2020 A	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	18.88
AMAZON	12.01.2020	Games	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	32.99
AMAZON	12.01.2020	DVD	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	234.80
NATIONAL GEOGRAPHIC	12.01.2020	Subscription - 2 yrs.	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	49.00
AMAZON	12.01.2020	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	28.77
AMAZON	12.01.2020	Smart Spaces	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	2.99
AMAZON	12.01.2020	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	183.60
AMAZON	12.01.2020	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	93.82
AMAZON	12.01.2020	Subscription	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	0.99
AMAZON	12.01.2020	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	31.68
BAKER & TAYLOR BOOKS	2035580025	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	66.70
BAKER & TAYLOR BOOKS	2035582815	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	32.46
BAKER & TAYLOR BOOKS	2035582815	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	241.95
BAKER & TAYLOR BOOKS	2035594507	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	153.58
BAKER & TAYLOR BOOKS	2035609963	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	106.96
BAKER & TAYLOR BOOKS	2035618257	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	367.66
BAKER & TAYLOR BOOKS	2035618257	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	13.74
BAKER & TAYLOR BOOKS	2035618257	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	226.15
BAKER & TAYLOR BOOKS	2035630466	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	64.38
FINDAWAY WORLD LLC	329684	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	128.22
FINDAWAY WORLD LLC	329684	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	128.22
FINDAWAY WORLD LLC	333432	Books - Audio	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	58.49
FINDAWAY WORLD LLC	333439	Books - Audio	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	56.99
FINDAWAY WORLD LLC	333558	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	56.99
INGRAM LIBRARY SERVICES	62679034	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	172.65
INGRAM LIBRARY SERVICES	62679034	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	82.52
PARACLETE PRESS, INC	714312	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	20.49
PARACLETE PRESS, INC	714558	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	15.40
CENGAGE LEARNING	72661077	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	350.12

Expense Approval Register

Packet: APPKT00639 - December 2020 Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
LIBRARY IDEAS	79168	Electronic Media	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	5.00
INFOGROUP	83530900	Reference	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	160.00
				Department 410 - LIBRARY Total:	4,140.97
				Fund 001 - GENERAL FUND Total:	4,140.97

Fund: 002 - LIBRARY TRUST FUND

Department: 410 - LIBRARY

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
CENTER POINT PUBLISHING	1804060	Books	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	51.74
BAKER & TAYLOR BOOKS	2035580025	Adopt A Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	16.23
BAKER & TAYLOR BOOKS	2035580025	Tauke Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	48.15
BAKER & TAYLOR BOOKS	2035580025	Rardin Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	14.56
BAKER & TAYLOR BOOKS	2035609963	Tauke Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	32.48
BAKER & TAYLOR BOOKS	2035609963	Brueckner Donation	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	18.60
BAKER & TAYLOR BOOKS	2035609963	Adopt a Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	4.79
KANOPY, INC.	225312 - PPU	Programs - Streaming Video	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	38.00
DEMCO EDUCATIONAL CORP	6874011	Display - Teen Space Grant	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	921.04
ORIENTAL TRADING COMPANY...	706262116-01	Fundraising Expenses	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	4.69
CENGAGE LEARNING	72597141	Books - Brueckner Donation	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	30.39
MOBILE CITIZEN	INV7963	Program - Hot Spot Service	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	1,979.50
				Department 410 - LIBRARY Total:	3,160.17
				Fund 002 - LIBRARY TRUST FUND Total:	3,160.17
				Grand Total:	7,301.14

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	4,140.97
002 - LIBRARY TRUST FUND	3,160.17
Grand Total:	<u>7,301.14</u>

Account Summary

Account Number	Account Name	Expense Amount
001-5-410-4-64316	CONTRACTS	154.29
001-5-410-4-65060	OFFICE SUPPLIES	576.80
001-5-410-4-67701	BOOKS/FILMS/RECORDS/...	3,409.88
002-5-410-4-67700	LIBRARY TRUST EXPENDI...	3,160.17
	Grand Total:	<u>7,301.14</u>

Project Account Summary

Project Account Key	Expense Amount
None	731.09
410AB	428.33
410AF	860.91
410AN	651.70
410DVD	270.48
410EM	5.00
410GAMES	32.99
410LP	350.12
410PF	267.73
410PN	128.22
410R	160.00
410SS	2.99
410SUB	49.99
410TAAB	21.02
410TGRANT	921.04
410TMEM	195.92
410TPROG	2,022.19
410YAF	201.42
	Grand Total:
	<u>7,301.14</u>

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.

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President, Board of Trustees

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.ATTEST: _____ Date
Secretary, Board of Trustees

E

Credit Card Claims for November & December 2020

Date	Vendor	Items	Amount
11/16/2020	Mediacom	Telephone	112.03
11/9/2020	TSwails	Nonfiction Iowa bk	30.95
11/29/2020	Facebook	Ads	18.64

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND							
Expense							
<u>001-5-410-4-60100</u>	SALARIES	244,711.00	244,711.00	17,944.47	99,921.86	144,789.14	59.17 %
<u>001-5-410-4-61100</u>	FICA	15,172.00	15,172.00	1,080.32	6,034.04	9,137.96	60.23 %
<u>001-5-410-4-61200</u>	MEDICARE	3,548.00	3,548.00	252.62	1,411.05	2,136.95	60.23 %
<u>001-5-410-4-61300</u>	IPERS	23,101.00	23,101.00	1,693.98	9,432.58	13,668.42	59.17 %
<u>001-5-410-4-61500</u>	GROUP INSURANCE	41,800.00	41,800.00	3,793.14	18,880.56	22,919.44	54.83 %
<u>001-5-410-4-61700</u>	SUI	194.00	194.00	9.49	119.56	74.44	38.37 %
<u>001-5-410-4-62100</u>	DUES	750.00	750.00	0.00	329.00	421.00	56.13 %
<u>001-5-410-4-62300</u>	MEETINGS/TRAINING	2,500.00	2,500.00	0.00	369.00	2,131.00	85.24 %
<u>001-5-410-4-63710</u>	ELECTRICITY	14,000.00	14,000.00	995.11	5,717.31	8,282.69	59.16 %
<u>001-5-410-4-63711</u>	GAS HEAT	2,500.00	2,500.00	153.80	304.74	2,195.26	87.81 %
<u>001-5-410-4-63730</u>	TELEPHONE	700.00	700.00	108.54	358.53	341.47	48.78 %
<u>001-5-410-4-63750</u>	MAINTENANCE	9,500.00	9,500.00	21.88	1,466.97	8,033.03	84.56 %
<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>001-5-410-4-64110</u>	LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-64200</u>	ELECTIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-64316</u>	CONTRACTS	0.00	0.00	180.29	726.61	-726.61	0.00 %
<u>001-5-410-4-64322</u>	CONTRACTED SERVICES	8,300.00	8,300.00	600.00	3,000.00	5,300.00	63.86 %
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES	21,000.00	21,000.00	1,542.30	3,902.10	17,097.90	81.42 %
<u>001-5-410-4-67210</u>	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-67274</u>	CAPITAL IMPROVEMENTS/EQUIPM	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIP	61,500.00	61,500.00	7,314.22	26,297.55	35,202.45	57.24 %
	Expense Total:	455,776.00	455,776.00	35,690.16	178,395.46	277,380.54	60.86 %
	Fund: 001 - GENERAL FUND Total:	455,776.00	455,776.00	35,690.16	178,395.46	277,380.54	60.86 %
Fund: 002 - LIBRARY TRUST FUND							
Expense							
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	30,000.00	30,000.00	16,657.04	25,558.04	4,441.96	14.81 %
	Expense Total:	30,000.00	30,000.00	16,657.04	25,558.04	4,441.96	14.81 %
	Fund: 002 - LIBRARY TRUST FUND Total:	30,000.00	30,000.00	16,657.04	25,558.04	4,441.96	14.81 %
	Report Total:	485,776.00	485,776.00	52,347.20	203,953.50	281,822.50	58.01 %

G

James Kennedy Public Library FY21 Operating Budget							
	FY21	August	September	October	November	Dec (est)	Received to date
ESTIMATED REVENUES:							
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	158.24	114.54	345.20	160.32	150.00	1,065.55
Open Access	10,600.00	0.00	0.00	0.00	11,671.80	0.00	11,671.80
Access Plus / ILL	400.00	0.00	0.00	0.00	323.24	0.00	323.24
Direct State Aid	2,000.00	0.00	1,998.08	0.00	0.00	0.00	1,998.08
TOTAL:	23,000.00	158.24	2,112.62	345.20	12,155.36	150.00	15,058.67
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES							Spent to date
Wages	244,711.00	18,133.81	18,058.95	22,338.67	17,944.47	18,000.00	99,921.86
FICA	15,172.00	1,092.11	1,087.45	1,352.76	1,080.32	1,116.00	6,034.04
Medicare	3,548.00	255.37	254.29	316.36	252.62	261.00	1,411.05
IPERS	23,101.00	1,711.81	1,704.75	2,108.77	1,693.98	1,699.20	9,432.58
SUI	194.00	13.02	12.40	11.75	9.49	18.00	119.56
Group Insurance	41,800.00	3,793.14	3,793.14	3,793.14	3,793.14	3,800.00	18,880.56
Meetings and training	2,500.00	0.00	344.00	25.00	0.00	0.00	369.00
Dues and memberships	750.00	0.00	0.00	329.00	0.00	0.00	329.00
TOTAL:	331,776.00	24,999.26	25,254.98	30,275.45	24,774.02	24,894.20	136,497.65
CONTRACTUAL SERVICES:							
Utilities (telephone)	700.00	0.00	138.12	111.87	108.54	112.00	469.57
Electricity	14,000.00	1,729.54	1,533.16	1,348.46	995.11	1,000.00	5,606.27
Gas / Heat	2,500.00	35.20	35.37	45.68	153.80	400.00	304.74
Insurance (bldg)	6,500.00	124.00	0.00	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	600.00	750.00	600.00	600.00	600.00	3,000.00
Window cleaning	300.00	0.00	0.00	0.00	0.00	0.00	0.00
Service / Maintenance Contracts	9,500.00	149.15	248.02	149.15	180.29	154.29	726.61
TOTAL:	41,500.00	2,637.89	2,704.67	2,255.16	2,037.74	2,266.29	10,231.19
SUPPLIES:							
General library supplies	10,000.00	180.71	1,278.13	224.96	1,449.05	345.04	3,121.84
Program fees & supplies	2,500.00	0.00	16.35	101.44	93.25	231.76	211.04
Marketing & advertising	1,500.00	0.00	335.09	197.65	0.00	0.00	532.74
Maintenance and Repairs	7,000.00	0.00	0.00	345.09	21.88	0.00	1,466.97
TOTAL	21,000.00	180.71	1,629.57	869.14	1,564.18	576.80	5,332.59
BOOKS AND MATERIALS							
Adult fiction	8,000.00	1,000.41	1,083.14	1,267.55	1,078.73	860.91	4,523.32
Adult nonfiction	5,000.00	446.27	888.63	843.18	365.35	651.70	2,543.43
YA fiction	2,000.00	0.00	567.76	0.00	825.90	201.42	1,996.78
YA nonfiction	800.00	0.00	209.24	0.00	0.00	0.00	209.24
Juvenile fiction	8,500.00	113.98	153.63	0.00	3,507.36	267.73	3,774.97
Juvenile nonfiction	4,000.00	0.00	21.37	14.95	672.69	128.22	709.01
Large Print	3,500.00	634.51	619.39	728.99	19.20	350.12	2,002.09
Electronic media (ebooks, etc.)	6,000.00	455.46	1,415.68	192.24	28.99	5.00	2,096.87
Reference & electronic databases	5,000.00	0.00	268.48	505.80	0.00	160.00	4,604.61
Periodicals and newspapers	4,500.00	194.93	204.96	0.00	192.13	49.99	785.33
Audiobooks (CD, playaway)	4,200.00	0.00	165.25	231.11	321.84	428.33	737.45
Software & Gaming	2,000.00	0.00	123.34	365.71	72.93	32.99	561.98
DVDs	6,500.00	624.12	441.27	425.50	226.11	270.48	1,717.00
SS / Creation Station	1,500.00	62.98	2.99	2.99	2.99	2.99	71.95
TOTAL:	61,500.00	3,532.66	6,165.13	4,578.02	7,314.22	3,409.88	26,334.03
TOTAL EXPENDITURES:	455,776.00	31,350.52	35,754.35	37,977.77	35,690.16	31,147.17	178,395.46
TOTAL REVENUES:	23,000.00	158.24	2,112.62	345.20	12,155.36	150.00	15,058.67
ACTUAL ASKING	432,776.00	31,192.28	33,641.73	37,632.57	23,534.80	30,997.17	163,336.79
Capital Improvement	28,000.00						0.00
Total Expenditures	483,776.00	31,350.52	35,754.35	37,977.77	35,690.16	31,147.17	178,395.46

James Kennedy Public Library FY21 Operating Budget									
		% Expended	FY20 Expense	Nov '19	Total FY20	Budget	Amount	Ov/Und	
	Difference	To date	thru Nov 19	expenses	expenses	Projection	Over/Under	Budget	
ESTIMATED REVENUES:									
Dubuque County Library Agency	5,000.00		0.00	0.00	6,790.74				
Fees from copier, R/P, etc.	3,934.45		2,123.70	350.14	3,237.85				
Open Access	-1,071.80		0.00	0.00	10,651.98				
Access Plus / ILL	76.76		0.00	0.00	401.80				
Direct State Aid	1.92		1,775.69	0.00	1,775.69				
TOTAL:	7,941.33		3,899.39	350.14	22,858.06				
	7,941.33		3,899.39		22,858.06				
ESTIMATED EXPENDITURES:									
PERSONAL SERVICES									
	Remaining		Spent to date		Spent to date				
Wages	144,789.14	40.8%	97,389.43	22,193.06	230,505.74	103,391.20	-3,469	0.97	
FICA	9,137.96	39.8%	5,865.24	1,341.41	13,890.48	6,406.36	-372	0.94	
Medicare	2,136.95	39.8%	1,371.82	313.76	3,248.86	1,498.13	-87	0.94	
IPERS	13,668.42	40.8%	9,193.57	2,095.04	21,718.76	9,778.67	-346	0.96	
SUI	74.44	61.6%	157.89	11.88	368.17	83.20	36	1.44	
Group Insurance	22,919.44	45.2%	16,836.24	3,382.31	42,359.67	16,613.79	2,267	1.14	
Meetings and training	2,131.00	14.8%	576.18	91.56	650.88	2,213.08	-1,844	0.17	
Dues and memberships	421.00	43.9%	150.00	150.00	761.00	147.83	181	2.23	
TOTAL:	195,278.35	41.1%	131,540.37	29,579.02	313,503.56	139,207.15	-2,710	0.98	
	195,278.35		131,540.37		313,503.56				
CONTRACTUAL SERVICES:									
Utilities (telephone)	230.43	67.1%	1,549.06	387.41	2,164.66	500.93	-31	0.94	
Electricity	8,393.73	40.0%	6,827.24	881.54	13,358.47	7,155.11	-1,549	0.78	
Gas / Heat	2,195.26	12.2%	263.87	114.43	1,925.53	342.59	-38	0.89	
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	5,000.00	37.5%	3,150.00	600.00	7,175.00	3,512.20	-512	0.85	
Window cleaning	300.00	0.0%	165.00	0.00	265.00	186.79	-187	0.00	
Service / Maintenance Contracts	8,773.39	7.6%	713.78	149.15	11,061.79	613.00	114	1.19	
TOTAL:	31,268.81	24.7%	12,668.95	2,132.53	41,807.45	12,575.78	-2,345	0.81	
	31,268.81		12,668.95		41,807.45				
SUPPLIES:									
General library supplies	6,878.16	31.2%	6,812.22	1,718.66	11,918.89	5,715.48	-2,594	0.55	
Program fees & supplies	2,288.96	8.4%	890.47	88.01	2,448.52	909.19	-698	0.23	
Marketing & advertising	967.26	35.5%	561.21	338.00	961.57	875.46	-343	0.61	
Maintenance and Repairs	5,533.03	21.0%	25,441.09	10,067.47	34,237.54	5,201.53	-3,735	0.28	
TOTAL	15,667.41	25.4%	33,704.99	12,212.14	49,566.52	14,279.90	-8,947	0.37	
	15,667.41		33,704.99		49,566.52				
BOOKS AND MATERIALS									
Adult fiction	3,476.68	56.5%	2,972.24	1,079.53	8,764.77	2,712.90	1,810	1.67	
Adult nonfiction	2,456.57	50.9%	1,728.58	706.64	5,051.28	1,711.03	832	1.49	
YA fiction	3.22	99.8%	1,070.52	0.00	2,046.60	1,046.14	951	1.91	
YA nonfiction	590.76	26.2%	60.73	0.00	541.78	89.67	120	2.33	
Juvenile fiction	4,725.03	44.4%	3,408.86	0.88	8,157.02	3,552.19	223	1.06	
Juvenile nonfiction	3,290.99	17.7%	930.21	56.92	3,516.98	1,057.96	-349	0.67	
Large Print	1,497.91	57.2%	2,138.03	636.69	3,536.85	2,115.75	-114	0.95	
Electronic media (ebooks, etc.)	3,903.13	34.9%	1,841.43	321.99	5,536.52	1,995.58	101	1.05	
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	3,714.67	17.5%	1,744.47	505.48	4,401.04	1,783.70	-998	0.44	
Audiobooks (CD, playaway)	3,462.55	17.6%	1,057.03	175.98	3,964.60	1,119.79	-382	0.66	
Software & Gaming	1,438.02	28.1%	660.96	104.21	2,009.65	657.79	-96	0.85	
DVDs	4,783.00	26.4%	2,488.72	440.60	6,408.75	2,524.16	-807	0.68	
SS / Creation Station	1,428.05	4.8%	152.95	2.99	433.78	528.90	-457	0.14	
TOTAL:	35,165.97	42.8%	24,302.37	4,031.91	62,413.06	23,946.84	2,387	1.10	
	35,165.97		24,302.37		62,413.06				
TOTAL EXPENDITURES:	277,380.54	39.1%	202,216.68	47,955.60	467,290.59	197,233.82	-18,838	0.90	
TOTAL REVENUES:	7,941.33	65.5%	3,899.39	350.14	22,858.06	3,923.60	11,135	3.84	
ACTUAL ASKING	269,439.21	37.7%	198,317.29	47,605.46	444,432.53	193,115.85	-29,779	0.85	
Capital Improvement			0.00		0.00				
Total Expenditures	277,380.54		202,216.68	47,955.60	467,290.59				

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

YouTube Recorded StoryTime and Activity (C)
November 5, 2020

Time for preparation & performance – 6 hrs (pd)
Supplies: Felt story, paper bags, plastic bags, & copies for activity kits

YouTube programs – recorded & posted
Theme: Puss in Boots
YouTube Views: 2
Facebook Views / Engagements: 172 / 12
Kits distributed: 10

November 12, 2020

Time for preparation & performance – 12.5 hrs (pd) 1 hr (vol)
Supplies: Taped while on family trip, Kim created & printed llama book so no copyright issue

Theme: Visit to Prairie Patch Farm
YouTube Views: 5
Facebook Views / Engagements: 292 / 32
No kits provided

November 19, 2020

Time for preparation & performance – 5.75 hrs (pd)
Supplies: Paper plates, and copies for activity kits

Theme: Caps for Sale
YouTube Views: 4
Facebook Views / Engagements: 103 / 8
Kits distributed: 14

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

November 11, 2020:

Total attendance at 4 sessions – 78 children & caregivers;
Time for preparation & performance – 3 hrs (pd)
Supplies: Books, flannel boards, etc.

Zoom Program
Theme: Elephants

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)

November 4, 11, 18 & 25, 2020

Time for preparation & performance – 2 hrs (pd)
Supplies: Computer and Zoom software, Craft supplies provided by participants

Zoom Program
Total attendance: 16

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

November 2, 2020

Time for preparation & performance – .5 hr (pd) 1 hr (vol)
Supplies: Book set from other library plus ILL, available on Bridges ; Computer and Zoom software

Zoom Program
Total attendance: 10

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

November 3, 2020

Time for preparation & performance – 2.5 hr (pd)
Supplies: Used Discord and Roll20 to hold virtually; Rime of the Frost Maiden

Discord program
Total attendance: 8

A Novel Approach to Faith Book Club (A)

November 10, 2020

Time for preparation & performance – 2.75 hr (pd)
Supplies: ILL books, available on Bridges ; Computer and Zoom software

Zoom program
Total attendance: 6

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

Get Puzzled Virtually@ Your Library (A)

November 2020

Time for preparation & performance - .25 hrs (pd)
Supplies: Puzzle;

Virtual / Sharing program
Total participation: 1

JKPL Writing Group (3rd Monday of each Month)(A)

November meeting cancelled

Zoom program

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

Coloring, Creating & Doing – Virtually (A) Remote / passive program
 November 2020 Total participation: 27
 Time for preparation & performance - 1 hrs (pd)
 Supplies: Copies of coloring pages and activities– delivered via curbside or appointment

Virtual Coffee and Creating (A) Zoom program
 November 20, 2020 Total participation: 0
 Time for preparation & performance - .25 hrs (pd)
 Supplies: No one requested zoom link so not held.

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

Virtual Game Night: Not held this month.

Final Friday Tech Virtual Program (Last Friday of each Month) Zoom program
 November 27, 2020 Total attendance: 0
 Time for preparation & performance – 0 hrs (pd)
 Supplies: Computer and Zoom software ; Cancelled due to schedule conflict

Building Creativity one Block at a Time (LEGO® program) (C) Facebook Lego Challenge / Passive
 November 14, 2020 Total attendance: 1
 Time for preparation & performance – .5 hrs (pd)
 Supplies: Facebook

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

Strength Training for Older Adults (A) Virtual / Provided by Geri-Fit
 November 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; Virtual Bad Movie Night offered monthly with Kanopy

Downtown Story Walk: The Vanishing Pumpkin
 October 24 – November 3, 2020 Total participation: 48+
 Time for preparation & performance – 16.5 hrs (pd)
 Supplies: 2 copies of book (big book size) for walk / display
 1 copy as a prize / incentive
 NOTE: Participation number is how many submitted information that that completed the
 walk; we have no way of knowing how many other may have enjoyed but not
 notified the library.

STEAM Fun Fridays – Suspension Bridge (F) Facebook & YouTube program
 November 6, 2020 Facebook Views / Engagements: 248 / 15
 Time for preparation & performance – 3 hr (pd) YouTube views: 2
 Supplies: Cardboard and twine, phone to record.
 STEAM Fun Fridays provides demonstrations of how to make and do things
 at home, using common household items; no kits are provided

Pumpkin Turkey Kits Facebook & YouTube program
 November 12- 25, 2020 Facebook Views / Engagements: 131 / 2
 Time for preparation & performance – 2 hrs (pd) YouTube Views: 4
 Supplies: Mini pumpkins, stickers, construction Kits distributed: 23
 paper, feathers, & google eyes for kits

STEAM Fun Fridays – Crystal apples (F) Facebook & YouTube program
 November 13, 2020 Facebook Views / Engagement: 97 / 2
 Time for preparation & performance – 3 hr (pd) YouTube views: 0
 Supplies: Water, jar, salt, & pipe cleaner
 STEAM Fun Fridays provides demonstrations of how to make and do things
 at home, using common household items; no kits are provided

International Games Week: Virtual Game Night featuring Among Us (F)
 November 13, 2020
 Time for preparation & performance – 1.5 hrs (pd)
 Supplies: Among Us online game, Discord app
 Discord program
 Total attendance: 17

Virtual Tea with Miriam (A)
 November 13, 2020
 Time for preparation & performance – 1.25 hr (pd) 3 hrs (vol)
 Supplies: Miriam Eick donated time to present
 Facebook & YouTube program
 Facebook Views / Engagement: 2488 / 220
 YouTube views: 12
 Tea distributed: 14

Learn to Play - Not held this month

Journalism in Truth and Fiction with Joseph LeValley (A)
 November 17, 2020
 Time for preparation & performance – 4 hrs (pd) 2 hrs (vol)
 Supplies: Zoom program, rescheduled from August 2020 in person
 JKPL promotes and provides link to local participants
 Author Joseph LeValley donated his time to present
 Zoom program
 Total attendance: 4

Cooking with an Air Fryer Demo (A)
 November 18, 2020
 Time for preparation & performance – 4.5 hr (pd)
 Supplies: Air fryer and ingredients for recipes
 Facebook & YouTube program
 Facebook Views / Engagement: 342 / 29
 YouTube views: 11

Third Thursday Virtual Program – Around the Next Bend in the Road: The Life of Laura Ingalls Wilder
 November 19, 2020
 Time for preparation & performance – .5 hrs (pd)
 Supplies: Partnership with Hoover Presidential Library;
 JKPL promotes and provides link to local participants
 Zoom program
 Total attendance: 0

STEAM Fun Fridays – Add & Fill Turkey (F)
 November 20, 2020
 Time for preparation & performance – 2 hr (pd)
 Supplies: Cup, paper, google eyes, pompoms, dice, glue
 scissors, and markers.
 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: 135 / 10
 YouTube views: 3

Virtual Bad Movie Night (F)
 November 20, 2020
 Time for preparation & performance – 3 hrs (pd)
 Supplies: Participants used Zoom room to interact, and watched same movies on Kanopy at same time
 Zoom & Kanopy program
 Total attendance: 3

Let's Reminiscence Virtual Gathering (A)
 November 20, 2020
 Time for preparation & performance – .25 hrs (pd)
 Supplies: Only 1 registration so cancelled
 Zoom program
 Total attendance: 0

STEAM Fun Fridays – Paper Turkey Craft Kit (F)
 November 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. This week's event included a kit.
 Facebook & YouTube program
 Facebook Views / Engagements: 219 / 12
 YouTube Views: 9
 Kits distributed: 20

Board Games Demo – Not held his month.

Ready, Set, Grow: Amaryllis Kits
 November 2-30, 2020
 Time for preparation & performance – 3.5 hrs (pd) 2 hrs(vol)
 Supplies: Bulb, soil, pot, burlap & instructions
 Facebook /YouTube program
 ISU YouTube Views: 34
 Facebook Views / Engagements: 201 / 18
 Kits distributed: 30

<p>Creation Station Crafts: Dancing Scarecrow Kits (F) November 1-30, 2020 Time for preparation & performance – 2 hrs (pd) Supplies: Copies, fasteners, & instructions Kits were provided via curbside service and appointment</p>	<p>Facebook & YouTube program Facebook Views / Engagements: 301 / 19 Kits distributed: 20 YouTube Views: 5</p>
<p>Glow Stick Dance Party (F) November 16 – 30, 2020 Time for preparation & performance – 7 hrs (pd) Supplies: Glow sticks, copies, packing tape & toilet paper tubes</p>	<p>Facebook & YouTube program Facebook Views / Engagements: 1370 / 116 YouTube Views: 11 Kits Distributed: 40</p>
<p>NaNoWriMo: National Novel Writing Month (A) November 1-30 2020 Time for preparation & performance – 1 hrs (pd) Supplies: Book on writing as participation incentive</p>	<p>Passive Program Total participants: 3</p>
<p>Thank You Cards Upcycle Cards (A) November 1-30, 2020 Time for preparation & performance – .5 hrs (pd) Supplies: Card fronts and card stock</p>	<p>Passive Program Kits distributed: 2</p>
<p>Adult Crafternoon Take and Make: Mask Lanyard (A) November 18-30, 2020 Time for preparation & performance – 2.5 hrs (pd) Supplies: Fabric ribbon, crochet thread, beads, hooks, Clasps, rings, & break away barrels (Will continue to distribute into December due to later start)</p>	<p>YouTube & Facebook program Facebook Views / Engagements: 176 / 11 YouTube views: 2 Kits distributed: 14</p>
<p>Programs held in October but still hosted and available to view or engage with on social media November 1-30, 2020 - 21 programs</p>	<p>Facebook Views / Engagements: 85 / 15 YouTube Views: 27</p>

Upcoming Events for December:

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December 1—23: Layette Quilt Display and Sale Continues

The James Kennedy Public Library has partnered 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/lap size quilts made by the group are 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 are posted on the library's website and Facebook page.
- Quilts may be purchased in person at the library by making an appointment or may be selected and purchased via curbside service.
- As quilts sell, the Layette group will bring more choices to the library so be sure to check back often!



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, 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: 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, a Roll20 account, and you must register. Please register at <https://bit.ly/DUDRA> 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 are lots of laughs, great company, conversation, and even some crafting! New members are welcome to join at any time. For an invitation to attend, please register at <https://bit.ly/SitStitch>

Thursday, December 3: Air Fryer Cooking Class @ 6:00 pm

Join us for a live, virtual cooking class using an air fryer! Librarian Dawn will demonstrate how to make Paprika Chicken Drumsticks and Crispy Potatoes. 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. Please register at <https://bit.ly/AirFryerClass>. An ingredient list will be provided to those who are registered on 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: Drive Thru Visit with Santa from 10:00 am—12:00 pm

Due to COVID-19, the library will be hosting a socially distanced visit from Santa and Mrs. Claus. The Claus' will be in the city parking lot adjacent to the library to wave to kids and get their Christmas lists. Families will stay in their cars, kids will put their lists in Santa's bag, and a small, pre-packaged treat will be handed out. All ages are welcome.



Monday, December 7: Learn To Play "Sushi Go". Join Paul as he covers how to play the popular game *Sushi Go*, a draft game where players try to pick up the cards they need to score the most points. This will be a pre-recorded video posted on the library's Facebook and Youtube pages.



Monday, December 7: Books for Lunch Virtual Book Discussion @ 12:00 noon. This month the group will discuss *Gingerbread* by Helen Oyeyemi. 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. New members are welcome to join at any time. If you are interested in joining, and have not previously participated in the Books for Lunch group, please register at <https://bit.ly/BooksForLunch> by 10:00 am on the day of the program and an invitation will be emailed to you.



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 register at <https://bit.ly/NOVELAPPROACH> by 12 noon on the day of the program so a link and an invitation will 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 own 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 register at <https://bit.ly/38YKgZh> 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 9:00 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 "Winter Wonderland." Pictures of creations must be posted between 9:00 am—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. Registration is required, so please register by December 11 at <http://bit.ly/AroundFarmTable>. The link to the event will be emailed out shortly before the program. Sponsored by the Friends of the James Kennedy Public Library and Carnegie-Stout Public Library. This program will be recorded and the video will be available to view until January 12 on the library's Facebook and YouTube pages.



Sunday, December 13: National Cocoa Day Celebration. This time of year many people crave the sweet, dark, creamy beverage known as hot cocoa and this food day is a perfect occasion to indulge yourself! Pick up a take-and-make kit, watch the video demonstration by Miss Kim, and make your own delicious homemade hot cocoa. Once you taste homemade cocoa you may consign the premade packets to the trash forever! The demo video will be posted to the library's YouTube and Facebook pages. Kits include approximately 2 servings of homemade instant hot cocoa and may include some popular add-ins. Feel free to add your own special touches like cinnamon or peppermint! Kits can be picked up via curbside service or by appointment. Kits available while supplies last.



Tuesday, December 15: Teen Wrap Battle @ 6:00 pm

How are your gift wrapping skills? Teens will join together over Zoom for a contest where participants will each wrap a Christmas present within a time limit and show off their wrapping skills. The best wrapper will receive \$10 in Dyersville Dollars. Interested teens need to register at <https://bit.ly/WRAPBATTLE> by 5:00 pm on the day of the program in order to receive the invitation to the event. For ages 12-18 only.



Thursday, December 17: "The 1929 Christmas Eve White House Fire" @ 6:00 pm

The JKPL has partnered with the Hoover Presidential Library to present their 3rd Thursday Virtual Programs! Join us this month as Craig Wright, the archivist for the Herbert Hoover Presidential Library and Museum, discusses the 1929 Christmas Eve fire in the White House. This four alarm fire took dozens of engines and ladder companies to extinguish it and although most of President Hoover's important papers were saved, the Executive offices were destroyed. Advance registration for the program is required so please register at <https://hooverpresidentialfoundation.org/third-thursdays/>



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 register at <https://bit.ly/3frDGMh> and a link to attend will be emailed to you. *Please note: This event date was changed due to the Christmas holiday.*

Monday, December 21: Learn To Play "Ice Cool". Join Paul as he covers how to play the popular game *Ice Cool*, a game where players try to move penguins around various rooms by flicking their player token while avoiding each other. This will be a pre-recorded video posted on the library's Facebook and YouTube pages.



Thursday, December 31: Family New Year's Noon Zoom Party from 11:00 am—12:30 pm

Families are invited to join the library for this fun New Year's Noon Celebration on Zoom that includes activities, crafts, a countdown to noon, and more. Rumor has it that two special ice princesses will be making an appearance at the event!

- Kits with activity and craft supplies for the event will be available to pick up from the library between December 27 and 10:00 am on December 31.
- Advance registration for both the event and the kit are encouraged. Please register by 8:00 pm on December 30 at <https://bit.ly/NewYearNOON>.
- The Zoom invitation will be emailed out the day of the event.



Holiday Hours:

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

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

Thursday, December 31: Library closes at 5:00 pm

Friday, January 1: Library closed



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
- *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



DECEMBER 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Lavette Quilt Sale December 1—23	Get Puzzled December 1—31	1 Virtual Dungeons & Dragons @ 6pm	2 Virtual Sit & Stitch from 1-3pm	3 Air Fryer Cooking Class @ 6pm	4 Virtual S.T.E.A.M. Fridays	5 Drive Thru Visit with Santa from 10am-12pm
6	7 Learn to Play <i>Sushi Go</i> Books For Lunch @ 12 pm	8 A Novel Approach to Faith book club @ 7pm	9 Virtual Sit & Stitch from 1-3pm	10	11 Virtual S.T.E.A.M. Fridays Virtual Game Night @ 6pm	12 Building Creativity One Block at a time from 9am-5pm Around the Farm Table @ 2pm
13 National Cocoa Day	14	15 Teen Wrap Battle @ 6pm	16 Virtual Sit & Stitch from 1-3pm	17 <i>1929 Christmas Eve White House Fire</i> @ 6pm	18 Virtual S.T.E.A.M. Fridays Final Friday Virtual Help from 3-5pm	19
20	21 Learn to Play <i>Ice Cool</i>	22	23 Virtual Sit & Stitch from 1-3pm Library closes @ 5pm	24 Library Closed	25 Library Closed	26 Library Closed
27	28	29	30 Virtual Sit & Stitch from 1-3pm	31 Family New Year's Noon Zoom Party from 11am-12:30pm Library closes @ 5pm	1 Library Closed	Coloring, Creating & Doing December 1—31

CRAFT KITS FOR DECEMBER:

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! All demo videos will be posed on the library's Facebook page and YouTube channel the day the kits become available. Craft kits can be picked up at an appointment or via curbside delivery. All kits available while supplies last.

Peel-And-Stick Holiday Craft Kits: December 1—31

Craft kits are a variety of peel-and-stick Christmas ornaments and picture frames. Each kit includes all needed supplies.



LEGO® Ornaments Craft Kits: December 1—31

This month the library challenges you to make a Christmas ornament out of LEGO®s!

- Each kit will contain random LEGO® pieces along with ribbon for hanging up the ornament.
- Intended for ages 7 and up.
- Made something cool? Use it for the monthly LEGO® Club challenge by sending us a picture on social media!



Christmas and Winter Take Home Crafts for Kids: Tuesday, December 1—23

This month we will be providing a craft kit for kids ages 2-6 as well as a kit for kids ages 7-11. Each age groups' kit will include supplies to create an age appropriate Advent calendar along with several other crafts.

- The kit for kids ages 2-6 includes supplies to make a candy bar snowman, Santa Advent calendar, paper plate Christmas tree, and a reindeer picture frame.
- The kit for kids age 7-11 includes supplies to make a candy bar snowman, ribbon Christmas tree, a Borax snowflake ornament, and a Pom Pom Tree Advent calendar.
- Kits include all supplies except glue and tape.



Book Page Christmas Tree Craft Kits for Teens: Tuesday, December 1—31

Want to create a unique decoration that will stand out from your other holiday decor? Make a Christmas tree out of book pages!

- The kit includes a book to fold into the tree, instructions, and some decorations to make your tree festive.
- Kits are for those age 12 and up.



Photograph Christmas Ornament: December 7—31

Come make a Christmas ornament with the photograph of your choice inside.

- The kit will include a clear plastic ornament, background, and ribbon.
- You will need to provide a photo of your choice, scissors and glue.
- This kit is intended for adults.



Jingle Bell Jingle Craft Kits: December 21—23

The JKPL wants to help you participate in the international Jingle Bell Jingle event this December 24th! The idea is to ring in Christmas with a bit of magic, hope, and togetherness by heading outside at 6:00 pm on Christmas Eve and ringing a bell to spread Christmas spirit and urge Santa on his way.

- Craft kits include bells and all other supplies needed to make an ornament which can be used to ring Santa on his way.
- Kits should be picked up between December 21—23.
- Kits may be reserved in advance at <https://bit.ly/JINGLEBELL>.



Tentative Schedule of Upcoming Events – January 2021 and Beyond

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

Friday, January 1: Warm-Up @ Your Library Winter Library Challenge Begins. The JKPL is once again offering a winter library program. This year we will be using the READSquared app for tracking participation as well as the paper forms. Sign up online 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 participate in library sponsored activities to fill the squares. Complete bingos to earn prizes. Possible prizes include books, library themed mugs or glasses, masks, 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 1 thru February 28.

January 2: National SciFi Day Celebration! Celebrated on January 2nd every year, Science Fiction Day is a nonofficial holiday which celebrates everything science fiction. On this day, people celebrate all forms of Sci-Fi including literature, art, television shows and films. It is also a good day to recognize some of the writers that have contributed their talents to the genre of science fiction. Writers which include Isaac Asimov, Ray Bradbury, Rod Serling, Arthur C. Clarke, Philip K. Dick and Charles Stross. SciFi Day also celebrates the birthday of the famed SciFi author Isaac Asimov. Join other geeks in the JKPL Zoom room at 1:00 pm to talk about your favorite Science Fiction books, movies, authors and more. Share your favorites and get ideas from other SciFi fans for what to read and watch. And then join in a special Zoom and Kanopy movie gathering featuring the SciFi classic Ex Machina at 6:30 pm. Register by 10 am on January 2 to receive the zoom link to both events.

January 2-31: 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 2. The craft kit for this project includes all needed supplies except glue and can be picked up via curbside delivery or by appointment. Kits available while supplies last.

January 2-31: 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, email librarian@dyersville.lib.ia.us, or call the library at (563)875-8912 with the name and/or description of the puzzle you are working on at home. And don't forget - 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 February.

January 2-31: 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 winter and seasonal 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!

Monday, January 4: Books for Lunch Virtual Book Discussion @ 12:00 noon. This month the group will discuss Dash and Lily's Book of Dares by Cohn and Levithan. 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. New members are welcome to join at any time. If you are interested

in joining, and have not previously participated in the Books for Lunch group, please register at <https://bit.ly/BooksForLunch> by 10:00 am on the day of the program and an invitation will be emailed to you.

Monday, January 5: Teen Take and Make: Snowman Charm Bracelet. While the pandemic keeps us from gathering, the JKPL is going to offer a monthly craft project for teens. These projects will be for ages 12 and up and include most supplies. Video instructions and kits will be available on the first Monday of each month. Kits will be available while supplies last. Join us this month for a Snowman Charm Bracelet!

Monday, January 5: Learn To Play "Chess". Join Paul as he covers how to play Chess, the classic game where you attempt to capture the other players king with pieces that move in different styles. This will be a pre-recorded video posted on the library's Facebook and Youtube pages.

Tuesday, January 5: 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, a Roll20 account, and you must register. Please register at <https://bit.ly/DUDRA> 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, January 6, 13, 20, 27: Virtual Sit and Stitch from 1:00—3:00 pm. Grab your tablet, phone or computer along with your hobby and/or craft and join other crafters in this fun Zoom gathering. There are lots of laughs, great company, conversation, and even some crafting! New members are welcome to join at any time. For an invitation to attend, please register at <https://bit.ly/SitStitch>

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.

Friday, January 8: Basic Video Editing with Windows 10. Did you know Windows 10 comes with a basic video editing program installed? Join Paul as he walks you through how to use this program to edit, merge, and add special effects to your videos. This prerecorded video will be uploaded to the library's Facebook page and YouTube channel.

While we still aren't able to gather **Monday, January 11: Adult Crafternoon Take and Make: Activity TBA!** together in the library, the JKPL is offering a monthly adult take-and-make craft activity. Description. The instructional video for how to do the craft will be posted on both the library's Facebook and YouTube pages starting January 11. . Kits available while supplies last.

Tuesday, January 12: 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 *Finding Father Christmas* by Robin Jones Gunn 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 register at <https://bit.ly/NOVELAPPROACH> by 12 noon on the day of the program and an invitation will be emailed to you.

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 15: 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, *Australiens*. Each participant will log on to Kanopy from home to watch the chosen movie. At the same time they will log on to our Zoom room so participants can see each other and chat during the movie (and make fun of 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 register at <https://bit.ly/JKPLMOVIE> 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.

Thursday, January 14: Soup Supper Fundraiser from 4:30 - 7:30 pm. Warm up this winter at the JKPL annual Soup Supper! 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 and chili. The soup is made and served by the JKPL Library Board and Fundraising Committee members. Price is \$6.00 per meal. This year's event will be drive thru and carryout only. Details to be confirmed. Proceeds from the fundraiser will be used to support the library's collections and services.

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" as well as acknowledge on the library website and social media. Where appropriate the library will attach a tag or book plate acknowledging the donation and the donor will be the first to check it out. Some items are listed on the bulletin board in the entry to the library and the complete list can be viewed at the circulation desk or from the home page of the library's website (www.dyersville.lib.ia.us). Not finding something you want to "love"? Bring your ideas to a librarian! NOTE: some details to be confirmed at committee meeting on 12/7/2020.

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.

Saturday, January 16: Teen Lip Sync Battle @ 1:00 pm. Want to show off your lip syncing skills to your favorite song? Show us what you got! Participants ages 12-18 are invited to have some fun pretending to sing and being goofy to music they love. Interested participants must sign up at <https://bit.ly/LSBATTLE>

Monday, January 18: JKPL Writing Group Virtual Meeting @ 6:30 pm. Join us this month via Zoom for a virtual sharing session with writers of all types including poetry, memoir, fiction, or nonfiction. New members are welcome to join at any time. Anyone interested in participating who has not participated before, should register by 11:00 am on the day of the event at <https://bit.ly/JKPLwriting> so the invitation 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 the library and talk with Ann about an alternative way to participate.

Monday, January 18: Learn to Play "My First Stone Age". Join Paul as he covers how to play the popular game *My First Stone Age*, a game designed for kids where players manage resources to build huts and score points. This will be a pre-recorded video posted on the library's Facebook page and Youtube channel.

Thursday, January 21: “The Origins of the Presidential Cabinet with Dr. Lindsay Chervinsky” @ 6:00 pm. The JKPL has partnered with the Hoover Presidential Library to present their 3rd Thursday Virtual Programs! Join us this month as we learn about the origins of the Presidential Cabinet. The cabinet isn't in the Constitution, but every president since George Washington has worked with a cabinet. So where did it come from? Join Dr. Lindsay Chervinsky to learn about the origins of the president's cabinet, how Washington drew on his leadership practices from the Revolutionary War to shape this institution, and the important and often-overlooked legacy he left for his successors. Chervinsky will also explore some of the best and worst cabinets in American history, share how the institution has evolved over time, and why the cabinet still matters today. Advance registration for the program is required so please register at <https://hooverpresidentialfoundation.org/third-thursdays/>

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 22: 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 “Homebound Adventures.” Pictures of creations must be posted between 9:00am-5:00 pm on January 22. This LEGO® program is part of a monthly LEGO® building block program at the library sponsored by DuTrac Community Credit Union.

Tuesday, January 26: Virtual Kobolds Ate My Baby Role Playing Game @ 6:00 pm. Join us after-hours for Kobolds Ate My Baby, a role playing game with simple rules and lots of shenanigans. To join in, you must have a Discord account, a Roll20 account, and you must register. Please register at <https://bit.ly/DUDRA> 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.

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: 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 register at <https://bit.ly/3frDGMh> and a link to attend will be emailed to you.

Friday, January 29: Virtual Game Night @ 6:00 pm. Join us for this game night where everyone will join together virtually to play Superfight! To participate, you must have a Discord account. Please register at <https://bit.ly/38YKgZh> by 2:00 pm the day of the program in order to receive the server invite. All ages and skill levels welcome.

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

February is National Library Lover's Month! Activities to be determined.

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 (in person and virtual) 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. Details to be confirmed with Fundraising Committee.

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 determined.

Sunday, February 7: Zoom Book Tasting for Adults @ 2:00 pm. Are you hungry for a good book? Join us for this fun virtual 'book tasting' event where you can sample some of the best books published in 2020! Books available to "taste" will be selected from the Best Books lists created by various organizations. Activity component to be decided.

Saturday, February 13: Mystery Dinner: This event is scheduled to be held at the Dyersville Social Center on Saturday, February 13, 2021 with a snow date of Saturday, February 27th. Fundraising Committee will be discussing when to make decision about holding, postponing, or cancelling.

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. Will discuss ideas and options with City of Dyersville Public Works Director, John Wandsnider.

Thursday, February 18: "Lincoln and Race" @ 6:00 pm. The JKPL has partnered with the Hoover Presidential Library to present their 3rd Thursday Virtual Programs! Details when information is available. Advance registration for the program is required so please register at <https://hooverpresidentialfoundation.org/third-thursdays/>

March Book Madness: Details to follow.

April 2021: Yard Signs Available. Details to follow.

April is D.E.A.R. (Drop Everything And Read) Month: D.E.A.R. (Drop Everything and Read) is a month-long celebration of children's author Beverly Cleary, her timeless stories, and the joy of reading. Join us at the JKPL in celebrating this special month. Activities to be decided.

April 4-10, 2021: National Library Week. Activities to be determined.

Money Smart Week is April 10 – 17, 2021. Financial literacy is important to everyone at all stages of life. Everyone can learn more to be better with money. Details to be determined.

Earth Day - April 22



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

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

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

⌘ JAMES KENNEDY PUBLIC LIBRARY ENDOWMENT ⌘

	Current Month	Year-To-Date
	October 1, 2020 - October 31, 2020	January 1, 2020 - October 31, 2020
BEGINNING FUND BALANCE	4,398.39	2,825.65
Gifts	0.00	1,610.74
Investment Income (Loss)	(47.66)	(39.68)
Other Income	0.00	0.00
Grants Approved	0.00	0.00
Fees	-6.42	-52.4
Fund Expenses	0.00	0.00
ENDING FUND BALANCE	4,344.31	4,344.31

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.

**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 30th 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

Committee Assignments – FY2021

Executive:

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

Policy:

Sue Engelbrecht, Chair
 Angela English
 Ray Kruse

Furnishings, Art & Facilities:

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

Finance:

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

Personnel:

Karen Kramer, Chair
 Karen Tieskoetter
 New Member
Lynn Osterhaus

Marketing & Public Relations:

Karen Tieskoetter- Chair
 Dawn Schrandt
 Danielle Will
 New Member

Fundraising:

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

Friends of the JKPL Liaison:

Shirley Vonderhaar

Endowment Liaison

Karen Kramer

Dubuque County Library Agency

Representative:

Angela English