

320 1st Ave E
Dyersville, Iowa 52040

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librarian@dyersville.lib.ia.us

Web: www.dyersville.lib.ia.us

Special Library Board Meeting

July 13, 2021

6:00 pm

Hybrid – in person / Zoom meeting
Hoffman Community Room
James Kennedy Public Library

Agenda Topics

1. Call to Order
2. Consider Approval of Agenda
3. Elections of Officers
 - a. Nominations
 - b. Close of Nominations
 - c. Election of
 - President
 - Vice President
 - Secretary
4. Adjournment

Information for joining the July meetings remotely:

Topic: JKPL Board Meeting - July

Time: Jul 13, 2021 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://cityofdyersville.zoom.us/j/81361744232?pwd=VklnVEZ1UUlzeDdNV3N3RkwxQk96dz09>

Meeting ID: 813 6174 4232

Passcode: 891207

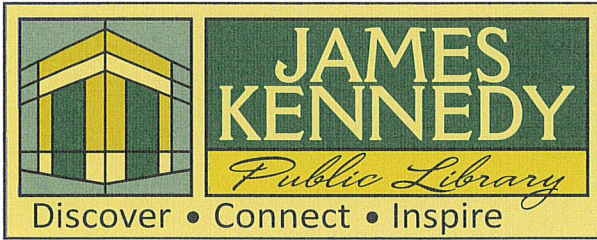
Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 813 6174 4232

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



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Regular Library Board Meeting

Tuesday, July 13, 2021
6:05 pm – immediately
following special meeting

In person / Hybrid Meeting
Hoffman Community Room
James Kennedy Public Library

Agenda Topics

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Correspondence & Communication
 - Approve Minutes of Previous Meeting: June 8, 2021
 - Approve June Librarian's Report
 - Approve Bills:
 - June Bills submitted June 18, 2021
 - July Bills
 - Claims Report for June
 - June & July Credit Card Claims
 - Budget Reports
 - June City Report
 - June Library Report
 - July Library Report
 - Trust Account Reports
 - June Bank Statements
 - June Balance Report
 - Trust Account Expenditure Report
 - June Donations Form
 - Program Reports
 - June Report of Programs and Attendance
 - July Schedule of events
 - Schedule for upcoming programs
 - Grant Report
 - Friends of the Library Report

- JKPL Endowment Report
 - Quarterly Contract Use Reports
 - Statistics by Residence Area
 - Statistics by Contract / Service Area
4. Discussion of Current Library Operations and Services
 5. Consider approval of JKPL Interim Service / Reopening Plan (Updated)
 6. Discussion of vacancies on the JKPL Board of Trustees
 7. Consider approval of Library Holiday Hours for FY22
 8. Consider approval of library wages and salaries effective July 1, 2021
 9. Executive Committee Report
 10. Finance Committee Report
 11. Fundraising Committee Report
 - Notes from June 24, 2021 Meeting
 12. Furnishings, Art & Facilities Committee Report
 13. Marketing Committee Report
 - Notes from Electronic Committee Discussion
 - Updated JKPL Information Pamphlet
 14. Personnel Committee Report
 - Notes from Electronic Committee Discussion
 - Consider approval of revised JKPL Employee Pay Rates and Ranges
 15. Policy Committee Report
 16. Strategic Planning Report
 17. Meetings and Training
 - Upcoming – ARSL Conference October 20-23
 - Recently Attended
 18. Oral Presentations
 19. Adjournment

Information for joining the July meetings remotely:

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Passcode: 891207

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+1 646 558 8656 US (New York)

Meeting ID: 813 6174 4232

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

Date of next regular meeting: Tuesday, August 10, 2021 6:00 pm
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Hello all:

Here is the agenda for the July 13, 2021 regular meeting. This will be our first in person meeting – and is a little earlier than planned as the provision that allowed us to meet virtually expired on June 26. To provide for more space, we will be meeting in the Hoffman Community Room. There will likely still be furniture stored in there but it will be to the side so we can meet around the table in the middle. I have also purchased a Meeting Owl Pro which is intended to facilitate hybrid meetings – where people can gather in person as well as participate remotely. If you are away or more comfortable participating remotely, you will be able to join the meeting via zoom (information is at the bottom of the agenda).

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Correspondence & Communication
 - Approve Minutes of Previous Meeting: June 8, 2021 - **A**
 - Approve June Librarian's Report – **B**
 - Approve Bills:
 - June Bills submitted June 18, 2021 - **C**
 - July Bills - **D**
 - Claims Report for June - **E**
 - June & July Credit Card Claims - **F**
 - Budget Reports
 - June City Report - **G**
 - June Library Report - **H**
 - July Library Report - **I**
 - Trust Account Reports -
 - June Bank Statements - **J**
 - June Balance Report - **K**
 - Trust Account Expenditure Report – **L** – **since this is the ending balance I didn't "hide" any rows so you can see all income and expenditures. Per previous guidance, Kanopy streaming movie service, Facebook ads / boost for programming and the hotspots start up expenses are taken out of Fundraising income**
 - June Donations Form - **M**
 - Program Reports
 - June Report of Programs and Attendance - **N**
 - July Schedule of events - **O**
 - Schedule for upcoming programs - **P** – **I have decided not to include a schedule for upcoming programs in this month's packet. August is usually a quieter month with fewer activities; and what we offer may change based upon decisions regarding in-person / in library programming.**

- Grant Report – **The \$5000 ARPA grant was approved. We will use these funds for electronic services such as eBooks, eAudio, streaming music, and virtual learning.**
 - Friends of the Library Report – **The Friends Bus trip is sold out. DRA grant for equipment to support hybrid gatherings was submitted. Total project was \$4,875 with a Friends match of \$1,000 bringing the DRA ask to \$3,875.**
 - JKPL Endowment Report – **Q – May Fund Activity Statement and June 15 Gift Activity Statement (for Great Give Day) included in your packet**
 - Quarterly Contract Use Reports
 - Statistics by Residence Area - **R**
 - Statistics by Contract / Service Area (City) - **S**
4. Discussion of Current Library Operations and Services – **I think things are going well but we do have people asking when we will start offering in person programs in the library and when soft seating will be available.**
 5. Consider approval of JKPL Interim Service / Reopening Plan (Updated) – **This is the pandemic plan that was sent out to you for discussion at the June meeting, with minor tweaks. The first page lists the questions that need to be decided. I am including this as both a tracked word document (that shows the suggested edits) and a final version (that is much easier to read). I am including the whole document but the edits are under “General Information” and then Stage 4.**
 6. Discussion of vacancies on the JKPL Board of Trustees
 7. Consider approval of Library Holiday Hours for FY22
 8. Consider approval of library wages and salaries effective July 1, 2021
 9. Executive Committee Report
 10. Finance Committee Report
 11. Fundraising Committee Report
 - Notes from June 24, 2021 Meeting
 12. Furnishings, Art & Facilities Committee Report
 13. Marketing Committee Report
 - Notes from Electronic Committee Discussion
 - Updated JKPL Information Pamphlet

14. Personnel Committee Report
 - Notes from Electronic Committee Discussion
 - Consider approval of revised JKPL Employee Pay Rates and Ranges
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Date of next regular meeting: Tuesday, August 10, 2021 6:00 pm
--

**James Kennedy Public Library
Board of Trustees
Minutes of the June 8, 2021 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, June 8, 2021 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: Karen Kramer, Catherine O’Hea, Angela English, Danielle Will, Karen Tieskoetter, Library Director Shirley Vonderhaar, and Assistant Library Director Dawn Schrandt. Absent: Ray Kruse and Sue Engelbrecht.

1. President Karen Kramer called the meeting to order at 6:07 P.M.
2. Agenda: English MOVED “approval of the Agenda” which motion was seconded by Will and CARRIED. Ayes: Kramer, O’Hea, English, Will, and Tieskoetter. Nays: None.
3. Agenda Consent Calendar
 - Correspondence & Communication:
 - Minutes of Previous Meeting: May 11, 2021
 - May Librarian’s Report
 - Bills
 - May Claims Report
 - Library Claims for June
 - May/June Credit Card Claims
 - Budget Reports
 - May City Report
 - May Library Report
 - Trust Account Reports
 - May Bank Statements
 - May Balance Report
 - Trust Account Expenditure Report
 - May Donations Form
 - Yard Signs - \$6.00
 - Candy Sales - \$14.00
 - Coloring Book Sales - \$10.00
 - Dawn Schrandt - \$5.60
 - Joyce Bries - \$17.11
 - Plant Sales - \$605.50
 - Program Reports
 - May Report on Programs and Attendance
 - June Schedule of Events
 - Schedule for Upcoming Programs

- Grant Report
 - DRA grant application will be seeking equipment to facilitate hybrid meetings and gatherings.
 - The State Library ARPA grant will be written seeking funds for electronic services.
- Friends of the Library Report:
 - Bus Trip fundraiser scheduled for September.
 - Will support children's summer library program activities.
- JKPL Endowment Report
 - Fund/Gift Activity Statement

English MOVED "approval of the consent items including authorizing the Executive Committee to approve any additional bills arriving in June." Second by Tieskoetter and CARRIED. Ayes: Kramer, O'Hea, English, Will, and Tieskoetter. Nays: None.

4. Discussion of Current Library Operations and Services
 - Reviewed current operations
5. Review and possible action on JKPL Pandemic Interim Service Plan/Reopening Plan
 - No new action at this time.
6. Discussion of when to resume meeting in person and/or hybrid options
 - Will still have July meeting electronically. Discussed waiting until existing pandemic plan allows larger group meetings.
7. Discussion of vacancies on the JKPL Board of Trustees
 - Two open seats. Would like to have filled by August.
8. Consider rescheduling date for July regular board meeting
 - Will meet in July for regular meeting.
9. Fundraising Committee Report
 - Plant sale fundraiser was successful.
 - Will be selling push ups for Downtown Summer Nights on June 12
 - Food Truck fundraiser scheduled for June 14
 - Wine and Beer tasting fundraiser scheduled for September 24. Still working out some logistics to ensure its success.
10. Furnishings, Art & Facilities Committee Report: None
11. Marketing Committee Report
 - Review & Discussion of proposed changes to monthly reports. Will continue to include Program Attendance Reports.
12. Personnel Committee Report
 - Waiting for results of Classification and Compensation Study.
13. Finance Committee Report
 - FY21 Budget will have some unspent funds due to service and staffing changes during Covid. The committee expects to request the underspent funds in a budget amendment for FY22.

14. Policy Committee Report: None

15. Strategic Planning Report

- JKPL Strategic Plan and creating a Vision Statement needs to be completed and in place by February 2022.
- Becky Heil with the State Library will help facilitate planning to begin in August.

16. Meetings and Training

- Upcoming
- Recently Attended

17. Oral Presentations: None

18. English MOVED to "adjourn meeting at 7:35 P.M." Second by Will and CARRIED.

Ayes: Kramer, O'Hea, English, Will, and Tieskoetter. Nays: None.

Catherine O'Hea

JAMES KENNEDY PUBLIC LIBRARY MONTHLY REPORT

B

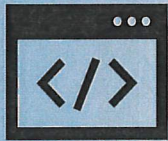
Librarian's report to the Board of Trustees

Month: June-21
 YTD: July-20 to June-21
 Previous YTD: July-19 to June-20

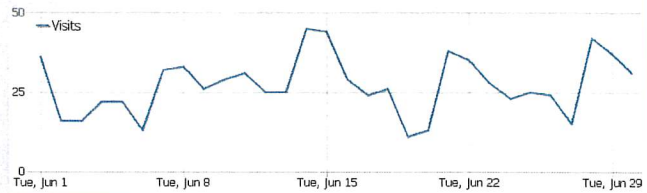
	Library visits	Items loaned	Library cards issued
Month	3417 (↑ 575.3%)	7721 (↑ 21.5%)	29 (↑ 163.6%)
YTD	16835 (↓ 74.5%)	67163 (↓ 41.2%)	108

* Comparisons are to previous year to date

Website traffic



Visits	Average visit duration
816	2:12:00



Computer use



Month	Hours		Month	Sessions	
	YTD	Prev. YTD		YTD	Prev. YTD
155	832	3811	272	1497	5856

Wifi use



Sessions		Visits		Unique visitors	
Month	YTD	Month	YTD	Month	YTD
349	3181	312	2220	110	240

Meeting room use

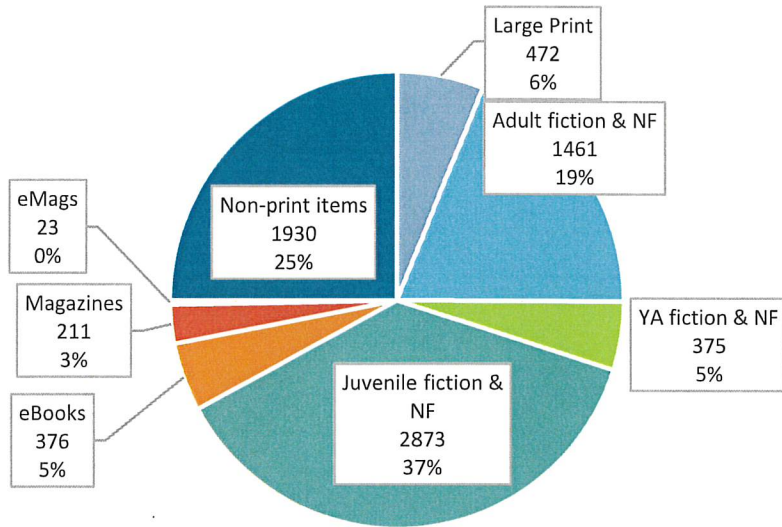


Month	YTD	Prev. YTD
19	21	1581

(study & genealogy rooms available when not used by staff)

Circulation

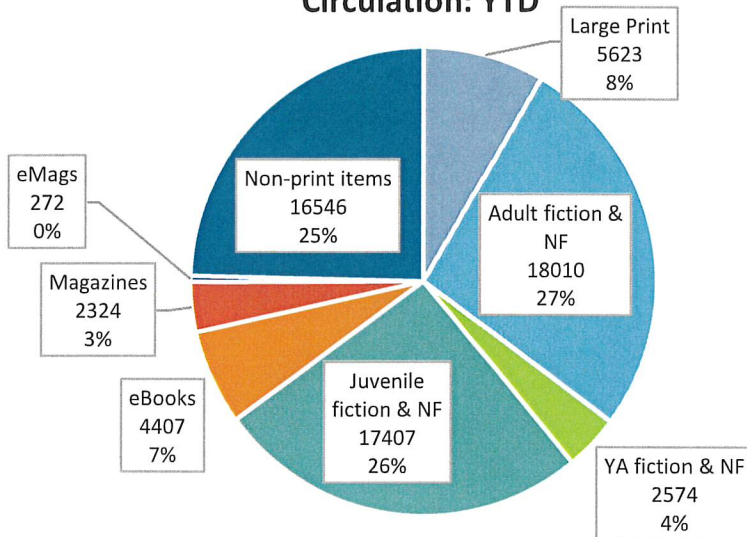
Circulation: Month



Downloads: 3
Streams: 77
Videos: 0
Total YTD: 836

Videos: 0
YTD: 13

Circulation: YTD



Sessions: 0
YTD: 345

Videos: 86
YTD: 923

Non-print items	Month	YTD
eAudio	331	3101
Adult & YA audio	193	1230
Juvenile audio & kits	15	176
Adult & YA video	742	7088
Juvenile video & DVD	400	3059
Games, IoT, etc.	249	1892
Total	1930	16546

Collection

Items purchased

Month: 356
YTD: 3167

Items donated

Month: 153
YTD: 673
Prev. YTD: 272



Items withdrawn

	Month	YTD
Books	272	4141
SCDs	8	11
DVDs	4	279
Kits	0	5
Games	20	78
Total	304	4514

Summary of additions

	Large print	Adult fiction	Adult & YA NF	YA fiction	Juvenile fiction	Juvenile NF	eBook & eAudio	Adult & YA audio	Juvenile audio	Adult & YA video	Juvenile video	CDs, games, misc.	Total
Current month	34	158	22	11	124	42	16	22	0	52	5	23	509
Previous month	15	33	23	15	98	52	11	12	3	28	7	16	313
Current YTD	210	1043	306	245	882	244	171	146	17	377	88	111	3840
Previous YTD	233	1015	376	246	867	166	102	112	13	112	106	158	3710

Programming

Program				Prep time (hrs)	Kits
	Views	Engagements	Views		
Whimsical Illustrations - Part 1 & 2 (A)	81	15	21	1	29
Play-Doh Challenge - Bugs (C.)	19	2	3	0.5	1
Summering Your Amaryllis (A)	17	1	4	1 (+2)	NA
How to Use READSquared (All ages)	41	3	2	1	NA
Upcycled Father's Day Cards (A)	6	0	1	1.25	25
Wild Edibles: Nature's Treat (A)	38	6	8	0.5	NA
Presented by Megan Willenbring, Dubuque County Conservation Naturalist					
Ready, Set, Grow: Weeds in Your Garden(A)	18	1	2	.5 (+2 vol)	4
Ray Kruse, ISU Extension, Dubuque Co.					
Creation Station: Fathers Day Rocket kit (F)	12	2	2	2	15
Teen Craft: Not offered in June					
Adult Crafternoon: Faux Stained Art (A)	22	3	0	4.5	16
Carryover May programs - 14 programs	38	4	17	NA	NA

Discord virtual game nights

Program	Attendance	Prep time (hours)
Dungeons & Dragons (F)	5	2.75
Among Us (F)	7	2.5
Skribblo for Teens (YA)	4	1.25

Zoom programs

Program	Attendance	Prep time (hours)
Sit & Stitch (A) - 5 sessions	11	5
Books for Lunch: <i>Patron Saint of Nothing</i> (A)	8	0.5 (+1 vol)
A Novel Approach to Faith (A)	5	2.25
JKPL Writing group (A)	4	1.5
Third Thursday Clearing the Static Partnership with the Hoover Presidential Library	3	0.25
Whimsical Illustrations - Part 1 & 2 (A) (recorded & shared on FB & YouTube) presented by Dianne Kramer; 20 registered; attended: 14 / 13	27	5.25 (+40 vol)
Reading Colors Your World Zoom Social (A)	3	1.25
Wild Edibles: Natures Treat (A) (18 registered / recorded and shared)	4	1.5 (+5)
Social Issues Book Club Kick-off - 2 sessions	3	1.5

Virtual/Sharing/Passive programs

Program	Attendance	Prep time (hours)
Get Puzzled (A)	0	0.25
Coloring, Creating, & Doing (A)	124	3
Strength Training for Older Adults (A)	20	NA
Color Scavenger Hunt (C.)	9	1.5
Reading Colors Your World Activity Kit (A)	16	2.25
StoryWalk® - If You Plant a Seed (C) Funded by DRA, Friends of the JKPL, and Osterhaus Memorial	63	NA

In-Person programs

Program	Attendance	Prep time (hours)
Ellen Kennedy Living Center - Good Olde Days (A)	4	2
Summer Reading Promo at DES (C.) - 15 sessions	379	7.25
Pop-Up at the Farmer's Market (F) - 2 sessions	78	5.75
Messy Art in the Park (C.)	16	3 (+3.75 vol)
StoryTime in the Park (C.)	17	3
Outdoor Games / Karaoke at Children & Teen Summer Kickoff (F)	61	7.5 (+5)
Kid Project Outreach - Mosaics Color Your World (C.)	28	1.5 (+1.5)
Robots in the Park (Farmer's Market) (F)	13	1.5
Pop Up @ the Downtown Market (F)	64	5
DES Outreach - Mosaics Color Your World (C.)	34	1.75 (+1.5)
Pop-Up at Downtown Summer Nights (F)	54	5 (+7)
TACKL Fun & Games at Downtown Summer Nights (C.)	130	4 (+15)
Pop-Up at Children & Teen Summer Reading Kickoff (F)	71	4.5
Art at Children & Teen Summer Reading Kickoff (C.)	61	9.5 (+2.5)



Dyersville, IA

C

Expense Approval Register

Subject: APPKT00783 - June 2021 Library Bills - Packet 2

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
Fund: 001 - GENERAL FUND					
Department: 410 - LIBRARY					
AMAZON	06.01.2021 B	Computer Maintenance	001-5-410-4-63750	MAINTENANCE	24.91
EICK, ROBERT	06.01.2021	Maintenance - Set up 2 New S...	001-5-410-4-63750	MAINTENANCE	250.00
VONDERHAAR, SHIRLEY	06.15.2021	Replacement Computers	001-5-410-4-63750	MAINTENANCE	2,556.72
AMAZON	06.21.2021 C	Computer Maintenance	001-5-410-4-63750	MAINTENANCE	124.99
TRI-STATE AUTOMATIC SPRINK...	0039083-IN	Contract - Sprinkler	001-5-410-4-64316	CONTRACTS	210.00
FAREWAY STORES INC.	00001456	Program Supplies	001-5-410-4-65060	OFFICE SUPPLIES	23.52
AMAZON	06.01.2021 B	Program Supplies	001-5-410-4-65060	OFFICE SUPPLIES	97.20
BENTON-HERMSEN, KIMSHIRO	06.15.2021	Program Supplies	001-5-410-4-65060	OFFICE SUPPLIES	32.99
VONDERHAAR, SHIRLEY	06.15.2021	Program Supplies	001-5-410-4-65060	OFFICE SUPPLIES	16.00
AMAZON	06.21.2021 C	Supplies - Programs	001-5-410-4-65060	OFFICE SUPPLIES	21.40
COLIBRI SYSTEMS NORTH AM...	1080	Supplies - Book Covers	001-5-410-4-65060	OFFICE SUPPLIES	495.97
J & L LUMBER	143294	Program Supplies	001-5-410-4-65060	OFFICE SUPPLIES	29.63
ILLINOIS LIBRARY ASSOCIATION	199525 & 197968	Supplies - Programs	001-5-410-4-65060	OFFICE SUPPLIES	291.36
BOOK FARM INC., THE	REB12350	Program Supplies	001-5-410-4-65060	OFFICE SUPPLIES	47.98
AMAZON	06.01.2021 B	Creative Spaces	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	53.24
AMAZON	06.01.2021 B	Subscriptions - refunded	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-29.97
AMAZON	06.01.2021 B	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	39.99
AMAZON	06.01.2021 B	Games	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	59.99
DEUTMEYER, LINDA	06.17.2021	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	23.98
AMAZON	06.21.2021 C	Creative Spaces	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	2.99
AMAZON	06.21.2021 C	DVDs	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	1.93
BAKER & TAYLOR BOOKS	2036006923	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	98.14
OVERDRIVE	2295549	Electronic Media	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	748.94
Department 410 - LIBRARY Total:					5,221.90
Fund 001 - GENERAL FUND Total:					5,221.90
Fund: 002 - LIBRARY TRUST FUND					
Department: 410 - LIBRARY					
AMAZON	06.21.2021 C	Love My Library	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	24.44
ILLINOIS LIBRARY ASSOCIATION	199525 & 197968	Summer Reading Program	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	98.00
CENGAGE LEARNING	74427713	Books	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	24.80
Department 410 - LIBRARY Total:					147.24
Fund 002 - LIBRARY TRUST FUND Total:					147.24
Grand Total:					5,369.14

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	5,221.90
002 - LIBRARY TRUST FUND	<u>147.24</u>
Grand Total:	5,369.14

Account Summary

Account Number	Account Name	Expense Amount
001-5-410-4-63750	MAINTENANCE	2,956.62
001-5-410-4-64316	CONTRACTS	210.00
001-5-410-4-65060	OFFICE SUPPLIES	1,056.05
001-5-410-4-67701	BOOKS/FILMS/RECORDS/...	999.23
002-5-410-4-67700	LIBRARY TRUST EXPENDI...	<u>147.24</u>
Grand Total:		5,369.14

Project Account Summary

Project Account Key	Expense Amount
None	4,222.67
410AF	122.12
410DVD	1.93
410EM	748.94
410GAMES	59.99
410PF	39.99
410SS	56.23
410SUB	-29.97
410TLP	24.80
410TPROG	<u>122.44</u>
Grand Total:	5,369.14

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



Dyersville, IA

D

Expense Approval Register

Packet: APPKT00804 - July 201 Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
Fund: 001 - GENERAL FUND					
Department: 410 - LIBRARY					
TRI-STATE AUTOMATIC SPRINK...	0039089-IN	Contract - Sprinkler Inspection	001-5-410-4-64316	CONTRACTS	284.00
ACCESS SYSTEMS	29539349	Contract - Copier Lease	001-5-410-4-64316	CONTRACTS	154.29
KENYON, MARY	07.01.2021	Program Stipend	001-5-410-4-65060	OFFICE SUPPLIES	100.00
COLIBRI SYSTEMS NORTH AM...	1144	Supplies - Book Covers	001-5-410-4-65060	OFFICE SUPPLIES	336.31
REMIND MAGAZINE	07.01.2021	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	24.00
LOVE OF QUILTING	07.01.2021	Subscription - 2 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	32.97
CENGAGE LEARNING	74616745	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	79.17
CENGAGE LEARNING	74616747	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	57.59
CENGAGE LEARNING	74616753	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	53.58
GREY HOUSE PUBLISHING	968438	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	148.50
Department 410 - LIBRARY Total:					1,270.41
Fund 001 - GENERAL FUND Total:					1,270.41
Fund: 002 - LIBRARY TRUST FUND					
Department: 410 - LIBRARY					
VONDERHAAR, SHIRLEY	07.01.2021	Owl Pro Hybrid Mtg Equipment	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	999.00
HERITAGE PRINTING CO	105023	Programs - Storywalk	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.00
KANOPI, INC.	253454-PPU	Programs - Streaming Films	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	26.00
PROQUEST	70677223	Programs - LML Donation - Ge...	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	1,330.33
Department 410 - LIBRARY Total:					2,370.33
Fund 002 - LIBRARY TRUST FUND Total:					2,370.33
Grand Total:					3,640.74

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: _____
Secretary, Board of Trustees

Date

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	1,270.41
002 - LIBRARY TRUST FUND	<u>2,370.33</u>
Grand Total:	3,640.74

Account Summary

Account Number	Account Name	Expense Amount
001-5-410-4-64316	CONTRACTS	438.29
001-5-410-4-65060	OFFICE SUPPLIES	436.31
001-5-410-4-67701	BOOKS/FILMS/RECORDS/...	395.81
002-5-410-4-67700	LIBRARY TRUST EXPENDI...	<u>2,370.33</u>
	Grand Total:	3,640.74

Project Account Summary

Project Account Key	Expense Amount
None	1,873.60
410AN	148.50
410LP	190.34
410SUB	56.97
410TPROG	<u>1,371.33</u>
Grand Total:	3,640.74

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**James Kennedy Public Library
June 2021**

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services	\$750.00
Black Hills	Gas / Heat	51.32
Alliant Energy	Electricity	832.38
Total		\$1,633.70

Miscellaneous Bills

Check issued to:	Purpose	Amount
City Laundry	Cleaning fee / mat	14.82
UPS	Shipping	12.84
Brunkan Equipment	Post hole auger for StoryWalk	200.00
CC – Sam's Club	Ninja Foodi (2) for LoT	333.96
Total		\$561.62

June 2021 Budget

June 2021 Claims submitted	\$12,120.11
Second June 2021 Claims submitted	5,221.90
Utility and Contractual from Bills above	1,633.70
Miscellaneous Bills from above	561.62
Total wages and benefits	25,748.51
Total June 2021 expenses	\$45,285.84

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

Credit Card Claims for June & July 2021

Date	Vendor	Items	Amount
6/15/21	ARSL	Membership & training	35.00
6/30/21	Facebook	FB ads (trust)	20.17
7/5/21	US Copyright Office	DMCA registration	6.00

Budget Report
Account Summary

For Fiscal: 2020-2021 Period Ending: 06/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND							
Expense							
<u>001-5-410-4-60100</u>	SALARIES	244,711.00	244,711.00	18,541.25	237,622.61	7,088.39	2.90 %
<u>001-5-410-4-61100</u>	FICA	15,172.00	15,172.00	1,108.33	14,304.99	867.01	5.71 %
<u>001-5-410-4-61200</u>	MEDICARE	3,548.00	3,548.00	259.19	3,345.27	202.73	5.71 %
<u>001-5-410-4-61300</u>	IPERS	23,101.00	23,101.00	1,750.31	22,431.74	669.26	2.90 %
<u>001-5-410-4-61500</u>	GROUP INSURANCE	41,800.00	41,800.00	4,071.70	46,546.78	-4,746.78	-11.36 %
<u>001-5-410-4-61700</u>	SUI	194.00	194.00	17.73	375.52	-181.52	-93.57 %
<u>001-5-410-4-62100</u>	DUES	750.00	750.00	15.00	1,009.00	-259.00	-34.53 %
<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	832.38	11,364.36	2,635.64	18.83 %
<u>001-5-410-4-63711</u>	GAS HEAT	2,500.00	2,500.00	51.32	2,255.91	244.09	9.76 %
<u>001-5-410-4-63730</u>	TELEPHONE	700.00	700.00	0.00	695.73	4.27	0.61 %
<u>001-5-410-4-63750</u>	MAINTENANCE	9,500.00	9,500.00	3,343.61	9,073.66	426.34	4.49 %
<u>001-5-410-4-64080</u>	INSURANCE PREMIUM	6,500.00	6,500.00	0.00	6,808.00	-308.00	-4.74 %
<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	2,091.27	5,914.62	-5,914.62	0.00 %
<u>001-5-410-4-64322</u>	CONTRACTED SERVICES	8,300.00	8,300.00	750.00	7,650.00	650.00	7.83 %
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES	21,000.00	21,000.00	3,772.82	14,644.53	6,355.47	30.26 %
<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	8,680.93	61,074.17	425.83	0.69 %
	Expense Total:	455,776.00	455,776.00	45,285.84	445,485.89	10,290.11	2.26 %
	Fund: 001 - GENERAL FUND Total:	455,776.00	455,776.00	45,285.84	445,485.89	10,290.11	2.26 %
Fund: 002 - LIBRARY TRUST FUND							
Expense							
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	30,000.00	30,000.00	1,532.28	40,264.62	-10,264.62	-34.22 %
	Expense Total:	30,000.00	30,000.00	1,532.28	40,264.62	-10,264.62	-34.22 %
	Fund: 002 - LIBRARY TRUST FUND Total:	30,000.00	30,000.00	1,532.28	40,264.62	-10,264.62	-34.22 %
	Report Total:	485,776.00	485,776.00	46,818.12	485,750.51	25.49	0.01 %

James Kennedy Public Library FY21 Operating Budget									
	FY21	% Expended To date	FY20 Expense thru June 20	June 20 expenses	Total FY20 expenses	Budget Projection	Amount Over/Under	Ov/Und Budget	
ESTIMATED REVENUES:									
Dubuque County Library Agency	5,000.00		6,790.74	122.75	6,790.74				
Fees from copier, R/P, etc.	5,000.00		3,237.85	0.00	3,237.85				
Open Access	10,600.00		10,651.98	0.00	10,651.98				
Access Plus / ILL	400.00		401.80	0.00	401.80				
Direct State Aid	2,000.00		1,775.69	0.00	1,775.69				
TOTAL:	23,000.00		22,858.06	122.75	22,858.06				
ESTIMATED EXPENDITURES:									
PERSONAL SERVICES			Spent to date		Spent to date				
Wages	244,711.00	97.1%	230,505.74	18,139.37	230,505.74	244,711.00	-7,088	0.97	
FICA	15,172.00	94.3%	13,890.48	1,092.40	13,890.48	15,172.00	-867	0.94	
Medicare	3,548.00	94.3%	3,248.86	255.52	3,248.86	3,548.00	-203	0.94	
IPERS	23,101.00	97.1%	21,718.76	1,712.34	21,718.76	23,101.00	-669	0.97	
SUI	194.00	193.6%	368.17	17.20	368.17	194.00	182	1.94	
Group Insurance	41,800.00	111.4%	42,359.67	3,878.28	42,359.67	41,800.00	4,747	1.11	
Meetings and training	2,500.00	14.8%	650.88	0.00	650.88	2,500.00	-2,131	0.15	
Dues and memberships	750.00	118.7%	761.00	15.00	761.00	750.00	140	1.19	
TOTAL:	331,776.00	98.2%	313,503.56	25,110.11	313,503.56	331,776.00	-5,890	0.98	
CONTRACTUAL SERVICES:									
Utilities (telephone)	700.00	115.3%	2,164.66	218.38	2,164.66	700.00	107	1.15	
Electricity	14,000.00	80.4%	13,358.47	1,789.37	13,358.47	14,000.00	-2,747	0.80	
Gas / Heat	2,500.00	90.2%	1,925.53	34.17	1,925.53	2,500.00	-244	0.90	
Insurance (bldg)	6,500.00	104.7%	5,857.00	0.00	5,857.00	6,500.00	308	1.05	
Legal Fees	0.00	NA	0.00	0.00	0.00	Zero	0	Nothing	
Custodial services	8,000.00	95.6%	7,175.00	725.00	7,175.00	8,000.00	-350	0.96	
Window cleaning	300.00	0.0%	265.00	100.00	265.00	300.00	-300	0.00	
Service / Maintenance Contracts	9,500.00	62.3%	11,061.79	4,871.89	11,061.79	9,500.00	-3,585	0.62	
TOTAL:	41,500.00	83.6%	41,807.45	7,738.81	41,807.45	41,500.00	-6,811	0.84	
SUPPLIES:									
General library supplies	10,000.00	104.4%	11,918.89	1,751.11	11,918.89	10,000.00	440	1.04	
Program fees & supplies	2,500.00	107.9%	2,448.52	100.00	2,448.52	2,500.00	198	1.08	
Marketing & advertising	1,500.00	105.9%	961.57	0.00	961.57	1,500.00	89	1.06	
Maintenance and Repairs	7,000.00	129.6%	34,237.54	8,161.78	34,237.54	7,000.00	2,074	1.30	
TOTAL	21,000.00	113.3%	49,566.52	10,012.89	49,566.52	21,000.00	2,801	1.13	
BOOKS AND MATERIALS									
	Budgeted								
Adult fiction	8,000.00	124.9%	8,764.77	1,863.06	8,764.77	8,000.00	1,992	1.25	
Adult nonfiction	5,000.00	105.1%	5,051.28	485.21	5,051.28	5,000.00	254	1.05	
YA fiction	2,000.00	116.0%	2,046.60	0.00	2,046.60	2,000.00	320	1.16	
YA nonfiction	800.00	42.1%	541.78	0.00	541.78	800.00	-463	0.42	
Juvenile fiction	8,500.00	99.7%	8,157.02	3,623.64	8,157.02	8,500.00	-24	1.00	
Juvenile nonfiction	4,000.00	101.0%	3,516.98	2,578.77	3,516.98	4,000.00	40	1.01	
Large Print	3,500.00	100.0%	3,536.85	34.00	3,536.85	3,500.00	-1	1.00	
Electronic media (ebooks, etc.)	6,000.00	136.3%	5,536.52	642.15	5,536.52	6,000.00	2,179	1.36	
Reference & electronic databases	5,000.00	100.3%	8,043.44	3,835.80	8,043.44	5,000.00	15	1.00	
Periodicals and newspapers	4,500.00	55.4%	4,401.04	491.33	4,401.04	4,500.00	-2,008	0.55	
Audiobooks (CD, playaway)	4,200.00	96.8%	3,964.60	735.18	3,964.60	4,200.00	-135	0.97	
Software & Gaming	2,000.00	88.4%	2,009.65	0.00	2,009.65	2,000.00	-232	0.88	
DVDs	6,500.00	77.4%	6,408.75	838.38	6,408.75	6,500.00	-1,467	0.77	
SS / Creation Station / LoT	1,500.00	42.8%	433.78	5.98	433.78	1,500.00	-858	0.43	
TOTAL:	61,500.00	99.4%	62,413.06	15,133.50	62,413.06	61,500.00	-389	0.99	
TOTAL EXPENDITURES:	455,776.00	97.7%	467,290.59	57,995.31	467,290.59	455,776.00	-10,290	0.98	
TOTAL REVENUES:	23,000.00	95.0%	22,858.06	122.75	22,858.06	23,000.00	-1,145	0.95	
ACTUAL ASKING	432,776.00	97.9%	444,432.53	57,872.56	444,432.53	432,776.00	-9,146	0.98	
Capital Improvement	28,000.00		0.00		0.00				
Total Expenditures	483,776.00		467,290.59	57,995.31	467,290.59				

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James Kennedy Public Library FY22 Operating Budget							
	FY22	July (est)	Received to date	Difference	% Expended To date	FY21 Expense thru July 20	July 20 expenses
ESTIMATED REVENUES:							
Dubuque County Library Agency	6,000.00	0.00	0.00	6,000.00		0.00	0.00
Fees from copier, R/P, etc.	5,000.00	200.00	200.00	4,800.00		287.25	287.25
Open Access	11,600.00	0.00	0.00	11,600.00		0.00	0.00
Access Plus / ILL	350.00	0.00	0.00	350.00		0.00	0.00
Direct State Aid	2,000.00	0.00	0.00	2,000.00		0.00	0.00
TOTAL:	24,950.00	200.00	200.00	24,750.00		287.25	287.25
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES			Spent to date	Remaining			
Wages	246,455.00	24,000.00	24,000.00	222,455.00	9.7%	23,445.96	23,445.96
FICA	15,280.00	1,488.00	1,488.00	13,792.00	9.7%	1,421.40	1,421.40
Medicare	3,574.00	348.00	348.00	3,226.00	9.7%	332.41	332.41
IPERS	23,265.00	2,265.60	2,265.60	20,999.40	9.7%	2,213.27	2,213.27
SUI	250.00	24.00	24.00	226.00	9.6%	72.90	72.90
Group Insurance	47,846.00	4,072.00	4,072.00	43,774.00	8.5%	3,708.00	3,708.00
Meetings and training	2,500.00	0.00	0.00	2,500.00	0.0%	0.00	0.00
Dues and memberships	750.00	0.00	0.00	750.00	0.0%	0.00	0.00
TOTAL:	339,170.00	32,197.60	32,197.60	306,972.40	9.5%	31,193.94	31,193.94
CONTRACTUAL SERVICES:							
Utilities (telephone)	0.00	0.00	0.00	0.00	#DIV/0!	111.04	111.04
Electricity	14,000.00	1,500.00	1,500.00	12,500.00	10.7%	0.00	0.00
Gas / Heat	2,500.00	50.00	50.00	2,450.00	2.0%	34.69	34.69
Insurance (bldg)	6,800.00	0.00	0.00	6,800.00	0.0%	0.00	0.00
Legal Fees	0.00	0.00	0.00	0.00	NA	0.00	0.00
Custodial services	8,000.00	750.00	750.00	7,250.00	9.4%	450.00	450.00
Window cleaning	300.00	0.00	0.00	300.00	0.0%	0.00	0.00
Service / Maintenance Contracts	7,500.00	438.29	438.29	7,061.71	5.8%	0.00	0.00
TOTAL:	39,100.00	2,738.29	2,738.29	36,361.71	7.0%	595.73	595.73
SUPPLIES:							
General library supplies	10,000.00	336.31	336.31	9,663.69	3.4%	-11.01	-11.01
Program fees & supplies	2,500.00	100.00	100.00	2,400.00	4.0%	0.00	0.00
Marketing & advertising	1,500.00	0.00	0.00	1,500.00	0.0%	0.00	0.00
Maintenance and Repairs	7,000.00	0.00	0.00	7,000.00	0.0%	1,100.00	1,100.00
TOTAL	21,000.00	436.31	436.31	20,563.69	2.1%	1,088.99	1,088.99
BOOKS AND MATERIALS							
Adult fiction	8,000.00	0.00	0.00	8,000.00	0.0%	93.49	93.49
Adult nonfiction	5,000.00	148.50	148.50	4,851.50	3.0%	0.00	0.00
YA fiction	2,000.00	0.00	0.00	2,000.00	0.0%	603.12	603.12
YA nonfiction	1,000.00	0.00	0.00	1,000.00	0.0%	0.00	0.00
Juvenile fiction	8,500.00	0.00	0.00	8,500.00	0.0%	0.00	0.00
Juvenile nonfiction	4,000.00	0.00	0.00	4,000.00	0.0%	0.00	0.00
Large Print	3,500.00	190.34	190.34	3,309.66	5.4%	0.00	0.00
Electronic media (ebooks, etc.)	6,500.00	0.00	0.00	6,500.00	0.0%	4.50	4.50
Reference & electronic database	5,500.00	0.00	0.00	5,500.00	0.0%	3,830.33	3,830.33
Periodicals and newspapers	4,530.00	56.97	56.97	4,473.03	1.3%	193.31	193.31
Audiobooks (CD, playaway)	4,200.00	0.00	0.00	4,200.00	0.0%	19.25	19.25
Software & Gaming	2,000.00	0.00	0.00	2,000.00	0.0%	0.00	0.00
DVDs	6,500.00	0.00	0.00	6,500.00	0.0%	0.00	0.00
SS / Creation Station / LoT	1,500.00	0.00	0.00	1,500.00	0.0%	0.00	0.00
TOTAL:	62,730.00	395.81	395.81	62,334.19	0.6%	4,744.00	4,744.00
TOTAL EXPENDITURES:	462,000.00	35,768.01	35,768.01	426,231.99	7.7%	37,622.66	37,622.66
TOTAL REVENUES:	24,950.00	200.00	200.00	24,750.00	0.8%	287.25	287.25
ACTUAL ASKING	437,050.00	35,568.01	35,568.01	401,481.99	8.1%	37,335.41	37,335.41
Capital Improvement							
Total Expenditures		35,768.01	35,768.01	426,231.99		37,622.66	37,622.66
Personnel Budget - Short	5,179.00						

Total FY21 expenses	Budget Projection	Amount Over/Under	Ov/Und Budget
5,543.00			
2,319.29			
11,671.80			
323.24			
1,998.08			
21,855.41			
21,855.41			
Spent to date			
237,622.61	24,317.44	-317	0.99
14,304.99	1,518.28	-30	0.98
3,345.27	355.14	-7	0.98
22,431.74	2,295.49	-30	0.99
375.52	48.53	-25	0.49
46,546.78	3,811.50	261	1.07
369.00	Zero	0	Nothing
890.00	Zero	0	Nothing
325,885.91	32,465.50	-268	0.99
325,885.91			
806.77	0.00	0	#DIV/0!
11,253.32	Zero	0	Nothing
2,255.91	38.44	12	1.30
6,808.00	Zero	0	Nothing
0.00	Zero	0	Nothing
7,650.00	470.59	279	1.59
0.00	Zero	0	Nothing
5,914.62	Zero	0	Nothing
34,688.62	671.49	2,067	4.08
34,688.62			
10,440.01	-10.55	347	-31.89
2,698.05	Zero	0	Nothing
1,588.99	Zero	0	Nothing
9,073.66	848.61	-849	0.00
23,800.71	960.84	-525	0.45
9,992.09	74.85	-75	0.00
5,254.22	Zero	0	Nothing
2,320.06	519.92	-520	0.00
336.60	Zero	0	Nothing
8,475.74	Zero	0	Nothing
4,040.01	Zero	0	Nothing
3,498.70	Zero	0	Nothing
8,179.08	3.58	-4	0.00
5,014.61	4,201.09	-4,201	0.00
2,491.59	351.46	-294	0.16
4,064.96	19.89	-20	0.00
1,767.81	Zero	0	Nothing
5,033.09	Zero	0	Nothing
642.09	Zero	0	Nothing
61,110.65	4,869.71	-4,474	0.08
61,110.65			
445,485.89	39,017.33	-3,249	0.92
21,855.41	327.92	-128	0.61
423,630.48	38,518.10	-2,950	0.92
0.00			
445,485.89			



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02172100 MSP 746 CITY OF DYERSVILLE JAMES KENNEDY PUBLIC LIBRARY TRUST 340 1ST AVE E DYERSVILLE IA 52040-1203

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Statement Ending 06/30/2021

CITY OF DYERSVILLE

Page 1 of 4

Account Number: XX4356

Ways to Contact Us:

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



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Summary of Accounts

Table with 3 columns: Account Type, Account Number, Ending Balance. Row: BUSINESS MONEY MKT, XX4356, \$11,032.81

BUSINESS MONEY MKT-XX4356

Account Summary

Table with 3 columns: Date, Description, Amount. Rows: 05/29/2021 Beginning Balance \$11,030.32, 05/29/2021 1 Credit(s) This Period \$2.49, 05/29/2021 0 Debit(s) This Period \$0.00, 06/30/2021 Ending Balance \$11,032.81

Interest Summary

Table with 3 columns: Description, Amount. Rows: Annual Percentage Yield Earned 0.25%, Interest Days 33, Interest Earned \$2.49, Interest Paid This Period \$2.49, Interest Paid Year-to-Date \$16.95, Minimum Balance \$11,030.32, Average Ledger Balance \$11,030.32, Average Available Balance \$11,030.32

Other Credits

Table with 3 columns: Date, Description, Amount. Row: 06/30/2021 INTEREST \$2.49

1 item(s) totaling \$2.49



J-2

1453302

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

Date	6/30/21	Page	1
Primary Account			617571
Enclosures			2

Checking Account

Did you receive this statement in the mail?
 Did you know with Online Banking, you can enroll for e-statements and receive your monthly statement quickly and securely?
 When viewing an account online, simply click on the Documents icon to enroll.
 Please contact your local branch for more information.

MONEY MARKET		Number of Enclosures	2
Account Number	617571	Statement Dates	6/01/21 thru 6/30/21
Previous Balance	53,354.84	Days in the statement period	30
2 Deposits/Credits	6,272.06	Average Ledger	58,321.83
1 Checks/Debits	1,532.28	Average Collected	58,321.83
Service Charge	.00	Interest Earned	26.37
Interest Paid	26.37	Annual Percentage Yield Earned	0.55%
Current Balance	58,120.99	2021 Interest Paid	143.33

* 0 1 4 2 0 0 0 9 8 7 0 3 0 3 0 0 0 *

Activity in Date Order

Date	Description	Amount	
6/03	Deposit/Credit	5,094.90	58,449.74
6/23	Deposit/Credit	1,177.16	59,626.90
6/29	Transfer from x7571 to x5358 June Claims	1,532.28-	58,094.62
6/30	Interest Deposit	26.37	58,120.99

Daily Balance Information

Date	Balance	Date	Balance
6/01	53,354.84	6/03	58,449.74
6/29	58,094.62	6/30	58,120.99
		6/23	59,626.90

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TRUST ACCOUNT REPORT for June 2021

American Trust / MidWestOne Bank - balance on hand July 1, 2020		\$	50,951.61
January 29, 2021 interest	\$	5.48	\$ 11,021.34
February 26, 2021 interest	\$	2.11	\$ 11,023.45
March 31, 2020 interest	\$	2.49	\$ 11,025.94
April 30, 2021	\$	2.27	\$ 11,028.21
May 28, 2021	\$	2.11	\$ 11,030.32
June 30, 2021	\$	2.49	\$ 11,032.81

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Fidelity Bank and Trust	Budgeted	Bank Account
Balances May 31, 2021	\$ (8,732.34)	\$ 53,354.84

Deposits

June 3, 2021		
Friends - Storywalk DRA grant and match	\$	5,000.00
Candy sales	\$	21.00
Plant sale	\$	69.00
Conscious Box	\$	1.90
Friends booksale / donation	\$	3.00
		<u>\$ 5,094.90</u>

June 23, 2021		
Love My Library donations	\$	200.00
Friends - SRP donation	\$	260.00
SRP tshirt staff reimbursement	\$	49.00
Adopt-a-book	\$	40.84
DTSN pushup fundraiser	\$	36.00
GLR / Storywalk event donation	\$	506.99
Candy sales	\$	3.00
History books	\$	20.00
Conscious Box	\$	9.08
Friends booksale / donation	\$	52.25
		<u>\$ 1,177.16</u>

June 20, 2021			
Interest	\$	26.37	\$ 26.37
			<u>\$ 6,298.43</u>

Debits:

June 29, 2021			
Love My Library expenses	\$232.05		
Facebook - Social Issues BC boost	\$26.00		
Facebook - programming boosts	\$0.93		
Large print - Kronlage donation	\$26.42		
Large print - Digmann donation	\$355.35		
Large print - Kroeger donatin	\$2.74		
Large Print - Lion's Club donation	\$14.71		
Rardin memorial	\$31.15		
Misc - StoryWalk supplies	\$61.25		
Kanopy	\$26.00		
TACKL DTSN expenses & tshirts	\$93.79		
Summer Reading expenses	\$154.90		
StoryWalk grand opening - GLR donation	\$506.99		
		<u>\$1,532.28</u>	<u>\$1,532.28</u>
Balances June 30, 2021		<u>\$(10,264.62)</u>	<u>\$ 58,120.99</u>

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Trust Account Income & Expenditure Report FY21

		In account	New Deposits						
Amount in MidWest One		\$50,951.61							
Amount in Fidelity		\$21,466.58							
INCOME: (as of July 1, 2020)									REMAINING:
DONATIONS & CONTRIBUTIONS:									DONATIONS:
FY19 & 20 Raffles	FY19	-\$150.00							-\$150.00
Previous Fundraisers		\$12,568.84			Jul-20	Kanopy	\$14.00		\$9,982.38
FY19 & 20 Fundraisers (All)					Aug-20	Kanopy	\$12.00		
Chair-ity & Wreath	Previous	\$896.00			Sep-20	Kanopy	\$16.00		\$896.00
Cookie Walk	Previous	\$1,752.80			Oct-20	Kanopy	\$22.00		\$1,752.80
Soup Supper	Previous	\$1,180.34			Nov-20	Kanopy	\$18.00		\$1,975.34
	Jan-21		\$780.00		Dec-20	Kanopy			
	Feb-21		\$15.00						
Love My Library	Previous	\$1,580.88			Nov-20	LML - Halloween	\$116.21		\$4,446.27
	Jan-21		\$690.00		Jan-21	LML 20 - Program	\$50.00		
					Feb-21	LML 20 - Program	\$202.05		
	Feb-21		\$2,736.00		Feb-21	LML 21 - purchase	\$39.73		
	Mar-21		\$675.00		Mar-21	LML 20	\$34.00		
	Apr-21		\$496.78		May-21	LML 20 & 21	\$1,258.35		
	Jun-21		\$200.00		Jun-21	LML 2021	\$232.05		
Mystery Dinner	Previous	\$1,234.24			Dec-20	Hot spot cases	\$38.00		\$1,234.24
Buuld-a-basket	Previous	\$3,239.32			Feb-21	Hotspots	\$1,979.50		\$4,627.32
	Mar-21		\$848.00		Mar-21	Hotspot cases	-\$40.97		
	Apr-21		\$540.00		21-Feb	Hotspot cases	\$162.78		
Wine & Beer Tasting	Previous	\$536.90			Jan-21	Kanopy	\$31.00		\$536.90
Snack & Candy Sales	Previous	\$336.49			Feb-21	Kanopy	\$52.00		\$306.61
	Jul-20		\$2.00		Mar-21	Kanopy	\$32.00		
	Aug-20		\$3.00		May-21	Kanopy	\$23.00		
	Sep-20		\$7.00		Jun-21	Kanopy	\$26.00		
	Oct-20		\$0.50						
	Dec-20		\$29.00		Nov-20	Candy	\$31.18		
	Mar-21		\$9.00						
	May-21		\$14.00		May-21	Candy	\$87.20		
	Jun-21		\$24.00						
Plant Sale	Previous	\$725.17			Jul-20	Facebook Ads	\$4.15		\$1,419.67
	Sep-20		\$20.00		Sep-20	Facebook Ads	\$20.00		
	May-21		\$605.50		Nov-20	Facebook Ads	\$30.00		
	Jun-21		\$69.00		Dec-20	Facebook Ads	\$18.64		
Amaryllis Kit Fees	Oct-20		\$45.00		Jan-21	Facebook Ads	\$31.36		-\$53.63
	Nov-20		\$345.00						
	Dec-20		\$75.00		Nov-20	Amaryllis kits	\$518.63		
Mask Sales	Oct-20		\$60.00		Sep-20	ASLP Incentives	\$82.00		\$68.00
	Nov-20		\$6.00						
	Dec-20		\$6.00		Mar-21	Facebook ad	\$20.00		
	Jan-21		\$78.00		May-21	FB ads	\$76.07		
Luggage tags	Nov-20		\$10.00		Jun-21	FB ads	\$0.93		\$10.00
Coloring books	Dec-20		\$5.00						\$25.00
	Jan-21		\$10.00						
	May-21		\$10.00						
Yard Signs	Apr-21		\$15.00						\$21.00
	May-21		\$6.00						
Dairy Queen Fundraiser	Aug-19	\$371.42							\$753.53
	Oct-20		\$382.11						
Country Junction / STEM	Apr-20	\$500.00							\$500.00
Randy's Market - Roundup	Oct-20		\$651.09						\$651.09
Chair-ity Fundraiser	Dec-20		\$311.00		Dec-20	ribbons	\$4.69		\$306.31
Quilt Fundraiser	Dec-20		\$150.00						\$150.00

DTSN fundraiser	Jun-21		\$36.00					\$36.00
Donations								
Unspecified donations brought forward		\$1,462.14						\$1,279.88
Don and Jane Menke donations		\$465.00						\$465.00
Bilotta donation	Sep-13	\$500.00		Sep-20	ASLP incentives	\$147.26		\$500.00
William's Chiropractic	16/17	\$456.16		Nov-20	Pop-up Library	\$35.00		\$456.16
Medical Assoc	Apr-17	\$425.00						\$425.00
BA Scherrman	Oct-17	\$1,000.00						\$1,000.00
Kronlage - LP	Jan-19	\$55.21		Nov-20	LP	\$28.79		\$0.00
				Jun-21	LP	\$26.42		
Bear Creek	Mar-18	\$28.01		Jan-21	Carving bks	\$33.86		-\$5.85
DFWC - Kids AIR	Mar-18	\$70.50						\$70.50
Kramer - ILL	17 & 18	\$55.00		Nov-20	ILL books	\$10.20		\$44.80
D. Digmann - LP	Mar-19	\$123.34		Oct-20	LP	\$51.86		\$109.93
D. Digmann - LP	Apr-21		\$500.00	Nov-20	LP	\$106.20		
				Jun-21	LP	\$355.35		
Bridge Marathon donation	May-19	\$180.00		Sep-20	ASLP incentive	\$180.00		\$0.00
Kroeger - LP	Jun-19	\$24.41		Jun-21	LP	\$2.74		\$21.67
M. Schemmel - child prog	18 & 19	\$55.05						\$55.05
Engineering Firms	Feb-20	\$33.40						\$33.40
Elenz donation	Jul-20		\$50.00					\$50.00
Mary O'Connell	Aug-20		\$100.00					\$100.00
Anonymous	Sep-20		\$10.00	Sep-20	ASLP	\$10.00		\$0.00
D. Digmann - Programming	Nov-20		\$500.00					\$500.00
Friedmann - Wonderbooks	Nov-20		\$100.00	Nov-20	Wonderbooks	\$100.00		\$0.00
Christmas 2021 - Weber	Dec-20		\$20.00					\$20.00
Hermesen donation / uns	Feb-21		\$5.00					\$5.00
Donation - NN	Mar-21		\$10.00					\$10.00
English Ins. - DEAR hunt	Apr-21		\$100.00	May-21	DEAR prizes	\$31.74		\$68.26
F. Scherrman	May-21		\$25.00					\$25.00
GLR / Diversity collection				May-21	books	\$518.87		-\$518.87
GLR / StoryWalk Opening	Jun-21		\$506.99	Jun-21	costume / treats	\$506.99		\$0.00
Miscellaneous Donations Total Remaining								\$3,908.46
Lion's Club - LP	Previous	\$15.86						\$0.00
.... Part of LML 21	Feb-21		\$500.00	Mar-21	LP books	\$291.30		
				May-21	LP books	\$209.85		
				Jun-21	LP books	\$14.71		
Conscience Box	Previous	\$1,677.76						\$1,751.68
	Jul-20		\$1.85					
	Aug-20		\$9.40					
	Sep-20		\$0.76					
	Oct-20		\$6.92					
	Nov-20		\$8.50					
	Dec-20		\$6.95					
	Jan-21		\$5.10					
	Feb-21		\$2.00					
	Mar-21		\$6.65					
	Apr-21		\$4.46					
	May-21		\$10.35					
	Jun-21		\$10.98					
History Books & Coins	Previous	\$1,484.74						\$1,664.74
	Nov-20		\$20.00					
	Jan-21		\$20.00					
	Feb-21		\$20.00					
	Mar-21		\$20.00					
	Apr-21		\$40.00					
	May-21		\$40.00					
	Jun-21		\$20.00					
Genealogy Donation	Previous	\$93.86						\$93.86
Meeting Room Donation	Previous	\$574.94						\$583.94
	May-21		\$9.00					
Adopt-a-book donations	Previous	\$309.74						\$549.42
	Jul-20		\$200.00					
	Aug-20		\$152.45	Aug-20	Books	115.02		
				Sep-20	Books	82.61		

	Oct-20		\$15.59	Oct-20	Books	48.14		
	Nov-20		\$92.28	Nov-20	Books	60.36		
	Dec-20		\$16.23	Dec-20	Books	21.02		
	Jan-21		\$200.00	Feb-21	Books	30.79		
	Feb-21		\$14.00	Mar-21	Books	87.49		
	May-21		\$22.71	May-21	Books	68.99		
	Jun-21		\$40.84					
Friends - bksale	Previous	\$412.09						\$747.70
	Jul-20		\$20.25					
	Aug-20		\$28.25					
	Sep-20		\$49.50					
	Oct-20		\$18.26					
	Nov-20		\$12.85					
	Dec-20		\$29.50					
	Jan-21		\$8.00					
	Feb-21		\$47.50					
	Mar-21		\$31.50					
	Apr-21		\$21.25					
	May-21		\$13.50					
	Jun-21		\$55.25					
Friends - Menke memorial	Jan-20	\$30.00						\$30.00
Summer Reading Program 20	Previous	-\$696.87						\$206.41
Friends contribution	Jul-20		\$763.42	Aug-20	SRP supplies	\$74.24		
Friends contribution	Oct-20		\$199.00	Sep-20	SRP supplies	\$139.00		
Friends contribution	Jun-21		\$260.00	Jun-21	SRP supplies	\$154.90		
Staff t-shirt reimbursement	Jun-21		\$49.00					
TACKL	Previous	\$601.90		Jun-21	tshirts/ supplies	\$93.79		\$658.11
	Aug-20		\$150.00					
Kennedy Donation for art or building	May-06	\$2,517.60						\$2,517.60
Money Market	Jan-05	\$784.34						\$784.34
Kay Their Bequest	Dec-08	\$1,000.00						\$1,000.00
Soppe Bequest	Nov-03	\$24,200.37						\$24,200.37
Bequests & Specified donations - Total Remaining								\$28,502.31
Memorials or In Honor of								
Nick LeGrand	Mar-10	\$5.00						\$5.00
Bob LeMay	Jul-12	\$10.00						\$10.00
Helen Wessels	Jul-11	\$100.00						\$100.00
Ben Thier memorial	Jan-17	\$20.00						\$20.00
Billie B. Rardin	FY18-FY20	\$1,660.81		Sep-20	Book	\$9.60		\$2,098.38
Billie B. Rardin	Apr-21		\$800.00	Dec-20	Book	\$14.56		
				Feb-21	Books	\$134.94		
				May-21	Books	\$172.18		
				Jun-21	Books	\$31.15		
Generose Conrad	Jul-18	\$20.00						\$20.00
Marv Tauke	Aug-18	\$428.21		Aug-20	Books	\$78.36		-\$5.76
				Sep-20	Books	\$63.26		
				Oct-20	Books	\$55.50		
				Nov-20	Books	\$46.47		
				Dec-20	Books	\$80.63		
				Feb-21	Books	\$31.91		
				May-21	Books	\$77.84		
Memorial (Westhoff)	Oct-18	\$35.00						\$35.00
Wayne Mormann	Nov-18	\$20.00						\$20.00
Faust memorial - Wood ma	Jan-19	\$20.00		Jan-21	magazine	\$20.00		\$0.00
Mary Westermeyer	FY20	\$215.00						\$215.00
Robert Brueckner - LP or Se	FY20	\$294.22		Dec-20	Books	\$100.73		-\$21.67
				Jan-21	Books	\$215.16		
Delpha Schuster - children's	Sep-20		\$20.00					\$20.00
Dennis Duwe / NS	Jan-21		\$100.00					\$100.00
Memorials or "In Honor Of" - Total Remaining								\$2,615.95
GRANTS:							GRANTS:	
1000 Books (DRA & Friends)		\$341.85						\$341.85
DACF - Teen Space	Oct-19	\$500.00		Dec-20	Displays	\$921.04		-\$421.04

HRDP Digitizing Grant	Sep-20		\$7,616.00	Oct-20	Microfilming	\$7,676.00		-\$10,616.00
Friends Match	Oct-20		\$5,000.00	Nov-20	Digitizing	\$15,556.00		
StoryWalk@ Grant / DRA				May-21	Posts	\$6,012.00		\$1,256.75
Osterhaus memorial	FY20	\$2,330.00		Jun-21	Misc. supplies	\$61.25		
DRA grant & Friends Match	Jun-20		\$5,000.00					
ALA / LTC Grant	May-21		\$3,000.00	Jun-21	FB ads	\$26.00		\$2,974.00
INTEREST DEPOSITS								
remaining from previous years		\$3,706.15						\$3,923.16
	Jul-20		\$20.74					
	Aug-20		\$11.18					
	Sep-20		\$11.00					
	Oct-20		\$13.44					
	Nov-20		\$11.64					
	Dec-20		\$5.68					
	Jan-21		\$16.25					
	Feb-21		\$22.66	Feb-21	City debit error	-\$62.70		
	Mar-21		\$25.41	Mar-21	Correction	\$62.70		
	Apr-21		\$25.72					
	May-21		\$26.92					
	Jun-21		\$26.37					
Transfer from Midwest One	Jan-21		\$40,000.00					
TOTAL DEPOSITS			\$76,919.03	TOTAL EXPENDITURES:		\$40,264.62	Balance	\$58,120.99

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Memorials and Donations June 2021

From: **Physical Therapy Solutions**
Donation: \$100.00
Fund: Library Trust Account
Restrictions: Love My Library donation

From: **Candy Sales**
Donation: \$24.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections, programs & services

From: **Dyersville Chiropractic**
Donation: \$100.00
Fund: Library Trust Account
Restrictions: Love My Library donation

From: **Friends of the JKPL / DRA**
Donation: \$5,000.00
Fund: Library Trust Account
Restrictions: DRA grant and match for StoryWalk

From: **Friends of the JKPL**
Donation: \$260.00
Fund: Library Trust Account
Restrictions: Donation for Summer Reading Program expenses

From: **Plant Sales**
Donation: \$69.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Staff**
Donation: \$49.00
Fund: Library Trust Account
Restrictions: SRP tshirt reimbursement

From: **Leah McCool**
Donation: \$40.84
Fund: Library Trust Account
Restrictions: Adopt-a-book donation

From: **Downtown Summer Night**
Donation: \$36.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections and services

From: **Dyersville Grade Level Reading**
Donation: \$506.99
Fund: Library Trust Account
Restrictions: Donation for StoryWalk Grand Opening

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James Kennedy Public Library Monthly Program Report
Report for the Month of June 2021

- Zoom StoryTime and Activity (C)
June 16 & 30, 2021 Cancelled due to no registration

- Branching Out (Tuesdays or Wednesdays at 11:00 am) (A) Unable to hold due to Covid 19

- Program at Ellen Kennedy Center – (Typically fourth Friday of each month) – Good Old Days
June 25, 2021 Total attendance – 4
Time for preparation & performance – 2 hrs (pd)
Supplies: None

- 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) Zoom Program
June 2, 9, 16, 23, & 30 2021 Total attendance: 11
Time for preparation & performance – 5 hrs (pd)
Supplies: Computer and Zoom software, Craft supplies provided by participants

- Books for Lunch Book Club (First Monday of each month) – *Patron Saint of Nothing* (A) Zoom Program
June 7, 2021 Total attendance: 8
Time for preparation & performance – .5 hr (pd) 1 hr (vol)
Supplies: Books borrowed via ILL, available on Bridges ; Computer and Zoom software

- Virtual Dungeons & Dragons Club (1st Tuesday of each Month) (F) Discord program
June 1, 2021 Total attendance: 5
Time for preparation & performance – 2.75 hr (pd)
Supplies: Used Discord and Roll20 to hold virtually; Candlekeep Mysteries

- A Novel Approach to Faith Book Club (A) Zoom program
June 8, 2021 Total attendance: 5
Time for preparation & performance – 2.25 hr (pd)
Supplies: ILL books, available on Bridges ; Computer and Zoom software

- Movie Night – Virtually with Kanopy & Zoom: *Logan Lucky* (A) Zoom program
June 4, 2021 Total attendance: 0
Time for preparation & performance -.25 hrs (pd)
Supplies: Zoom and Kanopy

- 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) Virtual / Sharing program
June 2021 Total participation: 0
Time for preparation & performance - .25 hrs (pd)
Supplies: None submitted so no prize awarded

- JKPL Writing Group (3rd Monday of each Month) (A) Zoom program
June 21, 2021 Total participation: 4
Time for preparation & performance – 1.5 hrs (pd)
Supplies: Computer and Zoom software

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

- Coloring, Creating & Doing – Virtually (A) Remote / passive program
June 2021 Total participation: 124
Time for preparation & performance – 3.25 hrs (pd)
Supplies: Copies of coloring pages and activities– delivered via curbside or visit

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

Virtual Game Night: Among Us! June 25, 2021 Time for preparation & performance – 2.5 hr (pd) Supplies: Among Us game or app, Discord	Discord program Total attendance: 7
Final Friday Tech Virtual Program (Last Friday of each Month) June 25, 2021 Time for preparation & performance – .5 hrs (pd) Supplies: Computer and Zoom software	Zoom or Walk in program Total attendance: 0
Building Creativity one Block at a Time (LEGO® program) (C) Paused due to low participation – not held in June	
Card Party (weekly program – every Friday afternoon) (A) - Cancelled due to Covid-19	
Strength Training for Older Adults (A) June 2021 –Streaming option provided by Geri-Fit for current participants Estimated attendance is based on those requesting information on access, estimating one session per week	Virtual / Provided by Geri-Fit Total attendance: 20
Play-Doh Challenge (C) June 3-30, 2021 – Theme: Bugs Time for preparation & performance – .25 hrs Supplies: Play-doh & pans Sponsored by Ray Massey State Farm (2020 LML donation)	Facebook, YouTube & Kit program Facebook Views / Engagements: 19 / 2 YouTube Views: 3 Kits taken: 0 / 1 submissions
Movies @ Your Library – all cancelled due to Covid-19; Virtual Movie Night offered monthly with Kanopy	
Summer Reading Promotion at DES (C) June 1, 2021; 15 sessions Time for preparation & performance – 7.25 hrs (pd) Supplies: SRP fliers and Starburst candies	Attendance: 379
How to Us READsquared (All ages) June 7, 2021 Time for preparation & performance – 1 hrs (pd) Supplies: Zoom, YouTube, Facebook & READsquared.	Facebook & YouTube program Facebook Views / Engagements: 41 / 3 YouTube Views: 2
Whimsical Illustrations – Part 1 (A) June 9, 2021 Time for preparation & performance – 3 hrs (pd) 25 hrs (vol) Supplies: Presented by Dianne Kramer Materials kit provided by Dianne & the library 20 registered; 14 joined at Zoom session	Zoom, Facebook, & YouTube program Facebook Views / Engagements: 20 / 9 YouTube Views: 9 Zoom participants: 14
Pop-Up at the Farmer's Market (F) June 10, 2021 Time for preparation & performance – 3 hrs (pd) Supplies: Display of event posters, information about the library, free books, etc. Take and Make kits also distributed; Hotspot providing WiFi	Outdoor program Attendance: 36
Messy Art in the Park (C) June 10, 2021 Time for preparation & performance – 3 hrs (pd) 3.75 hrs (vol) Supplies: Wooden frame, canvas, paint, spray bottles, tarp, Wet wipes, heavy duty stapler and staples	Outdoor program Attendance: 16
StoryTime in the Park (C) June 12, 2021 Time for preparation & performance – 3 hrs (pd) Supplies: Carpet squares, microphone, books, copies, flannel board & sidewalk chalk	Outdoor program Attendance: 17

World Wide Knit in Public Day (A)	Outdoor program
June 12, 2021	
Time for preparation & performance – .25 hrs (pd)	
Supplies: Signage and posters	Attendance: 0
Sit & Stitch group said it was too hot to sit outside	
Drum Circle (YA)	Outdoor program
June 12, 2021	
Time for preparation & performance – .75 hrs (pd)	
Supplies: Drumsticks, pots, pans, trash cans, etc.	Attendance: 0
Pop-Up at the Downtown Summer Nights (F)	Outdoor program
June 12, 2021	
Time for preparation & performance – 5 hrs (pd) 7 hrs (vol)	Attendance: 54
Supplies: Display of event posters, information about the library, free books, etc.	
Fundraising committee members also sold pushup treats	
TACKL Fun and Games at the Downtown Summer Nights (C)	Outdoor program
June 12, 2021	
Time for preparation & performance – 4 hrs (pd) 15 hrs (vol)	Attendance: 130
Supplies: Life size board games, outdoor activity games, prizes	
5 TACKL members donated time to run the games;	
Sponsored by the Dyersville Chamber of Commerce	
Pop-Up at the Children and Teens Summer Reading Kick Off (F)	Outdoor program
June 14, 2021	
Time for preparation & performance – 4.5 hrs (pd)	Attendance: 71
Supplies: Display of event posters, information about the library, free books, etc.	
Hotspot providing WiFi	
Children and Teens Summer Reading Kick Off – Art Project (C)	Outdoor program
June 14, 2021	
Time for preparation & performance – 9.5 hrs (pd) 2.5 hrs (vol)	Attendance: 61
Supplies: Wooden frame, tarp, paint, canvas, water balloons, wet wipes, etc.	
Children and Teens Summer Reading Kick Off – Outdoor Games (F)	Outdoor program
June 14, 2021	
Time for preparation & performance – 7.5 hrs (pd) 5 hrs (vol)	Attendance: 61
Supplies: Karaoke machine, life size games, outdoor games	
Summering Your Amaryllis (A)	Facebook & YouTube program
June 7, 2021	Facebook Views / Engagements: 17 / 1
Time for preparation & performance – 1 hrs (pd) 2 hrs (vol)	YouTube Views: 4
Supplies: Presented by Ray Kruse, ISU Extension	
Color Scavenger Hunt (C)	Passive program
June 14-30, 2021	
Time for preparation & performance – 1.5 hr (pd)	
Supplies: Color copies	Participants: 9
Kid Project Outreach – Mosaics Color Your World (C)	Outdoor program
June 15, 2021	
Time for preparation & performance – 1.5 hr (pd) 1.5 hrs (vol)	Participants: 28
Supplies: Cut up construction paper, foam pieces, buttons, & glue	
Reading Colors Your World Activity Kit (A)	Passive program
June 1- 15, 2021	
Time for preparation & performance – 2.25 hrs (pd)	
Supplies: Sticker art, coloring pages, colored pencils & markers	Kits taken: 16
Reading Colors Your World Zoom Social (A)	Zoom program
June 15, 2021	
Time for preparation & performance – 1.25 hrs (pd)	
Supplies: Materials kit available as part of passive program	Zoom participants: 3

Pop-Up at the Farmer's Market (F)	Outdoor program	
June 17, 2021		
Time for preparation & performance – 2.75 hrs (pd)		Attendance: 42
Supplies: Display of event posters, information about the library, free books, etc. Take and Make kits also distributed; Hotspot providing WiFi		
Robots at the Farmer's Market (F)	Outdoor program	
June 17, 2021		
Time for preparation & performance – 1.5 hrs (pd)		Attendance: 13
Supplies: Cue, cubelets & tablet		
Third Thursday Virtual Program – Clearing the Static	Zoom program	
June 17, 2021		
Time for preparation & performance – .25 hrs (pd)		Attendance: 3
Supplies: Partnership with Hoover Presidential Library; JKPL promotes and provides link to local participants		
Skribblio for Teens (YA)	Discord program	
June 18, 2021		
Time for preparation & performance – 1.25 hrs (pd)		Participants: 4
Supplies: Discord, laptop, and Skribblio online program		
Upcycled Father's Day Cards (A)	Facebook, YouTube & Kit program	
June 1-19, 2021	Facebook Views / Engagements: 6 / 0	
Time for preparation & performance – 1.25 hrs (pd)	YouTube views: 1	
Supplies: Donated card fronts & card stock	Kits distributed: 25	
Wild Edibles: Nature's Treat (A)	Zoom, Facebook, & YouTube program	
June 19, 2021	Facebook Views / Engagements: 38 / 6	
Time for preparation & performance – 1.5 hrs (pd) 5 hrs (vol)	YouTube Views: 8	
Supplies: Presented by Megan Willenbring, Dubuque County Conservation – Naturalist; 18 registered, 4 attended via Zoom	Zoom participants: 4	
Whimsical Illustrations – Part 2 (A)	Zoom, Facebook, & YouTube program	
June 23, 2021	Facebook Views / Engagements: 61 / 6	
Time for preparation & performance – 2.25 hrs (pd) 15 hrs (vol)	YouTube Views: 12	
Supplies: Presented by Dianne Kramer Materials kit provided by Dianne.	Zoom participants: 13	
Pop-Up at the Downtown Market (F)	Outdoor program	
June 26, 2021		
Time for preparation & performance – 5 hrs (pd)		Attendance: 64
Supplies: Display of event posters, information about the library, free books, etc. Take and make kits distributed, Hotspots providing WiFi		
Color Your World with Bubbles	Outdoor program	
June 26, 2021 - Postponed due to weather		
Open Mic Night for Teens (YA)	Zoom program	
June 26, 2021		
Time for preparation & performance – 1 hrs (pd)		Participants: 0
Supplies: None, no one registered		
Ready, Set, Grow: Weeds in Your Garden (A)	Facebook, YouTube & Kit program	
June 28, 2021	Facebook Views / Engagements: 18 / 1	
Time for preparation & performance – .5 hrs (pd) 2 hrs (vol)	YouTube Views: 2	
Supplies: Handouts and weed kits Presented by Ray Kruse, ISU Extension	Kits distributed: 4	
Outreach to DES / St. Mark's – Mosaics Color Your World C)	Outdoor program	
June 29, 2021		Participants: 34
Time for preparation & performance – 1.75 hrs (pd) 1.5 hrs (vol)		
Supplies: Cut up construction paper, foam pieces, buttons, & glue		

Young Adult Social Issues Book Club Kickoff (A)

Zoom program

June 14 & 29, 2021

Time for preparation & performance – 1.5 hrs (pd)

Supplies: Funded by Libraries Transforming Communities / ALA grant Participants: 3

StoryWalk® - *If You Plant a Seed* (C)

Passive / outdoor program

June 1-30, 2021

Participants: 63

Time for preparation & performance – included in May report, no additional time needed in June

Supplies: Picture books (3) and lamination (counted in May)

Participant number is those who complete the online survey after walking the trail; we expect there are others that are not counted in this. 43 kids and 20 adults reported. Kim estimates about 1/3 of walkers complete survey so based on that, estimated attendance would be 189. Sponsored by DRA, Friends of the JKPL, and Richard Osterhaus Memorial.

Creation Station: Father's Day Rocket (F)

Facebook, YouTube & Kit program

June 1-30, 2021

Facebook Views / Engagements: 12 / 2

Time for preparation & performance – 2 hrs (pd)

YouTube Views: 2

Supplies: Construction paper, paper plate, foot, pencil and scissors Kits distributed: 15

Teen Craft (YA) - Not held in June

Adult Crafternoon Take and Make: Faux Stained Glass (A)

Facebook, YouTube & Kit program

June 14-30, 2021

Facebook Views / Engagements: 22 / 3

Time for preparation & performance – 4.5 hrs (pd)

YouTube views: 0

Supplies: Picture frames with glass, acrylic paint, 3d paint, mod podge Kits distributed: 16

Brush & instructions. Sponsored by FGH Delivery

Programs held in May but still hosted and available to view or engage with on social media

June 1-30, 2021 – 14 programs

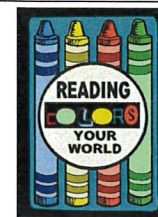
Facebook Views / Engagements: 38 / 4

YouTube Views: 17

Upcoming Events for July:

Summer Reading Programs for all ages continue!

This year's theme is *Reading Colors Your World* for all three programs. We are again using READsquared as our online platform for registration and tracking for all three programs. Register at dyersvillelibrary.readsquared.com. You may also download the app for this program. Print documents will be available for those who prefer to track things on paper. There is still time to join any of the programs!



Children's Summer Reading Program:

- Program runs through July 31 and kids can register through July 24.
- Kids age 3+ will receive a book bag, free book, and other goodies, including a ball chain or keychain at registration. Online registrants will need to pick up their Summer Reading Bag at the library, either in person or via curbside delivery.
- Kids will keep track of how many minutes they read and earn beads and brag tags to add to their chains. Sports beads, glow in the dark beads, animal beads, glitter beads, and more will be available, along with a variety of brag tags.
- For every 20 minutes read kids may add a sticker to our fun collaborative mosaic poster.
- For every 12 hours a participant reads, they will earn another brag tag and entry into the grand prize drawing.
- Children under age 3 will receive a page of fun brain-building activities and a free book at registration. Once they complete all the activities they will receive a goody bag and an entry into the grand prize drawing.
- Sponsored by the Friends of the James Kennedy Public Library.

In honor of the summer reading theme, *Reading Colors Your World*, join us for these two color related events and bring color to your world:

Chalk the Block: July 1—16

Help us bring creativity and color to downtown Dyersville! Children and families can stop at the library and pick up sidewalk chalk and the name and address of a local business. Take your chalk to that business and make the sidewalk in front of it come alive with color. All ages welcome. Sponsored by the Friends of the James Kennedy Public Library.

Rainbow Nature Hunt: July 1—25

Included in your registration packet is a Rainbow Nature Hunt sheet. Explore outdoors and find items in nature that match the colors. Tape or glue the item next to the matching circle. Is it alive, too big, or on someone else's property and you can't glue it down? Just draw it, or write the name of the item next to the appropriate circle. Find something for each color and earn a bead and add a sticker to our collaborative poster. All ages welcome.

Teen Summer Reading Program

- Everyone who has completed 6th-12th grade is encouraged to participate.
- Program runs through July 31 and teens can register through July 25. Get a free book just for registering!
- This year, all special events will be held virtually or outdoors where we can be socially distanced.
- For this program, teens can read whatever books or graphic novels they choose and fill out a short review about what they read.
- Each review submitted is a chance to win the prizes at the end of the reading program.

Adult Summer Library Program

- Everyone 18 and older is encouraged to participate.
- Program runs through August 31 and adults are welcome to join throughout the summer.
- Participants will receive a bookbag, bookmark, and a free book just for registering.
- Using the website, app, or paper log, participants will keep track of books read and activities completed to earn prizes.
- For each item completed, the participant's name will be entered into the prize drawing. Participants completing four items will receive a themed keychain or luggage tag, those completing eight items may select a themed mood pen or highlighter and sticky notes, and those completing twelve items will be able to select an item from a prize box. Participants are always welcome to select a book instead of the regular prize.
- Participants completing at least sixteen activities, which must include reading at least four books, will have completed the program. They will earn a special prize and have their name entered into the grand prize drawing for the Book Lover's Basket and other prizes.
- Due to COVID-19, in person programs in the library will not be offered; however, the library is planning virtual programs, Take-and-Make activities, and may offer some outdoor events.
- The adult summer library program is sponsored by the Friends of the James Kennedy Public Library.

July 1 - 31: Color A Smile

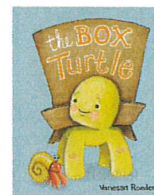
Color A Smile is a nonprofit organization that distributes cheerful drawings to senior citizens, troops overseas, and anyone that would benefit from a bright, cheerful masterpiece on their refrigerator door or bulletin board. Every month they mail thousands of new drawings to all the people on their mailing list. As part of the *Reading Colors Your World* Summer Library Programs, the JKPL will collect and mail colored pictures to Color A Smile.

- Pictures should be colored only with crayons, colored pencils, or markers – no glitter or gel pens please.
- Participants can pick up coloring pages at the library or print their own from colorasmile.org.
- Completed pictures should be brought to the library by 5:00 pm on July 31.
- Everyone who participates will get their name entered into a drawing to win a JKPL coloring book and a set of twistable crayons.
- For more information visit www.colorasmile.org.



July 1—31: Play-Doh Challenge 2021. This month's challenge is "Birds." Kids ages 3-11 are invited to sign up to participate in the library's monthly Play-Doh Challenge! Sign up (in person or by phone) to receive your challenge kit, which includes 3 one-ounce containers of Play-Doh, a pizza pan, and a printout of the upcoming monthly challenges. Use your pan as a work surface to use the Play-Doh to create your version of the challenge theme. You keep the pan and the Play-Doh (feel free to use your own if you wish.) Once your creation is complete, take a picture of it and post it to the library's Facebook page or send the picture to the email listed on the printout. On the first Thursday of each month, a new challenge will be issued. Due to budget, we can only give one pan per person to be used for the entire year of challenges. New Play-Doh may be available while supplies last. This program is sponsored by Rex Massey/State Farm Insurance.

July 1—31: Westside Park StoryWalk®: "The Box Turtle" by Vanessa Roeder. Families are invited to walk the new StoryWalk® at Westside Park which begins south of the parking lot by the baseball diamond. Walk the trail and read the story to your children then scan the QR code on the last post and answer the questions to be entered for a monthly prize drawing. No QR scanner? No problem! Use the tiny url listed below the QR code, answer the questions, and be entered into the prize drawing. There will be a new story on the first of the month through November. The StoryWalk® is made possible by the Dubuque Racing Association, Friends of the Library, and the Richard Osterhaus Memorial Fund. *The StoryWalk® Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Kellogg-Hubbard Library. Storywalk® is a registered service mark owned by Ms. Ferguson.*



July 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, 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. 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 August. And remember we have puzzles to check out if you need one!



Monday, July 5: Library closed for the Independence Day holiday

Tuesday, July 6: 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.

Wednesdays, July 7, 14, 21 and 28: Story Time in the Park @ 11:00 am and 6:30 pm

Join Miss Kim for fun, in-person, socially distanced family story times at the Westside Park picnic shelter. We will read stories, sing songs, and do a fun activity. All ages welcome. If it is raining, the program will be cancelled. There will also be a special Saturday Story Time in the park on July 17 at 10:00 am.



Wednesdays, July 7, 14, 21, 28: Virtual Sit and Stitch from 1:00—3:00 pm. Grab your tablet, phone or computer along with your hobby and/or craft and join other crafters in this fun Zoom gathering. There 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> Note: Weather permitting this group may elect to meet in person / socially distanced at a local park.

Wednesday, July 7: Whimsical Art Zoom Social @ 6:30 pm. Join us for some virtual socializing and creating as we make and share whimsical illustrations! Everyone is welcome but if you didn't participate in the Whimsical Illustrations programs presented by Dianne Kramer in June, you might want to take a look at the video recordings available on the JKPL YouTube channel to get your creative juices flowing. Register at <http://bit.ly/ASLP-Social> by 5:00 pm on July 7 to receive the link to the Zoom room.

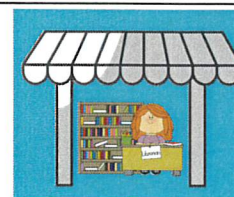


Pop-up at Dyersville Farmer's Market: Thursday, July 8

The JKPL will be reaching out to the community by "popping up" at the Dyersville Farmer's Market. Come visit us!

Pop-up Library from 3:00—5:00 pm

Visitors will be able to select a free book to keep from the pop-up library as well as learn more about library services. The library will also have a hotspot running to provide WiFi access. Masks are encouraged and hand sanitizer will be available. The JKPL Pop-Up Library is sponsored in part by a grant from the Dyersville Area Community Foundation and partnership with the Dyersville Campaign for Grade Level Reading and the Friends of the JKPL.



Messy Art in the Park from 3:00—4:00 pm

Join Miss Kim for Messy Art in the Park. This month we will be doing Icy Art. Each child will be given paper, ice cubes colored with food coloring, and space to paint. What happens to ice in July? That's the messy part! A cool, fun, messy activity for all ages. Don't forget to wear clothes that wouldn't mind a little food coloring decoration.

Downtown Summer Nights: Friday, July 9

The JKPL will be reaching out to the community by “popping up” at Downtown Summer Nights. Come visit us!



TACKL Fun and Games from 6:00—9:00 pm

Join the Teen Advisory Council to the Kennedy Library (TACKL) for fun, free games for kids. Everyone walks away with a prize for playing! Masks are encouraged and hand sanitizer will be provided. This event is sponsored by the Dyersville Chamber of Commerce.

Pop-up Library & Fundraiser from 6:00—8:00 pm

Visitors will be able to select a free book to keep from the pop-up library as well as learn more about library services. The library will also have a hotspot running to provide WiFi access. The JKPL Fundraising Committee will be on hand selling ice cream treats to support the special collections and services of the library. Masks are encouraged and hand sanitizer will be available. The JKPL Pop-Up Library is sponsored in part by a grant from the Dyersville Area Community Foundation and partnership with the Dyersville Campaign for Grade Level Reading and the Friends of the JKPL.

Monday, July 12: Books for Lunch Virtual Book Discussion @ 12:00 noon. This month the group will discuss *Midnight at the Blackbird Cafe* by Heather Webber. This group gathers on the first Monday of each month over Zoom. Copies of the book are available to borrow from the library. 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. *Note: this date has been moved due to the Independence Day holiday.*

Tuesday, July 13: Inspirational Fiction: A Novel Approach to Faith Virtual Book Club @ 7:00 pm. Join us for this book club that features a variety of books that weave religious faith into the characters and storylines. For this month we will be reading *Home By Dark* by Marta Perry and we will meet via Zoom to connect and discuss. Books are available to borrow from the library. 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.

Wednesday, July 14: Take Back Your Crayons with Mary Potter Kenyon @ 6:30 pm

It's never too late to reignite that tiny spark that exists inside each one of us, and invite creativity back into your life. Are you ready to reclaim that box of crayons from your childhood? Join Mary Potter Kenyon, author of *Called to Be Creative: A Guide to Reigniting Your Creativity*, live on Zoom as she discusses the science behind creativity research and challenges attendees to reconnect with their creative side.



- Registration is required at <https://bit.ly/MPKCrayons> by 5 pm on July 14 to receive a link to the Zoom room.
- A kit of materials for this class, and her June 28 class, is available for each registrant and must be picked up before the class.
- The kit includes materials for both classes: a notepad and "magic pencil", a packet of handouts, Sharpie markers, and twistable crayons.
- Kits will be available to pick up starting July 2.
- Note: Mary is creating one packet of materials for both classes, but you are welcome to attend one or both.
- This program will be recorded and available to view for 30 days on the JKPL Facebook page and YouTube channel.

Thursday, July 15: Nutritional Inequality in Vienna: 1919 to 1922 @ 12:00 noon. As the Austro-Hungarian Empire began to unravel during the First World War, the specter of civilian hunger grew in Vienna and food insecurity increased in the city. One contemporary study suggested that in 1919, 90% all school children in the city were experiencing moderate to severe malnutrition. This presentation by Dr. Mary E. Cox, from Central European University in Austria, explores the impact that reduced food supplies had on the health of civilians in Vienna. The JKPL has partnered with the Hoover Presidential Library to present these 3rd Thursday Virtual Programs. Advance registration for the program is required so please register at <http://bit.ly/TTFoodRelief>. NOTE: Due to the time change, the live program will be offered at 12:00 noon and the recording will be rebroadcast at 6:00 pm.



Friday, July 16: Virtual Movie Night @ 6:00 pm. Join us on Zoom each month for a fun time of watching movies together but apart! For this event we will watch *Galaxy Quest* (1999, rated PG-13). 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. 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.

Saturday, July 17: Story Time in the Park @ 10:00 am. Join Miss Kim for a fun, in-person socially distanced family story time at the Westside Park picnic shelter. We will read stories, sing songs, and do a fun activity. All ages welcome. If it is raining, the program will be cancelled.



Saturday, July 17: Virtual Minecraft Build-A-Thon for Teens from 6:00—8:00 pm

Join our virtual Minecraft server and play in the game's creative mode, work together, and build whatever you want. All participants will hang out on the library's Discord service and chat while we build. All creations will be posted on the library's social media.

- To participate, you must have a Discord account and will need to download the game on your computer or a Smart device.
- Participants must register at <https://bit.ly/3k1TKGE> by July 10th at 8:00 pm in order to receive the server invite.
- This program is for those that have completed 6th-12th grade.



Monday, July 19: 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.

Pop-up at Dyersville Farmer's Market: Thursday, July 22

The JKPL will be reaching out to the community by "popping up" at the Dyersville Farmer's Market. Come visit us!



Pop-up Library from 3:00—5:00 pm

Visitors will be able to select a free book to keep from the pop-up library as well as learn more about library services. The library will also have a hotspot running to provide WiFi access. Masks are encouraged and hand sanitizer will be available. The JKPL Pop-Up Library is sponsored in part by a grant from the Dyersville Area Community Foundation and partnership with the Dyersville Campaign for Grade Level Reading and the Friends of the JKPL.

Robots from 3:00—5:00 pm

Stop by the library's booth and try out some of the robots we have available. Participants can have fun remote controlling the robots or try their hand at block programming.

Thursday, July 22: Baking for One @ 6:30 pm

Want a sweet treat but don't want to bake an entire cake or batch of cookies? Join Dawn for this live, Zoom event and learn how to make sweet treats that serve just 1-3 people. In this class we will make a snickerdoodle mug cake, chocolate chip cookies, and M&M brownies. You are welcome to bake along or just watch! Recipes will be emailed to participants the Monday before the class. A kit is available for all those who are registered that includes most of the ingredients needed to bake the M&M brownies (some ingredients you will need to provide). Kits will be available to pick up between July 20-22. Registration is required in order to receive the link to this class. Please register by 4:00 pm on the day of the program at: <http://bit.ly/BakingOne>. This program will be recorded and posted to the library's Facebook page and YouTube channel.



Friday, July 23: "Among Us" 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.

Wednesday, July 28: Jumpstart Your Creativity with Mary Potter Kenyon @ 6:30 pm

You've set aside time for creativity, but when you try to get started you get stuck. What can you do to jumpstart your creativity? Join author Mary Potter Kenyon live on Zoom as she walks attendees through a series of creativity exercises that will get those imagination gears oiled up and ready to roar to life.

- Register at <https://bit.ly/MPKJumpstartCreativity> by 5 pm on July 28 to receive a link to the Zoom room.
- A kit of materials for this class, and her June 14 class, is available for each registrant and must be picked up before the class.
- The kit includes materials for both classes: a notepad and "magic pencil", a packet of handouts, Sharpie markers, and twistable crayons.
- Kits will be available to pick up starting July 2.
- Note: Mary is creating one packet of materials for both classes, but you are welcome to attend one or both.
- Barring technical difficulties, this program will be recorded and available to view for 30 days on the JKPL Facebook page and YouTube Channel.



Friday, July 30: Final Friday Virtual Tech Help from 3:00—5:00 pm. Having tech problems? 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, July 30: Teen Summer Reading Program Finale Virtual Movie Night @ 6:00 pm

Any participant in the Teen Summer Reading Program that turned in at least 3 reviews is invited to join us for a movie night to celebrate the end of the program. Attendees will pick the movie we watch from a list of titles that tie in to the summer reading program theme. Plus there will be food! Stop by the library to get a bag of popcorn and a coupon for pizza so we have our snacks set for the night! Snacks will be available for pickup starting July 29th.



Saturday, July 31: Pop-Up @ the Dyersville Downtown Market from 8:00 am—12:00 noon. The James Kennedy Public Library will be reaching out to the community by participating in this special monthly event. Visitors will find out more about what the library has to offer, and select a free book to keep from the pop-up library. The JKPL will also have a hotspot running to provide WiFi Access. Masks are encouraged and hand sanitizer will be provided. The JKPL Pop-Up Library is sponsored in part by a grant from the Dyersville Area Community Foundation and partnership with the Dyersville Campaign for Grade Level Reading and the Friends of the JKPL.

Saturday, July 31: Toto Johnson @ the Dyersville Downtown Market from 9:00—11:00 am

Celebrate the end of the Children's Summer Reading Program with world acclaimed performer Toto Johnson! Toto has travelled the world and entertained crowds in Europe and Asia. He spent years working for Ringling Brothers and Barnum and Bailey Circus. He will be bringing his stellar stilt walking, juggling and balloon sculpting skills to Dyersville to celebrate our Summer Reading program. Don't miss seeing Toto in person! Sponsored by the Friends of the James Kennedy Public Library.



Craft / Activity Kits Available in July:

Just because the library isn't open for gatherings, doesn't mean we can't help you get crafty or keep you busy at home! Kits can be picked up starting the day they are available. If videos are available, they will be posted to the library's Facebook page and YouTube channel. Kits are available while supplies last.

Happy Birthday America! Up-Cycling Greeting Cards for Birthdays: July 1—31

Librarian Ann Boeckenstedt has created a video to show you how to use the fronts of donated greeting cards combined with glue and cardstock to make entirely new greeting cards. The library has some kits ready for you to pick up and each kit includes a birthday themed greeting card front with coordinating cardstock. You will need to provide the glue.

Crab Puppet Kit: July 1—31

Library staff member Shannon has created a video for how to make these Crab Puppets. The video will be available to view starting July 1. The craft kit for this project includes all needed supplies.

Coloring, Creating and Doing: July 1—31

The JKPL is continuing to offer coloring pages, dot to dot, crosswords, sudoku, and other activities available for you to work on at home. They are intended for adults and teens. Each pack will include at least 10 different pages. These items can be picked up while at a library visit or requested for curbside pick up. Limited work space is also available for visitors in the library. NOTE: If You need something to color with, miscellaneous colored pencils may be provided upon request - just ask a staff member!

Folded Paper Bracelet Kits: July 6—31

Stop by the library and pick up a kit to create your very own origami style folded paper bracelet. Each kit will come with colored paper and instructions. Participants will also need markers if they want to make their bracelet more colorful. A video on how to create the bracelets will be available starting July 6. This craft is intended for teens and adults.

Color Your World with Sculpture: July 6—31

Children of all ages can pick up this fun take-and-make kit to create a colorful sculpture. A video describing the kit and explaining how to make sure your sculpture lasts will be available starting July 6. Kits will include air dry clay, paint, paint brush, and sealant. All ages welcome. Sponsored by Spoden Construction.

Painting in a Jar: July 12—31

Have fun with color with this take-and-make kit appropriate for all ages. A video explaining how to do the project will be available starting July 12. Kits include all supplies needed. Adult supervision recommended for younger children.

Creating Art with Nature: July 20—31

Pick up a take-and-make kit at the Library then search your backyard or area parks for pinecones, leaves, rocks and other fun things with which to create art! Need inspiration? We will demonstrate various ideas to get you started in a video available starting July 20. Kits will include paper, paint, and instructions and you provide natural items, markers, and imagination. All ages welcome.

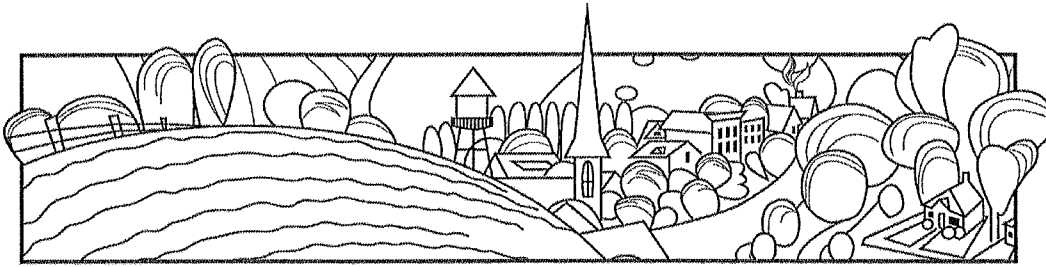


Summer Meals offered at JKPL Parking Lot: July 1—30

The Western Dubuque Community School District's Food and Nutrition Services Department, in partnership with the JKPL, will serve free grab-and-go meals to all kids 18 and younger from the parking lot adjacent to the library.

- Meals will be served July 1—30 from 11:30am to 12:15pm, weekdays only. **No meals will be served July 2nd.**
- Meals are free for all kids 18 and younger regardless of race, color, economic status, sex or disability.
- Meals will be available for pick up via vehicle or walk up outside the library. Children do not need to be present to receive grab-and-go meals and are not required to eat onsite.
- Sack lunches will include the choice of the hot entree of the day or an Uncrustable PBJ sandwich. A large variety of fruits and veggies will be served along with chips and chocolate milk.
- A sack breakfast will also be provided which is intended for the next morning. Each breakfast will include an entree (some may need to be cooked), a fruit serving (typically juice cup), and a white milk.
- Menus are posted the day before at the WD Facebook page and can be found on the WD homepage under the Facebook/Twitter section.
- Questions or Comments can be sent to kyle.gansen@wdbqschools.org or call (563)744-3885 ext 6041.
- Funded by the USDA Summer Food Service Program.
- This institution is an equal opportunity provider.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>July 1–31</p> <ul style="list-style-type: none"> • Play-doh Challenge • Get Puzzled • Coloring, Creating, Doing • Crab Puppet kits 	<p>July 1–31</p> <ul style="list-style-type: none"> • Color A Smile • Westside Park StoryWalk® • Upcycled Birthday Card kits 	<p>July 1–16</p> <ul style="list-style-type: none"> • Chalk the Block <p>July 6–31</p> <ul style="list-style-type: none"> • Folded Paper Bracelet Kits • Color Your World with Sculpture kits 	<p>July 1–25</p> <ul style="list-style-type: none"> • Rainbow Nature Hunt <p>July 12–31</p> <ul style="list-style-type: none"> • Painting in a Jar <p>July 20–31</p> <ul style="list-style-type: none"> • Creating Art with Nature 	<p>1</p> <div style="border: 1px solid black; padding: 5px;"> Adult, Teen, & Children's Summer Reading Programs continue! </div>	<p>2</p>	<p>3</p>
<p>4</p> <p>Library closed</p>	<p>5</p> <p>Library closed</p>	<p>6</p> <p>Virtual Dungeons & Dragons @ 6pm</p>	<p>7</p> <p>Story Time in the Park @ 11am & 6:30pm</p> <p>Virtual Sit & Stitch from 1–3pm</p> <p>Whimsical Art Zoom Social @ 6:30pm</p>	<p>8</p> <p>Pop-up at Farmer's Market from 3–5pm</p> <p>Messy Art in the Park from 3–4pm</p>	<p>9</p> <p>Pop-up at Downtown Summer Nights from 6–8pm</p> <p>TACKL Fun & Games from 6–9pm</p>	<p>10</p>
<p>11</p> <p>Library closed</p>	<p>12</p> <p>Books For Lunch @ 12pm</p>	<p>13</p> <p>A Novel Approach to Faith book club @ 7pm</p>	<p>14</p> <p>Story Time in the Park @ 11am & 6:30pm</p> <p>Virtual Sit & Stitch from 1–3pm</p> <p>Take Back Your Crayons @ 6:30pm</p>	<p>15</p> <p>Nutritional Inequality in Vienna @ 12pm</p>	<p>16</p> <p>Virtual Movie Night @ 6pm</p>	<p>17</p> <p>Story Time in the Park @ 10am</p> <p>Virtual Minecraft Build-A-Thon @ 6pm</p>
<p>18</p> <p>Library closed</p>	<p>19</p> <p>JKPL Virtual Writing Group @ 6:30pm</p>	<p>20</p>	<p>21</p> <p>Story Time in the Park @ 11am & 6:30pm</p> <p>Virtual Sit & Stitch from 1–3pm</p>	<p>22</p> <p>Pop-up at Farmer's Market from 3–5pm</p> <p>Robots at the Farmer's Market from 3–5pm</p> <p>Baking for One @ 6:30pm</p>	<p>23</p> <p>"Among Us" Game Night @ 6pm</p>	<p>24</p>
<p>25</p> <p>Library closed</p>	<p>26</p>	<p>27</p>	<p>28</p> <p>Story Time in the Park @ 11am & 6:30pm</p> <p>Virtual Sit & Stitch from 1–3pm</p> <p>Jumpstart Your Creativity @ 6:30pm</p>	<p>29</p>	<p>30</p> <p>Final Friday Virtual Tech Help from 3–5pm</p> <p>Teen Summer Reading Program Finale @ 6pm</p>	<p>31</p> <p>Pop-Up at Dyersville Downtown Market from 8am–12pm</p> <p>Toto Johnson from 9–11am</p>





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

FUND ACTIVITY STATEMENT
 May 1, 2021 THROUGH May 31, 2021

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

❧ JAMES KENNEDY PUBLIC LIBRARY ENDOWMENT ❧

	Current Month <small>May 1, 2021 - May 31, 2021</small>	Year-To-Date <small>January 1, 2021 - May 31, 2021</small>
BEGINNING FUND BALANCE	10,679.36	5,145.89
Gifts	250.00	5,250.00
Investment Income (Loss)	178.63	745.47
Other Income	0.00	0.00
Grants Approved	0.00	0.00
Fees	-22.06	-55.43
Fund Expenses	0.00	0.00
ENDING FUND BALANCE	11,085.93	11,085.93

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
Molly Evers	582 6th Ave SW		Dyersville, IA 52040	5/13/2021	250
*** Total Gifts:					250

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.



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GIFT ACTIVITY STATEMENT

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

✎ JAMES KENNEDY PUBLIC LIBRARY ENDOWMENT ✎

Gift Detail for 6/13/2021 through 6/19/2021

Donor	Address1	City-St-Zip	Date	Memorial or honor	Memory or honor of	Amount
Transfer from Great Give Day Endowed Fund			6/15/2021			2,061.53
*** Total Gifts:						2,061.53

If you have any questions please feel free to contact:

Luke Benson
 Philanthropic Services Assistant
 Community Foundation of Greater Dubuque
 563.588.2700 | 700 Locust Street, Suite 195, Dubuque, IA 52001

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Residence Area	Contract Use Report FY21 - By Area												Year to Date	Change to date	
	No. of Patrons	July Stats	August Stats	Sept Stats	Oct Stats	Nov Stats	Dec Stats	Jan Stats	Feb Stats	March Stats	April Stats	May Stats			June Stats
Dyersville	2505	3951	4489	3742	2985	3294	2497	2625	3045	3430	3295	3752	4471	41576	-24263
FY20	2446	7032	6331	5417	6593	5178	4777	5730	5306	6922	5041	5117	2395	65839	-37%
FY19	2345	7125	6872	6172	6867	6663	5269	6101	5629	6075	5768	5919	7390	75850	
FY18	2480	7256	7221	5946	7044	6215	5492	6312	5326	5625	5892	5324	7989	75642	
FY17	2426	7095	7552	7269	7516	7044	6033	6855	6867	8419	5831	6190	8158	84829	
Del Co. incl Man. (OA)	585	602	550	265	288	174	320	263	226	248	346	550	523	4355	-3996
FY 20	574	926	711	621	584	592	467	854	976	1190	644	530	256	8351	-47.85%
FY19	482	1019	680	482	960	782	683	701	961	914	929	696	1136	9943	
FY18	595	995	924	768	1036	996	890	1039	1055	994	727	622	1050	11096	
FY17	581	1550	1320	1052	700	683	798	862	1607	874	810	853	1114	11488	
Dhq Co. Lib. Sys. (OA)	957	829	1019	801	597	602	635	564	556	584	773	888	947	8795	-6538
FY20	945	1667	1287	1130	1241	1173	1203	1261	1127	1788	1306	1531	619	15333	-43%
FY19	922	1903	1686	1245	1370	1277	1046	1547	1607	1485	1533	1392	1652	17743	
FY18	1000	1994	1673	1231	1296	1207	1190	1319	1140	1420	1482	1591	1854	17397	
FY17	978	2488	1839	1625	1701	1571	1606	1764	1497	1849	1506	1552	2293	21291	
County Agency	70	124	78	46	117	35	52	57	60	62	59	78	145	913	-233
FY20	72	165	137	136	105	78	84	76	101	66	61	65	72	1146	-20%
FY19	70	123	87	120	52	31	34	49	50	62	90	103	138	939	
FY18	71	237	269	108	128	129	110	77	83	80	44	53	93	1411	
FY17	68	108	138	73	63	87	115	42	47	60	75	60	475	1343	
ILL	504	27	39	24	33	23	31	37	44	50	43	88	49	488	-84
FY20	500	34	34	27	49	42	40	32	50	120	85	40	19	572	-15%
FY19	498	14	34	38	57	34	47	42	35	28	36	41	22	428	
FY18	494	35	51	43	48	42	23	40	31	50	36	23	35	457	
FY17	494	42	45	65	40	56	48	65	61	59	40	49	43	613	
Open Access	396	207	231	208	136	220	153	251	260	263	189	244	381	2743	-3562
FY20 - inc certified learner	386	893	827	705	765	153	688	395	422	600	344	324	189	6305	-56%
FY19 - inc certified learner	537	642	731	869	722	558	462	448	658	645	557	519	648	7459	
FY18 - inc certified learner	376	781	783	487	469	343	358	487	516	540	733	654	806	6957	
FY17	346	489	606	603	852	825	786	973	829	823	506	352	587	8231	
TOTAL - 17 not eligible	5017	5740	6406	5086	4156	4348	3688	3797	4191	4637	4705	5600	6516	58870	-38676
FY20	4923	10717	9327	8036	9337	7216	7259	8348	7982	10686	7481	7607	3550	97546	-40%
FY19	4854	10826	10090	8926	10028	9345	7541	8888	8940	9209	8913	8670	10986	112362	
FY18	5016	11298	10921	8583	10021	8932	8063	9274	8151	8709	8914	8267	11827	112960	
FY17	4893	11772	11500	10687	10872	10266	9386	10561	10173	12084	8768	9056	12670	127795	

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Contract Use Report - By City

	FY20	FY21	Rolling	June	May-21	Apr-21	Mar-21	Feb-21	Jan-21	Dec-20	Nov-20	Oct-20	Sep-20	Aug-20	Jul-20
			12												
Albert City	6	7	7	2	0	0	0	5	0	0	0	0	0	0	0
Ames	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arlington	150	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Balltown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cascade	503	955	955	101	32	62	110	59	93	71	103	82	110	81	51
Cedar Rapids	0	3	3	0	0	0	0	0	0	0	3	0	0	0	0
Center Point	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Certified Learr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Coggan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Colesburg	645	217	217	65	50	0	2	28	23	0	11	16	0	22	0
Davenport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Del Co.	4958	4045	4045	415	395	325	247	226	263	314	174	288	265	541	592
Delhi	129	67	67	30	24	0	0	0	0	0	0	0	0	1	12
Dubuque	277	203	203	32	16	34	20	40	4	4	0	6	36	9	6
Dbq Co	11249	8795	8795	947	888	773	584	556	564	635	602	597	801	1019	829
Dyersville	47059	41577	41577	4471	3752	3295	3430	3045	2625	2497	3294	2985	3743	4489	3951
Earlville	1198	496	496	27	40	33	58	42	50	29	56	11	32	53	65
Edgewood	9	4	4	1	0	2	1	0	0	0	0	0	0	0	0
Elkader	5	1	1	0	0	1	0	0	0	0	0	0	0	0	0
Gamavillo	0	5	5	0	0	0	3	2	0	0	0	0	0	0	0
Guttenberg	610	459	459	61	36	49	58	67	70	32	12	13	21	13	27
Hopkinton	180	131	131	40	12	0	0	4	6	11	14	8	8	14	14
Hudson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Independence	66	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ILL	477	488	488	49	88	43	50	44	37	31	23	33	24	39	27
Ionia	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Iowa City	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Luxemburg	708	913	913	145	78	59	62	60	57	52	35	117	46	78	124
Manchester	1785	310	310	108	155	21	1	0	0	6	0	0	0	9	10
Maquoketa	6	2	2	1	0	0	0	0	0	0	0	0	0	1	0
Marion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
McGregor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mechanicsville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Monticello	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oelwein	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rickardsville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Strawberry Po	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Waterloo	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
West Des Mo	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Winthrop	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wisconsin - Pl	37	192	192	21	34	8	11	13	9	6	21	0	0	37	32
Total	70064	58870	58870	6516	5600	4705	4637	4191	3797	3688	4348	4156	5086	6406	5740

Pandemic Plan Revision – July 2021

This is the complete plan but we really only need to talk about the next stage – which would be stage 4. I split stage 3 into 3A and 3B. 3B incorporates the minor adjustments that were approved at the May board meeting.

The plan is enclosed in word – tracking changes so you can see the edits if you want; and also in pdf so you can look at a clean copy (which is much easier to read.)

General Information – updated than no in-library programming will be offered until after July 31, etc. We do need to decide on August programming as that is the area we are having people ask us most about. Especially since the council met in person and the Board is meeting in person, the discussion both among staff and asked by regular patrons – why can't the book clubs, etc. return to in person.

Stage 0-2 are unchanged

Stage 3 – split into A (approved in March) and B (the adjustments approved at the May Board meeting, implemented May 17)

Stage 4 – this is new and is my recommendation for our next stage of opening. Stage 5 is back to normal. Here are items for you to consider:

- Are we ready to offer in person in library programs? If so, at what capacity? This plan includes allowing staff to plan / present in person in library programs for gatherings of 20 or less. I am looking at 20 because if we have a full board and guests we could go over a limit of 10; and the some of our regular gatherings (Sit & Sit, book club) sometimes have more than 10 attendees. This is an arbitrary number.
- We are starting to have times when 2 computers are not enough. I have talked to my 'handiman' about putting in plexiglass dividers of some kind but will take some figuring to come up with something that won't permanently damage those tables. Since people are not staying 6 feet apart independently / regularly now – what is our responsibility for public health? I have emailed other local libraries to see what they are thinking / doing and will share at the Board meeting.
- Any thoughts on allowing use of soft seating?

Board needs to decide when to implement Stage 4 and potentially Stage 5. It can be choosing a date or based on some criteria and / or setting a date based on that criteria or expectations. These are ideas I have heard others using: Local vaccination rates (70% of community vaccinated); When all ages are able to be vaccinated; When no new cases in the county / community for x number of days; After school starts in the fall; Just pick a day that makes sense and hope for the best

Pandemic Interim Service Plan

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

Plan Priorities:

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

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

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

Staff & Public Safety Considerations

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

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

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

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

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

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

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

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

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

Tiers of Service

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

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

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

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

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

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

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

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

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

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

1. No in-person services

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

Community Outreach / Meeting Rooms:

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

General Information:

All use of library meeting spaces by the public is cancelled, until further notice. Staff and Board will make decisions regarding opening up these spaces as restrictions are eased. This may be after restrictions regarding gatherings have been lifted as all library meeting spaces have been repurposed for office spaces, laptop and WiFi use, storage of furnishings, or quarantining of materials as they are returned. Stage 3 allowed limited use of of library meeting spaces by the public.

All in-library programming through ~~March 31, 2021~~ July 31, 2021 has been cancelled and will be replaced with virtual programming and / or outdoor socially distanced programming where possible. The decision for April-August programming will be made by March-July 15, and so forth.

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

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

Staged Reopening Plan:

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

Stage 1: Library closed to the public but staff allowed to work onsite and provide curbside service as long as following guidelines for social distancing, group size, safe hygiene, etc.

1. Staff

- a. Minimum of 2 staff working at all times.
- b. No more than 4 people on the floor at one time (less is better)
- c. Additional staff allowed in work only and office spaces / working on projects as long as social distance can be maintained
- d. Must maintain social distance of 6 feet at all times
- e. Must wash or sanitize hands between contacts with materials for different patrons, or changing duties
- f. Must sanitize work area when leaving for another task or for the day
- g. Masks must be worn when opening books for any purpose (check in, repairs, processing, etc.) unless are able to quarantine materials after handling. The length of the quarantine will be determined by the most current reputable recommendations and studies available.
- h. Staff who are exposed to Covid-19 are expected to notify the library director as soon as they are aware of the exposure and should follow the most current CDC guidelines regarding *Public Health Guidance for Community-Related Exposure*. They are required to be tested ASAP if they worked during any time from exposure to notification and will not be allowed back to work onsite until the quarantine period recommended by the CDC guidelines has passed (currently 14 days from exposure). They are also encouraged to be tested on day 14 to insure they are Covid free before returning to work.
- i. Staff who are potentially exposed to Covid-19 through a co-worker will be notified ASAP and will not be allowed to work onsite/ are expected to self-quarantine until the test from the co-worker comes back negative.
- j. Staff who are diagnosed with Covid-19 are expected to follow CDC guidelines regarding self-quarantining and will be allowed back to work onsite based on the most current CDC guidelines regarding *Discontinuation of Isolation for Persons with Covid-19 Not in Healthcare Settings*. For those with symptoms this is currently at least 10 days since symptoms first appeared AND 24 hours fever free and improvement of symptoms. For those without symptoms, this is at least 10 days since the date of their first positive test.
- k. Staff who are not allowed to work onsite due to Covid-19 may work remotely if they have duties that lend themselves to remote work and such is approved by their supervisor. They may use any of their earned benefits (sick leave, vacation, etc.) and may be eligible for unemployment through the CARES Act. Staff should talk to their supervisor regarding city benefits and contact Iowa Workforce Development or the City of Dyersville for information about unemployment.

- l. If it is discovered that someone (staff or public) was in the library while positive for Covid-19, the library will follow guidance provided by the Dubuque County Public Health and / or Iowa Department of Public Health regarding closure, cleaning, testing, etc.
2. Work hours / service hours
 - a. Service hours are determined by staff available, public use of services, and work to be done
 - b. Typical Service hours are: Monday – Thursday 9 to 8; Friday and Saturday 9 to 5; Sunday – 1 to 4 pm Labor Day to Memorial Day - Closed Sundays in summer.
3. Services offered
 - a. Virtual Services – Tier 1
 - b. Circulation – Tier 2
 - Curbside Service hours: M-Th 9:00 am to 7:30 pm and Fri & Sat 9:00 am to 4:30 pm; Sunday closed.
 - c. Programming – Tier 2
 - d. Technology – Tier 2
 - e. In-Person – Tier 1
 - f. Outreach – Tier 1
4. Housekeeping & Logistics
 - a. Signage on doors, webpage, social media and phone indicating level of service and contact information
 - b. All shared spaces sanitized routinely
 - c. See Revised opening routine
 - d. See Revised closing routine
 - e. See Guidelines for Curbside Service
 - f. Janitorial services reduced to twice a week
 - g. Staff work spaces adjusted and staff relocated to ensure social distance
 - h. Markings on floor to identify minimum of six feet adjacent to work spaces
 - i. Hand sanitizer and cleaning supplies located at each workstation.

Stage 2: Restrictions reduced, allowing libraries to reopen to 50% capacity or more, with social distancing and / or gatherings of no more than 10. This level of service will only be offered if adequate supplies for disinfecting and sanitizing are available. Members of the public are expected to wash or sanitize their hands upon entering the library and encouraged / asked to wear a mask if they are able. Effective November 18, 2020, all patrons and staff over the age of three must wear masks covering both their nose and mouth at all times when they are in the library, unless they are otherwise exempt from wearing per the Dubuque County Mask Mandate. Implemented: June 3, 2020. The JKPL will revert to Stage 0 or Stage 1 services upon learning that a Covid positive person was within the library premises while considered contagious, based on guidance provided by the Dubuque County Health Department. The decision to move to less restrictive stages will be made when it is considered safe to do so, following city, county, local and / or federal (CDC) guidelines.

1. Staff: All guidelines from Stage 1 with the following additions or adjustments:
 - a. Must wear masks while on the floor or interacting with others – public or staff (can remove if working in office / staff work area alone but must wear for any public or staff interaction. Those working in office alone should shut door to reduce exposure). Masks may be provided by staff or library.
 - b. Must wear masks when representing the library outside the building such as purchasing supplies or managing a pop-up library. Staff may be allowed to wear a face shield instead of a mask when presenting programs outside the library if visibility of the face is important for programming and social distancing and other safety measures are implemented.
 - c. Must wash or sanitize hands when reporting to work, after returning from a break of any kind, between contacts with materials for different patrons, patrons, and / or changing duties.
 - d. Gloves will be provided for those emptying the drop boxes, upon request. Gloves are single use and must be removed and disposed of properly after use. Preferred option is to wash hands thoroughly before and after emptying the items in the drop box.
 - e. Must sanitize work area when leaving for another task or for the day
2. Work hours / service hours
 - a. Typical service hours unless restricted by reduced staff availability. Adjustments to hours will be posted on social media, website, and facility door / signage as appropriate.
3. Services offered
 - a. Virtual Services – Tier 2
 - b. Circulation – Tier 3 & 4
 - Curbside and Appointment service hours: Monday thru Thursday – 9:00 am to 7:30 pm; Friday & Saturday – 9:00 am to 4:30 pm; Sunday – 1:00 to 3:30 pm
 - 30 or 60 minute (maximum) browsing appointments
 - 15 minute pick up / equipment use appointments
 - Maximum public capacity is 21 (see documentation)
 - Browsing appointments for no more than 10 individuals, may gradually increase as demand warrants and ability to maintain social distancing and capacity guidelines
 - Browsing appointments may include reading newspapers in the library as long as patrons are aware that newspapers cannot be sanitized so they are reading at their own risk
 - A maximum of six members of the public (unless they are all from the same household) will be allowed in the library for any purpose while Dubuque and / or Delaware Counties are considered Red Zones.
 - Appointments will be scheduled on the hour and half hour
 - Walk-up appointments allowed during scheduled in-building service hours if space is available

- LIC will determine if additional patrons may be allowed in
 - Visitors allowed in without an appointment may be limited to less time, depending on those having prescheduled appointments
 - Doors will remain locked
 - Staff will open for patron / family with appointment when they call that they have arrived or ring doorbell.
 - Public will enter through main doors and exit through Hoffman Room side door onto parking lot unless unable to manage steps
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments
- c. Programming – Tier 2
- d. Technology (PAC and Laptops) – Tier 3
- Same schedule for all appointments
 - 30 or 60 min appointments with exceptions for cause when using a laptop (i.e. taking a test that is scheduled for 2 hours); Exceptions will not be allowed when Dubuque and / or Delaware County are in a Red Zone.
 - Maximum capacity – 2 public access computers; 3 laptops; 2 children’s computers
 - Maximum of 2 individuals will be allowed to work on a computer together
 - Computer users are included in capacity counts
 - Computer users are included in the maximum of 6 limit when Dubuque and / or Delaware Counties are in a Red Zone
 - Appointments will be scheduled on the hour and half hour
 - Walk-up appointments allowed during scheduled in-building service hours if space is available
 - LIC will determine if additional patrons may be allowed in
 - Visitors allowed in without an appointment may be limited to less time, depending on those having prescheduled appointments
 - Doors will remain locked
 - Computer stations will be disinfected between each use so 15 minutes must be scheduled between users to allow time for cleaning and drying.
 - Staff will open for patron with appointment when they contact staff that they have arrived
 - Public will enter through main doors and exit through Hoffman Room if they are able
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments

e. Technology (WiFi) – Tier 3

- Same schedule for all appointments
 - 30 or 60 minute appointments with exceptions for cause (i.e. taking a test that is scheduled for 2 hours); Exceptions will not be allowed when Dubuque and / or Delaware County are in a Red Zone.
- Maximum capacity – 3 locations identified
 - Maximum of 1 person allowed for location with exceptions for cause (i.e. one person assisting user)
 - Locations for WiFi and Laptop users are very limited so appointments may not be available during all scheduled hours
 - WiFi users are included in the maximum of 6 limit when Dubuque and / or Delaware Counties are in a Red Zone
- Appointments will be scheduled on the hour and half hour
- Walk-up appointments allowed during scheduled in-building service hours if space is available
 - LIC will determine if additional patrons may be allowed in
 - Visitors allowed in without an appointment may be limited to less time, depending on those having prescheduled appointments
- Doors will remain locked
- Tables will be wiped down between appointments
- Staff will open for patron with appointment when they contact staff that they have arrived
- Public will enter through main doors and exit through Hoffman Room if they are able
- Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments

f. In-Person – Tier 3

- Same schedule for all appointments
 - 15 min appointments for faxing, copying etc.
 - 15 min appointments for program logistics
 - 1 hour appointments for use of microfilm machine / genealogy room (when not in use by staff)
 - 1 hour appointments for those seeking study space. NOTE: This would be the same space allocated for WiFi and Laptop users so capacity is very limited
 - Offer other services as requested, if staff is available, following the 60 minute maximum for a library visit
- Maximum capacity

- Maximum of 2 people together at one time to use copier / printer / fax
 - Maximum of 2 individuals will be allowed to use the microfilm machine / genealogy room together
 - Maximum of 1 person allowed for study appointments, with an exception allowed for cause (i.e. Two people arriving and working together)
 - Maximum of 1 family or similar group for program logistics (Summer Reading, etc.).
 - Copier, study and program users are included in the maximum of 6 limit when Dubuque and / or Delaware Counties are in a Red Zone; Microfilm users are not as that space is not included in capacity calculations and has very limited access.
- Appointments will be scheduled on the hour and half hour
 - Walk-up appointments allowed during scheduled in-building service hours if space is available
 - LIC will determine if additional patrons may be allowed in
 - Visitors allowed in without an appointment may be limited to less time, depending on those having prescheduled appointments
 - Doors will remain locked
 - Staff will open for patron with appointment when they contact staff that they have arrived
 - Public will enter through main doors and exit through Hoffman Room if they are able
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments.
- g. Outreach – Tier 2
- No-contact home delivery to homebound may be offered
 - Programs at Farmer’s Markets and other outdoor venues will be held if allowed by State and Local guidelines
 - Presentations and / or programs at typical outreach locations such as Social Center will be offered if those venues are open, wanting programming and if programs can be offered while following guideline for group size and social distancing
4. Housekeeping and Logistics
- a. Signage on doors, webpage, social media and phone message indicating level of service and contact information
 - b. All shared spaces sanitized routinely
 - c. Sneeze guard provided at public access desk (circulation)
 - d. Masks, covering both nose and mouth, are required for all visitors age 3 or older per the Dubuque County Mask Mandate

- e. See Revised opening routine
- f. See Revised closing routine
- g. See Guidelines for Curbside Service
- h. Toilets open to the public with appropriate signage
 - Use with caution / cleaned once daily
 - CDC signage about handwashing
- i. Hand sanitizer located in several places in the library
- j. Janitorial service daily
- k. Public access computers separated by at least 6 feet
- l. Staff work spaces adjusted and staff relocated to ensure social distance
- m. Markings on floor to identify minimum of six feet adjacent to work spaces
- n. Staff should sanitize hands before and after handling money
- o. Staff should wash or sanitize hands before and after touching any shared spaces or equipment such as the copier, fax machine, etc.
- p. Coverings that can be sprayed / wiped will be placed on all public or shared keyboards and mice
- q. All soft seating removed and / or moved with signage that it is not available for use
- r. All items that cannot be checked out will be removed
- s. Public seating provided in the library will be plastic / metal chairs from the Hoffman Room so they can be more readily sanitized. This includes seating for the public computers, WiFi and reading the newspapers. All other seating in the library is prohibited.

Stage 3A: Restrictions reduced, allowing libraries to reopen to more capacity, with social distancing and / or small gatherings. This level of service will only be offered if adequate supplies for disinfecting and sanitizing are available. Anticipated implementation date: April 1, 2021, unless there is a spike in cases in Dubuque or Delaware County. The Board of Trustees of the JKPL will determine when / if returning to Stage 1 or 2 is needed at a future meeting.

- 1. Staff: All guidelines from Stage 2
- 2. Work hours / service hours
 - a. Typical service hours unless restricted by reduced staff availability. Adjustments to hours will be posted on social media, website, and facility door / signage as appropriate.
- 3. Services offered
 - a. Virtual Services – Tier 2 & 3
 - b. Circulation – Tier 3 & 5
 - Curbside service hours: Monday through Thursday – 9:00 am to 7:30 pm; Friday & Saturday – 9:00 am to 4:30 pm; Sunday – 1:00 to 3:30 pm
 - In Building service hours: Monday through Thursday – 9:00 am to 7:30 pm; Friday & Saturday – 9:00 am to 4:30 pm; Sunday – 1:00 to 3:30 pm
 - Allow visits of no more than 60 minute
 - Maximum public capacity is 21 (see documentation)

- Control access so don't exceed maximum number of visitors to allow for social distancing and low-risk use
 - Appointments will be scheduled on the hour and half hour upon request
 - Those that have appointments will included in capacity counts for determining when need to restrict access
 - Library is open to walk-in
 - Staff will count patrons as they arrive to keep number of visitors at or below capacity
 - Doors will be locked when / if capacity is reached
 - Visits should be limited to no more than 60 minutes
 - Doors will be unlocked as the default ; locked when capacity is reached
 - Visitors discovering a locked door may return later or ring doorbell to see how soon they might be able to enter
 - Public will enter through main doors and exit through Hoffman Room, if they are able
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments
- c. Programming – Tier 2 & 3
- Most programming will continue to be virtual or self-directed (Take and Make kits)
 - In person programs and gatherings of less than 10 may be allowed if social distancing can be implemented
 - Hybrid virtual program with a few people in person and the program recorded and shared virtually may be offered
- d. Technology (PAC and Laptops) – Tier 3 & 4
- In Building service hours: Monday through Thursday: 9:00 am to 7:30 pm; Friday & Saturday – 9:00 am to 4:30 pm; Sunday – 1:00 to 3:30 pm
 - Maximum of 60 minutes per appointment with exceptions for cause when using a laptop (i.e. taking a test that is scheduled for 2 hours)
 - Maximum capacity – 2 public access computers; 2 children's computers; 3 laptops
 - Maximum of 2 individuals will be allowed to work on a computer together
 - Computer users are included in capacity counts
 - If demand for computers justifies, library will add plexiglass barriers at computer area so more PACs can be made available
 - Appointments will be scheduled on the hour and half hour upon request

- Those that have appointments will be included in capacity counts for determining when need to restrict access
 - Library is open to walk-in
 - Staff will count patrons as they arrive to keep number of visitors at or below capacity
 - Doors will be locked when / if capacity is reached
 - Visits should be limited to no more than 60 minutes
 - Doors will be unlocked as the default; locked when capacity is reached
 - Visitors discovering a locked door may return later or ring doorbell to see how soon a computer might be available
 - Computer stations will be disinfected between each use so 15 minutes must be scheduled between users to allow time for cleaning and drying.
 - Public will enter through main doors and exit through Hoffman Room if they are able
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments
- e. Technology (WiFi) – Tier 3 & 4
- In Building service hours: Monday through Thursday: 9:00 am to 7:30 pm; Friday & Saturday – 9:00 am to 4:30 pm; Sunday – 1:00 to 3:30 pm
 - Maximum of 60 minutes per visit with exceptions for cause when using a laptop (i.e. taking a test that is scheduled for 2 hours)
 - Maximum capacity – 3 locations identified
 - Maximum of 1 person allowed per location with exceptions for cause (i.e. one person assisting user)
 - Locations for WiFi and Laptop users are very limited so use / appointments may not be available during all scheduled hours
 - Users must be included in capacity counts
 - Appointments will be scheduled on the hour and half hour upon request
 - Those that have appointments will included in capacity counts for determining when need to restrict access
 - Library is open to walk-in
 - Staff will count patrons as they arrive to keep number of visitors at or below capacity
 - Doors will be locked when / if capacity is reached
 - Visits should be limited to no more than 60 minutes

- Doors will be unlocked as the default; locked when capacity is reached
 - Visitors discovering a locked door may return later or ring doorbell to see how soon a computer might be available
 - Tables will be wiped down between appointments / uses
 - Public will enter through main doors and exit through Hoffman Room if they are able
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments
- f. In-Person – Tier 4
- In Building service hours: Monday through Thursday: 9:00 am to 7:30 pm; Friday & Saturday – 9:00 am to 4:30 pm; Sunday – 1:00 to 3:30 pm
 - Maximum of 60 minutes per visit with exceptions for cause
 - 1 hour appointments / access for use of microfilm machine / genealogy room (when not in use by staff)
 - 1 hour appointments / access for those seeking study space. NOTE: This would be the same space allocated for WiFi and Laptop users so capacity is very limited
 - Offer other services as requested and staff is available for no more than 60 minutes.
 - Items that are low risk or can be sanitized and / or quarantined may be available for use (Creation station, Train table, puppets, etc.)
 - Limited table space and seating provided
 - Maximum capacity
 - Maximum of 2 people together at one time to use copier / printer / fax
 - Maximum of 2 individuals will be allowed to use the microfilm machine / genealogy room together
 - Maximum of 1 person allowed for study appointments, with an exception allowed for cause (i.e. Two people arriving and working together)
 - Maximum of 1 family or similar group for Summer Library Program logistics.
 - Copier, study and SLP users must be included in capacity counts; Microfilm users do not as that space is not included in capacity calculations and has very limited access.
 - Appointments will be scheduled on the hour and half hour upon request

- Those that have appointments will included in capacity counts for determining when need to restrict access
- Library is open to walk-in
 - Staff will count patrons as they arrive to keep number of visitors at or below capacity
 - Doors will be locked when / if capacity is reached
 - Visits should be limited to no more than 60 minutes
- Doors will be unlocked as the default ; locked when capacity is reached
- Visitors discovering a locked door may return later or ring doorbell to see how soon a computer might be available
- Public will enter through main doors and exit through Hoffman Room
- Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments.

g. Outreach – Tier 2 & 3

- No-contact home delivery to homebound may be offered
- Programs at Farmer’s Markets and other outdoor venues will be held if allowed by State and Local guidelines
- Presentations and / or programs at typical outreach locations such as Social Center or schools will be offered if those venues are open, wanting programming and if programs can be offered while following guideline for group size and social distancing.
- Use of meeting spaces will be allowed when / if space is available
 - Availability of spaces is limited
 - Hoffman Room is not available as it is being used for storage of quarantined materials and furnishings
 - Program (game) room is available limited hours as is a designated staff work space
 - Genealogy room is available limited hours as is a designated staff work space
 - Study room is available but is also a location for laptop and Wi-Fi access

4. Housekeeping and Logistics

- a. Signage on doors, webpage, social media and phone message indicating level of service and contact information
- b. All shared spaces sanitized routinely
- c. Sneeze guard provided at public access desk (circulation)
- d. Masks, covering both nose and mouth, are required for all visitors age 3 and older per the Dubuque County Mask Mandate.
- e. See Revised opening routine
- f. See Revised closing routine
- g. See Guidelines for Curbside Service

- h. Toilets open to the public with appropriate signage
 - Use with caution / cleaned once daily
 - CDC signage about handwashing
- i. Hand sanitizer located in several places in the library
- j. Janitorial service daily
- k. Public access computers separated by at least 6 feet or by plexiglass barrier
- l. Staff work spaces adjusted and staff relocated to ensure social distance
- m. Markings on floor to identify minimum of six feet adjacent to work spaces
- n. Staff should sanitize hands before and after handling money
- o. Staff should wash or sanitize hands before and after touching any shared spaces or equipment such as the copier, fax machine, etc.
- p. Coverings that can be sprayed / wiped will be placed on all public or shared keyboards and mice
- q. Minimal seating provided.
- r. Limited access to the Creation Station and other in- library activities may be offered
- s. All public seating provided in the library will be wooden or plastic / metal chairs from the Hoffman Room so they can be more readily sanitized.

Stage 3B: The following adjustments to Stage 3 (now referred to as 3A) were implemented May 17, 2021 following the May 11, 2021 JKPL Board Meeting:

- o Return to normal scheduled hours except access to public computers (includes AWE and laptops) ends 15 minutes before closing to allow time for sanitizing.
- o As Iowa has no capacity guidelines and because the number of people coming in does not seem to be an issue, remove visit / capacity of 21 and stop taking appointments.
- o Change the 60-minute time limit per visit restriction to be a librarian decision based on numbers in the library. The restriction is in place to provide more access (based on capacity limits) and less risk (shorter visits mean less risk). With the numbers we have been seeing, most times would not need to enforce a limit however we don't know if that will change once school is out and as we remove the capacity limit This guideline is changed to: "Visitors may be limited to no more than 60 minutes per visit."
- o Require masks for all as long as is required by the county (following the mandate); encourage / recommend masks even when no longer a requirement as long as that is the CDC recommendation for nonvaccinated people.
- o Require staff to wear masks at all times in public spaces unless are outdoors AND are socially distanced.
- o Allow public to reserve / utilize genealogy room and game room (when not in use for staff) for gatherings of no more than 10 individuals. Allow public to reserve / use study room for groups of no more than 4. Depending on the number of people gathering, social distancing may not be possible in these spaces so it will be up to the person making the reservation to address this issue for their group. Staff will schedule at least 30 minutes between uses to allow for sanitizing. These spaces will be made available incrementally. Study room is already available. Genealogy

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room will be available starting May 17 - except for Tuesdays from 10 to 4 (or whatever hours Ann needs for processing) as we will keep this designated for processing on that day of the week. As the game room is currently used to store items as well as a secondary staff space, we will work on making this available. Evaluate what it will take to get Hoffman Room available to use. As with computers, use of rooms will end 15 minutes before closing to allow time for sanitizing.

- o Stop requirement for staff to sanitize staff workstations between uses as most are vaccinated; however, staff may choose to continue to do so. Because this is a choice, staff taking over the work station will do the sanitizing, not the person leaving.
- o Per CDC guidelines for small gatherings, fully vaccinated staff may work within 6 feet of each other so will start moving staff back into regular work spaces. As not all staff are vaccinated or planning to vaccinate, will need to be careful to do this in a manner that doesn't discriminate or identify.
- o Move second circ computer back to front desk area. (Spit guard has been added.) Both can be used simultaneously for brief periods of time (no more than 15 minutes) - as stations are not 6 feet apart. Depending on scheduling, staff will be allowed to use this second computer for checking in as time / space allows.
- o When logistics allow, move catalog computer from Hoffman Room to back room.
- o Review items used by the public that have been stored away and identify those that can be put out and sanitized daily or as used (train table, etc.)
- o Consider opening up more table spaces / evaluate seating for what can be sanitized.
- o As we do not know who in the public has been vaccinated we will continue with the sanitizing procedures for public spaces but will reduce those for staff only touches and spaces, for example:
 - o Only staff turn on / off lights
 - o Only staff open door to basement and basement area
 - o Shared staff work stations (computer and phone)

NOTE: Since we cannot know who is vaccinated and who is not, we will continue to require staff to wear masks when in public or any shared spaces and request and encourage the use of masks by the public until the CDC is no longer making that recommendation for unvaccinated individuals.

Stage 4: Restrictions reduced, allowing libraries to reopen to more capacity, with social distancing and / or gatherings of no more than 50. This level of service will only be offered if adequate supplies for disinfecting and sanitizing are available. Anticipated implementation date: Dependent upon State and Local guidelines as well as data showing reduced risk for infection. **Stage 4:** Restrictions reduced, allowing libraries to reopen to more capacity, longer visits, and small and / or socially distanced gatherings and programs. This level of service will only be offered if adequate supplies for disinfecting and sanitizing are available. Anticipated implementation date: ??? , unless

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these is a surge in cases in Dubuque or Delaware County. The Board of Trustees of the JKPL will determine when / if returning to Stage 1, 2, or 3 is needed based on changes in the number of cases at the city, county, state or federal level.

1. Staff:

- a. Must wash or sanitize hands between contacts with materials for different patrons, or changing duties
- b. Must wear masks at all times in public or shared spaces unless are outdoors AND are socially distanced.
- c. Staff who are exposed to Covid-19 are expected to notify the library director as soon as they are aware of the exposure and should follow the most current CDC guidelines regarding *Public Health Guidance for Community-Related Exposure.*
- d. Staff who are diagnosed with Covid-19 are expected to follow CDC guidelines regarding self-quarantining and will be allowed back to work onsite based on the most current CDC guidelines regarding *Discontinuation of Isolation for Persons with Covid-19 Not in Healthcare Settings.*
- e. Staff who are not allowed to work onsite due to Covid-19 may work remotely if they have duties that lend themselves to remote work and such is approved by their supervisor. They may use any of their earned benefits (sick leave, vacation, etc.) and may be eligible for unemployment through the CARES Act. Staff should talk to their supervisor regarding city benefits and contact Iowa Workforce Development or the City of Dyersville for information about unemployment.
- f. If it is discovered that someone (staff or public) was in the library while positive for Covid-19, the library will follow guidance provided by the Dubuque County Public Health and / or Iowa Department of Public Health regarding closure, cleaning, testing, etc.

2. Work hours / service hours

- a. Typical service hours unless restricted by reduced staff availability. Adjustments to hours will be posted on social media, website, and facility door / signage as appropriate.

3. Services offered

- Virtual Services – Tier 2 & 3
- Circulation – Tier 3 & 6
 - Curbside service hours: All regular service hours
 - In Building service hours: All regular service hours with exception of computers and rooms being closed 15 minutes before the library closes
 - No capacity limits, no time limits, no appointments
 - Masks and social distancing are encouraged
- a. Programming – Tier 2 & 3
 - i. Will continue to offer virtual or self-directed (Take and Make kits)

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- ii. In person programs and gatherings of less than 20 may be allowed if space is available and social distancing can be implemented.
- iii. Hybrid virtual programs with people participating both in person and remoting and / or in person and the program recorded and shared virtually may be offered

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b. Technology (PAC and Laptops) – Tier 4

- In Building service hours: Regular service hours except computers will be shut down 15 minutes before the library closes
- Maximum capacity – 2 public access computers; 2 children’s computers; 3 laptops
 - Maximum of 2 individuals will be allowed to work on a computer together
 - If demand for computers justifies, library will add plexiglass barriers at computer area so more PACs can be made available
- Appointments schedule per normal reservation procedures
- Computer stations will be sanitized between each use so 15 minutes should be scheduled between users to allow time for cleaning and drying.

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c. Technology (WiFi) – Tier 4

- In Building service hours: All regular service hours with exception of computers and rooms being shut down / closed 15 minutes before the library closes
- Capacity – No capacity limits
 - Users may access WiFi anywhere in the building they can locate space
- Work spaces will be sanitized during the day as they are used

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d. In-Person – Tier 4

- In Building service hours: All regular service hours with exception of computers and rooms being closed 15 minutes before the library closes
 - Items that are low risk or can be sanitized and / or quarantined may be available for use (Creation station, Train table, puppets, etc.)
 - Limited table space and seating provided
- Capacity – No capacity limits

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e. Outreach – Tier 4

- i. Home delivery to homebound may be offered
- ii. Programs at Farmer’s Markets and other outdoor venues will be held if allowed by State and Local guidelines
- iii. Presentations and / or programs at typical outreach locations such as Social Center or schools will be offered if those venues are open, wanting programming and if programs can be offered while following guideline for group size and social distancing.
- iv. Use of meeting spaces will be allowed as space is made available

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4. Housekeeping and Logistics

- a. Signage on doors, webpage, social media and phone message indicating level of service and contact information
- b. All shared spaces sanitized routinely
- c. Sneeze guard provided at public access desk (circulation)
- d. Masks, covering both nose and mouth, are encouraged for all unvaccinated visitors age 3 and older per CDC guidelines
- e. See Revised opening routine
- f. See Revised closing routine
- g. See Guidelines for Curbside Service
- h. Toilets open to the public with appropriate signage
 - i. Use with caution / cleaned once daily
 - ii. CDC signage about handwashing
- i. Hand sanitizer located in several places in the library
- j. Janitorial service daily
- k. Public access computers separated by at least 6 feet or by plexiglass barrier
- l. Staff should sanitize hands before and after handling money
- m. Staff should wash or sanitize hands before and after touching any shared spaces or equipment such as the copier, fax machine, etc.
- n. Limited access to the Creation Station and other in- library activities may be offered
- o. Most public seating provided in the library will be wooden or plastic / metal chairs from the Hoffman Room so they can be more readily sanitized. **Limited soft / fabric seating may be allowed.**

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

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

2021 Board meeting, the Board determined that Stage 3 would be implemented effective April 1, 2021 unless there is a spike in numbers in Dubuque and / or Delaware County prior to that date.

Implemented March 2020
Approved May 19, 2020
Updated & Revised / Approved June 9, 2020
Updated & Revised / Approved July 14, 2020
Updated & Revised / Approved August 11, 2020
Updated & Revised / Approved March 9, 2021
Updated & Revised / Approved May 11, 2021
Updated & Revised / Approved July 13, 2021

Pandemic Interim Service Plan

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

Plan Priorities:

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

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

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

Staff & Public Safety Considerations

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

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

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

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

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

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

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

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

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

Tiers of Service

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

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

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

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

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

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

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

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

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

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

1. No in-person services

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

Community Outreach / Meeting Rooms:

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

General Information:

All use of library meeting spaces by the public is cancelled.. Staff and Board will make decisions regarding opening up these spaces as restrictions are eased. This may be after restrictions regarding gatherings have been lifted as all library meeting spaces have been repurposed for office spaces, laptop and WiFi use, storage of furnishings, or quarantining of materials as they are returned. Stage 3 allowed limited use of of library meeting spaces by the public.

All in-library programming through July 31, 2021 has been cancelled and will be replaced with virtual programming and / or outdoor socially distanced programming where possible. The decision for August programming will be made by July 15, and so forth.

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

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

Staged Reopening Plan:

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

Stage 1: Library closed to the public but staff allowed to work onsite and provide curbside service as long as following guidelines for social distancing, group size, safe hygiene, etc.

1. Staff

- a. Minimum of 2 staff working at all times.
- b. No more than 4 people on the floor at one time (less is better)
- c. Additional staff allowed in work only and office spaces / working on projects as long as social distance can be maintained
- d. Must maintain social distance of 6 feet at all times
- e. Must wash or sanitize hands between contacts with materials for different patrons, or changing duties
- f. Must sanitize work area when leaving for another task or for the day
- g. Masks must be worn when opening books for any purpose (check in, repairs, processing, etc.) unless are able to quarantine materials after handling. The length of the quarantine will be determined by the most current reputable recommendations and studies available.
- h. Staff who are exposed to Covid-19 are expected to notify the library director as soon as they are aware of the exposure and should follow the most current CDC guidelines regarding *Public Health Guidance for Community-Related Exposure*. They are required to be tested ASAP if they worked during any time from exposure to notification and will not be allowed back to work onsite until the quarantine period recommended by the CDC guidelines has passed (currently 14 days from exposure). They are also encouraged to be tested on day 14 to insure they are Covid free before returning to work.
- i. Staff who are potentially exposed to Covid-19 through a co-worker will be notified ASAP and will not be allowed to work onsite/ are expected to self-quarantine until the test from the co-worker comes back negative.
- j. Staff who are diagnosed with Covid-19 are expected to follow CDC guidelines regarding self-quarantining and will be allowed back to work onsite based on the most current CDC guidelines regarding *Discontinuation of Isolation for Persons with Covid-19 Not in Healthcare Settings*. For those with symptoms this is currently at least 10 days since symptoms first appeared AND 24 hours fever free and improvement of symptoms. For those without symptoms, this is at least 10 days since the date of their first positive test.
- k. Staff who are not allowed to work onsite due to Covid-19 may work remotely if they have duties that lend themselves to remote work and such is approved by their supervisor. They may use any of their earned benefits (sick leave, vacation, etc.) and may be eligible for unemployment through the CARES Act. Staff should talk to their supervisor regarding city benefits and contact Iowa Workforce Development or the City of Dyersville for information about unemployment.

1. If it is discovered that someone (staff or public) was in the library while positive for Covid-19, the library will follow guidance provided by the Dubuque County Public Health and / or Iowa Department of Public Health regarding closure, cleaning, testing, etc.
2. Work hours / service hours
 - a. Service hours are determined by staff available, public use of services, and work to be done
 - b. Typical Service hours are: Monday – Thursday 9 to 8; Friday and Saturday 9 to 5; Sunday – 1 to 4 pm Labor Day to Memorial Day - Closed Sundays in summer.
3. Services offered
 - a. Virtual Services – Tier 1
 - b. Circulation – Tier 2
 - Curbside Service hours: M-Th 9:00 am to 7:30 pm and Fri & Sat 9:00 am to 4:30 pm; Sunday closed.
 - c. Programming – Tier 2
 - d. Technology – Tier 2
 - e. In-Person – Tier 1
 - f. Outreach – Tier 1
4. Housekeeping & Logistics
 - a. Signage on doors, webpage, social media and phone indicating level of service and contact information
 - b. All shared spaces sanitized routinely
 - c. See Revised opening routine
 - d. See Revised closing routine
 - e. See Guidelines for Curbside Service
 - f. Janitorial services reduced to twice a week
 - g. Staff work spaces adjusted and staff relocated to ensure social distance
 - h. Markings on floor to identify minimum of six feet adjacent to work spaces
 - i. Hand sanitizer and cleaning supplies located at each workstation.

Stage 2: Restrictions reduced, allowing libraries to reopen to 50% capacity or more, with social distancing and / or gatherings of no more than 10. This level of service will only be offered if adequate supplies for disinfecting and sanitizing are available. Members of the public are expected to wash or sanitize their hands upon entering the library and encouraged / asked to wear a mask if they are able. Effective November 18, 2020, all patrons and staff over the age of three must wear masks covering both their nose and mouth at all times when they are in the library, unless they are otherwise exempt from wearing per the Dubuque County Mask Mandate. Implemented: June 3, 2020. The JKPL will revert to Stage 0 or Stage 1 services upon learning that a Covid positive person was within the library premises while considered contagious, based on guidance provided by the Dubuque County Health Department. The decision to move to less restrictive stages will be made when it is considered safe to do so, following city, county, local and / or federal (CDC) guidelines.

1. Staff: All guidelines from Stage 1 with the following additions or adjustments:
 - a. Must wear masks while on the floor or interacting with others – public or staff (can remove if working in office / staff work area alone but must wear for any public or staff interaction. Those working in office alone should shut door to reduce exposure). Masks may be provided by staff or library.
 - b. Must wear masks when representing the library outside the building such as purchasing supplies or managing a pop-up library. Staff may be allowed to wear a face shield instead of a mask when presenting programs outside the library if visibility of the face is important for programming and social distancing and other safety measures are implemented.
 - c. Must wash or sanitize hands when reporting to work, after returning from a break of any kind, between contacts with materials for different patrons, patrons, and / or changing duties.
 - d. Gloves will be provided for those emptying the drop boxes, upon request. Gloves are single use and must be removed and disposed of properly after use. Preferred option is to wash hands thoroughly before and after emptying the items in the drop box.
 - e. Must sanitize work area when leaving for another task or for the day
2. Work hours / service hours
 - a. Typical service hours unless restricted by reduced staff availability. Adjustments to hours will be posted on social media, website, and facility door / signage as appropriate.
3. Services offered
 - a. Virtual Services – Tier 2
 - b. Circulation – Tier 3 & 4
 - Curbside and Appointment service hours: Monday thru Thursday – 9:00 am to 7:30 pm; Friday & Saturday – 9:00 am to 4:30 pm; Sunday – 1:00 to 3:30 pm
 - 30 or 60 minute (maximum) browsing appointments
 - 15 minute pick up / equipment use appointments
 - Maximum public capacity is 21 (see documentation)
 - Browsing appointments for no more than 10 individuals, may gradually increase as demand warrants and ability to maintain social distancing and capacity guidelines
 - Browsing appointments may include reading newspapers in the library as long as patrons are aware that newspapers cannot be sanitized so they are reading at their own risk
 - A maximum of six members of the public (unless they are all from the same household) will be allowed in the library for any purpose while Dubuque and / or Delaware Counties are considered Red Zones.
 - Appointments will be scheduled on the hour and half hour
 - Walk-up appointments allowed during scheduled in-building service hours if space is available

- LIC will determine if additional patrons may be allowed in
 - Visitors allowed in without an appointment may be limited to less time, depending on those having prescheduled appointments
 - Doors will remain locked
 - Staff will open for patron / family with appointment when they call that they have arrived or ring doorbell.
 - Public will enter through main doors and exit through Hoffman Room side door onto parking lot unless unable to manage steps
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments
- c. Programming – Tier 2
- d. Technology (PAC and Laptops) – Tier 3
- Same schedule for all appointments
 - 30 or 60 min appointments with exceptions for cause when using a laptop (i.e. taking a test that is scheduled for 2 hours); Exceptions will not be allowed when Dubuque and / or Delaware County are in a Red Zone.
 - Maximum capacity – 2 public access computers; 3 laptops; 2 children's computers
 - Maximum of 2 individuals will be allowed to work on a computer together
 - Computer users are included in capacity counts
 - Computer users are included in the maximum of 6 limit when Dubuque and / or Delaware Counties are in a Red Zone
 - Appointments will be scheduled on the hour and half hour
 - Walk-up appointments allowed during scheduled in-building service hours if space is available
 - LIC will determine if additional patrons may be allowed in
 - Visitors allowed in without an appointment may be limited to less time, depending on those having prescheduled appointments
 - Doors will remain locked
 - Computer stations will be disinfected between each use so 15 minutes must be scheduled between users to allow time for cleaning and drying.
 - Staff will open for patron with appointment when they contact staff that they have arrived
 - Public will enter through main doors and exit through Hoffman Room if they are able
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments

- e. Technology (WiFi) – Tier 3
 - Same schedule for all appointments
 - 30 or 60 minute appointments with exceptions for cause (i.e. taking a test that is scheduled for 2 hours); Exceptions will not be allowed when Dubuque and / or Delaware County are in a Red Zone.
 - Maximum capacity – 3 locations identified
 - Maximum of 1 person allowed for location with exceptions for cause (i.e. one person assisting user)
 - Locations for WiFi and Laptop users are very limited so appointments may not be available during all scheduled hours
 - WiFi users are included in the maximum of 6 limit when Dubuque and / or Delaware Counties are in a Red Zone
 - Appointments will be scheduled on the hour and half hour
 - Walk-up appointments allowed during scheduled in-building service hours if space is available
 - LIC will determine if additional patrons may be allowed in
 - Visitors allowed in without an appointment may be limited to less time, depending on those having prescheduled appointments
 - Doors will remain locked
 - Tables will be wiped down between appointments
 - Staff will open for patron with appointment when they contact staff that they have arrived
 - Public will enter through main doors and exit through Hoffman Room if they are able
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments
- f. In-Person – Tier 3
 - Same schedule for all appointments
 - 15 min appointments for faxing, copying etc.
 - 15 min appointments for program logistics
 - 1 hour appointments for use of microfilm machine / genealogy room (when not in use by staff)
 - 1 hour appointments for those seeking study space. NOTE: This would be the same space allocated for WiFi and Laptop users so capacity is very limited
 - Offer other services as requested, if staff is available, following the 60 minute maximum for a library visit
 - Maximum capacity

- Maximum of 2 people together at one time to use copier / printer / fax
 - Maximum of 2 individuals will be allowed to use the microfilm machine / genealogy room together
 - Maximum of 1 person allowed for study appointments, with an exception allowed for cause (i.e. Two people arriving and working together)
 - Maximum of 1 family or similar group for program logistics (Summer Reading, etc.).
 - Copier, study and program users are included in the maximum of 6 limit when Dubuque and / or Delaware Counties are in a Red Zone; Microfilm users are not as that space is not included in capacity calculations and has very limited access.
- Appointments will be scheduled on the hour and half hour
 - Walk-up appointments allowed during scheduled in-building service hours if space is available
 - LIC will determine if additional patrons may be allowed in
 - Visitors allowed in without an appointment may be limited to less time, depending on those having prescheduled appointments
 - Doors will remain locked
 - Staff will open for patron with appointment when they contact staff that they have arrived
 - Public will enter through main doors and exit through Hoffman Room if they are able
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments.
- g. Outreach – Tier 2
- No-contact home delivery to homebound may be offered
 - Programs at Farmer’s Markets and other outdoor venues will be held if allowed by State and Local guidelines
 - Presentations and / or programs at typical outreach locations such as Social Center will be offered if those venues are open, wanting programming and if programs can be offered while following guideline for group size and social distancing
4. Housekeeping and Logistics
- a. Signage on doors, webpage, social media and phone message indicating level of service and contact information
 - b. All shared spaces sanitized routinely
 - c. Sneeze guard provided at public access desk (circulation)
 - d. Masks, covering both nose and mouth, are required for all visitors age 3 or older per the Dubuque County Mask Mandate

- e. See Revised opening routine
- f. See Revised closing routine
- g. See Guidelines for Curbside Service
- h. Toilets open to the public with appropriate signage
 - Use with caution / cleaned once daily
 - CDC signage about handwashing
- i. Hand sanitizer located in several places in the library
- j. Janitorial service daily
- k. Public access computers separated by at least 6 feet
- l. Staff work spaces adjusted and staff relocated to ensure social distance
- m. Markings on floor to identify minimum of six feet adjacent to work spaces
- n. Staff should sanitize hands before and after handling money
- o. Staff should wash or sanitize hands before and after touching any shared spaces or equipment such as the copier, fax machine, etc.
- p. Coverings that can be sprayed / wiped will be placed on all public or shared keyboards and mice
- q. All soft seating removed and / or moved with signage that it is not available for use
- r. All items that cannot be checked out will be removed
- s. Public seating provided in the library will be plastic / metal chairs from the Hoffman Room so they can be more readily sanitized. This includes seating for the public computers, WiFi and reading the newspapers. All other seating in the library is prohibited.

Stage 3A: Restrictions reduced, allowing libraries to reopen to more capacity, with social distancing and / or small gatherings. This level of service will only be offered if adequate supplies for disinfecting and sanitizing are available. Anticipated implementation date: April 1, 2021, unless there is a spike in cases in Dubuque or Delaware County. The Board of Trustees of the JKPL will determine when / if returning to Stage 1 or 2 is needed at a future meeting.

- 1. Staff: All guidelines from Stage 2
- 2. Work hours / service hours
 - a. Typical service hours unless restricted by reduced staff availability. Adjustments to hours will be posted on social media, website, and facility door / signage as appropriate.
- 3. Services offered
 - a. Virtual Services – Tier 2 & 3
 - b. Circulation – Tier 3 & 5
 - Curbside service hours: Monday through Thursday – 9:00 am to 7:30 pm; Friday & Saturday – 9:00 am to 4:30 pm; Sunday – 1:00 to 3:30 pm
 - In Building service hours: Monday through Thursday – 9:00 am to 7:30 pm; Friday & Saturday – 9:00 am to 4:30 pm; Sunday – 1:00 to 3:30 pm
 - Allow visits of no more than 60 minute
 - Maximum public capacity is 21 (see documentation)

- Control access so don't exceed maximum number of visitors to allow for social distancing and low-risk use
 - Appointments will be scheduled on the hour and half hour upon request
 - Those that have appointments will included in capacity counts for determining when need to restrict access
 - Library is open to walk-in
 - Staff will count patrons as they arrive to keep number of visitors at or below capacity
 - Doors will be locked when / if capacity is reached
 - Visits should be limited to no more than 60 minutes
 - Doors will be unlocked as the default ; locked when capacity is reached
 - Visitors discovering a locked door may return later or ring doorbell to see how soon they might be able to enter
 - Public will enter through main doors and exit through Hoffman Room, if they are able
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments
- c. Programming – Tier 2 & 3
- Most programming will continue to be virtual or self-directed (Take and Make kits)
 - In person programs and gatherings of less than 10 may be allowed if social distancing can be implemented
 - Hybrid virtual program with a few people in person and the program recorded and shared virtually may be offered
- d. Technology (PAC and Laptops) – Tier 3 & 4
- In Building service hours: Monday through Thursday: 9:00 am to 7:30 pm; Friday & Saturday – 9:00 am to 4:30 pm; Sunday – 1:00 to 3:30 pm
 - Maximum of 60 minutes per appointment with exceptions for cause when using a laptop (i.e. taking a test that is scheduled for 2 hours)
 - Maximum capacity – 2 public access computers; 2 children's computers; 3 laptops
 - Maximum of 2 individuals will be allowed to work on a computer together
 - Computer users are included in capacity counts
 - If demand for computers justifies, library will add plexiglass barriers at computer area so more PACs can be made available
 - Appointments will be scheduled on the hour and half hour upon request

- Those that have appointments will be included in capacity counts for determining when need to restrict access
 - Library is open to walk-in
 - Staff will count patrons as they arrive to keep number of visitors at or below capacity
 - Doors will be locked when / if capacity is reached
 - Visits should be limited to no more than 60 minutes
 - Doors will be unlocked as the default; locked when capacity is reached
 - Visitors discovering a locked door may return later or ring doorbell to see how soon a computer might be available
 - Computer stations will be disinfected between each use so 15 minutes must be scheduled between users to allow time for cleaning and drying.
 - Public will enter through main doors and exit through Hoffman Room if they are able
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments
- e. Technology (WiFi) – Tier 3 & 4
- In Building service hours: Monday through Thursday: 9:00 am to 7:30 pm; Friday & Saturday – 9:00 am to 4:30 pm; Sunday – 1:00 to 3:30 pm
 - Maximum of 60 minutes per visit with exceptions for cause when using a laptop (i.e. taking a test that is scheduled for 2 hours)
 - Maximum capacity – 3 locations identified
 - Maximum of 1 person allowed per location with exceptions for cause (i.e. one person assisting user)
 - Locations for WiFi and Laptop users are very limited so use / appointments may not be available during all scheduled hours
 - Users must be included in capacity counts
 - Appointments will be scheduled on the hour and half hour upon request
 - Those that have appointments will included in capacity counts for determining when need to restrict access
 - Library is open to walk-in
 - Staff will count patrons as they arrive to keep number of visitors at or below capacity
 - Doors will be locked when / if capacity is reached
 - Visits should be limited to no more than 60 minutes

- Doors will be unlocked as the default; locked when capacity is reached
- Visitors discovering a locked door may return later or ring doorbell to see how soon a computer might be available
- Tables will be wiped down between appointments / uses
- Public will enter through main doors and exit through Hoffman Room if they are able
- Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments

f. In-Person – Tier 4

- In Building service hours: Monday through Thursday: 9:00 am to 7:30 pm; Friday & Saturday – 9:00 am to 4:30 pm; Sunday – 1:00 to 3:30 pm
 - Maximum of 60 minutes per visit with exceptions for cause
 - 1 hour appointments / access for use of microfilm machine / genealogy room (when not in use by staff)
 - 1 hour appointments / access for those seeking study space. NOTE: This would be the same space allocated for WiFi and Laptop users so capacity is very limited
 - Offer other services as requested and staff is available for no more than 60 minutes.
 - Items that are low risk or can be sanitized and / or quarantined may be available for use (Creation station, Train table, puppets, etc.)
 - Limited table space and seating provided
- Maximum capacity
 - Maximum of 2 people together at one time to use copier / printer / fax
 - Maximum of 2 individuals will be allowed to use the microfilm machine / genealogy room together
 - Maximum of 1 person allowed for study appointments, with an exception allowed for cause (i.e. Two people arriving and working together)
 - Maximum of 1 family or similar group for Summer Library Program logistics.
 - Copier, study and SLP users must be included in capacity counts; Microfilm users do not as that space is not included in capacity calculations and has very limited access.
- Appointments will be scheduled on the hour and half hour upon request

- Those that have appointments will included in capacity counts for determining when need to restrict access
- Library is open to walk-in
 - Staff will count patrons as they arrive to keep number of visitors at or below capacity
 - Doors will be locked when / if capacity is reached
 - Visits should be limited to no more than 60 minutes
- Doors will be unlocked as the default ; locked when capacity is reached
- Visitors discovering a locked door may return later or ring doorbell to see how soon a computer might be available
- Public will enter through main doors and exit through Hoffman Room
- Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments.

g. Outreach – Tier 2 & 3

- No-contact home delivery to homebound may be offered
- Programs at Farmer’s Markets and other outdoor venues will be held if allowed by State and Local guidelines
- Presentations and / or programs at typical outreach locations such as Social Center or schools will be offered if those venues are open, wanting programming and if programs can be offered while following guideline for group size and social distancing.
- Use of meeting spaces will be allowed when / if space is available
 - Availability of spaces is limited
 - Hoffman Room is not available as it is being used for storage of quarantined materials and furnishings
 - Program (game) room is available limited hours as is a designated staff work space
 - Genealogy room is available limited hours as is a designated staff work space
 - Study room is available but is also a location for laptop and Wi-Fi access

4. Housekeeping and Logistics

- a. Signage on doors, webpage, social media and phone message indicating level of service and contact information
- b. All shared spaces sanitized routinely
- c. Sneeze guard provided at public access desk (circulation)
- d. Masks, covering both nose and mouth, are required for all visitors age 3 and older per the Dubuque County Mask Mandate.
- e. See Revised opening routine
- f. See Revised closing routine
- g. See Guidelines for Curbside Service

- h. Toilets open to the public with appropriate signage
 - Use with caution / cleaned once daily
 - CDC signage about handwashing
- i. Hand sanitizer located in several places in the library
- j. Janitorial service daily
- k. Public access computers separated by at least 6 feet or by plexiglass barrier
- l. Staff work spaces adjusted and staff relocated to ensure social distance
- m. Markings on floor to identify minimum of six feet adjacent to work spaces
- n. Staff should sanitize hands before and after handling money
- o. Staff should wash or sanitize hands before and after touching any shared spaces or equipment such as the copier, fax machine, etc.
- p. Coverings that can be sprayed / wiped will be placed on all public or shared keyboards and mice
- q. Minimal seating provided.
- r. Limited access to the Creation Station and other in- library activities may be offered
- s. All public seating provided in the library will be wooden or plastic / metal chairs from the Hoffman Room so they can be more readily sanitized.

Stage 3B: The following adjustments to Stage 3 (now referred to as 3A) were implemented May 17, 2021 following the May 11, 2021 JKPL Board Meeting:

- Return to normal scheduled hours except access to public computers (includes AWE and laptops) ends 15 minutes before closing to allow time for sanitizing.
- As Iowa has no capacity guidelines and because the number of people coming in does not seem to be an issue, remove visit / capacity of 21 and stop taking appointments.
- Change the 60-minute time limit per visit restriction to be a librarian decision based on numbers in the library. The restriction is in place to provide more access (based on capacity limits) and less risk (shorter visits mean less risk). With the numbers we have been seeing, most times would not need to enforce a limit however we don't know if that will change once school is out and as we remove the capacity limit This guideline is changed to: "Visitors may be limited to no more than 60 minutes per visit."
- Require masks for all as long as is required by the county (following the mandate); encourage / recommend masks even when no longer a requirement as long as that is the CDC recommendation for nonvaccinated people.
- Require staff to wear masks at all times in public spaces unless are outdoors AND are socially distanced.
- Allow public to reserve / utilize genealogy room and game room (when not in use for staff) for gatherings of no more than 10 individuals. Allow public to reserve / use study room for groups of no more than 4. Depending on the number of people gathering, social distancing may not be possible in these spaces so it will be up to the person making the reservation to address this issue for their group. Staff will schedule at least 30 minutes between uses to allow for sanitizing. These spaces will be made available incrementally. Study room is already available. Genealogy

room will be available starting May 17 - except for Tuesdays from 10 to 4 (or whatever hours Ann needs for processing) as we will keep this designated for processing on that day of the week. As the game room is currently used to store items as well as a secondary staff space, we will work on making this available. Evaluate what it will take to get Hoffman Room available to use. As with computers, use of rooms will end 15 minutes before closing to allow time for sanitizing.

- Stop requirement for staff to sanitize staff workstations between uses as most are vaccinated; however, staff may choose to continue to do so. Because this is a choice, staff taking over the work station will do the sanitizing, not the person leaving.
- Per CDC guidelines for small gatherings, fully vaccinated staff may work within 6 feet of each other so will start moving staff back into regular work spaces. As not all staff are vaccinated or planning to vaccinate, will need to be careful to do this in a manner that doesn't discriminate or identify.
- Move second circ computer back to front desk area. (Spit guard has been added.) Both can be used simultaneously for brief periods of time (no more than 15 minutes) - as stations are not 6 feet apart. Depending on scheduling, staff will be allowed to use this second computer for checking in as time / space allows.
- When logistics allow, move catalog computer from Hoffman Room to back room.
- Review items used by the public that have been stored away and identify those that can be put out and sanitized daily or as used (train table, etc.)
- Consider opening up more table spaces / evaluate seating for what can be sanitized.
- As we do not know who in the public has been vaccinated we will continue with the sanitizing procedures for public spaces but will reduce those for staff only touches and spaces, for example:
 - Only staff turn on / off lights
 - Only staff open door to basement and basement area
 - Shared staff work stations (computer and phone)

NOTE: Since we cannot know who is vaccinated and who is not, we will continue to require staff to wear masks when in public or any shared spaces and request and encourage the use of masks by the public until the CDC is no longer making that recommendation for unvaccinated individuals.

Stage 4: Restrictions reduced, allowing libraries to reopen to more capacity, longer visits, and small and / or socially distanced gatherings and programs. This level of service will only be offered if adequate supplies for disinfecting and sanitizing are available. Anticipated implementation date: ??? , unless there is a surge in cases in Dubuque or Delaware County. The Board of Trustees of the JKPL will determine when / if returning to Stage 1, 2, or 3 is needed based on changes in the number of cases at the city, county, state or federal level.

1. Staff:

- a. Must wash or sanitize hands between contacts with materials for different patrons, or changing duties
 - b. Must wear masks at all times in public or shared spaces unless outdoors AND are socially distanced.
 - c. Staff who are exposed to Covid-19 are expected to notify the library director as soon as they are aware of the exposure and should follow the most current CDC guidelines regarding *Public Health Guidance for Community-Related Exposure*.
 - d. Staff who are diagnosed with Covid-19 are expected to follow CDC guidelines regarding self-quarantining and will be allowed back to work onsite based on the most current CDC guidelines regarding *Discontinuation of Isolation for Persons with Covid-19 Not in Healthcare Settings*.
 - e. Staff who are not allowed to work onsite due to Covid-19 may work remotely if they have duties that lend themselves to remote work and such is approved by their supervisor. They may use any of their earned benefits (sick leave, vacation, etc.) and may be eligible for unemployment through the CARES Act. Staff should talk to their supervisor regarding city benefits and contact Iowa Workforce Development or the City of Dyersville for information about unemployment.
 - f. If it is discovered that someone (staff or public) was in the library while positive for Covid-19, the library will follow guidance provided by the Dubuque County Public Health and / or Iowa Department of Public Health regarding closure, cleaning, testing, etc.
2. Work hours / service hours
 - a. Typical service hours unless restricted by reduced staff availability.
— Adjustments to hours will be posted on social media, website, and facility door / signage as appropriate.
3. Services offered
 - Virtual Services – Tier 2 & 3
 - Circulation – Tier 3 & 6
 - Curbside service hours: All regular service hours
 - In Building service hours: All regular service hours with exception of computers and rooms being closed 15 minutes before the library closes
 - No capacity limits, no time limits, no appointments
 - Masks and social distancing are encouraged
 - a. Programming – Tier 2 & 3
 - i. Will continue to offer virtual or self-directed (Take and Make kits)
 - ii. In person programs and gatherings of less than 20 may be allowed **if space is available and social distancing can be implemented.**
 - iii. Hybrid virtual programs with people participating both in person and remotely and / or in person and the program recorded and shared virtually may be offered

- b. Technology (PAC and Laptops) – Tier 4
 - In Building service hours: Regular service hours except computers will be shut down 15 minutes before the library closes
 - Maximum capacity – 2 public access computers; 2 children’s computers; 3 laptops
 - Maximum of 2 individuals will be allowed to work on a computer together
 - If demand for computers justifies, library will add plexiglass barriers at computer area so more PACs can be made available
 - Appointments schedule per normal reservation procedures
 - Computer stations will be sanitized between each use so 15 minutes should be scheduled between users to allow time for cleaning and drying.

- c. Technology (WiFi) – Tier 4
 - In Building service hours: All regular service hours with exception of computers and rooms being shut down / closed 15 minutes before the library closes
 - Capacity – No capacity limits
 - Users may access WiFi anywhere in the building they can locate space
 - Work spaces will be sanitized during the day as they are used

- d. In-Person – Tier 4
 - In Building service hours: All regular service hours with exception of computers and rooms being closed 15 minutes before the library closes
 - Items that are low risk or can be sanitized and / or quarantined may be available for use (Creation station, Train table, puppets, etc.)
 - Limited table space and seating provided
 - Capacity – No capacity limits

- e. Outreach – Tier 4
 - i. Home delivery to homebound may be offered
 - ii. Programs at Farmer’s Markets and other outdoor venues will be held if allowed by State and Local guidelines

- iii. Presentations and / or programs at typical outreach locations such as Social Center or schools will be offered if those venues are open, wanting programming and if programs can be offered while following guideline for group size and social distancing.
- iv. Use of meeting spaces will be allowed as space is made available

4. Housekeeping and Logistics

- a. Signage on doors, webpage, social media and phone message indicating level of service and contact information
- b. All shared spaces sanitized routinely
- c. Sneeze guard provided at public access desk (circulation)
- d. Masks, covering both nose and mouth, are encouraged for all unvaccinated visitors age 3 and older per CDC guidelines
- e. See Revised opening routine
- f. See Revised closing routine
- g. See Guidelines for Curbside Service
- h. Toilets open to the public with appropriate signage
 - i. Use with caution / cleaned once daily
 - ii. CDC signage about handwashing
- i. Hand sanitizer located in several places in the library
- j. Janitorial service daily
- k. Public access computers separated by at least 6 feet or by plexiglass barrier
- l. Staff should sanitize hands before and after handling money
- m. Staff should wash or sanitize hands before and after touching any shared spaces or equipment such as the copier, fax machine, etc.
- n. Limited access to the Creation Station and other in- library activities may be offered
- o. Most public seating provided in the library will be wooden or plastic / metal chairs from the Hoffman Room so they can be more readily sanitized. **Limited soft / fabric seating may be allowed.****

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

At the June 9, 2020 Board Meeting the Board determined that the soonest Stage 3 would be implemented would be following 14 consecutive dates of no new cases of Covid-19 in Dubuque and Delaware County. They further discussed the possibility of reverting back to more restricted services if cases in either of the two counties escalated. At the March 9, 2021 Board meeting, the Board determined that Stage 3 would be implemented effective April 1, 2021 unless there is a spike in numbers in Dubuque and / or Delaware County prior to that date.

Implemented March 2020

Approved May 19, 2020

Updated & Revised / Approved June 9, 2020

Updated & Revised / Approved July 14, 2020
Updated & Revised / Approved August 11, 2020
Updated & Revised / Approved March 9, 2021
Updated & Revised / Approved May 11, 2021
Updated & Revised / Approved July 13, 2021

FY22 - Library Holiday Schedule:

Consider closing on Sunday, December 26 due to short hours / projected low use.

Proposed FY22 Library Holiday Schedule

City paid holidays	Library hours
Labor Day – Monday, September 6	Library is closed.
Veteran’s Day – Thursday, November 11	Library is open (Library floating holiday)
Wednesday, November 24 (not a city holiday)	Library closes @ 5:00 pm due to low use
Thanksgiving – Thursday, November 25	Library is closed.
Day after Thanksgiving – Friday, November 26	Library is open (Library floating holiday).
Thursday, December 23 (not a city holiday)	Library closes @ 5:00 pm due to low use
Christmas Eve – Friday, December 24	Library is closed.
Christmas Day – Saturday, December 25	Library is closed.
Sunday, December 26	Library is closed (not a paid holiday)
New Year’s Day – Saturday, January 1, 2021	Library is closed.
Good Friday - Friday, April 15	Library is open (Library floating holiday)
Memorial Day – Monday, May 30	Library is closed.
Independence Day – Monday, July 4	Library is closed.

As the library is open Sundays from Labor Day to Memorial Day (September 6, 2021 to May 30, 2022) we also have the following Sunday Holiday closings:

Easter – Sunday, April 17	Library is closed.
Mother’s Day – Sunday, May 8	Library is closed.

Proposed Wages for FY22, effective July 1, 2021

Staff Name	Current Wage	Adjustment	Wage as of 7/1/2021	
Shirley Vonderhaar	\$66,453.09	2% COLA	\$67,782.15	top
Dawn Schrandt	\$43,957.16	2% COLA	\$44,836.30	plus equity raise on 1/1/2022 also
Kimshiro Benton	\$18.64	2% COLA	\$19.02	top
Paul Zurawski	\$17.19	2% COLA	\$17.77	top
Ann Boeckenstedt	\$13.73	2% COLA	\$14.00	plus raise on hire dates
Jo Amunson	\$11.45	2% COLA	\$11.68	top
Sarah Keffeler-Gibson	\$11.45	2% COLA	\$11.68	top
Deb Gudenkauf	\$11.45	2% COLA	\$11.68	top
Brian Alm	\$11.45	2% COLA	\$11.68	top
Shannon Russell	\$11.45	2% COLA	\$11.68	top
Devin Werner	\$9.94	2% COLA	\$10.14	plus raise on hire date

Notes from the June 24, 2021 Zoom meeting of the Fundraising Committee:

The fundraising committee of the James Kennedy Public Library met via Zoom at 6:00 pm on Thursday, June 24, 2021. Participants were chairperson Catherine O’Hea and members Karen Kramer and Shirley Vonderhaar. Brenda Ingles was excused.

Fareway event: The Committee has decided to remove this from the agenda for regular discussion. The consensus is when we have a project or a need, we can ask Fareway for their assistance.

Pop-up Library and Fundraiser at Downtown Summer Nights: The pop-up library and fundraiser on Saturday, June 12 from 5 to 8 pm brought in \$36.00. We have 5 boxes left, plus 2 boxes of popsicles and some freezer pops. After discussion the committee decided to participate in the July 9 Downtown Summer Night. We will again have the pop-up library and give away free books for all ages. We will promote that we have frozen treats available and will sell all three items for \$1.00 each. We will plan run this event from 6 to 8 pm but may run longer if there are a lot of kids still around. Karen, Catherine and Shirley should all be available to work.

Summer Library Program Kick-off and Happi Hibachi Food Truck Fundraiser: This event was scheduled for Monday, June 14 from 10am to 1pm. The Summer Library Kick off and Pop-up Library activities were successful; however, the Food Truck did not show. They apparently went to the wrong event / location. Shirley reported that people were understanding but hoped we would offer another time. After discussion, the committee decided they would be interested in doing this again but would look for a different vendor as communication with Happi Hibachi was challenging. We would like to hold this event on a Monday in August and will include some outdoor games, STEAM activities, and the Pop-up Library. Catherine will investigate vendors and the committee will discuss at their next meeting in July.

Wine and Beer Tasting: This event was tentatively scheduled for Friday, September 24, either at Brew and Brew or at the Library, depending on regulations for this kind of event. Shirley reported that she had confirmed the new requirement for a Charitable Event Permit, with a fee of \$100, for an event to be held at a licensed business. We could have the event at the library and ask for donations – as long as it was clear that a donation was NOT required to attend / participate. The Committee felt holding an event at the library was the most logical solution, however there was concern regarding use of soft seating, getting the library ready for this kind of event, timing with other community events, and discomfort with holding this type of larger indoor gathering while Covid-19 is still a concern. After discussion, the committee decided the cancel holding this event in 2021 and to hopefully get back to holding an event in the spring of 2022, connected with National Library Week.

Breakfast Fundraiser: At the last meeting, the committee discussed holding a breakfast fundraiser, similar to the soup supper, featuring breakfast burritos. This could be done at the library without requiring a license. The committee thought holding this kind of event in conjunction with Black Friday or Shop Small / Shop Local Saturday (November) would be good timing. The committee will discuss again in August and confirm with Brenda that she is

able to make the burritos per an earlier conversation or offer a recipe for others to use. The committee also thought we could ask Fareway for milk, juice, or other items to go with breakfast. The committee will discuss further in August or September.

Outdoor / STEAM event partnerships: In the past, the Fundraising Committee has partnered with local businesses to host a Family STEAM activity with a fundraising component. Since the committee is looking at a Food Truck event and potentially a breakfast event this summer / fall, they decided to put this topic on hold for the moment.

Library or Dyersville brew: At past meetings, Brenda offered to talk to the owners at Vibe and Shirley planned to talk to the owner of NuYOU to see about this as a fundraising activity for the library. No action has been taken to date. Discussion of a brew with Textile Brewery will be revisited as part of the planning for the Wine and Beer Tasting event.

Mystery Dinner: This event is scheduled for Saturday, February 12 as main event, and snow date of Saturday, February 19 with Social Center, Die Laughing and J & D Catering. No action needed at this time but Shirley will reach out to Die Laughing to see the status of their new production.

Selling apparel: Committee thinks this would be best as a fall project so will discuss again at the July meeting.

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

Anything Else? The committee noted that Randy's Neighborhood Market did another Round-up for the Library event. Shirley reported she understood this was in response to the Love My Library Letter the owner received. Shirley also reported that two additional donations were received in response to those letters: \$100 each from Physical Therapy Solutions and Dyersville Chiropractic.

Set date for next meeting: Next meeting will be held in late July and will be scheduled at that time.

Marketing Committee Update:

The Marketing Committee has not met recently. However, Shirley asked Dawn to create a marketing brochure to go in bags the Dyersville Downtown Alliance hands out at the Downtown Market. The brochure is meant to highlight the services offered by the library and provide general information about us. Dawn created something using old brochures as a guide which was emailed to the committee for review. This flyer can be handed out at any events the library attends. The flyer can also be edited and updated as needed.

Personnel Committee Electronic Discussion – June and July 2021

Participants: Karen Kramer, Karen Tieskoetter, Lynn Osterhaus, and Shirley Vonderhaar

The City of Dyersville, Iowa Classification and Compensation Study was received by the Dyersville City Council at their regular meeting on June 21, 2021. No action was taken and the study was referred to the city's Policy and Administration Committee for future action. Shirley has a copy of this study which she shared via email with Personnel Committee members. If any other board members would like to see this study, Shirley will provide on request.

The Dyersville City Council discussed FY22 COLA adjustments for city staff at their regular meeting on July 5, 2021. They approved a 2% COLA for all staff, effective July 1, 2021. The Personnel Committee recommends the JKPL Library Board also approve 2% COLA adjustments for all library staff effective July 1, 2021.

As a COLA adjustment effects the JKPL Employee Pay Rates and Ranges amounts, a revised version of this document is also included for your consideration.

James Kennedy Public Library Employee Pay Rates and Ranges

Library Director:

Full-time exempt (salaried) position. Pay range (salary) of ~~\$54,995~~ 56,095 to ~~\$66,453~~ 67,782 with annual COLA raises determined by the Board of Trustees of the James Kennedy Public Library and / or merit pay raises as recommended by the Library Director and authorized (via budget approval) by the Board of Trustees of the James Kennedy Public Library.

Assistant Library Director:

Full-time exempt (salaried) position. Pay range (salary) of ~~\$37,810~~ 38,566 to ~~\$49,266~~ 50,251 with annual COLA raises determined by the Board of Trustees of the James Kennedy Public Library and / or merit pay raises as recommended by the Library Director and authorized (via budget approval) by the Board of Trustees of the James Kennedy Public Library.

Librarian:

Regular part-time hourly employee. Pay range of ~~\$13.74~~ 14.02 to ~~\$18.33~~ 18.70 per hour with annual COLA raises determined by the Board of Trustees of the James Kennedy Public Library and / or merit pay raises as recommended by the Library Director and authorized (via budget approval) by the Board of Trustees of the James Kennedy Public Library.

Technical Services and Programming Clerk:

Regular part-time hourly employee. Pay range of ~~\$11.45~~ 11.68 to ~~\$13.75~~ 14.02 per hour with annual COLA raises determined by the Board of Trustees of the James Kennedy Public Library and / or merit pay raises as recommended by the Library Director and authorized (via budget approval) by the Board of Trustees of the James Kennedy Public Library.

Circulation / Shelving & Processing Clerk:

Part-time hourly employee. Pay range of ~~\$8.60~~ 8.77 to ~~\$11.45~~ per 11.68 hour with annual COLA raises determined by the Board of Trustees of the James Kennedy Public Library, scheduled equity raises on 6 month, 1 year, 2 year, and 3 year anniversary dates and / or merit pay raises as recommended by the Library Director and authorized (via budget approval) by the Board of Trustees of the James Kennedy Public Library.

Library Aide:

AARP Paid position – currently not filled.

NOTES:

Annual COLA for all positions will be determined by the Board of Trustees of the James Kennedy Public Library and will increase the pay range accordingly.

Employees working in more than one position will receive a blended pay rate based upon the % of hours worked for each position.

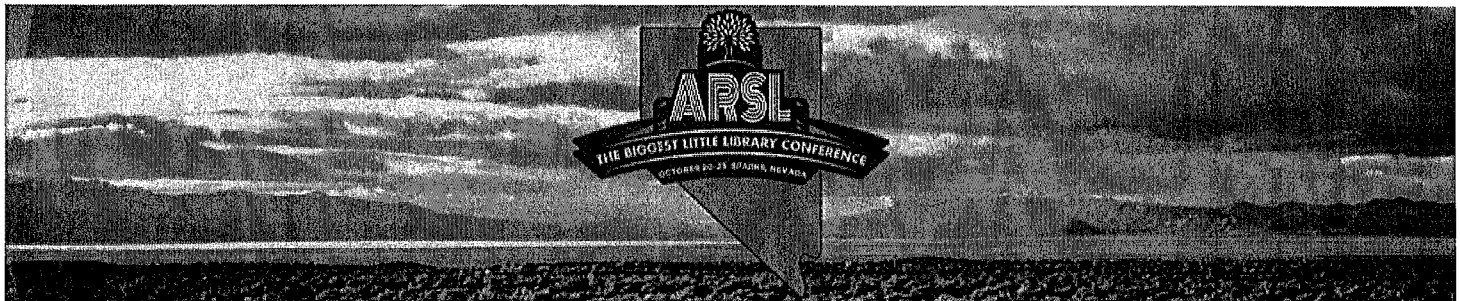
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July 1, ~~2020~~ 2021



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2021 ARSL Conference

Save the date!

When: October 20-23, 2021

Where: Reno/Sparks, Nevada

The 2021 ARSL Conference will be held at the Nugget Resort in Reno/Sparks, Nevada, from October 20-23. We hope to see you for the full in-person experience, though we will also have select virtual offerings for those who can't make the trip this time.

Our committee is excited to announce our 2021 theme: *The Biggest Little Library Conference*. Our libraries may be small, but our community is mighty. As we come together to share ideas and learn from each other in Reno, the "Biggest Little City," the possibilities are huge.

The committee is currently in the process of selecting keynotes, building a schedule, and incorporating feedback from previous conferences to make 2021 our best conference yet. Our goal is to infuse principles of Equity, Diversity, and Inclusion into every level of the conference, from including diverse perspectives in programs to removing barriers to access.

Registration Information

Early Bird registration will open Wednesday, July 7!

Member Registration Rates		Nonmember Registration Rates		Advocate Registration Rates*	
Early Bird: \$275	Regular: \$350	Early Bird: \$350	Regular: \$425	Early Bird: \$225	Regular: \$275

**Advocates include library Trustees, Board Members, Friends, and Volunteers*

Virtual Access

Can't make it to Sparks this year for the full conference experience? You have the opportunity to register for virtual access! You can experience live streams of keynote events and featured sessions, watch a selection of on-demand virtual sessions, and network with both virtual and in-person attendees through the Whova conference app.

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