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Regular Library Board Meeting

Tuesday, August 10, 2021
6:00 pm

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 Meetings: July 13, 2021 Special Meeting and July 13, 2021 Regular Meeting
 - Approve July Librarian's Report
 - Approve Bills:
 - August Bills
 - Claims Report for July
 - July & August Credit Card Claims
 - Budget Reports
 - July City Report
 - July Library Report
 - Trust Account Reports
 - July Bank Statements
 - July Balance Report
 - Trust Account Expenditure Report
 - July Donations Report
 - Program Reports
 - July Report of Programs and Attendance
 - August Schedule of events
 - Schedule for upcoming programs
 - Grant Report
 - Friends of the Library Report
 - JKPL Endowment Report

4. Discussion and possible action on Strategic Planning Process - presentation by Rebecca Heil, consultant for the State Library of Iowa
5. Discussion of Current Library Operations and Services
6. Consider approval of JKPL Interim Service / Reopening Plan
7. Committee Appointments
8. Schedule for Attendance of City Council Meetings
9. Executive Committee Report
10. Finance Committee Report
11. Fundraising Committee Report
 - Notes from July 27, 2021 Meeting
12. Furnishings, Art & Facilities Committee Report
13. Marketing Committee Report
 - Notes from August 3, 2021 meeting
14. Personnel Committee Report
 - Consider approval of revised JKPL Job Descriptions
15. Policy Committee Report
16. Strategic Planning Report
17. Meetings and Training
 - Upcoming
 - Recently Attended
18. Oral Presentations
19. Adjournment

Information for joining the August meeting remotely:

Topic: August JKPL Board Meeting

Time: Aug 10, 2021 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://cityofdyersville.zoom.us/j/87273582668?pwd=SjNFcEpoZzEySVpDZGVBL3NrNjVldz09>

Meeting ID: 872 7358 2668

Passcode: 532310

Find your local number: <https://cityofdyersville.zoom.us/j/kdubooYGp2>

Hello all:

Here is the packet for the August 10, 2021 Library Board Meeting. We will again be scheduling this as a hybrid meeting where most will attend in person in the Hoffman Room and other may elect to join virtually via the Zoom link. The Zoom invitation information is at the bottom of the agenda. See you all on Tuesday!

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Correspondence & Communication
 - Approve Minutes of Previous Meetings: July 13, 2021 Special Meeting and July 13, 2021 Regular Meeting – **A & B**
 - Approve July Librarian's Report - **C**
 - Approve Bills:
 - August Bills - **D**
 - Claims Report for July - **E**
 - July & August Credit Card Claims - **F**
 - Budget Reports
 - July City Report - **G**
 - July Library Report - **H**
 - Trust Account Reports
 - July Bank Statements - **I**
 - July Balance Report - **J**
 - Trust Account Expenditure Report - **K**
 - July Donations Report - **L**
 - Program Reports
 - July Report of Programs and Attendance - **M**
 - August Schedule of events - **N**
 - Schedule for upcoming programs - **O**
 - Grant Report – **DRA grants scheduled to be announced in mid August; we are considering projects for the DACF Grant and Theisen's Grants open now (deadline end of August)**
 - Friends of the Library Report – **Nothing to report**
 - JKPL Endowment Report – **June Activity Fund Statement -P**
4. Discussion and possible action on Strategic Planning Process - presentation by Rebecca Heil, consultant for the State Library of Iowa
5. Discussion of Current Library Operations and Services
6. Consider approval of JKPL Interim Service / Reopening Plan – **I am not recommending any adjustments at this time.**
7. Committee Appointments

8. Schedule for Attendance of City Council Meetings – **Included in your packet is a document from Mandy Easter, the State Law Librarian, which recommends Boards routinely attend City Council meetings, and a document that includes a little bit about JKPL Board past practice with attendance and a potential rotation.**
9. Executive Committee Report
10. Finance Committee Report – **The Finance Committee has been electronically discussing the needed FY 22 Budget Amendment but have not yet decided on a recommendation. They plan to bring a proposal and recommendation to the Board for discussion and approval at the September Board meeting.**
11. Fundraising Committee Report
 - Notes from July 27, 2021 Meeting
12. Furnishings, Art & Facilities Committee Report
13. Marketing Committee Report
 - Notes from August 3, 2021 meeting
14. Personnel Committee Report
 - Consider approval of revised JKPL Job Descriptions
15. Policy Committee Report
16. Strategic Planning Report
17. Meetings and Training
 - Upcoming – **Shirley is planning to attend the ARSL Conference -October 20-23 in person, Paul and Ann will be attending virtually. ILA is scheduled for October 6-8 in Des Moines.**
 - Recently Attended
18. Oral Presentations
19. Adjournment

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

**James Kennedy Public Library
Board of Trustees
Minutes of the July 13, 2021, Special Meeting**

A special meeting of the Board of Trustees of the James Kennedy Public Library for purpose of electing officers was held on Tuesday, July 13, 2021, in the Hoffman Room. Present: Karen Kramer, Catherine O’Hea, Angela English, Danielle Will, Ray Kruse, Sue Engelbrecht, Karen Tieskoetter, Library Director Shirley Vonderhaar, and Assistant Library Director Dawn Schrandt. Absent: None.

1. President Karen Kramer called the meeting to order at 6:00 P.M.
2. Agenda: Engelbrecht MOVED “approval of the Agenda” which motion was seconded by English and CARRIED. Ayes: Kramer, O’Hea, English, Will, Kruse, Engelbrecht, and Tieskoetter. Nays: None.
3. Election of Officers: The following were nominated for office:
 - President: Karen Kramer
 - Vice President: Catherine O’Hea
 - Secretary: Danielle WillEngelbrecht MOVED “that nominations be closed and that the nominees be elected by acclimation” which was seconded by English and CARRIED. Ayes: Kramer, O’Hea, English, Will, Kruse, Engelbrecht, and Tieskoetter. Nays: None.
4. English MOVED to “adjourn” which was seconded by Will and CARRIED. Ayes: Kramer, O’Hea, English, Will, Kruse, Engelbrecht, and Tieskoetter. Nays: None. Meeting adjourned at 6:07 P.M.

Secretary

B

**James Kennedy Public Library
Board of Trustees
Minutes of the July 13, 2021 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, July 13, 2021 in the Hoffman room. Present: Sue Engelbrecht, Angela English, Karen Kramer, Ray Kruse, Catherine O'Hea, Karen Tieskoetter, Danielle Will, Library Director Shirley Vonderhaar, and Assistant Library Director Dawn Schrandt. Absent: None.

1. Board President Karen Kramer called the meeting to order at 6:08 pm.
2. Consider approval of Agenda
 - English MOVED "Approval of the agenda" which motion was seconded by Engelbrecht and CARRIED. Ayes: Engelbrecht, English, Kramer, Kruse, O'Hea, Tiestkoetter, and Will. Nays: None.
3. Agenda Consent Calendar
 - Correspondence & Communication: None
 - 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
 - Hotspots are an annual contract – high use and good reviews
 - June donations form
 - Responses to letters for the Love my Library campaign
 - Dyersville Chiropractic and Physical Therapy Solutions \$100 each
 - Randy's Market roundup \$662.73
 - Program Reports
 - June report of programs and attendance
 - July schedule of events
 - Schedule for upcoming programs
 - Grant report

- ARPA grant (\$5,000 approved) to be used for electronic services, opening up some of those funds for other uses
 - Friends of the Library report
 - DRA grant application: Owls, tablets, hotspots (5)
 - JKPL Endowment report
 - Great Give Day transfer \$2,061.53
 - Molly from CFGD doing article for e-newsletter spotlighting the library and how the Endowment Committee started the foundation and raised the \$10,000 amount needed to begin utilizing the fund
 - Quarterly contract use reports
 - Statistics by residence area
 - Statistics by contract/service area (city)
 - O’Hea MOVED “Approval of the consent items” which was seconded by English and CARRIED. Ayes: Engelbrecht, English, Kramer, Kruse, O’Hea, Tiestkoetter, and Will. Nays: None.
4. Discussion of current library operations and services
- Shirley hearing from other libraries
 - Starting to put soft seating back out while maintaining 6’ distance
 - Are we ready to start offering in-person programming? If so, at what capacity?
 - Most requests are for the recurring groups (sit & stitch, geri-fit)
5. Consider approval of JKPL interim service/reopening plan (Updated)
- Soft seating (6’ spacing) and in-library programming for up to 20 people
 - Caveats: program directors can decide to limit quantities for specific events based on room usage
 - Only to hold events in rooms that can accommodate this many: main collection area, Hoffman room
 - Implementation on August 1st
 - English MOVED “Approval of JKPL Interim Service/Reopening Plan (Updated)” and seconded by O’Hea and CARRIED. Ayes: Engelbrecht, English, Kramer, Kruse, O’Hea, Tiestkoetter, and Will. Nays: None.
6. Discussion of vacancies on the JKPL board of trustees: There are currently two open seats on the JKPL Board. Current members are encouraged to work on recruiting to fill these seats.
7. Consider approval of library holiday hours for FY22
- City 10 paid holidays; JKPL takes three as floating
 - English MOVED “Approval of library holiday hours for FY22 as proposed” which was seconded by Engelbrecht and CARRIED. Ayes: Engelbrecht, English, Kramer, Kruse, O’Hea, Tiestkoetter, and Will. Nays: None.
8. Consider approval of library wages and salaries effective July 1, 2021
- Motion made by Personnel Committee so no second is needed. Ayes: Engelbrecht, English, Kramer, Kruse, O’Hea, Tiestkoetter, and Will. Nays: None. Motion CARRIED.

9. Executive Committee report: No report.
10. Finance Committee report: No report.
11. Fundraising Committee report
 - Notes from June 24, 2021 meeting: Committee has decided not to hold a Wine and Beer Tasting this fall. They are planning a Food Truck fundraiser with Dinger's D'lites sometime in August.
12. Furnishings, Art, & Facilities committee report: No report.
13. Marketing committee report
 - Notes from electronic committee discussion: an updated and revised pamphlet about JKPL library services and resources is now available.
14. Personnel committee report
 - Notes from electronic committee discussion
 - Consider approval of revised JKPL employee pay rates and ranges. Motion made by Personnel Committee to approve so no second is needed. Ayes: Engelbrecht, English, Kramer, Kruse, O'Hea, Tiestkoetter, and Will. Nays: None. Motion CARRIED.
15. Policy committee report: No report
16. Strategic planning report
 - In August, Becky Heil (consultant for State Library) will be coming to work on strategic plan
17. Meetings and training
 - Upcoming – ARSL conference October 20-23
 - Shirley planning on attending (\$275 for early bird)
 - Kruse MOVED to pay for Shirley's two one-way tickets instead of a single roundtrip ticket, which was seconded by English and CARRIED. Ayes: Engelbrecht, English, Kramer, Kruse, O'Hea, Tiestkoetter, and Will. Nays: None.
18. Oral presentations – None
19. Adjournment
 - Engelbrecht MOVED to adjourn and seconded by Kruse. Meeting ADJOURNED by Kramer at 7:28 pm.

Danielle Will, Secretary

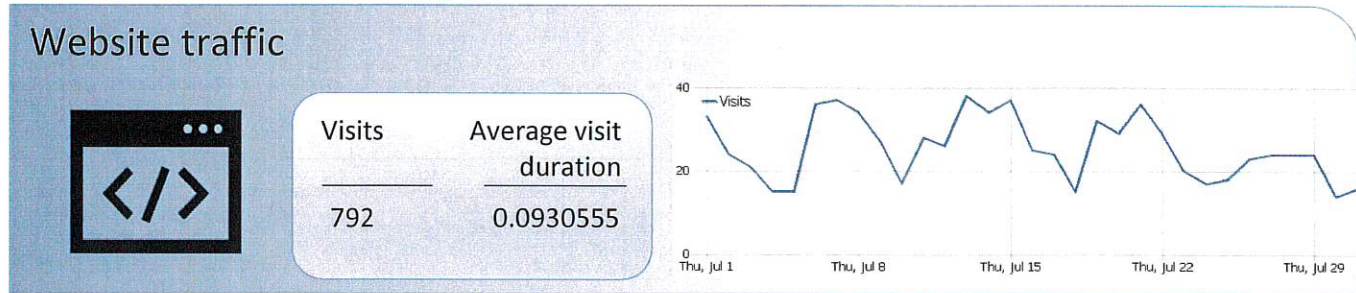
JAMES KENNEDY PUBLIC LIBRARY MONTHLY REPORT

C

Librarian's report to the Board of Trustees

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

	Library visits		Items loaned		Library cards issued		
					City resident	Total	
Month	3271	(↑ 115.2%)	7887	(↑ 23.3%)	4	9	(↑ 200%)
YTD	3271	(↑ 115.2%)	7887	(↑ 23.3%)	4	9	(↑ 200%)



Computer use

Month	Hours		Month	Sessions	
	YTD	Prev. YTD		YTD	Prev. YTD
125	125	27	277	277	52

Wifi use

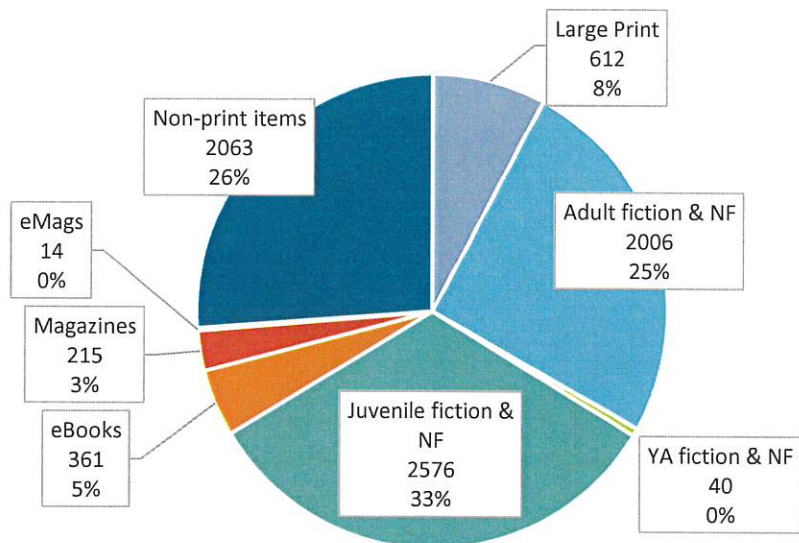
Month	Sessions		Month	Visits		Month	Unique visitors	
	YTD	Prev. YTD		YTD	Prev. YTD		YTD	Prev. YTD
331	331	285	-144	68	143			

Meeting room use

Month	YTD	Prev. YTD	
28	28	0	- study & genealogy room available starting May 17 - tracking public use only

Circulation

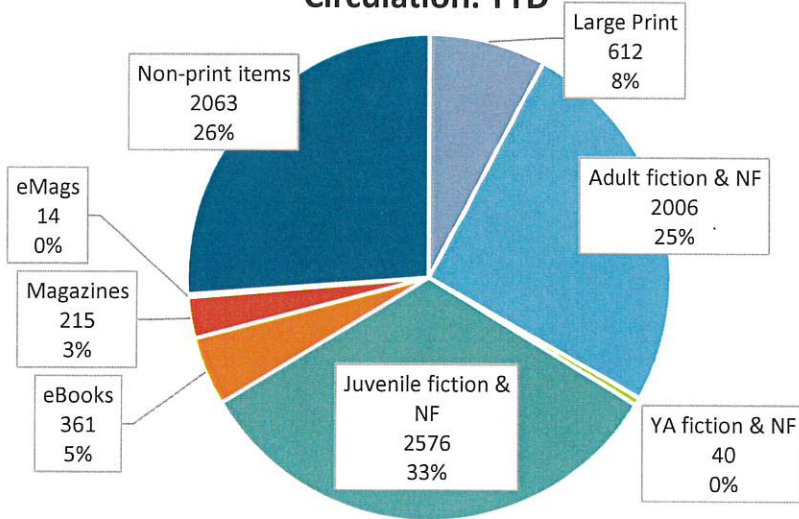
Circulation: Month



Downloads: 7
Streams: 129
Videos: 0
Total YTD: 136

Videos: 0
YTD: 0

Circulation: YTD



Sessions: 0
YTD: 0

Videos: #N/A
YTD: 153

Non-print items	Month	YTD
eAudio	338	338
Adult & YA audio	169	169
Juvenile audio & kits	33	33
Adult & YA video	804	804
Juvenile video & DVD	419	419
Games, IoT, etc.	300	300
Total	2063	2063

Collection

Items purchased

Month: 267
YTD: 267

Items donated

Month: 51
YTD: 51
Prev. YTD:



Items withdrawn

	Month	YTD
Books	63	63
SCDs	1	1
DVDs	0	0
Kits	0	0
Games	1	1
Total	65	65

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	25	103	28	33	27	10	31	9	1	43	8	31	0
Previous month	34	158	22	11	124	42	16	22	0	52	5	23	509
Current YTD	25	103	28	33	27	10	31	9	1	43	8	31	0
Previous YTD	11	150	22	18	55	28	12	20	3	41	14	10	384

Programming

Program				Prep time (hrs)	Kits
	Views	Engagements	Views		
Take Back Your Crayons w/ Mary Potter Kenyon	62	1	6	1	20
Play-Doh Challenge - Farm Animals (C.)	15	2	0	0.75	0
Jumpstart your Creativity w/ Mary P. Kenyon	58	3	13	1	NA
Chalk the Block (C.)	25	5	1	2.25 (+.75)	38
Mosaics Color Your World (C.)	62	6	11	1.75 (+2)	30
Creation Station: Crab Puppets kit (GI)	21	2	6	1	17
Color in the Universe (C.)	54	6	9	3.25 (+2)	30
Color Your World with Sculpture (C.)	31	3	3	2 (+2)	30
Painting in a Jar (C.)	18	4	0	1.25 (+2)	30
Creating Art with Nature (C.)	51	6	3	2.25 (+2.5)	30
Teen Craft: Folded Paper Bracelet (GI)	18	3	3	1	12
Carryover June programs - 10 programs	44	10	20	NA	NA

Discord virtual game nights

Program	Attendance	Prep time (hours)
Dungeons & Dragons (GI)	5	2.75
Virtual Game Night : Among Us (GI)	6	2.5
Minecraft Build-a-thon	8	2.5

Zoom programs

Program	Attendance	Prep time (hours)
Sit & Stitch (A) - 4 sessions	10	5
Books for Lunch: <i>Midnight at the Blackbird Cafe</i> (A)	6	1
A Novel Approach to Faith (A)	3	2
JKPL Writing group (A)	3	2
Third Thursday Nutritional Inequality in Vienna Partnership with the Hoover Presidential Library	1	0.25
Whimsical Art Zoom Social (A) facilitated by Dianne Kramer	4	1 (+10 vol)
Take Back Your Crayons with Mary Potter Kenyon 23 registered; 20 kits taken	10	1
Jumpstart Your Creativity with Mary Potter Kenyon	5	1
Teen SRP Finale	4	1.25

Virtual/Sharing/Passive programs

Program	Attendance	Prep time (hours)
Upcycled Birthday Cards	8	1.25
Coloring, Creating, & Doing (A)	120	3
Strength Training for Older Adults (A)	20	NA
Color Your Plate (C.)	38	.25 (+.25)
Rainbow Nature Hunt (C.)	23	1
StoryWalk® - <i>The Box Turtle</i> (C) Funded by DRA, Friends of the JKPL, and Osterhaus Memorial	103	7 (+2.75)
Color a Smile (GI)	14	1

In-Person programs

Program	Attendance	Prep time (hours)
Ellen Kennedy Living Center - Good Old Days (A)	4	3
Kid Project Outreach - Suminagashi Art (C.)	19	2.5(+1)
Pop-Up at the Farmer's Market (GI) - 2 visits	87	5.5
Messy Art in the Park (C.)	17	3.5 (+1.25)
StoryTime in the Park (C.) - 7 sessions	67	11
Family Storytime in the Park	2	0.5
Kid Project Outreach - Mosaics Color Your World (C.)	28	1.5 (+1.5)
Robots in the Park (Farmer's Market) (GI)	8	1
Pop Up @ the Downtown Market (GI)	72	5.5 (+1)
DES Outreach - Colors of the Universe (C.) - 2 sessions	30	1.75 (+1.25)
Color Your World with Bubbles (Downtown Market)*	500	5.25 (5)
Toto Johnson (Downtown Market)*	500	0.5
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)

*sponsored by the Friends of the James Kennedy Public Library



Dyersville, IA

D

Expense Approval Register

Packet: APPKT00823 - August 2021 Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
Fund: 001 - GENERAL FUND					
Department: 410 - LIBRARY					
ASSOC FOR RURAL & SMALL LI...	61540	Training - ARSL Annual Confer...	001-5-410-4-62300	MEETINGS/TRAINING	275.00
ASSOC FOR RURAL & SMALL LI...	61542	Training - ASRL Virtual Confere...	001-5-410-4-62300	MEETINGS/TRAINING	50.00
ASSOC FOR RURAL & SMALL LI...	61562	Training - ARSL Virtual Confere...	001-5-410-4-62300	MEETINGS/TRAINING	50.00
MR LOCK & KEY	2064	Maintenance - Lock	001-5-410-4-63750	MAINTENANCE	40.00
ACCESS SYSTEMS	29727865	Contract - Copier	001-5-410-4-64316	CONTRACTS	154.29
FAREWAY STORES INC.	00012299	Library Supplies -Library of Thi...	001-5-410-4-65060	OFFICE SUPPLIES	2.59
BETSINGER MCCANN, LINDA	08.01.2021	Program - Presentation Fee	001-5-410-4-65060	OFFICE SUPPLIES	75.00
POSTMASTER	08.01.2021	Supplies - Postage	001-5-410-4-65060	OFFICE SUPPLIES	127.00
AMAZON	08.01.2021	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	204.60
AMAZON	08.01.2021	Programs	001-5-410-4-65060	OFFICE SUPPLIES	33.91
HERITAGE PRINTING CO	105419	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	112.00
BLACKSTONE PUBLISHING	1233310	Processing	001-5-410-4-65060	OFFICE SUPPLIES	23.60
BAKER & TAYLOR BOOKS	2036084347	Processing	001-5-410-4-65060	OFFICE SUPPLIES	15.96
ACE HOMEWORKS	232483	Supplies - LOT	001-5-410-4-65060	OFFICE SUPPLIES	8.37
SHOWCASES	320706	Supplies - Audio Book Cases	001-5-410-4-65060	OFFICE SUPPLIES	631.15
SHOWCASES	320707	Supplies - Audio book cases	001-5-410-4-65060	OFFICE SUPPLIES	206.93
DEMCO EDUCATIONAL CORP	6977140	Supplies - Book Processing	001-5-410-4-65060	OFFICE SUPPLIES	55.35
DEMCO EDUCATIONAL CORP	6980661	Supplies - Book covers/tape	001-5-410-4-65060	OFFICE SUPPLIES	181.96
OVERDRIVE	06497C021290555	Electronic Media	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	956.78
AMAZON	08.01.2021	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	19.99
AMAZON	08.01.2021	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	110.47
AMAZON	08.01.2021	DVD	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	859.87
AMAZON	08.01.2021	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	163.51
AMAZON	08.01.2021	Creative Spaces	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	2.99
AMAZON	08.01.2021	Games	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	374.88
AMAZON	08.01.2021	Subscriptions	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	81.42
AMAZON	08.01.2021	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	51.56
AMAZON	08.01.2021	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	84.26
BLACKSTONE PUBLISHING	1233310	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	225.81
BAKER & TAYLOR BOOKS	2036072863	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	32.19
BAKER & TAYLOR BOOKS	2036072864	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	47.02
BAKER & TAYLOR BOOKS	2036072865	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	60.44
BAKER & TAYLOR BOOKS	2036072866	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	45.88
BAKER & TAYLOR BOOKS	2036072867	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	30.79
BAKER & TAYLOR BOOKS	2036072868	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	31.88
BAKER & TAYLOR BOOKS	2036072869	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	106.36
BAKER & TAYLOR BOOKS	2036072870	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	63.83
BAKER & TAYLOR BOOKS	2036073129	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	15.12
BAKER & TAYLOR BOOKS	2036076774	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	115.26
BAKER & TAYLOR BOOKS	2036076774	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	172.83
BAKER & TAYLOR BOOKS	2036076774	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	18.60
BAKER & TAYLOR BOOKS	2036084347	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	90.74
BAKER & TAYLOR BOOKS	2036084820	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	719.87
BAKER & TAYLOR BOOKS	2036097421	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	161.33
FINDAWAY WORLD LLC	356643	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	200.97
INGRAM LIBRARY SERVICES	53635868	Books - credit	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-34.47
INGRAM LIBRARY SERVICES	62726736	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	176.90
INGRAM LIBRARY SERVICES	62726736	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	54.95
CENGAGE LEARNING	74645368	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	537.91
CENGAGE LEARNING	74700601	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	21.59
CENGAGE LEARNING	74705402	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	24.80
CENGAGE LEARNING	74724862	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	107.95

Expense Approval Register

Packet: APPKT00823 - August 2021 Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
CENGAGE LEARNING	74734561	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	23.20
				Department 410 - LIBRARY Total:	8,005.19
				Fund 001 - GENERAL FUND Total:	8,005.19
Fund: 002 - LIBRARY TRUST FUND					
Department: 410 - LIBRARY					
FAREWAY STORES INC.	00012299	SRP Program - TACKL	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	7.99
OVERDRIVE	06497CO21301293	Audio Books - Social Issues Gr...	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	446.59
ZURAWSKI, PAUL	07.29.21	Program - Gift Certificates	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	111.15
AMAZON	08.01.2021	Programs -Love My Library	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	24.99
AMAZON	08.01.2021	LTC Grant	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	532.37
AMAZON	08.01.2021	Programs - StoryWalk	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	19.96
CHECKERS LIBRARY TV	09.06.2021	Electronic Services - ARPA Gra...	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	275.00
HERITAGE PRINTING CO	105374	Story Walk Grant	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	19.00
TUMBLEWEED PRESS INC.	106198	Subscription - Electronic Servic...	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	1,438.20
BLACKSTONE PUBLISHING	1235445	CD - Social Issues - LTC Grant	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	43.44
BAKER & TAYLOR BOOKS	2036072864	Books - Adopt a Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.68
BAKER & TAYLOR BOOKS	2036073129	Books- Adopt A Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.12
KANOPY, INC.	256668 - PPU	Program - Streaming Video	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	43.00
NICHE ACADEMY	5558	Electronic Services - ARPA Gra...	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	500.00
CENGAGE LEARNING	74681900	Books - Rardin Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	388.62
CENGAGE LEARNING	74705402	Books - Social Issues Grant/ LT...	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	22.40
CENGAGE LEARNING	74718077	Books - LTC/Social Issues Grant	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.19
CENGAGE LEARNING	74741316	Books - LTC/ Social Issues Grant	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	43.98
LIBRARY IDEAS	81802	ARPA Grant - Electronic Servic...	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	2,500.00
				Department 410 - LIBRARY Total:	6,462.68
				Fund 002 - LIBRARY TRUST FUND Total:	6,462.68
				Grand Total:	14,467.87

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	8,005.19
002 - LIBRARY TRUST FUND	6,462.68
Grand Total:	14,467.87

Account Summary

Account Number	Account Name	Expense Amount
001-5-410-4-62300	MEETINGS/TRAINING	375.00
001-5-410-4-63750	MAINTENANCE	40.00
001-5-410-4-64316	CONTRACTS	154.29
001-5-410-4-65060	OFFICE SUPPLIES	1,678.42
001-5-410-4-67701	BOOKS/FILMS/RECORDS/...	5,757.48
002-5-410-4-67700	LIBRARY TRUST EXPENDI...	6,462.68
Grand Total:		14,467.87

Project Account Summary

Project Account Key	Expense Amount
None	2,247.71
410AB	537.51
410AF	1,514.23
410AN	336.34
410DVD	859.87
410EM	956.78
410GAMES	374.88
410LP	734.05
410PF	72.04
410SS	2.99
410SUB	81.42
410TAAB	30.80
410TGRANT	3,724.79
410TPROG	2,707.09
410YAF	287.37
Grand Total:	14,467.87

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

E

James Kennedy Public Library
July 2021

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services	\$600.00
Black Hills	Gas / Heat	45.55
Alliant Energy	Electricity	729.74
Total		\$1,375.29

Miscellaneous Bills

Check issued to:	Purpose	Amount
Credit card - ARSL	Individual membership	15.00
Credit card - ARSL	Meeting / Training program	20.00
UPS	Shipping	11.23
Total		\$46.23

July 2021 Budget	
July 2021 Claims submitted	\$1,270.41
Utility and Contractual from Bills above	1,375.29
Miscellaneous Bills from above	46.23
Total wages and benefits	31,422.49
Total July 2021 expenses	\$34,114.42

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

F

Credit Card Claims for July & August 2021

Date	Vendor	Items	Amount
7/13/21	TH	ANF book	52.75
7/13/21	TH	ANF book tax refund	2.80
7/31/21	Facebook	FB ads (trust)	17.85
7/15/21	BuyHookandLoop	Loop Velcro for Storywalk	60.00

Budget Report
Account Summary

For Fiscal: 2021-2022 Period Ending: 07/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND							
Expense							
001-5-410-4-60100	SALARIES	0.00	0.00	23,387.75	23,387.75	-23,387.75	0.00 %
001-5-410-4-61100	FICA	0.00	0.00	1,408.83	1,408.83	-1,408.83	0.00 %
001-5-410-4-61200	MEDICARE	0.00	0.00	329.51	329.51	-329.51	0.00 %
001-5-410-4-61300	IPERS	0.00	0.00	2,207.82	2,207.82	-2,207.82	0.00 %
001-5-410-4-61500	GROUP INSURANCE	0.00	0.00	4,071.70	4,071.70	-4,071.70	0.00 %
001-5-410-4-61700	SUI	0.00	0.00	16.88	16.88	-16.88	0.00 %
001-5-410-4-62100	DUES	0.00	0.00	15.00	15.00	-15.00	0.00 %
001-5-410-4-62300	MEETINGS/TRAINING	0.00	0.00	20.00	20.00	-20.00	0.00 %
001-5-410-4-63710	ELECTRICITY	0.00	0.00	729.74	729.74	-729.74	0.00 %
001-5-410-4-63711	GAS HEAT	0.00	0.00	45.55	45.55	-45.55	0.00 %
001-5-410-4-63730	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00 %
001-5-410-4-63750	MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
001-5-410-4-64080	INSURANCE PREMIUM	0.00	0.00	0.00	0.00	0.00	0.00 %
001-5-410-4-64110	LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
001-5-410-4-64200	ELECTIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
001-5-410-4-64316	CONTRACTS	0.00	0.00	438.29	438.29	-438.29	0.00 %
001-5-410-4-64322	CONTRACTED SERVICES	0.00	0.00	600.00	600.00	-600.00	0.00 %
001-5-410-4-65060	OFFICE SUPPLIES	0.00	0.00	447.54	447.54	-447.54	0.00 %
001-5-410-4-67210	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00 %
001-5-410-4-67274	CAPITAL IMPROVEMENTS/EQUIPM	0.00	0.00	0.00	0.00	0.00	0.00 %
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIP	0.00	0.00	395.81	395.81	-395.81	0.00 %
	Expense Total:	0.00	0.00	34,114.42	34,114.42	-34,114.42	0.00 %
	Fund: 001 - GENERAL FUND Total:	0.00	0.00	34,114.42	34,114.42	-34,114.42	0.00 %
Fund: 002 - LIBRARY TRUST FUND							
Expense							
002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	0.00	0.00	2,408.35	2,408.35	-2,408.35	0.00 %
	Expense Total:	0.00	0.00	2,408.35	2,408.35	-2,408.35	0.00 %
	Fund: 002 - LIBRARY TRUST FUND Total:	0.00	0.00	2,408.35	2,408.35	-2,408.35	0.00 %
	Report Total:	0.00	0.00	36,522.77	36,522.77	-36,522.77	0.00 %

H

James Kennedy Public Library FY22 Operating Budget							
	FY22	July	August (est)	Received to date	Difference	% Expended To date	FY21 Expense thru July 20
ESTIMATED REVENUES:							
Dubuque County Library Agency	6,000.00	0.00	0.00	0.00	6,000.00		0.00
Fees from copier, R/P, etc.	5,000.00	347.43	200.00	347.43	4,652.57		287.25
Open Access	11,600.00	0.00	0.00	0.00	11,600.00		0.00
Access Plus / ILL	350.00	0.00	0.00	0.00	350.00		0.00
Direct State Aid	2,000.00	0.00	0.00	0.00	2,000.00		0.00
TOTAL:	24,950.00	347.43	200.00	347.43	24,602.57		287.25
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES				Spent to date	Remaining		
Wages	246,455.00	23,387.75	24,000.00	23,387.75	223,067.25	9.5%	23,445.96
FICA	15,280.00	1,408.83	1,488.00	1,408.83	13,871.17	9.2%	1,421.40
Medicare	3,574.00	329.51	348.00	329.51	3,244.49	9.2%	332.41
IPERS	23,265.00	2,207.82	2,265.60	2,207.82	21,057.18	9.5%	2,213.27
SUI	250.00	16.88	24.00	16.88	233.12	6.8%	72.90
Group Insurance	47,846.00	4,071.70	4,072.00	4,071.70	43,774.30	8.5%	3,708.00
Meetings and training	2,500.00	20.00	375.00	20.00	2,480.00	0.8%	0.00
Dues and memberships	750.00	15.00	0.00	15.00	735.00	2.0%	0.00
TOTAL:	339,170.00	31,457.49	32,572.60	31,457.49	307,712.51	9.3%	31,193.94
CONTRACTUAL SERVICES:							
Utilities (telephone)	0.00	0.00	0.00	0.00	0.00	NA	111.04
Electricity	14,000.00	729.74	1,500.00	729.74	13,270.26	5.2%	0.00
Gas / Heat	2,500.00	45.55	50.00	45.55	2,454.45	1.8%	34.69
Insurance (bldg)	6,800.00	0.00	0.00	0.00	6,800.00	0.0%	0.00
Legal Fees	0.00	0.00	0.00	0.00	0.00	NA	0.00
Custodial services	8,000.00	600.00	750.00	600.00	7,400.00	7.5%	450.00
Window cleaning	300.00	0.00	0.00	0.00	300.00	0.0%	0.00
Service / Maintenance Contracts	7,500.00	438.29	154.29	438.29	7,061.71	5.8%	0.00
TOTAL:	39,100.00	1,813.58	2,454.29	1,813.58	37,286.42	4.6%	595.73
SUPPLIES:							
General library supplies	10,000.00	347.54	1,569.51	347.54	9,652.46	3.5%	-11.01
Program fees & supplies	2,500.00	100.00	108.91	100.00	2,400.00	4.0%	0.00
Marketing & advertising	1,500.00	0.00	0.00	0.00	1,500.00	0.0%	0.00
Maintenance and Repairs	7,000.00	0.00	40.00	0.00	7,000.00	0.0%	1,100.00
TOTAL	21,000.00	447.54	1,718.42	447.54	20,552.46	2.1%	1,088.99
BOOKS AND MATERIALS							
Adult fiction	8,000.00	0.00	1,514.23	0.00	8,000.00	0.0%	93.49
Adult nonfiction	5,000.00	148.50	336.34	148.50	4,851.50	3.0%	0.00
YA fiction	2,000.00	0.00	287.37	0.00	2,000.00	0.0%	603.12
YA nonfiction	1,000.00	0.00	0.00	0.00	1,000.00	0.0%	0.00
Juvenile fiction	8,500.00	0.00	72.04	0.00	8,500.00	0.0%	0.00
Juvenile nonfiction	4,000.00	0.00	0.00	0.00	4,000.00	0.0%	0.00
Large Print	3,500.00	190.34	734.05	190.34	3,309.66	5.4%	0.00
Electronic media (ebooks, etc.)	6,500.00	0.00	956.78	0.00	6,500.00	0.0%	4.50
Reference & electronic databases	5,500.00	0.00	0.00	0.00	5,500.00	0.0%	3,830.33
Periodicals and newspapers	4,530.00	56.97	81.42	56.97	4,473.03	1.3%	193.31
Audiobooks (CD, playaway)	4,200.00	0.00	537.51	0.00	4,200.00	0.0%	19.25
Software & Gaming	2,000.00	0.00	374.88	0.00	2,000.00	0.0%	0.00
DVDs	6,500.00	0.00	859.87	0.00	6,500.00	0.0%	0.00
SS / Creation Station / LoT	1,500.00	0.00	2.99	0.00	1,500.00	0.0%	0.00
TOTAL:	62,730.00	395.81	5,757.48	395.81	62,334.19	0.6%	4,744.00
TOTAL EXPENDITURES:	462,000.00	34,114.42	42,502.79	34,114.42	427,885.58	7.4%	37,622.66
TOTAL REVENUES:	24,950.00	347.43	200.00	347.43	24,602.57	1.4%	287.25
ACTUAL ASKING	437,050.00	33,766.99	42,302.79	33,766.99	403,283.01	7.7%	37,335.41
Capital Improvement							
Total Expenditures		34,114.42	42,502.79	34,114.42	427,885.58		37,622.66
Personnel Budget - Short	5,179.00						

James Kennedy Public Library FY22 Operating Budget							
	FY22	July	July 20 expenses	Total FY21 expenses	Budget Projection	Amount Over/Under	Ov/Und Budget
ESTIMATED REVENUES:							
Dubuque County Library Agency	6,000.00	0.00	0.00	5,543.00			
Fees from copier, R/P, etc.	5,000.00	347.43	287.25	2,319.29			
Open Access	11,600.00	0.00	0.00	11,671.80			
Access Plus / ILL	350.00	0.00	0.00	323.24			
Direct State Aid	2,000.00	0.00	0.00	1,998.08			
TOTAL:	24,950.00	347.43	287.25	21,855.41			
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES				Spent to date			
Wages	246,455.00	23,387.75	23,445.96	237,622.61	24,317.44	-930	0.96
FICA	15,280.00	1,408.83	1,421.40	14,304.99	1,518.28	-109	0.93
Medicare	3,574.00	329.51	332.41	3,345.27	355.14	-26	0.93
IPERS	23,265.00	2,207.82	2,213.27	22,431.74	2,295.49	-88	0.96
SUI	250.00	16.88	72.90	375.52	48.53	-32	0.35
Group Insurance	47,846.00	4,071.70	3,708.00	46,546.78	3,811.50	260	1.07
Meetings and training	2,500.00	20.00	0.00	369.00	Zero	0	Nothing
Dues and memberships	750.00	15.00	0.00	890.00	Zero	0	Nothing
TOTAL:	339,170.00	31,457.49	31,193.94	325,885.91	32,465.50	-1,008	0.97
CONTRACTUAL SERVICES:							
Utilities (telephone)	0.00	0.00	111.04	806.77	0.00	0	NA
Electricity	14,000.00	729.74	0.00	11,253.32	Zero	0	Nothing
Gas / Heat	2,500.00	45.55	34.69	2,255.91	38.44	7	1.18
Insurance (bldg)	6,800.00	0.00	0.00	6,808.00	Zero	0	Nothing
Legal Fees	0.00	0.00	0.00	0.00	Zero	0	Nothing
Custodial services	8,000.00	600.00	450.00	7,650.00	470.59	129	1.28
Window cleaning	300.00	0.00	0.00	0.00	Zero	0	Nothing
Service / Maintenance Contracts	7,500.00	438.29	0.00	5,914.62	Zero	0	Nothing
TOTAL:	39,100.00	1,813.58	595.73	34,688.62	671.49	1,142	2.70
SUPPLIES:							
General library supplies	10,000.00	347.54	-11.01	10,440.01	-10.55	358	-32.95
Program fees & supplies	2,500.00	100.00	0.00	2,698.05	Zero	0	Nothing
Marketing & advertising	1,500.00	0.00	0.00	1,588.99	Zero	0	Nothing
Maintenance and Repairs	7,000.00	0.00	1,100.00	9,073.66	848.61	-849	0.00
TOTAL	21,000.00	447.54	1,088.99	23,800.71	960.84	-513	0.47
BOOKS AND MATERIALS							
Adult fiction	8,000.00	0.00	93.49	9,992.09	74.85	-75	0.00
Adult nonfiction	5,000.00	148.50	0.00	5,254.22	Zero	0	Nothing
YA fiction	2,000.00	0.00	603.12	2,320.06	519.92	-520	0.00
YA nonfiction	1,000.00	0.00	0.00	336.60	Zero	0	Nothing
Juvenile fiction	8,500.00	0.00	0.00	8,475.74	Zero	0	Nothing
Juvenile nonfiction	4,000.00	0.00	0.00	4,040.01	Zero	0	Nothing
Large Print	3,500.00	190.34	0.00	3,498.70	Zero	0	Nothing
Electronic media (ebooks, etc.)	6,500.00	0.00	4.50	8,179.08	3.58	-4	0.00
Reference & electronic databases	5,500.00	0.00	3,830.33	5,014.61	4,201.09	-4,201	0.00
Periodicals and newspapers	4,530.00	56.97	193.31	2,491.59	351.46	-294	0.16
Audiobooks (CD, playaway)	4,200.00	0.00	19.25	4,064.96	19.89	-20	0.00
Software & Gaming	2,000.00	0.00	0.00	1,767.81	Zero	0	Nothing
DVDs	6,500.00	0.00	0.00	5,033.09	Zero	0	Nothing
SS / Creation Station / LoT	1,500.00	0.00	0.00	642.09	Zero	0	Nothing
TOTAL:	62,730.00	395.81	4,744.00	61,110.65	4,869.71	-4,474	0.08
TOTAL EXPENDITURES:	462,000.00	34,114.42	37,622.66	445,485.89	39,017.33	-4,903	0.87
TOTAL REVENUES:	24,950.00	347.43	287.25	21,855.41	327.92	20	1.06
ACTUAL ASKING	437,050.00	33,766.99	37,335.41	423,630.48	38,518.10	-4,751	0.88
Capital Improvement				0.00			
Total Expenditures		34,114.42	37,622.66	445,485.89			
Personnel Budget - Short	5,179.00						



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92172100
RSP 746
CITY OF DYERSVILLE
JAMES KENNEDY PUBLIC LIBRARY TRUST
340 1ST AVE E
DYERSVILLE IA 52040-1203

I-1

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

Account Type	Account Number	Ending Balance
BUSINESS MONEY MKT	XX4356	\$11,032.81

BUSINESS MONEY MKT-XX4356

Account Summary

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

Interest Summary

Description	Amount
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

Date	Description	Amount
06/30/2021	INTEREST	\$2.49

1 item(s) totaling \$2.49

My 7/9/21



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1518277

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

Date	7/30/21	Page	1
Primary Account			617571
Enclosures			2

8/4/21
 WJ

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	
Account Number	617571	Statement Dates	7/01/21 thru 8/01/21
Previous Balance	58,120.99	Days in the statement period	32
2 Deposits/Credits	1,283.72	Average Ledger	57,922.12
1 Checks/Debits	2,408.35	Average Collected	57,922.12
Service Charge	.00	Interest Earned	27.93
Interest Paid	27.07	Annual Percentage Yield Earned	0.55%
Current Balance	57,023.43	2021 Interest Paid	170.40

Activity in Date Order

Date	Description	Amount	
7/13	Deposit/Credit	935.07	59,056.06
7/21	Transfer from x7571 to x5358	2,408.35-	56,647.71
	July Claims		
7/22	Deposit/Credit	348.65	56,996.36
7/31	Interest Deposit	27.07	57,023.43

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
7/01	58,120.99	7/13	59,056.06	7/21	56,647.71
7/22	56,996.36	7/31	57,023.43		



J

TRUST ACCOUNT REPORT for July 2021

American Trust / MidWestOne Bank - balance on hand July 1, 2021 \$ 11,030.32

July 31, 2021 interest \$ 2.49 \$ 11,032.81 I-1

Fidelity Bank and Trust

Balances June 30, 2021 Budgeted Bank Account \$ 40,000.00 \$ 58,120.99

Deposits

July 13, 2021

Steve Werner Memorial (3) \$ 100.00
Larry Scherrman Memorial (Friends) \$ 30.00
Randy's Neighborhood Market \$ 662.72
SRP tshirt staff reimbursement \$ 49.00
Candy sales \$ 5.00
Coloring books \$ 5.00
Mask sales \$ 6.00
History books \$ 60.00
Conscious Box \$ 3.35
Friends booksale / donation \$ 14.00 \$ 935.07

July 22 2021

Steve Werner Memorial (5) \$ 295.00
Plant sale donation \$ 10.00
History books \$ 20.00
Conscious Box \$ 2.65
Friends booksale / donation \$ 21.00 \$ 348.65

July 31, 2021

Interest \$ 27.07 \$ 27.07 \$ 1,310.79

Debits:

July 21, 2021

Facebook - Programming books in June \$20.17
Facebook - programming boosts in July \$17.85
Kanopy - streaming films \$26.00
Laminating for Storywalk \$15.00
Meeting Owl \$999.00
Proquest annual services - LML donation \$1,330.33

Balances July 31, 2021

\$2,408.35 \$2,408.35
\$ 37,591.65 \$ 57,023.43 I-2

Trust Account Income & Expenditure Report FY22

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		in account	New Deposits				
Amount In MidWest One		\$11,032.81					
Amount in Fidelity		\$58,120.99					
INCOME: (as of July 1, 2020)							
					EXPENDITURES:		REMAINING:
DONATIONS & CONTRIBUTIONS:							DONATIONS:
Previous Raffles	FY19	-\$150.00					-\$150.00
Fundraisers from FY18 and earlier		\$9,528.06		Jul-21	FB ads	\$38.02	\$8,465.04
FY19, 20 & 21 Fundraisers (All)				Jul-21	Kanopy	\$26.00	
Chair-ity & Wreath	Previous	\$1,202.31		Jul-21	Meeting Owl	\$999.00	\$1,202.31
Cookie Walk	Previous	\$1,752.80					\$1,752.80
Soup Supper	Previous	\$1,975.34					\$1,975.34
Love My Library	Previous	\$4,446.27		Jul-21	LML / Proquest	\$1,330.33	\$3,778.66
Randy's Neighborhood	Jul-21		\$662.72				
Mystery Dinner	Previous	\$1,234.24					\$1,234.24
Build-a-basket	Previous	\$4,627.32					\$4,627.32
Wine & Beer Tasting	Previous	\$536.90					\$536.90
Snack & Candy Sales	Previous	\$306.61					\$311.61
	Jul-21		\$5.00				
Plant Sale	Previous	\$1,366.04					\$1,376.04
	Jul-21		\$10.00				
Mask Sales	FY21	\$150.00					\$156.00
	Jul-21		\$6.00				
Luggage tags	FY21	\$10.00					\$10.00
Coloring books	FY21	\$25.00					\$30.00
	Jul-21		\$5.00				
Yard Signs	FY 21	\$21.00					\$21.00
Dairy Queen Fundraiser	Previous	\$753.53					\$753.53
Country Junction / STEM	Apr-20	\$500.00					\$500.00
Randy's Market - Roundup	Oct-20	\$651.09					\$651.09
Quilt Fundraiser	Dec-20	\$150.00					\$150.00
DTSN fundraiser	Jun-21	\$36.00					\$36.00
Donations							
Unspecified donations brought forward		\$1,207.88					\$1,207.88
Miscellaneous Donations Total Remaining							\$4,638.78
Lion's Club - LP	Previous	\$0.00					\$0.00
Usually donate in Jan							
Conscience Box	Previous	\$1,751.68					\$1,757.68
	Jul-21		\$6.00				
History Books & Coins	Previous	\$1,664.74					\$1,744.74
	Jul-21		\$80.00				
Genealogy Donation	Previous	\$93.86					\$93.86
Meeting Room Donation	Previous	\$583.94					\$583.94
Adopt-a-book donations	Previous	\$549.42					\$549.42
Friends - bksale	Previous	\$747.70					\$747.70
	Jul-21		\$35.00				
Friends - Menke memorial	Jan-20	\$30.00					\$30.00
Friends - Scherrman memoria	Jul-21		\$30.00				\$30.00
Summer Reading Program 20	Previous	\$206.41					\$255.41
Staff t-shirts reimbursemen	Jul-21		\$49.00				
TACKL	Previous	\$751.90					\$751.90
Kennedy Donation	May-06	\$2,517.60					\$2,517.60
for art or building							

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										
Dennis Duwe / NS	Jan-21	\$100.00							\$100.00	
Steve Werner	Jul-21		\$395.00						\$395.00	
Memorials or "In Honor Of" - Total Remaining									\$3,038.38	
GRANTS:								GRANTS:		
1000 Books (DRA & Friends)		\$341.85							\$341.85	
HRDP Digitizing Grant	Previous	-\$10,616.00							-\$10,616.00	
Need to close grant										
StoryWalk® Grant / DRA	Previous								\$1,241.75	
	FY20	\$1,256.75			Jul-21	Laminating	\$15.00			
ALA / LTC Grant										
	May-21	\$2,074.00							\$2,074.00	
INTEREST DEPOSITS										
remaining from previous years		\$3,923.16							\$3,950.23	
	Jul-21		\$27.07							
TOTAL DEPOSITS			\$1,310.79	TOTAL EXPENDITURES:			\$2,408.35	Balance		\$57,023.43

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Memorials and Donations July 2021

From: **Candy Sales**
Donation: \$5.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections, programs & services

From: **Friends of the JKPL**
Donation: \$30.00
Fund: Library Trust Account
Restrictions: Larry Scherrman Memorial

From: **Randy's Neighborhood Market**
Donation: \$662.72
Fund: Library Trust Account
Restrictions: Roundup Fundraiser / LML donation

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

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

From: **Listed below with amount**
Donation: N\$395.00
Fund: Library Trust Account
Restrictions: Steve Werner Memorial

- Marilyn Werner - \$25.00
- Tom & Kathy DeBower - \$25.00
- Bill & Shirley Vonderhaar - \$50.00
- Deb and Doug Gudenkauf - \$50.00
- Dan & Sue Engelbrecht - \$150.00
- Robert and Miriam Eick - \$25.00
- Karen Kramer - \$50.00
- Ann Bernhard Hoff & John Hoff - \$20.00

M

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

StoryTime in the Park (PreK) In person / Offsite

July 7, 2021 – 2 sessions; attendance was 19 children and 12 adults Picnics Total attendance – 31
 Time for preparation & performance – 5 hrs (pd)
 Supplies: 15 color copies, rungs, speaker, microphone, sidewalk chalk, flannel board & story
 wet wipes, and broom

July 14, 2021 – 2 sessions; Ducks Total attendance – 0
 Time for preparation & performance – 3.5 hrs (pd)
 Supplies: 15 color copies, puppets, stickers, bubbles & wet wipes

July 21, 2021 – 2 sessions; attendance was 18 children and 10 adults Ducks Total attendance – 28
 Time for preparation & performance – 2 hrs (pd)
 Supplies: Reused from 7/14 since had no attendance

July 28, 2021 – 1 session, pm cancelled due to heat; 6 child. & 2 adults Pirates Total attendance – 8
 Time for preparation & performance – .5 hrs (pd)
 Supplies: Bubbles, copies, oreo cookies

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

July 23, 2021 Total attendance – 4
 Time for preparation & performance – 3 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

July 7, 14, 21 & 28, 2021 Total attendance: 10
 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) – *Midnight at the Blackbird Cafe* (A) Zoom Program

July 12, 2021 Total attendance: 6
 Time for preparation & performance – 1 hr (pd)
 Supplies: Books borrowed via ILL, available on Bridges ; Computer and Zoom software

Virtual Dungeons & Dragons Club (1st Tuesday of each Month) (GI) Discord program

July 6, 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

July 13, 2021 Total attendance: 3
 Time for preparation & performance – 2. hr (pd)
 Supplies: ILL books, available on Bridges ; Computer and Zoom software

Movie Night – Virtually with Kanopy & Zoom: *Galaxy Quest* (GI) Zoom program

July 16, 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

July 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
 July 19, 2021
 Time for preparation & performance – 2 hrs (pd) Total participation: 3
 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) Passive program
 July 2021 Total participation: 120
 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! Discord program
 July 23, 2021 Total attendance: 6
 Time for preparation & performance – 2.5 hr (pd)
 Supplies: Among Us game or app, Discord

Final Friday Tech Virtual or in person Program (GI) (Last Friday of each Month) Zoom or Walk in program
 July 30, 2021 Total attendance: 0
 Time for preparation & performance – .5 hrs (pd)
 Supplies: Computer and Zoom software

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) Virtual / Provided by Geri-Fit
 July 2021 –Streaming option provided by Geri-Fit for current participants Total attendance: 20
 Estimated attendance is based on those requesting information on access, estimating one session
 per week

Play-Doh Challenge (C) Facebook, YouTube & Kit program
 July 1-31, 2021 – Theme: Farm Animals Facebook Views / Engagements: 15/2
 Time for preparation & performance – .25 hrs .5 hrs (vol) YouTube Views: 0
 Supplies: Play-doh & pans Kits taken: 0/ 0 submissions
 Sponsored by Ray Massey State Farm (2020 LML donation)

Movies @ Your Library – all cancelled due to Covid-19; Virtual Movie Night offered monthly with Kanopy

Kid Project Outreach – Suminagashi Art (C) In person / Offsite
 July 6, 2021
 Time for preparation & performance – 2.5 hr (pd) 1 hrs (vol) Participants: 19
 Supplies: Ink, bubs, water, paper & scissors

Whimsical Art Zoom Social (A) Zoom program
 July 7, 2021
 Time for preparation & performance – 1 hrs (pd) 10 hrs (vol)
 Supplies: Presented by Dianne Kramer Zoom participants: 4

Pop-Up at the Farmer's Market (GI) In person / Offsite
 July 8, 2021
 Time for preparation & performance – 3 hrs (pd) Attendance: 45
 Supplies: Display of event posters, information about the library, free books, etc.
 Take and Make kits also distributed; Hotspot providing WiFi

Messy Art in the Park – Ice Painting (C) In person / Offsite
 July 8, 2021
 Time for preparation & performance – 3.5 hrs (pd) 1.25 hrs (vol)
 Supplies: Ice cube trays, paint, craft sticks & paper Attendance: 17

Pop-Up at the Downtown Summer Nights (GI) In person / Offsite
 July 9, 2021 – DTSN event cancelled due to weather Attendance: 0

TACKL Fun and Games at the Downtown Summer Nights (C) July 9, 2021 – DTSN event cancelled due to weather	In person / Offsite Attendance: 0
Outreach to DES / St. Mark's – Colors of the Universe (C) July 13, 2021 – 2 sessions Time for preparation & performance – 1.75 hrs (pd) 1.25 hrs (vol) Supplies: Oreos, copies, tin foil, craft sticks, metallic ribbon & baggies	In person / Offsite Participants: 30
Take Back Your Crayons with Mary Potter Kenyon (A) July 14, 2021 Time for preparation & performance – 1 hrs (pd) Supplies: Presented by Mary Potter Kenyon 23 signed up; 10 attended via zoom	Zoom, Facebook, & YouTube program Facebook Views / Engagements: 62/1 YouTube Views: 6 Zoom participants: 10 Kits taken: 20
Third Thursday Virtual Program – Nutritional Inequality in Vienna July 15, 2021 Time for preparation & performance – .25 hrs (pd) Supplies: Partnership with Hoover Presidential Library; JKPL promotes and provides link to local participants	Zoom program Attendance: 1
Virtual Minecraft Build-a-thon (YA) July 17, 2021 Time for preparation & performance – 2.5 hrs (pd) Supplies: Minecraft game, Discord, and laptop	Discord program Participants: 8
Family StoryTime in the Park (C) July 17, 2021 Time for preparation & performance – .5 hrs (pd) Supplies: Carpet squares, speaker, microphone, books, copies, Flannel board & sidewalk chalk	In person / Offsite Attendance: 2
Pop-Up at the Farmer's Market (GI) July 22, 2021 Time for preparation & performance – 2.5 hrs (pd) Supplies: Display of event posters, information about the library, free books, etc. Take and Make kits also distributed; Hotspot providing WiFi	In person / Offsite Attendance: 42
Robots at the Farmer's Market (F) July 22, 2021 Time for preparation & performance – 1 hrs (pd) Supplies: Cue, cubelets & tablet	Outdoor program Attendance: 8
Baking for One (GI / A) July 22, 2021 – Rescheduled to August	Zoom, Facebook & YouTube program
Jumpstart Your Creativity with Mary Potter Kenyon (A) July 28, 2021 Time for preparation & performance – 1 hrs (pd) Supplies: Presented by Mary Potter Kenyon 9 signed up; 5 attended via zoom	Zoom, Facebook, & YouTube program Facebook Views / Engagements: 58 / 3 YouTube Views: 13 Zoom participants: 5
Teen SRP Finale (YA) July 30, 2021 Time for preparation & performance – 1.25 hrs (pd) Supplies: Zoom, Kanopy, pizza gift certificates & chips	Zoom program Zoom participants: 4
Pop-Up at the Downtown Market (GI) July 31, 2021 Time for preparation & performance – 5.5 hrs (pd) 1 hr (vol) Supplies: Display of event posters, information about the library, free books, etc. Take and make kits distributed, Hotspots providing WiFi	In person / Offsite Attendance: 72

Color Your World with Bubbles - held at Downtown Market (GI)		
July 31, 2021		In person / Offsite
Time for preparation & performance – 5.25 hrs (pd)	5 hrs (vol)	Attendance: 500
Supplies:	Sponsored by the Friends of the JKPL Gabby & Anya Westhoff & Molly Gaul assisted at event	
Toto Johnson - held at Downtown Market (GI)		
July 31, 2021		In person / Offsite
Time for preparation & performance – .5 hrs (pd)		Attendance: 500
Supplies:	Sponsored by the Friends of the JKPL	
Chalk the Block (C)		
June 15- July 25, 2021		Facebook, YouTube & Kit program
Time for preparation & performance – 2.25 hr (pd)	.75 hrs (vol)	Facebook Views / Engagements: 25 / 5
Supplies:	Sidewalk chalk, hair spray & copies	YouTube Views: 1
	Partnership with downtown businesses	Participants: 35
Color Your Plate (C)		
June 15- July 25, 2021		Passive Program
Time for preparation & performance – .25 hr (pd)	.25 hrs (vol)	
Supplies:	Color copies	Participants: 38
Mosaics Color Your World (C)		
June 15- July 25, 2021		Facebook, YouTube & Kit program
Time for preparation & performance – 1.75 hr (pd)	2 hrs (vol)	Facebook Views / Engagements: 62 / 6
Supplies:	Construction paper, foam pieces, & wooden tiles	YouTube Views: 11
		Kits taken: 30
Rainbow Nature Hunt (C)		
July 1-25, 2021		Passive Program
Time for preparation & performance – 1 hr (pd)		
Supplies:	Color copies	Kits taken: 23
Color in the Universe (C)		
July 1-25, 2021		Facebook, YouTube & Kit program
Time for preparation & performance – 3.25 hr (pd) 2 hrs (vol)		Facebook Views / Engagements: 54 / 6
Supplies:	Tinfoil, craft sticks, metallic ribbon, paint, copies, cotton balls & watercolor paper	YouTube Views: 9
		Kits taken: 30
StoryWalk® - <i>The Box Turtle</i> (C)		
July 1-31, 2021		Passive / outdoor program
Time for preparation & performance – 7 hrs	2.75 hrs (vol)	Participants: 103
Supplies:	Picture books (3), color copies, and lamination	
	Participant number is those who complete the online survey after walking the trail; we expect there are others that are not counted in this. 63 kids and 40 adults reported. Kim estimates about 1/3 of walkers complete survey so based on that, estimated attendance would be 309. Sponsored by DRA, Friends of the JKPL, and Richard Osterhaus Memorial.	
Creation Station: Crab Puppet Kit (GI)		
July 1-31, 2021		Facebook, YouTube & Kit program
Time for preparation & performance – 1 hrs (pd)		Facebook Views / Engagements: 21 / 2
Supplies:	Crab template, craft stick, markers, glue and scissors	YouTube Views: 6
		Kits distributed: 17
Adult Crafternoon and Teen Craft: Folded Paper Bracelets (GI)		
July 6-31, 2021		Facebook, YouTube & Kit program
Time for preparation & performance – 1 hrs (pd)		Facebook Views / Engagements: 18 / 3
Supplies:	Colored paper and directions	YouTube views: 3
	Brush & instructions. Sponsored by FGH Delivery	Kits distributed: 12
Happy Birthday: Upeycled Cards (GI)		
July 1-31, 2021		Passive program
Time for preparation & performance – 1.25 hrs (pd)		
Supplies:	Donated card fronts & card stock	Kits distributed: 8

Color-a-Smile (GI)	Passive program
July 1-31, 2021	
Time for preparation & performance – 1 hrs (pd)	
Supplies: Copies of coloring pages, markers, crayons, colored pencils	Participants: 14
JKPL coloring book & twistable crayons as prize	
Color Your World with Sculpture (C)	Facebook, YouTube & Kit program
July 1-31, 2021	Facebook Views / Engagements: 31 / 6
Time for preparation & performance – 2 hrs(pd) 2 hrs (vol)	YouTube Views: 3
Supplies: Clay, bags, baggies, toothpicks & sequins	Kits distributed: 30
Painting in a Jar (C)	Facebook, YouTube & Kit program
July 12-31, 2021	Facebook Views / Engagements: 18 / 4
Time for preparation & performance – 1.25 hrs (pd) 2 hrs (vol)	YouTube Views: 0
Supplies: Coffee canisters, paint, plastic lids / cups, marbles, & copies	Kits distributed: 30
Creating Art with Nature (C)	Facebook, YouTube & Kit program
July 20-31, 2021	Facebook Views / Engagements: 51 / 6
Time for preparation & performance – 2.25 hrs (pd) 2.5 hrs (vol)	YouTube Views: 3
Supplies: Pinecones, shells, sticks, wreaths, paint, & copies	Kits distributed: 30
Programs held in June but still hosted and available to view or engage with on social media	
July 1-31, 2021 – 10 programs	Facebook Views / Engagements: 44 / 10
	YouTube Views: 20

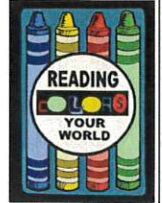
New guidelines for reporting target audience per State Library

PreK (0-5 yr old)
C (6-11 yr old, includes programs for children of all ages 0-11)
YA (12-18 yr)
A (adults of all ages)
GI (general interest, family, all ages)

Upcoming Events for August:

Adult Summer Library Program continues!

This year's theme is *Reading Colors Your World*. We are again using READSquared as our online platform for registration and tracking. 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.



- Everyone 18 and older is encouraged to participate.
- Program runs through August 31 and adults are welcome to register through August 20.
- 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.

August 1—31: Westside Park StoryWalk®: "We're Going on a Bear Hunt" by Michael Rosen. 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. Scan the QR code on the last post and answer the questions to be entered into 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 Westside Park 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.



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

August 1—31: Coloring, Creating and Doing @ Your Library. The JKPL is continuing to offer coloring pages, dot to dot, crosswords, sudoku, and other activities available for you to work on at home. These items can be picked up while at a library visit or requested for curbside pick up. They are intended for adults and teens. Each pack will include at least 10 different items and will be available upon request. NOTE: If You need something to color with, miscellaneous colored pencils may be provided upon request (for you to keep) - just ask a staff member! Also, as we are able to have more space available in the library, if you want to work on any of these at a library visit, sets of markers, colored pencils, twistable crayons and colors are available to check out and use in the library. They will be sanitized between uses.

August 1—31: Tabletop Role Playing Grab Bag for Teens. Pick up a kit with everything you need to get started playing one of three popular role playing games: Dungeons & Dragons, Pathfinder, or Starfinder. Each kit will come with game instructions, blank character sheets, scrap paper, pencils, dice sets, and examples of characters you could create. These kits are intended for those age 12-18 and are available while supplies last.



August 1—31: Watermelon Fan Kit. Pick up a craft kit from the library, watch the demo video at home, and get crafting! A video demonstrating how to make these Watermelon Fans will be available to view on the library's Facebook page and YouTube channel starting August 1. The craft kit for this project includes all needed supplies. Kits are available while supplies last.



Monday, August 2: Books for Lunch Book Discussion @ 12:00 noon. This group gathers on the first Monday of each month at noon. This month the group will discuss *The Radium Girls* by Kate Moore. Copies of the book are available to borrow from the library. Participants are welcome to attend in person in the Hoffman Room or remotely via Zoom. New members are welcome to join at any time. If you are interested in joining via Zoom please register at <https://bit.ly/BooksForLunch> by 10:00 am on the day of the program and an invitation to the Zoom room will be emailed to you. If you are interested in participating in-person at the library, please contact the library to register to save your seat, as space is limited. Those attending in person are encouraged to wear a mask.



Tuesday, August 3: Dungeons and Dragons Players Club @ 6:00 pm. Join us for this monthly gaming event for D & D players that meets in-person or you can join remotely via Discord. This group meets the first Tuesday of every month and new players of all ages and skill levels are welcome. The library has materials available but feel free to bring your own. There is a 10 person maximum for in-person attendance so please contact the library to register to save your seat. To join via Discord, contact Paul at Pzurawski@dyersville.lib.ia.us by 2:00 pm the day of the program to receive the server invite. Masks are encouraged for those attending in person.

Now in person!

Wednesdays, August 4, 11, 18, 25: Sit and Stitch from 1:00—3:00 pm. Grab your hobby and/or craft and come to the library and join other crafters in this fun gathering. There are lots of laughs, great company, conversation, and even some crafting! Participants are welcome to attend in person in the Hoffman Room or remotely via Zoom. New members are welcome to join at any time. For an invitation to attend via Zoom, please register at <https://bit.ly/SitStitch> and an invitation will be emailed to you. If you are interested in participating in-person at the library, please contact the library to register to save your seat, as space is limited. Those attending in person are encouraged to wear a mask.

Now in person!

Thursday, August 5: Pop-Up @ the Farmer's Market

The JKPL will be reaching out to the community by visiting the Dyersville Farmer's Market. Come see us!

Pop-Up Library from 3:00—5:00 pm

Visitors will be able to get library card applications, find out more about what the library has to offer, and select a free book to keep from the pop-up library. The library will also bring a hotspot and 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.



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

Join Miss Kim for Fly Swatter Art. We will put blobs of paint (the flies) on paper and kids will swat the "flies" with fly swatters. SPLAT!! Don't forget to wear clothes that wouldn't mind getting a little splatter of washable paint.

August 5—31: Play-Doh Challenge 2021. This month's challenge is "Something You Use." 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.

Fridays, August 6, 13, 20 & 27: Euchre Card Party from 1:00—3:30 pm. Join us Friday afternoons for cards in the Hoffman room. Come meet, teach, and play with other players. If interested please contact the library to register to save your seat, as space is limited. Walk-ins welcome, if space allows. Those attending are encouraged to wear a mask.



Friday, August 6: 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 *Rubber* (2011, Rated R). 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.



Monday, August 9: Adult Crafternoon—Coloring Page Sun Catchers from 3:00—7:00 pm (and Take-and-Make)! Join us in person as we gather together to create pretty sun catchers using art you have created. Drop in the library anytime between 3:00-7:00 pm to color and create then take home your finished sun catcher. If you prefer, you can pick up a take-and-make kit and create on your own at home. The instructional video for how to do the craft will be posted on both the library's Facebook and YouTube pages starting August 9 and kits will be available while supplies last. If you are planning to create at the library, stations will be set up in the Hoffman Room to allow for social distancing and masks are encouraged. If all spaces are taken, please wait until someone finishes. Adult Crafternoon programs are sponsored by FGH Delivery.

Tuesday, August 10: Inspirational Fiction: A Novel Approach to Faith 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 *Fading Starlight* by Kathryn Cushman. Books are available to borrow from the library. This group is meeting in person but those who wish to participate over Zoom are also welcome. If you are interested in participating in-person at the library, please contact the library to register to save your seat, as space is limited to 10 attendees. If you are interested in attending via Zoom, please register by 12 noon on the day of the program at <https://bit.ly/NOVELAPPROACH> so a link to the Zoom room can be emailed to you. Those attending in person are encouraged to wear a mask.

Now in person!

Find the latest information on library events and programs at www.dyersville.lib.ia.us
Contact the library directly at 563-875-8912 or librarian@dyersville.lib.ia.us

Saturday, August 14: Free Comic Book Day

Celebrate Free Comic Book Day at the JKPL with a craft activity and a discussion. Each participant will receive a free comic book donated by Dyersville Comics and Games.

Party from 10:00 am—12:00 noon

Join us and make your own comic book, superhero mask, bookmark, or other accessories. Drop in anytime between 10:00 am to 12:00 noon to make one or more of these items at the library or pick up a take-and-make kit and take home one of these items to make on your own. If you are planning to create at the library, stations will be set up in the Hoffman Room to allow for social distancing and masks are encouraged. Space is limited so registration is recommended or if all spaces are taken, you are welcome to wait until someone finishes. Take home kits are available while supplies last.



Discussion @ 2:00 pm

Join us in person or via Zoom, to share and talk about your favorite comic book series and characters, share what makes comics special to you, and learn about ones that others love. This group is meeting in person (10 people maximum, some restrictions apply) but those who wish to participate over Zoom are also welcome. Please contact the library to register and save your seat. If you want to attend virtually, contact Paul at Pzurawski@dyersville.lib.ia.us. Masks are encouraged for those that attend in person.

Monday, August 16: Registration for Story Time and Wee Read begins.

Parents and caregivers are encouraged to sign up their preschoolers for the Fall 2021 sessions of Story Time and Wee Read which will be in-person, inside the library. Story Time is open to 3, 4 and 5 year olds who have not been in Kindergarten on Wednesdays at 9:30 am or 6:30 pm. Wee Read is for children under 3 and their caregiver and will be offered on Wednesdays at 10:30 am. Programs will run September 1 through November 17. Registration is required as space is limited.



Monday, August 16: Dinger's D'lites Food Truck Fundraiser and Pop-Up Library Event from 11:00 am—1:00 pm

Join us at Commercial Club Park for fun activities and great food! Dinger's D'lites Food Truck will be on hand selling food and will donate a percentage of sales to the JKPL. The more you eat the more we earn!

- Library staff and volunteers will be hosting fun outdoor activities such as Ladder Golf, Ring Toss, Tic Tac To, as well as carnival style games where kids can win prizes.
- Visitors will be able to select a free book to keep from the pop-up library, learn more about library services, and try out one of the library's hotspots.
- 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. Carnival games are sponsored by TACKL (Teen Advisory Council for the Kennedy Library).



Monday, August 16: JKPL Writing Group @ 6:30 pm. Join us this month in person at the library, or remotely via Zoom, for a sharing session with writers of all types including poetry, memoir, fiction, or nonfiction. New members are welcome to join at any time. If you want to participate via Zoom, please register by 11:00 am on the day of the event at <https://bit.ly/JKPLwriting>. If you want to attend in person, please contact the library as registration is required as space is limited. Those attending in person are encouraged to wear a mask.



Thursday, August 19: "The Lafayette Escadrille" @ 6:00 pm. The JKPL has partnered with the Hoover Presidential Library to present their 3rd Thursday Virtual Programs! Join us this month for The Lafayette Escadrille presented by Darroch Greer. A century ago, 38 Americans from every walk of life volunteered to fly in the First World War, before the United States entered the war, in order to aid our oldest ally, France. They helped move our reluctant nation to ultimately join the Allies and enter the fight. They were the Lafayette Escadrille. Advance registration for the program is required so please register at <https://bit.ly/TTGreer>.

Thursday, August 19: Social Issues Book Club @ 6:00 pm

The library is proud to announce our limited edition Social Issues Book Club for Young Adults. In this 6 month series, participants will read one book each month that highlights a particular social issue and discuss it at a meeting. Copies of each book will be available to borrow from the library. Feel free to attend any or all of these sessions. This program series was made possible by the *Libraries Transforming Communities: Focus on Small and Rural Libraries Grant* from the American Library Association.

- This book club will be a hybrid program where participants can attend in-person or via Zoom.
- Please register at <https://bit.ly/YASOCIALISSUES> if you want to attend virtually and the link will be emailed to you.
- If you are interested in participating in-person at the library, please contact the library to register to save your seat, as space is limited.
- Those attending in person are encouraged to wear a mask.

Meeting dates, themes, and book selections are as follows:

- ◆ August 19: Racial Injustice; *Between The World and Me* by Ta-Nehisi Coates. This session will have a guest presenter, Anderson Sainci of the Dubuque Board of Education.
- ◆ September 9: Poverty; *Evicted: Poverty and Profit in the American City* by Matthew Desmond
- ◆ October 14: Police Brutality; *The Hate U Give* by Angie Thomas
- ◆ November 11: Climate Change; *Under a White Sky: The Nature of the Future* by Elizabeth Kolbert
- ◆ December 9: Income Inequality; *Nomadland: Surviving America in the Twenty-First Century* by Jessica Bruder
- ◆ January 13: Gender Inequality; *Men Explain Things to Me* by Rebecca Solnit



Thursday, August 22: Pop-Up @ the Farmer's Market

The JKPL will be reaching out to the community by visiting the Dyersville Farmer's Market. Come see us!



Pop-Up Library from 3:00—5:00 pm

Visitors will be able to get library card applications, find out more about what the library has to offer, and select a free book to keep from the pop-up library. The library will also bring a hotspot and 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.

Robots from 3:00—4:00 pm

Stop by the library's booth and try out some of the robots the library has available for patrons to use and/or borrow. Participants can have fun remote controlling the robots or try their hand at block programming. Masks are encouraged and hand sanitizer will be available.

Thursday, August 26: Baking for One @ 6:30 pm

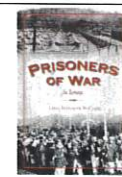
Want a sweet treat but don't want to bake an entire cake or batch of cookies? Join Dawn for this live, Zoom event and learn how to make sweet treats that serve just 1-3 people. In this class we will make a snickerdoodle mug cake, chocolate chip cookies, and M&M brownies. You are welcome to bake along 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 August 24—26.
- 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, August 27: Prisoners of War In Iowa @ 10:00 am

Iowa author and historian, Linda McCann, will be at the auditorium at Beckman High School to talk about her book, *Prisoners of War In Iowa*. Did you know Iowa had about 25,000 German, Italian, and Japanese prisoners of war from 1943 to 1946? For her book, McCann spoke with Iowans who worked with or knew of the POWs. Come learn what she found out as she shares their memories! This program will be held at Beckman High School. Sponsored by the James Kennedy Public Library.



Friday, August 27: Final Friday Tech from 3:00—5:00 pm. Looking for help with your computer or device? Schedule a time with Paul to come in and have your questions answered! The library has a few laptops and tablets available to use but guests are encouraged to bring their own device if they have one. Final Friday Tech is held on the last Friday of each month.

Now in person!

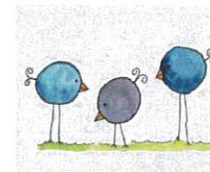
Friday, August 27: "Among Us" Virtual Game Night @ 6:00 pm. Join us for this game night where everyone will join together virtually to play *Among Us*. To participate, you must have a Discord account and will need to download the game on your computer or a smart device. Note: The device app version is 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.

Saturday, August 28: 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.

Tuesday, August 31: Whimsical Illustrations @ 6:00 pm

Dianne Kramer is returning with a new, in person, Whimsical Illustrations Class! In the first half of this class, *A Bird in the Hand*, participants will learn how to draw a variety of whimsical birds. In the second half of the class we will focus on *Repeat Pattern Stacks*—whimsical drawings with shapes webbed together with added silliness along the way to create a sort of structure. A display of sample drawings will be available to view in the library.

- Registration by August 25 is requested as space is limited. Walk-ins may be allowed if space and supplies are available.
- If you would prefer to join virtually via Zoom, please email librarian@dyersville.lib.ia.us by the registration deadline to request an invitation and materials kit.
- Masks are encouraged for those attending in person.
- Materials will be provided for use at the class, but if you participated in the Whimsical Illustrations Zoom sessions in June, please bring the thin tipped marker included in the materials kit you received. You are also welcome to bring your own colored pencils, if you so choose.



Follow Us:



August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Library closed	2 Books For Lunch @ 12pm	3 Dungeons & Dragons @ 6pm	4 Sit & Stitch from 1-3pm	5 Pop-up at Farmer's Market from 3-5pm Messy Art in the Park from 3-4pm	6 Euchre Card Party from 1-3:30pm Virtual Movie Night @ 6pm	7
8 Library closed	9 Adult crafternoon from 3-7pm	10 A Novel Approach to Faith book club @ 7pm	11 Sit & Stitch from 1-3pm	12 	13 Euchre Card Party from 1-3:30pm	14 Free Comic Book Day Party from 10am-12pm Free Comic Book Day Discussion @ 2pm
15 Library closed	16 Dinger's D'lites Food Truck Fundraiser & Pop-Up Library from 11am-1pm JKPL Writing Group @ 6:30pm Registration for Story Time & Wee Read begins!	17 	18 Sit & Stitch from 1-3pm	19 Social Issues Book Club @ 6pm <i>The Lafayette Escadrille</i> @ 6pm	20 Euchre Card Party from 1-3:30pm	21
22 Library closed	23 	24 	25 Sit & Stitch from 1-3pm	26 Pop-up at Farmer's Market from 3-5pm Robots at the Farmer's Market from 3-4pm Baking for One @ 6:30pm	27 POWs in Iowa @ 10am Euchre Card Party from 1-3:30pm Final Friday Tech from 3-5pm <i>Among Us</i> Virtual Game Night @ 6pm	28 Pop-Up Library at Downtown Market from 8am-12pm
29 Library closed	30 	31 Whimsical Illustrations @ 6pm	Adult, Summer Library Program continues through August 31!	August 1-31 Get Puzzled Coloring, Creating, Doing Watermelon Fan Kits Tabletop RPG Grab Bag	August 1-31 Westside Park StoryWalk® August 5-31 Play-doh Challenge	

Tentative Schedule of Upcoming Events for September and Beyond

September is Library Card Sign-up Month! September is a time when the American Library Association and libraries across the country remind everyone that a library card is the smartest card you can own. Marley Dias, founder of #1000BlackGirlBooks, author, and executive producer, will serve as Library Card Sign-Up Month honorary chair this September. As honorary chair, Dias reminds the public that signing up for a library card provides access to technology, multimedia content and educational programming that transforms lives and strengthens communities. Sign up for a library card in September and receive a bookmark and a special button. All patrons are welcome to pick up a Library Card Month Activity Card and work on it during September. The card lists 20 things to borrow or do at your library. For every 5 items completed, earn a small prize (for a total of 4 prizes). Cards need to be turned in by 5:00 pm on October 1.

Checker's TV Watch Party for Kids: The JKPL is pleased to offer a new children's program series at the library. Checker's TV combines learning and fun. Join us for these 10 minute video programs and related activities. Videos will also be available to watch at home and take and make kits will be provided for those who wish to participate independently. Details to come. This will be a weekly event September – December 2021. Funded by ARPA grant.

Movies @ Your Library – Returning soon. TBA

Back to School Party in the Park. Date and details to be confirmed.

Date to be confirmed: Cricut with Christopher presents Leather Earrings @ 6:30 pm. Come learn about the Cricut Maker from local expert Lisa Christopher and make a special project. This month participants will make a pair of leather earrings! Participants should be 14 or older. Children 8 and up welcome if accompanied by an adult. Registration is required as attendance is limited. Walk-ins welcome if space and materials allow.

September 1: Wreath-it-Up Fundraiser Begins! Showcase your special talents and put your creativity to work at this library fundraising event! Pick up a wreath from the library, decorate it any way you like, and return it to the library. Or decorate a wreath of your own and donate it to the library. Wreaths can be seasonal, thematic, or just anything that appeals to you! And although we focus on wreaths, other decorative wall hangings are welcome. Items should be turned in by October 10 and will be on display in the library starting late September. A silent auction of the donated items will be held in the library from October 10 - November 14. Photos of all donations will be posted on the library website and social media, and remote bidding in the silent auction may be offered. *Final schedule to be decided.*

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

September 1-30: Coloring, Creating and Doing @ Your Library. The JKPL is continuing to offer coloring pages, dot to dot, crosswords, mazes, sudoku, and other activity pages available for you to enjoy at home or at the library. These items can be picked up while at a library visit or requested for curbside pick-up. They are intended for adults and teens. Each pack will include at least 10 different pages. NOTE: If You need something to color with at home, miscellaneous colored pencils may be provided upon request (for you to keep). If you want to work on activities while at the library, colored pencils, markers, and more are available to check out from the front desk.

Wednesdays, September 1, 8, 15, 22, 29: Sit and Stitch from 1:00—3:00 pm. Grab your hobby and/or craft and join other crafters in this fun gathering. There are lots of laughs, great company, conversation, and even some crafting! Participants are welcome to attend in person in the library's Hoffman Room or remotely via Zoom. New members are welcome to join at any time. For an invitation to attend via Zoom, please register at <https://bit.ly/SitStitch> and an invitation will be emailed to you. If you are interested in participating in-person at the library, please contact the library to register to save your seat, as space is limited. Those attending in person are encouraged to wear a mask.

Wednesdays, September 1, 8, 15, 22, and 29: Story Time @ 9:30 am and 6:30 pm. Parents and caregivers are encouraged to bring their preschoolers to the Fall 2021 sessions of Preschool Story Time. Story Time is open to 3, 4 and 5 year olds who have not been in Kindergarten and will be offered on Wednesdays at 9:30 am or 6:30 pm. Programs will run September 1 through November 17. Registration is required as space is limited. Those attending in person are encouraged to wear a mask. Anyone who wishes to participate via Zoom is welcome to do so, and must register so an invitation can be sent.

Wednesdays, September 1, 8, 15, 22 & 29: Wee Read @ 10:30 am. Parents and caregivers are encouraged to bring their preschoolers to the Fall 2021 sessions of Preschool Wee Read. Wee Read is for children under 3 and their caregiver and will be offered on Wednesdays at 10:30 am. Programs will run September 1 through November 17. Registration is required as space is limited. Those attending in person are encouraged to wear a mask. Anyone who wishes to participate via Zoom is welcome to do so, and must register so an invitation can be sent.

September 2-30: Play-Doh Challenge 2021. This month's challenge is "Fish." 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.

Fridays, September 3, 10, 17, 24: S.T.E.A.M. Fun Fridays from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to this weekly program to discover and create in the Library. Participants are welcome to come anytime between 3:30—5:00 pm to participate in the selected activity. All ages welcome. *Still in planning for this due to staffing change so may not start in September and may choose a different weekday to hold.*

Monday, September 6: Library closed for Labor Day

Tuesday, September 7: Dungeons and Dragons Players Club @ 6:00 pm. Join us for this monthly gaming event for D & D players that meets in-person or you can join remotely via Discord. This group meets the first Tuesday of every month and new players of all ages and skill levels are welcome. The library has materials available but feel free to bring your own. There is a ten person maximum for in-person attendance so please contact the library to register to save your seat. To join via Discord, contact Paul at Pzurawski@dyersville.lib.ia.us by 2:00 pm the day of the program to receive the server invite. Masks are encouraged for those attending in person.

Thursday, September 9: Social Issues Book Club @ 6:00 pm. The library is proud to announce our limited-edition Social Issues Book Club for Young Adults. In this 6-month series, participants will read one book each month that highlights a particular social issue and discuss it at a meeting. Copies of each book will be available to borrow from the library. Feel free to attend any or all of these sessions. This program series was made possible by the Libraries Transforming Communities: Focus on Small and Rural Libraries Grant from the American Library Association. This book club will be a hybrid program where participants can attend in-person or via Zoom. Please register at <https://bit.ly/YASOCIALISSUES> if you want to attend virtually and the link will be emailed to you. If you are interested in participating in-person at the library, please contact the library to register to save your seat, as space is limited. Those attending in

person are encouraged to wear a mask. Book selections, themes, and dates are as follows:

- September 9: Poverty; *Evicted: Poverty and Profit in the American City* by Matthew Desmond
- October 14: Police Brutality; *The Hate U Give* by Angie Thomas
- November 11: Climate Change; *Under a White Sky: The Nature of the Future* by Elizabeth Kolbert
- December 9: Income Inequality; *Nomadland: Surviving America in the Twenty-First Century* by Jessica Bruder
- January 13: Gender Inequality; *Men Explain Things to Me* by Rebecca Solnit

Monday, September 13: Adult Crafternoon – TBA from 3:00 – 7:00 pm (and Take-and-Make!) Join us in person as we gather together to create something. Drop in the library anytime between 3 and 7 pm to create and then take home your finished project. If you prefer, you can pick up a take-and-make kit and craft on your own at home. The instructional video for how to do the craft will be posted on both the library's Facebook and YouTube pages starting September 13 and kits will be available while supplies last. If you are planning to create at the library, stations will be set up in the Hoffman Rom to allow for social distancing and masks are encouraged. If all spaces are taken, please wait until someone finish before starting. Adult Crafternoon programs are sponsored by FGH Delivery.

Monday, September 13: Books for Lunch Book Discussion @ 12:00 noon. This group gathers on the first Monday of each month at noon. This month the group will discuss *The Lost Apothecary* by Sarah Penner. Copies of the book are available to borrow from the library. Participants are welcome to attend in person in the Hoffman Room or remotely via Zoom. New members are welcome to join at any time. If you are interested in joining via Zoom please register at <https://bit.ly/BooksForLunch> by 10:00 am on the day of the program and an invitation to the Zoom room will be emailed to you. If you are interested in participating in-person at the library, please contact the library to register to save your seat, as space is limited. Those attending in person are encouraged to wear a mask. Note: the date of this meeting was moved due to the Labor Day holiday.

Tuesday, September 14: Inspirational Fiction: A Novel Approach to Faith 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 *In Places Hidden* by Tracie Peterson. Books are available to borrow from the library. This group is meeting in person but those who wish to participate over Zoom are also welcome. If you are interested in participating in-person at the library, please contact the library to register to save your seat, as space is limited to 10 attendees. If you are interested in attending via Zoom, please register by 12 noon on the day of the

program at <https://bit.ly/NOVELAPPROACH> so a link to the Zoom room can be emailed to you. Those attending in person are encouraged to wear a mask.

Thursday, September 16: Laura Ingalls Wilder (title TBA) @ 6:00 pm. The JKPL has partnered with the Hoover Presidential Library to present their 3rd Thursday Virtual Programs! About the Speaker: Laura Keyes is a librarian in Illinois. She enjoys researching literary symbolism and is contracted to write a book on that subject! Since 1999, she has been active in community theater in Illinois and Wisconsin, serving on the Board of Directors for Pec Playhouse Theatre more than once. In her non-existent spare time, she is an avid baker and cat enthusiast! Advance registration for the program is required so please register at <http://bit.ly/UPDATE>

Friday, September 17: 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 *Cube* (1998 Rated R). 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.

Monday, September 20: JKPL Writing Group @ 6:30 pm. Join us this month in person at the library, or remotely via Zoom, for a sharing session with writers of all types including poetry, memoir, fiction, or nonfiction. New members are welcome to join at any time. If you want to participate via Zoom, please register by 11:00 am on the day of the event at <https://bit.ly/JKPLwriting>. If you want to attend in person, please contact the library as registration is required as space is limited. Those attending in person are encouraged to wear a mask.

Tuesday, September 21: Chat and Doodle Too! @ 6:00 pm. Join us for this new monthly arts and crafts social gathering. Relax together in person or via Zoom by drawing, coloring, doodling, working on puzzles, crafting - anything you enjoy doing. Guests will work independently on their own projects while enjoying the companionship of others. The library will provide colored pencils, markers, coloring pages, and misc. activity pages for participants to enjoy either in the library or picked up in advance. Details and final schedule to be confirmed.

Friday, September 24th: "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.

Friday, September 24: Final Friday Tech Help from 3:00—5:00 pm. Looking for help with your computer or device? Schedule a time with Paul to come in and have your questions answered! The library has a few laptops and tablets available to use but guests are encouraged to bring their own device if they have one. Final Friday Tech is held on the last Friday of each month.

Saturday, September 25: 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 bringing a pop-up library to the Market. Visitors will be able to find out more about what the library has to offer, and select a free book to keep. 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. Our participation at this event is weather permitting.

September 26 - October 2: Banned Books Week. Banned Books Week (September 26-October 2, 2021) is an annual event celebrating the freedom to read. Typically held during the last week of September, it spotlights current and historical attempts to censor books in libraries and schools. To celebrate, the library will have an interactive display, a Banned Book Matching Game, and a Name That Banned Book Guessing Jar. All who participate in the Matching Game and Guessing Jar will receive a themed bookmark and have their name entered into a drawing for a themed prize.

Tuesday, September 28: National Voter Registration Day @ Your Library. National Voter Registration Day is a nonpartisan civic holiday celebrating our democracy. First observed in 2012, it has quickly gained momentum ever since. Getting registered to vote is just the first step in getting yourself #VoteReady! Stop by the library between 9:00 am-7:30 pm and get yourself registered to vote so your voice can be heard at the next ballot box. Details to be confirmed.

Wednesday, September 29: Celebrate National Coffee Day! National Coffee Day, also known as Coffee Day or International Coffee Day, is a holiday that celebrates this hot beverage and the joy it brings to people all over the world. On this day, people not only take the time to enjoy their favorite brand of coffee, but also many different types of businesses offer discounted or free cups of coffee to their customers. It is celebrated on September 29th all over the world. Details to be confirmed.

October: Wreath-It-Up Fundraiser Continues! Showcase your special talents and put your creativity to work at this library fundraising event! Pick up a wreath from the library, decorate it any way you like, and return it to the library. Or decorate a wreath of your own and donate it to the library. Wreaths can be seasonal, thematic, or just anything that appeals to you. And although we focus on wreaths, other hanging home

decor items are welcome. Items should be turned in by October 14 and will be on display in the library until November 10. A silent auction of the donated wreaths will be held in the library from October 15—November 14.

Sunday, October 10: Wreath Crafting from 1:30—3:30 pm. Would you like to make a wreath for the library's Wreath-It-Up fundraiser but need some ideas or support? Or are you just looking for some ideas on how to make or decorate a wreath for your own home? Come to the library to join other crafters in learning and crafting together. The library will have some supplies but you are also welcome to bring your own.

Sunday, October 24: Wreath-It-Up Donor Reception from 2:00—4:00 pm. Everyone is invited to this reception to recognize those who have donated wreaths to the Wreath-It-Up Fundraiser. Come view the wreaths, meet some of the crafters, and enjoy refreshments. Voting for the wreaths will start today and run through November 7 with the ribbons being on display with the winning wreaths from November 7-14. The silent auction ends on Sunday, November 14 at 3:00 pm promptly.

Sunday, October 24—November 7: Wreath-It-Up Ribbon Voting. Be sure to stop in the library and show your support for your favorite wreaths! Pick up a form at the desk and vote! Ribbons will be awarded for most creative, best seasonal, and overall favorite. Other categories may be added.

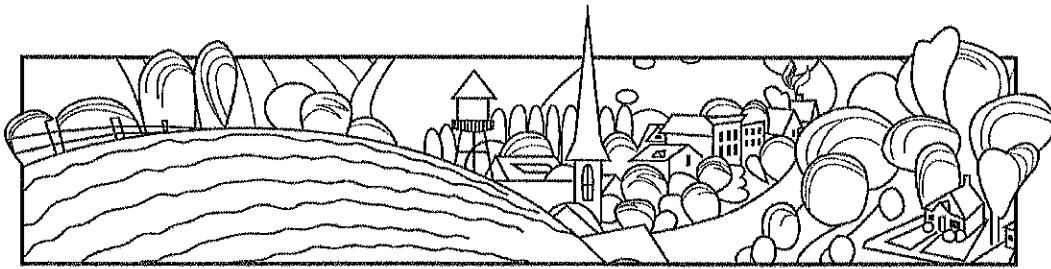
Friday, October 29: Double Creature Feature Movie Night from 6:00—10:00 pm. Details TBD

Saturday, October 30: Children's Halloween Event. Details TBD.

Wednesday, November 24: Library closes at 5:00 pm

Thursday, November 25: Library closed for Thanksgiving

Saturday, November 27: Small Business Saturday Events TBD. SBS or Shop Local Saturday is a day dedicated to supporting small businesses and communities across the country. Considering a breakfast fundraiser and activities we can offer to support our local businesses.



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

FUND ACTIVITY STATEMENT
 June 1, 2021 THROUGH June 30, 2021

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

❧ JAMES KENNEDY PUBLIC LIBRARY ENDOWMENT ❧

	Current Month <small>June 1, 2021 - June 30, 2021</small>	Year-To-Date <small>January 1, 2021 - June 30, 2021</small>
BEGINNING FUND BALANCE	11,085.93	5,145.89
Gifts	2,061.53	7,311.53
Investment Income (Loss)	35.21	780.68
Other Income	0.00	0.00
Grants Approved	0.00	0.00
Fees	-17.09	-72.52
Fund Expenses	0.00	0.00
ENDING FUND BALANCE	13,165.58	13,165.58

Available to Spend: 0.00

See reverse for detail listing of gifts received and grants disbursed.

Gift Detail for the Month

Donor	Address1	Address2	City-St-Zip	Date	Amount
Transfer from Great Give Day Endowed Fund				6/15/2021	2,061.53
*** Total Gifts:					2,061.53

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.

Committee Assignments - FY2022 Updated 08/21

Executive:

Karen Kramer, President
Catherine O’Hea, Vice-President
Danielle Will, Secretary

Personnel:

Karen Kramer, Chair
Karen Tieskoetter
New Member
Lynn Osterhaus

Policy:

Sue Engelbrecht, Chair
Angela English
Danielle Will

Marketing & Public Relations:

Karen Tieskoetter- Chair
Dawn Schrandt
Danielle Will
New Member

Furnishings, Art & Facilities:

Ray Kruse, Chair
Sue Engelbrecht
New Member
Betty Anne Scherrman

Fundraising:

Catherine O’Hea, Chair
Karen Kramer
New Member
Brenda Ingles

Finance:

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

Friends of the JKPL Liaison:

Shirley Vonderhaar

Endowment Co-Liaison

Angela English/Karen Kramer

Dubuque County Library Agency

Representative:

Angela English

Rotation for attendance at Dyersville City Council Meetings

The City Council typically meets the first and third Mondays of each month. There are occasionally special meetings added in and a Monday meeting that falls on a holiday (like Labor Day) is typically scheduled for Tuesday.

Prior to the pandemic, Board members were scheduled to attend when Shirley was present for her staff report. That way if there were questions that were more appropriate for a Board member to answer, someone was already there. During the pandemic this practice was halted. Shirley recently shared some information with the Executive Committee from the State Law Librarian (document included). The consensus of the Executive Committee is that we should resume attending Council Meetings regularly. There was some discussion whether a Board Member should attend along with Shirley or if a Board Member should just attend those meetings where Shirley is not present – since Shirley is there representing the library. Below is a list of the expected Dyersville Council Meeting Dates for FY22 and the first two months of FY23 (It goes into FY23 so there is not a lapse between the two years.) Each Board member has been randomly assigned one or two dates when Shirley will not be presented a staff report. Does this schedule work for everyone? Does anyone need to trade dates? Should we also have someone attend when Shirley presents the staff reports? If yes we will need to add that to the rotation.

FY22 City Council Meeting Dates

August 16: Shirley / Staff report
 September 7: (Tuesday because of Labor Day) Catherine O'Hea
 September 20: Shirley / Staff report
 October 4: Danielle Will
 October 18: Shirley / Staff report
 November 1: Karen Kramer
 November 15: Shirley / Staff report
 December 6: Sue Engelbrecht
 December 20: Shirley / Staff report
 January 3: Angela English
 January 17: Shirley / staff report
 February 7: Raymond Kruse
 February 21: Shirley / staff report
 March 7: Karen Kramer
 March 21: Shirley / staff report
 April 4: Karen Tieskoetter
 April 18: Shirley / Staff report
 May 2: New Member
 May 16: Shirley / Staff report
 June 6: New Member
 June 20: Shirley / Staff report
 July 5 (Tuesday because of Independence Day): Catherine O'Hea
 July 18: Shirley / staff report
 August 1: Danielle Will
 August 15: Shirley / staff report

City Council Maneuvers for your Legal Pickle Ticker File

Mandy Easter, Law Library/Consultant, State Law Library of Iowa
July 2021

Can a mayor and/or city council talk about the library during council meetings if the library's not on the agenda?

State Library consultants have taken a rash of calls from directors lately pertaining to unplanned, impromptu, surprise discussions about their libraries at city council meetings. Because there was nothing about the libraries on the posted agendas, no one representing the libraries attended the meetings, only to find out the next day that the subject had come up. Panic ensued, followed, naturally, by the question, *"Can they do that?"*

In some cases, the council discussions wandered innocently enough into observations, questions or criticisms about the library's policies, procedures and practices when talking about other agencies' operations. Sometimes a member of the public brought up an issue with the library during the public comments portion of the agenda. In one particular community, the mayor purposefully had the city clerk bring up perceived library problems as "public comments" in order to avoid putting the library on the agenda. (This, by the way, is an unacceptable maneuver that does not comport with our open meetings laws.) In another small town, one particular library trustee would inappropriately ask the council to address library-related concerns during the public comments portion of the council meetings. Councils were reportedly discussing libraries' open hours, directors' working hours, boards' COVID-19 mitigation policies, meeting room uses, library programs and other aspects of library operations without the topics appearing on their agendas. Councils brought up library budgets, criticized specific library purchases or budget line items, proposed laying off library staff or cutting library hours, debated library contracts, and talked about how county library appropriations had been spent—none of it on their agendas. Mayors intimidated library boards, held library appropriations hostage, and threatened not to pay library bills in retaliation for myriad real and imagined offenses without one mention of the library on meeting agendas. In an especially egregious violation of open meetings laws, a city council voted to move \$50,000 in funding

from the library's budget to fund two new part-time ambulance positions. The agenda item listed for this action read "Ambulance open position." There was no indication on the agenda that the council would be reconsidering the library's budget. This prompted a formal complaint to—and a punitive response from—the Iowa Public Information Board.

Iowa Code section 21.4(1)(a) states that an agenda should be drafted "in a manner reasonably calculated to apprise the public..." None of the discussions mentioned above met this requirement. The Iowa League of Cities says that all actions and deliberations that occur at public meetings need to have corresponding agenda items. Agenda items must be detailed enough to inform the public of the actions intended to be taken by the government and errors should be made on the side of providing too much information. Many public bodies formally accept their agendas at the beginning of their meetings. Agenda items can be removed or re-arranged, but items can only be added if an emergency allows the addition. Some agendas include a general item towards the end that reads something to the effect of "Member and staff comments." Caution should be exercised to prevent and prohibit deliberation on items that were not properly noticed on the agenda during this part of the meeting.

The Iowa League of Cities says that city councils sometimes need to be reminded that library boards, by ordinance, have a great deal of authority to run their libraries and spend their appropriations as the trustees see fit, so councils cannot dictate boards' management actions and decisions. That said, trustees have a vested interest in developing a good working relationship based on mutual respect and cooperation with the council, the mayor and the city clerk. If the council, mayor or city clerk have questions about the library's finances, policies or staffing, obviously these are public records and every effort should be made to satisfy those requests in a timely manner.

Then how should the council interact with the library board if the city has concerns about the management of the library? The League says that the library board president and the library director should meet privately with the mayor and the city clerk and possibly a council member or two. During this meeting, the board president should ask the mayor for a summary of the issue(s) the city has with the library. The board president and the director can certainly share

information, give reasons for specific policies or procedures, and discuss professional standards and ethics, but obviously, the board president cannot speak for the entire board or offer to make decisions on which the entire board is entitled to deliberate and vote. After the meeting, the board president should give a brief summary of what was said at the next library board meeting.

If this type of one-on-one meeting doesn't resolve the issues between the library and the city, the League says it would be best to hold a special meeting or "retreat" between the council, the mayor, the city clerk, the library board and the library director at a place away from either's "home turf." It would be an open meeting for which the public should be noticed, but the only item on the agenda would be a discussion of particular issues between the city and the board. Both entities should write up minutes afterwards, but there's no reason they couldn't be identical. State law requires the council's minutes to be published.

What else can be learned from these rogue council meeting scenarios?

ALWAYS ensure that the library is represented at EACH AND EVERY council meeting! The director, the assistant director, and each member of the board of trustees can take turns attending council meetings in rotation, if necessary, so that each person attends only one or two meetings a year, if that is the preference. In many communities, the library director, as part of his or her job, and at least one trustee, are expected to attend each city council meeting. Bad things can happen when questions or comments about the library come up—from any source—and there's no one from the library to respond authoritatively at that crucial moment.

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Notes from the July 27, 2021 Zoom meeting of the Fundraising Committee:

The fundraising committee of the James Kennedy Public Library met via Zoom at 6:30 pm on Tuesday, July 27, 2021. Participants were chairperson Catherine O'Hea and members Karen Kramer and Shirley Vonderhaar. Brenda Ingles was excused.

Fundraiser / Sales at Downtown Summer Nights: We have five boxes of push-ups, two boxes of popsicles, and some freezer pops left. Since we won't be holding another event until next summer at the earliest, the committee agreed that any of these frozen treats can be used for other library programs or events.

Food Truck Fundraiser: Catherine has confirmed that Dinger's D'Lite Food Truck will be at the Commercial Club Park on Monday, August 16 from 11 to 1. The library staff and volunteers are planning outdoor games such as tic tac to, toss across, ladder golf, etc. and TACKL is planning to run carnival games. The pop-up library will also be there. Publicity for this event will be all the normal posters, social media posts, etc. The committee also would like someone from the Marketing Committee to do a radio interview promoting this event. Shirley will pass this request on to see if anyone is available.

Breakfast Fundraiser (breakfast burritos): The committee is tentatively planning to host a Breakfast Fundraiser, featuring breakfast burritos, on the Shop Local / Small Business Saturday (November 27). There is plenty of time to plan this but first step is confirming that Brenda is able to make the burritos. We will also be looking for local vendors to donate or provide at cost items that would be part of the breakfast. The committee would also like to partner with Dyersville Businesses to make sure the hours for the breakfast match with their hours of operation as well as potentially offering a discount or something free to those showing a receipt for a purchase at a Dyersville location on 11/27.

Outdoor / STEAM event partnerships (like did with DQ and Country Junction): These STEAM programs will be considered again in spring 2022.

Library or Dyersville brew: The committee has decided to remove this as possible fundraiser at this time.

Mystery Dinner: 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.

Selling apparel: The committee is interested in partnering with a local vendor, most likely K & K Logo, to create and sell library themed apparel. Timing and creation of a design are two issues to be resolved. One idea was to have a contest for the design, another was to see if K & K could create something using the library logo or some of the designs Steve has created as a starting point. The plan would be to have the shirts made mostly on demand so that there wasn't a significant upfront cost to the library. The

committee also thought having the shirts ready to wear / sell at the Breakfast Fundraiser would be good timing as those working could wear as a way to market and they would make good holiday gifts.

Randy's Neighborhood Market: Randy's held a round up donation to support the library in response to the Love My Library campaign letter. A donation of \$662.72 was received.

Other projects / activities we would like to consider: Nothing at this time.

Anything Else?

Set date for next meeting: Next meeting will be held before the September Board meeting.

Marketing Committee Meeting: Tuesday, August 3 @ 5pm

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In attendance: Karen Tieskoetter, Danielle Will, Dawn Schrandt (all in person)

1. Ad in the paper for the MLB ball game

It had been suggested by the Downtown Dyersville committee that the library consider placing an ad in the newspaper during the week of the MLB game as a way to increase awareness. We decided that an ad doesn't benefit the library when we are not hosting special events.

2. Interview for food truck fundraiser

The Fundraising Committee asked if someone from this committee would be willing to do a radio interview with KDST about the food truck fundraiser and pop-up library on August 16. Danielle agreed to do the interview. Dawn will schedule it with KDST for Friday, August 13.

3. Woman's Night with the Dyersville Chamber.

The 2020 Woman's Night has been rescheduled to September 29. Since the library paid to be a boothless sponsor in 2020 and the event was cancelled, we are automatically a boothless sponsor for this year. The library will be listed on the program as a sponsor and we will be providing a little gift for the attendee gift bags.

4. Annual Report overhaul

Shirley asked the committee to discuss if we thought the annual report needed refreshing or an overhaul in design. The committee agreed that the format works great and can remain. Due to the unusual nature of 2020, the committee suggested we again have a paragraph in the annual report discussing the impact of COVID on library services. We also suggested including specific data about virtual programming during COVID to showcase what the library did accomplish during these different circumstances.

PERSONNEL JOB DESCRIPTIONS

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Full Time Positions:

- Library Director (Professional / Administrative - Salaried) – Shirley Vonderhaar (hired September 1987)
- Assistant Library Director (Professional / Administrative – Salaried) – Dawn Schrandt (hired August 2011)
- Young and Emerging Adult Services Librarian – Blended position (Professional / paraprofessional – regular hourly full-time position) - Paul Zurawski (hired as Clerk in June 2012; promoted to FT Librarian June 2015)

Part Time Positions:

- Youth Services Librarian (Professional / paraprofessional – regular part-time) – Kimshiro Benton-Hermsen (hired September 1989)
- Senior Services Librarian (Professional / paraprofessional – part-time) – Ann Boeckenstedt (hired May 15, 2018)
- Technical Services Clerk (Paraprofessional / clerical – regular part-time) – Paul Zurawski (hired into this position June 2012. Previously worked as circulation and shelving clerk; became part of a blended FT position with Young and Emerging Adult Librarian position effective 6/1/2015)
- Circulation / Shelving Clerk (Clerical / support – regular part-time (20+ hours) or part-time (less than 20 hours) Jo Amunson (hired January 2008), Sarah Keffeler-Gibson (November 2012), Debbie Gudenkauf (hired May 2015), Brian Alm (hired July 2015), Devin Werner (hired 7/11/18)
- Processing Clerk (Clerical support part-time) – Ann Boeckenstedt (currently blended position hired 7/16/18)
- Programming Clerk (Clerical / support – part-time) – currently unfilled
- Library Aide (Support) – AARP Position – currently unfilled

General Notes:

Some tasks will rotate depending on the time and responsibilities of various personnel. These tasks include but are not limited to:

- Processing materials
- Displays and exhibits
- Cleaning, dusting, etc.
- Shelving
- Shelf reading
- Other duties as assigned

All staff are expected to perform these “General Library Duties”.

1. Work circulation desk.
2. Answer telephone.
3. Answer reference and reader’s advisory questions.
4. Assist patrons in the use of the public access catalog.
5. Assist / instruct patrons in the use of the computers and / or Internet.
6. Handle fees.
7. Shelve materials.
8. Shelf read.
9. Assist patrons in use of the library and finding materials.

10. Assist / instruct patrons in the use of the library equipment (copier, reader printer, projection system)
11. Open and close library.
12. Give library tours.
13. Assist with programming.
14. Cooperate with staff and volunteers in performing tasks essential to the achievement of efficient library operation.
15. Assist in training and work with volunteers of all ages.
16. Maintain policies and procedures approved by the City Council and Library Board of Trustees.
17. Enter patron data into the computer system (if working circulation desk).
18. Perform minor repairs.
19. Process materials.
20. Light janitorial duties.
21. Perform any duties as assigned by library director.

Priority for all staff is customer service.
Helping the customer comes before ALL other duties.

LIBRARY DIRECTOR – Shirley Vonderhaar

1. Title: Library Director
2. Reports to: James Kennedy Public Library Board of Trustees
3. Purpose and scope of the job:
 - Administrative and professional work in directing all the personnel and activities of the James Kennedy Public Library.
 - Involves direction, planning, coordinating, and controlling all the activities and personnel of an active, medium-sized municipal public library.
 - Supervises a minimum of ten employees, both full and part-time, as well as a variety of volunteers.
 - Is a City of Dyersville employee.
 - Works with the library staff, library Board of Trustees, city government officials and staff, and State Library of Iowa to provide the best possible library service to residents of the City of Dyersville.
 - Work is carried out in accordance with policies established by the James Kennedy Public Library Board of Trustees
4. Specific duties:
 - Administration and management
 - Direct management and supervision of Assistant Director and Librarians
 - Adult fiction print collection development and related programming
 - Electronic (eBooks, eAudio, streaming video, databases, etc.) collection development
 - Library of Things collection development and related programming
 - Cataloging children's print materials, young adult print materials, and adult fiction materials
 - Supervision of all collection development
 - Supervision and maintenance of collection (arrangement and weeding)
 - Supervision of cataloging and classification (including original cataloging)
 - Reference (assisting patrons in locating information)
 - Reader's advisory (advising patrons on choosing books and materials)
 - Management of automation and technology processes
 - Information literacy (teaching patrons how to use the library)
 - Grant writing
 - Supervision of all programming
 - Supervision of public relations activities
 - Supervision of maintenance and troubleshooting of public and staff computer workstations and other devices
 - Supervision of library website
 - Compilation of statistics and reports
 - Allocation of materials budget
 - Preparation of preliminary annual budget
 - Administration of annual budget
 - Recommendations of new policies; revisions of existing policies
 - Authorized to sign contracts on behalf of the Board of Trustees
 - Continuing education

- Attendance at Board Meetings, Agency meetings, County Meetings, etc.
- Related work as required

5. Knowledge, abilities, and skills:

Required: Knowledge of the mission, purpose and policies of the library
 Knowledge of books, authors, and publications in all formats
 Knowledge of the principles and practices of librarianship
 Knowledge of good customer service principles with an ability to deal professionally with both the public and library staff as well as establish and maintain effective working relationships with employees and the general public.
 Knowledge of computers, library technology, and automated systems
 Ability to utilize computer and other technology and run basic computer programs, including but not limited to Microsoft Office, Internet browsers, email, etc.
 Ability to supervise employees and volunteers at all levels of expertise
 Ability to communicate effectively, both orally and in writing
 Ability to plan, organize, and carry out library activities
 Ability to prepare and maintain work records
 Ability to deal with the public in difficult and general work situations
 Ability to work with other city employees
 Skill in the use and care of standard library and office equipment

Preferred: Understanding of the unique needs of rural communities
 Knowledge of grant writing procedures
 Knowledge of public relations and publicity methods
 Ability to prepare and defend budgets
 Knowledge of programming techniques

6. Education and experience:

Required: MLS or equivalent

Preferred: Experience in professional public library service
 Experience in administration and management
 Experience in budgeting

7. Full-time salaried position

Adopted 8/1988; revised 11/92; 10/93; 5/96; revised 2/2002, 7/04, revised 6/07, reviewed 1/10, revised 5/11, 5/2014, reviewed 11/2015; updated by staff 3/2021 for City Compensation Study; revised 9/2021

ASSISTANT DIRECTOR – Dawn Schrandt

1. Title: Assistant Director
2. Reports to: Library Director
3. Purpose and scope of the job:
 - Administrative and professional work of assisting the director in supervising the day-to-day operations of the James Kennedy Public Library
 - Involves direction, planning, and coordinating all the activities of the Circulation and Technical Services departments in an active, medium-sized municipal public library
 - Responsible for Marketing and Public Relations duties including but not limited to:
 - Assignment and / or preparation of public relations materials (newspaper columns, fliers, calendar of events, displays, newsletters, etc.)
 - Maintenance of website
 - Collection development and related programming in select areas – media (audio, visual materials), adult non-fiction print collection, inspirational fiction print collection
 - Supply management
 - Is a City of Dyersville employee
 - Works with the Library Director and other library staff to provide the best possible service to the City of Dyersville
 - Is person in charge of the library when the library director is unavailable
4. Specific Duties:
 - Management of Circulation Department
 - Management of Technical Services Department
 - Management of Information Technology
 - Coordinates the volunteer program, including management and supervision of all volunteers and community service persons
 - Marketing and public relations, including but not limited to preparation of fliers, monthly calendar of events, weekly email newsletter, press releases, PSAs, weekly newspaper columns, and supervision of display space (in collaboration with other staff)
 - Maintenance of library website
 - Inspirational Fiction collection development and programming
 - Adult nonfiction collection development and programming
 - Media collection development and programming (in collaboration with other staff)
 - Reference, including primary responsibility for Internet and Web Searching
 - Reader's advisory (advising patrons on choosing books and materials)
 - Supervision of overdue materials procedures
 - Assist with cataloging and classification
 - Assist with grant writing, research, and review
 - Supervision of Interlibrary Loan Services

- Supervision of mending and repairing of materials in all formats
- Information literacy
- Circulation
- Assist patrons with computers (word processing, web searching, etc.)
- Responsible for opening at least one morning per week, working the evening and closing one evening per week, and / or working one or more weekend shift.
- Represents the James Kennedy Public Library at meetings, conferences, etc., as deemed appropriate by the Library Director
- Responsible for managing the library when the Director is unavailable
- Continuing education
- Related work as required

5. Knowledge, Abilities, and Skills:

Required: Knowledge of the mission, purpose and policies of the library
 Knowledge of the principles and practices of librarianship
 Knowledge of good customer service principles with an ability to deal professionally with both the public and library staff as well as establish and maintain effective working relationships with employees and the general public.
 Knowledge of computers, library technology, and automated systems
 Ability to utilize computer and other technology and run basic computer programs, including but not limited to Microsoft Office, Internet browsers, email, etc.
 Ability to supervise employees and volunteers at all levels of expertise
 Ability to communicate effectively, both orally and in writing
 Ability to plan, organize, and carry out library activities
 Ability to prepare and maintain work records

Preferred: Knowledge of cataloging and classification
 Knowledge of interlibrary loan
 Knowledge of grant writing procedures
 Knowledge of marketing and public relations
 Knowledge of social networking, including websites, blogs, Facebook, Twitter, etc.

6. Education and Experience:

Required: MLS or equivalent

Preferred: Experience in professional public library service
 Experience in administration and management

7. Full-time salaried position

YOUNG AND EMERGING ADULT SERVICES LIBRARIAN - Paul Zurawski

1. Title: Young and Emerging Adult Services Librarian
2. Reports to: Library Director
3. Purpose and scope of the job:
 - Professional work in the following areas:
 - Young Adult Services – ages 12-17; includes:
 - Collection development for youth 6th -12th grade
 - Programming, including outreach programs for youth 6th -12th grade
 - Coordinator of TACKL (Teen Advisory Council for the Kennedy Library)
 - Emerging Adult Services – ages 18 – 25; includes:
 - Programming, including outreach programs for adults 18 – 25
 - Information Technology and Gaming Services – includes:
 - Management of the library’s social networking presence, including but not limited to Facebook, Twitter, YouTube, and Instagram
 - Gaming collection development and programming
 - Routine maintenance and troubleshooting of staff and public computers, including towers, laptops, tablets, eReaders, and other mobile devices
 - Programming and classes, including development of instruction sheets on using towers, laptops, tablets, eReaders, and other mobile devices
 - Collection development of periodicals, magazines and newspapers
 - Involves directing, planning, coordinating, and controlling all the activities in a department or program area of an active, medium-sized municipal public library
 - Includes but is not limited to programs within the library and at outreach centers (i.e. schools, public events, etc.)
 - Utilizes books, stories, songs and other library resources
 - Programming may include presenting and facilitating events, teaching classes, etc.
 - Includes responsibility for displays and exhibits in department or program area
 - Supervises clerks and volunteers when necessary
 - Is a City of Dyersville employee
 - Works with the Library Director and other library staff to provide the best possible service to the City of Dyersville
 - When assigned, is person in charge of the library when the Library Director or Assistant Director is unavailable
4. Specific Duties:
 - Circulation
 - Reference
 - Reader's advisory
 - Information literacy
 - Assist patrons with computers (word processing, web searching, etc.)
 - Public relations activities in collaboration with Assistant Director (for assigned program areas)

- Collection development, including books, periodicals, and non-print materials (for assigned program areas)
- Programming (for assigned program areas)
- Supervision of bulletin boards, decorating, displays and exhibits (for assigned program areas)
- Responsible for opening at least one morning per week, working the evening and closing one evening per week, and working Saturdays. Works a minimum of 10 hours per week as “Librarian in Charge”
- Supervision of clerks, volunteers, etc. when are “Librarian in Charge”
- Represent the James Kennedy Public Library at meetings, conferences, etc., as deemed appropriate by the Library Director
- Manage the library when the Director and Assistant Director are unavailable
- Continuing Education as recommended or approved by the Library Director
- Related work as required

5. Knowledge, Abilities, and Skills:

- Required: Knowledge of the mission, purpose and policies of the library
 Knowledge of materials, authors and publications in one or more program area
 Knowledge of the principles and practices of librarianship
 Knowledge of good customer service principles with an ability to deal professionally with both the public and library staff as well as establish and maintain effective working relationships with employees and the general public.
 Knowledge of computers and technology
 Ability to utilize computer and other technology and run basic computer programs, including but not limited to Microsoft Office, Internet browsers, email, etc.
 Ability to plan, organize, and carry out library activities
 Ability to prepare and maintain work records
 Knowledge of social networking, including websites, blogs, Facebook, Twitter, YouTube, Instagram, etc.
- Preferred: Knowledge of program planning and facilitation techniques

6. Education and Experience:

- Required: B.A. or equivalent combination of education and experience
 Certification at any level by the State Library of Iowa within 2 years of start date

- Preferred: MLIS
 Experience in library services and tasks

7. Regular full-time hourly position.

Revised 5/2011, 5/2012, 12/12, 5/2014, 11/2015;
 updated by staff 3/2021 for City Compensation Study; revised 9/2021

LIBRARIAN: Senior Services, Youth Services (Part-time)

8. Title: Librarian

9. Reports to: Library Director

10. Purpose and scope of the job:

- Professional work in all areas of one or more of the following:
 - Children Services – ages 0-11; includes:
 - Collection development for infants – 5th grade
 - Programing, including outreach programs such as OutReads, for infants – 5th grade
 - Senior Services – ages 55+, includes:
 - Collection development for adults 55 and older
 - Programming, including outreach programs such as Branching Out, presentations at local nursing homes and retirement centers, and the Homebound program for adults 55 and older
 - Coordinator of the Senior Advisory Group
 - Genealogy / Iowa History Services – includes:
 - Provide assistance with genealogy and Iowa history research
- Involves directing, planning, coordinating, and controlling all the activities in a department or program area of an active, medium-sized municipal public library
- Includes but is not limited to programs within the library and at outreach centers (day care, senior centers, schools, etc.)
- Utilizes books, stories, songs and other library resources
- Programming may include presenting programs, teaching classes, etc.
- Includes responsibility for displays and exhibits in department or program area
- Supervises aides and volunteers when necessary
- Is a City of Dyersville employee
- Works with the Library Director and other library staff to provide the best possible service to the City of Dyersville
- When assigned, is person in charge of the library when the Library Director or Assistant Director is unavailable

11. Specific Duties:

- Circulation
- Reference
- Reader's advisory
- Information literacy
- Assist patrons with computers (word processing, web searching, etc.)
- Public relations activities in collaboration with Assistant Director (for assigned program areas)
- Collection development, including books, periodicals, and non-print materials (for assigned program areas)
- Programming (for assigned program areas)
- Supervision of bulletin boards, decorating, displays and exhibits (for assigned program areas)
- All librarians will be responsible for opening at least one morning per week, working the evening and closing one evening per week, and / or working one or more weekend shift. Modifications to these expectations may be made at the

library director's discretion if a librarian is working alternative evening or weekend hours.

- All librarians will work a minimum of 10 hours per week as "Librarian in Charge" - Reduce to 8?
- Supervision of subordinate employees, volunteers, etc. when are "Librarian in Charge"
- Represent the James Kennedy Public Library at meetings, conferences, etc., as deemed appropriate by the Library Director
- Manage the library when the Director and Assistant Director are unavailable
- Continuing Education as recommended or approved by the Library Director
- Related work as required

12. Knowledge, Abilities, and Skills:

- Required: Knowledge of the mission, purpose and policies of the library
Knowledge of materials, authors and publications in one or more program area
Knowledge of the principles and practices of librarianship
Knowledge of good customer service principles with an ability to deal professionally with both the public and library staff as well as establish and maintain effective working relationships with employees and the general public.
Knowledge of computers and technology
Ability to utilize computer and other technology and run basic computer programs, including but not limited to Microsoft office, Internet browsers, email, etc.
Ability to plan, organize, and carry out library activities
Ability to prepare and maintain work records
Knowledge of social networking, including web sites, blogs, Facebook, twitter, etc.
- Preferred: Knowledge of programming techniques

13. Education and Experience:

Required: B.A. or equivalent combination of education and experience
Certification at any level by the State Library of Iowa within 2 years of start date

Preferred: Experience in library services and tasks

14. Permanent part-time position, requiring some evenings, week-ends, and flexibility to meet requirements of programming / average work week of 20-25 hours.

(Previous Youth Services, Senior Services and Adult Services Librarian job descriptions were merged into this one position in 2011)
Approved 5/2011, revised 5/2014, revised 11/2015, revised 9/2021

TECHNICAL SERVICES CLERK

1. Title: Technical Services Clerk
2. Reports to: Assistant Director
3. Purpose and scope of the job:
 - Interlibrary loan activities, packaging and shipping, and office work in the public library
 - All duties expected of a circulation, shelving, and processing clerk as schedule and primary duties allow.
 - Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library
 - May supervise the library during brief periods of time when supervisory staff are on break
 - Is a City of Dyersville employee
 - Works with the library staff to provide the best possible service to the City of Dyersville
4. Specific Duties:
 - Interlibrary loan (primary)
 - Circulation (primary, as assigned)
 - Shelving of materials in all areas of the library (primary, as assigned)
 - Shelf reading
 - Sorting mail, including checking in new materials, comparing them to packing slips, reconciling packing slips with invoices (primary, as assigned)
 - Copy cataloging
 - Assistance with programs, when requested
 - Answer telephone
 - Respond to simple informational (i.e., hours) and directional (where is the ... section) requests
 - Simple reference
 - Related work as required
5. Knowledge, Abilities, and Skills:

Required: Ability to follow written and oral instructions
Ability to operate a computer and Microsoft Office programs.
Ability to delegate
Ability to work with the public
Knowledge of the Dewey Decimal System
Physical ability to bend and reach as required by shelving tasks

Preferred: Willingness to learn new skills
Some knowledge of routine library procedures
Knowledge of programming techniques

6. Education and Experience:

Required: B.A. or equivalent combination of education and experience.
Experience with computers

Preferred: Experience with organizational systems
Experience in routine library work

7. Part-time hourly position / average work week of 10 hours, including at least 10 hours per week during regular daytime business hours for interlibrary loan duties.

NOTE: This position is currently blended with the Young and Emerging Adult Librarian position.

Revised 5/2011, 5/2012, 12/12, 5/2014, 11/2015, revised 9/2021

CIRCULATION, SHELVING, PROGRAMMING, and PROCESSING CLERK

1. Title: Circulation, Shelving, Programming, and Processing Clerk
2. Reports to: Assistant Director
3. Purpose and scope of the job:
 - Routine circulation, processing, programming and shelving work in the public library
 - Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library
 - Is a City of Dyersville employee
 - Works with the library staff to provide the best possible service to the City of Dyersville
4. Specific Duties:
 - Circulation (primary, as assigned)
 - Shelving of materials in all areas of the library (primary, as assigned)
 - Shelf reading
 - Sorting mail, including putting out newspapers and distributing mail to the appropriate employee mailbox
 - Unpacking boxes of new materials including comparing contents to packing slips, reconciling packing slips with invoices
 - Processing of withdrawn books, including removal from JKPL catalog
 - Processing of materials designated for the storage or duplicate collections
 - Assist with overdue procedures (primary, as assigned)
 - Labeling, covering and otherwise preparing new materials in all formats from arrival to shelf ready (primary, as assigned)
 - Repairing materials in all formats (primary, as assigned)
 - Answer telephone
 - Operate standard office equipment such as copier, fax, etc.
 - Respond to simple informational (i.e., hours) and directional (where is the ... section) requests
 - Simple reference and reader's advisory
 - Basic tech support for public access computers
 - Assistance with interlibrary loan processing
 - Program planning and implementation (primary, as assigned)
 - Assistance with programs, when requested
 - Related work as required
 - May be required to manage library alone during brief times when librarian is not available

Note: Primary, as assigned means a specific staff member has been assigned this duty.

5. Knowledge, Abilities, and Skills:

Required: Ability to follow written and oral instructions

Ability to operate a computer
Ability to work with the public
Willingness to learn new skills
. Physical ability to bend and reach as required by assigned tasks

Preferred: Knowledge of the Dewey Decimal System
Knowledge of routine library procedures

6. Education and Experience:

Required: Some high school (must be at least 16 years old)
Experience with computers

Preferred: Experience with organizational systems
Experience in routine library work
Experience with program planning

7. Part-time position with hours ranging from 5 to 25 hours per week.

adopted 5/1996; revised 1/97; 1/98; 7/2004, 5/11, 5/12, revised 5/2014,
reviewed 11/2015; revised 9/2021

SUMMER / TEMPORARY LIBRARY AIDE

1. Title: Summer / Temporary Library Aide
2. Reports to: Assistant Library Director
3. Purpose and Scope of the job:
 - Specific and routine work in the public library.
 - Duties will include assisting in all aspects of library work as needed by permanent staff.
 - Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library.
 - Works with the library staff to provide the best possible service to the residents of the City of Dyersville.
4. Sample duties:
 - Circulation (checking materials in and out of the library using a computer).
 - Reception (greeting people as they come in, answering the telephone, directing people to general areas of the library, referring them to a librarian for assistance)
 - Shelving and shelf reading
 - Book processing
 - Inventory
 - Assistance with programming for all ages
 - Related work as assigned
5. Knowledge, Abilities, and Skills:

Required: Ability to follow written and oral instructions
Ability to work with the public

Preferred: Willingness to learn new skills
Some knowledge of routine library procedures
6. Education and Experience:

Required: Some high school (must be at least 16 years old)

Preferred: Experience with alphabets, filing, etc.
Experience in routine library work
5. Temporary part-time position. Work hours and duties to be determined as needed and as budget allows.

Adopted 6/2007, revised 5/2014, reviewed 11/2015, revised 9/21

LIBRARY AIDE (AARP POSITION)

1. Title: Library Aide (AARP Position)
2. Reports to: Library Director
3. Purpose and Scope of the job:
 - Simple clerical and routine work in the public library.
 - Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library.
 - Works with the library staff to provide the best possible service to the residents of the City of Dyersville.
4. Specific duties:
 - Circulation (checking materials in and out of the library using a computer)
 - Reception (greeting people as they come in, answering the telephone, directing people to general areas of the library, referring them to librarian for assistance)
 - Shelving and shelf reading
 - Book processing
 - Related work as assigned
5. Knowledge, Abilities, and Skills:

Required: Ability to follow written and oral instructions
Ability to work with the public

Preferred: Willingness to learn new skills
Some knowledge of routine library procedures
6. Education and Experience:

Required: Some high school course work

Preferred: Experience with alphabets, filing, etc.
Experience in routine library work
7. Part-time position / average work week of 20 hours – position is filled by AARP person.

Adopted 11/1999, revised 7/2004, reviewed 5/2014, reviewed 11/2015, reviewed 9/2021