

Hello everyone! Here is the board packet for the October 12, 2021 Board Meeting. We will be in person with a zoom option if you are unable to attend in person. If you need to join remotely or are unable to attend at all, please let me know. See you Tuesday!

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Correspondence & Communication – **Invitation to DACF Awards Celebration. Anyone interested in attending on behalf of the library or should I send library staff? I am at ARSL.**
 - Approve Minutes of Previous Meetings: September 14, 2021 - **A**
 - Approve September Librarian's Report - **B**
 - Approve Bills:
 - October Bills - **C**
 - Claims Report for September - **D**
 - September & October Credit Card Claims - **E**
 - Budget Reports
 - September City Report - **F**
 - September Library Report - **G**
 - Trust Account Reports
 - September Bank Statements – **H**
 - September Balance Report - **I**
 - Trust Account Expenditure Report - **J**
 - September Donations Report - **K**
 - Program Reports
 - September Report of Programs and Attendance - **L**
 - October Schedule of events - **M**
 - Schedule for upcoming programs - **N**
 - Adult Summer Library Program report - **O**
 - Grant Report – **The JKPL was awarded \$2,376.00 from the Dyersville Area Community Foundation for the Hybrid Gatherings project. Two additional Meeting Owls have already been purchased and the hotspots and tablets will be added later this fall.**

We finally received copyright permission from the Woodward Communications so we can provide access to the digital version of the Dyersville Commercial. This project was funded in part by an HRDP grant awarded by the State Historical Society, and the Friends of the JKPL. We will be funding the remainder from designated funds in the Trust account. The grant was awarded in 2020 and the microfilming and digitization have been completed for several months but we could not close the project or provide public access (or request the rest of the grant

funds) until the copyright permissions were made. Per those permissions, access to the digital version of the paper will be allowed to those on-site at the JKPL or the Dyersville Area Historical Society office. The Theisen Grants will be announced in November.

- **Friends of the Library Report – The Friends met on September 20 via zoom. I am not locating my notes from this meeting at this moment so will report verbally at the Board meeting.**
 - **JKPL Endowment Report – August 2021 Fund Activity Report - P**
4. Discussion of Current Library Operations and Services
 5. Consider approval of JKPL Pandemic Interim Service Plan – **Since it has been a couple of months since we really looked at and talked about our service level during the pandemic, and there are two Board members who likely haven't seen this document, I am including the current plan with some minor edits / adjustments and some questions for you to consider.**
 6. Update on Strategic Planning Process – **Notes on the process and timeline are included in this packet. There are two special 2-hour evening (or weekend?) work sessions to be held in January, in addition to the regular Board meeting on 1/11/22. If you could bring your calendars to the meeting so we could get these scheduled, that would be helpful for Becky and for reserving the library space.**
 7. Appointment of Committee to Evaluate Library Director – **Typically the Personnel Committee is appointed at the October meeting to get the process started.**
 8. FY21 Iowa Public Library General Information Survey for the JKPL – **I am hoping to have this survey ready for your review at the Board meeting. I will email it out and post to the website as soon as it is ready.**
 9. Executive Committee Report
 10. Fundraising Committee Report
 - **Notes from October 11, 2021 Meeting – Committee is meeting on Monday so will share information at Board meeting.**
 11. Furnishings, Art & Facilities Committee Report
 12. Finance Committee Report
 13. Marketing Committee Report
 - **Notes from October 12, 2021 meeting – Committee is meeting right before the Board meeting so will share information at the Board meeting.**
 14. Personnel Committee Report

- Status of clerk vacancy
- 15. Policy Committee Report
- 16. Meetings and Training
 - City Council Attendance: November 1: Karen Kramer
 - Upcoming: ARSL – **I leave on October 19 and return on October 27 (back to work on the 28th). I am taking a few vacation days in addition to the conference. Paul and Ann are registered to attend the conference virtually.**
 - Recently Attended: IA Learning Circuits, Public Libraries of Dubuque County Agency
- 17. Oral Presentations
- 18. Adjournment

Information for joining the October meeting remotely:

Topic: Monthly JKPL Board Meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://cityofdyersville.zoom.us/j/88487132277?pwd=ajZZMC9HZncxTFNLSk9MS3lXaURNQTo9>

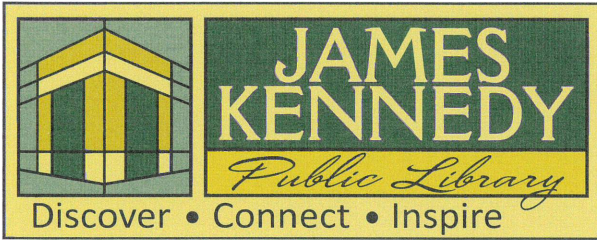
Meeting ID: 884 8713 2277

Passcode: 063310

Dial by your location

+1 312 626 6799 US (Chicago)

NOTE – The same zoom room / link will be used for all future JKPL Board Meetings unless otherwise noted.



320 1st Ave E
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Web: www.dyersville.lib.ia.us

Regular Library Board Meeting

**Tuesday, October 12, 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: September 14, 2021
 - Approve September Librarian's Report
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 - Program Reports
 - September Report of Programs and Attendance
 - October Schedule of events
 - Schedule for upcoming programs
 - Adult Summer Library Program report
 - Grant Report
 - Friends of the Library Report
 - JKPL Endowment Report

4. Discussion of Current Library Operations and Services
5. Consider approval of JKPL Pandemic Interim Service
6. Update on Strategic Planning Process
7. Appointment of Committee to Evaluate Library Director
8. FY21 Iowa Public Library General Information Survey for the JKPL
9. Executive Committee Report
10. Fundraising Committee Report
 - Notes from October 11, 2021 Meeting
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13. Marketing Committee Report
 - Notes from October 12, 2021 meeting
14. Personnel Committee Report
 - Status of clerk vacancy
15. Policy Committee Report
16. Meetings and Training
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A

**James Kennedy Public Library
Board of Trustees
Minutes of the September 14, 2021 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, September 14, 2021 in the Hoffman room. Present: Sue Engelbrecht, Angela English, Marcus Ingles, Karen Kramer, Catherine O’Hea, Karen Tieskoetter, Alex Wiezorek, Danielle Will, Library Director Shirley Vonderhaar, and Assistant Library Director Dawn Schrandt. Absent: Ray Kruse.

1. Board President Karen Kramer called the meeting to order at 6:01 pm
2. Welcome new members
3. Consider approval of Agenda
 - English MOVED “Approval of the agenda,” and seconded by Engelbrecht
Ayes: Engelbrecht, English, Ingles, Kramer, O’Hea, Tieskoetter, Wiezorek, and Will
Nays: None
Motion CARRIED
4. Agenda Consent Calendar
 - Correspondence & Communication: Kim received a thank-you note from St. Mark Youth Enrichment
 - Approve minutes of previous meetings: August 10, 2021 Regular Meeting and September 7, 2021 Special Meeting
 - Approve July Librarian’s report
 - Approve Bills
 - September bills
 - Claims report for August
 - August and September credit card claims
 - Budget reports
 - August city report
 - August library report
 - Trust account reports
 - August bank statements
 - August balance report
 - Trust account expenditure report
 - August donations report
 - DEI books for children: \$508.39 from Dyersville Grade Level Reading
 - Steve Werner Memorial: \$1,070 including \$1,000 from Linda Werner
 - Program reports
 - August report of programs and attendance
 - September schedule of events
 - Schedule for upcoming programs
 - Summer library program reports
 - Grant report
 - The Friends of the JKPL were not awarded a DRA grant

- Grants that the JKPL applied for since last meeting:
 - Theisen's grant for funding to develop a children's circulating puzzle collection
 - DACF grant for equipment for hybrid gatherings
 - Friends of the Library report
 - Bus trip was September 1, 2021
 - Next meeting scheduled for September 20, 2021
 - JKPL Endowment report
 - July 2021 fund activity statement
 - O'Hea MOVED "Approval of the consent items," and seconded by Wiezorek
 Ayes: Engelbrecht, English, Ingles, Kramer, O'Hea, Tieskoetter, Wiezorek, and Will
 Nays: None
 Motion CARRIED
- 5. Discussion of current library operations and services
- 6. Consider approval of JKPL interim service/reopening plan – No changes to the current plan were suggested
- 7. Committee appointments
 - Committee assignments for Ingles and Wiezorek
- 8. Discussion and possible action on Strategic Planning Process
 - Determining list of possible stakeholders for phone interviews and focus groups
 - Executive committee members will organize list and send back to board to contact
 - Timeline: calls in November, focus group in early December
 - Scheduling goal setting and library visioning process
 - Two separate 2-hour meetings, within one week ideally
- 9. Executive Committee report – No report
- 10. Fundraising Committee report
 - Notes from September 13, 2021 meeting
 - Raised over \$8,000 FY21
- 11. Furnishings, Art, & Facilities committee report
 - Notes from September 8, 2021 meeting
 - Addressing the leaks throughout the library
 - HVAC pre-emptive replacements
- 12. Finance Committee report
 - Working electronically on a budget amendment, expect to have a recommendation in October
- 13. Marketing committee report
 - Notes from email correspondence
 - Approved \$200 to be spent on Downtown Business Alliance for Hwy 20 billboard and other promotional materials
- 14. Personnel committee report
 - Status of clerk vacancy
- 15. Policy committee report – No report

16. Meetings and training

- City council attendance
 - October 4: Will
- Upcoming conferences
 - Association for Rural and Small Libraries – Oct 20-23, 2021 in Reno
 - Shirley submitted for her in-person attendance
 - Paul and Ann are going to attend virtually
 - Iowa Library Association – Oct 6-8, 2021 in Des Moines
 - No staff attending this year
 - Public Libraries of Dubuque County Agency
- Recently attended: None

17. Oral presentations: None

18. Adjournment

- Engelbrecht MOVED to adjourn and seconded by Wiezorek. Meeting ADJOURNED by Kramer at 7:08 pm.

Danielle Will, Secretary


JAMES KENNEDY PUBLIC LIBRARY MONTHLY REPORT

Librarian's report to the Board of Trustees

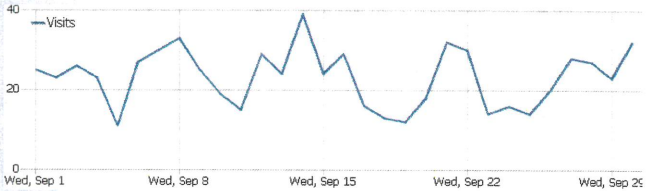
Month: September-21
 YTD: July-21 to September-21
 Previous YTD: July-20 to September-20

	Library visits		Items loaned		Library cards issued		
					City resident	Total	
Month	2646	(↑ 78.3%)	6587	(↑ 17.4%)	9	19	(↑ 26.7%)
YTD	8673	(↑ 97.2%)	20581	(↑ 8.3%)	22	47	(↑ 74.1%)


Website traffic



Visits	Average visit duration
697	2:05




Computer use




Month	Hours		Month	Sessions	
	YTD	Prev. YTD		YTD	Prev. YTD
82	326	84	203	701	160

Wifi use



Sessions		Visits		Unique visitors	
Month	YTD	Month	YTD	Month	YTD
302	940	253	-319	55	91

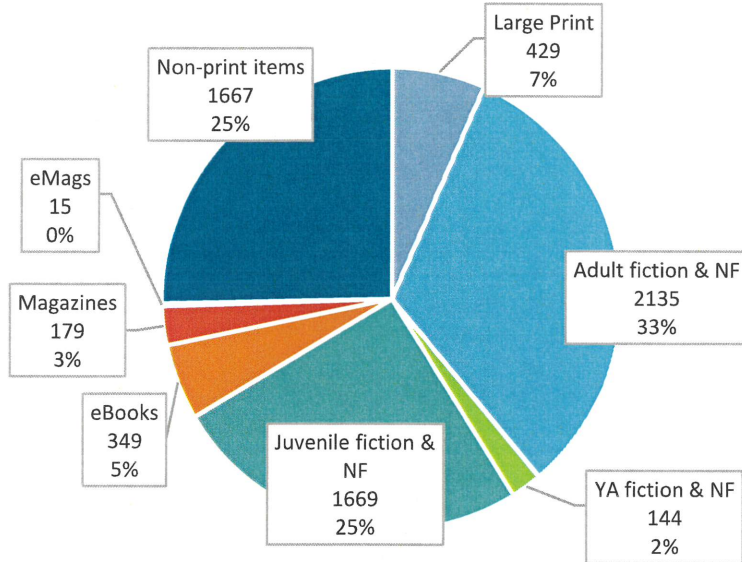
Meeting room use



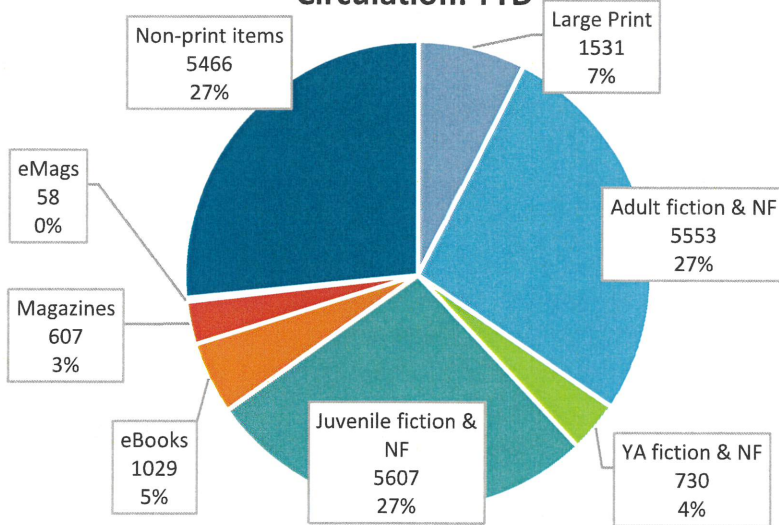
Month	YTD	Prev. YTD	
17	75	0	- tracking public use only

Circulation

Circulation: Month



Circulation: YTD



Non-print items	Month	YTD
eAudio	316	1019
Adult & YA audio	140	415
Juvenile audio & kits	11	57
Adult & YA video	651	2173
Juvenile video & DVD	333	1066
Games, LoT, etc.	216	736
Total	1667	5466



Downloads: 15
Streams: 126
Videos: 0
Total YTD: 345



Videos: 0
YTD: 0



Sessions: 191
YTD: 198



Visits: 86
YTD: 332

Collection

Items purchased

Month: 371
YTD: 882

Items donated

Month: 27
YTD: 129
Prev. YTD: 112

Items withdrawn

	Month	YTD
Books	686	881
Audio	0	1
Video	1	2
Other	1	9
Total	688	893

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	23	25	56	14	138	28	15	21	1	33	7	37	398
Previous month	30	91	34	26	13	3	14	13	2	28	6	35	295
Current YTD	78	219	118	73	178	41	60	43	4	104	21	103	1042
Previous YTD	50	332	80	85	179	87	33	32	6	116	26	26	1052

Programming

Take and Make Programs



Program	Views	Engagements	Views	Prep time (hrs)	Kits
Play-Doh Challenge - Fish (C.)	NA	NA	NA	0.25	0
*Checker's TV Virtual Program - 4 sessions (C.)	18	5	1	4	52
*Adult CN: Book Page Wreath (A)	21	4	6	NA	15
*National Coffee Day (A)	84	21	4	2	12
Upcycled Cards for Any Occasion (GI)	NA	NA	NA	2.25	42
Creation Station: Door Hangers & Book Marks (GI)	NA	NA	NA	1	33
Creation Station: Superhero Masks (GI)	NA	NA	NA	1	19
Carry August programs - 5 programs	26	1	19	NA	na

*program included in-person component

Discord virtual game nights

Program	Attendance	Prep time (hours)
Among Us (GI)	8	1.5

Zoom programs

Program	Attendance	Prep time (hours)
Third Thursday Jesse Hoover & Little Fashionista (2 programs) Partnership with the Hoover Presidential Library	0	0.25
Virtual Movie Night: <i>Cube</i> - Kanopy and Zoom (GI)	7	2.5

Virtual/Sharing/Passive programs

Program	Attendance	Prep time (hours)
Get Puzzled (A)	0	0.25
Coloring, Creating, & Doing (A)	107	3.25
Strength Training for Older Adults (A)	20	NA
National Coloring Book Day	1	0.25
National Library Card Sign Up Month (GI)	0	1.25
StoryWalk® - <i>No More Naps!</i> (C) Funded by DRA, Friends of the JKPL, and Osterhaus Memorial	45	6.5 (+3 vol.)

In-Person and Hybrid Programs

Program	Attendance	Prep time (hours)
Story Time - 8 sessions - in person (PreK)	53	15.25
Wee Read - 4 sessions - in person (PreK)	2	1
Out Reads - 5 sessions - in person / off site (C.)	84	3
Ellen Kennedy Living Center -Paint by Sticker / Good Olde Days(A)	6	1.5
*Checker's TV Weekly Watch Party - 4 sessions (C.)	0	1
Sit & Stitch - 5 sessions - in person and Zoom(A)	48	2.5
Books for Lunch: <i>The Lost Apothecary</i> - in person and Zoom (A)	7	1
Dungeons & Dragons - in person and Discord (GI)	6	2.5
Novel Approach to Faith - in person and Zoom (A)	6	1.75
CriCut with Christopher - in person (A)	7	.25 (+4 vol.)
Pop Up @ the Downtown Market - in person / offsite (GI)	153	5
JKPL Writing Group - in person and Zoom (A)	4	1.5
Pop-Up at the Farmer's Market - 2 sessions (GI)	53	4.5
STEAM Fun Fridays - 4 sessions in person (C.)	3	5
UpCycled Cards Craft Gathering - in person (GI)	1	1.5
Final Friday Tech - in person and Zoom upon request (GI)	0	0.25
Euchre Card Party - 5 sessions (A)	21	1.25
Chat and Doodle Too - in person and Zoom (A)	3	1
*Adult Crafternoon: Book Page Wreath - in person & virtual (A)	0	4
Back to School Celebration in the Park! - in person / off site(C.) partnership with Dyersville Grade Level Reading	200	15.5 (+18 vol)
*National Coffee Day - partnership with Brew and Brew	7	NA
Social Issues Book Club: <i>Evicted</i> - in person & Zoom(GI)	4	3
Whimsical Illustrations - in person and Zoom presented by Dianne Kramer	9	.5 (+20 vol.)



Dyersville, IA

C

Expense Approval Register

Packet: APPKT00869 - October 2021 Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
Fund: 001 - GENERAL FUND					
Department: 410 - LIBRARY					
EICK, ROBERT	2021 - 220	Computer Maintenance	001-5-410-4-63750	MAINTENANCE	150.00
ACCESS SYSTEMS	30113746	Contract/lease - copier	001-5-410-4-64316	CONTRACTS	154.29
FAREWAY STORES INC.	00025429	Supplies - STEAM Program	001-5-410-4-65060	OFFICE SUPPLIES	11.48
FAREWAY STORES INC.	00028985	Program - supplies	001-5-410-4-65060	OFFICE SUPPLIES	2.26
SAVVY SALVAGE	01-2021	Supplies - Marketing	001-5-410-4-65060	OFFICE SUPPLIES	200.00
AMAZON	10.01.2021	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	75.96
AMAZON	10.01.2021	Supplies - COVID	001-5-410-4-65060	OFFICE SUPPLIES	30.58
AMAZON	10.01.2021	Programs	001-5-410-4-65060	OFFICE SUPPLIES	10.36
BLACKSTONE PUBLISHING	1243337	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	17.70
COMPLETE OFFICE OF WISCO...	163085	Building Supplies	001-5-410-4-65060	OFFICE SUPPLIES	178.23
BAKER & TAYLOR BOOKS	2036184289	Supplies - CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	29.94
BAKER & TAYLOR BOOKS	2036203547	Supplies - CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	4.99
OVERDRIVE	06497CO21366697	Electronic Media	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	725.82
WALL STREET JOURNAL	10.01.2021	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	233.94
GAZETTE COMMUNICATIONS	10.01.2021	Subscription - 1 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	468.00
STATE HISTORICAL SOCIETY OF ..	10.01.2021	Subscription - 2 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	44.95
OLD NEWS	10.01.2021	Subscription - 2 yr	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	33.00
AMAZON	10.01.2021	Creative Spaces - Library of Th...	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	129.73
AMAZON	10.01.2021	Games	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	49.94
AMAZON	10.01.2021	DVDS	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	491.75
AMAZON	10.01.2021	Subscriptions	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	272.99
AMAZON	10.01.2021	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	77.46
AMAZON	10.01.2021	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	14.99
AMAZON	10.01.2021	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	115.64
AMAZON	10.01.2021	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	51.08
BLACKSTONE PUBLISHING	1243337	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	206.96
CENTER POINT PUBLISHING	1878700	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	173.81
CENTER POINT PUBLISHING	1878710	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	70.00
BAKER & TAYLOR BOOKS	2036176092	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	62.57
BAKER & TAYLOR BOOKS	2036176092	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	16.52
BAKER & TAYLOR BOOKS	2036184289	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	129.22
BAKER & TAYLOR BOOKS	2036190434	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	99.37
BAKER & TAYLOR BOOKS	2036190434	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	17.39
BAKER & TAYLOR BOOKS	2036203547	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	22.00
BAKER & TAYLOR BOOKS	2036204988	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	139.19
BAKER & TAYLOR BOOKS	2036204988	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	141.49
BAKER & TAYLOR BOOKS	2036208837	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	10.77
BAKER & TAYLOR BOOKS	2036208837	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	265.72
BAKER & TAYLOR BOOKS	2036219812	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	94.04
BAKER & TAYLOR BOOKS	2036219812	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	19.79
RIVER LIGHTS BOOKSTORE	267703	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	25.46
FINDAWAY WORLD LLC	363991	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	698.12
INGRAM LIBRARY SERVICES	62743012	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	7.19
INGRAM LIBRARY SERVICES	62743012	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	32.04
INGRAM LIBRARY SERVICES	62743012	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	103.12
FINDAWAY WORLD LLC	63148	Books - Returned	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-47.49
INGRAM LIBRARY SERVICES	67331380	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	52.12
INGRAM LIBRARY SERVICES	67331380	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	34.05
INGRAM LIBRARY SERVICES	67331380	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	102.00
INGRAM LIBRARY SERVICES	67357704	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	3.59
INGRAM LIBRARY SERVICES	67357704	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	298.33
CENGAGE LEARNING	75699664	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	75.17

Expense Approval Register

Packet: APPKT00869 - October 2021 Library Bills

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
CENGAGE LEARNING	75841940	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	61.58
CENGAGE LEARNING	75887752	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	24.79
CENGAGE LEARNING	75899483	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	20.79
CENGAGE LEARNING	75921776	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	24.79
CENGAGE LEARNING	75922025	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	27.19
				Department 410 - LIBRARY Total:	6,586.76
				Fund 001 - GENERAL FUND Total:	6,586.76

Fund: 002 - LIBRARY TRUST FUND

Department: 410 - LIBRARY

FAREWAY STORES INC.	00013131	Programs - Back to School Cel...	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	56.56
VONDERHAAR, SHIRLEY	10.01.2021	Supplies - Whiteboard Owls for..	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	1,698.00
AMAZON	10.01.2021	Books - Adopt a Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	28.34
AMAZON	10.01.2021	Books - LTC Grant	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	129.80
AMAZON	10.01.2021	Programs - Love My Library	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	56.53
HERITAGE PRINTING CO	105998	Programs - Storywalk Laminati...	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.00
NATIONAL MISSISSIPPI RIVER ...	11023783	Program - Stipend - Love My Li...	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	227.40
BAKER & TAYLOR BOOKS	2036190434	Books - Love My Library	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.17
BAKER & TAYLOR BOOKS	2036204988	Books - Adopt a Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	16.23
BAKER & TAYLOR BOOKS	2036204988	Rardin Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	14.56
BAKER & TAYLOR BOOKS	2036208837	Books -Adopt A Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	9.57
BAKER & TAYLOR BOOKS	2036208837	Rardin Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	15.38
BAKER & TAYLOR BOOKS	2036219812	Programs - Adopt a Book	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	14.56
KANOPIY, INC.	242676 - PPU	Programs - Streaming Video	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	30.00
KANOPIY, INC.	261242 - PPU	Programs - Streaming Video	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	24.00
KANOPIY, INC.	265930 - PPU	Programs - Streaming Video	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	44.00
HOOPLA BY MIDWEST TAPE	501011713	Electronic Média - Hoopla digi...	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	500.00
				Department 410 - LIBRARY Total:	2,895.10
				Fund 002 - LIBRARY TRUST FUND Total:	2,895.10
				Grand Total:	9,481.86

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	6,586.76
002 - LIBRARY TRUST FUND	2,895.10
Grand Total:	9,481.86

Account Summary

Account Number	Account Name	Expense Amount
001-5-410-4-63750	MAINTENANCE	150.00
001-5-410-4-64316	CONTRACTS	154.29
001-5-410-4-65060	OFFICE SUPPLIES	561.50
001-5-410-4-67701	BOOKS/FILMS/RECORDS/...	5,720.97
002-5-410-4-67700	LIBRARY TRUST EXPENDI...	2,895.10
Grand Total:		9,481.86

Project Account Summary

Project Account Key	Expense Amount
None	865.79
410AB	373.17
410AF	714.27
410AN	344.76
410DVD	491.75
410EM	725.82
410GAMES	49.94
410LP	478.12
410PF	791.39
410PN	509.83
410SS	129.73
410SUB	1,052.88
410TAAB	68.70
410TGRANT	2,327.80
410TMEM	29.94
410TPROG	468.66
410YAF	59.31
Grand Total:	9,481.86

The above presented claims, which included those covering the invoices attached, were presented and approved by the Board at the above dated meeting. You are directed to pay the same and include in the financial report.

President, Board of Trustees

.ATTEST:

Secretary, Board of Trustees

Date

D

**James Kennedy Public Library
September 2021**

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services	\$750.00
Black Hills	Gas / Heat	47.58
Alliant Energy	Electricity	1,681.39
Total		\$2,478.97

Miscellaneous Bills

Check issued to:	Purpose	Amount
Giant Wash	Floor mats	14.94
English Insurance	Workman's Comp	103.00
English Insurance	Insurance Premium	608.00
Theisen's	Reflective Tape (Storywalk)	21.98
Voided Check	Program supplies	-32.99
UPS	Shipping	33.15
Pitney Bowes	Machine lease	68.55
Total		\$816.63

September Budget	
September 2021 Claims submitted	\$9,183.87
Utility and Contractual from Bills above	2,478.97
Miscellaneous Bills from above	816.63
Total wages and benefits	26,209.61
Total September 2021 expenses	\$38,689.08

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

Credit Card Claims for September & October 2021

Date	Vendor	Items	Amount
9/13/21	Sam's Club	Paper shredder	59.68
9/15/21	Sam's Club	Cookies for program	29.90
9/20/21	Target	DVDs	64.97
9/23/21	Sam's Club	Candy / cookies	52.20
9/24/21	BookBundler	Books for pop-up library	75.00
10/1/21	Facebook	FB ads (trust/fundraiser)	10.00
10/1/2021	ALA Store	Strategic planning bk	67.00

Budget Report
Account Summary

For Fiscal: 2021-2022 Period Ending: 09/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND							
Expense							
<u>001-5-410-4-60100</u>	SALARIES	0.00	0.00	18,857.28	61,024.40	-61,024.40	0.00 %
<u>001-5-410-4-61100</u>	FICA	0.00	0.00	1,128.21	3,660.17	-3,660.17	0.00 %
<u>001-5-410-4-61200</u>	MEDICARE	0.00	0.00	263.81	855.98	-855.98	0.00 %
<u>001-5-410-4-61300</u>	IPERS	0.00	0.00	1,780.13	5,760.72	-5,760.72	0.00 %
<u>001-5-410-4-61500</u>	GROUP INSURANCE	0.00	0.00	4,167.34	12,310.74	-12,310.74	0.00 %
<u>001-5-410-4-61700</u>	SUI	0.00	0.00	12.84	43.28	-43.28	0.00 %
<u>001-5-410-4-62100</u>	DUES	0.00	0.00	179.00	194.00	-194.00	0.00 %
<u>001-5-410-4-62300</u>	MEETINGS/TRAINING	0.00	0.00	268.40	663.40	-663.40	0.00 %
<u>001-5-410-4-63710</u>	ELECTRICITY	0.00	0.00	1,681.39	3,938.99	-3,938.99	0.00 %
<u>001-5-410-4-63711</u>	GAS HEAT	0.00	0.00	47.58	140.50	-140.50	0.00 %
<u>001-5-410-4-63730</u>	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-63750</u>	MAINTENANCE	0.00	0.00	83.15	123.15	-123.15	0.00 %
<u>001-5-410-4-64080</u>	INSURANCE PREMIUM	0.00	0.00	711.00	711.00	-711.00	0.00 %
<u>001-5-410-4-64110</u>	LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-64200</u>	ELECTIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-64316</u>	CONTRACTS	0.00	0.00	284.58	877.16	-877.16	0.00 %
<u>001-5-410-4-64322</u>	CONTRACTED SERVICES	0.00	0.00	750.00	1,950.00	-1,950.00	0.00 %
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES	0.00	0.00	1,435.85	3,697.04	-3,697.04	0.00 %
<u>001-5-410-4-67210</u>	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-67274</u>	CAPITAL IMPROVEMENTS/EQUIPM	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIP	0.00	0.00	7,038.52	13,244.56	-13,244.56	0.00 %
	Expense Total:	0.00	0.00	38,689.08	109,195.09	-109,195.09	0.00 %
	Fund: 001 - GENERAL FUND Total:	0.00	0.00	38,689.08	109,195.09	-109,195.09	0.00 %
Fund: 002 - LIBRARY TRUST FUND							
Expense							
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	0.00	0.00	662.57	9,613.43	-9,613.43	0.00 %
	Expense Total:	0.00	0.00	662.57	9,613.43	-9,613.43	0.00 %
	Fund: 002 - LIBRARY TRUST FUND Total:	0.00	0.00	662.57	9,613.43	-9,613.43	0.00 %
	Report Total:	0.00	0.00	39,351.65	118,808.52	-118,808.52	0.00 %

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James Kennedy Public Library FY22 Operating Budget							
	FY22	July	August	September	October (est)	Received to date	Difference
ESTIMATED REVENUES:							
Dubuque County Library Agency	6,000.00	0.00	0.00	0.00	0.00	0.00	6,000.00
Fees from copier, R/P, etc.	5,000.00	347.43	297.94	287.79	300.00	933.16	4,066.84
Open Access	11,600.00	0.00	0.00	0.00	0.00	0.00	11,600.00
Access Plus / ILL	350.00	0.00	0.00	0.00	0.00	0.00	350.00
Direct State Aid	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00
TOTAL:	24,950.00	347.43	297.94	287.79	300.00	933.16	24,016.84
						933.16	24,016.84
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES						Spent to date	Remaining
Wages	246,455.00	23,387.75	18,779.37	18,857.28	24,000.00	61,024.40	185,430.60
FICA	15,280.00	1,408.83	1,123.13	1,128.21	1,488.00	3,660.17	11,619.83
Medicare	3,574.00	329.51	262.66	263.81	348.00	855.98	2,718.02
IPERS	23,265.00	2,207.82	1,772.77	1,780.13	2,265.60	5,760.72	17,504.28
SUI	250.00	16.88	13.56	12.84	24.00	43.28	206.72
Group Insurance	47,846.00	4,071.70	4,071.70	4,167.34	4,072.00	12,310.74	35,535.26
Meetings and training	2,500.00	20.00	375.00	268.40		663.40	1,836.60
Dues and memberships	750.00	15.00	0.00	179.00		194.00	556.00
TOTAL:	339,170.00	31,457.49	26,398.19	26,657.01	32,197.60	84,512.69	254,657.31
						84,512.69	254,657.31
CONTRACTUAL SERVICES:							
Utilities (telephone)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electricity	14,000.00	729.74	1,527.86	1,681.39	1,500.00	3,938.99	10,061.01
Gas / Heat	2,500.00	45.55	47.37	47.58	50.00	140.50	2,359.50
Insurance (bldg)	6,800.00	0.00	0.00	711.00	0.00	711.00	6,089.00
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Custodial services	8,000.00	600.00	600.00	750.00	750.00	1,950.00	6,050.00
Window cleaning	300.00	0.00	0.00	0.00	0.00	0.00	300.00
Service / Maintenance Contracts	7,500.00	438.29	154.29	284.58	154.29	877.16	6,622.84
TOTAL:	39,100.00	1,813.58	2,329.52	3,474.55	2,454.29	7,617.65	31,482.35
						7,617.65	31,482.35
SUPPLIES:							
General library supplies	10,000.00	347.54	1,704.74	1,022.60	24.10	3,074.88	6,925.12
Program fees & supplies	2,500.00	100.00	108.91	259.25	336.90	468.16	2,031.84
Marketing & advertising	1,500.00	0.00	0.00	154.00	200.00	154.00	1,346.00
Maintenance and Repairs	7,000.00	0.00	40.00	83.15	150.00	123.15	6,876.85
TOTAL	21,000.00	447.54	1,853.65	1,519.00	711.00	3,820.19	17,179.81
							17,179.81
BOOKS AND MATERIALS							
Adult fiction	8,000.00	0.00	1,514.23	1,052.18	714.27	2,566.41	5,433.59
Adult nonfiction	5,000.00	148.50	389.09	559.87	344.76	1,097.46	3,902.54
YA fiction	2,000.00	0.00	287.37	238.03	59.31	525.40	1,474.60
YA nonfiction	1,000.00	0.00	0.00	97.41	0.00	97.41	902.59
Juvenile fiction	8,500.00	0.00	72.04	1,604.34	791.39	1,676.38	6,823.62
Juvenile nonfiction	4,000.00	0.00	0.00	123.15	509.83	123.15	3,876.85
Large Print	3,500.00	190.34	734.05	330.20	478.12	1,254.59	2,245.41
Electronic media (ebooks, etc.)	6,500.00	0.00	956.78	1,700.33	725.82	2,657.11	3,842.89
Reference & electronic database	5,500.00	0.00	0.00	0.00	0.00	0.00	5,500.00
Periodicals and newspapers	4,530.00	56.97	81.42	212.87	1,052.88	351.26	4,178.74
Audiobooks (CD, playaway)	4,200.00	0.00	537.51	551.35	373.17	1,088.86	3,111.14
Software & Gaming	2,000.00	0.00	374.88	0.00	49.94	374.88	1,625.12
DVDs	6,500.00	0.00	859.87	485.94	491.75	1,345.81	5,154.19
SS / Creation Station / LoT	1,500.00	0.00	2.99	82.85	129.73	85.84	1,414.16
TOTAL:	62,730.00	395.81	5,810.23	7,038.52	5,720.97	13,244.56	49,485.44
						13,244.56	49,485.44
TOTAL EXPENDITURES:	462,000.00	34,114.42	36,391.59	38,689.08	41,083.86	109,195.09	352,804.91
TOTAL REVENUES:	24,950.00	347.43	297.94	287.79	300.00	933.16	24,016.84
ACTUAL ASKING	437,050.00	33,766.99	36,093.65	38,401.29	40,783.86	108,261.93	328,788.07
Capital Improvement							
Total Expenditures		34,114.42	36,391.59	38,689.08	41,083.86	109,195.09	352,804.91
Personnel Budget - Short	5,179.00						



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

H-1

Statement Ending 09/30/2021

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



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Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MKT	XX4356	\$11,039.77

BUSINESS MONEY MKT-XX4356

Account Summary

Date	Description	Amount
09/01/2021	Beginning Balance	\$11,037.50
	1 Credit(s) This Period	\$2.27
	0 Debit(s) This Period	\$0.00
09/30/2021	Ending Balance	\$11,039.77

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.25%
Interest Days	30
Interest Earned	\$2.27
Interest Paid This Period	\$2.27
Interest Paid Year-to-Date	\$23.91
Minimum Balance	\$11,037.50
Average Ledger Balance	\$11,037.50
Average Available Balance	\$11,037.50

Other Credits

Date	Description	Amount
09/30/2021	INTEREST	\$2.27

1 item(s) totaling \$2.27

10/1/21
[Signature]



H-2

1644243

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

Date	9/30/21	Page	1
Primary Account			617571
Enclosures			2

Checking Account

Did you receive this statement in the mail?
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When viewing an account online, simply click on the Documents icon to enroll.
Please contact your local branch for more information.

MONEY MARKET		Number of Enclosures	2
Account Number	617571	Statement Dates	9/01/21 thru 9/30/21
Previous Balance	52,335.62	Days in the statement period	30
2 Deposits/Credits	947.43	Average Ledger	52,491.47
1 Checks/Debits	662.57	Average Collected	52,491.47
Service Charge	.00	Interest Earned	23.73
Interest Paid	23.73	Annual Percentage Yield Earned	0.55%
Current Balance	52,644.21	2021 Interest Paid	220.19

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Activity in Date Order

Date	Description	Amount	
9/08	Deposit/Credit	323.57	52,659.19
9/24	Transfer from x7571 to x5358	662.57-	51,996.62
	September Claims		
9/28	Deposit/Credit	623.86	52,620.48
9/30	Interest Deposit	23.73	52,644.21

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
9/01	52,335.62	9/08	52,659.19	9/24	51,996.62
9/28	52,620.48	9/30	52,644.21		

WJ
10/8/21

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TRUST ACCOUNT REPORT for August 2021

American Trust / MidWestOne Bank - balance on hand July 1, 2021		\$	11,032.81	
July 31, 2021 interest	\$	2.27	\$	11,035.08
August 31, 2021 interest	\$	2.42	\$	11,037.50
September 30, 2021	\$	2.27	\$	11,039.77 H-1

Fidelity Bank and Trust		Budgeted	Bank Account
Balance August 31, 2021		\$ 31,049.14	\$ 52,335.62

Deposits

September 8, 2021			
Steve Werner Memorial	\$	20.00	
Doris Lake Memorial	\$	20.00	
Love My Library	\$	100.00	
Brainfuse refund / fundraising income	\$	147.53	
Coloring book	\$	5.00	
Conscious Box	\$	20.04	
Friends booksale / donation	\$	11.00	\$ 323.57

September 28, 2021			
Jenny Arnold donation	\$	15.00	
Betty Anne Scherrman donation	\$	50.00	
Friends donation for pop-up library books	\$	500.00	
Candy sales	\$	17.00	
History books	\$	20.00	
Conscious Box	\$	10.36	
Friends booksale / donation	\$	11.50	\$ 623.86

September 30, 2021			
Interest	\$	23.73	\$ 23.73
			\$ 971.16

Debits:

September 24, 2021			
Facebook - programming & fundraising boosts	\$	18.00	
Adult SLP supplies - Friends	\$	140.37	
Adopt-a-book donations	\$	31.35	
Laminating for Storywalk	\$	15.00	
Books and speaker for LTC grant	\$	457.85	
Electronic services - ARPA grant			\$662.57
			\$662.57

Balance September 30, 2021		\$ 30,386.57	\$ 52,644.21 H-2
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English Ins. - DEAR hunt	Apr-21	\$68.26							\$68.26
F. Scherrman	May-21	\$25.00							\$25.00
GLR / Diversity collection		-\$518.87							-\$10.48
	Aug-21		\$508.39						
Jenny Arnold - unspec.	Sep-21		\$15.00						\$15.00
Miscellaneous Donations Total Remaining									\$5,197.17
Lion's Club - LP	Previous	\$0.00							\$0.00
Usually donate in Jan									
Conscience Box	Previous	\$1,751.68							\$1,803.83
	Sep-21		\$30.40						
History Books & Coins	Previous	\$1,664.74							\$1,784.74
	Sep-21		\$20.00						
Genealogy Donation	Previous	\$93.86							\$93.86
Meeting Room Donation	Previous	\$583.94							\$583.94
Adopt-a-book donations	Previous	\$549.42			Aug-21	AAB titles	30.8		\$487.27
					Sep-21	AAB titles	31.35		
Friends - bksale	Previous	\$747.70							\$684.33
	Sep-21		\$22.50		Sep-21	SLP incentives	\$140.37		
Friends - Menke memorial	Jan-20	\$30.00							\$30.00
Friends - Scherrman memoria	Jul-21		\$30.00						\$30.00
Friends - pop-up library bks	Sep-21		\$500.00						\$500.00
Summer Reading Program 20	Previous	\$206.41							\$255.41
Staff t-shirts reimbursemen	Jul-21		\$49.00						
TACKL	Previous	\$751.90							\$757.76
DTSN payment	Aug-21		\$125.00		Aug-21	Teen SLP	\$119.14		
Kennedy Donation for art or building	May-06	\$2,517.60							\$2,517.60
Money Market	Jan-05	\$784.34							\$784.34
Kay Their Bequest	Dec-08	\$1,000.00							\$1,000.00
Soppe Bequest	Nov-03	\$24,200.37							\$24,200.37
Bequests & Specified donations - Total Remaining									\$28,502.31
Memorials or In Honor of									
Steve Werner	Jul-21		\$395.00						\$1,485.00
Steve Werner	Aug-21		\$1,070.00						
Steve Werner	Sep-21		\$20.00						
Liz Rediger	Aug-21		\$25.00						\$25.00
Doris Lake	Sep-21		\$20.00						\$20.00
Memorials or "In Honor Of" - Total Remaining									\$3,784.76
GRANTS:									GRANTS:
1000 Books (DRA & Friends)		\$341.85							\$341.85
HRDP Digitizing Grant Need to close grant	Previous	-\$10,616.00							-\$10,616.00
StoryWalk® Grant / DRA	Previous								\$1,127.79
	FY20	\$1,256.75			Jul-21	Laminating	\$15.00		
					Aug-21	Lam. & misc.	\$98.96		
					Sep-21	Laminating	\$15.00		
ALA / LTC Grant	May-21	\$2,074.00			Aug-21	LTC materials	\$1,103.97		\$512.18
					Sep-21	LTC mat / speak	\$457.85		
State Library ARPA grant					Aug-21	Electronic mat.	\$4,713.20		-\$4,713.20
INTEREST DEPOSITS									
remaining from previous years		\$3,923.16							\$4,000.02
	Sep-21		\$23.73						
TOTAL DEPOSITS			\$4,136.65		TOTAL EXPENDITURES:		\$9,613.43	Balance	\$52,644.21

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Memorials and Donations September 2021

From: **Friends of the JKPL**
Donation: \$500.00
Fund: Library Trust Account
Restrictions: Donation to purchase books for pop-up library

From: **Jenny Arnold**
Donation: \$15.00
Fund: Library Trust Account
Restrictions: Unspecified donation

From: **Betty Anne Scherrman**
Donation: \$50.00
Fund: Library Trust Account
Restrictions: Unspecified donation

From: **BrainFuse online service / refund**
Donation: \$147.53
Fund: Library Trust Account
Restrictions: Refund (funded original from fundraising income)

From: **Midwest One**
Donation: \$100.00
Fund: Library Trust Account
Restrictions: Love my Library Fundraiser

From: **Coloring Book**
Donation: \$5.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Candy and Snack Sales**
Donation: \$17.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Robert & Miriam Eick**
Donation: \$20.00
Fund: Library Trust Account
Restrictions: Doris Lake Memorial

From: **Jo and Keith Amunson**
Donation: \$20.00
Fund: Library Trust Account
Restrictions: Steve Werner Memorial

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

Story Time – weekly program for preschool children (PreK) In-person on-site; Zoom offered by not used
 September 1, 2021 – 2 sessions; attendance was 8 children and 4 adults Alligators & Crocodiles
 Time for preparation & performance – 3.75 hrs (pd) Total attendance – 12
 Supplies: 15 color copies, sidewalk chalk and puppets
 September 8, 2021 – Cancelled
 September 15, 2021 – 2 sessions; attendance was 7 children and 4 adults Owls
 Time for preparation & performance – 4 hrs (pd) Total attendance – 11
 Supplies: 15 color copies, bubbles
 September 22, 2021 – 2 sessions, attendance was 8 children and 4 adults Farm
 Time for preparation & performance – 3.5 hrs (pd) Total attendance – 12
 Supplies: 15 color copies, bubbles
 September 29, 2021 – 2 sessions, attendance was 13 children and 5 adults Trains
 Time for preparation & performance – 4 hrs (pd) Total attendance – 18
 Supplies: 15 color copies, sidewalk chalk and flannel board

Wee Read – weekly program for 0 to 3-year olds (PreK) In-person on-site; Zoom offered by not used
 September 1, 2021 Alligators & Crocodiles
 Time for preparation & performance – .5 hrs (pd) Total attendance – 0
 Supplies: None
 September 8, 2021 – Cancelled
 September 15, 2021 – attendance was 1 child and 1 adult Owls
 Time for preparation & performance – .5 hrs (pd) Total attendance – 2
 Supplies: 1 color copies, bubbles
 September 22 2021 – no attendees Farm
 Time for preparation & performance – 0 hrs (pd) Total attendance – 0
 Supplies: None
 September 29, 2021 – no attendees Trains
 Time for preparation & performance – 0 hrs (pd) Total attendance – 0
 Supplies: None

Out-Reads - Monthly Story Times to Daycares (C): In-person off-site
 September 14, 2021 Crocodiles & Alligators
 Total attendance at 5 sessions – 84 children & caregivers;
 Time for preparation & performance – 3 hrs (pd)
 Supplies: None

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) – Paint by Sticker / Good Old Days
 September 17, 2021 Total attendance – 6
 Time for preparation & performance – 1.5 hrs (pd)
 Supplies: Paint by Sticker books

Program at Mercy One Senior Care (Typically fourth Wednesday of each month) – Unable to hold due to Covid-19

Checker’s TV Weekly Watch Party (Tuesdays of each month) (C) In person / onsite; Facebook & activity kits
 September 7, 14, 21, & 28 2021 Total in person attendance: 0
 Time for preparation & performance – 4 hrs (pd) Facebook Views / Engagements: 18 / 5
 Supplies: Computer and projection system, activity kits – copies Kits distributed: 52

Hybrid Sit ‘n’ Stitch (Wednesdays of each month) (A) Hybrid (In person & Zoom)
 September 1, 8, 15, 22, & 29, 2021 Total attendance: 48
 Time for preparation & performance – 2.5 hrs (pd)
 Supplies: Computer and Zoom software, Craft supplies provided by participants

Books for Lunch Book Club (First Monday of each month) – *The Lost Apothecary* (A) Hybrid (In person & zoom)
 September 13, 2021 Total attendance: 7
 Time for preparation & performance – 1 hr (pd)
 Supplies: Books borrowed via ILL, available on Bridges ; Computer and Zoom software

Hybrid Dungeons & Dragons Club (1st Tuesday of each Month) (GI) Discord program
September 7, 2021 Total attendance: 6
Time for preparation & performance – 2.5 hr (pd)
Supplies: Used Discord and Roll20 to hold virtually as well as in person; D & D Books

A Novel Approach to Faith Book Club (A) Hybrid (In person & Zoom)
September 14, 2021 Total attendance: 6
Time for preparation & performance – 1.75 hr (pd)
Supplies: ILL books, available on Bridges ; Computer and Zoom software

Movie Night – Virtually with Kanopy & Zoom: *Cube* (GI) Zoom program
September 17, 2021 Total attendance: 7
Time for preparation & performance – 2.5 hrs (pd)
Supplies: Laptop, Zoom and Kanopy

Bookers 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
September 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
September 28, 2021 Total participation: 4
Time for preparation & performance – 1.5 hrs (pd)
Supplies: Computer and Zoom software

Cricut with Christopher – Leather Earrings (A) In person /onsite
September 27, 2021 Total participation: 7
Time for preparation & performance – .25 hrs (pd) 4 hrs (vol)
Supplies: Cricut, mats, foil, faux leather; Lisa Christopher donated \$30 of materials to this program

Coloring, Creating & Doing – Virtually (A) Passive program
September 2021 Total participation: 107
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
September 24, 2021 Total attendance: 8
Time for preparation & performance – 1.5 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
September 24, 2021 Total attendance: 0
Time for preparation & performance – .25 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 August

Euchre / Card Party (weekly program – every Thursday afternoon) (A) In person / Onsite
September 2, 9, 16, 23, & 30, 2021 Total attendance: 21
Time for preparation & performance – 1.25 hrs (pd)
Supplies: Decks of cards

Chat and Doodle Too (Third Tuesday of each month – started in September) (A) Hybrid (in person / zoom)
September 21, 2021 Total participation: 3
Time for preparation & performance – 1 hrs (pd)
Supplies: Laptop, Zoom and Owl

Strength Training for Older Adults (A) Virtual / Provided by Geri-Fit
September 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) Passive / Kit program
September 2-30, 2021 – Theme: Fish
Time for preparation & performance – .25 hrs
Supplies: Play-doh & pans Kits taken: 0/ 0 submissions
Sponsored by Ray Massey State Farm (2020 LML donation)

Movies @ Your Library – Restarting in October with restrictions

Pop-Up at the Farmer’s Market (GI)
September 2, 2021 In person / Offsite
Time for preparation & performance – 2.5 hrs (pd) Attendance: 32
Supplies: Display of event posters, information about the library, free books, etc.
Take and Make kits also distributed; Hotspot providing WiFi

STEAM Fun Fridays: Paint by Stickers (C) In person / Onsite
September 3, 2021
Time for preparation & performance – 1.5 hrs (pd)
Supplies: Kid’s Paint by Sticker Books Attendance: 3

Upcycled Cards for any Occasion – Craft Gathering (GI) In person / Onsite
September 4, 2021
Time for preparation & performance – 1.5 hrs (pd)
Supplies: Donated card fronts & card stock Attendance: 1

Third Thursday Bonus Virtual Program – The Life of Jesse Hoover
September 8, 2021 Zoom program
Time for preparation & performance –.25 hrs (pd) Attendance: 0
Supplies: Partnership with Hoover Presidential Library;
JKPL promotes and provides link to local participants

Social Issues Book Club – *Evicted* (GI) Hybrid (Onsite and Zoom)
September 9, 2021
Time for preparation & performance – 3 hrs (pd) Participants: 4
Supplies: Books, Zoom, Laptop and Owl
Funded by Libraries Transforming Communities grant Free Comic Book Day Activities (GI)
In person / Onsite

STEAM Fun Fridays: Block Coding with a Robot (C) In person / Onsite
September 10, 2021
Time for preparation & performance – 1 hrs (pd)
Supplies: Robots from Creation Station Attendance: 0

Adult Crafternoon: Book Page Wreath (GI) Hybrid (In Person, Virtual, & Kit program)
September 13, 2021 Facebook Views / Engagements: 21 / 4
Time for preparation & performance – 4 hrs (pd) YouTube views: 6
Supplies: Cardboard, old books, glue Kits distributed: 15
Sponsored by FGH Delivery Attendance: 0

National Coloring Book Day (GI) Passive
September 14, 2021
Time for preparation & performance – .25 hrs (pd)
Supplies: Coloring pages, colors, markers, etc. Participants: 1
JKPL coloring book & twistable crayons for prize

Third Thursday Virtual Program – Little Fashionista on the Prairie
September 16, 2021 Zoom program
Time for preparation & performance – .25 hrs (pd) Attendance: 0
Supplies: Partnership with Hoover Presidential Library;
JKPL promotes and provides link to local participants

Pop-Up at the Farmer’s Market (GI)
September 16, 2021 In person / Offsite
Time for preparation & performance – 2 hrs (pd) Attendance: 21
Supplies: Display of event posters, information about the library, free books, etc.
Take and Make kits also distributed; Hotspot providing WiFi

STEAM Fun Fridays: Make a Superhero Mask (C)
September 17, 2021 In person / Onsite
Time for preparation & performance – .5 hrs (pd)
Supplies: Supplies left from Comic Book Day Attendance: 0

Back to School Celebration in the Park! (C)
September 18, 2021 In person / Offsite
Time for preparation & performance – 15.5 hrs (pd) 18 hrs (vol) Attendance: 200
Supplies: Cookies and decorating supplies, books to give away, craft supplies, Mississippi River
Museum presentation provided by the JKPL. Partnership with Grade Level Reading
and they provided lunch, bouncy house, and more volunteers

Teen Bad Karaoke Open Mic (YA) – Cancelled due to scheduling conflict
September 18, 2021
Time for preparation & performance – .5 Attendance: 0
Supplies: None

STEAM Fun Fridays: Bouncy Balls (C)
September 24, 2021 In person / Onsite
Time for preparation & performance – 2 hrs (pd)
Supplies: Borax, cornstarch, glue and water Attendance: 0

Pop-Up at the Downtown Market (GI)
September 25, 2021 In person / Offsite
Time for preparation & performance – 5 hrs (pd) Attendance: 153
Supplies: Display of event posters, information about the library, free books, etc.
Take and make kits distributed, Hotspots providing WiFi

National Coffee Day (A) Hybrid (In Person, Virtual, & Kit program)
September 29, 2021 Facebook Views / Engagements: 84 / 21
Time for preparation & performance – 2 hrs (pd) YouTube views: 4
Supplies: Coffee cake in a mug kits – supplies donated Kits distributed: 12
Partnership with Brew & Brew for \$1.00 discount Participants: 7
to those showing library card

Whimsical Illustrations: Something Fishy ... (A) Hybrid (In person / Zoom)
September 30, 2021
Time for preparation & performance – .5 hrs (pd) 20 hrs (vol)
Supplies: Pens, colored pencils, paper, misc. drawing supplies (provided by participants or presenter)
Presented by Dianne Kramer Participants: 9

National Library Card Sign Up Month – Activity Card (GI) Passive program
September 1-30, 2021
Time for preparation & performance – 1.25 hrs (pd)
Supplies: Activity / bingo cards and prizes (bookmarks, buttons, etc.)
No cards / activities were completed and submitted for prizes Participants: 0

Upcycled Cards for any Occasion (GI) Passive program
September 1-30, 2021
Time for preparation & performance – 2.25 hrs (pd)
Supplies: Donated card fronts & card stock Kits distributed: 42

StoryWalk® - *No More Naps!* (C) Passive / outdoor program
September 1-30, 2021 Participants: 45
Time for preparation & performance – 6.5 hrs 3 hrs (vol)
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. Kim estimates about 1/3 of walkers
complete survey so based on that, estimated attendance would be 135. Sponsored by DRA,
Friends of the JKPL, and Richard Osterhaus Memorial.

Creation Station: Door Hangers and Book Marks (GI) Passive / Make and Take
September 1-30, 2021
Time for preparation & performance – 1 hrs (pd)
Supplies: Kits left from Free Comic Book Day program Kits distributed: 33

Creation Station: Superhero masks (GI) Passive / Make and Take
September 1-30, 2021
Time for preparation & performance – 1 hrs (pd)
Supplies: Kits left from Free Comic Book Day program Kits distributed: 19

Programs held in August but still hosted and available to view or engage with on social media
September 1-30, 2021 – 5 programs Facebook Views / Engagements: 26 / 1
YouTube Views: 19

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 October:

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October 1– November 14: 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 decorative wall hangings are welcome. Items should be turned in by October 14. A silent auction of the donated items will be held in the library from October 11–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.

October 1–31: Pets in Costume Photo Contest and Pet Parade!

During the month of October, dress your pet up in a costume and post a picture of him/her to the library's social media (Facebook, Twitter, Instagram) or email us a photo at librarian@dyersville.lib.ia.us. Submit a photo by midnight on October 30 to get both the owner and the pet entered into a drawing for a prize. One entry per pet. The winner of the drawing will be announced on November 1. Check our social media on October 31 for the pets in costume parade. All pets are welcome!



October 1–31: Upcycled Greeting Cards for any occasion. Librarian Ann Boeckstedt has created a video on the library Facebook page to show you how to use the fronts of donated greeting cards combined with glue and cardstock to make entirely new greeting cards. The library has some kits ready for you to pick up. Each kit includes a themed greeting card front with coordinating cardstock. You will need to provide the glue. Kits available while supplies last.

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

October 1–31: Coloring, Creating and Doing @ Your Library. The JKPL is continuing to offer coloring pages, dot to dot, crosswords, sudoku, and other activity pages available for you to enjoy 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 are available while supplies last. NOTE: If you need something to color with, miscellaneous colored pencils may be provided upon request (for you to keep). If you want to work on the activities while at the library, colored pencils, markers, and more are available to check out from the front desk.

October 1–31: TEENtober Digital Challenge

TEENtober is a nationwide celebration hosted by libraries every October. This celebration aims to celebrate teens, promote year-round teen services, and highlight the innovative ways that teen services help teens to learn new skills and fuel their passions both in and outside the library. This year we are challenging teens to make a 5 minute or less how-to video tutorial about a skill. Examples would be how to perform a dance move, play an instrument, how to build something in Minecraft, etc. Videos can be posted to social media, with the library tagged, or emailed to Pzurawski@dyersville.lib.ia.us. Anyone that participates will receive a gift certificate for a free ice cream cone and be entered into a drawing for a chance to win \$30 in Dyersville Dollars. For ages 12-18 only. Videos must be submitted by 4:00 pm on October 31st.



October 1: Sign up NOW for Ready-Set-Grow: Planting an Amaryllis Bulb for the Holidays!



Join us for this in-person and virtual program and grow your own flowering amaryllis! This program will be led by Ray Kruse, Master Gardener Coordinator and Food Systems Program Coordinator for the Iowa State University Extension and Outreach, Dubuque County. Participants may come to the in-person program at the library to plant their bulb, or pick up a kit from the library. Flower choices are Carmen (scarlet), Samba (red and white) or Picotee (white with red edges). Bulbs should bloom around the holidays or shortly after. Note: A south facing window is necessary to make the bulb bloom. Kits will include a bulb, pot, and soil as well as information on how to access the YouTube video created by Ray, and written information on the process and care of an amaryllis bulb. Cost for this kit is \$20.00. Only 30 kits are available (10 of each flower) so those interested may reserve their kits now by paying the materials fee. The in-person program will be held on October 25 at 6:30 pm with a maximum of 15 attendees so registration is required. If there is demand, a second session will be offered on the October 28th. The take home kits will be available on October 26.

Fridays, October 1, 8, 15, 22, 29: 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 between 3:30 and 5:00 pm to participate in the selected activity. Space is limited, but children are welcome to wait if all spots are full. All ages welcome. The activities for this month are: Snap circuits (10/1); DIY lava lamps (10/8); Paint by Sticker (10/15); Shrinky dink keychain or necklace (10/22); and Paper pumpkins (10/29).

Saturday, October 2–November 6: Westside Park StoryWalk® : “The Magical Yet” by Angela DiTerlizzi. Families are invited to walk the 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 instead! There will be a new story installed on the first Saturday of each month through November. The StoryWalk® is made possible by the Dubuque Racing Association, Friends of the Library, and the Richard Osterhaus Memorial Fund. The StoryWalk® Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Kellogg-Hubbard Library. Storywalk® is a registered service mark owned by Ms. Ferguson.



Saturday, October 2: Upcycled Greeting Cards Craft Hour from 1:00—2:00 pm. Stop by the library to create your own upcycled greeting cards. Ann will be on hand to demonstrate how to use the fronts of donated greeting cards combined with glue and cardstock to make entirely new greeting cards. We will have donated greeting card fronts to choose from, different colors of cardstock, glue, fancy edge scissors, markers, and gel pens. Masks are encouraged for those attending.



Monday, October 4: Ready-Set-Grow: Caring For Your Amaryllis—Bringing It Inside. Join us for this special virtual program where Ray Kruse, Master Gardener Coordinator and Food Systems Program Coordinator for the Iowa State University Extension and Outreach, shows us how to care for your amaryllis or other bulb. Your plant has been outside for the summer but winter is coming and the bulb needs to be brought in before the first frost. Watch this prerecorded video to see the next step in caring for your bulb so it will bloom again in December. This video will be available on the JKPL's Facebook page and YouTube channel.

Monday, October 4: 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 read, *The Extraordinary Life of Sam Hell* by Robert Dugoni. 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.



Tuesdays, October 5, 12, 19, 26 Checker's Library TV for Kids Watch Party @ 4:00 pm

The JKPL is pleased to offer a new on demand children's program series this fall designed for children ages 3-8. Checkers Library TV is a weekly educational entertainment program starring Checkers the Inventor, his robot sidekick, Snoozer, and a variety of visitors and special guests. With a mix of book recommendations, arts and crafts, health and wellness tips, short films, and more, there is something for everyone in each fun-filled episode. Each episode takes children on an adventure that explores the joys of reading while inspiring them to explore their creative potential.



A new video is released each Monday and can be watched on demand on the JKPL Facebook page and YouTube Channel. The videos on YouTube are unlisted so contact Paul at the library to get the URL link. A related activity kit may be picked up each week in the Creation Station at the library.

Watch Party! Kids can also come to the library to watch the program at the scheduled "Watch Party" and then complete some fun related activities. These programs are for kids in kindergarten thru fourth grade. Registration is encouraged as space is limited, but walk-ins are welcome if space allows. Masks are encouraged. The themes for this month are:

October 5: Fire Safety October 12: Outerspace October 19: Music October 26: Halloween special

This program is supported by the Institute of Museum and Library Services under the provisions of the American Rescue Plan Act as administered by the State Library of Iowa.



Tuesday, October 5: 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.

Wednesdays, October 6, 13, 20, and 27: 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 which will be in person. Programs will run through November 17. Story Time is open to 3, 4 and 5 year olds who have not been in Kindergarten. 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. *Note: If minimum enrollment is not met by September 28, sessions may be cancelled.*



Wednesdays, October 6, 13, 20, and 27: Wee Read @ 10:30 am. Parents and caregivers are encouraged to bring their preschoolers to the Fall 2021 sessions of Preschool Wee Read which will be in person. Programs will run through November 17. Wee Read is for children under 3 and their caregiver. 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. *Note: If minimum enrollment is not met by September 28, sessions may be cancelled.*

Wednesdays, October 6, 13, 20, 27: Sit and Stitch from 1:00—3:00 pm. Grab your hobby and/or craft and come to the library and join other crafters for 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.

October 7—31: Play-Doh Challenge 2021. This month's challenge is "Trees." Kids ages 3-11 are invited to sign up to participate in the library's monthly Play-Doh Challenge! Sign up 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. 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. This program is sponsored by Rex Massey/State Farm Insurance.



Thursday, October 7: Pop-Up @ the Farmer's Market from 3:00—5:00 pm. The JKPL will be reaching out to the community by visiting the Dyersville Farmer's Market. Visitors will be able to get library card applications, find out more about what the library has to offer, and select a free book to keep from the pop-up library. Fun, free Take-and-Make Activity Kits will also be available. Kits will be available while supplies last. 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.

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, October 9: Frankentoys from 10:00—11:00 am

Come join us and stitch, glue, and connect broken toys together to make new creations! The library will provide the toy parts, but feel free to bring any from home. This program is intended for ages 10 and up, but those under the age of 10 may attend if they have an adult companion. Stations will be set up in the Hoffman Room inside the library to allow for social distancing. If all spaces are taken, please wait until someone finishes before starting. Masks are encouraged for those attending. Not able to attend but want to make a Frankentoy? Contact the library and we can assemble a to-go kit while supplies last.



Monday, October 11: The Wreath-It-Up Silent Auction Begins!

Many wreaths, wall hangings, and some tabletop home decor items have been donated for this year's fundraiser. All items are on display in the library and photographs are posted on Facebook and the library's website at www.dyersville.lib.ia.us. Bids can be placed in person at the library, by calling the library, or emailing librarian@dyersville.lib.ia.us. The highest bid will be listed along with the photo of the item on the library's website. Bids will be updated daily on the website. The silent auction ends promptly at 3:00 pm on November 14.

Monday, October 11: Adult Crafternoon: Twine Pumpkin from 3:00—7:00 pm (and Take-and-Make!) Join us at the library this month as we make twine pumpkins! Stop in the library 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. The instructional video for how to do the craft will be posted on both the library's Facebook and YouTube pages starting October 12 and kits will be available while supplies last. Kits will include a twine, floral wire, artificial leaf, and a twig. You will need to provide scissors, pencil, glue gun & glue sticks. 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 before starting. Adult Crafternoon programs are sponsored by FGH Delivery.



Tuesday, October 12: 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 *Summer By The Tides* by Denise Hunter. 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.

Thursdays, October 14, 21 & 28: Euchre Card Party from 1:00—3:30 pm. Join us Thursday 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 are welcome, if space allows. Those attending are encouraged to wear a mask. *Note: Not meeting on October 7.*

Thursday, October 14: Social Issues Book Club @ 6:00 pm

In this 6 month series, participants will read one book each month that highlights a particular social issue and discuss it at a meeting. The theme and book for this month is: Police Brutality; *The Hate U Give* by Angie Thomas. 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.

Future titles and dates are November 11: *Under a White Sky: the Nature of the Future* by Elizabeth Kolbert (Climate Change); December 9: *Nomadland* by Jessica Bruder (Income Inequality); and January 13: *Men Explain Things to Me* by Rebecca Solnit (Gender Inequality)



Saturday, October 16: Family Movies presents "Space Jam-A New Legacy" @ 2:00 pm. NBA athlete LeBron James forges an unlikely friendship with the Looney Tunes to overcome the shady Goon Squad basketball team after being trapped in a computer simulation of a basketball league by a nefarious artificial intelligence. (115 minutes, Rated PG). Due to social distancing, we can only host 20 people maximum at the movie showing. Please contact the library to reserve your spot. Walk-ins welcome if space allows. No snacks will be served but attendees are welcome to bring their own. Those attending are encouraged to wear a mask.

Monday, October 18 to November 6: Wreath-it-up Ribbon Voting. Stop in the library, check out Facebook, or the JKPL website to see the items that have been donated for the Wreath-it-up fundraiser and show your support for your favorite by voting for it! Categories will include Most Creative, Best Seasonal and People's Choice. Voting is available by completing a paper form at the library.

Monday, October 18: Whimsical Witchery @ 6:00 pm

Join Dianne Kramer in-person as we add a touch of whimsy to the Halloween season with another installment of her Whimsical Illustrations classes. We will practice drawing a variety of Halloween-related shapes and figures (a witch's broom, batwings, a witch's hat, candy corn, spiders, spider webs, a skull, a star wand, a jack-o'-lantern) and then we'll put them all together into an illustration. A display of the types of drawings to be done in the class is on display in the library. Registration is required as space is limited. Please bring the following supplies: pencil, eraser, fine-tipped black pen, and colored pencils. All other supplies will be provided.



Tuesday, October 19: Chat and Doodle Too @ 6:00 pm. Relax together in person, or via Zoom, by drawing, coloring, doodling, working on puzzles, crafting or anything you enjoy doing independently. Guests will work on their own projects while enjoying the companionship of others, either together in the library Hoffman Room or virtually via Zoom. If there is interest, the library will provide colored pencils, markers, coloring pages, and misc. activity pages for participants to enjoy in the library or they can be picked up in advance. Call or stop in the library to register to attend in person, or sign up at <https://bit.ly/ChatDoodle> to receive a zoom link to attend virtually.

Thursday, October 21: Hoover's Last Trip Home @ 6:00 pm. Join us as we take a look back 57 years to October 25, 1964 when Herbert Hoover returned to West Branch to be buried on a hill overlooking his childhood home. Archival videos and audio clips will supplement the story. The JKPL has partnered with the Hoover Presidential Library to present their 3rd Thursday Virtual Programs. Advance registration is required so please register at <https://bit.ly/TTLastTripHome>.



Friday, October 22: "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.

Monday, October 25: Ready-Set-Grow: Planting an Amaryllis Bulb for the Holidays @ 6:30 pm

Join us at the library to plant your own Amaryllis Bulb! Ray Kruse, Master Gardener Coordinator and Food Systems Program Coordinator for the Iowa State University Extension and Outreach, Dubuque County will demonstrate how to plant your bulb and answer related questions.



- A maximum of 15 is allowed at this in-person session. If demand warrants, a second session may be added on October 28.
- Flower choices are Carmen (scarlet), Samba (red and white) or Picotee (white with red edges). Ten of each color are available and selection is first come, first served. Bulbs should bloom around the winter holidays or shortly after.
- Reserve your spot in the class and flower choice by paying the \$20 materials fee anytime during October.
- Participants not able to attend in person are welcome to sign up to participate virtually. A kit with all needed supplies, instructions, and a link to a video tutorial is available.
- Materials provided at the program and in the kit include amaryllis bulb, pot, soil, dowel, and decorative accessories.

Tuesday, October 26: 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, October 28: Ghouls Night Out from 5:00—8:00 pm. Join us for the fourth annual Ghouls Night Out! Stroll the streets of downtown Dyersville, shop, browse, and enjoy a night out on the town with the participating businesses and organizations. Just like last year, check in at Brew & Brew to receive your passport. The first 25 people to enter will receive a free gift! The JKPL Pop-Up Library will be set up inside the library and will be a stop for this annual Dyersville event. Pick up a free book and get your name entered into a drawing for some library swag. Return your filled passport to any participating business to try your luck at winning the grand prize! Participating businesses and specials will be announced before the event so keep an eye out! Costumes are encouraged.



Friday, October 29: 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.



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

Come join us for our yearly double creature feature! This program is for those age 13 and older, however, younger participants are welcome if they have an adult to accompany them. There is a 15 person maximum for this program so registration is required. Please contact the library to register. Walk-ins welcome if space allows. Masks are encouraged. No snacks will be served but attendees are welcome to bring their own.

Movie selections are:

- *Scary Stories to Tell in the Dark*: Follows a group of teens that find themselves being targeted by creatures in a book. (Rated PG-13)
- *Unfriended*: A group of friends are chatting online when a mysterious presence forces them to confront their past sins. (Rated R).

Saturday, October 30: Children's Halloween Open House @ Your Library from 10:00 am—1:30 pm

Kids of all ages are invited to the Library for stories, craft activities, a fun photo opportunity and more!

- Wear your costumes and take a picture with our green screen and choose a spooky Halloween background. We will print your photo out, and you can make a frame for it at our craft station.
- Several craft activities will be available to make at the library or you may take them to go.
- Stories will be read at 11:00 am, 12 noon, and 1:00 pm. Limited numbers will be allowed to enjoy each story so that we can maintain social distance.
- A Halloween treat bag will be provided to all children.
- Masks are encouraged. Events may be cancelled or modified due to public health guidelines.
- Sponsored by Tim and Angela English.



Sunday, October 31: Books for Treats Halloween Pop-Up Library @ from 5:30—7:30 pm

Join us for the 4th Annual Books for Treats Event where families are invited to Trick-or-Treat for a book instead of candy!



- The JKPL will have a pop-up library on the lawn at 610 1st Ave. W. (Betty Anne Scherrman's house).
- Books for all ages, including adults, will be available.
- Take and make craft kits may be available (while supplies last).
- This event is sponsored in part by a grant from the Dyersville Area Community Foundation and partnership with the Dyersville Campaign for Grade Level Reading and the Friends of the JKPL.

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

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



- *Visit our website at www.dyersville.lib.ia.us
- *Follow us on Twitter: @dyersvillelib
- *Follow us on Goodreads: James Kennedy Public Library

NEW SERVICE COMING IN OCTOBER!

Digital Movies, Music and More – Instantly Available – 24/7 – Free with your full service James Kennedy Public Library Card!

We are excited to announce the JKPL will soon be offering a new electronic service—hoopla digital: a new digital media service through which you may access and enjoy nearly half a million titles, from six different formats: **Movies, TV, Music Albums, eAudiobooks, eBooks, and Comics/Graphic Novels**. All in one location, from your computer, tablet or Smartphone!



With hoopla, there are no hold lists or special steps to use it. If it is in their catalog you can borrow it. It is just that simple. On a mobile device, borrowed content may be temporarily downloaded and accessed offline or, in either the app or on a computer, all borrowed content may be enjoyed while connected to the internet by streaming.

We are excited to offer this new service to Dyersville city residents and other full service library card holders. We are in the process of getting it set up, but it should be live in early October. You may borrow up to 8 titles per month.

To register for and enjoy hoopla digital for free with your library card, please download the hoopla digital app from your Apple or Google Play store on your mobile device. If you are using a computer, you may visit <https://www.hoopladigital.com/home>. For more information or if you have questions, please call or visit the library.

This program is supported by the Institute of Museum and Library Services under the provisions of the American Rescue Plan Act as administered by the State Library of Iowa.

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

- Come to the library and grab bags of books that have been put together that include books of similar types, topics, or authors.
- Each bag includes approximately 5 used items that were culled from the library or donated to the Friends of the JKPL.
- You can pick by specific authors, topics, type, and more.
- Select one or more bags to add to your home library and make a donation to the Friends.
- Bags can be picked up at a library visit or curbside service. Donations can be put in the box at the Books to Go table or given to staff making the delivery for curbside service.
- If you have special requests (specific author or topic), please call or email the library (librarian@dyersville.lib.ia.us) and the Friends will fill the request if they are able.
- All funds from this special used book sale go to the Friends of the James Kennedy Public Library.



LIBRARY HOURS

Library hours from Labor Day to Memorial Day (excluding holidays) are:

Monday thru Thursday: 9:00 am—8:00 pm
Friday & Saturday: 9:00 am—5:00 pm
Sundays: 1:00—4:00 pm

October 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	Wreath-It-Up Fundraiser continues	October 1-31 <ul style="list-style-type: none"> Pets in Costume Contest TEENlober Digital Challenge 	October 1-31 <ul style="list-style-type: none"> Coloring, Creating, Doing Get Puzzled! Upcycled Greeting Cards 				1 STEAM Fun Fridays from 3:30-5pm	2 New Story installed at Westside Park StoryWalk@!! Upcycled Greeting Cards Craft Hour from 1-2pm
3		4 Books For Lunch @ 12pm Ready-Set-Grow: Caring for your Amaryllis Video drops	5 Checkers Library TV @ 4pm Dungeons & Dragons @ 6pm	6 Story Time @ 9:30 am & 6:30 pm Wee Read @ 10:30 am Sit & Stitch from 1-3pm	7 Pop-up at Farmer's Market from 3-5pm Play-doh Challenge begins!	8 STEAM Fun Fridays from 3:30-5pm	9 Frankentoy's from 10-11 am	
10		11 Adult crafternoon from 3-7pm Wreath-It-Up Silent Auction begins!	12 Checkers Library TV @ 4pm A Novel Approach to Faith book club @ 7pm	13 Story Time @ 9:30 am & 6:30 pm Wee Read @ 10:30 am Sit & Stitch from 1-3pm	14 Euchre Card Party from 1-3:30pm Social Issues Book Club @ 6pm	15 STEAM Fun Fridays from 3:30-5pm	16 Family Movies presents <i>Space Jam: A New Legacy</i> @ 2pm	
17		18 Whimsical Witchery @ 6pm Wreath-It-Up Ribbon voting begins!	19 Checkers Library TV @ 4pm Chat and Doodle Too @ 6pm	20 Story Time @ 9:30 am & 6:30 pm Wee Read @ 10:30 am Sit & Stitch from 1-3pm	21 Euchre Card Party from 1-3:30pm Hoover's Last Trip Home @ 6pm	22 STEAM Fun Fridays from 3:30-5pm <i>Among Us</i> Virtual Game Night @ 6pm	23	
24		25 Ready-Set-Grow: Planting an Amaryllis for the holidays @ 6:30pm	26 Checkers Library TV @ 4pm JKPL Writing Group @ 6:30pm	27 Story Time @ 9:30 am & 6:30 pm Wee Read @ 10:30 am Sit & Stitch from 1-3pm	28 Euchre Card Party from 1-3:30pm Ghouls Night Out from 5-8pm	29 STEAM Fun Fridays from 3:30-5pm Final Friday Tech from 3-5pm Double Creature Feature @ 6pm	30 Children's Halloween Open House from 10am-1:30pm	
31	Books for Treats from 5:30-7:30pm at 610 1st Ave. W.							

Upcoming Events for November 2021 and Beyond

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November 1 - 14: The Wreath-It-Up Silent Auction Continues! Be sure to stop in and take a look, or check out the library website before it is too late! Many wreaths, wall hanging, and even a few tabletop home decor items have been donated for this year's fundraiser. All items are on display in the library and photographs are posted on Facebook and the library's website at www.dyersville.lib.ia.us. The silent auction of the donated items will be held through November 14. Bids can be placed in person at the library, by calling the library, or emailing librarian@dyersville.lib.ia.us. The highest bid will be listed along with the photo of the item on the library's website. Bidding by phone or email ends on Saturday, November 13; and in person bidding ends promptly at 3:00 pm on November 14. Also, voting for the Most Creative, Best Seasonal, and People's Choice (overall favorite) continues through November 6 so be sure to vote for your favorite! Ribbons will be put on the winning items starting on November 8.

November is Dinovember! Each November, the dinosaurs come out to play, make messes, and have a good time, inspired by Refe and Susan Tuma's *What the Dinosaurs Did Last Night*. Most STEAM and children's craft activities will be dinosaur themed. Other activities TBD.

November 1-30: Up-Cycling Greeting Cards for any occasion. Librarian Ann Boeckenstedt has created a video on the library Facebook page to show you how to use the fronts of donated greeting cards combined with glue and cardstock to make entirely new greeting cards. The library has some kits ready for you to pick up. Each kit includes a themed greeting card front with coordinating cardstock. You will need to provide the glue. Kits available while supplies last.

November 1-30: Coloring, Creating and Doing @ Your Library. The JKPL is continuing to offer coloring pages, dot to dot, crosswords, sudoku, and other activity pages available for you to enjoy 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 are available while supplies last. NOTE: If you need something to color with, miscellaneous colored pencils may be provided upon request (for you to keep). If you want to work on the activities while at the library, colored pencils, markers, and more are available to check out from the front desk.

November 1-30: Creation Station Craft: Dinosaurs! Stop in and craft in the Creation Station at the library or grab a kit and create at home! This month's take and make (or make and take) activity will be a celebration of DiNovember so will be dinosaur themed! Kit will include most needed supplies and instructions. A video demonstration may also be available to view on the JKPL Facebook and YouTube channel. Kits available while supplies last.

November is National Novel Writing Month (NaNoWriMo)! NaNoWriMo is a fun, informal approach to creative writing, with participants working towards the goal of writing 50,000 words by 11:59 pm on November 30. Writers are encouraged to register on the official NaNoWriMo website (adults at nanowrimo.org and young adults at ywp.nanowrimo.org) and take advantage of all their helpful tools. The official NaNoWriMo website has authors to share their experiences, encouragement, and advice in the form of Pep Talks and authors using Twitter and Instagram accounts to offer real time advice. Sign up today and get writing!

Monday, November 1: NaNoWriMo Kick-off. To kick-off National Novel Writing Month, get inspired by two local authors who have both been published in the Chicken Soup for the Soul books. In this video, Darci Werner will read her story "Precious Sleep" published in *Miracles & Divine Intervention*. Sue Bonebrake will read her story "A Sheep in Wolf's Clothing" published in *Life Lessons from the Cat*. This will be a pre-recorded video posted on the library's Facebook page and YouTube channel. Want some topic ideas for writing? Go to: chickensoup.com/story-submissions/possible-book-topics.

Checker's Library TV presents: The Reading Road Trip - Full STEAM Ahead! The JKPL is pleased to offer a new on demand children's program series this fall designed for children ages 3-8. *The Reading Road Trip: Full STEAM Ahead* is a weekly educational entertainment program starring Checkers the Inventor, his robot sidekick, Snoozer, and a variety of visitors and special guests. With a mix of book recommendations, arts and crafts, health and wellness tips, short films, and more, there is something for everyone in each fun-filled episode. Each episode takes children on an adventure that explores the joys of reading while inspiring them to explore their creative potential. A new video will be released each

Monday and posted to the library's Facebook page (<https://www.facebook.com/JKPLibrary>). Just check under the video section to find all the videos released so far. The videos will also be uploaded to our YouTube channel, but will be unlisted so you will need to contact the library to get the URL link to view the video. Kids will also be able to pick up a related activity kit from the Creation Station at the library.

Watch Party: The JKPL is also offering a weekly watch party on Tuesdays at 4 pm. Kids in kindergarten thru fourth grade are invited to come together to watch the programs and do activities together. Registration is encouraged as space is limited but walk-ins are welcome if space allows. November Watch Party dates and themes are: November 2 - Disabilities; November 9 - Superheroes, November 16 - Going to the Doctor, November 23 - Thanksgiving, and November 30 - Exercise. This program is supported by the Institute of Museum and Library Services under the provisions of the American Rescue Plan Act as administered by the State Library of Iowa.

Monday, November 1: 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 *This Tender Land* by William Kent Krueger. 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 need a link to the Zoom room, please email librarian@dyersville.lib.ia.us 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, November 2: 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.

Wednesdays, November 3, 10, 17, 24: 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. Those unable to join in person are welcome to participate via Zoom. Please email librarian@dyersville.lib.ia.us by 10 am on the date of the gathering and an invitation will be emailed to you. The same zoom room link is used each week. If you are planning to participate 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, November 3, 10, and 17: Story Time @ 9:30 am. Parents and caregivers are encouraged to bring their preschoolers to the Fall 2021 sessions of Preschool Story Time which will be in person. Programs will run through November 17. Story Time is open to 3, 4 and 5 year olds who have not been in Kindergarten. 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 that an email invitation can be sent. You may visit the library to register, or call the library at (563)875-8912.

Wednesdays, November 3, 10, and 17: Wee Read @ 10:30 am. Parents and caregivers are encouraged to bring their preschoolers to the Fall 2021 sessions of Preschool Wee Read which will be in person. Programs will run through November 17. Wee Read is for children under 3 and their caregiver. 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. You may visit the library to register, or call the library at (563)875-8912.

November 4-30: Play-Doh Challenge 2021. This month's challenge is "Clothes." 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.

Thursday, November 4, 11, & 18: Euchre Card Party from 1:00-3:30 pm. Join us Thursday 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 are welcome, if space allows. Those attending are encouraged to wear a mask.

Fridays, November 5, 12, 19, 26: S.T.E.A.M. Fun Fridays featuring Dinosaurs from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to discover or create something new in the Creation Station. Participants are welcome to come anytime between 3:30-5:00 pm to participate in the selected activity. All ages welcome. This month we are celebrating DiNovember or all activities will be dinosaur themed.

Saturday, November 6: Building Creativity One Block at a Time: a LEGO® program from 11:00am – 12:00 pm. This month's theme is "Pirates". This program is for all ages but children under 7 must be accompanied by an adult or older partner. This LEGO® program is part of a monthly LEGO® building block program at the library sponsored by DuTrac Community Credit Union. Each month there is a theme to help inspire creativity. Photos of the creations are displayed in the children's area of the library and on the library's social media pages. All children who participate have their names entered into a quarterly drawing for a special LEGO® related prize provided by DuTrac. There is a 15 person maximum for this program so registration is encouraged. Please contact the library to register. Walk-ins welcome if space allows. Masks are encouraged.

Saturday, November 6: Family Movies @ Your Library presents "Raya and the Last Dragon" @ 2:00 pm. Kumandra is a place where humans and dragons peacefully coexist. When sinister monsters threaten the community, the dragons readily make a sacrifice to save the human race. Hundreds of years later, the same threat returns. It is up to Raya, a lone warrior, to stop them once and for all. (114 minutes, Rated PG).

Monday, November 8: Adult Crafternoon – Fall Craft TBD 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 November 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 before starting. Adult Crafternoon programs are sponsored by FGH Delivery.

November 8-30: Teen Craft Kit: Ribbon Bookmark. Stop by the library to pick up a kit to create your very own, one-of-a-kind ribbon bookmark! The kit will contain thread, ribbon, and an elastic hair band. You will need a needle to complete the craft. This kit is intended for ages 12 and up due to the sewing skills involved. Kits will be available as supplies last.

Tuesday, November 9: 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 *Smoke Screen* by Terri Blackstock. 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, November 11: 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:

• 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

Saturday, November 13: International Games Week Super Smash Bros Ultimate Tournament @ 1:00 pm. Join us at the library for a chance to see who among your friends is the Smash Bros Champion! Rules for the tournament will be three stock lives, no items, random stage per fight. We will be using the Ultimate (Switch) version and players may only use standard switch grip controllers. For ages 10 and up. Program is limited to 16 participants so registration is requested, walk-ins allowed until the limit is reached. Those attending are encouraged to wear a mask.

Sunday, November 14: The Wreath-It-Up Silent Auction Ends @ 3:00 pm! Don't wait! This is the last chance to bid on the wreaths, wall hanging, and tabletop home decor items that were donated for this year's Wreath-it-up fundraiser. All items are on display in the library and photographs are posted on Facebook and the library's website at www.dyersville.lib.ia.us. Bids can be placed in person at the library, by calling the library, or emailing librarian@dyersville.lib.ia.us. Bidding by email ends at 5 pm on Saturday, November 13, bidding in person and by phone ends promptly at 3:00 pm on Sunday,

Monday, November 15 thru Thursday, December 23: Layette Quilt Display and Sale. The James Kennedy Public Library is partnering with the Dyersville Layette Ladies to share with you the work and talent of the Layette Ladies as well as raise some funds for both organizations. Several layette or lap size quilts made by the group will be on display at the library from November 15 thru December 23. These quilts will be available to purchase for \$25.00 each and proceeds will be split between the Layette Ladies group and the JKPL. Photographs of the quilts will also be posted on the library's website and Facebook account and visitors will be able to make purchases via curbside service as well as by appointment. *Need to confirm details with Layette group.*

Tuesday, November 16: 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 or anything you enjoy doing. Guests will work independently on their own projects while enjoying the companionship of others, either together in the library Hoffman Room or virtually via Zoom. If wanted, the library will provide colored pencils, markers, coloring pages, and misc. activity pages for participants to enjoy in the library or they can be picked up in advance. Call or stop in the library to register to attend in person, or sign up at <https://bit.ly/ChatDoodle> to receive a zoom link to attend virtually.

Thursday, November 18: Whimsical Illustrations Holiday Edition with Dianne Kramer @ 6:00 pm. Details TBA.

Thursday, November 18, 2021: "A Tale of Two Famines" @ 6:00 pm. Presenter Robert Zapesochny explores the role Herbert Hoover played during the Russian famines of 1921 to 23 and 1932 to 33 from the perspective of the speaker's grandparents who experienced it and were fed by Hoover. Advance registration is required for this FREE virtual event and will open soon. About the Speaker: Robert Zapesochny is a researcher and writer whose has appeared in a range of publications, including Newsmax, The American Spectator, the Washington Times, and The American Conservative. For several years, Robert worked closely with Peter Hannaford, a senior aide to Ronald Reagan, as the primary researcher on four books and numerous columns. Robert graduated with a major in Political Science from the University at Buffalo, and received his Master's in Public Administration, with a focus in healthcare, from the State University of New York

College at Brockport. When he's not writing, Robert works for a medical research company in Rochester, New York. The JKPL has partnered with the Hoover Presidential Library to present their 3rd Thursday Virtual Programs. Advance registration is required.

Saturday, November 20: TELLABRATION!™ Join us in celebrating this special storytelling event! Activities and details to be decided.

Saturday, November 20: How To Get Your Novel Published with Linda DeGree Deutmeyer @ 1:00 pm. Want to get a novel you've written published? Come learn how from published author Linda DeGree Deutmeyer. She has published 3 books to date: *The Importance of Dandelions*, *The Sense of It*, and *Some Sense of It*. Her 4th book, *Making Sense of It*, is being released this month and she will read from it. Participants can attend in-person or via Zoom. To attend in person, please contact the library to register as space is limited. To attend via Zoom, please register by 11:00 am on the day of the event at <https://bit.ly/JKPLwriting>. Those attending in person are encouraged to wear a mask.

Tuesday, November 23: 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.

Wednesday, November 24: Library closes at 5:00 pm; Thursday, November 25: Library closed for Thanksgiving

Friday, November 26: 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.

Friday, November 26: Game Night @ Your Library @ 6:00 pm. Bring your favorite game (card game, board game, role playing game, or video game) and meet, teach, and play with others! Game night is held on the 4th Friday of every month. All ages welcome. If you want to attend, please contact the library as registration is required as space is limited. Those attending in person are encouraged to wear a mask.

Saturday, November 27: Small Business Saturday Breakfast Burrito Grab and Go Fundraiser! Join us in celebrating and supporting our local small businesses. Take a quick break from your local shopping to support your library by enjoying a breakfast burrito. Details, hours and pricing to be decided.

Saturday, November 27: Small Business Saturday: Game On from 10:00 am - 12:00 pm. Looking for something for your children to do while you shop during Small Business Saturday? Bring them to the library to enjoy board, card, or console games! Members of TACKL (The Library's Teen Advisory Group) will be at the library to play games or just hang out with your kids. Registration is encouraged as space is limited. Children must have completed Kindergarten or be accompanied by an older teen who will be responsible for them. Details to be confirmed.

Saturday, November 27: Small Business Saturday: Refueling Station. Need a break from shopping? Stop in the library and relax with cider, punch, cookies or popcorn! Grab a few moments of down time by coloring, working on paper puzzles like sudoku, crossword, mazes, etc. reading or just relaxing. *Consider only if are starting to provide food at library events.*

Saturday, November 27: Up-Cycling Greeting Cards Craft Hour from 1:00-2:00 pm. Stop by the library to create your own upcycled greeting cards. Ann will be on hand to demonstrate how to use the fronts of donated greeting cards combined with glue and cardstock to make entirely new greeting cards. We will have donated greeting card fronts including Christmas to choose from, different colors of cardstock, glue, fancy edge scissors, marker and gel pens. Masks are encouraged for those attending.

December 1-20: Holiday Drawing @ your library. This holiday season checking items out from the library might win you a prize! We are hosting a holiday drawing and every time you check something out from the library you will get your name entered into a drawing to win a book or library themed prize. Each person will get one entry into the drawing every time they check something out from the library between December 1-20 (one entry per transaction, not per item). All ages are welcome to enter the drawing. Prizes to be decided.

Wednesday, December 1: A Laura Ingalls Wilder Christmas presented by Sarah Uthoff @ 6:30 pm. Explore the connections between Laura Ingalls Wilder and Christmas. An older Laura shares Christmas memories and news the year her daughter published a magazine article celebrating an old-fashioned Christmas. See the Wilder homesites decked out for Christmas, items that were originally given to and by Laura as Christmas gifts, and learn about how Christmas was celebrated in the late 19th and first part of the 20th century. Presented by Sarah Uthoff. All ages welcome. Sponsored by the James Kennedy Public Library, Carnegie-Stout Public Library & Dubuque County Library. This program will be recorded and the video will be available to view until January 31st on the library's Facebook and YouTube pages. For more information on Sarah, visit her website at trundlebedtales.com.

Saturday, December 4: Christmas Cookie Walk Fundraiser. Details to be decided.

Saturday, December 4: Children's Holiday Activities. Details to be decided.

Saturday, December 4: Mesh Christmas Wreath Making from 1 to 4 pm. Did you notice the cool mesh Halloween wreath that was donated for the Wreath-It-Up Fundraiser? Or the one featuring fall colors? These wreaths were created by local crafter Sheryl and she has agreed to show us how! Join us at this special session where you will make your own Christmas themed wreath to keep or give as a gift. There is a \$20.00 materials fee which pays for all needed supplies including mesh, ribbons, wreath form and decorations. There is only space and supplies for 8 participants so be sure to sign up and pay the fee early to save your seat. Participants are welcome to bring their own scissors and glue gun if they wish.

December 6 - January 7: Junior Duck Stamp Exhibit. The library is happy to have on display the winners from the 2020-2021 Junior Duck Stamp Art Competition. The JDS Art Competition is the culmination of the Junior Duck Stamp educational program where students may express their newfound knowledge of the waterfowl they studied by drawing, painting, or sketching a picture of an eligible North American waterfowl species. Come take a look at the work of these talented young artists!

Wednesday, December 8: Whimsical Illustrations Holiday Edition with Dianne Kramer @ 6:00 pm. Details coming.

December 8 is National Brownie Day. Activities TBA.

Saturday, December 11: Teen Bad Karaoke! @ 2:00 pm. Teens ages 13 and up are encouraged to join us as we use the library's karaoke machine to sing our hearts out and have fun while doing it.. Those attending in person are encouraged to wear a mask. Teens may also participate via Zoom if they prefer. Please register by 11:00 am on the day of the event. If you want to attend in person please call the library. If you want to attend via Zoom please email Paul at Pzurawski@dyersville.lib.ia.us. Registration is required as space is limited.

Sunday, December 12: Christmas Movies @ Your Library presents "Elf" @ 2:00 pm. After accidentally falling into Santa Claus' gift sack, a human baby is raised at the North Pole, growing up to believe he is an elf. Due to his large size, the "elf" causes chaos in Santa's workshop, forcing Kris Kringle to send him on a mission to find his human roots. (97 minutes, Rated PG).

Monday, December 13: National Cocoa Day Celebration. This food day is a perfect occasion to indulge yourself with a cup of hot cocoa or some chocolate confections. Cocoa powder, often referred to as simply cocoa, is made of cocoa solids which remain after the extraction of cocoa butter from cacao beans. It is often used to make hot cocoa, also known as hot chocolate. Hot chocolate can be made with cocoa powder, shaved chocolate, or melted chocolate combined with heated milk or water, and sugar. The first cocoa beverage is believed to have been created by the Maya people around two thousand years ago. Of course, it has undergone considerable changes since then. Activities TBD.

Thursday, December 23: Library closes at 5:00 pm; Friday, December 24 - Sunday, December 26: Library closed for Christmas

Friday, December 31: Family New Year's Noon Zoom Party from 11:00 am to 12:30 pm. Families are invited to join the library for this fun New Year's Noon Celebration. Details TBD.

Saturday, January 1, 2022: Library closed for New Year's holiday

January – February: Warm-Up @ Your Library Winter Library Program. Details TBD.

Monday, January 10: Soup Lunch and Dinner Fundraiser from 11:30 am —1:00 pm & 4:30—6:00 pm. Warm up this winter with the JKPL annual Soup Fundraiser! Enjoy homemade chili or chicken noodle soup, crackers, roll, and brownie. Again this year, we are offering service for lunch as well as dinner and will be carry-out only. Lunch will be available from 11:30 am—1:00 pm and dinner will be offered from 4:30—6:00 pm (or until we run out). The soup is made and served by the JKPL Library Board and Fundraising Committee members. Price is \$6.00 per meal or \$3.00 for just a bowl of soup only. Due to the pandemic, this year's event will be carryout only. Guests will be able to pull into the library parking lot and call to have their order brought out to them. Proceeds from the fundraiser will be used to support the library's collections and services. Call the library at 563-875-8912 for more information or advance ordering. Details from 2021 – Committee to review and update.

Monday, January 10 - February 28: Love My Library Giving Tree Fundraiser! Do you "Love Your Library"? Then consider participating in this annual fundraising activity that will improve the collection and services the library is able to offer. Library staff have identified books and materials, furnishings, equipment, programs, supplies, and more that the library needs. Select one or more items and donate the funds needed for purchase. Or purchase the items yourself and donate them to the library. Donations will be written on a heart and hung on the library "Giving Tree." Where appropriate the library will attach a tag or book plate acknowledging the donation and the donor will be the first to check it out. Some items are listed on the bulletin board in the entry to the library and the complete list can be viewed at the circulation desk or from the home page of the library's website (www.dyersville.lib.ia.us). Not finding something you want to "love"? Bring your ideas to a librarian! Committee to confirm details.

National Popcorn Day is January 19

National Puzzle Day is January 29

February is Library Lover's Month. Activities to be decided.

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

Saturday, February 12: Mystery Dinner fundraiser at 6 pm. Snow date of Saturday, February 19. To be held at Dyersville Social Center, J & D Mart Catering and Die Laughing performing. Committee to confirm details for show, menu, and pricing.

Reading Colors Your World: 2021 Adult Summer Library Program
June 1 to August 31, 2021

Due to Covid-19, the 2021 Adult Summer Program was primarily a virtual / remote program. We used READSquared, an online library program tracking and logging system and application as well as the in person / paper documents. Programming was virtual, passive or outdoors socially distanced. Participation in the program was lower as a result of these restrictions.

60 adults signed up

38 participants completed one or more activities (read a book, participated in a program, used on online library service, etc.; **22** “completed” the program. In order to complete the program, participants had to complete a total of 16 activities, including reading at least 4 books.

Highest number of activities completed by one person: **64**

Total number of activities completed by all participants: **835**

The Friends of the Library sponsored the program again this year, committing funds to pay for incentives, programs, and refreshments. The grand prize was a Book Lover’s Basket (which we have put together every year since we started this program). Incentive prizes were luggage tags or key chains using the button maker, Reading Colors Your World pens and highlighters, JKPL sticky notepads and hand sanitizer as well as various items that have been donated for prizes. Participants also had the option to select a new or gently used book that was donated to the Friends when signing up and for any level completed. Drawing prizes were items left from previous programs, donated items, and library swag. Those completing the program received a JKPL Coloring Book and their choice of colored pencils or twistable crayons.

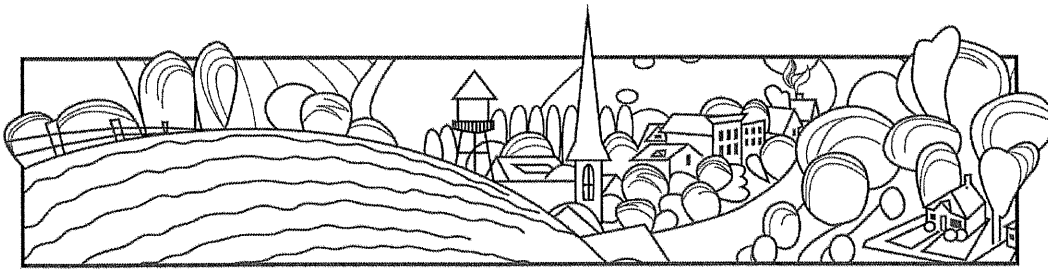
Programs offered:

- Reading Colors Your World Kit and Social
- Whimsical Illustrations with Dianne Kramer (3 sessions)
- Reading Colors Your World Zoom Social
- Color a Smile (All Ages passive program)
- Whimsical Art Zoom Social
- Take Back Your Crayons with Mary Potter Kenyon
- Jumpstart Your Creativity with Mary Potter Kenyon

History:

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

Year	Participants	Reviews / Activities	At least 1	Completed	Highest
2021	60	835	38	22	64
2020	52	594	43	22	61
2019	103	828	41	22	80
2018	105	1380	46	36	112
2017	91	758	45	39	96



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

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

❧ JAMES KENNEDY PUBLIC LIBRARY ENDOWMENT ❧

	Current Month <small>August 1, 2021 - August 31, 2021</small>	Year-To-Date <small>January 1, 2021 - August 31, 2021</small>
BEGINNING FUND BALANCE	13,229.43	5,145.89
Gifts	0.00	7,311.53
Investment Income (Loss)	210.52	1,074.27
Other Income	0.00	0.00
Grants Approved	0.00	0.00
Fees	-19.32	-111.06
Fund Expenses	0.00	0.00
ENDING FUND BALANCE	13,420.63	13,420.63

Available to Spend: 0.00

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

Gift Detail for the Month

Donor	Address1	Address2	City-St-Zip	Date	Amount
No Gifts					0

Grant Detail for the Month

Grantee	Date	Amount
No Grants		0.00

This fund balance is comprised of gifts and corresponding earnings, grants or fees which individual donors, other than your organization, have contributed to the Community Foundation of Greater Dubuque. This is an asset of the Community Foundation of Greater Dubuque for the support of your organization.

4/5

Pandemic Plan – October 2021

This is the complete Pandemic Service Plan – that we have been operating under since March 2020. It starts out by providing a framework for priorities, areas to consider, and tiers of service for the various services the library provides and then breaks them down into stages of being open to the public with Stage 0 being the library facility is closed completely and staff working remotely (which we never did) and Stage 5 being a return to normal services / no pandemic-based restrictions. The JKPL is currently in Stage 4 and has been since August 1, 2021.

The plan is enclosed in word – tracking changes so you can see the edits and questions.

General Information – Updated to reflect current general status.

Stage 0-3 are unchanged

Stage 4: Items for you to consider and decide:

- Should we make more seating available (put all chairs down at tables, make sofas available)? We have parents wanting to sit with their child to read together, etc.
- Do we want to put more furnishings out for people or keep the larger distances between? Activity level is such we don't need more seating but would allow us to open up areas we are using for storage.
- Do we want to adjust our gathering capacity from 20?
- Do we want to discuss providing food / refreshment at programs?
- Do you want to continue requiring staff and volunteers to wear masks per current plan? I feel strongly as long as CDC is recommending masking for anyone, that we require for staff; but this is a Board decision.

Anything else we should discuss?

Pandemic Interim Service Plan

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

Plan Priorities:

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

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

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

Staff & Public Safety Considerations

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

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

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

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

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

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

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

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

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

Tiers of Service

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

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

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

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

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

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

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

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

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

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

1. No in-person services

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

Community Outreach / Meeting Rooms:

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

General Information:

Initially, All use of library meeting spaces by the public ~~is-iwas~~ cancelled. Staff and Board ~~will makeare making~~ decisions regarding opening up these spaces as restrictions are eased. This may be after restrictions regarding gatherings have been lifted as all library meeting spaces ~~have-beenwere~~ repurposed for office spaces, laptop and WiFi use, storage of furnishings, or quarantining of materials as they are returned. Stage 3 allowed limited use of library meeting spaces by the public. Stage 4 allows for gatherings of up to 20 individuals.

All in-library programming through July 31, 2021 ~~has-beenwas~~ cancelled and ~~will-be~~ replaced with virtual programming and / or outdoor socially distanced programming where possible. Stage 4 of opening allows for limited in-person, in-library programming with a total in-person gathering size of 20 or less (including library staff and presenters). The library will continue to offer virtual programs and take and make activity kits where appropriate and will ~~begin-offeringalso offer~~ hybrid programming to facilitate remote participation as well as small in-person gatherings.

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

The reading incentive portion of the Summer Library Programs for all ages ~~will followfollowed~~ the normal schedule (June & July for children and teens; June, July &

August for adults). There are options to participate remotely, via curbside service, and / or via physical use of the library based on levels of reopening.

Staged Reopening Plan:

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

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

1. Staff

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

the CARES Act. Staff should talk to their supervisor regarding city benefits and contact Iowa Workforce Development or the City of Dyersville for information about unemployment.

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

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

provided by the Dubuque County Health Department. The decision to move to less restrictive stages will be made when it is considered safe to do so, following city, county, local and / or federal (CDC) guidelines.

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

- Appointments will be scheduled on the hour and half hour
- Walk-up appointments allowed during scheduled in-building service hours if space is available
 - LIC will determine if additional patrons may be allowed in
 - Visitors allowed in without an appointment may be limited to less time, depending on those having prescheduled appointments
- Doors will remain locked
- Staff will open for patron / family with appointment when they call that they have arrived or ring doorbell.
- Public will enter through main doors and exit through Hoffman Room side door onto parking lot unless unable to manage steps
- Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments

c. Programming – Tier 2

d. Technology (PAC and Laptops) – Tier 3

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

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

- Offer other services as requested, if staff is available, following the 60 minute maximum for a library visit
 - Maximum capacity
 - Maximum of 2 people together at one time to use copier / printer / fax
 - Maximum of 2 individuals will be allowed to use the microfilm machine / genealogy room together
 - Maximum of 1 person allowed for study appointments, with an exception allowed for cause (i.e. Two people arriving and working together)
 - Maximum of 1 family or similar group for program logistics (Summer Reading, etc.).
 - Copier, study and program users are included in the maximum of 6 limit when Dubuque and / or Delaware Counties are in a Red Zone; Microfilm users are not as that space is not included in capacity calculations and has very limited access.
 - Appointments will be scheduled on the hour and half hour
 - Walk-up appointments allowed during scheduled in-building service hours if space is available
 - LIC will determine if additional patrons may be allowed in
 - Visitors allowed in without an appointment may be limited to less time, depending on those having prescheduled appointments
 - Doors will remain locked
 - Staff will open for patron with appointment when they contact staff that they have arrived
 - Public will enter through main doors and exit through Hoffman Room if they are able
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments.
- g. Outreach – Tier 2
- No-contact home delivery to homebound may be offered
 - Programs at Farmer’s Markets and other outdoor venues will be held if allowed by State and Local guidelines
 - Presentations and / or programs at typical outreach locations such as Social Center will be offered if those venues are open, wanting programming and if programs can be offered while following guideline for group size and social distancing

4. Housekeeping and Logistics

- a. Signage on doors, webpage, social media and phone message indicating level of service and contact information
- b. All shared spaces sanitized routinely

- c. Sneeze guard provided at public access desk (circulation)
- d. Masks, covering both nose and mouth, are required for all visitors age 3 or older per the Dubuque County Mask Mandate
- e. See Revised opening routine
- f. See Revised closing routine
- g. See Guidelines for Curbside Service
- h. Toilets open to the public with appropriate signage
 - Use with caution / cleaned once daily
 - CDC signage about handwashing
- i. Hand sanitizer located in several places in the library
- j. Janitorial service daily
- k. Public access computers separated by at least 6 feet
- l. Staff work spaces adjusted and staff relocated to ensure social distance
- m. Markings on floor to identify minimum of six feet adjacent to work spaces
- n. Staff should sanitize hands before and after handling money
- o. Staff should wash or sanitize hands before and after touching any shared spaces or equipment such as the copier, fax machine, etc.
- p. Coverings that can be sprayed / wiped will be placed on all public or shared keyboards and mice
- q. All soft seating removed and / or moved with signage that it is not available for use
- r. All items that cannot be checked out will be removed
- s. Public seating provided in the library will be plastic / metal chairs from the Hoffman Room so they can be more readily sanitized. This includes seating for the public computers, WiFi and reading the newspapers. All other seating in the library is prohibited.

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

- 1. Staff: All guidelines from Stage 2
- 2. Work hours / service hours
 - a. Typical service hours unless restricted by reduced staff availability. Adjustments to hours will be posted on social media, website, and facility door / signage as appropriate.
- 3. Services offered
 - a. Virtual Services – Tier 2 & 3
 - b. Circulation – Tier 3 & 5
 - Curbside service hours: Monday through Thursday – 9:00 am to 7:30 pm; Friday & Saturday – 9:00 am to 4:30 pm; Sunday – 1:00 to 3:30 pm

- In Building service hours: Monday through Thursday – 9:00 am to 7:30 pm; Friday & Saturday – 9:00 am to 4:30 pm; Sunday – 1:00 to 3:30 pm
 - Allow visits of no more than 60 minute
 - Maximum public capacity is 21 (see documentation)
 - Control access so don't exceed maximum number of visitors to allow for social distancing and low-risk use
 - Appointments will be scheduled on the hour and half hour upon request
 - Those that have appointments will included in capacity counts for determining when need to restrict access
 - Library is open to walk-in
 - Staff will count patrons as they arrive to keep number of visitors at or below capacity
 - Doors will be locked when / if capacity is reached
 - Visits should be limited to no more than 60 minutes
 - Doors will be unlocked as the default ; locked when capacity is reached
 - Visitors discovering a locked door may return later or ring doorbell to see how soon they might be able to enter
 - Public will enter through main doors and exit through Hoffman Room, if they are able
 - Patrons will be expected to follow these guidelines along with the Conduct in the Library Policy. Those violating these guidelines may not be allowed future appointments
- c. Programming – Tier 2 & 3
- Most programming will continue to be virtual or self-directed (Take and Make kits)
 - In person programs and gatherings of less than 10 may be allowed if social distancing can be implemented
 - Hybrid virtual program with a few people in person and the program recorded and shared virtually may be offered
- d. Technology (PAC and Laptops) – Tier 3 & 4
- In Building service hours: Monday through Thursday: 9:00 am to 7:30 pm; Friday & Saturday – 9:00 am to 4:30 pm; Sunday – 1:00 to 3:30 pm
 - Maximum of 60 minutes per appointment with exceptions for cause when using a laptop (i.e. taking a test that is scheduled for 2 hours)
 - Maximum capacity – 2 public access computers; 2 children's computers; 3 laptops
 - Maximum of 2 individuals will be allowed to work on a computer together
 - Computer users are included in capacity counts

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

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

f. In-Person – Tier 4

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

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

g. Outreach – Tier 2 & 3

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

4. Housekeeping and Logistics

- a. Signage on doors, webpage, social media and phone message indicating level of service and contact information
- b. All shared spaces sanitized routinely
- c. Sneeze guard provided at public access desk (circulation)

- d. Masks, covering both nose and mouth, are required for all visitors age 3 and older per the Dubuque County Mask Mandate.
- e. See Revised opening routine
- f. See Revised closing routine
- g. See Guidelines for Curbside Service
- h. Toilets open to the public with appropriate signage
 - Use with caution / cleaned once daily
 - CDC signage about handwashing
- i. Hand sanitizer located in several places in the library
- j. Janitorial service daily
- k. Public access computers separated by at least 6 feet or by plexiglass barrier
- l. Staff work spaces adjusted and staff relocated to ensure social distance
- m. Markings on floor to identify minimum of six feet adjacent to work spaces
- n. Staff should sanitize hands before and after handling money
- o. Staff should wash or sanitize hands before and after touching any shared spaces or equipment such as the copier, fax machine, etc.
- p. Coverings that can be sprayed / wiped will be placed on all public or shared keyboards and mice
- q. Minimal seating provided.
- r. Limited access to the Creation Station and other in- library activities may be offered
- s. All public seating provided in the library will be wooden or plastic / metal chairs from the Hoffman Room so they can be more readily sanitized.

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

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

use study room for groups of no more than 4. Depending on the number of people gathering, social distancing may not be possible in these spaces so it will be up to the person making the reservation to address this issue for their group. Staff will schedule at least 30 minutes between uses to allow for sanitizing. These spaces will be made available incrementally. Study room is already available. Genealogy room will be available starting May 17 - except for Tuesdays from 10 to 4 (or whatever hours Ann needs for processing) as we will keep this designated for processing on that day of the week. As the game room is currently used to store items as well as a secondary staff space, we will work on making this available. Evaluate what it will take to get Hoffman Room available to use. As with computers, use of rooms will end 15 minutes before closing to allow time for sanitizing.

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

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

Stage 4: Restrictions reduced, allowing libraries to reopen to more capacity, longer visits, and small and / or socially distanced gatherings and programs. This level of service will only be offered if adequate supplies for disinfecting and sanitizing are available. Anticipated implementation date: **August 1, 2021** unless there is a surge in cases in Dubuque or Delaware County. The Board of Trustees of the JKPL will determine when / if returning to Stage 1, 2, or 3 is needed based on changes in the number of cases at the city, county, state or federal level.

1. Staff:

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

2. Work hours / service hours

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

3. Services offered

- a. Virtual Services – Tier 2 & 3
- b. Circulation – Tier 3 & 6
 - Curbside service hours: All regular service hours
 - In Building service hours: All regular service hours with exception of computers and rooms being closed 15 minutes before the library closes

- No capacity limits, no time limits, no appointments
 - Masks and social distancing are encouraged
- c. Programming – Tier 2 & 3
- Will continue to offer virtual or self-directed (Take and Make kits)
 - In person programs and gatherings of less than 20 may be allowed in the library if space is available and social distancing can be implemented.
 - Refreshments will not be provided at library sponsored events; however, overall library policy allows for food and drink so visitors may bring their own – do we want to reconsider?
 - Hybrid virtual programs with people participating both in person and remotely (via Zoom) and / or in person with the program recorded and shared virtually may be offered
- d. Technology (PAC and Laptops) – Tier 4
- In Building service hours: Regular service hours except computers will be shut down 15 minutes before the library closes
 - Maximum capacity – 24 public access computers; 2 children's computers; 3 laptops
 - Maximum of 2 individuals will be allowed to work on a computer together
 - Additional computers will be made available if demand warrants and if we can reorganize space to facilitate social distancing, or add plexiglass barriers between stations
 - Appointments scheduled per normal reservation procedures
 - Computer stations will be sanitized between each use so 15 minutes should be scheduled between users to allow adequate time for cleaning and drying this process.
- e. Technology (WiFi) – Tier 4
- In Building service hours: All regular service hours with exception of computers and rooms being shut down / closed 15 minutes before the library closes
 - Capacity – No capacity limits
 - Users may access WiFi anywhere in the building they can locate space
 - Work spaces will be sanitized during the day as they are used
- f. In-Person – Tier 4
- In Building service hours: All regular service hours with exception of computers and rooms being closed 15 minutes before the library closes
 - Items that are low risk or can be sanitized and / or quarantined will be made available for use as space and time allow

- Reduced table space and seating provided -Do we want to return to all seating available?
 - Single occupancy soft seating will be made available as space and social distancing allow - Do we want to open up access to sofas, etc.?
 - Capacity – No capacity limits
 - g. Outreach – Tier 4
 - Home delivery to homebound may be offered
 - Programs at Farmer’s Markets and other outdoor venues will be held if allowed by State and Local guidelines
 - Presentations and / or programs at typical outreach locations such as Social Center or schools will be offered if those venues are open, wanting programming and if programs can be offered while following guideline for group size and social distancing.
 - Use of meeting spaces will be allowed as space is made available
4. Housekeeping and Logistics
- a. Signage on doors, webpage, social media and phone message indicating level of service and contact information
 - b. All shared spaces sanitized routinely
 - c. Sneeze guard provided at public access desk (circulation)
 - d. Masks, covering both nose and mouth, are encouraged for all ~~unvaccinated~~ visitors age 3 and older per CDC guidelines
 - e. See Revised opening routine
 - f. See Revised closing routine
 - g. See Guidelines for Curbside Service
 - h. Toilets open to the public with appropriate signage
 - i. Use with caution / cleaned once daily
 - ii. CDC signage about handwashing
 - i. Hand sanitizer located in several places in the library
 - j. Janitorial service daily
 - k. Public access computers separated by at least 6 feet or by plexiglass barrier
 - l. Staff should sanitize hands before and after handling money
 - m. Staff should wash or sanitize hands before and after touching any shared spaces or equipment such as the copier, fax machine, etc.
 - n. Limited access to the Creation Station and other in- library activities may be offered
 - o. Most public seating provided in the library will be wooden or plastic / metal chairs from the Hoffman Room so they can be more readily sanitized. Limited single occupancy soft / fabric seating may be provided. - Change this?

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

At the June 9, 2020 Board Meeting the Board determined that the soonest Stage 3 would be implemented would be following 14 consecutive dates of no new cases of Covid-19 in Dubuque and Delaware County. They further discussed the possibility of reverting back to more restricted services if cases in either of the two counties escalated. At the March 9, 2021 Board meeting, the Board determined that Stage 3 would be implemented effective April 1, 2021 unless there is a spike in numbers in Dubuque and / or Delaware County prior to that date. At the May 11, 2021 meeting the Board approved moving to Stage 3B effective May 17. At the July 13, 2021 Board meeting, the Board approved moving to Stage 4 effective August 1, 2021.

Implemented March 2020

Approved May 19, 2020

Updated & Revised / Approved June 9, 2020

Updated & Revised / Approved July 14, 2020

Updated & Revised / Approved August 11, 2020

Updated & Revised / Approved March 9, 2021

Updated & Revised / Approved May 11, 2021

Updated & Revised / Approved July 13, 2021

Updated & Revised / ...

Notes from Strategic Planning Committee:

The Strategic Planning committee worked virtually from September 15 to 30, and met in person on Friday, October 1 at 4 pm to develop the timeline for planning and identify potential participants. Committee members include Karen Kramer, Catherine O’Hea, Danielle Will, and Shirley Vonderhaar. Angela English was also involved prioritizing possible stakeholders.

The committee agreed to create one list of potential participants and set up a Google document to help prioritize. A total of thirty stakeholders will be involved in this process – 15 to gather for an in person focus group session, and 15 to participate as part of a phone interview conducted by Becky Heil.

At the meeting on the 1st, Catherine, Danielle and Shirley, using information shared by Karen K. and Angela, sorted the names identified by Board members using the *Community Organizations and Groups* document provided by Becky Heil. Shirley then revised the Google document to move the first priority names to the top of the document and added sheets to track who had agreed to participate at the in-person meeting and who had agreed to a phone interview. This document was shared to all Board members and each Board member was asked to identify and contact 3 or 4 people on the list to invite them to participate. They were asked to select their 3 or 4 people by Wednesday, October 6; and make the contact by Monday, October 11. Potential participants should be asked first if they are able to participate in the in-person focus group gathering scheduled for Sunday, December 5 from 1 to 4 pm. If they decline, they will then be asked if they would be available instead to participate in a 20-minute phone interview scheduled for the first week of November. The committee provided a sample script to use for this conversation.

Six seats at the focus group in-person session will be filled by recommendations from: City Council, Library Board, Library Staff, Friends of the Library and teens / TACKL (2 participants). Danielle attended the City Council meeting on Monday, October 4. She talked about this process as a Non-agenda Item and Jim Gibbs agreed to participate as a City representative. This committee feels that Alex and / or Marcus from the Library Board would be the better choices as they are the newest members so would bring fresh ideas. Who from the Board will participate will be decided at the October 12 Board meeting. Shirley will select someone from the library staff to participate. Shirley has emailed Shirley Olberding, President of the Friends of the Library organization and asked them to select someone to participate. Paul will talk with the TACKL group and identify 1 or 2 teens who would be willing to participate. The committee thought two would be better as this is a demographic we want to hear from and they might be more comfortable coming with a friend.

On Monday, October 11, the committee will review the responses and results shared in the Google Document and decide if more contacts need to be made. The goal is to have all of the community stakeholders identified on or before the week of October 11.

The committee also agreed on the following Timeline, which will put the JKPL on track for approving a Timeline for strategic Planning:

Process to date: identify potential names for phone calls or participation in the in person focus group

Week of October 4 - board and committee members will contact their selected individuals to get agreement to participate

Week of October 11 – staff will send letter or email confirming participation to all

Week of October 18 – Becky will finalize dates / times for phone interviews and provide to the JKPL

Week of October 25 – staff will send reminder to those getting phone calls - confirming dates and estimated times.

Week of November 1 – Becky will perform phone interviews per schedule provided / filled

Week of November 8 – staff will send reminder to those participating in Focus group

Focus Group session scheduled for Sunday, December 5 from 1 to 4 pm (library opens at 1 pm)

To be scheduled: Visioning Session with Becky Heil (special Board Work session in January)

 Goal Setting Session with Becky Heil (special Board Work session in January)

 Staff work session for developing Objectives with Becky Heil – may need to close
 Library on Saturday or Sunday to allow all staff to participate

Plan was to hold Visioning and Goal Setting Board work sessions in January. These will be 2-hour meetings. Becky's availability: Any dates in January except: Jan 18 (day), Jan 20 (evening), Jan 21 (day).

NOTE: January Board meeting is 1/11/22.

Staff work session for developing Objectives to be held in February. To have all staff involved, need to schedule on Friday night (after hours) or close on Saturday or Sunday. Becky's availability: Any dates except: Feb 3 (day), Feb 17 (eve) Feb 18 (day). This will be 2 to 3 hours and could be longer.