Regular Library Board Meeting

Tuesday, February 15, 2022
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 and Work Sessions: January 11, 13, & 18, 2022
   - Approve January Librarian's Report
   - Approve Bills:
     o February Bills
     o Claims Report for January
     o January & February Credit Card Claims
   - Budget Reports
     o January City Report
     o January Library Report
   - Trust Account Reports
     o January Bank Statements
     o January Balance Report
     o Trust Account Expenditure Report
     o January Donations Report
   - Program Reports
     o January Report of Programs and Attendance
     o February Schedule of events
     o Schedule for upcoming programs
   - Grant Report
   - Friends of the Library Report
   - JKPL Endowment Report

4. Discussion of Current Library Operations and Services

5. Update on Strategic Planning Process
   - Notes from JKPL Strategic Planning Subcommittee
   - Consider approval of JKPL Vision Statement
   - Consider approval of JKPL Mission Statement
   - Consider approval of JKPL Service Responses
   - Consider approval of JKPL Goals

6. Consider approval of closing the JKPL at 1 pm on Friday, March 11, 2022 for Staff Training and InService

7. Executive Committee Report

8. Fundraising Committee Report
   - Notes from February 8, 2022 meeting

9. Furnishings, Art & Facilities Committee Report
   - Consider approval of ADA Checklist for Existing Facilities: Priority 1 – Approach and Entrance

10. Personnel Committee Report

11. Finance Committee Report
    - Discussion and possible action on FY23 JKPL Operating Budget request

12. Marketing Committee Report
    - Notes from electronic meetings

13. Policy Committee Report
    - Notes from electronic meetings
    - Consider Approval of JKPL Personnel Policy Statement and Addendums: Employee Appearance, Holidays, Inclement Weather, Social Media Sites and Social Media Comments
    - Consider Approval of Internet Access and Acceptable Use Policy

14. JKPL Application for Accreditation and Direct State Aid Tier Level

15. Meetings and Training
    - City Council Attendance
    - Upcoming
    - Recently Attended

16. Oral Presentations

17. Adjournment

__Information for joining the 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=ajZZMC9HZncxTFNLSk9MS3l
XaURNQT09

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.**

Hello Board members! Here is the information packet for the meeting on Tuesday, February 15, 2022. We will again offer the option to participate via Zoom for those who cannot attend in person. The link is the same one we have been using for Board meetings since we started meeting in person, and is included at the bottom of this agenda. See you all Tuesday!

1. Call to Order

2. Consider Approval of Agenda

3. Consider Agenda Consent Calendar
   - Correspondence & Communication - **None**
   - Approve Minutes of Previous Meetings and Work Sessions: January 11, 13, & 18, 2022 - **A1, A2, & A3**
   - Approve January Librarian's Report – **B - Our ILS tech support helped me create a new report that captures the number of new items added correctly. I corrected all of the information for FY22.**
   - Approve Bills:
     - February Bills - **C**
     - Claims Report for January - **D**
     - January & February Credit Card Claims - **E**
   - Budget Reports
     - January City Report – **F – We were charged for one of the Social Center cleaning fees. Tricia will correct this.**
     - January Library Report -**G – The $670 for Custodial services will be corrected to $600.**
   - Trust Account Reports
     - January Bank Statements – **H1 & H2**
     - January Balance Report - **I**
     - Trust Account Expenditure Report - **J**
     - January Donations Report - **K**
   - Program Reports
     - January Report of Programs and Attendance - **L**
     - February Schedule of events - **M**
     - Schedule for upcoming programs - **N**
   - Grant Report - **$5000 ARPA grant funds were transferred to trust account.**
   - Friends of the Library Report – **They have scheduled a meeting for late March.**
   - JKPL Endowment Report - **O**

4. Discussion of Current Library Operations and Services

5. Update on Strategic Planning Process
   - Notes from JKPL Strategic Planning Subcommittee
   - Consider approval of JKPL Vision Statement
   - Consider approval of JKPL Mission Statement

- Consider approval of JKPL Service Responses
- Consider approval of JKPL Goals

6. Consider approval of closing the JKPL at 1 pm on Friday, March 11, 2022 for Staff Training and InService: **I tried to schedule Active Shooter training with the Dyersville PD as part of the inservice day on February 19th. They couldn't do it then but offered to do training on a Friday afternoon instead. We scheduled this date so I am requesting permission to be closed to allow for that training.**

7. Executive Committee Report

8. Fundraising Committee Report
- Notes from February 8, 2022 meeting

9. Furnishings, Art & Facilities Committee Report
- Consider approval of ADA Checklist for Existing Facilities: Priority 1 – Approach and Entrance – **As part of the state accreditation process, we are required to complete at least one priority list from this document every 3 years. We have not done this recently so I completed and shared Priority 1 with the Facilities committee for their review and comment. There are 4 priorities and I would like to put this on our schedule to do one priority each year.**

10. Personnel Committee Report

11. Finance Committee Report
  . Discussion and possible action on FY23 JKPL Operating Budget request – **The budget presentation to the City Council is Monday, February 14. Including this on the agenda will allow the Board to discuss that presentation and take action if needed.**

12. Marketing Committee Report
- Notes from electronic meetings

13. Policy Committee Report
- Notes from electronic meetings – **13A**
- Consider Approval of JKPL Personnel Policy Statement and Addendums: Employee Appearance, Holidays, Inclement Weather, Social Media Sites and Social Media Comments – **13B – 13F**
- Consider Approval of Internet Access and Acceptable Use Policy – **13G**

14. JKPL Application for Accreditation and Direct State Aid Tier Level – **I will post a draft of this document separately – for your information**

15. Meetings and Training
- City Council Attendance: Karen Kramer
- Upcoming
- Recently Attended

16. Oral Presentations

17. Adjournment

Information for joining the 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=ajZZMC9HZncxTFNLSk9MS3l
XaURNQT09

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.**

James Kennedy Public Library
Board of Trustees
Minutes of the January 11, 2022 Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, January 11, 2022 in the Hoffman Room. Present: Sue Engelbrecht, Marcus Ingles, Karen Kramer, Ray Kruse, Catherine O'Hea, Karen Tieskoetter, Alex Wiezorek, Danielle Will, Library Director Shirley Vonderhaar, and Assistant Library Director Dawn Schrandt. Absent: Angela English.

1. Board President Karen Kramer called the meeting to order at 6:00 pm.
2. Consider approval of Agenda
   o Engelbrecht MOVED "Approval of Agenda," and seconded by O'Hea.
     Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
     Nays: None
     Motion CARRIED

3. Agenda Consent Calendar
   o Correspondence and Communication
   o Approve minutes of previous meeting: December 14, 2021
   o Approve December Librarian's report
   o Approve bills:
     ▪ January bills
     ▪ Claims report for December
     ▪ December and January credit card claims
   o Budget reports
     ▪ December city report
     ▪ December library report
   o Trust account reports
     ▪ December bank statements
     ▪ December balance report
     ▪ Trust account expenditure report
     ▪ December donations report
   o Program reports
     ▪ December report of programs and attendance
     ▪ January schedule of events
     ▪ Schedule for upcoming programs
   o Grant report
     ▪ Status of grants applied for
       • ARPA grant in process of being added to the fund
     ▪ Grants that the JKPL applied for since last meeting — none
   o Friends of the Library report
     ▪ Membership drive upcoming
   o JKPL Endowment report
   o O'Hea MOVED "Approval of the consent items," seconded by Engelbrecht.
     Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
     Nays: None
     Motion CARRIED

4. Discussion of current library operations and services
5. Update on Strategic Planning process
   o Report from Becky Heil, State Library of Iowa
6. Consider approval of closing the JKPL on Saturday, February 19, 2022 for strategic planning and staff in-service
   > Ingles MOVED "Approval of closing JKPL on Saturday, February 19, 2022," seconded by Kruse.
   > Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
   > Nays: None
   > Motion CARRIED

7. Executive committee report — no report
8. Fundraising committee report
   o Notes from January 10, 2022 meeting
9. Furnishings, Art, & Facilities committee report
   o Notes from December 21, 2021 meeting
   o Consider approval of proposed Library capital projects – multi-year plan
     > Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
     > Nays: None
     > Motion CARRIED
10. Personnel committee report
    o Notes from January 4, 2022 meeting
    o Consider approval of JKPL Compensation plan
      > Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
      > Nays: None
      > Motion CARRIED
    o Proposed FY23 Personnel budget
    o Library Director evaluation
11. Finance committee report
    o FY23 Budget work session schedule
    o Notes from January 5, 2022 meeting
    o Consider approval of FY2023 Library Operating budget request of $530,000.00
      > Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
      > Nays: None
      > Motion CARRIED
    o Consider approval of FY2023 Library Trust Account budget request of $40,000.00
      > Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
      > Nays: None
      > Motion CARRIED
    o Consider approval of FY2023 Library Capital Projects request of $30,000.00
      > Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
      > Nays: None
      > Motion CARRIED

12. Marketing committee report — no report
13. Policy committee report
    o   Consider approval of JKPL Personnel policy statement
            Ayes: Engelbrecht, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and
            Will
            Nays: None
            Motion CARRIED
14. Meetings and training
    o   City council attendance
        ▪   February 7: Kruse
    o   Upcoming
        ▪   ILAC virtually, plus evening keynote for board members
    o   Recently attended
        ▪   ARSL virtually
15. Oral presentations

16. Adjournment
    Engelbrecht MOVED to adjourn seconded by Kruse. Meeting ADJOURNED by Kramer at 8:01
    pm.

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Danielle Will, Secretary

James Kennedy Public Library
Board of Trustees
Minutes of the January 13, 2022 Meeting

The Board of Trustees of the James Kennedy Public Library held a special work session on Thursday, January 13, 2022 in the Hoffman Room. Present: Sue Engelbrecht, Angela English, Marcus Ingles, Karen Kramer, Ray Kruse, Catherine O'Hea, Karen Tieskoetter, Alex Wiezorek, Danielle Will, and Library Director Shirley Vonderhaar. Absent: None.

1. Board President Karen Kramer called the meeting to order at 6:04 pm.
2. Consider approval of Agenda
   o Wiezorek MOVED "Approval of Agenda," seconded by Ingles.
     Ayes: Engelbrecht, English, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
     Nays: None
     Motion CARRIED

3. Agenda
   o The James Kennedy Public Library is holding a special Library Board work session to work on developing the JKPL Mission and Vision. This session is facilitated by State Library of Iowa Consultant Becky Heil.

4. Adjournment
   o Meeting ADJOURNED by Kramer at 8:05 pm.

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                                                        Danielle Will, Secretary

James Kennedy Public Library
Board of Trustees
Minutes of the January 18, 2022 Meeting

The Board of Trustees of the James Kennedy Public Library held a special work session on Thursday, January 18, 2022 in the Hoffman Room. Present: Sue Engelbrecht, Angela English, Marcus Ingles, Karen Kramer, Ray Kruse, Catherine O'Hea, Karen Tieskoetter, Alex Wiezorek, Danielle Will, and Library Director Shirley Vonderhaar. Absent: None.

1. Board President Karen Kramer called the meeting to order at 6:00 pm.
2. Consider approval of Agenda
    o Wiezorek MOVED "Approval of Agenda," seconded by Engelbrecht.
      Ayes: Engelbrecht, English, Ingles, Kramer, Kruse, O'Hea, Tieskoetter, Wiezorek, and Will
      Nays: None
      Motion CARRIED

3. Agenda
    o The James Kennedy Public Library is holding a special Library Board work session to work on developing the JKPL Strategic Goals. This session is facilitated by State Library of Iowa Consultant Becky Heil.

4. Adjournment
    o Meeting ADJOURNED by Kramer at 7:54 pm.

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Danielle Will, Secretary

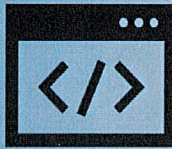# JAMES KENNEDY PUBLIC LIBRARY MONTHLY REPORT
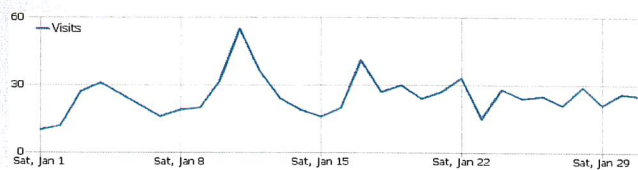
Librarian's report to the Board of Trustees

B

Month:	January-22
YTD:	July-21 to January-22
Previous YTD:	July-20 to January-21

	Library visits		Items loaned		Library cards issued		
					City resident	Total	
Month	3230	(↑ 602.2%)	7812	(↑ 73.3%)	7	16	(↑ 45.5%)
YTD	21300	(↑ 145.8%)	48973	(↑ 30.7%)	53	108	(↑ 111.8%)

Website traffic

Visits	Average visit duration
780	1:52

Computer use

	Hours				Sessions		
	Month	YTD	Prev. YTD		Month	YTD	Prev. YTD
	134	788	440		337	1788	661

Wifi use

	Sessions			Visits			Unique visitors	
	Month	YTD		Month	YTD		Month	YTD
	447	2413		380	2062		84	193

Meeting room use

Month	YTD	Prev. YTD	- tracking public use only
43	211	0	

Circulation

Circulation: Month

- Large Print: 631, 8%
- Adult fiction & NF: 2124, 27%
- YA fiction & NF: 241, 3%
- Juvenile fiction & NF: 1807, 23%
- eBooks: 492, 6%
- Magazines: 325, 4%
- eMags: 26, 1%
- Non-print items: 2166, 28%

Circulation: YTD

- Large Print: 3474, 7%
- Adult fiction & NF: 13653, 28%
- YA fiction & NF: 1409, 3%
- Juvenile fiction & NF: 12795, 26%
- eBooks: 2667, 5%
- Magazines: 1851, 4%
- eMags: 157, 0%
- Non-print items: 12967, 27%
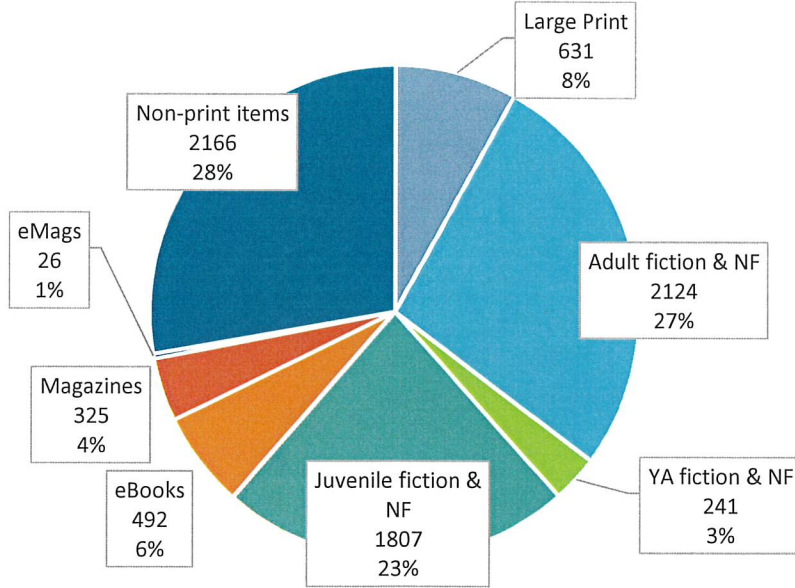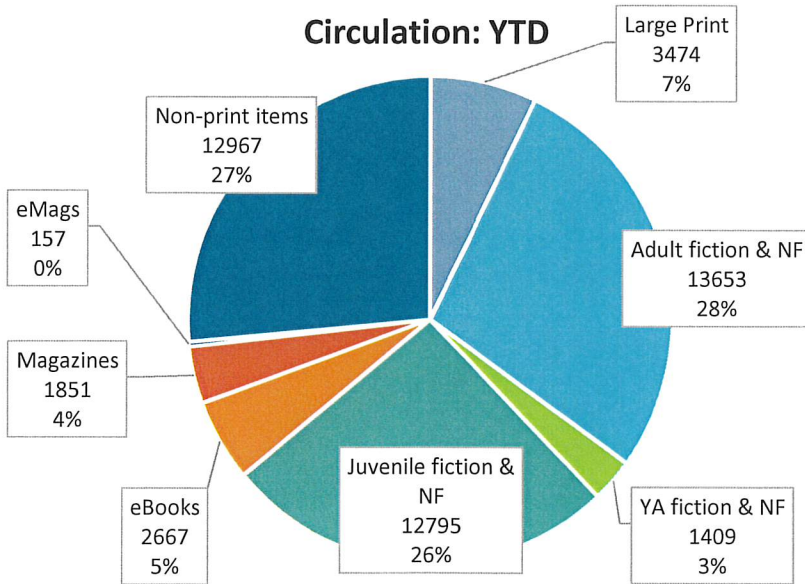
Non-print items	Month	YTD
eAudio	300	2311
Adult & YA audio	128	905
Juvenile audio & kits	8	110
Adult & YA video	949	5313
Juvenile video & DVD	432	2486
Games, LoT, etc.	349	1842
Total	**2166**	**12967**

Music

Downloads:	5
Streams:	32
Total YTD:	561

hoopla
freegal music

Video (film and TV)

Downloads:	18
YTD:	27

BRIDGES
hoopla
freegal music

Visits:	119
YTD:	899

kanopy

Languages

Sessions:	11
YTD:	391

mango languages

Genealogy

Visits:	4
YTD:	0

ancestry
Dyersville Commercial
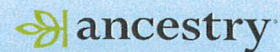
Collection

Items purchased

Month: 295
YTD: 2202

Items donated

Month: 45
YTD: 310
Prev. YTD: 309

Items withdrawn

	Month	YTD
Books	52	1647
Audio	0	4
Video	25	348
Other	0	22
Total	**77**	**2021**

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	14	89	30	28	58	22	5	8	2	58	14	12	340
Previous month	23	18	49	9	51	26	21	13	5	46	6	11	278
Current YTD	169	618	241	135	529	146	100	90	15	273	55	141	2512
Previous YTD	108	644	185	159	370	127	95	69	10	193	40	43	2043

Programming

Take and Make & Recorded Programs

Program	Views	Engagements	Views	Prep time (hrs)	Kits
Basics of D & D: JanFanCon (GI)	32	8	9	5	NA
*Checker's TV Virtual Program - 1 session (C.)	58	12	6	1	10
*Adult CN: Glass Snowman(A)	18	3	2	2	51
*STEAM Fun Fridays: Cotton ball penguins (C.)	13	4	0	0.25	10
*Tips & Tricks for DM: JanFanCon (GI)	18	1	9	2	NA
*Public Speaking w/ Dbq Toastmaster (GI)	41	13	1	NA	NA
Creation Station: Paper Snowman(GI)	NA	NA	NA	1	55
News Literacy (A)	48	9	6	4.25	NA
*Journals, Planners, Scrapbooks & More (A)	32	8	4	NA	NA
Carryover December programs - 5 programs	112	2	3	NA	NA

*program included in-person component

Discord virtual game nights

Program	Attendance	Prep time (hours)
None		

Zoom programs

Program	Attendance	Prep time (hours)
Third Thursday A Few of My Favorite Things	0	0.25
Partnership with the Hoover Presidential Library		

Virtual/Sharing/Passive programs

Program	Attendance	Prep time (hours)
Coloring, Creating, & Doing (A)	175	3.25
Strength Training for Older Adults (A)	20	NA
National Puzzle Day Activity Kits for Kids and Adults (2 programs)	123	8
StoryWalk® -Shark in the Park (C)	20	NA
Funded by DRA, Friends of the JKPL, and Osterhaus Memorial		

In-Person and Hybrid Programs

Program	Attendance	Prep time (hours)
Story Time & Wee Read - Not Held in January(PreK)	NA	NA
Out Reads - 7 sessions - in person / off site (C.)	97	4
Building Creativity One Block at a Time - in person (C.)	9	1.5
*Checker's TV Watch Party - 1 session in person (C.)	0	0.25
Sit & Stitch - 4 sessions - in person and Zoom(A)	28	2
Books for Lunch: 2 am at the Cat's ... - in person and Zoom (A)	6	1.25
Hybrid 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) cancelled due to illness	NA	NA
Game Night - in person (GI)	15	3.5
JKPL Writing Group - in person and Zoom (A)	3	1.75
Anime Drawing Basics: JanFanCon (GI)	14	1
STEAM Fun Fridays - 4 sessions in person (C.)	6	2.5
*Tips & Tricks for Dungeon Masters: JanFanCon (GI)	1	2
Euchre Card Party - 4 sessions (A)	14	4.25
Chat and Doodle Too - in person and Zoom (A)	2	0.5
*Adult Crafternoon:Glass Snowman(A)	3	1
Digital Access to the Dyersville Commercial (A)	0	2
*Public Speaking with Dbq Toastmasters - in person & Zoom (GI)	6	2 (+2 vol)
Final Friday Tech - in person (GI)	2	1.5
Social Issues Book Club: Men explain .. . - in person & Zoom(GI)	6	2
Ellen Kennedy Living Center program - in person / off site (A)	6	2
Minecraft IRL: JanFanCon (C.)	2	6.5 (+2 vol)
1000 Books Before Kindergarten - in person / on site (PreK)	17	2.5
National Puzzle Day Social - in person / on site (GI)	6	1
Journals, Planners, Scrapbooks and More - in person & Zoom (A)	1	1 (+4 vol)

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
Fund: 001 - GENERAL FUND					
Department: 410 - LIBRARY					
DYERSVILLE AREA CHAMBER O...	1567	Training	001-5-410-4-62300	MEETINGS/TRAINING	10.00
MEYER MECHANICAL CONTRA...	70853-1	HVAC Maintenance & Repairs	001-5-410-4-63750	MAINTENANCE	251.83
TRI-STATE AUTOMATIC SPRINK...	0040253-IN	Sprinkler Inspection	001-5-410-4-64316	CONTRACTS	215.00
ACCESS SYSTEMS	30869717	Copier Lease	001-5-410-4-64316	CONTRACTS	159.95
FAREWAY STORES INC.	00043660	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	19.31
FAREWAY STORES INC.	00056464	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	11.98
FAREWAY STORES INC.	00057191	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	13.25
POSTMASTER	01.27.2022	Postage Stamps	001-5-410-4-65060	OFFICE SUPPLIES	80.00
AMAZON	02.01.2022 A	Programs	001-5-410-4-65060	OFFICE SUPPLIES	110.98
AMAZON	02.01.2022 A	Supplies	001-5-410-4-65060	OFFICE SUPPLIES	57.31
AMAZON	02.01.2022	Office Supplies	001-5-410-4-65060	OFFICE SUPPLIES	12.48
HERITAGE PRINTING CO	107003	Notecards - Marketing	001-5-410-4-65060	OFFICE SUPPLIES	72.00
HERITAGE PRINTING CO	107044	Post Cards - Marketing	001-5-410-4-65060	OFFICE SUPPLIES	43.25
BLACKSTONE PUBLISHING	2015530	CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	5.90
BLACKSTONE PUBLISHING	2016398	CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	2.95
BLACKSTONE PUBLISHING	2017242	CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	11.80
BLACKSTONE PUBLISHING	2017990	CD processing	001-5-410-4-65060	OFFICE SUPPLIES	5.90
BLACKSTONE PUBLISHING	2019253	CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	2.95
BLACKSTONE PUBLISHING	2021356	CD Processing	001-5-410-4-65060	OFFICE SUPPLIES	8.85
ACE HOMEWORKS	236245	Program Supplies - Spray Paint...	001-5-410-4-65060	OFFICE SUPPLIES	15.18
MR LOCK & KEY	2477	Vacuum Bags	001-5-410-4-65060	OFFICE SUPPLIES	14.95
MOTION PICTURE LICENSING ...	504391264	Movie License	001-5-410-4-65060	OFFICE SUPPLIES	166.38
DEMCO EDUCATIONAL CORP	7069111	Book Supplies	001-5-410-4-65060	OFFICE SUPPLIES	77.61
DEMCO EDUCATIONAL CORP	7070947	Book Supplies	001-5-410-4-65060	OFFICE SUPPLIES	66.57
CAPITAL SANITARY SUPPLY	D119376	Paper	001-5-410-4-65060	OFFICE SUPPLIES	198.45
BAKER & TAYLOR BOOKS	0003252676	Books - Returned	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	-9.59
AMAZON	02.01.2022 A	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	71.16
AMAZON	02.01.2022 A	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	9.99
AMAZON	02.01.2022 A	Subscriptions	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	39.99
AMAZON	02.01.2022 A	Games	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	108.81
AMAZON	02.01.2022 A	Creative Spaces	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	2.99
AMAZON	02.01.2022 A	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	71.46
AMAZON	02.01.2022 A	DVD	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	538.46
AMAZON	02.01.2022 A	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	27.18
OVERDRIVE	06497CO22003942	Electronic Media	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	252.90
BLACKSTONE PUBLISHING	2015530	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	72.00
BLACKSTONE PUBLISHING	2016398	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	45.00
BLACKSTONE PUBLISHING	2017242	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	136.76
BLACKSTONE PUBLISHING	2017990	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	72.00
BLACKSTONE PUBLISHING	2019253	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	40.50
BLACKSTONE PUBLISHING	2021356	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	100.78
BAKER & TAYLOR BOOKS	2036433178	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	120.04
BAKER & TAYLOR BOOKS	2036433178	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	18.60
BAKER & TAYLOR BOOKS	2036433178	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	64.37
BAKER & TAYLOR BOOKS	2036445188	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	28.20
BAKER & TAYLOR BOOKS	2036445188	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	157.82
BAKER & TAYLOR BOOKS	2036445188	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	18.53
BAKER & TAYLOR BOOKS	2036457700	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	96.00
BAKER & TAYLOR BOOKS	2036457700	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	97.74
FINDAWAY WORLD LLC	375015	Audio Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	134.98
INGRAM LIBRARY SERVICES	62769436	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	147.20
INGRAM LIBRARY SERVICES	62769436	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	30.47

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
INGRAM LIBRARY SERVICES	62769436	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	5.19
INGRAM LIBRARY SERVICES	62777577	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	307.96
INGRAM LIBRARY SERVICES	62777577	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	8.99
INGRAM LIBRARY SERVICES	67403403	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	13.19
INGRAM LIBRARY SERVICES	67403403	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	140.76
INGRAM LIBRARY SERVICES	67403403	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	23.46
INGRAM LIBRARY SERVICES	67421233	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	11.49
INGRAM LIBRARY SERVICES	67421233	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	53.31
INGRAM LIBRARY SERVICES	67421233	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	102.87
CENGAGE LEARNING	76482247	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	79.17
CENGAGE LEARNING	76650727	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	21.59
CENGAGE LEARNING	76737847	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	30.39
CENGAGE LEARNING	76988485	Books	001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBS...	25.59

				Department 410 - LIBRARY Total:	4,953.13
				Fund 001 - GENERAL FUND Total:	4,953.13

Fund: 002 - LIBRARY TRUST FUND
  Department: 410 - LIBRARY

Vendor Name	Payable Number	Description (Item)	Account Number	Account Name	Amount
RIVERVIEW CENTER	01.31.2022	Stipend - LTC Grant	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	125.00
AMAZON	02.01.2022 A	Books - Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	14.36
AMAZON	02.01.2022 A	Programs - Love My Library	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	34.44
VONDERHAAR, SHIRLEY	02.01.21	Love My Library	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	83.01
HERITAGE PRINTING CO	107030	Love My Library Mailing	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	62.98
HERITAGE PRINTING CO	107144	Supplies - StoryWalk Laminati...	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	13.00
K & K LOGO DESIGNS LTD.	155560	Apparel - Fundraiser	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	110.30
BAKER & TAYLOR BOOKS	2036457700	Books - Memorial	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	16.52
DYERSVILLE COMICS & GAMES	220000004568	Puzzles- Grant	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	44.96
KANOPY, INC.	283651 - PPU	Streaming Video	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	51.00
INGRAM LIBRARY SERVICES	62777577	Love My Library Donation	002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	17.61

				Department 410 - LIBRARY Total:	573.18
				Fund 002 - LIBRARY TRUST FUND Total:	573.18
				Grand Total:	5,526.31

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	4,953.13
002 - LIBRARY TRUST FUND	573.18
Grand Total:	**5,526.31**

Account Summary

Account Number	Account Name	Expense Amount
001-5-410-4-62300	MEETINGS/TRAINING	10.00
001-5-410-4-63750	MAINTENANCE	251.83
001-5-410-4-64316	CONTRACTS	374.95
001-5-410-4-65060	OFFICE SUPPLIES	998.05
001-5-410-4-67701	BOOKS/FILMS/RECORDS/...	3,318.30
002-5-410-4-67700	LIBRARY TRUST EXPENDI...	573.18
	Grand Total:	**5,526.31**

Project Account Summary

Project Account Key	Expense Amount
None	1,634.83
410AB	629.20
410AF	381.80
410AN	305.73
410DVD	538.46
410EM	252.90
410GAMES	108.81
410LP	203.54
410PF	698.79
410PN	38.86
410SS	2.99
410SUB	39.99
410TGRANT	44.96
410TMEM	30.88
410TPROG	497.34
410YAF	63.92
410YAN	53.31
Grand Total:	**5,526.31**

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

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President, Board of Trustees

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.ATTEST: _____   _____

Secretary, Board of Trustees   Date

D

James Kennedy Public Library
January 2022

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services	$670.00
Black Hills	Gas / Heat	629.71
Alliant Energy	Electricity	972.12
Total		$2,271.83

Miscellaneous Bills

Check issued to:	Purpose	Amount
Pitney Bowes	Postage	146.89
Giant Wash	Floor mats	39.38
Total		$186.27

January Budget	
January 2022 Claims submitted	$6,346.72
Utility and Contractual from Bills above	2,271.83
Miscellaneous Bills from above	186.27
Total wages and benefits	24,814.46
Total January 2022 expenses	$33,619.28

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

E

Credit Card Claims for December 2021 & January 2022

Date	Vendor	Items	Amount
12/31/21	Facebook	FB ads (trust/programs)	7.66
1/26/22	Sam's Club	Snacks / fundraising	72.84
1/26/22	PaperMart	Tulle for program	36.59
1/31/22	Facebook	FB ads (programs & fundraisers)	34.86

City of
Dyersville

Dyersville, IA

F

Budget Report
Account Summary
For Fiscal: 2021-2022 Period Ending: 01/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND							
Expense							
001-5-410-4-60100	SALARIES	248,382.00	248,382.00	19,389.64	147,705.45	100,676.55	40.53 %
001-5-410-4-61100	FICA	19,001.00	19,001.00	1,165.66	8,875.08	10,125.92	53.29 %
001-5-410-4-61200	MEDICARE	3,602.00	3,602.00	272.65	2,075.63	1,526.37	42.38 %
001-5-410-4-61300	IPERS	23,447.00	23,447.00	1,504.48	13,460.38	9,986.62	42.59 %
001-5-410-4-61500	GROUP INSURANCE	47,839.00	47,839.00	2,430.62	27,243.38	20,595.62	43.05 %
001-5-410-4-61700	SUI	197.00	197.00	51.41	229.57	-32.57	-16.53 %
001-5-410-4-62100	DUES	750.00	750.00	616.00	810.00	-60.00	-8.00 %
001-5-410-4-62300	MEETINGS/TRAINING	2,500.00	2,500.00	0.00	1,122.71	1,377.29	55.09 %
001-5-410-4-63710	ELECTRICITY	14,000.00	14,000.00	972.12	9,101.93	4,898.07	34.99 %
001-5-410-4-63711	GAS HEAT	2,500.00	2,500.00	629.71	1,404.71	1,095.29	43.81 %
001-5-410-4-63730	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00 %
001-5-410-4-63750	MAINTENANCE	7,500.00	7,500.00	304.74	1,070.41	6,429.59	85.73 %
001-5-410-4-64080	INSURANCE PREMIUM	6,800.00	6,800.00	0.00	711.00	6,089.00	89.54 %
001-5-410-4-64110	LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00 %
001-5-410-4-64200	ELECTIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
001-5-410-4-64316	CONTRACTS	0.00	0.00	159.95	1,694.32	-1,694.32	0.00 %
001-5-410-4-64322	CONTRACTED SERVICES	8,300.00	8,300.00	670.00	4,570.00	3,730.00	44.94 %
001-5-410-4-65060	OFFICE SUPPLIES	21,000.00	21,000.00	1,350.71	7,172.86	13,827.14	65.84 %
001-5-410-4-67210	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00 %
001-5-410-4-67274	CAPITAL IMPROVEMENTS/EQUIPM	0.00	0.00	0.00	0.00	0.00	0.00 %
001-5-410-4-67701	BOOKS/FILMS/RECORDS/SUBSCRIP	56,182.00	56,182.00	4,101.59	34,775.02	21,406.98	38.10 %
	Expense Total:	**462,000.00**	**462,000.00**	**33,619.28**	**262,022.45**	**199,977.55**	**43.29 %**
	Fund: 001 - GENERAL FUND Total:	**462,000.00**	**462,000.00**	**33,619.28**	**262,022.45**	**199,977.55**	**43.29 %**
Fund: 002 - LIBRARY TRUST FUND							
Expense							
002-5-410-4-67700	LIBRARY TRUST EXPENDITURE	40,000.00	40,000.00	436.66	17,743.87	22,256.13	55.64 %
	Expense Total:	**40,000.00**	**40,000.00**	**436.66**	**17,743.87**	**22,256.13**	**55.64 %**
	Fund: 002 - LIBRARY TRUST FUND Total:	**40,000.00**	**40,000.00**	**436.66**	**17,743.87**	**22,256.13**	**55.64 %**
	Report Total:	**502,000.00**	**502,000.00**	**34,055.94**	**279,766.32**	**222,233.68**	**44.27 %**

James Kennedy Public Library FY22 Operating Budget

	FY22	November	December	January	Feb (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	174.07	165.89	1,740.37	300.00	3,301.92	1,698.08
Open Access	11,600.00	0.00	9,087.04	0.00	0.00	9,087.04	2,512.96
Access Plus / ILL	350.00	0.00	267.15	0.00	0.00	267.15	82.85
Direct State Aid	2,000.00	0.00	0.00	0.00	0.00	2,031.10	-31.10
TOTAL:	24,950.00	174.07	9,520.08	1,740.37	300.00	14,687.21	**10,262.79**
						14,687.21	10,262.79
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES							Remaining
Wages	246,455.00	19,541.63	23,935.59	19,389.64	20,000.00	147,705.45	98,749.55
FICA	15,280.00	1,170.64	1,443.06	1,165.66	1,240.00	8,875.08	6,404.92
Medicare	3,574.00	273.78	337.50	272.65	290.00	2,075.63	1,498.37
IPERS	23,265.00	1,844.76	2,102.35	1,504.48	1,888.00	13,460.38	9,804.62
SUI	250.00	9.51	9.57	51.41	20.00	229.57	20.43
Group Insurance	47,846.00	4,167.34	4,167.34	2,430.62	2,450.00	27,243.38	20,602.62
Meetings and training	2,500.00	373.74	85.57	0.00	10.00	1,122.71	1,377.29
Dues and memberships	750.00	0.00	0.00	616.00	0.00	810.00	-60.00
TOTAL:	339,170.00	27,381.40	32,080.98	25,430.46	25,898.00	201,522.20	**137,647.80**
						201,522.20	138,397.80
CONTRACTUAL SERVICES:							
Utilities (telephone)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electricity	14,000.00	1,463.46	1,083.17	972.12	1,000.00	9,101.93	4,898.07
Gas / Heat	2,500.00	145.88	440.34	629.71	800.00	1,404.71	1,095.29
Insurance (bldg)	6,800.00	0.00	0.00	0.00	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	750.00	670.00	600.00	4,570.00	3,430.00
Window cleaning	300.00	0.00	125.00	0.00	0.00	125.00	175.00
Service / Maintenance Contracts	7,500.00	159.95	217.97	159.95	374.95	1,569.32	5,930.68
TOTAL:	39,100.00	2,369.29	2,616.48	2,431.78	2,774.95	17,481.96	**21,618.04**
						17,481.96	21,618.04
SUPPLIES:							
General library supplies	10,000.00	276.17	514.59	1,168.30	590.26	5,576.60	4,423.40
Program fees & supplies	2,500.00	152.92	194.70	182.41	292.54	1,077.26	1,422.74
Marketing & advertising	1,500.00	165.00	0.00	0.00	115.25	519.00	981.00
Maintenance and Repairs	7,000.00	40.00	434.97	304.74	251.83	1,070.41	5,929.59
TOTAL	21,000.00	634.09	1,144.26	1,655.45	1,249.88	8,243.27	12,756.73
						8,243.27	12,756.73
BOOKS AND MATERIALS							Remaining
Adult fiction	8,000.00	669.45	644.66	24.37	381.80	4,619.16	3,380.84
Adult nonfiction	5,000.00	391.42	864.21	176.61	305.73	2,921.86	2,078.14
YA fiction	2,000.00	258.57	0.00	367.08	63.92	1,210.36	789.64
YA nonfiction	1,000.00	68.00	0.00	0.00	53.31	165.41	834.59
Juvenile fiction	8,500.00	789.11	1,890.44	819.48	698.79	5,966.80	2,533.20
Juvenile nonfiction	4,000.00	104.23	1,919.32	167.59	38.86	2,824.12	1,175.88
Large Print	3,500.00	526.28	298.46	258.87	203.54	2,816.32	683.68
Electronic media (ebooks, etc.)	6,500.00	1.50	656.01	751.87	252.90	4,792.31	1,707.69
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	0.00	105.92	210.50	39.99	1,720.56	2,809.44
Audiobooks (CD, playaway)	4,200.00	497.69	636.50	348.86	629.20	2,945.08	1,254.92
Software & Gaming	2,000.00	0.00	306.68	564.53	108.81	1,296.03	703.97
DVDs	6,500.00	490.84	462.27	408.84	538.46	3,264.48	3,235.52
SS / Creation Station / LoT	1,500.00	10.98	2.99	2.99	2.99	232.53	1,267.47
TOTAL:	62,730.00	3,808.07	7,787.46	4,101.59	3,318.30	34,775.02	27,954.98
						34,775.02	27,954.98
TOTAL EXPENDITURES:	462,000.00	34,192.85	43,629.18	33,619.28	33,241.13	262,022.45	199,977.55
TOTAL REVENUES:	24,950.00	174.07	9,520.08	1,740.37	300.00	14,687.21	10,262.79
ACTUAL ASKING	437,050.00	34,018.78	34,109.10	31,878.91	32,941.13	247,335.24	189,714.76
Capital Improvement							
Total Expenditures		34,192.85	43,629.18	33,619.28	33,241.13	262,022.45	199,977.55
Personnel Budget - Short	5,179.00						

James Kennedy Public Library FY22 Operating Budget

	FY22	% Expended To date	FY21 Expense thru Jan 21	Jan 21 expenses	Total FY21 expenses	Budget Projection	Amount Over/Under	Ov/Und Budget
ESTIMATED REVENUES:								
Dubuque County Library Agency	6,000.00		0.00	0.00	5,543.00			
Fees from copier, R/P, etc.	5,000.00		1,350.06	169.14	¹ 2,319.29			
Open Access	11,600.00		11,671.80	0.00	11,671.80			
Access Plus / ILL	350.00		323.24	0.00	323.24			
Direct State Aid	2,000.00		1,998.08	0.00	1,998.08			
TOTAL:	24,950.00		15,343.18	169.14	21,855.41			
			15,343.18		21,855.41			
ESTIMATED EXPENDITURES:								
PERSONAL SERVICES			Spent to date		Spent to date			
Wages	246,455.00	59.9%	140,613.51	22,789.90	237,622.61	145,840.09	1,865	1.01
FICA	15,280.00	58.1%	8,490.02	1,378.29	14,304.99	9,068.69	-194	0.98
Medicare	3,574.00	58.1%	1,985.37	322.31	3,345.27	2,121.12	-45	0.98
IPERS	23,265.00	57.9%	13,273.93	2,151.42	22,431.74	13,767.01	-307	0.98
SUI	250.00	91.8%	219.63	50.83	375.52	146.22	83	1.57
Group Insurance	47,846.00	56.9%	26,466.84	3,793.14	40,787.78	31,046.86	-3,803	0.88
Meetings and training	2,500.00	44.9%	369.00	0.00	369.00	2,500.00	-1,377	0.45
Dues and memberships	750.00	108.0%	875.00	546.00	890.00	737.36	73	1.10
TOTAL:	339,170.00	59.4%	192,293.30	31,031.89	320,126.91	203,732.07	-2,210	0.99
			192,293.30		320,126.91			
CONTRACTUAL SERVICES:								
Utilities (telephone)	0.00	NA	693.63	112.03	806.77	0.00	0	NA
Electricity	14,000.00	65.0%	7,439.44	888.74	11,253.32	9,255.24	-153	0.98
Gas / Heat	2,500.00	56.2%	979.87	450.82	2,255.91	1,085.89	319	1.29
Insurance (bldg)	6,800.00	10.5%	124.00	0.00	6,808.00	123.85	587	5.74
Legal Fees	0.00	NA	0.00	0.00	0.00	Zero	0	Nothing
Custodial services	8,000.00	57.1%	4,050.00	600.00	7,350.00	4,408.16	162	1.04
Window cleaning	300.00	41.7%	0.00	0.00	0.00	Zero	0	Nothing
Service / Maintenance Contracts	7,500.00	20.9%	1,035.19	154.29	5,914.62	1,312.67	257	1.20
TOTAL:	39,100.00	44.7%	14,322.13	2,205.88	34,388.62	16,284.32	1,198	1.07
			14,322.13		34,388.62			
SUPPLIES:								
General library supplies	10,000.00	55.8%	3,817.97	251.07	10,440.01	3,657.06	1,920	1.52
Program fees & supplies	2,500.00	43.1%	684.41	180.30	2,698.05	634.17	443	1.70
Marketing & advertising	1,500.00	34.6%	606.74	74.00	1,588.99	572.76	-54	0.91
Maintenance and Repairs	7,000.00	15.3%	1,816.35	349.38	9,073.66	1,401.25	-331	0.76
TOTAL	21,000.00	39.3%	6,925.47	854.75	23,800.71	6,110.53	2,133	1.35
BOOKS AND MATERIALS								
Adult fiction	8,000.00	57.7%	5,700.22	315.99	9,992.09	4,563.79	55	1.01
Adult nonfiction	5,000.00	58.4%	3,305.24	110.11	5,254.22	3,145.32	-223	0.93
YA fiction	2,000.00	60.5%	2,198.20	0.00	2,320.06	1,894.95	-685	0.64
YA nonfiction	1,000.00	16.5%	209.24	0.00	336.60	621.63	-456	0.27
Juvenile fiction	8,500.00	70.2%	4,069.50	26.80	8,475.74	4,081.15	1,886	1.46
Juvenile nonfiction	4,000.00	70.6%	837.23	0.00	4,040.01	828.94	1,995	3.41
Large Print	3,500.00	80.5%	2,651.94	299.73	3,498.70	2,652.93	163	1.06
Electronic media (ebooks, etc.)	6,500.00	73.7%	3,905.01	1,803.14	8,179.08	3,103.35	1,689	1.54
Reference & electronic database	5,500.00	0.0%	4,764.61	0.00	5,014.61	5,225.80	-5,226	0.00
Periodicals and newspapers	4,530.00	38.0%	916.05	93.68	2,478.64	1,674.19	46	1.03
Audiobooks (CD, playaway)	4,200.00	70.1%	1,324.88	159.10	4,064.96	1,368.89	1,576	2.15
Software & Gaming	2,000.00	64.8%	1,031.83	436.86	1,767.81	1,167.35	129	1.11
DVDs	6,500.00	50.2%	2,585.45	597.97	5,033.09	3,338.99	-75	0.98
SS / Creation Station / LoT	1,500.00	15.5%	77.93	2.99	642.09	182.05	50	1.28
TOTAL:	62,730.00	55.4%	33,577.33	3,846.37	61,097.70	34,474.39	301	1.01
			33,577.33		61,097.70			
TOTAL EXPENDITURES:	462,000.00	56.7%	247,118.23	37,938.89	439,413.94	259,820.21	2,202	1.01
TOTAL REVENUES:	24,950.00	58.9%	15,343.18	169.14	21,855.41	17,515.68	-2,828	0.84
ACTUAL ASKING	437,050.00	56.6%	231,775.05	37,769.75	417,558.53	242,594.22	4,741	1.02
Capital Improvement			0.00		0.00			
Total Expenditures			247,118.23	37,938.89	439,413.94			
Personnel Budget - Short	5,179.00							

![MidWestOne Bank logo]

MidWestOne Bank.
Simply better banking.

102 South Clinton Street, Iowa City, IA 52240

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P201
CITY OF DYERSVILLE
JAMES KENNEDY PUBLIC LIB TRUST
340 1ST AVE E
DYERSVILLE IA 52040-1203

Ways to Contact Us:

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

Honored. **Thank you.**

MidWest*One*.bank/newsweek

AMERICA'S **BEST** BANKS **2022** Newsweek LendingTree

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MKT	XX4356	$11,049.08

BUSINESS MONEY MKT-XX4356

Account Summary

Date	Description	Amount
01/01/2022	Beginning Balance	$11,046.73
	1 Credit(s) This Period	$2.35
	0 Debit(s) This Period	$0.00
01/31/2022	Ending Balance	$11,049.08

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.25%
Interest Days	31
Interest Earned	$2.35
Interest Paid This Period	$2.35
Interest Paid Year-to-Date	$2.35
Minimum Balance	$11,046.73
Average Ledger Balance	$11,046.73
Average Available Balance	$11,046.73

Other Credits

Date	Description	Amount
01/31/2022	INTEREST	$2.35
		1 item(s) totaling $2.35

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FIDELITY
BANK & TRUST
www.bankfidelity.bank
Member FDIC
4250 Asbury Rd
Dubuque, IA 52002

EQUAL HOUSING LENDER

FDIC

Each depositor insured to at least $250,000

Date	1/31/22	Page	1
Primary Account			617571
Enclosures			3

1853087

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

Checking Account

It's Tax Season. If you have updated your account number within the last year,
make sure your IRS filing paperwork reflects this, and use the Fidelity Bank
Routing number (073914398) to avoid issues with a tax return.

MONEY MARKET
Account Number	617571	Number of Enclosures	3
Previous Balance	53,045.98	Statement Dates 1/01/22 thru 1/31/22	
4 Deposits/Credits	10,033.65	Days in the statement period	31
1 Checks/Debits	436.66	Average Ledger	57,466.12
Service Charge	.00	Average Collected	57,466.12
Interest Paid	26.85	Interest Earned	26.85
Current Balance	62,669.82	Annual Percentage Yield Earned	0.55%
		2022 Interest Paid	26.85

Activity in Date Order

Date	Description	Amount	
1/11	Deposit/Credit	1,869.90	54,915.88
1/13	Transfer from x5358 to x7571	5,000.00	59,915.88
	Library Grant		
1/19	Transfer from x7571 to x5358	436.66-	59,479.22
	January Claims		
1/21	Deposit/Credit	526.95	60,006.17
1/31	Deposit/Credit	2,636.80	62,642.97
1/31	Interest Deposit	26.85	62,669.82

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
1/01	53,045.98	1/11	54,915.88	1/13	59,915.88
1/19	59,479.22	1/21	60,006.17	1/31	62,669.82

2/8/22

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

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TRUST ACCOUNT REPORT for December 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
October 29, 2021	$	2.19		$	11,041.96
November 30, 2021	$	2.42		$	11,044.38
December 31, 2021	$	2.35		$	11,046.73
January 31, 222	$	2.35		$	11,049.08

it-1

Fidelity Bank and Trust

	Budgeted	Bank Account
Balance December 31, 2021	$ 22,692.79	$ 53,045.98

Deposits

January 11, 2022

Mesh wreath program / materials fee	$	140.00		
Mary Anne Menke donation - tech	$	20.00		
Leah McCool Memorial (8 donations)	$	773.00		
Soup Fundraiser	$	885.00		
Snack / Candy sales	$	39.00		
Conscious Box	$	1.90		
Friends booksale / donation	$	11.00	$	1,869.90

January 13, 2022

State Library of Iowa / ARPA grant	$	5,000.00	$	5,000.00

January 21, 2022

Soup Fundraiser	$	20.00		
Colleen Deutmeyer donation	$	15.00		
Mona Schemmel donation	$	15.00		
Candy / Snack sales	$	13.00		
Love My Library fundraiser	$	432.00		
Conscious Box	$	11.45		
Friends booksale / donation	$	20.50	$	526.95

January 31, 2022

Apparal (t-shirt) sales	$	95.00		
Leah McCool Memorial - Coppola	$	100.00		
Love My Library fundraiser	$	2,388.00		
Conscious Box	$	3.95		
Friends booksale / donation	$	49.85	$	2,636.80

January 31, 2022

Interest	$	26.85	$	26.85		$	10,060.50

Debits:

January 19, 2022

Kanopy streaming video	$51.00		
Soup fundraiser - crackers	$34.14		
Puzzles - Theisen's Grant	$208.55		
Facebook ads	$7.66		
Adopt-a-book donations	$15.39		
Storywalk supplies	$23.97		
Love My Library activities	$95.95	$436.66	$436.66

Balance January 31, 2022	$ 22,256.13	$ 62,669.82

it-2

Trust Account Income & Expenditure Report FY22

		in account	New Deposits					REMAINING:	
Amount in MidWest One		$11,032.81							
Amount in Fidelity		$58,120.99							
INCOME: (as of July 1, 2020)					*EXPENDITURES:*			REMAINING:	
DONATIONS & CONTRIBUTIONS:								DONATIONS:	
Previous Raffles	FY19	-$150.00							-$150.00
Fundraisers from FY18 and earlier		$9,528.06			Oct-21	Kanopy - 3 mo	$98.00		$11,206.10
					Jan-22	Kanopy	$51.00		
					Jan-22	FB ads	$7.66		
FY19, 20 & 21 Fundraisers (All)									
Brainfuse Refund	Sep-20		$147.53						$147.53
Chair-ity & Wreath	Previous	$1,202.31							$1,618.28
Cookie Walk	Previous	$1,752.80							$2,885.88
Soup Supper	Previous	$1,975.34							$2,846.20
	Jan-22		$905.00		Jan-22	crackers	$34.14		
Love My Library	Previous	$4,446.27			Jul-21	LML / Proquest	$1,330.33		$3,393.18
					Jan-22	LML / crafts, bks	$95.95		
2022 Campaign	Jan-22		$2,820.00						$2,820.00
Mystery Dinner	Previous	$1,234.24							$1,234.24
Build-a-basket	Previous	$4,627.32							$4,627.32
Wine & Beer Tasting	Previous	$536.90							$536.90
Snack & Candy Sales	Previous	$306.61							$354.03
	Jan-22		$52.00						
Plant Sale	Previous	$1,366.04							$1,376.04
Mask Sales	FY21	$150.00							$162.00
Luggage tags	FY21	$10.00							$10.00
Coloring books	FY21	$25.00							$35.00
Yard Signs	FY 21	$21.00							$21.00
Dairy Queen Fundraiser	Previous	$753.53							$753.53
Country Junction / STEM	Apr-20	$500.00							$500.00
Randy's Market - Roundup	Oct-20	$651.09							$651.09
Quilt Fundraiser	Dec-20	$150.00							$150.00
DTSN fundraiser	Jun-21	$36.00							$36.00
Apparel sales	Nov-21		$105.00		Nov-21	t-shirts	$199.00		$1.00
	Jan-22		$95.00						
Burrito Breakfast	Nov-21		$325.00						$315.00
correction	Dec-21		-$10.00						
Food Truck Fundraiser	Aug-21		$30.00		Sep-21	FB ads	$8.00		$22.00
Wreath making fee	Nov-21		$20.00		Dec-21	Supplies	$160.00		$0.00
	Jan-22		$140.00						
Donations									
Unspecified donations brought forward		$1,207.88							$1,207.88
Mary Ann Menke - tech	Jan-22		$20.00						$20.00
Colleen Deutmeyer - uns	Jan-22		$15.00						$15.00
Mona Schemmel - children's	Jan-22		$15.00						$15.00
Miscellaneous Donations Total Remaining									$5,933.31
Lion's Club - LP	Previous	$0.00							$0.00
Usually donate in Jan									
Conscience Box	Previous	$1,751.68							$1,857.71
	Jan-22		$17.30						
History Books & Coins	Previous	$1,664.74							$1,824.74
Genealogy Donation	Previous	$93.86							$108.86
	Nov-21		$15.00						

Description	Date		Deposit			Date	Item	Expenditure			Balance
Meeting Room Donation	Previous		$583.94								$591.24
can redemption	Oct-21			$7.30							
Adopt-a-book donations	Previous		$549.42			Aug-21	AAB titles	$30.80			$323.79
						Jan-22	AAB titles	$15.39			
Friends - bksale	Previous		$747.70								$863.04
	Jan-22			$81.35							
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	May-06		$2,517.60								$2,517.60
for art or building											
Money Market	Jan-05		$784.34								$784.34
Kay Their Bequest	Dec-08		$1,000.00								$1,000.00
Soppe Bequest	Nov-03		$24,200.37								$24,200.37
Bequests & Specified donations - Total Remaining											$28,502.31
Memorials or In Honor of											
Leah McCool	Dec-21			$125.00							$998.00
	Jan-22			$873.00							
Memorials or "In Honor Of" - Total Remaining											$5,187.36
GRANTS:									GRANTS:		
1000 Books (DRA & Friends)			$341.85								$341.85
HRDP Digitizing Grant	Previous		-$10,616.00								-$10,616.00
Need to close grant											
StoryWalk® Grant / DRA	Previous										$1,073.82
	FY20		$1,256.75			Jul-21	Laminating	$15.00			
						Jan-22	Books	$23.97			
ALA / LTC Grant	May-21		$2,074.00			Aug-21	LTC materials	$1,103.97			$49.68
State Library ARPA grant	Jan-22		$5,000.00			Aug-21	Electronic mat.	$4,713.20			-$213.20
Fundraising $ to cover the difference						Oct-21	Hoopla	$500.00			
DACF Grant - Hybrid gatherin	Oct-21		$2,376.00			Oct-21	Meeting Owl	$1,698.00			-$336.75
Fundraising $ to cover the difference						Dec-21	Hot spots	$1,014.75			
Theisents Grant - Puzzles	Dec-21		$1,000.00			Jan-22	puzzles	$208.55			$791.45
INTEREST DEPOSITS											
remaining from previous years			$3,923.16								$4,100.51
	Jan-22			$26.85							
TOTAL DEPOSITS				$22,292.70		**TOTAL EXPENDITURES:**		$17,743.87	Balance		$62,669.82

Memorials and Donations January 2022

From: **Mary Ann Menke**
Donation: $20.00
Fund: Library Trust Account
Restrictions: Donation for technology

From: **Mesh Wreath / Materials Fee**
Donation: $140.00
Fund: Library Trust Account
Restrictions: Amaryllis Program expenses

From: **Soup Fundraiser**
Donation: $905.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Candy / Snack Sales**
Donation: $52.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **State Library of Iowa – ARPA grant**
Donation: $5,000.00
Fund: Library Trust Account
Restrictions: Electronic services

From: **Mona Schemmel**
Donation: $15.00
Fund: Library Trust Account
Restrictions: Children's program or collections

From: **Coleen Deutmeyer**
Donation: $15.00
Fund: Library Trust Account
Restrictions: As needed

From: **Apparel (t-shirt) Sales**
Donation: $95.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Listed below with amount**
Donation: $873.00
Fund: Library Trust Account
Restrictions: Leah McCool Memorial

- Jeanne Harrington - $25.00
- Shirley Vonderhaar - $50.00
- Joyce Bries – $20.00
- Iva Hall - $25.00
- Sue Carver - $50.00
- Sharon Osterhaus - $50.00
- John & Barbara Joblinske - $25.00
- Patrick McCool – $528.00
- Jeanne Coppola - $100.00

From:	**Love My Library Donations**	
Donation:	$2,820.00	
Fund:	Library Trust Account	
Restrictions:	Listed below:	
• Jerry & Rita Klostermann	As needed	$ 100.00
• Mary Lou Gravel	As needed	20.00
• Sue & Dan Engelbrecht	Dyersville Commercial	42.00
• Karen & Craig Kramer	As needed	250.00
• Benjamin Otting	Nat'l Geo. Kids Almanac	10.00
• Lucy Otting	100th Day of School	10.00
• Donna Willenbring	As needed	5.00
• Suzzette Gioimo	As needed	1,000.00
• Suzzanne J. Gioimo	As needed	1,000.00
• Rachael Walters	Baby Animals	5.00
• Rachael Walters	Look Look	5.00
• Rachael Walters	Night Night Farm	5.00
• Rachael Walters	Llama Llama and Friends (DVD)	7.00
• Rachael Walters	Gel pens (2 sets)	20.00
• Rachael Walters	100-350 piece puzzle (2)	24.00
• Rachael Walters	Children's wooden puzzle (2)	30.00
• Rachael Walters	Children's / family DVDs (4)	60.00
• Rachael Walters	Tabletop easels (2)	40.00
• Rachael Walters	Sponsor adult craft activity	25.00
• Cathy Heavens	Run Rose Run / Patterson	17.00
• Jeanne Coppola	As needed	100.00
• Kristy Fleming	Tabletop easel	20.00
• Cathy Loecke	Book of cold cases / St. James	16.00
• Cathy Loecke	Itsy Bitsy Spider	5.00
• Cathy Loecke	As needed	4.00

In Kind donations:
- Paul Zurawski - My hero academia -vol 28
- Paul Zurawski - My hero academia - vol 29
- Paul Zurawski - Something is killing the children
- Shirley Vonderhaar - Grinch costume

James Kennedy Public Library Monthly Program Report
Report for the Month of January 2022

Story Time – weekly program for preschool children (PreK) – Not offered in January

Wee Read – weekly program for 0 to 3-year olds (PreK) – Not offered in January

Out-Reads - Monthly Story Times to Daycares (PreK):　　　　　　　In-person off-site
　　　January 4, 2022　　　　　　　　　　　　　　　　　　　　　　Dogs
　　　　　　Total attendance at 7 sessions – 97 children & caregivers;
　　　　　　　　Time for preparation & performance – 4 hrs (pd)
　　　　　　　　Supplies:　　　Color copies and books

Checker's TV Watch Party (Tuesdays of each month) (C)　　　　In person / onsite; FB/YT & activity kits
　　　January 18, 2022　　　　　　　　　　　　　　　　　　Total in person attendance: 0
　　　Time for preparation & performance – .25 hrs (pd)　　　Facebook Views / Engagements: 58 / 12
　　　　　　Supplies:　　　Computer and projection system, activity kits – copies　　　YouTube: 6
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Kits distributed: 10

Hybrid Sit 'n' Stitch (Wednesdays of each month) (A)　　　　Hybrid (In person & Zoom)
　　　January 5, 12, 19 & 26, 2022　　　　　　　　　　　　　　　　　Attendance: 28
　　　　　　Time for preparation & performance – 2 hrs (pd)
　　　　　　Supplies:　　　Computer and Zoom software, Owl, Craft supplies provided by participants

Euchre / Card Party (weekly program – every Thursday afternoon) (A)　　　In person / Onsite
　　　January 6, 13, 20, & 27, 2022　　　　　　　　　　　　　　　　　Attendance: 14
　　　　　　Time for preparation & performance – 4.25 hr (pd)
　　　　　　Supplies:　　　Decks of cards

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)　　　In person / offsite
　　　January 27, 2022　　　　　　　Keeping Your Mind Sharp / How to Play Sudoku
　　　　　　Time for preparation & performance – 2 hrs (pd)　　　　　　Attendance: 6
　　　　　　Supplies:　　　None

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

Books for Lunch Book Club (First Monday of each month) – *2 am at the Cat's Pajamas (A)* Hybrid (In person & zoom)
　　　January 3, 2022　　　　　　　　　　　　　　　　　　　　Attendance: 6
　　　　　　Time for preparation & performance – 1.25 hr (pd)
　　　　　　Supplies:　　　Books borrowed via ILL, available electronically; Computer and Zoom software

Hybrid Dungeons & Dragons Club (1st Tuesday of each Month) (GI)　　　Hybrid (In person & Discord)
　　　January 4, 2022　　　　　　　　　　　　　　　　　　　　Attendance: 6
　　　　　　Time for preparation & performance – 2.5 hr (pd)
　　　　　　Supplies:　　　Used Discord and Roll20 to hold virtually as well as in person; *Wild Beyond the Witchlight*

Building Creativity one Block at a Time (LEGO® program) (Monthly – varies) (C)　　　In person / Onsite
　　　January 15, 2022
　　　　　　Time for preparation & performance – 1.5 hrs (pd)
　　　　　　Supplies:　　　Legos® and boards　　　　　　　　　　　　Attendance: 9

Cricut with Christopher (GI)　　　　　　　　　　　　　　　　In person / On site
　　　January 17, 2022
　　　　　　Time for preparation & performance - .25 hrs (pd)　　　　　Attendance: 0
　　　　　　Supplies:　　　Cricut machine; supplies provided by volunteer
　　　　　　　　　　　　　Cancelled due to illness

A Novel Approach to Faith Book Club (A)   Hybrid (In person & Zoom)
  January 11, 2022   Attendance: 6
    Time for preparation & performance – 1.75 hrs (pd)
    Supplies: ILL books, available on Bridges ; Computer and Zoom software

Chat and Doodle Too (Third Tuesday of each month) (A)   Hybrid (in person / zoom)
  January 18, 2022   Attendance: 2
    Time for preparation & performance – .5 hrs (pd)
    Supplies: Laptop, Zoom and Owl; Coloring and activities pages and supplies

JKPL Writing Group (4th Tuesday of each Month) (A)   Hybrid (In person & Zoom)
  January 25, 2022
    Time for preparation & performance – 1.75 hrs (pd)   Attendance: 3
    Supplies: Computer and Zoom software

Coloring, Creating & Doing – Virtually (A)   Passive program
  January 2022   Kits distributed: 175
    Time for preparation & performance – 3.25 hrs (pd)
    Supplies: Copies of coloring pages and activities– available to pick up or curbside

Strength Training for Older Adults (A)   Virtual / Provided by Geri-Fit
  January 2022 –Streaming option provided by Geri-Fit for current participants Attendance: 20
    Estimated attendance is based on those requesting information on access, estimating one session
      per week

Adult Crafternoon: Glass Snowman (GI) (monthly)   Hybrid (Virtual, & Kit program)
  January 17, 2022   Facebook Views / Engagements: 18 / 3
    Time for preparation & performance – 2 hrs (pd)   YouTube views: 2
    Supplies: Upcycled glass, acrylic paint, paint brush, foam pieces. Kits distributed: 51
      buttons, portion cups. Sponsored by FGH Delivery. Attendance: 3

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

Game Night (4th Friday of each Month)   (GI)   In person / On site
  January 28, 2022   Attendance: 15
    Time for preparation & performance – 3.5 hr (pd)
    Supplies: Board games

Final Friday Tech Virtual or in person Program (GI) (Last Friday of each Month)   In person / On site
  January 28, 2022   Attendance: 2
    Time for preparation & performance – 1.5 hrs
    Supplies: None

Anime Drawing Basics (JanFanCon) (GI)
  January 5, 2022   Virtual (Zoom)
    Time for preparation & performance – 1 hrs (pd)
    Supplies: $100 presenters fee
      JanFanCon events held in partnership   Attendance: 14
        with C-SPL and DCLS

STEAM Fun Fridays: Crystal Snowflakes (C)   In person / Onsite
  January 7, 2022
    Time for preparation & performance – .5 hrs (pd)
    Supplies: Borax, plastic cups   Attendance: 0

Basics of D & D (JanFanCon) (GI)
  January 7, 2022   Hybrid (Virtual & Recorded)
    Time for preparation & performance – 5 hrs (pd)   Facebook Views / Engagements: 32 / 8
    Supplies: Powerpoint and Zoom software   YouTube Views: 9
      JanFanCon events held in partnership   Participants: 0
        with C-SPL and DCLS

Nerf Blaster (JanFanCon) (GI)
    January 10, 2022
        Time for preparation & performance – .5 hrs (pd)
        Supplies: Nerf guns; not recorded / presented
            JanFanCon events held in partnership
                with C-SPL and DCLS

Virtual (Zoom recording)
Facebook Views / Engagements: 0
        YouTube Views: 0

STEAM Fun Fridays: Cotton Ball Penguins (C)
    January 14, 2022
        Time for preparation & performance – .25 hrs (pd)
        Supplies: Glue sticks, cottonballs, construction paper

In person / Onsite & Kits
Facebook Views / Engagements: 13 / 4
        YouTube Views: 0
        Attendance: 0
        Kits: 10

Tips and Tricks for Dungeon Masters (JanFanCon) (GI)
    January 14, 2022
    Time for preparation & performance – 4 hrs (pd)
        Supplies: $100 presenters fee
            JanFanCon events held in partnership
                with C-SPL and DCLS

Hybrid (Virtual & Recorded)
Facebook Views / Engagements: 18 / 1
        YouTube Views: 9
        Attendance: 1

Digital Access to the Dyersville Commercial (A)
    January 17, 2022
        Time for preparation & performance – 2 hrs (pd)
        Supplies: Laptop, PowerPoint and zoom software

Hybrid (In person and Zoom program)
        Attendance: 0

Third Thursday Virtual Program – A Few of My Favorite Things
    January 20, 2022
        Time for preparation & performance –.25 hrs (pd)
        Supplies: Partnership with Hoover Presidential Library;
            JKPL promotes and provides link to local participants

Zoom program
        Attendance: 0

Public Speaking with Dubuque Toastmasters (GI)
    January 20, 2022
        Time for preparation & performance – 2.5 hrs (pd)   2 hrs(vol)
        Supplies: Owl, projector, laptop, zoom
            Presentation by David Lopez, Dubuque Toastmasters

Hybrid (Inperson, Virtual & Recorded)
Facebook Views / Engagements: 41 / 13
        YouTube: 1
        Attendance: 6

STEAM Fun Fridays: Cool Circuits (C)
    January 21, 2022
        Time for preparation & performance – 1 hrs (pd)
        Supplies: Cool Circuit maze

In person / Onsite

        Attendance: 3

Mindcraft IRL (JanFanCon) (C)
    January 22, 2022
        Time for preparation & performance – 6.5 hrs (pd) 2 hrs (vol)
        Supplies: Construction paper, glue, cardstock, printing, candy, etc.
            JanFanCon events held in partnership
                with C-SPL and DCLS

In person / Onsite

        Attendance: 2

Dr. Who Escape Room (JanFanCon) (GI)
    January 22, 2022
        Time for preparation & performance – 2 hrs (pd)
        Supplies: No registrations so not held / no supplies used
            JanFanCon events held in partnership
                with C-SPL and DCLS

In person / onsite

        Attendance: 0

News Literacy (A)
    January 24, 2022
        Time for preparation & performance – 4.25 hrs (pd)
        Supplies: Owl, projector, laptop, zoom

Hybrid (Inperson, Virtual & Recorded)
Facebook Views / Engagements: 48 / 9
        YouTube: 6
        Attendance: 0

1000 Books Before Kindergarten Awards Ceremony (PreK)
    January 26, 2022   In person / onsite
             Time for preparation & performance – 2.5 hrs (pd)
             Supplies: Certificates, trophies, books & gift bags   Attendance: 17
                        Funded by a DRA grant received when starting this program
                                 and Friends of the JKPL

Social Issues Book Club – *Men Explain Things to Me* (GI)   Hybrid (Onsite and Zoom)
    January 27, 2022
             Time for preparation & performance – 2 hrs (pd)   Attendance: 6
             Supplies: Books, Zoom, Laptop and Owl
                        Funded by Libraries Transforming Communities grant
                        Guest presenter from Riverview Center ($125.00)

STEAM Fun Fridays: Snowflake Math (C)   In person / Onsite
    January 28, 2022   Attendance: 3
             Time for preparation & performance – 1 hrs (pd)
             Supplies: Coloring paper, scissors, markers & glue sticks

National Puzzle Day Activity Kits for Kids (C)
    January 29, 2022   Passive
             Time for preparation & performance – 4 hrs (pd)   Kits distributed: 64
             Supplies: Cardstock, copies of paper puzzles, envelopes & color calendar pictures.

National Puzzle Day Activity Kits for Teens and Adults (GI)
    January 29, 2022   Hybrid (In person, Virtual & kits)
             Time for preparation & performance – 4 hrs (pd)   Kits distributed: 59
             Supplies: Copies of paper puzzles, jigsaw puzzle template, hot cocoa   Attendance: 6

Journals, Planners, Scrapbooks and More (A)   Hybrid (Inperson, Virtual & Recorded)
    January 31, 2022   Facebook Views / Engagements: 32 / 8
             Time for preparation & performance – 2 hrs (pd) 4 hrs (vol)   YouTube: 4
             Supplies: Owl, projector, laptop, zoom   Attendance: 1
                        Karen Schloss donated her time and talent to present this session

StoryWalk® - *Shark in the Park* (C)   Passive / outdoor program
    January 2022   Participants: 20
             Time for preparation & performance – .25 hrs
             Supplies: Same book from November; Sponsored by DRA, Friends of the JKPL, and
                        Richard Osterhaus Memorial.

Creation Station: Paper Snowman(C.)   Passive / Make and Take
    January 2-31, 2022
             Time for preparation & performance – 1 hrs (pd)
             Supplies: cupcake liner, construction paper, stick glue, white paper   Kits distributed: 55

Programs held in December but still hosted and available to view or engage with on social media
    January 1-31, 2022 – 5 programs   Facebook Views / Engagements: 112 / 2
                                 YouTube Views: 3

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)

February 1—28: Winter Bookopoly Challenge Continues!
The JKPL is once again offering a winter library program and this year, participants will be using a Bookopoly game board to track what they are reading or doing at the library and earn prizes. Complete sets of challenges to earn prize entries!

- For each set completed, the participant will earn an entry into the prize drawings. There are twelve opportunities to earn entries.
- Several prize options, for various ages and interests, will be available to choose from.
- All ages of readers are welcome and participants can sign up as individuals or as teams.
- Stop in the library to register and pick up your game board on or after January 2, or print the board from the library website.
- This winter Bookopoly Challenge will run through February 28 and all entries must be received by March 4 to be included in the drawings.

February 1—28: Love My Library Giving Tree Fundraiser
Do you "Love Your Library"? Then consider participating in this annual fundraising activity that will improve the collection and services the library is able to offer.

- Library staff have identified books and other materials, furnishings, equipment, programs, supplies, and more that the library needs.
- Select one or more items and donate the funds needed for purchase. Or purchase the items yourself and donate them to the library.
- Donations will be written on a heart and displayed on the library windows as well as acknowledged on the library website and social media. Where appropriate the library will attach a tag or book plate acknowledging the donation and the donor will be the first to check it out.
- Some items are listed on the bulletin board in the entry to the library as well as being featured on the library webpage and social media. 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).

February 1—28: February is National Library Lover's Month!
The JKPL has created a special activity kit for this month and is asking everyone to join us in celebrating!

- Each kit will include treats, instructions, blank paper, and craft supplies.
- Make a poster or sign about why you love your library and return it to the JKPL on or before February 28.
- Posters will be displayed in the library and on the library's Facebook page and website.
- Everyone who returns a poster will have their name entered into a drawing for library themed prizes, including t-shirts, mugs, glasses, coloring books, having an item purchased in their name, and more.

Join us in celebrating National Library Lover's Month by visiting your library and showing us why you love your library!

Monday, February 1: Build-A-Basket Fundraiser begins!
Would you like to help raise money for the library? It is fun and easy!

- Just pick something you love and build a basket of items around that theme. Or pick a favorite book and build a basket around that book.
- Create your basket and donate it to the library by early March.
- The baskets will be auctioned off in a silent auction (in person and virtual) that runs March 1—April 10.
- The library will provide you with an empty basket if you need one. Or you can just donate your items to the library and we can put them all in a basket for you.
- All funds raised are used to support library programs, collections, and services.

February 1—28: 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.

February 1—28: Black History Month Family Activity Kit. To celebrate Black History Month the library has put together a fun and informational kit for the whole family. The kit includes a craft, coloring sheets, activity sheets, and a reading list. Kits include all supplies needed for the craft. Kits available while supplies last.

February 1—28: Chinese New Year Activity Kit. In many places, January 1st begins the new year. This date is based on a calendar that follows the Earth's movement around the sun. The first day of the Chinese New Year is based on a lunar calendar, which tracks time by the moon cycles. That's why people all over the world celebrate Chinese New Year on different days each year. This year the calendar starts on February 1. According to the Chinese calendar, each year is represented by an animal, called a Chinese zodiac sign. The year 2022 is the Year of the Tiger. To celebrate Chinese New Year, you may pick up a take-and-make kit that includes a tiger paper lantern and some fun coloring sheets. For ages 3-11.

February 1—28: Creation Station Craft: Heart Buddies. 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 Heart Buddies. Which are made out of paper and pipe cleaners. This 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.

Tuesdays, February 1 & 15: Checkers Library TV presents Snoozer's Storytime Adventures and Watch Party from 4:00—5:00 pm
The JKPL is pleased to continue to offer Checker's Library TV, an on-demand children's program series that features fun stories and activities. Each episode features a story, craft, and song and a new video will be released every other week and children are again invited to attend a Watch Party at the library and then participate in some fun related activities.

- These programs are for kids in kindergarten thru fourth grade.
- The spring series, Snoozer's Storytime Adventures, will run alternating weeks through May 14.
- Registration is encouraged as space is limited, but walk-ins are welcome if space allows.
- The videos can also be watched on demand on the JKPL Facebook page and YouTube Channel and activity kits can be picked up in the Creation Station at the JKPL to enjoy at home. Note: The videos on YouTube are unlisted so contact the library to get the URL link.
- Dates and themes are: February 1 (The Girl and The Cathedral) and February 15 (Grit)
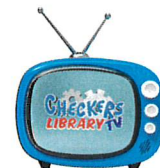
Tuesday, February 1: Dungeons and Dragons Players Club @ 6:00 pm. Join us for this monthly gaming event for D & D players that meets in-person or you can join remotely via Discord. This group meets the first Tuesday of every month and new players of all ages and skill levels are welcome. The library 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.

Wednesday, February 2: World Read Aloud Day. LitWorld founded World Read Aloud Day in 2010 in celebration of the power of reading aloud to create community, to amplify new stories, and to advocate for literacy as a foundational human right. To celebrate, the JKPL will post a smash cut video of library staff members reading aloud brief excerpts from favorite books. Patrons are also encouraged to celebrate and share a brief video or photograph of them reading aloud. Videos can be posted on the library's social media or emailed to librarian@dyersville.lib.ia.us between February 2 - 6. Everyone who participates will get their name entered into a special prize drawing.

Wednesdays, February 2, 9, 16, and 23: Story Time @ 9:30 am and 6:30 pm. Parents and caregivers are encouraged to bring their preschoolers to the Spring 2022 sessions of Preschool Story Time which will be in person. Programs will run February 2 through April 27. Story Time is open to 3, 4 and 5 year olds who have not been in Kindergarten and will be offered on Wednesdays at 9:30 am or 6:30 pm. Registration is required as space is limited. Those attending in person are encouraged to wear a mask. You may register online at https://bit.ly/Springstorytime, or contact the library.

Wednesdays, February 2, 9, 16, and 23: Wee Read @ 10:30 am. Parents and caregivers are encouraged to bring their preschoolers to the Spring 2022 sessions of Preschool Wee Read which will be in person. Programs will run February 2 through April 27. Wee Read is for children under 3 and their caregiver and will be offered on Wednesdays at 10:30 am. Registration is required as space is limited. Those attending in person are encouraged to wear a mask. You may register online at https://bit.ly/Springstorytime, or contact the library.

Wednesdays, February 2, 9, 16, 23: 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.

Thursdays, February 3, 10, 17, & 24: 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.

Friday, February 4: S.T.E.A.M. Fun Fridays from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to this weekly program to discover and create in the Library. Participants are welcome to come anytime between 3:30—5:00 pm to participate in the selected activity. Space is limited, but children are welcome to wait if all spots are full. All ages welcome. The activity for this week is DIY Kaleidoscopes. Come make a kaleidoscope with cardboard tubes.

Friday, February 4: Kobolds Ate My Baby Role Playing Game @ 6:00 pm.
Join us after-hours for *Kobolds Ate My Baby*, a role playing game with simple rules and lots of shenanigans. The library will have filled out character sheets available. There is a 10 person maximum for in-person attendance or you can join via Discord. Please contact the library to register to save your seat. Masks are encouraged for those attending in person. All ages and skill levels welcome.

Saturday, February 5: Take Your Child to the Library Day from 10:00 am—12:00 pm
Take Your Child to the Library Day is a fun event that lets young and old explore what the library has to offer. Come and browse the hundreds of new books for all ages. There will be exploration stations to discover fun items from our Library of Things, games, robots, DVDs, audio books, Launchpads, puzzles, and more. Most of these items can be checked out to use at home, too. We will also have a simple take-and-make activity, along with a treat to enjoy at home. All ages welcome.

Saturday, February 5: How to Make Valentine Cards from 1:00—3:00 pm. Thinking of someone special this Valentine's day? Come to the library and create unique Valentine cards that no one else will be sending out! Local crafter, Karen Schloss, and librarian, Ann Boeckenstedt will be on hand with all the materials needed for you to get creative. Come and go as your schedule allows. All ages welcome, but those age 10 and under should have a teen or adult companion.

Monday, February 7: 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 *Summer Hours at the Robbers Library* by Sue Halpern. 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.

Monday, February 7: Building Creativity One Block at a Time: a LEGO® program from 4:00—5:00 pm. This month's theme is "My Valentine". 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 required. Please contact the library to register. Walk-ins welcome if space allows. Masks are encouraged.

Monday, February 7: Genealogy with Ann from 6:30—7:30 pm. Librarian Ann Boeckenstedt will be on hand to help you start, or continue to work on, your five-generation ancestor chart. Ann will also share information on free websites good for genealogy research. Attendees are encouraged to bring their own laptop, if they have one. Some library laptops will be available for use. Please contact the library to register as space is limited. Walk-ins are welcome if space allows. Masks are encouraged for those attending.

Tuesday, February 8: 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 *The Space Between Words* by Michelle Phoenix. 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.

Friday, February 11: S.T.E.A.M. Fun Fridays from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to this weekly program to discover and create in the Library. Participants are welcome to come anytime between 3:30—5:00 pm to participate in the selected activity. Space is limited, but children are welcome to wait if all spots are full. All ages welcome. The activity for this week is Robot Valentine Delivery. Come use our robots, Dot and Dash, to share Valentine's Day messages.

Monday, February 14: Adult Crafternoon – Make a Beaded Mask Lanyard from 3:00–6:00 pm (and Take-and-Make!) Join us in person as we gather together to create something. Drop in the library anytime between 3 and 6 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 February 15 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.

Tuesday, February 15: 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, February 17: A Successful Humanitarian Story Hidden in Belgian War Lace of 1914—1918 @ 6:00 pm. During World War II, President and Mrs. Hoover, the Brussels Lace Committee, and two major relief organizations came together to support the lace makers of Belgium. Come learn about this amazing partnership! This program will be presented by Evelyn McMillan, whose lifelong interest in the textile arts led to her research and writing about Belgian war lace. The JKPL has partnered with the Hoover Presidential Library to present their 3rd Thursday Virtual Programs. Registration is required so please register at https://bit.ly/TTWarLace.

Friday, February 18: S.T.E.A.M. Fun Fridays from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to this weekly program to discover and create in the Library. Participants are welcome to come anytime between 3:30—5:00 pm to participate in the selected activity. Space is limited, but children are welcome to wait if all spots are full. All ages welcome. The activity for this week is a peek inside the human body with the Squishy Human Body science toy. Do you know where all the internal parts of the body are located?

Saturday, February 19: Library is closed for staff training   CLOSED

Monday, February 21: Ready - Set - Grow: Make Your Own Seed Tape! Although it is way too early to be planting outside, we can have some winter garden fun making seed tapes inside. Seed tapes save time and help space out tiny seeds. When using seed tapes, you no longer have to measure the spacing or worry about over/under seeding because the tape does that for you. The paper also protects the seed during germination and dissolves in the course of watering. Watch the pre-recorded video by Ray Kruse, program coordinator with the Dubuque County Extension Office to learn about seed tapes and how you can make your own. Then, pick up a kit at the JKPL. Kits are one per household, per type of seed, and include all needed supplies. The video will be posted on the JKPL Facebook page and YouTube Channel starting February 21. Kits available while supplies last.

Monday, February 21: Bingo Party from 1:00—3:00 pm. Come enjoy bingo at the James Kennedy Public Library. There will be a two-card limit, there is no cost to play, and there will be prizes! Registration is recommended as space is limited. Those attending are encouraged to wear a mask. Bring your friends!

Monday, February 21: Cricut with Christopher presents Cutting Fabrics @ 6:00 pm. Come learn about the Cricut Maker from local expert Lisa Christopher and learn how you can cut fabric with the Cricut Maker machine. Participants should be 14 or older but children age 8 and up are welcome if accompanied by an adult. Registration is recommended as attendance is limited to 10. Walk-ins welcome if space and materials allow. Cricut with Christopher will typically be held monthly on the third Monday of each month.

Tuesday, February 22: Tutu Twos Day: Make Your Own No-Sew Tutu @ 4:00 pm
Tuesday, February 22, 2022 (2/22/22) is a once in a hundred years event and it deserves a special activity so we will be making a no-sew tutu at the library! Registration is required as space and supplies are limited. There will be limited kits available to make tutus at home in case you cannot attend the in-person event. A video demonstration will be posted on the library's Facebook page and YouTube channel for the take-and-make kit. Open to all ages of children, but kids under the age of 6 will need an adult assistant.

Tuesday, February 22: 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, February 23: Planning and Organization @ 6:30 pm
Join Karen Schloss for this second session in our series about planners, journals, scrapbooks, diaries, and more. In this session, Karen will talk about planners, bullet journals, trackers, organizers, and goal planning, and share examples.
- Participants will make a bullet journal page, a tracker page, and a goal planning sheet for 2022.
- Additional sessions will focus on writing journals, creative journals, and hybrid journals.
- These sessions will include some worksheets and exercises, and time to get started.
- While this is a series of programs, each session is independent, so guests are welcome to attend any session(s) they choose.
- Space is limited, so registration is encouraged. Walk-ins are welcome as space allows, and masks are encouraged.
- Worksheets will be available to pick up for anyone unable to attend in person.

Thursday, February 24: Engineers Week Snap Circuits Fun from 4:00—6:00 pm. Founded by the National Society of Professional Engineers in 1951, Engineers Week is dedicated to ensuring a diverse and well-educated future engineering workforce by increasing understanding of and interest in engineering and technology careers. Join us this week at the JKPL as we partner with the City of Dyersville Public Works Department to celebrate this special week with a special engineering focused program: *Snap Circuit Fun,* where participants can come learn how electronics function by playing with different Snap Circuit sets. City of Dyersville City Engineer, John Wandsnider, P.E., will be on hand to assist and answer engineering related questions. Intended for ages 7 and up. There is a maximum of 15 participants allowed. Please contact the library to register and save your seat. Masks are encouraged for those attending.

Friday, February 25: 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, February 25: S.T.E.A.M. Fun Fridays from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to this weekly program to discover and create in the Library. Participants are welcome to come anytime between 3:30—5:00 pm to participate in the selected activity. Space is limited, but children are welcome to wait if all spots are full. All ages welcome. The activity for this week is: Building Bridges with K'nex. We will be building a bridge between 2 chairs and test how sturdy it is.

Friday, February 25: 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.

Sunday, February 27: Miniature Golf @ Your Library from 5:00—8:00 pm
Come to the library for this special after-hours event for all ages. For one night only, we'll turn the library into a mini-golf course! Come in to tee off between the stacks and navigate our book obstacles. The course will be designed by library staff and volunteers. All ages welcome but those under age 6 must be accompanied by an adult. Social distancing and wearing a mask is encouraged.

Dubuque County Free Seed Potato Program!

The James Kennedy Public Library has partnered with the Dubuque County Extension Office for their Free Seed Potato Program. The goal of the program is to help teach residents about growing potatoes in their own garden.

- Participants will receive a 2—3 pound bag of Red Norland seed potatoes along with updates all season on how to grow their potato crop.
- Ray Kruse, Food System Coordinator at the Dubuque County Extension Office will be growing the exact same potatoes in his garden right along with you, so you can learn tips and tricks appropriate for the local area.
- Participants need to register by March 31 and choose the James Kennedy Public Library as a pickup location when registering.
- Registration can be done by visiting https://bit.ly/potatosignup.
- Potatoes will be available for pickup starting April 4. The JKPL will have some potatoes available to pick up on a first come / first served basis after registration closes.
- Bags of seed potatoes are limited to one per person.

1000 Books Before Kindergarten

Have you heard about our program *1000 Books Before Kindergarten?*

This program encourages parents and caregivers to provide positive, nurturing early learning experiences by reading aloud to their children regularly. This program is open to children who have not yet started Kindergarten and you can register at any time by visiting the library. For more information about the program please pick up a flyer at the library, visit the web page, or ask a librarian. The *1000 Books Before Kindergarten* program is funded by a grant from the Dubuque Racing Association and the Friends of the Library.

Note: This program has been on hiatus due to the pandemic, however, it is resuming and we encourage you to register your child now!

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

*Sign up for our weekly email newsletter
*Visit our website at www.dyersville.lib.ia.us
*Like us on Facebook
*Follow us on Twitter: @dyersvillelib
*Follow us on Instagram: jameskennedylibrary
*Follow us on Goodreads: James Kennedy Public Library
*Follow us on YouTube: James Kennedy Public Library

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

Tentative Schedule of Upcoming Events – March 2022 and Beyond

Free Trees for Earth Day! The JKPL is celebrating Earth Day this spring by participating in the 13th Annual Neighborhood Forest free tree program, whose aim is to provide free trees to kids every Earth Day. Since 2010, Neighborhood Forest has reached over 100,000 families and planted over 50,000 (mostly urban and residential) trees through the hands of children and parents across North America. The JKPL is excited to be participating in this wonderful program that teaches kids stewardship through the magic and wonder of planting and watching trees grow. Parents can find more information and sign their children up to receive a tree at this link: https://bit.ly/NFTrees. The online registration form must be completed by February 28th. Trees (6 to 12 inches in size) will be delivered to the JKPL and families will be able to pick them up around Earth Day (April 22nd). Planting instructions and species information will be emailed a few days prior to the trees arriving.

March 1-31: Creation Station Craft. Stop in and craft in the Creation Station at the library or grab a kit and create at home! 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.

March 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, markets, and more are available to check out from the front desk.

March 1-31: Westside Park StoryWalk®: "Over and Under the Snow" by Kate Messner. Families are invited to walk the new StoryWalk® at Westside Park which begins south of the parking lot by the baseball diamond. Walk the trail and read the story to your children. Scan the QR code on the last post and answer the questions to be entered into a monthly prize drawing. No QR scanner? No problem! Use the tiny url listed below the QR code, answer the questions and be entered into the prize drawing. 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.

Tuesdays, March 1, 15, & 29: Checkers Library TV presents Snoozer's Storytime Adventures and Watch Party from 4:00-5:00 pm. The JKPL is pleased to continue to offer Checker's Library TV, an on-demand children's program series that features fun stories and activities. Each episode features a story, craft, and song with Mrs. Hamilton and Snoozer. A new video will be released every other week and children are again invited to attend a Watch Party at the library and then participate in 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. The spring series, Snoozer's Storytime Adventures, will run alternating weeks through May 14. For those not able to attend the watch party, the videos can also be watched on demand on the JKPL Facebook page and YouTube Channel and activity kits can be picked up in the Creation Station at the JKPL to enjoy at home. Note: The videos on

YouTube are unlisted so contact the library to get the URL link. Full schedule: March 1 (Bears Save the Baby); March 15 (Irish Blessings); March 29 (Ben and The Rich Boy); April 12 (Atom); April 26 (My Father's Dragon); May 10 (Bedtime Poems); and May 14 (Dad: The Man, The Myth, The Legend).

Tuesday, March 1: 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.

Tuesday, March 1: Build-A-Basket Silent Auction Begins! Join us for the 9th Annual Build-A-Basket Fundraiser! Organizations, businesses, and individuals have donated some amazing baskets this year and now is your opportunity to bid on them. Bidding in the silent auction runs March 1 – April 10. All items will be displayed in the library and a photograph with a description of contents will be posted on both the library's Facebook page and 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. This list will be updated daily. Bidding ends promptly at 3:00 pm on April 10. And if you have been considering donating a basket to this fundraiser, there is still time. Just pick something and build a basket of items around that theme. Create your basket and donate it to the library by early March. The library will provide you with an empty basket if you need one. Or you can just donate your items to the library and we can put them all in a basket for you. All funds raised are used to support library programs, collections, and services.

March 1-31: Women's History Month Family Activity Kit. To celebrate Women's History Month the library has put together a fun and informational kit for the whole family. The kit includes a craft, coloring sheets, activity sheets, and a reading list. A pre-recorded video will be posted to the library's Facebook and YouTube pages starting March 1. Kits include all supplies needed for the craft except for glue. Kits available while supplies last.

March 1-31: March Book Mania! Join us this month and help us determine which novel the staff and volunteers read and loved is the local favorite! How it works: The top sixteen adult fiction books staff love and would recommend you read have been put into Round 1. Watch the videos by library staff talking about these titles, then go to http://bit.ly/JKPLBookMania to vote for your favorite out of each pairing. The eight titles that win the first round will move on to Round 2. The four titles that win Round 2 will move on to Round 3 and the final two titles will move on to Round 4 where one book will be declared the winner. Vote each week to be sure your favorite makes it to the final! Voting begins March 1 with the winner announced on March 31. Everyone who votes will have their name entered into a drawing to win their own copy of the top two books and an "Adopt a book form" where you choose a book to be added to the JKPL collection in your name.

March 1-31: Read Across America Month. Celebrate books, reading and kindness during the month of March with a fun take-and-make bookmark kit. Each kit will include supplies to make bookmarks with kind words or inspirational phrases on them. Return the bookmarks to the library and we will distribute them to hospitals, senior centers, nursing homes, and youth homes to spread kindness and the joy of reading. Appropriate for all ages.

March 1-31: National Craft Month. Children's Take-and-Make Kit. March is National Craft Month, and what a fun event to celebrate with your children! Crafting sparks imagination, gives children a sense of accomplishment, and reduces stress. Children of all ages are invited to pick up a take-and-make kit of recycling themed crafts. The kit will include the supplies to make a CD peacock and a CD spinning toy. Kits available while supplies last.

Wednesdays, March 2, 9, 16, 23, and 30: Story Time @ 9:30 am and 6:30 pm. Parents and caregivers are encouraged to bring their preschoolers to the Spring 2022 sessions of Preschool Story Time which will be in person. Programs will run February 2 through April 27 . Story Time is open to 3, 4 and 5 year olds who have not been in Kindergarten and will be offered on Wednesdays at 9:30 am or 6:30 pm. Registration is required as space is limited. Masks are encouraged.

Wednesdays, March 2, 9, 16, 23 and 30: Wee Read @ 10:30 am. Parents and caregivers are encouraged to bring their preschoolers to the Spring 2022 sessions of Preschool Wee Read which will be in person. Programs will run February 2 through April 27. Wee Read is for children under 3 and their caregiver and will be offered on Wednesdays at 10:30 am. Registration is required as space is limited. Masks are encouraged.

Wednesdays, March 2, 9, 16, 23, 30: 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. 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.

Thursday, March 3, 10, 17, 24 & 31: 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, March 4, 11, 18 & 25: S.T.E.A.M. Fun Fridays from 3:30—5:00 pm. Children and families are invited to come every Friday afternoon to this weekly program to discover and create in the Library. Participants are welcome to come anytime between 3:30—5:00 pm to participate in the selected activity. Space is limited, but children are welcome to wait if all spots are full. All ages welcome.

Saturday, March 5: Scrapped @ from 1 to 4 pm. March is National Craft Month so we are celebrating with a fun upcycling event where guests are invited to create with miscellaneous crafting items provided by the library. Take the small canvas provided and create a work of art – using any media you like. Make and take kits will also be available while supplies last. Projects will be displayed in the library and visitors will be able to vote for their favorites. Winners will receive a special craft related prize.

Monday, March 7: Books for Lunch Book Discussion @ 12:00 noon. This group gathers on the first Monday of each month at noon. This month the group will discuss the 2022 All Iowa Reads adult book selection *The Butterfly Effect* by Rachel McKenney. 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.

Monday, March 7: International Games Week: Super Smash Bros Ultimate Tournament @ 4:30 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.

Tuesday, March 8: 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 A Long Time Comin' by Robin A. Pearson. 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.

Friday, March 11: Library is closing at 1:00 pm for staff training

Saturday, March 12: St. Patrick's Day Parade from 1:30-2:30 pm. The JKPL will have staff and volunteers walking in the parade.

Monday, March 14: Adult Crafternoon Scrabble(©) Tile Coasters from 3:00 – 6:00 pm (and Take-and-Make!) Join us in person as we gather together to create wooden coasters using Scrabble(c) tiles. Drop in the library anytime between 3 and 6 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 March 15 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.

Tuesday, March 15: 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.

Wednesday, March 16: Visit with Author Heather Gudenkauf. Date, details and format to be scheduled / confirmed.

Thursday, March 17: Third Thursday Presents: The Progression of America's National Parks @ 6:00 pm. Today's National Park system consists of 423 different sites, covers more than 85 million acres, and welcomes more than 300 million annual visitors. At their best, the National Parks shine as an innovative example for the world, uniquely American, and grounded in democratic ideals. But the 158-year evolution of the National Parks is a story about the successes and failures of a country that has taken some time to develop a deeper sense of pride and obligation for these special places. Join us as we take a look at some of the most significant milestones in the history of the National Park Service, and how a handful of individuals (including Herbert Hoover) have impacted the development of what many consider to be "America's Best Idea." The JKPL has partnered with the Hoover Presidential Library to present their 3rd Thursday Virtual Programs. Registration is required so please register at https://bit.ly/TTAmNationalParks

Saturday, March 19: Building Creativity One Block at a Time: a LEGO® program from 2:00 pm to 3:00 pm. This month's theme is "Going for Gold". 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 requested. Please contact the library to register. Walk-ins welcome if space allows. Masks are encouraged.

Monday, March 21: Bingo Party from 1:00-3:00 pm. Come enjoy bingo at the James Kennedy Public Library. There will be a two card limit, there is no cost to play, and there will be prizes! Registration is recommended as space is limited. Those attending are encouraged to wear a mask. Bring your friends!

Monday, March 21: Cricut with Christopher presents Easter Candy Holders @ 6:00 pm. Come learn about the Cricut Maker from local expert Lisa Christopher and make Easter candy holders. Participants should be 14 or older but children age 8 and up are welcome if accompanied by an adult. Registration is recommended as attendance is limited to 10. Walk-ins welcome if space and materials allow. Cricut with Christopher will typically be held monthly on the third Monday of each month.

Tuesday, March 22: 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.

Friday, March 25: Tolkien Reading Day Activity Kit. Love *Lord of the Rings, The Hobbit* or any of the other works of J.R.R. Tolkien? Then join in on the activities on Tolkien Reading Day! We will have an activity kit available that will include items to help you make your own

map of Middle Earth, create a doodle of your favorite creature from the series, and a word search puzzle full of Middle Earth Lingo. Take a picture of yourself reading your favorite Tolkien book and tag us on our social media to show your Tolkien love!

Friday, March 25: 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, March 25: 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.

Wednesday, March 30: Writing Journals @ 6:30 pm. Join us at the JKPL as Karen Schloss sparks your imagination with the third in our series of "What to Do with a Blank Notebook". Karen will discuss types of writing journals and share examples. Participants will make a list journal page and a gratitude journal page. While this is a series of programs, each session is independent, so guests are welcome to attend any session(s) they choose. Space is limited, so registration is encouraged. Walk-ins are welcome as space allows, and masks are encouraged. Worksheets will be available to pick up for anyone unable to attend in person.

March 31: Dubuque County Free Seed Potato Program - Deadline to Register! The James Kennedy Public Library has partnered with the Dubuque County Extension Office for their Free Seed Potato Program! The goal of the program is to help teach residents about growing potatoes in their own garden. Participants will receive a 2 - 3 pound bag of Red Norland seed potatoes and season long updates on how to grow their potato crop. Ray Kruse, Food System Coordinator at the Dubuque County Extension Office will be growing the exact same potatoes in his garden right along with you, so you can learn tips and tricks appropriate for the local area. Participants need to sign up by March 31 and choose the James Kennedy Public Library as a pickup location when registering. Registration can be done by visiting https://bit.ly/potatosignup. Potatoes will be available for pickup starting April 4. The JKPL will have some potatoes available to pick up on a first come / first served basis after registration closes and offer registration for those with limited computer access.

April 1-30: Yard Sign Fundraiser! To celebrate National Library Week, April 3-9, 2022, the JKPL has yard signs that say "I Love My Library" available. Signs are 18" x 24", vinyl, reusable, and come with a ground stake. Yard signs can be purchased by making a donation to the library and are available while supplies last. Already have one of these signs? Now's the time to put it up. Put a sign in your yard and let everyone know you love the library!

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

April is National Poetry Month - a marvelous opportunity to celebrate the expressiveness, delight, and pure charm of poetry. It is a special occasion that reminds us of the integral role of poets and poetry in our cultures. Poetry helps us appreciate the world around us and empathize

with one another. Typically, we think of poetry as boring and nerdy but this month allows us to change our perspectives and look upon poetry as a rhythmic art of expressing one's love and thoughts. Activities to be decided.

April 2: National Children's Picture Book Day. Activities to be decided.

Saturday, April 2: Breakfast Burrito Grab and Go @ Your Library from 9 to 11 am. Kick off National Library Week by stopping by the JKPL and enjoying a delicious breakfast burrito! Weather permitting, a tent will be set up outside the library for this event. If not, step into the Hoffman Community Room to get your breakfast and support your library! All proceeds from this fundraiser will be used to support library services and collections.

April 3-9: National Library Week - Connect with Your Library! National Library Week is a time to celebrate our nation's libraries, library workers' contributions and promote library use and support. Activities to be decided.

April 9-16: Money Smart Week 2022. Since pandemic conditions remain unpredictable, Money Smart Week 2022 will again be fully virtual and focused on supporting the financial literacy needs of low-to-moderate income communities. Local activities to be decided.

Sunday, April 17: Library closed for Easter

Friday, April 22: Celebrate Earth Day. The Earth Day 2022 Theme is Invest In Our Planet. Activities to be decided.

April 23 - World Book Day. In 2022, we are celebrating the 25th anniversary of World Book Day – with the message for all children 'you are a reader'! Activities to be decided.

April 24–April 30: Preservation Week. Sponsored by ALA, Preservation Week raises preservation awareness in the library and archives community. Activities to be decided.

Wednesday, April 27: Creative Journals. @ 6:30 pm. Join us at the JKPL as Karen Schloss teaches about creative journals, from glue books to art journals to scrapbooks in the fourth of our series of "What to Do with a Blank Notebook". Participants will make a glue book, scrapbook page, or collage page using cutouts from magazines, washi tapes, stamps and inks, and more. You may bring your own photos to use. While this is a series of programs, each session is independent, so guests are welcome to attend any session(s) they choose. Space is limited, so registration is encouraged. Walk-ins are welcome as space allows, and masks are encouraged. Worksheets will be available to pick up for anyone unable to attend in person.

May is Get Caught Reading Month. It is a nationwide, year-round campaign to promote the fun of reading books for all ages. Activities to be decided.

May is Older Americans Month. Activities to be decided.

May 2-8: Children's Book Week -- Every Child a Reader. Activities to be decided.

Thursday, May 5: The Politics of Tea: The East India Company and British Tea Culture @ 6:30 pm. For all its genteel connotations, the history of tea is steeped in espionage, rebellion, and the rise of an Empire. Join Anglophile and former UK resident Claire Evans to explore the background of the most lucrative corporate venture the world has ever known and the product it brought to the West at any cost. With a nod to the popular "Bridgerton" series, learn how tea infused British society from top to bottom and what to expect should you ever find

yourself at afternoon tea. This program will be held live on Zoom. Attendees are welcome to attend online or come to the JKPL and attend a livestream of the program. In-person attendance is limited to 19 people. This program is sponsored by the Friends of the James Kennedy Public Library and the Carnegie-Stout Public Library. This presentation will be recorded and available to view on either of the library's social media through May 12.

Sunday, May 8: Library closed for Mother's Day

National Mental Health Awareness Week is organized between May 10 and May 16. Mental health is still a taboo topic in many countries and communities. People who are mentally ill are not necessarily crazy, which is a general misconception. At least one in four people is in dire need of mental health checkups around the world. Activities to be decided.

Saturday, May 21: Plant Sale Fundraiser from 8:00—10:00 am. Spring is here and many of us are thinking about changing or improving our yards, lawns, or gardens. Join Master Gardener Karen Kramer and members of the JKPL Fundraising Committee in the parking lot adjacent to the JKPL to select from plants donated by committee and community members. The plant sale will run from 8:00 to 10:00 am or until all items are taken. Plants not selected during the sale may be available to purchase for a donation. All proceeds will be used to support library collections and services. If you have plants you would like to donate, please contact the library at (563)875-8912 to make arrangements to drop them off. Plants of all kinds are welcome.

May 15-21, 2022: National Public Works Week. The JKPL will again partner with the Dyersville Public Works Department to offer special activities. Details to come.

Wednesday, May 25: Hybrid journals. @ 6:30 pm. Join us at the JKPL for the fifth in our series of "What to Do with a Blank Notebook" as Karen Schloss shares ideas for hybrid journals like travel journals, self-awareness journals, and positive energy journals. Participants will make a travel journal page and complete a guided journal page. While this is a series of programs, each session is independent, so guests are welcome to attend any session(s) they choose. Space is limited, so registration is encouraged. Walk-ins are welcome as space allows, and masks are encouraged. Worksheets will be available to pick up for anyone unable to attend in person

Sunday, May 29 & Monday, May 30: Library closed for Memorial Day

Summer Reading Programs for all ages. The theme for 2022 is Read Beyond the Beaten Path. The broad motif of "summer camp at the library" can encompass a world of different summer experiences: from outdoor activities such as hiking, campfires, stories, and s'mores to nature programs, arts and crafts, music, and so much more! More information coming!
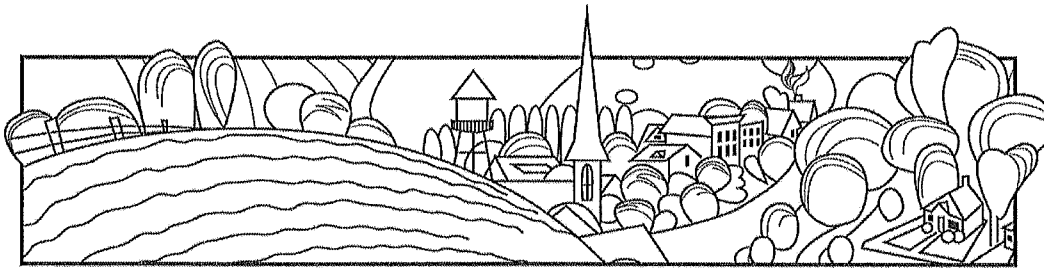
COMMUNITY FOUNDATION
of Greater Dubuque

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

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

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

◈ JAMES KENNEDY PUBLIC LIBRARY ENDOWMENT ◈

	Current Month December 1, 2021 – December 31, 2021	Year-To-Date January 1, 2021 – December 31, 2021
BEGINNING FUND BALANCE	13,235.84	5,145.89
Gifts	800.00	8,111.53
Investment Income (Loss)	500.74	1,448.56
Other Income	0.00	0.00
Grants Approved	0.00	0.00
Fees	-27.17	-196.57
Fund Expenses	0.00	0.00
ENDING FUND BALANCE	14,509.41	14,509.41

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

Gift Detail for the Month

Donor	Address1	Address2	City-St-Zip	Date	Amount
Joe and Helen Ertl Family Foundation	507- 13th Ave.		Dyersville, IA 52040	12/21/2021	500
Joseph Kennedy	810 E Main St		Robins, IA 52328	12/22/2021	300
*** Total Gifts:					800

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.

Notes from the JKPL Strategic Planning Subcommittee and Recommendations

The JKPL Strategic Planning Subcommittee, Karen Kramer, Catherine O'Hea, Danielle Will, Angela English, and Shirley Vonderhaar discussed the proposed Mission Statement, Vision Statement, Library Service Responses and Goals via email. They reviewed the notes provided by Becky Heil from the Goal Writing work session (attached), the pictures of the brain storming boards from the Vision and Mission Writing work session, and reviewed the current Motto / Tag Line: Discover – Connect – Inspire which was approved by the JKPL Board a few years ago. The committee recommends the following:

Mission: *The James Kennedy Public Library enriches the Dyersville community by providing equal access to creative resources that entertain and educate.*

Vision: *The James Kennedy Public Library helps to create a thriving community that inspires curiosity, creativity, innovation, and connection.*

Service Responses and Proposed Goals:

Know Your Community: Community Resources and Services
Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.

Goal #1: Residents are knowledgeable about the services and resources available at the library.

Goal #2: Community organizations work together to promote events and services.

Goal #3: Residents will find information and resources about a variety of community organizations, services and businesses at the library.

Celebrate Diversity: Cultural Awareness
Residents will have programs and services that promote appreciation and understanding of their personal heritage and the heritage of others in the community.

Goal #1: Children will experience diverse presenters, programs, and collections.

Goal #2: Library staff will recognize and appreciate diversity in the community to ensure that every patron receives excellent service

Goal #3: The community will be enriched by celebrating and developing a greater understanding of diversity.

Make Informed Decisions: Information Fluency, Job and Career Development, Be an Informed Citizen
Residents will have the resources they need to identify and analyze risks, benefits, and alternatives before making decisions that affect their lives.
Include:

Goal #1: Goal 1: Those exploring careers are able to access information regarding businesses hiring locally.

Goal #2: Job seekers have the skills they need to gain employment or advance their career.

Goal #3: Community members of all ages will find programming and other resources for life events.

Goal #4: Teens will develop critical thinking skills for analyzing informational resources of all kinds.

Goal #5: Adults will develop critical thinking skills for analyzing informational resources of all kinds.

Express Creativity: Create and Share Content
Residents will have the services and support they need to express themselves by creating original print, video, audio, or visual content in a real-world or online environment.

Goal #1: Students have resources to support and develop their writing skills.

Goal #2: Members of the community have access to an environment that nurtures creative thinking.

Goal #3: Students are provided with STEM focused opportunities to supplement their learning and bridge gaps in their knowledge.

Know Your Community: Community Resources and Services
Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.

Goal #1: Residents are aware of (*understand?*) all the services and resources available at the library.
Goal #2: Community organizations work together to promote events and services.

Potential Objectives: teacher nights, educate partners, figure out how to reach renters, marketing besides FaceBook and posters, volunteer hub,

Celebrate Diversity: Cultural Awareness
Residents will have programs and services that promote appreciation and understanding of their personal heritage and the heritage of others in the community.

Goal #1: Children will have an opportunity to experience diverse presenters.
Goal #2: Library patrons will be able to engage with staff that understands diversity in the community.
Goal #3: The library will be a place where adults (*find information… see the value… focus on… understand the importance of… library commitment to… increase awareness of…*) about types of diversity including:

- Race, Ethnicity and Culture
- Age and Generation
- Gender and Gender Identity
- Sexual Orientation
- Religious and Spiritual Beliefs
- Disability
- Socioeconomic Status and Background

Adults have access to (will engage with or experience) information, education, celebration, learn about,

Potential Objectives: participate in national events (like DIA, MLK day, Women's History Month), visibility, staff training, especially consider implicit bias and inclusion, customer service implications, movie nights, culture fair, holidays, potluck, food around the world,

Make Informed Decisions: ~~Health, Wealth, and Other Life Choices~~
Residents will have the resources they need to identify and analyze risks, benefits, and alternatives before making decisions that affect their lives.
Include: **Information Fluency, Job and Career Development, Be an Informed Citizen**

Goal #1: Those exploring careers are exposed to a variety of local businesses.
Goal #2: Job seekers have the skills they need to gain employment or advance their career.

Goal #3: All ages find programming for life events at the library.

       Do this one by age groups, Examples: a session on home purchasing for 25-35 yr olds, investment for career age, retirement info for pre-retirees, adulting for young adults,

Goal #4: Teens will develop critical thinking skills for analyzing online resources.

Goal #5: Adults will develop critical thinking skills for analyzing online resources.

Potential Objectives: kids need communication skills, monthly "intro to business" speaker, teach credible sources, interview prep, resume help, don't forget about BrainFuse, speakers on challenges of specific careers, support groups, website links to career resources, help with job applications, provide job packets at the library with application information,

Express Creativity: Create and Share Content

Residents will have the services and support they need to express themselves by creating original print, video, audio, or visual content in a real-world or online environment.

Goal #1: Students have resources to support and develop their writing style.

Goal #2: Everyone has access to an environment to nurture creative thinking.

Goal #3: STEM opportunities are provided for students to supplement their learning to bridge gaps in their knowledge.

Potential Objectives: writing contests, literacy, be creative, lifelong learners, creation station, teaching coding, STEAM/STEM activities, author speakers, help people find their passion,

~~Literacy for All~~ **Three goals included in Express Creativity (writing styles) and Make Informed Decisions (digital literacy).**

~~Create Young Readers: Early Literacy~~

~~Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.~~

~~Learn to Read and Write: Adult, Teen, and Family Literacy~~

~~Adults and teens will have the support they need to improve their literacy skills in order to meet their personal goals and fulfill their responsibilities as parents, citizens, and workers.~~

Notes from the February 8, 2022 meeting of the Fundraising Committee:
The fundraising committee of the James Kennedy Public Library met via Zoom at 6:00 pm on Tuesday, February 8, 2022. Participants were chairperson Catherine O'Hea and members Karen Kramer, Marcus Ingles, and Shirley Vonderhaar. Brenda Ingles was excused.

Apparel: Read, Return, Repeat apparel is available for purchase as t-shirts, long sleeve t-shirts, and hooded sweatshirts in multiple colors and sizes. The order placed before Christmas has arrived. We currently have one shirt on order. Dawn has created signage to market these shirts. To encourage additional sales, Board members are encouraged to wear their shirts to the Board meeting on Tuesday, February 15 so we can take some pictures for social media. Marcus will plan to take orders to K & K Logo on Fridays as they are submitted.

Love My Library Giving Tree: This annual event is underway and continues until the end of February. A bulk mailing went out to 259 businesses and organizations. As of today, over $4,000 in cash and in-kind donations have been received. This event in 2021 brought in nearly $6,000. Shirley noted she will be sending a letter to the person who anonymously sponsored Ancestry Library Edition as part of this campaign last year, since she is not local.

Build-a-Basket Fundraiser: This annual event runs February 1 to April 10. People have been dropping off items to go into baskets but we won't put any out until later in the month. Donors are asked to bring in their baskets by mid-March. The silent auction is March 1 to April 10. In the past some of the most popular baskets have been donated by the Western Dubuque and Beckman Booster organizations. Catherine will contact WD and Karen will contact Beckman to see if they would like to donate this year.

Mystery Dinner: The event was cancelled this year as the acting troupe was not going to be ready to perform. Die Laughing has offered two dates for 2023. After discussion the committee decided we should schedule for the first date, March 4, with March 11 as a snow date. Shirley will reserve the Social Center for those two dates and contact J & D Catering to see if they would be available to cater those two dates.

Wine and Beer Tasting / National Library Week Event: National Library Week is April 3-9, 2022. Pre-Covid, we would hold a wine and beer tasting event at Brew and Brew. After talking with Becca, the owner of Brew and Brew, due to space and social distancing concerns, the committee has decided not to hold this event, but to look into planning something different. Last year when the Wine and Beer Tasting was cancelled, O So Good Winery offered to work with us on an event. The committee talked about hosting a trivia event, wine pairing, or other event. After discussion, the committee agreed that we need to first talk with O So Good to see if they are interested in partnering, and, if so, what kind of event they would be interested in hosting. Shirley will reach out to O So Good for their thoughts and the committee will discuss this further before the end of February. Decisions will need to be made before March 1 to leave enough time for marketing and promoting the event.

Breakfast Burrito Fundraiser: Based on the success of this fundraising in November, the committee talked about hosting a Breakfast Burrito fundraising more regularly – tied in with library or community events. The committee agreed to hold a Breakfast Burrito Fundraising as a kickoff event to National Library Week. They are scheduling this event for Saturday, April 2 from 9:00 am to 11:00 am – or when they run out. They will plan to make 40 to 50 burritos. Marcus will take the lead on this event. Details will be finalized at our next meeting.

We also talked about hosting these events more regularly. The following possible connections were discussed: April (National Library Week / DEAR Month); June (Summer Reading Kick off); August or September (Fall event); November (Shop Local Saturday); February (National Library Lover's Month)

Yard Sign sales: This fundraiser normally takes place during April and May – in celebration and support of National Library Week. Again this year, signs will be available for a donation rather than a set sale amount.

Plant Sale Fundraiser: This annual event will be held on May 21 in the city parking lot adjacent to the library.

Fundraiser / Sales at DownTown Summer Nights: These events are scheduled for Friday, June 10, 2022 and Friday, July 8, 2022. In recent years the library has set-up the pop-up library and the Fundraising Committee has sold freezer pops or push-ups. It is not a big money maker but is good marketing. The committee will decide at a future meeting if they want to continue with sales.
Anything else / other ideas: Nothing new was shared.

Set date for next meeting: The committee will schedule a meeting after we hear back from O So Good Winery.

ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

Based on the 2010 ADA Standards for Accessible Design

36" min

Project _____

Building James Kennedy Public Library

Location 320 1st Ave E

Date February 8, 2022

Surveyors Shirley Vonderhaar

Contact Information 563-875-8912

Svonderhaar@dyersville.lib.ia.us

An accessible route from site arrival points and an accessible entrance should be provided for everyone.

Institute for Human Centered Design
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ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

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Priority 1 – Approach & Entrance
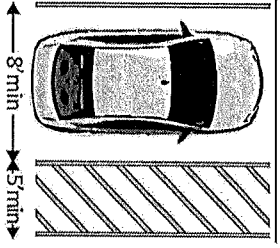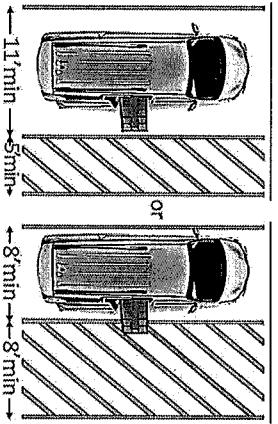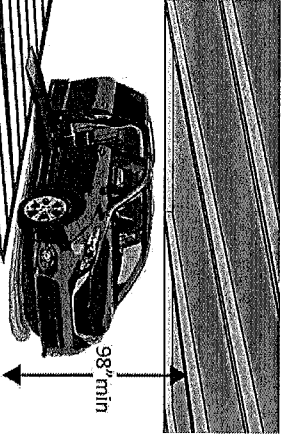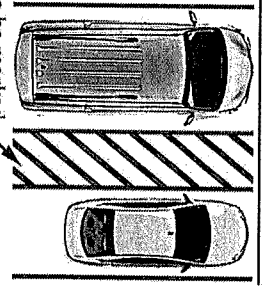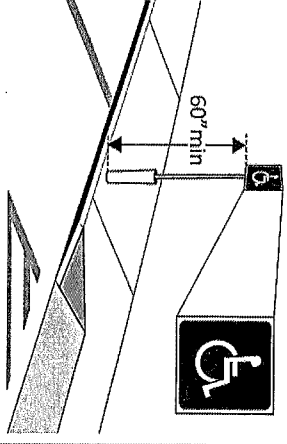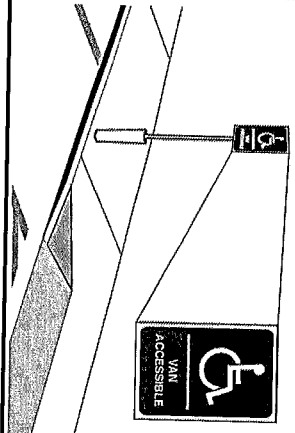
		Comments	Possible Solutions
1.1	Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks and public transportation stops) that does not require the use of stairs? [See 2010 ADA Standards for Accessible Design – 206.2.1]	☑Yes ☐No If yes, location of route: *Main entrance*	Photo #:	• Add a ramp • Regrade to 1:20 maximum slope • Add a lift if site constraints prevent other solutions

Parking Accessible parking spaces should be identified by size, access aisle and signage.
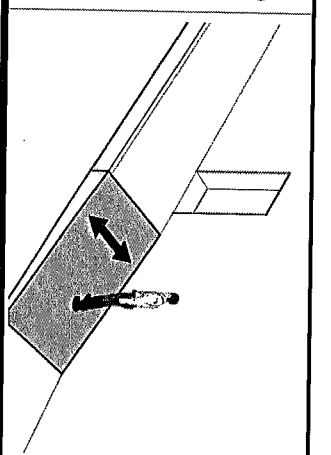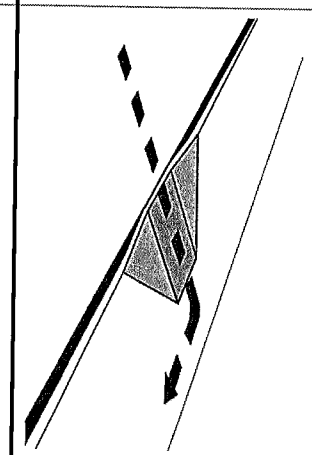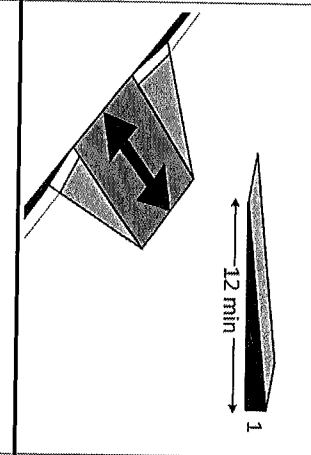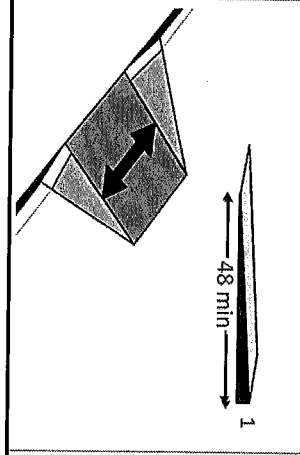
			Comments	Possible Solutions
1.2	If parking is provided for the public, are an adequate number of accessible spaces provided? [208.2]	☑Yes ☐No Total #: *13* Accessible #: *2*		Photo #:	• Reconfigure by repainting lines

Total Spaces	Accessible Spaces
1 - 25	1
26 - 50	2
51 - 75	3
76 - 100	4
100+ see 2010 Standards 208.2	

			Comments	Possible Solutions
1.3	Of the accessible spaces, is at least one a van accessible space?* [208.2.4]	☑Yes ☐No	*For every 6 or fraction of 6 parking spaces required by the table above, at least 1 should be a van accessible space.	Photo #:	* If constructed before 3/15/2012, parking is compliant if at least 1 in every 8 accessible spaces is van accessible • Reconfigure by repainting lines
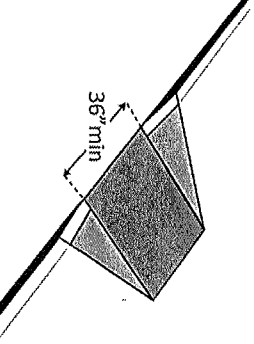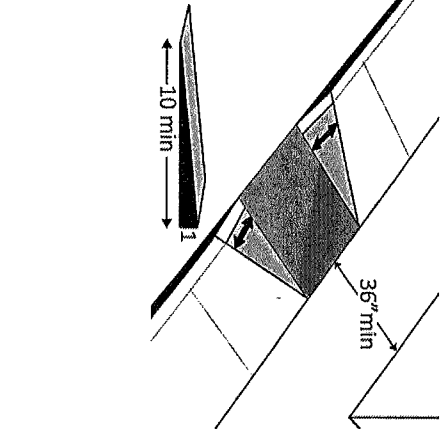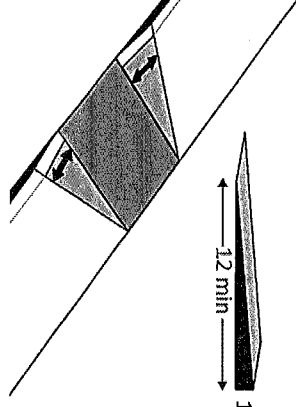
1.4	Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide? [502.2, 502.3] Note: Two spaces may share an access aisle. Check state/local requirements; some specify that each space have its own aisle.	☑ Yes ☐ No Measurement: Photo #:	• Reconfigure by repainting lines • •
1.5	Is the van accessible space: At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide? [502.2]	☐ Yes ☐ No Measurement: ☑ Yes ☐ No Measurement: Photo #:	• Reconfigure to provide van-accessible space(s) • •
1.6	Is at least 98 inches of vertical clearance provided for the van accessible space? [502.5]	☑ Yes ☐ No Measurement: Photo #:	• Reconfigure to provide van-accessible space(s) • •

1.7	Are the access aisles marked so as to discourage parking in them? [502.3.3] Note: The marking method and color may be addressed by state/local requirements.	☑ Yes ☐ No *(image: two cars in parking spaces with hatched access aisle, labeled "area to be marked")* Photo #:	• Mark access aisles • •
1.8	Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions? [502.4]	☑ Yes ☐ No Measurement: Photo #:	• Regrade surface • •
1.9	Do the access aisles adjoin an accessible route? [502.3]	☑ Yes ☐ No *(image)* Photo #:	• Create accessible route • Relocate accessible space •
1.10	Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 60 inches above the ground? [502.6] Note: The International Symbol of Accessibility is not required on the ground.	☑ Yes ☐ No ☑ Yes ☐ No Measurement: *(image with 60" min dimension and accessibility symbols)* Photo #:	• Install signs • •
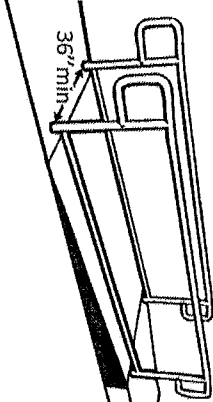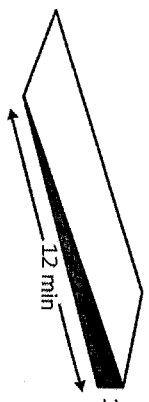
1.11 Are there signs reading "van accessible" at van accessible spaces?
[502.6]

☐ Yes ☑ No

Photo #:

- Install signs
- *Talk to city about changing signage*

1.12 Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)?
[208.3.1]

Note: If parking serves multiple entrances, accessible parking should be dispersed.

☑ Yes ☐ No

Photo #:

- Reconfigure spaces

Exterior Accessible Route

1.13 Is the route stable, firm and slip-resistant?
[302.1]

☑ Yes ☐ No

Photo #:

- Repair uneven paving
- Fill small bumps and breaks with patches
- Replace gravel with asphalt or other surface

1.14 Is the route at least 36 inches wide?
[403.5.1]

☑ Yes ☐ No

Measurement:

36" min

Photo #:

- Change or move landscaping, furnishings or other items
- Widen route
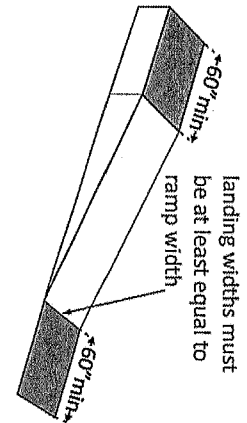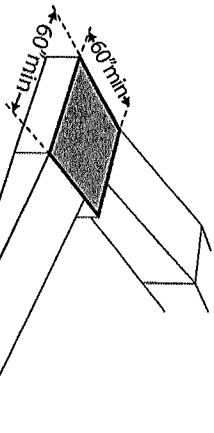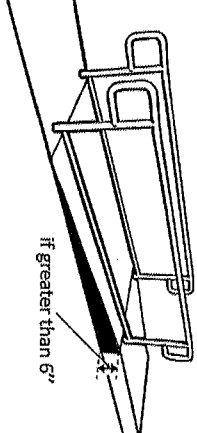
Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.			Photo #:
1.15 If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3] *NA*	☐ Yes ☐ No Measurement:		Photo #: · Widen route for passing space
1.16 If there are grates or openings on the route, are the openings no larger than ½ inches? [302.3] Is the long dimension perpendicular to the dominant direction of travel? *NA*	☐ Yes ☐ No Measurement: ☐ Yes ☐ No		Photo #: · Replace or move grate
1.17 Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3] Note: If the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.	☑ Yes ☐ No Measurement:		Photo #: · Regrade to 1:20 max. · ·
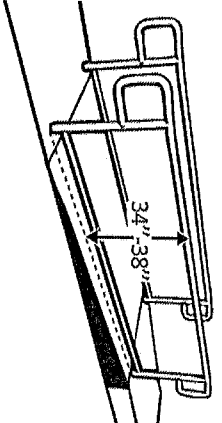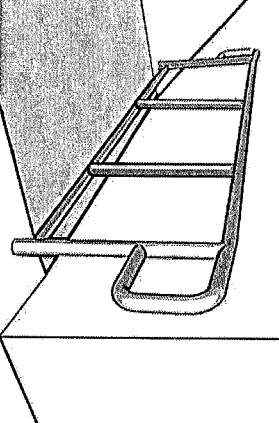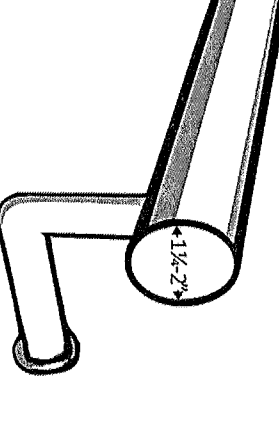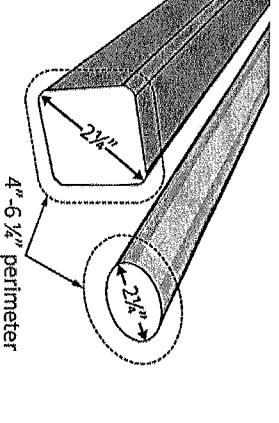
1.18 Is the cross slope no steeper than 1:48? [403.3]	☑Yes ☐No Measurement:	Photo #:	• Regrade to 1:48 max. • •
Curb Ramps			
1.19 If the accessible route crosses a curb, is there a curb ramp? [402.2] N/A	☐Yes ☐No	Photo #:	• Install curb ramp • •
1.20 Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run? [406.1, 405.2] N/A	☐Yes ☐No Measurement:	Photo #:	• Regrade curb ramp • •
1.21 Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48? [406.1, 405.3] N/A	☐Yes ☐No Measurement:	Photo #:	• Regrade curb ramp • •
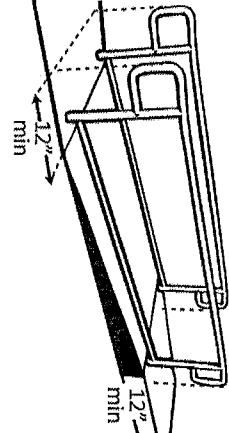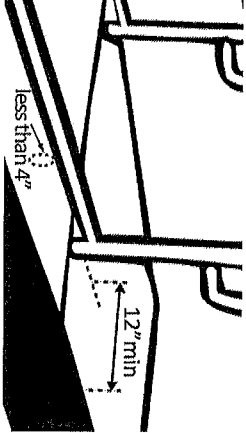
1.22 Is the curb ramp, excluding flares, at least 36 inches wide? [406.1, 405.5]

NA

Yes ☐ No ☐

Measurement:

Photo #:

- Widen curb ramp
- •
- •

36" min

1.23 At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? [406.4]

NA

Yes ☑ No ☐

Measurement:

Photo #:

- Reconfigure
- Add ramp flares
- •

36" min

If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run? [406.3]

Yes ☐ No ☐

Measurement:

10 min
1

1.24 If the landing at the top is less than 36 inches long, are there curb ramp flares?

NA

Yes ☐ No ☐

Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run? [406.4]

Yes ☐ No ☐

Measurement:

Photo #:

- Add ramp flares
- Regrade flares
- •

12 min
1

Ramps If any portion of the accessible route is steeper than 1:20, it should be treated as a ramp.
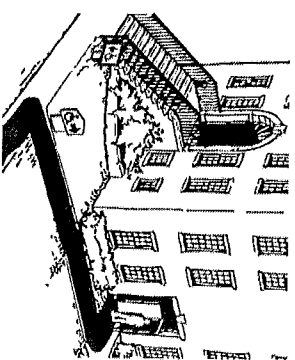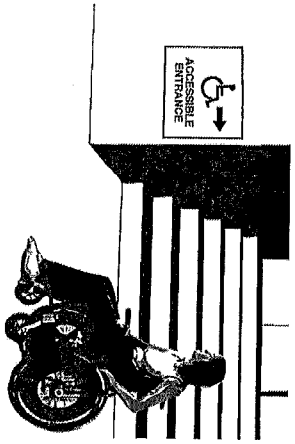
1.25 If there is a ramp is it at least 36 inches wide? [405.5] *N/A* Note: If there are handrails, measure between the handrails.	☐ Yes ☐ No Measurement: Photo #:	36" min • Alter ramp
1.26 Is the surface stable, firm and slip resistant? [405.4] *N/A*	☑ Yes ☐ No Photo #:	• Resurface ramp • •
1.27 For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2] *N/A* Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when such slopes are necessary due to space limitations.	☐ Yes ☐ No Measurement: Photo #:	12 min • Relocate ramp • Lengthen ramp to decrease slope •
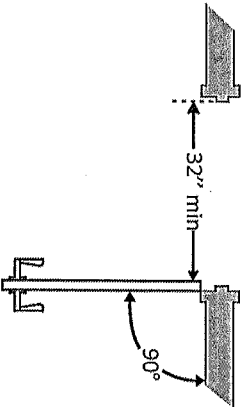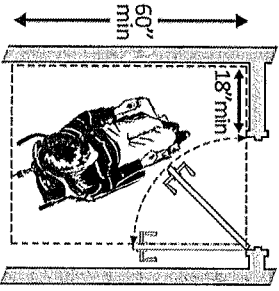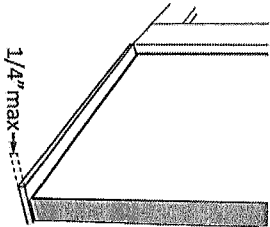
1.28	Is there a level landing that is at least 60 inches long and at least as wide as the ramp:		
	At the top of the ramp?	☑ Yes ☐ No Measurement:	 landing widths must be at least equal to ramp width ←60" min→ ←60" min→ Photo #:	• Alter ramp • Relocate ramp •
	At the bottom of the ramp? [405.7.2, 405.7.3]	☐ Yes ☐ No Measurement:		
1.29	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [405.7.4] N/A	☐ Yes ☐ No Measurement:	 60" min 60" min Photo #:	• Alter ramp • Increase landing size •
1.30	If the ramp has a rise higher than 6 inches, are there handrails on both sides? [405.8] Note: Curb ramps are not required to have handrails.	☐ Yes ☐ No Measurement:	 if greater than 6" Photo #:	• Add handrails • •
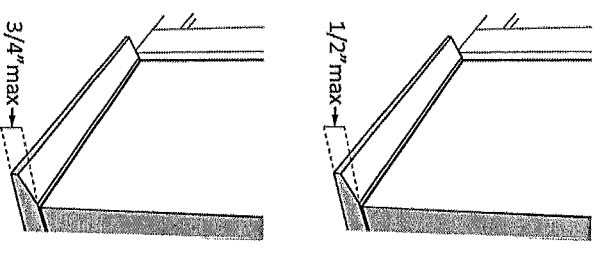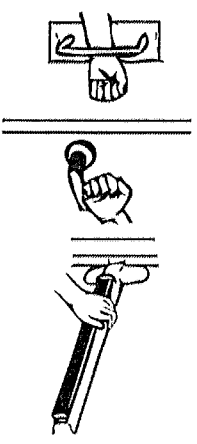
1.31	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4] NA	☐ Yes ☐ No Measurement:	Photo #:	• Reconfigure or replace handrails • Adjust handrail height
1.32	Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3] NA	☐ Yes ☐ No Measurement:		• Reconfigure or replace handrails
	If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%? [505.6]	☐ Yes ☐ No Measurement:	Photo #:	
1.33	If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter? [505.7.1] NA	☐ Yes ☐ No Measurement:		• Replace handrails
1.34	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches? NA	☐ Yes ☐ No Measurement: ☐ Yes ☐ No Measurement:	Photo #:	• Replace handrails
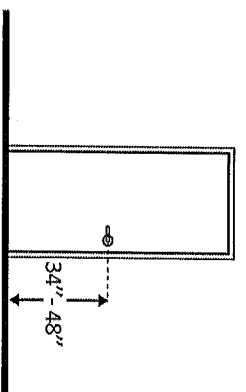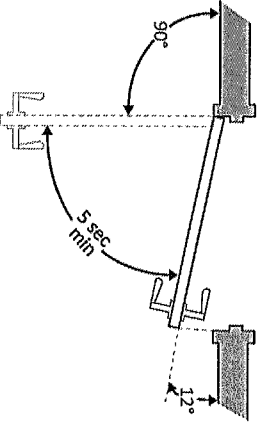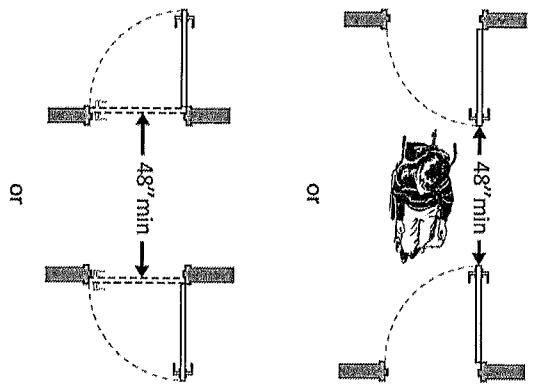
	Is the cross section no greater than 2¼ inches? [505.7.2] *N A*	☐ Yes ☐ No Measurement:	Photo #:
1.35	Does the handrail: *N A*		
	Extend at least 12 inches horizontally beyond the top and bottom of the ramp?	☐ Yes ☐ No Measurement:	• Alter handrails • •
	Return to a wall, guard, or landing surface? [505.10.1]	☐ Yes ☐ No	
	Note: If a 12 inch extension would be a hazard (in circulation path) it is not required.		
1.36	To prevent wheelchair casters and crutch tips from falling off. *N A*		
	Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere? [405.9.1, 405.9.2]	☐ Yes ☐ No Measurement: ☐ Yes ☐ No Measurement:	Photo #: • Add curb • Add barrier • Extend ramp width •
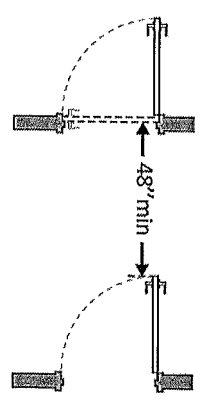
Entrance

1.37 Is the main entrance accessible?	☑ Yes ☐ No	Photo #: • Redesign to make it accessible
1.38 If the main entrance is not accessible, is there an alternative accessible entrance? *N/A* Can the alternative accessible entrance be used independently and during the same hours as the main entrance?	☐ Yes ☐ No ☐ Yes ☐ No	Photo #: • Designate an entrance and make it accessible • Ensure that accessible entrance can be used independently and during the same hours as the main entrance •
1.39 Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? [216.6]	☐ Yes ☑ No	Photo #: *Other entrances are not general public use* • Install signs • Install signs on route before people get to inaccessible entrances so that people do not have to turn around and retrace route
1.40 If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility? [216.6]	☑ Yes ☐ No	Photo #: • Install sign •

1.41	Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]	☑Yes ☐No Measurement:	Photo #:	• Alter door • Install offset hinges •
1.42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]	☑Yes ☐No Measurement: ☑Yes ☐No Measurement:	Photo #:	• Remove obstructions • Reconfigure walls • Add automatic door opener
1.43	If the threshold is vertical is it no more than ¼ inch high? Or Slight rise but cannot measure No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or	☑Yes ☐No Measurement: ☑Yes ☐No Measurement:		• Remove or replace threshold • •

after the 1991 ADA Standards went into effect (1/26/93)?

Or

No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]

Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.

☐ Yes ☐ No

Measurement:

1/2" max

3/4" max

Photo #:

1.44 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?

☑ Yes ☐ No

Door handle?

☑ Yes ☐ No

Lock (if provided)? [404.2.7]

☑ Yes ☐ No

Photo #:

- Replace inaccessible knob with lever, loop or push hardware
- Add automatic door opener
-

1.45 Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface?
[404.2.7]

☑ Yes ☐ No

Measurement:

Photo #:

- Change hardware height

1.46 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch?
[404.2.8]

☑ Yes ☐ No

Measurement:

Photo #:

- Adjust closer

1.47 If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space?
[404.2.6]

☑ Yes ☐ No

Measurement:

Photo #:

- Remove inner door
- Change door swing

1.48	If provided at the building entrance, are carpets or mats no higher than ½ inch thick? [302.2]	☑Yes ☐No Measurement:	Photo #: 48" min ½" max Design of rugs limits hazard Photo #:	• Replace or remove mats
1.49	Are edges of carpets or mats securely attached to minimize tripping hazards? [302.2]	☑Yes ☐No ☐Yes ☐No ☐Yes ☐No	Photo #: Photo #: Photo #:	• Secure carpeting or mats at edges • • • • • • • •

Marketing Committee Meeting Minutes: Email discussion held the week of January 7, 2022

Included: Karen Tieskoetter, Alex Wiezorek, Danielle Will, Dawn Schrandt

Thank You Postcards
It has been the practice of the library, to use donated cookies from the Cookie Walk each year to give to our community partners as a thank you. Due to the pandemic, we did a postcard in 2020 instead of cookies. The Cookie Walk was held in 2021, but handled differently, and it was agreed that giving out cookies wasn't the best idea given the continuing pandemic. In discussion with the committee, the committee decided to again mail out postcards to our community partners thanking them for their support. The postcards were printed by Heritage Printing and mailed the week of January 24.

Marketing Committee Meeting Minutes: Email discussion held the week of January 24-February 2, 2022

Included: Karen Tieskoetter, Alex Wiezorek, Danielle Will, Dawn Schrandt

St. Patrick's Day Parade
The Ancient Order of the Hibernians announced that they will be hosting the St. Patrick's Day parade on March 12. Most of the committee feels it is important for the library to participate in the parade so Dawn will work with Paul to get 5-6 people to walk in the parade carrying the library's banner and wearing costumes (hopefully). Due to Covid, the library did not participate in the parade in 2021.

Policy Committee Notes:

The Policy Committee of the James Kennedy Public Library reviewed policies via email from January 17 to February 10, 2022. Committee members involved were Sue Engelbrecht, Danielle Will, Angela English, and librarian Shirley Vonderhaar.

The committee reviewed the following policies and make the follow recommendations:

Pandemic Interim Service Plan: The committee is not recommending any changes so this policy is not on the agenda for review and discussion.

Personnel Policy:

- City of Dyersville Employee Policy Handbook Statement – recommending no changes
- Section 3.2: Employee Appearances – recommending no changes
- Section 9: Holidays – recommending no changes
- Section 14.1: Inclement Weather – recommending minor changes to allow for use of weather alerts from cell phones
- Section 14.7 & 14.8: Social Media Sites and Social Media Comments – recommending minor adjustments to reflect changing technology (remove Yahoo Groups, add Instagram, etc.), reduce appeal timeline to 7 days, clarified information on warnings and corrected spelling if HIPAA

Internet Access and Acceptable Use Policy: - recommending remove restriction that only a patron "in good standing" is eligible to use computers (based on information provided by the State Law Librarian). Discussed removing the fee for computer use by those that are not full-service patrons but decided to leave fee in place for now and refer it to the finance committee for consideration at a future time.

James Kennedy Public Library Personnel Policy

City of Dyersville Employee Policy Handbook Statement:

The James Kennedy Public Library is a department of the City of Dyersville. As such, we follow the City of Dyersville Employee Policy Handbook established by the City of Dyersville, with alterations and addendums as deemed appropriate by the Library Board.

The Table of Contents of the City of Dyersville Employee Policy Handbook, is included with this document to illustrate the overall content, as are the following addendums:

Section 3.2: Employee Appearance

Section 9: Holidays

Section 14.1: Inclement Weather

Section 14.7 & 14.8: Social Media Sites and Social Media Comments

Definitions: Because the library has an autonomous governing Board of Trustees, in the Employee Handbook where it refers to city administration and government, the following definitions will typically be applied:

    Department Head – Library Director

    City Administrator – Chairperson of the JKPL Personnel Committee

    Mayor or member of the City Council – Board President or a member of the
        Board of Trustees

    City Council – JKPL Board of Trustees

Adopted 1989, reviewed 2/02, revised 3/07, 12/08, reviewed 2/2012, revised 3/2015, revised 2/2017, revised 3/2019, 4/2019, 1/2022, 2/2022

To be reviewed: Annually or when the City has policy changes.

City of Dyersville

EMPLOYEE POLICY HANDBOOK
Effective: January 1, 2017
Amended: January 21, 2019
Amended: January 6, 2020
Amended: January 1, 2022

Contents

PURPOSE AND DISCLAIMER

Welcome to the City of Dyersville. The purpose of this handbook is to establish the terms and conditions of employment for all employees of the City of Dyersville. These rules and regulations shall apply to all employees except where City ordinances, the Code of Iowa, federal law, collective bargaining agreements, or employment contracts apply. All employees classified as "other than full-time" are also subject to this employee handbook, although not eligible for fringe benefits unless specifically authorized by the City Council.

These personnel rules were established pursuant to the City Council action and may be amended by resolution of the City Council. Any issues not covered by this document will be given individual attention and policy will be established as the need arises. This document shall be periodically updated to keep current with policy changes.

These personnel rules and regulations shall be effective as provided by resolution unless otherwise specifically provided and shall be amended as necessary by the City Council.

James Kennedy Public Library
Addendum to
City of Dyersville Employee Policy Handbook,
Section 3.2 Employee Appearance

Dress Code:
The James Kennedy Public Library's objective in establishing a dress code is to allow our employees to work comfortably, yet appropriately, in the workplace. We expect our employees to project a professional image for our patrons, other employees, and community visitors, while at the same time dressing in a manner that is conductive to performing the job duties required of the position. Business casual dress is the standard for most work hours.

Because all casual clothing is not suitable for the office, these guidelines are intended to help the staff determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate.

Even in a business casual work environment, clothing should be clean and tidy. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable. Clothing that has the library name or logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable.

Staff working on Fridays, weekend days, or shifts that occur primarily after 5 pm may elect to dress more casually. On these days / shifts, jeans, walking length shorts, t-shirts, sweatshirts, and other more casual clothing is acceptable but still should meet the guidelines of being clean, tidy, and wrinkle-free. Clothing that is potentially offensive to others is never allowed. Staff may also dress more casually when they are scheduled to perform duties that do not lend themselves to the business casual attire (i.e. weeding, cleaning) or when the library is holding a special "dress up" event.

Guide to Business Casual Dressing for Work:

This is a general overview of appropriate business casual attire based on the expectations of the JKPL. Items that are not appropriate are listed, too. Neither list is all-inclusive and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask the Library Director or Assistant Director for guidance.

Slacks, Pants, and Suit Pants
Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel slacks (not pajama / lounge pants), dressy capris, and nice looking dress synthetic pants are acceptable. Jeans are acceptable when paired with a dressy blouse, shirt, sweater or polo.
Inappropriate slacks or pants include jeans or pants with holes or that are overly baggy or faded out,

sweatpants, exercise pants, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits
Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, beach dresses, and spaghetti-strap dresses are inappropriate.

Shirts, Tops, Blouses, and Jackets
Casual shirts, dress shirts, sweaters, tops, polo shirts, and turtlenecks are acceptable attire for work. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; and sweatshirts.

Shoes and Footwear
Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Stockings are not required. Flashy athletic shoes, thongs, flip-flops and slippers are not acceptable.

Jewelry, Makeup, Perfume, and Cologne
Jewelry and makeup should be in good taste, with limited visible body piercing. Remember, that some individuals are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

Hats and Head Covering
Hats are generally not appropriate. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

Conclusion
If clothing fails to meet these standards, as determined by the employee's supervisor (Director or Assistant Director), the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. Progressive disciplinary action will be applied if dress code violations continue.

Approved 3/07, Revised 12/08, revised 3/2015, 2/2017, reviewed 2/2022

James Kennedy Public Library

Addendum to
City of Dyersville Employee Policy Handbook,
Section 9: Holidays

1. The City of Dyersville observes the following legal holidays:

New Year's Day   Veterans Day
Memorial Day   Thanksgiving Day
Independence Day   Day after Thanksgiving
Labor Day   Christmas Eve Day
Good Friday   Christmas Day

2. The James Kennedy Public Library does not close on the Day after Thanksgiving, Veterans Day, or Good Friday so these specific days are not recognized holidays for the purpose of overtime compensation. Instead of these three specific holidays, library staff eligible for holiday pay will be given three prorated floating holidays. Floating holidays must be approved by the library director at least one week in advance of the requested date, must be taken during the Fiscal Year in which they are earned, and should be taken after the actual holiday / date they are earned. Exceptions may be authorized by the library director.

3. The Board of Trustees of the James Kennedy Public Library will annually review and establish the official JKPL holiday closing dates and hours. These dates and times, where logical, will mirror the official City of Dyersville holiday closings. Typically, if a holiday falls on Saturday, the city offices close on the Friday before; if a holiday falls on Sunday, the city offices close on the Monday after.

4. The library will not be open on the following Sundays:
   Easter Sunday   Mother's Day
   *These are not city observed holidays so are not paid holidays.

5. The library will close at 5:00 pm on New Year's Eve.

6. The library will close at 5:00 pm on the day before Independence Day.

7. The library will close at 5:00 pm on the Wednesday before Thanksgiving.

Adopted 2002, Revised 3/07, 12/08, 9/16, 2/17, 10/2018,
Reviewed 2/2022

**Addendum to
City of Dyersville Employee Policy Handbook,
Section 14.1: Inclement Weather**

Inclement Weather Policy and Emergency Procedures

I. Purpose
The purpose of this policy is to assure that patrons will have safe access to the building and that the library will be adequately staffed during the hours the public expects it to be open.

II. Building Safety
The library front walk and emergency exit doors must be kept free of snow and ice to maintain safe access to the library building.

Under inclement weather conditions, library circulation desk staff should monitor the condition of the sidewalk and entrance hourly to determine safe access to the building.

The Director or Librarian on Duty will contact the appropriate personnel in the city offices (875-7724) if the sidewalks or doors need more attention than library staff can provide, or if the parking lot needs attention.

III. Closings & Cancellations
The library will be closed to the general public by the library director when safe access to the building or the parking lot cannot be maintained, when Dyersville government offices close or when the director closes the library in response to a weather warning. If the library director cannot be reached, the assistant director and / or Library Board President are also authorized to make this decision.

Library programs and use of library meeting spaces will be canceled in the event of a closing.

In the event of school delay or closing, children's morning programs will be cancelled. Afternoon and / or evening programs will be cancelled at the discretion of the librarian responsible.

IV. Staffing Expectations
Library employees are expected to report to work at scheduled starting times under inclement weather conditions, such as snow storms, or any other circumstances unless they are excused by the library director.

Library employees will be treated the same as all other city employees regarding pay for time missed. Current practice is that the employee will not be paid for the time missed; however, he/she may use floating holiday, accumulated vacation time or comp time, or

casual leave, if available to them, in order to receive payment for time missed. They also have the option to make up the time missed within the work week.

EMERGENCY PROCEDURES:

Please note that the overriding priority is ensuring the safety of patrons and staff. If the urgency of the situation warrants, steps may be eliminated from these procedures.

A. TORNADO

1. Tornado WATCH:
Step 1: Notify library users as to areas affected and duration of the watch.
Step 2: Repeat information every 30 minutes or when new information becomes available.
Step 3: Continue to monitor the situation with the Weather radio and / or the Internet on your phone

2. Tornado WARNING:
Step 1: Notify library users as to areas affected and the duration of the warning.
Step 2: If the Weather radio, your phone with weather notifications, and / or emergency system siren indicate that Dyersville is part of the warning, then all ADULT patrons or children accompanied by a parent or guardian must either leave the library **OR** go to the tornado shelter (basement). Children under the age of 16 who are NOT accompanied by a parent/guardian MUST proceed to the shelter (basement) with Library staff. Unaccompanied children may **NOT** leave the library in these circumstances.
> NOTE: Staff should permit and encourage children to call their parents if and when you proceed to the shelter.

Step 3: Make certain that no one is left in Library.
Step 4: Lock the INSIDE doors and leave outside doors unlocked for people seeking shelter.
Step 5: Put "Weather Alert" signs on the outside doors.
Step 6: Take following items with you to shelter: weather radio, cell phone (if you have one), purse/keys, chairs (if needed), and a flashlight. The weather radio is located in the cabinet near the coat rack. Be sure to take your library keys so that you can access the phone located in the basement computer room.
Step 7: Turn on the Weather radio or use your phone to find information specific to Dubuque / Delaware County / Dyersville.

If the Weather radio or other emergency weather sources indicates that Dyersville is NOT included in the warning and the tornado siren has NOT gone off staff, may use their discretion as to whether patrons (adult and children) may be allowed to remain in the library or whether you will announce that they will have to choose between leaving the library (if an adult or accompanied child) or going to the shelter.
NOTE: WHEN IN DOUBT IN THESE CIRCUMSTANCES, ERR ON THE SIDE OF CAUTION AND ORDER ALL UNACCOMPANIED CHILDREN TO GO TO

THE SHELTER, AND ALL ADULTS TO CHOOSE BETWEEN THE SHELTER AND LEAVING THE LIBRARY.
If you decide to give patrons the option to stay in the library, walk through the library and provide information to all patrons as to the affected areas and duration of the warning and find out if they will stay. If any child chooses to go to the shelter they **MUST** be accompanied by a library staff person.

B. FIRE:
The library shall be inspected annually for fire safety. All exits from the library should be so marked, and all employees should know the location of and be versed in the use of a fire extinguisher.

In the event of a fire, employees should use their own discretion in the use of the fire extinguisher. If possible, employees are expected to escort all patrons from the library to a safe place. Fire alarms should be pulled and the fire department (911) should be notified as soon as possible.

C. HEALTH EMERGENCIES:
In the event of an accident or injury to a library patron or staff member, the librarian on duty is expected to act in a responsible manner. Depending on the seriousness of the accident or injury, the librarian should call 911, contact the appropriate care center, or contact a family member. If the librarian determines that the situation is beyond his / her ability to handle, s/he is to call 911 and the appropriate service organization (police, ambulance, etc.) for assistance. If the director is not on duty, s/he should be notified as soon as possible as to the situation.

Note: Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

Adopted 10/1988, revised 1/2008, 2/2011, 3/2014, 2/2017
Revised 2/2022

Addendum to
City of Dyersville Employee Policy Handbook,
Section 14.7: Social Media Sites and
Section 14.8: Social Media Comments

In accordance with the City of Dyersville Employee Policy Handbook, section 14.7: Social Media Sites and Section 14.8: Social Media Comments, the James Kennedy Public Library offers the following policy clarification.

The James Kennedy Public Library may sponsor blogs, wikis, photo sharing, video sharing, and other social networking sites or applications to support our mission of meeting the educational, informational, cultural, and recreational needs of our library users. All official James Kennedy Public Library presence on social media accounts are considered an extension of the library's information networks to inform the public about library resources and activities, to increase the public's use of library resources, and to provide additional communication with members of the public. This policy is applicable to all social media messages generated by employees of James Kennedy Public Library that relate to their status as an employee of the library. The library's website www.dyersville.lib.ia.us will remain the official location for content regarding library business, services, and events.

Definitions:

> Social Media:
> Various forms of discussion and information-sharing, including social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums. Technologies include: picture-sharing, wall-postings, fan pages, email, instant messaging, and music-sharing. Examples of social media applications include, but are not limited to, Google Groups (reference, social networking), Wikipedia (reference), Facebook (social networking), YouTube (social networking and video sharing), Flickr and Instagram (photo sharing), Twitter (social networking and micro-blogging), LinkedIn (business networking), Pinterest (content sharing service) and news media comment sharing/blogging.

> Business Purposes:
> Use of social media as a means of communicating official information about the library, including events, business information, emergency information, and featured stories. Business purposes also includes use of social media for interaction with a professional association, information source necessary to the job duties of an employee, and interaction with other members of a professional association.

> Personal Use:
> On-duty and off-duty use of personal social media sites by a library employee for any purpose that is not a business purpose. This includes access on personal or library provided computers and smart phones.

The Library Director or other assigned librarian will serve as the social media moderator to control the social media accounts, respond to patron comments, and ensure appropriateness of

content. The moderator should regularly monitor and update social media accounts. When moderation of comments is an available option on one of the social media sites, comments from the public may be reviewed before publishing in library forums. James Kennedy Public Library reserves the right to restrict or remove any content that is deemed in violation of the City of Dyersville Social Media Comments Policy or any applicable law.

The Library Director or other assigned librarian reserves the right to delete submissions that are deemed inappropriate, according to prescribed unacceptable content standards. The person who has his or her posting deleted may appeal the deletion, in writing, to the Library Director within 7 days after the deletion. The Library Director will affirm or reverse the decision to delete a posting within 30 days after receiving the written appeal. Friends, fans, or followers may be removed if they continue to post inappropriate content. One warning will be given, unless the infraction is of serious nature, then immediate removal is allowed. If the individual posts inappropriate content a second time, they may be removed or blocked.

The James Kennedy Library is not, however, obligated to modify or remove any messages or postings and will not be responsible or liable for content posted by any participant in a Library-sponsored social networking service.

All postings on social networking sites are public record and commenters are urged to protect their privacy and identity.

Use of any James Kennedy Public Library social networking site constitutes agreement with the terms outlined in this policy.

Employees who are representing the James Kennedy Public Library via social media accounts must conduct themselves at all times as representatives of the James Kennedy Public Library and any posted content must comply with the City of Dyersville Social Media Comments Policy or any applicable law

Any employee who discovers a violation of this policy shall immediately notify the Library Director. An employee who violates this policy or uses social media for improper purposes shall be subject to disciplinary action up to, and including, termination of employment.

Posting Guidelines:

Employees should be conscious of what they post on social media sites and avoid presenting personal opinions that imply endorsement by the library. If posted material could be attributed to the library, the post must be accompanied by a disclaimer identifying the statements or opinions presented as those of the poster and stating that the statements or opinions do not reflect those of the library.

Employees that use social media accounts are responsible for complying with applicable federal, state, and local laws, regulations, and polices. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), First Amendment free speech rights, privacy laws, and information security policies established by the James Kennedy Public Library.

Employees may not post text, video, pictures, or other material that would reasonably be considered to be detrimental to the image of the library. Employees may only post material which they have permission to use.

Employees should keep in mind that once an item is posted, it is publicly available on the Internet and cannot be retracted.

Prohibited Content:

In addition to content that is in violation of the City of Dyersville Social Media Comments Policy or any applicable law, the following content shall be prohibited on official James Kennedy Public Library social media sites.

- Personal information about employees or patrons
- Posting of HIPAA protected information

Social Media Account Security:

- Only the Library Director, the Assistant Library Director and the assigned moderator should know the login and password to social media accounts
- If the moderator changes, the login and password should also change
- Employees may not use their City email account in connection with a social networking account that is used solely for personal commentary and purposes.
- Employees shall not participate in online social media or forums on behalf of the Library unless they are authorized to do so by the Library Director

Expressions of Concern:

The James Kennedy Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously.

References:

This policy was adapted from the City of West Des Moines Social Computing Policy

Approved 6/19/13, revised 3/2019, revised 4/2019, revised 2/2022

James Kennedy Public Library
Internet Access and Acceptable Use Policy

Public access to the Internet is provided by the James Kennedy Public Library as a supplement to other library materials, resources, and services. The Internet is a global electronic network of information with a highly diverse user population. The Internet and its resources may contain information that is inaccurate, controversial, or offensive. The James Kennedy Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. Patrons who find information or subject matter that is erroneous, out-of-date, illegal, offensive, and / or controversial should contact the original producer or distributor of that work directly.

Just as the library does not restrict access to other material forms and formats, we cannot refuse access to Internet content that someone may deem objectionable. The principles of intellectual freedom that apply to the traditional print library also apply to the modern digital library.

As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian. Parents or guardians, not the library or its staff, are responsible for the Internet information selected and /or accessed by their child/children. Parents or guardians – and only parents or guardians – may restrict their child/children – and only their child/children – from access to Internet resources accessible through the library. For more information, please see our policy on *Electronic Intellectual Freedom.*

The JKPL cannot guarantee confidentiality over the Internet. Patrons entering personal information (credit card numbers, social security numbers, etc.) do so at their own risk.

Library staff cannot provide in-depth training concerning Internet computer terminology or personal computer use. We may, however, be able to offer searching suggestions and answer questions. Internet reference books are available for your use.

Approved February 22, 1995, rev. 12/96, 2/98, 5/00, 2/02, 7/02,
Reviewed 9/02, revised 8/05, revised 2/2012, revised 4/2015,
revised 4/2017, reviewed 2/2022

JAMES KENNEDY PUBLIC LIBRARY
POLICY ON ELECTRONIC INTELLECTUAL FREEDOM

Consistent with our mission and the professional principles of public librarianship, our Internet Access Policy affirms the safeguarding of First Amendment rights, intellectual freedom, equity of access, confidentiality of information about users and their use of all library resources including electronic. The library affirms the following principles and user rights as delineated in the American Library Association's <u>Access to Digital Information, Services and Networks: an Interpretation of the Library Bill of Rights</u> (full text attached):

1. Digital information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library users.

2. Libraries and librarians should not deny or limit access to information available via digital resources because of its controversial content or because of personal beliefs or fear of confrontation.

3. Information retrieved or utilized digitally should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.

4. Responsibility for and any restrictions of, a child's use of the Internet rests solely with his or her parents or legal guardian.

<div align="right">
Approved February 22, 1995, rev. 12/96, 2/98, 5/00, 2/02
Reviewed 9/02, 8/05, 2/12, revised 4/2015, reviewed 4/2017, reviewed 2/2022
</div>

Internet Access and Conduct

1. Free access to the library's computers is available to Dyersville city residents, those who have purchased full service memberships, and residents of those communities who are paying equitably for library service as defined by the Board of Trustees of the James Kennedy Public Library. Those eligible for free computer use are encouraged to get a JKPL library card to expedite their use of the library's computers. All others may use the library computers by paying a fee of $1.00 per half hour or any portion thereof.

2. The Internet access computers are normally available during all hours of operation.

3. When logging in, users must enter a pin number and agree to the Internet Use Guidelines. Users are expected to understand and abide by these guidelines.

4. Reserve time is scheduled for one-hour per day. Users must check in within five (5) minutes of scheduled time or lose the reservation.

5. No more than two people may use a computer station at one time, except for adults with small children.

6. Use of the library's Internet for illegal or unethical purposes is prohibited. It is unacceptable to visit "adult only" sites on library computers. What is offensive to one person may not be to another, but the JKPL Board has determined that adult only sites (labeled as such on the site) are not appropriate in this setting.

7. Since the computers on which the public can access the Internet are located in a public area, which must be shared by library users of all ages, backgrounds and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images. The library reserves the right to ask individuals to discontinue the display of information and images that cause a disruption. The library has privacy screens available for adults who wish to view personal or confidential information. The library also has laptops available to check out for use within the library.

8. Patrons found violating this policy will be warned of the violation and repeat offenders will be asked to sign out of the library computers for the day. Repeat offenders may also be banned from computer use for a longer period of time.

9. Patrons are expected to abide by the JKPL Conduct in the Library Policy while in the library, including while using the library computers.

10. Patrons may download and / or save programs and documents to their own storage devices only. The security on the library computers will automatically erase any information or documents saved onto the hard drive. Please note, software downloaded from the Internet may contain viruses. The James Kennedy Public Library is not responsible for damage to a patron's disk or computer, or for any loss of data, damage, or liability that may occur from the patron's use of the library's computer.

11. Cost of black and white printing is $0.15 per page for letter size paper. Color printing is $0.50 per page for letter size. Larger sizes are $0.20 for black and white and $1.00 for color.

12. Patrons may not always be able to access sites on the Internet. There are a number of reasons that may apply:
    1. The host computer has closed or limited access due to a high number of users.
    2. The database or resource you are trying to access is licensed and access is limited.
    3. The host computer has changed its Internet address or has closed down.
    4. The library's Internet connection may be periodically or temporarily inoperable due to technical difficulties.

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Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights

The fundamental mission of libraries is to provide access to information, regardless of content or format, to everyone. Digital resources and services, or resources and services made primarily available online or on digital devices, are integral to libraries' mission in the twenty-first century. Libraries are important points of access to many digital resources and services, including, but not limited to, computers, the Internet, and digital resources and tools. In order to provide access to digital resources and services while upholding the *Library Bill of Rights*, libraries must consider intellectual freedom principles and issues of equity to ensure that access to information is enhanced, not restricted, by digital technology.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information. Any review of these issues should consider users' First Amendment rights, rights to privacy, and the core values of librarianship as expressed in the *Library Bill of Rights* and the *Code of Ethics of the American Library Association*. Many people lack access or the capability to use or create digital resources effectively. There is a need for places where people can access, use, or create information without impediment. It is the responsibility of libraries to provide access to digital resources and services and to mitigate all barriers, whether they are economic, educational, or political. The provision of access does not imply sponsorship or endorsement by the library. Libraries should resist all attempts by individuals, governments, and private entities to censor or limit access to digital resources or services.

In making decisions about how to offer access to digital resources, services, tools, physical equipment, and networks, each library should consider intellectual freedom principles and issues of equity in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

The Rights of Users

All library policies, procedures, or regulations relating to digital resources and services should be scrutinized for potential violations of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association.[1]

Users' access to digital resources and services should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults.[2] Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, use, and create information effectively.

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.[3] The library should uphold these rights by policy, procedure, and practice in accordance with Article VII of the *Library Bill of Rights*. The library should regularly maintain its systems and networks in

order to protect users' rights to privacy and confidentiality. As libraries increasingly provide access to digital resources through third-party vendors, libraries have a responsibility to hold vendors accountable for protecting patrons' privacy.

Equity of Access

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access. These barriers, often referred to as the digital divide, may include a lack of infrastructure for Internet connectivity, lack of tools (hardware or software), and lack of skills, knowledge, or means necessary to access digital resources.[4] Libraries should be cognizant of the digital divide and work to minimize it as they provide access to digital resources for their communities.

Digital resources, services, training, and networks provided directly or indirectly by the library should be readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds.[5] Libraries should develop policies concerning access to digital resources. These policies should be consistent with ALA's policies and guidelines. When new digital resources are provided to library users, libraries have an obligation to provide equitable training opportunities to library users and workers in using those new resources. Training should also address privacy and security issues that accompany the use of digital resources and services.

Information Resources and Access

Libraries, acting within their mission and objectives, should support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection-development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Some information accessed digitally may not meet a library's selection or collection-development policy. It is, therefore, left to each user to determine what is appropriate. Libraries and library workers should not deny or limit access to digital resources because of their allegedly controversial content or because of a library worker's personal beliefs or fear of confrontation. Furthermore, libraries and library workers should not deny access to digital resources solely on the grounds that they are perceived to lack value. Parents and legal guardians who are concerned about their children's use of digital resources should provide guidance to their own children.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the *Library Bill of Rights*.[6] If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech.

Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely and confidential manner. Minors also retain the right to access constitutionally protected information and, at a minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely and confidential manner. In order to ensure

user privacy and confidentiality, records of these requests should not contain personally identifiable information. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.[7]

Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform.

[1] "Guidelines for Library Policies (http://www.ala.org/advocacy/intfreedom/guidelinesforaccesspolicies)," approved June 28, 1994 by the ALA Intellectual Freedom Committee; revised January 19, 2005; March 29, 2014 *under previous name* "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities"; June 24, 2019.

[2] *Tinker v. Des Moines Independent Community School District,* 393 U.S. 503 (1969); *Board of Education, Island Trees Union Free School District No. 26 v. Pico,* 457 U.S. 853, (1982); *American Amusement Machine Association v. Teri Kendrick,* 244 F.3d 954 (7th Cir. 2001); *cert.denied,* 534 U.S. 994 (2001).

[3] "Privacy: An Interpretation of the *Library Bill of Rights* (http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy)," adopted June 19, 2002, by the ALA Council; amended on July 1, 2014; June 24, 2019.

[4] Martin Hilbert, "The End Justifies the Definition: The Manifold Outlooks on the Digital Divide and Their Practical Usefulness for Policy-Making," *Telecommunications Policy* 35, no. 8 (2011): 715-736. https://doi.org/10.1016/j.telpol.2011.06.012 (https://doi.org/10.1016/j.telpol.2011.06.012)

[5] "Economic Barriers to Information Access: An Interpretation of the *Library Bill of Rights* (http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/economicbarriers)," adopted June 30, 1993, by the ALA Council and amended June 25, 2019.

[6] "Internet Filtering: An Interpretation of the (http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/internet-filtering)*Library Bill of Rights* (http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/internet-filtering),* adopted June 30, 2015, by the ALA Council.

[7] "If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." *United States, et al. v. American Library Association,* 539 U.S. 194 (2003) (Justice Kennedy, concurring).

Adopted January 24, 1996 by the ALA Council; amended January 19, 2005; July 15, 2009 *under previous name* "Access to Digital Information, Services, and Networks"; and June 25, 2019.

References to cited policies have been updated on November 6, 2018.

See Also

- "Questions and Answers on Access to Digital Information, Services and Networks (http://www.ala.org/advocacy/intfreedom/digitalaccessfaq)," adopted June 5, 1997 by the ALA Intellectual Freedom Committee; revised November 17, 2000; January 16, 2010.
- "Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage (http://www.ala.org/advocacy/intfreedom/guidelinesdevelopment)," adopted January 24, 1993 by the Intellectual Freedom Committee; revised November 17, 2000; January 19, 2005; March 29, 2014; and March 24, 2019.
- "Guidelines for Library Policies (http://www.ala.org/advocacy/intfreedom/guidelinesforaccesspolicies)," approved June 28, 1994 by the ALA Intellectual Freedom Committee; revised January 19, 2005; March 29, 2014 *under previous name* "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities"; June 24, 2019.