


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

**FUND ACTIVITY STATEMENT**  
 November 1, 2019 THROUGH November 30, 2019

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

❧ JAMES KENNEDY PUBLIC LIBRARY ENDOWMENT ❧

|                                 | <b>Current Month</b>                    | <b>Year-To-Date</b>                    |
|---------------------------------|---|--|
|                                 | November 1, 2019 -<br>November 30, 2019 | January 1, 2019 -<br>November 30, 2019 |
| <b>BEGINNING FUND BALANCE</b>   | 1,009.84                                | 0.00                                   |
| <b>Gifts</b>                    | 200.00                                  | 1,200.00                               |
| <b>Investment Income (Loss)</b> | 21.09                                   | 32.06                                  |
| <b>Other Income</b>             | 0.00                                    | 0.00                                   |
| <b>Grants Approved</b>          | 0.00                                    | 0.00                                   |
| <b>Fees</b>                     | -7.22                                   | -8.35                                  |
| <b>Fund Expenses</b>            | 0.00                                    | 0.00                                   |
| <b>ENDING FUND BALANCE</b>      | 1,223.71                                | 1,223.71                               |

**Available to Spend: 0.00**

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

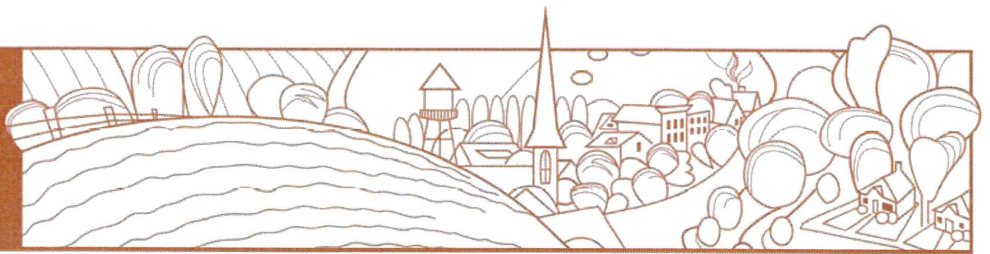
### Gift Detail for the Month

| Donor                      | Address1                    | Address2 | City-St-Zip                | Date      | Amount |
|----------------------------|-----------------------------|----------|----------------------------|-----------|--------|
| Frito Lay-Midwest Region   | 1801 S Meyers Road, Ste 550 |          | Oakbrook Terrace, IL 60181 | 11/6/2019 | 100    |
| Frito Lay-Sioux Falls Zone | 46969 Mindy Street          |          | Tea, SD 57064              | 11/7/2019 | 100    |
| *** Total Gifts:           |                             |          |                            |           | 200    |

### 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.



## GIFT ACTIVITY STATEMENT

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

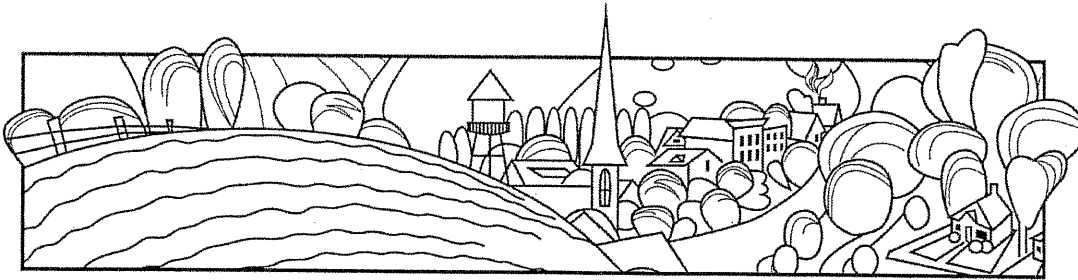
### ✧ JAMES KENNEDY PUBLIC LIBRARY ENDOWMENT ✧


Gift Detail for 12/8/2019 through 12/14/2019

| Donor                       | Address1 | City-St-Zip | Date       | Memorial or honor | Memory or honor of | Amount |
|-----------------------------|----------|-------------|------------|-------------------|--------------------|--------|
| Miscellaneous Cash Received |          |             | 12/14/2019 | Memorial          | Richard Osterhaus  | 25     |
| *** Total Gifts:            |          |             |            |                   |                    | 25.00  |

If you have any questions please feel free to contact:

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



  
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December 20, 2019  
Sharon Osterhaus  
509 4<sup>th</sup> Ave SE  
Dyersville, IA 52040

Dear Sharon ,

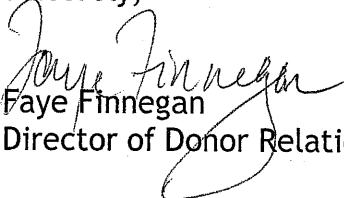
A gift was made to James Kennedy Public Library Endowment in memory of Richard Osterhaus on December 14, 2019.

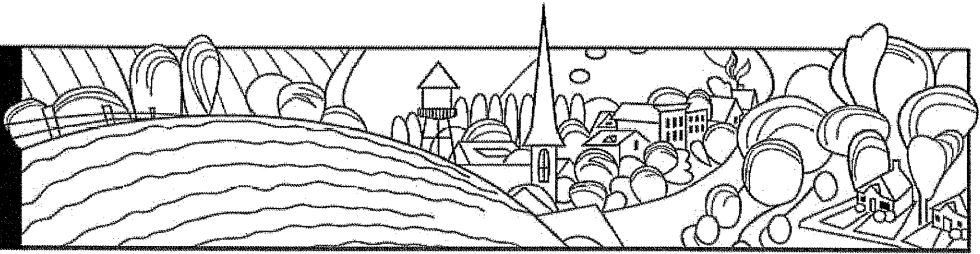
A gift was made by:

Mary Pat Knipper  
224 4<sup>th</sup> Ave SE  
Dyersville, IA 52040

We will honor their generosity, by ensuring that the gift will be invested wisely and will make a significant community impact now and for generations to come.

Sincerely,

  
Faye Finnegan  
Director of Donor Relations



## GIFT ACTIVITY STATEMENT

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

### ❧ JAMES KENNEDY PUBLIC LIBRARY ENDOWMENT ❧

Gift Detail for 12/15/2019 through 12/21/2019

| Donor                                | Address1        | City-St-Zip          | Date       | Memorial or honor | Memory or honor of | Amount |
|--------------------------------------|-----------------|----------------------|------------|-------------------|--------------------|--------|
| Anonymous Gift                       |                 |                      | 12/18/2019 |                   |                    | 50     |
| Joe and Helen Ertl Family Foundation | 1331 9th Ave SE | Dyersville, IA 52040 | 12/19/2019 |                   |                    | 200    |
| *** Total Gifts:                     |                 |                      |            |                   |                    | 250    |

If you have any questions please feel free to contact:

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

**Notes from the January 7, 2020 meeting of the Fundraising Committee:**

The fundraising committee of the James Kennedy Public Library met on Tuesday, January 7, 2020 at 7:00 pm. Present were chairperson Mary Jane Meade and members Catherine O'Hea, Karen Kramer, and Shirley Vonderhaar. Brenda Ingles was excused.

**Wreath-it-up Event:** Nineteen wreaths were donated and proceeds were \$472.00.

**Quilt Raffle:** Quilts were brought in on Monday, November 11 and were on display through December 15. Raffle ticket prices were 1 for \$2, 3 for \$5.00 and 10 for \$10.00. \$82.00 in tickets were sold so library proceeds were \$41.00 as sales are split 50/50 with the Layette Group.

**Christmas Cookie Walk:** This was our best year for the Cookie Walk with more people donating more treats; and more people purchasing. \$1,018.00 was brought in from sales and we have several dozen cookies left that were frozen and will be used for program refreshments.

**Soup Supper:** This annual event is scheduled for Thursday, January 16, 2020, from 4:30 to 7:30 pm. The price will remain \$6.00 per meal plus \$2.00 refills. We will have 3 soups so will need 3 roasters to heat and prepare and 3 large crock pots to serve. Shirley purchased a roaster for the Library of Things. Sue E. is going to make the vegetarian soup and will bring it to the library in that roaster. Karen K. and Mary Jane will bring in the other two roasters before noon on Thursday. Catherine, Karen K. and Mary Jane will also bring in crock pots to be used for serving. We will use liners to help with clean up at the end of the night.

Brenda Ingles has again offered to donate ground beef to those making chili. Since she was not at the meeting, Shirley will confirm with her if she is planning to do this and let the Board know the details.

Each board and committee member is asked to make 4 or 5 quarts of soup (more is always welcome) and we mix like with like. This makes enough to serve about 100 bowls. Chicken noodle soup donors are Catherine, Angela, Mary Jane and Karen K. Chili (gluten free) donors are Mike, Pat, and Karen T. The committee hasn't heard from Brenda or Joe P. to see what they are planning to donate. Shirley will make whichever we have less of.

Karen K. offered to ask Fareway for a donation of buns and crackers. Shirley will donate butter. Shirley will contact First Avenue bakery about the brownies, which are typically donated or provided at half price. Beverages will be water and punch of some kind. We will make a small pot of decaf coffee for those few that request it. Shirley reported on paper products on hand. Catherine will get napkins from MidwestOne (donated). We have plenty of spoons and soup bowls on hand. We have approximately 40 to 50 carry out containers so the decision was this would likely be plenty so we won't request any additional for this year (were donated by Payless / Randy's in the past). We will need breakfast trays so Mary Jane will contact McDonalds to see if they would be willing to donate two sleeves (160 trays) to this event. Mary Jane also offered to purchase another ladle so we don't need to borrow.

Textile Brewery said they would be happy to have deliveries of soup to their location and would be willing to work with us to promote. Shirley will reach out to Carolyn to see what they might be able to do to encourage participation.

Soup should be brought to the library by noon on the 16<sup>th</sup>. If bringing earlier / frozen Shirley will get out of the library freezer Tuesday to start thawing. Shirley will start heating the soups in the roasters at noon to make sure are heated by 4:30. Soups will be served out of the crock pots in the Hoffman Room.

Workers are needed for two shifts: 4:30 pm – 6:00 pm and 6:00 pm – end. The plan is to stop serving at 7:30 pm and then have clean up. The jobs are Serving soup; Plating bun, crackers, brownie; Taking money; Making deliveries; and Carrying plates / bowls and clearing tables. TACKL volunteers will take care of the carrying and clearing. Depending on how busy it is, we could use 2 or 3 people at serving plus one to make deliveries. Mary Jane, Catherine and Sue E. offered to work the first shift. Karen will work at 7:15 and clean up. Shirley will email the Board to see who else might be available to help that evening.

Publicity for this event includes posters / PSA, which are already out, a Face Book event and requesting it be announced on the bank marques in town. The FB event will be boosted this week and the sandwich board will be put out on Thursday, weather permitting.

**Love My Library Giving Tree:** This event starts the day of the Soup Supper and runs until February 29. For this event, staff put together a wish list of items that people can purchase or donate money for the library to purchase. The list starts with \$5.00 value and goes up to \$1000 or more. Donations are acknowledged on paper hearts that are put up on a tree near the front of the library. Staff members are currently at work on this list and it will be ready to share on or before the 16<sup>th</sup>. Board members who might be thinking about donating are encouraged to do so early so we can get those hearts on the tree – to encourage others to do the same.

We will send out letters in a bulk mailing (minimum of 200) to Chamber members using the directory to update the list already created, and past donors. The letter will include information about LML, Build-a-Basket, & Mystery Dinner. Goal is to have it ready to go out on or shortly after January 16. Due to other work responsibilities and the need to purchase envelopes, Shirley reported it would likely be the week of January 20 before they are ready.

Publicity for this event will include signage in the library, on the library website, and social media, as well as the mailing.

**Mystery Dinner:** This event is scheduled for February 8 at the Dyersville Golf and Country Club. J & D will cater a meal of mixed green salad, red wine pot roast and parmesan peppercorn chicken, garlic mashed potatoes, California blend vegetables, milk, coffee and dinner roll. Dessert will be from First Avenue Bakery. O So Good will donate wine for 1<sup>st</sup> 30 ticket holders.

Posters for this event went up in December and tickets were available at that time. This event has also been on the library website and social media. So far, two tables have been purchased. Shirley plans to contact past table purchasers next week to encourage sales. If there is interest in a Board / Committee

table, Shirley will facilitate those sales. At \$350 for the table, price per person will be \$43.75 for the Board / Committee table.

Terry and Molly Hoefflin, the leads for Die Laughing, have agreed to do an interview at KDST. This will be on January 20 or 27<sup>th</sup> at 9:00 am. We are planning to ask if they could come to the library after the interview for us to videotape and put on Facebook. We will also be boosting the event on FB in the next couple of weeks.

**Build-a-Basket Fundraiser:** This annual event starts February 1 and ends on March 29. Shirley reported she already has a few items donated to be used to create baskets.

**Wine and Beer Tasting:** National Library Week is April 19-25 and Easter is April 12 so this year's event will be Friday, April 17 from 5 to 8 pm. O So Good Winery and Textile Brewery have agreed to participate. Jennings Winery, who expressed interest in 2019, are not available on that date. The goal is to have 2 or 3 vendors for each type of product. Shirley will contact area wineries and breweries in the next couple of weeks to hopefully fill these spots. We should have sufficient glasses left from 2019 that they won't need to be purchased this year. The committee will review other details at their next meeting.

**Making and selling upcycled greeting cards:** Nothing new on this idea.

**Pop-Up Fundraiser at Country Junction:** Mary Jane spoke with Dave Buchheit about the possibility partnering with Country Junction for a fundraiser / pop-up library featuring some of the library's STEAM collection. She reported that Dave was interested. After discussion, Mary Jane will follow up with Mr. Buchheit regarding this event. The committee thought a Saturday in March might be a good fit but we are open to whatever he might like to suggest. Tentative plan was to run the pop-up library for 2 or 3 hours, featuring robots or other items from the library's Creation Station / Library of Things somewhere on the main floor of Country Junction. Country Junction would offer a special of some kind during that time and provide a percentage of the sales to the library. The goal is to promote both the JKPL and Country Junction and bring in funds for both. Mary Jane will report back at the next committee meeting and more decisions will be made at that time.

**Pop-Up Fundraisers:** The Committee will consider the possibility of doing pop-up fundraisers at Pizza Hut and / or Subway when the weather is nicer. We are also planning to partner with Dairy Queen for an event there sometime in the summer.

**Other projects / activities:** The committee briefly discussed a few other possible projects. Pizza Hut does fundraisers regularly for the schools so they might be an option. Fareway will ask if you want to round up your total to donate to a cause (Food Pantry, etc.) so maybe they would be interested in doing that for the library – maybe during April (National Library Week). Happy Joes was also brought up as a possible partner. The Committee will discuss these ideas at a future meeting.

**Set date for next meeting:** Next meeting was set for Tuesday, January 28, 2020 at 7:00 pm.



**Marketing Committee Meeting: held via email the week of January 6, 2020**

7

**Present in the Emails: Pat Valant, Kalie Waterman, Karen Tieskoetter, Dawn Schrandt**

**1. Woman's Night Sponsor**

The library has agreed again to be a boothless sponsor of Woman's Night. Item for the goody bag is a library magnet with our information on it, which we already had on hand. Dawn will coordinate registering the library as a sponsor and getting the magnets to the Chamber.

**2. Library of Things logo**

We want to proceed with the logo that Pat created for the LoT. He said he wants to tweak a few things before we consider it finalized.

**Notes from the Electronic Personnel Committee meeting – January 2-7, 2020**

The members of the Personnel Committee met electronically during January 2-7, 2020, to develop a proposed personnel budget for the FY21 year. Angela English, Karen Kramer, Lynn Osterhaus, and Shirley Vonderhaar participated.

Paul Zurawski holds a blended position – currently set at ½ librarian and ½ clerk. The last couple of years he has taken on more librarian responsibilities, especially with the Creation Station and STEAM programming and well as now being responsible for all YA collection development. Due to these changes in responsibilities, the blend needs to be adjusted. Shirley recommended an estimate of 30 hours of librarian and 10 hours of clerk duties per week. Paul will complete a job log in February to capture a full month of work and this adjustment in his wage rate will take effect on or before his official librarian hire date of June 1. A pay rate based on adjusting the blend to 30/10 was used in calculating the FY21 budget.

Dawn and Shirley have been discussing whether there should be an increase in clerk hours to address the additional hours we are asking Shannon to put in for planning and presenting STEAM and other programs utilizing items in the Creation Station and Library of Things (which reduces the time she has available for shelving). Shirley reviewed actual hours worked and hours budgeted and determined there should be adequate hours so is not recommending any changes in hours for staff.

Shirley reported that she did not do a formal wage study as had been discussed previously. Several city departments have expressed concern about city wage rates this year so Shirley recommended waiting to do a library wage study until after the city decides on its 2020/2021 Strategic Plan. If a city wide pay equity study is not part of the city's strategic plan, she will do a study in the fall to be included as part of the FY22 budget planning.

COLA adjustment – City Administrator Mick Michel recommended a 2% COLA increase so this amount was used for the FY21 calculations, in addition to the adjustments for staff that are eligible to receive an increase based on the pay equity plan or the established pay rates and ranges. The following adjustments are incorporated in the proposed plan:

- 2% COLA for all staff effective July 1, 2020
- \$500 pay equity increase for Dawn Schrandt on 1/1/2021
- 50 cent longevity / merit increase on hire date for clerks: Devin Werner, Shannon Russell and Brian Alm
- 50 cent longevity / merit increase for Ann Boeckenstedt on her hire date as a clerk and \$1.00 longevity / merit increase for Ann Boeckenstedt on her hire date as a librarian (she is blended rate)
- Adjustment to blended rate for Paul Zurawski to reflect 30 hours as librarian and 10 hours as tech services clerk.

Health / Group Insurance – Mick recommended using a 5% increase for health insurance. The proposed budget includes this 5% increase based on the current rate, rounded up to nearest \$100.

8-B

FY21 Personnel Budget proposal

FY21 Personnel Budget approved - provided for comparison

| Name                       | Hrs/Week | Total Hours | FY19 as of 1/1/19 | FY19 as of 6/30/18 | Equity or 3% COLA | FY20 Adjuster | FY20 Proposed | OT/ Sick Leave | Gross Wages   | SUI - C118 .1% up to 2% | FICA (Soc Sec) FY19 - 6.2% | MED FY19 - 1.45% | IPERS FY18 - 9.44% | Insurance 5% estimate | Total         |
|----------------------------|----------|-------------|-------------------|--------------------|-------------------|---------------|---------------|----------------|---------------|-------------------------|----------------------------|------------------|--------------------|-----------------------|---------------|
| Shirley Vanderhaar         | 40       | 2080        | \$ 63,872.82      | \$ 63,872.82       | COLA              | \$ 65,789.01  | \$ 65,789.01  |                | \$ 65,789.01  | \$ 29.90                | \$ 4,078.92                | \$ 953.94        | \$ 6,210.48        | \$ 21,000.00          | \$ 98,062.25  |
| Dawn Schrandt              | 40       | 1040        | \$ 40,779.35      | \$ 41,279.35       | COLA              | \$ 42,517.73  | \$ 21,258.87  |                | \$ 21,258.87  | \$ 29.90                | \$ 1,318.05                | \$ 308.25        | \$ 2,006.84        | \$ 8,500.00           | \$ 33,421.91  |
| Equity at 1/1/20           | 40       | 1040        | NA                |                    | Equity            | \$ 43,017.73  | \$ 21,508.87  |                | \$ 21,508.87  |                         |                            | \$ 1,833.55      | \$ 2,030.44        |                       | \$ 25,184.73  |
| Kimshiro Benton            | 25       | 1300        | \$ 17.92          | \$ 17.92           | COLA              | \$ 18.46      | \$ 24,000.81  |                | \$ 369.24     | \$ 24.37                | \$ 1,510.94                | \$ 353.37        | \$ 2,300.53        |                       | \$ 28,559.26  |
| Paul Zurawski (6/1/15)     | 40       | 2080        | \$ 14.99          | \$ 15.42           | blended*          | \$ 15.88      | \$ 39,030.40  |                | \$ 33,030.40  | \$ 33.03                | \$ 2,047.88                | \$ 478.94        | \$ 3,118.07        | \$ 8,500.00           | \$ 47,208.33  |
| Ann Boeckenstein (5/15/18) | 30       | 60          | \$ 11.31          | \$ 12.14           | blended*          | \$ 12.67      | \$ 750.00     |                | \$ 250.00     | \$ 1.00                 | \$ 62.00                   | \$ 14.50         | \$ 94.40           |                       | \$ 1,171.90   |
| 1 year clerk (7/16/19)     | 30       | 1320        |                   |                    | .50 blended       | \$ 12.67      | \$ 16,724.40  |                | \$ 16,724.40  | \$ 16.72                | \$ 1,036.91                | \$ 242.50        | \$ 1,578.78        |                       | \$ 19,599.32  |
| 2 year librarian (5/15/20) | 30       | 180         |                   |                    | \$1.00 blended    | \$ 13.34      | \$ 2,401.20   |                | \$ 2,401.20   | \$ 2.40                 | \$ 148.87                  | \$ 34.82         | \$ 226.67          |                       | \$ 2,813.97   |
| Jo Annunson                | 25       | 1300        | \$ 11.01          | \$ 11.01           | COLA              | \$ 11.34      | \$ 14,742.39  |                | \$ 226.81     | \$ 14.97                | \$ 928.09                  | \$ 217.05        | \$ 1,413.09        |                       | \$ 17,542.40  |
| Sarah Keffeler-Gibson      | 11       | 572         | \$ 10.75          | \$ 11.01           | COLA              | \$ 11.34      | \$ 6,486.65   |                | \$ 6,486.65   | \$ 6.49                 | \$ 402.17                  | \$ 94.06         | \$ 612.34          |                       | \$ 7,601.71   |
| Deb Gudenkauf (5/20/15)    | 7        | 336         | \$ 10.29          | \$ 10.79           | COLA              | \$ 11.11      | \$ 3,734.20   |                | \$ 3,734.20   | \$ 3.73                 | \$ 231.52                  | \$ 54.15         | \$ 352.51          |                       | \$ 4,376.11   |
| 4 year raise (5/30/19)     | 7        | 28          |                   |                    | top of range      | \$ 11.34      | \$ 317.52     |                | \$ 317.52     | \$ 0.32                 | \$ 19.69                   | \$ 4.60          | \$ 29.97           |                       | \$ 372.10     |
| Brian Alm (7/28/15)        | 17       | 68          | \$ 10.24          | \$ 10.24           | COLA              | \$ 10.55      | \$ 717.21     |                | \$ 717.21     | \$ 0.72                 | \$ 44.47                   | \$ 10.40         | \$ 67.70           |                       | \$ 840.50     |
| 4 year raise @ 7/28/19     | 17       | 816         |                   |                    | \$ 0.50           | \$ 11.05      | \$ 9,014.52   |                | \$ 9,014.52   | \$ 9.01                 | \$ 558.90                  | \$ 130.71        | \$ 850.97          |                       | \$ 10,564.11  |
| Shannon Russell (5/19/16)  | 12       | 552         | \$ 10.50          | \$ 10.50           | COLA              | \$ 10.82      | \$ 5,969.88   |                | \$ 5,969.88   | \$ 5.97                 | \$ 370.13                  | \$ 86.56         | \$ 563.56          |                       | \$ 6,996.10   |
| 3 year raise @ 5/19/19     | 12       | 72          |                   |                    | \$ 0.50           | \$ 11.32      | \$ 814.68     |                | \$ 814.68     | \$ 0.81                 | \$ 50.51                   | \$ 11.81         | \$ 76.91           |                       | \$ 954.72     |
| Devlin Werner (7/11/18)    | 16       | 32          | \$ 8.08           | \$ 8.58            | COLA              | \$ 8.84       | \$ 282.80     |                | \$ 282.80     | \$ 0.28                 | \$ 17.53                   | \$ 4.10          | \$ 26.70           |                       | \$ 331.41     |
| 1 year raise (7/11/19)     | 16       | 800         |                   |                    | \$ 0.50           | \$ 9.34       | \$ 7,469.92   |                | \$ 7,469.92   | \$ 7.47                 | \$ 463.14                  | \$ 108.31        | \$ 705.16          |                       | \$ 8,754.00   |
| Temporary summer help      | 10       | 120         | NA                |                    | NA                | \$ 10.00      | \$ 1,200.00   |                | \$ 1,200.00   | \$ 1.20                 | \$ 74.40                   | \$ 17.40         | \$ 113.28          |                       | \$ 1,406.28   |
| TOTALS                     |          |             |                   |                    |                   |               |               |                | \$ 237,059.36 | \$ 188.30               | \$ 14,697.68               | \$ 3,437.36      | \$ 22,378.40       | \$ 38,000.00          | \$ 315,761.11 |
|                            |          |             |                   |                    |                   |               |               |                |               |                         | \$ 14,697.68               | \$ 3,437.36      | \$ 22,378.40       |                       | \$ 315,761.11 |

Paul's position in a blend of Technical Services and Librarian (1/2 each). Budget for FY20 will be adjusted to change for 20/20 split to 30 librarian / 10 tech services based on changes in duties

Ann's position is a blend of Processing Clerk (1/3) and Librarian (2/3). Because she was hired into these two positions at different times, she receives a pay increase for both of those hire dates as well as COLA

I have a separate spread sheet for these calculations, if you would like to see it.

FY20 Personnel Budget revised

| Name                       | Hrs/Week | Total Hours | FY20 as of 1/1/19 | FY20 as of 6/30/19 | Equity or 2% COLA | FY21 Adjuster | FY20 Proposed | OT/ Sick Leave | Gross Wages   | SUI - CY20 .1% up to 3% | FICA (Soc Sec) FY20 - 6.2% | MED FY20 - 1.45% | IPERS FY20821 - 9.44% | Insurance 5% estimate | Total         |
|----------------------------|----------|-------------|-------------------|--------------------|-------------------|---------------|---------------|----------------|---------------|-------------------------|----------------------------|------------------|-----------------------|-----------------------|---------------|
| Shirley Vanderhaar         | 40       | 2080        | \$ 65,150.28      | \$ 65,150.28       | COLA              | \$ 66,453.29  | \$ 66,453.29  |                | \$ 66,453.29  | \$ 31.60                | \$ 4,120.10                | \$ 963.57        | \$ 6,273.19           | \$ 23,000.00          | \$ 100,841.75 |
| Dawn Schrandt              | 40       | 1040        | \$ 42,104.92      | \$ 42,604.92       | COLA              | \$ 43,457.02  | \$ 21,728.51  |                | \$ 21,728.51  | \$ 31.60                | \$ 1,347.17                | \$ 315.06        | \$ 2,051.17           | \$ 9,400.00           | \$ 34,873.51  |
| Equity at 1/1/21           | 40       | 1040        | NA                |                    | Equity            | \$ 43,957.02  | \$ 21,978.51  |                | \$ 21,978.51  |                         |                            | \$ 1,362.67      | \$ 2,074.77           |                       | \$ 25,794.64  |
| Kimshiro Benton            | 25       | 1300        | \$ 18.28          | \$ 18.28           | COLA              | \$ 18.65      | \$ 24,239.28  |                | \$ 372.91     | \$ 24.61                | \$ 1,525.96                | \$ 356.88        | \$ 2,323.39           |                       | \$ 28,843.03  |
| Paul Zurawski (6/1/15)     | 40       | 2080        | \$ 15.73          | \$ 16.85           | blended*          | \$ 17.19      | \$ 35,755.20  |                | \$ 35,755.20  | \$ 31.60                | \$ 2,216.82                | \$ 518.45        | \$ 3,375.29           | \$ 9,400.00           | \$ 51,297.36  |
| Ann Boeckenstein (5/15/18) | 30       | 60          | \$ 12.05          | \$ 13.21           | blended*          | \$ 13.56      | \$ 813.60     |                | \$ 271.20     | \$ 1.08                 | \$ 67.26                   | \$ 15.73         | \$ 102.41             |                       | \$ 1,271.28   |
| 2 year clerk (7/16/20)     | 30       | 1320        |                   |                    | .50 blended       | \$ 13.73      | \$ 18,123.60  |                | \$ 18,123.60  | \$ 18.12                | \$ 1,123.66                | \$ 262.79        | \$ 1,710.87           |                       | \$ 21,239.05  |
| 2 year librarian (5/15/21) | 30       | 180         | \$ 13.21          |                    | \$1.00 blended    | \$ 14.40      | \$ 2,592.00   |                | \$ 2,592.00   | \$ 2.59                 | \$ 160.70                  | \$ 37.58         | \$ 244.68             |                       | \$ 3,097.56   |
| Jo Annunson                | 25       | 1300        | \$ 11.23          | \$ 11.23           | COLA              | \$ 11.45      | \$ 14,890.98  |                | \$ 229.09     | \$ 15.12                | \$ 937.44                  | \$ 219.24        | \$ 1,427.33           |                       | \$ 17,719.21  |
| Sarah Keffeler-Gibson      | 11       | 572         | \$ 11.23          | \$ 11.23           | COLA              | \$ 11.45      | \$ 6,552.03   |                | \$ 6,552.03   | \$ 6.55                 | \$ 406.23                  | \$ 95.00         | \$ 618.51             |                       | \$ 7,678.33   |
| Deb Gudenkauf (5/30/15)    | 7        | 336         | \$ 11.01          | \$ 11.23           | COLA              | \$ 11.45      | \$ 3,848.75   |                | \$ 3,848.75   | \$ 3.85                 | \$ 238.62                  | \$ 55.81         | \$ 363.32             |                       | \$ 4,510.34   |
| Brian Alm (7/28/15)        | 17       | 68          | \$ 10.94          | \$ 10.94           | COLA              | \$ 11.16      | \$ 758.80     |                | \$ 758.80     | \$ 0.76                 | \$ 47.05                   | \$ 11.00         | \$ 71.63              |                       | \$ 889.24     |
| 4 year raise (7/28/20)     | 17       | 816         |                   |                    | top of range      | \$ 11.45      | \$ 9,343.20   |                | \$ 9,343.20   | \$ 9.34                 | \$ 579.28                  | \$ 135.48        | \$ 882.00             |                       | \$ 10,949.30  |
| Shannon Russell (5/19/16)  | 12       | 552         | \$ 10.71          | \$ 11.21           | COLA              | \$ 11.43      | \$ 6,311.68   |                | \$ 6,311.68   | \$ 6.31                 | \$ 391.32                  | \$ 91.52         | \$ 595.82             |                       | \$ 7,396.66   |
| 4 year raise @ 5/19/20     | 12       | 72          |                   |                    | top of range      | \$ 11.45      | \$ 824.40     |                | \$ 824.40     | \$ 0.82                 | \$ 51.11                   | \$ 11.95         | \$ 77.82              |                       | \$ 966.11     |
| Devlin Werner (7/11/18)    | 16       | 32          | \$ 9.25           | \$ 9.25            | COLA              | \$ 9.44       | \$ 301.92     |                | \$ 301.92     | \$ 0.30                 | \$ 18.72                   | \$ 4.38          | \$ 28.50              |                       | \$ 353.82     |
| 2 year raise (7/11/20)     | 16       | 800         | \$ 9.94           |                    | 0.5               | \$ 9.94       | \$ 7,948.00   |                | \$ 7,948.00   | \$ 7.95                 | \$ 492.78                  | \$ 115.25        | \$ 750.29             |                       | \$ 9,314.26   |
| Temporary summer help      | 10       | 120         | NA                |                    | NA                | \$ 11.45      | \$ 1,374.00   |                | \$ 1,374.00   | \$ 1.37                 | \$ 85.19                   | \$ 19.92         | \$ 129.71             |                       | \$ 1,610.19   |
| TOTALS                     |          |             |                   |                    |                   |               |               |                | \$ 244,710.94 | \$ 193.60               | \$ 15,172.08               | \$ 3,548.31      | \$ 23,100.71          | \$ 41,800.00          | \$ 328,525.64 |
|                            |          |             |                   |                    |                   |               |               |                |               |                         | \$ 15,172.08               | \$ 3,548.31      | \$ 23,100.71          |                       | \$ 328,525.64 |

Paul's position in a blend of Technical Services and Librarian. Budget for FY21 assumes a adjusted split to 30 librarian / 10 tech services based on changes in duties

Ann's position is a blend of Processing Clerk (1/3) and Librarian (2/3). Because she was hired into these two positions at different times, she receives a pay increase for both of those hire dates as well as COLA

I have a separate spread sheet for these calculations, if you would like to see it.

Notes from Finance Committee meeting held on Thursday, January 9, 2020

The Finance Committee of the James Kennedy Public Library met on Thursday, January 9, 2020 at 5 pm. Present were chairperson Angela English and members Catherine O’Hea, Patrick Valant, and Shirley Vonderhaar. Mary Radloff was excused.

The proposed FY21 budget, for July 1, 2020 to June 30, 2021, was discussed and the attached proposal was approved for recommendation to the full board. The proposal includes the following information:

- **FY20 Approved** column reflects the budget that was approved for the library by the City Council
- **6 month expended** includes the FY20 budget expended from July 1 to December 31, 2019. Two areas are in bold and red.
  - Group insurance is above what it should be as for two months the insurance appeared to be paid twice / double the typical amount. Tricia will be investigating and correcting.
  - Maintenance and repairs includes the following:
    - \$20,000 is shown as being paid to Robert Eick for the Ransomware attack. \$10,000 will be corrected/ removed from November (the month the invoice was pulled by the Council). We will be receiving reimbursement from city insurance for this \$10,000 so will need to request a budget amendment from the Council.
    - \$13,950 was paid to replace the air conditioning / furnace unit servicing the Hoffman Room. This also should be addressed by a budget amendment. Since Mick handled this issue, he indicated that he would request the budget amendment but since it is part of our budget, we need to follow up and be sure this happens
- **FY20 Re-estimate** shows what we expect FY20 as a whole to look like. Assuming the two budget amendment requests, for a total of \$23,950, are approved by the City Council; the JKPL should end the year at close to the total budgeted amount.
- **FY21 Proposal** is the budget the Finance Committee is recommending for the library operating budget. The total FY21 proposed OPERATING budget request is \$455,776.00 – which is a 2.5% increase over FY20.
  - Estimated revenue is down slightly from FY20.
  - Personnel budget request is what was recommended by the Personnel Committee. Details on that portion of the budget are included in the Personnel Committee Report.
  - Most of the Contractual Services area has been unchanged.
    - Building Insurance has been reduced. Mick recommended a 5% increase for the estimate. As we do not yet have the actual for FY20, we looked at the last two years of actual cost and estimated the 5% increase based on those numbers.
      - FY18 Actual was \$5441
      - FY19 Actual was \$5721 – 5.1% increase
      - FY20 Re-estimate \$6007 (Mick recommended a 5% increase; not paid yet)
      - FY21 Estimate \$6307 (Mick recommended a 5% increase)
      - Rounded to \$6500 on budget proposal
  - The supplies area is unchanged.

- For books and materials, Shirley recommended an increase in the children's materials lines to allow for continuing to expand the Read-along collection that was started with the DRA grant / Friends match in 2019; along with a slight increase in the Creation Station / Library of Things budget
- The committee decided that larger projects needing addressed should be included in the proposed budget as capital projects. These projects are larger than would be considered typical maintenance and aren't needed to be replaced every year. As the library facility is now 18 plus years old, these issues need to be discussed and planned for. Shirley was directed to put together an estimate to cover the cost for the following:
  - Replacing the two original air conditioning / furnace units: One in Hoffman Room had to be replaced in 2019 so expectation is the other two are likely to break down and need replacing – cost for 2019 was \$13,950 so estimated cost to replace in 2020 would be \$28,000. (Should these be replaced before they break down?)
  - Carpet in the library has been a topic of conversation for several years. Shirley will see if she can get a ballpark / estimate for replacing all of the carpet in the library
  - The library roof has been an area of concern since we opened and will be a high cost to replace. Shirley will reach out to John Wandsnider, Dyersville Public Works Director, to see if he has any ideas regarding how long a roof should be expected to last and how much replacement might cost.

The Committee discussed requesting that funds be transferred from the Fidelity Bank Library Trust Account, to the MidWestOne Bank Trust Account because of the significant difference in interest earned. After looking at the reports for November and an estimate for December, the recommendation from the committee is to request that \$10,000 be transferred.

Shirley asked the committee about expending money from the Trust account to microfilm the Dyersville Commercial newspapers that are currently stored in print. She estimated this cost would be approximately \$4,000. Shirley indicated that microfilm is the standard for storing / archiving but we might also want to look into digitization to provide electronic access. Shirley will investigate further, including talking with the Historical Society, and report back.

| James Kennedy Public Library FY21 Budget Proposal |                      |                      |                      |                      |
|---|----------------------|----------------------|----------------------|----------------------|
|   | FY20 Approved        | 6 months             | FY20                 | FY21                 |
| ESTIMATED REVENUES:                               |                      | expended             | Reestimate           | Proposal             |
| Dubuque County Library Agency                     | \$ 6,000.00          | \$ -                 | \$ 5,000.00          | \$ 5,000.00          |
| Fees from copier, R/P, etc.                       | \$ 5,000.00          | \$ 2,473.70          | \$ 5,000.00          | \$ 5,000.00          |
| Open Access                                       | \$ 10,500.00         | \$ 10,651.98         | \$ 10,651.98         | \$ 10,600.00         |
| Access Plus / ILL                                 | \$ 450.00            | \$ 401.80            | \$ 401.80            | \$ 400.00            |
| Direct State Aid                                  | \$ 2,000.00          | \$ -                 | \$ 2,000.00          | \$ 2,000.00          |
| <b>TOTAL:</b>                                     | <b>\$ 23,950.00</b>  | <b>\$ 13,527.48</b>  | <b>\$ 23,053.78</b>  | <b>\$ 23,000.00</b>  |
| ESTIMATED EXPENDITURES:                           |                      |                      |                      |                      |
| PERSONAL SERVICES                                 |                      |                      |                      |                      |
| Wages   | \$ 237,059.00        | \$ 115,518.35        | \$ 237,059.00        | \$ 244,711.00        |
| FICA  | \$ 14,698.00         | \$ 6,954.65          | \$ 14,698.00         | \$ 15,172.00         |
| Medicare  | \$ 3,437.00          | \$ 1,626.63          | \$ 3,437.00          | \$ 3,548.00          |
| IPERS   | \$ 22,378.00         | \$ 10,904.92         | \$ 22,378.00         | \$ 23,101.00         |
| SUI   | \$ 188.00            | \$ 166.30            | \$ 188.00            | \$ 194.00            |
| Group Insurance                                   | \$ 40,757.00         | \$ 26,832.55         | \$ 40,757.00         | \$ 41,800.00         |
| Meetings and training                             | \$ 2,500.00          | \$ 576.18            | \$ 2,500.00          | \$ 2,500.00          |
| Dues and memberships                              | \$ 750.00            | \$ 150.00            | \$ 750.00            | \$ 750.00            |
| <b>TOTAL:</b>                                     | <b>\$ 321,767.00</b> | <b>\$ 162,729.58</b> | <b>\$ 321,767.00</b> | <b>\$ 331,776.00</b> |
| CONTRACTUAL SERVICES:                             |                      |                      |                      |                      |
| Utilities (telephone)                             | \$ 700.00            | \$ 1,549.06          | \$ 2,000.00          | \$ 700.00            |
| Electricity                                       | \$ 14,000.00         | \$ 7,596.96          | \$ 14,000.00         | \$ 14,000.00         |
| Gas / Heat  | \$ 2,500.00          | \$ 555.11            | \$ 2,500.00          | \$ 2,500.00          |
| Insurance (bldg)                                  | \$ 7,711.00          | \$ -                 | \$ 7,711.00          | \$ 6,500.00          |
| Legal Fees  | \$ -                 | \$ -                 |                      |                      |
| Custodial services                                | \$ 8,000.00          | \$ 3,900.00          | \$ 8,000.00          | \$ 8,000.00          |
| Window cleaning                                   | \$ 220.00            | \$ 165.00            | \$ 280.00            | \$ 300.00            |
| Service / Maintenance Contracts                   | \$ 9,000.00          | \$ 1,156.54          | \$ 9,000.00          | \$ 9,500.00          |
| <b>TOTAL:</b>                                     | <b>\$ 42,131.00</b>  | <b>\$ 14,922.67</b>  | <b>\$ 43,491.00</b>  | <b>\$ 41,500.00</b>  |
| SUPPLIES:   |                      |                      |                      |                      |
| General library supplies                          | \$ 10,000.00         | \$ 7,995.09          | \$ 10,000.00         | \$ 10,000.00         |
| Program fees & supplies                           | \$ 2,500.00          | \$ 1,104.82          | \$ 2,500.00          | \$ 2,500.00          |
| Marketing & advertising                           | \$ 1,500.00          | \$ 561.21            | \$ 1,500.00          | \$ 1,500.00          |
| Maintenance and Repairs                           | \$ 7,000.00          | \$ 35,441.09         | \$ 30,300.00         | \$ 7,000.00          |
| <b>TOTAL</b>                                      | <b>\$ 21,000.00</b>  | <b>\$ 45,102.21</b>  | <b>\$ 44,300.00</b>  | <b>\$ 21,000.00</b>  |
| BOOKS AND MATERIALS                               |                      |                      |                      |                      |
| Adult fiction                                     | \$ 8,000.00          | \$ 3,485.32          | \$ 8,000.00          | \$ 8,000.00          |
| Adult nonfiction                                  | \$ 5,000.00          | \$ 2,303.55          | \$ 5,000.00          | \$ 5,000.00          |
| YA fiction  | \$ 2,000.00          | \$ 1,292.33          | \$ 2,000.00          | \$ 2,000.00          |
| YA nonfiction                                     | \$ 800.00            | \$ 60.73             | \$ 800.00            | \$ 800.00            |
| Juvenile fiction                                  | \$ 7,500.00          | \$ 3,673.87          | \$ 7,500.00          | \$ 8,500.00          |
| Juvenile nonfiction                               | \$ 3,500.00          | \$ 938.21            | \$ 3,500.00          | \$ 4,000.00          |
| Large Print                                       | \$ 3,500.00          | \$ 2,594.07          | \$ 3,500.00          | \$ 3,500.00          |
| Electronic media (ebooks, etc.)                   | \$ 6,000.00          | \$ 2,428.14          | \$ 6,000.00          | \$ 6,000.00          |
| Reference & electronic databases                  | \$ 5,000.00          | \$ 4,207.64          | \$ 5,000.00          | \$ 5,000.00          |
| Periodicals and newspapers                        | \$ 4,500.00          | \$ 1,874.42          | \$ 4,500.00          | \$ 4,500.00          |
| Audiobooks (CD, playaway)                         | \$ 4,200.00          | \$ 1,200.71          | \$ 4,200.00          | \$ 4,200.00          |
| Software & Gaming                                 | \$ 2,000.00          | \$ 840.55            | \$ 2,000.00          | \$ 2,000.00          |
| DVDs  | \$ 6,500.00          | \$ 2,929.34          | \$ 6,500.00          | \$ 6,500.00          |
| Creation Station & LoT                            | \$ 1,240.00          | \$ 276.50            | \$ 1,240.00          | \$ 1,500.00          |
| <b>TOTAL:</b>                                     | <b>\$ 59,740.00</b>  | <b>\$ 28,105.38</b>  | <b>\$ 59,740.00</b>  | <b>\$ 61,500.00</b>  |
| <b>TOTAL EXPENDITURES:</b>                        | <b>\$ 444,638.00</b> | <b>\$ 250,859.84</b> | <b>\$ 469,298.00</b> | <b>\$ 455,776.00</b> |
| <b>TOTAL REVENUES:</b>                            | <b>\$ 23,950.00</b>  | <b>\$ 13,527.48</b>  | <b>\$ 23,053.78</b>  | <b>\$ 23,000.00</b>  |
| <b>ACTUAL ASKING</b>                              | <b>\$ 420,688.00</b> | <b>\$ 237,332.36</b> | <b>\$ 446,244.22</b> | <b>\$ 432,776.00</b> |
| <b>Capital Improvement</b>                        |                      |                      |                      | To be Confirmed      |
| <b>Total Expenditures</b>                         | <b>\$ 444,638.00</b> | <b>\$ 250,859.84</b> |                      |                      |

Basing on FY20 estimate

2% COLA per Mick rounded

5% increase per Mick based on current rates

No change

No change

3%

Leaving in pending info from Mick

No change based on FY20 info

No change based on FY20 info

5% increase per Mick (rounded)\*\*\*

Anticipating no change

Anticipating increase

Slight increase, may adjust down if can remove fire alarm insp

-1%

Anticipating no change

Anticipating no change

Anticipating no change

Increase / see notes

increasing for read-alongs

increasing for read-alongs

increasing for LoT

3%

2.5%

# Trustee Training Opportunity: Iowa Libraries Online Conference Jan. 16



You are invited to the annual Innovative Libraries Online Conference (ILOC) on Thursday, January 16 from 9:00 a.m. to 7:30 p.m. This FREE online conference offers keynote speakers, informative sessions, and an evening session for trustees—all online. The conference replicates an “in-person” experience without registration fees or travel costs.

## ***Getting Ahead of the Game: Winning at Project Management***

Want to learn about innovative approaches to project management, but you think it is just about overseeing big projects like an author event or a new building? We encourage you to think past that and learn about managing those mundane tasks, staying organized and prioritizing your growing to-do list. Presentations throughout the day will showcase the ways Iowa librarians stay on top of projects, using a variety of tools, technology and tracking tips.

### **Evening Keynote for Trustees: What's Your Role in Project Management?**

The evening keynote session for trustees will be presented by Gail Santy, director of the Central Kansas Library System and the Great Bend Public Library. Trustees have the unique position of walking a fine line between governance and micromanagement. Find out effective ways to communicate expectations, offer care and feeding of the librarian, and keep regular library business operating efficiently during a project.

We hope you'll join us all day, or in the evening for this informational and inspiring learning opportunity. **No need to preregister, bookmark the ILOC 2020 webpage for the full schedule and link to the virtual conference room.** Plan on logging in about 10 minutes before the session begins. Please note: Zoom, the web conference software used, may require you to download a small software client after clicking the link to access the conference.