

Hello Board members! This is the packet for the August 21, 2018 Regular Board meeting. Because some of you are new, I am going to try and explain in a bit more detail what each item in this packet is. This month's packet is longer than typical because you are looking at two months' worth of information as the Board did not have a regular meeting in July. If you have questions on anything, please feel free to call, email or stop in; or we can discuss / explain at the Board meeting.

1. Call to Order – *President will call the meeting to order at 7 pm immediately after the Special meeting for election of officers concludes.*
2. Consider Approval of Agenda – *Is approval of this document as the agenda for the meeting. Items not on the agenda can be discussed at the end of the meeting / from the floor but no decisions can be made as the topic was not included on this official, posted agenda.*

3. Consider Agenda Consent Calendar – **THESE ITEMS ARE IN PACKET 1 on website**

- Correspondence & Communication – *Dawn emailed out an invitation to the volunteer ice cream social and I have a copy to share as well.*
- Approve Minutes of Previous Meetings: June 12, 2018 & July 18, 2018 – **Items A & B.** *I typically mark the upper right corner of the first page of a document to make it easier to locate for discussion. These should also be in order in your packet, unless they are marked in this cover / agenda as a separate packet.*

**FY18 Information & Reports**

- Approve June Librarian's Report – **Item C.** *This is a report of various library use statistics and measures, as well as a review of receipts. Many of these are also part of the Annual Survey that we have to submit to the State Library so doing these statistics monthly makes doing that report easier. I have been thinking to change this into something more graphic and take out the section on finances (because that is included in the budget report as well) but haven't come up with something I like.*
- Approve Bills:
  - June Bills submitted - pd by city 6/25/2018 – **Item D – Separate Document.** *Because June 30, 2018 was the end of the fiscal year, the city council has a special meeting to approve any final bills. The library board typically authorizes the JKPL Executive Board (officers) to approve any bills submitted after the regular June meeting so these can be paid in the correct fiscal year. These bills then come to the full board for review at the next meeting – which is now.*
  - Claims Report – **Item E.** *The library board has complete control over the library budget and is required to approve all expenditures. Because some items are paid routinely*

*by the city, we developed this Claims Report to document items that the city has paid which weren't included in the list of bills that the Board officially approved. Examples are payment to Tim Singsank, our custodian, which whom we have a contract, utility bills that go directly to the city since we are a city building, shipping fees with Pitney Bowes because we use their meter and account to ship books to other libraries, and credit card bills as they pay those as received so there are no late fees*

- Final June Credit Card Claims – **Item F.** *The library has a city credit card that we can use for purchases of items when we do not have a credit line available. Currently we also always pay the Mediacom bill with the credit card because we could not get the billing date changed so it would work with the city payment cycle. If we don't use the credit card to pay we would be getting a late fee accessed. For June, the other credit card bill was for shipping items thru the USPS because the meter was low on funds.*
- Budget Reports
  - June City Report – **Item G.** *This is the report I print from the city's financial software. The city upgraded this software in June so the report looks a little different and includes the Trust Account information on the same page so when you look at it, the General Fund Total in the middle / bold is the library's operating budget and the Library Trust Fund is the trust account. The report does a total for both of these accounts but we keep them separate. Since the city transitioned to their new software in June, it is possible there might be a few changes in this report. Tricia thought it was complete but there are a couple of areas that I had questions on so she is researching. If there are changes, I will give you a new report to review at the next Board meeting.*
  - June Library Report – **Item H.** *This is the budget report that I put together. It breaks some areas down a little further (for example books and materials) than the city budget report does. Because this is the end of the fiscal year, I am including the full year in the packet. The last 5 columns are a comparison with FY17 and a projection for FY18. Angela can explain those better.*
- Trust Account Reports
  - June Bank Statements – **Items I and J.** *The JKPL has two trust / savings accounts. These are funds that have been donated to the library, raised by fundraising or grants, etc. – basically anything that is not specifically*

part of revenues that go into the general operating budget. For example, if someone pays fees for a lost book or a photocopy – these are operating budget revenues and get deposited into the city coffers. If someone donates money for a memorial or participates in one of our fundraising activities, these funds go into the Trust Account. We have two savings accounts because the city's main bank currently is Fidelity; however American Trust is offering a much better interest rate for our savings account so we have the bulk of our funds in American Trust with the ones that are actively in use being in Fidelity. The finance committee reviews this division and may recommend the transfer of funds from one account to the other.

- June Balance Report – **Item K.** This spreadsheet documents the information from the bank statement – identifying what items were paid for and what deposits were made for what purpose. The top section is for the American Trust and generally only shows the interest deposited (Item I is the total for this account and should match back statement). The second part of the report is for Fidelity (Item J should match this total)
- Trust Account Expenditure Report – **Item L.** This spreadsheet documents the Trust Account deposits and expenditures. The balance should match the balance for Fidelity Bank.
- June Donations Form – **Item M.** This is a list of donations or funds brought in by fundraising.
- Program Reports
  - June Report on Programs and Attendance – **Item N.** This document lists all of the programs scheduled for the month along with their attendance and misc. details on supplies, cost, volunteer support and sponsors / donors.
- Quarterly Contract Use Reports
  - Statistics by Residence Area – **Item O.** The JKPL checks out materials to people who do not live in Dyersville. We document this as we are reimbursed for use by the State Library for Open Access transactions, and use to cities that are members of the Public Libraries of Dubuque County Consortia effects the amount of funds we receive from that 28E Organization. This report is shared with the board quarterly and documents use based on the larger service areas.
  - Statistics by Contract / Service Area – **Item P.** This report breaks down use by the contracting city or area (Dubuque County includes several cities; Delaware County is all rural users). The total

use for each month / year does NOT match the circulation numbers on the other report because these reports do not include electronic use or use that is not affiliated to a specific person (for example something used in the library and dropped in the drop box but never checked out to a person.)

FY19 Information & Reports – **THESE ITEMS ARE IN PACKET 2**

- Approve July Librarian's Report – **Item AA**. *This is the librarian's report for July. This is the report I want to change to make more graphic and to show more clearly use other than circulation (checking out of materials) because library use has changed and is much more about engaging with the community than just people taking things out. For example, July circulation dropped by 3.3% but more library cards were issued this year than last, computer use was up by over 30%, attendance at programs was up 90%, and library visits was up 3%.*
- Approve Bills:
  - July Claims Report – **Item BB**
  - Library Claims for July – **Item CC**. *Separate document / packet. As with June 25 invoices, these were approved for payment by the JKPL officers and now come to you for review and approval.*
  - Library Claims for August – **Item DD**. *These are the invoices that are being submitted for payment this month. The city council will be on the 20<sup>th</sup> and approve these but the city clerk will not issue payments until the Board approved them at our meeting.*
  - July / August Credit Card Claims – **Item EE**.
- Budget Reports
  - July City Report – **Item FF**. *July has not been closed, which is why there is nothing showing for Medicare.*
  - July Library Report – **Item GG**. *This report balances with the current report for July, and includes an estimate for August based upon the bills submitted. July will be edited to include Medicare as part of the August reports.*
- Trust Account Reports
  - July Bank Statements – **Items HH and II**
  - July Balance Report – **Item JJ**
  - Trust Account Expenditure Report – **Item KK**
  - July Donations Form – **Item LL**
- Program Reports
  - July Report on Programs and Attendance – **Item MM**
  - August Calendar of events – **Item NN**. **Separate document / packet**. *This is the monthly schedule of events that the library puts together. It lists all events*

*open to the general public hosted by the library either in the library or elsewhere. It doesn't include things like visits to the Senior Center, Ellen Kennedy Living Center, or School Visits as those are generally only open to those participating in activities in those locations.*

- *Schedule for upcoming programs - **Item OO**. This is a schedule for the events the library has planned for the next several months. Events that are regular monthly or bimonthly are listed only for the first month; events that are "stand alone" are listed as soon as they are scheduled.*
  - *Children's Summer Reading Program Final Report – **Item PP**. The children and teen summer reading programs run June and July so these are the reports on participation and attendance. The Adult Summer Library program continues until the end of August and the finale is in September so the report on that will be provided in October.*
  - *Teen Summer Reading Program Final Report – **Item QQ***
  - *Grant Report – Kim has applied for a Theisen's Grant to support the 2019 Children's Summer Library Program and Shirley is planning to apply for a Dyersville Area Community Foundation Grant – most likely this will be for additional modular tables in the library's active learning space*
  - *Friends of the Library Report – I am the liaison with the Friends of the Library so report to the JKPL Board on their activities. Their bus trip fundraiser is full and scheduled for September 5. The book sale was held in July. I don't know the actual results as they haven't met to report. Their next meeting is September 17.*
4. *Discussion and potential action on day and time for regular board meetings – According to the JKPL Constitution and Bylaws: "The library board shall meet at the James Kennedy Public Library on the second Tuesday of each month. Meetings may be scheduled on alternate dates if needed." For several years, the library board has met at 5:30 pm on the second Tuesday. Meeting at 5:30 pm will not work for one of the Board members so you need to decide if changing the time or day of the week for the regular meetings is appropriate.*
  5. *Executive Committee Report – Committee reports appear on each agenda, whether there is anything to report or not. Because there is a change in membership and the new committees have not yet been appointed, no committee have met.*
  6. *Finance Committee Report – No report.*
  7. *Fundraising Committee Report – No report but the fall Chair-ity Fundraiser is scheduled to start in September.*
  8. *Furnishings, Art & Facilities Committee Report*
    - *Discussion and potential action on replacement of water heater – The water heater starting leaking this summer. I contacted Meyer Mechanical as they are the company we have our building*



*maintenance contract with. They replaced a part but that did not fix the problem so they said we need to replace the water heater. Normally I would work with the Facilities Committee and they would come to the Board meeting with a recommendation but since the committees haven't been appointed I contacted Angela as the current President. Based on that conversation, I contact Meyer Mechanical, Demmer / Fitzgerald Mechanical, Prier Brothers, and Boge Mechanical to see if they were interested in quoting a replacement. I received quotes from Meyer, Fitzgerald, and Prier. All three thought that the water heater we have (50 gallon) is bigger than we need so quoted a 40 gallon heater as well. The person from Fitzgerald also recommended that we put a timer on the water heater as there is no need to heat the water at night and that would save us on electricity in the long run. They included that recommendation in their estimates. Copies of all three quotes are included in this packet. How would you like to proceed?*

9. Marketing Committee Report – *The active learning space voting for a name concluded with the name “Creation Station” winning. The committee now needs to decide on promoting this new name and space.*
10. Personnel Committee Report – *No report this month but we do have some things to discuss so will need to meet as soon as the committee appointments are made.*
11. Policy Committee Report – *No report this month but we do have some things to discuss so will need to meet as soon as the committee appointments are made.*
12. Strategic Planning Report – *No report*
13. Meetings and Training
  - *Upcoming – ARSL (Association for Rural and Small Libraries) Conference is September 12-15 in Springfield, IL. Kim, Dawn and Shirley will be attending. ILA (Iowa Library Association) Conference is October 3-5 in Cedar Rapids. We have not yet decided what staff, if any, might be attending this year. There are some sessions for Trustees so if there is interest in attending, please let me know before the September board meeting so we can include registration payment in with the September bills. You can look at the sessions at <https://www.iowalibraryassociation.org/index.php/conf-info>*
  - *Recently Attended – Ann completed her genealogy class and is now offering genealogy drop in hours on Friday afternoons and will doing more genealogy related programming.*
14. Oral Presentations
15. Adjournment

Date of next regular meeting: Tuesday, September 11, 2018 5:30 pm
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James Kennedy Public Library  
Members of the Board of Trustees 7/2018

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