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Regular Library Board Meeting

October 9, 2018

7:00 pm
Program 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 Meeting: September 18, 2018
 - Approve September Librarian's Report
 - Approve Bills:
 - September Claims Report
 - Library Claims for October
 - September & October Credit Card Claims
 - Budget Reports
 - September City Report
 - September Library Report
 - Trust Account Reports
 - September Bank Statements
 - September Balance Report
 - Trust Account Expenditure Report
 - September Donations Form
 - Program Reports
 - September Report on Programs and Attendance
 - October Calendar of events
 - Schedule for upcoming programs
 - Adult Summer Library Program Report
 - Summer Library Programs Donations Report
 - Contract Use Reports
 - Statistics by Residence Area
 - Statistics by Contract / Service Area
 - Grant Report
 - Friends of the Library Report
4. Appointment of Committee to Evaluate Library Director

5. FY18 Iowa Public Library General Information Survey for the JKPL
6. Executive Committee Report
7. Finance Committee Report
8. Fundraising Committee Report
 - Notes from meeting
 - FY18 Fundraising Financial Report
 - Schedule for FY19 events
9. Furnishings, Art & Facilities Committee Report
 - Update on projects
 - Authorize library director to sign lease agreement for multipurpose copier / printer / fax
10. Marketing Committee Report
 - Notes from meeting
11. Personnel Committee Report
 - Notes from October 1, 2018 meeting
 - Consider approval of library wages and salaries effective October 15, 2018
 - Consider approval of JKPL Addendum to the City of Dyersville Holiday Policy
12. Policy Committee Report
13. Strategic Planning Report
14. Meetings and Training
 - Upcoming – Learning Circuit – Edge Evaluation
 - Recently Attended – ARSL, ILA, webinars,
15. Oral Presentations
16. Adjournment

Contact list distributed too

Date of next regular meeting: Tuesday, November 13, 2018 7:00 pm
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Hello all:

Here is your packet for the meeting scheduled for Tuesday, October 9, 2018 at 7:00 pm. Hope to see you all there!

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Correspondence & Communication – **A – Letter of Resignation from Barb Heitzman and two notes of thanks from the community. I have included Barb's letter in this packet as item A. I will bring the notes to share at the meeting.**
 - Approve minutes of Previous Meeting: September 18, 2018 - **B**
 - Approve September Librarian's Report – **C. All typical use measures, including circulation, were up in September.**
 - Approve Bills:
 - September Claims Report - **D**
 - Library Claims for October – **E (Separate document).**
 - September & October Credit Card Claims - **F**
 - Budget Reports
 - September City Report - **G**
 - September Library Report - **H**
 - Trust Account Reports
 - September Bank Statements – **I 1 & 2**
 - September Balance Report - **J**
 - Trust Account Expenditure Report - **K**
 - September Donations Form - **L**
 - Program Reports
 - September Report on Programs and Attendance - **M**
 - October Calendar of events – **N (separate document)**
 - Schedule for upcoming programs - **O – will be posted as part of a separate document on Saturday**
 - Adult Summer Library Program Report – **P will be posted as part of a separate document on Saturday**
 - Summer Library Programs Donations Report – **Q will be posted as part of a separate document on Saturday**
 - Contract Use Reports
 - Statistics by Residence Area - **R**
 - Statistics by Contract / Service Area - **S**
 - Grant Report – **T - I am pleased to announce that the JKPL was awarded a \$2000 grant from the Dyersville Area Community Foundation for our Pop-up Portable Library and Outreach Services Project. The estimated cost for**

this project was \$4330, which includes a JKPL branded canopy, retractable banner and table cover, portable table and chairs, mobile hotspot and related technology, portable projector, screen and speaker, and \$1500 for books to give away at the pop-up mobile library.

Dyersville Grade Level Reading is a partner and has committed \$500.00 in support. The Friends of the JKPL is also a partner and will assist with providing books to give away. The Books for Treats event scheduled for October 31 is intended to be a kick-off event. Steve Werner has been working on a banner design.

- **Friends of the Library Report – At their meeting in September the Friends noted \$3,545 of income from dues and book sale profit of \$313.25. The bus trip brought in a profit of \$1,602.85. They decided on *Singin' in the Rain* for the October 2019 bus trip. They scheduled a work day to sort books in the basement for October 22 and will start their membership mailing on Monday, January 14.**

4. Appointment of Committee to Evaluate Library Director
5. FY18 Iowa Public Library General Information Survey for the JKPL – **Not in this packet. Hope to finish in time to post before the meeting on Tuesday and bring copies to the meeting.**
6. Executive Committee Report
7. Finance Committee Report
8. Fundraising Committee Report
 - Notes from meeting – **8A**
 - FY18 Fundraising Financial Report – **8B**
 - Schedule for FY19 events – **8C**
9. Furnishings, Art & Facilities Committee Report
 - Authorize library director to sign lease agreement for multipurpose copier / printer / fax
10. Marketing Committee Report
 - Notes from meeting
11. Personnel Committee Report
 - Notes from October 1, 2018 meeting – **11A**
 - Consider approval of library wages and salaries effective October 15, 2018 – **11B**
 - Consider approval of JKPL Addendum to the City of Dyersville Holiday Policy – **11C**

12. Policy Committee Report
13. Strategic Planning Report
14. Meetings and Training
 - Upcoming – **State Library Learning Circuit 2018 – The Edge: Waterloo on October 17 – Shirley attending**
 - Recently Attended – **ARSL, ILA, webinars**
 - Board Training – **Sharing from ILA**
15. Oral Presentations
16. Adjournment

In light of Barb's resignation, Angela has updated the Committee Assignments and the Council Meeting Schedule for Trustees. The new version is included in this packet.

Date of next regular meeting: Tuesday, November 13, 2018 7:00 pm

A

Barb Heitzman
516 9th Ave SE
Dyersville, IA 52040

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

Dear James Kennedy Public Library Board of Trustees:

It is with a heavy heart that I submit my resignation. I have been a Trustee for many years, maybe too many, it is time for a changing of the guard. I especially appreciated the patience everyone displayed while I went to school. However, in light of a couple of new events and an endeavor I have taken on, I am unable to continue on the board at this time.

The Library is in great hands.

Please accept my resignation, effective immediately.

Barb Heitzman 10-1-18

Barb Heitzman

**James Kennedy Public Library
Board of Trustees
Minutes of the September 11, 2018 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, September 11, 2018, in the program room. Present: Angela English, Mary Jane Meade, Pat Valant, Mike Mullis, Catherine O'Hea, Karen Kramer, Sue Engelbrecht, Library Director Shirley Vonderhaar and City Council Library Liaison Tom Westoff. Absent: Barb Heitzman and Joe Petsche.

1. Board President Angela English called the meeting to order at 7:01 pm.

2. Introductions: New trustees introduced.

3 Agenda: Kramer MOVED "approval of the Agenda," which motion was seconded by Engelbrecht and CARRIED. Ayes: English, Meade, Valant, Mullis, O'Hea, Kramer and Englebrecht. Nays: None

4. Agenda Consent Calendar

- Correspondence & Communication: None
- Minutes of Previous Meeting: August 21, 2018 - Special and Regular
- August Librarian's Report
- Bills:
 - August Claims Report
 - Library Claims for August
 - August and September Credit Card Claims
- Budget Reports
 - August City Report
 - August Library Report
- Trust Account Reports
 - August Bank Statements
 - August Balance Report
 - Trust Account Expenditure Report
 - August Donations Form
 - Coloring books - \$20.00
 - TACKL-DTFN - \$105.00
 - Friends of JKPL - \$63.70
 - Marv Tauke Memorial - \$1500.00
 - Spahn and Rose - \$25.00
 - TACKL - Pie Fundraiser- \$56.00
- Program Reports
 - August Report on Programs and Attendance
 - September Calendar of Events
 - Schedule for upcoming programs
- Grant Report: Grant applications submitted to Dyersville Area Community Foundation (pop-up portable library) and Alliant Energy Foundation (furnishings/equipment for Creation Station). Grant winners will be announced late September/early November.
- Friends of Library Report: Nothing to report.

Valant MOVED "approval of the agenda consent items" which was seconded by Mullis and CARRIED. Ayes: English, Meade, Valant, Mullis, O'Hea, Kramer and Engelbrecht. Nays: None

5. Committee Appointments: Angela shared committee appointments for FY19.
6. Schedule for attendance of City Council Meetings: Angela shared schedule for FY19.
7. Meeting day/time of JKPL Board: Engelbrecht MOVED to hold meetings on Tuesdays at 7:00 pm through December 2018 and re-evaluate for January" which was seconded by O'Hea and CARRIED. Ayes: English, Meade, Valant, Mullis, O'Hea, Kramer and Engelbrecht. Nays: None
8. Designated Endow Iowa Endowment Fund Agreement: Outside donor can establish endowment so Angela and Shirley are seeking potential donors.
9. Library Holiday Hours for FY19: Shirley shared proposed holiday schedule for FY19. Engelbrecht MOVED "approval of holiday hours including closure on Sunday, December 23, 2018" which was seconded by Kramer and CARRIED. Ayes: English, Meade, Valant, Mullis, O'Hea, Kramer and Engelbrecht. Nays: None
10. Executive Committee Report: none
11. Finance Committee Report: none
12. Fundraising Committee Report: Chair-ity event underway
13. Furnishings, Art & Facilities Committee Report: Water heater ordered from Fitzgerald Mechanical. New projection system in Hoffmann Room is partially installed
14. Marketing Committee Report: none
15. Personnel Committee: none
16. Policy Committee Report: none
17. Strategic Planning Report: none
18. Meetings and Training
 - ARSL 9/13- Kim, Dawn, Shirley attending
 - Public Libraries of Dubuque County Agency 9/18- Angela and Shirley attending
 - ILA 10/3-5- TBD
 - State Library Learning Circuit 10/17- Shirley attending
 - Public Library Management- Ann attending
 - Board Training- Board discussed importance of being prepared for meetings and procedure to bring concerns to board.
19. Oral Presentations: None
20. President English ADJOURNED the meeting at 7:59 pm.

Mary Jane Meade, Secretary

JAMES KENNEDY PUBLIC LIBRARY MONTHLY REPORT
 Librarian's report to the Board of Trustees for the month September 2018

Additions:

Items purchased: 271 Items donated: 14 Year to date: 949
 Items donated previous YTD: 125 Items donated YTD: 195
 Items withdrawn: Books: 282 SCDs: 5 DVDs: 7
 Year to date: Books: 458 SCDs: 12 DVDs: 14 Games: 3
 New Library Cards Issued City: 22 Contractual: 18 Total: 40 YTD: 121
 Computer use: 609 hours; 733 sessions YTD: 2,539 hours; 3,041 sessions Previous YTD: 2,140 hours; 2,295 sessions
 Meeting Room Use: 126 Library Use: 52 Community Use: 74 YTD: 535 Previous YTD: 633
 Programs Held: 66 Attendance: 849 people Library Visits: 6,949 YTD: 25,894 Prev. YTD: 25,438

Circulation:

Number of Items Loaned	10,385	Year to Date:	34,614
Previous Year Circ.	9,544	Previous YTD:	34,767
Difference (numerical):	841	Difference (numerical):	-153
Difference (percentage):	8.81%	Difference (percentage):	-0.44%

General Fund Receipts:	Current	Year to Date	Budgeted
Copier & Misc:	81.92	155.02	850.00
Computer Printing:	78.95	279.45	1,275.00
Reader/printer:	0.00	0.00	25.00
Fax:	76.00	196.00	900.00
Computer Use	19.00	53.00	250.00
Holds & Scans	12.00	24.00	100.00
Lost Books and Materials	50.34	239.70	1,000.00
Memberships	0.00	336.00	300.00
Agency Contract fees:	0.00	0.00	5,000.00
Iowa Direct State Aid, Enrich Iowa and Infrastructure Fund	0.00	0.00	14,800.00
Misc (including ALSS): earbuds, bookpages	46.24	46.74	300.00
Total:	364.45	1329.91	24,800.00

Trust Account Receipts:	Current	Year to Date
CB Donations:	36.93	50.74
Memorials:	0.00	1520.00
Halbach Books:	0.00	20.00
Adopt a book donations:	274.70	274.70
Friends donation:	50.20	150.20
Other: TACKL DTM	18.00	186.50
Other: Lion's Club LP donation	500.00	604.70
Other: wine glasses and Hoffman Room donation	21.50	58.00
Total:	901.33	2864.84

SUMMARY OF ADDITIONS:

	LP	Adult Fiction	Adult Non-fiction	Young Adult Fiction	Juven Fic	Juven Non-fiction	eBook & eAudio	A & YA Audio	Juv. Audio	A & YA Vid	Juv. Vid	CDs, Games Misc.	TOTAL
Curr. Month	6	95	26	12	37	13	9	14	3	35	22	13	285
2017 Month	20	62	38	16	52	7	0	13	1	42	7	1	259
Curr. YTD	32	363	89	49	132	96	20	28	4	74	36	26	949
Prev. YTD	50	232	120	46	83	21	0	28	5	138	30	8	761

SUMMARY OF CIRCULATION:

	LP	Adult Fiction & NF	YA Fiction & NF	Juven. Fiction & NF	eBks	Mags.	Zinio eMags	Total Print Items	eAudio	Adult and YA Audio	Juven. Audio & Kits	Adult & YA DVD	Juven. video & DVD	Games, Puppets, etc.	Grand Total
Curr. Month	897	1995	290	2837	334	308	0	6661	124	335	40	1984	734	507	10385
2017 month	840	2670	473	2233	207	344	4	6771	73	283	18	1448	591	360	9544
Difference	57	-675	-183	604	127	-36	-4	-110	51	52	22	536	143	147	841
Current YTD	2288	6594	1320	9685	857	949	0	21693	416	1044	132	6575	2572	2182	34614
Prev. YTD	2334	8241	1657	9878	699	1016	26	23851	243	956	172	5598	2473	1474	34767
Difference	-46	-1647	-337	-193	158	-67	-26	-2158	173	88	-40	977	99	708	-153
Diff. %	-2.0%	-20.0%	-20.3%	-2.0%	22.6%	-6.6%	-100%	-9.0%	71.2%	9.2%	-23.3%	17.5%	4.0%	48.0%	-0.4%

Freegal Music Downloads: September: 30 Total FY= 94

Bridges Video Downloads: September: 1 Total FY = 1

Mango Language Use: September: 1 session; FY = 23 total sessions (includes mobile & computer)

D

**James Kennedy Public Library
September 2018 Claims Report**

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services	\$600.00
Black Hills	Gas / Heat	41.82
Alliant Energy	Electricity	1,666.33
Mediacom	Internet & Phone	398.82
Total		\$2,706.97

Miscellaneous Bills

Check issued to:	Purpose	Amount
City Laundering	Mats	\$24.66
Dubuque Fire Equipment	Extinguisher check & maintenance	32.00
ILA	ILA Conference Registration	270.00
ILA	ILA Dues	30.00
Ament Building	Library Roof Repair – Capital Expense	12040.00
Pitney Bowes	Postage Machine Lease	68.48
Pitney Bowes	Shipping fees	456.78
Total		\$12,921.92

September 2018 Budget	
September 2018 claims submitted	\$3,485.97
Utility and Contractual from Bills above	2,706.97
Miscellaneous Bills from above	12,921.92
Total wages and benefits	22,866.76
Total September 2018 expenses	\$41,981.62

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

F

Credit Card Claims for September & October 2018

Date	Vendor	Items	Amount
9/24/18	Mediacom	Phone & Internet	398.82

Budget Report
Account Summary

For Fiscal: 2018-2019 Period Ending: 09/30/2018

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND							
Expense							
<u>001-5-410-4-60100</u>	SALARIES	228,856.00	228,856.00	16,885.77	55,087.87	173,768.13	75.93 %
<u>001-5-410-4-61100</u>	FICA	14,189.00	14,189.00	1,012.65	3,312.67	10,876.33	76.65 %
<u>001-5-410-4-61200</u>	MEDICARE	3,318.00	3,318.00	236.83	774.73	2,543.27	76.65 %
<u>001-5-410-4-61300</u>	IPERS	21,604.00	21,604.00	1,594.01	5,200.29	16,403.71	75.93 %
<u>001-5-410-4-61500</u>	GROUP INSURANCE	35,700.00	35,700.00	3,125.71	15,402.62	20,297.38	56.86 %
<u>001-5-410-4-61700</u>	SUI	184.00	184.00	11.79	38.97	145.03	78.82 %
<u>001-5-410-4-62100</u>	DUES	900.00	900.00	30.00	45.00	855.00	95.00 %
<u>001-5-410-4-62300</u>	MEETINGS/TRAINING	2,500.00	2,500.00	320.00	320.00	2,180.00	87.20 %
<u>001-5-410-4-63710</u>	ELECTRICITY	14,000.00	14,000.00	1,666.33	4,333.74	9,666.26	69.04 %
<u>001-5-410-4-63711</u>	GAS HEAT	2,200.00	2,200.00	41.82	122.44	2,077.56	94.43 %
<u>001-5-410-4-63730</u>	TELEPHONE	2,200.00	2,200.00	398.82	797.35	1,402.65	63.76 %
<u>001-5-410-4-63750</u>	MAINTENANCE	5,300.00	5,300.00	75.90	3,379.54	1,920.46	36.24 %
<u>001-5-410-4-64080</u>	INSURANCE PREMIUM	7,344.00	7,344.00	0.00	0.00	7,344.00	100.00 %
<u>001-5-410-4-64316</u>	CONTRACTS	0.00	0.00	84.15	312.38	-312.38	0.00 %
<u>001-5-410-4-64322</u>	CONTRACTED SERVICES	8,220.00	8,220.00	600.00	1,800.00	6,420.00	78.10 %
<u>001-5-410-4-65060</u>	OFFICE SUPPLIES	20,000.00	20,000.00	1,155.20	3,279.98	16,720.02	83.60 %
<u>001-5-410-4-67274</u>	CAPITAL IMPROVEMENTS/EQUIPM	0.00	0.00	12,040.00	12,040.00	-12,040.00	0.00 %
<u>001-5-410-4-67701</u>	BOOKS/FILMS/RECORDS/SUBSCRIP	58,000.00	58,000.00	2,702.64	15,139.63	42,860.37	73.90 %
	Expense Total:	424,515.00	424,515.00	41,981.62	121,387.21	303,127.79	71.41 %
	Fund: 001 - GENERAL FUND Total:	424,515.00	424,515.00	41,981.62	121,387.21	303,127.79	71.41 %
Fund: 002 - LIBRARY TRUST FUND							
Expense							
<u>002-5-410-4-67700</u>	LIBRARY TRUST EXPENDITURE	30,000.00	30,000.00	155.55	585.79	29,414.21	98.05 %
	Expense Total:	30,000.00	30,000.00	155.55	585.79	29,414.21	98.05 %
	Fund: 002 - LIBRARY TRUST FUND Total:	30,000.00	30,000.00	155.55	585.79	29,414.21	98.05 %
	Report Total:	454,515.00	454,515.00	42,137.17	121,973.00	332,542.00	73.16 %

H

James Kennedy Public Library FY19 Operating Budget

	FY19	August	September	Oct (est)	Received to date	Difference	% Expended To date
ESTIMATED REVENUES:							
Dubuque County Library Agency	5,000.00	0.00	0.00	0.00	0.00	5,000.00	
Fees from copier, R/P, etc.	5,000.00	357.70	365.45	400.00	1,330.91	3,669.09	
Open Access	12,400.00	0.00	0.00	0.00	0.00	12,400.00	
Access Plus / ILL	600.00	0.00	0.00	0.00	0.00	600.00	
Direct State Aid	1,800.00	0.00	0.00	0.00	0.00	1,800.00	
TOTAL:	24,800.00	357.70	365.45	400.00	1,330.91	23,469.09	
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES							
					Spent to date	Remaining	
Wages	228,856.00	21,450.84	16,885.77	17,200.00	55,087.87	173,768.13	24.1%
FICA	14,189.00	1,295.69	1,012.65	1,066.40	3,312.67	10,876.33	23.3%
Medicare	3,318.00	303.02	236.83	249.40	774.73	2,543.27	23.3%
IPERS	21,604.00	2,024.98	1,594.01	1,623.68	5,200.29	16,403.71	24.1%
SUI	184.00	15.32	11.79	17.20	38.97	145.03	21.2%
Group Insurance	35,700.00	3,125.71	3,125.71	3,125.00	9,301.82	26,398.18	26.1%
Meetings and training	2,500.00	0.00	320.00	1,515.87	320.00	2,180.00	12.8%
Dues and memberships	900.00	15.00	30.00	0.00	45.00	855.00	5.0%
TOTAL:	307,251.00	28,230.56	23,216.76	24,797.55	74,081.35	233,169.65	24.1%
CONTRACTUAL SERVICES:							
Utilities (telephone)	2,200.00	398.53	398.82	398.53	797.35	1,402.65	36.2%
Electricity	14,000.00	1,507.18	1,666.33	1,500.00	4,333.74	9,666.26	31.0%
Gas / Heat	2,200.00	39.36	41.82	45.00	122.44	2,077.56	5.6%
Insurance (bldg)	7,344.00	0.00	0.00	0.00	0.00	7,344.00	0.0%
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	NA
Custodial services	8,000.00	750.00	600.00	600.00	1,800.00	6,200.00	22.5%
Window cleaning	220.00	0.00	0.00	0.00	0.00	220.00	0.0%
Service / Maintenance Contracts	5,300.00	228.23	84.15	0.00	612.42	4,687.58	11.6%
TOTAL:	39,264.00	2,923.30	2,791.12	2,543.53	7,665.95	31,598.05	19.5%
SUPPLIES:							
General library supplies	10,000.00	1,296.66	740.92	681.03	2,649.60	7,350.40	26.5%
Program fees & supplies	2,500.00	131.13	138.30	291.87	278.69	2,221.31	11.1%
Marketing & advertising	1,500.00	75.71	275.98	6.49	351.69	1,148.31	23.4%
Maintenance and Repairs	6,000.00	3,003.60	75.90	0.00	3,079.50	2,920.50	51.3%
TOTAL	20,000.00	4,507.10	1,231.10	979.39	6,359.48	13,640.52	31.8%
BOOKS AND MATERIALS							
Adult fiction	8,000.00	1,550.65	283.80	1,230.40	1,834.45	6,165.55	22.9%
Adult nonfiction	5,000.00	499.05	195.85	427.82	759.90	4,240.10	15.2%
YA fiction	1,800.00	319.20	0.00	-6.85	319.20	1,480.80	17.7%
YA nonfiction	800.00	50.67	0.00	0.00	50.67	749.33	6.3%
Juvenile fiction	7,100.00	225.44	215.42	72.79	558.07	6,541.93	7.9%
Juvenile nonfiction	3,300.00	1,595.62	90.89	-3.37	1,686.51	1,613.49	51.1%
Large Print	4,000.00	323.46	10.49	290.73	374.27	3,625.73	9.4%
Electronic media (ebooks, etc.)	5,000.00	633.95	0.00	368.96	1,461.49	3,538.51	29.2%
Reference & electronic database	5,000.00	2,376.00	0.00	0.00	4,731.44	268.56	94.6%
Periodicals and newspapers	4,000.00	407.69	352.78	130.90	903.44	3,096.56	22.6%
Audiobooks (CD, playaway)	3,700.00	173.38	417.33	274.03	651.67	3,048.33	17.6%
Software & Gaming	2,000.00	84.20	425.71	19.11	509.91	1,490.09	25.5%
DVDs	6,500.00	580.25	710.37	583.20	1,290.62	5,209.38	19.9%
SS / Creation Station	1,800.00	7.99	0.00	43.23	7.99	1,792.01	0.4%
TOTAL:	58,000.00	8,827.55	2,702.64	3,430.95	15,139.63	42,860.37	26.1%
TOTAL EXPENDITURES:	424,515.00	44,488.51	29,941.62	31,751.42	103,246.41	321,268.59	24.3%
TOTAL REVENUES:	24,800.00	357.70	365.45	400.00	1,330.91	23,469.09	5.4%
ACTUAL ASKING	399,715.00	44,130.81	29,576.17	31,351.42	101,915.50	297,799.50	25.5%
Capital Improvement			12,040.00				
Total Expenditures		44,488.51	41,981.62	31,751.42	12,040.00		
					115,286.41		

James Kennedy Public Library FY19 Operating Budget

	FY19	FY17 Expense thru Sept 17	Sept ' 17	Total FY18	Budget Projection thru August 2018	Amount Over/Under	Over/Under Budget
ESTIMATED REVENUES:							
Dubuque County Library Agency	5,000.00	0.00	0.00	5,940.16			
Fees from copier, R/P, etc.	5,000.00	1,396.12	367.59	5,213.12			
Open Access	12,400.00	0.00	0.00	12,327.99			
Access Plus / ILL	600.00	0.00	0.00	560.25			
Direct State Aid	1,800.00	1,883.95	1,883.95	1,883.95			
TOTAL:	24,800.00	3,280.07	2,251.54	25,925.47			
		3,280.07		25,925.47			
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES							
		Spent to date		Spent to date			
Wages	228,856.00	54,025.12	20,930.26	215,673.67	57,327.22	-2,239	0.96
FICA	14,189.00	3,241.02	1,261.49	13,181.79	3,488.66	-176	0.95
Medicare	3,318.00	758.01	295.03	2,796.01	899.52	-125	0.86
IPERS	21,604.00	4,824.50	1,869.10	19,260.00	5,411.66	-211	0.96
SUI	184.00	50.67	0.00	186.54	49.98	-11	0.78
Group Insurance	35,700.00	9,687.66	3,229.22	38,043.88	9,090.80	211	1.02
Meetings and training	2,500.00	764.92	498.50	2,768.32	690.78	-371	0.46
Dues and memberships	900.00	0.00	0.00	662.00	Zero	0	Nothing
TOTAL:	307,251.00	73,351.90	28,083.60	292,572.21	77,032.08	-2,951	0.96
		73,351.90		292,572.21			
CONTRACTUAL SERVICES:							
Utilities (telephone)	2,200.00	366.64	183.39	3,422.31	235.69	562	3.38
Electricity	14,000.00	3,808.48	1,402.73	11,592.84	4,599.28	-266	0.94
Gas / Heat	2,200.00	118.97	38.93	2,318.81	112.87	10	1.08
Insurance (bldg)	7,344.00	0.00	0.00	4,592.00	Zero	0	Nothing
Legal Fees	0.00	0.00	0.00	0.00	Zero	0	Nothing
Custodial services	8,000.00	1,650.00	600.00	7,650.00	1,725.49	75	1.04
Window cleaning	220.00	0.00	0.00	220.00	Zero	0	Nothing
Service / Maintenance Contracts	5,300.00	394.97	109.93	5,729.79	365.34	247	1.68
TOTAL:	39,264.00	6,339.06	2,334.98	35,525.75	7,006.10	660	1.09
		6,339.06		35,525.75			
SUPPLIES:							
General library supplies	10,000.00	2,107.33	666.75	11,713.74	1,799.02	851	1.47
Program fees & supplies	2,500.00	256.66	72.02	2,180.32	294.29	-16	0.95
Marketing & advertising	1,500.00	48.96	48.96	1,104.89	66.47	285	5.29
Maintenance and Repairs	6,000.00	32.00	32.00	4,323.47	44.41	3,035	69.34
TOTAL	20,000.00	2,444.95	819.73	19,322.42	2,530.69	3,829	2.51
		2,444.95		19,322.42			
BOOKS AND MATERIALS							
Adult fiction	8,000.00	1,965.72	1,049.73	9,467.50	1,661.03	173	1.10
Adult nonfiction	5,000.00	1,346.68	891.72	5,591.58	1,204.20	-444	0.63
YA fiction	1,800.00	135.30	0.00	2,203.95	110.50	209	2.89
YA nonfiction	800.00	0.00	0.00	444.44	Zero	0	Nothing
Juvenile fiction	7,100.00	120.07	60.65	7,779.56	109.58	448	5.09
Juvenile nonfiction	3,300.00	334.43	0.00	3,632.19	303.84	1,383	5.55
Large Print	4,000.00	0.00	0.00	2,274.44	Zero	0	Nothing
Electronic media (ebooks, etc.)	5,000.00	1,871.02	0.00	4,634.41	2,018.62	-557	0.72
Reference & electronic database	5,000.00	5,051.00	0.00	5,211.00	4,846.48	-115	0.98
Periodicals and newspapers	4,000.00	929.13	178.55	3,832.19	969.82	-66	0.93
Audiobooks (CD, playaway)	3,700.00	1,003.49	483.89	3,966.62	936.04	-284	0.70
Software & Gaming	2,000.00	194.03	78.17	1,581.62	245.36	265	2.08
DVDs	6,500.00	2,031.76	910.53	6,648.64	1,986.34	-696	0.65
SS / Creation Station	1,800.00	0.00	0.00	0.00	Zero	0	Nothing
TOTAL:	58,000.00	14,982.63	3,653.24	57,268.14	15,174.10	-34	1.00
		14,982.63		57,268.14			
TOTAL EXPENDITURES:	424,515.00	97,118.54	34,891.55	404,688.52	101,876.57	1,370	1.01
TOTAL REVENUES:	24,800.00	3,280.07	2,251.54	25,925.47	3,137.68	-1,807	0.42
ACTUAL ASKING	399,715.00	93,838.47	32,640.01	378,763.05	99,029.31	2,866	1.03
Capital Improvement		0.00	0.00				
Total Expenditures		97,118.54	34,891.55				



P.O. Box 938 • Dubuque, IA 52004-0938
563.582.1841 • www.americantrust.com

Statement of Account

I-1

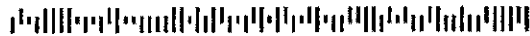
Last statement: August 31, 2018
This statement: September 30, 2018
Total days in statement period: 30

005951-435-6 Page 1 of 1

Direct inquiries to:
Customer Service Department
563-589-0800

American Trust And Savings Bank
PO Box 938
Dubuque Iowa 52004-0938

1033 1 AV 0.378
P1033**T5*****AUTO**SCH 5-DIGIT 52030
CITY OF DYERSVILLE
JAMES KENNEDY PUBLIC LIBRARY TRUST
340 1ST AVE E
DYERSVILLE IA 52040-1203



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LOOKING FOR WAYS TO ACCELERATE CASH AVAILABILITY AND MINIMIZE COLLECTION TIME ON ACCOUNTS RECEIVABLE? CONTACT YOUR ACCOUNT OFFICER FOR MORE INFORMATION ON OUR CASH MANAGEMENT SOLUTIONS.

Summary of Account Balance

Account	Number	Ending Balance
Money Market Account	005951-435-6	\$40,465.16

Money Market Account

Account number
005951-435-6

Beginning balance	\$40,451.87		
Low balance	\$40,451.87		
Avg collected balance	\$40,451		
Interest paid year to date	\$120.86		
Total additions	\$13.29	Total subtractions	\$-0.00

Effective dates	Interest Rate
08-31-18	0.400%

Date	Description	Additions	Subtractions
09-30	#Interest	13.29	

Daily balances

Date	Amount	Date	Amount	Date	Amount
08-31	40,451.87	09-30	40,465.16		

10/3/18
MJ





www.bankfidelity.com

Anamosa 319-462-6031	Cascade 563-852-3245	Dyersville 563-875-7157	La Motte 563-773-2255	Monticello 319-465-7010	Platteville, WI 608-348-5501
Asbury Asbury Road 563-587-2450	Dubuque Cedar Cross 563-556-7700	East Dubuque, IL 815-747-3173	Luxemburg 563-853-2245	Oelwein 319-283-2524	Postville 563-864-7615
Bellevue 563-872-5515	Dubuque Asbury Road 563-557-2300	Epworth 563-876-9090	Maquoketa 563-652-6660	Peosta 563-556-3002	Worthington 563-855-2415

I-2

2 *****EXCLUDE-HOLD
10376 0.6401 EX 0.000 22 3 20

CITY OF DYERSVILLE
J KENNEDY PUBLIC LIBRARY TRUST
HOLD AT DYERSVILLE

LOOKING FOR A BETTER RATE ON YOUR DEPOSITS?
ASK ABOUT OUR UNBE-LEAF-ABLE CD RATES.

PRIMARY ACCT: 01 617571 STATEMENT PERIOD: 09/01/2018 - 09/30/2018

MONEY MARKET ACCOUNT 617571

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

DEPOSIT	194.17+	09/06
WEB TRANSFER DEBIT	155.55-	09/18
INTERNET BANKING TRANSFER FROM *571 TO *358 ON 09/18 AT 14:50		
DEPOSIT	707.16+	09/19
INTEREST PAID	.73+	09/30
YEAR-TO-DATE INTEREST PAID	6.16	
AVERAGE COLLECTED BALANCE	17,852.86	

10/3/18
MB

-- CHECKS --

NUMBER.....AMOUNT...DATE NUMBER.....AMOUNT...DATE NUMBER.....AMOUNT...DATE

-- BALANCE INFORMATION --

DATE.....BALANCE	DATE.....BALANCE	DATE.....BALANCE
08/31 17,485.42	09/18 17,524.04	09/30 18,231.93
09/06 17,679.59	09/19 18,231.20	

SUMMARY:

ACCOUNT	PREVIOUS	TOTAL	TOTAL	SERVICE	ENDING
.....NUMBERBALANCE..DEBITS.....CREDITS.....CHARGESBALANCE..
DDA 617571	17,485.42	1 155.55	3 902.06	.00	18,231.93

J

TRUST ACCOUNT REPORT for September 2018

American Trust - balance on hand July 1, 2018			\$ 40,424.39
July 31, 2018	\$ 13.74		\$ 40,438.13
August 31, 2018	\$ 13.74		\$ 40,451.87
September 30, 2018	\$ 13.29		\$ 40,465.16 <i>I-1</i>

Fidelity Bank and Trust			
Balances August 31, 2018		\$ 29,569.76	\$ 17,485.42

Deposits

September 6, 2018			
Wine glasses	\$ 20.00		
Adopt-a-book	\$ 100.00		
TACKL -Downtown Market games	\$ 18.00		
Hoffman Room / Movies / Soda donation	\$ 1.00		
Conscience box donations	\$ 16.72		
Friends booksale / donation	\$ 38.45	\$ 194.17	
September 19, 2018			
Lion's Club Large Print	\$ 500.00		
Adopt-a-book	\$ 174.70		
Hoffman Room / Movies / Soda donation	\$ 0.50		
Conscience box donations	\$ 20.21		
Friends booksale / donation	\$ 11.75	\$ 707.16	
September 30, 2018			
Interest	\$ 0.73	\$ 0.73	\$ 902.06

Debits:

September 18, 2018			
Error - Parks expense or coding error	\$ 31.96		
Refreshments (Friends)	\$ 37.66		
Facebook ads	\$ 26.70		
Adopt-a-book	\$ 59.23	\$ 155.55	\$ 155.55

Balances September 30, 2018		<u>\$ 29,414.21</u>	<u>\$ 18,231.93</u> <i>I-2</i>
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K

Trust Account Income & Expenditure Report FY19

		in account	New Deposits					
Amount in American Trust		\$40,424.39						
Amount in Fidelity		\$15,950.74						
INCOME: (as of July 1, 2018)								REMAINING:
DONATIONS:								DONATIONS:
Previous Fundraisers		\$11,290.61						\$11,365.61
Wine Glasses	Sep-18		\$20.00					
Previous Raffles		\$2,662.11						\$2,662.11
Miscellaneous Donations Total Remaining								\$2,515.30
Lion's Club - LP	Previous	\$12.24						\$512.24
	Sep-18		\$500.00					
Conscience Box	Previous	\$1,451.80						\$1,502.54
	Sep-18		\$36.93					
History Book	Previous	\$1,134.74						\$1,154.74
Genealogy Donation	Previous	\$93.86						\$93.86
Meeting Room Donations	Previous	\$399.71						\$426.21
Movies / Soda donations	Sep-18		\$1.50					
Adopt-a-book donations	Previous	\$531.80		Jul-18	Adopt - Audio	51.37		\$611.08
	Sep-18		\$274.70	Sep-18	Adopt - books	59.23		
Friends - bksale	Previous	\$419.12						\$418.38
	Sep-18		\$50.20	Sep-18	Refreshments	\$37.66		
TACKL	Previous	\$662.71						\$841.71
DT Market	Sep-18		\$18.00					
Bequests & Specified donations - Total Remaining								\$28,502.31
Memorials or "In Honor Of" - Total Remaining								\$2,026.37
GRANTS:								GRANTS:
1000 Books (DRA & Friends)		\$231.85						\$231.85
INTEREST DEPOSITS								
remaining from previous years		\$3,607.62						\$3,609.76
	Sep-18		\$0.73					
Unspecified from previous		\$747.98		Jul-18	FB ads	\$42.00		\$647.32
				Sep-18	FB ads	\$26.70		
				Sep-18	Error	\$31.96		
TOTAL DEPOSITS			\$2,866.98	TOTAL EXPENDITURES:		\$585.79	Balance	\$18,231.93

Memorials and Donations September 2018

L

From: **Wine Glasses Fundraiser**
Donation: \$20.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Brenda Ingles**
Donation: \$100.00
Fund: Library Trust Account
Restrictions: Adopt-a-book for specific titles

From: **TACKL Fundraiser – Downtown Market**
Donation: \$18.00
Fund: Library Trust Account
Restrictions: Fundraiser for TACKL / Teen activities

From: **Lion's Club**
Donation: \$500.00
Fund: Library Trust Account
Restrictions: Donation for large print materials

From: **Leah McCool**
Donation: \$174.70
Fund: Library Trust Account
Restrictions: Adopt-a-book for specific titles

M

James Kennedy Public Library Monthly Program Report
Report for the Month of September 2018

Story Time Sessions:

For the week of September 5, 2018 Theme – Worms
Total attendance at 2 programs – 10 children and 4 adults
Time for preparation & performance – 5 hrs (pd) .5 hrs (vol)
Supplies: Color copies
Stickers for treat

For the week of September 19, 2018 Theme – Circus
Total attendance at 2 programs – 10 children and 3 adults
Time for preparation & performance – 5.5 hrs (pd)
Supplies: Color copies; bubbles for activity
Stickers for treat

For the week of September 26, 2018 Theme – Hats
Total attendance at 2 programs – 9 children and 5 adults
Time for preparation & performance – 4.25 hrs (pd) .5 hrs (vol)
Supplies: Color copies; cardstock, glue, tape, feathers & foam shapes for activity
Stickers for treat

Wee Read Sessions:

For the week of September 5, 2018 Theme – Worms
Total attendance at 1 program – 4 children and 4 adults
Time for preparation & performance – .5 hrs (pd)
Supplies: Color copies
Stickers for treat

For the week of September 19, 2018 Theme – Circus
Total attendance at 1 program – 4 children and 4 adults
Time for preparation & performance – .5 hrs (pd)
Supplies: Color copies
Stickers for treat

For the week of September 26, 2018 Theme – Hats
Total attendance at 1 program – 3 children and 3 adults
Time for preparation & performance – .5 hrs (pd)
Supplies: Color copies; cardstock, glue, tape, feathers & foam shapes for activity
Stickers for treat

Out-Reads (Bi-Monthly Story Times to Daycares):

For the first session in September 2018 Theme – Worms
Total attendance at 7 programs – 118 children & caregivers
Time for preparation & performance – 5 hrs (pd)
Supplies: 15 copies of activities, poems, etc. for parents & / or teachers; yarn worms

For the second session in September 2018 Theme – Circus
Total attendance at 4 programs – 65 children & caregivers
Time for preparation & performance – 3 hrs (pd)
Supplies: 10 copies of activities, poems, etc. for parents & / or teachers; yarn worms

Branching Out (Tuesdays or Wednesdays at 11:00 am)

September 4, 11, 19, & 26, 2018 Total attendance - 58
Time for preparation & performance – 4 hrs (pd)
Supplies: Posters & library information; Materials to check out

Program at Ellen Kennedy Center – (Typically first Friday of each month) – *Simple Steps to Keep Your Mind Sharp at Any Age*

September 28, 2018 Total attendance – 6
Time for preparation & performance – 1.25 hrs (pd)
Supplies: PowerPoint presentation

Program at Oakcrest Manor (Typically Third Wednesday of each month) – *Simple Steps to Keep Your Mind Sharp at Any Age*

September 26, 2018 Total attendance – 15
Time for preparation & performance – 2 hrs (pd)
Supplies: PowerPoint presentation

Sit 'n' Stitch (Wednesdays of each month) September 5, 12, 19, & 26, 2018	Total attendance – 55
Time for preparation & performance – 1 hrs (pd) 4 hrs (vol)	
Supplies: Refreshments provided by participants	
Books for Lunch Book Club (First Monday of each month) – <i>Great Small Things</i> September 10, 2018	Total attendance – 9
Time for preparation & performance – .5 hr (pd) 1 hr (vol)	
Supplies: Posters, PSA, refreshments ILL copies of the book	
Dungeons & Dragons Club (1st Tuesday of each Month) September 4, 2018	Total attendance – 7
Time for preparation & performance – 2.5 hrs (pd)	
Supplies: Snacks & beverages	
A Novel Approach to Faith Book Club September 11, 2018	Total attendance – 7
Time for preparation & performance – 2.25 hrs (pd)	
Supplies: Posters, PSA, ILL copies of the books Refreshments provided by participants or the Friends	
Bookers Tween Book Club – (3 rd Thursday of each Month) September 22, 2018	Total attendance – 5
Time for preparation & performance – .5 hrs (pd) 1 hr (vol)	
Supplies: Posters, PSA, Refreshments, ILL copies of the books Shannon Russell donated her time to facilitate this program	
Get Puzzled @ Your Library September 2018	Total attendance – 55
Time for preparation & performance - .5 hrs (pd)	
Supplies: Puzzle	
JKPL Writing Group (3 rd Monday of each Month) September 17, 2018	Total attendance – 5
Time for preparation & performance – 1.75 hrs (pd)	
Supplies: Refreshments & handouts	
Coffee and Creating (third Friday of each month) September 21, 2018	Total attendance – 1
Time for preparation & performance – .25 hr (pd)	
Supplies: Posters, PSA, Refreshments, Coloring and crafting supplies	
Let's Talk Book Club – <i>Read a banned book</i> (NEW - 4 th Thursday of each Month) September 27, 2018	Total attendance – 2
Time for preparation & performance – .5 hrs (pd)	
Supplies: Posters & PSA, Refreshments	
Game Night (4 th Friday of each Month) September 28, 2018	Total attendance – 18
Time for preparation & performance – 3.5 hrs (pd)	
Supplies: Posters & PSA, refreshments & games	
Final Friday Tech – <i>Ancestry Library Edition</i> (Last Friday of each Month) September 28, 2018	Total attendance – 0
Time for preparation & performance – .25 hrs (pd)	
Supplies: Posters & PSA,	
Building Creativity one Block at a Time (LEGO® program) (monthly, date and time varies) September 22, 2018	Total attendance – 10
Time for preparation & performance – 2.5 hrs (pd)	
Supplies: Posters, PSA, Refreshments, sponsored by DuTrac	

Movies @ Your Library – showing of *The Incredibles*
September 1, 2018 Total attendance – 8
Time for preparation & performance – 3 hrs (pd)
Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF

Movies @ Your Library– showing of *Sky High*
September 15, 2018 Total attendance – 3
Time for preparation & performance – 2 hr (pd)
Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF

Movies @ Your Library (Books for Lunch) – showing of *Won't You Be My Neighbor*
September 24, 2018 Total attendance – 3
Time for preparation & performance – .75 hrs (pd)
Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF

Movies @ Your Library– showing of *MegaMind*
September 29, 2018 Total attendance – 4
Time for preparation & performance – 1.5 hr (pd)
Supplies: Posters, PSA, snacks

Tween Nerf War
September 7, 2018: Cancelled due to low registration Total attendance – 0
Time for preparation & performance – .5 hrs
Supplies: Posters, PSA

Lion's Club Meeting Presentation
September 7, 2018 Total attendance – 7
Time for preparation & performance – 1 hrs (pd)
Supplies: Calendar of Events, etc.

Quidditch for Muggles: Cancelled due to low registration
September 8, 2018 Total attendance – 0
Time for preparation & performance – 2 hrs (pd)
Supplies: Posters and PSA
Was planned as a county-wide event with Carnegie-Stout & Dubuque County Library District

Back to School Pajama Party
September 10, 2018 Total attendance – 6
Time for preparation & performance – 2 hrs (pd) 15 hrs (vol)
Supplies: Posters, PSA, cookies & milk
Road Less Traveled Theatre Company (10 people) donated time to perform

Dot and Dash DayCamp (STEAM program)
September 17, 2018 Total attendance – 15
Time for preparation & performance – 1.5 hrs (pd) 6.5 hrs (vol)
Supplies: Posters and PSA;
ISU Extension Service, Dubuque County partnership - \$75.00 stipend

Uke 101
September 17, 2018 Total attendance – 9
Time for preparation & performance – 2 hrs (pd) 1.5 hrs vol
Supplies: Posters and PSA
Sue Englebrecht donated her time for this program; Uncle Ike's loaned us ukuleles

Crazy 8s: Ninja Training
September 19 & 20, 2018 (2 sessions) Total attendance – 25
Time for preparation & performance – 3.25 hrs (pd)
Supplies: Posters, PSA; Yarn, copies, crayons, flashlight, tape, scissors & cookies
Some items and curriculum provided by Bedtime Math

Libraries Rock Adult Summer Library Program Finale September 23, 2018 Time for preparation & performance – 5 hrs (pd) Supplies: Poster, PSA & Refreshments Rock painting, pet rocks, rock terrarium activity stations using supplies from previous programs; activity and coloring sheets from manual	Total attendance – 15
Crazy 8s: Planet Party September 26 & 27, 2018 (2 sessions) Time for preparation & performance – 3.5 hrs (pd) Supplies: Posters, PSA; glowsticks, flashlight, whiteboard, suckers Some items and curriculum provided by Bedtime Math	Total attendance – 27
Genealogy Drop In Hours September 7, 14, 21, & 28, 2018 Time for preparation & performance – 4.5 hrs (pd) Supplies: Posters, PSA, Laptops, Genealogy resources	Total attendance – 8
Pop-Up Library at the Dyersville Downtown Market September 29, 2018 Time for preparation & performance – 5hrs (pd) Supplies: Posters & PSA. Free books for children, teens & adults.	Total attendance – 82
Blind Date with a Banned Book September 22-30, 2018 Time for preparation & performance – 3.25 hrs (pd) Supplies: Posters, PSA, Wrapping paper, drawing slips & prize	Total attendance - 14
Guess the Shredded Banned Book September 22-30, 2018 Time for preparation & performance – 2.5 hrs (pd) Supplies: Posters, PSA; book, drawing slips & prize	Total attendance – 40
Superhero Selfie (Library Card Sign Up event) September 2018 Time for preparation & performance – .5 hrs (pd) Supplies: Posters & PSA. Photo prop and prize	Total attendance – 6
Incredibles Coloring Contest (Library Card Sign Up event) September 2018 Time for preparation & performance – .5 hr (pd) Supplies: Posters and PSA; Coloring pages and prize	Total attendance – 20
What's Super About the Library (Library Card Sign Up Event) September 2018 Time for preparation & performance – .5 hrs (pd) Supplies: Posters and PSA; Forms and prize	Total attendance – 58

R

		Contract Use Report FY19									
Residence Area	No. of Patrons	July Stats	August Stats	Sept Stats	Year to Date	Change to date					
Dyersville	2604	7125	6872	6172	20169						
FY18	2480	7256	7221	5946	20423	-254					
FY17	2426	7095	7552	7269	21916	-1%					
FY16	2351	8475	7620	7210	23305						
FY15	2326	8376	7403	7280	23059						
Delaware Co. Rural (OA)	539	935	680	482	2097						
FY18	595	995	924	768	2687	-590					
FY17	581	1550	1320	1052	3922	-15%					
FY16	521	1181	945	792	2918						
FY15	590	1067	841	890	2798						
Dhq Co. Lib. Sys. (OA)	1037	1903	1686	1245	4834						
FY18	1000	1994	1673	1231	4898	-64					
FY17	978	2488	1839	1625	5952	-1%					
FY16	1012	2045	1595	1618	5258						
FY15	1046	2600	1702	1571	5873						
County Agency	72	123	87	120	330						
FY18	71	237	269	108	614	-284					
FY17	68	108	138	73	319	-89%					
FY16	67	149	124	88	361						
FY15	67	73	86	49	208						
ILL	498	14	34	38	86						
FY18	494	35	51	43	129	-43					
FY17	494	42	45	65	152	-28%					
FY16	492	45	57	47	149						
FY15	492	92	57	66	215						
Open Access	484	717	731	867	2315						
FY18	376	781	783	487	2051	264					
FY17	346	489	606	603	1698	16%					
FY16	427	568	625	645	1838						
FY15	353	738	638	517	1893						
TOTAL	5234	10817	10090	8924	29831						
FY18	5016	11298	10921	8583	30802	-971					
FY17	4893	11772	11500	10687	33959	-3%					
FY16	4870	12463	10966	10400	33829						
FY15	4874	12946	10727	10373	34046						

	FY18	FY19	Rolling	Sep-18	Aug-18	Jul-18	Jun-18	May-18	Apr-18	Mar-18	Feb-18	Jan-18	Dec-17	Nov-17	Oct-17
Albert City	0	0	12	0	0	0	0	0	0	0	0	0	0	0	0
Ames	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Anamosa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arlington	136	63	199	9	19	35	22	19	26	27	26	10	0	0	0
Baltimore	New	3	3	0	3	0	0	0	0	0	0	0	0	0	0
Cascade	798	331	1129	68	93	170	173	108	85	104	119	98	50	30	31
Cedar Rapids	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Center Point	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Certified Learn	New	11	11	0	NA	9	0	0	0	0	0	0	0	0	0
Coogan	0	0	0	0	2	NA	0	0	0	0	0	0	0	0	0
Colesburg	742	390	1132	199	124	67	86	115	56	98	47	96	81	82	81
Del Co.	7430	2097	9527	482	680	935	1050	622	727	789	873	901	709	843	916
Delhi	206	90	296	14	41	35	40	25	63	26	21	15	9	2	5
Dubuque	721	345	1066	133	103	109	184	90	119	80	90	58	28	36	36
Dubuque Co	12499	4834	17333	1245	1686	1903	1854	1591	1482	1420	1140	1319	1190	1207	1296
Dyersville	55219	20169	75388	6172	6872	7125	7989	5324	5892	5625	5326	6312	5492	6215	7044
Earlville	1070	458	1528	178	124	156	122	138	136	90	75	87	91	103	228
Edgewood	14	12	26	12	0	0	0	0	0	1	4	3	3	0	3
Elkader	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0
Garnaville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Guttenberg	555	183	738	102	36	45	37	36	71	81	65	69	65	61	70
Hopkinton	101	33	134	11	10	12	8	10	6	8	7	22	12	18	10
Hudson	7	0	7	0	0	0	0	0	0	0	3	4	4	4	10
ILL	328	86	414	38	34	14	35	23	36	50	31	40	23	42	48
Ionia	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Iowa City	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lamont	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Luxemburg	797	327	1124	120	84	123	93	53	44	80	83	77	110	129	128
Manchester	1357	391	1748	137	170	84	120	105	153	205	182	138	181	153	120
Maquoketa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Marion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
McGregor	21	0	21	0	0	0	0	0	0	0	0	0	0	0	0
Mechanicsville	13	0	13	0	0	0	0	1	5	5	5	5	5	5	0
Monticello	57	5	62	0	1	4	5	0	0	0	4	4	4	4	0
Oelwein	0	0	0	0	0	0	0	0	0	2	45	6	2	2	0
Oskaloosa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ottumwa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rickardsville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Swisher	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Strawberry Pot	77	14	91	4	10	0	9	7	13	18	5	6	15	4	0
Volga	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
West Des Moi	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wirthrop	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	82158	29842	112000	8924	10092	10826	11827	8267	8914	8709	8151	9274	8063	8932	10021

Dyersville Area
Community Foundation

An Affiliate of the
COMMUNITY FOUNDATION OF GREATER DUBUQUE



1100 16th Ave Ct SE, Dyersville, IA 52040 • 563.599.7094 • www.dbqfoundation.org/dacf

City of Dyersville - James Kennedy Public Library

Dear Shirley:

Congratulations! Your application for Pop-Up Portable Library and Outreach Services has been approved by the Dyersville Area Community Foundation grant committee for funding in the amount of \$2000.

Please watch your mailbox for your written invitation to the DACF Grant Reception set for Oct. 24 at 5:30 pm in Dyersville. We will ask that you be prepared to say a few words about why this project is important to your organization and the community so potential donors can hear how the money is staying local.

This email is also your reference for submitting your signed grant agreement. Please log on to www.dbqfoundation.org/grantinterface and complete the Grant Agreement assigned to your project.

Your grant report is due September 30th, 2019. Please complete this report by logging on to www.dbqfoundation.org/grantinterface and sharing of the learning and outcomes of your project. You will need to submit receipts for documentation and photos to share of the finished project with this report.

Thank you for your partnership in building a stronger region through philanthropy!

Please email or call Katie Decker with your questions at 563-588-2700.

Sincerely,

Sheila Tegeler
DACF Board President

Notes from the October 1, 2018 meeting of the Fundraising Committee:

The Fundraising Committee of the JKPL met on Monday, October 1, 2018 at 5:15 pm. Present were chairperson Mary Jane Meade and members Karen Kramer, Catherine O'Hea and Brenda Ingles. Library Director Shirley Vonderhaar also attended.

Review of FY18 Fundraising Report: The committee reviewed the FY18 Fundraising Financial Report, which is attached to these notes. The committee commented that the Mystery Dinner proceeds were low because of a scheduling conflict when it had to be moved to March and conflicted with the AOH Banquet but that that shouldn't be an issue for future events. The success of the raffles (50/50 and GetAway) is somewhat dependent on having someone who enjoys selling tickets. Although she doesn't want to be a committee member, Jolene Pitzenberger-Timp has offered to continue selling tickets if it fits her schedule. The committee also talked about cartridge recycling as a fundraiser and expanding how we market this. Shirley will investigate this for future discussion. Overall, the committee agreed this is a good schedule and although some things don't bring in as much income, they are just good to do because they are partnerships, help build community, and / or provide publicity for the library.

Expending / Utilization of Funds: The committee discussed what projects or services they would like to recommend as the focus for use of funds raised this year. Funds raised in previous years that aren't encumbered for specific items may be used to support Creation Station needs. The committee also talked about new services that would be worth considering. Shirley reported that she has a trial right now for Kanopy, a streaming movie service, that she will likely set up for the Dyersville community in the coming year. Tutor.com is a service that the committee thought would be a good one to consider as there is a need for tutoring services in our committee. Shirley will investigate this further. For FY19 the committee recommends that we continue to state that funds will be allocated for special collections, services and projects unless a more specific need arises.

Calendar of Fundraising Events and Activities for FY19: The committee briefly reviewed the FY19 calendar of events and will discuss more in depth as scheduled dates for activities come closer. A shortened version of this schedule is included with these notes. The committee discussed other potential fundraising opportunities including selling window clings and putting a beverage machine outside the library, which have been discussed before. They also talked about the possibility of holding can and bottle drives as the redemption center in town has closed. There was some concern about the mess, logistics, and taking away funds from other organizations but Brenda has space and vehicles that make it a reasonable possibility. The committee will discuss these ideas at a future meeting.

Chair-ity Event: The Chair-ity Fundraiser began with September 1 being the first day for participants to pick up chairs or sign up to donate a chair. The silent auction begins October 15 and runs until November 11, 2018, ending with a reception from 2 to 4 pm and bidding ending promptly at 3:00 pm. Voting for the chairs (categories to be decided) will run Sunday, October 21, to November 3 with the ribbons being on display with the winning chairs from November 4-11. The donor reception will be on October 21 from 2 to 4 pm. Workers are needed on November 11 from 2:30 to 3:30 to supervise the end of bidding, call winning bidders, take money from those who are present, etc. All committee members thought they would be available to assist.

Quilt Raffle: The Layette group is again interested in partnering with us for this raffle, which is scheduled for November 12 to December 16. For this event, the Layette group displays a variety of quilts in the Periodicals Room and people purchase raffle tickets to win the quilt of their choice. Proceeds are

split evenly between the Library and the Layette group. Raffle tickets will be 1 for \$2, 3 for \$5.00 and 10 for \$10.00 with the winner being drawn on Monday, December 17.

Christmas Cookie Walk: This annual event is scheduled for Saturday, December 1, 2018 from 10 am to 1 pm. Board members are encouraged to make and donate at least two dozen sweet treats – more is always welcome! Library staff or volunteers will call Friends, volunteers, and past donors during the first week of November asking them to donate 2 dozen (or more) homemade cookies or other sweet treats. Volunteers from the board as a whole are needed on December 1. The committee will put together a schedule at their next meeting.

Mystery Dinner: This annual event is scheduled for Saturday, February 9 with a snow date of February 16. It will be held at the Dyersville Golf and Country Club. J & D will cater and Die Laughing will perform their new show *A Dinner to Die For*. Shirley will contact venue, etc. and reconfirm everything. Everyone is encouraged to save the date and plan to attend. The committee discussed prices and felt that the \$50.00 per ticket or table of 8 for \$350.00 were acceptable. However, there was also some discussion about having an early bird price instead of the wine and glass for the first 30 tickets sold, a discounted price for couples or group of 4 instead of the table price, offering a discount couple for someone purchasing a coloring book or pair of wineglasses, etc. The committee will discuss these ideas further at the Board meeting and at the next committee meeting and make a decision. Plan is to start selling tickets before Christmas as they could make nice gifts.

Anything Else: The committee discussed some new fundraising ideas. One idea was to contact local restaurants to see if they would be interested in having a special library themed menu item that would donate a portion of each sale to the library. This could be year-round, seasonal, or change regularly. Another idea was to partner with an auctioneer to do a consignment sale. The committee will discuss these ideas in more depth at a future meeting.

Next meeting is tentatively scheduled for Sunday, November 11 at 3:30 (immediately following the end of the Chair-ity Silent Auction).

Calendar of fundraising events and activities – FY19

Summary:

Chair-ity fundraiser & silent auction: Starts September 1 with Silent Auction from October 15 – November 11, 2018

Layette Lady's Quilt Raffle: Monday, November 12 thru Sunday, December 16, 2018

Christmas Cookie Walk: Saturday, December 1, 2018 from 10:00 am - 1:00 pm.

Soup Supper: midweek, typically Thursday in January 10, 17 or 24, 2019. Date to be decided.

Love My Library Giving Tree: starts day of Soup Supper to February 28, 2019

Mystery Dinner Theater: February 9, 2019 with snow date of February 16.

Build-a-Basket Fundraiser: February, March & April, 2019 – Dates to be decided

Wine and Beer Tasting: Hold in April at Brew and Brew in connection with National Library Week – TBD

Yard Sign Sales: April and May

Spring Plant Sale: Saturday morning in May

Get-Away Raffle: May – June (end at June DTFN so likely June 7 or 14, 2019)

Coloring book sales: ongoing

Wine glass sales: ongoing

Month by Month:

September

- Chair-ity Fundraiser begins
 - Wreaths can be picked up starting September 1

October

- Chair-ity Fundraiser
 - Silent auction begins October 15 and runs until November 11, 2018
 - Voting for the chairs (categories to be decided) will run Sunday, October 21 to November 3 with the ribbons being on display with the winning chairs from November 4-11.
 - Donor reception held on Sunday, October 21.

November

- Chair-ity Fundraiser
 - Silent Auction ends with an open house on a Sunday, November 11 from 2 to 4 pm; bidding ends promptly at 3:00 pm
- Fall/Winter Quilt Raffle
 - Begins right after Chair-ity / Wreath-it-up ends; partnership with Layette group (they bring in several baby quilts to display, raffle winner gets their pick. Split proceeds 50/50 – their 50% goes to Relay for Life)
 - Tentative dates for FY19 are 11/12 to 12/16.

December

- Fall / Winter Quilt Raffle
 - Draw for winner December 17
- Christmas Cookie Walk

- First Saturday in December (not Thanksgiving Weekend), same time as Santa Visit so December 1, 2018 from 10am to 1 pm
- Tickets to Mystery Dinner available to purchase

January

- Soup Supper
 - Held mid-week / mid-month from 5 to 8 pm (typically 3rd Thursday).
 - Includes soup, bread, dessert and beverage
 - Hold 50/50 raffle in conjunction
 - Kick-off for Love My Library campaign
- Love my Library Giving Tree
 - Runs from mid-January until end of February (Kick-off at Soup Supper)
 - Provides list of library needs for people to fund (kind of like a Christmas angel tree but held around Valentine's Day)

February

- Love My Library Giving Tree
 - Runs until February 28
- Mystery Dinner Theatre
 - February 9, 2019 with snow date of February 16.
 - Dyersville Golf and Country Club
 - A Dinner to Die For production by Die Laughing
 - J & D will cater (menu to be decided)
 - Ticket prices and incentives for early purchasing to be decided
- Build-a-Basket Fundraiser
 - Dates to be determined

March

- Build-a-Basket Fundraiser
 - Dates to be determined

April

- Wine and Beer Tasting
 - Partner with Brew and Brew
 - Held on a Friday or Saturday evening from 5 to 8 pm
 - Hold a 50/50 raffles in conjunction with this event
- Yard Sign Fundraiser
 - Sell signs through the month of April and May in honor of National Library Week

May

- Spring Plant Sale – Schedule for Saturday morning - TBD
- Summer Get-Away Raffle
 - Start selling tickets, end after event at June DTFN

June

- Library or Marketing Committee sponsored event to be decided held during DTFN
 - Final date to purchase raffle tickets

July & August

Marketing Committee Meeting Agenda: Wednesday, October 3 @ 5:30 pm

10

Present: Pat Valant, Catherine O'Hea, Dawn Schrandt, Kalie Waterman

1. Google Business page

Dawn has been working on getting the page updated. Photos have been added, library information updated, the library mission statement added, and fonts/theme changed.

2. ALSS name (Creation Station)

The committee discussed the best way to communicate the official name. Shirley Vonderhaar suggested the name so we will not be following through on our ideas to honor the patron who suggested the winning name. Instead, the committee suggested we brand the area with its own logo. This logo could then be used on all signage for the area. Pat will start tinkering with something. The committee also suggested we host a soft opening of the space to debut the new name. There could even be a ribbon cutting done by kids attending a program that is going on in the space.

3. Promoting digital services with a trial

Shirley had an idea to take one month and make all of the digital services (Overdrive, Freegal, OneClickdigital) available for all patrons to use regardless of where they live. This would simultaneously promote the services and promote memberships for those that like using the service but are unable to due to where they live. Shirley suggested this be done during the month of January. The committee likes the idea but made two suggestions. First, if the library is going to subscribe to Kanopy for movie streaming services we should have the service ready to use before the promo so it can be included. Second, consider changing the dates of the promo to coincide with winter break.

4. Annual report format

The committee discussed the annual report and agreed that the format used last year is fine and should be used again this year. The committee does think that the addition of 2-3 photos would be a good use of space in the report. The committee agreed we should create a bookmark version of the annual report again but that we should print it on card stock this time. Shirley was notified that the State Library no longer requires that we report volunteer hours, meeting room use, or materials used inside the library but not checked out. The committee agreed that we should still track volunteer hours and meeting room use. However, we do not feel it is necessary to keep tracking materials used inside the library but not checked out. It is fine to acknowledge that it occurs but not necessary to have an actual number.

5. 60th Anniversary of library

The library officially opened its doors for service on September 11, 1959. The committee agreed that we will need to have a celebration for this but this discussion was more awareness it was coming as we will start planning later.

11A

Personnel Committee Meeting

The Personnel Committee of the James Kennedy Public Library met on Monday, October 1, 2018 at 6:30 pm. Present were chairperson Barb Heitzman and members Karen Kramer and Lynn Osterhaus. Library Director Shirley Vonderhaar was also present.

FY2019 COLA: In June 2018, the JKPL Library Board approved 2% COLA for library staff. When the City Council approved COLA for city employees on July 2, 2018, they approved a 2.25% COLA. As library staff are city employees, the committee recommends that the library board approve a COLA increase for library staff of 2.25%. This increase would only effect those who received a COLA increase (not those receiving a pay equity increase or not otherwise eligible), be based upon the pay rates for staff as of 6/30/2018 and effective October 15, 2018.

Addendum to City of Dyersville Employee Handbook, Section 9: Holidays: The JKPL has an addendum to the city's Holiday Policy to reflect the fact that the library is open three days that are city holidays and staff are allocated floating holidays instead. This policy did not specify that the day taken should fall after the holiday was earned. After discussion, the committee recommends that the Board approve a revised policy that includes guidance on when the holiday can be used and authorizes the library director to make exceptions if appropriate. A draft / proposed policy is included with these notes.

City of Dyersville Employee Handbook Sick Leave Change: In July the city council approved a resolution amending the Dyersville Employee Policy Handbook. The policy was amended so that full time employees leaving city employment would collect full payment on any sick leave remaining. Prior to this, full-time staff were paid out for 50%. The policy also amended sick leave for regular part-time employees (who are given 48 hours of sick leave on January 1 each year) so that instead of losing sick leave at the end of the year, the balance of unused leave is paid out. Annually in December the city will payout to the regular part-time employees any sick leave they have not used. We will need to keep this in mind when estimating the annual personnel budget.

11B

Proposed Wages for FY19, effective October 15, 2018

Staff Name	FY18 Wage	Change / Proposal	FY19 Wage effective 7/1/2018	Proposed 2.25 COLA
Shirley Vonderhaar	\$62,467.31	2% COLA	\$63,716.66	\$ 63,872.82
Dawn Schrandt	\$39,882.00	2% COLA	\$40,679.64	\$ 40,779.35
Kimshiro Benton	\$17.53	2% COLA	\$17.88	\$ 17.92
Paul Zurawski	\$14.66	2% COLA	\$14.95	\$ 14.99
Ann Boeckenstedt	\$11.92	no change, raise at 6 mo	\$11.92	NA
Jo Amunson	\$10.77	2% COLA	\$10.99	\$ 11.01
Sarah Keffeler-Gibson	\$10.25	Equity = \$0.50	\$10.75	NA
Deb Gudenkauf	\$10.06	2% COLA	\$10.26	\$ 10.29
Brian Alm	\$9.53	2% COLA	\$9.72	\$ 9.74
Shannon Russel	\$9.36	2% COLA	\$9.55	\$ 9.57

Committee Assignments - FY2019

Executive:

Angela English, President
Patrick Valant, Vice-President
Mary Jane Meade, Secretary

Policy:

Joe Petsche, Chair
Mike Mullis
Sue Engelbrecht

Furnishings, Art & Facilities:

Mike Mullis, Chair
Sue Engelbrecht
Barb Heitzman
Betty Anne Scherrman

Friends of the JKPL Liaison:

Shirley Vonderhaar

Finance:

Angela English, Chair
Patrick Valant
Joe Petsche
Mary Radloff

Personnel:

Angela English, Chair
Karen Kramer
Lynn Osterhaus

Marketing & Public Relations:

Patrick Valant, Chair
Catherine O'Hea
Dawn Schrandt
Kaleann Waterman

Fundraising:

Mary Jane Meade, Chair
Karen Kramer
Catherine O'Hea
Brenda Ingles

Dubuque County Library Agency

Representative:

Angela English

Council Meeting Schedule for Trustees – FY19

City Council Meetings – 1st and 3rd Monday of every month at 6:00 pm

Library Board rep, with Shirley, at the 3rd Monday of every month at 6:00 pm

September 17, 2018 – Angela English

October 15, 2018 – Patrick Valant

November 19, 2018 – Angela English

December 17, 2018 – Mike Mullis

January 21, 2019 – Joe Petsche

February 18, 2019 – Karen Kramer

March 18, 2019 – Sue Engelbrecht

April 15, 2019 – Catherine O’Hea

May 20, 2019 – Mary Jane Meade

June 17, 2019 – Angela English

July 15, 2019 – Patrick Valant

August 19, 2019 – TBD

If you can not make your scheduled time, please contact other trustees to swap dates.