

Notes from January 7, 2019 Fundraising Committee Meeting

The Fundraising Committee of the JKPL met on Monday, January 7, 2019 at 6:15 pm. Present were Chairperson Mary Jane Meade, members Brenda Ingles and Catherine O’Hea, and Library Director Shirley Vonderhaar. Karen Kramer was excused.

Fall / Winter Quilt Raffle: This event ran from November 12 to December 16. A total of \$54.00 of raffle tickets was sold with the library proceeds being \$27.00 (1/2 of sales). Although proceeds are small, this is a good partnership, provides a decorative touch to the library, and costs nothing.

Christmas Cookie Walk: Income was \$820 with expenses of \$69.91 for basket bags and Facebook ads. This was our best year / sale to date. We will need to purchase bags, plates and make more bows before the 2019 event.

Soup Supper: Scheduled for Thursday, January 17, 2019 from 4:30 to 7:30 pm. Soup donations are: Chicken Noodle - Catherine, Angela, Brenda, Mary Jane, Karen and Sue; Chili – Mike, Pat, Shirley, Joe, Mary Jane and Karen. Everyone is asked to have the soups to the library by noon on the 17th. Please bring them thawed so there is enough time to get everything heated by 4:30. For anyone who is interested, there is ground beef available in the library freezer to use for making chili. Brenda donated this. If anyone is interested in taking the ground beef for personal use, that purchase will be a library donation.

Workers for that evening include 1 to take money / make change, 1 to serve soup and hand out buns, butter, brownie, etc. and 1 (or more) to help with clearing tables, garbage, carrying plates, etc. There will be two 2 shifts so everyone can eat. Jolene has offered to sell 50/50 raffle tickets during the evening. Shirley will start heating the soups in the four roasters (loaned by the committee members) at noon. Paul and Shirley will do general set up. Catherine and Mary Jane will be on hand by 4:15, ready to start serving at 4:30. Brenda and Karen will come when they are free to be the second shift and help with clean-up. Additional board members are encouraged to come eat and help as needed and available.

Brenda spoke with Bill at Fareway about donating the buns and crackers. They will be ready for us to pick up on the 17th. Brownies will be donated or provided at cost by First Avenue Bakery. They need to be picked up the 17th also. Brenda picked up another sleeve of breakfast trays, donated by McDonalds, so we have enough paper supplies on hand. (Bowls and spoons purchased from Sam’s last year and carry-out containers donated by Randy’s last year.) Beverages will be a decaffeinated coffee (1 - 12 cup pot with more made if needed), punch and water. Mary Jane is donating the butter and will bring with her at 4:15 pm.

Publicity for this event includes the typical posters, PSA, etc. FB boost will be this week and Dawn contacted the banks to see about putting up on marquee. The sandwich board will out the day of the event.

Love My Library: This fundraiser starts night of Soup Supper and runs until February 28. Letters will be sent to Chamber members (using the directory and information provided by Karen), and past donors. This will be bulk mailing so a minimum of 200 will be sent. The letter will include information about Love My Library, Build-a-Basket, & Mystery Dinner fundraisers. The goal is to have it ready to go out on or shortly after January 17. Publicity for this event will include signage in the library and boosting on

Facebook as well as the letters. We will not do a community poster. We will also have a small display of things "Loved" in previous years in the Hoffman Room during the Soup Supper. Library staff should have their lists for 2019 to Shirley so that she can put together a complete wish list by January 15, 2019. Items will have a starting value of \$5.00 and will be rounded to the nearest dollar. Board and staff members who are considering donating to this are encouraged to take an early look so that we have some hearts on the tree the night of the 17th.

Mystery Dinner: This event is scheduled for February 9 at the Dyersville Golf and Country Club. Die Laughing will perform their new 1969 production – A Dinner to Die For: Murder is Served. J & D will cater and First Avenue Bakery will provide the dessert. O So Good will donate wine for the first 30 tickets sold. The committee selected a menu of Caesar salad, parmesan peppercorn chicken, smoked beef brisket, parsley red new potatoes and green beans almandine. Shirley will also ask if a vegetarian option can be provided upon request.

Marketing for this event will include all of the typical posters, PSA, etc. and letters were sent to past table purchasers. We will also put a sign for the Mystery Dinner on the sandwich board sign for the Soup Supper, if there is a way to highlight this as a future event. Doug Langston from KDST will interview Terry and Molly Hoeflin, the Die Laughing leads, on January 21 at 9 am. If there is a way to record this, we will also post on Facebook. Two tickets will be given away individually at KDST during the week of the 21st. The event will be boosted on Facebook and we have asked the banks to post on their marques.

If there is interest in a Board table for this event, Shirley will facilitate that. The price for a table of 8 is \$350.00 so these seats would be \$43.75 each.

Build-a-Basket: This event is scheduled to start February 1 with silent auction to run March 11 to April 7. If anyone has baskets to donate, especially larger ones, that would be helpful. Shirley will be out of town on the 7th but the committee is comfortable managing the final hours of the silent auction without her.

Wine and Beer Tasting: The annual wine and beer tasting is tentatively scheduled for Friday, April 26. Shirley will confirm this with Becca at Brew and Brew and then start contacting vendors. Mary Jane mentioned that there is a new brewery in Dubuque - Dimensional Brewing Company and we will check to see if the Textile Brewing Company in Dyersville would be ready and interested in participating this year. We will also need to purchase glasses for this year's event. Shirley was asked to do some research on possible styles and bring them to the next committee meeting for a decision.

Adventure – Get-Away Raffle: After discussion, the committee decided to remove this raffle from the schedule of events. While in the past it has brought in \$200 to \$300, it is dependent on having someone willing to sell raffle tickets at the Downtown Friday Night.

Plant Sale Fundraiser: This annual fundraiser is scheduled for May 4.

Ideas for other fundraising activities: Two new ideas were discussed by the committee: selling parking spaces and tea / kitchen towels. The parking space idea would not work for the library because of public parking but this might be an interesting idea for the high schools to consider. The committee again talked about selling snacks, candy and / or beverages at the library as an on-going fundraiser. It was decided to discuss this with the full board to see how they feel about having the library purchase some

items to sell at the front desk. This would be a trial to see if there would be interest and demand for this kind of service in the library. Brenda is still thinking about how we can partner with local restaurants for a fundraiser that would benefit both the library and the restaurant partner.

Schedule Next meeting: The next committee meeting is scheduled for Monday, February 4 at 6:15 pm.

Notes from the January 7, 2018 Finance Committee Meeting

The Finance Committee of the James Kennedy Public Library met on Monday, January 7, 2019 at 4:30 pm. Present were Pat Valant, Joe Petche, Mary Radloff and Shirley Vonderhaar. Angela English was excused. The committee met to discuss and develop a proposal for the FY20 Library Operating Budget.

After discussion, the Committee is proposing the attached operating budget for the FY20 fiscal year. The spreadsheet includes columns for the FY19 approved budget, FY19 YTD (6 months), and FY19 re-estimate. The final column is the FY20 Proposal.

Revenue:

Estimated Revenues:

Based on current year information, revenues are anticipated to decrease slightly as the amount received from the State Library for the Enrich Iowa program dropped in FY19.

Expenditures:

Personal Services:

- Wages and benefits – Projection includes continuation with the Pay Equity Plan or 3% COLA for those not covered by that plan. (3% is based on CPI rate.) The benefits are a percentage of the pay rates so were adjusted accordingly.
- Group Insurance – Projection from City Administrator was a 7.9% increase for Group Insurance
- Meetings and training – no change
- Dues & memberships – Slight decrease proposed

Contractual Services:

- Utilities – Phone and Internet services projection is based on current cost for services from Mediacom. Still working on plan to partner with city for these services but until that process is completed we need to be prepared for full cost
- Electricity – Based on 3 year trend anticipating no change
- Gas / Heat – Based on 3 year trend we are projecting a slight increase to \$2500
- Insurance (bldg.) – Projection from City Administrator was a 5% increase
- Legal Fees – no change
- Custodial services – No change
- Window cleaning – no change
- Service / Maintenance Contracts – Projecting \$3500 increase to allow for possible change in Integrated Library System (library catalog). Our current system does not provide authentication for online services. As technology is changing and increasing the number of services libraries offer electronically – this is becoming more and more of an issue as we cannot ensure only eligible JKPL patrons are accessing some of these services.

Supplies:

- General library supplies – No change
- Public relations / speakers – No change
- Marketing – No change
- Misc. Repairs & Equipment – Projecting \$1000 increase to address increases in maintenance costs due to an aging facility and keeping up with technology.

Books and Materials:

- Requesting 3% overall increase due to inflation

This creates a budget request of \$448,638.00.

The Committee briefly discussed Capital needs but did not develop a specific proposal. Capital items likely needing addressed in the near future are:

- Replacing the carpet
- Replacing the roof
- Replacing the HVAC system

Trust Account Budget Request: The Committee recommends requesting \$30,000.00 for FY20 expenditures. This is the same amount requested for FY18 and FY19.

James Kennedy Public Library FY20 Budget Proposal

	FY19 Approved	6 months expended	FY19 Reestimate	FY20 Proposal
ESTIMATED REVENUES:				
Dubuque County Library Agency	\$ 5,000.00	\$ -	\$ 6,000.00	\$ 6,000.00
Fees from copier, R/P, etc.	\$ 5,000.00	\$ 2,407.31	\$ 5,000.00	\$ 5,000.00
Open Access	\$ 12,400.00	\$ 10,458.17	\$ 10,458.00	\$ 10,500.00
Access Plus / ILL	\$ 600.00	\$ 441.45	\$ 441.00	\$ 450.00
Direct State Aid	\$ 1,800.00	\$ 1,990.83	\$ 1,991.00	\$ 2,000.00
TOTAL:	\$ 24,800.00	\$ 15,297.76	\$ 23,890.00	\$ 23,950.00
ESTIMATED EXPENDITURES:				
PERSONAL SERVICES				
Wages	\$ 228,856.00	\$ 110,025.22	\$ 226,200.00	\$ 237,059.00
FICA	\$ 14,189.00	\$ 6,650.30	\$ 14,050.00	\$ 14,698.00
Medicare	\$ 3,318.00	\$ 1,555.30	\$ 2,350.00	\$ 3,437.00
IPERS	\$ 21,604.00	\$ 10,386.31	\$ 21,350.00	\$ 22,378.00
SUI	\$ 184.00	\$ 75.79	\$ 170.00	\$ 188.00
Group Insurance	\$ 35,700.00	\$ 18,678.95	\$ 37,564.00	\$ 40,757.00
Meetings and training	\$ 2,500.00	\$ 2,047.66	\$ 2,500.00	\$ 2,500.00
Dues and memberships	\$ 900.00	\$ 45.00	\$ 600.00	\$ 750.00
TOTAL:	\$ 307,251.00	\$ 149,464.53	\$ 304,784.00	\$ 321,767.00
CONTRACTUAL SERVICES:				
Utilities (telephone)	\$ 2,200.00	\$ 1,974.97	\$ 4,632.00	\$ 4,700.00
Electricity	\$ 14,000.00	\$ 7,669.24	\$ 13,000.00	\$ 14,000.00
Gas / Heat	\$ 2,200.00	\$ 493.54	\$ 2,400.00	\$ 2,500.00
Insurance (bldg)	\$ 7,344.00	\$ -	\$ 7,344.00	\$ 7,711.20
Legal Fees	\$ -	\$ -		
Custodial services	\$ 8,000.00	\$ 3,750.00	\$ 8,000.00	\$ 8,000.00
Window cleaning	\$ 220.00	\$ 220.00	\$ 220.00	\$ 220.00
Service / Maintenance Contracts	\$ 5,300.00	\$ 1,330.87	\$ 5,300.00	\$ 9,000.00
TOTAL:	\$ 39,264.00	\$ 15,438.62	\$ 40,896.00	\$ 46,131.20
SUPPLIES:				
General library supplies	\$ 10,000.00	\$ 4,791.01	\$ 10,000.00	\$ 10,000.00
Program fees & supplies	\$ 2,500.00	\$ 847.98	\$ 2,500.00	\$ 2,500.00
Marketing & advertising	\$ 1,500.00	\$ 358.18	\$ 1,500.00	\$ 1,500.00
Maintenance and Repairs	\$ 6,000.00	\$ 4,966.33	\$ 7,000.00	\$ 7,000.00
TOTAL	\$ 20,000.00	\$ 10,963.50	\$ 21,000.00	\$ 21,000.00
BOOKS AND MATERIALS				
Adult fiction	\$ 8,000.00	\$ 4,677.15	\$ 8,000.00	
Adult nonfiction	\$ 5,000.00	\$ 1,882.44	\$ 5,000.00	
YA fiction	\$ 1,800.00	\$ 1,133.52	\$ 1,800.00	
YA nonfiction	\$ 800.00	\$ 50.67	\$ 800.00	
Juvenile fiction	\$ 7,100.00	\$ 2,887.87	\$ 7,100.00	
Juvenile nonfiction	\$ 3,300.00	\$ 2,096.26	\$ 3,300.00	
Large Print	\$ 4,000.00	\$ 1,032.76	\$ 4,000.00	
Electronic media (ebooks, etc.)	\$ 5,000.00	\$ 2,559.99	\$ 5,000.00	
Reference & electronic databases	\$ 5,000.00	\$ 4,972.60	\$ 5,000.00	
Periodicals and newspapers	\$ 4,000.00	\$ 1,567.19	\$ 4,000.00	
Audiobooks (CD, playaway)	\$ 3,700.00	\$ 1,687.45	\$ 3,700.00	
Software & Gaming	\$ 2,000.00	\$ 529.02	\$ 2,000.00	
DVDs	\$ 6,500.00	\$ 2,669.75	\$ 6,500.00	
SS / Creation Station	\$ 1,800.00	\$ 205.19	\$ 1,800.00	
TOTAL:	\$ 58,000.00	\$ 27,951.86	\$ 58,000.00	\$ 59,740.00
TOTAL EXPENDITURES:				
TOTAL EXPENDITURES:	\$ 424,515.00	\$ 203,818.51	\$ 424,680.00	\$ 448,638.20
TOTAL REVENUES:	\$ 24,800.00	\$ 15,297.76	\$ 23,890.00	\$ 23,950.00
ACTUAL ASKING	\$ 399,715.00	\$ 188,520.75	\$ 400,790.00	\$ 424,688.20
Capital Improvement		\$ 12,040.00		
Total Expenditures		\$ 215,858.51		

3% COLA

7.9% increase per Mick

Based on current Mediacom cost

Based on past invoicing

Based on past invoicing

5% increase per Mick

Anticipating no change

Anticipating no change

possible ILS change

Anticipating no change

Anticipating no change

Anticipating no change

Increasing cost for maintenance & repairs

Suggesting 3% increase for CPI / inflation

6%