

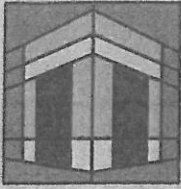
Hi Everyone:

Here is the packet for the December 2017 Library Board Meeting. Don't forget that the meeting is on MONDAY instead of Tuesday this week.

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Correspondence & Communication - **None**
 - Approve minutes of Previous Meeting: November 14, 2017 – **A**
 - Approve November Librarian's Report – **B Note: I did not have time this month to explore a different format / focus for the information in this report so the November report is the same as it has been for years. I will look at a new format / different information in January or February. Since I have vacation to burn the last two weeks of December I am not sure I will have anything new for January either. If this is something you want sooner, please let me know and I will make it a higher priority.**
 - Approve Bills:
 - November Claims Report - **C**
 - Library Claims for December – **D (separate document)**
 - November & December Credit Card Claims - **E**
 - Budget Reports
 - November City Report - **F**
 - November Library Report - **G**
 - Trust Account Reports
 - November Bank Statements – **H 1 & 2**
 - November Balance Report - **I**
 - Trust Account Expenditure Report - **J**
 - November Donations Form - **K**
 - Program Reports
 - November Report on Programs and Attendance - **L**
 - December Calendar of events – **M (separate document)**
 - Schedule for upcoming programs – **N - not ready yet. I will post on Sunday or Monday and bring copies to the meeting. I would like to discuss if the content of this should be changed somehow also. Since we are planning events further in advance you are getting the same information multiple times so I am wondering if there is a way to streamline and still provide all the details you want.**

- Grant Report – **The budget for the Small Libraries Create Smart Spaces has been approved so we will be receiving payment for ½ of the funds. The rest of the funds are released after receipts are received.**
 - Friends of the Library Report – **Nothing new to report**
4. Evaluation of Library Director
 5. FY17 JKPL Annual Report – **May have something to share at the meeting.**
 6. Library Journal Star Ratings – **Library Journal’s America’s Star Libraries: Top Rated Libraries article was published in December. The JKPL is again a 4 star library. We are one of 7 Iowa libraries to be rated and the only Iowa library in our budget category. I am including a pdf of the main article in with the board packet information and am happy to print a copy for anyone who is interested.**
 7. Personnel Committee Report
 - Notes from December 5, 2017 committee meeting
 8. Finance Committee Report
 - Notes from December 7, 2017 committee meeting – **8-A**
 - Consider Approval of FY2019 Library Operating Budget Request - **8-B**
 - Consider Approval of FY2019 Trust Account Budget Request
 9. Fundraising Committee Report
 - Update on events – **included in packet**
 10. Furnishings, Art & Facilities Committee Report
 - Update on projects – **will update at meeting**
 11. Marketing Committee Report
 - Update on projects
 12. Policy Committee Report
 13. Strategic Planning Report / Update on Small Libraries Create Smart Spaces
 14. Meetings and Training
 - Upcoming
 - Recently Attended
 15. Oral Presentations
 16. Adjournment

Date of next regular meeting: Tuesday, January 9, 2018 5:30 pm
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**JAMES
KENNEDY**
Public Library

320 1st Ave E
Dyersville, Iowa 52040

Phone: 563-875-8912
Fax: 563-875-6162

Regular Library Board Meeting

**Monday,
December 11, 2017
5:30 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: November 14, 2017
 - Approve November Librarian's Report
 - Approve Bills:
 - November Claims Report
 - Library Claims for December
 - November & December Credit Card Claims
 - Budget Reports
 - November City Report
 - November Library Report
 - Trust Account Reports
 - November Bank Statements
 - November Balance Report
 - Trust Account Expenditure Report
 - November Donations Form
 - Program Reports
 - November Report on Programs and Attendance
 - December Calendar of events
 - Schedule for upcoming programs
 - Grant Report
 - Friends of the Library Report
4. Evaluation of Library Director

E-mail: svonderhaar@dyersville.lib.ia.us
Web: www.dyersville.lib.ia.us

Director: Shirley Vonderhaar

Accredited by the State of Iowa, June 2008

5. FY17 JKPL Annual Report
6. Library Journal Star Ratings
7. Personnel Committee Report
 - Notes from December 5, 2017 committee meeting
8. Finance Committee Report
 - Notes from December 7, 2017 committee meeting
 - Consider Approval of FY2019 Library Operating Budget Request
 - Consider Approval of FY2019 Trust Account Budget Request
9. Fundraising Committee Report
 - Update on events
10. Furnishings, Art & Facilities Committee Report
 - Update on projects
11. Marketing Committee Report
 - Update on projects
12. Policy Committee Report
13. Strategic Planning Report / Update on Small Libraries Create Smart Spaces
14. Meetings and Training
 - Upcoming
 - Recently Attended
15. Oral Presentations
16. Adjournment

Date of next regular meeting: Tuesday, January 9, 2018 5:30 pm
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**James Kennedy Public Library
Board of Trustees
Minutes of the November 14, 2017 Meeting**

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, November 14, 2017, in the program room. Present: Lynn Osterhaus, Steve Werner, Pat Valant, Mary Jane Meade, Joe Petsche, Barb Heitzman, Jolene Pitzenberger-Timp and Library Director Shirley Vonderhaar. Absent: Mike Mullis, Angela English and Assistant Director Dawn Schrandt.

1. Vice President Pat Valant called the meeting to order at 5:30 pm.
2. Agenda: Lynn MOVED “approval of the Agenda” which motion was seconded by Barb and CARRIED. Ayes: Osterhaus, Werner, Valant, Meade, Petsche, Heitzman and Pitzenberger-Timp Nays: None
3. Agenda Consent Calendar
 - Minutes of Previous Meetings: October 10, 2017
 - Correspondence & Communication
 - Miriam Eick shared update on returned items.
 - October Librarian’s Report
 - Circulation down 8.9% for the fiscal year to date. Director is asked to revise the report to show comparison of programs, attendance, etc. rather than focus so much on circulation.
 - Bills:
 - October Claims Report
 - Library Claims for November
 - October & November Credit Card Claims
 - Budget Reports
 - October City Report
 - October Library Report
 - Trust Account Reports
 - October Bank Statement
 - October Balance Report
 - Trust Account Expenditure Report
 - October Donations Form
 - Cartridge Recycling Fundraiser- \$198.40
 - Coloring Books- \$50.00
 - Betty Anne Scherrman- \$1000.00
 - Hoffman Room Donation Jar- \$13.00
 - Program Reports
 - October Report on Programs and Attendance
 - November Calendar of events
 - Schedule for upcoming programs
 - Grant Report: \$5000.00 DRA Grant payment should be arriving soon as all reports have been submitted.

- Friends of the Library Report: Membership mailing in January; January used book sale scheduled for the 26th – 29th.

Steve MOVED “approval of the agenda consent items” which was seconded by Barb and CARRIED. Ayes: Osterhaus, Werner, Valant, Meade, Petsche, Heitzman and Pitzenberger-Timp. Nays: None

4. Update on Evaluation of Library Director: When all individual reviews are returned, personnel committee will meet with director. Lynn, personnel committee chairperson, will not be able to attend the December 12 meeting so hopes this can be accomplished before that date.
5. FY17 Public Library General Information Survey for JKPL: Shirley submitted to state.
6. FY17 JKPL Annual Report: Bookmark version shared. Infographic under development. Both will be distributed to the City Council and community after the longer infographic format is completed and reviewed at the December board meeting.
7. Finance Committee Report: Waiting for input from city regarding timeline for FY19 budget requests. The committee will schedule a meeting to develop a recommendation for the FY19 budget in the near future.
8. Fundraising Committee Report:
 - Wreath-it-Up raised \$421.00
 - Cookies and volunteers needed for December 2 Cookie Walk
 - Quilt Raffle underway
9. Furnishings, Art & Facilities Committee Report: Nothing to report.
10. Marketing Committee Report: MOTION from marketing committee to allocate \$500.00 for social media advertising from JKPL trust account. As motion was from a committee no second is required. Motion CARRIED. Ayes: Osterhaus, Werner, Valant, Meade, Petsche, Heitzman and Pitzenberger-Timp. Nays: None
11. Personnel Committee Report: Nothing to report.
12. Policy Committee Report: MOTION from policy committee to waive regulation against alcoholic beverages for library sponsored adult event on January 8, 2018. As motion was from a committee no second is required. Motion CARRIED. Ayes: Osterhaus, Werner, Valant, Meade, Petsche, Heitzman and Pitzenberger-Timp. Nays: None.
13. Strategic Planning Report / Small Libraries Create Smart Spaces: Shirley reported that Steve is working on a 3D prototype of the library to help with space planning and that the first step for the reorganization and removal of shelving will start after Thanksgiving with the adult fiction shelves.
14. Meetings and Training: Nothing to report.
15. Oral Presentations: None
16. Joe’s motion to ADJOURN was seconded by Jolene and CARRIED at 6:36 pm.

Mary Jane Meade, Secretary

JAMES KENNEDY PUBLIC LIBRARY MONTHLY REPORT
 Librarian's report to the Board of Trustees for the month November 2017

B

Additions:

Items purchased: 237 Items donated: 70 Year to date: 1,503
 Items donated previous YTD: 284 Items donated YTD: 273
 Items withdrawn: Books: 568 DVDs: 8 Kits: 2 Wii: 18
 Year to date: Books: 3,328 DVDs: 30 SCD: 3 Tape: 1 Kits: 44 Xbox: 1 Wii: 18 Puppets: 1 Games: 10
 New Library Cards Issued City: 16 Contractual: 14 Total: 30 YTD: 128
 Computer use: 653 hours YTD: 3,352 hours Previous YTD: 3,596 hours
 Meeting Room Use: 149 Library Use: 51 Community Use: 98 YTD: 976 Previous YTD: 805
 Programs Held: 62 Attendance: 619 people Library Visits: 5,614 YTD: 37,272 Prev. YTD: 34,324

Circulation:

Number of Items Loaned	9,824	Year to Date:	55,880
Previous Year Circ.	11,396	Previous YTD:	61,945
Difference (numerical):	-1,572	Difference (numerical):	-6,065
Difference (percentage):	-13.79%	Difference (percentage):	-9.79%

General Fund Receipts:	Current	Year to Date	Budgeted
Copier & Misc:	77.29	328.97	850.00
Computer Printing:	152.95	492.45	1,275.00
Reader/printer:	0.00	0.00	25.00
Fax:	95.85	282.70	900.00
Computer Use	35.00	126.00	250.00
Holds & Scans	6.00	36.00	100.00
Lost Books and Materials	62.98	392.63	1,000.00
Memberships	32.00	484.00	300.00
Agency Contract fees:	0.00	0.00	5,000.00
Iowa Direct State Aid, Enrich Iowa and Infrastructure Fund	0.00	14,772.19	16,600.00
Misc: earbuds	2.00	23.25	300.00
Total:	464.07	16,938.19	26,600.00

Trust Account Receipts:	Current	Year to Date
CB Donations:	5.99	108.11
Memorials:	150.00	150.00
Halbach Books:	20.00	40.00
Adopt a book donations:	14.38	214.38
Friends donation:	83.75	230.72
Other: Wreath it up	421.00	683.40
Other: Coloring books and quilt raffle	60.00	769.00
Other: Valant, Schemmel donations & Friends / DRA	5,055.00	10,905.00
Total:	5,810.12	13,100.61

SUMMARY OF ADDITIONS:

	LP	Adult Fiction	Adult Non-fiction	Young Adult Fiction	Juven Fic	Juven Non-fiction	E book	A & YA Audio	Juv. Audio	A& YA Vid	Juv. Vid	CDs, Games Misc.	TOTAL
Curr. Month	13	87	33	17	56	45	0	14	2	22	16	2	307
2016 Month	6	68	19	29	53	2	14	15	3	52	16	9	286
Curr. YTD	84	470	196	73	240	96	17	61	7	190	52	17	1503
Prev. YTD	90	438	143	52	244	13	23	79	10	198	66	22	1378

SUMMARY OF CIRCULATION:

	LP	Adult Fiction & NF	YA Fiction & NF	Juven. Fiction & NF	eBks	Mags.	Zinio eMags	Total Print Items	down load audio	Adult and YA Audio	Juven. Audio & Kits	Adult & YA V/DVD	Juven. video & DVD	Cds Games etc.	Grand Total
Curr. Month	711	2779	272	2525	179	366	8	6840	90	304	12	1487	686	405	9824
2016 month	674	2375	515	3631	196	374	2	7767	60	350	36	1909	907	367	11396
Difference	37	404	-243	-1106	-17	-8	6	-927	30	-46	-24	-422	-221	38	-1572
Current YTD	3893	14314	2233	15588	1105	1747	47	38927	433	1577	210	8685	3811	2237	55880
Prev. YTD	3588	13658	2809	19436	1007	1842	32	42372	341	1710	263	9610	5324	2325	61945
Difference	305	656	-576	-3848	98	-95	15	-3445	92	-133	-53	-925	-1513	-88	-6065
Diff. %	8.5%	4.8%	-20.5%	-19.8%	9.7%	-5.2%	47%	-8.1%	27.0%	-7.8%	-20.2%	-9.6%	-28.4%	-3.8%	-9.8%

Freegal Music Downloads: November: 86 Total FY= 447

Mango Language Use: November: 22 sessions; FY = 81 total sessions (includes mobile & computer)

C

**James Kennedy Public Library
November 2017 Claims Report**

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services	750.00
Black Hills	Gas / Heat	97.45
Alliant Energy	Electricity	984.96
Mediacom	Internet & Phone	183.78
Total		\$2,016.19

Miscellaneous Bills

Check issued to:	Purpose	Amount
City Laundering	Mats	17.94
Pitney Bowes	Postage	264.88
Caseys	Fuel (duplicate payment / will reverse)	23.32
UPS	Shipping	29.05
Medical Assoc.	Flu shots	21.75
Total		\$356.94

November 2017 Budget	
November 2017 claims submitted	\$9,940.66
Utility and Contractual from Bills above	2,016.19
Miscellaneous Bills from above	356.94
Total wages and benefits	20,779.75
Total November 2017 expenses	\$33,093.54

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

E

Credit Card Claims for November & December 2017

Date	Vendor	Items	Amount
11/17/17	Mediacom	Phone & Internet	183.78

CITY OF DYERSVILLE
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2017

F

001-GENERAL FUND
 LIBRARY

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
001-5-410-4-60100 SALARIES	222,663.00	16,559.57	87,189.14	135,473.86	39.16
001-5-410-4-61100 FICA	13,805.00	990.52	5,224.85	8,580.15	37.85
001-5-410-4-61200 MEDICARE	3,229.00	231.66	1,221.99	2,007.01	37.84
001-5-410-4-61300 IPERS	19,884.00	1,478.78	7,786.07	12,097.93	39.16
001-5-410-4-61500 GROUP INSURANCE	33,700.00	1,519.22	14,436.10	19,263.90	42.84
001-5-410-4-61700 SUI	180.00	0.00	89.08	90.92	49.49
001-5-410-4-62100 DUES	900.00	150.00	165.00	735.00	18.33
001-5-410-4-62300 MEETINGS/TRAINING	2,500.00	170.65	1,609.41	890.59	64.38
001-5-410-4-63710 ELECTRICITY	14,500.00	984.96	6,115.61	8,384.39	42.18
001-5-410-4-63711 GAS HEAT	2,000.00	97.45	257.27	1,742.73	12.86
001-5-410-4-63730 TELEPHONE	2,200.00	183.78	733.81	1,466.19	33.36
001-5-410-4-63750 MAINTENANCE	5,000.00	402.33	434.33	4,565.67	8.69
001-5-410-4-64080 INSURANCE PREMIUM	7,200.00	0.00	71.00	7,129.00	0.99
001-5-410-4-64110 LEGAL FEES	0.00	0.00	0.00	0.00	0.00
001-5-410-4-64200 ELECTIONS	0.00	0.00	0.00	0.00	0.00
001-5-410-4-64316 CONTRACTS	0.00	89.31	606.83 (606.83)	0.00
001-5-410-4-64322 CONTRACTED SERVICES	8,220.00	970.00	3,370.00	4,850.00	41.00
001-5-410-4-65060 OFFICE SUPPLIES	18,500.00	1,154.83	4,621.20	13,878.80	24.98
001-5-410-4-67210 FURNITURE/FIXTURES	0.00	0.00	0.00	0.00	0.00
001-5-410-4-67274 CAPITAL IMPROVEMENTS/E	27,500.00	0.00	0.00	27,500.00	0.00
001-5-410-4-67701 BOOKS/FILMS/RECORDS/SU	50,519.00	8,110.48	28,788.15	21,730.85	56.98
TOTAL LIBRARY	432,500.00	33,093.54	162,719.84	269,780.16	37.62
TOTAL EXPENDITURES	432,500.00	33,093.54	162,719.84	269,780.16	37.62

G

James Kennedy Public Library FY18 Operating Budget							
	FY18	September	October	November	Dec (est)	Received to date	Difference
ESTIMATED REVENUES:							
Dubuque County Library Agency	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Fees from copier, R/P, etc.	5,000.00	367.59	305.81	464.07	300.00	2,166.00	2,834.00
Open Access	14,200.00	0.00	12,327.99	0.00	0.00	12,327.99	1,872.01
Access Plus / ILL	600.00	0.00	560.25	0.00	0.00	560.25	39.75
Direct State Aid	1,800.00	1,883.95	0.00	0.00	0.00	1,883.95	-83.95
TOTAL:	26,600.00	2,251.54	13,194.05	464.07	300.00	16,938.19	9,661.81
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES						Spent to date	Remaining
Wages	218,505.00	20,930.26	16,604.45	16,559.57	20,700.00	87,189.14	131,315.86
FICA	13,547.00	1,261.49	993.31	990.52	1,283.40	5,224.85	8,322.15
Medicare	3,168.00	295.03	232.32	231.66	300.15	1,221.99	1,946.01
IPERS	19,512.00	1,869.10	1,482.79	1,478.78	1,848.51	7,786.07	11,725.93
SUI	175.00	0.00	38.41	0.00	0.00	89.08	85.92
Group Insurance	33,700.00	3,229.22	3,229.22	1,519.22	2,808.00	14,436.10	19,263.90
Meetings and training	2,500.00	498.50	673.84	170.65	0.00	1,609.41	890.59
Dues and memberships	900.00	0.00	15.00	150.00	0.00	165.00	735.00
TOTAL:	292,007.00	28,083.60	23,269.34	21,100.40	26,940.06	117,721.64	174,285.36
CONTRACTUAL SERVICES:							
Utilities (telephone)	2,200.00	183.39	183.39	183.78	183.78	733.81	1,466.19
Electricity	14,500.00	1,402.73	1,322.17	984.96	1,000.00	6,115.61	8,384.39
Gas / Heat	2,000.00	38.93	40.85	97.45	200.00	257.27	1,742.73
Insurance (bldg)	7,200.00	0.00	71.00	0.00	0.00	71.00	7,129.00
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Custodial services	8,000.00	600.00	750.00	750.00	750.00	3,150.00	4,850.00
Window cleaning	220.00	0.00	0.00	220.00	0.00	220.00	0.00
Service / Maintenance Contracts	5,000.00	109.93	122.55	89.31	309.51	606.83	4,393.17
TOTAL:	39,120.00	2,334.98	2,489.96	2,325.50	2,443.29	11,154.52	27,965.48
SUPPLIES:							
General library supplies	8,500.00	666.75	705.86	995.36	559.88	3,808.55	4,691.45
Program fees & supplies	2,500.00	72.02	83.56	54.47	133.40	394.69	2,105.31
Marketing & advertising	1,000.00	48.96	264.00	105.00	16.00	417.96	582.04
Maintenance and Repairs	5,000.00	32.00	0.00	402.33	362.76	434.33	4,565.67
TOTAL	17,000.00	819.73	1,053.42	1,557.16	1,072.04	5,055.53	11,944.47
BOOKS AND MATERIALS							
Adult fiction	8,400.00	1,049.73	1,124.77	902.20	330.69	3,992.69	4,407.31
Adult nonfiction	5,900.00	891.72	351.94	932.87	371.50	2,631.49	3,268.51
Young adult fiction	2,000.00	0.00	150.24	928.95	112.85	1,214.49	785.51
Juvenile fiction	7,400.00	60.65	682.72	2,910.14	246.85	3,712.93	3,687.07
Juvenile nonfiction	3,300.00	0.00	1,843.71	486.00	62.99	2,664.14	635.86
Large Print	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00
Electronic media (ebooks, etc.)	4,500.00	0.00	284.97	491.39	0.00	2,647.38	1,852.62
Reference & electronic database	4,373.00	0.00	0.00	0.00	160.00	5,051.00	-678.00
Periodicals and newspapers	4,000.00	178.55	84.52	485.06	129.94	1,498.71	2,501.29
Audiobooks (CD, playaway)	4,000.00	483.89	402.22	194.71	622.24	1,600.42	2,399.58
Software & Gaming	2,000.00	78.17	0.00	289.64	58.93	483.67	1,516.33
DVDs	7,000.00	910.53	769.95	489.52	351.82	3,291.23	3,708.77
TOTAL:	56,873.00	3,653.24	5,695.04	8,110.48	2,447.81	28,788.15	28,084.85
TOTAL EXPENDITURES:							
	405,000.00	34,891.55	32,507.76	33,093.54	32,903.20	162,719.84	242,280.16
TOTAL REVENUES:							
	26,600.00	2,251.54	13,194.05	464.07	300.00	16,938.19	9,661.81
ACTUAL ASKING							
	378,400.00	32,640.01	19,313.71	32,629.47	32,603.20	145,781.65	232,618.35
Capital Improvement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total all expenditures	405,000.00	34,891.55	32,507.76	33,093.54	32,903.20	162,719.84	242,280.16

James Kennedy Public Library FY18 Operating Budget									
	FY18	% Expended To date	FY17 Expense thru Nov	Nov 2017	Total FY17	Budget Projection	Amount Over/Under	Over/Under Budget	
ESTIMATED REVENUES:									
Dubuque County Library Agency	5,000.00		0.00	0.00	5,020.27	thru July			
Fees from copier, R/P, etc.	5,000.00		1,548.12	2,204.20	4,750.70	2016			
Open Access	14,200.00		0.00	14,135.75	14,135.75				
Access Plus / ILL	600.00		0.00	604.50	604.50				
Direct State Aid	1,800.00		0.00	0.00	1,600.66				
TOTAL:	26,600.00		1,548.12	16,944.45	26,111.88				
			1,548.12	16,944.45	26,111.88				
ESTIMATED EXPENDITURES:									
PERSONAL SERVICES									
			Spent to date	Spent to date	Spent to date				
Wages	218,505.00	39.9%	55,945.68	88,206.18	211,517.24	57,793.92	29,395	1.51	
FICA	13,547.00	38.6%	3,402.52	5,358.59	12,793.26	3,602.99	1,622	1.45	
Medicare	3,168.00	38.6%	795.79	1,253.26	2,992.16	842.56	379	1.45	
IPERS	19,512.00	39.9%	4,996.06	7,876.97	18,825.74	5,178.18	2,608	1.50	
SUI	175.00	50.9%	48.41	87.42	165.22	51.28	38	1.74	
Group Insurance	33,700.00	42.8%	4,727.38	7,890.14	25,657.13	6,209.30	8,227	2.32	
Meetings and training	2,500.00	64.4%	516.85	1,269.99	1,969.40	656.10	953	2.45	
Dues and memberships	900.00	18.3%	150.00	185.00	763.00	176.93	-12	0.93	
TOTAL:	292,007.00	40.3%	70,582.69	112,127.55	274,683.15	75,034.23	42,687	1.57	
			70,582.69	112,127.55	274,683.15				
CONTRACTUAL SERVICES:									
Utilities (telephone)	2,200.00	33.4%	352.96	718.80	2,186.48	355.14	379	2.07	
Electricity	14,500.00	42.2%	4,870.60	7,491.54	13,391.15	5,273.91	842	1.16	
Gas / Heat	2,000.00	12.9%	109.99	203.23	1,845.62	119.19	138	2.16	
Insurance (bldg)	7,200.00	1.0%	0.00	90.00	5,591.00	Zero	0	Nothing	
Legal Fees	0.00	NA	0.00	0.00	0.00	Zero	0	Nothing	
Custodial services	8,000.00	39.4%	1,800.00	3,000.00	7,840.00	1,836.73	1,313	1.72	
Window cleaning	220.00	100.0%	0.00	220.00	220.00	Zero	0	Nothing	
Service / Maintenance Contracts	5,000.00	12.1%	373.14	517.47	5,288.60	352.78	254	1.72	
TOTAL:	39,120.00	28.5%	7,506.69	12,241.04	36,362.85	8,075.87	3,079	1.38	
			7,506.69	12,241.04	36,362.85				
SUPPLIES:									
General library supplies	8,500.00	44.8%	4,640.04	6,536.86	12,059.61	3,270.45	538	1.16	
Program fees & supplies	2,500.00	15.8%	237.67	661.84	981.87	605.15	-210	0.65	
Marketing & advertising	1,000.00	41.8%	497.87	737.87	1,076.50	462.49	-45	0.90	
Maintenance and Repairs	5,000.00	8.7%	1,151.43	3,550.53	3,743.98	1,537.71	-1,103	0.28	
TOTAL	17,000.00	29.7%	6,527.01	11,487.10	17,861.96	6,212.04	-1,157	0.81	
			6,527.01	11,487.10	17,861.96				
BOOKS AND MATERIALS									
Adult fiction	8,400.00	47.5%	1,994.98	3,613.31	8,906.88	1,881.45	2,111	2.12	
Adult nonfiction	5,900.00	44.6%	782.88	1,245.38	5,375.48	859.27	1,772	3.06	
Young adult fiction	2,000.00	60.7%	23.89	703.00	1,898.71	25.16	1,189	48.26	
Juvenile fiction	7,400.00	50.2%	480.08	1,976.90	4,821.79	736.78	2,976	5.04	
Juvenile nonfiction	3,300.00	80.7%	0.00	137.56	2,981.44	Zero	0	Nothing	
Large Print	4,000.00	0.0%	837.80	1,372.24	2,335.27	1,435.04	-1,435	0.00	
Electronic media (ebooks, etc.)	4,500.00	58.8%	665.22	1,080.76	3,367.39	888.96	1,758	2.98	
Reference & electronic database	4,373.00	115.5%	4,709.90	4,709.90	5,524.90	3,727.92	1,323	1.35	
Periodicals and newspapers	4,000.00	37.5%	945.78	1,642.88	4,462.96	847.67	651	1.77	
Audiobooks (CD, playaway)	4,000.00	40.0%	974.09	1,835.05	3,997.03	974.81	626	1.64	
Software & Gaming	2,000.00	24.2%	94.89	191.42	1,630.38	116.40	367	4.16	
DVDs	7,000.00	47.0%	1,930.43	3,467.54	7,020.55	1,924.78	1,366	1.71	
TOTAL:	56,873.00	50.6%	13,439.94	21,975.94	52,322.76	14,608.74	14,179	1.97	
			13,439.94	21,975.94	52,322.76				
TOTAL EXPENDITURES:	405,000.00	40.2%	98,056.33	157,831.63	381,230.74	104,170.02	58,550	1.56	
TOTAL REVENUES:	26,600.00	63.7%	1,548.12	16,944.45	26,111.88	1,577.06	15,361	10.74	
ACTUAL ASKING	378,400.00	38.5%	96,508.21	140,887.18	355,118.86	102,835.17	42,946	1.42	
Capital Improvement	0.00	N/A	2195.40	6,111.65	26,873.02				
Total all expenditures	405,000.00	N/A	100,251.73	163,943.28	408,103.76				



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

Statement of Account

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Last statement: October 31, 2017
This statement: November 30, 2017
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



2890 1 AV 0.373
P2890**T8*****AUTO**SCH 5-DIGIT 52030
CITY OF DYERSVILLE
JAMES KENNEDY PUBLIC LIBRARY TRUST
340 1ST AVE E
DYERSVILLE IA 52040-1203



2890



12/15/17
WJ

FEEL SECURE KNOWING YOU HAVE A PLAN FOR THE LEADERSHIP SUCCESSION OF YOUR FAMILY BUSINESS AND ESTATE. WE'LL WORK WITH YOU AND YOUR ATTORNEY TO IDENTIFY AND MEET YOUR GOALS. CONTACT OUR WEALTH MANAGEMENT DEPARTMENT FOR MORE INFORMATION.

Summary of Account Balance

Account	Number	Ending Balance
Money Market Account	005951-435-6	\$40,330.60

Money Market Account

Account number
005951-435-6

Beginning balance	\$40,317.35		
Low balance	\$40,317.35		
Avg collected balance	\$40,317		
Interest paid year to date	\$147.33		
Total additions	\$13.25	Total subtractions	\$-0.00

Effective dates	Interest Rate
10-31-17	0.400%

Date	Description	Additions	Subtractions
11-30	#Interest	13.25	

Daily balances

Date	Amount	Date	Amount	Date	Amount
10-31	40,317.35	11-30	40,330.60		





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

H-2

3 *****AUTO**SCH 5-DIGIT 52030
1389 0.6401 AV 0.373 6 1 66

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

12/6/17
mj



THROUGH DECEMBER PURCHASE GIFT CARDS WITHOUT A FEE!
HAPPY HOLIDAYS FROM FIDELITY BANK AND TRUST!

PRIMARY ACCT: 01 617571 STATEMENT PERIOD: 11/01/2017 - 11/30/2017
=====

MONEY MARKET ACCOUNT 617571

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

DEPOSIT		58.75+	11/13
DEPOSIT		481.33+	11/17
WEB TRANSFER DEBIT	1,500.37-		11/22
INTERNET BANKING TRANSFER FROM *571 TO *358 ON 11/22 AT 14:45			
DEPOSIT		5,272.04+	11/29
INTEREST PAID		.35+	11/30

YEAR-TO-DATE INTEREST PAID	5.41
AVERAGE COLLECTED BALANCE	8,624.92

-- CHECKS --

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

-- BALANCE INFORMATION --

DATE.....BALANCE	DATE.....BALANCE	DATE.....BALANCE
10/31 8,489.45	11/17 9,029.53	11/29 12,801.20
11/13 8,548.20	11/22 7,529.16	11/30 12,801.55

SUMMARY:

ACCOUNT	PREVIOUS	TOTAL	TOTAL	SERVICE	ENDING
.....NUMBER.....	..BALANCE..DEBITS.....CREDITS....	..CHARGES..	..BALANCE..
DDA 617571	8,489.45	1 1,500.37	4 5,812.47	.00	12,801.55

I

TRUST ACCOUNT REPORT for October 2017

American Bank & Trust - balance on hand July 1, 2017			\$ 40,263.05
July 31, 2017	\$13.67		\$ 40,276.72
August 31, 2017	\$13.69		\$ 40,290.41
September 30, 2017	\$13.24		\$ 40,303.65
October 31, 2017	\$13.70		\$ 40,317.35
November 30, 2017	\$13.25		\$ 40,330.60

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Fidelity Bank and Trust

Balances October 31, 2017		\$14,026.17	\$8,489.45
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Deposits

November 13, 2017

Pat Valant / FB donation	\$30.00		
Conscience box donations	\$2.00		
Friends booksale / donation	<u>\$26.75</u>	<u>\$58.75</u>	

November 17, 2017

Billie Rardin Memorial	\$150.00		
Friends / DRA Grant	\$5,000.00		
Wreath-it-up fundraiser	\$42.00		
Layette Quilt Raffle	\$50.00		
Conscience box donations	\$4.79		
Friends booksale / donation	<u>\$25.25</u>	<u>\$5,272.04</u>	

November 22, 2017

Adopt-a-book	\$14.38		
Schemmel children's programming donation	\$25.00		
Wreath-it-up fundraiser	\$379.00		
Coloring books	\$10.00		
History Books	\$20.00		
Conscience box donations	\$1.20		
Friends booksale / donation	<u>\$31.75</u>	<u>\$481.33</u>	

November 30, 2017

Interest	<u>\$0.35</u>	<u>\$0.35</u>	<u>\$5,812.47</u>
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Debits

Adopt-a-book	\$15.12		
Sams Club (Cookie Walk plates)	\$12.72		
Oriental Trading (Cookie Walk bags)	\$20.46		
Heritage Printing (Mystery Dinner tickets)	\$29.00		
Halloween Program (LML - 2017)	\$64.16		
Christmas Craft (LML - 2017)	\$16.16		
Hugo Kringle (LML - 2017)	\$325.00		
FB Ad (Marketing donation)	\$25.01		
Large Print (Anonymous Donation)	\$233.83		
1000 Books program - books (DRA/ Friend)	\$594.00		
Connie Mutel - lecture stipend (PLACE grant)	\$150.00		
Program refreshments (Friends)	\$14.91	<u>\$1,500.37</u>	<u>\$1,500.37</u>

Balances November 30, 2017

<u>\$12,525.80</u>	<u>\$12,801.55</u>
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J

st Account Income & Expenditure Report FY18

		in account	New Deposits					
Amount in American Trust		\$40,263.05						
Amount in Fidelity		\$12,130.82						
INCOME: (as of July 1, 2017)								REMAINING:
DONATIONS:								DONATIONS:
Previous Fundraisers		\$2,006.98						\$5,608.14
Coloring books	Nov-17		\$10.00					
FY18 Fundraisers								
Love My Library Fundraiser - 2017		\$854.89						\$424.62
				Nov-17	H Kringle	\$325.00		
				Nov-17	Xmas Craft	\$16.16		
				Nov-17	Halloween	\$64.16		
Wreath-It-Up	Nov-17		\$421.00					\$421.00
Mystery Dinner Theatre				Sep-17	Die Laugh Dep	\$50.00		-\$79.00
				Nov-17	Tickets	\$29.00		
Cookie Walk				Nov-17	Basket bags	\$20.46		-\$33.18
				Nov-17	Plates	\$12.72		
Previous Raffles		\$1,771.61						\$2,214.11
Layette Quilt Raffle	Nov-17		\$50.00					\$50.00
Donations								
Anony - LP	Aug-17		\$1,000.00	Nov-17	LP books	\$233.83		\$1,000.00
P Valant - marketing	Nov-17		\$30.00	Nov-17	FB ad	\$25.01		\$4.99
M. Schemmel - child	Nov-17		\$25.00					\$25.00
Miscellaneous Donations Total Remaining								\$4,383.13
Lion's Club - LP	Previous	\$0.00						\$58.33
Conscience Box	Previous	\$1,249.93						\$1,371.70
	Nov-17		\$7.99					
History Book	Previous	\$1,094.74						\$1,134.74
	Nov-17		\$20.00					
Genealogy Donation	Previous	\$83.86						\$83.86
Meeting Room Donatid	Previous	\$348.56						\$361.56
Adopt-a-book donator	Previous	\$212.81						\$304.01
	Nov-17		\$14.38	Oct-17	materials	\$15.67		
				Nov-17	materials	\$15.12		
Friends - bksale	Previous	\$311.07						\$362.06
	Nov-17		\$83.75	Nov-17	refreshments	\$14.91		
TACKL	Previous	\$974.29						\$978.96
Bequests & Specified donations total								\$28,502.31
Memorials or In Honor of								
Billie B. Rardin	Nov-17		\$150.00					\$150.00
Memorials or "In Honor Of" - Total Remaining								\$402.20
GRANTS:								GRANTS:
1000 Books (DRA & Friends)		\$2,150.06		Nov-17	books	\$594.00		\$1,556.06
PLACE Grant	May-17	\$1,000.00		Aug-17	collection	\$49.13		\$144.16
				Nov-17	Mutel	\$150.00		
DRA Grant								
Friends Match	Aug-17		\$3,800.00	Sep-17	Awe computers	\$8,544.00		\$256.00
DRA	Nov-17		\$5,000.00					
INTEREST DEPOSITS								
remaining from previous years		\$3,714.52						
	Nov-17		\$0.35					
Unspecified from previous		\$747.98						\$4,464.91
TOTAL DEPOSITS			\$13,144.93	TOTAL EXPENDITURES:		\$12,474.20	Balance	\$12,801.55

Memorials and Donations November 2017

K

From: **Patrick Valant**
Donation: \$30.00
Fund: Library Trust Account
Restrictions: FB ad for *Almost Sunrise*

From: **Joyce Bries**
Donation: \$14.38
Fund: Library Trust Account
Restrictions: Adopt-a-book for specific title

From: **Mona Schemmel**
Donation: \$25.00
Fund: Library Trust Account
Restrictions: Children's programming

From: **Wreath-it-Up**
Donation: \$421.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Quilt Raffle**
Donation: \$50.00
Fund: Library Trust Account
Restrictions: Fundraiser for library collections & services

From: **Ray Rardin**
Donation: \$150.00
Fund: Library Trust Account
Restrictions: In Memory of Billie Rardin

From: **DRA/ Friends of the JKPL**
Donation: \$5000.00
Fund: Library Trust Account
Restrictions: Grant for Children's Literacy @ the Library

L

James Kennedy Public Library Monthly Program Report
Report for the Month of November 2017

Story Time Sessions:

For the week of November 1, 2017 Theme – Snakes & Worms
Total attendance at 1 program –7 children (morning session cancelled)
Time for preparation & performance – 4.25 hrs (pd)
Supplies: Color copies and yarn for activity
Stickers for treat

For the week of November 8, 2017 Theme – Owls
Total attendance at 2 programs –16 children & 4 adults
Time for preparation & performance – 5 hrs (pd)
Supplies: Color copies and owl game for activity
Stickers for treat

For the week of November 15, 2017 Theme – Mice
Total attendance at 2 programs –15 children & 3 adults
Time for preparation & performance – 5.5 hrs (pd) 1 hr (vol)
Supplies: Color copies, yarn and laminating pouches for activity
Stickers for treat

Wee Read Sessions:

For the week of November 1, 2017 Theme – Snakes & Worms
Cancelled due to illness

For the week of November 8, 2017 Theme – Owls
Total attendance at 1 program –2 children & 2 adults
Time for preparation & performance – .5 hrs (pd)
Supplies: Color copies and owl game for activity
Stickers for treat

For the week of November 15, 2017 Theme – Mice
Total attendance at 1 program –2 children & 1 adult
Time for preparation & performance – .5 hrs (pd)
Supplies: Color copies, yarn and laminating pouches for activity
Stickers for treat

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

For the first session in November 2017 Theme – Alligators & Crocodiles
Total attendance at 8 programs – 126 children & caregivers
Time for preparation & performance – 6.25 hrs (pd)
Supplies: 15 copies of activities, poems, etc. for parents & / or teachers

For the second session in November 2017 Theme – Mice
Total attendance at 3 programs – 43 children & caregivers
Time for preparation & performance – 2.5 hrs (pd)
Supplies: 10 copies of activities, poems, etc. for parents & / or teachers

Branching Out (Wednesdays at 11:00 am)

November 1, 8, & 29, 2017 (Cancelled by Meals Site other dates) Total attendance - 24
Time for preparation & performance – 6 hrs (pd) 2 hr (vol)
Supplies: Posters & library information; Materials to check out
Leah McCool donated her time to assist with this program

Program at Ellen Kennedy Center – (Typically first Friday of each month) – Cancelled due to Veteran's Day program

Program at Oakcrest Manor (Typically Third Friday of each month) – One-room Schools

November 17, 2017 Total attendance – 14
Time for preparation & performance – 7 hrs (pd)
Supplies: PowerPoint presentation

Sit 'n' Stitch (Wednesdays of each month)

November 1, 8, 15, 22, & 29, 2017 Total attendance – 62
Time for preparation & performance – 1.5 hrs (pd) 10 hrs (vol)
Supplies: Refreshments provided by participants

Books for Lunch Book Club (First Monday of each month) – <i>Underground Railroad</i> November 6, 2017	Total attendance – 8
Time for preparation & performance – .5 hr (pd) 1 hr (vol)	
Supplies: Posters, PSA, beverages & paper products Refreshments provided by participants or the Friends	
A Novel Approach to Faith Book Club November 14, 2017	Total attendance – 6
Time for preparation & performance – .5 hr (pd) 1.75 (vol)	
Supplies: Posters, PSA, beverages & paper products Refreshments provided by participants or the Friends Carol Denekas donated her time to facilitate this gathering.	
Get Puzzled @ Your Library November 1-30, 2017	Total attendance – 16
Time for preparation & performance – .5 hrs (pd)	
Supplies: Posters, PSA, \$15.00 for puzzle	
Dungeons & Dragons Club (1st Tuesday of each Month) November 7, 2017	Total attendance – 7
Time for preparation & performance – 2.5 hrs (pd)	
Supplies: Snacks & beverages	
JKPL Writing Group (3 rd Monday of each Month) November 18, 2017	Total attendance - 3
Time for preparation & performance – 2.5 hrs (pd)	
Supplies: Refreshments & handouts	
Lifelong Learner's Creativity Group (2 nd Monday of each month) November 13, 2017	Total attendance – 11
Time for preparation & performance – 3 hr (pd)	
Supplies: Posters, PSA, refreshments	
Game Night (4 th Friday of each Month) November 24, 2017	Total attendance – 15
Time for preparation & performance – 3.5 hrs (pd)	
Supplies: Posters & PSA, refreshments & games	
Building Creativity one Block at a Time (LEGO® program) (monthly, date and time varies) November 21, 2017	Total attendance – 12
Time for preparation & performance – 3 hrs (pd) .5 (vol)	
Supplies: Posters, PSA, Refreshments, sponsored by DuTrac	
Coloring for Adults (monthly, date and time varies) November 5, 2017	Total attendance – 1
Time for preparation & performance – .5 hr (pd)	
Supplies: Posters, PSA, Refreshments, Coloring sheets & pencils	
Movies @ Your Library – showing of <i>Emoji</i> November 4, 2017	Total attendance – 15
Time for preparation & performance – 1.75 hrs	
Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF	
Movies @ Your Library – showing of <i>Everything Everything</i> November 6, 2017	Total attendance – 0
Time for preparation & performance – .25 hrs (pd)	
Supplies: Posters, PSA,	
Movies @ Your Library – showing of <i>Cars 3</i> November 18, 2017	Total attendance – 19
Time for preparation & performance – 2 hrs (pd)	
Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF	

Movies @ Your Library – showing of <i>Pirates of the Caribbean</i> November 19, 2017 Time for preparation & performance – 2.5 hrs (pd) Supplies: Posters, PSA, Popcorn provided by Farmer’s Shipping; Pop, bags, napkins, etc. from GF	Total attendance – 9
Movies @ Your Library (Books for Lunch) – showing of <i>An Inconvenient Sequel</i> November 20, 2017 Time for preparation & performance – .5 hrs (pd) Supplies: Posters, PSA	Total attendance – 0
NaNoWriMo Kickoff November 1, 2017 Time for preparation & performance – 4 hrs (pd) Supplies: Posters, PSA and refreshments	Total attendance – 4
Crazy 8s: Bouncy Dice Explosion November 1 & 2, 2017 (2 sessions) Time for preparation & performance –6 hrs 1 hr (vol) Supplies: Posters, PSA Dice, stickers, & paper, others items supplied provided by Bedtime Math	Total attendance – 22
NaNoWriMo Come Write In November 3, 6, 10, 17, 20, & 27, 2017 Time for preparation & performance – 3 hr (pd) Supplies: Posters, PSA, refreshments	Total attendance – 9
International Games Week – Game Demos November 4, 2017 Time for preparation & performance – 5 hr (pd) Supplies: Posters, PSA, door prizes donated by Dyersville Comics and Games	Total attendance –15
DES After School Enrichment – Bouncy dice November 8, 2017 Time for preparation & performance – 1.25 hr Supplies: Bouncy dice from Crazy 8 programs, stickers	Total attendance – 18
Pushing the Limits: PLACE – Strategy November 9, 2017 Time for preparation & performance – 2 hrs 8 hrs (vol) Supplies: Posters, PSA, PowerPoint Presentation, Refreshments Terry Simmons / NOAA science expert Funded by grant from NOAA and NSF	Total attendance – 6
<i>Almost Sunrise</i> documentary screening November 11, 2017 Time for preparation & performance – 3 hrs (pd) 2 hrs (vol) Supplies: Posters, PSA, refreshments Pat Valant donated his time to facilitate this program American Legion paid the film / screening fee of \$99.00	Total attendance – 15
1000 Books Before Kindergarten Awards Ceremony November 11, 2017 Time for preparation & performance – 3.75 hrs Supplies: Popcorn & Lemonade Trophies and certificates funded by DRA / Friends grant	Total attendance – 30
Wreath-it-up Closing Reception November 12, 2017 Time for preparation & performance – 1 hrs (pd) 2 hrs (vol) Supplies: Posters, PSA & refreshments	Total attendance – 4

Crazy 8s: Spy Training		
November 14 & 15, 2017 (2 sessions)		Total attendance – 19
Time for preparation & performance	–4.5 hrs (pd) 1 hr (vol)	
Supplies:	Posters, PSA Pencils, brown paper bags, others items supplied provided by Bedtime Math	
DES After School Enrichment – Catapults & Slingshots		
November 15, 2017		Total attendance – 21
Time for preparation & performance	– 1.25 hr	
Supplies:	Rubber bands, popsicles sticks, plastic spoons, paper Supplies were left from Crazy 8 program	
Pushing the Limits: PLACE – Connie Mutel		
November 16, 2017		Total attendance – 10
Time for preparation & performance	– 2 hrs 8 hrs (vol)	
Supplies:	Posters, PSA, PowerPoint Presentation, Refreshments Terry Simmons / NOAA science expert Presentation by Ecologist and Author Connie Mutel Funded by grant from NOAA and NSF	
Small Business Saturday – Game On		
November 25, 2017		Total attendance – 1
Time for preparation & performance	–1.5 hrs (pd) 3 hr (vol)	
Supplies:	Posters, PSA, Refreshments	
NaNoWriMo – Open Mic		
November 30, 2017		Total attendance – 2
Time for preparation & performance	– 3 hrs (pd)	
Supplies:	Posters, PSA, Refreshments	

Notes from Personnel Committee Meeting on Tuesday, December 5, 2017 at 5:15 pm.

Present were Chairperson Lynn Osterhaus, members Pat Valant and Barb Heitzman, and Assistant Library Director Dawn Schrandt (sitting in for Shirley).

The main purpose for this meeting was to discuss and recommend a FY19 personnel budget.

Pay Equity: The committee agreed to continue with the pay equity plan that was established in 2015.

Personnel affected by the plan are:

- Jo Amunson: Scheduled equity pay increase on 1/1/2018 will put her at the top of the pay range for her position. For FY19 and beyond she will only be eligible for COLA.
- Sarah Keffler-Gibson: Recommend a 50 cent pay equity increase on 1/1/18 and 7/1/18 to keep her above that paid to more recently hired clerks who receive pay increases on their hire dates.
- Dawn Schrandt: Scheduled pay equity increase of \$500 or COLA, whichever is higher on 7/1 and \$500 on 1/1 each year as part of the pay equity plan.

All other staff members receive their pay based upon their hire date and the pay rates and ranges schedule approved annually by the JKPL Board of Trustees.

FY19 Personnel Budget Proposal:

Mick did not have a recommendation for COLA so the committee is recommending a 2% COLA based on the current CPI which is also 2%.

Staffing levels will remain the same with the exception that we are recommending to add back into the budget the 10 hours per week for 12 weeks of temporary help for the summer.

FICA, Medicare and SUI are expected to remain the same. IPERS will increase from 8.93% to 9.44% .

For health insurance, Mick was going to see if he could get an estimate from the city insurance company but we do not have that currently. Shirley estimated a 5% increase in health insurance costs to create a proposal. This amount should be modified when we have more information from the city.

Recommendation is to keep the dues and training amounts at the current rates of \$900.00 for dues and \$2500.00 for training.

The committee also discussed the pay equity plan as it related to Dawn Schrandt and will discuss this again at a future meeting. They also discussed long term staff planning. With the trend of more programming each year likely to continue, the committee suggested the library administration may want to explore job shadowing and / or interns from area high schools and looking for volunteers for specific projects based on specific skill sets or interests. They also suggested making a plan for non-emergency / elective type service projects that can be put on a back burner but would be good projects if volunteers became available on short notice.

Notes from the December 7, 2017 Finance Committee Meeting

The Finance Committee of the James Kennedy Public Library met on Thursday, December 7, 2017 at 4:00 pm. Present were Angela English, Joe Petcher, Steve Werner, Mary Radloff and Shirley Vonderhaar. The committee met to discuss and develop a proposal for the FY19 Library Operating Budget.

After discussion, the Committee is proposing the attached operating budget for the FY19 fiscal year. The spreadsheet includes columns for the FY17 approved budget, FY17 actual expenditures, FY18 proposed, FY18 approved, FY18 YTD (6 months), and FY18 re-estimate. The final column is the FY19 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 FY18.

Expenditures:

Personal Services:

- Wages and benefits – Projection includes continuation with the Pay Equity Plan or 2% COLA for those not covered by that plan. (2% is based on current CPI rate.) The benefits are a percentage of the pay rates so were adjusted accordingly. IPERS is increasing from 8.93% to 9.44% and SUI maximum is increasing slightly.
- Group Insurance – We do not yet have any specific information on rate changes for insurance but the expectation is that it will increase. This estimate includes a 5% increase for group health insurance premiums.
- Meetings and training – no change
- Dues & memberships – no change

Contractual Services:

- Utilities – Phone and Internet services are currently contracted through Mediacom so there is no change.
- Electricity – Based on 3 year trend and expectation that LED lights will reduce this expense, we are projecting a slight decrease from \$14,500 to \$14,000 for this line item.
- Gas / Heat – Based on 3 year trend we are projecting a slight increase of \$2000 to \$2200 for this line item.
- Insurance (bldg.) – Actual for FY16 was \$6772 but for FY17 was \$5591. We don't have a final number for FY18 but expect it will increase. Budget includes a 2% increase in this line item to reflect the CPI change.
- Legal Fees – no change
- Custodial services – No change

- Window cleaning – no change
- Service / Maintenance Contracts – Projecting slight increase based on trends from FY16 and FY17 and the fact that our current maintenance contract for the copier will expire and the those rates will be higher.

Supplies:

- General library supplies – Requesting this amount be increased back to the FY17 budgeted amount. (We reduced in FY18 in order to stay within amount allocated by City Council.)
- Public relations / speakers – No change
- Marketing – Increasing \$500 to fund social media marketing
- Misc. Repairs & Equipment – Increased to address fact that the designated capital funds will be expended in FY18, the facility is aging, and keeping up with technology.

Books and Materials:

- Requesting this amount be increased back to the FY17 budgeted amount. (We reduced in FY18 in order to stay within the amount allocated by the City Council.)
- Additional line item added for Active Learning Materials, funds will be reallocated from materials that are seeing lower use.

This creates a budget request of \$424,515.00

The Committee also discussed the need to start planning for capital expenses as the designated Capital Account will likely be exhausted during FY18. Since we have not requested capital funds for several years, the committee directed Shirley to put together a list of capital items and an estimate of when they might need to be funded. This information will be shared with the council for their input and recommendation on how these expenses should be addressed.

8-B

James Kennedy Public Library FY19 Budget Proposal information								
ESTIMATED REVENUES:		FY17	FY17	FY18	FY18	FY18	FY18	FY19
		Approved	Actual	Proposed	Approved	YTD (5 mo)	Reestimate	Proposal
Dubuque County Library Agency		\$5,000.00	\$5,020.27	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00
Fees from copier, R/P, etc.		\$5,400.00	\$4,750.70	\$ 5,000.00	\$ 5,000.00	\$ 2,166.00	\$ 5,200.00	\$ 5,000.00
Open Access		\$13,000.00	\$14,135.75	\$ 14,200.00	\$ 14,200.00	\$ 12,327.99	\$ 12,327.99	\$ 12,400.00
Access Plus		\$800.00	\$604.50	\$ 600.00	\$ 600.00	\$ 560.25	\$ 560.25	\$ 600.00
Direct State Aid		\$1,800.00	\$1,600.66	\$ 1,800.00	\$ 1,800.00	\$ 1,883.95	\$ 1,883.95	\$ 1,800.00
	TOTAL:	\$26,000.00	\$26,111.88	\$ 26,600.00	\$ 26,600.00	\$ 16,938.19	\$ 24,972.19	\$ 24,800.00
ESTIMATED EXPENDITURES:								
PERSONAL SERVICES								
Wages		\$214,164.00	\$211,517.24	\$ 222,663.00	\$ 218,505.00	\$ 87,189.14	\$ 218,505.00	\$ 228,856.00
FICA		\$13,278.00	\$12,793.26	\$ 13,805.00	\$ 13,547.00	\$ 5,224.85	\$ 13,547.00	\$ 14,189.00
Medicare		\$3,105.00	\$2,992.16	\$ 3,229.00	\$ 3,168.00	\$ 1,221.99	\$ 3,168.00	\$ 3,318.00
IPERS		\$19,125.00	\$18,825.74	\$ 19,884.00	\$ 19,512.00	\$ 7,786.07	\$ 19,512.00	\$ 21,604.00
SUI		\$171.00	\$165.22	\$ 180.00	\$ 175.00	\$ 89.08	\$ 175.00	\$ 184.00
Group Insurance		\$19,800.00	\$25,657.13	\$ 33,700.00	\$ 33,700.00	\$ 13,015.48	\$ 33,700.00	\$ 35,700.00
Meetings and training		\$2,500.00	\$1,969.40	\$ 2,500.00	\$ 2,500.00	\$ 1,609.41	\$ 2,500.00	\$ 2,500.00
Dues and memberships		\$900.00	\$763.00	\$ 900.00	\$ 900.00	\$ 165.00	\$ 900.00	\$ 900.00
	TOTAL:	\$273,043.00	\$274,683.15	\$ 296,861.00	\$ 292,007.00	\$ 116,301.02	\$ 292,007.00	\$ 307,251.00
CONTRACTUAL SERVICES:								
Utilities (telephone)		\$2,100.00	\$2,186.48	\$ 2,200.00	\$ 2,200.00	\$ 733.81	\$ 2,200.00	\$ 2,200.00
Electricity		\$14,500.00	\$13,391.15	\$ 14,500.00	\$ 14,500.00	\$ 6,115.61	\$ 14,500.00	\$ 14,000.00
Gas / Heat		\$2,200.00	\$1,845.62	\$ 2,000.00	\$ 2,000.00	\$ 257.27	\$ 2,000.00	\$ 2,200.00
Insurance (bldg)		\$5,600.00	\$5,591.00	\$ 7,200.00	\$ 7,200.00	\$ 71.00	\$ 7,200.00	\$ 7,344.00
Legal Fees		\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Custodial services		\$8,000.00	\$7,840.00	\$ 8,000.00	\$ 8,000.00	\$ 3,150.00	\$ 8,000.00	\$ 8,000.00
Window cleaning		\$200.00	\$220.00	\$ 220.00	\$ 220.00	\$ 220.00	\$ 220.00	\$ 220.00
Service / Maintenance Contracts		\$5,000.00	\$5,288.60	\$ 5,000.00	\$ 5,000.00	\$ 606.83	\$ 5,000.00	\$ 5,300.00
	TOTAL:	\$37,600.00	\$36,362.85	\$ 39,120.00	\$ 39,120.00	\$ 11,154.52	\$ 39,120.00	\$ 39,264.00
SUPPLIES:								
General library supplies		\$10,000.00	\$12,059.61	\$ 10,000.00	\$ 8,500.00	\$ 3,808.55	\$ 8,500.00	\$ 10,000.00
Public relations (speakers, etc)		\$1,000.00	\$981.87	\$ 2,500.00	\$ 2,500.00	\$ 394.69	\$ 2,500.00	\$ 2,500.00
Marketing & advertising		\$1,000.00	\$1,076.50	\$ 1,000.00	\$ 1,000.00	\$ 417.96	\$ 1,000.00	\$ 1,500.00
Misc. (repairs, equip. etc.)		\$5,000.00	\$3,961.62	\$ 5,000.00	\$ 5,000.00	\$ 434.33	\$ 5,000.00	\$ 6,000.00
	TOTAL	\$17,000.00	\$18,079.60	\$ 18,500.00	\$ 17,000.00	\$ 5,055.53	\$ 17,000.00	\$ 20,000.00
BOOKS AND MATERIALS								
Adult fiction		\$8,500.00	\$8,906.88	\$ 8,400.00	\$ 8,400.00	\$ 3,992.69	\$ 8,400.00	\$ 8,400.00
Adult nonfiction		\$5,700.00	\$5,375.48	\$ 5,900.00	\$ 5,900.00	\$ 2,631.49	\$ 5,900.00	\$ 5,900.00
Young adult fiction		\$2,000.00	\$1,898.71	\$ 2,000.00	\$ 2,000.00	\$ 1,214.49	\$ 2,000.00	\$ 2,000.00
Juvenile fiction		\$5,400.00	\$4,821.79	\$ 7,400.00	\$ 7,400.00	\$ 3,712.93	\$ 7,400.00	\$ 7,400.00
Juvenile nonfiction		\$3,300.00	\$2,981.44	\$ 3,300.00	\$ 3,300.00	\$ 2,664.14	\$ 3,300.00	\$ 3,300.00
Large Print		\$2,000.00	\$2,335.27	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,000.00
Ebooks and downloadable		\$4,500.00	\$3,367.39	\$ 4,500.00	\$ 4,500.00	\$ 2,647.38	\$ 4,500.00	\$ 4,500.00
Reference and databases		\$5,500.00	\$5,524.90	\$ 5,500.00	\$ 4,373.00	\$ 5,051.00	\$ 4,373.00	\$ 5,500.00
Periodicals and newspapers		\$4,100.00	\$4,462.96	\$ 4,000.00	\$ 4,000.00	\$ 1,498.71	\$ 4,000.00	\$ 4,000.00
Audiobooks		\$4,000.00	\$3,997.03	\$ 4,000.00	\$ 4,000.00	\$ 1,600.42	\$ 4,000.00	\$ 4,000.00
Gaming		\$1,987.00	\$1,630.38	\$ 2,000.00	\$ 2,000.00	\$ 483.67	\$ 2,000.00	\$ 2,000.00
DVDs		\$7,000.00	\$7,020.55	\$ 7,000.00	\$ 7,000.00	\$ 3,291.23	\$ 7,000.00	\$ 7,000.00
	TOTAL:	\$53,987.00	\$52,322.78	\$ 58,000.00	\$ 56,873.00	\$ 28,788.15	\$ 56,873.00	\$ 58,000.00
TOTAL EXPENDITURES:		\$381,630.00	\$381,448.38	\$ 412,481.00	\$ 405,000.00	\$ 161,299.22	\$ 405,000.00	\$ 424,515.00
TOTAL REVENUES:		\$26,000.00	\$26,111.88	\$ 26,600.00	\$ 26,600.00	\$ 16,938.19	\$ 24,972.19	\$ 24,800.00
ACTUAL ASKING		\$355,630.00	\$355,336.50	\$ 385,881.00	\$ 378,400.00	\$ 144,361.03	\$ 380,027.81	\$ 399,715.00
CAPITAL EXPENDITURES:								
Equipment and fixtures		\$0.00	\$0.00	\$ -	\$ -			
Capital Improvements		\$27,500.00	\$26,655.38	\$ -	\$ -			
	TOTAL:	\$27,500.00	\$26,655.38	\$ -	\$ -			
TOTAL:		\$409,130.00	\$408,103.76	\$ 412,481.00	\$ 405,000.00	\$ 144,361.03	\$ 380,027.81	\$ 399,715.00

Fundraising Committee Update for December 2017

Due to the busy holiday season the Fundraising committee did not have a face to face meeting but instead handled issues via email. Here is an update on their work:

Wreath-it-up Event: Funds raised were \$421.00 with no expenses.

Fall / Winter Quilt Raffle: This event is an annual partnership with the Dyersville Layette Group and runs from November 13 to December 17. Ticket sales have already been higher than previous years with no expenses.

Christmas Cookie Walk: This event was extremely successful this year and our busiest yet. At the cookie walk we sold \$603.00 in cookies and an additional \$123 in plates sold afterwards. Our expenses were plates and bags at \$35.18 so our proceeds this year was \$690 – almost \$100 more than last year.

Soup Supper: This annual event is scheduled for Thursday, January 18, 2018 from 5 to 8 pm. Please let Shirley know whether you are planning to donate chili or chicken noodle soup.

Mystery Dinner: The date for the Mystery Dinner Theatre has been changed to Saturday, March 10, 2018. Shirley received an email from the Die Laughing Mystery Troup. They had lost 3 cast members and the people that replaced them had a prior commitment on February 24. The Country Club and J & D Mart are available on March 10 so this event has been rescheduled. Steve will update the posters and we will make sure everyone knows of the change. Hopefully it will not affect ticket sales as it will still be a great show, food and fun!