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**James Kennedy Public Library
July 2016 Claims Report**

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services	300.00
Black Hills	Gas / Heat	35.41
Alliant Energy	Electricity	1,168.17
Mediacom	Internet & Phone	.00
Total		\$1503.58

Miscellaneous Bills

Check issued to:	Purpose	Amount
Ace	Duct tape	9.88
Pitney Bowes	Postage - shipping	232.47
UPS	Postage - shipping	16.55
Heritage	Envelopes	192.49
Pitney Bowes	Meter rental	15.22
Credit Card / Linksys	Tax refund for routers (capital expense)	-19.60
Total		\$447.01

July 2016 Budget	
Approved claims by JKPL executive committee – none (paid 8/1)	0.00
Utility and Contractual from Bills above	1,503.58
Miscellaneous Bills from above	447.01
Total wages and benefits	23,488.43
Total July 2016 expenses	\$25,439.02

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

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VENDOR SET: 01 ACCOUNTS PAYABLE

ITEMS PRINTED: PAID, UNPAID

PACKET: 03228 08.01.16 BILLS

FUND : 001 GENERAL FUND

DEPARTMENT: 410 LIBRARY

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-000018	AMERICAN TRUST & SAVING	I-07.26.16	001-5-410-4-63730	LBRY - PHONE / INTERNET		172.96
01-000268	AMAZON	I-125983805100	001-5-410-4-67701	LBRY - DVD		12.96
01-000346	RUDZIANSKI'S BUSINESS E	I-18009	001-5-410-4-64316	LBRY- COPY MACHINE		188.05
01-000810	BTS	I-995532	001-5-410-4-63750	LBRY - PHONE MAINTENANCE		215.95
01-000930	RECORDED BOOKS LLC	I-75365008	001-5-410-4-67701	LBRY- RECORDED BOOKS SUBSCRIP		1,550.00
01-001429	RELIANCE STANDARD	I-08.2016	001-5-410-4-61500	LBRY - INSURANCE		98.60
01-001487	SINGSANK, TIM	I-07.14.16	001-5-410-4-64322	LIBRARY - WK OF 7/8 TO 7/14		150.00
01-001487	SINGSANK, TIM	I-07.21.16	001-5-410-4-64322	LIBRARY - WK OF 7/15 TO 7/21		150.00
DEPARTMENT 410 LIBRARY					TOTAL:	2,538.52

The above presented claims, which included those covering the invoices attached, were presented and approved by the Board at the above dated meeting. You are directed to pay the same and include in the financial report.

President, Board of Trustees

ATTEST: _____
Secretary, Board of Trustees Date

Credit Card Claims for July & August 2016

Date	Vendor	Items	Amount
7/21/16	Mediacom	Phone & Internet	172.96
7/18/16	Linksys	Tax refund for routers	-19.60

CITY OF DYERSVILLE
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)
 AS OF: JULY 31ST, 2016

001-GENERAL FUND
 LIBRARY

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
001-5-410-4-60100 SALARIES	203,710.00	20,025.08	20,025.08	183,684.92	9.83
001-5-410-4-61100 FICA	13,630.00	1,219.52	1,219.52	12,410.48	8.95
001-5-410-4-61200 MEDICARE	2,954.00	285.25	285.25	2,668.75	9.66
001-5-410-4-61300 IPERS	18,191.00	1,788.28	1,788.28	16,402.72	9.83
001-5-410-4-61500 GROUP INSURANCE	8,400.00	121.89	121.89	8,278.11	1.45
001-5-410-4-61700 SUI	1,933.00	48.41	48.41	1,884.59	2.50
001-5-410-4-62100 DUES	900.00	0.00	0.00	900.00	0.00
001-5-410-4-62300 MEETINGS/TRAINING	2,500.00	0.00	0.00	2,500.00	0.00
001-5-410-4-63710 ELECTRICITY	14,000.00	1,168.17	1,168.17	12,831.83	8.34
001-5-410-4-63711 GAS HEAT	2,000.00	35.41	35.41	1,964.59	1.77
001-5-410-4-63730 TELEPHONE	2,200.00	0.00	0.00	2,200.00	0.00
001-5-410-4-63750 MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
001-5-410-4-64080 INSURANCE PREMIUM	5,000.00	0.00	0.00	5,000.00	0.00
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	0.00	0.00	0.00	0.00
001-5-410-4-64322 CONTRACTED SERVICES	11,200.00	300.00	300.00	10,900.00	2.68
001-5-410-4-65060 OFFICE SUPPLIES	19,100.00	466.61	466.61	18,633.39	2.44
001-5-410-4-67210 FURNITURE/FIXTURES	1,000.00	0.00	0.00	1,000.00	0.00
001-5-410-4-67274 CAPITAL IMPROVEMENTS/E	18,553.00 (19.60) (19.60)	18,572.60	0.11-
001-5-410-4-67701 BOOKS/FILMS/RECORDS/SU	50,890.00	0.00	0.00	50,890.00	0.00
TOTAL LIBRARY	381,161.00	25,439.02	25,439.02	355,721.98	6.67
TOTAL EXPENDITURES	381,161.00	25,439.02	25,439.02	355,721.98	6.67

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 Not yet updated for FY17 budget.
 This is FY16.

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James Kennedy Public Library FY16 Operating Budget								
	FY17			Received		% Expended	FY16 Expense	
ESTIMATED REVENUES:	Approved	July	Aug (est)	to date	Difference	To date	thru July 2016	
Dubuque County Library Agency	5,000.00	0.00	0.00	0.00	5,000.00		0.00	
Fees from copier, R/P, etc.	5,400.00	773.18	300.00	773.18	4,626.82		755.54	
Open Access	13,000.00	0.00	0.00	0.00	13,000.00		0.00	
Access Plus / ILL	800.00	0.00	0.00	0.00	800.00		0.00	
Direct State Aid	1,800.00	0.00	0.00	0.00	1,800.00		0.00	
TOTAL:	26,000.00	773.18	300.00	773.18	25,226.82		755.54	
				773.18	25,226.82			
ESTIMATED EXPENDITURES:								
PERSONAL SERVICES				Spent to date	Remaining			
Wages	207,896.00	20,025.08	16,100.00	20,025.08	187,870.92	9.6%	19,671.31	
FICA	12,890.00	1,219.52	998.20	1,219.52	11,670.48	9.5%	1,213.42	
Medicare	3,015.00	285.25	233.45	285.25	2,729.75	9.5%	283.78	
IPERS	18,565.00	1,788.28	1,437.73	1,788.28	16,776.72	9.6%	1,756.65	
SUI	1,964.00	48.41	0.00	48.41	1,915.59	2.5%	45.88	
Group Insurance	19,800.00	121.89	1,600.00	121.89	19,678.11	0.6%	693.41	
Meetings and training	2,500.00	0.00	0.00	0.00	2,500.00	0.0%	0.00	
Dues and memberships	900.00	0.00	150.00	0.00	900.00	0.0%	0.00	
TOTAL:	267,530.00	23,488.43	20,519.38	23,488.43	244,041.57	8.8%	23,664.45	
				23,488.43	244,041.57			
CONTRACTUAL SERVICES:								
Utilities (telephone)	2,100.00	0.00	172.96	0.00	2,100.00	0.0%	0.00	
Electricity	14,500.00	1,168.17	1,200.00	1,168.17	13,331.83	8.1%	0.00	
Gas / Heat	2,200.00	35.41	35.00	35.41	2,164.59	1.6%	40.46	
Insurance (bldg)	5,600.00	0.00	0.00	0.00	5,600.00	0.0%	0.00	
Legal Fees	0.00	0.00	0.00	0.00	0.00	NA	0.00	
Custodial services	8,000.00	300.00	600.00	300.00	7,700.00	3.8%	566.00	
Window cleaning	200.00	0.00	0.00	0.00	200.00	0.0%	0.00	
Service / Maintenance Contracts	5,000.00	0.00		0.00	5,000.00	0.0%	159.43	
TOTAL:	37,600.00	1,503.58	2,007.96	1,503.58	36,096.42	4.0%	765.89	
				1,503.58	36,096.42			
SUPPLIES:								
General library supplies	10,000.00	456.73	887.93	456.73	9,543.27	4.6%	216.46	
Program fees & supplies	2,500.00	9.88	0.00	9.88	2,490.12	0.4%	0.00	
Marketing & advertising	1,000.00	0.00	0.00	0.00	1,000.00	0.0%	0.00	
Maintenance and Repairs	5,000.00	0.00	1,021.93	0.00	5,000.00	0.0%	0.00	
TOTAL	18,500.00	466.61	1,909.86	466.61	18,033.39	2.5%	216.46	
				466.61	18,033.39			
BOOKS AND MATERIALS								
Adult fiction		0.00	946.27	0.00	0.00	#DIV/0!	0.00	
Adult nonfiction		0.00	276.53	0.00	0.00	#DIV/0!	0.00	
Young adult fiction		0.00	23.89	0.00	0.00	#DIV/0!	0.00	
Juvenile fiction		0.00	384.57	0.00	0.00	#DIV/0!	0.00	
Juvenile nonfiction		0.00	0.00	0.00	0.00	#DIV/0!	0.00	
Large Print		0.00	338.92	0.00	0.00	#DIV/0!	0.00	
Electronic media (ebooks, etc.)		0.00	665.22	0.00	0.00	#DIV/0!	665.22	
Reference & electronic databases		0.00	4,709.90	0.00	0.00	#DIV/0!	0.00	
Periodicals and newspapers		0.00	208.74	0.00	0.00	#DIV/0!	0.00	
Audiobooks (CD, playaway)		0.00	547.60	0.00	0.00	#DIV/0!	0.00	
Software & Gaming		0.00	25.49	0.00	0.00	#DIV/0!	0.00	
DVDs		0.00	686.14	0.00	0.00	#DIV/0!	0.00	
TOTAL:	58,000.00	0.00	8,813.27	0.00	58,000.00	0.0%	665.22	
				0.00	0.00			
TOTAL EXPENDITURES:	381,630.00	25,458.62	33,250.47	25,458.62	356,171.38	6.7%	25,312.02	
TOTAL REVENUES:	26,000.00	773.18	300.00	773.18	25,226.82	3.0%	755.54	
ACTUAL ASKING	355,630.00	24,685.44	32,950.47	24,685.44	330,944.56	6.9%	24,556.48	
Capital Improvement	0.00	-19.60	800.00	-19.60	19.60	N/A	0.00	
Total all expenditures	381,630.00	25,439.02	34,050.47	25,439.02	356,190.98	N/A	25,312.02	

James Kennedy Public Library FY16 Operating Budget								
	FY17	FY16 Expense	July 2016	Total FY16	Budget	Amount	Over/Under	
ESTIMATED REVENUES:	Approved	thru July 2016	expenses		Projection	Over/Under	Budget	
Dubuque County Library Agency	5,000.00	0.00	0.00	5,845.23	thru July			
Fees from copier, R/P, etc.	5,400.00	755.54	755.54	5,071.97	2016			
Open Access	13,000.00	0.00	0.00	12,598.40				
Access Plus / ILL	800.00	0.00	0.00	818.10				
Direct State Aid	1,800.00	0.00	0.00	1,816.01				
TOTAL:	26,000.00	755.54	755.54	26,149.71				
				26,149.71				
ESTIMATED EXPENDITURES:								
PERSONAL SERVICES				Spent to date				
Wages	207,896.00	19,671.31	19,671.31	195,731.38	20,893.87	-869	0.96	
FICA	12,890.00	1,213.42	1,213.42	11,983.27	1,305.24	-86	0.93	
Medicare	3,015.00	283.78	283.78	2,802.59	305.29	-20	0.93	
IPERS	18,565.00	1,756.65	1,756.65	17,478.89	1,865.81	-78	0.96	
SUI	1,964.00	45.88	45.88	153.12	588.48	-540	0.08	
Group Insurance	19,800.00	693.41	693.41	10,549.19	1,301.48	-1,180	0.09	
Meetings and training	2,500.00	0.00	0.00	936.90	Zero	0	Nothing	
Dues and memberships	900.00	0.00	0.00	747.00	Zero	0	Nothing	
TOTAL:	267,530.00	23,664.45	23,664.45	240,382.34	26,337.00	-2,849	0.89	
				240,382.34				
CONTRACTUAL SERVICES:								
Utilities (telephone)	2,100.00	0.00	0.00	2,091.86	Zero	0	Nothing	
Electricity	14,500.00	0.00	0.00	12,764.88	Zero	0	Nothing	
Gas / Heat	2,200.00	40.46	40.46	1,608.40	55.34	-20	0.64	
Insurance (bldg)	5,600.00	0.00	0.00	6,772.00	Zero	0	Nothing	
Legal Fees	0.00	0.00	0.00	0.00	Zero	0	Nothing	
Custodial services	8,000.00	566.00	566.00	8,096.00	559.29	-259	0.54	
Window cleaning	200.00	0.00	0.00	200.00	Zero	0	Nothing	
Service / Maintenance Contracts	5,000.00	159.43	159.43	5,045.88	157.98	-158	0.00	
TOTAL:	37,600.00	765.89	765.89	36,579.02	787.27	716	1.91	
				36,579.02				
SUPPLIES:								
General library supplies	10,000.00	216.46	216.46	10,533.50	205.50	251	2.22	
Program fees & supplies	2,500.00	0.00	0.00	3,611.93	Zero	0	Nothing	
Marketing & advertising	1,000.00	0.00	0.00	1,458.28	Zero	0	Nothing	
Maintenance and Repairs	5,000.00	0.00	0.00	12,160.76	Zero	0	Nothing	
TOTAL	18,500.00	216.46	216.46	27,764.47	144.23	322	3.24	
				27,764.47				
BOOKS AND MATERIALS								
Adult fiction		0.00	0.00	9,544.55	Zero	0	Nothing	
Adult nonfiction		0.00	0.00	6,566.47	Zero	0	Nothing	
Young adult fiction		0.00	0.00	2,773.13	Zero	0	Nothing	
Juvenile fiction		0.00	0.00	6,856.37	Zero	0	Nothing	
Juvenile nonfiction		0.00	0.00	4,214.07	Zero	0	Nothing	
Large Print		0.00	0.00	3,814.79	Zero	0	Nothing	
Electronic media (ebooks, etc.)		665.22	665.22	4,522.04	0.00	0	#DIV/0!	
Reference & electronic databases		0.00	0.00	6,038.66	Zero	0	Nothing	
Periodicals and newspapers		0.00	0.00	4,044.75	Zero	0	Nothing	
Audiobooks (CD, playaway)		0.00	0.00	3,756.45	Zero	0	Nothing	
Software & Gaming		0.00	0.00	998.75	Zero	0	Nothing	
DVDs		0.00	0.00	7,345.78	Zero	0	Nothing	
TOTAL:	58,000.00	665.22	665.22	60,475.81	637.99	-638	0.00	
				60,475.81				
TOTAL EXPENDITURES:	381,630.00	25,312.02	25,312.02	365,201.64	26,450.66	-992	0.96	
TOTAL REVENUES:	26,000.00	755.54	755.54	26,149.71	751.21	22	1.03	
ACTUAL ASKING	355,630.00	24,556.48	24,556.48	339,051.93	25,757.18	-1,072	0.96	
Capital Improvement	0.00	0.00	0.00	12,269.65				
Total all expenditures	381,630.00	25,312.02	25,312.02	377,471.29				



V-1

Statement of Account

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

Last statement: June 30, 2016
This statement: July 31, 2016
Total days in statement period: 31

005951-435-6 Page 1 of 1

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

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

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

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LOOKING TO EXPAND YOUR BUSINESS? GET FAST, LOCAL DECISIONS FROM A KNOWLEDGEABLE AND PROVEN BUSINESS BANKING TEAM WHEN YOU SECURE YOUR FINANCING WITH AMERICAN TRUST. CONTACT A BUSINESS BANKING PROFESSIONAL FOR MORE INFORMATION.

Summary of Account Balance

Account	Number	Ending Balance
Money Market Account	005951-435-6	\$40,115.97

Money Market Account

Account number
005951-435-6

Beginning balance	\$40,102.34		
Low balance	\$40,102.34		
Avg collected balance	\$40,102		
Interest paid year to date	\$75.91		
Total additions	\$13.63	Total subtractions	\$-0.00

Effective dates	Interest Rate
06-30-16	0.400%

Date	Description	Additions	Subtractions
07-31	#Interest	13.63	

Daily balances

Date	Amount	Date	Amount	Date	Amount
06-30	40,102.34	07-31	40,115.97		





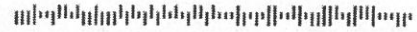
www.bankfidelity.com

Anamosa 319-462-6031	Dubuque Cedar Cross 563-556-7700	East Dubuque, IL 815-747-3173	La Motte 563-773-2255	Monticello 319-465-7010	Platteville, WI 608-348-5501
Bellevue 563-872-5515	Dubuque Asbury 563-557-2300	Epworth 563-876-9090	Luxemburg 563-853-2245	Oelwein 319-283-2524	Postville 563-864-7615
Cascade 563-852-3245	Dyersville 563-875-7157	Guttenberg 563-252-1493	Maquoketa 563-652-6660	Peosta 563-556-3002	Worthington 563-855-2415

V-2

3 *****AUTO**SCH 5-DIGIT 52030
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CITY OF DYERSVILLE
J KENNEDY PUBLIC LIBRARY TRUST
340 1ST AVE E
DYERSVILLE IA 52040-1203



PRIVACY NOTICE: OUR PRIVACY POLICY HAS NOT CHANGED. YOU
MAY REVIEW OUR POLICY & PRACTICES WITH RESPECT TO YOUR
PERSONAL INFORMATION AT WWW.BANKFIDELITY.COM OR WE WILL
MAIL YOU A FREE COPY IF YOU CALL US AT 800-403-8333

PRIMARY ACCT: 01 617571 STATEMENT PERIOD: 07/01/2016 - 07/31/2016

MONEY MARKET ACCOUNT 617571

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

DEPOSIT	438.67+	07/14
DEPOSIT	349.40+	07/21
DEPOSIT	598.55+	07/27
INTEREST PAID	.18+	07/31
YEAR-TO-DATE INTEREST PAID		4.20
AVERAGE COLLECTED BALANCE		4,180.06

-- CHECKS --

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

-- BALANCE INFORMATION --

DATE.....BALANCE	DATE.....BALANCE	DATE.....BALANCE
06/30 3,723.70	07/21 4,511.77	07/31 5,110.50
07/14 4,162.37	07/27 5,110.32	

SUMMARY:

ACCOUNT	PREVIOUS	TOTAL	TOTAL	SERVICE	ENDING
.....NUMBER.....	..BALANCE..DEBITS.....CREDITS.....	..CHARGES..	..BALANCE..
DDA 617571	3,723.70	.00	4 1,386.80	.00	5,110.50

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TRUST ACCOUNT REPORT for July 2016

American Bank & Trust - balance on hand July 1, 2016			\$ 40,102.34	
July 31, 2016 interest	\$13.63		\$ 40,115.97	V-1
July 1, 2016			\$25,000.00	\$3,723.70
Deposits				
July 14, 2016				
History Book	\$20.00			
Anonymous - SRP donation	\$7.00			
Friends - SRP donation	\$250.00			
TACKL - DTFN fundraiser	\$114.50			
Conscience box donations	\$11.42			
Friends booksale / donation	\$35.75	\$438.67		
July 21, 2016				
Lion's Club - Large print materials	\$300.00			
Friends - Jan Funke memorial	\$30.00			
Conscience box donations	\$6.90			
Friends booksale / donation	\$12.50	\$349.40		
July 27, 2016				
Williams Chiropractic - donation	\$525.00			
Menke donation	\$50.00			
Anonymous - SRP donation	\$2.00			
Conscience box donations	\$0.55			
Friends booksale / donation	\$21.00	\$598.55		
July 31, 2016				
Interest	\$0.18	\$0.18	\$1,386.80	
Debits				
None	\$0.00	\$0.00	\$0.00	\$0.00
Balances July 31, 2016			<u>\$25,000.00</u>	<u>\$5,110.50</u> V-2

FIDELITY TRUST ACCOUNT INCOME / EXPENDITURE REPORT FY16 (July 1, 2016 - June 30, 2017)



		in account	New Deposits				
Amount left at American Trust		\$3,723.70					
INCOME: (as of July 1, 2016)					EXPENDITURES:		REMAINING:
DONATIONS:							DONATIONS:
Previous Fundraisers		\$2,006.98					
Previous fundraisers - Total Remaining							\$2,006.98
Love My Library Fundraiser		\$1,758.33					
Love My Library - Total remaining							\$1,758.33
Raffles		\$1,329.11					
Raffles - Total Remaining							\$1,329.11
Donations							
Misc. donations brought forward		\$53.61					
Jul-16			\$50.00				
Williams Chiropracti	Jul-16		\$525.00				
Miscellaneous Donations Total Remaining							\$1,725.41
Lion's Club - LP	Previous	\$0.00					\$300.00
	Jul-16		\$300.00				
Conscience Box	Previous	\$1,063.82					
	Jul-16		\$18.87				
Conscience Box - Total							\$1,082.69
History Book	Previous	\$874.74					
	Jul-16		\$20.00				
History Book Total							\$894.74
Genealogy Donation	Previous	\$83.86					\$83.86
Meeting Room Donatid	Previous	\$266.79					
Meeting Room Donations - Total							\$266.79
Adopt-a-book donation	Previous	\$258.89					
Adopt-a-book totals							\$258.89
Friends - bksale	Previous	\$274.90					
	Jul-16		\$69.25				
Friends booksale - total							\$344.15
Summer Reading Program		\$0.00					
	Jul-16		\$259.00				
SRP total							\$259.00
TACKL	Previous	\$812.65					
	Jul-16		\$114.50				
TACKL - total							\$927.15
Bequests & Specified donations total							\$28,502.31
Memorials or In Honor of							
Jan Funke	Jul-16		\$30.00				
Memorials or "In Honor Of" - Total Remaining							\$175.00
GRANTS:							GRANTS:
1000 Books (DRA & Friends)		\$2,259.62					\$2,259.62
Launchpads							
Friends Match (DACF)		-\$750.00					
Launchpads Grant / Match totals							-\$750.00
INTEREST DEPOSITS							
remaining from previous years		\$3,691.58					
Interest brought forward and FY to date							
	Jul-16		\$0.18				
Interest - total							\$3,691.76
American Trust transfer		-\$33,500.00					
TOTAL DEPOSITS			\$1,386.80	EXPENDITURES:		\$0.00	Balance
							\$5,110.50

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Memorials and Donations July 2016

From: **Jane Menke**
Donation: \$50.00
Fund: Library Trust Account
Restrictions: Donation for materials

From: **Blake Williams Chiropractic**
Donation: \$525.00
Fund: Library Trust Account
Restrictions: Donation for materials and services

From: **Lion's Club**
Donation: \$300.00
Fund: Library Trust Account
Restrictions: Donation for large print materials

From: **Friends of the Library**
Donation: \$30.00
Fund: Library Trust Account
Restrictions: Jan Funke memorial

From: **TACKL**
Donation: \$114.50
Fund: Library Trust Account
Restrictions: DTFN Fundraiser for YA services

From: **Summer Reading Program***
Donation: \$259.00
Fund: Library Trust Account
Restrictions: Cash donations to support SRP

****Summer Reading Program Donations received as follows:***

Anonymous	\$9.00
Friends of the Library	\$250.00

James Kennedy Public Library Employee Pay Rates and Ranges

Library Director:

Full-time exempt (salaried) position. Pay range (salary) of \$50,683 to \$61,243 with annual COLA raises determined by the Board of Trustees of the James Kennedy Public Library and / or merit pay raises as recommended by the Library Director and authorized (via budget approval) by the Board of Trustees of the James Kennedy Public Library.

Assistant Library Director:

Full-time exempt (salaried) position. Pay range (salary) of \$34,845 to \$45,403 with annual COLA raises determined by the Board of Trustees of the James Kennedy Public Library and / or merit pay raises as recommended by the Library Director and authorized (via budget approval) by the Board of Trustees of the James Kennedy Public Library.

Librarian:

Regular part-time hourly employee. Pay range of \$12.67 to \$16.89 per hour with annual COLA raises determined by the Board of Trustees of the James Kennedy Public Library and / or merit pay raises as recommended by the Library Director and authorized (via budget approval) by the Board of Trustees of the James Kennedy Public Library.

Technical Services and Programming Clerk:

Regular part-time hourly employee. Pay range of \$10.56 to \$12.67 per hour with annual COLA raises determined by the Board of Trustees of the James Kennedy Public Library and / or merit pay raises as recommended by the Library Director and authorized (via budget approval) by the Board of Trustees of the James Kennedy Public Library.

Circulation / Shelving & Processing Clerk:

Part-time hourly employee. Pay range of \$7.92 to \$10.56 per hour with annual COLA raises determined by the Board of Trustees of the James Kennedy Public Library, scheduled equity raises on 6 month, 1 year, 2 year, and 3 year anniversary dates and / or merit pay raises as recommended by the Library Director and authorized (via budget approval) by the Board of Trustees of the James Kennedy Public Library.

Library Aide:

AARP Paid position – currently not filled.

NOTES:

Annual COLA for all positions will be determined by the Board of Trustees of the James Kennedy Public Library and will increase the pay range accordingly.

Employees working in more than one position will receive a blended pay rate based upon the % of hours worked for each position.

Effective date: August 9, 2016

JAMES KENNEDY PUBLIC LIBRARY - TRUSTEE

1. Title: Trustee

2. Reports to: James Kennedy Public Library Board of Trustees and the City Council, City of Dyersville

3. Purpose and scope of the job:

Responsible for working with the full Board of Trustees to oversee the general operation of the library, establish policy, determine the final budget, conduct public relations, and plan. Must have a true sense of the library's enormous importance to the economic and social life of the community, an appreciation of the library, a desire to provide the best possible services for the community, and a sensitivity to the political conditions in the community. Appointed by the Mayor of the City of Dyersville. Accountable to the taxpayers and the people served by the library.

4. Specific Duties:

Attend regular board meetings, trainings, conferences, etc., in an effort to understand the functions of librarianship as well as issues and challenges facing libraries in general and the James Kennedy Public Library in particular. Read materials in advance, ask questions, participate appropriately at meetings, and make informed recommendations and decisions. Regular board meetings are typically held the second Tuesday of each month at 5:30 pm. Meetings may be rescheduled and special meetings may be called at the discretion of the Library Board President and / or Executive Committee.

Become familiar with the legal and regulatory environment which governs the library and Library Board operations, including but not limited to the State and Local Code, Constitution and Bylaws, Iowa Open Meetings Law, and Confidentiality requirements.

Gain familiarity with the budgeting process. Review monthly and annual reports. Become familiar with the physical plant needs and resources and ensure that plans for facility maintenance and capital improvements are in place.

Ensure and participate in long range planning for the Library, and that needs of all segments of the community are assessed and considered. Ensure that all policies developed and approved by the Board are consistent with the approved plan. Monitor and evaluate the overall effectiveness of the library

Act as an advocate for legislation and funding that will help to meet the identified needs of the community and library.

Lend expertise and leadership to the board for the good of the library

Visit the library often and become acquainted with its services by using them

Advocate for the library in the community

Advocate for the community as a member of the library board

5. Knowledge, Abilities, and Skills:

Ability to work with people
Skill to lead and preside at board meetings when appropriate
Ability to plan
Ability to communicate effectively.

6. Qualifications:

Must be at least 18 years of age
Resident members must be bona fide citizens and residents of the City of
Dyersville
Non-resident members must be bona fide citizens and residents from areas that
contract with the library for library service

7. Term of office:

Appointments are for four years, except to fill vacancies
Each term shall commence on July first
Vacancies shall be filled only for the remainder of the unexpired term

8. Time commitment:

Monthly Board meetings and periodic committee meetings, attendance at
workshops, conferences and other learning opportunities, reading of materials and
preparation time. Time estimate of 5 hours per month.

Adopted June 2004, revised October 2010, May 2012, Scheduled for approval at August
2016 Board meeting

