



**JAMES
KENNEDY**
Public Library

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Dyersville, Iowa 52040

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Regular Library Board Meeting

April 11, 2017

5:30 pm
Multipurpose Program Room
James Kennedy Public Library

Agenda Topics

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Approve Minutes of Previous Meetings: March 14, 2017 Regular meeting
 - Correspondence & Communication
 - Approve March Librarian's Report
 - Approve Bills:
 - March Claims Report
 - Library Claims for April
 - March & April Credit Card Claims
 - Budget Reports
 - March City Report
 - March Library Report
 - Trust Account Reports
 - March Bank Statement
 - March Balance Report
 - Trust Account Expenditure Report
 - March Donations Form
 - Program Reports
 - March Report on Programs and Attendance
 - April Calendar of events
 - Schedule for upcoming programs
 - Quarterly Contract Use Reports
 - Statistics by Residence Area
 - Statistics by Contract / Service Area
 - Grant Report
 - Friends of the Library Report

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Director: Shirley Vonderhaar

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4. Enrich Iowa Information
5. Personnel Committee Report
6. Finance Committee Report
7. Fundraising Committee Report
 - Notes from March 28, 2017 meeting
8. Furnishings, Art & Facilities Committee Report
 - Update on projects and costs
 - Consider Approval of FY17 capital projects budget amendment request
9. Marketing Committee Report
10. Policy Committee Report
 - Consider approval of Circulation and Services Policy
 - Consider approval of Internet Access and Acceptable Use Policy, Policy on Electronic Intellectual Freedom, and Internet Access and Conduct
11. Strategic Planning Report
12. Meetings and Training
 - Board training
 - Upcoming
 - Recently Attended
13. Oral Presentations
14. Adjournment

Date of next regular meeting: Tuesday, May 9, 2017 at 5:30 pm

Hello all:

Here is the information packet for the April 11, 2017 Board meeting.

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
 - Approve Minutes of Previous Meetings: March 14, 2017 Regular meeting - **A**
 - Correspondence & Communication
 - Approve March Librarian's Report - **B**
 - Approve Bills:
 - March Claims Report - **C**
 - Library Claims for April – **D (separate packet)**
 - February & March Credit Card Claims - **E**
 - Budget Reports
 - March City Report - **F**
 - March Library Report – **G**
 - Trust Account Reports
 - March Bank Statement - **H**
 - March Balance Report - **I**
 - Trust Account Expenditure Report - **J**
 - March Donations Form - **K**
 - Program Reports
 - March Report on Programs and Attendance - **L**
 - April Calendar of events – **M (separate document)**
 - Schedule for upcoming programs - **N**
 - Quarterly Contract Use Reports
 - Statistics by Residence Area - **O**
 - Statistics by Contract / Service Area - **P**
 - Grant Report – **Kim wrote a grant to Shopko requesting financial support for incentives for the Summer Reading Program**
 - Friends of the Library Report – **Q – Notes from the March Friends meeting included in this packet**
4. Enrich Iowa Information – **Information on this was included in last month's packet but there were some questions so we kept on for this month as well. I spoke with Becky Heil (State Library) and Susan Henricks (Carnegie-Stout), both of whom were on the steering committee studying Enrich Iowa. Both indicated that the language in the agreement is not intended to limit a local board's choices on service, but more to identify what the agreement will reimburse for. Carnegie-Stout also**

has different service levels and Susan has no concerns with signing this agreement.

5. Personnel Committee Report
6. Finance Committee Report
7. Fundraising Committee Report
 - Notes from March 28, 2017 meeting
8. Furnishings, Art & Facilities Committee Report – **Committee will bring information for discussion to the meeting on Tuesday.**
 - Update on projects and costs
 - Consider approval of FY17 capital budget amendment request
9. Marketing Committee Report
10. Policy Committee Report
 - Consider approval of Circulation and Services Policy
 - Consider approval of Internet Access and Acceptable Use Policy, Policy on Electronic Intellectual Freedom, and Internet Access and Conduct – **Item 10, separate document**
11. Strategic Planning Report
12. Meetings and Training
 - Board training – **Nothing scheduled this month due to Open House starting at 6:30 pm.**
 - Upcoming – **Kim will be attending Kids First in May; DALINC will provide 2 seats on a bus to the ALA Exhibits in June for each DALINC member library, additional seats are available for \$35.00 each. We are unsure yet who might take advantage of this opportunity. Paul was selected to present a session on Gamification at the ARSL conference in September. Paul & Shirley are planning to attend this conference.**
 - Recently Attended – **Public Libraries of Dubuque County Agency meeting was held on April 5.**
13. Oral Presentations
14. Adjournment

Date of next regular meeting: Tuesday, May 9, 2017 at 5:30 pm

**James Kennedy Public Library
Board of Trustees
Minutes of the March 14, 2017 Meeting**

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

1. President Angela English called the meeting to order at 5:30 pm.
2. Agenda: Pat MOVED "approval of the Agenda" which motion was seconded by Lynn and CARRIED. Ayes: Osterhaus, English, Valant, Mullis, Werner, Petsche, and Meade. Nays: None
3. Agenda Consent Calendar
 - Minutes of Previous Meetings: February 15, 2017 Regular meeting
 - Correspondence & Communication
 - February Librarian's Report
 - Bills:
 - February Claims Report
 - Library Claims for March
 - February & March Credit Card Claims
 - Budget Reports
 - February City Report
 - February Library Report
 - Trust Account Reports
 - February Bank Statement
 - February Balance Report
 - Trust Account Expenditure Report
 - February Donations Form
 - Jane Menke- \$50.00
 - Coloring Book Fundraiser- \$120.00
 - Anonymous- \$20.00
 - Ray Rardin- \$100.00
 - Adopt-a-book- \$76.29
 - Donation Jar/Hoffman Room-\$48.77
 - Soup Supper Fundraiser-\$25.00
 - Love My Library Fundraiser- \$3158.00
 - Kronlage Family- \$65.00
 - Mystery Dinner Theatre- \$2800.00
 - Friends of JKPL- \$125.00
 - Program Reports
 - February Report on Programs and Attendance

- March Calendar of events
- Schedule for upcoming programs planned. Shirley and Dawn shared a couple of special programs that are not yet on the calendar of events. They are:
 - Outreach at Farmer's Market
 - Summer Meals for Children Program Site in Hoffman Room in partnership with the Dyersville Grade Level Reading (Western Dubuque nutritionist is doing all the paperwork.)
 - All Dyersville Reads- planning for August program
- Grant Report
 - DRA grant submitted on behalf of the Friends for Early Literacy Computers and tablets for children.
 - PLACE Grant- training starts soon
- Friends of the Library Report

Steve MOVED "approval of the consent items" which was seconded by Jolene and CARRIED. Ayes: Osterhaus, English, Valant, Mullis, Werner, Petsche, Pitzenberger-Timp and Meade. Nays: None

4. Enrich Iowa Information: The Enrich Iowa Program provides incentives for libraries to improve. Concern about inequities resulted in a study to discuss and recommend changes. The new agreement, effective July 1, 2017, requires that participating libraries be at least Tier 1 and the "home" library does not have to sign the Enrich Iowa agreement for patrons to be eligible to use other libraries. Shirley expressed some concern about some of the wording and was going to investigate further before signing the agreement.
5. Personnel Committee Report: Mary Potter Kenyon was hired as new Senior Services Librarian and starts work on March 20.
6. Finance Committee Report: MOTION from the committee to approve revised FY18 line item budget. As motion is from a committee, no second is required and CARRIED. Ayes: Osterhaus, English, Valant, Mullis, Werner, Petsche, Pitzenberger-Timp and Meade. Nays: None
7. Fundraising Committee Report: The Wine and Beer tasting will be on April 21 from 5 to 8 pm at Brew and Brew. Donations to the Basket Fundraiser are up. This silent auction concludes April 2.
8. Furnishings, Art & Facilities Committee Report: Committee is waiting for quotes on restroom updates before making a recommendation on this repair. Also noted that the exterior door to the Hoffman room has rust so needs repair or repainting.

9. Marketing Committee Report: JKPL will be a boothless sponsor for Women's Night on April 5. We will also host an Open House for National Library Week on April 11 from 6:30-8:00 (immediately following the Board meeting).
10. Policy Committee Report: The proposed policies were tabled pending further discussion by the committee.
11. Strategic Planning Report: No report.
12. Meetings and Training
 - Board training –The Board members were asked to watch A Lean Mean Library Machine Webinar prior to the meeting. Discussion focused on the need to take risks and be prepared for change.
 - Upcoming – Kim will be attending the Kids First Conference in Des Moines in May; the Public Libraries of Dubuque County Agency meeting will be April 5 at JKPL
 - Recently Attended: Shirley and Paul participated in another SMART Spaces Webinar.
13. Oral Presentations

Pat's motion to ADJOURN was seconded by Lynn and CARRIED at 6:36 pm. Ayes: Osterhaus, Meade, Valant, Mullis, Petcher, Pitzenberger-Timp, Werner and English. Nays: None

Mary Jane Meade

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

B

Additions:

Items purchased: 251 Items donated: 146 Year to date: 2,691
 Items donated previous YTD: 565 Items donated YTD: 650
 Items withdrawn: Books: 166 DVD: 3 PAW: 2 Games: 10 Puppets: 7 CDs: 59
 Year to date: Books: 3,184 DVD: 425 VC: 15 SCD: 71 PAW: 3 Games: 14 Puzzles: 1 Kits: 1 Puppets: 15 CDs: 59
 New Library Cards Issued City: 6 Contractual: 2 Total: 8 YTD: 178
 Computer use: 607 hours YTD: 6,141 hours Previous YTD: 5,512 hours
 Meeting Room Use: 156 Library Use: 43 Community Use: 113 YTD: 1,383 Previous YTD: 1,355
 Programs Held: 54 Attendance: 1,724 people Library Visits: 7,391 YTD: 59,553 Prev. YTD: 59,550

Circulation:

Number of Items Loaned	13,145	Year to Date:	108,436
Previous Year Circ.	12,973	Previous YTD:	109,046
Difference (numerical):	172	Difference (numerical):	-610
Difference (percentage):	1.33%	Difference (percentage):	-0.56%

General Fund Receipts:	Current	Year to Date	Budgeted
Copier & Misc:	92.15	631.58	1,000.00
Computer Printing:	155.45	937.75	1,250.00
Reader/printer:	0.00	0.30	25.00
Fax:	86.45	681.50	1000.00
Computer Use	21.00	174.00	300.00
Holds & Scans	4.00	84.00	25.00
Lost Books and Materials	59.49	893.99	1,000.00
Memberships	0.00	298.00	500.00
Agency Contract fees:	0.00	0.00	5,000.00
Iowa Direct State Aid, Enrich Iowa and Infrastructure Fund	1600.66	16,340.91	15,600.00
Misc: Colibri covers & postage reimbursement	30.00	113.45	300.00
Total:	2049.20	20,155.48	26,000.00

Trust Account Receipts:	Current	Year to Date
CB Donations:	12.71	130.45
Memorials:	0.00	505.00
Halbach Books:	0.00	200.00
Adopt a book donations:	11.89	634.05
Friends donation:	50.25	371.25
Other: Coloring books	60.00	9,564.00
Other: Love My Library donations	350.00	6,188.00
Other: Bear Creek Carvers & Wine glass	14.00	1,540.46
Total:	498.85	19,133.21

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	28	67	57	24	108	44	7	14	2	32	5	9	397
2016 Month	14	64	53	12	44	8	18	19	1	30	8	27	280
Curr. YTD	173	685	290	125	674	123	35	120	15	303	109	39	2691
Prev. YTD	175	867	418	136	574	175	0	109	25	335	156	113	3083

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	754	2528	504	4979	255	373	6	9399	86	360	38	2096	793	373	13145
2016 month	930	2686	504	3680	214	346	9	8369	80	388	35	2348	1163	590	12973
Difference	-176	-158	0	1299	41	27	-3	1030	6	-28	3	-252	-370	-217	172
Current YTD	6265	23363	5253	34298	1951	3283	64	74477	679	3097	400	17284	8671	3828	108436
Prev. YTD	8047	24491	4928	27745	1361	3141	74	69787	701	3468	266	19668	10796	4360	109046
Difference	-1782	-1128	325	6553	590	142	-10	4690	-22	-371	134	-2384	-2125	-532	-610
Diff. %	-22.1%	-4.6%	6.6%	23.6%	43.4%	4.5%	-14%	6.7%	-3.1%	-10.7%	50.4%	-12.1%	-19.7%	-12.2%	-0.6%

Freegal Music Downloads: March: 59 Total FY= 658 **Video Downloads:** FY: 1 **Bridges Streaming Video** FY=3
Mango Language Use: March: 46 sessions; FY = 369 total sessions (includes mobile & computer)

C

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

Utilities and Contractual

Check issued to:	Purpose	Amount
Tim Singsank	Custodial Services	600.00
Black Hills	Gas / Heat	253.97
Alliant Energy	Electricity	845.03
Mediacom	Internet & Phone	183.16
Total		\$1,882.16

Miscellaneous Bills

Check issued to:	Purpose	Amount
City Laundering	Mats	17.94
UPS	Shipping	70.21
Pitney Bowes	Postage Machine rental	136.95
American Trust	Reward points credit	-20.00
Dyersville Commercial	Help wanted ad	72.75
Total		\$277.85

March 2017 Budget

March claims approved	\$4,383.85
Utility and Contractual from Bills above	1,882.16
Miscellaneous Bills from above	277.85
Total wages and benefits	23,626.85
Total March 2017 expenses	\$30,170.71

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

E

Credit Card Claims for March & April 2017

Date	Vendor	Items	Amount
3/21/17	Mediacom	Phone & Internet	183.16
3/21/17	Gamestop	1 year subscription	21.18
3/24/17	Lego	Lego Mindstorms	699.98
3/27/17	Amazon	Prime Membership	105.93

REVENUE AND EXPENDITURES REPORT (UNAUDITED)

AS OF: MARCH 31ST, 2017

F

GENERAL FUND

BY

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
410-4-60100 SALARIES	207,896.00	18,899.44	159,289.94	48,606.06	76.62
410-4-61100 FICA	12,890.00	1,135.63	9,663.58	3,226.42	74.97
410-4-61200 MEDICARE	3,015.00	265.62	2,260.10	754.90	74.96
410-4-61300 IPERS	18,565.00	1,687.76	14,161.71	4,403.29	76.28
410-4-61500 GROUP INSURANCE	19,800.00	1,638.40	14,233.97	5,566.03	71.89
410-4-61700 SUI	1,964.00	0.00	114.67	1,849.33	5.84
410-4-62100 DUES	900.00	116.95	824.95	75.05	91.66
410-4-62300 MEETINGS/TRAINING	2,500.00	95.00	1,442.98	1,057.02	57.72
410-4-63710 ELECTRICITY	14,500.00	845.03	11,038.01	3,461.99	76.12
410-4-63711 GAS HEAT	2,200.00	253.97	1,488.33	711.67	67.65
410-4-63730 TELEPHONE	2,100.00	183.16	1,450.86	649.14	69.09
410-4-63750 MAINTENANCE	5,000.00	0.00	3,550.53	1,449.47	71.01
410-4-64080 INSURANCE PREMIUM	5,600.00	0.00	90.00	5,510.00	1.61
410-4-64110 LEGAL FEES	0.00	0.00	0.00	0.00	0.00
410-4-64200 ELECTIONS	0.00	0.00	0.00	0.00	0.00
410-4-64316 CONTRACTS	0.00	936.51	2,008.34 (2,008.34)	0.00
410-4-64322 CONTRACTED SERVICES	8,200.00	600.00	5,920.00	2,280.00	72.20
410-4-65060 OFFICE SUPPLIES	18,500.00	695.48	11,422.89	7,077.11	61.75
410-4-67210 FURNITURE/FIXTURES	0.00	0.00	217.64 (217.64)	0.00
410-4-67274 CAPITAL IMPROVEMENTS/E	0.00	0.00	9,220.21 (9,220.21)	0.00
410-4-67701 BOOKS/FILMS/RECORDS/SU	58,000.00	2,817.76	35,553.31	22,446.69	61.30
LIBRARY	381,630.00	30,170.71	283,952.02	97,677.98	74.41
EXPENDITURES	381,630.00	30,170.71	283,952.02	97,677.98	74.41

G

James Kennedy Public Library FY16 Operating Budget							
	FY17					Received	
ESTIMATED REVENUES:	Revised	January	February	March	April (est)	to date	Difference
Dubuque County Library Agency	5,000.00	0.00	0.00	0.00	5,020.27	0.00	5,000.00
Fees from copier, R/P, etc.	5,400.00	418.21	434.07	448.54	300.00	3,814.57	1,585.43
Open Access	13,000.00	0.00	0.00	0.00	0.00	14,135.75	-1,135.75
Access Plus / ILL	800.00	0.00	0.00	0.00	0.00	604.50	195.50
Direct State Aid	1,800.00	0.00	0.00	1,600.66	0.00	1,600.66	199.34
TOTAL:	26,000.00	418.21	434.07	2,049.20	5,320.27	20,155.48	5,844.52
						20,155.48	5,844.52
ESTIMATED EXPENDITURES:							
PERSONAL SERVICES						Spent to date	Remaining
Wages	214,164.00	16,182.34	15,465.61	18,899.44	16,600.00	159,289.94	54,874.06
FICA	13,278.00	981.28	936.85	1,135.63	1,029.20	9,663.58	3,614.42
Medicare	3,105.00	229.50	219.11	265.62	240.70	2,260.10	844.90
IPERS	19,125.00	1,445.09	1,381.08	1,687.76	1,482.38	14,161.71	4,963.29
SUI	171.00	27.25	0.00	0.00	16.60	114.67	56.33
Group Insurance	19,800.00	1,576.54	1,576.54	1,638.40	2,164.00	14,233.97	5,566.03
Meetings and training	2,500.00	0.00	0.00	95.00	0.00	1,442.98	1,057.02
Dues and memberships	900.00	0.00	523.00	0.00	0.00	708.00	192.00
TOTAL:	273,043.00	20,442.00	20,102.19	23,721.85	21,532.88	201,874.95	71,168.05
						201,874.95	71,168.05
CONTRACTUAL SERVICES:							
Utilities (telephone)	2,100.00	182.87	183.16	183.16	183.16	1,450.86	649.14
Electricity	14,500.00	980.18	944.72	845.03	850.00	11,038.01	3,461.99
Gas / Heat	2,200.00	456.65	422.47	253.97	300.00	1,488.33	711.67
Insurance (bldg)	5,600.00	0.00	0.00	0.00	0.00	90.00	5,510.00
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	600.00	600.00	5,700.00	2,300.00
Window cleaning	200.00	0.00	0.00	0.00	0.00	220.00	-20.00
Service / Maintenance Contracts	5,000.00	76.46	175.68	936.51	94.03	2,008.34	2,991.66
TOTAL:	37,600.00	2,296.16	2,476.03	2,818.67	2,027.19	21,995.54	15,604.46
						21,995.54	15,604.46
SUPPLIES:							
General library supplies	10,000.00	440.81	634.44	440.03	888.83	9,660.02	339.98
Program fees & supplies	1,000.00	39.32	5.98	81.28	25.00	850.83	149.17
Marketing & advertising	1,000.00	0.00	0.00	291.12	25.86	1,028.99	-28.99
Maintenance and Repairs	5,000.00	0.00	0.00	0.00	42.98	3,550.53	1,449.47
TOTAL	17,000.00	480.13	640.42	812.43	982.67	15,090.37	1,909.63
						15,090.37	1,909.63
BOOKS AND MATERIALS							
Adult fiction	8,500.00	65.44	867.19	524.23	670.65	6,044.35	2,455.65
Adult nonfiction	5,700.00	152.61	594.33	638.77	610.32	3,379.55	2,320.45
Young adult fiction	2,000.00	0.00	13.58	17.92	367.23	734.50	1,265.50
Juvenile fiction	5,400.00	0.00	1,327.98	13.58	788.25	3,442.24	1,957.76
Juvenile nonfiction	3,300.00	0.00	1,489.15	55.89	116.32	1,691.22	1,608.78
Large Print	2,000.00	383.86	85.00	307.49	0.00	2,335.27	-335.27
Electronic media (ebooks, etc.)	4,500.00	0.00	0.00	0.00	342.98	1,546.88	2,953.12
Reference & electronic database	5,500.00	0.00	0.00	0.00	0.00	4,709.90	790.10
Periodicals and newspapers	4,100.00	86.92	302.35	661.62	707.93	2,766.71	1,333.29
Audiobooks (CD, playaway)	4,000.00	539.15	211.60	161.90	247.09	3,160.23	839.77
Software & Gaming	1,987.00	16.00	0.00	0.00	0.00	207.42	1,779.58
DVDs	7,000.00	583.22	538.20	436.36	600.58	5,535.04	1,464.96
TOTAL:	53,987.00	1,827.20	5,429.38	2,817.76	4,451.35	35,553.31	18,433.69
						35,553.31	18,433.69
TOTAL EXPENDITURES:	381,630.00	25,045.49	28,648.02	30,170.71	28,994.09	274,514.17	107,115.83
TOTAL REVENUES:	26,000.00	418.21	434.07	2,049.20	5,320.27	20,155.48	5,844.52
ACTUAL ASKING	355,630.00	24,627.28	28,213.95	28,121.51	23,673.82	254,358.69	101,271.31
Capital Improvement	0.00	0.00	0.00	0.00	14,955.00	9,437.85	-9,437.85
Total all expenditures	381,630.00	25,045.49	28,648.02	30,170.71	43,949.09	283,952.02	97,677.98

James Kennedy Public Library FY16 Operating Budget									
	FY17	% Expended	FY16 Expense	March 2016	Total FY16	Budget	Amount	Over/Under	
	Revised	To date	thru March	rev/exp		Projection	Over/Under	Budget	
ESTIMATED REVENUES:									
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		3,974.14	356.40	5,071.97	2017			
Open Access	13,000.00		12,598.40	0.00	12,598.40				
Access Plus / ILL	800.00		818.10	0.00	818.10				
Direct State Aid	1,800.00		1,816.01	0.00	1,816.01				
TOTAL:	26,000.00		19,206.65	356.40	26,149.71				
			19,206.65		26,149.71				
ESTIMATED EXPENDITURES:									
PERSONAL SERVICES									
			Spent to date		Spent to date				
Wages	214,164.00	74.4%	145,890.91	15,050.43	195,731.38	159,629.90	-340	1.00	
FICA	13,278.00	72.8%	8,952.26	914.59	11,983.27	9,919.51	-256	0.97	
Medicare	3,105.00	72.8%	2,093.75	213.87	2,802.59	2,319.67	-60	0.97	
IPERS	19,125.00	74.0%	13,028.11	1,344.00	17,478.89	14,255.06	-93	0.99	
SUI	171.00	67.1%	104.46	0.00	153.12	116.66	-2	0.98	
Group Insurance	19,800.00	71.9%	7,234.90	793.98	10,549.19	13,579.34	655	1.05	
Meetings and training	2,500.00	57.7%	533.54	60.00	936.90	1,423.68	19	1.01	
Dues and memberships	900.00	78.7%	732.00	0.00	747.00	881.93	-174	0.80	
TOTAL:	273,043.00	73.9%	178,569.93	18,376.87	240,382.34	202,832.16	-957	1.00	
			178,569.93	18,376.87	240,382.34	202,832.16	-957	1.00	
CONTRACTUAL SERVICES:									
Utilities (telephone)	2,100.00	69.1%	1,399.96	173.02	2,091.86	1,405.41	45	1.03	
Electricity	14,500.00	76.1%	9,895.89	1,080.70	12,764.88	11,241.03	-203	0.98	
Gas / Heat	2,200.00	67.7%	1,319.36	328.37	1,608.40	1,804.65	-316	0.82	
Insurance (bldg)	5,600.00	1.6%	1,315.00	0.00	6,772.00	1,087.42	-997	0.08	
Legal Fees	0.00	NA	0.00	0.00	0.00	Zero	0	Nothing	
Custodial services	8,000.00	71.3%	5,966.00	900.00	8,096.00	5,895.26	-195	0.97	
Window cleaning	200.00	110.0%	200.00	0.00	200.00	200.00	20	1.10	
Service / Maintenance Contracts	5,000.00	40.2%	1,983.52	136.14	5,045.88	1,965.48	43	1.02	
TOTAL:	37,600.00	58.5%	22,079.73	2,618.23	36,579.02	22,696.01	-700	0.97	
			22,079.73	2,618.23	36,579.02	22,696.01	-700	0.97	
SUPPLIES:									
General library supplies	10,000.00	96.6%	5,826.65	593.92	10,533.50	5,531.54	4,128	1.75	
Program fees & supplies	1,000.00	85.1%	1,308.17	470.75	3,611.93	362.18	489	2.35	
Marketing & advertising	1,000.00	102.9%	775.08	25.56	1,458.28	531.50	497	1.94	
Maintenance and Repairs	5,000.00	71.0%	1,810.33	128.11	12,160.76	744.33	2,806	4.77	
TOTAL	17,000.00	88.8%	9,720.23	1,218.34	27,764.47	5,951.63	9,139	2.54	
			9,720.23	1,218.34	27,764.47	5,951.63	9,139	2.54	
BOOKS AND MATERIALS									
Adult fiction	8,500.00	71.1%	5,682.58	602.48	9,544.55	5,060.68	984	1.19	
Adult nonfiction	5,700.00	59.3%	5,287.89	478.90	6,566.47	4,590.13	-1,211	0.74	
Young adult fiction	2,000.00	36.7%	1,157.70	466.06	2,773.13	834.94	-100	0.88	
Juvenile fiction	5,400.00	63.7%	4,401.85	762.44	6,856.37	3,466.85	-25	0.99	
Juvenile nonfiction	3,300.00	51.2%	3,434.88	99.00	4,214.07	2,689.82	-999	0.63	
Large Print	2,000.00	116.8%	3,092.13	230.35	3,814.79	1,621.13	714	1.44	
Electronic media (ebooks, etc.)	4,500.00	34.4%	2,379.16	0.00	4,522.04	2,367.56	-821	0.65	
Reference & electronic database	5,500.00	85.6%	1,072.90	0.00	6,038.66	977.20	3,733	4.82	
Periodicals and newspapers	4,100.00	67.5%	3,163.10	856.21	4,044.75	3,206.31	-440	0.86	
Audiobooks (CD, playaway)	4,000.00	79.0%	3,073.91	204.16	3,756.45	3,273.21	-113	0.97	
Software & Gaming	1,987.00	10.4%	706.25	86.57	998.75	1,405.08	-1,198	0.15	
DVDs	7,000.00	79.1%	5,680.91	524.01	7,345.78	5,413.50	122	1.02	
TOTAL:	53,987.00	65.9%	39,133.26	4,310.18	60,475.81	34,934.42	619	1.02	
			39,133.26	4,310.18	60,475.81	34,934.42	619	1.02	
TOTAL EXPENDITURES:	381,630.00	71.9%	249,503.15	26,523.62	365,201.64	260,726.89	13,787	1.05	
TOTAL REVENUES:	26,000.00	77.5%	19,206.65	356.40	26,149.71	19,096.69	1,059	1.06	
ACTUAL ASKING	355,630.00	71.5%	230,296.50	26,167.22	339,051.93	241,556.93	12,802	1.05	
Capital Improvement	0.00	N/A	7439.56	0.00	12,269.65				
Total all expenditures	381,630.00	N/A	256,942.71	26,523.62	377,471.29				



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

H-1
Statement of Account

Last statement: February 28, 2017
This statement: March 31, 2017
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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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	\$40,222.92

Money Market Account

Account number
005951-435-6

Beginning balance	\$40,209.26		
Low balance	\$40,209.26		
Avg collected balance	\$40,209		
Interest paid year to date	\$39.65		
Total additions	\$13.66	Total subtractions	\$-0.00

Effective dates	Interest Rate
02-28-17	0.400%

Date	Description	Additions	Subtractions
03-31	#Interest	13.66	

Daily balances

Date	Amount	Date	Amount	Date	Amount
02-28	40,209.26	03-31	40,222.92		





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

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



CREATE THE RETIREMENT YOU DESERVE WITH
A FIDELITY BANK & TRUST IRA.
SPEAK WITH AN IRA EXPERT TODAY!

PRIMARY ACCT: 01 617571 STATEMENT PERIOD: 03/01/2017 - 03/31/2017
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MONEY MARKET ACCOUNT 617571

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

DEPOSIT		163.35+	03/08
WEB TRANSFER DEBIT	802.10-		03/21
INTERNET BANKING TRANSFER FROM *571 TO *358 ON 03/21 AT 11:13			
DEPOSIT		280.25+	03/23
DEPOSIT		55.25+	03/29
INTEREST PAID		.57+	03/31
YEAR-TO-DATE INTEREST PAID		1.42	
AVERAGE COLLECTED BALANCE		13,417.83	

-- CHECKS --

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

-- BALANCE INFORMATION --

DATE.....BALANCE	DATE.....BALANCE	DATE.....BALANCE
02/28 13,490.88	03/21 12,852.13	03/29 13,187.63
03/08 13,654.23	03/23 13,132.38	03/31 13,188.20

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SUMMARY:

ACCOUNT	PREVIOUS	TOTAL	TOTAL	SERVICE	ENDING
.....NUMBER.....	..BALANCE..DEBITS.....CREDITS....	.CHARGES	..BALANCE..
DDA	617571	13,490.88	1 802.10 4 499.42	.00	13,188.20

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TRUST ACCOUNT REPORT for March 2017

American Bank & Trust - balance on hand July 1, 2016			\$ 40,102.34	
January 31, 2017	\$13.66		\$ 40,196.93	
February 28, 2017	\$12.33		\$ 40,209.26	
March 31, 2017	\$13.66		\$ 40,222.92	H-1
Balances February 28, 2017			\$16,140.24	\$13,490.88
Deposits				
March 8, 2017				
Coloring books	\$60.00			
Love My Library donations	\$100.00			
Conscience box donations	\$3.35			
Friends booksale / donation	<u>\$0.00</u>	<u>\$163.35</u>		
March 23, 2017				
Wine Glass	\$5.00			
Love My Library donations	\$250.00			
Conscience box donations	\$4.75			
Friends booksale / donation	<u>\$20.50</u>	<u>\$280.25</u>		
March 29, 2017				
Bear Creek Carving Club	\$9.00			
Adopt-a-book	\$11.89			
Conscience box donations	\$4.61			
Friends booksale / donation	<u>\$29.75</u>	<u>\$55.25</u>		
March 31, 2017				
Interest	<u>\$0.57</u>	<u>\$0.57</u>		<u>\$499.42</u>
Debits				
Legos (LML - 2016)	\$40.00			
Pop (LML - 2107)	\$5.00			
Mystery Dinner Theater - bakery	\$35.00			
Lion's Club - Large Print	\$47.93			
Refreshments (Friends)	\$33.02			
Ben Thier Memorial	\$14.24			
Large Print Materials (Friends)	\$428.86			
Joan English Memorial	\$16.23			
Billie B. Rardin Memorial	80.37			
Lisa Gaylor Large Print	\$86.89			
Adopt-a-book	<u>\$14.56</u>		<u>\$802.10</u>	<u>\$802.10</u>
Balances March 31, 2017			<u>\$15,338.14</u>	<u>\$13,188.20</u> H-2

Memorials and Donations March 2017

K

From: **Coloring Books Fundraiser**
Donation: \$60.00
Fund: Library Trust Account
Restrictions: Fundraiser for special services & collections

From: **Herb Pins**
Donation: \$11.89
Fund: Library Trust Account
Restrictions: Adopt-a-book for specific title

From: **Wine glasses**
Donation: \$5.00
Fund: Library Trust Account
Restrictions: Fundraiser for special services & collections

From: **Love My Library Fundraiser**
Donation: \$350.00*
Fund: Library Trust Account
Restrictions: Fundraiser for special services & collections

From: **Bear Creek Carving Club**
Donation: \$9.00
Fund: Library Trust Account
Restrictions: Donation for carving materials

LOVE MY LIBRARY DONATIONS

Tim & Angela English - \$100.00

Spoden Construction - \$100.00

TriState Cemetery Lettering - \$50.00

James Kennedy Public Library Monthly Program Report

Report for the Month of March 2017

L

Story Time Sessions:

- For the week of March 1, 2017 Theme – Pigs
Total attendance at 1 program – 6 children & 1 adult
Time for preparation & performance – 4.75 hrs (pd)
Supplies: Color copies & blocks, felt, googly eyes & glue for activity
Stickers for treats
- For the week of March 8, 2017 Theme – Trains
Total attendance at 1 program – 6 children
Time for preparation & performance – 4.5 hrs (pd) .25 (vol)
Supplies: Color copies, tape and yarn for activity
Stickers for treats
- For the week of March 15, 2017 - Cancelled due to illness
- For the week of March 22, 2017 Theme – Dinosaurs
Total attendance at 1 program – 6 children & 1 adult
Time for preparation & performance – 3.75 hrs (pd)
Supplies: Color copies, toy dinosaurs for activity
Stickers for treats
- For the week of March 29, 2017 Theme – Farms
Total attendance at 1 program – 6 children & 1 adult
Time for preparation & performance – 3.5 hrs (pd) 1 hr (vol)
Supplies: Color copies & tape for activity
Stickers for treats

Wee Read Sessions:

- For the week of March 1, 2017 Theme – Pigs
Total attendance at 1 program – 3 children & 4 adults
Time for preparation & performance – .5 hrs (pd)
Supplies: Color copies & blocks, felt, googly eyes & glue for activity
Stickers for treats
- For the week of March 8, 2017 Theme – Trains
Total attendance at 1 program – 3 children & 3 adults
Time for preparation & performance – .5 hrs (pd)
Supplies: Color copies, tape and yarn for activity
Stickers for treats
- For the week of March 15, 2017 - Cancelled due to illness
- For the week of March 22, 2017 Theme – Dinosaurs
Total attendance at 1 program – 3 children & 3 adults
Time for preparation & performance – .5 hrs (pd)
Supplies: Color copies, toy dinosaurs for activity
Stickers for treats
- For the week of March 29, 2017 Theme – Farms
Total attendance at 1 program – 5 children & 5 adult
Time for preparation & performance – .5 hrs (pd)
Supplies: Color copies & tape for activity
Stickers for treats

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

- For the first session in March 2017 Theme – Pigs
Total attendance at 8 programs – 165 children & caregivers
Time for preparation & performance – 6 hrs (pd)
Supplies: 18 copies of activities, poems, etc. for parents & / or teachers
- For the second session in March 2017 Theme – Dinosaurs
Total attendance at 8 programs – 147 children & caregivers
Time for preparation & performance – 5.5 hrs (pd)
Supplies: 18 copies of activities, poems, etc. for parents & / or teachers

Branching Out (Wednesdays at 11:00 am)

- March 29, 2017 Total attendance - 7
Time for preparation & performance – 3 hrs (pd)
Supplies: Posters & library information; Materials to check out

Program at Ellen Kennedy Center – (Typically first Friday of each month) – Not held in March		
Program at Oakcrest Manor (Typically Third Friday of each month) – Not held in March		
Sit 'n' Stitch (Wednesdays of each month)		
March 1, 8, 15, 22, 29, 2017		Total attendance – 49
Time for preparation & performance – 1.25 hrs (pd)	10 hrs (vol)	
Supplies: Refreshments provided by participants		
Books for Lunch Book Club (First Monday of each month) – <i>Pigs Must Fly</i>		
March 6, 2017		Total attendance – 9
Time for preparation & performance – .5 hrs (pd)	1 hr (vol)	
Supplies: Posters, PSA, beverages & paper products		
Refreshments provided by participants or the Friends		
A Novel Approach to Faith Book Club		
March 14, 2017		Total attendance – 7
Time for preparation & performance – 2.75 hr (pd)		
Supplies: Posters, PSA, beverages & paper products		
Refreshments provided by participants or the Friends		
Get Puzzled @ Your Library		
March 1-31, 2017		Total attendance – 66
Time for preparation & performance – .5 hrs (pd)		
Supplies: Posters, PSA, \$15.00 for puzzle		
Dungeons & Dragons Club (1 st Tuesday of each Month)		Total attendance – 6
March 7, 2017		
Time for preparation & performance – 3 hrs (pd)		
Supplies: Snacks & beverages		
JKPL Memoir Project (3 rd Monday of each Month) ... Getting Memoir Published presentation by Mary Kenyon		
March 20, 2017		Total attendance - 3
Time for preparation & performance – 2 hrs (pd)		
Supplies: Refreshments		
Open Mic Night @ Brew & Brew (4 th Monday of each month)		
March 27, 2017		Total attendance – 6
Time for preparation & performance – 1.75 (pd)	1 hr (vol)	
Supplies: Posters, PSA		
Speaker & microphone borrowed from WD; 3 performers		
Note: Encore performance of Beckman Play held this evening.		
Game Night (4 th Friday of each Month)		
March 24, 2017		Total attendance – 15
Time for preparation & performance – 3.5 hrs (pd)		
Supplies: Posters & PSA, refreshments & games		
Building Creative one Block at a Time (LEGO® program) (monthly, date and time varies)		
March 11, 2017		Total attendance – 32
Time for preparation & performance – 3 hrs (pd)		
Supplies: Posters, PSA, Refreshments, sponsored by DuTrac		
Coloring for Adults (monthly, date and time varies)		
March 18, 2017		Total attendance – 6
Time for preparation & performance – .5 hr (pd)		
Supplies: Posters, PSA, Refreshments, Coloring sheets & pencils		
Movies @ Your Library – showing of <i>Cat in the Hat</i>		
March 4, 2017		Total attendance – 6
Time for preparation & performance – 2 hrs		
Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF		

Movies @ Your Library – showing of *Queen of Katwe*
 March 6, 2017 Total attendance – 5
 Time for preparation & performance – 2.25 hrs
 Supplies: Posters, PSA, Popcorn provided by Farmer’s Shipping; Pop, bags, napkins, etc. from GF

Movies @ Your Library – showing of *Moana*
 March 18, 2017 Total attendance – 27
 Time for preparation & performance – 2.5 hrs (pd)
 Supplies: Posters, PSA, Popcorn provided by Farmer’s Shipping; Pop, bags, napkins, etc. from GF

Books for Lunch - Movies @ Your Library – showing of *Manchester by the Sea*
 March 20, 2017 Total attendance – 6
 Time for preparation & performance – .75 hrs (pd)
 Supplies: Posters, PSA, Popcorn provided by Farmer’s Shipping; Pop, bags, napkins, etc. from GF

Zentangle Basics – Part 3 of 3
 March 1, 2017 Total attendance – 19
 Time for preparation & performance – .5 hr 18.5 hrs (vol)
 Supplies: Posters & PSA, paper, coloring pens, laptop, projector & screen
 Dianne Kramer donated her time and talent to present this program

Read Across America Movie Showing
 March 2, 2017 Total attendance – 17
 Time for preparation & performance – 2.5 hrs
 Supplies: Posters, PSA, Popcorn provided by Farmer’s Shipping; Pop, bags, napkins, etc. from GF
 RAA pencils, bookmarks, erasers; and Dr. Seuss movie as prize

Read Across American School Visit
 March 2, 2017 Total attendance – 23
 Time for preparation & performance – 1 hr (pd)
 Supplies: None

Retro Game Night for Teens (gaming / Teen Tech Week event)
 March 10, 2017 Total attendance – 2
 Time for preparation & performance – 4 hrs .5 hrs (vol)
 Supplies: Posters & PSA, Refreshments
 Nick Botts donated time to set up games

St. Patrick’s Day Parade
 March 11, 2016 Total attendance - 1000
 Time for preparation & performance – 8.5 hrs (pd) 12.5 hrs (vol)
 Supplies: Candy, gum, and frisbees to throw out at parade (\$117). Brian Menke, Alyssa Russell,
 Devon & Max Werner, and Garrett Keenan donated time to ride in the parade.
 Brian Menke drove his truck.

Bear Creek Carving Club Beginner Woodcarving Class
 March 5 & 12, 2017 Total attendance – 12
 Time for preparation & performance – .5 hr (pd) 25 hrs (vol)
 Class taught by Club members, materials fee paid by students

Teen Tech Week Passive Program
 March 6-12, 2017 Total attendance – 0
 Time for preparation & performance – 2 hr (pd)
 Supplies: Posters, PSA, bingo sheets

Mathematics in Gaming
 March 19, 2017 Total attendance – 12
 Time for preparation & performance – 2.75 hr (pd) 2 hrs (vol)
 Supplies: Posters, PSA, refreshments
 Jacob Heinrich donated his time and talent to present this program.

Head Start Parent Talk

March 21, 2017

Time for preparation & performance – 1.25 hr

Supplies: Fliers

Total attendance – 18

Author Visit with Linda Degree

March 26, 2017

Time for preparation & performance – 3.75 hrs 2.25 hrs (vol)

Supplies: Posters, PSA, Refreshments

Author donated her time and talent to present this program.

Total attendance – 3