



**JAMES  
KENNEDY**  
*Public Library*

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Dyersville, Iowa 52040

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# Regular Library Board Meeting

**June 13, 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: May 9, 2017 Regular meeting
  - Correspondence & Communication
  - Approve May Librarian's Report
  - Approve Bills:
    - May Claims Report
    - Library Claims for May
    - May & June Credit Card Claims
  - Budget Reports
    - May City Report
    - May Library Report
  - Trust Account Reports
    - May Bank Statement
    - May Balance Report
    - Trust Account Expenditure Report
    - May Donations Form
  - Program Reports
    - May Report on Programs and Attendance
    - June Calendar of events
    - Schedule for upcoming programs
  - Grant Report
  - Friends of the Library Report

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Director: Shirley Vonderhaar

Accredited by the State of Iowa, June 2008

4. Consider approval of library wages and salaries effective July 1, 2017
5. Consider rescheduling date for July regular board meeting
6. Personnel Committee Report
7. Finance Committee Report
8. Fundraising Committee Report
  - Update on plans and projects
9. Furnishings, Art & Facilities Committee Report
  - Update on plans and projects
10. Marketing Committee Report
11. Policy Committee Report
12. Strategic Planning Report
13. Meetings and Training
  - Board training
  - Upcoming
  - Recently Attended
14. Oral Presentations
15. Adjournment

Date of next regular meeting: Tuesday, July 11, 2017 at 5:30 pm

## Hello all:

Here is your board packet for the meeting on Tuesday, June 13, 2017 at 5:30 pm. See you all then!

1. Call to Order
2. Consider Approval of Agenda
3. Consider Agenda Consent Calendar
  - Approve Minutes of Previous Meetings: May 9, 2017 Regular meeting - **A**
  - Correspondence & Communication
  - Approve May Librarian's Report - **B**
  - Approve Bills:
    - May Claims Report - **C**
    - Library Claims for May – **D (separate document)**
    - May & June Credit Card Claims - **E**
  - Budget Reports
    - May City Report - **F**
    - May Library Report - **G**
  - Trust Account Reports
    - May Bank Statement - **H**
    - May Balance Report - **I**
    - Trust Account Expenditure Report - **J**
    - May Donations Form - **K**
  - Program Reports
    - May Report on Programs and Attendance - **L**
    - June Calendar of events – **M (separate document)**
    - Schedule for upcoming programs – **N (not included in packet – will be posted / available on Saturday afternoon or Monday morning)**
  - Grant Report
  - Friends of the Library Report – **The Friends received a \$5000.00 grant to support the Early Literacy at Your Library project (funds are to replace Children's Computers and purchase tablets with children's educational software for use in the library.) This is less than the total requested so Friends will discuss options at their meeting in August.**

4. Consider approval of library wages and salaries effective July 1, 2017 – **Personnel Committee will likely have a recommendation at this for discussion at the meeting on Tuesday.**
5. Consider rescheduling date for July regular board meeting
6. Personnel Committee Report
7. Finance Committee Report
8. Fundraising Committee Report
  - Update on plans and projects
9. Furnishings, Art & Facilities Committee Report
  - Update on plans and projects
10. Marketing Committee Report
11. Policy Committee Report
12. Strategic Planning Report
13. Meetings and Training
  - Board training – **Not scheduling anything until August.**
  - Upcoming
  - Recently Attended
14. Oral Presentations
15. Adjournment

Date of next regular meeting: Tuesday, July 11, 2017 at 5:30 pm

James Kennedy Public Library  
Board of Trustees  
Minutes of the May 9, 2017 Meeting

The regular monthly meeting of the Board of Trustees of the James Kennedy Public Library was held on Tuesday, May 9, 2017, in the program room. Present: Lynn Osterhaus, Mary Jane Meade, Pat Valant, Angela English, Mike Mullis, Steve Werner, Joe Petsche, Barb Heitzman, Library Director Shirley Vonderhaar, and city council liaison Mark Wagner. Absent: Assistant Director Dawn Schrandt and Jolene Pitzenberger-Timp.

1. President Angela English called the meeting to order at 5:30 p.m.
2. Agenda: Lynn MOVED "approval of the agenda" which motion was seconded by Mike and CARRIED. Ayes: Osterhaus, English, Valant, Mullis, Werner, Petsche, Heitzman and Meade. Nays: None
3. Agenda Consent Calendar
  - Minutes of Previous Meetings: April 11, 2017 Regular meeting
  - Correspondence & Communication
  - April Librarian's Report: Shirley noted large drop in circulation from last year.
  - Bills:
    - April Claims Report
    - Library Claims for April
    - April & May Credit Card Claims
  - Budget Reports
    - April City Report
    - April Library Report
  - Trust Account Reports
    - April Bank Statement
    - April Balance Report
    - Trust Account Expenditure Report
    - April Donations Form
      - Coloring Book Fundraiser- \$30.00
      - Nancy Ouverson \$20.00
      - Mercy Medical- \$425.00
      - Wine Glasses- \$5.00
      - Jane Menke- \$50.00
      - Build-a-Basket- \$1389.00
      - Yard Sign Sales- \$30.00
      - Wine and Beer Tasting- \$640.00
      - 50/50 Raffle- \$90.00
      - 50/50 Raffle (donated back)- \$90.00
      - Friends of JKPL- \$30.00

- Program Reports
  - April Report on Programs and Attendance
  - May Calendar of events
  - Schedule for upcoming programs: Almost Sunrise documentary screening to be planned by Shirley and Pat with sponsorship by the Dyersville American Legion.
- Grant Report: DRA grants will be awarded soon. Shopko provided a grant of \$250.00 for the Children's summer reading program.
- Friends of the Library Report: The special book sale for teachers and day care providers was successful. Circa 21 September bus trip is full. Summer book sales scheduled for June 2-3 and July 20-24. The Friends will sponsor Monuments Men program with Nancy Trask on June 22. Kay Tauke is new Friends board member.

Pat MOVED "approval of the consent items" which was seconded by Barb and CARRIED. Ayes: Osterhaus, English, Valant, Mullis, Werner, Petsche, Heitzman and Meade. Nays: None

4. Personnel Committee Report: No report
5. Finance Committee Report: No report
6. Fundraising Committee Report: The Plant sale fundraiser is May 20 from 8:00-10:00 am. The Summer Getaway Raffle fundraiser will run until June 9 and the winner will be drawn June 10.
7. Furnishings, Art & Facilities Committee Report: No report.
8. Marketing Committee Report: No report
9. Policy Committee Report: No report
10. Strategic Planning Report: No report
11. Meetings and Training
  - Board training: The board members indicated interest in future training on how to set up an endowment / foundation and long range financial planning as well as training on patron protections, fundamental rights, what is protected and how this has changed over time.
  - Upcoming: Dawn and Brian will be attending the ALA exhibits in June. Paul is presenting on Gamification at ARSL in September.
12. Oral Presentations

Lynn's motion to ADJOURN was seconded by Joe and CARRIED at 6:11 pm. Ayes: Osterhaus, Meade, Valant, Mullis, Petche, Heitzman, Werner and English. Nays: None

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Mary Jane Meade

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

B

**Additions:**

Items purchased: 213      Items donated: 130      Year to date: 3,312  
 Items donated previous YTD: 817      Items donated YTD: 852  
 Items withdrawn: Books: 498 DVD: 14 SCD: 1  
 Year to date: Books: 3,903 DVD: 4444 VC: 15 SCD: 72 PAW: 4 Games: 14 Puzzles: 1 Kits: 1 Puppets: 15 CDs: 59  
 New Library Cards Issued    City: 15      Contractual: 6      Total: 21      YTD: 213  
 Computer use: 609 hours    YTD: 7,244 hours      Previous YTD: 6,862 hours  
 Meeting Room Use: 144    Library Use: 32      Community Use: 112      YTD: 1,655      Previous YTD: 1,696  
 Programs Held: 52    Attendance: 1,111 people      Library Visits: 5,555    YTD: 71,001      Prev. YTD: 73,604

**Circulation:**

Number of Items Loaned	10,015	Year to Date:	128,288
Previous Year Circ.	11,851	Previous YTD:	133,739
Difference (numerical):	-1,836	Difference (numerical):	-5,451
Difference (percentage):	-15.49%	Difference (percentage):	-4.08%

General Fund Receipts:	Current	Year to Date	Budgeted
Copier & Misc:	56.84	786.99	1,000.00
Computer Printing:	89.20	1178.50	1,250.00
Reader/printer:	.75	1.05	25.00
Fax:	54.00	849.45	1000.00
Computer Use	12.00	214.00	300.00
Holds & Scans	8.00	99.00	25.00
Lost Books and Materials	20.39	918.77	1,000.00
Memberships	0.00	298.00	500.00
Agency Contract fees:	0.00	5,020.27	5,000.00
Iowa Direct State Aid, Enrich Iowa and Infrastructure Fund	0.00	16,340.91	15,600.00
Misc: postage and can cooperation	8.10	151.55	300.00
<b>Total:</b>	<b>249.28</b>	<b>25,858.49</b>	<b>26,000.00</b>

Trust Account Receipts:	Current	Year to Date
CB Donations:	25.31	174.96
Memorials:	0.00	535.00
Halbach Books:	0.00	200.00
Adopt a book donations:	100.00	734.05
Friends donation:	10.00	402.00
Other: Summer Reading Program donations	240.00	10,029.00
Other: PLACE grant payment	1000.00	9,002.00
Other: Plant sale fundraiser & O So Good donation	179.00	2,449.46
<b>Total:</b>	<b>1554.31</b>	<b>23,526.47</b>

**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	20	150	36	33	39	3	0	9	1	19	7	26	343
2016 Month	9	119	44	31	70	1	19	5	0	9	8	2	317
Curr. YTD	216	934	376	160	737	136	54	140	18	342	127	72	3312
Prev. YTD	200	1194	501	227	758	183	59	125	28	373	175	122	3945

**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	824	2068	467	2906	251	358	6	6880	97	323	24	1718	640	333	10015
2016 month	649	3460	629	2512	190	300	10	7750	87	391	37	2194	923	469	11851
Difference	175	-1392	-162	394	61	58	-4	-870	10	-68	-13	-476	-283	-136	-1836
Current YTD	7765	27662	5997	40090	2461	4025	76	88076	864	3746	480	20602	10028	4492	128288
Prev. YTD	9426	30732	6143	33848	1721	3795	87	85752	884	4209	338	24252	12853	5451	133739
Difference	-1661	-3070	-146	6242	740	230	-11	2324	-20	-463	142	-3650	-2825	-959	-5451
Diff. %	-17.6%	-10.0%	-2.4%	18.4%	43.0%	6.1%	-13%	2.7%	-2.3%	-11.0%	42.0%	-15.1%	-22.0%	-17.6%	-4.1%

**Freegal Music Downloads:** May: 95 Total FY= 835      **Video Downloads:** FY: 1      **Bridges Streaming Video** FY=3  
**Mango Language Use:** May: 2 sessions; FY = 386 total sessions (includes mobile & computer)

C

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

**Utilities and Contractual**

<b>Check issued to:</b>	<b>Purpose</b>	<b>Amount</b>
Tim Singsank	Custodial Services	640.00
Black Hills	Gas / Heat	76.27
Alliant Energy	Electricity	720.28
Mediacom	Internet & Phone	185.82
<b>Total</b>		<b>\$1,622.37</b>

**Miscellaneous Bills**

<b>Check issued to:</b>	<b>Purpose</b>	<b>Amount</b>
City Laundering	Mats	17.94
UPS	Shipping	25.79
Pitney Bowes	Shipping	242.71
Heritage Printing	Time Cards	27.01
Heritage Printing	Envelopes	121.06
Des Moines Register (CC)	3 months subscription	152.37
Tyler Technologies	Library portion of annual license fee for city financial software	359.38
<b>Total</b>		<b>\$946.26</b>

**May 2017 Budget**

May claims approved	\$7,200.70
Utility and Contractual from Bills above	\$1,622.37
Miscellaneous Bills from above	946.26
Total wages and benefits	18,912.11
<b>Total May 2017 expenses</b>	<b>\$28,681.44</b>

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



E

**Credit Card Claims for May & June 2017**

<b>Date</b>	<b>Vendor</b>	<b>Items</b>	<b>Amount</b>
5/23/17	Mediacom	Phone & Internet	183.32
5/6/2017	Des Moines Register	Renewal / reinstatement	152.37
5/25/17	BirthdayDirect	Pencils for SRP	36.76
5/9/17	Amazon	Food & Wine Magazine – 1 year	19.95

CITY OF DYERSVILLE  
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)  
 AS OF: MAY 31ST, 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	207,896.00	16,176.04	191,257.72	16,638.28	92.00
001-5-410-4-61100 FICA	12,890.00	966.76	11,573.31	1,316.69	89.79
001-5-410-4-61200 MEDICARE	3,015.00	226.14	2,706.81	308.19	89.78
001-5-410-4-61300 IPERS	18,565.00	1,444.57	17,016.52	1,548.48	91.66
001-5-410-4-61500 GROUP INSURANCE	19,800.00	98.60	19,297.29	502.71	97.46
001-5-410-4-61700 SUI	1,964.00	0.00	165.22	1,798.78	8.41
001-5-410-4-62100 DUES	900.00	374.38	1,199.33 (	299.33)	133.26
001-5-410-4-62300 MEETINGS/TRAINING	2,500.00	83.00	1,525.98	974.02	61.04
001-5-410-4-63710 ELECTRICITY	14,500.00	720.28	12,653.11	1,846.89	87.26
001-5-410-4-63711 GAS HEAT	2,200.00	76.27	1,800.76	399.24	81.85
001-5-410-4-63730 TELEPHONE	2,100.00	185.82	1,819.84	280.16	86.66
001-5-410-4-63750 MAINTENANCE	5,000.00	150.47	3,743.98	1,256.02	74.88
001-5-410-4-64080 INSURANCE PREMIUM	5,600.00	0.00	90.00	5,510.00	1.61
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	2,102.37 (	2,102.37)	0.00
001-5-410-4-64322 CONTRACTED SERVICES	8,200.00	740.41	7,110.41	1,089.59	86.71
001-5-410-4-65060 OFFICE SUPPLIES	18,500.00	830.17	13,585.71	4,914.29	73.44
001-5-410-4-67210 FURNITURE/FIXTURES	0.00	0.00	217.64 (	217.64)	0.00
001-5-410-4-67274 CAPITAL IMPROVEMENTS/E	0.00	0.00	24,175.21 (	24,175.21)	0.00
001-5-410-4-67701 BOOKS/FILMS/RECORDS/SU	58,000.00	6,608.53	46,634.37	11,365.63	80.40
<b>TOTAL LIBRARY</b>	<b>381,630.00</b>	<b>28,681.44</b>	<b>358,675.58</b>	<b>22,954.42</b>	<b>93.99</b>
<b>TOTAL EXPENDITURES</b>	<b>381,630.00</b>	<b>28,681.44</b>	<b>358,675.58</b>	<b>22,954.42</b>	<b>93.99</b>

G

James Kennedy Public Library FY16 Operating Budget							
	FY17					Received	
ESTIMATED REVENUES:	Revised	March	April	May	June (est)	to date	Difference
Dubuque County Library Agency	5,000.00	0.00	5,020.27	0.00	0.00	5,020.27	-20.27
Fees from copier, R/P, etc.	5,400.00	448.54	433.46	249.28	300.00	4,497.31	902.69
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	1,600.66	0.00	0.00	0.00	1,600.66	199.34
TOTAL:	26,000.00	2,049.20	5,453.73	249.28	300.00	25,858.49	141.51
						25,858.49	141.51
ESTIMATED EXPENDITURES:						Spent to date	Remaining
PERSONAL SERVICES							
Wages	214,164.00	18,899.44	15,791.74	16,176.04	0.00	191,257.72	22,906.28
FICA	13,278.00	1,135.63	942.97	966.76	0.00	11,573.31	1,704.69
Medicare	3,105.00	265.62	220.57	226.14	0.00	2,706.81	398.19
IPERS	19,125.00	1,687.76	1,410.24	1,444.57	0.00	17,016.52	2,108.48
SUI	171.00	0.00	50.55	0.00	0.00	165.22	5.78
Group Insurance	19,800.00	1,638.40	4,964.72	98.60	0.00	19,297.29	502.71
Meetings and training	2,500.00	95.00	0.00	83.00	107.50	1,525.98	974.02
Dues and memberships	900.00	0.00	0.00	15.00	40.00	723.00	177.00
TOTAL:	273,043.00	23,721.85	23,380.79	19,010.11	147.50	244,265.85	28,777.15
						244,265.85	28,777.15
CONTRACTUAL SERVICES:							
Utilities (telephone)	2,100.00	183.16	183.16	185.82	0.00	1,819.84	280.16
Electricity	14,500.00	845.03	894.82	720.28	0.00	12,653.11	1,846.89
Gas / Heat	2,200.00	253.97	236.16	76.27	0.00	1,800.76	399.24
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	450.00	640.00	0.00	6,790.00	1,210.00
Window cleaning	200.00	0.00	0.00	0.00	0.00	220.00	-20.00
Service / Maintenance Contracts	5,000.00	936.51	94.03	459.79	2,726.44	2,562.16	2,437.84
TOTAL:	37,600.00	2,818.67	1,858.17	2,082.16	2,726.44	25,935.87	11,664.13
						25,935.87	11,664.13
SUPPLIES:							
General library supplies	10,000.00	440.03	1,281.79	815.47	117.49	11,757.28	-1,757.28
Program fees & supplies	1,000.00	81.28	25.00	14.70	91.34	890.53	109.47
Marketing & advertising	1,000.00	291.12	25.86	0.00	0.00	1,054.85	-54.85
Maintenance and Repairs	5,000.00	0.00	42.98	150.47	0.00	3,743.98	1,256.02
TOTAL	17,000.00	812.43	1,375.63	980.64	208.83	17,446.64	-446.64
						17,446.64	-446.64
BOOKS AND MATERIALS							
Adult fiction	8,500.00	524.23	670.65	1,032.27	673.44	7,747.27	752.73
Adult nonfiction	5,700.00	638.77	610.32	1,312.99	72.62	5,302.86	397.14
Young adult fiction	2,000.00	17.92	367.23	0.00	775.99	1,101.73	898.27
Juvenile fiction	5,400.00	13.58	788.25	9.51	581.79	4,240.00	1,160.00
Juvenile nonfiction	3,300.00	55.89	116.32	0.00	1,176.70	1,807.54	1,492.46
Large Print	2,000.00	307.49	0.00	0.00	0.00	2,335.27	-335.27
Electronic media (ebooks, etc.)	4,500.00	0.00	342.98	1,477.53	0.00	3,367.39	1,132.61
Reference & electronic database	5,500.00	0.00	0.00	500.00	315.00	5,209.90	290.10
Periodicals and newspapers	4,100.00	661.62	729.11	378.37	512.33	3,874.19	225.81
Audiobooks (CD, playaway)	4,000.00	161.90	247.09	558.21	31.50	3,965.53	34.47
Software & Gaming	1,987.00	0.00	0.00	1,024.55	398.41	1,231.97	755.03
DVDs	7,000.00	436.36	600.58	315.10	533.85	6,450.72	549.28
TOTAL:	53,987.00	2,817.76	4,472.53	6,608.53	5,071.63	46,634.37	7,352.63
						46,634.37	7,352.63
TOTAL EXPENDITURES:	381,630.00	30,170.71	31,087.12	28,681.44	8,154.40	334,282.73	47,347.27
TOTAL REVENUES:	26,000.00	2,049.20	5,453.73	249.28	300.00	25,858.49	141.51
ACTUAL ASKING	355,630.00	28,121.51	25,633.39	28,432.16	7,854.40	308,424.24	47,205.76
Capital Improvement	0.00	0.00	14,955.00	0.00	0.00	24,392.85	-24,392.85
Total all expenditures	381,630.00	30,170.71	46,042.12	28,681.44	8,154.40	358,675.58	22,954.42

James Kennedy Public Library FY16 Operating Budget								
	FY17	% Expended	FY16 Expense	May 2016	Total FY16	Budget	Amount	Over/Under
	Revised	To date	thru May			Projection	Over/Under	Budget
<b>ESTIMATED REVENUES:</b>								
Dubuque County Library Agency	5,000.00		5,845.23	0.00	5,845.23	thru July		
Fees from copier, R/P, etc.	5,400.00		5,071.97	600.83	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		26,149.71	600.83	26,149.71			
			26,149.71		26,149.71			
<b>ESTIMATED EXPENDITURES:</b>								
<b>PERSONAL SERVICES</b>			Spent to date		Spent to date			
Wages	214,164.00	89.3%	179,911.29	15,280.34	195,731.38	196,854.08	-5,596	0.97
FICA	13,278.00	87.2%	11,024.47	928.86	11,983.27	12,215.61	-642	0.95
Medicare	3,105.00	87.2%	2,578.34	217.23	2,802.59	2,856.55	-150	0.95
IPERS	19,125.00	89.0%	16,066.16	1,364.56	17,478.89	17,579.22	-563	0.97
SUI	171.00	96.6%	153.12	0.00	153.12	171.00	-6	0.97
Group Insurance	19,800.00	97.5%	8,981.38	846.82	10,549.19	16,857.34	2,440	1.14
Meetings and training	2,500.00	61.0%	804.49	128.95	936.90	2,146.68	-621	0.71
Dues and memberships	900.00	80.3%	747.00	15.00	747.00	900.00	-177	0.80
TOTAL:	273,043.00	89.5%	220,266.25	18,781.76	240,382.34	250,193.74	-5,928	0.98
			220,266.25		240,382.34			
<b>CONTRACTUAL SERVICES:</b>								
Utilities (telephone)	2,100.00	86.7%	1,745.94	172.96	2,091.86	1,752.73	67	1.04
Electricity	14,500.00	87.3%	11,969.64	970.71	12,764.88	13,596.66	-944	0.93
Gas / Heat	2,200.00	81.9%	1,571.97	95.13	1,608.40	2,150.17	-349	0.84
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	84.9%	7,196.00	750.00	8,096.00	7,110.67	-321	0.95
Window cleaning	200.00	110.0%	200.00	0.00	200.00	200.00	20	1.10
Service / Maintenance Contracts	5,000.00	51.2%	2,304.77	181.19	5,045.88	2,283.81	278	1.12
TOTAL:	37,600.00	69.0%	26,303.32	2,169.99	36,579.02	27,037.49	-1,102	0.96
			26,303.32		36,579.02			
<b>SUPPLIES:</b>								
General library supplies	10,000.00	117.6%	9,331.46	2,235.82	10,533.50	8,858.84	2,898	1.33
Program fees & supplies	1,000.00	89.1%	3,163.23	936.97	3,611.93	875.77	15	1.02
Marketing & advertising	1,000.00	105.5%	1,153.78	237.64	1,458.28	791.19	264	1.33
Maintenance and Repairs	5,000.00	74.9%	3,464.80	325.00	12,160.76	1,424.58	2,319	2.63
TOTAL	17,000.00	102.6%	17,113.27	3,735.43	27,764.47	10,478.34	6,968	1.67
			17,113.27		27,764.47			
<b>BOOKS AND MATERIALS</b>								
Adult fiction	8,500.00	91.1%	7,909.43	1,001.76	9,544.55	7,043.83	703	1.10
Adult nonfiction	5,700.00	93.0%	6,169.09	433.73	6,566.47	5,355.06	-52	0.99
Young adult fiction	2,000.00	55.1%	2,391.73	1,228.04	2,773.13	1,724.93	-623	0.64
Juvenile fiction	5,400.00	78.5%	5,522.47	1,120.62	6,856.37	4,349.44	-109	0.97
Juvenile nonfiction	3,300.00	54.8%	3,565.79	102.83	4,214.07	2,792.34	-985	0.65
Large Print	2,000.00	116.8%	3,621.02	147.86	3,814.79	1,898.41	437	1.23
Electronic media (ebooks, etc.)	4,500.00	74.8%	3,486.67	583.79	4,522.04	3,469.68	-102	0.97
Reference & electronic database	5,500.00	94.7%	4,538.66	3,465.76	6,038.66	4,133.80	1,076	1.26
Periodicals and newspapers	4,100.00	94.5%	3,636.53	190.66	4,044.75	3,686.20	188	1.05
Audiobooks (CD, playaway)	4,000.00	99.1%	3,756.45	225.83	3,756.45	4,000.00	-34	0.99
Software & Gaming	1,987.00	62.0%	755.89	-11.34	998.75	1,503.83	-272	0.82
DVDs	7,000.00	92.2%	6,786.09	336.54	7,345.78	6,466.66	-16	1.00
TOTAL:	53,987.00	86.4%	52,139.82	8,826.08	60,475.81	46,545.43	89	1.00
			52,139.82		60,475.81			
TOTAL EXPENDITURES:	381,630.00	87.6%	315,822.66	33,513.26	365,201.64	330,029.74	4,253	1.01
TOTAL REVENUES:	26,000.00	99.5%	26,149.71	600.83	26,149.71	26,000.00	-142	0.99
ACTUAL ASKING	355,630.00	86.7%	289,672.95	32,912.43	339,051.93	303,836.62	4,588	1.02
Capital Improvement	0.00	N/A	7439.56	0.00	12,269.65			
Total all expenditures	381,630.00	N/A	323,262.22	33,513.26	377,471.29			



P.O. Box 938 • Dubuque, IA 52004-0938  
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CITY OF DYERSVILLE  
JAMES KENNEDY PUBLIC LIBRARY TRUST  
340 1ST AVE E  
DYERSVILLE IA 52040-1203

## Statement of Account

Last statement: April 30, 2017  
This statement: May 31, 2017  
Total days in statement period: 31

111

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

6/5/17  
Mazze

COMING SOON! AMERICAN TRUST WILL BE  
OPENING A NEW OFFICE IN WINDSOR  
HEIGHTS, IOWA. WATCH FOR DETAILS.  
EFFECTIVE JULY 1, 2017, WEST DES  
MOINES LOBBY HOURS WILL BE 8:30-5:00  
M-F, 9:00-NOON SATURDAY. DRIVE-UP  
HOURS WILL BE 8:30-5:30 M-F,  
9:00-NOON SATURDAY. SEE  
AMERICANTRUST.BANK FOR ALL OFFICE  
HOURS.

### Summary of Account Balance

Account	Number	Ending Balance
Money Market Account	005951-435-6	\$40,249.81

### Money Market Account

Account number  
005951-435-6

Beginning balance	\$40,236.14		
Low balance	\$40,236.14		
Avg collected balance	\$40,236		
Interest paid year to date	\$66.54		
Total additions	\$13.67	Total subtractions	\$-0.00

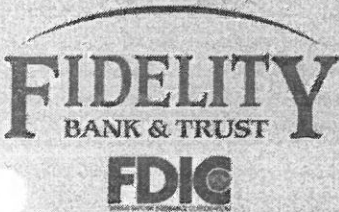
Effective dates	Interest Rate
04-30-17	0.400%

Date	Description	Additions	Subtractions
05-31	#Interest	13.67	

#### Daily balances

Date	Amount	Date	Amount	Date	Amount
04-30	40,236.14	05-31	40,249.81		





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 563-864-7815
Cascade 563-852-3245	Dyersville 563-875-7157	Guttenberg 563-252-1493	Maquoketa 563-652-6660	Peosta 563-556-3002	Worthington 563-855-2415

H-2

3 \*\*\*\*\*AUTO\*\*SCH 5-DIGIT 52030  
1407 0.6401 AV 0.373 6 1 76

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



PURCHASE, REFINANCE, IMPROVE!  
WITH MANY MORTGAGE OPTIONS AVAILABLE,  
SEE HOW WE CAN HELP YOU TODAY!  
EQUAL HOUSING LENDER.

*WJW*  
*5/31/17*

PRIMARY ACCT: 01 617571 STATEMENT PERIOD: 05/01/2017 - 05/31/2017  
=====

MONEY MARKET ACCOUNT 617571

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

DEPOSIT		120.50+	05/11
WEB TRANSFER DEBIT	1,272.83-		05/16
INTERNET BANKING TRANSFER FROM *571 TO *358 ON 05/16 AT 08:37			
DEPOSIT		1,000.00+	05/17
DEPOSIT		433.81+	05/23
INTEREST PAID		.50+	05/31
YEAR-TO-DATE INTEREST PAID		2.48	
AVERAGE COLLECTED BALANCE		11,887.55	

-- CHECKS --

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

-- BALANCE INFORMATION --

DATE.....BALANCE	DATE.....BALANCE	DATE.....BALANCE
04/30      11,892.40	05/16      10,740.07	05/23      12,173.88
05/11      12,012.90	05/17      11,740.07	05/31      12,174.38

SUMMARY:

ACCOUNT	PREVIOUS	TOTAL	TOTAL	SERVICE	ENDING
.....NUMBER.....	..BALANCE..	.....DEBITS.....	....CREDITS....	.CHARGES	..BALANCE..
DDA	617571	11,892.40	1 1,272.83	4 1,554.81	.00 12,174.38

I

TRUST ACCOUNT REPORT for May 2017

<b>American Bank &amp; Trust - balance on hand July 1, 2016</b>			\$ 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
April 30, 2017	\$13.22		\$ 40,236.14
May 31, 2017	\$13.67		\$ 40,249.81 <i>H-1</i>
Balances April 30, 2017		\$11,202.83	\$11,892.40
<b>Deposits</b>			
May 11, 2017			
Adopt-a-book	\$100.00		
Conscience box donations	\$12.75		
Friends booksale / donation	<u>\$7.75</u>	<u>\$120.50</u>	
May 17, 2017			
PLACE grant	<u>\$1,000.00</u>	<u>\$1,000.00</u>	
May 23, 2017			
Summer Reading Program donations	\$240.00		
O So Good Wine Tasting donation	\$25.00		
Plant Sale Fundraiser	\$154.00		
Conscience box donations	\$12.56		
Friends booksale / donation	<u>\$2.25</u>	<u>\$433.81</u>	
May 31, 2017			
Interest	<u>\$0.50</u>	<u>\$0.50</u>	<u>\$1,554.81</u>
<b>Debits</b>			
Materials (LML)	\$71.76		
Wine Tasting expenses (programs)	\$20.00		
Raffle expenses (Lost Island Tickets)	\$120.00		
Lion's Club - Large Print	\$23.37		
Kronlage Memorial	\$19.00		
Refreshments (Friends)	\$10.76		
Large Print Materials (Friends)	\$453.51		
Programs (Friends)	\$500.44		
Lisa Gaylor Large Print	\$38.87		
Adopt-a-book	\$15.12		
		<u>\$1,272.83</u>	<u>\$1,272.83</u>
Balances May 31, 2017		<u>\$9,930.00</u>	<u>\$12,174.38</u> <i>H-2</i>

J

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					
<b>INCOME:</b> (as of July 1, 2016)							<b>REMAINING:</b>
<b>DONATIONS:</b>							<b>DONATIONS:</b>
Previous Fundraisers		\$2,006.98					
Previous fundraisers - Total Remaining							\$2,006.98
Love My Library Fundraiser 2016		\$1,758.33					\$631.97
				May-17	Programming	\$279.03	
Love My Library Fundraiser - 2017							\$1,001.35
				May-17	LML - Materials	\$71.76	
Wine Glasses	Dec-16		\$10.00				\$45.00
Chair-ity Fundraiser	Nov-16		\$797.00				\$797.00
Cookie Walk	Dec-16		\$600.00	Dec-16	Bags & plates	\$80.86	\$519.14
Coloring Books	Dec-16		\$400.00				-\$982.53
Soup Supper	Jan-17		\$414.00				\$439.00
Mystery Dinner Theatre 2017				Nov-16	J&D Deposit	\$100.00	\$1,061.00
Build-a-basket	Apr-17		\$1,389.00	Apr-17	Plastic	\$48.95	\$1,340.05
Yard signs	Apr-17		\$30.00				\$30.00
Wine & Beer Tasting	Apr-17		\$640.00	Apr-17	Tickets	\$15.00	\$585.00
O So Good gift	May-17		\$25.00	May-17	Programs	\$20.00	
Plant Sale Fundraiser	May-17		\$154.00				\$154.00
2017 Fundraisers Total Available							\$1,627.61
Raffles		\$1,329.11					\$1,481.61
				May-17	Lost Island	\$120.00	
Donations							
Miscellaneous Donations Total Remaining							\$2,187.00
Lion's Club - LP	Previous	\$0.00					
	Jul-16		\$300.00	Sep-16	LP books	\$44.23	
Lion's Club - LP				May-17	LP books	\$23.37	-\$0.96
Conscience Box	May-17		25.31				\$1,238.78
History Book	Previous	\$874.74					\$1,074.74
Genealogy Donation	Previous	\$83.86					\$83.86
Meeting Room Donatic	Previous	\$266.79					\$348.56
Adopt-a-book donatio	Previous	\$258.89					\$207.33
	May-17		\$100.00	May-17	materials	\$15.12	
Friends - bksale	May-17		\$10.00	May-17	Refreshments	\$10.76	\$317.62
Friends - Children's materails			\$2,000.00	Dec-16	Materials	\$1,470.95	\$0.00
Friends - Large print			\$2,000.00	Mar-17	Materials	\$406.77	\$843.27
				May-17	LP materials	\$453.51	
Friends - Programming			\$1,500.00	Dec-16	Program	\$50.95	\$0.00
				May-17	Programming	\$221.41	
Summer Reading Program 2016		\$0.00					\$0.00
	Jul-16		\$259.00	Aug-16	SRP expenses	\$259.00	
Summer Reading Prog	May-17		\$240.00				\$240.00
TACKL	Previous	\$812.65					\$865.29
Bequests & Specified donations total							\$28,502.31
Memorials or In Honor of							
Lisa Gaylor - Large Print				May-17	LP materials	38.87	\$24.48
LP / Art Kronlage	Feb-17		\$65.00	Apr-17	Books	\$46.74	-\$0.74
				May-17	Books	\$19.00	
Memorials or "In Honor Of" - Total Remaining							\$133.13
<b>GRANTS:</b>							<b>GRANTS:</b>
1000 Books (DRA & Friends)		\$2,259.62		Feb-17	Stickers	\$109.56	\$2,150.06
PLACE Grant	May-17		\$1,000.00				\$1,000.00
<b>INTEREST DEPOSITS</b>							
remaining from previous years		\$3,691.58					
Interest brought forward and FY to date							\$3,714.52
	May-17		\$0.50				
American Trust transfer		-\$33,500.00					
<b>TOTAL DEPOSITS</b>			<b>\$23,520.68</b>	<b>EXPENDITURES:</b>		<b>\$15,070.00</b>	<b>Balance</b> <b>\$12,174.38</b>



**Memorials and Donations May 2017**

K

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

From: **O So Good**  
Donation: \$25.00  
Fund: Library Trust Account  
Restrictions: Wine Tasting Fundraiser donation

From: **Plant Sale Fundraiser**  
Donation: \$154.00  
Fund: Library Trust Account  
Restrictions: Fundraiser for special services & collections

From: **Rx Shoppe**  
Donation: \$50.00  
Fund: Library Trust Account  
Restrictions: Donations for children's Summer Reading Program

From: **Citizens State Bank**  
Donation: \$50.00  
Fund: Library Trust Account  
Restrictions: Donations for children's Summer Reading Program

From: **Bob's Complete Maintenance**  
Donation: \$15.00  
Fund: Library Trust Account  
Restrictions: Donations for children's Summer Reading Program

From: **American Trust**  
Donation: \$100.00  
Fund: Library Trust Account  
Restrictions: Donations for children's Summer Reading Program

From: **Fitzgerald Mechanical**  
Donation: \$25.00  
Fund: Library Trust Account  
Restrictions: Donations for children's Summer Reading Program

L

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

Story Time Sessions:

No programs held in May

Wee Read Sessions:

No programs held in May

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

No programs held in May

Branching Out (Wednesdays at 11:00 am)

May 10, 17, & 31, 2017

Time for preparation & performance – 6 hrs (pd)            1 hr (vol)

Supplies:            Posters & library information; Materials to check out

Total attendance - 26

Program at Ellen Kennedy Center – (Typically first Friday of each month) – Mailbox Memories

May 5, 2017

Time for preparation & performance – 11.5 hrs (pd)

Supplies:            PowerPoint, stamps and notecards (will use at future programs as well)

Total attendance – 5

Program at Oakcrest Manor (Typically Third Friday of each month)

May 19, 2017

Time for preparation & performance – 3.5 hrs (pd)

Supplies:            PowerPoint, stamps and notecards

Total attendance – 13

Sit 'n' Stitch (Wednesdays of each month)

May 3, 10, 17, 24, & 31, 2017

Time for preparation & performance – 1.25 hrs (pd)            10 hrs (vol)

Supplies:            Refreshments provided by participants

Total attendance – 53

Books for Lunch Book Club (First Monday of each month) – *News of the World*

May 1, 2017

Time for preparation & performance – .5 hrs (pd)            1 hr (vol)

Supplies:            Posters, PSA, beverages & paper products  
Refreshments provided by participants or the Friends

Total attendance – 9

A Novel Approach to Faith Book Club

May 9, 2017

Time for preparation & performance – .5 hr (pd)            1.25 (vol)

Supplies:            Posters, PSA, beverages & paper products  
Refreshments provided by participants or the Friends  
Lisa Gaylor donated time to run program as Dawn was on vacation.

Total attendance – 9

Get Puzzled @ Your Library

May 1-31, 2017

Time for preparation & performance – .5 hrs (pd)

Supplies:            Posters, PSA, \$15.00 for puzzle

Total attendance – 20

Dungeons & Dragons Club (1<sup>st</sup> Tuesday of each Month)

May 2, 2017

Time for preparation & performance – 2.5 hrs (pd)

Supplies:            Snacks & beverages

Total attendance – 6

JKPL Memoir Project (3<sup>rd</sup> Monday of each Month)

May 15, 2017

Time for preparation & performance – 2 hrs (pd)

Supplies:            Refreshments

Total attendance - 3

Open Mic Night @ Brew & Brew (4<sup>th</sup> Monday of each month)

May 22, 2017

Time for preparation & performance – 2 (pd)            2.25 hr (vol)

Supplies:            Posters, PSA  
4 performers

Total attendance – 12

Game Night (4 <sup>th</sup> Friday of each Month)		
May 26, 2017		Total attendance – 15
Time for preparation & performance – 4 hrs (pd)		
Supplies: Posters & PSA, refreshments & games		
Building Creative one Block at a Time (LEGO® program) (monthly, date and time varies)		
May 7, 2017		Total attendance – 5
Time for preparation & performance – 2.5 hrs (pd)		
Supplies: Posters, PSA, Refreshments, sponsored by DuTrac		
Coloring for Adults (monthly, date and time varies)		
May 16, 2017		Total attendance – 2
Time for preparation & performance – 1 hr (pd)		
Supplies: Posters, PSA, Refreshments, Coloring sheets & pencils		
Movies @ Your Library – showing of <i>Hidden Figures</i>		
May 1, 2017		Total attendance – 16
Time for preparation & performance – 3.5 hrs		
Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF		
Movies @ Your Library – showing of <i>Monster Trucks</i>		
May 6, 2017		Total attendance – 4
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 <i>Fences</i>		
May 15, 2017		Total attendance – 8
Time for preparation & performance – 1 hrs (pd)		
Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF		
Movies @ Your Library – showing of <i>LaLa Land</i>		
May 21, 2017		Total attendance – 3
Time for preparation & performance – 1.5 hrs (pd)		
Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF		
Movies @ Your Library – showing of <i>Paul Bunyan and Babe</i>		
May 27, 2017		Total attendance – 5
Time for preparation & performance – 1.5 hrs (pd)		
Supplies: Posters, PSA, Popcorn provided by Farmer's Shipping; Pop, bags, napkins, etc. from GF		
Children's Book Week / 1000 Books Before Kindergarten Storytime and Awards Ceremony		
May 3, 2017		Total attendance – 29
Time for preparation & performance – 3.25 hrs		
Supplies: Posters, PSA, Refreshments		
1000 Books certificates & trophies (grant / Friends)		
Xavier PreK Library Tours		
May 3, 2017 (4 sessions)		Total attendance – 83
Time for preparation & performance – 2.75 hrs		
Supplies: Book bags and bookmarks		
Smart Space Brainstorming		
May 5, 13, & 16, 2017 (4 sessions)		Total attendance – 13
Time for preparation & performance – 4 hrs		
Supplies: Posters & PSA, Refreshments		
Author Visit with Virginia Pillars		
May 6, 2017		Total attendance – 9
Time for preparation & performance – 2.75 hrs (pd)		
Supplies: Posters & PSA, Refreshments		
\$25.00 author fee		

Kobolds Ate My Baby

May 19, 2017

Time for preparation & performance – 4 hr (pd)

Supplies: Posters & PSA, Refreshments

Total attendance – 12

Children's Summer Reading Program Promotion School Visits

May 16, 2017: 6 sessions @ WD, 5 sessions @ Xavier, 4 sessions @ Hennessy

Time for preparation & performance – 7.75 hrs

Supplies: Fliers, book marks & smarties; Bookmarks donated by Heritage Printing

Total attendance – 715

Teen Summer Reading Program Promotion School Visits

May 16, 2016: 2 sessions @ Hennessy & Xavier

Time for preparation & performance – 3 hrs (pd)

Supplies: Fliers

Total attendance - 36