

TIPTON

PUBLIC LIBRARY

Check it out!

Board of Trustees

Wed., April 27, 2016
6:30 p.m.
Tipton Public Library

Agenda

1. Call to order
2. Approval of Agenda
3. Approval of last meeting's minutes
4. Open Forum
 - a. Friends of the Library representative-sign
5. Director's Report
 - a. Programming
 - b. Transactions
 - c. Flowers/children's garden
6. Education
 - a. Access to Information and Internet, Open Records and Confidentiality
7. Financial Reports
8. Finance Committee
9. Personnel Committee
10. Maintenance Committee
11. Friends of the Tipton Public Library
 - a. Friends meeting
12. Old Business
 - a. Library Director Performance Evaluation update
 - b. Lawn care bids
 - c. Lights update
13. New Business
 - a. Gifts
14. Miscellaneous
 - a. Set date/time for next meeting
15. Adjournment

Open Forum is scheduled for public communication to the board. At that time, interested people may present comments, suggestions or concerns, even if they are not listed on the agenda. However, an item usually must be included on the agenda before the board can officially act upon it. The board will listen, but will not respond during the meeting to those who speak during the open forum. Anyone wishing to speak to the Library Board during open forum should contact library director, not later than 24 hours prior to the meeting. Citizens with questions about the operation of the library are encouraged to first contact the library director.

Phone: 563-886-6266 Fax: 563-886-6257
206 Cedar Street, Tipton IA 52772
www.tipton.lib.ia.us email: staff@tipton.lib.ia.us

March, 23rd 6:30pm- Library meeting minutes

Jamie called meeting to order 6:30, in attendance, Denise Smith, Dale J., Jennifer S., Jim M., Jennifer J., Jamie M., Shirley K, Buffy J.

Motion to approve last month's minutes: Dale approved, Jen S. seconded, motion carried

Introduction to interim City Manager: Tim and new member Shirley Kepler

Director's report: Thank you sent to Andy Owen for cleaning out the bugs in the lights

Winter Family night-75 attended, a meal was provided, library visits to Sycamore, Little Friends, Kindergarten adopt a class, Tiny tigers, Head start and Tipton Adaptive daycare for story times

Kindergarten pizza party for completing reading challenge

Movie night (Peanuts) with all the fixings

Several upcoming events/programs

Continue to keep track of transactions: Copies, faxes, interlibrary loans, coffee and Friends of the Library

Cedar Cty board of Supervisors approved funding for the county libraries at \$105,000 which is a \$5000 increase

Denise will be taking some vacations days

Education: Reviewed the section in the policies and procedures

Financial reports: Tim gave an overview of page 1, discussed other pages, broke down certain parts

Financial committee: budget passed

Personnel committee: N/A

Maintenance: Refer to new business

Friends of the Library: Sale April 14th-16th

Meeting in April

Old business: July will consult with Shirley

New business: Review bid of TMI, don't have to contact others, motion to approve bid, Buffy approved, Dale seconded, motion carried

Lights on the bldg.-Sunvalley motion carried to approve, Dale approved, Jen S. seconded, motion carried

Addressed having a policy in place for being absent from job at the library 3x, that it is understood that they are dismissed from job, recommended to have employees go through Denise, respond quickly to stop and go through protocol, Tim is attending Denise's staff meeting, avoid email responses

Lawn care-provide waste bags, mowing, trimming sticks, bid in paper Wed.

Misc: Motioned carried to approve getting cookies for Library day (I can't read my own writing) from Family foods, Dale approved, Jim seconded, motion carried

April 27th, 6:30 next meeting, motion to approve and ajourn, Jim approved, Shirley seconded

Library Director's Report March 2016

Programming

Kid's Programs
Total 17 Programs 561 kids

Teen Programs
Total 0 programs 0 teens

Adult Programs
Total 1 programs 5 adults



Adopt-a-Class Pizza Parties

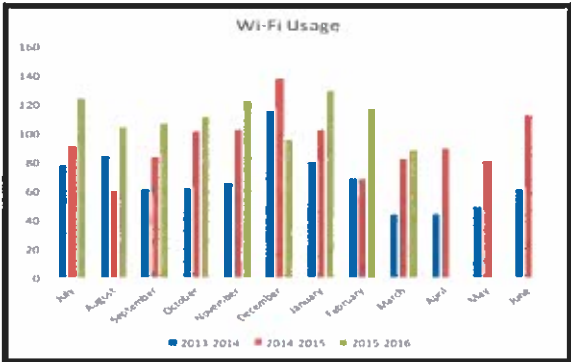
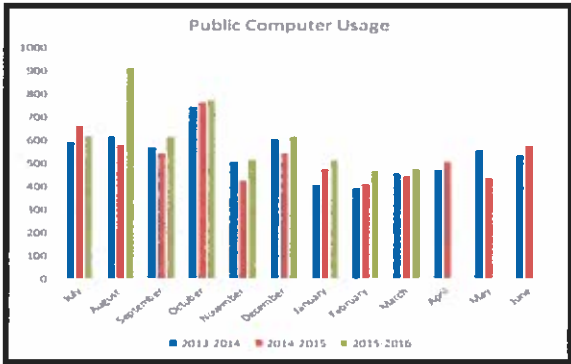
Meeting Room Users
Non-profits-1 users
Private Individuals-1 users
Total: 2 times

Monetary amount spent on:
Books: \$2630.42
CDs: \$339
DVDs: \$344

Ebook checkouts: 50
Audio checkouts: 30

Materials

Adult CDs	6
Total Audios	6
Adult DVD's	21
Blue Ray Disc	1
Kids DVD's	1
Total DVD's	23
Adult Fiction	45
Adult Non-fiction	4
Beginner Readers	9
Board Books	5
Christian Fiction	4
Kid's B. Chapter	9
Kids Fiction	34
Kids Nonfiction	2
Kid's Picture Books	26
Mystery	19
Teen Fiction	14
Total books	171
Magazines	35
Total Magazines	35
Other	33
Total Other	33
Total	268
Discarded	
Books	73
Magazines	33
Audios	0
Videos	2
Other	37
Total	145



Transactions written down from 2/29 thru 3/28

Copies-213
Faxes-15
Interlibrary Loans-19
Coffee-33
Friends of the Library-48

Get legal advice

The specific requirements of the Open Meetings Law can be confusing. If you are uncertain, seek legal advice before proceeding. Under the Open Meetings Law there are exceptions to the liability of the law if you "reasonably relied upon a decision of a court or a formal opinion of the attorney general or the attorney for the governmental body." You may also contact the Citizens' Aide/Ombudsman Office at 888-426-6283 or review the Iowa Attorney General Sunshine Advisories located at http://www.iowa.gov/government/ag/sunshine_advisories/index.html.

Access to Information and the Internet

Public libraries have an important role in our democracy as the place where people can get a variety of information in many formats and on all sides of an issue. Controversy over resources offered in the public library is not new. The *Library Bill of Rights* was written by Des Moines Library Director Forrest Spaulding in 1937 in response to book burning in Germany during the Nazi regime, and is still relevant today. (See *Library Bill of Rights* in the Appendix).

The *Library Bill of Rights* states that library resources should be provided for all people of the community, regardless of their "origin, age, background, or views." And the First Amendment to the U. S. Constitution states that "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances."

Can some library resources be considered "obscene"? Individuals' definitions of obscenity differ, but Iowa law defines it in Iowa Code chapter 728. Note that libraries, along with other educational institutions, have an exemption to this law in section 728.7. Why? Libraries have an exemption because they need legal protection if they own art, books or other materials which could be considered obscene under the Iowa law.

The *Library Bill of Rights* and the First Amendment apply to the provision of information in the library including the Internet. In 2003 the U.S Supreme Court ruled that the Children's Internet Protection Act (CIPA) was constitutional only if the Internet filters required by CIPA could be readily disabled upon the request of adult library users.

What does all of this mean for you as a library trustee? First, ask your library director to keep you informed on the status of legislation concerning access to the Internet in libraries. Or check for updates from the American Library Association's Office for Intellectual Freedom, <http://www.ala.org/alaorg/oif/>. Talk as a board about the issue, and if you haven't already, develop a policy on Internet use. If the board does decide to offer filtered access to the Internet, make sure that unfiltered access is also available in the library.

Open Records and Confidentiality

"Every person shall have the right to examine and copy public records ... [however] the following records shall be kept confidential unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information ... The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists

between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.” (Iowa Code sections 22.2 and 22.7(13))

Library boards should take every precaution to guard the confidentiality of library customers. This includes ensuring that:

- a confidentiality policy for the library is adopted by the board
- circulation cards for library materials, which the public see, do not indicate the name of the customer checking out the material
- circulation records in an automated system are not kept after statistics are recorded and the material is returned, and any fines or fees attached to the record are paid
- overdue notices are sent only in sealed envelopes or via e-mail and never on postcards where others could see what the customer has checked out
- phone reminders of overdue items and reserves left on answering machines maintain confidentiality

Included in a policy on confidentiality should be statements on the confidentiality of library circulation records and a statement as to when the custodian of the records may open the records. The identity of which customer requested which materials or information may be revealed only:

- if the library is presented with a court order. (The court order must indicate that this information is needed for the investigation of a particular person or an organization and may only be issued after a judge has determined if the connection between the case and the record makes it “cogent and compelling” that the information is released.)
- if the lawful custodian of the records, defined by an Iowa Attorney General’s opinion to be the library director, releases the information. (To safeguard customers’ confidentiality, the library board should state in the policy that the record shall be opened by the lawful custodian only upon receipt of a court order as indicated above.)

Library customer information (such as names and addresses) that is not attached to a circulation record may also be kept confidential if the library board reasonably believes that releasing the information would discourage people from applying for library cards. The board should adopt a policy on release of this type of information. See Iowa Code section 22.7(18).

Questions on Confidentiality and Open Records

Q. Can parents see their children’s library records to determine whether they have overdue materials?

A. This is a complex question and the library board may want to consult with the city attorney for legal advice. According to a 1993 letter from the Legal Consultant at the Iowa Department of Education, persons who contract with a minor do so at their own risk for the minor lacks the legal capacity to contract. Parents, under Iowa Code 613.16, are liable for the acts of their children. At the same time, Iowa Code subsection 22.7 (13) protects the confidentiality of all library patrons regardless of age. Thus, parents are liable for the acts of their children and yet children are included in the right to have their library records kept confidential. Obviously, libraries are in a difficult position as a result of these two Iowa Code sections.

As noted previously, Iowa Code section 22.7 does allow for discretion on the part of the custodian of the records, who is the library director. In other words, the Iowa Code gives the custodian of the records, the library director, the authority to decide whether or

not to release library records. If records are requested by a criminal or juvenile justice agency, the library director may release the records only upon receiving a court order.

The board should adopt a confidentiality policy which designates the library director as the custodian of the records and which states when the library director may release the records. Some libraries in Iowa will not release the records of a child to a parent under any circumstance. Others will release them in certain situations. To protect intellectual freedom, library boards should err on the side of confidentiality. Releasing the records of a library patron, regardless of age, should be the exception rather than the rule. For example, if a three year old has checked out a number of Dr. Seuss books and the parent wants to know the titles to be sure all items have been returned, many library boards would find it reasonable to release the titles. However, the older the child is, the more difficult the decision becomes. If it is a 14 year old child who has checked out books on child abuse and adult alcoholism, most library boards would, without question, protect this child's confidentiality.

A parent who wishes to know what a child has checked out has at least two other options besides asking the library director for the child's library records. A parent could simply ask the child what is checked out or require the child to check out materials under the parent's card.

Q. If requested for a purpose such as a library fund raiser, may the library provide lists of library card holders?

A. Yes, as long as the list does not link the customer with the material or information requested, it is an open record and is open to inspection by the general public. However, as noted earlier, this information may also be kept confidential if the library board reasonably believes that releasing the information would discourage people from applying for library cards.

Gender Balance of Library Board of Trustees

Library boards are subject to the same requirements as other boards as required in the Iowa Code 69.16A: Gender balance.

1. All appointive boards, commissions, committees, and councils of the state established by the Code, if not otherwise provided by law, shall be gender balanced. No person shall be appointed or reappointed to any board, commission, committee, or council established by the Code if that appointment or reappointment would cause the number of members of the board, commission, committee, or council of one gender to be greater than one-half the membership of the board, commission, committee, or council plus one if the board, commission, committee, or council is composed of an odd number of members. If the board, commission, committee, or council is composed of an even number of members, not more than one-half of the membership shall be of one gender. If there are multiple appointing authorities for a board, commission, committee, or council, they shall consult each other to avoid a violation of this section.

2. All appointive boards, commissions, committees, and councils of a political subdivision of the state that are established by the Code, if not otherwise provided by law, shall be gender balanced as provided by

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MARCH 31ST, 2016

001-GENERAL GOVERNMENT

75.00% OF YEAR COMP.

DEPARTMENTAL REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
LIBRARY					
TAXES					
001-4-410-4-4000 CURR YR TAXES FIN & ADM	183,112.00	6,543.53	110,754.27	60.48	72,357.73
TOTAL TAXES	183,112.00	6,543.53	110,754.27	60.48	72,357.73
USE OF MONEY & PROPERTY					
001-4-410-4-4341 INVESTMENT REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL USE OF MONEY & PROPERTY	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL					
001-4-410-2-4471 RURAL ASSISTANCE	16,000.00	0.00	11,445.00	71.53	4,555.00
TOTAL INTERGOVERNMENTAL	16,000.00	0.00	11,445.00	71.53	4,555.00
MISCELLANEOUS REVENUES					
001-4-410-1-4765 FINES AND FEES	3,000.00	525.91	3,541.01	118.03 (541.01)
001-4-410-2-4700 DONATIONS	1,500.00	62.70	2,809.20	187.28 (1,309.20)
001-4-410-2-4709 ENRICH IOWA FUNDS	3,000.00	0.00	3,162.68	105.42 (162.68)
001-4-410-2-4710 REIMBURSEMENTS	500.00	22.00	220.00	44.00	280.00
001-4-410-2-4715 REFUNDS	500.00	0.00	278.17	55.63	221.83
001-4-410-4-4799 MISCELLANEOUS	2,500.00	246.10	1,983.39	79.34	516.61
TOTAL MISCELLANEOUS REVENUES	11,000.00	854.71	11,994.45	109.04 (994.45)
TOTAL LIBRARY	210,112.00	7,398.24	134,193.72	63.87	75,918.28
TOTAL REVENUES	210,112.00	7,398.24	134,193.72	63.87	75,918.28

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MARCH 31ST, 2016

001-GENERAL GOVERNMENT

75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONNEL SERVICES					
001-5-410-1-60100 FULLTIME - LIBRARY	32,690.00	2,883.94	25,270.17	77.30	7,419.83
001-5-410-1-60200 PARTTIME - LIBRARY	67,575.00	4,675.70	45,880.47	67.90	21,694.53
001-5-410-1-60300 TEMPORARY/SEASONAL - L	0.00	0.00	0.00	0.00	0.00
001-5-410-1-60620 HOLIDAY - LIBRARY	0.00	0.00	0.00	0.00	0.00
001-5-410-1-60630 SICK LEAVE - LIBRARY	1,706.00	0.00	360.55	21.13	1,345.45
001-5-410-1-60640 VACATION - LIBRARY	2,559.00	0.00	1,766.71	69.04	792.29
001-5-410-1-60650 STANDBY/ON CALL PAY	0.00	0.00	0.00	0.00	0.00
001-5-410-1-60700 COMP TIME	0.00	0.00	0.00	0.00	0.00
001-5-410-1-60990 OTHER PAY	0.00	0.00	0.00	0.00	0.00
001-5-410-1-61100 FICA	7,997.00	461.21	4,464.50	55.83	3,532.50
001-5-410-1-61300 IPERS	9,335.00	665.45	6,450.48	69.10	2,884.52
001-5-410-1-61500 BLUE CROSS	0.00	0.00	0.00	0.00	0.00
001-5-410-1-61510 GROUP LIFE	39.00	3.20	28.55	73.21	10.45
001-5-410-1-62300 TRAINING	2,500.00	0.00	289.10	11.56	2,210.90
001-5-410-1-62980 TRAVEL TRAINING	500.00	0.00	545.32	109.06	(45.32)
TOTAL PERSONNEL SERVICES	124,901.00	8,689.50	85,055.85	68.10	39,845.15
SERVICES AND COMMODITIES					
001-5-410-2-63100 BUILDING MAINTENANCE &	7,000.00	621.59	13,570.27	193.86	(6,570.27)
001-5-410-2-63200 GROUNDS MAINTENANCE &	5,800.00	0.00	135.72	2.71	4,864.28
001-5-410-2-63400 OFFICE EQUIPMENT MAINT	3,250.00	308.25	1,895.39	58.32	1,354.61
001-5-410-2-63500 OPERATIONAL EQUIPT MAI	4,800.00	204.84	1,836.86	45.92	2,163.14
001-5-410-2-63710 UTILITIES	3,800.00	0.00	1,590.09	53.00	1,409.91
001-5-410-2-63730 TELECOMMUNICATIONS EXP	5,750.00	446.44	3,562.97	61.96	2,187.03
001-5-410-2-63790 OTHER MUNICIPAL UTILIT	6,495.00	508.21	6,018.51	92.66	476.49
001-5-410-2-64031 ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
001-5-410-2-64080 INSURANCE	8,292.00	0.00	4,975.10	60.00	3,316.90
001-5-410-2-64110 LEGAL EXPENSE	0.00	0.00	0.00	0.00	0.00
001-5-410-2-64121 HEALTH SERVICES	100.00	0.00	0.00	0.00	100.00
001-5-410-2-64190 TECHNOLOGY	5,500.00	0.00	2,408.98	43.80	3,091.02
001-5-410-2-64910 CONTRACT SERVICES	9,750.00	1,066.84	6,227.18	63.87	3,522.82
001-5-410-2-65020 LIBRARY MATERIALS	30,550.00	1,893.24	16,844.02	55.14	13,705.98
001-5-410-2-65021 PROGRAMMING	4,000.00	0.00	2,033.34	50.83	1,966.66
001-5-410-2-65022 PERIODICALS	3,800.00	0.00	1,198.05	31.53	2,601.95
001-5-410-2-65060 OFFICE SUPPLIES	5,250.00	225.94	2,568.99	48.93	2,681.01
001-5-410-2-65080 POSTAGE/SHIPPING	2,500.00	0.00	1,168.33	46.73	1,331.67
001-5-410-2-65980 MISCELLANEOUS	2,500.00	96.59	1,265.98	50.64	1,234.02
TOTAL SERVICES AND COMMODITIES	106,737.00	5,371.94	67,299.78	63.05	39,437.22
CAPITAL OUTLAY					
001-5-410-3-67210 FURNITURE/FIXTURES	2,000.00	0.00	765.00	38.25	1,235.00
001-5-410-3-67250 OFFICE EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00
001-5-410-3-67272 SOFTWARE	1,000.00	0.00	799.00	79.90	201.00
TOTAL CAPITAL OUTLAY	4,000.00	0.00	1,564.00	39.10	2,436.00

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MARCH 31ST, 2016

001-GENERAL GOVERNMENT

75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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LOAN PAYMENT					
001-5-410-5-69101 TRANSFER OUT/SINKING F	0.00	0.00	0.00	0.00	0.00
TOTAL LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00
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TOTAL LIBRARY	235,638.00	14,061.44	153,919.63	65.32	81,718.37
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TOTAL EXPENDITURES	235,638.00	14,061.44	153,919.63	65.32	81,718.37
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REVENUES OVER/(UNDER) EXPENDITURES	(25,526.00)	(6,663.20)	(19,725.91)		(5,800.09)
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OTHER FINANCING SOURCES & USES					

OTHER SOURCES					
001-4-410-4-4820 BOND NOTES/PROCEEDS	0.00	0.00	0.00	0.00	0.00
001-4-410-4-4832 TRANSFER FROM T & A	19,031.00	1,585.92	14,273.24	75.00	4,757.76
001-4-410-4-4833 UTILITIES REIMBURSEMENT	6,495.00	541.25	4,871.25	75.00	1,623.75
001-4-410-4-4836 SURPLUS FUNDS	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FINANCING SOURCES	25,526.00	2,127.17	19,144.49	75.00	6,381.51
<hr/>					
OTHER USES					
TOTAL OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
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TOTAL OTHER FINANCING SOURCES & USES	25,526.00	2,127.17	19,144.49	75.00	6,381.51
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REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	0.00	(4,536.03)	(581.42)		(581.42)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MARCH 31ST, 2016

189-LIBRARY TRUST FUND

75.00% OF YEAR COMP.

DEPARTMENTAL REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
LIBRARY					
USE OF MONEY & PROPERTY					
189-4-410-4-4300 INTEREST EARNED	0.00	0.00	13.86	0.00 (13.86)
189-4-410-4-4341 INVESTMENT REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL USE OF MONEY & PROPERTY	0.00	0.00	13.86	0.00 (13.86)
MISCELLANEOUS REVENUES					
189-4-410-2-4700 DONATIONS	1,200.00	15.49	552.42	46.04	647.58
189-4-410-2-4710 REIMBURSEMENTS	0.00	0.00	2.05	0.00 (2.05)
TOTAL MISCELLANEOUS REVENUES	1,200.00	15.49	554.47	46.21	645.53
TOTAL LIBRARY	1,200.00	15.49	568.33	47.36	631.67
TOTAL REVENUES	1,200.00	15.49	568.33	47.36	631.67

AS OF: MARCH 31ST, 2016

189-LIBRARY TRUST FUND

75.00% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
SERVICES AND COMMODITIES					
189-5-410-2-63100 BUILDING MAINTENANCE &	0.00	0.00	0.00	0.00	0.00
189-5-410-2-63200 GROUNDS MAINTENANCE &	0.00	0.00	0.00	0.00	0.00
189-5-410-2-64190 TECHNOLOGY	0.00	0.00	0.00	0.00	0.00
189-5-410-2-65020 LIBRARY MATERIALS	0.00	0.00	0.00	0.00	0.00
189-5-410-2-65021 CHILDREN'S PROGRAMS	0.00	0.00	0.00	0.00	0.00
189-5-410-2-65980 MISCELLANEOUS	1,200.00	0.00	0.00	0.00	1,200.00
TOTAL SERVICES AND COMMODITIES	1,200.00	0.00	0.00	0.00	1,200.00
TOTAL LIBRARY	1,200.00	0.00	0.00	0.00	1,200.00
TOTAL EXPENDITURES	1,200.00	0.00	0.00	0.00	1,200.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	15.49	568.33	(568.33)
OTHER FINANCING SOURCES & USES					
OTHER SOURCES					
189-4-410-4-4830 BUDGETED TRANSFERS	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00
OTHER USES					
TOTAL OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FINANCING SOURCES & USES	0.00	0.00	0.00	0.00	0.00
REVENUE & OTHER SOURCES OVER/(UNDER) EXPENDITURES & OTHER USES	0.00	15.49	568.33	(568.33)

VENDOR SET: 01 TIPTON, IA

BANK: ALL

FUND : 001 GENERAL GOVERNMENT

DEPARTMENT: 410 LIBRARY

INVOICE DATE RANGE: 3/01/2016 THRU 3/31/2016

PAY DATE RANGE: 1/01/1998 THRU 99/99/9999

BUDGET USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-0008	I.R.S.	I-T3 201603025148	001 5-410-1-61100	FICA	: FICA WITHOLDING	000000	219.88
01-0008	I.R.S.	I-T3 201603165170	001 5-410-1-61100	FICA	: FICA WITHOLDING	000000	209.24
01-0008	I.R.S.	I-T3 201603225171	001 5-410-1-61100	FICA	: FICA WITHOLDING	000000	32.09
01-0008	I.R.S.	I-T4 201603025148	001 5-410-1-60100	FULLTIME - LI:	MEDICARE WITHOLDING	000000	20.61
01-0008	I.R.S.	I-T4 201603025148	001 5-410-1-60200	PARTTIME - LI:	MEDICARE WITHOLDING	000000	30.80
01-0008	I.R.S.	I-T4 201603165170	001 5-410-1-60100	FULLTIME - LI:	MEDICARE WITHOLDING	000000	20.61
01-0008	I.R.S.	I-T4 201603165170	001 5-410-1-60200	PARTTIME - LI:	MEDICARE WITHOLDING	000000	28.34
01-0008	I.R.S.	I-T4 201603225171	001 5-410-1-60200	PARTTIME - LI:	MEDICARE WITHOLDING	000000	7.51
						VENDOR 01-0008 TOTALS	569.08
01-0060	ALBAUGH PHC INC	I-27618	001 5-410-2-63100	BUILDING MAIN:	REPLACE TOILET AT LI	058760	333.10
						VENDOR 01-0060 TOTALS	333.10
01-0143	AUCA CHICAGO LOCKBOX	I-1876575765	001 5-410-2-64910	CONTRACT SERV:	BLDG MAINT SUPPLIES	058761	375.84
						VENDOR 01-0143 TOTALS	375.84
01-0180	BAKER & TAYLOR	I-2031742497	001 5-410-2-65020	LIBRARY MATER:	5 BOOKS	058748	58.26
01-0180	BAKER & TAYLOR	I-2031757269	001 5-410-2-65020	LIBRARY MATER:	22 BOOKS	058762	272.95
01-0180	BAKER & TAYLOR	I-2031763045	001 5-410-2-65020	LIBRARY MATER:	9 BOOKS	058762	113.88
01-0180	BAKER & TAYLOR	I-2031777077	001 5-410-2-65020	LIBRARY MATER:	6 BOOKS	058856	66.45
01-0180	BAKER & TAYLOR	I-2031812229	001 5-410-2-65020	LIBRARY MATER:	9 BOOKS	058869	104.07
01-0180	BAKER & TAYLOR	I-2031822220	001 5-410-2-65020	LIBRARY MATER:	61 BOOKS	058929	695.90
						VENDOR 01-0180 TOTALS	1,311.51
01-0181	BAKER PAPER CO INC	I-681942	001 5-410-2-63100	BUILDING MAIN:	BLDG MAINT SUPPLIES	058749	26.44
01-0181	BAKER PAPER CO INC	I-683445	001 5-410-2-63100	BUILDING MAIN:	MULTIFOLD TOWELS	058930	31.05
						VENDOR 01-0181 TOTALS	57.49
01-0193	BANKERS LEASING COMPAN	I-03168LS	001 5-410-2-63400	OFFICE EQUIPM:	COPIER CONTRACT	058870	117.52
						VENDOR 01-0193 TOTALS	117.52
01-0672	COPY SYSTEMS	I-IN225541	001 5-410-2-63400	OFFICE EQUIPM:	BASE RATE & COPY CHA	058753	78.86
01-0672	COPY SYSTEMS	I-IN228655	001 5-410-2-63400	OFFICE EQUIPM:	BASE & COPY CHARGES	058935	111.87
						VENDOR 01-0672 TOTALS	190.73

VENDOR SET: 01 TIPTON, IA
 FUND : 001 GENERAL GOVERNMENT
 DEPARTMENT: 410 LIBRARY
 INVOICE DATE RANGE: 3/01/2016 THRU 3/31/2016
 PAY DATE RANGE: 1/01/1998 THRU 99/99/9999
 BUDGET USE: CB-CURRENT BUDGET

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-0968	JOHN DEERE FINANCIAL	I-2648470	001 5-410-2-65980	MISCELLANEOUS: BATTERIES	LIBRARY	058765	11.89
					VENDOR 01-0968	TOTALS	11.89
01-0993	FINANCIAL ADJUSTMENT B I	I-0216FAB	001 5-410-2-65980	MISCELLANEOUS: COLLECTION EXPENSE		058857	17.50
					VENDOR 01-0993	TOTALS	17.50
01-1098	GRASSHOPPER LAWN CARE	I-6-0109	001 5-410-2-64910	CONTRACT SERV: MARCH MONTHLY BILLIN		058872	250.00
					VENDOR 01-1098	TOTALS	250.00
01-1382	IPERS	I-P1 201603025148	001 5-410-1-61300	IPERS	: IPERS REGULAR EMPLOY	000000	317.85
01-1382	IPERS	I-P1 201603165170	001 5-410-1-61300	IPERS	: IPERS REGULAR EMPLOY	000000	301.39
01-1382	IPERS	I-P1 201603225171	001 5-410-1-61300	IPERS	: IPERS REGULAR EMPLOY	000000	46.21
					VENDOR 01-1382	TOTALS	665.45
01-1556	LINCOLN NATIONAL LIFE	I-010201603165170	001 5-410-1-61510	GROUP LIFE	: LIFE INSURANCE PAYRO	058854	3.20
					VENDOR 01-1556	TOTALS	3.20
01-1674	HCI	I-021616HCI	001 5-410-2-63730	TELECOMMUNICA: LDU CHARGES		058754	49.36
01-1674	HCI	I-031616HCI	001 5-410-2-63730	TELECOMMUNICA: LDU CHARGES		058941	50.30
					VENDOR 01-1674	TOTALS	99.66
01-1697	MEDIACOM	I-030716M	001 5-410-2-63730	TELECOMMUNICA: INTERNET SERVICE		058859	205.90
					VENDOR 01-1697	TOTALS	205.90
01-2018	THE PENWORTHY COMPANY	I-051357-IN	001 5-410-2-65020	LIBRARY MATER: 17 BOOKS		058863	199.23
					VENDOR 01-2018	TOTALS	199.23
01-2089	PENGUIN RANDOM HOUSE L	I-1086557025	001 5-410-2-65020	LIBRARY MATER: 2 BOOKS ON CD		058756	60.00
01-2089	PENGUIN RANDOM HOUSE L	I-1086660172	001 5-410-2-65020	LIBRARY MATER: 4 BOOKS ON CD		058769	127.50
01-2089	PENGUIN RANDOM HOUSE L	I-1086701096	001 5-410-2-65020	LIBRARY MATER: 2 BOOKS ON CD		058769	67.50

VENDOR SET: 01 TIPTON, IA
 FUND : 001 GENERAL GOVERNMENT
 DEPARTMENT: 410 LIBRARY
 INVOICE DATE RANGE: 3/01/2016 THRU 3/31/2016
 PAY DATE RANGE: 1/01/1998 THRU 99/99/9999
 BUDGET USE: CB-CURRENT BUDGET

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-2089	PENGUIN RANDOM HOUSE L	I-1086782864	001 5-410-2-65020	LIBRARY MATER:	2 BOOKS ON CD	058874	60.00
01-2089	PENGUIN RANDOM HOUSE L	I-1086794559	001 5-410-2-65020	LIBRARY MATER:	1 BOOK ON CD	058861	33.75
01-2089	PENGUIN RANDOM HOUSE L	I-1086927043	001 5-410-2-65020	LIBRARY MATER:	1 BOOK ON CD	058944	33.75
						VENDOR 01-2089 TOTALS	382.50
01-2173	SCHUMACHER ELEVATOR CO	I-90382271	001 5-410-2-63500	OPERATIONAL E:	MONTHLY MAINTENANCE	058875	204.84
						VENDOR 01-2173 TOTALS	204.84
01-2247	STAPLES ADVANTAGE	I-3294723318	001 5-410-2-65060	OFFICE SUPPLI:	OFFICE SUPPLIES	058862	225.94
						VENDOR 01-2247 TOTALS	225.94
01-2400	TIPTON CONSERVATIVE	I-020316TC	001 5-410-2-65980	MISCELLANEOUS:	HELP WANTED AD AT LI	058770	67.20
						VENDOR 01-2400 TOTALS	67.20
01-2492	TOTAL MAINTENANCE INC	I-C89513	001 5-410-2-64910	CONTRACT SERV:	MONTHLY MAINTENANCE	058772	441.00
01-2492	TOTAL MAINTENANCE INC	I-S122253	001 5-410-2-63100	BUILDING MAIN:	LABOR TO CHECK HO HE	058759	231.00
						VENDOR 01-2492 TOTALS	672.00
01-2661	WINDSTREAM	I-030816LIB	001 5-410-2-63730	TELECOMMUNICA:	LIBRARY	058866	140.88
						VENDOR 01-2661 TOTALS	140.88
01-4780	CITY UTILITIES	I-0216PL	001 5-410-2-63790	OTHER MUNICIP:	LIBRARY	058933	508.21
						VENDOR 01-4780 TOTALS	508.21
						DEPARTMENT 410 LIBRARY TOTAL:	6,609.67
						VENDOR SET 001 GENERAL GOVERNMENT TOTAL:	6,609.67
						REPORT GRAND TOTAL:	6,609.67

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	*****LINE ITEM*****		*****GROUP BUDGET*****	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2015-2016	001-5-410-1-60100	FULLTIME - LIBRARY	41.22	32,690	5,977.86		
	001-5-410-1-60200	PARTTIME - LIBRARY	66.65	67,575	19,221.75		
	001-5-410-1-61100	FICA	461.21	7,997	3,293.26		
	001-5-410-1-61300	IPERS	665.45	9,335	2,539.92		
	001-5-410-1-61510	GROUP LIFE	3.20	39	10.45		
	001-5-410-2-63100	BUILDING MAINTENANCE & REP	621.59	7,000	6,570.27-	Y	
	001-5-410-2-63400	OFFICE EQUIPMENT MAINT & R	308.25	3,250	1,354.61		
	001-5-410-2-63500	OPERATIONAL EQUIPT MAINT &	204.84	4,000	2,163.14		
	001-5-410-2-63730	TELECOMMUNICATIONS EXPENSE	446.44	5,750	2,187.03		
	001-5-410-2-63790	OTHER MUNICIPAL UTILITY EX	508.21	6,495	476.49		
	001-5-410-2-64910	CONTRACT SERVICES	1,066.84	9,750	3,522.82		
	001-5-410-2-65020	LIBRARY MATERIALS	1,893.24	30,550	13,705.98		
	001-5-410-2-65060	OFFICE SUPPLIES	225.94	5,250	2,681.01		
	001-5-410-2-65980	MISCELLANEDUS	96.59	2,500	1,234.02		
		TOTAL:	6,609.67				

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
001-410	LIBRARY	6,609.67
001 TOTAL	GENERAL GOVERNMENT	6,609.67
	** TOTAL **	6,609.67

NO ERRORS

SELECTION CRITERIA

VENDOR SET: 01 TIPTON, IA
INVOICE DATE RANGE: 3/01/2016 THRU 3/31/2016
PAY DATE RANGE: 1/01/1998 THRU 99/99/9999
BANK: ALL
BUDGET: CB-CURRENT BUDGET
SEQUENCE: VENDOR NUMBER
REPORT TYPE: 1 LINE
TOTALS ONLY: NO
PRINT PROJECTS: NO
PRINT STUB COMMENTS: NO

DEPARTMENT OPTIONS

SEPARATE BY DEPARTMENT: YES
G/L RANGE: - THRU 222-2222222222222222
DEPARTMENT RANGE: 410 THRU 410
PAGE BREAK BY DEPARTMENT: YES
CHECK RANGE: 000000 THRU 999999

** END OF REPORT **

Claims List

3/2/2016	TMI	Monthly contract	\$441.00
3/2/2016	Albaugh PHC	Toilet replacement	\$333.10
3/3/2016	Tipton Conservative	Help wanted ad	\$67.20
3/3/2016	Penguin Random House	Books on CD	\$67.50
3/4/2016	Baker and Taylor	Books	\$272.95
3/4/2016	Baker and Taylor	Books	\$113.88
3/4/2016	Aramark	Service	\$375.84
3/7/2016	Copy System	Service	\$78.86
3/8/2016	Staples	Paper, mailers, cups, lids	\$225.94
3/8/2016	Penworthy	Books	\$199.23
3/11/2016	Windstream	Phone	\$140.88
3/14/2016	Financial Adjustment	Fine collection	\$17.50
3/14/2016	Baker and Taylor	Books	\$66.45
3/14/2016	Mediacom	Cable	\$205.90
3/15/2016	Penguin Random House	Books on CD	\$60.00
3/17/2016	Schumacher	Elevator	\$204.84
3/18/2016	Baker and Taylor	Books	\$104.07
3/18/2016	Grasshopper	Lawncare	\$250.00
3/21/2016	Copy System	Copier	\$117.52
3/29/2016	Penguin Random House	Books on CD	\$33.75
3/29/2016	Baker and Taylor	Books	\$695.90

LIBRARY Cash Report for 2/29/2016 thru 3/6/2016

<i>Beginning balance</i>	73.20
BILLS	143.00
COIN	0.23

CHECKS	
<i>P. Reeve</i>	25.00

Deposit to city 168.23

Breakdown:

Copies	001-4-410-4-4799	33.65
Fines	001-4-410-1-4765	76.22
Rent	001-4-410-1-4765	25.00
Fax	001-4-410-4-4799	13.00
Reimbursements (ILL)	001-4-410-2-4710	5.00
<i>Donations---to TRUST</i>	189-4-410-2-4700	6.36
<i>Donations---general operating</i>	001-4-410-2-4700	9.00
Enrich Iowa Funds	001-4-410-2-4709	-
Total		168.23

Copy Transactions

Faxes Transactions

ILL

Coffee Transactions

FOTL

5	1	0	0	2
12	2	1	9	2
15	1	0	0	2
7	0	1	0	1
7	0	0	2	1

13 1 3 1 5

59 5 5 12 13

LIBRARY Cash Report for 3/7/2016 thru 3/13/2016

<i>Beginning balance</i>	73.20
BILLS	52.00
COIN	0.75

CHECKS	
<i>T. Roberts</i>	26.50

Deposit to city 79.25

Breakdown:

Copies	001-4-410-4-4799	7.30
Fines	001-4-410-1-4765	56.70
Rent	001-4-410-1-4765	-
Fax	001-4-410-4-4799	3.00
Reimbursements (ILL)	001-4-410-2-4710	8.00
<i>Donations---to TRUST</i>	189-4-410-2-4700	0.50
<i>Donations---general operating</i>	001-4-410-2-4700	3.75
Enrich Iowa Funds	001-4-410-2-4709	-
Total		79.25

Copy Transactions

Faxes Transactions

ILL

Coffee Transactions

FOTL

4	0	1	2	2
6	2	1	1	0
6	0	1	1	3
5	0	2	0	1
2	0	2	0	0
1	0	0	1	0

24

2

7

5

6

LIBRARY Cash Report for 3/14/2016 thru 3/20/2016

<i>Beginning balance</i>	73.20
BILLS	125.00
COIN	0.08

CHECKS	
<i>J. Thomas</i>	20.00
<i>C. Weber</i>	9.00
<i>K. Kuehl</i>	14.70

Deposit to city 168.78

Breakdown:

Copies	001-4-410-4-4799	46.20
Fines	001-4-410-1-4765	94.60
Rent	001-4-410-1-4765	-
Fax	001-4-410-4-4799	18.00
Reimbursements (ILL)	001-4-410-2-4710	3.00
<i>Donations---to TRUST</i>	189-4-410-2-4700	3.98
<i>Donations---general operating</i>	001-4-410-2-4700	3.00
Enrich Iowa Funds	001-4-410-2-4709	-
Total		168.78

Copy Transactions

Faxes Transactions

ILL

Coffee Transactions

FOTL

20	2	1	1	4
14	0	0	0	1
7	2	1	2	3
11	0	1	1	4
9	0	0	0	2
5	0	0	0	0

66

4

3

4

14

LIBRARY Cash Report for 3/21/2016 thru 3/28/2016

<i>Beginning balance</i>	73.20
BILLS	116.00
COIN	0.35

CHECKS	
<i>E. O'Rourke</i>	56.59

<i>Deposit to city</i>	172.94
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Breakdown:

Copies	001-4-410-4-4799	41.50
Fines	001-4-410-1-4765	104.94
Rent	001-4-410-1-4765	-
Fax	001-4-410-4-4799	12.00
Reimbursements (ILL)	001-4-410-2-4710	4.00
<i>Donations---to TRUST</i>	189-4-410-2-4700	1.50
<i>Donations---general operating</i>	001-4-410-2-4700	9.00
Enrich Iowa Funds	001-4-410-2-4709	-
Total		172.94

Copy Transactions

Faxes Transactions

ILL

Coffee Transactions

FOTL

13	0	1	4	3
7	0	1	0	1
11	1	2	3	6
8	0	0	0	1
9	0	0	1	2
2	0	0	2	0
14	3	0	2	2

64	4	4	12	15
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TIPTON

PUBLIC LIBRARY

Check it out!

March 29, 2016

Received from the Tipton Public Library the sum of \$78.80 (seventy-eight dollars and eighty cents) collected during the month of March for the sale of discarded and/or donated library materials for the Friends of the Tipton Public Library.

Signed: *Sandy Childs*
Sandy Childs, Treasurer

Dated: 3-30-2016

Phone: 563-886-6266 Fax: 563-886-6257
206 Cedar Street, Tipton IA 52772
www.tipton.lib.ia.us email: staff@tipton.lib.ia.us

**Tipton Public Library
Lawn Mowing Bids
July 1, 2016 to June 30, 2017**

1. Rodney's Yard Mowing (Rodney Ohrt)
Total Bid⇒\$7,400 or \$616.67/month

2. Westside Customs (Brian Meier)
Total Bid⇒\$4720 or \$393.34/month

3. Grasshopper Lawn Care (Dan Kessler)
Total Bid⇒\$3,100 or \$258.33/month

****Bids are listed in order received**

Tipton Public Library

Gifts

The library welcomes and appreciates gifts of books and other materials with the understanding that they will be evaluated in accordance with the same criteria applied to purchased materials.

All gifts become the property of the library to use or to dispose of as decided by the library director. The library director will make the decision as to the use of the materials donated, including their sale with proceeds for library purposes.

In the case of cash gifts for the purchase of memorial books or other materials, the selection will be made by the donor in consultation with the library director. The name of the donor and/or person memorialized will be entered on a bookplate if so requested. The donor will be given a receipt for the gift(s) *if requested*.

Gifts and bequests given without restrictions may be held in the Library Trust Fund for future library needs.

TIPTON

PUBLIC LIBRARY

Check it out!

IN-KIND GIFT RECEIPT

DATE:

DONOR NAME:

ADDRESS:

PHONE:

E-MAIL:

Thank you for your contribution of the following items to the Tipton Public Library:

Item Description:

According to library policy, books and other materials offered to the Library may be accepted or rejected by the Library Director and/or Library Board with the understanding that the classification, housing, circulation or disposal of the gift materials is left entirely to the discretion of the Library Director and/or Library Board. Donations are final and become the property of the Tipton Public Library.

I have read and understand the statement of policy above.

Donor _____

Date _____

Director Signature _____

Date _____

Phone: 563-886-6266 Fax: 563-886-6257
206 Cedar Street, Tipton IA 52772
www.tipton.lib.ia.us email: staff@tipton.lib.ia.us