

AGENDA
Middleton Public Library Board Meeting
Location: Middleton City Council Chambers-City Hall
1103 West Main Street, Middleton, ID

Also available via Zoom
Meeting ID: 883 9514 2446
Passcode: 571777

July 13, 2021

Time: 5:30pm

I. Call to Order
Roll Call

II. Approval of Agenda

III. Consent Agenda (Action Item)

A. Approval of Minutes from the June 8, 2021 board meeting.

IV. Action- To Approve the promotion of Jenny Cahoon to Library Coordinator, effective July 26.
(Jennifer Barr)

V. Treasurer's Report (Marie Knapp)

VI. Director's Report (Jennifer Barr)

VII. Action-To modify the Salary Schedule Report to add a separate Page position and adjust the salary range for the Library Assistant Position. Changes are in red in the document attached. (Jennifer Barr)

VIII. Discussion and Action: Use of the Trolley Station (Don Watt)

IX. Action-Publish and record amendments to the Middleton Public Library Manual from the June 8, 2021 meeting. (Jim Taylor)

X. Public Comments

XI. Executive Session-(Mark Christiansen) [Idaho Code 74-206 (1) b].

(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

XII. Action Item from Executive Session (Mark Christiansen)

XIII. Adjournment

**Middleton Public
Library board Meeting Minutes
June 8, 2021, 5:30 pm @ Middleton City Hall-Council Chambers**

I. 5:30 p.m.-Called to order by Jim Taylor

Attendance: Kassie Knapp, Jim Taylor, Don Watt, Marie Knapp, Mark Christiansen, Jennifer Barr (Director), Carrie Huggins (City Council Liaison)

II. Motion: To approve agenda

Motioned by Marie Knapp, **Seconded by** Don Watt

Motion passed unanimously

III. Motion: Approval of Minutes from the Previous Meetings (May 11, May 21, and June 1, 2021)

Motioned by Marie Knapp, **Seconded by** Kassie Knapp

Motion passed unanimously

IV Motion: Ratification of hire of Aaralyn Lasley, ICFL funded summer intern

Motioned by Don Watt, **Seconded by** Mark Christiansen

Motion passed unanimously

V. Motion: To receive the Treasurer's Report as presented.

Motioned by Don Watt, **Seconded by** Mark Christiansen

Motion passed unanimously

VI. Motion: To receive the Director's Report (**see attached**)

Motioned by Marie Knapp, **Seconded by** Kassie Knapp

Motion passed unanimously

VII. Motion: To accept the recommendation of the city attorney; Reaffirming the board's caution when using email to communicate with other board members, and reaffirming the policy of communicating directly with the library director if a board member wants information placed on an upcoming agenda.

Motioned by Jim Taylor, **Seconded by** Marie Knapp

Motion passed unanimously

VIII. Motion: To amend Borrowing Periods, Late Fines, Fees document as distributed in the packet with the change that Senior Cards will be \$15.00.

Motioned by Don Watt, **Seconded by** Kassie Knapp

Motion passed unanimously

IX. Motion: To approve the FY2022 Preliminary Budget set at June 1, 2021 workshop meeting.

Motioned by Marie Knapp, **Seconded by** Don Watt

Kassie Knapp-Yes, Jim Taylor-Yes, Don Watt-Yes, Marie Knapp-Yes, Mark Christiansen-Yes

Motion passed

X. Motion: To publish and record amendments to the Middleton Public Library Manual from the May 21, 2021 meeting **Motioned by** Don Watt, **Seconded by** Mark Christiansen

Motion passed unanimously

XI. Motion: To approve previously requested raises by the Director for 3 employees dates May 7, 2021

Motioned by Don Watt, **Seconded by** Mark Christiansen

Kassie Knapp-Yes, Jim Taylor-Yes, Don Watt-Yes, Marie Knapp-Yes, Mark Christiansen-Yes

Motion passed

XII. Motion: To amend the Middleton Public Library Policy Manual Article III, Section 1 so that it reads as follows: "Board officers shall consist of a Chairperson, Vice Chairperson, Treasurer, Secretary, and Public Relations Representative, who shall be elected each year at the regular meeting in January. They shall take office upon adjournment of the meeting in which they are elected. All officers shall be elected upon receiving a majority of the votes cast by the board members participating in the election.

Motioned by Don Watt, Seconded by Mark Christiansen

Motion passed unanimously

XIII. Motion:- To amend the Middleton Public Library Policy Manual

-Section III(4) shall be repealed and replaced with the following:

The Board selects and appoints a librarian. The board prescribes rules for the conduct of the librarian and all library employees and fixes their salaries, duties, and job descriptions with the approval of the City Council. The wage for all new hires shall be set at the lowest amount stated in the wage scale for that position. All wage increases shall be approved by the board. The board shall continue regular, annual wage increases at the regular board meeting in May of each year. No employee shall have their wage rate, as it exists as of May 28, 2021, reduced as a result of this amendment.

Motioned by Jim Taylor, Seconded by Marie Knapp

Don Watt-No, Kassie Knapp-No, Jim Taylor-Yes, Marie Knapp-Yes, Mark Christiansen-Yes

Motion passed

XIV. Public Comments- Begin at mark on the recording

Heather Ellis: Read letter of resignation and asked that it be included in the minutes (Please see at the end of the minutes).

Edie Langely-Is new to the area. Thrilled, as a retired teacher, to see a strong library. Was impressed with the library programs and computer lab. Was amazed that the budget was reduced 38%. Disappointed in reduced hours. Hopes that the board realizes the "gem" the library is. Read the meeting minutes for the last year and is disappointed that there is little support for the library and director from the board. The board should support and nurture the library.

Christin Green-Represents the Support our Library group. Left a "Practical Guide for Library Self Evaluation" from United for Libraries Foundation from and read from the document. Support Our Library has a petition on change.org for the removal of Jim Taylor, Marie Knapp and Mark Christiansen with over 100 signatures for "because they do not allow for productive or efficient use of library board meeting time, they choose to remain uninformed and uneducated on basic library functions, programs, policies and the importance of the library's role in our community. Negligent in their duties as advocates for the library, disrespectful and often hostile towards library staff, especially the current director. Unethical attempted micromanaging and interference with day to day operations of the library staff and rogue actions of board members that go against ICFL (Idaho Commission for Libraries) policy." Will remove the reference to violation of open meeting laws as no fault has been found by the city attorney.

Sarah Post-Is broken hearted for Heather and community for what this board has become and has been deficient in their duties as a board. Please read ICFL manual for Trustee. Board please work on education and training yourselves. Asked if the board could give an example of what the board has done in the last year to support the library. Jim Taylor indicated that this was strictly public comment time and her turn to speak. She took that as a no. The board is on a power trip and they should help the library do its mission and meet the needs of the library. You are tearing it down not bring it up. Please reflect on your position on the board and help the community by resigning so other members can be appointed.

Patty Cluff-Is sad that Heather is leaving. Asked about whether the library is having to pay to have the city attorney at the board meetings out of its budget. Who has requested that he be at the meetings. The director was "reamed pretty hard" for giving out student reading cards because it could be seen as costing about \$600 but the attorney probably costs more than that.

Linda Gummersall-Has been in Middleton for 49 years. The library was very small when she first got here but it was still the highlight of her kids summer. Since then we have expanded and there are many more programs available. The library should be the center of the community, it is not about books or computers, it is about learning. Her children have learned much because of the library. She is a widow and the library has been her saving grace and source of social interaction during covid. Middleton does not have a lot of activities for children and teens and the library is a source for that. The staff is the greatest she has ever seen. A library staff member, took her own time, to deliver books to her home after she had surgery. We need a library more than a round about. If you don't have a vision for the library why are you serving on the board.

Sydney Douthit-Is a library employee. Wanted to address losing Heather as she is very skilled in IT and programs. The board led her to quit because of their actions. She will follow if things don't change. Staff is not paid enough to "break the budget". She does what she does because of her love of the children. It wasn't addressed, but will board members be evaluating the employees. Would like board members to start coming into the library. Jennifer knows what she is doing, the board appointed her and is a breathe of fresh air. She leads well and suggesting that she didn't think through giving raises was uncalled for. Asked for update on the formal complaint she brought to the board which was taken to the mayor. Referenced employee manual where it states that city employees shouldn't engage in malicious gossip. Jim Taylor- we did take the statement to the mayor and now that is a personnel issue and is dealt with internally.

Rhonda Quinn-Has lived here for 17 years and 15 years ago headed a committee to get a bigger building, and met Jennifer then. Did get \$100,000 from city council at the time to help with the building. Although, she moves in different circles from Jennifer, she know who she is and that she has given a lot of time to the city of Middleton. There is no reason to treat her disrespectfully and that is what she has seen at the meetings. There should not so much disrespect given to someone who has given so much of their life to the city." More than 40% of our population is under 18, we have an 11% poverty rate". The library provides resources and a safe place for children. It's not a daycare but it is a safe place and has been in every town she has lived in. Feels the director has done her best to accommodate for all of the challenges put in front of her in the last year. Hopes the board would support the director and library. She is embarrassed by the actions of the board.

Alicia Mondor-Wants to thank the library employees. Members of the board may think that community members don't see the big picture but we do and this "isn't working." Listen to the library employees who know what is going on the community. The library is a "lovely sanctuary" in Middleton. The library employees are helpful. If the board is going to use policies and procedures to rule over the library please learn and revisit them to see if they are working.

Elaine Mathiason-Exhort the board to listen to Don as he seems to be familiar with library law. Feels the board may be doing something that verges on illegal in regards to hiring employees. Having a set starting wage amount doesn't take into account a candidates education and experience and is not a wise use of board and director time and is not fair to the employees. She hopes the board will further examine that amendment and make some changes. She has talked to city council twice about using the Trolley Station, to no avail. It's the duty of the trustees to find adequate facilities for the library. The current library has no good space for story hour. Staff is having to move furniture to make space. Finds it ridiculous that there is a city owned building across the street that would be perfect for story hour but the city council had deemed it unacceptable to allow the library to use it. Has asked for the policy to be changed twice and to have it on the agenda and that is not happening. She is coming to the board to ask them to go to city council and request that policy be changed. It's citizen tax dollars that pay for that building. Maybe they would listen to the board.

Don Watt requested that we put use of the Trolley Station on the next agenda.

XV. 7:10 pm Motion: To go into Executive Session-(Marie Knapp) [Idaho Code 74-206 (1) b].

(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

Motioned by Marie Knapp, Seconded by Don Watt

Kassie Knapp-Yes, Jim Taylor-Yes, Don Watt-Yes, Marie Knapp-Yes, Mark Christiansen-Yes
Motion passed

8:29 Left Executive Session

XVI. 8:30 p.m. Motion and Action: To adjourn the meeting.

Motioned by Kassie Knapp, Seconded by Marie Knapp

All in favor.

Director's Report May 2021

Middleton Public Library Stats

May

	<u>March</u>	<u>April</u>	<u>May</u>
Physical Checkouts	4890	4784	4265
*see past years comparison at end of report			
Overdrive	621	607	
Axis 360			7
New Items Added	289	126	581
Computer Sessions	59	73	62
Boots Thru Door	1815.5*	1699*	1781.5*
Individual Library Cards Used (does not include computer or online users)		470	474
Non-Resident Cards Issued	19	13	6
Revenue From Non-Resident Cards	\$515	\$425	\$165
New Resident Cards Issued	31	22	25

*based on digital door scan reading

May Programs & Outreach

Storytime- Every Tuesday @10:30am and Wednesdays @ 2:00 pm, behind the library. Attended: Children-79, Adults-43

Kit-Tivities -(Monthly themed make and take kits) – 75 distributed

Partnership Programs

"Fruit Selection Recommendations for Southwest Idaho" with University of Idaho, May 17, 2021, Virtual, Attended: 4 adults

Library Palooza

This was a very successful event with 172 patrons and 28 volunteers in attendance. There were many grateful and positive comments. We saw many people who were not previously library users. The following activities occurred:

- Read to a Therapy Dog
- Children's Books Giveaway (provided by the ICFL Books for Underserved Children Program)
- Lunch-Donated by Grubbin' BBQ, Papa Bear Landscaping, Uptight Fencing Co, and Paramount Metal Products
- Library Foundation Bake Sale-Donated by Sweet Chaos
- Partnership with Middleton Historical Society to promote the Museum
- 3 Storytimes
- Games showcasing our kit collection
- Button Makerspace
- Friends of the Library used book sale
- Promotion of library collections and services.

Upcoming Programs

Storytime-Every Tuesday @10:30am and Wednesdays @ 2:00 pm
 Bookmobile & STEM Kits @ Lunch in the Park -11:30am to 1:00pm on Tues and Thurs thru the Summer
 STEM Kits and Free Books @ The Farmer's Market- 4:00pm to 7:00pm, Thursdays thru the Summer
 Corbin Maxey, Animal Expert.-June 10th @11:00 am @ The Community Center
 Chess Club-Tuesday @ 3:00 pm

Partnership Programs w/ U of I (Virtual)

U and I Together: An activity series where all ages can learn! 6/1/21
 Nutrition for Healthy Aging-6/10/21

Grants

Awarded

ICFL Mobile Hotspot Grant-Reimbursement for Hotspots purchased between 7/1/2020 and 4/27/21-**\$1032**
ICFL Books for Underserved Communities-**500** free children and teen **books**
ARPA Overdrive Digital Grant-Overdrive credit to purchase digital content-**\$2000**

Grants Considering or in Application Process

Forever Idaho, Idaho Community Foundation -Hoping to use for capital improvements-up to **\$25,000**
 Idaho Libraries Keep Students Learning and Adults Earning/ARPA Grant-for services and programs support-**\$10,000**

Other Items

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

18-Oct	18-Nov	18-Dec	19-Jan	19-Feb	19-Mar	19-Apr	19-May	19-Jun	19-Jul	19-Aug	19-Sep
5384	4827	4545	5133	5062	5369	5543	5877	8954	8821	5573	4300
19-Oct	19-Nov	19-Dec	20-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun	20-Jul	20-Aug	20-Sep
4122	3879	3976	4539	4689	2776	177	626	5136	6658	5402	5085
20-Oct	20-Nov	20-Dec	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep
4609	4557	4117	3298	4160	4890	4784	4265				

From: Heather Ellis [REDACTED], Middleton, ID 83644
June 8, 2021

To: Jennifer Barr 307 Cornell St. Middleton, ID 83644
Dear Mrs. Barr,

Please accept this letter of resignation from the Middleton Public Library as the IT and Services Manager. My last day of employment will be June 18, 2021.

I regret that I feel the need to leave the Middleton Public Library. However, due to the recent changes in the library board I feel that my time here was already limited. When the raise that was negotiated between the director and myself was dismissed by one board member, who went to a city employee and directed that city employee to put a hold on the raise this was the proverbial straw that broke the camel's back. It has created personal financial concerns and I think I will be better suited to a position where my skills are better aligned with the compensation scheme.

I want it clear the reasons for my resignation are because of the current library board and the city of Middleton administration, and not at all because of my co-workers or supervisor.

1. Board President, Jim Taylor, when introduced to me I remarked that I thought I remembered him from our common background in corrections, he asked me if I left corrections because I did what a lot of female officers did and had sex with an inmate. I have two co-workers that were present when this comment was made. Another time he made an inappropriate comment was during a staff meeting between the directors and the managers he commented to the director that he would see her again "the next time she walked on water." This is only a couple examples of the library board creating a hostile work environment for me.
2. Numerous counts of instability brought upon by the boards lack of knowledge and lack of support for all the things we do in the library. (i.e. wanting to get rid of Christian fiction, questioning why we even have programs, questioning student cards/summer reading cards, questioning grants, calling library staff day care providers, making comments to the effect of not all staff deserve raises, requesting that all employees document what they do, the library is not for lifelong learners, that is what schools are for, etc etc).
3. Confusion about who is my actual boss. I have received instructions from library board members (even though it is a violation of them to do so) to do certain things and alternate set of instructions from the director.
4. The president of the board violated the ICFL Idaho Trustee Manual Page 68, "The board only has authority when it makes a group decision in a legally constituted meeting." When he instructed a city employee to withhold my raise he acted outside of his authority and not a single other board member called him out on the wrongdoing or corrected it by going into the city and instructing the city employee on the error of their ways. I would also like it noted that Don Watts also made it clear in the January Library Board meeting that the director could make these wage increases if she wanted too if it did not overextend the budget.
5. The Mayor of Middleton directing the city library to attempt to district. That feels very much like an attempt to be rid of us, not a show of support of the library by the leader of the city.
6. The Mayor of Middleton refusing to let the library use the trolley station for programs and story time.

7. The Mayor refusing to let the library receive the free pod to use for our program space.
8. The President of the Library board telling me that the reason the Mayor cut the library's budget was a direct reaction to the disagreement he had with the previous library director.
9. In January's library board meeting Jim Taylor said, "you will need to plan on that [the library budget being cut or not given any increase in the budget] cause quite frankly we [the city of Middleton] is broke." "As it comes to your staffing, it might be easier to cause a little bit of pain now than a whole lot of pain in the beginning of next year."
10. The director, foreseeing that staffing might take a budget cut, negotiated a part-time status with a raise for me, which saves the budget \$11,000. I took this benefit and pay cut with the assurance that I would receive the raise starting May 15th. I have been without the increase in my pay for almost a full month but working a part time status.
11. When I addressed my complaints via email to the board, who was directly involved in the blocking of the raise, the city and my direct supervisor, emails where exchanged, but nothing was done to effectively reverse the decision.
12. During the workshop last week, a board member than justified their alleged violation of open meeting law by insinuating that I was "screaming" about my raise, even though I addressed the email thusly, "To the board and Wendy: Please note the tone of this email is sincere and entreating. I hope that is read with that in mind." I was respectfully requesting, and I was not screaming.
13. When I read item #14 on tonight's agenda by Library Board President for tonight's meeting, I felt confident that even if I my raise was reinstated, as suggested by Treasurer Marie Knapp, it would be almost 2 years before I saw another raise. The Middleton city clerk position, which just requires a high school degree, the beginning wage for that position is more than what my wage would be with the raise, and I am an honorably discharged veteran, I have a college degree and speak another language.

It is obvious that a lot of the things I have mentioned come from ill intended motivations and misguided thinking. As a positive and forward-thinking person, I can no longer be silent and continue to let these actions happen without remark. I would urge no one to linger in such a situation.

I have greatly enjoyed my time with the Middleton Public library's patrons, staff, and community. It is with a heavy heart that I leave. Please let me know if there is anything I can do to assist with the hiring or training of a replacement. I will make myself available in this endeavor even after June 18, 2021, if the need arises. I wish the Middleton Public Library all the best and I will continue to be a dedicated supporter and patron of the Library in the future.

Sincerely,
Heather Ellis

Middleton Public Library
Budget vs. Actuals: FY2021 - FY21 P&L
 October 2020 - September 2021

	Actual	Budget	Total over Budget
Income			
369-080 MISC REVENUE	141.67		141.67
380-007 CASH CARRY OVER	21,944.74	21,944.74	0.00
380-080 COPY/PRINT	910.60	2,000.00	-1,089.40
381-202 FINES	1,149.59	700.00	449.59
381-402 PROPERTY TAX COLLECTIONS	187,499.97	250,000.00	-62,500.03
381-550 FUNDRAISING/LIBRARY PROGRAMS	1,007.48	200.00	807.48
Program Income	125.00		125.00
Total 381-550 FUNDRAISING/LIBRARY PROGRAMS	\$ 1,132.48	\$ 200.00	\$ 932.48
386-312 NON RESIDENT FEES	3,258.65	600.00	2,658.65
387-900 GRANTS	15,370.19	1.00	15,369.19
Total Income	\$ 231,407.89	\$ 275,445.74	-\$ 44,037.85
Gross Profit	\$ 231,407.89	\$ 275,445.74	-\$ 44,037.85
Expenses			
660-110 SALARIES	93,178.81	131,144.00	-37,965.19
Covered by Grant	3,860.00		3,860.00
Insurance Opt Out	4,327.20		4,327.20
Total 660-110 SALARIES	\$ 101,366.01	\$ 131,144.00	-\$ 29,777.99
660-122 FICA	5,763.51	8,392.00	-2,628.49
660-125 INSURANCE-MEDICAL	15,499.62	14,800.00	699.62
660-126 INSURANCE-DENTAL	737.64	816.00	-78.36
660-127 RETIREMENT	10,629.02	15,658.59	-5,029.57
660-128 MEDICARE	1,347.99	1,901.59	-553.60
660-130 EE ASSISTANCE BENEFITS	97.20	84.00	13.20
660-131 RESERVE-UNEMPLOYMENT CLAIMS		4,240.00	-4,240.00
660-132 WORKERS COMP	443.30	1,200.00	-756.70
660-133 CONTRIB GEN FUND SAL OVERHEAD	5,790.40	9,926.39	-4,135.99
660-211 COMPUTER HARDWARE	555.64	2,500.00	-1,944.36
660-212 GASOLINE	65.48	250.00	-184.52
660-213 MARKETING/SIGNAGE SUPPLIES	613.96	2,250.00	-1,636.04
Displays	22.26		22.26
SIGNS	29.97		29.97
Total 660-213 MARKETING/SIGNAGE SUPPLIES	\$ 666.19	\$ 2,250.00	-\$ 1,583.81
660-227 LIBRARY PROGRAMS	310.62	2,500.00	-2,189.38
BookCrazy	91.43		91.43
Kit-Tivities	172.18		172.18
OUTREACH	25.42		25.42
STORY TIME	233.56		233.56
SUMMER READING PROGRAMS	723.25		723.25
Total 660-227 LIBRARY PROGRAMS	\$ 1,556.46	\$ 2,500.00	-\$ 943.54

660-229 MEMBERSHIPS	150.00		150.00
660-240 SUPPLIES	1,176.62	3,500.00	-2,323.38
Covid	300.40		300.40
PS Processing Supplies	794.14		794.14
Total 660-240 SUPPLIES	\$ 2,271.16	\$ 3,500.00	-\$ 1,228.84
660-250 PROFESSIONAL DEVELOPMENT	149.00	500.00	-351.00
660-260 UNIFORMS	194.20	250.00	-55.80
660-310 AUTO REPAIR/MAINT	31.56	1,000.00	-968.44
660-320 BUILDING MAINTENANCE	610.67	2,750.00	-2,139.33
660-321 BUILDING REPAIRS	150.00	2,750.00	-2,600.00
660-322 SECURITY	336.00	550.00	-214.00
660-325 CATALOGING SERVICE/RESOURCE SHA	900.00	3,500.00	-2,600.00
B/A Biblionix/Apollo	3,239.00		3,239.00
Total 660-325 CATALOGING SERVICE/RESOURCE SHA	\$ 4,139.00	\$ 3,500.00	\$ 639.00
660-327 CLEANING SERVICE		2,000.00	-2,000.00
Carpet Cleaning	548.00		548.00
IC Interior Cleaning	115.50		115.50
Win Windows	45.00		45.00
Total 660-327 CLEANING SERVICE	\$ 708.50	\$ 2,000.00	-\$ 1,291.50
660-336 COMPUTER SOFTWARE	1,223.64	4,200.00	-2,976.36
ACC Adobe Creative Cloud	138.09		138.09
CAS CASSIE	238.80		238.80
DB Dropbox	525.00		525.00
Total 660-336 COMPUTER SOFTWARE	\$ 2,125.53	\$ 4,200.00	-\$ 2,074.47
660-337 COMPUTER SUPPORT	919.49	6,000.00	-5,080.51
Caselle	1,057.60		1,057.60
Total 660-337 COMPUTER SUPPORT	\$ 1,977.09	\$ 6,000.00	-\$ 4,022.91
660-338 Data Access	2,420.43	2,000.00	420.43
660-350 LIABILITY INSURANCE	4,481.56	4,481.56	0.00
660-363 OFFICE EQUIPMENT MAINTENANCE	689.79	750.00	-60.21
660-364 EQUIPMENT	332.80	2,500.00	-2,167.20
660-372 POSTAGE	505.03	500.00	5.03
660-381 WATER	355.71	450.00	-94.29
660-382 WASTE WATER	449.10	660.00	-210.90
660-383 TELEPHONE	593.24	1,750.00	-1,156.76
660-384 SOLID WASTE DISPOSAL		600.00	-600.00
660-410 GRANTS EXPENSE		1,000.00	-1,000.00
Best Practices	502.25		502.25
Friends Kit-Tivities	639.81		639.81
Idaho Humanities Council Grant	1,339.91		1,339.91
Make It At The Library	1,010.87		1,010.87
Summer STEM Grant	502.34		502.34
Total 660-410 GRANTS EXPENSE	\$ 3,995.18	\$ 1,000.00	\$ 2,995.18
660-420 PROF FEES ATTORNEY	120.00	1,000.00	-880.00
660-422 PROF FEES AUDITOR	1,667.00	1,667.00	0.00
660-500 Tax		100.00	-100.00
660-535 COLLECTIONS	12,654.69	30,073.61	-17,418.92

6.14 SF	63.92		63.92
6.16 Digital Collection	5,732.74		5,732.74
6.3 DVD/Blu-ray	1,597.38		1,597.38
6.8 E, EB, EO, ER	126.32		126.32
Funded by Grant	417.03		417.03
Total 660-535 COLLECTIONS	\$ 20,592.08	\$ 30,073.61	-\$ 9,481.53
660-620 NATURAL GAS	179.45	1,000.00	-820.55
660-621 ELECTRICITY	2,567.88	4,000.00	-1,432.12
660-800 MISCELLANEOUS	660.00	250.00	410.00
Total Expenses	\$ 196,970.42	\$ 275,444.74	-\$ 78,474.32
Net Operating Income	\$ 34,437.47	\$ 1.00	\$ 34,436.47
Net Income	\$ 34,437.47	\$ 1.00	\$ 34,436.47

Thursday, Jul 08, 2021 06:17:53 AM GMT-7 - Accrual Basis

% of Budget

100.00%
45.53%
164.23%
75.00%
503.74%

566.24%

543.11%
1537019.00%

84.01%

84.01%

71.05%

77.29%

68.68%
104.73%
90.40%
67.88%
70.89%
115.71%
0.00%
36.94%
58.33%
22.23%
26.19%
27.29%

29.61%

12.42%

62.26%

33.62%

64.89%

29.80%

77.68%

3.16%

22.21%

5.45%

61.09%

25.71%

118.26%

0.00%

35.43%

29.13%

50.61%

15.32%

32.95%

121.02%

100.00%

91.97%

13.31%

101.01%

79.05%

68.05%

33.90%

0.00%

0.00%

399.52%

12.00%

100.00%

0.00%

42.08%

68.47%

17.95%

64.20%

264.00%

71.51%

3443747.00%

3443747.00%

Director's Report

June 2021

Middleton Public Library Stats

June

	<u>April</u>	<u>May</u>	<u>June</u>
Physical Checkouts			
*see past years comparison at end of report	4784	4265	7882
Overdrive	607	581	476
Axis 360		7	15
New Items Added	126	170	214
Computer Sessions	73	62	92
Boots Thru Door	1699*	1781.5*	2871*
Individual Library Cards Used (does not include computer or online users)	470	474	764
Non-Resident Cards Issued	13	6	11
Revenue From Non-Resident Cards	\$425	\$165	\$300
New Resident Cards Issued	22	25	34

*based on digital door scan reading

June Programs & Outreach

Storytime- Every Tuesday @10:30am and Wednesdays @ 2:00 pm, behind the library.

Attended: Children-288, Adults-127

Corbin Maxey, Animal Expert.-June 10th @11:00 am @ The Community Center. **Attended: Children-103, Adults-54**

Chess Club-Tuesday @ 3:00 pm. **Attended: Children-10, Adults-1**

Bookmobile & STEM Kits @ Lunch in the Park -11:30am to 1:00pm on Tues and Thurs thru the Summer.

Attended: Children-403, Adults-278. 365 books from the Underserved Children's program given away.

STEM Kits and Free Books @ The Farmer's Market- 4:00pm to 7:00pm, June 3 and 10

Attended: Children-49, Adults-45. 54 STEM kits, distributed, 55 books from the Underserved Children's program given away.

Book Crazy-44 total participants and 307 submissions.

Family History Workshop, June 22nd-2 attendees

STEM and Snack Friday-Every Friday during the summer from 1:30 to 2:30 pm. Partnership w/ Middleton Food Pantry

Attended: Children-48

U and I Together: An activity series where all ages can learn! 6/1/21-Online w/ U of I

Nutrition for Healthy Aging-6/10/21- Online w/ U of I

Upcoming Programs

Storytime-Every Tuesday @10:30am and Wednesdays @ 2:00 pm

Bookmobile & STEM Kits @ Lunch in the Park -11:30am to 1:00pm on Tues and Thurs thru the Summer

Chess Club-Tuesday @ 3:00 pm

Online w/ U of I -July 23 @ 10:30 in the library parking lot.

Other Items

Donation-\$600-This was from an anonymous donor who had been viewing the past board meeting recordings and wanted to donate toward the perceived cost mentioned for the 29 non-resident student cards that were distributed.

Grants

Awarded

Grants Considering or in Application Process

Idaho Libraries Keep Students Learning and Adults Earning/ARPA Grant-for services and programs support-**\$13,500**

Not Awarded

Forever Idaho, Idaho Community Foundation -Hoping to use for capital improvements-up to **\$25,000**

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

18-Oct	18-Nov	18-Dec	19-Jan	19-Feb	19-Mar	19-Apr	19-May	19-Jun	19-Jul	19-Aug	19-Sep
5384	4827	4545	5133	5062	5369	5543	5877	8954	8821	5573	4300
19-Oct	19-Nov	19-Dec	20-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun	20-Jul	20-Aug	20-Sep
4122	3879	3976	4539	4689	2776	177	626	5136	6658	5402	5085
20-Oct	20-Nov	20-Dec	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep
4609	4557	4117	3298	4160	4890	4784	4265	7882			

Middleton Public Library, Salary Schedule-2019¹

Performance raises will be based on quality of work, increased responsibility and acquisition of new skills.

Page		Assistant		Coordinator		Manager		Librarian		Director	
HS/GED (enrolled)		HS/GED		AA		BA		MLS		MLS	
\$9.00	\$10.50*	\$9.25 \$10.25	\$13.00*								
				\$11.75 \$12.00	\$15.00*						
						\$14.75	\$20.00*				
								\$19.00	\$24.00		
										\$25.00	\$30.00

*Employees hired without minimum educational requirements for the position level will not be eligible for raises until the requirements have been met.

MPL1: (Page/Assistant) Salary Range \$9.00- \$10.50

Description: Pages perform routine tasks related to maintaining the order of the library collections and facility, under direct supervision. Example Tasks: Shelving, check in and out, processing new materials, cleaning, materials repair and shelf reading. They also perform procedures to open the building and secure it at closing.

Required Education: Enrolled in a High School, home school or GED program.

MPL2: (Page/Assistant) Salary Range- ~~\$9.25-\$12.00~~-\$10.25- \$13.00

Description: Assistants do tasks under direct supervision. Example Tasks: Shelving, check in and Out, Record Keeping, and Weeding. Library Assistants provide customer service and accomplish other tasks independently within set parameters. Example Tasks: customer service, creating marketing documents and maintaining marketing accounts, shelving, check in and Out, Record Keeping, and Collection Maintenance.

Required Education: High School Diploma, GED. Some experience is preferred.

MPL3: (Coordinator, Associate) Salary Range \$12.00-\$15.00

Description: Coordinators & Associates work independently, with minimal supervision. Coordinators take responsibility for general areas of library operation, Example areas of responsibility include: Collection Development, Front End Service, and IT. Associates have expertise specific to their area of

¹ Approved 7/26/2018

Revised 7/13/21

responsibility, and own specific projects. All MPL3 Staff is expected to demonstrate skill and ownership of their respective positions. MPL 3 Staff are Ad-Hoc members of the management team.

Required Education: Associates in a Related Field, Industry Standard Technical Certification or .5-time enrollment in a degree seeking program. 1 year of related experience or the ability to demonstrate mastery of key library functions prior to start is required.

MPL 4 (Manager) Salary Range \$14.75-\$20.00

Description: Managers work independently with responsibility for overall departmental and library performance. MPL3 leaders may supervise staff and provide subject matter expertise and experience to both the director and their colleagues and departmental staff.

Required Education: Bachelors in a related field. 2-5 years of management experience and the ability to demonstrate significant knowledge in key areas of responsibility required.

MPL5 (Librarian) Salary Range \$19.00-\$24.00

Description: Librarians imagine and create library services. They have significant training and knowledge of best practices in library settings. Librarians work independently with responsibility for overall departmental and library performance. MPL4 leaders supervise multiple staff, and provide subject matter expertise and experience to both the director and library staff as a whole.

Required Education: Master's in Library Science or a closely related field that correlates with the tasks required of their position.

MPL6: (Director) Salary Range \$25.00-\$30.00

Description: This executive level position is responsible for the library overall. Examples include: City Finance Management, Strategic Planning, Board Relations, Funding, Facility Management and Human Resources. The Director uses industry standards and measures community needs to improve library performance overall, and creates strategies to move the library forward.

Required Education & Experience: ~~Masters in Library Science and 2-5 years' management experience in a library setting, with a proven record of success in service management.~~

~~Bachelor's Degree and at least three years of relevant experience. Administrative and supervisory experience required, with preference given to experience in a public library or municipal administration. A Master's degree is preferred.~~

¹ Approved 7/26/2018

Revised 7/13/21

Middleton Public Library Policy Manual

I. GENERAL OBJECTIVES OF THE LIBRARY

The Middleton Public Library shall attempt to make available to the public the best possible facilities for obtaining information and knowledge, for stimulating the search for new ideas, providing opportunity for acquaintance with the past, offering the pleasure to be found in books, and to serve the community as a center of reliable information. In addition, the Library endeavors to provide opportunity and encouragement for children, young people, men and women to educate themselves continuously as well as to support the educational, civic, and cultural activities of local groups and organizations.

The Board accepts as a major responsibility the continuous exploration of ways to increase the number of library users and the amount of materials circulated. It attempts to provide the widest possible range of opinion, ideas, and information within its physical and budgetary limitations, while maintaining constant vigilance against intolerance, bias and censorship.

The Board affirms the principles set forth in the Library Bill of Rights and Freedom to Read, both of which are printed in the Appendix.

II. SELECTION AND APPOINTMENT OF TRUSTEES

City or municipal libraries are established and operate under the Idaho Code, Sections 33—2601 to 33—2611 and 33—2617 Title 33.

1. Number of trustees to be appointed:

- A. A board of five library trustees, selected from the citizens at large, shall be appointed by the City Council. In addition to the five trustees, a city council member shall act as liaison, but with no voting rights.

- B. Term of Office:

The Library Trustee's term is five (5) years. Trustees may not serve more than two consecutive terms of five years each. Each year the City Council shall appoint one of its members to be a liaison to the Library Board.

- C. Vacancies:

All vacancies shall be reported to the City Council within five (5) days by the Board of Trustees and shall be filled by appointment in the same manner as appointments are made originally. Appointments to complete an un-expired term shall be for the remainder of that term only.

- D. Compensation:

No compensation shall be paid or allowed to any Trustee.

Middleton Public Library Policy Manual

III. ORGANIZATION AND POWER OF THE TRUSTEES:

1. Organization of the Board:

Board officers shall consist of a Chairperson, Vice Chairperson, Treasurer, Secretary, and Public Relations Representative who shall be elected each year at the regular meeting in **January**. They shall take office **upon adjournment of the meeting in which they are elected. All officers shall be elected upon receiving a majority of the votes cast by the board members participating in the election.**

2. The Board of Trustees manages and controls the affairs of the library. They shall make and adopt such bylaws, rules and regulations of their own guidance and for the government of the library as may be expedient. They shall determine any question of policy.
3. They shall have exclusive control of the expenditure of all monies collected for the library fund, and the supervision, care, and custody of the library building. Such money shall be drawn from the treasury by the proper officers, upon properly authenticated vouchers of the Board of Trustees, which shall be in accordance with current city policies and procedures.
4. **The Board selects and appoints a librarian. The board prescribes rules for the conduct of the librarian and all library employees and fixes their salaries, duties, and job descriptions with the approval of the City Council. The wage for all new hires shall be set at the lowest amount stated in the wage scale for that position. All wage increases shall be approved by the board. The board shall continue regular, annual wage increases at the regular board meeting in May of each year. No employee shall have their wage rate, as it exists as of May 28, 2021, reduced as a result of the amendment.**
5. The Board adopts a yearly budget with the advice and assistance of the librarian, allocating the proper amounts for books, salaries, maintenance and other operating expenses; subject to approval of the City Council.
6. The Board, with the assistance of the librarian, must prepare the necessary and proper reports from the library for the city government and the State Library.

IV. POWERS AND DUTIES HELD JOINTLY BY BOARD AND LIBRARIAN

1. Both the Board and the librarian shall be responsible for public relations and interpreting the library policies to the public.
2. The librarian and the Board will work together in the preparation of the annual budget.
3. The librarian and the Board will cooperate in obtaining adequate funds for library operation.

V. OTHER DUTIES HELD BY THE LIBRARIAN

1. The librarian is responsible for general administration and supervision of the entire operation of the library.

Middleton Public Library Policy Manual

2. The librarian recommends to the Board of Trustees employment of new personnel and volunteers and supervises their work.
3. The librarian shall keep the monthly financial records and statistics and shall present a summary at each board meeting.
4. The librarian shall attend all or part of each board meeting as desired by the Board.

VI. PERSONNEL POLICIES

1. Trustees shall designate official holidays when the library will be closed, annual leave, and sick leave for staff, minimum wage, and make these a matter of record for the staff. As a general rule, they should conform to the regulations governing other city employees.

VII. WHO MAY USE THE LIBRARY

1. The library will serve all residents of the city free of charge. Persons not residing within the city limits shall be required to pay an annual fee, as decided by the Board, for the privilege of checking out books and materials. There is no charge for use of library materials on the premises. Library cards may be issued to children age 6 and older, with parental consent.
2. The use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons or other noisy behavior, solicitations, no shirt and shoes.

VIII. SERVICES OF THE LIBRARY

1. Hours of operation shall be determined by the librarian and the Board and shall be as long as possible within the limitations of budget, staff, and public need. Holidays shall conform as much as feasible to those of other offices in the city.
2. The Library Board permits library staff to close the library in case of any emergency that would directly affect the patrons' or the staff's personal or families' welfare. If time allows, the staff will contact the Director or the Chairman of the Board for permission to do so. Staff, Board members, and City Hall will be called after the library is closed with the explanation and an estimate of the length of closure if it is physically possible to do so.
3. Middleton Public Library provides inter-library loan service to patrons who have an up-to-date membership with no overdue books or unpaid fines. An inter-library loan is a transaction in which library materials are borrowed from another library. Resource sharing between libraries increases access to materials.

The loan time will be dependent upon the due date set by the lending library but usually fall within our library's loan limits. A request for renewal must be made, at least, one day prior to the Middleton library's due date.

Middleton Public Library Policy Manual

We do not charge for inter-library loans, but if the lending library charges a fee, it will be passed on to the patron. Other fees may be assessed. Overdue charges will begin to accrue the day after the due date at the rate of 25 cents per day. Any charges that the lending library makes for overdue fines or damages will be in addition to our fines.

IX. GIFTS AND DONATIONS

1. Books and other materials will be accepted on the condition that the librarian has the authority to make whatever disposition the librarian deems advisable.
2. Gifts of money, real property and /or stock will be accepted if they comply with the state and city codes governing such gifts. (See State Code 33—2610)

X. LOANS

1. The library will accept, on loan, materials and books for public display in the locked display case when available.
2. Art work will be accepted for display from local art organizations.

XI. MATERIAL SELECTION

1. The library will provide any materials which help to meet its objectives. Materials may include: books, periodicals, pamphlets, newspapers, pictures, slides, films, music scores, maps, recordings, video tapes, and computer discs. This shall be done with the consideration of the money and/or resources available to the library.
2. The librarian and the Board will rely on their best judgment, aided by reputable and recognized review sources and consideration of prevailing standards.

XII. BOOK SELECTION POLICIES

1. The librarian and the Board will consider, with respect, any complaint that is presented in good faith and in a reasonable manner by a qualified person of the library.
2. The Board will not consider the random selection of a passage taken out of context a “reasonable” complaint.
3. The Board will not consider a petition signed by a number of persons a valid complaint in and of itself unless each signatory complies with the standard for entering a complaint.
4. Complaints will not be considered from persons ineligible to use the library (e.g., non-residents of the city who have not paid the non-resident fee.)

Middleton Public Library Policy Manual

5. All legitimate objections and grievances will be considered carefully and thoughtfully if the patron provides the following information in writing:
 - i. Patron's name and address
 - ii. Title, author, and publisher of the objectionable material
 - iii. An affirmation that he/she read the material in question
 - iv. Patron's objection to the material, and
 - v. Why he/she believes it should be removed.

6. Complaints will be presented to the Board by the librarian. The Board will review the book and the complaint. No book will be removed from the shelves without the approval of such action by a majority vote of the Board of Trustees.

Notice of action to retain or remove a book will be sent to the complainant(s) in writing within a reasonable period of time.

Adopted	June 18, 1948
Amended	February 1, 1961
	June 30, 1967
	February 23, 1992
	May 31, 1994
	November 17, 1998
Amended	2004 – Pending
	February 22, 2005
	April 18, 2006
	May 30, 2014
	May 21, 2021
	June 8, 2021

Middleton Public Library
Library Voucher
Created: June 16, 2021

Date	Name	Amount	Num	Memo/Description
06/01/2021	Sparklight Business	161.97	60121	660-338 Data Access
06/05/2021	Amazon	123.89	843938639338	660-240 SUPPLIES
06/08/2021	Amazon	168.86	886557958586	660-535 COLLECTIONS
06/11/2021	zerorez	548.00	45184	660-327 CLEANING SERVICE
		<u>\$ 1,002.72</u>		

Library Director Signature

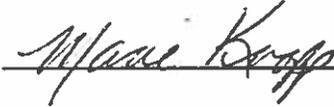
Date



6-14-21

Library Board Member Signature

Date



6-16-2021



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SG9KF04C

If you disagree with any portion of your bill, you must contact us no later than 60 days from the bill's "Date Due" date at 1-855-425-6161. For more information about billing questions, see support.sparklight.com.

▼ PLEASE TEAR ALONG PERFORATION AND INCLUDE WITH PAYMENT ▼



2101 E KARCHER RD
 NAMPA ID 83687-3000

6175 0000 NO RP 01 00012021 NNNNNNNY 01 014688 0068

MIDDLETON LIBRARY 307
 ATTN: LIBRARY MIDDLETON
 307 CORNELL ST
 MIDDLETON ID 83644-4742



269 111672705 00000161976 7



BUSINESS CARE	Hours	Days
Sales	7a-5p	M-F
Customer Support	8a-5p	M-F
Tech Support	24/7	

business.sparklight.com

(877) 570-0500

BILLING SUMMARY

(BILLING DETAIL ON REVERSE)

Account # 111672705

MIDDLETON LIBRARY 307
 307 CORNELL ST
 MIDDLETON ID 83644-4742

Previous Balance	178.51
Payment Received 05/26/21	178.51CR
Monthly Services	161.43
Taxes & Fees	0.54

Total Due \$161.97

DATE DUE 06/15/21

For services provided from 6/1/2021 to 6/30/2021

Payments not received by the 30th day of the billing cycle are subject to late fees.

Questions about your bill? Billing disputes must be provided to Sparklight Business within sixty (60) days of receipt of the billing statement. Failure to timely notify Sparklight Business Care at 877-570-0500 shall constitute acceptance of this bill.

PAYMENT COUPON

Save time & pay online: sparklight.com/payment

Need assistance? Check online:

<http://support.sparklight.com>

Account # 111672705

Balance Due \$161.97

Date Due 06/15/21

Amount Paid \$ _____

▼ MAIL PAYMENTS TO: ▼

SPARKLIGHT
 PO BOX 78000
 PHOENIX, AZ 85062-8000



amazon.com

PAYMENTS ADDRESS
SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 843938639338 YLN
Account Number : xxxxxx4397
Company Name : MIDDLETON PUBLIC LIBRARY
Address : ATTN: ACCOUNTS PAYABLE
307 CORNELL STREET
MIDDLETON, ID, 83644

Trans #: 50637327 **P.O.#/Job Name:** supplies
Sale Date: 06/05/2021 **Store:** 0003
Due Date: 08/07/2021 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
B018IZAME2	Command Medium Utility Hooks M	1	EA	\$14.97	\$14.97
B0147D2JT0	AdirOffice Wall Mountable Stee	1	EA	\$20.95	\$20.95
B07H1NLW4K	Amazon Brand - Mama Bear 99% W	1	EA	\$16.99	\$16.99
B01N0LQJN6	Honeywell QuietSet Whole Room	1	EA	\$62.99	\$62.99
B07GN22YYR	Adhesive Hooks Kitchen Wall Ho	1	EA	\$7.99	\$7.99
	SALES TAX	1	EA	\$0.00	\$0.00
				Subtotal:	\$123.89

Tax: \$0.00
Total Invoice: \$123.89
Adjustments: \$0.00
Payments Applied: \$0.00
Total Amount Outstanding: \$123.89

amazon.com

PAYMENTS ADDRESS
SYNCR/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 886557958586 X2G
Account Number : xxxxxx4397
Company Name : MIDDLETON PUBLIC LIBRARY
Address : ATTN: ACCOUNTS PAYABLE
307 CORNELL STREET
MIDDLETON, ID, 83644

Trans #: 50737629 **P.O.#/Job Name:** Collections
Sale Date: 06/08/2021 **Store:** 0003
Due Date: 08/14/2021 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
	SALES TAX	1	EA	\$0.00	\$0.00
B08X6241R8	Minari	1	EA	\$12.96	\$12.96
B092XDTV8D	RAYA AND THE LAST DRAGON [Blu-	1	EA	\$24.90	\$24.90
B091DWSMBM	The Father	1	EA	\$14.99	\$14.99
1953456022	Teeny Sweeney and the Cousin C	1	EA	\$7.99	\$7.99
B08HLBZDZ1	Timeless - The Complete Series	1	EA	\$36.99	\$36.99
0998624349	Teeny Sweeney and the Mustache	1	EA	\$7.99	\$7.99
B0914QSRGC	The Courier [Blu-ray]	1	EA	\$19.99	\$19.99
B08X5WCVYC	Chaos Walking	1	EA	\$21.74	\$21.74
B08WP9GK1N	Senior Moment	1	EA	\$21.76	\$21.76
	ALTERNATE TENDER	1	EA	-\$0.45	-\$0.45

Subtotal: \$168.86

Tax: \$0.00

Total Invoice: \$168.86

Adjustments: \$0.00

Payments Applied: \$0.00

Total Amount Outstanding: \$168.86

Service Summary & Invoice

Zerorez - Boise
272 North Maple Grove Road,
Boise, ID 83704-8200
208-383-1000



Invoice #: 45184
Service Date/Time: 06-11-2021 02:15 PM Booking #: 4157207

Technician: Greg T

Middleton Libray

Contact: Jennifer Barr Phone Mobile: 2088676175 Email: jbarr@mymiddletonlibrary.org

Billing Address: 307 Cornell Street
Middleton ID 83644

Service Address: 307 Cornell Street
Middleton ID 83644

Service/Product Description	Price	Qty	Total
100 Environmental Fee - Environmental Fee - Treatment, Transportation, and Disposal of Zerorez Electrolyzed Cleaning Water	\$15.00	1	\$15.00
8000 - Commercial Cleaning	\$508.00	1	\$508.00
9505 - Plus One Service	\$25.00	1	\$25.00
		Subtotal	\$548.00
		Tax	\$0.00
		Total	\$548.00

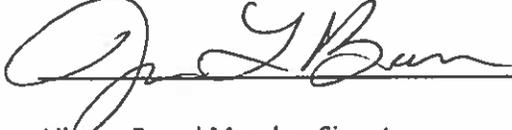
Unpaid \$548.00

Thank you for the opportunity to serve you! If we failed to WOW! you in any way, please call us at (208) 383-1000 or email us at info@zerorezboise.com, and let us resolve your concerns as soon as possible! Be sure to like us on Facebook for tips and special offers!
! Returned checks will incur a \$25 fee. A \$20 fee will be added monthly to past due balances after 30 days.

Middleton Public Library
Library Voucher
Created: June 30, 2021

Date	Name	Amount	Num	Memo/Description
06/18/2021	BOE	151.87	IN2626997	660-363 OFFICE EQUIPMENT MAINTENANCE
06/18/2021	OverDrive	208.00	04258CO21264440	660-535 COLLECTIONS
06/18/2021	Amazon	13.97	655883896486	660-535 COLLECTIONS
06/24/2021	Amazon	92.65	463433895743	660-535 COLLECTIONS
06/29/2021	PC Tech	304.99	6940	660-337 COMPUTER SUPPORT
		<u>\$ 771.48</u>		

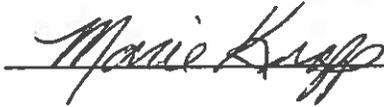
Library Director Signature



Date

6-30-21

Library Board Member Signature



Date

6-30-21



CONTRACT INVOICE

Invoice Number: IN2626997

Invoice Date: 06/24/2021

330 N ANCESTOR PLACE, SUITE 100 BOISE, ID 83704
 P: 800-831-5858 F: 1208-377-1667

Bill To: MIDDLETON PUBLIC LIBRARY
 MATT MUJARSKI
 307 CORNELL ST
 MIDDLETON, ID 83644

Customer: MIDDLETON PUBLIC LIBRARY
 307 CORNELL ST
 MIDDLETON, ID 83644

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
MP15	Cust Net 30	07/24/2021	\$151.87	\$151.87	
Invoice Remarks					
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
CN23386-01		\$151.87		03/24/2017	03/23/2022
Contract Remarks					

Summary:

Contract base rate charge for the 06/24/2021 to 07/23/2021 billing period	\$53.96 *
Contract overage charge for the 03/24/2021 to 06/23/2021 overage period	\$97.91 **
	\$151.87

*Sum of equipment base charges **See overage details below

Detail:

Equipment included under this contract

XER/XWC7225PT2

Number	Serial Number	Base Charge	Location
8Y242	LX5682457	\$53.96	MIDDLETON PUBLIC LIBRARY 307 CORNELL ST MIDDLETON, ID 83644

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
BLK	BLACK	161,425	166,395		4,970	3,000	1,970	\$0.011713	\$23.07
CLR	COLOR	89,305	90,177		872	150	722	\$0.103659	\$74.84
									\$97.91

Please Remit To:

PO BOX 936793
 Atlanta GA 31193-6793
 TF 800-831-5858
 Ph 425-896-5000
 F 425-867-1161

Invoice SubTotal	\$151.87
Tax:	\$0.00
Invoice Total	\$151.87
Balance Due:	\$151.87

Customer ID
4258-1006

Invoice number
04258CO21264440

Date
June 16, 2021



OverDrive, Inc.
One OverDrive Way
Cleveland, OH 44125
United States
Phone: +1 216 573 6886 Fax: +1 216 672 0087
Email: invoicing@overdrive.com
US Tax ID number: 34-1522786

Bill to:
Middleton Public Library
307 Cornell St.
Middleton, ID 83644

Sold to:
Middleton Public Library
307 Cornell St.
Middleton, ID 83644

Payment terms:
On receipt

Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account (US accounts only)** or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** Your saved bank account or credit card information can only be used by you.
- Click **Confirm payment**.

Other payment options

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to invoicing@overdrive.com.

Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:

PO Box 72117
Cleveland, OH 44192-0002
United States

Pay by ACH or wire

If you have a non-U.S. account and want to pay through your bank account, or if you don't want to pay directly in Marketplace, you can pay by ACH or wire. To do so, please visit OverDrive's banking instructions in Marketplace.

#	ISBN	Title	Publisher	Format	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Notes
1	9781429927840	Firefly Lane	St. Martin's Publishing Group		MA	\$40.00 USD	1	\$40.00 USD	0.00%	\$0.00 USD	\$40.00 USD	
2	9780525559481	The Midnight Library	Penguin Publishing Group		MA	\$27.50 USD	1	\$27.50 USD	0.00%	\$0.00 USD	\$27.50 USD	
3	9780593135211	Project Hail Mary	Random House Publishing Group		MA	\$27.50 USD	1	\$27.50 USD	0.00%	\$0.00 USD	\$27.50 USD	
4	9781984806765	People We Meet on Vacation	Penguin Publishing Group		MA	\$27.50 USD	1	\$27.50 USD	0.00%	\$0.00 USD	\$27.50 USD	
5	9780593340240	The Midnight Library	Penguin Random House Audio Publishing Group		MA	\$38.00 USD	1	\$38.00 USD	0.00%	\$0.00 USD	\$38.00 USD	
6	9781984845368	Malibu Rising	Penguin Random House Audio Publishing Group		MA	\$47.50 USD	1	\$47.50 USD	0.00%	\$0.00 USD	\$47.50 USD	

Format	Items	Subtotal	Tax amount	Total
Ebook	4	\$122.50 USD	\$0.00 USD	\$122.50 USD
Audiobook	2	\$85.50 USD	\$0.00 USD	\$85.50 USD

Total items: 6 **Subtotal:** \$208.00 USD

Tax amount: \$0.00 USD

Total: **\$208.00 USD**

Amount due: **\$208.00 USD**

amazon.com

PAYMENTS ADDRESS
SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

Invoice # : 655883896486 AK5
Account Number : xxxxxx4397
Company Name : MIDDLETON PUBLIC LIBRARY
Address : ATTN: ACCOUNTS PAYABLE
307 CORNELL STREET
MIDDLETON, ID, 83644

For Inquiries, call at :
866-634-8381

Trans #: 50810276 **P.O.#/Job Name:** Collections
Sale Date: 06/18/2021 **Store:** 0003
Due Date: 08/19/2021 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
0794549160	That's Not My Dinosaur	1	EA	\$13.97	\$13.97
	SALES TAX	1	EA	\$0.00	\$0.00
				Subtotal:	\$13.97

Tax: \$0.00
Total Invoice: \$13.97
Adjustments: \$0.00
Payments Applied: \$0.00
Total Amount Outstanding: \$13.97

amazon.com

PAYMENTS ADDRESS
SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 463433895743 F64
Account Number : xxxxxx4397
Company Name : MIDDLETON PUBLIC LIBRARY
Address : ATTN: ACCOUNTS PAYABLE
307 CORNELL STREET
MIDDLETON, ID, 83644

Trans #: 50819232 **P.O.#/Job Name:** Collections
Sale Date: 06/19/2021 **Store:** 0003
Due Date: 08/20/2021 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
B07DL2FKS2	Community - The Complete Serie	1	EA	\$39.19	\$39.19
1452133905	Space Matching Game: Featuring	1	EA	\$14.52	\$14.52
B007QNWC3M	SHARPIE Metallic Permanent Mar	1	EA	\$8.98	\$8.98
B08LR8L91Y	Supernatural: The Fifteenth an	1	EA	\$29.96	\$29.96
	SALES TAX	1	EA	\$0.00	\$0.00
				Subtotal:	\$92.65

Tax: \$0.00
Total Invoice: \$92.65
Adjustments: \$0.00
Payments Applied: \$0.00
Total Amount Outstanding: \$92.65

Invoice

PC TECH INC.

COMPUTER SALES & SERVICE

324 Boise Street 208-585-2435
 Middleton, ID 83644 IdahosPcTech@gmail.com

Date	Invoice #
6/29/2021	6940

Bill To
Middleton Public Library PO Box 519 Middleton, ID 83644

P.O. Number

Quantity	Item Code	Description	Price Each	Amount
2	Troubleshoot	Troubleshoot System	35.00	70.00
1	Hardware	HP- New battery	49.99	49.99
1	Shop Labor	Replaced Battery	10.00	10.00
1	Shop Labor	Removed unused antivirus software, turned off unused startup programs, turned off known Microsoft system items known to cause slowness, index and sysmain *- Hp has a mechanical hard drive could benefit from a SSD in the future.	55.00	55.00
1	Data Backup	Dell- Backed up Clients data to Server and Restored to Clients system after Repair	45.00	45.00
1	Installed OS	Dell- Installed Microsoft Operating System, Installed all device Drivers. Downloaded and Installed all Microsoft Critical Updates. Activation would not take original Dell code had to use old Windows 7 code to activate.	75.00	75.00
			Total	\$304.99

For your security, we recommend you change your passwords upon return of equipment.

Middleton Public Library
Library Voucher
30-Jun-21

Date	Name	Amount	Num	Memo/Description
06/07/2021	Collabrative Summer Library Program	68.75	LDC 68.75 06.07.21	660-260 UNIFORMS
06/10/2021	Tech Soup	149.00	LDC 149.00 06.17.21	660-336 COMPUTER SOFTWARE
06/10/2021	JotForm	19.50	LDC 19.50 06.10.21	660-336 COMPUTER SOFTWARE
06/18/2021	Mobile Beacon	720.00	LDC 720.00 06.18.21	660-338 Data Access
06/19/2021	Facebook Tech (Oculus)	19.99	LDC 19.99 06.19.21(3)	660-410 GRANTS EXPENSE
06/19/2021	Facebook Tech (Oculus)	19.99	LDC 19.99 06.19.21(2)	660-410 GRANTS EXPENSE
06/19/2021	Facebook Tech (Oculus)	14.99	LDC 14.99 06.19.21	660-410 GRANTS EXPENSE
06/19/2021	Facebook Tech (Oculus)	9.99	LDC 9.99 06.19.21 (3)	660-410 GRANTS EXPENSE
06/19/2021	Facebook Tech (Oculus)	19.99	LDC 19.99 06.19.21	660-410 GRANTS EXPENSE
06/19/2021	Facebook Tech (Oculus)	9.99	LDC 9.99 06.19.21 (2)	660-410 GRANTS EXPENSE
06/19/2021	Facebook Tech (Oculus)	9.99	LDC 9.99 06.19.21	660-410 GRANTS EXPENSE
06/19/2021	Pandora	54.89	LDC 54.89 06.19.21	660-336 COMPUTER SOFTWARE
06/22/2021	Best Buy	83.73	LDC 83.73 06.22.21	660-211 COMPUTER HARDWARE
06/24/2021	Pitney Bowes	4.99	LDC 4.99 06.24.21	660-372 POSTAGE
06/24/2021	Adobe	14.99	LDC 14.99 06.24.21	660-336 COMPUTER SOFTWARE
06/29/2021	Elisa Dilling	70.00	LDC 70.00 06.29.21	660-227 LIBRARY PROGRAMS
		1,290.78		

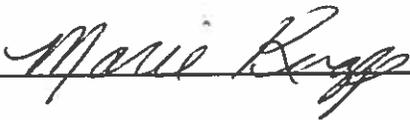
Library Director Signature



Date

6.30.21

Library Board Signature



Date

6.30.21

Jennifer Barr

From: melissa.hooke@cslpreads.org
Sent: Monday, June 7, 2021 9:36 AM
To: Admin at Middleton Library
Subject: Customer Receipt - Transaction Approved - Authcode #407183

Your card has been charged by Collaborative Summer Library Program.

Receipt of Payment

Total 68.75

Shipping 7.50

CREDIT CARD INFORMATION

Card Holder	Jennifer Barr
Credit Card #	XXXX XXXX XXXX 0264

DETAIL INFORMATION

Date	06/07/21 08:35 am
Reference #	2823657061
Transaction Key	hdbbzp5r6v38shyd
Authorization #	407183
Invoice	
Type	Credit Card Sale
Line Items	

Jennifer Barr

From: TechSoup <customerservice@techsoup.org>
Sent: Tuesday, June 15, 2021 12:01 PM
To: Admin at Middleton Library
Cc: Admin at Middleton Library
Subject: Confirmation of Request Number 3154873

We're processing your request.



Thanks for placing a request through TechSoup.

Hi, Middleton Public Library

We'll process your request in approximately two to three business days. For most requests, you'll receive another email at that time with detailed instructions about how to obtain your requested items or a delivery estimate for physical items. You can always find those emails in your account under [Fulfillment Emails](#).

During checkout, you selected the option to pay by credit card. Your card will be charged when fulfillment is complete.

If your organization's nonprofit status is not yet verified by us, your request will not be fulfilled until we've confirmed your eligibility.

You can view the status of your request at any time in your account.

Products Requested

- Title: Office for Mac
Quantity: 1
Item Price: \$39.00
- Title: Adobe Acrobat Pro 2020 for Windows
Quantity: 1
Item Price: \$55.00
- Title: Adobe Acrobat Pro 2020 for Mac
Quantity: 1
Item Price: \$55.00

Sales tax: \$0.00
Shipping: \$0.00 (Ground)
Total: \$149.00

Donation Request Details

Your donation request number: 3154873
Requested on: 6/15/2021 11:00:32 AM
Requested by: Mid Lib
Middleton Public Library
307 Cornell Street

Middleton ID 83644

Share TechSoup with Your Followers

The average nonprofit saves \$17,000 in technology costs over its lifetime by using TechSoup. [Tweet this](#) to help us spread the word.

For more nonprofit tips and tricks, join our community on Facebook.

—Your friends at TechSoup



Microsoft Office

Empower your organization to do more together. Admin fees start at \$39 for eligible nonprofits.



Adobe In the Cloud

It's easier than you think to tell your organization's story. Access discounted subscriptions for \$5.



Norton Security

Keep your systems safe and your data secure. Norton starts at \$12 for eligible nonprofits.



JotForm Inc

111 Pine St. Suite 1815
San Francisco, California 94111
United States
+1 415-415-4154
support@jotform.com

Receipt

Receipt number 2233-6279
Invoice number A1F4CF49-0015
Date paid June 10, 2021
Payment method **VISA** - 2160

Paid by
hellis@mymiddletonlibrary.org

\$19.50 paid on June 10, 2021

Description	Qty	Unit price	Amount
JUN 10 &NDASH; JUL 10, 2021			
Silver Monthly Non-Profit	1	\$19.50	\$19.50
Subtotal			\$19.50
Amount paid			\$19.50

Jennifer Barr

From: noreply@salesforce.com on behalf of Mobile Beacon Customer Renewal
<service@mobilebeacon.org>
Sent: Friday, June 18, 2021 11:56 AM
To: Admin at Middleton Library
Subject: Your Receipt for Middleton Public Library



mobilebeacon
4G Internet Access. 4 Nonprofits. 4 Less.

Dear Jennifer,

Thank you for allowing Mobile Beacon to continue to provide you with the affordable, reliable 4G LTE internet you rely on. We cannot thank you enough for your support of our mission.

A summary of your renewal form activity is below. Please keep this email for your records.

Sincerely,
The Mobile Beacon Team

Renewal Summary
Contact: Jennifer Barr
Organization Name: Middleton Public Library

Device Renewal Summary - 6 Devices
Device/Serial Number: Coolpad Surf Hotspou/867695041717223
Service Expiration Date: 07/02/2022

Service Fee: 120.00
MB Ref. No. R-321005

Device/Serial Number: Coolpad Surf Hotspou/867695041616342
Service Expiration Date: 07/02/2022
Service Fee: 120.00
MB Ref. No. R-321008

Device/Serial Number: Coolpad Surf Hotspou/867695041625962
Service Expiration Date: 07/02/2022
Service Fee: 120.00
MB Ref. No. R-321010

Device/Serial Number: Coolpad Surf Hotspou/867695041609107
Service Expiration Date: 07/02/2022
Service Fee: 120.00
MB Ref. No. R-321007

Device/Serial Number: Coolpad Surf Hotspou/867695041617795
Service Expiration Date: 07/02/2022
Service Fee: 120.00
MB Ref. No. R-321009

Device/Serial Number: Coolpad Surf Hotspou/867695041713131
Service Expiration Date: 07/02/2022
Service Fee: 120.00
MB Ref. No. R-321006

Total: \$720.00
Amount Paid: \$720.00
Balance Due: \$0.00

Thank you

Date: June 18, 2021

Receipt Number: 123087183298196

Billed By:

Facebook Technologies, LLC

1601 Willow Road

Menlo Park, CA 94025

USA

Billed To:

VISA ending in 0264

Mid Libra

83644

Item

Price

Tilt Brush

By: Google

\$19.99

Tax: \$0.00

Total: \$19.99

All purchases are subject to the Oculus Content Refund Policy for [Rift/Quest](#) and [Go/Gear](#).

For additional information about your purchase, please visit [Product Description Page](#).

[Oculus Store Terms](#) | [Privacy Policy](#) | [Oculus Support Center](#)

Thank you

Date: June 18, 2021

Receipt Number: 123088056631442

Billed By:

Facebook Technologies, LLC

1601 Willow Road

Menlo Park, CA 94025

USA

Billed To:

VISA ending in 0264

Mid Libra

83644

Item

Price

OhShape

By: Odders Lab

\$19.99

Tax: **\$0.00**

Total: \$19.99

All purchases are subject to the Oculus Content Refund Policy for [Rift/Quest](#) and [Go/Gear](#).

For additional information about your purchase, please visit [Product Description Page](#).

[Oculus Store Terms](#) | [Privacy Policy](#) | [Oculus Support Center](#)

Thank you

Date: June 18, 2021

Receipt Number: 123083083298606

Billed By:

Facebook Technologies, LLC

1601 Willow Road

Menlo Park, CA 94025

USA

Billed To:

VISA ending in 0264

Mid Libra

83644

Item

Price

Gravity Lab

By: Mark Schramm

\$14.99

Tax: **\$0.00**

Total: \$14.99

All purchases are subject to the Oculus Content Refund Policy for [Rift/Quest](#) and [Go/Gear](#).

For additional information about your purchase, please visit [Product Description Page](#).

[Oculus Store Terms](#) | [Privacy Policy](#) | [Oculus Support Center](#)

Thank you

Date: June 18, 2021

Receipt Number: 123084033298511

Billed By:

Facebook Technologies, LLC

1601 Willow Road

Menlo Park, CA 94025

USA

Billed To:

VISA ending in 0264

Mid Libra

83644

Item

Price

Cubism

By: Thomas Van Bouwel

\$9.99

Tax \$0.00

Total: \$9.99

All purchases are subject to the Oculus Content Refund Policy for [Rift/Quest](#) and [Go/Gear](#).

For additional information about your purchase, please visit [Product Description Page](#).

[Oculus Store Terms](#) | [Privacy Policy](#) | [Oculus Support Center](#)

Thank you

Date: June 18, 2021

Receipt Number: 123085476631700

Billed By:

Facebook Technologies, LLC

1601 Willow Road

Menlo Park, CA 94025

USA

Billed To:

VISA ending in 0264

Mid Libra

83644

Item

Price

Job Simulator

By: Owlchemy Labs

\$19.99

Tax: **\$0.00**

Total: **\$19.99**

All purchases are subject to the Oculus Content Refund Policy for [Rift/Quest](#) and [Go/Gear](#).

For additional information about your purchase, please visit [Product Description Page](#).

[Oculus Store Terms](#) | [Privacy Policy](#) | [Oculus Support Center](#)

Thank you

Date: June 18, 2021

Receipt Number: 123081946632053

Billed By:

Facebook Technologies, LLC

1601 Willow Road

Menlo Park, CA 94025

USA

Billed To:

VISA ending in 0264

Mid Libra

83644

Item

Price

National Geographic Explore VR

\$9.99

By: Force Field Entertainment B.V.

Tax: \$0.00

Total: \$9.99

All purchases are subject to the Oculus Content Refund Policy for [Rift/Quest](#) and [Go/Gear](#).

For additional information about your purchase, please visit [Product Description Page](#).

[Oculus Store Terms](#) | [Privacy Policy](#) | [Oculus Support Center](#)

Thank you

Date: June 18, 2021

Receipt Number: 123081776632070

Billed By:

Facebook Technologies, LLC

1601 Willow Road

Menlo Park, CA 94025

USA

Billed To:

VISA ending in 0264

Mid Libra

83644

Item

Price

Ocean Rift

By: Llyr ap Cenydd

\$9.99

Tax: **\$0.00**

Total: **\$9.99**

All purchases are subject to the Oculus Content Refund Policy for [Rift/Quest](#) and [Go/Gear](#).
For additional information about your purchase, please visit [Product Description Page](#).

[Oculus Store Terms](#) | [Privacy Policy](#) | [Oculus Support Center](#)

Settings

Subscription

Account: Your Pandora Plus subscription will automatically renew on 6/18/2022. You will be charged \$54.89 – tax/year unless you cancel your subscription.

Notifications

Content Settings

Subscription

Payment Info  Visa - 2160 Update

Current Plan Pandora Plus Switch Plan Get Premium

BEST BUY Receipt

Purchase Date: Jun 21, 2021

Order Number: BBY01-806466254451

Total: \$83.73



Store Pickup

Picked up Today at Nampa, ID.

Store Pickup
NAMPA ID

Pickup Person
Jennifer Barr

APC - Back-UPS 650VA 7-Outlet/1-USB Battery Back-Up and Surge Protector - Black

Model: BVN650M1

SKU: 6411065

Quantity: 1

Item Total: \$83.73

Product Price: \$78.99

Sales Tax, Fees & Surcharges: \$4.74

Subscription invoice# 1018416636

June 23, 2021

SUMMARY OF YOUR CHARGES	
Current charges	\$4.99
Total tax	\$0.00
TOTAL DUE 07/23/2021	\$4.99
<i>See reverse side for invoice details.</i>	

***** COMING SOON *****
Pitney Bowes is changing the bank we use to process payments. For further information on how this will affect the way you pay your bill go to pb.com/bankchange

PAYMENT INFORMATION

Payment of \$4.99 is due by July 23, 2021



Sign up.

Never need to pick up the phone again. Sign up to 'Your Account' to manage everything online.

pitneybowes.com/us/signupnow



Pay online.

Start using 'Your Account' today to manage everything online, including AutoPay.

pitneybowes.com/us/payonlinenow



Questions?

Get immediate answers to your questions.

pitneybowes.com/us/answers

For Billing and Account Support call: 844-256-6444

To pay by mail, complete and send the coupon below. Please allow 7-10 business days for mail and processing time.

Page 1 of 2

DUNS 00116-1793, TAX ID 06-0495050

V

Tear off here

N-000733

Pitney Bowes
2225 American Drive
Neenah, WI 54956-1005

Pitney Bowes payment coupon
If you've chosen to pay by mail, please include this payment coupon with your payment.

Account #: 0018301482
Invoice date: Jun 23, 2021
Payment amount due: \$4.99

Invoice #: 1018416636
Due date: Jul 23, 2021

--	--	--	--	--	--	--	--	--	--

1000001830148281018416636000000049905

0018301482

PITNEY BOWES INC
PO BOX 371896
PITTSBURGH PA 15250-7896

MIDDLETON LIBRARY
307 CORNELL ST
MIDDLETON ID 83644-4742

DETAILS OF YOUR CHARGES

Contract # 0041085575 Billing period: 06/23/2021 - 07/22/2021 Totals

Location account: 0018301482
Location: Middleton Library, 307 Cornell St, Middleton, ID 836444742

Description	Total
SendPro Mailing Included w/o HW	\$4.99
Product #: PTJ6	
	Total tax \$0.00
	Contract # 0041085575 Total \$4.99
	TOTAL DUE \$4.99

Important information

Access the following activities on our website:

- View and pay bills
- Order Supplies
- Update account information
- Access technical support

It's easy. Go to pitneybowes.us/signin

This transaction is governed by the terms and conditions of the applicable Pitney Bowes agreement, current as of the date of this invoice unless otherwise agreed to in writing by the parties.

Payment

If we do not receive your payment by the Payment Due Date, late fees will apply. If your payment is returned, you're liable for any charges we incur. If you make a partial payment of the payment due, it doesn't change your contract or obligations to us.

You can pay your bill:

- **QUICKEST WAY TO PAY:** pitneybowes.us/signin
- By credit card, over the phone at 844-256-6444
- By check, made payable to Pitney Bowes Inc and sent with this *payment coupon* to:
PITNEY BOWES INC
PO BOX 371896
PITTSBURGH PA 15250-7896

INVOICE



Adobe Inc.
345 Park Ave
San Jose, CA 95110

Reprint Page 1 of 1

Invoice Number: 1431220081
Invoice Date: JUN-22-21
Payment Terms: Credit Card
Due Date: JUN-29-21
Purchase Order: ADB038425197
Contract No 00004490
Order Number: 5024556127
Order Date: AUG-22-18
Customer No.: 1452233
Bill to No. 550865024
Adobe Contact Information:
<https://helpx.adobe.com/contact.html>

Bill To:
Wendy Miles
City of Middleton
P. O. Box 487
ID 83644-4742

Line No	Material No / Description	UOM	Unit Price	Qty	Extended Price	
000010	65232730 Acrobat Pro DC	EA	14.99	1	14.99	
North America		Invoice Totals				
		S & H	Sales Tax	Currency	Qty Shipped	Invoice Total
		0.00	0.00	USD	1	14.99

Comments:

Jennifer Barr

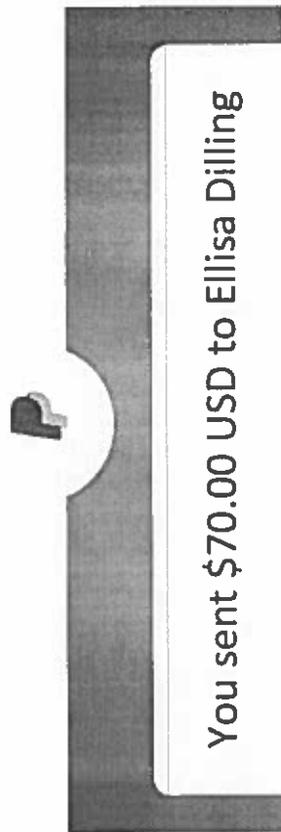
From: service@paypal.com
Sent: Tuesday, June 29, 2021 9:47 AM
To: Admin at Middleton Library
Subject: You sent a \$70.00 USD payment

Transaction Details

Transaction ID: 4AM1577058346011

June 29, 2021

Hello, Jennifer Barr



Create an account with PayPal in just seconds so checkout is a snap!

[Activate PayPal Now](#)

Money sent

\$70.00 USD

Paid with:
VISA x-0264

\$70.00 USD

This transaction will appear on your statement as PAYPAL *ellisa.dilling

You paid

\$70.00 USD

Ellisa Dilling will receive

\$70.00 USD

Shipping Address

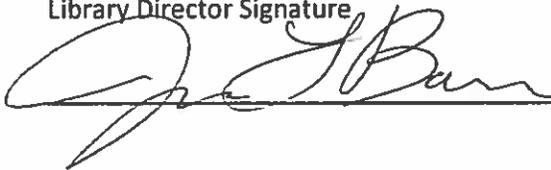
P.O. Box 487
MIDDLETON, ID 83644
United States

PayPal: easy to get, easy to use

Middleton Public Library
Library Voucher
 Created: July 7, 2021

Date	Name	Amount	Num	Memo/Description
06/18/2021	Amazon	34.78	989455537573	660-535 COLLECTIONS
06/25/2021	Idaho Springs Water	5.99	62521	660-240 SUPPLIES 660-382 WASTE WATER \$47.66
06/30/2021	City of Middleton-8.01	62.44	063021-8 01	660-381 WATER \$14.78
06/30/2021	City of Middleton-9.01	87.98	063021-9 01	660-381 WATER
06/30/2021	Idaho Power	295.03	63021	660-621 ELECTRICITY
06/30/2021	Intermountain Gas	9.79	63021	660-620 NATURAL GAS
07/01/2021	OCLC	900.00	1000136612	660-325 CATALOGING SERVICE/RESOURCE SHA
07/01/2021	Baker & Taylor	2,069.20	CI242464	660-535 COLLECTIONS
07/01/2021	Clearly	41.22	INV358798	660-383 TELEPHONE
07/05/2021	Sparklight Business	161.97	70121	660-338 Data Access
07/05/2021	Amazon	133.36	758435554764	660-535 COLLECTIONS
		\$ 3,781.20		
		\$ 3801.76		

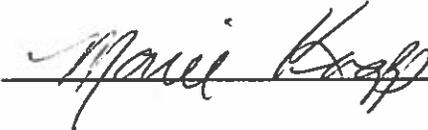
Library Director Signature



Date

7-8-21

Library Board Member Signature



Date

7-8-2021



PAYMENTS ADDRESS
SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 989455537573 OD8
Account Number : xxxxxx4397
Company Name : MIDDLETON PUBLIC LIBRARY
Address : ATTN: ACCOUNTS PAYABLE
307 CORNELL STREET
MIDDLETON, ID, 83644

Trans #: 50830901 **P.O.#/Job Name:** Collections
Sale Date: 06/18/2021 **Store:** 0003
Due Date: 08/21/2021 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
1408882256	Harry Potter The Chamber Of Se	1	EA	\$30.79	\$30.79
MISC	SHIPPING AND TAX	1	EA	\$3.99	\$3.99
	SALES TAX	1	EA	\$0.00	\$0.00

Subtotal: **\$34.78**

Tax: **\$0.00**

Total Invoice: **\$34.78**

Adjustments: **\$0.00**

Payments Applied: **\$0.00**

Total Amount Outstanding: **\$34.78**



IDAHO SPRINGS WATER COMPANY
 8095 E EXECUTIVE AVE STE A
 NAMPA, ID 83687
 (208) 318-1540
 www.idahospringswater.com

IF PAYING BY CREDIT CARD, PLEASE CHECK CORRECT CARD AND FILL OUT BELOW

VISA
 MasterCard
 Discover
 American Express
 PLEASE CHECK BOX TO ENROLL IN AUTOMATIC BILL PAYMENT

CARD NUMBER		V. CODE
SIGNATURE		EXP. DATE
DATE	PAY THIS AMOUNT	ACCOUNT NUMBER
06/25/2021	\$5.99	188391
PAY BY DATE: JUL 15		AMOUNT PAID \$

ADDRESSEE:

66600



MIDDLETON PUBLIC LIBRARY
 JENNIFER BARR
 307 CORNELL ST
 MIDDLETON, ID 83644-4742

REMIT PAYMENT TO:

IDAHO SPRINGS WATER CO.
 8095 E EXECUTIVE AVE STE A
 NAMPA, ID 83687-3827



BALANCE FORWARD

RETURN THIS TOP PORTION WITH YOUR PAYMENT

BRANCH ID: SM-01
 CUSTOMER: MIDDLETON PUBLIC LIBRARY

DATE	QUANTITY	DESCRIPTION	REF	AMOUNT	BALANCE
				PREVIOUS BALANCE:	\$5.99
06/09/2021	1.00	5 GALLON PURIFIED WATER	801310828	5.99	11.98
06/09/2021	1.00	FUEL SURCHARGE	801310828	0.00	11.98
06/16/2021	-1.00	PAYMENT	1167	-5.99	5.99

ACCOUNTS ARE SUBJECT TO A LATE PAYMENT FINANCE CHARGE

FINANCE CHARGE SCHEDULE				PLEASE PAY NEW BALANCE BEFORE
PERIODIC RATE	ANNUAL RATE			JUL 15
1.75%	21.00%			
MIN CHARGE				0.50
0-30	31-60	61-90	Over 90	
5.99	0.00	0.00	0.00	

Balance Due \$5.99

Next Deliveries:

Pay online at www.idahospringswater.com
 Learn more about our services and special offers.
 We appreciate your business!

IDAHO SPRINGS WATER COMPANY
 8095 E EXECUTIVE AVE STE A
 NAMPA, ID 83687

(208) 318-1540

SERVICE ADDRESS:

MIDDLETON PUBLIC LIBRARY
 JENNIFER BARR
 307 CORNELL ST
 MIDDLETON ID 83644

STATEMENT DATE	ACCOUNT NUMBER	NAME
06/25/2021	188391	MIDDLETON PUBLIC LIBRARY



CITY OF MIDDLETON
PO BOX 487
MIDDLETON, ID 83644

Temp - Return Service Requested

PHONE: (208) 585-3133

Donation?

- Utility Payment Assistance Library Museum
 \$5 \$10 \$20 \$40 Other _____

SERVICE ADDRESS		BILLING DATES
307 CORNELL ST		06/01/2021 TO 06/30/2021
ACCOUNT NUMBER	DATE AMOUNT DUE	TOTAL AMOUNT DUE
5.6008.01	07/20/2021	133.05
LATE FEE	CHECK #	AMOUNT ENCLOSED
20th at 11:59 p.m.		

2386 *****AUTO**5-DIGIT 83644 6



CITY OF MIDDLETON LIBRARY
307 CORNELL ST
MIDDLETON ID 83644-4742

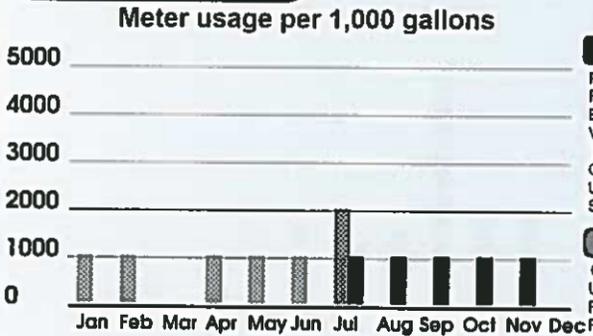
City Of Middleton
 P.O. Box 487
 Middleton, ID 83644-0487

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

CITY OF MIDDLETON
PO BOX 487
MIDDLETON, ID 83644
Phone: (208) 585-3133

OFFICE HOURS
MONDAY THRU FRIDAY
8:00 AM TO 5:00 PM

SERVICE ADDRESS	BILLING DATES	ACCOUNT NUMBER	DUE DATE
307 CORNELL ST	06/01/2021 TO 06/30/2021	5.6008.01	07/20/2021



METER READING		DATE	SERVICE	BILLING
PREVIOUS	PRESENT			
303	305	06/16/21	Water Usage Water Base Rate Sewer Storm Water Late Fee	3.66 11.12 39.65 8.01 10.00
		06/14/21	Payments Adjustments	0.00 0.00
Current Month Water Usage			Current Charges Past Due Amount	72.44 60.61
2.000			TOTAL AMOUNT DUE:	133.05

Talked w/ Rhonda, am not including late fee in vouchered amount.

Mayor: Steve Rule (208) 841-3212 **ALL CITY COUNCIL/P&Z MEETINGS AT: Council Chambers 1103 W Main Street**
 Council President: Rob Kiser (208) 392-7998 City Council: July 7, 2021 5:30 pm
 Council Member: Carrie Huggins (208) 859-1869 Planning & Zoning: July 12, 2021 5:30 pm
 Council Member: Jeff Garner (208) 401-4706 City Council: July 21, 2021 5:30 pm
 Council Member: Tim O'Meara (208) 850-1869

For city updates and info please see our website: middleton.id.gov

** Assistance Program at top of page. Not available for online payments.

20th Pay by 11:59 pm to avoid \$10.00 late fee
 25th Pay by 11:59 pm to avoid \$15.00 fee & water shut off on 7-26-2021

PAYMENT OPTIONS:
 Pay by Phone: 1-855-370-9522. Pay Online: Register at middleton.id.gov
 Questions with Xpress Bill Pay: 1-800-766-2350 option 1
 Payment Dropbox: Located at City Hall 1103 W. Main Street

Bank Bill Pay: Verify city account number with bank when making bill-pay requests. *Payments ARE NOT electronically deposited into a City account and may take up to two weeks to receive.* IF A BILL-PAY CHECK IS NOT RECEIVED WHEN DUE, FEES WILL BE ASSESSED.

Returned Payments will result in a \$20 fee.
AFTER HOURS SERVICE: 208-921-0029. A \$30.00 After Hours Fee is charged to turn-on water after hours.



CITY OF MIDDLETON
PO BOX 487
MIDDLETON, ID 83644

Temp – Return Service Requested

PHONE: (208) 585-3133

Donation?

Utility Payment Assistance Library Museum

\$5 \$10 \$20 \$40 Other _____



* 5 6 0 0 9 0 1 *

SERVICE ADDRESS		BILLING DATES
307 CORNELL ST-IRRIG		06/01/2021 TO 06/30/2021
ACCOUNT NUMBER	DATE AMOUNT DUE	TOTAL AMOUNT DUE
5.6009.01	07/20/2021	173.15
LATE FEE	CHECK #	AMOUNT ENCLOSED
20th at 11:59 p.m.		

CITY OF MIDDLETON LIBRARY
307 CORNELL ST
MIDDLETON ID 83644

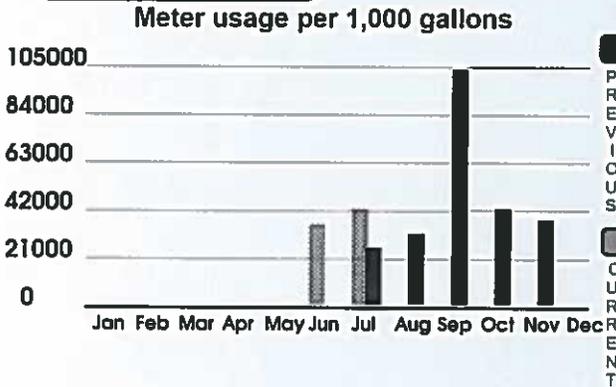
City Of Middleton
P.O. Box 487
Middleton, ID 83644-0487

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

CITY OF MIDDLETON
PO BOX 487
MIDDLETON, ID 83644
Phone: (208) 585-3133

OFFICE HOURS
MONDAY THRU FRIDAY
8:00 AM TO 5:00 PM

SERVICE ADDRESS	BILLING DATES	ACCOUNT NUMBER	DUE DATE
307 CORNELL ST-IRRIG	06/01/2021 TO 06/30/2021	5.6009.01	07/20/2021



METER READING		DATE	SERVICE	BILLING
PREVIOUS	PRESENT			
1,589	1,631	06/16/21	Water Usage Water Base Rate Late Fee	76.86 11.12 10.00
		06/14/21	Payments Adjustments	0.00 0.00
Current Month Water Usage			Current Charges	97.98
42,000			Past Due Amount	75.17
			TOTAL AMOUNT DUE:	173.15

Mayor: Steve Rule (208) 841-3212 **ALL CITY COUNCIL/P&Z MEETINGS AT: Council Chambers 1103 W Main Street**
Council President: Rob Kiser (208) 392-7998 City Council: July 7, 2021 5:30 pm
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Returned Payments will result in a \$20 fee.
AFTER HOURS SERVICE: 208-921-0029. A \$30.00 After Hours Fee is charged to turn-on water after hours.



An IDACORP Company

Billing Date 06/28/2021
Print Date 06/29/2021

Due Date
07/13/2021

Amount Due
\$295.03

PAGE 1 OF 3

CITY OF MIDDLETON
Account Number: 2223604345

Previous Balance	\$415.09
Payments Received - Thank You	- \$415.09
Balance Forward	\$0.00
Current Charges	\$295.03
Account Balance	\$295.03

Recent Changes to Your Rates

The Idaho Public Utilities Commission approved an average increase of 2.50 percent in your I07 electricity rates. You will see this change beginning June 1, 2021. For more information, please visit idahopower.com/rates.



Recent Changes to Your Rates

The Idaho Public Utilities Commission approved an average increase of 3.71 percent in your I09S electricity rates. You will see this change beginning June 1, 2021. For more information, please visit idahopower.com/rates.



NOTE: Any unpaid balance may be assessed a monthly charge of 1 percent.

Service Summary

Service Address	Current Charges
307 CORNELL ST / MIDDLETON, ID	\$118.64
307 E MAIN ST / MIDDLETON, ID	\$176.39

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT



An IDACORP Company
P.O. BOX 70, BOISE, ID 83707
208-388-2323

Address/Phone Correction
and/or Project Share Pledge
noted on reverse side

Account Number 2223604345

Due Date
07/13/2021

Amount Due
\$295.03

Amount Enclosed \$ _____

Write your account number on your check or money order made payable to *Idaho Power*. Mail payment to address below. Returned checks may be resubmitted electronically, and remaining unpaid items will be charged \$20.

011096 000005431



CITY OF MIDDLETON
LIBRARY
307 CORNELL ST
MIDDLETON ID 83644-4742



2345



PROCESSING CENTER
P.O. BOX 5381
CAROL STREAM IL 60197-5381

22236043450000029503 000000000 000029503 0628 5



In the Community to Serve®

SERVICE FOR
CITY OF MIDDLETON LIBRARY
307 CORNELL ST
MIDDLETON, ID 83644-5709

www.intgas.com

ACCOUNT NUMBER 484 750 8014 8
DATE DUE Jul 19, 2021

BILL DATE Jul 1, 2021
AMOUNT DUE \$9.79

ACCOUNT SUMMARY

Previous Balance	\$9.79
Payment Received 6/17/2021 Thank you	-9.79
Current Gas Charges	9.79
Amount Due on 7/19/21	\$9.79

Any balance remaining after the due date is subject to a late payment charge of 1% per month.

CUSTOMER SERVICE & EMERGENCY SERVICE

208-377-6840 - Boise/Treasure Valley
1-800-548-3679 - All Other

Emergencies: 24 hours a day
Non-emergencies: Mon-Fri, 7:30 a.m - 6:30 p.m.

Email: customerservice@intgas.com
Mail: Intermountain Gas Company,
Attn: Customer Service, PO Box 7608, Boise, ID
83707-1608. Please include your account number.
CALL BEFORE YOU DIG 811

July						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Payment Due ▲
See "Ways to Pay Your Bill"
on the back of this page.

Note: Charges for current services are due and payable upon receipt of bill and are past due as noted. **This bill does not extend the due date of past bills.**

Summary of Charges by Service Agreement

SERVICE AGREEMENT	SERVICE ADDRESS	AMOUNT
4848374875 Gas Service	307 CORNELL ST	9.79
Totals		9.79

MESSAGE CENTER:

(Continued on next page)

PLEASE KEEP THIS PORTION FOR YOUR RECORDS.

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT, MAKING SURE THE RETURN ADDRESS SHOWS IN THE ENVELOPE WINDOW



In the Community to Serve®

ACCOUNT NUMBER
484 750 8014 8

DATE DUE
Jul 19, 2021

AMOUNT DUE
\$9.79

Has your mailing address
or phone number changed?
Check here and provide details on back.



CITY OF MIDDLETON LIBRARY
307 CORNELL ST
MIDDLETON ID 83644-4742

PO BOX 5600
BISMARCK ND 58506-5600

Please enter amount enclosed

\$

Write account number on check and
make payable to IGC.



48484750801480000000979000000000



Invoice 1000136612

Invoice Date: 7/01/2021
 Total Amount Due
\$900.00
 Due Date: 8/15/2021

6565 Kilgour Pl
 Dublin OH 43017-3315
 United States
 P: +1-833-491-1304 • Int: +1-614-764-6011
 Federal Tax ID: 31-0734115
 DUNS: 06-358-7745

OCLC Symbol
 MIDPL
Customer Account ID
 15804

Terms
 Net 45

Bill To

Jennifer Barr
 Library Director
 Middleton Public Library
 307 Cornell St
 Middleton ID 83644
 United States

Ship To

Middleton Public Library
 307 Cornell St
 Middleton ID 83644
 United States
OCLC (ship to) symbol: MIDPL

Item Code	Item	Amount
9000069	Group Contract Service dates: 7/01/2021 - 6/30/2022 - FirstSearch - Cataloging and Metadata Subscription - WorldShare ILL	\$900.00

Subtotal USD \$900.00
Tax Total USD \$0.00
Total USD \$900.00

Remit Address:
 OCLC Inc
 PO Box 5405
 Denver, CO 80217-5405

For Electronic Payment:
 Account Name: OCLC Inc
 Bank Name and Address: KeyBank National Association
 127 Public Sq. Cleveland OH 44114
 FOR ACH (US Only):
 Routing No: 021052053
 Account No: 61654527
 Type: Checking
 FOR WIRE/EFT:
 Routing No: 041001039
 Account No: 359681487344

We also accept payment by major credit card. For a credit card payment, we may impose a surcharge of up to 2.75%. The actual surcharge will not be greater than our cost of acceptance.

For questions regarding your invoice or payment please contact: acctsrc@oclc.org

See Next Page for Terms and Conditions governing this transaction.



Invoice 1000136612

Invoice Date: 7/01/2021
Total Amount Due
\$900.00
Due Date: 8/15/2021

6565 Kilgour Pl
Dublin OH 43017-3315
United States
P: +1-833-491-1304 • Int: +1-614-764-6011
Federal Tax ID: 31-0734115
DUNS: 06-358-7745

OCLC Symbol
MIDPL
Customer Account ID
15804

Terms
Net 45

This transaction is subject to the relevant OCLC Framework Agreement ("FA") and the Schedules related to each product listed on this notice, found at: <http://oclc.org/service-agreements>, unless a signed agreement governing the transaction has been entered into by the parties. OCLC's acceptance of Customer's order is expressly conditional on Customer's assent to such terms and conditions, which Customer will manifest through its acceptance of OCLC Products and/or Services.



2550 West Tyvola Road • Suite 300 • Charlotte, NC 28217 • USA
 Customer Financial Services: 800.340.5370
 Direct / INTL: 704.998.3399
 Fax: 704.998.3314

INVOICE CI242464

INVOICE DATE: 07/03/2021
ACCOUNT #: Multiple
ATS #: Multiple
PO #: Multiple

MIDDLETON PUBLIC LIBRARY
 CONSOLIDATED INVOICE
 307 CORNELL STREET
 MIDDLETON, ID 83644

BILL TO
ACCT #: LI000634
NAME: MIDDLETON PUBLIC LIBRARY-CONS INV
ADD: MIDDLETON PUBLIC LIBRARY
 CONSOLIDATED INVOICE
 307 CORNELL STREET
 MIDDLETON, ID 83644

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

Qty	TITLE	Start Date	End Date	Extended Price
187	Items shipped between	06/07/21	06/30/21	\$2,048.73
	Freight			\$20.47
187	Total Units Shipped			
			Total Amount Due	\$2,069.20

00 NET 30 DAYS
 AMOUNTS BILLED IN USD

REMIT TO: BAKER & TAYLOR
 P.O. BOX 277930
 ATLANTA, GA 30384-7930

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE



INVOICE

Account Number	SBN104562
Invoice Number	INV358798
Service Period	Jul, 2021
Invoice Charges	\$41.22
Amount Due	\$41.22

Account Name Middleton Public Library
Account Balance \$41.22

Your account is NOT yet setup for Auto Pay!

Payment Due July 15, 2021

It looks like your June 2021 invoice was paid 6 days after the due date. Please consider enrolling in Auto Pay with ACH and let us take care of making sure your payment is applied on time.

Paying via ACH transmits the same information as a paper check, but without the risk of your bank account information and signature being lost in the mail. The system can be setup to Auto Pay on a designated day each month, or you can login to the system and manually make a payment without using Auto Pay; either way, you choose the exact day of the month a payment is made from your account. You can access the online payment system at any time using the link provided below.

If you choose to mail a paper check, please be sure to mail your payment 7-10 days before July 15, 2021 to allow for mail delays and check processing. The mailing address can be found on the payment stub at the bottom of this page.

To pay online or manage Auto Pay, [click here](#).

For more information about how to read or pay your invoice, browse to <https://www.clearfly.net/billing/>

Thank you for choosing Clearfly!

Full payment for all services must be received by CLEARFLY on or before the Due Date (Jul 15, 2021) to avoid late payment charges. Late payment charges accrue at the highest rate allowed by law on all unpaid balances of more than 25 days. Any unpaid balance that remains outstanding after 45 days is cause for termination of all services and may be sent to a debt collection agency or attorney for the appropriate remedy. Telecommunications Relay Service (TRS) information and regulatory notices are available at <https://www.clearfly.net/legal/>

Please detach and return this portion with your payment if paying by check.



To prevent a late fee, pay by: **07/15/2021**

Account Number	Invoice Charges	Amount Due
SBN104562	\$41.22	\$41.22

Amount Paid: _____



The easiest and most secure way to pay your invoice is through our online payments page via ACH. If you must mail a paper check, please be sure to mail your payment 7-10 days before July 15, 2021 to allow for mail delays and check processing.

This address can only accept USPS mail. It cannot accept FedEx, UPS or similar. Please use ACH / Wire for expedited payments.

Please make check payable to:

CLEARFLY
DEPT LA 24287
PASADENA, CA 91185-4287

Account Detail: BAN106827

Billing Account Total

\$41.22

307 CORNELL ST
MIDDLETON ID 83644**Current Period****Charges**

Name	Service Period	Qty	Rate	Charge
Clearphone Metered SIP Trunk	07/01/21 - 07/31/21	3	\$11.00	\$33.00
Clearphone Telephone Number	07/01/21 - 07/31/21	1	\$0.35	\$0.35
Outbound Usage (Metered)	06/01/21 - 06/30/21	23.3	\$0.03	\$0.70
			Subtotal	\$34.05

Taxes/Fees

Name	Amount	
Compliance Recovery Fee	\$0.44	
Federal FCC Regulatory Fee (VoIP)	\$0.05	
Federal FUSF (VoIP)	\$2.93	
CANYON E-911	\$3.75	
	Subtotal	\$7.17



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**TAKE A LOOK AT OUR
 BUSINESS BLOG**

From Business Strategy to Social Media to Online Marketing and more, **TheWire** business blog provides the best business thinking, marketing insights and current trends – all designed to help you best your competition and improve your bottom line.

Big things every small business should know. Some sound business advice and experienced counsel can go a long way to making your small business the thriving success you always knew it could be. And that's what **TheWire** is all about.

Visit our business blog today at thewire.sparklight.com



SG9KF04C

If you disagree with any portion of your bill, you must contact us no later than 60 days from the bill's "Date Due" date at 1-855-425-6161. For more information about billing questions, see support.sparklight.com.

▼ PLEASE TEAR ALONG PERFORATION AND INCLUDE WITH PAYMENT ▼



2101 E KARCHER RD
 NAMPA ID 83687-3000

6175 0000 NO RP 01 07012021 YYYNNNY 01 014391 0084

MIDDLETON LIBRARY 307
 ATTN: LIBRARY MIDDLETON
 307 CORNELL ST
 MIDDLETON ID 83644-4742



269 111672705 00000161976 7



BUSINESS CARE	Hours	Days
Sales	7a-5p	M-F
Customer Support	8a-5p	M-F
Tech Support	24/7	

business.sparklight.com

(877) 570-0500

BILLING SUMMARY
 (BILLING DETAIL ON REVERSE)

Account # 111672705
 MIDDLETON LIBRARY 307
 307 CORNELL ST
 MIDDLETON ID 83644-4742

Previous Balance	161.97
Payment Received 06/24/21	161.97CR
Monthly Services	161.43
Taxes & Fees	0.54

Total Due \$161.97
DATE DUE 07/15/21

For services provided from 7/1/2021 to 7/31/2021
 Payments not received by the 30th day of the billing cycle are subject to late fees.

Questions about your bill? Billing disputes must be provided to Sparklight Business within sixty (60) days of receipt of the billing statement. Failure to timely notify Sparklight Business Care at 877-570-0500 shall constitute acceptance of this bill.

PAYMENT COUPON

Save time & pay online: sparklight.com/payment

Need assistance? Check online:
<http://support.sparklight.com>

Account # 111672705

Balance Due \$161.97
Date Due 07/15/21

Amount Paid \$ _____

▼ MAIL PAYMENTS TO: ▼

SPARKLIGHT
 PO BOX 78000
 PHOENIX, AZ 85062-8000





PAYMENTS ADDRESS
SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

Invoice # : 758435554764 4L2
Account Number : xxxxxx4397
Company Name : MIDDLETON PUBLIC LIBRARY
Address : ATTN: ACCOUNTS PAYABLE
307 CORNELL STREET
MIDDLETON, ID, 83644

Trans #: 50997083 **P.O.#/Job Name:** Collections
Sale Date: 07/05/2021 **Store:** 0003
Due Date: 09/04/2021 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
1368000339	The Adventurers Guild: Twilight	1	EA	\$6.59	\$6.59
B08SPFDRT6	When We Last Spoke	1	EA	\$9.99	\$9.99
B07674HHBP	Octonauts: Season 1	1	EA	\$9.99	\$9.99
	SALES TAX	1	EA	\$0.00	\$0.00
B07WHZYQT5	Yoga Vitality - Chair Yoga For	1	EA	\$17.95	\$17.95
1524721255	Harry Potter and the Sorcerer'	1	EA	\$17.93	\$17.93
B001JXPBRE	Tai Chi For Beginners DVD: 8 T	1	EA	\$10.99	\$10.99
B08ZVWPHXS	Nobody - Blu-ray + DVD + Digit	1	EA	\$22.96	\$22.96
B091KY9M3N	Godzilla vs. Kong (Blu-ray + D	1	EA	\$24.96	\$24.96
B086PLY4PT	Trolls World Tour [Blu-ray]	1	EA	\$15.00	\$15.00
	ALTERNATE TENDER	1	EA	(\$3.00)	(\$3.00)

Subtotal: **\$133.36**

Tax: **\$0.00**

Total Invoice: **\$133.36**

Adjustments: **\$0.00**

Payments Applied: **\$0.00**

Total Amount Outstanding: **\$133.36**