

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

**December 13, 2022**

**Time: 6:00pm**

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1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
2. Approval of Agenda (Action Item)
3. Propose Having Bekki Bolopue Take Minutes During Library Board Meetings (Action Item)
4. Consent Agenda – items of routine administrative business (Action Item)
  - A. Approval of Minutes from the November 8, 2022 Board Meeting
5. Treasurer’s Report (Marie Knapp)
6. Director’s Report (Lori Clark)
7. Records Retention Policy (Discussion) (Action Item)
8. Director Recommendation to Waive Annual Fee for Non-Resident Cards for 2 Volunteers (Action Item)

**Policy Manual Section 4.02A, 2. Non-Resident Card**

An individual who does not meet the requirements for a Resident Card may obtain a Non-Resident Card upon the payment of the annual fee as determined by the board, and in-person presentation of official photo identification. Any person that is employed by the City of Middleton will not be required to pay the annual fee for a Non-Resident Card. For those persons that provide service to the library, the board may waive the annual fee upon recommendation by the Library Director for 1 year.

9. Proton Mail (email of the board) Jeff (Discussion) (Action Item)
10. Public Comments
11. Board Member Comments
12. Adjournment

The next scheduled Library Board meeting is January 10, 2023 at 6:00pm.



# Minutes

Middleton Public Library Board Meeting  
Location: Middleton City Council Chambers-City Hall  
1103 West Main Street, Middleton, ID  
November 8, 2022 Time: 6:00pm

## 1. Call to Order, Roll Call, Pledge of Allegiance, Invocation

Call to order by Chairman Jeff Miller at 6:03pm.

Roll call - Jeff Miller, Logan Green, Marcy Shumway, Marie Knapp, Wade Wroten present.

Pledge to the flag of the USA.

Invocation led by Marcy

## 2. Approval of amended Agenda with additional financial report from the treasurer. (Action Item) Motion to approve by Marie, seconded by Marcy, approval unanimous

## 3. Consent Agenda – items of routine administrative business (Action Item)

Approval of Minutes from the October 11, 2022 Workshop Meeting.

Approval of Minutes from the October 11 Board Meeting.

Approval of consent agenda motion by Marie, seconded by Wade. Approved.

## 4. Treasurer's Report (Marie Knapp).

Marie reviewed recently received financials by which she updated her financial statement. We have solid reserves.

Motion to approve by Logan, seconded by Wade, approval unanimous.

## 5. Director's Report (Lori Clark)

Lori presented her report. Generally, library records demonstrate solid library and event usage.

Motion to approve by Marie, seconded by Marcy, approval unanimous.

## 6. Lori: Highlights from the Director's Summit

Lori attended last week a director's summit in Boise with directors who assembled from throughout the state. Subjects reviewed included policies (social media, filming etc.), insurance, financials and compliance, and director-board relations.

7. Consider approving Policy annual update regarding waiving non-resident fee for volunteers who volunteer on a regular basis, to be reviewed at each renewal (Action Item).

Lori presented wording to be considered for policy update. Wording was approved and is located section 4.02A of our Policy Manual. Motion to approve update made by Marie, seconded by Logan, approval unanimous.

8. Public Comments. No visitors were present.

9. Board Member Comments

Marie asked Lori about completion of ramp at library. Progressing and expected to be completed this weekend.

10. Adjournment

Motion to adjourn by Marie, seconded by Logan, approval unanimous. Adjourned by Jeff at 6:30pm.

The next scheduled Library Board meeting is December 13, 2022 at 6:00pm.

<b>LIBRARY FINANCIALS</b>					
<b>FY22/23</b>					
<b>INCOME</b>		<b>BUDGET</b>		<b>ACTUAL</b>	<b>OCTOBER</b>
380-080	Copy/Print	1,000.00			401.53
381-202	Fines	750.00			54.48
381-402	Property Taxes	267,990.00			0.00
381-550	Fundraising/Library Programs	713.00			0.00
381-700	Interest on Investment	125.00			17.67
386-075	Donations	0.00			941.30
386-312	Non Resident Fees	3,000.00			554.74
387-900	Grants	5,000.00			0.00
390-007	Reserve	25,000.00			0.00
	<b>Total</b>	<b>303,578.00</b>			<b>1,969.72</b>
<b>EXPENSES</b>		<b>BUDGET</b>	<b>REMAINING</b>	<b>TOTAL EXPENSES</b>	<b>OCTOBER</b>
660-110	Salaries	141,509.00	130,991.29	10,517.71	10,517.71
660-112	FICA	9,084.87	8,453.24	631.63	631.63
660-124	Medical Reimbursement	5,500.00	5,500.00	0.00	0.00
660-125	Ins. - Medical	15,430.68	14,511.28	919.40	919.40
660-126	Ins - Dental	747.36	681.32	66.04	66.04
660-127	Retirement	12,445.42	11,397.65	1,047.77	1,047.77
660-128	Medicare	2,051.88	1,904.16	147.72	147.72
660-129	Life Insurance	0.00	0.00	0.00	0.00
660-130	EE Assist Benefits	95.04	87.84	7.20	7.20
660-131	Reserve-Unemploy Claims	500.00	500.00	0.00	0.00
660-132	Workers Comp	525.00	405.34	119.66	119.66
660-133	Contrib Gen Fund Sal Overhea	12,365.17	12,365.17	0.00	0.00
660-211	Computer Hardware	3,000.00	3,000.00	0.00	0.00
660-212	Gasoline	450.00	384.92	65.08	65.08
660-213	Marketing	1,000.00	1,000.00	0.00	0.00
660-227	Library Programs	3,500.00	3,429.06	70.94	70.94
660-229	Memberships	500.00	500.00	0.00	0.00
660-240	Supplies	5,600.00	5,574.57	25.43	25.43
660-250	Training/Certifications	600.00	600.00	0.00	0.00
660-260	Uniforms	130.00	130.00	0.00	0.00
660-310	Auto Repair/Maintenance	1,250.00	1,239.42	10.58	10.58
660-320	Bldg Maintenance	2,500.00	2,500.00	0.00	0.00
660-321	Building Repairs	3,000.00	3,000.00	0.00	0.00
660-322	Building Security	2,000.00	1,850.00	150.00	150.00
660-325	Catalog Services/Resources	3,100.00	3,100.00	0.00	0.00
660-327	Cleaning Service	1,000.00	1,000.00	0.00	0.00
660-336	Computer Software	3,000.00	2,980.50	19.50	19.50
660-337	Computer Support	4,000.00	3,858.70	141.30	141.30

660-338	Data Access	2,200.00	2,200.00	0.00	0.00
660-350	Liability Insurance	5,670.00	919.80	4,750.20	4,750.20
660-363	Office Equipment Maintenance	950.00	950.00	0.00	0.00
660-364	Office Equipment	2,000.00	2,000.00	0.00	0.00
660-372	Postage	1,600.00	1,060.01	539.99	539.99
660-381	Water Usage	620.00	620.00	0.00	0.00
660-382	Waste Water	741.00	741.00	0.00	0.00
660-383	Telephone Service	900.00	858.74	41.26	41.26
660-384	Solid Water Disposal	618.00	618.00	0.00	0.00
660-410	Grants Expense	5,000.00	4,947.54	52.46	52.46
660-420	Professional Attorney Fees	1,750.00	1,750.00	0.00	0.00
660-422	Professional Audit Fees	1,717.00	1,717.00	0.00	0.00
660-500	Tax	113.00	113.00	0.00	0.00
660-530	Capital Outlay	19,052.58	19,052.58	0.00	0.00
660-535	Collections	20,000.00	19,688.03	311.97	311.97
660-620	Natural Gas	412.00	412.00	0.00	0.00
660-621	Electricity	4,750.00	4,750.00	0.00	0.00
660-800	Miscellaneous	600.00	600.00	0.00	0.00
<b>TOTAL</b>		<b>303,578.00</b>	<b>283,942.16</b>	<b>19,635.84</b>	<b>19,635.84</b>

# Director's Report

## November 2022

	Sept	Oct	Nov
Physical Checkouts -see past years comparison at end of report	5612	5402	5622
Overdrive - Libby	654	646	601
New Physical Items Added	188	267	239
Physical Items Weeded	33	25	685
ILL Fulfilled	36	25	27
Computer Sessions	277	163	187
Boots Thru Door	2309	2511	2248
Non-Resident Cards Issued	6	8	6
New Resident Cards Issued	17	19	19

### November Programs & Outreach

- **Storytime**- Every Tuesday & Wednesday @10:30am, back of the library.  
*Attended: Children- 127 Adults – 65*
- **Bookmobile - GMPR Preschool** : **27** kids, **26** books checked out, 3 times a month

### Upcoming Programs

- **Storytime**- Every Tuesday and Wednesday @10:30am, back of the library
- **Bookmobile** – Community Center Preschool – Wed & Thurs, 10:30am, twice a month
- **4-H Art Class** – 6 weeks, starting in January
- **Local Author Night** – Tues, Jan 31
- **Winter Reading Bingo** – Reading Program for all ages

### Library Total Physical Item Checkouts by Month-Multiple Year Comparison

<b>20-Jan</b>	<b>20-Feb</b>	<b>20-Mar</b>	<b>20-Apr</b>	<b>20-May</b>	<b>20-Jun</b>	<b>20-Jul</b>	<b>20-Aug</b>	<b>20-Sep</b>	<b>20-Oct</b>	<b>20-Nov</b>	<b>19-Dec</b>
4539	4689	2776	177	626	5136	6658	5402	5085	4609	4557	3976
<b>21-Jan</b>	<b>21-Feb</b>	<b>21-Mar</b>	<b>21-Apr</b>	<b>21-May</b>	<b>21-Jun</b>	<b>21-Jul</b>	<b>21-Aug</b>	<b>21-Sep</b>	<b>21-Oct</b>	<b>21-Nov</b>	<b>20-Dec</b>
3298	4160	4890	4784	4265	7882	7107	5835	4523	4194	4685	4117
<b>22-Jan</b>	<b>22-Feb</b>	<b>22-Mar</b>	<b>22-Apr</b>	<b>22 May</b>	<b>22-Jun</b>	<b>22-Jul</b>	<b>22-Aug</b>	<b>22-Sep</b>	<b>22-Oct</b>	<b>22-Nov</b>	<b>21-Dec</b>
4524	4523	5729	5501	5121	8086	7181	6532	5612	5402	5622	4432

# Records Retention Policy and Schedule

## Purpose

This Record Retention policy & schedule identifies the practice of preserving library records to ensure that citizens have access to public documents while at the same time preserving the efficiency and productivity of City of Middleton Library operations.

This policy is intended to provide guidance to Trustees and Library Staff regarding the retention of essential and non-essential documents related to the history, business and operations of the Library. City of Middleton Library records include information that is retained for a variety of purposes and pursuant to Idaho Code 74-208 identifying information about patrons may be subject to exemption from disclosure. Legal counsel is advised in such matters. A complete index of official records is provided in the library's Record Retention Schedule. The Record Retention Schedule is a master plan for records storage and ultimate disposal. Each line item in the Records Retention Schedule identifies the retention policy for a particular records series. Active records are to be kept in offices or electronically during their useful life. Inactive records are to be destroyed according to the record retention schedule.

The policy and schedule will be reviewed regularly by the Library Board of Trustees.

The types of records included in the Record Retention Schedule are:

- Accounting, Budget, Finance & Payroll Records
- Administrative Records
- Board of Trustee & Election Records
- Information Systems/Technology Records
- Insurance, Risk Management, & Safety Records
- Legal records
- Library Records
- Personnel Records

Consistent with the Idaho State Archives Record Management Program,

**Permanent records** shall be retained by the City in perpetuity.

Board approved minutes  
Audit Reports



Fee schedule  
Fiscal year end reports  
Building Specifications and Plans  
Policy and interpretation of building code  
Policy Manual  
Annual Report to State Library

**Semi Permanent** records shall consist of:

Retain 5 years from date of records, end of project or date of employee separation

Contracts  
Building Applications  
License Applications  
Claims, canceled checks, purchase orders, vouchers, duplicate receipts, and other financial records; accounts payable/receivable  
Bank statements  
Payroll quarterly, year end records (W-4, 1099, 941)  
Taxes/assessments/sales and use  
Employee files I9, W2, benefit selections/changes, (health, dental, vision PERSI etc.)  
direct deposit, compensation, garnishment records  
Employee medical records (keep separate from personnel file)  
Workers compensation claims, after claim closed

Approved by the Middleton Library Board of Trustees xxxxxxxxx