

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

January 10, 2023

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
2. Approval of Agenda (Action Item)
3. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Minutes from the November 8, 2022 Board Meeting
4. Elections for Board Positions (Action Item)
5. Treasurer’s Report (Marie Knapp)
6. Director’s Report (Lori Clark)
7. Records Retention Policy (Discussion) (Action Item)
8. Proton Mail (email of the board) Jeff (Discussion) (Action Item)
9. Public Comments
10. Board Member Comments
11. Adjournment

The next scheduled Library Board meeting is February 14, 2023 at 6:00pm.

Minutes

Middleton Public Library Board Meeting

Location: Middleton City Council Chambers-City Hall
1103 West Main Street, Middleton, ID

December 13, 2022

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
 - Call to Order by Chairman Jeff Miller at 6:01pm
 - Roll call Jeff Miller, Logan Green, Marcy Shumway, Wade Wroten, Lori Clark (present) Marie Knapp (absent)
 - Pledge of Allegiance
 - Invocation led by Jeff Miller
2. Approval of Agenda (Action Item)
 - Motion to approve by Wade, seconded by Logan, approval unanimous
3. Propose Having Bekki Bolopue Take Minutes During Library Board Meetings (Action Item)
 - Motion to approve by Logan, seconded by Marcy, approval unanimous
4. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Minutes from the November 8, 2022 Board Meeting
 - Motion to approve by Wade, seconded by Marcy, approval unanimous
5. Treasurer's Report (Marie Knapp)
 - Marie was absent, board looked over Library Financials report from the Agenda packet
 - Motion to approve by Logan, seconded by Wade, approval unanimous
6. Director's Report (Lori Clark)
 - Lori presented her report. Circulation numbers and Library cards issued continue to increase, explained upcoming events at the library, including 4-H Art Classes for kids and Winter Reading Bingo for all ages.
 - Motion to approve by Marcy, seconded by Logan, approval unanimous
7. Records Retention Policy (Discussion) (Action Item)
 - Lori presented the brand new Records Retention Policy and Schedule that she and Marie worked on. Board discussed what records are kept by the city and could be removed from the policy.
 - Jeff brought up emails, Lori to find out if they have to be kept and for how long.
 - Tabled for further action
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.

- Motion to approve, to waive the Annual Fee for a non-resident library card for Phillip Press and Rebecca Keetch for their hours of volunteer work for the library, by Wade, seconded by Logan, approval unanimous

9. Proton Mail (email of the board) Jeff (Discussion) (Action Item)

- Discussion about the Proton email address, Lori will find out if the records need to be kept before it can be deleted
- Tabled for further action

10. Public Comments

- No visitors were present

11. Board Member Comments

- Wade presented information on what local libraries are offering
- Jeff mentioned that there will be board elections at the January meeting

12. Adjournment

- Motion to adjourn by Wade, seconded by Logan, unanimous approval. Adjourned by Jeff at 6:45pm.

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

LIBRARY FINANCIALS						
FY22/23						
INCOME		BUDGET		ACTUAL	NOVEMBER	OCTOBER
380-080	Copy/Print	1,000.00		645.62	244.09	401.53
381-202	Fines	750.00		161.99	107.51	54.48
381-402	Property Taxes	267,990.00		4.80	4.80	0.00
381-550	Fundraising/Library Programs	713.00		0.00	0.00	0.00
381-700	Interest on Investment	125.00		34.68	17.01	17.67
386-075	Donations	0.00		1,046.55	105.25	941.30
386-312	Non Resident Fees	3,000.00		940.37	385.63	554.74
387-900	Grants	5,000.00		0.00	0.00	0.00
390-007	Reserve	25,000.00		0.00	0.00	0.00
	Total	303,578.00		2,834.01	864.29	1,969.72
EXPENSES		BUDGET	REMAINING	TOTAL EXPENSES	NOVEMBER	OCTOBER
660-110	Salaries	141,509.00	120,022.77	21,486.23	10,968.52	10,517.71
660-112	FICA	9,084.87	7,793.66	1,291.21	659.58	631.63
660-124	Medical Reimbursement	5,500.00	5,500.00	0.00	0.00	0.00
660-125	Ins. - Medical	15,430.68	13,591.88	1,838.80	919.40	919.40
660-126	Ins - Dental	747.36	615.28	132.08	66.04	66.04
660-127	Retirement	12,445.42	10,330.24	2,115.18	1,067.41	1,047.77
660-128	Medicare	2,051.88	1,749.92	301.96	154.24	147.72
660-130	EE Assist Benefits	95.04	77.14	17.90	10.70	7.20
660-131	Reserve-Unemploy Claims	500.00	500.00	0.00	0.00	0.00
660-132	Workers Comp	525.00	405.34	119.66	0.00	119.66
660-133	Contrib Gen Fund Sal Overhea	12,365.17	12,365.17	0.00	0.00	0.00
660-211	Computer Hardware	3,000.00	3,000.00	0.00	0.00	0.00
660-212	Gasoline	450.00	384.92	65.08	0.00	65.08
660-213	Marketing	1,000.00	980.00	20.00	20.00	0.00
660-227	Library Programs	3,500.00	3,156.49	343.51	200.00	143.51
660-229	Memberships	500.00	500.00	0.00	0.00	0.00
660-240	Supplies	5,600.00	4,985.58	614.42	381.97	232.45
660-250	Training/Certifications	600.00	600.00	0.00	0.00	0.00
660-260	Uniforms	130.00	130.00	0.00	0.00	0.00
660-310	Auto Repair/Maintenance	1,250.00	1,239.42	10.58	0.00	10.58
660-320	Bldg Maintenance	2,500.00	1,507.01	992.99	0.00	992.99
660-321	Building Repairs	3,000.00	-2,500.00	5,500.00	5,500.00	0.00
660-322	Building Security	2,000.00	1,850.00	150.00	0.00	150.00
660-325	Catalog Services/Resources	3,100.00	3,100.00	0.00	0.00	0.00
660-327	Cleaning Service	1,000.00	950.00	50.00	50.00	0.00
660-336	Computer Software	3,000.00	2,961.00	39.00	19.50	19.50
660-337	Computer Support	4,000.00	3,717.40	282.60	141.30	141.30
660-338	Data Access	2,200.00	2,200.00	0.00	0.00	0.00
660-350	Liability Insurance	5,670.00	919.80	4,750.20	0.00	4,750.20
660-363	Office Equipment Maintenance	950.00	950.00	0.00	0.00	0.00
660-364	Office Equipment	2,000.00	2,000.00	0.00	0.00	0.00
660-372	Postage	1,600.00	1,055.02	544.98	4.99	539.99
660-381	Water Usage	620.00	546.14	73.86	0.00	73.86
660-382	Waste Water	741.00	681.85	59.15	0.00	59.15
660-383	Telephone Service	900.00	812.38	87.62	46.36	41.26

660-384	Solid Water Disposal	618.00	618.00	0.00	0.00	0.00
660-410	Grants Expense	5,000.00	4,886.12	113.88	61.42	52.46
660-420	Professional Attorney Fees	1,750.00	1,750.00	0.00	0.00	0.00
660-422	Professional Audit Fees	1,717.00	1,717.00	0.00	0.00	0.00
660-500	Tax	113.00	113.00	0.00	0.00	0.00
660-530	Capital Outlay	19,052.58	19,052.58	0.00	0.00	0.00
660-535	Collections	20,000.00	17,797.34	2,202.66	588.36	1,614.30
660-620	Natural Gas	412.00	397.55	14.45	0.00	14.45
660-621	Electricity	4,750.00	4,492.91	257.09	0.00	257.09
660-800	Miscellaneous	600.00	600.00	0.00	0.00	0.00
TOTAL		303,578.00	260,102.91	43,475.09	20,859.79	22,615.30

Director's Report

December 2022

	Oct	Nov	Dec
Physical Checkouts -see past years comparison at end of report	5402	5622	5025
Overdrive - Libby	646	601	608
New Physical Items Added	267	239	282
Physical Items Weeded	25	685	1363
ILL Fulfilled	25	27	26
Computer Sessions	163	187	181
Boots Thru Door	2511	2248	2074
Non-Resident Cards Issued	8	6	4
New Resident Cards Issued	19	19	11

December Programs & Outreach

- **Storytime**- Every Tuesday & Wednesday @10:30am, back of the library.
Attended: Children- 155 Adults – 93
- **Bookmobile - GMPR Preschool : 13 people, 12 books checked out, 2 times in Dec**

Upcoming Programs

- **Storytime**- Every Tuesday and Wednesday @10:30am, back of the library
- **Bookmobile** – Community Center Preschool – Wed & Thurs, 10:30am, twice a month
- **Planning Your Garden Class** – 1/14/23 at 10:30am
- **4-H Art Class** – 6 weeks, starting 1/20/23, 12:30 and 2:00pm
- **Local Author Night** – with Carol Peterson, Tues, 1/31/23 at 5:30pm
- **Winter Reading Bingo** – Reading Program for all ages starting 1/17/23-3/17/23

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

20-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun	20-Jul	20-Aug	20-Sep	20-Oct	20-Nov	20-Dec
4539	4689	2776	177	626	5136	6658	5402	5085	4609	4557	4117
21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec
3298	4160	4890	4784	4265	7882	7107	5835	4523	4194	4685	4432
22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec
4524	4523	5729	5501	5121	8086	7181	6532	5612	5402	5622	5025

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/**Library** 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

E-Rate Paperwork

Historical Conservation and Preservation: items relating to Middleton or its residents having intrinsic historical value. For example books, papers, maps, photos, and other items

Semi Permanent records shall consist of:

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

Contracts, **Agreements, Leases, Memorandum of Understanding, General Service Agreements, Task Orders, Purchase Agreements, Development Agreements**

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

Finance

Email

Oaths of office, department reports, presentations by city employees

Grant, Revitalization/Re-development application, award, administration, final reports

Training/Development, Safety Programs

Workers compensation claims, after claim closed

Temporary records shall consist of:

Retain 2 years from date of record or certificate of occupancy

Qualification Based Selection

Cash receipts subject to audit

Payroll timesheets

Purchase orders, requisitions

Emails that do not fall into the categories of permanent or semi-permanent records

Transitory records shall consist of:

Retain until superseded, obsolete, or no longer needed

Board approved agendas

Board approved policies

Circulation, collection, program records, library initiated publications

Administrative: correspondence, phone messages texts, notes, notes to aid preparing agendas or meeting minutes and other work papers used in day to day office processes

Human Resources - job postings

Projects (bidding)

Community Events/Ceremonies/Celebrations

Facility reservations and agreements

Grant applications unsuccessful

IT/Technical Services: diagrams, system layouts, software

Procedures

Job applications from potential employees

Job descriptions/classification

Approved by the Middleton Library Board of Trustees xxxxxxxxx