

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

**January 9, 2024**

**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 Nov 14, 2023 Board Meeting
4. Election of Officers (Action Item)
5. Treasurer's Report (Marie Knapp)
6. Director's Report (Lori Clark)
7. Discussion and Consider Approval of Trustee Bylaws – (Lori Clark) (Action Item)
8. Discussion and Consider Approval of Charging a Fee to Replace Library Card (Lori Clark) (Action Item)
9. Discussion & Consider Approval of Charging Fee for Postage if ILL Not Picked Up (Lori Clark) (Action Item)
10. Public Comments
11. Board Member Comments

Adjourn:

Posted by:   
Lori Clark, Director

Date, Time: Saturday, January 6, 2024 5:15pm

The next scheduled Library Board meeting is Tuesday, February 13, 2024 at 6:00pm

# MINUTES

## Middleton Public Library Board Meeting

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

November 14, 2023

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
  - Call to order by Jeff Miller at 6:04pm
  - Roll Call
    - Jeff Miller (present)
    - Logan Green (present)
    - Marcy Shumway (present)
    - Marie Knapp (present)
    - Trent Saxton (present)
    - Lori Clark (present)
  - Pledge of Allegiance
  - Invocation led by Marcy Shumway
2. Approval of Agenda (Action Item)
  - Motion to approve by Trent Saxton, seconded by Marie Knapp, approval unanimous
3. Consent Agenda – items of routine administrative business (Action Item)
  - A. Approval of Minutes from Sept 12, 2023 Board Meeting
  - B. Approval of Minutes from Oct 10, 2023 Board Meeting
  - Motion to approve by Marie Knapp, seconded by Logan Green, approval unanimous, (Trent Saxton abstained)
4. Treasurer's Report (Marie Knapp)
  - Marie presented her report, we are transitioning from Marie's detailed budget report to the one the city uses
  - Motion to approve by Logan Green, seconded by Marcy Shumway, approval unanimous
5. Director's Report (Lori Clark)
  - Lori presented her report, we have been getting a lot of good book donations that have been added to the collection. ILL (interlibrary loans) have been increasing so we have increased the postage budget. Programs in the library have been bringing in more people, we plan to continue the gardening and STEAM classes. The Nampa library has contacted Lori to get ideas on how to run a local author program since our Local Author Palooza has been so successful.
  - Jeff observed that comparing this year's total circulation numbers to previous years we are doing great, yes there is a slight decrease in the fall but it is not as big as previous years.
  - Trent asked what is it that is bringing people into the library. This led to a discussion about programs, book displays and what is working that we can continue to do and improve upon to bring more people in.
  - Motion to approve by Marie Knapp, seconded by Trent Saxton, approval unanimous

6. Discussion and Consider Approval of Trustee Bylaws – (Lori Clark) (Action Item)
  - Trent mentioned the training that the board just had with Clay from ICFL and how information gained from the meeting might lead to changes of the Trustee Bylaws.
  - The Board discussed each section of the Bylaws and made appropriate changes. Lori will update the Bylaws and the amended Bylaws will be an Action Item on the next meeting's agenda.
7. Consider Approval of No Board Meeting in December (Action Item)
  - Motion to approve by Trent Saxton, seconded by Logan Green, approval unanimous
8. Public Comments
  - David Luiz spoke about the agenda of organizations like the ALA (American Library Association) and would like the Board to be aware of what these organizations are trying to do to libraries.
9. Board Member Comments
  - Trent would encourage the public to read the library's policies
  - Jeff suggested the idea of doing a survey of library users
  - Marcy suggested starting a suggestion box for patrons

Adjourn: 7:22pm

DRAFT

Account Number	Account Title	2023-23 Current Actual	2023-23 YTD Actual	2023-24 Open Encumbrances	2021-22 Received / Committed	2023-24 Current Year Budget	2021-22 Remaining	2021-22 Pct. Rec'd/Committed	2021-22 Pct. Remaining
04-380-080	COPY/PRINT	184.65	499.90	.00	499.90	1,700	1,091.25	35.81%	64.19%
04-381-202	FINES	105.62	227.57	.00	227.57	1,200	941.71	21.52%	78.48%
04-381-402	PROPERTY TAX COL	.00	.00	.00	.00	281,390	281,389.50	.00	100.00%
04-381-700	INTEREST ON INVES	19.57	41.21	.00	41.21	150	108.79	27.47%	72.53%
04-386-075	DONATIONS	129.05	241.13	.00	241.13	1,200	758.82	36.77%	63.24%
04-386-312	NON RESIDENT FEE	493.82	933.32	.00	933.32	3,500	2,493.76	28.75%	71.25%
04-387-900	GRANTS	37.60	37.60	.00	37.60	5,000	4,962.40	0.75%	99.25%
04-390-007	CASH CARRY OVER	.00	.00	.00	.00	17,000	17,000.00	.00	100.00%
Total Revenue:		970.31	1,980.73	.00	1,980.73	311,140	308,746.23	0.77%	99.23%

Account Number	Account Title	2023-23 Current Actual	2023-23 YTD Actual	2023-24 Open Encumbrances	2021-22 Received / Committed	2023-24 Current Year Budget	2021-22 Remaining	2021-22 Pct. Rec'd/Committed	2021-22 Pct. Remaining
04-660-110	SALARIES	11,234.97	22,599.09	.00	22,599.09	153,751	126,229.41	17.90%	82.10%
04-660-122	FICA	674.24	1,356.50	.00	1,356.50	9,871	8,220.28	16.72%	83.28%
04-660-125	INSURANCE-MEDIC	1,015.42	2,030.84	.00	2,030.84	12,185	9,646.49	20.83%	79.17%
04-660-126	INSURANCE-DENTA	66.04	132.08	.00	132.08	792	627.38	20.83%	79.17%
04-660-127	RETIREMENT	991.04	2,024.49	.00	2,024.49	13,753	11,284.12	17.95%	82.05%
04-660-128	MEDICARE	157.68	317.22	.00	317.22	2,229	1,843.41	17.31%	82.69%
04-660-129	LIFE INSURANCE	.00	.00	.00	.00	6,200	6,200.00	.00	100.00%
04-660-130	EE ASSISTANCE BEN	7.10	10.70	.00	10.70	190	179.30	5.63%	94.37%
04-660-131	RESERVE-UNEMPLO	.00	.00	.00	.00	200	200.00	.00	100.00%
04-660-132	WORKERS COMP	.00	184.76	.00	184.76	200	15.24	92.38%	7.62%
04-660-133	CONTRIB GEN FUND	.00	.00	.00	.00	14,287	14,286.50	.00	100.00%
04-660-211	COMPUTER HARDW	2,607.00	2,607.00	.00	2,607.00	3,000	393.00	86.90%	13.10%
04-660-212	GASOLINE	.00	.00	.00	.00	500	500.00	.00	100.00%
04-660-213	MARKETING	42.47	61.41	.00	61.41	1,000	938.59	6.14%	93.86%
04-660-227	LIBRARY PROGRAM	363.34	780.38	.00	780.38	3,500	2,719.62	22.30%	77.70%
04-660-229	MEMBERSHIPS	.00	20.00	.00	20.00	165	145.00	12.12%	87.88%
04-660-240	SUPPLIES	137.76	968.15	.00	968.15	6,000	5,031.85	16.14%	83.86%
04-660-250	TRAINING/CONF/C	49.00	49.00	.00	49.00	200	151.00	24.50%	75.50%
04-660-260	UNIFORMS	.00	.00	.00	.00	200	200.00	.00	100.00%
04-660-310	AUTO REPAIR/MAI	.00	.00	.00	.00	600	600.00	.00	100.00%
04-660-320	BUILDING MAINT	.00	5.38	.00	5.38	2,500	2,494.62	0.22%	99.78%
04-660-321	BUILDING REPAIRS	49.97	307.34	.00	307.34	3,000	2,692.66	10.24%	89.76%
04-660-322	BUILDING SECURIT	594.15	761.10	.00	761.10	1,500	738.90	50.74%	49.26%
04-660-325	CATALOGING SERVI	.00	.00	.00	.00	4,000	4,000.00	.00	100.00%
04-660-327	CLEANING SERVICE	.00	.00	.00	.00	1,000	1,000.00	.00	100.00%
04-660-336	COMPUTER SOFTW	19.50	39.00	.00	39.00	3,000	2,961.00	1.30%	98.70%
04-660-337	COMPUTER SUPPOR	252.10	404.20	.00	404.20	4,000	3,289.10	17.77%	82.23%
04-660-338	DATA ACCESS	164.59	1,607.78	.00	1,607.78	2,200	592.22	73.08%	26.92%
04-660-350	LIABILITY INSURAN	.00	3,115.65	.00	3,115.65	6,231	3,115.65	50.00%	50.00%
04-660-363	OFFICE EQUIPMENT	.00	.00	.00	.00	3,200	3,200.00	.00	100.00%
04-660-364	OFFICE EQUIPMENT	217.35	459.70	.00	459.70	3,200	2,740.30	14.37%	85.63%
04-660-372	POSTAGE	70.99	575.98	.00	575.98	2,000	1,384.18	30.79%	69.21%
04-660-381	WATER USAGE	12.87	72.53	.00	72.53	900	827.47	8.06%	91.94%
04-660-382	WASTE WATER	76.71	138.43	.00	138.43	800	661.57	17.30%	82.70%
04-660-383	TELEPHONE SERVIC	.00	82.57	.00	82.57	1,200	1,075.14	10.41%	89.60%
04-660-410	GRANTS	325.36	325.36	.00	325.36	5,000	4,674.64	6.51%	93.49%
04-660-420	PROF FEES ATTORN	.00	.00	.00	.00	1,000	1,000.00	.00	100.00%
04-660-422	PROF FEES AUDITO	.00	.00	.00	.00	1,450	1,450.00	.00	100.00%
04-660-530	CAPITAL OUTLAY	.00	.00	.00	.00	8,000	8,000.00	.00	100.00%
04-660-535	COLLECTIONS	3,857.80	6,359.32	.00	6,359.32	21,135	14,775.93	30.09%	69.91%
04-660-620	NATURAL GAS	36.40	53.21	.00	53.21	400	346.79	13.30%	86.70%

Account Number	Account Title	2023-23 Current Actual	2023-23 YTD Actual	2023-24 Open Encumbrances	2021-22 Received / Committed	2023-24 Current Year Budget	2021-22 Remaining	2021-22 Pct. Rec'd/Committed	2021-22 Pct. Remaining
04-660-621	ELECTRICITY	.00	626.44	.00	626.44	6,000	5,373.56	10.44%	89.56%
04-660-800	MISCELLANEOUS - L	.00	.00	.00	.00	600	600.00	.00	100.00%
Total MIDDLETON PUBLIC LIBRARY:		23,023.85	48,075.61	.00	48,075.61	311,140	256,404.92	17.59%	82.41%
Total Expenditure:		23,023.85	48,075.61	.00	48,075.61	311,140	256,404.92	17.59%	82.41%
MIDDLETON PUBLIC LIBRARY Revenue Total:		970.31	1,980.73	.00	1,980.73	311,140	308,746.23	0.77%	99.23%
Net Total MIDDLETON PUBLIC LIBRARY:		22,053.54-	46,094.88-	.00	46,094.88-	.00	52,341.31	.00	.00
Total Asset:		.00	.00	.00	.00	.00	.00	.00	.00
Total Liability:		.00	.00	.00	.00	.00	.00	.00	.00
Total Equity:		.00	.00	.00	.00	.00	.00	.00	.00
Total Revenue:		970.31	1,980.73	.00	1,980.73	311,140	308,746.23	0.77%	99.23%
Total Expenditure:		23,023.85	48,075.61	.00	48,075.61	311,140	256,404.92	17.59%	82.41%
Net Grand Totals:		22,053.54-	46,094.88-	.00	46,094.88-	.00	52,341.31	.00	.00

# Director's Report

## November & December 2023

	Oct	Nov	Dec
Physical Checkouts -see past years comparison at end of report	6045	5379	4589
Overdrive - Libby	814	820	816
New Physical Items Added	195	328	206
Physical Items Weeded	17	773	1115
ILL Fulfilled	37	29	30
Computer Sessions	222	197	181
Boots Thru Door	2683	2501	1936
Non-Resident Cards Issued	8	3	3
New Resident Cards Issued	17	25	14

### Nov/Dec Programs & Outreach (highlighted items are monthly)

- **Storytime**- Every Tues, Wed, & Thurs @10:30am, back of the library  
**Attended: 123/109 Children, 76/64 Adults**
- **Literature in the Garden:** - 11/10 Children, 4/5 Adults
- **STEAM Class:** 12/12 Children, 5/3 Adults
- **Local Author Wendy Ann Mattox:** 12 Children, 4 Adults
- **Pre-K/K Literacy Class 10/21 – 4 Children, 3 Adults**
- **Movie at the Library – 27 Children, 3 Adults**
- **Adult Gardening Class – cancelled due to instructor sickness**

### Upcoming Programs January (in addition to monthly programs)

- **Budgeting Class – Edward Jones 1/16/24**
- **Adult Gardening Class 1/23/24 Microgreens**

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

<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>21-Dec</b>
3298	4160	4890	4784	4265	7882	6658	5835	4523	4194	4685	4432
<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>22-Dec</b>
4524	4523	5729	5501	5121	8086	7107	6532	5612	5402	5622	5025
<b>23-Jan</b>	<b>23-Feb</b>	<b>23-Mar</b>	<b>23-Apr</b>	<b>23-May</b>	<b>23-Jun</b>	<b>23-Jul</b>	<b>23-Aug</b>	<b>23-Sep</b>	<b>23-Oct</b>	<b>23-Nov</b>	<b>23-Dec</b>
5964	5799	6714	5630	5998	7444	7436	6723	6081	6045	5379	4589

## MIDDLETON PUBLIC LIBRARY BOARD OF TRUSTEES

### BYLAWS

#### ARTICLE I

##### LEGAL BASIS AND PURPOSE

The Board of Trustees of the Middleton Public Library exists by virtue of the provisions of Title 33, Chapter 26 of the Idaho Code. The Board exercises the authority and assumes the responsibility delegated to it by said statutes for the provision of public library service in the City of Middleton.

#### ARTICLE II

##### SELECTION AND APPOINTMENT

###### Section 1. Number of Trustees

A Board of five Library Trustees, selected by the Mayor of the City of Middleton and shall be appointed by the City Council. The Board favors the established custom of the inclusion of one member **who will be non-voting** from City Council who will attend board meetings and act as liaison for the Board and City Government.

###### Section 2. Term of Office

A term of office shall be for five years; the term of one Trustee shall expire each year. Trustees shall hold their office from appointment until the term expires and until their successors are appointed (if possible). By accepting appointment to the Board, Trustees agree to attend a minimum of three -fourths of the regularly-scheduled meetings annually. Unless excused by the Board, missing three regular meetings without first notifying The Board or Library Director will result in dismissal.

###### Section 3. Salary

All Trustees, officers included, shall serve without salary or any compensation,



except that they may receive actual and necessary expenses when engaged in the business of the Library, **subject to the approval of the Board.**

#### **Section 4. Vacancies**

All vacancies on the Board shall be reported to the City Council within 5 working days by the Board **Chairman** or its elected representative, with a request that the vacancy be filled. The process for filling a vacancy will be determined by Idaho Code 33-2605.

### **ARTICLE III**

#### **POWERS AND DUTIES**

##### **Section 1. Policies**

The Board shall have the power to establish all library policies and rules of use and to determine any question of policy.

##### **Section 2. Budget**

The Board shall have the power to prepare and adopt an annual budget with the advice and assistance of the Library Director, allocating the proper amounts for materials, salaries, maintenance, and other operating expenses.

##### **Section 3. Expenditures**

The Board shall have exclusive control of the expenditure of all moneys collected for the Library Fund. All board members can be signers of vouchers for payment, however, the primary signer will be the board treasurer. The copy of bills will be sent to all board members to review from the previous month.

The payments for all bills will be issued by the City of Middleton from funds allocated to the library's budget.

##### **Section 4. Property**

The Board shall have the supervision, care, and custody of any room or building constructed, leased, or set apart for library purposes, and it may, with the approval of

the Council, lease and occupy or purchase or erect on purchased ground any appropriate building. The Board shall take charge of the public library, reading rooms, and its branches, and of all real and personal property belonging to it, or what may be acquired by loan, purchase, gift, devise or otherwise. ~~when not inconsistent with the terms and conditions of the gift, device, or with the terms and conditions of the gift, devise, or bequest.~~ The Board shall have the power to make and enforce all rules, regulations, and bylaws necessary to administer, govern, and protect the Library, reading rooms, and branches, and all property belonging or loaned to it.

### **Section 5. Appointments**

The Board of Trustees shall appoint a Library Director, who will serve at the pleasure of the Board. The Director will act in accordance with the policies of the City of Middleton to hire such employees as may be necessary for the proper operation of the Library, and may recommend their salaries, prescribe rules for their conduct, and remove any employee for good and sufficient cause.

### **Section 6. Gifts and Trusts**

The Board shall receive and administer any trust, or any other fund declared or created by gift or otherwise for such library and branches. ~~However, the Board is not obligated to accept any donation. All funds and gifts shall be used at the discretion of the Board to further the mission of the library.~~

### **Section 7. Other Duties**

Additional duties of the Board shall include, but not necessarily be limited to: promoting and interpreting the Library and its services to the public; obtaining adequate funds for library operation; and developing a program of planned growth and improvement of the Library and library services.

## **ARTICLE IV**

### **OFFICERS**

#### **Section 1. Election**

The Board shall elect at its annual meeting from its members a Chair, Vice-Chair

Treasurer, and Secretary who shall serve for a term of one (1) year or until his/her successor is elected. No officer shall serve more than two full consecutive terms.

## **Section 2. Duties**

### **Chair**

The Chair shall preside at all meetings of the Board, authorize calls for special meetings, regulate and control public participation, appoint all committees, execute documents authorized by the Board, serve as ex-officio member of all committees, ensure that a true and accurate record is maintained of all meetings of the Board, plan the meeting agenda with the Director, and perform all other duties associated with that office. **The Chair shall report vacancies to the City Council in accordance with Article IV Section 2.**

### **Vice-Chair**

In the absence of the Chair or any other officer the Vice-Chair shall assume the duties of that officer. In the event of more than one officer being absent the Vice-Chair shall assign another board trustee to assume of the offices for that time.

### **Secretary**

The Secretary of the Board is responsible for the written record of all board meetings and will present such written records to the board in a timely manner. However, the Board may appoint someone in lieu of the Secretary of the Board to be responsible for the written record of all board meetings.

### **Treasurer**

The Treasurer of the Board is responsible for all financial record-keeping for Board purposes and upon election to office is authorized to permit vouchers to be submitted to the City of Middleton for approval in accordance with Article III Section 3 of the Middleton Public Library Board of Trustees By -Laws in addition to any other members of the board that are designated at the Annual meeting.

## **Section 3. Vacancies**

Vacancies occurring in any office shall be filled by majority vote of those Trustees present at the next regular meeting of the Board. Any officer selected to fill a vacancy shall serve from that time of until the next election of officers.

#### **Section 4. Removal from Office**

Any officer may be removed from office by the Board whenever, in the judgment of the Board, the best interests of the Library shall be served by such removal, **with a majority vote of the Board.**

### **ARTICLE V**

#### **MEETINGS**

##### **Section 1. Frequency**

The Board shall meet for business purposes monthly, except as shall be determined in advance by the Board at a regular meeting. The Board shall hold its annual meeting each year in January.

##### **Section 2. Special Meetings**

Special meetings may be called by the Chair, or upon written request of three members, for the transaction of business stated in the Notice of Special Meeting. Only that business so specified may be acted upon at the Special Meeting. Notification procedures will comply with Idaho Code.

##### **Section 3. Quorum**

A majority of the Board shall constitute a quorum for the transaction of business.

##### **Section 4. Voting**

An affirmative vote by the majority of Board members present shall be necessary to approve any action of the Board. The Chair may introduce, vote upon, move, or second a proposal before the Board.

##### **Section 5. Meeting Records**

Meeting Records shall be approved at a Regular Board meeting. ~~and signed or initialed by the board Chair upon adoption.~~ These records shall be retained in permanence by the Library Director or Director Designate.

## ARTICLE VI

### PARLIAMENTARY AUTHORITY

The parliamentary authority shall be The Standard Code of Parliamentary Procedure., current edition, except as stated in these Bylaws.

## ARTICLE VII

### AMENDMENTS

These Bylaws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the Board members present. Proposed amendments shall be distributed at least two weeks prior to said meeting.

This policy supersedes all previous Middleton Library Board of Trustees By-Law statements and is effective on .