

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

**October 5, 2021**

**Time: 6:00pm**

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1. Call to Order  
Roll Call
2. Approval of Agenda
3. Introduction of New Board Member
4. Consent Agenda (Action Item)
  - A. Approval of Minutes from the September 10, 2021 and Sept 23, 2021 board meetings.
5. Treasurer's Report (Marie Knapp)
6. Director's Report (Lori Clark)
7. Public Comments
8. Board Comments
9. Executive Session personnel (Idaho Law 74-206-a: To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.)
10. Statements regarding the Executive Session
11. Cancellation of Regularly Scheduled Meeting on October 12, 2021 (Action Item) (Don Watt)
12. Setting of Dates for Possible Special Meetings (Action Item) (Don Watt)
13. Adjournment

**MIDDLETON PUBLIC LIBRARY BOARD MEETING MINUTES**  
**Regular Meeting - September 14, 2021 5:30 pm @ Middleton City Hall Council**

I. 5:31 pm called to order by Don Watt

Attendance: Don Watt, Mark Christiansen, Marie Knapp, Jeff Miller, Marie Knapp,  
Lori Clark (Director)

II. **Motion:** Approve agenda (action item)

Motioned by Mark Christiansen

Seconded by Don Watt

Motion passed unanimously

III. **Introduction** of new Board member, Jeff Miller

IV. **Motion:** Consent agenda (action item)

Mark Christiansen motioned to accept approval of minutes from August 10, 2021 board meeting

Seconded by Mark Knapp

yes-Don Watt, yes-Mark Christiansen, yes-Marie Knapp

Jeff Miller abstained

Motioned passed

V. **Motion:** To receive Treasurer's report as presented by Marie Knapp

Jeff Miller motioned to accept approval of Treasurer's report

Seconded by Mark Christiansen

Motion passed unanimously

VI. **Motion:** To receive Director's report as presented by Lori Clark

Motion by Marie Knapp to receive the Director's report

Seconded by Mark Christiansen

Motion passed unanimously

VII. a **Motion:** To amend the acceptance of library bills policy (action item)

Motion withdrawn by Don Watt

VIII.. **Comments** by Don Watt and Mark Christiansen regarding the Boards training session on September 7, 2021

IX.. **Motion:** To amend the hiring amendment to allow hiring of director/staff at any level of the compensation range

Discussion

No motion

X. **Motion:** To elect Interim Vice-chair for the October meeting (action item)

Tabled until finished with item XIV

XI. **Public Comments**

Sarah Post

XII. **Motion:** Executive Session (Idaho Law 74-206a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need

Motioned by Mark Christiansen to enter into Executive Session at 6:43 pm

Seconded by Don Watt

Roll call; Don Watt=yes, Mark Christiansen=yes, Jeff Miller=yes, Marie Knapp=yes

Executive Session adjournment at 7:30 pm

XII. **Statement** by Don Watt regarding Executive Session decision to interview three Director Candidates, Don Watt to contact successful candidates

XIV.. **Setting dates** for Special Meeting  
September 23, 2021 was set as a tentative date for Director interviews

XI. . **Motioned** by Don Watt to open item IX, Election of Interim Vice-Chair  
Motioned by Jeff Miller to elect Mark Christiansen as Interim Vice Chair  
Seconded by Marie Knapp  
Motion passed unanimously

XVI. **Adjournment**  
Motioned by Mark Christiansen  
Seconded by Don Watt  
Motion passed unanimously

Adjourned 7:38 pm

**MIDDLETON PUBLIC LIBRARY BOARD MEETING MINUTES**  
**Special Meeting - September 23, 2021 1:05 pm @ Trolley Station**

I. **1:10 pm** called to order by Don Watt

Attendance: Don Watt, Jeff Miller, Wade Wroten, Marie Knapp

1:12 pm Mark Christiansen arrived

II. **Action:** Approve agenda

**Motioned by** Jeff Miller to approve agenda **Seconded by** Marie Knapp

III. **Motion:** To enter into Executive Session (Idaho Law 74-206a), To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. Motioned by Marie Knapp to enter into Executive Session Seconded by Jeff Miller  
Roll call: Don Watt-yes, Jeff Miller-yes, Wade Wroten-yes, Mark Christiansen-yes, Marie Knapp-yes

**1:13 pm** enter into Executive Session

**5:11 pm** back in Open Meeting

Don Wade gave summary; Conducted interviews, will be moving forward with the interview process. Board has authorized Don Watt to advise the candidates of the process moving forward

IV. **Action:** Set Special Meeting date

**Motioned by** Jeff Miller to set October 5, 2021 at 6 pm as Special Meeting **Seconded by** Wade Wroten

Motioned passed unanimously

V. **Adjournment**

**Motioned by** Jeff Miller to adjourn meeting at 5:12 pm **Seconded by** Marie Knapp

Motioned passed unanimously

**Middleton Public Library**  
**20/21 Budget Summary**  
As of September 26, 2021

	2021 budget	Actual	Remaining
<b>Income</b>			
<b>INTEREST</b>	0.00	242.14	
380-007 CASH CARRY OVER	21,945.00		
380-080 COPY/PRINT	2,000.00	1,354.56	
381-202 FINES	700.00	2,052.81	
381-402 PROPERTY TAX COLLECTIONS	250,000.00	250,000.00	
<b>Total 381-550 FUNDRAISING/LIBRARY PROGRAMS</b>	<b>\$ 200.00</b>	<b>\$ 1,262.50</b>	
386-312 NON RESIDENT FEES	600.00	4,003.12	
387-900 GRANTS	0.00	15,370.19	
<b>Total Income</b>	<b>\$ 275,445.00</b>	<b>\$ 274,285.32</b>	
<b>Expenses</b>			
660-110 SALARIES	131,144.00	130,324.54	819.46
660-122 FICA	8,392.00	7,557.58	834.42
660-125 INSURANCE-MEDICAL	14,800.00	15,499.62	-699.62
660-126 INSURANCE-DENTAL	816.00	819.60	-3.60
660-127 RETIREMENT	15,659.00	12,746.46	2,912.54
660-128 MEDICARE	1,902.00	1,767.60	134.40
660-130 EE ASSISTANCE BENEFITS	84.00	115.20	-31.20
660-131 RESERVE-UNEMPLOYMENT CLAIMS	4,240.00	0.00	4,240.00
660-132 WORKERS COMP	1,200.00	443.30	756.70
660-133 CONTRIB GEN FUND SAL OVERHEAD	9,926.00	9,926.39	-0.39
660-211 COMPUTER HARDWARE	2,500.00	555.64	1,944.36
660-212 GASOLINE	250.00	129.86	120.14
660-213 MARKETING/SIGNAGE SUPPLIES	2,250.00	1,140.89	1,109.11
660-227 LIBRARY PROGRAMS	2,500.00	1,727.91	772.09
660-229 MEMBERSHIPS	0.00	150.00	-150.00
660-240 SUPPLIES	3,500.00	2,609.28	890.72
660-250 PROFESSIONAL DEVELOPMENT	500.00	149.00	351.00
660-260 UNIFORMS	250.00	225.04	24.96
660-310 AUTO REPAIR/MAINT	1,000.00	39.56	960.44
660-320 BUILDING MAINTENANCE	2,750.00	610.67	2,139.33
660-321 BUILDING REPAIRS	2,750.00	176.98	2,573.02
660-322 SECURITY	550.00	336.00	214.00
660-325 CATALOGING SERVICE/RESOURCE SHA	3,500.00	4,139.00	-639.00
660-327 CLEANING SERVICE	2,000.00	708.50	1,291.50
660-336 COMPUTER SOFTWARE	4,200.00	2,337.92	1,862.08
660-337 COMPUTER SUPPORT	6,000.00	2,392.82	3,607.18
660-338 Data Access	2,000.00	2,760.37	-760.37
660-350 LIABILITY INSURANCE	4,482.00	4,481.56	0.44
660-351 MAINTENANCE	0.00	6.50	-6.50
660-363 OFFICE EQUIPMENT MAINTENANCE	750.00	797.71	-47.71
660-364 EQUIPMENT	2,500.00	332.80	2,167.20
660-372 POSTAGE	500.00	725.01	-225.01
660-381 WATER	450.00	646.29	-196.29
660-382 WASTE WATER	660.00	543.54	116.46

<b>660-383 TELEPHONE</b>	1,750.00	675.83	1,074.17
<b>660-384 SOLID WASTE DISPOSAL</b>	600.00	0.00	600.00
<b>660-410 GRANTS EXPENSE</b>	1,000.00	4,593.18	0.00
<b>660-420 PROF FEES ATTORNEY</b>	1,000.00	60.00	940.00
<b>660-422 PROF FEES AUDITOR</b>	1,667.00	1,667.00	0.00
<b>660-500 Tax</b>	100.00	0.00	100.00
<b>660-535 COLLECTIONS</b>	30,074.00	26,083.72	3,990.28
<b>660-620 NATURAL GAS</b>	1,000.00	180.96	819.04
<b>660-621 ELECTRICITY</b>	4,000.00	3,129.87	870.13
<b>660-800 MISCELLANEOUS</b>	250.00	1,003.75	-753.75
<b>TOTAL</b>	<b>275,446.00</b>	<b>244,317.45</b>	<b>34,721.73</b>
<b>TOTAL REMAINING</b>			







# SEPTEMBER SUMMARY as of 9/26/2021

OVER BUDGET	DOLLAR AMOUNT		UNDER BUDGET	DOLLAR AMOUNT		
660-125 INS. MEDICAL	699.62		660-131 UNEMPLOYMENT	4,240.00		
660-126 INS. DENTAL	3.60		660-132 WORKERS COMP	756.70		
660-130 EE ASSIT BENEFITS	31.20		660-211 COMPUTER HARDWARE	1,944.36		
660-325 CATALOGING	639.00		660-212 GASOLINE	120.14		
660-338 DATA ACCESS	760.37		660-213 MARKETING/ SIGNAGE	1,109.11		
660-372 POSTAGE	225.01		660-227 LIBRARY PROGRAMS	772.09		
660-381 WATER	196.29		660-240 SUPPLIES	890.72		
660-800 MISC.	753.75		660-250 PROFESSIONAL DEVELOP	351.00		
660-133 General Fund Contrib	0.39		660-310 AUTO REPAIR/ MAINT	960.44		
660-229 Memberships	150.00		660-320 BLDG MAINTENANCE	2,139.33		
660-351 Maintenance	6.50		660-321 BUILDING REPAIRS	2,573.02		
660-363 Office Equip Maint	47.71		660-322 SECURITY	214.00		
			660-327 CLEANING SERVICE	1,291.50		
			660-336 COMPUTER SOFTWARE	1862.08		
			660-337 COMPUTER SUPPORT	3607.18		
			660-364 EQUIPMENT	2,167.20		
			660-383 TELEPHONE	1,074.17		
			660-384 SOLID WASTE DISP	600.00		
			660-500 ASSET MGMT	100.00		
			660-620 NATURAL GAS	828.83		
			660-621 ELECTRICITY	1,256.05		
			660-420 Prof Fees Attorney	940.00		

OVER BUDGET	DOLLAR AMOUNT		UNDER BUDGET	DOLLAR AMOUNT		
<b>TOTAL</b>	<b>3465.73</b>					
			<b>TOTAL</b>	<b>29797.92</b>		

# AUGUST SUMMARY

OVER BUDGET	DOLLAR AMOUNT		UNDER BUDGET	DOLLAR AMOUNT		
660-125 INS. MEDICAL	2,421.80		660-131 UNEMPLOYMENT	4,240.00		
660-126 INS. DENTAL	3.60		660-132 WORKERS COMP	756.70		
660-130 EE ASSIT BENEFITS	20.40		660-211 COMPUTER HARDWARE	1,944.36		
660-325 CATALOGING	639.00		660-212 GASOLINE	184.52		
660-DATA ACCESS	582.40		660-213 MARKETING/SIGNAGE	1,574.27		
660-372 POSTAGE	220.02		660-227 LIBRARY PROGRAMS	843.69		
660-381 WATER	10.30		660-240 SUPPLIES	1,222.35		
660-800 MISC.	410.00		660-250 PROFESSIONAL DEVELOP	351.00		
			660-310 AUTO REPAIR/MAINT	960.44		
			660-320 BLDG MAINTENANCE	2,139.33		
			660-321 BUILDING REPAIRS	2,573.02		
			660-322 SECURITY	214.00		
			660-327 CLEANING SERVICE	1,291.50		
			660-336 COMPUTER SOFTWARE	1,920.58		
			660-337 COMPUTER SUPPORT	4,022.91		
			660-364 EQUIPMENT	2,167.20		
			660-TELEPHONE	1,115.22		
			660-620 NATURAL GAS	810.22		
<b>TOTAL</b>	4307.52		<b>TOTAL</b>	28331.31		
<b>CARRYOVER TOTAL</b>	43,443.23					
<b>USED 2020/2021</b>	29,944.74					
<b>USED 2021/2022</b>	21,498.99					

Table 1



<b>Total</b>	2053		<b>Total</b>	6311		<b>Total</b>	228
<b>StoryTime</b>							
<b>Children</b>			<b>Adults</b>				
October	115		October	34			
November	70		November	18			
December	cancelled due to Covid		December	cancelled due to Covid			
January	cancelled due to Covid		January	cancelled due to Covid			
February	cancelled due to Covid		February	cancelled due to Covid			
March	45		March	26			
April	45		April	26			
May	79		May	43			
June	288		June	127			
July	118		July	51			
August	119		August	64			
September	103		Setember	47			
<b>Total</b>	867		<b>Total</b>	436			

# Director's Report

## September 2021

	<u>July</u>	<u>Aug</u>	<u>Sept</u>
Physical Checkouts <small>*see past years comparison at end of report</small>	7107	5835	4523
Overdrive	493	469	578
Axis 360	8	9	2
New Physical Items Added	226	66	155
Physical Items Weeded			198
ILL Fulfilled	23	33	28
Computer Sessions	93	95	80
Boots Thru Door	2600	2212	1745
Individual Library Cards Used (does not include computer or online users)	696		
Non-Resident Cards Issued	11	10	2
Square Revenue – Non-Resident Family Cards New & Renew			300
Square Revenue – Non-Resident Senior Cards New & Renew			60
New Resident Cards Issued	24	27	21

\*based on digital door scan reading

### September Programs & Outreach

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

**Attended: Children- 103 , Adults- 47**

### Libraries Transforming Communities Grant

**Homeschool Parent Meeting – 7 parents attended**

### Upcoming Programs

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

**Chess Club-**Tuesday @ 3:00 pm – Reviewing for effectiveness - looking at other options

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

<b>18-Oct</b>	<b>18-Nov</b>	<b>18-Dec</b>	<b>19-Jan</b>	<b>19-Feb</b>	<b>19-Mar</b>	<b>19-Apr</b>	<b>19-May</b>	<b>19-Jun</b>	<b>19-Jul</b>	<b>19-Aug</b>	<b>19-Sep</b>
5384	4827	4545	5133	5062	5369	5543	5877	8954	8821	5573	4300
<b>19-Oct</b>	<b>19-Nov</b>	<b>19-Dec</b>	<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>
4122	3879	3976	4539	4689	2776	177	626	5136	6658	5402	5085
<b>20-Oct</b>	<b>20-Nov</b>	<b>20-Dec</b>	<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>
4609	4557	4117	3298	4160	4890	4784	4265	7882	7107	5835	4523