

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

**January 11, 2022**

**Time: 6:00pm**

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1. Call to Order  
Roll Call
2. Introduction of New Board Member
3. Approval of Agenda
4. Consent Agenda (Action Item)
  - A. Approval of Minutes from the December 14, 2021 board meeting.
5. Election of Officers (Action Item)
6. Treasurer's Report (Marie Knapp)
7. Director's Report (Lori Clark)
8. Discuss Attorney Charge for Data Security Incident (Mark)
9. Discuss option for Library to be open on Saturdays from 10-2 (Lori)( Action Item)
10. Close the ProtonMail Account (Action Item)
11. Update on Door Counter (Lori)
12. Discuss Endowment Fund (Mark) (Action Item)
13. Discuss Revenue Enhancement Opportunities (Action Item) (Mark)  
Increase non-resident fees, add place on website for donations
14. Public Comments
15. Board Member Comments
16. Adjournment

The next scheduled Library Board meeting is February 8, 2022 at 6:00.

INCOME		BUDGET	ACTUAL	DECEMBER	NOVEMBER	OCTOBER	
380-080	Copy/Print	750.00	302.06		147.58	154.48	
381-202	Fines	400.00	142.32		51.06	91.26	
381-402	Property Tax Collection	257,500.00	0.00			0.00	
381-550	Fundraising/Library Programs	713.00	39.23		39.23	0.00	
381-700	Interest on Investment	200.00	27.14		12.63	14.51	
386-075	Memorial Funds	0.00	145.50		1.15	144.35	
386-312	Non Resident Fees	2,000.00	834.10		423.83	410.27	
387-900	Grants	5,000.00	0.00			0.00	
390-007	Cash Carry Over	21,499.00	0.00			0.00	
		288,062.00	1,490.35		675.48	814.87	
<b>EXPENSES</b>		<b>BUDGET</b>	<b>ACTUAL</b>	<b>TOTAL EXPEN</b>	<b>DECEMBER</b>	<b>NOVEMBER</b>	<b>OCTOBER</b>
660-110	Salaries	134,021.00	119,833.34	14,187.16		7,017.12	7,170.04
660-122	FICA	8,041.00	7,180.13	860.87		416.32	444.55
660-124	Medical Reimbursement	42.00	42.00			0.00	0.00
660-125	Ins. - Medical	21,000.00	20,112.12	887.88		887.88	
660-126	Ins - Dental	984.00	917.96	66.04		66.04	
660-127	Retirement	13,169.00	12,025.30	1,143.70		562.54	581.16
660-128	Medicare	2,098.00	1,896.66	201.34		97.38	103.96
660-130	EE Assist Benefits	42.00	27.60	14.40		7.20	7.20
660-131	Reserve-Unemploy Claims	500.00	500.00			0.00	0.00
660-132	Workers Comp	500.00	192.00	308.00		0.00	308.00
660-133	Contrib Gen Fund Sal Overhead	11,676.00	11,676.40			0.00	0.00
660-211	Computer Hardware	2,500.00	2,500.00			0.00	0.00
660-212	Gasoline	500.00	500.00			0.00	0.00
660-213	Marketing	2,250.00	2,233.05	16.95		16.95	0.00
660-227	Library Programs	3,000.00	2,774.07	225.93		169.75	56.18
660-229	Memberships	300.00	300.00			0.00	0.00
660-240	Supplies	3,500.00	2,001.64	1,498.36		376.86	1,121.50
660-250	Training/Certifications	750.00	750.00			0.00	0.00
660-260	Uniforms	125.00	125.00			0.00	0.00
660-310	Auto Repair/Maintenance	1,000.00	1,000.00			0.00	0.00
660-320	Bldg Maintenance	2,750.00	2,673.16	76.84		33.08	43.76
660-321	Building Repairs	3,500.00	3,500.00			0.00	0.00
660-322	Security	600.00	600.00			0.00	0.00
660-325	Catalog Services/Resources	4,200.00	4,200.00			0.00	0.00
660-327	Cleaning Service	1,500.00	1,500.00			0.00	0.00
660-336	Computer Software	4,000.00	3,961.00	39.00		19.50	19.50
660-337	Computer Support	5,000.00	4,588.40	411.60		137.20	274.40
660-338	Data Access	2,100.00	978.03	1,121.97		161.97	960.00
660-350	Liability Insurance	5,503.00	611.89	4,891.11		0.00	4,891.11
660-363	Office Equipment Maintenance	850.00	742.08	107.92		53.96	53.96
660-364	Office Equipment	2,500.00	2,500.00			0.00	0.00
660-372	Postage	700.00	655.94	44.06		39.07	4.99
660-381	Water Usage	600.00	511.36	88.64		0.00	88.64
660-382	Waste Water	720.00	672.17	47.83		0.00	47.83
660-383	Telephone Service	2,380.00	2,298.94	81.06		0.00	81.06
660-384	Solid Water Disposal	600.00	600.00			0.00	0.00
660-410	Grants Expense	5,000.00	5,000.00			0.00	0.00
660-420	Professional Attorney Fees	2,000.00	2,000.00			0.00	0.00
660-422	Professional Audit Fees	1,667.00	1,667.00			0.00	0.00
660-500	Tax	110.00	110.00			0.00	0.00
660-535	Collections	30,006.00	27,809.47	2,196.53		1,284.25	912.28
660-620	Natural Gas	400.00	386.48	13.52		0.00	13.52
660-621	Electricity	4,400.00	3,971.27	428.73		236.63	192.10
660-800	Miscellaneous	978.00	376.12	601.88		0.00	601.88
<b>TOTAL</b>		<b>288,062.00</b>	<b>258,500.58</b>	<b>29,561.32</b>		<b>11,583.70</b>	<b>17,977.62</b>

# Director's Report

## December 2021

	Oct	Nov	Dec
Physical Checkouts *see past years comparison at end of report	4194	4685	4432
Overdrive	468	484	277
Axis 360	2	7	2
New Physical Items Added	178	144	168
Physical Items Weeded	283	643	339
ILL Fulfilled	27	17	22
Computer Sessions	88	103	139
Boots Thru Door	1804	1929	1692
Non-Resident Cards Issued	8	11	4
Square Revenue – Non-Resident Family Cards New & Renew	330	330	240
Square Revenue – Non-Resident Senior Cards New & Renew	75	105	75
New Resident Cards Issued	12	26	14

\*based on digital door scan reading

### December Programs & Outreach

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

**Attended: Children- 73, Adults- 41**

### Upcoming Programs

- **Storytime**- Every Tuesday @10:30am and Wednesdays @ 2:00 pm, back of the library.
- **Local Author Presentation** – Jan 25, 2022 – Susan Lowe, “Josie – A Story of Faith & Survival”

### Grants

\$2,480 from Forever Idaho Grant Program

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

<b>19-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>	<b>19-Oct</b>	<b>19-Nov</b>
3976	5133	5062	5369	5543	5877	8954	8821	5573	4300	4122	3879
<b>20-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>	<b>20-Oct</b>	<b>20-Nov</b>
4117	4539	4689	2776	177	626	5136	6658	5402	5085	4609	4557
<b>21-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>	<b>21-Oct</b>	<b>21-Nov</b>
4432	3298	4160	4890	4784	4265	7882	7107	5835	4523	4194	4685