

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

February 8, 2022

Time: 6:00pm

1. Call to Order, Roll Call
2. Introduction of New Board Member
3. Approval of Agenda (Action Item)
4. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Minutes from the January 11, 2022 board meeting.
5. Treasurer's Report (Marie Knapp)
6. Director's Report (Lori Clark)
7. Discuss Non-Resident Library Card Fees (Mark) (Action Item)
8. Update on SenSource Door Counter (Lori)
9. Update on Policy Manual – possibly schedule date to review in depth (Lori) (Action Item)
10. Discuss if we want to start board meetings with Pledge of Allegiance (Action Item)
11. Public Comments
12. Board Member Comments
13. Adjournment

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

MIDDLETON PUBLIC LIBRARY BOARD MEETING MINUTES

January 11, 2022 6:00 pm @ Middleton City Hall Council Chambers

1 - **6:02 pm** called to order by Mark Christiansen

Attendance: Mark Christiansen, Wade Wroten, Jeff Miller, Marie Knapp
Lori Clark (Interim Director)

2 - No introduction of new member

3 - **(Action Item) Motion** - Approve agenda

Motioned by Marie Knapp to approve agenda

Seconded by Wade Wroten

Motion passed unanimously

4 - **(Action Item) Motion** Consent Agenda

Motioned by Wade Wroten to approve consent agenda

Seconded by Marie Knapp

Motion passed unanimously

5 - **(Action Item) Motion** Election of Officers

Motioned by Wade Wroten to elect Mark Christiansen as Board Chairman

Seconded by Jeff Miller

Motion passed unanimously

Motioned by Marie Knapp to elect Jeff Miller as Board second Chairman

Seconded by Wade Wroten

Motion passed unanimously

Motioned by Mark Christiansen to elect Marie Knapp as Board Treasurer

Seconded by Jeff Miller

Motion passed unanimously

Motioned by Marie Knapp to elect Wade Wroten as Secretary

Seconded by Jeff Miller

Motion passed unanimously

6 - **Motion** Treasurer's Report

Motioned by Jeff Miller to receive Treasurer's report given by Marie Knapp

Seconded by Mark Christiansen

Motion passed unanimously

7 - **Motion** Director's Report

Motioned by Jeff Miller to receive director's report given by Lori Clark

Seconded by Marie Knapp

Motion passed unanimously

8 - Discuss Attorney Charge for Data Security Incident

Discussion on how the situation unfolded, our lessons learned

No action required

9 - **(Action Item)** Option for Saturday hours from 10-2

Discussion

Motioned by Mark Christiansen that library changes policy manual (bylaws) to include hours from 10-2 on Saturday effective 1-29-2022 and to approve the hours as being budget control and effective.

Seconded by Marie Knapp

Motion passed unanimously

10 - **(Action Item) Motion** Close ProtonMail Account

Discussion

Motioned by Jeff Miller to keep ProtonMail account and approve Mark Christiansen to change ProntoMail account password, and oversee account

Seconded by Marie Knapp

Motion passed unanimously

11 - Update on Door Counter

Lori Clark informed Board that the counter does not have facial recognition, Getting quote for installation

12 - **(Action Item)** Discuss Endowment Fund

Mark Christiansen continuing to get information on starting an Endowment Fund

No action taken

13 - **(Action Item)** Discuss revenue enhancement opportunities

Discussion

Lori Clark to check on adding a donation item to website - tax purposes for donor

Mark Christiansen to formulate possible new non resident fees

1st of fiscal year when fees should be set up per Carrie

13 - Public Comments

Comments given by Dave Luiz

14 - Board Comments

Jeff Miller would like to have the Pledge of Allegiance at the beginning of each Board meeting, he will also be absent at February 2022 Board meeting. Would like a resolution for Don Watts dedication of 10 years on Library Board, will be something together

Mark Christiansen asked if library cards to City employees has happened yet. Ask about community events at Community Center to possibly include Chatterbox, Sensory kits/programs

16 - **Motion** Adjournment

Motioned by Jeff Miller to adjourn meeting

Seconded by Mark Knapp

Motion passed unanimously

Adjourned @ 7:20 pm

DRAFT

FY21-22								
INCOME			BUDGET	ACTUAL		DECEMBER	NOVEMBER	OCTOBER
380-080	Copy/Print		750.00	374.34		72.28	147.58	154.48
381-202	Fines		400.00	322.37		180.85	51.06	91.26
381-402	Property Tax Collection		257,500.00	0.00				0.00
381-550	Fundraising/Library Programs		713.00	41.18		1.95	39.23	0.00
381-700	Interest on Investment		200.00	39.24		12.10	12.63	14.51
386-075	Memorial Funds		0.00	256.40		110.90	1.15	144.35
386-312	Non Resident Fees		2,000.00	1,099.21		265.11	423.83	410.27
387-900	Grants		5,000.00	2,480.00		2,480.00		0.00
390-007	Cash Carry Over		21,499.00	0.00				0.00
			288,062.00	4,612.74		3,123.19	675.48	814.87
EXPENSES			BUDGET	ACTUAL	TOTAL EXPENSES	DECEMBER	NOVEMBER	OCTOBER
660-110	Salaries		134,021.00	119,833.34	24,714.72	10,527.56	7,017.12	7,170.04
660-122	FICA		8,041.00	7,180.13	1,493.71	632.84	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	1,775.76	887.88	887.88	
660-126	Ins - Dental		984.00	917.96	132.08	66.04	66.04	
660-127	Retirement		13,169.00	12,025.30	2,036.22	892.52	562.54	581.16
660-128	Medicare		2,098.00	1,896.66	349.35	148.01	97.38	103.96
660-130	EE Assist Benefits		42.00	27.60	21.60	7.20	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	454.83	45.17	45.17	0.00	0.00
660-213	Marketing		2,250.00	2,218.21	31.79	14.84	16.95	0.00
660-227	Library Programs		3,000.00	2,697.67	302.33	76.40	169.75	56.18
660-229	Memberships		300.00	300.00	150.00	150.00	0.00	0.00
660-240	Supplies		3,500.00	1,987.76	1,512.24	13.88	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	1,450.00	50.00	50.00	0.00	0.00
660-336	Computer Software		4,000.00	3,702.70	297.30	258.30	19.50	19.50
660-337	Computer Support		5,000.00	4,415.20	584.80	173.20	137.20	274.40
660-338	Data Access		2,100.00	816.06	1,283.94	161.97	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	651.11	198.89	90.97	53.96	53.96
660-364	Office Equipment		2,500.00	2,500.00			0.00	0.00
660-372	Postage		700.00	350.95	349.05	304.99	39.07	4.99
660-381	Water Usage		600.00	444.65	155.35	66.71		88.64
660-382	Waste Water		720.00	594.58	125.42	77.59	0.00	47.83
660-383	Telephone Service		2,380.00	2,217.09	162.91	81.85	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	-675.00	2,675.00	2,675.00	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	25,716.95	4,289.05	2,092.52	1,284.25	912.28
660-620	Natural Gas		400.00	356.80	43.20	29.68	0.00	13.52
660-621	Electricity		4,400.00	3,618.00	782.00	353.27	236.63	192.10
660-800	Miscellaneous		978.00	376.12	601.88		0.00	601.88
TOTAL			288,062.00	238,622.49	49,439.71	19,878.39	11,583.70	17,977.62

Director's Report

January 2022

	Nov	Dec	Jan
Physical Checkouts *see past years comparison at end of report	4685	4432	4524
Overdrive	484	277	561
Axis 360	7	2	5
New Physical Items Added	144	168	344
Physical Items Weeded	643	339	12
ILL Fulfilled	17	22	26
Computer Sessions	103	139	121
Boots Thru Door	1929	1692	1789
Non-Resident Cards Issued	11	4	5
Square Revenue – Non-Resident Family Cards New & Renew	330	240	255
Square Revenue – Non-Resident Senior Cards New & Renew	105	75	15
New Resident Cards Issued	26	14	25

*based on digital door scan reading

January Programs & Outreach

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

Attended: Children- 76 , Adults- 44

- **Local Author Presentation** – Jan 25, 2022 – Susan Lowe, “Josie “ – **22 adults, \$240, 1 new card**

Upcoming Programs

- **Storytime**- Every Tuesday @10:30am and Wednesdays @ 2:00 pm, back of the library.
- **Disaster Preparedness Training** – Feb 22, 5:30pm – Molly Smith, Southwest District Health
- **Purple Sage Elementary** – Carnival – 2.11.22-hand out buttons, issue library cards, Libby info

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

20-Jan	19-Feb	19-Mar	19-Apr	19-May	19-Jun	19-Jul	19-Aug	19-Sep	19-Oct	19-Nov	19-Dec
4539	5062	5369	5543	5877	8954	8821	5573	4300	4122	3879	3976
21-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun	20-Jul	20-Aug	20-Sep	20-Oct	20-Nov	20-Dec
3298	4689	2776	177	626	5136	6658	5402	5085	4609	4557	4117
22-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec
4524	4160	4890	4784	4265	7882	7107	5835	4523	4194	4685	4432