

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

March 8, 2022

Time: 6:00pm

1. Call to Order, Roll Call
2. Approval of Agenda (Action Item)
3. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Corrected Minutes from the Jan 11, 2022 board meeting
 - B. Approval of Minutes from the February 8, 2022 board meeting.
4. Approval of Treasurer’s Report from 2.8.22 (Action Item)
5. Treasurer’s Report (Marie Knapp)
6. Director’s Report (Lori Clark)
7. Continue Discussion Non-Resident Library Card Fees (Mark) (Action Item)
8. Update on SenSource Door Counter (Lori)
9. Update on Policy Manual – (Action Item)
10. Public Comments
11. Board Member Comments
12. 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.)
13. Statements regarding the Executive Session
14. Adjournment

The next scheduled Library Board meeting is April 12, 2022 at 6:00pm.

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CORRECTED

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 Vice 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

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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

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MIDDLETON PUBLIC LIBRARY BOARD MEETING MINUTES
February 8, 2022
Middleton City Hall Council Chambers
1103 West Main Street, Middleton, ID

1. Call to Order at 6:01PM, Roll Call
Attendance: Mark Christiansen, Wade Wroten, Jeff Miller (present by Zoom at 6:07PM), Marie Knapp, Lori Clark (Interim Director)
2. Introduction of New Board Member: Logan Green was welcomed to the board and self-introduced.
3. Approval of Agenda (Action Item) Motion Marie Knapp, Second Logan Green. Unanimous approval.
4. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Minutes from the January 11, 2022 board meeting. Motion to correct January meeting minutes to change title from Second Chairman to Vice Chairman.
 - B. Motion called by Mark Christiansen, seconded by Marie Knapp to consent to the Agenda. Approved unanimously.
5. Treasurer’s Report (Marie Knapp)
Motion made to delay approving the Treasurer’s Report until next meeting while Treasurer investigates discrepancies by Wade Wroten, seconded by Marie Knapp. Approved unanimously.
6. Interim Director’s Report (Lori Clark). Report presented. Motion to accept by Marie Knapp, seconded by Logan Green. Discussion of the Lynx Library Consortium system. Approved unanimously.
7. Update on Sensus Door Counter (Lori). Progress being made. Should have final report at next board meeting.
8. Update on Policy Manual – possibly schedule date to review in depth (Lori) (Action Item)
Director recommended further discussion of recommended update to Policy Manual. She will schedule further discussion. Brief discussion concerning adding the Pledge of Allegiance at beginning of Library Board Meetings to our policies.
9. Public Comments. Resident commended recent Library Activities, and requested data from the Library concerning growth of Middleton population. Resident offered to assist the library in this area as it is his expertise.
10. Board Member Comments
Mark Christiansen commented on the benefits of a Sensory Lab program, and updated efforts at creating an Endowment Fund (a Trust) for the library.
11. Adjournment at 7:28PM. Motion made by Jeff Miller , seconded by Marie Knapp. Unanimous approval.

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Submitted by Wade Wroten, Secretary. The next scheduled Library Board meeting is March 8, 2022 at 6:00.

FY21-22								
INCOME			BUDGET	ACTUAL		DECEMBER	NOVEMBER	OCTOBER
380-080	Copy/Print		750.00	531.04		72.28	147.58	154.48
381-202	Fines		400.00	461.94		180.85	51.14	90.38
381-402	Property Tax Collection		257,500.00	128,750.00		0.00	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	52.48		12.10	12.63	14.51
386-075	Memorial Funds		0.00	286.52		110.90	1.15	144.35
386-312	Non Resident Fees		2,000.00	1,393.05		265.11	423.83	410.27
387-900	Grants		5,000.00	2,480.00		2,480.00	0.00	0.00
390-007	Cash Carry Over		21,499.00	0.00		0.00	0.00	0.00
			288,062.00	133,996.21		3,123.19	675.56	813.99
EXPENSES			BUDGET	ACTUAL	TOTAL EXPENSES	DECEMBER	NOVEMBER	OCTOBER
660-110	Salaries		134,021.00	109,306.28	24,714.72	10,527.56	7,017.12	7,170.04
660-122	FICA		8,041.00	6,547.29	1,493.71	632.84	416.32	444.55
660-124	Medical Reimbursement		42.00	42.00	0.00	0.00	0.00	0.00
660-125	Ins. - Medical		21,000.00	19,224.24	1,775.76	887.88	887.88	
660-126	Ins - Dental		984.00	851.92	132.08	66.04	66.04	
660-127	Retirement		13,169.00	11,132.78	2,036.22	892.52	562.54	581.16
660-128	Medicare		2,098.00	1,748.65	349.35	148.01	97.38	103.96
660-130	EE Assist Benefits		42.00	20.40	21.60	7.20	7.20	7.20
660-131	Reserve-Unemploy Claims		500.00	500.00	0.00		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	11,676.00	0.00		0.00	0.00
660-211	Computer Hardware		2,500.00	2,500.00	0.00		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	150.00	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	0.00
660-260	Uniforms		125.00	125.00	0.00		0.00	0.00
660-310	Auto Repair/Maintenance		1,000.00	1,000.00	0.00		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	0.00
660-322	Security		600.00	600.00	0.00		0.00	0.00
660-325	Catalog Services/Resources		4,200.00	4,200.00	0.00		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	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	0.00
660-410	Grants Expense		5,000.00	5,000.00	0.00		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	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	238,622.29	49,439.71	19,878.39	11,583.70	17,977.54

FY21-22									
INCOME			BUDGET	ACTUAL		JANUARY	DECEMBER	NOVEMBER	OCTOBER
380-080	Copy/Print		750.00	531.04		156.70	72.28	147.58	154.48
381-202	Fines		400.00	461.94		139.57	180.85	51.14	90.38
381-402	Property Tax Collection		257,500.00	128,750.00		128,750.00	0.00	0.00	0.00
381-550	Fundraising/Library Programs		713.00	41.18		0.00	1.95	39.23	0.00
381-700	Interest on Investment		200.00	52.48		13.24	12.10	12.63	14.51
386-075	Memorial Funds		0.00	286.52		30.12	110.90	1.15	144.35
386-312	Non Resident Fees		2,000.00	1,393.05		293.84	265.11	423.83	410.27
387-900	Grants		5,000.00	2,480.00		0.00	2,480.00	0.00	0.00
390-007	Cash Carry Over		21,499.00	0.00		0.00	0.00	0.00	0.00
			288,062.00	133,996.21		129,383.47	3,123.19	675.56	813.99
EXPENSES			BUDGET	ACTUAL	TOTAL EXPENSES	JANUARY	DECEMBER	NOVEMBER	OCTOBER
660-110	Salaries		134,021.00	101,076.27	32,944.73	8,230.01	10,527.56	7,017.12	7,170.04
660-122	FICA		8,041.00	6,056.91	1,984.09	490.38	632.84	416.32	444.55
660-124	Medical Reimbursement		42.00	42.00	0.00	0.00	0.00	0.00	0.00
660-125	Ins. - Medical		21,000.00	18,336.36	2,663.64	887.88	887.88	887.88	
660-126	Ins - Dental		984.00	785.88	198.12	66.04	66.04	66.04	
660-127	Retirement		13,169.00	10,431.60	2,737.40	701.18	892.52	562.54	581.16
660-128	Medicare		2,098.00	1,633.96	464.04	114.69	148.01	97.38	103.96
660-130	EE Assist Benefits		42.00	13.20	28.80	7.20	7.20	7.20	7.20
660-131	Reserve-Unemploy Claims		500.00	500.00	0.00	0.00		0.00	0.00
660-132	Workers Comp		500.00	192.00	308.00	0.00		0.00	308.00
660-133	Contrib Gen Fund Sal Overhead		11,676.00	11,676.00	0.00	0.00		0.00	0.00
660-211	Computer Hardware		2,500.00	2,500.00	0.00	0.00		0.00	0.00
660-212	Gasoline		500.00	454.83	45.17	0.00	45.17	0.00	0.00
660-213	Marketing		2,250.00	2,218.21	31.79	0.00	14.84	16.95	0.00
660-227	Library Programs		3,000.00	1,767.23	1,232.77	930.44	76.40	169.75	56.18
660-229	Memberships		300.00	150.00	150.00	0.00	150.00	0.00	0.00
660-240	Supplies		3,500.00	1,849.25	1,650.75	138.51	13.88	376.86	1,121.50
660-250	Training/Certifications		750.00	750.00	0.00	0.00		0.00	0.00
660-260	Uniforms		125.00	125.00	0.00	0.00		0.00	0.00
660-310	Auto Repair/Maintenance		1,000.00	1,000.00	0.00	0.00		0.00	0.00
660-320	Bldg Maintenance		2,750.00	2,616.22	133.78	56.94		33.08	43.76
660-321	Building Repairs		3,500.00	3,500.00	0.00	0.00		0.00	0.00
660-322	Security		600.00	600.00	0.00	0.00		0.00	0.00
660-325	Catalog Services/Resources		4,200.00	4,200.00	0.00	0.00		0.00	0.00
660-327	Cleaning Service		1,500.00	1,450.00	50.00	0.00	50.00	0.00	0.00
660-336	Computer Software		4,000.00	3,683.20	316.80	19.50	258.30	19.50	19.50
660-337	Computer Support		5,000.00	4,278.00	722.00	137.20	173.20	137.20	274.40
660-338	Data Access		2,100.00	477.20	1,622.80	338.94	161.97	161.97	960.00
660-350	Liability Insurance		5,503.00	611.89	4,891.11	0.00		0.00	4,891.11
660-363	Office Equipment Maintenance		850.00	597.15	252.85	53.96	90.97	53.96	53.96
660-364	Office Equipment		2,500.00	2,500.00	0.00	0.00		0.00	0.00
660-372	Postage		700.00	290.28	409.72	60.67	304.99	39.07	4.99
660-381	Water Usage		600.00	401.30	198.70	43.35	66.71		88.64
660-382	Waste Water		720.00	562.90	157.10	31.68	77.59	0.00	47.83
660-383	Telephone Service		2,380.00	1,843.03	536.97	374.06	81.85	0.00	81.06
660-384	Solid Water Disposal		600.00	600.00	0.00	0.00		0.00	0.00
660-410	Grants Expense		5,000.00	5,000.00	0.00	0.00		0.00	0.00
660-420	Professional Attorney Fees		2,000.00	-675.00	2,675.00	0.00	2,675.00	0.00	0.00
660-422	Professional Audit Fees		1,667.00	327.00	1,340.00	1,340.00		0.00	0.00
660-500	Tax		110.00	110.00	0.00	0.00		0.00	0.00
660-535	Collections		30,006.00	19,224.65	10,781.35	6,492.30	2,092.52	1,284.25	912.28
660-620	Natural Gas		400.00	266.95	133.05	89.85	29.68	0.00	13.52
660-621	Electricity		4,400.00	3,261.47	1,138.53	356.53	353.27	236.63	192.10
660-800	Miscellaneous		978.00	376.12	601.88	0.00		0.00	601.88
TOTAL			288,062.00	217,661.06	70,400.94	20,961.31	19,878.39	11,583.70	17,977.54

Director's Report

February 2022

	Dec	Jan	Feb
Physical Checkouts *see past years comparison at end of report	4432	4524	4523
Overdrive	277	561	496
Axis 360	2	5	8
New Physical Items Added	168	344	806!
Physical Items Weeded	339	12	11
ILL Fulfilled	22	26	27
Computer Sessions	139	121	145
Boots Thru Door	1692	1789	1820
Non-Resident Cards Issued	4	5	9
Square Revenue – Non-Resident Family Cards New & Renew	240	240	360
Square Revenue – Non-Resident Senior Cards New & Renew	75	15	120
New Resident Cards Issued	14	25	26

*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 Jan- 107 Feb , Adults- 44 Jan – 66 Feb

- **Preparedness Training** – Feb 22, 2022 – Molly Smith – 9 adults

Upcoming Programs

- **Storytime**- Every Tuesday @10:30am and Wednesdays @ 2:00 pm, back of the library.
- **Local Author** – April 26, 5:30pm – The Beans of Lavender Lane by Shelby Sayer

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

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