

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

**June 14, 2022**

**Time: 6:00pm**

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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 the May 10, 2022 board meeting.
4. Treasurer's Report (Marie Knapp)
5. Director's Report (Lori Clark)
6. Consider updating Middleton Public Library Policy Manual – Remove probation period, (Action Item) (Lori Clark)
7. Surplus Item (Action) (Lori Clark)
8. New Copier Update (Lori Clark)
9. Public Comments
10. Board Member Comments
11. Adjournment

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

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

**May 10, 2022**

**Time: 6:00pm**

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1. Call to Order, Roll Call, Pledge of Allegiance  
Called to order 6:13pm  
Roll call taken: Marie Knapp, Jeff Miller, Logan Green, Wade Wroten, Mark Christianson present. Jeff Miller not present.
2. Approval of Agenda (Action Item) Motion made by Wade, seconded by Marie. Approval unanimous.
3. Consent Agenda – items of routine administrative business (Action Item)
  - A. Approval of Minutes from the April 12, 22 board meeting. Motion made by: Mark, seconded by Marie to approve minutes. Unanimous approval
  - B. Approval of Minutes from the May 3, 22 workshop. Motion to accept made by Mark, seconded by Marie to accept report. Approval unanimous.
4. Treasurer’s Report (Marie Knapp) Report presented by Treasurer. The director gave an update on grants received and applied for.  
  
Motion to accept made by Logan, seconded by Mark to accept report. Approval unanimous.
5. Director’s Report (Lori Clark) Report given Director. Motion made by Marie, seconded by Logan, to accept the report. Approval unanimous.
6. Consider Approval of Middleton Public Library Policy Manual – (Action Item). Motion to accept made by Mark, seconded by Marie to accept report. Approval unanimous.
7. Public Comments: None
8. Board Member Comments: Mark expressed appreciation to the Director for her work on the Policy Manual on behalf of all the board. Marie commented on the need for the library to charge sales tax on non-resident library cards to bring us into state compliance. Mark commented on textile sensory items that are available for library use, and ongoing work on a library endowment fund.
9. Adjournment: Mark made motion to close at 6:59 pm, seconded by Marie. Unanimous approval.

The next scheduled Library Board meeting is June 14, 2022 at 6:00pm.

| FY21-22  |                               |  |            |            |                |          |          |          |            |           |          |          |  |
|----------|-------------------------------|--|------------|------------|----------------|----------|----------|----------|------------|-----------|----------|----------|--|
| INCOME   |                               |  | BUDGET     | ACTUAL     |                | APRIL    | MARCH    | FEBRUARY | JANUARY    | DECEMBER  | NOVEMBER | OCTOBER  |  |
| 380-080  | Copy/Print                    |  | 750.00     | 1,043.44   |                | 150.99   | 185.73   | 175.68   | 156.70     | 72.28     | 147.58   | 154.48   |  |
| 381-202  | Fines                         |  | 400.00     | 843.98     |                | 71.28    | 225.48   | 85.28    | 139.57     | 180.85    | 51.14    | 90.38    |  |
| 381-402  | Property Tax Collection       |  | 257,500.00 | 128,750.00 |                |          |          | 0.00     | 128,750.00 | 0.00      | 0.00     | 0.00     |  |
| 381-550  | Fundraising/Library Programs  |  | 713.00     | 291.18     |                |          |          | 250.00   | 0.00       | 1.95      | 39.23    | 0.00     |  |
| 381-700  | Interest on Investment        |  | 200.00     | 114.18     |                | 19.95    | 21.65    | 20.10    | 13.24      | 12.10     | 12.63    | 14.51    |  |
| 386-075  | Donations                     |  | 0.00       | 897.30     |                | 302.38   | 202.50   | 105.90   | 30.12      | 110.90    | 1.15     | 144.35   |  |
| 386-312  | Non Resident Fees             |  | 2,000.00   | 2,628.20   |                | 397.83   | 447.18   | 390.14   | 293.84     | 265.11    | 423.83   | 410.27   |  |
| 387-900  | Grants                        |  | 5,000.00   | 5,980.00   |                | 3,000.00 | 500.00   | 0.00     | 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     | 0.00     |  |
|          |                               |  | 288,062.00 | 140,548.28 |                |          | 1,582.54 | 1,027.10 | 129,383.47 | 3,123.19  | 675.56   | 813.99   |  |
| EXPENSES |                               |  | BUDGET     | REMAINING  | TOTAL EXPENSES | APRIL    | MARCH    | FEBRUARY | JANUARY    | DECEMBER  | NOVEMBER | OCTOBER  |  |
| 660-110  | Salaries                      |  | 134,021.00 | 75,854.01  | 58,166.99      | 8,647.11 | 8,591.81 | 7,983.34 | 8,230.01   | 10,527.56 | 7,017.12 | 7,170.04 |  |
| 660-122  | FICA                          |  | 8,041.00   | 4,552.77   | 3,488.23       | 516.24   | 512.82   | 475.08   | 490.38     | 632.84    | 416.32   | 444.55   |  |
| 660-124  | Medical Reimbursement         |  | 42.00      | 35.00      | 7.00           | 0.00     | 7.00     | 0.00     | 0.00       | 0.00      | 0.00     | 0.00     |  |
| 660-125  | Ins. - Medical                |  | 21,000.00  | 15,672.72  | 5,327.28       | 887.88   | 887.88   | 887.88   | 887.88     | 887.88    | 887.88   |          |  |
| 660-126  | Ins - Dental                  |  | 984.00     | 76.76      | 396.24         | 66.04    | 66.04    | 66.04    | 66.04      | 66.04     | 66.04    |          |  |
| 660-127  | Retirement                    |  | 13,169.00  | 8,065.08   | 5,103.92       | 812.42   | 812.71   | 741.39   | 701.18     | 892.52    | 562.54   | 581.16   |  |
| 660-128  | Medicare                      |  | 2,098.00   | 1,282.18   | 815.82         | 120.74   | 119.83   | 111.11   | 114.69     | 148.01    | 97.48    | 103.96   |  |
| 660-130  | EE Assist Benefits            |  | 42.00      | -8.40      | 50.40          | 7.20     | 7.20     | 7.20     | 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     | 0.00       |           | 0.00     | 0.00     |  |
| 660-132  | Workers Comp                  |  | 500.00     | 192.00     | 308.00         | 0.00     | 0.00     | 0.00     | 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     | 0.00       |           | 0.00     | 0.00     |  |
| 660-211  | Computer Hardware             |  | 2,500.00   | 2,500.00   | 0.00           | 0.00     | 0.00     | 0.00     | 0.00       |           | 0.00     | 0.00     |  |
| 660-212  | Gasoline                      |  | 500.00     | 454.83     | 45.17          | 0.00     | 0.00     | 0.00     | 0.00       | 45.17     | 0.00     | 0.00     |  |
| 660-213  | Marketing                     |  | 2,250.00   | 2,218.21   | 31.79          | 0.00     | 0.00     | 0.00     | 0.00       | 14.84     | 16.95    | 0.00     |  |
| 660-227  | Library Programs              |  | 3,000.00   | 1,318.81   | 1,681.19       | 114.08   | 334.34   | 0.00     | 930.44     | 76.40     | 169.75   | 56.18    |  |
| 660-229  | Memberships                   |  | 300.00     | 150.00     | 150.00         | 0.00     | 0.00     | 0.00     | 0.00       | 150.00    | 0.00     | 0.00     |  |
| 660-240  | Supplies                      |  | 3,500.00   | 887.05     | 2,612.95       | 526.64   | 7.49     | 428.07   | 138.51     | 13.88     | 376.86   | 1,121.50 |  |
| 660-250  | Training/Certifications       |  | 750.00     | 735.00     | 15.00          | 0.00     | 15.00    | 0.00     | 0.00       |           | 0.00     | 0.00     |  |
| 660-260  | Uniforms                      |  | 125.00     | 66.02      | 58.98          | 0.00     | 0.00     | 58.98    | 0.00       |           | 0.00     | 0.00     |  |
| 660-310  | Auto Repair/Maintenance       |  | 1,000.00   | 952.33     | 47.67          | 41.95    | 0.00     | 47.67    | 0.00       |           | 0.00     | 0.00     |  |
| 660-320  | Bldg Maintenance              |  | 2,750.00   | 2,552.28   | 197.72         | 0.00     | 0.00     | 21.99    | 56.94      |           | 33.08    | 43.76    |  |
| 660-321  | Building Repairs              |  | 3,500.00   | 3,500.00   | 0.00           | 0.00     | 0.00     | 0.00     | 0.00       |           | 0.00     | 0.00     |  |
| 660-322  | Security                      |  | 600.00     | 600.00     | 0.00           | 0.00     | 0.00     | 0.00     | 0.00       |           | 0.00     | 0.00     |  |
| 660-325  | Catalog Services/Resources    |  | 4,200.00   | 1,975.00   | 2,225.00       | 0.00     | 0.00     | 2,225.00 | 0.00       |           | 0.00     | 0.00     |  |
| 660-327  | Cleaning Service              |  | 1,500.00   | 1,450.00   | 50.00          | 0.00     | 0.00     | 0.00     | 0.00       | 50.00     | 0.00     | 0.00     |  |
| 660-336  | Computer Software             |  | 4,000.00   | 2,393.68   | 1,606.32       | 544.50   | 19.50    | 725.52   | 19.50      | 258.30    | 19.50    | 19.50    |  |
| 660-337  | Computer Support              |  | 5,000.00   | 3,599.02   | 1,400.98       | 274.40   | 137.20   | 267.38   | 137.20     | 173.20    | 137.20   | 274.40   |  |
| 660-338  | Data Access                   |  | 2,100.00   | 114.89     | 1,985.11       | 171.59   | 190.64   | 0.00     | 338.94     | 161.97    | 161.97   | 960.00   |  |
| 660-350  | Liability Insurance           |  | 5,503.00   | 611.39     | 4,891.61       | 0.00     | 0.00     | 0.00     | 0.00       |           | 0.00     | 4,891.11 |  |
| 660-363  | Office Equipment Maintenance  |  | 850.00     | 356.36     | 493.64         | 59.36    | 101.92   | 79.51    | 53.96      | 90.97     | 53.96    | 53.96    |  |
| 660-364  | Office Equipment              |  | 2,500.00   | 605.05     | 1,894.95       | 0.00     | 0.00     | 1,894.95 | 0.00       |           | 0.00     | 0.00     |  |
| 660-372  | Postage                       |  | 700.00     | 25.31      | 674.69         | 254.99   | 4.99     | 4.99     | 60.67      | 304.99    | 39.07    | 4.99     |  |
| 660-381  | Water Usage                   |  | 600.00     | 339.22     | 260.78         | 0.00     | 34.88    | 27.20    | 43.35      | 66.71     |          | 88.64    |  |
| 660-382  | Waste Water                   |  | 720.00     | 467.24     | 252.76         | 0.00     | 47.83    | 47.83    | 31.68      | 77.59     | 0.00     | 47.83    |  |

|  |  |              |                            |                   |                   |                   |                  |                  |                  |                  |                  |                  |                  |
|--|--|--------------|----------------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|  |  | 660-383      | Telephone Service          | 2,380.00          | 1,720.25          | 659.75            | 40.61            | 40.75            | 41.42            | 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             | 0.00             |                  | 0.00             | 0.00             |
|  |  | 660-410      | Grants Expense             | 5,000.00          | 5,000.00          | 0.00              | 0.00             | 0.00             | 0.00             | 0.00             |                  | 0.00             | 0.00             |
|  |  | 660-420      | Professional Attorney Fees | 2,000.00          | -675.00           | 2,675.00          | 0.00             | 0.00             | 0.00             | 0.00             | 2,675.00         | 0.00             | 0.00             |
|  |  | 660-422      | Professional Audit Fees    | 1,667.00          | 327.00            | 1,340.00          | 0.00             | 0.00             | 0.00             | 1,340.00         |                  | 0.00             | 0.00             |
|  |  | 660-500      | Tax                        | 110.00            | 110.00            | 0.00              | 0.00             | 0.00             | 0.00             | 0.00             |                  | 0.00             | 0.00             |
|  |  | 660-535      | Collections                | 30,006.00         | 12,013.31         | 17,992.69         | 3,278.45         | 1,570.90         | 2,361.99         | 6,492.30         | 2,092.52         | 1,284.25         | 912.28           |
|  |  | 660-620      | Natural Gas                | 400.00            | 179.74            | 220.26            | 20.98            | 24.72            | 0.00             | 89.85            | 29.68            | 0.00             | 13.52            |
|  |  | 660-621      | Electricity                | 4,400.00          | 2,380.68          | 2,019.32          | 238.40           | 304.49           | 0.00             | 356.53           | 353.27           | 236.63           | 192.10           |
|  |  | 660-800      | Miscellaneous              | 978.00            | 376.12            | 601.88            | 0.00             | 0.00             | 0.00             | 0.00             |                  | 0.00             | 601.88           |
|  |  | <b>TOTAL</b> |                            | <b>288,062.00</b> | <b>168,312.91</b> | <b>119,748.59</b> | <b>16,623.58</b> | <b>13,839.94</b> | <b>18,504.54</b> | <b>20,961.31</b> | <b>19,878.39</b> | <b>11,583.90</b> | <b>18,356.93</b> |

# Director's Report

May 2022

|   | March     | April     | May   |
|---|-----------|-----------|-------|
| Physical Checkouts<br>-see past years comparison at end of report | 5729      | 5501      | 5121  |
| Overdrive   | 624       | 602       | 548   |
|   |           |           |       |
| New Physical Items Added  | 285       | 253       | 151   |
| Physical Items Weeded   | 26        | 25        | 49    |
| ILL Fulfilled   | 26        | 25        | 22    |
| Computer Sessions   | 187       | 179       | 150   |
| Boots Thru Door*  | 2260/2320 | 2214/2254 | 2394/ |
|   |           |           |       |
| Non-Resident Cards Issued   | 5         | 7         | 4     |
| Square Revenue – Non-Resident Family Cards New & Renew            | \$360     | \$360     | \$240 |
| Square Revenue – Non-Resident Senior Cards New & Renew            | \$45      | \$45      | \$60  |
| New Resident Cards Issued   | 19        | 24        | 30    |

\*based on digital door scan reading/Sensource reading

## April Programs & Outreach

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

**Attended: Children- 150 Adults – 85 (3 new cards issued)**

- **Local Author Night – 13 (1 new card issued)**

## Upcoming Programs

- **Storytime**- Every Tuesday @10:30am and Wednesdays @ **10:30am** & 2:00 pm, back of the library.
- **Keep Your Ride Rollin' Class** – June 21, 5:30pm – Gene Snyder

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

| 20-Jan | 20-Feb | 20-Mar | 20-Apr | 20-May | 19-Jun | 19-Jul | 19-Aug | 19-Sep | 19-Oct | 19-Nov | 19-Dec |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 4539   | 4689   | 2776   | 177    | 626    | 8954   | 8821   | 5573   | 4300   | 4122   | 3879   | 3976   |
| 21-Jan | 21-Feb | 21-Mar | 21-Apr | 21-May | 20-Jun | 20-Jul | 20-Aug | 20-Sep | 20-Oct | 20-Nov | 20-Dec |
| 3298   | 4160   | 4890   | 4784   | 4265   | 5136   | 6658   | 5402   | 5085   | 4609   | 4557   | 4117   |
| 22-Jan | 22-Feb | 22-Mar | 22-Apr | 22 May | 21-Jun | 21-Jul | 21-Aug | 21-Sep | 21-Oct | 21-Nov | 21-Dec |
| 4524   | 4523   | 5729   | 5501   | 5121   | 7882   | 7107   | 5835   | 4523   | 4194   | 4685   | 4432   |

