

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

July 12, 2022

Time: 6:00pm

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)
Approval of Minutes from the June 14, 2022 board meeting.
4. Treasurer's Report (Marie Knapp)
5. Director's Report (Lori Clark)
6. Update on covering for back of library for programs (Marie & Lori)
7. Public Comments
8. Board Member Comments
9. Adjournment

The next scheduled Library Board meeting is Aug 9, 2022 at 6:00pm.

MINUTES

Middleton Public Library Board Meeting

**Location: Middleton City Council Chambers-City Hall
1103 West Main Street, Middleton, ID**

June 14, 2022

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
Called to order 6:10pm by Jeff Miller.
Roll call taken: Marie Knapp, Jeff Miller, Logan Green, Wade Wroten, Jeff Miller present. Mark Christiansen arrived at 6:21pm.
2. Approval of Agenda (Action Item) Motion made by Marie, seconded by Logan. Approval unanimous.
3. Consent Agenda – items of routine administrative business (Action Item)
Approval of Minutes from the May 10, 2022 board meeting. Motion made by Marie, seconded by Loga. Approval unanimous.
4. Treasurer's Report (Marie Knapp) Presentation made by Marie. Motion to approve by Logan, seconded by Wade. Unanimous approval.
5. Director's Report (Lori Clark) Lori presented the Director's report. Motion to approve by Marie, seconded by Logan. Unanimous approval.
6. Consider updating Middleton Public Library Policy Manual – Remove probation period, (Action Item) (Lori Clark) Lori presented that the probationary period, a good idea when presented, is difficult to supervise. Recommends removal from policy manual. Discussed. Motion made by Wade, seconded by Logan to remove from policy manual. Unanimous approval.
7. Surplus Item (Action) (Lori Clark) Lori presented item (small table) that should be removed. She checked with city attorney. Discussion of value: minimal. Recommended by Jeff that city departments be checked for need. Motion to dispose of surplus item, if city has no need, made by Mark, seconded by Marie. Unanimous approval.
8. New Copier Update (Lori Clark) Lori presented continuing need for replacement copy machine with fax/Bluetooth capabilities. Suggested that city departments be checked for availability of add-on to their leases.
9. Public Comments: Resident David Luiz commented on what a fantastic job our director is doing.
10. Board Member Comments: Lori presented need to consider wooden ramp as opposed to the current metal for safety and aesthetics. Discussion: should city be able to build this? Logan presented that 11,000 listeners heard the library promoted on Middleton schools sports' website. Mark reported on Chatterbox sensory program (it is developing). Also Mark reported on progress of Endowment Program. He has learned that it can be run through the city.

11. Adjournment: Motion to adjourn made by Wade, seconded by Logan. Unanimous approval at 6:47pm.

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

DRAFT

		FY21-22												
		INCOME		BUDGET	ACTUAL		MAY	APRIL	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER
		380-080	Copy/Print	750.00	1,184.69		141.25	150.99	185.73	175.68	156.70	72.28	147.58	154.48
		381-202	Fines	400.00	1,058.51		214.53	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	136.08		21.90	19.95	21.65	20.10	13.24	12.10	12.63	14.51
		386-075	Donations	0.00	1,598.87		701.57	302.38	202.50	105.90	30.12	110.90	1.15	144.35
		386-312	Non Resident Fees	2,000.00	2,934.50		306.30	397.83	447.18	390.14	293.84	265.11	423.83	410.27
		387-900	Grants	5,000.00	6,980.00		1,000.00	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	142,933.83		2,385.55	3,942.43	1,582.54	1,027.10	129,383.47	3,123.19	675.56	813.99
		EXPENSES		BUDGET	REMAINING	TOTAL EXPENSES	MAY	APRIL	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER
		660-110	Salaries	134,021.00	75,854.01	67,150.03	8,983.04	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	4,025.30	537.07	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	0.00	7.00	0.00	0.00	0.00	0.00	0.00
		660-125	Ins. - Medical	21,000.00	15,672.72	6,215.16	887.88	887.88	887.88	887.88	887.88	887.88	887.88	
		660-126	Ins - Dental	984.00	587.76	462.28	66.04	66.04	66.04	66.04	66.04	66.04	66.04	
		660-127	Retirement	13,169.00	8,065.08	5,972.26	868.34	812.42	812.71	741.39	701.18	892.52	562.54	581.16
		660-128	Medicare	2,098.00	1,282.18	941.44	125.62	120.74	119.83	111.11	114.69	148.01	97.48	103.96
		660-130	EE Assist Benefits	42.00	-8.40	64.32	13.92	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	0.00
		660-132	Workers Comp	500.00	192.00	308.00	0.00	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	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	0.00
		660-212	Gasoline	500.00	454.83	45.17	0.00	0.00	0.00	0.00	0.00	45.17	0.00	0.00
		660-213	Marketing	2,250.00	2,218.21	89.95	58.16	0.00	0.00	0.00	0.00	14.84	16.95	0.00
		660-227	Library Programs	3,000.00	1,318.81	2,278.53	597.34	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	0.00	150.00	0.00	0.00
		660-240	Supplies	3,500.00	887.05	2,676.34	63.39	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	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	0.00	58.98	0.00		0.00	0.00
		660-310	Auto Repair/Maintenance	1,000.00	952.33	47.67	0.00	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	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	0.00
		660-322	Security	600.00	600.00	109.10	109.10	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	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	0.00	50.00	0.00	0.00
		660-336	Computer Software	4,000.00	2,393.68	1,625.82	19.50	544.50	19.50	725.52	19.50	258.30	19.50	19.50
		660-337	Computer Support	5,000.00	3,599.02	1,542.28	141.30	274.40	137.20	267.38	137.20	173.20	137.20	274.40
		660-338	Data Access	2,100.00	114.89	2,328.29	171.59	171.59	190.64	0.00	338.94	161.97	161.97	960.00
		660-350	Liability Insurance	5,503.00	611.39	4,891.11	0.00	0.00	0.00	0.00	0.00		0.00	4,891.11
		660-363	Office Equipment Maintenance	850.00	356.36	553.00	59.36	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	0.00	1,894.95	0.00		0.00	0.00
		660-372	Postage	700.00	25.31	679.68	4.99	254.99	4.99	4.99	60.67	304.99	39.07	4.99
		660-381	Water Usage	600.00	339.22	449.58	159.68	0.00	34.88	27.20	43.35	66.71		88.64
		660-382	Waste Water	720.00	467.24	362.54	54.89	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	0.00	40.61	40.75	41.42	374.06	81.85	0.00	81.06

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Director's Report

June 2022

	April	May	June
Physical Checkouts -see past years comparison at end of report	5501	5121	8086- summer reading!
Overdrive	602	548	631
New Physical Items Added	253	151	144
Physical Items Weeded	25	49	13
ILL Fulfilled	25	22	18
Computer Sessions	179	150	195
Boots Thru Door	2214/2254	2394	3,331
Non-Resident Cards Issued	7	4	9
Square Revenue – Non-Resident Family Cards New & Renew	\$360	\$240	\$710
Square Revenue – Non-Resident Senior Cards New & Renew	\$45	\$60	\$80
New Resident Cards Issued	24	30	58

June Programs & Outreach

- **Storytime-** Every Tuesday @10:30am and Wednesdays @10:30am & 2:00 pm, back of the library.
Attended: Children- 165 Adults – 92 (1 new card issued)
- **Chamber Coffee & Donuts** – 8 adults, 2 new cards issued
- **Corbin Maxey** – 380 adults and children total – up from 157 last year - Community Center
- **Children's Museum Pop-up STEM Day** – 115 adults and children total-back of library & outside
- **Keep Your Ride Rollin' Class** – June 21, 5:30pm – Gene Snyder 4 attendees- back of library
- **Middleton Market** – 131 Children, 105 Adults – 11 new cards issued-*Middleton Park Place, Thurs*
- **Lunch in the Park** – 253 STEM kits given out – *Foote & Hawthorn parks, Tues/Thurs*

Upcoming Programs

- **Storytime-** Every Tuesday @10:30am and Wednesdays @ 10:30am & 2:00 pm, back of the library
- **Local Author Event** – Sarah Hill – Saturday, July 23, 10:30am

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

20-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun	19-Jul	19-Aug	19-Sep	19-Oct	19-Nov	19-Dec
4539	4689	2776	177	626	5136	8821	5573	4300	4122	3879	3976
21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	20-Jul	20-Aug	20-Sep	20-Oct	20-Nov	20-Dec
3298	4160	4890	4784	4265	7882	6658	5402	5085	4609	4557	4117
22-Jan	22-Feb	22-Mar	22-Apr	22 May	22-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec
4524	4523	5729	5501	5121	8086	7107	5835	4523	4194	4685	4432