

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

August 09, 2022

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
2. Approval of Agenda (Action Item)
3. Introduce New Board Member Marcy Shumway
4. Election of Officers (Action Item)
5. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Minutes from the July 12, 2022 board meeting.
 - B. Approval of Minutes from the July 18, 2022 special board meeting
6. Treasurer’s Report (Marie Knapp)
7. Director’s Report (Lori Clark)
8. Consider Policy Update –Adding Super Users – for patrons that have been a library member for over 1 year in good standing, increasing check out limit to 100. (Discussion) (Action Item)
Lori Clark
9. Public Comments
10. Board Member Comments
11. Adjournment

The next scheduled Library Board meeting is Sept 13, 2022 at 6:00pm.

Minutes

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:

Called to order at 6:04pm by Mark Christiansen.

Roll call taken: Marie Knapp, Jeff Miller, Logan Green, Wade Wroten, and Mark Christiansen.

2. Approval of Agenda (Action Item)

Motion made to accept by Jeff, seconded by Marie. Approval unanimous.

3. Consent Agenda – items of routine administrative business (Action Item)

Approval of Minutes from the June 14, 2022 board meeting. Motion made to approve minutes made by Wade, seconded by Marie. Approval unanimous.

3. Treasurer's Report (Marie Knapp)

Presentation made by Marie. Motion to approve by Jeff, seconded by Logan. Unanimous approval.

4. Director's Report (Lori Clark)

Lori presented the Director's report. Motion to approve by Marie, seconded by Logan. Unanimous approval.

6. Update on covering for back of library for programs (Marie & Lori).

7. Public Comments

8. Board Member Comments: Jeff asked for an adult summer reading program to be considered. Mark updated on "Chatterbox." Attending training 7/13. Has learned that a grant is available for the program. The endowment fund. The mayor recommended to Mark that a program already in use by the city is available. Chairman Mark expressed his appreciation for the board as this is his last meeting as a board member.

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

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

MINUTES
Middleton Public Library Board of Trustees
Special Meeting

Location: Middleton Public Library
307 Cornell Street, Middleton, ID

July 18, 2022

Time: 6:00pm

1. Call to Order, Roll Call

A special meeting of the Middleton Public Library Board of Trustees was called to order by Chairman Mark Christiansen at 6:05 p.m.

Roll Call: Board Members Mark Christiansen (present), Marie Knapp (present), Jeff Miller (present). Board Members Logan Green, Wade Wroten (absent). Library Director Lori Clark (present). Public present: Marcy Shumway.

2. Approval of Agenda

Motion to approve the agenda made by Marie Knapp, second by Jeff Miller. Approved unanimously.

3. Consider Approval of Revised Budget FY 22.23 (Discussion) (Action Item)

Marie Knapp explained changes that increased some expenses and reduced others, with special discussion on medical reimbursement (non-discretionary), employee salaries (8% increase) and supplies expense (electronic book tags).

Motion to adopt the FY 2022-23 Budget of \$303,578 as presented made by Jeff Miller, second by Marie Knapp. Roll call vote: Mark Christiansen (yes); Marie Knapp (yes); Jeff Miller (yes). Approved unanimously.

4. Adjournment

Motion to adjourn made by Marie Knapp, second by Mark Christiansen. Approved unanimously.

Meeting adjourned at 6:30 p.m. by Mark Christiansen.

FY21-22															
INCOME		BUDGET	ACTUAL		JUNE	MAY	APRIL	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER		
380-080	Copy/Print	750.00	1,184.69		126.09	141.25	150.99	185.73	175.68	156.70	72.28	147.58	154.48		
381-202	Fines	400.00	1,058.51		192.72	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				0.00	128,750.00	0.00	0.00	0.00		
381-550	Fundraising/Library Programs	713.00	291.18		5.94				250.00	0.00	1.95	39.23	0.00		
381-700	Interest on Investment	200.00	136.08		16.20	21.90	19.95	21.65	20.10	13.24	12.10	12.63	14.51		
386-075	Donations	0.00	1,598.87		113.00	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		595.89	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		1,734.86	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	0.00		
		288,062.00	142,933.83		2,784.70	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	JUNE	MAY	APRIL	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER		
660-110	Salaries	134,021.00	57,615.71	76,405.29	9,255.26	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	3,461.74	4,579.26	553.96	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	0.00	7.00	0.00	0.00	0.00	0.00	0.00		
660-125	Ins. - Medical	21,000.00	13,896.96	7,103.04	887.88	887.88	887.88	887.88	887.88	887.88	887.88	887.88	0.00		
660-126	Ins - Dental	984.00	455.68	528.32	66.04	66.04	66.04	66.04	66.04	66.04	66.04	66.04	66.04		
660-127	Retirement	13,169.00	6,315.23	6,853.77	881.51	868.34	812.42	812.71	741.39	701.18	892.52	562.54	581.16		
660-128	Medicare	2,098.00	1,027.00	1,071.00	129.56	125.62	120.74	119.83	111.11	114.69	148.01	97.48	103.96		
660-130	EE Assist Benefits	42.00	-29.52	71.52	7.20	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	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	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	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	0.00	0.00		
660-212	Gasoline	500.00	454.83	45.17	0.00	0.00	0.00	0.00	0.00	0.00	45.17	0.00	0.00		
660-213	Marketing	2,250.00	2,037.37	212.63	122.68	58.16	0.00	0.00	0.00	0.00	14.84	16.95	0.00		
660-227	Library Programs	3,000.00	282.48	2,717.52	438.99	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	0.00	150.00	0.00	0.00		
660-240	Supplies	3,500.00	757.70	2,742.30	65.96	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	0.00	15.00	0.00	0.00	0.00	0.00	0.00		
660-260	Uniforms	125.00	66.02	58.98	0.00	0.00	0.00	0.00	58.98	0.00	0.00	0.00	0.00		
660-310	Auto Repair/Maintenance	1,000.00	952.33	47.67	0.00	0.00	0.00	0.00	47.67	0.00	0.00	0.00	0.00		
660-320	Bldg Maintenance	2,750.00	2,552.28	197.72	0.00	0.00	41.95	0.00	21.99	56.94	0.00	33.08	43.76		
660-321	Building Repairs	3,500.00	3,479.48	20.52	20.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
660-322	Security	600.00	303.40	296.60	187.50	109.10	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	0.00	0.00	2,225.00	0.00	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	0.00	50.00	0.00	0.00		
660-336	Computer Software	4,000.00	2,299.79	1,700.21	74.39	19.50	544.50	19.50	725.52	19.50	258.30	19.50	19.50		
660-337	Computer Support	5,000.00	3,316.42	1,683.58	141.30	141.30	274.40	137.20	267.38	137.20	173.20	137.20	274.40		
660-338	Data Access	2,100.00	-384.88	2,484.88	156.59	171.59	343.18	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	0.00	0.00	0.00	4,891.61		
660-363	Office Equipment Maintenance	850.00	356.36	553.00	0.00	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	0.00	1,894.95	0.00	0.00	0.00	0.00		
660-372	Postage	700.00	15.33	684.67	4.99	4.99	254.99	4.99	4.99	60.67	304.99	39.07	4.99		
660-381	Water Usage	600.00	67.54	532.46	82.88	159.68	29.12	34.88	27.20	43.35	66.71	0.00	88.64		
660-382	Waste Water	720.00	302.57	417.43	54.89	54.89	54.89	47.83	47.83	31.68	77.59	0.00	47.83		
660-383	Telephone Service	2,380.00	1,677.74	702.26	42.51	0.00	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	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	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	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	0.00	0.00	1,340.00	0.00	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	0.00	0.00	0.00
660-535	Collections	30,006.00	10,473.34	19,532.96	469.66	1,070.61	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	157.05	242.95	9.79	12.90	20.98	24.72	41.51	89.85	29.68	29.68	13.52
660-621	Electricity	4,400.00	1,889.08	2,510.92	274.67	216.93	238.40	304.49	337.90	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	0.00	0.00	0.00	601.88
TOTAL		288,062.00	139,966.59	148,154.57	13,928.73	14,221.65	16,879.18	13,839.94	18,883.95	20,961.31	19,858.71	11,603.48	17,977.62

Director's Report

July 2022

	May	June	July
Physical Checkouts -see past years comparison at end of report	5121	8086- summer reading!	7181
Overdrive	548	631	688
New Physical Items Added	151	144	217
Physical Items Weeded	49	13	29
ILL Fulfilled	22	18	22
Computer Sessions	150	195	178
Boots Thru Door	2394	3,331	2875
Non-Resident Cards Issued	4	9	7
Square Revenue – Non-Resident Family Cards New & Renew	\$240	\$710	\$360
Square Revenue – Non-Resident Senior Cards New & Renew	\$60	\$80	\$100
New Resident Cards Issued	30	58	24

July Programs & Outreach

- **Storytime**- Every Tuesday @10:30am and Wednesdays @10:30am & 2:00 pm, back of the library.
Attended: Children- 131 Adults – 67
- **Local Author** - Sarah Hill – 9 **Adults**
- **Middleton Market** – 150 Children, Adults – 2 new cards issued-*Middleton Park Place, Thurs*
- **Lunch in the Park** – 263 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

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

20-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun	20-Jul	19-Aug	19-Sep	19-Oct	19-Nov	19-Dec
4539	4689	2776	177	626	5136	6658	5573	4300	4122	3879	3976
21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	20-Aug	20-Sep	20-Oct	20-Nov	20-Dec
3298	4160	4890	4784	4265	7882	7107	5402	5085	4609	4557	4117
22-Jan	22-Feb	22-Mar	22-Apr	22 May	22-Jun	22-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec
4524	4523	5729	5501	5121	8086	7181	5835	4523	4194	4685	4432