

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

September 13, 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 Corrected Treasurer’s Report from the August 9, 2022 Meeting
 - B. Approval of Minutes from the August 9, 2022 board meeting.
6. Treasurer’s Report (Marie Knapp)
7. Director’s Report (Lori Clark)
8. Records Retention Training – Oct 11, 2022, 5:00pm – Marie (Action Item)
9. Ramp Update (Marie, Lori)
10. Surplus Item – Metal Ramp – (Discussion – Marie & Lori) (Action Item)
11. Consider waiving non-resident fee for volunteers who volunteer on a regular basis, to be reviewed at each renewal. (Discussion- Lori) (Action Item)
12. Self-Check in for patrons (alternative for Super Users) – Discussion- Lori
13. Benefits for employees with 30+ hours & fy22/23 Budget (Marie) (Action Item)
14. Public Comments
15. Board Member Comments
16. Adjournment

The next scheduled Library Board meeting is Oct 11, 2022 at 6:00pm.

MIDDLETON PUBLIC LIBRARY BOARD MEETING MINUTES
Regular Meeting - August 9, 2022 @ Middleton City Hall Council Chambers

1. Called to order by Jef Miller at 6:00 pm
Roll call; Jeff Miller, Marcy Shunway, Marie Knapp
Absent Wade Wroten, Logan Green

Pledge of Allegiance
Invocation given by Jeff Miller
2. Motion: Approve agenda(action item)
Moted by Marcy Shunway to approve agenda
Secoded by Marie Knapp
Motion passed unanimously
3. Introduce of new Board Member Marcy Shunway
Moted by Jeff Miller to table introduction until next Board meeting
Secoded by Marie Knapp
Motion passed unanimously
4. Motion: Election of Officers (action item)
Moted by Jeff Miller to table elections until next Board meeting
Secoded by Marie Knapp
Motion passed unanimously
5. Consent Agenda (action item)
Moted by Marie Knapp to approve consent agenda
Secoded by Marcy Shunway
Motion passed unanimously
6. Treasurer's Report
Moted by Jeff Miller to table approval of Treasurer's report until next Board Meeting due to error in financial report
Secoded by Marie Knapp
Motion passed unanimously
7. Directors Report
Moted by Marie Knapp to approve Directors Report
Secoded by Marcy Shunway
Motion passed unanimously

8. Consider Policy Update (action item)
Discussion regarding increasing check out book limit to 100 for super readers
Motioned by Jeff Miller to table vote to give Lori Clark time to investigate suggestions
Seconded by Marie Knapp
Motion passed unanimously
9. Public Comments
No public comments given
10. Board Comments
Marie Knapp gave progress report on handicap ramp
11. Adjournment
Motioned by Marie Knapp to adjourn
Seconded by Marcy Shunway
Motion passed unanimously

Adjournment at 6:38 pm

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	

FY21-22 INCOME		BUDGET	ACTUAL	AUGUST	JULY	JUNE	MAY	APRIL	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER	
380-080	Copy/Print	750.00	1,184.69	141.50	156.11	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	177.10	201.84	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		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		12.15	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	100.00	110.48	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	650.30	409.55	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	1,068.90	129,640.13	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	AUGUST	JULY	JUNE	MAY	APRIL	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER
660-110	Salaries	134,021.00	33,219.39	100,801.61	9,724.24	14,672.08	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	1,988.91	6,052.09	583.03	889.80	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	0.00	0.00	7.00	0.00	0.00	0.00	0.00	0.00
660-125	Ins. - Medical	21,000.00	12,121.20	8,878.80	887.88	887.88	887.88	887.88	887.88	887.88	887.88	887.88	887.88	887.88	887.88
660-126	Ins - Dental	984.00	323.60	660.40	66.04	66.04	66.04	66.04	66.04	66.04	66.04	66.04	66.04	66.04	66.04
660-127	Retirement	13,169.00	4,175.74	8,993.26	855.41	1,284.08	881.51	868.34	812.42	812.71	741.39	701.18	892.52	562.54	581.16
660-128	Medicare	2,098.00	682.51	1,415.49	136.37	208.12	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	-47.43	89.43	7.20	10.70	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	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	0.00	0.00	308.00
660-133	Contrib Gen Fund Sal Overhead	11,676.00	0.00	11,676.40	11,676.40	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	0.00	0.00
660-212	Gasoline	500.00	374.51	125.49	0.00	80.32	0.00	0.00	0.00	0.00	0.00	0.00	45.17	0.00	0.00
660-213	Marketing	2,250.00	1,881.74	368.26	0.00	155.63	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	37.56	2,962.44	0.00	244.92	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	0.00	0.00	150.00	0.00	0.00
660-240	Supplies	3,500.00	384.99	3,115.01	0.00	372.71	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	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	0.00	0.00	58.98	0.00	0.00	0.00	0.00
660-310	Auto Repair/Maintenance	1,000.00	942.83	57.17	0.00	9.50	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	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	0.00	0.00	20.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
660-322	Security	600.00	153.40	446.60	0.00	150.00	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	1,012.00	3,188.00	0.00	963.00	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	1,400.00	100.00	0.00	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	2,280.29	1,719.71	0.00	19.50	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	3,175.12	1,824.88	0.00	141.30	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	-1,104.88	3,204.88	0.00	720.00	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	611.89	4,891.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,891.11
660-363	Office Equipment Maintenance	850.00	85.87	764.13	0.00	211.13	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	0.00	0.00	1,894.95	0.00	0.00	0.00	0.00
660-372	Postage	700.00	-234.67	934.67	0.00	250.00	4.99	4.99	254.99	4.99	4.99	60.67	304.99	39.07	4.99
660-381	Water Usage	600.00	-57.58	657.58	0.00	125.12	82.88	159.68	29.12	34.88	27.20	43.35	66.71	0.00	88.64
660-382	Waste Water	720.00	247.68	472.32	0.00	54.89	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	1,594.65	785.35	0.00	83.09	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	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	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	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	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	0.00	0.00
660-535	Collections	30,006.00	8,517.32	21,488.68	0.00	1,955.72	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	147.26	252.74	0.00	9.79	9.79	12.90	20.98	24.72	41.51	89.85	29.68	29.68	13.52
660-621	Electricity	4,400.00	1,440.08	2,959.92	0.00	449.00	274.67	216.93	238.40	304.49	337.90	356.53	353.27	236.63	192.10

Director's Report

August 2022

	June	July	Aug
Physical Checkouts -see past years comparison at end of report	8086- summer reading!	7181	6532
Overdrive	631	688	646
New Physical Items Added	144	217	136
Physical Items Weeded	13	29	77
ILL Fulfilled	18	22	26
Computer Sessions	195	178	224
Boots Thru Door	3,331	2875	2895
Non-Resident Cards Issued	9	7	10
Square Revenue – Non-Resident Family Cards New & Renew	\$710	\$360	\$760
Square Revenue – Non-Resident Senior Cards New & Renew	\$80	\$100	\$120
New Resident Cards Issued	58	24	28

August Programs & Outreach

- **Storytime**- Every Tuesday @10:30am and Wednesdays @10:30am & 2:00 pm, back of the library.
Attended: Children-161 Adults – 86
- **Middleton Market** – 117 Children & Adults – 1 new card issued-*Middleton Park Place, Thurs*
- **Lunch in the Park** – 133 STEM kits given out – *Foote & Hawthorn parks, Tues/Thurs*

Upcoming Programs

- **Storytime**- Every Tuesday and Wednesday @10:30am, back of the library
- **Aerospace “Out of the Box” Learning Adventure** -for students 8-13 yrs old, 5 Fridays, 1-2pm (4-H)
- **Local Author Night** – Oct 18, 5:30 pm – Ron Amarel
- **Archeology Exhibit**, “Daily Life in an Ancient Judean Town,”- Oct 25 – 2:00-7:00pm
- **Bookmobile** – Community Center Preschool – Wed & Thurs, 10:30am, twice a month

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

20-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun	20-Jul	20-Aug	19-Sep	19-Oct	19-Nov	19-Dec
4539	4689	2776	177	626	5136	6658	5402	4300	4122	3879	3976
21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	20-Sep	20-Oct	20-Nov	20-Dec
3298	4160	4890	4784	4265	7882	7107	5835	5085	4609	4557	4117
22-Jan	22-Feb	22-Mar	22-Apr	22 May	22-Jun	22-Jul	22-Aug	21-Sep	21-Oct	21-Nov	21-Dec
4524	4523	5729	5501	5121	8086	7181	6532	4523	4194	4685	4432