

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

**October 11, 2022**

**Time: 5:00pm**

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1. Call to Order
2. Approval of Agenda (Action Item)
3. Records Retention Training
4. Adjournment

Regularly Scheduled Library Board Meeting is Tuesday, October 11, 2022 at 6:00pm

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

**October 11, 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 September 13, 2022 board meeting.
4. Treasurer’s Report (Marie Knapp)
5. Director’s Report (Lori Clark)
6. Ramp Update (Marie)
7. Consider approving Policy Manual update regarding waiving non-resident fee for volunteers who volunteer on a regular basis, to be reviewed at each renewal. (Action Item)
8. Public Comments
9. Board Member Comments
10. Adjournment

The next scheduled Library Board meeting is Nov 8, 2022 at 6:00pm.

## **MIDDLETON PUBLIC LIBRARY BOARD MEETING MINUTES**

September 13, 2022 6:00 pm @ Middleton City Hall Council Chambers

1. Called to order at 6:00 pm by Jeff Miller

Roll call - Jeff Miller, Logan Green, Marcy Shumway, Marie Knapp, Wade Wroten-absent

Pledge of Allegiance

Invocation give by Logan Green

2. Approval of Agenda (Action item)

Motioned by Logan Green to approve agenda

Seconded by Marie Knapp

Motion passed unanimously

3. Introduction of new Board member Marcy Shumway

Marcy Shumway introduced herself along with her background

4. Election of Officer (Action item)

Election of Chairman - Jeff Miller

Motioned by Marie Knapp, seconded by Logan Green

Motion passed unanimously

Election of Vice Chairman - Logan Green

Motioned by Marie Knapp, seconded by Jeff Miller

Motion passed unanimously

Election of Secretary - Wade Wroten

Motioned by Logan Green, seconded by Marcy Shumway

Motion passed unanimously

Election of Treasurer - Marie Knapp

Motioned by Jeff Miller, seconded by Logan Green

Motion passed unanimously

Discussion regarding changing policy manual to reflect the date of elections from January to September. Policy update vote at October meeting

5. Consent Agenda (Action item)

Motioned by Marcy Shumway to approve Consent Agenda item A as presented and item B with corrected name on minutes

Seconded by Logan Green

Motion passed unanimously

6. Treasurer's Report

Motioned by Jeff Miller to approve corrected Treasurer's report

Seconded by Logan Green

Motion passed unanimously

7. Director's Report

Motioned by Marie Knapp to approve Director's report

Seconded by Marcy Shumway

Motion passed unanimously

8. Records Retention Training

Workshop set for October 11,2022 at 5:00 pm in City Council Chambers

9. Ramp update

Updated given on progress of new ramp installation

10. Surplus Item (Action item)

Motioned by Marie Knapp to surplus old metal ramp to Palmbach Construction to be re-installed at Veteran Paul Wells home

Seconded by Marcy Shumway

Motion passed unanimously

11. Consider waiving non-resident fee for volunteers (Action item)

Discussion regarding how many hours a volunteer would need to perform to receive a fee waiver. Lori Clark to add verbiage for Policy Manual and present next meeting

12. Self check in for patrons

Lori Clark gave update on adding self check in to the current self check out system

13. 2022/2023 Budget adjustment (Action item)

Update given by Lori Clark and Marie Knapp regarding adjusting the 22/23 budget to reflect the employee medical reimbursement totalling \$16,500 and adjusting capital outlay totalling \$8,052.58.

Motioned by Logan Green to make necessary 22/23 budget adjustments

Seconded by Marcy Shumway

Motion passed unanimously

14. Public Comments - none given

15. Board Comments

Jeff Miller commented on how well the library is being run by Lori Clark

16. Adjournment

Motioned by Marie Knapp to adjourn

Seconded by Logan Green

Motion passed unanimously

Adjournment at 7:07 pm



# Director's Report

## September 2022

	July	Aug	Sept
Physical Checkouts -see past years comparison at end of report	7181	6532	5612
Overdrive	688	646	654
New Physical Items Added	217	136	188
Physical Items Weeded	29	77	33
ILL Fulfilled	22	26	36
Computer Sessions	178	224	277
Boots Thru Door	2875	2895	2309
Non-Resident Cards Issued	7	10	6
Credit Card Revenue – Non-Resident Family Cards New & Renew	\$360	\$760	\$560
Credit Card Revenue – Non-Resident Senior Cards New & Renew	\$100	\$120	\$100
New Resident Cards Issued	24	28	17

### September Programs & Outreach

- **Storytime**- Every Tuesday @10:30am and Wednesdays @10:30am & 2:00 pm, back of the library.  
*Attended: Children- 138 Adults – 77*
- \* **Middleton Market** – 18 Children & Adults – 24 STEM kits given out-*Middleton Park Place, Thurs*
- **Bookmobile – GMPR Preschool**- 24 attendees, 32 books checked out – 4 times a month

### 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	20-Sep	19-Oct	19-Nov	19-Dec
4539	4689	2776	177	626	5136	6658	5402	5085	4122	3879	3976
21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	20-Oct	20-Nov	20-Dec
3298	4160	4890	4784	4265	7882	7107	5835	4523	4609	4557	4117
22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	21-Oct	21-Nov	21-Dec
4524	4523	5729	5501	5121	8086	7181	6532	5612	4194	4685	4432

#### 4.02A

##### **2. Non-Resident Card**

An individual who does not meet the requirements for a Resident Card may obtain a Non-Resident Card upon the payment of the annual fee as determined by the board, and in-person presentation of official photo identification. **Any person that is employed by the City of Middleton will not be required to pay the annual fee for a Non-Resident Card. For those persons that provide service to the library, the director may waive the annual fee for the Non-Resident Card, to be reviewed on an annual basis.**

The Non-Resident card has the same privileges as a Resident Card and the annual payment of the non-resident fee by one individual in a household allows all other persons in that household to obtain a Non-Resident card without the payment of an additional fee. Non-resident senior citizens over the age of sixty-two may purchase a Non-Resident Card for the annual fee as determined by the Board.