AGENDA

Middleton Public Library Special Meeting

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

Time: 5:00pm

October 11, 2022

- 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

- 1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
- 2. Approval of Agenda (Action Item)
- 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.

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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

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 totaling \$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

INCOME			BUDGET	ACTUAL		SEPTEMBER	AUGUST	JULY	JUNE	MAY	APRIL	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBE
380-080	Copy/Print		750.00	1,843.02		199.01	177.12	156.11	126.09	141.25	150.99	185.73	175.68	156.70	72.28	147.58	154.
381-202	Fines		400.00	2,037.02		307.72		201.84					85.28		180.85		
381-402	Property Tax	Collection	257,500.00	257,500.00		001.12	270.20	128,750.00			71.20	220.10	0.00		0.00		
381-550		ibrary Programs	713.00	297.12				120,700.00	5.94				250.00		1.95	39.23	
381-700	Interest on Inv		200.00	188.61			24.18	12.15			19.95	21.65	20.10		12.10		
386-075	Donations	- Countries	0.00	2.022.65		100.30		110.48			302.38	202.50	105.90		110.90		
386-312	Non Resident	Fees	2,000.00	5,377.50		532.04		409.55			397.83	447.18	390.14		265.11	423.83	
387-900	Grants		5.000.00	8,714.86		352.04	303.32	403.33	1 734 86			500.00	0.00		2,480.00	0.00	
390-007	Cash Carry O	iver	21,499.00	0.00					0.00	.,	3,000.00	300.00	0.00		0.00	0.00	
390-007	Cash Carry C	, vei	21,499.00	0.00					0.00				0.00	0.00	0.00	0.00	0.
			288,062.00	277,980.78		1,139.07	1,483.05	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.
EXPENSE	S		BUDGET	REMAINING	TOTAL EXPENSES	SEPTEMBER	AUGUST	JULY	JUNE	MAY	APRIL	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	ОСТОВЕ
660-110	Salaries		134,021.00	24,223.21	109,797.79	8,996.18		14,672.08		8,983.04	8,647.11	8,591.81	7,983.34	8,230.01	10,527.56	7,017.12	
660-122	FICA		8,041.00	1,451.63		537.28	*,:=::=:	889.80	-,	.,	516.24	512.82	475.08		632.84	416.32	
660-124	Medical Reim	bursement	42.00	35.00		0.00		0.00			0.00	7.00	0.00		0.00	0.00	
660-125	Ins Medical		21,000.00	11,201.80				887.88					887.88		887.88	887.88	
660-126	Ins - Dental		984.00	257.56				66.04					66.04		66.04	66.04	
660-127	Retirement		13,169.00	3,319.25				1,284.08					741.39		892.52	562.54	
660-128	Medicare		2,098.00	556.86				208.12					111.11		148.01	97.38	
660-130	EE Assist Ber	nefits	42.00	-58.12				10.70			7.20	7.20	7.20		7.20		
660-131	Reserve-Une		500.00	500.00	0.00			0.00			0.00	0.00	0.00		0.00		
660-132	Workers Com		500.00	192.00	308.00			0.00			0.00	0.00	0.00		0.00	0.00	
660-133		Fund Sal Overhead	11,676.00	0.00				0.00				0.00	0.00		0.00	0.00	
660-211	Computer Ha		2,500.00	2,500.00				0.00				0.00	0.00				
660-212	Gasoline	Taware	500.00	374.51									0.00		45.17	0.00	
660-213	Marketing		2,250.00	3/4.51 1,881.74				155.63			0.00	0.00	0.00		45.17 14.84	16.95	
660-213	Library Progra	ame	3,000.00	1,881.74				244.92			114.08		0.00		76 40	169.75	
660-229	Memberships		300.00														
660-240	Supplies		3,500.00	150.00 171.16				0.00 372.71				0.00 7.49	0.00 428.07		150.00	0.00 376.86	
660-250		finations	750.00												13.88		
660-260	Training/Certi	lications	125.00	735.00				0.00			0.00	15.00	0.00			0.00	
660-310		1aintananaa		66.02				0.00					58.98				
	Auto Repair/N		1,000.00	942.83				9.50					47.67		0.00		
660-320	Bldg Maintena		2,750.00	2,057.22				0.00					21.99		0.00	33.08	
660-321	Building Repa	airs	3,500.00	-1,173.57				0.00					0.00		0.00	0.00	
660-322	Security		600.00	153.40				150.00			0.00	0.00	0.00		0.00	0.00	
660-325		ces/Resources	4,200.00	1,012.00				963.00					2,225.00				
660-327	Cleaning Serv		1,500.00	1,400.00	100.00	0.00		50.00			0.00	0.00	0.00		50.00	0.00	
660-336	Computer Sol		4,000.00	2,241.29				19.50					725.52		258.30	19.50	
660-337	Computer Sup	pport	5,000.00	3,175.12				141.30					267.38				
660-338	Data Access		2,100.00	-2,386.06	4,486.06			720.00			343.18		0.00		161.97	161.97	
660-350	Liability Insura		5,503.00	611.89				0.00			0.00	0.00	0.00		0.00	0.00	7**
660-363		nent Maintenance	850.00	26.51				211.13					79.51		90.87	0.00	
660-364	Office Equipm	nent	2,500.00	605.05	1,894.95	0.00		0.00			0.00	0.00	1,894.95		0.00	0.00	
660-372	Postage		700.00	-249.64				250.00				4.99	4.99		304.99	39.07	4.
660-381	Water Usage		600.00	-159.50	759.50			125.12			29.12	34.88	27.20		66.71	0.00	
660-382	Waste Water		720.00	175.35	544.65	0.00	72.33	54.89	54.89	54.89	54.89	47.83	47.83	31.68	77.59	0.00	47.
660-383	Telephone Se	ervice	2,380.00	1,220.60	1,159.40	374.05	0.00	83.09	42.51	0.00	40.61	40.75	41.42	374.06	81.85	0.00	81.
660-384	Solid Water D	isposal	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	0.
660-410	Grants Expen	ise	5,000.00	4,863.67	136.33	136.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.
660-420	Professional A	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	0.00	2,675.00	0.00	0.0
660-422	Professional A	Audit Fees	1,667.00	327.00	1,340.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,340.00	0.00	0.00	0.
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	0.
660-535	Collections		30,006.00	7,701.27	22,304.73	-198.82	1,014.87	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.
660-620	Natural Gas		400.00	137.47	262.53	0.00	9.79	9.79	9.79	12.90	20.98	24.72	41.51	89.85	29.68	0.00	13.
660-621	Electricity		4,400.00	968.25	3,431.75	0.00	471.83	449.00	274.67	216.93	238.40	304.49	337.90	356.53	353.27	0.00	428.
660-800	Miscellaneous	S	978.00	376.12		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	601.
TOTAL			288,062.00	71,634.51	216.427.49	17.840.29	26.368.31	24.064.32	13.928.73	14.221.65	16.879.18	13.840.04	18,883.95	20.961.31	19,878.29	11.293.11	18,268.3

Director's Report

September 2022

	July	Aug	Sept
Physical Checkouts			
-see past years comparison at end of	7181	6532	5612
report			
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 &	\$100	\$120	\$100
Renew			
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-Aug 5835	•		20-Nov 4557	20-Dec 4117
			-	1			22-Aug 6532	-			21-Dec 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.