

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

**November 8, 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 October 11, 2022 Workshop Special Meeting.
  - B. Approval of Minutes from the October 11, 2022 Board Meeting
4. Treasurer's Report (Marie Knapp)- same as last month – no new numbers
5. Director's Report (Lori Clark)
6. Lori - Highlights from Director's Summit
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 December 13 2022 at 6:00pm.

## **MINUTES OF RECORDS RETENTION TRAINING 2022**

OCTOBER 11, 2022

Middleton Public Library Board Meeting

Middleton City Council Chambers-City Hall

1103 West Main Street, Middleton, ID

1. Call to Order by Jeff Miller at 5:10pm. Roll-call taken. Present Jeff Miller, Marie Knapp, Marcie Shumway, Wade Wroten, Logan Green, and Director Lori Clark. Present also by invitation Clay Ritter, public library consultant.

2. Approval of Agenda (Action Item)

Motion made to approve agenda by Marie, seconded by Marcie, unanimous approval.

3. Records Retention Training by consultant Clay Ritter in light of the Idaho Public Records Act.

Clay presented responsibilities of libraries, directors and trustees to store various records created in fulfillment of library operations, making them available to the public, and recognizing limitations that can be introduced to limit the storage of some records. The consultant clearly identified that legal concerns should be brought to the city attorney.

4. Adjournment

Motion to adjourn made by Marie, seconded by Logan, unanimous approval. Adjourned at 6:11pm.

## MINUTES

### 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.

Call to order by Chairman Jeff Miller at 6:11pm.

Pledge to the flag of the USA.

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

Invocation led by Wade

2. Approval of Agenda (Action Item)

Motion to approve by Marie, seconded by Logan, approval unanimous.

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

Minutes of September 13, 2022 board meeting presented. Motion to approve by Wade, seconded by Marie, approval unanimous.

4. Treasurer's Report (Marie Knapp)

Treasurer's report presented by Marie Knapp. Discussion concerning financials, construction of ramp, and solid position of Library as we approach 2023. Reported we have 50% of annual budget in reserve. Motion to approve by Logan, seconded by Wade, approval unanimous.

5. Director's Report (Lori Clark)

Lori reported that the summer reading program was completed, well attended. Library is receiving quality book donations from patrons. Motion to approve by Marie, seconded by Marcie, approval unanimous.

6. Ramp Update (Marie)

The needed ramp has been slowed by engineering needs. Should be complete by end of October.

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)

Wording for the policy manual update was considered. Board response was positive: that waiving fees for those who volunteer to serve at the library should be authorized. Action tabled. Final wording to be presented for approval at future meeting.

8. Public Comments: No public comments presented.

9. Board Member Comments: All comments by members were supportive of the work being accomplished by the board and our director.

10. Adjournment

Motion to approve by Marie, seconded by Logan. Approval unanimous. Adjourned at 6:51pm.

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

FY21-22																		
INCOME		BUDGET	ACTUAL		SEPTEMBER	AUGUST	JULY	JUNE	MAY	APRIL	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER		
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	154.48		
381-202	Fines	400.00	2,037.02		307.72	276.23	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	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	297.12					5.94				250.00	0.00	1.95	39.23	0.00		
381-700	Interest on Investment	200.00	188.61			24.18	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	2,022.65		100.30	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	5,377.50		532.04	905.52	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	8,714.86					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	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	813.99		
<b>EXPENSES</b>		<b>BUDGET</b>	<b>REMAINING</b>	<b>TOTAL EXPENSES</b>	<b>SEPTEMBER</b>	<b>AUGUST</b>	<b>JULY</b>	<b>JUNE</b>	<b>MAY</b>	<b>APRIL</b>	<b>MARCH</b>	<b>FEBRUARY</b>	<b>JANUARY</b>	<b>DECEMBER</b>	<b>NOVEMBER</b>	<b>OCTOBER</b>		
660-110	Salaries	134,021.00	24,223.21	109,797.79	8,996.18	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	1,451.63	6,589.37	537.28	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	0.00	7.00	0.00	0.00	0.00	0.00	0.00		
660-125	Ins. - Medical	21,000.00	11,201.80	9,798.20	919.40	887.88	887.88	887.88	887.88	887.88	887.88	887.88	887.88	887.88	887.88	0.00		
660-126	Ins - Dental	984.00	257.56	726.44	66.04	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	3,319.25	9,849.75	856.49	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	556.86	1,541.14	125.65	136.37	208.12	129.56	125.62	120.74	119.93	111.11	114.69	148.01	97.38	103.96		
660-130	EE Assist Benefits	42.00	-58.12	100.12	7.20	10.70	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	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	0.00	308.00		
660-133	Contrib Gen Fund Sal Overhead	11,676.00	0.00	11,676.40	0.00	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	0.00		
660-212	Gasoline	500.00	374.51	125.49	0.00	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	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	16.02	2,983.98	1.58	19.96	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	0.00	150.00	0.00	0.00		
660-240	Supplies	3,500.00	171.16	3,328.84	-6.39	220.22	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	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	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	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	2,057.22	692.78	276.22	218.84	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	-1,173.57	4,673.57	4,600.00	53.05	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	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	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	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	2,241.29	1,758.71	19.50	19.50	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	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	-2,386.06	4,486.06	1,124.59	156.59	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	0.00	4,891.11		
660-363	Office Equipment Maintenance	850.00	26.51	823.49	0.00	59.36	211.13	0.00	59.36	59.36	101.92	79.51	53.96	90.87	0.00	108.02		
660-364	Office Equipment	2,500.00	605.05	1,894.95	0.00	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	-249.64	949.64	4.99	9.98	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	-159.50	759.50	0.00	101.92	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	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	47.83		
660-383	Telephone Service	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	81.06		
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	0.00		
660-410	Grants Expense	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	0.00		
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	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	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	0.00		
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	912.28		
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	13.52		
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	428.73		
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	0.00	0.00	0.00	601.88		
<b>TOTAL</b>		<b>288,062.00</b>	<b>71,634.51</b>	<b>216,427.49</b>	<b>17,840.29</b>	<b>26,368.31</b>	<b>24,064.32</b>	<b>13,928.73</b>	<b>14,221.65</b>	<b>16,879.18</b>	<b>13,840.04</b>	<b>18,883.95</b>	<b>20,961.31</b>	<b>19,878.29</b>	<b>11,293.11</b>	<b>18,268.31</b>		



# Director's Report

October 2022

	Aug	Sept	Oct
Physical Checkouts -see past years comparison at end of report	6532	5612	5402
Overdrive - Libby	646	654	646
New Physical Items Added	136	188	267
Physical Items Weeded	77	33	25
ILL Fulfilled	26	36	25
Computer Sessions	224	277	163
Boots Thru Door	2895	2309	2511
Non-Resident Cards Issued	10	6	8
New Resident Cards Issued	28	17	19

## October Programs & Outreach

- **Storytime**- Every Tuesday @10:30am and Wednesdays @10:30am back of the library.  
*Attended: **Children- 94 Adults – 49** (had to cancel 1 week due to illness)*
- **Harvest Festival Foote Park**- 10/1 – Talked to 313 people, 4 cards issues, 1 renewed, 9 books checked out, 120 rocks painted
- **Bookmobile - GMPR Preschool** : 24 kids, 29 books checked out, 4 times a month
- **Aerospace "Out of the Box" Learning Adventure** – 26 children 8-13yrs old
- **Local Author Night** – 10/17, 4 adults, 2 teens
- **Archeology Exhibit** – 10/25 10 adults, 5 teens

## Upcoming Programs

- **Storytime**- Every Tuesday and Wednesday @10:30am, back of the library
- **Bookmobile** – Community Center Preschool – Wed & Thurs, 10:30am, twice a month
- **Family Reading 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	20-Oct	19-Nov	19-Dec
4539	4689	2776	177	626	5136	6658	5402	5085	4609	3879	3976
21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	20-Nov	20-Dec
3298	4160	4890	4784	4265	7882	7107	5835	4523	4194	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	5402	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 board may waive the annual fee upon recommendation by the Library Director for 1 year.**

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.