

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

February 14, 2023

Time: 6:00pm

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 January 10, 2023 Board Meeting
4. Treasurer’s Report (Marie Knapp)
5. Director’s Report (Lori Clark)
6. Marcy Shumway’s Library Board Term Expired Jan 2, 2023. City Council approved Mayor Rule’s re-appointment of Marcy on February 1, 2023 – Jeff Miller (Discussion) (Action Item)
7. Consider having Clay Ritter give a workshop on Library Board Trustee Roles and Responsibilities – Jeff Miller (Action Item)
8. Consider giving Library Director Lori Clark a Performance Appraisal – Jeff Miller (Discussion) (Action Item)
9. Possible Capital Project Grant from ICFL – up to \$500k to increase library infrastructure – Lori Clark (Discussion)
10. Update on Library Team – Lori Clark
11. Public Comments
12. Board Member Comments
13. Adjournment

The next scheduled Library Board meeting is March 14, 2023 at 6:00pm.

MINUTES

Middleton Public Library Board of Trustees Meeting

Location: Middleton City Council Chambers-City Hall

1103 West Main Street, Middleton, ID

January 10, 2023

Time: 6:00 pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation

- Call to Order by Chairman Jeff Miller at 6:09 p.m..
- Roll call
 - Jeff Miller (present)
 - Logan Green (present)
 - Marcy Shumway (present)
 - Wade Wroten (absent)
 - Lori Clark (present)
 - Marie Knapp (present)
- Pledge of Allegiance
- Invocation by Logan Green

2. Approval of Agenda (Action Item)

- Motion to approve by Logan Green, seconded by Marie Knapp, approval unanimous.

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

- Minutes of December 13, 2022 board meeting presented. Motion to approve by Marie Knapp, seconded by Marcy Shumway, approval unanimous.

4. Elections for Board Positions (Action Item)

- Chairman - Jeff Miller
 - Nominated by Marie Knapp.
- Vice Chairman - Logan Green
 - Nominated by Marie Knapp.
- Treasurer - Marie Knapp
 - Nominated by Logan Green.
- A motion was made by Logan Green to accept the officers as nominated and it was seconded by Marie Knapp, approval unanimous.

5. Treasurer's Report (Marie Knapp)

- Treasurer's report presented by Marie Knapp. Explanation of over-budget items explained. Motion to approve by Logan Green, seconded by Marcy Shumway, approved unanimously.

6. Director's Report (Lori Clark)

- Lori Clark presented her report. She said checkouts were done in December and they have done a lot of weeding. Some upcoming events planned are:
 - 3 classes of "Planning Your Garden Class" in February.
 - 4-H Art Class
 - Local Author night on January 31st
 - Winter Reading Bingo 1/17 to 3/17
- Motion to approve by Marie Knapp, seconded by Logan Green, approved unanimously.

7. Records Retention Policy (Discussion)(Action Item)

- Marie Knapp has the records retention policy for the city from the city attorney. It has everything covered regarding records retention. She explained that emails are to be kept for 2 years. Marie will reformat the written policy so NO ACTION to be taken today.
- Lori Clark received an email from Clay (Ritter) regarding the format for retained documents wherein he explained that format can be either digital or hard copy.

8. Proton Mail (email of the board) Jeff Miller (Discussion)(Action Item)

- Decision on deleting the Proton email account and its contents is tabled until the records retention policy is finalized.

9. Public Comments

- None

10. Board Member Comments

- Lori Clark read, for the Board, the email she received from Wade wherein he resigned his position on the Board.

11. Adjournment

Motion to adjourn by Marie Knapp, seconded by Logan Green, unanimous approval.
Adjourned by Jeff at 6:31 p.m..

The next scheduled Library Board meeting is February 14, 2023 at 6:00 p.m.

LIBRARY FINANCIALS							
FY22/23							
INCOME		BUDGET		ACTUAL	DECEMBER	NOVEMBER	OCTOBER
380-080	Copy/Print	1,000.00		849.88	204.26	244.09	401.53
381-202	Fines	750.00		245.06	83.07	107.51	54.48
381-402	Property Taxes	267,990.00		4.80	0.00	4.80	0.00
381-550	Fundraising/Library Programs	713.00		0.00	0.00	0.00	0.00
381-700	Interest on Investment	125.00		51.40	16.72	17.01	17.67
386-075	Donations	0.00		1,150.65	104.10	105.25	941.30
386-312	Non Resident Fees	3,000.00		1,270.90	330.53	385.63	554.74
387-900	Grants	5,000.00		7,162.30	7,162.30	0.00	0.00
390-007	Reserve	25,000.00		0.00	0.00	0.00	0.00
	Total	303,578.00		10,734.99	7,900.98	864.29	1,969.72
EXPENSES		BUDGET	REMAINING	TOTAL EXPENSES	DECEMBER	NOVEMBER	OCTOBER
660-110	Salaries	141,509.00	104,752.74	36,756.26	15,270.03	10,968.52	10,517.71
660-112	FICA	9,084.87	6,867.42	2,217.45	926.24	659.58	631.63
660-124	Medical Reimbursement	5,500.00	5,500.00	0.00	0.00	0.00	0.00
660-125	Ins. - Medical	15,430.68	12,672.48	2,758.20	919.40	919.40	919.40
660-126	Ins - Dental	747.36	549.24	198.12	66.04	66.04	66.04
660-127	Retirement	12,445.42	8,846.76	3,598.66	1,483.48	1,067.41	1,047.77
660-128	Medicare	2,051.88	1,533.30	518.58	216.62	154.24	147.72
660-130	EE Assist Benefits	95.04	69.94	25.10	7.20	10.70	7.20
660-131	Reserve-Unemploy Claims	500.00	500.00	0.00	0.00	0.00	0.00
660-132	Workers Comp	525.00	363.00	162.00	0.00	42.34	119.66
660-133	Contrib Gen Fund Sal Overhea	12,365.17	12,365.17	0.00	0.00	0.00	0.00
660-211	Computer Hardware	3,000.00	3,000.00	0.00	0.00	0.00	0.00
660-212	Gasoline	450.00	384.92	65.08	0.00	0.00	65.08
660-213	Marketing	1,000.00	940.00	60.00	0.00	60.00	0.00
660-227	Library Programs	3,500.00	3,077.50	422.50	40.15	311.41	70.94
660-229	Memberships	500.00	500.00	0.00	0.00	0.00	0.00
660-240	Supplies	5,600.00	4,194.03	1,405.97	755.74	624.80	25.43
660-250	Training/Certifications	600.00	600.00	0.00	0.00	0.00	0.00
660-260	Uniforms	130.00	130.00	0.00	0.00	0.00	0.00
660-310	Auto Repair/Maintenance	1,250.00	1,239.42	10.58	0.00	0.00	10.58
660-320	Bldg Maintenance	2,500.00	1,018.18	1,481.82	348.84	992.99	139.99
660-321	Building Repairs	3,000.00	-2,500.00	5,500.00	0.00	5,500.00	0.00
660-322	Building Security	2,000.00	1,850.00	150.00	0.00	0.00	150.00
660-325	Catalog Services/Resources	3,100.00	3,100.00	0.00	0.00	0.00	0.00
660-327	Cleaning Service	1,000.00	950.00	50.00	0.00	50.00	0.00
660-336	Computer Software	3,000.00	2,702.70	297.30	258.30	19.50	19.50
660-337	Computer Support	4,000.00	3,434.80	565.20	282.60	141.30	141.30
660-338	Data Access	2,200.00	2,200.00	0.00	0.00	0.00	0.00
660-350	Liability Insurance	5,670.00	919.80	4,750.20	0.00	0.00	4,750.20
660-363	Office Equipment Maintenance	950.00	797.38	152.62	152.62	0.00	0.00
660-364	Office Equipment	2,000.00	2,000.00	0.00	0.00	0.00	0.00
660-372	Postage	1,600.00	1,012.59	587.41	42.43	4.99	539.99
660-381	Water Usage	620.00	484.98	135.02	28.56	73.86	32.60
660-382	Waste Water	741.00	563.55	177.45	59.15	59.15	59.15
660-383	Telephone Service	900.00	771.97	128.03	40.41	46.36	41.26
660-384	Solid Water Disposal	618.00	618.00	0.00	0.00	0.00	0.00
660-410	Grants Expense	5,000.00	4,869.63	130.37	0.00	77.91	52.46
660-420	Professional Attorney Fees	1,750.00	1,750.00	0.00	0.00	0.00	0.00
660-422	Professional Audit Fees	1,717.00	1,717.00	0.00	0.00	0.00	0.00
660-500	Tax	113.00	113.00	0.00	0.00	0.00	0.00
660-530	Capital Outlay	19,052.58	19,052.58	0.00	0.00	0.00	0.00
660-535	Collections	20,000.00	15,258.19	4,741.81	2,539.15	588.36	1,614.30

660-620	Natural Gas	412.00	281.62	130.38	63.40	52.53	14.45
660-621	Electricity	4,750.00	3,750.54	999.46	390.56	351.81	257.09
660-800	Miscellaneous	600.00	564.00	36.00	36.00	0.00	0.00
TOTAL		303,578.00	235,366.43	68,211.57	23,926.92	22,843.20	21,441.45

Director's Report

January 2023

	Nov	Dec	Jan
Physical Checkouts -see past years comparison at end of report	5622	5025	5964
Overdrive - Libby	601	608	792
New Physical Items Added	239	282	98
Physical Items Weeded	685	1363	21
ILL Fulfilled	27	26	26
Computer Sessions	187	181	242
Boots Thru Door	2248	2074	2600
Non-Resident Cards Issued	6	4	9
New Resident Cards Issued	19	11	26

December Programs & Outreach

- **Storytime**- Every Tuesday & Wednesday @10:30am, back of the library.
*Attended: **Children- 163 Adults – 94***
- **Bookmobile - GMPR Preschool : 12 people, 10 books checked out, 1 time in Jan**
- **Planning Your Garden Class – 1/14/23 at 10:30am – 23 attendees**
- **4-H Art Class – 6 weeks, starting 1/20/23, 12:30 and 2:00pm - 15 children attended**
- **Local Author Night – with Carol Peterson, Tues, 1/31/23 at 5:30pm – 9 attendees**
- **Winter Reading Bingo – Reading Program for all ages starting 1/17/23-3/17/23**

Upcoming Programs

- **Storytime**- Every Tuesday and Wednesday @10:30am, back of the library
- **Bookmobile – Community Center Preschool – Wed & Thurs, 10:30am, twice a month**
- **2 Adult Gardening Classes - 2/18 & 2/25 at 10:30am**
- **4-H Art Class – 6 weeks, starting 1/20/23, 12:30 and 2:00pm**
- **Literature in the Garden class – 1st Tuesday of each month, 5-6pm**
- **Winter Reading Bingo – Reading Program for all ages starting 1/17/23-3/17/23**
- **Poisonous Plant ID Class – March 28, 5-6pm, K-12, Family Friendly**

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

21-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun	20-Jul	20-Aug	20-Sep	20-Oct	20-Nov	20-Dec
3298	4689	2776	177	626	5136	6658	5402	5085	4609	4557	4117
22-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec
4524	4160	4890	4784	4265	7882	7107	5835	4523	4194	4685	4432
23-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec
5964	4523	5729	5501	5121	8086	7181	6532	5612	5402	5622	5025