

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

April 11, 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 March 14, 2023 Board Meeting
4. Treasurer’s Report (Marie Knapp)
5. Director’s Report (Lori Clark)
6. Consider Approving Policy Manual Update to Include Annual Performance Appraisal for Library Employees and Director (Action Item)
7. Consider Approving Policy Manual Update to Include Waiving Non-Resident Fee for Teachers in the Middleton School District –Lori (Action Item)
8. Update on Capital Project Grant from ICFL – (Lori Clark)
9. Consider Waiving Non-Resident Fee for Volunteer – (Lori Clark) (Action Item)
10. Discuss Library Vandalism & Camera Installation – (Lori Clark) (Action Item)
11. Public Comments
12. Board Member Comments
13. Adjournment

The next scheduled Library Board meeting is May 9, 2023 at 6:00pm.

AGENDA

Middleton Public Library Board Meeting

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

March 14, 2023

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
 - Call to Order by Logan Green at 6:02pm
 - Roll Call
 - Jeff Miller (absent)
 - Logan Green (present)
 - Marcy Shumway (present)
 - Marie Knapp (present)
 - Lori Clark (present)
 - Pledge of Allegiance
 - Invocation led by Marcy Shumway
2. Approval of Agenda (Action Item)
 - Motion to approve by Marie Knapp, seconded by Marcy Shumway, approval unanimous.
3. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Corrected Minutes from January 10, 2023 Board Meeting
 - B. Approval of Minutes from the February 14, 2023 Board Meeting
 - C. Approval of Minutes from the February 24, 2023 Special Board Meeting
 - Motion to approve by Marie Knapp, seconded by Marcy Shumway, approval unanimous
4. Treasurer's Report (Marie Knapp)
 - Marie reported that the financials are good, we have received a portion of this year's tax money
 - Motion to approve by Marcy Shumway, seconded by Logan Green, approval unanimous
5. Director's Report (Lori Clark)
 - Lori presented her report, she pointed out that the number of patrons through the door on Saturdays is around 50 but when we have a program on Saturday it increases to 100 or more. Storytime numbers have also increased and we are considering adding an additional storytime. Lori also pointed out that we issued 29 new resident cards in February.
 - Motion to approve by Marcy Shumway, seconded by Marie Knapp, approval unanimous
6. Consider Approving Records Retention Policy – formatted for Policy Manual (Action Item)
 - Lori presented the formatted Records Retention Policy for the Board to review
 - Motion to approve by Marie Knapp, seconded by Marcy Shumway, approval unanimous
7. Consider Waiving Non-Resident Fee for Teachers in the Middleton School District –Lori (Discussion) (Action Item)
 - Lori informed the Board that in the past the library did issue free library cards

for Middleton School District teachers but we haven't done it the past few years. She presented research that she conducted about other libraries' policies, some do not give free cards to teachers and others have scholarships, provided by the Friends of the Library, for teachers to get a library card.

- The Board discussed waiving the fee or providing scholarships. Lori informed them that we can keep statistics to check if the policy is viable or not.
- Marie Knapp made a motion to approve waiving the non-resident fee for teachers in the Middleton School District, Marcy Shumway seconded, approval unanimous

8. Consider Waiving Non-Resident Fee for Volunteer – Lori (Action Item)

- Lori asked the board to waive the non-resident fee for Cathy Harris, who is volunteering her time teaching the Literature in the Garden classes
- Motion to approve waving the non-resident fee for Cathy Harris by Marcy Shumway, seconded by Marie Knapp, approval unanimous

9. Public Comments

- None

10. Board Member Comments

- Logan asked if the Letter of Intent for Facilities & Capital Improvement Grant was submitted. Lori confirmed that it has been submitted.

11. Adjournment

- Motion to adjourn by Marie Knapp, seconded by Marcy Shumway, approval unanimous
- Meeting adjourned at 6:24pm

The next scheduled Library Board meeting is April 11, 2023 at 6:00pm.

LIBRARY FINANCIALS									
FY22/23									
INCOME									
	BUDGET		ACTUAL	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER	
380-080	Copy/Print	1,000.00		1,231.93	150.67	231.38	204.26	244.09	401.53
381-202	Fines	750.00		604.64	215.02	144.56	83.07	107.51	54.48
381-402	Property Taxes	267,990.00		133,999.80	133,995.00	0.00	0.00	4.80	0.00
381-550	Fundraising/Library Programs	713.00		0.00	0.00	0.00	0.00	0.00	0.00
381-700	Interest on Investment	125.00		91.88	22.69	17.79	16.72	17.01	17.67
386-075	Donations	0.00		1,356.34	100.05	105.64	104.10	105.25	941.30
386-312	Non Resident Fees	3,000.00		2,353.69	551.26	531.53	330.53	385.63	554.74
387-900	Grants	5,000.00		7,536.53	0.00	374.23	7,162.30	0.00	0.00
390-007	Reserve	25,000.00		0.00	0.00	0.00	0.00	0.00	0.00
	Total	303,578.00		147,174.81	135,034.69	1,405.13	7,900.98	864.29	1,969.72
EXPENSES									
	BUDGET	REMAINING	TOTAL EXPENSES	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER	
660-110	Salaries	141,509.00	83,682.70	57,826.30	11,231.29	9,838.75	15,270.03	10,968.52	10,517.71
660-112	FICA	9,084.87	5,602.04	3,482.83	675.86	589.52	926.24	659.58	631.63
660-124	Medical Reimbursement	5,500.00	5,499.62	0.38	0.00	0.38	0.00	0.00	0.00
660-125	Ins. - Medical	15,430.68	10,833.68	4,597.00	919.40	919.40	919.40	919.40	919.40
660-126	Ins - Dental	747.36	417.16	330.20	66.04	66.04	66.04	66.04	66.04
660-127	Retirement	12,445.42	6,845.96	5,599.46	1,062.81	937.99	1,483.48	1,067.41	1,047.77
660-128	Medicare	2,051.88	1,237.38	814.50	158.07	137.85	216.62	154.24	147.72
660-130	EE Assist Benefits	95.04	53.04	42.00	7.20	9.70	7.20	10.70	7.20
660-131	Reserve-Unemploy Claims	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00
660-132	Workers Comp	525.00	363.00	162.00	0.00	0.00	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	0.00	0.00
660-211	Computer Hardware	3,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00
660-212	Gasoline	450.00	384.92	65.08	0.00	0.00	0.00	0.00	65.08
660-213	Marketing	1,000.00	940.00	60.00	0.00	0.00	0.00	60.00	0.00
660-227	Library Programs	3,500.00	2,944.73	555.27	55.90	76.87	40.15	311.41	70.94
660-229	Memberships	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00
660-240	Supplies	5,600.00	3,863.05	1,736.95	52.08	278.90	755.74	624.80	25.43
660-250	Training/Certifications	600.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00
660-260	Uniforms	130.00	130.00	0.00	0.00	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	0.00	0.00	10.58
660-320	Bldg Maintenance	2,500.00	984.19	1,515.81	0.00	33.99	348.84	992.99	139.99
660-321	Building Repairs	3,000.00	-2,500.00	5,500.00	0.00	0.00	0.00	5,500.00	0.00
660-322	Building Security	2,000.00	1,700.00	300.00	0.00	150.00	0.00	0.00	150.00
660-325	Catalog Services/Resources	3,100.00	44.00	3,056.00	3,056.00	0.00	0.00	0.00	0.00
660-327	Cleaning Service	1,000.00	950.00	50.00	0.00	0.00	0.00	50.00	0.00
660-336	Computer Software	3,000.00	1,640.03	1,359.97	19.50	1,043.17	258.30	19.50	19.50
660-337	Computer Support	4,000.00	3,160.07	839.93	141.30	133.43	282.60	141.30	141.30
660-338	Data Access	2,200.00	2,165.52	34.48	34.48	0.00	0.00	0.00	0.00
660-350	Liability Insurance	5,670.00	919.80	4,750.20	0.00	0.00	0.00	0.00	4,750.20
660-363	Office Equipment Maintenance	950.00	797.38	152.62	0.00	0.00	152.62	0.00	0.00
660-364	Office Equipment	2,000.00	585.00	1,415.00	1,415.00	0.00	0.00	0.00	0.00
660-372	Postage	1,600.00	1,002.61	597.39	4.99	4.99	42.43	4.99	539.99
660-381	Water Usage	620.00	421.80	198.20	34.62	28.56	28.56	73.86	32.60
660-382	Waste Water	741.00	445.25	295.75	59.15	59.15	59.15	59.15	59.15
660-383	Telephone Service	900.00	648.96	251.04	41.46	81.55	40.41	46.36	41.26
660-384	Solid Water Disposal	618.00	618.00	0.00	0.00	0.00	0.00	0.00	0.00
660-410	Grants Expense	5,000.00	4,624.92	375.08	222.22	22.49	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	0.00	0.00
660-422	Professional Audit Fees	1,717.00	1,717.00	0.00	0.00	0.00	0.00	0.00	0.00
660-500	Tax	113.00	113.00	0.00	0.00	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	0.00	0.00
660-535	Collections	20,000.00	12,569.60	7,430.40	940.94	1,747.65	2,539.15	588.36	1,614.30
660-620	Natural Gas	412.00	182.44	229.56	54.44	44.74	63.40	52.53	14.45
660-621	Electricity	4,750.00	3,041.76	1,708.24	359.50	349.28	390.56	351.81	257.09
660-800	Miscellaneous	600.00	564.00	36.00	0.00	0.00	36.00	0.00	0.00
TOTAL		303,578.00	198,199.78	105,378.22	20,612.25	16,554.40	23,926.92	22,843.20	21,441.45

Director's Report

March 2023

	Jan	Feb	March
Physical Checkouts -see past years comparison at end of report	5964	5799	6714
Overdrive - Libby	792	742	822
New Physical Items Added	98	202	163
Physical Items Weeded	21	536	23
ILL Fulfilled	26	41	64
Computer Sessions	242	228	238
Boots Thru Door	2600	2640	3022
Non-Resident Cards Issued	9	4	21
New Resident Cards Issued	26	29	25

March Programs & Outreach

- **Storytime-** Every Tues, Wed, & Thurs @10:30am, back of the library.
Attended: 170 Children- 103 Adults
- **2 Adult Gardening Classes** – 3/11/ & 3/25/23 at 10:30am – **29 attendees total**
- **Literature in the Garden**– Tues, 3/7/23, 5-6pm – **15 children, 8 adults**
- **Winter Reading Bingo** – Reading Program for all ages –**72 Children, 34 Adults** (12& older)

Upcoming Programs

- **Storytime-** Every Tues, Wed, & Thurs @10:30am, back of the library
- **Bookmobile** – Community Center Preschool – Wed & Thurs, 10:30am, twice a month
- **Adult Gardening Classes** – 4th Tuesday of each month, 5:30pm
- **Literature in the Garden class** – 1st Tuesday of each month, 5-6pm

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

21-Jan	21-Feb	21-Mar	20-Apr	20-May	20-Jun	20-Jul	20-Aug	20-Sep	20-Oct	20-Nov	20-Dec
3298	4160	4890	177	626	5136	6658	5402	5085	4609	4557	4117
22-Jan	22-Feb	22-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec
4524	4523	5729	4784	4265	7882	7107	5835	4523	4194	4685	4432
23-Jan	23-Feb	23-Mar	22-Apr	22 May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec
5964	5799	6714	5501	5121	8086	7181	6532	5612	5402	5622	5025

SECTION 4: USE OF THE LIBRARY

4.02: CIRCULATION

4.02A Library Cards

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 of Trustees and in-person presentation of official photo identification.

The annual fee for a Non-Resident Card shall be waived for the following persons:

- a) Employees of the City of Middleton;
- b) Full-time teachers employed by the Middleton School District;
- c) Full-time teachers of other schools located within the corporate limits of the City of Middleton;
- d) Upon recommendation of the Library Director and approval of the Board of Trustees, any person who renders special service to the library.

SECTION 2: PERSONNEL

2.03 PERFORMANCE REVIEWS

The Board of Trustees shall provide an annual performance appraisal for the Library Director. The Library Director shall provide an annual performance appraisal for each library employee. Absent extenuating circumstances, performance appraisals shall be provided to an employee within sixty (60) days of the employee's annual employment anniversary.

Nothing in this section shall prevent the provision of a special performance review to address an employee's commendable or problem performance.