

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

**May 9, 2023**

**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 April 11, 2023 Board Meeting
4. Treasurer’s Report (Marie Knapp)
5. Director’s Report (Lori Clark)
6. Consider Approving Installation of Cameras and Panic Button in Library – (Lori Clark) (Action Item)
7. Consider Approving Updated Reconsideration Form (Lori Clark) (Action Item)
8. Consider Approving First Draft of FY23/24 Budget (Marie Knapp) (Action Item)
9. Public Comments
10. Board Member Comments
11. Adjournment

The next scheduled Library Board meeting is June 13, 2023 at 6:00pm.

# MINUTES

## Middleton Public Library Board Meeting

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

April 11, 2023

Time: 6:00pm

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1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
  - Call to order by Jeff Miller at 6:02pm
  - Roll Call
    - Jeff Miller (present)
    - Logan Green (present)
    - Marcy Shumway (present)
    - Marie Knapp (present)
    - Lori Clark (present)
  - Pledge of Allegiance
  - Invocation led by Jeff Miller
2. Approval of Agenda (Action Item)
  - Motion to approve by Logan Green, seconded by Marie Knapp, approval unanimous
3. Consent Agenda – items of routine administrative business (Action Item)
  - A. Approval of Minutes from March 14, 2023 Board Meeting
    - Motion to correct the title of the minutes from “Agenda” to “Minutes” by Marcy Shumway, seconded by Marie Knapp, approval unanimous
    - Motion to approve the minutes by Logan Green, seconded by Marcy Shumway, approval unanimous
4. Treasurer’s Report (Marie Knapp)
  - Marie presented the Treasure’s Report-budget is in great shape
  - Motion to approve by Logan Green, seconded by Marcy Shumway, approval unanimous
5. Director’s Report (Lori Clark)
  - Lori presented her report, she pointed out that the circulation numbers increased from February to March, the number of interlibrary loans have increased leading to an increase in money spent on postage, the Saturday gardening classes have increased the number or patrons through the door on Saturdays, our Non-Resident cards had a big increase in March and a third story time has been added on Thursdays because of the large numbers attending on Tuesdays and Wednesdays.
  - Motion to approve by Logan Green, seconded by Marie Knapp, approval unanimous
6. Consider Approving Policy Manual Update to Include Annual Performance Appraisal for Library Employees and Director (Action Item)
  - Marie asked if the City has a form that Lori could use for library employee performance appraisals and Lori said that the city conducts informal appraisals and do not have a form for her to use. Lori explained how she did appraisals in September 2022, giving each employee questions for them to answer and then meeting with them to discuss the answers. Logan suggested that the employees are given a heads up about the appraisal and what the evaluation criteria will be. Marie added that having a mid-year less formal check-in is helpful.
  - Motion to approve by Jeff Miller, seconded by Logan Green, approval unanimous

7. Consider Approving Policy Manual Update to Include Waiving Non-Resident Fee for Teachers in the Middleton School District –Lori (Action Item)
  - Jeff pointed out that teachers of private schools that are in the city limits are also eligible for a free library card
  - Motion to approve by Marie Knapp, seconded by Marcy Shumway, approval unanimous
8. Update on Capital Project Grant from ICFL – (Lori Clark)
  - Lori informed the board that the ICFL did receive the funds and we have officially been invited to move forward with the grant application.
9. Consider Waiving Non-Resident Fee for Volunteer – (Lori Clark) (Action Item)
  - Lori asked the board to approve waiving the fee for Emma Garcia who volunteers every Saturday and has just moved outside of city limits
  - Motion to approve Marie Knapp, seconded by Logan Green, approval unanimous
10. Discuss Library Vandalism & Camera Installation – (Lori Clark) (Action Item)
  - Lori informed the Board about the recent vandalism, kids have thrown rocks through the fence, which now has holes, the bookdrop was also tipped over and the water bag that holds a flag in place was drained. Lori contacted the city and Billy came out to discuss installing cameras, he is working on a quote for the library.
  - Jeff suggested including a camera inside the library that views the front desk as a safety precaution. He also suggested getting a panic button.
11. Public Comments- none
12. Board Member Comments
  - Jeff mentioned that the Library Bill 314 did not pass and there was discussion on what the Board and the Library can do to make sure that funds are being spent on appropriate materials and that we are maintaining community standards. Jeff suggested this be an Agenda item for next month's meeting.
13. Adjournment
  - Motion to adjourn by Marie Knapp, seconded by Marcy Shumway, approval unanimous
  - Meeting adjourned at 6:41pm

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

LIBRARY FINANCIALS										
FY22/23 INCOME		BUDGET	ACTUAL	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER	
380-080	Copy/Print	1,000.00	1,231.93	296.53	150.67	231.38	204.26	244.09	401.53	
381-202	Fines	750.00	604.64	86.90	215.02	144.56	83.07	107.51	54.48	
381-402	Property Taxes	267,990.00	133,999.80	0.00	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	0.00	
381-700	Interest on Investment	125.00	91.88	28.20	22.69	17.79	16.72	17.01	17.67	
386-075	Donations	0.00	1,356.34	100.45	100.05	105.64	104.10	105.25	941.30	
386-312	Non Resident Fees	3,000.00	2,353.69	953.63	551.26	531.53	330.53	385.63	554.74	
387-900	Grants	5,000.00	7,536.53	2,500.00	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	0.00	
	Total	303,578.00	147,174.81	3,965.71	135,034.69	1,405.13	7,900.98	864.29	1,969.72	
EXPENSES		BUDGET	REMAINING	TOTAL EXPENSES	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER
660-110	Salaries	141,509.00	72,751.61	68,757.39	10,931.09	11,231.29	9,838.75	15,270.03	10,968.52	10,517.71
660-112	FICA	9,084.87	4,944.80	4,140.07	657.24	675.86	589.52	926.24	659.58	631.63
660-124	Medical Reimbursement	5,500.00	5,499.62	0.38	0.00	0.00	0.38	0.00	0.00	0.00
660-125	Ins. - Medical	15,430.68	9,914.28	5,516.40	919.40	919.40	919.40	919.40	919.40	919.40
660-126	Ins - Dental	747.36	351.12	396.24	66.04	66.04	66.04	66.04	66.04	66.04
660-127	Retirement	12,445.42	5,779.87	6,665.55	1,066.09	1,062.81	937.99	1,483.48	1,067.41	1,047.77
660-128	Medicare	2,051.88	1,083.68	968.20	153.70	158.07	137.85	216.62	154.24	147.72
660-130	EE Assist Benefits	95.04	42.49	52.55	7.20	10.55	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	0.00
660-132	Workers Comp	525.00	363.00	162.00	0.00	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	0.00
660-211	Computer Hardware	3,000.00	3,000.00	0.00	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	0.00	65.08
660-213	Marketing	1,000.00	940.00	60.00	0.00	0.00	0.00	0.00	60.00	0.00
660-227	Library Programs	3,500.00	2,952.33	547.67	-7.60	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	0.00
660-240	Supplies	5,600.00	3,709.12	1,890.88	153.93	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	0.00
660-260	Uniforms	130.00	130.00	0.00	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	0.00	10.58
660-320	Bldg Maintenance	2,500.00	987.50	1,512.50	-3.31	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	0.00	5,500.00	0.00
660-322	Building Security	2,000.00	1,700.00	300.00	0.00	0.00	150.00	0.00	0.00	150.00
660-325	Catalog Services/Resources	3,100.00	44.00	3,056.00	0.00	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	0.00	50.00	0.00
660-336	Computer Software	3,000.00	1,620.53	1,379.47	19.50	19.50	1,043.17	258.30	19.50	19.50
660-337	Computer Support	4,000.00	2,556.47	1,443.53	603.60	141.30	133.43	282.60	141.30	141.30
660-338	Data Access	2,200.00	2,102.49	97.51	63.03	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	0.00	4,750.20
660-363	Office Equipment Maintenance	950.00	679.51	270.49	117.87	0.00	0.00	152.62	0.00	0.00
660-364	Office Equipment	2,000.00	540.98	1,459.02	44.02	1,415.00	0.00	0.00	0.00	0.00
660-372	Postage	1,600.00	435.62	1,164.38	566.99	4.99	4.99	42.43	4.99	539.99
660-381	Water Usage	620.00	393.24	226.76	28.56	34.62	28.56	28.56	73.86	32.60
660-382	Waste Water	741.00	386.10	354.90	59.15	59.15	59.15	59.15	59.15	59.15
660-383	Telephone Service	900.00	648.96	251.04	0.00	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	0.00
660-410	Grants Expense	5,000.00	3,089.68	1,910.32	1,535.24	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	0.00
660-422	Professional Audit Fees	1,717.00	217.00	1,500.00	1,500.00	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	0.00
660-530	Capital Outlay	19,052.58	19,052.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00
660-535	Collections	20,000.00	11,359.96	8,640.04	1,209.64	940.94	1,747.65	2,539.15	588.36	1,614.30
660-620	Natural Gas	412.00	144.23	267.77	38.21	54.44	44.74	63.40	52.53	14.45
660-621	Electricity	4,750.00	2,687.57	2,062.43	354.19	359.50	349.28	390.56	351.81	257.09
660-800	Miscellaneous	600.00	564.00	36.00	0.00	0.00	0.00	36.00	0.00	0.00
<b>TOTAL</b>		<b>303,578.00</b>	<b>178,112.65</b>	<b>125,465.35</b>	<b>20,083.78</b>	<b>20,615.60</b>	<b>16,554.40</b>	<b>23,926.92</b>	<b>22,843.20</b>	<b>21,441.45</b>

# Director's Report

April 2023

	Feb	March	April
Physical Checkouts -see past years comparison at end of report	5799	6714	5630
Overdrive - Libby	742	822	686
New Physical Items Added	202	163	229
Physical Items Weeded	536	23	75
ILL Fulfilled	41	64	24
Computer Sessions	228	238	232
Boots Thru Door	2640	3022	2542
Non-Resident Cards Issued	4	21	7
New Resident Cards Issued	29	25	14

## April Programs & Outreach

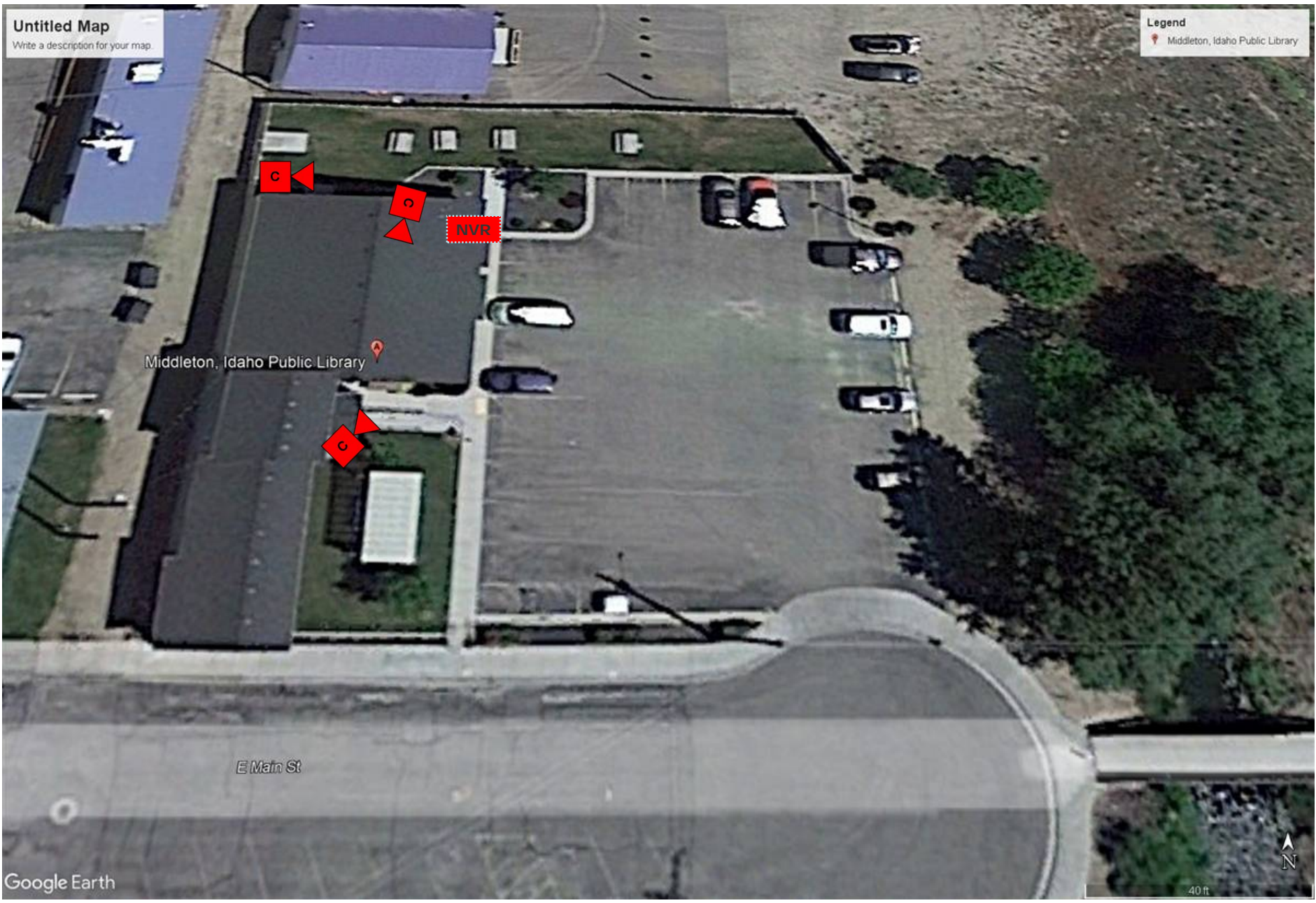
- **Storytime-** Every Tues, Wed, & Thurs @10:30am, back of the library.  
*Attended: 167 Children- 107 Adults*
- **GG Mobile Gaming Trailer-** 4/1/23, 12 attendees
- **Literature in the Garden-** Tues, 4/4/23, 5-6pm – 16 total
- **Jr Master Gardener Classes –** 4/7, 4/14, 4/21,4/28 - 19 total
- **Adult Gardening Class –** 4/25 - 16 attendees
- **Bookmobile –** 4/5, 4/19 – 22 total

## Upcoming Programs

- **Storytime-** Every Tues, Wed, & Thurs @10:30am, back of the library
- **Adult Gardening Classes –** 4<sup>th</sup> Tuesday of each month, 5:30pm
- **Literature in the Garden class –** 1<sup>st</sup> Tuesday of each month, 5-6pm
- **Local Author Palooza –** 5/20. 10am-2pm
- **Tech Help Wednesdays –** 1-3pm
- **STEAM Class -** Light up Mother's Day Cards 5/13 at 12pm
- **Block & Roll Bus –** 5/19, 1:30-3:30

## Library Total Physical Item Checkouts by Month-Multiple Year Comparison

21-Jan	21-Feb	21-Mar	21-Apr	20-May	20-Jun	20-Jul	20-Aug	20-Sep	20-Oct	20-Nov	20-Dec
3298	4160	4890	4784	626	5136	6658	5402	5085	4609	4557	4117
22-Jan	22-Feb	22-Mar	22-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec
4524	4523	5729	5501	4265	7882	7107	5835	4523	4194	4685	4432
23-Jan	23-Feb	23-Mar	23-Apr	22 May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec
5964	5799	6714	5630	5121	8086	7181	6532	5612	5402	5622	5025



Untitled Map  
Write a description for your map

Legend  
Middleton, Idaho Public Library

Middleton, Idaho Public Library

NVR

E Main St

Google Earth

40 ft





# A-GEM SUPPLY INC.

ELECTRONICS WHOLESALE

715 Albany St. Caldwell, Idaho 83605  
 Phone (208) 459-0783 FAX (208) 459-0784  
 E-Mail: alanjr@agemsupply.com

**Confidential Dealer Pricing Only**

Microphone		119	0.00
4MP IP camera Vandal fixed focus		159	0
4MP IP camera Vandal Vari-focal 2.8-12mm		269	0.00
3 8MP IP camera fixed focus		189	567.00
8MPBT Coax TVI		98	0.00
PTZ 25X with Pixel tracking 4MP		798	0.00
PTZ 30X with 450' IR 5MP		1150	0.00
PTZ with White light/audible flashing MZ/2.8-12		459	0.00
Mount for PTZ (first two only)		55	0.00
1.3 MP IP Camera Vandal fixed focus		119	0
2mp covert		300	0
POE switch if needed		98	0
Hard Drive		269	0
2MP IP		98	0
12vdc supply multiport 4amp 9 port fused	(tvi only)	98	0.00
150 Wire per foot	<b>Estimate only!</b>	0.18	27.00
Cat 5 shielded for wireless bridge		0.38	0.00
6 Cable ends		2	12.00
1 NVR MP 8 channel 8POE 4 w/TB		399	399.00
NVR MP 16 channel + 16 POE w/4TB		599	0.00
NVR MP 16 channel 8POE w/4TB		699	0.00
NVR/DVR combo kit 32 channel 12TB		1399	0.00
NVR 32 channel 12MP		1399	0.00
Wireless Bridge Kit	(If needed)	200	0.00
Wire molding		18	0.00
USB over Cat 5 kit		48	0.00
HDMI over cat5 tx/rx kit		98	0.00
Wireless Router		49	0.00
Power strip, cords, misc		28	0.00
UPS battery backup		119	0.00
	For additional TB Drive installed	150	0.00
Camera total:	<b>3</b>		1005.00
6.5 Labor - Wire, hookup, install		55	357.50
		<b>Total</b>	<b>1362.50</b>



## A-GEM SUPPLY INC.

ELECTRONICS WHOLESALE  
 715 Albany St. Caldwell, Idaho 83605  
 Phone (208) 459-0783 FAX (208) 459-0784  
 E-Mail: alanjr@agemsupply.com

### Alarm w/monthly monitoring

Elk M1 Gold system kit/keypad	599	0
1 Elk M1 EZ kit/keypad	499	499
Wireless module Elk	159	0
Door/Window contact wireless	28	0
PIR Motion Detector wireless	59	0
Glass breakage detector wireless	98	0
Repeater/if needed for out building	89	0
<b>Wired</b>		
PIR Motion Detector wired	32	0
Door/Window contact	5,95	0
1 Panic Button extended wireless range (12mi+) Or multiple wired	289	289
additional keypad	125	0
Outdoor siren	39	0
Indoor siren	14,95	0
		788
3 Labor	65	195
		983

### Plus

Monthly service: Monthly billing without contract! Customer owns system, free text notification

		16.95
1 time activation fee		24.95
1 Cell modem (you own)	119	119
	Total	1143.9
		"+" monthly thereafter"

OR

### Alarm w/monthly monitoring

Elk M1 Gold system kit/keypad	599	0
Elk M1 EZ kit/keypad	499	0
Wireless module Elk	159	0
Door/Window contact wireless	28	0
PIR Motion Detector wireless	59	0
Glass breakage detector wireless	98	0
Repeater/if needed for out building	89	0
<b>Wired</b>		
PIR Motion Detector wired	32	0
Door/Window contact	5,95	0
1 Panic Button extended range (12mi+)	289	289
		0
1 Strobe and relay board w/reset		39.95
additional keypad	125	0
Outdoor siren	39	0
1 Indoor siren	14,95	14,95
		343.9
3 Labor	65	195
	Total	538.9



# Middleton Public Library

## Request for Reconsideration of a Library Resource

The trustees of Middleton Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Middleton Public Library, 307 Cornell Street, Middleton, ID 83644

Date \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self?  Or an Organization?  Name of Organization  
\_\_\_\_\_

### 1. Resource on which you are commenting:

Book (print)  Movie  Magazine  Audio Recording

Digital Resource (ebook, audiobook, or magazine)  Game  Newspaper  Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

### 2. How was this resource brought to your attention?

\_\_\_\_\_

### 3. Have you examined the entire resource? If not, what sections did you review?

\_\_\_\_\_

### 4. What concerns you about the resource? (Please be specific, cite pages, etc. Continue on back if necessary)

\_\_\_\_\_

### 5. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_

### 6. How would you like the library to respond to your request about the resource?

\_\_\_\_\_

Signature \_\_\_\_\_

### Library Use Only

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Notes/Comments/Actions:

05.05.23

		22/23	23/24	21/22
<b>INCOME</b>		<b>BUDGET</b>	<b>PROPOSED BUDGET</b>	<b>ACTUAL</b>
380-080	Copy/Print	1,000.00	1,700.00	1,867.17
381-202	Fines	750.00	1,200.00	2,061.80
381-402	Property Tax Collection	267,990.00	277,369.65	257,500.00
381-550	Fundraising/Library Programs	713.00	0.00	297.12
381-700	Interest on Investment	125.00	150.00	209.58
386-075	Donations	0.00	1,200.00	2,022.65
386-312	Non Resident Fees	3,000.00	3,500.00	5,377.50
387-900	Grants	5,000.00	5,000.00	8,714.86
390-007	Cash Carry Over	25,000.00	18,000.00	0.00
		303,578.00	308,119.65	278,050.68
<b>EXPENSES</b>				
660-110	Salaries	141,509.00	150,485.78	111,535.79
660-122	FICA	9,084.87	9,661.19	6,589.37
660-124	Medical Reimbursement	5,500.00	5,500.00	7.00
660-125	Ins. - Medical	15,430.68	15,179.35	9,798.20
660-126	Ins - Dental	747.36	1,166.00	726.44
660-127	Retirement	12,445.42	14,367.40	9,849.75
660-128	Medicare	2,051.88	2,182.04	1,541.14
660-130	EE Assist Benefits	95.04	190.00	100.12
660-131	Reserve-Unemploy Claims	500.00	200.00	0.00
660-132	Workers Comp	525.00	200.00	308.00
660-133	Contrib Gen Fund Sal Overhead	12,365.17	13,537.50	11,676.40
660-211	Computer Hardware	3,000.00	3,000.00	0.00
660-212	Gasoline	450.00	500.00	125.49
660-213	Marketing	1,000.00	1,000.00	368.26
660-227	Library Programs	3,500.00	3,500.00	2,983.98
660-229	Memberships	500.00	165.00	150.00
660-240	Supplies	5,600.00	6,000.00	3,390.76
660-250	Training/Certifications	600.00	200.00	15.00
660-260	Uniforms	130.00	200.00	58.98
660-310	Auto Repair/Maintenance	1,250.00	600.00	57.17
660-320	Bldg Maintenance	2,500.00	2,500.00	692.78
660-321	Building Repairs	3,000.00	3,000.00	4,673.57
660-322	Security	2,000.00	1,500.00	446.60
660-325	Catalog Services/Resources	3,100.00	4,000.00	3,188.00
660-327	Cleaning Service	1,000.00	1,000.00	100.00
660-336	Computer Software	3,000.00	3,000.00	1,758.71
660-337	Computer Support	4,000.00	4,000.00	1,824.88
660-338	Data Access	2,200.00	2,200.00	4,486.06
660-350	Liability Insurance	5,670.00	5,000.00	4,891.11
660-363	Office Equipment Maintenance	950.00	3,200.00	823.49
660-364	Office Equipment	2,000.00	3,200.00	1,894.95
660-372	Postage	1,600.00	2,000.00	949.64
660-381	Water Usage	620.00	900.00	865.42
660-382	Waste Water	741.00	800.00	599.54
660-383	Telephone Service	900.00	1,200.00	1,159.40
660-384	Solid Water Disposal	618.00	0.00	0.00
660-410	Grants Expense	5,000.00	5,000.00	136.33
660-420	Professional Attorney Fees	1,750.00	1,000.00	2,675.00
660-422	Professional Audit Fees	1,717.00	1,700.00	1,340.00
660-500	Tax	113.00	0.00	0.00
660-530	Capital outlay	0.00	8,085.39	0.00
660-535	Collections	19,052.58	20,000.00	23,199.23
660-620	Natural Gas	412.00	400.00	272.32
660-621	Electricity	4,750.00	6,000.00	3,764.63
660-800	Miscellaneous	600.00	600.00	601.88
<b>TOTAL</b>		<b>283,578.00</b>	<b>308,119.65</b>	<b>219,625.39</b>