

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

**June 13, 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 May 9, 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 Second Draft of FY23/24 Budget (Marie Knapp) (Action Item)
8. Public Comments
9. Board Member Comments
10. Adjournment

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

# MINUTES

## 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
  - Call to order by Jeff Miller at 6:02pm
  - Roll Call
    - Jeff Miller (present)
    - Logan Green (present)
    - Marcy Shumway (absent)
    - Marie Knapp (present)
    - Lori Clark (present)
  - Pledge of Allegiance
  - Invocation led by Lori Clark
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 April 11, 2023 Board Meeting
    - Motion to approve by Logan Green, seconded by Marie Knapp, approval unanimous
4. Treasurer's Report (Marie Knapp)
  - Marie presented the Treasure's Report—No issues to report, all the library's funds are in one account, there is not a separate reserve account
  - Motion to approve by Logan Green, seconded by Jeff Miller approval unanimous
5. Director's Report (Lori Clark)
  - Lori presented her report—We already have 53 kids signed up for Summer Reading, the Adult Gardening classes will continue through December, the Lego Bus is coming on May 19<sup>th</sup>, and Author Palooza is May 20<sup>th</sup> at the Trolley Station
  - Motion to approve by Logan Green, seconded by Marie Knapp, approval unanimous
6. Consider Approving Installation of Cameras and Panic Button in Library – (Lori Clark) (Action Item)
  - Lori explained the quote to install cameras and a panic button in the library
  - Direction was given and action item was tabled until next month
7. Consider Approving Updated Reconsideration Form (Lori Clark) (Action Item)
  - Board reviewed the Updated Reconsideration Form
  - Motion to approve by Logan Green, seconded by Marie Knapp, approval unanimous
8. Consider Approving First Draft of FY23/24 Budget (Marie Knapp) (Action Item)
  - Board reviewed the First Draft of FY23/24 Budget
  - Motion to approve by Logan Green, seconded by Jeff Miller, approval unanimous
9. Public Comments—None

10. Board Member Comments

- Logan let Lori know that if she gets him an ad it will be read at all of the Middleton High School State Baseball Games.

11. Adjournment

- Motion to adjourn by Logan Green, seconded by Marie Knapp, approval unanimous
- Meeting adjourned at 6:32pm

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	APRIL	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER	
380-080	Copy/Print	1,000.00		1,231.93	459.05	296.53	150.67	231.38	204.26	244.09	401.53
381-202	Fines	750.00		604.64	158.99	86.90	215.02	144.56	83.07	107.51	54.48
381-402	Property Taxes	267,990.00		133,990.20	-4.80	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	0.00
381-700	Interest on Investment	125.00		91.88	25.17	28.20	22.69	17.79	16.72	17.01	17.67
386-075	Donations	0.00		1,356.34	100.95	100.45	100.05	105.64	104.10	105.25	941.30
386-312	Non Resident Fees	3,000.00		2,353.69	567.26	953.63	551.26	531.53	330.53	385.63	554.74
387-900	Grants	5,000.00		7,536.53	874.23	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	0.00
	Total	303,578.00		147,165.21	2,180.85	3,965.71	135,034.69	1,405.13	7,900.98	864.29	1,969.72
EXPENSES											
	BUDGET	REMAINING	TOTAL EXPENSES	APRIL	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER	
660-110	Salaries	141,509.00	61,631.99	79,877.01	11,119.62	10,931.09	11,231.29	9,838.75	15,270.03	10,968.52	10,517.71
660-112	FICA	9,084.87	4,275.85	4,809.02	668.95	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	0.00	0.38	0.00	0.00	0.00
660-125	Ins. - Medical	15,430.68	8,994.88	6,435.80	919.40	919.40	919.40	919.40	919.40	919.40	919.40
660-126	Ins - Dental	747.36	285.08	462.28	66.04	66.04	66.04	66.04	66.04	66.04	66.04
660-127	Retirement	12,445.42	4,693.95	7,751.47	1,085.92	1,066.09	1,062.81	937.99	1,483.48	1,067.41	1,047.77
660-128	Medicare	2,051.88	927.24	1,124.64	156.44	153.70	158.07	137.85	216.62	154.24	147.72
660-130	EE Assist Benefits	95.04	31.79	63.25	10.70	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	0.00
660-132	Workers Comp	525.00	363.00	162.00	0.00	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	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	0.00
660-212	Gasoline	450.00	384.92	65.08	0.00	0.00	0.00	0.00	0.00	0.00	65.08
660-213	Marketing	1,000.00	910.00	90.00	30.00	0.00	0.00	0.00	0.00	60.00	0.00
660-227	Library Programs	3,500.00	2,941.34	558.66	10.99	-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	0.00
660-240	Supplies	5,600.00	3,633.19	1,966.81	75.93	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	0.00
660-260	Uniforms	130.00	55.25	74.75	74.75	0.00	0.00	0.00	0.00	0.00	0.00
660-310	Auto Repair/Maintenance	1,250.00	1,176.19	73.81	63.23	0.00	0.00	0.00	0.00	0.00	10.58
660-320	Bldg Maintenance	2,500.00	986.11	1,513.89	1.39	-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	0.00	5,500.00	0.00
660-322	Building Security	2,000.00	1,550.00	450.00	150.00	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	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	0.00	50.00	0.00
660-336	Computer Software	3,000.00	971.03	2,028.97	649.50	19.50	19.50	1,043.17	258.30	19.50	19.50
660-337	Computer Support	4,000.00	2,415.17	1,584.83	141.30	603.60	141.30	133.43	282.60	141.30	141.30
660-338	Data Access	2,200.00	2,039.46	160.54	63.03	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	0.00	4,750.20
660-363	Office Equipment Maintenance	950.00	679.51	270.49	0.00	117.87	0.00	0.00	152.62	0.00	0.00
660-364	Office Equipment	2,000.00	-84.30	2,084.30	625.28	44.02	1,415.00	0.00	0.00	0.00	0.00
660-372	Postage	1,600.00	430.63	1,169.37	4.99	566.99	4.99	4.99	42.43	4.99	539.99
660-381	Water Usage	620.00	364.68	255.32	28.56	28.56	34.62	28.56	28.56	73.86	32.60
660-382	Waste Water	741.00	326.95	414.05	59.15	59.15	59.15	59.15	59.15	59.15	59.15
660-383	Telephone Service	900.00	606.85	293.15	42.11	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	0.00
660-410	Grants Expense	5,000.00	1,872.82	3,127.18	1,216.86	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	0.00
660-422	Professional Audit Fees	1,717.00	217.00	1,500.00	0.00	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	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	0.00
660-535	Collections	20,000.00	8,810.57	11,189.43	2,549.39	1,209.64	940.94	1,747.65	2,539.15	588.36	1,614.30
660-620	Natural Gas	412.00	118.86	293.14	25.37	38.21	54.44	44.74	63.40	52.53	14.45
660-621	Electricity	4,750.00	2,408.54	2,341.46	279.03	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	0.00	36.00	0.00	0.00
<b>TOTAL</b>		303,578.00	157,994.72	145,583.28	20,117.93	20,083.78	20,615.60	16,554.40	23,926.92	22,843.20	21,441.45

# Director's Report

## May 2023

	March	April	May
Physical Checkouts -see past years comparison at end of report	6714	5630	5998
Overdrive - Libby	822	686	809
New Physical Items Added	163	229	196
Physical Items Weeded	23	75	23
ILL Fulfilled	64	24	34
Computer Sessions	238	232	243
Boots Thru Door	3022	2542	2669
Non-Resident Cards Issued	21	7	2
New Resident Cards Issued	25	14	21

### May Programs & Outreach

- **Storytime-** Every Tues, Wed, & Thurs @10:30am, back of the library.  
*Attended: 155 Children, 97 Adults*
- **Literature in the Garden**– Tues, 5/2/23, 5-6pm – **9 total**
- **Jr Master Gardener Class** – Fri, 5/5/23 - **5 total**
- **STEAM Class** – Sat, 5/13/23 – **8 total**
- **Block & Roll Bus** – Fri, 5/19/23 – **57 total**
- **Local Author Palooza** – Sat, 5/20/23 – **59 total**
- **Adult Gardening Class** – Tues,5/23/23 - **8 attendees**
- **Bookmobile** – Wed, 5/3 – **8 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
- **Tech Help Wednesdays** – 1-3pm
- **STEAM Class** - Squishy Circuits – Sat, 6/3
- **Corbin Maxey** – Tues, 6/6 – 1pm
- **Rock Painting Teens** – 6/2 & 6/9 – 1pm

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

<b>21-Jan</b>	<b>21-Feb</b>	<b>21-Mar</b>	<b>21-Apr</b>	<b>21-May</b>	<b>20-Jun</b>	<b>20-Jul</b>	<b>20-Aug</b>	<b>20-Sep</b>	<b>20-Oct</b>	<b>20-Nov</b>	<b>20-Dec</b>
3298	4160	4890	4784	4265	5136	6658	5402	5085	4609	4557	4117
<b>22-Jan</b>	<b>22-Feb</b>	<b>22-Mar</b>	<b>22-Apr</b>	<b>22-May</b>	<b>21-Jun</b>	<b>21-Jul</b>	<b>21-Aug</b>	<b>21-Sep</b>	<b>21-Oct</b>	<b>21-Nov</b>	<b>21-Dec</b>
4524	4523	5729	5501	5121	7882	7107	5835	4523	4194	4685	4432
<b>23-Jan</b>	<b>23-Feb</b>	<b>23-Mar</b>	<b>23-Apr</b>	<b>23-May</b>	<b>22-Jun</b>	<b>22-Jul</b>	<b>22-Aug</b>	<b>22-Sep</b>	<b>22-Oct</b>	<b>22-Nov</b>	<b>22-Dec</b>
5964	5799	6714	5630	5998	8086	7181	6532	5612	5402	5622	5025



# A-GEM SUPPLY INC.

ELECTRONICS WHOLESAL

715 Albany St.

Caldwell, Idaho 83605

Phone (208) 459-0783

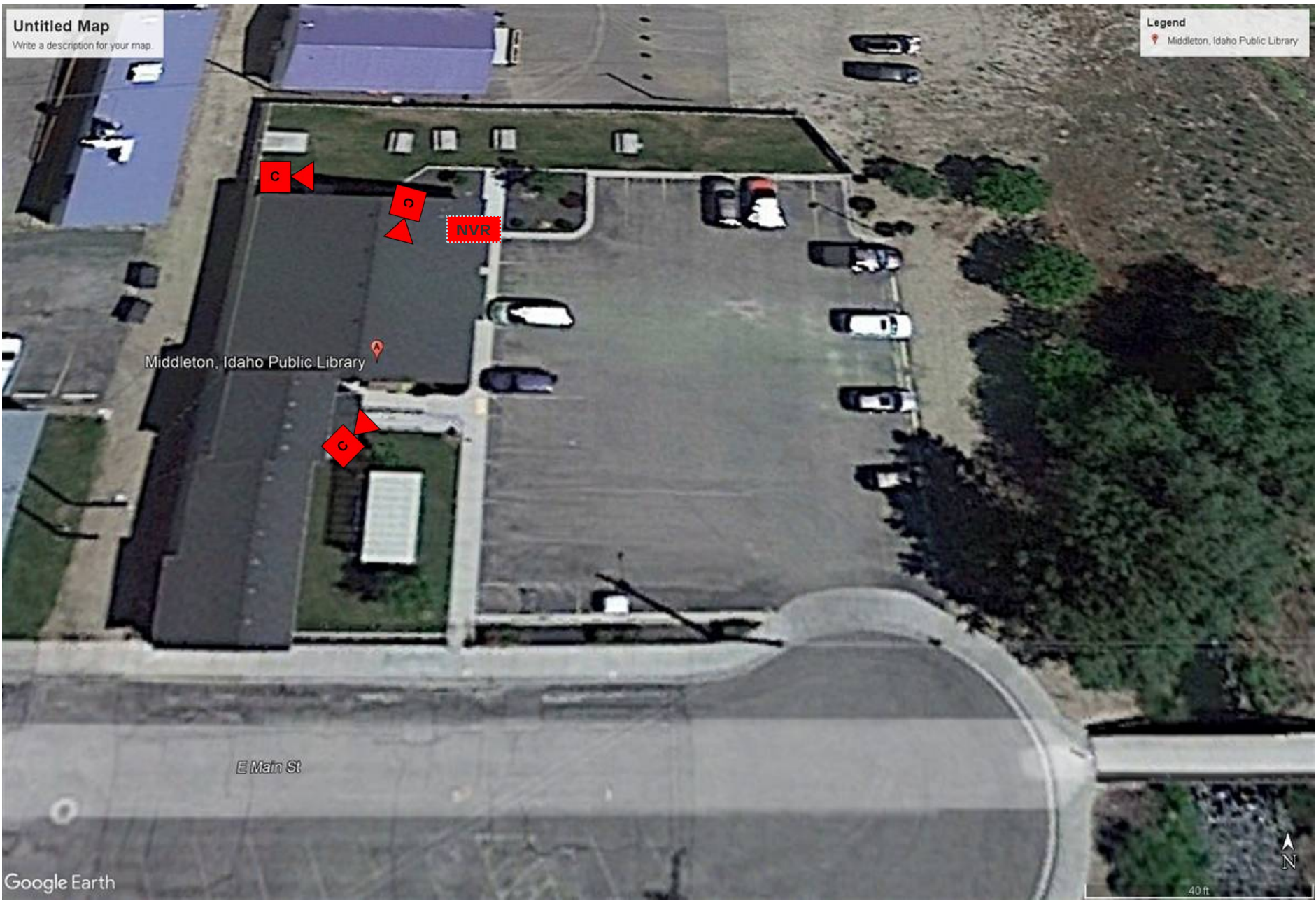
FAX (208) 459-0784

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>





Untitled Map  
Write a description for your map

Legend  
Middleton, Idaho Public Library

Middleton, Idaho Public Library

E Main St

Google Earth

40 ft





# A-GEM SUPPLY INC.

ELECTRONICS WHOLESAL

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
Wired			
	PIR Motion Detector wired	32	0
	Door/Window contact	5.95	0
	1 Panic Button extended wireless range (12mi+)	289	289
	Or multiple wired		
	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



		23/24	
<b>INCOME</b>		<b>PROPOSED BUDGET</b>	
380-080	Copy/Print	1,700.00	1,700.00
381-202	Fines	1,200.00	1,200.00
381-402	Property Tax Collection	277,369.65	281,389.50
381-550	Fundraising/Library Programs	0.00	0.00
381-700	Interest on Investment	150.00	150.00
386-075	Donations	1,200.00	1,200.00
386-312	Non Resident Fees	3,500.00	3,500.00
387-900	Grants	5,000.00	5,000.00
390-007	Cash Carry Over	18,000.00	20,000.00
		308,119.65	314,139.50
		3%	5%
<b>EXPENSES</b>			
660-110	Salaries	150,485.78	153,155.95
660-122	FICA	9,661.19	9,832.61
660-124	Medical Reimbursement	5,500.00	5,600.00
660-125	Ins. - Medical	15,179.35	15,613.40
660-126	Ins - Dental	1,166.00	1,166.00
660-127	Retirement	14,367.40	14,616.54
660-128	Medicare	2,182.04	2,220.76
660-130	EE Assist Benefits	190.00	190.00
660-131	Reserve-Unemploy Claims	200.00	200.00
660-132	Workers Comp	200.00	200.00
660-133	Contrib Gen Fund Sal Overhead	13,537.50	14,557.13
660-211	Computer Hardware	3,000.00	3,000.00
660-212	Gasoline	500.00	500.00
660-213	Marketing	1,000.00	1,000.00
660-227	Library Programs	3,500.00	3,500.00
660-229	Memberships	165.00	165.00
660-240	Supplies	6,000.00	6,000.00
660-250	Training/Certifications	200.00	200.00
660-260	Uniforms	200.00	200.00
660-310	Auto Repair/Maintenance	600.00	600.00
660-320	Bldg Maintenance	2,500.00	2,500.00
660-321	Building Repairs	3,000.00	3,000.00
660-322	Security	1,500.00	1,500.00
660-325	Catalog Services/Resources	4,000.00	4,000.00
660-327	Cleaning Service	1,000.00	1,000.00
660-336	Computer Software	3,000.00	3,000.00
660-337	Computer Support	4,000.00	4,000.00
660-338	Data Access	2,200.00	2,200.00
660-350	Liability Insurance	5,000.00	6,231.30
660-363	Office Equipment Maintenance	3,200.00	3,200.00
660-364	Office Equipment	3,200.00	3,200.00
660-372	Postage	2,000.00	2,000.00
660-381	Water Usage	900.00	900.00
660-382	Waste Water	800.00	800.00
660-383	Telephone Service	1,200.00	1,200.00
660-384	Solid Water Disposal	0.00	0.00
660-410	Grants Expense	5,000.00	5,000.00
660-420	Professional Attorney Fees	1,000.00	1,000.00
660-422	Professional Audit Fees	1,700.00	1,700.00
660-500	Tax	0.00	0.00
660-530	Capital outlay	8,085.39	8,085.39
660-535	Collections	20,000.00	20,105.42
660-620	Natural Gas	400.00	400.00
660-621	Electricity	6,000.00	6,000.00
660-800	Miscellaneous	600.00	600.00
<b>TOTAL</b>		308,119.65	314,139.50