

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

August 8, 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 June 13, 2023 Board Meeting
 - B. Approval of Minutes from July 28, 2023 Special Board Meeting
4. Treasurer’s Report (Marie Knapp)
5. Director’s Report (Lori Clark)
6. Frequency of Meetings – (Jeff Miller) (Action Item)
7. Update from Director – (Lori Clark)
8. Public Comments
9. Board Member Comments
10. Adjournment

The next scheduled Library Board meeting is September 12, 2023 at 6:00pm.

Minutes

Middleton Public Library Board Meeting

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

June 13, 2023

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
 - Call to order by Jeff Miller at 6:04pm
 - Roll Call
 - Jeff Miller (present)
 - Logan Green (present)
 - Marcy Shumway (present)
 - Marie Knapp (present)
 - Lori Clark (present)
 - Pledge of Allegiance
 - Invocation led by Logan Green
2. Approval of Agenda (Action Item)
 - Motion to approve by Logan Green, seconded by Marcy Shumway, approval unanimous
3. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Minutes from May 9, 2023 Board Meeting
 - Motion to approve by Marie Knapp, seconded by Logan Green, approval unanimous
4. Treasurer's Report (Marie Knapp)
 - Marie presented her report, budget is looking good, doing extremely well on grants, Lori is doing well with expenses, no upcoming issues
 - Motion to approve by Marcy Shumway, seconded by Logan Green, approval unanimous
5. Director's Report (Lori Clark)
 - Lori presented her report, Summer Reading is going well, library has been very busy, had 229 people in the library on Monday, 6/12, Author Palooza went well 18 local authors were there
 - Motion to approve by Logan Green, seconded by Marcy Shumway, approval unanimous
6. Consider Approving Installation of Cameras and Panic Button in Library – (Lori Clark) (Action Item)
 - Lori explained that it is the same system as the city and we can look at the cameras on any computer or phone. Lori has not had a chance to meet with the police chief about options for the panic button.
 - Motion made by Marie Knapp to approve the cameras and panic button with monitoring, seconded by Logan Green, approval unanimous

7. Consider Approving Second Draft of FY23/24 Budget (Marie Knapp) (Action Item)
 - Marie noted that the changes are due to the City approving a 5% raise for employees instead of 3% and liability has also increased.
 - Motion to approve by Logan Green, seconded by Marcy Shumway, approval unanimous
8. Public Comments
 - Dave Luiz commented that we all appreciate everything that you do for the community
9. Board Member Comments
 - Logan included the ad for the library on the Middleton High School baseball game broadcasts and 14 thousand people were watching
 - Lori commented that Mayor Rule invited all of the department heads to be on the radio with Kevin Miller, she talked about Summer Reading and all that the library has to offer
10. Adjournment
 - Motion to adjourn by Marie Knapp, seconded by Logan Green, approval unanimous
 - Adjourned at 6:26pm

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

MINUTES
Middleton Public Library Special Board Meeting
Location: Middleton Public Library
307 Cornell St, Middleton, ID

July 28, 2023

Time: 12:00pm

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1. Call to Order
Roll Call
 - Call to order by Jeff Miller at 12:00pm
 - Roll Call
 - Jeff Miller (present)
 - Marie Knapp (present)
 - Marcy Shumway (present)
 - Logan Green (absent)
 - Lori Clark (present)
 2. Approval of the Agenda (Action Item)
Motion to approve by Marie, second by Marcy, approval unanimous
 3. Consider Approval of Updated Library Budget for Fiscal Year 23/24 (Discussion) (Action Item)
Motion to approve by Marie, second by Jeff, approval unanimous
 4. Adjournment
Motion to adjourn at 12:04pm by Marcy, second by Marie, approval unanimous

The next scheduled Library Board meeting is August 8, 2023 at 6:00pm.

| LIBRARY FINANCIALS | | | | | | | | | | | | | |
|--------------------|------------------------------|------------|-----------|----------------|-----------|-----------|-----------|-----------|------------|----------|-----------|-----------|-----------|
| FY22/23 | | | | | | | | | | | | | |
| INCOME | | BUDGET | | ACTUAL | JUNE | MAY | APRIL | MARCH | FEBRUARY | JANUARY | DECEMBER | NOVEMBER | OCTOBER |
| 380-080 | Copy/Print | 1,000.00 | | 2,558.25 | 300.76 | 269.98 | 459.05 | 296.53 | 150.67 | 231.38 | 204.26 | 244.09 | 401.53 |
| 381-202 | Fines | 750.00 | | 1,123.07 | 153.59 | 118.95 | 158.99 | 86.90 | 215.02 | 144.56 | 83.07 | 107.51 | 54.48 |
| 381-402 | Property Taxes | 267,990.00 | | 133,995.00 | 0.00 | 0.00 | -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 | 0.00 | 0.00 |
| 381-700 | Interest on Investment | 125.00 | | 201.42 | 26.71 | 29.46 | 25.17 | 28.20 | 22.69 | 17.79 | 16.72 | 17.01 | 17.67 |
| 386-075 | Donations | 0.00 | | 2,164.46 | 100.00 | 506.72 | 100.95 | 100.45 | 100.05 | 105.64 | 104.10 | 105.25 | 941.30 |
| 386-312 | Non Resident Fees | 3,000.00 | | 4,461.36 | 384.54 | 202.24 | 567.26 | 953.63 | 551.26 | 531.53 | 330.53 | 385.63 | 554.74 |
| 387-900 | Grants | 5,000.00 | | 13,140.76 | 0.00 | 2,230.00 | 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 | 0.00 | 0.00 |
| | | | | | | | | | | | | | |
| | Total | 303,578.00 | | 157,644.32 | 965.60 | 3,357.35 | 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 | JUNE | MAY | APRIL | MARCH | FEBRUARY | JANUARY | DECEMBER | NOVEMBER | OCTOBER |
| 660-110 | Salaries | 141,509.00 | 33,759.54 | 107,749.46 | 16,818.78 | 11,053.67 | 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 | 2,588.73 | 6,496.14 | 1,022.28 | 664.84 | 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 | 0.00 | 0.00 | 0.38 | 0.00 | 0.00 | 0.00 |
| 660-125 | Ins. - Medical | 15,430.68 | 7,156.08 | 8,274.60 | 919.40 | 919.40 | 919.40 | 919.40 | 919.40 | 919.40 | 919.40 | 919.40 | 919.40 |
| 660-126 | Ins - Dental | 747.36 | 153.00 | 594.36 | 66.04 | 66.04 | 66.04 | 66.04 | 66.04 | 66.04 | 66.04 | 66.04 | 66.04 |
| 660-127 | Retirement | 12,445.42 | 2,066.82 | 10,378.60 | 1,561.61 | 1,065.52 | 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 | 532.69 | 1,519.19 | 239.09 | 155.46 | 156.44 | 153.70 | 158.07 | 137.85 | 216.62 | 154.24 | 147.72 |
| 660-130 | EE Assist Benefits | 95.04 | 13.99 | 81.05 | 3.60 | 14.20 | 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 | 0.00 | 0.00 |
| 660-132 | Workers Comp | 525.00 | 363.00 | 162.00 | 0.00 | 0.00 | 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 | 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 | 0.00 | 0.00 |
| 660-212 | Gasoline | 450.00 | 319.72 | 130.28 | 0.00 | 65.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 65.08 |
| 660-213 | Marketing | 1,000.00 | 763.84 | 236.16 | 146.16 | 0.00 | 30.00 | 0.00 | 0.00 | 0.00 | 0.00 | 60.00 | 0.00 |
| 660-227 | Library Programs | 3,500.00 | 2,140.57 | 1,359.43 | 265.51 | 535.26 | 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 | 0.00 | 0.00 |
| 660-240 | Supplies | 5,600.00 | 1,095.88 | 4,504.12 | 2,537.31 | 0.00 | 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 | 0.00 | 0.00 |
| 660-260 | Uniforms | 130.00 | 55.25 | 74.75 | 0.00 | 0.00 | 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 | 0.00 | 0.00 | 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 | 0.00 | 0.00 | 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 | 0.00 | 0.00 | 5,500.00 | 0.00 |
| 660-322 | Building Security | 2,000.00 | 1,550.00 | 450.00 | 0.00 | 0.00 | 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 | 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 | 0.00 | 0.00 | 50.00 | 0.00 |

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|--------------|------------------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 660-336 | Computer Software | 3,000.00 | 877.14 | 2,122.86 | 74.39 | 19.50 | 649.50 | 19.50 | 19.50 | 1,043.17 | 258.30 | 19.50 | 19.50 |
| 660-337 | Computer Support | 4,000.00 | 2,132.57 | 1,867.43 | 141.30 | 141.30 | 141.30 | 603.60 | 141.30 | 133.43 | 282.60 | 141.30 | 141.30 |
| 660-338 | Data Access | 2,200.00 | 1,193.40 | 1,006.60 | 783.03 | 63.03 | 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 | 0.00 | 0.00 | 4,750.20 |
| 660-363 | Office Equipment Maintenance | 950.00 | 506.16 | 443.84 | 173.35 | 0.00 | 0.00 | 117.87 | 0.00 | 0.00 | 152.62 | 0.00 | 0.00 |
| 660-364 | Office Equipment | 2,000.00 | -514.30 | 2,514.30 | 340.00 | 90.00 | 625.28 | 44.02 | 1,415.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 660-372 | Postage | 1,600.00 | 357.65 | 1,242.35 | 67.99 | 4.99 | 4.99 | 566.99 | 4.99 | 4.99 | 42.43 | 4.99 | 539.99 |
| 660-381 | Water Usage | 620.00 | 204.54 | 415.46 | 99.26 | 60.88 | 28.56 | 28.56 | 34.62 | 28.56 | 28.56 | 73.86 | 32.60 |
| 660-382 | Waste Water | 741.00 | 208.65 | 532.35 | 59.15 | 59.15 | 59.15 | 59.15 | 59.15 | 59.15 | 59.15 | 59.15 | 59.15 |
| 660-383 | Telephone Service | 900.00 | 524.18 | 375.82 | 41.21 | 41.46 | 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 | 0.00 | 0.00 |
| 660-410 | Grants Expense | 5,000.00 | -495.20 | 5,495.20 | 1,183.19 | 1,184.83 | 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 | 0.00 | 0.00 |
| 660-422 | Professional Audit Fees | 1,717.00 | 217.00 | 1,500.00 | 0.00 | 0.00 | 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 | 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 | 0.00 | 0.00 |
| 660-535 | Collections | 20,000.00 | 7,011.86 | 12,988.14 | 817.68 | 981.03 | 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 | 109.07 | 302.93 | 0.00 | 9.79 | 25.37 | 38.21 | 54.44 | 44.74 | 63.40 | 52.53 | 14.45 |
| 660-621 | Electricity | 4,750.00 | 1,738.37 | 3,011.63 | 371.13 | 299.04 | 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 | 0.00 | 0.00 | 36.00 | 0.00 | 0.00 |
| TOTAL | | 303,578.00 | 112,768.67 | 190,809.33 | 27,731.46 | 17,494.59 | 20,117.93 | 20,083.78 | 20,615.60 | 16,554.40 | 23,926.92 | 22,843.20 | 21,441.45 |

Director's Report

July 2023

| | May | June | July |
|---|------|------|------|
| Physical Checkouts -see past years comparison at end of report | 5998 | 7444 | 7436 |
| Overdrive - Libby | 809 | 737 | 746 |
| New Physical Items Added | 196 | 186 | 206 |
| Physical Items Weeded | 23 | 79 | 9 |
| ILL Fulfilled | 34 | 26 | 31 |
| Computer Sessions | 243 | 270 | 294 |
| Boots Thru Door | 2669 | 3470 | 3309 |
| | | | |
| Non-Resident Cards Issued | 2 | 4 | 4 |
| New Resident Cards Issued | 21 | 23 | 34 |

July Programs & Outreach

- **Storytime-** Every Tues, Wed, & Thurs @10:30am, back of the library.
Attended: 147 Children, 75 Adults
- **Friday Funday Legos** – Fri, 7/7/23, – **6 total**
- **Friday Funday Rock Painting** – Fri, 8/14/23, – **20 total**
- **Middleton Market** – Sat, 7/15/23 – **69 total**
- **Local Author Nancy Raciti @ Storytime** – Thurs, 7/6/23 – **51 total**
- **Friday Funday STEM** – Fri, 7/21/23 – **13 total**
- **Lunch in the Park** – Every Tues & Thurs @ Hawthorne & Foote Park – **155 total**
- **Adult Gardening Class** – Tue 7/25/23 – **6 total**

Upcoming Programs

- **Storytime** – Every Tues, Wed, & Thurs @10:30am, back of the library
- **Adult Gardening Classes** – 4th Tuesday of each month, 5:30pm
- **Tech Help Wednesdays** – 1-3pm
- **Friday Fundays** – Every Friday 12-2pm (8/4 Legos, 8/11 STEM, 8/18 Gaming, 8/25 Rock Painting)
- **Middleton Market** – Sat, 8/19 – 10am-2pm
- **It's Library Magic with Magic Man Brad** – Sat, 8/26– 2 Shows 10:30 & 12:30

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

| | | | | | | | | | | | |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 21-Jan | 21-Feb | 21-Mar | 21-Apr | 21-May | 21-Jun | 20-Jul | 20-Aug | 20-Sep | 20-Oct | 20-Nov | 20-Dec |
| 3298 | 4160 | 4890 | 4784 | 4265 | 7882 | 6658 | 5402 | 5085 | 4609 | 4557 | 4117 |
| 22-Jan | 22-Feb | 22-Mar | 22-Apr | 22-May | 22-Jun | 21-Jul | 21-Aug | 21-Sep | 21-Oct | 21-Nov | 21-Dec |
| 4524 | 4523 | 5729 | 5501 | 5121 | 8086 | 7107 | 5835 | 4523 | 4194 | 4685 | 4432 |
| 23-Jan | 23-Feb | 23-Mar | 23-Apr | 23-May | 23-Jun | 23-Jul | 22-Aug | 22-Sep | 22-Oct | 22-Nov | 22-Dec |
| 5964 | 5799 | 6714 | 5630 | 5998 | 7444 | 7436 | 6532 | 5612 | 5402 | 5622 | 5025 |