

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

September 12, 2023

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
2. Introduction of New Board Member Trent Saxton
3. Approval of Agenda (Action Item)
4. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Minutes from August 8, 2023 Board Meeting
5. Treasurer’s Report (Marie Knapp)
6. Director’s Report (Lori Clark)
7. Frequency of Meetings – (Jeff Miller) (Action Item)
8. Update from Director – (Lori Clark)
9. Public Comments
10. Board Member Comments

Adjourn:

Posted by: _____
Lori Clark, Director

Date, Time: September 9, 2023 3:30pm

The next scheduled Library Board meeting is October 10, 2023 at 6:00pm.

MINUTES
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
 - Call to order by Jeff Miller at 6:00pm
 - Roll Call
 - Jeff Miller (present)
 - Logan Green (present)
 - Marcy Shumway (present)
 - Marie Knapp (present)
 - Lori Clark (present)
 - Pledge of Allegiance
 - Invocation

2. Approval of Agenda (Action Item)
 - Motion to approve by Logan Green, second by Marcy Shumway, approval unanimous

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
 - Motion to approve with amendment to add time posted on minutes from Special Board Meeting on July 28, 2023 by Marcy Shumway, second by Marie Knapp, approval unanimous

4. Treasurer’s Report (Marie Knapp)
 - Marie presented her report, salary line does not reflect grants for salary, but will see it on the overall budget
 - Motion to approve by Logan Green, second by Marcy Shumway, approval unanimous

5. Director’s Report (Lori Clark)
 - Lori presented her report
 - Motion to approve by Marie Knap, second by Logan Green, approval unanimous

6. Frequency of Meetings – (Jeff Miller) (Action Item)
 - Jeff Miller mentioned that Marie Knapp noticed that the library board is only required to meet once a quarter. Jeff was thinking that board could consider not having a meeting in December and maybe another month or 2 during the year. He wanted the board to think about it and discuss it at the next board meeting, so add to agenda.

7. Update from Director – (Lori Clark)
 - The library did not receive the facilities grant for the mobile classroom

- The cameras and panic button are scheduled to be installed on 8/17/23
- Requesting a possible executive meeting to discuss salaries
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8. Public Comments

- David Ruiz wanted to know if City was aware of the grant money the library receives – yes
- David also wanted to know if the City of Middleton can ask for unused budget money back – the city cannot ask for it back – once given to the library, the library keeps unused funds

9. Board Member Comments

- Jeff Miller stated that the policy manual on the website needs to be updated. He also stated that certain items from the American Library Association are not in the policy manual. He would also like to add when the agenda was posted in the minutes so they are formally on record. He would like the when and where added to the template in Agenda.

10. Adjournment

- Marie Knapp motioned to adjourn meeting, Marcy Shumway second, approval unanimous
- Jeff adjourned meeting at 6:30pm

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

LIBRARY FINANCIALS														
FY22/23														
INCOME		BUDGET		ACTUAL	JULY	JUNE	MAY	APRIL	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER
380-080	Copy/Print	1,000.00		2,892.62	334.37	300.76	269.98	459.05	296.53	150.67	231.38	204.26	244.09	401.53
381-202	Fines	750.00		1,327.14	204.07	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	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	0.00
381-700	Interest on Investment	125.00		228.56	27.14	26.71	29.46	25.17	28.20	22.69	17.79	16.72	17.01	17.67
386-075	Donations	0.00		2,214.76	50.30	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		4,760.44	299.08	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	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	0.00
	Total	303,578.00		158,559.28	914.96	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	JULY	JUNE	MAY	APRIL	MARCH	FEBRUARY	JANUARY	DECEMBER	NOVEMBER	OCTOBER
660-110	Salaries	141,509.00	21,639.65	119,869.35	12,119.89	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	1,857.78	7,227.09	730.95	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	0.00	0.38	0.00	0.00	0.00
660-125	Ins. - Medical	15,430.68	6,236.68	9,194.00	919.40	919.40	919.40	919.40	919.40	919.40	919.40	919.40	919.40	919.40
660-126	Ins - Dental	747.36	86.96	660.40	66.04	66.04	66.04	66.04	66.04	66.04	66.04	66.04	66.04	66.04
660-127	Retirement	12,445.42	1,010.24	11,435.18	1,056.58	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	361.73	1,690.15	170.96	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	3.39	91.65	10.60	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	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	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	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	0.00
660-212	Gasoline	450.00	319.72	130.28	0.00	0.00	65.20	0.00	0.00	0.00	0.00	0.00	0.00	65.08
660-213	Marketing	1,000.00	644.44	355.56	119.40	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	2,008.41	1,491.59	132.16	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	0.00
660-240	Supplies	5,600.00	523.77	5,076.23	572.11	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	0.00
660-260	Uniforms	130.00	55.25	74.75	0.00	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	0.00	63.23	0.00	0.00	0.00	0.00	0.00	10.58
660-320	Bldg Maintenance	2,500.00	564.25	1,935.75	421.86	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	0.00	5,500.00	0.00
660-322	Building Security	2,000.00	1,271.25	728.75	278.75	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	-986.41	4,086.41	1,030.41	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	0.00	50.00	0.00

660-336	Computer Software	3,000.00	857.64	2,142.36	19.50	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	1,980.47	2,019.53	152.10	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	1,036.81	1,163.19	156.59	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	0.00	4,750.20
660-363	Office Equipment Maintenance	950.00	506.16	443.84	0.00	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	-729.30	2,729.30	215.00	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	102.66	1,497.34	254.99	67.99	4.99	4.99	566.99	4.99	4.99	42.43	4.99	539.99
660-381	Water Usage	620.00	68.92	551.08	135.62	99.26	60.88	28.56	28.56	34.62	28.56	28.56	73.86	32.60
660-382	Waste Water	741.00	149.50	591.50	59.15	59.15	59.15	59.15	59.15	59.15	59.15	59.15	59.15	59.15
660-383	Telephone Service	900.00	483.58	416.42	40.60	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	0.00
660-410	Grants Expense	5,000.00	-495.20	5,495.20	0.00	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	0.00
660-422	Professional Audit Fees	1,717.00	217.00	1,500.00	0.00	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	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	0.00
660-535	Collections	20,000.00	5,637.73	14,362.27	1,374.13	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	83.83	328.17	25.24	0.00	9.79	25.37	38.21	54.44	44.74	63.40	52.53	14.45
660-621	Electricity	4,750.00	1,234.82	3,515.18	503.55	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	0.00	36.00	0.00	0.00
TOTAL		303,578.00	92,203.09	211,374.91	20,565.58	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

August 2023

	June	July	August
Physical Checkouts -see past years comparison at end of report	7444	7436	6723
Overdrive - Libby	737	746	802
New Physical Items Added	186	206	154
Physical Items Weeded	79	9	51
ILL Fulfilled	26	31	32
Computer Sessions	270	294	279
Boots Thru Door	3470	3309	3089
Non-Resident Cards Issued	4	4	8
New Resident Cards Issued	23	34	34

August Programs & Outreach

- **Storytime-** Every Tues, Wed, & Thurs @10:30am, back of the library.
Attended: 172 Children, 110 Adults
- **Lunch in the Park** 8/1,8/3,8/8 - **88 total**
- **Friday Funday Legos-** 8/4/23 -**20 total**
- **Friday Funday STEM –** 8/11 – **2 total**
- **Friday Funday Gaming –** 8/18 – **21 total**
- **Friday Funday Rock Painting –** 8/25 – **33 total**
- **Middleton Market –** 8/19 – **54 total**
- **Magic Man Brad Magic Show –** 8/26 – **32 total**
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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
- **Disaster Masters –** 9/8, 9/15, 9/22, 9/29 – **U of I & 4-H**

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	20-Sep	20-Oct	20-Nov	20-Dec
3298	4160	4890	4784	4265	7882	6658	5835	5085	4609	4557	4117
22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	21-Sep	21-Oct	21-Nov	21-Dec
4524	4523	5729	5501	5121	8086	7107	6532	4523	4194	4685	4432
23-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	23-Jul	23-Aug	22-Sep	22-Oct	22-Nov	22-Dec
5964	5799	6714	5630	5998	7444	7436	6723	5612	5402	5622	5025