

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

October 10, 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 August 8, 2023 Board Meeting
4. Treasurer’s Report (Marie Knapp)
5. Director’s Report (Lori Clark)
6. Bylaws and Frequency of Meetings – (Lori Clark) (Action Item)
7. Clay Ritter from ICFL – Trustee Roles & Responsibilities Training – Nov 14, 2023 Meeting (Lori Clark) (Action Item)
8. Public Comments
9. Board Member Comments

Adjourn:

Posted by:



Lori Clark, Director

Date, Time:

10.7.23 5:00 pm

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

September 12, 2023

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
 - Call to order by Jeff Miller at 6:25pm
 - Roll Call
 - Jeff Miller (present)
 - Logan Green (present)
 - Marcy Shumway (present)
 - Marie Knapp (present)
 - Trent Saxton (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. Introduction of New Board Member Trent Saxton
 - Trent introduced himself, he wants to serve the community and is happy to be here and help in any way he can
4. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Minutes from August 8, 2023 Board Meeting
 - Motion to approve by Logan Green, seconded by Marcy Shumway, approval unanimous (Trent Saxton abstained)
5. Treasurer's Report (Marie Knapp)
 - Marie presented her report, the second half of the tax money wasn't deposited until the end of August, a few line items are over i.e., Building Repairs (due to the new ramp), Cataloging (prices have gone up as services have been added), Office Equipment (due to the new copy machine). We have not gone over the total budget for the year and adjustments have been made to next year's budget to account for the increase of costs
 - Motion to approve by Trent Saxton, seconded by Logan Green, approval unanimous
6. Director's Report (Lori Clark)
 - Lori presented her report, Friday Fundays, including Gaming, Legos, Rock Painting and STEM, have brought more patrons into the library. We had the Middleton Police come and do Storytime last week, it went really well, the kids loved it and we are going to try and get the Middleton Fire Department to come next.
 - Motion to approve by Trent Saxton, seconded by Marie Knapp, approval unanimous

7. Frequency of Meetings – (Jeff Miller) (Action Item)

- The Board discussed the possibility of not having a meeting every month, the Policy Manual will need to be checked to see if it states how often the Board meets
- Jeff Miller made a motion to cancel the December 2023 meeting and at the January 2024 meeting the Board will establish a calendar for the year and amend the Policy Manual if needed, seconded by Trent Saxton, approval unanimous

8. Update from Director – (Lori Clark)

- Lori presented her report, the new security cameras and panic button have been installed, Lori would like to add a fourth camera to cover all of the parking lot, she will get an estimate. Lori's computer has been down, Doug from ICFL is coming to look at it. Summer Reading was a success even though the overall number of participants was down a little, the number of teens that participated increased. Last year we had 4 teens complete Summer Reading this year we had 26.

9. Public Comments - None

10. Board Member Comments

- Trent would like adults to be included more at the Library, could the Board come up with a list of people that would come to the Library to give presentations. Lori mentioned that we have a local author coming in October to discuss his end of life reference guide, we have an Adult Gardening Class once a month and have tried other adult programs but attendance is usually low. Trent suggested we contact the builders in the area and ask them to put a Library flyer in their new homeowners welcome packet. Marcy suggested talking to the City who also has new resident packets that they hand out. Marcy suggested having the Fire Department come in and give a fire safety presentation.
- Trent also asked about raising Library staff salaries, Marie mentioned that the Board has followed what the City does for raises. Trent mentioned looking at other libraries of similar size to compare our salaries to make sure they are on track.

Adjourn

- Motion to adjourn by Marie Knapp, seconded by Trent Saxton, approval unanimous
- Adjourned at 7:07pm

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

660-381	Water Usage	620.00	-58.62	678.62	0.00	127.54	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	90.35	650.65	0.00	59.15	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	401.86	498.14	0.00	81.72	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	0.00	0.00
660-410	Grants Expense	5,000.00	-2,489.31	7,489.31	384.98	1,609.13	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	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	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	0.00	0.00
660-530	Capital Outlay	19,052.58	16,704.74	2,347.84	1,364.84	983.00	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	2,999.75	17,000.25	0.00	2,637.98	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	68.38	343.62	0.00	15.45	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	762.28	3,987.72	0.00	472.54	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	0.00	0.00	36.00	0.00	0.00
TOTAL		303,578.00	41,628.24	261,949.76	28,384.02	22,190.83	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

September 2023

	July	August	Sept
Physical Checkouts -see past years comparison at end of report	7436	6723	6081
Overdrive - Libby	746	802	770
New Physical Items Added	206	154	273
Physical Items Weeded	9	51	54
ILL Fulfilled	31	32	31
Computer Sessions	294	279	225
Boots Thru Door	3309	3089	2711
Non-Resident Cards Issued	4	8	8
New Resident Cards Issued	34	34	30

September Programs & Outreach (highlighted items are monthly)

- **Storytime**- Every Tues, Wed, & Thurs @10:30am, back of the library (
Attended: 133 Children, 78 Adults)
- **Literature in the Garden** 9/5 - 9 Children, 5 Adults
- **Block & Roll Bus (Legos)** 9/8 - 42 Children, 15 Adults
- **Disaster Masters Learning Lab** – 4 Fridays, 24 Children Attendance
- **STEAM Class** 9/9 – 5 Children
- **Harvest Festival** 9/16 – 27 Children, 51 Adults (6 cards issued, 1 renewed)
- **Pre-K/K Literacy Class** 9/16 – 5 Children, 5 Adults
- **Adult Gardening Class** 9/26 – 1 Child, 17 Adults
- **Purple Sage Elementary 3rd Grade Tour** 9/28 – 69 Children, 22 Adults

Upcoming Programs October

- **Tech Help Wednesdays** – 1-3pm
- **Local Author David Fyke** – 10/17 5:30pm-7:00pm
- **Local Author Palooza** – 10/14 10am-2pm
- **Friday Funday Gaming** 10/27 – 12pm-2pm
- **Movie in the Library** 10/27 – 3:30-5:30pm

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	21-Sep	20-Oct	20-Nov	20-Dec
3298	4160	4890	4784	4265	7882	6658	5835	4523	4609	4557	4117
22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	21-Oct	21-Nov	21-Dec
4524	4523	5729	5501	5121	8086	7107	6532	5612	4194	4685	4432
23-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	23-Jul	23-Aug	23-Sep	22-Oct	22-Nov	22-Dec
5964	5799	6714	5630	5998	7444	7436	6723	6081	5402	5622	5025