

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

March 12, 2024

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 February 13, 2024 Board Meeting
4. Treasurer's Report (Logan Green)
5. Director's Report (Lori Clark)
6. Public Comments
7. Board Member Comments

Adjourn:

Posted by:

Lori Clark

Lori Clark, Director

Date, Time: March 9, 2024 2:00pm

The next scheduled Library Board meeting is Tuesday, April 9, 2024 at 6:00pm

MINUTES

Middleton Public Library Board Meeting

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

February 13, 2024

Time: 6:00pm

1. Call to Order, Roll Call, Pledge of Allegiance, Invocation
 - Call to order by Jeff Miller at 6:03pm
 - 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)
 - Correction made to Agenda—next Library Board meeting is Tuesday, March 12, 2024 at 6:00pm
 - Motion to approve corrected Agenda made by Trent Saxton, seconded by Marie Knapp, approval unanimous
3. Consent Agenda – items of routine administrative business (Action Item)
 - A. Approval of Minutes from January 9, 2024 Board Meeting
 - Motion to approve by Logan Green, seconded by Trent Saxton, approval unanimous
3. Treasurer's Report (Logan Green)
 - Logan presented his report—budget is looking good, we are three months into the fiscal year and we have spent just under 25% of the yearly budget
 - Trent asked if we will have any big one time expenditures coming up this year that we will need to plan for. Lori informed the board that we are looking into painting a new mural in the Children's library and replacing the patron computers but we plan to use funds from the Friends of the Library for these projects.
 - Motion to approve by Marie Knapp, seconded by Trent Saxton, approval unanimous
4. Director's Report (Lori Clark)
 - Lori presented her report—check outs and boots through the door were up this month and we have finished our big weeding project for the year. We have decided to have regular monthly programs like Lego day, Movie day, and Gaming. We have volunteers who come in to do our monthly STEAM, Gardening, Literature in the Garden and Literacy classes.
 - Jeff asked if we could look into how many total library cards we have issued
 - Motion to approve by Trent Saxton, seconded by Marie Knapp, approval unanimous
5. Discussion and Consider Approval of Trustee Bylaws – (Lori Clark) (Action Item)
 - Lori presented the changes that were made after last month's board meeting
 - Additional changes were made to Article IV, Section 2. Duties, Chair: Sentence will be added stating "In the event that the Vice Chair and another officer is absent the Chair may assign another board trustee to assume the responsibilities of that office for that meeting."

- Under the Vice-Chair section the last sentence will read: “In the event that the Chair and another officer are absent the Vice Chair may assign another board trustee to assume the responsibilities of that office for that meeting.”
 - Motion to approve by Trent Saxton, seconded by Marie Knapp, approval unanimous
6. Director’s Evaluation - Discussion and Action Item (Jeff Miller)
- Jeff is appointing a committee of Trent Saxton and himself to develop a Director evaluation process for board approval
7. Recommendation to Waive Non-resident Fee for Library Card Based on Service Hours (Lori Clark) (Action Item)
- Lori asked the board to approve waiving the renewal fee of Rebecca Keetch’s library card. She and her family have volunteered several hours at the Library this year.
 - Motion to approve by Trent Saxton, seconded by Logan Green, approval unanimous
8. Public Comments
- Mark Christiansen from the City Council is here to support the library and the board. He is impressed with everyone’s efforts in running the library. He had a question about what the library is doing to make sure that we do not have questionable materials that the community is concerned about. Lori responded to please send anyone with concerns directly to her. She mentioned that booklook.org is a good source to see the content of books and after review we have moved some books from the young adult section to the adult section. Mark asked another question about circulation and if the library needs anything to assist with increasing circulation. Lori responded that we are doing well with donations, book purchases and weeding to keep the collection fresh and up to date. Mark mentioned that the Middleton City Council would like to start having reports, from each city department, presented at the City Council Meetings to inform the public of what is going on in the various city departments.
 - David Luiz stated that contacting Lori first about your library concerns definitely works. He mentioned a patron’s post on social media about expanding the Library’s seasonal book collection and offered to help in any way needed. David thanked Marie Knapp for all of her years of service on the Library board.
9. Board Member Comments
- Logan asked Lori to get him a Library ad for him to run during the State Basketball Tournament
 - Jeff discussed talking with the Mayor about a Council Liaison, we are currently waiting for the Council to officially approve Mark Christiansen’s appointment as the liaison.

Adjourn: Motion to adjourn by Trent Saxton, seconded by Marcy Shumway, approval unanimous. Meeting adjourned at 6:58pm.



The next scheduled Library Board meeting is Tuesday, March 12, 2024 at 6:00pm

Account Number	Account Title	2023-23 Current Actual	2023-23 YTD Actual	2023-24 Open Encumbrances	2021-22 Received / Committed	2023-24 Current Year Budget	2021-22 Remaining	2021-22 Pct. Rec'd/Committed	2021-22 Pct. Remaining
04-380-080	COPY/PRINT	126.32	626.22	.00	626.22	1,700	889.92	47.65%	52.35%
04-381-202	FINES	205.62	433.19	.00	433.19	1,200	652.89	45.59%	54.41%
04-381-402	PROPERTY TAX COL	.00	.00	.00	.00	281,390	281,389.50	.00	100.00%
04-381-700	INTEREST ON INVES	18.23	59.44	.00	59.44	150	90.56	39.63%	60.37%
04-386-075	DONATIONS	250.05	491.18	.00	491.18	1,200	608.82	49.27%	50.74%
04-386-312	NON RESIDENT FEE	311.10	1,244.42	.00	1,244.42	3,500	2,034.54	41.87%	58.13%
04-387-900	GRANTS	37.60	.00	.00	.00	5,000	5,000.00	.00	100.00%
04-390-007	CASH CARRY OVER	.00	.00	.00	.00	17,000	17,000.00	.00	100.00%
Total Revenue:		873.72	2,854.45	.00	2,854.45	311,140	307,666.23	1.12%	98.88%

Account Number	Account Title	2023-23 Current Actual	2023-23 YTD Actual	2023-24 Open Encumbrances	2021-22 Received / Committed	2023-24 Current Year Budget	2021-22 Remaining	2021-22 Pct. Rec'd/Committed	2021-22 Pct. Remaining
04-660-110	SALARIES	16,439.48	39,038.57	.00	39,038.57	153,751	111,072.05	27.76%	72.24%
04-660-122	FICA	996.91	2,353.41	.00	2,353.41	9,871	7,302.86	26.02%	73.98%
04-660-125	INSURANCE-MEDIC	1,015.42	3,046.26	.00	3,046.26	12,185	8,631.07	29.17%	70.83%
04-660-126	INSURANCE-DENTA	66.04	198.12	.00	198.12	792	561.34	29.17%	70.83%
04-660-127	RETIREMENT	1,479.90	3,504.39	.00	3,504.39	13,753	9,910.98	27.93%	72.07%
04-660-128	MEDICARE	233.13	550.35	.00	550.35	2,229	1,628.87	26.94%	73.06%
04-660-129	LIFE INSURANCE	.00	.00	.00	.00	6,200	6,200.00	.00	100.00%
04-660-130	EE ASSISTANCE BEN	3.60	17.80	.00	17.80	190	172.20	9.37%	90.63%
04-660-131	RESERVE-UNEMPLO	.00	.00	.00	.00	200	200.00	.00	100.00%
04-660-132	WORKERS COMP	.00	184.76	.00	184.76	200	15.24	92.38%	7.62%
04-660-133	CONTRIB GEN FUND	.00	.00	.00	.00	14,287	14,286.50	.00	100.00%
04-660-211	COMPUTER HARDW	.00	2,607.00	.00	2,607.00	3,000	393.00	86.90%	13.10%
04-660-212	GASOLINE	.00	.00	.00	.00	500	500.00	.00	100.00%
04-660-213	MARKETING	16.99	78.40	.00	78.40	1,000	921.60	7.84%	92.16%
04-660-227	LIBRARY PROGRAM	.00	780.38	.00	780.38	3,500	2,719.62	22.30%	77.70%
04-660-229	MEMBERSHIPS	.00	20.00	.00	20.00	165	145.00	12.12%	87.88%
04-660-240	SUPPLIES	187.80	1,155.95	.00	1,155.95	6,000	4,844.05	19.27%	80.73%
04-660-250	TRAINING/CONF/C	.00	49.00	.00	49.00	200	151.00	24.50%	75.50%
04-660-260	UNIFORMS	.00	.00	.00	.00	200	200.00	.00	100.00%
04-660-310	AUTO REPAIR/MAI	.00	.00	.00	.00	600	600.00	.00	100.00%
04-660-320	BUILDING MAINT	195.99	201.37	.00	201.37	2,500	2,298.63	8.05%	91.95%
04-660-321	BUILDING REPAIRS	.00	307.34	.00	307.34	3,000	2,692.66	10.24%	89.76%
04-660-322	BUILDING SECURIT	16.95	778.05	.00	778.05	1,500	721.95	51.87%	48.13%
04-660-325	CATALOGING SERVI	.00	.00	.00	.00	4,000	4,000.00	.00	100.00%
04-660-327	CLEANING SERVICE	.00	.00	.00	.00	1,000	1,000.00	.00	100.00%
04-660-336	COMPUTER SOFTW	258.30	297.30	.00	297.30	3,000	1,960.94	34.64%	65.36%
04-660-337	COMPUTER SUPPOR	152.10	556.30	.00	556.30	4,000	3,152.33	21.19%	78.81%
04-660-338	DATA ACCESS	164.59	1,772.37	.00	1,772.37	2,200	98.45	95.53%	4.48%
04-660-350	LIABILITY INSURAN	.00	3,115.65	.00	3,115.65	6,231	3,115.65	50.00%	50.00%
04-660-363	OFFICE EQUIPMENT	108.18	108.18	.00	108.18	3,200	3,091.82	3.38%	96.62%
04-660-364	OFFICE EQUIPMENT	457.34	917.04	.00	917.04	3,200	2,282.96	28.66%	71.34%
04-660-372	POSTAGE	44.83	620.81	.00	620.81	2,000	1,379.19	31.04%	68.96%
04-660-381	WATER USAGE	29.98	102.51	.00	102.51	900	797.49	11.39%	88.61%
04-660-382	WASTE WATER	61.72	200.15	.00	200.15	800	599.85	25.02%	74.98%
04-660-383	TELEPHONE SERVIC	42.29	124.86	.00	124.86	1,200	1,034.03	13.83%	86.17%
04-660-410	GRANTS	.00	325.36	.00	325.36	5,000	4,674.64	6.51%	93.49%
04-660-420	PROF FEES ATTORN	.00	.00	.00	.00	1,000	1,000.00	.00	100.00%
04-660-422	PROF FEES AUDITO	.00	.00	.00	.00	1,450	1,450.00	.00	100.00%
04-660-530	CAPITAL OUTLAY	.00	.00	.00	.00	8,000	8,000.00	.00	100.00%
04-660-535	COLLECTIONS	1,176.35	7,535.67	.00	7,535.67	21,135	13,599.58	35.65%	64.35%
04-660-620	NATURAL GAS	53.30	106.51	.00	106.51	400	293.49	26.63%	73.37%

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04-660-621	ELECTRICITY	301.61	928.05	.00	928.05	6,000	5,071.95	15.47%	84.53%
04-660-800	MISCELLANEOUS - L	.00	.00	.00	.00	600	600.00	.00	100.00%
Total MIDDLETON PUBLIC LIBRARY:		23,502.80	71,581.91	.00	71,581.91	311,140	233,370.99	24.99%	75.01%
Total Expenditure:		23,502.80	71,581.91	.00	71,581.91	311,140	233,370.99	24.99%	75.01%
MIDDLETON PUBLIC LIBRARY Revenue Total:		873.72	2,854.45	.00	2,854.45	311,140	307,666.23	1.12%	98.88%
Net Total MIDDLETON PUBLIC LIBRARY:		22,629.08-	68,727.46-	.00	68,727.46-	.00	74,295.24	.00	.00
Total Asset:		.00	.00	.00	.00	.00	.00	.00	.00
Total Liability:		.00	.00	.00	.00	.00	.00	.00	.00
Total Equity:		.00	.00	.00	.00	.00	.00	.00	.00
Total Revenue:		873.72	2,854.45	.00	2,854.45	311,140	307,666.23	1.12%	98.88%
Total Expenditure:		23,502.80	71,581.91	.00	71,581.91	311,140	233,370.99	24.99%	75.01%
Net Grand Totals:		22,629.08-	68,727.46-	.00	68,727.46-	.00	74,295.24	.00	.00

Director's Report

February 2024

	Dec	Jan	Feb
Physical Checkouts -see past years comparison at end of report	4589	5914	5833
Overdrive - Libby	816	773	729
New Physical Items Added	206	150	123
Physical Items Weeded	1115	36	19
ILL Fulfilled	30	39	19
Computer Sessions	181	259	226
Boots Thru Door	1936	2574	2653
Non-Resident Cards Issued	3	6	7
New Resident Cards Issued	14	17	27

February Programs & Outreach (highlighted items are monthly)

- **Storytime**- Every Tues, Wed, & Thurs @10:30am, back of the library
Attended: 145 Children, 90 Adults
- **Literature in the Garden:** - 5 Children, 2 Adult
- **STEAM Class:** 10 Children, 1 Adults
- **Lego Day:** 17 Children, 6 Adults
- **Pre-K/K Literacy Class**– 3 Children, 3 Adults
- **Movie at the Library** – 0 Children, 0 Adults
- **Adult Gardening Class** – 24 Adults
- **Gaming Day:** 10 Children, 4 Adults

Misc Items:

Current number of library cards: 3026

Library Total Physical Item Checkouts by Month-Multiple Year Comparison

22-Jan	22-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec
4524	4523	4890	4784	4265	7882	6658	5835	4523	4194	4685	4432
23-Jan	23-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec
5964	5799	5729	5501	5121	8086	7107	6532	5612	5402	5622	5025
24-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	23-Jul	23-Aug	23-Sep	23-Oct	23-Nov	23-Dec
5914	5833	6714	5630	5998	7444	7436	6723	6081	6045	5379	4589