

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

**April 9, 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 March 12, 2024 Board Meeting
4. Treasurer's Report for January & February (Logan Green)
5. Director's Report (Lori Clark)
6. Discuss Options Board Member Signing off on Library Vouchers (Discuss) (Action Item) Lori Clark

**Bylaws Article III**

**Section 3. Expenditures**

The Board shall have exclusive control of the expenditure of all moneys collected for the Library Fund. All board members can be signers of vouchers for payment, however, the primary signer will be the board treasurer. The copy of bills will be sent to all board members to review from the previous month. The payments for all bills will be issued by the City of Middleton from funds allocated to the library's budget.

6. Library Director Evaluation Process (Jeff Miller)
7. Public Comments
8. Board Member Comments

Adjourn:

Posted by:   
Lori Clark, Director

Date, Time: April 6, 2024 3:00pm

The next scheduled Library Board meeting is Tuesday, May 14, 2024 at 6:00pm

# MINUTES

## Middleton Public Library Board of Trustees Meeting

Location: Middleton City Council Chambers-City Hall

1103 West Main Street, Middleton, ID

March 12, 2024

Time: 6:00 pm

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### 1. Call to Order, Roll Call, Pledge of Allegiance, Invocation

- Call to Order by Chairman Jeff Miller at 6:05.
- Roll call
  - Jeff Miller (present)
  - Logan Green (present)
  - Marcy Shumway (present)
  - Trent Saxton (present)
  - Marie Knapp (present)
  - Lori Clark (present)
  - Public present: David Luiz
- Pledge of Allegiance
- Invocation by David Luiz

### 2. Approval of Agenda (Action Item)

- Motion to approve by Trent Saxton, seconded by Marcy Shumway, approval unanimous.

### 3. Consent Agenda (Action Item)

- Approval of minutes from February 13, 2024 board meeting.
- Motion to approve by Marie Knapp, seconded by Trent Saxton, approval unanimous.

### 4. Treasurer's Report (Logan Green)

- Budget worksheet for December was erroneously provided in place of the budget worksheet for January.
- Logan Green advised that January's budget worksheet has no red flags and that he will provide January and February budget worksheets at the next scheduled meeting.
- Motion made to table the approval of the Treasurer's Report until the next scheduled meeting made by Marie Knapp, seconded by Trent Saxton, approval unanimous.

**5. Director's Report (Lori Clark)**

- Lori Clark discussed physical book, audiobook and ebook checkout numbers.
- Lori Clark also credited reading bingo for helping keep checkout numbers up.
- Trent Saxton inquired into the most popular genre at the library. Lori Clark will check into it.
- Lori Clark advised that there are 3,026 library cards issued.
- Motion to approve by Trent Saxton, seconded by Marie Knapp, approval unanimous.

**6. Public Comments**

- David Luiz commented that weather conditions could be a possible reason for the change in the number of physical checkouts.

**7. Board Member Comments**

- None.

**8. Adjournment**

Motion to adjourn by Trent Saxton, seconded by Marie Knapp, unanimous approval.  
Adjourned by Jeff Miller at 6:17 p.m.

The next scheduled Library Board meeting is April 9, 2024 at 6:00 p.m.

Account Number	Account Title	2024-24 Current Actual	2023-24 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	305.21	931.43	.00	931.43	1,700	640.03	62.35%	37.65%
04-381-202	FINES	227.55	660.74	.00	660.74	1,200	458.35	61.80%	38.20%
04-381-402	PROPERTY TAX COL	.00	.00	.00	.00	281,390	281,389.50	.00	100.00%
04-381-700	INTEREST ON INVES	20.46	79.90	.00	79.90	150	70.10	53.27%	46.73%
04-386-075	DONATIONS	100.00	591.18	.00	591.18	1,200	608.22	49.32%	50.69%
04-386-312	NON RESIDENT FEE	514.34	1,758.76	.00	1,758.76	3,500	1,538.48	56.04%	43.96%
04-387-900	GRANTS	.00	.00	.00	.00	5,000	3,532.21	29.36%	70.64%
04-390-007	CASH CARRY OVER	.00	.00	.00	.00	17,000	17,000.00	.00	100.00%
04-390-991	TRANSFER IN	.00	.00	.00	.00	.00	140,694.75-	.00	.00
Total Revenue:		1,167.56	4,022.01	.00	4,022.01	311,140	164,542.14	47.12%	52.88%

Account Number	Account Title	2024-24 Current Actual	2023-24 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	9,545.34	48,583.91	.00	48,583.91	153,751	99,758.18	35.12%	64.88%
04-660-122	FICA	569.48	2,922.89	.00	2,922.89	9,871	6,569.32	33.45%	66.55%
04-660-125	INSURANCE-MEDIC	1,015.42	4,061.68	.00	4,061.68	12,185	9,804.05	19.54%	80.46%
04-660-126	INSURANCE-DENTA	66.04	264.16	.00	264.16	792	640.63	19.16%	80.84%
04-660-127	RETIREMENT	875.88	4,380.27	.00	4,380.27	13,753	8,899.03	35.29%	64.71%
04-660-128	MEDICARE	133.18	683.53	.00	683.53	2,229	1,457.31	34.63%	65.37%
04-660-129	LIFE INSURANCE	.00	.00	.00	.00	6,200	6,200.00	.00	100.00%
04-660-130	EE ASSISTANCE BEN	3.78	25.08	.00	25.08	190	164.92	13.20%	86.80%
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	.00	78.40	.00	78.40	1,000	921.60	7.84%	92.16%
04-660-227	LIBRARY PROGRAM	301.08	1,081.46	.00	1,081.46	3,500	2,418.54	30.90%	69.10%
04-660-229	MEMBERSHIPS	.00	20.00	.00	20.00	165	145.00	12.12%	87.88%
04-660-240	SUPPLIES	.00	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	.00	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	.00	778.05	.00	778.05	1,500	541.95	63.87%	36.13%
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	1,061.26	1,358.56	.00	1,358.56	3,000	1,641.44	45.29%	54.71%
04-660-337	COMPUTER SUPPOR	291.37	847.67	.00	847.67	4,000	2,997.73	25.06%	74.94%
04-660-338	DATA ACCESS	329.18	2,101.55	.00	2,101.55	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	.00	108.18	.00	108.18	3,200	3,091.82	3.38%	96.62%
04-660-364	OFFICE EQUIPMENT	217.35	1,134.39	.00	1,134.39	3,200	2,065.61	35.45%	64.55%
04-660-372	POSTAGE	505.99	1,126.80	.00	1,126.80	2,000	873.20	56.34%	43.66%
04-660-381	WATER USAGE	25.74	128.25	.00	128.25	900	771.75	14.25%	85.75%
04-660-382	WASTE WATER	61.72	261.87	.00	261.87	800	538.13	32.73%	67.27%
04-660-383	TELEPHONE SERVIC	41.11	165.97	.00	165.97	1,200	992.50	17.29%	82.71%
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	50.00	7,585.67	.00	7,585.67	21,135	13,549.58	35.89%	64.11%
04-660-620	NATURAL GAS	.00	106.51	.00	106.51	400	293.49	26.63%	73.37%

Account Number	Account Title	2024-24 Current Actual	2023-24 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
04-660-621	ELECTRICITY	463.04	1,391.09	.00	1,391.09	6,000	4,608.91	23.18%	76.82%
04-660-800	MISCELLANEOUS - L	.00	.00	.00	.00	600	600.00	.00	100.00%
Total MIDDLETON PUBLIC LIBRARY:		15,556.96	87,142.37	.00	87,142.37	311,140	219,064.51	29.59%	70.41%
Total Expenditure:		15,556.96	87,142.37	.00	87,142.37	311,140	219,064.51	29.59%	70.41%
MIDDLETON PUBLIC LIBRARY Revenue Total:		1,167.56	4,022.01	.00	4,022.01	311,140	164,542.14	47.12%	52.88%
Net Total MIDDLETON PUBLIC LIBRARY:		14,389.40-	83,120.36-	.00	83,120.36-	.00	54,522.37-	.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:		1,167.56	4,022.01	.00	4,022.01	311,140	164,542.14	47.12%	52.88%
Total Expenditure:		15,556.96	87,142.37	.00	87,142.37	311,140	219,064.51	29.59%	70.41%
Net Grand Totals:		14,389.40-	83,120.36-	.00	83,120.36-	.00	54,522.37-	.00	.00

Account Number	Account Title	2024-24 Current Actual	2023-24 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	190.73	1,122.16	.00	1,122.16	1,700	449.27	73.57%	26.43%
04-381-202	FINES	152.32	813.06	.00	813.06	1,200	289.74	75.86%	24.15%
04-381-402	PROPERTY TAX COL	.00	.00	.00	.00	281,390	281,389.50	.00	100.00%
04-381-700	INTEREST ON INVES	24.37	104.27	.00	104.27	150	45.73	69.51%	30.49%
04-386-075	DONATIONS	100.60	691.78	.00	691.78	1,200	485.55	59.54%	40.46%
04-386-312	NON RESIDENT FEE	621.29	2,380.05	.00	2,380.05	3,500	733.13	79.05%	20.95%
04-387-900	GRANTS	1,467.79	1,467.79	.00	1,467.79	5,000	3,532.21	29.36%	70.64%
04-390-007	CASH CARRY OVER	.00	.00	.00	.00	17,000	17,000.00	.00	100.00%
04-390-991	TRANSFER IN	140,694.75	140,694.75	.00	140,694.75	.00	140,694.75-	.00	.00
Total Revenue:		143,251.85	147,273.86	.00	147,273.86	311,140	163,230.38	47.54%	52.46%

Account Number	Account Title	2024-24 Current Actual	2023-24 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	11,749.64	60,333.55	.00	60,333.55	153,751	82,009.20	46.66%	53.34%
04-660-122	FICA	771.46	3,694.35	.00	3,694.35	9,871	5,469.69	44.59%	55.41%
04-660-125	INSURANCE-MEDIC	1,330.54	2,731.14	.00	2,731.14	12,185	8,753.60	28.16%	71.84%
04-660-126	INSURANCE-DENTA	92.54	171.62	.00	171.62	792	581.32	26.65%	73.35%
04-660-127	RETIREMENT	1,068.72	5,448.99	.00	5,448.99	13,753	7,262.08	47.20%	52.80%
04-660-128	MEDICARE	180.43	863.96	.00	863.96	2,229	1,200.14	46.17%	53.83%
04-660-129	LIFE INSURANCE	.00	.00	.00	.00	6,200	6,200.00	.00	100.00%
04-660-130	EE ASSISTANCE BEN	3.78	32.36	.00	32.36	190	153.86	19.02%	80.98%
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	.00	78.40	.00	78.40	1,000	921.60	7.84%	92.16%
04-660-227	LIBRARY PROGRAM	59.98	1,141.44	.00	1,141.44	3,500	2,358.56	32.61%	67.39%
04-660-229	MEMBERSHIPS	.00	20.00	.00	20.00	165	145.00	12.12%	87.88%
04-660-240	SUPPLIES	309.85	1,465.80	.00	1,465.80	6,000	4,534.20	24.43%	75.57%
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	212.90	414.27	.00	414.27	2,500	2,085.73	16.57%	83.43%
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	196.95	975.00	.00	975.00	1,500	525.00	65.00%	35.00%
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	19.50	1,378.06	.00	1,378.06	3,000	1,621.94	45.94%	54.06%
04-660-337	COMPUTER SUPPOR	154.60	1,002.27	.00	1,002.27	4,000	2,843.13	28.92%	71.08%
04-660-338	DATA ACCESS	.00	2,101.55	.00	2,101.55	2,200	98.45	95.53%	4.48%
04-660-350	LIABILITY INSURAN	.00	3,115.65	.00	3,115.65	6,231	.00	100.00%	.00
04-660-363	OFFICE EQUIPMENT	.00	108.18	.00	108.18	3,200	3,091.82	3.38%	96.62%
04-660-364	OFFICE EQUIPMENT	217.35	1,351.74	.00	1,351.74	3,200	1,848.26	42.24%	57.76%
04-660-372	POSTAGE	5.99	1,132.79	.00	1,132.79	2,000	867.21	56.64%	43.36%
04-660-381	WATER USAGE	27.86	156.11	.00	156.11	900	743.89	17.35%	82.65%
04-660-382	WASTE WATER	61.72	323.59	.00	323.59	800	476.41	40.45%	59.55%
04-660-383	TELEPHONE SERVIC	41.53	207.50	.00	207.50	1,200	951.81	20.68%	79.32%
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	1,450.00	.00	1,450.00	1,450	.00	100.00%	.00
04-660-530	CAPITAL OUTLAY	.00	.00	.00	.00	8,000	8,000.00	.00	100.00%
04-660-535	COLLECTIONS	2,504.33	10,090.00	.00	10,090.00	21,135	11,045.25	47.74%	52.26%
04-660-620	NATURAL GAS	36.40	190.79	.00	190.79	400	209.21	47.70%	52.30%



Account Number	Account Title	2024-24 Current Actual	2023-24 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
04-660-621	ELECTRICITY	402.55	1,793.64	.00	1,793.64	6,000	4,206.36	29.89%	70.11%
04-660-800	MISCELLANEOUS - L	.00	.00	.00	.00	600	600.00	.00	100.00%
Total MIDDLETON PUBLIC LIBRARY:		16,602.46	105,246.21	.00	105,246.21	311,140	188,516.76	39.41%	60.59%
Total Expenditure:		16,602.46	105,246.21	.00	105,246.21	311,140	188,516.76	39.41%	60.59%
MIDDLETON PUBLIC LIBRARY Revenue Total:		143,251.85	147,273.86	.00	147,273.86	311,140	163,230.38	47.54%	52.46%
Net Total MIDDLETON PUBLIC LIBRARY:		126,649.39	42,027.65	.00	42,027.65	.00	25,286.38-	.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:		143,251.85	147,273.86	.00	147,273.86	311,140	163,230.38	47.54%	52.46%
Total Expenditure:		16,602.46	105,246.21	.00	105,246.21	311,140	188,516.76	39.41%	60.59%
Net Grand Totals:		126,649.39	42,027.65	.00	42,027.65	.00	25,286.38-	.00	.00

# Director's Report

## March 2024

	Jan	Feb	March
Physical Checkouts -see past years comparison at end of report	5914	5833	6501
Overdrive - Libby	773	729	813
New Physical Items Added	150	123	225
Physical Items Weeded	36	19	80
ILL Fulfilled	39	19	29
Computer Sessions	259	226	219
Boots Thru Door	2574	2653	2926
Non-Resident Cards Issued	6	7	2
New Resident Cards Issued	17	27	37

### March Programs & Outreach (highlighted items are monthly)

- **Storytime**- Every Tues, Wed, & Thurs @10:30am, back of the library  
**Attended: 136 Children, 87 Adults**
- **Literature in the Garden:** - 18 Children, 7 Adult
- **STEAM Class:** 12 Children, 6 Adults
- **Lego Day:** 13 Children, 4 Adults
- **Pre-K/K Literacy Class**— 9 Children, 9 Adults
- **Movie at the Library** – did not have this month
- **Adult Gardening Class** – 19 Adults
- **Gaming Day:** 10 Children, 4 Adults
- **Budgeting Class, Edward Jones** – 4 signed up, no one came ☹

### Misc Items:

Air Conditioner Repair  
 Friends of the Library donation to Summer Reading programs & supplies - \$2495  
 Computer Installations  
 Circulation Report

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

<b>22-Jan</b>	<b>22-Feb</b>	<b>22-Mar</b>	<b>21-Apr</b>	<b>21-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	4784	4265	7882	6658	5835	4523	4194	4685	4432
<b>23-Jan</b>	<b>23-Feb</b>	<b>23-Mar</b>	<b>22-Apr</b>	<b>22-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	5501	5121	8086	7107	6532	5612	5402	5622	5025
<b>24-Jan</b>	<b>23-Feb</b>	<b>24-Mar</b>	<b>23-Apr</b>	<b>23-May</b>	<b>23-Jun</b>	<b>23-Jul</b>	<b>23-Aug</b>	<b>23-Sep</b>	<b>23-Oct</b>	<b>23-Nov</b>	<b>23-Dec</b>
5914	5833	6501	5630	5998	7444	7436	6723	6081	6045	5379	4589

## MPL CIRCULATION REPORT 2023

	<b>Total in Collection</b>	<b>2023 Circulation</b>
CD	509	386
CHR FIC	638	1325
CLASSICS	32	60
DVDS	2620	6554
E CHILDREN	3430	14176
EB BOARD	691	5480
ER EASY READER	988	6880
F FICTION	2666	5237
GN GRAPHIC NOVEL	1048	4791
J JUVENILE	3752	9944
JNF JUV NON FIC	2666	12324
LP LARGE PRINT	194	336
NF NON FICTION	1437	2736
ROM ROMANCE	316	676
SF/F SCI FI FANTASY	371	511
SPA SPANISH	64	29
VGAMES VIDEO	68	377
W WESTERN	153	70
YA YOUNG ADULT	1393	2511
BOTANICAL GARDEN	1	14
HOTSPOTS	11	140
KITS	255	1028
<b>TOTALS</b>	<b>23303</b>	<b>75585</b>