



**LIBRARY BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
2/16/2022**

The regular meeting of the Board of Trustees of the Meridian Library District will be held at 7:00 p.m. on Wednesday, February 16, 2022. The meeting will be held at the main library building located at 1326 W. Cherry Lane in the large conference room and streamed online.

JOIN WEBEX MEETING - <https://bit.ly/3sy3OvG> --MEETING LINK UPDATED 2/14/22  
<https://meridianlibrary.my.webex.com/meridianlibrary.my/j.php?MTID=mdbcbc367ec95d6035505493e34d1e51a>

By Phone +1-650-215-5228

Meeting number (access code): 2651 867 8651

Meeting password: 12345678

**MEETING AGENDA:**

1. **Guest comments:** Individuals in person will be given three minutes to speak. Comments are not accepted via WebEx during the meeting. Comments may be submitted to the Board in writing. Written comments regarding an agenda item for a specific meeting date, must be received 24-hours in advance of the applicable meeting to allow for routing and board member review. Messages are shared with the full Board and included in the public record. <https://www.mld.org/message-board-trustees>
2. **Consent Agenda:** Consent agenda items are considered to be routine and are acted on with one motion. There will be no separate discussion on these items unless a member of the library board requests an item to be removed from the Consent agenda for discussion. [ACTION ITEM]
  - a. Regular Meeting Minutes January 19, 2022
  - b. Collection Development Policy Revision
  - c. Finance Manager Job Description Revision
3. **Library Director Report**
4. **January 2022 Financial Reports Approval** [ACTION ITEM]
5. **Executive Session: Pursuant to Idaho Code §74-206 (1)(b) & (f)** the Board shall retire into Executive Session to to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student and to communicate with legal counsel regarding pending/imminently-likely litigation [ACTION ITEM]
6. **Social Media Policy and Free Speech Discussion:** Allison Maier, Communications & Marketing Manager
7. **Discuss and Approve Meeting Room Policy Revision** [ACTION ITEM]
8. **Approve Memorandum of Agreement with City of Meridian for Mural at unBound** [ACTION ITEM]
9. **Capital Projects Update**
10. **Orchard Park Tenant Improvements Project Budget Discussion**
11. **Approve Revised MSR Service Order 007 (Orchard Park)** [ACTION ITEM]
12. **Accept Construction Re-Bids for Orchard Park Tenant Improvements** [ACTION ITEM]
13. **South Branch Project Budget & Financing Discussion**
14. **Approve MSR Service Order 008 (South Meridian Branch)** [ACTION ITEM]
15. **Approved Updated Authorized Signers for MLD US Bank Account** [ACTION ITEM]
16. **Public Comment Procedures Discussion**
17. **Future Agenda Items**

## Meridian Library District – Collection Development Policy

The Collection Development Policy of the Meridian Library District supports the general mission of the Library, Library Strategic Plan, *Library Bill of Rights*\* and *Freedom to Read Statement*.\*

**Deleted:** which affirm protection of Constitutional First Amendment freedoms. ...

All acquisitions, before being purchased or accepted as gifts, are evaluated in terms of the following criteria and in the context of economic and space considerations. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. These same standards determine the replacement, duplication, and withdrawal of materials.

### A. **The Library will:**

- Provide a diverse and inclusive collection that contains content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences
- Provide a collection that anticipates the needs and numbers of potential users
- Consider public demand, both specific and general, as expressed through requests, suggestions, and use to develop the collection
- Consider the availability of the same, or similar, materials in other libraries or agencies
- Consider the need for all subjects covered and viewpoints expressed
- Consider the effect that subjects and viewpoints selected have on developing a balanced collection
- Consider the appropriateness to scope of the collection as it is developed
- Consider the unique nature of branch locations in developing their collections
- Consider the unique nature of digital materials in developing their collections
- Accept only donations that are outright gifts

### B. **Selectors will consider these characteristics when selecting:**

- Literary or stylistic quality
- Content created by and representative of marginalized and underrepresented groups
- Reputations, qualifications, and significance of author, producer, or publisher
- Accuracy, currency, timeliness, and validity
- Attention of critics, reviewers, awards and public
- Resources from self-published, independent, small, and local producers
- Physical quality and effectiveness of format and appropriateness of format to subject
- Cost, as measured against competing materials on the same subject
- Resources in formats that meet the needs of users with disabilities
- Availability of discounts and efficiency in vendors used for purchasing
- Suitability for intended audience
- Availability of subscriptions and standing orders for popular materials, reference and nonfiction items published or released annually

\*As adopted by the Council of the American Library Association

### C. **Reconsideration of Materials:**

Pursuant to Title 33, Chapter 27 of the Idaho Code, the Board of Trustees has among its powers the authority to establish policies for the governance of the library. The responsibility for selection of library materials rests with the library staff as assigned through the Library Director. While someone may find a particular item offensive, selection of materials will not be based upon any anticipated approval or disapproval, but rather on the merits of the material and its value to the collection.

*Approved by the Meridian Library District Board of Trustees on May 14, 2013  
Revised January 19, 2022  
DRAFT January 20, 2022*

## Meridian Library District – Collection Development Policy

Decisions regarding content in the library collection may implicate certain protections under the First Amendment.

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The use of library materials by patrons is an individual matter. Responsibility for children’s and teen’s use of library materials rests with their parents or legal guardians.

Meridian Library District is a member of the LYNX! Library Consortium, sharing and receiving materials from the other member libraries. Requests for reconsideration are only accepted from Meridian Library District residents for Meridian Library District owned materials.

A patron can object to any material by doing so in writing to the Director using the form below. In reviewing the objection, the Director shall consider each work as a whole, and individual passages will not be treated out of context. The Director will also consider the literary merit of works recognized as classics, even though classic works may contain words or sentiments which, today, are unacceptable. No materials shall be excluded from the library’s collection solely because of coarse language or implicit or explicit treatment of certain situations, if a reasonably accurate picture of human experience is portrayed, if the work is deemed a significant artistic endeavor, or if the work meets the criteria outlined in Sections A and B of this policy. Once a completed, signed form is received by the Library Director, the thoughtful, deliberative process for reconsideration of the library materials identified by the library patron will begin. The patron will be notified in writing of the decision within 30 days of receipt of a completed form.

### D. Appeals Process:

If patron does not agree with the Director’s determination, then the patron can appeal that determination to the Board using the form below. The standard of review exercised by the Board in reviewing any appeal is whether there is clear and convincing evidence that the Director’s determination was not based upon substantial evidence or support and that the staff’s decision complied with the library’s policy and selection criteria. After consultation with legal counsel, the Board will determine whether the staff’s decision should be upheld, modified, or overturned. The decision of the Board is final. The Board will provide written notice of its decision to the patron.

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The Director and Board reserve the right to compile multiple challenges to the same item and administer them collectively.

*Approved by the Meridian Library District Board of Trustees on May 14, 2013  
Revised January 19, 2022  
DRAFT January 20, 2022*

# Meridian Library District – Collection Development Policy

## REQUEST FOR RECONSIDERATION

The Meridian Library does not censor material and strives to provide a variety of opinions and items. When a patron wishes to challenge an item in the collection, the process is as follows:

- Patrons must make their **challenge** in writing by filling out and signing a Request for Reconsideration Form. Requests for reconsideration are only accepted from Meridian Library District residents for Meridian Library District owned materials.
- Library staff will research and consider the item in question as a complete work.
- The decision will be reported to the patron in writing by the Library Director.
- Patrons may appeal the decision in writing to the Library Board of Trustees within 30 days of the written response.

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**Information to be completed:**

Date of complaint: \_\_\_\_\_

Full name: \_\_\_\_\_

Street address: \_\_\_\_\_

City/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Library Card Barcode Number: \_\_\_\_\_

**For this complaint, I**

Represent myself

OR

Represent the following organization/group: \_\_\_\_\_

By signing this form I understand that I am making a formal **challenge** to the Meridian Library District in regards to an item available for checkout. I understand that my **challenge** will receive full attention and that I will need to follow the above mentioned steps.

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\_\_\_\_\_  
Signature of requestor

\_\_\_\_\_  
Name of staff person receiving complaint

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*Approved by the Meridian Library District Board of Trustees on May 14, 2013  
Revised January 19, 2022  
DRAFT January 20, 2022*



## Meridian Library District – Collection Development Policy

### Material to be Reconsidered:

Title \_\_\_\_\_

Author, composer, producer, artist, etc. \_\_\_\_\_

1. Did you read, view, or listen to the entire work? If not, what pages or section?
2. To what in the material do you object? Please be specific, cite pages or sections.
3. How does this material not meet the selection criteria identified in Section B of the Collection Development Policy?
4. What good or valuable features do you find in the material?
5. What do you believe is the theme of this work?
6. What do you feel might be the result of using this material?
7. Have you read any review of the material? If yes, specify.
8. Do you think this material would be more appropriate for a different age group?  
Please explain:
9. What would you like the library to do about this material?
10. Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated? If yes, please specify:

*Approved by the Meridian Library District Board of Trustees on May 14, 2013  
Revised January 19, 2022  
DRAFT January 20, 2022*



# Finance Manager

## Position Summary

The Finance Manager manages MLD finances by adhering to MLD financial policies and establishing procedures, controls and reporting systems. Ensures legal and regulatory compliance for all accounting and financial reporting functions. Oversees and conducts general accounting including but not limited to accounts payable and receivable, budget development, payroll, cash monitoring, and risk management. The Finance Manager assists the Library Director with financial analysis such as forecasting, budgeting, engaging in cost reduction analysis and reviewing operational performance.

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**Deleted:** is responsible for managing the finances of Meridian Library District including but not limited to accounts payable, payroll, budgeting, coordination and communication with external consultants (i.e. auditors) banks and vendors. This position reviews financial information (receipts, invoices, etc.) posted to accounting software and reconciles accounts to ensure their accuracy. The Finance Manager also oversees payroll from timekeeping data and provides support for proper benefit processing.

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## Duties and Responsibilities

### Essential

#### Financial Management

- Coordinates with Library Director in financial planning and strategy.
- Assists in preparation and monitoring of MLD's current fiscal year, grant and capital project budgets.
- Provides regular MLD financial reports to the Board of Trustees, governmental agencies and support groups as required.
- Oversees and processes accounts payable and accounts receivable with monthly reconciliation of all general ledger accounts.
- Guides financial decisions by establishing, monitoring, and enforcing procedures that adhere to library policies including internal controls, cash handling, and purchase monitoring.
- Maximizes return and limits risk on cash and fund accounts by monitoring balances, transfers of funds as needed, and monthly reconciliation of all accounts.
- Provides status of financial condition of the MLD by collecting, interpreting, and reporting key financial data.
- Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advises management of impending actions and potential risks.
- Supervises annual audit performed by outside auditors; works extensively with auditor to collect relevant financial documents needed to ensure completion of the annual audit.
- Maintains accurate timekeeping, payroll and accounting records according to record retention requirements.

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#### Employee Payroll and Retirement Benefits

- Reviews semi-weekly payroll as part of internal control processes. Prepares and posts journal entries to the general ledger. Reviews payroll tax returns and coordinates with HR for payroll tax compliance.
- Ensures timely reporting and administration of retirement benefits (PERSI). Knows and understands the retirement plan rules for withholding contributions and works closely with PERSI to research and resolve

anomalies; ensures accurate hours and contribution reporting. Coordinates benefit changes, working closely with HR to ensure benefit changes are processed timely.

#### **Fundraising and Development**

Assist in the oversight and management of database records and reports for all event-related and fundraising activities including revenue and expense budgets, gift records and acknowledgement processes.

#### **Customer Service**

Provides high quality internal customer service to other staff and vendors, and is responsive to requests. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

#### *Marginal*

Recommends and informs the Library administrative team of current or needed financial and benefit policies as they relate to operations, programs, and special activities. Develop financial policies and procedures. Streamlines and creates efficiencies and automation of the financial information flow.

Performs other duties as assigned.

#### **Minimum Qualifications**

**Knowledge, Skills, and Abilities:** This position requires good knowledge of accounting and generally accepted accounting principles. Is detail-oriented and accurate, using good judgement and discretion in managing the library's funds. Proficient with standard Microsoft applications (specifically Microsoft Excel and other Office applications). Ability to learn and adapt to new software and equipment technologies. Proficiency with accounting software such as Peachtree and QuickBooks, or similar software. This position requires accurately maintaining library filing systems.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, co-workers, managers, and employees. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations. Demonstrated commitment to diversity, equity, and inclusion.

**Experience:** 5 years of relevant finance or accounting experience, preferably in a nonprofit or governmental setting.

**Education:** Bachelor's degree in accounting, business administration, or equivalent training, education, and experience

**Training, Licenses, or Certifications:** None

**Supervisory Responsibility:** Yes

**Preferred Qualifications:** Certified Public Accountant (CPA)

#### **Deleted: Accounting and Finance**

Provides on-going accounting support for the day-to-day business operations of the Library. Works extensively in QuickBooks reviewing and/or posting receipts and disbursements, inputting organizational and project budgets, and performing other accounting duties. Monitors balances, transfers funds as needed and balances monthly bank statements. Maintains budgets and accounting records for all funds. Manages all financial activity, including receipts and disbursements, in accordance with federal and state regulations; complies with state and federal reporting requirements.

#### **Board Management**

Prepares regular financial reports including budget to actual income and expense, cash disbursement and cash summary reports. Prepares regular and special financial reports as needed by the administrative team and Library Board of Trustees. Works extensively with auditor to collect relevant financial documents needed to ensure completion of the annual audit. Calculates variances from the budget and reports significant issues to management.

#### **Payroll**

Review payroll as part of internal control process. Prepare and post payroll journal entries to the general ledger. Transfer bank funds for payroll processing. Review payroll tax returns. Coordinate with HR for payroll tax compliance. Maintains accurate timekeeping and payroll records according to record retention requirements.

#### **Deleted: Benefits**

Responsible for timely reporting and administration of retirement benefits (PERSI). Knows and understands the retirement plan rules for withholding contributions and works closely with PERSI to research and resolve anomalies; ensures accurate hours and contribution reporting. Coordinates benefit changes, working closely with HR to ensure benefit changes are processed timely.

**Working Conditions**

*Physical Requirements:* The job requires the employee to constantly sit, see, and hear; seldom stand, kneel, walk, squat, and crouch; occasionally stoop/bend, and twist/turn; perform manual dexterity movements; and frequently listen. This job requires occasionally lifting 10-25 lbs. and carry 10 lbs; reaching at, above, and below shoulder height; grasping objects weighing 10-25 lbs and pushing/pulling objects weighing 50 lbs.

*Mental Requirements:* The job requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical sorting, and perform math.

*Technology, Equipment, and Devices:* The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used applications, email, payroll and timekeeping software, and the internet. The job requires the employee to operate and troubleshoot general office equipment.

*Work Environment:* The job requires repetition, working alone, working remotely, working around others, working with vendors, having verbal and face-to-face contact with others, and be subject to inside and occasionally outside environments.

*Expected Hours of Work:* The job requires employee to work a flexible daytime schedule throughout the week.

*Expected travel:* Occasional travel to and from related events or meetings.

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**Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.



## LIBRARY BOARD OF TRUSTEES REGULAR MONTHLY MEETING MINUTES 1/19/2022

The regular meeting of the Board of Trustees of the Meridian Library District was held at 7:00 p.m. on Wednesday, January 19, 2022. The meeting was held at the main library building located at 1326 W. Cherry Lane in the large conference room and streamed online.

### JOIN WEBEX MEETING

<https://meridianlibrary.my.webex.com/meridianlibrary.my/j.php?MTID=m7f9d07a2b006fcc61731945758b7db4c> | By Phone +1-650-215-5228

Meeting number (access code): 2650 475 3173

Meeting password: R9gM39Hiqk (79463944 from phones and video systems)

**TRUSTEES PRESENT:** Megan Larsen, Chair; Jeff Kohler, Vice-Chair; Christina Hirsch, Treasurer; Tyler Ricks, Trustee; Laura Knutson, Trustee

**LIBRARY STAFF PRESENT:** Gretchen Caserotti, Library Director (virtual)

**GUESTS:** David Hegstrom (Harris CPAs), Michael Keith (Piper Sandler), Joe Borton (Borton-Lahey), Trey Crookston (CM Company)

Chair Larsen called the meeting to order at 7:00 pm.

### MEETING AGENDA:

1. **Guest comments:** Three members of the public made comments opposing the library's COVID-related mask requirement and one offered a greeting to Trustee Ricks. One email opposing the mask requirement was received in December.
2. **Consent Agenda:** [ACTION ITEM]
  - a. Regular Meeting Minutes, December 15, 2021
  - b. City of Meridian Fee Waiver Task Order (C-TI-2021-0050)
  - c. Job Description: Tech Library Manager Revision

MOTION made by Knutson to approve the Consent Agenda, Kohler seconded. All in favor, none opposed. MOTION carried.

3. **FY21 Audit Presentation and Acceptance** [ACTION ITEM] – David Hegstrom (Harris & Co.) presented an overview of the independent audit process and findings. Harris CPAs issued a clean audit for FY21. Appreciation was expressed to MLD staff for careful and complete documentation. The Board was encouraged to review the Budget to Actuals. Jeanie Gerwig was thanked for her diligence and wished well in her next endeavor.

MOTION made by Ricks to accept the audit, seconded by Hirsch. All in favor, none opposed. MOTION carried.

4. **Approve Annual Carry-Forward Transfer to Capital Repair & Replacement Fund** [ACTION ITEM]

In prior years MLD would authorize remaining unspent funds at the end of the year to be transferred to the Capital Repair and Replacement fund to be used for the Cherry Lane renovation. In FY21 with MLD's amended budget to allocate funds to the unBound renovation, there was little unspent funds remaining. No recommendation is made this year to make any transfers. No action taken.

5. **South Branch Financing Update** - Michael Keith (Piper Sandler) provided an overview to the Trustees of the current standing on the financing plans for the South Meridian branch and the current trends in the financial markets. As the project pushes further out on schedule, market pressures will likely result in tighter funding for the project. Interest rates looking to rise to correct with inflation. Remaining steps are to finalize the land transfer, complete the financing documents, a rating presentation & call, price the bonds (lock interest rates), sign the final documents, and close the transaction. Once the land donation is in place, expect two months for funding to be available.
6. **Board Training: Free Speech, Limited Public Forum & Library Policies** – Joe Borton (Borton-Lakey Law) provided an overview of how the library is considered a limited public forum and reviewed legal considerations for library policies under the First Amendment. Library must remain content-neutral (even if one disagrees with the content) but is allowed to impose time and manner restrictions on speech. Time and manner restrictions must be consistently applied and defensible. Primary policy consideration for the Board should be employee and patron safety. Our current Meeting Room and Code of Conduct policies are squarely within the First Amendment framework. The First Amendment relates to the government’s ability to limit speech, not private parties or properties. Borton answered questions from Trustees. MLD is allowed to designate where it can occur, ensure it doesn’t interfere with others ability to use the library, and can apply the Miller Test if needs to consider limiting content. Areas of concern are Incitement of Violence and Obscenity, seek legal counsel if concerns. Caserotti will work on reviewing and propose revisions to the Meeting Room policy at February meeting following this training.
7. **Capital Projects Update** – Lots of work with Orchard Park happening, much on the agenda already. Concerns about escalating market forces and project costs in both branch projects.
8. **Approve Amendment to Lease Agreement - Orchard Park [ACTION ITEM]** – Continued negotiations with developer have happened and Caserotti presented a revised lease amendment with material changes to the last version the board approved and adds a map of designated library parking as an exhibit.

MOTION to approve the revised lease amendment was made by Kohler, seconded by Knutson. All in favor, none opposed. MOTION carried.

9. **Authorize Waiver for Non-Essential Alcohol/Drug Affidavits Orchard Park Subcontractors [ACTION ITEM]** – State law requires an alcohol & drug free workplace affidavit in public works projects, but MLD attorney affirmed statute doesn’t apply to MLD and can be waived as an informality in the public bidding process for our project. MLD construction bids included language as requirement. Caserotti requests the board formally authorize waiving non-essential alcohol/drug affidavit for subcontractors in Orchard Park bid responses. CM Company assured the companies could supply them; respondents are reliable companies. Tight construction market, MLD will try to utilize all tools to get best responses and value for the project.

MOTION to waive the non-essential alcohol and drug affidavits was made by Knutson, seconded by Ricks. All in favor, none opposed. MOTION carried.

10. **Accept Construction Bids for Orchard Park Tenant Improvements [ACTION ITEM]** – Trey Crookston (CM Company) presented the bid packages and responsive bids from subcontractors. CM Company was hired through public RFQ process as Construction Management/General Contractor (CMGC) by MLD a few years ago. CMGC works as a partner on the project development and put out to multiple trade contractors. Received and opened bids according to process outlined in state law. The memo for the board summarizes the process and the results. Extremely high construction

market, under those circumstances good that we came in close to budget. Crookston walked through the memo provided to the board. Reviewed individual bid package responses and recommendations for accepting and re-bidding.

MOTION to approve bids made by Hirsch, seconded by Ricks. Friendly amendment to accept the actions recommended by CM Company was accepted by Hirsch. All in favor, none opposed. MOTION carried. CM Company will proceed and rebid or get proposals according to approved action table.

**11. Approve Not-To-Exceed (NTE) amount for Orchard Park TI construction [ACTION ITEM] –**

Crookston outlined expectations for finalizing contracts and recommends the Trustees approve NTE of \$2,308,432 for Orchard Park construction.

MOTION to approve the NTE amount of \$2,308,432 was made by Knutson, seconded Hirsch. All in favor, none opposed. MOTION carried.

**Authorize MLD to Join Purchasing Cooperatives; BuyBoard, E&I, NCPA, OMNIA/NIPA, Sourcewell, TIPS [ACTION ITEM]** – Caserotti & Jason Su provided a summary of the cooperatives, the costs to join, what products they carry. Attorney has reviewed the FFE packages. MLD is allowed to join purchasing cooperatives to leverage pre-negotiated prices on furniture. Not all our desired items are available so one package is for public bid and some commercial items will need to be purchased individually by MLD. Once authorized to join, we will submit the packages and get pricing. Then bring contracts to board to approve once we find the best deal.

MOTION to join BuyBoard, E&I, NCPA, OMNIA/NIPA, Sourcewell, and TIPS purchasing cooperatives was made by Ricks, seconded by Knutson. All in favor, none opposed. MOTION carried.

**12. Approve FFE Bid Packages for Orchard Park [ACTION ITEM] -**

MOTION to approve bid packages was made by Hirsch, seconded by Ricks. All in favor, none opposed. MOTION carried.

**13. Discuss & Approve Collection Development Policy Revision [ACTION ITEM]** – Following the

December board meeting, Caserotti worked with staff and attorneys on proposed revisions.

Revision puts more clarity around roles and responsibilities between board, director and staff.

Proposed new appeals process for the public. Only thing missing potentially is multiple challenges being treated as one option for admin and board. Caserotti will submit minor edits again in February that came in too late for this meeting.

MOTION to approve the revised Collection Development Policy was made by Knutson, seconded by Ricks. All in favor, none opposed. MOTION carried.

**14. Library Director Report** – Thank you to Trustees for volunteering to score the staff awards nominations given at Staff Day. Thank you also to the Friends of the Library who paid for staff gifts again this year. No questions on written monthly reports.

**15. December 2021 Financial Reports Approval [ACTION ITEM]** – 1<sup>st</sup> Quarter complete, 25% of the way through the year, under budget in most categories. Personnel under, still behind on filling vacancies.

Capital expenses will start to hit big in March. Caren Massari started as new Finance Manager.

MOTION to approve December financials was made by Ricks, seconded by Hirsch. All in favor, none opposed. MOTION carried.

**16. Review COVID Operations Plan [ACTION ITEM]** – Larsen summarized current status of pandemic and MLD's approved plan. Staff do not have any recommendations to change the current plan which is in adherence with public health guidance and are not having conflicts. Some feedback from public is they wish MLD would more strictly enforce a mask requirement.

MOTION was made by Ricks to rescind current COVID plan and revert to masks optional, not required. MOTION died from lack of a second. No action.

17. **Public Comment Procedures Discussion** – Caserotti prepared a memo that outlines the administrative work required to process and organize public comments provided to the board through the current webform that directs to email. Current process is very time consuming and Caserotti would like to propose moving to a Google form for the public comment process to the board. Trustees don't want to limit comment, but are interested if form can collect additional information such as residency and perhaps library card holder information. Not to limit, just additional information to consider. Trustees elected to represent all Meridian citizens so asking address is relevant. Hopefully there is a way an unhoused person could still submit without a street address. A form would allow a spreadsheet on the back end, much easier to administer. Trustees encouraged to contact Caserotti with additional suggestions or concerns, a draft form will be worked on and proposed at the February meeting.
18. **Future Agenda Items** - Orchard Park budget and bids. Training on the First Amendment/limited public forum in the digital environment. Executive Session to conduct performance review for the Director. Possible MOU for a mural at unBound. Hopefully land donation and financing market documents for South branch.

MEETING ADJOURNED AT 9:30 p.m.

The next regular meeting is scheduled for 7:00 p.m., Wednesday, February 16, 2022.

RESPECTFULLY SUBMITTED AND APPROVED

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Gretchen Caserotti, Library Director

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Megan Larsen, Board Chair



## January 2022 Library Director's Report

Gretchen Caserotti, Library Director

February 11, 2022

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This report offers a summary of activities taking place at Meridian Library in January 2022. I will be glad to answer any questions about the items below or anything included in the monthly departmental reports. [Library Use Stats Dashboard January 2022](#).

### Operations

January is a fresh start for everyone after a time of rest and recuperation. This year, the library's first month of the new calendar year came with some organizational changes. As mentioned last month, we filled the Finance Manager position and were thrilled to welcome Caren Massari. January also resulted in the successful recruitment of the vacant Assistant Director position. After a competitive search process, Nick Grove was offered and accepted the position. I am very excited to work with Nick in this new role, and we will transition slowly until we can fill the unBound manager position. Congratulations, Nick!

While the winter months are traditionally slow, we have seen steady and consistent use of library resources. Circulation remains strong and on the upward trend for both physical and digital materials. All library use stats are up from the same time last year. Home delivery and curbside use remain consistent, with home delivery only minimally disrupted due to weather and staffing shortages in January. [Here's a look at our most popular titles in 2021](#).

Like so many businesses, MLD experienced significant absences due to illness and COVID exposures in January, as expected. Also similar to many businesses, we have had high turnover and have a number of vacancies yet to be filled, leaving us low on staffing. I have worked with HR to draft a recruitment plan for 2022 to prioritize positions and balance the recruitments with HR's capacity. We will work hard these next 3 months to fill as many positions as we can to prepare for summer, when we expect an increase in programs and library use overall. Orchard Park positions will be likely posted over the summer with a now later opening in 2022. Travis Porter will assist in this recruitment as part of his Orchard Park Manager duties.

Over the last two years, we've made lots of adjustments to public spaces. Kristi Haman has been working hard at Cherry Lane to clean things up and make temporary adjustments feel more permanent. Many of the tables and chairs are still original to the building (1996) and have long been completely depreciated, many showing their age. Steve McNitt researched public auctions but concluded there is no resale value due to their age and condition. Thus, we coordinated with local community partners to donate surplus, unused furniture, which the partners (mentioned in the Cherry Lane report) were very grateful to accept.

Plans are in place for our virtual all-staff development day, which is held each year on Presidents' Day. Our keynote speaker session will focus on the importance of early literacy and the library's role in supporting early learning in the community. Breakout sessions will include information literacy (mis/dis information on social media), emergency preparedness, youth readers' advisory, intellectual freedom, mental health resources, self-care, and understanding the Board, Friends and Foundation. Thank you to Trustee Kohler for volunteering to represent the Board in this breakout session! As always, we are grateful to our Friends of the Meridian Library District for supporting the staff by providing funds for the lunch and raffle prizes at the end of the day. The annual Staff Awards will be given out, as well as pins recognizing staff years of service.

### **Finance/Budget**

Following the January Board meeting, the audit has been uploaded on the website and filed with the State of Idaho. Caren Massari started with us in January, and she and I have spent time onboarding her. Pam Geile has continued to help reconcile the HRA accounts and file 1099s for MLD, along with some final year-end reporting duties. We are so grateful to Pam for stepping in to help out, and she will cease her part-time position with us in early February. Caren is learning the lay of the land – both in MLD's culture and operations as well as governmental accounting requirements. Her fresh eyes will be very valuable in helping us update workflows. We appreciate the Board's patience as she learns the platforms, systems, and running our monthly and quarterly reports.

### **HR/Personnel**

January is the month HR has many compliance reports to file: OSHA, DOL, Medicare/Medicaid, as well as W2s, etc. This year was especially challenging with a new HRIS system (Paylocity) and new HR Coordinator Mari learning the ropes. Thanks to Lindsay's leadership for ensuring MLD remained in compliance with accurate submissions and reports! Mari and Lindsay worked hard to ensure that accurate election of employee benefits were imported from Employee Navigator to Paylocity, and ensured the accuracy of deductions in the Paylocity system with the arrival of the new year.

Our new Employee Assistance Program administrators (Magellan) provided library leadership with valuable training on the services available to our employees. This company offers superior mental health services, financial wellness services, work-life services, legal and identity theft resolution services, and lifestyle coaching services to our staff, at no charge to the employee. Magellan has also agreed to provide two training courses to our employees during our upcoming Staff Day in February.

With the holidays behind us, the HR team was heavily burdened in the management and tracking of a large number of COVID-19 exposures, potential exposures, and other COVID-19 related situations throughout January. We are happy to report that COVID-19 exposures and issues (while still frequent) are finally leveling out now that we are in the month of February.

### **Capital Projects**

As discussed at the January board meeting, work continues to progress with refreshed momentum at Orchard Park. Following the Board's direction at the January meeting CM Company proceeded with the rebids and organizing contracts with the accepted bidders. Travis Porter and Jason Su have stepped up to help me with the FFE packages. In coordination with MSR, we have initiated discussions with Trademark Design and Fabrication to start work on the sign package for the interior and exterior signs. With Caren on board, we have started to dig into the project budget and will present an update at the February board meeting. Organizing is underway to host a press event in late February and I will coordinate a site visit for the Trustees in March when our Tenant Improvement portion of the work begins.



Down in South Meridian, we held more meetings with the developer to discuss progress on the design and their expectations for cost-sharing on shared areas of the site, namely the courtyard. In order to understand our capacity to make any financial contributions, it is important to have accurate, current cost-estimates for the project. CM Company completed and shared the cost-estimate based on the designs from MSR in early February, and we will review that first draft of the project budget at the meeting as well. There is much work to be done on that, and it is in the early stages, but with all the shifts in the construction market and the restrictions the COP financing method will impose, we need to have this foundation under us before proceeding with the developer.

# Meridian Library District

Bill Listing  
January 2022

| DATE       | TRANSACTION TYPE | NUM        | NAME                           | MEMO/DESCRIPTION                   | ACCOUNT # | ACCOUNT                                                                      | DEBIT             | CREDIT            |
|------------|------------------|------------|--------------------------------|------------------------------------|-----------|------------------------------------------------------------------------------|-------------------|-------------------|
| 01/01/2022 | Bill             | 12614      | MERIDIAN CHAMBER of COMMERCE   | Leadership Meridian - Yuki Gravier | 2380      | 2380 Accounts Payable                                                        |                   | \$1,000.00        |
|            |                  |            |                                |                                    | 5234.6    | 5234.6 OPERATING EXPENSES:Professional Development:Webinar/Ecourses          | \$1,000.00        |                   |
|            |                  |            |                                |                                    |           |                                                                              | <b>\$1,000.00</b> | <b>\$1,000.00</b> |
| 01/01/2022 | Bill             | 1164701    | PEAK ALARM CO, INC             | Security monitoring                | 2380      | 2380 Accounts Payable                                                        |                   | \$128.58          |
|            |                  |            |                                | Security monitoring                | 6224.1    | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance   | \$128.58          |                   |
|            |                  |            |                                |                                    |           |                                                                              | <b>\$128.58</b>   | <b>\$128.58</b>   |
| 01/01/2022 | Bill             | 5591       | JAN-PRO CLEANING SYSTEMS OF ID | Janitorial Services                | 2380      | 2380 Accounts Payable                                                        |                   | \$4,950.00        |
|            |                  |            |                                | Cleaning                           | 6224.1    | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance   | \$3,850.00        |                   |
|            |                  |            |                                | Cleaning                           | 6224.1    | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance   | \$200.00          |                   |
|            |                  |            |                                | Cleaning                           | 6224.1    | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance   | \$450.00          |                   |
|            |                  |            |                                | Cleaning                           | 6224.1    | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance   | \$450.00          |                   |
|            |                  |            |                                |                                    |           |                                                                              | <b>\$4,950.00</b> | <b>\$4,950.00</b> |
| 01/01/2022 | Bill             | 23195      | FATBEAM, LLC                   | Content Filtering                  | 2380      | 2380 Accounts Payable                                                        |                   | \$1.00            |
|            |                  |            |                                | Content Filtering                  | 5220.1    | 5220.1 OPERATING EXPENSES:Information Technology:IT Infra-Software/Licensing | \$1.00            |                   |
|            |                  |            |                                |                                    |           |                                                                              | <b>\$1.00</b>     | <b>\$1.00</b>     |
| 01/01/2022 | Bill             | 23216      | FATBEAM, LLC                   | Content Filtering                  | 2380      | 2380 Accounts Payable                                                        |                   | \$1.00            |
|            |                  |            |                                | Content Filtering                  | 5220.1    | 5220.1 OPERATING EXPENSES:Information Technology:IT Infra-Software/Licensing | \$1.00            |                   |
|            |                  |            |                                |                                    |           |                                                                              | <b>\$1.00</b>     | <b>\$1.00</b>     |
| 01/01/2022 | Bill             | 23264      | FATBEAM, LLC                   | Internet                           | 2380      | 2380 Accounts Payable                                                        |                   | \$800.00          |
|            |                  |            |                                | Internet                           | 5220.5    | 5220.5 OPERATING EXPENSES:Information Technology:IT Utilities                | \$800.00          |                   |
|            |                  |            |                                |                                    |           |                                                                              | <b>\$800.00</b>   | <b>\$800.00</b>   |
| 01/01/2022 | Bill             | 23296      | FATBEAM, LLC                   | Internet                           | 2380      | 2380 Accounts Payable                                                        |                   | \$500.00          |
|            |                  |            |                                | Internet                           | 5220.5    | 5220.5 OPERATING EXPENSES:Information Technology:IT Utilities                | \$500.00          |                   |
|            |                  |            |                                |                                    |           |                                                                              | <b>\$500.00</b>   | <b>\$500.00</b>   |
| 01/01/2022 | Bill             | 23299      | FATBEAM, LLC                   | Internet                           | 2380      | 2380 Accounts Payable                                                        |                   | \$1.00            |
|            |                  |            |                                | Internet                           | 5220.1    | 5220.1 OPERATING EXPENSES:Information Technology:IT Infra-Software/Licensing | \$1.00            |                   |
|            |                  |            |                                |                                    |           |                                                                              | <b>\$1.00</b>     | <b>\$1.00</b>     |
| 01/01/2022 | Bill             | 23283      | FATBEAM, LLC                   | Internet                           | 2380      | 2380 Accounts Payable                                                        |                   | \$500.00          |
|            |                  |            |                                | Internet                           | 5220.2    | 5220.2 OPERATING EXPENSES:Information Technology:IT Infra-Support            | \$500.00          |                   |
|            |                  |            |                                |                                    |           |                                                                              | <b>\$500.00</b>   | <b>\$500.00</b>   |
| 01/01/2022 | Bill             | Jan2022    | WILLAMETTE DENTAL              | Dental benefits                    | 2380      | 2380 Accounts Payable                                                        |                   | \$511.85          |
|            |                  |            |                                | Dental benefits                    | 2355      | 2355 Dental                                                                  | \$136.25          |                   |
|            |                  |            |                                | Dental benefits                    | 5010      | 5010 PERSONNEL:Payroll benefits                                              | \$125.20          |                   |
|            |                  |            |                                | Dental benefits                    | 5010      | 5010 PERSONNEL:Payroll benefits                                              | \$187.80          |                   |
|            |                  |            |                                | Dental Benefits                    | 5010      | 5010 PERSONNEL:Payroll benefits                                              | \$62.60           |                   |
|            |                  |            |                                |                                    |           |                                                                              | <b>\$511.85</b>   | <b>\$511.85</b>   |
| 01/03/2022 | Bill             | 3570192456 | UNIFIRST CORP                  | mat cleaning                       | 2380      | 2380 Accounts Payable                                                        |                   | \$38.68           |
|            |                  |            |                                | mat cleaning                       | 6224.1    | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance   | \$38.68           |                   |
|            |                  |            |                                |                                    |           |                                                                              | <b>\$38.68</b>    | <b>\$38.68</b>    |

| DATE       | TRANSACTION TYPE | NUM             | NAME                                                    | MEMO/DESCRIPTION                                             | ACCOUNT # | ACCOUNT                                                                    | DEBIT             | CREDIT            |
|------------|------------------|-----------------|---------------------------------------------------------|--------------------------------------------------------------|-----------|----------------------------------------------------------------------------|-------------------|-------------------|
| 01/03/2022 | Bill             | 3570192441      | UNIFIRST CORP                                           | mat cleaning                                                 | 2380      | 2380 Accounts Payable                                                      |                   | \$64.08           |
|            |                  |                 |                                                         | mat cleaning                                                 | 6224.1    | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance | \$64.08           |                   |
|            |                  |                 |                                                         |                                                              |           |                                                                            | <b>\$64.08</b>    | <b>\$64.08</b>    |
| 01/04/2022 | Bill             | Dec2021         | INTERMOUNTAIN GAS COMPANY-Annex                         |                                                              | 2380      | 2380 Accounts Payable                                                      |                   | \$583.79          |
|            |                  |                 |                                                         | Utilities                                                    | 6258      | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities                    | \$583.79          |                   |
|            |                  |                 |                                                         |                                                              |           |                                                                            | <b>\$583.79</b>   | <b>\$583.79</b>   |
| 01/04/2022 | Bill             | Dec2021         | Intermountain Gas - Cherry Ln                           |                                                              | 2380      | 2380 Accounts Payable                                                      |                   | \$1,284.15        |
|            |                  |                 |                                                         | Utilities                                                    | 6258      | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities                    | \$1,284.15        |                   |
|            |                  |                 |                                                         |                                                              |           |                                                                            | <b>\$1,284.15</b> | <b>\$1,284.15</b> |
| 01/04/2022 | Bill             | Dec232021       | Chevron (Wex Bank)                                      | Fuel                                                         | 2380      | 2380 Accounts Payable                                                      |                   | \$547.19          |
|            |                  |                 |                                                         | Fuel                                                         | 5260.1    | 5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile             | \$111.60          |                   |
|            |                  |                 |                                                         | Fuel                                                         | 5260.3    | 5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van                    | \$188.85          |                   |
|            |                  |                 |                                                         | Fuel                                                         | 5260.3    | 5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van                    | \$38.15           |                   |
|            |                  |                 |                                                         | Fuel                                                         | 5260.3    | 5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van                    | \$105.56          |                   |
|            |                  |                 |                                                         | Finance Charge                                               | 5202.2    | 5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees                       | \$103.03          |                   |
|            |                  |                 |                                                         |                                                              |           |                                                                            | <b>\$547.19</b>   | <b>\$547.19</b>   |
| 01/04/2022 | Bill             | 194400          | CULLIGAN                                                | salt delivered                                               | 2380      | 2380 Accounts Payable                                                      |                   | \$36.95           |
|            |                  |                 |                                                         | salt delivered                                               | 6224.4    | 6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies                   | \$36.95           |                   |
|            |                  |                 |                                                         |                                                              |           |                                                                            | <b>\$36.95</b>    | <b>\$36.95</b>    |
| 01/04/2022 | Bill             | Jan2022         | Reliance Standard                                       | Basic Life, AD&D                                             | 2380      | 2380 Accounts Payable                                                      |                   | \$819.41          |
|            |                  |                 |                                                         | Basic Life, AD&D                                             | 5010      | 5010 PERSONNEL:Payroll benefits                                            | \$193.19          |                   |
|            |                  |                 |                                                         | Basic Life, AD&D                                             | 5010      | 5010 PERSONNEL:Payroll benefits                                            | \$37.69           |                   |
|            |                  |                 |                                                         | Basic Life, AD&D                                             | 5010      | 5010 PERSONNEL:Payroll benefits                                            | \$77.30           |                   |
|            |                  |                 |                                                         | Basic Life, AD&D                                             | 5010      | 5010 PERSONNEL:Payroll benefits                                            | \$511.23          |                   |
|            |                  |                 |                                                         |                                                              |           |                                                                            | <b>\$819.41</b>   | <b>\$819.41</b>   |
| 01/04/2022 | Bill             | Jan2022         | UNITED HERITAGE                                         | Vision benefit                                               | 2380      | 2380 Accounts Payable                                                      |                   | \$392.61          |
|            |                  |                 |                                                         |                                                              | 2365      | 2365 United Heritage                                                       | \$74.84           |                   |
|            |                  |                 |                                                         |                                                              | 5010      | 5010 PERSONNEL:Payroll benefits                                            | \$66.51           |                   |
|            |                  |                 |                                                         |                                                              | 5010      | 5010 PERSONNEL:Payroll benefits                                            | \$36.95           |                   |
|            |                  |                 |                                                         |                                                              | 5010      | 5010 PERSONNEL:Payroll benefits                                            | \$22.17           |                   |
|            |                  |                 |                                                         |                                                              | 5010      | 5010 PERSONNEL:Payroll benefits                                            | \$192.14          |                   |
|            |                  |                 |                                                         |                                                              |           |                                                                            | <b>\$392.61</b>   | <b>\$392.61</b>   |
| 01/04/2022 | Bill             | 02945DA22002702 | OVERDRIVE, INC                                          | eContent                                                     | 2380      | 2380 Accounts Payable                                                      |                   | \$7.99            |
|            |                  |                 |                                                         |                                                              | 5122      | 5122 COLLECTIONS:eContent                                                  | \$7.99            |                   |
|            |                  |                 |                                                         |                                                              |           |                                                                            | <b>\$7.99</b>     | <b>\$7.99</b>     |
| 01/04/2022 | Bill             | 02945DA22002700 | OVERDRIVE, INC                                          | eContent                                                     | 2380      | 2380 Accounts Payable                                                      |                   | \$733.50          |
|            |                  |                 |                                                         |                                                              | 5122      | 5122 COLLECTIONS:eContent                                                  | \$733.50          |                   |
|            |                  |                 |                                                         |                                                              |           |                                                                            | <b>\$733.50</b>   | <b>\$733.50</b>   |
| 01/04/2022 | Bill             | 02945DA22002701 | OVERDRIVE, INC                                          | eContent                                                     | 2380      | 2380 Accounts Payable                                                      |                   | \$190.99          |
|            |                  |                 |                                                         |                                                              | 5122      | 5122 COLLECTIONS:eContent                                                  | \$190.99          |                   |
|            |                  |                 |                                                         |                                                              |           |                                                                            | <b>\$190.99</b>   | <b>\$190.99</b>   |
| 01/05/2022 | Bill             | Q4              | Second & Broadway Condominiums Owners Association, Inc. | Trash and recycling -unBound 10/06/21-12/06/21 18.5% unBound | 2380      | 2380 Accounts Payable                                                      |                   | \$102.54          |
|            |                  |                 |                                                         | Trash and recycling -unBound 10/06/21-12/06/21 18.5% unBound | 6258      | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities                    | \$102.54          |                   |
|            |                  |                 |                                                         |                                                              |           |                                                                            | <b>\$102.54</b>   | <b>\$102.54</b>   |
| 01/06/2022 | Bill             | 1895398         | CENTER POINT LARGE PRINT                                |                                                              | 2380      | 2380 Accounts Payable                                                      |                   | \$87.48           |
|            |                  |                 |                                                         |                                                              | 5115      | 5115 COLLECTIONS:Adult Print Books                                         | \$87.48           |                   |
|            |                  |                 |                                                         |                                                              |           |                                                                            | <b>\$87.48</b>    | <b>\$87.48</b>    |
| 01/07/2022 | Bill             | DecLibraryPmt   | ADA COMMUNITY LIBRARY                                   | Library Payment                                              | 2380      | 2380 Accounts Payable                                                      |                   | \$155.57          |
|            |                  |                 |                                                         | Library Payment                                              | 4200      | 4200 Non-tax Revenue:Fines and fees                                        | \$155.57          |                   |
|            |                  |                 |                                                         |                                                              |           |                                                                            | <b>\$155.57</b>   | <b>\$155.57</b>   |

| DATE       | TRANSACTION TYPE | NUM              | NAME                                     | MEMO/DESCRIPTION                                            | ACCOUNT # | ACCOUNT                                                                    | DEBIT             | CREDIT            |
|------------|------------------|------------------|------------------------------------------|-------------------------------------------------------------|-----------|----------------------------------------------------------------------------|-------------------|-------------------|
| 01/07/2022 | Bill             | DecLibraryPmt    | BOISE PUBLIC LIBRARY                     | Library Payment                                             | 2380      | 2380 Accounts Payable                                                      |                   | \$162.39          |
|            |                  |                  |                                          | Library Payment                                             | 4200      | 4200 Non-tax Revenue:Fines and fees                                        | \$162.39          |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$162.39</b>   | <b>\$162.39</b>   |
| 01/07/2022 | Bill             | DecLibraryPmt    | CALDWELL PUBLIC LIBRARY                  | Library payment                                             | 2380      | 2380 Accounts Payable                                                      |                   | \$34.00           |
|            |                  |                  |                                          | Library payment                                             | 4200      | 4200 Non-tax Revenue:Fines and fees                                        | \$34.00           |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$34.00</b>    | <b>\$34.00</b>    |
| 01/07/2022 | Bill             | DecLibraryPmt    | EAGLE PUBLIC LIBRARY                     | Library Payments                                            | 2380      | 2380 Accounts Payable                                                      |                   | \$10.00           |
|            |                  |                  |                                          | Library Payments                                            | 4200      | 4200 Non-tax Revenue:Fines and fees                                        | \$10.00           |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$10.00</b>    | <b>\$10.00</b>    |
| 01/07/2022 | Bill             | DecLibraryPmt    | GARDEN CITY LIBRARY                      | Library Payment                                             | 2380      | 2380 Accounts Payable                                                      |                   | \$35.00           |
|            |                  |                  |                                          | Library Payment                                             | 4200      | 4200 Non-tax Revenue:Fines and fees                                        | \$35.00           |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$35.00</b>    | <b>\$35.00</b>    |
| 01/07/2022 | Bill             | DecLibraryPmt    | Kuna Library District                    |                                                             | 2380      | 2380 Accounts Payable                                                      |                   | \$78.94           |
|            |                  |                  |                                          | Library payments                                            | 4200      | 4200 Non-tax Revenue:Fines and fees                                        | \$78.94           |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$78.94</b>    | <b>\$78.94</b>    |
| 01/07/2022 | Bill             | DecLibraryPmt    | NAMPA PUBLIC LIBRARY                     | Library Payments                                            | 2380      | 2380 Accounts Payable                                                      |                   | \$114.00          |
|            |                  |                  |                                          | Library Payments                                            | 4200      | 4200 Non-tax Revenue:Fines and fees                                        | \$114.00          |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$114.00</b>   | <b>\$114.00</b>   |
| 01/07/2022 | Bill             | DecPatronRefunds | Bobetta LaRose                           | Refund for Lost Item                                        | 2380      | 2380 Accounts Payable                                                      |                   | \$6.99            |
|            |                  |                  |                                          |                                                             | 4200      | 4200 Non-tax Revenue:Fines and fees                                        | \$6.99            |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$6.99</b>     | <b>\$6.99</b>     |
| 01/07/2022 | Bill             | DecPatronRefunds | Jackie Malee                             | Lost Item Refund                                            | 2380      | 2380 Accounts Payable                                                      |                   | \$15.12           |
|            |                  |                  |                                          |                                                             | 4200      | 4200 Non-tax Revenue:Fines and fees                                        | \$15.12           |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$15.12</b>    | <b>\$15.12</b>    |
| 01/07/2022 | Bill             | DecPatronRefunds | Megan Crutchfield                        | Lost Item Refund                                            | 2380      | 2380 Accounts Payable                                                      |                   | \$6.37            |
|            |                  |                  |                                          |                                                             | 4200      | 4200 Non-tax Revenue:Fines and fees                                        | \$6.37            |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$6.37</b>     | <b>\$6.37</b>     |
| 01/07/2022 | Bill             | DecPatronRefunds | Teagan Luckey                            | Lost Item Refund                                            | 2380      | 2380 Accounts Payable                                                      |                   | \$10.00           |
|            |                  |                  |                                          |                                                             | 4200      | 4200 Non-tax Revenue:Fines and fees                                        | \$10.00           |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$10.00</b>    | <b>\$10.00</b>    |
| 01/07/2022 | Bill             | 85937            | Diamond Lawns, LLC                       | Snow Removal                                                | 2380      | 2380 Accounts Payable                                                      |                   | \$6,597.50        |
|            |                  |                  |                                          | Lawn Care                                                   | 6224.1    | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance | \$6,597.50        |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$6,597.50</b> | <b>\$6,597.50</b> |
| 01/08/2022 | Bill             | 1638             | Management Northwest-<br>Patricia L Ball | Training and legal                                          | 2380      | 2380 Accounts Payable                                                      |                   | \$245.00          |
|            |                  |                  |                                          | Training and legal                                          | 5202.4    | 5202.4 OPERATING EXPENSES:Professional Services:Legal fees                 | \$245.00          |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$245.00</b>   | <b>\$245.00</b>   |
| 01/10/2022 | Bill             | 110854           | Ednetics                                 | VoiP                                                        | 2380      | 2380 Accounts Payable                                                      |                   | \$350.00          |
|            |                  |                  |                                          | VoiP                                                        | 5220.2    | 5220.2 OPERATING EXPENSES:Information Technology:IT Infra-Support          | \$350.00          |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$350.00</b>   | <b>\$350.00</b>   |
| 01/10/2022 | Bill             | 110804           | Ednetics                                 | VoiP                                                        | 2380      | 2380 Accounts Payable                                                      |                   | \$400.00          |
|            |                  |                  |                                          | VoiP                                                        | 5220.2    | 5220.2 OPERATING EXPENSES:Information Technology:IT Infra-Support          | \$400.00          |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$400.00</b>   | <b>\$400.00</b>   |
| 01/10/2022 | Bill             | 3570193056       | UNIFIRST CORP                            | mat cleaning                                                | 2380      | 2380 Accounts Payable                                                      |                   | \$37.84           |
|            |                  |                  |                                          | mat cleaning                                                | 6224.1    | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance | \$37.84           |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$37.84</b>    | <b>\$37.84</b>    |
| 01/10/2022 | Bill             | 89780            | BACKGROUND SOURCE<br>INTL                | background checks and motor<br>vehicle checks               | 2380      | 2380 Accounts Payable                                                      |                   | \$55.00           |
|            |                  |                  |                                          | 12/28/2021-CAREN C MASSARI<br>[SCS SSS NATLSEXOFNDR<br>MVS] | 5237      | 5237 OPERATING EXPENSES:Recruiting/Background Checks                       | \$55.00           |                   |
|            |                  |                  |                                          |                                                             |           |                                                                            | <b>\$55.00</b>    | <b>\$55.00</b>    |

| DATE       | TRANSACTION TYPE | NUM                   | NAME                           | MEMO/DESCRIPTION                       | ACCOUNT # | ACCOUNT                                                                    | DEBIT             | CREDIT            |
|------------|------------------|-----------------------|--------------------------------|----------------------------------------|-----------|----------------------------------------------------------------------------|-------------------|-------------------|
| 01/10/2022 | Bill             | Dec21 Mileage         | Victor Suggs                   |                                        | 2380      | 2380 Accounts Payable                                                      |                   | \$7.28            |
|            |                  |                       |                                |                                        | 5260.3    | 5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van                    | \$7.28            |                   |
|            |                  |                       |                                |                                        |           |                                                                            | <b>\$7.28</b>     | <b>\$7.28</b>     |
| 01/10/2022 | Bill             | Jan2022               | OFFICE DEPOT BUSINESS CREDIT   |                                        | 2380      | 2380 Accounts Payable                                                      |                   | \$72.91           |
|            |                  |                       |                                |                                        | 6224.4    | 6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies                   | \$55.42           |                   |
|            |                  |                       |                                |                                        | 5202.2    | 5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees                       | \$2.49            |                   |
|            |                  |                       |                                |                                        | 5202.2    | 5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees                       | \$15.00           |                   |
|            |                  |                       |                                |                                        |           |                                                                            | <b>\$72.91</b>    | <b>\$72.91</b>    |
| 01/10/2022 | Bill             | L6950000000022022     | L695-NCPERS IDAHO              | Group Life Insurance                   | 2380      | 2380 Accounts Payable                                                      |                   | \$240.00          |
|            |                  |                       |                                | Group Life Insurance                   | 2350      | 2350 Persi Life withholding payable                                        | \$240.00          |                   |
|            |                  |                       |                                |                                        |           |                                                                            | <b>\$240.00</b>   | <b>\$240.00</b>   |
| 01/11/2022 | Bill             | 02945DA22009887       | OVERDRIVE, INC                 | eContent                               | 2380      | 2380 Accounts Payable                                                      |                   | \$65.00           |
|            |                  |                       |                                |                                        | 5122      | 5122 COLLECTIONS:eContent                                                  | \$65.00           |                   |
|            |                  |                       |                                |                                        |           |                                                                            | <b>\$65.00</b>    | <b>\$65.00</b>    |
| 01/11/2022 | Bill             | 02945C022010937       | OVERDRIVE, INC                 | eContent                               | 2380      | 2380 Accounts Payable                                                      |                   | \$6,033.04        |
|            |                  |                       |                                |                                        | 5122      | 5122 COLLECTIONS:eContent                                                  | \$6,033.04        |                   |
|            |                  |                       |                                |                                        |           |                                                                            | <b>\$6,033.04</b> | <b>\$6,033.04</b> |
| 01/11/2022 | Bill             | 02945C022010624       | OVERDRIVE, INC                 | eContent                               | 2380      | 2380 Accounts Payable                                                      |                   | \$141.96          |
|            |                  |                       |                                |                                        | 5122      | 5122 COLLECTIONS:eContent                                                  | \$141.96          |                   |
|            |                  |                       |                                |                                        |           |                                                                            | <b>\$141.96</b>   | <b>\$141.96</b>   |
| 01/11/2022 | Bill             | 02945DA22009888       | OVERDRIVE, INC                 | eContent                               | 2380      | 2380 Accounts Payable                                                      |                   | \$81.99           |
|            |                  |                       |                                |                                        | 5122      | 5122 COLLECTIONS:eContent                                                  | \$81.99           |                   |
|            |                  |                       |                                |                                        |           |                                                                            | <b>\$81.99</b>    | <b>\$81.99</b>    |
| 01/12/2022 | Bill             | MLD113-18466290608244 | Amazon Capital Services, Inc.  |                                        | 2380      | 2380 Accounts Payable                                                      |                   | \$544.01          |
|            |                  |                       |                                |                                        | 5150      | 5150 COLLECTIONS:Circulating devices & kits                                | \$234.39          |                   |
|            |                  |                       |                                |                                        | 5115      | 5115 COLLECTIONS:Adult Print Books                                         | \$294.66          |                   |
|            |                  |                       |                                |                                        | 5149      | 5149 COLLECTIONS:Media                                                     | \$14.96           |                   |
|            |                  |                       |                                |                                        |           |                                                                            | <b>\$544.01</b>   | <b>\$544.01</b>   |
| 01/13/2022 | Bill             | 813638                | AFLAC                          | AFLAC February                         | 2380      | 2380 Accounts Payable                                                      |                   | \$481.12          |
|            |                  |                       |                                |                                        | 2360      | 2360 AFLAC                                                                 | \$124.68          |                   |
|            |                  |                       |                                |                                        | 2360      | 2360 AFLAC                                                                 | \$356.44          |                   |
|            |                  |                       |                                |                                        |           |                                                                            | <b>\$481.12</b>   | <b>\$481.12</b>   |
| 01/13/2022 | Bill             | 8040                  | SENSKE SERVICES, INC.          | Pest Control                           | 2380      | 2380 Accounts Payable                                                      |                   | \$33.00           |
|            |                  |                       |                                | Pest Control                           | 6224.1    | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance | \$33.00           |                   |
|            |                  |                       |                                |                                        |           |                                                                            | <b>\$33.00</b>    | <b>\$33.00</b>    |
| 01/13/2022 | Bill             | 02945DA22013202       | OVERDRIVE, INC                 | eContent                               | 2380      | 2380 Accounts Payable                                                      |                   | \$31.98           |
|            |                  |                       |                                |                                        | 5122      | 5122 COLLECTIONS:eContent                                                  | \$31.98           |                   |
|            |                  |                       |                                |                                        |           |                                                                            | <b>\$31.98</b>    | <b>\$31.98</b>    |
| 01/13/2022 | Bill             | 77700362              | Chevron (Wex Bank)             | Fuel                                   | 2380      | 2380 Accounts Payable                                                      |                   | \$550.26          |
|            |                  |                       |                                | Fuel - Silverstone Van                 | 5260.3    | 5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van                    | \$346.16          |                   |
|            |                  |                       |                                | Fuel - Bookmobile                      | 5260.1    | 5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile             | \$72.71           |                   |
|            |                  |                       |                                | Fuel - Element                         | 5260.3    | 5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van                    | \$42.25           |                   |
|            |                  |                       |                                | Fuel - Unbound Van                     | 5260.3    | 5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van                    | \$56.37           |                   |
|            |                  |                       |                                | Fuel - Sprinter                        | 5260.2    | 5260.2 OPERATING EXPENSES:Vehicle Expense:Vehicle - Sprinter               | \$32.77           |                   |
|            |                  |                       |                                |                                        |           |                                                                            | <b>\$550.26</b>   | <b>\$550.26</b>   |
| 01/15/2022 | Bill             | 5600                  | JAN-PRO CLEANING SYSTEMS OF ID | Janitorial Services                    | 2380      | 2380 Accounts Payable                                                      |                   | \$500.00          |
|            |                  |                       |                                | Water Cleanup and Remediation in Annex | 6224.1    | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance | \$500.00          |                   |
|            |                  |                       |                                |                                        |           |                                                                            | <b>\$500.00</b>   | <b>\$500.00</b>   |

| DATE       | TRANSACTION TYPE | NUM               | NAME                     | MEMO/DESCRIPTION                          | ACCOUNT # | ACCOUNT                                                                       | DEBIT             | CREDIT            |
|------------|------------------|-------------------|--------------------------|-------------------------------------------|-----------|-------------------------------------------------------------------------------|-------------------|-------------------|
| 01/18/2022 | Bill             | 1620 Jan2022      | IDAHO POWER - 1620       | Payment for 1326 Cherry Lane - 2201271620 | 2380      | 2380 Accounts Payable                                                         |                   | \$2,218.21        |
|            |                  |                   |                          | Payment for 1326 Cherry Lane - 2201271620 | 6258      | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities                       | \$2,218.21        |                   |
|            |                  |                   |                          |                                           |           |                                                                               | <b>\$2,218.21</b> | <b>\$2,218.21</b> |
| 01/18/2022 | Bill             | 7016-Jan2022      | IDAHO POWER - 7016       | 1250 W Cherry Ln - 2204237016             | 2380      | 2380 Accounts Payable                                                         |                   | \$306.72          |
|            |                  |                   |                          | 1250 W Cherry Ln - 2204237016             | 6258      | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities                       | \$306.72          |                   |
|            |                  |                   |                          |                                           |           |                                                                               | <b>\$306.72</b>   | <b>\$306.72</b>   |
| 01/18/2022 | Bill             | 02945DA22016720   | OVERDRIVE, INC           | eContent                                  | 2380      | 2380 Accounts Payable                                                         |                   | \$1,271.39        |
|            |                  |                   |                          |                                           | 5122      | 5122 COLLECTIONS:eContent                                                     | \$1,271.39        |                   |
|            |                  |                   |                          |                                           |           |                                                                               | <b>\$1,271.39</b> | <b>\$1,271.39</b> |
| 01/19/2022 | Bill             | 22-R1345          | SPRINGSHARE LLC          | Libstaffer                                | 2380      | 2380 Accounts Payable                                                         |                   | \$1,137.00        |
|            |                  |                   |                          |                                           | 5220.1    | 5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing | \$1,137.00        |                   |
|            |                  |                   |                          |                                           |           |                                                                               | <b>\$1,137.00</b> | <b>\$1,137.00</b> |
| 01/20/2022 | Bill             | Dec2021           | Sparklight               | Account #121785786                        | 2380      | 2380 Accounts Payable                                                         |                   | \$100.56          |
|            |                  |                   |                          |                                           | 5220.5    | 5220.5 OPERATING EXPENSES:Information Technology:IT Utilities                 | \$100.56          |                   |
|            |                  |                   |                          |                                           |           |                                                                               | <b>\$100.56</b>   | <b>\$100.56</b>   |
| 01/20/2022 | Bill             | 02945DA22020550   | OVERDRIVE, INC           | eContent                                  | 2380      | 2380 Accounts Payable                                                         |                   | \$31.98           |
|            |                  |                   |                          |                                           | 5122      | 5122 COLLECTIONS:eContent                                                     | \$31.98           |                   |
|            |                  |                   |                          |                                           |           |                                                                               | <b>\$31.98</b>    | <b>\$31.98</b>    |
| 01/20/2022 | Bill             | 64274189          | INGRAM, INC              | Collection purchases                      | 2380      | 2380 Accounts Payable                                                         |                   | \$16.23           |
|            |                  |                   |                          |                                           | 5125      | 5125 COLLECTIONS:Print Reference                                              | \$16.23           |                   |
|            |                  |                   |                          |                                           |           |                                                                               | <b>\$16.23</b>    | <b>\$16.23</b>    |
| 01/20/2022 | Bill             | R118827           | CDW GOVERNMENT           |                                           | 2380      | 2380 Accounts Payable                                                         |                   | \$911.78          |
|            |                  |                   |                          |                                           | 5220.7    | 5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance    | \$911.78          |                   |
|            |                  |                   |                          |                                           |           |                                                                               | <b>\$911.78</b>   | <b>\$911.78</b>   |
| 01/20/2022 | Bill             | AR1027772         | Valley Office Systems    | Lease and overage charge for copier       | 2380      | 2380 Accounts Payable                                                         |                   | \$380.34          |
|            |                  |                   |                          | lease/copycare                            | 5211      | 5211 OPERATING EXPENSES:Copy/Print                                            | \$380.34          |                   |
|            |                  |                   |                          |                                           |           |                                                                               | <b>\$380.34</b>   | <b>\$380.34</b>   |
| 01/21/2022 | Bill             | 21-1099           | FIRE SENTRY SYSTEMS, INC | Fire Alarm Monitoring                     | 2380      | 2380 Accounts Payable                                                         |                   | \$498.00          |
|            |                  |                   |                          | Fire Alarm Monitoring                     | 6224.1    | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance    | \$498.00          |                   |
|            |                  |                   |                          |                                           |           |                                                                               | <b>\$498.00</b>   | <b>\$498.00</b>   |
| 01/21/2022 | Bill             | 22510354-02 Dec   | CITY OF MERIDIAN         | Utilities -Water                          | 2380      | 2380 Accounts Payable                                                         |                   | \$32.77           |
|            |                  |                   |                          | Utilities -Water                          | 6258      | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities                       | \$32.77           |                   |
|            |                  |                   |                          |                                           |           |                                                                               | <b>\$32.77</b>    | <b>\$32.77</b>    |
| 01/21/2022 | Bill             | Dec21 1639572383  | STAPLES ADVANTAGE        | #303297                                   | 2380      | 2380 Accounts Payable                                                         |                   | \$325.98          |
|            |                  |                   |                          | Ink                                       | 5211      | 5211 OPERATING EXPENSES:Copy/Print                                            | \$325.98          |                   |
|            |                  |                   |                          |                                           |           |                                                                               | <b>\$325.98</b>   | <b>\$325.98</b>   |
| 01/21/2022 | Bill             | 21-3186           | OPTIONS                  | business cards                            | 2380      | 2380 Accounts Payable                                                         |                   | \$66.00           |
|            |                  |                   |                          | business cards                            | 5246      | 5246 OPERATING EXPENSES:Supplies:Supplies - office                            | \$66.00           |                   |
|            |                  |                   |                          |                                           |           |                                                                               | <b>\$66.00</b>    | <b>\$66.00</b>    |
| 01/21/2022 | Bill             | 02.22-16310084-01 | CITY OF MERIDIAN         | Account 16310084-01                       | 2380      | 2380 Accounts Payable                                                         |                   | \$368.96          |
|            |                  |                   |                          | Account 16310084-01                       | 6258      | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities                       | \$368.96          |                   |
|            |                  |                   |                          |                                           |           |                                                                               | <b>\$368.96</b>   | <b>\$368.96</b>   |
| 01/21/2022 | Bill             | 02.22-16310085-01 | CITY OF MERIDIAN         | Account 16310085-01                       | 2380      | 2380 Accounts Payable                                                         |                   | \$5.49            |
|            |                  |                   |                          | Account 16310085-01                       | 6258      | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities                       | \$5.49            |                   |
|            |                  |                   |                          |                                           |           |                                                                               | <b>\$5.49</b>     | <b>\$5.49</b>     |
| 01/21/2022 | Bill             | 02945C022022297   | OVERDRIVE, INC           | eContent                                  | 2380      | 2380 Accounts Payable                                                         |                   | \$246.65          |



| DATE       | TRANSACTION TYPE | NUM             | NAME                     | MEMO/DESCRIPTION         | ACCOUNT # | ACCOUNT                                                                    | DEBIT             | CREDIT            |
|------------|------------------|-----------------|--------------------------|--------------------------|-----------|----------------------------------------------------------------------------|-------------------|-------------------|
|            |                  |                 |                          |                          | 5122      | 5122 COLLECTIONS:eContent                                                  | \$246.65          |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$246.65</b>   | <b>\$246.65</b>   |
| 01/21/2022 | Bill             | 02945C022022367 | OVERDRIVE, INC           | eContent                 | 2380      | 2380 Accounts Payable                                                      |                   | \$5,261.28        |
|            |                  |                 |                          |                          | 5122      | 5122 COLLECTIONS:eContent                                                  | \$5,261.28        |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$5,261.28</b> | <b>\$5,261.28</b> |
| 01/21/2022 | Bill             | 111188          | Ednetics                 | VoiP                     | 2380      | 2380 Accounts Payable                                                      |                   | \$2,028.33        |
|            |                  |                 |                          | VoiP                     | 5220.2    | 5220.2 OPERATING EXPENSES:Information Technology:IT Infra-Support          | \$2,028.33        |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$2,028.33</b> | <b>\$2,028.33</b> |
| 01/21/2022 | Bill             | 984456          | Fishers Technology       |                          | 2380      | 2380 Accounts Payable                                                      |                   | \$38.12           |
|            |                  |                 |                          | toners and inks          | 524000    | 524000 OPERATING EXPENSES:Supplies                                         | \$38.12           |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$38.12</b>    | <b>\$38.12</b>    |
| 01/21/2022 | Bill             | 984455          | Fishers Technology       |                          | 2380      | 2380 Accounts Payable                                                      |                   | \$333.91          |
|            |                  |                 |                          | toners and inks          | 5211      | 5211 OPERATING EXPENSES:Copy/Print                                         | \$333.91          |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$333.91</b>   | <b>\$333.91</b>   |
| 01/24/2022 | Bill             | 3570194252      | UNIFIRST CORP            | mat cleaning             | 2380      | 2380 Accounts Payable                                                      |                   | \$37.84           |
|            |                  |                 |                          | mat cleaning             | 6224.1    | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance | \$37.84           |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$37.84</b>    | <b>\$37.84</b>    |
| 01/24/2022 | Bill             | 22-0054         | FIRE SENTRY SYSTEMS, INC | Fire Alarm Monitoring    | 2380      | 2380 Accounts Payable                                                      |                   | \$258.00          |
|            |                  |                 |                          | Fire Alarm Monitoring    | 6224.1    | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance | \$258.00          |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$258.00</b>   | <b>\$258.00</b>   |
| 01/24/2022 | Bill             | Nicole.Carr     | Nicole.Carr              |                          | 2380      | 2380 Accounts Payable                                                      |                   | \$7.27            |
|            |                  |                 |                          |                          | 1550      | 1550 Refunds pending                                                       | \$7.27            |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$7.27</b>     | <b>\$7.27</b>     |
| 01/24/2022 | Bill             | 22001001479833  | Angelique.Morales        |                          | 2380      | 2380 Accounts Payable                                                      |                   | \$19.99           |
|            |                  |                 |                          |                          | 4200      | 4200 Non-tax Revenue:Fines and fees                                        | \$19.99           |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$19.99</b>    | <b>\$19.99</b>    |
| 01/25/2022 | Bill             | 197209          | MINUTEMAN INC.           | keys                     | 2380      | 2380 Accounts Payable                                                      |                   | \$27.00           |
|            |                  |                 |                          | keys                     | 6224.4    | 6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies                   | \$27.00           |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$27.00</b>    | <b>\$27.00</b>    |
| 01/25/2022 | Bill             | 02945DA22025326 | OVERDRIVE, INC           | eContent                 | 2380      | 2380 Accounts Payable                                                      |                   | \$107.49          |
|            |                  |                 |                          |                          | 5122      | 5122 COLLECTIONS:eContent                                                  | \$107.49          |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$107.49</b>   | <b>\$107.49</b>   |
| 01/25/2022 | Bill             | 02945DA22025325 | OVERDRIVE, INC           | eContent                 | 2380      | 2380 Accounts Payable                                                      |                   | \$1,120.46        |
|            |                  |                 |                          |                          | 5122      | 5122 COLLECTIONS:eContent                                                  | \$1,120.46        |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$1,120.46</b> | <b>\$1,120.46</b> |
| 01/26/2022 | Bill             | Feb2022         | UNITED HERITAGE          | Vision benefit           | 2380      | 2380 Accounts Payable                                                      |                   | \$445.23          |
|            |                  |                 |                          |                          | 2365      | 2365 United Heritage                                                       | \$120.07          |                   |
|            |                  |                 |                          |                          | 5010      | 5010 PERSONNEL:Payroll benefits                                            | \$73.90           |                   |
|            |                  |                 |                          |                          | 5010      | 5010 PERSONNEL:Payroll benefits                                            | \$36.95           |                   |
|            |                  |                 |                          |                          | 5010      | 5010 PERSONNEL:Payroll benefits                                            | \$22.17           |                   |
|            |                  |                 |                          |                          | 5010      | 5010 PERSONNEL:Payroll benefits                                            | \$192.14          |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$445.23</b>   | <b>\$445.23</b>   |
| 01/26/2022 | Bill             | 197227          | MINUTEMAN INC.           | keys                     | 2380      | 2380 Accounts Payable                                                      |                   | \$15.95           |
|            |                  |                 |                          | keys                     | 6224.4    | 6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies                   | \$15.95           |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$15.95</b>    | <b>\$15.95</b>    |
| 01/26/2022 | Bill             | 02945DA22027025 | OVERDRIVE, INC           | eContent                 | 2380      | 2380 Accounts Payable                                                      |                   | \$7.99            |
|            |                  |                 |                          |                          | 5122      | 5122 COLLECTIONS:eContent                                                  | \$7.99            |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$7.99</b>     | <b>\$7.99</b>     |
| 01/28/2022 | Bill             | 25421           | TRI-STATE ELECTRIC, INC. | Fixtures                 | 2380      | 2380 Accounts Payable                                                      |                   | \$800.00          |
|            |                  |                 |                          | JANUARY 2022 MAINTENANCE | 6224.1    | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance | \$800.00          |                   |
|            |                  |                 |                          |                          |           |                                                                            | <b>\$800.00</b>   | <b>\$800.00</b>   |
| 01/28/2022 | Bill             | 02945C022032185 | OVERDRIVE, INC           | eContent                 | 2380      | 2380 Accounts Payable                                                      |                   | \$1,978.85        |

| DATE         | TRANSACTION TYPE | NUM           | NAME                  | MEMO/DESCRIPTION                                             | ACCOUNT # | ACCOUNT                                                             | DEBIT              | CREDIT             |
|--------------|------------------|---------------|-----------------------|--------------------------------------------------------------|-----------|---------------------------------------------------------------------|--------------------|--------------------|
|              |                  |               |                       |                                                              | 5122      | 5122 COLLECTIONS:eContent                                           | \$1,978.85         |                    |
|              |                  |               |                       |                                                              |           |                                                                     | <b>\$1,978.85</b>  | <b>\$1,978.85</b>  |
| 01/31/2022   | Bill             | January 2022  | INGRAM, INC           | Collection purchases                                         | 2380      | 2380 Accounts Payable                                               |                    | \$13,781.80        |
|              |                  |               |                       |                                                              | 5130      | 5130 COLLECTIONS:Children's books                                   | \$2,109.98         |                    |
|              |                  |               |                       |                                                              | 5135      | 5135 COLLECTIONS:Young Adult books                                  | \$320.54           |                    |
|              |                  |               |                       |                                                              | 5130      | 5130 COLLECTIONS:Children's books                                   | \$948.27           |                    |
|              |                  |               |                       |                                                              | 5130      | 5130 COLLECTIONS:Children's books                                   | \$279.71           |                    |
|              |                  |               |                       |                                                              | 5130      | 5130 COLLECTIONS:Children's books                                   | \$5.78             |                    |
|              |                  |               |                       |                                                              | 5135      | 5135 COLLECTIONS:Young Adult books                                  | \$77.19            |                    |
|              |                  |               |                       |                                                              | 5115      | 5115 COLLECTIONS:Adult Print Books                                  | \$7,120.31         |                    |
|              |                  |               |                       |                                                              | 5115      | 5115 COLLECTIONS:Adult Print Books                                  | \$181.08           |                    |
|              |                  |               |                       |                                                              | 5115      | 5115 COLLECTIONS:Adult Print Books                                  | \$1,369.33         |                    |
|              |                  |               |                       |                                                              | 5229.2    | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | \$1,369.61         |                    |
|              |                  |               |                       |                                                              |           |                                                                     | <b>\$13,781.80</b> | <b>\$13,781.80</b> |
| 01/31/2022   | Bill             | 501628381     | MIDWEST TAPE (HOOPLA) | digital audiobooks, comics, ebooks, movies, music television | 2380      | 2380 Accounts Payable                                               |                    | \$6,417.50         |
|              |                  |               |                       | digital audiobooks, comics, ebooks, movies, music television | 5122      | 5122 COLLECTIONS:eContent                                           | \$6,417.50         |                    |
|              |                  |               |                       |                                                              |           |                                                                     | <b>\$6,417.50</b>  | <b>\$6,417.50</b>  |
| 01/31/2022   | Bill             | January2022   | ADA COMMUNITY LIBRARY | Library Payment                                              | 2380      | 2380 Accounts Payable                                               |                    | \$102.15           |
|              |                  |               |                       | Library Payment                                              | 4200      | 4200 Non-tax Revenue:Fines and fees                                 | \$102.15           |                    |
|              |                  |               |                       |                                                              |           |                                                                     | <b>\$102.15</b>    | <b>\$102.15</b>    |
| 01/31/2022   | Bill             | January 2022  | BOISE PUBLIC LIBRARY  | Library Payment                                              | 2380      | 2380 Accounts Payable                                               |                    | \$36.99            |
|              |                  |               |                       | Library Payment                                              | 4200      | 4200 Non-tax Revenue:Fines and fees                                 | \$36.99            |                    |
|              |                  |               |                       |                                                              |           |                                                                     | <b>\$36.99</b>     | <b>\$36.99</b>     |
| 01/31/2022   | Bill             | January 2022  | EAGLE PUBLIC LIBRARY  | Library Payment                                              | 2380      | 2380 Accounts Payable                                               |                    | \$21.99            |
|              |                  |               |                       | Library Payment                                              | 4200      | 4200 Non-tax Revenue:Fines and fees                                 | \$21.99            |                    |
|              |                  |               |                       |                                                              |           |                                                                     | <b>\$21.99</b>     | <b>\$21.99</b>     |
| 01/31/2022   | Bill             | 0001475257-IN | WEX Health, Inc.      | FSA Fees                                                     | 2380      | 2380 Accounts Payable                                               |                    | \$50.00            |
|              |                  |               |                       | FSA-Monthly                                                  | 5010      | 5010 PERSONNEL:Payroll benefits                                     | \$50.00            |                    |
|              |                  |               |                       |                                                              |           |                                                                     | <b>\$50.00</b>     | <b>\$50.00</b>     |
| 01/31/2022   | Bill             | 0001473039-IN | WEX Health, Inc.      | FSA Fees                                                     | 2380      | 2380 Accounts Payable                                               |                    | \$308.25           |
|              |                  |               |                       | FSA-Monthly                                                  | 5010      | 5010 PERSONNEL:Payroll benefits                                     | \$308.25           |                    |
|              |                  |               |                       |                                                              |           |                                                                     | <b>\$308.25</b>    | <b>\$308.25</b>    |
| <b>TOTAL</b> |                  |               |                       |                                                              |           |                                                                     | <b>\$71,503.51</b> | <b>\$71,503.51</b> |

# Meridian Library District

## Budget vs. Actuals: Budget FY22 by Class - FY22 P&L Classes

October 2021 - January 2022

|                                          | TOTAL                 |                       |                         |                    |
|------------------------------------------|-----------------------|-----------------------|-------------------------|--------------------|
|                                          | ACTUAL                | BUDGET                | OVER BUDGET             | % OF BUDGET        |
| <b>Revenue</b>                           |                       |                       |                         |                    |
| 40000 Tax Revenue                        | 5,029,008.98          | 2,373,603.32          | 2,655,405.66            | 211.87 %           |
| 42000 Non-tax Revenue                    | 40,830.38             | 52,533.28             | -11,702.90              | 77.72 %            |
| <b>Total Revenue</b>                     | <b>\$5,069,839.36</b> | <b>\$2,426,136.60</b> | <b>\$2,643,702.76</b>   | <b>208.97 %</b>    |
| <b>GROSS PROFIT</b>                      | <b>\$5,069,839.36</b> | <b>\$2,426,136.60</b> | <b>\$2,643,702.76</b>   | <b>208.97 %</b>    |
| <b>Expenditures</b>                      |                       |                       |                         |                    |
| 50000 PERSONNEL                          | 1,145,317.17          | 1,414,310.00          | -268,992.83             | 80.98 %            |
| 51000 COLLECTIONS                        | 190,478.53            | 381,150.04            | -190,671.51             | 49.97 %            |
| 52000 OPERATING EXPENSES                 | 268,899.94            | 648,674.44            | -379,774.50             | 41.45 %            |
| 72000 CAPITAL EXPENSES                   | 11,094.94             | 29,795.60             | -18,700.66              | 37.24 %            |
| 9800 Transfer Out -Capital Projects Fund |                       | 134,980.68            | -134,980.68             |                    |
| Square Fees                              | 62.84                 |                       | 62.84                   |                    |
| <b>Total Expenditures</b>                | <b>\$1,615,853.42</b> | <b>\$2,608,910.76</b> | <b>\$ -993,057.34</b>   | <b>61.94 %</b>     |
| <b>NET OPERATING REVENUE</b>             | <b>\$3,453,985.94</b> | <b>\$ -182,774.16</b> | <b>\$3,636,760.10</b>   | <b>-1,889.76 %</b> |
| <b>Other Revenue</b>                     |                       |                       |                         |                    |
| 8000 Plant Facilities Levy Revenue       |                       | 466,666.68            | -466,666.68             |                    |
| 8338 Capital Projects Interest           | 1,006.94              | 2,616.32              | -1,609.38               | 38.49 %            |
| 8995 Finance Proceeds                    |                       | 2,666,666.68          | -2,666,666.68           |                    |
| 8999 Transfer In -From General Fund      |                       | 134,980.68            | -134,980.68             |                    |
| <b>Total Other Revenue</b>               | <b>\$1,006.94</b>     | <b>\$3,270,930.36</b> | <b>\$ -3,269,923.42</b> | <b>0.03 %</b>      |
| <b>Other Expenditures</b>                |                       |                       |                         |                    |
| 9288 Orchard Park Project Costs          | 27,865.46             | 891,338.68            | -863,473.22             | 3.13 %             |
| 9289 South Branch Project Costs          | 71,275.54             | 2,447,193.32          | -2,375,917.78           | 2.91 %             |
| <b>Total Other Expenditures</b>          | <b>\$99,141.00</b>    | <b>\$3,338,532.00</b> | <b>\$ -3,239,391.00</b> | <b>2.97 %</b>      |
| <b>NET OTHER REVENUE</b>                 | <b>\$ -98,134.06</b>  | <b>\$ -67,601.64</b>  | <b>\$ -30,532.42</b>    | <b>145.17 %</b>    |
| <b>NET REVENUE</b>                       | <b>\$3,355,851.88</b> | <b>\$ -250,375.80</b> | <b>\$3,606,227.68</b>   | <b>-1,340.33 %</b> |

# Meridian Library District

## Budget vs. Actuals: Budget FY22 by Class - FY22 P&L Classes

October 2021 - January 2022

|                                      | TOTAL                 |                       |                       |                 |
|--------------------------------------|-----------------------|-----------------------|-----------------------|-----------------|
|                                      | ACTUAL                | BUDGET                | OVER BUDGET           | % OF BUDGET     |
| <b>Revenue</b>                       |                       |                       |                       |                 |
| 40000 Tax Revenue                    |                       |                       |                       |                 |
| 4000 Tax levy                        | 4,980,146.17          | 2,222,439.32          | 2,757,706.85          | 224.08 %        |
| 4010 Ag. Replacement                 |                       | 1,940.00              | -1,940.00             |                 |
| 4020 Pers Prop Replacement           |                       | 29,979.00             | -29,979.00            |                 |
| 4025 Recovered Homeowner's Exemption |                       | 52.00                 | -52.00                |                 |
| 4060 Tort Tax Levy                   |                       | 15,859.68             | -15,859.68            |                 |
| 4100 Sales tax income                | 48,862.81             | 103,333.32            | -54,470.51            | 47.29 %         |
| <b>Total 40000 Tax Revenue</b>       | <b>5,029,008.98</b>   | <b>2,373,603.32</b>   | <b>2,655,405.66</b>   | <b>211.87 %</b> |
| 42000 Non-tax Revenue                | 0.00                  |                       | 0.00                  |                 |
| 4200 Fines and fees                  | 5,709.43              | 3,333.32              | 2,376.11              | 171.28 %        |
| 4220 Meeting Room income             | 619.40                | 1,000.00              | -380.60               | 61.94 %         |
| 4221 Donations & Memorials           | 758.87                | 12,333.32             | -11,574.45            | 6.15 %          |
| 4300 Interest income                 | 494.80                | 766.68                | -271.88               | 64.54 %         |
| 4339 Capital Replace & Repair Int    | 1,483.09              | 1,333.32              | 149.77                | 111.23 %        |
| 4400 Copy/Print income               | 4,946.70              | 3,766.64              | 1,180.06              | 131.33 %        |
| 4500 Grants                          | 26,818.09             | 30,000.00             | -3,181.91             | 89.39 %         |
| <b>Total 42000 Non-tax Revenue</b>   | <b>40,830.38</b>      | <b>52,533.28</b>      | <b>-11,702.90</b>     | <b>77.72 %</b>  |
| <b>Total Revenue</b>                 | <b>\$5,069,839.36</b> | <b>\$2,426,136.60</b> | <b>\$2,643,702.76</b> | <b>208.97 %</b> |
| <b>GROSS PROFIT</b>                  | <b>\$5,069,839.36</b> | <b>\$2,426,136.60</b> | <b>\$2,643,702.76</b> | <b>208.97 %</b> |
| <b>Expenditures</b>                  |                       |                       |                       |                 |
| 50000 PERSONNEL                      |                       |                       |                       |                 |
| 5000 Salaries and wages              | 825,249.33            | 1,013,653.64          | -188,404.31           | 81.41 %         |
| 5005 Termination salaries            | 8,713.39              | 16,000.00             | -7,286.61             | 54.46 %         |
| <b>Total 5000 Salaries and wages</b> | <b>833,962.72</b>     | <b>1,029,653.64</b>   | <b>-195,690.92</b>    | <b>80.99 %</b>  |
| 5010 Payroll benefits                | 311,354.45            | 384,656.36            | -73,301.91            | 80.94 %         |
| <b>Total 50000 PERSONNEL</b>         | <b>1,145,317.17</b>   | <b>1,414,310.00</b>   | <b>-268,992.83</b>    | <b>80.98 %</b>  |
| 51000 COLLECTIONS                    |                       |                       |                       |                 |
| 5110 Adult fiction                   | 125.72                |                       | 125.72                |                 |
| 5115 Adult Print Books               | 27,741.67             | 75,666.68             | -47,925.01            | 36.66 %         |
| 5121 Electronic databases            | 28,836.20             | 12,816.68             | 16,019.52             | 224.99 %        |
| 5122 eContent                        | 111,196.74            | 111,666.68            | -469.94               | 99.58 %         |
| 5125 Print Reference                 | 71.67                 | 1,000.00              | -928.33               | 7.17 %          |
| 5130 Children's books                | 12,220.52             | 77,166.68             | -64,946.16            | 15.84 %         |
| 5135 Young Adult books               | 2,763.92              | 44,500.00             | -41,736.08            | 6.21 %          |
| 5149 Media                           | 6,754.59              | 40,666.68             | -33,912.09            | 16.61 %         |
| 5150 Circulating devices & kits      | 767.50                | 15,000.00             | -14,232.50            | 5.12 %          |
| 5151 Periodicals                     |                       | 2,666.64              | -2,666.64             |                 |
| <b>Total 51000 COLLECTIONS</b>       | <b>190,478.53</b>     | <b>381,150.04</b>     | <b>-190,671.51</b>    | <b>49.97 %</b>  |
| 52000 OPERATING EXPENSES             |                       |                       |                       |                 |
| 52020 Professional Services          |                       |                       |                       |                 |
| 5202.1 Audit                         | 8,750.00              | 3,166.68              | 5,583.32              | 276.31 %        |

|                                             | TOTAL            |                   |                   |                 |
|---------------------------------------------|------------------|-------------------|-------------------|-----------------|
|                                             | ACTUAL           | BUDGET            | OVER BUDGET       | % OF BUDGET     |
| 5202.4 Legal fees                           | 6,222.50         | 15,100.00         | -8,877.50         | 41.21 %         |
| 5202.5 Consulting                           | 3,580.00         | 2,916.68          | 663.32            | 122.74 %        |
| 5202.6 Other                                | 1,300.00         |                   | 1,300.00          |                 |
| 5202.7 Accounting Svcs                      | 10,935.00        |                   | 10,935.00         |                 |
| <b>Total 52020 Professional Services</b>    | <b>30,787.50</b> | <b>21,183.36</b>  | <b>9,604.14</b>   | <b>145.34 %</b> |
| 52025 Banking fees                          |                  |                   |                   |                 |
| 5202.2 Bankcard fees                        | 979.96           | 6,600.00          | -5,620.04         | 14.85 %         |
| 5202.3 Financial fees                       | 9,417.89         | 61,506.68         | -52,088.79        | 15.31 %         |
| <b>Total 52025 Banking fees</b>             | <b>10,397.85</b> | <b>68,106.68</b>  | <b>-57,708.83</b> | <b>15.27 %</b>  |
| 5211 Copy/Print                             | 4,806.37         | 21,466.64         | -16,660.27        | 22.39 %         |
| 52120 Consortium                            |                  |                   |                   |                 |
| 5212.A Consortium-Adv/Prog                  | -624.34          |                   | -624.34           |                 |
| 5212.C Consortium-Courier                   |                  | 10,333.32         | -10,333.32        |                 |
| 5212.H Consortium-Hardware/Software         | 1,927.07         | 18,473.68         | -16,546.61        | 10.43 %         |
| <b>Total 52120 Consortium</b>               | <b>1,302.73</b>  | <b>28,807.00</b>  | <b>-27,504.27</b> | <b>4.52 %</b>   |
| 5216 Equipment & Furnishings Not Cap        |                  | 1,300.00          | -1,300.00         |                 |
| 52200 Information Technology                |                  |                   |                   |                 |
| 5220.1 IT Infra -Software/Licensing         | 19,307.00        | 34,014.68         | -14,707.68        | 56.76 %         |
| 5220.2 IT Infra -Support                    | 13,254.35        | 8,066.68          | 5,187.67          | 164.31 %        |
| 5220.3 IT PCs, Printers & Hardware          | 7,483.51         | 10,824.00         | -3,340.49         | 69.14 %         |
| 5220.5 IT Utilities                         | 11,206.01        | 43,593.32         | -32,387.31        | 25.71 %         |
| 5220.6 IT Collection Licensing              | 9,231.66         | 6,466.68          | 2,764.98          | 142.76 %        |
| 5220.7 IT Technology Maintenance            | 4,237.83         | 10,000.00         | -5,762.17         | 42.38 %         |
| <b>Total 52200 Information Technology</b>   | <b>64,720.36</b> | <b>112,965.36</b> | <b>-48,245.00</b> | <b>57.29 %</b>  |
| 5225 Marketing & advertising                | 776.15           | 6,236.68          | -5,460.53         | 12.44 %         |
| 5228 Miscellaneous                          | 772.20           | 2,633.32          | -1,861.12         | 29.32 %         |
| 52290 Materials Processing                  |                  |                   |                   |                 |
| 5229.1 Materials-OCLC                       | 5,498.65         | 8,250.00          | -2,751.35         | 66.65 %         |
| 5229.2 Materials-Processing                 | 5,368.38         | 25,000.00         | -19,631.62        | 21.47 %         |
| <b>Total 52290 Materials Processing</b>     | <b>10,867.03</b> | <b>33,250.00</b>  | <b>-22,382.97</b> | <b>32.68 %</b>  |
| 5230 Phone Service                          | 700.00           | 1,600.00          | -900.00           | 43.75 %         |
| 5232 Postage                                | 2,620.29         | 11,000.00         | -8,379.71         | 23.82 %         |
| 52340 Professional Development              |                  |                   |                   |                 |
| 5234.1 Conferences                          | 924.00           | 5,837.32          | -4,913.32         | 15.83 %         |
| 5234.2 Education                            | 500.00           | 925.00            | -425.00           | 54.05 %         |
| 5234.3 Materials                            | 317.47           | 466.68            | -149.21           | 68.03 %         |
| 5234.4 Memberships                          | 1,967.68         | 1,329.68          | 638.00            | 147.98 %        |
| 5234.5 Staff Mtg & Training                 | 248.81           | 1,306.68          | -1,057.87         | 19.04 %         |
| 5234.6 Webinar/Ecourses                     | 3,285.54         | 2,300.00          | 985.54            | 142.85 %        |
| <b>Total 52340 Professional Development</b> | <b>7,243.50</b>  | <b>12,165.36</b>  | <b>-4,921.86</b>  | <b>59.54 %</b>  |
| 52360 Program Expense                       |                  |                   |                   |                 |
| 5236.1 Programs - Outreach                  | 100.00           |                   | 100.00            |                 |
| 5236.AD Programs - Adult                    | 370.07           | 8,700.00          | -8,329.93         | 4.25 %          |
| 5236.BR Programs -Brochures                 |                  | 2,000.00          | -2,000.00         |                 |
| 5236.CH Programs - Children                 |                  |                   |                   |                 |
| 5236.PC Pet Care                            | 73.69            | 433.32            | -359.63           | 17.01 %         |
| <b>Total 5236.CH Programs - Children</b>    | <b>73.69</b>     | <b>433.32</b>     | <b>-359.63</b>    | <b>17.01 %</b>  |
| 5236.EL Programs - Early Learning 0-5       | 1,177.44         | 23,710.00         | -22,532.56        | 4.97 %          |

|                                          | TOTAL                 |                       |                         |                    |
|------------------------------------------|-----------------------|-----------------------|-------------------------|--------------------|
|                                          | ACTUAL                | BUDGET                | OVER BUDGET             | % OF BUDGET        |
| 5236.FA Programs -Family All Ages        | 132.48                | 15,300.00             | -15,167.52              | 0.87 %             |
| 5236.SA Programs -School Age 6-12        |                       | 23,900.00             | -23,900.00              |                    |
| 5236.TN Programs -Teen 13-18             | 101.19                | 15,020.00             | -14,918.81              | 0.67 %             |
| 5236.VO Programs -Volunteers             |                       | 1,500.00              | -1,500.00               |                    |
| 5236.YA Programs - Teen                  | 1,399.00              |                       | 1,399.00                |                    |
| <b>Total 52360 Program Expense</b>       | <b>3,353.87</b>       | <b>90,563.32</b>      | <b>-87,209.45</b>       | <b>3.70 %</b>      |
| 5237 Recruiting/Background Checks        | 285.00                | 2,550.00              | -2,265.00               | 11.18 %            |
| 524000 Supplies                          | 38.12                 |                       | 38.12                   |                    |
| 5240 Supplies - general                  | 466.79                | 22,500.00             | -22,033.21              | 2.07 %             |
| 5245 Supplies - marketing                | 317.89                | 1,666.68              | -1,348.79               | 19.07 %            |
| 5246 Supplies - office                   | 685.32                | 12,300.00             | -11,614.68              | 5.57 %             |
| <b>Total 524000 Supplies</b>             | <b>1,508.12</b>       | <b>36,466.68</b>      | <b>-34,958.56</b>       | <b>4.14 %</b>      |
| 5250 Taxes and insurance                 | 14,806.67             | 8,666.68              | 6,139.99                | 170.85 %           |
| 52600 Vehicle Expense                    |                       |                       |                         |                    |
| 5260.1 Vehicle - Bookmobile              | 776.00                | 5,766.68              | -4,990.68               | 13.46 %            |
| 5260.2 Vehicle - Sprinter                | 32.77                 | 2,066.68              | -2,033.91               | 1.59 %             |
| 5260.3 Vehicle - Van                     | 2,464.11              | 2,550.00              | -85.89                  | 96.63 %            |
| <b>Total 52600 Vehicle Expense</b>       | <b>3,272.88</b>       | <b>10,383.36</b>      | <b>-7,110.48</b>        | <b>31.52 %</b>     |
| 62240 Facility Expense                   |                       |                       |                         |                    |
| 6224.2 Bldg-Repairs                      | 550.10                | 25,166.68             | -24,616.58              | 2.19 %             |
| 6224.3 Bldg-Small Tools                  | 287.47                | 1,833.32              | -1,545.85               | 15.68 %            |
| 6224.4 Bldg-Supplies                     | 5,120.54              | 7,300.00              | -2,179.46               | 70.14 %            |
| 6250 Bldg-Insurance                      | 23,789.50             | 15,859.68             | 7,929.82                | 150.00 %           |
| 6255 Bldg-Rent                           | 19,216.10             | 38,432.32             | -19,216.22              | 50.00 %            |
| 6258 Bldg-Utilities                      | 15,558.86             | 54,433.32             | -38,874.46              | 28.58 %            |
| 6224.1 Bldg-Maintenance                  | 46,156.85             | 36,304.68             | 9,852.17                | 127.14 %           |
| <b>Total 6258 Bldg-Utilities</b>         | <b>61,715.71</b>      | <b>90,738.00</b>      | <b>-29,022.29</b>       | <b>68.02 %</b>     |
| <b>Total 62240 Facility Expense</b>      | <b>110,679.42</b>     | <b>179,330.00</b>     | <b>-68,650.58</b>       | <b>61.72 %</b>     |
| <b>Total 52000 OPERATING EXPENSES</b>    | <b>268,899.94</b>     | <b>648,674.44</b>     | <b>-379,774.50</b>      | <b>41.45 %</b>     |
| 72000 CAPITAL EXPENSES                   |                       |                       |                         |                    |
| 7216 Equipment & Furnishings             |                       | 1,000.00              | -1,000.00               |                    |
| 7220 IT - Infrastructure - Hardware      | 4,000.00              | 17,595.64             | -13,595.64              | 22.73 %            |
| 7220.3 IT PCs, Hardware Printers         | 7,094.94              | 10,366.64             | -3,271.70               | 68.44 %            |
| 7295 Major improvements                  |                       | 833.32                | -833.32                 |                    |
| <b>Total 72000 CAPITAL EXPENSES</b>      | <b>11,094.94</b>      | <b>29,795.60</b>      | <b>-18,700.66</b>       | <b>37.24 %</b>     |
| 9800 Transfer Out -Capital Projects Fund |                       | 134,980.68            | -134,980.68             |                    |
| Square Fees                              | 62.84                 |                       | 62.84                   |                    |
| <b>Total Expenditures</b>                | <b>\$1,615,853.42</b> | <b>\$2,608,910.76</b> | <b>\$ -993,057.34</b>   | <b>61.94 %</b>     |
| NET OPERATING REVENUE                    | <b>\$3,453,985.94</b> | <b>\$ -182,774.16</b> | <b>\$3,636,760.10</b>   | <b>-1,889.76 %</b> |
| Other Revenue                            |                       |                       |                         |                    |
| 8000 Plant Facilities Levy Revenue       |                       | 466,666.68            | -466,666.68             |                    |
| 8338 Capital Projects Interest           | 1,006.94              | 2,616.32              | -1,609.38               | 38.49 %            |
| 8995 Finance Proceeds                    |                       | 2,666,666.68          | -2,666,666.68           |                    |
| 8999 Transfer In -From General Fund      |                       | 134,980.68            | -134,980.68             |                    |
| <b>Total Other Revenue</b>               | <b>\$1,006.94</b>     | <b>\$3,270,930.36</b> | <b>\$ -3,269,923.42</b> | <b>0.03 %</b>      |
| Other Expenditures                       |                       |                       |                         |                    |
| 9288 Orchard Park Project Costs          | 27,865.46             | 891,338.68            | -863,473.22             | 3.13 %             |

|                                 | TOTAL                 |                       |                         |                    |
|---------------------------------|-----------------------|-----------------------|-------------------------|--------------------|
|                                 | ACTUAL                | BUDGET                | OVER BUDGET             | % OF BUDGET        |
| 9289 South Branch Project Costs | 71,275.54             | 2,447,193.32          | -2,375,917.78           | 2.91 %             |
| <b>Total Other Expenditures</b> | <b>\$99,141.00</b>    | <b>\$3,338,532.00</b> | <b>\$ -3,239,391.00</b> | <b>2.97 %</b>      |
| NET OTHER REVENUE               | <b>\$ -98,134.06</b>  | <b>\$ -67,601.64</b>  | <b>\$ -30,532.42</b>    | <b>145.17 %</b>    |
| NET REVENUE                     | <b>\$3,355,851.88</b> | <b>\$ -250,375.80</b> | <b>\$3,606,227.68</b>   | <b>-1,340.33 %</b> |

# Meridian Library District

## Statement of Financial Position

As of January 31, 2022

|                                      | TOTAL                  |
|--------------------------------------|------------------------|
| <b>ASSETS</b>                        |                        |
| Current Assets                       |                        |
| Bank Accounts                        |                        |
| 1000 Petty cash                      | 200.00                 |
| 1000BKM Petty cash - Bookmobile      | 50.00                  |
| 1000BR Petty cash - Branch           | 300.00                 |
| 1010 Cash on hand - Circulation      | 216.90                 |
| 1010BR Cash on hand - Branch         | 243.15                 |
| 1013 Cash on Hand - Change           | 50.80                  |
| 1014 Cash on hand - Public copier    | 29.45                  |
| 1016 Cash on Hand - unBound          | 50.00                  |
| 1072 Bill.com Money Out Clearing     | 18,893.27              |
| 1120 Checking - USBank               | 5,041,079.14           |
| 1150 Chkg payroll -1st Interstate    | 17,734.97              |
| 1160 Savings payroll -1st Interstate | 12,180.84              |
| 1170 Checking HRA -1st Interstate    | 142,564.18             |
| 1200 Paypal account                  | 756.44                 |
| 1937 StatePool-General Operations    | 677,397.05             |
| 1938 StatePool-Capital Project Fund  | 2,609,429.40           |
| 1939 StatePool-Cap Replacement &Repr | 5,131,084.71           |
| <b>Total Bank Accounts</b>           | <b>\$13,652,260.30</b> |
| Other Current Assets                 |                        |
| 1170.2 Rec/Pay HRA acct              | -22,560.00             |
| 1500 Deposits/Prepaid expenses       | 31,274.72              |
| 1550 Refunds pending                 | 46.23                  |
| 1600 Property Tax Receivable         | 8,156,460.15           |
| 1633 Receivable-Foundation           | 10,500.00              |
| 1634 Grants Receivable               | 3,000.00               |
| 1652 Sales Tax Receivable            | 108,164.00             |
| 1706 Tech Purchase -Lindsay Tydings  | -11.94                 |
| 1800 Fines Receivable                | 51,386.04              |
| 1850 Allowance                       | -40,594.98             |
| <b>Total Other Current Assets</b>    | <b>\$8,297,664.22</b>  |
| <b>Total Current Assets</b>          | <b>\$21,949,924.52</b> |
| <b>TOTAL ASSETS</b>                  | <b>\$21,949,924.52</b> |
| <b>LIABILITIES AND EQUITY</b>        |                        |
| Liabilities                          |                        |
| Current Liabilities                  |                        |
| Accounts Payable                     |                        |
| 2380 Accounts Payable                | 36,436.07              |
| <b>Total Accounts Payable</b>        | <b>\$36,436.07</b>     |
| Credit Cards                         |                        |
| 2700 Divvy Credit Cards Payable      | 853.20                 |



|                                        | TOTAL                  |
|----------------------------------------|------------------------|
| <b>Total Credit Cards</b>              | <b>\$853.20</b>        |
| Other Current Liabilities              |                        |
| 2300 Payroll Liabilities               | 26.00                  |
| 2310 Federal withholding payable       | 0.01                   |
| 2330 PERSI withholding payable         | -130.08                |
| 2345 Select Health                     | 273.06                 |
| 2350 Persi Life withholding payable    | -152.00                |
| 2354 FSA Discovery Reserve             | 2,254.48               |
| 2355 Dental                            | -339.63                |
| 2360 AFLAC                             | -50.18                 |
| 2365 United Heritage                   | -104.25                |
| 2400 Accounts Payable -Other           | 4,516.73               |
| Sales Tax Payable                      | -242.20                |
| <b>Total Other Current Liabilities</b> | <b>\$6,051.94</b>      |
| <b>Total Current Liabilities</b>       | <b>\$43,341.21</b>     |
| <b>Total Liabilities</b>               | <b>\$43,341.21</b>     |
| Equity                                 |                        |
| 1170.1 Restricted HRA balances         | 142,164.78             |
| 2536 Meridian Historical Society Funds | 13,113.76              |
| 2900 Investment in GFA                 | 9,844,884.00           |
| 2910 Contra Accum Deprec               | -4,890,205.00          |
| 2912 Accum Dep - Buildings             | 1,574,929.00           |
| 2913 Accum Depr - Equipment            | 2,464,684.00           |
| 2914 Accum Depr - Improvements         | 738,822.00             |
| 2915 Accum Depr - Leasehold Improv     | 111,770.00             |
| 2988.4 17929 Leisure Lane              | -53,000.00             |
| 2988.5 Buildings                       | -4,474,133.00          |
| 2988.6 Improvements                    | -1,001,737.00          |
| 2988.7 Leasehold Improvements          | -171,997.00            |
| 2988.8 Equipment                       | -3,030,521.00          |
| 2990 Deferred Inflows                  | 8,114,897.00           |
| 2995 Advanced Revenue                  | 36,269.00              |
| 2998.1 Jewitt property                 | -210,996.69            |
| 2998.2 Cherry/Leisure property         | -449,588.00            |
| 2998.3 1326 Cherry Lane                | -192,604.00            |
| 2998.9 Artwork                         | -25,500.00             |
| 2999 Retained Earnings                 | 6,968,933.24           |
| 2999.1 Construction in Progress        | -234,806.00            |
| 32000 Owners Equity                    | 3,275,352.34           |
| Net Revenue                            | 3,355,851.88           |
| <b>Total Equity</b>                    | <b>\$21,906,583.31</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>    | <b>\$21,949,924.52</b> |

# Meridian Library District

## Credit Card Detail

January 2022

| DATE                            | NUM                   | MEMO/DESCRIPTION                                                                                                                                                          | SPLIT                                                                                   | AMOUNT |
|---------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------|
| 2700 Divvy Credit Cards Payable |                       |                                                                                                                                                                           |                                                                                         |        |
| 01/02/2022                      | 638E0E5392E70EFA3D6CE | Jason Su   GOOGLE *SVCSmld.org                                                                                                                                            | 5220.1 OPERATING<br>EXPENSES:Information<br>Technology:IT Infra -<br>Software/Licensing | 51.32  |
| 01/02/2022                      | EBFC44999254A8186E61D | Jason Su   GOOGLE*GSUITE MLD.ORG                                                                                                                                          | 5220.1 OPERATING<br>EXPENSES:Information<br>Technology:IT Infra -<br>Software/Licensing | 10.00  |
| 01/03/2022                      | DF59685ECF212D2CE7F75 | Allison Maier   CANVA* I03286-0729808   Annual fee for Canva Pro account                                                                                                  | 5225 OPERATING<br>EXPENSES:Marketing &<br>advertising                                   | 239.16 |
| 01/04/2022                      | 3305EBF981F603D3CD7A6 | Jason Su   Amazon web services                                                                                                                                            | 5220.1 OPERATING<br>EXPENSES:Information<br>Technology:IT Infra -<br>Software/Licensing | 2.92   |
| 01/05/2022                      | 3CB7BD328B91FE3203081 | Travis Porter   AMERLIBASSOC ECOMMERCE   ALA 1-year membership<br><br>Budget Code: 5234.4 per Jason                                                                       | 5234.4 OPERATING<br>EXPENSES:Professional<br>Development:Memberships                    | 75.00  |
| 01/05/2022                      | B4C2B342D65889C5FC088 | Travis Porter   WWW.IDAHOLIBRARIES.ORG   ILA 1-year membership<br><br>Budget Code: 5234.4 per Jason                                                                       | 5234.4 OPERATING<br>EXPENSES:Professional<br>Development:Memberships                    | 80.00  |
| 01/05/2022                      | D9D760A9D0943C0524700 | Kristine Haman   AMZN MKTP US*A18HC4003   Map poster purchased for Andi's passive program.                                                                                | 5236.FA OPERATING<br>EXPENSES:Program<br>Expense:Programs -Family All<br>Ages           | 19.99  |
| 01/05/2022                      | E9E074655DBCA4A5F73B5 | Travis Porter   AMERICAN LIBRARY ASSOC   8-week ASL course for libraries. 75% will be reimbursed after the course completes in June.<br><br>Budget Code: 5234.6 per Jason | 5234.6 OPERATING<br>EXPENSES:Professional<br>Development:Webinar/Ecourses               | 599.00 |
| 01/06/2022                      | F790614C0CC9013957252 | Jason Su   ADOBE *800-833-6687                                                                                                                                            | 5220.1 OPERATING<br>EXPENSES:Information<br>Technology:IT Infra -<br>Software/Licensing | 29.99  |

# Meridian Library District

## Credit Card Detail

January 2022

| DATE       | NUM                   | MEMO/DESCRIPTION                                                                                                                                                                                                                                    | SPLIT                                                                                   | AMOUNT |
|------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------|
| 01/06/2022 | 2044915962E94A2770C42 | Nicholas Grove   AMZN Mktp US*2K4C14UL3   Paper water cups for patrons                                                                                                                                                                              | 5240 OPERATING<br>EXPENSES:Supplies:Supplies -<br>general                               | 14.52  |
| 01/06/2022 | 30BE28A400EC9358832C8 | Camile Gravier   THE HOME DEPOT #1804   Flexible conduit for running fiber or coaxial into the building                                                                                                                                             | 6224.1 OPERATING<br>EXPENSES:Facility<br>Expense:Bldg-Utilities:Bldg-<br>Maintenance    | 40.87  |
| 01/06/2022 | A3961660CD9C62D1CCF4A | Jason Su   PAYFLOW/PAYPAL                                                                                                                                                                                                                           | 5220.1 OPERATING<br>EXPENSES:Information<br>Technology:IT Infra -<br>Software/Licensing | 1.70   |
| 01/07/2022 | F6C54949C0EE96249E416 | Kristine Haman   AMZN MKTP US*YV8V33NM3   USA Map for Andi's Passive Program.                                                                                                                                                                       | 5236.FA OPERATING<br>EXPENSES:Program<br>Expense:Programs -Family All<br>Ages           | 24.48  |
| 01/08/2022 | AAC92F9749E867A45FE64 | Muhammad Aleem   CISCO SYSTEMS INC   Webex Plan                                                                                                                                                                                                     | 5220.2 OPERATING<br>EXPENSES:Information<br>Technology:IT Infra -Support                | 15.00  |
| 01/08/2022 | 3D6663CE593DA5F57BA69 | Jane Olsen   ACR   PLA 2022 Portland Conference Registration fee                                                                                                                                                                                    | 5234.1 OPERATING<br>EXPENSES:Professional<br>Development:Conferences                    | 330.00 |
| 01/08/2022 | 6D598875A8D761D1EEC5E | Irene Benvenuti   AMERLIBASSOC ECOMMERCE   Membership dues paid \$153 for ALA and PLA to be able to register for PLA Conference. There will be another payment of \$39 to complete this registration as I registered as the wrong type by accident. | 5234.4 OPERATING<br>EXPENSES:Professional<br>Development:Memberships                    | 153.00 |
| 01/10/2022 | C31D2501E933855F2C8A1 | Kristine Haman   ACR   PLA Registration for Kristi Haman.                                                                                                                                                                                           | 5234.1 OPERATING<br>EXPENSES:Professional<br>Development:Conferences                    | 330.00 |
| 01/10/2022 | BEA2FB77B6132188BCD25 | Nicholas Grove   AMZN Mktp US*1B7GF7CJ3   Laminator sheets for small laminator                                                                                                                                                                      | 5240 OPERATING<br>EXPENSES:Supplies:Supplies -<br>general                               | 13.99  |
| 01/10/2022 | EDD30EED2040EC2910939 | Nicholas Grove   AMZN Mktp US*NY7006MC3   Copy/Print (\$222.93):<br>Birch wood rectangles- \$184.99<br>Wood squares - \$11.99                                                                                                                       | 5211 OPERATING<br>EXPENSES:Copy/Print                                                   | 222.93 |

# Meridian Library District

## Credit Card Detail

January 2022

| DATE       | NUM                   | MEMO/DESCRIPTION                                                                                                                                          | SPLIT                                                                                   | AMOUNT |
|------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------|
|            |                       | Acrylic sheets - \$25.95                                                                                                                                  |                                                                                         |        |
|            |                       | General Supplies:<br>Key rings - \$11.98                                                                                                                  |                                                                                         |        |
|            |                       | Office supplies:<br>Fan - \$14.94                                                                                                                         |                                                                                         |        |
| 01/10/2022 | C884F4785DCC8ABC80BEE | Nicholas Grove   AMZN Mktp US*NY7006MC3   Copy/Print (\$222.93):<br>Birch wood rectangles- \$184.99<br>Wood squares - \$11.99<br>Acrylic sheets - \$25.95 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies -<br>office                                | 14.94  |
|            |                       | General Supplies:<br>Key rings - \$11.98                                                                                                                  |                                                                                         |        |
|            |                       | Office supplies:<br>Fan - \$14.94                                                                                                                         |                                                                                         |        |
| 01/10/2022 | 1E7D1A9A955775C1C982E | Pamela Johnston   WWW.VOLGISTICS.COM                                                                                                                      | 5220.1 OPERATING<br>EXPENSES:Information<br>Technology:IT Infra -<br>Software/Licensing | 81.00  |
| 01/10/2022 | FD1D1775467481854F7CA | Irene Benvenuti   ACR   Registration for PLA conference 2022. The relevant payment info is on page 4 of the pdf.                                          | 5234.1 OPERATING<br>EXPENSES:Professional<br>Development:Conferences                    | 330.00 |
| 01/10/2022 | 71725898E5CBB7315A9CD | Nicholas Grove   AMZN Mktp US*NY7006MC3   Copy/Print (\$222.93):<br>Birch wood rectangles- \$184.99<br>Wood squares - \$11.99<br>Acrylic sheets - \$25.95 | 5240 OPERATING<br>EXPENSES:Supplies:Supplies -<br>general                               | 11.98  |
|            |                       | General Supplies:<br>Key rings - \$11.98                                                                                                                  |                                                                                         |        |
|            |                       | Office supplies:<br>Fan - \$14.94                                                                                                                         |                                                                                         |        |

# Meridian Library District

## Credit Card Detail

January 2022

| DATE       | NUM                   | MEMO/DESCRIPTION                                                                                                                                                                                                                                                                                                         | SPLIT                                                                                 | AMOUNT |
|------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------|
| 01/10/2022 | 9CC5CF272F65A8165EB9B | Jason Su   Amazon.com*UA6N841T3   Conferencing headphones for Finance office.                                                                                                                                                                                                                                            | 5220.3 OPERATING<br>EXPENSES:Information<br>Technology:IT PCs, Printers &<br>Hardware | 39.98  |
| 01/11/2022 | 61ACE6F369C70F5AF9A94 | Muhammad Aleem   MOBILE BEACON   Hot spot renew                                                                                                                                                                                                                                                                          | 5220.2 OPERATING<br>EXPENSES:Information<br>Technology:IT Infra -Support              | 360.00 |
| 01/11/2022 | DEF34CF518B6CBA7642E4 | Steve McNitt   AMZN Mktp US*KC86H8QY3   Please drop first receipt of \$33.<br>Hand sanitizer for wipe down at Cherry Lane.                                                                                                                                                                                               | 6224.4 OPERATING<br>EXPENSES:Facility<br>Expense:Bldg-Supplies                        | 59.56  |
| 01/12/2022 | 0838B8C7F96E83C1BA37D | Steve McNitt   TREASURE VALLEY AUCTION N   Automated door closers and screw<br>extractors for site wide use.                                                                                                                                                                                                             | 6224.4 OPERATING<br>EXPENSES:Facility<br>Expense:Bldg-Supplies                        | 56.81  |
| 01/12/2022 | BC4130FD9E5A1C4278117 | Jason Su   TMOBILE*AUTO PAY   Wireless hotspot for Bookmobile.                                                                                                                                                                                                                                                           | 5220.5 OPERATING<br>EXPENSES:Information<br>Technology:IT Utilities                   | 30.10  |
| 01/13/2022 | F64B916AFDDDB2D908E7D | Jason Su   AMZ*Woot LLC   KN95 mask                                                                                                                                                                                                                                                                                      | 6224.4 OPERATING<br>EXPENSES:Facility<br>Expense:Bldg-Supplies                        | 174.87 |
| 01/13/2022 | D2ACA43E8FD1DCF1C17CD | Steve McNitt   AMAZON.COM*FO3733A83 AMZN   Building sanitizing.                                                                                                                                                                                                                                                          | 6224.4 OPERATING<br>EXPENSES:Facility<br>Expense:Bldg-Supplies                        | 33.27  |
| 01/14/2022 | 28D02B778D50EE6EE88D8 | Kristine Haman   AMZN Mktp US*YZ00T33A3   Video game for patron to replace patron<br>copy that was thrown away by a staff member. This was a four-month back and four<br>month discussion between staff and the patron. Needed to be ended & offer good<br>customer service so I (KLH) replaced the game for the patron. | 5228 OPERATING<br>EXPENSES:Miscellaneous                                              | 27.98  |
| 01/14/2022 | AF081C439829B732E5219 | Kristine Haman   AMZN MKTP US*3C1CJ8TJ3 AM   Cups for Andi's Passive Program.                                                                                                                                                                                                                                            | 5236.FA OPERATING<br>EXPENSES:Program<br>Expense:Programs -Family All<br>Ages         | 23.98  |
| 01/15/2022 | B485160D1CE13C4392CF4 | Steve McNitt   AMAZON.COM*AH8231BK3 AMZN   Hand soap for kitchen sink area.                                                                                                                                                                                                                                              | 6224.4 OPERATING<br>EXPENSES:Facility<br>Expense:Bldg-Supplies                        | 11.94  |

# Meridian Library District

## Credit Card Detail

January 2022

| DATE       | NUM                   | MEMO/DESCRIPTION                                                                                                                                                                            | SPLIT                                                                                | AMOUNT |
|------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------|
| 01/15/2022 | 1E4BB84AEFBE61EE202A3 | Allison Maier   MAILCHIMP *MISC   Email newsletters monthly charge                                                                                                                          | 5225 OPERATING<br>EXPENSES:Marketing & advertising                                   | 62.99  |
| 01/17/2022 | B4B5CEEC900174A9D1334 | Jennifer Liebig   WAL-MART #2862   Supplies for mental health kits.                                                                                                                         | 5236.AD OPERATING<br>EXPENSES:Program<br>Expense:Programs - Adult                    | 29.09  |
| 01/17/2022 | 3A180E0080D8F69C427C0 | Kristine Haman   AMZN Mktp US*RR3GP26Y3   Paper and tape is for ILL processing and masks are for all staff.                                                                                 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office                                | 111.88 |
| 01/18/2022 | FCBFAF4D36D266AB03EFE | Kristine Haman   HOMEDEPOT.COM   Black N95 masks for staff.                                                                                                                                 | 5228 OPERATING<br>EXPENSES:Miscellaneous                                             | 63.54  |
| 01/19/2022 | 7C2E16BA846FFADB438F6 | Nicholas Grove   AIRTABLE.COM/BILL   3D Print Queue and Planning software/web app                                                                                                           | 5220.1 OPERATING<br>EXPENSES:Information<br>Technology:IT Infra - Software/Licensing | 36.00  |
| 01/20/2022 | F206162ACE769EC06B0BA | Maria Cottle   Amazon.com*9M42Z9FR3   wet Swiffer refills for Tiny Library cleaning                                                                                                         | 6224.4 OPERATING<br>EXPENSES:Facility<br>Expense:Bldg-Supplies                       | 25.98  |
| 01/20/2022 | D61F6B39468D3DBB7F0B3 | Kristine Haman   WM SUPERCENTER #3093   Rug for Lactation Room (former bathroom) \$54.97                                                                                                    | 5228 OPERATING<br>EXPENSES:Miscellaneous                                             | 54.97  |
| 01/20/2022 | 1960FE4E890CB8B8C1ED4 | Kristine Haman   WM SUPERCENTER #3093   Germ-X hand soap (2), cutting board for staff projects, flatware set for break room, Tampax (2) for Natalie's Period Project for staff and patrons. | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office                                | 41.78  |
| 01/21/2022 | B9AE40EB4A342C4B084D1 | Nicholas Grove   AMZN Mktp US*W13SV3HZ3   Electric duster to replace canned air and optical lens wipes                                                                                      | 5220.7 OPERATING<br>EXPENSES:Information<br>Technology:IT Technology<br>Maintenance  | 69.58  |
| 01/21/2022 | EC246E2873AC12946E958 | Nicholas Grove   MEETING ROOM 365   Room reservation display web app                                                                                                                        | 5220.1 OPERATING<br>EXPENSES:Information<br>Technology:IT Infra - Software/Licensing | 27.00  |
| 01/21/2022 | 90F921C3BB95B6D81891C | Jason Su   Amazon.com*NS0BX38K3   Utility card for History Center                                                                                                                           | 6224.4 OPERATING<br>EXPENSES:Facility                                                | 169.25 |

# Meridian Library District

## Credit Card Detail

January 2022

| DATE       | NUM                   | MEMO/DESCRIPTION                                                                                                                                 | SPLIT                                                                                    | AMOUNT |
|------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------|
| 01/21/2022 | F41A443115CE1827D381E | Nicholas Grove   AMZN Mktp US*W13SV3HZ3   Pens                                                                                                   | Expense:Bldg-Supplies<br>5246 OPERATING                                                  | 15.41  |
| 01/21/2022 | EB872C5A2D540497573C6 | Nicholas Grove   AMZN Mktp US*W13SV3HZ3   Face masks                                                                                             | EXPENSES:Supplies:Supplies -<br>office<br>5240 OPERATING                                 | 98.70  |
| 01/25/2022 | C8B6EFDDEBEFAAA1D71A3 | Jason Su   CBI*PARALLELS   Subscription for Mac/PC virtualization software                                                                       | EXPENSES:Supplies:Supplies -<br>general<br>5220.1 OPERATING                              | 79.99  |
| 01/25/2022 | F8D2975CCB3F18A2CB224 | Jason Su   JAMF SOFTWARE, LLC   iPad device management software                                                                                  | EXPENSES:Information<br>Technology:IT Infra -<br>Software/Licensing<br>5220.1 OPERATING  | 30.00  |
| 01/26/2022 | 81D6752B56C93484F9448 | Audra Green   IN *MERIDIAN KIWANIS CLUB   Kiwanis January dues                                                                                   | EXPENSES:Information<br>Technology:IT Infra -<br>Software/Licensing<br>5234.4 OPERATING  | 40.00  |
| 01/26/2022 | 0BBB4514A69A7EF999749 | Dusty Waltner   SQ *SWEET SENSATIONS DONU   Donuts for staff appreciation                                                                        | EXPENSES:Professional<br>Development:Memberships<br>5228 OPERATING                       | 19.08  |
| 01/27/2022 | 5B440602C26ACD5FFF0FB | Muhammad Aleem   ROUTIFIC.COM   Monthly fees Routific.com for HD                                                                                 | EXPENSES:Miscellaneous<br>5220.1 OPERATING                                               | 102.41 |
| 01/28/2022 | B19837D06537870A8F741 | Mary Flamino   WAL-MART #5841   Supplies for Cherry Lane passive programs for youth/ families (take home coloring sheet and scavenger hunt kits) | EXPENSES:Information<br>Technology:IT Infra -<br>Software/Licensing<br>5236.FA OPERATING | 16.80  |
| 01/28/2022 | 930AC0B81864A500A4FCA | Steve McNitt   ACORN SELF STORAGE   Acorn storage unit.                                                                                          | EXPENSES:Program<br>Expense:Programs -Family All<br>Ages<br>6224.1 OPERATING             | 91.80  |
| 01/28/2022 | CC20661F1A9BC5DCCB057 | Steve McNitt   ACORN SELF STORAGE   Acorn storage Unit.                                                                                          | EXPENSES:Facility<br>Expense:Bldg-Utilities:Bldg-<br>Maintenance<br>6224.1 OPERATING     | 80.00  |

# Meridian Library District

## Credit Card Detail

January 2022

| DATE                                             | NUM                   | MEMO/DESCRIPTION                                                                                                                                             | SPLIT                                                        | AMOUNT            |
|--------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-------------------|
|                                                  |                       |                                                                                                                                                              | EXPENSES:Facility<br>Expense:Bldg-Utilities:Bldg-Maintenance |                   |
| 01/29/2022                                       | B93327A5B4137FEE29D00 | Maria Cottle   BOISE CO-OP VILLAGE   items purchased for Staff Day raffle                                                                                    | 5234.5 OPERATING                                             | 20.93             |
|                                                  |                       |                                                                                                                                                              | EXPENSES:Professional<br>Development:Staff Mtg & Training    |                   |
| 01/29/2022                                       | E37D5E6D870D0D2F4F5B7 | Maria Cottle   AMZN Mktp US*HC2XT8AH3   items purchased for Staff Day raffle                                                                                 | 5234.5 OPERATING                                             | 314.47            |
|                                                  |                       |                                                                                                                                                              | EXPENSES:Professional<br>Development:Staff Mtg & Training    |                   |
| 01/29/2022                                       | EEF948731F5B53673DBAA | Maria Cottle   WAL-MART #2862   items purchased for staff raffle                                                                                             | 5234.5 OPERATING                                             | 29.32             |
|                                                  |                       |                                                                                                                                                              | EXPENSES:Professional<br>Development:Staff Mtg & Training    |                   |
| 01/29/2022                                       | FC799D338F1CBA0F90D6F | Steve McNitt   IN *SEE ME SIGNS   Balance owed on window coverings for sorter room.                                                                          | 6224.1 OPERATING                                             | 543.11            |
|                                                  |                       |                                                                                                                                                              | EXPENSES:Facility<br>Expense:Bldg-Utilities:Bldg-Maintenance |                   |
| 01/30/2022                                       | 52972D28F76C0D6EFF12F | Kristine Haman   Amazon.com*4U3NK1JY3   Home Delivery Labels and whatever is left over is added to office supplies.                                          | 5246 OPERATING                                               | 4.97              |
|                                                  |                       |                                                                                                                                                              | EXPENSES:Supplies:Supplies - office                          |                   |
| 01/31/2022                                       | 68C10843EC2AE007E5785 | Kristine Haman   Amazon.com*5M3CR2KO3   Post-It Notes for HD, Circ and Staff Desks                                                                           | 5246 OPERATING                                               | 44.95             |
|                                                  |                       |                                                                                                                                                              | EXPENSES:Supplies:Supplies - office                          |                   |
| 01/31/2022                                       | 891F0CC17DF4E73D3BB32 | Irene Benvenuti   AMAZON.COM*S63C15UI3 AMZN   Cards for Andi's Mental Health Kits program - February Kit, also will be used for Dear Library Pen Pal program | 5236.AD OPERATING                                            | 20.99             |
|                                                  |                       |                                                                                                                                                              | EXPENSES:Program<br>Expense:Programs - Adult                 |                   |
| 01/31/2022                                       | 5E1749F95E917C23E84FC | Maria Cottle   AMZN Mktp US*Q62I034W3   item purchased for Staff Day raffle                                                                                  | 5234.5 OPERATING                                             | 12.95             |
|                                                  |                       |                                                                                                                                                              | EXPENSES:Professional<br>Development:Staff Mtg & Training    |                   |
| <b>Total for 2700 Divvy Credit Cards Payable</b> |                       |                                                                                                                                                              |                                                              | <b>\$5,768.22</b> |



# Meridian Library District

## Credit Card Detail

January 2022

| DATE                                | NUM                   | MEMO/DESCRIPTION                                                                                                                                                                                                                                   | SPLIT                           | AMOUNT          |
|-------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------|
| <b>52000 OPERATING EXPENSES</b>     |                       |                                                                                                                                                                                                                                                    |                                 |                 |
| 5211 Copy/Print                     |                       |                                                                                                                                                                                                                                                    |                                 |                 |
| 01/10/2022                          | EDD30EED2040EC2910939 | Nicholas Grove   AMZN Mktp US*NY7006MC3   Copy/Print (\$222.93):<br>Birch wood rectangles- \$184.99<br>Wood squares - \$11.99<br>Acrylic sheets - \$25.95<br><br>General Supplies:<br>Key rings - \$11.98<br><br>Office supplies:<br>Fan - \$14.94 | 2700 Divvy Credit Cards Payable | 222.93          |
| <b>Total for 5211 Copy/Print</b>    |                       |                                                                                                                                                                                                                                                    |                                 | <b>\$222.93</b> |
| 52200 Information Technology        |                       |                                                                                                                                                                                                                                                    |                                 |                 |
| 5220.1 IT Infra -Software/Licensing |                       |                                                                                                                                                                                                                                                    |                                 |                 |
| 01/02/2022                          | 638E0E5392E70EFA3D6CE | Jason Su   GOOGLE *SVCSmld.org                                                                                                                                                                                                                     | 2700 Divvy Credit Cards Payable | 51.32           |
| 01/02/2022                          | EBFC44999254A8186E61D | Jason Su   GOOGLE*GSUITE MLD.ORG                                                                                                                                                                                                                   | 2700 Divvy Credit Cards Payable | 10.00           |
| 01/04/2022                          | 3305EBF981F603D3CD7A6 | Jason Su   Amazon web services                                                                                                                                                                                                                     | 2700 Divvy Credit Cards Payable | 2.92            |
| 01/06/2022                          | F790614C0CC9013957252 | Jason Su   ADOBE *800-833-6687                                                                                                                                                                                                                     | 2700 Divvy Credit Cards Payable | 29.99           |
| 01/06/2022                          | A3961660CD9C62D1CCF4A | Jason Su   PAYFLOW/PAYPAL                                                                                                                                                                                                                          | 2700 Divvy Credit Cards Payable | 1.70            |
| 01/10/2022                          | 1E7D1A9A955775C1C982E | Pamela Johnston   WWW.VOLGISTICS.COM                                                                                                                                                                                                               | 2700 Divvy Credit Cards Payable | 81.00           |
| 01/19/2022                          | 7C2E16BA846FFADB438F6 | Nicholas Grove   AIRTABLE.COM/BILL   3D Print Queue and Planning software/web app                                                                                                                                                                  | 2700 Divvy Credit Cards Payable | 36.00           |
| 01/21/2022                          | EC246E2873AC12946E958 | Nicholas Grove   MEETING ROOM 365   Room reservation display web app                                                                                                                                                                               | 2700 Divvy Credit Cards Payable | 27.00           |
| 01/25/2022                          | C8B6EFDDEBEFAAA1D71A3 | Jason Su   CBI*PARALLELS   Subscription for Mac/PC virtualization software                                                                                                                                                                         | 2700 Divvy Credit Cards Payable | 79.99           |

# Meridian Library District

## Credit Card Detail

January 2022

| DATE                                                    | NUM                   | MEMO/DESCRIPTION                                                                                       | SPLIT                           | AMOUNT          |
|---------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------|---------------------------------|-----------------|
| 01/25/2022                                              | F8D2975CCB3F18A2CB224 | Jason Su   JAMF SOFTWARE, LLC   iPad device management software                                        | 2700 Divvy Credit Cards Payable | 30.00           |
| 01/27/2022                                              | 5B440602C26ACD5FFF0FB | Muhammad Aleem   ROUTIFIC.COM   Monthly fees Routific.com for HD                                       | 2700 Divvy Credit Cards Payable | 102.41          |
| <b>Total for 5220.1 IT Infra -Software/Licensing</b>    |                       |                                                                                                        |                                 | <b>\$452.33</b> |
| 5220.2 IT Infra -Support                                |                       |                                                                                                        |                                 |                 |
| 01/08/2022                                              | AAC92F9749E867A45FE64 | Muhammad Aleem   CISCO SYSTEMS INC   Webex Plan                                                        | 2700 Divvy Credit Cards Payable | 15.00           |
| 01/11/2022                                              | 61ACE6F369C70F5AF9A94 | Muhammad Aleem   MOBILE BEACON   Hot spot renew                                                        | 2700 Divvy Credit Cards Payable | 360.00          |
| <b>Total for 5220.2 IT Infra -Support</b>               |                       |                                                                                                        |                                 | <b>\$375.00</b> |
| 5220.3 IT PCs, Printers & Hardware                      |                       |                                                                                                        |                                 |                 |
| 01/10/2022                                              | 9CC5CF272F65A8165EB9B | Jason Su   Amazon.com*UA6N841T3   Conferencing headphones for Finance office.                          | 2700 Divvy Credit Cards Payable | 39.98           |
| <b>Total for 5220.3 IT PCs, Printers &amp; Hardware</b> |                       |                                                                                                        |                                 | <b>\$39.98</b>  |
| 5220.5 IT Utilities                                     |                       |                                                                                                        |                                 |                 |
| 01/12/2022                                              | BC4130FD9E5A1C4278117 | Jason Su   TMOBILE*AUTO PAY   Wireless hotspot for Bookmobile.                                         | 2700 Divvy Credit Cards Payable | 30.10           |
| <b>Total for 5220.5 IT Utilities</b>                    |                       |                                                                                                        |                                 | <b>\$30.10</b>  |
| 5220.7 IT Technology Maintenance                        |                       |                                                                                                        |                                 |                 |
| 01/21/2022                                              | B9AE40EB4A342C4B084D1 | Nicholas Grove   AMZN Mktp US*W13SV3HZ3   Electric duster to replace canned air and optical lens wipes | 2700 Divvy Credit Cards Payable | 69.58           |
| <b>Total for 5220.7 IT Technology Maintenance</b>       |                       |                                                                                                        |                                 | <b>\$69.58</b>  |
| <b>Total for 52200 Information Technology</b>           |                       |                                                                                                        |                                 | <b>\$966.99</b> |
| 5225 Marketing & advertising                            |                       |                                                                                                        |                                 |                 |
| 01/03/2022                                              | DF59685ECF212D2CE7F75 | Allison Maier   CANVA* I03286-0729808   Annual fee for Canva Pro account                               | 2700 Divvy Credit Cards Payable | 239.16          |
| 01/15/2022                                              | 1E4BB84AEFBE61EE202A3 | Allison Maier   MAILCHIMP *MISC   Email newsletters monthly charge                                     | 2700 Divvy Credit Cards Payable | 62.99           |
| <b>Total for 5225 Marketing &amp; advertising</b>       |                       |                                                                                                        |                                 | <b>\$302.15</b> |

# Meridian Library District

## Credit Card Detail

January 2022

| DATE                                  | NUM                   | MEMO/DESCRIPTION                                                                                                                                                                                                                                                                                                | SPLIT                           | AMOUNT          |
|---------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------|
| <b>5228 Miscellaneous</b>             |                       |                                                                                                                                                                                                                                                                                                                 |                                 |                 |
| 01/14/2022                            | 28D02B778D50EE6EE88D8 | Kristine Haman   AMZN Mktp US*YZ00T33A3   Video game for patron to replace patron copy that was thrown away by a staff member. This was a four-month back and four month discussion between staff and the patron. Needed to be ended & offer good customer service so I (KLH) replaced the game for the patron. | 2700 Divvy Credit Cards Payable | 27.98           |
| 01/18/2022                            | FCBFAF4D36D266AB03EFE | Kristine Haman   HOMEDEPOT.COM   Black N95 masks for staff.                                                                                                                                                                                                                                                     | 2700 Divvy Credit Cards Payable | 63.54           |
| 01/20/2022                            | D61F6B39468D3DBB7F0B3 | Kristine Haman   WM SUPERCENTER #3093   Rug for Lactation Room (former bathroom) \$54.97                                                                                                                                                                                                                        | 2700 Divvy Credit Cards Payable | 54.97           |
| 01/26/2022                            | 0BBB4514A69A7EF999749 | Dusty Waltner   SQ *SWEET SENSATIONS DONU   Donuts for staff appreciation                                                                                                                                                                                                                                       | 2700 Divvy Credit Cards Payable | 19.08           |
| <b>Total for 5228 Miscellaneous</b>   |                       |                                                                                                                                                                                                                                                                                                                 |                                 | <b>\$165.57</b> |
| <b>52340 Professional Development</b> |                       |                                                                                                                                                                                                                                                                                                                 |                                 |                 |
| <b>5234.1 Conferences</b>             |                       |                                                                                                                                                                                                                                                                                                                 |                                 |                 |
| 01/08/2022                            | 3D6663CE593DA5F57BA69 | Jane Olsen   ACR   PLA 2022 Portland Conference Registration fee                                                                                                                                                                                                                                                | 2700 Divvy Credit Cards Payable | 330.00          |
| 01/10/2022                            | C31D2501E933855F2C8A1 | Kristine Haman   ACR   PLA Registration for Kristi Haman.                                                                                                                                                                                                                                                       | 2700 Divvy Credit Cards Payable | 330.00          |
| 01/10/2022                            | FD1D1775467481854F7CA | Irene Benvenuti   ACR   Registration for PLA conference 2022. The relevant payment info is on page 4 of the pdf.                                                                                                                                                                                                | 2700 Divvy Credit Cards Payable | 330.00          |
| <b>Total for 5234.1 Conferences</b>   |                       |                                                                                                                                                                                                                                                                                                                 |                                 | <b>\$990.00</b> |
| <b>5234.4 Memberships</b>             |                       |                                                                                                                                                                                                                                                                                                                 |                                 |                 |
| 01/05/2022                            | 3CB7BD328B91FE3203081 | Travis Porter   AMERLIBASSOC ECOMMERCE   ALA 1-year membership<br><br>Budget Code: 5234.4 per Jason                                                                                                                                                                                                             | 2700 Divvy Credit Cards Payable | 75.00           |
| 01/05/2022                            | B4C2B342D65889C5FC088 | Travis Porter   WWW.IDAHOLIBRARIES.ORG   ILA 1-year membership<br><br>Budget Code: 5234.4 per Jason                                                                                                                                                                                                             | 2700 Divvy Credit Cards Payable | 80.00           |
| 01/08/2022                            | 6D598875A8D761D1EEC5E | Irene Benvenuti   AMERLIBASSOC ECOMMERCE   Membership dues paid \$153 for ALA and PLA to be able to register for PLA Conference. There will be another payment of \$39 to complete this registration as I registered as the wrong type by accident.                                                             | 2700 Divvy Credit Cards Payable | 153.00          |
| 01/26/2022                            | 81D6752B56C93484F9448 | Audra Green   IN *MERIDIAN KIWANIS CLUB   Kiwanis January dues                                                                                                                                                                                                                                                  | 2700 Divvy Credit Cards         | 40.00           |

# Meridian Library District

## Credit Card Detail

January 2022

| DATE                                             | NUM                   | MEMO/DESCRIPTION                                                                                                                                                      | SPLIT                           | AMOUNT            |
|--------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------|
|                                                  |                       |                                                                                                                                                                       | Payable                         |                   |
| <b>Total for 5234.4 Memberships</b>              |                       |                                                                                                                                                                       |                                 | <b>\$348.00</b>   |
| 5234.5 Staff Mtg & Training                      |                       |                                                                                                                                                                       |                                 |                   |
| 01/29/2022                                       | E37D5E6D870D0D2F4F5B7 | Maria Cottle   AMZN Mktp US*HC2XT8AH3   items purchased for Staff Day raffle                                                                                          | 2700 Divvy Credit Cards Payable | 314.47            |
| 01/29/2022                                       | EEF948731F5B53673DBAA | Maria Cottle   WAL-MART #2862   items purchased for staff raffle                                                                                                      | 2700 Divvy Credit Cards Payable | 29.32             |
| 01/29/2022                                       | B93327A5B4137FEE29D00 | Maria Cottle   BOISE CO-OP VILLAGE   items purchased for Staff Day raffle                                                                                             | 2700 Divvy Credit Cards Payable | 20.93             |
| 01/31/2022                                       | 5E1749F95E917C23E84FC | Maria Cottle   AMZN Mktp US*Q62I034W3   item purchased for Staff Day raffle                                                                                           | 2700 Divvy Credit Cards Payable | 12.95             |
| <b>Total for 5234.5 Staff Mtg &amp; Training</b> |                       |                                                                                                                                                                       |                                 | <b>\$377.67</b>   |
| 5234.6 Webinar/Ecourses                          |                       |                                                                                                                                                                       |                                 |                   |
| 01/05/2022                                       | E9E074655DBCA4A5F73B5 | Travis Porter   AMERICAN LIBRARY ASSOC   8-week ASL course for libraries. 75% will be reimbursed after the course completes in June.<br>Budget Code: 5234.6 per Jason | 2700 Divvy Credit Cards Payable | 599.00            |
| <b>Total for 5234.6 Webinar/Ecourses</b>         |                       |                                                                                                                                                                       |                                 | <b>\$599.00</b>   |
| <b>Total for 52340 Professional Development</b>  |                       |                                                                                                                                                                       |                                 | <b>\$2,314.67</b> |
| 52360 Program Expense                            |                       |                                                                                                                                                                       |                                 |                   |
| 5236.AD Programs - Adult                         |                       |                                                                                                                                                                       |                                 |                   |
| 01/17/2022                                       | B4B5CEEC900174A9D1334 | Jennifer Liebig   WAL-MART #2862   Supplies for mental health kits.                                                                                                   | 2700 Divvy Credit Cards Payable | 29.09             |
| 01/31/2022                                       | 891F0CC17DF4E73D3BB32 | Irene Benvenuti   AMAZON.COM*S63C15UI3 AMZN   Cards for Andi's Mental Health Kits program - February Kit, also will be used for Dear Library Pen Pal program          | 2700 Divvy Credit Cards Payable | 20.99             |
| <b>Total for 5236.AD Programs - Adult</b>        |                       |                                                                                                                                                                       |                                 | <b>\$50.08</b>    |
| 5236.FA Programs -Family All Ages                |                       |                                                                                                                                                                       |                                 |                   |
| 01/05/2022                                       | D9D760A9D0943C0524700 | Kristine Haman   AMZN MKTP US*A18HC4003   Map poster purchased for Andi's passive program.                                                                            | 2700 Divvy Credit Cards Payable | 19.99             |
| 01/07/2022                                       | F6C54949C0EE96249E416 | Kristine Haman   AMZN MKTP US*YV8V33NM3   USA Map for Andi's Passive Program.                                                                                         | 2700 Divvy Credit Cards Payable | 24.48             |
| 01/14/2022                                       | AF081C439829B732E5219 | Kristine Haman   AMZN MKTP US*3C1CJ8TJ3 AM   Cups for Andi's Passive Program.                                                                                         | 2700 Divvy Credit Cards         | 23.98             |

# Meridian Library District

## Credit Card Detail

January 2022

| DATE                                               | NUM                   | MEMO/DESCRIPTION                                                                                                                                                                                                                                   | SPLIT                                         | AMOUNT          |
|----------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------|
| 01/28/2022                                         | B19837D06537870A8F741 | Mary Flamino   WAL-MART #5841   Supplies for Cherry Lane passive programs for youth/ families (take home coloring sheet and scavenger hunt kits)                                                                                                   | Payable<br>2700 Divvy Credit Cards<br>Payable | 16.80           |
| <b>Total for 5236.FA Programs -Family All Ages</b> |                       |                                                                                                                                                                                                                                                    |                                               | <b>\$85.25</b>  |
| <b>Total for 52360 Program Expense</b>             |                       |                                                                                                                                                                                                                                                    |                                               | <b>\$135.33</b> |
| 524000 Supplies                                    |                       |                                                                                                                                                                                                                                                    |                                               |                 |
| 5240 Supplies - general                            |                       |                                                                                                                                                                                                                                                    |                                               |                 |
| 01/06/2022                                         | 2044915962E94A2770C42 | Nicholas Grove   AMZN Mktp US*2K4C14UL3   Paper water cups for patrons                                                                                                                                                                             | 2700 Divvy Credit Cards<br>Payable            | 14.52           |
| 01/10/2022                                         | BEA2FB77B6132188BCD25 | Nicholas Grove   AMZN Mktp US*1B7GF7CJ3   Laminator sheets for small laminator                                                                                                                                                                     | 2700 Divvy Credit Cards<br>Payable            | 13.99           |
| 01/10/2022                                         | 71725898E5CBB7315A9CD | Nicholas Grove   AMZN Mktp US*NY7006MC3   Copy/Print (\$222.93):<br>Birch wood rectangles- \$184.99<br>Wood squares - \$11.99<br>Acrylic sheets - \$25.95<br><br>General Supplies:<br>Key rings - \$11.98<br><br>Office supplies:<br>Fan - \$14.94 | 2700 Divvy Credit Cards<br>Payable            | 11.98           |
| 01/21/2022                                         | EB872C5A2D540497573C6 | Nicholas Grove   AMZN Mktp US*W13SV3HZ3   Face masks                                                                                                                                                                                               | 2700 Divvy Credit Cards<br>Payable            | 98.70           |
| <b>Total for 5240 Supplies - general</b>           |                       |                                                                                                                                                                                                                                                    |                                               | <b>\$139.19</b> |
| 5246 Supplies - office                             |                       |                                                                                                                                                                                                                                                    |                                               |                 |
| 01/10/2022                                         | C884F4785DCC8ABC80BEE | Nicholas Grove   AMZN Mktp US*NY7006MC3   Copy/Print (\$222.93):<br>Birch wood rectangles- \$184.99<br>Wood squares - \$11.99<br>Acrylic sheets - \$25.95<br><br>General Supplies:<br>Key rings - \$11.98                                          | 2700 Divvy Credit Cards<br>Payable            | 14.94           |

# Meridian Library District

## Credit Card Detail

January 2022

| DATE                                    | NUM                   | MEMO/DESCRIPTION                                                                                                                                                                            | SPLIT                           | AMOUNT          |
|-----------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------|
|                                         |                       | Office supplies:<br>Fan - \$14.94                                                                                                                                                           |                                 |                 |
| 01/17/2022                              | 3A180E0080D8F69C427C0 | Kristine Haman   AMZN Mktp US*RR3GP26Y3   Paper and tape is for ILL processing and masks are for all staff.                                                                                 | 2700 Divvy Credit Cards Payable | 111.88          |
| 01/20/2022                              | 1960FE4E890CB8B8C1ED4 | Kristine Haman   WM SUPERCENTER #3093   Germ-X hand soap (2), cutting board for staff projects, flatware set for break room, Tampax (2) for Natalie's Period Project for staff and patrons. | 2700 Divvy Credit Cards Payable | 41.78           |
| 01/21/2022                              | F41A443115CE1827D381E | Nicholas Grove   AMZN Mktp US*W13SV3HZ3   Pens                                                                                                                                              | 2700 Divvy Credit Cards Payable | 15.41           |
| 01/30/2022                              | 52972D28F76C0D6EFF12F | Kristine Haman   Amazon.com*4U3NK1JY3   Home Delivery Labels and whatever is left over is added to office supplies.                                                                         | 2700 Divvy Credit Cards Payable | 4.97            |
| 01/31/2022                              | 68C10843EC2AE007E5785 | Kristine Haman   Amazon.com*5M3CR2KO3   Post-It Notes for HD, Circ and Staff Desks                                                                                                          | 2700 Divvy Credit Cards Payable | 44.95           |
| <b>Total for 5246 Supplies - office</b> |                       |                                                                                                                                                                                             |                                 | <b>\$233.93</b> |
| <b>Total for 524000 Supplies</b>        |                       |                                                                                                                                                                                             |                                 | <b>\$373.12</b> |
| 62240 Facility Expense                  |                       |                                                                                                                                                                                             |                                 |                 |
| 6224.4 Bldg-Supplies                    |                       |                                                                                                                                                                                             |                                 |                 |
| 01/11/2022                              | DEF34CF518B6CBA7642E4 | Steve McNitt   AMZN Mktp US*KC86H8QY3   Please drop first receipt of \$33.<br>Hand sanitizer for wipe down at Cherry Lane.                                                                  | 2700 Divvy Credit Cards Payable | 59.56           |
| 01/12/2022                              | 0838B8C7F96E83C1BA37D | Steve McNitt   TREASURE VALLEY AUCTION N   Automated door closers and screw extractors for site wide use.                                                                                   | 2700 Divvy Credit Cards Payable | 56.81           |
| 01/13/2022                              | F64B916AFDDDB2D908E7D | Jason Su   AMZ*Woot LLC   KN95 mask                                                                                                                                                         | 2700 Divvy Credit Cards Payable | 174.87          |
| 01/13/2022                              | D2ACA43E8FD1DCF1C17CD | Steve McNitt   AMAZON.COM*FO3733A83 AMZN   Building sanitizing.                                                                                                                             | 2700 Divvy Credit Cards Payable | 33.27           |
| 01/15/2022                              | B485160D1CE13C4392CF4 | Steve McNitt   AMAZON.COM*AH8231BK3 AMZN   Hand soap for kitchen sink area.                                                                                                                 | 2700 Divvy Credit Cards Payable | 11.94           |
| 01/20/2022                              | F206162ACE769EC06B0BA | Maria Cottle   Amazon.com*9M42Z9FR3   wet Swiffer refills for Tiny Library cleaning                                                                                                         | 2700 Divvy Credit Cards Payable | 25.98           |
| 01/21/2022                              | 90F921C3BB95B6D81891C | Jason Su   Amazon.com*NS0BX38K3   Utility card for History Center                                                                                                                           | 2700 Divvy Credit Cards Payable | 169.25          |

# Meridian Library District

## Credit Card Detail

January 2022

| DATE                                      | NUM                   | MEMO/DESCRIPTION                                                                                        | SPLIT                           | AMOUNT            |
|-------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------|---------------------------------|-------------------|
| <b>Total for 6224.4 Bldg-Supplies</b>     |                       |                                                                                                         |                                 | <b>\$531.68</b>   |
| 6258 Bldg-Utilities                       |                       |                                                                                                         |                                 |                   |
| 6224.1 Bldg-Maintenance                   |                       |                                                                                                         |                                 |                   |
| 01/06/2022                                | 30BE28A400EC9358832C8 | Camile Gravier   THE HOME DEPOT #1804   Flexible conduit for running fiber or coaxial into the building | 2700 Divvy Credit Cards Payable | 40.87             |
| 01/28/2022                                | 930AC0B81864A500A4FCA | Steve McNitt   ACORN SELF STORAGE   Acorn storage unit.                                                 | 2700 Divvy Credit Cards Payable | 91.80             |
| 01/28/2022                                | CC20661F1A9BC5DCCB057 | Steve McNitt   ACORN SELF STORAGE   Acorn storage Unit.                                                 | 2700 Divvy Credit Cards Payable | 80.00             |
| 01/29/2022                                | FC799D338F1CBA0F90D6F | Steve McNitt   IN *SEE ME SIGNS   Balance owed on window coverings for sorter room.                     | 2700 Divvy Credit Cards Payable | 543.11            |
| <b>Total for 6224.1 Bldg-Maintenance</b>  |                       |                                                                                                         |                                 | <b>\$755.78</b>   |
| <b>Total for 6258 Bldg-Utilities</b>      |                       |                                                                                                         |                                 | <b>\$755.78</b>   |
| <b>Total for 62240 Facility Expense</b>   |                       |                                                                                                         |                                 | <b>\$1,287.46</b> |
| <b>Total for 52000 OPERATING EXPENSES</b> |                       |                                                                                                         |                                 | <b>\$5,768.22</b> |

# Meridian Library District – Meeting Room Policy

## Purpose

The primary purpose of Meridian Library’s meeting rooms is to provide space for library activities and functions in support of the library’s mission to enrich lives, ignite curiosity, and cultivate connections. When not needed for library use, the library’s meeting rooms may be available as a designated and limited public forum for local government agencies, business, community groups, and non-profit organizations as a public service. The Board endorses Article VI of the Library Bill of Rights from the American Library Association which states that meeting rooms are available on an equitable basis. Permission to use meeting rooms does not constitute an endorsement by the library of the group’s policies or beliefs. This policy establishes the rules for use of Meridian Library’s meeting room facilities.

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## Eligibility

The library grants permission to use its meeting rooms to members of the public who fulfill the requirements specified in this policy. Meeting rooms are intended for use by groups and not for individual use. Individuals may reserve a library study room for that purpose. Library, Friends of Meridian Library, and Meridian Library Foundation sponsored activities are given priority in scheduling use of the meeting rooms for programs and events that promote community enrichment, education and recreation, and/or raise funds for the library and its associated non-profits. The library does not discriminate in making its premises available for use on the basis of sex, race, creed, religion, color, culture or ethnicity, national origin, age, sexual orientation, individual lifestyle, political affiliation, or physical limitation. The library requires adult sponsorship and attendance for any meetings involving persons under age 18. The adult sponsor accepts responsibility for and will reimburse the library for any damage caused by the group or members of the group to the meeting room or to the library.

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## Availability

Meeting rooms vary in number and size by library location. Rental of rooms is subject to availability and may be subject to capacity limitations. Availability is determined by the library branch managers. Reservations will be given consideration on a first-come, first-served basis. Meeting rooms are available during normal library operating hours. Events held outside of normal business hours may be subject to additional charges for time and labor and shall be negotiated with the library director on a case-by-case basis. Rooms may not be used for meetings of longer than three consecutive working days without written permission in advance from the Director. Meeting rooms will be reserved at least 24 hours in advance and no more than 60 days in the future. Study rooms may be reserved up to one-week in advance or are available on a first-come, first-served basis.

## Terms of Use

- No admission fee may be charged for the event taking place in the meeting room. It is understood that legitimate dues and membership fees do not constitute admission fees.



## Meridian Library District – Meeting Room Policy

2. Meetings and events in the library's meeting rooms must be open to the public.
3. Programs or events may not disrupt the use of the library by others. The library reserves the right to withdraw permission for meeting room use when conditions warrant and to stop meetings which interfere with or are disruptive to the normal operations of the library. Persons attending the meetings are subject to all library rules and regulations including the Code of Conduct Policy which includes, but is not limited to:
  - a. Illegal weapons are not permitted on the premises.
  - b. In compliance with Idaho Code, smoking is prohibited in all parts of the library, including meeting rooms and courtyard.
  - c. Possession or consumption of alcohol on library grounds at a non-library sponsored event is prohibited.
4. Groups are responsible for arranging the room as needed for their meeting and restoring the room to its prior condition at meeting's end. Groups using the library property shall be liable for any damage to library property resulting from said usage assessed by the library.
5. The library does not assume responsibility for materials, equipment, or any other article left by an organization, group or individual in the library and will not be liable for loss, theft, or damage hereto. Attempts will be made to notify the contact listed on the application for any items left after the end of the event. Items left unclaimed for five (5) days after that will be considered abandoned and disposed of without further notice to the organization.
6. Individuals or organizations reserving library spaces are responsible for ensuring that all necessary safety provisions are observed.
7. The library is not liable for damages resulting from food served at events.
8. Copyright restrictions apply to the use of library meeting rooms and equipment and cannot be used to duplicate or show material produced by copyright law. Applicants may be liable for any infringement.
9. Library branches that serve as polling locations are subject to additional restrictions limiting political activities within 100 feet of the polling location on Election Day per Idaho Code §18-2318.

### Denials and Appeals

The library reserves the right to deny or revoke permission to use any meeting room if in the library's opinion:

- The purpose of the meeting or activity is illegal or potentially hazardous;

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The Library's approval is required in advance for all publicity and items to be distributed at a meeting in which the public is in attendance. All news releases, publicity or advertisements relating to any program or meeting held in one of the Library's meeting rooms shall clearly state the name of the sponsoring organization or individual and shall not imply that the program or meeting is sponsored by the Library unless the Library has formally agreed to co-sponsorship.¶  
All displays and brochures for the meeting will be contained within the meeting room. No displays except directional signs will be allowed in the public area of the Library, including the entrance hall.

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## Meridian Library District – Meeting Room Policy

- The meeting presents health or security risks;
- The conduct of the meeting interferes with the functioning of the library;
- The applicant has not provided satisfactory adult sponsorship and/or supervision;
- The applicant fails to comply with the Library Code of Conduct or Meeting Room Policy.

An applicant aggrieved by an administrative decision about the use of a library meeting room may appeal the decision by writing a letter to the Library Board of Trustees within five (5) working days of the decision. The applicant, or chosen representative, may appear before the board at a regularly scheduled meeting to state a position. The library director or a manager may present an opposing view at the same meeting with the library board deciding the matter.

### Publicity

1. The individuals and organizations contracting to use library meeting rooms are responsible for the event's publicity. All news releases, publicity or advertisements relating to any program or meeting held in one of the library's meeting rooms must include a disclaimer that the meeting or event is not sponsored or endorsed by the library. Use of the library's logo on non-sponsored programs is prohibited.
2. All displays and brochures for the meeting will be contained within the meeting room. No displays except directional signs will be allowed in the public area of the library, including an entrance hall or vestibule.
3. The library does not allow the use of the name and address of any library facility as an official address or headquarters by an organization renting library meeting rooms.

### Reservations

An application is available via the website or upon request by phone, email or in person. The reservation must include the name and contact information of the responsible adult, name of organization, time period desired, number of persons expected, topic or nature of the meeting and requested equipment. An individual must complete an application and certify understanding of the library's rules and regulations in order to reserve a meeting room.

### Fees

The first hour of fees are waived for non-profits (501c3 and 501c6), government agencies, and the West Ada School District. Those using the room and requesting the fee waiver may be required to provide proof of non-profit status.

| Cherry Lane Meeting Rooms | Rate per Hour |
|---------------------------|---------------|
| Large Conference Room     | \$25          |

Approved by the Meridian Library District Board of Trustees October 9, 2013  
Revised March 17, 2021  
DRAFT Revision February 2, 2022

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## Meridian Library District – Meeting Room Policy

Small Conference Room \$15

| unBound Meeting Rooms          | Rate per Hour                       |
|--------------------------------|-------------------------------------|
| MEET - Formal Meeting Room     | \$15, first hour free for anyone    |
| RECORD - Sound Studio          | \$15, first hour free for anyone    |
| SHARE - Informal Meeting Space | Free, maximum of four hours per day |

Fees are to be paid in advance by check or credit card to Meridian Library District. Receipt of written notice of cancellation at least 24-hours before the scheduled reservation is required for a refund of the fees paid.

An additional deposit may be required for cleaning for events where food or drinks will be served. Some events may require security. The library will determine and provide additional security at the applicant's expense.

**Commented [GC3]:** Later in 2022 when OP opens, revise the Fee Schedule to include the details of fees by location and eliminate from this policy

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No admission fee may be charged for the event taking place in the meeting room. It is understood that legitimate dues and membership fees do not constitute admission fees. Rooms may not be used for meetings of longer than three consecutive working days without written permission in advance from the Director. Meeting rooms will be reserved at least 24 hours in advance and no more than 60 days in the future.

Programs may not disrupt the use of the Library by others. Persons attending the meetings are subject to all library rules and regulations including the Code of Conduct Policy. Illegal weapons are not permitted on the premises.

In compliance with Idaho Code, smoking is prohibited in all parts of the library, including meeting rooms and courtyard. Possession or consumption of alcohol on library grounds at a non-library sponsored event is prohibited.

Permission to use meeting rooms does not constitute an endorsement by the Library of the group's policies or beliefs. The Library may require a statement on any publicity confirming this. Use of the library's logo on non-sponsored programs is prohibited.

The Library's approval is required in advance for all publicity and items to be distributed at a meeting in which the public is in attendance. All news releases, publicity or

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Programs may not disrupt the use of the Library by others. Persons attending the meetings are subject to all library rules and regulations including the Code of Conduct Policy. Illegal weapons are not permitted on the premises.

In compliance with Idaho Code, smoking is prohibited in all parts of the library, including meeting rooms and courtyard.

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**Name of Event**

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**Meeting Room Requested**

\_\_\_\_\_ ¶

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**Contact Name** \_\_\_\_\_ ¶

→ ¶

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_ ¶

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**MEMORANDUM OF AGREEMENT  
BETWEEN MERIDIAN LIBRARY DISTRICT AND CITY OF MERIDIAN  
FOR DESIGN AND INSTALLATION OF MURAL**

This MEMORANDUM OF AGREEMENT BETWEEN MERIDIAN LIBRARY DISTRICT AND CITY OF MERIDIAN FOR DESIGN AND INSTALLATION OF MURAL (“Agreement”), is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022 (“Effective Date”), by and between the City of Meridian, a municipal corporation organized under the laws of the State of Idaho (“City”), and the Meridian Library District, a public library district organized under the laws of the State of Idaho (“MLD”) (collectively, “Parties”).

**WHEREAS**, the Parties mutually desire to foster a vibrant community, establish a sense of place and local identity, attract visitors to downtown Meridian, and beautify public spaces;

**WHEREAS**, to that end, City intends to dedicate funds for the design and installation of a public art mural at 722 E. 2nd Street, in Meridian, Idaho, Ada County parcel no. R5672000870 (“Property”); specifically, on the south-facing exterior wall of the building;

**WHEREAS**, MLD owns the Property, and has agreed to make the south-facing exterior wall of the building available to the City for the installation of a public art mural (“Mural”), by an artist to be selected by and under contract with City (“Artist”);

**WHEREAS**, the Parties seek by this Agreement to memorialize the process by which the mural will be installed, establish the terms and conditions of City’s investment in this partnership, and establish each Party’s expectations for the design, installation, ownership, maintenance, and longevity of the mural;

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed, and in consideration of the mutual promises and covenants herein contained, the Parties agree as follows:

**I. MLD’S RESPONSIBILITIES**

**A. Public Art Easement.** At the time specified in the process set forth in *Exhibit A*, MLD shall convey to City a Public Art Easement, as set forth in the Public Art Easement Agreement attached hereto as *Exhibit B*, for the installation of the Mural at Property. By signing this Agreement, MLD acknowledges and agrees that City will, in reliance on MLD’s covenant to convey the Public Art Easement, engage the Artist to design and install Mural, a public art installation custom-designed specifically for installation on the south-facing exterior wall of the building at Property. Prior to execution of this Agreement, MLD shall carefully review the Public Art Easement Agreement set forth in *Exhibit B*, shall consult MLD’s legal counsel regarding same, and shall fully negotiate all terms of the Public Art Easement prior to the execution of this Agreement. MLD’s execution of this Agreement shall signify MLD’s covenant to execute the Public Art Easement Agreement in the form set forth in *Exhibit B*. If, following the execution of this Agreement, MLD declines to execute the Public Art Easement Agreement exactly as set forth in *Exhibit B*, MLD shall reimburse City for all

expenses incurred and obligations made by City in reliance on MLD's commitment to execute same, including, but not limited to, any and all amounts paid to Artist for design and/or installation of the Mural at Property.

- B. MLD Contact.** MLD shall designate an individual to serve as MLD Contact, which individual shall consult with City and Artist throughout the design and installation of the Mural, and shall be authorized to make decisions on behalf of MLD related to design and installation of the Mural.
- C. Process.** MLD has reviewed, acknowledges, understands, and agrees to participate in the partnership process generally as set forth in *Exhibit A* hereto.

**I. CITY'S RESPONSIBILITIES.**

- A. City Contact.** City shall designate an individual to serve as City Contact, which individual shall consult and liaise with MLD and Artist throughout the design and installation of the Mural, and shall be authorized to make decisions on behalf of City related to design and installation of the Mural.
- B. Manage process.** City shall manage and participate as needed in the public-private mural partnership process generally as set forth in *Exhibit A* hereto.
- C. Agreements, resolution.** City shall:
1. Prepare, and with Artist negotiate and execute, a master agreement with the Artist establishing terms and conditions of services to be provided in the design and installation of public art murals, which agreement shall be generally in the form as set forth in *Exhibit C* hereto.
  2. Prepare, and with Artist negotiate and execute, a task order with the Artist for the design of the Mural to be installed at Property, which agreement shall be generally in the form as set forth in *Exhibit D* hereto.
  3. Prepare, and with Artist negotiate and execute, a task order with the Artist for the installation of the Mural at Property, which agreement shall be generally in the form as set forth in *Exhibit E* hereto.
  4. Prior to the execution of this Agreement, negotiate and finalize with MLD, the agreed-upon terms of the Public Art Easement Agreement which agreement shall be in the specific form and contain the specific content as set forth in *Exhibit B*, and, following execution of the task order for installation of the Mural, shall attach such installation task order to the Public Art Easement Agreement as an exhibit thereto. Following the Parties' execution of the Public Art Easement Agreement and attachment of the installation task order as an exhibit thereto, City shall record the Public Art Easement against the Property.
  5. Prepare and, with Artist, negotiate and execute, Mural acceptance agreement establishing terms and conditions of City's acceptance of final Mural, which agreement shall be generally in the form as set forth in *Exhibit F* hereto. City shall prepare the City Council resolution signifying City's approval of the Mural as installed.

Except insofar as may be specifically established therein, MLD shall not be a party or third party beneficiary to these agreements.

**III. GENERAL PROVISIONS.**

**A. City and MLD Contacts.** The Parties hereby designate the following individuals to serve as the City Contact and MLD Contact, respectively:

City Contact:

Cassandra Schiffler, Arts & Culture Coordinator  
cschiffler@meridiancity.org  
208-884-5533

MLD Contact:

Nick Grove, Assistant Director  
nick@mld.org  
(208) 888-4451

**B. Notice.** Communication between City Contact and MLD Contact may occur via e-mail or telephone. All other notices required to be given by either of the Parties hereto shall be in writing and be deemed communicated when personally served, or mailed in the United States mail, addressed as follows:

**If to City:**

City Clerk, City of Meridian  
33 E. Broadway Avenue  
Meridian, Idaho 83642

**If to MLD:**

Gretchen Caserotti, Director  
Meridian Library District  
1326 W. Cherry Lane  
Meridian ID 83642

**C. Term.** This Agreement begins immediately upon the Effective Date and shall expire upon recording of the fully executed Public Art Easement Agreement, unless earlier terminated as set forth herein.

**D. Non-appropriation.** Notwithstanding any other provision of this Agreement, City shall not be obligated by any provision of this Agreement unless and until the Meridian City Council appropriates adequate funds for this Agreement in the City's budget for the applicable fiscal year. In the event that funds are not appropriated necessary to meet City's obligations under this Agreement, this Agreement shall be terminated. City shall notify MLD of any such non-appropriation of funds at the earliest practicable date.

**E. Assignment.** Neither party shall assign or sublet all or any portion of its respective interest in this Agreement or any privilege or right hereunder, either voluntarily or involuntarily, without the prior written consent of the other party. This Agreement and each and all of the terms and conditions hereof shall apply to and are binding upon the respective organizations, legal representative, successors, and assigns of the Parties.

**F. No agency.** For purposes of or in furtherance of this Agreement, neither party nor its respective employees, agents, contractors, officials, officers, servants, guests, and/or invitees shall be considered agents of the other in any manner or for any purpose whatsoever.

**G. Hold harmless.** For purposes of or in furtherance of this Agreement, each party and each of its employees, agents, contractors, officials, officers, servants, guests, and/or invitees, shall save and hold harmless the other party from and for any and all losses, claims, actions,

judgments for damages, or injury to persons or property and losses and expenses caused or incurred by either party or any employee, agent, contractor, official, officer, servant, guest, and/or invitee thereof.

**H. Compliance with laws.** In performing the scope of services required hereunder, City and MLD shall comply with all applicable laws, ordinances, and codes of Federal, State, and local governments.

**I. Attorney Fees.** Should any litigation be commenced between the Parties hereto concerning this Agreement, the prevailing party shall be entitled, in addition to any other relief as may be granted, to court costs and reasonable attorneys' fees as determined by a court of competent jurisdiction. This provision shall be deemed to be a separate contract between the Parties and shall survive any default, termination or forfeiture of this Agreement.

**J. Termination.**

1. **Grounds.** Grounds for termination of this Agreement shall include, but shall not be limited to: non-appropriation of funds necessary to meet City's obligations under this Agreement; an act or omission by either party which materially breaches any term of this Agreement; an act of nature or other unforeseeable event which precludes or makes impossible the performance of the terms of this Agreement by either party; or a change in or occurrence of circumstances that renders the performance by either party a detriment to the public health, safety, or welfare.
2. **Process.** Either party may terminate this Agreement by providing thirty (30) days' notice of intention to terminate. Such notice shall include a description of the breach or circumstances providing grounds for termination. A fourteen (14) day cure period shall commence upon provision of the notice of intention to terminate. If, upon the expiration of such cure period, cure of the breach or circumstances providing grounds for termination has not occurred, this Agreement may be terminated upon mailing of notice of termination.

**K. Construction and severability.** If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.

**L. Non-waiver.** Failure of either party to promptly enforce the strict performance of any term of this Agreement shall not constitute a waiver or relinquishment of any party's right to thereafter enforce such term, and any right or remedy hereunder may be asserted at any time after the governing body of either party becomes entitled to the benefit thereof, notwithstanding delay in enforcement.

**M. Approval required.** This Agreement shall not become effective or binding until approved by the respective governing bodies of both City and MLD. The Parties signatory hereto



represent and warrant that each is duly authorized to bind, respectively, City and MLD to this Agreement in all respects.

**N. Entire Agreement.** This Agreement contains the entire agreement of the Parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

**IN WITNESS WHEREOF**, the Parties shall cause this Agreement to be executed by their duly authorized officers to be effective as of the day and year first above written.

**MERIDIAN LIBRARY DISTRICT:**

---

Megan Larsen, Chair  
Meridian Library District Board of Trustees

**CITY OF MERIDIAN:**

---

BY: Robert E. Simison, Mayor

**Attest:**

---

Chris Johnson, City Clerk

**EXHIBIT A**  
**PUBLIC-PRIVATE MURAL PARTNERSHIP PROCESS OVERVIEW**

| <b>STEP</b> | <b>RESPONSIBLE PARTY</b>                                                                | <b>TASK</b>                                                                                                                                                                                                 |
|-------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1           | City (Arts & Culture Coordinator)                                                       | Identify potential partners to participate in public-private partnership for installation of murals on suitable buildings                                                                                   |
| 2           | City (City Attorney's Office)                                                           | Prepare proposed memorandum of agreement with selected partner Property Owner establishing terms and conditions of design and installation of the mural and Public Art Easement Agreement                   |
| 3           | City (City Attorney's Office) and Property Owner                                        | Negotiate Public Art Easement Agreement; negotiate and execute memorandum of agreement                                                                                                                      |
| 4           | City (Arts & Culture Coordinator)                                                       | Issue request for qualifications (RFQ) for mural artists; match selected Artist with partner Property Owner<br>Note: This step is complete; Key Detail is the artist who will design and install the mural. |
| 5           | City (City Attorney's Office)                                                           | Prepare task order for mural design                                                                                                                                                                         |
| 6           | City (City Attorney's Office) and Artist                                                | Negotiate and execute task order for mural design                                                                                                                                                           |
| 7           | City (Arts & Culture Coordinator, Meridian Arts Commission), Property Owner, and Artist | Collaborative exchange between Property Owner, Artist, and City per design task order; Artist delivers final mural design                                                                                   |
| 8           | City (Meridian Arts Commission)                                                         | Review and recommend approval of final mural design                                                                                                                                                         |
| 9           | City (City Attorney's Office)                                                           | Prepare task order for mural installation                                                                                                                                                                   |
| 10          | Property Owner and Artist                                                               | If Property Owner requires written agreement with, and/or proof of insurance from, Artist for mural installation: Negotiate and execute terms (City will not participate)                                   |
| 11          | City (City Attorney's Office) and Artist                                                | Negotiate and execute task order for mural installation; City Council approves final design via approval of task order for mural installation                                                               |
| 12          | City (City Attorney's Office)                                                           | Prepare final Public Art Easement Agreement with task order for mural installation attached as exhibit                                                                                                      |
| 13          | City (City Attorney's Office) and Property Owner                                        | Execute and record Public Art Easement Agreement                                                                                                                                                            |
| 14          | Artist and Property Owner                                                               | Artist schedules installation with Property Owner; installs mural per the installation task order and written agreement with Property Owner, if any                                                         |
| 15          | City (City Attorney's Office)                                                           | Prepare mural acceptance agreement                                                                                                                                                                          |
| 16          | City (City Attorney's Office) and Artist                                                | Negotiate and execute mural acceptance agreement                                                                                                                                                            |
| 17          | City (Arts & Culture Coordinator) and Artist                                            | Project closeout per installation task order and acceptance agreement – site visit, document collection, sign installation, Meridian Arts Commission final approval                                         |
| 18          | City (City Attorney's Office)                                                           | Prepare resolution for City Council approval and Mayor's signature, accepting the mural and approving final payment to Artist                                                                               |
| 19          | City (Arts & Culture Coordinator), Property Owner, and Artist                           | Schedule/coordinate mural unveiling event (as weather or other circumstances permit)                                                                                                                        |

**EXHIBIT B**  
**PUBLIC ART EASEMENT AGREEMENT**

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**RECORDING REQUESTED BY AND  
WHEN RECORDED RETURN TO:**

City Clerk  
City of Meridian  
33 E. Broadway Avenue  
Meridian, ID 83642

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**PUBLIC ART EASEMENT AGREEMENT: PROPERTY ADDRESS**

This PUBLIC ART EASEMENT AGREEMENT (“Agreement”) is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2022 (“Effective Date”), by and between the City of Meridian, a municipal corporation organized under the laws of the State of Idaho (“City”), and PROPERTY OWNER, an ORGANIZATION TYPE organized under the laws of the state of Idaho (“Grantor”). (City and Grantor may hereinafter be collectively referred to as “Parties.”)

**WHEREAS**, the Parties desire that public art murals will be incorporated into the Meridian community, and to that end, City will dedicate funds and contract with ARTIST for the design, installation, and/or maintenance of a public art mural at PROPERTY ADDRESS, in Meridian, Ada County parcel no. PARCEL NUMBER (“Property”); specifically, on the DIRECTION-facing exterior wall of the building located thereon;

**WHEREAS**, Grantor owns the Property, and has agreed to make it available to the City for the installation of a mural (“Mural”) by ARTIST (“Artist”), as generally depicted in the *Task Order For Mural Installation* between City and Artist, executed on DATE and attached hereto as *Exhibit A* (“DATE Task Order”);

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed, and in consideration of the mutual promises and covenants herein contained, the Parties agree as follows:

**1. GRANT OF EASEMENT.** Grantor conveys, grants and warrants to the City, its successors and assigns, an easement for the purpose of installing, maintaining, and exhibiting the Mural on and in the Property. Following Final Acceptance of the Mural as defined in the DATE Task Order, the Mural shall be the property of City.

**2. TERM.** This Agreement, and the easement granted hereunder, shall be effective until 11:59 p.m. on September 30, 2031 unless extended by mutual agreement of the Parties.

**3. RECORDATION.** City shall record this Agreement in the land records of Ada County Idaho, and shall submit proof of such recording to Grantor. For recording purposes, the legal description of the Property is: LOT/BLOCK DESCRIPTION PER ASSESSOR.

#### 4. TERMINATION.

- a. **Termination by Grantor.** This Agreement, and the easement granted hereunder, may be terminated by Grantor, at any time, upon thirty (30) days' written notice to City and receipt of the City's written consent to terminate, upon Grantor's showing of any of the following:
- (1) That the property is to be sold and the buyer requires removal of the easement as a condition of the purchase and sale; or
  - (2) That the property is to be refinanced and the lender requires removal of the easement as a condition of the refinancing; or
  - (3) That the property is to be substantially remodeled or altered in a way that precludes continued maintenance of the Mural;
  - (4) That Grantor's circumstances have materially changed and the continued existence of the easement or maintenance of the Mural substantially impedes Grantor's reasonable use and enjoyment of the Property.

City shall not unreasonably withhold consent to termination upon Grantor's satisfactory demonstration of any of the foregoing conditions of termination. Grantor expressly agrees and warrants that if Grantor terminates this Agreement, Grantor shall be responsible for removing the Mural and restoring the Property to its prior condition, at Grantor's sole expense. Such removal and restoration shall occur within thirty (30) days of the termination of the easement, unless this period is extended in writing by the City.

- b. **Termination by City.** This Agreement, and the easement granted hereunder, may be terminated by City, at any time, upon thirty (30) days' written notice to Grantor, if City determines that Grantor has failed to substantially perform Grantor's obligations under this Agreement, or if City determines that the continued existence of the easement or maintenance of the Artwork is no longer desired or if City is unable to maintain the Artwork due to non-appropriation of funds. City expressly agrees and warrants that if City terminates this Agreement, City shall be responsible for removing or painting over the Mural and restoring the Property to its prior condition, at City's sole election and expense. Grantor shall allow City access to Property necessary to complete such removal or restoration. Such removal or restoration, if City so elects, shall occur within thirty (30) days of the termination of the easement, unless this period is extended in writing by Grantor.

- c. **Expiration of Term.** Upon expiration of the term of this Agreement, as set forth herein or as mutually extended by the Parties by written amendment as set forth herein, City expressly agrees and warrants that City shall be responsible for removing or painting over the Mural within thirty (30) days of the expiration of the easement, unless this period is extended in writing by the Grantor.

- o **5. MAINTENANCE AND REPAIR OF MURAL.** During the term of this Agreement, as set forth herein or as mutually extended by the Parties by written amendment as set forth herein, City shall have the sole right and responsibility to determine the need for, and to execute, all necessary maintenance and repair of the Mural and shall not interfere with the normal operations of Property or inhibit the public access to and use of Property's services.

. City may determine, in its sole discretion, that the Mural is damaged beyond feasible repair, and may remove or paint over the Mural, with thirty (30) days' notice to Grantor. Grantor shall notify City if Grantor perceives a need to maintain or repair the Mural.

**6. RIGHT OF ENTRY.** City or City's contractor shall have the right to enter the Property during normal business hours, and at all other times with advance approval of the Grantor, for any and all of the purposes described in this Agreement. City shall provide Grantor at least forty-eight (48) hours' prior notice of such entry and receive written approval by Property Owner.

**7. BINDING EFFECT.** The easement granted in this agreement shall run with the land and shall be binding upon, and inure to the benefit, of the Grantor and the City, and their respective representatives successors or assigns, and/or any person or entity acquiring any right, title, or interest in the Property.

**8. CONTRACTUAL RELATIONSHIPS; ASSIGNMENT.** This Agreement does not designate either Party as the agent or representative of the other for any purpose whatsoever. The Parties are not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of the other or to bind the other in any manner whatsoever. Neither Party shall assign this agreement without the prior written consent of the other.

**9. NOTICE.** Any and all notice required to be provided by the Parties hereto, unless otherwise stated in this Agreement, shall be in writing and shall be deemed communicated upon mailing by United States Mail, addressed as follows:

|                      |                       |
|----------------------|-----------------------|
| <u>Grantor:</u>      | <u>City:</u>          |
| PROPERTY OWNER NAME  | City of Meridian      |
| Attn: CONTACT NAME   | Attn: City Clerk      |
| ADDRESS              | 33 E. Broadway Avenue |
| Meridian ID ZIP CODE | Meridian ID 83642     |

Either Party may change its address for the purpose of this section by delivering to the other Party written notification of such change, establishing a new address for noticing purposes, in accordance with the requirements of this section.

**10. NON-APPROPRIATION.** Grantor acknowledges that City is a governmental entity, and the validity of this Agreement is based upon the availability of public funding under the authority of its statutory mandate.

**11. APPLICABLE LAW.** This Agreement shall be governed by and construed in accordance with the statutes and constitution of the State of Idaho, including, without limitation, Article VIII, Section 3, of the Idaho Constitution.

**12. FORCE MAJEURE.** Neither Party will be liable for failure to perform any duty under this Agreement where such failure is due to unforeseeable causes beyond such Party's control. Such causes may include, but shall not be restricted to, acts of God or nature, fire, flood, epidemic, strike, crime, natural disaster, or any order of any court or state or federal agency.

**13. AMENDMENTS.** No modification or amendment of the provisions of this agreement shall be effective unless in writing and signed by authorized representatives of the parties.

**14. TIME IS OF THE ESSENCE.** The Parties acknowledge and agree that time is strictly of the essence with respect to each and every term, condition, and provision hereof, and that the failure to timely perform any of the obligations hereunder shall constitute a breach and default hereunder by the Party so failing to perform.

**15. BINDING UPON SUCCESSORS.** Except as otherwise specifically provided herein, this Agreement shall be binding upon any and all owners of the Property, any and all subsequent owners thereof, and each and every other person acquiring an interest in the Property. Nothing herein shall, or shall be construed to, in any way prevent the sale or alienation of the Property, or any portion thereof, except that any sale or alienation shall occur subject to the provisions of this Agreement, and any successive owner or owners shall be both benefited and bound by the conditions and restrictions herein expressed.

**16. SEVERABILITY.** If any provision of this Agreement is held invalid by a court of competent jurisdiction, such provision shall be deemed to be excised herefrom and the invalidity thereof shall not affect any other provision or provisions contained herein.

**17. ATTORNEY FEES.** Should any litigation be commenced between the parties hereto concerning this Agreement, the prevailing party shall be entitled, in addition to any other relief as may be granted, to court costs and reasonable attorney fees as determined by such court. This provision shall be deemed to be a separate contract between the Parties and shall survive, *inter alia*, any default, termination, or forfeiture of this Agreement.

**18. FINAL AGREEMENT.** This Agreement sets forth all promises, inducements, agreements, conditions, and understandings between City and Grantor relative to the subject matter hereof, and there are no promises, agreements, conditions, or understandings, either oral or written, express or implied, between City and Grantor, other than as are stated herein. Except as otherwise specifically provided herein, no subsequent alteration, amendment, change, or addition to this Agreement shall be binding upon the Parties unless set forth in writing and duly executed by both Parties or their successors in interest.

**19. NON-WAIVER.** Failure of either Party to promptly enforce the strict performance of any term of this Agreement shall not constitute a waiver or relinquishment of any Party's right to thereafter enforce such term, and any right or remedy hereunder may be asserted at any time after either party becomes entitled to the benefit thereof, notwithstanding delay in enforcement. All rights and remedies herein enumerated shall be cumulative and none shall exclude any other right or remedy allowed by law. Likewise, the exercise of any remedy provided for herein or allowed by law shall not be to the exclusion of any other remedy.

**20. COMPLIANCE WITH LAWS.** Throughout the course of this Agreement, the Parties shall comply with all applicable laws, ordinances, and codes of Federal, State, and local governments. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Idaho, and the ordinances of the City of Meridian.

**21. ADVICE OF ATTORNEY.** Each party warrants and represents that in executing this Agreement, it has received independent legal advice from its attorney or the opportunity to seek such advice.

**22. APPROVAL REQUIRED.** This Agreement shall not become effective or binding until approved by the City Council of the City of Meridian.

**IN WITNESS WHEREOF,** the parties hereto have executed this Agreement on this \_\_\_\_ day of \_\_\_\_\_, 2022.

**GRANTOR:**

STATE OF IDAHO )  
 ) ss:  
County of \_\_\_\_\_ )

\_\_\_\_\_  
NAME, TITLE  
ORGANIZATION

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2022, before the undersigned, a Notary Public in the State of Idaho, personally appeared **NAME**, proven to me to be the person who executed the said instrument, and acknowledged to me that he executed the same. IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at \_\_\_\_\_, Idaho  
My Commission Expires: \_\_\_\_\_

**CITY OF MERIDIAN:**

BY: \_\_\_\_\_  
Robert E. Simison, Mayor

Attest: \_\_\_\_\_  
Chris Johnson, City Clerk

STATE OF IDAHO )  
 : ss  
County of Ada )

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2022 before the undersigned, personally appeared ROBERT E. SIMISON and CHRIS JOHNSON, known or identified to me to be the Mayor and City Clerk, respectively, of the City of Meridian, who executed the instrument on behalf of the City of Meridian, and acknowledged to me that the City of Meridian executed the same. IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at \_\_\_\_\_, Idaho  
My Commission Expires: \_\_\_\_\_

***Attached as exhibit:***  
***TASK ORDER WITH ARTIST FOR INSTALLATION OF MURAL***

**EXHIBIT C**  
**ARTIST MASTER AGREEMENT**

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**MASTER AGREEMENT FOR PROFESSIONAL SERVICES:  
MURAL DESIGN, INSTALLATION, AND MAINTENANCE**

This MASTER AGREEMENT FOR PROFESSIONAL SERVICES: MURAL DESIGN, INSTALLATION, AND MAINTENANCE (“Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 2022 (“Effective Date”), by and between the City of Meridian, a municipal corporation organized under the laws of the State of Idaho (“City”), and **NAME**, on behalf of **BUSINESS NAME**, a **TYPE OF BUSINESS** organized under the laws of the state of Idaho (“Artist”).

**WHEREAS**, the City desires to foster a vibrant community; establish a sense of history, place, and local identity; attract visitors to downtown Meridian; and beautify public spaces by facilitating the installation of murals on buildings in Meridian, both privately- and publicly-owned;

**WHEREAS**, Artist is qualified through experience and demonstrated ability to work with the City, property owners, and other interested parties to create artwork that addresses the context of its placement, reflects community values, and meets or exceeds stakeholder expectations;

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed, and in consideration of the mutual promises and covenants herein contained, the Parties agree as follows:

- I. PROCESS.** By this Agreement, City and Artist seek to establish the general terms of tasks undertaken by Artist with regard to consultations, design, installation, maintenance, and repair of murals, and any and all other tasks related to such activities. The City may invite Artist to provide such services pursuant to separate project task orders establishing specific terms and conditions, including compensation amount, scope of work, and timelines.
- II. SCOPE OF SERVICES.** Upon execution of this Agreement and any associated project task order, Artist shall comply in all respects and perform and furnish to City, all services and shall meet all standards enumerated in this Agreement and in the project task order. Artist shall provide services and work in accordance with generally accepted industry standards and practices for the profession or professions that are used in performance of this Agreement and/or the project task order. Services and work provided by Artist shall be performed in a timely manner as specified in the project task order and agreed upon by the parties.
- III. TERM.** This Agreement shall become effective on the Effective Date first written above, and shall be effective through September 30, 2031, unless sooner terminated by the method set forth herein.
- IV. COMPENSATION.**
  - A. Total amount.** The total payment to Artist for specific services provided pursuant to this Agreement shall be separately negotiated and enumerated in the respective project task order(s). The amount designated in the project task order shall constitute full compensation



for any and all services, travel, transportation, materials, fabrication, shipping, equipment, contingency, commission, artist fee, and costs of work to be performed or furnished by Artist.

- B. Method of payment.** Artist shall provide to City one (1) completed W-9 form, and invoices for services and/or materials provided pursuant to the payment schedule set forth in the project task order, which City shall pay within thirty (30) days of receipt. City shall not withhold any federal or state income taxes or Social Security tax from any payment made by City to Artist under the terms and conditions of this Agreement. Payment of all taxes and other assessments on such sums shall be the sole responsibility of Artist.

**V. CREATION, INTEGRITY, AND OWNERSHIP OF ARTWORK.**

- A. Waiver and relinquishment of rights.** Artist expressly waives any and all right, title, or interest in artwork and other products created pursuant to this Agreement or project task order. Artist understands that this waiver shall include waivers of the exclusive rights of reproduction, adaptation, publication, and display. Artist specifically waives the right to claim any remedy concerning the alteration of any artwork or product created pursuant to this Agreement or project task order. Artist agrees to relinquish any and all rights, title, and interest to artwork or products developed in connection with this Agreement or project task order, and hereby expressly waives any rights Artist has to same, including, but not limited to, the rights afforded artists under the Copyright Act of 1976 and the Visual Arts Rights Act of 1990, Title 17 U.S.C. §§ 101 *et seq.* Artist understands and agrees that the right of attribution and integrity, as specifically set forth in 17 U.S.C. § 106A, are hereby expressly waived. To the extent that the provisions of this Agreement differ with the Copyright Act of 1976 and Visual Arts Rights Act of 1990, the provisions of this Agreement will govern and any such differences in the rights and duties created thereunder are expressly waived. This provision shall survive the termination or expiration of this Agreement.
- B. Photographs of Artwork by Artist.** Artist may photographically reproduce the image of the Artwork and all preliminary studies, sketches, models and maquettes thereof, as Artist may desire for marketing, educational and public information purposes. Where practicable, Artist shall acknowledge on each such photographic reproduction the location of such Artwork, provided that reproductions of preliminary studies, sketches, models and maquettes shall not be identified as or represented to be the finished Artwork.
- C. Photographs of Artwork by City.** City may photographically reproduce the image of the Artwork and all preliminary studies, sketches, models and maquettes thereof that have been delivered to and accepted, as City may desire for educational and public information purposes. Where practicable and to the extent of City's authority, Artist shall be acknowledged on each such photographic reproduction to be the creator of the original subject thereof, provided that photographic reproductions of preliminary studies, sketches, models and maquettes shall not be identified as or represented to be the finished Artwork.
- D. Ownership.** Upon City's final acceptance of artwork or other products created pursuant to this Agreement, such artwork or products shall be owned by City, and City may maintain, repair, or fully or partially remove them, at City's sole election and discretion.

**E. Subcontracting or assignment of obligations.** Artist shall not subcontract or assign any of Artist's obligations under this Agreement that require or that may require Artist's artistic talent or expertise. Artist may subcontract or assign obligations that do not require Artist's artistic talent or expertise. Any and all subcontractors or assignees shall be bound by all the terms and conditions of this Agreement.

## **VI. INDEMNIFICATION, WAIVER, AND INSURANCE.**

**A. Indemnification.** Artist shall, and hereby does, indemnify, save, and hold harmless the City and any and all of its employees, agents, volunteers, and/or elected officials from any and all losses, claims, and judgments for damages or injury to persons or property, and from any and all losses and expenses caused or incurred by Artist or Artist's servants, agents, employees, guests, and/or business invitees, occurring as a result of this Agreement or project task order.

**B. Waiver.** Artist hereby waives any and all claims and recourse against City, including the right of contribution for loss and damage to persons or property arising from, growing out of, or in any way connected with or incident to Artist's performance of this Agreement or project task order, whether such loss or damage may be attributable to known or unknown conditions, except for liability arising out of concurrent or sole negligence of City or its officers, agents or employees

**C. Insurance to be obtained by Artist.** Upon execution of a project task order, Artist shall obtain and shall maintain, at Artist's own expense, through completion of the task order, each and all of the following:

1. **General liability insurance.** General liability insurance with a limit of not less than one million dollars (\$1,000,000.00) per each occurrence, combined single limit bodily injury and property damage, covering the actions and omissions of Artist and Artist's employees, agents, and/or workers, including coverage for owned, non-owned, and hired vehicles, as applicable.
2. **Workers' compensation insurance.** Artist shall obtain and shall maintain, at Artist's own expense, from the Effective Date of this Agreement through City's Final Acceptance of the Artwork, and throughout the course of this Agreement, workers' compensation insurance, in an amount required by Idaho law, to cover any and all persons employed by Artist.
3. **Insurance of Artwork.** Before commencing fabrication of Artwork and/or components or materials thereof, Artist shall procure and maintain, at Artist's own expense, insurance on same in an all-risk form with limits to be established by the project task order, with any loss payable to City. Artist agrees to bear all risks of loss of and/or damage to the Artwork until City's Final Acceptance of Artwork.

**D. Proof of insurance.** Artist shall provide to City, within seven (7) days of the effective date of a project task order, written proof that Artist has obtained all insurance required hereunder. If any change is made to any insurance policy or coverage required under and/or obtained pursuant to this Agreement, Artist shall notify City immediately.

**E. Insurance to be obtained by Artist's subcontractors.** Artist shall require any and all subcontractors employed or utilized in the course and scope of the obligations described in this Agreement to obtain and maintain general liability insurance and workers' compensation insurance in the amounts described herein. Artist shall provide to City, within twenty-four (24) hours of hiring or engaging any subcontractor, written proof that her subcontractors have obtained all insurance required hereunder.

**F. No cancellation without notice.** On all insurance policies required under this agreement, such policies shall provide that they may not be cancelled or reduced in coverage except upon thirty (30) days advance written notice to all Parties. Any cancellation of insurance without appropriate replacement in the amounts and terms set forth herein may constitute grounds for termination of the contract.

## **VII. TERMINATION.**

**A. Termination for cause.** If City determines that Artist has failed to comply with any term or condition of this Agreement or project task order, violated any of the covenants, agreements, and/or stipulations of this Agreement or project task order, falsified any record or document required to be prepared under this Agreement or project task order, engaged in fraud, dishonesty, or any other act of misconduct in the performance of this Agreement or project task order; or if either Party willfully or negligently defaults in, or fails to fulfill, its material obligations under this Agreement or project task order; the other Party shall have the right to terminate the Agreement by giving written notice to the defaulting party of its intent to terminate, and shall specify the grounds for termination. The defaulting party shall have thirty (30) days after receipt of such notice to cure the default. If the default is not cured within such period, this Agreement and the project task order shall be terminated upon mailing of written notice of same by the terminating party.

1. **Default by City.** In the event of termination for non-performance or default by City after City's issuance of notice to proceed on a project task order, City shall compensate Artist for work actually completed by Artist prior to the date of written notice of termination and any additional services and materials actually performed or supplied prior to the date of written notice of termination, less payments of compensation previously made, not to exceed the total amount of compensation allowed hereunder.

2. **Default by Artist.** In the event of termination for non-performance or default by Artist after City's issuance of notice to proceed on a project task order, all finished and unfinished drawings, photographs, plans, timelines, and/or any and all other work products prepared and submitted or prepared for submission under this Agreement or project task order, and all rights, title, and interest thereto, including those described in section V.A. of this Agreement, shall, at City's option, become City's property, and the right to fabricate and/or install the artwork or other products shall pass to City. Notwithstanding this provision, Artist shall not be relieved of any liability for damages sustained by City attributable to Artist's default or breach of this Agreement or project task order. City may reasonably withhold payments due until such time as the exact amount of damages due to City from Artist is determined. Artist shall not be relieved of liability to City for damages sustained by City by virtue of any breach or default of this

Agreement or project task order by Artist. This provision shall survive the termination of this Agreement or project task order and shall not relieve Artist of liability to City for damages.

- B. Termination without cause.** City may terminate this Agreement or project task order for any reason, at any time, by providing fourteen (14) days' notice to Artist.
- C. Non-waiver of breach.** A waiver of any breach or default of any provision of this Agreement shall not be construed as a waiver of a breach of the same or any other provision hereof.

## **VIII. GENERAL PROVISIONS.**

- A. Permitting and inspection.** In the provision of all services pursuant to this Agreement or any related project task order, Artist shall obtain any and all necessary permits or approvals from the various departments of the City of Meridian and other government agencies.
- B. Relationship of Parties.** It is the express intention of Parties that Artist is an independent contractor and neither Artist nor any officer, employee, subcontractor, assignee, or agent of Artist shall be deemed an employee, agent, joint venturer, or partner of City in any manner or for any purpose. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between Artist and City or between Artist and any official, agent, or employee of City. Both parties acknowledge that Artist is not an employee of City. Artist shall retain the right to perform services for others during the term of this Agreement. Specifically, without limitation, Artist understands, acknowledges, and agrees:
  - 1. Artist is free from actual and potential control by City in the provision of services under this Agreement.
  - 2. Artist is engaged in an independently established trade, occupation, profession, or business.
  - 3. Artist has the authority to hire subordinates.
  - 4. Artist owns and/or will provide all major items of equipment necessary to perform services under this Agreement.
- C. Compliance with law.** Throughout the course of this Agreement, Artist shall comply with any and all applicable federal, state, and local laws.
- D. Non-Discrimination.** Throughout the course of this Agreement, Artist shall not discriminate against any person as to race, creed, religion, sex, age, national origin, sexual orientation or any physical, mental, or sensory handicap.
- E. Audits and Inspections:** At any time during normal business hours and as often as City may deem necessary, there shall be made available to City for examination all of Artist's records with respect to all matters covered by this Agreement. Artist shall permit City to audit, examine, and copy, and to make audits of all records and data relating to all matters covered by this Agreement.
- F. Entire Agreement.** This Agreement constitutes the entire understanding between the

Parties. This Agreement supersedes any and all statements, promises, or inducements made by either party, or agents of either party, whether oral or written, whether previous to the execution hereof or contemporaneous herewith. The terms of this Agreement may not be enlarged, modified or altered except upon written agreement signed by both parties hereto.

**G. Costs and attorneys' fees.** If either party brings any action or proceedings to enforce, protect or establish any right or remedy under the terms and conditions of this Agreement, the prevailing party shall be entitled to recover reasonable costs and attorneys' fees, as determined by a court of competent jurisdiction, in addition to any other relief awarded.

**H. Agreement governed by Idaho law.** The laws of the State of Idaho shall govern the validity, interpretation, performance and enforcement of this Agreement. Venue shall be in the courts of Ada County, Idaho.

**I. Cumulative Rights and Remedies.** All rights and remedies herein enumerated shall be cumulative and none shall exclude any other right or remedy allowed by law. Likewise, the exercise of any remedy provided for herein or allowed by law shall not be to the exclusion of any other remedy.

**J. Interpretation.** Words of gender used in this Agreement shall be held and construed to include any other gender, and words in the singular shall be held to include the plural and vice versa unless the context otherwise requires. The Agreement and the captions of the various sections of this Agreement are for convenience and ease of reference only, and do not define, limit, augment or describe the scope, context or intent of this Agreement or any part or parts of this Agreement.

**K. Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remainder of this Agreement shall not be affected.

**L. Successors and Assigns.** All of the terms, provisions, covenants and conditions of this Agreement shall inure to the benefit of, and shall be binding upon, each party and their successors, assigns, legal representatives, heirs, executors, and administrators.

**M. Notice.** Any and all notice required to be provided by either of the Parties hereto, unless otherwise stated in this Agreement, shall be in writing and shall be deemed communicated upon mailing by United States Mail, addressed as follows:

|                |                     |
|----------------|---------------------|
| <b>Artist:</b> | <b>City:</b>        |
| BUSINESS NAME  | City Clerk          |
| ARTIST NAME    | City of Meridian    |
| ADDRESS        | 33 E. Broadway Ave. |
| ADDRESS        | Meridian ID 83642   |

Either party may change its address for the purpose of this provision by giving written notice of such change in the manner herein provided.

**N. Exhibits.** All exhibits to this Agreement are incorporated by reference and made a part of hereof as if the exhibits were set forth in their entirety herein.

**O. City Council approval required.** The validity of this Agreement shall be expressly conditioned upon City Council action approving the Agreement. Execution of this Agreement by the persons referenced below prior to such ratification or approval shall not be construed as proof of validity in the absence of Meridian City Council approval.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the Effective Date first written above.

**ARTIST:**

\_\_\_\_\_  
ARTIST NAME, TITLE  
BUSINESS NAME

**CITY OF MERIDIAN:**

\_\_\_\_\_  
Robert E. Simison, Mayor

Attest: \_\_\_\_\_  
Chris Johnson, City Clerk

**EXHIBIT D**  
**TASK ORDER WITH ARTIST FOR MURAL DESIGN**

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**TASK ORDER FOR MURAL DESIGN**

This TASK ORDER FOR MURAL DESIGN (“Task Order”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 2022 (“Effective Date”), by and between the City of Meridian, a municipal corporation organized under the laws of the State of Idaho (“City”), and **NAME**, on behalf of **BUSINESS NAME**, a **TYPE OF BUSINESS** organized under the laws of the state of Idaho (“Artist”).

**WHEREAS**, Artist and City have entered into a *Master Agreement for Professional Services: Mural Design, Installation, and Maintenance* (“Master Agreement”), which establishes terms and conditions under which City may invite Artist to provide services including consultations, design, installation, maintenance, and repair of murals, pursuant to separate project task order(s) setting forth specific conditions, compensation amount, and scope of work; and

**WHEREAS**, City and **PROPERTY OWNER NAME** (“Owner”) have entered into a *Public Art Easement Agreement*, by which Agreement Owner agreed to allow City to engage an Artist for the purpose of designing a public art mural for potential installation at **ADDRESS**, in Meridian, Ada County parcel no. **NUMBER** (“Property”); specifically, on the **DIRECTION**-facing exterior wall of the building located at Property;

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed, and in consideration of the mutual promises and covenants herein contained, the Parties agree as follows:

**I. SCOPE OF SERVICES.** Artist shall design a large-scale, painted mural installation for potential installation on the **DIRECTION**-facing exterior wall of the building at the Property (“Mural”), located at Property. Throughout the design process, Artist shall seek input from City and Owner (collectively, “Stakeholders”), and shall finalize the design only with consensus from all Stakeholders. At the conclusion of the design process, Artist shall deliver to City a to-scale rendering of the Mural design, including a depiction of all architectural features and fixtures to be accommodated (*e.g.*, windows, doors, signs, projections, etc.). Artist shall also be responsible for obtaining written approval of the final design from the designated representative of each Stakeholder.

**II. COMPENSATION.**

**A. Total amount.** The total payment to Artist for services rendered under this Task Order shall be **AMOUNT IN WORDS** (**\$AMOUNT IN NUMBER**). This amount shall constitute full compensation for any and all services, travel, transportation, materials, fabrication, shipping, equipment, contingency, commission, artist fee, and costs of work to be performed or furnished by Artist under this Task Order.

**B. Method of payment.** Artist shall provide to City invoices for services and deliverables provided pursuant to the payment schedule set forth herein, which City shall pay within

thirty (30) days of receipt. City shall not withhold any federal or state income taxes or Social Security tax from any payment made by City to Artist under the terms and conditions of this Task Order. Payment of all taxes and other assessments on such sums shall be the sole responsibility of Artist.

**C. Payment schedule.** Artist shall be paid pursuant to the following benchmarks:

1. **Initial design:** \$AMOUNT shall be due to Artist for upon Artist's delivery to Stakeholders an initial design of the Mural.
2. **Final Design:** \$AMOUNT shall be due to Artist for delivery of a Final Design, as defined herein and as approved in writing by City.

### **III. TIME OF PERFORMANCE.**

**A. Timeline.** In the provision of services and deliverables under this Task Order, Artist shall meet the following deadlines:

1. **By 5:00 p.m. on DATE:** Artist shall deliver three initial designs of the Mural to City. Stakeholders are tentatively scheduled to review the initial designs and provide feedback on March 16, 2022 at 5:00pm.
2. **By 5:00 p.m. on DATE:** Artist shall deliver to City a provisionally final design which shall include a detailed, to-scale rendering of the Mural design, including a depiction of all architectural features and fixtures to be accommodated (*e.g.*, windows, doors, signs, projections, etc.). Stakeholders are tentatively scheduled to review the final design and give final feedback on May 18, 2022 at 5:00pm.
3. **By 5:00 p.m. on DATE:** Artist shall deliver to City the final design, which shall include: a) a detailed, to-scale rendering of the Mural design incorporating the feedback from Stakeholders and including a depiction of all architectural features and fixtures to be accommodated (*e.g.*, windows, doors, signs, projections, etc.) and b) written approval of the design from the Owner.

**B. Time of the essence.** The Parties acknowledge that services provided under this Task Order shall be performed in a timely manner. The Parties acknowledge and agree that time is strictly of the essence with respect to this Task Order, and that the failure to timely perform any of the obligations hereunder shall constitute a breach of, and a default under, this Task Order by the party so failing to perform.

### **IV. GENERAL PROVISIONS.**

**A. Master Agreement applies.** All provisions of the Master Agreement are incorporated by reference and made a part of hereof as if set forth in their entirety herein.

**B. Stakeholders' designated representatives.** Stakeholders have vested in the following representatives the authority to provide to Artist input and approval regarding proposed



mural designs. Any Stakeholder may change its authorized representative and/or address for the purpose of this paragraph by giving written notice of such change to Artist and to City.

**1. Owner:**

OWNER NAME, OWNER TITLE  
OWNER BUSINESS  
OWNER E-MAIL

**2. City:**

Cassandra Schiffler, Arts and Culture Coordinator  
City of Meridian  
cschiffler@meridiancity.org

**C. Limited edition.** Artist does, and shall, warrant and represent that the designs provided pursuant to this Task Order have never heretofore been designed, fabricated, installed, created, published, or copied and that Artist is the sole creator and owner of all rights in such designs.

**D. Installation not included.** Artist acknowledges and agrees that this Task Order imparts no commitment by City to contract with Artist for installation of the Mural depicted in concept designs provided pursuant to this Task Order. Further, this Task Order vests no right in Artist to install the Mural depicted in designs provided pursuant to this Task Order.

**E. City Council approval required.** The validity of this Task Order shall be expressly conditioned upon City Council action approving same. Execution of this Task Order by the persons referenced below prior to such ratification or approval shall not be construed as proof of validity in the absence of Meridian City Council approval.

**IN WITNESS WHEREOF,** the parties hereto have executed this Task Order on the Effective Date first written above.

**ARTIST:**

\_\_\_\_\_  
ARTIST NAME, TITLE  
BUSINESS NAME

**CITY OF MERIDIAN:**

\_\_\_\_\_  
Robert E. Simison, Mayor

Attest: \_\_\_\_\_  
Chris Johnson, City Clerk

**EXHIBIT E**  
**TASK ORDER WITH ARTIST FOR MURAL INSTALLATION**

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**TASK ORDER FOR MURAL INSTALLATION**

This TASK ORDER FOR MURAL INSTALLATION (“Task Order”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 2022 (“Effective Date”), by and between the City of Meridian, a municipal corporation organized under the laws of the State of Idaho (“City”), and NAME, on behalf of BUSINESS NAME, a TYPE OF BUSINESS organized under the laws of the state of Idaho (“Artist”).

**WHEREAS**, on DATE, Artist and City entered into a *Master Agreement for Professional Services: Mural Design, Installation, and Maintenance* (“Master Agreement”), which establishes terms and conditions under which City may invite Artist to provide services including consultations, design, installation, maintenance, and repair of murals, pursuant to separate project task order(s) setting forth specific conditions, compensation amount, and scope of work; and

**WHEREAS**, on DATE, City and PROPERTY OWNER NAME (“Owner”) entered into a *Public Art Easement Agreement*, by which Agreement Owner agreed to allow City to engage an Artist for the purpose of designing a public art mural for potential installation at ADDRESS, in Meridian, Ada County parcel no. NUMBER (“Property”); specifically, on the DIRECTION-facing exterior wall of the building located at Property;

**WHEREAS**, Artist has created a mural design that will establish a sense of place and local identity in downtown Meridian, and beautify public spaces, and Owner wishes to invite Artist to install the mural, as designed, on the DIRECTION-facing exterior wall of the building located at Property, pursuant to the *Public Art Easement Agreement* entered into by Owners and City on DATE;

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed, and in consideration of the mutual promises and covenants herein contained, the Parties agree as follows:

**I. SCOPE OF SERVICES.** Artist shall install, on the DIRECTION-facing exterior wall of the building located at Property, a large-scale, painted mural installation as depicted in *Exhibit A* hereto (“Mural”). Artwork design, fabrication, and installation, and Site Restoration shall comply in all respects with the RFP, with this agreement, with any applicable established industry standards, engineering standards, and with all established policies and ordinances of the City of Meridian.

**II. COMPENSATION.**

**A. Total amount.** The total payment to Artist for services rendered under this Agreement shall be AMOUNT IN WORDS (\$AMOUNT IN NUMBER). This amount shall constitute full compensation for any and all services, travel, transportation, materials, fabrication, shipping, equipment, contingency, commission, artist fee, and costs of work to be performed or furnished by Artist under this Task Order.

**B. Method of payment.** Artist shall provide to City invoices for services and deliverables provided pursuant to the payment schedule set forth herein, which City shall pay within thirty (30) days of receipt. City shall not withhold any federal or state income taxes or Social Security tax from any payment made by City to Artist under the terms and conditions of this Task Order. Payment of all taxes and other assessments on such sums shall be the sole responsibility of Artist.

**C. Payment schedule.** Artist shall be paid pursuant to the following benchmarks:

1. **Timeline:** \$AMOUNT shall be due to Artist within thirty (30) days of Artist's delivery of a detailed timeline for installation of the Mural, describing the estimated date of completion of each phase of the installation process.
2. **Final Completion:** \$AMOUNT shall be due to Artist within thirty (30) days of upon Final Completion, which shall be defined as:
  - a. Complete installation of the completed Mural, as confirmed by City and Owner;
  - b. Final inspection and written approval of the installation of the Mural by City and Owner;
  - c. Artist's submission to City of a recommended maintenance plan for the Mural; and
  - d. Execution of a mutually agreed-upon acceptance agreement, to be prepared by the City Attorney's Office, to include affirmation of Artist's indemnification of City and express waiver of Artist's right, title, or interest in the Mural.

### **III. TIME OF PERFORMANCE.**

**A. Timeline.** In the provision of services and deliverables under this Task Order, Artist shall meet the following deadlines:

1. **By 5:00 p.m. by DATE:** Artist shall deliver to City a detailed timeline for installation of the Mural.
2. **By 5:00 p.m. by DATE:** Artist shall deliver to City:
  - b. Completely installed Mural, as defined herein and as approved in writing by City and Owner;
  - c. Written recommended maintenance plan for the Mural; and
  - d. Signed acceptance agreement.

**B. Time of the essence.** The Parties acknowledge that services provided under this Task Order shall be performed in a timely manner. The Parties acknowledge and agree that time is strictly of the essence with respect to this Task Order, and that the failure to timely perform any of the obligations hereunder shall constitute a breach of, and a default under, this Task Order by the party so failing to perform.

### **IV. GENERAL PROVISIONS.**

**A. Master Agreement applies.** All provisions of the Master Agreement are incorporated by reference and made a part of hereof as if set forth in their entirety herein.

**B. Owner's and City's designated representatives.** Stakeholders have vested in the following representatives the authority to provide to Artist input and approval under this Agreement. Any Stakeholder may change its authorized representative and/or address for the purpose of this paragraph by giving written notice of such change to Artist and to City.

**1. Owner:**

OWNER NAME, OWNER TITLE

OWNER BUSINESS

OWNER E-MAIL

**2. City:**

Cassandra Schiffler, Arts and Culture Coordinator

City of Meridian

cschiffler@meridiancity.org

**C. City Council approval required.** The validity of this Task Order shall be expressly conditioned upon City Council action approving same. Execution of this Task Order by the persons referenced below prior to such ratification or approval shall not be construed as proof of validity in the absence of Meridian City Council approval.

**IN WITNESS WHEREOF,** the parties hereto have executed this Task Order on the Effective Date first written above.

**ARTIST:**

\_\_\_\_\_  
ARTIST NAME, TITLE

BUSINESS NAME

**CITY OF MERIDIAN:**

\_\_\_\_\_  
Robert E. Simison, Mayor

Attest: \_\_\_\_\_  
Chris Johnson, City Clerk

**EXHIBIT F**  
**MURAL ACCEPTANCE AGREEMENT**

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**ACCEPTANCE AGREEMENT: NAME OF MURAL, ADDRESS**

This ACCEPTANCE AGREEMENT: NAME OF MURAL, ADDRESS is made this \_\_\_\_ day of \_\_\_\_\_, 2022 (“Effective Date”), by and between the City of Meridian, a municipal corporation organized under the laws of the State of Idaho (“City”), and ARTIST, on behalf of COMPANY, a COMPANY TYPE organized under the laws of the state of Idaho (“Artist”).

**WHEREAS**, on DATE, Artist and City entered into a *Master Agreement for Professional Services: Mural Design, Installation, and Maintenance* (“Master Agreement”), which establishes terms and conditions under which City may invite Artist to provide services including consultations, design, installation, maintenance, and repair of murals, pursuant to separate project task order(s) setting forth specific conditions, compensation amount, and scope of work; and

**WHEREAS**, on DATE, City and NAME (“Owner”) entered into a *Memorandum of Agreement for Design and Installation of Mural*, by which Agreement NAME agreed to enter into a partnership with City to design and install a public art mural on the DIRECTION-facing side of the building at ADDRESS, in Meridian, Ada County parcel no. NUMBER (“Property”); and

**WHEREAS**, on DATE, City and Artist entered into a *Task Order for Mural Design*, and, on DATE, a *Task Order for Mural Installation* (“DATE Task Order”), by which agreements City engaged Artist to 1) work with Owner to design a mural for the DIRECTION-facing side of the building at Property, and 2) install such mural on Property, under City’s access thereto under the *Public Art Easement Agreement* entered into by City and Owners on DATE; and

**WHEREAS**, Owner and City have worked with Artist to design and install a mural entitled NAME OF MURAL on the DIRECTION face of the building at Property (“Artwork”) that exemplifies DESCRIPTION, establishes a sense of place and local identity in PART OF Meridian, and beautifies public spaces;

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed, and in consideration of the mutual promises and covenants herein contained, the Parties agree as follows:

**I. INDEMNIFICATION.**

Artist hereby indemnifies and saves and holds harmless City and its respective employees, elected officials, agents, guests, and/or business invitees, from any and all liabilities, losses, claims, actions, and/or judgments for damages, expenses, and/or injury to any person or property caused or incurred by or as the result of the performance of or failure to perform any work or service under or related to the DATE Agreement.

Artist specifically hereby indemnifies and saves and holds harmless City and its respective employees, elected officials, agents, guests, and/or business invitees, from any and all liabilities,

losses, claims, actions, judgments for damages, expenses, or injury to any person or to property arising as a result of:

- A. Artist’s failure, or the failure of any agent, employee, or subcontractor of Artist to exercise reasonable care, skill or diligence in the performance of any work or service under or related to the **DATE** Task Order;
- B. Any breach of any representation, warranty or covenant made by Artist, or by any of Artist’s agent(s), employee(s), or subcontractor(s);
- C. Artist’s infringement of or upon any intellectual property rights, whether intentional or unintentional, known or unknown, including any copyright or patent arising out of the reproduction or use in any manner of any plans, designs, drawings, specifications, information, material, sketches, notes or documents created by Artist in the performance of any work or service under the **DATE** Task Order; and/or
- D. The malfunction or failure of the Artwork, or any portion or component thereof, created and installed under the **DATE** Task Order.

**II. WAIVER.**

Artist hereby waives and releases, on behalf of Artist and Artist’s employees, agents, heirs, executors, administrators, assigns, and/or personal representatives, any and all claims and/or rights for damages Artist now has or may hereafter have against the City of Meridian and/or its employees, elected officials, agents, guests, and/or business invitees, suffered in connection with or arising out of the performance of any work or service under or related to the **DATE** Task Order. Except as otherwise expressly delineated in the **DATE** Task Order, Artist hereby waives any and all right, title, or interest in the Artwork and/or all items created under, assembled pursuant to, and/or otherwise related to the **DATE** Task Order and any and all addenda thereto.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the Effective Date first written above.

**ARTIST:**

\_\_\_\_\_  
ARTIST NAME  
COMPANY NAME

**CITY OF MERIDIAN:**

\_\_\_\_\_  
Robert E. Simison, Mayor

Attest: \_\_\_\_\_  
Chris Johnson, City Clerk

## **Public Comment Form**

February 7, 2022

Thank you MLD Trustees for your valuable feedback and being open to changing our current practice for accepting public comments to the Board of Trustees. I have amended a form (draft) that includes the fields we discussed.

### [Public Comment Form DRAFT](#)

If the fields are required, but not multiple-choice, anyone without an address could still complete and submit the form by writing N/A or None. This form would not ensure truthfulness unless we continue to check records in the system, but our practice at MLD has always to believe our patrons so I don't recommend the continued practice of verifying library cards or residency status. This form uses manual entry to email address & address so will not correct or catch misspellings. We set this up to be conditional meaning a person can share a general comment or direct it specific to a board meeting agenda item. Feel free to test both routes.

Trustees, please review the language on the form and submit a test so you can see the notification response. I've turned on notifications to point to the board group email so you all should receive an email forward when you submit. I invite you to use TEST somewhere in the form response until we go live (pending any additional edits from you). The notification add-on has a small cost, it is free for up to 20 notifications/month which in normal times is more than enough, but with the current situation we are seeing more than that so I'll pay for a one-year subscription if the board has consensus to proceed after this month's meeting. Then for me on the back-end, I can download the spreadsheet monthly to archive comments with the board meeting materials as well as the general comments.

This is not an agenda item that requires board action, but I do have it on the agenda for further discussion. Since this is related to the way the public communicates with you, I want to make sure all of us are happy with any change to the current practice. I look forward to your feedback.

Thank you,

Gretchen Caserotti, Library Director



Library Director <director@mld.org>

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## Form submission from: Message to the Board of Trustees

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**Meridian Library District** <help@mld.org>

Wed, Jan 19, 2022 at 6:15 PM

Reply-To: Meridian Library District <help@mld.org>

To: meridianlibraryboard@mld.org

Submitted on Wednesday, January 19, 2022 - 6:15pm

Submitted by anonymous user: 75.174.143.193

Submitted values are:

Your Name: Maria Kanning

Your Email Address: [Mariakanning@aol.com](mailto:Mariakanning@aol.com)

Your Message:

Hi there

My name is Maria Kanning..

I am sending this message in hopes that you will remove the mask mandate!

I have asthma and they make it hard for me to breath. I miss going to the library! Please remove your mask mandate! I would love to go back to the library!

Thank you

Maria

The results of this submission may be viewed at:

<https://www.mld.org/node/45241/submission/32286>



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## Form submission from: Message to the Board of Trustees

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Fri, Jan 21, 2022 at 6:10 AM

Submitted on Friday, January 21, 2022 - 6:10am  
Submitted by anonymous user: 67.60.233.190  
Submitted values are:

Your Name: Eva Golightly  
Your Email Address: [egolight61@icloud.com](mailto:egolight61@icloud.com)  
Your Message:

Hello,  
I'd like to address the mask mandate in the library. Throughout the city of Meridian, the mask mandate has been lifted since last summer, whereas the library continues with this mandate. Why? The Covid has been around since 2020, and somehow this fear factor has been implemented so that people can feel safe. What about the common cold and the flu? They are contagious and there has been no mask mandate with the cold and flu. People are realizing that the vaccines and masks are not effective to prevent the Covid. I've been not wearing a mask since last year and is healthy and doing well. I go shopping and eat at restaurants, go to movie theaters. Every time I enter the library to check out books I have to put on a mask. For what? What is there to be afraid of, I ask myself. Children has a natural immune system as well as the general population when doing exercise, eating properly and taking vitamins. Let's allow people to make a choice, if they want to wear a mask or not. Illnesses will always be around, but let not be the main factor to control our lives to be fearful of Covid.  
Thank you.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32309>

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## Form submission from: Message to the Board of Trustees

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Thu, Dec 23, 2021 at 8:44 PM

Submitted on Thursday, December 23, 2021 - 8:44pm  
Submitted by anonymous user: 173.47.31.84  
Submitted values are:

Your Name: Jon Eisfelder  
Your Email Address: [joneisfelder@gmail.com](mailto:joneisfelder@gmail.com)  
Your Message:

I went to Unbound today to see all the features the board keeps talking about. Walking in, I could see it is something new and different. The staff there was very friendly and polite.

I asked for a tour so we could learn what this facility has to offer. Your employee kindly requested my family put on a mask. I explained we do not wear masks and told him thank you and we left. My family will not treat your staff poorly because of the position you have put them in.

I am not looking for a response. Once again, I want to tell you it is not your responsibility to enforce your medical decisions on my family. Please make masks highly recommended, get rid of your policy, and focus your efforts on expanding the library into 2022..... not dividing us.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32012>

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## Fwd: Mask Mandate/Board Meeting

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**Megan Larsen** <mlarsen@mld.org>

Thu, Feb 3, 2022 at 4:02 PM

To: ann3040@outlook.com

Cc: Library Director <director@mld.org>

Thank you for your comments to the Meridian Library Board. Input from our patrons is an important element in our decision making process.

Megan Larsen  
Chair, Meridian Library Board of Trustees

----- Forwarded message -----

From: **Ann Attarian** <ann3040@outlook.com>

Date: Thu, Feb 3, 2022 at 6:28 AM

Subject: Mask Mandate/Board Meeting

To: [mlarsen@mld.org](mailto:mlarsen@mld.org) <[mlarsen@mld.org](mailto:mlarsen@mld.org)>

I am a Meridian resident, tax payer and library patron. Please remove mask mandates. As with most countries and others US states, Florida, South Dakota, Wyoming, etc. they have removed mandatory masks. We learned that removing masks did not lead to increased transmission. Follow the science. This is no longer a pandemic. We do not have to have masks in restaurants, retail stores, grocery stores nor church. Look forward to seeing people at the meeting on the 16th to address. Thank you.

*Ann Attarian*

(602) 820-9201

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**Meg Larsen**

Chair, Meridian Library District Board of Trustees

208.888.4451 | [MLD.org](http://MLD.org)

[Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)



**Notice:** *All communication transmitted within the Meridian Library District (MLD) Email system may be a public record and may be subject to disclosure under the Idaho Public Records Act (Idaho Code 74-102 et seq.) and as such may be copied and reproduced by members of the public.*

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**Form submission from: Message to the Board of Trustees**

2 messages

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Sun, Jan 30, 2022 at 6:38 PM

Submitted on Sunday, January 30, 2022 - 6:38pm  
Submitted by anonymous user: 96.18.80.44  
Submitted values are:

Your Name: Greg  
Your Email Address: [glmaintain@hotmail.com](mailto:glmaintain@hotmail.com)  
Your Message:

Listen I understand you have your concern for the fear mongoring media. But stats are that it's less than a 1% death rate, if they actually count the death right correct.

Stop your mandate of masks and please get back to normal. Get your shot if that makes you feel better.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32462>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Sun, Jan 30, 2022 at 7:20 PM

Submitted on Sunday, January 30, 2022 - 7:20pm  
Submitted by anonymous user: 154.6.24.155  
Submitted values are:

Your Name: Michael Hon  
Your Email Address: [Hon.michael@gmail.com](mailto:Hon.michael@gmail.com)  
Your Message: Based on the fact that West Ada School District and the UK have eliminated mask mandates, we ask that the Meridian Library make masks optional at ALL it's branches. Please keep in mind that we the public fund the library and the Trustees work for the public.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32463>

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## Form submission from: Message to the Board of Trustees

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Mon, Jan 31, 2022 at 9:58 AM

Submitted on Monday, January 31, 2022 - 9:58am  
Submitted by anonymous user: 24.117.147.47  
Submitted values are:

Your Name: Suzan Gilchrist  
Your Email Address: [Suzangil@att.net](mailto:Suzangil@att.net)  
Your Message:

I am a tax paying Meridian citizen. Why in the world are you making useless mask wearing mandatory in the Meridian library?? No where are masks mandatory especially now knowing the medical facts about their use. You should know this and it is obvious you are not doing your research and you are basing your vote on subjective opinions. This is dangerous and ridiculous. Stop and change your vote.

Please send me 3 factual medical reasons for your decision. Thank you.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32466>

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**Form submission from: Message to the Board of Trustees**

12 messages

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Tue, Feb 1, 2022 at 8:22 AM

Submitted on Tuesday, February 1, 2022 - 8:22am  
Submitted by anonymous user: 173.47.31.84  
Submitted values are:

Your Name: Jon  
Your Email Address: [joneisfelder@gmail.com](mailto:joneisfelder@gmail.com)  
Your Message:  
Board,

“The West Ada School District Board of Trustees approved a motion to transition to mask optional environment for students and staff in all district facilities while maintaining current positive case notification procedures beginning November 29, 2021.” West Ada School District.

“FACE COVERINGS ARE STRONGLY RECOMMENDED AS DESCRIBED IN STAGE 4 OF IDAHO’S STAY HEALTHY GUIDELINES” City of Meridian

“Following updated guidance provided by the Centers for Disease Control and Prevention (CDC) on May 14, 2021, Ada County Departments including EXPO Idaho (Western Idaho Fair), Parks & Waterways, the Ada County Landfill, as well as Ada County Weed, Pest and Mosquito Abatement, will no longer require the public to wear masks upon entering our facility. This also applies to all department offices within the Ada County Courthouse on Front Street in Boise, as well as the Department of Motor Vehicles (DMV) locations.” Ada County

Even experts on CNN have stated cloth masks do not work.

You are going against every larger Government entity in the County and you are the smallest.

I encourage you to listen to Joe Rogan’s Podcast on Spotify. He is a self-proclaimed Democrat.

Specifically, Dr Robert Malone, MD episode 1757 and Dr. Peter A. McCullough episode 1747. They are real experts.



What you are doing is not science or leadership. It is control. You are mandating medical decisions that don't need to be mandated.

Please remove your mask mandatory policy immediately.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32480>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Tue, Feb 1, 2022 at 8:30 AM

Submitted on Tuesday, February 1, 2022 - 8:30am  
Submitted by anonymous user: 65.129.85.136  
Submitted values are:

Your Name: Christine Waldick  
Your Email Address: [cwaldick@comcast.net](mailto:cwaldick@comcast.net)  
Your Message: Please stop the senseless mask mandate at our library!

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32481>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Tue, Feb 1, 2022 at 8:44 AM

Submitted on Tuesday, February 1, 2022 - 8:44am  
Submitted by anonymous user: 2600:100e:b125:87c6:f15b:599e:641d:a91c  
Submitted values are:

Your Name: Michael Farlow  
Your Email Address: [Mfarlow61@gmail.com](mailto:Mfarlow61@gmail.com)  
Your Message: Based on the fact that West Ada School District has eliminated mask mandates, we ask that the Meridian Library make masks optional at ALL

it's branches. Please keep in mind that we the public fund the library and the Trustees work for the public.”

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32482>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Tue, Feb 1, 2022 at 9:08 AM

Submitted on Tuesday, February 1, 2022 - 9:08am  
Submitted by anonymous user: 96.19.64.62  
Submitted values are:

Your Name: Pete Baranko  
Your Email Address: [DBWLLC.contact@gmail.com](mailto:DBWLLC.contact@gmail.com)

Your Message:

Cease and desist from any form of Mask Mandate in all public facilities. We The People are not subjects of government tyranny but masters of the government which it derives its just powers from.

We must not and will not comply with tyrannical orders.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32483>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Tue, Feb 1, 2022 at 9:14 AM

Submitted on Tuesday, February 1, 2022 - 9:14am  
Submitted by anonymous user: 75.174.65.154  
Submitted values are:

Your Name: Gayla Romer  
Your Email Address: [Gswhipple1@gmail.com](mailto:Gswhipple1@gmail.com)

Your Message:

Good morning. As a citizen of Meridian Idaho I am very much concerned about mandates that have been placed upon me. I am kindly asking you to cancel the policy to wear masks at the library. I would like my life to go back to being

free and not wearing a mask. Thank you.  
Gayla Romer.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32484>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Tue, Feb 1, 2022 at 9:14 AM

Submitted on Tuesday, February 1, 2022 - 9:14am  
Submitted by anonymous user: 75.174.65.154  
Submitted values are:

Your Name: Gayla Romer  
Your Email Address: [Gswhipple1@gmail.com](mailto:Gswhipple1@gmail.com)

Your Message:

Good morning. As a citizen of Meridian Idaho I am very much concerned about mandates that have been placed upon me. I am kindly asking you to cancel the policy to wear masks at the library. I would like my life to go back to being free and not wearing a mask. Thank you.  
Gayla Romer.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32485>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Tue, Feb 1, 2022 at 9:35 AM

Submitted on Tuesday, February 1, 2022 - 9:35am  
Submitted by anonymous user: 2600:1006:b013:ebdd:4011:45f5:8631:acfa  
Submitted values are:

Your Name: Brenda Gilchrist  
Your Email Address: [Keepidred@protonmail.com](mailto:Keepidred@protonmail.com)

Your Message: Please remove mask mandates. As with most countries and others US states, Florida, South Dakota, Wyoming, etc. they have removed mandatory masks. We learned that removing masks did not lead to increased transmission. Follow the science. This is no longer a pandemic.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32486>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Tue, Feb 1, 2022 at 10:30 AM

Submitted on Tuesday, February 1, 2022 - 10:30am  
Submitted by anonymous user: 65.129.17.150  
Submitted values are:

Your Name: Carrie Hovey  
Your Email Address: [coffeebeanforme@yahoo.com](mailto:coffeebeanforme@yahoo.com)  
Your Message: I am writing today to ask for removal of the mask mandate in your libraries. There are currently no County, City or State mask mandates and I am a taxpayer who is directly funding your library. By mandating masks you are preventing me from using the services that I am funding and that must be unconstitutional because masks are a risk to my health. Even the local school district in which you reside (West Ada School District) has rescinded their mask mandate (Effective 12/1/2021) and they have a much larger public attendance than you do on a daily basis. Those that wish to wear masks because they believe they provide a health benefit are still free to wear one with removal of a mask mandate. They are free to do so because we live in AMERICA but by mandating masks for all library patrons you are taking away the freedoms that I am guaranteed as an American! Remove the mask mandate NOW!

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32489>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Tue, Feb 1, 2022 at 1:33 PM

Submitted on Tuesday, February 1, 2022 - 1:33pm  
Submitted by anonymous user: 65.129.101.88  
Submitted values are:

Your Name: Pam Green

Your Email Address: [greenkerryandpam@hotmail.com](mailto:greenkerryandpam@hotmail.com)

Your Message:

Please remove the mask mandate. It is unconstitutional and infringes on the rights of the citizens AND I might add the voters of Meridian!

Pam and Keery Green

Citizens of Meridian

The results of this submission may be viewed at:

<https://www.mld.org/node/45241/submission/32494>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Tue, Feb 1, 2022 at 3:50 PM

Submitted on Tuesday, February 1, 2022 - 3:50pm

Submitted by anonymous user: 24.116.143.209

Submitted values are:

Your Name: Elizabeth DeAmicis

Your Email Address: [erdeamicis@gmail.com](mailto:erdeamicis@gmail.com)

Your Message:

Dear Board of Trustees,

I am writing to ask you to remove the mandatory mask policy immediately.

Thank You,

Elizabeth DeAmicis

83646

The results of this submission may be viewed at:

<https://www.mld.org/node/45241/submission/32497>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Tue, Feb 1, 2022 at 3:58 PM

Submitted on Tuesday, February 1, 2022 - 3:58pm

Submitted by anonymous user: 75.174.159.14

Submitted values are:

Your Name: Jeremy Kanning

Your Email Address: [kanning.jk@gmail.com](mailto:kanning.jk@gmail.com)

Your Message: It's time to remove mask mandate for Meridian public libraries. Our schools have already heard the will of the public now it's time for all city facilities to do the same.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32498>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Tue, Feb 1, 2022 at 5:20 PM

Submitted on Tuesday, February 1, 2022 - 5:20pm  
Submitted by anonymous user: 148.87.23.13  
Submitted values are:

Your Name: David Watson

Your Email Address: [davidjwatson.007@gmail.com](mailto:davidjwatson.007@gmail.com)

Your Message:

Dear Trustees,

Please lift your mask policy immediately. Masks are ineffective. Johns Hopkins just released a massive meta analysis in January that concluded that such policies are "ill-founded".

Thank you,  
David Watson  
Meridian

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32500>

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**Form submission from: Message to the Board of Trustees**

2 messages

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Wed, Feb 2, 2022 at 11:41 AM

Submitted on Wednesday, February 2, 2022 - 11:41am

Submitted by anonymous user: 174.27.210.144

Submitted values are:

Your Name: S Nelson

Your Email Address: [haffnelson@gmail.com](mailto:haffnelson@gmail.com)

Your Message: Most countries and other US states, Florida, South Dakota, Wyoming, etc. have removed mandatory masks. We now know that removing masks did not lead to increased transmission. Follow the science. This is no longer a pandemic but more about control and manipulation. No more lies! West Ada School District has eliminated mask mandates, it's time that the Meridian Library make masks optional at ALL it's branches. Please keep in mind that we the public fund the library and the Trustees work for the public. Looking forward to the meeting on the 16th.

The results of this submission may be viewed at:

<https://www.mld.org/node/45241/submission/32507>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Wed, Feb 2, 2022 at 12:28 PM

Submitted on Wednesday, February 2, 2022 - 12:28pm

Submitted by anonymous user: 24.117.80.235

Submitted values are:

Your Name: Melissa Hadden

Your Email Address: [melissamarilyn77@gmail.com](mailto:melissamarilyn77@gmail.com)

Your Message:

Hello Board of Trustees,

The Meridian Library District is doing a fantastic job of continuing to offer

vitally needed space, programming, and materials to its patrons amidst a pandemic. The community resources available continue to amaze me. In the last year I have often requested books that are brand new and the Meridian Library District has had them available.

Our community relies on the access to the internet, books, publications, and a physical place to be for all ages. I am grateful that the MLD has mask mandates in place and is using scientific evidence as their guide for library policies to hinder the spread of Covid-19 and to keep libraries open as much as possible.

Please continue to rely on scientific evidence to aid in keeping our community safe; isn't that one benefit of a wonderful library system—to use the best resources from experts to gain information and education?

Thank you for continuing to support an award winning library system.

Sincerely,  
Melissa Hadden  
Meridian Resident

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32508>



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**Form submission from: Message to the Board of Trustees**

2 messages

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Thu, Feb 3, 2022 at 6:26 PM

Submitted on Thursday, February 3, 2022 - 6:26pm  
Submitted by anonymous user: 24.117.186.89  
Submitted values are:

Your Name: Jessica Mandujano

Your Email Address: [Jes.mandujano1@gmail.com](mailto:Jes.mandujano1@gmail.com)

Your Message: I really just want to say THANK YOU. Your mask policy has made our entire family feel so much better about enjoying a visit to our library. Early on, while our family was in lockdown, I would take my 4 year old daughter to the library every week to pick out books...it was our only outing. Now as we continue to move forward with life, knowing that the library has continued this policy is so wonderful. Thank you so much. I know that there are some that are against this policy but I urge you to keep it in place. My son, 6 years old, has a weakened immune system - we are still very careful about where we go and continue to wear our masks and sanitize as we are out in the community. There are so many families, like mine, that have a compromised individual at home and, in my opinion, wearing a mask is a very small request to make. Thank you.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32530>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Thu, Feb 3, 2022 at 10:12 PM

Submitted on Thursday, February 3, 2022 - 10:11pm  
Submitted by anonymous user: 24.116.138.72  
Submitted values are:

Your Name: Ashley Mujagic

Your Email Address: [ashleymujagic@gmail.com](mailto:ashleymujagic@gmail.com)

Your Message: Please remove your mask mandate immediately. As a tax paying citizen I find it frustrating that you would not serve or assist anyone not wearing a mask, though they pay for the use of the library through taxes. Furthermore anyone who feels the need to wear a mask can always happily do so moving forward regardless if you remove the mandate. Then all parties can be happy to make their own personal decisions. Thank you for your time.

The results of this submission may be viewed at:

<https://www.mld.org/node/45241/submission/32532>

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**Form submission from: Message to the Board of Trustees**

3 messages

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Fri, Feb 4, 2022 at 3:37 PM

Submitted on Friday, February 4, 2022 - 3:37pm  
Submitted by anonymous user: 65.129.56.90  
Submitted values are:

Your Name: Renae Topham  
Your Email Address: [thetwotops@gmail.com](mailto:thetwotops@gmail.com)  
Your Message:

Hello-

I am writing today to ask that you lift your mask requirements in your library facilities. We do have a library card and have felt uncomfortable even thinking about going into the library due to this ridiculous (at this point anyway) policy. If people would like to wear a mask they can, but my family cannot and will not wear them for a multitude of reasons. We do pay tax to support this library and are more than frustrated that we cannot access it comfortably at this time. It is well past time to take this restriction away!

Regards,  
Renae Topham

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32545>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Fri, Feb 4, 2022 at 3:53 PM

Submitted on Friday, February 4, 2022 - 3:52pm  
Submitted by anonymous user: 174.27.136.205  
Submitted values are:

Your Name: Tamara Molfino  
Your Email Address: [tammymolfino@gmail.com](mailto:tammymolfino@gmail.com)

Your Message: Please remove mask mandates. As with most countries and others US states, Florida, South Dakota, Wyoming, etc. they have removed mandatory masks. We learned that removing masks did not lead to increased transmission. Follow the science. This is no longer a pandemic.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32546>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Fri, Feb 4, 2022 at 8:36 PM

Submitted on Friday, February 4, 2022 - 8:36pm  
Submitted by anonymous user: 65.129.85.47  
Submitted values are:

Your Name: Julie Paine  
Your Email Address: [juliej9469@gmail.com](mailto:juliej9469@gmail.com)

Your Message:

Library Board Members,

It is long past time to remove all mask requests at the library. There are instances all over the country and the world where mask requirements are being abandoned because of total ineffectiveness in promoting public health in any way. Furthermore, this mask requirement has become an excuse for certain library employees to show absolute disrespect to young patrons seeking library services. This discriminatory behavior and appalling lack of customer service is unacceptable in a public establishment funded by the community at large. My censure is limited to those employees participating in this childish behavior. In all other cases I express my gratitude to those librarians who have continued to deliver excellent service. Thank you,  
Julie

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32547>

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**Form submission from: Message to the Board of Trustees**

6 messages

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Mon, Feb 7, 2022 at 8:53 AM

Submitted on Monday, February 7, 2022 - 8:53am  
Submitted by anonymous user: 173.47.31.84  
Submitted values are:

Your Name: Jon

Your Email Address: [joneisfelder@gmail.com](mailto:joneisfelder@gmail.com)

Your Message:

Because it is so widely known the average face mask does not work, studies are being conducted to see how to make them more effective.

If the Meridian Library Board is going to continue an ineffective mandatory mask policy.... You should also impose a "Pantyhose policy".

This is some information about a study from the University of Cambridge to make masks effective.

<https://www.thegatewaypundit.com/2022/02/make-stop-scientists-find-putting-pantyhose-head-creates-better-seal-makes-masks-safer/>

Remove your mask policy immediately and replace it with a mask optional policy.

The results of this submission may be viewed at:

<https://www.mld.org/node/45241/submission/32616>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Mon, Feb 7, 2022 at 11:32 AM

Submitted on Monday, February 7, 2022 - 11:32am  
Submitted by anonymous user: 67.61.49.65  
Submitted values are:

Your Name: David McLeod

Your Email Address: [ddmcleod@mail.com](mailto:ddmcleod@mail.com)

Your Message:

Anyone who is trying to enforce any kind of "health" mandate is working (knowingly or otherwise) for "the deep state", "the hidden hand", "the cabal". You may think I'm just another ridiculous "conspiracy theorist" but the truth is that I just do a lot of research and I examine as many different perspectives as I possibly can. I strongly encourage you to watch this video: <https://rumble.com/vrxm15-monopoly-who-owns-the-world-by-tim-gielen-english-sub.html>

It provides you with an excellent overview of who really owns the world and why this fake "covid pandemic" even exists. If you pause long enough to just listen, you will realize that these mask mandates are totally useless and ridiculous, and you are merely playing into the hands of the powers that be. You have an opportunity now to do the right thing. Serve the people you were elected to serve instead of being complicit in the enslavement of all humanity--including yourselves.

You start by removing your unscientific and fraudulent mask mandate, and then you do what is necessary to wake yourselves up and rejoin the rest of humanity.

Thank you.

David McLeod

The results of this submission may be viewed at:

<https://www.mld.org/node/45241/submission/32623>

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**Meridian Library District** <[help@mld.org](mailto:help@mld.org)>

Mon, Feb 7, 2022 at 11:51 AM

Reply-To: Meridian Library District <[help@mld.org](mailto:help@mld.org)>

To: [meridianlibraryboard@mld.org](mailto:meridianlibraryboard@mld.org)

Submitted on Monday, February 7, 2022 - 11:51am

Submitted by anonymous user: 96.18.80.44

Submitted values are:

Your Name: Sarah Lindsay

Your Email Address: [audreesmomsl@gmail.com](mailto:audreesmomsl@gmail.com)

Your Message: I'm a little sadden to see that the library is forcing a mask mandate policy when our county does not have this in place. Professionals across the board are realizing more and more how devastating this is to our children's health and wellbeing. I urge you to let parents be parents and continue to make decisions for their own children(and themselves) regarding masks. This is not going away anytime soon, and we need to focus on the

educational and emotional well-being of our kids not mandates that separate and divide.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32625>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Mon, Feb 7, 2022 at 1:01 PM

Submitted on Monday, February 7, 2022 - 1:01pm  
Submitted by anonymous user: 89.187.177.75  
Submitted values are:

Your Name: Lynn Laird  
Your Email Address: [Dr.Laird@protonmail.com](mailto:Dr.Laird@protonmail.com)  
Your Message:

I am puzzled by the board's decision to continue with the face mask rule. By now, it's clear that they don't work. If they worked, we wouldn't "need" them anymore, right? It's been almost two years that we've been playing this game. Isn't it time we acted like normal humans again? To see one another's smiles and other facial expressions. Libraries are supposed to be places of learning AND social interaction. Keeping masks on people can and does interfere with both.

Please understand the social and development implications of masking children and the adults around them. They NEED to see facial expressions. Children under 2 years of age haven't lived in a normal world. Those under 5 probably don't recall living in a normal world. Can the library please be a safe haven for these youngsters and the rest of us, where we can all experience people with faces?

I hope that at your upcoming meeting you will all vote to do away with masking, both of patrons AND staff.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32626>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Mon, Feb 7, 2022 at 1:39 PM

Submitted on Monday, February 7, 2022 - 1:39pm

Submitted by anonymous user: 160.2.176.63

Submitted values are:

Your Name: Christy Martin

Your Email Address: [christytines@gmail.com](mailto:christytines@gmail.com)

Your Message: Thank you so much for sticking with science and requiring masks in the library!

The results of this submission may be viewed at:

<https://www.mld.org/node/45241/submission/32627>

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**Meridian Library District** <help@mld.org>

Mon, Feb 7, 2022 at 1:39 PM

Reply-To: Meridian Library District <help@mld.org>

To: meridianlibraryboard@mld.org

Submitted on Monday, February 7, 2022 - 1:39pm

Submitted by anonymous user: 160.2.176.63

Submitted values are:

Your Name: Christy Martin

Your Email Address: [christytines@gmail.com](mailto:christytines@gmail.com)

Your Message: Thank you so much for sticking with science and requiring masks in the library!

The results of this submission may be viewed at:

<https://www.mld.org/node/45241/submission/32628>



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**Form submission from: Message to the Board of Trustees**

5 messages

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Thu, Feb 10, 2022 at 9:37 AM

Submitted on Thursday, February 10, 2022 - 9:37am  
Submitted by anonymous user: 96.19.60.231  
Submitted values are:

Your Name: Thad Butterworth  
Your Email Address: [thadb45@gmail.com](mailto:thadb45@gmail.com)

Your Message: It's time to remove the mask mandates. Multiple studies that prolonged mask wearing damages lungs and creates more of a danger to our children than the waning COVID virus. Even OSHA admits the danger of long term mask usage with their guidelines for employees. It's time for the library board to follow the science and end this harmful mandate.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32668>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Thu, Feb 10, 2022 at 9:51 AM

Submitted on Thursday, February 10, 2022 - 9:51am  
Submitted by anonymous user: 191.96.206.24  
Submitted values are:

Your Name: Michael Hon  
Your Email Address: [michael.hon@pm.me](mailto:michael.hon@pm.me)

Your Message: Being that most of the Western world is dropping their vaccine and mask mandates, I ask you to put on your upcoming agenda for Feb 16th, a vote to make the MLD mask requirement optional.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32669>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Thu, Feb 10, 2022 at 10:57 AM

Submitted on Thursday, February 10, 2022 - 10:57am  
Submitted by anonymous user: 2607:fb90:8296:e7a3:42d2:2882:9b93:c1c9  
Submitted values are:

Your Name: Greg  
Your Email Address: [glmaintain@hotmail.com](mailto:glmaintain@hotmail.com)  
Your Message: It simple, stop acting like this is normal. Remove the face mask policy. Thank you

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32671>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Thu, Feb 10, 2022 at 11:04 AM

Submitted on Thursday, February 10, 2022 - 11:04am  
Submitted by anonymous user: 174.211.111.126  
Submitted values are:

Your Name: Brenda Gilchrist  
Your Email Address: [Keepidred@protonmail.com](mailto:Keepidred@protonmail.com)  
Your Message:  
This is a follow up to my last message. Again, I am requesting the trustees remove the unnecessary mask mandates. Let people decide for themselves if they choose to wear a mask or not.  
Follow the science, not the media and progressive tyrants. Resources: Dr. Malone, Dr. Cole, Dr. McCullough, FLCCC, AFLD.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32672>

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**Meridian Library District** <help@mld.org>

Thu, Feb 10, 2022 at 1:05 PM

Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Submitted on Thursday, February 10, 2022 - 1:05pm  
Submitted by anonymous user: 24.117.188.110  
Submitted values are:

Your Name: Garrett Blackner  
Your Email Address: [garrettblackner@gmail.com](mailto:garrettblackner@gmail.com)  
Your Message:  
Please remove Mask Mandates.

Let move toward being normal again.

Thank you

Garrett

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32673>



Library Director <director@mld.org>

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## Form submission from: Message to the Board of Trustees

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Fri, Feb 11, 2022 at 7:22 PM

Submitted on Friday, February 11, 2022 - 7:22pm  
Submitted by anonymous user: 24.116.143.209  
Submitted values are:

Your Name: Liz DeAmicis  
Your Email Address: [erdeamicis@gmail.com](mailto:erdeamicis@gmail.com)  
Your Message:  
Dear Board of Trustees,

I'm requesting that you end the mask policy. Common sense tells us that we need oxygen and masks restrict the flow of oxygen. Common sense tells us it is not good to be breathing in carbon dioxide.

Please check out the information on this website.  
<https://www.thehealthyamerican.org/masks-dont-work?rq=masks>.

Thank you,  
Liz DeAmicis

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32706>

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## Form submission from: Message to the Board of Trustees

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: meridianlibraryboard@mld.org

Sun, Feb 13, 2022 at 3:09 PM

Submitted on Sunday, February 13, 2022 - 3:09pm  
Submitted by anonymous user: 2607:fb90:8295:3e4f:617d:abd3:133a:89ac  
Submitted values are:

Your Name: Joe Paine

Your Email Address: [joepaine1@gmail.com](mailto:joepaine1@gmail.com)

Your Message: Time to remove the mask mandate. I'm tired of seeing the abuse to children. I'm grossed out how much more people with masks on touch their face and spread germs than those without one on. This has been such a political nightmare. Stop playing the game. People can be healthy and safe by washing hands and not going out when sick, sneezing or coughing. Masks do nothing, except litter the parking lots.

The results of this submission may be viewed at:  
<https://www.mld.org/node/45241/submission/32729>



Camille Hampton &lt;camille@mld.org&gt;

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**Form submission from:**

4 messages

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Mon, Feb 7, 2022 at 2:17 AM

Submitted on Monday, February 7, 2022 - 2:17am  
Submitted by anonymous user: 24.116.97.209  
Submitted values are:

Your Name: Alexis Courtois

Your Email Address: [alexisionalee@gmail.com](mailto:alexisionalee@gmail.com)

Topic: Library Policies

Message: I just wanted to thank you for being one of the few places I feel safe taking my little boys to. Thank you for requiring masks. I know some people in this valley and not the nicest people when it comes to masks. Thank you for all you provide to the community.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32612>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Mon, Feb 7, 2022 at 7:01 AM

Submitted on Monday, February 7, 2022 - 7:01am  
Submitted by anonymous user: 194.60.86.117  
Submitted values are:

Your Name: Susan Westergard

Your Email Address: [suze@mac.com](mailto:suze@mac.com)

Topic: Library Policies

Message:

I hear of harsh pushback from those who are fighting mask mandates in every venue from schools to private businesses. With family members at very high risk of severe covid illness even with vaccinations and boosters, I would just like to say thank you for your mask-required policy and following CDC guidelines. I'm guessing the resisters are louder so I wanted to add my voice to the other side of support.

Thank you

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32614>

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**Camille Hampton** <camille@mld.org>  
To: Gretchen Caserotti <gretchen@mld.org>, Kristine Haman <khaman@mld.org>

Mon, Feb 7, 2022 at 8:05 AM

[Quoted text hidden]

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**Camille Hampton** (she/her)

Reader's Services Supervisor, Meridian Library on Cherry Lane

208.888.4451 x1228 | [MLD.org](http://MLD.org)[Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

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**Camille Hampton** <camille@mld.org>  
To: Gretchen Caserotti <gretchen@mld.org>, Kristine Haman <khaman@mld.org>

Mon, Feb 7, 2022 at 8:06 AM

----- Forwarded message -----

From: **Meridian Library District** <help@mld.org>  
Date: Mon, Feb 7, 2022 at 2:17 AM  
Subject: Form submission from:  
To: <camille@mld.org>

[Quoted text hidden]

[Quoted text hidden]



Camille Hampton <camille@mld.org>

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**Form submission from:**

1 message

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Mon, Feb 7, 2022 at 3:43 PM

Submitted on Monday, February 7, 2022 - 3:43pm  
Submitted by anonymous user: 206.206.29.96  
Submitted values are:

Your Name: Timothy J Hohs  
Your Email Address: [timhohs@gmail.com](mailto:timhohs@gmail.com)  
Topic: Library Policies  
Message: Follow the science. The mob may get angry but you're conscience will be happy.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32629>





Meridian Library Help <help@mld.org>

---

**Form submission from:**

1 message

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: help@mld.org

Sun, Feb 6, 2022 at 7:10 PM

Submitted on Sunday, February 6, 2022 - 7:10pm  
Submitted by anonymous user: 159.118.148.96  
Submitted values are:

Your Name: Linda  
Your Email Address: [trektheory@yahoo.com](mailto:trektheory@yahoo.com)  
Topic: Other  
Message: I am so glad to know you are being proactive and Covid safe, requiring masks. It makes me feel so much safer!

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32593>



Camille Hampton &lt;camille@mld.org&gt;

---

**Form submission from:**

18 messages

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Sun, Feb 6, 2022 at 4:09 PM

Submitted on Sunday, February 6, 2022 - 4:09pm  
Submitted by anonymous user: 2600:100e:b13f:cf44:b011:6ca5:59f:bc39  
Submitted values are:

Your Name: Charlsy Panzino  
Your Email Address: [charlsypanzino@gmail.com](mailto:charlsypanzino@gmail.com)  
Topic: Library Policies  
Message: Thank you for requiring masks!! We really appreciate that you're helping keep people safe!

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32569>

---

**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Sun, Feb 6, 2022 at 4:10 PM

Submitted on Sunday, February 6, 2022 - 4:10pm  
Submitted by anonymous user: 24.117.80.149  
Submitted values are:

Your Name: Samantha Johnson  
Your Email Address: [samanthajohnson@gmail.com](mailto:samanthajohnson@gmail.com)  
Topic: Library Policies  
Message: Thank you for requiring masks so that my children and I can safely visit the library! I hope that you will continue, and that you'd consider doing a masked storytime!

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32570>

---

**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Sun, Feb 6, 2022 at 4:32 PM

Submitted on Sunday, February 6, 2022 - 4:32pm  
Submitted by anonymous user: 24.116.247.74  
Submitted values are:

Your Name: Tara Britson  
Your Email Address: [tarabritson@gmail.com](mailto:tarabritson@gmail.com)  
Topic: Library Policies  
Message: Just wanted to say thank you for continuing to follow Covid-safe protocols like requiring masks. I plan to bring my 4-year old daughter in next week for the first time. She hasn't been to a library since she was 18 months old because of Covid. She has asked so many times the last few months that we are finally going to do it - but only because of the mask policy. Thanks for keeping us safe and helping to reduce the spread in our community!

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32571>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Sun, Feb 6, 2022 at 4:36 PM

Submitted on Sunday, February 6, 2022 - 4:36pm  
Submitted by anonymous user: 174.27.171.57  
Submitted values are:

Your Name: Julie Edwards  
Your Email Address: [nogodigs@gmail.com](mailto:nogodigs@gmail.com)  
Topic: Library Policies  
Message: Thank you for requiring masks. I appreciate your efforts.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32572>

---

**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Sun, Feb 6, 2022 at 5:08 PM

Submitted on Sunday, February 6, 2022 - 5:08pm  
Submitted by anonymous user: 24.116.96.130  
Submitted values are:

Your Name: Becky Valentine  
Your Email Address: [becky10447@gmail.com](mailto:becky10447@gmail.com)  
Topic: Library Policies  
Message: Love the library and especially the requiring of masks. The library is a safe space along with an educational spot and masks should be worn.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32576>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Sun, Feb 6, 2022 at 5:26 PM

Submitted on Sunday, February 6, 2022 - 5:26pm  
Submitted by anonymous user: 2607:fb90:fd6:4241:dc78:5733:202:f1c2  
Submitted values are:

Your Name: Noel O'Shea  
Your Email Address: [Noel311@gmail.com](mailto:Noel311@gmail.com)  
Topic: Library Policies  
Message: Thank you for keeping mask on for safety. You are doing the right thing. And we appreciate it.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32578>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Sun, Feb 6, 2022 at 5:40 PM

Submitted on Sunday, February 6, 2022 - 5:40pm  
Submitted by anonymous user: 174.27.152.190  
Submitted values are:

Your Name: Chelsi  
Your Email Address: [caj1320001@gmail.com](mailto:caj1320001@gmail.com)  
Topic: Library Policies  
Message: Thank you for requiring masks! Our family appreciates it so much.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32581>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Sun, Feb 6, 2022 at 5:57 PM

Submitted on Sunday, February 6, 2022 - 5:57pm  
Submitted by anonymous user: 173.207.88.28  
Submitted values are:

Your Name: DOROTHY KING  
Your Email Address: [ONLYDOROTHY@HOTMAIL.COM](mailto:ONLYDOROTHY@HOTMAIL.COM)  
Topic: Library Policies

Message:  
Please keep requesting using masks. My family and I really appreciate your efforts to keep us safe.

Love the library!

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32583>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Sun, Feb 6, 2022 at 5:57 PM

Submitted on Sunday, February 6, 2022 - 5:57pm  
Submitted by anonymous user: 2607:fb90:83a8:5898:7173:9791:1e21:e031  
Submitted values are:

Your Name: Meredith Hotchkiss  
Your Email Address: [meredithhotchkiss85@gmail.com](mailto:meredithhotchkiss85@gmail.com)  
Topic: Library Policies  
Message: Thank you for requiring masks. I know It's not easy but I appreciate it so much.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32584>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Sun, Feb 6, 2022 at 6:00 PM

Submitted on Sunday, February 6, 2022 - 6:00pm  
Submitted by anonymous user: 69.92.2.224  
Submitted values are:

Your Name: Ann  
Your Email Address: [loftusa@gmail.com](mailto:loftusa@gmail.com)  
Topic: Library Policies  
Message: Thank you for your pro-masking policy to protect our community.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32585>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Sun, Feb 6, 2022 at 6:20 PM

Submitted on Sunday, February 6, 2022 - 6:20pm  
Submitted by anonymous user: 96.19.128.205  
Submitted values are:

Your Name: Annette Tejpal  
Your Email Address: [ajhtejpal@gmail.com](mailto:ajhtejpal@gmail.com)  
Topic: Library Policies

Message: Thank you for following the scientific recommendations regarding health and safety measures, especially mask requirements, in your facilities. I realize that you are getting a great deal of pushback about this, but wanted to let you know that we are appreciative of your efforts.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32587>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: [camille@mld.org](mailto:camille@mld.org)

Sun, Feb 6, 2022 at 6:31 PM

Submitted on Sunday, February 6, 2022 - 6:31pm  
Submitted by anonymous user: 38.146.5.126  
Submitted values are:

Your Name: Madysen Sisson  
Your Email Address: [simplymadysen@gmail.com](mailto:simplymadysen@gmail.com)  
Topic: Library Policies

Message: Hello! I just wanted to voice my support regarding the requirement of masks. I am not a Meridian resident, however, I have friends who live in Meridian and who are diligent about wearing masks and distancing. I want them to be able to take their little ones to the library and be safe! Hopefully you will be able to stay safe and stay open. Thank you for all you do for the community of Meridian.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32588>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: [camille@mld.org](mailto:camille@mld.org)

Sun, Feb 6, 2022 at 6:32 PM

Submitted on Sunday, February 6, 2022 - 6:32pm  
Submitted by anonymous user: 160.3.71.64  
Submitted values are:

Your Name: Amy Owens Cornell  
Your Email Address: [cornellamy@gmail.com](mailto:cornellamy@gmail.com)  
Topic: Library Policies

Message: Thank you for continuing to protect the community, including our most vulnerable populations, by requiring masks. Many people appreciate a safe community space.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32589>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: [camille@mld.org](mailto:camille@mld.org)

Sun, Feb 6, 2022 at 7:13 PM

Submitted on Sunday, February 6, 2022 - 7:13pm  
Submitted by anonymous user: 65.129.126.7  
Submitted values are:

Your Name: Candy Prouty

Your Email Address: [candyjanep@gmail.com](mailto:candyjanep@gmail.com)  
Topic: Library Policies  
Message: Please continue to follow science and have everyone mask to save the health and lives of others.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32594>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: [camille@mld.org](mailto:camille@mld.org)

Sun, Feb 6, 2022 at 7:14 PM

Submitted on Sunday, February 6, 2022 - 7:14pm  
Submitted by anonymous user: 65.129.126.7  
Submitted values are:

Your Name: Candy Prouty  
Your Email Address: [candyjanep@gmail.com](mailto:candyjanep@gmail.com)  
Topic: Library Policies  
Message: Please continue to follow science and have everyone mask to save the health and lives of others.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32595>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: [camille@mld.org](mailto:camille@mld.org)

Sun, Feb 6, 2022 at 7:31 PM

Submitted on Sunday, February 6, 2022 - 7:30pm  
Submitted by anonymous user: 173.47.107.30  
Submitted values are:

Your Name: Angela Hamilton  
Your Email Address: [anjstl@yahoo.com](mailto:anjstl@yahoo.com)  
Topic: Library Policies  
Message: Hi, I just wanted to express my gratitude to MLD for being such an amazing library system and I fully support your mask requirement. The library should be a safe place for everyone, and I feel very safe there. Your new mitigation measures (by letting books "rest" after they've been turned in) and enhanced safety for our community by actually delivering our requested titles is so appreciated! Our area is in Crisis Standards of Care again, this would be a terrible time to drop the mask requirement, it would also undermine the efforts of our healthcare workers. Thank you, MLD, for listening to the CDC and sticking with the mask requirement. Masking is one of the best tools we have right now to prevent transmission. Thank you for following logic and science, not just the loudest voice in the room.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32597>

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: [camille@mld.org](mailto:camille@mld.org)

Sun, Feb 6, 2022 at 8:54 PM

Submitted on Sunday, February 6, 2022 - 8:54pm  
Submitted by anonymous user: 184.170.181.146  
Submitted values are:

Your Name: Kristin Hasselblad  
Your Email Address: [kwoodchuck@gmail.com](mailto:kwoodchuck@gmail.com)  
Topic: Library Policies  
Message: Hello! Just wanted to let you know I applaud your science-led policy of requiring masks in your libraries. I'm sure you've gotten a lot of

2/7/22, 4:53 PM

Meridian Library District Mail - Form submission from:

hate for that, and I'm sorry you have to deal with that. I say, keep up the good work! There are so few places in Meridian that are safe to visit anymore. Thank you for caring for the most vulnerable people in our community.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32603>

---

**Camille Hampton** <camille@mld.org>  
To: Gretchen Caserotti <gretchen@mld.org>, Kristi Haman <khaman@mld.org>

Sun, Feb 6, 2022 at 9:38 PM

Camille Hampton

Begin forwarded message:

**From:** Meridian Library District <[help@mld.org](mailto:help@mld.org)>  
**Date:** February 6, 2022 at 8:54:53 PM MST  
**To:** [camille@mld.org](mailto:camille@mld.org)  
**Subject:** Form submission from:  
**Reply-To:** Meridian Library District <[help@mld.org](mailto:help@mld.org)>

Submitted on Sunday, February 6, 2022 - 8:54pm  
[Quoted text hidden]



Camille Hampton &lt;camille@mld.org&gt;

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**Form submission from:**

9 messages

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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Sun, Feb 6, 2022 at 9:42 PM

Submitted on Sunday, February 6, 2022 - 9:42pm  
Submitted by anonymous user: 24.117.201.159  
Submitted values are:Your Name: Jennifer Zielinski  
Your Email Address: [Jennifer@idahocatc.org](mailto:Jennifer@idahocatc.org)  
Topic: Library Policies  
Message:  
We support your decision to enforce wearing masks for staff and patrons!

Thank you.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32605>

---

**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Sun, Feb 6, 2022 at 9:43 PM

Submitted on Sunday, February 6, 2022 - 9:43pm  
Submitted by anonymous user: 24.117.201.159  
Submitted values are:Your Name: Jennifer Zielinski  
Your Email Address: [Jennifer@idahocatc.org](mailto:Jennifer@idahocatc.org)  
Topic: Library Policies  
Message:  
We support your decision to enforce wearing masks for staff and patrons!

Thank you.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32606>

---

**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Sun, Feb 6, 2022 at 9:43 PM

Submitted on Sunday, February 6, 2022 - 9:43pm  
Submitted by anonymous user: 24.117.201.159  
Submitted values are:Your Name: Jennifer Zielinski  
Your Email Address: [Jennifer@idahocatc.org](mailto:Jennifer@idahocatc.org)  
Topic: Library Policies  
Message:  
We support your decision to enforce wearing masks for staff and patrons!

Thank you.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32607>



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**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Sun, Feb 6, 2022 at 9:55 PM

Submitted on Sunday, February 6, 2022 - 9:55pm  
Submitted by anonymous user: 69.92.32.11  
Submitted values are:

Your Name: Nancy Herrbach  
Your Email Address: [herrbach.nancy@westada.org](mailto:herrbach.nancy@westada.org)  
Topic: Library Policies  
Message: Thank you for following the science and requiring masks to be worn.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32608>

---

**Camille Hampton** <camille@mld.org>  
To: Gretchen Caserotti <gretchen@mld.org>, Kristi Haman <khaman@mld.org>

Sun, Feb 6, 2022 at 10:04 PM

Camille Hampton

Begin forwarded message:

**From:** Meridian Library District <help@mld.org>  
**Date:** February 6, 2022 at 9:43:00 PM MST  
**To:** [camille@mld.org](mailto:camille@mld.org)  
**Subject:** Form submission from:  
**Reply-To:** Meridian Library District <help@mld.org>

Submitted on Sunday, February 6, 2022 - 9:42pm  
[Quoted text hidden]

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**Camille Hampton** <camille@mld.org>  
To: Gretchen <gretchen.caserotti@gmail.com>

Sun, Feb 6, 2022 at 10:05 PM

Camille Hampton

Begin forwarded message:

**From:** Meridian Library District <help@mld.org>  
**Date:** February 6, 2022 at 9:55:30 PM MST  
**To:** [camille@mld.org](mailto:camille@mld.org)  
**Subject:** Form submission from:  
**Reply-To:** Meridian Library District <help@mld.org>

Submitted on Sunday, February 6, 2022 - 9:55pm  
[Quoted text hidden]

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**Gretchen Caserotti** <gretchen@mld.org>  
To: Camille Hampton <camille@mld.org>  
Cc: Kristi Haman <khaman@mld.org>

Mon, Feb 7, 2022 at 9:01 AM

Oh this one came through. I see this and one from Kristin the others had on content  
-gc

**Gretchen Caserotti** (she/hers)  
*Library Director*

208.888.4451 x1226 | [MLD.org](http://MLD.org)

[Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)



[Quoted text hidden]

[Quoted text hidden]

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**gretchen caserotti** <gretchen.caserotti@gmail.com>  
To: Camille Hampton <camille@mld.org>

Mon, Feb 7, 2022 at 9:28 AM

Hi Camille this got sent to my personal email, can you please send to my work?  
Thanks!

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

---

**Camille Hampton** <camille@mld.org>  
To: gretchen caserotti <gretchen.caserotti@gmail.com>

Mon, Feb 7, 2022 at 10:57 AM

Oh, wow. Not sure why I have that? I'll get those all put together after I try and figure out the money from last week.

[Quoted text hidden]

--  
**Camille Hampton** (she/her)

Reader's Services Supervisor, Meridian Library on Cherry Lane

208.888.4451 x1228 | [MLD.org](http://MLD.org)

[Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)





Camille Hampton <camille@mld.org>

**Form submission from:**

4 messages

**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Mon, Feb 7, 2022 at 2:17 AM

Submitted on Monday, February 7, 2022 - 2:17am  
Submitted by anonymous user: 24.116.97.209  
Submitted values are:

Your Name: Alexis Courtois  
Your Email Address: [alexisionalee@gmail.com](mailto:alexisionalee@gmail.com)  
Topic: Library Policies  
Message: I just wanted to thank you for being one of the few places I feel safe taking my little boys to. Thank you for requiring masks. I know some people in this valley and not the nicest people when it comes to masks. Thank you for all you provide to the community.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32612>

**Meridian Library District** <help@mld.org>  
Reply-To: Meridian Library District <help@mld.org>  
To: camille@mld.org

Mon, Feb 7, 2022 at 7:01 AM

Submitted on Monday, February 7, 2022 - 7:01am  
Submitted by anonymous user: 194.60.86.117  
Submitted values are:

Your Name: Susan Westergard  
Your Email Address: [suze@mac.com](mailto:suze@mac.com)  
Topic: Library Policies  
Message:  
I hear of harsh pushback from those who are fighting mask mandates in every venue from schools to private businesses. With family members at very high risk of severe covid illness even with vaccinations and boosters, I would just like to say thank you for your mask-required policy and following CDC guidelines. I'm guessing the resisters are louder so I wanted to add my voice to the other side of support.

Thank you

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32614>

**Camille Hampton** <camille@mld.org>  
To: Gretchen Caserotti <gretchen@mld.org>, Kristine Haman <khaman@mld.org>

Mon, Feb 7, 2022 at 8:05 AM

[Quoted text hidden]

--  
**Camille Hampton** (she/her)  
Reader's Services Supervisor, Meridian Library on Cherry Lane  
208.888.4451 x1228 | [MLD.org](http://MLD.org)  
[Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)



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**Camille Hampton** <camille@mld.org>  
To: Gretchen Caserotti <gretchen@mld.org>, Kristine Haman <khaman@mld.org>

Mon, Feb 7, 2022 at 8:06 AM

----- Forwarded message -----

From: **Meridian Library District** <help@mld.org>  
Date: Mon, Feb 7, 2022 at 2:17 AM  
Subject: Form submission from:  
To: <camille@mld.org>

[Quoted text hidden]

[Quoted text hidden]



Camille Hampton <camille@mld.org>

**Fwd: Form submission from:**

1 message

**Meridian Library Help** <help@mld.org>  
To: Camille Hampton <camille@mld.org>

Fri, Feb 11, 2022 at 4:54 PM

----- Forwarded message -----

From: **Meridian Library District** <help@mld.org>  
Date: Mon, Feb 7, 2022 at 4:38 PM  
Subject: Form submission from:  
To: <help@mld.org>

Submitted on Monday, February 7, 2022 - 4:38pm  
Submitted by anonymous user: 24.117.201.187  
Submitted values are:

Your Name: Anderson Darlea  
Your Email Address: [banders9995@msn.com](mailto:banders9995@msn.com)  
Topic: Other  
Message: We support your masking policy. Please know how much this valley needs places they can go in public where they are safe and know people care.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32631>

--  
**Library Staff**  
[208-888-4451](tel:208-888-4451) | [MLD.org](http://MLD.org)

[Facebook](#) | [Twitter](#) | [Instagram](#)



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Camille Hampton <camille@mld.org>

**Fwd: Form submission from:**

1 message

**Meridian Library Help** <help@mld.org>  
To: Camille Hampton <camille@mld.org>

Fri, Feb 11, 2022 at 4:55 PM

----- Forwarded message -----

From: **Meridian Library District** <help@mld.org>  
Date: Mon, Feb 7, 2022 at 8:53 AM  
Subject: Form submission from:  
To: <help@mld.org>

Submitted on Monday, February 7, 2022 - 8:53am  
Submitted by anonymous user: 69.92.4.192  
Submitted values are:

Your Name: Peggy and Paul Bohl  
Your Email Address: [peggypaulb@gmail.com](mailto:peggypaulb@gmail.com)  
Topic: Other  
Message:

Thank you for supporting proper COVID protocol by requiring patrons to properly mask in your facility. We always mask in public and believe it is the answer to ending this pandemic and keeping everyone safe.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32617>

--  
**Library Staff**  
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Camille Hampton <camille@mld.org>

**Fwd: Form submission from:**

1 message

**Meridian Library Help** <help@mld.org>  
To: Camille Hampton <camille@mld.org>

Fri, Feb 11, 2022 at 5:04 PM

----- Forwarded message -----

From: **Meridian Library District** <help@mld.org>  
Date: Sun, Feb 6, 2022 at 5:29 PM  
Subject: Form submission from:  
To: <help@mld.org>

Submitted on Sunday, February 6, 2022 - 5:29pm  
Submitted by anonymous user: 2600:100e:b1c2:8077:a151:b5f3:5c0:750c  
Submitted values are:

Your Name: Fawn Bowers  
Your Email Address: [fawnbowers@yahoo.com](mailto:fawnbowers@yahoo.com)  
Topic: Other  
Message:

So thankful that you are being responsible and following the science in regards to the pandemic. The meridian library is a safe zone for high risk individuals.  
Thank you!

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32579>

--  
**Library Staff**  
208-888-4451 | [MLD.org](http://MLD.org)

[Facebook](#) | [Twitter](#) | [Instagram](#)



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Camille Hampton <camille@mld.org>

**Fwd: Form submission from:**

1 message

**Meridian Library Help** <help@mld.org>  
To: Camille Hampton <camille@mld.org>

Fri, Feb 11, 2022 at 4:52 PM

----- Forwarded message -----

From: **Meridian Library District** <help@mld.org>  
Date: Tue, Feb 8, 2022 at 11:50 AM  
Subject: Form submission from:  
To: <help@mld.org>

Submitted on Tuesday, February 8, 2022 - 11:50am  
Submitted by anonymous user: 67.60.154.215  
Submitted values are:

Your Name: Summer Cook  
Your Email Address: [mylifeasmrscook@gmail.com](mailto:mylifeasmrscook@gmail.com)  
Topic: Other

Message: I just wanted to say THANK YOU for enforcing masking and keeping the library a safe place for patrons. As an educator, and a huge supporter of our library, it is refreshing to have a public resource actively care about the health of its constituents. You have gone above and beyond to keep access to books and learning throughout Covid from book delivery to book boxes, and safely reopening your doors. PLEASE continue to keep this policy, to demonstrate both your love of knowledge and critical thinking as well as the greater good of the community. The vocal minority has overtaken elected positions who are seeking only to maintain their seats, please don't let them corrupt another facet of education.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32641>

--  
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Camille Hampton <camille@mld.org>

**Fwd: Form submission from:**

1 message

**Meridian Library Help** <help@mld.org>  
To: Camille Hampton <camille@mld.org>

Fri, Feb 11, 2022 at 5:04 PM

----- Forwarded message -----

From: **Meridian Library District** <help@mld.org>  
Date: Sun, Feb 6, 2022 at 5:34 PM  
Subject: Form submission from:  
To: <help@mld.org>

Submitted on Sunday, February 6, 2022 - 5:34pm  
Submitted by anonymous user: 199.58.122.92  
Submitted values are:

Your Name: Barbara Nokes Kwader  
Your Email Address: [1considertheegg@gmail.com](mailto:1considertheegg@gmail.com)  
Topic: Other

Message: I have seen your struggles with anti-mask rhetoric and behavior. As a nurse, I know you are making the right decision to insist on masks. I'm so sorry you have to deal with irrational and hateful citizens who have lost their way (and their manners).

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32580>

--  
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Camille Hampton <camille@mld.org>

**Fwd: Form submission from:**

1 message

**Meridian Library Help** <help@mld.org>  
To: Camille Hampton <camille@mld.org>

Fri, Feb 11, 2022 at 4:54 PM

----- Forwarded message -----

From: **Meridian Library District** <help@mld.org>  
Date: Mon, Feb 7, 2022 at 10:25 AM  
Subject: Form submission from:  
To: <help@mld.org>

Submitted on Monday, February 7, 2022 - 10:25am  
Submitted by anonymous user: 2607:fb90:b704:4a1d:b4b4:bb3c:62be:1867  
Submitted values are:

Your Name: Jessica Lords  
Your Email Address: [jessicamaylords@gmail.com](mailto:jessicamaylords@gmail.com)  
Topic: Other

Message: I just found out the library requires masking. I didn't know this!  
So grateful yo have another place I can take my kids and feel safe. Public  
libraries are for everyone, including those with health issues and/or who  
have health-compromised persons in their homes, and/or who care for  
vulnerable persons. I appreciate you guys so very much.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32621>

--  
**Library Staff**  
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Camille Hampton <camille@mld.org>

**Fwd: Form submission from:**

1 message

**Meridian Library Help** <help@mld.org>  
To: Camille Hampton <camille@mld.org>

Fri, Feb 11, 2022 at 4:58 PM

----- Forwarded message -----

From: **Meridian Library District** <help@mld.org>  
Date: Mon, Feb 7, 2022 at 12:06 AM  
Subject: Form submission from:  
To: <help@mld.org>

Submitted on Monday, February 7, 2022 - 12:06am  
Submitted by anonymous user: 72.24.213.23  
Submitted values are:

Your Name: Mary  
Your Email Address: [maryzpeterman@gmail.com](mailto:maryzpeterman@gmail.com)  
Topic: Other  
Message: Thank you for caring about meeting the needs of children and public health, instead of arguing about their needs. That's just adult stuff.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32611>

--  
**Library Staff**  
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Camille Hampton <camille@mld.org>

**Fwd: Form submission from:**

1 message

**Meridian Library Help** <help@mld.org>  
To: Camille Hampton <camille@mld.org>

Fri, Feb 11, 2022 at 5:03 PM

----- Forwarded message -----

From: **Meridian Library District** <help@mld.org>  
Date: Sun, Feb 6, 2022 at 7:36 PM  
Subject: Form submission from:  
To: <help@mld.org>

Submitted on Sunday, February 6, 2022 - 7:36pm  
Submitted by anonymous user: 2600:100e:b1c1:1356:ed27:dae0:ba16:a6f  
Submitted values are:

Your Name: Ginny Perez  
Your Email Address: [ginnyperez2009@gmail.com](mailto:ginnyperez2009@gmail.com)  
Topic: Other  
Message: I'm thrilled to learn you are following Covid safety -- masking -- at the library. It's crucial to keeping our community healthy while you provide such valuable services. I support you!!

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32598>

--  
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Camille Hampton <camille@mld.org>

**Fwd: Form submission from:**

1 message

**Meridian Library Help** <help@mld.org>  
To: Camille Hampton <camille@mld.org>

Fri, Feb 11, 2022 at 4:59 PM

----- Forwarded message -----

From: **Meridian Library District** <help@mld.org>  
Date: Sun, Feb 6, 2022 at 8:07 PM  
Subject: Form submission from:  
To: <help@mld.org>

Submitted on Sunday, February 6, 2022 - 8:07pm  
Submitted by anonymous user: 69.169.44.121  
Submitted values are:

Your Name: Cynthia Marie Scott  
Your Email Address: [ckoz53@hotmail.com](mailto:ckoz53@hotmail.com)  
Topic: Other  
Message: My message is about Covid safety. Thank you so much for requiring patrons to use masks. Many of us tax-paying patrons could not use our public libraries if you did not do so, due to either our own health issues or vulnerabilities of others in our homes or others within our care. Community libraries are for everyone. Thank you.

The results of this submission may be viewed at:  
<https://www.mld.org/node/52/submission/32599>

--  
**Library Staff**  
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# Meridian Library District - Cherry Lane Board Report

## January 2021

To: Gretchen Caserotti, Director

From: Kristi Haman, Cherry Lane Manager

Camille Hampton, Reader Services Supervisor; Irene Benvenuti, Information Services Supervisor;  
Mary Flamino, Youth Services Supervisor & Jane Olsen, Page Supervisor

Date: February 8, 2022

---

### Summary

- **Circulation:** Statistics continue to increase in most areas as compared to last January.

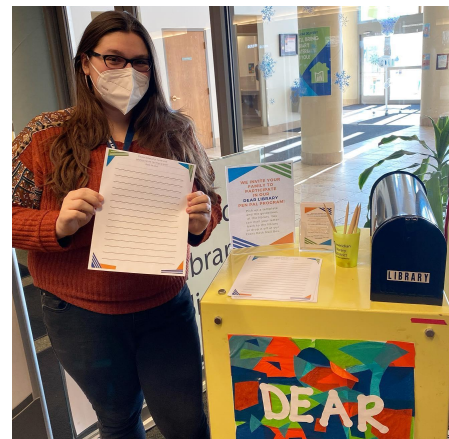
| Cherry Lane Circ Stats      | January 2021 | January 2022 |
|-----------------------------|--------------|--------------|
| Check Outs                  | 51,465       | 60,362       |
| Check Ins                   | 47,679       | 55,108       |
| Renewals                    | 21,186       | 22,687       |
| Holds Resolved              | 9,220        | 8,675        |
| Patron Registration         | 256          | 318          |
| Interlibrary Loans Filled   | 86           | 154          |
| Interlibrary Loans Sent Out | 69           | 52           |

- **Partial Cherry Lane Closure:** On Sunday, January 16, Cherry Lane closed due to staff shortages and the holiday. However, Pages were on hand to assist in the building and Jenny, Associate Librarian, and Travis, Orchard Park Manager, offered phone assistance and Curbside Pickup. Jenny reported that patrons were understanding about the closure. Jenny and Travis received a lot of positive, appreciative feedback from patrons. Jenny answered a call from a family who had a 10-year-old boy who was hoping to find some new books to read. When the boy found out that Jenny could pick out some books for him and check them out through Curbside Pickup, the boy *cheered* through the phone!
- **Surplus Furniture:** Cherry Lane staff from multiple departments worked together to find homes for Cherry lane surplus furniture. Jane, Page Supervisor, contacted several

non-profit organizations to coordinate donation delivery. Jane, Steve, Kristi and several staff assisted with the gathering and loading of items. The **Agency for New Americans**, a local organization supporting and serving refugees, gratefully accepted upholstered chairs to be used in setting up new living spaces for refugees. **Jannus** will use the wood tables and chairs for their English Language Center. The **Boise Rescue Mission** has 150 units of transitional housing and they said that our donation helped to fill an urgent need for furnishings. By sharing surplus furniture, we supported MLD literacy efforts and sustainability goals, assisted the underserved in need, and we saved the library hundreds of dollars in moving and dumping costs.

### Youth & Teen Services Programs & Activities:

- **1,000 Books Before Kindergarten:** This reading program was relaunched online on Beanstack.
- **Dear Library Pen Pal** - Andi, Information Services Library Assistant, started a library pen pal program this month for kids. The display was set up by the front entrance of the library. So far, staff have received and responded to 12 letters from children and teens.



### Adult Programs & Activities:

- **Mental Health Kits** - Andi also created and distributed 40 kits with activities and resources to promote mental health for adults and teens. January's kit theme was "cozy" with emphasis on Seasonal Affective Disorder (SAD). Each kit included a brochure from the National Institute of Mental Health, a card of affirmation from MLD staff, bookmark, hot chocolate kit, and a brochure on using tealight candles to help with SAD. Partnerships were established with local organizations to include resources in the kit.
- **Idaho Department of Labor Office Hours** - Hours were increased to cover both Mondays and Fridays.
- **Extreme Book Nerd (EBN)** - The 2022 challenge launched in January and 117 patrons have signed up so far. Participants read 50 books in 50 categories in 50 weeks and receive a prize when the challenge is completed in 2023. Natalie, Reader Services Library Assistant, has been assisting with this program. Natalie printed booklets, handouts, signs, displays and has emailed participants about the availability of the EBN black library cards.



## Patron Stories:

- **Inbox Clean Sweep:** *“A patron said she was not getting her email notifications. I checked the Notices on her account and saw that we sent her a message a couple days prior. She showed me her email on her phone and she had 3000+ messages in her inbox! I showed her how to delete messages by swiping the screen and suggested she could do it quicker on her computer. After deleting many messages, I was able to find the last one we sent her. The patron was satisfied to see that we were still sending her emails, plus she learned how to clean up her inbox and now it is much easier for her to find what she is looking for.”*  
- **Betsy, Reader Services Library Assistant**
- **FamilySearch:** *“ ‘Joe’ came into the library to find the obituary of an infant sibling who passed away years ago in order to get his death certificate. Staff are familiar with FamilySearch, so they helped Joe look up the infant's name and they were able to help find the death certificate. The patron was overjoyed and staff were thrilled that they were able to help connect family with family.”* - **Katie, Reader Services Library Assistant**
- **Great Finds:** *“Pam and John came in looking for two copies of a book. He had called in before to see if the book was available but they could only find one copy. A library assistant checked the availability of a title. I looked in the place for the title and also could not find it. We then helped the patrons look it up in the catalog and I noticed that there was a copy of the book in Large Print. I offered this to them and they happily accepted. John said the larger size would make it easier for him to read as well.”* - **Lucy, Library Page**



- **Chilton Library Success:** ‘Michael’ approached **Brooke, Youth Services Library Assistant**, and asked for help finding the Chilton car repair manual for a 98 Chevy 2500. Brooke helped Michael navigate our website and catalog and then showed him the Chilton Library. Brooke searched the database for the car he was looking to repair and found it. The patron was pleasantly surprised to see that the library offered this service through their database subscriptions and printed off the pages he needed. Michael remarked, *“Man, I knew I could count on the library to have what I needed! You guys are awesome!”*
- **Kids Helping Kids: Gabby, Youth Services Librarian**, was asked by a young patron, ‘Thomas’, for a reading recommendation. It started out like any ordinary reader’s advisory interaction and Thomas shared his interests with her. However, another young patron overheard the request and he offered to share his personal recommendations. Gabby says she was happy to step back to allow the other child to assist. Thomas beamed and followed his peer into the stacks—and came away with a handful of books. Gabby shared, *“Our role as librarians is to help patrons find books they enjoy and use a variety of resources—including another person that might share their same reading interests. Helping connect people and foster their relationships is part of the work we do every day.”*

#### **Professional Development/Training:**

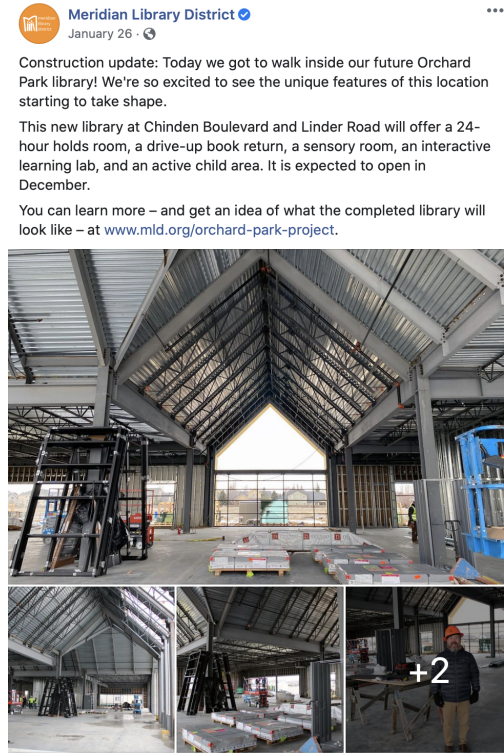
- Jane, Page Supervisor, Nicole, Youth Services Library Assistant, and Katie, Reader Services Library Assistant, completed a four week **Foundations of Early Literacy Course** which was funded by ICFL through a Continuing Education Grant.
- Mariah, Interlibrary Loan Assistant, was accepted into the **Library Support Staff Certification Program through the American Library Association-Allied Professional Association**. Mariah will have four years to complete six out of ten library competencies.
- Jenny, Israel and Travis started the **American Library Association course for American Sign Language (ASL) for Librarians**. The course has three parts and will last until May. The staff are learning skills to serve the Deaf community and families who ask for early literacy programming that incorporates ASL.

# Communications and Marketing – January 2022

To: Gretchen Caserotti, Library Director  
 From: Allison Maier, Communications Manager  
 Date: February 8, 2022

## Strategic Plan Progress

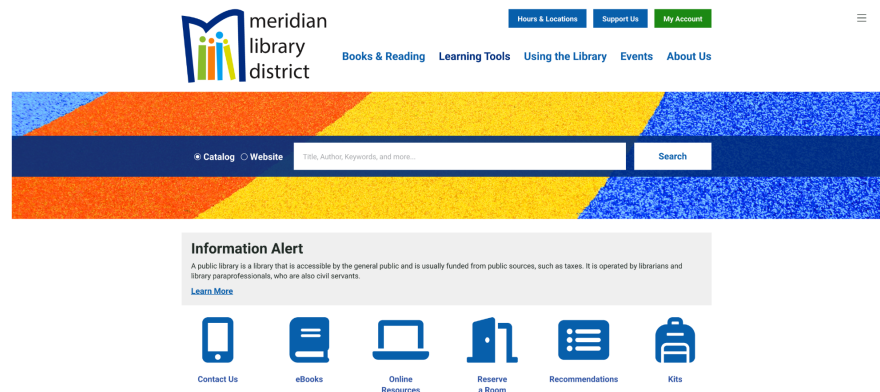
**Goal 1.1 Manage and promote the successful openings of unBound and Orchard Park branches. Target appropriate audiences for each facility to increase awareness of overall library presence in the community.** In January, we were able to share construction photos from INSIDE our future Orchard Park library! Our social media posts from the (very cold) visit were our most popular content in months. I'm working with Branch Manager Travis Porter to build on that momentum, prepare updated talking points and materials about the location, and outline plans for more community engagement in North Meridian. We are coordinating with the Meridian Library Foundation to host a press event at the construction site in February. We are also working with the Friends of the Meridian Library District to collaborate on volunteer recruitment.



|                                         |                         |                         |
|-----------------------------------------|-------------------------|-------------------------|
| <b>4,135</b> People Reached             |                         |                         |
| <b>418</b> Reactions, Comments & Shares |                         |                         |
| <b>238</b> Like                         | <b>125</b> On Post      | <b>113</b> On Shares    |
| <b>94</b> Love                          | <b>49</b> On Post       | <b>45</b> On Shares     |
| <b>20</b> Wow                           | <b>14</b> On Post       | <b>6</b> On Shares      |
| <b>55</b> Comments                      | <b>20</b> On Post       | <b>35</b> On Shares     |
| <b>13</b> Shares                        | <b>13</b> On Post       | <b>0</b> On Shares      |
| <b>588</b> Post Clicks                  |                         |                         |
| <b>181</b> Photo views                  | <b>75</b> Link clicks   | <b>332</b> Other clicks |
| <b>NEGATIVE FEEDBACK</b>                |                         |                         |
| <b>1</b> Hide post                      | <b>0</b> Hide all posts |                         |
| <b>0</b> Report as spam                 | <b>0</b> Unlike Page    |                         |

Reported stats may be delayed from what appears on posts

**Goal 1.4: Ensure MLD's online resources are inclusive and accessible:** January was the last busy month of content planning for our website redesign. Digital Services Librarian Jenaleigh Kiebert, District Support Services Manager Jason Su, and I held additional meetings with staff committees to map out content for new sections of



the website, which will include curated landing pages for different age groups and translated Russian and Spanish sections. We're excited to unveil the new design in March! I've included just a small sneak peek.

## Social Media

|               | Facebook Followers | Twitter Followers | Instagram Followers | Nextdoor Members |
|---------------|--------------------|-------------------|---------------------|------------------|
| January 2022  | 5,416              | 1,178             | 2,219               | 41,269           |
| February 2022 | 5,447              | 1,178             | 2,221               | 41,484           |
|               | 0.6%               | 0%                | 0.1%                | 0.5%             |

It's been a busy month of social media engagement. We kicked off the year with another live Extreme Book Nerd launch on Facebook, followed by ongoing discussions in our EBN group. The book nerd community was particularly excited about this year's categories!



A few community members have started commenting occasionally on our Facebook posts to express their disagreement with the library's current mask policy. This is a new development, since we have seen almost no comments related to masks in the past year. The comments began on a January 19 post about Cherry Lane's new pen pal program. That post also received an influx of positive comments from across the country, including a few librarians who are interested in creating a similar letter-writing program. Overall, we saw 80 comments on that post.

The majority of mask-related comments on our posts have come from the same Facebook user (9 comments total, and 1 post to our page as of February 10). We have advised the individual to use our online form to contact the Board of Trustees directly.



## Outreach and District Programs Report – January 2022

To: Gretchen Caserotti, Library Director

From: Audra Green, Outreach Manager

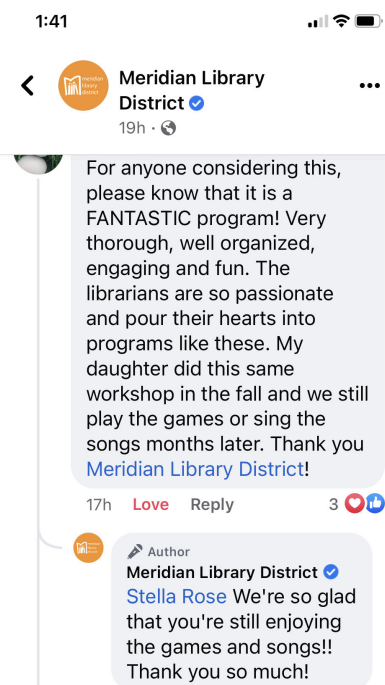
Date: February 2022

### Outreach

- Strategic Plan:
  - Goal 1: Expand Sustainable and Inclusive Spaces for a Growing Community
  - Goal 3: Pinpoint Priorities to Address the Most Critical Service Needs in Meridian
- Partnerships:
  - Ten Mile Christian Childcare: Audra is working with TMCC on a series of training for their childcare staff to stay up to date on Idaho Stars (state of Idaho childcare continuing education units). In January Audra presented on library resources, and in February she will be focusing on early learning and brain development.
  - My First Books: The Outreach department did a special version of the Winter Reading Challenge (more information below) with their MFB partners. Classes that receive the MFB books every month were given the option to participate in the program by reading to their classes for 15 days/20 minutes a day. As a prize, the class receives books for their classroom library. Six classes participated.

### Programs

- Strategic Plan:
  - Goal 2: Early Literacy
  - Goal 3: Pinpoint Priorities to Address the Most Critical Service Needs in Meridian
- ELSA
  - The EL/SA committee spent the month reviewing the [Idaho Early Childhood Care and Education Strategic Plan](#) to identify programs and services the library is already doing that align with the State's plan and ideas of things we could do based on the community needs identified in the plan. The team discussed the data gathered in their January meeting. This will be an ongoing activity that will inform the three year plan the committee develops to increase early literacy in Meridian's community.
- ELSA/Take Home
  - The Early Learning Skills Program (Barbra and Gabby) began registration for a February session. The program teaches caregivers how to apply the early literacy practices of singing, talking, playing, reading and writing by providing an informational video with corresponding activity that caregivers can carry out with their children. Participants can pick up supplies for the activity at the library to take home and use. The insert is a social media screenshot of a patron's response to a former session, encouraging others to participate. In addition, our Early Learning Partners at the Idaho Commission for Libraries said it was an example of "exactly what they were looking for" in terms of a program libraries provide to help caregivers understand how to prepare their young children to be ready to read.
- ELSA/ Beanstack
  - In order to introduce our patrons to Beanstack we enrolled our library in the Beanstack Winter Reading Challenge: Read for a Better World. Beanstack is our new online platform that we'll use for reading programs such as the Extreme Book Nerd challenge, the annual Summer Reading program and the 1,000 Books Before Kindergarten program



to track program registration and participation. With the internal goal of getting our patrons exposed to the new online platform before our large-scale Summer Reading program kicks off in Summer 2022, we opened a January reading challenge for patrons aged birth to 16 to track their reading online with the goal of reading for 20 minutes per day for 20 days during the month. 63 participants registered for our Winter challenge and 13 completed it. Those who completed the challenge now have their names displayed on the Winter Reading Wall of Fame at their preferred library location, Cherry Lane or Silverstone. Congratulations to our participants who completed the Winter Reading challenge!

- TASC/Book boxes
  - 2022 kicked off another Book Box series! February will be the last month of this popular Covid-response program. Current subscriptions: 114 boxes delivered by Home Delivery team and 53 boxes picked up at Cherry Lane and Silverstone branches.
- TASC/Extreme Book Nerd
  - Extreme Book Nerd is our year-long reading challenge for adults and teens. Participants who read fifty books in fifty categories in 2022 will win a prize and bragging rights! Throughout the year a Facebook group for EBN readers is available for those who want to join and share in our reading community. As of January 2022, 226 Patrons completed the 2021 EBN Challenge and 135 patrons have registered for 2022!
- TASC/Seniors
  - Boredom Busters continue to be created and delivered to residents and senior communities each month. They are independent activities for residents. We shared the idea with Boise Public and they are working to have them for their seniors as well.
  - Our second Senior Craft in a bag was delivered to partnering senior communities. Activity staff are very appreciative of the effort we are taking to make their planning easier and supplement their communities. This quarter we are creating a puzzle picture frame that can be either a picture frame or a corkboard - resident's choice.



### Professional Development

- Barbra (Outreach Community Specialist) virtually attended *Assessing the Needs of Culturally and Linguistically Diverse Children*. This webinar highlighted how children learn different ways. It looked at teachers, being 50% of the equation, meeting the child where they're at using a variety of means to help them comprehend and reach another level: pictorially, verbally, kinesthetically, etc. It focused on quality interaction being intentional, such as being purposeful in 'play' and paying attention to presenting the full concept by utilizing the five senses along with language modeling.



## **Silverstone – January 2022**

To: Gretchen Caserotti, Library Director

From: Dusty Waltner, Branch Manager

Date: February 08, 2021

---

### **Summary**

As part of our continued effort to provide library services to refugee families in our community, Nicole (Assoc. Librarian) worked with the Outreach team and delivered 4 boxes of donated books to West Ada School District to be distributed to refugee families registering for school.

Bella (Library Asst) has helped to rewrite our Person in Charge manual for Silverstone, updating all location specific information so that staff have a better guide for addressing situations as they arise.

Staff continue to build excitement for the South Branch project, engaging with patrons that visit and soliciting feedback about the potential programs and services that will be offered in the new space.

### **Professional Development**

Tracy (Library Asst) is in the process of getting trained to cover Tiny. She has been working with Maria (YS Librarian, Outreach) on her early learning skillset, and shadowing staff. We are excited to have Tracy join the Tiny team! A truly collaborative district wide effort.

### **Stories:**

A great example of staff working as a team to meet the needs of the community: A patron inquired about library access in inclement weather as a senior in an apartment facility. Tracy was able to connect her with Michele for possible senior services. Michele reached out to her to determine how best to meet her need, and Bri assisted in ensuring her home delivery would reach her. The patron was grateful to continue the library love she's had since the age of 4 (she is now 80-ish!), when winter and Covid impede her ability to come to the library in person. - Tracy

A patron using the self-check told staff as she was leaving how grateful she was for our services. She was looking for a book and not sure if it was available or where it would be located, so she connected with our live chat team that found the book at Silverstone. She thought the chat feature was a wonderful addition to MLD services! She left a very happy customer. - Tracy

### **Winter wonderland in the children's area**



## District Support Services – January 2022

To: Gretchen Caserotti, Library Director

From: Jason Su

Date: February 8, 2022

---

### Technology Services

#### Patron Computer and Network Use Report

| Total Unique Users | Total Sessions Authenticated | Avg. User Time | Wireless Users |
|--------------------|------------------------------|----------------|----------------|
| 1,250 (+80)        | 1,927 (+197)                 | 33 (-2)        | 1,453 (+51)    |

#### Summary:

We have an active eRate bid out for new network equipment for the South Branch. The bidding process should be complete in a month and contracts signed shortly after that. The bidding process is required if we want a discount on hardware for the eRate window. If the Branch is delayed for any reason, we can decline all bid submissions.

I mentioned back in the September Board report that we were planning on moving our servers from the Cloud back to an on-premise solution. All the backend work has been completed and we plan on making the transition in the next 30-45 days. While there are certainly benefits to a Cloud-hosted solution, the cost of transferring data back and forth between Microsoft Azure or AWS makes the process cost prohibitive. It was financially viable with our current provider because they were hosting the servers and didn't charge those egress and ingress fees but that would not have been the case with a commercial solution.

The backup service for the internet mentioned in the November Board report will not proceed as planned. Sparklight was unable to provide service to unBound and Silverstone as planned without additional construction work. They were prepared to absorb the construction cost but required contract term commitments which we were not prepared to sign. On a positive note, our current internet provider is planning on running physical fiber to Cherry Lane and unBound to resolve many outstanding issues with the wireless fiber solution they inherited through their acquisition of their previous provider. Those connections are slated to go online by May.

### Facilities/Maintenance

Steve is actively working with vendors to resolve issues with the HVAC to keep the system chugging along. We have plans to replace valve sensors (think open and close shutters) this month to improve air and temperature flow. Lots of little projects to clean up during this colder season including emergency repairs to the Home Delivery van. More on that in the Home Delivery notes.

### Material Services

#### Collections:

- 737 items added to collection and 444 removed from collection
- Materials ordering for Orchard Park will start in March to have an adequate collection for an end-of-year opening.

Circulation Statistics

| <b>December 2021</b>  | <b>Cherry</b> | <b>MSIL</b> | <b>Outreach</b> | <b>Tiny</b> | <b>unBound</b> | <b>Home Delivery</b> | <b>Total</b> |
|-----------------------|---------------|-------------|-----------------|-------------|----------------|----------------------|--------------|
| <b>January 2022</b>   | <b>Cherry</b> | <b>MSIL</b> | <b>Outreach</b> | <b>Tiny</b> | <b>unBound</b> | <b>Home Delivery</b> | <b>Total</b> |
| <b>Checkouts</b>      | 60,362        | 14,225      | 1235            | 637         | 163            | 4628                 | 81,250       |
| <b>Check-ins</b>      | 55,108        | 11,063      | 350             | 416         | 133            | 8                    | 67,078       |
| <b>Renewals</b>       | 22,687        | 5124        | 445             | 176         | 93             | 2046                 | 30,571       |
| <b>Holds Resolved</b> | 8675          | 3298        | 360             | 12          | 65             | 2556                 | 14,966       |

**Digital:**

- Overdrive: 385 new users, 4,232 unique users, 11,234 eBook checkouts, 10,640 audiobook checkouts, 1,008 magazine checkouts (22,882 total checkouts)
- Hoopla: 80 new users, 935 unique users, 799 eBook/comics checkouts, 1,745 audiobook checkouts, 168 movie/TV checkouts, 72 music checkouts (2,678 total checkouts)
- We're demoing Kanopy from OverDrive as a possible addition to our digital collection.
- The District is looking at the possibility of moving away from Hoopla and shifting funding to OverDrive where patron traffic is greater.
- We're looking to add the New York Times digital edition to our collection. We're partnering with other Treasure Valley Libraries to offer it consortium-wide.



### Home Delivery:

January was another busy month!

-The second round of Book Boxes went out: we delivered 114!

-Jason and I were able to have a good discussion with Justin from Outreach about the future of MLD's vehicles and our individual and similar goals.

-The Home Delivery van (Dodge van) experienced more mechanical errors while Baker was on a route, but Steve was able to get it into repairs quickly, and it was back in service after a weekend. Thank you, both!

*Jason's note:*

- The Home Delivery van may be reaching the end of its life. The cost to repair it this time was minimal, but we don't expect it to last another full year. We're looking at alternative funding methods to obtain a newer vehicle. More on that in the near future.

### Statistics:

While we delivered less orders than December, our patrons requested more items than last month by 7%. We also had more people join the service as new or inactive patrons by a huge jump: 15.5% increase. Our service keeps growing and being utilized by dedicated patrons.

|                                                      |        |                                 |
|------------------------------------------------------|--------|---------------------------------|
| Orders Delivered:                                    | 1144   | 12.60% decrease from last month |
| Unique Addresses:                                    | 473    |                                 |
| Unique Patrons:                                      | 545    |                                 |
| Total Delivery Routes:                               | 20     |                                 |
| Items Delivered:                                     | 2934   | 7% increase from last month     |
| New & returning users after 3+ months of inactivity: | 85     |                                 |
| Percent of patron base:                              | 15.60% | 15.5% increase from last month  |

### Stories:

While Baker was delivering a patron's order, the patron met him between the screen door and said "Have I told you that I love you [today?](#)" Baker was surprised and responded that the library was also happy to have him as a patron. This person's expression of joy at receiving their delivery, while unorthodox, gave Baker a more joyful afternoon.

Sylvia was helping a patron who had called in saying they had asked their hold to be transferred to Home Delivery from Cherry Ln, but it never had been. Together, her and I were able to find the book and get it ready for delivery the next business day. The patron called Sylvia again, expressing his gratitude and excitement at getting the book so quickly after he called.

## unBound Report – Jan 2022

To: Gretchen Caserotti, Library Director

From: Nick Grove, Tech Library Manager

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### unBound Staff

#### Business Liaison Librarian - Yuki

##### Events attended:

- Presented at the Peppershock New Marketing Trends for the New Year Conference on “How unBound Supports Marketing Innovation”. This presentation resulted in opportunities to form new relationships/partnerships with BBSI, BuyIdaho.org, Southern Idaho Economic Development, and the West Ada Education Foundation and an increase in tours of unBound.
- Attended the monthly Leadership Meridian event.

##### Other notables:

- Toured the BSU MakerLab with Victor to learn about their setup and badging process. We had an enjoyable and informative visit, and saw lots of ideas that we could potentially adopt into the unBound building. Staff at the BSU MakerLab said they're so excited that unBound is open and able to provide services and technology access that they are not able to provide to the general public.
- Met with events & program manager at the Meridian Chamber to develop ideas for how to utilize the workforce development grant.
- Met with Libraries Build Business coaches to discuss ways to improve the program idea, potential obstacles, and how to widen the audience to include historically marginalized and underrepresented businesses.
- Conducted business visits to extend personal invitations to our Grow With Google business marketing workshop series that will occur in February.

#### Manager - Nick

- Attend the Meridian Chamber luncheon and the bi-monthly Chamber Board meeting
- Prepared handoff duties for unBound staff; updated unBound Manager job description, manager duties guide, person in charge checklist, and manager leave preparation checklist; and prepped staff for my move from unBound manager to Assistant Director.
- Worked with HR to ready the job postings for unBound Library Assistant (40 hr), Associate Librarian, and unBound Manager.
- Worked with MDC, Meridian City, and Meridian Chamber of Commerce on pre-planning work to establish a Business Improvement District in Meridian Downtown and possible implementation of a Main Street program.
- Worked with managers on improving the program planning process for library programs.
- Hosted the Leadership Meridian group for a tour of unBound.
- Presented with Jason Su to the City's History Preservation Commission the needs of the History Committee in updating the Meridian History Center.
- Met with the City's Art and Culture Coordinator to discuss future ideas for partnering and to go over the proposed MOA for having a mural painted on the SW corner of the building.

## Projects

- Victor has revamped the equipment badging process and is working to train the unBound Library Assistants on the new training materials before he leaves in mid-February. The new materials include slide decks to create consistency between staff in teaching patrons how to use the CNC and laser cutter/engraver machines.
- Matt and George created a machine maintenance schedule and updated the checklists for performing regular maintenance. The new schedule breaks down which tasks are done weekly, monthly, quarterly and semi-annually for the 3D printers, CNC machine, and laser cutters/engraving machines.
- Library Assistants assisted members of other departments in preparing new inserts for the Storywalk Project in Kleiner Park. The unBound Library Assistants printed new sheets on the large format printer and laminated the sheets once the story book pages were added.
- Staff met with the History Committee on assisting with the History Center project at Meridian City Hall.

## Statistics

| Type           | # of Prints | Unique Users | ml of Resin | Grams of Filament | Total Print Charges | Average Price | Average Print Time (Hours) | Total Print (Hours) |
|----------------|-------------|--------------|-------------|-------------------|---------------------|---------------|----------------------------|---------------------|
| Fused Filament | 67          | 32           | -           | 5335              | \$352.30            | \$5.26        | 7:26                       | 490:04              |
| Resin          | 3           | 2            | 21          | -                 | \$6.30              | \$2.10        | 2:50                       | 8:30                |
| <b>TOTALS</b>  | <b>70</b>   | <b>34</b>    | <b>21</b>   | <b>5335</b>       | <b>\$358.60</b>     | <b>\$3.68</b> | <b>5:08</b>                | <b>498:34</b>       |

| Check-outs | Check-ins | Renewals | Holds | Patron Registrations |
|------------|-----------|----------|-------|----------------------|
| 163        | 133       | 93       | 65    | 3                    |

## MLD Strategic Plan

**Goal 3.3 - Reach new patrons through partner organizations (e.g. Boys and Girls Clubs, homeschool associations, veterans' groups, property managers, etc.)**

- Yuki was invited by a community partner to present at a conference and reached a new group of local business owners

## **MERIDIAN LIBRARY DISTRICT SOCIAL MEDIA POLICY**

### **Introduction and Policy Purpose**

Meridian Library District's (MLD) identity, image, and brand must be cohesive, intentional, and strategic. The Marketing Specialist is responsible for integrated communication to all constituencies and audiences, and therefore maintains authority over any communication administered on behalf of MLD.

The purpose of this policy is to ensure accuracy, consistency, and integrity, and to protect the identity and image of MLD by providing a set of required standards for social media content from any department, entity, or affiliate.

All social media content under the jurisdiction of MLD (i.e., content on MLD servers or on servers funded by MLD budgets, or content that uses MLD's brand or likeness) must comply with local, state and federal laws and regulations, and MLD's policies, rules and regulations.

### **Official Accounts**

The Marketing Specialist maintains official social media and/or online accounts on behalf of MLD. These accounts promote MLD activities, events, and educational opportunities by providing timely, engaging, and relevant content that assists in building broad-based support for MLD's mission, vision, and relationship with the public.

Only an employee or approved representative authorized by the Marketing Specialist (collectively, the "page administrators") may hold administrative access to an MLD-related social media and/or online account.

The Marketing Specialist is responsible for maintaining a current list of all site URLs, the names of all page administrators, and the usernames and passwords associated with these accounts.

Any entity seeking to create an account on any social media and/or online platform on behalf of MLD must gain approval from the Marketing Specialist prior to establishing the account.

### **Limited Public Forum**

Users and visitors to MLD's social media and/or online sites shall be notified that the intended purposes of the site are to serve as a mechanism of communication between MLD's page administrators and members of the public. Submission of comments by members of the public constitutes participation in a limited public forum. A comment posted by a member of the public on any MLD social media and/or online site is the opinion of the commentator or poster only, and publication of the comment does not

imply endorsement of, or agreement by, MLD, nor do such comments necessarily reflect the opinions or policies of MLD. Comments by MLD page administrators on MLD social media and/or online sites shall be allowed only when consistent with the provisions of this policy. Comments by the general public shall be allowed on limited public forums, such as MLD social media and/or online sites, only when consistent with the provisions of this policy. Comments containing any of the following inappropriate forms of content shall not be permitted on any type of MLD social media and/or online site and are subject to editing, removal or restriction, in whole or in part, by MLD page administrators:

- Comments not topically related to the particular social medium thread or topic or article being commented upon (for example, if a MLD page administrator posts an article about library classes, and a user posts a negative comment about a MLD employee);
- Comments in support of or in opposition to political campaigns or ballot measures, with the exception of informational posts approved in advance by the MLD Library Director;
- Profane, obscene, or sexual language or content or links to such language or content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, veteran status, genetic information, citizenship status, national origin, physical or mental disability, sexual orientation, or gender identity/expression;
- Solicitation of commerce, including but not limited to, advertising of any business or product for sale;
- Information that may tend to compromise the safety or security of the public or public systems;
- Defamatory or personal attacks;
- Threats to any person or organization;
- Conduct or encouragement of activity that violates any federal, state, or local law; or
- Conduct that violates a legal ownership interest of any other party.

If illegal activity occurs, page administrators are expected to secure the information and notify the local police department.

MLD reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law or regulation. Content submitted for posting that is deemed not suitable for posting by MLD page administrators because it is not topically related to the particular subject being commented upon, or is otherwise deemed prohibited content based on the criteria set forth in this policy, must be retained in accordance with the relevant records retention schedule.

This policy governing comments on MLD sites shall be displayed on all limited public forums or made available via hyperlink from MLD's official website.

### **Content Management**

Page administrators representing MLD on MLD social media and/or blog sites must conduct themselves at all times as representatives of MLD in accordance with all MLD policies, standards, and regulations. Page administrators are personally responsible, and may be legally liable, for the content they publish on social media and/or online sites.

### **Advertising, Marketing, and Public Relations**

MLD makes it a priority to comply with Section 5 of the Federal Trade Commission Act, 15 U.S.C. § 45. Section 5 of the FTC Act reflects the four basic truth-in-advertising principles.

### **Public Records**

MLD social media and/or online sites are subject to Idaho Public Records Law. Any content maintained in a social media and/or online format that is related to MLD's business, including a list of subscribers and posted communication, is a public record. Therefore, there should be no expectation of privacy in the information posted on MLD social media and/or online sites. MLD is responsible for responding completely and accurately to any public records request for public records on social media and/or online sites. Content related to MLD business shall be maintained in an accessible format so that it can be produced in response to a request. Whenever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the relevant departmental public disclosure officer. Idaho law and relevant MLD records retention schedules apply to social media and/or online formats and content.

### **Open Meetings**

MLD's governing body should refrain from using MLD or other social media and/or blog sites to discuss MLD's business or make a decision in violation of Idaho's Open Meeting Law.

MLD may use social media and/or blog sites to gather public input and foster public discussion related to MLD's role and functions, provided that the use is authorized in accordance with and conforms to this policy.

Information that MLD posts on its social media and/or blog sites will supplement, not replace, required notices and standard methods of providing warnings, postings, and notifications required for public meetings and hearings under Idaho law.