



**LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
3/16/2022**

The regular meeting of the Board of Trustees of the Meridian Library District will be held at 7:00 p.m. on Wednesday, March 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.

JOINWEBEX MEETING

<https://meridianlibrary.my.webex.com/meridianlibrary.my/j.php?MTID=m52d2cdd5b061978b5d7d8a491e7f98b9>

Meeting number: 2650 932 4289 | Password:nS6PJwUkw38

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 February 16, 2022
 - b. Special Meeting Minutes March 4, 2022
 - c. Employee Handbook Revision
 - d. Employee Handbook COVID Addendum Revision
3. **Board Training: First Amendment and Social Media Policies:** Lisa McGrath, New Media Law
4. **Library Director Report**
5. **February 2022 Financial Reports Approval** [ACTION ITEM]
6. **Capital Projects Update**
7. **South Branch Project Budget & Financing Discussion**
8. **Approve MSR Service Order 008 (South Meridian Branch)** [ACTION ITEM]
9. **Approve Consensus 500.1 contract with CM Company** [ACTION ITEM]
10. **Executive Session: Pursuant to Idaho Code §74-206 (1)(b)** the Board shall retire into Executive Session 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 [ACTION ITEM]
11. **Future Agenda Items**



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

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

WEBEX MEETING - <https://bit.ly/3sy3OvG> --MEETING LINK UPDATED 2/14/22
<https://meridianlibrary.my.webex.com/meridianlibrary.my/j.php?MTID=mdbc367ec95d6035505493e34d1e51a>

By Phone +1-650-215-5228

Meeting number (access code): 2651 867 8651

Meeting password: 12345678

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

LIBRARY STAFF PRESENT: Gretchen Caserotti, Library Director (virtual); Nick Grove, Assistant Director; Caren Massari (virtual)

CHAIR LARSEN CALLED MEETING TO ORDER AT 7:03 p.m.

MEETING AGENDA:

1. **Guest comments:** Public comments were limited to 15 minutes total, 3 minutes per speaker, due to the full agenda. Guests were also invited to submit comments to the board in writing. Seven individuals provided comments of varying topics including objecting to mask requirements, concerns about the content of some materials in the library's collection, and one comment of appreciation to the library.
2. **Consent Agenda:** Consent Agenda items are considered routine and are acted on with one motion. [ACTION ITEM]
 - a. Regular Meeting Minutes January 19, 2022
 - b. Collection Development Policy Revision
 - c. Finance Manager Job Description Revision

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

3. **Library Director Report** Library operating as planned, seeing uptick in library use including a surprising increase of almost 400 new library cards added in January, highest monthly increase in quite some time, usually averages about 200. Circulation of both digital & physical materials is up. Getting Nick Grove onboarded as Assistant Director, Caren is off and running as Finance Manager. Orchard Park press event planned to announce the \$250,000 Sunderland Foundation grant. Trustee will be invited for tours in March when we take possession for the Tenant Improvements. Trustee noted the aging vehicle comments in the Support Services report. Staff presentation on the subject planned for March meeting.

4. **January 2022 Financial Reports Approval** [ACTION ITEM] – Trustees are invited to suggest or request changes to the monthly reports. MOTION to approve made by Hirsch, seconded by Knutson. All in favor, none opposed. MOTION Carried.
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] - MOTION to enter Executive Session: Larsen YES, Kohler YES, Hirsch YES, Ricks YES, Knutson YES. Trustees entered at 7:32 p.m. Trustees exited Executive Session at 7:55 p.m.
6. **Social Media Policy and Free Speech Discussion:** Allison Maier, Communications and Marketing Manager shared plans for providing training to the board and legal consulting on MLD's Social Media Policy and Employee Handbook in the coming month.
7. **Discuss and Approve Meeting Room Policy Revision** [ACTION ITEM] – Proposed revisions to the policy incorporate input from Trustee training and discussion in the January meeting. Attorneys have reviewed and advised on this draft. MOTION to approve made by Knutson, seconded by Hirsch. All in favor, none opposed. MOTION carried.
8. **Approve Memorandum of Agreement with City of Meridian for Mural at unBound** [ACTION ITEM] – Working with the City to use Public Art funding to install a mural on the alley-side wall of unBound. No cost to MLD, would need to arrange waiver and photo permission directly with artist. MOTION to approve made by Hirsch, seconded by Knutson. All in favor, none opposed. MOTION carried.
9. **Capital Projects Update** – Caserotti had no additional updates outside of agenda items.
10. **Orchard Park Tenant Improvements Project Budget Discussion** – Caserotti presented an updated project budget reflecting the recent construction bid response totals, fee waivers, and fundraising. Construction costs increased, and so did fundraising. FY22 operations budget included \$400,000 to the project. Due to pandemic impacts, can reallocate additional funding in an amended operations budget. The project budget is balanced.
11. **Approve Revised MSR Service Order ~~007~~ 006 (Orchard Park)** [ACTION ITEM] Chair Larsen noted the correct Service Order number is revised 006, the document included in Trustee packets. Due to developer delays and changes to site plan, MSR has performed additional work on the project and the existing contract expired in 2021. This revised order is \$38,750 higher than original budget and that increase was included in the updated project budget just presented. MOTION to approve made by Hirsch, seconded by Kohler. All in favor, none opposed. MOTION carried.
12. **Accept Construction Re-Bids for Orchard Park Tenant Improvements** [ACTION ITEM] – CM Company provided a letter summarizing the results of the re-bids. It had the favorable results we had hoped for. Travis Porter attended the public opening of the bids. MOTION to approve made by Knutson, seconded by Ricks. All in favor, none opposed. MOTION carried.
13. **South Branch Project Budget & Financing Discussion** – Cost-estimate was provided by CM Company and construction costs exceptionally high as feared in current market. Estimate includes expenses for courtyard which would be shared with developer, but puts the project outside of available funds. Trustees have confidence in MSR and CM Company and would like to see the team explore design and material options to bring the project back into budget.

Foundation launching an ambitious capital campaign, but no firm revenue number committed to yet for this project. The courtyard and parking lot expenses would be difficult to fit into parameters of COP financing rules.

14. **Approve MSR Service Order 008 (South Meridian Branch)** [ACTION ITEM] – MSR had contract for pre-design work (service order 007) proposed scope 008 is for the design and engineering for the project. Trustees concerned about proceeding with the project not in budget. TABLED. No action taken.
15. **Approved Updated Authorized Signers for MLD US Bank Account** [ACTION ITEM] – Need to add new Finance Manager to account. MOTION to authorize the following as authorized signers on the US Bank checking account: Board Chair, Megan Larsen, Treasurer Christina Hirsch, Director Gretchen Caserotti, and Finance Manager Caren Massari. MOTION made by Ricks, seconded by Kohler. All in favor, none opposed. MOTION carried.
16. **Public Comment Procedures Discussion** – Trustees invited to test the draft version of a new public comment form that allows for easier administration of the written comments.
17. **Future Agenda Items** – Will coordinate a training with digital media specialist attorney and discuss social media policies. Continue to monitor public health guidelines and any possible changes made by CDC. Staff presentation on aging library fleet vehicles. May need a special meeting on South Branch project.

MEETING ADJOURNED AT 9:00 p.m.

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

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair



**LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
3/4/2022**

A Special Meeting of the Board of Trustees of the Meridian Library District was held at 11:00 a.m. on Friday, March 4th, 2022. The meeting was held at the main library building located at 1326 W. Cherry Lane in the large conference room and streamed online via WebEx.

JOIN WEBEX MEETING -

<https://meridianlibrary.my.webex.com/meridianlibrary.my/j.php?MTID=ma0f33bf28f7b9bc9017566bbec7d5346>

By Phone +1-650-215-5228

Meeting number (access code): 2651 651 3877

Meeting password: 1326

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

LIBRARY STAFF PRESENT: Gretchen Caserotti, Library Director; Nick Grove, Assistant Director

CHAIR LARSEN CALLED MEETING TO ORDER AT 11:00 a.m.

MEETING AGENDA:

1. **Approve Revised COVID Operations Plan [ACTION ITEM]** – Chair Larsen summarized the existing COVID operations plan and the change in CDC guidelines. The existing plan always outlined masks to become optional in Moderate levels of transmission. Ada County was moved into the Medium level on Thursday, March 3, 2022 and library staff accordingly changed all signage and initiated communications that effective Friday, March 4, 2022 at opening, masks became optional at all MLD locations. Director Caserotti provided 2 versions of proposed revised operation plans with the corrected language to align with the revised CDC COVID19 Community Levels. 1 with masks optional and 1 with masks required in High. MOTION was made by Trustee Ricks to approve version 2 with masks optional in High. MOTION died for a lack of second. MOTION was made by Trustee Kohler to approve version 1 with masks required in accordance with the public health guidelines, seconded by Hirsch. 4 Ayes, 1 Nay. MOTION carried.
2. **Approve Revised Code of Conduct Addendum [ACTION ITEM]** – Revision updates to align with revised CDC guidelines removing Substantial as a category. MOTION was made by Trustee Kohler to approve, seconded by Hirsch. All in favor, none opposed. MOTION carried.

MEETING ADJOURNED AT 11:07 a.m.

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

RESPECTFULLY SUBMITTED AND APPROVED

Gretchen Caserotti, Library Director

Megan Larsen, Board Chair



EMPLOYEE

HANDBOOK

*Approved by the Meridian Library District Board of Trustees on September 10, 2013
Revised and Board Approved on November 17, 2021*

Table of Contents

- 1. [Introduction](#) 3**
- 2. [Employment](#) 3**
 - [Equal Opportunity](#) 3
 - [Background Checks and References](#) 5
 - [Classification of Employment](#) 5
 - [Compensation and Timekeeping](#) 6
 - [Rest and Meal Periods](#) 8
 - [Overtime – Non-exempt staff](#) 9
- 3. [Benefits](#) 9**
 - [Benefits](#) 9
 - [Holidays](#) 11
 - [Paid Time-Off \(PTO\)](#) 12
 - [Unexpected Closures](#) 15
- 4. [Leaves of Absence](#) 16**
 - [FMLA](#) 16
 - [Military FMLA](#) 18
 - [Other Leaves](#) 19
 - [Bereavement](#) 19
 - [Military Leave \(non-FMLA\)](#) 20
- 5. [Personnel Records](#) 20**
- 6. [Standards of Conduct](#) 21**
 - [Personal Conduct](#) 22
 - [Absences and Tardiness](#) 24
 - [Workplace Violence](#) 25
 - [Alcohol and Drugs](#) 25
 - [Confidentiality](#) 26
 - [Equal Opportunity Employment -Discrimination](#) 26
 - [Harassment](#) 27
 - [Media and Communications](#) 29
 - [Social Media](#) 29
 - [Technology Use and Data Security](#) 31
 - [Use of Personal Devices](#) 33
 - [Personal Standards and Safety](#) 33
- 7. [Travel Time](#) 34**
- 8. [Use of Vehicles](#) 38**
 - [Accident Reporting and Traffic Violations](#) 39
- 9. [Employee Evaluation and Discipline Procedures](#) 40**
 - [Opportunity to be Heard Concerning Discipline](#) 41
 - [Opportunity to be Heard “Name-clearing” Hearing](#) 42
 - [Separation from Employment](#) 43
 - [Return of District Property](#) 43
- 10. [Professional Development & Education Assistance](#) 44**
- 11. [Acknowledgement](#) 47**

1. INTRODUCTION

The Meridian Library District Employee Policy Handbook has been designed to provide employees with general information about their employment. Specific questions should be directed to the employee's supervisor or Human Resources. In no event, however, are supervisors authorized to alter the policies of the Meridian Library District or the provisions of this handbook.

This Employee Handbook does not constitute a contract of employment.

The Board of Trustees reserves the right to change this handbook, the District's policies, employee benefits, compensation and all other matters affecting the operations of the District at any time, with or without notice to employees unless prohibited by law.

Nothing in this Handbook is intended to prevent non-management employees from engaging in protected activity with regard to the terms and conditions of their employment.

2. EMPLOYMENT

Meridian Library District

The District is a political subdivision of the state of Idaho, though it is not a part of state government. The Board of Trustees serves as the governing body of the District as directed by Idaho Code 33-2720, carrying out local legislative duties and fulfilling other obligations as provided by law. The Board is the general policymaker for the District and has primary authority to establish terms and conditions of employment with the District. As with all elected public officials, the Board is ultimately responsible to the voters of the District.

Employees should recognize that although they may serve as employees supervised by a department head, they remain employees of the District, and not of the person who supervises their work. The policies set forth in this handbook in the resolutions and policy statements that support it, cannot be superseded by any other person's pledge, without the express action of the Board. That is particularly true for terms or conditions that would establish a current or future financial obligation for the District. You may, however, work for a department with an operational guideline that provides additional direction to employees on expectations and procedures unique to that department.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Policy Statement - All selection of employees and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to race, color, genetic information, religion, sex, sexual orientation, gender identity, age, national origin or disability. All objections to hiring or other employment practices must be brought to the attention of Human Resources. The District will make reasonable accommodation for known religious beliefs as well as for known

[Back to Table of Contents](#)

disabilities (see Disability statement below). All requests should be directed to Human Resources or the employee's immediate supervisor.

Disability – Reasonable Accommodation - The District does not discriminate against any applicant or employee in hiring or in the terms, conditions, and privileges of employment due to physical or mental disability. When the District becomes aware of any disability which prevents an otherwise qualified applicant or employee from performing an essential function of the job, the District will assess whether any reasonable accommodation would allow the person to perform the job before refusing employment or making a distinction in terms, conditions, or privileges of employment because of the disability. An accommodation which creates an undue hardship on the District, or which endangers health or safety is not a reasonable accommodation. The District will make any reasonable accommodation necessary to allow an otherwise qualified applicant or employee to perform the job.

An otherwise qualified applicant for employment or an employee with a disability who requires reasonable accommodation shall inform Human Resources of the nature of the disability and the accommodation required. Employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and shall not release the information to anyone who does not have the right or need to know.

Veteran's Preference and Rights - The District will accord a preference to U.S. Armed Services veterans, or certain members of their family, in accordance with provisions of Idaho Code, Title 65, Chapter 5. In the event of equal qualifications for an available position, a veteran or family member who qualifies for the preference will be employed.

Any qualified veterans who have been restored to their positions in accordance with Idaho Code § 65-508 will not be discharged from such position without cause for a period of one (1) year after such restoration. During this one-year period, a returning veteran will be entitled to an opportunity to be heard prior to termination. Such returning veterans will also be considered as having been on an unpaid leave of absence during their period of military duty. They will be restored to their position without loss of seniority, status or pay.

Preference for Hiring from Within - Qualified District employees may be given preference over outside applicants to fill vacancies in the workforce without following the notice and selection procedures normally required for hiring new employees. If the internal preference process is used, it should be completed prior to seeking outside applicants for the position.

BACKGROUND CHECKS & CONVICTIONS/ARRESTS

To ensure that individuals who join the Meridian Library District are well qualified and to ensure that the District maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept a conditional offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the District. All background checks are conducted in conformity with the Federal Fair Credit Reporting

[Back to Table of Contents](#)

Act and other applicable laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

The District also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Employees who are arrested for any alleged crime must report the arrest immediately to Human Resources within one business day of the arrest. Convictions (e.g., no contest, found guilty, guilty plea or withheld judgment) to any crime (felony or misdemeanor) must be reported to Human Resources in writing within 24 hours of the conviction.

CLASSIFICATION OF EMPLOYMENT

For Cause Employment Relationship - Except as otherwise provided in this policy, including provisions regarding reduction in force, in accordance with Idaho Code § 33-2721 (2), employees of the District will not be suspended without pay, demoted with an accompanying change in pay or discharged from their positions for disciplinary purposes except for cause related to performance of their job duties or other violations of policy. Cause will be determined by the Board and/or supervisor or Human Resources and will be communicated in writing to the employee when the employee's status is proposed to be changed. Such action will be subject to the Opportunity to be Heard process for disciplinary procedures set forth in this policy. Temporary employees do not have the right to request an opportunity to be heard regarding disciplinary processes. However, employees who believe that they have been removed from their position or demoted with a reduction in pay as a result of discrimination or retaliation, or as a result of an allegation entitling them to a name-clearing hearing, may utilize the procedures set out in this policy.

Employee Classification for Benefit Purposes - The classification of positions employees hold with the District may affect the status of obligations or benefits associated with their employment. The primary classes of employees are:

Full-time employee - An employee who is regularly scheduled to work at least 40 hours per week. Full-time regular employees are eligible for employee benefits provided by the District.

Part-time employee - An employee who is regularly scheduled to work less than 40 hours per week. Part time employees who work 30-39 or more hours per week are eligible for health benefits provided by the District subject to applicable waiting periods. Employees who work less than 30 hours are not eligible for health benefits. Part-time regular employees may receive reduced employee benefits (such as reduced paid time-off) as authorized by the Board and as required by federal and state law. The scope of benefits received may vary proportionately with the number of hours typically worked for a part-time regular employee. The number of hours worked may also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.

[Back to Table of Contents](#)

Regular employee - A full-time or part-time employee who is hired for an indefinite period.

Temporary employee - Employees who are hired for a pre-established period, usually during peak workloads or for vacation relief. Temporary employees may work a full-time or part-time schedule. Temporary employees receive no benefits provided to regular employees, except those required by law or those approved by official action of the Board.

Additionally, each employee is classified as one of the following based upon applicable federal and state law:

- **Exempt Employees** - Employees who are exempt from the overtime compensation provisions of state and federal wage and hour laws.
- **Non-exempt Employees** - Employees who are subject to strict timekeeping requirements, minimum wage, and overtime compensation, as provided by state and federal wage and hour laws.

COMPENSATION & TIMEKEEPING

Establishment of Employee Compensation

Employees are compensated in accordance with, and subject to, decisions of the Board as annual budgets are set, and are subject to increase, reduction, or status quo maintenance for any time period. Human Resources will prepare documentation to support pay and salary change recommendations and department heads may make suggestions about salary compensation and other pay system concerns, but the final decision regarding the compensation and salary schedule rests with the Board. The District will comply with all state and federal pay acts governing compensation of its employees.

Right to Change Compensation and Benefits

The District may change general compensation for any reason deemed appropriate by the Board. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent District budget. Hours worked may be reduced or employees may be laid off by the Board as necessary to meet budgetary constraints or as work needs change.

Paydays and Payroll Procedures

Paydays are bi-weekly on every other Friday. If payday falls on a holiday closure, paychecks will be distributed the business day preceding the holiday closure. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued. Payroll related deposits will be made pursuant to a voluntarily completed direct deposit authorization unless an employee chooses to opt out. No payroll deductions will be made from an employee's paycheck unless authorized in writing (digital or paper signature) by the employee or as required by law. Employees concerned about their compensation, rate of pay, payroll status, deductions, etc., must communicate such concerns to Human Resources or their supervisor as soon as any such concern becomes evident. Employee paychecks will be distributed by the employee's supervisor and made available only to the employee unless the employee provides written authorization to provide it to someone else. In the absence of the supervisor, an individual designated by the supervisor or Human Resources may distribute a paycheck to the employee.

[Back to Table of Contents](#)

Each employee must monitor the accuracy of compensation received. Information shown on the employee's paycheck stub is provided for information only. Actual practices regarding the issuance of paychecks and allocation of employee benefits must be consistent with official policy of the District. In the event of disagreement between the computer-generated paycheck stub and official policy, as interpreted by the Board, the policy will prevail. Employees are obligated to call to the District's attention any errors, whether to the advantage or disadvantage of the employee.

Timekeeping – Non-Exempt Staff

The District wants to ensure that non-exempt employees are paid for all work performed. Please keep in mind that time worked is all the time actually spent performing job-related duties. Nonexempt employees shall accurately record the time they begin and end their work, including before and after meal periods and any other departures from work. Timesheets of non-exempt employees must be signed manually or electronically by both the supervisor and the employee and must contain a certification that it is a true and correct record of the employee's actual time worked and benefits used for the time period covered. Failure to sign a timesheet manually or electronically and submit it by the payroll due date/time will result in disciplinary action.

Exempt employees may be required to document time worked or benefits used for accountability purposes. In order to fulfill the District's legal obligations and to protect your wage tracking, altering and/or tampering with time records, failing to report time actually worked (including signing and submitting timesheets), recording time not worked, or recording time on another employee's time record is not allowed and will result in disciplinary action including possible termination of employment. It is the employee's responsibility to promptly report any timesheet, compensation, rate of pay, payroll status, or deduction errors to Finance so that the error can be corrected.

Non-exempt employees are responsible for ensuring that timesheets reflect all time actually worked. Non-exempt employees may not clock in early or clock out late, without prior approval from their supervisor. Non-exempt employees are prohibited from working off the clock, including but not limited to reviewing, sending, or responding to work-related emails, chats, text messages, or engaging in other similar work-related communications off the clock. Non-exempt employees must receive approval to work additional hours and record them as hours worked. Notwithstanding, employees are expected to respond to the District's attempts to contact them regarding schedule or employment changes, and this is not paid time. Failure to adhere to these expectations may result in disciplinary action, up to and including termination from employment.

Timekeeping – Conferences and Training

From time to time, employees may attend conferences and training on behalf of the District. Non-exempt employees shall accurately record the time they begin and end training, including before and after meal periods and any other departures from a training and conference. Voluntary luncheons (of thirty minutes or more) or evening social events/banquets are not compensable time. Although not required by law, if time spent in a training or conference is less than a non-exempt employee's regularly scheduled work hours, non-exempt employees may receive pay for those hours at the discretion of their supervisor. Exempt employees will receive a continuation of pay for all conference and training activities.

Staff Rest and Meal Periods – Non-Exempt Staff

[Back to Table of Contents](#)

Although not required by law, an unpaid meal period of 30-60 minutes will generally be provided to non-exempt employees scheduled to work more than six consecutive hours at a time near the middle of the workday to be scheduled with the employee's supervisor. Unpaid meal periods and length of the meal period will be at the discretion of the employee's supervisor and based on the library's scheduling needs. **However, at a minimum, unpaid meal periods shall be no less than 30 minutes.** If a non-exempt employee is required to work through a meal break or is not provided a full thirty minutes of uninterrupted time, he or she will be paid for the entire 30-minute period. In certain instances, employees may be scheduled to work shifts in excess of 8 hours. During these longer shifts, employees are encouraged to coordinate with their supervisor to receive two unpaid meal periods of no less than 30 minutes each. This time should be used to relax, and employees must not perform work off the clock, including any passive or active duties. If an extended lunch shift is required, let your supervisor know as soon as possible.

Although not required by law, non-exempt employees will typically be provided with one fifteen-minute paid break during each four-hour shift as coordinated with the employee's supervisor and at the supervisor's discretion. Taking excessive or lengthy breaks may result in disciplinary action up to and including termination.

Lactation (Expressing Breast Milk) Break

The District will provide reasonable break times for an employee to express breast milk for a nursing child for one year after the child's birth. The District will also provide a place, other than the restroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk. Employees may also opt to express breast milk in their own private office, but may not do so in a public place, including unenclosed cubicles. Non-exempt employees will not be compensated for lactation breaks taken in addition to their normally scheduled breaks, and therefore, shall clock in and out when taking a lactation break. The District is not obligated to allow the employee to make up time either before or after work to cover this time off. As with any break, unauthorized use, or abuse of the time off or time clock reporting may result in disciplinary action up to and including termination.

Overtime - Non-exempt Staff

The following overtime policy replaces the compensatory time-off policy. While the District appreciates an employee's need for a regular work schedule, there may be occasions where employees are required to work in excess of 40 hours per week. Non-exempt employees will be paid 1 ½ times their regular hourly rate for hours worked in excess of 40 per week. For purposes of computing overtime, the workweek is Sunday 12:00 am through Saturday 11:59 pm. Only time actually worked is counted in determining whether the employee has worked overtime to be paid as overtime.

Employees are not permitted to work overtime or to vary their established schedule of work without the prior approval of their supervisor. An employee who works unauthorized overtime will be subject to disciplinary action, including possible termination of employment.

Exempt employees are not eligible for overtime.

3. BENEFITS

[Back to Table of Contents](#)

All employees are covered by:

- State Insurance Fund (Workers' Compensation)
- Unemployment insurance subject to eligibility requirements determined by law
- Social Security

Workers' Compensation

Safe practices are essential to preventing injury. However, in the event of an industrial injury or occupational illness of any kind, employees must notify their supervisor immediately so that the District can ensure that a workers' compensation claim is processed. This will allow for benefits to be paid for on-the-job injury subject to state law requirements. Failure to notify your supervisor in a timely manner of industrial injury or occupational illness may result in disciplinary action and could negatively impact benefits.

Retirement

Non-temporary employees expected to be employed at least 5 months and regularly working 20 hours per week or more are also covered by Public Employee Retirement System of Idaho (PERSI) Base Plan (a defined benefit plan). For eligible employees, PERSI requires the District to withhold a percentage of an employee's gross salary for pension purposes, and to contribute an additional larger amount on behalf of the employee. Contact Human Resources for further information.

Health Insurance

Employees (excluding temporary employees) who are expected to regularly work 30 hours per week or more are eligible for enrollment in the District's health insurance plans (medical, dental, vision, and health reimbursement account) on the first of the month following their first day of employment or one month after transferring to an eligible position. All employees' service hours will be reviewed on an annual basis to determine whether the employee completed an average of 30 hours of service per week or more during the applicable measurement period. Employees completing an average of 30 hours of service per week or more during the applicable measurement period will be eligible for enrollment in the District's health insurance plans; employees completing less than the average of 30 hours of service per week during the applicable measurement period may lose coverage during the following stability period. The plan is subject to change in the sole discretion of management and as permitted by applicable law. Premiums may be partially or fully the responsibility of the employee. Current information about the plans will be available through Human Resources. If there is a conflict between the language in the Employee Handbook and language in the official plan document, the official plan document governs.

COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Coverage under COBRA is paid by the employee or the qualified beneficiaries. Notify Human Resources immediately of a qualifying event.

Miscellaneous Benefits

MLD Employee Handbook Effective: 1-26-2020
Board Approved: 11-17-2021 Page 9 of 46

[Back to Table of Contents](#)

In addition to the benefits listed on the previous pages, the following are examples of miscellaneous benefits, subject to change in the sole discretion of the Board that may be available to employees for participation in accordance with the terms of their respective policy or plan document:

Benefits for Non-Temporary Employees Working 30 or more hours per week subject to waiting periods and eligibility:

- Flexible Spending Account (for dependent care expenses)
- Health Reimbursement Arrangement
- Employer-sponsored Short-Term Disability
- Employer-sponsored Group Term Life and Accidental Death and Dismemberment Insurance

Voluntary Benefits for Employees Working 20 or more hours per week and meeting other applicable eligibility and waiting requirements (employee pays the premium):

- 401k
- Aflac
- Group Term Life Insurance
- Accidental Death and Dismemberment Insurance

Voluntary Benefits for All Employees:

- Employee Assistance Program
- Computer Purchase Program
- Book Purchase Program
- Staff Library Card (for non-residents, the non-resident fee is waived)
- 457b Deferred Compensation Program (non-temporary employees only)
- Nationwide Pet Insurance

HOLIDAYS

The Meridian Library District generally observes 12 holidays each calendar year. The District designates the holidays on which the library is closed. Holiday closures are approved by the Board of Trustees each calendar year and made available following board approval.

Holiday Pay for Exempt Employees

Exempt employees will receive a continuation of their pay for all holiday closures, including partial and early closures. Exempt employees are not eligible for paid holidays if on an unpaid leave of absence.

Holiday Pay – Non-Exempt Employees

~~Unless on an unpaid leave of absence, Regular non-exempt employees who work 18 or more hours per week are eligible to accrue holiday pay on the first of the month following start of employment. Non-exempt employees on an unpaid leave of absence will not be eligible for paid holiday time. Regular non-exempt employees accrue will receive paid holiday hours on their timecard~~ for the following observed holidays:

- New Year's Day
- Martin Luther King Jr. Day/Idaho Human Rights Day
- President's Day (Library Closed, Floating Holiday due Staff Day)

MLD Employee Handbook Effective: 1-26-2020

Board Approved: 11-17-2021 Page 10 of 46

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[Back to Table of Contents](#)

- Easter Sunday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve Day
- Christmas Day

~~For non-exempt employees, holiday hours accrue according to the schedule below at the beginning of the month in which the observed holiday falls. The maximum amount that can be carried over to the next month is listed in the schedule below. Unused amounts in excess of the carryover amount will be lost.~~

Employee Work Hours per Week	Hours Accrued per Observed Holiday	Maximum Monthly Carryover
18-24 hours	4 hours	4 hours
25-29 hours	5 hours	5 hours
30-38 hours	6 hours	6 hours
39-40 hours	8 hours	8 hours

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Non-exempt employees will not receive holiday ~~accrual hours~~ for early or partial closures. Holiday pay is ~~not neither accrued nor paid if the employee is on an unpaid leave of absence, during leaves of absence without pay.~~ Temporary employees are not eligible for holiday pay.

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~~Supervisors will schedule an employee's holiday hours to be used as much as reasonably possible on the holiday as to minimize disruption to library operations. The supervisor may allow the employee to request the holiday to be used on a different day if doing so would minimize disruption to library operations. The employee must notify their supervisor of the holiday request. The District has an obligation to adhere to fiscal responsibility and budgetary commitments; therefore, a holiday request made in addition to the normal total hours for the employee's regular work week may be denied except in extenuating circumstances or as deemed necessary due to the employee's job duties as approved by the Library Director.~~

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~~Employees who transition to a position with a change in the expected regular working hours per week will be eligible to receive accrual at the new rate after meeting the applicable waiting period from the hire date. Rehires will receive credit towards waiting periods for previous months of service with the District. After the waiting period for transfers and rehires is met, the new rate will be effective on the first of the month following the date of transition. Human Resources will review non-temporary employee actual hours worked compared to expected regular worked hours at least every 6 months. If a non-temporary employee has regularly worked hours that are outside the expected hours and the change is expected to continue based on District needs, the employee's holiday accrual schedule will be adjusted accordingly effective the start of the month following completion of the review.~~

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Holiday Pay and Separation of Employment

[Back to Table of Contents](#)

~~Upon cessation of employment, Meridian Library District non-exempt employees will be paid all accrued and unused holiday hours in accordance with this policy and subject to the maximum accrual carryover. Employees cannot cash out Holiday Pay prior to separation from employment. Exempt employees do not receive any holiday payout. [Holiday hours will not be paid upon separation of employment.](#)~~

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PAID TIME-OFF (PTO)

PTO is an alternative to categorized vacation and sick leave accruals. It provides an employee with more flexibility to use time off to meet personal needs, while recognizing an employee's individual responsibility to manage such absences. PTO accrues as the employee works and must be earned before it is taken. Accruals will be prorated for partial months of service when permanent changes in hours worked occur.

Eligibility

Employees who work twenty (20) hours or more per week are eligible to earn PTO. PTO is neither accrued nor earned while an employee is on an unpaid leave of absence. Employees who regularly work less than 20 hours a week and temporary employees are not eligible to earn PTO. For eligible employees, PTO begins to accrue at the start of hire and the month's accrual is deemed earned (can be used) at the beginning of the month following each month of service completed. Thereafter, PTO is earned as accrued each month.

Paid Time-Off Accrual Schedule for Regular Full-Time Employees

Full-time regular employees accrue PTO hours according to the schedule below at the end of the month of each month worked at full-time status.

Months of Service	Non-Exempt Hours Accrued per Month for Employees Expected to Regularly Work 39-40 Hours per Week	Exempt Hours Accrued per Month
0-60 Months	16 hours	20 Hours
61-120 Months	18 hours	22 Hours
121-180 Months	20 hours	24 Hours
181-240 Months	22 hours	26 Hours
241-252 Months	24 hours	28 Hours
Maximum Accrual Limit for Full-Time PTO: 320 hours		

Exempt employees are not required to submit PTO request for absences of less than 4 hours during a regular shift. Abuse of this policy will be addressed in accordance with the Absence policy.

Paid Time-Off Accrual Schedule for Regular Part-Time Employees

Regular part-time employee who regularly work at least 20 hours per week are eligible to earn PTO. Eligible part-time regular employees accrue PTO hours according to the schedule below at the end of each month worked at part-time status. Eligible part-time regular employees who temporarily (working more than the employee's regularly assigned hours in an effort to assist the department during times

[Back to Table of Contents](#)

of staffing shortages) increase the number of hours worked will not receive an increased PTO accrual for the temporary period of increased hours.

Months of Service	Hours Accrued per Month for Employees Expected to Regularly Work 20-24 Hours per Week	Hours Accrued per Month for Employees Expected to Regularly Work 25-29 Hours per Week	Hours Accrued per Month for Employees Expected to Regularly Work 30-38 Hours per Week
0-60 Months	8 hours	11 hours	13 hours
61-120 Months	9 hours	12.5 hours	14.5 hours
121-180 Months	10 hours	14 hours	16 hours
181-240 Months	11 hours	15.5 hours	17.5 hours
241-252 Months	12 hours	16.5 hours	19 hours
Maximum Accrual Limit for All Part Time PTO: 160 hours			

Transition Provisions for All Eligible Employees

Employees who transition to a position with a change in the expected regular working hours per week will receive a partial month's accrual at the old accrual rate on the effective date of the transition and a partial accrual at the new rate at the end of the month effective from the date of transition. Human Resources will review non-temporary employee actual hours worked compared to expected regular worked hours at least every 6 months. If a non-temporary employee has regularly worked hours that are outside the expected hours and the change is expected to continue based on District needs, the employee's PTO accrual schedule will be adjusted accordingly effective the start of the month following completion of the review.

Maximums and Carryovers

Once an employee reaches the maximum accrual limit of PTO hours, no additional PTO will accrue until the employee's accrued hours are reduced below the maximum. Carryovers are also limited to this maximum accrual limit. Employees cannot cash out PTO accruals prior to separation from employment.

Notice and Scheduling of PTO

PTO is to be scheduled with consent of the responsible supervisor. Efforts will be made to accommodate the preference of the employee in scheduling PTO for vacations, but first priority will be the orderly functioning of the affected department. Employees are responsible for ensuring they have enough accrued PTO available to cover the dates requested. Time off requests for vacation or non-FMLA personal leave are approved based upon the expectation that employees will have enough time in their paid leave banks to cover the entire time off requested. In the event the employee will not have enough accrued PTO time to cover previously approved vacation request, the time off may be cancelled regardless of booked travel reservations and other expenses to the extent it does not cover the entire leave period. All time off will be charged to PTO except for military leave, worker's comp leave absences, FMLA when workers' compensation or short term or long-term disability benefits are being received or as mandated by other leave laws. In these isolated leave situations, applicable law

MLD Employee Handbook Effective: 1-26-2020

Board Approved: 11-17-2021 Page 13 of 46

[Back to Table of Contents](#)

will be followed relating to charging PTO, specifically, as to whether mutual consent between the employer and employee is required or whether it is left to the discretion of the employer and/or employee. A PTO request made in addition to the normal total hours for the employee's regular workweek is never permitted.

In general, an employee should give at least 2 weeks' notice of a PTO request. When regularly scheduled days off and officially designated holidays fall within the period of approved PTO, they will not be counted against the PTO pool. In certain instances, such as sudden illness, an employee may not be able to request PTO in advance. An employee must still follow the proper call-in procedures and is responsible for ensuring PTO is accurately recorded. In addition, employees should reasonably expect that illness may occur and, therefore, plan to keep a portion of unused PTO hours in their pool to be used in the event of unexpected illness. If unexpected absences occur, employees must use available PTO to cover the absence, including cancelling any previously approved vacation requests to the extent the current PTO balance does not cover the entire unexpected absence period. Employees are not permitted to take unpaid time-off unless for military leave.

Additionally, for employees eligible for PTO, unpaid time off is only granted subject to a leave request once earned PTO is exhausted. The only exception is military leave where employees are not required to use PTO. Additionally, if an employee is on FMLA and also receiving workers' compensation or short/long term disability payment, they will not be required to also use PTO while receiving these benefits. Failing to show for work without any earned PTO benefits to cover the time off and without obtaining special pre-approval is not permitted.

PTO and Separation of Employment

Upon cessation of employment, Meridian Library District employees will be paid all unused, earned, and accrued PTO in accordance with this policy and subject to the maximum accrual cap.

Unpaid Time-off (UPTO) for Part Time Non-Exempt Employees Who Work Less than 20 Hours Per Week

Part-time non-exempt employees who work less than 20 hours per week are not eligible to earn PTO; therefore, this classification of employee may request unpaid time-off according to the available time off listed below. Unused balances can roll over to the next calendar year. Unpaid time-off requested in excess of account balances per calendar year is not permitted unless approved by the Director and taken for a protected leave (e.g., FMLA, military leave, jury duty, ADA accommodation) and/or in accordance with the Non-FMLA Leave of Absence without Pay section of this policy. Requests for unpaid time-off must follow the same notice and scheduling requirements as defined in the Notice and Schedule of PTO section above.

Months of Service	Unpaid Time-off Accrued per Calendar Year
0-12 Months	100 hours
13-36 Months	140 hours
37+ Months	180 hours
Maximum Unpaid Time-off Balance	320 hours

Unexpected Library Closures

[Back to Table of Contents](#)

At the discretion of the Library Director, non-exempt staff may receive continuation of pay for unexpected library closures (full or partial day) such as in the event of a weather-related emergency or closure. Exempt employees will receive a continuation of their salary during library closures of less than one full workweek if the employee is ready, willing, and able to work but the library has opted to close for less than a full workweek.

JURY DUTY, WITNESS DUTY, AND VOTING

The District supports the community including the fulfillment of your civic duties. Employees who receive a jury summons, must immediately submit it to their supervisor who will work with Human Resources to document and record jury duty time. During the period of jury service, non-exempt employees will receive no deductions for absences of less than 5 workdays. Exempt employees will receive a continuation of their salary for jury duty absences for less than one full work week. If subpoenaed as a witness, employees must immediately advise their supervisor. Employees will be expected to report to work when temporarily excused from jury/witness duty. Employees must provide proof of jury/witness duty service completed to receive pay for jury/witness duty service. Leave will be granted, and full pay provided to any employees called to serve as a court witness in matters specifically related to District operations.

The District also supports and encourages employees to vote; employees who choose to vote are expected to plan to do so during voting hours that do not conflict with the employee's work schedule. However, employees may request in advance to their supervisor a schedule adjustment to allow for unpaid voting time, and supervisors will attempt to accommodate the request, though the supervisor reserves the right to deny the request if an accommodation would unduly disrupt District's operations.

TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER

Benefits for each employee continue when the employee transfers from one department to another within the District, as long as both the position and hours regularly worked continue the employee's eligibility for benefits. Any such transfer will not result in a reduction of benefit offerings, except in instances when an employee voluntarily accepts a position with reduced benefits.

4. LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE

Note: This policy is an overview of FMLA. For specific details, please contact the Human Resource Department. Employees are eligible to receive FMLA time off if they have worked for at least one year and for 1250 hours over the previous twelve months.

Eligibility Requirements

To be eligible for FMLA benefits, prior to any leave request, the employee:

- 1. Must have worked for the District for at least 12 months, which in some circumstances may include separate periods of employment with the District;*
- 2. Must have worked at least 1,250 hours for the District during the previous 12 months; and*

MLD Employee Handbook Effective: 1-26-2020

Board Approved: 11-17-2021 Page 15 of 46

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[Back to Table of Contents](#)

3. *The District must employ at least 50 employees within 75 miles of the employee's workplace measured by using available transportation on the most direct route.*

Basic Leave Entitlement

The District will provide eligible employees with up to 12 weeks of unpaid, job-protected leave in a 12-month period (a rolling 12-month period is used measuring backward from the date an employee uses any FMLA leave) for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth.
- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son, or daughter (under the age of 18 unless incapable of self-care), or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Total leave for employee spouses is limited to 12 weeks combined if the leave is taken for the birth, adoption, or foster care of a child or to care for a sick parent.

FMLA leave may be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Intermittent leave for parental leave is at the discretion of the employer, and thus will be approved by the Director subject to operational needs on a case-by-case basis.

Definition of Serious Health Condition

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves either:

- Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care;

Or

- Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
 1. A health condition lasting more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also includes:
 - a. treatment two or more times within thirty days by or under the supervision of a health care provider and the first treatment must occur seven days from the first day of incapacity; or
 - b. treatment by a health care provider one time with a continuing regimen of treatment.
 2. Pregnancy or prenatal care.
 3. A chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year for the same condition) to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to the health care provider is not necessary for each absence.

[Back to Table of Contents](#)

4. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
5. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

Benefits and Protections

During FMLA leave, the employer will maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. If the employee chooses not to return to work for reasons other than a continued serious health condition or circumstances beyond the employee's control, the District will recover from the employee the premium that was paid for the employee's health coverage from the employee's final paycheck. If the final paycheck does not cover the premium due, the employee shall be required to remit the balance due upon separation of employment.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

If the condition qualifies under FMLA, workers' compensation runs concurrently with FMLA. Employees must use earned and PTO concurrently with FMLA leave unless receiving workers' compensation or a short/long term disability benefit. PTO must be used during any waiting periods for these benefits.

If PTO ~~and holiday~~ accruals are exhausted during FMLA time off, the rest of the FMLA leave will be unpaid. Employees will continue to accrue PTO ~~and holiday~~ while using paid leave; however, they will cease to accrue PTO ~~and holiday~~ during any unpaid portion of their leave.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practical and must comply with the District's normal call-in procedures. For intermittent leaves of absence, employees must comply with the Library District's normal call-in procedures for each day of absence.

Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Employees must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

An employee on FMLA leave will not be allowed to work for any other employer.

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[Back to Table of Contents](#)

Employer Notification

The District will inform employees requesting leave whether they are eligible under FMLA. If they are eligible, the notice will specify any additional information required as well as the employees' rights and responsibilities.

Return to Work

If employees take FMLA leave for their own serious health condition, employees will be required to provide a medical release known as a Fitness for Duty Certification from the healthcare provider before returning to work. Employees will not be allowed to work without proper certification from the healthcare provider.

Retaliation

The District will not tolerate any interference with an employee's lawful rights under the FMLA or retaliation for exercising FMLA. Employees who feel that they have been treated adversely for requesting or utilizing FMLA should report their concern to Human Resources immediately.

Military Family Leave Entitlement

Eligible employees with a spouse, son, daughter, or parent military member on covered active duty in the Regular Armed Forces, National Guard or Reserves who have received a call to covered active-duty status in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. "Covered active duty" requires deployment to a foreign country. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. The length of time that an eligible employee may take for rest and recuperation qualifying exigency leave is 15 calendar days. Required information needed to certify exigency leave may include military member's leave orders or documentation issued by the military.

FMLA also includes a special leave entitlement that permits eligible employees (spouse, son, daughter, parent or next of kin) to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service-member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or 1) is otherwise on the temporary disability retired list, for a serious injury or illness; or 2) as well as a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness incurred in the line of duty while on active duty that renders the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation or therapy; is in outpatient status; or is on the temporary disability retired list. With regard to veterans, the FMLA caregiver leave may be taken up to five years after the veteran ends active duty. Please contact Human Resources for details.

OTHER LEAVES

Non-FMLA Leave of Absence without Pay

[Back to Table of Contents](#)

In extenuating circumstances or if an employee who does not qualify for FMLA but finds it necessary to be absent from work for a prolonged period of time (i.e., birth of a child, parental leave, family emergency, a serious medical condition, or non-medical special circumstance), an employee may request, in writing to Human Resources, an unpaid leave of absence for up to six weeks. All earned paid time off must be used during this leave prior to becoming unpaid. Requests will be reviewed by Human Resources in conjunction with management to determine scheduling needs and policy requirements. Final approval of prolonged unpaid leaves of absence and any extensions of these leaves of absence will be made by the Library Director, or a designee of the Library Director. If the leave is approved, the portion of medical insurance coverage that is paid by the employer will not be extended beyond the six-week period. Should the leave be extended by mutual agreement beyond the six-week period, insurance coverage may be able to continue at the employee's own expense. Contact Human Resources for details.

If the Director, or designee, approves an extension of the leave beyond six weeks, please understand that because of fluctuating business needs, we cannot guarantee holding your position. If your position or comparable position is not available, you would have to reapply to be considered for future vacancies.

The District will also provide leave under particular circumstances as mandated by federal or state law.

Bereavement Leave

Bereavement leave, as needed, may be granted in the event of death of an immediate family member (defined as spouse, children, parents, stepparents, sibling, grandparents, and corresponding in-laws) or member of the household. Full-time non-exempt employees will receive no deductions from regular work hours for bereavement absences of less than 5 workdays. Exempt employees will receive a continuation of their salary for bereavement absences of less than one full workweek. Part-time non-exempt employees will receive no deductions from regular work hours for bereavement absences of less than 3 workdays. Employees may be permitted additional time-off based on operational needs but must use earned paid time-off for this purpose. Employees not eligible for paid time-off may be permitted additional unpaid time-off based on operational needs. The District may also grant time-off in extenuating circumstances for immediate family who are near death. See also the District's FMLA policy for serious health conditions of specified family members.

Military Leave

An eligible employee who provides advanced written or oral notice of reserve training or military service will be granted an unpaid leave of absence for up to five years. During the leave, benefit coverage will be the same as for other unpaid leaves. Medical coverage may be continued based on the provisions of the Uniformed Services Employment Rights Act of 1994. Employees may use earned paid time-off; however, they are not obligated to do so.

5. PERSONNEL RECORDS

The official employee records for the District will be kept by the Human Resources Department. The personnel files will contain records related to employee performance, employee status, and other relevant materials related to the employee's service with the District. The Board, the employee's

[Back to Table of Contents](#)

supervisor and the employee may contribute materials to the personnel files deemed relevant to the employee's performance.

Access to Personnel Records

Only the employee's supervisors, the Board when acting in the course of its official business, attorneys for the District and the employee are authorized to view materials in a personnel file, digital or otherwise. Access of others to such files will be allowed only with authorization of the Library Director. Information regarding personnel matters will only be provided to outside parties pursuant to a Court order or a lawfully issued subpoena. The District reserves the right to disclose the contents of personnel files to outside state or federal agencies, its insurance carrier, or its carrier's agents for risk management purposes, or when necessary to defend itself against allegations of unlawful conduct. Copies of materials in an employee's personnel file are available to that employee via electronic distribution without charge, subject to exceptions provided by Idaho Code Title 74, Chapter, the Public Records Act and/or applicable law.

Management of Information in Personnel Files

Employees have the right to request copies of their personnel records and may do so by providing this request in writing to the Library Director and provided in accordance with public record statutes. Employees will be provided an opportunity to contest the contents of their personnel file at any time, by filing a written objection and explanation that will be included in the file along with the objectionable material no later than 5 days after receiving their personnel file. In the sole judgment of the District, any material may be removed upon a finding by the District that it is false or unfairly misleading. In general, there is a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history. Any such approved removal of information will be documented in writing and maintained in the employee's personnel file.

6. STANDARDS OF CONDUCT

The Meridian Library District believes that a successful business depends upon each employee's commitment to be responsible and accountable for his or her own behavior.

Resolving Problems

If there is something about your job that is bothering you, or if you have cause to feel you have not been fairly treated in accordance with the District's policies, the District wants to discuss your concerns with you. Employees are encouraged to first discuss the situation with their immediate supervisor. If the discussion does not resolve your concerns, you are encouraged to contact Human Resources, the Assistant Library Director, or the Library Director.

Workplace Investigations

All employees are expected to report any observed conduct that is in violation of the District's policies. Employees are also expected to fully cooperate when requested to do so as part of any workplace investigation, including but not limited to being interviewed, providing requested statements and written documentation, and specifying witness names. Refusing to participate in a workplace investigation, attempting to influence the investigation (including discussing it with others when

[Back to Table of Contents](#)

instructed not to do so), providing information that is not truthful, or withholding information may be the basis for disciplinary action, up to and including termination.

Respectful Treatment of Others

Each of us at the District expects our co-workers, employees, and managers to treat staff members, vendors, customers and other third parties in a professional and respectful manner. Any conduct on or off duty contrary to that will be considered conduct unbecoming of a District team member. If you feel you have been subjected to or have observed disrespectful and unprofessional treatment, we encourage you first to attempt to resolve the matter informally directly with the person. If your efforts to informally resolve the conduct are not successful, please schedule a meeting with the Human Resources Department to discuss your concerns.

Should an abusive or disrespectful situation arise whereby a patron or vendor makes you uncomfortable, courteously tell them you are sure a manager would like to speak with them about the situation. If a manager is not available, the patron or vendor shall be referred to the Library Director or Assistant Director.

Employees are not to engage in on or off duty behavior that would be detrimental to the District's business and/or reputation or that would constitute a violation of District policies or jeopardize the safety of others. Any conduct, behavior, or attitude inconsistent with these principles may result in disciplinary action or termination of the employment relationship.

The policy applies to conduct in the workplace or while on work time, at social functions sponsored by the Company, at business functions and off-duty conduct that, in the Company's sole discretion, could negatively impact the company's business image, is inconsistent with the Company's policies and/or is deemed conduct unbecoming of an employee.

Personal Conduct

Violation of any of the rules set forth below will be grounds for disciplinary action including possible dismissal from employment. However, this list is illustrative and not all inclusive and other behaviors, acts of misconduct not specifically set out below, or violations of any District policy will result in disciplinary action up to and including termination of employment. Nothing contained herein is intended to change the nature of the employee's employment with the District or limit the reasons for which the employee may be disciplined, including termination of employment.

Employees are expected to conduct themselves in a manner that is helpful and productive and that does not reflect adversely upon the District. Public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. Each employee is expected to scrupulously avoid personal behaviors that would bring unfavorable public impressions upon the District and its officials. In order to accomplish this, Employees must:

- Not violate any policies set forth in this handbook or engage in conduct unbecoming of a District employee.

Cooperative Work

[Back to Table of Contents](#)

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity. This is the first priority for all employees.
- Give their best efforts to accomplish the work of the District for public benefit in accordance with policies and procedures adopted by the Board and displaying an attitude of cooperation and constructive participation.
- Not engage in malicious gossip, spread rumors, engage in behavior designed to create discord and lack of harmony, willfully interfere with another employee's work output, or encourage others to do the same. This excludes engaging in protected concerted activity regarding the terms and conditions of employment.
- Not engage in abusive conduct to fellow employees, vendors, or the public, or use abusive language in the presence of fellow employees or the public. Abusive language will include profanity and loud, threatening, or harassing speech. This includes using social media to bully, threaten harm, harass, discriminate, or retaliate against any District employee, customer, business partner, vendor or supplier.
- Be subject to the administrative authority of the officials who supervise the department in which the employee works.
- Abide by all departmental rules whether written or oral. No employee will be required to follow the directive of a supervisor that violates any laws.
- Perform such obligations as are necessary to carry out the work of the District in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.
- Comply with dress standards appropriate for the job functions performed and present a suitable appearance to the public.

Care for District Property, Information and Public Records

- Not release any public record, including personnel records, without the express authority of the public official responsible for custody of the record (Library Director or designee of the Library Director), after consulting with legal counsel for the District, or without an order from a court or public agency of competent jurisdiction or as otherwise mandated by law. Maintain the confidential nature of records that are not open to public scrutiny in accordance with the direction of the responsible official.
- Not make copies of District physical or digital information for personal use. Employees who wish to obtain District information for personal use may submit a public records request and are expected to comply with the public records request process.
- Not delete, remove, destroy, or distribute District physical or digital information that is to be retained and distributed according to the District's records retention schedule or public records requests.
- Not take District supplies for personal use or unauthorized distribution to others.
- Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained.

Attendance and Inattentiveness

[Back to Table of Contents](#)

- Be prompt and regular in attendance at work for defined work schedules or other required employer functions, and follow procedures for exceptions to the normal schedules, including the scheduling and taking of time-off.
- Follow rules regarding the reporting of work hours and comply with the District's procedures for approval of time-keeping records. Follow rules and schedules for breaks and lunch periods.
- Not sleep, be inattentive or distracted, or be absent from the employee's workstation when on duty. Employees must be attentive to their work at all times.

Off-Duty Conduct and Employment

- Not engage in criminal conduct of any kind while on or off duty. District employees are expected to behave in a lawful manner and failure to do so is a violation of the trust placed in such employees by the public.
- Not engage in conduct away from work that, although not criminal, may reflect adversely upon the District or its officials or otherwise impair the employee's ability to perform the duties of the position.
- Not serve on any board or commission that regulates or otherwise affects the official duties or personal interests of the employee in a way that could create disadvantage for other members of the public or advantage for the employee.
- Not have non-District employment that conflicts with duties performed for the District in any meaningful way.

Conflicts of Interest and Conduct While On Duty

- Not engage in conduct that violates the laws of the State of Idaho and avoid conflicts of interests and nepotism in appointments and working relationships as outlined in the Conflict of Interest Policy.
- Abide by the District's Code of Conduct Policy, including but not limited to not using work time for personal business, the selling of goods or services to the general public or colleagues, and engaging in political activities while on duty. Neither employees nor third parties are permitted to solicit other employees for contributions or other personal purposes or distribute sales literature at any time on company property or during work time. The only exception is that the District may authorize the solicitation of funds for recognized charities or to pay respect to a particular employee. Nothing in this policy is intended to restrict an employee from engaging in protected concerted activity.
- Abide by the District's Financial Policy by following the District's Purchasing Guidelines when making purchases on behalf of the District; this includes making unauthorized purchases or abusing the use of District-issued credit cards per the agreement regarding obligations of holders of Meridian Library District credit cards.
- Not violate the District's harassment and discrimination policies.
- Not violate the District's Alcohol and Drug and Policy as outlined in this handbook.

Falsifying Information

- Neither create nor use fake cards or falsify library account records and will report knowledge of such instances to their supervisor, Human Resources, or the Director.

[Back to Table of Contents](#)

- Not abuse their access to patron and circulation records or the District's collection to favor their personal needs. This includes not abusing District staff library card privileges to favor personal needs, for example, by overriding limits or hold requests, checking out patron holds for themselves, or waiving fines/fees of friends/family; this list is not all inclusive. Staff library card accounts may be audited periodically by management or when infractions are reported or suspected.
- Not provide false or misleading information on employment applications, job performance reports, time records or any other related personnel documents or papers.
- Not destroy, alter, falsify, or steal the whole or any part of a police report or any record kept as part of the official governmental records of the District.
- Not abuse employee benefit offerings by taking unjustified or unearned paid time-off, participating in a scheme designed to create incorrect personnel records or to claim benefits that are not deserved in accordance with District policy.

THESE RULES ARE NOT ALL-INCLUSIVE.

Absences and Tardiness

Your presence is critical to the successful operation of the District. Regular attendance and timeliness are essential for everyone, especially in a small operation. Absenteeism, late arrival, or early departure may cause a hardship for the other employees and patrons. We encourage you to be especially diligent in this respect. A pattern of excessive absences, leaving early and/or tardiness will require us to reassess your commitment to the District and may result in disciplinary action or termination.

Absences:

An absence is defined as the failure of an employee to report for work when they are scheduled to work. Employees must take earned PTO or UPTO for every absence unless otherwise allowed by company policy or applicable law. There are two types of absences as defined below:

Excused Absence

- Occurs when an employee provides their supervisor sufficient notice of absence within 1 hour before the employee's shift begins
- The absence request is approved in advance by the employee's supervisor (leave requests in cases of non-illness leave for travel or other personal reasons)
- The employee has sufficient accrued PTO or UPTO to cover the absence
- Any absence for which an employee notified their supervisor of unexpected illness/injury when a physician note is provided upon return to work to account for the absence

Excessive absenteeism is defined as three or more occurrences of unexcused absences in a 30-day period and will result in disciplinary action. Ten occurrences of unexcused absence in a 12-month period are considered grounds for termination.

Unexcused Absence

- Occurs when any of the aforementioned conditions are not met

An unexcused absence counts as one occurrence for the purposes of disciplinary action under this policy.

MLD Employee Handbook Effective: 1-26-2020

Board Approved: 11-17-2021 Page 24 of 46

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[Back to Table of Contents](#)

If employees cannot report for work, they must notify their supervisor or the person in charge at the library location to which they normally report no later than 1 hour prior to the start of their shift on the first day of absence prior to the beginning of their scheduled work time. Employees are also expected to notify the library of their anticipated return to work date; if the date is unknown, employees are expected to notify the library each day they are absent no later than 1 hour prior to the start of each shift, except when on a pre-approved FMLA continuous leave. There may be occasions, such as sudden illness, when employees cannot notify their supervisor in advance as required. In those situations, employees must inform supervisors of their circumstances as soon as possible. Employees must contact the library each day they will be absent no later than 1 hour prior to the start of their shift unless on an approved PTO or leave of absence. In addition to following these notification procedures, employees must provide a physician's note to their supervisor or Human Resources for absences of more than 3 consecutive days of absence due to illness, releasing them to return to work and verifying the absence period. If for whatever reason, an employee is unable to make the absence notification call to the library, they must have someone make the call for them.

Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Clocking in 5 minutes past an employee's scheduled start will be counted as a tardy. If an employee shows up more than 30 minutes past their scheduled shift, said shift will be counted as a no-show, and the instance is unexcused.

Employees who must leave work before the end of their scheduled shift must notify a supervisor prior to doing so. Tardiness and unauthorized early departures are each one-half of an occurrence for the purpose of discipline under this policy.

Unscheduled Absence

Occurs when the manager is notified by an employee in under 1 hour in advance that the employee will be absent from shift, due to emergency or other unexpected cause. This absence is only excusable up to one time per month, after which upon repeat occurrence the absence will be unexcused.

No-call, No-show

Occurs when an employee fails to show up for shift without notifying management. This absence is unexcused and will result in termination of employment after 2 instances in one month or 3 in a 12-month period.

Any employee who fails to report to work in accordance with the no-call, no-show policy without notifying their supervisor will be considered to have abandoned the job after 2 instances in one month or 3 instances in a 12-month period and will have voluntarily terminated the employment relationship.

Insubordination - Refusal to do work as assigned or follow a lawful direct order without proper justification is prohibited.

[Back to Table of Contents](#)

Misappropriation such as the unauthorized use or taking of District, staff, patron or third-party services, facilities, or property, or information is prohibited.

Workplace Violence

The District seeks to protect our workers and patrons and create a safe and comfortable environment. Accordingly, the District prohibits intimidating, threatening, or hostile behaviors on work property or during work time. This includes physical and verbal abuse, vandalism, and possession and/or use/brandishing of weapons of any kind onto District property; or any other act, which, in management's opinion, is inappropriate for the workplace. Employees who observe or have knowledge of any violation of this policy should immediately report it to their supervisor. Employees are empowered to contact the proper law enforcement authorities without first informing management if they believe a threat to the safety of themselves or others exists.

Alcohol and Drugs

The District recognizes alcohol and drug abuse as potential health, safety, and security problems. The District expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this substance abuse policy is made a requirement of employment, and violations of the policy may lead to discipline and/or discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol, or other intoxicants, as well as the misuse of over the counter and prescription drugs on District premises or at any time and any place during working hours. While we cannot control your behavior off the premises on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may inform your immediate supervisor, Board member, or the Human Resources Office for assistance in seeking help to address substance abuse, including possible coverage under the District's medical insurance plan. When work performance is impaired or policies have already been violated, admission to or use of a treatment or other program does not preclude appropriate action by the District.

Where the law permits, the District reserves the right to conduct the following alcohol and drug testing: pre-employment screening, specific incidents, reasonable cause, fitness for duty, and post-accident. A positive, diluted, or tainted test result will result in disciplinary action, up to and including termination. Refusal to submit to testing when requested will result in immediate termination of employment.

A decision to allow the employee to seek help through a leave of absence and/or treatment options rather than be terminated will be based upon the totality of the circumstances and is at the sole discretion of the District. Furthermore, any reinstatement is at the District's sole discretion and subject to the employee agreeing to sign a last chance agreement.

Confidentiality

[Back to Table of Contents](#)

During the course of work duties, employees may have access to information of a confidential nature pertaining to other employees, the District, patrons, or their job. District employees shall not disclose to others, including co-workers (who do not have a legitimate business need to know the information) or those outside of the District, matters of the District, patrons, or its employees that could reasonably be considered confidential. Confidential information is any and all information disclosed to or known by you because of employment with the District that is not generally known to people outside the District. All employees are responsible for protecting the District's confidential information, and employees with access to other employees' information shall exercise discretion with whom this information is discussed. No employee shall take from the District confidential materials unless it is necessary for work related purposes.

EQUAL OPPORTUNITY EMPLOYMENT - DISCRIMINATION

An applicant's or employee's race, color, citizenship, religion, national origin, age, gender, disability, sexual orientation, gender identity, genetic information or military status will have nothing to do with any employment-related decisions with the District. Employees who feel they have observed or experienced a violation of this policy should report their concerns to Human Resources or the Library Director. The District will make reasonable accommodation for known religious beliefs as well as for known disabilities as defined in the Americans with Disabilities Act. All requests should be directed to Human Resources.

It is important that all employees treat all other employees, vendors, and members of the public with respect and in a lawful and civil manner. It is the responsibility of every employee, supervisor, department head and elected official to deter inappropriate behavior in the workplace. Discriminatory harassing behavior that impacts, or has the potential to impact, the workplace will not be tolerated. The policy applies to conduct of employees, managers, vendors, patrons and third parties. As to employees and managers, this policy applies in and out of the workplace. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation, and training.

Discrimination or harassment of an applicant for employment, a member of the public or an employee by any employee of the District on the basis of race, color, religion, citizenship, national origin, gender, age (40 and over), sexual orientation, gender identity, genetic information, military status will not be tolerated by the District. Employees found to be participating in any form of employment-related discrimination or harassment or retaliating against another employee for filing a complaint alleging discrimination or harassment or cooperating with an investigation, will be subject to disciplinary action up to and including termination of employment.

Responsibilities of Employees

It is the responsibility of every employee to know this policy and to share the responsibility of understanding and preventing discrimination, harassment, and retaliation. But satisfactory investigation or resolution of complaints cannot occur without the initiative and continued cooperation of the affected person. Individuals who have witnessed perceived harassment or discrimination or believe that they have been discriminated, harassed, or retaliated against have the primary obligation of informing Human Resources or the Library Director of such actions, recounting specific actions or occurrences.

MLD Employee Handbook Effective: 1-26-2020

Board Approved: 11-17-2021 Page 27 of 46

[Back to Table of Contents](#)

Harassment

The District prohibits harassment, which is defined as unwelcome conduct directed toward a person's gender, race, color, citizenship, age (40 and over), disability, religion, genetic information, sexual orientation, gender identity, national origin or military status that substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment. The policy applies to conduct of employees, managers, vendors, and customers and third parties. The policy applies to conduct in the workplace or while on work time, at social functions sponsored by the Company, at business functions and off-duty conduct directed toward an employee, customer, manager, or vendor.

Violations of this policy include, but are not limited to, the following behaviors:

- **Verbal Harassment** – Derogatory comments, slurs, propositioning, or otherwise offensive or abusive words or comments targeting someone based upon a protected class, whether made in general, directed to an individual or directed to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to, comments about dress or physical features, rumors, vulgar or lewd comments, threats, intimidating behavior, code words, derogatory stories, as well as cartoons or jokes or “kidding” that targets a protected class.
- **Physical Harassment** – Assault, impeding or blocking movement, leering at, physical interference with normal work, privacy or movement when directed at an individual on the basis of their inclusion in a protected class. This includes, but is not limited to, pinching, patting, grabbing, unwanted touching or fondling, inappropriate behavior in or near bathrooms and eating areas, or making explicit or implied threats or relating to a protected class.
- **Visual Harassment** – Derogatory, prejudicial, stereotypical, or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures targeting someone based upon a protected class. This applies to both posted material and material maintained in or on District equipment or personal property in the workplace.
- **Sexual Harassment** – Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - Submission to the conduct is made either an explicit or implicit condition of employment.
 - Submission to or rejection of the conduct is used as the basis for employment, salary, or other benefit changes affecting the harassed employee; or
 - The harassment unreasonably interferes with a person's work performance or creates an intimidating, difficult, hostile, or offensive work environment to the victim.

Any employee who feels he or she has been harassed in violation of this policy or has observed any employee or third party harassing someone should promptly report the matter to the Human Resources Department. Violations of this policy will result in disciplinary action, including possible termination. Retaliation for reporting alleged harassment will not be tolerated.

Complaint Procedure

The following complaint procedure must be followed to address a complaint regarding discrimination, harassment, or retaliation:

1. A person who believes they have observed or have personally been discriminated against, harassed, or retaliated against shall report it to Human Resources. If a supervisor becomes aware of a complaint in any way that discrimination, harassment, or retaliation is occurring in

[Back to Table of Contents](#)

any District department, the supervisor shall immediately report it to Human Resources, unless Human Resources is the focus of the complaint, in which case the Library Director shall be informed and will have the responsibility to direct the investigation.

2. Once such a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
3. Promptly upon receiving the complaint, the designated official (Human Resources) or a District-appointed investigator will initiate an investigation so a determination can be made as to whether an alleged violation of this policy has occurred. Confidentiality will be maintained to the fullest extent possible in accordance with laws. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved.
4. Promptly after the investigation is concluded, the designated official (Human Resources) and/or the appropriate supervisors will meet separately with the complainant and the person alleged to have committed the offenses to notify them of the findings of the investigation.

MEDIA AND COMMUNICATIONS

Authority and Responsibility

The Library Director is ultimately responsible for the communications activity. However, all staff, as well as Friends and Trustees, can have a positive impact on the success of the District's publicity and image.

All materials written or prepared by District staff shall be reviewed for appropriateness, accuracy, completeness, and design elements and approved by the Communications and Marketing Specialist or Library Director before being released to the public or media. This includes printed material such as flyers, bookmarks, newspaper articles and press releases, PSAs for radio or television, and the District's web presence such as the official website and social media accounts. All inquiries from the media must be referred to the Communications and Marketing Specialist or the Library Director.

Individual District employees and Trustees may express personal opinions in public news media outlets, but not as representatives of the District. Employees may not use work time and resources to take a position on or advocate for a ballot measure, including library bond elections. Employees are allowed to use work time to communicate predetermined, neutral statements as provided by District management. All position statements and advocacy shall be completed by supporters of the District.

Photography, Filming and Audio Recordings

Staff should be familiar with the Meridian Library District Photography Policy and respect the wishes of any patron not wishing to be photographed. As public employees, District staff may be identified by name in photos in District publicity. As part of their normal job duties, employees are authorized to use District or personal devices to take photos, videos or audio recordings of library events, outreaches, or other library activities for use in storytelling and promoting the library in accordance with the District's Photography and Social Media Policies. Outside of these activities, employees are prohibited from using District or personal devices to make audio or video recordings or to take photographs on District property unless authorized in advance by management, with the exception of workplace investigations conducted by Human Resources or the Library Director.

MLD Employee Handbook Effective: 1-26-2020

Board Approved: 11-17-2021 Page 29 of 46

[Back to Table of Contents](#)

Social Media for the District

The policies set forth in the employee handbook as well as all District values apply to online communications (including but not limited to Facebook, YouTube, Instagram, wikis, blogs, Twitter, etc.). Personal activities that affect performance or the District's business interests/reputation are a proper focus for District policy. Employees are expected to exercise personal responsibility and respect whenever they participate in social media.

Only those officially designated have the authorization to speak on the District's behalf. Creation and use of social media forums on behalf of the District are allowed when there is a clear public entity purpose. Employees shall not work anonymously in online participation that relates to our District, our business, or issues with which the District is engaged. All District-authorized social media must only be created with a District email account (with the exception of Facebook and LinkedIn) and shall be authorized by and belong to the District. They are overseen and managed at the department level by authorized supervisors. Specific employees shall be authorized to use the particular social media account on behalf of the District and department, and are the only individuals permitted to access, manage, publish, comment and/or post on behalf of the District on the media. These employees must conduct themselves at all times in accordance with all applicable policies.

All posts on District-authorized social media must be in accordance with this policy and will be monitored by the marketing department. The Communications and Marketing Specialist will edit or remove content found by the District to be in violation of this policy. Content that is edited or removed must be retained in accordance with the relevant records retention schedule. This content must be accompanied by a description of the reason it was edited or removed, the date and time of edit or removal, and the identity of the person posting the content, if available. Refer the District's Social Media Policy for additional requirements and allowable content.

Authorized employees must not share personal information about themselves, other employees or citizens on District-authorized social media. Staff posting on behalf of the District should have posts reviewed for accuracy, both grammatical and informative. Content on social media forums must abide by all applicable laws, regulations, and policies, including copyright, trademark, and printed material laws.

Personal Use of Social Media by Employees

As a part of the District team, be thoughtful about how you present yourself in online social networks. District staff shall make a clear distinction between professional and personal use of social media. Update your social profiles to comply with District guidelines. If, on your personal social profiles, you have listed yourself as an employee of the District, you must list the following disclaimer - "The postings on this site are my own and do not profess to represent the Meridian Library District's positions, strategies or opinions." Respect copyright and fair use laws and protect the District's confidential and proprietary information.

Protect patrons, business partners and suppliers. When using social networks, never identify a patron, partner, or supplier by name or even indirectly without permission and never post financial, confidential, or proprietary information about the District, patrons, employees or applicants.

[Back to Table of Contents](#)

You have the sole responsibility for what you post. Un-tag embarrassing photos. Change privacy settings to limit access by third parties. Anything referencing the District, or its workforce should add value. Social networks should not be used for internal communications among and/or about fellow employees. Employees have no reasonable expectation of privacy in using District resources.

Furthermore, the District reserves the right to lawfully monitor employee use of social media regardless of location (i.e., at work on a District computer or on personal time with a home computer). Anything you post or publish online must be factual. Use your best judgment when making posts. Because of the immediacy of the media, less administrative oversight and editing are exercised. Employees are free to express themselves as private citizens on social media sites about matters of public concern as long as their speech does not impair working relationships within the District, impede the performance of duties, impair harmony among co-employees or negatively affect the public perception of the District. Employees are cautioned that speech on or off duty, made pursuant to their official duties, is not protected speech under the First Amendment and may form the basis for discipline if deemed harmful to the District.

Nothing in this policy is intended to preclude non-management employees from engaging in protected concerted activity.

TECHNOLOGY USE AND DATA SECURITY

Data Security

Information is one of the District's most valuable assets. We rely on information and information processing to conduct operations and to make important decisions. This policy applies to all information including but not limited to written and digital documents, credit card transactions data, and patron information. Protection of agency assets is a basic business principle. Accordingly, steps will be taken to protect information from accidental or intentional misuse or destruction. Additional security measures are taken to protect credit card transaction data from unauthorized use or access in compliance with Payment Card Industry (PCI) guidelines. Employees who misuse, destroy, or fail to protect District information may be subject to disciplinary action up to and including termination.

Information Systems

All District-supplied technology, including computer systems, equipment, cell phones, voice mail systems, and District-related records (email, chats, voicemails, etc.) are property of the District and will be treated as such. These systems are in place to facilitate your ability to efficiently and productively do your job. To that end, these systems are solely for business purposes and provided primarily for work related activities. However, occasional personal use may be permitted on a limited basis within the guidelines established by this policy provided that such use does not result in a cost to the District or significantly interfere with District business operations, availability of resources for business use or the employee's job performance. Anything employees create or load on the systems becomes District property.

Employees have no personal privacy right in anything created, received, or sent on or from District property, technologies or services and may be subject to public record laws. The District reserves the right to intercept, monitor, copy, review and download any communications or files employees create or maintain on these systems, at any time, without prior notice to employees.

MLD Employee Handbook Effective: 1-26-2020

Board Approved: 11-17-2021 Page 31 of 46

[Back to Table of Contents](#)

The District purchases and licenses the use of various computer software programs for business purposes. The District does not own the copyright to this software or its related documentation. Unless authorized by the software developer, District employees do not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Illegal duplication of software and its related documentation for personal use is also prohibited.

Some employees may need to remotely access information stored on the District network. Employees approved for remote access must use the District's virtual private network (VPN) to maintain secure access while working remotely and may do so only on District-managed devices. Remote access users are responsible for selecting, procuring, and paying for the internet service associated with remote access. Requests for remote access must be made in writing to the Technology Services Manager, who reviews and approves all remote access to the District network.

Email and internet access is provided by the District to enhance communications and provide access to work-related information and technology. Consequently, employees should always ensure that the business information contained in internet email messages and other transmissions is legal, accurate, appropriate, and ethical. Internal and external e-mail, voice mail, and text messages related to the District's business are considered District records and may be subject to discovery in the event of public records requests and litigation. Employees must be aware of this possibility when communicating electronically within and outside the District. The following are examples of prohibited uses of email and internet systems:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using District time and resources for personal gain unless related to library services and pre-approved by the Library Director.
- Using or disclosing someone else's code or password without authorization
- Unauthorized use, downloading, installation, copying, or distribution of copyrighted, trademarked, or patented material.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet or email services and transmissions.
- Sending or posting messages or material that could damage the District's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of an organization or person.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Excessive personal use of District systems or technology.
- Jeopardizing the security of the organization's electronic communications systems.
- Representing personal views as those of the District.
- Sending anonymous email messages.
- Logging on or using another employee's computer or email account without authorization.
- Engaging in any illegal or unethical (as determined in the sole discretion of the District) activities.

[Back to Table of Contents](#)

The District may periodically audit its systems and technologies to determine whether there is evidence of abuse or misuse. Investigations and audits of District systems and technology are to be completed by a designee assigned by the Library Director. Employees aware of such activity happening at the District shall immediately bring it to the attention of their supervisor, Human Resources, or the Director. Failure to report illegal activity or conduct that is in violation of policy will result in disciplinary action up to and including termination.

Use and Removal of District Assets and Equipment

As part of their job duties, employees may sometimes need to use District technology or property offsite. Employees are expected to follow any check-in and check-out procedures for using District property offsite. Employees assigned mobile devices or other technology (i.e., laptop) for regular offsite use must be given written preapproval from Human Resources, their supervisor, or IT.

Use of Personal Devices

Employees may have the opportunity to use their personal electronic devices for work purposes as outlined in the Photography, Filming and Audio Recordings section of this handbook. All District policies, including but not limited to, harassment, discrimination, retaliation, confidential patron and employee information, data security, technology, and ethics, apply to employee use of personal devices for work-related activities.

Nonexempt employees are prohibited from using their personal devices for work purposes outside their normal work schedule without prior authorization by management. Non-exempt employees are prohibited from working off the clock, including but not limited to reviewing, sending, or responding to work-related emails, chats, text messages, or engaging in other similar work-related communications off the clock. Excessive personal calls, e-mails, text-messages, or other electronic communication during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees are expected to keep personal communication on work time to a minimum. This includes social media, sending/reviewing emails, or text messages, responding to phone calls, or making phone calls. No employee using a personal device should expect any privacy except that which is governed by law. The creation of business records of any kind, including those made on personal devices, may be subject to public record disclosure. Failure to use personal devices in accordance with the District's policies may result in disciplinary action up to and including termination of employment.

Personal Standards and Safety

Personal Standards

Our professional image is a critical component of excellent customer service. We are all expected to maintain professional standards of grooming, personal hygiene, and dress during working hours and on District property. Employees are expected to comply with dress standards appropriate for the job functions performed and present a suitable appearance to the public. Employees are expected to use reasonable judgment in personal grooming, hygiene, and in choosing clothing, shoes, or other apparel that allows them to perform their job in the safest manner and without distraction to others.

Supervisors determine the dress standards for the job function and department. All applicable federal or state safety and health laws pertaining to dress and grooming shall be observed by each employee.

[Back to Table of Contents](#)

Safety

The District endeavors to be in compliance with laws, rules, and regulations concerning safe practices as published by governmental agencies having jurisdiction over such matters. Safety is essential to you, your family, and your fellow workers. Remember to always think about the safe way to do your job BEFORE you start. No work is so important that it should be performed in an unsafe manner. An accident-free workplace is of paramount importance.

It is up to each supervisor and employee to be diligent and work as a team to create and maintain a safe work environment. Supervisors and employees are expected to follow the work methods and procedures established by the District. Only by your active participation can we maintain a safe work environment. The District welcomes employee participation, suggestions, and questions regarding safety in the workplace. Most importantly, employees who observe an unsafe work condition or practice, or know of faulty equipment or tools, must report it immediately to their supervisor. This includes reporting all unsafe conditions, accidents and near-misses to a supervisor or manager. No one should ever be careless or negligent in the performance of work or engage in conduct that jeopardizes the safety of the employee or anyone else. Please work as a team to make this a safe work environment. Failure to report unsafe working conditions or work-related injuries incurred by yourself or others, or to perform work according to safe work practices may result in disciplinary action or termination of employment.

Flexible Work Arrangements

The District recognizes and supports employee work-life balance and flexibility in attending to unexpected family needs or emergencies. The District supports this by regularly evaluating employee schedule requests against the District's scheduling needs and making adjustments when possible. The District also recognizes the benefits of flexible work arrangements (flex-work) that add value to the District's operations. To be eligible, employees must be in good standing with the District, including no written warnings in the last year. Notwithstanding this policy, the District will also assess flexible work schedules as needed in accordance with FMLA or accommodations needed for a disability. Please see those specific policies for details.

7. TRAVEL TIME

Exempt Employees Travel Time

Exempt employees receive a fixed salary for all work performed, and therefore, will not be paid additional compensation for time spent traveling on District business.

Non-Exempt Employee Travel Time - General Rules:

- **Normal Commute Time:** Home-to-work and work-to-home travel to the employee's primary worksite is not compensable.
- **Local Driving Time:** Time spent driving for District business, excluding normal commute time, is compensable. For instance, if an employee travels directly from home to another worksite or an offsite location at the beginning of the day, driving within the Meridian Library District or Greater Treasure Valley area will be considered non-compensable commute time. Time beyond the normal home-to-work commute time is compensable. In rare circumstances, certain employees

MLD Employee Handbook Effective: 1-26-2020

Board Approved: 11-17-2021 Page 34 of 46

[Back to Table of Contents](#)

may be required to drive to work after they have already left for the day to respond to urgent District needs. The District will compensate for drive time in such instances. Should such a situation arise, the employee shall notify their supervisor of the circumstances and receive pre-approval to perform the work. Job site to job site as well as any job-related travel (passenger or driver) during the workday is compensable, as is traveling to an outlying area at the end of the scheduled workday.

- **Out of Town One Day Assignments:** When non-exempt employees are sent out of town for one day on an assignment, they need not be paid for the time they spend in traveling between their home and the local transportation terminal (such as an airport), but they will be paid for all other travel time, except any time spent in a meal period (only if at least thirty minutes) while they travel.
- **Overnight Travel as a Passenger:** When employees travel as a **passenger** overnight on an airplane, train, bus, or automobile on District business, they will be paid for time spent traveling during their normal working hours even on their non-working days, such as Saturdays, Sundays, and holidays, as well as on their regular working days. When an employee travels between time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours. Time spent traveling from home to an airport terminal or train station is considered commute time and is not treated as hours worked. Time spent waiting at a terminal until arrival at the destination is compensable when it falls during normal work hours. Meal periods of at least thirty minutes while traveling as a passenger are not compensable. Non-exempt employees will not be paid for traveling outside those hours, except for any time they might spend in performing duties. For example, if an employee's normal working hours are 9a-6p Monday-Friday, time spent traveling as a passenger on Saturday between 9a-6p is compensable; however, time spent traveling as a passenger before 9 a.m. or after 6 p.m. is not compensable.
- **If the employee is doing the driving, the travel time (excluding commute time and any unpaid meal period of thirty minutes or more) will be paid.**

Non-exempt employees are required to keep strict track of travel time so that the District can assure that compensation is paid in accordance with applicable wage laws.

TRAVEL EXPENSES

Mileage Reimbursement

In the event that a District vehicle is unavailable for use in conducting District business, employees are expected to use good judgment in deciding how they will travel in order to complete their job functions. Alternate options, although not all inclusive, may require choosing an alternate date or time when a District vehicle is available, carpooling with other employees who are also traveling to or near the same destination at the same time, or driving a personal vehicle. The District provides mileage reimbursement for personal vehicle use when a District vehicle is unavailable. However, the following are some instances when employees are not eligible for mileage reimbursement. THIS LIST IS NOT ALL INCLUSIVE.

- Employees who voluntarily choose to drive their personal vehicle when a District vehicle is available for use.

[Back to Table of Contents](#)

- An employee who had the option to carpool with other employees already using the District vehicle and going to the same or similar destination but chose to drive their personal vehicle instead.
- Travel to an offsite location at the start/end of the workday is the same commuting distance as an employee's normal commute and the employee does not travel to their normal work location that day.
- Employees who are not authorized to drive on behalf of the District.

Mileage reimbursement requests must be made in writing using the District's reimbursement request process, approved by the employee's supervisor, and submitted to Finance. Final approval of reimbursement is made by the Library Director. Mileage reimbursement will be calculated using the standard mileage reimbursement rates set forth annually by the IRS. The Finance department will have the most current information on reimbursement rates. Employees who travel directly to an offsite location at the start/end of their workday are expected to subtract their normal commute distance from their mileage reimbursement request. Failure to adhere to the expectations around mileage reimbursement or falsifying mileage reimbursement requests will result in disciplinary action up to and including termination from employment.

Reimbursement for Travel Expenses

Employees on approved District business will be reimbursed for reasonable and necessary expenses incurred in completing their assignment in accordance with the policies established by the Board and in connection with approved travel on behalf of the District. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken. The District reserves the right to deny reimbursement of travel-related expenses for failure to comply with the policies and procedures set forth by the District. Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the itemized receipts where required. In addition, employees who incur travel-related expenditures in violation of this policy may be subject to disciplinary action, up to and including termination from employment.

Permissible Travel Expenses

When an employee has been approved to attend a conference or training (as outlined in the Professional Development Section of this policy) transportation, lodging and registration costs may be paid in full or in part by the District. When possible, employees should apply for grant opportunities that may reduce travel-related expenses. Travelers should verify that planned travel is eligible for reimbursement or authorized by the Library Director before making travel arrangements.

Prior to travel, the District may pay for some travel expenses such as airfare, conference registration fees, or other related expenses. Applicable policies and methods of payments for these prepayments follow:

- **Airfare** - Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. First-class tickets are not reimbursable. Coach class or economy

[Back to Table of Contents](#)

tickets must be purchased for flights. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating. Airfare may be purchased with a District credit card. If the airfare was not prepaid by the District, an original itemized airline receipt or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

- **Transportation** – The District may pay for expenses or reimbursements for transportation costs in the course of travel for the District. Whenever possible, employees are expected to choose the most economic method of transportation, making reasonable considerations based on the circumstances. Receipts to support the payment are required.
- **Conference registration fees** - Conference registration fees can be prepaid with a District credit card. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees. If the conference fee was not prepaid, the District may reimburse these fees, including business-related banquets or meals that are part of the conference registration. Receipts to support the payment are required.
- **Lodging** – The District may pay for or reimburse lodging expenses at reasonably priced mid-market standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate. The District recognizes that room-sharing may be less expensive, and employees may room share to reduce travel expenses. However, the District will not pay for lodging expenses for non-District occupants.
- **Meals (per diem)** – Per diem allowances are applicable for travel that is 150 miles or more from the employee’s home or primary worksite. The District may pay for meals at per diem rates based on the [U.S. General Services Administration Guidelines](#), which vary by city and location. Per diem allowances are based on departure and return times over the entire 24-hour day and include a specific dollar amount allocated for each meal and incidental expenses. Reference the Travel Guidelines for specific information and how to calculate meal allowances. If a free meal is included in a conference registration fee, built into the standard, single hotel room rate (such as a continental breakfast) or replaced by a legitimate District meal, the per diem allowance for that meal may not be claimed. Meal purchases made locally prior to travel departure or at the time of arrival from travel are not allowed. Similarly, alcohol purchases are not allowed. Receipts are required to be submitted for all per diem expenses, except some incidental expenses such as tips given to porters, baggage carriers, and hotel staff.
- **Other** - Receipts are required for short term parking fees, tolls, and taxi, bus, subway, metro, ferry, and other modes of transportation. In general, long term parking fees are not an allowable expense except in rare circumstances and as approved by the Library Director.

Documentation Procedure

The traveler must submit itemized and annotated receipts with their credit card statement to their supervisor to verify trip expenses. For any out-of-pocket expenses, the traveler must submit a reimbursement form with receipts to their supervisor within 30 days of the trip. Supervisors will submit approved credit card statements and reimbursement forms with receipts to the Finance department. The Finance department, in conjunction with the Library Director, will review expenditures and may withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant or if proper documentation of expenses was not supplied or is insufficient.

Non-covered Travel Expenses

[Back to Table of Contents](#)

Employees will be expected to reimburse unauthorized expenses or expenditures without proper documentation. In addition to some items noted above, the following items that may be associated with District travel are not allowed to be expensed or reimbursed. This list is not all-inclusive.

- Airline club memberships.
- Airline upgrades, unless the cost of doing so on a different flight is less expensive.
- Business class for domestic flights or first class for all flights.
- Alcohol beverages at any time, even when purchased with meals.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental and travel costs.
- Travel accident insurance premiums or purchase of additional travel insurance. Trip-protector insurance may be allowed with approval by the Library Director.
- Other expenses not directly related to the business travel.
- Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members.

8. USE OF VEHICLES

The District provides employees with access to District vehicles for use in performing their duties for the District. If a District vehicle is unavailable, employees may use personal vehicles to conduct District business with their supervisor's permission. Employees are prohibited from driving District vehicles or personal vehicles on District business unless preapproved by their supervisor. Specialized vehicles (such as the Bookmobile and Sprinter) are only to be driven by certain employees as authorized by Human Resources or the District Director.

All employees who are authorized to drive District vehicles or personal vehicles on District business must maintain a valid drivers' license and be insurable as determined by the District. Employees who drive personal vehicles on District business must maintain auto liability insurance and keep a current insurance card in the vehicle at all times. Copies of drivers' licenses and proof of insurance must be presented to Human Resources. Changes in insurance coverage must be reported immediately.

Use:

- Employees are responsible for properly maintaining and operating vehicles while driving on District business. Maintenance or repair needs for District vehicles are to be promptly reported to the Maintenance Specialist responsible for scheduling vehicle repairs and maintenance. Mistreatment of District equipment will not be tolerated.
- Use of District vehicles for personal purposes is strictly prohibited. Only authorized personnel are permitted in District vehicles.
- Employees operating a vehicle while on District business must operate vehicles in a manner that is respectful to the public. Employees must adhere to all laws, including the appropriate use of seatbelts by all persons in the vehicle.
- Smoking is prohibited in all District vehicles.

[Back to Table of Contents](#)

- Employees must not operate a vehicle when their ability to do so is impaired or influenced by alcohol, illegal drugs, or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue, or injury. Employees are obligated to report to their supervisor any inability to drive safely and are prohibited from driving while impaired or otherwise distracted.
- All employees must immediately report (within one business day of occurrence) any license restrictions or suspensions, pending criminal charges, withheld judgments, convictions, or pleas of no contest to Human Resources. Failure to disclose will result in termination. Should an employee's Driver's License expire, be revoked, or suspended, the employee shall immediately notify his or her supervisor. At the time of the suspension, the employee's District vehicle-use privileges will be suspended until the employee's Driver's License has been fully restored and validated.
- Employees driving a personal vehicle who report mileage for reimbursement will receive reimbursement at the standard mileage rate. If travel in a personal vehicle was to commute to work to an offsite location, employees will be reimbursed for the difference between the commute to the offsite location and their regular commute to work.

Failure to comply with this policy will result in disciplinary action up to and including termination.

Cell Phones and Driving

The driver of a District vehicle, or any other vehicle being used for District business, is prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion. Drivers must be safely parked before using phone or mobile computer equipment. Use of a GPS device or application is permitted as long as the course is set prior to departure and the employee is not handling the device while the vehicle is in motion.

Driver Evaluation and Training

Employees whose job duties involve driving either personal or District vehicles will be required to undergo periodic motor vehicle record and background checks for insurance purposes. All employees will also be responsible for participating in vehicle safety and defensive driving training as required by the District.

Accident Reporting and Traffic Violations

- In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.
- Drivers shall always have a police officer investigate any accident that occurs while operating a vehicle on District business (whether driving a District or personal vehicle). This will help ensure that the District is protected from unwarranted claims. Do not discuss fault with, or sign anything from anyone except for a police officer, a representative from ICRMP or an authorized representative of the District.
- Any motor vehicle infractions or accidents that occur while on District business (whether driving a District or personal vehicle) must be reported to a manager or supervisor as soon as possible. Drivers are also expected to report the extent of the injuries and property damage involved.
- Drivers shall cooperate fully with the ICRMP Claims Department in the handling of the claim.
- All fines and other criminal penalties due to violations of the law by the driver are the personal

[Back to Table of Contents](#)

responsibility of the driver of any District vehicle or personal vehicle driven for District business. These costs are not reimbursable by the District and must be paid promptly by the driver.

9. EMPLOYEE EVALUATION AND DISCIPLINE PROCEDURES

Performance Evaluations

Employee performance reviews for regular employees are conducted at least once a year. Employees are allowed to see the results of the performance review, make comments, and receive a copy of it. The performance review will be kept in the employee's official personnel file.

Merit Increases

The Meridian Library District believes that employees should be compensated based on performance, positive attitude, and compliance with District policies. Though not required by law, the District may reward regular employees for individual satisfactory performance on an annual basis with a merit increase to their base compensation. Employees are not guaranteed a merit increase. Employees performing unsatisfactorily will not receive a merit increase. Employees whose base pay exceeds the maximum amount allowed for the position may receive a merit bonus instead of an increase to their base compensation. Merit increase amounts are determined on an annual basis, are subject to change at any time without notice, are based on individual employee performance, and may not be paid if budgetary conditions prevent the District from doing so. Temporary employees are not eligible for merit increases. The Library Director's compensation is established and controlled by the Board of Trustees and is not subject to this policy.

Disciplinary Policy

The District believes that a successful business depends upon each employee's commitment to be responsible and accountable for his or her own behavior. All employees are expected to behave in a professional manner. This discipline/performance policy of the District establishes a consistent procedure for maintaining suitable behavior and a productive working environment. These procedures are directory in nature and minor variations in the processes set forth herein will not affect the validity of any actions taken pursuant to this policy. The following framework guides the processes to be taken when employees violate employment policies or fail to adequately perform their duties. Nothing contained herein is intended to limit the reasons for which the employee may be disciplined, including termination of the employment. Progressive steps may be implemented in order to encourage improved performance or attitude but are not required. The District may take any of the prescribed steps in any order when a supervisor deems an action of the employee to be serious enough to warrant a certain step. Factors that may be considered in determining appropriate discipline include the seriousness of the conduct, the employment record, the employee's ability to correct conduct, action taken with respect to similar conduct by other employees, effect on patrons, effect on the District's business, and surrounding circumstances. Employees are expected to cooperate during any fact-finding process.

The following actions are among the disciplinary actions that may be taken in response to personnel policy violations:

- Verbal Warning

[Back to Table of Contents](#)

- Written Warning
- Administrative Leave (with or without pay)
- Demotion or Reassignment
- Dismissal

Conditions of maintaining employment that relate to particular performance/behavior issues may be established in conjunction with any of these actions.

Opportunity to be Heard Concerning Discipline

All District employees have the right to be heard in the event of demotion with a reduction in pay, administrative leave without pay or dismissal from employment related to job performance or conduct issues. The opportunity to be heard is designed to be informal, allowing the employee to discuss the facts surrounding the disciplinary action or performance-based personnel action and to provide any additional documentation that the employee believes would be helpful in explaining the employee's actions, attitudes, or behavior.

The following steps should be followed:

1. The employee will be provided with a written notice of the reasons for the personnel action, along with an explanation of the District's supporting information.
2. The written notice will include a date, time, and place for the employee to be heard to discuss the personnel action.
3. The notice should state whether the employee is being placed on administrative leave pending the outcome of the opportunity to be heard, and whether any such administrative leave will be with or without pay.
4. If the employee is unable to participate in the scheduled opportunity to be heard, the employee may request an alternate date. Any approved alternate date that falls after the originally scheduled date may continue the administrative leave without pay, at the discretion of the District.
5. The employee must notify the District within two (2) business days of the date of the notice that the employee desires to be heard as scheduled. If notice of acceptance of the opportunity to be heard is not received within two business days, the opportunity to be heard will be vacated and deemed waived.
6. As an alternative to an opportunity to be heard, the employee may choose to provide a written response to the basis for the personnel action. This written response must be submitted no later than the scheduled date and time initially set for the opportunity to be heard.
7. The opportunity to be heard, if chosen, will be conducted by the Library Director and will last no longer than one hour, unless otherwise approved by the Library Director. It will be limited to discussion of the issues contained in the notice and to any allegations by the employee of discrimination, harassment, or retaliation in employment as provided for in the next section.
8. The employee may have an attorney present to assist the employee at the employee's own expense. The employee must give the District notice at least twenty-four (24) hours before the hearing if the employee intends to have an attorney present.
9. The employee will be allowed to present written statements from witnesses about the issues contained in the notice.
10. The Library Director may ask the employee questions.
11. The Idaho Rules of Evidence do not apply to the opportunity to be heard.

[Back to Table of Contents](#)

12. There will be a record maintained, including an audio recording of the discussion.
13. The Library Director will render a written decision after considering employee's responses, if any, to the allegations set out in the notice.
14. Failure to participate in the opportunity to be heard constitutes a failure to exhaust administrative remedies under this policy.

Opportunity to Be Heard – Assertions of Discrimination and Retaliation and “Name-clearing Hearing”

1. In addition to the pre-decision opportunity to be heard provided for in the previous section, a public employee who is being terminated or demoted with a reduction in pay, based upon allegations of dishonesty, immorality or criminal misconduct is constitutionally entitled to a post-decision name-clearing hearing when one is requested.
2. Failure by the employee to pursue this hearing procedure constitutes a waiver of this opportunity.
3. Issues involving dishonesty, immorality or criminal misconduct are the only issues that will be heard in this procedure.
4. The procedure for the hearing is as follows:
 - a. Within 14 days of termination or demotion, the employee may submit to the Board a written request for a name-clearing hearing and state the basis for it.
 - b. A request for hearing will be denied if the employee misses the deadline for submission of the request or does not state a valid reason. An employee will be notified if a requested hearing is either granted or denied.
 - c. An employee granted a hearing will meet with the Board. The hearing will not exceed 1 hour in duration.
 - d. An audio recording of the hearing will be made and maintained as part of the personnel record.
 - e. The employee's supervisor may provide a brief written statement at least 24 hours prior to the hearing. The Board may require the supervisor to participate in the hearing.
 - f. The employee will be provided an opportunity to present evidence upon which the claims are based.
 - g. The Board may ask questions during this process.
 - h. The Idaho Rules of Evidence do not apply to this hearing.
5. After the hearing, the Board will consider the information submitted, and other information as might be in the District's records, to arrive at a decision and will issue a written statement setting forth the reasons for the decision.

SEPARATION FROM EMPLOYMENT

In order to resign in good standing, the District requests notice, preferably in writing, as follows to the employee's supervisor:

- Exempt employees – One month
- All other staff – 14 calendar days prior to their last day of work

The Library Director may waive this requirement as individual circumstances warrant. Oral resignations should be documented by the supervisor after consultation with the Library Director, Human

[Back to Table of Contents](#)

Resources, or Board. Evidence of the written or oral resignation should be provided to the employee and placed in the employee's personnel file.

Employees who do not show or contact the District for two consecutive working days will be considered to have resigned through abandonment of their position. Employees employed on an as-needed basis who do not respond to three consecutive requests from the District to contact the District regarding their temporary employment assignment will be deemed to have resigned.

Employees who have unexcused or unauthorized absences of 3 or more working days in a row may be considered to have resigned through abandonment of their position. If an employee's words or actions indicate an intent to resign, including having an unexcused or unauthorized absence of 3 or more working days in a row, the District will consider the employee as having resigned and immediately notify them of such.

Reduction in Force

When financial circumstances or changes of workload require, the District may reduce forces in such manner as it deems necessary to maintain the effective functioning of the District services. Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and work needs.

Return of District Property Upon Separation of Employment

All District property and assets (including computerized information) must be returned upon separation from employment and in proper working order. Failure to return equipment and/or data immediately upon separation from employment shall be deemed theft. Information created in relation to the work of the District is considered a public record and the District's property. Making copies of District physical or digital information for personal use or deleting, removing, destroying, or distributing District physical or digital information that is to be retained and distributed according to the District's records retention schedule or public records requests is strictly prohibited. All District data on personal devices that is to be retained under the records retention schedule shall be transferred to the District systems upon separation from employment. All other District data on personal devices must be removed upon separation of employment. Employees who wish to obtain District information for personal use must comply with the District's public records request process.

10. PROFESSIONAL DEVELOPMENT

The Meridian Library District recognizes the importance of a knowledgeable staff and encourages their growth and development through participation in educational and training programs or membership in professional associations. Employees have a goal to continue to develop themselves professionally to enhance their excellence as District staff and to fulfill their roles as members of the profession.

Attendance at and participation in professional functions relevant to the employee's profession (librarian, etc.) is recognized as beneficial to both the District and to the public it serves. A budget is established at the beginning of each fiscal year to support training and conference expenditures. The professional development activity or membership must have a direct relationship to the job the employee performs. The Library Director reserves the right to determine which training functions and association memberships are in the best interests of the District, its future planning and direction.

Conferences & Training

Internal Training

Annually, the District will offer an educational training day (Staff Development Day) for all staff organized around current needs and library trends. The District will regularly provide additional internal training opportunities to further staff development and/or update staff on District procedures and policies.

External Training, Workshops, & Conferences

During the annual budget development process, the Director will collect recommendations from supervisors and managers for staff external training attendance (conferences, workshops, webinars, etc.). Those recommendations will be incorporated into the general budget and all attendance is predicated on the availability of funding. Staff who are interested in attending a conference, workshop, or webinar should submit a request in writing to their supervisor; the request should include the name and location of the training or conference, the approximate cost for registration fees and materials, the duration of the event, and if travel is required. If the supervisor agrees that the training is job-relevant, the supervisor will then make a recommendation to the Director for final approval. The supervisor is responsible for informing staff whether or not they have been approved to attend a conference or other external training and if the employee must submit a summary report and presentation. The professional development budget is developed in June during the annual budget process. Requests should be made in advance of the budget approval; however late requests can be considered.

Additional Requirements for Conferences

Non-temporary employees who have been employed by the District for at least 6 months may be permitted to attend an off-site conference that may be paid for by the District as funding allows. If the District is unable to provide financial support to attend an off-site conference, the time off to attend may still be approved with supervisor permission and based on scheduling requirements. Staff that attend conferences will be expected to give a summary report to their supervisor who will condense the information to be included in monthly Board reports. At the direction of the employee's supervisor or the Library Director, the employee may also be required to present the information to other department members and colleagues.

Non-exempt employees will be paid for training time in accordance with applicable wage laws.

Professional Memberships

Membership fees for professional associations, local service clubs and events may be paid by the District at the discretion of the Library Director and subject to budget availability and will be considered based on the employee's position and job-relevancy of the request. Prior to joining an association or service club, staff who are interested must submit a request in writing to their supervisor naming the membership, the associated fees, and outlining the benefits to be gained by the District as a result. Membership may be denied if other employees in the department already hold membership in the association or the request is determined not to have benefit to the District.

Education Assistance

Tuition Assistance

MLD Employee Handbook Effective: 1-26-2020

Board Approved: 11-17-2021 Page 44 of 46

[Back to Table of Contents](#)

The District may reimburse employees up to a maximum of \$2000 per year in connection with continuing education through an accredited program that offers growth in an area related to the employee's current or future employment with the District. The annual education benefit available is contingent upon budgets and funding available by the District. Employees who are eligible to request tuition assistance must meet the following criteria:

- Be in a non-temporary status and employed by the District for at least 1 year.
- Have received a satisfactory performance review during the last review period and have no disciplinary actions in the last year.
- Have not received a Last Chance Agreement or Notice in the last 5 years of employment with the District.

Professional Licenses and Certifications

At the discretion of the Library Director and subject to budget availability, the District may reimburse for job-related certificate programs (i.e., Library Support Staff Certification) and credentials, courses offered by an accredited institution, professional exams (i.e., CPA, PMP, SHRM-CP/SCP or other) and exam preparation courses or courses to maintain a professional certification or license. This benefit is available to non-temporary employees who have been employed by the District for at least 1 year. Consideration will be made based on the employee's current or future position and the job-relevancy of the request.

Note: This reimbursement is separate from any wage and hour requirements relating to non-exempt employees attending training. Please see HR for details.

Procedures for Education Assistance

To apply for education assistance, employees should follow these procedures:

- Submit, preferably by July 1 each year, an Education Assistance Application to Human Resources for initial review.
- Human Resources will review the request and perform an initial assessment of the employee's personnel file to determine if the employee has met the criteria listed above.
- If the employee does not meet the criteria, Human Resources will notify the employee of the areas that did not meet the criteria. If the criteria are met, the Library Director will review and approve/deny the employee's request once they have made a final determination that an employee meets the criteria, the request is directly related to their position, and funding is reasonably expected to be available. Education assistance is contingent on budgetary requirements.
- Human Resources will notify the employee of the decision.
- Employees who are approved for educational assistance must submit an Education Assistance Application prior to being eligible for this benefit. They must also submit an Education Assistance Reimbursement Request after course completion with
 1. receipts to validate qualifying educational expenses and
 2. a copy of the final grade card or certification to validate that the employee secured a passing grade of "B" or its equivalent for graduate courses or a grade of "C" or better for undergraduate courses or obtained a certification to receive any reimbursement. Courses must be taken on the employee's own personal time.

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[Back to Table of Contents](#)

ACKNOWLEDGMENT

- I have received a copy of (either electronic or print) and reviewed the District's employee handbook.
- I have read and understood the handbook and have had an opportunity to ask questions about, and having had it explained, I acknowledge that I am responsible for adhering to these policies. Failure to do so will result in disciplinary action, including possible termination of employment.
- The District does not guarantee me specific benefits other than those mandated by law.
- I understand that this handbook is not an employment contract, that none of the provisions of this handbook can create a contract and that the handbook is not a guarantee of any particular length or term of employment.
- I understand that I am obligated to perform my duties of employment in conformance with the provisions of this handbook and any additional rules, regulations, policies, or procedures imposed by the department in which I work, whether or not I choose to read the new handbook.
- The provisions of this employee handbook are guidelines, statements of policy, and procedure that may be changed by the District at any time; and management reserves the right to revise policies or benefits at any time with approval by the Board of Trustees as applicable. However, any such changes will be in a writing signed by the Library Director.
- I understand and agree that I am responsible for immediately reporting any known or observed violations of Company policy to my supervisor or Human Resources and for fully cooperating in any workplace investigation.

I have received, read, and understand the MLD Employee Handbook and will comply with the policies contained herein.

Employee's Signature: _____

Employee's Printed Name: _____

Date: _____

(sign and return this last page to Human Resources)

MLD Employee Handbook Addendum

This addendum to the Employee Handbook is to provide employees with information about the safety guidelines, working arrangements and COVID19 vaccine incentive from 1 April 2020 through the end of the COVID-19 pandemic. MLD management reserves the right to modify or suspend this policy at any time in its sole discretion.

1. PREVENTATIVE SAFETY MEASURES

Meridian Library District is committed to promoting safety of library staff and patrons while finding ways to provide necessary services that the library is uniquely positioned to perform. The district is closely monitoring the situation to comply with public health guidance. These guidelines are subject to change as the situation evolves.

Meridian Library District is observing the below additional measures during the pandemic to prevent spread:

- Providing adequate, accessible sanitation and hand hygiene supplies for staff, patrons and vendors.
- Ensuring frequent disinfection of the business as well as regular cleaning, especially of high-touch surfaces.
- Requiring that employees use face coverings while in public buildings when Ada County is identified as being in the HIGH COVID Community Level as outlined by the CDC and Central District Health, except for individuals who are unable to wear a mask due to a health condition or disability.
- Requiring employees who are ill or have had high risk of COVID-19 exposure to stay home.
- Continuing to support the expansion of virtual programs and services.
- Utilizing teleworking arrangements for duties that do not require in-office presence.
- Encouraging the practice of maintaining 6 feet physical distancing in the library buildings.

During the pandemic, employees are expected to observe the following precautionary measures to prevent spread of COVID-19:

- Complete a health self-assessment before entering the library buildings.
- Wear a face mask when in library buildings when Ada County is identified as being in the HIGH COVID Community Level as outlined by the CDC and Central District Health, unless prevented from doing so by a health condition or disability. Employees who are able to work alone in closed-door offices are not required to wear a mask all day, but may do so if they so choose.
- Follow current CDC Quarantine and Isolation Guidelines.
- Practice good hygiene. Wash hands frequently, including before and after work. Avoid touching face, nose, mouth or mask.
- Cover coughs and sneezes.
- Disinfect high traffic surfaces regularly.

Deleted: <#>Providing protective items such as face masks for employees and the public, subject to the limited supply available to non-health care organizations. ¶
Installing acrylic barriers at public facing desks. ¶

Deleted: Requiring

Deleted: the Checklist for Accessing Meridian Library District Facilities

Deleted: Employees must wear masks when moving about the library to minimize contact with co-workers.

Deleted: <#>Maintain physical distance of at least 6 feet from both co-workers and patrons. ¶
Remain home if sick or have had known contact (an aggregate of 15 minutes of exposure within a 48 hour period) with an individual who has COVID-19 in the last 2 weeks. Employees who become sick while in the workplace should return home or seek medical attention, as well as notify their supervisor and HR

Deleted: <#>Avoid gathering in break rooms or other shared spaces that may become crowded. ¶

Deleted: May 20, 2020

Deleted: May 21, 2021 – Effective June 1, 2021

Approved by Meridian Library Board of Trustees June 1, 2021
Revised March 10, 2022

2. TELEWORKING

Employees with duties that do not require physical presence in the office may be required to telework to limit the risk of exposure. Employees will be notified by their supervisors of the planned working arrangements. Decisions on teleworking will take into account public health recommendations.

Employees who are teleworking can make arrangements with supervisor if they need office supplies or equipment to perform their job. Employees teleworking will work their regular hours, unless alternate arrangements are made with supervisor.

Employees who are not able to work from home or require accommodation should discuss this with supervisor or the human resources department.

3. COVID-19 VACCINE INCENTIVE

Although MLD is not requiring staff to obtain COVID-19 vaccinations at this time, MLD employees are eligible to receive a paid day off upon presenting proof of receiving any dose of a COVID-19 vaccine, including a booster. Regardless of your hours worked, the full day will be paid (similar to an emergency weather closure). To receive this benefit, employees must submit a form to HR with their intent to use this incentive. Upon presenting their certificate of vaccination to HR, the paid time will be added to their timecard. No record of any medical information will be retained by MLD. Any employee who has already received the vaccine or a dose of it may have this incentive retroactively applied if they produce the certificate of vaccination to HR. An accommodation is available for medical or religious exemptions, see HR for details.

Approved by Meridian Library Board of Trustees June 1, 2021
Revised March 10, 2022

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February 2022 Library Director's Report

Gretchen Caserotti, Library Director

March 11, 2022

This report offers a summary of activities taking place at Meridian Library in February 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 February 2022](#).

Operations

The staff kept the library humming in February! Admin have been working on queuing up recruitments to fill vacancies, keeping shelves stocked and projects moving forward. Staff are also in the process of planning outdoor storytimes and other spring and summer programs, including a Summer Reading kickoff party.

In February, HB666 was introduced in the House and we spent considerable time developing talking points and finalizing guides to be able to respond to patron concerns about library materials. It takes time to prepare thoughtful and accurate responses to emails from concerned residents. We also prepared communications to share with elected officials about library policies and collections. The bill was passed by the House and as of today we do not yet know if it will be taken up in the Senate. If passed, this bill would amend Idaho's current criminal code, removing a long-standing legal defense that prevents teachers, librarians, and museums from being targeted by subjective claims regarding dissemination of material harmful to a minor.

Finance/Budget

We concluded our contracted work with Roberts Hart in February and Caren took over the bill paying and monthly reconciliation. Overall MLD's revenues & expenses continue to track as planned. Caren dug in to compile all the expenses and documentation to submit to FEMA for the COVID reimbursement program (for PPE and pandemic response costs to reopen safely). The deadline for the submission is at the end of March.

HR/Personnel

Began recruiting and interviews on the following positions:

- Public Services Librarian for Silverstone
- unBound Branch Manager
- 2 LA positions for unBound
- Associate Librarian for unBound

Integration between Employee Navigator and Paylocity is underway. This will link the two systems and create a file feed for the elected benefit deductions to transfer directly into the Paylocity payroll system, decreasing the chances of human error and inaccuracies.

Now more familiar with Paylocity and available reports, HR caught up on the monthly payroll & PERSI audits which allowed me to catch up on the monthly bank statement reviews. I'm very happy to have that all reconciled and current. HR and Finance also made workflow adjustments to the benefit invoices and approvals process so we maintain the oversight to ensure accuracy, but expedite the payments so we don't miss any deadlines.

HR and Finance also coordinated ensuring the winners of the annual Staff Awards received the cash prize through payroll system (MLD pays the payroll tax for the employee). Congratulations to the 2022 winners!

Innovation - Barbara Hendricks, and TeAnn Pratt

Service Excellence - Israel Aguinaga, and Bella Colberg

Spirit Award - Tracy Henderson, and Erica Korell

Team Player - Alicia Kohler, and Caroline Kerr

Capital Projects

We dug into the details after receiving the cost-estimate for the South Branch, which came in significantly over budget. With CM and MSR, we developed a list of cost-saving measures. CM and MSR continue to work together, turning over every stone to get the project back into budget without compromising the integrity of the project. Strategies like simplifying the building shape from the "shard" concept to a simple rectangle and eliminating interior rooms like the gaming room for teens will be ways to cut costs in large numbers. As of the writing of this report, we are still waiting to be called to meet to reassess the project design and costs. If we're successful, we'll take the redesign back to Brighton to hopefully get the green light to proceed with the land donation and COP financing.

Orchard Park, on the other hand, is moving along as planned. The developer had anticipated delays in supplies/materials as is commonly happening in construction right now. But CM Company was able to coordinate with them and the Tenant Improvements are anticipated to begin at the end of March as planned. I really appreciate the 2 construction companies working with each other despite being competitors. With Eryn and the Foundation, Travis Porter, branch manager and Trustee Kohler recorded videos on-site for a promotional video announcing the large \$250,000 grant from the Sunderland Foundation in February. We also received some local press with the coverage appearing in the [Sunday, February 27, 2022 edition of the Idaho Press](#).

Assistant Director Report – Feb 2022

To: Gretchen Caserotti, Library Director

From: Nick Grove, Assistant Director

Personnel

Assistant Director - Nick

Starting on February 6th I moved into the Assistant Director position from the unBound Manager position. Through the month of February I spent a majority of my time getting to know the staff in different departments, learning my administrative tasks, and reading through planning documents and project documentation. The primary tasks for the month were getting familiar with the backend of the staffing model spreadsheets and working with HR to hire the open positions at unBound.

- Attended:
 - Coffee With Your Legislators
 - Meridian Chamber of Commerce Downtown Committee
 - Talloo Meridian Networking Group

Committees

Training and Development - Staff Development Day

The annual MLD Staff Development Day was held on February 14th. Presentations from staff and external presenters focused largely on Early Literacy. Awards were given to staff from multiple departments for the hard work they displayed over the past year. We officially welcomed 24 new staff who were hired between Staff Day 2021 and Staff Day 2022. We also recognized 5 staff celebrating their 5 years of service, 3 staff celebrating their 10 years of service, and 2 staff members celebrating their 15 years of service.

Operations

Training

Staff wrapped up Person In Charge training and reviewed procedures for each location in relation to safety, situational awareness, and procedures.

Admin and HR reviewed ICRMP training and laid out plans for staff training to be completed by the ICRMP deadlines to ensure maximum insurance savings.

Planning

Orchard Park

Reviewed technology needs for Orchard Park with Jason and Travis. We were able to parse down the planned technology needs for opening the new branch.

Programs

Worked with managers to assess the program planning processes and procedures. Work continued on creating a planning database in Airtable.

Home Delivery

Met with Jason and Bri about processes and future needs and goals of the Home Delivery service.

Listening Tour

Working with HR to plan a staff listening tour and staff survey to elicit feedback on staff's current feelings and opinions of working at MLD.

MLD Strategic Plan

Goal 5.1 Review current organizational structure to accommodate new branches and other elements of this plan.

- Assessing the current staffing structure and how that aligns with the staffing models supervisors and managers are currently working on.

Goal 5.3 Focus on training and development that supports staff and leads to optimal patron service.

- Staff Day 2022 was focused on providing staff with the tools and resources to provide better service, particularly in regards to Early Literacy.

Meridian Library District - Cherry Lane Board Report February 2022

To: Gretchen Caserotti, Director

From: Kristi H, Cherry Lane Manager

Camille H., Reader Services Supervisor; Irene B., Information Services Supervisor; Mary F., Youth Services Supervisor & Jane O., Page Supervisor

Date: March 9, 2021

Summary

- Cherry Lane staff spent the month of February preparing for spring and summer programming. We reopened the magazine lounge area near the patio and began the monumental task of organizing and cataloging items in the Youth Services closets and cupboards and the Large Conference Room cabinets. Youth Services Librarian, Gabby, spearheaded the project and worked to identify reusable items that can be shared among District branches.

Adult Programs & Activities:

- Extreme Book Nerd now has 500 participants!

Youth & Teen Services Programs & Activities:

- **“Memory Lane: A Story Trail” at Kleiner Park:** Gabby updated the picture book *A Snowy Day* by Ezra Jack Keats. The project is also sponsored by the City of Meridian and the path emphasizes reading as a timeless activity - one of the early literacy foundations.
- **Dear Library Pen Pals:** The library recently received dozens of letters from Compass Charter School children. Two classes of first and third graders wrote letters to the library and they all received responses from public facing staff.

Dear Library workers,
I iprishi^{et} your work so kids and
older peopel can enjoy. I Love
your hard wor k for people. thank you
so much. I Love your librar
so very much.

2-10-22

Dear Librarian

I would like to know
more about you.

• What is your favorite
book?

• Who is a character
that is like you?

• Do you like chess?

• Do you like pizza

My favorite book is

Hatchet. My favorite color

is blue.

Sincerely,
Jason

- **Black History Month Passive Program:** Library Assistant Brooke created Black History coloring packets with coloring sheets featuring biographical information about inventors, leaders, and trailblazers. More than 100 packets were distributed to families.
- **Teen Gentle Reads:** Gabby, Jenny, Nikki and Mary of Youth Services, along with librarians Maria and Talley worked together to create a display in the teen area, a “book river” for the website, reader’s advisory tips for staff, and to increase collection holdings in this genre.
- **1,000 Books Before Kindergarten:** Library Assistant Karah created a display to encourage the families of young children to learn about the program and sign up.

Patron Stories:

- **eBook Collection Birthday Gift:** Jenny, Youth Services Associate Librarian, helped a patron, “Ana,” who said that her account is with one of our consortium partner libraries but she prefers to visit the Meridian Library. Ana lamented that a friend of hers, “Bella,” loves to read but no longer has access to our ebook collection because she moved out of our district to an area without a public library. Jenny told Ana that Bella could access our ebook collection with a Senior Non-Resident card at the rate of \$30/year. Ana got excited and said “Bella’s birthday is this month and that would be the perfect birthday present!” Jenny worked with Ana and Bella to create a library account and Ana paid the fee to activate Bella’s account. Bella is disabled and homebound and she was thrilled to have access to our collection again.
- **Tech Help:** *“Some patrons asked for help to print some important documents from their SD card. Our computers take SD cards but, fortunately, our laptops do and staff were able to pull the information off the library laptop, transfer the files to a thumb drive, plug it into a desktop and then print from there.” - Natalie, Reader Services Library Assistant*

Professional Development/Training:

- **Person In Charge Training:** Mary, Gabby, Jenny, Nikki, Trevor (Youth Services), Camille, Mariah, Katie, Natalie, Israel, Erica (Readers Services), Irene, Sylvia (Information Services)
- Cherry Lane staff who led sessions on Meridian Library’s annual Staff Day:
 - **Training and Development Committee:** Israel, Jenny, Katie
 - **Contracted with paid presenter, Dr. Rebecca Isbell to facilitate a talk on language development in young children:** Mary, Chair of the EL/SA Committee
 - **Brain Architecture Game:** Mary, Gabby, Jenny, Nikki
 - **Breakout sessions:**
 - **Youth Reader’s Advisory:** Mary and Gabby, Youth Services
 - **Part-Time Employee Tips:** Nikki and Avery, Youth Services & Reader Services
 - **Intellectual Freedom:** Kristi, Cherry Lane Manager
 - **Crucial Conversations:** Katie, Reader Services
 - **Equity, Diversity & Inclusion:** Bri, Home Delivery
 - **Mental Health Resources:** Andi and Jane, Information Services and Page Department

- **Fake News, Misinformation, Disinformation:** Irene, Information Services Supervisor and Whitney, Community Specialist
- Kristi and Jenny attended the **Freedom to Read Roundtable**.
- Jane, Page Supervisor, and Kristi attended **Foundations of Intellectual Freedom** (six hour series offered by Amigos Library Services and sponsored by the Idaho Commission for Libraries)
- Kristi also attended **Moving and Renovation: Collection Concerns** which was offered through **Northeast Document Conservation Center**. The webinar was shared with the Orchard Park and Silverstone branch managers.
- Mary, Youth Services Supervisor, attended **Early Learning Legislative Day** at the Boise State Capitol, which was organized by Idaho AEYC.
- Gabby wrapped up a six week professional development ICFL book club about **Coding as a Playground**.
- Israel, Readers Services Library Assistant, Jenny and Travis are taking an American Sign Language ECourse for Libraries through the American Librarian Association.

Communications and Marketing – February 2022

To: Gretchen Caserotti, Library Director
 From: Allison Maier, Communications Manager
 Date: March 8, 2022

Strategic Plan Progress & Press Coverage



A new library is under construction at Linder Road and Chinden Boulevard in Meridian and is set to open in December. SUBMITTED PHOTO

Meridian Library Foundation receives \$250K grant to support north branch

By IDAHO PRESS STAFF
 newsroom@idahopress.com

MERIDIAN—The Meridian Library District's future north Meridian location received a \$250,000 boost, thanks to a grant from the Sunderland Foundation.

Construction of the 15,000-square-foot library in the Orchard Park development at Linder Road and Chinden Boulevard began last summer. The Meridian Library District will be a long-term tenant in the building and is set to begin interior tenant improvements later this spring. The new library is expected to open for services in December of this year.

The Orchard Park library will bring literary resources and support to residents in a fast-growing and currently under-

served area of Meridian. It is one of four projects supported by a \$14 million plant facility levy passed by Meridian voters in 2019.

"This is a unique new library location, designed with an emphasis on accessibility and adaptability," said Library Director Gretchen Caserotti. "We're very excited to share this space with our community."

Features of the new Orchard Park library will include:

- A drive-up book return.
- A 24-hour access point for requested library materials. When patrons place items on hold through the library catalog, they will be able to pick them up at their convenience.
- A sensory room with gentle lighting and tactile installations to support sensory processing needs.

The space will include a window looking into the adjacent program room, allowing individuals who need a break from a group environment to continue watching storytimes and other events.

An interactive early learning space designed to support young children as they learn through play.

An adaptable learning lab to support literacy and STEAM education for all ages.

The nonprofit Meridian Library Foundation is fundraising to supplement levy funds for the project.

The \$250,000 grant from the Kansas-based Sunderland Foundation will assist with rising construction costs, which have been impacted by skyrocketing prices for building materials. The grant support will also allow the Meridian Library District to save levy funds

for the two additional capital projects on the horizon: construction of a new south Meridian library and renovation of the central Cherry Lane library.

"We are so grateful for the Sunderland Foundation's support of this project and commitment to fostering strong, vibrant communities," said Meridian Library Foundation Manager Eryn Turner. "This grant will help build the innovative library space our community needs."

The Foundation has secured an additional \$54,000 in private donations and grants to help purchase technology and build out book collections for the new Orchard Park library. The nonprofit is set to launch a capital campaign later this year to help further enhance library resources.

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. AND Goal 4.6 Organize philanthropy efforts to enhance library resources. We shared more updates from the Orchard Park construction site this month, including news of the Meridian Library Foundation's \$250,000 grant from the Sunderland Foundation. The Idaho Press ran the story in the Sunday, February 27, newspaper. Our own social media posts and link to a blog update (www.mld.org/news) also received strong engagement.

Goal 5.6 Enhance opportunities for volunteers to use their expertise and to augment staffing limitations. Volunteer Coordinator Pamela and I continue to host monthly library ambassador meetings with a core group of volunteers. In addition to sharing general library news, we focus on a different library topic each month. In February, we shifted from all-virtual to a hybrid format. We also invited our first guest speaker: Digital Services Librarian Jenaleigh, who shared information about our digital collection and showed a sneak peek of our website redesign. Library ambassador meetings are open to the public, and more information is available at www.mld.org/volunteer.

Social Media


	Facebook Followers	Twitter Followers	Instagram Followers	Nextdoor Members
February 2022	5,447	1,178	2,221	41,484
March 2022	5,471	1,178	2,229	41,757
	+0.4%	0%	+0.4%	+0.7%

This was a particularly strong month of engagement on social media, and two of our most popular posts were about our staff: An announcement about Nick Grove's new role as assistant director (along with a photo from back in 2014), and kudos to Community Specialist Whitney for receiving a nationally competitive scholarship from the American Library Association.

Meridian Library District ✓
Published by Allison Maier · February 10 at 5:24 PM · 🌐

The Meridian Library District has a new assistant director, and he's someone you may recognize! Nick Grove has been with MLD since 2011, most recently as manager of our unBound business and tech library. Here he is in 2014 with our very first 3D printer, and last year leading a tour of unBound. We are excited to welcome him to this new position!

(This means, by the way, that we are looking for a new unBound manager! Learn more and apply at www.mld.org/employment.)



3,982 People reached **465** Engagements **↑ +2.1x higher** Distribution score **Boost post**

👍❤️ 174 30 Comments 8 Shares

Meridian Library District ✓
Published by Instagram · February 9 at 6:34 PM · Instagram · 🌐

We want to take a moment to congratulate Community Specialist Whitney, who received a nationally competitive Spectrum Scholarship from the American Library Association! The prestigious scholarship supports diversity in the library profession and is awarded to exceptional students pursuing graduate degrees in library and information studies. We are very fortunate to have Whitney on our Outreach team!



2,082 People reached **319** Engagements **↑ +1.1x average** Distribution score **Boost post**

👍❤️ 112 15 Comments 5 Shares

This month, I have been working with attorney Lisa McGrath of New Media Law Firm, who will be leading a training on social media and the First Amendment during the Regular Board of Trustees meeting on March 16. She will also assist in updating our social media policy to align with new legal precedents and best practices.

Outreach and District Programs Report – February 2022

To: Gretchen Caserotti, Library Director

From: Audra Green, Outreach Manager

Date: March 2022

Programs

- Goal 2: Undertake a Community-Wide Initiative to Improve Early Literacy
- Goal 3: Pinpoint Priorities to Address the Most Critical Service Needs in Meridian

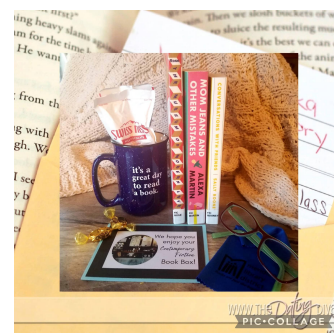
Outreach/MFB: As part of our My First Books partnership with schools, we offered an extended Winter Reading Program (WRP) to be completed in the classroom, with 12 classes participating. Classes read for at least 20 minutes on 15 days before February 14th. Each class received several books to add to their classroom library. As one teacher put it: *“We are enjoying the Winter Reading Program! It's a great incentive to help me be intentional about the time I spend reading with the classroom.”* WRP is a great way to support early learning, assist teachers and increase access to books for students.

ELSA/Community: YS Supervisor Mary and YS Librarian Maria, visited the Idaho Statehouse for Early Learning Legislative Day hosted by Idaho Association for the Education of Young Children. We know families really look to libraries for early learning and kindergarten readiness guidance. They joined Staci from ICfL to share the many ways libraries foster early learning skills in our youngest community members through programs such as Kindergarten AllStars in a Box, sharing books and early literacy tips with new mothers and through collections like Early Literacy Kits.

TASC/Mental Health Kits: This past year we discontinued the Depression and Bipolar support group for a variety of reasons, however we also recognize the increasing community need for mental health resources. Therefore TASC came up with an inventive approach to meet our patrons' needs for improved mental health and created *grab bag mental health kits*. The goal of the kits: decrease social isolation, help destigmatize seeking help for mental health challenges, and provide mental health resources to the community. They proved very popular and in just a few weeks handed out just under 100 kits.

TASC/ Book Boxes: During the Book Boxes subscription period (December 2021-February 2022) the Book Boxes team (Jenny, Mariah, Bri, Rachel, Dusty, and Nicole S) selected 1,500 books that were packed and distributed in 500 boxes to 167 individual subscribers throughout the district. Most of the boxes were delivered directly to patrons via the Home Delivery team, who incorporated 340 additional boxes into their usual delivery routes. The program is currently being evaluated by the TASC Committee to see how and if it will fit into our future programming plans. The program is very popular with patrons as demonstrated by this sample of comments left by subscribers:

- *Thank you, it has been a bright spot to look forward to as a mostly stay at home mom and staying in all winter.*
- *Thank you so much!! This was better than I ever expected and I have loved reading the new books!!*
- *I've shared my experience with my daughter and she's looking forward to signing up, too. It's a great service I hope can continue.*
- *I hope you will continue to offer the book box subscriptions annually at least! Love to discover new books and authors this way.*



- *Photo below was shared via Facebook Messenger by a patron who said “Love my most recent book box. Thank you!”*

Outreach

- Goal 1: Expand Sustainable and Inclusive Spaces for a Growing Community
- Goal 3: Pinpoint Priorities to Address the Most Critical Service Needs in Meridian

Volunteer Highlight: Richard has been a volunteer assisting with senior home delivery for 4 years, giving almost 400 hours of his time. Rich’s enthusiasm is infectious and he always brings out the best in those around him. When the time was right and we were able to resume bringing carts of books into certain living communities, Rich was there helping roll carts into facilities, ready and willing to greet residents. He can get most anyone to tell him their story. We could not be as successful in the senior communities without our amazingly dedicated volunteers. In addition to helping with the book carts, Rich increases our capacity to engage in valuable one-on-one conversations with patrons at our stops, which helps build positive connections and decreases social isolation in our senior communities. Thank you, Rich, for your continued dedication to serving seniors and older adults in Meridian.



Partnerships: IRP: Idaho Children’s Trust Fund and the Strengthening Families Training Institute invited public libraries to join the [Idaho Resilience Project](#) because they understand our roles as community anchors and integral to countering ACE (Adverse Childhood Experiences) scores with positive childhood experiences. Maria (YS Librarian) is representing MLD in the IRP, and is working to connect community members from Southwest Idaho to plan programs and community training to help reduce ACE scores and build resilience in communities.

Professional Development

- We get many requests from homeschool groups and educators regarding STEM/STEAM. Therefore Barbra, Outreach Specialist and Gabby, Youth Services Librarian participated in a 6 week technology bookclub through ICFL and Idaho STEM Action Center, ***Coding as a Playground: Programming & Computational Thinking*** by Marina Umaschi Bers. The focus was on teaching coding as a new literacy and discussing our role in this process as early childhood educators. For completing the book club, we were awarded KIBO, a programmable robot kit designed for 4-7 year olds to express themselves through creative coding. We will begin implementing techniques in our programs guiding children while they play.
- With Meridian’s growth and impacts from Covid, the Outreach team has faced extra challenges in keeping up with accurate data in order to serve all residents of Meridian the best we can. This is why the Outreach team virtually attended the ***West Ada Community Assets*** meeting, presented by WASD social workers and community partners. This year’s focus highlighted Idaho’s housing instability, local housing and unsheltered data, and resources available to students and families experiencing unstable housing.

Patron stories

- From the Early Learning Skills Program:
 - *“Thank you! We have been having so much fun with this program. Attached are some pictures of week one.*

If you have an extra set of activity bags at the end of the whole program due to someone not picking it up or just making an extra, I'd love to have it! I would send it to my friend who also has a three year old child. My friend was diagnosed with cancer about 3 months ago, so I thought this might be something to help keep her 3 year old learning without her having to plan a whole lot. Please don't make any new bags- just asking if you have an extra at the end."

Barbra, Community Specialist, was able to gather supplies for each practice along with a few honor books supporting each practice so the family didn't have a time limit on returning books during such a difficult time.

- From Book Boxes: patron shared a story of how our program inspired her to build a bookish community:
 - *This book box subscription provided more joy and excitement than I thought possible. It gave me a sense of community I was not expecting through a subscription book box. It brought me peace and the tranquility only a long reading session with a great book could provide. The whole experience, from the wonderful book selections being delivered to my door in thoughtful packaging, sweet surprises and comforting teas, to pretty notes and well written monthly letters, everything was magical.*

This subscription even inspired others from my work (after I shared the excitement and pictures of my book boxes) to start our own book exchange! We chose a genre of someone else's interest, found a book we'd think they might like, wrapped it, write each other a kind note and added a little something extra like book marks or homemade jam just for fun.

I surprised my co-worker with an adorable cookbook written in the 1970s. It turned out her mother had had a copy that she had grown up with. She has memories of sitting on her kitchen floor as a young child going through the hand drawn pictures noticing all the details and counting the ingredients and copying the artwork. We were both crying finding out the book I had picked for her had had such meaning in her life. Now she has a copy of her own. This was a part of the ripple effect this book subscription had.

I know this is long but I think it is important for you all to know, the work you do is important, it brings people together, it builds passions and hope and peace. In a very hard year, so many bright spots came to be all because of this beautiful program! Thank you!!

Silverstone – February 2022

To: Gretchen Caserotti, Library Director

From: Dusty Waltner, Branch Manager

Date: March 08, 2021

Stats

Checkouts	Checkins	Renewals	Holds	New Cards
12,875	10,077	5225	2896	46

Summary

This month has been just about staffing our service points as staff turnover is hitting several locations. Silverstone staff have been assisting at unBound as they are able. We are still in the process of recruiting for the Branch Librarian position and soon will be recruiting for the Associate Librarian position.

Nicole S. (Assoc. Librarian) has moved to Tennessee after 10 years of service to MLD and the Meridian Community. Nicole has been a critical contributor to our early learning services for many years and will be terribly missed.

Nicole's duties have been reassigned among several staff until we are able to fill the position, with Silverstone staff taking on more responsibilities, in addition to temporarily handing off some duties to both Outreach and YS.

Staff Duties

- Patrick has taken the lead on collections maintenance, taking over Nicole's tasks of weeding, shifting, and processing out new items.
- Patrick continues to work on contributing to the History Center project.
- Tracy has taken on a weekly Tiny library shift.
- Tracy has taken over pulling weekly themed books for the Goddard School.
- Ryan will be joining the SRP working group vacated by Nicole.
- Bella is working on a programming inventory for the branch.
- Bella and Wyatt are assisting Michele (Outreach) with reader's advisory for seniors.

South Branch Project

We are working with MSR on ways to cut costs for the vastly over budget project. We are exploring all options, including: redesigned building geometry, simplified floor plan, reduction of square footage, alternative construction materials, and more.

District Support Services – February 2022

To: Gretchen Caserotti, Library Director

From: Jason Su

Date: March 8, 2022

Technology Services

Patron Computer and Network Use Report

Total Unique Users	Total Sessions Authenticated	Avg. User Time	Wireless Users
1,237 (-23)	1,917 (-10)	32 (-1)	1,424 (-29)

Summary:

eRate season has finally ended. We’ve received multiple hardware bids for services at the new South Branch that we’re currently evaluating. There should be a contract in place by the end of the month. We’ve also used this opportunity to revisit internet service at Tiny Library. The branch currently uses cellular service via a Cradlepoint modem to provide internet service for staff. Verizon has not been able to keep up with performance demand in that area and we’ve seen a significant decline in overall internet speeds. We’ve been supplementing the Verizon service with T-Mobile as a temporary solution because fiber/cable service has not been an option. We submitted an eRate bid request for 5G service under Category 1. This should allow us to consolidate our services and provide a significant performance boost to Tiny Library.

Facilities/Maintenance

The valve sensors for the HVAC mentioned in last month’s Board Report meeting are still on order. Our vendor thought it would arrive in February but that timeframe has been pushed back with no current ETA. Facilities is working hard to keep the building temperature at Cherry Lane consistent. With swings in temperature every few days in the month of March in both directions, it’s hard to keep temperature on one side of the building consistent with another. Lastly, we were able to open the overflow (East) lot a few days early this month after closing it for Winter. Patrons, and our business neighbors next door, appreciated the extra parking space.

Material Services

Circulation Statistics

February 2022	Cherry	MSIL	Outreach	Tiny	unBound	Home Delivery	Total
Checkouts	57,574	12,875	1147	464	112	4744	76,916
Checkins	50,925	10,077	255	254	116	12	61,639
Renewals	21,712	5225	423	161	61	1935	29,517
Holds Resolved	7795	2896	401	12	37	2747	13,888
Patron Reg.	243	46	4	2	7	0	302

Digital:

- Overdrive: 887 new users, 4,067 unique users, 9,611 eBook checkouts, 9,534 audiobook checkouts, 751 magazine checkouts (19,896 total checkouts)
- Hoopla: 65 new users, 887 unique users, 620 eBook/comics checkouts, 2,169 audiobook checkouts, 293 movie/TV checkouts, 117 music checkouts (3,334 total checkouts)

Collections:

- 1,246 items added to collection and 365 removed from collection

Summary:

The team has started ordering materials for the Orchard Park collection. This is in addition to the roughly 2,000 items, mostly media, that they've already purchased. We've set aside space in our off-site storage unit to house the collection until it's time to shelve items.

We've made the decision to sunset our eContent vendor, Hoopla Digital, at the end of the fiscal year. Midwest Tape, Hoopla's parent company, has made a solid push to keep us as customers but it no longer makes financial sense to do so. Hoopla digital accounts for roughly 20-30% of our monthly eContent budget but we only see a 1/10th of the traffic we see in Libby/OverDrive. The cost savings will allow us to introduce more services, including Kanopy and comics, in Libby/OverDrive and reach a larger audience.

Home Delivery:

Quite a busy time for such a short month! We delivered 111 book boxes in February, as the last round of the Winter Book Boxes program.

Statistics:

Orders Delivered:	1131
Unique Addresses:	449
Unique Patrons:	521
Total Delivery Routes:	19
Items Delivered:	2964
Total of new & returning previous inactive users:	66
Above's percent of patron base of the month:	12.70 %

A note on the statistics:

We delivered 6.3% more items per patron this month than January and on fewer routes.

We saw a decrease of new & returning inactive users by 22%.

Stories:

A library patron who has previously sought help from Home Delivery called us seeking help with a math conundrum. She is an English Language Learner (ELL) and a senior patron. She explained that she was helping a family member with some living expenses and needed someone to double check her math and teach her how to spell and say the numbers. This was a long conversation, as it took a while to figure out the correct numbers she wanted (she needed 10,000 but was saying "ten"). Eventually, we got through the math and how to write and say the numbers. She was extremely grateful that I took the time to help her and was excited to talk to her relative about what she learned.
-Bri

I had a patron call who was new to the service. She asked whether we picked up returns (this was before it was announced we would be soon). She expressed her gratitude for the service as she couldn't get out of the house physically. -Erica

unBound Report – Feb 2022

To: Gretchen Caserotti, Library Director

From: Nick Grove, Assistant Director

unBound Staff

Business Liaison Librarian - Yuki

The number of business appointments I have had has increased, and my networking appointments have increased exponentially. I would say the theme of February was new contacts and networking—lots of new relationships established. I expect to be attending more events in March.

Events attended:

- Meridian Chamber of Commerce First Friday
- Idaho Art Gallery grand opening
- Ribbon cutting for Meridian High School Performing Arts Center

Other notables:

- Hosted a virtual Grow With Google business marketing education series. Topics covered included: SEO, increasing conversion on websites, how to make websites more navigable for customers, and how to get your business on Google Search. Feedback from attendees included: *"The series was organized in such a way that anyone could take their business from any point they are at to integrate the Google tools & resources."* Another attendee shared, *"This is the exact set of things I've been struggling with recently! Thank you so much for telling me about this!"*
- Completed Business Outreach for the Public Librarian through ALA Learning by Barbara Alvarez. It was incredibly useful and illuminating about the potentials of this role, and I will be implementing my learnings moving forward in the business community.
- Helped to identify and recruit business partners for the Summer Reading Kickoff event in June.
- Met with librarians in the Seattle area to learn about their multilingual business program and how to potentially bring more of this into business programming at unBound.

Manager - Vacant

- Nick wrapped up as unBound Manager on February 5th and moved into the role of Assistant Director on February 6th. Nick had served in the Supervisor/Manager role at unBound since planning for the branch began in early 2015.
- Recruitment for this position is underway with interviews beginning to wrap up.
- During the interim Travis Porter (Orchard Park Branch Manager) has agreed to fill-in as the temporary Branch Manager at unBound to assist with the daily operations and scheduling.
- Dusty assisted in transitioning the unBound staff schedule from Google Sheets to LibStaffer and helped create the first week of staff scheduling using this system.

Other

- Victor and Eddie submitted their letters of resignation, the 40 hour and 19 hour Library Assistant positions have been posted and recruitment to backfill these are underway.
- Staff from Cherry Lane, Silverstone, and Outreach are assisting in filling the staffing needs while unBound is working to fill the open positions.

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	81	29	6970	-	\$360.35	\$4.45	6:33	504:32
Resin	8	6	-	293.46	\$88.04	\$11.00	5:55	47:17
TOTALS	89	35	6970	293.46	\$448.39	\$7.73	6:14	551:49

Check-outs	Check-ins	Renewals	Holds	Patron Registrations
112	116	61	37	7

MLD Strategic Plan

Goal 3.5 - Spotlight unBound to demonstrate the library's technology scope and leadership in the community. Showcase the range of unBound programs, from business development and tech readiness training to connectivity for seniors, lower-income residents, and families.

- Hosted a virtual Grow With Google business marketing education series.

Goal 5.3 - Focus on training and development that supports staff and leads to optimal patron service.

- Yuki completed the ALA Business Outreach for the Public Librarian training.

Meridian Library District

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

October 2021 - February 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
40000 Tax Revenue	4,325,604.74	2,959,024.40	1,366,580.34	146.18 %
42000 Non-tax Revenue	44,969.05	63,166.60	-18,197.55	71.19 %
Total Revenue	\$4,370,573.79	\$3,022,191.00	\$1,348,382.79	144.62 %
GROSS PROFIT	\$4,370,573.79	\$3,022,191.00	\$1,348,382.79	144.62 %
Expenditures				
50000 PERSONNEL	1,440,019.16	1,763,887.50	-323,868.34	81.64 %
51000 COLLECTIONS	236,749.76	473,687.55	-236,937.79	49.98 %
52000 OPERATING EXPENSES	350,209.07	738,573.05	-388,363.98	47.42 %
72000 CAPITAL EXPENSES	15,615.33	37,244.50	-21,629.17	41.93 %
9800 Transfer Out -Capital Projects Fund	101,235.51	168,725.85	-67,490.34	60.00 %
Total Expenditures	\$2,143,828.83	\$3,182,118.45	\$ -1,038,289.62	67.37 %
NET OPERATING REVENUE	\$2,226,744.96	\$ -159,927.45	\$2,386,672.41	-1,392.35 %
Other Revenue				
8000 Plant Facilities Levy Revenue	882,000.00	583,333.35	298,666.65	151.20 %
8338 Capital Projects Interest	1,255.93	3,270.40	-2,014.47	38.40 %
8995 Finance Proceeds		3,333,333.35	-3,333,333.35	
8999 Transfer In -From General Fund	101,235.51	168,725.85	-67,490.34	60.00 %
Total Other Revenue	\$984,491.44	\$4,088,662.95	\$ -3,104,171.51	24.08 %
Other Expenditures				
9288 Orchard Park Project Costs	47,786.96	1,114,173.35	-1,066,386.39	4.29 %
9289 South Branch Project Costs	71,275.54	3,058,991.65	-2,987,716.11	2.33 %
Total Other Expenditures	\$119,062.50	\$4,173,165.00	\$ -4,054,102.50	2.85 %
NET OTHER REVENUE	\$865,428.94	\$ -84,502.05	\$949,930.99	-1,024.15 %
NET REVENUE	\$3,092,173.90	\$ -244,429.50	\$3,336,603.40	-1,265.06 %

Meridian Library District

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

October 2021 - February 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
40000 Tax Revenue				
4000 Tax levy	4,162,388.07	2,778,049.15	1,384,338.92	149.83 %
4010 Ag. Replacement	485.00	1,940.00	-1,455.00	25.00 %
4020 Pers Prop Replacement	14,989.61	29,979.00	-14,989.39	50.00 %
4025 Recovered Homeowner's Exemption	78.00	65.00	13.00	120.00 %
4060 Tort Tax Levy	23,789.50	19,824.60	3,964.90	120.00 %
4100 Sales tax income	123,874.56	129,166.65	-5,292.09	95.90 %
Total 40000 Tax Revenue	4,325,604.74	2,959,024.40	1,366,580.34	146.18 %
42000 Non-tax Revenue	1,186.00		1,186.00	
4200 Fines and fees	7,142.30	4,166.65	2,975.65	171.42 %
4220 Meeting Room income	939.20	1,000.00	-60.80	93.92 %
4221 Donations & Memorials	904.00	13,166.65	-12,262.65	6.87 %
4300 Interest income	422.49	958.35	-535.86	44.09 %
4339 Capital Replace & Repair Int	1,579.24	1,666.65	-87.41	94.76 %
4400 Copy/Print income	5,497.85	4,708.30	789.55	116.77 %
4500 Grants	27,297.97	37,500.00	-10,202.03	72.79 %
Total 42000 Non-tax Revenue	44,969.05	63,166.60	-18,197.55	71.19 %
Total Revenue	\$4,370,573.79	\$3,022,191.00	\$1,348,382.79	144.62 %
GROSS PROFIT	\$4,370,573.79	\$3,022,191.00	\$1,348,382.79	144.62 %
Expenditures				
50000 PERSONNEL				
5000 Salaries and wages	1,041,144.81	1,267,067.05	-225,922.24	82.17 %
5005 Termination salaries	8,713.39	16,000.00	-7,286.61	54.46 %
Total 5000 Salaries and wages	1,049,858.20	1,283,067.05	-233,208.85	81.82 %
5010 Payroll benefits	390,160.96	480,820.45	-90,659.49	81.14 %
Total 50000 PERSONNEL	1,440,019.16	1,763,887.50	-323,868.34	81.64 %
51000 COLLECTIONS				
5110 Adult fiction	125.72		125.72	
5115 Adult Print Books	33,287.54	93,833.35	-60,545.81	35.48 %
5121 Electronic databases	28,836.20	16,020.85	12,815.35	179.99 %
5122 eContent	146,446.58	139,583.35	6,863.23	104.92 %
5125 Print Reference	71.67	1,250.00	-1,178.33	5.73 %
5130 Children's books	13,604.90	96,458.35	-82,853.45	14.10 %
5135 Young Adult books	3,033.13	53,625.00	-50,591.87	5.66 %
5149 Media	10,438.55	50,833.35	-40,394.80	20.53 %
5150 Circulating devices & kits	767.50	18,750.00	-17,982.50	4.09 %
5151 Periodicals	137.97	3,333.30	-3,195.33	4.14 %
Total 51000 COLLECTIONS	236,749.76	473,687.55	-236,937.79	49.98 %
52000 OPERATING EXPENSES				
52020 Professional Services				

Meridian Library District

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

October 2021 - February 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5202.1 Audit	12,250.00	3,958.35	8,291.65	309.47 %
5202.4 Legal fees	7,610.50	15,100.00	-7,489.50	50.40 %
5202.5 Consulting	3,580.00	3,645.85	-65.85	98.19 %
5202.6 Other	1,300.00		1,300.00	
5202.7 Accounting Svcs	10,935.00		10,935.00	
Total 52020 Professional Services	35,675.50	22,704.20	12,971.30	157.13 %
52025 Banking fees				
5202.2 Bankcard fees	1,087.84	6,600.00	-5,512.16	16.48 %
5202.3 Financial fees	12,437.66	76,833.35	-64,395.69	16.19 %
Total 52025 Banking fees	13,525.50	83,433.35	-69,907.85	16.21 %
5211 Copy/Print	7,934.83	22,483.30	-14,548.47	35.29 %
52120 Consortium				
5212.A Consortium-Adv/Prog	-624.34		-624.34	
5212.C Consortium-Courier		12,916.65	-12,916.65	
5212.H Consortium-Hardware/Software	1,927.07	23,092.10	-21,165.03	8.35 %
Total 52120 Consortium	1,302.73	36,008.75	-34,706.02	3.62 %
5216 Equipment & Furnishings Not Cap		1,625.00	-1,625.00	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing	22,598.19	42,518.35	-19,920.16	53.15 %
5220.2 IT Infra -Support	26,135.50	10,083.35	16,052.15	259.19 %
5220.3 IT PCs, Printers & Hardware	8,999.93	13,530.00	-4,530.07	66.52 %
5220.5 IT Utilities	14,334.60	46,241.65	-31,907.05	31.00 %
5220.6 IT Collection Licensing	9,231.66	8,083.35	1,148.31	114.21 %
5220.7 IT Technology Maintenance	4,351.41	11,375.00	-7,023.59	38.25 %
Total 52200 Information Technology	85,651.29	131,831.70	-46,180.41	64.97 %
5225 Marketing & advertising	1,148.29	7,795.85	-6,647.56	14.73 %
5228 Miscellaneous	937.77	3,191.65	-2,253.88	29.38 %
52290 Materials Processing				
5229.1 Materials-OCLC	6,259.52	8,250.00	-1,990.48	75.87 %
5229.2 Materials-Processing	6,369.29	31,250.00	-24,880.71	20.38 %
Total 52290 Materials Processing	12,628.81	39,500.00	-26,871.19	31.97 %
5230 Phone Service	1,400.00	2,000.00	-600.00	70.00 %
5232 Postage	2,840.58	11,000.00	-8,159.42	25.82 %
52340 Professional Development				
5234.1 Conferences	2,684.44	7,296.65	-4,612.21	36.79 %
5234.2 Education	500.00	1,156.25	-656.25	43.24 %
5234.3 Materials	317.47	583.35	-265.88	54.42 %
5234.4 Memberships	2,394.68	1,662.10	732.58	144.08 %
5234.5 Staff Mtg & Training	2,844.51	1,633.35	1,211.16	174.15 %
5234.6 Webinar/Ecourses	5,083.54	2,875.00	2,208.54	176.82 %
Total 52340 Professional Development	13,824.64	15,206.70	-1,382.06	90.91 %
52360 Program Expense				

Meridian Library District

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

October 2021 - February 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5236.1 Programs - Outreach	100.00		100.00	
5236.AD Programs - Adult	1,242.76	10,875.00	-9,632.24	11.43 %
5236.BR Programs -Brochures		2,000.00	-2,000.00	
5236.CH Programs - Children				
5236.PC Pet Care	103.56	541.65	-438.09	19.12 %
Total 5236.CH Programs - Children	103.56	541.65	-438.09	19.12 %
5236.EL Programs - Early Learning 0-5	2,421.66	23,710.00	-21,288.34	10.21 %
5236.FA Programs -Family All Ages	262.94	15,300.00	-15,037.06	1.72 %
5236.SA Programs -School Age 6-12	375.00	23,900.00	-23,525.00	1.57 %
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	
Total 52360 Program Expense	6,006.11	92,846.65	-86,840.54	6.47 %
5237 Recruiting/Background Checks	698.00	3,187.50	-2,489.50	21.90 %
524000 Supplies				
5240 Supplies - general	1,266.07	23,000.00	-21,733.93	5.50 %
5245 Supplies - marketing	317.89	2,083.35	-1,765.46	15.26 %
5246 Supplies - office	1,107.56	12,300.00	-11,192.44	9.00 %
Total 524000 Supplies	2,691.52	37,383.35	-34,691.83	7.20 %
5250 Taxes and insurance	14,780.67	10,833.35	3,947.32	136.44 %
52600 Vehicle Expense				
5260.1 Vehicle - Bookmobile	776.00	7,208.35	-6,432.35	10.77 %
5260.2 Vehicle - Sprinter	32.77	2,583.35	-2,550.58	1.27 %
5260.3 Vehicle - Van	2,910.71	3,187.50	-276.79	91.32 %
Total 52600 Vehicle Expense	3,719.48	12,979.20	-9,259.72	28.66 %
62240 Facility Expense				
6224.2 Bldg-Repairs	550.10	25,333.35	-24,783.25	2.17 %
6224.3 Bldg-Small Tools	287.47	1,916.65	-1,629.18	15.00 %
6224.4 Bldg-Supplies	6,845.69	8,800.00	-1,954.31	77.79 %
6250 Bldg-Insurance	23,789.50	19,824.60	3,964.90	120.00 %
6255 Bldg-Rent	38,604.00	48,040.40	-9,436.40	80.36 %
6258 Bldg-Utilities	18,855.64	55,266.65	-36,411.01	34.12 %
6224.1 Bldg-Maintenance	56,510.95	45,380.85	11,130.10	124.53 %
Total 6258 Bldg-Utilities	75,366.59	100,647.50	-25,280.91	74.88 %
Total 62240 Facility Expense	145,443.35	204,562.50	-59,119.15	71.10 %
Total 52000 OPERATING EXPENSES	350,209.07	738,573.05	-388,363.98	47.42 %
72000 CAPITAL EXPENSES				
7216 Equipment & Furnishings	880.40	1,250.00	-369.60	70.43 %
7220 IT - Infrastructure - Hardware	4,000.00	21,994.55	-17,994.55	18.19 %
7220.3 IT PCs, Hardware Printers	10,734.93	12,958.30	-2,223.37	82.84 %
7295 Major improvements		1,041.65	-1,041.65	

Meridian Library District

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

October 2021 - February 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 72000 CAPITAL EXPENSES	15,615.33	37,244.50	-21,629.17	41.93 %
9800 Transfer Out -Capital Projects Fund	101,235.51	168,725.85	-67,490.34	60.00 %
Total Expenditures	\$2,143,828.83	\$3,182,118.45	\$ -1,038,289.62	67.37 %
NET OPERATING REVENUE	\$2,226,744.96	\$ -159,927.45	\$2,386,672.41	-1,392.35 %
Other Revenue				
8000 Plant Facilities Levy Revenue	882,000.00	583,333.35	298,666.65	151.20 %
8338 Capital Projects Interest	1,255.93	3,270.40	-2,014.47	38.40 %
8995 Finance Proceeds		3,333,333.35	-3,333,333.35	
8999 Transfer In -From General Fund	101,235.51	168,725.85	-67,490.34	60.00 %
Total Other Revenue	\$984,491.44	\$4,088,662.95	\$ -3,104,171.51	24.08 %
Other Expenditures				
9288 Orchard Park Project Costs	47,786.96	1,114,173.35	-1,066,386.39	4.29 %
9289 South Branch Project Costs	71,275.54	3,058,991.65	-2,987,716.11	2.33 %
Total Other Expenditures	\$119,062.50	\$4,173,165.00	\$ -4,054,102.50	2.85 %
NET OTHER REVENUE	\$865,428.94	\$ -84,502.05	\$949,930.99	-1,024.15 %
NET REVENUE	\$3,092,173.90	\$ -244,429.50	\$3,336,603.40	-1,265.06 %

**Meridian Library District
Bill Listing
February 2022**

Date	Transaction Type	Num	Name	Memo/Description	Account #	Account	Debit	Credit
02/01/2022	Bill	Feb2022	UNITED HERITAGE	Vision benefit	2380	2380 Accounts Payable		445.23
					2365	2365 United Heritage	120.07	
				Vision benefit	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health	73.90	
				Vision benefit	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health	36.95	
				Vision benefit	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health	22.17	
				Vision benefit	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health	192.14	
							\$ 445.23	\$ 445.23
02/01/2022	Bill	357019846	UNIFIRST CORP	mat cleaning	2380	2380 Accounts Payable		40.39
						6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance		
				mat cleaning	6,224.10		40.39	
							\$ 40.39	\$ 40.39
02/01/2022	Bill	1173681	PEAK ALARM CO, INC	Security monitoring	2380	2380 Accounts Payable		135.00
						6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance		
				Security monitoring	6,224.10		135.00	
							\$ 135.00	\$ 135.00
02/01/2022	Bill	5702	JAN-PRO CLEANING SYSTEMS OF ID	Janitorial Services	2380	2380 Accounts Payable		4,950.00
						6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance		
				Regular Janitorial Service from 02/01/2022 to 02/28/2022	6,224.10		3,850.00	
						6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance		
				Regular Janitorial Service from 02/01/2022 to 02/28/2022 Annex	6,224.10		200.00	
						6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance		
				Regular Janitorial Service from 02/01/2022 to 02/28/2022 Silverstone	6,224.10		450.00	
						6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance		
				Regular Janitorial Service from 02/01/2022 to 02/28/2022 unBound	6,224.10		450.00	
							\$ 4,950.00	\$ 4,950.00
02/01/2022	Bill	1E+09	OCLC, Inc.	Group Contract -First Search, Metadata, Worldshare	2380	2380 Accounts Payable		760.87
						5229.1 OPERATING EXPENSES:Materials Processing:Materials-OCLC		
				Group Contract -First Search, Metadata, Worldshare 07/01/21-06/30/22	5,229.10		760.87	
							\$ 760.87	\$ 760.87
02/01/2022	Bill	23884	FATBEAM, LLC	Internet	2380	2380 Accounts Payable		1.00
						5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing		
				Internet	5,220.10		1.00	
							\$ 1.00	\$ 1.00
02/01/2022	Bill	23905	FATBEAM, LLC	Internet	2380	2380 Accounts Payable		1.00

**Meridian Library District
Bill Listing
February 2022**

				Internet	5,220.10	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	1.00		
							<u>\$ 1.00</u>	<u>\$ 1.00</u>	
02/01/2022	Bill	23983	FATBEAM, LLC	Internet	2380	2380 Accounts Payable			500.00
				Service Period covers this current month of invoicing Monthly Recurring Charges for Dedicated Internet Access- Unbound	5,220.50	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	500.00		
							<u>\$ 500.00</u>	<u>\$ 500.00</u>	
02/01/2022	Bill	23951	FATBEAM, LLC	Internet	2380	2380 Accounts Payable			800.00
				Service Period covers this current month of invoicing Cherry Monthly Lane Recurring Charges for Dedicated Internet Access with Firewall -	5,220.50	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	800.00		
							<u>\$ 800.00</u>	<u>\$ 800.00</u>	
02/01/2022	Bill	23970	FATBEAM, LLC	Internet	2380	2380 Accounts Payable			500.00
				Service Period covers this current month of invoicing Monthly Recurring Charges for Dedicated Internet Access-Silverstone	5,220.50	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	500.00		
							<u>\$ 500.00</u>	<u>\$ 500.00</u>	
02/01/2022	Bill	23987	FATBEAM, LLC	Internet	2380	2380 Accounts Payable			1.00
				Service Period covers this current month of invoicing Monthly Recurring Charges for Dedicated Internet Access-Silverstone	5,220.10	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	1.00		
							<u>\$ 1.00</u>	<u>\$ 1.00</u>	
02/01/2022	Bill	000147525 7-IN	WEX Health, Inc.	FSA Fees	2380	2380 Accounts Payable			50.00
				FSA Fees	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health	50.00		
							<u>\$ 50.00</u>	<u>\$ 50.00</u>	
02/01/2022	Bill	MLD113- 9386988- 538180	Amazon Capital Services, Inc.		2380	2380 Accounts Payable			558.79
				MLD Adult Print	5115	5115 COLLECTIONS:Adult Print Books	292.27		
				MLD Media	5149	5149 COLLECTIONS:Media	221.65		
				MLDBR1 Media	5149	5149 COLLECTIONS:Media	44.87		
							<u>\$ 558.79</u>	<u>\$ 558.79</u>	
02/01/2022	Bill	Feb 2022	WILLAMETTE DENTAL	Dental benefits	2380	2380 Accounts Payable			114.15
				Dental benefits	2355	2355 Dental			136.25
				Dental benefits	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health	125.20		
				Dental benefits	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health	187.80		
				Dental Benefits	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health			62.60
							<u>\$ 313.00</u>	<u>\$ 313.00</u>	
02/01/2022	Bill	02945DA2 2038041	OVERDRIVE, INC	eContent	2380	2380 Accounts Payable			1,149.08
					5122	5122 COLLECTIONS:eContent	1,149.08		
							<u>\$ 1,149.08</u>	<u>\$ 1,149.08</u>	
02/01/2022	Bill	02945DA2 2038043	OVERDRIVE, INC	eContent	2380	2380 Accounts Payable			76.54
					5122	5122 COLLECTIONS:eContent	76.54		
							<u>\$ 76.54</u>	<u>\$ 76.54</u>	

**Meridian Library District
Bill Listing
February 2022**

02/01/2022	Bill	02945DA2 2038042	OVERDRIVE, INC	eContent	2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent	39.99	39.99	
									39.99
									\$ 39.99 \$ 39.99
02/01/2022	Bill	Feb 2022	DELTA DENTAL	Dental benefits	2380	2380 Accounts Payable		2,405.87	
				Dental benefit	2355	2355 Dental	692.70		
				Dental benefit	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health	395.37		
				Dental benefit	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health	1,054.32		
				Dental benefit	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health	175.72		
				Dental benefit	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health	87.76		
									\$ 2,405.87 \$ 2,405.87
02/03/2022	Bill	86097	Diamond Lawns, LLC	Snow Removal	2380	2380 Accounts Payable		2,766.50	
				Lawn Care	6,224.10	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg- Maintenance	2,766.50		
									\$ 2,766.50 \$ 2,766.50
02/04/2022	Bill	January20 22	NAMPA PUBLIC LIBRARY	Library Payments	2380	2380 Accounts Payable		74.97	
				Library Payments	4200	4200 Non-tax Revenue:Fines and fees	74.97		
									\$ 74.97 \$ 74.97
02/04/2022	Bill	January20 22	Intermountain Gas - Cherry Ln	1326 W Cherry Lane	2380	2380 Accounts Payable		42.92	
				Utilities	6258	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	42.92		
									\$ 42.92 \$ 42.92
02/04/2022	Bill	1687	Management Northwest-Patricia L Ball	Training and legal	2380	2380 Accounts Payable		518.00	
				Training and legal	5,202.40	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	518.00		
									\$ 518.00 \$ 518.00
02/04/2022	Bill	02945C02 2043161	OVERDRIVE, INC	eContent	2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent	6,719.13	6,719.13	
									\$ 6,719.13 \$ 6,719.13
02/04/2022	Bill	4145	BORTON LAW OFFICES PLLC	Legal consultation	2380	2380 Accounts Payable		870.00	
				Legal consultation	5,202.40	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	870.00		
									\$ 870.00 \$ 870.00
02/04/2022	Bill	12666013	SENSE SERVICES, INC.	Pest Control	2380	2380 Accounts Payable		30.00	
				Pest Control	6,224.10	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg- Maintenance	30.00		
									\$ 30.00 \$ 30.00
02/05/2022	Bill	2457645	CITY OF MERIDIAN	Account 25510354-02	2380	2380 Accounts Payable		25.33	
				Account 25510354-02	6258	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	25.33		
									\$ 25.33 \$ 25.33

**Meridian Library District
Bill Listing
February 2022**

02/07/2022	Bill	02945DA2 2043924	OVERDRIVE, INC	eContent	2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent	7.99	7.99	
								<u>7.99</u>	
							\$ 7.99	\$ 7.99	
02/07/2022	Bill	7193951	BRADY INDUSTRIES, LLC	Janitorial supplies	2380	2380 Accounts Payable		91.63	
				custodial supplies	6,224.40	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	91.63		
							<u>91.63</u>		
							\$ 91.63	\$ 91.63	
02/07/2022	Bill	Feb22	PAM GEILE		2380	2380 Accounts Payable		66.86	
					5246	5246 OPERATING EXPENSES:Supplies:Supplies - office	66.86		
							<u>66.86</u>		
							\$ 66.86	\$ 66.86	
02/07/2022	Bill	357 0195448	UNIFIRST CORP	mat cleaning	2380	2380 Accounts Payable		37.84	
				mat cleaning	6,224.10	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg- Maintenance	37.84		
							<u>37.84</u>		
							\$ 37.84	\$ 37.84	
02/08/2022	Bill	02/08/2022	Jane Olsen	Reimbursement for PUA 2022 Portland Flight	2380	2380 Accounts Payable		198.00	
				Reimbursement for PUA 2022 Portland Flight	5,234.50	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	198.00		
							<u>198.00</u>		
							\$ 198.00	\$ 198.00	
02/08/2022	Bill	02945DA2 2045906	OVERDRIVE, INC	eContent	2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent	1,498.18	1,498.18	
							<u>1,498.18</u>		
							\$ 1,498.18	\$ 1,498.18	
02/08/2022	Bill	02945DA2 2045907	OVERDRIVE, INC	eContent	2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent	19.54	19.54	
							<u>19.54</u>		
							\$ 19.54	\$ 19.54	
02/09/2022	Bill	7198454	BRADY INDUSTRIES, LLC	Janitorial supplies	2380	2380 Accounts Payable		605.82	
				custodial supplies	6,224.40	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	605.82		
							<u>605.82</u>		
							\$ 605.82	\$ 605.82	
02/09/2022	Bill	5708	JAN-PRO CLEANING SYSTEMS OF ID	Janitorial Services	2380	2380 Accounts Payable		350.00	
				Extra Clean	6,224.10	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg- Maintenance	350.00		
							<u>350.00</u>		
							\$ 350.00	\$ 350.00	
02/09/2022	Bill	02945DA2 2047850	OVERDRIVE, INC	eContent	2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent	50.00	50.00	
							<u>50.00</u>		
							\$ 50.00	\$ 50.00	
02/10/2022	Bill	02/10/2022	IDAHO POWER - 1620	Payment for 1326 Cherry Lane - 2201271620	2380	2380 Accounts Payable		2,517.98	

**Meridian Library District
Bill Listing
February 2022**

				Payment for 1326 Cherry Lane - 2201271620	6258	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	2,517.98	
							<u>\$ 2,517.98</u>	<u>\$ 2,517.98</u>
02/10/2022	Bill	357019544 8	UNIFIRST CORP	mat cleaning	2380	2380 Accounts Payable		37.84
				mat cleaning	6,224.10	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg- Maintenance	37.84	
							<u>\$ 37.84</u>	<u>\$ 37.84</u>
02/10/2022	Bill	Feb 2022	IDAHO POWER - 7016	1250 W Cherry Ln - 2204237016	2380	2380 Accounts Payable		113.36
				1250 W Cherry Ln - 2204237016	6258	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	113.36	
							<u>\$ 113.36</u>	<u>\$ 113.36</u>
02/10/2022	Bill	L69500000 000032022	L695-NCPERS IDAHO	Group Life Insurance	2380	2380 Accounts Payable		240.00
				Group Life Insurance	2350	2350 Persi Life withholding payable	240.00	
							<u>\$ 240.00</u>	<u>\$ 240.00</u>
02/10/2022	Bill	216008057 365	TREASURE VALLEY COFFEE INC	Rent R/O cooler 4 wk w/Ice/Wat	2380	2380 Accounts Payable		76.00
					6258	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	76.00	
							<u>\$ 76.00</u>	<u>\$ 76.00</u>
02/13/2022	Bill	02945DA2 2051565	OVERDRIVE, INC	eContent	2380	2380 Accounts Payable		6.99
					5122	5122 COLLECTIONS:eContent	6.99	
							<u>\$ 6.99</u>	<u>\$ 6.99</u>
02/14/2022	Bill	7302Feb22	IDAHO POWER - 7302	Account Ending in 7302	2380	2380 Accounts Payable		445.19
				Account Ending in 7302	6258	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	445.19	
							<u>\$ 445.19</u>	<u>\$ 445.19</u>
02/14/2022	Bill	111566	Ednetics	VoiP	2380	2380 Accounts Payable		350.00
				VoiP	5230	5230 OPERATING EXPENSES:Phone Service	350.00	
							<u>\$ 350.00</u>	<u>\$ 350.00</u>
02/14/2022	Bill	111513	Ednetics	VoiP	2380	2380 Accounts Payable		400.00
				VoiP	5,220.20	5220.2 OPERATING EXPENSES:Information Technology:IT Infra -Support	400.00	
							<u>\$ 400.00</u>	<u>\$ 400.00</u>
02/14/2022	Bill	357019603 7	UNIFIRST CORP	mat cleaning	2380	2380 Accounts Payable		40.33
				mat cleaning	6,224.10	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg- Maintenance	40.33	
							<u>\$ 40.33</u>	<u>\$ 40.33</u>
02/14/2022	Bill	02945DA2 2052074	OVERDRIVE, INC	eContent	2380	2380 Accounts Payable		85.50
					5122	5122 COLLECTIONS:eContent	85.50	
							<u>\$ 85.50</u>	<u>\$ 85.50</u>

**Meridian Library District
Bill Listing
February 2022**

02/14/2022	Bill	02945C02 2052810	OVERDRIVE, INC eContent		2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent		5,108.54 5,108.54	
								<u>5,108.54</u>	
								\$ 5,108.54	\$ 5,108.54
02/14/2022	Bill	02945DA2 2052075	OVERDRIVE, INC eContent		2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent		42.75 42.75	
								<u>42.75</u>	
								\$ 42.75	\$ 42.75
02/15/2022	Bill	Feb 2022 Rent	SUNDANCE INVESTMENTS LLLP	Silverstone Lease - Feb 2022	2380	2380 Accounts Payable		9,608.05	
				Silverstone Lease - Feb 2022	6255	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent		9,608.05	
								<u>9,608.05</u>	
								\$ 9,608.05	\$ 9,608.05
02/15/2022	Bill	3106713	WT.COX Subscriptions	periodicals	2380	2380 Accounts Payable		137.97	
				periodicals	5151	5151 COLLECTIONS:Periodicals		137.97	
								<u>137.97</u>	
								\$ 137.97	\$ 137.97
02/15/2022	Bill	02945DA2 2053964	OVERDRIVE, INC eContent		2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent		5.99 5.99	
								<u>5.99</u>	
								\$ 5.99	\$ 5.99
02/15/2022	Bill	02945DA2 2053963	OVERDRIVE, INC eContent		2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent		122.00 122.00	
								<u>122.00</u>	
								\$ 122.00	\$ 122.00
02/15/2022	Bill	02945DA2 2053965	OVERDRIVE, INC eContent		2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent		1,157.70 1,157.70	
								<u>1,157.70</u>	
								\$ 1,157.70	\$ 1,157.70
02/15/2022	Bill	216008064 889	Full Spectrum Laser		2380 2400	2380 Accounts Payable 2400 Accounts Payable -Other		120.95 120.95	
								<u>120.95</u>	
								\$ 120.95	\$ 120.95
02/17/2022	Bill	1016	MICHAEL D MARGULIES	Outdoor Gallery Book	2380	2380 Accounts Payable		50.00	
				Outdoor Gallery Book	5115	5115 COLLECTIONS:Adult Print Books		50.00	
								<u>50.00</u>	
								\$ 50.00	\$ 50.00
02/17/2022	Bill	Feb 2022	Reliance Standard	Basic Life, AD&D	2380	2380 Accounts Payable		763.61	
				Basic Life, AD&D	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health		193.19	
				Basic Life, AD&D	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health		37.69	
				Basic Life, AD&D	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health		77.30	
				Basic Life, AD&D	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health		455.43	
								<u>455.43</u>	
								\$ 763.61	\$ 763.61
02/17/2022	Bill	Mar 2022	SELECT HEALTH	Mar Health Insurance	2380 2345	2380 Accounts Payable 2345 Select Health		27,895.10 27,895.10	
								<u>27,895.10</u>	
								\$ 27,895.10	\$ 27,895.10
02/18/2022	Bill	02945C02 2059352	OVERDRIVE, INC eContent		2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent		616.60 616.60	
								<u>616.60</u>	
								\$ 616.60	\$ 616.60

**Meridian Library District
Bill Listing
February 2022**

02/18/2022	Bill	02945C02 2059104	OVERDRIVE, INC	eContent	2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent	512.24 512.24	512.24	
							\$ 512.24	\$ 512.24	
02/18/2022	Bill	569684	Access Integration, Inc.	Service repair -Cube offline	2380	2380 Accounts Payable		2,953.11	
				Service repair -Cube offline	5,220.20	5220.2 OPERATING EXPENSES:Information Technology:IT Infra -Support	2,953.11		
							\$ 2,953.11	\$ 2,953.11	
02/18/2022	Bill	AR103676 8	Valley Office Systems	Lease and overage charge for copier	2380	2380 Accounts Payable		751.56	
				lease/copycare	5211	5211 OPERATING EXPENSES:Copy/Print	751.56		
							\$ 751.56	\$ 751.56	
02/21/2022	Bill	LL_TAG_I P3	Isbells Creative Consulting	Staff Day - Speaker	2380	2380 Accounts Payable		500.00	
				Staff Day - Speaker	5,234.50	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	500.00		
							\$ 500.00	\$ 500.00	
02/21/2022	Bill	Mar 2022	DELTA DENTAL	Dental benefits Dental benefit	2380 2355	2380 Accounts Payable 2355 Dental		2,361.44 2,361.44	
							\$ 2,361.44	\$ 2,361.44	
02/22/2022	Bill	Mar 2022	UNITED HERITAGE	Vision benefit	2380 2365	2380 Accounts Payable 2365 United Heritage		418.92 418.92	
							\$ 418.92	\$ 418.92	
02/22/2022	Bill	02945DA2 2061310	OVERDRIVE, INC	eContent	2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent		365.52 365.52	
							\$ 365.52	\$ 365.52	
02/22/2022	Bill	02945DA2 2061311	OVERDRIVE, INC	eContent	2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent		1,070.37 1,070.37	
							\$ 1,070.37	\$ 1,070.37	
02/22/2022	Bill	994978	Fishers Technology		2380	2380 Accounts Payable		442.88	
				toners and inks	5211	5211 OPERATING EXPENSES:Copy/Print	442.88		
							\$ 442.88	\$ 442.88	
02/23/2022	Bill	200095	CULLIGAN	salt delivered	2380	2380 Accounts Payable		9.75	
				salt delivered	6,224.40	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	9.75		
							\$ 9.75	\$ 9.75	
02/23/2022	Bill	197654	MINUTEMAN INC.	keys	2380	2380 Accounts Payable		30.00	
				keys	6,224.40	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	30.00		
							\$ 30.00	\$ 30.00	
02/23/2022	Bill	995239	Fishers Technology		2380	2380 Accounts Payable		25.67	
				toners and inks	5211	5211 OPERATING EXPENSES:Copy/Print	25.67		
							\$ 25.67	\$ 25.67	
02/24/2022	Bill	CE 22-24	WHITNEY GARCIA	Reimbursement - Whitney ICFL grant Exporia course participation	2380	2380 Accounts Payable		1,000.00	

**Meridian Library District
Bill Listing
February 2022**

				Reimbursement - Whitney ICFL grant Exporia course participation	5,234.60	5234.6 OPERATING EXPENSES:Professional Development:Webinar/Ecourses	1,000.00		
							<u>\$ 1,000.00</u>	<u>\$ 1,000.00</u>	
02/24/2022	Bill	216008078 954	TREASURE VALLEY COFFEE INC		2380	2380 Accounts Payable			76.00
					6258	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	76.00		
							<u>\$ 76.00</u>	<u>\$ 76.00</u>	
02/24/2022	Bill	02945C02 2065039	OVERDRIVE, INC	eContent	2380 5122	2380 Accounts Payable 5122 COLLECTIONS:eContent	4,442.92		4,442.92
							<u>\$ 4,442.92</u>	<u>\$ 4,442.92</u>	
02/24/2022	Bill	331525493 0	Pitney Bowes Global Financial Svc LLC	Postage meter lease	2380	2380 Accounts Payable			220.29
				Postage meter lease	5232	5232 OPERATING EXPENSES:Postage	220.29		
							<u>\$ 220.29</u>	<u>\$ 220.29</u>	
02/24/2022	Bill	145539522	ULINE		2380	2380 Accounts Payable			507.48
				Recycled grocery bags	5240	5240 OPERATING EXPENSES:Supplies:Supplies - general	507.48		
							<u>\$ 507.48</u>	<u>\$ 507.48</u>	
02/25/2022	Bill	25472	TRI-STATE ELECTRIC, INC.	Fixtures	2380	2380 Accounts Payable			800.00
				FEBRUARY 12022 MAINTENANCE	6,224.10	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg- Maintenance	800.00		
							<u>\$ 800.00</u>	<u>\$ 800.00</u>	
02/28/2022	Bill	501756919	MIDWEST TAPE	digital audiobooks, comics, ebooks, movies, music television	2380	2380 Accounts Payable			5,827.26
				digital audiobooks, comics, ebooks, movies, music television	5122	5122 COLLECTIONS:eContent	5,827.26		
							<u>\$ 5,827.26</u>	<u>\$ 5,827.26</u>	
02/28/2022	Bill	000148951 7-IN	WEX Health, Inc.	FSA Fees	2380	2380 Accounts Payable			313.00
				FSA-Monthly	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health	313.00		
							<u>\$ 313.00</u>	<u>\$ 313.00</u>	
02/28/2022	Bill	000149172 9-IN	WEX Health, Inc.	FSA Fees	2380	2380 Accounts Payable			50.00
				FSA-Monthly	5010c	5010c PERSONNEL:Payroll benefits:Benefits - Health	50.00		
							<u>\$ 50.00</u>	<u>\$ 50.00</u>	
02/28/2022	Bill	27	MSR Design		2380	2380 Accounts Payable			16,250.00
				South Branch Project	9288	9288 Orchard Park Project Costs	16,250.00		
							<u>\$ 16,250.00</u>	<u>\$ 16,250.00</u>	
							<u>\$ 115,571.33</u>	<u>\$ 115,571.33</u>	

Meridian Library District
February 1 - February 28, 2022
Credit Card Transactions

Date	Merchant	Clean Merchant Name	Amount
2/28/2022 16:32	AMZN Mktp US*1I6VE6JN2	Amazon	(\$55.03)
2/27/2022 14:48	ROUTIFIC.COM	Routific.com	(\$102.41)
2/26/2022 16:49	IN *MERIDIAN KIWANIS CLUB	Meridian Kiwanis	(\$40.00)
2/26/2022 16:25	FLUKERFARMS.COM	Flukerfarms.com	(\$29.87)
2/26/2022 12:50	AMAZON.COM*1I6AJ1590 AMZN	Amazon	(\$130.31)
2/25/2022 15:26	JAMF SOFTWARE, LLC	Jamf Software	(\$30.00)
2/25/2022 12:43	DIAMOND PARKING PS011	Diamond Parking	(\$10.55)
2/24/2022 16:01	AMZN Mktp US*1I5IM46H1	Amazon	(\$275.99)
2/24/2022 15:58	AMZN Mktp US*1B1SX8232	Amazon	(\$47.67)
2/24/2022 15:40	CHARITYHOWTO	Charityhowto	(\$79.00)
2/23/2022 15:06	GRUBHUBTWISTEDSUGAR	Grubhub	(\$23.32)
2/23/2022 14:43	GRUBHUBDICKEYSBARBECU	Dickey's Barbecue Pit via Grubhub	(\$23.32)
2/23/2022 14:43	GRUBHUBPANDAEXPRESS	Panda Express via Grubhub	(\$16.62)
2/23/2022 14:43	GRUBHUBSUBWAY	Subway via Grubhub	(\$21.60)
2/23/2022 14:28	GRUBHUBCHIPOTLE	Chipotle via Grubhub	(\$22.73)
2/23/2022 14:27	GRUBHUBPANERABREAD	Panera Bread via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBDICKEYSBARBECU	Dickey's Barbecue Pit via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBCAFEZUPASMERID	Cafe Zupas via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBCAFEYUMM	Caf� Yumm! via Grubhub	(\$16.80)
2/23/2022 14:27	GRUBHUBBOISETHAINOODL	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBCAFEZUPASMERID	Cafe Zupas via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBBOISECOOP	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBEARLOFSANDWICH	Earl of Sandwich via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBPANERABREAD	Panera Bread via Grubhub	(\$23.14)
2/23/2022 14:27	GRUBHUBTROPICALSMOOTH	Tropical Smoothie Cafe via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBTHEGYROSHACK	Grubhub	(\$22.27)
2/23/2022 14:27	GRUBHUBCHIPOTLE	Chipotle via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBCORONAVILLAGE	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBPANERABREAD	Panera Bread via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBBOISECOOP	Grubhub	(\$21.10)
2/23/2022 14:27	GRUBHUBCAFEYUMM	Caf� Yumm! via Grubhub	(\$17.84)
2/23/2022 14:27	GRUBHUBWAFFLELOVE	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBPANDAEXPRESS	Panda Express via Grubhub	(\$18.53)
2/23/2022 14:27	GRUBHUBTAQUERIALAFLAM	Grubhub	(\$20.72)
2/23/2022 14:27	GRUBHUBFIVEGUYS	Five Guys via Grubhub	(\$23.31)
2/23/2022 14:27	GRUBHUBCAFEZUPASMERID	Cafe Zupas via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBCAFEZUPASBOISE	Cafe Zupas via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBCAFEZUPASMERID	Cafe Zupas via Grubhub	(\$20.15)
2/23/2022 14:27	GRUBHUBCUPBOP	Cupbop via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBELTENAMPAMERID	Grubhub	(\$21.95)
2/23/2022 14:27	GRUBHUBPANDAEXPRESS	Panda Express via Grubhub	(\$23.32)

2/23/2022 14:27	GRUBHUBCORONAVILLAGE	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBPOKEBOWL	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBHAPPYTERIYAKIE	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBPHOHOUSE	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBPANERABREAD	Panera Bread via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBTANGOSSUBSANDE	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBJERSEYMIKES	Jersey Mike's Subs via Grubhub	(\$22.12)
2/23/2022 14:27	GRUBHUBTANGOSSUBSANDE	Grubhub	(\$18.59)
2/23/2022 14:27	GRUBHUBMERAKIGREEKSTR	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBCAFEZUPASMERID	Cafe Zupas via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBSANFRANCISCOST	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBCAFEZUPASNAMPA	Cafe Zupas via Grubhub	(\$22.66)
2/23/2022 14:27	GRUBHUBTANGOSSUBSANDE	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBTANGOSSUBSANDE	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBPANERABREAD	Panera Bread via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBLEMONTREECO	Grubhub	(\$19.62)
2/23/2022 14:27	GRUBHUBWAFFLELOVE	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBCAFEZUPASMERID	Cafe Zupas via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBPANERABREAD	Panera Bread via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBPANERABREAD	Panera Bread via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBTACOBELL	Taco Bell via Grubhub	(\$23.25)
2/23/2022 14:27	GRUBHUBPANERABREAD	Panera Bread via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBMAZZAHMEDITERR	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBFANCIFREEZMERI	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBCAFEZUPASMERID	Cafe Zupas via Grubhub	(\$22.74)
2/23/2022 14:27	GRUBHUBPANTERAMARKET	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBHAPPYTERIYAKIE	Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBMOBETTAHS	Mo' Bettahs via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBCAFEZUPASMERID	Cafe Zupas via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBCAFERIO	Cafe Rio via Grubhub	(\$23.32)
2/23/2022 14:27	GRUBHUBTROPICALSMOOTH	Tropical Smoothie Cafe via Grubhub	(\$23.32)
2/23/2022 14:23	AMZN Mktp US*1I2IP1O00	Amazon	(\$1,000.93)
2/23/2022 14:22	GRUBHUB* PANERABREAD	Panera Bread via Grubhub	(\$23.32)
2/23/2022 12:26	DEMCO INC	Demco Inc	(\$45.21)
2/22/2022 15:29	AMZN Mktp US*1I2AW3X21	Amazon	(\$55.50)
2/22/2022 15:29	AMZN Mktp US*1I2AW3X21	Amazon	(\$658.96)
2/22/2022 15:26	AMZN Mktp US*1B7VL9Y00	Amazon	(\$390.51)
2/22/2022 15:13	AMZN Mktp US*1I3MP3PX1	Amazon	(\$5.04)
2/19/2022 15:25	JAMEX, INC.	Jamex Inc	(\$44.00)
2/19/2022 15:04	AMZN Mktp US*1I36Y7CT1	Amazon	(\$189.99)
2/19/2022 14:42	AMZN Mktp US*JT8H78YA3	Amazon	(\$169.59)
2/18/2022 14:52	COMMON SENSE PLUS	Common Sense Plus	(\$30.00)
2/18/2022 12:41	COSTCO WHSE #0734	Costco	(\$50.87)
2/17/2022 12:36	COSTCO WHSE #0734	Costco	\$50.87
2/17/2022 12:18	THE HOME DEPOT #1804	The Home Depot	(\$13.77)
2/17/2022 12:13	OFFICE DEPOT #2087	Office Depot	(\$194.95)
2/16/2022 15:01	Amazon.com*RX7NM8H53	Amazon	(\$25.47)

2/16/2022 14:48 MRDNRECPARKSNREC	Mrdnrec Parksrec	(\$375.00)
2/16/2022 14:26 AIRTABLE.COM/BILL	Airtable.com	(\$73.12)
2/16/2022 14:22 AMZN Mktp US*D803R4TD3	Amazon	(\$24.99)
2/15/2022 14:58 AMERLIBASSOC ECOMMERCE	Amerlibassoc	(\$39.00)
2/15/2022 12:30 COSTCO WHSE#1343	Costco	(\$50.87)
2/14/2022 14:41 AMZN Mktp US*G323N1C73	Amazon	(\$45.99)
2/13/2022 14:39 AMZN Mktp US*0709M04F3	Amazon	(\$13.98)
2/13/2022 14:35 MAILCHIMP *MISC	Mailchimp	(\$69.99)
2/12/2022 14:58 LAMINATOR.COM	Laminator.com	\$135.57
2/12/2022 14:27 TMOBILE*AUTO PAY	T-Mobile	(\$30.10)
2/11/2022 16:17 AMZN Mktp US*TB0VY26I3	Amazon	(\$67.92)
2/11/2022 16:10 LAMINATOR.COM	Laminator.com	(\$3,639.99)
2/11/2022 16:10 LAMINATOR.COM	Laminator.com	(\$570.56)
2/11/2022 16:08 PAYFLOW/PAYPAL	Paypal Payflow	(\$1.60)
2/11/2022 15:55 MEETING ROOM 365	Meeting Room	(\$27.00)
2/11/2022 15:53 AMZN Mktp US*HQ2GM7YF3	Amazon	(\$177.80)
2/11/2022 15:35 WWW.VOLGISTICS.COM	Volgistics.com	(\$81.00)
2/10/2022 14:20 AMZN Mktp US*BI5717VB3	Amazon	(\$111.96)
2/9/2022 15:00 BSU UPAY COMBINED	Bsu Upay Combined	(\$25.00)
2/9/2022 14:17 AMZN Mktp US*SU88Z27T3	Amazon	(\$16.99)
2/9/2022 14:08 VZWRLSS*BILL PAY VB	Verizon	(\$999.00)
2/9/2022 14:08 VZWRLSS*BILL PAY VB	Verizon	(\$788.51)
2/9/2022 12:47 WAL-MART #2862	Walmart	(\$13.30)
2/8/2022 15:35 IDAHO WOMENS BUSINESS CEN	Idaho Womens Business Cen	(\$500.00)
2/8/2022 15:26 CITY OF MERIDIAN, ID	City Of Meridian	(\$163.38)
2/8/2022 15:22 MATTERHACKERS, INC.	Matterhackers Inc	(\$496.15)
2/7/2022 14:43 WAL-MART #2862	Walmart	(\$29.94)
2/7/2022 12:55 COSTCO WHSE #0761	Costco	(\$27.52)
2/6/2022 14:30 AMZN Mktp US*HC87V4VK3	Amazon	(\$13.98)
2/6/2022 14:13 ADOBE *800-833-6687	Adobe	(\$29.99)
2/6/2022 12:16 THE HOME DEPOT #1804	The Home Depot	(\$58.13)
2/5/2022 15:29 DRI*UPRINTING	Dri Uprinting	(\$243.29)
2/5/2022 15:28 NORTHEASTDOCUMENT	Northeastdocument	(\$95.00)
2/3/2022 16:27 Amazon web services	Amazon Web Services	(\$2.93)
2/3/2022 12:22 THE HOME DEPOT #1804	The Home Depot	(\$102.39)
2/3/2022 12:19 ADOBE	Adobe	(\$239.88)
2/3/2022 12:19 CISCO SYSTEMS INC	Cisco Webex	(\$15.00)
2/2/2022 14:49 GOOGLE *SVCSmld.org	Svcsmld.org	(\$50.43)
2/2/2022 14:45 SOCIETYFORHUMANRESOURCE	Societyforhumanresource	(\$413.00)
2/2/2022 14:36 GOOGLE GSUITE_mld.org	Gsuite_mld.org	(\$10.00)
2/2/2022 14:36 Amazon.com*831M83JE3	Amazon	(\$41.61)
2/2/2022 14:30 IN *ZOOBEAN, INC	Zoobean Inc	(\$2,137.50)
2/2/2022 13:56 AMZN Mktp US*PU4MG00O3	Amazon	(\$81.09)
2/2/2022 12:30 AMAZON.COM*131YU3X03 AMZN	Amazon	(\$18.51)
2/2/2022 12:23 ALASKA AIR 0272127128884	Alaska Airlines	(\$238.01)
2/1/2022 15:50 4IMPRINT, INC	4imprint	(\$689.52)
2/1/2022 15:47 TECHSOUP	TechSoup	(\$5.00)

2/1/2022 15:46 ALLIANZ TRAVEL INS	Allianz Travel Ins	(\$21.88)
2/1/2022 15:44 MEINEKE & ECONO LUBE	Meineke & Econo Lube	(\$446.60)
2/1/2022 15:42 AMZN Mktp US*661X29X53	Amazon	(\$58.99)

Programs - School Age 6-12	Cherry Lane
Software/Licensing	unBound Branch
PCs, Printers & Hardware -Not Capital	District
Membership Dues	Cherry Lane
Supplies -Office	Annex
PCs, Printers & Hardware -Not Capital	District
Programs - Adult	Cherry Lane
Marketing	District
Copy/Print Supplies	unBound Branch
IT Utilities	District
Staff Meeting	District
PCs, Hardware & Printers -Capital	unBound Branch
Copy/Print Supplies	unBound Branch
Software/Licensing	District
Software/Licensing	unBound Branch
Building -Supplies	Cherry Lane
Software/Licensing	District
PCs, Printers & Hardware -Not Capital	District
Webinars & Ecourses	District
Staff Meeting	District
PCs, Printers & Hardware -Not Capital	District
IT Utilities	District
Staff Meeting	District
Conference Travel	unBound Branch
Bldg - Maintenance	Annex
Copy/Print Supplies	unBound Branch
Programs - Adult	District
Programs - Adult	District
Programs - Adult	Cherry Lane
Software/Licensing	District
Building -Supplies	unBound Branch
Programs -Early Learning 0-5	District
Webinars & Ecourses	Cherry Lane
Software/Licensing	District
Building -Supplies	Annex
Software/Licensing	District
Software/Licensing	District
Software/Licensing	District
Recruiting	Annex
Software/Licensing	District
Building -Supplies	Silverstone Branch
Software/Licensing	District
Supplies -Office	Silverstone Branch
PCs, Printers & Hardware -Not Capital	District
Conference Travel	Cherry Lane
Programs - Adult	District
Software/Licensing	District

Conference Travel
Vehicle -Vans
Supplies -General Patron Use

Cherry Lane
Cherry Lane
Silverstone Branch

Meridian Library District

Statement of Financial Position

As of February 28, 2022

	TOTAL
ASSETS	
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	-37,877.52
1120 Checking - USBank	4,902,295.08
1150 Chkg payroll -1st Interstate	10,013.04
1160 Savings payroll -1st Interstate	12,181.37
1170 Checking HRA -1st Interstate	139,998.91
1200 Paypal account	13.29
1937 StatePool-General Operations	678,977.20
1938 StatePool-Capital Project Fund	2,609,737.32
1939 StatePool-Cap Replacement &Repr	5,130,199.73
Total Bank Accounts	\$13,446,678.72
Other Current Assets	
1170.2 Rec/Pay HRA acct	-22,080.00
1500 Deposits/Prepaid expenses	31,274.72
1550 Refunds pending	46.23
1600 Property Tax Receivable	8,156,460.15
1627 LGIP Interest Receivable	-749.70
1633 Receivable-Foundation	10,500.00
1634 Grants Receivable	3,000.00
1652 Sales Tax Receivable	23,164.00
1706 Tech Purchase -Lindsay Tydings	-11.94
1800 Fines Receivable	51,386.04
1850 Allowance	-40,594.98
Total Other Current Assets	\$8,212,394.52
Total Current Assets	\$21,659,073.24
TOTAL ASSETS	\$21,659,073.24
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2380 Accounts Payable	84,497.02
Total Accounts Payable	\$84,497.02
Credit Cards	

Meridian Library District

Statement of Financial Position

As of February 28, 2022

	TOTAL
2700 Divvy Credit Cards Payable	-44,862.94
Total Credit Cards	\$ -44,862.94
Other Current Liabilities	
2300 Payroll Liabilities	26.00
2310 Federal withholding payable	0.01
2330 PERSI withholding payable	6,189.53
2340 401K withholding payable	3,688.98
2345 Select Health	-36,919.27
2350 Persi Life withholding payable	-200.00
2352 Nationwide Withholding	963.74
2354 FSA Discovery Reserve	3,087.80
2355 Dental	-2,521.46
2360 AFLAC	430.94
2365 United Heritage	-280.75
2400 Accounts Payable -Other	4,395.78
Sales Tax Payable	-242.20
Total Other Current Liabilities	\$ -21,380.90
Total Current Liabilities	\$18,253.18
Total Liabilities	\$18,253.18
Equity	
1170.1 Restricted HRA balances	140,079.51
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	3,092,173.90

Meridian Library District

Statement of Financial Position

As of February 28, 2022

	TOTAL
Total Equity	\$21,640,820.06
TOTAL LIABILITIES AND EQUITY	\$21,659,073.24



ConsensusDocs®
BUILDING A BETTER WAY

ConsensusDocs® 500.1
AMENDMENT NO. 1 TO CONSENSUSDOCS 500 STANDARD AGREEMENT AND GENERAL
CONDITIONS BETWEEN OWNER AND CONSTRUCTION MANAGER
(GMP with Option for Preconstruction Services)

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AMENDMENT NO. 2 TO ConsensusDocs® 500

STANDARD AGREEMENT AND GENERAL CONDITIONS BETWEEN OWNER AND CONSTRUCTION MANAGER

**(Where the Basis of Payment is a Guaranteed Maximum Price with an Option for
Preconstruction Services)**

Dated February 16, 2022.

Pursuant to Section 3.4 of the Agreement dated August 9, 2019 between the Owner, Meridian Library District and the Construction Manager, CM Company, Inc. for Meridian Library District Bond Projects (the Project), the Owner and the Construction Manager desire to establish a Guaranteed Maximum Price ("GMP") for the Orchard Park Branch project. Therefore, the Owner and the Construction Manager agree as follows:

ARTICLE 1 GUARANTEED MAXIMUM PRICE

The Construction Manager's GMP for the Work, including the Cost of the Work as defined in Article 8 and the Construction Manager's Fee as set forth in Section 7.3, is Two Million Two Hundred Six Thousand Two Hundred Ten and No/100 Dollars (\$2,206,210.00).

The GMP is for the performance of the Work in accordance with the exhibits listed below, which are part of this Agreement.

EXHIBIT A Drawings and Specifications, including Addenda, if any, and information furnished by the Owner under Section 4.3, dated 1/31/22, 5 pages.

EXHIBIT B Allowance Items, dated 2/15/22, 1 page.

EXHIBIT C Assumptions and Clarifications on which the GMP is based, dated 2/15/22, 1 page.

EXHIBIT D Schedule of Work, dated 11/29/21, 4 pages.

EXHIBIT E Alternate Prices, Not Used

EXHIBIT F Unit Prices, Not Used

EXHIBIT G A statement of any work to be self-performed by the Construction Manager, Not Used

EXHIBIT H Schedule of Values, dated 2/4/22, 3 pages.

ARTICLE 2 DATE OF SUBSTANTIAL COMPLETION

The Date of Substantial Completion of the Work is October 24, 2022 pending completion of the Core and Shell work by others on March 8, 2022.



ARTICLE 3 DATE OF FINAL COMPLETION

This Amendment is entered into as of February 16, 2022.

WITNESS: _____

OWNER: []

BY: _____

PRINT NAME [] PRINT TITLE []

WITNESS: [Signature] 2/14/22

CONSTRUCTION MANAGER: CM Company, Inc.

BY: Trey C. (PRES) 2/16/22

PRINT NAME Trey Crookston PRINT TITLE President

END OF DOCUMENT.



EXHIBIT A

MERIDIAN LIBRARY DISTRICT ORCHARD PARK Drawings & Specifications, including Addenda:

Attached hereto and made a part thereof.

January 31, 2022

GENERAL

G000 SHEET INDEX, SYMBOLS, AND MATERIAL LIST

G001 TYPES AND SYSTEMS

G051 BUILDING CODE SUMMARY

ARCHITECTURAL

A101 LEVEL ONE

A121 LEVEL ONE REFLECTED CEILING PLAN

A151 TOILET ROOM PLANS AND ELEVATIONS

A201 BUILDING ELEVATIONS

A251 BUILDING SECTIONS

A252 BUILDING SECTIONS

A301 WALL SECTIONS

A501 INTERIOR ELEVATIONS

A502 INTERIOR ELEVATIONS

A503 INTERIOR ELEVATIONS

A504 INTERIOR ELEVATIONS

A551 INTERIOR DETAILS

A601 DOOR SCHEDULE, TYPES AND DETAILS

A651 WINDOW TYPES AND DETAILS

A701 LEVEL ONE FINISH PLANS

A801 MILLWORK PLANS AND DETAILS

A802 MILLWORK ENLARGED PLANS

A803 MILLWORK ENLARGED PLANS

A804 MILLWORK ELEVATIONS

A805 MILLWORK ELEVATIONS

A851 MILLWORK SECTIONS & DETAILS

A852 MILLWORK SECTIONS & DETAILS

A853 MILLWORK SECTIONS & DETAILS

A901 LEVEL ONE FURNITURE PLAN (REFERENCE ONLY)

PLUMBING

P00 PLUMBING COVER SHEET

P11 WASTE & VENT PLAN

P11 (C&S) WASTE & VENT PLAN (C&S FOR REFERENCE ONLY)

P21 WATER & GAS PLAN

P21 (C&S) WASTE & GAS PLAN (C&S) FOR REFERENCE ONLY)

P23 PLUMBING ROOF PLAN

P71 PLUMBING DETAILS

P81 SCHEDULES

MECHANICAL

M00 HVAC COVER SHEET
M01 ENERGY COMPLIANCE
M11 HVAC PLAN
M11 (C&S) HVAC PLAN (C&S FOR REFERENCE ONLY)
M13 HVAC ROOF PLAN
M71 HVAC DETAILS
M81 HVAC SCHEDULES
M82 HVAC SCHEDULES

ELECTRICAL

E00 ELECTRICAL SYMBOLS AND ABBREV
E01 LIGHTING SCHEDULE
E02 LIGHT CONTROL SCHEDULE
E03 ENERGY COMPLIANCE FORMS
E04 ENERGY COMPLIANCE FORMS
E11 LIGHTING PLAN
E11 (C&S) LIGHTING PLAN (C&S FOR REFERENCE ONLY)
E21 POWER PLAN
E21 (C&S) POWER PLAN (C&S FOR REFERENCE ONLY)
E22 POWER PLAN ROOF
E22 (C&S) POWER PLAN ROOF (C&S FOR REFERENCE ONLY)
E31 MECHANICAL POWER PLAN
E71 DETAILS
E80 SINGLE-LINE
E80 (C&S) SINGLE-LINE & PANEL SCHEDULE (C&S FOR REFERENCE ONLY)
E81 PANEL SCHEDULES
E82 PANEL SCHEDULES

TELECOM

T00 TELECOM SYMBOLS AND ABBREV
T11 TELECOM PLAN
T11 (C&S) TELECOM PLAN (C&S FOR REFERENCE ONLY)
T31 SECURITY PLAN
T71 DETAILS

DIVISION 01 - GENERAL REQUIREMENTS

01 10 00 SUMMARY
01 10 00A LANDLORD-TENANT MATRIX
01 20 00 PRICE AND PAYMENT PROCEDURES
01 30 00 ADMINISTRATIVE REQUIREMENTS
01 33 00 SUBMITTALS
01 40 00 QUALITY REQUIREMENTS
01 50 00 TEMPORARY FACILITIES AND CONTROLS
01 60 00 PRODUCT REQUIREMENTS
01 60 10 SUBSTITUTION PROCEDURES
01 60 10.01 SUBSTITUTION REQUEST FORM
01 61 16 VOLATILE ORGANIC COMPOUND (VOC) CONTENT RESTRICTIONS
01 70 00 EXECUTION AND CLOSEOUT REQUIREMENTS
01 78 00 CLOSEOUT SUBMITTALS

DIVISOIN 02 - EXISTING CONDITIONS

02 41 00 DEMOLITION

DIVISION 03 - CONCRETE

03 30 00 CAST IN PLACE CONCRETE

03 35 36 POLISHED CONCRETE FLOOR FINISHING

DIVISION 04 - MASONRY (NOT USED)

DIVISION 05 - METALS

05 50 00 METAL FABRICATIONS

05 51 33 METAL LADDERS

DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES

06 10 00 ROUGH CARPENTRY

06 41 00 ARCHITECTURAL WOOD CASEWORK

DIVISION 07 - THERMAL AND MOISTURE PROTECTION

07 21 00 THERMAL INSULATION

07 62 00 SHEET METAL FLASHING AND TRIM

07 92 00 JOINT SEALANTS

DIVISION 08 - OPENINGS

08 11 13 HOLLOW METAL DOORS AND FRAMES

08 14 16 FLUSH WOOD DOORS

08 31 00 ACCESS DOORS AND PANELS

08 33 26 OVERHEAD COILING GRILLES

08 43 13 ALUMINUM-FRAMED STOREFRONTS

08 71 00 DOOR HARDWARE

08 80 00 GLAZING

DIVISION 09 - FINISHES

09 05 61 COMMON WORK RESULTS FOR FLOORING PREPARATION

09 21 16 GYPSUM BOARD ASSEMBLIES

09 30 00 TILING

09 51 00 ACOUSTICAL CEILINGS

09 65 00 RESILIENT FLOORING

09 67 00 FLUID-APPLIED FLOORING

09 68 13 TILE CARPETING

09 72 00 WALL COVERINGS

09 78 43 FIBER CEMENT WALL PANELING

09 84 00 ACOUSTIC DECORATIVE PANELS

09 84 13 GYPSUM SOUND-ABSORPTIVE PANELS

09 91 23 INTERIOR PAINTING

DIVISION 10 - SPECIALTIES

10 11 00 VISUAL DISPLAY UNITS

10 28 00 TOILET, BATH, AND LAUNDRY ACCESSORIES

10 44 00 FIRE PROTECTION SPECIALTIES

DIVISION 11 - EQUIPMENT

11 30 13 RESIDENTIAL APPLIANCES AND CUTSHEETS
11 66 23 WALL AND FLOOR PADDING

DIVISION 12 - FURNISHINGS

12 24 00 WINDOW SHADES
12 36 00 COUNTERTOPS

DIVISION 13 - SPECIAL CONSTRUCTION (NOT USED)

DIVISION 14 - CONVEYING EQUIPMENT CONSTRUCTION (NOT USED)

DIVISION 21 - FIRE SUPPRESSION (NOT USED)

DIVISION 22 - PLUMBING

22 05 16 EXPANSION FITTINGS AND LOOPS FOR PLUMBING PIPING
22 05 19 METERS AND GAUGES FOR PLUMBING PIPING
22 05 23 GENERAL-DUTY VALVES FOR PLUMBING PIPING
22 05 29 HANGERS AND SUPPORTS FOR PLUMBING PIPING AND EQUIPMENT
22 05 48 VIBRATION AND SEISMIC CONTROLS FOR PLUMBING PIPING AND EQUIPMENT
22 05 53 IDENTIFICATION FOR PLUMBING PIPING AND EQUIPMENT
22 07 19 PLUMBING PIPING INSULATION
22 10 05 PLUMBING PIPING
22 10 06 PLUMBING PIPING SPECIALTIES
22 30 00 PLUMBING EQUIPMENT
22 40 00 PLUMBING FIXTURES

DIVISION 23 - HEATING, VENTILATION AND AIR-CONDITIONING (HVAC)

23 05 13 COMMON MOTOR REQUIREMENTS FOR HVAC EQUIPMENT
23 05 48 VIBRATION AND SEISMIC CONTROLS FOR HVAC
23 05 53 IDENTIFICATION FOR HVAC PIPING AND EQUIPMENT
23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC
23 07 13 DUCT INSULATION
23 31 00 HVAC DUCTS AND CASINGS
23 33 00 AIR DUCT ACCESSORIES
23 34 16 CENTRIFUGAL HVAC FANS
23 34 23 HVAC POWER VENTILATORS
23 37 00 AIR OUTLETS AND INLETS
23 40 00 HVAC AIR CLEANING DEVICES
23 81 26.13 SMALL-CAPACITY SPLIT-SYSTEM AIR CONDITIONERS
23 82 00 CONVECTION HEATING AND COOLING UNITS

DIVISION 26 - ELECTRICAL

26 01 00 BASIC ELECTRICAL REQUIREMENTS
26 05 19 LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES
26 05 26 GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS
26 05 29 HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS
26 05 33.13 CONDUIT FOR ELECTRICAL SYSTEMS
26 05 33.16 BOXES FOR ELECTRICAL SYSTEMS
26 05 53 IDENTIFICATION FOR ELECTRICAL SYSTEMS
26 09 23 LIGHTING CONTROL DEVICES

26 24 16 PANELBOARDS
26 27 26 WIRING DEVICES
26 28 13 FUSES
26 28 16.16 ENCLOSED SWITCHES
26 28 17 EQUIPMENT CONNECTIONS
26 51 00 INTERIOR LIGHTING
26 71 00 PATHWAYS FOR TELECOMMUNICATIONS SYSTEMS

DIVISION 27 - COMMUNICATIONS (NOT USED)

DIVISION 28 – ELECTRONIC SAFETY AND SECURITY (NOT USED)

ADDENDUM	DATE	PAGES
Addendum #1	December 7, 2021	1
Addendum #2	December 14, 2021	1
Addendum #3	December 17, 2021	91

EXHIBIT B
MERIDIAN LIBRARY DISTRICT ORCHARD PARK
Allowance Items

Attached Hereto and Made a Part Thereof.

2/15/22

1. Joint Sealants - \$3,500
2. Residential Appliances - \$5,600. No bids were received. CM Company or the Library District can procure these items informally.

EXHIBIT C
MERIDIAN LIBRARY DISTRICT ORCHARD PARK
Assumptions & Clarifications, on which GMP is based:
Attached Hereto and Made a Part Thereof.
2/15/22

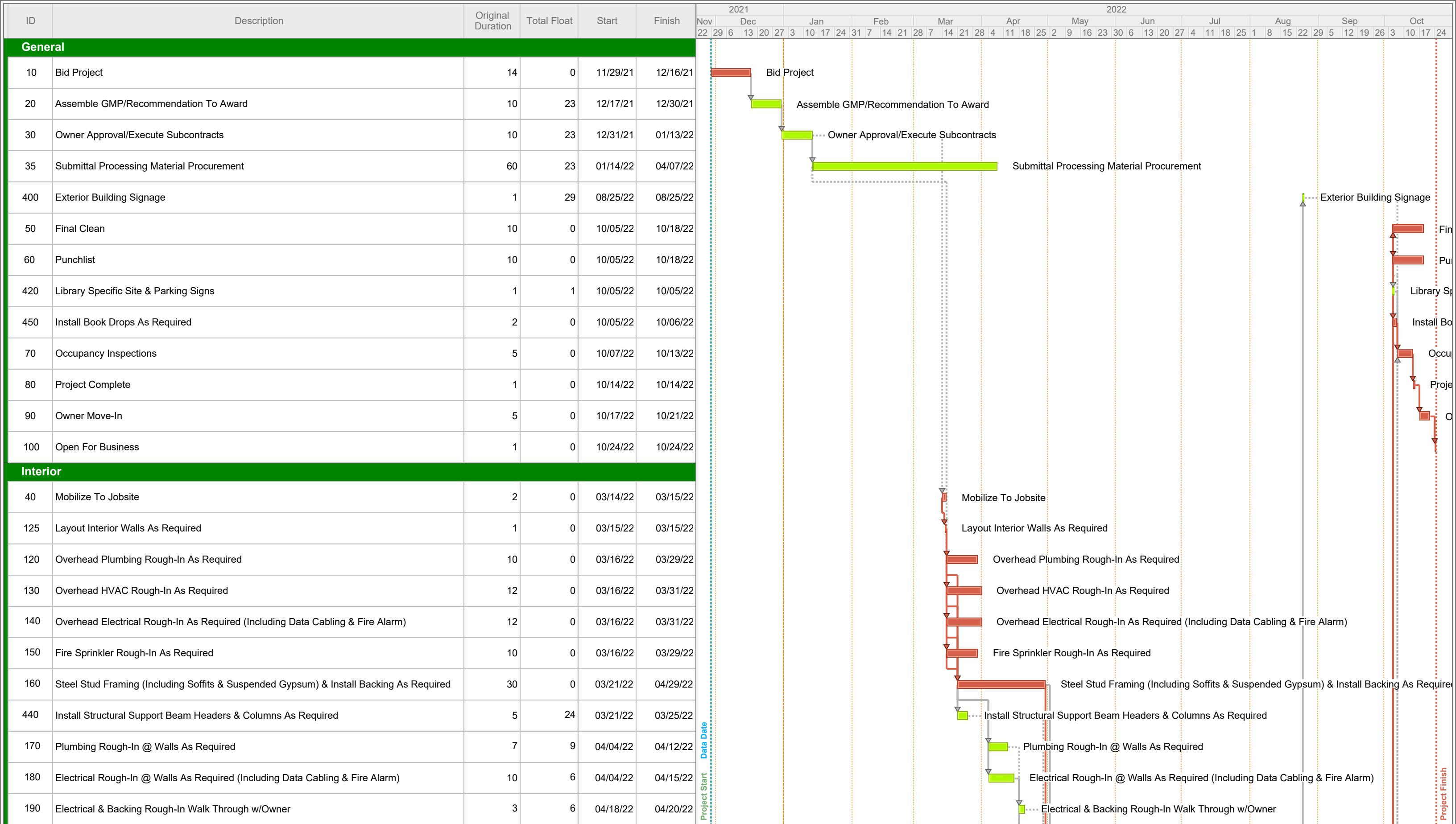
1. Finish AFB-1 is based upon the sizing called for in the material schedule. See image below. The width on the elevations is 2' 3", which is 3 1/4" wider than the panels standard size. If we were to install vertically the vertical kerf line would then be horizontal. Our bid includes sizing based upon a scribe and cut of another piece to fit the desired dimension vs 1 solid piece.

MANUF: Armstrong;
STYLE: TECTUM Direct-Attach Walls, Vertical Line Design;
COLOR: Custom Color, to match Fiber C Panel;
SIZE: 23.75"x48" for Vertical Kerf Line, Standard;

2. Steel includes (1) support steel for (1) overhead coiling door at Holds Collection room and steel framework for service desk.
3. C&S rooms with hatching as shown on A101 are not assumed to include any interior finishes. These rooms are assumed to be finished for intended use.
4. Exterior sitework is not assumed or included.
5. Exterior building shell work is not assumed or included.
6. Floor boxes supplied and installed with Core and Shell, and therefore not included in this GMP
7. Tenant Improvement is to install interior gypsum board at interior side of perimeter exterior walls, therefore this is included in this GMP.
8. Brand and interior room signage assumed with FF&E by Owner.

EXHIBIT D
MERIDIAN LIBRARY DISTRICT ORCHARD PARK
Schedule of Work

Attached Hereto and Made a Part Thereof.
11/29/21



Start Date: 11/29/21
 Finish Date: 10/24/22
 Data Date: 11/29/21
 Run Date: 12/13/21

Orchard Park Library
 Job #2045
 Bid Schedule



ID	Description	Original Duration	Total Float	Start	Finish	2021												2022																										
						Nov			Dec			Jan			Feb			Mar			Apr			May			Jun			Jul			Aug			Sep			Oct					
						22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12
480	Install All Wall Panels, Fiber Boards & Pads As Required	20	0	09/07/22	10/04/22																																							
330	Final Coat of Paint As Required	7	0	09/26/22	10/04/22																																							
350	Install Specialties As Required	3	0	09/30/22	10/04/22																																							

Start Date: 11/29/21
 Finish Date: 10/24/22
 Data Date: 11/29/21
 Run Date: 12/13/21

Orchard Park Library
 Job #2045
 Bid Schedule



EXHIBIT H
MERIDIAN LIBRARY DISTRICT ORCHARD PARK
Schedule of Values
Attached Hereto and Made a Part Thereof.
2/4/2022

Meridian Library - Orchard Park

Bid Recap

BID DATE: 12/21/21, Including Re-Bids of 2/4/22

Building Area: 15,000 SF

Construction Duration: 7 months

CM Company, Inc.

431 W. McGregor Dr.

Boise, ID 83705

(208) 384-0800

CSI	Description	BP	Contractor	Qty.		Total
	General Conditions					
1.110	Mobilization / Demobilization			27	mh	1,500
1.120	Job Layout			-	mh	-
1.130	Misc. Deliveries & Errands			32	mh	1,000
1.140	Progressive Clean-up			132	mh	4,088
1.150	Supervision			7	mth	70,644
1.160	Foreman			4	mth	31,140
1.198	Safety / Inspections			7	mth	2,100
1.210	Temporary Power			7	mth	6,125
1.220	Temporary Water			7	mth	875
1.230	Temporary Toilet			7.0	mth	3,290
1.250	Temporary Outlets & Lights			1	ls	1,000
1.270	Phone & Internet			7.0	mth	2,100
1.310	Job Office			7.0	mth	5,200
1.315	Job Office Supplies (Consumables)			7.0	mth	350
1.325	Job Office Equipment			7.0	mth	1,400
1.330	Temporary Fence & Barricades			1	ls	-
1.382	Project Signage			1	ls	500
1.386	Temporary Partitions			1	ls	-
1.410	Traffic Control			1	ls	-
1.440	Weather Protection			1	ls	-
1.445	Erosion Control - Dewatering			1	ls	-
1.454	Testing		BY OWNER		ls	-
1.610	Job Site Pickup			7.0	mth	6,300
1.620	Small Tools & Fasteners			1	ls	3,500
1.640	Equipment Rental			1	ls	1,000
1.710	Trash Haul Off			7	mth	10,500
1.720	Final Clean Up			15,000	sf	6,000
1.740	Coordination Drawings			1	ls	2,500
1.750	Procure			1	ls	5,295
1.760	First Aid			1	ls	150
1.786	Postage			1	ls	250
1.810	Building Permit Allowance		BY OWNER	-	ls	-
1.812	Plan Check fee		BY OWNER	-	ls	-
1.825	Sewer Rating fee		BY OWNER	-	ls	-
1.832	Subcontractor Bonds		BY OWNER	-	ls	-
1.835	Impact Fees		BY OWNER	-	ls	-
1.840	Builders Risk insurance		BY OWNER	-	ls	-
1.915	Printing Cost			1	ls	3,500
1.920	Engineering & Surveying			1	ls	-
1.940	Legal Services			1	ls	-
1.950	Closeout / O & M Manuals / Warranty Monitoring			1	ls	5,500
	Sub-Total General Conditions					175,807
3.300	Concrete		By Landlord	1	ls	-
3.330	Architectural Polished Concrete	1	Consurco	1	ls	49,489
5.120	Metal Fabrication	2	Steel West	1	ls	53,825
6.400	Architectural Woodwork	3	Joslin	1	ls	168,844
7.900	Joint Sealants		Allowance	1	ls	3,500
8.110	Doors, Frames, & Hardware	4	D&A Door	1	ls	68,740
8.411	Aluminum Storefronts & Glazing	5	Custom Glass	1	ls	169,340
8.900	OH Coiling Doors	6	OH Door	1	ls	22,250
9.250	Finishes - Framing & Drywall	7	Forte	1	ls	639,325
9.300	Tiling	8	Titan	1	ls	8,750
9.680	Floor Covering	9	Designer	1	ls	35,000
9.910	Painting	10	Adam Roe	1	ls	27,954

Meridian Library - Orchard Park**Bid Recap**

BID DATE: 12/21/21, Including Re-Bids of 2/4/22

Building Area: 15,000 SF

Construction Duration: 7 months**CM Company, Inc.**

431 W. McGregor Dr.

Boise, ID 83705

(208) 384-0800

CSI	Description	BP	Contractor	Qty.	Total
10.000	Specialties	11	SBI	1 ls	8,720
11.310	Residential Appliances	13	Allowance	1 ls	5,600
12.200	Window Coverings	12	NW Sales	1 ls	43,944
15.300	Fire Protetion	15	TVFP	1 ls	28,995
15.400	Plumbing	14	Debest	1 ls	19,830
15.500	HVAC	16	Advanced	1 ls	147,500
16.000	Electrical	17	Mtn. Power	1 ls	283,560

Subtotal: **1,960,973**

1.820	Liability Insurance:	\$	16,547
1.830	Payment and Performance Bond:	\$	15,443
1.999	Fee:	\$	159,437
1.998	Contingency:	\$	53,810
	Total:	\$	2,206,210