



**NOTICE OF LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
9/21/2022**

The regular meeting of the Board of Trustees of the Meridian Library District will be held at 7:00 p.m. on Wednesday, September 21, 2022. The meeting will be held in-person at the main library building located at 1326 W. Cherry Lane in the large conference room and online via Zoom.

JOIN ZOOM MEETING

<https://us02web.zoom.us/j/83490455531?pwd=ckxUZjk1NVFZRzAwZEg4Rm04WERuZz09>

Meeting ID: 834 9045 5531

Passcode: 8884451

Join by Phone: 1 (719) 359-4580

MEETING AGENDA

1. **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, August 17, 2022
 - b. Public Budget Meeting Minutes, August 17, 2022
 - c. Special Public Budget Meeting Minutes, August 31, 2022
 - d. **Policy review/revision:** Code of Conduct, Code of Conduct Addendum, and Employee Handbook Addendum
 - e. **Job Description Revision:** Communications and Marketing Manager
 - f. Updated Salary Schedule
 - g. Silverstone lease agreement
 - h. Auditor Engagement Letter approved & signed
2. **Approval August 2022 Financial Reports** [ACTION ITEM]
3. **Library Director Report**
4. **Approve Executive Assistant job description** [ACTION ITEM]
5. **Approve Paid Parental Leave Policy** [ACTION ITEM]
6. **Approve 2022-2023 Hours of Operation** [ACTION ITEM]
7. **Approve 2023 Holiday Closures** [ACTION ITEM]
8. **Future Agenda Items**

The Board Meeting will be held in accordance with the Idaho Code Title 74, Chapter 3 201-208, Open Meetings Law. Any person needing special accommodations to participate in the above noticed meeting should contact the Library Director seven days prior to the meeting.



**NOTICE OF LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING MINUTES
8/17/2022**

The regular meeting of the Board of Trustees of the Meridian Library District was held at 7:00 p.m. on Wednesday, August 17, 2022. The meeting was held in person at the main library building located at 1326 W. Cherry Lane in the lobby and online with streaming available.

Board Present: Megan Larsen, Chair; Jeff Kohler, Vice-Chair; Laura Knutson, Treasurer; Josh Cummings, Trustee; Destinie Hart, Trustee

Staff Present: Nick Grove, Library Director; Audra Green, Interim Assistant Director; Kristi Haman, Branch Manager; Travis Porter, Branch Manager;

Guests: 258 In-person, 105 Online

MEETING AGENDA

1. **Oath of Office:** Destinie Hart and Josh Cummings read and signed the Oath of Office and were sworn in as Trustees.
2. **Public comments:** Larsen provided introductory comments and mentioned the Collection Development Policy process and how a patron can object to materials in the collection with a Request for Reconsideration form that is submitted to the Library Director. The Library Director considers the work as a whole, and individual passages are not taken out of context. The Reconsideration process is thoughtful and deliberative, involving multiple staff and numerous hours of research. The patron is notified of the decision in writing. If the patron does not agree with the decision, they can appeal it to the Board. This is the only time the Board will consider an individual item in the collection. The Board's role in reviewing any appeal is to determine whether the staff's decision complied with the library's policy and selection criteria and whether there is clear and convincing evidence that the Director's determination was not based upon substantial evidence or support. Larsen explained that dissolution of a Library District begins with a petition with 50 signatures of qualified electors residing in the district that is submitted to the Ada County Board of Commissioners. Once the Ada County Commissioners receives the petition they will schedule a public hearing within 3-6 weeks. The Commissioners are required by law to notify the Board, and publish legal notice about the hearing twice. After the hearing, the Commissioners have up to 10 days to make an order regarding the petition based on the hearing and their determination that dissolving the district is in keeping with the declared public policy of the state of Idaho regarding public libraries. The public policy is found in Idaho code 33-2701. If the Ada County Commissioners determine that dissolving the library district keeps with the state's public policy an election is held, and voters vote yes to dissolve the district, or no, not to dissolve the district. Individuals in person were given three minutes to speak. Comments were not accepted via WebEx during the meeting. Prior to the meeting, Written comments were submitted to the Board through the form on the website. Many of those comments were in support of a diverse and inclusive collection, and some comments expressed concern about some materials in the library. During the meeting speakers provided public comment. The Board accepted comments for approximately two hours and everyone that signed up to speak was given an opportunity to do so.

3. **Consent Agenda:** *[ACTION ITEM]* Consent agenda items are considered routine and are acted on with one motion. There is no separate discussion on these items unless a member of the library board requests an item be removed from the Consent agenda for discussion.
 - a. Regular Meeting Minutes, July 20, 2022
 - b. Special Meeting Minutes, August 3, 2022
 - c. Special Meeting Minutes, August 4, 2022Knutson made a MOTION to approve the Consent Agenda, Kohler seconded. All in favor, none opposed, MOTION carries.
4. **Presentation and Discussion of Amended FY22 and Proposed FY23 Budgets:** Grove showed slides and charts of the updated FY2022 and FY2023 budgets. He provided explanations of Revenue, Capital Projects, Personnel, Capital Outlay and Operations. Grove requested that the updated budgets be approved for publication. The updated budgets will be considered at the public hearing and special meeting on August 31st.
5. **Approval of Publication of Amended FY22 and Proposed FY23 Budgets** *[ACTION ITEM]* Kohler made a MOTION to approve the revised budgets for publication. Hart seconded. All in favor, none opposed. MOTION carries.
6. **Library Director Report:** Staff is in the process of hiring much-needed staff to fill vacancies. The Finance Manager will start in late August. Some staff was promoted from 19 hours to 29 or 40 hours, and now we need to backfill the vacancies created with those promotions. Green is the Interim Assistant Director. Grove felt good about this budget instead of what was proposed before. Departmental reports are in the board packets.
7. **Approval July 2022 Financial Reports** *[ACTION ITEM]* Knutson made a MOTION to approve the list of bills and expenses, Kohler seconded. All in favor, none opposed. MOTION carries.
8. **Future Agenda Items** South Branch proposal, Board training regarding First Amendment issues created with attempting to restrict access to materials, Orchard Park timeline, Travis Porter to provide an update on Orchard Park, information about Tiny Library such as data on usage, cost, and whether we could use that model elsewhere to expand service.

MEETING ADJOURNED 9:40 P.M.

The next regular meeting is scheduled for 7:00 p.m., Wednesday, September 21, 2022.

RESPECTFULLY SUBMITTED AND APPROVED

Nick Grove, Library Director

Megan Larsen, Board Chair



**NOTICE OF LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING MINUTES – PUBLIC
BUDGET HEARING 8/31/2022**

In accordance with Idaho Code 33-2725, a special meeting of the Board of Trustees of the Meridian Library District was held at 7:00 p.m. on Wednesday, August 31, 2022 and will serve as the official Public Budget Hearing. The meeting was held at the main library building located at 1326 W. Cherry Lane in the large conference room and via WebEx with the public invited to attend.

<https://meridianlibrary.my.webex.com/meridianlibrary.my/j.php?MTID=m73bb7ca87a5f31b03ad67621f08e8df5>
Or by phone: 1-650-215-5228 | Webinar ID: 2652 193 4378 | Passcode: 8884451

Guests: 2

Board: Megan Larsen; Board Chair, Jeff Kohler; Vice-Chair, Laura Knutson; Treasurer, Destinie Hart; Trustee,
Absent: Josh Cummings; Trustee

Staff Present: Nick Grove; Library Director, Audra Green; Interim Assistant Director

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

Agenda for the meeting follows:

1. Presentation and Discussion of Proposed Amended FY22 and Proposed FY23 Budgets: There was a line by line discussion of the budget. Kohler made a MOTION to approve a modification on the worksheet to move Capital Funds, Hart seconded. All in favor, none opposed, MOTION carries. Kohler made a MOTION approve proposed amendment FY2023, Knutson seconded. All in favor, none opposed. MOTION carries.
2. Public Comment - Individuals will be given three minutes to speak. Comments regarding the proposed budgets may also be provided to the Board of Trustees through the website at <https://www.mld.org/finance-reports>. 1. Public comments and questions had the board do a line by line discussion of the budget. 2. Public comment was in support of the library.

MEETING ADJOURNED AT 7:29 P.M.

The next regular meeting is scheduled for 7:00 p.m. Wednesday September 21, 2022.

RESPECTFULLY SUBMITTED AND APPROVED

Nick Grove, Library Director

Megan Larsen, Board Chair

The Board Meeting will be held in accordance with the Idaho Code Title 74, Chapter 3 201-208, Open Meetings Law. Any person needing special accommodations to participate in the above noticed meeting should contact the Library Director seven days prior to the meeting.

Public Comments: 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. All messages will be shared with the Board and included in public record. Email: director@mld.org; Mail to: Meridian Library Board of Trustees, Attn: Library Director, 1326 W Cherry Lane Meridian, ID 83642.

Meridian Library District Code of Conduct Policy

Purpose:

In an effort to provide a comfortable and safe environment for all Library patrons, staff, and volunteers, and to protect Library property, the Board of Trustees of Meridian Library District (MLD) has established a Library Code of Conduct. The Policy is designed to provide clear and reasonable guidelines governing acceptable behavior within the Library, on the premises, and on its various online platforms.

Users of the library are expected to adhere to existing copyright, patent, trademark or other existing intellectual property laws when using library equipment or wireless internet.

Unacceptable Behavior:

Unacceptable behavior is defined as any conduct that is (a) a disruption to the orderly and efficient administration of the Library's business; (b) a disruption to others using the Library; (c) a threat to the security of the Library's property; or (d) a danger to any person.

Unacceptable behavior includes, but is not limited to:

1. Any activity in violation of federal or state law. Being under the influence of alcohol or illegal drugs. Possession or consumption of alcohol on Library grounds unless for a special event or promotion that is approved in advance by the Director.
2. Defacing or otherwise damaging library property, including hacking technology or disrupting virtual services.
3. Eating except in designated areas; drinks except those in covered containers.
4. Verbally or physically threatening or harassing staff, other visitors, or volunteers, including stalking, staring, touching, or using lewd or offensive language. Threatening gestures or unwanted physical contact or lewd behavior. Running, pushing, shoving, or throwing objects.
5. Disobeying the reasonable direction of a Library staff member.
6. Not following protocols developed to prevent the spread of infectious diseases, including refusal to wear a face mask when required. Masks must be work properly covering the nose and mouth when instructed to do so by MLD leadership and when inside any library facility. Staff may remove their mask if they are alone in an office and the door is closed.
7. Making ongoing loud noise that is disruptive to others.
8. Using recreational wheeled devices such as skateboards or scooters.

*Approved by the Meridian Library District Board of Trustees on June 11, 2013
Revised May 21, 2021 – Effective June 1, 2021 Revised: September 19, 2022*

9. Entering the Library barefooted, without a shirt, or with offensive body odor or personal hygiene.
10. Bringing pets or animals, other than legally defined service animals, into the library, except as part of an authorized library program.
11. The possession of a firearm or deadly weapon (as defined by Idaho Code) on library property is prohibited unless expressly permitted by law.

Petitions and Surveys

The Meridian Library District has a compelling interest to ensure uninterrupted public access to all of the resources of our libraries for our patrons. Therefore, any persons who desire to engage in petitioning, leafleting, soliciting or conducting of surveys (collectively “petitioning”) on MLD property should first discuss with the on-site Library - Director or their designee in order to receive site-specific directions on any applicable-time, location, and related rules for that activity. No petitioning is permitted inside -any Library. Please note that panhandling and selling of goods or services are prohibited - anywhere on MLD property. The Library, Friends of the Meridian Library, and -Meridian Library Foundation are exempt from the above policy for purposes benefiting the - Library.

Infractions of Library Policies:

Library staff will intervene to stop prohibited activities and behaviors and will involve law enforcement as appropriate. Anyone who violates any of these guidelines will be promptly notified of the infraction and will be given notice of this policy. A violation may result in the following actions: verbal warning, restorative justice proceedings, expulsion from the Library, suspension of library privileges, criminal prosecution or other legal action, as appropriate. When used, restorative justice procedures may include group conferencing, one on one meetings, and/or developing patron behavior plans. The consequences of library policy infractions vary. The length of a suspension depends on the severity of the incident and is at the discretion of the Library Director or their designee.

Enforcement:

The Board of Trustees of the Meridian Library District delegates to the Director or designee the authority to enforce the Code of Conduct, including the authority to suspend the library privileges of individuals who violate the policy. Authorized library staff members shall follow the procedures set out to enforce the library’s use rules in a fair and reasonable manner. Authorized staff members include administrators, managers, supervisors, or staff members designated by a supervisor to intervene with patrons to secure compliance with library use rules.

*Approved by the Meridian Library District Board of Trustees on June 11, 2013
Revised May 21, 2021 – Effective June 1, 2021 Revised: September 19, 2022*

Such revocation shall be in writing and shall be effective upon receipt of the suspension letter or upon the letter being sent to the patron's physical or email address on file with the Library. A patron whose privilege(s) has been limited or revoked may appeal the limitation or revocation of the privilege(s) by filing a written appeal with the Director, or designee, within ten (10) days from the date of the issuance of the written revocation.

Patrons have the right to request a Board review of any suspension that exceeds thirty days as outlined in the suspension notice.

The Board of Trustees decision is final.

Repeated offenses by a minor will result in notification of the parent/guardian.

The Library Director or their designee reserves the right to require a meeting with the patron whose privileges have been limited or revoked to review this Code of Conduct Policy before their privileges may be reinstated.

Meridian Library Code of Conduct Addendum

The safety of our patrons and staff is our number one priority. The Library takes many precautions to help prevent exposure to or infection from disease, but cannot guarantee this. Anyone not following established safety policies and protocols surrounding infectious and communicable disease may be asked to leave the facility.

- To protect Library patrons and staff from the spread of highly contagious variants of the coronavirus, the Library will require all volunteers, and staff to wear masks in a Library facility when Ada County is identified as being in a High COVID-19 level of community transmission.
- Patrons are highly encouraged to mask when ADA County is in High COVID-19 transmission level, as outlined by the CDC and Central District Health.
- Patrons seeking alternative options for accessing their library items can use the Home Delivery Service, Curbside Pickup, and/or online library resources.

Communications and Marketing Manager

Position Summary

The Communications and Marketing Manager drives the brand awareness, advocacy and promotion of library programs and services that support our growing community. This position is primarily responsible for developing, executing, and evaluating district-wide marketing and communication strategies, including, public relations, material development, community outreach, and digital campaigns. This position coordinates with staff at all locations and departments to plan, promote, execute, and evaluate strategic initiatives.

The majority of work hours are spent developing, executing, and overseeing strategic communication projects and library strategic plan goal initiatives.

Duties and Responsibilities

Essential

Communication Strategy

Serve as the leader for all marketing and communication functions for the Meridian Library District. Develop, implement, and evaluate a communications and marketing plan for the District that includes a clear vision on how to best utilize the website and social media, strengthen relationships with local media outlets, coordinate with community partners, and promote resources and upcoming events. Determine marketing and communication goals and target audiences. Develop position statements, key messages, strategies, and tactics. Update the plan on an annual basis to ensure it is in line with the Library's goals and the community's evolving needs.

Marketing and Publicity

Oversee and direct the design and production of all library materials or publications. Coordinate media interviews with the Library Director and other staff as appropriate. Respond to media requests and act as spokesperson as needed. Develop partnerships and represent the Library in selected community groups, organizations,

Board Approved: August 18, 2021
Draft Revision: September 7, 2022,
Approved September 21, 2022

and programs. Provide marketing and publicity support for selected outside projects. Speak to organizations about the Library.

Operations

Advise Library staff on marketing and communications issues. Participate on the district administration team and communicate marketing priorities. Develop marketing-related guidelines, policies, and processes for staff. Train library staff on marketing and communications topics.

Develop and administer the library's marketing budget.

Strategic Initiatives

Work closely with the District Outreach team, Volunteer Coordinator, and Business Liaison Librarian to develop community engagement initiatives.

Actively promote respect for diversity and create an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

Marginal

Maintain a cohesive yet flexible suite of internal and external communication materials. Monitor the use of the District's brand and logo to ensure integrity of brand identity.

Represent MLD and regularly collaborate with marketing contacts across the LYNX! library consortium.

Manage interns and volunteers. Handle the hiring and management of outside contracted positions, such as graphic design and video production, on an as-needed basis.

Assist with recruitment by strategic publicizing of vacant positions.

Perform other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to Diversity, Equity, and Inclusion.

Excellent working knowledge of office computer software such as Microsoft Office and/or Google, and additional marketing design tools. Ability to learn and adapt to new software and equipment technologies.

This position requires writing, proofreading, editing, and presentation skills. The job also requires familiarity with social media platforms.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role and participate in community events and organizations to help raise the library's public profile. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations. Must be able to work alone at a location as well as remotely.

Must be well-organized and a detail-oriented thinker. Ability to manage multiple projects simultaneously and deliver on deadline. Must be highly motivated and flexible. The job requires persuading or gaining cooperation and acceptance of ideas. The incumbent understands and communicates knowledge of customers' priorities and needs.

Experience: 3-5 years in a marketing and public relations role or related fields. Experience with graphic design, digital marketing, press release writing and social media analytics (e.g., Google Analytics) or equivalent combination of education, training, and/or experience.

Education: A Bachelor's degree in marketing, public relations or related fields, or equivalent combination of education, training, and/or experience.

Training, Licenses, or Certifications: None

Supervisory Responsibility: None

Preferred Qualifications: Experience with graphics design tools is a plus. Knowledge of executing a public outreach campaign and media relations is ideal. Bilingual, preferably Spanish-English, Russian- English or other languages.

Working Conditions

Physical Requirements: The job requires the employee to sit (frequently); occasionally stand, stoop/bend, twist/turn, and maintain flexibility; perform manual dexterity movements; constantly walk, see, speak clearly, hear, and listen. The job also requires the employee to lift and carry up to 50 lbs; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

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

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, library systems and databases, email and cloud environments, social media, web design tools, and web maintenance tools. The job requires the employee to operate and troubleshoot general office equipment, as well as smartphones, tablets, e-readers, and related devices/technology.

Work Environment: The job requires the employee to be subjected to repetition, working alone, working remotely, working with community partners, working around others, verbal contact with

others, face- to-face contact, noise, inside and outside environments, mechanical equipment, and moving objects.

Expected Hours of Work: The job requires employee to work a daytime schedule with some flexibility.

Expected travel: Regular travel to and from conferences and events.

May operate a library passenger vehicle.

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

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

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

MLD Paid Parental Leave Policy

The Meridian Library District will provide up to 4 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child, for the first 4 weeks of their leave prior to utilization of their PTO. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as outlined in the Employee Handbook. This policy will be in effect for births, adoptions or placements of foster children occurring on or after October 1, 2022.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months (the 12 months must be consecutive).
- Be a full or part-time, regular employee, regardless of exempt or non-exempt status (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or partner of a woman who has given birth to a child.
- Become a parent due to birth by a surrogate.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 4 weeks of paid parental leave per eligible birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 4-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 4 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay per assigned weekly hours. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates, and hours for this benefit will be placed on the employee's time card by HR.

Created: 09/15/2022

Board Approved:

Revised:

- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month time frame.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month timeframe.
- Upon termination of the individual's employment at the company, they will not be paid for any unused paid parental leave for which they were eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, if any leave taken under this policy falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued PTO. Upon exhaustion of accrued PTO, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy and MLD's Employee Handbook for further guidance on the FMLA.
- The company will maintain all health benefits for employees during the paid parental leave period just as if they were taking any other company paid leave.
- If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- An employee who takes paid parental leave, but that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

Requests for Paid Parental Leave

- The employee will provide their supervisor and the human resource department with notice of the request for paid parental leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

Created: 09/15/2022

Board Approved:

Revised:

- As is the case with all company policies, the organization has the exclusive right to interpret and amend this policy.
- Paid parental leave will not be eligible for retroactive application to dates prior to October 1, 2022.

Created: 09/15/2022

Board Approved:

Revised:

MLD Paid Parental Leave Request Form

This form shall be used for staff who wish to utilize the Paid Parental Leave benefit provided by MLD in accordance with the Paid Parental Leave Policy and the MLD Employee Handbook. If an employee is also eligible for FMLA, this benefit will run concurrently with FMLA.

Date of request: _____ Employee name: _____

Department: _____ Job title: _____

Hours Regularly Assigned Per Week: _____

Paid Parental Leave

Start date: _____ End date: _____ Total hours: _____

This form should not be used to request non-FMLA or FMLA leave. Employees are required to contact HR to request FMLA or non-FMLA leave prior to submitting the request for utilization of Paid Parental Leave.

Employee Signature

Date

Human Resources Signature

Date

Library Director Signature

Date

Created: 09/15/2022

Board Approved:

Revised:

Accounting and Finance – August 2022

To: Nick Grove, Director

From: Ema Brenneman, Accounting & Finance Manager

Date: September 14, 2022

09/21/2022 Regular Meeting

- Onboarding and setup is going well. Huge shout-out to MLD staff for a professional and comprehensive onboarding experience.
- Annual L-2 property tax levy submission completed for FY2023 board approved budget
- Annual SCO Local Government Registry reporting complete
 - Continuing push for local government transparency from State and legislators - more to come over the next 2-3 years - see HB73 [website](#) or [full bill](#)
- FY2022 financial audit
 - Tentatively scheduled for week of 10/31
 - Significant cost increase
 - May need to bid out next year
- Financial report observations
 - Some reclassification entries needed, normal during these times

Accounting and Finance - August 2022

To: Nick Grove, Director

From: Ema Brenneman, Accounting & Finance Manager

Date: September 14, 2022

09/21/2022 Regular Meeting

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Meridian Library District

Bill Payment List

August 2022

DATE	NUM	VENDOR	AMOUNT
1072 Bill.com Money Out Clearing			
08/04/2022		BOISE PUBLIC LIBRARY	-100.90
08/03/2022		JACKSON-HIRSH INC	-64.49
08/05/2022		RM MECHANICAL, INC	-1,144.98
08/09/2022		Matterhackers Inc.	-12,440.00
08/24/2022		OCLC, Inc.	-7,490.00
08/02/2022		Ednetics	-350.00
08/12/2022		Integrated Payments	-175.00
08/01/2022		MIDWEST TAPE	-1,865.40
08/01/2022		INGRAM LIBRARY SERVICES, INC	-8,310.67
08/01/2022		MINUTEMAN INC.	-9.00
08/01/2022		DELL MARKETING L.P.	-39.79
08/01/2022		JACKSON-HIRSH INC	-213.78
08/01/2022		Erin Yturri	-520.00
08/12/2022		DELL MARKETING LP.	-16,344.78
08/01/2022		Treasure Valley- Haul Away	-499.00
08/03/2022		PEAK ALARM CO, INC	-139.05
08/16/2022		ELM USA, INC	-217.41
08/16/2022		AFLAC	-481.12
08/16/2022		Chevron (Wex Bank)	-75.76
08/16/2022		Driton Gashi	-13.00
08/16/2022		BORTON LAW OFFICES PLLC	-1,155.00
08/16/2022		MIDWEST TAPE	-601.37
08/16/2022		TREASURE VALLEY COFFEE INC	-120.95
08/16/2022		ADA COMMUNITY LIBRARY	-40.98
08/16/2022		CALDWELL PUBLIC LIBRARY	-10.00
08/16/2022		Kuna Library District	-14.99
08/16/2022		NAMPA PUBLIC LIBRARY	-97.00
08/16/2022		Addalyn Echavarria	-20.00
08/16/2022		Catharine Ingles	-9.99
08/16/2022		IDAHO POWER - 1620	-3,753.42
08/16/2022		IDAHO POWER - 7016	-232.35
08/16/2022		Staples Business Credit	-899.78
08/16/2022		BACKGROUND SOURCE INTL	-65.00
08/19/2022		Access Integration, Inc.	-10,328.81
08/25/2022		OPTIONS	-66.00
08/26/2022		BOISE PUBLIC LIBRARY	-257.65
Total for 1072 Bill.com Money Out Clearing			\$-eB,167.42

Meridian Library District

Bill Listing

August 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2380 Accounts Payable						
08/01/2022	Bill	2022-08-01	SUNDANCE INVESTMENTS LLLP	Silverstone Lease - May 2022	2380 Accounts Payable	9,608.05
				Silverstone Lease - May 2022	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	9,608.05
08/01/2022	Bill	08-2022	UNITED HERITAGE	Vision benefit	2380 Accounts Payable	453.79
				Vision benefit	2365 United Heritage	-453.79
08/01/2022	Bill	1219857	PEAK ALARM CO,INC	Security monitoring 05/01/2022-07/31/2022	2380 Accounts Payable	139.05
				Security monitoring	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-utnities:Bldg-Maintenance	139.05
08/01/2022	Bill	419784, 40710, 51197	MIDWEST TAPE	digital audlobooks, comics, abooks, movies, music television	2380 Accounts Payable	601.37
					5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	18.20
					5149 COLLECTIONS:Media	532.20
					5149 COLLECTIONS:Media	50.97
08/01/2022	Bill	PDQ22912	PDQ.Com	PDQ Deploy & Inventory	2380 Accounts Payable	1,275.00
					5122 GOLLECTIONS:eContent	1,275.00
08/01/2022	B111	27930	FATBEAM, LLC	Internet Service Period covers this current month of invoicing Monthly Recurring Charges for Dedicated Internet Access-Silverstone	2380 Accounts Payable	800.00
					5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	800.00
08/01/2022	Bill	27955	FATBEAM, LLC	Internet Service Period covers this current month of Invoicing Monthly Recurring Charges for Dedicated Internet Access-Silverstone	2380 Accounts Payable	500.00
					5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	500.00
08/01/2022	Bill	27947	FATBEAM,LLC	Internet Service Period covers this current month of Invoicing Monthly Recurring Charges for Dedicated Internet Access-Silverstone	2380 Accounts Payable	500.00
					5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	500.00
08/01/2022	Blii	H-0087936	OVERDRIVE, INC	eContent	2380 Accounts Payable	7,500.00
					5122 COLLECTIONS:eContent	7,500.00
08/01/2022	Blii	MLD1948130	CENTER POINT LARGE PRINT		2380 Accounts Payable	87.48
					5115 COLLECTIONS:Adult Print Books	87.48
08/01/2022	Bill	08012022	Lisa Mcgrath lie		2380 Accounts Payable	1,430.00
					5202.4 OPERATING EXPENSES:Professional Seivices:Legal lees	1,430.00

Meridian Library District

Blii Listing

August 2022

DATE	TRANSACTION NUM TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT	
08/01/2022	Bill	6367	JAN-PRO CLEANING SYSTEMS OF ID	Janitorial Services	2380 Accounts Payable	4,950.00
			Extra Clean	6224.1 OPERATING EXPENSES:Facility Expense:Bldg- Uilities:Bldg-Maintenance		4,950.00
08/01/2022	Bill	115606	Ednetlcs	NETWORK-PROJECT- VoIP NETWORK-PROJECT-	2380 Accounts Payable	631.51
				5220.2 OPERATING EXPENSES:Information Technology:IT Infra -Support		631.51
08/02/2022	Bill	90742	BACKGROUND SOURCE INTL	background checks and motor vehicle checks	2380 Accounts Payable	65.00
			background checks and motorvehlcle checks	5237 OPERATING EXPENSES:Recruiting/Background Checks		65.00
08/02/2022	Bill	10604313711	DELL MARKETING L.P.	OptiPlex 7400 All In One	2380 Accounts Payable	55,874.06
				7220.3 CAPITAL EXPENSES:IT PCs, Hardware Printers		55,874.06
08/02/2022	Bill	216008335593	TREASURE VALLEY COFFEE INC	Rent R/O Cooler	2380 Accounts Payable	120.95
			Rent <i>R/O</i> Cooler 4 wk w/iceNo/at	6258 OPERATING EXPENSES:Facility Expense:Bldg- Utilities		120.95
08/02/2022	Bill	02945DA22297026	OVERDRIVE, INC	eContent	2380 Accounts Payable	92.65
				5122 COLLECTIONS:eContent		92.65
08/02/2022	Bill	029450022293920	OVERDRIVE, INC	eContent	2380 Accounts Payable	4,268.73
				5122 COLLECTIONS:eContent		4,268.73
08/03/2022	Blii	02945C022295920	OVERDRIVE, INC	eContent	2380 Accounts Payable	1,025.98
				5122 COLLECTIONS:eContent		1,025.98
08/03/2022	Bill	22-1909	OPTIONS	business cards business cards	2380 Accounts Payable	66.00
				5246 OPERATING EXPENSES:Supples:Supples - office		66.00
08/04/2022	Bill	July 2022	ADA COMMUNITY LIBRARY	Interlibrary Payment July	2380 Accounts Payable	40.98
				Library Payment	4200 Non-tax Revenue:Fines and fees	-40.98
08/04/2022	Bill	July2022	BOISE PUBLIC LIBRARY	July Interlibrary Payments	2380 Accounts Payable	257.65
				Library Payment	4200 Non-tax Revenue:Fines and fees	-257.65
08/04/2022	Blii	July 2022	CALDWELL PUBLIC LIBRARY	July Interlibrary Payments	2380 Accounts Payable	10.00

Meridian Library District

Bill Listing
August 2022

DATE	TRANSACTION NUM TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
			July Interlibrary Payments	4200 Non tax Revenue:Fines andfees	-10.00
08/04/2022 Bill	July 2022	Kuna Library District	July Interlibrary Payments	2380 Accounts Payable	14.99
			Library Payment	4200 Non-tax Revenue:Fines and fees	-14.99
08/04/2022 B111	July2022	NAMPA PUBLIC LIBRARY	Library Payments	2380 Accounts Payable	97.00
			Library Payment	4200 Non-tax Aevenue:Fines and fees	-97.00
08/04/2022 Bill	7.21, 7.29, 8.1	My Treasure Valley Handyman	Painted Library's side of fence	2380 Accounts Payable	835.00
				6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilllties:Bldg-Maintenance	835.00
08/04/2022 Bill	Ingles July 2022	Catharine Ingles		2380 Accounts Payable	9.99
				4200 Non-tax Revenue:Fines and fees	-9.99
08/04/2022 B111	Echavarria July 2022	Addalyn Echavarria		2380 Accounts Payable	20.00
				4200 Non-tax Revenue:Fines and fees	-20.00
08/06/2022 Bill	AJ22527031	APPLE INC		2380 Accounts Payable	2,564.00
				7220.3 CAPITAL EXPENSES:IT PCs, Hardware Printers	2,564.00
08/08/2022 Bill	7460561	BRADY INDUSTRIES, LLC	Janltorial supplies	2380 Accounts Payable	376.52
			custodial supplies	6224.4 OPERATING EXPENSES:Facility Expense:Btdg-Supplies	376.52
08/09/2022 Bill	02945DA22302298	OVERDRIVE, INC	eContent	2380 Accounts Payable	54.95
				5122 COLLEGTIONS:eGontent	54.95
08/09/2022 8111	02945DA22302299	OVERDRIVE, INC	eContent	2380 Accounts Payable	629.31
				5122 COLLECTIONS:eContent	629.31
08/09/2022 Bill	AJ23245414	APPLE ING		2380 Accounts Payable	3,846.00
				7220.3 CAPITAL EXPENSES:IT PCs, Hardware Printers	3,846.00
08/09/2022 Bill	269667	Meridian Press		2380 Accounts Payable	365.80
				5225 OPERATING EXPENSES:Marketing & advertising	365.80
08/11/2022 Blii	7.25.22	Staples Business Credit	office supplies	2380 Accounts Payable	899.78
				5211 OPERATING EXPENSES:Copy/Print	899.78
08/11/2022 Bill	08/11/2022	IDAHO POWER-1620	Payment for 1326 Cherry Lane - 2201271620	2380 Accountls Payable	3,753.42
			Payment for 1326 Cherry Lane - 2201271620	6258 OPERATING EXPENSES:Facilty Expense:Bldg-	3,753.42

Meridian Library District

Bill Listing
August 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Utilities	
08/11/2022	Bill	08/11/2022	IDAHO POWER - 7016	1250W Cherry Ln - 2204237016	2380 Accounts Payable	232.35
				1250 Wcherry Ln - 2204237016	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	232.35
08/11/2022	Blii	97600	Diamond Lawns, LLC	Lawn maintenance	2380 Accounts Payable	783.19
				Lawn Care	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	783.19
08/11/2022	Bill	216008356098	TREASURE VALLEY COFFEE INC	Rent RIO Cooler	2380 Accounts Payable	76.00
				Rent R/O Cooler 4 wk w/ice/Wat	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	76.00
08/11/2022	Bill	08356098	TREASURE VALLEY COFFEE INC	Rent R/O Cooler	2380 Accounts Payable	76.00
					6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	76.00
08/12/2022	BJII	216275	CULLIGAN	sall delivered salt delivered	2380 Accounts Payable	52.25
					6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	52.25
08/15/2022	Bill	357 0211450	UNIFI AST CORP	mat cleaning mat cleaning	2380 Accounts Payable	76.27
					6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	76.27
08/15/2022	Bill	6373590	SUNDANCE INVESTMENTS LLLP	Silverstone lease - May 2022	2380 Accounts Payable	543.80
				Silverstone Lease - May 2022	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	543.80
08/16/2022	Bill	10607613441	DELL MARKETING L.P.	OptiPlex 7400 All In One	2380 Accounts Payable	917.64
					5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	917.64
08/16/2022	Blii	02945DA22308295	OVERDRIVE, INC	eContent	2380 Accounts Payable	250.00
				eContent	5122 COLLECTIONS:eContent	250.00
08/16/2022	Bill	022	Fred Fritchman	Floor Plan	2380 Accounts Payable	825.00
					52020 OPERATING EXPENSES:Professional Services	825.00

Meridian Library District

Bill Listing
August 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
08/16/2022	Bill	MLD1086036113	PENGUIN RANDOM HOUSE LLC	MLD Adult Print	2380 Accounts Payable 5115 COLLECTIONS:Adult Print Books	22.50 22.50
08/17/2022	Bill	INV-US57027	BIBLIOTHECA, LLC	New Self Checks	2380 Accounts Payable 7220.3 CAPITAL EXPENSES:IT PCs, Hardware Printers	7,170.00 7,170.00
08/17/2022	Bill	324295	SHOWCASES	Vinyl CD Album, vinyl sleeves Vinyl CD Album, vinyl sleeves	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	59.57 59.57
08/18/2022	Bill	02945C022309741	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 5122 COLLECTIONS:eContent	5,679.96 5,679.96
08/19/2022	Bill	AR1091464	Valley Office Systems	Lease and overage charge for copier Monthly Lease	2380 Accounts Payable 5211 OPERATING EXPENSES:Copy/Print	633.98 633.98
08/22/2022	Bill	274741	Meridian Press		2380 Accounts Payable 5225 OPERATING EXPENSES:Marketing & advertising	339.20 339.20
08/22/2022	Bill	271372-092022	DELTA DENTAL	Dental benefits Dental benefit	2380 Accounts Payable 5010c PERSONNEL:Payroll benefits:Benefits - Health	5,007.07 5,007.07
08/22/2022	Bill	324294	SHOWCASES	Vinyl CD Album, vinyl sleeves Vinyl CD Album, vinyl sleeves	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	325.46 325.46
08/23/2022	Bill	4862	TRADEMARK DESIGN & FABRICATION	Awning Mount	2380 Accounts Payable 7216.U CAPITAL EXPENSES:unBound - Equip & Furn	5,792.50 5,792.50
08/23/2022	Bill	02945DA22314668	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 5122 COLLECTIONS:eContent	502.32 502.32
08/23/2022	Bill	02945DA22314667	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 5122 COLLECTIDNS:eContent	340.40 340.40
08/23/2022	Bill	1057107	FISHER'S TECHNOLOGY		2380 Accounts Payable 5211 OPERATING EXPENSES:Copy/Print	41.15 41.15
08/24/2022	Bill	April2022	BOISE PUBLIC	April Interlibrary Payments	2380 Accounts Payable	50.98

Meridian Library District

Bill Listing
August 2022

DATE	TRANSACTION NUM TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT	
		LIBRARY				
			April Interlibrary Payments	4200 Non-tax Revenue:Fines and fees	-50.98	
08/24/2022	Bill	April 2022	EAGLE PUBLIC LIBRARY	Library Payment	2380 Accounts Payable	54.99
			Library Payment	4200 Non-tax Revenue:Fines and fees	-54.99	
08/24/2022	Bill	April 2022	Kuna Library District	April Interlibrary Payments	2380 Accounts Payable	18.00
			Library Payment	4200 Non-tax Revenue:Fines and fees	-18.00	
08/24/2022	Bill	April 2022	NAMPA PUBLIC LIBRARY	April Interlibrary Payments	2380 Accounts Payable	105.87
			Library Payment	4200 Non-tax Revenue:Fines and fees	-105.87	
08/29/2022	Bill	26202	TRI-STATE ELECTRIC, INC.	Fixtures	2380 Accounts Payable	800.00
			August 2022 MAINTENANCE	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	800.00	
08/30/2022	Bill	02945DA22321471	OVERDRIVE, INC	eContent	2380 Accounts Payable	192.53
				eContent	5122 COLLECTIONS:eContent	192.53
08/30/2022	Bill	0294SDA22321472	OVERDRIVE, INC	eContent	2380 Accounts Payable	423.99
				eContent	5122 COLLECTIONS:eContent	423.99
08/31/2022	Bill	502613915	MIDWEST TAPE	digital audlobooks, comics, ebooks, movies, music television	2380 Accounts Payable	3,999.63
					5149 COLLECTIONS:Media	3,999.63

Meridian Library District

Credit Card Detail

August 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
2700 Divvy Credit Cards Payable				\$24,584.51
51000 COLLECTIONS				
5115 Adult Print Books				
08/04/2022	ED2EEE9965C32A94CB6AC	Jill Panter Amazon FY22 Material Services - Orders \$502.93 Budget 5115	2700 Divvy Credit Cards Payable	502.93
08/04/2022	6BCD73BB7F889E79B1273	Jill Panter Amazon FY22 Material Services - Orders \$10.00 Budget S5115	2700 Divvy Credit Cards Payable	10.00
08/04/2022	982B1BC116C1CAFOF0696	Jill Panter Amazon FY22 Material Services - Orders \$29.48 Budget 05115	2700 Divvy Credit Cards Payable	29.48
08/06/2022	6EF679F3AF66AOC8A6392	Jill Panter Amazon FV22 Material Services - Orders \$38.95 Budget 5115	2700 Divvy Credit Cards Payable	38.95
08/06/2022	149BD80BEF4C8589F4075	Jill Panter Amazon FY22 Material Services - Orders \$38.95 Budget 05115	2700 Divvy Credit Cards Payable	38.95
08/10/2022	F4BF257874C232221B127	Jill Panter Amazon FY22 Material Services - Orders \$109.57 Budget 5115	2700 Divvy Credit Cards Payable	79.17
08/13/2022	965869DCE38D3F4A1B342	Jill Panter Amazon FY22 Material Services - Orders \$109.57 Budget 5115	2700 Divvy Credit Cards Payable	109.57
08/31/2022	EE1D57009AC233EC5D5B8	Jill Panter Amazon FY22 Material Services - Orders \$175.13 Budget 5115	2700 Divvy Credit Cards Payable	175.13
08/31/2022	699EC7CBFF26214A013B8	Jill Panter Amazon FY22 Material Services - Orders \$22.50 Budget 05115	2700 Divvy Credit Cards Payable	22.50

Meridian Library District

Credit Card Detail

August 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for 5115 AduKPrint Books				\$1,006.68
5150 Circulating devices & kits				
08/19/2022	CCC817204D8AD945C26F1	Jill Panter Amazon FY22 Material Services - Orders \$12.33 Budget 5150	2700 Divvy Credit Cards Payable	12.33
08/22/2022	F28CC6F63AF41 E5C39878	Jill Panter Amazon FY22 Material Services - Orders \$48.76 Budget 5150	2700 Divvy Credit Cards Payable	48.76
Total for 5150 Circulating devices & kits				\$61.09
Total for 51000 COLLECTIONS				\$1,0a1.n
52000 OPERATING EXPENSES				
5211 Copy/Print				
08105/2022	8AF63CF871773A22F343E	Vassil Ivanov Formlabs FY22 PrInVCopy/Make -unBound	2700 Divvy Credit Cards Payable	755.94
08/06/2022	F6160D083C4F7369701F7	Vassil Ivanov Matterhackers Inc FY22 Print/Copy/Make - unBound	2700 Divvy Credit Cards Payable	378.92
Total for 5211 Copy/Print				\$1,134.86
52200 Information Technology				
5220.1 IT Infra -Software/licensing				
08/02/2022	4964D48C82D8320986C56	Jason Su Svcsml.d.org FY22 Technology -Software/licenses	2700 Divvy Credit Cards Payable	78.34
D8102/2022	DB5C4BE7118BA131914C5	Jason Su Google Workspace FY22 Technology- Software/licenses	2700 Divvy Credit Cards Payable	10.00
08/03/2022	D1C4C7FOF7AD6B6CC5F24	Muhammad Aleem Cisco Webex FY22 Technology- Non Cap PCs, Printers.Hardware	2700 Divvy Credit Cards Payable	15.00
08/11/2022	4D2B75AE10011146AF5E7	Pamela Johnston Volgistics.com FY22 Technology- Software/licenses	2700 Divvy	81.00

Meridian Library District

Credit Card Detail

August2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
			Credit Cards Payable	
08/13/2022	B62BDCBADCCF70500280C	Jason Su Apple FY22 Technology-Software/Licenses Cloud storage for Tech Manager Mac	2700 Divvy Credit Cards Payable	0.99
08/16/2022	DAE7598B2852F1D8EE52D	Jason Su Appzapper Com FY22 Technology - Software/Licenses Software to uninstall apps from Mac.	2700 Divvy Credit Cards Payable	19.95
08/25/2022	E05E46AFAA688C513CDB8	Jason Su Jami Software FY22 Technology -Software/Licenses	2700 Divvy Credit Cards Payable	62.00
Total for 5220.1 IT Infra -8software/Ucensing				\$267.28
5220.2 IT Infra -Support				
08/04/2022	C0CBDC98BBE205DE6FFC2	Muhammad Aleem Zoho Corporation FY22 Technology - Non Cap PCs, Printers.Hardware AD self service renewal	2700 Divvy Credit Cards Payable	298.00
Total for 5220.2 IT Infra -S14>port				\$298.00
5220.3 IT PCs, Printers & Hardware				
08/01/2022	7921A6CFEF3BA7BAB9572	Jason Su Amazon FY22 Technology - Non Cap PCs, Printers,Hardware New headphones for Nick.	2700 Divvy Credit Cards Payable	99.99
08/15/2022	69ACAB1 AD759CBB689EB3	Jason Su Amazon FY22 Technology - Non Cap PCs, Printers,Hardware	2700 Divvy Credit Cards Payable	45.98
08/18/2022	32C1119297CB5BAB1CC6E	Jason Su Amazon FY22 Technology- Non Cap PCs, Printers,Hardware Additional docking stations for new computers.	2700 Divvy Credit Cards Payable	150.00
08/25/2022	DC49CDCBED322B912A51B	Jason Su Amazon FY22 Technology - Non Cap PCs, Printers,Hardware	2700 Divvy Credit Cards	113.96

Meridian Library District

Credit Card Detail

Payable

Meridian Library District

Credit Card Detail

August 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
08/26/2022	8CDDABEE1E9444A30D1F2	Jason Su GameStop FY22 Technology - Non Cap PCs, Printers.Hardware Consoles for Teen Space use.	2700 Divvy Credit Cards Payable	1,764.91
Total for 5220.3 IT PCs, P nters & Hardware				\$2,174.84
5220.5 IT Utilities				
08/10/2022	A3E1994A8026A8ADDB128	Jason Su Verizon FY22 Technology - Utilities	2700 Divvy Credit Cards Payable	400.34
08/12/2022	705EEE34CA2ED697C81CB	Jason Su Mobile Beacon FY22 Technology - Utilities 5G hotspot for Tiny Library	2700 Divvy Credit Cards Payable	458.00
08/12/2022	7B4CF8446A32DD7DFEAE3	Jason Su IT-Mobile FY22 Technology- Utilities	2700 Divvy Credit Cards Payable	30.10
Total for 5220.5 IT UilIHies				\$888.44
5220.7 IT Technology Maintenance				
08/11/2022	06D096228CCFDAE68868F	Allison Maier Smallpdf FY22 Technology -Software/Licenses Monthly charge for PDF compression/editing platform. This subscription was useful for some short-term marketing projects and has now been cancelled.	2700 Divvy Credit Cards Payable	12.12
08/21/2022	4546987E766E9415B7497	Vassil <i>Ivanov</i> Amazon FY22 unBound - Technology Maintenance	2700 Divvy Credit Cards Payable	10.41
Total for 5220.7 IT Technology Maintenance				\$22.53
Total for 52200 Infonnallon Technology				\$3,651.09
5225 Marketing & advertising				
08/13/2022	6CA01C1278EB02928CCFA	Allison Maier Mai/chimp FY22 Marketing Monthly charge for email marketing service.		
Total for 5225 Marketing & advertising				

Meridian Library District

Credit Card Detail

5228 Miscellaneous

08/09/2022 BE7D27D806DE9CEFA9804 Justin Prescott | Walmart | FY22 Bookmobile - ID Foodbank |

Meridian Library District

Credit Card Detail
kmobile from the Idaho Food Bank grant
August 2022

2700	69.99
Divvy Credit Cards Payable	

\$89.99

2700	113.17
Divvy	

Meridian Library District

Credit Card Detail

August 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
			Credit Cards Payable	
08/21/2022	6E081A123D0246CD0180C	Justin Prescott Albertsons FY22 Bookmobile - ID Foodbank Food for BKM food pantry from Idaho Food Bank grant	2700 Divvy Credit Cards Payable	176.76
Total for 5228 Miscellaneous				\$289.93
52340 Professional Development				
5234.3 Materials				
08/24/2022	1A1B36B79C38BC43FE175	Lindsay Tydings Societyforhumanresource FY22 HR Recruiting and Background Checks Labor Law Posters in English and Spanish, both State and Federal in electronic format for compliance posting with applicants and any remote work staff.	2700 Divvy Credit Cards Payable	75.28
Total for 5234.3 Materials				\$75.28
5234.5 Staff Mtg & Training				
08/03/2022	57AA3E0B51 F50569F83E3	Paige Beach Silverstone Amenity Center FY22 Staff Meetings - Silverstone Cleaning fee for free rental of Silverstone Amenity Center board room for listening tour meeting with Nick and Lindsey.	2700 Divvy Credit Cards Payable	30.00
08/16/2022	31OC444F3437A359BEOE4	Camille Hampton Fred Meyer FY22 Staff Meetings -Cherry RS Department Meeting	2700 Divvy Credit Cards Payable	15.84
08/18/2022	3CC55E233137DC8071B48	Dusty Waltner Sweet Sensations FY22 Staff Meetings - Silverstone	2700 Divvy Credit Cards Payable	23.32
Total for 5234.5 Staff Mtg & Training				\$69.18
5234.6 Webinar/Ecourses				
08/19/2022	5826DCA1653FB508F573A	Camille Hampton Eb St Annual Northw FY22 Prof Development - Cherry	2700 Divvy Credit Cards Payable	18.00
Total for 5234.6 Webinar/Ecourses				\$18.00
Total for 52340 Professional Development				

Meridian Library District

Credit Card Detail uilt supplies. Project Neighborly grant funds, Multiple pictures to August 2022	<i>Divvy</i>	138.44
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Meridian Library District

Credit Card Detail

August 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
		get a zoomed in itemized list.	Credit Cards Payable	
08/03/2022	81FD790B003852334DFF6	Pamela Johnston Craft Warehouse 22-07 ICF Neighborly Grant Fidget quilt supplies, project neighborly grant funds. There are multiple receipt pictures to zoom in on the itemized list.	2700 Divvy Credit Cards Payable	155.44
08/06/2022	488A4E041ACA020DE6E54	Michele Anderson Amazon FY22 Programs - Adult TASC Senior Craft in a bag supplies	2700 Divvy Credit Cards Payable	118.34
08/12/2022	395030D2B26F64F129434	Michele Anderson Amazon FY22 Programs - Adult TASC Fidget Quilt supplies - combine with other 6.99 Amazon	2700 Divvy Credit Cards Payable	75.59
08/12/2022	33AF97B97B9DBD302E08F	Michele Anderson Amazon FY22 Programs - Adult TASC Fidget Quilt Supplies receipts included for \$75.59 as well	2700 Divvy Credit Cards Payable	6.99
08/18/2022	239025BA576F9932B1938	Vassil Ivanov Idaho Business Lea FY22 Programs -Adult - unsound Business Builder Day add-on cost	2700 Divvy Credit Cards Payable	55.00
08/18/2022	B873F436317A984192CAB	Mariah Farmer Amazon FY22 Programs -Adult -unBound Budget code on the HUB is U5236.AD.	2700 Divvy Credit Cards Payable	39.98
08/23/2022	033BD08232648B3BB755E	Irene Benvenuti Amazon FY22 Programs - Adult Sept Mental Health Kit Supplies	2700 Divvy Credit Cards Payable	42.11
Total for 5236.AD Programs -Adult				\$ 31.89
5236.EL Programs - Early Learning 0-5				
08/12/2022	FE3A3622A7A0BAE674659	Gabrielle Stoller Amazon FY22 Programs -Early Learning 0-51 Books <i>for</i> Story Walk	2700 Divvy Credit Cards Payable	4.39
08/12/2022	79AB0840C000A83C63391	Gabrielle Stoller Lakeshore Learning Mat FY22 Programs - Early Learning 0-5 Magnetic Letters for storytime	2700 Divvy	22.97

Meridian Library District

Credit Card Detail

August 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
			Credit Cards Payable	
08/13/2022	DB56CFB5AD5C1EF1CFBC6	Gabrielle Stoller Amazon FY22 Programs -Early Learning 0-5 Books for Story Walk	2700	38.85
			Divvy Credit Cards Payable	
08/18/2022	2D450E296D9F8EDE76F28	Gabrielle Stoller Lakeshore Learning Mat FY22 Programs - Early Learning 0-5 The actual magnets that we needed	2700	34.17
			Divvy Credit Cards Payable	
Total for 5236.EL Programs - Early Learning 0-5				\$340.38
5236.FA Programs -Family All Ages				
08/04/2022	70BD7EE1655BC9A600FC6	Paige Beach Walmart FY22 Programs -Family All Ages Bubble liquid for the bubble machine we use during Silly Song and Dance.	2700	2.12
			Divvy Credit Cards Payable	
08/18/2022	DFF54F0616571 B92800D5	Travis Porter Walmart FY22 Pet Care - Silverstone Items used for both Outreach and Silverstone STEM/LABrary programs.	2700	38.77
			Divvy Credit Cards Payable	
08/25/2022	E1B553DOE711E1041DEBS	Whitney Garcia Walmart FY22 Outreach Programs Bookmobile Nutrition program. Bookmobile kiddos learn about about healthy eating and how to spot healthy snacks.	2700	159.26
			Divvy Credit Cards Payable	
Total for 5236.FA Programs -Family All Ages				\$200.15
5236.SA Programs -School Age 6-12				
08/04/2022	AE090143F5060728914FE	Maria Cottle Amazon FY22 Programs -School Age 6-12 teen and middle grade books for summer reading completion prizes	2700	647.94
			Divvy Credit Cards Payable	
08/06/2022	50EBD84F55CDCE5031B67	Whitney Garcia Scholastic FY22 Programs -School Age 6-12 Books for summer reading prizes	2700	599.24
			Divvy Credit Cards Payable	
08/11/2022	6D73FA5A8AB36064F2566	Whitney Garcia Albertsons FY22 Outreach Programs	2700	26.95

Meridian Library District

Credit Card Detail

Community Budget
August 2022

Divvy
Credit

Meridian Library District

Credit Card Detail

Ice cream for the end of summer reading program for the Boys and Girls Club

August 2022

Cards
Payable

Meridian Library District

Credit Card Detail

August 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT AMOUNT	
08/27/2022	E207445C6D42194688F54	Maria Cottle Rediscovered Bookshop FY22 Programs -School Age 6-12	2700 Divy Credit Cards Payable	2,799.17
Total for 5236.SA Programs -8school Age 6-12				\$4,073.30
5236.TN Programs-Teen 13-18				
08/17/2022	12840F7F4394F9BC870F7	Jennifer Liebig Walmart FY22 Programs -Family All Ages Back to school QSA program food	2700 Divy Credit Cards Payable	70.42
08/23/2022	CBA1777C089AF380EEA18	Trevor Hanson Walmart FY22 Programs-Teens 13-18	2700 Divy Credit Cards Payable	148.80
Total for 5236.TN Programs -Teen 13-16				\$219.22
5236.VO Programs -Volunteers				
08/05/2022	495795695EADA19916721	Pamela Johnston Home Embroidery Supplies FY22 Programs -Volunteers Fabric for volunteers for Fidget Quilt program. Going outside of Grant funds a bit due to demand and available funds.	2700 Divy Credit Cards Payable	90.94
08/10/2022	1985870959425CE48462F	Pamela Johnston Walmart FY22 Programs -Volunteers Fidget Quilt Program--golng over grant funds a bit.	2700 Divy Credit Cards Payable	183.61
Total for 5236.VO Programs -Volunteers				\$274.55
Total for 52380 Program Expense				\$5,739.49
524000 Supplies				
5240 Supplies - general				
08/11/2022	F4FE68C172E804465AB16	Vassil Ivanov D&B Supply FY22 General Supplies -unBound	2700 Divy Credit Cards Payable	14.29
08/22/2022	A9438ABEA5C0494F74ED9	Vassil Ivanov Amazon FY22 General Supplies -unBound	2700 Divy Credit Cards Payable	163.06
08/25/2022	3781E5C75A64AA3C083D8	Rachel Erskine Walmart FY22 Outreach Programs Shoes for the BKM so people can come on even if they do not own (or have in the moment) a pair of shoes.	2700 Divy Credit	16.00

Meridian Library District

Credit Card Detail

August2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
			Cards Payable	
08/26/2022	C557E553A4CDBDFFFACE3	Vassil Ivanov [Walmart [FY22 General Supplies -unBound	2700	21.05
			Divvy Credit Cards Payable	
Total for 5240 Supplies - general				\$214.40
5246 Supplies - office				
08/06/2022	D181E96E70E3E1 DC6EED8	Dawn Cronk [Amazon [FY22 Olfice Supplies- Cherry [4 Headsets for new phones	2700	118.16
			Divvy Credit Cards Payable	
08/07/2022	BBFB8CB7DOECE417BD907	Kristine Haman [Amazon [FY22 Office Supplies- Cherry [Acrylic sign holders - Replaced cracked & broken sign holders that are attached to the front desk wall.	2700	13.94
			Divvy Credit Cards Payable	
08/07/2022	27E65E83DA9B5521DEE15	Kristine Haman Amazon FY22 Office Supplies- Cherry Border for bulletin boards in the lobby.	2700	39.97
			Divvy Credit Cards Payable	
08/08/2022	C8C614BF9070F2C73633F	Kristine Haman Amazon FY22 Office Supplies- Cherry Letters for bulletin board in lobby.	2700	17.98
			Divvy Credit Cards Payable	
08/09/2022	FBCE34A33C65741CF312B	Vassil Ivanov Amazon FY22 Misc -unBound	2700	78.67
			Divvy Credit Cards Payable	
08/10/2022	A6BACD6F5C95A5BFE1D6F	Kristine Haman Amazon FY22 Office Supplies- Cherry Paper and calendar for staff.	2700	42.81
			Divvy Credit Cards Payable	
08/11/2022	00BDEC083955E3937A584	Vassil Ivanov Amazon [FY22 Misc -unBound	2700	165.00
			Divvy Credit Cards Payable	
08/12/2022	5EE438C336E4FA20CE9CB	Dawn Cronk Office Depot [FY22 Office Supplies- Cherry Addressed envelopes	2700	199.98
			Divvy Credit	

Meridian Library District

Credit Card Detail

August 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
08/19/2022	0EBC939E13BAD 1DA331C	Paige Beach Amazon FY22 Office Supplies - Silverstone Mr. Clean magic eraser to clean crayon marks off of children's tables. Command strips to hang program flyers.	Cards Payable 2700 Divvy Credit Cards Payable	22.42
08/22/2022	9DA560BBCF60A 69D9028	Dusty Waltner Amazon FY22 Office Supplies - Silverstone SD cards for 3D printing	2700 Divvy Credit Cards Payable	32.98
08/22/2022	CO?A49D104F57D41 B4A4A	Jason Su Amazon FY22 Office Supplies- Cherry	2700 Divvy Credit Cards Payable	29.96
08/22/2022	078E4A3EF63729 C3E011	Vassil Ivanov Amazon FY22 General Supplies -unBound	2700 Divvy Credit Cards Payable	15.67
08/25/2022	8B24D5F00365008121A48	Paige Beach Amazon FY22 Office Supplies - Silverstone Two children's shopping carts for our children's section	2700 Divvy Credit Cards Payable	144.48
08/26/2022	C06DB3196A04A5E8F5C3F	Jason Su The Home Depot FY22 General Supplies -Cherry Mounting items for map at History Center.	2700 Divvy Credit Cards Payable	23.33
Total for 5246 Supples •office				\$945.35
Total for 524000 Supplies				\$1,159.75
52600 Vehicle Expense				
5260.1 Vehicle - Bookmobile				
08/12/2022	7A016ECFF1E4DE3009FB7	Whitney Garcia Amazon FY22 Bookmobile Maintenance & Repairs Vacuum filters for the vacuum that lives on the bookmobile.	2700 Divvy Credit Cards Payable	17.46
08/27/2022	4C40E1B388898C 30C8BD	Justin Prescott Epic Shine Car Wash FY22 Bookmobile Maintenance & Repairs 11 year membership for unlimited car washes for the Honda Odyssey@ Epic Shine	2700 Divvy Credit Cards Payable	336.00
Total for 5260.1 Vehicle• Bookmo ile				\$353.46

Meridian Library District

Credit Card Detail

August 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
5260.3 Vehicle - Van				
08/31/2022	C4300BBF9B390F329A463	Jason Su Epic Shine Car Wash FY22 Maintenance - Element and Vans Car wash for Element.	2700 Divvy Credit Cards Payable	20.00
Total for 5260.3 Vehicle - Van				\$20.00
Total for 52600 Vehicle Expense				\$373.46
62240 Facility Expense				
6224.3 Bldg-Small Tools				
08/02/2022	3F1EC08575856BD650E97	Dawn Cronk Amazon FY22 General Supplies -Cherry Battery Tester X2	2700 Divvy Credit Cards Payable	6.99
08/02/2022	63F8D8E4C5AE21E8DC9C3	Dawn Cronk Amazon FY22 General Supplies -Cherry	2700 Divvy Credit Cards Payable	35.12
08/10/2022	99AB97FC98466B3B5EE54	Steve McNitt eBay FY22 Building Maintance Replacement tools.	2700 Divvy Credit Cards Payable	51.68
Total for 6224.3 Bldg-Small Tools				\$93.79
6224.4 Bldg-Supplies				
08/01/2022	7B45DEDD01A9C3CAA6660	Dawn Cronk Amazon FY22 General Supplies-Cherry KN95 masks	2700 Divvy Credit Cards Payable	245.41
08/02/2022	F7CB53194E4C8312C9BC1	Steve McNitt Amazon FY22 Building Maintance Toggle bolts for sitewide tv installations.	2700 Divvy Credit Cards Payable	25.48
08/03/2022	0B320950BDE492A5588D3	Dawn Cronk Amazon FY22 General Supplies -Cherry Trash can liners	2700 Divvy Credit Cards Payable	92.00
08/04/2022	FEB3BAD5A81 B24A3874C7	Maria Cottle Amazon FY22 General Supplies - Tiny bench seat cover for staff	2700 Divvy Credit Cards Payable	85.44

Meridian Library District

Credit Card Detail

August 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
08/04/2022	C55A45D93539D89C33938	Dawn Cronk Amazon FY22 General Supplies -Cherry Can Liners 12-16 gallon used at Main & unBound	2700 Divvy Credit Cards Payable	41.66
08/06/2022	722EC57734C64D64C5776	Dawn Cronk Office Depot FY22 Office Supplies- Cherry Telephone shoulder res1s	2700 Divvy Credit Cards Payable	149.90
08/06/2022	85AF93C087A77C29AFDC4	Dawn Cronk Office Depot FY22 General Supplies -Cherry can liners	2700 Divvy Credit Cards Payable	44.16
08/11/2022	2F8D81C36913E74B34501	Dawn Cronk Amazon FY22 Building Supplies Can liners	2700 Divvy Credit Cards Payable	62.58
08/11/2022	B766C70FOAC257CB20CCF	Dawn Cronk Uline Shipping FY22 General Supplies -Cherry corrugated boxes Home delivery	2700 Divvy Credit Cards Payable	217.50
08/12/2022	14C6536950EEAFDBOD736	Steve McNitt The Home Depot FY22 Building Maintance parts for TV installations.	2700 Divvy Credit Cards Payable	37.92
08/12/2022	A69587FFBD8107D9E5791	Steve McNitt Amazon FY22 Building Maintance Cable Ties for sitewide use.	2700 Divvy Credit Cards Payable	38.77
08/17/2022	78222BC6B4A8E6E5DA158	Steve McNitt Amazon FY22 Building Maintance Drain cover for womens restroom.	2700 Divvy Credit Cards Payable	16.61
08/19/2022	1D9ED3CA80634FBBD9009	Dusty Waltner Amazon FY22 General Supplies -Silverstone	2700 Divvy Credit Cards Payable	56.51
08/26/2022	A20243E1275E91D8AFCEB	Jason Su Amazon FY22 Building Supplies Tools to use at the History Center	2700 Divvy Credit	52.84

Meridian Library District

Credit Card Detail

August 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
08/26/2022	A5D277B220FD98B077548	Steve McNitt Amazon FY22 Building Maintance Repair faulty closer on bathroom door at Unbound.	Cards Payable 2700	188.33
08/30/2022	105BEBAA4448FD2FC1AF51	Dawn Cronk Amazon FY22 Building Supplies Chlldrensface masks & invisible tape	Divvy Credit Cards Payable 2700	145.75
08/30/2022	164B72BFC5D59A3E510BD	Dawn Cronk Amazon FY22 Building Supplies Adult face masks	Divvy Credit Cards Payable 2700	93.50
08/31/2022	00895DF69C7EEB54CC6EF	Steve McNitt AutoZone FY22 Building Maintance washer fluid for vehicles, fan belt for AH3	Divvy Credit Cards Payable 2700	59.26
Total for 6224A Bldg-Supplies				\$1,653.62
6258 Bldg-Uilities				
6224.1 Bldg-Maintenance				
08/09/2022	E20582DCC2C081EC89E75	Steve McNitt Amazon FY22 Building Maintance Replace drain cover for womens restroom.	2700 Divvy Credit Cards Payable	27.04
08/11/2022	5D55273125E58ECEE6FCE	Steve McNitt Amazon FY22 Building Maintance Replacement light for Mary's office.	2700 Divvy Credit Cards Payable	50.54
08/28/2022	447E5DAC6ADC2BB141AC1	Steve McNitt Acorn Self Storage FY22 Building Maintance Storage unit# 1 · climate controlled	2700 Divvy Credit Cards Payable	91.80
08/28/2022	7E203E7C900C4C09B1963	Steve McNitt Acorn Self Storage FY22 Building Maintance Last payment on exterior storage unit #2	2700 Divvy Credit Cards Payable	80.00
Totalfor6224.1 Bldg-Maintenance				\$249.38

Meridian Library District

Credit Card **Detail**

Totalfor6258Bldg-Utilities

August 2022

\$249.38

Meridian Library District

Credit Card Detail

August 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
Total for 62240 Facility Expense				\$1,996.79
Total for 52000 OPERATING EXPENSES				\$14,577.80
72000 CAPITAL EXPENSES				
7216 Equipment & Furnishings				
08/07/2022	CE1DE74653F0AC81543E3	Kristine Haman Amazon FY22 Miscellaneous - Cherry Lane Dept rolling stool for Cherry Lane	2700 Divvy Credit Cards Payable	174.87
08/19/2022	69C9B1D3A15D7E19F4E97	Jason Su Amazon FY22 Technology - Non Cap PCs, Printers,Hardware Replacement of RODECaster Pro that is being repurposed for Board meetings.	2700 Divvy Credit Cards Payable	665.00
08/22/2022	027A29FF82D78273FEFA9	Jason Su Amazon FY22 Technology- Non Cap PCs, Printers,Hardware Additional USB Chubs for laptops.	2700 Divvy Credit Cards Payable	393.24
08/22/2022	7A1DE47CB8630EF89F77E	Jason Su Amazon FY22 Technology- Non Cap PCs, Printers,Hardware New mics for Board meeting.	2700 Divvy Credit Cards Payable	242.39
Total for 7216 Equipment & Furnishings				\$1,475.50
7220.3 IT PCs, Hardware Printers				
08/25/2022	E4782EA6F1 0C67A2DF13D	Jason Su Apple Store FY22 Technology - Cap PCs, Hardware, Printers Replacement computer for Muhammad.	2700 Divvy Credit Cards Payable	1,282.00
08/27/2022	FF110E71AB0A85FEC14FA	Jason Su Apple Store FY22 Technology - Cap PCs, Hardware, Printers Computer for new Communication and Marketing Manager.	2700 Divvy Credit Cards Payable	2,618.00
Total for 7220.3 IT PCs, Hardware Printers				\$3,900.00
Total for 72000 CAPITAL EXPENSES				\$5,375.50
Uncategorized Expense				
08/04/2022	BB18E064D10B7551B4926	Talley Gaskins American Girl FY22 Material Services-Orders	2700 Divvy Credit Cards Payable	243.80
08/04/2022	798C4819E20FFAEA57A91	Jason Su Paypal Payflow 21-20 IHC NEC History Center General Opening	2700 Divvy	2.30

Meridian Library District

Credit Card Detail

August 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
08/09/2022	02C8D7A818B8553535BD9	Talley Gaskins Amazon FY22 Material Services - Orders	Credit Cards Payable 2700 Divvy Credit Cards Payable	17.99
08/10/2022	CFA137C762719C2986A85	Talley Gaskins Amazon FY22 Material Services - Orders	2700 Divvy Credit Cards Payable	43.68
08/10/2022	41863C4D55B4C478EEE73	Talley Gaskins Amazon FY22 Material Services - Orders	2700 Divvy Credit Cards Payable	50.54
08/10/2022	4DBB683446610B2C7DD3E	Talley Gaskins Amazon FY22 Material Services - Orders	2700 Divvy Credit Cards Payable	14.98
08/14/2022	5C14D8CDD1B990112D9A8	Muhammad Aleem Apple FY22 Technology - Non Cap PCs, Printers,Hardware	2700 Divvy Credit Cards Payable	59.90
08/16/2022	A0810583C563AB9F217F9	Pamela Johnston Walmart FY22 Programs -Volunteers	2700 Divvy Credit Cards Payable	37.40
08/16/2022	B447178B4A921EEB0339E	Nicholas Grove Airtable.com FY22 Print/Copy/Make -unBound	2700 Divvy Credit Cards Payable	48.00
08/18/2022	CE5E8935C50154B1955BF	Muhammad Aleem Apple FY22 Technology- Non Cap PCs, Printers,Hardware	2700 Divvy Credit Cards Payable	3.99
08/18/2022	E17C793F0984033A92EDA	Muhammad Aleem Amazon FY22 Technology- Non Cap PCs, Printers,Hardware	2700 Divvy Credit Cards Payable	31.97

Meridian Library District

Credit Card Detail

August 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
08/18/2022	B258BFE8C1E8403F1F255	Allison Maier Apple FY22 Supplies - Marketing	2700 Divvy Credit Cards Payable	0.99
08/19/2022	99605DEC23F2FA26515E8	Kristine Haman Amazon FY22 Prof Development - Cherry	2700 Divvy Credit Cards Payable	19.93
08/19/2022	E4F82AE7AF94D87976D5E	Muhammad Aleem Amazon FY22 Technology - Non Cap PCs, Printers,Hardware	2700 Divvy Credit Cards Payable	319.99
08/20/2022	41D19F6ED66DC429894CF	Barbra Hendricks Steelz FY22 Bookmobile Maintenance & Repairs	2700 Divvy Credit Cards Payable	33.91
08/22/2022	05C40C766285629D6BC67	Talley Gaskins Lakeshore Learning Mat FY22 Material Services - Orders	2700 Divvy Credit Cards Payable	128.12
08/26/2022	1467BDCD5B8321DF9AE29	Allison Maier Mcclatchy Advertising FY22 Supplies - Marketing	2700 Divvy Credit Cards Payable	395.00
08/26/2022	AA5F93073B45576B2CDA4	Muhammad Aleem Routific.com FY22 Technology - Non Cap PCs, Printers.Hardware	2700 Divvy Credit Cards Payable	102.41
08/28/2022	F9EC282C19438FDEB9A8A	Talley Gaskins Amazon FY22 Material Services - Orders	2700 Divvy Credit Cards Payable	17.90
08/29/2022	AEBD938FC40FBOCB53EDA	Allison Maier Apple FY22 Supplies - Marketing	2700 Divvy Credit Cards Payable	13.49
08/29/2022	84339ED00AD06D9B95079	Vassil Ivanov Amazon US Bank Workforce Development	2700 Divvy Credit	34.68

Meridian Library District

Credit Card Detail

August 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
08/29/2022	784A9A75052B8BE352096	Vassil Ivanov Amazon US Bank Workforce Development	cards Payable 2700	21.16
08/30/2022	8CBE6C700FA3CEEF47C24	Muhammad Aleem Apple FY22 Technology - Non Cap PCs, Printers,Hardware	Divvy Credit Cards Payable 2700	39.99
08/30/2022	3D8C258F229C5A87592FA	Vassil Ivanov Meeting Room US Bank Workforce Development	Divvy Credit Cards Payable 2700	27.00
08/31/2022	FC502EF2463767B9AFDC8	Steve McNitt Acorn Self Storage FY22 Building Maintance	Divvy Credit Cards Payable 2700	36.13
08/31/2022	66194F7581446F3CD9EFA	Jason Su Amazon 21-20 IHC NEC History Center General Opening	Divvy Credit Cards Payable 2700	199.99
08/31/2022	026AE57A6C8DBCAB198BF	Audra Green Amazon FY22 Programs-Adult	Divvy Credit Cards Payable 2700	1,618.20
Total for Uncategorized Expense				\$3,563.44

Meridian Library District

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

October 2021 - August 2022

	TOT. L			
	ACTUAL	BUDGET	OVER BUDGET	%OF BUDGET
Revenue				
40000 Tax Revenue	7,534,389.74	6,471,550.88	1,062,838.86	116.42%
42000 Non-tax Revenue	110,252.39	126,966.52	-16,714.13	86.84 %
Sales	0.00		0.00	
Sales of Product Revenue	0.00		0.00	
Total Revenue	\$7,644,642.13	\$8,598,517.40	\$1,046,124.73	115.85%
GROSS PROFIT	\$7,644,642.13	\$6,598,517.40	\$1,046,124.73	115.85%
Expenditures				
50000 PERSONNEL	3,141,487.59	3,861,352.50	-719,864.91	81.36 %
51000 COLLECTIONS	584,707.60	1,028,912.61	-444,205.01	56.83%
52000 OPERATING EXPENSES	909,218.52	1,277,964.71	-368,746.19	71.15 %
72000 CAPITAL EXPENSES	137,401.83	81,937.90	55,463.93	167.69 %
9800 Transfer Out -Capital Projects Fund	202,471.02	371,196.87	-168,725.85	54.55%
Uncategorized Expense	9,291.40		9,291.40	
Total Expenditures	\$4,984,577.96	\$6,621,364.59	\$-1,636,786.63	75.28%
NET OPERATING REVENUE	\$2,660,064.17	\$-22,847.19	\$2,882,911.36	-11,642.85 %
Other Revenue				
8000 Plant Facilities Levy Revenue	882,000.00	1,283,333.37	-401,333.37	68.73 %
8338 Capital Projects Interest	1,753.91	7,194.88	-5,440.97	24.38%
8995 Finance Proceeds		7,333,333.37	-7,333,333.37	
8999 Transfer In -From General Fund	202,471.02	371,196.87	-168,725.85	54.55%
Total Other Revenue	\$1,066,224.93	\$8,995,058.49	\$-7,908,833.56	12.08%
Other Expenditures				
9288 Orchard Park Project Costs	993,015.74	2,451,181.37	-1,458,165.63	40.51 %
9289 South Branch Project Costs	145,158.44	6,729,781.63	-6,584,623.19	2.16%
Total Other Expenditures	\$1,138,174.18	\$9,180,963.00	\$-8,042,788.82	12.40%
NET OTHER REVENUE	\$-51,949.25	\$-185,904.51	\$133,955.26	27.94%
NET REVENUE	\$2,608,114.92	\$-208,751.70	\$2,816,886.62	-1,249.39%

Meridian Library District

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

October 2021 - August 2022

	TOT. L			
	ACTUAL	BUDGET	OVER BUDGET	%OF BUDGET
Revenue				
40000 Tax Revenue				
4000 Tax levy	4,663,079.11	6,111,708.13	-1,448,629.02	76.30 %
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	143.00	-65.00	54.55 %
4060 Tort Tax Levy	23,789.52	43,614.12	-19,824.60	54.55 %
4100 Sales tax income	2,831,968.50	284,166.63	2,547,801.87	996.59 %
Total 40000 Tax Revenue	7,534,389.74	6,471,550.88	1,062,838.86	116.42%
42000 Non-tax Revenue	-5,000.00		-5,000.00	
4200 Fines and fees	18,319.64	9,166.63	9,153.01	199.85 %
4210 Book Sale	127.86		127.86	
4220 Meeting Room income	1,709.40	1,000.00	709.40	170.94%
4221 Donations & Memorials	27,075.55	18,166.63	8,908.92	149.04%
4300 Interest income	790.51	2,108.37	-1,317.86	37.49 %
4339 Capital Replace & Repair Int	3,673.99	3,666.63	7.36	100.20%
4400 Copy/Print income	14,345.55	10,358.26	3,987.29	138.49 %
4410 Miscellaneous income	1,809.80		1,809.80	
4500 Grants	47,400.09	82,500.00	-35,099.91	57.45%
Total 42000 Non-tax Revenue	110,252.39	126,966.52	-16,714.13	96.84%
Sales	0.00		0.00	
Sales of Product Revenue	0.00		0.00	
Total Revenue	\$7,644,642.13	\$6,598,517.40	\$1,046,124.73	115.85%
GROSS PROFIT	\$7,644,642.13	\$6,598,517.40	\$1,046,124.73	115.85%
Expenditures				
50000 PERSONNEL				
5000 Salaries and wages	2,284,849.18	2,787,547.51	-502,698.33	81.97%
5005 Termination salaries	8,713.39	16,000.00	-7,286.61	54.46%
Total 5000 Salaries and wages	2,293,562.57	2,803,547.51	-509,984.94	81.81 %
5010 Payroll benefits	277,042.98	1,057,804.99	-780,762.01	26.19 %
5010a Benefits - Retirement	153,971.38		153,971.38	
5010b Benefits - PR Taxes	117,314.38		117,314.38	
5010c Benefits - Health	299,596.28		299,596.28	
Total 5010 Payroll benefits	847,925.02	1,057,804.99	-209,879.97	80.16%
Total 50000 PERSONNEL	3,141,487.59	3,861,352.50	-719,884.91	81.36%
51000 COLLECTIONS	10,740.78		10,740.78	
5110 Adult fiction	-394.83		-394.83	
5115 Adult Print Books	98,679.05	202,833.37	-104,154.32	48.65%
5121 Electronic databases	44,775.20	35,245.87	9,529.33	127.04%
5122 eContent	316,862.87	307,083.37	9,779.50	103.18%
5125 Print Reference	910.57	2,750.00	-1,839.43	33.11 %

Meridian Library District

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

October 2021 -August 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	%OF BUDGET
5130 Children's books	57,594.07	212,208.37	-154,614.30	27.14%
5130S Children's books - Supported	32.13		32.13	
Total 5130 Children's books	57,626.20	212,208.37	-154,582.17	27.16%
5135 Young Adult books	13,316.03	108,375.00	-95,058.97	12.29 %
5149 Media	31,351.31	111,833.37	-80,482.06	28.03 %
5150 Circulating devices & kits	3,570.95	41,250.00	-37,679.05	8.66%
5151 Periodicals	7,269.47	7,333.26	-63.79	99.13 %
Total 51000 COLLECTIONS	584,707.60	1,028,912.61	-444,205.01	56.83%
52000 OPERATING EXPENSES				
52020 Professional Services	825.00		825.00	
5202.1 Audit	12,250.00	8,708.37	3,541.63	140.67 %
5202.4 Legal fees	17,390.50	15,100.00	2,290.50	115.17%
5202.5 Consulting	24,431.00	8,020.87	16,410.13	304.59%
5202.6 Other	1,300.00		1,300.00	
5202.7 Accounting Svcs	54,810.86		54,810.86	
Total 52020 Professional Services	111,007.36	31,829.24	79,178.12	348.76%
52025 Banking fees				
5202.2 Bankcard fees	1,018.22	6,600.00	-5,581.78	15.43 %
5202.3 Financial fees	22,408.01	168,793.37	-146,385.36	13.28 %
Total 52025 Banking 1886	23,426.23	175,393.37	-151,967.14	13.36%
5211 Copy/Print	19,727.83	28,583.26	-8,855.43	69.02%
52120 Consortium	-153.45		-153.45	
5212.A Consortium-Adv/Prag	-624.34		-624.34	
5212.C Consortium-Courier	9,091.43	28,416.63	-19,325.20	31.99 %
5212.H Consortium-Hardware/Software	45,463.68	50,802.62	-5,338.94	89.49 %
Total 52120 Consortium	sa,m.a2	79,219.25	-25,441.93	67.88%
5216 Equipment & Furnishings Not Cap		3,575.00	-3,575.00	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing	51,629.30	93,540.37	-41,911.07	55.19%
5220.2 IT Infra -Support	37,485.48	22,183.37	15,302.11	168.98 %
5220.3 IT PCs, Printers & Hardware	42,617.81	29,766.00	12,851.81	143.18%
5220.5 IT Utilities	21,624.34	62,131.63	-40,507.29	34.80 %
5220.6 IT Collection Licensing	9,231.66	17,783.37	-8,551.71	51.91 %
5220.7 IT Technology Maintenance	7,133.84	19,625.00	-12,491.16	36.35%
Total 52200 Information Technology	169,722.43	245,029.74	-75,307.31	69.27%
5225 Marketing & advertising	3,023.14	17,150.87	-14,127.73	17.63 %
5228 Miscellaneous	5,769.88	6,541.63	-771.75	88.20 %
52290 Materials Processing				
5229.1 Materials-OCLC	14,154.95	8,250.00	5,904.95	171.58 %
5229.2 Materials-Processing	22,596.29	68,750.00	-46,153.71	32.87%
5229.2s Materials Processing -supported	1,613.40		1,613.40	

Meridian Library District

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

October 2021 - August 2022

TOT. L				
	ACTUAL	BUDGET	OVER BUDGET	%OF BUDGET
Total 5229.2 Materials-Processing	24,209.69	68,750.00	-44,540.31	35.21 %
Total 52290 Mate als Processing	38,364.64	77,000.00	"38,635.36	49.82%
5230 Phone Service	1,588.00	4,400.00	-2,812.00	36.09%
5232 Postage	11,440.58	11,000.00	440.58	104.01 %
52340 Professional Development	520.00		520.00	
5234.1 Conterences	6,659.89	16,052.63	-9,392.74	41.49 %
5234.2 Education	500.00	2,543.75	-2,043.75	19.66%
5234.3 Materials	470.19	1,283.37	-813.18	36.64%
5234.4 Memberships	2,684.68	3,656.62	-971.94	73.42 %
5234.5 Staff Mtg & Training	5,777.14	3,593.37	2,183.77	160.77 %
5234.6 Webinar/Ecourses	4,101.54	6,325.00	-2,223.46	64.85%
Total 52340 Professional Development	20,713.44	33,454.74	-12,741.30	61.91 %
52360 Program Expense				
5236.1 Programs - Outreach	1,105.85		1,105.85	
5236.AD Programs - Adult	7,989.82	23,925.00	-15,935.18	33.40%
5236.BR Programs -Brochures		2,000.00	-2,000.00	
5236.CH Programs - Children	75.00		75.00	
5236.PC Pet Care	269.43	1,191.63	-922.20	22.61 %
Total 5236.CH Programs - Childlln	344.43	1,191.63	-847.20	26.90%
5236.EL Programs - Early Learning 0-5	6,752.33	23,710.00	-16,957.67	28.48%
5236.FA Programs -Family All Ages	2,105.34	15,300.00	-13,194.66	13.76 %
5236.SA Programs -School Age 6-12	13,340.56	23,900.00	-10,559.44	55.82%
5236.TN Programs -Teen 13-18	912.03	15,020.00	-14,107.97	6.07%
5236.TW Program -Tween	380.00		380.00	
5236.VO Programs -Volunteers	274.55	1,500.00	-1,225.45	18.30 %
5236.YA Programs - Teen	1,399.00		1,399.00	
Total 52360 Program Expense	34,603.91	106,546.63	-71,942.72	32.46%
5237 Recruiting/Background Checks	24,980.13	7,012.50	17,967.63	356.22 %
524000 Supplies	14.94		14.94	
5240 Supplies - general	3,689.74	26,000.00	-22,310.26	14.19 %
5245 Supplies - marketing	317.89	4,583.37	-4,265.48	6.94%
5246 Supplies - office	4,034.55	12,300.00	-8,265.45	32.80 %
Total 524000 Supplies	8,057.12	42,883.37	"34,826.25	18.79%
5250 Taxes and insurance	15,444.93	23,833.37	-8,388.44	64.80%
52600 Vehicle Expense	12.00		12.00	
5260.1 Vehicle - Bookmobile	4,153.51	15,858.37	-11,704.86	26.19%
5260.2 Vehicle - Sprinter	170.03	5,683.37	-5,513.34	2.99%
5260.3 Vehicle - Van	10,125.59	7,012.50	3,113.09	144.39 %
Total 52600 Vehicle Expense	14,461.13	26,554.24	-14,093.11	50.64%
62240 Facility Expense	1,099.00		1,099.00	
6224.2 Bldg-Repairs	19,717.55	26,333.37	-6,615.82	74.88 %

Meridian Library District

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

October 2021 - August 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6224.3 Bldg-Small Tools	2,050.05	2,416.63	-366.58	84.83 %
6224.4 Bldg-Supplies	15,232.95	17,800.00	-2,567.05	85.58%
6250 Bldg-Insurance	47,579.00	43,614.12	3,964.88	109.09 %
6255 Bldg-Rent	97,921.11	105,688.88	-7,767.77	92.65%
6258 Bldg-Utilities	43,094.05	60,266.63	-17,172.58	71.51 %
6224.1 Bldg-Maintenance	126,416.74	99,837.87	26,578.87	126.62 %
Total 6258 Bldg-Utilities	169,510.79	160,104.50	9,406.29	105.88%
Total 82240 Facility Expense	353,110.45	355,957.50	-2,847.05	99.20%
Total 52000 OPERATING EXPENSES	909,218.52	1,277,964.71	-368,746.19	71.15%
72000 CAPITAL EXPENSES				
7216 Equipment & Furnishings	2,965.24	2,750.00	215.24	107.83 %
7216.U unsound - Equip & Furn	18,232.50		18,232.50	
7220 IT - Infrastructure - Hardware	21,939.20	48,388.01	-26,448.81	45.34%
7220.3 IT PCs, Hardware Printers	94,264.89	28,508.26	65,756.63	330.66 %
7295 Major improvements		2,291.63	-2,291.63	
Total 72000 CAPITAL EXPENSES	137,401.83	81,937.90	55,463.93	187.69%
9800 Transfer Out -Capital Projects Fund	202,471.02	371,196.87	-168,725.85	54.55%
Uncategorized Expense	9,291.40		9,291.40	
Total Expenditures	\$4,984,577.96	\$6,821,364.59	\$ -1,636,788.63	75.28%
NET OPERATING REVENUE	\$2,660,064.17	\$-22,847.19	\$2,682,911.36	-11,642.85 %
Other Revenue				
8000 Plant Facilities Levy Revenue	882,000.00	1,283,333.37	-401,333.37	68.73%
8338 Capital Projects Interest	1,753.91	7,194.88	-5,440.97	24.38%
8995 Finance Proceeds		7,333,333.37	-7,333,333.37	
8999 Transfer In -From General Fund	202,471.02	371,196.87	-168,725.85	54.55%
Total Other Revenue	\$1,086,224.93	\$8,995,058.49	\$ -7,908,833.56	12.08%
Other Expenditures				
9288 Orchard Park Project Costs	993,015.74	2,451,181.37	-1,458,165.63	40.51 %
9289 South Branch Project Costs	145,158.44	6,729,781.63	-6,584,623.19	2.16%
Total Other Expenditures	\$1,138,174.18	\$8,180,963.00	\$-8,042,788.82	12.40%
NET OTHER REVENUE	\$ -51,949.25	\$ -185,904.51	\$133,955.26	27.94%
NET REVENUE	\$2,608,114.92	\$-208,751.70	\$2,816,886.62	-1,249.39%

Meridian Library District

Statement of Financial Position

As of August 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Petty cash	-9.13
1000BKM Petty cash - Bookmobile	50.00
1000BR Petty cash - Branch	300.00
1000U Petty Cash - unBound	0.00
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
1071 Blii.com Money In Clearing	511.82
1072 Bill.com Money Out Clearing	-22,914.67
1120 Checking - USBank	4,526,700.55
1150 Chkg payroll -1st Interstate	-4,209.45
1160 Savings payroll -1st Interstate	15,191.46
1170 Checking HRA-1st Interstate	158,848.47
1200 Paypal account	0.00
1937 StatePool-General Operations	681,070.11
1938 StatePool-Capital Project Fund	2,610,633.80
1939 StatePool-Cap Replacement &Repr	5,130,102.35
Total Bank Accounts	\$13,096,865.61
Accounts Receivable	
11000 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00

Meridian Library District

Statement of Activity

October 2021 - August 2022

	TOTAL
51000 COLLECTIONS	10,740.78
5110 Adult fiction	-394.83
5115 Adult Print Books	98,679.05
5121 Electronic databases	44,775.20
5122 eContent	316,862.87
5125 Print Reference	910.57
5130 Children's books	57,594.07
5130S Children's books- Supported	32.13
Total 5130 Children's books	67,626.20
5135 Young Adult books	13,316.03
5149 Media	31,351.31
5150 Circulating devices & kits	3,570.95
5151 Periodicals	7,269.47
Total 51000 COLLECTIONS	684,707.60
52000 OPERATING EXPENSES	
52020 Professional Services	825.00
5202.1 Audit	12,250.00
5202.4 Legal fees	17,390.50
5202.5 Consulting	24,431.00
5202.6 Other	1,300.00
5202.7 Accounting Svcs	54,810.86
Total 52020 Professional Services	111,007.36
52025 Banking fees	
5202.2 Bankcard fees	1,018.22
5202.3 Financial fees	22,408.01
Total 52025 Banking fees	23,426.23
5211 Copy/Print	19,727.83
52120 Consortium	-153.45
5212.A Consortium-Adv/Prag	-624.34
5212.C Consortium-Courier	9,091.43
5212.H Consortium-Hardware/Software	45,463.68
Total 52120 Consortium	53,m.a2
52200 Information Technology	
5220.1 IT Infra -Software/Licensing	51,629.30
5220.2 IT Infra -Support	37,485.48
5220.3 IT PCs, Printers & Hardware	42,617.81
5220.5 IT Utilities	21,624.34
5220.6 IT Collection Licensing	9,231.66
5220.7 IT Technology Maintenance	7,133.84
Total 52200 Information Technology	169,722.43

Meridian Library District

Statement of Activity
October 2021 -August 2022

Revenue

40000 Tax Revenue
4000 Tax levy
4010 Ag. Replacement
4020 Pers Prop Replacement
4025 Recovered Homeowner's Exemption
4060 Tort Tax Levy
4100 Sales tax income

Total 40000 Tax Revenue

42000 Non-tax Revenue
4200 Fines and fees
4210 Book Sale
4220 Meeting Room income
4221 Donations & Memorials
4300 Interest income
4339 Capital Replace & Repair Int
4400 Copy/Print income
4410 Miscellaneous income
4500 Grants

Total 42000 Non-tax Revenue

Sales
Sales of Product Revenue

Total Revenue

GROSS PROFIT

Expenditures

50000 PERSONNEL
5000 Salaries and wages
5005 Termination salaries

Total 5000 Salaries and wages

5010 Payroll benefits
5010a Benefits - Retirement
5010b Benefits - PR Taxes
5010c Benefits - Health

Total 5010 Payroll benefits

Total 50000 PERSONNEL

Meridian Library District

Statement of Activity

October 2021 -August 2022

	TOTAL
5225 Marketing & advertising	3,023.14
5228 Miscellaneous	5,769.88
52290 Materials Processing	
5229.1 Materials-OCLC	14,154.95
5229.2 Materials-Processing	22,596.29
5229.2s Materials Processing -supported	1,613.40
Total 5229.2 Materials-Processing	24,209.69
Total 52290 Materials Processing	38,364.64
5230 Phone Service	1,588.00
5232 Postage	11,440.58
52340 Professional Development	520.00
5234.1 Conferences	6,659.89
5234.2 Education	500.00
5234.3 Materials	470.19
5234.4 Memberships	2,684.68
5234.5 Staff Mtg & Training	5,777.14
5234.6 Webinar/Ecourses	4,101.54
Total 52340 Professional Development	20,713.44
52360 Program Expense	
5236.1 Programs - Outreach	1,105.85
5236.AD Programs - Adult	7,989.82
5236.CH Programs - Children	75.00
5236.PC Pet Care	269.43
Total 5236.CH Programs - Children	344.43
5236.EL Programs - Early Learning 0-5	6,752.33
5236.FA Programs -Family All Ages	2,105.34
5236.SA Programs -School Age 6-12	13,340.56
5236.TN Programs -Teen 13-18	912.03
5236.TW Program -Tween	380.00
5236.VO Programs -Volunteers	274.55
5236.YA Programs - Teen	1,399.00
Total 52380 Program Expense	34,803.91
5237 Recruiting/Background Checks	24,980.13
524000 Supplies	14.94
5240 Supplies - general	3,689.74
5245 Supplies - marketing	317.89
5246 Supplies - office	4,034.55
Total 524000 Supplies	8,057.12
5250 Taxes and insuraneec	15,444.93

Meridian Library District

Statement of Activity
October 2021 - August 2022

	TOTAL
52600 Vehicle Expense	12.00
5260.1 Vehicle - Bookmobile	4,153.51
5260.2 Vehicle - Sprinter	170.03
5260.3 Vehicle - Van	10,125.59
Total 52600 Vehicle Expense	14,461.13
62240 Facility Expense	1,099.00
6224.2 Bldg-Repairs	19,717.55
6224.3 Bldg-Small Tools	2,050.05
6224.4 Bldg-Supplies	15,232.95
6250 Bldg-Insurance	47,579.00
6255 Bldg-Rent	97,921.11
6258 Bldg-Utilities	43,094.05
6224.1 Bldg-Maintenance	126,416.74
Total 6256 Bldg-Utilities	169,510.79
Total 62240 Facility Expense	353,110.45
Total 52000 OPERATING EXPENSES	909,216.52
72000 CAPITAL EXPENSES	
7216 Equipment & Furnishings	2,965.24
7216.U unsound - Equip & Furn	18,232.50
7220 IT - Infrastructure - Hardware	21,939.20
7220.3 IT PCs, Hardware Printers	<u>94,264.89</u>
Total 72000 CAPITAL EXPENSES	137,401.83
9800 Transfer Out -Capital Projects Fund	202,471.02
Uncategorized Expense	9,291.40
Total Expenditures	\$4,984,sn.es
NET OPERATING REVENUE	\$2,660,064.17
Other Revenue	
8000 Plant Facilities Levy Revenue	882,000.00
8338 Capital Projects Interest	1,753.91
8999 Transfer In -From General Fund	202,471.02
Total Other Revenue	\$1,086,224.93
Other Expenditures	
9288 Orchard Park Project Costs	993,015.74
<u>9289 South Branch Project Costs</u>	<u>145,158.44</u>
Total Other Expenditures	\$1,138,174.18
NET OTHER REVENUE	\$ -51,948.25
NET REVENUE	\$2,608,114.92

Meridian Library District

Statement of Financial Position

As of August 31, 2022

	TOTAL
Other Current Assets	
1170.2 Rec/Pay HRA acct	-100.00
1500 Deposits/Prepaid expenses	31,274.72
1550 Refunds pending	-6.04
1600 Property Tax Receivable	8,157,193.00
1625 Ada County Sales Tax Receivable	0.00
1627 LGIP Interest Receivable	-749.70
1630 Grant Receivable -CDBG	0.00
1633 Receivable-Foundation	10,500.00
1634 Grants Receivable	3,000.00
1635 Grant Receivable -NNLM	0.00
1650 ICFL Grant Receivable	0.00
1651 Grant Receivable - SWAG	0.00
1652 Sales Tax Receivable	23,164.00
1706 Tech Purchase -Lindsay Tydings	0.00
1800 Fines Receivable	51,386.04
1850 Allowance	-40,594.98
2601x Campaign - Expenditures	0.00
TotalOtherCurrentAssets	\$8,235,067.04
TotalCurrentAssets	\$21,331,932.65
TOTALASSETS	\$21,331,932.65
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2380 Accounts Payable	146,650.49
Total Accounts Payable	\$146,650.49
Credit Cards	
2600 Amazon/Synchrony	0.00
2700 Divvy Credit Cards Payable	15,580.68
2705 Credit Card (1849) 7082 Mackie	0.00
2706 Credit Card 7009 Cheryl	0.00
2707 Credit Card 7058 Nicole S.	0.00
2710 Credit Card (7108) 5075 Dani	0.00
2712 Credit Card 7116 Tracy	0.00
2713 Credit Card 7173 Luke	0.00
2714 Credit Card 7223 Janet	0.00
2715 Credit Card 0435 Pamela	0.00
2720 Credit Card 0592Whitney	0.00

Meridian Library District

Statement of Financial Position

As of August 31, 2022

	TOTAL
2722 Credit Card 7231 Nate	0.00
2723 Credit Card 7249 Hailey Roberts	0.00
2724 Credit Card 7280 Anne	0.00
2725 Credit Card 1708 (6795) Cheri	0.00
2730 Credit Card 1715 Gabrielle	0.00
2732 Credit Card 7818 Gretchen	0.00
2733 Credit Card 7867 Dawn	0.00
2735 Credit Card 1716(6944) Adm-Dawn	0.00
2740 Credit Card 1757(6985) Megan	0.00
2742 Credit Card 1765 (6993) Jeanie	0.00
2745 Credit Card 1773 (7017) Steve	0.00
2750 Credit Card 1781 (7025) Travis	0.00
2755 Credit Card 1799 (7033) Trisha	0.00
2760 Credit Card 1807 (7041) Azzia	0.00
2765 Credit Card 1815 Nicole Steiner	0.00
2770 Credit Card 1823 Maria	0.00
2775 Credit Card 1831 (7074) Audra	0.00
2780 Credit Card 1856 (7090) Justin	0.00
2785 Credit Card 1880(7124) Laura A.	0.00
2790 Credit Card 1898 (7132) Skye	0.00
2795 Credit Card 1906(7140) Kathleen	0.00
2800 Credit Card 1914(7157) Barbra	0.00
2805 Credit Card 1922 (7165) Nicole U	0.00
2810 Credit Card 1930 (7181) Allie	0.00
2815 Credit Card 1948 (7199) Erin	0.00
2820 Credit Card 1955(7207) Nick	0.00
2825 Credit Card 1971 (7256) John	0.00
2830 Credit Card 1989 (7272) Camille	0.00
2835 Credit Card 1997(8684) J Liebig	0.00
2840 Credit Card 2003(9971) Amanda	0.00
2845 Credit Card 2011 (0128) Emily B	0.00
2850 Credit Card 2029 Michele	0.00
2855 Credit Card 2041 Sirrah	0.00
2860 Credit Card 2045 (0484) Cheryl	0.00
2865 Credit Card 2052 (0492) Muhammad	0.00
2870 Credit Card 2060(7215) Alex	0.00
2875 Credit Card 2084 (2037) Jason	0.00
2880 Credit Card 2342 Nate Pedersen	0.00
2885 Credit Card 2846 (9867) Macey	0.00
2890 Credit Card 4396 Jill	0.00
2895 Credit Card 5616 Jenaleigh	0.00

Meridian Library District

Statement of Financial Position

As of August 31, 2022

	TOTAL
Total Credit Cards	\$15,580.68
Other Current Liabilities	
2300 Payroll Liabilities	191.95
2305 FICA withholding payable	-0.04
2310 Federal withholding payable	0.01
2320 State withholding payable	1,253.43
2330 PERSI withholding payable	-72.02
2340 401K withholding payable	0.00
2345 Select Health	5,296.09
2346 Medical - Cobra	0.00
2350 Parsi Life withholding payable	-945.73
2351 Parsi Payable	211.85
2352 Nationwide Withholding	-140.88
2354 FSA Discovery Reserve	6,371.12
2355 Dental	315.57
2357 Unum Payable	0.00
2360 AFLAC	-531.30
2365 United Heritage	-1,529.85
2370 Garnishments	0.00
2400 Accounts Payable -Other	4,395.78
2405 Accrued Wages	0.00
2410 Sales/Use tax payable	0.00
Sales Tax Payable	-245.14
Total OtherCurrent Liabilities	\$14,570.84
Total Current Liabilities	\$176,802.01
Total Uabllitles	\$176,802.01
Equity	
1170.1 Restricted HRA balances	138,449.07
2535.1 Aspire 18-22	0.00
2535.2 CBH Homes 18-28	0.00
2535.3 Grimaldis - Family Trivia	0.00
2535.4ICFL-Make ItGrant 18-23	0.00
2535.5 ICFL - Make It Grant 18-21 YS	0.00
2535.6 Tween Advisory Board Book Purch	0.00
2535.7 Meridian Kiwanis -Books by Mail	0.00
2536 Meridian Historical Society Funds	13,113.76
2536.11 Friends - Holiday Party	0.00
2536.12 MayorBook-15/16 expense	0.00
2536.13 Friends-BookABike Program	0.00
2536.14 Friends - SR prizes Adults	0.00
2536.16 Friends -Staff Picnic	0.00
2536.3 Friends C/O Balance-PreFunk	0.00

Meridian Library District

Statement of Financial Position

As of August 31, 2022

	TOTAL
2536.4 Friends C/0-Headstart postage	0.00
2536.6 Friends C/0-AD SR Prizes	0.00
2536.7 Friends C/0-CH SR Prizes	0.00
2536.8 \CFL C/0 -unBound Teen	0.00
2536.9 MayorBook-C/0 balances	0.00
2537.1 Meridian Lions -Baby Lit Kits	0.00
2602 Campaign - C/0 transfer income	0.00
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
Opening Bal Equity	0.00
Net Revenue	2,608,114.92
Total Equity	\$21,155,130.64
TOTAL LIABILITIES AND EQUITY	\$21,331,932.65

4th AMENDMENT OF LEASE

This 4th Amendment of Lease is made _____, between SUNDANCE INVESTMENTS, L.L.L.P. ("Landlord"), whose address is 3405 E. Overland Road, Suite 150 and MERIDIAN FREE LIBRARY DISTRICT ("Tenant"), whose address is 1326 W. Cherry Lane, Meridian, ID, who agree as follows:

1. Recitals. This Amendment of Lease is made with reference to the following facts and objectives:
 - a. Landlord and Tenant entered into a written lease dated October 22, 2008 which was amended on November 4, 2008, September 25, 2012 and August 16, 2017 (collectively, the "Lease") in which Landlord leased to Tenant, and Tenant leased from Landlord, premises located in the City of Meridian, County of Ada, Idaho, commonly known as 3531 E. Overland Road ("Premises").
 - b. The Term of the Lease is scheduled to expire at 11:59 p.m. on September 30, 2022.
 - c. The parties desire to extend the term of the Lease for a period of sixty (60) months.
2. Extension of Term. The term of the Lease shall be extended for an additional period of five (5) years from and after October 1, 2022, so that the term of the Lease shall extend to and include September 30, 2027.
3. Minimum Monthly Rent. Commencing October 1, 2022, Minimum Monthly Rent for the extended term shall be revised as follows and shall be payable pursuant to the provisions of the Lease. Landlord and Tenant agree on the following scheduled Minimum Monthly Rental Rate:

October 1, 2022 – September 30, 2023	\$ 9,607.30 per month
October 1, 2023 – September 30, 2024	\$ 9,895.52 per month
October 1, 2024 – September 30, 2025	\$ 10,192.38 per month
October 1, 2025 – September 30, 2026	\$ 10,498.16 per month
October 1, 2026 – September 30, 2027	\$ 10,813.10 per month
4. Tenant's Termination Option. Provided Tenant is not in default of the Lease at the time notice is given or at the time of termination, Tenant shall have the option to terminate this Lease on or after March 31, 2024 by notifying Landlord, in writing, one hundred eighty (180) days prior to the intended termination date.
5. Landlord's Termination Option. In the event the annual operating expenses associated with the Tenant's pro-rata use of the Building increases to a level exceeding three percent (4%) of the previous year, Landlord shall have the option, but not obligation, to terminate this Lease on or after March 31, 2024 by notifying Tenant, in writing, one hundred eighty (180) days prior to the intended termination date, unless an agreement can be reached with Tenant for payment of the additional expenses within said one hundred eighty(180) day period.
6. Effectiveness of Lease. Except as set forth in this Amendment of Lease, all the provisions of the Lease shall remain unchanged and in full force and effect. In the event of any inconsistency or ambiguity between the terms of this Amendment and the other terms of the Lease, the terms of this Amendment shall prevail.

AGREED:

LANDLORD

Sundance Investments, L.L.L.P.
By: its General Partner,
THE SUNDANCE COMPANY

By _____
Christopher L. Anderson
Its: President

TENANT

Meridian Free Library

By _____
Print _____
Its _____

Director Report – August 2022

To: Meridian Library District Board of Trustees

From: Nick Grove, Library Director

Date: September 2022

Director Goals for the First Year

- Hire admin staff to fill all vacancies
- Hold a manager/supervisor/admin retreat
- Evaluate best long-term organizational structure options
- Successfully open the new Orchard Park branch
- Finish negotiations and start construction on the South Branch
- Begin conversations with MSR and CM Company regarding the Cherry Laneremodel

August 2022 recap

- Public Records Requests
 - We received 11 public records requests in the month of August. One was from the press and the remaining ten were from four Meridian residents. All public records requests have been closed, either through successful transmission of records requested or due to lack of followup response from the requestor. The primary reason a response was required from the requestor was due to a lack of a specified date of the information requested. All public records requests have been done in consultation with our legal counsel at Borton and LakeyLaw.
- Requests for Reconsideration
 - We had a total of 5 requests for reconsideration completed in August from 2 Meridian residents for 3 books. All requests were either reviewed through our internal review process as outlined in the Collection Development Policy or had previously gone through the review process. All books were determined to meet the criteria set forth in the Collection Development Policy, thus all were retained in the collection. One book, *Sex is a Funny Word*, was relocated to the Parent/Teacher Colleciton to better align it with the intended audience. The other three books were determined to be located in the appropriate sections of the library based on their content and intended audience. The titles of the other three books are: *Wait, What?*, *Flamer*, and *Gender Queer*.
 - Each of the challenged books have themes of LGBTQ+ and/or sex. All of these titles have been on lists of books targeted by a coordinated attack to remove LGBTQ+ themed materials nationwide.
- Board Meetings
 - We had a total of 5 board meetings in the month of August, 4 special meetings and one regular monthly meeting.
 - The monthly board meeting from August had over 200 people in attendance and 100 people online. Much of the unusually high number of attendees were

attracted to the meeting due to over media coverage of talk about dissolving the library district and attempts to ban books due to a misrepresentation of the content of select materials.

- We held 3 budget special meetings to approve the FY22 amended budget and the proposed FY23 budget. The process was initiated at the beginning of August using budgets prepared by the interim library director but under further review needed to be changed which thus required restarting the budget approval process.
- The other special board meeting was held on August 3, at which time the Board interviewed 5 candidates to fill the 2 open seats vacated by Trustee Ricks and Trustee Hirsch. The two candidates selected to fill those seats are Trustee Cummings and Trustee Hart, these seats will be up for election in May 2023.

● HR Updates

- Applications reviewed: 71 applicants for 7 job positions
- Posted 19 job openings
- Performed 21 phone screen interviews
- Conducted 13 interviews
- Made 8 job offers
- Had 1 temporary and 4 permanent position changes
 - Audra Green - Interim Assistant Director
 - Brooke C. - 19hr LA (Library Assistant) with Youth Services (YS) to 40hr LA with YS
 - Jana C. - 19hr LA with YS to 29hr LA with YS
 - Beck M. - 20-29hr LA with Information Services to 40hr LA with Reader Services
 - Angie C. - 19hr LA with YS to 40hr Associate Librarian with YS
- Terminated 7 employees via resignations
- Held 2 onboarding orientations
- Welcomed 2 new external hires
 - Kaley M. - Library Assistant
 - Ema Brenneman - Accounting and Finance Manager
- Salary Schedule -
 - We have updated the salary schedule to align with the changes approved by the Board during the August 31, 2022 meeting.
 - The Library Page positions have been moved into the empty pay grade previously listed as grade 2, increasing their base starting pay from \$10.98 to \$12.08/hr. The pay grade numbers were updated to reflect this change across the entire Salary Schedule.
 - We increased the base pay for employees who fell in pay grade 3 previously (pay grade 2 with the updates proposed during this meeting) from \$13.05 to \$14.50/hr.
 - We have moved several positions on the Salary Schedule to better align with similar position titles and job duties (i.e. Specialists on the same line, Coordinators on the same line).

- We removed the previously approved Communications position from the coordinator level back to the manager level to align with the current position title (the position was changed to a Coordinator position only on the Salary Schedule earlier this summer, but the changes to the job description were never approved).
 - We added the new Executive Assistant position to the salary schedule on the pay grade that most closely aligned with the job duties proposed for that position, and moved the HR Assistant up to that same line due to the job duties.
 - We have moved the Foundation Manager position to the Manager job title line.
 - A new pay grade overarching title of “Administrative Manager” was added to the empty pay grade line 10 (previously 11) that was vacant to delineate the positions that carry more legal and sensitive responsibility from other management titles.
- Capital projects
 - Met with Bryan Stelmack (*Stifel*) and Eric Heringer (*Piper | Sandler*) to discuss how the South Branch will be financed.
 - Toured Orchard Park a couple of times in August. The construction is still on pace to complete at the end of December with the library able to begin moving in at the beginning of January. Most of the walls have been installed and a good portion of the ceiling is now complete. There was an issue with placement of bollards on the south side of the building but CM Company was able to work it with the developer’s contractors.
 - Discussions regarding South Branch have been restarted and a couple of meetings have been set, more information regarding this project will be shared next month.
- LYNX Director’s meeting
 - The directors from all of the LYNX libraries met at Eagle Public Library to discuss the transition of the ILS from being hosted on City of Boise servers to a cloud hosted solution. We also discussed future cost sharing models, potential LYNX courier expansion to libraries not currently serviced, and bylaws of the consortium. We discussed the formation of a potential unincorporated nonprofit organization and a joint powers of agreement; the agreement was to have legal counsel review the potential options and provide feedback for the next meeting.
 - LYNX! will now be known as the Lynx Library Consortium moving forward.
 - Consortium cost sharing was discussed and several models were reviewed. We voted on and agreed to a model similar to what has been in place and budget for the ILS move using contingency funds. The Contingency Fund will be used for select cost increases over the next 5 years and reduced to a more manageable amount, this will result in a reduction of shared costs being allocated for the Contingency Fund account. A revised cost share agreement will be voted on in March 2024.

- Other updates

- I was interviewed by the Idaho Statesman, I have not yet seen an article containing that interview.
- Ema worked with Ada County and successfully submitted this year's L2filing.
- I have participated in the RFQ process selecting a team to complete a new Destination Downtown report for Meridian Development Corporation. I also was invited to participate in a roundtable discussion at Meridian City Hall with a development consultant representing a municipality outside of Louisville, Kentucky.
- Setting up accounts with financial institutions. The process has been challenging for some of the accounts but has given me the opportunity to learn more about each of the various accounts we have.
- A new vehicle was purchased to replace the 1997 Ford Windstar van. The new vehicle, a white RAM ProMaster City, will be used primarily for HomeDelivery.





Executive Assistant

Position Summary

Under the direct supervision of the Library Director, the Executive Assistant performs a wide variety of complex administrative support duties directly for executive leaders and/or senior leadership. The Executive Assistant performs duties with high technical skills, business communication capabilities, organization techniques, and administration techniques. Exercises independent judgment and initiative on assignments that are sensitive in nature and demonstrates ability to deal with high level contacts inside and outside the organization, maintaining confidentiality. May communicate and work with Board members, elected officials, legal counsel, library leadership and staff, industry and professional groups, and the media. Gathers and prepares information relative to the executive's function as assigned. May coordinate purchasing activities.

Duties and Responsibilities

Essential

Coordination and Communication

Manages and provides effective support for the Executive Director, the Board of Trustees, and governance activities of the Library. Prioritizes and ensures completion of commitments by the Library Director and Board of Trustees. Ensures system and departmental goals and objectives are met.

Manages communication for the Library Director, the senior leadership, and Board of Trustees, providing information and handling issues that may require sensitivity and the use of sound independent judgment. Communicates on behalf of the Library Director and Board of Trustees with individuals, community groups and leaders, governmental agencies, attorneys, and professional library organizations regarding planning, collaborative efforts, projects, and operational matters as assigned.

Manages, prioritizes, coordinates, and processes Public Records Requests in accordance with legal requirements.

Coordinates with Director, Managers, departments, and branches in planning, developing, and maintaining interdepartmental efforts including operational activities; oversees, leads and participates in multi-department business projects. Manages schedule between aforementioned groups and Library Director.

Meetings and Representation

Participates on the Administrative team, to set and implement long-term and short-term strategies to achieve the vision of the Library as established by the Board of Trustees. Positively reflects the Meridian Library District's mission, vision, and values to members of the public and to staff; represents the Library to and interacts with community groups, outside organizations, and the general public. Accurately communicates the

Library's policies to Library employees and members of the public; oversees responses to public and staff inquiries and facilitates the timely resolution of issues. Works in conjunction with Leadership to ensure staff compliance with Library policies, procedures, service standards, regulatory requirements, and safety practices.

Serves as clerk to the Board of Trustees; responsible for governance meeting administration including preparation and/or drafts Board policies, resolutions, reports, fact sheets, correspondence, meeting agendas and minutes; coordinates meetings. Ensure that actions and records of the Board are in compliance with legal requirements.

May receive and screen visitors, telephone calls, and emails for Library Director; providing information and handling issues that may require sensitivity and the use of sound independent judgment. Manages heavy calendar activity by resolving conflicting demands; scheduling/rescheduling meetings, coordinating meeting logistics (e.g., conference, agenda, catering, and audio/visual equipment, meeting materials).

Records and Reports

Maintains accurate records, collects statistics, tracks performance measures and prepares reports related to library services and events to include attendance, outcomes, evaluation, costs, etc. as required by administration. Completes clerical tasks such as record maintenance, compiling lists and drafting resource guides in both an office setting and remotely as needed. Keeps information accessible by sorting and filing documents, maintains organization of Administration digital folders. Prepares and organizes documents, including some documents for board meetings and mailings. Ensures the correspondence is accurate and free from grammatical errors. Maintains good attendance and timekeeping records.

Collects departmental reports in preparation for monthly Board meetings, working in conjunction with the Library Director to draft the monthly final Board report. Assists Library Director in disclosing Board approvals and updates to all library staff after Board meetings, and assisting with and sharing arrangements of the policies with the appropriate library staff after completing final draft revision. Tracks and places the changes and revisions of documents and policies in appropriate retention locations according to Meridian Library District's Records Retention Schedule.

Customer Service

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

Marginal

May answer phones and assist other departments and/or patrons with questions. May serve as Notary Public for the Library, providing related assistance to library staff, and/or members of the public.

Performs other duties as assigned.

Minimum Qualifications

Draft Revision: 9-7-2022
Board Approved: 9-21-22

Knowledge, Skills, and Abilities:

Demonstrated commitment to diversity, equity, and inclusion.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, coworkers, and community partners. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations. Must be able to work alone on site, as well as remotely.

This position requires flexibility in schedule, and the ability to juggle many tasks and priorities. The Executive Assistant must be detail-oriented and accurate with exceptional organizational skills. The incumbent must have a positive attitude, highly professional integrity, be able to work independently or as a team, and be comfortable with change and problem solving.

Proficient with standard computer applications (including Microsoft Office and Google applications), basic graphic design concepts, and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies.

Experience: 1-3 years of administrative or office support experience, or equivalent experience, training, and/or education

Education: Associate's Degree in Business Administration or related field.

Training, Licenses, or Certifications: Valid driver's license

Supervisory Responsibility: None

Preferred Qualifications: An Associate's or Bachelor's degree. Bilingual, preferably Spanish-English, Russian-English, or other languages. Desired personal attributes include: a positive approach to interacting with the public, a continuous desire to update technology skills, and a sense of humor. Knowledge of Airtable, infographics, and presentation tools.

Working Conditions

Physical Requirements: The job requires the employee to sit (frequently); occasionally stand and stoop/bend; walk, kneel, squat, crouch, balance, twist/turn, and maintain flexibility; perform manual dexterity movements; constantly see, hear, listen, and speak clearly. The job also requires the employee to lift and carry up to 10-25 lbs.

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

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used computer applications copiers, printers, and email, cloud environments, and the internet. This position must be able to use the library's systems and databases. The job requires the

employee to operate and troubleshoot general office equipment. This position may occasionally operate a library passenger vehicle.

Expected Hours of Work: The job requires the employee to work a daytime schedule Monday-Friday, but the incumbent may be required to attend meetings or respond to requests after normal business hours and on weekends as needed.

Work Environment: The job requires the employee to work on repetitive tasks, work alone, work remotely, and work around others. The position subjects the incumbent to have verbal contact with others, have face-to-face contact, and be subject to inside environments.

Expected travel: This job requires limited travel throughout the library district.

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

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

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



Hours of Operation

October 1, 2022 – September 30, 2022

Cherry Lane Library
1326 W Cherry Lane

Monday 9am – 8pm
Tuesday 9am – 8pm
Wednesday 9am – 8pm
Thursday 9am – 8pm
Friday 9am – 6pm
Saturday 10am – 5pm
Sunday 1pm – 5pm

Tiny Library
5159 S Hillsdale Ave

Monday 9am – 1pm
Tuesday 9am – 1pm
Wednesday 9am – 1pm
Thursday 9am – 1pm
Friday 9am – 1pm
Saturday 9am – 1pm
Sunday - Closed

Orchard Park Branch**
1267 W Chinden Blvd

Monday 9am – 8pm
Tuesday 9am – 8pm
Wednesday 9am – 8pm
Thursday 9am – 8pm
Friday 9am – 6pm
Saturday 10am – 5pm
Sunday 1pm – 5pm

unBound
722 NE 2nd Street

Monday 9am – 8pm
Tuesday 9am – 8pm
Wednesday 9am – 8pm
Thursday 9am – 8pm
Friday 9am – 6pm
Saturday 10am – 5pm
Sunday - Closed

Silverstone Branch
3531 E Overland Road

Monday 9am – 8pm
Tuesday 9am – 8pm
Wednesday 9am – 8pm
Thursday 9am – 8pm
Friday 9am – 6pm
Saturday 10am – 5pm
Sunday 1pm – 5pm

**The Orchard Park Branch is slated to open in Spring 2023.



2023 Holidays and Closures

January 1	New Year's Day
January 16	Idaho Human Rights Day / Martin Luther King Jr. Day
February 20	Presidents' Day
April 9	Easter Sunday
May 29	Memorial Day
June 19	Juneteenth
July 4	Independence Day
September 4	Labor Day
November 23	Thanksgiving Day
November 24	Day after Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day