



**NOTICE OF LIBRARY BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
10/19/2022**

The regular meeting of the Board of Trustees of the Meridian Library District will be held at 7:00 p.m. on Wednesday, October 19, 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/85498750748?pwd=aGZETVd1czEwWlhIZTJBS1NIWnR5UT09>

Meeting ID: 854 9875 0748

Passcode: 8884451

Join by Phone: 1 (719) 359-4580

**MEETING AGENDA**

**1. Public Comment:**

Individuals in person will be given three minutes to speak. Comments are not accepted via Zoom during the meeting. The public comment portion of the meeting is limited to a maximum of fifteen minutes; however, comments may be submitted to the Board in writing prior to the meeting via the form listed found here, <https://www.mld.org/message-board-trustees>. Written comments regarding an agenda item for a specific meeting date, must be received 24-hours in advance of the applicable meeting to allow for routing and board member review. Messages are shared with the full Board and included in the public record.

- 2. Consent Agenda:** Consent agenda items are considered to be routine and are acted on with one motion. There will be no separate discussion on these items unless a member of the library board requests an item to be removed from the Consent agenda for discussion. [ACTION ITEM]
  - a. Public Budget Meeting Minutes, August 17, 2022
  - b. Special Meeting Minutes, September 7, 2022
  - c. Regular Meeting Minutes, September 21, 2022
  - d. **Policy review/revision:** Employee Handbook Addendum, Volunteer Policy
  - e. **Job Description Revision:** Public Services Librarian, Youth Services Librarian
- 3. Approval September 2022 Financial Reports [ACTION ITEM]**
- 4. Library Director Report**
- 5. Orchard Park update from branch manager Travis Porter**
- 6. South Branch update from Library Director Nick Grove**
- 7. MLD Board Bylaws [DISCUSSION 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  
9/21/2022**

The regular meeting of the Board of Trustees of the Meridian Library District was held at 7:00 p.m. on Wednesday, September 21, 2022. The meeting was 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

**BOARD PRESENT:** Megan Larsen, Board Chair; Jeff Kohler, Vice-Chair; Laura Knutson, Treasurer, (Virtual) Josh Cummings, Trustee; Destinie Hart, Trustee

**STAFF PRESENT:** Nick Grove, Library Director; Ema Brenneman, Accounting & Finance Manager; Audra Green, Outreach Manager & Interim Assistant Director

**GUESTS:** 28

Larsen opened the meeting at 7:02 p.m.

**MEETING AGENDA**

0. Public comments historically in the district include public comments on the agenda. This was inadvertently omitted this time, and so the Chair proposes adding it as Item O. Comments will be held for 15 minutes total, with a maximum of 3 minutes per speaker. To clear up any misconceptions in the audience, we are not required to comment, in our bylaws in the order of business comments may be taken except guest comments at the discretion of the board chair at the making of the agenda. Tonight we are allowing that.

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

Kohler made a MOTION to approve the Consent Agenda, with all the proposed changes Hart seconded. All in favor, none opposed. MOTION carries.

1. a. **ICRMP Annual Renewal**, is time sensitive and needs to be completed by the end of September. Kohler made a MOTION to approve the Renewal, Hart seconded. All in favor, none opposed. MOTION carries.
2. **Approval of August 2022 Financial Reports** [ACTION ITEM] Kohler made a MOTION to approve the

August 2022 Financial Reports, Hart seconded. All in favor, none opposed, MOTION carries.

3. **Library Director Report** We had 11 public records requests, requests for reconsiderations, and 5 board meetings. HR had 71 applicants for 7 job positions. We now have an accounting & Finance Manager, and the Salary Schedule we approved will make the positions better aligned with other titles. A Communications & Marketing Person, Jennifer Greutz starts next week. Discussions on S. Branch have been restarted, more on that next month. Directors from all the Lynx libraries met at Eagle Library to discuss the changes to expect and will now be the Lynx Library Consortium. We replaced the Ford Windstar with a Ram ProMaster City for Home Delivery.
4. **Approve Executive Assistant job description [ACTION ITEM]** Cummings made a MOTION to Approve the Executive Assistant job description, and Kohler seconded. All in favor, none opposed. MOTION carries.
5. **Approve Paid Parental Leave Policy [ACTION ITEM]** Kohler made a MOTION to Approve Paid Parental Leave Policy, which Hart seconded. All in favor, none opposed. MOTION carries.
6. **Approve 2022-2023 Hours of Operation [ACTION ITEM]** Kohler made a MOTION to Approve 2022-2023 Hours of Operation, Cummings seconded. All in favor, none opposed. MOTION carries.
7. **Approve 2023 Holiday Closures [ACTION ITEM]** Hart made a MOTION to Approve 2023 Holiday Closures, and Kohler seconded. All in favor, none opposed. MOTION carries.
8. **Future Agenda Items.** S. Branch, Brighton & team. Training for our board next a couple of meetings. Travis updated on Orchard Park, have Travis give the board a tour.

MEETING ADJOURNED AT 7:50 P.M.

The next scheduled regular meeting for 7:00 p.m., October 19, 2022

RESPECTFULLY SUBMITTED AND APPROVED

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Nick Grove, Director

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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.*



## 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

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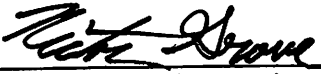
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The next regular meeting is scheduled for 7:00 p.m., Wednesday, September 21, 2022.

RESPECTFULLY SUBMITTED AND APPROVED

  
\_\_\_\_\_  
Nick Grove, Library Director

  
\_\_\_\_\_  
Megan Larsen, Board Chair



**NOTICE OF LIBRARY BOARD OF TRUSTEES  
SPECIAL MEETING  
09/07/2022**

A special meeting of the Board of Trustees of the Meridian Library District was held at 12:00 p.m. on Wednesday, September 7, 2022. The meeting was held in the small conference room at Cherry Lane and via Zoom with the public invited to attend.

<https://us02web.zoom.us/j/82544899689?pwd=ZkFJUk45L2Nxcnlnek43M2ZHMENCdz09>

**Trustees Present:** Megan Larsen, Board Chair,(virtual); Jeff Kohler, Vice-Chair; Destinie Hart, Trustee; (virtual); Absent: Laura Knutson, Treasurer; Josh Cummings, Trustee

**Staff Present:** Nick Grove, Library Director; Ema Brenneman; Accounting and Finance Manager; Audra Green, Interim Director, Outreach Manager; Jason Su, District Support Services Manager

**Guests:** None

Phone: 1-309-205-3325  
Meeting ID: 825 4489 9689  
Passcode: 8884451

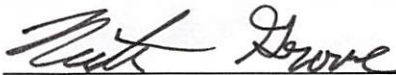
**Meeting Agenda:**

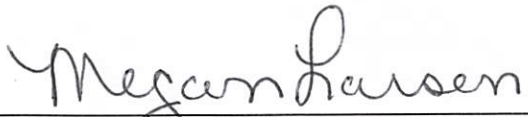
1. Call to Order: Larsen called the meeting to order at 12:07 p.m.
2. Approval of FY23 Recovered Forgone Resolution [ACTION ITEM] Kohler made a MOTION to approve the FY23 Recovered Forgone Resolution as listed, Hart seconded. All in favor, none opposed. MOTION carries.

Meeting adjourned by Megan Larsen at 12:09 p.m.

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

RESPECTFULLY SUBMITTED

  
\_\_\_\_\_  
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 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](mailto:director@mld.org); Mail to: Meridian Library Board of Trustees, Attn: Library Director, 1326 W Cherry Lane Meridian, ID 83642.*



## FY23 RECOVERED FORGONE TAX RESOLUTION

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WHEREAS, Meridian Library District (the “District”), is a public corporation duly organized and existing as a library district under and pursuant to the Constitution and laws of the State of Idaho;

WHEREAS, the District desires to comply with Idaho Code § 63-802 regarding forgone tax recovery available to the District;

WHEREAS, The Board of Trustees states that the District has complied with all public notification requirements;

WHEREAS, the Board of Trustees desires to recover the maximum recoverable forgone balance of \$72,217 for M&O;

WHEREAS, the Board of Trustees desires to recover the maximum recoverable forgone balance of \$216,651 for Capital Projects;

**NOW THEREFORE BE IT RESOLVED THAT Meridian Library District declares to recover forgone tax of \$288,868 in FY23.**

The above Resolution is adopted this 7<sup>th</sup> day of September 2022.

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Nick Grove  
Library Director

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Megan Larsen  
Chairperson of the Board of Trustees



## **MLD Employee Handbook Addendum**

This addendum to the Employee Handbook is to provide employees with information about the safety guidelines and, working arrangements through the end of the COVID-19 pandemic. It also outlines the new PTO policy for 19-hour employees, which will be added to the Employee Handbook with the FY23 Employee Handbook revision.

*MLD management reserves the right to modify or suspend this policy at any time in its Sole discretion.*

### **COVID-19**

#### **1. PREVENTATIVE SAFETY MEASURES**

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

Meridian Library District is observing the below additional measures during the pandemic to prevent spread of COVID-19:

- Providing adequate, accessible sanitation and hand hygiene supplies for staff, patrons and vendors.
- Requiring employees to use face coverings while in public buildings when Ada County is identified as being in the HIGH COVID Community Level as outlined by the CDC and Central District Health, except for individuals who are unable to wear a mask due to a health condition or disability.
- Requiring employees who are ill to stay home(see HR for timeline), or those who have had a known COVID-19 exposure to mask for 10 days and obtain a COVID-19 test on day 5 after the exposure.
- Utilizing teleworking arrangements for duties that do not require in-office presence.

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

- Complete a health self-assessment before entering the library buildings when Ada County is identified as being in the HIGH COVID Community Level as outlined by the CDC and Central District Health, unless prevented from doing so by a health condition or disability. Employees who are able to work alone in closed-door offices are not required to wear a mask all day, but may do so if they so choose.
- Wear a face mask when in library buildings when Ada County is identified as being in the HIGH COVID Community Level as outlined by the CDC and Central District Health, unless prevented from doing so by a health condition or disability. Employees who are able to work alone in closed-door offices are not required to wear a mask all day, but may do so if they so choose.

*Approved by Meridian Library Board of Trustees October 19, 2022*

*Revision Approved March 16, 2022,*

*Revision September15, 2022*

- Follow current CDC Isolation and Precautions Guidelines.
- Practice good hygiene. Wash hands frequently, including before and after work. Avoid touching face, nose, mouth or mask.
- Cover coughs and sneezes.

*15 – 19 Hour Employee PTO Policy*

On August 31, 2022, **the Meridian Library Board of Trustees approved our FY23 budget.** In this budget, we requested the allocated funds for PTO accrual to be provided to our 15-19 hour employees. The Board approved that request. Going forward, MLD will apply the following allocation of PTO hours to employees who have been in the applicable hourly positions consecutively for 12 months. **All rules and regulations outlined in the current Employee Handbook regarding PTO accrual and use apply to staff who are in 15-19 hour positions with the District.**

*Approved by Meridian Library Board of Trustees October 19, 2022  
Revision Approved March 16, 2022,  
Revision September 15, 2022*

## **Volunteer Policy** (<https://www.mld.org/volunteer-policy>)

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### **Purpose**

The Meridian Library District Volunteer Program is designed to expand and enhance public service to the community in support of the library's mission. The Meridian Library District may utilize the helpful services of interested volunteers to supplement the work done by library staff but not replace employee positions. Volunteer service aids the library in making the best use of its fiscal resources.

### **Volunteer Coordination**

A District-wide Volunteer Coordinator maintains the Volunteer Program, recruits volunteers, sets goals and guidelines, and provides assistance to library supervisors/managers and volunteer liaisons to ensure consistency district wide.

### **Definition of a Volunteer**

A volunteer is an individual who is 12 years of age or older, who contributes time, energy, and talents directly to the Meridian Library District without payment or the expectation of payment. Exceptions to the age requirement may be made by the Volunteer Coordinator, Library Director, or Assistant Director. All volunteers act in accordance with the policies of the library.

### **How to Become a Volunteer**

Volunteers serve the library with approval from and at the complete discretion of the Volunteer Coordinator, Library Director, or Assistant Director. The library may require volunteers to submit a Volunteer Form for the purpose of keeping records in accordance with library policies. Volunteers are invited to join the volunteer team based on their qualifications in relation to the needs of the library at any given time. Volunteer opportunities become available based on library need and availability of staff to supervise. If selected, volunteers will be contacted for a volunteer orientation or interview and may be subject to a background check. Volunteers under 18 years of age must have the application signed by a parent or legal guardian, except under certain event circumstances, such as "Service Saturday," where this may not be possible. Exceptions to this rule are at the discretion of the Volunteer Coordinator, Library Director, or Assistant Director.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Meridian Library District. Both the volunteer and the Meridian Library District have the right to terminate the volunteer's association with the library at any time, for any reason or no reason, with or without cause.

### **Equal Opportunity**

Volunteers are selected to serve the library without regard to race, color, religion, gender, national origin, sexual orientation, gender identity, disability, marital status, or military status.

### **Attendance and Absences**

Volunteers are expected to complete scheduled shifts. If a volunteer is unable to serve a scheduled shift, the library must be notified with as much advance notice as possible. Failure to notify the library or excessive absences may cause the library to reevaluate the volunteer's service with the library.

### **Training**

Volunteers are required to review important information relating to their role as a volunteer and may be asked to attend a volunteer orientation. Volunteers are required to complete any training deemed necessary by the Volunteer Coordinator, Library Director or Assistant Director for their volunteer tasks. Volunteers should bring their questions regarding volunteer tasks to the Volunteer Coordinator or library staff members.

### **Volunteer Expectations**

Volunteers are expected to promote and maintain exceptional levels of customer service while representing the library to the public. Volunteers are to be attentive to their assigned tasks and practice personal safety at all times. Volunteers shall follow all policies of the library. Volunteers must respect the library's technology, property, resources, and the privacy and confidentiality of patrons, staff, and volunteers. Volunteers should bring their concerns or questions to the Volunteer Coordinator or library management.

### **Other Important Notes:**

Meridian Library employees are not permitted to volunteer for Meridian Library programs, events or general opportunities.

General liability coverage is provided for volunteers operating within the scope of their assigned job duties.

Volunteers will not perform work in any Library facility when staff is not on the premises.

**Attendance and Absences**

Volunteers are expected to complete scheduled shifts. If a volunteer is unable to serve a scheduled shift, the library must be notified with as much advance notice as possible. Failure to notify the library or excessive absences may cause the library to reevaluate the volunteer's service with the library.

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# Public Services Librarian



## Position Summary

The Public Services Librarian performs professional librarian duties providing customer service, initiative and program development, training and direction to library patrons, staff members, and volunteers. The incumbent works with patrons, members of the community, and staff to access a variety of information resources ranging from conventional to those available by advanced technology. Works independently under general supervision.

The majority of work hours are spent leading and developing initiatives, developing programs, providing research help, and working public desks.

## Duties and Responsibilities

### *Essential*

#### **Project Management and Programming**

Develops and implements new and innovative initiatives and programs designed to generate learning outcomes and create interest and enjoyment for the community. Spearheads library initiatives including planning, development and project management. Conducts programs in person and remotely. Creates project management plans and timelines. Determines program content. Negotiates contracts with presenters. Prepares and presents programs of interest and need to the community. Provides instruction in both formal and informal environments. Works with community agencies to bring educational programs to the public. Evaluates and records program statistics. Coordinates advertising and marketing of library programs. Identifies grants to provide monetary and in-kind donations to support library programs and initiatives. Represents the Library MLD in the community (or to the public).

#### **Customer Service**

Provides excellent customer service. Drawing upon advanced knowledge of library resources and practices, provides circulation, reader's advisory, and informational and reference assistance to a variety of patrons from diverse backgrounds, including but not limited to, reference and research help, information literacy, ~~reader's advisory~~, homework help, and advanced technology assistance. Facilitates access to the library collection and resources through a variety of formats. Makes customer focused decisions based on library policies and procedures. Resolves patron issues in a positive, friendly manner. Performs reference interviews and advises patrons about library materials, resources, and technology equipment. Provides embedded library services to various organizations within the community. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity. Arrives at work location on time, ready to interact with the public.

#### **Planning and Communication**

Leads and participates in system-wide and in-house committees to research, recommend, develop and implement department policies and procedures related to intellectual freedom, customer access to information,

user experience, collection development, work processes and to address issues affecting the library currently and in the future.

### **Operations**

Assists manager with managerial duties including resolving customer disputes, scheduling, and acting as person in charge in the supervisor's absence. Leads and develops staff training. Performs some circulation duties including issuing cards, checking materials in and out, reserving books, collecting fees, and answering the phone. Promotes library collections, services, and programs. Performs duties required of daily library operations, including opening and closing procedures.

### **Research and Reports**

Assists patrons with research, conducting peer studies and market research. Maintains an advanced knowledge of library resources and practices and an awareness of current trends and technologies through regular review of professional literature and participation in continuing education opportunities such as seminars and workshops. 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. Produces program plans that include ways to measure learning outcomes and track program success. Completes clerical tasks such as record maintenance, compiling lists and drafting resource guides in both an office setting and remotely. Maintains personal and public calendars to ensure room availability and program promotion. Maintains good attendance and timekeeping records.

### ***Marginal***

Is professionally active; identifies and participates in professional development opportunities. Reads widely to keep in touch with library trends, developments, and new technology and contributes ideas and suggestions to colleagues and library staff members.

Accepts and directs the work of volunteers. Assumes supervisory responsibilities when assigned. Performs other duties as assigned.

### ***Minimum Qualifications***

#### ***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, 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.

Proficient with standard office applications (including Microsoft Office and Google applications), online library automation system 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. Proficient

in the principles of project management. Able to oversee multiple large scale projects and effectively manage time.

**Experience:** One to three years professional library experience. Supervisory experience preferred.

**Education:** Master of Library Science (MLS) or Master's Library and Information Science (MLIS) degree from an American Library Association (ALA) accredited institution (enrolled or completed) or equivalent education and experience.

**Training, Licenses, or Certifications:** Valid Idaho driver's license in good standing, or the ability to obtain one.

**Supervisory Responsibility:** Accepts and directs the work of volunteers. Assumes supervisory responsibilities when assigned.

**Preferred Qualifications:** Supervision and/or programming experience and bilingual, preferably Spanish-English, Russian-English or other languages. Experience using restorative practices. Experience measuring outcomes. Desired personal attributes include: a positive approach to interacting with the public, a continuous desire to update technology skills, and a sense of humor, a passion for engaging patrons from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services.

### **Working Conditions**

**Physical Requirements:** The job requires the employee to sit (frequently); occasionally stand, stoop/bend, and maintain flexibility; perform manual dexterity movements; constantly walk, see, speak clearly, hear, and listen. The job also requires the employee to frequently lift and carry 10-25 lbs; occasionally lift and carry 50 or more pounds while twisting and turning; 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, and social media. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as smartphones, tablets, e-readers, gaming equipment, new consumer technology, and book carts. This position may drive a library vehicle.

**Work Environment:** The job requires the employee to be subjected to repetition, working with community partners, 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. This job also requires safely driving a variety of vehicles and understanding vehicle maintenance.

**Expected Hours of Work:** The job requires the employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule is subject to change at any time at the discretion of management.



**Expected Travel:** The job requires travel throughout the library district to conduct programs and occasional travel for outreach, training, conference activities, and attendance at community and business events.

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

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

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

# Youth Services Librarian



## *Position Summary*

The Youth Services Librarian performs a variety of direct public service work and outreach, specifically targeting youth between the ages of 0-18. This position plans, promotes, and implements library services, programs, and outreach for youth. The Youth Services Librarian uses advanced knowledge of childhood development and early literacy to provide exceptional service to children and their caregivers in the Meridian community.

## *Duties and Responsibilities*

### *Essential*

Plans, designs, implements and evaluates library programs that align with strategic goals and responds to identified community needs. Continuously evaluates programs to make improvements based on attendee and management feedback. Promotes library collections and services by publicizing programs. This may include coordinating outside presenters and experimenting with new ideas and concepts or working with staff and community partners on community outreach efforts. Assists in planning department spending to adhere to budgetary requirements.

Provides information and reference to a variety of patrons from diverse backgrounds (young people, caregivers, teachers, etc.) using advanced knowledge of library resources and practices. Assistance may include, but is not limited to, reader's advisory, homework help, and advanced computer assistance. Assistance may be by phone, online, or in-person. Assists in maintaining a pleasant, inviting, and safe environment. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity. Conducts research in several areas, including literacy, current trends and school projects. Develops effective community relationships with local organizations and community groups to leverage programs and services to meet community needs. Represents Meridian Library District in the community.

Performs circulation duties including issuing cards, checking materials in and out, reserving books, collecting fines, and answering the phone. Promotes library collections, services, and programs. Responsible for ensuring these functions can happen in remote settings away from the library. Maintains confidentiality of patron information. Excellent interpersonal/customer services skills; ability to be consistently pleasant, positive and responsive to a diverse public and staff.

Is professionally active; identifies and participates in professional development opportunities. Reads widely to keep in touch with library trends, developments and new technology and contributes ideas and suggestions to colleagues and library staff members.

### *Marginal*

Assists with creating appropriate and appealing collection displays, the general state and appearance of the youth services collection, and ideas that foster a welcoming and attractive youth services department.

Maintains statistical information and generates reports as necessary.

MLD Board Approved: 10/19/2022

Revised: 10/14/2022

Applies for outside grants for supplemental funding as appropriate.

Performs other duties as assigned.

### ***Minimum Qualifications***

#### ***Knowledge, Skills, and Abilities:***

Demonstrated commitment to diversity, equity, and inclusion.

Proficient with standard Microsoft applications (including Office applications), online library automation system 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.

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, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

The job requires the ability to identify outreach opportunities and to both bring people to the library while serving those who cannot make it to a physical location.

***Experience:*** 3 years professional library experience. Programming experience required. Supervisory experience preferred.

***Education:*** Master of Library Science (MLS) or Master of Library and Information Science (MLIS) degree from an American Library Association (ALA) accredited institution or equivalent education and experience.

***Training, Licenses, or Certifications:*** Valid Idaho driver's license in good standing or the ability to obtain one.

***Supervisory Responsibility:*** Accepts and directs the work of volunteers, junior librarians, and interns. Assumes supervisory responsibilities when assigned.

***Preferred Qualifications:*** Desired personal attributes include an awareness of the entire community, sense of humor, a passion for engaging patrons from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services.

Bilingual, preferably Spanish-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 25 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, and social media. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as smartphones, tablets, e-readers, gaming equipment, new consumer technology, and book carts.

**Work Environment:** The job requires the employee to be subjected to repetition, working with community partners and in their facilities, working alone, working away from the library, working around others, verbal contact with others, face-to-face contact, noise, inside and outside environments, mechanical equipment, and moving objects. This job also requires safely driving a variety of vehicles and understanding vehicle maintenance.

**Expected Hours of Work:** The job requires the employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule is subject to change at any time at the discretion of management.

**Expected travel:** The job requires assisting other departments with outreach activities across the district and some travel for training, conference and outreach activities.

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

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

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# Meridian Library District

*Terrie Knuth*  
10/19/22

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

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
40000 Tax Revenue				
4000 Tax levy	4,663,079.11	6,667,318.00	-2,004,238.89	69.94 %
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	156.00	-78.00	50.00 %
4060 Tort Tax Levy	23,789.52	47,579.00	-23,789.48	50.00 %
4100 Sales tax income	2,981,001.71	310,000.00	2,671,001.71	961.61 %
<b>Total 40000 Tax Revenue</b>	<b>7,683,422.95</b>	<b>7,056,972.00</b>	<b>626,450.95</b>	<b>108.88 %</b>
42000 Non-tax Revenue	-5,000.00		-5,000.00	
4200 Fines and fees	19,154.57	10,000.00	9,154.57	191.55 %
4210 Book Sale	127.86		127.86	
4220 Meeting Room income	1,734.45	1,000.00	734.45	173.45 %
4221 Donations & Memorials	27,155.65	19,000.00	8,155.65	142.92 %
4300 Interest income	809.02	2,300.00	-1,490.98	35.17 %
4339 Capital Replace & Repair Int	3,673.99	4,000.00	-326.01	91.85 %
4400 Copy/Print income	14,733.25	11,300.00	3,433.25	130.38 %
4410 Miscellaneous income	1,809.80		1,809.80	
4500 Grants	47,400.09	90,000.00	-42,599.91	52.67 %
<b>Total 42000 Non-tax Revenue</b>	<b>111,598.68</b>	<b>137,600.00</b>	<b>-26,001.32</b>	<b>81.10 %</b>
Sales	0.00		0.00	
Sales of Product Revenue	0.00		0.00	
<b>Total Revenue</b>	<b>\$7,795,021.63</b>	<b>\$7,194,572.00</b>	<b>\$600,449.63</b>	<b>108.35 %</b>
<b>GROSS PROFIT</b>	<b>\$7,795,021.63</b>	<b>\$7,194,572.00</b>	<b>\$600,449.63</b>	<b>108.35 %</b>
<b>Expenditures</b>				
50000 PERSONNEL				
5000 Salaries and wages	2,284,849.18	3,040,961.00	-756,111.82	75.14 %
5005 Termination salaries	8,713.39	16,000.00	-7,286.61	54.46 %
<b>Total 5000 Salaries and wages</b>	<b>2,293,562.57</b>	<b>3,056,961.00</b>	<b>-763,398.43</b>	<b>75.03 %</b>
5010 Payroll benefits	277,415.48	1,153,969.00	-876,553.52	24.04 %
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	
<b>Total 5010 Payroll benefits</b>	<b>848,297.52</b>	<b>1,153,969.00</b>	<b>-305,671.48</b>	<b>73.51 %</b>
<b>Total 50000 PERSONNEL</b>	<b>3,141,860.09</b>	<b>4,210,930.00</b>	<b>-1,069,069.91</b>	<b>74.61 %</b>
51000 COLLECTIONS	10,740.78		10,740.78	
5110 Adult fiction	-394.83		-394.83	
5115 Adult Print Books	111,784.77	221,000.00	-109,215.23	50.58 %
5121 Electronic databases	44,775.20	38,450.00	6,325.20	116.45 %
5122 eContent	368,531.70	335,000.00	33,531.70	110.01 %
5125 Print Reference	910.57	3,000.00	-2,089.43	30.35 %

# Meridian Library District

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

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5130 Children's books	89,987.06	231,500.00	-141,512.94	38.87 %
5130S Children's books - Supported	32.13		32.13	
<b>Total 5130 Children's books</b>	<b>90,019.19</b>	<b>231,500.00</b>	<b>-141,480.81</b>	<b>38.89 %</b>
5135 Young Adult books	16,037.22	117,500.00	-101,462.78	13.65 %
5149 Media	36,543.05	122,000.00	-85,456.95	29.95 %
5150 Circulating devices & kits	3,582.14	45,000.00	-41,417.86	7.96 %
5151 Periodicals	7,269.47	8,000.00	-730.53	90.87 %
<b>Total 51000 COLLECTIONS</b>	<b>689,799.26</b>	<b>1,121,450.00</b>	<b>-431,650.74</b>	<b>61.51 %</b>
<b>52000 OPERATING EXPENSES</b>				
52020 Professional Services	825.00		825.00	
5202.1 Audit	12,250.00	9,500.00	2,750.00	128.95 %
5202.4 Legal fees	21,578.50	15,100.00	6,478.50	142.90 %
5202.5 Consulting	24,431.00	8,750.00	15,681.00	279.21 %
5202.6 Other	1,300.00		1,300.00	
5202.7 Accounting Svcs	54,810.86		54,810.86	
<b>Total 52020 Professional Services</b>	<b>115,195.36</b>	<b>33,350.00</b>	<b>81,845.36</b>	<b>345.41 %</b>
52025 Banking fees				
5202.2 Bankcard fees	1,039.38	6,600.00	-5,560.62	15.75 %
5202.3 Financial fees	23,086.03	184,120.00	-161,033.97	12.54 %
<b>Total 52025 Banking fees</b>	<b>24,125.41</b>	<b>190,720.00</b>	<b>-166,594.59</b>	<b>12.65 %</b>
5211 Copy/Print	19,367.35	29,600.00	-10,232.65	65.43 %
52120 Consortium	-153.45		-153.45	
5212.A Consortium-Adv/Prog	-624.34		-624.34	
5212.C Consortium-Courier	16,755.27	31,000.00	-14,244.73	54.05 %
5212.H Consortium-Hardware/Software	45,463.68	55,421.00	-9,957.32	82.03 %
<b>Total 52120 Consortium</b>	<b>61,441.16</b>	<b>86,421.00</b>	<b>-24,979.84</b>	<b>71.10 %</b>
5216 Equipment & Furnishings Not Cap		3,900.00	-3,900.00	
<b>52200 Information Technology</b>				
5220.1 IT Infra -Software/Licensing	56,366.80	102,044.00	-45,677.20	55.24 %
5220.2 IT Infra -Support	40,053.33	24,200.00	15,853.33	165.51 %
5220.3 IT PCs, Printers & Hardware	46,607.81	32,472.00	14,135.81	143.53 %
5220.5 IT Utilities	21,624.34	64,780.00	-43,155.66	33.38 %
5220.6 IT Collection Licensing	9,231.66	19,400.00	-10,168.34	47.59 %
5220.7 IT Technology Maintenance	13,280.32	21,000.00	-7,719.68	63.24 %
<b>Total 52200 Information Technology</b>	<b>187,164.26</b>	<b>263,896.00</b>	<b>-76,731.74</b>	<b>70.92 %</b>
5225 Marketing & advertising	3,023.14	18,710.00	-15,686.86	16.16 %
5228 Miscellaneous	5,910.49	7,100.00	-1,189.51	83.25 %
<b>52290 Materials Processing</b>				
5229.1 Materials-OCLC	14,154.95	8,250.00	5,904.95	171.58 %
5229.2 Materials-Processing	29,764.83	75,000.00	-45,235.17	39.6 %
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 - September 2022

	TOTAL			
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5212.A Consortium-Adv/Prog	-624.34		-624.34	
5212.C Consortium-Courier	16,755.27	31,000.00	-14,244.73	54.05 %
5212.H Consortium-Hardware/Software	45,463.68	55,421.00	-9,957.32	82.03 %
<b>Total 52120 Consortium</b>	<b>61,441.16</b>	<b>86,421.00</b>	<b>-24,979.84</b>	<b>71.10 %</b>
5216 Equipment & Furnishings Not Cap		3,900.00	-3,900.00	
<b>52200 Information Technology</b>				
5220.1 IT Infra -Software/Licensing	56,366.80	102,044.00	-45,677.20	55.24 %
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<b>Total 52200 Information Technology</b>	<b>187,164.26</b>	<b>263,896.00</b>	<b>-76,731.74</b>	<b>70.92 %</b>
5225 Marketing & advertising	3,023.14	18,710.00	-15,686.86	16.16 %
5228 Miscellaneous	5,910.49	7,100.00	-1,189.51	83.25 %
<b>52290 Materials Processing</b>				
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# Meridian Library District

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

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 5229.2 Materials-Processing</b>	<b>31,378.23</b>	<b>75,000.00</b>	<b>-43,621.77</b>	<b>41.84 %</b>
<b>Total 52290 Materials Processing</b>	<b>45,533.18</b>	<b>83,250.00</b>	<b>-37,716.82</b>	<b>54.69 %</b>
5230 Phone Service	1,588.00	4,800.00	-3,212.00	33.08 %
5232 Postage	11,440.58	11,000.00	440.58	104.01 %
52340 Professional Development	520.00		520.00	
5234.1 Conferences	6,758.89	17,512.00	-10,753.11	38.60 %
5234.2 Education	500.00	2,775.00	-2,275.00	18.02 %
5234.3 Materials	470.19	1,400.00	-929.81	33.59 %
5234.4 Memberships	2,874.68	3,989.00	-1,114.32	72.07 %
5234.5 Staff Mtg & Training	5,777.14	3,920.00	1,857.14	147.38 %
5234.6 Webinar/Ecourses	5,201.54	6,900.00	-1,698.46	75.38 %
<b>Total 52340 Professional Development</b>	<b>22,102.44</b>	<b>36,496.00</b>	<b>-14,393.56</b>	<b>60.56 %</b>
52360 Program Expense				
5236.1 Programs - Outreach	1,105.85		1,105.85	
5236.AD Programs - Adult	7,989.82	26,100.00	-18,110.18	30.61 %
5236.BR Programs -Brochures		2,000.00	-2,000.00	
5236.CH Programs - Children	75.00		75.00	
5236.PC Pet Care	269.43	1,300.00	-1,030.57	20.73 %
<b>Total 5236.CH Programs - Children</b>	<b>344.43</b>	<b>1,300.00</b>	<b>-955.57</b>	<b>26.49 %</b>
5236.EL Programs - Early Learning 0-5	6,818.45	23,710.00	-16,891.55	28.76 %
5236.FA Programs -Family All Ages	2,105.34	15,300.00	-13,194.66	13.76 %
5236.SA Programs -School Age 6-12	13,383.88	23,900.00	-10,516.12	56.00 %
5236.TN Programs -Teen 13-18	998.83	15,020.00	-14,021.17	6.65 %
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	
<b>Total 52360 Program Expense</b>	<b>34,800.15</b>	<b>108,830.00</b>	<b>-74,029.85</b>	<b>31.98 %</b>
5237 Recruiting/Background Checks	24,980.13	7,650.00	17,330.13	326.54 %
524000 Supplies	14.94		14.94	
5240 Supplies - general	5,688.60	26,500.00	-20,811.40	21.47 %
5245 Supplies - marketing	317.89	5,000.00	-4,682.11	6.36 %
5246 Supplies - office	4,034.55	12,300.00	-8,265.45	32.80 %
<b>Total 524000 Supplies</b>	<b>10,055.98</b>	<b>43,800.00</b>	<b>-33,744.02</b>	<b>22.96 %</b>
5250 Taxes and insurance	15,444.93	26,000.00	-10,555.07	59.40 %
52600 Vehicle Expense	12.00		12.00	
5260.1 Vehicle - Bookmobile	4,153.51	17,300.00	-13,146.49	24.01 %
5260.2 Vehicle - Sprinter	170.03	6,200.00	-6,029.97	2.74 %
5260.3 Vehicle - Van	10,125.59	7,650.00	2,475.59	132.36 %
<b>Total 52600 Vehicle Expense</b>	<b>14,461.13</b>	<b>31,150.00</b>	<b>-16,688.87</b>	<b>46.42 %</b>
2240 Facility Expense	1,099.00		1,099.00	
6224.2 Bldg-Repairs	19,717.55	26,500.00	-6,782.45	74.41 %



# Meridian Library District

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

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6224.3 Bldg-Small Tools	2,050.05	2,500.00	-449.95	82.00 %
6224.4 Bldg-Supplies	17,198.24	19,300.00	-2,101.76	89.11 %
6250 Bldg-Insurance	47,579.00	47,579.00	0.00	100.00 %
6255 Bldg-Rent	107,529.16	115,297.00	-7,767.84	93.26 %
6258 Bldg-Utilities	48,211.44	61,100.00	-12,888.56	78.91 %
6224.1 Bldg-Maintenance	140,082.36	108,914.00	31,168.36	128.62 %
<b>Total 6258 Bldg-Utilities</b>	<b>188,293.80</b>	<b>170,014.00</b>	<b>18,279.80</b>	<b>110.75 %</b>
<b>Total 62240 Facility Expense</b>	<b>383,466.80</b>	<b>381,190.00</b>	<b>2,276.80</b>	<b>100.60 %</b>
<b>Total 52000 OPERATING EXPENSES</b>	<b>980,100.49</b>	<b>1,367,863.00</b>	<b>-387,762.51</b>	<b>71.65 %</b>
72000 CAPITAL EXPENSES				
7216 Equipment & Furnishings	2,965.24	3,000.00	-34.76	98.84 %
7216.U unBound - Equip & Furn	23,833.32		23,833.32	
7220 IT - Infrastructure - Hardware	21,939.20	52,787.00	-30,847.80	41.56 %
7220.3 IT PCs, Hardware Printers	94,264.89	31,100.00	63,164.89	303.10 %
7295 Major improvements		2,500.00	-2,500.00	
<b>Total 72000 CAPITAL EXPENSES</b>	<b>143,002.65</b>	<b>89,387.00</b>	<b>53,615.65</b>	<b>159.98 %</b>
9800 Transfer Out -Capital Projects Fund	202,471.02	404,942.00	-202,470.98	50.00 %
Uncategorized Expense	10,526.52		10,526.52	
<b>Total Expenditures</b>	<b>\$5,167,760.03</b>	<b>\$7,194,572.00</b>	<b>\$ -2,026,811.97</b>	<b>71.83 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$2,627,261.60</b>	<b>\$0.00</b>	<b>\$2,627,261.60</b>	<b>0.00%</b>
Other Revenue				
8000 Plant Facilities Levy Revenue	882,000.00	1,400,000.00	-518,000.00	63.00 %
8338 Capital Projects Interest	1,753.91	7,849.00	-6,095.09	22.35 %
8995 Finance Proceeds		8,000,000.00	-8,000,000.00	
8999 Transfer In -From General Fund	202,471.02	404,942.00	-202,470.98	50.00 %
<b>Total Other Revenue</b>	<b>\$1,086,224.93</b>	<b>\$9,812,791.00</b>	<b>\$ -8,726,566.07</b>	<b>11.07 %</b>
Other Expenditures				
9288 Orchard Park Project Costs	1,538,967.71	2,674,016.00	-1,135,048.29	57.55 %
9289 South Branch Project Costs	203,184.94	7,341,580.00	-7,138,395.06	2.77 %
<b>Total Other Expenditures</b>	<b>\$1,742,152.65</b>	<b>\$10,015,596.00</b>	<b>\$ -8,273,443.35</b>	<b>17.39 %</b>
<b>NET OTHER REVENUE</b>	<b>\$ -655,927.72</b>	<b>\$ -202,805.00</b>	<b>\$ -453,122.72</b>	<b>323.43 %</b>
<b>NET REVENUE</b>	<b>\$1,971,333.88</b>	<b>\$ -202,805.00</b>	<b>\$2,174,138.88</b>	<b>-972.03 %</b>

# Meridian Library District

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

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6224.3 Bldg-Small Tools	2,050.05	2,500.00	-449.95	82.00 %
6224.4 Bldg-Supplies	17,198.24	19,300.00	-2,101.76	89.11 %
6250 Bldg-Insurance	47,579.00	47,579.00	0.00	100.00 %
6255 Bldg-Rent	107,529.16	115,297.00	-7,767.84	93.26 %
6258 Bldg-Utilities	48,211.44	61,100.00	-12,888.56	78.91 %
6224.1 Bldg-Maintenance	140,082.36	108,914.00	31,168.36	128.62 %
<b>Total 6258 Bldg-Utilities</b>	<b>188,293.80</b>	<b>170,014.00</b>	<b>18,279.80</b>	<b>110.75 %</b>
<b>Total 62240 Facility Expense</b>	<b>383,466.80</b>	<b>381,190.00</b>	<b>2,276.80</b>	<b>100.60 %</b>
<b>Total 52000 OPERATING EXPENSES</b>	<b>980,100.49</b>	<b>1,367,863.00</b>	<b>-387,762.51</b>	<b>71.65 %</b>
72000 CAPITAL EXPENSES				
7216 Equipment & Furnishings	2,965.24	3,000.00	-34.76	98.84 %
7216.U unBound - Equip & Furn	23,833.32		23,833.32	
7220 IT - Infrastructure - Hardware	21,939.20	52,787.00	-30,847.80	41.56 %
7220.3 IT PCs, Hardware Printers	94,264.89	31,100.00	63,164.89	303.10 %
7295 Major improvements		2,500.00	-2,500.00	
<b>Total 72000 CAPITAL EXPENSES</b>	<b>143,002.65</b>	<b>89,387.00</b>	<b>53,615.65</b>	<b>159.98 %</b>
9800 Transfer Out -Capital Projects Fund	202,471.02	404,942.00	-202,470.98	50.00 %
Uncategorized Expense	10,526.52		10,526.52	
<b>Total Expenditures</b>	<b>\$5,167,760.03</b>	<b>\$7,194,572.00</b>	<b>\$ -2,026,811.97</b>	<b>71.83 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$2,627,261.60</b>	<b>\$0.00</b>	<b>\$2,627,261.60</b>	<b>0.00%</b>
Other Revenue				
8000 Plant Facilities Levy Revenue	882,000.00	1,400,000.00	-518,000.00	63.00 %
8338 Capital Projects Interest	1,753.91	7,849.00	-6,095.09	22.35 %
8995 Finance Proceeds		8,000,000.00	-8,000,000.00	
8999 Transfer In -From General Fund	202,471.02	404,942.00	-202,470.98	50.00 %
<b>Total Other Revenue</b>	<b>\$1,086,224.93</b>	<b>\$9,812,791.00</b>	<b>\$ -8,726,566.07</b>	<b>11.07 %</b>
Other Expenditures				
9288 Orchard Park Project Costs	1,538,967.71	2,674,016.00	-1,135,048.29	57.55 %
9289 South Branch Project Costs	203,184.94	7,341,580.00	-7,138,395.06	2.77 %
<b>Total Other Expenditures</b>	<b>\$1,742,152.65</b>	<b>\$10,015,596.00</b>	<b>\$ -8,273,443.35</b>	<b>17.39 %</b>
<b>NET OTHER REVENUE</b>	<b>\$ -655,927.72</b>	<b>\$ -202,805.00</b>	<b>\$ -453,122.72</b>	<b>323.43 %</b>
<b>NET REVENUE</b>	<b>\$1,971,333.88</b>	<b>\$ -202,805.00</b>	<b>\$2,174,138.88</b>	<b>-972.03 %</b>

# Meridian Library District

*Laura Knuts*  
10/19/22

## Statement of Financial Position

As of September 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Petty cash	-9.13
1000BKM Petty cash - Bookmobile	50.00
1000BR Petty cash - Branch	300.00
1010 Cash on hand - Circulation	216.90
1010BR Cash on hand - Branch	243.15
1013 Cash on Hand - Change	50.80
1014 Cash on hand - Public copier	29.45
1016 Cash on Hand - unBound	50.00
1071 Bill.com Money In Clearing	511.82
1072 Bill.com Money Out Clearing	-22,914.67
1120 Checking - USBank	3,425,124.69
1150 Chkg payroll -1st Interstate	295,790.55
1160 Savings payroll -1st Interstate	15,191.46
1170 Checking HRA -1st Interstate	158,848.47
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
<b>Total Bank Accounts</b>	<b>\$12,295,289.75</b>
Other Current Assets	
1170.2 Rec/Pay HRA acct	-100.00
1500 Deposits/Prepaid expenses	35,024.72
1550 Refunds pending	-6.04
1600 Property Tax Receivable	8,157,193.00
1627 LGIP Interest Receivable	-749.70
1633 Receivable-Foundation	10,500.00
1634 Grants Receivable	3,000.00
1652 Sales Tax Receivable	23,164.00
1800 Fines Receivable	51,386.04
1850 Allowance	-40,594.98
<b>Total Other Current Assets</b>	<b>\$8,238,817.04</b>
<b>Total Current Assets</b>	<b>\$20,534,106.79</b>
<b>TOTAL ASSETS</b>	<b>\$20,534,106.79</b>

# Meridian Library District

## Statement of Financial Position

As of September 30, 2022

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2380 Accounts Payable	38,395.12
<b>Total Accounts Payable</b>	<b>\$38,395.12</b>
Credit Cards	
2700 Divvy Credit Cards Payable	-35,875.43
<b>Total Credit Cards</b>	<b>\$ -35,875.43</b>
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
2345 Select Health	5,296.09
2350 Persi Life withholding payable	-1,137.73
2351 Persi Payable	211.85
2352 Nationwide Withholding	-140.88
2354 FSA Discovery Reserve	6,371.00
2355 Dental	136.47
2360 AFLAC	-1,493.54
2365 United Heritage	-1,529.85
2400 Accounts Payable -Other	4,395.78
Sales Tax Payable	-245.14
<b>Total Other Current Liabilities</b>	<b>\$13,237.50</b>
<b>Total Current Liabilities</b>	<b>\$15,757.19</b>
<b>Total Liabilities</b>	<b>\$15,757.19</b>
Equity	
1170.1 Restricted HRA balances	138,449.07
2536 Meridian Historical Society Funds	13,113.76
2900 Investment in GFA	9,844,884.00
2910 Contra Accum Deprec	-4,890,205.00
2912 Accum Dep - Buildings	1,574,929.00
2913 Accum Depr - Equipment	2,464,684.00
2914 Accum Depr - Improvements	738,822.00
2915 Accum Depr - Leasehold Improv	111,770.00
2988.4 17929 Leisure Lane	-53,000.00
2988.5 Buildings	-4,474,133.00
2988.6 Improvements	-1,001,737.00
2988.7 Leasehold Improvements	-171,997.00

# Meridian Library District

## Statement of Financial Position

As of September 30, 2022

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2380 Accounts Payable	38,395.12
<b>Total Accounts Payable</b>	<b>\$38,395.12</b>
Credit Cards	
2700 Divvy Credit Cards Payable	-35,875.43
<b>Total Credit Cards</b>	<b>\$ -35,875.43</b>
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
2345 Select Health	5,296.09
2350 Persi Life withholding payable	-1,137.73
2351 Persi Payable	211.85
2352 Nationwide Withholding	-140.88
2354 FSA Discovery Reserve	6,371
2355 Dental	136.47
2360 AFLAC	-1,493.54
2365 United Heritage	-1,529.85
2400 Accounts Payable -Other	4,395.78
Sales Tax Payable	-245.14
<b>Total Other Current Liabilities</b>	<b>\$13,237.50</b>
<b>Total Current Liabilities</b>	<b>\$15,757.19</b>
<b>Total Liabilities</b>	<b>\$15,757.19</b>
Equity	
1170.1 Restricted HRA balances	138,449.07
2536 Meridian Historical Society Funds	13,113.76
2900 Investment in GFA	9,844,884.00
2910 Contra Accum Deprec	-4,890,205.00
2912 Accum Dep - Buildings	1,574,929.00
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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

# Meridian Library District

## Statement of Financial Position

As of September 30, 2022

	TOTAL
2988.8 Equipment	-3,030,521.00
2990 Deferred Inflows	8,114,897.00
2995 Advanced Revenue	36,269.00
2998.1 Jewitt property	-210,996.69
2998.2 Cherry/Leisure property	-449,588.00
2998.3 1326 Cherry Lane	-192,604.00
2998.9 Artwork	-25,500.00
2999 Retained Earnings	6,968,933.24
2999.1 Construction in Progress	-234,806.00
32000 Owners Equity	3,275,352.34
Net Revenue	1,971,333.88
<b>Total Equity</b>	<b>\$20,518,349.60</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$20,534,106.79</b>

# Meridian Library District

*Laura Knuts*  
10/19/22

## Bill Payment List

September 2022

DATE	NUM	VENDOR	AMOUNT
09/23/2022		FATBEAM, LLC	-1,800.00
09/07/2022		PENGUIN RANDOM HOUSE LLC	-22.50
09/08/2022		FISHER'S TECHNOLOGY	-41.15
09/21/2022		CENTER POINT LARGE PRINT	-174.96
09/21/2022		OVERDRIVE, INC	-32,521.00
09/22/2022		WEX Health, Inc.	-372.50
09/21/2022		Ellie Briggs	-12.99
09/21/2022		Heidi Senethavilay	-8.99
09/21/2022		Benjamin Farnsworth	-16.23
09/21/2022		Alexandra Ignatiuk	-17.99
09/21/2022		AFLAC	-481.12
09/21/2022		L695-NCPERS IDAHO	-192.00
09/21/2022		INGRAM LIBRARY SERVICES, INC	-43,063.21
09/21/2022		MERIDIAN CHAMBER of COMMERCE	-1,100.00
09/21/2022		PERMACARD	-1,998.86
09/21/2022		Management Northwest-Patricia L Ball	-4,188.00
09/21/2022		TREASURE VALLEY COFFEE INC	-76.00
09/21/2022		MVIX	-3,990.00
09/21/2022		BAYSCAN TECHNOLOGIES	-162.80
09/21/2022		Macmillian Speakers Bureau Holtzbrinck Publishers LLC	-3,750.00
09/21/2022		Valley Office Systems	-633.98
09/21/2022		TRADEMARK DESIGN & FABRICATION	-5,792.50
09/22/2022		City Of Boise Library	-7,663.84
09/23/2022		CENTER POINT LARGE PRINT	-89.88
09/23/2022		Ednetics	-643.57
09/23/2022		SUNDANCE INVESTMENTS LLLP	-9,608.05
09/28/2022		DEMCO	-803.30
09/29/2022		DELL MARKETING L.P.	-103.59
09/30/2022		DELL MARKETING L.P.	-1,373.40
09/22/2022		CM Company Inc	-545,862.40
09/22/2022		OVERDRIVE, INC	-2,731.52
09/22/2022		Hawley Troxell	-58,026.50
09/30/2022		BRADY INDUSTRIES, LLC	-862.63
09/30/2022		CHEVRON	-568.92
09/30/2022		TREASURE VALLEY COFFEE INC	-120.95
09/30/2022		IDAHO POWER - 1620	-237.64
09/30/2022		Orem Public Library	-15.20
09/30/2022		MSR Design	-89.57
09/30/2022		Matterhackers Inc.	-5,600.82
<b>Total for 1072 Bil.com Money Out Clearing</b>			<b>\$ -893,263.21</b>

# Meridian Library District

## Bill Payment List

September 2022



DATE	NUM	VENDOR	AMOUNT
1072 Bill.com Money Out Clearing			
09/01/2022		OVERDRIVE, INC	-14,912.63
09/01/2022		Meridian Press	-705.00
09/01/2022		TREASURE VALLEY COFFEE INC	-152.00
09/01/2022		SUNDANCE INVESTMENTS LLLP	-10,151.85
09/01/2022		WEX Health, Inc.	-364.67
09/01/2022		FATBEAM, LLC	-1,800.00
09/01/2022		JASON SU	-12.00
09/01/2022		MIDWEST TAPE (HOOPLA)	-4,000.01
09/01/2022		Lisa Mcgrath llc	-1,430.00
09/01/2022		My Treasure Valley Handyman	-835.00
09/01/2022		Diamond Lawns, LLC	-783.19
09/01/2022		CULLIGAN	-52.25
09/01/2022		PENGUIN RANDOM HOUSE LLC	-22.50
09/01/2022		PITNEY BOWES INC	-1,400.00
09/01/2022		BOISE PUBLIC LIBRARY	-50.98
09/01/2022		EAGLE PUBLIC LIBRARY	-54.99
09/01/2022		Kuna Library District	-18.00
09/01/2022		NAMPA PUBLIC LIBRARY	-105.87
09/01/2022		APPLE INC	-4,232.00
09/01/2022		CENTER POINT LARGE PRINT	-87.48
09/01/2022		PDQ.Com	-1,275.00
09/01/2022		WILLAMETTE DENTAL	-179.10
09/01/2022		APPLE INC	-2,564.00
09/01/2022		BRADY INDUSTRIES, LLC	-376.52
09/01/2022		APPLE INC	-3,846.00
09/06/2022		UNIFIRST CORP	-76.27
09/07/2022		DELL MARKETING L.P.	-917.64
09/08/2022		BIBLIOTHECA , LLC	-7,170.00
09/08/2022		DELL MARKETING L.P.	-55,874.06
09/08/2022		SHOWCASES	-59.57
09/23/2022		Fred Fritchman	-825.00
09/07/2022		MIDWEST TAPE	-9,191.37
09/07/2022		Roberts Hart And Company	-8,153.27
09/07/2022		JAN-PRO CLEANING SYSTEMS OF ID	-4,950.00
09/06/2022		OVERDRIVE, INC	-5,679.96
09/07/2022		Ednetics	-631.51
09/07/2022		Diamond Lawns, LLC	-783.19
09/08/2022		JAN-PRO CLEANING SYSTEMS OF ID	-4,950.00
09/13/2022		SHOWCASES	-325.46
09/20/2022		TRI-STATE ELECTRIC, INC.	-800.00
09/07/2022		OVERDRIVE, INC	-1,459.00
09/07/2022		My Treasure Valley Handyman	-2,180.00
09/07/2022		DELTA DENTAL	-5,007.07



# Meridian Library District

## Bill Payment List

September 2022

DATE	NUM	VENDOR	AMOUNT
1072 Bill.com Money Out Clearing			
09/01/2022		OVERDRIVE, INC	-14,912.63
09/01/2022		Meridian Press	-705.00
09/01/2022		TREASURE VALLEY COFFEE INC	-152.00
09/01/2022		SUNDANCE INVESTMENTS LLLP	-10,151.85
09/01/2022		WEX Health, Inc.	-364.67
09/01/2022		FATBEAM, LLC	-1,800.00
09/01/2022		JASON SU	-12.00
09/01/2022		MIDWEST TAPE (HOOPLA)	-4,000.01
09/01/2022		Lisa Mcgrath llc	-1,430.00
09/01/2022		My Treasure Valley Handyman	-835.00
09/01/2022		Diamond Lawns, LLC	-783.19
09/01/2022		CULLIGAN	-52.25
09/01/2022		PENGUIN RANDOM HOUSE LLC	-22.50
09/01/2022		PITNEY BOWES INC	-1,400.00
09/01/2022		BOISE PUBLIC LIBRARY	-50.98
09/01/2022		EAGLE PUBLIC LIBRARY	-54.99
09/01/2022		Kuna Library District	-18.00
09/01/2022		NAMPA PUBLIC LIBRARY	-105.87
09/01/2022		APPLE INC	-4,232
09/01/2022		CENTER POINT LARGE PRINT	-87.48
09/01/2022		PDQ.Com	-1,275.00
09/01/2022		WILLAMETTE DENTAL	-179.10
09/01/2022		APPLE INC	-2,564.00
09/01/2022		BRADY INDUSTRIES, LLC	-376.52
09/01/2022		APPLE INC	-3,846.00
09/06/2022		UNIFIRST CORP	-76.27
09/07/2022		DELL MARKETING L.P.	-917.64
09/08/2022		BIBLIOTHECA , LLC	-7,170.00
09/08/2022		DELL MARKETING L.P.	-55,874.06
09/08/2022		SHOWCASES	-59.57
09/23/2022		Fred Fritchman	-825.00
09/07/2022		MIDWEST TAPE	-9,191.37
09/07/2022		Roberts Hart And Company	-8,153.27
09/07/2022		JAN-PRO CLEANING SYSTEMS OF ID	-4,950.00
09/06/2022		OVERDRIVE, INC	-5,679.96
09/07/2022		Ednetics	-631.51
09/07/2022		Diamond Lawns, LLC	-783.19
09/08/2022		JAN-PRO CLEANING SYSTEMS OF ID	-4,950.00
09/13/2022		SHOWCASES	-325.46
09/20/2022		TRI-STATE ELECTRIC, INC.	-800.00
09/07/2022		OVERDRIVE, INC	-1,459
09/07/2022		My Treasure Valley Handyman	-2,180.00
09/07/2022		DELTA DENTAL	-5,007.07

# Meridian Library District

*Laura Kutz*

*10/19/22*

## Credit Card Detail

September 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
<b>2700 Divvy Credit Cards Payable</b>				
09/01/2022	6F872CAD406C43AA1632C	Jenaleigh Kiebert   The Home Depot   21-20 IHC NEC History Center General Opening	Uncategorized Expense	76.04
09/01/2022	73EE16A48E227D7B85FA2	Whitney Garcia   Scholastic   FY22 Bookmobile Maintenance & Repairs	Uncategorized Expense	197.53
09/01/2022	261AB272F4F7BC8616377	Dawn Cronk   Options   FY22 General Supplies -Cherry	Uncategorized Expense	66.00
09/01/2022	BA3EC184024464BB972B8	Whitney Garcia   Amazon   FY22 Programs -Early Learning 0-5   Items for sensory storytime	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	51.92
09/01/2022	E86EC9263594BA8BA26CA	Dawn Cronk   Leasing   FY22 General Supplies -Cherry	Uncategorized Expense	220.29
09/01/2022	B54A3A47D0206C17EB5A7	Justin Prescott   Albertsons   FY22 Bookmobile - ID Foodbank   Food for BKM pantry from Idaho Food Bank grant	5228 OPERATING EXPENSES:Miscellaneous	140.61
09/01/2022	47BD4A9039B484167BDA2	Tracy Henderson   Hobby Lobby   FY22 Office Supplies - Silverstone	Uncategorized Expense	10.95
09/02/2022	34932C152E678928E5075	Jason Su   Amazon   21-20 IHC NEC History Center General Opening	Uncategorized Expense	70.71
09/02/2022	18118EEA5FAF59486F8F2	Jason Su   Google Workspace   21-20 IHC NEC History Center General Opening	Uncategorized Expense	31.27
09/02/2022	933B63B013486307A16AF	Jason Su   Costco   21-20 IHC NEC History Center General Opening	Uncategorized Expense	10.59
09/02/2022	DFAF4EB59ED5E628F0B02	Marlah Farmer   Amazon   US Bank Workforce Development	Uncategorized Expense	479.40
09/02/2022	C51B886216BFEC3BAA30A	Jason Su   Google Services   21-20 IHC NEC History Center General Opening	Uncategorized Expense	72.34
09/02/2022	AFFE4E53BB770CB80A53E	Trevor Hanson   Walmart   FY22 Programs - Teens 13-18	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	86.80
09/02/2022	96F279F3F0AAB02C761E1	Mary Flamino   Idaholibraries.org   FY22 Prof Development - Cherry   ILA conference registration	5234.1 OPERATING EXPENSES:Professional Development:Conferences	99.00
09/02/2022	87C11B51BE407F7B6B2DA	Dawn Cronk   Amazon   FY22 Furnishings under \$1000   Sticky notes	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	288.18
<b>Total for 2700 Divvy Credit Cards Payable</b>				<b>\$1,901.63</b>
<b>52000 OPERATING EXPENSES</b>				
<b>5228 Miscellaneous</b>				
09/01/2022	B54A3A47D0206C17EB5A7	Justin Prescott   Albertsons   FY22 Bookmobile - ID Foodbank   Food for BKM pantry from Idaho Food Bank grant	2700 Divvy Credit Cards Payable	140.61
<b>Total for 5228 Miscellaneous</b>				<b>\$140.61</b>
<b>52340 Professional Development</b>				

# Meridian Library District

## Credit Card Detail

September 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
5234.1 Conferences				
09/02/2022	96F279F3F0AAB02C761E1	Mary Flaminio   Idaholibraries.org   FY22 Prof Development - Cherry   ILA conference registration	2700 Divvy Credit Cards Payable	99.00
<b>Total for 5234.1 Conferences</b>				<b>\$99.00</b>
<b>Total for 52340 Professional Development</b>				<b>\$99.00</b>
52360 Program Expense				
5236.EL Programs - Early Learning 0-5				
09/01/2022	BA3EC184024464BB972B8	Whitney Garcia   Amazon   FY22 Programs -Early Learning 0-5   Items for sensory storytime	2700 Divvy Credit Cards Payable	51.92
<b>Total for 5236.EL Programs - Early Learning 0-5</b>				<b>\$51.92</b>
5236.TN Programs -Teen 13-18				
09/02/2022	AFFE4E53BB770CB80A53E	Trevor Hanson   Walmart   FY22 Programs - Teens 13-18	2700 Divvy Credit Cards Payable	86.80
<b>Total for 5236.TN Programs -Teen 13-18</b>				<b>\$86.80</b>
<b>Total for 52360 Program Expense</b>				<b>\$138.72</b>
62240 Facility Expense				
6224.4 Bldg-Supplies				
09/02/2022	87C11B51BE407F7B6B2DA	Dawn Cronk   Amazon   FY22 Furnishings under \$1000   Sticky notes	2700 Divvy Credit Cards Payable	286.
<b>Total for 6224.4 Bldg-Supplies</b>				<b>\$286.18</b>
<b>Total for 62240 Facility Expense</b>				<b>\$286.18</b>
<b>Total for 52000 OPERATING EXPENSES</b>				<b>\$666.51</b>
Uncategorized Expense				
09/01/2022	261AB272F4F7BC8616377	Dawn Cronk   Options   FY22 General Supplies -Cherry	2700 Divvy Credit Cards Payable	66.00
09/01/2022	47BD4A9039B484167BDA2	Tracy Henderson   Hobby Lobby   FY22 Office Supplies - Silverstone	2700 Divvy Credit Cards Payable	10.95
09/01/2022	73EE16A48E227D7B85FA2	Whitney Garcia   Scholastic   FY22 Bookmobile Maintenance & Repairs	2700 Divvy Credit Cards Payable	197.53
09/01/2022	E86EC9263594BA8BA26CA	Dawn Cronk   Leasing   FY22 General Supplies -Cherry	2700 Divvy Credit Cards Payable	220.29
09/01/2022	6F872CAD406C43AA1632C	Jenaleigh Kiebert   The Home Depot   21-20 IHC NEC History Center General Opening	2700 Divvy Credit Cards Payable	76.04
09/02/2022	DFAF4EB59ED5E628F0B02	Mariah Farmer   Amazon   US Bank Workforce Development	2700 Divvy Credit Cards Payable	479.40
09/02/2022	C51B886216BFEC3BAA30A	Jason Su   Google Services   21-20 IHC NEC History Center General Opening	2700 Divvy Credit Cards Payable	72.34
09/02/2022	933B63B013486307A16AF	Jason Su   Costco   21-20 IHC NEC History Center General Opening	2700 Divvy Credit Cards Payable	10.59
09/02/2022	18118EEA5FAF59486F8F2	Jason Su   Google Workspace   21-20 IHC NEC History Center General Opening	2700 Divvy Credit Cards Payable	31.27

# Meridian Library District

## Credit Card Detail

September 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
<b>5234.1 Conferences</b>				
09/02/2022	96F279F3F0AAB02C761E1	Mary Flamino   Idaholibraries.org   FY22 Prof Development - Cherry   ILA conference registration	2700 Divvy Credit Cards Payable	99.00
<b>Total for 5234.1 Conferences</b>				<b>\$99.00</b>
<b>Total for 52340 Professional Development</b>				<b>\$99.00</b>
<b>52360 Program Expense</b>				
<b>5236.EL Programs - Early Learning 0-5</b>				
09/01/2022	BA3EC184024464BB972B8	Whitney Garcia   Amazon   FY22 Programs -Early Learning 0-5   Items for sensory storytime	2700 Divvy Credit Cards Payable	51.92
<b>Total for 5236.EL Programs - Early Learning 0-5</b>				<b>\$51.92</b>
<b>5236.TN Programs -Teen 13-18</b>				
09/02/2022	AFFE4E53BB770CB80A53E	Trevor Hanson   Walmart   FY22 Programs - Teens 13-18	2700 Divvy Credit Cards Payable	86.80
<b>Total for 5236.TN Programs -Teen 13-18</b>				<b>\$86.80</b>
<b>Total for 52360 Program Expense</b>				<b>\$138.72</b>
<b>62240 Facility Expense</b>				
<b>6224.4 Bldg-Supplies</b>				
09/02/2022	87C11B51BE407F7B6B2DA	Dawn Cronk   Amazon   FY22 Furnishings under \$1000   Sticky notes	2700 Divvy Credit Cards Payable	286.
<b>Total for 6224.4 Bldg-Supplies</b>				<b>\$288.18</b>
<b>Total for 62240 Facility Expense</b>				<b>\$288.18</b>
<b>Total for 52000 OPERATING EXPENSES</b>				<b>\$666.51</b>
<b>Uncategorized Expense</b>				
09/01/2022	261AB272F4F7BC8616377	Dawn Cronk   Options   FY22 General Supplies -Cherry	2700 Divvy Credit Cards Payable	66.00
09/01/2022	47BD4A9039B484167BDA2	Tracy Henderson   Hobby Lobby   FY22 Office Supplies - Silverstone	2700 Divvy Credit Cards Payable	10.95
09/01/2022	73EE16A48E227D7B85FA2	Whitney Garcia   Scholastic   FY22 Bookmobile Maintenance & Repairs	2700 Divvy Credit Cards Payable	197.53
09/01/2022	E86EC9263594BA8BA26CA	Dawn Cronk   Leasing   FY22 General Supplies -Cherry	2700 Divvy Credit Cards Payable	220.29
09/01/2022	6F872CAD406C43AA1632C	Jenaleigh Kiebert   The Home Depot   21-20 IHC NEC History Center General Opening	2700 Divvy Credit Cards Payable	76.04
09/02/2022	DFAF4EB59ED5E628F0B02	Mariah Farmer   Amazon   US Bank Workforce Development	2700 Divvy Credit Cards Payable	479.40
09/02/2022	C51B886216BFEC3BAA30A	Jason Su   Google Services   21-20 IHC NEC History Center General Opening	2700 Divvy Credit Cards Payable	72.34
09/02/2022	933B63B013486307A16AF	Jason Su   Costco   21-20 IHC NEC History Center General Opening	2700 Divvy Credit Cards Payable	10.59
09/02/2022	18118EEA5FAF59486F8F2	Jason Su   Google Workspace   21-20 IHC NEC History Center General Opening	2700 Divvy Credit Cards Payable	31.27

# Meridian Library District

## Credit Card Detail

September 2022

DATE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT
09/02/2022	34932C152E678928E5075	Jason Su   Amazon   21-20 IHC NEC History Center General Opening	2700 Divvy Credit Cards Payable	70.71
<b>Total for Uncategorized Expense</b>				<b>\$1,235.12</b>

# Meridian Library District

*Laura Kuntz*  
10/19/22

Bill Listing  
September 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
<b>2380 Accounts Payable</b>						
09/01/2022	Bill	09012022	WILLAMETTE DENTAL	Dental benefits	2380 Accounts Payable	179.10
				Dental benefits	2355 Dental	-179.10
09/01/2022	Bill	2022-09-01	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
09/01/2022	Bill	28626	FATBEAM, LLC	Internet	2380 Accounts Payable	500.00
				Service Period covers this current month of invoicing Monthly Recurring Charges for Dedicated Internet Access-Silverstone	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	500.00
09/01/2022	Bill	28618	FATBEAM, LLC	Internet	2380 Accounts Payable	500.00
				Service Period covers this current month of invoicing Monthly Recurring Charges for Dedicated Internet Access-Silverstone	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	500.00
09/01/2022	Bill	28600	FATBEAM, LLC	Internet	2380 Accounts Payable	800.00
				Service Period covers this current month of invoicing Monthly Recurring Charges for Dedicated Internet Access-Silverstone	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	800.00
09/01/2022	Bill	09012022	My Treasure Valley Handyman	Tree Removal	2380 Accounts Payable	2,180.00
					6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	2,180.00
09/01/2022	Bill	6475	JAN-PRO CLEANING SYSTEMS OF ID	Janitorial Services	2380 Accounts Payable	4,950.00
				Extra Clean	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	4,950.00
09/01/2022	Bill	09012022	MIDWEST TAPE	digital audiobooks, comics, ebooks, movies, music television	2380 Accounts Payable	5,191.74
					5149 COLLECTIONS:Media	5,191.74
09/01/2022	Bill	100154	Diamond Lawns, LLC	Lawn maintenance	2380 Accounts Payable	783.19
				Lawn Care	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	783.19
09/01/2022	Bill	58818258	INGRAM LIBRARY SERVICES, INC		2380 Accounts Payable	43,063.21

# Meridian Library District

Bill Listing  
September 2022

DATE	TRANSACTION NUM TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	6,202.44
				5130 COLLECTIONS:Children's books	7,038.96
				5135 COLLECTIONS:Young Adult books	2,025.23
				5130 COLLECTIONS:Children's books	1,659.88
				5135 COLLECTIONS:Young Adult books	392.92
				5130 COLLECTIONS:Children's books	301.33
				5115 COLLECTIONS:Adult Print Books	9,245.54
				5115 COLLECTIONS:Adult Print Books	598.22
				5115 COLLECTIONS:Adult Print Books	2,997.12
				5130 COLLECTIONS:Children's books	9,295.62
				5130 COLLECTIONS:Children's books	2,645.71
				5135 COLLECTIONS:Young Adult books	303.04
				5130 COLLECTIONS:Children's books	31
09/01/2022	Bill	MLD1954734	CENTER POINT LARGE PRINT	2380 Accounts Payable	89.88
				5115 COLLECTIONS:Adult Print Books	89.88
09/01/2022	Bill	116073	Ednetics	NETWORK-PROJECT- VoIP NETWORK-PROJECT-	2380 Accounts Payable 643.57 5220.2 OPERATING EXPENSES:Information Technology:IT Infra -Support 643.57
09/04/2022	Bill	02945CO22328701	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 6,468.61 5122 COLLECTIONS:eContent 6,468.61
09/06/2022	Bill	13706	MERIDIAN CHAMBER of COMMERCE	Leadership Meridian - Dusty Waltner	2380 Accounts Payable 1,100.00 5234.6 OPERATING EXPENSES:Professional Development:Webinar/Ecourses 1,100.00
09/06/2022	Bill	02945DA22332016	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 787.82 5122 COLLECTIONS:eContent 787.82
09/06/2022	Bill	02945DA22332014	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 99.98 5122 COLLECTIONS:eContent 99.98
09/06/2022	Bill	02945DA22332015	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 1,895.12 5122 COLLECTIONS:eContent 1,895.12

# Meridian Library District

Bill Listing  
September 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	6,202.44
					5130 COLLECTIONS:Children's books	7,038.96
					5135 COLLECTIONS:Young Adult books	2,025.23
					5130 COLLECTIONS:Children's books	1,659.88
					5135 COLLECTIONS:Young Adult books	392.92
					5130 COLLECTIONS:Children's books	301.33
					5115 COLLECTIONS:Adult Print Books	9,245.54
					5115 COLLECTIONS:Adult Print Books	598.22
					5115 COLLECTIONS:Adult Print Books	2,997.12
					5130 COLLECTIONS:Children's books	9,295.62
					5130 COLLECTIONS:Children's books	2,645.71
					5135 COLLECTIONS:Young Adult books	303.04
					5130 COLLECTIONS:Children's books	3 <sup>r</sup>
09/01/2022	Bill	MLD1954734	CENTER POINT LARGE PRINT		2380 Accounts Payable	89.88
					5115 COLLECTIONS:Adult Print Books	89.88
09/01/2022	Bill	116073	Ednetics	NETWORK-PROJECT- VoIP NETWORK-PROJECT-	2380 Accounts Payable	643.57
					5220.2 OPERATING EXPENSES:Information Technology:IT Infra -Support	643.57
09/04/2022	Bill	02945CO22328701	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable	6,468.61
					5122 COLLECTIONS:eContent	6,468.61
09/06/2022	Bill	13706	MERIDIAN CHAMBER of COMMERCE	Leadership Meridian - Dusty Waltner	2380 Accounts Payable	1,100.00
					5234.6 OPERATING EXPENSES:Professional Development:Webinar/Ecourses	1,100.00
09/06/2022	Bill	02945DA22332016	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable	787.82
					5122 COLLECTIONS:eContent	787.82
09/06/2022	Bill	02945DA22332014	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable	99.98
					5122 COLLECTIONS:eContent	99.98
09/06/2022	Bill	02945DA22332015	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable	1,895.12
					5122 COLLECTIONS:eContent	1,895.12



# Meridian Library District

Bill Listing  
September 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
09/06/2022	Bill	7179470	DEMCO	label protectors and book tape label protectors and book tape	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	803.30 803.30
09/06/2022	Bill	MLD218184	RAINBOW BOOK COMPANY		2380 Accounts Payable 5130 COLLECTIONS:Children's books	1,621.96 1,621.96
09/06/2022	Bill	MLD218192	RAINBOW BOOK COMPANY		2380 Accounts Payable 5130 COLLECTIONS:Children's books	1,084.31 1,084.31
09/06/2022	Bill	MLD218190	RAINBOW BOOK COMPANY		2380 Accounts Payable 5130 COLLECTIONS:Children's books	1,192.34 1,192.34
09/06/2022	Bill	MLD218194	RAINBOW BOOK COMPANY		2380 Accounts Payable 5130 COLLECTIONS:Children's books	2,989.33 2,989.33
09/07/2022	Bill	10612829338	DELL MARKETING L.P.	Battery, Primary, 99WHR	2380 Accounts Payable 5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	103.59 103.59
09/07/2022	Bill	02945DA22333254	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 5122 COLLECTIONS:eContent	16.99 16.99
09/07/2022	Bill	02945CO22332835	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 5122 COLLECTIONS:eContent	1,656.71 1,656.71
09/07/2022	Bill	02945CO22332831	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 5122 COLLECTIONS:eContent	2,676.93 2,676.93
09/07/2022	Bill	02945CO22332840	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 5122 COLLECTIONS:eContent	2,969.14 2,969.14
09/08/2022	Bill	1972	Management Northwest-Patricia L Ball	Training and legal Training and legal	2380 Accounts Payable 5202.4 OPERATING EXPENSES:Professional Services:Legal fees	4,188.00 4,188.00
09/08/2022	Bill	10613363350	DELL MARKETING L.P.	Battery, Primary, 99WHR	2380 Accounts Payable 5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	1,373.40 1,373.40

# Meridian Library District

Bill Listing  
September 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
09/08/2022	Bill	216008415565	TREASURE VALLEY COFFEE INC	Rent R/O Cooler	2380 Accounts Payable	76.00
					6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	76.00
09/08/2022	Bill	MH219512	Matterhackers Inc.		2380 Accounts Payable	5,600.82
					7216.U CAPITAL EXPENSES:unBound - Equip & Furn	5,600.82
09/08/2022	Bill	MLD218302	RAINBOW BOOK COMPANY		2380 Accounts Payable	166.19
					5130 COLLECTIONS:Children's books	166.19
09/08/2022	Bill	MLD218301	RAINBOW BOOK COMPANY		2380 Accounts Payable	73.41
					5130 COLLECTIONS:Children's books	73.41
09/11/2022	Bill	833302	AFLAC	Aflac benefits	2380 Accounts Payable	481.12
				ANDERSON, MICHELE D ANDERSON, MICHELE D	2360 AFLAC	-75.28
				CRONK, DAWN CRONK, DAWN	2360 AFLAC	
				GARCIA, W HITNEY R HAMPTON, CAMILLE A	2360 AFLAC	-21.32
				HAMPTON, CAMILLE A HUSKEY, KATIE	2360 AFLAC	-99.58
				HUSKEY, KATIE HYER, JENNIFER	2360 AFLAC	-33.02
				HYER, JENNIFER MAIER, ALLISON M	2360 AFLAC	-33.02
				MAIER, ALLISON M	2360 AFLAC	-76.02
				MAIER, ALLISON M MAIER, ALLISON M	2360 AFLAC	-76.02
				SU, JASON	2360 AFLAC	-32.38
				SU, JASON S	2360 AFLAC	-59.28
09/12/2022	Bill	72309	BAYSCAN TECHNOLOGIES	resin ribbon and labels	2380 Accounts Payable	162.80
				resin ribbon and labels	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	162.80
09/12/2022	Bill	02945DA22337510	OVERDRIVE, INC	eContent	2380 Accounts Payable	130.00
				eContent	5122 COLLECTIONS:eContent	130.00
09/12/2022	Bill	MLD218466	RAINBOW BOOK COMPANY		2380 Accounts Payable	3,966.75
					5130 COLLECTIONS:Children's books	3,966.75
09/12/2022	Bill	357 0214007	UNIFIRST CORP	mat cleaning	2380 Accounts Payable	110.93
				mat cleaning	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	110.93
09/13/2022	Bill	091322	Ednetics	NETWORK-PROJECT-	2380 Accounts Payable	1,924.28

# Meridian Library District

Bill Listing  
September 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
09/08/2022	Bill	216008415565	TREASURE VALLEY COFFEE INC	Rent R/O Cooler	2380 Accounts Payable	76.00
					6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	76.00
09/08/2022	Bill	MH219512	Matterhackers Inc.		2380 Accounts Payable	5,600.82
					7216.U CAPITAL EXPENSES:unBound - Equip & Furn	5,600.82
09/08/2022	Bill	MLD218302	RAINBOW BOOK COMPANY		2380 Accounts Payable	166.19
					5130 COLLECTIONS:Children's books	166.19
09/08/2022	Bill	MLD218301	RAINBOW BOOK COMPANY		2380 Accounts Payable	73.41
					5130 COLLECTIONS:Children's books	73.41
09/11/2022	Bill	833302	AFLAC	Aflac benefits	2380 Accounts Payable	481.12
				ANDERSON, MICHELE D ANDERSON, MICHELE D	2360 AFLAC	-75.28
				CRONK, DAWN CRONK, DAWN	2360 AFLAC	-
				GARCIA, W HITNEY R HAMPTON, CAMILLE A	2360 AFLAC	-21.32
				HAMPTON, CAMILLE A HUSKEY, KATIE	2360 AFLAC	-99.58
				HUSKEY, KATIE HYER, JENNIFER	2360 AFLAC	-33.02
				HYER, JENNIFER MAIER, ALLISON M	2360 AFLAC	-33.02
				MAIER, ALLISON M	2360 AFLAC	-76.02
				MAIER, ALLISON M MAIER, ALLISON M	2360 AFLAC	-76.02
				SU, JASON	2360 AFLAC	-32.38
				SU, JASON S	2360 AFLAC	-59.28
09/12/2022	Bill	72309	BAYSCAN TECHNOLOGIES	resin ribbon and labels	2380 Accounts Payable	162.80
				resin ribbon and labels	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	162.80
09/12/2022	Bill	02945DA22337510	OVERDRIVE, INC	eContent	2380 Accounts Payable	130.00
				eContent	5122 COLLECTIONS:eContent	130.00
09/12/2022	Bill	MLD218466	RAINBOW BOOK COMPANY		2380 Accounts Payable	3,966.75
					5130 COLLECTIONS:Children's books	3,966.75
09/12/2022	Bill	357 0214007	UNIFIRST CORP	mat cleaning	2380 Accounts Payable	110.93
				mat cleaning	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	110.93
09/13/2022	Bill	091322	Ednetics	NETWORK-PROJECT-	2380 Accounts Payable	1,924.28

# Meridian Library District

Bill Listing  
September 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				VoIP NETWORK-PROJECT-	5220.2 OPERATING EXPENSES:Information Technology:IT Infra -Support	1,924.28
09/13/2022	Bill	10614458210	DELL MARKETING L.P.	Battery, Primary, 99WHR	2380 Accounts Payable	4,668.50
					5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	4,668.50
09/13/2022	Bill	02945DA22339620	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 5122 COLLECTIONS:eContent	24.99 24.99
09/13/2022	Bill	02945DA22339619	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 5122 COLLECTIONS:eContent	1,370.06 1,370.06
09/13/2022	Bill	9/13/22	My Treasure Valley Handyman	Graffiti Removal	2380 Accounts Payable	215.00
					6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	215.00
09/14/2022	Bill	MSBGEYA100522-B	Macmillian Speakers Bureau Holtzbrinck Publishers LLC	Speaking fee deposit for Gene Yang	2380 Accounts Payable	3,750.00
				Speaking fee deposit for Gene Yang - Children's Book Festival - postponed until Sept 2021	1500 Deposits/Prepaid expenses	3,750.00
09/14/2022	Bill	02945CO22340313	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 5122 COLLECTIONS:eContent	2,731.52 2,731.52
09/15/2022	Bill	02945CO22335156	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 5122 COLLECTIONS:eContent	14,361.66 14,361.66
09/15/2022	Bill	09/15/2022	IDAHO POWER - 1620	Payment for 1326 Cherry Lane - 2201271620 Payment for 1326 Cherry Lane - 2201271620	2380 Accounts Payable 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	237.64 237.64
09/16/2022	Bill	02945CO22343599	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 5122 COLLECTIONS:eContent	13,831.84 13,831.84
09/17/2022	Bill	02945DA22344062	OVERDRIVE, INC	eContent eContent	2380 Accounts Payable 5122 COLLECTIONS:eContent	21.19 21.19
09/20/2022	Bill	449732	Hawley Troxell	South Branch Lease Purchase Financing South Branch Lease Purchase Financing	2380 Accounts Payable 9289 South Branch Project Costs	58,026.50 58,026.50
09/21/2022	Bill	2045-00005	CM Company Inc	Orchard Parks August Bill - Progress Bill #5 Orchard Parks August Bill - Progress Bill #5	2380 Accounts Payable 9288 Orchard Park Project Costs	275,766.00 275,766.00
09/21/2022	Bill	221	Dennis Ahern		2380 Accounts Payable 6224.1 OPERATING	1,700.00 1,700.00

# Meridian Library District

Bill Listing  
September 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	
09/21/2022	Bill	02945DA22349100	OVERDRIVE, INC	eContent	2380 Accounts Payable	92.00
				eContent	5122 COLLECTIONS:eContent	92.00
09/21/2022	Bill	02945DA22349099	OVERDRIVE, INC	eContent	2380 Accounts Payable	109.00
				eContent	5122 COLLECTIONS:eContent	109.00
09/22/2022	Bill	08302022	UNIFIRST CORP	mat cleaning	2380 Accounts Payable	178.97
				3570210909	6224.1 OPERATING	44.82
				3570211504	EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	
				3570212100	6224.1 OPERATING	43.24
				3570212690	EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	
					6224.1 OPERATING	45.86
					EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	
					6224.1 OPERATING	45.05
09/22/2022	Bill	02945CO22349697	OVERDRIVE, INC	eContent	2380 Accounts Payable	1,080.54
				eContent	5122 COLLECTIONS:eContent	1,080.54
09/27/2022	Bill	26361	Zoobean		2380 Accounts Payable	2,137.50
					5220.1 OPERATING	2,137.50
					EXPENSES:Information Technology:IT Infra - Software/Licensing	
09/27/2022	Bill	3570215174	UNIFIRST CORP	mat cleaning	2380 Accounts Payable	99.39
				3570215174	6224.1 OPERATING	99.39
					EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	
09/27/2022	Bill	216008455701	TREASURE VALLEY COFFEE INC	Rent R/O Cooler	2380 Accounts Payable	120.95
					6258 OPERATING	120.95
					EXPENSES:Facility Expense:Bldg-Utilities	
09/27/2022	Bill	02945DA22355178	OVERDRIVE, INC	eContent	2380 Accounts Payable	114.99
				eContent	5122 COLLECTIONS:eContent	114.99
09/27/2022	Bill	02945DA22355177	OVERDRIVE, INC	eContent	2380 Accounts Payable	301.40
				eContent	5122 COLLECTIONS:eContent	301.40
09/27/2022	Bill	02945DA22355175	OVERDRIVE, INC	eContent	2380 Accounts Payable	773.85
				eContent	5122 COLLECTIONS:eContent	773.85

# Meridian Library District

Bill Listing  
September 2022

DATE	TRANSACTION NUM TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				EXPENSES:Facility Expense:Bldg-Utilities:Bldg- Maintenance	
09/21/2022	Bill	02945DA22349100	OVERDRIVE, INC	eContent	2380 Accounts Payable 92.00
				eContent	5122 COLLECTIONS:eContent 92.00
09/21/2022	Bill	02945DA22349099	OVERDRIVE, INC	eContent	2380 Accounts Payable 109.00
				eContent	5122 COLLECTIONS:eContent 109.00
09/22/2022	Bill	08302022	UNIFIRST CORP	mat cleaning	2380 Accounts Payable 178.97
				3570210909	6224.1 OPERATING 44.82
					EXPENSES:Facility
				Expense:Bldg-Utilities:Bldg- Maintenance	
				3570211504	6224.1 OPERATING 43.24
					EXPENSES:Facility
				Expense:Bldg-Utilities:Bldg- Maintenance	
				3570212100	6224.1 OPERATING 45.86
					EXPENSES:Facility
				Expense:Bldg-Utilities:Bldg- Maintenance	
				3570212690	6224.1 OPERATING 45.05
					EXPENSES:Facility
				Expense:Bldg-Utilities:Bldg- Maintenance	
09/22/2022	Bill	02945CO22349697	OVERDRIVE, INC	eContent	2380 Accounts Payable 1,080.54
				eContent	5122 COLLECTIONS:eContent 1,080.54
09/27/2022	Bill	26361	Zoobean		2380 Accounts Payable 2,137.50
					5220.1 OPERATING 2,137.50
					EXPENSES:Information
					Technology:IT Infra - Software/Licensing
09/27/2022	Bill	3570215174	UNIFIRST CORP	mat cleaning	2380 Accounts Payable 99.39
				3570215174	6224.1 OPERATING 99.39
					EXPENSES:Facility
					Expense:Bldg-Utilities:Bldg- Maintenance
09/27/2022	Bill	216008455701	TREASURE VALLEY COFFEE INC	Rent R/O Cooler	2380 Accounts Payable 120.95
					6258 OPERATING 120.95
					EXPENSES:Facility
					Expense:Bldg-Utilities
09/27/2022	Bill	02945DA22355178	OVERDRIVE, INC	eContent	2380 Accounts Payable 114.99
				eContent	5122 COLLECTIONS:eContent 114.99
09/27/2022	Bill	02945DA22355177	OVERDRIVE, INC	eContent	2380 Accounts Payable 301.40
				eContent	5122 COLLECTIONS:eContent 301.40
09/27/2022	Bill	02945DA22355175	OVERDRIVE, INC	eContent	2380 Accounts Payable 773.85
				eContent	5122 COLLECTIONS:eContent 773.85

# Meridian Library District

Bill Listing  
September 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
09/28/2022	Bill	26283	TRI-STATE ELECTRIC, INC.	Fixtures	2380 Accounts Payable	800.00
				Sept 2022 MAINTENANCE	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	800.00
09/29/2022	Bill	29282	FATBEAM, LLC	Internet	2380 Accounts Payable	800.00
				Service Period covers this current month of invoicing Monthly Recurring Charges for Dedicated Internet Access-Silverstone	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	800.00
09/29/2022	Bill	09302022	My Treasure Valley Handyman	Landscaping	2380 Accounts Payable	1,365.00
					6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	1,365.00
09/29/2022	Bill	02945DA22355176	OVERDRIVE, INC	eContent	2380 Accounts Payable	91.50
				eContent	5122 COLLECTIONS:eContent	91.50
09/29/2022	Bill	092622	UNIFIRST CORP	mat cleaning	2380 Accounts Payable	184.84
				3570213276	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	49.13
				3570213865	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	45.43
				3570214450	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	45.86
				3570215033	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Utilities:Bldg-Maintenance	44.42

# Meridian Library District

*Laure Kuntz*  
10/17/22

## Statement of Activity

October 2021 - September 2022

	TOTAL
<b>Revenue</b>	
40000 Tax Revenue	
4000 Tax levy	4,663,079.11
4010 Ag. Replacement	485.00
4020 Pers Prop Replacement	14,989.61
4025 Recovered Homeowner's Exemption	78.00
4060 Tort Tax Levy	23,789.52
4100 Sales tax income	2,981,001.71
<b>Total 40000 Tax Revenue</b>	<b>7,683,422.95</b>
42000 Non-tax Revenue	-5,000.00
4200 Fines and fees	19,154.57
4210 Book Sale	127.86
4220 Meeting Room income	1,734.45
4221 Donations & Memorials	27,155.65
4300 Interest income	809.02
4339 Capital Replace & Repair Int	3,673.99
4400 Copy/Print income	14,733.25
4410 Miscellaneous income	1,809.80
4500 Grants	47,400.09
<b>Total 42000 Non-tax Revenue</b>	<b>111,598.68</b>
Sales	0.00
Sales of Product Revenue	0.00
<b>Total Revenue</b>	<b>\$7,795,021.63</b>
<b>GROSS PROFIT</b>	<b>\$7,795,021.63</b>
<b>Expenditures</b>	
50000 PERSONNEL	
5000 Salaries and wages	2,284,849.18
5005 Termination salaries	8,713.39
<b>Total 5000 Salaries and wages</b>	<b>2,293,562.57</b>
5010 Payroll benefits	277,415.48
5010a Benefits - Retirement	153,971.38
5010b Benefits - PR Taxes	117,314.38
5010c Benefits - Health	299,596.28
<b>Total 5010 Payroll benefits</b>	<b>848,297.52</b>
<b>Total 50000 PERSONNEL</b>	<b>3,141,860.09</b>



# Meridian Library District

## Statement of Activity

October 2021 - September 2022

	TOTAL
<b>51000 COLLECTIONS</b>	<b>10,740.78</b>
5110 Adult fiction	-394.83
5115 Adult Print Books	111,784.77
5121 Electronic databases	44,775.20
5122 eContent	368,531.70
5125 Print Reference	910.57
5130 Children's books	89,987.06
5130S Children's books - Supported	32.13
<b>Total 5130 Children's books</b>	<b>90,019.19</b>
5135 Young Adult books	16,037.22
5149 Media	36,543.05
5150 Circulating devices & kits	3,582.14
5151 Periodicals	7,269.47
<b>Total 51000 COLLECTIONS</b>	<b>689,799.26</b>
<b>52000 OPERATING EXPENSES</b>	
52020 Professional Services	825.00
5202.1 Audit	12,250.00
5202.4 Legal fees	21,578.50
5202.5 Consulting	24,431.00
5202.6 Other	1,300.00
5202.7 Accounting Svcs	54,810.86
<b>Total 52020 Professional Services</b>	<b>115,195.36</b>
52025 Banking fees	
5202.2 Bankcard fees	1,039.38
5202.3 Financial fees	23,086.03
<b>Total 52025 Banking fees</b>	<b>24,125.41</b>
5211 Copy/Print	19,367.35
52120 Consortium	-153.45
5212.A Consortium-Adv/Prog	-624.34
5212.C Consortium-Courier	16,755.27
5212.H Consortium-Hardware/Software	45,463.68
<b>Total 52120 Consortium</b>	<b>61,441.16</b>
52200 Information Technology	
5220.1 IT Infra -Software/Licensing	56,366.80
5220.2 IT Infra -Support	40,053.33
5220.3 IT PCs, Printers & Hardware	46,607.81
5220.5 IT Utilities	21,624.34
5220.6 IT Collection Licensing	9,231.66
5220.7 IT Technology Maintenance	13,280.32
<b>Total 52200 Information Technology</b>	<b>187,164.26</b>

# Meridian Library District

## Statement of Activity

October 2021 - September 2022

	TOTAL
<b>51000 COLLECTIONS</b>	<b>10,740.78</b>
5110 Adult fiction	-394.83
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5220.2 IT Infra -Support	40,053.33
5220.3 IT PCs, Printers & Hardware	46,607.81
5220.5 IT Utilities	21,624.34
5220.6 IT Collection Licensing	9,231.66
5220.7 IT Technology Maintenance	13,280.32
<b>Total 52200 Information Technology</b>	<b>187,164.26</b>

# Meridian Library District

*Laura Smith*  
10/19/22

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

October 2021 - September 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
40000 Tax Revenue	7,683,422.95	7,056,972.00	626,450.95	108.88 %
42000 Non-tax Revenue	111,598.68	137,600.00	-26,001.32	81.10 %
Sales	0.00		0.00	
Sales of Product Revenue	0.00		0.00	
<b>Total Revenue</b>	<b>\$7,795,021.63</b>	<b>\$7,194,572.00</b>	<b>\$600,449.63</b>	<b>108.35 %</b>
<b>GROSS PROFIT</b>	<b>\$7,795,021.63</b>	<b>\$7,194,572.00</b>	<b>\$600,449.63</b>	<b>108.35 %</b>
<b>Expenditures</b>				
50000 PERSONNEL	3,141,860.09	4,210,930.00	-1,069,069.91	74.61 %
51000 COLLECTIONS	689,799.26	1,121,450.00	-431,650.74	61.51 %
52000 OPERATING EXPENSES	980,100.49	1,367,863.00	-387,762.51	71.65 %
72000 CAPITAL EXPENSES	143,002.65	89,387.00	53,615.65	159.98 %
9800 Transfer Out -Capital Projects Fund	202,471.02	404,942.00	-202,470.98	50.00 %
Uncategorized Expense	10,526.52		10,526.52	
<b>Total Expenditures</b>	<b>\$5,167,760.03</b>	<b>\$7,194,572.00</b>	<b>\$ -2,026,811.97</b>	<b>71.83 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$2,627,261.60</b>	<b>\$0.00</b>	<b>\$2,627,261.60</b>	<b>0.00 %</b>
<b>Other Revenue</b>				
8000 Plant Facilities Levy Revenue	882,000.00	1,400,000.00	-518,000.00	63.00 %
8338 Capital Projects Interest	1,753.91	7,849.00	-6,095.09	22.35 %
8995 Finance Proceeds		8,000,000.00	-8,000,000.00	
8999 Transfer In -From General Fund	202,471.02	404,942.00	-202,470.98	50.00 %
<b>Total Other Revenue</b>	<b>\$1,086,224.93</b>	<b>\$9,812,791.00</b>	<b>\$ -8,726,566.07</b>	<b>11.07 %</b>
<b>Other Expenditures</b>				
9288 Orchard Park Project Costs	1,538,967.71	2,674,016.00	-1,135,048.29	57.55 %
9289 South Branch Project Costs	203,184.94	7,341,580.00	-7,138,395.06	2.77 %
<b>Total Other Expenditures</b>	<b>\$1,742,152.65</b>	<b>\$10,015,596.00</b>	<b>\$ -8,273,443.35</b>	<b>17.39 %</b>
<b>NET OTHER REVENUE</b>	<b>\$ -655,927.72</b>	<b>\$ -202,805.00</b>	<b>\$ -453,122.72</b>	<b>323.43 %</b>
<b>NET REVENUE</b>	<b>\$1,971,333.88</b>	<b>\$ -202,805.00</b>	<b>\$2,174,138.88</b>	<b>-972.03 %</b>

# Meridian Library District

## Statement of Activity

October 2021 - September 2022

	TOTAL
5225 Marketing & advertising	3,023.14
5228 Miscellaneous	5,910.49
52290 Materials Processing	
5229.1 Materials-OCLC	14,154.95
5229.2 Materials-Processing	29,764.83
5229.2s Materials Processing -supported	1,613.40
<b>Total 5229.2 Materials-Processing</b>	<b>31,378.23</b>
<b>Total 52290 Materials Processing</b>	<b>45,533.18</b>
5230 Phone Service	1,588.00
5232 Postage	11,440.58
52340 Professional Development	520.00
5234.1 Conferences	6,758.89
5234.2 Education	500.00
5234.3 Materials	470.19
5234.4 Memberships	2,874.68
5234.5 Staff Mtg & Training	5,777.14
5234.6 Webinar/Ecourses	5,201.54
<b>Total 52340 Professional Development</b>	<b>22,102.44</b>
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
<b>Total 5236.CH Programs - Children</b>	<b>344.43</b>
5236.EL Programs - Early Learning 0-5	6,818.45
5236.FA Programs -Family All Ages	2,105.34
5236.SA Programs -School Age 6-12	13,383.88
5236.TN Programs -Teen 13-18	998.83
5236.TW Program -Tween	380.00
5236.VO Programs -Volunteers	274.55
5236.YA Programs - Teen	1,399.00
<b>Total 52360 Program Expense</b>	<b>34,800.15</b>
5237 Recruiting/Background Checks	24,980.13
524000 Supplies	14.94
5240 Supplies - general	5,688.60
5245 Supplies - marketing	317.89
5246 Supplies - office	4,034.55
<b>Total 524000 Supplies</b>	<b>10,055.98</b>
5250 Taxes and insurance	15,444.93

# Meridian Library District

## Statement of Activity

October 2021 - September 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
<b>Total 52600 Vehicle Expense</b>	<b>14,461.13</b>
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	17,198.24
6250 Bldg-Insurance	47,579.00
6255 Bldg-Rent	107,529.16
6258 Bldg-Utilities	48,211.44
6224.1 Bldg-Maintenance	140,082.36
<b>Total 6258 Bldg-Utilities</b>	<b>188,293.80</b>
<b>Total 62240 Facility Expense</b>	<b>383,466.80</b>
<b>Total 52000 OPERATING EXPENSES</b>	<b>980,100.49</b>
72000 CAPITAL EXPENSES	
7216 Equipment & Furnishings	2,965.24
7216.U unBound - Equip & Furn	23,833
7220 IT - Infrastructure - Hardware	21,939.20
7220.3 IT PCs, Hardware Printers	94,264.89
<b>Total 72000 CAPITAL EXPENSES</b>	<b>143,002.65</b>
9800 Transfer Out -Capital Projects Fund	202,471.02
Uncategorized Expense	10,526.52
<b>Total Expenditures</b>	<b>\$5,167,760.03</b>
<b>NET OPERATING REVENUE</b>	<b>\$2,627,261.60</b>
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
<b>Total Other Revenue</b>	<b>\$1,086,224.93</b>
Other Expenditures	
9288 Orchard Park Project Costs	1,538,967.71
9289 South Branch Project Costs	203,184.94
<b>Total Other Expenditures</b>	<b>\$1,742,152.65</b>
<b>NET OTHER REVENUE</b>	<b>\$ -655,927.72</b>
<b>NET REVENUE</b>	<b>\$1,971,333.88</b>

# Meridian Library District

## Statement of Activity

October 2021 - September 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
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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	17,198.24
6250 Bldg-Insurance	47,579.00
6255 Bldg-Rent	107,529.16
6258 Bldg-Utilities	48,211.44
6224.1 Bldg-Maintenance	140,082.36
<b>Total 6258 Bldg-Utilities</b>	<b>188,293.80</b>
<b>Total 62240 Facility Expense</b>	<b>383,466.80</b>
<b>Total 52000 OPERATING EXPENSES</b>	<b>980,100.49</b>
72000 CAPITAL EXPENSES	
7216 Equipment & Furnishings	2,965.24
7216.U unBound - Equip & Furn	23,833
7220 IT - Infrastructure - Hardware	21,939.20
7220.3 IT PCs, Hardware Printers	94,264.89
<b>Total 72000 CAPITAL EXPENSES</b>	<b>143,002.65</b>
9800 Transfer Out -Capital Projects Fund	202,471.02
Uncategorized Expense	10,526.52
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<b>NET OTHER REVENUE</b>	<b>\$ -655,927.72</b>
<b>NET REVENUE</b>	<b>\$1,971,333.88</b>

**BY-LAWS  
BOARD OF TRUSTEES  
MERIDIAN LIBRARY DISTRICT**

**POWERS AND DUTIES OF THE BOARD OF TRUSTEES (IDAHO CODE SECTION 33-2720)**

- IT IS THE DUTY OF EACH TRUSTEE to attend all meetings of the board of trustees. The Board of Trustees of the Meridian Library District shall have powers and duties consistent with the laws of the state of Idaho as outlined in 33-2720 of the Idaho Code. No single board member can act on behalf of the board without approval by the majority.

**OFFICERS**

- Officers of the board shall be elected at the annual meeting of the board. The board shall elect a CHAIR and may elect a VICE-CHAIR. The Board shall appoint a TREASURER and CLERK. The term of office for each shall be one year. The Chair and Vice-Chair must be members of the Board.
- THE CHAIR shall preside at all board meetings, appoint all committees with approval from the Board, and generally perform the duties of a presiding officer. In the absence of the chair, the VICE-CHAIR shall serve as temporary CHAIR.
- THE TREASURER. (33-2722) The Board of Trustees of the Meridian Library District shall appoint a qualified person, who may or may not be a member of the board of trustees, to act as treasurer of the library district. Such person shall, on taking office, give bond to the library district, with sureties approved by the board of trustees, in the amount of at least five thousand dollars (\$5,000), which bond shall be paid for by the district. The treasurer's duties shall be as enumerated in Idaho Code Section 33-2722.
- THE CLERK. (33-2722) The Board of Trustees of the Meridian Library District shall appoint a qualified person, who may or may not be a member of the board of trustees, to act as clerk of the library board. The clerk shall conduct library district elections, other than for excision, annexation, consolidation, or division; shall prepare and distribute legal notices; and shall have such other duties as the board may prescribe.
- THE LIBRARY DIRECTOR. (33-2721) The Board of Trustees of the Meridian Library District shall appoint the library director, who shall serve as administrator of the library district and as the SECRETARY for the board without voting rights. The library director's duties shall be as provided for by Idaho Code, Section 33-2721. With the recommendation of the library director, the board shall employ such other persons as may be necessary in the administration of the affairs of the library district.

**TRUSTEE ELECTIONS (IDAHO CODE SECTION 33-2715)**

- Members of the district board of trustees shall be elected for six-year terms each odd numbered year.
- The term of office for an elected trustee shall be six (6) years.

- The election is held in May on such date as provided for by law.

### **VACANCIES ON BOARDS OF TRUSTEES (IDAHO CODE SECTION 33-2716)**

- A vacancy shall be declared by the Board of Trustees when any nominee has been elected but has failed to qualify for office, or within thirty (30) days of when any trustee shall (a) die; (b) resign from office; (c) no longer reside in his or her respective trustee zone of residence; (d) no longer be a resident or qualified elector of the library district; (e) refuse to serve as trustee; (f) without excuse acceptable to the Board of Trustees, fail to attend two (2) consecutive regular meetings of the Board; or (g) be recalled and discharged from office in the manner set forth by law.
- The Board of Trustees shall appoint a qualified person to fill any such vacancy in the manner provided for by law. The newly appointed trustee shall serve until the next annual election of trustees. The newly elected trustee at said election will then serve out the remainder of the unexpired term.

### **COMMITTEES**

- SPECIAL COMMITTEES for the study and investigation of special problems or issues may be appointed by the Board Chair with the approval of the board, to serve until the completion of the work for which they were appointed.
- STANDING COMMITTEES may also be appointed by the Board Chair, with the approval of the board, to keep the board advised on such matters as building maintenance, finances, personnel, or any other area relating to the library.

### **MEETINGS (33-2719)**

- The annual meeting of the Board of Trustees of the Meridian Library District shall be on the date of its regular meeting in June. The purpose of the annual meeting is to administer the oath of office to the newly elected or re-elected trustee or trustees, to elect the officers of the board and to establish a regular meeting date.
- The Board may review, adopt amend or repeal policies and procedures at any regular or special meeting.
- The regular meetings of the board of trustees shall be held at least once in each month, at such uniform day of such uniform month as the board of trustees shall determine at its annual meeting.
- Special meetings may be held from time to time as the board may determine, but written notice thereof shall be given to the members at least two (2) days prior to the day of the meeting.
- The Board of Trustees of the Meridian Library District has determined that proxy votes will not be accepted.

### **QUORUM**

- A QUORUM for the transaction of business shall consist of three members of the board, but a smaller number may adjourn. (33-2719)



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## **ORDER OF BUSINESS**

Meridian Library District Board of Trustee Meeting agendas follow 74-204 NOTICE OF MEETINGS which states, "An agenda may be amended, provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion. An agenda item that requires a vote shall be identified on the agenda as an "action item" to provide notice that action may be taken on that item. Identifying an item as an action item on the agenda does not require a vote to be taken on that item." "An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting. Final action may not be taken on an agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting." The Chair will utilize usual and customary parliamentary rules and procedures to conduct meetings to help maintain order and efficiently govern the proceedings.

- THE ORDER OF BUSINESS at regular meetings shall be as follows:
- Call to Order - Start the meeting on time. No discussion prior to meeting.
- Guest Comments - Public comment may be taken at this time. Such comments will be limited to three minutes in duration.
- 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 the Board Chair, a member of the library board, library staff, or a patron requests an item to be removed from the Consent agenda for discussion.
- Financial report and approval of bills.
- Business to come before the Board.
- Future Agenda Items
- Adjournment - No more discussion of library business after adjournment.

## **AMENDMENTS**

- These by-laws may be amended at any regular meeting of the board with a quorum present by a majority vote of the members present provided written notice of the proposed amendment.