

Library Board Trustee Meeting Minutes

June 21st, 2023

Meridian Cherry Lane Library
1326 W. Cherry Lane
Meridian, ID 83646
Large Conference Room

Trustees

Megan Larsen
Chair

Jeff Kohler
Vice Chair

Laura Knutson
Treasurer

Destinie Hart
Trustee

Josh Cummings
Trustee

Regular Session

Trustees present: Megan Larsen; Jeff Kohler; Destinie Hart; Josh Cummings

Staff present: Nick Grove, Library Director; Trisha M., Assistant Director; Ema B., Accounting & Finance Manager; Dan P., Executive Assistant

Recording available at:
<https://www.youtube.com/MeridianLibraryDistrict>

Meeting called to order by Megan at 7:00pm

AGENDA ITEMS

Officer – Swearing in of the newly elected Trustees

- Josh Cummins & Destinie Hart

Nominations:

Chair: Jeff nominated Megan	Second - Destinie	Vote - All in favor
Vice chair: Josh nominated Jeff	Second – Laura	Vote - All in favor

Review of Board bylaws –

-No discussion

Motion to approve – Josh	Second – Laura	Vote - All in favor
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Review of Trustee Job Description

-No discussion

Motion to approve – Laura	Second – Destinie	Vote - All I favor
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Establishing Regular Meeting Announcements

-No discussion

Motion to approve – Jeff

Second – Laura

Vote - All in favor

1. Public Comments –

-no public comments

2. Consent Agenda: Consent agenda items are considered to be routine and are acted on with one motion. [ACTION ITEM]

a. Regular Meeting Minutes, May 17, 2023

Motion to approve – Destinie

Second – Laura

Vote – All in favor

3. Approval of Financial Reports [ACTION ITEM]

a. Approval of Financial Reports

-no discussion

Motion to approve – Jeff

Second - Destinie

Vote - All in favor

b. Disbursement approvals

-no discussion

Motion to approve – Larua

Second – Josh

Vote – All in favor

4. Orchard Park Capital Expenditure Memorandum [ACTION ITEM]

-The Orchard Park branch project has exceeded Ti improvements, the CM Company budget was exceeded but the overall budget is under, less than .01% overage.

-There were significant challenges on coordinating materials and labor

-MLD is still awaiting materials but nearing closing out the project

Motion to approve - Josh

Second - Laura

Vote – All in favor

5. FY22 Audit Presentation and Acceptance [ACTION ITEM]

- Harris CPAs – MLD Fiscal Year 2021-2022 Financial Audit

Motion to approve - Laura

Second- Jeff

Vote- All in favor

6. Staff presentation

- Financial Structure Presentation – Ema Brenneman

7. Director's Report

- a copy of the Directors report is in the Board Packet
- collection development policy question for the Board– Does MLD desire to keep full series of book? To do this consistently will be challenging, but MLD is working toward keeping those series/volumes. Another challenge is that the series/volumes may be found at different locations. MLD aspires to keep these series/volumes together.

8. Job Descriptions

- Resource Coordinator [ACTION ITEM]
-tabled until July 2023 meeting
- Collection Development Librarian [ACTION ITEM]
- No discussion

Motion to approve - Laura

Second -Destinie

Vote – All in favor

- Library Director [ACTION ITEM]
 - *Amendment - Serve as Secretary of the Trustees and clerk of the Board, and attend all Board meetings
 - *Amendment – add assistant directors as supervisor on page 3
 - *Amendment – In record and reports section – replacing the word Board with Trustees, consistency throughout the document
 - Look into the “40 hours a week” portion of the job description, talk with legal

Motion to approve as amended - Laura

Second - Destinie

Vote – All in favor

- Recruitment Coordinator [ACTION ITEM]

-A new position to be filled to assist with the volunteers and recruitment.

Motion to approve - Laura

Second - Destinie

Vote – All in favor

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e. Salary Schedule [ACTION ITEM]

-No discussion

Motion to approve - Laura

Second - Josh

Vote – All in favor

9. Policy Review

a. Lending Guidelines [ACTION ITEM]

-Obtaining library card – to be more specific about ages – look at the legality – the present wording is to safeguard the Meridian Library District

-Suggestion – (a perception is that there is no safety, which is not true) ADD – the parent legal guardian is responsible for the account and the material (content).

-The Board would like to consider for the future – the possibility of offering an option of tiered library cards (Idaho Falls has offered something similar)

-How can MLD help our patrons understand the tools we have to help them make choices?

-The Board would like MLD to investigate – the ability to send an email (of check outs) with the current infrastructure and the cost of doing it if it is not available

Motion to as written- Laura

Second - Josh

Vote – Yes (Laura, Josh)

No(Megan, Destinie, Jeff)

10. Executive Session [ACTION ITEM]

- Pursuant to [Idaho Code §74-206 \(1\)](#)
 - [\(b\)](#) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;
 - [\(c\)](#) To acquire an interest in real property not owned by a public agency;

Motion to go into Executive Session:

Megan – Yes

Jeff – Yes

Laura – Yes

Destinie – Yes

Josh – Yes

Return to regular session: 10:02pm

11. Future agenda items [DISCUSSION ITEM]

- Lending guidelines policy revision
- FY2024
- August or September – to change or review the form (request for reconciliation) for moving a book
- New policy to consider– public comment policy
- Consider posting the salary schedule for MLD

Meeting adjourned: 10:05pm

The next regular Library Board Meeting is scheduled for 7:00pm, July 19, 2023

RESPECTFULLY SUBMITTED AND APPROVED

Nick Grove, Director

Megan Larsen, Board Chair

DRAFT

Communications and Marketing

- The position of Communication and Marketing Manager is currently vacant, we are working on replacing the position with a Marketing Librarian.
- The Digital Services Librarian, Assistant Director, and several staff have filled in to cover immediate social media and marketing roles.

Human Resources

Personnel Overview

- Applications Reviewed
 - 37 for a Part-time Library Assistant positions
 - 20 for a Part-time Page positions
- Conducted 6 phone screen interviews and 18 in-person interviews
- Position changes
 - Volunteer Coordinator moved into the Recruitment Coordinator position
 - One Library Assistant moved from a 19-hour position to Full-time position, and one Library Assistant moved from a 29-hour position to 19-hour position
- Job offers
 - Library Assistant (Full-time)
 - Page (2x 19-hour positions)
- Terminations
 - The Communications and Marketing Manager and Orchard Park Managers resigned

Additional Updates

- Admin Assistant: Offers were made but were not accepted. This position will be reopened following approval of the revised job description.
- 4 majors employee investigations.
- Meet with another benefit company to discuss benefits and what their company might offer to MLD.
- Attended a benefit workshop hosted by Advance Benefits.
- Worked on the implementation of the compensation module in Paylocity.

- Attended a Pregnant law update Training from Management Northwest, this covered the new enacted PUMP Act.
- Prepared the Employee handbook for review by Employment Legal Counsel.

Capital Projects

- Staff continue to work with Brighton and LKV on design elements of South Branch.
- Supplies for the remaining Orchard Park tenant improvements are starting to become available and the subcontractors are installing them as they do.

Additional updates

- Met with the Lynx Library Directors to work on the Joint Powers Agreement and Bylaws.
- Attended Mayor Simison's State of the City address at the Galaxy Center then joined hundreds of participants at the MLD Summer Reading Kickoff at Settlers Park.
- Chaired the Librarian Subcommittee where we discussed terminology and policy consistencies.
- Hosted an Admin Planning Session over two days to go over the new organizational design plan. This plan was the culmination of information gathering and discussions from the past year. A focus of the new design is to provide consistent service across the District, improve clarity on roles and responsibilities, and to balance out staffing levels to meet the needs of the District now and in the future.

Meridian Library Foundation

The Foundation kicked off the month of June at the library's Summer Reading Kickoff with a camping-themed booth. Foundation volunteers gave away 30 s'mores kits and 230 free books to kids in attendance, played over 250 games of giant tic-tac-toe with community members, and raised \$587 through a family-fun raffle!

Toward the end of the month, Trademark was able to install the donor wall at the new Orchard Park Library. We will soon coordinate with library staff to have the individual "stones" engraved with the names of the wall's donors. All gifts received will directly support the Meridian Library District with the purchase of new books, technology, furniture, and more.



Engagement *Monthly

June marked the beginning of our annual Summer Reading program. MLD hosted another successful kick-off celebration on June 1 at Settler's Park. The event hosted over 3,000 attendees despite having it on a Thursday evening versus the usual Friday night. Youth attending were able to stop by the library's section and pick up a free book to take home to start off their Summer Reading program. (pictures below)

Cherry Lane staff hosted a *very* popular Bluey celebration program, in celebration of the beloved children's television characters. The program was such a huge success with 250 patrons that it caught the attention of Meridian Fire Department who came over to check it out and make sure the facilities and parking lot were safe. This was a great reminder to staff of the potential and value of our library programs and to help us remember the importance of procedures for large programs.

Boise State's Astronomers in Training program hosted a mobile planetarium event at Orchard Park, Cherry Lane, and Silverstone branches with several young learners and families attending. Due to the expansive size of the mobile planetarium Silverstone's staff arranged an after-hours program to allow families a chance to learn, explore, and have fun. (pictures below)

We recently began service to Meridian Meadows, an assisted living and rehabilitation community that opened in March 2020, yes, that is correct, just as the world shut down. We have residents receiving books and magazines and their staff is eager to work with us on program ideas and to be included with our other programs such as Boredom Busters and Craft in a Bag.

The Bookmobile and staff attended the Summer Meals Kickoff at Tully Park. In two hours, 300 people came to visit the Bookmobile, play outdoor games, and sign up for summer reading. It was a great event, with almost all the over 100 Summer Reading books for signing up for the summer reading program picked up. (pictures below)

A young patron at Orchard Park coined a new term for the library, vigilante volunteerism. Staff noticed a parent helping to clean up the youth books section, straightening and replacing fallen books after a large group had come through. Staff went over to thank the patron for their help when their child spoke up and said, "they're always doing this, it's like vigilante volunteering."

Images 4-5: Mobile Planetarium at Silverstone and Cherry Lane



Images 6-8: Summer Meals Kick Off at Tully Park



District Wide Circulation Statistics *Monthly

	Month Review	Fiscal Year-to-Date	% Change Last FYTD
Check Outs	130,548	1,020,464	+12.98%
Check Ins	85,633	693,007	+13.43%
Account Creations	933	4,906	+52.60%

District Wide Service Statistics *Monthly

	Month Review	Fiscal Year-to-Date	% Change Last FYTD
Door Counts	40,836	28,031	+44.58%
Reference Questions Answered	6,217	40,128	-5.24%*
Home Deliveries- Number of Deliveries	955	9,645	-8.53%
Home Deliveries- Number of Items Delivered	2,563	23,523	<i>Data not tracked in previous years</i>
3D Filament Prints	90	1,162	+63.43%
3D Resin Prints	9	110	+139.13%
Outreach Interactions	633	6,651	+175.98%

*Decline in reference questions answered could be due to increased availability of accurate information and data regarding public health and safety and political/election news. We saw an increase in reference questions during 2021-2022 in regards to contagious illnesses and often see an increase during active election seasons.

District Wide Program Statistics *Monthly

<i>Programs Offered</i>	Month Review	Fiscal Year-to-Date	% Change Last FYTD
Early Learners (0-5)	42	541	+50.70%
School Age (6-12)	31	225	+281.36%
Teens (13-17)	3	43	+258.33%
Adults & Seniors (18+)	25	165	+511.11%
Families & General Ages	10	49	+444.44%
Total Programs Offered	111	1,023	+118.59%

<i>Program Attendance</i>	Month Review	Fiscal Year-to-Date	% Change Last FYTD
Early Learners (0-5)	1,231	16,694	+65.71%
School Age (6-12)	660	4,462	+47.60
Teens (13-17)	41	739	+624.51%
Adults & Seniors (18+)	299	2,703	+230.04%
Families & General Ages	3,757	5,687	+112.84%
Total Program Attendance	5,988	30,285	+78.99%

District Wide Volunteer Statistics *March, June, Sept, Dec

	Quarter Review (April, May, June)	Fiscal Year-to-Date	% Change Last FYTD
Active Volunteers	131	944	+75.48%
Volunteer Hours	794.99	5,111.43	+85.19

Volunteer requests and hours have expanded tremendously over the last year with the increase in library usage and program attendance. In June, MLD had the largest amount of volunteer hours in one month since February 2020, with 393 hours and 55 volunteers.



Statistics

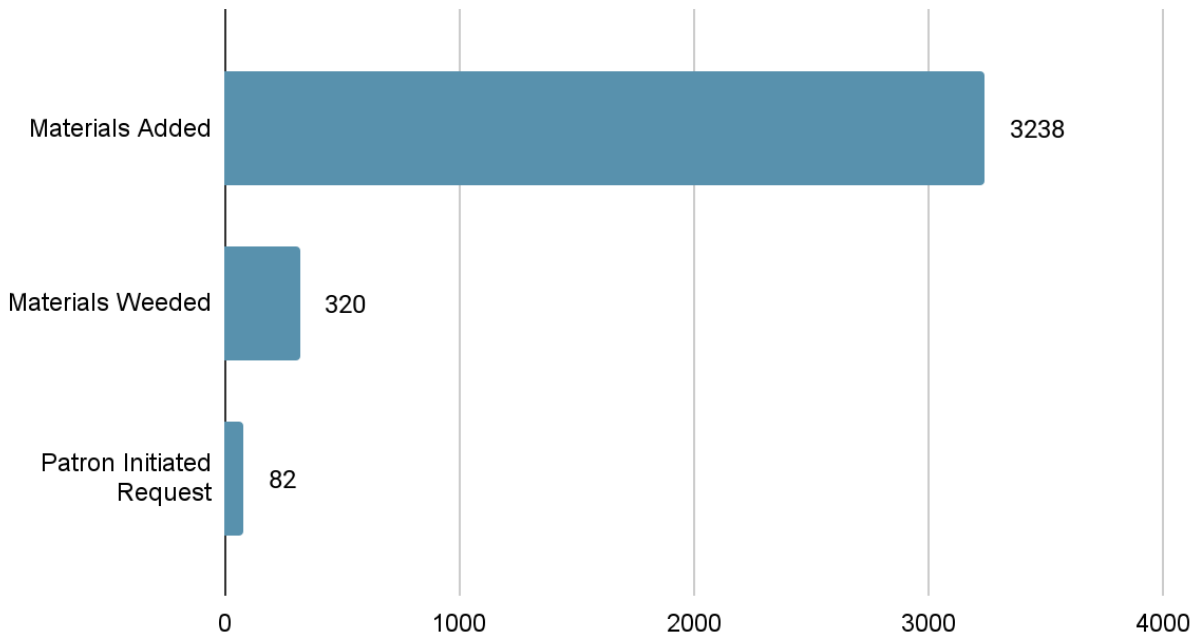
Patron Computer and Network Use Report

Total Unique Users	Total Sessions Authenticated	Avg. User Time	Wireless Users
2,369	3,480	114 min	2,159

***No longer included in the above statistic is the (+/-) change from previous month because Orchard Park's count will skew the results. It may be brought back next June.*

Collections

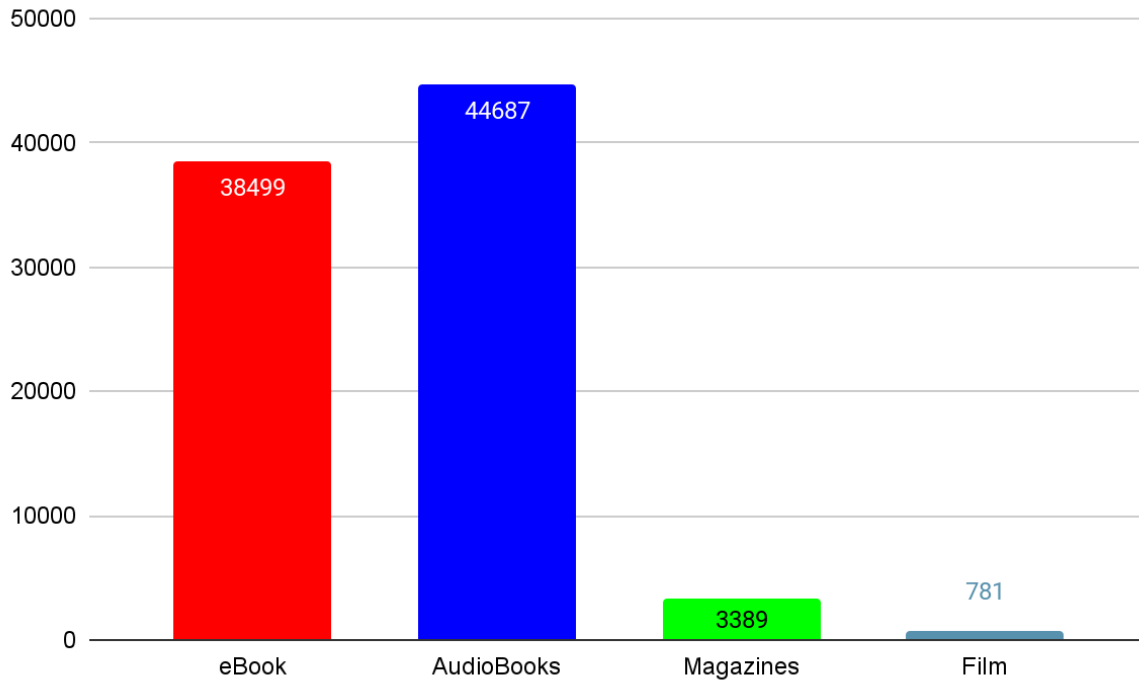
Collection Maintenance



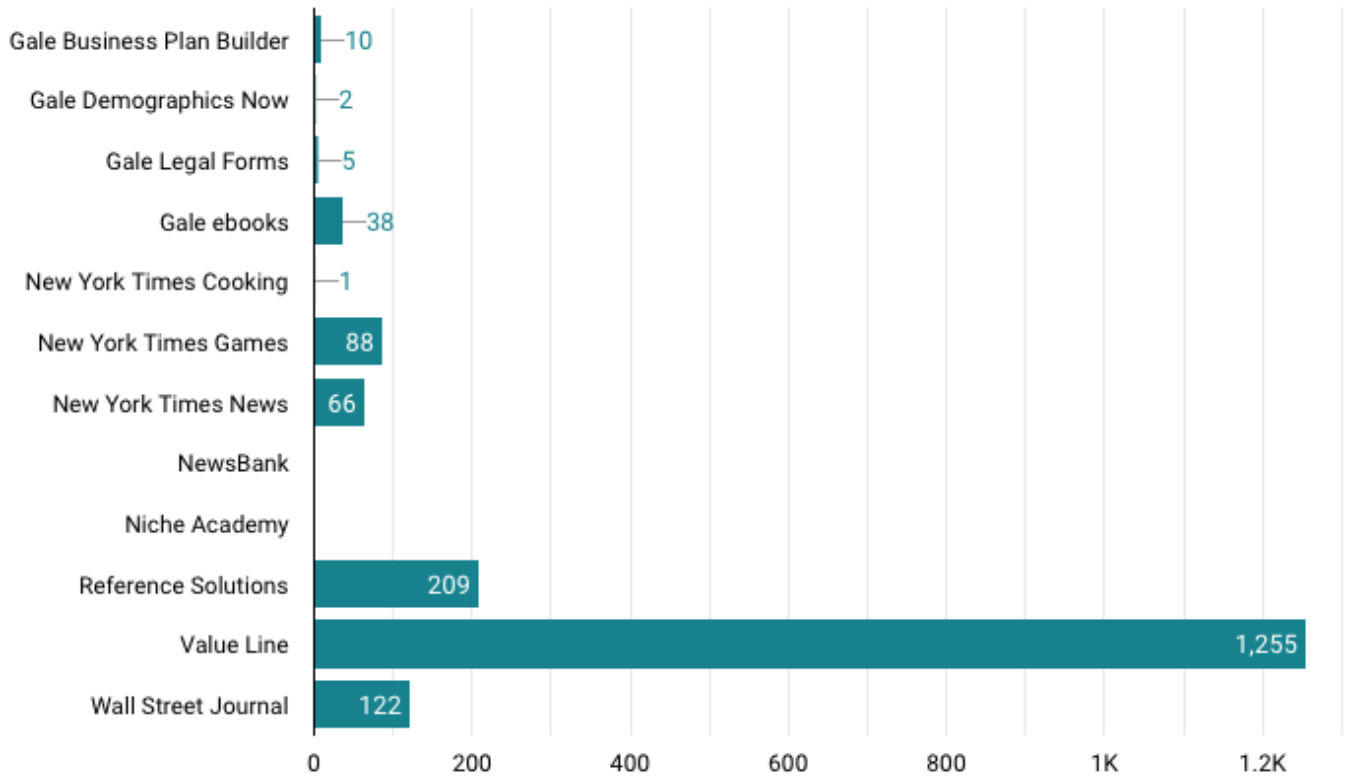
*Monthly board reports cover the month prior to the meeting (i.e., the July report is for June 1-30).

Digital Resource Usage

Digital Collection



Databases



*** These numbers reflect the total quarterly usage of digital resources for April-June 2023

General Updates

Facilities

Facilities worked on a few issues this month that did not involve the HVAC system. Our Maintenance Coordinator responded to multiple fire alarms at Cherry Lane at the end of June. Fortunately, they were all false alarms. The vendor made pressure adjustments to the system and does not believe there is an active leak in the system which is what has caused problems in the past. We also received a code violation notice from the Meridian Police Department for our property on Spanish Sun Way. Nearby residents were concerned about the amount of weeds growing on the lot. Finding a vendor to clear such a small parcel proved to be much more difficult than expected. Luckily, MPD had a list of vendors we were able to work with and the issue has since been resolved.

Technology

Our eRate vendor, NCCE, formally announced that they are exiting the eRate business following the resignation of their only consultant. We are actively looking for a new vendor to help process all the legal forms required to receive discounts on internet services and network equipment. We hope to have a new vendor in place by the end of July to help start the bidding process for Category 1 internet service for fiscal year 2024.

We executed a small portion of our Category 2 eRate contract for the FY23 year. Category 2 includes networking equipment. We purchased additional wireless access points for most of our branches to better distribute wireless connectivity across buildings. This will be more noticeable at unBound where an additional AP will alleviate bandwidth bottlenecks.



Meridian Library District Board of Trustees

June 2023 Meeting Board Report*

Department/Division: Finance

Prepared by: Ema B.

MONTHLY FINANCIAL REPORT

Quick Stats May 2023

March Bills Processed: 202

Credit Card Charges: 160

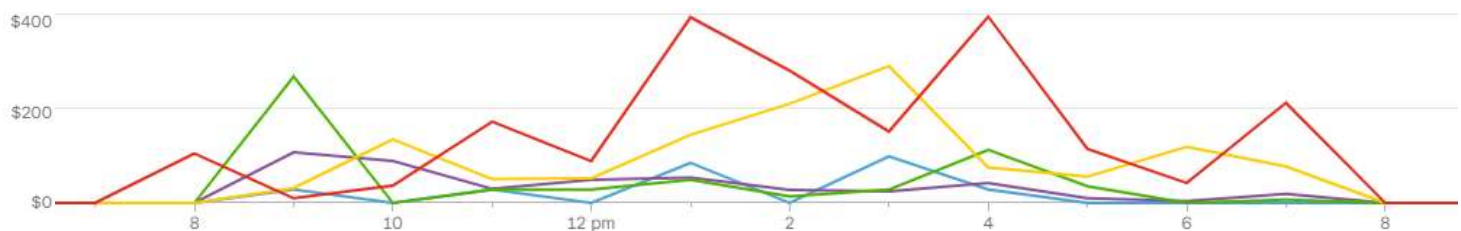
May 2023 Financial Statement Observations & Explanations

- 57.88% of the general fund expenditure budget has been utilized at 66% of the fiscal year.
- No overarching expenditure categories are running over budget year to date. There are some minor line item and class adjustments that will be needed with an amended FY2023 budget.
- The Idaho State Tax Commission annual Budget and Levy training was held on May 4th. The director and finance manager attended. This annual training session explains the levy process and applicable statutes.

June Square Snapshot

Top 5 Categories: Gross Sales

● Paper Printing Services \$2,008.33 ● Lost/Damaged Items \$1,245.66 ● Room Reservations \$573.12 ● 3D Printing Services \$457.53 ● Non-Resident Library Cards \$268.85



*Monthly financial board reports cover the month that is two months prior to the meeting (i.e., the July report is for May 1-31).

Meridian Library District

Bill Listing

May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2380 Accounts Payable						
05/01/2023	Bill	2023-05-01	SUNDANCE INVESTMENTS LLLP	Silverstone Lease - Monthly Payment	2380 Accounts Payable	9,607.30
				Silverstone Lease - Monthly Payment	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	9,607.30
05/01/2023	Bill	34335	FATBEAM, LLC	Internet May 2023	2380 Accounts Payable	550.00
				Internet May 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	550.00
05/01/2023	Bill	34237	FATBEAM, LLC	Internet May 2023	2380 Accounts Payable	500.00
				Internet May 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	500.00
05/01/2023	Bill	34226	FATBEAM, LLC	Internet May 2023	2380 Accounts Payable	500.00
				Internet May 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	500.00
05/01/2023	Bill	34209	FATBEAM, LLC	Internet May 2023	2380 Accounts Payable	950.00
				Internet May 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	950.00
05/01/2023	Bill	1289153	PEAK ALARM CO, INC	Security monitoring 05/01-07/31/2023	2380 Accounts Payable	139.05
				Security monitoring 05/01-07/31/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	139.05
05/01/2023	Bill	34466	FATBEAM, LLC	Managed Firewall Service May 2023	2380 Accounts Payable	150.00
				Managed Firewall Service May 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	150.00
05/01/2023	Bill	7288	JAN-PRO CLEANING SYSTEMS OF ID	Regular Janitorial Service from 05/01/2023 to 05/31/2023	2380 Accounts Payable	4,950.00
				Regular Janitorial Service from 05/01/2023 to 05/31/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	3,850.00
				Regular Janitorial Service from 05/01/2023 to 05/31/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	200.00
				Regular Janitorial Service from 05/01/2023 to 05/31/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	450.00
				Regular Janitorial Service from 05/01/2023 to 05/31/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	450.00
05/01/2023	Bill	0640841	WESTERN RECORDS DESTRUCTION, INC	Shredding Service 04/01-04/30/2023	2380 Accounts Payable	55.00
				Shredding Service 04/01-04/30/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	27.50
				Shredding Service 04/01-04/30/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	27.50
05/01/2023	Bill	02945DA23140674	OVERDRIVE, INC	Ebook	2380 Accounts Payable	75.00
				Ebook	5122 COLLECTIONS:eContent	75.00
05/01/2023	Bill	6112195	UNIQUE MANAGEMENT SERVICES, INC	Customer Account Balance Recovery Service April 2023	2380 Accounts Payable	295.35
				Customer Account Balance	5202.6 OPERATING EXPENSES:Professional	295.35

Meridian Library District

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May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Recovery Service April 2023	Services:Other	
05/01/2023	Bill	IDW-101778	YIG Administration	ID Watchdog April 2023	2380 Accounts Payable	140.00
				ID Watchdog April 2023	5010 PERSONNEL:Payroll benefits	140.00
05/01/2023	Bill	ID-374-05/23	WILLAMETTE DENTAL	Willamette Dental Benefits May 2023	2380 Accounts Payable	1,450.70
				Willamette Dental Benefits April 2023 Employee Deductions	2355 Dental Payable	-449.10
				Willamette Dental Benefits April 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	438.20
				Willamette Dental Benefits April 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	313.00
				Willamette Dental Benefits April 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	187.80
				Willamette Dental Benefits April 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	62.60
05/01/2023	Bill	001521176834	Mutual of Omaha	Dental/Vision/AD&D/Life/STD May 2023	2380 Accounts Payable	3,176.31
				Employee Payroll Deductions for Dental/Vision/AD&D/Life/STD April 2023	2357 Unum Payable	-1,019.78
				MOO Dental Benefits May 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	248.68
				MOO Dental Benefits May 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	566.16
				MOO Dental Benefits May 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	93.06
				MOO Dental Benefits May 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	114.28
				MOO Dental Benefits May 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	66.84
				MOO Life May 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	67.50
				MOO Life May 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	108.00
				MOO Life May 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	18.00
				MOO Life May 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	18.00
				MOO Life May 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	27.00
				MOO Vision May 2023 Employee Contributions	5010 PERSONNEL:Payroll benefits	87.64
				MOO Vision May 2023 Employee Contributions	5010 PERSONNEL:Payroll benefits	135.12
				MOO Vision May 2023 Employee Contributions	5010 PERSONNEL:Payroll benefits	21.76
				MOO Vision May 2023 Employee Contributions	5010 PERSONNEL:Payroll benefits	23.10
				MOO Vision May 2023 Employee Contributions	5010 PERSONNEL:Payroll benefits	34.62
				MOO Short Term Disability May 2023 Employee Contributions	5010 PERSONNEL:Payroll benefits	204.38
				MOO Short Term Disability May 2023 Employee Contributions	5010 PERSONNEL:Payroll benefits	283.28
				MOO Short Term Disability May 2023 Employee Contributions	5010 PERSONNEL:Payroll benefits	42.46
				MOO Short Term Disability May 2023 Employee Contributions	5010 PERSONNEL:Payroll benefits	40.98

Meridian Library District

Bill Listing

May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				MOO Short Term Disability May 2023 Employee Contributions	5010 PERSONNEL:Payroll benefits	60.84
				Reconciling Differences for Dental/Vision/AD&D/Life/STD May 2023	2357 Unum Payable	105.17
05/01/2023	Bill	34335-1	FATBEAM, LLC	Upgraded Internet May 2023 500M to 1G	2380 Accounts Payable	300.00
				Upgraded Internet May 2023 500M to 1G	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	300.00
05/01/2023	Bill	64318432	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	60.04
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	60.04
05/01/2023	Bill	64318431	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	532.36
				Print Books	5130 COLLECTIONS:Children's books	30.51
				Print Books	5130 COLLECTIONS:Children's books	10.16
				Print Books	5115 COLLECTIONS:Adult Print Books	315.21
				Print Books	5115 COLLECTIONS:Adult Print Books	33.20
				Print Books	5115 COLLECTIONS:Adult Print Books	112.80
				Print Books	5130 COLLECTIONS:Children's books	30.48
05/01/2023	Bill	NIN21690667	Window Wizard, Inc.	Orchard Park Construction Clean Window Washing	2380 Accounts Payable	5,200.00
				Orchard Park Construction Clean Window Washing	9288 Orchard Park Project Costs	5,200.00
05/01/2023	Bill	JW23-156290	VALUE LINE PUBLISHING, INC	ValueLine Library 07/01/23-06/30/24	2380 Accounts Payable	7,665.00
				ValueLine Library 07/01/23-09/30/23	5121 COLLECTIONS:Electronic databases	1,916.25
				ValueLine Library 10/01/23-06/30/24	1500 Deposits/Prepaid expenses	5,748.75
05/01/2023	Bill	357 02281502330228150	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	81.76
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	81.76
05/01/2023	Bill	357 02293422330229342	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	106.65
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	106.65
05/01/2023	Bill	357 02234032330223403	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	97.72
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	97.72
05/01/2023	Bill	357 02269592330226959	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	97.98
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	97.98
05/01/2023	Bill	357 02295072330229507	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	48.70
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	48.70

Meridian Library District

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May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/01/2023	Bill	357 02283162330228316	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	43.36
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	43.36
05/01/2023	Bill	M000928-2023	Division of Building Safety - Elevator Program	Annual Elevator Certification 2023	2380 Accounts Payable	100.00
				Annual Elevator Certification 2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	100.00
05/01/2023	Bill	13009	A1 Stamp & Mabel's Labels	Name Badges x 4	2380 Accounts Payable	36.00
				Name Badges x 4	5246 OPERATING EXPENSES:Supplies:Supplies - office	36.00
05/01/2023	Bill	LostItemReturned	Michael Grimm	Lost Item Fine - Item Returned	2380 Accounts Payable	8.37
				Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-8.37
05/01/2023	Bill	LostItemReturned	Julie Hiatt	Lost Item Fine - Item Returned	2380 Accounts Payable	12.00
				Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-12.00
05/01/2023	Bill	DuplicatePayment	Diana Shafer	Refund Duplicate payment	2380 Accounts Payable	17.99
				Refund Duplicate payment	4200 Non-tax Revenue:Fines and fees	-17.99
05/01/2023	Bill	L6950000000062023	L695-NCPERS IDAHO	NCPERS 6/01-6/30/2023	2380 Accounts Payable	176.00
				NCPERS 6/01-6/30/2023	2350 Persi Life withholding payable	-176.00
05/02/2023	Bill	112284	Diamond Lawns, LLC	May 2023 Lawn Maintenance Payment	2380 Accounts Payable	864.97
				May 2023 Lawn Maintenance Payment	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	864.97
05/02/2023	Bill	02945DA23143715	OVERDRIVE, INC	Ebook/Audiobooks	2380 Accounts Payable	261.00
				Ebook/Audiobooks	5122 COLLECTIONS:eContent	261.00
05/02/2023	Bill	02945DA23143717	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	320.18
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	320.18
05/02/2023	Bill	02945DA23143716	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	392.20
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	392.20
05/02/2023	Bill	02945C023142167	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	9,075.63
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	9,075.63
05/02/2023	Bill	S0004834	All Pro Linen	Orchard Park Towel/Mat Laundering	2380 Accounts Payable	53.25
				Orchard Park Towel/Mat Laundering	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	53.25
05/02/2023	Bill	05/02/23	Katie H	Reimb General Supplies Purchased at WalMart 05/01/23	2380 Accounts Payable	20.10
				Reimb General Supplies Purchased at WalMart 05/01/23	5240 OPERATING EXPENSES:Supplies:Supplies - general	20.10
05/02/2023	Bill	217187289	THE COLLEGE OF IDAHO	May 2023 Interlibrary Payment	2380 Accounts Payable	18.00
				May 2023 Interlibrary Payment	4200 Non-tax Revenue:Fines and fees	-18.00

Meridian Library District

Bill Listing

May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/02/2023	Bill	64318532	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	45.68
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	45.68
05/02/2023	Bill	2331000024	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	95.14
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	95.14
05/02/2023	Bill	357 32317312330231731	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	99.45
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	99.45
05/02/2023	Bill	357 02305352330230535	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	104.50
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	104.50
05/02/2023	Bill	2331000307	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	44.05
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	44.05
05/02/2023	Bill	2331001098	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	43.79
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	43.79
05/03/2023	Bill	76782	MINUTEMAN INC.	Re-key for Orchard Park	2380 Accounts Payable	140.00
				Re-key for Orchard Park	9288 Orchard Park Project Costs	140.00
05/03/2023	Bill	02945DA23145108	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	144.99
				Audiobook	5122 COLLECTIONS:eContent	144.99
05/03/2023	Bill	02945DA23145107	OVERDRIVE, INC	Ebook	2380 Accounts Payable	16.99
				Ebook	5122 COLLECTIONS:eContent	16.99
05/03/2023	Bill	000006	Ashley Loeb	Orchard Park Photography 04/30 & 05/01	2380 Accounts Payable	375.00
				Orchard Park Photography 04/30 & 05/01	5240 OPERATING EXPENSES:Supplies:Supplies - general	375.00
05/03/2023	Bill	503730957	MIDWEST TAPE	Blu Rays & DVDs	2380 Accounts Payable	451.52
				Blu Rays	5149 COLLECTIONS:Media	256.37
				Blu Rays	5149 COLLECTIONS:Media	36.73
				Blu Rays	5149 COLLECTIONS:Media	145.42
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	13.00
05/04/2023	Bill	May Rent	High Desert Development Linder Village, LLC	Orchard Park Rent 05/01-05/31/2023	2380 Accounts Payable	17,916.67
				Orchard Park Rent 05/01-05/31/2023	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	17,916.67
05/04/2023	Bill	02945C023145598	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	2,483.03
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	2,483.03
05/04/2023	Bill	04/25-05/02/23	Bryan C	Reimb Mileage 04/25-05/02/2023	2380 Accounts Payable	36.68
				Reimb Mileage 04/25-05/02/2023	5260.6 OPERATING EXPENSES:Vehicle	36.68

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Expense:Employee Mileage Reimbursement	
05/04/2023	Bill	64318912	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	66.66
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	66.66
05/04/2023	Bill	64318911	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	635.60
				Print Books	5130 COLLECTIONS:Children's books	59.64
				Print Books	5130 COLLECTIONS:Children's books	29.89
				Print Books	5115 COLLECTIONS:Adult Print Books	250.99
				Print Books	5115 COLLECTIONS:Adult Print Books	90.00
				Print Books	5115 COLLECTIONS:Adult Print Books	108.06
				Print Books	5130 COLLECTIONS:Children's books	97.02
05/04/2023	Bill	04/25-04/28/23	Rebekah B	Reimb Mileage 04/25-04/28/23	2380 Accounts Payable	8.38
				Reimb Mileage 04/25-04/28/23	5260.6 OPERATING EXPENSES:Vehicle Expense:Employee Mileage Reimbursement	8.38
05/05/2023	Bill	51571	RM MECHANICAL, INC	HVAC Repair AHU Actuator	2380 Accounts Payable	1,049.48
				HVAC Repair AHU Actuator	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	1,049.48
05/05/2023	Bill	02945DA23147423	OVERDRIVE, INC	Ebook	2380 Accounts Payable	24.99
				Ebook	5122 COLLECTIONS:eContent	24.99
05/05/2023	Bill	67601700	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	45.40
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	45.40
05/05/2023	Bill	64319024	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	128.51
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	128.51
05/05/2023	Bill	64319080	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	4.71
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	4.71
05/05/2023	Bill	64319078	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	64.11
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	64.11
05/05/2023	Bill	64319079	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	56.76
				Print Books	5115 COLLECTIONS:Adult Print Books	18.92
				Print Books	5115 COLLECTIONS:Adult Print Books	18.92
				Print Books	5115 COLLECTIONS:Adult Print Books	18.92
05/05/2023	Bill	64319023	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,628.81
				Print Books	5115 COLLECTIONS:Adult Print Books	36.44
				Print Books	5115 COLLECTIONS:Adult Print Books	16.82
				Print Books	5115 COLLECTIONS:Adult Print Books	16.82

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	1,558.73
05/05/2023	Bill	64319077	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	475.87
				Print Books	5130 COLLECTIONS:Children's books	22.57
				Print Books	5115 COLLECTIONS:Adult Print Books	44.29
				Print Books	5115 COLLECTIONS:Adult Print Books	33.22
				Print Books	5115 COLLECTIONS:Adult Print Books	33.22
				Print Books	5130 COLLECTIONS:Children's books	342.57
05/05/2023	Bill	67601699	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	715.00
				Print Books	5115 COLLECTIONS:Adult Print Books	9.58
				Print Books	5130 COLLECTIONS:Children's books	705.42
05/06/2023	Bill	1089194701	PENGUIN RANDOM HOUSE LLC	Print Books	2380 Accounts Payable	22.50
				MLD Adult Print	5115 COLLECTIONS:Adult Print Books	22.50
05/06/2023	Bill	ShirtReimb	MERIDIAN LIBRARY FOUNDATION	Reimburse Shirts Purchased by Foundation Order D-23-7170-385	2380 Accounts Payable	1,700.24
				Reimburse Shirts Purchased by Foundation Order D-23-7170-385	5245 OPERATING EXPENSES:Supplies:Supplies - marketing	1,700.24
05/06/2023	Bill	CBH	MERIDIAN LIBRARY FOUNDATION	Forward Sponsorship Deposited in Error to Foundation	2380 Accounts Payable	1,500.00
				Forward Sponsorship Deposited in Error to Foundation	1500 Deposits/Prepaid expenses	1,500.00
05/07/2023	Bill	02945DA23147808	OVERDRIVE, INC	Ebook	2380 Accounts Payable	25.49
				Ebook	5122 COLLECTIONS:eContent	25.49
05/08/2023	Bill	570776	Access Integration, Inc.	Orchard Park Door Work	2380 Accounts Payable	2,689.71
				Orchard Park Door Work	9288 Orchard Park Project Costs	2,689.71
05/08/2023	Bill	570775	Access Integration, Inc.	Orchard Park Door Work	2380 Accounts Payable	24,100.54
				Orchard Park Door Work	9288 Orchard Park Project Costs	24,100.54
05/08/2023	Bill	2331001719	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	81.62
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	81.62
05/09/2023	Bill	02945DA23151182	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	688.88
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	688.88
05/09/2023	Bill	2160:09120932	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	125.00
				Water/Ice Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	125.00
05/09/2023	Bill	CB15549-1	Freeform	Qty 6 Tables for Orchard Park Funded by Foundation	2380 Accounts Payable	4,912.05
				Qty 6 Tables for Orchard Park Funded by Foundation	5216s OPERATING EXPENSES:Equip & Furnishings -Supported	4,912.05

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/09/2023	Bill	503760282	MIDWEST TAPE	Blu Rays & DVDs	2380 Accounts Payable	607.09
				Blu Rays	5149 COLLECTIONS:Media	290.10
				Blu Rays	5149 COLLECTIONS:Media	100.44
				Blu Rays	5149 COLLECTIONS:Media	196.40
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	20.15
05/09/2023	Bill	64319308	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	79.30
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	79.30
05/09/2023	Bill	64319307	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	737.68
				Print Books	5130 COLLECTIONS:Children's books	16.34
				Print Books	5130 COLLECTIONS:Children's books	16.34
				Print Books	5115 COLLECTIONS:Adult Print Books	309.82
				Print Books	5115 COLLECTIONS:Adult Print Books	110.51
				Print Books	5115 COLLECTIONS:Adult Print Books	177.74
				Print Books	5130 COLLECTIONS:Children's books	106.93
05/09/2023	Bill	2331001847	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	44.05
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	44.05
05/10/2023	Bill	121593	Ednetics	March 2023 Support Hours	2380 Accounts Payable	854.17
				March 2023 Support Hours	5220.2 OPERATING EXPENSES:Information Technology:IT Infra -Support	854.17
05/10/2023	Bill	121562	Ednetics	Monthly VOIP Service	2380 Accounts Payable	617.51
				Monthly VOIP Service	5230 OPERATING EXPENSES:Phone Service	617.51
05/10/2023	Bill	13934096	SENSKE SERVICES, INC.	Pest Control 05/10/23	2380 Accounts Payable	30.00
				Pest Control 05/10/23	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	30.00
05/10/2023	Bill	05/03 & 05/10/23	Martha Channer	Chair Barre: Beginner course 05/03 05/10/23	2380 Accounts Payable	40.00
				Chair Barre: Beginner course 05/03 05/10/23	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	40.00
05/10/2023	Bill	74523	BAYSCAN TECHNOLOGIES	Labels for Book Classifications	2380 Accounts Payable	214.13
				Labels for Book Classifications	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	214.13
05/10/2023	Bill	04/27-05/04/23	Cortnie E	Reimb Mileage 04/27-05/04/23	2380 Accounts Payable	24.10
				Reimb Mileage 04/27-05/04/23	5260.6 OPERATING EXPENSES:Vehicle Expense:Employee Mileage Reimbursement	24.10
05/10/2023	Bill	64319513	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	151.57
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	151.57
05/10/2023	Bill	64319424	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	78.43
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	78.43

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May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/10/2023	Bill	64319512	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,109.22
				Print Books	5130 COLLECTIONS:Children's books	299.54
				Print Books	5135 COLLECTIONS:Young Adult books	100.01
				Print Books	5130 COLLECTIONS:Children's books	204.37
				Print Books	5135 COLLECTIONS:Young Adult books	47.11
				Print Books	5115 COLLECTIONS:Adult Print Books	90.86
				Print Books	5115 COLLECTIONS:Adult Print Books	18.01
				Print Books	5115 COLLECTIONS:Adult Print Books	18.01
				Print Books	5130 COLLECTIONS:Children's books	272.48
				Print Books	5135 COLLECTIONS:Young Adult books	58.83
05/10/2023	Bill	64319423	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	533.54
				Print Books	5115 COLLECTIONS:Adult Print Books	301.77
				Print Books	5115 COLLECTIONS:Adult Print Books	53.40
				Print Books	5115 COLLECTIONS:Adult Print Books	159.19
				Print Books	5130 COLLECTIONS:Children's books	19.18
05/10/2023	Bill	LostItemReturned	Sara Olson	Lost Item Fine - Item returned	2380 Accounts Payable	83.32
				Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-83.32
05/10/2023	Bill	LostItemsReturned	Livia Reuk	Lost Item Fine - Item Returned + Refund Overpayment	2380 Accounts Payable	52.12
				Lost Item Fine - Item Returned + Refund Overpayment	4200 Non-tax Revenue:Fines and fees	-52.12
05/10/2023	Bill	LostItemReturned	Meagan Dehart	Lost Item Fine - Item Returned	2380 Accounts Payable	7.27
				Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-7.27
05/10/2023	Bill	LostItemReturned	Kristina Pew	Lost Item Fine - Item Returned	2380 Accounts Payable	15.67
				Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-15.67
05/10/2023	Bill	LostItemReturned	Crum, Angela	Lost Item Fine - Item Returned	2380 Accounts Payable	4.20
				Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-4.20
05/10/2023	Bill	LostItemReturned	Oliver Stevens	Lost Item Fine - Item Returned	2380 Accounts Payable	5.99
				Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-5.99
05/10/2023	Bill	LostItemReturned	Brittany Hall	Lost Item Fine - Item Returned	2380 Accounts Payable	10.07
				Lost Item Refund	4200 Non-tax Revenue:Fines and fees	-10.07
05/11/2023	Bill	02945DA23153453	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	56.00
				Audiobook	5122 COLLECTIONS:eContent	56.00
05/11/2023	Bill	0005276	All Pro Linen	Orchard Park Towel/Mat Laundering	2380 Accounts Payable	53.25
				Orchard Park Towel/Mat Laundering	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	53.25
05/11/2023	Bill	503771234	MIDWEST TAPE	ADB Media	2380 Accounts Payable	84.98
				Blu Rays	5149 COLLECTIONS:Media	84.98
05/11/2023	Bill	67603852	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	35.00
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	35.00

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/11/2023	Bill	64319555	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	50.79
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	50.79
05/11/2023	Bill	64319554	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	466.17
				Print Books	5115 COLLECTIONS:Adult Print Books	327.00
				Print Books	5115 COLLECTIONS:Adult Print Books	65.90
				Print Books	5115 COLLECTIONS:Adult Print Books	65.90
				Print Books	5130 COLLECTIONS:Children's books	7.37
05/11/2023	Bill	67603851	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	300.40
				Print Books	5115 COLLECTIONS:Adult Print Books	169.35
				Print Books	5115 COLLECTIONS:Adult Print Books	31.61
				Print Books	5115 COLLECTIONS:Adult Print Books	41.64
				Print Books	5130 COLLECTIONS:Children's books	57.80
05/11/2023	Bill	6529795	SUNDANCE INVESTMENTS LLLP	Light bulb replacements	2380 Accounts Payable	35.00
				Light bulb replacements	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	35.00
05/12/2023	Bill	762011	AFLAC	May 2023 Aflac	2380 Accounts Payable	462.68
				May 2023 Aflac	2360 AFLAC	-462.68
05/12/2023	Bill	7309007	DEMCO	Label Protectors and Tape for Library Classification	2380 Accounts Payable	314.70
				Label Protectors and Tape for Library Classification	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	314.70
05/13/2023	Bill	05/13/23	Martha Channer	Art of Color Workshop 05/13/23	2380 Accounts Payable	20.00
				Art of Color Workshop 05/13/23	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	20.00
05/15/2023	Bill	503664535	MIDWEST TAPE	Blu Ray's & DVD's	2380 Accounts Payable	98.23
				Blu Ray's & DVD's	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	4.55
				Blu Ray's & DVD's	5149 COLLECTIONS:Media	29.23
				Blu Ray's & DVD's	5149 COLLECTIONS:Media	10.49
				Blu Ray's & DVD's	5149 COLLECTIONS:Media	53.96
05/15/2023	Bill	4037358	Employee Benefits Corporatoni	COBRA May 2023	2380 Accounts Payable	78.26
				COBRA May 2023	5010 PERSONNEL:Payroll benefits	78.26
05/15/2023	Bill	KathrynVela	MERIDIAN LIBRARY FOUNDATION	Forward Donation to the Foundation	2380 Accounts Payable	26.25
				Forward Donation to the Foundation	1500 Deposits/Prepaid expenses	26.25
05/15/2023	Bill	113944	Diamond Lawns, LLC	05/15/23 Irrigation Service Call	2380 Accounts Payable	300.00
				05/15/23 Irrigation Service Call	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	300.00
05/15/2023	Bill	503790706	MIDWEST TAPE	Blu Rays	2380 Accounts Payable	362.94

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Blu Rays	5149 COLLECTIONS:Media	150.70
				Blu Rays	5149 COLLECTIONS:Media	90.72
				Blu Rays	5149 COLLECTIONS:Media	90.72
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	30.80
05/15/2023	Bill	64319771	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	33.61
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	33.61
05/15/2023	Bill	64319881	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	123.27
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	123.27
05/15/2023	Bill	64319770	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	252.60
				Print Books	5115 COLLECTIONS:Adult Print Books	93.48
				Print Books	5115 COLLECTIONS:Adult Print Books	59.88
				Print Books	5115 COLLECTIONS:Adult Print Books	59.88
				Print Books	5130 COLLECTIONS:Children's books	28.78
				Print Books	5135 COLLECTIONS:Young Adult books	10.58
05/15/2023	Bill	64319880	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	881.45
				Print Books	5130 COLLECTIONS:Children's books	14.03
				Print Books	5135 COLLECTIONS:Young Adult books	416.85
				Print Books	5135 COLLECTIONS:Young Adult books	108.94
				Print Books	5115 COLLECTIONS:Adult Print Books	59.30
				Print Books	5115 COLLECTIONS:Adult Print Books	32.55
				Print Books	5115 COLLECTIONS:Adult Print Books	43.03
				Print Books	5130 COLLECTIONS:Children's books	57.32
				Print Books	5135 COLLECTIONS:Young Adult books	149.43
05/15/2023	Bill	IH85	City Of Boise Library	FY23 Quarterly ILS Upgrade/Replacement Fund April-June2023	2380 Accounts Payable	2,014.98
				FY23 Quarterly ILS Upgrade/Replacement Fund April-June2023	5212.C OPERATING EXPENSES:Consortium:Consortium-Courier	2,014.98
05/15/2023	Bill	IH789	City Of Boise Library	FY23 Qtr3 Consortium share billing Apr-June 2023	2380 Accounts Payable	12,492.29
				FY23 Qtr3 Consortium share billing Apr-June 2023	5212.H OPERATING EXPENSES:Consortium:Consortium-Hardware/Software	12,492.29
05/16/2023	Bill	05152023	Eva Urquia	Tales by Mail Material Translation Services	2380 Accounts Payable	300.00
				Tales by Mail Material Translation Services	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	300.00
05/16/2023	Bill	02945DA23158724	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	1,285.58
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	1,285.58
05/16/2023	Bill	503791146	MIDWEST TAPE	Blu Rays & DVDs	2380 Accounts Payable	340.52
				Blu Rays	5149 COLLECTIONS:Media	184.36
				Blu Rays	5149 COLLECTIONS:Media	15.73
				Blu Rays	5149 COLLECTIONS:Media	122.88

Meridian Library District

Bill Listing

May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	17.55
05/16/2023	Bill	2331002532	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	42.20
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	42.20
05/17/2023	Bill	51698	RM MECHANICAL, INC	P Trap Testing for Odor Sourcing	2380 Accounts Payable	140.00
				P Trap Testing for Odor Sourcing	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	140.00
05/17/2023	Bill	64320162	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	235.91
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	235.91
05/17/2023	Bill	64320049	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	10.99
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	10.99
05/17/2023	Bill	64320048	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	116.62
				Print Books	5115 COLLECTIONS:Adult Print Books	83.30
				Print Books	5115 COLLECTIONS:Adult Print Books	16.66
				Print Books	5115 COLLECTIONS:Adult Print Books	16.66
05/17/2023	Bill	64320161	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,679.00
				Print Books	5135 COLLECTIONS:Young Adult books	63.12
				Print Books	5135 COLLECTIONS:Young Adult books	21.30
				Print Books	5115 COLLECTIONS:Adult Print Books	382.91
				Print Books	5115 COLLECTIONS:Adult Print Books	31.96
				Print Books	5115 COLLECTIONS:Adult Print Books	109.77
				Print Books	5130 COLLECTIONS:Children's books	11.21
				Print Books	5135 COLLECTIONS:Young Adult books	1,058.73
05/18/2023	Bill	66519	Marshall Industries	Audio System for Orchard Park Library	2380 Accounts Payable	16,994.00
				Audio System for Orchard Park Library	9288 Orchard Park Project Costs	16,994.00
05/18/2023	Bill	APRILMAY2023INTLIB	NAMPA PUBLIC LIBRARY	April/May 2023 Inter Library	2380 Accounts Payable	112.93
				April/May 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-112.93
05/18/2023	Bill	APRILMAY2023INTLIB	EAGLE PUBLIC LIBRARY	April/May 2023 Inter Library	2380 Accounts Payable	105.99
				April/May 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-105.99
05/18/2023	Bill	APRILMAY2023INTLIB	BOISE PUBLIC LIBRARY	April/May 2023 Inter Library	2380 Accounts Payable	192.03
				April/May 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-192.03
05/18/2023	Bill	APRILMAY2023INTLIB	ADA COMMUNITY LIBRARY	April/May 2023 Inter Library	2380 Accounts Payable	14.52
				April/May 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-14.52
05/18/2023	Bill	APRILMAY2023INTLIB	Kuna Library District	April/May 2023 Inter Library	2380 Accounts Payable	49.90

Meridian Library District

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May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				April/May 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-49.90
05/18/2023	Bill	MAYINTLIB	GARDEN CITY LIBRARY	May 2023 Inter Library	2380 Accounts Payable	3.70
				May 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-3.70
05/18/2023	Bill	MAYINTLIB	CALDWELL PUBLIC LIBRARY	May 2023 Inter Library	2380 Accounts Payable	10.99
				May 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-10.99
05/18/2023	Bill	AR1178013	Valley Office Systems	Lease 5/1-5/31/23 : Overage 4/1-4/30/23	2380 Accounts Payable	912.25
				Lease 5/1-5/31/23 : Overage 4/1-4/30/23	5211 OPERATING EXPENSES:Copy/Print	912.25
05/18/2023	Bill	2160:09165946	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	76.00
				Water/Ice Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	76.00
05/18/2023	Bill	2160:09164733	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	76.00
				Water/Ice Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	76.00
05/18/2023	Bill	503804095	MIDWEST TAPE	ADB Media	2380 Accounts Payable	103.98
				ADB Media	5149 COLLECTIONS:Media	103.98
05/18/2023	Bill	67606519	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	91.65
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	91.65
05/18/2023	Bill	64320278	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	363.68
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	363.68
05/18/2023	Bill	64320277	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,430.70
				Print Books	5130 COLLECTIONS:Children's books	17.94
				Print Books	5130 COLLECTIONS:Children's books	8.97
				Print Books	5130 COLLECTIONS:Children's books	10.65
				Print Books	5115 COLLECTIONS:Adult Print Books	411.73
				Print Books	5115 COLLECTIONS:Adult Print Books	126.60
				Print Books	5115 COLLECTIONS:Adult Print Books	264.23
				Print Books	5130 COLLECTIONS:Children's books	590.58
05/18/2023	Bill	67606518	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	706.15
				Print Books	5130 COLLECTIONS:Children's books	11.25
				Print Books	5135 COLLECTIONS:Young Adult books	38.22
				Print Books	5115 COLLECTIONS:Adult Print Books	228.33
				Print Books	5130 COLLECTIONS:Children's books	45.35
				Print Books	5135 COLLECTIONS:Young Adult books	383.00
05/19/2023	Bill	02945C023160885	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	7,744.73
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	7,744.73

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May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/19/2023	Bill	051923	Jennifer T	ICFL CE Grant 23-36 CE Reimbursement MLD 23-34	2380 Accounts Payable	1,210.34
				ICFL CE Grant 23-36 CE Reimbursement MLD 23-34	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported	1,210.34
05/19/2023	Bill	67606766	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	173.89
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	173.89
05/19/2023	Bill	67606765	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	639.51
				Print Books	5115 COLLECTIONS:Adult Print Books	82.76
				Print Books	5115 COLLECTIONS:Adult Print Books	9.90
				Print Books	5115 COLLECTIONS:Adult Print Books	9.90
				Print Books	5130 COLLECTIONS:Children's books	536.95
05/21/2023	Bill	64320512	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	175.16
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	175.16
05/21/2023	Bill	64320511	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	896.52
				Print Books	5130 COLLECTIONS:Children's books	10.66
				Print Books	5130 COLLECTIONS:Children's books	10.66
				Print Books	5115 COLLECTIONS:Adult Print Books	25.59
				Print Books	5115 COLLECTIONS:Adult Print Books	15.71
				Print Books	5130 COLLECTIONS:Children's books	833.90
05/22/2023	Bill	51554	RM MECHANICAL, INC	Chiller repairs; refrigerant, coils and pressure/vacuum.	2380 Accounts Payable	32,405.00
				Chiller repairs; refrigerant, coils and pressure/vacuum.	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	32,405.00
05/22/2023	Bill	1173837	FISHER'S TECHNOLOGY	Meter Copy/Print Usage	2380 Accounts Payable	215.02
				Meter Copy/Print Usage FEQ15631	5211 OPERATING EXPENSES:Copy/Print	119.42
				Meter Copy/Print Usage FEQ17642	5211 OPERATING EXPENSES:Copy/Print	95.60
05/22/2023	Bill	052223	Whitney A	ICFL CE Grant 23-27 CE Reimbursement MLD 23-35	2380 Accounts Payable	1,250.00
				ICFL CE Grant 23-27 CE Reimbursement MLD 23-35	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported	1,250.00
05/22/2023	Bill	2331003289	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	90.73
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	90.73
05/23/2023	Bill	1174409	FISHER'S TECHNOLOGY	Meter Copy/Print Usage	2380 Accounts Payable	85.37
				Meter Copy/Print Usage FEQ32043	5211 OPERATING EXPENSES:Copy/Print	85.37
05/23/2023	Bill	2160:09188797	TREASURE	Water/Ice Machine Rental	2380 Accounts Payable	120.95

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
			VALLEY COFFEE INC	Water/Ice Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	120.95
05/23/2023	Bill	02945DA23165667	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	268.31
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	268.31
05/23/2023	Bill	02945DA23165666	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	1,011.99
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	1,011.99
05/23/2023	Bill	503825194	MIDWEST TAPE	DVD's	2380 Accounts Payable	928.49
				Blu Rays	5149 COLLECTIONS:Media	431.81
				Blu Rays	5149 COLLECTIONS:Media	136.43
				Blu Rays	5149 COLLECTIONS:Media	333.60
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	26.65
05/23/2023	Bill	64320677	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	86.71
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	86.71
05/23/2023	Bill	64320676	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	669.46
				Print Books	5115 COLLECTIONS:Adult Print Books	310.37
				Print Books	5115 COLLECTIONS:Adult Print Books	141.41
				Print Books	5115 COLLECTIONS:Adult Print Books	193.88
				Print Books	5130 COLLECTIONS:Children's books	9.19
				Print Books	5135 COLLECTIONS:Young Adult books	14.61
05/23/2023	Bill	2045-00014	CM Company Inc	Orchard Park May Bill - Progress Bill #14	2380 Accounts Payable	31,272.20
				Orchard Park May Bill - Progress Bill #14	9288 Orchard Park Project Costs	31,272.20
05/23/2023	Bill	LostItemsReturned	Katy Branham	Lost Item Fines - Items Returned	2380 Accounts Payable	20.06
				Lost Item Fines - Items Returned	4200 Non-tax Revenue:Fines and fees	-20.06
05/24/2023	Bill	05/24/23	Martha Channer	Chair Barre: Beginner course 05/24/23	2380 Accounts Payable	20.00
				Chair Barre: Beginner course 05/24/23	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	20.00
05/24/2023	Bill	64320758	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	274.73
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	274.73
05/24/2023	Bill	67608865	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	75.20
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	75.20
05/24/2023	Bill	67608558	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	26.04
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	26.04
05/24/2023	Bill	64320774	INGRAM LIBRARY	Processing	2380 Accounts Payable	482.65

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May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
			SERVICES, INC	Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	482.65
05/24/2023	Bill	67608557	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	426.06
				Print Books	5115 COLLECTIONS:Adult Print Books	109.85
				Print Books	5115 COLLECTIONS:Adult Print Books	19.73
				Print Books	5115 COLLECTIONS:Adult Print Books	64.88
				Print Books	5130 COLLECTIONS:Children's books	231.60
05/24/2023	Bill	64320757	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	3,027.46
				Print Books	5130 COLLECTIONS:Children's books	113.59
				Print Books	5130 COLLECTIONS:Children's books	39.78
				Print Books	5115 COLLECTIONS:Adult Print Books	1,374.09
				Print Books	5115 COLLECTIONS:Adult Print Books	30.28
				Print Books	5115 COLLECTIONS:Adult Print Books	338.62
				Print Books	5115 COLLECTIONS:Adult Print Books	701.74
				Print Books	5130 COLLECTIONS:Children's books	429.36
05/24/2023	Bill	67608864	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	642.21
				Print Books	5130 COLLECTIONS:Children's books	67.23
				Print Books	5130 COLLECTIONS:Children's books	42.39
				Print Books	5115 COLLECTIONS:Adult Print Books	10.50
				Print Books	5130 COLLECTIONS:Children's books	522.09
05/24/2023	Bill	64320773	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	3,485.18
				Print Books	5130 COLLECTIONS:Children's books	821.05
				Print Books	5130 COLLECTIONS:Children's books	250.32
				Print Books	5130 COLLECTIONS:Children's books	16.80
				Print Books	5115 COLLECTIONS:Adult Print Books	77.32
				Print Books	5130 COLLECTIONS:Children's books	2,319.69
05/24/2023	Bill	LostItemReturned	Marilyn Clark	Lost Item Fine - Item Returned	2380 Accounts Payable	32.99
				Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-32.99
05/25/2023	Bill	S79139	BOOKPAGE	Book Page Print 06/23-05/24	2380 Accounts Payable	402.00
				Book Page Print 06/23-05/24	5121 COLLECTIONS:Electronic databases	402.00
05/25/2023	Bill	0005846	All Pro Linen	Orchard Park Towel/Mat Laundering	2380 Accounts Payable	53.25
				Orchard Park Towel/Mat Laundering	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	53.25
05/25/2023	Bill	15010685	TECH LOGIC CORP	Belt Drive for Sorter Repair	2380 Accounts Payable	145.72
				Belt Drive for Sorter Repair	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	145.72
05/25/2023	Bill	64320878	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	30.90
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	30.90
05/25/2023	Bill	64320877	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	297.19
				Print Books	5115 COLLECTIONS:Adult Print Books	135.96

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May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5115 COLLECTIONS:Adult Print Books	65.05
				Print Books	5115 COLLECTIONS:Adult Print Books	96.18
05/26/2023	Bill	005942	Lyngsoe Systems In.	Self Operated Library System	2380 Accounts Payable	9,500.00
				Self Operated Library System	9288 Orchard Park Project Costs	9,500.00
05/26/2023	Bill	51610	RM MECHANICAL, INC	Quarterly Preventative HVAC Maintenance	2380 Accounts Payable	1,251.00
				Quarterly Preventative HVAC Maintenance	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	1,251.00
05/26/2023	Bill	64321008	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	198.47
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	198.47
05/26/2023	Bill	64321007	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,753.68
				Print Books	5130 COLLECTIONS:Children's books	63.01
				Print Books	5130 COLLECTIONS:Children's books	32.17
				Print Books	5130 COLLECTIONS:Children's books	10.09
				Print Books	5115 COLLECTIONS:Adult Print Books	17.94
				Print Books	5130 COLLECTIONS:Children's books	1,630.47
05/26/2023	Bill	67610052	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	710.21
				Print Books	5130 COLLECTIONS:Children's books	32.01
				Print Books	5130 COLLECTIONS:Children's books	23.00
				Print Books	5115 COLLECTIONS:Adult Print Books	20.97
				Print Books	5130 COLLECTIONS:Children's books	634.23
05/26/2023	Bill	67610053	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	63.15
				Print Books	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	63.15
05/30/2023	Bill	02945DA23171870	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	703.89
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	703.89
05/30/2023	Bill	3317493236	Pitney Bowes Global Financial Svc LLC	Postage meter lease 03/30-06/29/23	2380 Accounts Payable	220.29
				Postage meter lease 03/30-06/29/23	5232 OPERATING EXPENSES:Postage	220.29
05/30/2023	Bill	36611	D & A GLASS COMPANY, INC.	Fuse Replacement on Automatic Entry Door	2380 Accounts Payable	87.50
				Fuse Replacement on Automatic Entry Door	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	87.50
05/30/2023	Bill	2331004104	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	42.20
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	42.20
05/31/2023	Bill	62249	First Class Cleaning LLC	May 2023 Janitorial Service	2380 Accounts Payable	3,840.00
				May 2023 Janitorial Service	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	3,840.00
05/31/2023	Bill	352907-PPU	Kanopy Inc.	Kanopy Play Credits	2380 Accounts Payable	238.00
				Kanopy Play Credits	5122 COLLECTIONS:eContent	238.00

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May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/31/2023	Bill	30463011	CCI SOLUTIONS	DVD & Media Cases	2380 Accounts Payable	230.82
				DVD & Media Cases	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	230.82
05/31/2023	Bill	2395	Management Northwest-Patricia L Ball	May Legal Services	2380 Accounts Payable	426.50
				May Legal Services	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	426.50
05/31/2023	Bill	503861458	MIDWEST TAPE	Blu Rays & DVD's	2380 Accounts Payable	284.30
				Blu Rays & DVD's	5149 COLLECTIONS:Media	104.18
				Blu Rays & DVD's	5149 COLLECTIONS:Media	36.72
				Blu Rays & DVD's	5149 COLLECTIONS:Media	130.40
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	13.00
05/31/2023	Bill	503867112	MIDWEST TAPE	ADB Media	2380 Accounts Payable	244.94
				ADB Media	5149 COLLECTIONS:Media	244.94
05/31/2023	Bill	64321446	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	2,288.39
				Print Books	5130 COLLECTIONS:Children's books	10.65
				Print Books	5130 COLLECTIONS:Children's books	10.65
				Print Books	5115 COLLECTIONS:Adult Print Books	257.19
				Print Books	5115 COLLECTIONS:Adult Print Books	140.91
				Print Books	5115 COLLECTIONS:Adult Print Books	192.20
				Print Books	5130 COLLECTIONS:Children's books	1,676.79
05/31/2023	Bill	64321447	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	294.67
				Print Books	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	294.67
05/31/2023	Bill	MAY2023INTLIB	ADA COMMUNITY LIBRARY	May 2023 Inter Library	2380 Accounts Payable	38.59
				May 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-38.59
05/31/2023	Bill	MAY2023INTLIB	BOISE PUBLIC LIBRARY	May 2023 Inter Library	2380 Accounts Payable	148.47
				May 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-148.47
05/31/2023	Bill	MAY2023INTLIB	EAGLE PUBLIC LIBRARY	May 2023 Inter Library	2380 Accounts Payable	5.99
				May 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-5.99
05/31/2023	Bill	IH795	City Of Boise Library	TVLA Courier FY23 QTR 2 January-March 2023	2380 Accounts Payable	9,648.34
				TVLA Courier FY23 QTR 2 January-March 2023	5212.C OPERATING EXPENSES:Consortium:Consortium-Courier	9,648.34
05/31/2023	Bill	64321403	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,244.48
				Print Books	5130 COLLECTIONS:Children's books	175.58
				Print Books	5130 COLLECTIONS:Children's books	69.64
				Print Books	5130 COLLECTIONS:Children's books	11.80
				Print Books	5115 COLLECTIONS:Adult Print Books	424.09
				Print Books	5115 COLLECTIONS:Adult Print Books	200.25
				Print Books	5115 COLLECTIONS:Adult Print Books	246.34

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May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	116.78
05/31/2023	Bill	64321404	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	120.81
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	120.81

Meridian Library District

Bill Payment List

May 2023

DATE	NUM	VENDOR	AMOUNT
1072 Bill.com Money Out Clearing			
05/02/2023		Access Integration, Inc.	-783.71
05/02/2023		Ednetics	-569.42
05/17/2023		WT.COX Subscriptions	-2,392.94
05/17/2023		TREASURE VALLEY COFFEE INC	-397.95
05/17/2023		TRADEMARK DESIGN & FABRICATION	-7,010.50
05/17/2023		SENSKE SERVICES, INC.	-60.00
05/17/2023		RM MECHANICAL, INC	-11,005.85
05/17/2023		MIDWEST TAPE	-4,082.46
05/17/2023		MERIDIAN LIBRARY FOUNDATION	-3,226.49
05/17/2023		INGRAM LIBRARY SERVICES, INC	-22,882.78
05/17/2023		INGRAM LIBRARY SERVICES, INC	-5,394.86
05/17/2023		High Desert Development Linder Village, LLC	-35,833.34
05/17/2023		FISHER'S TECHNOLOGY	-4,392.31
05/17/2023		FATBEAM, LLC	-210.00
05/22/2023		FATBEAM, LLC	-2,650.00
05/17/2023		EAST VIEW INFORMATION SERVICES	-329.20
05/17/2023		DEMCO	-737.55
05/17/2023		City Of Boise Library	-14,507.27
05/30/2023		Access Integration, Inc.	-26,790.25
05/17/2023		Zeroez	-93.00
05/17/2023		Whitney Garcia-Aldous	-1.97
05/22/2023		WESTERN RECORDS DESTRUCTION, INC	-55.00
05/17/2023		Valley Office Systems	-892.52
05/22/2023		UNIQUE MANAGEMENT SERVICES, INC	-295.35
05/17/2023		TRI-STATE ELECTRIC, INC.	-800.00
05/17/2023		TATES RENTS INC.	0.00
05/17/2023		Samantha Taylor	-300.73
05/25/2023		RM MECHANICAL, INC	-1,049.48
05/25/2023		PENGUIN RANDOM HOUSE LLC	-22.50
05/17/2023		PEAK ALARM CO, INC	-139.05
05/17/2023		OETC	-885.30
05/17/2023		My Treasure Valley Handyman	-687.50
05/17/2023		MINUTEMAN INC.	-140.00
05/17/2023		Megan Gant	-12.99
05/17/2023		Martha Channer	-20.00
05/17/2023		Makayla Johnson	-281.09
05/17/2023		Katie Huskey	-6.94
05/17/2023		Kanopy Inc.	-265.00
05/17/2023		JAN-PRO CLEANING SYSTEMS OF ID	-4,950.00
05/17/2023		IDAHO BUSINESS REVIEW	-179.14
05/17/2023		HARRIS & CO.	-500.00
05/17/2023		First Class Cleaning LLC	-700.00
05/17/2023		Eva Urquia	-300.00
05/17/2023		Employee Benefits Corporatoni	-78.26

Meridian Library District

Bill Payment List

May 2023

DATE	NUM	VENDOR	AMOUNT
05/19/2023		Ednetics	-398.06
05/17/2023		Diamond Lawns, LLC	0.00
05/17/2023		DELL MARKETING L.P.	-560.05
05/17/2023		D & A GLASS COMPANY, INC.	-2,232.62
05/17/2023		Cortnie Brown	-16.38
05/17/2023		CM Company Inc	-5,545.15
05/17/2023		Bryan Cottle	-36.68
05/17/2023		B&H Photo-Video	-1,136.69
05/17/2023		Aspen Blackmon	-204.72
05/17/2023		Ashley Loeb	-375.00
05/17/2023		Ashley Camp	-90.00
05/17/2023		Amber Wiese	-29.99
05/17/2023		All Pro Linen	-53.25
05/17/2023		All Pro Linen	-53.25
05/22/2023		L695-NCPERS IDAHO	-352.00
05/22/2023		WILLAMETTE DENTAL	-2,776.20
05/22/2023		AFLAC	-925.36
05/22/2023		Mutual of Omaha	-6,441.52
05/22/2023		Jenaleigh Kiebert	-480.00
05/22/2023		TRI-STATE ELECTRIC, INC.	-800.00
05/22/2023		MINUTEMAN INC.	-85.00
05/22/2023		Monique N. Michel	-200.00
05/22/2023		YIG Administration	-140.00
05/22/2023		Katie Huskey	-20.10
05/22/2023		STATE INSURANCE FUND	-7,437.00
05/22/2023		BAYSCAN TECHNOLOGIES	-214.13
05/22/2023		Martha Channer	-40.00
05/22/2023		SENSKE SERVICES, INC.	-30.00
05/22/2023		Eva Urquia	-300.00
05/22/2023		ADA COMMUNITY LIBRARY	-14.52
05/22/2023		BOISE PUBLIC LIBRARY	-192.03
05/22/2023		CALDWELL PUBLIC LIBRARY	-10.99
05/22/2023		EAGLE PUBLIC LIBRARY	-105.99
05/22/2023		GARDEN CITY LIBRARY	-3.70
05/22/2023		Kuna Library District	-49.90
05/22/2023		Marshall Industries	-16,994.00
05/22/2023		NAMPA PUBLIC LIBRARY	-112.93
05/23/2023		SUNDANCE INVESTMENTS LLLP	-9,607.30
05/31/2023		Freeform	-4,912.05
05/22/2023		OVERDRIVE, INC	-30,399.99
Total for 1072 Bill.com Money Out Clearing			\$ -249,289.25

Meridian Library District

Credit Card Detail

May 2023

DATE	NUM	SPLIT	AMOUNT	NAME
2700 Divvy Credit Cards Payable				
05/01/2023	D53CF030CE11F47DF3BE5	5246 OPERATING EXPENSES:Supplies:Supplies - office	8.99	AMAZON
05/01/2023	D82539EB620AE34C3BC5D	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	13.99	AMAZON
05/01/2023	F73DF454CC54686436319	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	96.72	1PASSWORD
05/01/2023	55AF4E26DEB6C8A84B08E	5240 OPERATING EXPENSES:Supplies:Supplies - general	40.76	AMAZON
05/01/2023	9381247DE1F967BD58A9D	9288 Orchard Park Project Costs	15.47	AMAZON
05/01/2023	B6D5D7E64B972B85F0C24	9288 Orchard Park Project Costs	68.36	AMAZON
05/01/2023	7903FEE9E886A207036E0	9288 Orchard Park Project Costs	45.00	SIGNS ETC
05/02/2023	EDF68B05F7927DEA07855	5240 OPERATING EXPENSES:Supplies:Supplies - general	41.71	AMAZON
05/02/2023	F4E328464DDD0B78AF283	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	38.39	GOOGLE SERVICES
05/02/2023	108679DBDFD1D80136D97	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	127.98	SOUNDTRACK YOUR BRAND
05/02/2023	15D119F6F0A568453B5F5	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	-21.99	AMAZON
05/02/2023	AA057372DEE391F4B7273	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	25.00	GOOGLE WORKSPACE
05/03/2023	D887FD85C2C59C8142A2B	5240 OPERATING EXPENSES:Supplies:Supplies - general	25.29	AMAZON
05/03/2023	E4E20252DF712451EB76F	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	26.48	TARGET
05/03/2023	6650010836B5A89C4FE8C	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	11.99	AMAZON
05/03/2023	6A30C72C44FB13B4C65BF	5246 OPERATING EXPENSES:Supplies:Supplies - office	106.99	WALMART
05/03/2023	87EE6473B4E17298102C1	5240 OPERATING EXPENSES:Supplies:Supplies - general	8.99	FRED MEYER
05/03/2023	A5CEC35EBD7959BCDA3FD	9288 Orchard Park Project Costs	189.43	AMAZON
05/03/2023	59AEBF4570EBFF38A5AEB	Uncategorized Expense	36.94	ALBERTSONS
05/03/2023	B80126160DEBD4815A84C	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	47.90	AMAZON
05/03/2023	0F731B5CCBFB35B7E8F27	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	74.90	NEWSPAPERS.COM
05/03/2023	2CD5AF1B6CF2062131FD4	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	26.49	NINTENDO
05/03/2023	35FCE1948C2F1FDA72310	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	45.95	MY MYSTERY PARTY
05/03/2023	4CEFF319F34DDA5001265	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	61.66	AMAZON
05/03/2023	4D73B63832502BF9754D5	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	2.80	AMAZON WEB SERVICES
05/03/2023	B0C379AA602BF1815D610	6224.1 OPERATING EXPENSES:Facility	112.90	THE HOME DEPOT

Meridian Library District

Credit Card Detail

May 2023

DATE	NUM	SPLIT	AMOUNT	NAME
		Expense:Bldg-Maintenance		
05/04/2023	DC58FCA0012C935404D5F	5240 OPERATING EXPENSES:Supplies:Supplies - general	107.95	AMAZON
05/04/2023	79D8E12786F893408F04F	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	74.91	FRED MEYER
05/04/2023	9920EB17037E805FD9AE3	5211 OPERATING EXPENSES:Copy/Print	139.57	MATTERHACKERS INC
05/04/2023	4CC59BB1CED6C9C9ACC28	5246 OPERATING EXPENSES:Supplies:Supplies - office	32.03	AMAZON
05/04/2023	BD0286582E029E1073C4F	5240 OPERATING EXPENSES:Supplies:Supplies - general	52.49	WALMART
05/04/2023	07B7C972ECA80D5A4C833	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	0.80	PAYPAL PAYFLOW
05/04/2023	B4BF738792541BB797921	5240 OPERATING EXPENSES:Supplies:Supplies - general	34.98	AMAZON
05/05/2023	6198BA966D0D033F6A32E	5240 OPERATING EXPENSES:Supplies:Supplies - general	494.95	AMAZON
05/05/2023	6A00824A5AFA155CE1116	5236.cs OPERATING EXPENSES:Program Expense:Programs - Children:Children's Programs - Supported	190.50	AMAZON
05/05/2023	8312BD46E616C84838D06	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	42.95	AMAZON
05/05/2023	982AE8A8BF9AAB4FBDA2	5240 OPERATING EXPENSES:Supplies:Supplies - general	7.60	AMAZON
05/05/2023	587BB5B432B023DD8B2DB	5211 OPERATING EXPENSES:Copy/Print	303.73	AMAZON
05/05/2023	B4CEE108F1EA6D8D9708B	5211 OPERATING EXPENSES:Copy/Print	81.30	AMAZON
05/05/2023	392F5F11376F83321F969	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	25.18	AMAZON
05/05/2023	43543F5DE2E317ED0925E	5211 OPERATING EXPENSES:Copy/Print	26.34	AMAZON
05/05/2023	A87C4F77E20A71632F0A4	5246 OPERATING EXPENSES:Supplies:Supplies - office	25.99	AMAZON
05/06/2023	17C8B38199C18955D6423	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	120.39	AMAZON
05/06/2023	CA3913486B516714B0109	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	205.44	WALMART
05/07/2023	05D4F6B313B11E7F998A3	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	11.79	AMAZON
05/07/2023	4D87302F924014F0A8106	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	14.99	AMAZON
05/07/2023	0BE2541551A8A6383036C	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	14.99	AMAZON
05/09/2023	07E222FBD8A23B6939931	9288 Orchard Park Project Costs	91.27	CHICAGO BOOKS & JOURNALS
05/10/2023	77F30342ABE591DFD545C	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	415.10	VERIZON
05/10/2023	3701524677AA120249D92	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	29.95	AMAZON

Meridian Library District

Credit Card Detail

May 2023

DATE	NUM	SPLIT	AMOUNT	NAME
05/10/2023	8DF790A8C3DA1D76F05CB	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	5.98	AMAZON
05/11/2023	D2777642FF3DFD9902791	5246 OPERATING EXPENSES:Supplies:Supplies - office	11.99	AMAZON
05/11/2023	E646AEB171B65E1A31B0C	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	113.62	AMAZON
05/11/2023	F1E4A7700D2F0A300A2A0	5149 COLLECTIONS:Media	59.88	AMAZON
05/11/2023	51C94BE1325C8B29FB40A	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	63.00	VOLGISTICS.COM
05/11/2023	5FCCCB09BFF660F02ACE	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	960.00	MOBILE BEACON
05/11/2023	706A72E67B37DE44D2EE3	5149 COLLECTIONS:Media	355.64	AMAZON
05/11/2023	40C9F04EF4A11F4DDE494	5149 COLLECTIONS:Media	215.77	AMAZON
05/11/2023	FAD9BF4D94270BF87BEE8	5246 OPERATING EXPENSES:Supplies:Supplies - office	49.92	AMAZON
05/12/2023	C761D8042EA6362CDA40F	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	13.71	ALBERTSONS
05/12/2023	CAFBFCEB209676CDDC08A	5211 OPERATING EXPENSES:Copy/Print	187.70	MATTERHACKERS INC
05/12/2023	7D60824F4DCA41E067620	5149 COLLECTIONS:Media	69.00	AMAZON
05/12/2023	857DD2D8680AB86E02FB2	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	200.00	CANVA
05/12/2023	29264C8B7C23C026CD4DA	5149 COLLECTIONS:Media	69.00	AMAZON
05/12/2023	0E0B93635A741F6A9641A	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	30.10	T-MOBILE
05/12/2023	239C9E52F352FDF2A75CE	5149 COLLECTIONS:Media	69.00	AMAZON
05/12/2023	280FCEC283F3F22C7FD9A	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	7.63	LOWE'S
05/12/2023	C0AAAC81F112DE0B0FC79	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	143.45	PRECISIONRO
05/13/2023	CB3CCC683E3E7A79857F9	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	21.96	FRED MEYER
05/13/2023	D57CC6D5BF0B521F65EE0	5211 OPERATING EXPENSES:Copy/Print	19.46	MATTERHACKERS INC
05/13/2023	DAF4D7DF32C9B6A17993E	9288 Orchard Park Project Costs	-50.00	AMAZON
05/13/2023	ABDA79D02CC3E3BF1A390	5240 OPERATING EXPENSES:Supplies:Supplies - general	22.58	AMAZON
05/13/2023	831CACD40A09005105EDE	5240 OPERATING EXPENSES:Supplies:Supplies - general	45.56	AMAZON
05/14/2023	D212F085D62D1A76DEC90	9288 Orchard Park Project Costs	128.97	AMAZON
05/14/2023	39440F9BB6FCE1CF8DB85	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	20.98	ALBERTSONS
05/14/2023	BF039183DBB41C522F23D	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	40.00	MERIDIAN CHAMBER
05/14/2023	B73E42E81F681BA6C4ECC	5228 OPERATING EXPENSES:Miscellaneous	28.85	WALMART
05/15/2023	B525241CDB8D3A2D95D90	5240 OPERATING EXPENSES:Supplies:Supplies -	9.29	AMAZON

Meridian Library District

Credit Card Detail

May 2023

DATE	NUM	SPLIT	AMOUNT	NAME
		general		
05/15/2023	842938EEA43546FB4FC50	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	48.00	AIRTABLE.COM
05/16/2023	DC64E870B190C259B1D11	5240 OPERATING EXPENSES:Supplies:Supplies - general	44.32	AMAZON
05/16/2023	1F826068BF15F364B3A75	5149 COLLECTIONS:Media	69.75	AMAZON
05/16/2023	1EE8E9C55ADFA9E917882	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	79.47	BEST BUY
05/16/2023	6B89504A9DB782A049482	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	10.00	DO WORK UNIVERSITY
05/17/2023	959F071670FDB509C1B0F	5240 OPERATING EXPENSES:Supplies:Supplies - general	45.58	AMAZON
05/17/2023	A0F4BE535E99853D19C65	5236.cs OPERATING EXPENSES:Program Expense:Programs - Children:Children's Programs - Supported	3,715.70	SCHOLASTIC
05/17/2023	AAF5BE0A4AADA70886634	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	47.75	AMAZON
05/17/2023	19A10CD369A6998784590	5211 OPERATING EXPENSES:Copy/Print	314.43	FORMLABS
05/17/2023	20C3F2F24E16A2ADA967B	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	15.51	AMAZON
05/17/2023	4A8ADFD2F40B6F3FB401F	5211 OPERATING EXPENSES:Copy/Print	70.46	AMAZON
05/18/2023	6E307EF9949C9357901AE	5246 OPERATING EXPENSES:Supplies:Supplies - office	17.48	AMAZON
05/18/2023	5DBC3FEDC9059CE7178C4	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	85.90	AMAZON
05/18/2023	751CDCB3A25C98A60AC32	5240 OPERATING EXPENSES:Supplies:Supplies - general	-24.98	AMAZON
05/18/2023	E70D8AC289BF119ED473C	5240 OPERATING EXPENSES:Supplies:Supplies - general	-15.90	AMAZON
05/18/2023	1AAAAFE26688BCB2463B0	5246 OPERATING EXPENSES:Supplies:Supplies - office	7.64	AMAZON
05/18/2023	1B212B84A73EACD4B85E6	5211 OPERATING EXPENSES:Copy/Print	200.69	AMAZON
05/18/2023	2779A65237D0A0EECF878	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	56.95	AMAZON
05/18/2023	3199ADC214A2DA0A13807	5240 OPERATING EXPENSES:Supplies:Supplies - general	14.67	AMAZON
05/18/2023	450CFD68704EB43A23F0B	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	20.75	MARKET STREET
05/18/2023	480349D7C50C24A39B5A4	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	25.76	WALMART
05/18/2023	4F61C495F65F2ACFC88ED	5240 OPERATING EXPENSES:Supplies:Supplies - general	7.16	AMAZON
05/18/2023	55DD7CA9D6305CF496AD6	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	560.00	IBL EVENTS
05/18/2023	57A90101A4033F68B10C2	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	66.48	AMAZON
05/18/2023	5C085B60A952154784668	5236.FA OPERATING EXPENSES:Program	26.96	AMAZON

Meridian Library District

Credit Card Detail

May 2023

DATE	NUM	SPLIT	AMOUNT	NAME
		Expense:Programs -Family All Ages		
05/18/2023	856740B9ECAB61AF8A535	5246 OPERATING EXPENSES:Supplies:Supplies - office	55.88	AMAZON
05/19/2023	F238D5EB9216FF2EA0322	5246 OPERATING EXPENSES:Supplies:Supplies - office	20.94	AMAZON
05/20/2023	71BCC86A5137D59C1B296	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	518.97	AMAZON
05/21/2023	90B8D960EE0D902304AA4	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	24.99	AMAZON
05/21/2023	34F0C4B547DC6BD42983A	5130 COLLECTIONS:Children's books	254.10	AMAZON
05/21/2023	325C5A8227E54DD46BDE4	5240 OPERATING EXPENSES:Supplies:Supplies - general	19.96	AMAZON
05/22/2023	90C710D00C896FFA870C6	5130 COLLECTIONS:Children's books	768.46	AMAZON
05/22/2023	5A9F56819AFE60ED88F53	5240 OPERATING EXPENSES:Supplies:Supplies - general	17.18	AMAZON
05/22/2023	A6E55FD3E3ECD5886A000	5246 OPERATING EXPENSES:Supplies:Supplies - office	32.99	AMAZON
05/22/2023	9D6C7D90A985A11A92538	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	145.22	AMAZON
05/23/2023	CC638E7EBF677750D5CFA	5216 OPERATING EXPENSES:Equipment & Furnishings Not Cap	119.99	AMAZON
05/23/2023	D7A12F90D09644FE7BDDC	5130 COLLECTIONS:Children's books	231.59	AMAZON
05/23/2023	6237F0E736EDC657FC446	5130 COLLECTIONS:Children's books	27.96	AMAZON
05/23/2023	33F2745E99892C31FC6C7	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	89.99	GAMESTOP
05/23/2023	880B722F8F9465D0EDEC	5234.6 OPERATING EXPENSES:Professional Development:Webinar/Ecourses	130.90	UDEMY.COM
05/23/2023	9BC595DD08D1C0240FA21	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	54.48	AMAZON
05/23/2023	028D2366FB0A897B512E5	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	101.25	AMAZON
05/23/2023	77AA2D9D68E5BA1CF0501	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	124.27	COSTCO
05/24/2023	D83EDC701D0207FF638FC	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	27.00	MEETING ROOM
05/24/2023	E126AEC6EFBC834A5252E	5240 OPERATING EXPENSES:Supplies:Supplies - general	142.34	FREEDOM SCI STORE
05/24/2023	F9C5DDB0BE30857B5A086	5211 OPERATING EXPENSES:Copy/Print	111.67	MATTERHACKERS INC
05/24/2023	67338853EA7ED006B7453	5246 OPERATING EXPENSES:Supplies:Supplies - office	6.67	AMAZON
05/24/2023	73B4B8E48D82B4890B745	5130 COLLECTIONS:Children's books	111.84	AMAZON
05/24/2023	5AF1964BED5478210FADE	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	99.00	TRANSACTIONPRO AUTOFY
05/24/2023	83B1D361CCF15A6E1680F	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	31.32	AMAZON
05/24/2023	B064220BDBB3BFCEC6001	5236.EL OPERATING EXPENSES:Program	5.75	AMAZON

Meridian Library District

Credit Card Detail

May 2023

DATE	NUM	SPLIT	AMOUNT	NAME
		Expense:Programs - Early Learning 0-5		
05/24/2023	0CE1DFF675FD6E323A3BE	5228 OPERATING EXPENSES:Miscellaneous	661.04	FREEDOM SCI STORE
05/24/2023	11610713A2CF6771E2FF4	5246 OPERATING EXPENSES:Supplies:Supplies - office	38.64	AMAZON
05/24/2023	513802ED0E7D6DC215180	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	13.99	AMAZON
05/24/2023	82AE78CFC6037EB3AFE84	5228 OPERATING EXPENSES:Miscellaneous	31.96	FREEDOM SCI STORE
05/25/2023	E6A3F02D671EE800A5A0F	5240 OPERATING EXPENSES:Supplies:Supplies - general	41.81	AMAZON
05/25/2023	EA6DE21164B65E68EC7E0	5240 OPERATING EXPENSES:Supplies:Supplies - general	26.75	AMAZON
05/25/2023	EAE1C7E4213FB033711B8	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	39.21	EBAY
05/25/2023	EC72D4C4F2A1FF010327A	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	98.00	JAMF SOFTWARE
05/25/2023	65F463FC711FCFD611824	5211 OPERATING EXPENSES:Copy/Print	46.92	AMAZON
05/25/2023	5625D08DFE45CDBA66621	5246 OPERATING EXPENSES:Supplies:Supplies - office	9.89	AMAZON
05/25/2023	90E0D2A49B64717A87E42	5246 OPERATING EXPENSES:Supplies:Supplies - office	29.47	AMAZON
05/25/2023	A86F7C6E38D2A08C22682	5246 OPERATING EXPENSES:Supplies:Supplies - office	11.98	AMAZON
05/25/2023	1C2D0A087C9B97AA6215C	5240 OPERATING EXPENSES:Supplies:Supplies - general	14.49	AMAZON
05/25/2023	4EE0A8800913CC7E51424	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	8.99	AMAZON
05/25/2023	82B36450775DF820BEEB7	5234.1 OPERATING EXPENSES:Professional Development:Conferences	105.00	IDAHO AEYC IDAH
05/26/2023	C9DC5B4BA0C0BD48BE797	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	33.83	LITTLE CAESARS
05/26/2023	CB3EB4E4C1D87E4FCBFC6	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	102.41	ROUTIFIC.COM
05/26/2023	6C02B0DBBDFECA2E50DC	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	26.03	ALBERTSONS
05/26/2023	3BC75500DCC1C5BCBA50F	5234.1 OPERATING EXPENSES:Professional Development:Conferences	125.00	JANNUS INC
05/26/2023	8DE9B40DC934FA3A5638F	5225 OPERATING EXPENSES:Marketing & advertising	650.00	Spring Hill Press
05/26/2023	22225C70F76AD1133E18A	5130 COLLECTIONS:Children's books	114.50	AMAZON
05/26/2023	7DEF81061F8BFF79FC6EA	5240 OPERATING EXPENSES:Supplies:Supplies - general	109.27	WALMART
05/27/2023	DB7B3E64CA69780375612	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	72.40	AMAZON
05/27/2023	790FBFDD3904AD1B84A6E	5234.1 OPERATING EXPENSES:Professional Development:Conferences	125.00	JANNUS INC

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DATE	NUM	SPLIT	AMOUNT	NAME
05/27/2023	37AF51FC3ACE881C54DF2	5130 COLLECTIONS:Children's books	3,294.75	SCHOLASTIC
05/27/2023	047ADCCC0027D22887F05	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	38.92	THE HOME DEPOT
05/27/2023	811D9A3BC57EF0A253E67	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	36.84	MICHAELS
05/28/2023	1CE1D64D25CFAB61B7B88	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	91.80	ACORN SELF STORAGE
05/30/2023	A53585D1B448DE8BF0093	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	34.18	AMAZON
05/31/2023	11F754B446DDC65AF8AA5	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	161.77	AMAZON
05/31/2023	6B8FC81BA4ED8F70F7C66	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	268.59	WALMART
Total for 2700 Divvy Credit Cards Payable			\$21,985.99	
51000 COLLECTIONS				
5130 Children's books				
05/21/2023	34F0C4B547DC6BD42983A	2700 Divvy Credit Cards Payable	254.10	AMAZON
05/22/2023	90C710D00C896FFA870C6	2700 Divvy Credit Cards Payable	768.46	AMAZON
05/23/2023	6237F0E736EDC657FC446	2700 Divvy Credit Cards Payable	27.96	AMAZON
05/23/2023	D7A12F90D09644FE7BDDC	2700 Divvy Credit Cards Payable	231.59	AMAZON
05/24/2023	73B4B8E48D82B4890B745	2700 Divvy Credit Cards Payable	111.84	AMAZON
05/26/2023	22225C70F76AD1133E18A	2700 Divvy Credit Cards Payable	114.50	AMAZON
05/27/2023	37AF51FC3ACE881C54DF2	2700 Divvy Credit Cards Payable	3,294.75	SCHOLASTIC
Total for 5130 Children's books			\$4,803.20	
5149 Media				
05/11/2023	F1E4A7700D2F0A300A2A0	2700 Divvy Credit Cards Payable	59.88	AMAZON
05/11/2023	706A72E67B37DE44D2EE3	2700 Divvy Credit Cards Payable	355.64	AMAZON
05/11/2023	40C9F04EF4A11F4DDE494	2700 Divvy Credit Cards Payable	215.77	AMAZON
05/12/2023	239C9E52F352FDF2A75CE	2700 Divvy Credit Cards Payable	69.00	AMAZON
05/12/2023	29264C8B7C23C026CD4DA	2700 Divvy Credit Cards Payable	69.00	AMAZON
05/12/2023	7D60824F4DCA41E067620	2700 Divvy Credit Cards Payable	69.00	AMAZON
05/16/2023	1F826068BF15F364B3A75	2700 Divvy Credit Cards Payable	69.75	AMAZON
Total for 5149 Media			\$908.04	
Total for 51000 COLLECTIONS			\$5,711.24	
52000 OPERATING EXPENSES				
5211 Copy/Print				
05/04/2023	9920EB17037E805FD9AE3	2700 Divvy Credit Cards Payable	139.57	MATTERHACKERS INC
05/05/2023	587BB5B432B023DD8B2DB	2700 Divvy Credit Cards Payable	303.73	AMAZON
05/05/2023	43543F5DE2E317ED0925E	2700 Divvy Credit Cards Payable	26.34	AMAZON
05/05/2023	B4CEE108F1EA6D8D9708B	2700 Divvy Credit Cards Payable	81.30	AMAZON
05/12/2023	CAFBFCEB209676CDDC08A	2700 Divvy Credit Cards Payable	187.70	MATTERHACKERS INC
05/13/2023	D57CC6D5BF0B521F65EE0	2700 Divvy Credit Cards Payable	19.46	MATTERHACKERS INC

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05/17/2023	19A10CD369A6998784590	2700 Divvy Credit Cards Payable	314.43	FORMLABS
05/17/2023	4A8ADFD2F40B6F3FB401F	2700 Divvy Credit Cards Payable	70.46	AMAZON
05/18/2023	1B212B84A73EACD4B85E6	2700 Divvy Credit Cards Payable	200.69	AMAZON
05/24/2023	F9C5DDB0BE30857B5A086	2700 Divvy Credit Cards Payable	111.67	MATTERHACKERS INC
05/25/2023	65F463FC711FCFD611824	2700 Divvy Credit Cards Payable	46.92	AMAZON
Total for 5211 Copy/Print			\$1,502.27	
5216 Equipment & Furnishings Not Cap				
05/23/2023	CC638E7EBF677750D5CFA	2700 Divvy Credit Cards Payable	119.99	AMAZON
Total for 5216 Equipment & Furnishings Not Cap			\$119.99	
5220 Information Technology				
5220.1 IT Infra -Software/Licensing				
05/01/2023	F73DF454CC54686436319	2700 Divvy Credit Cards Payable	96.72	1PASSWORD
05/02/2023	F4E328464DDD0B78AF283	2700 Divvy Credit Cards Payable	38.39	GOOGLE SERVICES
05/02/2023	108679DBDFD1D80136D97	2700 Divvy Credit Cards Payable	127.98	SOUNDTRACK YOUR BRAND
05/02/2023	AA057372DEE391F4B7273	2700 Divvy Credit Cards Payable	25.00	GOOGLE WORKSPACE
05/03/2023	4D73B63832502BF9754D5	2700 Divvy Credit Cards Payable	2.80	AMAZON WEB SERVICES
05/03/2023	0F731B5CCBFB35B7E8F27	2700 Divvy Credit Cards Payable	74.90	NEWSPAPERS.COM
05/04/2023	07B7C972ECA80D5A4C833	2700 Divvy Credit Cards Payable	0.80	PAYPAL PAYFLOW
05/11/2023	51C94BE1325C8B29FB40A	2700 Divvy Credit Cards Payable	63.00	VOLGISTICS.COM
05/15/2023	842938EEA43546FB4FC50	2700 Divvy Credit Cards Payable	48.00	AIRTABLE.COM
05/24/2023	D83EDC701D0207FF638FC	2700 Divvy Credit Cards Payable	27.00	MEETING ROOM
05/24/2023	5AF1964BED5478210FADE	2700 Divvy Credit Cards Payable	99.00	TRANSACTIONPRO AUTOFY
05/25/2023	EC72D4C4F2A1FF010327A	2700 Divvy Credit Cards Payable	98.00	JAMF SOFTWARE
05/26/2023	CB3EB4E4C1D87E4FCBFC6	2700 Divvy Credit Cards Payable	102.41	ROUTIFIC.COM
Total for 5220.1 IT Infra -Software/Licensing			\$804.00	
5220.3 IT PCs, Printers & Hardware				
05/06/2023	17C8B38199C18955D6423	2700 Divvy Credit Cards Payable	120.39	AMAZON
05/16/2023	1EE8E9C55ADFA9E917882	2700 Divvy Credit Cards Payable	79.47	BEST BUY
05/20/2023	71BCC86A5137D59C1B296	2700 Divvy Credit Cards Payable	518.97	AMAZON
05/30/2023	A53585D1B448DE8BF0093	2700 Divvy Credit Cards Payable	34.18	AMAZON
Total for 5220.3 IT PCs, Printers & Hardware			\$753.01	
5220.5 IT Utilities				
05/10/2023	77F30342ABE591DFD545C	2700 Divvy Credit Cards Payable	415.10	VERIZON
05/11/2023	5FCCCB09BFF660F02ACE	2700 Divvy Credit Cards Payable	960.00	MOBILE BEACON
05/12/2023	0E0B93635A741F6A9641A	2700 Divvy Credit Cards Payable	30.10	T-MOBILE
Total for 5220.5 IT Utilities			\$1,405.20	
5220.7 IT Technology Maintenance				
05/05/2023	392F5F11376F83321F969	2700 Divvy Credit Cards Payable	25.18	AMAZON
05/11/2023	E646AEB171B65E1A31B0C	2700 Divvy Credit Cards Payable	113.62	AMAZON

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05/12/2023	C0AAAC81F112DE0B0FC79	2700 Divvy Credit Cards Payable	143.45	PRECISIONRO
05/23/2023	33F2745E99892C31FC6C7	2700 Divvy Credit Cards Payable	89.99	GAMESTOP
Total for 5220.7 IT Technology Maintenance			\$372.24	
Total for 52200 Information Technology			\$3,334.45	
5225 Marketing & advertising				
05/26/2023	8DE9B40DC934FA3A5638F	2700 Divvy Credit Cards Payable	650.00	Spring Hill Press
Total for 5225 Marketing & advertising			\$650.00	
5228 Miscellaneous				
05/14/2023	B73E42E81F681BA6C4ECC	2700 Divvy Credit Cards Payable	28.85	WALMART
05/24/2023	0CE1DFF675FD323A3BE	2700 Divvy Credit Cards Payable	661.04	FREEDOM SCI STORE
05/24/2023	82AE78CFC6037EB3AFE84	2700 Divvy Credit Cards Payable	31.96	FREEDOM SCI STORE
Total for 5228 Miscellaneous			\$721.85	
52340 Professional Development				
5234.1 Conferences				
05/25/2023	82B36450775DF820BEEB7	2700 Divvy Credit Cards Payable	105.00	IDAHO AEYC IDAH
05/26/2023	3BC75500DCC1C5BCBA50F	2700 Divvy Credit Cards Payable	125.00	JANNUS INC
05/27/2023	790FBFDD3904AD1B84A6E	2700 Divvy Credit Cards Payable	125.00	JANNUS INC
Total for 5234.1 Conferences			\$355.00	
5234.5 Staff Mtg & Training				
05/13/2023	CB3CCC683E3E7A79857F9	2700 Divvy Credit Cards Payable	21.96	FRED MEYER
05/14/2023	BF039183DBB41C522F23D	2700 Divvy Credit Cards Payable	40.00	MERIDIAN CHAMBER
05/18/2023	480349D7C50C24A39B5A4	2700 Divvy Credit Cards Payable	25.76	WALMART
05/18/2023	450CFD68704EB43A23F0B	2700 Divvy Credit Cards Payable	20.75	MARKET STREET
05/26/2023	6C02B0DBBDFECA2E50DC	2700 Divvy Credit Cards Payable	26.03	ALBERTSONS
05/26/2023	C9DC5B4BA0C0BD48BE797	2700 Divvy Credit Cards Payable	33.83	LITTLE CAESARS
Total for 5234.5 Staff Mtg & Training			\$168.33	
5234.6 Webinar/Ecourses				
05/23/2023	880B722F8F9465D0EDEC	2700 Divvy Credit Cards Payable	130.90	UDEMY.COM
Total for 5234.6 Webinar/Ecourses			\$130.90	
Total for 52340 Professional Development			\$654.23	
52360 Program Expense				
5236.AD Programs - Adult				
05/03/2023	35FCE1948C2F1FDA72310	2700 Divvy Credit Cards Payable	45.95	MY MYSTERY PARTY
05/12/2023	C761D8042EA6362CDA40F	2700 Divvy Credit Cards Payable	13.71	ALBERTSONS
05/14/2023	39440F9BB6FCE1CF8DB85	2700 Divvy Credit Cards Payable	20.98	ALBERTSONS
05/16/2023	6B89504A9DB782A049482	2700 Divvy Credit Cards Payable	10.00	DO WORK UNIVERSITY
05/18/2023	55DD7CA9D6305CF496AD6	2700 Divvy Credit Cards Payable	560.00	IBL EVENTS
05/22/2023	9D6C7D90A985A11A92538	2700 Divvy Credit Cards Payable	145.22	AMAZON

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05/24/2023	83B1D361CCF15A6E1680F	2700 Divvy Credit Cards Payable	31.32	AMAZON
05/31/2023	11F754B446DDC65AF8AA5	2700 Divvy Credit Cards Payable	161.77	AMAZON
Total for 5236.AD Programs - Adult			\$988.95	
5236.CH Programs - Children				
5236.cs Children's Programs - Supported				
05/05/2023	6A00824A5AFA155CE1116	2700 Divvy Credit Cards Payable	190.50	AMAZON
05/17/2023	A0F4BE535E99853D19C65	2700 Divvy Credit Cards Payable	3,715.70	SCHOLASTIC
Total for 5236.cs Children's Programs - Supported			\$3,906.20	
Total for 5236.CH Programs - Children			\$3,906.20	
5236.EL Programs - Early Learning 0-5				
05/07/2023	4D87302F924014F0A8106	2700 Divvy Credit Cards Payable	14.99	AMAZON
05/07/2023	0BE2541551A8A6383036C	2700 Divvy Credit Cards Payable	14.99	AMAZON
05/07/2023	05D4F6B313B11E7F998A3	2700 Divvy Credit Cards Payable	11.79	AMAZON
05/24/2023	513802ED0E7D6DC215180	2700 Divvy Credit Cards Payable	13.99	AMAZON
05/24/2023	B064220BDBB3BFCEC6001	2700 Divvy Credit Cards Payable	5.75	AMAZON
05/25/2023	4EE0A8800913CC7E51424	2700 Divvy Credit Cards Payable	8.99	AMAZON
Total for 5236.EL Programs - Early Learning 0-5			\$70.50	
5236.FA Programs -Family All Ages				
05/03/2023	E4E20252DF712451EB76F	2700 Divvy Credit Cards Payable	26.48	TARGET
05/04/2023	79D8E12786F893408F04F	2700 Divvy Credit Cards Payable	74.91	FRED MEYER
05/18/2023	5C085B60A952154784668	2700 Divvy Credit Cards Payable	26.96	AMAZON
05/27/2023	DB7B3E64CA69780375612	2700 Divvy Credit Cards Payable	72.40	AMAZON
Total for 5236.FA Programs -Family All Ages			\$200.75	
5236.SA Programs -School Age 6-12				
05/10/2023	3701524677AA120249D92	2700 Divvy Credit Cards Payable	29.95	AMAZON
05/10/2023	8DF790A8C3DA1D76F05CB	2700 Divvy Credit Cards Payable	5.98	AMAZON
05/12/2023	857DD2D8680AB86E02FB2	2700 Divvy Credit Cards Payable	200.00	CANVA
05/25/2023	EAE1C7E4213FB033711B8	2700 Divvy Credit Cards Payable	39.21	EBAY
05/27/2023	811D9A3BC57EF0A253E67	2700 Divvy Credit Cards Payable	36.84	MICHAELS
Total for 5236.SA Programs -School Age 6-12			\$311.98	
5236.TN Programs -Teen 13-18				
05/01/2023	D82539EB620AE34C3BC5D	2700 Divvy Credit Cards Payable	13.99	AMAZON
05/03/2023	2CD5AF1B6CF2062131FD4	2700 Divvy Credit Cards Payable	26.49	NINTENDO
05/06/2023	CA3913486B516714B0109	2700 Divvy Credit Cards Payable	205.44	WALMART
Total for 5236.TN Programs -Teen 13-18			\$245.92	
Total for 52360 Program Expense			\$5,724.30	
524000 Supplies				
5240 Supplies - general				
05/01/2023	55AF4E26DEB6C8A84B08E	2700 Divvy Credit Cards Payable	40.76	AMAZON
05/02/2023	EDF68B05F7927DEA07855	2700 Divvy Credit Cards Payable	41.71	AMAZON
05/03/2023	D887FD85C2C59C8142A2B	2700 Divvy Credit Cards Payable	25.29	AMAZON
05/03/2023	87EE6473B4E17298102C1	2700 Divvy Credit Cards Payable	8.99	FRED MEYER
05/04/2023	BD0286582E029E1073C4F	2700 Divvy Credit Cards Payable	52.49	WALMART

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05/04/2023	B4BF738792541BB797921	2700 Divvy Credit Cards Payable	34.98	AMAZON
05/04/2023	DC58FCA0012C935404D5F	2700 Divvy Credit Cards Payable	107.95	AMAZON
05/05/2023	982AE8A8BF9AAB4FBDA2	2700 Divvy Credit Cards Payable	7.60	AMAZON
05/05/2023	6198BA966D0D033F6A32E	2700 Divvy Credit Cards Payable	494.95	AMAZON
05/13/2023	ABDA79D02CC3E3BF1A390	2700 Divvy Credit Cards Payable	22.58	AMAZON
05/13/2023	831CACD40A09005105EDE	2700 Divvy Credit Cards Payable	45.56	AMAZON
05/15/2023	B525241CDB8D3A2D95D90	2700 Divvy Credit Cards Payable	9.29	AMAZON
05/16/2023	DC64E870B190C259B1D11	2700 Divvy Credit Cards Payable	44.32	AMAZON
05/17/2023	959F071670FDB509C1B0F	2700 Divvy Credit Cards Payable	45.58	AMAZON
05/18/2023	4F61C495F65F2ACFC88ED	2700 Divvy Credit Cards Payable	7.16	AMAZON
05/18/2023	751CDCB3A25C98A60AC32	2700 Divvy Credit Cards Payable	-24.98	AMAZON
05/18/2023	E70D8AC289BF119ED473C	2700 Divvy Credit Cards Payable	-15.90	AMAZON
05/18/2023	3199ADC214A2DA0A13807	2700 Divvy Credit Cards Payable	14.67	AMAZON
05/21/2023	325C5A8227E54DD46BDE4	2700 Divvy Credit Cards Payable	19.96	AMAZON
05/22/2023	5A9F56819AFE60ED88F53	2700 Divvy Credit Cards Payable	17.18	AMAZON
05/24/2023	E126AEC6EFBC834A5252E	2700 Divvy Credit Cards Payable	142.34	FREEDOM SCI STORE
05/25/2023	E6A3F02D671EE800A5A0F	2700 Divvy Credit Cards Payable	41.81	AMAZON
05/25/2023	EA6DE21164B65E68EC7E0	2700 Divvy Credit Cards Payable	26.75	AMAZON
05/25/2023	1C2D0A087C9B97AA6215C	2700 Divvy Credit Cards Payable	14.49	AMAZON
05/26/2023	7DEF81061F8BFF79FC6EA	2700 Divvy Credit Cards Payable	109.27	WALMART
Total for 5240 Supplies - general			\$1,334.80	
5240s Supplies - General -Supported				
05/02/2023	15D119F6F0A568453B5F5	2700 Divvy Credit Cards Payable	-21.99	AMAZON
05/23/2023	77AA2D9D68E5BA1CF0501	2700 Divvy Credit Cards Payable	124.27	COSTCO
05/27/2023	047ADCCC0027D22887F05	2700 Divvy Credit Cards Payable	38.92	THE HOME DEPOT
05/31/2023	6B8FC81BA4ED8F70F7C66	2700 Divvy Credit Cards Payable	268.59	WALMART
Total for 5240s Supplies - General -Supported			\$409.79	
Total for 5240 Supplies - general with subs			\$1,744.59	
5246 Supplies - office				
05/01/2023	D53CF030CE11F47DF3BE5	2700 Divvy Credit Cards Payable	8.99	AMAZON
05/03/2023	6A30C72C44FB13B4C65BF	2700 Divvy Credit Cards Payable	106.99	WALMART
05/04/2023	4CC59BB1CED6C9C9ACC28	2700 Divvy Credit Cards Payable	32.03	AMAZON
05/05/2023	A87C4F77E20A71632F0A4	2700 Divvy Credit Cards Payable	25.99	AMAZON
05/11/2023	D2777642FF3DFD9902791	2700 Divvy Credit Cards Payable	11.99	AMAZON
05/11/2023	FAD9BF4D94270BF87BEE8	2700 Divvy Credit Cards Payable	49.92	AMAZON
05/18/2023	6E307EF9949C9357901AE	2700 Divvy Credit Cards Payable	17.48	AMAZON
05/18/2023	856740B9ECAB61AF8A535	2700 Divvy Credit Cards Payable	55.88	AMAZON
05/18/2023	1AAAAFE26688BCB2463B0	2700 Divvy Credit Cards Payable	7.64	AMAZON
05/19/2023	F238D5EB9216FF2EA0322	2700 Divvy Credit Cards Payable	20.94	AMAZON
05/22/2023	A6E55FD3E3ECD5886A000	2700 Divvy Credit Cards Payable	32.99	AMAZON
05/24/2023	67338853EA7ED006B7453	2700 Divvy Credit Cards Payable	6.67	AMAZON
05/24/2023	11610713A2CF6771E2FF4	2700 Divvy Credit Cards Payable	38.64	AMAZON
05/25/2023	A86F7C6E38D2A08C22682	2700 Divvy Credit Cards Payable	11.98	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
05/25/2023	5625D08DFE45CDBA66621	2700 Divvy Credit Cards Payable	9.89	AMAZON
05/25/2023	90E0D2A49B64717A87E42	2700 Divvy Credit Cards Payable	29.47	AMAZON
Total for 5246 Supplies - office			\$467.49	
Total for 524000 Supplies			\$2,212.08	
62240 Facility Expense				
6224.1 Bldg-Maintenance				
05/03/2023	B0C379AA602BF1815D610	2700 Divvy Credit Cards Payable	112.90	THE HOME DEPOT
05/12/2023	280FCEC283F3F22C7FD9A	2700 Divvy Credit Cards Payable	7.63	LOWE'S
Total for 6224.1 Bldg-Maintenance			\$120.53	
6224.3 Bldg-Small Tools				
05/23/2023	9BC595DD08D1C0240FA21	2700 Divvy Credit Cards Payable	54.48	AMAZON
Total for 6224.3 Bldg-Small Tools			\$54.48	
6224.4 Bldg-Supplies				
05/03/2023	4CEFF319F34DDA5001265	2700 Divvy Credit Cards Payable	61.66	AMAZON
05/03/2023	6650010836B5A89C4FE8C	2700 Divvy Credit Cards Payable	11.99	AMAZON
05/03/2023	B80126160DEBD4815A84C	2700 Divvy Credit Cards Payable	47.90	AMAZON
05/05/2023	8312BD46E616C84838D06	2700 Divvy Credit Cards Payable	42.95	AMAZON
05/17/2023	AAF5BE0A4AADA70886634	2700 Divvy Credit Cards Payable	47.75	AMAZON
05/17/2023	20C3F2F24E16A2ADA967B	2700 Divvy Credit Cards Payable	15.51	AMAZON
05/18/2023	5DBC3FEDC9059CE7178C4	2700 Divvy Credit Cards Payable	85.90	AMAZON
05/18/2023	57A90101A4033F68B10C2	2700 Divvy Credit Cards Payable	66.48	AMAZON
05/18/2023	2779A65237D0A0EECF878	2700 Divvy Credit Cards Payable	56.95	AMAZON
05/21/2023	90B8D960EE0D902304AA4	2700 Divvy Credit Cards Payable	24.99	AMAZON
05/23/2023	028D2366FB0A897B512E5	2700 Divvy Credit Cards Payable	101.25	AMAZON
Total for 6224.4 Bldg-Supplies			\$563.33	
6255 Bldg-Rent				
05/28/2023	1CE1D64D25CFAB61B7B88	2700 Divvy Credit Cards Payable	91.80	ACORN SELF STORAGE
Total for 6255 Bldg-Rent			\$91.80	
Total for 62240 Facility Expense			\$830.14	
Total for 52000 OPERATING EXPENSES			\$15,749.31	
Uncategorized Expense				
05/03/2023	59AEBF4570EBFF38A5AEB	2700 Divvy Credit Cards Payable	36.94	ALBERTSONS
Total for Uncategorized Expense			\$36.94	
9288 Orchard Park Project Costs				
05/01/2023	9381247DE1F967BD58A9D	2700 Divvy Credit Cards Payable	15.47	AMAZON
05/01/2023	B6D5D7E64B972B85F0C24	2700 Divvy Credit Cards Payable	68.36	AMAZON
05/01/2023	7903FEE9E886A207036E0	2700 Divvy Credit Cards Payable	45.00	SIGNS ETC
05/03/2023	A5CEC35EBD7959BCDA3FD	2700 Divvy Credit Cards Payable	189.43	AMAZON
05/09/2023	07E222FBD8A23B6939931	2700 Divvy Credit Cards Payable	91.27	CHICAGO BOOKS & JOURNALS
05/13/2023	DAF4D7DF32C9B6A17993E	2700 Divvy Credit Cards Payable	-50.00	AMAZON
05/14/2023	D212F085D62D1A76DEC90	2700 Divvy Credit Cards Payable	128.97	AMAZON

Meridian Library District

Credit Card Detail

May 2023

DATE	NUM	SPLIT	AMOUNT	NAME
Total for 9288 Orchard Park Project Costs			\$488.50	

Meridian Library District

Electronic Bill Payment List

May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
Expenditure						
05/05/2023	Expenditure		CITY OF MERIDIAN		-5.60	1120 Checking - US Bank
				Water 03/21-04/20/2023	5.60	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
05/05/2023	Expenditure		CITY OF MERIDIAN		-47.76	1120 Checking - US Bank
				Water/Sewer 03/21-04/20/2023	47.76	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
05/05/2023	Expenditure		CITY OF MERIDIAN		-133.79	1120 Checking - US Bank
				Water/Sewer 03/21-04/20/2023	133.79	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
05/05/2023	Expenditure		CITY OF MERIDIAN		-458.07	1120 Checking - US Bank
				Water/Sewer 03/21-04/20/2023	458.07	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
05/09/2023	Expenditure		Chevron (Wex Bank)		-412.19	1120 Checking - US Bank
				April Fuel	86.53	5260.2 OPERATING EXPENSES:Vehicle Expense:Vehicle - Sprinter
				April Fuel	34.60	5260.4 OPERATING EXPENSES:Vehicle Expense:Vehicle - Honda Element
				April Fuel	260.93	5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon
				April Fuel	30.13	5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile
				April Fuel	0.00	5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van Honda Odyssey
05/12/2023	Expenditure		First Interstate		-21.50	1150 Chkg Payroll -1st Interstate
				April Service Fees FIB Payroll Checking	21.50	5202.3 OPERATING EXPENSES:Banking fees:Financial fees
05/12/2023	Expenditure		US BANK		-227.31	1120 Checking - US Bank
				US Bank Analysis Service Charge May 2023	227.31	5202.3 OPERATING EXPENSES:Banking fees:Financial fees
05/13/2023	Expenditure		Nationwide 457b		-526.46	1120 Checking - US Bank
				Nationwide Roth Payment 05/05/2023	-526.46	2352 Nationwide Withholding Payable
05/13/2023	Expenditure		Nationwide 457b		-1,032.57	1120 Checking - US Bank
				Nationwide Pre Payment 05/05/2023	-1,032.57	2352 Nationwide Withholding Payable
05/13/2023	Expenditure		HRA VEBA		-8,745.00	1120 Checking - US Bank
				April 2023 Employer HRA Contributions	2,475.00	5010 PERSONNEL:Payroll benefits
				April 2023 Employer HRA Contributions	3,960.00	5010 PERSONNEL:Payroll benefits
				April 2023 Employer HRA Contributions	660.00	5010 PERSONNEL:Payroll benefits
				April 2023 Employer HRA	660.00	5010 PERSONNEL:Payroll benefits

Meridian Library District

Electronic Bill Payment List

May 2023

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
			Contributions		
			April 2023 Employer HRA Contributions	990.00	5010 PERSONNEL:Payroll benefits
05/15/2023	Expenditure	SELECT HEALTH		-	1120 Checking - US Bank
				32,582.00	
			Select Health May 2023 Employee Contributions	-2,616.36	2345 Select Health
			Select Health May 2023 Employee Contributions	8,956.96	5010 PERSONNEL:Payroll benefits
			Select Health May 2023 Employee Contributions	14,608.24	5010 PERSONNEL:Payroll benefits
			Select Health May 2023 Employee Contributions	2,409.86	5010 PERSONNEL:Payroll benefits
			Select Health May 2023 Employee Contributions	2,474.12	5010 PERSONNEL:Payroll benefits
			Select Health May 2023 Employee Contributions	2,409.86	5010 PERSONNEL:Payroll benefits
			Select Health May 2023 Billing Differences	893.40	2345 Select Health
05/18/2023	Expenditure	INTERMOUNTAIN GAS COMPANY		-986.60	1120 Checking - US Bank
			Gas 03/02-03/29/23	986.60	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
05/19/2023	Expenditure	Paylocity		-2,097.73	1150 Chkg Payroll -1st Interstate
			Paylocity May Payroll Processing	2,097.73	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing
05/20/2023	Expenditure	CITY OF MERIDIAN		-25.76	1120 Checking - US Bank
			Water/Sewer 04/06-05/05/2023	25.76	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
05/20/2023	Expenditure	CITY OF MERIDIAN		-267.69	1120 Checking - US Bank
			Trash 04/06-05/05/23	267.69	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
05/22/2023	Expenditure	INTERMOUNTAIN GAS COMPANY		-930.64	1120 Checking - US Bank
			Gas 03/29-04/27/23	930.64	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
05/22/2023	Expenditure	IDAHO POWER - 3194		-940.57	1120 Checking - US Bank
			Power 04/04-05/03/23	940.57	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
05/23/2023	Expenditure	INTERMOUNTAIN GAS COMPANY		-453.05	1120 Checking - US Bank
			Gas 03/30-04/28/23	453.05	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
05/24/2023	Expenditure	INTERMOUNTAIN		-88.98	1120 Checking - US Bank

Meridian Library District

Electronic Bill Payment List

May 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
			GAS COMPANY			
				Gas 03/29-04/28/23	88.98	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
05/24/2023	Expenditure		IDAHO POWER - 7016		-87.30	1120 Checking - US Bank
				Power 04/06-05/05/23	87.30	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
05/24/2023	Expenditure		IDAHO POWER - 1620		-2,677.65	1120 Checking - US Bank
				Power 04/06-05/05/23	2,677.65	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
05/30/2023	Expenditure		IDAHO POWER - 7302		-320.37	1120 Checking - US Bank
				Power 05/11-05/10/23	320.37	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
05/30/2023	Expenditure		Nationwide 457b		-526.89	1120 Checking - US Bank
				Nationwide Roth Payment 05/19/2023	-526.89	2352 Nationwide Withholding Payable
05/30/2023	Expenditure		Nationwide 457b		-1,034.12	1120 Checking - US Bank
				Nationwide Pre Payment 05/19/2023	-1,034.12	2352 Nationwide Withholding Payable
05/30/2023	Expenditure		Bill.com		-456.28	1120 Checking - US Bank
				Bill.com fees 04/28-05/27/2023	456.28	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing
05/31/2023	Expenditure		Gravity Payments		-25.76	1120 Checking - US Bank
				Gravity Payment Processing May 2023	25.76	5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees
<hr/>						
Credit Card Payment						
05/01/2023	Credit Card Payment		Divvy		-	1120 Checking - US Bank
					22,929.95	
					-	2700 Divvy Credit Cards Payable
					22,929.95	
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Meridian Library District

Budget vs. Actuals: Budget FY23 by Class - FY23 P&L Classes

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
40000 Tax Revenue				
4000 Tax levy	4,751,127.17	7,155,314.00	-2,404,186.83	66.40 %
4005 Tax Levy - Capital Foregone	144,439.50	288,879.00	-144,439.50	50.00 %
Total 4000 Tax levy	4,895,566.67	7,444,193.00	-2,548,626.33	65.76 %
4010 Ag. Replacement	1,455.00	1,940.00	-485.00	75.00 %
4020 Pers Prop Replacement	19,519.36	29,979.00	-10,459.64	65.11 %
4025 Recovered Homeowner's Exemption		1,404.00	-1,404.00	
4100 Sales tax income	333,866.99	226,051.00	107,815.99	147.70 %
Total 40000 Tax Revenue	5,250,408.02	7,703,567.00	-2,453,158.98	68.16 %
42000 Non-tax Revenue				
4200 Fines and fees	12,595.68	10,000.00	2,595.68	125.96 %
4210 Book Sale	258.20		258.20	
4220 Meeting Room income	3,644.87	1,000.00	2,644.87	364.49 %
4221 Donations & Memorials	3,065.48	19,000.00	-15,934.52	16.13 %
4300 Interest income	80,932.61	2,300.00	78,632.61	3,518.81 %
4339 Capital Replace & Repair Int	129,948.80	4,000.00	125,948.80	3,248.72 %
4400 Copy/Print income	18,877.24	11,300.00	7,577.24	167.06 %
4410 Miscellaneous income	4,780.46		4,780.46	
4500 Grants	421,631.47	90,000.00	331,631.47	468.48 %
4700 Sponsorships	750.00		750.00	
Total 42000 Non-tax Revenue	676,484.81	137,600.00	538,884.81	491.63 %
Sales	1,500.00		1,500.00	
Total Revenue	\$5,928,392.83	\$7,841,167.00	\$ -1,912,774.17	75.61 %
GROSS PROFIT	\$5,928,392.83	\$7,841,167.00	\$ -1,912,774.17	75.61 %
Expenditures				
50000 PERSONNEL				
5000 Salaries and wages	2,118,191.30	3,542,502.00	-1,424,310.70	59.79 %
5005 Termination salaries	8,790.02	16,000.00	-7,209.98	54.94 %
Total 5000 Salaries and wages	2,126,981.32	3,558,502.00	-1,431,520.68	59.77 %
5010 Payroll benefits	716,869.71	1,245,476.00	-528,606.29	57.56 %
Total 50000 PERSONNEL	2,843,851.03	4,803,978.00	-1,960,126.97	59.20 %
51000 COLLECTIONS				
5115 Adult Print Books	124,727.20	197,000.00	-72,272.80	63.31 %
5121 Electronic databases	15,078.25	34,200.00	-19,121.75	44.09 %
5122 eContent	234,413.43	298,700.00	-64,286.57	78.48 %
5125 Print Reference	867.38	2,600.00	-1,732.62	33.36 %
5130 Children's books	141,475.98	206,400.00	-64,924.02	68.54 %
5130S Children's books - Supported	20,513.33		20,513.33	
Total 5130 Children's books	161,989.31	206,400.00	-44,410.69	78.48 %
5135 Young Adult books	29,471.66	104,700.00	-75,228.34	28.15 %
5149 Media	43,004.88	108,700.00	-65,695.12	39.56 %

Meridian Library District

Budget vs. Actuals: Budget FY23 by Class - FY23 P&L Classes

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5150 Circulating devices & kits	920.47	40,100.00	-39,179.53	2.30 %
5151 Periodicals	4,351.38	7,100.00	-2,748.62	61.29 %
Total 51000 COLLECTIONS	614,823.96	999,500.00	-384,676.04	61.51 %
52000 OPERATING EXPENSES				
52020 Professional Services				
5202.1 Audit	22,500.00	12,900.00	9,600.00	174.42 %
5202.4 Legal fees	14,875.50	15,100.00	-224.50	98.51 %
5202.5 Consulting	11,500.00	34,300.00	-22,800.00	33.53 %
5202.6 Other	11,776.61	1,900.00	9,876.61	619.82 %
5202.7 Accounting Svcs	8,331.25	15,000.00	-6,668.75	55.54 %
Total 52020 Professional Services	68,983.36	79,200.00	-10,216.64	87.10 %
52025 Banking fees				
5202.2 Bankcard fees	1,509.96	6,600.00	-5,090.04	22.88 %
5202.3 Financial fees	698.41	184,120.00	-183,421.59	0.38 %
Total 52025 Banking fees	2,208.37	190,720.00	-188,511.63	1.16 %
5211 Copy/Print	18,508.20	29,600.00	-11,091.80	62.53 %
52120 Consortium				
5212.C Consortium-Courier	24,029.68	38,000.00	-13,970.32	63.24 %
5212.H Consortium-Hardware/Software	24,984.58	56,750.00	-31,765.42	44.03 %
Total 52120 Consortium	49,014.26	94,750.00	-45,735.74	51.73 %
5216 Equipment & Furnishings Not Cap	3,768.28	3,900.00	-131.72	96.62 %
5216s Equip & Furnishings -Supported	15,981.45		15,981.45	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing	55,470.41	115,000.00	-59,529.59	48.24 %
5220.1s IT Infra Softw/Lic Supported	269.99		269.99	
Total 5220.1 IT Infra -Software/Licensing	55,740.40	115,000.00	-59,259.60	48.47 %
5220.2 IT Infra -Support	7,383.27	24,200.00	-16,816.73	30.51 %
5220.3 IT PCs, Printers & Hardware	30,574.40	64,000.00	-33,425.60	47.77 %
5220.3S Supported - IT, PCs, Hardware	6,577.55		6,577.55	
Total 5220.3 IT PCs, Printers & Hardware	37,151.95	64,000.00	-26,848.05	58.05 %
5220.5 IT Utilities	29,800.07	64,780.00	-34,979.93	46.00 %
5220.6 IT Collection Licensing		15,000.00	-15,000.00	
5220.7 IT Technology Maintenance	2,569.07	21,000.00	-18,430.93	12.23 %
Total 52200 Information Technology	132,644.76	303,980.00	-171,335.24	43.64 %
5225 Marketing & advertising	3,585.98	18,710.00	-15,124.02	19.17 %
5228 Miscellaneous	7,418.45	7,100.00	318.45	104.49 %
5228.S Miscellaneous- Supported	9,779.08		9,779.08	
Total 5228 Miscellaneous	17,197.53	7,100.00	10,097.53	242.22 %
52290 Materials Processing				
5229.1 Materials-OCLC	783.70	8,250.00	-7,466.30	9.50 %
5229.2 Materials-Processing	53,192.77	75,000.00	-21,807.23	70.92 %
Total 52290 Materials Processing	53,976.47	83,250.00	-29,273.53	64.84 %

Meridian Library District

Budget vs. Actuals: Budget FY23 by Class - FY23 P&L Classes

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5230 Phone Service	4,496.82	6,720.00	-2,223.18	66.92 %
5232 Postage	5,589.21	11,000.00	-5,410.79	50.81 %
52340 Professional Development				
5234.1 Conferences	5,682.43	19,176.00	-13,493.57	29.63 %
5234.1S Support - Conferences	701.58		701.58	
Total 5234.1 Conferences	6,384.01	19,176.00	-12,791.99	33.29 %
5234.2 Education		3,045.00	-3,045.00	
5234.3 Materials		1,535.00	-1,535.00	
5234.4 Memberships	2,787.00	4,371.00	-1,584.00	63.76 %
5234.5 Staff Mtg & Training	1,616.86	4,300.00	-2,683.14	37.60 %
5234.5s Staff Training - Supported	9,053.24		9,053.24	
Total 5234.5 Staff Mtg & Training	10,670.10	4,300.00	6,370.10	248.14 %
5234.6 Webinar/Ecourses	1,472.48	7,573.00	-6,100.52	19.44 %
Total 52340 Professional Development	21,313.59	40,000.00	-18,686.41	53.28 %
52360 Program Expense				
5236.2 Programs - District	91.13		91.13	
5236.2S District Programs -Supported	447.67		447.67	
Total 5236.2 Programs - District	538.80		538.80	
5236.AD Programs - Adult	3,923.93	26,100.00	-22,176.07	15.03 %
5236.BR Programs -Brochures		2,000.00	-2,000.00	
5236.CH Programs - Children				
5236.cs Children's Programs - Supported	6,474.55		6,474.55	
5236.PC Pet Care	359.93	1,300.00	-940.07	27.69 %
Total 5236.CH Programs - Children	6,834.48	1,300.00	5,534.48	525.73 %
5236.EL Programs - Early Learning 0-5	1,905.63	23,710.00	-21,804.37	8.04 %
5236.FA Programs -Family All Ages	8,892.94	15,300.00	-6,407.06	58.12 %
5236.SA Programs -School Age 6-12	4,398.89	23,900.00	-19,501.11	18.41 %
5236.TN Programs -Teen 13-18	2,207.61	15,020.00	-12,812.39	14.70 %
5236.VO Programs -Volunteers	1,001.88	1,500.00	-498.12	66.79 %
Total 52360 Program Expense	29,704.16	108,830.00	-79,125.84	27.29 %
5237 Recruiting/Background Checks	1,593.69	7,650.00	-6,056.31	20.83 %
524000 Supplies				
5240 Supplies - general	10,840.58	26,500.00	-15,659.42	40.91 %
5240s Supplies - General -Supported	13,192.41		13,192.41	
Total 5240 Supplies - general	24,032.99	26,500.00	-2,467.01	90.69 %
5245 Supplies - marketing	3,292.28	5,000.00	-1,707.72	65.85 %
5246 Supplies - office	6,393.19	12,300.00	-5,906.81	51.98 %
Total 524000 Supplies	33,718.46	43,800.00	-10,081.54	76.98 %
5250 Taxes and insurance	30,730.25	28,600.00	2,130.25	107.45 %
52600 Vehicle Expense	3,000.00		3,000.00	
5260.1 Vehicle - Bookmobile	2,743.38	17,300.00	-14,556.62	15.86 %
5260.2 Vehicle - Sprinter	825.96	6,200.00	-5,374.04	13.32 %

Meridian Library District

Budget vs. Actuals: Budget FY23 by Class - FY23 P&L Classes

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5260.3 Vehicle - Van Honda Odyssey	2,111.79	7,650.00	-5,538.21	27.61 %
5260.4 Vehicle - Honda Element	1,015.16		1,015.16	
5260.5 Vehicle - Dodge HD Wagon	1,760.11		1,760.11	
5260.6 Employee Mileage Reimbursement	317.63		317.63	
5260.7 Vehicle - Chevy Silverado 1500	3,014.12		3,014.12	
Total 52600 Vehicle Expense	14,788.15	31,150.00	-16,361.85	47.47 %
62240 Facility Expense				
6224.1 Bldg-Maintenance	111,294.91	153,000.00	-41,705.09	72.74 %
6224.2 Bldg-Repairs	68,900.98	34,000.00	34,900.98	202.65 %
6224.3 Bldg-Small Tools	359.12	4,500.00	-4,140.88	7.98 %
6224.4 Bldg-Supplies	13,347.79	21,400.00	-8,052.21	62.37 %
6250 Bldg-Insurance	25,407.00	48,000.00	-22,593.00	52.93 %
6255 Bldg-Rent	240,835.91	285,770.00	-44,934.09	84.28 %
6258 Bldg-Utilities	47,533.40	76,400.00	-28,866.60	62.22 %
Total 62240 Facility Expense	507,679.11	623,070.00	-115,390.89	81.48 %
Total 52000 OPERATING EXPENSES	1,015,482.10	1,712,030.00	-696,547.90	59.31 %
72000 CAPITAL EXPENSES				
7216 Equipment & Furnishings	2,317.44	3,000.00	-682.56	77.25 %
7220 IT - Infrastructure - Hardware	15,180.87	72,500.00	-57,319.13	20.94 %
7220.3 IT PCs, Hardware Printers	10,646.00	31,000.00	-20,354.00	34.34 %
7220.3S IT - PC, Prntrs, Hdw- Supported	35,659.13		35,659.13	
Total 7220.3 IT PCs, Hardware Printers	46,305.13	31,000.00	15,305.13	149.37 %
7295s Major Improvements - Supported		2,500.00	-2,500.00	
Total 72000 CAPITAL EXPENSES	63,803.44	109,000.00	-45,196.56	58.54 %
9800 Transfer Out -Capital Projects Fund		216,659.00	-216,659.00	
Uncategorized Expense	744.19		744.19	
Total Expenditures	\$4,538,704.72	\$7,841,167.00	\$ -3,302,462.28	57.88 %
NET OPERATING REVENUE	\$1,389,688.11	\$0.00	\$1,389,688.11	0.00%
Other Revenue				
8000 Plant Facilities Levy Revenue	700,000.00	1,400,000.00	-700,000.00	50.00 %
8338 Capital Projects Interest	71,630.19	7,850.00	63,780.19	912.49 %
8995 Finance Proceeds		8,000,000.00	-8,000,000.00	
8999 Transfer In -From General Fund		216,659.00	-216,659.00	
Total Other Revenue	\$771,630.19	\$9,624,509.00	\$ -8,852,878.81	8.02 %
Other Expenditures				
9288 Orchard Park Project Costs	1,494,231.22	2,471,500.00	-977,268.78	60.46 %
9289 South Branch Project Costs		8,000,000.00	-8,000,000.00	
Total Other Expenditures	\$1,494,231.22	\$10,471,500.00	\$ -8,977,268.78	14.27 %
NET OTHER REVENUE	\$ -722,601.03	\$ -846,991.00	\$124,389.97	85.31 %
NET REVENUE	\$667,087.08	\$ -846,991.00	\$1,514,078.08	-78.76 %

Meridian Library District

Budget vs. Actuals: Budget FY23 by Class - FY23 P&L Classes

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
40000 Tax Revenue	5,250,408.02	7,703,567.00	-2,453,158.98	68.16 %
42000 Non-tax Revenue	676,484.81	137,600.00	538,884.81	491.63 %
Sales	1,500.00		1,500.00	
Total Revenue	\$5,928,392.83	\$7,841,167.00	\$ -1,912,774.17	75.61 %
GROSS PROFIT	\$5,928,392.83	\$7,841,167.00	\$ -1,912,774.17	75.61 %
Expenditures				
50000 PERSONNEL	2,843,851.03	4,803,978.00	-1,960,126.97	59.20 %
51000 COLLECTIONS	614,823.96	999,500.00	-384,676.04	61.51 %
52000 OPERATING EXPENSES	1,015,482.10	1,712,030.00	-696,547.90	59.31 %
72000 CAPITAL EXPENSES	63,803.44	109,000.00	-45,196.56	58.54 %
9800 Transfer Out -Capital Projects Fund		216,659.00	-216,659.00	
Uncategorized Expense	744.19		744.19	
Total Expenditures	\$4,538,704.72	\$7,841,167.00	\$ -3,302,462.28	57.88 %
NET OPERATING REVENUE	\$1,389,688.11	\$0.00	\$1,389,688.11	0.00%
Other Revenue				
8000 Plant Facilities Levy Revenue	700,000.00	1,400,000.00	-700,000.00	50.00 %
8338 Capital Projects Interest	71,630.19	7,850.00	63,780.19	912.49 %
8995 Finance Proceeds		8,000,000.00	-8,000,000.00	
8999 Transfer In -From General Fund		216,659.00	-216,659.00	
Total Other Revenue	\$771,630.19	\$9,624,509.00	\$ -8,852,878.81	8.02 %
Other Expenditures				
9288 Orchard Park Project Costs	1,494,231.22	2,471,500.00	-977,268.78	60.46 %
9289 South Branch Project Costs		8,000,000.00	-8,000,000.00	
Total Other Expenditures	\$1,494,231.22	\$10,471,500.00	\$ -8,977,268.78	14.27 %
NET OTHER REVENUE	\$ -722,601.03	\$ -846,991.00	\$124,389.97	85.31 %
NET REVENUE	\$667,087.08	\$ -846,991.00	\$1,514,078.08	-78.76 %

Meridian Library District

Statement of Activity

October 2022 - May 2023

	TOTAL
Revenue	
40000 Tax Revenue	
4000 Tax levy	4,751,127.17
4005 Tax Levy - Capital Foregone	144,439.50
Total 4000 Tax levy	4,895,566.67
4010 Ag. Replacement	1,455.00
4020 Pers Prop Replacement	19,519.36
4100 Sales tax income	333,866.99
Total 40000 Tax Revenue	5,250,408.02
42000 Non-tax Revenue	
4200 Fines and fees	13,342.83
4210 Book Sale	258.20
4220 Meeting Room income	3,644.87
4221 Donations & Memorials	3,065.48
4300 Interest income	80,932.61
4339 Capital Replace & Repair Int	129,948.80
4400 Copy/Print income	18,877.24
4410 Miscellaneous income	4,780.46
4500 Grants	421,631.47
4700 Sponsorships	750.00
Total 42000 Non-tax Revenue	677,231.96
Sales	1,500.00
Total Revenue	\$5,929,139.98
GROSS PROFIT	\$5,929,139.98
Expenditures	
50000 PERSONNEL	
5000 Salaries and wages	2,118,191.30
5005 Termination salaries	8,790.02
Total 5000 Salaries and wages	2,126,981.32
5010 Payroll benefits	713,059.73
Total 50000 PERSONNEL	2,840,041.05
51000 COLLECTIONS	
5115 Adult Print Books	114,481.02
5121 Electronic databases	15,078.25
5122 eContent	202,065.21
5125 Print Reference	72.08
5130 Children's books	112,883.05
5130S Children's books - Supported	20,513.33
Total 5130 Children's books	133,396.38

Meridian Library District

Statement of Activity

October 2022 - May 2023

	TOTAL
5135 Young Adult books	27,009.16
5149 Media	40,387.38
5150 Circulating devices & kits	920.47
5151 Periodicals	4,351.38
Total 51000 COLLECTIONS	537,761.33
52000 OPERATING EXPENSES	
52020 Professional Services	
5202.1 Audit	22,500.00
5202.4 Legal fees	10,613.00
5202.5 Consulting	11,500.00
5202.6 Other	11,203.81
5202.7 Accounting Svcs	8,331.25
Total 52020 Professional Services	64,148.06
52025 Banking fees	
5202.2 Bankcard fees	1,509.96
5202.3 Financial fees	698.41
Total 52025 Banking fees	2,208.37
5211 Copy/Print	17,269.73
52120 Consortium	
5212.C Consortium-Courier	24,029.68
5212.H Consortium-Hardware/Software	24,984.58
Total 52120 Consortium	49,014.26
5216 Equipment & Furnishings Not Cap	3,768.28
5216s Equip & Furnishings -Supported	15,981.45
52200 Information Technology	
5220.1 IT Infra -Software/Licensing	55,141.85
5220.1s IT Infra Softw/Lic Supported	269.99
Total 5220.1 IT Infra -Software/Licensing	55,411.84
5220.2 IT Infra -Support	5,625.29
5220.3 IT PCs, Printers & Hardware	24,247.67
5220.3S Supported - IT, PCs, Hardware	6,577.55
Total 5220.3 IT PCs, Printers & Hardware	30,825.22
5220.5 IT Utilities	23,669.82
5220.7 IT Technology Maintenance	1,951.92
Total 52200 Information Technology	117,484.09
5225 Marketing & advertising	3,585.98
5228 Miscellaneous	7,418.45
5228.S Miscellaneous- Supported	9,719.70
Total 5228 Miscellaneous	17,138.15

Meridian Library District

Statement of Activity

October 2022 - May 2023

	TOTAL
52290 Materials Processing	
5229.1 Materials-OCLC	783.70
5229.2 Materials-Processing	42,079.78
Total 52290 Materials Processing	42,863.48
5230 Phone Service	3,869.24
5232 Postage	5,589.21
52340 Professional Development	
5234.1 Conferences	4,607.43
5234.1S Support - Conferences	701.58
Total 5234.1 Conferences	5,309.01
5234.4 Memberships	2,527.00
5234.5 Staff Mtg & Training	1,616.86
5234.5s Staff Training - Supported	7,653.24
Total 5234.5 Staff Mtg & Training	9,270.10
5234.6 Webinar/Ecourses	1,472.48
Total 52340 Professional Development	18,578.59
52360 Program Expense	
5236.2 Programs - District	91.13
5236.2S District Programs -Supported	447.67
Total 5236.2 Programs - District	538.80
5236.AD Programs - Adult	3,677.93
5236.CH Programs - Children	
5236.cs Children's Programs - Supported	5,576.78
5236.PC Pet Care	359.93
Total 5236.CH Programs - Children	5,936.71
5236.EL Programs - Early Learning 0-5	1,642.74
5236.FA Programs -Family All Ages	8,217.94
5236.SA Programs -School Age 6-12	3,745.47
5236.TN Programs -Teen 13-18	1,737.49
5236.VO Programs -Volunteers	1,001.88
Total 52360 Program Expense	26,498.96
5237 Recruiting/Background Checks	1,399.73
524000 Supplies	
5240 Supplies - general	10,619.76
5240s Supplies - General -Supported	12,410.67
Total 5240 Supplies - general	23,030.43
5245 Supplies - marketing	2,014.74
5246 Supplies - office	6,179.67
Total 524000 Supplies	31,224.84
5250 Taxes and insurance	30,716.24

Meridian Library District

Statement of Activity

October 2022 - May 2023

	TOTAL
52600 Vehicle Expense	3,000.00
5260.1 Vehicle - Bookmobile	2,743.38
5260.2 Vehicle - Sprinter	805.96
5260.3 Vehicle - Van Honda Odyssey	2,111.79
5260.4 Vehicle - Honda Element	1,015.16
5260.5 Vehicle - Dodge HD Wagon	1,760.11
5260.6 Employee Mileage Reimbursement	261.83
5260.7 Vehicle - Chevy Silverado 1500	3,014.12
Total 52600 Vehicle Expense	14,712.35
62240 Facility Expense	
6224.1 Bldg-Maintenance	91,707.17
6224.2 Bldg-Repairs	64,513.85
6224.3 Bldg-Small Tools	359.12
6224.4 Bldg-Supplies	12,700.99
6250 Bldg-Insurance	25,407.00
6255 Bldg-Rent	167,871.30
6258 Bldg-Utilities	47,533.40
Total 62240 Facility Expense	410,092.83
Total 52000 OPERATING EXPENSES	876,143.84
72000 CAPITAL EXPENSES	
7216 Equipment & Furnishings	2,317.44
7220 IT - Infrastructure - Hardware	15,180.87
7220.3 IT PCs, Hardware Printers	10,646.00
7220.3S IT - PC, Prntrs, Hdw- Supported	35,659.13
Total 7220.3 IT PCs, Hardware Printers	46,305.13
Total 72000 CAPITAL EXPENSES	63,803.44
Uncategorized Expense	215.23
Total Expenditures	\$4,317,964.89
NET OPERATING REVENUE	\$1,611,175.09
Other Revenue	
8000 Plant Facilities Levy Revenue	700,000.00
8338 Capital Projects Interest	71,630.19
Total Other Revenue	\$771,630.19
Other Expenditures	
9288 Orchard Park Project Costs	1,483,623.96
Total Other Expenditures	\$1,483,623.96
NET OTHER REVENUE	\$ -711,993.77
NET REVENUE	\$899,181.32

Meridian Library District

Statement of Financial Position

As of May 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000BKM Petty Cash - Bookmobile	50.00
1010 Cash on Hand - Cherry	200.00
1010BR Cash on Hand - Silverstone	150.00
1013 Cash on Hand - Silverstone Self Pay Copy	33.95
1014 Cash on Hand - Cherry Self Pay Copy	54.55
1015 Cash on Hand - Orchard Park Self Pay Copy	17.00
1016 Cash on Hand - unBound	50.00
1017 Cash on Hand - Orchard Park	150.00
1072 Bill.com Money Out Clearing	-7,446.32
1120 Checking - US Bank	122,688.39
1150 Chkg Payroll -1st Interstate	146,536.09
1160 Savings Payroll -1st Interstate	1,854.37
1200 PayPal Account	67.40
1937 StatePool-General Operations	4,313,460.53
1938 StatePool-Capital Project Fund	2,393,735.14
1939 StatePool-Cap Replacement &Repr	5,270,141.50
Total Bank Accounts	\$12,241,742.60
Accounts Receivable	
11000 Accounts Receivable	38.75
Total Accounts Receivable	\$38.75
Other Current Assets	
12000 Undeposited Funds	179.45
1500 Deposits/Prepaid expenses	44,396.88
1600 Property Tax Receivable	8,157,193.00
1627 LGIP Interest Receivable	48,048.84
1652 Sales Tax Receivable	108,164.00
1800 Fines Receivable	26,237.81
1850 Allowance	-20,727.88
Total Other Current Assets	\$8,363,492.10
Total Current Assets	\$20,605,273.45
TOTAL ASSETS	\$20,605,273.45

Meridian Library District

Statement of Financial Position

As of May 31, 2023

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2380 Accounts Payable	159,987.90
Total Accounts Payable	\$159,987.90
Credit Cards	
2700 Divvy Credit Cards Payable	21,985.99
Total Credit Cards	\$21,985.99
Other Current Liabilities	
2300 Payroll Liabilities	-1,096.21
2305 FICA withholding payable	-0.03
2330 PERSI withholding payable	0.01
2345 Select Health	3,740.08
2350 Persi Life withholding payable	-8.00
2355 Dental Payable	4,868.12
2357 Unum Payable	-4,098.35
2358 Mutual of Omaha Payable	1,781.98
2360 AFLAC	-6.04
2365 United Heritage	-12.21
Sales Tax Agency Payable	536.11
Sales Tax Payable	162.58
Total Sales Tax Agency Payable	698.69
Total Other Current Liabilities	\$5,868.04
Total Current Liabilities	\$187,841.93
Total Liabilities	\$187,841.93
Equity	
2536 Meridian Historical Society Funds	13,113.76
2900 Investment in GFA	9,844,884.00
2910 Contra Accum Deprec	-4,890,205.00
2912 Accum Dep - Buildings	1,574,929.00
2913 Accum Depr - Equipment	2,464,684.00
2914 Accum Depr - Improvements	738,822.00
2915 Accum Depr - Leasehold Improv	111,770.00
2988.4 17929 Leisure Lane	-53,000.00
2988.5 Buildings	-4,474,133.00
2988.6 Improvements	-1,001,737.00
2988.7 Leasehold Improvements	-171,997.00
2988.8 Equipment	-3,030,521.00
2990 Deferred Inflows	8,114,897.00
2995 Advanced Revenue	36,269.00

Meridian Library District

Statement of Financial Position

As of May 31, 2023

	TOTAL
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	4,385,035.89
Net Revenue	899,181.32
Total Equity	\$20,417,431.52
TOTAL LIABILITIES AND EQUITY	\$20,605,273.45

Meridian Library District

Budgets by Class - FY23 Approved, FY23 Amended DRAFT & FY24 DRAFT

	FY2023 APPROVED August 2022	FY2023 AMENDED DRAFT	FY2024 DRAFT
GENERAL FUND			
Revenue			
40000 Tax Revenue	7,703,567.00	7,703,567.00	8,284,579.00
42000 Non-tax Revenue	137,600.00	639,727.22	306,750.00
Total Revenue	\$7,841,167.00	\$8,343,294.22	\$8,591,329.00
Gross Profit	\$7,841,167.00	\$8,343,294.22	\$8,591,329.00
Expenditures			
50000 PERSONNEL	4,803,978.00	4,265,776.55	5,214,850.25
51000 COLLECTIONS	999,500.00	922,235.94	999,435.00
52000 OPERATING EXPENSES	1,712,030.00	1,523,223.15	1,897,808.88
72000 CAPITAL EXPENSES	109,000.00	95,705.16	417,600.00
9800 Transfer Out -Capital Projects Fund	216,659.00	1,536,353.42	61,634.87
Total Expenditures	\$7,841,167.00	\$8,343,294.22	\$8,591,329.00
Net Operating Revenue	\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS FUND			
Other Revenue			
8000 Plant Facilities Levy Revenue	1,400,000.00	1,400,000.00	1,400,000.00
8338 Capital Projects Interest	7,850.00	95,670.29	76,500.00
8350 Capital Projects Fund Grants & Donations		250,000.00	160,000.00
8995 Finance Proceeds	8,000,000.00	0.00	1,500,000.00
8999 Transfer In -From General Fund	216,659.00	1,536,353.42	0.00
Total Other Revenue	9,624,509.00	3,282,023.71	3,136,500.00
Other Expenditures			
9288 Orchard Park Project Costs	2,471,500.00	1,575,000.00	
9289 South Branch Project Costs	8,000,000.00	0.00	5,750,000.00
Total Other Expenditures	10,471,500.00	1,575,000.00	5,750,000.00
Net Other Revenue	-\$846,991.00	\$0.00	-\$2,613,500.00
Net Revenue	-\$846,991.00	\$1,575,000.00	-\$2,613,500.01

Meridian Library District
Budgets by Class - FY23 Original & FY24 DRAFT

	FY2023 APPROVED August 2022	FY2024 DRAFT	% Change Increase (Decrease)	\$ Change
GENERAL FUND	Total	Total		
Revenue				
40000 Tax Revenue				
4000 Tax levy	7,155,314.00	7,634,934.00	6.70%	479,620.00
4005 Tax Levy - Capital Foregone	288,879.00	61,754.00	-78.62%	-227,125.00
4006 Tax Levy - Operating Foregone		89,850.00		89,850.00
4060 Tort Tax Levy	0.00	\$ 76,967.00		\$ 76,967.00
Total 4000 Tax levy	\$ 7,444,193.00	\$ 7,863,505.00	5.63%	\$ 419,312.00
4010 Ag. Replacement	1,940.00	1,940.00	0.00%	0.00
4020 Pers Prop Replacement	29,979.00	39,039.00	30.22%	9,060.00
4025 Recovered Homeowner's Exemption	1,404.00	95.00	-93.23%	-1,309.00
4100 Sales tax income	226,051.00	380,000.00	68.10%	153,949.00
Total 40000 Tax Revenue	\$ 7,703,567.00	\$ 8,284,579.00	7.54%	\$ 581,012.00
42000 Non-tax Revenue				
4200 Fines and fees	10,000.00	12,000.00	20.00%	2,000.00
4220 Meeting Room income	1,000.00	3,750.00	275.00%	2,750.00
4221 Donations & Memorials	19,000.00	11,500.00	-39.47%	-7,500.00
4300 Interest income	2,300.00	85,000.00	3595.65%	82,700.00
4339 Capital Replace & Repair Int	4,000.00	150,000.00	3650.00%	146,000.00
4400 Copy/Print income	11,300.00	24,500.00	116.81%	13,200.00
4500 Grants	90,000.00	15,000.00	-83.33%	-75,000.00
4700 Sponsorships		5,000.00		5,000.00
Total 42000 Non-tax Revenue	\$ 137,600.00	\$ 306,750.00	122.93%	\$ 169,150.00
Total Revenue	\$ 7,841,167.00	\$ 8,591,329.00	9.57%	\$ 750,162.00
Gross Profit	\$ 7,841,167.00	\$ 8,591,329.00	9.57%	\$ 750,162.00
Expenditures				
50000 PERSONNEL				
5000 Salaries and wages	3,542,502.00	3,961,873.76	11.84%	419,371.76
5005 Termination salaries	16,000.00	16,000.00	0.00%	0.00
Total 5000 Salaries and wages	\$ 3,558,502.00	\$ 3,977,873.76	11.79%	\$ 419,371.76
5010 Payroll benefits	1,245,476.00	1,252,976.48	0.60%	7,500.48
5010a - Retirement		369,023.50		369,023.50
5010b - PR Taxes		299,561.83		299,561.83
5010c - Health		584,391.16		584,391.16
Total 50000 PERSONNEL	\$ 4,803,978.00	\$ 5,214,850.24	8.55%	\$ 410,872.24
51000 COLLECTIONS				
5115 Adult Print Books	197,000.00	227,000.00	15.23%	30,000.00
5121 Electronic databases	34,200.00	62,735.00	83.44%	28,535.00

Meridian Library District

Budgets by Class - FY23 Original & FY24 DRAFT

	FY2023 APPROVED August 2022	FY2024 DRAFT	% Change Increase (Decrease)	\$ Change
5122 eContent	298,700.00	319,500.00	6.96%	20,800.00
5125 Print Reference	2,600.00	2,600.00	0.00%	0.00
5130 Children's books	206,400.00	207,000.00	0.29%	600.00
5135 Young Adult books	104,700.00	35,000.00	-66.57%	-69,700.00
5149 Media	108,700.00	87,000.00	-19.96%	-21,700.00
5150 Circulating devices & kits	40,100.00	44,100.00	9.98%	4,000.00
5151 Periodicals	7,100.00	14,500.00	104.23%	7,400.00
Total 51000 COLLECTIONS	\$ 999,500.00	\$ 999,435.00	-0.01%	-\$ 65.00
52000 OPERATING EXPENSES				
52020 Professional Services				
5202.1 Audit	12,900.00	25,500.00	97.67%	12,600.00
5202.4 Legal fees	15,100.00	25,000.00	65.56%	9,900.00
5202.5 Consulting	34,300.00	108,000.00	214.87%	73,700.00
5202.6 Other	1,900.00	5,000.00	163.16%	3,100.00
5202.7 Accounting Svcs	15,000.00	0.00	-100.00%	-15,000.00
Total 52020 Professional Services	\$ 79,200.00	\$ 163,500.00	106.44%	\$ 84,300.00
52025 Banking fees				
5202.2 Bankcard fees	6,600.00	1,485.00	-77.50%	-5,115.00
5202.3 Financial fees	184,120.00	3,000.00	-98.37%	-181,120.00
Total 52025 Banking fees	\$ 190,720.00	\$ 4,485.00	-97.65%	-\$ 186,235.00
5211 Copy/Print	29,600.00	33,230.00	12.26%	3,630.00
52120 Consortium				
5212.C Consortium-Courier	38,000.00	30,000.00	-21.05%	-8,000.00
5212.H Consortium-Hardware/Software	56,750.00	30,000.00	-47.14%	-26,750.00
Total 52120 Consortium	\$ 94,750.00	\$ 60,000.00	-36.68%	-\$ 34,750.00
5216 Equipment & Furnishings Not Cap	3,900.00	3,900.00	0.00%	0.00
52200 Information Technology				
5220.1 IT Infra -Software/Licensing	115,000.00	115,000.00	0.00%	0.00
5220.2 IT Infra -Support	24,200.00	24,200.00	0.00%	0.00
5220.3 IT PCs, Printers & Hardware	64,000.00	64,000.00	0.00%	0.00
5220.5 IT Utilities	64,780.00	81,004.00	25.04%	16,224.00
5220.6 IT Collection Licensing	15,000.00	15,000.00	0.00%	0.00
5220.7 IT Technology Maintenance	21,000.00	45,318.00	115.80%	24,318.00
Total 52200 Information Technology	\$ 303,980.00	\$ 344,522.00	13.34%	\$ 40,542.00
5225 Marketing & advertising	18,710.00	30,000.00	60.34%	11,290.00
5228 Miscellaneous	7,100.00	7,100.00	0.00%	0.00
52290 Materials Processing				
5229.1 Materials-OCLC	8,250.00	8,250.00	0.00%	0.00
5229.2 Materials-Processing	75,000.00	75,000.00	0.00%	0.00

Meridian Library District
Budgets by Class - FY23 Original & FY24 DRAFT

	FY2023 APPROVED August 2022	FY2024 DRAFT	% Change Increase (Decrease)	\$ Change
Total 52290 Materials Processing	\$ 83,250.00	\$ 83,250.00	0.00%	\$ 0.00
5230 Phone Service	6,720.00	9,000.00	33.93%	2,280.00
5232 Postage	11,000.00	10,500.00	-4.55%	-500.00
52340 Professional Development		0.00		0.00
5234.1 Conferences	19,176.00	51,815.00	170.21%	32,639.00
5234.2 Education	3,045.00	6,000.00	97.04%	2,955.00
5234.3 Materials	1,535.00	1,500.00	-2.28%	-35.00
5234.4 Memberships	4,371.00	15,138.00	246.33%	10,767.00
5234.5 Staff Mtg & Training	4,300.00	4,075.00	-5.23%	-225.00
5234.6 Webinar/Ecourses	7,573.00	50,875.00	571.79%	43,302.00
Total 52340 Professional Development	\$ 40,000.00	\$ 129,403.00	223.51%	\$ 89,403.00
52360 Program Expense				0.00
5236.AD Programs - Adult	26,100.00	9,350.00	-64.18%	-16,750.00
5236.BR Programs -Brochures	2,000.00	20,000.00	900.00%	18,000.00
5236.CH Programs - Children		0.00		0.00
5236.PC Pet Care	1,300.00	0.00	-100.00%	-1,300.00
Total 5236.CH Programs - Children	\$ 1,300.00	\$ 0.00	-100.00%	-\$ 1,300.00
5236.EL Programs - Early Learning 0-5	23,710.00	11,120.00	-53.10%	-12,590.00
5236.FA Programs -Family All Ages	15,300.00	62,150.00	306.21%	46,850.00
5236.SA Programs -School Age 6-12	23,900.00	9,510.00	-60.21%	-14,390.00
5236.TN Programs -Teen 13-18	15,020.00	2,370.00	-84.22%	-12,650.00
5236.VO Programs -Volunteers	1,500.00	3,700.00	146.67%	2,200.00
Total 52360 Program Expense	\$ 108,830.00	\$ 118,200.00	8.61%	\$ 9,370.00
5237 Recruiting/Background Checks	7,650.00	7,650.00	0.00%	0.00
524000 Supplies				0.00
5240 Supplies - general	26,500.00	26,500.00	0.00%	0.00
5245 Supplies - marketing	5,000.00	5,000.00	0.00%	0.00
5246 Supplies - office	12,300.00	12,300.00	0.00%	0.00
Total 524000 Supplies	\$ 43,800.00	\$ 43,800.00	0.00%	\$ 0.00
5250 Taxes and insurance	28,600.00	28,600.00	0.00%	0.00
52600 Vehicle Expense		0.00		0.00
5260.1 Vehicle - Bookmobile	17,300.00	17,300.00	0.00%	0.00
5260.2 Vehicle - Sprinter	6,200.00	6,200.00	0.00%	0.00
5260.3 Vehicle - Van Honda Odyssey	7,650.00	7,650.00	0.00%	0.00
5260.4 Vehicle - Honda Element		6,000.00		6,000.00
5260.5 Vehicle - Dodge HD Wagon		6,500.00		6,500.00
5260.6 Vehicle - Employee Mileage Reimbursement		1,000.00		1,000.00
5260.7 Vehicle - Chevy Silverado 1500		4,000.00		4,000.00
Total 52600 Vehicle Expense	\$ 31,150.00	\$ 48,650.00	56.18%	\$ 17,500.00

Meridian Library District
Budgets by Class - FY23 Original & FY24 DRAFT

	FY2023 APPROVED August 2022	FY2024 DRAFT	% Change Increase (Decrease)	\$ Change
62240 Facility Expense				
6224.1 Bldg-Maintenance	153,000.00	197,687.00	29.21%	44,687.00
6224.2 Bldg-Repairs	34,000.00	58,000.00	70.59%	24,000.00
6224.3 Bldg-Small Tools	4,500.00	4,750.00	5.56%	250.00
6224.4 Bldg-Supplies	21,400.00	31,100.00	45.33%	9,700.00
6250 Bldg-Insurance	48,000.00	61,754.00	28.65%	13,754.00
6255 Bldg-Rent	285,770.00	342,327.88	19.79%	56,557.88
6258 Bldg-Utilities	76,400.00	76,400.00	0.00%	0.00
Total 62240 Facility Expense	\$ 623,070.00	\$ 772,018.88	23.91%	\$ 148,948.88
Total 52000 OPERATING EXPENSES	\$ 1,712,030.00	\$ 1,897,808.88	10.85%	\$ 185,778.88
72000 CAPITAL EXPENSES				
7216 Equipment & Furnishings	3,000.00	125,000.00	4066.67%	122,000.00
7220 IT - Infrastructure - Hardware	72,500.00	107,600.00	48.41%	35,100.00
7220.3 IT PCs, Hardware Printers	31,000.00	25,000.00	-19.35%	-6,000.00
7295s Major Improvements - Supported	2,500.00	160,000.00	6300.00%	157,500.00
Total 72000 CAPITAL EXPENSES	\$ 109,000.00	\$ 417,600.00	283.12%	\$ 308,600.00
9800 Transfer Out -Capital Projects Fund	216,659.00	61,634.87	-71.55%	-155,024.13
Total Expenditures	\$ 7,841,167.00	\$ 8,591,328.99	9.57%	\$ 750,161.99
Net Operating Revenue	\$ 0.00	\$ 0.00		\$ 0.00
				0.00
CAPITAL PROJECTS FUND	Total	Total		
Other Revenue				
8000 Plant Facilities Levy Revenue	1,400,000.00	1,400,000.00	0.00%	0.00
8338 Capital Projects Interest	7,850.00	76,500.00	874.52%	68,650.00
8350 Capital Projects Fund Grants & Donations		160,000.00		
8995 Finance Proceeds	8,000,000.00	1,500,000.00	-81.25%	-6,500,000.00
8999 Transfer In -From General Fund	216,659.00	0.00	-100.00%	-216,659.00
Total Other Revenue	\$ 9,624,509.00	\$ 3,136,500.00	-67.41%	-\$ 6,488,009.00
Other Expenditures				
9288 Orchard Park Project Costs	2,471,500.00	0.00	-100.00%	-2,471,500.00
9289 South Branch Project Costs	8,000,000.00	5,750,000.00	-28.13%	-2,250,000.00
Total Other Expenditures	\$ 10,471,500.00	\$ 5,750,000.00	-45.09%	-\$ 4,721,500.00
Net Other Revenue	-\$ 846,991.00	-\$ 2,613,500.00	208.56%	-\$ 1,766,509.00
Net Revenue	-\$ 846,991.00	-\$ 2,613,500.00	208.56%	-\$ 1,766,509.00

MERIDIAN LIBRARY DISTRICT

Administrative Assistant



Draft revisions July 19, 2023

Position Summary

Under the direct supervision of the [Executive Assistant](#), the Administrative Assistant supports the library operations by performing office administrative duties. This position assists with a variety of clerical tasks such as preparing and organizing documents, managing supplies, providing purchasing/receiving assistance, and coordinating direct mailings.

The majority of work hours are spent on administrative and clerical activities.

Deleted: Assistant Director

Duties and Responsibilities

Essential

Supply Management

Oversees supply inventory by checking stock to determine inventory level. Anticipates needed supplies, purchases necessary materials and ensures receipt of supplies.. Prepares purchase quotes by verifying specifications and price. Supplies resource specialist with purchase requests Verifies receipt of items by comparing items received to items ordered.

Records and Reports

Maintains accurate records, collects statistics, tracks performance measures and prepares reports related to library services and events to include attendance, outcomes, evaluation, costs, etc. as required by administration. Completes clerical tasks such as record maintenance, document management, document scanning, compiling lists and drafting resource guides.. Keeps information accessible by sorting and filing documents. Prepares and organizes documents, including some documents for board meetings and mailings. Ensures the correspondence is accurate and free from grammatical errors. Coordinates tax form distribution. Sorts and distributes mail and packages. Maintains good attendance and timekeeping records.

*Adopted by the Meridian Library Board of Trustees n.d.
Revised and Board Approved February 15, 2023*

Operations

Tracks board trustees volunteer hours. Trains and monitors new public notaries. Manages meeting room reservations on the website and internal calendars for district admin needs. May assist in the printing and distribution of library materials, brochures, fliers, etc. Works in an office setting and remotely. Open district mail and process payments in accordance to library policies and procedures.

Customer Service

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

Clerical

Assists with special projects that may include sensitive or confidential information. Participates in other clerical and data entry projects as assigned. Updates job knowledge by participating in education opportunities.

Marginal

Runs errands for the library admin team.

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.

*Adopted by the Meridian Library Board of Trustees n.d.
Revised and Board Approved February 15, 2023*

This position requires flexibility and juggling of tasks and priorities. The Administrative Assistant must be detail-oriented and accurate with exceptional organizational skills. Skills include: supply management, tracking budget expenses, vendor relationships, organization, internal customer service, and documentation skills.

Proficient with standard computer applications (including Microsoft Office and Google applications), Airtable and online searching. Ability to learn and adapt to new software and equipment technologies.

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

Education: High School Diploma or G.E.D.

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

Supervisory Responsibility: May train and supervise volunteers performing a variety of clerical tasks.

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

Working Conditions

Physical Requirements: This position requires the employee to routinely sit, stand, walk, and perform manual dexterity movements; constantly see, hear, listen, and speak clearly; occasionally twist/turn, stoop/bend, crouch, and maintain flexibility; seldom squat, kneel, climb, crawl, and balance. This position requires the employee to lift and carry objects weighing 10-25 pounds.

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

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

Deleted: The job

Deleted: (frequently); occasionally stand and stoop/bend; walk, kneel, squat, crouch, balance, twist/turn, and maintain flexibility; perform manual dexterity movements;

Deleted: The job

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Deleted: The job

Adopted by the Meridian Library Board of Trustees n.d.
Revised and Board Approved February 15, 2023

general office equipment. This position [may require operation of a vehicle on behalf of the District.](#)

Deleted: operates a library passenger vehicle.

Expected Hours of Work: [This position](#) requires the employee to work a daytime schedule Monday-Friday. Position schedule is subject to change at any time at the discretion of management.

Deleted: The job

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

Deleted: The job

Expected Travel: [This position](#) requires limited travel throughout the library district.

Deleted: job

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.

*Adopted by the Meridian Library Board of Trustees n.d.
Revised and Board Approved February 15, 2023*

MERIDIAN LIBRARY DISTRICT

Assistant Director of Branches



Draft revision/review July 3, 2023

Position Summary

The Assistant Director of Branches is responsible and accountable for implementing strategies and initiatives into daily operations of the Meridian Library District to meet strategic objectives and organization goals. Collaborates with the library administration and management teams to set and drive vision, strategy, performance management, and operations for a successful and thriving public library.

The Assistant Director of Branches oversees the public operations of the Meridian Library District, including service development and coordination, community engagement and customer service quality, and employee development and management in accordance with library policies. Reports to the Library Director and directly supervises Branch Manager positions. Is professional and actively engaged with community and library partners.

Duties and Responsibilities

Essential

Management and Supervision

The Assistant Director of Branches is responsible for the effective delivery of library services across the library district by performing elements of staff supervision, coaching, documentation, and coordination. Directly oversees Branch Managers and is overall responsible for all public service staff. Collaborates with library management teams to ensure fair and lawful personnel practices including recruitment, coaching and discipline, performance feedback and reviews, and employee training and development. Effectively builds organization and staff capacity to provide high quality services and community engagement. Leads performance management processes that measures and evaluates progress against organizational and strategic goals and objectives. Supports and drives clear and concise communication between library administration and management teams, library staff and volunteers, and the community. Actively promotes respect

Adopted by the Meridian Library Board of Trustees [date]

Revision [date]

for diversity and creates an inclusive, welcoming, and respectful library atmosphere for staff and public.

Planning and Strategy

The Assistant Director of Branches uses principles of project and change management to successfully develop and implement innovative strategies to strengthen community partnerships and engagement and public awareness, supporting the growth and development of the Meridian Library District, staff engagement and productivity, and resource efficiency. Routinely researches and evaluates user experience across the district for seamless and inclusive library services and resources. Routinely reviews library policies and planning documents and makes revision suggestions as appropriate.

Advocacy

The Assistant Director of Branches is an effective and active advocate for the library in media and community, develops and maintains relationships and partnerships through active involvement in the Meridian community and library profession through associations, committees, and other organizations. Represents the library in local, regional, and national arenas as necessary and acts as a representative of the Library Director in their absence. Remains current on best practices and trends in the library profession. Attends and actively participates in regular library meetings and committees including attending and routinely presenting at the Library Board of Trustee meetings.

Records and Reporting

The Assistant Director of Branches provides regular reports on library operations and personnel performance measures to the Library Director, administration, and management teams, ensuring accurate and timely information. Utilizes historical and predictive data to inform decisions and long-range plans. Stores and makes available legal and historical documents and is accountable for accurate record retention in accordance with library policies. Supports completion of Public Record requests as necessary.

Budgets and Fiscal Responsibility

The Assistant Director of Branches is responsible and accountable for maintaining fiscal responsibility with library operations, contributes to the administration of library services by overseeing and assisting with budget development and expenditures, staff training, and

Adopted by the Meridian Library Board of Trustees [date]

Revision [date]

compliance. Monitors all expenses in assigned budget areas. May apply for outside grants for supplemental funding as directed by the library administration.

Relationships and Customer Service

The Assistant Director of Branches provides, develops, and models high quality customer service and effective working relationships with the public, employees, volunteers, Friends of the Meridian Library District, Meridian Library Foundation, Library Board of Trustees, vendors, and other professional groups. Coordinates and ensures effective exchange of information within the Meridian Library District and with other local libraries and community organizations and partners. Regularly evaluates the accessibility of library services and facilities. Responsive to patron requests, escalated patron concerns, and resolves patron behavior and code of conduct violations.

Facility Security and Maintenance

The Assistant Director of Branches ensures accessibility to safe and secure library facilities for patron and staff use, coordinating with library administration and management teams regarding issues affecting library facilities. Responds to requests for security camera footage in collaboration with the Library Director and Assistant Director of Operations.

Employee Experience, Training, and Development

The Assistant Director of Branches oversees employee experience, training, and development, builds and implements strategies for successful and effective performance management and maintains a comprehensive strategy to improve the overall experience of library staff. Coordinates and collaborates with the Human Resources department for recruitment, onboarding, and retention of employees and library staff.

Oversees appropriate, relevant, and timely onboarding and continued training for library staff within the branches to ensure quality and inclusive customer and library services are provided at all locations in accordance with library policies, procedures, and strategic plan. Is accountable for complete and updated training and procedural manuals for branch staff and management.

Marginal

Performs other duties as assigned.

Adopted by the Meridian Library Board of Trustees [date]

Revision [date]

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to diversity, equity, and inclusion with a desire to work in a public service role.

Advanced knowledge of principles and practices of modern libraries, including library services and collection management, policies, technology equipment and facilities, employee training and management, budget and expenditure control, planning, and evaluation.

Knowledge of managerial policies, practices and controls. Ability to provide clear and concise oral and written communication. A problem-solver with strong organizational, leadership and interpersonal skills. Proficient in project management with the ability to oversee multiple large scale projects, effectively manage time and resources, and delegate tasks as necessary. Ability to foster and sustain relationships with partners, businesses, and library staff. Ability to establish, measure, and evaluate strategic goals and objectives. Experience in creating and administering surveys and other evaluation tools.

Excellent interpersonal and problem-solving communication skills, including the ability to persuade, motivate, and mediate. Presentation and public speaking skills. Ability to make effective use of leadership and group dynamics, ability to work effectively with diverse groups, delegate, and enforce accountability. Experience and knowledge of conflict resolution techniques and practices. This position requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts.

Provides exemplary customer service and maintains a favorable public image of the library. Understands and communicates knowledge of customers' priorities and needs. Knowledge of customer service principles and practices and proven ability to ensure high quality customer service in a consistent manner.

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

Adopted by the Meridian Library Board of Trustees [date]

Revision [date]

Experience: 5 years of supervisory and management experience with increasing levels of responsibility. Prior budgetary responsibility with experience overseeing development and execution.

Education: Master's in Library Science or Master's in Library Information Science from an American Library Association (ALA) accredited institution; or equivalent combination of education and experience.

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

Supervisory Responsibility: Supervises branch managers

Preferred Qualifications: Bilingual, preferably Spanish-English or Russian-English.

Working Conditions

Physical Requirements: This position requires the employee to routinely sit, stand, walk, and perform manual dexterity movements; constantly see, hear, listen, and speak clearly; occasionally stoop/bend, twist/turn, and maintain flexibility; seldom kneel, climb, squat, crawl, crouch, and balance. This position requires the employee to reach at, above, and below shoulder height; lift, carry, and grasp objects weighing 10-50 pounds and push/pull objects weighing up to 50 pounds.

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

Technology, Equipment, and Devices: This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office software, library systems and databases, email and cloud environments, and social media. This position requires the employee to operate and occasionally troubleshoot general office equipment and new consumer technology. This position requires operation of a vehicle on behalf of the District.

Work Environment: This position requires the employee to be subjected to repetition, working alone, working around others, verbal contact with others, face-to-face contact, and inside environments.

Expected Hours of Work: This position requires the employee to work a weekday (Monday-Friday), daytime schedule with occasional evening and weekend (Saturday and Sunday) shifts. Position

Adopted by the Meridian Library Board of Trustees [date]

Revision [date]

schedule is subject to change at any time at the discretion of management. May occasionally works over 40 hours per week.

Expected Travel: This position requires minimal travel for local and national training and conferences. Requires frequent travel between Meridian Library District locations.

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.

Adopted by the Meridian Library Board of Trustees [date]

Revision [date]

MERIDIAN LIBRARY DISTRICT

Assistant Director of Operations



Draft revision/review July 3, 2023

Position Summary

The Assistant Director of Operations is responsible and accountable for implementing strategies and initiatives into daily operations of the Meridian Library District to meet strategic objectives and organization goals. Collaborates with the library administration and management teams to set and drive vision, strategy, performance management, and operations for a successful and thriving public library. This position is professionally and actively engaged with community and library partners.

The Assistant Director of Operations oversees the technical and administrative operations of the Meridian Library District, including collection and material development, technology and digital services, facility maintenance, and strategic initiatives in accordance with library policies. This position reports to the Library Director.

Duties and Responsibilities

Essential

Management and Supervision

The Assistant Director of Operations is responsible for the effective delivery of library services across the library district by performing elements of staff supervision, coaching, documentation, and coordination. Directly oversees Operation Managers, Systems Administrator, and Maintenance Coordinator, and is overall responsible for all operations staff. Collaborates with Library Director and Human Resources to ensure fair and lawful personnel practices including recruitment, coaching and discipline, performance feedback and reviews, and employee training and development. Effectively builds organization and staff capacity to provide high quality services, collections, and resources. Leads performance management processes that measures and evaluates progress against organizational and strategic goals. Supports clear and concise communication between library administration and management teams, library staff, volunteers,

Adopted by the Meridian Library Board of Trustees [date]

and the community. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere.

Planning and Strategy

The Assistant Director of Operations uses principles of project and change management. Successfully develops and implements innovative strategies to strengthen community partnerships, engagement, and public awareness. Supports the growth and development of the Meridian Library District through staff engagement and productivity and resource efficiency. Routinely researches and evaluates user experience across the District for seamless and inclusive library services and resources. Routinely reviews library policies and planning documents and makes revision suggestions as appropriate.

Advocacy

The Assistant Director of Operations is an effective and active advocate for the library in media and community. Develops and maintains relationships and partnerships through active involvement in the Meridian community and library profession through associations, committees, and other organizations. Represents the library in local, regional, and national arenas as necessary and acts as a representative of the Library Director in their absence. Remains current on best practices and trends in the library, business, and government professions. Attends and actively participates in regular library meetings and committees; including attending, and routinely presenting at, the Library Board of Trustee meetings.

Records and Reporting

The Assistant Director of Operations provides regular reports on library operations and personnel performance measures to the Library Director, administration, and management teams, ensuring accurate and timely information. Utilizes historical and predictive data to inform decisions and long-range plans. Stores and makes available legal and historical documents and is accountable for accurate record retention in accordance with library policies. Supports completion of Public Record requests as necessary.

Budgets and Fiscal Responsibility

The Assistant Director of Operations is responsible and accountable for maintaining fiscal responsibility with library operations. Contributes to the administration of library services by overseeing and assisting with budget development and expenditures, staff training, and compliance. Monitors all expenses in assigned budget areas. May apply for outside grants for supplemental funding as authorized by the Library Director.

Relationships and Customer Service

The Assistant Director of Operations provides, develops, and models high quality customer service and effective working relationships with the public, employees, volunteers, Friends of the Meridian Library District, Meridian Library Foundation, Library Board of Trustees, vendors, and other professional groups. Coordinates and ensures effective exchange of information between Meridian Library District and with other local libraries, community organizations, and partners. Regularly evaluates the accessibility of library services and facilities. In conjunction with the Assistant Director of Branches and Library Director, is responsive to patron requests, escalated patron concerns, and code of conduct violations.

Facility Security and Maintenance

The Assistant Director of Operations ensures accessibility to safe and secure library facilities for patron and staff use. Coordinates with library administration and management teams regarding issues affecting library facilities. Works with library staff and vendors to maintain, upgrade, and manage library facilities. Responds to requests for security camera footage in collaboration with the Library Director and Assistant Director of Branches.

Evaluates and supports the development and expansion of library facilities in accordance with the Master Facility Plan and Strategic Plan.

Vendor and Contract Management

The Assistant Director of Operations facilitates and maintains relationships between businesses and suppliers, negotiates contracts, maintains vendor standards, and contractual compliance between the District and vendors. May submit requests for proposals and bids, and is authorized to sign contracts on the District's behalf ensuring fiscal responsibility in accordance with library policies and best practices.

Technology Infrastructure

The Assistant Director of Operations oversees all technology and network infrastructure which includes network security, internet, phones, website, assets, emerging technology, integrated library systems (ILS), and automated material handling systems (sorter). Oversees staff who are responsible for digital services and the District's online presence which includes e-content services, website, intranet, and social media.

Collection Oversight

The Assistant Director of Operations oversees staff who are responsible for the selection, cataloging, record maintenance, analysis, and deselection of the physical and digital collections, to support a diverse community with continually changing needs in accordance with library policies. Delegates to library staff the promotion and marketing of library collections and resources.

Collection Oversight

The Assistant Director of Operations works with the library administration and operations team to develop long-term planning of strategic initiatives. Oversees the library staff who are responsible for organizing, planning, and coordinating execution of District-wide initiatives.

Marginal

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to diversity, equity, and inclusion with a desire to work in a public service role.

Advanced knowledge of principles and practices of modern libraries, including library services and collection management, policies, technology equipment and facilities, employee training and management, budget and expenditure control, planning, and evaluation.

Knowledge of managerial policies, practices and controls. Ability to provide clear and concise oral and written communication. A problem-solver with strong organizational, leadership and interpersonal skills. Proficient in event planning and project management. Able to oversee multiple large scale projects, effectively manage time and resources, and delegate tasks as necessary. Ability to foster and sustain partnerships. Ability to establish, measure, and evaluate program outcomes. Experience in creating and administering surveys and other evaluation tools.

Excellent interpersonal and problem-solving communication skills, including the ability to persuade, motivate, and mediate. Presentation and public speaking skills. Ability to make effective use of leadership and group dynamics, ability to work effectively with diverse groups, delegate, and enforce accountability. Experience and knowledge of conflict resolution techniques and practices. This position requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts.

Provides exemplary customer service and maintains a favorable public image of the library. Understands and communicates knowledge of customers' priorities and needs. Knowledge of customer service principles and practices and proven ability to ensure high quality customer service in a consistent manner.

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

Experience: 5 years of supervisory and management experience with increasing levels of responsibility. Prior budgetary responsibility with experience overseeing development and execution.

Education: Master's in Library Science or Master's in Library Information Science from an American Library Association (ALA) accredited institution; or equivalent combination of education and experience.

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

Supervisory Responsibility: Supervises managers and library staff in material services, strategic initiatives, facility maintenance, and IT.

Preferred Qualifications: Bilingual, preferably Spanish-English or Russian-English.

Working Conditions

Physical Requirements: This position requires the employee to routinely sit, stand, walk, and perform manual dexterity movements; constantly see, hear, listen, and speak clearly; occasionally stoop/bend, twist/turn, and maintain flexibility; seldom kneel, climb, squat, crawl, crouch, and balance. This position requires the employee to reach at, above, and below shoulder height; lift, carry, and grasp objects weighing 10-50 pounds and push/pull objects weighing up to 50 pounds.

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

Technology, Equipment, and Devices: This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office software, library systems and databases, email and cloud environments, and social media. This position requires the employee

to operate and occasionally troubleshoot general office equipment and new consumer technology. This position requires operation of a vehicle on behalf of the District.

Work Environment: This position requires the employee to be subjected to repetition, working alone, working around others, verbal contact with others, face-to-face contact, and inside environments.

Expected Hours of Work: This position requires the employee to work a weekday (Monday-Friday), daytime schedule with occasional evening and weekend (Saturday and Sunday) shifts. Position schedule is subject to change at any time at the discretion of management. May occasionally works over 40 hours per week.

Expected Travel: This position requires minimal travel for local and national training and conferences. Requires frequent travel between Meridian Library District locations.

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.

MERIDIAN LIBRARY DISTRICT

Branch Manager

Draft revision beginning: July 1, 2023



Position Summary

A Branch Manager is responsible and accountable for the budget, vision and long term planning, personnel, community engagement, and daily operations of a library branch. Branch Managers report to the Assistant Director of Branches and supervise branch library staff which may include supervisors. Remains professionally and actively engaged with community partners.

Duties and Responsibilities

Essential

Management and Supervision

The Branch Manager manages, supervises, and participates in all daily service and support operations at the library branch. Directly supervises library staff, which may include supervisors. Is responsible for the effective delivery of library services at the library branch and in the community by performing elements of staff supervision, coaching, documentation, and coordination. The Branch Manager, in collaboration with the Assistant Director of Branches and Human Resources, is responsible for branch personnel decisions including recruitment, hiring, coaching and discipline, performance feedback and reviews, and employee training and development. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere.

Planning and Communication

The Branch Manager develops branch goals, which are in line with goals of the District. Supports clear communication between library administration, management teams, committees, and library staff. Uses principles of project management in contribution to the effective development of services and initiatives including planning, coordinating, budget and resource allocation,

Adopted by the Meridian Library Board of Trustees n.d.
Board revised and approved May 19, 2021

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Deleted: for supervisory and administrative work directing the day-to-day operation of a branch library. Work also includes developing and implementing programs, services, and special events to promote use of the library branch. Maintains a pleasant, inviting, and safe environment and assists other departments as necessary in delivering services to the Meridian community.

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scheduling, integrating, reporting, and supervising multiple projects of varying complexity. Works closely with the Assistant Director of Branches to coordinate and conduct research that envisions long-range plans and strategies for the library branch.

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Budgets and Fiscal Responsibility

The Branch Manager is responsible and accountable for maintaining assigned fiscal responsibility. Plans and creates budget and supply orders and monitors all expenses in assigned budget areas. May apply for outside grants for supplemental funding as authorized by the library administration.

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Facilities

The Branch Manager ensures, and regularly evaluates, branch facilities are safe, secure, and accessible for patron and staff use. Coordinates with library administration regarding issues affecting branch facilities.

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Operations and Customer Service

The Branch Manager designs innovative methods of meeting public needs drawing upon current library literature, public and community feedback, and the library's strategic plan and mission. Establishes and maintains effective working relationships with the public, library employees, volunteers, Friends of the Meridian Library District, Meridian Library Foundation, and other professional groups.

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The Branch Manager develops strategies to maintain excellent customer service within the branch and across the District. Makes customer focused decisions based on library policies and procedures. Routinely researches and evaluates user experience and creates plans for implementing, developing, and improving services. Responds to escalated patron concerns regarding library services and resolves patron behavior and code of conduct violations.

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Advocacy

The Branch Manager develops and maintains relationships and partnerships through active involvement in the Meridian community and library profession. Is engaged in professional activities through associations, committees, or other organizations. Works with city, school, cultural, and community groups to promote library services. Remains current on best practices and trends in the library profession. Attends and actively participates in regular library meetings and committees; routinely attends, and occasionally presents, at Library Board of Trustees meetings.

*Adopted by the Meridian Library Board of Trustees n.d.
Board revised and approved May 19, 2021*

Administration

The Branch Manager prepares and ensures accurate and timely reports; records, collects and analyzes statistics, and tracks performance measures of personnel at the branch. Uses historical and predictive data to inform decisions. Stores and makes available legal and historical documents. Ensures the branch is properly stocked with office and building supplies by maintaining an accurate inventory.

Marginal

Supports branch collection development by making recommendations for purchases based on community interests and suggestions. Responsible for appropriate and appealing collection displays of materials at the branch in accordance with library policies.

May fill in at service desks to provide customer service which include circulation, readers' advisory, and technology help.

In the absences of others, or on short notice, may be required to fill in for program delivery and execution.

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to diversity, equity, and inclusion with a desire to work in a public service role.

Knowledge of managerial policies, practices and controls. Ability to provide clear and concise oral and written communication. A problem-solver with strong organizational, leadership and interpersonal skills. Proficient in event planning and project management. Able to oversee multiple large scale projects, effectively manage time and resources, and delegate tasks as necessary and enforce accountability. Ability to foster and sustain partnerships. Ability to establish, measure, and evaluate program outcomes.

Advanced understanding of public libraries and library services as well as knowledge of modern trends and best practices. The job requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts.

Adopted by the Meridian Library Board of Trustees n.d.
Board revised and approved May 19, 2021

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Provides exemplary customer service and maintains a favorable public image of the library. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people, including volunteers and coworkers, of all ages, from diverse backgrounds. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

Proficient with standard office applications (including Microsoft Office and Google Workspaces), 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 and support staff and patron adoption of technology.

Experience: 3-5 years of professional work experience in a library setting with at least one year of supervision.

Education: Master's in Library Science or Master's in Library Information Science from an American Library Association (ALA) accredited institution, or equivalent combination of education and experience.

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

Supervisory Responsibility: Supervises branch staff which may include supervisors.

Preferred Qualifications: Two or more years of supervisory experience. Bilingual, preferably Spanish-English or Russian-English.

Working Conditions

Physical Requirements: This position requires the employee to routinely sit, stand, walk, crouch or squat, and perform manual dexterity movements; constantly see, hear, listen and speak clearly; seldom kneel, climb, crawl, and balance. This position requires the employee to reach at, above, and below shoulder height; lift, carry, and grasp objects weighing 10-50 pounds and push/pull objects weighing up to 50 pounds.

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

Adopted by the Meridian Library Board of Trustees n.d.
Board revised and approved May 19, 2021

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Technology, Equipment, and Devices: This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office software, library systems and databases, email, and cloud environments. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as various equipment including new consumer technology and an automatic material handling station (sorter). This position may require operation of a vehicle on behalf of the District.

Work Environment: This position requires the employee to be subjected to repetition, working alone, working remotely, working around others, verbal contact with others, face-to-face contact, inside and outside environments, mechanical equipment and moving objects.

Expected Hours of Work: This position 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. May occasionally work over 40 hours per week.

Expected Travel: This position requires limited travel for training, conferences, and community or business events and occasional travel between Meridian Library District locations.

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.

Adopted by the Meridian Library Board of Trustees n.d.
Board revised and approved May 19, 2021

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MERIDIAN LIBRARY DISTRICT

Executive Assistant



Draft revisions July 19, 2023

Position Summary

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

Duties and Responsibilities

Essential

Coordination and Communication

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

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

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Adopted by the Meridian Library Board of Trustees September 21, 2022

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

Coordinates with [the Library Director](#), [Assistant Directors](#), Managers, departments, and branches in planning, developing, and maintaining interdepartmental efforts including operational activities; oversees, leads and participates in multi-department business projects. Manages schedules between aforementioned groups and [Library Director](#).

Meetings and Representation

Participates on the Admin team, to set and implement long-term and short-term strategies to achieve the vision of the Library as established by the Board of Trustees. Positively reflects the Meridian Library District's mission, vision, and values to members of the public and to staff; represents the Library to and interacts with community groups, outside organizations, and the general public. Accurately communicates the Library's policies to Library employees and members of the public; oversees responses to public and staff inquiries and facilitates the timely resolution of issues. Works in conjunction with Leadership to ensure staff compliance with Library policies, procedures, service standards, regulatory requirements, and safety practices.

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

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

Supervision

[The Executive Assistant supervises Administrative Assistants, and participates in all daily service and support operations of the Admin Assistant team. Is responsible for the effective support of the Director, Assistant Directors, and Admin Team. The Executive Assistant, in collaboration with the Library Director and Human Resources, is responsible for personnel decisions of the Admin Assistants including recruitment, hiring, coaching and discipline, performance feedback and reviews, and employee training and development. Coaches and evaluates employee performance and maintains proper records. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere.](#)

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Records and Reports

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

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

Customer Service

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

Marginal

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

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to diversity, equity, and inclusion.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds,

including youth, families, volunteers, coworkers, and community partners. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations. Must be able to work alone on site, as well as remotely.

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

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

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

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

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

Supervisory Responsibility: None

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

Working Conditions

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

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

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used computer applications copiers, printers,

and email, cloud environments, and the internet. This position must be able to use the library's systems and databases. The job requires the employee to operate and troubleshoot general office equipment. This position may occasionally operate a library passenger vehicle.

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

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

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

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

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

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

Human Resources Coordinator

Draft revision July 19, 2023



Position Summary

The **Human Resources (HR)** Coordinator uses a friendly, customer service oriented approach to administer and facilitate a variety of general **human resources (HR)** activities for the District. This position is responsible for a full range of human resource activities and program support district-wide, including onboarding, recruitment, training, benefits administration, payroll processing, records maintenance, and regulatory compliance. Works under general supervision of the **Human Resources (HR) Manager**,

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Duties and Responsibilities

Essential

Recruitment

The **HR Coordinator** assists with recruitment and hiring activities such as posting positions, pre-screening applications, conducting phone screens, and conducting reference checks, and conducting background checks in a timely manner in conjunction with the Recruitment Coordinator. Facilitates and participates in interviews. Coordinates employee new hire orientation and onboarding paperwork; updates the organizational chart. Works to ensure onboarding coordination for smooth onboarding processes and schedule coordination. Conducts or acquires background checks and assists with employee eligibility verifications. Implements new hire orientation and employee recognition programs. Assists with system terminations, preparation of new employee files, and accuracy of employment and recruitment records. Tracks status of candidates in HRIS and responds with timely follow-up letters and calls as needed. Assists with orientation of new hires along with HR Manager.

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Payroll

Ensures payroll is processed timely and accurately. Works with managers, **supervisors**, and employees to ensure accuracy of timekeeping records and adherence to labor law. Maintains

accurate timekeeping and payroll records according to record retention requirements. The HR Coordinator works closely with the HR Manager, Accounting and Finance Manager, and benefit brokers to ensure accuracy of deductions and earnings in staff profiles in HRIS systems.

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The HR Coordinator assists with benefit administration including open enrollment, paid time off benefits, group health insurance, COBRA, wellness, health reimbursement account, and retirement.

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Coordinates leave processes (FMLA, Worker's Compensation, etc.), working closely with the employee to gather and track proper documentation. Responsible for meeting compliance deadlines and following return to work procedures. Assists the HR Manager in coordinating employee requests for accommodation.

Benefit Administration

Ensures enrollment in and administration of the Library's benefit packages, to include changes and terminations, processing documents through payroll and benefits for accuracy. Works closely with the HR Manager to ensure accurate deductions and earnings are applied in all HRIS systems, and enrollment documents are complete and submitted on time.

Assists Accounting and Finance Manager in reconciliation of benefit statements and invoices when Accounting and Finance Manager audits payroll as necessary. Works as backup to Accounting and Finance Manager for bill extraction, tracking, management, and reconciliation, and for transmittal of the Library's PERSI retirement allocation post-payroll.

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Training and Development

Assesses staff and organizational training needs and prioritizes and organizes those needs. Develops a training plan to meet the variety of training needs. Plans, organizes, and implements training activities, including coordinating or location external training sources or presenters. Works in conjunction with management to track employee training.

Employee Records

Maintains and updates employee data and information in the HRIS system in a timely and accurate manner and assists employees and management in using the HR system, training them on system use if necessary. Ensures digital and physical files are properly maintained and purged according to applicable laws and the District's records retention schedule. Maintains the confidentiality and privacy of employee data and information. Assists with application of

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compensation changes in HRIS in accordance with performance review increases to pay, ensuring accuracy of data for payroll processing.

Compliance and Organization Policies

Works closely with the HR Manager to ensure compliance with Local, State, and Federal regulatory requirements, but not limited to, I-9s, FLSA, ADA, FMLA, Title VII, ACA, worker's comp, unemployment benefits, etc. Interprets and explains personnel policies and procedures to staff and management. May contribute to policy or job description revisions and development. Participates in reviews and contributes to recommendations of potential improvements in overall efficiency, and compliance with department standard operating procedures and regulations.

Customer Service

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

Marginal

In conjunction with the HR Manager, acts as a liaison between management and staff on employee relations issues. Refers employee complaints to the HR Manager. May perform complaint investigations as needed.

May consult with managers on the disciplinary process and refers complex and severe disciplinary issues to the HR Manager. Maintains disciplinary and performance records, adhering to records retention schedule.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to diversity, equity, and inclusion.

This position requires some knowledge of human resources, personnel practices, and State and Federal employment regulation. This position requires good judgment, discretion, and decision-making. Must be able to handle stressful and negative situations and find positive resolution.

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,

Adopted by the Meridian Library Board of Trustees September 1, 2015

Revised and Board Approved June 18, 2022

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including youth, families, volunteers, coworkers, managers, supervisors, and employees. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

Proficient with standard office applications (including Microsoft Office and Google Workspace). The incumbent must possess the ability to work with a variety of HRIS systems. Proficient in the use of video conferencing software. 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.

This position requires managing multiple needs and priorities. Must be flexible and willing to adapt styles to effectively meet the needs of others. Has a positive and enthusiastic approach to change and shows a curiosity and willingness to try new ideas. Proficient in the principles of project management. Able to oversee multiple large scale projects and effectively manage time.

Experience: 1-2 years of Human Resource experience or equivalent combination of education, training and experience.

Education: Bachelor's degree in Human Resources, Business, or equivalent combination of education or experience.

Training, Licenses, or Certifications: None

Supervisory Responsibility: None

Preferred Qualifications: Degree in Human Resources, Business Administration, Public Administration or related degree and a Professional Human Resource (PHR), SPHR, SHRM-CP or SHRM-SCP or equivalent recognized HR certification. Prefer some experience performing a variety of HR activities, including payroll processing. Prefer experience with assessing and developing training and support materials and programs, including e-learning.

Working Conditions

Physical Requirements: This position requires the employee to sit (constantly); seldom stand, stoop/bend, walk, and twist/turn; frequently hear, listen, and speak clearly, perform manual dexterity movements; and constantly see. This position also requires the employee to occasionally lift up to 10 lbs.

Mental Requirements: This position requires the employee to read, write, perform clerical duties, comprehend and use perceptions, perform alphabetical sorting, and perform basic math.

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Technology, Equipment, and Devices: [This position](#) requires the employee to regularly operate and exhibit proficiency with computers and [standard office applications \(including Microsoft Office and Google Workspace\)](#), email, video conferencing tools, and cloud environments, HRIS systems, and the internet. This position may use social media. [This position](#) requires the employee to operate and troubleshoot general office equipment.

Work Environment: [This position](#) requires the employee to work alone, work remotely ([as approved by HR Manager](#)), work around others, have verbal contact with others, work with vendors, have face-to-face contact, be subject to inside and occasionally outside environments.

Expected Hours of Work: The job requires [the](#) employee to work a [weekday \(Monday-Friday\)](#) daytime schedule and may occasionally [include](#) work in the evenings and on weekends (Saturday and Sunday). [Position schedule is subject to change at any time.](#)

Expected travel: This position requires some travel between [Meridian Library District](#) locations and [occasional travel](#) for conferences and [training](#).

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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.

MERIDIAN LIBRARY DISTRICT

Human Resources Manager



Draft revision July 19, 2023

Position Summary

The Human Resources Manager is responsible for performing Human Resources (HR) related duties on a professional level and works closely with senior management. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, full-cycle recruitment/employment, pay administration/negotiation/management, affirmative action and employment law compliance, managing the Human Resources Department. Work is performed under the direction of the Library Director.

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Duties and Responsibilities

Essential

Employee Relations

The Human Resources Manager provides guidance to all levels of management and employees on all human resource matters, including personnel, staffing, benefits and compensation, discipline and investigations, and risk management issues. Provides consistent understanding and adherence to policies, guidelines, programs, and philosophies. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity. Partners with management teams to ensure understanding and accurate execution of human resource and talent strategies related to talent, recruitment, retention, and succession planning.

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Benefits Administration

The Human Resources Manager analyzes trends in benefits, ensuring competitive contribution and benefit administration including paid time off benefits, group health insurance, open

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Adopted by the Meridian Library Board of Trustees n.d.

Revised and Board Approved June 18, 2022

enrollment, COBRA, wellness, health savings account, and retirement. Works closely with Library Director, Assistant Directors, and Accounting and Finance Manager to evaluate changes in rates for benefit administration, setting contribution allocations to ensure accuracy within budgetary constraints. Works closely with other staff and management to develop and implement standard pay practices and payroll processing to ensure wage and hour compliance. Oversees worker's compensation, FMLA, and employee requests for accommodations.

Management and Supervision

The Human Resources Manager supervises Human Resource Department staff, and participates in all daily service and support operations of the HR team. Is responsible for the effective support of the Director, Assistant Directors, and Admin Team. The Human Resources Manager, in collaboration with the Library Director, is responsible for personnel decisions of the HR Department including recruitment, hiring, coaching and discipline, performance feedback and reviews, and employee training and development. Coaches and evaluates HR Department employee performance and maintains proper records. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere.

Payroll

Manages Human Resources Department staff, on processing payroll and acts as the primary backup for processing payroll; stays up to date on payroll processing procedures. Ensures accuracy of pay administration and deductions. Stays up to date on applicable payroll tax laws and coordinates with the Accounting and Finance Manager to ensure payroll and W2 processing procedures are compliant with all applicable regulatory and tax laws.

Compliance

The Human Resources Manager is responsible for ensuring compliance with all federal, state and local employment and reporting laws. Keeps up with trends and reviews and evaluates existing and proposed legislation applicable to the department. Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.

Responds to unemployment claims and Workers Compensation claims in a timely manner.

Deleted: Manages HR Coordinator and the HR Department. ...

Deleted: HR Coordinator & Recruitment Coordinator

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Recruitment

Develops, implements, and regularly evaluates the District's hiring and recruitment processes and procedures, ~~for volunteers and applicants~~. Performs recruitment activities such as posting positions, pre-screening applications, conducting phone screens, facilitating interviews, and conducting reference checks in an unbiased, timely, and effective manner for library positions. Consults and coaches managers, ~~HR Coordinator, and Recruitment Coordinator~~ on thoroughly and objectively evaluating candidates for hire. Coordinates and assists with the management of worksite internships. Conducts or acquires background checks and employee eligibility verifications. Implements new hire orientation and employee recognition programs.

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Performance and Compensation

Implements and regularly updates the District's compensation program. Conducts wage surveys, job evaluations, equity adjustments, and salary negotiations. Works with staff to ensure accuracy of job descriptions. Follow procedures to ensure proper approval of job descriptions and pay scale changes before implementing changes. Plans and conducts employee complaint investigations and resolutions. Identifies problems, consults with management and legal counsel, and recommends appropriate resolution and/or disciplinary process, including review of disciplinary and termination documentation prior to issuance. Develops, implements, and maintains a merit-based performance evaluation program.

Budget

Works closely in conjunctions with the Assistant Director to manage staffing models for the Library. Calculates, and manages the staffing and HR budget for the Library for Board approval. Assists ~~the~~ Accounting ~~and~~ Finance Manager in assurance of accurate invoicing on HR and benefit related bills. Works to audit and approve HR related bills for district related charges.

Marginal

~~Oversees~~ applicable training for ~~volunteers,~~ employees and management. ~~Oversees~~ employee new hire orientation, ~~onboarding,~~ and paperwork. Maintains proper ~~volunteer and~~ employee records and adheres to records retention schedules. Assists with organizational development, talent development, and succession planning. Participates with Administration, respectfully sharing opinions and ideas.

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Oversees preparation of the department budget.

Has shared responsibility in auditing and oversight of payroll.

Adopted by the Meridian Library Board of Trustees n.d.

Revised and Board Approved June 18, 2022

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to Diversity, Equity, and Inclusion.

This position requires considerable knowledge of human resources, personnel practices, and State and Federal employment regulation. This position requires good judgment, discretion, and decision-making, maintaining appropriate confidentiality. Must be able to handle stressful and negative situations and find positive resolution. This position requires independent resolution to sensitive, confidential, and complex matters.

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

Proficient with standard Microsoft applications (including Office applications), ~~and use of the Google Suite.~~ The ~~Human Resources Manager,~~ must possess the ability to work with a variety of HRIS systems. Proficiency with or the ability to quickly learn the library's HRIS systems. Proficiency with or the ability to quickly learn the library's HRIS system. Ability to learn and adapt to new software and equipment technologies.

Deleted: incumbent

This position requires managing multiple needs and priorities. Must be flexible and willing to adapt styles to effectively meet the needs of others. The job requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and/or negotiation of conflicts. Must be able to coach and train managers and employees in both individual and group settings.

Experience: 5 years of Human Resource experience in a ~~G~~eneralist capacity or equivalent experience working in various HR roles.

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Education: Bachelor's degree in Human Resources, Business, or equivalent education or experience.

Training, Licenses, or Certifications: None

Supervisory Responsibility: Yes. Directly supervises all staff within the HR Department.

Adopted by the Meridian Library Board of Trustees n.d.

Revised and Board Approved June 18, 2022

Preferred Qualification: SHRM-CP or SHRM-SCP Certification, Professional Human Resource (PHR), Senior Professional Human Resource (SPHR), or equivalent recognized HR certification.

Working Conditions

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

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

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, email, video conferencing tools, and cloud environments (Google Suite), HRIS systems, and the internet. This position may use social media. The job requires the employee to operate and troubleshoot general office equipment.

Work Environment: The job requires the employee to work alone, work remotely, work around others, have verbal contact with others, work with vendors, have face-to-face contact, be subject to inside and occasionally outside environments.

Expected Hours of Work: The job requires the employee to work a flexible daytime schedule and may occasionally work in the evenings and on weekends (Saturday and Sunday). Position schedule is subject to change at any time.

Expected travel: This position requires some travel between library locations, and for conferences and trainings.

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.

*Adopted by the Meridian Library Board of Trustees n.d.
Revised and Board Approved June 18, 2022*

MERIDIAN LIBRARY DISTRICT

Resource Coordinator



Draft revision/review beginning May 1, 2023

Position Summary

The Resource Coordinator performs duties in assigned areas relating to acquisitions, cataloging, processing, and collection maintenance. This position assists the [District Support Services Manager](#) in the supervision of workflow related to ordering, cataloging, processing and maintenance of library materials and transmits records into the Integrated Library System (ILS); receives, catalogs and processes all library materials; [invoicing materials in coordination with the Resource Specialist](#); de-selects and deletes library materials. Work is performed independently under general supervision.

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Deleted: The majority of work hours are spent on acquisitions, cataloging, processing, collection maintenance and promotion.

Duties and Responsibilities

Essential

Collection Processing and Maintenance

[The Resource Coordinator](#) coordinates cataloging, processing, and maintenance of library materials and records. Prioritizes and distributes work as part of a team to ensure maximum flexibility and efficiency. Helps build a collection which reflects the diversity of the [community in which the library serves](#). Maintains staff cataloging and acquisition manuals. Creates and uploads records in/into the ILS, editing as needed. Performs original and copy cataloging; adapts online records according to guidelines in all subject areas and languages as needed to ensure maximum discoverability within the public catalog. Interprets and applies [Library of Congress](#) subject headings, the Dewey Decimal system, the AACR2, RDA, and the Online Computer Library Center (OCLC) manuals [to catalog](#) and [classify](#) library materials. [The Resource Coordinator](#) maintains authority records and performs needed authority work in the database. Oversees and ensures the

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Adopted by the Meridian Library Board of Trustees June 1, 2017

Reviewed and Board Approved October 21, 2020

accuracy and currency of library records in the ILS and OCLC. Processes and mends library materials.

Deleted: Deselects, deletes and discards materials no longer needed for collections.

Customer Service

Provides high quality internal customer service to staff, volunteers, and vendors. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere. Arrives at work location on time, ready to interact with other staff.

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Reports and Recordkeeping

Maintains good records related to acquisitions, processing and purchases. Runs statistical and collection ILS maintenance reports and performs ILS and third-party software data maintenance. Maintains good attendance and timekeeping records.

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Works with District and Lynx Library Consortium cataloging and acquisitions staff to update procedures and ensure standards met. Works with vendors, staff, and Lynx Library Consortium personnel related to ILS updates, upgrades, pre-processing plans, and special collections. Makes recommendations for changes in workflow and procedures to maximize efficiency. Represents the library in Lynx Library Consortium group meetings. Utilizes RFID systems and software to write information to RFID tags on circulating materials.

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Performs other duties as assigned.

Deleted: and check in checkin items. Promotes collection through displays, online tools and ILS.

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 Resource Coordinator position requires excellent interpersonal skills, the ability to communicate effectively, and appropriately, with people from diverse backgrounds. Builds and maintains positive working relationships with individuals at all levels of the organization and may need to foster positive partnerships with outside organizations.

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Adopted by the Meridian Library Board of Trustees June 1, 2017

Reviewed and Board Approved October 21, 2020

Proficient with standard office applications (including Microsoft Office and Google [Workspace](#)), 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. General understanding of public libraries and library services.

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The [Resource Coordinator position](#) requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and/or negotiation of conflicts; [assists with](#) ensuring customer satisfaction district-wide.

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Experience: 2 years of library experience, public library preferred.

Education: High School Diploma or GED and 2 years of postsecondary education; or equivalent education, training, [and](#) experience.

Training, Licenses, or Certifications: Courses and/or training in computerized library cataloging and/or acquisitions. [Valid driver's license](#).

Supervisory Responsibility: [None](#).

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Preferred Qualifications: Bachelor's degree or MLS/MLIS degree from an ALA accredited library school. [Bilingual](#), preferably Spanish-English, Russian-English. Two or more years of experience in [library](#) cataloging or acquisitions. Knowledge of the principles and practices of automated library systems, library classification systems, AACR2 and RDA standards, and knowledge of trends and practices in library service. Desired personal attributes include a sense of humor, a passion for engaging people from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services.

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Deleted: Familiarity with social media platforms and conventions. ...

Working Conditions

Physical Requirements: [This position](#) requires the employee to constantly stand, [sit](#), twist/turn, maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; perform manual dexterity movements; seldom, [kneel](#), crawl, and balance. [This position](#) also requires the employee to lift and carry 10-50 [pounds](#); reach at, above, and below shoulder height; grasp objects weighing 10-50 lbs.; push and pull objects weighing 50-100 [pounds](#).

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Mental Requirements: [This position](#) requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform basic math.

Adopted by the Meridian Library Board of Trustees June 1, 2017

Reviewed and Board Approved October 21, 2020

Technology, Equipment, and Devices: This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office applications, library systems and databases, email and cloud environments. This position requires the employee to operate and occasionally troubleshoot general office equipment, as well as new consumer technology, and book carts.

Work Environment: This position requires the employee to be subjected to repetition, working alone, working remotely, working around others, verbal contact with others, face-to-face contact, inside environments, mechanical equipment, and moving objects.

Expected Hours of Work: This position requires work to be performed during regular daytime business hours Monday-Friday. Position schedule is subject to change at any time at the discretion of management.

Expected travel: This position requires limited travel for training and conference activities. May require travel between Meridian Library District locations.

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.

Adopted by the Meridian Library Board of Trustees June 1, 2017
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Meridian Library District SALARY SCHEDULE

Draft revision July 19, 2023

<u>Assistant Job Titles:</u>	Library Assistant, ILL Assistant, Administrative Assistant, Finance Assistant, Executive Assistant, unBound Library Assistant
<u>Specialist Job Titles:</u>	Resource Specialist
<u>Coordinator Job Titles:</u>	Materials Distribution Coordinator, Human Resources (HR) Coordinator, Resource Coordinator, Maintenance Coordinator,
<u>Librarian Job Titles:</u>	Community Librarian, Collection Development Librarian, Youth Services Librarian, Digital Services Librarian, Public Services Librarian, Business Liaison Librarian
<u>Supervisor Job Titles:</u>	Page Supervisor, Youth Services Supervisor, Reader Services Supervisor, Information Services Supervisor, Mobile Services Supervisor
<u>Department Manager Job Titles:</u>	Branch Manager, unBound Manager, Outreach Manager
<u>Admin Manager Job Titles:</u>	Human Resources (HR) Manager, Accounting & Finance Manager, Foundation Manager
<u>Assistant Director Titles:</u>	Assistant Director of Branches, Assistant Director of Operations

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MLD Salary Schedule

Grade	Position	Minimum			Midpoint			Maximum		
		Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual
1	Library Page	\$12.08	\$2,093.87	\$25,126.40	\$15.10	\$2,617.33	\$31,408.00	\$18.11	\$3,139.07	\$37,668.80
2	Library Asst., Jr Librarian, Substitute, ILL Asst., Library Courier	\$14.50	\$2,513.33	\$30,160.00	\$16.31	\$2,827.07	\$33,924.80	\$19.57	\$3,392.13	\$40,705.60
3	Admin. Asst., Finance Asst., unBound Library Assistant	\$15.06	\$2,610.40	\$31,324.80	\$19.57	\$3,392.13	\$40,705.60	\$24.09	\$4,175.60	\$50,107.20
4	Associate Librarian, Specialist, Digitization Technician	\$16.50	\$2,860.00	\$34,320.00	\$20.63	\$3,575.87	\$42,910.40	\$24.76	\$4,291.73	\$51,500.80
5	Resource Coordinator, Materials Distribution Coordinator	\$18.16	\$3,147.73	\$37,772.80	\$22.70	\$3,934.67	\$47,216.00	\$27.24	\$4,721.60	\$56,659.20
6	HR Coordinator, Recruitment Coordinator, Maintenance Coordinator, <u>Executive Assistant</u>	\$19.52	\$3,383.47	\$40,601.60	\$24.40	\$4,229.33	\$50,752.00	\$29.29	\$5,076.93	\$60,923.20
7	System Administrator, Page Sup, Librarian	\$21.28	\$3,688.53	\$44,262.40	\$26.59	\$4,608.93	\$55,307.20	\$31.92	\$5,532.80	\$66,393.60
8	YS Sup., RS Sup., IS Sup., Mobile Services Sup.	\$24.25	\$4,203.33	\$50,440.00	\$30.32	\$5,255.47	\$63,065.60	\$36.39	\$6,307.60	\$75,691.20
9	<u>Department</u> Manager	\$25.43	\$4,407.87	\$52,894.40	\$33.05	\$5,728.67	\$68,744.00	\$40.67	\$7,049.47	\$84,593.60
10	Admin Manager	\$29.09	\$5,042.27	\$60,507.20	\$36.36	\$6,302.40	\$75,628.80	\$43.63	\$7,562.53	\$90,750.40
11	Assistant Director	\$32.28	\$5,595.20	\$67,142.40	\$40.35	\$6,994.00	\$83,928.00	\$48.42	\$8,392.80	\$100,713.60
12	Director	\$38.74	\$6,714.93	\$80,579.20	\$48.42	\$8,392.80	\$100,713.60	\$58.10	\$10,070.67	\$120,848.00

Deleted: , Executive Assistant

TO: Meridian Library District Board of Trustees

FROM: Nick Grove, Director

DATE: July 19, 2023

RE: Library closed for All Staff Implementation Day

I am requesting that all Meridian Library District branches, locations, and delivery services be closed Friday, August 25, 2023.

- This request is to close public services of MLD for one day in order to walk staff through the full implementation strategy of the new organizational design.
- The new organizational design structure will take effect the following week at the start of the new fiscal year.
- A staff education initiative on the new organizational design will start the week of July 17, 2023.
- The new organizational design is structured to best meet the needs of the District as we open new branches, streamline reporting structures, and create more consistency with the services we provide.

Respectfully,



Nick Grove
Library Director
director@mld.org