



**NOTICE OF LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
AUGUST 16, 2023**

The public is invited to attend the Budget Hearing for the Meridian Library District at 6:45 pm, and the regular meeting of the Board of Trustees of the Meridian Library District at 7:00 pm on Wednesday, August 16, 2023. The meeting will be held at the Cherry Lane branch located at 1326 W. Cherry Lane in the large conference room and streamed via YouTube.

LIVE ON YOUTUBE

<https://www.youtube.com/@MeridianLibraryDistrict>

Budget Hearing Business: 6:45 pm

- **Presentation of Proposed Amended FY23 and Proposed FY24 Budgets [DISCUSSION ITEM]**
 - Information for the proposed budgets can be found at <https://www.mld.org/finance-reports>.
- **Public Comment** - Individuals will be given three minutes to speak. Comments are limited to the proposed budgets during the Budget Hearing. Written comments may be submitted to the Board in writing prior to the meeting via the form found here, <https://www.mld.org/message-board-trustees>.

Regular Meeting Business: 7:00 pm

1. Public Comment:

Written comments may be submitted to the Board in writing prior to the meeting via the form found here, <https://www.mld.org/message-board-trustees>. Written comments regarding an agenda item for a specific meeting date, must be received 24-hours in advance of the applicable meeting to allow for routing and board member review. Messages are shared with the full Board and included in the public record.

2. Consent Agenda:

Consent agenda items are considered to be routine and are acted on with one motion. There will be no separate discussion on these items unless a member of the library board requests an item to be removed from the Consent agenda for discussion. **[ACTION ITEM]**

- Regular Meeting Minutes, July 19, 2023
- Special Meeting Minutes, August 2, 2023
- Amendment to the 2023-2024 Regular Meeting Dates
- Job Description
 - Executive Assistant
 - Assistant Director of Operations
 - Administrative Assistant

3. Financials [ACTION ITEM]

- Approval of June 2023 Financial Reports
- Disbursement approvals

4. Budgets

- Approval of Amended FY23 Budget [ACTION ITEM]
- Approval of Proposed FY24 Budget [ACTION ITEM]
- Foregone Resolution [ACTION ITEM]

5. Director Updates [DISCUSSION ITEM]

- Monthly updates
- Organizational Design overview

6. Job Descriptions

- Material Services Manager [ACTION ITEM]
- Strategic Initiatives Manager [ACTION ITEM]
- Branch Supervisor [ACTION ITEM]
- Marketing Librarian [ACTION ITEM]
- Youth Services Librarian [ACTION ITEM]
- Community Librarian [ACTION ITEM]
- Digital Services Librarian [ACTION ITEM]

7. Salary Schedule [ACTION ITEM]

8. Hours of Operation [ACTION ITEM]

- Change to Tiny Library hours

9. Future agenda items [DISCUSSION ITEM]



**Meridian Library District Board of Trustees
2023-2024 Regular Meeting Dates**

The Meridian Library Board meets the third Wednesday of each month at 7:00pm, in the large conference room at the Cherry Lane branch (1326 W. Cherry Lane Rd) of the District unless otherwise specified.

Board meetings are open to the public

- July 19
- August 16
- September 20
- October 18
- November 15
- December 20
- January 17
- February 21
- March 20
- April 17
- May 15
- June 26 - Board of Trustee Annual Meeting

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

contact the Library Director seven days prior to the meeting.

Communications and Marketing

- The position of Marketing Librarian has been written and will go before the Board in August.
- The newly formed Communications Committee had its first meeting and will be working on the processes, procedures, and actions it will work on for the first year.
- A newsletter platform was chosen and the Communications Committee is working on setting it up for use this Fall.

Human Resources

Personnel Overview

- Job Postings
 - Admin Assistant - 29-hour (x2)
 - unBound Library Assistant (Internal Only)
 - Branch Manager - Cherry Lane branch (Internal Only)
- Applications Reviewed
 - Two applications reviewed for full-time unBound Library Assistant
- Conducted two in-person interviews for the full-time unBound Library Assistant position
- Position changes
 - Cherry Lane Branch Manager to Orchard Park Branch Manager
 - Library Page to Library Assistant (x2)
 - unBound Library Assistant - 40-hour to unBound Library Assistant - 19-hour
 - unBound Library Assistant - 19-hour to unBound Library Assistant - 40-hour
- Job offers
 - Five internal job offers
- New hires
 - Three Pages - 19-hour
- Terminations
 - Five positions were resigned or terminated
- Orientations & Number of Attendees
 - July 12, 2023 - Library Page (x1)
 - July 19, 2023 - Library Page (x2)

*Monthly board reports cover the month prior to the meeting (i.e., the March report is for Feb. 1-28).

Additional Updates

- Met with State Insurance Fund; decreased our projected mod rate for next year with work conducted by HR over the 2019-2022 years to decrease costs for worker's compensation in FY24
- Attended presentation at Boise Capitol as guests to Advanced Benefits to listen to David Sears a retired Commander, US Navy (SEAL)
- Met with Advanced Benefits to discuss services they provide and MLD Benefit Strategy
- Participated in Internal Investigations training with ICRMP
- Met with Paylocity to discuss Compensation Management Implementation
- Created a revision to the EGA process and a compensation plan for testing in Paylocity
- Onboarded Recruitment Coordinator including how to use Employee Navigator and Advanced Benefits
- Recruitment Coordinator presented information about the Volunteer Program to the Board
- Processed three FMLA cases and one ADA case

Capital Projects

- Worked on finance modeling to plan options for purchasing South Branch.
- Final door hardware installed at Orchard Park.

Additional updates

- Met with the Lynx Library Directors to work on the Joint Powers Agreement and Bylaws.
- Began rolling out staff communication regarding the new organizational design. Due to staff unease an accelerated timeline was implemented to expedite the communication plan. Staff have been informed on the overall design and their individual changes. The Staff Implementation Day is set for August 25 where details of changes related to the new organizational design will be relayed to staff and staff will be trained on how we'll collectively meet the goals laid out in the MLD Strategic Plan.

Meridian Library Foundation

The Meridian Library Foundation was able to secure funding for a new AED machine for Orchard Park. AED (automated external defibrillator) machines are used to help those experiencing sudden cardiac arrest. While these machines are easy to use, and use audio narration to guide you through step-by-step, the Foundation wanted to ensure staff know how to turn on and use the machine in case of emergency. The Foundation coordinated a short training session at Orchard Park's all-staff meeting; a licensed First Aid/CPR trainer briefly demonstrated how to use the machine and answered staff questions.





Meridian Library District Board of Trustees

August 2023 Meeting Board Report*

Public Operations Report

Prepared by: Trisha M., Assistant Director

Engagement *Monthly

Connection through language learning: A Meridian resident came into the Cherry Lane location looking for books to help her learn Tagalog language as she was planning on moving to the Philippines in a year. Our friendly staff were able to get her a few books but also showed her how to use our online resource, Pronunciator, for language learning support.

At Silverstone, a newly arrived immigrant family came in looking for help to get copies of important documents. Using a free translator app, library staff were able to connect with the patrons, sign them up for library cards, and find other resources for the family to utilize for free from the library. The family expressed how comfortable their experience was and how thankful the staff were eager to help them.

Technology help and ideas: A mother and son duo recently came into the library after visiting a local farmers market looking for resources on 3D printing. They told staff they saw some great 3D printed designs for sale at the market but didn't want to spend the amount of money the vendor was asking. Staff eagerly showed the family how they could use Tinkercad website to download and build their own designs and use the affordable 3D printing services at unBound to print their designs for a fraction of the cost the vendor was selling them for. The mom was sold on the idea when she learned they could have their prints sent to any MLD location for pick up without having to drive into downtown Meridian.

A patron came into the Cherry Lane location looking for help on navigating and submitting documents through an online portal for their new job they received. Through the conversation staff learned the patron was interested in starting their own business one day. After showing them some online resources we have available to help, they encouraged her to stop by unBound to learn more about how the library can support entrepreneurs and chat with our Business Liaison Librarian, Cortnie.

Helping beyond our doors: Pages working on the automatic sorter machine looked at the window and noticed a family struggling to carry all the books they had checked out and open their car door. Staff rushed outside to help open doors and load up the family's books into their car.

Associate Librarian, Michele, helped connect with and support with a senior resident during her

*Monthly board reports cover the month prior to the meeting (i.e., the March report is for Feb. 1-28).

regular home delivery stop by taking time to listen. The patron expressed how isolating and lonely it was to care for her husband who was struggling with memory loss and confusion and how they looked forward to getting books delivered to their house each month. Michele recommended two of our library programs, Memory Cafe and Powerful Tools for Caregivers, as options for the patron to attend to connect with others in the community going through similar situations.

Booming businesses: unBound’s new Networking Breakfast event in July was ultra-successful. Not only did the library have a great turnout at an event that starts at 7:00 in the morning, an attendee later wrote to our Business Liaison Librarian about a network connection they were able to make, landing them a \$10,000 contract with a big new client. We’re looking forward to hearing the wonderful new connections made out of this event in the future.

District Wide Circulation Statistics *Monthly

	Month Review	Fiscal Year-to-Date	% Change Last FYTD
Check Outs	135,391	1,155,855	+13.02%
Check Ins	90,204	783,211	+13.26%
Account Creations	699	5,605	+47.50%

District Wide Service Statistics *Monthly

	Month Review	Fiscal Year-to-Date	% Change Last FYTD
Door Counts	40,113	319,008	+44.68%
Reference Questions Answered	5,677	45,805	-5.78%
Home Deliveries- Number of Deliveries	947	10,592	-7.70%
Home Deliveries- Number of Items Delivered	2,381	25,904	<i>Data not tracked in previous years</i>
3D Filament Prints	79	1,241	+62.01%
3D Resin Prints	8	118	+131.37%
Outreach Interactions	8	6,659	+173.58%

District Wide Program Statistics *Monthly

Programs Offered	Month Review	Fiscal Year-to-Date	% Change Last FYTD
Early Learners (0-5)	54	595	+46.91%
School Age (6-12)	40	265	+184.95%
Teens (13-17)	7	50	+233.33%
Adults & Seniors (18+)	21	186	+402.70%
General/All Ages	7	56	+154.55%
Total Programs Offered	129	1152	+100.70%

Program Attendance	Month Review	Fiscal Year-to-Date	% Change Last FYTD
Early Learners (0-5)	1580	18274	+48.93%
School Age (6-12)	1298	5760	+2.97%
Teens (13-17)	68	807	+566.94%
Adults & Seniors (18+)	159	2862	+156.22%
General/All Ages	390	6077	+94.84%
Total Program Attendance	3495	33780	+50.46%

District Wide Room Usage Statistics (Quarter review: May-July 2023)

	Quarter Review	Fiscal Year-to-Date
Cherry Lane Study Room	349	1,210
Cherry Lane Small Conference Room	29	74
Cherry Lane Large Conference Room	19	50
unBound Meet Space	44	140
unBound Share Space	49	167
unBound Sound Studio	138	322
Orchard Park Study Room	131	131
Orchard Park Conference Room	21	21
Orchard Park Learning Lab	1	1
Orchard Park Program Room	4	4
Total Room Usage		2,120

**Meeting rooms opened to public use April 2022. No accurate % change from FY22 data available.*



Meridian Library District Board of Trustees

August 2023 Meeting Board Report*

Department/Division: District Operation (DO)

Prepared by: Jason Su

Statistics

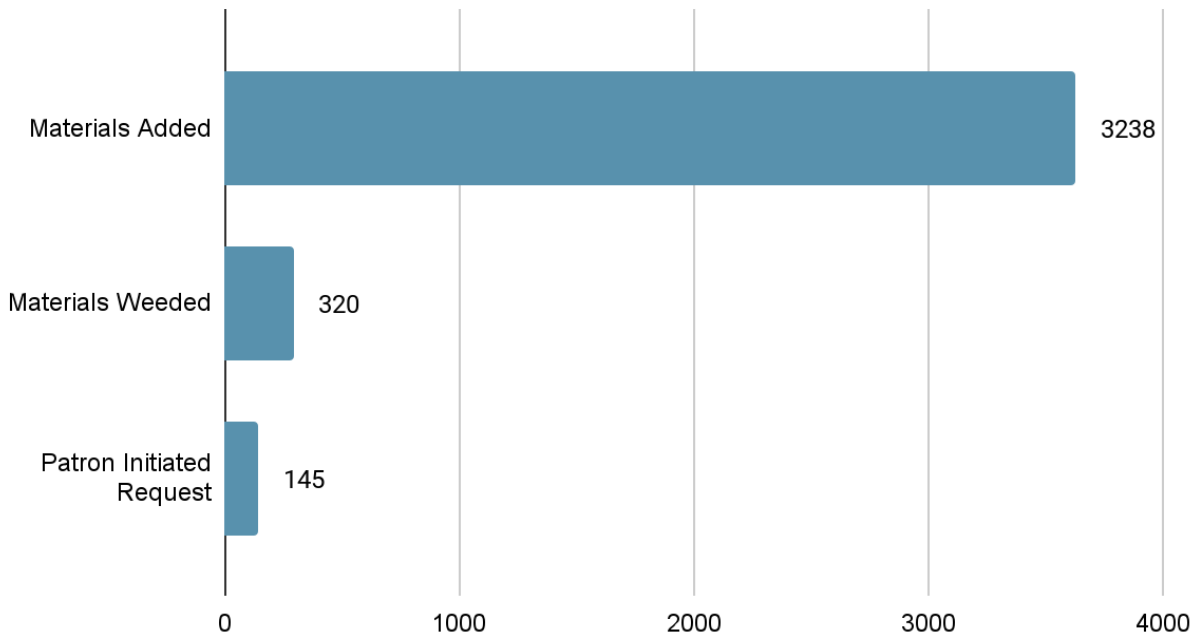
Patron Computer and Network Use Report

Total Unique Users	Total Sessions Authenticated	Avg. User Time	Wireless Users
2,031	2,795	115 min	2,306

***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



Total collection size: 199,039 physical items

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

General Updates

Facilities

Last month, I proudly declared that District Operations had gone one full month without any HVAC issues at Cherry Lane. A few days after I submitted the report, chiller unit #1 of 2 that we just replaced went out for a solid three weeks and took the condenser unit with it. Luckily, the chiller repair was still covered under warranty and did not cost anything extra to replace. The condenser was a different story and we're looking at an \$18k bill to replace it.

Construction at Orchard Park continues to wrap up at a snail's pace. We have multiple outstanding projects to complete. The ADA operator doors are still not functioning while we wait for a contractor to complete wiring work necessary to power the opener, automatic door openers are slowly coming online as parts arrive, and most storefront (window work) has largely been completed. We're using surplus funds to purchase missing pieces of furniture for the branch. This process is intentionally slow going, and expensive, as we work intentionally to match new pieces with existing furniture and fixtures.

Lastly, unBound is receiving a much-needed AV upgrade. When the branch first opened, there was no funding for a whole-building speaker system and one-touch presentation setup. The staff have been making due with makeshift wireless speakers setups and complicated, multiple step AV connections. We were so impressed by the setup at Orchard Park that we asked the same vendor to bid for the work at unBound. Work should be completed by the end of August.



Meridian Library District Board of Trustees

August 2023 Meeting Board Report*

Department/Division: Finance

Prepared by: Ema B.

MONTHLY FINANCIAL REPORT

Quick Stats June 2023

June Bills Processed: 175

June Credit Card Charges: 173

Financial Statement Observations & Explanations

- Expenditure approvals presented are for bills and credit card charges during the month of June 2023
- Financial statements presented are current through the date of presentation - 83% of the fiscal year
 - Reports will be updated and presented at the September board meeting using the amended budget values if the board approves the presented proposed amended FY2023 budget
 - Financials are being kept current and closely monitored for the fiscal year wrap up

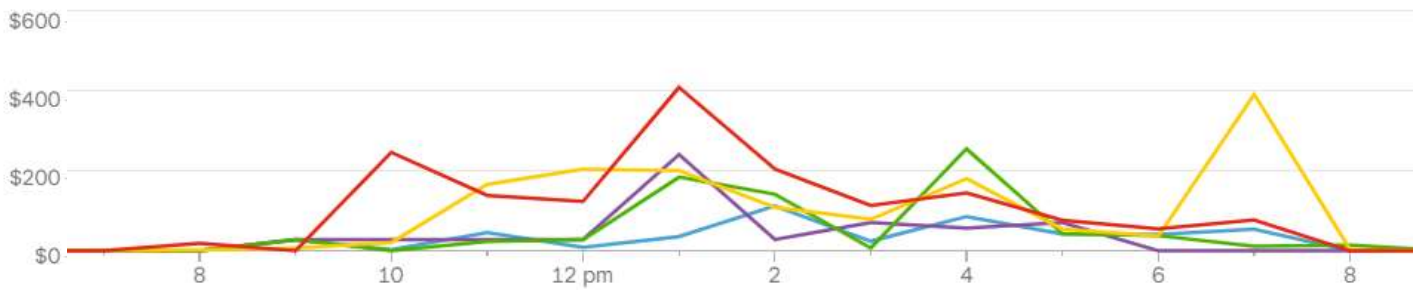
Narrative

- During the month of June finance’s focus was developing the FY2024 budget.
 - **Personnel:** Location managers and the admin team worked on compiling needs for FY2024. Staffing needs were determined by utilizing staffing models and organizational design modeling.
 - **Collections:** The AD of Operations prepared a collections budget based on need and projected FY2024 location openings.
 - **Operations:** The AD of Operations worked with their team to submit IT, vehicles, facilities and capital needs. Program needs were determined by modeling time and supplies needed for each type of program.
- The annual Local Government Registry compliance was completed at the end of June

July Square Snapshot

Top 5 Categories: Gross Sales

● Lost/Damaged Items \$1,603.60 ● Paper Printing Services \$1,450.47 ● Room Reservations \$773.57 ● Non-Resident Library Cards \$580.15 ● 3D Printing Services \$478.28



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

Library Board Trustee Meeting Minutes

July 19th, 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; Jason S., Support Services Manager; 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

1. Public Comments –
-no public comments

2. Consent Agenda: [ACTION ITEM]

Consent agenda items are considered to be routine and are acted on with one motion.

a. Regular Meeting Minutes, June 21, 2023

Motion to approve – Josh

Second – Destinie

Vote – All in favor



3. Financial Reports [ACTION ITEM]

a. Approval of Financial Reports

-MLD has the option to purchase OP, the Trustees would like to make sure the paperwork and costs are done

Motion to approve – Josh

Second - Destinie

Vote – All in favor

b. Disbursement approvals

-no discussion

Motion to approve – Josh

Second – Destinie

Vote – All in favor

4. Staff Presentation-Recruitment Coordinator (Pamela)

-Volunteer Program at MLD

5. Director's Report

-The Spanish Sun property is 3 acres and has been mowed.

-HR has been working on the employee handbook revision.

-Foundation is finishing things at Orchard Park with books and the donor wall.

-HVAC at Cherry Lane is slowly dying but holding up going through the heat.

-The fire suppression system at Cherry Lane had some false alarms go off due to pressure, this has been fixed by the vendor.

-Stats have been on the rise.

-MLD is rolling out a new organization design. MLD is decentralizing the district (no main library, the same programs and design in each branch).

-MLD has restructured the committee structure to compliment the new organizational design. MLD is doing this also to meet the needs of the community and to provide training for staff.

-MLD has decided on this new organizational design based on staff feedback (listening tours and townhalls), manager and supervisor meetings, admin meetings, statistics of our programs and community data.

6. Job Descriptions

a. Administrative Assistant [ACTION ITEM]

-no discussion

Motion to approve - Destinie

Second - Jeff

Vote – All in favor

b. Assistant Director of Branches [ACTION ITEM]

- no discussion

Motion to approve - Destinie Second - Jeff Vote – All in favor

c. Assistant Director of Operations [ACTION ITEM]

-no discussion

Motion to approve - Destinie Second - Jeff Vote – All in favor

d. Branch Manager [ACTION ITEM]

-no discussion

Motion to approve - Jeff Second - Destinie Vote – All in favor

e. Executive Assistant [ACTION ITEM]

**Amendment: may act as the clerk of the Board (Laura)

Motion to approve as amended- Destinie Second - Jeff Vote – All in favor

f. Human Resources Coordinator [ACTION ITEM]

-no discussion

Motion to approve - Destinie Second - Jeff Vote – All in favor

g. Human Resources Manager [ACTION ITEM]

-no discussion

Motion to approve - Destinie Second - Jeff Vote – All in favor

h. Resource Coordinator [ACTION ITEM]

-no discussion

Motion to approve - Jeff Second - Destinie Vote – All in favor

7. Salary Schedule [ACTION ITEM]

- *Amendment – strike the unbound manager from line 10

- MLD is looking into the publishing of this salary schedule

Motion to approve amended - Josh Second - Destinie Vote – All in favor

11. Compensation for the library director
-3.5% increase effective August 6th

Motion to approve – Josh Second – Destinie Vote – All in favor

8. Future agenda items [DISCUSSION ITEM]

- Board would like a more time to review policies, MLD will create a calendar to give to the Board to know what policies are scheduled

Meeting adjourned: 9:41pm

The next regular Library Board Meeting is scheduled for 7:00pm, August 16, 2023

RESPECTFULLY SUBMITTED AND APPROVED

Nick Grove, Director

Megan Larsen, Board Chair



Library Board Trustee Meeting Minutes

August 2, 2023

Meridian Orchard Park Library
1268 W. Orchard Park Drive
Meridian, ID 83646
Conference Room

Trustees

Megan Larsen
Chair

Jeff Kohler
Vice Chair

Laura Knutson
Treasurer

Destinie Hart
Trustee

Josh Cummings
Trustee

Special Session

Trustees present: Megan Larsen, Laura Knutson, Jeff Kohler

Staff present: Nick Grove, Library Director; Trisha M., Assistant Director of Branches; 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

1. Amended FY23 and Proposed FY24 Budgets [DISCUSSION]
MLD has made a few adjustments due to the final L2's from the County
 - expenditures accounted for in the adjustment of FY23
 - modification because of full time and part time staff at Orchard Park
 - total expenditures, general fund six month reserves adjustment - increase our operating amount for proper funding
 - revenue is very similar to last year
 - will be doing a separate motion to pass resolution on the forgone (capital and operational)

2. Amended FY23 and Proposed FY24 for Publication [ACTION ITEMS]
 - no discussion

Motion to approve - Laura

Second - Jeff

Vote - All in favor

Meeting adjourned: 7:09 pm



Library Board Trustee Meeting Minutes

August 2, 2023

The next regular Library Board Meeting is scheduled for 7:00pm, August 16, 2023

RESPECTFULLY SUBMITTED AND APPROVED

Nick Grove, Director

Megan Larsen, Board Chair

DRAFT



HOURS OF OPERATION

September 1, 2023 - September 30, 2023

Deleted: October 1, 2022 - September 30, 2023

Cherry Lane

1326 W Cherry Lane

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

Orchard Park

1267 W Chinden Blvd

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

Silverstone

3531 E Overland Road

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

Tiny Library

5159 S Hillsdale Ave

Monday ~~10am - 2pm~~
 Tuesday ~~10am - 2pm~~
 Wednesday ~~10am - 2pm~~
 Thursday ~~10am - 2pm~~
 Friday ~~10am - 2pm~~
 Saturday ~~10am - 2pm~~
 Sunday Closed

unBound

722 NE 2nd Street

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

Deleted: 9am - 1pm

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MERIDIAN LIBRARY DISTRICT

Administrative Assistant



Draft revision date: August 16, 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.

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.

Deleted: .

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 [for public access to](#)

Deleted: .

Adopted by the Meridian Library Board of Trustees n.d.
Revised and Board Approved July 19, 2023

[all locations](#). Sorts and distributes mail and packages. Maintains good attendance and timekeeping records.

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.

Qualifications

Minimum Qualifications

Knowledge, Skills, and Abilities

Demonstrated commitment to diversity, equity, and inclusion.

[Demonstrated ability to maintain and properly manage confidential information.](#)

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 n.d.

Revised and Board Approved July 19, 2023

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.

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

~~None~~

Deleted: 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,

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

Revised and Board Approved July 19, 2023

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 general office equipment. This position may require operation of a vehicle on behalf of the District.

Expected Hours of Work

This position requires the employee to work a daytime schedule Monday-Friday. [May occasionally work weekends or evenings.](#) Position schedule [and work location](#) is subject to change at any time at the discretion of management.

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.

Expected Travel

This position 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.

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

Revised and Board Approved July 19, 2023

DRAFT

*Adopted by the Meridian Library Board of Trustees n.d.
Revised and Board Approved July 19, 2023*

MERIDIAN LIBRARY DISTRICT Assistant Director of Operations



Draft revisions date: August 16, 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 July 19, 2023

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.

Adopted by the Meridian Library Board of Trustees July 19, 2023

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.

Strategic Initiatives

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.

Qualifications

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

Adopted by the Meridian Library Board of Trustees July 19, 2023

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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 of Library Science (MLS) or Master of Library and Information Science (MLIS) from an American Library Association (ALA) accredited institution; or equivalent combination of education and experience [in a related field](#).

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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

[The Assistant Director of Operations works 40 hours per week, based on business need.](#) 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.

Adopted by the Meridian Library Board of Trustees July 19, 2023

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.

DRAFT

MERIDIAN LIBRARY DISTRICT

Branch Supervisor



Initial draft adoption date: August 16, 2023

Position Summary

The Branch Supervisor is responsible for overseeing all public facing service points and daily operations at a library branch, ensuring excellent customer service and adequate staffing schedules. Reports to the Branch Manager and supervises branch library staff.

Supervisors at Meridian Library District actively engage in building connections with diverse community organizations and leaders to foster awareness and engagement with library services.

Duties and Responsibilities

Essential

Supervision

The Branch Supervisor directly supervises library staff for the execution of daily service and support operations. Is responsible for the effective delivery of library services and customer service, at the library branch and in the community, by performing elements of staff supervision, coaching, documentation, and coordination.

The Branch Supervisor, in collaboration with the Branch Manager and Human Resources, is responsible for branch personnel decisions. This includes recruitment, hiring, employee training and development, coaching and feedback, discipline, and performance reviews. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere.

Communication

The Branch Supervisor 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. This includes planning, coordinating, scheduling, reporting, and supervising multiple projects of varying complexity.

Adopted by the Meridian Library Board of Trustees [date]

Operations

The Branch Supervisor supports and participates in daily library operations at the branch library, which may include events in the community. Is the acting person in charge in the absence of the Branch Manager. Schedules library branch staff to ensure coverage of public desks and service points. Leads and develops staff training. Oversees onboarding and training of library staff to ensure compliance with library policies and procedures. Monitors allocated budget and reviews purchases of supplies.

Customer Service

The Branch Supervisor is responsible for maintaining excellent customer service and ensuring their team has the training and skills necessary to support patron needs. Makes customer focused decisions based on library policies and procedures. In collaboration with the Branch Manager, routinely researches and evaluates user experience and creates plans for implementing, developing, and improving services. Responds to patron concerns regarding library services; resolves patron behavior and code of conduct violations.

Advocacy

The Branch Supervisor 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 outside of the Meridian Library District. 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 may present at, the Library Board of Trustee meetings.

Records and Reporting

The Branch Supervisor prepares and ensures accurate and timely reports as requested by the Branch Manager and library administration. Uses historical and predictive data to inform decisions. Stores and makes available legal and historical documents in accordance with library policies. Supports the Branch Manager to ensure accurate inventory of office and building supplies at the branch library.

Marginal

May be required to fill in for program delivery and execution.

May work with and/or direct the work of volunteers in providing library services.

Performs other duties as assigned.

Qualifications

Minimum Qualifications

Knowledge, Skills and Abilities

Demonstrated commitment to diversity, equity, and inclusion.

Knowledge of supervisory policies, practices, and controls. Ability to provide clear and concise oral and written communication. A problem-solver with strong organizational, leadership, and interpersonal skills. Experience with event planning and project management in libraries. 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.

Advanced understanding of public libraries and library services as well as knowledge of modern trends and practices. Experience persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts. Adaptable to changing structures, policies, and procedures.

Provides exemplary customer service and embodies the values of the District. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people, including volunteers and coworkers, of all ages, from diverse backgrounds. Has a desire to work in a public service role, builds and maintains working relationships with individuals at all levels of the library, and fosters positive partnerships with outside organizations.

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 and support staff and patron adoption of technology. Has a desire to continuously learn and develop personal skills, experience, understanding, and knowledge.

Experience

1-3 years of professional work experience in a library setting.

Education

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) from an American Library Association (ALA) accredited institution, enrolled or completed; or equivalent combination of education and experience in a related field.

Training, Licenses, or Certifications

Valid driver's license in good standing or the ability to obtain one.

Supervisory Responsibility

Supervises library branch staff.

Preferred Qualifications

One 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, crawl, balance, twist/turn, and climb. This position also requires the employee to reach at, above, and below shoulder height; lift, carry, and grasp objects weighing 25-50 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. Requires independence in decision-making and a comfort level with autonomy.

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, which may include a bookmobile or sprinter vehicle.

Work Environment

This position requires the employee to be subjected to repetition, working alone, working remotely, working around others including community partners and volunteers, verbal and face-to-face contact; inside environments; mechanical equipment and moving objects.

Expected Hours and Location of Work

This position requires the employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule and work location are subject to change at the discretion of management to support operational needs.

This position works a full-time schedule of 40 hours per week; may occasionally work over 40 hours based on business need.

Expected Travel

This position requires occasional travel between Meridian Library District locations and community events within the Lynx Library Consortium boundaries; limited travel for training and conferences.

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.

Adopted by the Meridian Library Board of Trustees [date]

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.

DRAFT

MERIDIAN LIBRARY DISTRICT

Community Librarian



Draft revision date: August 16, 2023

Position Summary

The Community Librarian performs a variety of professional librarian duties at library facilities and in the community, upholding the District's mission, values, and service philosophy. This position develops, designs, implements, and evaluates library programs, events, and services; primarily focused on engaging adults and seniors.

Librarians at Meridian Library District actively engage in building connections with diverse community organizations and leaders to foster awareness and engagement with library services.

Duties and Responsibilities

Essential

Project Management

The Community Librarian uses principles of project management to spearhead library initiatives that align with the Meridian Library District's strategic goals and are responsive to community needs. Leads and actively participates in District committees. Works collaboratively with staff from across the District in various departments and positions to support library initiatives; supports clear communication between library administration, management teams, committees, and library staff.

Partnerships, Programs, and Community Engagement

The Community Librarian researches, develops, and implements new and innovative initiatives, programs, community events, and library services to generate measurable learning outcomes, interest, and enjoyment for the community. Designs programs and events primarily focused on engaging adults and seniors while adhering to the District's strategic priorities and budget

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

Reviewed and Board Approved October 21, 2020

allocations. Working with the Branch Manager, coordinates with outside presenters and community partners, negotiates presenter contracts, experiments with new ideas or concepts, and collaboratively works with library staff across the District to implement ideas. Continuously evaluates library programs and services to make improvements based on patron, community, and management feedback. Is engaged in professional activities through associations, committees, or other organizations outside of the Meridian Library District. Establishes and maintains community partnerships and provides embedded library service to organizations within the Meridian community.

Customer Service

The Community Librarian provides excellent customer service, makes customer focused decisions based on library policies and procedures, and resolves patron concerns in a positive, friendly manner. Drawing upon advanced knowledge of library resources and practices, provides a variety of library services including circulation, informational and reference assistance, readers' advisory, and technology help to a variety of patrons from diverse backgrounds, professions, and ages. Facilitates access to the library collection and services, providing reference interviews to advise patrons about library materials, resources, and technology equipment. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere.

Research and Reporting

The Community Librarian is well-versed in public library trends and practices; a wide range of materials, authors, and library resources for all ages; senior development needs; current events and community interests. Maintains an advanced knowledge through regular review of professional literature, market research, and continuing education opportunities. May present, on occasion, to library administration and the Library Board of Trustees. Maintains accurate records, collects statistics, tracks library program performance measures, and prepares reports related to library services and events as requested by administration. Maintains public calendars to ensure room availability and program promotion.

Operations

The Community Librarian performs duties required of daily library branch operations. Performs circulation duties including issuing cards, checking materials in and out, reserving books, and collecting fees. Maintains confidentiality of patron information. Answers phones and responds to digital inquiries. Promotes library collections, services, and programs. Leads and develops staff training. May act as person in charge in the absence of a supervisor or manager.

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

Reviewed and Board Approved October 21, 2020

Marginal

Drives library vehicles, which may include bookmobile and sprinter vehicles, to provide library programs and services to patrons within the Meridian Library District's boundaries.

May work with and/or direct the work of volunteers in providing library services.

Supports the general state and appearance of library collections and shelves. Assists with creating appropriate and appealing collection displays.

May apply for outside grants and sponsorships for supplemental funding as authorized by library administration.

Performs other duties as assigned.

Qualifications

Minimum Qualifications

Knowledge, Skills and Abilities

Demonstrated commitment to diversity, equity, and inclusion.

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. Has a desire to continuously learn and develop personal skills, experience, understanding, and knowledge.

Provides exemplary customer service and embodies the values of the District. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people, including volunteers and coworkers, of all ages, from diverse backgrounds. Has a desire to work in a public service role, builds and maintains working relationships with individuals at all levels of the library, and fosters positive partnerships with outside organizations.

Understands the principles of project management in libraries. Experienced in creating and administering surveys and other evaluation tools to establish, measure, and evaluate program outcomes.

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

Reviewed and Board Approved October 21, 2020

Must be able to work alone at a location and be able to juggle multiple priorities. This position requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts.

Experience

1-3 years of professional library experience with program or event planning and evaluation experience.

Education

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) from an American Library Association (ALA) accredited institution, enrolled or completed; or equivalent combination of education and experience in a related field

Training, Licenses, or Certifications

Valid driver's license in good standing or the ability to obtain one.

Supervisory Responsibility

None

Preferred Qualifications

Bilingual, preferably Spanish-English or Russian-English.

Knowledge and experience researching community development. Experience providing needs assessments and service analysis.

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; occasionally kneel, balance, twist/turn; seldom crawl and climb. This position also requires the employee to reach at,

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

Reviewed and Board Approved October 21, 2020

above, and below shoulder height; lift, carry, and grasp objects weighing 25-50 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 math. Requires independence in decision-making and a comfort level with autonomy.

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. This position requires the employee to operate and occasionally troubleshoot general office equipment and other new consumer technologies.

This position requires operation of a vehicle on behalf of the District, which may include a bookmobile or sprinter.

Work Environment

This position requires the employee to be subjected to repetition, working alone, working remotely, working around others including community partners and volunteers, verbal and face-to-face contact; inside and outside environments which may include extreme weather conditions, dust, odors, mist, gasses, or other airborne matter; mechanical equipment and moving parts; working in community facilities and may be exposed to uneven walkways and door sills at those facilities and ice in parking lots and sidewalks.

Expected Hours and Location of Work

This position requires the employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule and work location are subject to change at the discretion of management to support operational needs.

This position works a full-time schedule of 40 hours per week.

Expected Travel

This position requires routine travel between Meridian Library District locations and community events within the Lynx Library Consortium boundaries; limited travel for training and conferences.

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

Reviewed and Board Approved October 21, 2020

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.

DRAFT

MERIDIAN LIBRARY DISTRICT

Digital Services



Draft revision date: August 16, 2023

Position Summary

The Digital Services Librarian performs a variety of professional library duties to uphold the District's mission, values, and service philosophy. This position develops District digital content, website, and resources; designs, implements, and evaluates digital resources and databases; oversees digitization of Meridian History Center collection.

Librarians at Meridian Library District actively engage in building connections with diverse community organizations and leaders to foster awareness and engagement with library services.

Duties and Responsibilities

Essential

Project Management

The Digital Services Librarian uses principles of project management to spearhead library initiatives that align with the Meridian Library District's strategic goals and are responsive to community needs. Leads and actively participates in District committees. Works collaboratively with staff from across the District in various departments and positions to support library initiatives; supports clear communication between library administration, management teams, committees, and library staff.

Oversees digitization and maintenance of the Meridian History Center collection.

Brand Strategy

The Digital Services Librarian supports marketing strategy and promotional content on digital signage, District's website, intranet, and third-party vendor platforms to drive brand awareness. Works with the Marketing Librarian to ensure integrity and consistent use of District's branding

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

Reviewed and Board Approved November 16, 2022

guidelines across all virtual spaces and Meridian History Center. Works with the Collection Development Librarians to ensure digital collections are reflective of physical collections to support consistent advertising and promotion. In conjunction with the Strategic Initiatives Manager, routinely researches and evaluates user experience online and creates plans for implementing, developing, and improving services. Actively promotes and monitors library services and programs on District platforms, public calendars, and community collaborations.

Website

The Digital Services Librarian oversees electronic content and website curation which includes maintaining the visual appearance, organization, usability, and accessibility of external and internal digital resources and websites. Responsible for ensuring digital resources are delivered with attention to user experience and according to the library policies and procedures. Maintains the District's YouTube social media channel in accordance with the Records Retention Policy.

Customer Service

The Digital Services Librarian provides excellent customer service, internally and externally, and makes customer focused decisions based on library policies and procedures. Drawing upon advanced knowledge of library resources and practices, is responsive to patron and library staff feedback regarding the District's digital services, website, and Meridian History Center. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere. Is engaged in professional activities through associations, committees, or other organizations outside of the Meridian Library District. Establishes and maintains community partnerships and provides embedded library services to organizations within the Meridian community. May work with and collaborate with third-party vendors to support District services and initiatives.

Research and Reporting

The Digital Services Librarian is well-versed in public library trends and practices; user experience and website curation; digital resources for libraries; current events and community interests. Maintains an advanced knowledge through regular review of professional literature, market research, and continuing education opportunities. May present, on occasion, to library administration and the Library Board of Trustees. Maintains accurate records, collects statistics, and prepares reports related to library services and events as requested by administration. Maintains public calendars to ensure accuracy and program promotion.

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

Reviewed and Board Approved November 16, 2022

Marginal

Provides digital resources and content creation training for library staff.

May work with and/or direct the work of volunteers in providing library services.

May apply for outside grants and sponsorships for supplemental funding as authorized by library administration.

Performs other duties as assigned.

Qualifications

Minimum Qualifications

Knowledge, Skills and Abilities

Demonstrated commitment to diversity, equity, and inclusion.

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. Has a desire to continuously learn and develop personal skills, experience, understanding, and knowledge.

Provides exemplary customer service and embodies the values of the District. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people, including volunteers and coworkers, of all ages, from diverse backgrounds. Has a desire to work in a public service role, builds and maintains working relationships with individuals at all levels of the library, and fosters positive partnerships with outside organizations.

Understands the principles of project management in libraries. Experienced in creating and administering surveys and other evaluation tools to establish, measure, and evaluate service outcomes.

Must be able to work alone at a location and be able to juggle multiple priorities. This position 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 March 1, 2015

Reviewed and Board Approved November 16, 2022

Knowledge of Adobe CS, photo editing software, video content creation processes and software, Canva, and YouTube channels.

Experience

1-3 years of professional library experience with digital resources and website curation experience.

Education

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) from an American Library Association (ALA) accredited institution, enrolled or completed; or equivalent combination of education and experience in a related field.

Training, Licenses, or Certifications

Valid driver's license in good standing or the ability to obtain one.

Supervisory Responsibility

None

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 crouch or squat and twist/turn; seldom balance, kneel, crawl, and climb. This position also requires the employee to reach at, above, and below shoulder height; lift, carry, and grasp objects weighing 10-25 pounds and push/pull objects weighing up to 50 pounds.

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

Reviewed and Board Approved November 16, 2022

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. Requires independence in decision-making and a comfort level with autonomy.

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. This position requires the employee to operate and occasionally troubleshoot general office equipment and other new consumer technologies.

This position requires operation of a vehicle on behalf of the District.

Work Environment

Expected Hours and Location of Work

This position requires the employee to work a workday (Monday-Friday) daytime schedule with occasional evening and weekend (Saturday-Sunday) shifts. Position schedule and work location are subject to change at the discretion of management to support business needs.

This position works a full-time schedule of 40 hours per week.

Expected Travel

This position requires routine travel between Meridian Library District locations and community events within the Lynx Library Consortium boundaries; limited travel for training and conferences.

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.

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

Reviewed and Board Approved November 16, 2022

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*Adopted by the Meridian Library Board of Trustees March 1, 2015
Reviewed and Board Approved November 16, 2022*

MERIDIAN LIBRARY DISTRICT

Executive Assistant



Draft revision date: August 16, 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.

Adopted by the Meridian Library Board of Trustees September 21, 2022
Revised and Board approved July 19, 2023

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.

May serve 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.

*Adopted by the Meridian Library Board of Trustees September 21, 2022
Revised and Board approved July 19, 2023*

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.

Qualifications

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to diversity, equity, and inclusion.

*Adopted by the Meridian Library Board of Trustees September 21, 2022
Revised and Board approved July 19, 2023*

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

Supervises administrative assistants.▼

Deleted: 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.

*Adopted by the Meridian Library Board of Trustees September 21, 2022
Revised and Board approved July 19, 2023*

Working Conditions

Physical Requirements

This position 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. This position also requires the employee to lift and carry up to 10-25 lbs.

Deleted: The job

Deleted: The job

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.

Deleted: The job

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 general office equipment. This position may occasionally operate a library passenger vehicle.

Deleted: The job

Deleted: The job

Expected Hours and Location of Work

This position requires the employee to work a weekday (Monday-Friday) daytime schedule with occasional evening and weekend (Saturday-Sunday) shifts. Position schedule and work location are subject to change at the discretion of management to support business needs.

This position works a full-time schedule of 40 hours per week.

Deleted: 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

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; minimal travel for trainings and conferences.

Deleted: This 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.

DRAFT

MERIDIAN LIBRARY DISTRICT

Marketing Librarian



Initial draft adoption date: August 16, 2023

Position Summary

The Marketing Librarian performs a variety of professional library duties to uphold the District's mission, values, and service philosophy. This position develops District marketing strategy; designs, implements, and evaluates brand awareness, advocacy and promotion of library programs and services.

Librarians at Meridian Library District actively engage in building connections with diverse community organizations and leaders to foster awareness and engagement with library services.

Duties and Responsibilities

Essential

Project Management

The Marketing Librarian uses principles of project management to spearhead library initiatives that align with the Meridian Library District's strategic goals and are responsive to community needs. Leads and actively participates in District committees. Works collaboratively with staff from across the District in various departments and positions to support library initiatives; supports clear communication between library administration, management teams, committees, and library staff.

Brand Strategy

The Marketing Librarian supports marketing strategy and promotional content on social media, digital signage, and print formats to drive brand awareness. Monitors the use of the District's branding to ensure integrity and consistency. In conjunction with the Strategic Initiatives Manager, develops, implements, and assesses marketing and engagement strategies for the District to

Adopted by the Meridian Library Board of Trustees [date]

ensure coordinated and consistent messaging. Actively promotes and monitors library services and programs on District platforms, public calendars, and community collaborations.

Marketing Content

The Marketing Librarian coordinates the advertising and marketing of library services, programs, and events. Creates, and oversees, marketing content development for digital, print, and social media platforms. Ensures all marketing is accessible, inclusive, and aligned with the District's mission, values, and strategic plan.

Customer Service

The Marketing Librarian provides excellent customer service, internally and externally, and makes customer focused decisions based on library policies and procedures. Drawing upon advanced knowledge of library resources and practices, is responsive to patron and library staff feedback regarding the District's social media and marketing materials. Participates, and collaborates, in the Lynx Library Consortium marketing committee to share best practices and marketing opportunities. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere. Is engaged in professional activities through associations, committees, or other organizations outside of the Meridian Library District. Establishes and maintains community partnerships and provides embedded library services to organizations within the Meridian community. May work with and collaborate with third-party vendors to support District services and initiatives.

Research and Reporting

The Marketing Librarian is well-versed in public library trends and practices; social media and marketing trends; design elements for print and digital media; current events and community interests. Maintains an advanced knowledge through regular review of professional literature, market research, and continuing education opportunities. May present, on occasion, to library administration and the Library Board of Trustees. Maintains accurate records, collects statistics, and prepares reports related to library services and events as requested by administration. Maintains public calendars to ensure accuracy and program promotion.

Marginal

Provides marketing design and content creation training for library staff.

May work with and/or direct the work of volunteers in providing library services.

May apply for outside grants and sponsorships for supplemental funding as authorized by library administration.

Performs other duties as assigned.

Qualifications

Minimum Qualifications

Knowledge, Skills and Abilities

Demonstrated commitment to diversity, equity, and inclusion.

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. Has a desire to continuously learn and develop personal skills, experience, understanding, and knowledge.

Provides exemplary customer service and embodies the values of the District. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people, including volunteers and coworkers, of all ages, from diverse backgrounds. Has a desire to work in a public service role, builds and maintains working relationships with individuals at all levels of the library, and fosters positive partnerships with outside organizations.

Understands the principles of project management in libraries. Experienced in creating and administering surveys and other evaluation tools to establish, measure, and evaluate service outcomes.

Must be able to work alone at a location and be able to juggle multiple priorities. This position requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts.

Knowledge of Canva, social media platforms and engagement practices, (best practices, audience engagement, scheduling, planning), Adobe Creative Cloud, photo editing software, and video content creation software.

Experience

1-3 years of professional library experience with program or event planning and marketing experience.

Education

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) from an American Library Association (ALA) accredited institution, enrolled or completed; or equivalent combination of education and experience in a related field.

Training, Licenses, or Certifications

Valid driver's license in good standing or the ability to obtain one.

Supervisory Responsibility

None

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 crouch or squat and twist/turn; seldom balance, kneel, crawl, and climb. This position also requires the employee to reach at, above, and below shoulder height; lift, carry, and grasp objects weighing 10-25 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 math. Requires independence in decision-making and a comfort level with autonomy.

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. This position requires the employee to operate and occasionally troubleshoot general office equipment and other new consumer technologies.

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 remotely, working around others including community partners and volunteers, verbal and face-to-face contact; inside environments; working in community facilities and may be exposed to uneven walkways and door sills at those facilities and ice in parking lots and sidewalks.

Expected Hours and Location of Work

This position requires the employee to work a workday (Monday-Friday) daytime schedule with occasional evening and weekend (Saturday-Sunday) shifts. Position schedule and work location are subject to change at the discretion of management to support operational needs.

This position works a full-time schedule of 40 hours per week.

Expected Travel

This position requires routine travel between Meridian Library District locations and community events within the Lynx Library Consortium boundaries; limited travel for training and conferences.

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]

MERIDIAN LIBRARY DISTRICT

Material Services Manager



Initial draft adoption date: *August 16, 2023*

Position Summary

The Material Services Manager is responsible and accountable for the budget, vision, long term planning, personnel management, and strategy of the Collection Development department. Reports to the Assistant Director of Operations and supervises library staff. The Material Services Manager upholds the District's mission, values, and service philosophy.

Managers at Meridian Library District actively engage in building connections with diverse community organizations and leaders to foster awareness and engagement with library services.

Duties and Responsibilities

Essential

Management and Supervision

The Material Services Manager manages, supervises, and participates in all daily service and support operations of the Material Services department. Directly supervises library staff, which may include supervisors. Is responsible for the effective delivery of library services by performing elements of staff supervision, coaching, documentation, and coordination.

The Material Services Manager, in collaboration with the Assistant Director of Operations and Human Resources, is responsible for department personnel decisions. This includes recruitment, hiring, employee training and development, coaching and feedback, discipline, and performance reviews. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere.

Planning and Strategy

The Material Services Manager develops collection development and circulation goals, which are in line with the goals of the District. Supports clear communication between library administration, management teams, committees, and library staff. Uses principles of project management in

Adopted by the Meridian Library Board of Trustees [date]

contribution to the effective development of services and initiatives. This includes planning, coordinating, budget and resource allocation, scheduling, integrating, reporting, and supervising multiple projects of varying complexity. Works closely with the Assistant Director of Operations to coordinate and conduct research that envisions long-range plans and strategies for the library's collection and materials.

The Material Services Manager is responsible for the physical and digital collections; oversees cataloging, selection, deselection, collection analysis, and record maintenance to support a diverse community with continually changing needs in accordance with library policies.

Budgets and Fiscal Responsibility

The Material Services 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 or supplemental funding as authorized by the library administration.

Collection Development

The Material Services Manager is responsible for the District's physical and digital collections that support a diverse community with continually changing needs in accordance with library policies. Is well versed in library materials, authors, resources, and trends across a variety of subjects. Researches, and studies, local demographics to develop guidelines for collection development, assessment, and maintenance. Oversees cataloging, selection, deselection, and record maintenance. Researches and responds to requests for reconsideration.

Customer Service

The Material Services Manager designs innovative methods of meeting public needs drawing upon current library literature, library policies, 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. Develops strategies to maintain excellent internal customer service within the Operations division and across the District. Makes customer focused decisions based on library policies and procedures.

Advocacy

The Material Services 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 outside of the Meridian Library District. Remains current on best practices and trends in the library and publishing professions.

Attends and actively participates in regular District meetings and Lynx Library Consortium meetings; routinely attends, and occasionally presents at, the Library Board of Trustees meetings.

Records and Reporting

The Material Services Manager prepares and ensures accurate and timely reports; records, collections and analyzes statistics; tracks performance measures of personnel in the Material Services department. Uses historical and predictive data to inform decisions. Stores and makes available legal and historical documents in accordance with library policies. Maintains accurate inventory of material service supplies.

Marginal

May work with and/or direct the work of volunteers in providing library services.

Performs other duties as assigned.

Qualifications

Minimum Qualifications

Knowledge, Skills, and Abilities

Demonstrated commitment to diversity, equity, and inclusion.

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 in libraries. 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 initiatives outcomes.

Advanced understanding of public libraries and library services as well as knowledge of modern trends and best practices. Experience persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts. Adaptable to changing structures, policies, and procedures.

Provides exemplary customer service and embodies the values of the District. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people, including volunteers, coworkers, and vendors, of all ages, from diverse backgrounds. Has a desire

to work in a public service role, builds and maintains working relationships with individuals at all levels of the library, and fosters positive partnerships with outside organizations.

Proficient with standard office applications (including Microsoft Office and Google Workspace), online library automation system and online searching. Understand 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. Has a desire to continuously learn and develop personal skills, experience, understanding, and knowledge.

Experience

3-5 years of professional work experience in a library setting with at least one year of supervision; one year collection development experience.

Education

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) from an American Library Association (ALA) accredited institution, enrolled or completed; or equivalent combination of education and experience in a related field.

Training, Licenses, or Certifications

Valid driver's license in good standing or the ability to obtain one.

Supervisory Responsibility

Supervises library staff in the Material Services department.

Preferred Qualifications

Two or more years of supervisory experience.

One or more years of Collection Development experience in a consortium setting.

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 25-50 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. Requires independence in decision-making and a comfort level with autonomy.

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 and other new consumer technologies, 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 including community partners and volunteers, verbal and face-to-face contact; inside environments; mechanical equipment and moving objects.

Expected Hours and Location of Work

This position requires the employee to work a weekday (Monday-Friday) daytime schedule with occasional evening and weekend (Saturday-Sunday) shifts. Position schedule and work location are subject to change at the discretion of management to support business needs.

This position works a full-time schedule of 40 hours per week; may occasionally work over 40 hours based on business need.

Expected Travel

This position requires routine travel between Meridian Library District locations and community events; limited travel for training and conferences.

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

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DRAFT

MERIDIAN LIBRARY DISTRICT

Strategic Initiatives Manager



Initial draft adoption date: *August 16, 2023*

Position Summary

The Strategic Initiatives Manager is responsible and accountable for the budget, vision, long term planning, personnel, and strategy of the Strategic Initiatives department. Reports to the Assistant Director of Operations and supervises library staff. The Strategic Initiatives Manager upholds the District's mission, values, and service philosophy.

Managers at Meridian Library District actively engage in building connections with diverse community organizations and leaders to foster awareness and engagement with library services.

Duties and Responsibilities

Essential

Management and Supervision

The Strategic Initiatives Manager manages, supervises, and participates in all daily service and support operations of the Strategic Initiatives department. Directly supervises library staff, which may include supervisors. Is responsible for the effective delivery of library services by performing elements of staff supervision, coaching, documentation, and coordination.

The Strategic Initiatives Manager, in collaboration with the Assistant Director of Operations and Human Resources, is responsible for department personnel decisions. This includes recruitment, hiring, employee training and development, coaching and feedback, discipline, and performance reviews. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere.

Planning and Strategy

The Strategic Initiatives Manager develops strategic initiative plans and brand strategy goals, which are in line with the goals of the District. Collaborates with management teams to fulfill

Adopted by the Meridian Library Board of Trustees [date]

strategy implementation. 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. This includes planning, coordinating, budget and resource allocation, scheduling, integrating, reporting, and supervising multiple projects of varying complexity. Works closely with the Assistant Director of Operations to coordinate and conduct research that envisions long-range plans and strategies for the District.

Budget and Fiscal Responsibility

The Strategic Initiatives 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 or supplemental funding as authorized by the library administration.

Partnership Development

The Strategic Initiatives Manager fosters, sustains, and evaluates the District's current and future partnerships to drive support for initiatives and programs. In collaboration with the Assistant Director of Operations, maintains a customer relations database; conducts research and analysis that informs options and decision making on strategic priorities and projects.

Customer Service

The Strategic Initiatives Manager designs innovative methods of meeting public needs drawing upon current library literature, library policies, 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. Develops strategies to maintain excellent internal customer service within the Operations division and across the District. Makes customer focused decisions based on library policies and procedures.

Advocacy

The Strategic Initiatives 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 outside of the Meridian Library District. Works with city, civic, elected official, school, care provider, cultural, business, and community groups to promote library services. Remains current on best practices and trends in the library profession. Attends and actively participates in regular District meetings and committees; routinely attends, and occasionally presents at, the Library Board of Trustees meetings.

Records and Reporting

The Strategic Initiatives Manager prepares and ensures accurate and timely reports; records, collections and analyzes statistics; tracks performance measures of personnel in the Strategic Initiatives department. Uses historical and predictive data to inform decisions in accordance with library policies. Stores and makes available legal and historical documents.

Marginal

May work with and/or direct the work of volunteers in providing library services.

Performs other duties as assigned.

Qualifications

Minimum Qualifications

Knowledge, Skills, and Abilities

Demonstrated commitment to diversity, equity, and inclusion.

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 in libraries. 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 initiatives outcomes.

Advanced understanding of public libraries and library services as well as knowledge of modern trends and best practices. Experience persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts. Adaptable to changing structures, policies, and procedures.

Provides exemplary customer service and embodies the values of the District. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people, including volunteers, coworkers, and vendors, of all ages, from diverse backgrounds. Has a desire to work in a public service role, builds and maintains working relationships with individuals at all levels of the library, and fosters positive partnerships with outside organizations.

Proficient with standard office applications (including Microsoft Office and Google Workspace), online library automation system and online searching. Understand 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. Has a desire to continuously learn and develop personal skills, experience, understanding, and knowledge.

Experience

3-5 years of professional work experience in a library setting with at least one year of supervision; experience creating, sustaining, and evaluating partnerships and large-scale initiatives.

Education

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) from an American Library Association (ALA) accredited institution, enrolled or completed; or equivalent combination of education and experience in a related field.

Training, Licenses, or Certifications

Valid driver's license in good standing or the ability to obtain one.

Supervisory Responsibility

Supervises library staff in the Strategic Initiatives department.

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 10-25 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. Requires independence in decision-making and a comfort level with autonomy.

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 and other new consumer technologies.

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 including community partners and volunteers, verbal and face-to-face contact; inside environments; mechanical equipment and moving objects.

Expected Hours and Location of Work

This position requires the employee to work a weekday (Monday-Friday) daytime schedule with occasional evening and weekend (Saturday-Sunday) shifts. Position schedule and work location are subject to change at the discretion of management to support business needs.

This position works a full-time schedule of 40 hours per week; may occasionally work over 40 hours per week based on business need.

Expected Travel

This position requires routine travel between Meridian Library District locations and community events; limited travel for training and conferences.

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.

Adopted by the Meridian Library Board of Trustees [date]

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.

DRAFT

MERIDIAN LIBRARY DISTRICT

Youth Services Librarian



Draft revision date: August 16, 2023

Position Summary

The Youth Services Librarian performs a variety of professional librarian duties at library facilities and in the community, upholding the District's mission, values, and service philosophy. This position develops, designs, implements, and evaluates library programs, events, and services; primarily focused on engaging youth ages 0-18, their families, caregivers, and educators.

Librarians at Meridian Library District actively engage in building connections with diverse community organizations and leaders to foster awareness and engagement with library services.

Duties and Responsibilities

Essential

Project Management

The Youth Services Librarian uses principles of project management to spearhead library initiatives that align with the Meridian Library District's strategic goals and are responsive to community needs. Leads and actively participates in District committees. Works collaboratively with staff from across the District in various departments and positions to support library initiatives; supports clear communication between library administration, management teams, committees, and library staff.

Partnerships, Programs, and Community Engagement

The Youth Services Librarian researches, develops, and implements new and innovative initiatives, programs, community events, and library services to generate measurable learning outcomes, interest, and enjoyment for the community. Designs programs and events primarily focused on engaging youth ages 0-18, their families, caregivers, and educators while adhering to the District's

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Reviewed and Board Approved October 19, 2022

strategic priorities and budget allocations. Working with the Branch Manager, coordinates with outside presenters and community partners, negotiates presenter contracts, experiments with new ideas or concepts, and collaboratively works with library staff across the District to implement ideas. Continuously evaluates library programs and services to make improvements based on patron, community, and management feedback. Is engaged in professional activities through associations, committees, or other organizations outside of the Meridian Library District. Establishes and maintains community partnerships and provides embedded library service to organizations within the Meridian community.

Customer Service

The Youth Services Librarian provides excellent customer service, makes customer focused decisions based on library policies and procedures, and resolves patron concerns in a positive, friendly manner. Drawing upon advanced knowledge of library resources and practices, provides a variety of library services including circulation, informational and reference assistance, readers' advisory, and technology help to a variety of patrons from diverse backgrounds, professions, and ages. Facilitates access to the library collection and services, providing reference interviews to advise patrons about library materials, resources, and technology equipment. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere.

Research and Reporting

The Youth Services Librarian is well-versed in public library trends and practices; a wide range of materials, authors, and library resources for youth ages 0-18; childhood and brain development; current events and community interests. Maintains an advanced knowledge through regular review of professional literature, market research, and continuing education opportunities. May present, on occasion, to library administration and the Library Board of Trustees. Maintains accurate records, collects statistics, tracks library program performance measures, and prepares reports related to library services and events as requested by administration. Maintains public calendars to ensure room availability and program promotion.

Operations

The Youth Services Librarian performs duties required of daily library branch operations. Performs circulation duties including issuing cards, checking materials in and out, reserving books, and collecting fees. Maintains confidentiality of patron information. Answers phones and responds to digital inquiries. Promotes library collections, services, and programs. Leads and develops staff training. May act as person in charge in the absence of a supervisor or manager.

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Marginal

Drives library vehicles, which may include bookmobile and sprinter vehicles, to provide library programs and services to patrons within the Meridian Library District's boundaries.

May work with and/or direct the work of volunteers in providing library services.

Supports the general state and appearance of library collections and shelves. Assists with creating appropriate and appealing collection displays.

May apply for outside grants and sponsorships for supplemental funding as authorized by library administration.

Performs other duties as assigned.

Qualifications

Minimum Qualifications

Knowledge, Skills and Abilities

Demonstrated commitment to diversity, equity, and inclusion.

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. Has a desire to continuously learn and develop personal skills, experience, understanding, and knowledge.

Provides exemplary customer service and embodies the values of the District. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people, including volunteers and coworkers, of all ages, from diverse backgrounds. Has a desire to work in a public service role, builds and maintains working relationships with individuals at all levels of the library, and fosters positive partnerships with outside organizations.

Understands the principles of project management in libraries. Experienced in creating and administering surveys and other evaluation tools to establish, measure, and evaluate program outcomes.

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Must be able to work alone at a location and be able to juggle multiple priorities. This position requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts.

Advanced knowledge of youth and brain development, public school programs, and youth and teen literature.

Experience

1-3 years of professional library experience with program or event planning and evaluation experience.

Education

Master of Library Science (MLS) or Master of Library and Information Science (MLIS) from an American Library Association (ALA) accredited institution, enrolled or completed; or equivalent combination of education and experience in a related field.

Training, Licenses, or Certifications

Valid driver's license in good standing or the ability to obtain one.

Supervisory Responsibility

None

Preferred Qualifications

Bilingual, preferably Spanish-English or Russian-English.

Knowledge and experience researching community development. Experience providing needs assessments and service analysis.

Experience providing early literacy services in a library or community setting.

Experience at a public library working with schools, childcare providers, and afterschool programs.

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; occasionally kneel, crawl, balance, twist/turn; seldom climb. This position also requires the employee to reach at, above, and below shoulder height; lift, carry, and grasp objects weighing 25-50 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 math. Requires independence in decision-making and a comfort level with autonomy.

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. This position requires the employee to operate and occasionally troubleshoot general office equipment and other new consumer technologies.

This position requires operation of a vehicle on behalf of the District, which may include a bookmobile or sprinter.

Work Environment

This position requires the employee to be subjected to repetition, working alone, working remotely, working around others including community partners and volunteers, verbal and face-to-face contact; inside and outside environments which may include extreme weather conditions, dust, odors, mist, gasses, or other airborne matter; mechanical equipment and moving parts; working in community facilities and may be exposed to uneven walkways and door sills at those facilities and ice in parking lots and sidewalks.

Expected Hours and Location of Work

This position requires the employee to work a varied schedule, including days, evenings, and weekends (Saturday and Sunday). Position schedule and work location are subject to change at the discretion of management to support business needs.

Adopted by the Meridian Library Board of Trustees December 1, 2014

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This position works a full-time schedule of 40 hours per week.

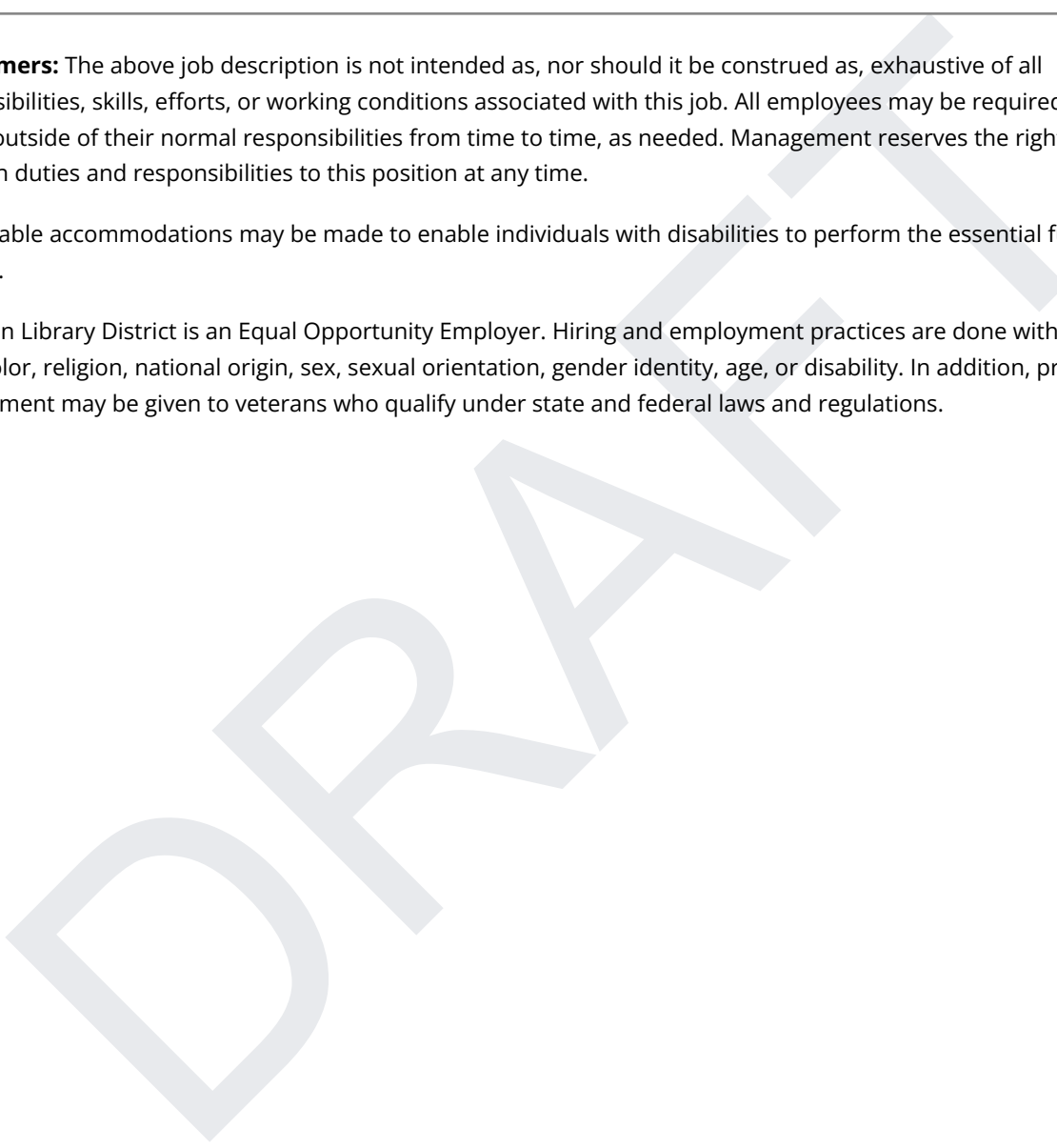
Expected Travel

This position requires routine travel between Meridian Library District locations and community events within the Lynx Library Consortium boundaries; limited travel for training and conferences.

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 SALARY SCHEDULE

<u>Assistant Job Titles:</u>	Library Assistant, ILL Assistant, Administrative Assistant, Finance 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, Executive Assistant
<u>Department Manager Job Titles:</u>	Branch 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

Deleted: , Executive Assistant

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, ▾	\$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, Executive Assistant	\$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	Department 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

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, Executive Assistant	\$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	Branch Supervisor	\$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	Department 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

Meridian Library District

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

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Total Revenue			\$0.00	0.00%
GROSS PROFIT	\$0.00	\$0.00	\$0.00	0.00%
Expenditures				
50000 PERSONNEL				
5000 Salaries and wages	412,621.34	811,210.00	-398,588.66	50.86 %
5005 Termination salaries	845.26		845.26	
Total 5000 Salaries and wages	413,466.60	811,210.00	-397,743.40	50.97 %
5010 Payroll benefits	150,795.34	283,923.00	-133,127.66	53.11 %
Total 50000 PERSONNEL	564,261.94	1,095,133.00	-530,871.06	51.52 %
52000 OPERATING EXPENSES				
5216 Equipment & Furnishings Not Cap		400.00	-400.00	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing	84.23		84.23	
Total 52200 Information Technology	84.23		84.23	
52340 Professional Development				
5234.1 Conferences		959.00	-959.00	
5234.3 Materials		77.00	-77.00	
5234.4 Memberships		160.00	-160.00	
5234.6 Webinar/Ecourses		379.00	-379.00	
Total 52340 Professional Development		1,575.00	-1,575.00	
524000 Supplies				
5240 Supplies - general		500.00	-500.00	
5246 Supplies - office	34.02	233.00	-198.98	14.60 %
Total 524000 Supplies	34.02	733.00	-698.98	4.64 %
5250 Taxes and insurance	305.40		305.40	
62240 Facility Expense				
6224.1 Bldg-Maintenance	2,176.05	7,230.00	-5,053.95	30.10 %
6224.2 Bldg-Repairs	333.20	2,000.00	-1,666.80	16.66 %
6224.4 Bldg-Supplies	14.91	1,200.00	-1,185.09	1.24 %
6258 Bldg-Utilities	1,848.75	8,500.00	-6,651.25	21.75 %
Total 62240 Facility Expense	4,372.91	18,930.00	-14,557.09	23.10 %
Total 52000 OPERATING EXPENSES	4,796.56	21,638.00	-16,841.44	22.17 %
Total Expenditures	\$569,058.50	\$1,116,771.00	\$ -547,712.50	50.96 %
NET OPERATING REVENUE	\$ -569,058.50	\$ -1,116,771.00	\$547,712.50	50.96 %
NET REVENUE	\$ -569,058.50	\$ -1,116,771.00	\$547,712.50	50.96 %

Meridian Library District

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

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
42000 Non-tax Revenue				
4200 Fines and fees	-30.00		-30.00	
4220 Meeting Room income	1,678.72	300.00	1,378.72	559.57 %
4221 Donations & Memorials	813.07		813.07	
4400 Copy/Print income	4,716.47	2,900.00	1,816.47	162.64 %
4410 Miscellaneous income	-484.71		-484.71	
Total 42000 Non-tax Revenue	6,693.55	3,200.00	3,493.55	209.17 %
Uncategorized Income	0.00		0.00	
Total Revenue	\$6,693.55	\$3,200.00	\$3,493.55	209.17 %
GROSS PROFIT	\$6,693.55	\$3,200.00	\$3,493.55	209.17 %
Expenditures				
50000 PERSONNEL				
5000 Salaries and wages	881,260.43	1,829,858.00	-948,597.57	48.16 %
5005 Termination salaries	7,944.76		7,944.76	
Total 5000 Salaries and wages	889,205.19	1,829,858.00	-940,652.81	48.59 %
5010 Payroll benefits	292,255.42	640,452.00	-348,196.58	45.63 %
Total 50000 PERSONNEL	1,181,460.61	2,470,310.00	-1,288,849.39	47.83 %
51000 COLLECTIONS				
5115 Adult Print Books	43,725.47	94,500.00	-50,774.53	46.27 %
5130 Children's books	20,150.08	75,000.00	-54,849.92	26.87 %
5130S Children's books - Supported	10.99		10.99	
Total 5130 Children's books	20,161.07	75,000.00	-54,838.93	26.88 %
5135 Young Adult books	5,834.64	15,000.00	-9,165.36	38.90 %
5149 Media	14,507.40	37,000.00	-22,492.60	39.21 %
5150 Circulating devices & kits	698.02	13,500.00	-12,801.98	5.17 %
5151 Periodicals	2,850.63	3,000.00	-149.37	95.02 %
Total 51000 COLLECTIONS	87,777.23	238,000.00	-150,222.77	36.88 %
52000 OPERATING EXPENSES				
52025 Banking fees				
5202.2 Bankcard fees	178.03		178.03	
5202.3 Financial fees	116.33		116.33	
Total 52025 Banking fees	294.36		294.36	
5211 Copy/Print	5,684.50	14,400.00	-8,715.50	39.48 %
5216 Equipment & Furnishings Not Cap	1,959.47	1,500.00	459.47	130.63 %
52200 Information Technology				
5220.1 IT Infra -Software/Licensing	2,490.18	3,236.00	-745.82	76.95 %
5220.2 IT Infra -Support	0.00		0.00	
5220.3 IT PCs, Printers & Hardware	2,284.37	17,475.00	-15,190.63	13.07 %
5220.5 IT Utilities	5,460.00	19,800.00	-14,340.00	27.58 %
5220.7 IT Technology Maintenance	21.15	6,300.00	-6,278.85	0.34 %

Meridian Library District

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

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 52200 Information Technology	10,255.70	46,811.00	-36,555.30	21.91 %
5228 Miscellaneous		800.00	-800.00	
52290 Materials Processing				
5229.2 Materials-Processing	71.40		71.40	
Total 52290 Materials Processing	71.40		71.40	
52340 Professional Development				
5234.1 Conferences	807.00	5,753.00	-4,946.00	14.03 %
5234.3 Materials		461.00	-461.00	
5234.4 Memberships	598.00	985.00	-387.00	60.71 %
5234.5 Staff Mtg & Training	145.61	400.00	-254.39	36.40 %
5234.6 Webinar/Ecourses	408.34	2,271.00	-1,862.66	17.98 %
Total 52340 Professional Development	1,958.95	9,870.00	-7,911.05	19.85 %
524000 Supplies				
5240 Supplies - general	2,005.74	6,000.00	-3,994.26	33.43 %
5246 Supplies - office	1,485.21	2,785.00	-1,299.79	53.33 %
Total 524000 Supplies	3,490.95	8,785.00	-5,294.05	39.74 %
62240 Facility Expense				
6224.1 Bldg-Maintenance	71,423.98	90,676.00	-19,252.02	78.77 %
6224.2 Bldg-Repairs	22,975.29	27,500.00	-4,524.71	83.55 %
6224.3 Bldg-Small Tools	96.35	500.00	-403.65	19.27 %
6224.4 Bldg-Supplies	5,363.29	10,650.00	-5,286.71	50.36 %
6255 Bldg-Rent	515.40		515.40	
6258 Bldg-Utilities	27,576.29	42,000.00	-14,423.71	65.66 %
Total 62240 Facility Expense	127,950.60	171,326.00	-43,375.40	74.68 %
Total 52000 OPERATING EXPENSES	151,665.93	253,492.00	-101,826.07	59.83 %
72000 CAPITAL EXPENSES				
7220 IT - Infrastructure - Hardware	5,261.25	45,000.00	-39,738.75	11.69 %
7220.3 IT PCs, Hardware Printers		3,000.00	-3,000.00	
7295s Major Improvements - Supported		2,500.00	-2,500.00	
Total 72000 CAPITAL EXPENSES	5,261.25	50,500.00	-45,238.75	10.42 %
Total Expenditures	\$1,426,165.02	\$3,012,302.00	\$-1,586,136.98	47.34 %
NET OPERATING REVENUE	\$-1,419,471.47	\$-3,009,102.00	\$1,589,630.53	47.17 %
NET REVENUE	\$-1,419,471.47	\$-3,009,102.00	\$1,589,630.53	47.17 %

Meridian Library District

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	4,682,877.90	7,155,314.00	-2,472,436.10	65.45 %
4005 Tax Levy - Capital Foregone	144,439.50	288,879.00	-144,439.50	50.00 %
Total 4000 Tax levy	4,827,317.40	7,444,193.00	-2,616,875.60	64.85 %
4010 Ag. Replacement	970.00	1,940.00	-970.00	50.00 %
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	236,077.94	226,051.00	10,026.94	104.44 %
Total 40000 Tax Revenue	5,083,884.70	7,703,567.00	-2,619,682.30	65.99 %
42000 Non-tax Revenue				
4200 Fines and fees	9,382.07	10,000.00	-617.93	93.82 %
4210 Book Sale	258.20		258.20	
4221 Donations & Memorials	532.68	9,000.00	-8,467.32	5.92 %
4300 Interest income	46,671.16	2,300.00	44,371.16	2,029.18 %
4339 Capital Replace & Repair Int	89,374.49	4,000.00	85,374.49	2,234.36 %
4410 Miscellaneous income	3,918.20		3,918.20	
4500 Grants	384,776.26	90,000.00	294,776.26	427.53 %
4700 Sponsorships	750.00		750.00	
Total 42000 Non-tax Revenue	535,663.06	115,300.00	420,363.06	464.58 %
Sales	1,500.00		1,500.00	
Square Sales (deleted)	0.00		0.00	
Uncategorized Income	0.00		0.00	
Total Revenue	\$5,621,047.76	\$7,818,867.00	\$ -2,197,819.24	71.89 %
GROSS PROFIT	\$5,621,047.76	\$7,818,867.00	\$ -2,197,819.24	71.89 %
Expenditures				
50000 PERSONNEL				
5000 Salaries and wages	-3,410.02	18,500.00	-21,910.02	-18.43 %
5005 Termination salaries		16,000.00	-16,000.00	
Total 5000 Salaries and wages	-3,410.02	34,500.00	-37,910.02	-9.88 %
5010 Payroll benefits	-6,322.79	12,075.00	-18,397.79	-52.36 %
Total 50000 PERSONNEL	-9,732.81	46,575.00	-56,307.81	-20.90 %
51000 COLLECTIONS				
5115 Adult Print Books	258.20		258.20	
5121 Electronic databases	13,162.00	34,200.00	-21,038.00	38.49 %
5122 eContent	178,447.66	298,700.00	-120,252.34	59.74 %
5125 Print Reference	72.08	2,600.00	-2,527.92	2.77 %
5130 Children's books	723.74		723.74	
5150 Circulating devices & kits		8,600.00	-8,600.00	
Total 51000 COLLECTIONS	192,663.68	344,100.00	-151,436.32	55.99 %
52000 OPERATING EXPENSES				

Meridian Library District

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

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52020 Professional Services				
5202.1 Audit	22,000.00	12,900.00	9,100.00	170.54 %
5202.4 Legal fees	10,186.50	15,100.00	-4,913.50	67.46 %
5202.5 Consulting	11,500.00	34,300.00	-22,800.00	33.53 %
5202.6 Other	10,908.46	1,900.00	9,008.46	574.13 %
5202.7 Accounting Svcs	8,331.25	15,000.00	-6,668.75	55.54 %
Total 52020 Professional Services	62,926.21	79,200.00	-16,273.79	79.45 %
52025 Banking fees				
5202.2 Bankcard fees	558.43	6,600.00	-6,041.57	8.46 %
5202.3 Financial fees	4,107.54	200.00	3,907.54	2,053.77 %
Total 52025 Banking fees	4,665.97	6,800.00	-2,134.03	68.62 %
52120 Consortium				
5212.C Consortium-Courier	10,351.38	38,000.00	-27,648.62	27.24 %
5212.H Consortium-Hardware/Software		56,750.00	-56,750.00	
Total 52120 Consortium	10,351.38	94,750.00	-84,398.62	10.92 %
5216 Equipment & Furnishings Not Cap	177.39		177.39	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing	41,286.79	96,172.00	-54,885.21	42.93 %
5220.1s IT Infra Softw/Lic Supported	269.99		269.99	
Total 5220.1 IT Infra -Software/Licensing	41,556.78	96,172.00	-54,615.22	43.21 %
5220.2 IT Infra -Support	3,672.51	24,200.00	-20,527.49	15.18 %
5220.3 IT PCs, Printers & Hardware	7,064.75	11,040.00	-3,975.25	63.99 %
5220.3S Supported - IT, PCs, Hardware	5,928.60		5,928.60	
Total 5220.3 IT PCs, Printers & Hardware	12,993.35	11,040.00	1,953.35	117.69 %
5220.5 IT Utilities	4,857.00	12,600.00	-7,743.00	38.55 %
5220.6 IT Collection Licensing		15,000.00	-15,000.00	
5220.7 IT Technology Maintenance		6,300.00	-6,300.00	
Total 52200 Information Technology	63,079.64	165,312.00	-102,232.36	38.16 %
5225 Marketing & advertising	2,935.98	18,710.00	-15,774.02	15.69 %
5228 Miscellaneous	6,696.60	4,000.00	2,696.60	167.42 %
5228.S Miscellaneous- Supported	9,649.50		9,649.50	
Total 5228 Miscellaneous	16,346.10	4,000.00	12,346.10	408.65 %
52290 Materials Processing				
5229.1 Materials-OCLC	783.70	8,250.00	-7,466.30	9.50 %
5229.2 Materials-Processing	33,788.10	75,000.00	-41,211.90	45.05 %
Total 52290 Materials Processing	34,571.80	83,250.00	-48,678.20	41.53 %
5230 Phone Service	3,202.33	6,720.00	-3,517.67	47.65 %
5232 Postage	4,568.92	11,000.00	-6,431.08	41.54 %
52340 Professional Development				
5234.1 Conferences	2,726.48	3,835.00	-1,108.52	71.09 %
5234.1S Support - Conferences	701.58		701.58	

Meridian Library District

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

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 5234.1 Conferences	3,428.06	3,835.00	-406.94	89.39 %
5234.2 Education		3,045.00	-3,045.00	
5234.3 Materials		307.00	-307.00	
5234.4 Memberships	1,849.00	1,750.00	99.00	105.66 %
5234.5 Staff Mtg & Training	1,107.18	3,600.00	-2,492.82	30.76 %
5234.5s Staff Training - Supported	5,192.90		5,192.90	
Total 5234.5 Staff Mtg & Training	6,300.08	3,600.00	2,700.08	175.00 %
5234.6 Webinar/Ecourses	675.00	1,515.00	-840.00	44.55 %
Total 52340 Professional Development	12,252.14	14,052.00	-1,799.86	87.19 %
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	1,455.27	26,100.00	-24,644.73	5.58 %
5236.BR Programs -Brochures		2,000.00	-2,000.00	
5236.CH Programs - Children				
5236.cs Children's Programs - Supported	1,670.58		1,670.58	
Total 5236.CH Programs - Children	1,670.58		1,670.58	
5236.EL Programs - Early Learning 0-5	375.83	23,710.00	-23,334.17	1.59 %
5236.FA Programs -Family All Ages	6,214.48	15,300.00	-9,085.52	40.62 %
5236.SA Programs -School Age 6-12	3,093.37	23,900.00	-20,806.63	12.94 %
5236.TN Programs -Teen 13-18	1,491.57	15,020.00	-13,528.43	9.93 %
5236.VO Programs -Volunteers	286.71	1,500.00	-1,213.29	19.11 %
Total 52360 Program Expense	15,126.61	107,530.00	-92,403.39	14.07 %
5237 Recruiting/Background Checks	859.34	7,650.00	-6,790.66	11.23 %
524000 Supplies				
5240 Supplies - general	3,918.36	13,100.00	-9,181.64	29.91 %
5240s Supplies - General -Supported	793.07		793.07	
Total 5240 Supplies - general	4,711.43	13,100.00	-8,388.57	35.97 %
5245 Supplies - marketing	272.50	5,000.00	-4,727.50	5.45 %
5246 Supplies - office	1,790.01	6,080.00	-4,289.99	29.44 %
Total 524000 Supplies	6,773.94	24,180.00	-17,406.06	28.01 %
5250 Taxes and insurance	22,627.00	28,600.00	-5,973.00	79.12 %
52600 Vehicle Expense	3,000.00		3,000.00	
5260.1 Vehicle - Bookmobile	2,713.25	17,300.00	-14,586.75	15.68 %
5260.2 Vehicle - Sprinter	719.43	6,200.00	-5,480.57	11.60 %
5260.3 Vehicle - Van Honda Odyssey	2,111.79	7,650.00	-5,538.21	27.61 %
5260.4 Vehicle - Honda Element	923.61		923.61	
5260.5 Vehicle - Dodge HD Wagon	1,499.18		1,499.18	
Total 52600 Vehicle Expense	10,967.26	31,150.00	-20,182.74	35.21 %
62240 Facility Expense				

Meridian Library District

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

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6224.1 Bldg-Maintenance	40.25		40.25	
6224.3 Bldg-Small Tools	28.32	1,000.00	-971.68	2.83 %
6224.4 Bldg-Supplies	256.66		256.66	
6250 Bldg-Insurance	25,407.00	48,000.00	-22,593.00	52.93 %
6255 Bldg-Rent	635.40		635.40	
Total 62240 Facility Expense	26,367.63	49,000.00	-22,632.37	53.81 %
Total 52000 OPERATING EXPENSES	297,799.64	731,904.00	-434,104.36	40.69 %
72000 CAPITAL EXPENSES				
7216 Equipment & Furnishings	919.04	3,000.00	-2,080.96	30.63 %
7220 IT - Infrastructure - Hardware	9,919.62	27,500.00	-17,580.38	36.07 %
7220.3 IT PCs, Hardware Printers	10,646.00	13,500.00	-2,854.00	78.86 %
7220.3S IT - PC, Prntrs, Hdw- Supported	35,659.13		35,659.13	
Total 7220.3 IT PCs, Hardware Printers	46,305.13	13,500.00	32,805.13	343.00 %
Total 72000 CAPITAL EXPENSES	57,143.79	44,000.00	13,143.79	129.87 %
Total Expenditures	\$537,874.30	\$1,166,579.00	\$ -628,704.70	46.11 %
NET OPERATING REVENUE	\$5,083,173.46	\$6,652,288.00	\$ -1,569,114.54	76.41 %
Other Revenue				
8000 Plant Facilities Levy Revenue	700,000.00	1,400,000.00	-700,000.00	50.00 %
8338 Capital Projects Interest	50,882.63	7,850.00	43,032.63	648.19 %
8999 Transfer In -From General Fund		216,659.00	-216,659.00	
Total Other Revenue	\$750,882.63	\$1,624,509.00	\$ -873,626.37	46.22 %
Other Expenditures				
9288 Orchard Park Project Costs	586.99		586.99	
Total Other Expenditures	\$586.99	\$0.00	\$586.99	0.00%
NET OTHER REVENUE	\$750,295.64	\$1,624,509.00	\$ -874,213.36	46.19 %
NET REVENUE	\$5,833,469.10	\$8,276,797.00	\$ -2,443,327.90	70.48 %

Meridian Library District

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

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
42000 Non-tax Revenue				
4220 Meeting Room income		200.00	-200.00	
4221 Donations & Memorials		10,000.00	-10,000.00	
4400 Copy/Print income		700.00	-700.00	
Total 42000 Non-tax Revenue		10,900.00	-10,900.00	
Total Revenue	\$0.00	\$10,900.00	\$ -10,900.00	0.00%
GROSS PROFIT	\$0.00	\$10,900.00	\$ -10,900.00	0.00 %
Expenditures				
50000 PERSONNEL				
5000 Salaries and wages	52,315.53	342,627.00	-290,311.47	15.27 %
5010 Payroll benefits	15,975.40	119,919.00	-103,943.60	13.32 %
Total 50000 PERSONNEL	68,290.93	462,546.00	-394,255.07	14.76 %
51000 COLLECTIONS				
5115 Adult Print Books	37,877.39	80,000.00	-42,122.61	47.35 %
5130 Children's books	51,490.86	114,400.00	-62,909.14	45.01 %
5130S Children's books - Supported	20,392.02		20,392.02	
Total 5130 Children's books	71,882.88	114,400.00	-42,517.12	62.83 %
5135 Young Adult books	16,071.79	83,700.00	-67,628.21	19.20 %
5149 Media	14,811.29	65,700.00	-50,888.71	22.54 %
5150 Circulating devices & kits		6,000.00	-6,000.00	
5151 Periodicals		2,100.00	-2,100.00	
Total 51000 COLLECTIONS	140,643.35	351,900.00	-211,256.65	39.97 %
52000 OPERATING EXPENSES				
5211 Copy/Print		3,000.00	-3,000.00	
5216s Equip & Furnishings -Supported	7,159.48		7,159.48	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing	332.00	2,458.00	-2,126.00	13.51 %
5220.2 IT Infra -Support	938.52		938.52	
5220.3 IT PCs, Printers & Hardware	739.98	29,475.00	-28,735.02	2.51 %
5220.3S Supported - IT, PCs, Hardware	648.95		648.95	
Total 5220.3 IT PCs, Printers & Hardware	1,388.93	29,475.00	-28,086.07	4.71 %
5220.5 IT Utilities	2,642.07	5,500.00	-2,857.93	48.04 %
5220.7 IT Technology Maintenance		1,050.00	-1,050.00	
Total 52200 Information Technology	5,301.52	38,483.00	-33,181.48	13.78 %
5228 Miscellaneous		1,500.00	-1,500.00	
5230 Phone Service	49.40		49.40	
52340 Professional Development				
5234.1 Conferences		2,877.00	-2,877.00	
5234.3 Materials		230.00	-230.00	
5234.4 Memberships	80.00	492.00	-412.00	16.26 %

Meridian Library District

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

October 2022 - September 2023

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
5234.5 Staff Mtg & Training		100.00	-100.00	
5234.6 Webinar/Ecourses		1,136.00	-1,136.00	
Total 52340 Professional Development	80.00	4,835.00	-4,755.00	1.65 %
524000 Supplies				
5240 Supplies - general	167.29	2,500.00	-2,332.71	6.69 %
5246 Supplies - office	290.54	1,160.00	-869.46	25.05 %
Total 524000 Supplies	457.83	3,660.00	-3,202.17	12.51 %
52600 Vehicle Expense				
5260.6 Employee Mileage Reimbursement	33.41		33.41	
Total 52600 Vehicle Expense	33.41		33.41	
62240 Facility Expense				
6224.1 Bldg-Maintenance	99.50	34,591.00	-34,491.50	0.29 %
6224.3 Bldg-Small Tools		1,500.00	-1,500.00	
6224.4 Bldg-Supplies	1,914.33	6,150.00	-4,235.67	31.13 %
6255 Bldg-Rent	71,666.68	170,450.00	-98,783.32	42.05 %
6258 Bldg-Utilities	5,922.20	18,430.00	-12,507.80	32.13 %
Total 62240 Facility Expense	79,602.71	231,121.00	-151,518.29	34.44 %
Total 52000 OPERATING EXPENSES	92,684.35	282,599.00	-189,914.65	32.80 %
9800 Transfer Out -Capital Projects Fund		216,659.00	-216,659.00	
Total Expenditures	\$301,618.63	\$1,313,704.00	\$ -1,012,085.37	22.96 %
NET OPERATING REVENUE	\$ -301,618.63	\$ -1,302,804.00	\$1,001,185.37	23.15 %
Other Expenditures				
9288 Orchard Park Project Costs	1,347,710.99	2,471,500.00	-1,123,789.01	54.53 %
Total Other Expenditures	\$1,347,710.99	\$2,471,500.00	\$ -1,123,789.01	54.53 %
NET OTHER REVENUE	\$ -1,347,710.99	\$ -2,471,500.00	\$1,123,789.01	54.53 %
NET REVENUE	\$ -1,649,329.62	\$ -3,774,304.00	\$2,124,974.38	43.70 %

Meridian Library District

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

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
42000 Non-tax Revenue				
4200 Fines and fees	49.99		49.99	
4221 Donations & Memorials	19.93		19.93	
4400 Copy/Print income	876.64	1,000.00	-123.36	87.66 %
4410 Miscellaneous income	-46.83		-46.83	
Total 42000 Non-tax Revenue	899.73	1,000.00	-100.27	89.97 %
Uncategorized Income	0.00		0.00	
Total Revenue	\$899.73	\$1,000.00	\$ -100.27	89.97 %
GROSS PROFIT	\$899.73	\$1,000.00	\$ -100.27	89.97 %
Expenditures				
50000 PERSONNEL				
5000 Salaries and wages	134,387.02	305,040.00	-170,652.98	44.06 %
5010 Payroll benefits	48,020.68	106,764.00	-58,743.32	44.98 %
Total 50000 PERSONNEL	182,407.70	411,804.00	-229,396.30	44.29 %
51000 COLLECTIONS				
5115 Adult Print Books	10,528.86	20,000.00	-9,471.14	52.64 %
5130 Children's books	5,820.72	15,000.00	-9,179.28	38.80 %
5135 Young Adult books	1,576.90	6,000.00	-4,423.10	26.28 %
5149 Media	2,885.48	6,000.00	-3,114.52	48.09 %
5150 Circulating devices & kits	201.47	1,000.00	-798.53	20.15 %
5151 Periodicals	1,183.64	1,000.00	183.64	118.36 %
Total 51000 COLLECTIONS	22,197.07	49,000.00	-26,802.93	45.30 %
52000 OPERATING EXPENSES				
52025 Banking fees				
5202.2 Bankcard fees	31.27		31.27	
5202.3 Financial fees	13.79		13.79	
Total 52025 Banking fees	45.06		45.06	
5211 Copy/Print	397.16	2,200.00	-1,802.84	18.05 %
5216 Equipment & Furnishings Not Cap		500.00	-500.00	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing	699.00	2,116.00	-1,417.00	33.03 %
5220.3 IT PCs, Printers & Hardware	4,664.25	3,800.00	864.25	122.74 %
5220.5 IT Utilities	3,000.00	13,200.00	-10,200.00	22.73 %
5220.7 IT Technology Maintenance		2,100.00	-2,100.00	
Total 52200 Information Technology	8,363.25	21,216.00	-12,852.75	39.42 %
5228 Miscellaneous	0.00	400.00	-400.00	0.00 %
52340 Professional Development				
5234.1 Conferences	613.95	2,876.00	-2,262.05	21.35 %
5234.3 Materials		230.00	-230.00	
5234.4 Memberships		492.00	-492.00	

Meridian Library District

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

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5234.5 Staff Mtg & Training	53.00	100.00	-47.00	53.00 %
5234.6 Webinar/Ecourses		1,136.00	-1,136.00	
Total 52340 Professional Development	666.95	4,834.00	-4,167.05	13.80 %
52360 Program Expense				
5236.CH Programs - Children				
5236.PC Pet Care	359.93	1,300.00	-940.07	27.69 %
Total 5236.CH Programs - Children	359.93	1,300.00	-940.07	27.69 %
5236.FA Programs -Family All Ages	138.78		138.78	
Total 52360 Program Expense	498.71	1,300.00	-801.29	38.36 %
524000 Supplies				
5240 Supplies - general	322.79	2,000.00	-1,677.21	16.14 %
5246 Supplies - office	358.17	928.00	-569.83	38.60 %
Total 524000 Supplies	680.96	2,928.00	-2,247.04	23.26 %
62240 Facility Expense				
6224.1 Bldg-Maintenance	4,637.73	9,964.00	-5,326.27	46.54 %
6224.2 Bldg-Repairs		2,000.00	-2,000.00	
6224.3 Bldg-Small Tools		500.00	-500.00	
6224.4 Bldg-Supplies	767.23	1,300.00	-532.77	59.02 %
6255 Bldg-Rent	76,953.55	115,320.00	-38,366.45	66.73 %
6258 Bldg-Utilities	152.00	1,470.00	-1,318.00	10.34 %
Total 62240 Facility Expense	82,510.51	130,554.00	-48,043.49	63.20 %
Total 52000 OPERATING EXPENSES	93,162.60	163,932.00	-70,769.40	56.83 %
72000 CAPITAL EXPENSES				
7220.3 IT PCs, Hardware Printers	0.00	3,000.00	-3,000.00	0.00 %
Total 72000 CAPITAL EXPENSES	0.00	3,000.00	-3,000.00	0.00 %
Total Expenditures	\$297,767.37	\$627,736.00	\$ -329,968.63	47.44 %
NET OPERATING REVENUE	\$ -296,867.64	\$ -626,736.00	\$329,868.36	47.37 %
Other Expenditures				
9288 Orchard Park Project Costs	23,438.95		23,438.95	
Total Other Expenditures	\$23,438.95	\$0.00	\$23,438.95	0.00%
NET OTHER REVENUE	\$ -23,438.95	\$0.00	\$ -23,438.95	0.00%
NET REVENUE	\$ -320,306.59	\$ -626,736.00	\$306,429.41	51.11 %

Meridian Library District

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

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Total Revenue			\$0.00	0.00%
GROSS PROFIT	\$0.00	\$0.00	\$0.00	0.00%
Expenditures				
52000 OPERATING EXPENSES				
52025 Banking fees				
5202.3 Financial fees		183,920.00	-183,920.00	
Total 52025 Banking fees		183,920.00	-183,920.00	
5250 Taxes and insurance	314.63		314.63	
62240 Facility Expense				
6224.1 Bldg-Maintenance	400.00		400.00	
Total 62240 Facility Expense	400.00		400.00	
Total 52000 OPERATING EXPENSES	714.63	183,920.00	-183,205.37	0.39 %
Total Expenditures	\$714.63	\$183,920.00	\$ -183,205.37	0.39 %
NET OPERATING REVENUE	\$ -714.63	\$ -183,920.00	\$183,205.37	0.39 %
Other Revenue				
8995 Finance Proceeds				
		8,000,000.00	-8,000,000.00	
Total Other Revenue	\$0.00	\$8,000,000.00	\$ -8,000,000.00	0.00%
Other Expenditures				
9289 South Branch Project Costs				
		8,000,000.00	-8,000,000.00	
Total Other Expenditures	\$0.00	\$8,000,000.00	\$ -8,000,000.00	0.00%
NET OTHER REVENUE	\$0.00	\$0.00	\$0.00	0.00%
NET REVENUE	\$ -714.63	\$ -183,920.00	\$183,205.37	0.39 %

Meridian Library District

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

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Total Revenue			\$0.00	0.00%
GROSS PROFIT	\$0.00	\$0.00	\$0.00	0.00%
Expenditures				
51000 COLLECTIONS				
5130 Children's books	1,252.41	2,000.00	-747.59	62.62 %
5150 Circulating devices & kits		1,000.00	-1,000.00	
Total 51000 COLLECTIONS	1,252.41	3,000.00	-1,747.59	41.75 %
52000 OPERATING EXPENSES				
52200 Information Technology				
5220.1 IT Infra -Software/Licensing		108.00	-108.00	
5220.3 IT PCs, Printers & Hardware	494.00	910.00	-416.00	54.29 %
5220.5 IT Utilities		480.00	-480.00	
5220.7 IT Technology Maintenance		1,050.00	-1,050.00	
Total 52200 Information Technology	494.00	2,548.00	-2,054.00	19.39 %
524000 Supplies				
5240 Supplies - general		400.00	-400.00	
5246 Supplies - office		186.00	-186.00	
Total 524000 Supplies		586.00	-586.00	
62240 Facility Expense				
6224.1 Bldg-Maintenance		1,250.00	-1,250.00	
6224.2 Bldg-Repairs		500.00	-500.00	
6224.4 Bldg-Supplies		100.00	-100.00	
Total 62240 Facility Expense		1,850.00	-1,850.00	
Total 52000 OPERATING EXPENSES	494.00	4,984.00	-4,490.00	9.91 %
72000 CAPITAL EXPENSES				
7220.3 IT PCs, Hardware Printers		1,500.00	-1,500.00	
Total 72000 CAPITAL EXPENSES		1,500.00	-1,500.00	
Total Expenditures	\$1,746.41	\$9,484.00	\$ -7,737.59	18.41 %
NET OPERATING REVENUE	\$ -1,746.41	\$ -9,484.00	\$7,737.59	18.41 %
NET REVENUE	\$ -1,746.41	\$ -9,484.00	\$7,737.59	18.41 %

Meridian Library District

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

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
42000 Non-tax Revenue				
4220 Meeting Room income	1,188.65	500.00	688.65	237.73 %
4221 Donations & Memorials	10.20		10.20	
4400 Copy/Print income	8,379.96	6,700.00	1,679.96	125.07 %
4410 Miscellaneous income	-556.40		-556.40	
Total 42000 Non-tax Revenue	9,022.41	7,200.00	1,822.41	125.31 %
Uncategorized Income	0.00		0.00	
Total Revenue	\$9,022.41	\$7,200.00	\$1,822.41	125.31 %
GROSS PROFIT	\$9,022.41	\$7,200.00	\$1,822.41	125.31 %
Expenditures				
50000 PERSONNEL				
5000 Salaries and wages	124,562.56	235,267.00	-110,704.44	52.95 %
5010 Payroll benefits	36,026.75	82,343.00	-46,316.25	43.75 %
Total 50000 PERSONNEL	160,589.31	317,610.00	-157,020.69	50.56 %
51000 COLLECTIONS				
5115 Adult Print Books	353.18	2,500.00	-2,146.82	14.13 %
5150 Circulating devices & kits		10,000.00	-10,000.00	
5151 Periodicals	137.97	1,000.00	-862.03	13.80 %
Total 51000 COLLECTIONS	491.15	13,500.00	-13,008.85	3.64 %
52000 OPERATING EXPENSES				
52025 Banking fees				
5202.2 Bankcard fees	173.15		173.15	
5202.3 Financial fees	92.93		92.93	
Total 52025 Banking fees	266.08		266.08	
5211 Copy/Print	7,410.34	10,000.00	-2,589.66	74.10 %
5216 Equipment & Furnishings Not Cap	166.47	1,500.00	-1,333.53	11.10 %
52200 Information Technology				
5220.1 IT Infra -Software/Licensing	1,229.00	10,910.00	-9,681.00	11.26 %
5220.2 IT Infra -Support	205.00		205.00	
5220.3 IT PCs, Printers & Hardware	2,343.15	1,300.00	1,043.15	180.24 %
5220.5 IT Utilities	3,000.00	13,200.00	-10,200.00	22.73 %
5220.7 IT Technology Maintenance	1,516.17	4,200.00	-2,683.83	36.10 %
Total 52200 Information Technology	8,293.32	29,610.00	-21,316.68	28.01 %
5228 Miscellaneous		400.00	-400.00	
52340 Professional Development				
5234.1 Conferences		2,876.00	-2,876.00	
5234.3 Materials		230.00	-230.00	
5234.4 Memberships		492.00	-492.00	
5234.5 Staff Mtg & Training	79.14	100.00	-20.86	79.14 %
5234.6 Webinar/Ecourses		1,136.00	-1,136.00	

Meridian Library District

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

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 52340 Professional Development	79.14	4,834.00	-4,754.86	1.64 %
52360 Program Expense				
5236.AD Programs - Adult	246.51		246.51	
Total 52360 Program Expense	246.51		246.51	
524000 Supplies				
5240 Supplies - general	723.58	2,000.00	-1,276.42	36.18 %
5246 Supplies - office	299.85	928.00	-628.15	32.31 %
Total 524000 Supplies	1,023.43	2,928.00	-1,904.57	34.95 %
5250 Taxes and insurance	32.21		32.21	
52600 Vehicle Expense				
5260.6 Employee Mileage Reimbursement	101.03		101.03	
Total 52600 Vehicle Expense	101.03		101.03	
62240 Facility Expense				
6224.1 Bldg-Maintenance	4,580.28	9,289.00	-4,708.72	49.31 %
6224.2 Bldg-Repairs	2,060.64	2,000.00	60.64	103.03 %
6224.3 Bldg-Small Tools		1,000.00	-1,000.00	
6224.4 Bldg-Supplies	962.42	2,000.00	-1,037.58	48.12 %
6258 Bldg-Utilities	2,029.13	6,000.00	-3,970.87	33.82 %
Total 62240 Facility Expense	9,632.47	20,289.00	-10,656.53	47.48 %
Total 52000 OPERATING EXPENSES	27,251.00	69,561.00	-42,310.00	39.18 %
72000 CAPITAL EXPENSES				
7216 Equipment & Furnishings	1,398.40		1,398.40	
7220.3 IT PCs, Hardware Printers		10,000.00	-10,000.00	
Total 72000 CAPITAL EXPENSES	1,398.40	10,000.00	-8,601.60	13.98 %
Total Expenditures	\$189,729.86	\$410,671.00	\$ -220,941.14	46.20 %
NET OPERATING REVENUE	\$ -180,707.45	\$ -403,471.00	\$222,763.55	44.79 %
NET REVENUE	\$ -180,707.45	\$ -403,471.00	\$222,763.55	44.79 %

Meridian Library District

Statement of Financial Position

As of August 11, 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	-10.00
1120 Checking - US Bank	317,136.78
1150 Chkg Payroll -1st Interstate	195,999.93
1160 Savings Payroll -1st Interstate	261,907.09
1200 PayPal Account	11.15
1937 StatePool-General Operations	5,285,076.51
1938 StatePool-Capital Project Fund	3,024,463.25
1939 StatePool-Cap Replacement &Repr	5,312,144.52
Total Bank Accounts	\$14,397,434.73
Accounts Receivable	
11000 Accounts Receivable	38.75
Total Accounts Receivable	\$38.75
Other Current Assets	
12000 Undeposited Funds	278.24
1500 Deposits/Prepaid expenses	46,291.71
1600 Property Tax Receivable	8,157,193.00
1652 Sales Tax Receivable	108,164.00
1800 Fines Receivable	26,237.81
1850 Allowance	-20,727.88
Total Other Current Assets	\$8,317,436.88
Total Current Assets	\$22,714,910.36
TOTAL ASSETS	\$22,714,910.36

Meridian Library District

Statement of Financial Position

As of August 11, 2023

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2380 Accounts Payable	68,023.61
Total Accounts Payable	\$68,023.61
Credit Cards	
2700 Divvy Credit Cards Payable	11,033.15
Total Credit Cards	\$11,033.15
Other Current Liabilities	
2300 Payroll Liabilities	-1,096.21
2305 FICA withholding payable	-0.03
2330 PERSI withholding payable	19,416.92
2340 401K withholding payable	2,658.93
2345 Select Health	-717.91
2350 Persi Life withholding payable	168.00
2352 Nationwide Withholding Payable	1,562.18
2355 Dental Payable	7,349.34
2357 Unum Payable	-5,118.13
2358 Mutual of Omaha Payable	-104.41
2360 AFLAC	-6.22
2365 United Heritage	-12.21
Sales Tax Agency Payable	410.08
Total Other Current Liabilities	\$24,510.33
Total Current Liabilities	\$103,567.09
Total Liabilities	\$103,567.09
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
2998.1 Jewitt property	-210,996.69

Meridian Library District

Statement of Financial Position

As of August 11, 2023

	TOTAL
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	3,093,093.07
Total Equity	\$22,611,343.27
TOTAL LIABILITIES AND EQUITY	\$22,714,910.36



FY2024 RECOVERED FORGONE TAX RESOLUTION

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

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

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

WHEREAS, the Board of Trustees desires to recover the maximum recoverable forgone balance of \$76,972 for M&O;

WHEREAS, the Board of Trustees desires to recover the maximum recoverable forgone balance of \$89,845 for Capital Projects¹;

NOW THEREFORE BE IT RESOLVED THAT Meridian Library District **declares to recover forgone tax of \$166,817 in FY2024.**

The above Resolution is adopted this 16th day of August 2023

Nick Grove, Library Director

Megan Larsen, Chairperson of the Board of Trustees

¹Capital forgone to be used on South Branch capital equipment



LEGAL NOTICE

PURSUANT TO IDAHO CODE [33-2725](#) and [63-802\(e\)\(i\)](#), PUBLIC HEARING for the consideration of an adjustment of the annual budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023 and for the approval of the annual budget, including forgone recovered, for the fiscal year beginning October 1, 2023 and ending September 30, 2024 for the MERIDIAN LIBRARY DISTRICT will be held Wednesday, August 16, 2023 at 6:45 PM. You are invited to attend, in person at our Cherry Lane branch located at 1326 W. Cherry Lane, or virtually on www.youtube.com/@MeridianLibraryDistrict.

	2022-2023 Approved Budget	2022-2023 Proposed Amended Budget	2023-2024 Proposed Budget
GENERAL FUND			
Revenue			
Property & Sales Tax*	\$ 7,703,567.00	\$ 7,893,567.00	\$ 8,244,061.00
Non-Tax Revenue	\$ 137,600.00	\$ 639,700.00	\$ 306,750.00
Total Revenue	\$ 7,841,167.00	\$ 8,533,267.00	\$ 8,550,811.00
Expenditures			
Personnel	\$ 4,803,978.00	\$ 4,450,000.00	\$ 5,214,850.00
Collections	\$ 999,500.00	\$ 923,000.00	\$ 999,435.00
Operations	\$ 1,712,030.00	\$ 1,418,930.00	\$ 1,897,809.00
Capital	\$ 109,000.00	\$ 200,000.00	\$ 348,872.00
Transfer Out - To Capital Projects Fund	\$ 216,659.00	\$ 216,659.00	\$ 89,845.00
Transfer Out - To Capital Repair & Replacement Fund	\$ -	\$ 664,678.00	\$ -
General Fund - Six Month Reserve Increase	\$ -	\$ 660,000.00	\$ -
Total Expenditures	\$ 7,841,167.00	\$ 8,533,267.00	\$ 8,550,811.00
General Fund - Six Month Reserve	\$ 3,100,000.00	\$ 4,000,000.00	\$ 4,000,000.00
Capital Repair & Replacement Fund	\$ 5,129,077.00	\$ 5,955,781.00	\$ 5,955,781.00
General Fund Balance	\$ 8,229,077.00	\$ 9,955,781.00	\$ 9,955,781.00
CAPITAL PROJECTS FUND			
Beginning Balance	\$ 1,897,440.00	\$ 2,621,912.00	\$ 2,954,241.00
Revenue			
Plant Facilities Levy Revenue	\$ 1,400,000.00	\$ 1,400,000.00	\$ 1,400,000.00
Capital Projects Interest	\$ 7,850.00	\$ 95,670.00	\$ 76,500.00
Capital Projects Fund Grants & Donations	\$ -	\$ 250,000.00	\$ 160,000.00
Finance Proceeds	\$ 8,000,000.00	\$ -	\$ 1,500,000.00
Transfer In - From General Fund	\$ 216,659.00	\$ 216,659.00	\$ 89,845.00
Total Revenue	\$ 9,624,509.00	\$ 1,962,329.00	\$ 3,226,345.00
Expenditures			
Orchard Park Project Costs	\$ 2,471,500.00	\$ 1,630,000.00	\$ -
South Branch Project Costs	\$ 8,000,000.00	\$ -	\$ 5,818,728.00
Total Expenditures	\$ 10,471,500.00	\$ 1,630,000.00	\$ 5,818,728.00
Capital Projects Fund Balance	\$ 1,050,449.00	\$ 2,954,241.00	\$ 361,858.00
Total Fund Balances	\$ 9,279,526.00	\$ 12,910,022.00	\$ 10,317,639.00

*Fiscal Year 2024 Property Tax Levy includes forgone recovered of \$166,817; \$89,845 in capital forgone to be used on South Branch capital equipment and \$76,972 in operating forgone to be used in general operations

Capital Repair & Replacement Fund to be expended for Cherry Lane renovations estimated to be completed in FY 2026.

Capital Projects Fund to be expended to complete the South Branch capital project in FY 2024 and Cherry Lane renovations estimated to be completed FY 2026.

Meridian Library District currently has three full service locations open Sunday-Saturday; one business & technology branch and one portable library open Monday - Saturday; outreach services provided with two bookmobiles; home delivery services provided with one van.

Any person needing special accommodations to participate in the above noticed meeting should contact Meridian Library prior to the meeting at (208) 888-4451.

/S/Nick Grove, Clerk of the District

Meridian Library District

Bill Listing

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2380 Accounts Payable						
06/01/2023	Bill	June Rent	High Desert Development Linder Village, LLC	Orchard Park Rent 06/01-06/30/2023	2380 Accounts Payable	17,916.67
				Orchard Park Rent 06/01-06/30/2023	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	17,916.67
06/01/2023	Bill	2023-06-01	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
06/01/2023	Bill	IDW-101834	YIG Administration	ID Watchdog May 2023	2380 Accounts Payable	225.00
				ID Watchdog May 2023	5010 PERSONNEL:Payroll benefits	37.50
				ID Watchdog May 2023	5010 PERSONNEL:Payroll benefits	122.50
				ID Watchdog May 2023	5010 PERSONNEL:Payroll benefits	22.50
				ID Watchdog May 2023	5010 PERSONNEL:Payroll benefits	20.00
				ID Watchdog May 2023	5010 PERSONNEL:Payroll benefits	35.00
				ID Watchdog May 2023 Billing Differences	5010 PERSONNEL:Payroll benefits	-12.50
06/01/2023	Bill	34541	FATBEAM, LLC	Internet June 2023	2380 Accounts Payable	800.00
				Internet June 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	800.00
06/01/2023	Bill	35131	FATBEAM, LLC	Internet June 2023	2380 Accounts Payable	850.00
				Internet June 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	850.00
06/01/2023	Bill	35022	FATBEAM, LLC	Internet June 2023	2380 Accounts Payable	500.00
				Internet June 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	500.00
06/01/2023	Bill	35011	FATBEAM, LLC	Internet June 2023	2380 Accounts Payable	500.00
				Internet June 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	500.00
06/01/2023	Bill	35144	FATBEAM, LLC	Managed Firewall Service June 2023	2380 Accounts Payable	150.00
				Managed Firewall Service June 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	150.00
06/01/2023	Bill	7386	SRH Franchising, LLC	Regular Janitorial Service from 06/01/2023 to 06/30/2023	2380 Accounts Payable	4,950.00
				Regular Janitorial Service from 06/01/2023 to 06/30/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	3,850.00
				Regular Janitorial Service from 06/01/2023 to 06/30/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	200.00
				Regular Janitorial Service from 06/01/2023 to 06/30/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	450.00
				Regular Janitorial Service from 06/01/2023 to 06/30/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	450.00
06/01/2023	Bill	0645241	WESTERN RECORDS DESTRUCTION, INC	Shredding Service 05/01-05/31/2023	2380 Accounts Payable	165.00
				Shredding Service 05/01-05/31/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	82.50
				Shredding Service 05/01-05/31/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	82.50
06/01/2023	Bill	6113311	UNIQUE MANAGEMENT SERVICES, INC	Customer Account Balance Recovery Service May 2023	2380 Accounts Payable	223.75
				Customer Account Balance Recovery Service May 2023	5202.6 OPERATING EXPENSES:Professional Services:Other	223.75
06/01/2023	Bill	2018546	CENTER POINT LARGE PRINT	Print Books	2380 Accounts Payable	89.88
				Print Books	5115 COLLECTIONS:Adult Print Books	89.88
06/01/2023	Bill	67611399	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	111.81
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	111.81
06/01/2023	Bill	67611398	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	911.60
				Print Books	5130 COLLECTIONS:Children's books	10.68
				Print Books	5130 COLLECTIONS:Children's books	881.26
				Print Books	5135 COLLECTIONS:Young Adult books	19.66
06/01/2023	Bill	ID-374-06/23	WILLAMETTE DENTAL	Willamette Dental Benefits June 2023	2380 Accounts Payable	1,450.70
				Willamette Dental Benefits June 2023 Employee Deductions	2355 Dental Payable	-449.10
				Willamette Dental Benefits June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	438.20
				Willamette Dental Benefits June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	313.00
				Willamette Dental Benefits June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	187.80
				Willamette Dental Benefits June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	62.60

Meridian Library District

Bill Listing

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Contributions						
06/01/2023	Bill	001534565756	Mutual of Omaha	Dental/Vision/AD&D/Life/STD June 2023	2380 Accounts Payable	3,130.27
				Employee Payroll Deductions for Dental/Vision/AD&D/Life/STD June 2023	2357 Unum Payable	-1,019.78
				MOO Dental Benefits June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	248.68
				MOO Dental Benefits June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	566.16
				MOO Dental Benefits June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	93.06
				MOO Dental Benefits June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	114.28
				MOO Dental Benefits June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	66.84
				MOO Life June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	67.50
				MOO Life June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	108.00
				MOO Life June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	18.00
				MOO Life June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	18.00
				MOO Life June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	27.00
				MOO STD June May 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	204.38
				MOO STD June May 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	283.28
				MOO STD June May 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	42.46
				MOO STD June May 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	40.98
				MOO STD June May 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	60.84
				MOO Vision June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	87.64
				MOO Vision June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	135.12
				MOO Vision June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	21.76
				MOO Vision June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	23.10
				MOO Vision June 2023 Employer Contributions	5010 PERSONNEL:Payroll benefits	34.62
				Reconciling Differences for Dental/Vision/AD&D/Life/STD June 2023	2358 Mutual of Omaha Payable	151.21
06/01/2023	Bill	357 02318952330231895	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	45.37
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	45.37
06/01/2023	Bill	357 02307012330230701	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
06/01/2023	Bill	8317	Library Furniture International	FFE - 50% Final Payment	2380 Accounts Payable	63,181.00
				FFE - 50% Final Payment	9288 Orchard Park Project Costs	63,181.00
06/01/2023	Bill	8316	Library Furniture International	FFE - 50% Final Payment	2380 Accounts Payable	6,758.00
				FFE - 50% Final Payment	9288 Orchard Park Project Costs	6,758.00
06/01/2023	Bill	L6950000000072023	L695-NCPERS IDAHO	NCPERS 7/01-7/31/2023	2380 Accounts Payable	160.00
				NCPERS 7/01-7/31/2023	2350 Persi Life withholding payable	-160.00
06/01/2023	Bill	1998808	CENTER POINT LARGE PRINT	Print Books	2380 Accounts Payable	89.88
				Print Books	5115 COLLECTIONS:Adult Print Books	89.88
06/02/2023	Bill	115597	Diamond Lawns, LLC	June 2023 Lawn Maintenance Payment	2380 Accounts Payable	864.97
				June 2023 Lawn Maintenance Payment	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	864.97
06/02/2023	Bill	27154	TRI-STATE ELECTRIC, INC.	May 2023 Maintenance	2380 Accounts Payable	800.00
				May 2023 Maintenance	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	800.00
06/02/2023	Bill	02945C023178112	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	7,253.95
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	7,253.95
06/02/2023	Bill	64321624	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	155.02
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	155.02

Meridian Library District

Bill Listing

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
06/02/2023	Bill	64321623	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,120.68
				Print Books	5115 COLLECTIONS:Adult Print Books	107.43
				Print Books	5115 COLLECTIONS:Adult Print Books	44.11
				Print Books	5115 COLLECTIONS:Adult Print Books	49.35
				Print Books	5130 COLLECTIONS:Children's books	909.13
				Print Books	5135 COLLECTIONS:Young Adult books	10.66
06/02/2023	Bill	13986799	SENSKE SERVICES, INC.	Pest Control 06/02/23	2380 Accounts Payable	30.00
				Pest Control 06/02/23	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	30.00
06/05/2023	Bill	060123	Jane C	ICFL CE Grant 23-35 CE Reimbursement MLD 23-14	2380 Accounts Payable	1,250.00
				ICFL CE Grant 23-35 CE Reimbursement MLD 23-14	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported	1,250.00
06/05/2023	Bill	51718	RM MECHANICAL, INC	P-Trap Replacement	2380 Accounts Payable	246.13
				P-Trap Replacement	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	246.13
06/05/2023	Bill	51673	RM MECHANICAL, INC	HVAC Repairs on Damper Drive	2380 Accounts Payable	2,627.00
				HVAC Repairs on Damper Drive	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	2,627.00
06/05/2023	Bill	23-0366	FIRE SENTRY SYSTEMS, INC	Service Call for Door - Flush Door Contact	2380 Accounts Payable	290.00
				Service Call for Door - Flush Door Contact	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	290.00
06/05/2023	Bill	02945DA23179937	OVERDRIVE, INC	Ebook	2380 Accounts Payable	65.00
				Ebook	5122 COLLECTIONS:eContent	65.00
06/05/2023	Bill	67612409	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	17.44
				Print Books	5130 COLLECTIONS:Children's books	17.44
06/05/2023	Bill	2331004650	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	77.98
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	77.98
06/05/2023	Bill	10676387885	DELL MARKETING L.P.	Qty 4 Dell Latitude Laptops	2380 Accounts Payable	3,923.72
				Qty 4 Dell Latitude Laptops	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	3,923.72
06/06/2023	Bill	64318531	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	411.52
				Print Books	5130 COLLECTIONS:Children's books	20.26
				Print Books	5130 COLLECTIONS:Children's books	10.19
				Print Books	5115 COLLECTIONS:Adult Print Books	221.22
				Print Books	5115 COLLECTIONS:Adult Print Books	48.50
				Print Books	5115 COLLECTIONS:Adult Print Books	101.16
				Print Books	5130 COLLECTIONS:Children's books	10.19
06/06/2023	Bill	2160:09271251	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
06/06/2023	Bill	02945DA23182291	OVERDRIVE, INC	Ebook	2380 Accounts Payable	17.99
				Ebook	5122 COLLECTIONS:eContent	17.99
06/06/2023	Bill	02945DA23182289	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	76.30
				Audiobook	5122 COLLECTIONS:eContent	76.30
06/06/2023	Bill	02945DA23182290	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	2,554.84
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	2,554.84
06/06/2023	Bill	5870	BORTON LAW OFFICES PLLC	Legal Services 04/17-05/15/2023	2380 Accounts Payable	480.00
				Legal Services 04/17-05/15/2023	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	480.00
06/06/2023	Bill	67613056	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	39.54
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	39.54
06/06/2023	Bill	64321831	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	56.80
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	56.80
06/06/2023	Bill	64321911	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	22.55

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	22.55
06/06/2023	Bill	503895825	MIDWEST TAPE	DVD's	2380 Accounts Payable	255.18
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	7.80
				DVD's	5149 COLLECTIONS:Media	98.95
				DVD's	5149 COLLECTIONS:Media	49.48
				DVD's	5149 COLLECTIONS:Media	98.95
06/06/2023	Bill	67613055	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	191.16
				Print Books	5130 COLLECTIONS:Children's books	191.16
06/06/2023	Bill	64321910	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	195.71
				Print Books	5115 COLLECTIONS:Adult Print Books	90.61
				Print Books	5115 COLLECTIONS:Adult Print Books	31.86
				Print Books	5115 COLLECTIONS:Adult Print Books	59.00
				Print Books	5130 COLLECTIONS:Children's books	14.24
06/07/2023	Bill	10321244	EAST VIEW INFORMATION SERVICES	Adult Print Books - Russian	2380 Accounts Payable	189.00
				Adult Print Books - Russian	5115 COLLECTIONS:Adult Print Books	189.00
06/07/2023	Bill	02945DA23183554	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	65.00
				Audiobook	5122 COLLECTIONS:eContent	65.00
06/07/2023	Bill	02945C023182738	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	863.06
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	863.06
06/07/2023	Bill	64322007	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	3.14
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.14
06/07/2023	Bill	64321970	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	502.63
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	502.63
06/07/2023	Bill	503897833	MIDWEST TAPE	ADB Media	2380 Accounts Payable	304.93
				ADB Media	5149 COLLECTIONS:Media	304.93
06/07/2023	Bill	64321969	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	2,167.38
				Print Books	5130 COLLECTIONS:Children's books	531.38
				Print Books	5130 COLLECTIONS:Children's books	309.07
				Print Books	5115 COLLECTIONS:Adult Print Books	95.01
				Print Books	5115 COLLECTIONS:Adult Print Books	51.55
				Print Books	5115 COLLECTIONS:Adult Print Books	61.41
				Print Books	5130 COLLECTIONS:Children's books	1,102.40
				Print Books	5135 COLLECTIONS:Young Adult books	16.56
06/07/2023	Bill	64322006	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	23.14
				Print Books	5130 COLLECTIONS:Children's books	11.57
				Print Books	5130 COLLECTIONS:Children's books	11.57
06/07/2023	Bill	37206656	MATTHEW BENDER & CO, INC.	ID Code 2023 Citator	2380 Accounts Payable	236.31
				ID Code 2023 Citator	5125 COLLECTIONS:Print Reference	236.31
06/07/2023	Bill	06/07, 06/14 & 06/28	Martha Channer	Chair Barre: Beginner course 06/07, 06/14 & 06/28	2380 Accounts Payable	60.00
				Chair Barre: Beginner course 06/07, 06/14 & 06/28	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	60.00
06/08/2023	Bill	11509	Idaho Custom Rain Gutters	Gutter Replacement from Vehicle Accident at Annex	2380 Accounts Payable	450.00
				Gutter Replacement from Vehicle Accident at Annex	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	450.00
06/08/2023	Bill	0006522	All Pro Linen	Orchard Park Towel/Mat Laundering	2380 Accounts Payable	50.25
				Orchard Park Towel/Mat Laundering	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	50.25
06/08/2023	Bill	64322122	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	361.27

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	361.27
06/08/2023	Bill	64322121	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,657.84
				Print Books	5115 COLLECTIONS:Adult Print Books	302.48
				Print Books	5115 COLLECTIONS:Adult Print Books	62.08
				Print Books	5115 COLLECTIONS:Adult Print Books	130.64
				Print Books	5130 COLLECTIONS:Children's books	1,162.64
06/08/2023	Bill	6545140	SUNDANCE INVESTMENTS LLLP	Light bulb replacements	2380 Accounts Payable	70.00
				Light bulb replacements	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	70.00
06/08/2023	Bill	7320946	DEMCO	Labels and Tape for Library Classification	2380 Accounts Payable	353.13
				Labels and Tape for Library Classification	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	353.13
06/08/2023	Bill	06/08/23	Sonny M	Reimb Mileage 06/08/23	2380 Accounts Payable	5.17
				Reimb Mileage 06/08/23	5260.6 OPERATING EXPENSES:Vehicle Expense:Employee Mileage Reimbursement	5.17
06/08/2023	Bill	67613833	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,011.95
				Print Books	5130 COLLECTIONS:Children's books	152.74
				Print Books	5130 COLLECTIONS:Children's books	177.92
				Print Books	5115 COLLECTIONS:Adult Print Books	35.41
				Print Books	5115 COLLECTIONS:Adult Print Books	32.57
				Print Books	5130 COLLECTIONS:Children's books	594.87
				Print Books	5135 COLLECTIONS:Young Adult books	18.44
06/08/2023	Bill	67613834	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	84.11
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	84.11
06/09/2023	Bill	122159	Ednetics	Monthly VOIP Service	2380 Accounts Payable	627.58
				Monthly VOIP Service	5230 OPERATING EXPENSES:Phone Service	627.58
06/09/2023	Bill	64322418	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	293.04
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	293.04
06/09/2023	Bill	64322417	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,990.61
				Print Books	5130 COLLECTIONS:Children's books	39.24
				Print Books	5115 COLLECTIONS:Adult Print Books	243.47
				Print Books	5115 COLLECTIONS:Adult Print Books	106.84
				Print Books	5115 COLLECTIONS:Adult Print Books	106.84
				Print Books	5130 COLLECTIONS:Children's books	1,494.22
06/09/2023	Bill	67614354	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	37.44
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	37.44
06/09/2023	Bill	67614353	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	356.29
				Print Books	5130 COLLECTIONS:Children's books	6.26
				Print Books	5130 COLLECTIONS:Children's books	350.03
06/10/2023	Bill	64323628	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	2,814.32
				Print Books	5130 COLLECTIONS:Children's books	585.81
				Print Books	5135 COLLECTIONS:Young Adult books	137.72
				Print Books	5130 COLLECTIONS:Children's books	277.05
				Print Books	5135 COLLECTIONS:Young Adult books	48.63
				Print Books	5130 COLLECTIONS:Children's books	42.99
				Print Books	5115 COLLECTIONS:Adult Print Books	231.25
				Print Books	5115 COLLECTIONS:Adult Print Books	25.53
				Print Books	5115 COLLECTIONS:Adult Print Books	69.62
				Print Books	5130 COLLECTIONS:Children's books	1,185.46
				Print Books	5135 COLLECTIONS:Young Adult books	210.26
06/11/2023	Bill	115019	AFLAC	June 2023 Aflac	2380 Accounts Payable	437.06
				June 2023 Aflac	2360 AFLAC	-437.06

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
06/12/2023	Bill	570849	Access Integration, Inc.	Orchard Park Wireless Lockdown	2380 Accounts Payable	999.92
				Orchard Park Wireless Lockdown	9288 Orchard Park Project Costs	999.92
06/12/2023	Bill	67612410	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	2.64
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	2.64
06/13/2023	Bill	02945DA23189460	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	1,169.27
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	1,169.27
06/13/2023	Bill	2331005445	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
06/13/2023	Bill	503924855	MIDWEST TAPE	DVDs	2380 Accounts Payable	125.56
				Blu Rays	5149 COLLECTIONS:Media	61.48
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	2.60
				Blu Rays	5149 COLLECTIONS:Media	61.48
06/13/2023	Bill	67615454	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	114.00
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	114.00
06/13/2023	Bill	67615538	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	126.46
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	126.46
06/13/2023	Bill	67615537	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,437.74
				Print Books	5130 COLLECTIONS:Children's books	198.59
				Print Books	5135 COLLECTIONS:Young Adult books	22.10
				Print Books	5130 COLLECTIONS:Children's books	78.21
				Print Books	5130 COLLECTIONS:Children's books	1,116.74
				Print Books	5135 COLLECTIONS:Young Adult books	22.10
06/13/2023	Bill	67615453	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	552.84
				Print Books	5130 COLLECTIONS:Children's books	16.35
				Print Books	5115 COLLECTIONS:Adult Print Books	28.03
				Print Books	5130 COLLECTIONS:Children's books	508.46
06/14/2023	Bill	OETC-24-1184	OETC	OETC Professional Organization Membership - Software License 2023-24	2380 Accounts Payable	300.00
				OETC Professional Organization Membership - Software License 2023-24	1500 Deposits/Prepaid expenses	300.00
06/14/2023	Bill	64322614	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	48.41
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	48.41
06/14/2023	Bill	64322567	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	375.82
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	375.82
06/14/2023	Bill	67615966	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	35.35
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	35.35
06/14/2023	Bill	64322566	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	2,760.35
				Print Books	5130 COLLECTIONS:Children's books	144.42
				Print Books	5135 COLLECTIONS:Young Adult books	54.33
				Print Books	5130 COLLECTIONS:Children's books	50.40
				Print Books	5135 COLLECTIONS:Young Adult books	22.40
				Print Books	5130 COLLECTIONS:Children's books	8.40
				Print Books	5115 COLLECTIONS:Adult Print Books	128.34
				Print Books	5115 COLLECTIONS:Adult Print Books	65.62
				Print Books	5130 COLLECTIONS:Children's books	2,156.41
				Print Books	5135 COLLECTIONS:Young Adult books	64.41
				Print Books	5115 COLLECTIONS:Adult Print Books	65.62
06/14/2023	Bill	67615965	INGRAM LIBRARY	Print Books	2380 Accounts Payable	497.24

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
			SERVICES, INC	Print Books	5115 COLLECTIONS:Adult Print Books	102.40
				Print Books	5115 COLLECTIONS:Adult Print Books	35.25
				Print Books	5130 COLLECTIONS:Children's books	359.59
06/14/2023	Bill	18493	PAVEMENT SPECIALTIES OF IDAHO INC	Leisure Lane Pothole Tac & Patch	2380 Accounts Payable	3,201.00
				Leisure Lane Pothole Tac & Patch	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	3,201.00
06/15/2023	Bill	4073755	Employee Benefits Corporatoni	COBRA June 2023	2380 Accounts Payable	89.18
				COBRA June 2023	5010 PERSONNEL:Payroll benefits	89.18
06/15/2023	Bill	005993	Lyngsoe Systems In.	Qty 2 Large Trolley's	2380 Accounts Payable	4,034.00
				Qty 2 Large Trolley's	9288 Orchard Park Project Costs	4,034.00
06/15/2023	Bill	2160:09313914	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
06/15/2023	Bill	2160:09314137	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
06/15/2023	Bill	02945C023190760	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	7,120.34
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	7,120.34
06/15/2023	Bill	503930238	MIDWEST TAPE	ADB Media	2380 Accounts Payable	169.96
				ADB Media	5149 COLLECTIONS:Media	169.96
06/15/2023	Bill	64322732	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	5.28
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	5.28
06/15/2023	Bill	64322785	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	815.60
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	815.60
06/15/2023	Bill	64322784	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	3,816.46
				Print Books	5130 COLLECTIONS:Children's books	274.92
				Print Books	5135 COLLECTIONS:Young Adult books	60.50
				Print Books	5130 COLLECTIONS:Children's books	71.96
				Print Books	5135 COLLECTIONS:Young Adult books	42.29
				Print Books	5115 COLLECTIONS:Adult Print Books	759.88
				Print Books	5115 COLLECTIONS:Adult Print Books	90.67
				Print Books	5115 COLLECTIONS:Adult Print Books	377.80
				Print Books	5130 COLLECTIONS:Children's books	2,077.94
				Print Books	5135 COLLECTIONS:Young Adult books	60.50
06/15/2023	Bill	64322731	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	22.48
				Print Books	5130 COLLECTIONS:Children's books	11.24
				Print Books	5130 COLLECTIONS:Children's books	11.24
06/15/2023	Bill	JUNE2023INTLIB	ADA COMMUNITY LIBRARY	June 2023 Inter Library	2380 Accounts Payable	167.69
				June 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-167.69
06/16/2023	Bill	061623PR	Aspen B	Replacement Payroll Check for Bounced Direct Deposit 06/16/23 Payroll	2380 Accounts Payable	381.30
				Replacement Payroll Check for Bounced Direct Deposit 06/16/23 Payroll	1500 Deposits/Prepaid expenses	381.30
06/16/2023	Bill	64322808	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	617.13
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	617.13
06/16/2023	Bill	67616598	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	206.60
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	206.60
06/16/2023	Bill	67616597	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,203.09
				Print Books	5130 COLLECTIONS:Children's books	127.81

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	1,075.28
06/17/2023	Bill	64321830	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	525.24
				Print Books	5115 COLLECTIONS:Adult Print Books	261.37
				Print Books	5115 COLLECTIONS:Adult Print Books	54.20
				Print Books	5115 COLLECTIONS:Adult Print Books	118.64
				Print Books	5130 COLLECTIONS:Children's books	81.42
				Print Books	5130 COLLECTIONS:Children's books	9.61
06/17/2023	Bill	06/17/23	Tracy Peterson	Family Yoga 06/17/2023	2380 Accounts Payable	75.00
				Family Yoga 06/17/2023	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	75.00
06/19/2023	Bill	2331005968	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
06/19/2023	Bill	503951921	MIDWEST TAPE	Blu Rays	2380 Accounts Payable	601.26
				Blu Rays	5149 COLLECTIONS:Media	347.13
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	53.20
				Blu Rays	5149 COLLECTIONS:Media	86.97
				Blu Rays	5149 COLLECTIONS:Media	113.96
06/19/2023	Bill	1185147	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ15251 / FEQ39040	2380 Accounts Payable	2.31
				Meter Copy/Print Usage FEQ32043	5211 OPERATING EXPENSES:Copy/Print	2.31
06/19/2023	Bill	37428144	MATTHEW BENDER & CO, INC.	ID Code 23 Supp pkg/index/3 vols	2380 Accounts Payable	558.99
				ID Code 23 Supp pkg/index/3 vols	5125 COLLECTIONS:Print Reference	558.99
06/20/2023	Bill	02945DA23195770	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	912.78
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	912.78
06/20/2023	Bill	02945DA23195769	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	506.82
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	506.82
06/20/2023	Bill	122320	Ednetics	Orchard Park Port Configuration	2380 Accounts Payable	205.00
				Orchard Park Port Configuration	5220.2 OPERATING EXPENSES:Information Technology:IT Infra - Support	205.00
06/20/2023	Bill	2160:09330510	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
06/20/2023	Bill	2160:09330630	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	120.95
				Water/Ice Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	120.95
06/20/2023	Bill	AR1187436	Valley Office Systems	Lease 6/1-6/30/23 : Overage 5/1-5/31/23	2380 Accounts Payable	618.70
				Lease 6/1-6/30/23 : Overage 5/1-5/31/23	5211 OPERATING EXPENSES:Copy/Print	618.70
06/20/2023	Bill	503961240	MIDWEST TAPE	Blu Ray & DVDs	2380 Accounts Payable	474.80
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	13.00
				Blu Ray & DVDs	5149 COLLECTIONS:Media	249.64
				Blu Ray & DVDs	5149 COLLECTIONS:Media	48.73
				Blu Ray & DVDs	5149 COLLECTIONS:Media	163.43
06/20/2023	Bill	2013000	CENTER POINT LARGE PRINT	Print Books	2380 Accounts Payable	89.88
				Print Books	5115 COLLECTIONS:Adult Print Books	89.88
06/21/2023	Bill	64323091	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	358.88
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	358.88
06/21/2023	Bill	64322947	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	0.58
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	0.58
06/21/2023	Bill	64323090	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	3,597.02
				Print Books	5115 COLLECTIONS:Adult Print Books	1,793.96
				Print Books	5115 COLLECTIONS:Adult Print Books	66.12
				Print Books	5115 COLLECTIONS:Adult Print Books	414.57

Meridian Library District

Bill Listing

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5115 COLLECTIONS:Adult Print Books	1,059.76
				Print Books	5130 COLLECTIONS:Children's books	262.61
06/21/2023	Bill	64322946	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	10.27
				Print Books	5130 COLLECTIONS:Children's books	10.27
06/21/2023	Bill	67617760	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	35.41
				Print Books	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	35.41
06/21/2023	Bill	67617759	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	288.27
				Print Books	5115 COLLECTIONS:Adult Print Books	154.20
				Print Books	5115 COLLECTIONS:Adult Print Books	34.15
				Print Books	5130 COLLECTIONS:Children's books	99.92
06/21/2023	Bill	64323086	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	241.51
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	241.51
06/21/2023	Bill	37488856	MATTHEW BENDER & CO, INC.	ID CODE CRT RULES 2023 ED 2 VOL SET	2380 Accounts Payable	79.60
				ID CODE CRT RULES 2023 ED 2 VOL SET	5125 COLLECTIONS:Print Reference	79.60
06/22/2023	Bill	0007175	All Pro Linen	Orchard Park Towel/Mat Laundering	2380 Accounts Payable	57.75
				Orchard Park Towel/Mat Laundering	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	57.75
06/22/2023	Bill	503971632	MIDWEST TAPE	ADB Media	2380 Accounts Payable	251.94
				ADB Media	5149 COLLECTIONS:Media	251.94
06/22/2023	Bill	67617997	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	78.55
				Print Books	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	78.55
06/22/2023	Bill	67617996	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	578.43
				Print Books	5135 COLLECTIONS:Young Adult books	72.98
				Print Books	5135 COLLECTIONS:Young Adult books	25.32
				Print Books	5130 COLLECTIONS:Children's books	480.13
06/22/2023	Bill	64323212	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	118.75
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	118.75
06/22/2023	Bill	64323211	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	874.79
				Print Books	5130 COLLECTIONS:Children's books	4.52
				Print Books	5115 COLLECTIONS:Adult Print Books	334.31
				Print Books	5115 COLLECTIONS:Adult Print Books	93.05
				Print Books	5115 COLLECTIONS:Adult Print Books	204.14
				Print Books	5130 COLLECTIONS:Children's books	238.77
06/23/2023	Bill	1187021	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ32043	2380 Accounts Payable	66.02
				Meter Copy/Print Usage FEQ32043	5211 OPERATING EXPENSES:Copy/Print	66.02
06/23/2023	Bill	1187020	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ15631 / FEQ17642	2380 Accounts Payable	213.11
				Meter Copy/Print Usage FEQ15631	5211 OPERATING EXPENSES:Copy/Print	118.45
				Meter Copy/Print Usage FEQ17642	5211 OPERATING EXPENSES:Copy/Print	94.66
06/23/2023	Bill	7326643	DEMCO	Tape for Library Classification	2380 Accounts Payable	409.59
				Tape for Library Classification	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	409.59
06/23/2023	Bill	67618417	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	56.67
				Print Books	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	56.67
06/23/2023	Bill	67618416	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	547.10
				Print Books	5130 COLLECTIONS:Children's books	29.22
				Print Books	5135 COLLECTIONS:Young Adult books	20.09
				Print Books	5135 COLLECTIONS:Young Adult books	9.82

Meridian Library District

Bill Listing

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5115 COLLECTIONS:Adult Print Books	15.75
				Print Books	5130 COLLECTIONS:Children's books	451.93
				Print Books	5135 COLLECTIONS:Young Adult books	20.29
06/23/2023	Bill	64323325	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	2,455.09
				Print Books	5135 COLLECTIONS:Young Adult books	592.76
				Print Books	5135 COLLECTIONS:Young Adult books	263.21
				Print Books	5115 COLLECTIONS:Adult Print Books	55.80
				Print Books	5115 COLLECTIONS:Adult Print Books	15.69
				Print Books	5115 COLLECTIONS:Adult Print Books	39.55
				Print Books	5130 COLLECTIONS:Children's books	867.90
				Print Books	5135 COLLECTIONS:Young Adult books	620.18
06/23/2023	Bill	64323327	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	12.51
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	12.51
06/23/2023	Bill	64323326	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	413.65
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	413.65
06/23/2023	Bill	64323328	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	1.57
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	1.57
06/26/2023	Bill	22790	APPLE PRINTING COMPANY	Alphabet labels	2380 Accounts Payable	120.80
				Alphabet labels	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	120.80
06/26/2023	Bill	503985702	MIDWEST TAPE	Blu Rays	2380 Accounts Payable	93.24
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	16.80
				Blu Ray & DVDs	5149 COLLECTIONS:Media	38.22
				Blu Ray & DVDs	5149 COLLECTIONS:Media	38.22
06/26/2023	Bill	67618829	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	34.88
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	34.88
06/27/2023	Bill	02945C023200227	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	3,909.26
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	3,909.26
06/27/2023	Bill	02945DA23202162	OVERDRIVE, INC	Audiobooks	2380 Accounts Payable	215.88
				Audiobooks	5122 COLLECTIONS:eContent	215.88
06/27/2023	Bill	02945DA23202163	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	905.02
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	905.02
06/27/2023	Bill	02945DA23202161	OVERDRIVE, INC	Ebook	2380 Accounts Payable	19.99
				Ebook	5122 COLLECTIONS:eContent	19.99
06/27/2023	Bill	2331006736	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	41.70
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	41.70
06/27/2023	Bill	05/26/23	Rebekah Marie B r	Reimb Mileage 05/26/23	2380 Accounts Payable	2.16
				Reimb Mileage 05/26/23	5260.6 OPERATING EXPENSES:Vehicle Expense:Employee Mileage Reimbursement	2.16
06/27/2023	Bill	05/17-06/08/23	Cornie B	Reimb Mileage 05/17-06/08/23	2380 Accounts Payable	48.47
				Reimb Mileage 05/17-06/08/23	5260.6 OPERATING EXPENSES:Vehicle Expense:Employee Mileage Reimbursement	48.47
06/27/2023	Bill	503987597	MIDWEST TAPE	Blu Ray & DVDs	2380 Accounts Payable	265.77
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	11.70
				Blu Ray & DVDs	5149 COLLECTIONS:Media	146.16
				Blu Ray & DVDs	5149 COLLECTIONS:Media	44.96
				Blu Ray & DVDs	5149 COLLECTIONS:Media	62.95
06/27/2023	Bill	67618828	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	278.89
				Print Books	5130 COLLECTIONS:Children's books	22.60

Meridian Library District

Bill Listing

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	22.60
				Print Books	5130 COLLECTIONS:Children's books	10.75
				Print Books	5115 COLLECTIONS:Adult Print Books	16.36
				Print Books	5130 COLLECTIONS:Children's books	206.58
06/27/2023	Bill	64323629	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	531.89
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	531.89
06/28/2023	Bill	503995835	MIDWEST TAPE	ADB Media	2380 Accounts Payable	179.96
				ADB Media	5149 COLLECTIONS:Media	179.96
06/28/2023	Bill	67619590	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	65.98
				Print Books	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	65.98
06/28/2023	Bill	67619589	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	535.09
				Print Books	5115 COLLECTIONS:Adult Print Books	54.84
				Print Books	5115 COLLECTIONS:Adult Print Books	39.60
				Print Books	5130 COLLECTIONS:Children's books	440.65
06/28/2023	Bill	LostItemReturned	Jeremy Morales	Lost Item Fine - Item Returned	2380 Accounts Payable	8.39
				Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-8.39
06/29/2023	Bill	64323741	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	225.77
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	225.77
06/29/2023	Bill	64323744	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	320.44
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	320.44
06/29/2023	Bill	64323743	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	2,322.98
				Print Books	5130 COLLECTIONS:Children's books	327.59
				Print Books	5130 COLLECTIONS:Children's books	171.92
				Print Books	5130 COLLECTIONS:Children's books	96.88
				Print Books	5115 COLLECTIONS:Adult Print Books	305.66
				Print Books	5115 COLLECTIONS:Adult Print Books	11.60
				Print Books	5115 COLLECTIONS:Adult Print Books	98.03
				Print Books	5130 COLLECTIONS:Children's books	1,300.66
				Print Books	5135 COLLECTIONS:Young Adult books	10.64
06/29/2023	Bill	64323740	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,309.14
				Print Books	5115 COLLECTIONS:Adult Print Books	254.26
				Print Books	5115 COLLECTIONS:Adult Print Books	63.21
				Print Books	5115 COLLECTIONS:Adult Print Books	150.30
				Print Books	5130 COLLECTIONS:Children's books	841.37
06/29/2023	Bill	06/29/23	RYCA, INC dba Young Rembrandts	Art With Young Rembrandts Classes 06/29/23	2380 Accounts Payable	308.00
				Art With Young Rembrandts Classes 06/29/23	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	308.00
06/29/2023	Bill	504003544	MIDWEST TAPE	Blu Rays	2380 Accounts Payable	196.74
				Blu Rays & DVD's	5149 COLLECTIONS:Media	89.97
				Blu Rays & DVDs	5149 COLLECTIONS:Media	29.99
				Blu Rays & DVDs	5149 COLLECTIONS:Media	59.98
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	16.80
06/30/2023	Bill	27185	TRI-STATE ELECTRIC, INC.	June 2023 Maintenance	2380 Accounts Payable	800.00
				June 2023 Maintenance	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	800.00
06/30/2023	Bill	02945DA23207527	OVERDRIVE, INC	Ebook	2380 Accounts Payable	24.99
				Ebook	5122 COLLECTIONS:eContent	24.99
06/30/2023	Bill	122717	Ednetics	VMware vSphere Product Support	2380 Accounts Payable	921.36
				VMware vSphere Product Support	5220.2 OPERATING EXPENSES:Information Technology:IT Infra - Support	921.36
06/30/2023	Bill	559X06601704	CULLIGAN	Salt Delivery 06/26/2023	2380 Accounts Payable	66.00

Meridian Library District

Bill Listing

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Salt Delivery 06/26/2023	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	66.00
06/30/2023	Bill	356467-ppu	Kanopy Inc.	Kanopy Play Credits	2380 Accounts Payable	326.00
				Kanopy Play Credits	5122 COLLECTIONS:eContent	326.00
06/30/2023	Bill	7392	SRH Franchising, LLC	Quarterly Window Cleaning + Carpet Cleaning Teen Rooms & Offices	2380 Accounts Payable	1,235.00
				Quarterly Window Cleaning + Carpet Cleaning Teen Rooms & Offices	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	1,235.00
06/30/2023	Bill	INV-US66218	BIBLIOTHECA , LLC	RFID Workstations Qty 4	2380 Accounts Payable	3,611.12
				RFID Workstations Qty 4 8660518, 8660525, 8660516, 8659762	5229.2 OPERATING EXPENSES:Materials Processing:Materials- Processing	3,611.12
06/30/2023	Bill	64323816	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	1.57
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials- Processing	1.57
06/30/2023	Bill	64323815	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	13.63
				Print Books	5130 COLLECTIONS:Children's books	13.63
06/30/2023	Bill	7354026573	FEDEX	Laser Repair Shipping	2380 Accounts Payable	1,842.65
				Laser Repair Shipping	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	1,842.65

Meridian Library District

Bill Payment List

June 2023

DATE	NUM	VENDOR	AMOUNT
1072 Bill.com Money Out Clearing			
06/01/2023		Ednetics	-1,471.68
06/15/2023		BOOKPAGE	-402.00
06/08/2023		RM MECHANICAL, INC	-140.00
06/09/2023		Valley Office Systems	-912.25
06/13/2023		Cortnie B	-70.34
06/13/2023		OVERDRIVE, INC	-17,058.86
06/13/2023		INGRAM LIBRARY SERVICES, INC	-13,927.24
06/13/2023		INGRAM LIBRARY SERVICES, INC	-16,717.44
06/13/2023		MIDWEST TAPE	-3,408.76
06/13/2023		Diamond Lawns, LLC	-1,164.97
06/13/2023		TREASURE VALLEY COFFEE INC	-272.95
06/13/2023		BAYSCAN TECHNOLOGIES	-314.02
06/13/2023		Rebekah Marie Bi	-3.08
06/13/2023		TMC Furniture, Inc.	-8,293.50
06/13/2023		THE COLLEGE OF IDAHO	-18.00
06/13/2023		Jennifer T	-1,210.34
06/13/2023		NEWSBANK, INC	-7,191.00
06/13/2023		Whitney Garcia-A	-1,250.00
06/13/2023		Martha Channer	-20.00
06/13/2023		All Pro Linen	-53.25
06/13/2023		TECH LOGIC CORP	-145.72
06/13/2023		ADA COMMUNITY LIBRARY	-38.59
06/13/2023		BOISE PUBLIC LIBRARY	-148.47
06/13/2023		EAGLE PUBLIC LIBRARY	-5.99
06/13/2023		FATBEAM, LLC	-300.00
06/13/2023		First Class Cleaning LLC	-3,840.00
06/13/2023		Kanopy Inc.	-238.00
06/13/2023		Management Northwest-Patricia L Ball	-426.50
06/13/2023		YIG Administration	-225.00
06/13/2023		FIRE SENTRY SYSTEMS, INC	-290.00
06/13/2023		Jane C	-1,250.00
06/13/2023		FISHER'S TECHNOLOGY	-300.39
06/13/2023		City Of Boise Library	-14,507.27
06/26/2023		RM MECHANICAL, INC	-2,873.13
06/23/2023		FATBEAM, LLC	-2,800.00
06/13/2023		INGRAM LIBRARY SERVICES, INC	-411.52
06/13/2023		TREASURE VALLEY COFFEE INC	-125.00
06/13/2023		EAST VIEW INFORMATION SERVICES	-189.00
06/13/2023		DEMCO	-314.70
06/13/2023		SRH Franchising, LLC	-4,950.00
06/13/2023		Idaho Custom Rain Gutters	-450.00
06/13/2023		High Desert Development Linder Village, LLC	-17,916.67
06/13/2023		RM MECHANICAL, INC	-32,405.00
06/15/2023		Lyngsoe Systems In.	-9,500.00

Meridian Library District

Bill Payment List

June 2023

DATE	NUM	VENDOR	AMOUNT
06/15/2023		RM MECHANICAL, INC	-1,251.00
06/21/2023		Pitney Bowes Global Financial Svc LLC	-220.29
06/22/2023		CCI SOLUTIONS	-230.82
06/22/2023		City Of Boise Library	-9,648.34
06/23/2023		UNIQUE MANAGEMENT SERVICES, INC	-223.75
06/23/2023		WESTERN RECORDS DESTRUCTION, INC	-165.00
06/23/2023		TRI-STATE ELECTRIC, INC.	-800.00
06/27/2023		Aspen B	-381.30
06/28/2023		VALUE LINE PUBLISHING, INC	-7,665.00
Total for 1072 Bill.com Money Out Clearing			\$ -188,136.13

Meridian Library District

Credit Card Detail

June 2023

DATE	NUM	SPLIT	AMOUNT	NAME
2700 Divvy Credit Cards Payable				
06/01/2023	C67D3DFBECBE09ED199B1	5234.1 OPERATING EXPENSES:Professional Development:Conferences	125.00	JANNUS INC
06/01/2023	E4949253A070F615E41F4	5236.cs OPERATING EXPENSES:Program Expense:Programs - Children:Children's Programs - Supported	375.00	TE MERIDIAN PARKS & RECR
06/01/2023	4126F4D8304EA128706DA	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	78.62	WALMART
06/01/2023	8F51BB113DC1511D4D372	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	237.00	AMAZON
06/01/2023	24AE3FD8AB098376EF147	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	42.97	HARBOR FREIGHT TOOLS
06/01/2023	859AA6C0566CC73280506	5246 OPERATING EXPENSES:Supplies:Supplies - office	89.90	AMAZON
06/02/2023	B751A56C252F121E07396	5236.cs OPERATING EXPENSES:Program Expense:Programs - Children:Children's Programs - Supported	40.00	TE MERIDIAN PARKS & RECR
06/02/2023	F7B34D514D85B5207D513	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	38.39	GOOGLE SERVICES
06/02/2023	F8306C9A0C73442C407AD	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	192.03	AMAZON
06/02/2023	69ABD0B7C2235452B05DE	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	11.65	WALMART
06/02/2023	926D8915D79ABAEC99813	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	369.99	AMAZON
06/02/2023	5502A601EE67B11C98B40	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	554.45	AMAZON
06/02/2023	A32B8FECCD42D008233CC	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	60.95	COSTCO
06/02/2023	A6AB3B13C921EC21BDA32	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	25.00	GOOGLE WORKSPACE
06/02/2023	C2AFCE27F8F38B712CE43	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	-444.43	AMAZON
06/02/2023	2D955F84AFC4AC0A1C716	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	444.43	AMAZON
06/02/2023	93DAF298BA7730C62A17B	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	3,192.00	MVIX
06/03/2023	C7BAF9425BBEFE1424E55	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	993.64	AMAZON
06/03/2023	54C6C800F627C46E848B0	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	650.84	LAKESHORE LEARNING
06/03/2023	41F024012B12633DC102D	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	2.82	AMAZON WEB SERVICES
06/03/2023	7FB211D691B441B480A7C	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	50.00	AMAZON
06/04/2023	4B334F6CF53531CF147E8	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	1.40	PAYPAL PAYFLOW
06/05/2023	E7734C8398FE89B7FE835	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	187.69	AMAZON
06/06/2023	AF2F28EBB2B5D6B1CE0A7	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	409.57	AMAZON
06/06/2023	4343F784C8933C2D97095	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	307.00	SCANNING PENS INC
06/06/2023	7E2E9754B60B85BC35EE8	5211 OPERATING EXPENSES:Copy/Print	24.22	ALBERTSONS
06/06/2023	65E852904F54E261ED087	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	44.60	AMAZON
06/07/2023	E01E39A2DA4434A0CF72A	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	68.73	COSTCO
06/07/2023	EE5484C28B8C5186C0282	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	29.98	ALBERTSONS
06/07/2023	FDD6286A5A36A0609AC68	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers &	23.98	AMAZON

Meridian Library District

Credit Card Detail

June 2023

DATE	NUM	SPLIT	AMOUNT	NAME
		Hardware		
06/07/2023	9FE25E26342DE366EC54C	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	126.38	WALMART
06/07/2023	6F415FF4307CC51B1B2E6	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	48.35	COSTCO
06/07/2023	917E9523FBECF3CBF0B54	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	97.43	WALMART
06/07/2023	5BA1BFFD0780DD24C1055	5237 OPERATING EXPENSES:Recruiting/Background Checks	193.96	CHECKR.COM
06/08/2023	B8416DDB91C09045FDD79	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	17.50	ALBERTSONS
06/08/2023	DF5FB7BCDB782B6F8F476	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	454.19	AMAZON
06/08/2023	6F4E6D140C2D83CBB3563	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	22.16	SWEET SENSATIONS D
06/08/2023	74EBE906600B32E89B49A	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	29.99	AMAZON
06/08/2023	3FC88A5ECBA1FBCD8CCE1	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	35.92	THE HOME DEPOT
06/08/2023	101BAA91D2C9B1EFD486F	5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon	477.59	LES SCHWAB TIRES
06/08/2023	2A8A53A5E2D006DD0C746	5245 OPERATING EXPENSES:Supplies:Supplies - marketing	200.00	CANVA
06/08/2023	3F6253CCC6B66C901FF90	5245 OPERATING EXPENSES:Supplies:Supplies - marketing	205.00	CANVA
06/08/2023	0B08A0C65D68651CDB68A	5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon	771.84	LES SCHWAB TIRES
06/09/2023	901FFC4D194DF688B505F	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	454.46	STORETRAFFIC
06/09/2023	4A1DA20A5D0A9E0672A7B	5245 OPERATING EXPENSES:Supplies:Supplies - marketing	50.00	CANVA
06/09/2023	09C3CA27202A667F12E5C	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	166.25	THE HOME DEPOT
06/09/2023	13FCA7E2B9F0BC90BFE90	5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon	-477.59	LES SCHWAB TIRES
06/10/2023	B88BB98E8A98A3FE8198C	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	150.00	LUCKY PERK COFFEE
06/10/2023	4919F87ED1E15676090FB	5240 OPERATING EXPENSES:Supplies:Supplies - general	46.58	DEMCO INC
06/10/2023	E3483AF68B5B77A4F7DBC	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	24.83	AMAZON
06/10/2023	F1FC02D03A4D960520C5B	5216 OPERATING EXPENSES:Equipment & Furnishings Not Cap	739.02	DEMCO INC
06/10/2023	99BAD34656D195335A61C	5246 OPERATING EXPENSES:Supplies:Supplies - office	43.49	AMAZON
06/10/2023	A375FA6D5CF26B6E0C105	5246 OPERATING EXPENSES:Supplies:Supplies - office	16.60	AMAZON
06/10/2023	4E414C4F90480D97C3C59	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	-21.99	AMAZON
06/10/2023	5D52835A29E3C75CCFAA9	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	-18.99	AMAZON
06/10/2023	04E363894C0368B5ED4A1	5246 OPERATING EXPENSES:Supplies:Supplies - office	18.00	AMAZON
06/10/2023	0896F8613DE8AEE2D425C	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	425.15	VERIZON
06/10/2023	1468C2D3CCE1E743718E8	5246 OPERATING EXPENSES:Supplies:Supplies - office	21.68	AMAZON
06/10/2023	1BDE00E5E2CDECA3DA52A	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	122.14	WALMART
06/10/2023	1DC4E3BAE263CF592D960	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	42.98	AMAZON
06/10/2023	212E543679171107D554B	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	125.00	TE MERIDIAN PARKS & RECR
06/10/2023	3FC64B8494D411D667214	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	34.05	AMAZON
06/10/2023	BC2515C5B19A9210862E2	5240 OPERATING EXPENSES:Supplies:Supplies - general	4.15	LOWE'S
06/11/2023	BBFD919E9BBA6F99697F4	5211 OPERATING EXPENSES:Copy/Print	15.90	OFFICE DEPOT
06/11/2023	5ABDC5CC375131339322B	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	30.10	T-MOBILE

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06/11/2023	6DD9A1887518EE87630C3	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	11.65	ALBERTSONS
06/11/2023	3B45775490F93E242D26B	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	45.99	AMAZON
06/11/2023	8F51BA1273D6429BE557C	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	63.00	VOLGISTICS.COM
06/11/2023	A32E41E7AAA66DD914782	5234.1 OPERATING EXPENSES:Professional Development:Conferences	15.00	PARKBOI
06/11/2023	213B99BD9FE5B2E94928F	5228.S OPERATING EXPENSES:Miscellaneous:Miscellaneous- Supported	27.97	AMAZON
06/11/2023	84AFAC16E2D0FA56B248C	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	24.00	AMAZON
06/12/2023	B62DA12B537A6EFABBA73	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	28.99	AMAZON
06/12/2023	4CA4C7165E643CD13E166	5240 OPERATING EXPENSES:Supplies:Supplies - general	34.87	AMAZON
06/12/2023	41324A17032C5E43487D4	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	34.99	AMAZON
06/13/2023	CA19A4F2FB52D6CA79720	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	23.98	AMAZON
06/13/2023	D2055A82E0C4FB9E0117F	5211 OPERATING EXPENSES:Copy/Print	46.64	MATTERHACKERS INC
06/13/2023	D8DC714E695813E5618DF	5234.4 OPERATING EXPENSES:Professional Development:Memberships	100.00	AGA
06/13/2023	0CF00DDB6D48CA6701C1C	5211 OPERATING EXPENSES:Copy/Print	161.56	FORMLABS
06/13/2023	7E363E781E57F37876722	5240 OPERATING EXPENSES:Supplies:Supplies - general	19.96	AMAZON
06/13/2023	8E86188D6C07088D4FBE8	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	290.61	MATTERHACKERS INC
06/13/2023	A9530C96C7BB67BBBC030	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	39.89	AMAZON
06/13/2023	5A429F1E968CC2CFDBEA2	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	338.38	AMAZON
06/14/2023	AA16E66BB64F9FF62F288	5240 OPERATING EXPENSES:Supplies:Supplies - general	59.44	CHICAGO BOOKS & JOURNALS
06/14/2023	D62CA3B7A998087C9296A	5211 OPERATING EXPENSES:Copy/Print	70.46	AMAZON
06/14/2023	6A19EE267E491F955F98D	5234.6 OPERATING EXPENSES:Professional Development:Webinar/Ecourses	79.00	AMERICAN LIBRARY ASSOC
06/15/2023	D7D038BDA4E097A01D42A	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	229.14	WALMART
06/15/2023	DB29E38FC666FF6946139	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	68.58	AIRTABLE.COM
06/15/2023	FC2B8EF0D7E4B3947414E	5245 OPERATING EXPENSES:Supplies:Supplies - marketing	822.54	VISTAPRINT
06/15/2023	A5E1F548F8B909289FC24	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	36.36	AMAZON
06/15/2023	788A810C5B77AE7F19058	5216 OPERATING EXPENSES:Equipment & Furnishings Not Cap	463.30	PY BUSINESS LIQUIDATION
06/15/2023	7CAE87FD0FFC22DEFEDB1	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	36.76	LITTLE CAESARS
06/15/2023	57640C66D83DB4220DD74	5246 OPERATING EXPENSES:Supplies:Supplies - office	24.86	AMAZON
06/16/2023	AE4AD12E4E5508A3969B3	5240 OPERATING EXPENSES:Supplies:Supplies - general	11.99	AMAZON
06/16/2023	C32D9BCB81BCA7825BFC3	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	27.97	ALBERTSONS
06/16/2023	C6A5951980DB2DCDA7B31	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	44.73	AMAZON
06/16/2023	EB37BFE0AE78D92237DD6	5236.cs OPERATING EXPENSES:Program Expense:Programs - Children:Children's Programs - Supported	441.04	AMAZON
06/16/2023	68D6876A5AD06D3C39CDD	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	60.99	AMAZON
06/16/2023	7C3DACFCD24A7C45AC436	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	176.07	AMAZON
06/16/2023	531A0C92798822BF04108	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	36.95	AMAZON
06/16/2023	8C207383DCF60ACFD8EAD	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	-2.21	THE HOME DEPOT
06/16/2023	0522D1290FA024361316C	5240 OPERATING EXPENSES:Supplies:Supplies - general	71.92	WALMART

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06/16/2023	1DF0986BDBB06A069A484	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	116.30	AMAZON
06/16/2023	29D4D473BE956B913B277	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	10.00	DO WORK UNIVERSITY
06/16/2023	2E3E031A5CBC05976A2C7	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	38.61	OFFICE DEPOT
06/16/2023	3A741475B8917885C9966	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	7.55	THE HOME DEPOT
06/16/2023	94F6ECA5E7E4144B79014	5246 OPERATING EXPENSES:Supplies:Supplies - office	23.95	AMAZON
06/17/2023	837BE97E7188EF69A00D6	5246 OPERATING EXPENSES:Supplies:Supplies - office	34.96	AMAZON
06/17/2023	04D61B105F9703A22A61E	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	144.40	AMAZON
06/17/2023	02A696534FC5170BD0608	5240 OPERATING EXPENSES:Supplies:Supplies - general	66.72	ZAMZOWS
06/20/2023	4244C99ADD028574EFE62	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	95.37	AMAZON
06/20/2023	D8BB0BF90C625EB02CC10	5211 OPERATING EXPENSES:Copy/Print	35.45	AMAZON
06/21/2023	EA3D4D542FB4E71FBE644	5228.S OPERATING EXPENSES:Miscellaneous:Miscellaneous- Supported	10.96	AMAZON
06/21/2023	A845DB64D82EF8370A49C	5228.S OPERATING EXPENSES:Miscellaneous:Miscellaneous- Supported	9.96	AMAZON
06/21/2023	FA8219EDB2B1925CFBD98	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	64.24	WALMART
06/22/2023	B62434C8DD3BD344C2F10	5236.cs OPERATING EXPENSES:Program Expense:Programs - Children:Children's Programs - Supported	23.25	AMAZON
06/22/2023	67F1887C2D527F457554D	5236.cs OPERATING EXPENSES:Program Expense:Programs - Children:Children's Programs - Supported	18.48	AMAZON
06/22/2023	6F428B34214C073CF7AEB	5228.S OPERATING EXPENSES:Miscellaneous:Miscellaneous- Supported	10.49	AMAZON
06/22/2023	35E28693D98C526E3B5B2	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	24.97	ALBERTSONS
06/22/2023	16FF19000272DC2FB75B9	5246 OPERATING EXPENSES:Supplies:Supplies - office	114.90	AMAZON
06/22/2023	2CDB1A4AA74E20620B4EC	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	26.98	ALBERTSONS
06/22/2023	835B5D38FDD3263386C06	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	493.31	AMAZON
06/23/2023	CA74AECA8F090D892B558	5115 COLLECTIONS:Adult Print Books	30.98	AMAZON
06/23/2023	5C322F82BB4414B7FC1AD	5115 COLLECTIONS:Adult Print Books	15.49	AMAZON
06/23/2023	7F2379F96D02E96C067E1	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	28.47	ALBERTSONS
06/23/2023	485AC0BB295C52CCD4C6A	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	229.76	AMAZON
06/23/2023	98A821F11D3799404CC68	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	-16.57	DRI PRINTING SERVICES
06/23/2023	35726944280B7E4072764	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	86.28	SAN FRANCISCO SOURDOUGH
06/23/2023	26172B8DED2BCE6EA326D	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	-132.92	AMAZON
06/24/2023	86752A830C854D0A52B9F	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	10.77	CHEVRON
06/24/2023	61FC529EFB79CB41AFC52	5220.3S OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware:Supported - IT, PCs, Hardware	376.24	MYBINDING.COM
06/25/2023	C2461FA14CACFBFF52AE6	5240 OPERATING EXPENSES:Supplies:Supplies - general	26.53	AMAZON
06/25/2023	2AB4B872EA2CFC528B882	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	37.89	ALBERTSONS
06/25/2023	D221D2E5350DBE44B5FCE	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	98.00	JAMF SOFTWARE
06/26/2023	B0B4544B6764567260EA6	5115 COLLECTIONS:Adult Print Books	17.99	AMAZON
06/26/2023	2FDF2E5F511BD5317D4BC	5115 COLLECTIONS:Adult Print Books	95.48	AMAZON
06/26/2023	1C4F6150EDAB867D0B45F	5115 COLLECTIONS:Adult Print Books	67.96	AMAZON
06/26/2023	F2FE5DE59F96D9C42331A	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	79.08	AMAZON
06/27/2023	F73AD92C50A327D43AA8C	5150 COLLECTIONS:Circulating devices & kits	13.91	AMAZON
06/27/2023	58A9C8B2336A5362E4C7F	5240 OPERATING EXPENSES:Supplies:Supplies - general	5.44	AMAZON

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06/27/2023	6CD7D9BEBF32B1DF532FC	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	176.59	AMAZON
06/27/2023	82B40402B41B2C612013D	5150 COLLECTIONS:Circulating devices & kits	8.79	AMAZON
06/27/2023	5036F48A30C7AB59532E3	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	64.13	COSTCO
06/27/2023	9541B0962EAA850119B9E	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	86.00	AMAZON
06/27/2023	99F72DE19D67A98512570	5240 OPERATING EXPENSES:Supplies:Supplies - general	24.86	AMAZON
06/27/2023	09F0C19927235A16E13A5	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	102.41	ROUTIFIC.COM
06/27/2023	8CCBE12C4920B2CFE2833	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	337.06	AMAZON
06/28/2023	6DAEE01E48D8E871288B9	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	99.95	EXPRESSVPN
06/28/2023	8B0B7CE36676DC0B03341	5149 COLLECTIONS:Media	304.55	AMAZON
06/28/2023	50853E5E931A9176F84E6	5149 COLLECTIONS:Media	59.99	AMAZON
06/28/2023	0120643AC938F51D76D3E	5149 COLLECTIONS:Media	304.55	AMAZON
06/28/2023	4F2A8CC2E9DD295F8BFE8	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	91.80	ACORN SELF STORAGE
06/28/2023	6CB96EB3247D24F458875	5246 OPERATING EXPENSES:Supplies:Supplies - office	-12.96	AMAZON
06/29/2023	E89377F136B18E9C6AA2E	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	211.92	COSTCO
06/29/2023	6F14DE10BCDD9E34834A2	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	32.47	ALBERTSONS
06/29/2023	7374D225BFAF41A33D22B	5240 OPERATING EXPENSES:Supplies:Supplies - general	21.96	WALMART
06/29/2023	810CE8CC66CA294E254FD	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	63.04	PASTRY PERFECTION
06/29/2023	896635FF3AC1977EB30CE	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	13.28	COSTCO
06/29/2023	46D4B7F7756D7F96BF828	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	176.86	THE HOME DEPOT
06/29/2023	AA372EC740A6DE852985F	5246 OPERATING EXPENSES:Supplies:Supplies - office	-59.99	AMAZON
06/29/2023	07A78F6027428558485BA	5246 OPERATING EXPENSES:Supplies:Supplies - office	72.11	PAPERJACK.COM
06/29/2023	347BC850F913C99BF0CF4	5149 COLLECTIONS:Media	129.98	AMAZON
06/29/2023	463CA1DA6781C7162C59B	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	24.82	ALBERTSONS
06/29/2023	97A0AF5C5FC7FF0F2BF2F	5149 COLLECTIONS:Media	129.98	AMAZON
06/30/2023	AD9DE9A19100160290474	5260.2 OPERATING EXPENSES:Vehicle Expense:Vehicle - Sprinter	20.00	QUICK STOP EMISSIO
06/30/2023	E663E7D2F99C11147BB83	5240 OPERATING EXPENSES:Supplies:Supplies - general	24.12	AMAZON
06/30/2023	FCFCAE5496198DE33E52C	5211 OPERATING EXPENSES:Copy/Print	169.18	AMAZON
06/30/2023	64115C597FBF90AE52A27	5234.4 OPERATING EXPENSES:Professional Development:Memberships	160.00	GOVERNMENT FINANCE OFFIC
06/30/2023	21433BB0C0F5ED5826E13	5234.1 OPERATING EXPENSES:Professional Development:Conferences	305.00	PACIFIC NORTHWEST LIBR
06/30/2023	7B4E1AB38B03E46E6EBB2	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	37.94	AMAZON
06/30/2023	7BE3894A0C7BD080C53B0	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	3,101.68	FORMLABS
06/30/2023	8A861A6326B95DFD1D856	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	31.23	ALBERTSONS
06/30/2023	A70745E35CC51438BB182	5234.1 OPERATING EXPENSES:Professional Development:Conferences	305.00	PACIFIC NORTHWEST LIBR
06/30/2023	78EC42902E08422F51F05	5240 OPERATING EXPENSES:Supplies:Supplies - general	64.99	AMAZON
Total for 2700 Divvy Credit Cards Payable			\$26,111.83	
51000 COLLECTIONS				
5115 Adult Print Books				
06/23/2023	CA74AECA8F090D892B558	2700 Divvy Credit Cards Payable	30.98	AMAZON

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06/23/2023	5C322F82BB4414B7FC1AD	2700 Divvy Credit Cards Payable	15.49	AMAZON
06/26/2023	B0B4544B6764567260EA6	2700 Divvy Credit Cards Payable	17.99	AMAZON
06/26/2023	2FDF2E5F511BD5317D4BC	2700 Divvy Credit Cards Payable	95.48	AMAZON
06/26/2023	1C4F6150EDAB867D0B45F	2700 Divvy Credit Cards Payable	67.96	AMAZON
Total for 5115 Adult Print Books			\$227.90	
5149 Media				
06/28/2023	0120643AC938F51D76D3E	2700 Divvy Credit Cards Payable	304.55	AMAZON
06/28/2023	8B0B7CE36676DC0B03341	2700 Divvy Credit Cards Payable	304.55	AMAZON
06/28/2023	50853E5E931A9176F84E6	2700 Divvy Credit Cards Payable	59.99	AMAZON
06/29/2023	347BC850F913C99BF0CF4	2700 Divvy Credit Cards Payable	129.98	AMAZON
06/29/2023	97A0AF5C5FC7FF0F2BF2F	2700 Divvy Credit Cards Payable	129.98	AMAZON
Total for 5149 Media			\$929.05	
5150 Circulating devices & kits				
06/27/2023	82B40402B41B2C612013D	2700 Divvy Credit Cards Payable	8.79	AMAZON
06/27/2023	F73AD92C50A327D43AA8C	2700 Divvy Credit Cards Payable	13.91	AMAZON
Total for 5150 Circulating devices & kits			\$22.70	
Total for 51000 COLLECTIONS			\$1,179.65	
52000 OPERATING EXPENSES				
5211 Copy/Print				
06/06/2023	7E2E9754B60B85BC35EE8	2700 Divvy Credit Cards Payable	24.22	ALBERTSONS
06/11/2023	BBFD919E9BBA6F99697F4	2700 Divvy Credit Cards Payable	15.90	OFFICE DEPOT
06/13/2023	D2055A82E0C4FB9E0117F	2700 Divvy Credit Cards Payable	46.64	MATTERHACKERS INC
06/13/2023	0CF00DDB6D48CA6701C1C	2700 Divvy Credit Cards Payable	161.56	FORMLABS
06/14/2023	D62CA3B7A998087C9296A	2700 Divvy Credit Cards Payable	70.46	AMAZON
06/20/2023	D8BB0BF90C625EB02CC10	2700 Divvy Credit Cards Payable	35.45	AMAZON
06/30/2023	FCFCAE5496198DE33E52C	2700 Divvy Credit Cards Payable	169.18	AMAZON
Total for 5211 Copy/Print			\$523.41	
5216 Equipment & Furnishings Not Cap				
06/10/2023	F1FC02D03A4D960520C5B	2700 Divvy Credit Cards Payable	739.02	DEMCO INC
06/15/2023	788A810C5B77AE7F19058	2700 Divvy Credit Cards Payable	463.30	PY BUSINESS LIQUIDATION
Total for 5216 Equipment & Furnishings Not Cap			\$1,202.32	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing				
06/02/2023	F7B34D514D85B5207D513	2700 Divvy Credit Cards Payable	38.39	GOOGLE SERVICES
06/02/2023	A6AB3B13C921EC21BDA32	2700 Divvy Credit Cards Payable	25.00	GOOGLE WORKSPACE
06/03/2023	41F024012B12633DC102D	2700 Divvy Credit Cards Payable	2.82	AMAZON WEB SERVICES
06/04/2023	4B334F6CF53531CF147E8	2700 Divvy Credit Cards Payable	1.40	PAYPAL PAYFLOW
06/11/2023	8F51BA1273D6429BE557C	2700 Divvy Credit Cards Payable	63.00	VOLGISTICS.COM
06/15/2023	DB29E38FC666FF6946139	2700 Divvy Credit Cards Payable	68.58	AIRTABLE.COM
06/25/2023	D221D2E5350DBE44B5FCE	2700 Divvy Credit Cards Payable	98.00	JAMF SOFTWARE
06/27/2023	09F0C19927235A16E13A5	2700 Divvy Credit Cards Payable	102.41	ROUTIFIC.COM
06/28/2023	6DAEE01E48D8E871288B9	2700 Divvy Credit Cards Payable	99.95	EXPRESSVPN
Total for 5220.1 IT Infra -Software/Licensing			\$499.55	
5220.3 IT PCs, Printers & Hardware				
06/01/2023	8F51BB113DC1511D4D372	2700 Divvy Credit Cards Payable	237.00	AMAZON
06/02/2023	93DAF298BA7730C62A17B	2700 Divvy Credit Cards Payable	3,192.00	MVIX

Meridian Library District

Credit Card Detail

June 2023

DATE	NUM	SPLIT	AMOUNT	NAME
06/02/2023	926D8915D79ABAEC99813	2700 Divvy Credit Cards Payable	369.99	AMAZON
06/02/2023	5502A601EE67B11C98B40	2700 Divvy Credit Cards Payable	554.45	AMAZON
06/02/2023	F8306C9A0C73442C407AD	2700 Divvy Credit Cards Payable	192.03	AMAZON
06/02/2023	C2AFCE27F8F38B712CE43	2700 Divvy Credit Cards Payable	-444.43	AMAZON
06/02/2023	2D955F84AFC4AC0A1C716	2700 Divvy Credit Cards Payable	444.43	AMAZON
06/03/2023	C7BAF9425BBEFE1424E55	2700 Divvy Credit Cards Payable	993.64	AMAZON
06/03/2023	7FB211D691B441B480A7C	2700 Divvy Credit Cards Payable	50.00	AMAZON
06/05/2023	E7734C8398FE89B7FE835	2700 Divvy Credit Cards Payable	187.69	AMAZON
06/07/2023	FDD6286A5A36A0609AC68	2700 Divvy Credit Cards Payable	23.98	AMAZON
06/08/2023	DF5FB7BCDB782B6F8F476	2700 Divvy Credit Cards Payable	454.19	AMAZON
06/09/2023	901FFC4D194DF688B505F	2700 Divvy Credit Cards Payable	454.46	STORETRAFFIC
06/10/2023	E3483AF68B5B77A4F7DBC	2700 Divvy Credit Cards Payable	24.83	AMAZON
06/10/2023	3FC64B8494D411D667214	2700 Divvy Credit Cards Payable	34.05	AMAZON
06/13/2023	CA19A4F2FB52D6CA79720	2700 Divvy Credit Cards Payable	23.98	AMAZON
06/16/2023	1DF0986BDBB06A069A484	2700 Divvy Credit Cards Payable	116.30	AMAZON
06/23/2023	485AC0BB295C52CCD4C6A	2700 Divvy Credit Cards Payable	229.76	AMAZON
06/27/2023	6CD7D9BEBF32B1DF532FC	2700 Divvy Credit Cards Payable	176.59	AMAZON
06/30/2023	7BE3894A0C7BD080C53B0	2700 Divvy Credit Cards Payable	3,101.68	FORMLABS
Total for 5220.3 IT PCs, Printers & Hardware			\$10,416.62	
5220.3S Supported - IT, PCs, Hardware				
06/24/2023	61FC529EFB79CB41AFC52	2700 Divvy Credit Cards Payable	376.24	MYBINDING.COM
Total for 5220.3S Supported - IT, PCs, Hardware			\$376.24	
Total for 5220.3 IT PCs, Printers & Hardware with subs			\$10,792.86	
5220.5 IT Utilities				
06/10/2023	0896F8613DE8AEE2D425C	2700 Divvy Credit Cards Payable	425.15	VERIZON
06/11/2023	5ABDC5CC375131339322B	2700 Divvy Credit Cards Payable	30.10	T-MOBILE
Total for 5220.5 IT Utilities			\$455.25	
5220.7 IT Technology Maintenance				
06/08/2023	74EBE906600B32E89B49A	2700 Divvy Credit Cards Payable	29.99	AMAZON
06/13/2023	8E86188D6C07088D4FBE8	2700 Divvy Credit Cards Payable	290.61	MATTERHACKERS INC
06/29/2023	46D4B7F7756D7F96BF828	2700 Divvy Credit Cards Payable	176.86	THE HOME DEPOT
Total for 5220.7 IT Technology Maintenance			\$497.46	
Total for 52200 Information Technology			\$12,245.12	
5228 Miscellaneous				
5228.S Miscellaneous- Supported				
06/11/2023	213B99BD9FE5B2E94928F	2700 Divvy Credit Cards Payable	27.97	AMAZON
06/21/2023	EA3D4D542FB4E71FBE644	2700 Divvy Credit Cards Payable	10.96	AMAZON
06/21/2023	A845DB64D82EF8370A49C	2700 Divvy Credit Cards Payable	9.96	AMAZON
06/22/2023	6F428B34214C073CF7AEB	2700 Divvy Credit Cards Payable	10.49	AMAZON
Total for 5228.S Miscellaneous- Supported			\$59.38	
Total for 5228 Miscellaneous			\$59.38	
52340 Professional Development				
5234.1 Conferences				
06/01/2023	C67D3DFBECBE09ED199B1	2700 Divvy Credit Cards Payable	125.00	JANNUS INC
06/11/2023	A32E41E7AAA66DD914782	2700 Divvy Credit Cards Payable	15.00	PARKBOI
06/30/2023	21433BB0C0F5ED5826E13	2700 Divvy Credit Cards Payable	305.00	PACIFIC NORTHWEST LIBR
06/30/2023	A70745E35CC51438BB182	2700 Divvy Credit Cards Payable	305.00	PACIFIC NORTHWEST LIBR

Meridian Library District

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DATE	NUM	SPLIT	AMOUNT	NAME
Total for 5234.1 Conferences			\$750.00	
5234.4 Memberships				
06/13/2023	D8DC714E695813E5618DF	2700 Divvy Credit Cards Payable	100.00	AGA
06/30/2023	64115C597FBF90AE52A27	2700 Divvy Credit Cards Payable	160.00	GOVERNMENT FINANCE OFFIC
Total for 5234.4 Memberships			\$260.00	
5234.5 Staff Mtg & Training				
06/23/2023	35726944280B7E4072764	2700 Divvy Credit Cards Payable	86.28	SAN FRANCISCO SOURDOUGH
06/24/2023	86752A830C854D0A52B9F	2700 Divvy Credit Cards Payable	10.77	CHEVRON
06/29/2023	463CA1DA6781C7162C59B	2700 Divvy Credit Cards Payable	24.82	ALBERTSONS
Total for 5234.5 Staff Mtg & Training			\$121.87	
5234.6 Webinar/Ecourses				
06/14/2023	6A19EE267E491F955F98D	2700 Divvy Credit Cards Payable	79.00	AMERICAN LIBRARY ASSOC
Total for 5234.6 Webinar/Ecourses			\$79.00	
Total for 52340 Professional Development			\$1,210.87	
52360 Program Expense				
5236.AD Programs - Adult				
06/07/2023	EE5484C28B8C5186C0282	2700 Divvy Credit Cards Payable	29.98	ALBERTSONS
06/08/2023	B8416DDB91C09045FDD79	2700 Divvy Credit Cards Payable	17.50	ALBERTSONS
06/08/2023	6F4E6D140C2D83CBB3563	2700 Divvy Credit Cards Payable	22.16	SWEET SENSATIONS D
06/11/2023	6DD9A1887518EE87630C3	2700 Divvy Credit Cards Payable	11.65	ALBERTSONS
06/16/2023	29D4D473BE956B913B277	2700 Divvy Credit Cards Payable	10.00	DO WORK UNIVERSITY
06/22/2023	2CDB1A4AA74E20620B4EC	2700 Divvy Credit Cards Payable	26.98	ALBERTSONS
06/27/2023	5036F48A30C7AB59532E3	2700 Divvy Credit Cards Payable	64.13	COSTCO
Total for 5236.AD Programs - Adult			\$182.40	
5236.CH Programs - Children				
5236.cs Children's Programs - Supported				
06/01/2023	E4949253A070F615E41F4	2700 Divvy Credit Cards Payable	375.00	TE MERIDIAN PARKS & RECR
06/02/2023	B751A56C252F121E07396	2700 Divvy Credit Cards Payable	40.00	TE MERIDIAN PARKS & RECR
06/16/2023	EB37BFE0AE78D92237DD6	2700 Divvy Credit Cards Payable	441.04	AMAZON
06/22/2023	67F1887C2D527F457554D	2700 Divvy Credit Cards Payable	18.48	AMAZON
06/22/2023	B62434C8DD3BD344C2F10	2700 Divvy Credit Cards Payable	23.25	AMAZON
Total for 5236.cs Children's Programs - Supported			\$897.77	
Total for 5236.CH Programs - Children			\$897.77	
5236.EL Programs - Early Learning 0-5				
06/25/2023	2AB4B872EA2CFC528B882	2700 Divvy Credit Cards Payable	37.89	ALBERTSONS
Total for 5236.EL Programs - Early Learning 0-5			\$37.89	
5236.FA Programs -Family All Ages				
06/20/2023	4244C99ADD028574EFE62	2700 Divvy Credit Cards Payable	95.37	AMAZON
06/29/2023	810CE8CC66CA294E254FD	2700 Divvy Credit Cards Payable	63.04	PASTRY PERFECTION
Total for 5236.FA Programs -Family All Ages			\$158.41	
5236.SA Programs -School Age 6-12				
06/02/2023	69ABD0B7C2235452B05DE	2700 Divvy Credit Cards Payable	11.65	WALMART
06/07/2023	E01E39A2DA4434A0CF72A	2700 Divvy Credit Cards Payable	68.73	COSTCO
06/07/2023	917E9523FBECF3CBF0B54	2700 Divvy Credit Cards Payable	97.43	WALMART

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DATE	NUM	SPLIT	AMOUNT	NAME
06/10/2023	212E543679171107D554B	2700 Divvy Credit Cards Payable	125.00	TE MERIDIAN PARKS & RECR
06/15/2023	D7D038BDA4E097A01D42A	2700 Divvy Credit Cards Payable	229.14	WALMART
06/16/2023	3A741475B8917885C9966	2700 Divvy Credit Cards Payable	7.55	THE HOME DEPOT
06/16/2023	8C207383DCF60ACFD8EAD	2700 Divvy Credit Cards Payable	-2.21	THE HOME DEPOT
06/16/2023	2E3E031A5CBC05976A2C7	2700 Divvy Credit Cards Payable	38.61	OFFICE DEPOT
06/21/2023	FA8219EDB2B1925CFBD98	2700 Divvy Credit Cards Payable	64.24	WALMART
06/29/2023	896635FF3AC1977EB30CE	2700 Divvy Credit Cards Payable	13.28	COSTCO
Total for 5236.SA Programs -School Age 6-12			\$653.42	
5236.TN Programs -Teen 13-18				
06/07/2023	9FE25E26342DE366EC54C	2700 Divvy Credit Cards Payable	126.38	WALMART
06/07/2023	6F415FF4307CC51B1B2E6	2700 Divvy Credit Cards Payable	48.35	COSTCO
06/10/2023	1BDE00E5E2CDECA3DA52A	2700 Divvy Credit Cards Payable	122.14	WALMART
06/22/2023	35E28693D98C526E3B5B2	2700 Divvy Credit Cards Payable	24.97	ALBERTSONS
Total for 5236.TN Programs -Teen 13-18			\$321.84	
Total for 52360 Program Expense			\$2,251.73	
5237 Recruiting/Background Checks				
06/07/2023	5BA1BFFD0780DD24C1055	2700 Divvy Credit Cards Payable	193.96	CHECKR.COM
Total for 5237 Recruiting/Background Checks			\$193.96	
524000 Supplies				
5240 Supplies - general				
06/10/2023	BC2515C5B19A9210862E2	2700 Divvy Credit Cards Payable	4.15	LOWE'S
06/10/2023	4919F87ED1E15676090FB	2700 Divvy Credit Cards Payable	46.58	DEMCO INC
06/12/2023	4CA4C7165E643CD13E166	2700 Divvy Credit Cards Payable	34.87	AMAZON
06/13/2023	7E363E781E57F37876722	2700 Divvy Credit Cards Payable	19.96	AMAZON
06/14/2023	AA16E66BB64F9FF62F288	2700 Divvy Credit Cards Payable	59.44	CHICAGO BOOKS & JOURNALS
06/16/2023	AE4AD12E4E5508A3969B3	2700 Divvy Credit Cards Payable	11.99	AMAZON
06/16/2023	0522D1290FA024361316C	2700 Divvy Credit Cards Payable	71.92	WALMART
06/17/2023	02A696534FC5170BD0608	2700 Divvy Credit Cards Payable	66.72	ZAMZOWS
06/25/2023	C2461FA14CACFBFF52AE6	2700 Divvy Credit Cards Payable	26.53	AMAZON
06/27/2023	58A9C8B2336A5362E4C7F	2700 Divvy Credit Cards Payable	5.44	AMAZON
06/27/2023	99F72DE19D67A98512570	2700 Divvy Credit Cards Payable	24.86	AMAZON
06/29/2023	7374D225BFAF41A33D22B	2700 Divvy Credit Cards Payable	21.96	WALMART
06/30/2023	E663E7D2F99C11147BB83	2700 Divvy Credit Cards Payable	24.12	AMAZON
06/30/2023	78EC42902E08422F51F05	2700 Divvy Credit Cards Payable	64.99	AMAZON
Total for 5240 Supplies - general			\$483.53	
5240s Supplies - General -Supported				
06/01/2023	4126F4D8304EA128706DA	2700 Divvy Credit Cards Payable	78.62	WALMART
06/02/2023	A32B8FECCD42D008233CC	2700 Divvy Credit Cards Payable	60.95	COSTCO
06/03/2023	54C6C800F627C46E848B0	2700 Divvy Credit Cards Payable	650.84	LAKESHORE LEARNING
06/06/2023	4343F784C8933C2D97095	2700 Divvy Credit Cards Payable	307.00	SCANNING PENS INC
06/06/2023	65E852904F54E261ED087	2700 Divvy Credit Cards Payable	44.60	AMAZON
06/10/2023	4E414C4F90480D97C3C59	2700 Divvy Credit Cards Payable	-21.99	AMAZON
06/10/2023	B88BB98E8A98A3FE8198C	2700 Divvy Credit Cards Payable	150.00	LUCKY PERK COFFEE
06/10/2023	5D52835A29E3C75CCFAA9	2700 Divvy Credit Cards Payable	-18.99	AMAZON
06/11/2023	84AFAC16E2D0FA56B248C	2700 Divvy Credit Cards Payable	24.00	AMAZON
06/12/2023	41324A17032C5E43487D4	2700 Divvy Credit Cards Payable	34.99	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
06/13/2023	5A429F1E968CC2CFDBEA2	2700 Divvy Credit Cards Payable	338.38	AMAZON
06/15/2023	7CAE87FD0FFC22DEFEDB1	2700 Divvy Credit Cards Payable	36.76	LITTLE CAESARS
06/16/2023	531A0C92798822BF04108	2700 Divvy Credit Cards Payable	36.95	AMAZON
06/16/2023	7C3DACFCD24A7C45AC436	2700 Divvy Credit Cards Payable	176.07	AMAZON
06/16/2023	C6A5951980DB2DCDA7B31	2700 Divvy Credit Cards Payable	44.73	AMAZON
06/16/2023	C32D9BCB81BCA7825BFC3	2700 Divvy Credit Cards Payable	27.97	ALBERTSONS
06/23/2023	7F2379F96D02E96C067E1	2700 Divvy Credit Cards Payable	28.47	ALBERTSONS
06/23/2023	98A821F11D3799404CC68	2700 Divvy Credit Cards Payable	-16.57	DRI PRINTING SERVICES
06/29/2023	E89377F136B18E9C6AA2E	2700 Divvy Credit Cards Payable	211.92	COSTCO
06/29/2023	6F14DE10BCDD9E34834A2	2700 Divvy Credit Cards Payable	32.47	ALBERTSONS
06/30/2023	8A861A6326B95DFD1D856	2700 Divvy Credit Cards Payable	31.23	ALBERTSONS
Total for 5240s Supplies - General -Supported			\$2,258.40	
Total for 5240 Supplies - general with subs			\$2,741.93	
5245 Supplies - marketing				
06/08/2023	2A8A53A5E2D006DD0C746	2700 Divvy Credit Cards Payable	200.00	CANVA
06/08/2023	3F6253CCC6B66C901FF90	2700 Divvy Credit Cards Payable	205.00	CANVA
06/09/2023	4A1DA20A5D0A9E0672A7B	2700 Divvy Credit Cards Payable	50.00	CANVA
06/15/2023	FC2B8EF0D7E4B3947414E	2700 Divvy Credit Cards Payable	822.54	VISTAPRINT
Total for 5245 Supplies - marketing			\$1,277.54	
5246 Supplies - office				
06/01/2023	859AA6C0566CC73280506	2700 Divvy Credit Cards Payable	89.90	AMAZON
06/10/2023	04E363894C0368B5ED4A1	2700 Divvy Credit Cards Payable	18.00	AMAZON
06/10/2023	1468C2D3CCE1E743718E8	2700 Divvy Credit Cards Payable	21.68	AMAZON
06/10/2023	99BAD34656D195335A61C	2700 Divvy Credit Cards Payable	43.49	AMAZON
06/10/2023	A375FA6D5CF26B6E0C105	2700 Divvy Credit Cards Payable	16.60	AMAZON
06/15/2023	57640C66D83DB4220DD74	2700 Divvy Credit Cards Payable	24.86	AMAZON
06/16/2023	94F6ECA5E7E4144B79014	2700 Divvy Credit Cards Payable	23.95	AMAZON
06/17/2023	837BE97E7188EF69A00D6	2700 Divvy Credit Cards Payable	34.96	AMAZON
06/22/2023	16FF19000272DC2FB75B9	2700 Divvy Credit Cards Payable	114.90	AMAZON
06/28/2023	6CB96EB3247D24F458875	2700 Divvy Credit Cards Payable	-12.96	AMAZON
06/29/2023	07A78F6027428558485BA	2700 Divvy Credit Cards Payable	72.11	PAPERJACK.COM
06/29/2023	AA372EC740A6DE852985F	2700 Divvy Credit Cards Payable	-59.99	AMAZON
Total for 5246 Supplies - office			\$387.50	
Total for 524000 Supplies			\$4,406.97	
52600 Vehicle Expense				
5260.2 Vehicle - Sprinter				
06/30/2023	AD9DE9A19100160290474	2700 Divvy Credit Cards Payable	20.00	QUICK STOP EMISSIO
Total for 5260.2 Vehicle - Sprinter			\$20.00	
5260.5 Vehicle - Dodge HD Wagon				
06/08/2023	0B08A0C65D68651CDB68A	2700 Divvy Credit Cards Payable	771.84	LES SCHWAB TIRES
06/08/2023	101BAA91D2C9B1EFD486F	2700 Divvy Credit Cards Payable	477.59	LES SCHWAB TIRES
06/09/2023	13FCA7E2B9F0BC90BFE90	2700 Divvy Credit Cards Payable	-477.59	LES SCHWAB TIRES
Total for 5260.5 Vehicle - Dodge HD Wagon			\$771.84	
Total for 52600 Vehicle Expense			\$791.84	
62240 Facility Expense				
6224.1 Bldg-Maintenance				
06/16/2023	68D6876A5AD06D3C39CDD	2700 Divvy Credit Cards Payable	60.99	AMAZON

Meridian Library District

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June 2023

DATE	NUM	SPLIT	AMOUNT	NAME
Total for 6224.1 Bldg-Maintenance			\$60.99	
6224.3 Bldg-Small Tools				
06/01/2023	24AE3FD8AB098376EF147	2700 Divvy Credit Cards Payable	42.97	HARBOR FREIGHT TOOLS
06/27/2023	9541B0962EAA850119B9E	2700 Divvy Credit Cards Payable	86.00	AMAZON
06/30/2023	7B4E1AB38B03E46E6EBB2	2700 Divvy Credit Cards Payable	37.94	AMAZON
Total for 6224.3 Bldg-Small Tools			\$166.91	
6224.4 Bldg-Supplies				
06/06/2023	AF2F28EBB2B5D6B1CE0A7	2700 Divvy Credit Cards Payable	409.57	AMAZON
06/08/2023	3FC88A5ECBA1FBCD8CCE1	2700 Divvy Credit Cards Payable	35.92	THE HOME DEPOT
06/09/2023	09C3CA27202A667F12E5C	2700 Divvy Credit Cards Payable	166.25	THE HOME DEPOT
06/10/2023	1DC4E3BAE263CF592D960	2700 Divvy Credit Cards Payable	42.98	AMAZON
06/11/2023	3B45775490F93E242D26B	2700 Divvy Credit Cards Payable	45.99	AMAZON
06/12/2023	B62DA12B537A6EFABBA73	2700 Divvy Credit Cards Payable	28.99	AMAZON
06/13/2023	A9530C96C7BB67BBBC030	2700 Divvy Credit Cards Payable	39.89	AMAZON
06/15/2023	A5E1F548F8B909289FC24	2700 Divvy Credit Cards Payable	36.36	AMAZON
06/17/2023	04D61B105F9703A22A61E	2700 Divvy Credit Cards Payable	144.40	AMAZON
06/22/2023	835B5D38FDD3263386C06	2700 Divvy Credit Cards Payable	493.31	AMAZON
06/23/2023	26172B8DED2BCE6EA326D	2700 Divvy Credit Cards Payable	-132.92	AMAZON
06/26/2023	F2FE5DE59F96D9C42331A	2700 Divvy Credit Cards Payable	79.08	AMAZON
06/27/2023	8CCBE12C4920B2CFE2833	2700 Divvy Credit Cards Payable	337.06	AMAZON
Total for 6224.4 Bldg-Supplies			\$1,726.88	
6255 Bldg-Rent				
06/28/2023	4F2A8CC2E9DD295F8BFE8	2700 Divvy Credit Cards Payable	91.80	ACORN SELF STORAGE
Total for 6255 Bldg-Rent			\$91.80	
Total for 62240 Facility Expense			\$2,046.58	
Total for 52000 OPERATING EXPENSES			\$24,932.18	

Meridian Library District

Electronic Bill Payment List

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
Expenditure						
06/01/2023	Expenditure		Chevron (Wex Bank)		-488.81	1120 Checking - US Bank
				May Fuel	111.89	5260.2 OPERATING EXPENSES:Vehicle Expense:Vehicle - Sprinter
				May Fuel	37.94	5260.4 OPERATING EXPENSES:Vehicle Expense:Vehicle - Honda Element
				May Fuel	248.21	5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon
				May Fuel	31.18	5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile
				May Fuel	59.59	5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van Honda Odyssey
06/05/2023	Expenditure		PITNEY BOWES		-800.00	1120 Checking - US Bank
				Pitney Bowes Postage Prepaid Account Refill 06/05/2023	800.00	5232 OPERATING EXPENSES:Postage
06/05/2023	Expenditure		CITY OF MERIDIAN		-344.68	1120 Checking - US Bank
				Water/Sewer/Trash 04/21-05/20/2023	344.68	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
06/05/2023	Expenditure		CITY OF MERIDIAN		-5.60	1120 Checking - US Bank
				Water 04/21-05/20/2023	5.60	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
06/05/2023	Expenditure		CITY OF MERIDIAN		-435.30	1120 Checking - US Bank
				Water/Sewer 04/21-05/20/2023	435.30	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
06/05/2023	Expenditure		CITY OF MERIDIAN		-107.67	1120 Checking - US Bank
				Water/Sewer 04/21-05/20/2023	107.67	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
06/08/2023	Expenditure		Nationwide 457b		-526.48	1120 Checking - US Bank
				Nationwide Roth Payment 06/08/2023	-526.48	2352 Nationwide Withholding Payable
06/08/2023	Expenditure		Nationwide 457b		-1,053.72	1120 Checking - US Bank
				Nationwide Pre Payment 06/08/2023	-1,053.72	2352 Nationwide Withholding Payable
06/12/2023	Expenditure		HRA VEBA		-8,745.00	1120 Checking - US Bank
				June 2023 Employer HRA Contributions	2,475.00	5010 PERSONNEL:Payroll benefits
				June 2023 Employer HRA Contributions	3,960.00	5010 PERSONNEL:Payroll benefits
				June 2023 Employer HRA Contributions	660.00	5010 PERSONNEL:Payroll benefits
				June 2023 Employer HRA Contributions	660.00	5010 PERSONNEL:Payroll benefits
				June 2023 Employer HRA Contributions	990.00	5010 PERSONNEL:Payroll benefits
06/14/2023	Expenditure		PITNEY BOWES		-800.00	1120 Checking - US Bank
				Pitney Bowes Postage Prepaid Account Refill 06/14/2023	800.00	5232 OPERATING EXPENSES:Postage
06/14/2023	Expenditure		US BANK		-162.44	1120 Checking - US Bank
				US Bank Analysis Service Charge June 2023	162.44	5202.3 OPERATING EXPENSES:Banking fees:Financial fees
06/14/2023	Expenditure		SELECT HEALTH		-	1120 Checking - US Bank
					37,482.89	
				Select Health May June Employee Contributions	-2,616.36	2345 Select Health
				Select Health June 2023 Employer Contributions	8,956.96	5010 PERSONNEL:Payroll benefits
				Select Health June 2023 Employer Contributions	13,543.56	5010 PERSONNEL:Payroll benefits
				Select Health June 2023 Employer Contributions	2,409.86	5010 PERSONNEL:Payroll benefits
				Select Health June 2023 Employer Contributions	3,538.80	5010 PERSONNEL:Payroll benefits
				Select Health June 2023 Employer Contributions	2,409.86	5010 PERSONNEL:Payroll benefits
				Select Health June 2023 Billing Differences	-4,007.49	2345 Select Health
06/14/2023	Expenditure		First Interstate		-21.50	1150 Chkg Payroll -1st Interstate
				May Service Fees FIB Payroll Checking	21.50	5202.3 OPERATING EXPENSES:Banking fees:Financial fees
06/20/2023	Expenditure		CITY OF MERIDIAN		-25.76	1120 Checking - US Bank
				Water/Sewer 05/06-06/05/2023	25.76	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities

Meridian Library District

Electronic Bill Payment List

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
06/20/2023	Expenditure		Paylocity		-2,065.60	1150 Chkg Payroll -1st Interstate
				Paylocity June Payroll Processing	2,065.60	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing
06/22/2023	Expenditure		PITNEY BOWES		-800.00	1120 Checking - US Bank
				Pitney Bowes Postage Prepaid Account Refill 06/22/2023	800.00	5232 OPERATING EXPENSES:Postage
06/22/2023	Expenditure		IDAHO POWER - 3194		-943.04	1120 Checking - US Bank
				Power 05/04-06/05/23	943.04	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
06/24/2023	Expenditure		Nationwide 457b		-526.48	1120 Checking - US Bank
				Nationwide Roth Payment 06/24/2023	-526.48	2352 Nationwide Withholding Payable
06/24/2023	Expenditure		Nationwide 457b		-1,035.18	1120 Checking - US Bank
				Nationwide Pre Payment 06/24/2023	-1,035.18	2352 Nationwide Withholding Payable
06/26/2023	Expenditure		Chevron (Wex Bank)		-513.93	1120 Checking - US Bank
				May Fuel	123.70	5260.2 OPERATING EXPENSES:Vehicle Expense:Vehicle - Sprinter
				May Fuel	75.32	5260.4 OPERATING EXPENSES:Vehicle Expense:Vehicle - Honda Element
				May Fuel	281.08	5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon
				May Fuel	33.83	5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile
06/26/2023	Expenditure		INTERMOUNTAIN GAS COMPANY		-10.16	1120 Checking - US Bank
				Gas 04/29-05/31/23	10.16	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
06/26/2023	Expenditure		INTERMOUNTAIN GAS COMPANY		-97.82	1120 Checking - US Bank
				Gas 04/28-05/30/23	97.82	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
06/26/2023	Expenditure		INTERMOUNTAIN GAS COMPANY		-160.17	1120 Checking - US Bank
				Gas 04/29-06/01/23	160.17	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
06/26/2023	Expenditure		IDAHO POWER - 7016		-130.00	1120 Checking - US Bank
				Power 05/06-06/07/23	130.00	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
06/26/2023	Expenditure		IDAHO POWER - 1620		-3,067.57	1120 Checking - US Bank
				Power 05/06-06/07/23	3,067.57	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
06/28/2023	Expenditure		IDAHO POWER - 7302		-352.59	1120 Checking - US Bank
				Power 05/11-06/09/23	352.59	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
06/29/2023	Expenditure		Bill.com		-521.45	1120 Checking - US Bank
				Bill.com fees 05/28-06/27/2023	521.45	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing
06/30/2023	Expenditure		Gravity Payments		-27.00	1120 Checking - US Bank
				Gravity Payment Processing June 2023	27.00	5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees
Credit Card Payment						
06/01/2023	Credit Card Payment		Divvy		-	1120 Checking - US Bank
					21,985.99	
					-	2700 Divvy Credit Cards Payable
					21,985.99	

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	8,012,278.93	7,703,567.00	308,711.93	104.01 %
42000 Non-tax Revenue	505,200.91	137,600.00	367,600.91	367.15 %
Total Revenue	\$8,517,479.84	\$7,841,167.00	\$676,312.84	108.63 %
GROSS PROFIT	\$8,517,479.84	\$7,841,167.00	\$676,312.84	108.63 %
Expenditures				
50000 PERSONNEL	3,722,524.08	4,803,978.00	-1,081,453.92	77.49 %
51000 COLLECTIONS	673,725.05	999,500.00	-325,774.95	67.41 %
52000 OPERATING EXPENSES	1,137,100.05	1,712,030.00	-574,929.95	66.42 %
72000 CAPITAL EXPENSES	70,793.00	109,000.00	-38,207.00	64.95 %
9800 Transfer Out -Capital Projects Fund		216,659.00	-216,659.00	
Total Expenditures	\$5,604,142.18	\$7,841,167.00	\$ -2,237,024.82	71.47 %
NET OPERATING REVENUE	\$2,913,337.66	\$0.00	\$2,913,337.66	0.00%
Other Revenue				
8000 Plant Facilities Levy Revenue	1,400,000.00	1,400,000.00	0.00	100.00 %
8338 Capital Projects Interest	81,189.85	7,850.00	73,339.85	1,034.27 %
8350 Capital Projects Grants & Donations	250,000.00		250,000.00	
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	\$1,731,189.85	\$9,624,509.00	\$ -7,893,319.15	17.99 %
Other Expenditures				
9288 Orchard Park Project Costs	1,552,428.06	2,471,500.00	-919,071.94	62.81 %
9289 South Branch Project Costs		8,000,000.00	-8,000,000.00	
Total Other Expenditures	\$1,552,428.06	\$10,471,500.00	\$ -8,919,071.94	14.83 %
NET OTHER REVENUE	\$178,761.79	\$ -846,991.00	\$1,025,752.79	-21.11 %
NET REVENUE	\$3,092,099.45	\$ -846,991.00	\$3,939,090.45	-365.07 %

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	7,195,028.48	7,155,325.00	39,703.48	100.55 %
4005 Tax Levy - Capital Foregone	216,651.00	216,651.00	0.00	100.00 %
4006 Tax Levy - Operating Foregone	72,217.00	72,217.00	0.00	100.00 %
Total 4000 Tax levy	7,483,896.48	7,444,193.00	39,703.48	100.53 %
4010 Ag. Replacement	1,940.00	1,940.00	0.00	100.00 %
4020 Pers Prop Replacement	39,038.73	29,979.00	9,059.73	130.22 %
4025 Recovered Homeowner's Exemption		1,404.00	-1,404.00	
4100 Sales tax income	487,403.72	226,051.00	261,352.72	215.62 %
Total 40000 Tax Revenue	8,012,278.93	7,703,567.00	308,711.93	104.01 %
42000 Non-tax Revenue				
4200 Fines and fees	18,665.08	10,000.00	8,665.08	186.65 %
4210 Book Sale	258.20		258.20	
4220 Meeting Room income	5,219.87	1,000.00	4,219.87	521.99 %
4221 Donations & Memorials	1,731.63	19,000.00	-17,268.37	9.11 %
4300 Interest income	96,782.97	2,300.00	94,482.97	4,207.96 %
4339 Capital Replace & Repair Int	150,990.53	4,000.00	146,990.53	3,774.76 %
4400 Copy/Print income	23,939.04	11,300.00	12,639.04	211.85 %
4410 Miscellaneous income	4,369.69		4,369.69	
4500 Grants	199,493.90	90,000.00	109,493.90	221.66 %
4700 Sponsorships	3,750.00		3,750.00	
Total 42000 Non-tax Revenue	505,200.91	137,600.00	367,600.91	367.15 %
Total Revenue	\$8,517,479.84	\$7,841,167.00	\$676,312.84	108.63 %
GROSS PROFIT	\$8,517,479.84	\$7,841,167.00	\$676,312.84	108.63 %
Expenditures				
50000 PERSONNEL				
5000 Salaries and wages	2,783,221.85	3,542,502.00	-759,280.15	78.57 %
5005 Termination salaries	24,477.46	16,000.00	8,477.46	152.98 %
Total 5000 Salaries and wages	2,807,699.31	3,558,502.00	-750,802.69	78.90 %
5010 Payroll benefits	914,824.77	1,245,476.00	-330,651.23	73.45 %
Total 50000 PERSONNEL	3,722,524.08	4,803,978.00	-1,081,453.92	77.49 %
51000 COLLECTIONS				
5115 Adult Print Books	138,336.56	197,000.00	-58,663.44	70.22 %
5121 Electronic databases	15,078.25	34,200.00	-19,121.75	44.09 %
5122 eContent	258,087.26	298,700.00	-40,612.74	86.40 %
5125 Print Reference	946.98	2,600.00	-1,653.02	36.42 %
5130 Children's books	155,115.44	206,400.00	-51,284.56	75.15 %
5130S Children's books - Supported	20,513.33		20,513.33	
Total 5130 Children's books	175,628.77	206,400.00	-30,771.23	85.09 %
5135 Young Adult books	31,253.10	104,700.00	-73,446.90	29.85 %
5149 Media	49,099.58	108,700.00	-59,600.42	45.17 %

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	943.17	40,100.00	-39,156.83	2.35 %
5151 Periodicals	4,351.38	7,100.00	-2,748.62	61.29 %
Total 51000 COLLECTIONS	673,725.05	999,500.00	-325,774.95	67.41 %
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	12,052.41	1,900.00	10,152.41	634.34 %
5202.7 Accounting Svcs	8,331.25	15,000.00	-6,668.75	55.54 %
Total 52020 Professional Services	69,259.16	79,200.00	-9,940.84	87.45 %
52025 Banking fees				
5202.2 Bankcard fees	1,876.39	6,600.00	-4,723.61	28.43 %
5202.3 Financial fees	1,102.84	184,120.00	-183,017.16	0.60 %
Total 52025 Banking fees	2,979.23	190,720.00	-187,740.77	1.56 %
5211 Copy/Print	21,378.26	29,600.00	-8,221.74	72.22 %
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	11,696.40	3,900.00	7,796.40	299.91 %
5216s Equip & Furnishings -Supported	25,826.45		25,826.45	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing	61,015.96	115,000.00	-53,984.04	53.06 %
5220.1s IT Infra Softw/Lic Supported	269.99		269.99	
Total 5220.1 IT Infra -Software/Licensing	61,285.95	115,000.00	-53,714.05	53.29 %
5220.2 IT Infra -Support	7,383.27	24,200.00	-16,816.73	30.51 %
5220.3 IT PCs, Printers & Hardware	47,622.75	64,000.00	-16,377.25	74.41 %
5220.3S Supported - IT, PCs, Hardware	10,707.41		10,707.41	
Total 5220.3 IT PCs, Printers & Hardware	58,330.16	64,000.00	-5,669.84	91.14 %
5220.5 IT Utilities	33,105.43	64,780.00	-31,674.57	51.10 %
5220.6 IT Collection Licensing	1,250.00	15,000.00	-13,750.00	8.33 %
5220.7 IT Technology Maintenance	7,256.57	21,000.00	-13,743.43	34.56 %
Total 52200 Information Technology	168,611.38	303,980.00	-135,368.62	55.47 %
5225 Marketing & advertising	4,419.31	18,710.00	-14,290.69	23.62 %
5228 Miscellaneous	7,644.83	7,100.00	544.83	107.67 %
5228.S Miscellaneous- Supported	9,802.87		9,802.87	
Total 5228 Miscellaneous	17,447.70	7,100.00	10,347.70	245.74 %
52290 Materials Processing				
5229.1 Materials-OCLC	783.70	8,250.00	-7,466.30	9.50 %
5229.2 Materials-Processing	57,366.83	75,000.00	-17,633.17	76.49 %
Total 52290 Materials Processing	58,150.53	83,250.00	-25,099.47	69.85 %

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	5,124.42	6,720.00	-1,595.58	76.26 %
5232 Postage	7,989.21	11,000.00	-3,010.79	72.63 %
52340 Professional Development				
5234.1 Conferences	7,542.94	19,176.00	-11,633.06	39.34 %
5234.1S Support - Conferences	701.58		701.58	
Total 5234.1 Conferences	8,244.52	19,176.00	-10,931.48	42.99 %
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	1,883.80	4,300.00	-2,416.20	43.81 %
5234.5s Staff Training - Supported	9,226.91		9,226.91	
Total 5234.5 Staff Mtg & Training	11,110.71	4,300.00	6,810.71	258.39 %
5234.6 Webinar/Ecourses	1,564.47	7,573.00	-6,008.53	20.66 %
Total 52340 Professional Development	23,706.70	40,000.00	-16,293.30	59.27 %
52360 Program Expense				
5236.2 Programs - District				
5236.2S District Programs -Supported	447.67		447.67	
Total 5236.2 Programs - District	447.67		447.67	
5236.AD Programs - Adult	4,332.09	26,100.00	-21,767.91	16.60 %
5236.BR Programs -Brochures		2,000.00	-2,000.00	
5236.CH Programs - Children	55.71		55.71	
5236.cs Children's Programs - Supported	6,631.47		6,631.47	
5236.PC Pet Care	359.93	1,300.00	-940.07	27.69 %
Total 5236.CH Programs - Children	7,047.11	1,300.00	5,747.11	542.09 %
5236.EL Programs - Early Learning 0-5	6,224.29	23,710.00	-17,485.71	26.25 %
5236.FA Programs -Family All Ages	10,760.22	15,300.00	-4,539.78	70.33 %
5236.SA Programs -School Age 6-12	4,773.33	23,900.00	-19,126.67	19.97 %
5236.TN Programs -Teen 13-18	2,255.82	15,020.00	-12,764.18	15.02 %
5236.VO Programs -Volunteers	1,415.87	1,500.00	-84.13	94.39 %
Total 52360 Program Expense	37,256.40	108,830.00	-71,573.60	34.23 %
5237 Recruiting/Background Checks	1,593.69	7,650.00	-6,056.31	20.83 %
524000 Supplies				
5240 Supplies - general	12,888.93	26,500.00	-13,611.07	48.64 %
5240s Supplies - General -Supported	15,277.32		15,277.32	
Total 5240 Supplies - general	28,166.25	26,500.00	1,666.25	106.29 %
5245 Supplies - marketing	3,292.28	5,000.00	-1,707.72	65.85 %
5246 Supplies - office	7,455.19	12,300.00	-4,844.81	60.61 %
Total 524000 Supplies	38,913.72	43,800.00	-4,886.28	88.84 %
5250 Taxes and insurance	19,690.83	28,600.00	-8,909.17	68.85 %
52600 Vehicle Expense				
5260.1 Vehicle - Bookmobile	2,848.57	17,300.00	-14,451.43	16.47 %
5260.2 Vehicle - Sprinter	1,251.20	6,200.00	-4,948.80	20.18 %

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	2,171.38	7,650.00	-5,478.62	28.38 %
5260.4 Vehicle - Honda Element	1,165.16		1,165.16	
5260.5 Vehicle - Dodge HD Wagon	3,386.20		3,386.20	
5260.6 Employee Mileage Reimbursement	345.93		345.93	
5260.7 Vehicle - Chevy Silverado 1500	6,037.81		6,037.81	
Total 52600 Vehicle Expense	17,206.25	31,150.00	-13,943.75	55.24 %
62240 Facility Expense				
6224.1 Bldg-Maintenance	131,982.84	153,000.00	-21,017.16	86.26 %
6224.2 Bldg-Repairs	69,165.98	34,000.00	35,165.98	203.43 %
6224.3 Bldg-Small Tools	631.02	4,500.00	-3,868.98	14.02 %
6224.4 Bldg-Supplies	16,747.45	21,400.00	-4,652.55	78.26 %
6250 Bldg-Insurance	25,407.00	48,000.00	-22,593.00	52.93 %
6255 Bldg-Rent	251,156.81	285,770.00	-34,613.19	87.89 %
6258 Bldg-Utilities	61,745.05	76,400.00	-14,654.95	80.82 %
Total 62240 Facility Expense	556,836.15	623,070.00	-66,233.85	89.37 %
Total 52000 OPERATING EXPENSES	1,137,100.05	1,712,030.00	-574,929.95	66.42 %
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	42,648.69		42,648.69	
Total 7220.3 IT PCs, Hardware Printers	53,294.69	31,000.00	22,294.69	171.92 %
7295s Major Improvements - Supported		2,500.00	-2,500.00	
Total 72000 CAPITAL EXPENSES	70,793.00	109,000.00	-38,207.00	64.95 %
9800 Transfer Out -Capital Projects Fund		216,659.00	-216,659.00	
Total Expenditures	\$5,604,142.18	\$7,841,167.00	\$ -2,237,024.82	71.47 %
NET OPERATING REVENUE	\$2,913,337.66	\$0.00	\$2,913,337.66	0.00%
Other Revenue				
8000 Plant Facilities Levy Revenue	1,400,000.00	1,400,000.00	0.00	100.00 %
8338 Capital Projects Interest	81,189.85	7,850.00	73,339.85	1,034.27 %
8350 Capital Projects Grants & Donations	250,000.00		250,000.00	
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	\$1,731,189.85	\$9,624,509.00	\$ -7,893,319.15	17.99 %
Other Expenditures				
9288 Orchard Park Project Costs	1,552,428.06	2,471,500.00	-919,071.94	62.81 %
9289 South Branch Project Costs		8,000,000.00	-8,000,000.00	
Total Other Expenditures	\$1,552,428.06	\$10,471,500.00	\$ -8,919,071.94	14.83 %
NET OTHER REVENUE	\$178,761.79	\$ -846,991.00	\$1,025,752.79	-21.11 %
NET REVENUE	\$3,092,099.45	\$ -846,991.00	\$3,939,090.45	-365.07 %

Meridian Library District

Statement of Activity

October 2022 - September 2023

	TOTAL
<hr/>	
Revenue	
40000 Tax Revenue	
4000 Tax levy	7,195,028.48
4005 Tax Levy - Capital Foregone	216,651.00
4006 Tax Levy - Operating Foregone	72,217.00
Total 4000 Tax levy	7,483,896.48
4010 Ag. Replacement	1,940.00
4020 Pers Prop Replacement	39,038.73
4100 Sales tax income	487,403.72
Total 40000 Tax Revenue	8,012,278.93
42000 Non-tax Revenue	
4200 Fines and fees	18,665.08
4210 Book Sale	258.20
4220 Meeting Room income	5,219.87
4221 Donations & Memorials	1,731.63
4300 Interest income	96,782.97
4339 Capital Replace & Repair Int	150,990.53
4400 Copy/Print income	23,939.04
4410 Miscellaneous income	4,369.69
4500 Grants	199,493.90
4700 Sponsorships	3,750.00
Total 42000 Non-tax Revenue	505,200.91
Total Revenue	\$8,517,479.84
GROSS PROFIT	\$8,517,479.84
<hr/>	
Expenditures	
50000 PERSONNEL	
5000 Salaries and wages	2,783,221.85
5005 Termination salaries	24,477.46
Total 5000 Salaries and wages	2,807,699.31
5010 Payroll benefits	914,824.77
Total 50000 PERSONNEL	3,722,524.08
51000 COLLECTIONS	
5115 Adult Print Books	138,336.56
5121 Electronic databases	15,078.25
5122 eContent	258,087.26
5125 Print Reference	946.98
5130 Children's books	155,115.44
5130S Children's books - Supported	20,513.33
Total 5130 Children's books	175,628.77

Meridian Library District

Statement of Activity

October 2022 - September 2023

	TOTAL
5135 Young Adult books	31,253.10
5149 Media	49,099.58
5150 Circulating devices & kits	943.17
5151 Periodicals	4,351.38
Total 51000 COLLECTIONS	673,725.05
52000 OPERATING EXPENSES	
52020 Professional Services	
5202.1 Audit	22,500.00
5202.4 Legal fees	14,875.50
5202.5 Consulting	11,500.00
5202.6 Other	12,052.41
5202.7 Accounting Svcs	8,331.25
Total 52020 Professional Services	69,259.16
52025 Banking fees	
5202.2 Bankcard fees	1,876.39
5202.3 Financial fees	1,102.84
Total 52025 Banking fees	2,979.23
5211 Copy/Print	21,378.26
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	11,696.40
5216s Equip & Furnishings -Supported	25,826.45
52200 Information Technology	
5220.1 IT Infra -Software/Licensing	61,015.96
5220.1s IT Infra Softw/Lic Supported	269.99
Total 5220.1 IT Infra -Software/Licensing	61,285.95
5220.2 IT Infra -Support	7,383.27
5220.3 IT PCs, Printers & Hardware	47,622.75
5220.3S Supported - IT, PCs, Hardware	10,707.41
Total 5220.3 IT PCs, Printers & Hardware	58,330.16
5220.5 IT Utilities	33,105.43
5220.6 IT Collection Licensing	1,250.00
5220.7 IT Technology Maintenance	7,256.57
Total 52200 Information Technology	168,611.38
5225 Marketing & advertising	4,419.31
5228 Miscellaneous	7,644.83
5228.S Miscellaneous- Supported	9,802.87
Total 5228 Miscellaneous	17,447.70

Meridian Library District

Statement of Activity

October 2022 - September 2023

	TOTAL
52290 Materials Processing	
5229.1 Materials-OCLC	783.70
5229.2 Materials-Processing	57,366.83
Total 52290 Materials Processing	58,150.53
5230 Phone Service	5,124.42
5232 Postage	7,989.21
52340 Professional Development	
5234.1 Conferences	7,542.94
5234.1S Support - Conferences	701.58
Total 5234.1 Conferences	8,244.52
5234.4 Memberships	2,787.00
5234.5 Staff Mtg & Training	1,883.80
5234.5s Staff Training - Supported	9,226.91
Total 5234.5 Staff Mtg & Training	11,110.71
5234.6 Webinar/Ecourses	1,564.47
Total 52340 Professional Development	23,706.70
52360 Program Expense	
5236.2 Programs - District	
5236.2S District Programs -Supported	447.67
Total 5236.2 Programs - District	447.67
5236.AD Programs - Adult	4,332.09
5236.CH Programs - Children	55.71
5236.cs Children's Programs - Supported	6,631.47
5236.PC Pet Care	359.93
Total 5236.CH Programs - Children	7,047.11
5236.EL Programs - Early Learning 0-5	6,224.29
5236.FA Programs -Family All Ages	10,760.22
5236.SA Programs -School Age 6-12	4,773.33
5236.TN Programs -Teen 13-18	2,255.82
5236.VO Programs -Volunteers	1,415.87
Total 52360 Program Expense	37,256.40
5237 Recruiting/Background Checks	1,593.69
524000 Supplies	
5240 Supplies - general	12,888.93
5240s Supplies - General -Supported	15,277.32
Total 5240 Supplies - general	28,166.25
5245 Supplies - marketing	3,292.28
5246 Supplies - office	7,455.19
Total 524000 Supplies	38,913.72
5250 Taxes and insurance	19,690.83

Meridian Library District

Statement of Activity

October 2022 - September 2023

	TOTAL
52600 Vehicle Expense	
5260.1 Vehicle - Bookmobile	2,848.57
5260.2 Vehicle - Sprinter	1,251.20
5260.3 Vehicle - Van Honda Odyssey	2,171.38
5260.4 Vehicle - Honda Element	1,165.16
5260.5 Vehicle - Dodge HD Wagon	3,386.20
5260.6 Employee Mileage Reimbursement	345.93
5260.7 Vehicle - Chevy Silverado 1500	6,037.81
Total 52600 Vehicle Expense	17,206.25
62240 Facility Expense	
6224.1 Bldg-Maintenance	131,982.84
6224.2 Bldg-Repairs	69,165.98
6224.3 Bldg-Small Tools	631.02
6224.4 Bldg-Supplies	16,747.45
6250 Bldg-Insurance	25,407.00
6255 Bldg-Rent	251,156.81
6258 Bldg-Utilities	61,745.05
Total 62240 Facility Expense	556,836.15
Total 52000 OPERATING EXPENSES	1,137,100.05
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	42,648.69
Total 7220.3 IT PCs, Hardware Printers	53,294.69
Total 72000 CAPITAL EXPENSES	70,793.00
Total Expenditures	\$5,604,142.18
NET OPERATING REVENUE	\$2,913,337.66
Other Revenue	
8000 Plant Facilities Levy Revenue	1,400,000.00
8338 Capital Projects Interest	81,189.85
8350 Capital Projects Grants & Donations	250,000.00
Total Other Revenue	\$1,731,189.85
Other Expenditures	
9288 Orchard Park Project Costs	1,552,428.06
Total Other Expenditures	\$1,552,428.06
NET OTHER REVENUE	\$178,761.79
NET REVENUE	\$3,092,099.45

Meridian Library District

Statement of Financial Position

As of August 11, 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	-10.00
1120 Checking - US Bank	317,136.78
1150 Chkg Payroll -1st Interstate	195,999.93
1160 Savings Payroll -1st Interstate	261,907.09
1200 PayPal Account	11.15
1937 StatePool-General Operations	5,285,076.51
1938 StatePool-Capital Project Fund	3,024,463.25
1939 StatePool-Cap Replacement &Repr	5,312,144.52
Total Bank Accounts	\$14,397,434.73
Accounts Receivable	
11000 Accounts Receivable	38.75
Total Accounts Receivable	\$38.75
Other Current Assets	
12000 Undeposited Funds	278.24
1500 Deposits/Prepaid expenses	46,291.71
1600 Property Tax Receivable	8,157,193.00
1652 Sales Tax Receivable	108,164.00
1800 Fines Receivable	26,237.81
1850 Allowance	-20,727.88
Total Other Current Assets	\$8,317,436.88
Total Current Assets	\$22,714,910.36
TOTAL ASSETS	\$22,714,910.36

Meridian Library District

Statement of Financial Position

As of August 11, 2023

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2380 Accounts Payable	68,023.61
Total Accounts Payable	\$68,023.61
Credit Cards	
2700 Divvy Credit Cards Payable	11,033.15
Total Credit Cards	\$11,033.15
Other Current Liabilities	
2300 Payroll Liabilities	-1,096.21
2305 FICA withholding payable	-0.03
2330 PERSI withholding payable	19,416.92
2340 401K withholding payable	2,658.93
2345 Select Health	-717.91
2350 Persi Life withholding payable	168.00
2352 Nationwide Withholding Payable	1,562.18
2355 Dental Payable	7,349.34
2357 Unum Payable	-5,118.13
2358 Mutual of Omaha Payable	-104.41
2360 AFLAC	-6.22
2365 United Heritage	-12.21
Sales Tax Agency Payable	410.08
Total Other Current Liabilities	\$24,510.33
Total Current Liabilities	\$103,567.09
Total Liabilities	\$103,567.09
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
2998.1 Jewitt property	-210,996.69

Meridian Library District

Statement of Financial Position

As of August 11, 2023

	TOTAL
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	3,093,093.07
Total Equity	\$22,611,343.27
TOTAL LIABILITIES AND EQUITY	\$22,714,910.36