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## Human Resources

### Applications Reviewed

- Admin Assistant - (x20)
- Branch Manager (Cherry Lane Branch) - (x3)
- Library Page - (x48)

### Job Postings

- Library Page (19 hour x3) & (29 hour x2)
- Marketing Librarian (40 hour x1)
- Branch Supervisor (40 hour x1)
- Materials Services Manager (40 hour x1)
- Branch Manager (40 hour x1)

### Phone Screens

- Administrative Assistant (x9)
- Library Page (x16)

### Interviews

- Administrative Assistant (x4)
- Library Page (x11)
- Branch Manager (x3)

### Job Offers

- YS Supervisor to Branch Manager at Cherry Lane

### Position Changes

- YS Supervisor to Branch Manager at Cherry Lane
- unBound Library Assistant: 19-hr to 40-hr
- unBound Library Assistant: 40-hr to 19-hr
- Page: 19-hr to 29-hr
- EP - 19-hr to 29-hr

### Terminations

- Jr. Librarians (x3)
- Library Assistant - 19-hr (x2)
- Page - 19-hr (x1)

## Additional HR Notes

- Attended Think Tank: The Changing Landscape of Performance Management
- Trainings completed: Maximizing Your Benefits Strategy + Employment Law 101 for Non-Lawyers
- Worked with Paylocity to transition to a local account management team
- Meeting w/ OneDigital to evaluate benefits and rates w/ benefits
- Worked on consolidating the recruiting process and revamping the orientation process to align with the new org design
- Assisted in creating the Position Change letters needed for the new org design changes

## Capital Projects

- Orchard Park is finally closing out as a capital project. Staff have settled into the branch and many patrons have adopted it as their home branch.
- We continued to work with Brighton on the purchase sale agreement and with design elements for South Branch.
- Conferred with Hawley-Troxell to review South Branch design plans and some of the initial purchase sale agreement framework.

## Additional updates

- In August we successfully passed the amended budget for current Fiscal Year 2022-2023 and the proposed budget for Fiscal Year 2023-2024. The District continues to be fiscally responsible by being transparent, budget conscious, and planning ahead.
- Meet with individual staff and with teams to discuss the upcoming organizational design changes. The discussions involved listening to concerns, complaints, and ideas; I was able to clear up some misunderstandings, took concerns and ideas to Admin for discussion, and provided reasoning for decisions. Not all parties were pleased with all of the answers or with some of the changes, but almost all agreed that the structure of the new organizational structure is a good long-term plan.
- In order to address all staff at the same time we hosted an All-Staff Implementation Day on August 25. Staff from all departments came together to listen, discuss, and see the changes of the new organizational structure that will begin October 1.

# Meridian Library Foundation

The Meridian Library Foundation gratefully received the **Best Philanthropic Organization Award** at this year's Meridian Chamber of Commerce Small Business Awards.

*"I truly believe any success of the Foundation is a direct reflection of our generous community and its commitment to education and equal access, as well as the exceptional staff and services of the Meridian Library District. We share this award with library staff.; their innovation, empathy, inclusivity, and dedication are unmatched. I am so proud and inspired by the work MLD staff are doing everyday, and this recognition is validation of MLD's efforts!"*

Eryn Turner (Foundation Executive Director)





**Meridian Library District Board of Trustees**

September 2023 Meeting Board Report\*

Department/Division: District Operation (DO)

Prepared by: Jason Su

**Statistics**

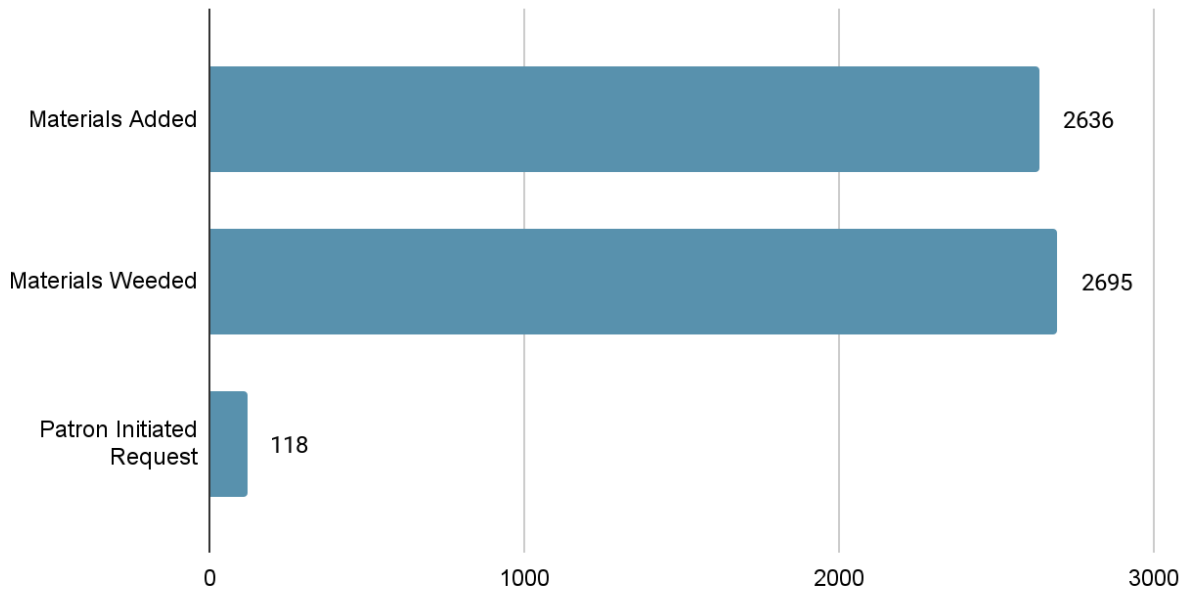
Patron Computer and Network Use Report

Total Unique Users	Total Sessions Authenticated	Avg. User Time	Wireless Users
2,277	3,181	110 min	2,479

*\*\*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: 200,932 physical items**

\*Monthly board reports cover the month prior to the meeting (i.e., the August report is for August 1-31).

## **General Updates**

### **Facilities**

We're happy to announce that we've been able to procure two brand new vehicles for the Meridian Library with end-of-year funds. We worked with a local dealership to secure two Toyota RAV4's with the same make and year. RAV4 #1 will replace the Honda Element that was purchased brand-new in 2007 and will live at Cherry Lane. The Honda Element will move to unBound for staff use. RAV4 #2 will be sent to Silverstone to support community outreach events and other staff needs.

Orchard Park construction continues to move at a snail's pace. CM believes the contractor's engineers have figured out what the issues are with the ADA door openers and the Comfort Room. I've been chatting with CM's project manager weekly to find an update. Replacement parts are being ordered. I should have good news by the next Board report.

Lastly, unBound's AV system install has been completed and is fully functional. The work included conduit runs between TV's to clean up the look of the space. The work was completed on a Friday and staff were able to use it the next day without issue.



## Meridian Library District Board of Trustees

September 2023 Meeting Board Report\*

Department/Division: Finance

Prepared by: Ema B.

### MONTHLY FINANCIAL REPORT

#### Quick Stats July 2023

July Bills Processed: 164

July Credit Card Charges: 200

#### Financial Statement Observations & Explanations

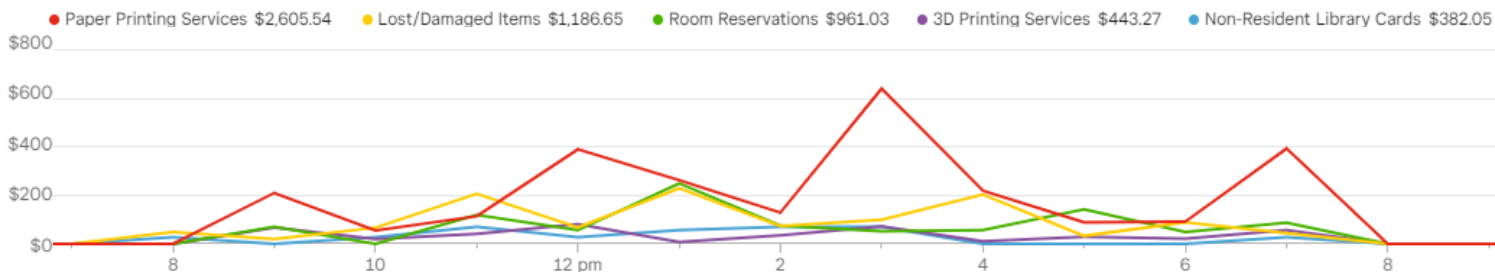
- Expenditure approvals presented are for bills and credit card charges during the month of July 2023
- Budget to actual reflect financials to date and the FY2023 approved amended budget
  - Financials are tracking on the mark with two weeks left in the fiscal year. The admin team is watching financials closely to ensure appropriate budget utilization through the end of the fiscal year.

#### Narrative

- During the month of July finance's focus was continuing development of the FY2024 budget.
  - The Director, Assistant Directors, and Accounting Manager met for multiple work sessions to review budget requests and develop the FY2024 budget
- The Friends of MLD held their quarterly meeting on July 25th. \$3,000 was requested to help cover expenses for Staff Implementation day and Admin Planning days in June.
- The new Grants and Sponsorships committee held their first meeting on July 26th. The team is eager to streamline grants, donations and sponsorships received by MLD.

#### August Square Snapshot

##### Top 5 Categories: Gross Sales



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



## Meridian Library District Board of Trustees

September 2023 Meeting Board Report\*

Public Operations Report

Prepared by: Trisha M., Assistant Director

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### Engagement \*Monthly

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A current Meridian resident, Armando, called the library with a research request, stating he was planning on emigrating from the U.S. and needed information on immigration to other English speaking countries and if Medicare would be covered. Several Librarians from across the District joined together to research and deliver resources and information to support the patron. In a response, Armando wrote, "Thank you and the team for your work on my question and your good advice... Thank you more broadly for your service to the community. In the best of times librarians don't get enough credit...You are doing critical work and doing it well. Chins up."

With funding through Idaho Commission for Libraries ESSER grants, focused on providing out of school resources and summer learning opportunities, Meridian Library was able to fund two programs of significant impact.

First, we were able to bring back temporary Junior Librarian positions, hiring 4 Meridian teens to learn about how libraries engage and support their communities and the essential work librarians and library staff do each day. The Junior Librarians shadowed extensively at our public services desks at all locations and helped with nearly all the youth programs facilitated at the Cherry Lane branch and in the community this summer.

Second, Librarians Gabby and Whitney were able to re-envision and expand the Tales by Mail program. In partnership with local school counselors, the team identified and worked with **216 youth** in kindergarten, first, and second graders who were identified as needing extra summer learning support. Throughout the summer, the library provided a total of **2,808 books and learning supplies** to the families. The funding also allowed the library to provide translated program materials, identified as a true need by the partnering schools.

Library Assistant, Kateri, was able to use her limited but expanding knowledge of American Sign Language to reach out to patrons in a more significant way. Recently, a family came into the Cherry Lane Branch where Kateri noticed the father was using ASL to communicate to his deaf daughter. Kateri was able to communicate, with limited signs, connecting to the family and welcoming them into the library where they could feel safe and belonging.

If you walked through the Cherry Lane branch during August, you may have seen the overwhelming array of colored sunglasses along the wall behind the check out desk. Each icon represented the location of a patron's favorite vacation location. Throughout the month, staff got to engage with patrons over the excitement of travel and summer vacations.

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



Junior Librarians and Youth Services staff at Cherry Lane.



Youth during the QSA program showcasing their cardboard creations.



MLD staff at the STEM Day at the Western Idaho Fair event.



Vacation sunglasses at Cherry Lane.





## District Wide Circulation Statistics \*Monthly

	Month Review	Fiscal Year-to-Date	% Change Last FYTD
Check Outs	132,470	1,288,325	+12.53%
Check Ins	92,461	875,672	+12.82%
Account Creations	713	6,318	+43.43%

## District Wide Service Statistics \*Monthly

	Month Review	Fiscal Year-to-Date	% Change Last FYTD
Door Counts	37,858	356,866	+43.38%
Reference Questions Answered	5,451	51,256	-6.97%
Home Deliveries- Number of Deliveries	1,037	11,629	-7.58%
Home Deliveries- Number of Items Delivered	2,652	28,556	<i>Data not tracked in previous years</i>
3D Filament Prints	74	1,315	+53.08%
3D Resin Prints	9	127	+135.19%
Outreach Interactions	468	7,127	+143.74%

## District Wide Program Statistics \*Monthly

Programs Offered	Month Review	Fiscal Year-to-Date	% Change Last FYTD
Early Learners (0-5)	30	625	+39.82%
School Age (6-12)	9	274	+122.76%
Teens (13-17)	9	59	+227.78%
Adults & Seniors (18+)	20	206	+368.18%
General/All Ages	5	61	+177.27%

<b>Total Programs Offered</b>	<b>73</b>	<b>1,225</b>	<b>+86.74%</b>
Program Attendance	Month Review	Fiscal Year-to-Date	% Change Last FYTD
Early Learners (0-5)	886	19,160	+39.89%
School Age (6-12)	219	5,979	-19.30%
Teens (13-17)	225	1,032	+583.44%
Adults & Seniors (18+)	247	3,109	+129.96%
General/All Ages	617	6,694	+114.62%
<b>Total Program Attendance</b>	<b>2,194</b>	<b>35,974</b>	<b>+38.59%</b>

*This summer Silverstone hosted a very popular Touch-a-Truck event attracting over 200 attendees.*

*As pictured above, Meridian Library and Ada Community Library were invited to participate once again in the popular STEM Day at the Western Idaho Fair. During this event, staff engaged with hundreds of families through play, showcasing how families could incorporate STEM into their daily life.*

*Librarians across the District hosted a 3-week, 6-part workshop called Nourishing Minds as part of the Creating Space for Teen Mental Health IMLS grant MLD received in partnership with Seattle Public Library and Charles County Public Library. During these workshops library staff and local teens learned together ways to support teens in learning about mental health and brainstormed programs of interest for teens in our community to attend on the subject.*

*Summer Reading for 2023 has officially wrapped up with over **2,800 registered participants**. Utilizing the national theme "All Together Now," this year's program focused on equity and inclusivity of program materials and resources for participants. Each person received a book for signing up and when they finished 45 days of reading. Throughout the course of the summer, our outreach department partnered with 10 community sites including childcare centers, parks and rec, and boys and girls club, **engaging with 870 children** to encourage reading and learning over the summer.*

## Professional Development \*Special review

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The District places a high value on the importance of continued education and professional development opportunities for our staff to engage in to ensure we are remaining nimble and innovative with our services and resources we provide through high quality customer service to our community. Over the course of the last year, we are estimating library staff across the District spent a **cumulative 3,000 hours** attending professional development opportunities through conferences, seminars, webinars, and e-courses.

The Pacific Northwest Library Association (PNLA) Annual Conference was held in Moscow this year which allowed several MLD staff to attend and collaborate with library staff across the region on topics such as business resources, library services, and early literacy. Outreach Manager, Audra, presented about leveraging community data to strengthen community connections.

Youth Services Librarian, Gabby, was invited to present at Idaho Association for Education of Young Children's Professional Development Institute about library services across the state to childcare providers.

Outreach Manager, Audra, became a nationally certified trainer for HOPE Conquers ACES. Through this certification, Audra can provide professional development to childcare centers in Meridian to understand how adverse childhood experiences (ACES) impact brain development and lifelong learning and how supportive adults and educators can support youth and families.

Additional conferences attended include:

- Idaho Library Association's Annual Conference
- American Library Association's Annual Conference
- Health and Welfare's Early Years Conference
- Idaho Out of School Network's Behavior Management Institute.
- Idaho Out of School Network's Power Up Summit
- Strengthening Families Training Institute
- Idaho Resilience Project Retreat

Additional webinars and e-courses focused on topics such as:

- Project management fundamentals for librarians
- Supporting children and youth experiencing trauma
- Intellectual freedom
- Supporting neurodivergent library users
- Homelessness in libraries and how to support
- Equity, Diversity, and Inclusion
- Lifelong education and aging resources

# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2380 Accounts Payable						
07/01/2023	Bill	JulyRent	High Desert Development Linder Village, LLC	Orchard Park Rent 07/01-07/31/2023	2380 Accounts Payable	17,916.67
				Orchard Park Rent 07/01-07/31/2023	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	17,916.67
07/01/2023	Bill	2023-07-01	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
07/01/2023	Bill	1303598	PEAK ALARM CO, INC	Security monitoring 07/01-09/30/2023	2380 Accounts Payable	137.70
				Security monitoring 07/01-09/30/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	137.70
07/01/2023	Bill	36010	FATBEAM, LLC	Managed Firewall Service July 2023	2380 Accounts Payable	150.00
				Managed Firewall Service July 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	150.00
07/01/2023	Bill	35979	FATBEAM, LLC	Internet July 2023	2380 Accounts Payable	700.00
				Internet July 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	700.00
07/01/2023	Bill	35799	FATBEAM, LLC	Internet July 2023	2380 Accounts Payable	675.00
				Internet July 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	675.00
07/01/2023	Bill	35786	FATBEAM, LLC	Internet July 2023	2380 Accounts Payable	500.00
				Internet July 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	500.00
07/01/2023	Bill	35768	FATBEAM, LLC	Internet July 2023	2380 Accounts Payable	850.00
				Internet July 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	850.00
07/01/2023	Bill	6114366	UNIQUE MANAGEMENT SERVICES, INC	Customer Account Balance Recovery Service June 2023	2380 Accounts Payable	349.05
				Customer Account Balance Recovery Service June 2023	5202.6 OPERATING EXPENSES:Professional Services:Other	349.05
07/01/2023	Bill	02945C023208134	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	5,632.35
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	5,632.35
07/01/2023	Bill	119145	Diamond Lawns, LLC	July 2023 Lawn Maintenance Payment	2380 Accounts Payable	864.97
				July 2023 Lawn Maintenance Payment	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	864.97
07/01/2023	Bill	0649647	WESTERN	Shredding Service 06/01-06/30/2023	2380 Accounts Payable	110.00

# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
			RECORDS DESTRUCTION, INC			
				Shredding Service 05/01-05/31/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	55.00
				Shredding Service 05/01-05/31/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	55.00
07/01/2023	Bill	570914	Access Integration, Inc.	Hosted Access 07/01-09/30/2023	2380 Accounts Payable	120.00
				Hosted Access 07/01-09/30/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	60.00
				Hosted Access 07/01-09/30/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	60.00
07/01/2023	Bill	7488	SRH Franchising, LLC	Regular Janitorial Service from 07/01/2023 to 07/31/2023	2380 Accounts Payable	4,950.00
				Regular Janitorial Service from 07/01/2023 to 07/31/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	3,850.00
				Regular Janitorial Service from 07/01/2023 to 07/31/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	200.00
				Regular Janitorial Service from 07/01/2023 to 07/31/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	450.00
				Regular Janitorial Service from 07/01/2023 to 07/31/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	450.00
07/01/2023	Bill	IDW-101887	YIG Administration	ID Watchdog June 2023	2380 Accounts Payable	232.50
				ID Watchdog June 2023	5010 PERSONNEL:Payroll benefits	37.50
				ID Watchdog June 2023	5010 PERSONNEL:Payroll benefits	65.00
				ID Watchdog June 2023	5010 PERSONNEL:Payroll benefits	15.00
				ID Watchdog June 2023	5010 PERSONNEL:Payroll benefits	10.00
				ID Watchdog June 2023	5010 PERSONNEL:Payroll benefits	12.50
				ID Watchdog June 2023 Billing Differences	5010 PERSONNEL:Payroll benefits	92.50
07/01/2023	Bill	100001617768	WILLAMETTE DENTAL	Willamette Dental Benefits July 2023	2380 Accounts Payable	1,450.70
				Willamette Dental Benefits July 2023	2355 Dental Payable	-1,450.70
07/01/2023	Bill	001547265162	Mutual of Omaha	Dental/Vision/AD&D/Life/STD July 2023	2380 Accounts Payable	3,931.10
				Dental/Vision/AD&D/Life/STD July 2023	2358 Mutual of Omaha Payable	-3,931.10
07/01/2023	Bill	1000321182	OCLC, Inc.	ILL Group Contract 07/01/2023-06/30/2024 MLD Cataloging, Metadata, & WorldShare	2380 Accounts Payable	8,014.30
				ILL Group Contract 07/01/2023-09/30/2023 MLD Cataloging, Metadata, & WorldShare	5229.1 OPERATING EXPENSES:Materials Processing:Materials-OCLC	2,003.57
				ILL Group Contract 10/01/2023-06/30/2024 MLD Cataloging, Metadata, & WorldShare	1500 Deposits/Prepaid expenses	6,010.73
07/01/2023	Bill	IH63	City Of Boise Library	FY23 Quarterly ILS Upgrade/Replacement Fund October-December 2022	2380 Accounts Payable	2,014.98
				FY23 Quarterly ILS	5212.C OPERATING	2,014.98

# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Upgrade/Replacement Fund October-December 2022	EXPENSES:Consortium:Consortium-Courier	
07/01/2023	Bill	IH757	City Of Boise Library	FY23 Qtr1 Consortium share billing for October-December 2022	2380 Accounts Payable	12,492.29
				FY23 Qtr1 Consortium share billing for October-December 2022	5212.H OPERATING EXPENSES:Consortium:Consortium-Hardware/Software	12,492.29
07/01/2023	Bill	27985	FIREXPRT	Fire Extinguisher Installations	2380 Accounts Payable	936.50
				Fire Extinguisher Installations	9288 Orchard Park Project Costs	936.50
07/01/2023	Bill	116390	Diamond Lawns, LLC	Irrigation Service Call 06/07/23	2380 Accounts Payable	80.00
				Irrigation Service Call 06/07/23	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	80.00
07/02/2023	Bill	07/02/23	Dry Lake Construction, LLC	Mow weeds at 1721 S Spanish Sun Way	2380 Accounts Payable	760.00
				Mow weeds at 1721 S Spanish Sun Way	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	760.00
07/03/2023	Bill	02945DA23209851	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	140.00
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	140.00
07/03/2023	Bill	2331007168	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	65.74
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	65.74
07/03/2023	Bill	5181	TRADEMARK DESIGN & FABRICATION	Orchard Park Donor Recognition Wall	2380 Accounts Payable	4,922.50
				Orchard Park Donor Recognition Wall	5216s OPERATING EXPENSES:Equip & Furnishings -Supported	4,922.50
07/03/2023	Bill	23-14689	PACIFIC BACKFLOW LLC	Backflow testing	2380 Accounts Payable	45.00
				Backflow testing	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	45.00
07/03/2023	Bill	504009717	MIDWEST TAPE	Blu Rays & DVD's	2380 Accounts Payable	379.13
				Blu Rays & DVD's	5149 COLLECTIONS:Media	265.38
				Blu Rays & DVD's	5149 COLLECTIONS:Media	23.24
				Blu Rays & DVD's	5149 COLLECTIONS:Media	79.46
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	11.05
07/03/2023	Bill	64323969	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	2,023.16
				Print Books	5130 COLLECTIONS:Children's books	79.58
				Print Books	5135 COLLECTIONS:Young Adult books	13.01
				Print Books	5135 COLLECTIONS:Young Adult books	13.01
				Print Books	5115 COLLECTIONS:Adult Print Books	107.43
				Print Books	5115 COLLECTIONS:Adult Print Books	27.29
				Print Books	5130 COLLECTIONS:Children's books	404.72
				Print Books	5115 COLLECTIONS:Adult Print Books	45.22

# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	1,319.89
				Print Books	5135 COLLECTIONS:Young Adult books	13.01
07/03/2023	Bill	64323970	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	276.34
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	276.34
07/03/2023	Bill	64324018	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	99.87
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	99.87
07/04/2023	Bill	02945DA23210746	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	463.17
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	463.17
07/04/2023	Bill	02945DA23210745	OVERDRIVE, INC	Ebook/Audiobook	2380 Accounts Payable	90.22
				Ebook/Audiobook	5122 COLLECTIONS:eContent	90.22
07/04/2023	Bill	2478	Management Northwest-Patricia L Ball	June Legal Services	2380 Accounts Payable	3,782.50
				June Legal Services	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	3,782.50
07/04/2023	Bill	2331007295	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	44.44
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	44.44
07/05/2023	Bill	02945DA23212036	OVERDRIVE, INC	Ebook	2380 Accounts Payable	15.99
				Ebook	5122 COLLECTIONS:eContent	15.99
07/05/2023	Bill	23-0407	FIRE SENTRY SYSTEMS, INC	After hours service call for trouble on fire alarm control panel	2380 Accounts Payable	774.00
				After hours service call for trouble on fire alarm control panel	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	774.00
07/05/2023	Bill	LostItemReturned	Sarah Sheibley	Lost Item Fine - Item Returned	2380 Accounts Payable	26.50
				Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-26.50
07/05/2023	Bill	67621147	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,138.35
				Print Books	5130 COLLECTIONS:Children's books	53.30
				Print Books	5130 COLLECTIONS:Children's books	9.55
				Print Books	5130 COLLECTIONS:Children's books	9.55
				Print Books	5115 COLLECTIONS:Adult Print Books	26.44
				Print Books	5130 COLLECTIONS:Children's books	175.65
				Print Books	5130 COLLECTIONS:Children's books	863.86
07/05/2023	Bill	64324077	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	325.64
				Print Books	5130 COLLECTIONS:Children's books	132.25
				Print Books	5130 COLLECTIONS:Children's books	8.63
				Print Books	5115 COLLECTIONS:Adult Print Books	17.55

# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5115 COLLECTIONS:Adult Print Books	17.59
				Print Books	5115 COLLECTIONS:Adult Print Books	17.59
				Print Books	5130 COLLECTIONS:Children's books	132.03
07/05/2023	Bill	67621148	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	89.62
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	89.62
07/05/2023	Bill	64324078	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	19.67
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	19.67
07/05/2023	Bill	IH810	City Of Boise Library	FY23 Qtr4 Consortium share billing for July-Sept 2023	2380 Accounts Payable	12,492.29
				FY23 Qtr4 Consortium share billing for July-Sept 2023	5212.H OPERATING EXPENSES:Consortium:Consortium-Hardware/Software	12,492.29
07/05/2023	Bill	IH96	City Of Boise Library	FY23 Qtr4 Consortium share billing for July-Sept 2023	2380 Accounts Payable	2,014.98
				FY23 Qtr4 Consortium share billing for July-Sept 2023	5212.C OPERATING EXPENSES:Consortium:Consortium-Courier	2,014.98
07/05/2023	Bill	132341	SILVERSTONE AMENITY CENTER	Admin Meeting Room Reservation 06/22-06/23/23	2380 Accounts Payable	249.25
				Admin Meeting Room Reservation 06/22-06/23/23	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	249.25
07/06/2023	Bill	0007858	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
07/06/2023	Bill	06/13-07/06/23	PAIGE MOORE	Music Adventures 06/13, 06/20 & 07/06	2380 Accounts Payable	225.00
				Music Adventures 06/13 Silverstone	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	75.00
				Music Adventures 06/20 Orchard Park	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	75.00
				Music Adventures 07/06 Cherry Lane	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	75.00
07/06/2023	Bill	64324163	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	375.02
				Print Books	5130 COLLECTIONS:Children's books	19.12
				Print Books	5130 COLLECTIONS:Children's books	19.22
				Print Books	5130 COLLECTIONS:Children's books	19.22
				Print Books	5115 COLLECTIONS:Adult Print Books	87.27
				Print Books	5115 COLLECTIONS:Adult Print Books	16.33
				Print Books	5115 COLLECTIONS:Adult Print Books	46.73



# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	167.13
07/06/2023	Bill	64324164	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	62.42
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	62.42
07/06/2023	Bill	7329855	DEMCO	Labels for Library Classification	2380 Accounts Payable	432.84
				Labels for Library Classification	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	432.84
07/06/2023	Bill	504030439	MIDWEST TAPE	ADB Media	2380 Accounts Payable	124.97
				Blu Rays & DVD's	5149 COLLECTIONS:Media	124.97
07/07/2023	Bill	121622PR	T H	Replacement Payroll Check for Uncashed Payroll Check 12/16/22 Payroll	2380 Accounts Payable	93.71
				Replacement Payroll Check for Uncashed Payroll Check 12/16/22 Payroll	1500 Deposits/Prepaid expenses	93.71
07/07/2023	Bill	14078731	SENSKE SERVICES, INC.	Pest Control 07/07/2023	2380 Accounts Payable	30.00
				Pest Control 07/07/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	30.00
07/10/2023	Bill	64322807	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	3,101.87
				Print Books	5130 COLLECTIONS:Children's books	261.10
				Print Books	5130 COLLECTIONS:Children's books	63.28
				Print Books	5115 COLLECTIONS:Adult Print Books	66.97
				Print Books	5115 COLLECTIONS:Adult Print Books	15.69
				Print Books	5115 COLLECTIONS:Adult Print Books	25.53
				Print Books	5130 COLLECTIONS:Children's books	2,669.30
07/10/2023	Bill	64322613	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	363.63
				Print Books	5115 COLLECTIONS:Adult Print Books	79.44
				Print Books	5115 COLLECTIONS:Adult Print Books	32.67
				Print Books	5115 COLLECTIONS:Adult Print Books	63.66
				Print Books	5130 COLLECTIONS:Children's books	171.21
				Print Books	5135 COLLECTIONS:Young Adult books	16.65
07/10/2023	Bill	64323085	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,061.45
				Print Books	5115 COLLECTIONS:Adult Print Books	12.67
				Print Books	5130 COLLECTIONS:Children's books	1,048.78
07/10/2023	Bill	JUNE2023INTLIB	BOISE PUBLIC LIBRARY	June 2023 Inter Library	2380 Accounts Payable	164.39
				June 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-164.39
07/10/2023	Bill	JUNE2023INTLIBB	EAGLE PUBLIC LIBRARY	June 2023 Inter Library	2380 Accounts Payable	171.63
				June 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-171.63

# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/10/2023	Bill	JUNE2023INTLIB	GARDEN CITY LIBRARY	June 2023 Inter Library	2380 Accounts Payable	25.00
				June 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-25.00
07/10/2023	Bill	JUNE2023INTLIB	Kuna Library District	June 2023 Inter Library	2380 Accounts Payable	35.01
				June 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-35.01
07/10/2023	Bill	JUNE2023INTLIB	NAMPA PUBLIC LIBRARY	June 2023 Inter Library	2380 Accounts Payable	127.92
				June 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-127.92
07/10/2023	Bill	LostItemReturned	Jessica More	Lost Item Fine - Item Returned	2380 Accounts Payable	10.63
				Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-10.63
07/10/2023	Bill	LostItemReturned	Rebecca Bratsman	Lost Item Fine - Item returned	2380 Accounts Payable	9.99
				Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-9.99
07/10/2023	Bill	122868	Ednetics	Monthly Voip Service	2380 Accounts Payable	631.62
				Monthly Voip Service	5220.2 OPERATING EXPENSES:Information Technology:IT Infra -Support	631.62
07/10/2023	Bill	02945DA23215250	OVERDRIVE, INC	Ebook	2380 Accounts Payable	75.00
				Ebook	5122 COLLECTIONS:eContent	75.00
07/10/2023	Bill	504049444	MIDWEST TAPE	Blu Rays	2380 Accounts Payable	98.37
				Blu Rays & DVD's	5149 COLLECTIONS:Media	29.99
				Blu Rays & DVD's	5149 COLLECTIONS:Media	29.99
				Blu Rays & DVD's	5149 COLLECTIONS:Media	29.99
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	8.40
07/11/2023	Bill	64324435	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	6,788.82
				Print Books	5130 COLLECTIONS:Children's books	1,134.47
				Print Books	5135 COLLECTIONS:Young Adult books	359.53
				Print Books	5130 COLLECTIONS:Children's books	528.06
				Print Books	5135 COLLECTIONS:Young Adult books	226.94
				Print Books	5130 COLLECTIONS:Children's books	19.58
				Print Books	5115 COLLECTIONS:Adult Print Books	1,721.21
				Print Books	5115 COLLECTIONS:Adult Print Books	6.38
				Print Books	5115 COLLECTIONS:Adult Print Books	186.89
				Print Books	5115 COLLECTIONS:Adult Print Books	777.25
				Print Books	5130 COLLECTIONS:Children's books	1,406.95
				Print Books	5135 COLLECTIONS:Young Adult books	421.56
07/11/2023	Bill	64324436	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	1,143.36
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	1,143.36
07/11/2023	Bill	64324388	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	78.37
				Processing	5229.2 OPERATING	78.37

# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					EXPENSES:Materials Processing:Materials-Processing	
07/11/2023	Bill	02945DA23217121	OVERDRIVE, INC	Ebook/Audiobook	2380 Accounts Payable	165.21
				Ebook/Audiobook	5122 COLLECTIONS:eContent	165.21
07/11/2023	Bill	02945DA23217122	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	954.07
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	954.07
07/11/2023	Bill	504054091	MIDWEST TAPE	Blu Rays & DVD's	2380 Accounts Payable	582.31
				Blu Rays & DVD's	5149 COLLECTIONS:Media	312.61
				Blu Rays & DVD's	5149 COLLECTIONS:Media	48.73
				Blu Rays & DVD's	5149 COLLECTIONS:Media	200.17
				Processing	5229.2 OPERATING	20.80
					EXPENSES:Materials Processing:Materials-Processing	
07/11/2023	Bill	67622589	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,062.38
				Print Books	5130 COLLECTIONS:Children's books	106.92
				Print Books	5135 COLLECTIONS:Young Adult books	28.57
				Print Books	5130 COLLECTIONS:Children's books	22.06
				Print Books	5130 COLLECTIONS:Children's books	9.54
				Print Books	5115 COLLECTIONS:Adult Print Books	455.66
				Print Books	5115 COLLECTIONS:Adult Print Books	45.12
				Print Books	5115 COLLECTIONS:Adult Print Books	120.74
				Print Books	5130 COLLECTIONS:Children's books	226.34
				Print Books	5135 COLLECTIONS:Young Adult books	47.43
07/11/2023	Bill	67622590	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	188.19
				Processing	5229.2 OPERATING	188.19
					EXPENSES:Materials Processing:Materials-Processing	
07/11/2023	Bill	2331008049	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
07/12/2023	Bill	504062823	MIDWEST TAPE	ADB Media	2380 Accounts Payable	124.97
				Blu Rays & DVD's	5149 COLLECTIONS:Media	124.97
07/12/2023	Bill	64324467	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	436.80
				Print Books	5115 COLLECTIONS:Adult Print Books	177.91
				Print Books	5115 COLLECTIONS:Adult Print Books	80.07
				Print Books	5130 COLLECTIONS:Children's books	10.74
				Print Books	5115 COLLECTIONS:Adult Print Books	135.24
				Print Books	5130 COLLECTIONS:Children's books	32.84
07/12/2023	Bill	64324468	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	48.24
				Processing	5229.2 OPERATING	48.24
					EXPENSES:Materials Processing:Materials-Processing	
07/12/2023	Bill	07/11/2023	SUNDANCE	July 2023 Rent Fees	2380 Accounts Payable	530.00

# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
			INVESTMENTS LLLP			
				July 2023 Rent Fees	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	530.00
07/12/2023	Bill	477158	AFLAC	July 2023 Aflac	2380 Accounts Payable	458.38
				July 2023 Aflac	2360 AFLAC	-458.38
07/12/2023	Bill	73062	Viking Automatic Sprinkler Co., Inc.	Work Order 10708 Reset Dry System	2380 Accounts Payable	1,252.00
				Work Order 10708 Reset Dry System	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	1,252.00
07/13/2023	Bill	2160:09446872	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
07/13/2023	Bill	64324542	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	54.77
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	54.77
07/14/2023	Bill	07/07-07/14/23	THE PEREGRINE FUND, INC	Birds of Prey 07/07, 07/11 & 07/14/2023	2380 Accounts Payable	600.00
				Birds of Prey 07/07 Cherry	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	200.00
				Birds of Prey 07/11 Orchard Park	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	200.00
				Birds of Prey 07/14 Silverstone	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	200.00
07/14/2023	Bill	02945CO23219348	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	7,941.61
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	7,941.61
07/14/2023	Bill	504067524	MIDWEST TAPE	Blu Rays	2380 Accounts Payable	214.53
				Blu Rays & DVD's	5149 COLLECTIONS:Media	82.47
				Blu Rays & DVDs	5149 COLLECTIONS:Media	56.23
				Blu Rays & DVDs	5149 COLLECTIONS:Media	56.23
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	19.60
07/15/2023	Bill	07/15/23	Chad Otis	The Halfway There Fair: Summer Reading Check-In Celebration 07/15/23	2380 Accounts Payable	250.00
				The Halfway There Fair: Summer Reading Check-In Celebration 07/15/23	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	250.00
07/15/2023	Bill	4107606	Employee Benefits Corporatoni	COBRA July 2023	2380 Accounts Payable	89.18
				COBRA July 2023	5010 PERSONNEL:Payroll benefits	89.18

# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/17/2023	Bill	2025640	CENTER POINT LARGE PRINT	Print Books	2380 Accounts Payable	89.88
				Print Books	5115 COLLECTIONS:Adult Print Books	89.88
07/17/2023	Bill	AR1195480	Valley Office Systems	Lease 7/1-7/31/23 : Overage 6/1-6/30/23	2380 Accounts Payable	1,119.74
				Lease 7/1-7/31/23 : Overage 6/1-6/30/23	5211 OPERATING EXPENSES:Supplies:Copy/Print	1,119.74
07/17/2023	Bill	2331008571	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	65.23
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	65.23
07/17/2023	Bill	215025118	B&H Photo-Video	Orchard Park Conference Room Camera	2380 Accounts Payable	809.19
				Orchard Park Conference Room Camera	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	809.19
07/17/2023	Bill	67624362	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	41.21
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	41.21
07/17/2023	Bill	67624361	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	252.19
				Print Books	5130 COLLECTIONS:Children's books	15.49
				Print Books	5130 COLLECTIONS:Children's books	5.16
				Print Books	5115 COLLECTIONS:Adult Print Books	10.57
				Print Books	5130 COLLECTIONS:Children's books	220.97
07/17/2023	Bill	504073565	MIDWEST TAPE	Blu Rays & DVDs	2380 Accounts Payable	406.97
				Blu Rays & DVD's	5149 COLLECTIONS:Media	193.39
				Blu Rays & DVDs	5149 COLLECTIONS:Media	23.98
				Blu Rays & DVDs	5149 COLLECTIONS:Media	174.65
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	14.95
07/18/2023	Bill	64324387	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	574.21
				Print Books	5130 COLLECTIONS:Children's books	12.81
				Print Books	5115 COLLECTIONS:Adult Print Books	118.16
				Print Books	5115 COLLECTIONS:Adult Print Books	58.60
				Print Books	5115 COLLECTIONS:Adult Print Books	79.10
				Print Books	5130 COLLECTIONS:Children's books	297.94
				Print Books	5135 COLLECTIONS:Young Adult books	7.60
07/18/2023	Bill	64324017	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	880.22
				Print Books	5130 COLLECTIONS:Children's books	34.37
				Print Books	5130 COLLECTIONS:Children's books	24.25
				Print Books	5115 COLLECTIONS:Adult Print Books	377.03
				Print Books	5115 COLLECTIONS:Adult Print Books	159.39
				Print Books	5115 COLLECTIONS:Adult Print Books	201.35

# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	83.83
07/18/2023	Bill	2160:09381191	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
07/18/2023	Bill	2160:09469653	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
07/18/2023	Bill	unBound_Till	MERIDIAN LIBRARY DISTRICT	Cash for unBound till	2380 Accounts Payable	100.00
				Cash for unBound till	1500 Deposits/Prepaid expenses	100.00
07/18/2023	Bill	02945DA23263984	OVERDRIVE, INC	Ebook	2380 Accounts Payable	43.59
				Ebook	5122 COLLECTIONS:eContent	43.59
07/18/2023	Bill	02945DA23263985	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	1,032.43
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	1,032.43
07/18/2023	Bill	67624902	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	59.59
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	59.59
07/18/2023	Bill	67624901	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	312.36
				Print Books	5135 COLLECTIONS:Young Adult books	9.85
				Print Books	5135 COLLECTIONS:Young Adult books	9.85
				Print Books	5115 COLLECTIONS:Adult Print Books	82.01
				Print Books	5115 COLLECTIONS:Adult Print Books	30.46
				Print Books	5130 COLLECTIONS:Children's books	170.34
				Print Books	5130 COLLECTIONS:Children's books	9.85
07/18/2023	Bill	2331008700	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	44.44
				Mat Cleaning and Terry Cloths	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	44.44
07/18/2023	Bill	204968	MINUTEMAN INC.	Key Copies	2380 Accounts Payable	56.00
				Key Copies	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	56.00
07/19/2023	Bill	02945DA23264934	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	54.95
				Audiobook	5122 COLLECTIONS:eContent	54.95
07/19/2023	Bill	64324924	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	354.75
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	354.75

# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/20/2023	Bill	64324541	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	499.07
				Print Books	5115 COLLECTIONS:Adult Print Books	232.69
				Print Books	5115 COLLECTIONS:Adult Print Books	77.52
				Print Books	5130 COLLECTIONS:Children's books	5.12
				Print Books	5115 COLLECTIONS:Adult Print Books	156.36
				Print Books	5130 COLLECTIONS:Children's books	27.38
07/20/2023	Bill	0008531	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
07/20/2023	Bill	64325064	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	62.33
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	62.33
07/20/2023	Bill	122334	Diamond Lawns, LLC	July Tree and Shrub Pruning	2380 Accounts Payable	600.00
				July Tree and Shrub Pruning	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	600.00
07/20/2023	Bill	67625547	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	37.97
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	37.97
07/20/2023	Bill	67625546	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	221.86
				Print Books	5115 COLLECTIONS:Adult Print Books	13.08
				Print Books	5115 COLLECTIONS:Adult Print Books	130.92
				Print Books	5130 COLLECTIONS:Children's books	77.86
07/20/2023	Bill	504096561	MIDWEST TAPE	ADB Media	2380 Accounts Payable	36.99
				Blu Rays & DVDs	5149 COLLECTIONS:Media	36.99
07/21/2023	Bill	06/27-07/21/23	Paige B	Reimb Mileage 06/27-07/21/23	2380 Accounts Payable	28.30
				Reimb Mileage 06/27-07/21/23	5260.6 OPERATING EXPENSES:Vehicle Expense:Employee Mileage Reimbursement	28.30
07/21/2023	Bill	INV-000337	My Treasure Valley Handyman	Building Pressure Washing	2380 Accounts Payable	1,175.00
				Building Pressure Washing	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	1,175.00
07/21/2023	Bill	64325130	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	82.51
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	82.51
07/21/2023	Bill	64325129	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	720.62
				Print Books	5115 COLLECTIONS:Adult Print Books	117.41

# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5115 COLLECTIONS:Adult Print Books	340.50
				Print Books	5115 COLLECTIONS:Adult Print Books	27.35
				Print Books	5115 COLLECTIONS:Adult Print Books	57.71
				Print Books	5130 COLLECTIONS:Children's books	177.65
07/24/2023	Bill	1199879	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ15631 / FEQ17642	2380 Accounts Payable	188.07
				Meter Copy/Print Usage FEQ15631	5211 OPERATING EXPENSES:Supplies:Copy/Print	93.05
				Meter Copy/Print Usage FEQ17642	5211 OPERATING EXPENSES:Supplies:Copy/Print	95.02
07/24/2023	Bill	1199880	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ32043	2380 Accounts Payable	81.93
				Meter Copy/Print Usage FEQ32043	5211 OPERATING EXPENSES:Supplies:Copy/Print	81.93
07/24/2023	Bill	7496	SRH Franchising, LLC	Regular Janitorial Service from 07/01/2023 to 07/31/2023	2380 Accounts Payable	194.23
				Regular Janitorial Service from 07/01/2023 to 07/31/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	69.23
				Regular Janitorial Service from 07/01/2023 to 07/31/2023	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	125.00
07/25/2023	Bill	02945DA23269887	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	789.13
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	789.13
07/25/2023	Bill	02945DA23269889	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	195.00
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	195.00
07/25/2023	Bill	228	Dennis Ahern	Custom Cabinets for Cherry Lane with Pull out Shelves and Door Pulls	2380 Accounts Payable	4,332.50
				Custom Cabinets for Cherry Lane with Pull out Shelves and Door Pulls	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	4,332.50
07/25/2023	Bill	06/27-07/25/23	City of Boise	06/27 07/11 07/25 City of Boise Urban Garden School Programs at Silverstone Library	2380 Accounts Payable	120.00
				06/27 07/11 07/25 City of Boise Urban Garden School Programs at Silverstone Library	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	120.00
07/25/2023	Bill	2331009378	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
07/25/2023	Bill	64325375	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	629.04
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	629.04
07/25/2023	Bill	67626908	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	71.58
				Processing	5229.2 OPERATING EXPENSES:Materials	71.58



# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Processing:Materials-Processing	
07/25/2023	Bill	64325374	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	4,315.05
				Print Books	5130 COLLECTIONS:Children's books	345.90
				Print Books	5135 COLLECTIONS:Young Adult books	298.18
				Print Books	5130 COLLECTIONS:Children's books	121.55
				Print Books	5135 COLLECTIONS:Young Adult books	66.95
				Print Books	5115 COLLECTIONS:Adult Print Books	1,752.61
				Print Books	5115 COLLECTIONS:Adult Print Books	31.91
				Print Books	5115 COLLECTIONS:Adult Print Books	334.86
				Print Books	5115 COLLECTIONS:Adult Print Books	946.36
				Print Books	5130 COLLECTIONS:Children's books	210.03
				Print Books	5135 COLLECTIONS:Young Adult books	206.70
07/25/2023	Bill	67626907	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	540.88
				Print Books	5130 COLLECTIONS:Children's books	39.49
				Print Books	5130 COLLECTIONS:Children's books	21.27
				Print Books	5115 COLLECTIONS:Adult Print Books	163.83
				Print Books	5115 COLLECTIONS:Adult Print Books	35.08
				Print Books	5115 COLLECTIONS:Adult Print Books	76.41
				Print Books	5130 COLLECTIONS:Children's books	198.23
				Print Books	5135 COLLECTIONS:Young Adult books	6.57
07/25/2023	Bill	504116212	MIDWEST TAPE	Blu Rays and DVDs	2380 Accounts Payable	949.97
				Blu Rays & DVD's	5229.2 OPERATING EXPENSES:Materials	38.35
					Processing:Materials-Processing	
				Blu Rays & DVDs	5149 COLLECTIONS:Media	473.80
				Blu Rays & DVDs	5149 COLLECTIONS:Media	152.18
				Blu Rays & DVDs	5149 COLLECTIONS:Media	285.64
07/26/2023	Bill	64325512	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	175.47
				Processing	5229.2 OPERATING EXPENSES:Materials	175.47
					Processing:Materials-Processing	
07/26/2023	Bill	64325511	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,518.47
				Print Books	5130 COLLECTIONS:Children's books	583.41
				Print Books	5130 COLLECTIONS:Children's books	10.10
				Print Books	5130 COLLECTIONS:Children's books	126.82
				Print Books	5115 COLLECTIONS:Adult Print Books	305.79
				Print Books	5115 COLLECTIONS:Adult Print Books	208.34
				Print Books	5130 COLLECTIONS:Children's books	152.18
				Print Books	5115 COLLECTIONS:Adult Print Books	131.83
07/26/2023	Bill	IN5	STATE OF IDAHO	ATTN: Dept. of Admin   Division of Internal Mgmt	2380 Accounts Payable	22.50
				Multi Tool Variety Qty 3	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	22.50
07/27/2023	Bill	02945DA23269888	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	1,003.45
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	1,003.45

# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/27/2023	Bill	02945CO23265475	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	1,343.13
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	1,343.13
07/27/2023	Bill	64324923	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	2,477.34
				Print Books	5130 COLLECTIONS:Children's books	16.26
				Print Books	5130 COLLECTIONS:Children's books	10.09
				Print Books	5130 COLLECTIONS:Children's books	10.09
				Print Books	5115 COLLECTIONS:Adult Print Books	905.96
				Print Books	5115 COLLECTIONS:Adult Print Books	259.62
				Print Books	5115 COLLECTIONS:Adult Print Books	635.28
				Print Books	5130 COLLECTIONS:Children's books	620.12
				Print Books	5135 COLLECTIONS:Young Adult books	19.92
07/27/2023	Bill	64325063	INGRAM LIBRARY SERVICES, INC	Print books	2380 Accounts Payable	595.56
				Print Books	5130 COLLECTIONS:Children's books	166.27
				Print Books	5130 COLLECTIONS:Children's books	15.24
				Print Boos	5130 COLLECTIONS:Children's books	5.64
				Print Books	5115 COLLECTIONS:Adult Print Books	67.60
				Print Books	5130 COLLECTIONS:Children's books	10.68
				Print Books	5130 COLLECTIONS:Children's books	330.13
07/27/2023	Bill	64325614	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	74.32
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	74.32
07/27/2023	Bill	64325613	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	566.17
				Print Books	5130 COLLECTIONS:Children's books	21.46
				Print Books	5135 COLLECTIONS:Young Adult books	16.38
				Print Books	5130 COLLECTIONS:Children's books	21.46
				Print Books	5130 COLLECTIONS:Children's books	5.10
				Print Books	5115 COLLECTIONS:Adult Print Books	320.94
				Print Books	5115 COLLECTIONS:Adult Print Books	15.74
				Print Books	5115 COLLECTIONS:Adult Print Books	106.53
				Print Books	5130 COLLECTIONS:Children's books	42.18
				Print Books	5135 COLLECTIONS:Young Adult books	16.38
07/27/2023	Bill	504115409	MIDWEST TAPE	ADB Media	2380 Accounts Payable	215.95
				ADB Media	5149 COLLECTIONS:Media	215.95
07/28/2023	Bill	1000212927-1	EBSCO Industries, Inc.	Library Aware 08/01/23-07/31/24	2380 Accounts Payable	5,000.00
				Library Aware 08/01/23-09/30/23	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	833.33
				Library Aware 10/01/24-07/31/24	1500 Deposits/Prepaid expenses	4,166.67
07/28/2023	Bill	02945C023272352	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	6,471.60
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	6,471.60
07/28/2023	Bill	64325760	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	171.02
				Processing	5229.2 OPERATING	171.02

# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					EXPENSES:Materials Processing:Materials-Processing	
07/28/2023	Bill	67627716	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	29.22
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	29.22
07/28/2023	Bill	67627715	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	287.63
				Print Books	5130 COLLECTIONS:Children's books	10.27
				Print Books	5115 COLLECTIONS:Adult Print Books	213.71
				Print Books	5115 COLLECTIONS:Adult Print Books	53.29
				Print Books	5130 COLLECTIONS:Children's books	3.67
				Print Books	5135 COLLECTIONS:Young Adult books	6.69
07/28/2023	Bill	64325759	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,181.64
				Print Books	5130 COLLECTIONS:Children's books	12.92
				Print Books	5135 COLLECTIONS:Young Adult books	618.06
				Print Books	5130 COLLECTIONS:Children's books	12.92
				Print Books	5135 COLLECTIONS:Young Adult books	184.25
				Print Books	5115 COLLECTIONS:Adult Print Books	79.88
				Print Books	5115 COLLECTIONS:Adult Print Books	42.69
				Print Books	5130 COLLECTIONS:Children's books	57.00
				Print Books	5135 COLLECTIONS:Young Adult books	173.92
07/28/2023	Bill	41399	Funds for Learning, LLC	E-Rate Consulting 07/28/23-07/27/24	2380 Accounts Payable	2,500.00
				E-Rate Consulting 07/28-09/30/23	5202.5 OPERATING EXPENSES:Professional Services:Consulting	416.67
				E-Rate Consulting 10/01/23-07/27/24	1500 Deposits/Prepaid expenses	2,083.33
07/29/2023	Bill	07/29/23	Funni Bunni Farms	Touch-A-Truck Program 07/29/23	2380 Accounts Payable	275.00
				Touch-A-Truck Program 07/29/23	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	275.00
07/29/2023	Bill	6162	BORTON LAW OFFICES PLLC	Legal Services 06/16-07/28/2023	2380 Accounts Payable	270.00
				Legal Services 06/16-07/28/2023	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	270.00
07/29/2023	Bill	03/07-07/26/23	Michele Anderson	Reimb Mileage 03/07-07/26/23	2380 Accounts Payable	29.01
				Reimb Mileage 03/07-07/26/23	5260.6 OPERATING EXPENSES:Vehicle Expense:Employee Mileage Reimbursement	29.01
07/31/2023	Bill	123468	Ednetics	65" 7000XT Interactive Smart Board	2380 Accounts Payable	6,989.56
				65" 7000XT Interactive Smart Board	7220.3S CAPITAL EXPENSES:IT PCs, Hardware Printers:IT - PC, Prntrs, Hdw- Supported	6,989.56
07/31/2023	Bill	359950 - PPU	Kanopy Inc.	Kanopy Play Credits	2380 Accounts Payable	330.00

# Meridian Library District

## Bill Listing

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Kanopy Play Credits	5122 COLLECTIONS:eContent	330.00
07/31/2023	Bill	2331009900	UniFirst Corporation	Mat Cleaning	2380 Accounts Payable	65.23
				Mat Cleaning	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	65.23
07/31/2023	Bill	27283	TRI-STATE ELECTRIC, INC.	July 2023 Maintenance	2380 Accounts Payable	800.00
				July 2023 Maintenance	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	800.00
07/31/2023	Bill	7595	SRH Franchising, LLC	Power Washing, Carpet Cleaning	2380 Accounts Payable	1,750.00
				Power Washing, Carpet Cleaning	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	1,750.00
07/31/2023	Bill	9642	ScannX	Book ScanCenter Flexi 11x17 Book Edge Scanner	2380 Accounts Payable	3,630.00
				Book ScanCenter Flexi 11x17 Book Edge Scanner	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	3,630.00
07/31/2023	Bill	62888	First Class Cleaning LLC	July 2023 Janitorial Service	2380 Accounts Payable	3,840.00
				July 2023 Janitorial Service	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	3,840.00
07/31/2023	Bill	IH817	City Of Boise Library	TVLA Courier FY23 QTR 3 April-June 2023	2380 Accounts Payable	10,657.32
				TVLA Courier FY23 QTR 3 April-June 2023	5212.C OPERATING EXPENSES:Consortium:Consortium-Courier	10,657.32
07/31/2023	Bill	JULY2023INTLIB	ADA COMMUNITY LIBRARY	July 2023 Inter Library	2380 Accounts Payable	113.33
				July 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-113.33
07/31/2023	Bill	JULY2023INTLIB	BOISE PUBLIC LIBRARY	July 2023 Inter Library	2380 Accounts Payable	394.78
				July 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-394.78
07/31/2023	Bill	JULY2023INTLIB	CALDWELL PUBLIC LIBRARY	July 2023 Inter Library	2380 Accounts Payable	5.00
				July 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-5.00
07/31/2023	Bill	JULY2023INTLIB	Kuna Library District	July 2023 Inter Library	2380 Accounts Payable	37.98
				July 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-37.98

# Meridian Library District

## Bill Payment List

July 2023

DATE	NUM	VENDOR	AMOUNT
1072 Bill.com Money Out Clearing			
07/14/2023		Jennifer Chow	-30.05
07/14/2023		Diamond Lawns, LLC	-1,729.94
07/14/2023		Rebekah M B	-10.54
07/14/2023		SUNDANCE INVESTMENTS LLLP	-105.00
07/14/2023		INGRAM LIBRARY SERVICES, INC	-21,430.96
07/14/2023		INGRAM LIBRARY SERVICES, INC	-22,507.56
07/14/2023		INGRAM LIBRARY SERVICES, INC	-13.63
07/14/2023		MIDWEST TAPE	-2,722.60
07/14/2023		OVERDRIVE, INC	-23,993.89
07/14/2023		DEMCO	-762.72
07/14/2023		TREASURE VALLEY COFFEE INC	-397.95
07/14/2023		Ednetics	-1,126.36
07/14/2023		SRH Franchising, LLC	-6,185.00
07/14/2023		FATBEAM, LLC	-2,875.00
07/14/2023		Ellie Briggs	-12.99
07/14/2023		Tristan Cheney	-10.00
07/14/2023		Elaine Thorpe	-29.99
07/14/2023		Alexander Phifer	-19.99
07/14/2023		Danielle Martensen	-10.00
07/14/2023		Deborah Leas	-11.03
07/14/2023		Mikaela Clark	-14.99
07/14/2023		Richard Jordan	-16.38
07/14/2023		Giselle Buss	-16.99
07/14/2023		Janette Drake	-43.68
07/14/2023		Margaret Haynes	-30.99
07/14/2023		Crystal Cain	-19.02
07/14/2023		Jennifer Rae	-6.99
07/14/2023		Jill Mitchell	-4.28
07/14/2023		Julia Longoria	-18.08
07/14/2023		Preston Reece	-9.99
07/14/2023		Sierra Richards	-10.00
07/14/2023		TATES RENTS INC.	-499.00
07/14/2023		A1 Stamp & Mabel's Labels	-36.00
07/14/2023		Diana Shafer	-17.99
07/14/2023		Division of Building Safety - Elevator Program	-100.00
07/14/2023		Julie Hiatt	-12.00
07/14/2023		Michael Grimm	-8.37
07/14/2023		Window Wizard, Inc.	-5,200.00
07/14/2023		UniFirst Corporation	-81.62
07/14/2023		Brittany Hall	-10.07
07/14/2023		Crum, Angela	-4.20
07/14/2023		Kristina Pew	-15.67
07/14/2023		Livia Reuk	-52.12
07/14/2023		Meagan Dehart	-7.27

# Meridian Library District

## Bill Payment List

July 2023

DATE	NUM	VENDOR	AMOUNT
07/14/2023		Oliver Stevens	-5.99
07/14/2023		Sara Olson	-83.32
07/14/2023		UniFirst Corporation	-90.73
07/14/2023		CM Company Inc	-31,272.20
07/14/2023		Katy Branham	-20.06
07/14/2023		Marilyn Clark	-32.99
07/14/2023		D & A GLASS COMPANY, INC.	-87.50
07/14/2023		L695-NCPERS IDAHO	-176.00
07/14/2023		UniFirst Corporation	-97.72
07/14/2023		UniFirst Corporation	-97.98
07/14/2023		UniFirst Corporation	-81.76
07/14/2023		UniFirst Corporation	-48.70
07/14/2023		UniFirst Corporation	-106.65
07/14/2023		UniFirst Corporation	-43.36
07/14/2023		UniFirst Corporation	-99.45
07/14/2023		UniFirst Corporation	-43.79
07/14/2023		UniFirst Corporation	-95.14
07/14/2023		UniFirst Corporation	-44.05
07/14/2023		UniFirst Corporation	-104.50
07/14/2023		WILLAMETTE DENTAL	-1,450.70
07/14/2023		SENSKE SERVICES, INC.	-30.00
07/14/2023		UniFirst Corporation	-77.98
07/14/2023		BORTON LAW OFFICES PLLC	-480.00
07/14/2023		Martha Channer	-60.00
07/14/2023		MATTHEW BENDER & CO, INC.	-236.31
07/14/2023		All Pro Linen	-50.25
07/14/2023		Sonny M	-5.17
07/14/2023		UniFirst Corporation	-44.05
07/14/2023		UniFirst Corporation	-42.20
07/14/2023		OETC	-300.00
07/14/2023		PAVEMENT SPECIALTIES OF IDAHO INC	-3,201.00
07/14/2023		ADA COMMUNITY LIBRARY	-167.69
07/14/2023		Employee Benefits Corporatoni	-89.18
07/14/2023		UniFirst Corporation	-42.20
07/14/2023		Tracy Peterson	-75.00
07/14/2023		MATTHEW BENDER & CO, INC.	-558.99
07/14/2023		UniFirst Corporation	-90.73
07/14/2023		Valley Office Systems	-618.70
07/14/2023		AFLAC	-437.06
07/14/2023		All Pro Linen	-57.75
07/14/2023		Cornie B	-48.47
07/14/2023		UniFirst Corporation	-41.70
07/14/2023		Jeremy Morales	-8.39
07/14/2023		UniFirst Corporation	-42.20
07/14/2023		BIBLIOTHECA , LLC	-3,611.12

# Meridian Library District

## Bill Payment List

July 2023

DATE	NUM	VENDOR	AMOUNT
07/14/2023		CULLIGAN	-66.00
07/14/2023		Kanopy Inc.	-326.00
07/14/2023		TRI-STATE ELECTRIC, INC.	-800.00
07/14/2023		Access Integration, Inc.	-120.00
07/14/2023		CENTER POINT LARGE PRINT	-89.88
07/14/2023		Mutual of Omaha	-3,130.27
07/14/2023		OVERDRIVE, INC	-709.38
07/14/2023		FISHER'S TECHNOLOGY	-281.44
07/14/2023		Ednetics	-1,259.20
07/14/2023		INGRAM LIBRARY SERVICES, INC	-4,526.95
07/14/2023		SUNDANCE INVESTMENTS LLLP	-9,607.30
07/14/2023		UNIQUE MANAGEMENT SERVICES, INC	-349.05
07/14/2023		WESTERN RECORDS DESTRUCTION, INC	-110.00
07/14/2023		YIG Administration	-232.50
07/14/2023		Dry Lake Construction, LLC	-760.00
07/14/2023		PACIFIC BACKFLOW LLC	-45.00
07/14/2023		TRADEMARK DESIGN & FABRICATION	-4,922.50
07/14/2023		UniFirst Corporation	-65.74
07/14/2023		Management Northwest-Patricia L Ball	-3,782.50
07/14/2023		FIRE SENTRY SYSTEMS, INC	-774.00
07/14/2023		Sarah Sheibley	-26.50
07/14/2023		All Pro Linen	-57.75
07/14/2023		PAIGE MOORE	-225.00
07/14/2023		BOISE PUBLIC LIBRARY	-164.39
07/14/2023		EAGLE PUBLIC LIBRARY	-171.63
07/14/2023		GARDEN CITY LIBRARY	-25.00
07/14/2023		High Desert Development Linder Village, LLC	-17,916.67
07/14/2023		Jessica More	-10.63
07/14/2023		Kuna Library District	-35.01
07/14/2023		NAMPA PUBLIC LIBRARY	-127.92
07/14/2023		Rebecca Bratsman	-9.99
07/14/2023		APPLE PRINTING COMPANY	-120.80
07/14/2023		PEAK ALARM CO, INC	-137.70
07/14/2023		Access Integration, Inc.	-999.92
07/14/2023		THE PEREGRINE FUND, INC	-600.00
07/14/2023		Lyngsoe Systems In.	-4,034.00
07/21/2023		Library Furniture International	-69,939.00
07/21/2023		INGRAM LIBRARY SERVICES, INC	-16,164.52
07/21/2023		MIDWEST TAPE	-1,309.75
07/21/2023		OVERDRIVE, INC	-10,211.91
07/21/2023		TREASURE VALLEY COFFEE INC	-321.95
07/21/2023		T H	-93.71
07/21/2023		Molly Boomer	-7.14
07/21/2023		UniFirst Corporation	-43.36
07/21/2023		MATTHEW BENDER & CO, INC.	-79.60

# Meridian Library District

## Bill Payment List

July 2023

DATE	NUM	VENDOR	AMOUNT
07/21/2023		RYCA, INC dba Young Rembrandts	-308.00
07/21/2023		UniFirst Corporation	-45.37
07/21/2023		DEMCO	-432.84
07/21/2023		PEAK ALARM CO, INC	-144.63
07/21/2023		Chad Otis	-250.00
07/21/2023		Employee Benefits Corporatoni	-89.18
07/21/2023		CENTER POINT LARGE PRINT	-89.88
07/21/2023		Valley Office Systems	-1,119.74
07/21/2023		MERIDIAN LIBRARY DISTRICT	-100.00
07/24/2023		SUNDANCE INVESTMENTS LLLP	-9,607.30
07/28/2023		SUNDANCE INVESTMENTS LLLP	-780.00
07/28/2023		OVERDRIVE, INC	-2,042.53
07/31/2023		FISHER'S TECHNOLOGY	-270.00
07/28/2023		Dennis Ahern	-4,332.50
07/28/2023		FEDEX	-1,842.65
<b>Total for 1072 Bill.com Money Out Clearing</b>			<b>\$ -310,965.81</b>
1120 Checking - US Bank			
07/18/2023		TRI-STATE ELECTRIC, INC.	-800.00
<b>Total for 1120 Checking - US Bank</b>			<b>\$ -800.00</b>
Not Specified			
07/18/2023		UniFirst Corporation	0.00
<b>Total for Not Specified</b>			<b>\$0.00</b>



# Meridian Library District

## Credit Card Detail

July 2023

DATE	NUM	SPLIT	AMOUNT	NAME
1500 Deposits/Prepaid expenses				
07/18/2023	1E06A42908BA57A797DE4	2700 Divvy Credit Cards Payable	375.00	ABOS
07/20/2023	FD290FFE56D2053BF5374	2700 Divvy Credit Cards Payable	39.56	ALLIANZ TRAVEL INSURANCE
07/20/2023	2B558F164B386872285EA	2700 Divvy Credit Cards Payable	220.89	RESERVATIONS HERSHEYPA
07/29/2023	5323F9E131E31B26CBB40	2700 Divvy Credit Cards Payable	1,000.00	DNSFILTER.COM
<b>Total for 1500 Deposits/Prepaid expenses</b>			<b>\$1,635.45</b>	
2700 Divvy Credit Cards Payable				
07/01/2023	083400FA71FF0193FF774	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	89.99	AMAZON
07/01/2023	C816791ADE2829110E62D	5240 OPERATING EXPENSES:Supplies:Supplies - general	79.35	DEMCO INC
07/02/2023	EBAAA09A8D9C41A85FCDA	5149 COLLECTIONS:Media	59.76	AMAZON
07/02/2023	AFDB046674491887C1E25	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported	150.00	TE MERIDIAN PARKS & RECR
07/02/2023	B1F26045653C4D67F79A1	5240 OPERATING EXPENSES:Supplies:Supplies - general	11.68	AMAZON
07/02/2023	BF55432E728BEA1182185	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	2.74	AMAZON WEB SERVICES
07/02/2023	1AC7AF7FC3DB71039D861	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	25.00	GOOGLE WORKSPACE
07/02/2023	D6F1D392755B08214DF4C	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	20.99	AMAZON
07/02/2023	EA33C1650A76E00490B26	5240 OPERATING EXPENSES:Supplies:Supplies - general	15.83	AMAZON
07/02/2023	5C86D6048BDE7E44D4F24	5246 OPERATING EXPENSES:Supplies:Supplies - office	16.36	THE HOME DEPOT
07/02/2023	5F6A98DC29E5BF5F470E2	5149 COLLECTIONS:Media	179.28	AMAZON
07/02/2023	C2FD01763214519F32A0A	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	38.39	GOOGLE SERVICES
07/03/2023	9DA75D1A2FF8A141AF8B3	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	18.99	AMAZON
07/03/2023	0D4A636390AC457B774B3	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	100.70	AMAZON
07/03/2023	9EFC155DB65547FE5B562	5240 OPERATING EXPENSES:Supplies:Supplies - general	7.99	AMAZON
07/04/2023	F42FDCE99384B9BDDACC4	5246 OPERATING EXPENSES:Supplies:Supplies - office	14.89	AMAZON
07/04/2023	D1B15FB8EF4F22B558854	5246 OPERATING EXPENSES:Supplies:Supplies - office	15.17	AMAZON
07/04/2023	1F7849791663B8F00C16C	5260.7 OPERATING EXPENSES:Vehicle Expense:Vehicle - Chevy Silverado 1500	23.69	ID TRANSDEPT
07/04/2023	DB4AC454030D21ED2AC7E	5234.6 OPERATING EXPENSES:Professional Development:Webinar/Ecourses	12.99	UDEMY.COM

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DATE	NUM	SPLIT	AMOUNT	NAME
07/04/2023	168B1728533C015CF0A9F	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	76.83	AMAZON
07/04/2023	D9D68FBC7FF263D0CCFA8	5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon	83.83	VALVOLINE
07/05/2023	FE87D44482871D9A4F736	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	1.40	PAYPAL PAYFLOW
07/05/2023	30BD22C0EC8884D44DC86	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	11.86	AMAZON
07/05/2023	DA159D65E6CF3C2EF3057	5246 OPERATING EXPENSES:Supplies:Supplies - office	7.49	AMAZON
07/06/2023	C7D40B01AC8DDBC2C7BCE	5211 OPERATING EXPENSES:Supplies:Copy/Print	241.60	MATTERHACKERS INC
07/06/2023	021E160F0B0BC049385FA	5240 OPERATING EXPENSES:Supplies:Supplies - general	80.88	AMAZON
07/06/2023	738FC134BF4BD074FA965	5234.1 OPERATING EXPENSES:Professional Development:Conferences	325.00	PACIFIC NORTHWEST LIBR
07/06/2023	50FEBEB487862FCE723E2	5236.VO OPERATING EXPENSES:Program Expense:Programs -Volunteers	413.99	VERIFIED FIRST
07/07/2023	A42CB34616FDD3D560A26	5240 OPERATING EXPENSES:Supplies:Supplies - general	13.98	AMAZON
07/07/2023	B415991921874E9DE5B9E	5234.1 OPERATING EXPENSES:Professional Development:Conferences	325.00	PACIFIC NORTHWEST LIBR
07/07/2023	002CE841DEC74B7F9DF39	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	141.70	AMAZON
07/07/2023	8AEF0BB139CECB70E1208	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	-5.16	ORIENTAL TRADING COMPANY
07/07/2023	73639579ECA0CEA866959	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	20.49	AMAZON
07/08/2023	A6DAA240E11935F26362F	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	162.30	AMAZON
07/08/2023	CD60E755AC3E88C7374E8	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	40.52	WALMART
07/08/2023	38FCAD593628A978CED73	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	132.73	COSTCO
07/08/2023	B42E3588FD3C85C3FA3AF	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	-63.04	PASTRY PERFECTION
07/08/2023	8C9E161A9ED29694BDEEC	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	37.61	MUSICK AUCTION
07/09/2023	C0CCE40EBEB7B4C086680	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	10.11	ALBERTSONS
07/09/2023	C9706083569496040BAF7	5228.S OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous:Miscellaneous-Supported	11.99	AMAZON
07/09/2023	1D9826A80E6EC2763EDD4	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	375.28	WEBSTAURANTSTORE
07/09/2023	62751BC8739B396C5B811	5240 OPERATING EXPENSES:Supplies:Supplies - general	47.67	DOMINO'S

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DATE	NUM	SPLIT	AMOUNT	NAME
07/09/2023	171518052242915E9BC7A	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	400.26	VERIZON
07/09/2023	6064090B5E416EEA9356B	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	329.46	AMAZON
07/10/2023	9B61D54DACFDEDE7C0B06	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	139.88	AMAZON
07/11/2023	C489A4FC500039A6FB328	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	5.99	AMAZON
07/11/2023	782B1EC9EB9DD347EBDE5	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	57.65	COSTCO
07/11/2023	FCB784F9A4A3696E7858C	5246 OPERATING EXPENSES:Supplies:Supplies - office	-41.95	AMAZON
07/11/2023	928AAA84B7404D3CA1203	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	8.95	AMAZON
07/11/2023	7D7FFF961920B3FB6D70E	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	63.00	VOLGISTICS.COM
07/12/2023	AEE18437C3AF5B1EA3FD3	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	12.88	AMAZON
07/12/2023	EAA38467356D2AF026F82	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	30.10	T-MOBILE
07/12/2023	D38905137F9896E5ADC6F	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	99.00	THE HOME DEPOT
07/13/2023	ED4F4474714847B6079FE	5246 OPERATING EXPENSES:Supplies:Supplies - office	41.18	AMAZON
07/13/2023	AC2DC45B6E1094460BD63	5115 COLLECTIONS:Adult Print Books	245.42	AMAZON
07/13/2023	BEDF35EF63B88B1931854	5149 COLLECTIONS:Media	50.19	AMAZON
07/13/2023	48F541053809FE284330D	5149 COLLECTIONS:Media	50.19	AMAZON
07/13/2023	3111B8E8EAF4E5AA589D9	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	44.43	ALBERTSONS
07/13/2023	5E6A89EF7056A16389F13	5149 COLLECTIONS:Media	50.19	AMAZON
07/13/2023	C6182C2E33A06DB9A64D5	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	-17.58	WEBSTAURANTSTORE
07/13/2023	14365A01A9D346FD99760	5115 COLLECTIONS:Adult Print Books	15.88	AMAZON
07/13/2023	527DBE2310DC8C495C44D	5149 COLLECTIONS:Media	29.90	AMAZON
07/14/2023	E70DC90C937F11092F56E	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	39.58	WALMART
07/14/2023	5DAB1DF86885E46915134	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	7.52	WALMART
07/14/2023	D13CE0A34B0D865C63F8E	5211 OPERATING EXPENSES:Supplies:Copy/Print	-39.10	AMAZON
07/14/2023	24042FB85BE0895956E76	5211 OPERATING EXPENSES:Supplies:Copy/Print	-39.10	AMAZON
07/14/2023	21B9FE3838F45A7EEF746	5211 OPERATING EXPENSES:Supplies:Copy/Print	-39.10	AMAZON
07/15/2023	9DA25EEC2DAED8CB1A890	5236.CH OPERATING EXPENSES:Program Expense:Programs - Children	55.71	AMAZON

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07/15/2023	3EFE7117B9C9A956D6D3B	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	41.88	FRED MEYER
07/15/2023	AC43C8F1737FDE428AF73	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	120.23	DEJA BREW LAUGH A LA
07/15/2023	BE9CCEC17FBDB1B7BEBDC	5149 COLLECTIONS:Media	34.99	AMAZON
07/15/2023	D055018564CD3FB221570	5149 COLLECTIONS:Media	34.99	AMAZON
07/15/2023	D8DD4CFD93FCDE4BB143B	5246 OPERATING EXPENSES:Supplies:Supplies - office	30.05	AMAZON
07/15/2023	E40CECC3C2F8521FA7694	5240 OPERATING EXPENSES:Supplies:Supplies - general	25.99	MICHAELS
07/15/2023	5876164C540ED1CF7E400	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	26.36	AMAZON
07/15/2023	611A7CFC14D668C7B7EF7	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	6.63	DOLLAR TREE
07/15/2023	623710B49CAACB097877C	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	33.53	WALMART
07/15/2023	009657A1AAA55BA1C5CA5	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	79.99	BEST BUY
07/15/2023	0FFC664E7039C5239265D	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	18.99	AMAZON
07/15/2023	12B81D1D4F78B4244EA5A	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	23.24	WALMART
07/15/2023	1994980F372070E04790A	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	38.00	AIRTABLE.COM
07/15/2023	A229B76129CD9B822C657	5240 OPERATING EXPENSES:Supplies:Supplies - general	67.18	AMAZON
07/16/2023	A44D1DE10E817B40395F6	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	10.00	DO WORK UNIVERSITY
07/16/2023	968F49C90FF4D57EB57D2	5149 COLLECTIONS:Media	59.78	AMAZON
07/16/2023	8951EBE36457E72049547	5149 COLLECTIONS:Media	59.78	AMAZON
07/16/2023	ABE1BF663B39CCFD9E13E	5149 COLLECTIONS:Media	12.78	AMAZON
07/18/2023	B68AACB4F423663F2792F	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	400.00	FULLSPECTRU
07/18/2023	C7E81E65874FE27432D1A	5240 OPERATING EXPENSES:Supplies:Supplies - general	26.94	AMAZON
07/18/2023	D6C42C6BF72A67CB65863	5149 COLLECTIONS:Media	339.13	AMAZON
07/18/2023	4BD8F21C1E3DDF4299617	5240 OPERATING EXPENSES:Supplies:Supplies - general	23.97	AMAZON
07/18/2023	5D9866959D711A4061BCF	5240 OPERATING EXPENSES:Supplies:Supplies - general	15.48	AMAZON
07/18/2023	2622201C4B2D09E68AE56	5240 OPERATING EXPENSES:Supplies:Supplies - general	237.96	AMAZON
07/18/2023	888B7152B7120E254D1D9	5149 COLLECTIONS:Media	303.53	AMAZON
07/18/2023	8DAA82AD6F75E37DCB5A8	5246 OPERATING EXPENSES:Supplies:Supplies - office	46.74	AMAZON
07/18/2023	D5778BF8FC991B45ED681	5211 OPERATING EXPENSES:Supplies:Copy/Print	-39.10	AMAZON

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07/18/2023	18FD6D8203B2B985E689C	5240 OPERATING EXPENSES:Supplies:Supplies - general	35.58	AMAZON
07/18/2023	1E06A42908BA57A797DE4	1500 Deposits/Prepaid expenses	375.00	ABOS
07/18/2023	60B375DE416F0B245DCB3	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	155.74	AMAZON
07/19/2023	FEF9A871F268F002AA317	5240 OPERATING EXPENSES:Supplies:Supplies - general	84.32	AMAZON
07/19/2023	A6E453AEB625CA756D105	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	49.50	LASERSOFT IMAGING
07/19/2023	C013142A82D1B0F042D81	5149 COLLECTIONS:Media	64.99	AMAZON
07/19/2023	C7A94823E7FE96D60A4DC	5149 COLLECTIONS:Media	265.95	AMAZON
07/19/2023	45E32904B6FB123F186B3	5246 OPERATING EXPENSES:Supplies:Supplies - office	24.99	AMAZON
07/19/2023	029E54F01EA03A808EB25	5240 OPERATING EXPENSES:Supplies:Supplies - general	21.20	LUCKY PERK COFFEE
07/19/2023	0F2F992ADEB2BEAF5BDF9	5149 COLLECTIONS:Media	205.96	AMAZON
07/19/2023	2F4C6DDF667A281C88612	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	14.95	AMAZON
07/19/2023	4F31B128DE828289CA774	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	24.97	AMAZON
07/20/2023	FD290FFE56D2053BF5374	1500 Deposits/Prepaid expenses	39.56	ALLIANZ TRAVEL INSURANCE
07/20/2023	B21A8BC215061FF234176	5236.BR OPERATING EXPENSES:Program Expense:Programs -Brochures	325.00	INC
07/20/2023	49960CD48A5AFE49ACF84	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	34.49	ALBERTSONS
07/20/2023	4A395AF78539F5BE3F0C8	5240 OPERATING EXPENSES:Supplies:Supplies - general	22.58	OFFICE DEPOT
07/20/2023	34E6027640BF762607440	5246 OPERATING EXPENSES:Supplies:Supplies - office	53.94	AMAZON
07/20/2023	0C29E07B79C3D02CB63FE	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	342.09	AMAZON
07/20/2023	0DFF18C4F8FB7940A2137	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	134.55	AMAZON
07/20/2023	2B558F164B386872285EA	1500 Deposits/Prepaid expenses	220.89	RESERVATIONS HERSHEYPA
07/20/2023	87554E59986C0417F01D9	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	2,035.60	Worthington Direct
07/21/2023	46A846EFE80A6E6ECB417	5149 COLLECTIONS:Media	59.99	AMAZON
07/21/2023	4E78906D2F659A53E62DB	5234.1 OPERATING EXPENSES:Professional Development:Conferences	586.00	DELTA AIRLINES
07/21/2023	620585132236892FA25CE	5149 COLLECTIONS:Media	59.99	AMAZON
07/21/2023	3D581DE72810BA4BEAD02	5149 COLLECTIONS:Media	59.99	AMAZON
07/21/2023	87458FA371ACD99FA7B42	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	1,166.40	SOUNDTRACK YOUR BRAND
07/21/2023	8E8D980F7A2D9B067799C	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	7.15	NANOWRIMO STORE

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07/21/2023	2CB8A9275ED3C1ADC7412	5260.2 OPERATING EXPENSES:Vehicle Expense:Vehicle - Sprinter	8.87	ROCK AUTO LLC
07/21/2023	827ACBFFDD86E8440F67B	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	58.01	AMAZON
07/22/2023	B40E080351C8DDB1138CD	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	219.41	WALMART
07/22/2023	BE5854F9BC9A4CFBB9A10	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	44.34	AMAZON
07/22/2023	CDA4BECDD29402C5893988	5228.S OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous:Miscellaneous- Supported	11.80	AMAZON
07/22/2023	E59EAF65013B3FB7D0344	5240 OPERATING EXPENSES:Supplies:Supplies - general	161.50	MO' BETTAHS
07/22/2023	7BA1DF15A83ED01E6F830	5211 OPERATING EXPENSES:Supplies:Copy/Print	361.14	MATTERHACKERS INC
07/22/2023	3616E7D784AC8788CEBBC	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	362.30	AMAZON
07/22/2023	411A0825FD0FD0A759000	5246 OPERATING EXPENSES:Supplies:Supplies - office	111.84	AMAZON
07/22/2023	42E190E6C4294CA88BC42	5240 OPERATING EXPENSES:Supplies:Supplies - general	14.16	ALBERTSONS
07/23/2023	49F1E79013EE2D934BB11	5149 COLLECTIONS:Media	-0.33	AMAZON
07/23/2023	5FD4A5615D43147EB66C5	5240 OPERATING EXPENSES:Supplies:Supplies - general	48.51	AMAZON
07/24/2023	904F49F3AE690BD8044B1	5149 COLLECTIONS:Media	51.23	AMAZON
07/25/2023	A086D999A06ACD803F0B6	5246 OPERATING EXPENSES:Supplies:Supplies - office	129.46	AMAZON
07/25/2023	AE1A7C9A0600C565ABE9B	5149 COLLECTIONS:Media	397.54	AMAZON
07/25/2023	D2DE2987E69BFE662B43B	5149 COLLECTIONS:Media	56.50	AMAZON
07/25/2023	E2DB0631B2DAB891F4D0E	5211 OPERATING EXPENSES:Supplies:Copy/Print	140.92	AMAZON
07/25/2023	5516B25FFCC0265E6B3CC	5149 COLLECTIONS:Media	48.85	AMAZON
07/25/2023	5DC442FE12EFEBFB32BB7	5240 OPERATING EXPENSES:Supplies:Supplies - general	43.43	AMAZON
07/25/2023	38E543ED96DBCFCF543D2	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	57.44	ALBERTSONS
07/25/2023	6E0E2E8367F175B13F756	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	98.00	JAMF SOFTWARE
07/25/2023	7419437BFC3808B66922E	5240 OPERATING EXPENSES:Supplies:Supplies - general	22.10	AMAZON
07/25/2023	6A780A211FBD955EAC38C	5220.3S OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware:Supported - IT, PCs, Hardware	-21.30	MYBINDING.COM
07/25/2023	084626925C59FC33E5A76	5149 COLLECTIONS:Media	539.25	AMAZON
07/25/2023	10B3A736736DF25B42A0F	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	2,500.00	FULLSPECTRU

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07/25/2023	36523F62503B33F927BD4	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	659.98	BEST BUY
07/25/2023	6236DAE2931259C866C3F	5240 OPERATING EXPENSES:Supplies:Supplies - general	29.78	AMAZON
07/26/2023	EF502670F947514D7FE96	5115 COLLECTIONS:Adult Print Books	41.96	AMAZON
07/26/2023	A56093F5DC4AFBB050962	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	102.41	ROUTIFIC.COM
07/26/2023	E9F16C468462742E204EC	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	10.99	AMAZON
07/26/2023	EAE65B5ED3F1058F69C37	5236.cs OPERATING EXPENSES:Program Expense:Programs - Children:Children's Programs - Supported	156.92	COSTCO
07/26/2023	47A568B7C8829BCFF1381	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	2,374.80	SCHOLASTIC
07/26/2023	08481B9F0E9E2975FAD87	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	331.00	AMAZON
07/26/2023	6BFC9CB8E9C0819F0DAAD	5246 OPERATING EXPENSES:Supplies:Supplies - office	39.99	AMAZON
07/26/2023	6F7B3BEEB876EC3C7858E	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	181.43	AMAZON
07/26/2023	85B6989A25200AC90F2E6	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	23.38	COSTCO
07/26/2023	86315FA3EAD08DB51C9E4	5115 COLLECTIONS:Adult Print Books	16.50	AMAZON
07/26/2023	992A1F719A64F6BE6EC4D	5115 COLLECTIONS:Adult Print Books	16.50	AMAZON
07/26/2023	5C5442C0D4E164CE36634	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	89.24	AMAZON
07/27/2023	A6E4290CE3DC075572332	5115 COLLECTIONS:Adult Print Books	32.98	AMAZON
07/27/2023	3A6BFB1981C38049B85C4	5115 COLLECTIONS:Adult Print Books	32.98	AMAZON
07/27/2023	49C87091A5B7A6F22116D	5240 OPERATING EXPENSES:Supplies:Supplies - general	342.91	PAPERJACK.COM
07/27/2023	610DDDA3B651B20A55653	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	499.99	AMAZON
07/27/2023	7D7C64464DE13E3D6749B	5115 COLLECTIONS:Adult Print Books	16.99	AMAZON
07/27/2023	8E97D3AA6301BAFA6711F	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	13.98	ALBERTSONS
07/27/2023	95170E2C599D2A3859482	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	18.98	AMAZON
07/27/2023	9C2018B4B068B06B31581	5240 OPERATING EXPENSES:Supplies:Supplies - general	179.99	AMAZON
07/27/2023	641E4BC803A8715A396A6	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	-379.99	BEST BUY
07/27/2023	0D70B8BE737B028639D2A	5240 OPERATING EXPENSES:Supplies:Supplies - general	101.07	AMAZON
07/27/2023	0DCC859B4C47D323D95C5	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	279.99	BEST BUY
07/27/2023	0EB6DA88CBC4EE6961B22	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	29.98	ALBERTSONS

# Meridian Library District

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DATE	NUM	SPLIT	AMOUNT	NAME
07/27/2023	1B597444E4BBB129AC8DF	5149 COLLECTIONS:Media	54.86	AMAZON
07/27/2023	3A0A3D1665001496BBC90	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	109.99	AMAZON
07/27/2023	D8258FD721CEEE1C24ACC	5211 OPERATING EXPENSES:Supplies:Copy/Print	161.56	FORMLABS
07/28/2023	9EA6B25FA5DD1A50E0BF0	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	34.94	THE HOME DEPOT
07/28/2023	430C5DE174C88BD9FF0C7	5234.1 OPERATING EXPENSES:Professional Development:Conferences	325.00	PACIFIC NORTHWEST LIBR
07/28/2023	C11686366BC3E61F0CA37	5240 OPERATING EXPENSES:Supplies:Supplies - general	26.99	AMAZON
07/28/2023	C17F024F087F13010EB75	5150 COLLECTIONS:Circulating devices & kits	703.02	AMAZON
07/28/2023	CA69D03EB84E7E7A287EE	5150 COLLECTIONS:Circulating devices & kits	949.95	AMAZON
07/28/2023	E54F1CB660050AD5141BB	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	91.80	ACORN SELF STORAGE
07/28/2023	59649E8526DE77F68D4D4	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	1,666.00	APPLE STORE
07/28/2023	5EF93BD6C0E6D374E4899	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	-23.96	THE HOME DEPOT
07/28/2023	0208CEEC712AC8AD551D1	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	100.00	IDAHOLIBRARIES.ORG
07/28/2023	0B9D658FD20533C7D3290	5240 OPERATING EXPENSES:Supplies:Supplies - general	175.00	AMAZON
07/28/2023	135E74265577FB8BD06A7	5150 COLLECTIONS:Circulating devices & kits	1,480.93	AMAZON
07/28/2023	1E9082C01D26ED9A77974	5115 COLLECTIONS:Adult Print Books	139.63	AMAZON
07/28/2023	27A86909A2C144C64A139	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	164.60	TRANSACTIONPRO AUTOFY
07/28/2023	2C701987E5FCD37205E46	5150 COLLECTIONS:Circulating devices & kits	433.49	AMAZON
07/28/2023	AD62E9655A298AB09BDAD	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	15.00	AMAZON
07/29/2023	D906524DA01971EE1071D	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	9.99	AMAZON
07/29/2023	88DC97F36F255EEEE8B2F	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	14.94	AMAZON
07/29/2023	886500DB922205427F536	5234.4 OPERATING EXPENSES:Professional Development:Memberships	80.00	AMERLIBASSOC
07/29/2023	5323F9E131E31B26CBB40	-Split-	1,200.00	DNSFILTER.COM
07/30/2023	F2B0EF5BCA5C93B93E6E8	5240 OPERATING EXPENSES:Supplies:Supplies - general	88.96	AMAZON
07/30/2023	9A5BE8CB6386A6D5520DD	5246 OPERATING EXPENSES:Supplies:Supplies - office	3.12	AMAZON
07/30/2023	7DA0AA2A41FC094286C9D	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	71.04	AMAZON
07/30/2023	CA41FE598F88A05DC72F0	5240 OPERATING EXPENSES:Supplies:Supplies - general	18.61	AMAZON
07/31/2023	6A4103B47BB1EAC786CEF	5246 OPERATING EXPENSES:Supplies:Supplies - office	22.49	AMAZON



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<b>Total for 2700 Divvy Credit Cards Payable</b>			<b>\$32,356.44</b>	
51000 COLLECTIONS				
5115 Adult Print Books				
07/13/2023	AC2DC45B6E1094460BD63	2700 Divvy Credit Cards Payable	245.42	AMAZON
07/13/2023	14365A01A9D346FD99760	2700 Divvy Credit Cards Payable	15.88	AMAZON
07/26/2023	86315FA3EAD08DB51C9E4	2700 Divvy Credit Cards Payable	16.50	AMAZON
07/26/2023	992A1F719A64F6BE6EC4D	2700 Divvy Credit Cards Payable	16.50	AMAZON
07/26/2023	EF502670F947514D7FE96	2700 Divvy Credit Cards Payable	41.96	AMAZON
07/27/2023	A6E4290CE3DC075572332	2700 Divvy Credit Cards Payable	32.98	AMAZON
07/27/2023	7D7C64464DE13E3D6749B	2700 Divvy Credit Cards Payable	16.99	AMAZON
07/27/2023	3A6BFB1981C38049B85C4	2700 Divvy Credit Cards Payable	32.98	AMAZON
07/28/2023	1E9082C01D26ED9A77974	2700 Divvy Credit Cards Payable	139.63	AMAZON
<b>Total for 5115 Adult Print Books</b>			<b>\$558.84</b>	
5149 Media				
07/02/2023	5F6A98DC29E5BF5F470E2	2700 Divvy Credit Cards Payable	179.28	AMAZON
07/02/2023	EBAAA09A8D9C41A85FCDA	2700 Divvy Credit Cards Payable	59.76	AMAZON
07/13/2023	BEDF35EF63B88B1931854	2700 Divvy Credit Cards Payable	50.19	AMAZON
07/13/2023	5E6A89EF7056A16389F13	2700 Divvy Credit Cards Payable	50.19	AMAZON
07/13/2023	527DBE2310DC8C495C44D	2700 Divvy Credit Cards Payable	29.90	AMAZON
07/13/2023	48F541053809FE284330D	2700 Divvy Credit Cards Payable	50.19	AMAZON
07/15/2023	BE9CCEC17FBDB1B7BEBDC	2700 Divvy Credit Cards Payable	34.99	AMAZON
07/15/2023	D055018564CD3FB221570	2700 Divvy Credit Cards Payable	34.99	AMAZON
07/16/2023	8951EBE36457E72049547	2700 Divvy Credit Cards Payable	59.78	AMAZON
07/16/2023	968F49C90FF4D57EB57D2	2700 Divvy Credit Cards Payable	59.78	AMAZON
07/16/2023	ABE1BF663B39CCFD9E13E	2700 Divvy Credit Cards Payable	12.78	AMAZON
07/18/2023	D6C42C6BF72A67CB65863	2700 Divvy Credit Cards Payable	339.13	AMAZON
07/18/2023	888B7152B7120E254D1D9	2700 Divvy Credit Cards Payable	303.53	AMAZON
07/19/2023	0F2F992ADEB2BEAF5BDF9	2700 Divvy Credit Cards Payable	205.96	AMAZON
07/19/2023	C7A94823E7FE96D60A4DC	2700 Divvy Credit Cards Payable	265.95	AMAZON
07/19/2023	C013142A82D1B0F042D81	2700 Divvy Credit Cards Payable	64.99	AMAZON
07/21/2023	3D581DE72810BA4BEAD02	2700 Divvy Credit Cards Payable	59.99	AMAZON
07/21/2023	620585132236892FA25CE	2700 Divvy Credit Cards Payable	59.99	AMAZON
07/21/2023	46A846EFE80A6E6ECB417	2700 Divvy Credit Cards Payable	59.99	AMAZON
07/23/2023	49F1E79013EE2D934BB11	2700 Divvy Credit Cards Payable	-0.33	AMAZON
07/24/2023	904F49F3AE690BD8044B1	2700 Divvy Credit Cards Payable	51.23	AMAZON
07/25/2023	5516B25FFCC0265E6B3CC	2700 Divvy Credit Cards Payable	48.85	AMAZON
07/25/2023	D2DE2987E69BFE662B43B	2700 Divvy Credit Cards Payable	56.50	AMAZON
07/25/2023	084626925C59FC33E5A76	2700 Divvy Credit Cards Payable	539.25	AMAZON
07/25/2023	AE1A7C9A0600C565ABE9B	2700 Divvy Credit Cards Payable	397.54	AMAZON
07/27/2023	1B597444E4BBB129AC8DF	2700 Divvy Credit Cards Payable	54.86	AMAZON
<b>Total for 5149 Media</b>			<b>\$3,129.26</b>	
5150 Circulating devices & kits				
07/28/2023	C17F024F087F13010EB75	2700 Divvy Credit Cards Payable	703.02	AMAZON
07/28/2023	2C701987E5FCD37205E46	2700 Divvy Credit Cards Payable	433.49	AMAZON

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07/28/2023	135E74265577FB8BD06A7	2700 Divvy Credit Cards Payable	1,480.93	AMAZON
07/28/2023	CA69D03EB84E7E7A287EE	2700 Divvy Credit Cards Payable	949.95	AMAZON
<b>Total for 5150 Circulating devices &amp; kits</b>			<b>\$3,567.39</b>	
<b>Total for 51000 COLLECTIONS</b>			<b>\$7,255.49</b>	
52000 OPERATING EXPENSES				
52200 Information Technology				
5220.1 IT Infra -Software/Licensing				
07/02/2023	C2FD01763214519F32A0A	2700 Divvy Credit Cards Payable	38.39	GOOGLE SERVICES
07/02/2023	BF55432E728BEA1182185	2700 Divvy Credit Cards Payable	2.74	AMAZON WEB SERVICES
07/02/2023	1AC7AF7FC3DB71039D861	2700 Divvy Credit Cards Payable	25.00	GOOGLE WORKSPACE
07/05/2023	FE87D44482871D9A4F736	2700 Divvy Credit Cards Payable	1.40	PAYPAL PAYFLOW
07/11/2023	7D7FFF961920B3FB6D70E	2700 Divvy Credit Cards Payable	63.00	VOLGISTICS.COM
07/15/2023	1994980F372070E04790A	2700 Divvy Credit Cards Payable	38.00	AIRTABLE.COM
07/19/2023	A6E453AEB625CA756D105	2700 Divvy Credit Cards Payable	49.50	LASERSOFT IMAGING
07/21/2023	87458FA371ACD99FA7B42	2700 Divvy Credit Cards Payable	1,166.40	SOUNDTRACK YOUR BRAND
07/25/2023	6E0E2E8367F175B13F756	2700 Divvy Credit Cards Payable	98.00	JAMF SOFTWARE
07/26/2023	A56093F5DC4AFBB050962	2700 Divvy Credit Cards Payable	102.41	ROUTIFIC.COM
07/28/2023	27A86909A2C144C64A139	2700 Divvy Credit Cards Payable	164.60	TRANSACTIONPRO AUTOFY
07/29/2023	5323F9E131E31B26CBB40	2700 Divvy Credit Cards Payable	200.00	DNSFILTER.COM
<b>Total for 5220.1 IT Infra -Software/Licensing</b>			<b>\$1,949.44</b>	
5220.3 IT PCs, Printers & Hardware				
07/18/2023	60B375DE416F0B245DCB3	2700 Divvy Credit Cards Payable	155.74	AMAZON
07/25/2023	36523F62503B33F927BD4	2700 Divvy Credit Cards Payable	659.98	BEST BUY
07/26/2023	08481B9F0E9E2975FAD87	2700 Divvy Credit Cards Payable	331.00	AMAZON
07/27/2023	0DCC859B4C47D323D95C5	2700 Divvy Credit Cards Payable	279.99	BEST BUY
07/27/2023	641E4BC803A8715A396A6	2700 Divvy Credit Cards Payable	-379.99	BEST BUY
07/27/2023	610DDDA3B651B20A55653	2700 Divvy Credit Cards Payable	499.99	AMAZON
07/28/2023	59649E8526DE77F68D4D4	2700 Divvy Credit Cards Payable	1,666.00	APPLE STORE
<b>Total for 5220.3 IT PCs, Printers &amp; Hardware</b>			<b>\$3,212.71</b>	
5220.3S Supported - IT, PCs, Hardware				
07/25/2023	6A780A211FBD955EAC38C	2700 Divvy Credit Cards Payable	-21.30	MYBINDING.COM
<b>Total for 5220.3S Supported - IT, PCs, Hardware</b>			<b>\$ -21.30</b>	
<b>Total for 5220.3 IT PCs, Printers &amp; Hardware with subs</b>			<b>\$3,191.41</b>	
5220.5 IT Utilities				
07/09/2023	171518052242915E9BC7A	2700 Divvy Credit Cards Payable	400.26	VERIZON
07/12/2023	EAA38467356D2AF026F82	2700 Divvy Credit Cards Payable	30.10	T-MOBILE
<b>Total for 5220.5 IT Utilities</b>			<b>\$430.36</b>	
5220.7 IT Technology Maintenance				
07/03/2023	9DA75D1A2FF8A141AF8B3	2700 Divvy Credit Cards Payable	18.99	AMAZON
07/03/2023	0D4A636390AC457B774B3	2700 Divvy Credit Cards Payable	100.70	AMAZON

# Meridian Library District

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07/18/2023	B68AACB4F423663F2792F	2700 Divvy Credit Cards Payable	400.00	FULLSPECTRU
07/25/2023	10B3A736736DF25B42A0F	2700 Divvy Credit Cards Payable	2,500.00	FULLSPECTRU
07/26/2023	5C5442C0D4E164CE36634	2700 Divvy Credit Cards Payable	89.24	AMAZON
07/27/2023	3A0A3D1665001496BBC90	2700 Divvy Credit Cards Payable	109.99	AMAZON
<b>Total for 5220.7 IT Technology Maintenance</b>			<b>\$3,218.92</b>	
<b>Total for 52200 Information Technology</b>			<b>\$8,790.13</b>	
52340 Professional Development				
5234.1 Conferences				
07/06/2023	738FC134BF4BD074FA965	2700 Divvy Credit Cards Payable	325.00	PACIFIC NORTHWEST LIBR
07/07/2023	B415991921874E9DE5B9E	2700 Divvy Credit Cards Payable	325.00	PACIFIC NORTHWEST LIBR
07/21/2023	4E78906D2F659A53E62DB	2700 Divvy Credit Cards Payable	586.00	DELTA AIRLINES
07/28/2023	430C5DE174C88BD9FF0C7	2700 Divvy Credit Cards Payable	325.00	PACIFIC NORTHWEST LIBR
<b>Total for 5234.1 Conferences</b>			<b>\$1,561.00</b>	
5234.4 Memberships				
07/29/2023	886500DB922205427F536	2700 Divvy Credit Cards Payable	80.00	AMERLIBASSOC
<b>Total for 5234.4 Memberships</b>			<b>\$80.00</b>	
5234.5 Staff Mtg & Training				
07/11/2023	782B1EC9EB9DD347EBDE5	2700 Divvy Credit Cards Payable	57.65	COSTCO
07/25/2023	38E543ED96DBCFCF543D2	2700 Divvy Credit Cards Payable	57.44	ALBERTSONS
07/27/2023	0EB6DA88CBC4EE6961B22	2700 Divvy Credit Cards Payable	29.98	ALBERTSONS
07/28/2023	0208CEEC712AC8AD551D1	2700 Divvy Credit Cards Payable	100.00	IDAHOLIBRARIES.ORG
<b>Total for 5234.5 Staff Mtg &amp; Training</b>			<b>\$245.07</b>	
5234.5s Staff Training - Supported				
07/02/2023	AFDB046674491887C1E25	2700 Divvy Credit Cards Payable	150.00	TE MERIDIAN PARKS & RECR
<b>Total for 5234.5s Staff Training - Supported</b>			<b>\$150.00</b>	
<b>Total for 5234.5 Staff Mtg &amp; Training with subs</b>			<b>\$395.07</b>	
5234.6 Webinar/Ecourses				
07/04/2023	DB4AC454030D21ED2AC7E	2700 Divvy Credit Cards Payable	12.99	UDEMY.COM
<b>Total for 5234.6 Webinar/Ecourses</b>			<b>\$12.99</b>	
<b>Total for 52340 Professional Development</b>			<b>\$2,049.06</b>	
52360 Program Expense				
5236.AD Programs - Adult				
07/02/2023	D6F1D392755B08214DF4C	2700 Divvy Credit Cards Payable	20.99	AMAZON
07/09/2023	C0CCE40EBEB7B4C086680	2700 Divvy Credit Cards Payable	10.11	ALBERTSONS
07/15/2023	AC43C8F1737FDE428AF73	2700 Divvy Credit Cards Payable	120.23	DEJA BREW LAUGH A LA
07/16/2023	A44D1DE10E817B40395F6	2700 Divvy Credit Cards Payable	10.00	DO WORK UNIVERSITY
07/20/2023	49960CD48A5AFE49ACF84	2700 Divvy Credit Cards Payable	34.49	ALBERTSONS

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DATE	NUM	SPLIT	AMOUNT	NAME
07/21/2023	8E8D980F7A2D9B067799C	2700 Divvy Credit Cards Payable	7.15	NANOWRIMO STORE
07/26/2023	6F7B3BEEB876EC3C7858E	2700 Divvy Credit Cards Payable	181.43	AMAZON
07/26/2023	E9F16C468462742E204EC	2700 Divvy Credit Cards Payable	10.99	AMAZON
07/27/2023	8E97D3AA6301BAFA6711F	2700 Divvy Credit Cards Payable	13.98	ALBERTSONS
07/27/2023	95170E2C599D2A3859482	2700 Divvy Credit Cards Payable	18.98	AMAZON
<b>Total for 5236.AD Programs - Adult</b>			<b>\$428.35</b>	
5236.BR Programs -Brochures				
07/20/2023	B21A8BC215061FF234176	2700 Divvy Credit Cards Payable	325.00	INC
<b>Total for 5236.BR Programs -Brochures</b>			<b>\$325.00</b>	
5236.CH Programs - Children				
07/15/2023	9DA25EEC2DAED8CB1A890	2700 Divvy Credit Cards Payable	55.71	AMAZON
<b>Total for 5236.CH Programs - Children</b>			<b>\$55.71</b>	
5236.cs Children's Programs - Supported				
07/26/2023	EAE65B5ED3F1058F69C37	2700 Divvy Credit Cards Payable	156.92	COSTCO
<b>Total for 5236.cs Children's Programs - Supported</b>			<b>\$156.92</b>	
<b>Total for 5236.CH Programs - Children with subs</b>			<b>\$212.63</b>	
5236.EL Programs - Early Learning 0-5				
07/19/2023	2F4C6DDF667A281C88612	2700 Divvy Credit Cards Payable	14.95	AMAZON
07/20/2023	0C29E07B79C3D02CB63FE	2700 Divvy Credit Cards Payable	342.09	AMAZON
07/20/2023	0DFF18C4F8FB7940A2137	2700 Divvy Credit Cards Payable	134.55	AMAZON
07/21/2023	827ACBFFDD86E8440F67B	2700 Divvy Credit Cards Payable	58.01	AMAZON
07/22/2023	3616E7D784AC8788CEBBC	2700 Divvy Credit Cards Payable	362.30	AMAZON
07/26/2023	47A568B7C8829BCFF1381	2700 Divvy Credit Cards Payable	2,374.80	SCHOLASTIC
<b>Total for 5236.EL Programs - Early Learning 0-5</b>			<b>\$3,286.70</b>	
5236.FA Programs -Family All Ages				
07/04/2023	168B1728533C015CF0A9F	2700 Divvy Credit Cards Payable	76.83	AMAZON
07/07/2023	8AEF0BB139CECB70E1208	2700 Divvy Credit Cards Payable	-5.16	ORIENTAL TRADING COMPANY
07/08/2023	B42E3588FD3C85C3FA3AF	2700 Divvy Credit Cards Payable	-63.04	PASTRY PERFECTION
07/13/2023	3111B8E8EAF4E5AA589D9	2700 Divvy Credit Cards Payable	44.43	ALBERTSONS
07/19/2023	4F31B128DE828289CA774	2700 Divvy Credit Cards Payable	24.97	AMAZON
07/28/2023	AD62E9655A298AB09BDAD	2700 Divvy Credit Cards Payable	15.00	AMAZON
07/29/2023	88DC97F36F255EEEE8B2F	2700 Divvy Credit Cards Payable	14.94	AMAZON
07/30/2023	7DA0AA2A41FC094286C9D	2700 Divvy Credit Cards Payable	71.04	AMAZON
<b>Total for 5236.FA Programs -Family All Ages</b>			<b>\$179.01</b>	
5236.SA Programs -School Age 6-12				
07/14/2023	E70DC90C937F11092F56E	2700 Divvy Credit Cards Payable	39.58	WALMART
07/14/2023	5DAB1DF86885E46915134	2700 Divvy Credit Cards Payable	7.52	WALMART
07/15/2023	3EFE7117B9C9A956D6D3B	2700 Divvy Credit Cards Payable	41.88	FRED MEYER
07/15/2023	009657A1AAA55BA1C5CA5	2700 Divvy Credit Cards Payable	79.99	BEST BUY
07/15/2023	611A7CFC14D668C7B7EF7	2700 Divvy Credit Cards Payable	6.63	DOLLAR TREE
07/15/2023	623710B49CAACB097877C	2700 Divvy Credit Cards Payable	33.53	WALMART
07/26/2023	85B6989A25200AC90F2E6	2700 Divvy Credit Cards Payable	23.38	COSTCO

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07/29/2023	D906524DA01971EE1071D	2700 Divvy Credit Cards Payable	9.99	AMAZON
<b>Total for 5236.SA Programs -School Age 6-12</b>			<b>\$242.50</b>	
5236.TN Programs -Teen 13-18				
07/08/2023	38FCAD593628A978CED73	2700 Divvy Credit Cards Payable	132.73	COSTCO
07/08/2023	CD60E755AC3E88C7374E8	2700 Divvy Credit Cards Payable	40.52	WALMART
07/15/2023	12B81D1D4F78B4244EA5A	2700 Divvy Credit Cards Payable	23.24	WALMART
<b>Total for 5236.TN Programs -Teen 13-18</b>			<b>\$196.49</b>	
5236.VO Programs -Volunteers				
07/06/2023	50FEBEB487862FCE723E2	2700 Divvy Credit Cards Payable	413.99	VERIFIED FIRST
<b>Total for 5236.VO Programs -Volunteers</b>			<b>\$413.99</b>	
<b>Total for 52360 Program Expense</b>			<b>\$5,284.67</b>	
52400 Supplies				
5211 Copy/Print				
07/06/2023	C7D40B01AC8DDBC2C7BCE	2700 Divvy Credit Cards Payable	241.60	MATTERHACKERS INC
07/14/2023	21B9FE3838F45A7EEF746	2700 Divvy Credit Cards Payable	-39.10	AMAZON
07/14/2023	D13CE0A34B0D865C63F8E	2700 Divvy Credit Cards Payable	-39.10	AMAZON
07/14/2023	24042FB85BE0895956E76	2700 Divvy Credit Cards Payable	-39.10	AMAZON
07/18/2023	D5778BF8FC991B45ED681	2700 Divvy Credit Cards Payable	-39.10	AMAZON
07/22/2023	7BA1DF15A83ED01E6F830	2700 Divvy Credit Cards Payable	361.14	MATTERHACKERS INC
07/25/2023	E2DB0631B2DAB891F4D0E	2700 Divvy Credit Cards Payable	140.92	AMAZON
07/27/2023	D8258FD721CEEE1C24ACC	2700 Divvy Credit Cards Payable	161.56	FORMLABS
<b>Total for 5211 Copy/Print</b>			<b>\$748.82</b>	
5240 Supplies - general				
07/01/2023	C816791ADE2829110E62D	2700 Divvy Credit Cards Payable	79.35	DEMCO INC
07/02/2023	EA33C1650A76E00490B26	2700 Divvy Credit Cards Payable	15.83	AMAZON
07/02/2023	B1F26045653C4D67F79A1	2700 Divvy Credit Cards Payable	11.68	AMAZON
07/03/2023	9EFC155DB65547FE5B562	2700 Divvy Credit Cards Payable	7.99	AMAZON
07/06/2023	021E160F0B0BC049385FA	2700 Divvy Credit Cards Payable	80.88	AMAZON
07/07/2023	A42CB34616FDD3D560A26	2700 Divvy Credit Cards Payable	13.98	AMAZON
07/09/2023	62751BC8739B396C5B811	2700 Divvy Credit Cards Payable	47.67	DOMINO'S
07/15/2023	A229B76129CD9B822C657	2700 Divvy Credit Cards Payable	67.18	AMAZON
07/15/2023	E40CECC3C2F8521FA7694	2700 Divvy Credit Cards Payable	25.99	MICHAELS
07/18/2023	5D9866959D711A4061BCF	2700 Divvy Credit Cards Payable	15.48	AMAZON
07/18/2023	4BD8F21C1E3DDF4299617	2700 Divvy Credit Cards Payable	23.97	AMAZON
07/18/2023	C7E81E65874FE27432D1A	2700 Divvy Credit Cards Payable	26.94	AMAZON
07/18/2023	2622201C4B2D09E68AE56	2700 Divvy Credit Cards Payable	237.96	AMAZON
07/18/2023	18FD6D8203B2B985E689C	2700 Divvy Credit Cards Payable	35.58	AMAZON
07/19/2023	029E54F01EA03A808EB25	2700 Divvy Credit Cards Payable	21.20	LUCKY PERK COFFEE
07/19/2023	FEF9A871F268F002AA317	2700 Divvy Credit Cards Payable	84.32	AMAZON
07/20/2023	4A395AF78539F5BE3F0C8	2700 Divvy Credit Cards Payable	22.58	OFFICE DEPOT
07/22/2023	E59EAF65013B3FB7D0344	2700 Divvy Credit Cards Payable	161.50	MO' BETTAHS
07/22/2023	42E190E6C4294CA88BC42	2700 Divvy Credit Cards Payable	14.16	ALBERTSONS
07/23/2023	5FD4A5615D43147EB66C5	2700 Divvy Credit Cards Payable	48.51	AMAZON
07/25/2023	5DC442FE12EFEBFB32BB7	2700 Divvy Credit Cards Payable	43.43	AMAZON

# Meridian Library District

## Credit Card Detail

July 2023

DATE	NUM	SPLIT	AMOUNT	NAME
07/25/2023	6236DAE2931259C866C3F	2700 Divvy Credit Cards Payable	29.78	AMAZON
07/25/2023	7419437BFC3808B66922E	2700 Divvy Credit Cards Payable	22.10	AMAZON
07/27/2023	0D70B8BE737B028639D2A	2700 Divvy Credit Cards Payable	101.07	AMAZON
07/27/2023	49C87091A5B7A6F22116D	2700 Divvy Credit Cards Payable	342.91	PAPERJACK.COM
07/27/2023	9C2018B4B068B06B31581	2700 Divvy Credit Cards Payable	179.99	AMAZON
07/28/2023	0B9D658FD20533C7D3290	2700 Divvy Credit Cards Payable	175.00	AMAZON
07/28/2023	C11686366BC3E61F0CA37	2700 Divvy Credit Cards Payable	26.99	AMAZON
07/30/2023	CA41FE598F88A05DC72F0	2700 Divvy Credit Cards Payable	18.61	AMAZON
07/30/2023	F2B0EF5BCA5C93B93E6E8	2700 Divvy Credit Cards Payable	88.96	AMAZON
<b>Total for 5240 Supplies - general</b>			<b>\$2,071.59</b>	
5240s Supplies - General -Supported				
07/11/2023	928AAA84B7404D3CA1203	2700 Divvy Credit Cards Payable	8.95	AMAZON
07/22/2023	B40E080351C8DDB1138CD	2700 Divvy Credit Cards Payable	219.41	WALMART
<b>Total for 5240s Supplies - General -Supported</b>			<b>\$228.36</b>	
<b>Total for 5240 Supplies - general with subs</b>			<b>\$2,299.95</b>	
5246 Supplies - office				
07/02/2023	5C86D6048BDE7E44D4F24	2700 Divvy Credit Cards Payable	16.36	THE HOME DEPOT
07/04/2023	D1B15FB8EF4F22B558854	2700 Divvy Credit Cards Payable	15.17	AMAZON
07/04/2023	F42FDCE99384B9BDDACC4	2700 Divvy Credit Cards Payable	14.89	AMAZON
07/05/2023	DA159D65E6CF3C2EF3057	2700 Divvy Credit Cards Payable	7.49	AMAZON
07/11/2023	FCB784F9A4A3696E7858C	2700 Divvy Credit Cards Payable	-41.95	AMAZON
07/13/2023	ED4F4474714847B6079FE	2700 Divvy Credit Cards Payable	41.18	AMAZON
07/15/2023	D8DD4CFD93FCDE4BB143B	2700 Divvy Credit Cards Payable	30.05	AMAZON
07/18/2023	8DAA82AD6F75E37DCB5A8	2700 Divvy Credit Cards Payable	46.74	AMAZON
07/19/2023	45E32904B6FB123F186B3	2700 Divvy Credit Cards Payable	24.99	AMAZON
07/20/2023	34E6027640BF762607440	2700 Divvy Credit Cards Payable	53.94	AMAZON
07/22/2023	411A0825FD0FD0A759000	2700 Divvy Credit Cards Payable	111.84	AMAZON
07/25/2023	A086D999A06ACD803F0B6	2700 Divvy Credit Cards Payable	129.46	AMAZON
07/26/2023	6BFC9CB8E9C0819F0DAAD	2700 Divvy Credit Cards Payable	39.99	AMAZON
07/30/2023	9A5BE8CB6386A6D5520DD	2700 Divvy Credit Cards Payable	3.12	AMAZON
07/31/2023	6A4103B47BB1EAC786CEF	2700 Divvy Credit Cards Payable	22.49	AMAZON
<b>Total for 5246 Supplies - office</b>			<b>\$515.76</b>	
<b>Total for 52400 Supplies</b>			<b>\$3,564.53</b>	
52500 Miscellaneous Operating				
5216 Equipment & Furnishings Not Cap				
07/09/2023	1D9826A80E6EC2763EDD4	2700 Divvy Credit Cards Payable	375.28	WEBSTAURANTSTORE
07/13/2023	C6182C2E33A06DB9A64D5	2700 Divvy Credit Cards Payable	-17.58	WEBSTAURANTSTORE
07/20/2023	87554E59986C0417F01D9	2700 Divvy Credit Cards Payable	2,035.60	Worthington Direct
<b>Total for 5216 Equipment &amp; Furnishings Not Cap</b>			<b>\$2,393.30</b>	
5228 Miscellaneous				
5228.S Miscellaneous- Supported				
07/09/2023	C9706083569496040BAF7	2700 Divvy Credit Cards Payable	11.99	AMAZON
07/22/2023	CDA4BECD29402C5893988	2700 Divvy Credit Cards Payable	11.80	AMAZON

# Meridian Library District

## Credit Card Detail

July 2023

DATE	NUM	SPLIT	AMOUNT	NAME
<b>Total for 5228.S Miscellaneous- Supported</b>			<b>\$23.79</b>	
<b>Total for 5228 Miscellaneous</b>			<b>\$23.79</b>	
<b>Total for 52500 Miscellaneous Operating</b>			<b>\$2,417.09</b>	
52600 Vehicle Expense				
5260.2 Vehicle - Sprinter				
07/21/2023	2CB8A9275ED3C1ADC7412	2700 Divvy Credit Cards Payable	8.87	ROCK AUTO LLC
<b>Total for 5260.2 Vehicle - Sprinter</b>			<b>\$8.87</b>	
5260.5 Vehicle - Dodge HD Wagon				
07/04/2023	D9D68FBC7FF263D0CCFA8	2700 Divvy Credit Cards Payable	83.83	VALVOLINE
<b>Total for 5260.5 Vehicle - Dodge HD Wagon</b>			<b>\$83.83</b>	
5260.7 Vehicle - Chevy Silverado 1500				
07/04/2023	1F7849791663B8F00C16C	2700 Divvy Credit Cards Payable	23.69	ID TRANSDEPT
<b>Total for 5260.7 Vehicle - Chevy Silverado 1500</b>			<b>\$23.69</b>	
<b>Total for 52600 Vehicle Expense</b>			<b>\$116.39</b>	
62240 Facility Expense				
6224.1 Bldg-Maintenance				
07/01/2023	083400FA71FF0193FF774	2700 Divvy Credit Cards Payable	89.99	AMAZON
07/08/2023	8C9E161A9ED29694BDEEC	2700 Divvy Credit Cards Payable	37.61	MUSICK AUCTION
07/28/2023	5EF93BD6C0E6D374E4899	2700 Divvy Credit Cards Payable	-23.96	THE HOME DEPOT
07/28/2023	9EA6B25FA5DD1A50E0BF0	2700 Divvy Credit Cards Payable	34.94	THE HOME DEPOT
<b>Total for 6224.1 Bldg-Maintenance</b>			<b>\$138.58</b>	
6224.3 Bldg-Small Tools				
07/11/2023	C489A4FC500039A6FB328	2700 Divvy Credit Cards Payable	5.99	AMAZON
07/12/2023	D38905137F9896E5ADC6F	2700 Divvy Credit Cards Payable	99.00	THE HOME DEPOT
<b>Total for 6224.3 Bldg-Small Tools</b>			<b>\$104.99</b>	
6224.4 Bldg-Supplies				
07/05/2023	30BD22C0EC8884D44DC86	2700 Divvy Credit Cards Payable	11.86	AMAZON
07/07/2023	002CE841DEC74B7F9DF39	2700 Divvy Credit Cards Payable	141.70	AMAZON
07/07/2023	73639579ECA0CEA866959	2700 Divvy Credit Cards Payable	20.49	AMAZON
07/08/2023	A6DAA240E11935F26362F	2700 Divvy Credit Cards Payable	162.30	AMAZON
07/09/2023	6064090B5E416EEA9356B	2700 Divvy Credit Cards Payable	329.46	AMAZON
07/10/2023	9B61D54DACFDEDE7C0B06	2700 Divvy Credit Cards Payable	139.88	AMAZON
07/12/2023	AEE18437C3AF5B1EA3FD3	2700 Divvy Credit Cards Payable	12.88	AMAZON
07/15/2023	5876164C540ED1CF7E400	2700 Divvy Credit Cards Payable	26.36	AMAZON
07/15/2023	0FFC664E7039C5239265D	2700 Divvy Credit Cards Payable	18.99	AMAZON
07/22/2023	BE5854F9BC9A4CFBB9A10	2700 Divvy Credit Cards Payable	44.34	AMAZON
<b>Total for 6224.4 Bldg-Supplies</b>			<b>\$908.26</b>	
6255 Bldg-Rent				
07/28/2023	E54F1CB660050AD5141BB	2700 Divvy Credit Cards Payable	91.80	ACORN SELF STORAGE
<b>Total for 6255 Bldg-Rent</b>			<b>\$91.80</b>	
<b>Total for 62240 Facility Expense</b>			<b>\$1,243.63</b>	

# Meridian Library District

## Credit Card Detail

July 2023

DATE	NUM	SPLIT	AMOUNT	NAME
<b>Total for 52000 OPERATING EXPENSES</b>			<b>\$23,465.50</b>	



# Meridian Library District

## Electronic Bill Payment List

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
Check						
07/31/2023	Check	6997	UNITED STATES TREASURY	2023 720 2nd Quarter	-144.00	1120 Checking - US Bank
				PCORI Annual Filing 2022 Plan year	144.00	5250 OPERATING EXPENSES:Miscellaneous Operating:Taxes and insurance
Bill Payment (Check)						
07/18/2023	Bill Payment (Check)		TRI-STATE ELECTRIC, INC.		-800.00	1120 Checking - US Bank
					-800.00	2380 Accounts Payable
Sales Tax Payment						
07/20/2023	Sales Tax Payment			To Record Q2 2023 Sales Tax Payment	-759.18	1120 Checking - US Bank
				To Record Q2 2023 Sales Tax Payment	-759.18	Sales Tax Agency Payable
Expenditure						
07/01/2023	Expenditure		SELECT HEALTH		-	1120 Checking - US Bank
					33,478.40	
				Select Health July 2023 Employee Contributions	-2,401.40	2345 Select Health
				Select Health July 2023 Employer Contributions	-	2345 Select Health
					30,626.50	
				Select Health July 2023 Billing Differences	-450.50	2345 Select Health
07/05/2023	Expenditure		CITY OF MERIDIAN		-389.72	1120 Checking - US Bank
				Water/Sewer/Trash 05/21-06/20/2023	389.72	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/05/2023	Expenditure		CITY OF MERIDIAN		-354.50	1120 Checking - US Bank
				Water 05/21-06/20/2023	354.50	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/05/2023	Expenditure		CITY OF MERIDIAN		-465.66	1120 Checking - US Bank
				Water/Sewer 05/21-06/20/2023	465.66	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/05/2023	Expenditure		CITY OF MERIDIAN		-115.26	1120 Checking - US Bank
				Water/Sewer 05/21-06/20/2023	115.26	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/14/2023	Expenditure	PERSI.07.14.23	PERSI		-	1120 Checking - US Bank
					18,643.37	
				PERSI Base Plan Employer Contributions 07/14/23 PR	-	2330 PERSI withholding payable
					13,174.25	
				PERSI Base Plan Employee Contributions 07/14/23 PR	-7,900.12	2330 PERSI withholding payable
				Refund PERSI CM	-2,248.69	5010 PERSONNEL:Payroll benefits
				Catch up PERSI CA	-182.31	5010 PERSONNEL:Payroll benefits
07/14/2023	Expenditure	PERSI401K.07.14.23	PERSI-401K		-2,670.01	1120 Checking - US Bank
				PERSI Choice Plan 07/14/23	-2,670.01	2340 401K withholding payable
07/17/2023	Expenditure		US BANK		-198.99	1120 Checking - US Bank
				US Bank Analysis Service Charge July 2023	198.99	5202.3 OPERATING EXPENSES:Banking fees:Financial fees

# Meridian Library District

## Electronic Bill Payment List

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
07/20/2023	Expenditure		CITY OF MERIDIAN		-33.35	1120 Checking - US Bank
				Water/Sewer 06/06-07/05/2023	33.35	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/21/2023	Expenditure		Nationwide 457b		-526.51	1120 Checking - US Bank
				Nationwide Roth Payment 07/21/2023	-526.51	2352 Nationwide Withholding Payable
07/21/2023	Expenditure		Nationwide 457b		-526.47	1120 Checking - US Bank
				Nationwide Roth Payment 07/21/2023	-526.47	2352 Nationwide Withholding Payable
07/21/2023	Expenditure		Nationwide 457b		-1,033.20	1120 Checking - US Bank
				Nationwide Pre Payment 07/21/2023	-1,033.20	2352 Nationwide Withholding Payable
07/21/2023	Expenditure		Nationwide 457b		-1,030.68	1120 Checking - US Bank
				Nationwide Pre Payment 07/21/2023	-1,030.68	2352 Nationwide Withholding Payable
07/21/2023	Expenditure		Paylocity		-1,885.98	1150 Chkg Payroll -1st Interstate
				Paylocity July Payroll Processing	1,885.98	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing
07/21/2023	Expenditure		First Interstate		-21.50	1150 Chkg Payroll -1st Interstate
				June Service Fees FIB Payroll Checking	21.50	5202.3 OPERATING EXPENSES:Banking fees:Financial fees
07/24/2023	Expenditure		INTERMOUNTAIN GAS COMPANY		-5.67	1120 Checking - US Bank
				Gas 06/01-06/29/23	5.67	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/24/2023	Expenditure		INTERMOUNTAIN GAS COMPANY		-69.39	1120 Checking - US Bank
				Gas 06/02-06/29/23	69.39	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/24/2023	Expenditure		IDAHO POWER - 3194		-993.62	1120 Checking - US Bank
				Power 06/06-07/05/23	993.62	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/25/2023	Expenditure		IDAHO POWER - 7016		-149.57	1120 Checking - US Bank
				Power 06/08-07/06/23	149.57	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/25/2023	Expenditure		IDAHO POWER - 1620		-3,380.89	1120 Checking - US Bank
				Power 06/07-07/06/23	3,380.89	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/26/2023	Expenditure		Chevron (Wex Bank)		-498.83	1120 Checking - US Bank
				06/24-07/23/23 Fuel	180.78	5260.2 OPERATING EXPENSES:Vehicle Expense:Vehicle - Sprinter
				06/24-07/23/23 Fuel	36.74	5260.4 OPERATING EXPENSES:Vehicle Expense:Vehicle - Honda Element
				06/24-07/23/23 Fuel	241.13	5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon

# Meridian Library District

## Electronic Bill Payment List

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
				06/24-07/23/23 Fuel	40.18	5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile
07/27/2023	Expenditure		HRA VEBA	July 2023 Employer HRA Contributions	-8,580.00	1120 Checking - US Bank
					-8,580.00	2353 HRA VEBA Payable
07/28/2023	Expenditure		INTERMOUNTAIN GAS COMPANY	Gas 05/31-06/28/23	-10.69	1120 Checking - US Bank
					10.69	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/28/2023	Expenditure		IDAHO POWER - 7302	Power 06/10-07/11/23	-416.95	1120 Checking - US Bank
					416.95	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/28/2023	Expenditure		Bill.com	Bill.com fees 06/28-07/27/2023	-581.09	1120 Checking - US Bank
					581.09	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing
07/31/2023	Expenditure		Gravity Payments	Gravity Payment Processing July 2023	-25.32	1120 Checking - US Bank
					25.32	5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees
<hr/>						
Credit Card Payment						
07/03/2023	Credit Card Payment		Divvy			- 1120 Checking - US Bank
					26,111.83	
						- 2700 Divvy Credit Cards Payable
					26,111.83	
07/26/2023	Credit Card Payment		Divvy			- 1120 Checking - US Bank
					15,000.00	
						- 2700 Divvy Credit Cards Payable
					15,000.00	

# Meridian Library District

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

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
40000 Tax Revenue	8,042,275.48	7,893,567.00	148,708.48	101.88 %
42000 Non-tax Revenue	599,047.39	639,700.00	-40,652.61	93.65 %
<b>Total Revenue</b>	<b>\$8,641,322.87</b>	<b>\$8,533,267.00</b>	<b>\$108,055.87</b>	<b>101.27 %</b>
<b>GROSS PROFIT</b>	<b>\$8,641,322.87</b>	<b>\$8,533,267.00</b>	<b>\$108,055.87</b>	<b>101.27 %</b>
<b>Expenditures</b>				
50000 PERSONNEL	4,250,219.70	4,450,000.00	-199,780.30	95.51 %
51000 COLLECTIONS	828,605.49	923,000.00	-94,394.51	89.77 %
52000 OPERATING EXPENSES	1,354,735.35	1,418,930.00	-64,194.65	95.48 %
72000 CAPITAL EXPENSES	170,578.85	200,000.00	-29,421.15	85.29 %
7888 Transfer Out-To General Fund Reserve		660,000.00	-660,000.00	
7999 Transfer Out-To Capital Repair & Replacement Fund		664,678.00	-664,678.00	
9800 Transfer Out-To Capital Projects Fund		216,659.00	-216,659.00	
<b>Total Expenditures</b>	<b>\$6,604,139.39</b>	<b>\$8,533,267.00</b>	<b>\$ -1,929,127.61</b>	<b>77.39 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$2,037,183.48</b>	<b>\$0.00</b>	<b>\$2,037,183.48</b>	<b>0.00%</b>
<b>Other Revenue</b>				
8000 Plant Facilities Levy Revenue	1,400,000.00	1,400,000.00	0.00	100.00 %
8338 Capital Projects Interest	103,739.75	95,670.00	8,069.75	108.43 %
8350 Capital Projects Grants & Donations	250,000.00	250,000.00	0.00	100.00 %
8800 Transfer In-To Capital Projects-From General Fund		216,659.00	-216,659.00	
<b>Total Other Revenue</b>	<b>\$1,753,739.75</b>	<b>\$1,962,329.00</b>	<b>\$ -208,589.25</b>	<b>89.37 %</b>
<b>Other Expenditures</b>				
9288 Orchard Park Project Costs	1,587,764.97	1,630,000.00	-42,235.03	97.41 %
9289 South Branch Project Costs	6,168.00		6,168.00	
<b>Total Other Expenditures</b>	<b>\$1,593,932.97</b>	<b>\$1,630,000.00</b>	<b>\$ -36,067.03</b>	<b>97.79 %</b>
<b>NET OTHER REVENUE</b>	<b>\$159,806.78</b>	<b>\$332,329.00</b>	<b>\$ -172,522.22</b>	<b>48.09 %</b>
<b>NET REVENUE</b>	<b>\$2,196,990.26</b>	<b>\$332,329.00</b>	<b>\$1,864,661.26</b>	<b>661.09 %</b>

# Meridian Library District

## Statement of Activity

October 2022 - July 2023

	TOTAL
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
<b>Total 4000 Tax levy</b>	<b>7,483,896.48</b>
4010 Ag. Replacement	1,455.00
4020 Pers Prop Replacement	39,038.73
4100 Sales tax income	333,866.99
<b>Total 40000 Tax Revenue</b>	<b>7,858,257.20</b>
42000 Non-tax Revenue	
4200 Fines and fees	17,779.27
4210 Book Sale	258.20
4220 Meeting Room income	5,144.87
4221 Donations & Memorials	1,730.53
4300 Interest income	112,761.54
4339 Capital Replace & Repair Int	173,208.67
4400 Copy/Print income	23,420.09
4410 Miscellaneous income	4,354.33
4500 Grants	199,493.90
4700 Sponsorships	3,750.00
<b>Total 42000 Non-tax Revenue</b>	<b>541,901.40</b>
<b>Total Revenue</b>	<b>\$8,400,158.60</b>
GROSS PROFIT	<b>\$8,400,158.60</b>
Expenditures	
50000 PERSONNEL	
5000 Salaries and wages	2,783,221.85
5005 Termination salaries	24,477.46
<b>Total 5000 Salaries and wages</b>	<b>2,807,699.31</b>
5010 Payroll benefits	914,597.27
<b>Total 50000 PERSONNEL</b>	<b>3,722,296.58</b>
51000 COLLECTIONS	
5115 Adult Print Books	138,857.96
5121 Electronic databases	15,078.25
5122 eContent	254,812.60
5125 Print Reference	946.98
5130 Children's books	152,730.68
5130S Children's books - Supported	20,513.33
<b>Total 5130 Children's books</b>	<b>173,244.01</b>

# Meridian Library District

## Statement of Activity

October 2022 - July 2023

	TOTAL
5135 Young Adult books	32,236.02
5149 Media	50,264.14
5150 Circulating devices & kits	4,510.56
5151 Periodicals	4,351.38
<b>Total 51000 COLLECTIONS</b>	<b>674,301.90</b>
52000 OPERATING EXPENSES	
52020 Professional Services	
5202.1 Audit	22,500.00
5202.4 Legal fees	15,145.50
5202.5 Consulting	11,916.67
5202.6 Other	11,776.61
5202.7 Accounting Svcs	8,331.25
5237 Recruiting/Background Checks	1,593.69
<b>Total 52020 Professional Services</b>	<b>71,263.72</b>
52025 Banking fees	
5202.2 Bankcard fees	1,849.33
5202.3 Financial fees	1,102.84
<b>Total 52025 Banking fees</b>	<b>2,952.17</b>
52120 Consortium	
5212.C Consortium-Courier	38,716.96
5212.H Consortium-Hardware/Software	49,969.16
<b>Total 52120 Consortium</b>	<b>88,686.12</b>
5216s Equip & Furnishings -Supported	25,826.45
52200 Information Technology	
5220.1 IT Infra -Software/Licensing	62,644.96
5220.1s IT Infra Softw/Lic Supported	269.99
<b>Total 5220.1 IT Infra -Software/Licensing</b>	<b>62,914.95</b>
5220.2 IT Infra -Support	7,383.27
5220.3 IT PCs, Printers & Hardware	51,698.96
5220.3S Supported - IT, PCs, Hardware	6,932.49
<b>Total 5220.3 IT PCs, Printers &amp; Hardware</b>	<b>58,631.45</b>
5220.5 IT Utilities	30,791.36
5220.7 IT Technology Maintenance	7,510.95
5230 Phone Service	4,496.82
<b>Total 52200 Information Technology</b>	<b>171,728.80</b>
52250 Marketing	
5225 Marketing & advertising	4,419.31
<b>Total 52250 Marketing</b>	<b>4,419.31</b>

# Meridian Library District

## Statement of Activity

October 2022 - July 2023

	TOTAL
52290 Materials Processing	
5229.1 Materials-OCLC	2,787.27
5229.2 Materials-Processing	57,605.42
<b>Total 52290 Materials Processing</b>	<b>60,392.69</b>
52340 Professional Development	
5234.1 Conferences	6,918.43
5234.1S Support - Conferences	701.58
<b>Total 5234.1 Conferences</b>	<b>7,620.01</b>
5234.4 Memberships	2,867.00
5234.5 Staff Mtg & Training	2,233.05
5234.5s Staff Training - Supported	9,226.91
<b>Total 5234.5 Staff Mtg &amp; Training</b>	<b>11,459.96</b>
5234.6 Webinar/Ecourses	1,564.47
<b>Total 52340 Professional Development</b>	<b>23,511.44</b>
52360 Program Expense	
5236.2 Programs - District	
5236.2S District Programs -Supported	447.67
<b>Total 5236.2 Programs - District</b>	<b>447.67</b>
5236.AD Programs - Adult	4,348.68
5236.BR Programs -Brochures	325.00
5236.CH Programs - Children	55.71
5236.cs Children's Programs - Supported	6,631.47
5236.PC Pet Care	359.93
<b>Total 5236.CH Programs - Children</b>	<b>7,047.11</b>
5236.EL Programs - Early Learning 0-5	5,192.33
5236.FA Programs -Family All Ages	10,316.05
5236.SA Programs -School Age 6-12	4,641.39
5236.TN Programs -Teen 13-18	2,255.82
5236.VO Programs -Volunteers	1,415.87
<b>Total 52360 Program Expense</b>	<b>35,989.92</b>
52400 Supplies	
5211 Copy/Print	20,831.84
5240 Supplies - general	13,266.15
5240s Supplies - General -Supported	14,897.43
<b>Total 5240 Supplies - general</b>	<b>28,163.58</b>
5245 Supplies - marketing	3,292.28
5246 Supplies - office	7,082.93
<b>Total 52400 Supplies</b>	<b>59,370.63</b>

# Meridian Library District

## Statement of Activity

October 2022 - July 2023

	TOTAL
52500 Miscellaneous Operating	
5216 Equipment & Furnishings Not Cap	11,696.40
5228 Miscellaneous	7,418.45
5228.S Miscellaneous- Supported	9,802.87
<b>Total 5228 Miscellaneous</b>	<b>17,221.32</b>
5232 Postage	7,989.21
5250 Taxes and insurance	19,882.25
<b>Total 52500 Miscellaneous Operating</b>	<b>56,789.18</b>
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	374.94
5260.7 Vehicle - Chevy Silverado 1500	6,037.81
<b>Total 52600 Vehicle Expense</b>	<b>17,235.26</b>
62240 Facility Expense	
6224.1 Bldg-Maintenance	123,480.67
6224.2 Bldg-Repairs	70,152.98
6224.3 Bldg-Small Tools	631.02
6224.4 Bldg-Supplies	16,269.53
6250 Bldg-Insurance	25,407.00
6255 Bldg-Rent	223,632.84
6258 Bldg-Utilities	59,599.03
<b>Total 62240 Facility Expense</b>	<b>519,173.07</b>
<b>Total 52000 OPERATING EXPENSES</b>	<b>1,137,338.76</b>
72000 CAPITAL EXPENSES	
7216 Equipment & Furnishings	2,317.44
7220 IT - Infrastructure - Hardware	14,619.94
7220.3 IT PCs, Hardware Printers	6,342.00
7220.3S IT - PC, Prntrs, Hdw- Supported	42,648.69
<b>Total 7220.3 IT PCs, Hardware Printers</b>	<b>48,990.69</b>
<b>Total 72000 CAPITAL EXPENSES</b>	<b>65,928.07</b>
<b>Total Expenditures</b>	<b>\$5,599,865.31</b>
NET OPERATING REVENUE	<b>\$2,800,293.29</b>
Other Revenue	
8000 Plant Facilities Levy Revenue	1,400,000.00
8338 Capital Projects Interest	91,283.98
8350 Capital Projects Grants & Donations	250,000.00
<b>Total Other Revenue</b>	<b>\$1,741,283.98</b>



# Meridian Library District

## Statement of Activity

October 2022 - July 2023

	TOTAL
Other Expenditures	
9288 Orchard Park Project Costs	1,553,364.56
<b>Total Other Expenditures</b>	<b>\$1,553,364.56</b>
NET OTHER REVENUE	<b>\$187,919.42</b>
NET REVENUE	<b>\$2,988,212.71</b>

# Meridian Library District

## Statement of Financial Position

As of July 31, 2023

	TOTAL
<b>ASSETS</b>	
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	342.00
1120 Checking - US Bank	336,711.09
1150 Chkg Payroll -1st Interstate	45,999.93
1160 Savings Payroll -1st Interstate	411,907.09
1200 PayPal Account	164.69
1937 StatePool-General Operations	5,746,129.82
1938 StatePool-Capital Project Fund	2,413,409.94
1939 StatePool-Cap Replacement &Repr	5,312,144.52
<b>Total Bank Accounts</b>	<b>\$14,267,514.58</b>
Accounts Receivable	
11000 Accounts Receivable	38.75
<b>Total Accounts Receivable</b>	<b>\$38.75</b>
Other Current Assets	
12000 Undeposited Funds	129.69
1500 Deposits/Prepaid expenses	49,771.22
1600 Property Tax Receivable	7,710,439.00
1627 LGIP Interest Receivable	48,290.84
1652 Sales Tax Receivable	124,861.00
1706 Tech Purchase -Lindsay T.	-50.00
1800 Fines Receivable	26,237.81
1850 Allowance	-20,727.88
<b>Total Other Current Assets</b>	<b>\$7,938,951.68</b>
<b>Total Current Assets</b>	<b>\$22,206,505.01</b>
<b>TOTAL ASSETS</b>	<b>\$22,206,505.01</b>

# Meridian Library District

## Statement of Financial Position

As of July 31, 2023

	TOTAL	
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2380 Accounts Payable	88,147.55	
<b>Total Accounts Payable</b>	<b>\$88,147.55</b>	
Credit Cards		
2700 Divvy Credit Cards Payable	17,356.44	
<b>Total Credit Cards</b>	<b>\$17,356.44</b>	
Other Current Liabilities		
2300 Payroll Liabilities	-1,096.21	
2305 FICA withholding payable	8,622.97	
2310 Federal withholding payable	6,553.00	
2320 State withholding payable	2,700.00	
2330 PERSI withholding payable	26,510.92	
2340 401K withholding payable	6,088.93	
2345 Select Health	385.09	
2350 Persi Life withholding payable	272.00	
2352 Nationwide Withholding Payable	2,400.18	
2354 FSA Discovery Reserve	214.00	
2355 Dental Payable	7,792.34	
2357 Unum Payable	-5,118.13	
2358 Mutual of Omaha Payable	-104.41	
2360 AFLAC	423.78	
2365 United Heritage	31.79	
2405 Accrued Wages	83,092.00	
Sales Tax Agency Payable	353.44	
Sales Tax Payable	191.42	
<b>Total Sales Tax Agency Payable</b>	<b>544.86</b>	
<b>Total Other Current Liabilities</b>	<b>\$139,313.11</b>	
<b>Total Current Liabilities</b>	<b>\$244,817.10</b>	
<b>Total Liabilities</b>		<b>\$244,817.10</b>
Equity		
2536 Meridian Historical Society Funds	-0.24	
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	

# Meridian Library District

## Statement of Financial Position

As of July 31, 2023

	TOTAL
2988.6 Improvements	-1,001,737.00
2988.7 Leasehold Improvements	-171,997.00
2988.8 Equipment	-3,030,521.00
2990 Deferred Inflows	7,670,244.00
2995 Advanced Revenue	34,067.00
2998.1 Jewitt property	-210,996.69
2998.2 Cherry/Leisure property	-449,588.00
2998.3 1326 Cherry Lane	-192,604.00
2998.9 Artwork	-25,500.00
2999 Retained Earnings	6,968,933.24
2999.1 Construction in Progress	-234,806.00
32000 Owners Equity	4,300,229.89
Net Revenue	2,988,212.71
<b>Total Equity</b>	<b>\$21,961,687.91</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$22,206,505.01</b>

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The public is invited to attend the regular meeting of the Meridian Library District Board of Trustees at:  
**7:00 pm on Wednesday, September 20, 2023**

**ATTEND IN PERSON**Cherry Lane Branch  
Large Conference Room**STREAM LIVE ON YOUTUBE**<https://www.youtube.com/@MeridianLibraryDistrict>

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**MEETING AGENDA**

1. **Public Comment\***
2. **Consent Agenda\*\* [ACTION ITEM]**
  - a. Regular Meeting Minutes, August 16, 2023
3. **Financials [ACTION ITEM]**
  - a. Approval of July 2023 Financial Reports
  - b. Disbursement approvals
4. **Approval to Open Financial Accounts at Idaho Central Credit Union [ACTION ITEM]**
5. **Director Updates [DISCUSSION ITEM]**
  - a. Director's monthly report
6. **Job Descriptions**
  - a. Circulation Coordinator- [ACTION ITEM]
  - b. Resource Specialist- [ACTION ITEM]
  - c. Business Liaison Librarian- [ACTION ITEM]
  - d. Collection Development Librarian- [ACTION ITEM]
7. **Salary Schedule [ACTION ITEM]**
8. **Policy Reviews**
  - a. Public Comment Policy- NEW [ACTION ITEM]
  - b. Collection Development Policy REVISED [ACTION ITEM]

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**\*Public comments:**

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.

**\*\*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 Trustee requests an item be removed from the Consent agenda for discussion.

**Cherry Lane**1326 W. Cherry Lane  
Meridian, ID 83642**Orchard Park**1268 W. Orchard Park Dr  
Meridian, ID 83646**Silverstone**3531 E. Overland Road  
Meridian, ID 83642**unBound**722 E. 2nd St.  
Meridian, ID 83642

**9. Facility Comprehensive Plan and Strategic Plan proposals [DISCUSSION ITEM]**

**10. Executive Session [ACTION ITEM]**

a. Pursuant to [Idaho Code §74-206 \(1\)](#)

- i. [\(c\)](#) To acquire an interest in real property not owned by a public agency;
1. Topic: South Branch proposal
  2. Admin office building

**11. Rental Agreement for Admin office building [ACTION ITEM]**

**12. Future agenda items [DISCUSSION ITEM]**

# Library Board Trustee Meeting Minutes

## August 16, 2023

### Trustees

**Megan Larsen**  
Chair

**Jeff Kohler**  
Vice Chair

**Laura Knutson**  
Treasurer

**Destinie Hart**  
Trustee

**Josh Cummings**  
Trustee

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

### Regular Session

Trustees present: Megan L., Jeff K., Josh C., Destinie H.

Staff present: Nick Grove, Library Director; Trisha M., Assistant Director of Branches; Jason S., Assistant Director of Operations; Ema B., Accounting & Finance Manager; Dan P., Executive Assistant; Gabrielle S., Librarian

Recording available at:

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

Meeting called to order by Megan at 6:48pm

#### Special Budget Session:

- Presentation of Proposed Amended FY 23 and Proposed FY 24 Budgets  
[DISCUSSION ITEM]
- Public comments-
  - Is the increase in personnel mainly because of Orchard Park?
  - Is the increase in operations because of Orchard Park?
  - Is the \$1.5 million in actual from the bond levy?
  - What is considered capital?
  - Did the district take the full 3% increase?
  - How much will the foregone increase taxpayers' cost?
  - Is there any foregone for capital or personnel, if so, how much has been take?
  - When does the levy expire?

End of special budget session – 7:10pm

# Library Board Trustee Meeting Minutes

## August 16, 2023

Regular Meeting Business:  
Session began – 7:10pm

### AGENDA ITEMS

#### 1. Public Comments:

-no public comments

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

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

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

#### 3. **Approval of Financial Reports** [ACTION ITEM]

- Approval of June 2023 Financial Reports
- Disbursement approvals

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

#### 4. **Budgets**

- Approval of Amended FY23 Budget [ACTION ITEM]

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

- Approval of Proposed FY24 Budget [ACTION ITEM]

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

- Foregone Resolution [ACTION ITEM]

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



### 5. Director's Report

- Director's report is found online at [mld.org/board-documents](http://mld.org/board-documents)
- The 24 hour book pick up at Orchard Park is having logistical issues but is being worked on now. Once the contractor works out the bugs a small group will test and finalize the process before open to public.
- South Branch update
  - plat is approved
  - moving forward quickly
  - expecting a proposal for acquisition of South branch in Sept.
  - to open in fall of 2024
- Organizational Design
  - will be implemented on Oct 1, 2023

### 5. Job Descriptions

- o Material Service Manager [ACTION ITEM]  
Motion to approve – Josh      Second – Destinie      Vote – All in favor
- o Strategic Initiative Manager [ACTION ITEM]  
Motion to approve – Josh      Second – Destinie      Vote – All in favor
- o Branch Supervisor [ACTION ITEM]  
Motion to approve – Josh      Second – Destinie      Vote – All in favor
- o Marketing Librarian [ACTION ITEM]  
Motion to approve – Josh      Second – Destinie      Vote – All in favor
- o Youth Services Librarian [ACTION ITEM]  
Motion to approve – Josh      Second – Destinie      Vote – All in favor
- o Community Librarian [ACTION ITEM]  
Motion to approve – Josh      Second – Destinie      Vote – All in favor
- o Digital Services Librarian [ACTION ITEM]  
Motion to approve – Josh      Second – Destinie      Vote – All in favor

### 7. Salary Schedule [ACTION ITEM]

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

- 2<sup>ND</sup> Motion to approved to publish on website – Josh  
-Amends motion to table until October meeting

## Library Board Trustee Meeting Minutes August 16, 2023

### 8. Hours of operation-

- Tiny library hours change, same number of hours (simply changed one hour later opening and closing), amend the dates from (9/1/2023 to 9/30/2023) to (9/1/2023 to 9/30/2024)

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

### 9. **Future agenda items** [DISCUSSION ITEM]

- South branch agreement
- Salary schedule on website
- Reconsideration form-research for update or change, hopefully ready in Sept or Oct
- Employee handbook is being reviewed

Meeting adjourned: 8:24pm

The next regular Library Board Meeting is scheduled for 7:00pm, September 20, 2023

RESPECTFULLY SUBMITTED AND APPROVED

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Nick Grove, Director

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Megan Larsen, Board Chair

# Andon Business Center Meridian

850 E. Franklin Road  
Office Suite



## Available Suites

<u>Suite</u>	<u>Total Sq Ft</u>	<u>Rent</u>
403	1,200	\$1,400
407	1,000	\$1,200
408	1,725	\$2,000

plus \$40/mo water & sewer

## Terms

- One year minimum term
- Tenant pays power, gas and trash
- No NNN—Tenant pays \$40/mo for water and sewer per restroom
- No lockbox, call for showing instructions



## Features

- Private Restroom
- Best in Class
- Steel frame & Stucco
- Modified Gross Lease
- Zoned C-G



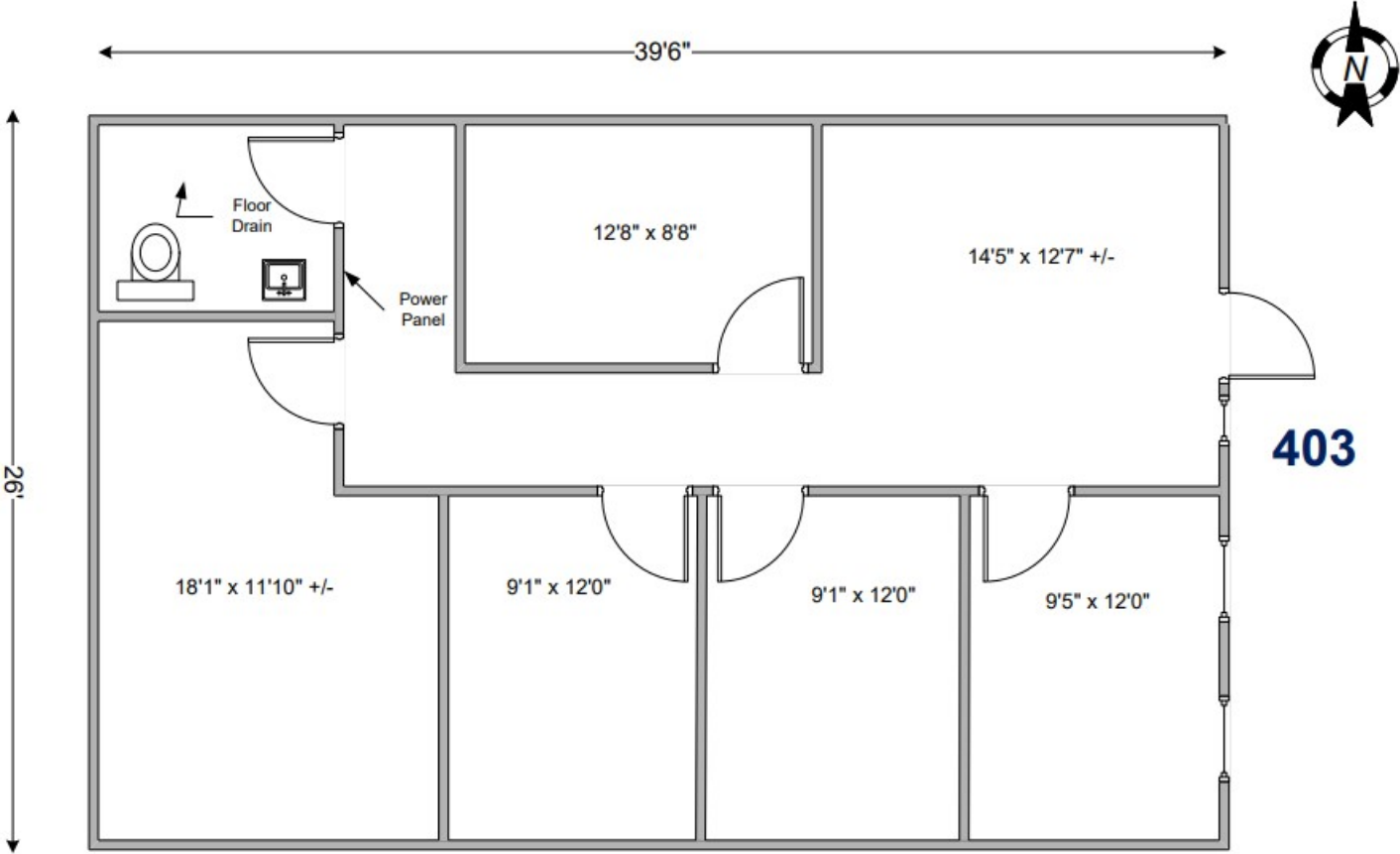
Phone: (208) 322-4900  
Cell: (208) 850-1440  
Fax: (208) 322-4488  
Email: [tim@primeidaho.com](mailto:tim@primeidaho.com)  
Web: [www.primeidaho.com](http://www.primeidaho.com)

Contact:

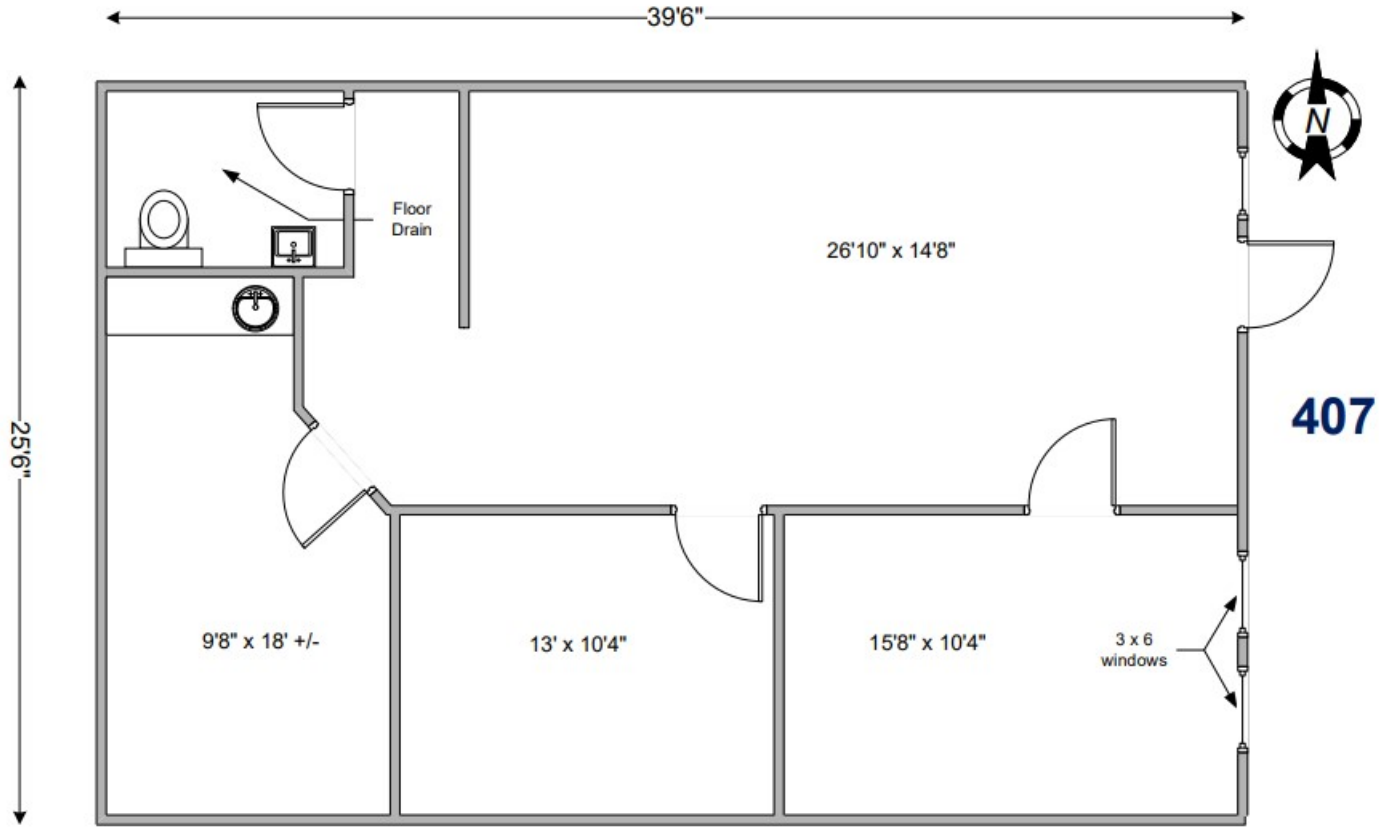
**Tim Graver CCIM, CPM**

Information is deemed reliable, but is not guaranteed and may be changed.

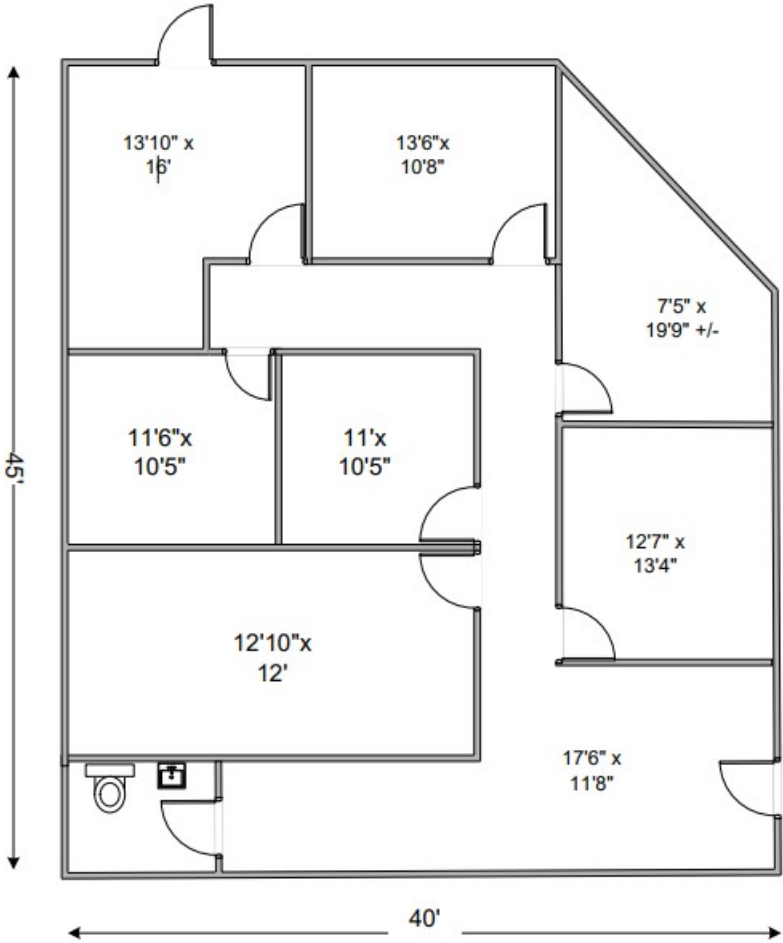
# Suite 403



# Suite 407



# Suite 408



# MERIDIAN LIBRARY DISTRICT

## Branch Supervisor



*Initial draft adoption date: August 16, 2023*

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### **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.

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*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.

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*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

## Business Liaison Librarian



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### ***Position Summary***

The Business Librarian performs professional librarian duties providing customer service, program development, training, outreach and direction to library patrons, staff members, and volunteers with a specific emphasis on businesses and entrepreneurs. This position uses advanced knowledge of business resources and technology to provide exceptional service to the community and staff. Works to support local businesses, workforce development and entrepreneurship in line with the Library's strategic priorities. Works independently under general supervision.

The majority of work hours are spent providing embedded library services, research help, developing and leading initiatives, and developing programs.

### ***Duties and Responsibilities***

#### *Essential*

#### **Liaison**

Provides services to a variety of business and patrons from diverse backgrounds utilizing a variety of print and digital tools. Establishes and maintains community partnerships. Provides embedded services and assesses the information needs of the business community. Maintains an advanced knowledge of library resources and practices and an awareness of current business trends and technologies through regular review of professional literature and participation in continuing education opportunities such as seminars and workshops.

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

Develops and implements new and innovative programs designed to generate learning outcomes and create interest and enjoyments for the community. Determines program content. Negotiates contracts with presenters. Prepares and presents programs of interest and need to the community. Provides instruction in both formal and informal environments. Works with community agencies to bring educational programs to the public. Evaluates and records program

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*Adopted by the Meridian Library Board of Trustees February 24, 2020*

statistics. Coordinates advertising and marketing of library programs. Identifies grants to provide monetary and in-kind donations to support library programs and initiatives. Spearheads library initiatives including planning, development and project management. Creates project management plans and timelines.

### **Customer Service**

Provides excellent customer service. Drawing upon advanced knowledge of library resources and practices, provides circulation, informational and reference assistance to a variety of patrons from diverse backgrounds, including but not limited to, reference and research help, information literacy, reader's advisory, homework help, and advanced technology assistance. Facilitates access to the library collection and resources through a variety of formats. Makes customer focused decisions based on library policies and procedures. Resolves patron issues in a positive, friendly manner. Performs reference interviews and advises patrons about library materials, resources, and technology equipment.

### **Research and Reports**

Assists patrons with research, conducting peer studies and market research. Compiles statistics and prepares professional reports for management and/or board review. Maintains an advanced knowledge of library resources and practices and an awareness of current trends and technologies through regular review of professional literature and participation in continuing education opportunities such as seminars and workshops.

### **Planning and Communication**

Leads and participates in system-wide and in-house committees to research, recommend, develop and implement department policies and procedures related to intellectual freedom, customer access to information, user experience, collection development, work processes and to address issues affecting the library currently and in the future.

### **Operations**

Assists manager with managerial duties including resolving customer disputes, scheduling, and activating as person in charge in the supervisor's absence. Leads and develops staff trainings. May perform some circulation duties including issuing cards, checking materials in and out, reserving books, collecting fees, and answering the phone. Promotes library collections, services, and programs. May performs duties required of daily library operations, including opening and closing procedures. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

### *Marginal*

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

May direct the work of volunteers. Assumes supervisory responsibilities when assigned.

Performs other duties as assigned.

### **Minimum Qualifications**

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

Demonstrated commitment to Diversity, Equity, and Inclusion.

Understands the role of technology in providing library services and is technically savvy. Exhibits proficiency in a number of operating systems and applications such as Microsoft Office Suite (Excel, Word, PowerPoint) and Google Suite. Demonstrates the ability to learn and adapt to new software and equipment technologies. This position requires a knowledge and a strong aptitude and ability to learn and adapt to various hardware and software including audio visual equipment, personal computers, tablets, smart phones, maker tools, various operating systems and gaming equipment.

Proficient in the principles of project management. Able to oversee multiple large-scale projects and effectively manage time. Ability to foster and sustain partnerships. Ability to establish, measure, and evaluate program outcomes. Proficient in creating and administering surveys and other evaluation tools. Must be able to work alone at a location and be able to juggle multiple priorities and patron needs.

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

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

*Experience:* 3-5 years of experience in library, event-planning, education, retail or customer-service related position or similar experience.

*Education:* Master's in Library Science or Masters' in Library Information Science from an American Library Association (ALA) accredited institution or equivalent experience.

*Training, Licenses, or Certifications:* Valid Idaho driver's license in good standing.

*Supervisory Responsibility:* May direct the work of volunteers. Assumes supervisory responsibilities when assigned.

### ***Preferred Qualifications***

Bilingual, preferably Spanish-English, Russian-English or other languages. Event planning, teaching and public-speaking experience. Desired personal attributes include an awareness of the entire community, sense of humor, a passion for engaging patrons from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services. A continuous desire to update technology skills and proficiency in both Windows and Mac operating systems. Knowledge and experience with music, video, and audio editing software. Knowledge of basic robotics, and prototyping tools (3D printing, CNC, laser cutting/engraving, etc.).

### ***Working Conditions***

*Physical Requirements:* The job requires the employee to constantly stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; perform manual dexterity movements; seldom sit, kneel, crawl, and balance. The job also requires the employee to frequently lift and carry 10-25 lbs; occasionally lift and carry 50 or more pounds while twisting and turning; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

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

*Technology, Equipment, and Devices:* The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, library systems and databases, email and cloud environments, and social media. The position requires the employee to operate and occasionally troubleshoot general office equipment as well as various equipment including new consumer technology, and advanced computer software. This position may drive a library vehicle.



*Work Environment:* The job requires the employee to be subjected to repetition, working with community partners, working alone, working away from the library, working around others, verbal contact with others, face-to-face contact, noise, inside and outside environments, mechanical equipment, and moving parts.

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

*Expected Travel:* The job requires some travel for training and conference activities and attendance at community and business events.

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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 CIRCULATION COORDINATOR



*Draft adoption for Board approval: September 20, 2023*

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## **Position Summary**

The Circulation Coordinator uses a friendly, customer service oriented approach to train staff on circulation procedures and develop and lead training for the Meridian Library District (District). Works closely with staff and administration on a district-wide level to train staff on the Integrated Library System (ILS), policies related to lending, customer service best practices, and Lynx Library Consortium circulation updates.

The Circulation Coordinator represents the District at Lynx Library Consortium (Lynx) meetings and acts as the point-of-contact for all circulation-related matters including reports and discrepancy resolution. Ensures that circulation operations comply with organization goals and objectives and are tied to the strategic plan.

Works under the direction of the Strategic Initiatives Manager.

## **Duties and Responsibilities**

*Essential*

### **Project Management**

The Circulation Coordinator uses principles of project management to spearhead library initiatives that align with the District's strategic goals and Lynx circulation goals. 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.

The Circulation Coordinator runs reports and processes refunds and credits. Acts as the primary contact for materials recovery/collections vendors to ensure patron accounts are in compliance.

### **Circulation**

The Circulation Coordinator oversees circulation statistics for the District and is responsible for inputting data into various reports. Assists in the resolution or referral of inconsistencies related to patron accounts in the ILS.

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*Adopted by the Meridian Library Board of Trustees [date]*

Works with branch managers to ensure service provided is consistent, supports development of processes and suggests areas for improvement. Coordinates with Library courier to ensure circulation standards meet the needs of the District and align with Lynx courier standards. Acts as the point of contact for courier services.

Ensures that circulation operations comply with organization goals and objectives and are tied to the strategic plan.

Work closely with the Material Services team to proactively address unique circulation restrictions or processes.

## **Training**

The Circulation Coordinator develops and executes training procedures for new and existing staff in consultation with the Strategic Initiatives Manager, branch managers, Administrative team, and staff committees to ensure staff are up-to-date on best practices.

### *Marginal*

May fill in at front-line library service points across the District as an emergency backup.

May fill in at library service points related to internal courier services and Home Delivery.

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.

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.

Experience providing support, coaching, mentoring, or leadership to other individuals or groups. Capable of persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts.

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.

Able to manage multiple needs and priorities, able to oversee large scale projects and effectively manage time, proficient in principles of project management in libraries. Must be responsible, self-motivated, flexible and willing to adapt styles to effectively meet the needs of the district. Has a positive and enthusiastic approach to change; shows a curiosity and willingness to try new ideas.

**Experience:** 1-3 years of professional library experience with circulation and training knowledge.

**Education:** Associate's degree, or equivalent combination of education or experience.

**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, crouch or squat, and perform manual dexterity movements; constantly see, hear, listen, and speak clearly; occasionally balance and twist/turn; seldom kneel, crawl, 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 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, reporting tools, 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 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 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 operational needs.

### ***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.

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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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*Adopted by the Meridian Library Board of Trustees [date]*

# MERIDIAN LIBRARY DISTRICT

## Collection Development Librarian



*Draft revisions for Board approval: September 20, 2023*

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### ***Position Summary***

***The Collection Development Librarian performs a variety of professional library duties to uphold the District's mission, values, and service philosophy. This position performs selection, deselection, and assessment of the District's physical and digital collections. 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***

#### **Collection Development**

**The Collection Development Librarian supports collection development strategy by analyzing industry trends, community needs, and library data to build a diverse collection of current adult, young adult, and children's material.**

**Monitors and fulfills patron requests for materials in accordance with the Collection Development Policy.**

**Oversees the maintenance and health of the collection by conducting regular audits of materials for each library branch and identifies materials that need to be replaced or added.**

**Works with Marketing Librarian and Digital Services Librarian to promote collection internally and externally using various outlets including book list, social media, and readers advisory.**

**Works closely with the Material Services team on budget management, cataloging, and acquisition of materials.**

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

*Revised and Board Approved June 21, 2023*

## Project Management

The Collection Development 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.

## Customer Service

**The Collection Development 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 collection maintenance and purchase requests.**

**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 Reports

**The Collection Development Librarian is well-versed in public library trends and practices; a wide range of materials, authors, and library resources for all ages; current events and community interests. Maintains an advanced knowledge through regular review of professional literature, market research, and continuing education opportunities.**

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

*Revised and Board Approved June 21, 2023*

**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.**

*Marginal*

*Provides collection development training for library staff involved in selection and collection maintenance.*

*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*

### **Minimum Qualifications**

*Knowledge, Skills, and Abilities:*

*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.*

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

*Revised and Board Approved June 21, 2023*



*Experience maintaining and planning budgets, creating purchase orders, and monitoring expenses in assigned budget areas.*

*Must be able to work independently at a District office location and be able to juggle multiple priorities.*

*Experience:* 1-3 years of professional library work experience.

*Education:* Master's in Library Science or Master's in Library Information Science from an American Library Association (ALA) accredited institution (enrolled or completed) or equivalent experience.

*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 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.

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

*Revised and Board Approved June 21, 2023*

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.

*Expected Hours 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 operational needs.*

*Expected travel:* This position requires routine travel between Meridian Library District locations; limited travel for training and conferences.

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

*Revised and Board Approved June 21, 2023*

# MERIDIAN LIBRARY DISTRICT

## Collection Development Librarian



*Draft revisions for Board approval: September 20, 2023*

### **Position Summary**

The Collection Development Librarian performs selection, deselection, and assessment of the Libraries' collections and users' needs in assigned areas and within budget. Reports to and works with the [Material Services Manager](#), in conjunction with Branch and Department Managers, or designated representatives, to respond to the needs of the public. Work is performed independently under general supervision, with execution of sound judgment related to use of taxpayer dollars.

The majority of work hours are spent selecting and deselecting materials, and assessing collections.

### **Duties and Responsibilities**

#### *Essential*

#### **Collection Development**

Analyzes community and library data to build a solid collection of current adult, young adult, and children's materials from a variety of sources including journals, media, publishers, and distributors. Monitors and fulfills patron requests for materials to the extent possible and communicates disposition to patrons and staff. The Collection Development Librarian builds a collection which reflects the diversity of the library district. Analyzes and manages the existing collections to determine materials needed for each library branch and identifies materials that need to be replaced or added. Oversees collection maintenance in collaboration with library staff. This position is on-site and primarily performed in an office environment with a limited remote day depending on the needs of the library.

Deleted: District Support Services Manager

*Adopted by the Meridian Library Board of Trustees n.d.  
Revised and Board Approved June 21, 2023*

**Promotion**

The Collection Development Librarian promotes collection internally and externally in collaboration with public service staff and may include utilizing local media, vendor marketing tools, displays, book lists, online utilities, social media and readers advisory.

**Customer Service**

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

**Research and Reports**

Prepares reports to analyze collection effectiveness and diversity. Tracks the outcomes of collection-based strategic goals. The Collection Development Librarian monitors and manages collection budgets and tracks collection usage; prepares related presentations and statistical reports. Maintains good attendance and timekeeping records.

*Marginal*

Explores new collection development tools to identify areas that will contribute to streamlining processes. Reviews digital services and uses various digital services to test digital services. Coordinates with cataloging and acquisition staff on procedures and collection updates. Develops profiles annually for each branch in conjunction with library staff. Assists with development and adjustments of annual materials budget. Is professionally active; identifies and participates in professional development opportunities. The Collection Development Librarian is knowledgeable of library trends, developments and new technology and contributes ideas and suggestions to colleagues and library staff members.

Accepts and directs the work of volunteers and/or coordinates workflow in a team environment; provides collection development training for staff involved in selection and collection maintenance.

Performs other duties as assigned.

### ***Minimum Qualifications***

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

Demonstrated commitment to diversity, equity, and inclusion.

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

Proficient with standard office applications (including Microsoft Office and Google applications), online library automation system and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies. Proficient in the principles of project management. Able to oversee multiple large-scale projects and effectively manage time.

Requires a working knowledge of a variety of consumer electronics and proficiency with vendor databases. Good understanding of public libraries and library services and the principles of library classification and collection development.

The job requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and/or negotiation of conflicts; the job has accountability for ensuring customer satisfaction district-wide. The incumbent understands and communicates knowledge of customers' priorities and needs.

*Experience:* 1-3 years of professional library work experience.

*Education:* Master's in Library Science or Master's in Library Information Science from an American Library Association (ALA) accredited institution (enrolled or completed) or equivalent experience.

*Training, Licenses, or Certifications:* Course work in, or direct experience with, collection development responsibilities.

*Supervisory Responsibility:* None.

***Preferred Qualifications:*** 2 or more years of public library experience and bilingual, preferably Spanish-English, Russian-English or other languages. Desired personal attributes include an

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

*Revised and Board Approved June 21, 2023*

awareness of the entire community, a sense of humor, a passion for engaging people from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services.

### ***Working Conditions***

*Physical Requirements:* The job requires the employee to sit (frequently); occasionally stand, twist/turn, maintain flexibility, and speak clearly; perform fine manual dexterity movements; constantly see, hear, and listen; seldom stoop/bend, kneel, walk, squat, crouch, and balance. The job also requires the employee to lift and carry up to 30 lbs; reach at, above, and below shoulder height; grasp objects weighing 30 lbs.; push and pull objects weighing 50 lbs.

*Mental Requirements:* The job requires the employee to read, write, perform clerical duties, comprehend and use perception, and perform basic and complex math. Requires independence in decision-making and a comfort level with autonomy.

*Technology, Equipment, and Devices:* The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, vendor applications, library systems and databases, and email and cloud environments. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as work with a sorting machine, book carts, DVD players, and small tools and labels. This position may require operation of a vehicle on behalf of the District.

*Work Environment:* The job requires the employee to be subjected to repetition, working alone, working remotely, working around others, verbal contact with others, face-to-face contact, inside environments, and moving objects.

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

*Expected travel:* May travel occasionally between library branches and for meetings, 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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*Adopted by the Meridian Library Board of Trustees n.d.  
Revised and Board Approved June 21, 2023*

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*Adopted by the Meridian Library Board of Trustees n.d.  
Revised and Board Approved June 21, 2023*

**MERIDIAN LIBRARY DISTRICT**  
**Collection Development Librarian**



*Draft revisions for Board approval: September 20, 2023*

**Position Summary**

**The Collection Development Librarian performs a variety of professional library duties to uphold the District's mission, values, and service philosophy. This position performs selection, deselection, and assessment of the District's physical and digital collections. 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*

**Collection Development**

**The Collection Development Librarian supports collection development strategy by analyzing industry trends, community needs, and library data to build a diverse collection of current adult, young adult, and children's material.**

**Monitors and fulfills patron requests for materials in accordance with the Collection Development Policy.**

**Oversees the maintenance and health of the collection by conducting regular audits of materials for each library branch and identifies materials that need to be replaced or added.**

**Works with Marketing Librarian and Digital Services Librarian to promote collection internally and externally using various outlets including book list, social media, and readers advisory.**

**Works closely with the Material Services team on budget management, cataloging, and acquisition of materials.**

**Deleted:** The Collection Development Librarian performs selection, deselection, and assessment of the Libraries' collections and users' needs in assigned areas and within budget. Reports to and works with the Material Services Manager/District Support Services Manager in conjunction with Branch and Department Managers, or designated representatives, to respond to the needs of the public. Work is performed independently under general supervision, with execution of sound judgment related to use of taxpayer dollars. ¶ The majority of work hours are spent selecting and deselecting materials, and assessing collections. ¶

*Adopted by the Meridian Library Board of Trustees n.d.  
Revised and Board Approved June 21, 2023*



### Project Management

The Collection Development 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.

### **Customer Service**

**The Collection Development 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 collection maintenance and purchase requests.**

**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 Reports**

**The Collection Development Librarian is well-versed in public library trends and practices; a wide range of materials, authors, and library resources for all ages; current events and community interests. Maintains an advanced knowledge through regular review of professional literature, market research, and continuing education opportunities.**

**Deleted:** Analyzes community and library data to build a solid collection of current adult, young adult, and children's materials from a variety of sources including journals, media, publishers, and distributors. Monitors and fulfills patron requests for materials to the extent possible and communicates disposition to patrons and staff. The Collection Development Librarian builds a collection which reflects the diversity of the library district. Analyzes and manages the existing collections to determine materials needed for each library branch and identifies materials that need to be replaced or added. Oversees collection maintenance in collaboration with library staff. This position is on-site and primarily performed in an office environment with a limited remote day depending on the needs of the library. ↵

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**Deleted: Promotion**  
The Collection Development Librarian promotes collection internally and externally in collaboration with public service staff and may include utilizing local media, vendor marketing tools, displays, book lists, online utilities, social media and readers advisory.

**Deleted:** Provides high quality internal customer service to other staff and vendors, and is responsive to patron purchase requests. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere. Arrives at work location on time, ready to interact with other staff.

**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.**

*Marginal*

*Provides collection development training for library staff involved in selection and collection maintenance.*

*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*

**Deleted:** Prepares reports to analyze collection effectiveness and diversity. Tracks the outcomes of collection-based strategic goals. The Collection Development Librarian monitors and manages collection budgets and tracks collection usage; prepares related presentations and statistical reports. Maintains good attendance and timekeeping records.

### **Minimum Qualifications**

*Knowledge, Skills, and Abilities:*

*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.*

**Deleted:** Explores new collection development tools to identify areas that will contribute to streamlining processes. Reviews digital services and uses various digital services to test digital services. Coordinates with cataloging and acquisition staff on procedures and collection updates. Develops profiles annually for each branch in conjunction with library staff. Assists with development and adjustments of annual materials budget. Is professionally active; identifies and participates in professional development opportunities. The Collection Development Librarian is knowledgeable of library trends, developments and new technology and contributes ideas and suggestions to colleagues and library staff members. Accepts and directs the work of volunteers and/or coordinates workflow in a team environment; provides collection development training for staff involved in selection and collection maintenance. ¶ Performs other duties as assigned.

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

Revised and Board Approved June 21, 2023

Experience maintaining and planning budgets, creating purchase orders, and monitoring expenses in assigned budget areas.

Must be able to work independently at a District office location and be able to juggle multiple priorities.

**Experience:** 1-3 years of professional library work experience.

**Education:** Master's in Library Science or Master's in Library Information Science from an American Library Association (ALA) accredited institution (enrolled or completed) or equivalent experience.

**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 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.

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

Revised and Board Approved June 21, 2023

**Deleted:** Demonstrated commitment to diversity, equity, and inclusion. ¶  
Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations. Must be able to work alone at a location as well as remotely. ¶  
Proficient with standard office applications (including Microsoft Office and Google applications), online library automation system and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies. Proficient in the principles of project management. Able to oversee multiple large-scale projects and effectively manage time. ¶

Requires a working knowledge of a variety of consumer electronics and proficiency with vend... [1]

**Deleted:** Course work in, or direct experience with, collection development responsibilities.

**Deleted:** 2 or more years of public library experience and bilingual, preferably Spanish-English, Russian-English or other languages. Desired personal attributes include an awareness of the entire community, a sense of humor, a passion for engaging people from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services.

**Deleted:** The job requires the employee to sit (frequently); occasionally stand, twist/turn, maintain flexibility, and speak clearly; perform fine manual dexterity movements; constantly see, hear, and listen; seldom stoop/bend, kneel, walk, squat, crouch, and balance. The job also requires the employee to lift and carry up to 30 lbs; reach at, above, and below shoulder height; grasp object... [2]

**Deleted:** The job requires the employee to read, write, perform clerical duties, comprehend and use perception, and perform basic and complex math. Requires independence in decision-making and a comfort level with autonomy.

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.

*Expected Hours 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 operational needs.

*Expected travel:* This position requires routine travel between Meridian Library District locations; limited travel for training and conferences.

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

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

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

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*Adopted by the Meridian Library Board of Trustees n.d.  
Revised and Board Approved June 21, 2023*

**Deleted:** The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, vendor applications, library systems and databases, and email and cloud environments. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as work with a sorting machine, book carts, DVD players, and small tools and labels. This position may require operation of a vehicle on behalf of the District.

**Deleted:** The job requires the employee to be subjected to repetition, working alone, working remotely, working around others, verbal contact with others, face-to-face contact, inside environments, and moving objects.

**Deleted:** The job requires work to be performed during regular daytime business hours Monday-Friday. Position schedule is subject to change at any time at the discretion of management.

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**Deleted:** May travel occasionally between library branches and for meetings, training, and conferences.

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# MEMORANDUM

**TO:** Meridian Library District Board of Trustees

**FROM:** Nick Grove, Director

**DATE:** September 15, 2023

**RE:** Bank Account Opening

Meridian Library District currently has three bank accounts between two financial institutions. The District has one account at US Bank that is used for accounts payable and general purposes. The District has two accounts at First Interstate Bank; one savings account used as a holding account and one checking account used exclusively for payroll. This account structure causes some financial inefficiencies and frequent cash transfers. Additionally, branch operations staff need to take deposits to the bank frequently. The opening of the Orchard Park branch and upcoming South Branch have added the need for financial institutions with favorable geographical locations.

Idaho depository law sets the requirements for public funds depositories. The State Treasurer's Office has designated Idaho Central Credit Union as a State depository.

This memorandum is to seek board approval to open accounts at Idaho Central Credit Union. One account will be used as an interest bearing sweep account, one will be used exclusively for payroll, and the other will be accounts payable and general purpose. The signers on the account will be the Board Chair, Board Treasurer and Library Director. The Accounting and Finance Manager will be an authorized administrator on the accounts.



# MERIDIAN LIBRARY DISTRICT PUBLIC COMMENT POLICY

*Initial draft adoption date: September 20, 2023*

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The Meridian Library District Board of Trustees operates under the [Idaho Code Open Meeting Law \(Idaho Code §§ 74-201 through 74-208\)](#). Comments may be submitting written testimony prior to the meeting, oral presentation in person during the board meeting in the public comment portion, or both. The Board will be pleased to take comments under advisement, although they will not respond during the public comment portion of the meeting. The Board is committed to conducting its meetings in a civil, orderly, efficient, and productive manner.

## **PURPOSE:**

The purpose of this policy is to establish standards to ensure a consistent, structured opportunity for interested individuals to address the Board of Trustees on library-related matters or matters over which it has responsibility and authority.

## **POLICY:**

When addressing the Board, please follow these guidelines:

- Public comment at Board meetings is limited to the public comment portions of the meeting as indicated in the published agenda.
- A sign-in sheet will be available for audience members to let the Board know they wish to participate in the public comment period. The sheet will request the commenter's name, and group affiliation (if any), of the person wishing to make public comment. Anyone refusing to identify themselves will not be permitted to speak.
- Groups wishing to comment must select one representative to present the group's view.
- The speaker may address only library-related topics at regular and special meetings; only budget related topics at budget hearings. Comments must be addressed directly to the Board and not to the audience.
- Comments should be brief and to the point. Negative comments to individual Board Members, Library Staff, or members of the audience will not be tolerated; nor will repetitive comments or language that is considered offensive, harassing, or profane.

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*Adopted by the Meridian Library Board of Trustees*

- A time limit of three (3) minutes is allowed for each speaker. The Board Chair will invite individuals to speak. Time cannot be ceded to another speaker for the purpose of giving them more than they're allotted time.
- A person may speak one time during the meeting.
- In cases of disagreement, the speaker must use grace and tact.
- Persons addressing the Board are expected to observe a level of civility and decorum appropriate for a public meeting.
- Comments will be directed to the Board as a whole, not to individual trustees. Comments will be relevant to library matters, excluding personnel issues.
- No personal attacks or disruptions from audience members will be tolerated. Respectful and courteous behavior and language is expected of all participants. [The Library Code of Conduct Policy](#) applies to behavior in Board of Trustee meetings.
- In the event that the Board deems the conduct of a speaker to be disruptive or disrespectful, the Board Chair may call the session to an end. Any person(s) judged by the Board and/or Board Chair to be causing undue disruption, or who does not follow the guidelines established by the Board, will be asked to leave the meeting. Refusal to leave the meeting may result in removal by local authorities or library administration. At the discretion of the Board Chair, these guidelines may be modified at a meeting.
- Additional agenda items will not be added after public comment, and there is no guarantee that suggestions brought forth by the public during the public comment portion will be addressed by the Board at a future meeting. The Board may refer any matter of public comment to the Library Director, library staff, or the appropriate agency for review.
- All comments made become part of the meeting record and Board minutes will reflect the name of any speakers and the substance of any comments. Any materials presented to the Board will be included in the Library's files rather than the meeting minutes.

Members of the public may submit their comments in writing at any time via regular mail or website form, 24 hours prior to the meeting.

**Regular Mail:**

Public Comments  
 % Meridian Library District Board of Trustees  
 1326 Cherry Lane  
 Meridian, ID 83642

**Website Form:**

[Public Comment Form](#) located on  
<https://www.mld.org/board>



The Collection Development Policy of the Meridian Library District (District) supports the guiding principles and Strategic Plan adopted by the Board of Trustees (Board), the *Library Bill of Rights*, and the *Freedom to Read Statement*.\*

All acquisitions, before being purchased or accepted as gifts, are evaluated in terms of the following criteria and in the context of economic and space considerations. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. These same standards determine the replacement, duplication, and withdrawal of materials.

Inclusion in the Library's collection is constrained by budget and space limitations. Other libraries in the Lynx Library Consortium may offer specialized and comprehensive collections. Patrons may be able to access these collections through reciprocal borrowing or interlibrary loan.

The presence of materials and other resources in the collection, or their labeling, does not indicate endorsement of their contents by the District. The Meridian Library District uses labels as a means of organizing resources; labels serve as directional aids intended to facilitate access by making it easier for patrons to locate resources.

**A. The District will:**

- Provide a diverse and inclusive collection that contains content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.
- Provide a collection that anticipates the needs and numbers of potential users
- Consider public interest of item, both specific and general, as expressed through requests\*\*, suggestions, and use to develop the collection
- Consider the availability of the same, or similar, materials in other libraries or agencies
- Consider the need for all subjects covered and viewpoints expressed
- Consider the effect that subjects and viewpoints selected have on developing a balanced collection
- Consider the appropriateness to scope of the collection as it is developed
- Consider the unique nature of each branch in developing the overall District collection
- Consider the unique nature of digital materials in developing their collections
- Accept only donations that are outright gifts\*\*\*

**B. Selectors will consider these characteristics when selecting:**

- Literary or stylistic quality
- Content created by and representative of marginalized and underrepresented groups
- Reputations, qualifications, and significance of author, producer, or publisher
- Accuracy, currency, timeliness, and validity
- Attention of critics, reviewers, awards and public
- Resources from self-published, independent, small, and local producers
- Physical quality and effectiveness of format and appropriateness of format to subject
- Cost, as measured against competing materials on the same subject
- Resources in formats that meet the needs of users with disabilities
- Availability of discounts and efficiency in vendors used for purchasing
- Suitability for intended audience
- Availability of subscriptions and standing orders for popular materials, reference and nonfiction items published or released annually

*\*As adopted by the Council of the American Library Association in 1953 with amendments in 1972, 1991, 2000, and 2004*

*\*\*<https://www.mld.org/requests>*

*\*\*\*Items received as gifts will need to meet Collection Development Policy criteria before adding to MLD's collection - items that do not meet the criteria will be donated to the Friends of the Meridian Library for sale*

In selection, consideration is given to the work as a whole. Resources are not to be excluded solely on any one of the following:

- Representations in the resource or author's race, nationality, sex, gender identity, gender expression, sexuality, age, or social, political, or religious views.
- Frankness or coarseness of language
- Controversial nature of an item including cover art
- Endorsement or disapproval of an item by an individual or organization
- The possibility that the resources may inadvertently come into the possession of minors

**C. Reconsideration of Materials:**

Pursuant to [Idaho Code §§ 33-2720](#), the Board of Trustees has among its powers the authority to establish policies for the governance of the library. The responsibility for selection of library materials rests with the library staff as assigned through the Library Director.

While someone may find a particular item offensive, selection of materials will not be based upon any anticipated approval or disapproval, but rather on the merits of the material and its value to the collection. Removing library material solely on the basis of its content or references without context to the whole may amount to censorship in violation of the First Amendment.

The use of library materials by patrons is an individual matter. Responsibility for children's and teen's use of library materials rests with their parents or legal guardians. Meridian Library District staff are available to assist parents or legal guardians in using tools to inform their decisions on what to check out. The library does not act in loco parentis for unsupervised minors.

Meridian Library District is a member of the Lynx Library Consortium, sharing and receiving materials from the other member libraries. Requests for reconsideration are only accepted from Meridian Library District boundary residents for Meridian Library District owned materials.

A patron residing within the Meridian Library District boundary can object to any material by doing so in writing to the Library Director using the form below. In reviewing the objection, the Library Director shall consider each work as a whole, its place in the library collection as outlined by this policy, and. Individual passages will not be treated out of context. The Library Director will also consider the literary merit of works recognized as classics, even though classic works may contain words or sentiments which, today, are unacceptable. No materials shall be excluded from the library's collection solely because of coarse language or implicit or explicit treatment of certain situations, if a reasonably accurate picture of human experience is portrayed, if the work is deemed a significant artistic endeavor, or if the work meets the criteria outlined in Sections A and B of this policy.

Once a completed, signed form is received by the Library Director, the thoughtful, deliberative process for reconsideration of the library materials identified by the library patron will begin. Written notification of the outcome of the request for reconsideration will be given to the requester within 120 days of receipt of a completed form. Materials that have been challenged within the last 24 calendar months will not be reconsidered again. The Library Director and Board reserve the right to compile multiple challenges to the same item and administer them collectively.

**D. Appeals Process:**

If the patron does not agree with the Library Director's determination, then the patron can appeal that determination to the Board in writing detailing where they believe the Director and assigned staff did not follow the Collection Development guidelines. The Board will review the appeal solely on the merit of whether there is clear and convincing evidence that the Director's determination was not based upon substantial evidence or support as guided by the Collection Development policy. The decision of the Board is final. The Board will provide written notice of its decision to the patron.

## REQUEST FOR RECONSIDERATION FORM

**On a First Amendment principle**, the Meridian Library District does not age-restrict or censor material, and strives to provide a variety of opinions and items. When a patron wishes to challenge an item in the collection, the process is as follows:

- Patrons must make their request in writing by filling out and signing a Request for Reconsideration Form. Requests for reconsideration are only accepted from Meridian Library District boundary residents for Meridian Library District owned materials.
- Library staff will research and consider the item in question as a complete work.
- The decision will be reported to the patron in writing by the Library Director.
- Patrons may appeal the decision in writing to the Library Board of Trustees within 30 days of the written response.

### Information to be completed:

Date of complaint: \_\_\_\_\_

Full name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Library Card Barcode Number: \_\_\_\_\_

### For this complaint, I

- Represent myself

OR

- Represent the following organization/group: \_\_\_\_\_

By signing this form I affirm that I am a Meridian resident, that I am making a formal reconsideration request to the Meridian Library District in regards to an item owned by the District and available for checkout. I understand that my request will receive full attention and that I will need to follow the aforementioned steps.

\_\_\_\_\_  
Signature of requester

\_\_\_\_\_  
Date received by staff

\_\_\_\_\_  
Staff Initials

**Material to be Reconsidered:**

**Type of material to be reconsidered:**

- Book       Magazine       DVD/Bluray       Newspaper  
 Board Game       Kit/Digital Device       Other \_\_\_\_\_

**Title:** \_\_\_\_\_

**Author, composer, producer, artist, etc.:** \_\_\_\_\_

**Item's Meridian Library District barcode number:** \_\_\_\_\_

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1. Did you read, view, or listen to the entire work?

YES       NO

If not, what pages or sections?

2. What in the material do you object to? Please be specific, cite pages or sections.

3. How does this material not meet the selection criteria identified in Section B of the Collection Development Policy?

4. What good or valuable features do you find in the material?

5. What do you believe is the theme of this work?

***Continued on the back***

6. What do you feel might be the result of using this material?

7. Have you read any review of the material?

YES  NO

If yes, specify.

8. Do you think this item would be more suitable if shelved in a different section of the library while still being accessible for its intended audience?

YES  NO

If yes, please explain:

9. Do you think this material would be more appropriate for a different age group?

YES  NO

If yes, please explain:

10.. What action are you requesting the District consider??

11. Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated in this item?

YES  NO

If yes, please specify:



# COLLECTION DEVELOPMENT POLICY

Draft revision: September 20, 2023

The Collection Development Policy of the Meridian Library District (District) supports the guiding principles, and Strategic Plan adopted by the Board of Trustees (Board), the Library Bill of Rights, and the Freedom to Read Statement.\*

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All acquisitions, before being purchased or accepted as gifts, are evaluated in terms of the following criteria and in the context of economic and space considerations. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. These same standards determine the replacement, duplication, and withdrawal of materials.

Inclusion in the Library's collection is constrained by budget and space limitations. Other libraries in the Lynx Library Consortium may offer specialized and comprehensive collections. Patrons may be able to access these collections through reciprocal borrowing or interlibrary loan.

The presence of materials and other resources in the collection, or their labeling, does not indicate endorsement of their contents by the District. The Meridian Library District uses labels as a means of organizing resources; labels serve as directional aids intended to facilitate access by making it easier for patrons to locate resources.

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**A. The District will:**

- Provide a diverse and inclusive collection that contains content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.
- Provide a collection that anticipates the needs and numbers of potential users
- Consider public interest of item, both specific and general, as expressed through requests\*\*, suggestions, and use to develop the collection
- Consider the availability of the same, or similar, materials in other libraries or agencies
- Consider the need for all subjects covered and viewpoints expressed
- Consider the effect that subjects and viewpoints selected have on developing a balanced collection
- Consider the appropriateness to scope of the collection as it is developed
- Consider the unique nature of each branch in developing the overall District collection,
- Consider the unique nature of digital materials in developing their collections
- Accept only donations that are outright gifts\*\*\*

- Deleted: locations
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- Deleted: collections

**B. Selectors will consider these characteristics when selecting:**

- Literary or stylistic quality
- Content created by and representative of marginalized and underrepresented groups
- Reputations, qualifications, and significance of author, producer, or publisher
- Accuracy, currency, timeliness, and validity
- Attention of critics, reviewers, awards and public
- Resources from self-published, independent, small, and local producers
- Physical quality and effectiveness of format and appropriateness of format to subject
- Cost, as measured against competing materials on the same subject
- Resources in formats that meet the needs of users with disabilities
- Availability of discounts and efficiency in vendors used for purchasing
- Suitability for intended audience
- Availability of subscriptions and standing orders for popular materials, reference and nonfiction items published or released annually

*\*As adopted by the Council of the American Library Association in 1953 with amendments in 1972, 1991, 2000, and 2004*

*\*\*<https://www.mld.org/requests>*

*\*\*\*Items received as gifts will need to meet Collection Development Policy criteria before adding to MLD's collection - items that do not meet the criteria will be donated to the Friends of the Meridian Library for sale*

*In selection, consideration is given to the work as a whole. Resources are not to be excluded solely on any one of the following:*

- Representations in the resource or author's race, nationality, sex, gender identity, gender expression, sexuality, age, or social, political, or religious views.
- Frankness or coarseness of language
- Controversial nature of an item including cover art
- Endorsement or disapproval of an item by an individual or organization

*The possibility that the resources may inadvertently come into the possession of minors.*

**C. Reconsideration of Materials:**

Pursuant to Idaho Code §§ 33-2720, the Board of Trustees has among its powers the authority to establish policies for the governance of the library. The responsibility for selection of library materials rests with the library staff as assigned through the Library Director.

While someone may find a particular item offensive, selection of materials will not be based upon any anticipated approval or disapproval, but rather on the merits of the material and its value to the collection. Removing library material solely on the basis of its content or references without context to the whole may amount to censorship in violation of the First Amendment.

The use of library materials by patrons is an individual matter. Responsibility for children's and teen's use of library materials rests with their parents or legal guardians. Meridian Library District staff are

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*Adopted by the Meridian Library Board of Trustees May 14, 2013  
Revised December 21, 2022*

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available to assist parents or legal guardians in using tools to inform their decisions on what to check out. The library does not act in loco parentis for unsupervised minors.

Meridian Library District is a member of the Lynx Library Consortium, sharing and receiving materials from the other member libraries. Requests for reconsideration are only accepted from Meridian Library District boundary residents for Meridian Library District owned materials.

A patron residing within the Meridian Library District boundary can object to any material by doing so in writing to the Library Director using the form below. In reviewing the objection, the Library Director shall consider each work as a whole, its place in the library collection as outlined by this policy, and Individual passages will not be treated out of context. The Library Director will also consider the literary merit of works recognized as classics, even though classic works may contain words or sentiments which, today, are unacceptable. No materials shall be excluded from the library's collection solely because of coarse language or implicit or explicit treatment of certain situations, if a reasonably accurate picture of human experience is portrayed, if the work is deemed a significant artistic endeavor, or if the work meets the criteria outlined in Sections A and B of this policy.

Once a completed, signed form is received by the Library Director, the thoughtful, deliberative process for reconsideration of the library materials identified by the library patron will begin. Written notification of the outcome of the request for reconsideration will be given to the requester within 120 days of receipt of a completed form. Materials that have been challenged within the last 24 calendar months will not be reconsidered again. The Library Director and Board reserve the right to compile multiple challenges to the same item and administer them collectively.

#### **D. Appeals Process:**

If the patron does not agree with the Library Director's determination, then the patron can appeal that determination to the Board in writing detailing where they believe the Director and assigned staff did not follow the Collection Development guidelines. The Board will review the appeal solely on the merit of whether there is clear and convincing evidence that the Director's determination was not based upon substantial evidence or support as guided by the Collection Development policy. The decision of the Board is final. The Board will provide written notice of its decision to the patron.

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Deleted: The patron will be notified in writing of the decision...

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## REQUEST FOR RECONSIDERATION FORM

On a **First Amendment principle**, the Meridian Library District does not age-restrict or censor material, and strives to provide a variety of opinions and items. When a patron wishes to challenge an item in the collection, the process is as follows:

- Patrons must make their request in writing by filling out and signing a Request for Reconsideration Form. Requests for reconsideration are only accepted from Meridian Library District boundary residents for Meridian Library District owned materials.
- Library staff will research and consider the item in question as a complete work.
- The decision will be reported to the patron in writing by the Library Director.
- Patrons may appeal the decision in writing to the Library Board of Trustees within 30 days of the written response.

### Information to be completed:

Date of complaint: \_\_\_\_\_  
Full name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Library Card Barcode Number: \_\_\_\_\_

### For this complaint, I

- Represent myself  
OR  
 Represent the following organization/group: \_\_\_\_\_

By signing this form I affirm that I am a Meridian resident, that I am making a formal reconsideration request to the Meridian Library District in regards to an item owned by the District and available for checkout. I understand that my request will receive full attention and that I will need to follow the aforementioned steps.

\_\_\_\_\_  
Signature of requester \_\_\_\_\_ Date received by staff \_\_\_\_\_ Staff Initials \_\_\_\_\_

Adopted by the Meridian Library Board of Trustees May 14, 2013  
Revised December 21, 2022

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Name of staff person receiving complaint ¶  
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**Material to be Reconsidered:**

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**Type of material to be reconsidered:**

- Book       Magazine       DVD/Bluray       Newspaper  
 Board Game       Kit/Digital Device       Other

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Title: \_\_\_\_\_

Author, composer, producer, artist, etc.: \_\_\_\_\_

Item's Meridian Library District barcode number: \_\_\_\_\_

1. Did you read, view, or listen to the entire work? \_\_\_\_\_

YES       NO

If not, what pages or sections?

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2. What in the material do you object to? Please be specific, cite pages or sections.

3. How does this material not meet the selection criteria identified in Section B of the Collection Development Policy?

4. What good or valuable features do you find in the material?

5. What do you believe is the theme of this work?

Continued on the back

6. What do you feel might be the result of using this material?

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7. Have you read any review of the material? \_\_\_\_\_

YES  NO

If yes, specify.

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8. Do you think this item would be more suitable if shelved in a different section of the library while still being accessible for its intended audience?

YES  NO

If yes, please explain:

9. Do you think this material would be more appropriate for a different age group?

YES  NO

If yes, please explain:

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10. What action are you requesting the District consider??

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11. Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated in this item?

YES  NO

If yes, please specify:

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# MERIDIAN LIBRARY DISTRICT RESOURCE SPECIALIST



*Draft revisions for Board approval: September 20, 2023*

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## ***Position Summary***

The Resource Specialist performs duties in assigned areas relating to selection, acquisitions, cataloging, processing, and collection maintenance under the guideline of the Collection Development Policy. Duties may include the following: order library materials and transmit records into the Integrated Library System (ILS); resolve issues with orders; maintain the library serials subscriptions; receive, invoice, catalog and process all library materials; de-select and delete library materials. Additionally, the Resource Specialist oversees the Interlibrary Loan process (ILL) and supply ordering for the District.

Work is performed independently under general supervision.

## ***Duties and Responsibilities***

### *Essential*

#### **Collection Development and Maintenance**

Reviews, organizes, prioritizes and orders selected materials from vendors and creates/uploads records in/into the ILS, editing as needed. Maintains serials collection and adds, edits and deletes serials. Performs updates and maintains information in online catalog for maximize efficiency and discoverability. Performs original and copy cataloging and adapts online records according to guidelines in all subject areas and languages as needed to ensure maximum discoverability within the public catalog. Interprets and applies Library of Congress subject headings, the Dewey Decimal System, the AACR2, RDA, and the Online Computer Library Center (OCLC) manuals in cataloging and classifying library materials. Maintains authority records and performs needed authority work in the database. Processes and mends library materials. Deselects, deletes and discards materials no longer needed for collections.

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

*Reviewed and Board Approved: October 21, 2020*

## **Interlibrary Loan (ILL)**

The Resource Specialist reviews, searches, processes and resolves issues with patron interlibrary loan requests from other institutions, utilizing the District's ILS and the resource sharing software OCLC. Searches the ILS, the public catalog, and resource sharing databases to locate and place requests on books and other library materials to fill ILL requests. Utilizes circulation functions in ILS to create and update ILL records and patron blocks. Actively corresponds with patrons and institutions in regards to ILL. Prepares materials for mailing or delivery to requesting library or District branches and receives materials returned from loan and returns items to library collections. Updates and assists Reader's Services Supervisors on changes to ILL databases, procedures, service and/or policies. Updates and maintains District profile in resource sharing software/database.

## **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.

## **Reports and Recordkeeping**

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

### *Marginal*

*Supports branch operations by ordering supplies as requested by branch personnel.*

Works with Lynx Library Consortium and Meridian Library District Material Services staff to update procedures and ensure standards are met. Processes patron requests, maintains vendor records and selects materials and supplies for purchase in assigned areas. Supports the Material Services team in ordering and processing materials, as needed.

Performs other duties as assigned.

## **Minimum Qualifications**

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

Demonstrated commitment to diversity, equity, and inclusion.

---

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

*Reviewed and Board Approved: October 21, 2020*

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. General understanding of public libraries and library services and the principles of library classification. Has a desire to continuously learn and develop personal skills, experience, understanding, and knowledge.

This position requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and/or negotiation of conflicts.; Understands and communicates knowledge of customers' priorities and needs; takes accountability for ensuring customer satisfaction district-wide.

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

*Education:* High School Diploma or GED and 2 years of postsecondary education, or equivalent education, training, or experience.

*Training, Licenses, and Certifications:* Courses and/or training in computerized library cataloging or acquisitions

*Supervisory Responsibility:* None.

***Preferred Qualifications:***

Bachelor's degree or MLS/MLIS degree from an ALA accredited library school.

Bilingual preferably Spanish-English or Russian-English.

Two or more years of experience in cataloging or acquisitions.

Knowledge of the principles and practices of automated library systems, library classification systems, AACR2 and RDA standards, and knowledge of trends and practices in library service.

Extensive experience and familiarity with computers, MS Office programs and online searching.

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

*Reviewed and Board Approved: October 21, 2020*

Desired personal attributes include a sense of humor, a passion for engaging people from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services.

### ***Working Conditions***

*Physical Requirements:* This position requires the employee to sit (frequently); occasionally stand, twist/turn, maintain flexibility, and speak clearly; perform fine manual dexterity movements; constantly see, hear, and listen; occasionally stoop/bend, kneel, walk, squat, crouch, and balance. This position also requires the employee to lift and carry up to 30 lbs; reach at, above, and below shoulder height; grasp objects weighing 30 lbs., push and pull objects weighing 50 lbs.

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

*Technology, Equipment, and Devices:* This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office software, vendor applications, library systems and databases, email, reporting tools, and cloud environments. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as work with an automated material handling system (sorter machine), book carts, DVD players, small tools, and labels.

*Work Environment:* The job requires the employee to be subjected to repetition, working alone, working remotely, working around others, verbal contact with others, face-to-face contact, inside environments, and moving objects.

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

*Expected travel:* This job requires occasional travel between District locations and limited travel for training and conference activities.

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

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

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

*Reviewed and Board Approved: October 21, 2020*



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 RESOURCE SPECIALIST



Draft revisions for Board approval: September 20, 2023

## Position Summary

The Resource Specialist performs duties in assigned areas relating to selection, acquisitions, cataloging, processing, and collection maintenance under the guideline of the Collection Development Policy. Duties may include the following: order library materials and transmit records into the Integrated Library System (ILS); resolve issues with orders; maintain the library serials subscriptions; receive, invoice, catalog and process all library materials; de-select and delete library materials. Additionally, the Resource Specialist oversees the Interlibrary Loan process (ILL) and supply ordering for the District.

Work is performed independently under general supervision. **Duties and Responsibilities**

### Essential

#### Collection Development and Maintenance

Reviews, organizes, prioritizes and orders selected materials from vendors and creates/uploads records in/into the ILS, editing as needed. Maintains serials collection and adds, edits and deletes serials. Performs updates and maintains information in online catalog for maximize efficiency and discoverability. Performs original and copy cataloging and adapts online records according to guidelines in all subject areas and languages as needed to ensure maximum discoverability within the public catalog. Interprets and applies Library of Congress subject headings, the Dewey Decimal System, the AACR2, RDA, and the Online Computer Library Center (OCLC) manuals in cataloging and classifying library materials. Maintains authority records and performs needed

Adopted by the Meridian Library Board of Trustees n.d.  
Reviewed and Board Approved: October 21, 2020

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

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authority work in the database. Processes and mends library materials. Deselects, deletes and discards materials no longer needed for collections.

### Interlibrary Loan (ILL)

The Resource Specialist reviews, searches, processes and resolves issues with patron interlibrary loan requests from other institutions, utilizing the District's ILS and the resource sharing software OCLC. Searches the ILS, the public catalog, and resource sharing databases to locate and place requests on books and other library materials to fill ILL requests. Utilizes circulation functions in ILS to create and update ILL records and patron blocks. Actively corresponds with patrons and institutions in regards to ILL. Prepares materials for mailing or delivery to requesting library or District branches and receives materials returned from loan and returns items to library collections. Updates and assists Reader's Services Supervisors on changes to ILL databases, procedures, service and/or policies. Updates and maintains District profile in resource sharing software/database.

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### **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. **Reports and Recordkeeping**

Deleted: **Collection Promotion**

Promotes collection utilizing local media, vendor marketing tools, displays, book lists, online utilities, social media and readers advisory.

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

### *Marginal*

Supports branch operations by ordering supplies as requested by branch personnel.

Works with Lynx Library Consortium and Meridian Library District Material Services staff to update procedures and ensure standards are met. Processes patron requests, maintains vendor records and selects materials and supplies for purchase in assigned areas. Supports the Material Services team in ordering and processing materials, as needed.

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Performs other duties as assigned.

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

Reviewed and Board Approved: October 21, 2020

**Minimum Qualifications**

*Knowledge, Skills, and Abilities:*

Demonstrated commitment to diversity, equity, and inclusion.

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. General understanding of public libraries and library services and the principles of library classification. Has a desire to continuously learn and develop personal skills, experience, understanding, and knowledge.

This position requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and/or negotiation of conflicts; Understands and communicates knowledge of customers' priorities and needs; takes accountability for ensuring customer satisfaction district-wide.

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

*Education:* High School Diploma or GED and 2 years of postsecondary education, or equivalent education, training, or experience.

*Training, Licenses, and Certifications:* Courses and/or training in computerized library cataloging or acquisitions

*Supervisory Responsibility:* None.

**Preferred Qualifications:**

Bachelor's degree or MLS/MLIS degree from an ALA accredited library school.

Bilingual, preferably Spanish-English or Russian-English.

Two or more years of experience in cataloging or acquisitions.

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

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Knowledge of the principles and practices of automated library systems, library classification systems, AACR2 and RDA standards, and knowledge of trends and practices in library service.

Extensive experience and familiarity with computers, MS Office programs and online searching.

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Desired personal attributes include a sense of humor, a passion for engaging people from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services.

### **Working Conditions**

*Physical Requirements:* This position requires the employee to sit (frequently); occasionally stand, twist/turn, maintain flexibility, and speak clearly; perform fine manual dexterity movements; constantly see, hear, and listen; occasionally stoop/bend, kneel, walk, squat, crouch, and balance. This position also requires the employee to lift and carry up to 30 lbs; reach at, above, and below shoulder height; grasp objects weighing 30 lbs., push and pull objects weighing 50 lbs.

Deleted: The job

*Mental Requirements:* This position requires the employee to read, write, perform clerical duties, comprehend and use perception, 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 office software, vendor applications, library systems and databases, email, reporting tools, and cloud environments. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as work with an automated material handling system (sorter machine), book carts, DVD players, small tools, and labels.

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*Work Environment:* The job requires the employee to be subjected to repetition, working alone, working remotely, working around others, verbal contact with others, face-to-face contact, inside environments, and moving objects.

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

*Expected travel:* This job requires occasional travel between District locations and limited travel for training and conference activities.

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*Adopted by the Meridian Library Board of Trustees n.d.  
Reviewed and Board Approved: October 21, 2020*

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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.

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# 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 Assistant, Jr. Librarian, 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	Administrative Assistant, Finance Assistant, 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, Resource 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, Circulation 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	Human Resources (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, 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	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	Human Resources (HR) Manager, Accounting & Finance Manager, Foundation 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 of Branches, Assistant Director of Operations	\$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

\*Monthly and Annual rates are based on a 40-hour work week.



## 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
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6	Human Resources (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
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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
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Revised and Board Approved 08/16/2023  
 Draft 09/20/2023



	<u>Manager</u>									
<u>11</u>	<u>Assistant Director of Branches, Assistant Director of Operations</u>	<u>\$32.28</u>	<u>\$5,595.20</u>	<u>\$67,142.40</u>	<u>\$40.35</u>	<u>\$6,994.00</u>	<u>\$83,928.00</u>	<u>\$48.42</u>	<u>\$8,392.80</u>	<u>\$100,713.60</u>
<u>12</u>	<u>Director</u>	<u>\$38.74</u>	<u>\$6,714.93</u>	<u>\$80,579.20</u>	<u>\$48.42</u>	<u>\$8,392.80</u>	<u>\$100,713.60</u>	<u>\$58.10</u>	<u>\$10,070.67</u>	<u>\$120,848.00</u>

\*Monthly and Annual rates are based on a 40-hour work week.

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**Assistant Job Titles:**

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