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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, October 16, 2024**

**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. Call to Order
2. Public Comment
3. Consent Agenda [ACTION ITEM]
  - a. Regular Minutes, September 18, 2024
  - b. Job Descriptions
    - i. Marketing Librarian
    - ii. Associate Librarian
    - iii. Collection Development Librarian
    - iv. Library Courier
    - v. Digitization Technician
4. Financials [ACTION ITEM]
  - a. Approval of August Financial Reports
  - b. Disbursement approvals
5. Janitorial Contract [ACTION ITEM]
6. Director Updates
  - a. Director's monthly report
7. Job Descriptions
  - a. Material Services Manager [ACTION ITEM]
  - b. Digital Services Librarian [ACTION ITEM]
8. Policies
  - a. Record Retention Policy [ACTION ITEM]
  - b. Record Retention Schedule [ACTION ITEM]
  - c. Conflict of Interest [ACTION ITEM]
  - d. Employee Handbook [ACTION ITEM]
9. Executive Session [ACTION ITEM]
  - a. Pursuant to [Idaho Code §74-206 \(1\) \(b\)](#)\*
10. Library Director pay approval [ACTION ITEM]
11. Future agenda items [DISCUSSION ITEM]
12. Adjournment [ACTION ITEM]

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\*(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

Trustees

Jeff Kohler – Chair  
Laura Knutson - Treasurer

Destinie Hart – Vice Chair  
Josh Cummings - Trustee

Meridian Cherry Lane Library  
1326 Cherry Lane  
Meridian, ID 83646  
*Large Conference Room*

## Regular Session

Trustees present: Trustee Kohler; Trustee Knutson; Trustee Hart

Staff present:

Nick Grove, Library Director; Dan P., Executive Assistant; Holly D., Admin Assistant; Ema B. Accounting & Finance Manager;

### AGENDA ITEMS

**1) Call to Order: 7:01 pm**

**2) Public Comment**

- a) Bryan Carter came before the Board to ask about firearms in District branches and how it is addressed in the District's Code of Conduct.

**3) Recognition of Outstanding Service**

- a) As a Board, the Trustees recognized former Trustee and Board Member Megan Larsen for her ten years of service to MLD as a dedicated library advocate. In her words to the Board, she remarked upon the importance of maintaining a welcoming culture for Meridian. She thanked staff for their dedication to the community and remembered the changes that have taken place since she came on board, including unBound, Home Delivery, and removing late fees for library patrons.

**4) Trustee Vacancy Announcement**

- a) In accordance with Idaho Statute 33-2716(3), the Board formally declared the vacancy left by former Trustee Larsen. This position must be filled within 60 days, and applications will be on the website soon. The Board will review those applications and decide on a new member, who will serve until May of next year at the beginning of the next election cycle.

**5) Consent Agenda [ACTION ITEM]**

- a) Annual Budget Hearing & Regular Meeting Minutes, August 21, 2024  
b) Special Meeting Minutes, September 4, 2024  
c) Policies

# Library Board Trustee Meeting Minutes

## September 18, 2023

### Trustees

Jeff Kohler – Chair  
Laura Knutson - Treasurer

Destinie Hart – Vice Chair  
Josh Cummings - Trustee

- i) Public Comment Policy
- d) Job Descriptions
  - i) Circulation Coordinator
  - ii) Business Liaison Librarian

*Motion to approve: Trustee Kuntson Second: Trustee Hart Vote: All in favor*

### 6) Financials [ACTION ITEM]

- Director Grove said this was a routine month for the District. Chair Kohler asked about a few vendors, including Library Aware (the newsletter service the District uses) and Soundtrack Your Brand (how the District is able to legally play copyrighted music in programs and other venues).

- a) Approval of July Financial Reports
- b) Disbursement approvals

*Motion to approve: Trustee Hart Second: Trustee Knutson Vote: All in favor*

### 7) Staff Presentation

#### a) Pinnacle Branch

- i) Pinnacle Branch Manager Dusty Waltner and Material Services Manager Jenny Liebig presented on the upcoming opening of the new Pinnacle branch, including some of the efforts to get to this point and highlights of the new collection. The grand opening is set for Sept. 30, 2024. The Trustees thanked MLD staff for their dedication to making the opening as smooth and efficient as possible.

### 8) Director Updates

#### a) Director's monthly report

- i) Director Grove gave his regular update, touching on some of the same topics as the staff presentation with the opening of Pinnacle. Many branches did back to school programs with other local organizations. The Summer Reading Program came back for the first time since covid, and volunteers were not only a great help, but loved the experience and getting to work with MLD staff.

### 9) Job Descriptions

#### a) Systems Administrator [ACTION ITEM]

*Motion to approve: Trustee Kuntson Second: Trustee Hart Vote: All in favor*

Trustees

Jeff Kohler – Chair  
Laura Knutson - Treasurer

Destinie Hart – Vice Chair  
Josh Cummings - Trustee

**b) Executive Assistant [ACTION ITEM]**

- i) **This change will make the Executive Assistant the Executive Manager and will who reports to them, forming the District Resource Department.**

*Motion to table until next month: Trustee Knutson. Second: Trustee Hart*

*Substitute motion to approve the Executive Assistant moving to Executive Manager: Trustee Knutson. Second: Trustee Hart.*

*-The Board voted to approve, but the motion was done incorrectly*

*Motion to reconsider the vote on the Executive Assistant job description that was made to table and amended motion to approve the description: Trustee Knutson. Second: Trustee Hart. Vote: All in favor*

**c) Administrative Assistant [ACTION ITEM]**

*Motion to approve: Trustee Hart Second: Trustee Knutson Vote: All in favor*

**10) Policies**

**a) Room Reservation [ACTION ITEM]**

- i) Adding Pinnacle rooms

*Motion to approve: Trustee Knutson Second: Trustee Hart Vote: All in favor*

**b) Code of Conduct [ACTION ITEM]**

- i) The District's legal team has reviewed this revision. Trustee Hart clarified that the Constitution does protect the right to bear arms as far as the government is concerned but does not protect against disapproval from other community members. Trustee Knutson said she appreciates the changes made to the policy that make clear that firearms are not prohibited in the library, and agreed with Trustee Hart that others have a right to disapproval. Director Grove said this is the second legal review of this policy and has been in the works for some time.

*Motion to approve: Trustee Larsen Second: Trustee Hart Vote: All in favor*

**c) Code of Conduct [ACTION ITEM]**

*Motion to approve: Trustee Hart Second: Trustee Knutson Vote: All in favor*

Trustees

Jeff Kohler – Chair  
Laura Knutson - Treasurer

Destinie Hart – Vice Chair  
Josh Cummings - Trustee

**11) Salary Schedule**

- a) Chair Kohler reminded the public that a board workshop was held on this topic. Trustee Hart asked if the ones setting the Lynx Administrator salary know about the position being on MLD's salary schedule. Director Grove said that salary range was given by the ones who set the salary. The Board decided to remove tier 12.

*Motion to approve the salary schedule with the eleven grades: Trustee Hart*  
*Second: Trustee Knutson*                      *Vote: All in favor*

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

-Cherry Lane Renovation

**13) Adjournment: 8:44pm**

The next regular Library Board Meeting is scheduled for 7:00pm, October 18, 2024

RESPECTFULLY SUBMITTED AND APPROVED

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Nick Grove, Director

Jeffery Kohler, Board Chair

# MERIDIAN LIBRARY DISTRICT

## Marketing Librarian

**DRAFT**



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### **Position Summary**

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

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

### **Duties and Responsibilities**

#### *Essential*

#### ***Project Management***

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

#### ***Brand Strategy***

The Marketing Librarian supports marketing strategy and promotional content on social media, digital signage, and print formats to drive brand awareness. Monitors the use of the District's branding to ensure integrity and consistency. In conjunction with the Executive Manager, develops, implements, and assesses marketing and engagement strategies for the District to ensure coordinated and consistent messaging. Actively promotes and monitors library services and programs on District platforms, public calendars, and community collaborations.

### ***Marketing Content***

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

### ***Customer Service***

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

### ***Research and Reporting***

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

### ***Marginal***

Provides marketing design and content creation training for District staff.

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

Provides assistance with website development and maintenance.

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

Participates in committee groups as assigned by the District to demonstrate our commitment to a culture of inclusivity, collaboration, and professional development.

Performs other duties as assigned.

## **Qualifications**

### *Minimum Qualifications*

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

Proficient with standard office applications (including Microsoft Office and Google Workspace),. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies. Has a desire to continuously learn and develop personal skills, experience, understanding, and knowledge.

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

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

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

Proficiency in marketing material creation through knowledge of Canva, social media platforms and engagement practices, (best practices, audience engagement, scheduling, planning), Adobe Creative Cloud, photo editing software, and video content creation software.

#### ***Experience***

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



## ***Education***

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

## ***Training, Licenses, or Certifications***

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

## ***Supervisory Responsibility***

None

## ***Preferred Qualifications***

Bilingual, preferably Spanish-English or Russian-English.

## **Working Conditions**

### ***Physical Requirements***

This position requires the employee to routinely sit, stand, walk, and perform manual dexterity movements; constantly see, hear, listen, and speak clearly; occasionally crouch or squat and twist/turn; seldom balance, kneel, crawl, and climb. This position also requires the employee to reach at, above, and below shoulder height; lift, carry, and grasp objects weighing 10-25 pounds and push/pull objects weighing up to 50 pounds.

### ***Mental Requirements***

This position requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform basic math. Requires independence in decision-making and a comfort level with autonomy.

### ***Technology, Equipment, and Devices***

This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office software, library systems and databases, email, and cloud environments. This position requires the employee to operate and occasionally troubleshoot general office equipment and other new consumer technologies.

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

### ***Work Environment***

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

### ***Expected Hours and Location of Work***

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

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

### ***Expected Travel***

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

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

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

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

**MERIDIAN LIBRARY DISTRICT**  
**Marketing Librarian**  
**DRAFT**



**Position Summary**

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

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

**Duties and Responsibilities**

*Essential*

**Project Management**

The Marketing Librarian uses principles of project management to spearhead library initiatives that align with the Meridian Library District’s strategic goals and are responsive to community needs. 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.

Deleted: Leads and actively participates in District committees. ...

**Brand Strategy**

The Marketing Librarian supports marketing strategy and promotional content on social media, digital signage, and print formats to drive brand awareness. Monitors the use of the District’s branding to ensure integrity and consistency. In conjunction with the Executive Manager, develops, implements, and assesses marketing and engagement strategies for the District to ensure coordinated and consistent messaging. Actively promotes and monitors library services and programs on District platforms, public calendars, and community collaborations.

Deleted: Strategic Initiatives

*Adopted by the Meridian Library Board of Trustees August 16, 2023*

### **Marketing Content**

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

### **Customer Service**

The Marketing Librarian provides excellent customer service, internally and externally, and makes customer focused decisions based on library policies and procedures. Drawing upon advanced knowledge of library resources and practices, is responsive to patron and library staff feedback regarding the District's social media and marketing materials. Participates, and collaborates, in the Lynx Consortium marketing committee to share best practices and marketing opportunities. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere. Is engaged in professional activities through associations, committees, or other organizations outside of the 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.

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### **Research and Reporting**

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

### **Marginal**

Provides marketing design and content creation training for District staff.

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

Provides assistance with website development and maintenance.

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

[Participates in committee groups as assigned by the District to demonstrate our commitment to a culture of inclusivity, collaboration, and professional development.](#)

Performs other duties as assigned.

## Qualifications

### *Minimum Qualifications*

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

Proficient with standard office applications (including Microsoft Office and Google Workspace). 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.

**Deleted:** Demonstrated commitment to diversity, equity, and inclusion. ¶

**Deleted:** online library automation system, and online searching

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

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

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

[Proficiency in marketing material creation through knowledge of Canva, social media platforms and engagement practices, \(best practices, audience engagement, scheduling, planning\), Adobe Creative Cloud, photo editing software, and video content creation software.](#)

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#### **Experience**

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

**Education**

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

**Training, Licenses, or Certifications**

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

**Supervisory Responsibility**

None

**Preferred Qualifications**

Bilingual, preferably Spanish-English or Russian-English.

**Working Conditions**

**Physical Requirements**

This position requires the employee to routinely sit, stand, walk, and perform manual dexterity movements; constantly see, hear, listen, and speak clearly; occasionally crouch or squat and twist/turn; seldom balance, kneel, crawl, and climb. This position also requires the employee to reach at, above, and below shoulder height; lift, carry, and grasp objects weighing 10-25 pounds and push/pull objects weighing up to 50 pounds.

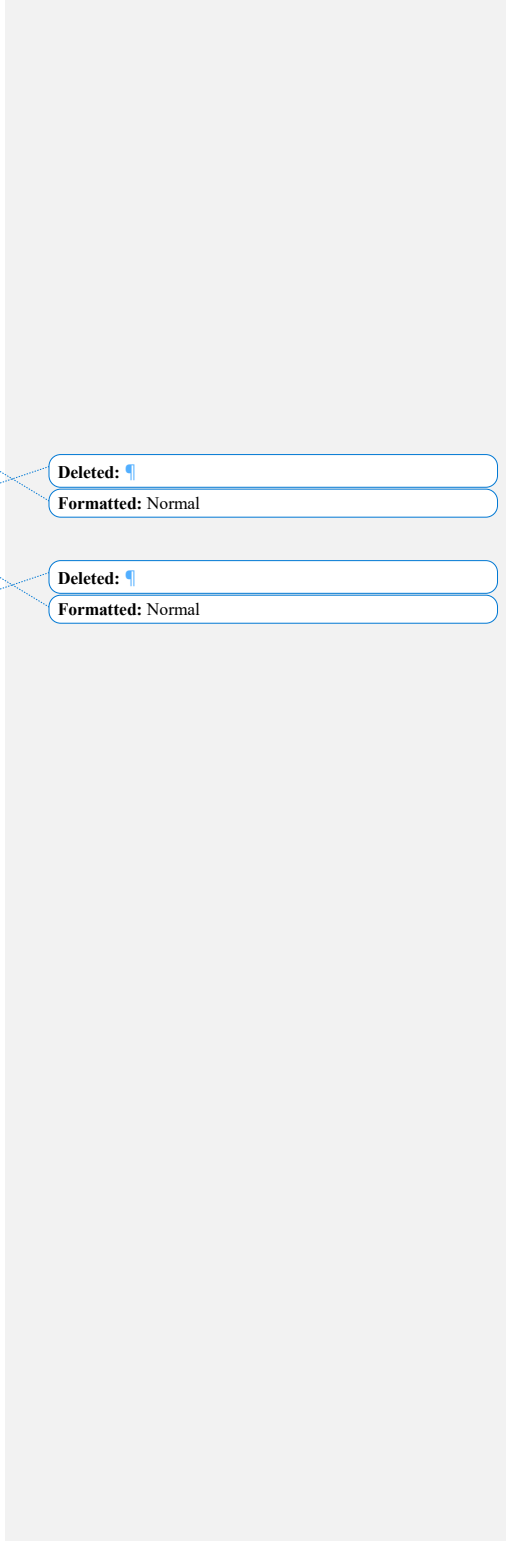
**Mental Requirements**

This position requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform basic math. Requires independence in decision-making and a comfort level with autonomy.

**Technology, Equipment, and Devices**

This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office software, library systems and databases, email, and cloud environments. This position requires the employee to operate and occasionally troubleshoot general office equipment and other new consumer technologies.

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



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**Work Environment**

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

**Expected Hours and Location of Work**

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

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

**Expected Travel**

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

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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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**MERIDIAN LIBRARY DISTRICT**  
**Associate Librarian**  
**DRAFT**



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***Position Summary***

The Associate Librarian position provides patron-focused library service in response to the needs of library users and members of the community. The incumbent assists with the daily operations of the library and performs related duties as assigned. Work is performed independently and may include locations outside of the library in the community.

The majority of time is spent providing direct customer service at the library and in the community, assisting with library initiatives, maintaining library partnerships, and planning and leading library programs.

***Duties and Responsibilities***

*Essential*

**Library Initiatives and Partnerships**

Assists librarians and library leadership with strategic library initiatives providing operational support. Uses principles of project management to support progress on large scale projects. Works with a variety of community partners and helps to maintain relationships tied to both programs and library initiatives. Works collaboratively with other locations, departments, and community partners.

**Event Coordination/Planning**

Actively seeks out and discovers program and event topics that are strategic, appealing and relevant to community interests. Plans, develops, organizes, schedules, and implements informational and educational events and programs for the library. Conducts programs in person and remotely. Develops program plans in adherence to the library's strategic priorities. Supports

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*Adopted by the Meridian Library Board of Trustees September 15, 2021*

*Revised and Board Approved April 19, 2023*



library leadership and management with budget needs and allocations. Works collaboratively with other locations and departments to plan and implement district-wide programs that advance the library's strategic goals. Continuously evaluates programs for learning outcomes and to make improvements based on attendee and management feedback. Oversees the set-up and takedown of programs and events.

### **Customer Service**

Provides excellent customer service to library patrons at public service desks, on the phone, virtually, and offsite with community partners. Assists library visitors with account issues and the circulation of library materials. Provides informational assistance to patrons and refers questions as needed. Makes decisions based on library policies and procedures. Determines customer needs and advises patrons about library materials, reading suggestions, resources, and technology equipment. Aids visitors in regards to library services including databases, technology, circulation and quality online sources. Actively promotes respect for diversity and supports an inclusive, welcoming, and respectful library atmosphere. Exhibits good working knowledge of adult, teen, and children's literature, related media, and materials. Arrives at work location on time, ready to interact with the public.

### **Operations**

Performs duties required of daily library operations, including opening and closing procedures, both within the library buildings and in the community. Assists with staff training. Performs circulation duties including issuing cards, checking materials in and out, reserving books, collecting fees, and answering the phone. May be required to drive a vehicle for delivery or outreach purposes. Processes requests for holds; conducts catalog searches, retrieves materials from the stacks, searches for materials, and checks for availability of materials. Maintains confidentiality of patron information.

### **Technology**

Uses conferencing and video recording and editing technology effectively in the production of virtual programs. Provides support to patrons who bring their technology devices or use the library's hardware and software. Assists patrons with computer use, printing, and copying. Provides basic technology instruction.

## **Marketing and Promotion**

Promotes library collections, services, and programs. Supports library marketing efforts as designated by library leadership.

## **Records and Reports**

Maintains accurate records, collects statistics, tracks performance measures and prepares reports related to library services, programs, and events as directed by administration. Produces program plans that include ways to measure learning outcomes and track program success. Completes clerical tasks such as record maintenance, compiling lists, and drafting resource guides in both an office setting and remotely. Maintains personal and public calendars to ensure room availability and program promotion. Maintains good attendance and timekeeping records.

### *Marginal*

Attends webinars, workshops, and conferences. Recommends purchases based on community needs or interests.

Accepts and assists with directing the work of volunteers.

May open and close the library and ensure the security of the building.

Participates in committee groups as assigned by the District to demonstrate our commitment to a culture of inclusivity, collaboration, and professional development.

Performs other duties as assigned.

## **Minimum Qualifications**

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

Demonstrated commitment to diversity, equity, and inclusion.

Proficient in project management and event planning. Ability to foster and sustain partnerships. Ability to establish, measure, and evaluate program outcomes. Proficient in creating and administering surveys and other evaluation tools.

Proficient with standard office applications (including Microsoft Office and Google applications), online library automation system and online searching. Understands the role of technology in

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*Adopted by the Meridian Library Board of Trustees September 15, 2021*

*Revised and Board Approved April 19, 2023*

providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people, including patrons, volunteers and coworkers, of all ages from diverse backgrounds. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations. Actively promotes respect for diversity and supports an inclusive, welcoming, and respectful library atmosphere.

*Experience:* 2-4 years of experience in library services or similar experience. Experience with project management, event planning, public speaking, and acting or regularly performing before an audience.

*Education:* Bachelor's degree or equivalent education, training, or experience.

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

*Supervisory Responsibility:* None

***Preferred Qualifications:*** Bilingual, preferably Spanish-English, Russian-English, or other languages. Experience working with multi-generational populations. Desired personal attributes include: a positive approach to interacting with the public, an awareness of the entire community, a passion for engaging patrons from all backgrounds and ages, a continuous desire to update technology skills, and a sense of humor.

### ***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 10-50 pounds; occasionally lift and carry 50 or more pounds while twisting and turning; reach at, above, and below shoulder height; grasp objects weighing 10-50 pounds; push and pull objects weighing 50 pounds.

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*Adopted by the Meridian Library Board of Trustees September 15, 2021*

*Revised and Board Approved April 19, 2023*

*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, Requirement, and Devices:* The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used applications, library systems and databases, email and cloud environment. The job 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 require operation of a vehicle on behalf of the District.

*Work Environment:* The job requires the employee to be subjected to repetition, working with community partners, working alone, working away from the library or remotely, working around others, verbal contact with others, face-to-face contact, noise, inside and outside environments, mechanical equipment, and moving objects. The job may require the employee to work alone at a location or scheduled event. This job also requires safely driving a variety of vehicles, which may include bookmobiles and passenger vehicles, and understanding vehicle maintenance. The work environment will include inside conditions, outdoor weather conditions, extreme temperatures, potential areas with dusty, odors, mist, gasses, or other airborne matter. Employees may be exposed to uneven or slippery walkways and door sills at community events.

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

*Expected Travel:* The job requires travel throughout the library district to conduct programs and occasional travel for 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.

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*Adopted by the Meridian Library Board of Trustees September 15, 2021*

*Revised and Board Approved April 19, 2023*

**MERIDIAN LIBRARY DISTRICT**  
**Associate Librarian**  
**DRAFT**



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***Position Summary***

The Associate Librarian position provides patron-focused library service in response to the needs of library users and members of the community. The incumbent assists with the daily operations of the library and performs related duties as assigned. Work is performed independently and may include locations outside of the library in the community.

The majority of time is spent providing direct customer service at the library and in the community, assisting with library initiatives, maintaining library partnerships, and planning and leading library programs.

***Duties and Responsibilities***

*Essential*

**Library Initiatives and Partnerships**

Assists librarians and library leadership with strategic library initiatives providing operational support. Uses principles of project management to support progress on large scale projects. Works with a variety of community partners and helps to maintain relationships tied to both programs and library initiatives. Works collaboratively with other locations, departments, and community partners.

**Event Coordination/Planning**

Actively seeks out and discovers program and event topics that are strategic, appealing and relevant to community interests. Plans, develops, organizes, schedules, and implements informational and educational events and programs for the library. Conducts programs in person and remotely. Develops program plans in adherence to the library's strategic priorities. Supports

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*Adopted by the Meridian Library Board of Trustees September 15, 2021*

*Revised and Board Approved April 19, 2023*

library leadership and management with budget needs and allocations. Works collaboratively with other locations and departments to plan and implement district-wide programs that advance the library's strategic goals. Continuously evaluates programs for learning outcomes and to make improvements based on attendee and management feedback. Oversees the set-up and takedown of programs and events.

### **Customer Service**

Provides excellent customer service to library patrons at public service desks, on the phone, virtually, and offsite with community partners. Assists library visitors with account issues and the circulation of library materials. Provides informational assistance to patrons and refers questions as needed. Makes decisions based on library policies and procedures. Determines customer needs and advises patrons about library materials, reading suggestions, resources, and technology equipment. Aids visitors in regards to library services including databases, technology, [circulation](#) and quality online sources. Actively promotes respect for diversity and supports an inclusive, welcoming, and respectful library atmosphere. Exhibits good working knowledge of adult, teen, and children's literature, related media, and materials. Arrives at work location on time, ready to interact with the public.

### **Operations**

Performs duties required of daily library operations, including opening and closing procedures, both within the library buildings and in the community. Assists with staff training. Performs circulation duties including issuing cards, checking materials in and out, reserving books, collecting fees, and answering the phone. May be required to drive a vehicle for delivery or outreach purposes. Processes requests for holds; conducts catalog searches, retrieves materials from the stacks, searches for materials, and checks for availability of materials. Maintains confidentiality of patron information.

### **Technology**

Uses conferencing and video recording and editing technology effectively in the production of virtual programs. Provides support to patrons who bring their technology devices or use the library's hardware and software. Assists patrons with computer use, printing, and copying. Provides basic technology instruction.

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*Adopted by the Meridian Library Board of Trustees September 15, 2021*

*Revised and Board Approved April 19, 2023*

## Marketing and Promotion

Promotes library collections, services, and programs. Supports library marketing efforts as designated by library leadership.

## Records and Reports

Maintains accurate records, collects statistics, tracks performance measures and prepares reports related to library services, programs, and events as directed by administration. Produces program plans that include ways to measure learning outcomes and track program success. Completes clerical tasks such as record maintenance, compiling lists, and drafting resource guides in both an office setting and remotely. Maintains personal and public calendars to ensure room availability and program promotion. Maintains good attendance and timekeeping records.

### *Marginal*

Attends webinars, workshops, and conferences. Recommends purchases based on community needs or interests.

Accepts and assists with directing the work of volunteers.

May open and close the library and ensure the security of the building.

[Participates in committee groups as assigned by the District to demonstrate our commitment to a culture of inclusivity, collaboration, and professional development.](#)

Performs other duties as assigned.

## **Minimum Qualifications**

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

Demonstrated commitment to diversity, equity, and inclusion.

Proficient in project management and event planning. Ability to foster and sustain partnerships. Ability to establish, measure, and evaluate program outcomes. Proficient in creating and administering surveys and other evaluation tools.

Proficient with standard office applications (including Microsoft Office and Google applications), online library automation system and online searching. Understands the role of technology in

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*Adopted by the Meridian Library Board of Trustees September 15, 2021*

*Revised and Board Approved April 19, 2023*

**Deleted:** Participates in library committees, subcommittees, and working groups as assigned.

providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies.

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people, including patrons, volunteers and coworkers, of all ages from diverse backgrounds. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations. Actively promotes respect for diversity and supports an inclusive, welcoming, and respectful library atmosphere.

*Experience:* 2-4 years of experience in library services or similar experience. Experience with project management, event planning, public speaking, and acting or regularly performing before an audience.

*Education:* Bachelor's degree or equivalent education, training, or experience.

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

*Supervisory Responsibility:* None

**Preferred Qualifications:** Bilingual, preferably Spanish-English, Russian-English, or other languages. Experience working with multi-generational populations. Desired personal attributes include: a positive approach to interacting with the public, an awareness of the entire community, a passion for engaging patrons from all backgrounds and ages, a continuous desire to update technology skills, and a sense of humor.

### **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 10-50 pounds; occasionally lift and carry 50 or more pounds while twisting and turning; reach at, above, and below shoulder height; grasp objects weighing 10-50 pounds; push and pull objects weighing 50 pounds.

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*Adopted by the Meridian Library Board of Trustees September 15, 2021*

*Revised and Board Approved April 19, 2023*



*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, Requirement, and Devices:* The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used applications, library systems and databases, email and cloud environment. The job 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 require operation of a vehicle on behalf of the District.

*Work Environment:* The job requires the employee to be subjected to repetition, working with community partners, working alone, working away from the library or remotely, working around others, verbal contact with others, face-to-face contact, noise, inside and outside environments, mechanical equipment, and moving objects. The job may require the employee to work alone at a location or scheduled event. This job also requires safely driving a variety of vehicles, which may include bookmobiles and passenger vehicles, and understanding vehicle maintenance. The work environment will include inside conditions, outdoor weather conditions, extreme temperatures, potential areas with dusty, odors, mist, gasses, or other airborne matter. Employees may be exposed to uneven or slippery walkways and door sills at community events.

Deleted: doorsills

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

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

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

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

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

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*Adopted by the Meridian Library Board of Trustees September 15, 2021*

*Revised and Board Approved April 19, 2023*

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



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***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 District in accordance with the Collection Development Policy. 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 of assigned collections in collaboration with library staff. This position requires regular visits to library branches for hands-on work with collections.

25 **Promotion**

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

29 **Customer Service**

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

34 **Research and Reports**

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

39 *Marginal*

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

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

50 Participates in committee groups as assigned by the District to demonstrate our commitment to a  
51 culture of inclusivity, collaboration, and professional development.

52 Performs other duties as assigned.

53 **Minimum Qualifications**

54 *Knowledge, Skills, and Abilities:*

55 Demonstrated commitment to diversity, equity, and inclusion.

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

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

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

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

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

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

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

79 *Supervisory Responsibility:* None.

80 **Preferred Qualifications:** 2 or more years of public library experience and bilingual, preferably  
81 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 March 20, 2024*

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

84 ***Working Conditions***

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

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

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

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

102 *Expected Hours of Work:* The job requires the majority of work to be performed during regular  
103 daytime business hours Monday-Friday. Position schedule and work location are subject to  
104 change at the discretion of management to support business needs.

105 *Expected travel:* May travel occasionally between library branches and for meetings, training, and  
106 conferences.

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110 responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform  
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114 this job.

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

*Revised and Board Approved March 20, 2024*

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116 to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference  
117 in employment may be given to veterans who qualify under state and federal laws and regulations.

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**MERIDIAN LIBRARY DISTRICT**  
**Collection Development Librarian**  
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***Duties and Responsibilities***

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43 with development and adjustments of annual materials budget. Is professionally active; identifies  
44 and participates in professional development opportunities. The Collection Development Librarian  
45 is knowledgeable of library trends, developments and new technology and contributes ideas and  
46 suggestions to colleagues and library staff members.

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

50 [Participates in committee groups as assigned by the District to demonstrate our commitment to a](#)  
51 [culture of inclusivity, collaboration, and professional development.](#)

52 Performs other duties as assigned.



53 **Minimum Qualifications**

54 *Knowledge, Skills, and Abilities:*

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

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

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

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

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

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

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

79 *Supervisory Responsibility:* None.

80 **Preferred Qualifications:** 2 or more years of public library experience and bilingual, preferably  
81 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 March 20, 2024*

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

84 ***Working Conditions***

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

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

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

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

102 *Expected Hours of Work:* The job requires the majority of work to be performed during regular  
103 daytime business hours Monday-Friday. Position schedule and work location are subject to  
104 change at the discretion of management to support business needs.

105 *Expected travel:* May travel occasionally between library branches and for meetings, training, and  
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*Adopted by the Meridian Library Board of Trustees n.d.*

*Revised and Board Approved March 20, 2024*

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117 in employment may be given to veterans who qualify under state and federal laws and regulations.

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**MERIDIAN LIBRARY DISTRICT**  
**Library Courier**  
**DRAFT**



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***Position Summary***

The Library Courier is a critical component of the library's Home Delivery services to the community and is essential to the movement of materials around the District for collection maintenance and development. The majority of work hours are spent driving a library vehicle, making deliveries, and sorting and loading contents for delivery. Work is performed independently with direction of the supervisor.

***Duties and Responsibilities***

*Essential*

**Driving and Delivery**

Drive, load, and unload a vehicle weighing less than 16,000 pounds gross vehicle weight. Drive a scheduled pickup and delivery route, sometimes entering unattended buildings. Obey traffic laws, and follow established traffic and transportation procedures. Read maps, and follow written and verbal geographic directions.

**Operations**

Coordinate with Facilities Maintenance Coordinator to ensure that all library vehicles and vehicle equipment, including mirrors, lights, gas gauge, temperature gauge, tires, turn signals, and brakes are in proper working condition. Coordinate with Facilities Maintenance Coordinator to ensure that all library vehicles have adequate gasoline, are cleaned and are routinely washed. Report delays, accidents, or other traffic/transportation situations. Report any mechanical problems encountered with vehicles. Coordinate with Facilities Maintenance Coordinator to keep a maintenance schedule for vehicles. Assist with scheduling and driving vehicles for maintenance as needed and approved by Library Administration.

## **Customer Service and Communication**

Provides excellent customer service through both internal and external interactions, fostering a positive and supportive environment with team members, patrons, and the community. Engages in effective communication, addressing the needs and inquiries of staff and external contacts with a service-minded approach. Handles logistics and delivery issues with discretion, guided by library policies and procedures. Promotes a culture of respect for diversity and inclusivity within all facets of service delivery. Attend workshops and participate in training to remain aware of current trends, advancements, best practices in safe driving and the safe handling of heavy loads. Arrives at work location on time, ready to interact with the public and other staff.

May provide some support and information to patrons related to library materials, resources, and technology, referring more complex library questions to the appropriate staff as needed.

## **Records and Reports**

Maintains good attendance and timekeeping records.

### *Marginal*

Sorts and shelves materials according to the Dewey Decimal System, checks shelves for proper order of materials and shifts collections. Inducts appropriate materials through the sorter. Answers phones to help address and resolve home delivery questions. Performs library holds procedures. Assesses materials for damage and completeness; routes as appropriate.

Assists patrons in locating library materials and searches the library for specific material. Answers routine directional questions, referring to appropriate staff members as needed. May oversee the work of volunteers or interns, as well as train volunteers, interns, and other staff.

Participates in committee groups as assigned by the District to demonstrate our commitment to a culture of inclusivity, collaboration, and professional development.

Performs other duties as assigned.

## **Minimum Qualifications**

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

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

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*Adopted by the Meridian Library Board of Trustees May 20, 2020*

*Revised and Board Approved 03/20/2024*

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, seniors, 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. Should have flexibility to work alone, in the community, or at other locations as assigned based on business need.

*Experience:* 1 year of work experience in a library, transportation services, retail or customer-service related position or similar experience. This position requires the employee to be confident and capable of driving in variable weather and road conditions, and to frequently lift heavy objects.

*Education:* High School Diploma or G.E.D., or equivalent education, training, or experience.

*Training, Licenses, or Certifications:* Must have a valid Idaho driver's license and current automobile insurance. Must have a driving record free of major moving violations or suspended licenses within the past 5 years.

*Supervisory Responsibility:* None

*Preferred Qualifications:* 1-2 years of work experience in delivery driving, transportation services, or a related position with similar responsibilities. Bilingual, preferably Spanish-English, Russian-English, or other languages. Ideal personal qualities encompass a positive attitude towards distributing library materials to the community, knowledge of delivery tracking systems, and proficiency in local navigation and/or route optimization strategies.

*Working Conditions*

*Expected travel:* The majority of work is performed driving a company vehicle in the delivery and pick up of library materials. Occasionally may encounter rain, snow, or other severe weather conditions. Sorting and unloading of library materials may occur indoors and outdoors.

*Physical Requirements:* The job requires the employee to constantly stand, sit, twist/turn, maintain flexibility, hear, listen, see, touch, feel and speak clearly; frequently stoop/bend and walk; seldom sit, kneel, crawl, and balance. The job requires the employee to regularly lift and carry 25-30 lbs and occasionally up to 50 lbs; reach at, above, and below shoulder height; grasp objects weighing 25-50 lbs.; push and pull objects weighing up to 100 lbs. The job requires the employee to work in an environment with moderate noise level. The job requires close vision, distance vision, peripheral vision and depth perception.

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*Adopted by the Meridian Library Board of Trustees May 20, 2020*

*Revised and Board Approved 03/20/2024*

*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:* This job requires operation of a vehicle on behalf of the District. The job requires the employee to operate and occasionally troubleshoot vehicles, general office equipment, sorting equipment, and book carts. 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 may use social media.

*Work Environment:* The job requires the employee to be subjected to repetition, working alone, working around others and remotely, verbal contact with others, face-to-face contact, inside environments, outside environments, mechanical equipment, and moving objects. This job requires the employee to regularly drive a vehicle. This job requires performance of work both inside and outside, including in conditions of variable temperatures, precipitation and extreme weather.

*Expected Hours of Work:* The job requires the employee to work a varied schedule, including days, evenings, and weekends (Saturday and/or Sunday). Position schedule and work location are subject to change at the discretion of management to support business needs.

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**MERIDIAN LIBRARY DISTRICT**  
**Library Courier**  
**DRAFT**



**Position Summary**

The Library Courier is a critical component of the library's Home Delivery services to the community **and is essential to the movement of materials around the District for collection maintenance and development.** The majority of work hours are spent driving a library vehicle, making deliveries, and sorting and loading contents for delivery. Work is performed independently with direction of the supervisor.

**Duties and Responsibilities**

*Essential*

**Driving and Delivery**

Drive, load, and unload a vehicle weighing less than 16,000 pounds gross vehicle weight. Drive a scheduled pickup and delivery route, sometimes entering unattended buildings. Obey traffic laws, and follow established traffic and transportation procedures. Read maps, and follow written and verbal geographic directions.

**Operations**

Coordinate with Facilities Maintenance Coordinator to ensure that all library vehicles and vehicle equipment, including mirrors, lights, gas gauge, temperature gauge, tires, turn signals, and brakes are in proper working condition. Coordinate with Facilities Maintenance Coordinator to ensure that all library vehicles have adequate gasoline, are cleaned and are routinely washed. Report delays, accidents, or other traffic/transportation situations. Report any mechanical problems encountered with vehicles. Coordinate with Facilities Maintenance Coordinator to keep a maintenance schedule for vehicles. Assist with scheduling and driving vehicles for maintenance as needed and approved by Library Administration.

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*Adopted by the Meridian Library Board of Trustees May 20, 2020*  
*Revised and Board Approved 03/20/2024*



## Customer Service and Communication

Provides excellent customer service through both internal and external interactions, fostering a positive and supportive environment with team members, patrons, and the community. Engages in effective communication, addressing the needs and inquiries of staff and external contacts with a service-minded approach. Handles logistics and delivery issues with discretion, guided by library policies and procedures. Promotes a culture of respect for diversity and inclusivity within all facets of service delivery. Attend workshops and participate in training to remain aware of current trends, advancements, best practices in safe driving and the safe handling of heavy loads. Arrives at work location on time, ready to interact with the public and other staff.

**Deleted:** Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

May provide some support and information to patrons related to library materials, resources, and technology, referring more complex library questions to the appropriate staff as needed.

## Records and Reports

Maintains good attendance and timekeeping records.

### *Marginal*

Sorts and shelves materials according to the Dewey Decimal System, checks shelves for proper order of materials and shifts collections. Inducts appropriate materials through the sorter. Answers phones to help address and resolve home delivery questions. Performs library holds procedures. Assesses materials for damage and completeness; routes as appropriate.

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Assists patrons in locating library materials and searches the library for specific material. Answers routine directional questions, referring to appropriate staff members as needed. May oversee the work of volunteers or interns, as well as train volunteers, interns, and other staff.

[Participates in committee groups as assigned by the District to demonstrate our commitment to a culture of inclusivity, collaboration, and professional development.](#)

Performs other duties as assigned.

## Minimum Qualifications

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

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

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*Adopted by the Meridian Library Board of Trustees May 20, 2020  
Revised and Board Approved 03/20/2024*

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, seniors, 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. Should have flexibility to work alone, in the community, or at other locations as assigned based on business need.

*Experience:* 1 year of work experience in a library, transportation services, retail or customer-service related position or similar experience. This position requires the employee to be confident and capable of driving in variable weather and road conditions, and to frequently lift heavy objects.

*Education:* High School Diploma or G.E.D., or equivalent education, training, or experience.

*Training, Licenses, or Certifications:* Must have a valid Idaho driver's license and current automobile insurance. Must have a driving record free of major moving violations or suspended licenses within the past 5 years.

*Supervisory Responsibility:* None

*Preferred Qualifications:* 1-2 years of work experience in delivery driving, transportation services, or a related position with similar responsibilities. Bilingual, preferably Spanish-English, Russian-English, or other languages. Ideal personal qualities encompass a positive attitude towards distributing library materials to the community, knowledge of delivery tracking systems, and proficiency in local navigation and/or route optimization strategies.

#### *Working Conditions*

*Expected travel:* The majority of work is performed driving a company vehicle in the delivery and pick up of library materials. Occasionally may encounter rain, snow, or other severe weather conditions. Sorting and unloading of library materials may occur indoors and outdoors.

*Physical Requirements:* The job requires the employee to constantly stand, sit, twist/turn, maintain flexibility, hear, listen, see, touch, feel and speak clearly; frequently stoop/bend and walk; seldom sit, kneel, crawl, and balance. The job requires the employee to regularly lift and carry 25-30 lbs and occasionally up to 50 lbs; reach at, above, and below shoulder height; grasp objects weighing 25-50 lbs.; push and pull objects weighing up to 100 lbs. The job requires the employee to work in an environment with moderate noise level. The job requires close vision, distance vision, peripheral vision and depth perception.

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*Adopted by the Meridian Library Board of Trustees May 20, 2020  
Revised and Board Approved 03/20/2024*

**Deleted:** Demonstrates commitment to Diversity, Equity, and Inclusion.

*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:* This job requires operation of a vehicle on behalf of the District. The job requires the employee to operate and occasionally troubleshoot vehicles, general office equipment, sorting equipment, and book carts. 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 may use social media.

*Work Environment:* The job requires the employee to be subjected to repetition, working alone, working around others and remotely, verbal contact with others, face-to-face contact, inside environments, outside environments, mechanical equipment, and moving objects. This job requires the employee to regularly drive a vehicle. This job requires performance of work both inside and outside, including in conditions of variable temperatures, precipitation and extreme weather.

*Expected Hours of Work:* The job requires the employee to work a varied schedule, including days, evenings, and weekends (Saturday and/or Sunday). Position schedule and work location are subject to change at the discretion of management to support business needs.

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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 May 20, 2020  
Revised and Board Approved 03/20/2024*

**MERIDIAN LIBRARY DISTRICT**  
**Digitization Technician**  
**DRAFT**



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**Position Summary**

The Digitization Technician will work closely with the Operations Division to digitize Meridian History Collection materials in order to make them accessible and searchable in an online portal. Requires autonomy while also collaborating with staff and community partners.

**Duties and Responsibilities**

*Essential*

**Archival**

Ensures careful handling of archival documents, photographs, ledgers, maps, and other materials. Evaluates items for preservation issues such as tears, mold, insects, water damage, etc. Creates detailed and accurate descriptive metadata for each item so that it may be uploaded and subsequently found in digital collection searches. Ensures following Collection Development guidelines.

**Technology**

Works with technical equipment and software such as a digital camera, Mac/Windows systems, Photoshop, Lightroom, and Acrobat. Proficiency in library catalog and digitization software or web portals. Ensures that digital surrogates are accurate representations of their originals and that the files meet archival standards for

# MERIDIAN LIBRARY DISTRICT

## Digitization Technician

### DRAFT



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digitization. Hands-on experience with digital imaging, scanners, related procedures/techniques, standards, and best practices.

### **Records and Reporting**

Assist with administrative tasks related to digitization programs. Demonstrated competency with spreadsheets, Adobe Acrobat Pro and Google Workspace. Maintains accurate inventory of History Center collections and holdings.

### **Planning and Communication**

Demonstrated ability to work independently, efficiently, and accurately and to ask questions as appropriate.

### *Marginal*

Ensure security of archival materials and equipment. 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 provide directional assistance to History Center visitors and refer them to the appropriate resources for research and reference questions.

May serve on a library committee.

Participates in committee groups as assigned by the District to demonstrate our commitment to a culture of inclusivity, collaboration, and professional development.

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Board Approved: 05/15/2024

**MERIDIAN LIBRARY DISTRICT**  
**Digitization Technician**  
**DRAFT**



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Performs other duties as assigned.

***Qualifications***

***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, such as Photoshop, Lightroom and Acrobat. This position requires a knowledge and a strong aptitude and ability to learn and adapt to various hardware and software including audio visual equipment, scanners, personal computers, tablets, and various operating systems.

Able to handle precise, repetitive tasks with close attention to detail. Demonstrated ability to communicate clearly, verbally and in writing, and excels at asynchronous communication. Able to work independently in a team environment.

***Experience***

6-12 months of experience in detail-oriented tasks

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Board Approved: 05/15/2024

**MERIDIAN LIBRARY DISTRICT**  
**Digitization Technician**  
**DRAFT**



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*Education*

High school degree or equivalent; bachelor's degree preferred.

*Training, Licenses, or Certifications*

Valid Idaho driver's license in good standing.

*Supervisory Responsibility*

None.

***Preferred Qualifications***

Knowledge of digital collections and archiving, and regional and local history. Experience using and troubleshooting digitization equipment and software. Bilingual, preferably Spanish-English, Russian-English or other languages. 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.

***Working Conditions***

*Physical Requirements*

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Board Approved: 05/15/2024

# MERIDIAN LIBRARY DISTRICT

## Digitization Technician

### DRAFT



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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.

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Board Approved: 05/15/2024



# MERIDIAN LIBRARY DISTRICT

## Digitization Technician

### DRAFT



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#### *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 business needs.

#### *Expected Travel and Location of Work*

Travel between library locations and history storage facilities.

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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**  
**Digitization Technician**  
**DRAFT**



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**Position Summary**

The Digitization Technician will work closely with the Operations Division to digitize Meridian History Collection materials in order to make them accessible and searchable in an online portal. Requires autonomy while also collaborating with staff and community partners.

**Duties and Responsibilities**

*Essential*

**Archival**

Ensures careful handling of archival documents, photographs, ledgers, maps, and other materials. Evaluates items for preservation issues such as tears, mold, insects, water damage, etc. Creates detailed and accurate descriptive metadata for each item so that it may be uploaded and subsequently found in digital collection searches. Ensures following Collection Development guidelines.

**Technology**

Works with technical equipment and software such as a digital camera, [Mac/Windows systems](#), Photoshop, Lightroom, and Acrobat. Proficiency in library catalog and digitization software or web portals. Ensures that digital surrogates are accurate representations of their originals and that the files meet archival standards for

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**MERIDIAN LIBRARY DISTRICT**  
**Digitization Technician**  
**DRAFT**



digitization. Hands-on experience with digital imaging, scanners, related procedures/techniques, standards, and best practices.

**Records and Reporting**

Assist with administrative tasks related to digitization programs. Demonstrated competency with spreadsheets, Adobe Acrobat Pro and Google Workspace. Maintains accurate inventory of History Center collections and holdings.

**Planning and Communication**

Demonstrated ability to work independently, efficiently, and accurately and to ask questions as appropriate.

*Marginal*

Ensure security of archival materials and equipment. 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 provide directional assistance to History Center visitors and refer them to the appropriate resources for research and reference questions.

May serve on a library committee.

[Participates in committee groups as assigned by the District to demonstrate our commitment to a culture of inclusivity, collaboration, and professional development.](#)

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**MERIDIAN LIBRARY DISTRICT**  
**Digitization Technician**  
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Performs other duties as assigned.

**Qualifications**

**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, such as Photoshop, Lightroom and Acrobat. This position requires a knowledge and a strong aptitude and ability to learn and adapt to various hardware and software including audio visual equipment, scanners, personal computers, tablets, and various operating systems.

Able to handle precise, repetitive tasks with close attention to detail. Demonstrated ability to communicate clearly, verbally and in writing, and excels at asynchronous communication. Able to work independently in a team environment.

**Experience**

6-12 months of experience in detail oriented tasks

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Board Approved: 05/15/2024

**MERIDIAN LIBRARY DISTRICT**  
**Digitization Technician**  
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*Education*

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High school degree or equivalent; bachelor's degree preferred.

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*Training, Licenses, or Certifications*

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Valid Idaho driver's license in good standing.

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*Supervisory Responsibility*

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None.

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***Preferred Qualifications***

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Knowledge of digital collections and archiving, and regional and local history. Experience using and troubleshooting digitization equipment and software. Bilingual, preferably Spanish-English, Russian-English or other languages. 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.

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***Working Conditions***

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*Physical Requirements*

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Board Approved: 05/15/2024

**MERIDIAN LIBRARY DISTRICT**  
**Digitization Technician**  
**DRAFT**



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.

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*Mental Requirements,*

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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.

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*Technology, Equipment, and Devices,*

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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.

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*Work Environment,*

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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.

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Board Approved: 05/15/2024

**MERIDIAN LIBRARY DISTRICT**  
**Digitization Technician**  
**DRAFT**



*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 business needs.](#)

*Expected Travel and Location of Work*

Travel between library locations and history storage facilities.

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Board Approved: 05/15/2024

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# Meridian Library District

Bill Listing  
August 2024

| DATE                  | TRANSACTION TYPE | NUM        | NAME  | MEMO/DESCRIPTION                                    | ACCOUNT  | AMOUNT    |
|-----------------------|------------------|------------|---|---|--|-----------|
| 2380 Accounts Payable |                  |            |   |   |  |           |
| 08/01/2024            | Bill             | 2024-08-01 | SUNDANCE INVESTMENTS, LLP                     | Monthly Rent  | 2380 Accounts Payable  | 9,895.52  |
|                       |                  |            |   | Monthly Rent  | 6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent                       | 9,895.52  |
| 08/01/2024            | Bill             | 2024-08-01 | High Desert Development Linder Village, LLC   | Monthly Rent  | 2380 Accounts Payable  | 17,916.67 |
|                       |                  |            |   | Monthly Rent  | 6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent                       | 17,916.67 |
| 08/01/2024            | Bill             | 2024-08-01 | Prime, Inc                                    | Monthly rent  | 2380 Accounts Payable  | 3,444.00  |
|                       |                  |            |   | Monthly rent  | 6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent                       | 3,444.00  |
| 08/01/2024            | Bill             | 1407402    | PEAK ALARM CO, INC                            | Security monitoring 08/01-10/30/2024                | 2380 Accounts Payable  | 151.14    |
|                       |                  |            |   | Security monitoring 08/01-10/30/2024                | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance              | 151.14    |
| 08/01/2024            | Bill             | 1600006714 | SUNDANCE INVESTMENTS, LLP                     | Annual Signage Fee                                  | 2380 Accounts Payable  | 250.00    |
|                       |                  |            |   | Annual Signage Fee                                  | 6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent                       | 250.00    |
| 08/01/2024            | Bill             | 2024-09-01 | SUNDANCE INVESTMENTS, LLP                     | Final Silverstone Rent Payment September 2024       | 2380 Accounts Payable  | 9,895.52  |
|                       |                  |            |   | Final Silverstone Rent Payment September 2024       | 6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent                       | 9,895.52  |
| 08/01/2024            | Bill             | 0712340    | WESTERN RECORDS DESTRUCTION, INC              | Shredding Service 07/01 - 07/31/2024                | 2380 Accounts Payable  | 110.00    |
|                       |                  |            |   | Shredding Service 07/01 - 07/31/2024                | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance              | 55.00     |
|                       |                  |            |   | Shredding Service 07/01 - 07/31/2024                | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance              | 55.00     |
| 08/01/2024            | Bill             | 3076       | Patricia Latham Ball dba Management Northwest | July Legal Services                                 | 2380 Accounts Payable  | 560.00    |
|                       |                  |            |   | June Legal Services                                 | 5202.4 OPERATING EXPENSES:Professional Services:Legal fees               | 560.00    |
| 08/01/2024            | Bill             | H-0106708  | OVERDRIVE, INC                                | Content Service Plan August 2024-July 2025          | 2380 Accounts Payable  | 7,500.00  |
|                       |                  |            |   | Content Service Plan August 2024-September 2024     | 5220.6 OPERATING EXPENSES:Information Technology:IT Collection Licensing | 1,250.00  |
|                       |                  |            |   | Content Service Plan October 2024-July 2025         | 1500 Deposits/Prepaid expenses   | 6,250.00  |
| 08/01/2024            | Bill             | 47217      | FATBEAM, LLC                                  | Internet 10G August 2024                            | 2380 Accounts Payable  | 775.00    |
|                       |                  |            |   | Internet 10G August 2024                            | 5220.5 OPERATING EXPENSES:Information Technology:IT Utilities            | 775.00    |
| 08/01/2024            | Bill             | 46729      | FATBEAM, LLC                                  | Internet WAN August 2024                            | 2380 Accounts Payable  | 475.00    |
|                       |                  |            |   | Internet WAN August 2024                            | 5220.5 OPERATING EXPENSES:Information Technology:IT Utilities            | 475.00    |
| 08/01/2024            | Bill             | 47191      | FATBEAM, LLC                                  | Internet WAN August 2024                            | 2380 Accounts Payable  | 475.00    |
|                       |                  |            |   | Internet WAN August 2024                            | 5220.5 OPERATING EXPENSES:Information Technology:IT Utilities            | 475.00    |
| 08/01/2024            | Bill             | 47192      | FATBEAM, LLC                                  | Internet WAN August 2024                            | 2380 Accounts Payable  | 475.00    |
|                       |                  |            |   | Internet WAN August 2024                            | 5220.5 OPERATING EXPENSES:Information Technology:IT Utilities            | 475.00    |
| 08/01/2024            | Bill             | 47193      | FATBEAM, LLC                                  | Internet WAN August 2024                            | 2380 Accounts Payable  | 475.00    |
|                       |                  |            |   | Internet WAN August 2024                            | 5220.5 OPERATING EXPENSES:Information Technology:IT Utilities            | 475.00    |
| 08/01/2024            | Bill             | 46992      | FATBEAM, LLC                                  | Managed Firewall Service August 2024                | 2380 Accounts Payable  | 150.00    |
|                       |                  |            |   | Managed Firewall Service August 2024                | 5220.5 OPERATING EXPENSES:Information Technology:IT Utilities            | 150.00    |
| 08/01/2024            | Bill             | IDW-102735 | YIG Administration                            | ID Watchdog July 2024                               | 2380 Accounts Payable  | 257.50    |
|                       |                  |            |   | ID Watchdog July 2024                               | 2359 IDWAT Payable   | -257.50   |
| 08/01/2024            | Bill             | 6128902    | UNIQUE MANAGEMENT SERVICES, INC               | Customer Account Balance Recovery Service July 2024 | 2380 Accounts Payable  | 344.75    |
|                       |                  |            |   | Customer Account Balance Recovery Service July 2024 | 5202.6 OPERATING EXPENSES:Professional Services:Other                    | 344.75    |
| 08/01/2024            | Bill             | 2109591    | CENTER POINT LARGE PRINT                      | Print Books   | 2380 Accounts Payable  | 93.48     |
|                       |                  |            |   | Print Books   | 5115 COLLECTIONS:Adult Print Books                                       | 93.48     |
| 08/01/2024            | Bill             | 67733455   | INGRAM LIBRARY SERVICES, INC                  | Print Books   | 2380 Accounts Payable  | 1,529.23  |
|                       |                  |            |   | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing      | 3.00      |
|                       |                  |            |   | Print Books   | 5130 COLLECTIONS:Children's books  | 211.66    |
|                       |                  |            |   | Print Books   | 5130 COLLECTIONS:Children's books  | 25.71     |



# Meridian Library District

## Bill Listing

August 2024

| DATE       | TRANSACTION TYPE | NUM       | NAME                                      | MEMO/DESCRIPTION  | ACCOUNT   | AMOUNT    |
|------------|------------------|-----------|---|---|---|-----------|
|            |                  |           |   | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 715.48    |
|            |                  |           |   | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 226.20    |
|            |                  |           |   | Print Books   | 5130 COLLECTIONS:Children's books                                   | 347.18    |
| 08/01/2024 | Bill             | 67733456  | INGRAM LIBRARY SERVICES, INC              | Processing  | 2380 Accounts Payable   | 191.49    |
|            |                  |           |   | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 191.49    |
| 08/01/2024 | Bill             | 64357137  | INGRAM LIBRARY SERVICES, INC              | Print Books   | 2380 Accounts Payable   | 1,768.64  |
|            |                  |           |   | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 3.00      |
|            |                  |           |   | Print Books   | 5130 COLLECTIONS:Children's books                                   | 51.40     |
|            |                  |           |   | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 1,701.93  |
|            |                  |           |   | Print Books   | 5135 COLLECTIONS:Young Adult books                                  | 12.31     |
| 08/01/2024 | Bill             | 64357138  | INGRAM LIBRARY SERVICES, INC              | Processing  | 2380 Accounts Payable   | 278.95    |
|            |                  |           |   | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 278.95    |
| 08/01/2024 | Bill             | 505840810 | MIDWEST TAPE                              | Audiobooks  | 2380 Accounts Payable   | 124.97    |
|            |                  |           |   | Audiobooks  | 5149 COLLECTIONS:Media  | 124.97    |
| 08/01/2024 | Bill             | 8787      | SHR Franchising, LLC dba JAN-PRO of Idaho | Regular Janitorial Service from 08/01/2024 to 08/31/2024        | 2380 Accounts Payable   | 9,750.00  |
|            |                  |           |   | Regular Janitorial Service from 08/01/2024 to 08/31/2024        | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance         | 4,250.00  |
|            |                  |           |   | Regular Janitorial Service from 08/01/2024 to 08/31/2024        | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance         | 3,850.00  |
|            |                  |           |   | Regular Janitorial Service from 08/01/2024 to 08/31/2024        | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance         | 300.00    |
|            |                  |           |   | Regular Janitorial Service from 08/01/2024 to 08/31/2024        | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance         | 450.00    |
|            |                  |           |   | Regular Janitorial Service from 08/01/2024 to 08/31/2024        | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance         | 650.00    |
|            |                  |           |   | Regular Janitorial Service from 08/01/2024 to 08/31/2024        | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance         | 250.00    |
| 08/01/2024 | Bill             | 47285     | FATBEAM, LLC                              | Internet WAN July 9-August 31 2024                              | 2380 Accounts Payable   | 1,654.84  |
|            |                  |           |   | Internet WAN July 9-August 31 2024                              | 5220.5 OPERATING EXPENSES:Information Technology:IT Utilities       | 1,654.84  |
| 08/02/2024 | Bill             | IH908     | City Of Boise Library                     | TVLA Courier FY24 QTR 4 July - September 2024                   | 2380 Accounts Payable   | 18,487.17 |
|            |                  |           |   | TVLA Courier FY24 QTR 4 July - September 2024                   | 5212.H OPERATING EXPENSES:Consortium:Consortium-Hardware/Software   | 18,487.17 |
| 08/02/2024 | Bill             | IH139     | City Of Boise Library                     | FY24 Quarterly ILS Upgrade/Replacement Fund July-September 2024 | 2380 Accounts Payable   | 2,327.65  |
|            |                  |           |   | FY24 Quarterly ILS Upgrade/Replacement Fund July-September 2024 | 5212.H OPERATING EXPENSES:Consortium:Consortium-Hardware/Software   | 2,327.65  |
| 08/02/2024 | Bill             | 67733680  | INGRAM LIBRARY SERVICES, INC              | Print Books   | 2380 Accounts Payable   | 421.64    |
|            |                  |           |   | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 3.00      |
|            |                  |           |   | Print Books   | 5130 COLLECTIONS:Children's books                                   | 57.85     |
|            |                  |           |   | Print Books   | 5135 COLLECTIONS:Young Adult books                                  | 20.70     |
|            |                  |           |   | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 118.52    |
|            |                  |           |   | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 52.60     |
|            |                  |           |   | Print Books   | 5130S COLLECTIONS:Children's books:Children's books - Supported     | 148.27    |
|            |                  |           |   | Print Books   | 5135 COLLECTIONS:Young Adult books                                  | 20.70     |
| 08/02/2024 | Bill             | 64357271  | INGRAM LIBRARY SERVICES, INC              | Processing  | 2380 Accounts Payable   | 127.26    |
|            |                  |           |   | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 127.26    |
| 08/02/2024 | Bill             | 64357270  | INGRAM LIBRARY SERVICES, INC              | Print Books   | 2380 Accounts Payable   | 1,018.13  |
|            |                  |           |   | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 3.00      |
|            |                  |           |   | Print Books   | 5130 COLLECTIONS:Children's books                                   | 127.67    |
|            |                  |           |   | Print Books   | 5135 COLLECTIONS:Young Adult books                                  | 18.98     |
|            |                  |           |   | Print Books   | 5130 COLLECTIONS:Children's books                                   | 21.26     |
|            |                  |           |   | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 449.28    |
|            |                  |           |   | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 254.38    |
|            |                  |           |   | Print Books   | 5130 COLLECTIONS:Children's books                                   | 143.56    |
| 08/02/2024 | Bill             | 64357218  | INGRAM LIBRARY SERVICES, INC              | Print Books   | 2380 Accounts Payable   | 1,484.67  |
|            |                  |           |   | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 3.00      |
|            |                  |           |   | Print Books   | 5130 COLLECTIONS:Children's books                                   | 1,380.90  |

# Meridian Library District

## Bill Listing

August 2024

| DATE       | TRANSACTION TYPE | NUM             | NAME                                | MEMO/DESCRIPTION  | ACCOUNT  | AMOUNT   |
|------------|------------------|-----------------|-------------------------------------|---|--|--|
|            |                  |                 |                                     | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 100.77   |
| 08/02/2024 | Bill             | 67733679        | INGRAM LIBRARY SERVICES, INC        | Processing  | 2380 Accounts Payable  | 35.67  |
|            |                  |                 |                                     | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing  | 35.67  |
| 08/02/2024 | Bill             | 64357219        | INGRAM LIBRARY SERVICES, INC        | Processing  | 2380 Accounts Payable  | 140.60   |
|            |                  |                 |                                     | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing  | 140.60   |
| 08/02/2024 | Bill             | 67733678        | INGRAM LIBRARY SERVICES, INC        | Print Books   | 2380 Accounts Payable  | 256.75   |
|            |                  |                 |                                     | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing  | 3.00   |
|            |                  |                 |                                     | Print Books   | 5130 COLLECTIONS:Children's books  | 71.71  |
|            |                  |                 |                                     | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 182.04   |
| 08/02/2024 | Bill             | 67733681        | INGRAM LIBRARY SERVICES, INC        | Print Books   | 2380 Accounts Payable  | 98.46  |
|            |                  |                 |                                     | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing  | 98.46  |
| 08/03/2024 | Bill             | 08/03/24        | Fable Buddenbrock                   | Floral Canvas Program 08/03/24<br>Floral Canvas Program 08/03/24  | 2380 Accounts Payable<br>5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult   | 100.00<br>100.00   |
| 08/03/2024 | Bill             | 08/03/24-Family | Tracy Peterson                      | Family Yoga 08/03/24<br>Family Yoga 08/03/24  | 2380 Accounts Payable<br>5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages  | 75.00<br>75.00   |
| 08/03/2024 | Bill             | 08/03/24-Adult  | Tracy Peterson                      | Adult Yoga 08/03/24<br>Adult Yoga 08/03/24  | 2380 Accounts Payable<br>5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult   | 75.00<br>75.00   |
| 08/05/2024 | Bill             | 5559            | TRADEMARK DESIGN & FABRICATION      | Pinnacle Donor Recognition Wall - Progress Billing #1<br>Pinnacle Donor Recognition Wall - Progress Billing #1                                    | 2380 Accounts Payable<br>9289 Pinnacle fka South Branch Project Costs  | 2,400.00<br>2,400.00   |
| 08/05/2024 | Bill             | 504847          | Hawley Troxell Ennis and Hawley LLP | Legal Services 07/17-07/30/2024<br>Legal Services 07/17-07/30/2024  | 2380 Accounts Payable<br>5202.4 OPERATING EXPENSES:Professional Services:Legal fees  | 1,750.00<br>1,750.00   |
| 08/05/2024 | Bill             | 149539          | Diamond Lawns, LLC                  | July Landscaping Services 07/01-07/30/24<br>July Landscaping Services 07/01-07/30/24  | 2380 Accounts Payable<br>6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance   | 1,665.00<br>1,665.00   |
| 08/05/2024 | Bill             | 2160:10613582   | TREASURE VALLEY COFFEE INC          | Water/Ice Machine Rental<br>Water Machine Rental  | 2380 Accounts Payable<br>6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies  | 169.95<br>169.95   |
| 08/05/2024 | Bill             | 7515307         | DEMCO                               | Tape and Labels for Library Classifications<br>Tape and Labels for Library Classifications  | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 650.70<br>650.70   |
| 08/05/2024 | Bill             | 64357388        | INGRAM LIBRARY SERVICES, INC        | Processing<br>Processing  | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 385.97<br>385.97   |
| 08/05/2024 | Bill             | 64357387        | INGRAM LIBRARY SERVICES, INC        | Print Books<br>Processing<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing<br>5130 COLLECTIONS:Children's books<br>5135 COLLECTIONS:Young Adult books<br>5130 COLLECTIONS:Children's books<br>5130 COLLECTIONS:Children's books<br>5115 COLLECTIONS:Adult Print Books<br>5115 COLLECTIONS:Adult Print Books<br>5130 COLLECTIONS:Children's books<br>5135 COLLECTIONS:Young Adult books | 3,282.96<br>3.00<br>1,189.86<br>10.63<br>10.63<br>37.46<br>65.44<br>27.20<br>1,928.11<br>10.63 |
| 08/05/2024 | Bill             | 505857609       | MIDWEST TAPE                        | Blu Ray<br>Processing<br>Blu Ray  | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing<br>5149 COLLECTIONS:Media   | 31.29<br>2.80<br>28.49   |
| 08/05/2024 | Bill             | 505857608       | MIDWEST TAPE                        | Blu Rays/DVDs<br>Processing<br>Blu Rays/DVDs<br>Blu Rays/DVDs<br>Blu Rays/DVDs  | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing<br>5149 COLLECTIONS:Media<br>5149 COLLECTIONS:Media<br>5149 COLLECTIONS:Media   | 1,478.08<br>36.40<br>508.30<br>297.64<br>635.74  |

# Meridian Library District

## Bill Listing

August 2024

| DATE       | TRANSACTION TYPE | NUM             | NAME                         | MEMO/DESCRIPTION  | ACCOUNT  | AMOUNT    |
|------------|------------------|-----------------|------------------------------|---|--|-----------|
| 08/06/2024 | Bill             | 64357457        | INGRAM LIBRARY SERVICES, INC | Print Books   | 2380 Accounts Payable  | 3,270.87  |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 3.00      |
|            |                  |                 |                              | Print Books   | 5130 COLLECTIONS:Children's books  | 15.30     |
|            |                  |                 |                              | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 2,213.86  |
|            |                  |                 |                              | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 63.62     |
|            |                  |                 |                              | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 959.79    |
|            |                  |                 |                              | Print Books   | 5130 COLLECTIONS:Children's books  | 15.30     |
| 08/06/2024 | Bill             | 64357458        | INGRAM LIBRARY SERVICES, INC | Processing  | 2380 Accounts Payable  | 421.09    |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 421.09    |
| 08/06/2024 | Bill             | 64357411        | INGRAM LIBRARY SERVICES, INC | Processing  | 2380 Accounts Payable  | 8.42      |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 8.42      |
| 08/06/2024 | Bill             | 64357410        | INGRAM LIBRARY SERVICES, INC | Print Books   | 2380 Accounts Payable  | 59.48     |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 3.00      |
|            |                  |                 |                              | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 48.04     |
|            |                  |                 |                              | Print Books   | 5135 COLLECTIONS:Young Adult books   | 8.44      |
| 08/06/2024 | Bill             | 02945C024231465 | OVERDRIVE, INC               | Ebooks/Audiobooks   | 2380 Accounts Payable  | 10,570.82 |
|            |                  |                 |                              | Ebooks/Audiobooks   | 5122 COLLECTIONS:eContent  | 10,570.82 |
| 08/06/2024 | Bill             | 53765           | RM MECHANICAL, INC           | HVAC Service Call 07/15 Fan Work                              | 2380 Accounts Payable  | 237.50    |
|            |                  |                 |                              | HVAC Service Call 07/15 Fan Work                              | 6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs                      | 237.50    |
| 08/06/2024 | Bill             | INVZ-2010932    | MVIX                         | Mvix Pro Digital Signage System w/ HDMI, Wifi, Pro Pack Qty 4 | 2380 Accounts Payable  | 3,120.00  |
|            |                  |                 |                              | Mvix Pro Digital Signage System w/ HDMI, Wifi, Pro Pack Qty 2 | 5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware | 0.00      |
|            |                  |                 |                              | Mvix Pro Digital Signage System w/ HDMI, Wifi, Pro Pack Qty 4 | 5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware | 3,120.00  |
| 08/07/2024 | Bill             | 08/07/24        | THE PEREGRINE FUND, INC      | Birds of Prey 08/07/24  | 2380 Accounts Payable  | 250.00    |
|            |                  |                 |                              | Birds of Prey 08/07/24  | 5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages         | 250.00    |
| 08/07/2024 | Bill             | 64357507        | INGRAM LIBRARY SERVICES, INC | Print Books   | 2380 Accounts Payable  | 943.78    |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 3.00      |
|            |                  |                 |                              | Print Books   | 5130 COLLECTIONS:Children's books  | 774.74    |
|            |                  |                 |                              | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 166.04    |
| 08/07/2024 | Bill             | 64357508        | INGRAM LIBRARY SERVICES, INC | Processing  | 2380 Accounts Payable  | 288.49    |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 288.49    |
| 08/07/2024 | Bill             | 67734754        | INGRAM LIBRARY SERVICES, INC | Processing  | 2380 Accounts Payable  | 42.74     |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 42.74     |
| 08/07/2024 | Bill             | 67734753        | INGRAM LIBRARY SERVICES, INC | Print Books   | 2380 Accounts Payable  | 208.03    |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 3.00      |
|            |                  |                 |                              | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 158.64    |
|            |                  |                 |                              | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 46.39     |
| 08/07/2024 | Bill             | 67734523        | INGRAM LIBRARY SERVICES, INC | Processing  | 2380 Accounts Payable  | 62.91     |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 62.91     |
| 08/07/2024 | Bill             | 67734522        | INGRAM LIBRARY SERVICES, INC | Print Books   | 2380 Accounts Payable  | 529.76    |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 3.00      |
|            |                  |                 |                              | Print Books   | 5130 COLLECTIONS:Children's books  | 491.92    |
|            |                  |                 |                              | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 34.84     |
| 08/07/2024 | Bill             | 64357511        | INGRAM LIBRARY SERVICES, INC | Print Books   | 2380 Accounts Payable  | 2,170.24  |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 3.00      |
|            |                  |                 |                              | Print Books   | 5130 COLLECTIONS:Children's books  | 151.00    |
|            |                  |                 |                              | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 1,007.73  |

# Meridian Library District

Bill Listing  
August 2024

| DATE       | TRANSACTION TYPE | NUM             | NAME                         | MEMO/DESCRIPTION  | ACCOUNT  | AMOUNT   |
|------------|------------------|-----------------|------------------------------|---|--|----------|
|            |                  |                 |                              | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 694.07   |
|            |                  |                 |                              | Print Books   | 5130 COLLECTIONS:Children's books  | 314.44   |
| 08/07/2024 | Bill             | 64357512        | INGRAM LIBRARY SERVICES, INC | Processing  | 2380 Accounts Payable  | 350.23   |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 350.23   |
| 08/07/2024 | Bill             | 10764764787     | DELL MARKETING L.P.          | Dell Latitude 3550 BTX Base System Service Tags: 1BZCQ34, 79ZCQ34, 19ZCQ34, BJZCQ34, 9JZCQ34, 2KZCQ34, 60ZCQ34, HHZCQ34 + Qty 15 Wireless Keyboard/Mouse Qty 8 27" Monitors | 2380 Accounts Payable  | 9,463.29 |
|            |                  |                 |                              | Dell Latitude 3550 BTX Base System Service Tags: 1BZCQ34, 79ZCQ34, 19ZCQ34, BJZCQ34, 9JZCQ34, 2KZCQ34, 60ZCQ34, HHZCQ34 + Qty 15 Wireless Keyboard/Mouse Qty 8 27" Monitors | 5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware | 9,463.29 |
| 08/08/2024 | Bill             | 2160:10556602   | TREASURE VALLEY COFFEE INC   | Water/Ice Machine Rental  | 2380 Accounts Payable  | 76.00    |
|            |                  |                 |                              | Water Machine Rental  | 6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies                     | 76.00    |
| 08/08/2024 | Bill             | 64357771        | INGRAM LIBRARY SERVICES, INC | Processing  | 2380 Accounts Payable  | 543.81   |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 543.81   |
| 08/08/2024 | Bill             | 64357770        | INGRAM LIBRARY SERVICES, INC | Print Books   | 2380 Accounts Payable  | 2,991.99 |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 3.00     |
|            |                  |                 |                              | Print Books   | 5130 COLLECTIONS:Children's books  | 1,961.88 |
|            |                  |                 |                              | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 1,018.67 |
|            |                  |                 |                              | Print Books   | 5135 COLLECTIONS:Young Adult books   | 8.44     |
| 08/08/2024 | Bill             | 64357765        | INGRAM LIBRARY SERVICES, INC | Processing  | 2380 Accounts Payable  | 203.35   |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 203.35   |
| 08/08/2024 | Bill             | 64357764        | INGRAM LIBRARY SERVICES, INC | Print Books   | 2380 Accounts Payable  | 1,344.85 |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 3.00     |
|            |                  |                 |                              | Print Books   | 5130 COLLECTIONS:Children's books  | 20.70    |
|            |                  |                 |                              | Print Books   | 5135 COLLECTIONS:Young Adult books   | 489.56   |
|            |                  |                 |                              | Print Books   | 5130 COLLECTIONS:Children's books  | 10.07    |
|            |                  |                 |                              | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 283.89   |
|            |                  |                 |                              | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 132.36   |
|            |                  |                 |                              | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 36.52    |
|            |                  |                 |                              | Print Books   | 5135 COLLECTIONS:Young Adult books   | 368.75   |
| 08/08/2024 | Bill             | 67735258        | INGRAM LIBRARY SERVICES, INC | Processing  | 2380 Accounts Payable  | 37.32    |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 37.32    |
| 08/08/2024 | Bill             | 67735097        | INGRAM LIBRARY SERVICES, INC | Print Books   | 2380 Accounts Payable  | 648.98   |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 3.00     |
|            |                  |                 |                              | Print Books   | 5130 COLLECTIONS:Children's books  | 645.98   |
| 08/08/2024 | Bill             | 67735257        | INGRAM LIBRARY SERVICES, INC | Print Books   | 2380 Accounts Payable  | 198.63   |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 3.00     |
|            |                  |                 |                              | Print Books   | 5135 COLLECTIONS:Young Adult books   | 195.63   |
| 08/08/2024 | Bill             | 67735098        | INGRAM LIBRARY SERVICES, INC | Processing  | 2380 Accounts Payable  | 44.69    |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 44.69    |
| 08/08/2024 | Bill             | 67735266        | INGRAM LIBRARY SERVICES, INC | Processing  | 2380 Accounts Payable  | 44.91    |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 44.91    |
| 08/08/2024 | Bill             | 67735265        | INGRAM LIBRARY SERVICES, INC | Print Books   | 2380 Accounts Payable  | 316.04   |
|            |                  |                 |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing          | 3.00     |
|            |                  |                 |                              | Print Books   | 5130 COLLECTIONS:Children's books  | 165.38   |
|            |                  |                 |                              | Print Books   | 5115 COLLECTIONS:Adult Print Books   | 147.66   |
| 08/09/2024 | Bill             | 02945DA24235257 | OVERDRIVE, INC               | Audiobook   | 2380 Accounts Payable  | 54.95    |
|            |                  |                 |                              | Audiobook   | 5122 COLLECTIONS:eContent  | 54.95    |

# Meridian Library District

## Bill Listing

August 2024

| DATE       | TRANSACTION TYPE | NUM             | NAME                                  | MEMO/DESCRIPTION   | ACCOUNT  | AMOUNT  |
|------------|------------------|-----------------|---------------------------------------|--|--|---|
| 08/09/2024 | Bill             | 1367619         | FISHER'S TECHNOLOGY                   | Meter Copy/Print Usage FEQ44885 07/09-08/08/24<br>Meter Copy/Print Usage FEQ44885 07/09-08/08/24   | 2380 Accounts Payable<br>5211 OPERATING EXPENSES:Supplies:Copy/Print   | 200.97<br>200.97  |
| 08/09/2024 | Bill             | AUG2024INTLIB   | CALDWELL PUBLIC LIBRARY               | August 2024 Inter Library<br>August 2024 Inter Library   | 2380 Accounts Payable<br>4200 Non-tax Revenue:Fines and fees   | 9.50<br>-9.50   |
| 08/10/2024 | Bill             | INV-130903      | Ednetics                              | Monthly VOIP<br>Monthly VOIP   | 2380 Accounts Payable<br>5230 OPERATING EXPENSES:Information Technology:Phone Service  | 598.10<br>598.10  |
| 08/11/2024 | Bill             | 3319491664      | Pitney Bowes Global Financial Svc LLC | Postage meter lease 06/30/24-09/29/24<br>Postage meter lease 06/30/24-09/29/24   | 2380 Accounts Payable<br>5232 OPERATING EXPENSES:Miscellaneous Operating:Postage   | 220.29<br>220.29  |
| 08/11/2024 | Bill             | 64357889        | INGRAM LIBRARY SERVICES, INC          | Processing<br>Processing   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 327.82<br>327.82  |
| 08/11/2024 | Bill             | 64357888        | INGRAM LIBRARY SERVICES, INC          | Print Books<br>Processing<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing<br>5130 COLLECTIONS:Children's books<br>5135 COLLECTIONS:Young Adult books<br>5115 COLLECTIONS:Adult Print Books<br>5115 COLLECTIONS:Adult Print Books<br>5115 COLLECTIONS:Adult Print Books<br>5130 COLLECTIONS:Children's books<br>5135 COLLECTIONS:Young Adult books | 2,347.24<br>3.00<br>48.43<br>25.74<br>1,633.92<br>17.39<br>555.78<br>48.43<br>14.55 |
| 08/12/2024 | Bill             | 02945DA24236593 | OVERDRIVE, INC                        | Audiobook<br>Audiobook   | 2380 Accounts Payable<br>5122 COLLECTIONS:eContent   | 84.99<br>84.99  |
| 08/12/2024 | Bill             | 34516549        | Canon Financial Services, INC.        | Copier Lease 08/01/2024 08/31/2024<br>Copier Lease 08/01/2024 08/31/2024   | 2380 Accounts Payable<br>5211 OPERATING EXPENSES:Supplies:Copy/Print   | 226.80<br>226.80  |
| 08/12/2024 | Bill             | INV162          | Stalk Tech Corporation                | Razor CO2 Laser, 9000 2-Tier Volume Control 120v w/ Hose, 3 year Ext Warranty 50% Down<br>Razor CO2 Laser, 9000 2-Tier Volume Control 120v w/ Hose, 3 year Ext Warranty 50% Down   | 2380 Accounts Payable<br>7220.3 CAPITAL EQUIPMENT EXPENSES:IT PCs, Hardware Printers   | 14,655.00<br>14,655.00  |
| 08/12/2024 | Bill             | 64357982        | INGRAM LIBRARY SERVICES, INC          | Processing<br>Processing   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 233.73<br>233.73  |
| 08/12/2024 | Bill             | 64357981        | INGRAM LIBRARY SERVICES, INC          | Print Books<br>Processing<br>Print Books<br>Print Books<br>Print Books   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing<br>5130 COLLECTIONS:Children's books<br>5115 COLLECTIONS:Adult Print Books<br>5135 COLLECTIONS:Young Adult books  | 1,232.26<br>3.00<br>27.01<br>201.81<br>1,000.44                                     |
| 08/12/2024 | Bill             | 1368221         | FISHER'S TECHNOLOGY                   | Meter Copy/Print Usage FEQ39040 FEQ15251 07/12-08/11/24<br>Meter Copy/Print Usage FEQ44885 07/09-08/08/24  | 2380 Accounts Payable<br>5211 OPERATING EXPENSES:Supplies:Copy/Print   | 158.35<br>158.35  |
| 08/12/2024 | Bill             | 546444          | IDAHO PRESS-TRIBUNE                   | Budget Hearing Legal Notice<br>Budget Hearing Legal Notice   | 2380 Accounts Payable<br>5225 OPERATING EXPENSES:Marketing:Marketing & advertising   | 179.92<br>179.92  |
| 08/12/2024 | Bill             | INV163          | Stalk Tech Corporation                | Razor CO2 Laser, 9000 2-Tier Volume Control 120v w/ Hose, 3 year Ext Warranty Payment 2 of 2<br>Razor CO2 Laser, 9000 2-Tier Volume Control 120v w/ Hose, 3 year Ext Warranty Payment 2 of 2   | 2380 Accounts Payable<br>7220.3 CAPITAL EQUIPMENT EXPENSES:IT PCs, Hardware Printers   | 14,655.00<br>14,655.00  |
| 08/12/2024 | Bill             | 2039R-01        | CM Company Inc                        | Parking lot to repair and irrigation repairs to irrigation broken by Idaho Power during their installation of transformer for network equipment<br>Parking lot to repair and irrigation repairs to irrigation broken by Idaho Power during their installation of transformer for network equipment | 2380 Accounts Payable<br>9289 Pinnacle fka South Branch Project Costs  | 3,285.42<br>3,285.42  |
| 08/13/2024 | Bill             | 02945DA24238509 | OVERDRIVE, INC                        | Ebooks/Audiobooks<br>Ebooks/Audiobooks   | 2380 Accounts Payable<br>5122 COLLECTIONS:eContent   | 1,162.43<br>1,162.43  |
| 08/13/2024 | Bill             | 64358016        | INGRAM LIBRARY SERVICES, INC          | Print Books<br>Processing<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing<br>5130 COLLECTIONS:Children's books<br>5130 COLLECTIONS:Children's books<br>5130 COLLECTIONS:Children's books<br>5130 COLLECTIONS:Children's books<br>5115 COLLECTIONS:Adult Print Books<br>5135 COLLECTIONS:Young Adult books   | 282.85<br>3.00<br>50.78<br>19.02<br>69.80<br>70.36<br>58.70<br>11.19                |

# Meridian Library District

## Bill Listing

August 2024

| DATE       | TRANSACTION TYPE | NUM            | NAME                         | MEMO/DESCRIPTION                | ACCOUNT  | AMOUNT |
|------------|------------------|----------------|------------------------------|---------------------------------|--|--------|
| 08/13/2024 | Bill             | 64358017       | INGRAM LIBRARY SERVICES, INC | Processing                      | 2380 Accounts Payable  | 35.37  |
|            |                  |                |                              | Processing                      | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing      | 35.37  |
| 08/13/2024 | Bill             | 64358073       | INGRAM LIBRARY SERVICES, INC | Processing                      | 2380 Accounts Payable  | 35.55  |
|            |                  |                |                              | Processing                      | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing      | 35.55  |
| 08/13/2024 | Bill             | 64358072       | INGRAM LIBRARY SERVICES, INC | Print Books                     | 2380 Accounts Payable  | 490.18 |
|            |                  |                |                              | Processing                      | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing      | 3.00   |
|            |                  |                |                              | Print Books                     | 5130 COLLECTIONS:Children's books  | 59.86  |
|            |                  |                |                              | Print Books                     | 5135 COLLECTIONS:Young Adult books                                       | 33.57  |
|            |                  |                |                              | Print Books                     | 5130 COLLECTIONS:Children's books  | 11.19  |
|            |                  |                |                              | Print Books                     | 5115 COLLECTIONS:Adult Print Books                                       | 186.77 |
|            |                  |                |                              | Print Books                     | 5115 COLLECTIONS:Adult Print Books                                       | 71.61  |
|            |                  |                |                              | Print Books                     | 5130 COLLECTIONS:Children's books  | 101.80 |
|            |                  |                |                              | Print Books                     | 5135 COLLECTIONS:Young Adult books                                       | 22.38  |
| 08/13/2024 | Bill             | 505895392      | MIDWEST TAPE                 | DVDs                            | 2380 Accounts Payable  | 107.56 |
|            |                  |                |                              | Processing                      | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing      | 2.60   |
|            |                  |                |                              | DVDs                            | 5149 COLLECTIONS:Media   | 59.98  |
|            |                  |                |                              | DVDs                            | 5149 COLLECTIONS:Media   | 22.49  |
|            |                  |                |                              | DVDs                            | 5149 COLLECTIONS:Media   | 22.49  |
| 08/13/2024 | Bill             | 08/05-08/13/24 | Jenny L                      | Reimb Mileage 08/05-08/13/24    | 2380 Accounts Payable  | 53.33  |
|            |                  |                |                              | Reimb Mileage 08/05-08/13/24    | 5260.6 OPERATING EXPENSES:Vehicle Expense:Employee Mileage Reimbursement | 53.33  |
| 08/13/2024 | Bill             | 081324         | Audra G                      | Reimb Flight to ABOS Conference | 2380 Accounts Payable  | 360.96 |
|            |                  |                |                              | Reimb Flight to ABOS Conference | 1500 Deposits/Prepaid expenses   | 360.96 |
| 08/14/2024 | Bill             | 64358180       | INGRAM LIBRARY SERVICES, INC | Processing                      | 2380 Accounts Payable  | 68.21  |
|            |                  |                |                              | Processing                      | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing      | 68.21  |
| 08/14/2024 | Bill             | 64358179       | INGRAM LIBRARY SERVICES, INC | Print Books                     | 2380 Accounts Payable  | 504.10 |
|            |                  |                |                              | Processing                      | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing      | 3.00   |
|            |                  |                |                              | Print Books                     | 5130 COLLECTIONS:Children's books  | 26.87  |
|            |                  |                |                              | Print Books                     | 5135 COLLECTIONS:Young Adult books                                       | 137.44 |
|            |                  |                |                              | Print Books                     | 5115 COLLECTIONS:Adult Print Books                                       | 94.16  |
|            |                  |                |                              | Print Books                     | 5115 COLLECTIONS:Adult Print Books                                       | 43.61  |
|            |                  |                |                              | Print Books                     | 5130 COLLECTIONS:Children's books  | 37.48  |
|            |                  |                |                              | Print Books                     | 5135 COLLECTIONS:Young Adult books                                       | 161.54 |
| 08/14/2024 | Bill             | 64358231       | INGRAM LIBRARY SERVICES, INC | Print Books                     | 2380 Accounts Payable  | 780.61 |
|            |                  |                |                              | Processing                      | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing      | 3.00   |
|            |                  |                |                              | Print Books                     | 5130 COLLECTIONS:Children's books  | 722.18 |
|            |                  |                |                              | Print Books                     | 5115 COLLECTIONS:Adult Print Books                                       | 12.99  |
|            |                  |                |                              | Print Books                     | 5135 COLLECTIONS:Young Adult books                                       | 42.44  |
| 08/14/2024 | Bill             | 64358232       | INGRAM LIBRARY SERVICES, INC | Processing                      | 2380 Accounts Payable  | 116.01 |
|            |                  |                |                              | Processing                      | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing      | 116.01 |
| 08/14/2024 | Bill             | 67736691       | INGRAM LIBRARY SERVICES, INC | Processing                      | 2380 Accounts Payable  | 37.47  |
|            |                  |                |                              | Processing                      | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing      | 37.47  |
| 08/14/2024 | Bill             | 67736690       | INGRAM LIBRARY SERVICES, INC | Print Books                     | 2380 Accounts Payable  | 249.61 |
|            |                  |                |                              | Processing                      | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing      | 3.00   |
|            |                  |                |                              | Print Books                     | 5130 COLLECTIONS:Children's books  | 29.09  |
|            |                  |                |                              | Print Books                     | 5115 COLLECTIONS:Adult Print Books                                       | 208.83 |
|            |                  |                |                              | Print Books                     | 5135 COLLECTIONS:Young Adult books                                       | 8.69   |
| 08/14/2024 | Bill             | 0028013        | All Pro Linen                | Towel/Mat Laundering 08/14/2024 | 2380 Accounts Payable  | 57.75  |
|            |                  |                |                              | Towel/Mat Laundering 08/14/2024 | 6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies                 | 57.75  |
| 08/14/2024 | Bill             | 0028014        | All Pro Linen                | Towel/Mat Laundering 08/14/2024 | 2380 Accounts Payable  | 48.25  |
|            |                  |                |                              | Towel/Mat Laundering 08/14/2024 | 6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies                 | 48.25  |

# Meridian Library District

## Bill Listing

August 2024

| DATE       | TRANSACTION TYPE | NUM        | NAME                           | MEMO/DESCRIPTION   | ACCOUNT   | AMOUNT  |
|------------|------------------|------------|--------------------------------|--|---|---|
| 08/14/2024 | Bill             | 08/16/24   | Jenny L                        | Reimb Moving Boxes 08/16/24<br>Reimb Moving Boxes 08/16/24   | 2380 Accounts Payable<br>9289 Pinnacle fka South Branch Project Costs   | 32.50<br>32.50  |
| 08/14/2024 | Bill             | 47269      | FATBEAM, LLC                   | Internet WAN August 2024<br>Internet WAN August 2024   | 2380 Accounts Payable<br>5220.5 OPERATING EXPENSES:Information Technology:IT Utilities  | 450.00<br>450.00  |
| 08/15/2024 | Bill             | 64358298   | INGRAM LIBRARY SERVICES, INC   | Print Books<br>Processing<br>Print Books<br>Print Books<br>Print Books   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing<br>5130 COLLECTIONS:Children's books<br>5115 COLLECTIONS:Adult Print Books<br>5135 COLLECTIONS:Young Adult books   | 2,512.24<br>3.00<br>11.17<br>2,470.40<br>27.67                                      |
| 08/15/2024 | Bill             | 64358299   | INGRAM LIBRARY SERVICES, INC   | Processing<br>Processing   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing  | 334.51<br>334.51  |
| 08/15/2024 | Bill             | 67736947   | INGRAM LIBRARY SERVICES, INC   | Print Books<br>Processing<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books                  | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing<br>5130 COLLECTIONS:Children's books<br>5135 COLLECTIONS:Young Adult books<br>5115 COLLECTIONS:Adult Print Books<br>5115 COLLECTIONS:Adult Print Books<br>5130 COLLECTIONS:Children's books<br>5135 COLLECTIONS:Young Adult books                                      | 227.05<br>3.00<br>9.51<br>90.46<br>25.75<br>25.75<br>38.58<br>34.00                 |
| 08/15/2024 | Bill             | 67736948   | INGRAM LIBRARY SERVICES, INC   | Processing<br>Processing   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing  | 24.11<br>24.11  |
| 08/15/2024 | Bill             | 4576763    | Employee Benefits Corporation  | COBRA August 2024<br>COBRA August 2024   | 2380 Accounts Payable<br>5010 PERSONNEL:Payroll benefits  | 60.00<br>60.00  |
| 08/15/2024 | Bill             | INV-131050 | Ednetics                       | Pinnacle Cables<br>Pinnacle Cables   | 2380 Accounts Payable<br>9289 Pinnacle fka South Branch Project Costs   | 117.80<br>117.80  |
| 08/15/2024 | Bill             | CB18708-3  | Freeform                       | Pinnacle Furniture Final Payment 1<br>Pinnacle Furniture Final Payment 1   | 2380 Accounts Payable<br>9289 Pinnacle fka South Branch Project Costs   | 75,978.85<br>75,978.85  |
| 08/15/2024 | Bill             | CB18708-2  | Freeform                       | Pinnacle Furniture Final Payment 2<br>Pinnacle Furniture Final Payment 2   | 2380 Accounts Payable<br>9289 Pinnacle fka South Branch Project Costs   | 28,273.38<br>28,273.38  |
| 08/15/2024 | Bill             | 13936      | Boise River Door & Glass, Inc. | ADA Operator for unBound<br>ADA Operator for unBound   | 2380 Accounts Payable<br>7295 CAPITAL EQUIPMENT EXPENSES:Major improvements   | 3,225.00<br>3,225.00  |
| 08/16/2024 | Bill             | 64358348   | INGRAM LIBRARY SERVICES, INC   | Processing<br>Processing   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing  | 178.15<br>178.15  |
| 08/16/2024 | Bill             | 64358347   | INGRAM LIBRARY SERVICES, INC   | Print Books<br>Processing<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing<br>5130 COLLECTIONS:Children's books<br>5135 COLLECTIONS:Young Adult books<br>5130 COLLECTIONS:Children's books<br>5115 COLLECTIONS:Adult Print Books<br>5115 COLLECTIONS:Adult Print Books<br>5130 COLLECTIONS:Children's books<br>5135 COLLECTIONS:Young Adult books | 1,424.32<br>3.00<br>351.51<br>54.27<br>78.97<br>192.30<br>120.02<br>580.05<br>44.20 |
| 08/16/2024 | Bill             | 64358398   | INGRAM LIBRARY SERVICES, INC   | Processing<br>Processing   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing  | 28.66<br>28.66  |
| 08/16/2024 | Bill             | 64358397   | INGRAM LIBRARY SERVICES, INC   | Print Books<br>Processing<br>Print Books<br>Print Books<br>Print Books   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing<br>5130 COLLECTIONS:Children's books<br>5115 COLLECTIONS:Adult Print Books<br>5135 COLLECTIONS:Young Adult books   | 284.66<br>3.00<br>133.46<br>137.01<br>11.19   |
| 08/16/2024 | Bill             | 53767      | RM MECHANICAL, INC             | HVAC Service Calls Dates: 06/27/24; 07/01/24; 07/03/24; 08/01/24<br>HVAC Service Calls Dates: 06/27/24; 07/01/24; 07/03/24; 08/01/24 | 2380 Accounts Payable<br>6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs  | 5,716.77<br>5,716.77  |

# Meridian Library District

## Bill Listing

August 2024

| DATE       | TRANSACTION TYPE | NUM             | NAME                         | MEMO/DESCRIPTION   | ACCOUNT  | AMOUNT               |
|------------|------------------|-----------------|------------------------------|--|--|----------------------|
| 08/16/2024 | Bill             | 67737213        | INGRAM LIBRARY SERVICES, INC | Processing   | 2380 Accounts Payable  | 42.36                |
|            |                  |                 |                              | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing                          | 42.36                |
| 08/16/2024 | Bill             | 67737212        | INGRAM LIBRARY SERVICES, INC | Print Books  | 2380 Accounts Payable  | 297.67               |
|            |                  |                 |                              | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing                          | 3.00                 |
|            |                  |                 |                              | Print Books  | 5130 COLLECTIONS:Children's books  | 41.96                |
|            |                  |                 |                              | Print Books  | 5115 COLLECTIONS:Adult Print Books   | 159.34               |
|            |                  |                 |                              | Print Books  | 5130 COLLECTIONS:Children's books  | 93.37                |
| 08/16/2024 | Bill             | 67737111        | INGRAM LIBRARY SERVICES, INC | Print Books  | 2380 Accounts Payable  | 446.56               |
|            |                  |                 |                              | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing                          | 3.00                 |
|            |                  |                 |                              | Print Books  | 5130 COLLECTIONS:Children's books  | 72.73                |
|            |                  |                 |                              | Print Books  | 5115 COLLECTIONS:Adult Print Books   | 370.83               |
| 08/16/2024 | Bill             | 67737112        | INGRAM LIBRARY SERVICES, INC | Processing   | 2380 Accounts Payable  | 60.84                |
|            |                  |                 |                              | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing                          | 60.84                |
| 08/18/2024 | Bill             | 64358466        | INGRAM LIBRARY SERVICES, INC | Processing   | 2380 Accounts Payable  | 38.55                |
|            |                  |                 |                              | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing                          | 38.55                |
| 08/18/2024 | Bill             | 64358436        | INGRAM LIBRARY SERVICES, INC | Processing   | 2380 Accounts Payable  | 412.83               |
|            |                  |                 |                              | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing                          | 412.83               |
| 08/18/2024 | Bill             | 64358435        | INGRAM LIBRARY SERVICES, INC | Print Books  | 2380 Accounts Payable  | 2,925.32             |
|            |                  |                 |                              | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing                          | 3.00                 |
|            |                  |                 |                              | Print Books  | 5130 COLLECTIONS:Children's books  | 476.57               |
|            |                  |                 |                              | Print Books  | 5130 COLLECTIONS:Children's books  | 31.87                |
|            |                  |                 |                              | Print Books  | 5115 COLLECTIONS:Adult Print Books   | 1,210.13             |
|            |                  |                 |                              | Print Books  | 5115 COLLECTIONS:Adult Print Books   | 262.39               |
|            |                  |                 |                              | Print Books  | 5130 COLLECTIONS:Children's books  | 941.36               |
| 08/18/2024 | Bill             | 64358465        | INGRAM LIBRARY SERVICES, INC | Print Books  | 2380 Accounts Payable  | 211.67               |
|            |                  |                 |                              | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing                          | 3.00                 |
|            |                  |                 |                              | Print Books  | 5130 COLLECTIONS:Children's books  | 10.63                |
|            |                  |                 |                              | Print Books  | 5135 COLLECTIONS:Young Adult books   | 21.26                |
|            |                  |                 |                              | Print Books  | 5115 COLLECTIONS:Adult Print Books   | 71.89                |
|            |                  |                 |                              | Print Books  | 5115 COLLECTIONS:Adult Print Books   | 71.89                |
|            |                  |                 |                              | Print Books  | 5130 COLLECTIONS:Children's books  | 33.00                |
| 08/19/2024 | Bill             | 64358556        | INGRAM LIBRARY SERVICES, INC | Processing   | 2380 Accounts Payable  | 252.39               |
|            |                  |                 |                              | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing                          | 252.39               |
| 08/19/2024 | Bill             | 64358555        | INGRAM LIBRARY SERVICES, INC | Print Books  | 2380 Accounts Payable  | 1,403.69             |
|            |                  |                 |                              | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing                          | 3.00                 |
|            |                  |                 |                              | Print Books  | 5115 COLLECTIONS:Adult Print Books   | 1,400.69             |
| 08/19/2024 | Bill             | INV-US77089     | BIBLIOTHECA , LLC            | RFID Tags Qty 28,000<br>RFID Tags Qty 28,000   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 4,948.48<br>4,948.48 |
| 08/19/2024 | Bill             | 2160:10602791   | TREASURE VALLEY COFFEE INC   | Water/Ice Machine Rental<br>Water Machine Rental   | 2380 Accounts Payable<br>6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies            | 76.00<br>76.00       |
| 08/19/2024 | Bill             | 505926594       | MIDWEST TAPE                 | Blu-Rays/DVDs<br>Processing  | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 836.80<br>18.85      |
|            |                  |                 |                              | Blu-Rays/DVDs  | 5149 COLLECTIONS:Media   | 338.88               |
|            |                  |                 |                              | Blu-Rays/DVDs  | 5149 COLLECTIONS:Media   | 230.92               |
|            |                  |                 |                              | Blu-Rays/DVDs  | 5149 COLLECTIONS:Media   | 248.15               |
| 08/19/2024 | Bill             | 08/17-08/19/24  | Gregory Kunz                 | CNC Training and CNC Workshops 08/17-08/19/24<br>CNC Training and CNC Workshops 08/17-08/19/24 | 2380 Accounts Payable<br>5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult         | 100.00<br>100.00     |
| 08/20/2024 | Bill             | 02945DA24244598 | OVERDRIVE, INC               | Ebooks/Audiobooks  | 2380 Accounts Payable  | 909.85               |



# Meridian Library District

## Bill Listing

August 2024

| DATE       | TRANSACTION TYPE | NUM             | NAME                           | MEMO/DESCRIPTION   | ACCOUNT   | AMOUNT   |
|------------|------------------|-----------------|--------------------------------|--|---|----------|
|            |                  |                 |                                | Ebooks/Audiobooks  | 5122 COLLECTIONS:eContent   | 909.85   |
| 08/20/2024 | Bill             | 5574            | TRADEMARK DESIGN & FABRICATION | unBound Lighted Signage Billing #1 - Project to Complete October 2024    | 2380 Accounts Payable   | 6,145.00 |
|            |                  |                 |                                | unBound Lighted Signage Billing #1 - Project to Complete October 2024    | 1500 Deposits/Prepaid expenses  | 6,145.00 |
| 08/20/2024 | Bill             | 226685214       | B&H Photo-Video                | Qty 3 Lenovo Laptops S/N#: SPF4VPT6P SPF4W256D SPF4VQJB1                 | 2380 Accounts Payable   | 2,474.58 |
|            |                  |                 |                                | Qty 2 Lenovo Laptops S/N#: SPF4VPT6P SPF4W256D 23-01 FY23 PLA 86 Dig Lit | 5220.3S OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware:Supported - IT, PCs, Hardware | 1,537.34 |
|            |                  |                 |                                | Qty 2 Lenovo Laptops S/N#: SPF4VPT6P SPF4W256D                           | 5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware                                | 112.38   |
|            |                  |                 |                                | Qty 1 Lenovo Laptop S/N#: SPF4VQJB1 24-06 ICfL ESSER Summer Strategies   | 5220.3S OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware:Supported - IT, PCs, Hardware | 765.37   |
|            |                  |                 |                                | Qty 1 Lenovo Laptop S/N#: SPF4VQJB1                                      | 5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware                                | 59.49    |
| 08/20/2024 | Bill             | 4907            | MINUTEMAN INC.                 | Key Copies   | 2380 Accounts Payable   | 149.25   |
|            |                  |                 |                                | Key Copies   | 5246 OPERATING EXPENSES:Supplies:Supplies - office  | 149.25   |
| 08/20/2024 | Bill             | 64358607        | INGRAM LIBRARY SERVICES, INC   | Processing   | 2380 Accounts Payable   | 127.03   |
|            |                  |                 |                                | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 127.03   |
| 08/20/2024 | Bill             | 64358603        | INGRAM LIBRARY SERVICES, INC   | Processing   | 2380 Accounts Payable   | 20.48    |
|            |                  |                 |                                | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 20.48    |
| 08/20/2024 | Bill             | 64358606        | INGRAM LIBRARY SERVICES, INC   | Print Books  | 2380 Accounts Payable   | 955.72   |
|            |                  |                 |                                | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 3.00     |
|            |                  |                 |                                | Print Books  | 5130 COLLECTIONS:Children's books   | 952.72   |
| 08/20/2024 | Bill             | 64358602        | INGRAM LIBRARY SERVICES, INC   | Print Books  | 2380 Accounts Payable   | 142.24   |
|            |                  |                 |                                | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 3.00     |
|            |                  |                 |                                | Print Books  | 5130 COLLECTIONS:Children's books   | 31.89    |
|            |                  |                 |                                | Print Books  | 5115 COLLECTIONS:Adult Print Books  | 107.35   |
| 08/20/2024 | Bill             | 64358683        | INGRAM LIBRARY SERVICES, INC   | Processing   | 2380 Accounts Payable   | 60.56    |
|            |                  |                 |                                | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 60.56    |
| 08/20/2024 | Bill             | 64358682        | INGRAM LIBRARY SERVICES, INC   | Print Books  | 2380 Accounts Payable   | 489.09   |
|            |                  |                 |                                | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 3.00     |
|            |                  |                 |                                | Print Books  | 5130 COLLECTIONS:Children's books   | 88.39    |
|            |                  |                 |                                | Print Books  | 5135 COLLECTIONS:Young Adult books  | 11.19    |
|            |                  |                 |                                | Print Books  | 5130 COLLECTIONS:Children's books   | 11.19    |
|            |                  |                 |                                | Print Books  | 5115 COLLECTIONS:Adult Print Books  | 199.09   |
|            |                  |                 |                                | Print Books  | 5115 COLLECTIONS:Adult Print Books  | 62.10    |
|            |                  |                 |                                | Print Books  | 5130 COLLECTIONS:Children's books   | 102.94   |
|            |                  |                 |                                | Print Books  | 5135 COLLECTIONS:Young Adult books  | 11.19    |
| 08/20/2024 | Bill             | 67737965        | INGRAM LIBRARY SERVICES, INC   | Processing   | 2380 Accounts Payable   | 29.18    |
|            |                  |                 |                                | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 29.18    |
| 08/20/2024 | Bill             | 67737964        | INGRAM LIBRARY SERVICES, INC   | Print Books  | 2380 Accounts Payable   | 295.80   |
|            |                  |                 |                                | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 3.00     |
|            |                  |                 |                                | Print Books  | 5130 COLLECTIONS:Children's books   | 271.70   |
|            |                  |                 |                                | Print Books  | 5115 COLLECTIONS:Adult Print Books  | 12.99    |
|            |                  |                 |                                | Print Books  | 5135 COLLECTIONS:Young Adult books  | 8.11     |
| 08/21/2024 | Bill             | 02945CO24245102 | OVERDRIVE, INC                 | Ebooks/Audiobooks  | 2380 Accounts Payable   | 8,318.93 |
|            |                  |                 |                                | Ebooks/Audiobooks  | 5122 COLLECTIONS:eContent   | 8,318.93 |
| 08/21/2024 | Bill             | 64358843        | INGRAM LIBRARY SERVICES, INC   | Processing   | 2380 Accounts Payable   | 102.50   |
|            |                  |                 |                                | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 102.50   |
| 08/21/2024 | Bill             | 64358842        | INGRAM LIBRARY SERVICES, INC   | Print Books  | 2380 Accounts Payable   | 689.71   |
|            |                  |                 |                                | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 3.00     |

# Meridian Library District

## Bill Listing

August 2024

| DATE       | TRANSACTION TYPE | NUM      | NAME                             | MEMO/DESCRIPTION  | ACCOUNT   | AMOUNT    |
|------------|------------------|----------|----------------------------------|---|---|-----------|
|            |                  |          |                                  | Print Books   | 5130 COLLECTIONS:Children's books                                   | 119.16    |
|            |                  |          |                                  | Print Books   | 5135 COLLECTIONS:Young Adult books                                  | 49.23     |
|            |                  |          |                                  | Print Books   | 5130 COLLECTIONS:Children's books                                   | 31.89     |
|            |                  |          |                                  | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 189.48    |
|            |                  |          |                                  | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 77.65     |
|            |                  |          |                                  | Print Books   | 5130 COLLECTIONS:Children's books                                   | 170.07    |
|            |                  |          |                                  | Print Books   | 5135 COLLECTIONS:Young Adult books                                  | 49.23     |
| 08/21/2024 | Bill             | 64358890 | INGRAM LIBRARY SERVICES, INC     | Print Books   | 2380 Accounts Payable   | 453.48    |
|            |                  |          |                                  | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 3.00      |
|            |                  |          |                                  | Print Books   | 5130 COLLECTIONS:Children's books                                   | 80.56     |
|            |                  |          |                                  | Print Books   | 5130 COLLECTIONS:Children's books                                   | 10.07     |
|            |                  |          |                                  | Print Books   | 5130 COLLECTIONS:Children's books                                   | 90.63     |
|            |                  |          |                                  | Print Books   | 5130 COLLECTIONS:Children's books                                   | 152.73    |
|            |                  |          |                                  | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 108.96    |
|            |                  |          |                                  | Print Books   | 5135 COLLECTIONS:Young Adult books                                  | 7.53      |
| 08/21/2024 | Bill             | 64358891 | INGRAM LIBRARY SERVICES, INC     | Processing  | 2380 Accounts Payable   | 70.38     |
|            |                  |          |                                  | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 70.38     |
| 08/21/2024 | Bill             | 67738399 | INGRAM LIBRARY SERVICES, INC     | Processing  | 2380 Accounts Payable   | 70.89     |
|            |                  |          |                                  | Processing  | 5151 COLLECTIONS:Periodicals  | 70.89     |
| 08/21/2024 | Bill             | 67738398 | INGRAM LIBRARY SERVICES, INC     | Print Books   | 2380 Accounts Payable   | 494.30    |
|            |                  |          |                                  | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 3.00      |
|            |                  |          |                                  | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 360.31    |
|            |                  |          |                                  | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 16.79     |
|            |                  |          |                                  | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 114.20    |
| 08/22/2024 | Bill             | 47769    | Kendall Dealership Holdings, LLC | 2024 Ford Truck Transit Van VIN 1FTYE2Y84RKA39217 Stock RN31637 | 2380 Accounts Payable   | 54,054.75 |
|            |                  |          |                                  | 2024 Ford Truck Transit Van VIN 1FTYE2Y84RKA39217 Stock RN31637 | 7295 CAPITAL EQUIPMENT EXPENSES:Major improvements                  | 54,054.75 |
| 08/22/2024 | Bill             | 64359045 | INGRAM LIBRARY SERVICES, INC     | Processing  | 2380 Accounts Payable   | 126.04    |
|            |                  |          |                                  | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 126.04    |
|            |                  |          |                                  | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 0.00      |
| 08/22/2024 | Bill             | 64359044 | INGRAM LIBRARY SERVICES, INC     | Print Books   | 2380 Accounts Payable   | 1,115.81  |
|            |                  |          |                                  | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 3.00      |
|            |                  |          |                                  | Print Books   | 5130 COLLECTIONS:Children's books                                   | 8.95      |
|            |                  |          |                                  | Print Books   | 5130 COLLECTIONS:Children's books                                   | 8.95      |
|            |                  |          |                                  | Print Books   | 5130 COLLECTIONS:Children's books                                   | 942.56    |
|            |                  |          |                                  | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 30.85     |
|            |                  |          |                                  | Print Books   | 5135 COLLECTIONS:Young Adult books                                  | 121.50    |
| 08/22/2024 | Bill             | 64358984 | INGRAM LIBRARY SERVICES, INC     | Processing  | 2380 Accounts Payable   | 268.14    |
|            |                  |          |                                  | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 268.14    |
| 08/22/2024 | Bill             | 64358983 | INGRAM LIBRARY SERVICES, INC     | Print Books   | 2380 Accounts Payable   | 2,394.73  |
|            |                  |          |                                  | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 3.00      |
|            |                  |          |                                  | Print Books   | 5130 COLLECTIONS:Children's books                                   | 25.73     |
|            |                  |          |                                  | Print Books   | 5135 COLLECTIONS:Young Adult books                                  | 22.38     |
|            |                  |          |                                  | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 1,549.47  |
|            |                  |          |                                  | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 127.08    |
|            |                  |          |                                  | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 596.58    |
|            |                  |          |                                  | Print Books   | 5130 COLLECTIONS:Children's books                                   | 70.49     |
| 08/22/2024 | Bill             | 67739234 | INGRAM LIBRARY SERVICES, INC     | Print Books   | 2380 Accounts Payable   | 746.89    |
|            |                  |          |                                  | Processing  | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing | 3.00      |
|            |                  |          |                                  | Print Books   | 5130 COLLECTIONS:Children's books                                   | 7.83      |
|            |                  |          |                                  | Print Books   | 5135 COLLECTIONS:Young Adult books                                  | 13.00     |
|            |                  |          |                                  | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 604.85    |
|            |                  |          |                                  | Print Books   | 5115 COLLECTIONS:Adult Print Books                                  | 57.79     |
|            |                  |          |                                  | Print Books   | 5130 COLLECTIONS:Children's books                                   | 47.42     |
|            |                  |          |                                  | Print Books   | 5135 COLLECTIONS:Young Adult books                                  | 13.00     |
| 08/22/2024 | Bill             | 67739235 | INGRAM LIBRARY SERVICES, INC     | Processing  | 2380 Accounts Payable   | 44.77     |
|            |                  |          |                                  | Processing  | 5229.2 OPERATING EXPENSES:Materials                                 | 44.77     |

# Meridian Library District

## Bill Listing

August 2024

| DATE       | TRANSACTION TYPE | NUM           | NAME                         | MEMO/DESCRIPTION                                  | ACCOUNT   | AMOUNT    |
|------------|------------------|---------------|------------------------------|---|---|-----------|
|            |                  |               |                              |   | Processing:Materials-Processing   |           |
| 08/22/2024 | Bill             | 64359042      | INGRAM LIBRARY SERVICES, INC | Print Books                                       | 2380 Accounts Payable   | 315.64    |
|            |                  |               |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials   | 3.00      |
|            |                  |               |                              | Print Books                                       | Processing:Materials-Processing   |           |
|            |                  |               |                              | Print Books                                       | 5130 COLLECTIONS:Children's books   | 60.42     |
|            |                  |               |                              | Print Books                                       | 5130 COLLECTIONS:Children's books   | 20.14     |
|            |                  |               |                              | Print Books                                       | 5130 COLLECTIONS:Children's books   | 80.56     |
|            |                  |               |                              | Print Books                                       | 5130 COLLECTIONS:Children's books   | 72.17     |
|            |                  |               |                              | Print Books                                       | 5115 COLLECTIONS:Adult Print Books  | 79.35     |
| 08/22/2024 | Bill             | 64359043      | INGRAM LIBRARY SERVICES, INC | Processing  | 2380 Accounts Payable   | 50.47     |
|            |                  |               |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials   | 50.47     |
|            |                  |               |                              |   | Processing:Materials-Processing   |           |
| 08/22/2024 | Bill             | 082224        | Jane Ol                      | 24-37 ICfL 25-07 Jane Olsen Library Course Grant  | 2380 Accounts Payable   | 1,250.00  |
|            |                  |               |                              | 24-37 ICfL 25-07 Jane Olsen Library Course Grant  | 5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported | 1,250.00  |
| 08/22/2024 | Bill             | 571987        | Access Integration, Inc.     | unBound Reader Replacement                        | 2380 Accounts Payable   | 598.00    |
|            |                  |               |                              | unBound Reader Replacement                        | 6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs   | 598.00    |
| 08/23/2024 | Bill             | 2160:10637085 | TREASURE VALLEY COFFEE INC   | Water Machine Rental                              | 2380 Accounts Payable   | 44.95     |
|            |                  |               |                              | Water Machine Rental                              | 6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies  | 44.95     |
| 08/23/2024 | Bill             | INV-131114    | Ednetics                     | Network Updgrade Hardware                         | 2380 Accounts Payable   | 12,912.28 |
|            |                  |               |                              | Network Updgrade Hardware                         | 7220.3 CAPITAL EQUIPMENT EXPENSES:IT PCs, Hardware Printers   | 12,912.28 |
| 08/23/2024 | Bill             | 1374785       | FISHER'S TECHNOLOGY          | Meter Copy/Print Usage FEQ32043 07/23-08/22/24    | 2380 Accounts Payable   | 187.63    |
|            |                  |               |                              | Meter Copy/Print Usage FEQ32043 07/23-08/22/24    | 5211 OPERATING EXPENSES:Supplies:Copy/Print   | 187.63    |
| 08/23/2024 | Bill             | 64359150      | INGRAM LIBRARY SERVICES, INC | Print Books                                       | 2380 Accounts Payable   | 1,808.47  |
|            |                  |               |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials   | 3.00      |
|            |                  |               |                              | Print Books                                       | Processing:Materials-Processing   |           |
|            |                  |               |                              | Print Books                                       | 5130 COLLECTIONS:Children's books   | 450.59    |
|            |                  |               |                              | Print Books                                       | 5135 COLLECTIONS:Young Adult books  | 225.56    |
|            |                  |               |                              | Print Books                                       | 5130 COLLECTIONS:Children's books   | 45.98     |
|            |                  |               |                              | Print Books                                       | 5130 COLLECTIONS:Children's books   | 10.07     |
|            |                  |               |                              | Print Books                                       | 5115 COLLECTIONS:Adult Print Books  | 268.63    |
|            |                  |               |                              | Print Books                                       | 5115 COLLECTIONS:Adult Print Books  | 55.68     |
|            |                  |               |                              | Print Books                                       | 5130 COLLECTIONS:Children's books   | 539.24    |
|            |                  |               |                              | Print Books                                       | 5135 COLLECTIONS:Young Adult books  | 209.72    |
| 08/23/2024 | Bill             | 64359151      | INGRAM LIBRARY SERVICES, INC | Processing  | 2380 Accounts Payable   | 279.52    |
|            |                  |               |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials   | 279.52    |
|            |                  |               |                              |   | Processing:Materials-Processing   |           |
| 08/23/2024 | Bill             | 32213         | TRI-STATE ELECTRIC, INC.     | Run 2 20A Circuits to Junction Box for Future Use | 2380 Accounts Payable   | 936.31    |
|            |                  |               |                              | Run 2 20A Circuits to Junction Box for Future Use | 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance   | 936.31    |
| 08/23/2024 | Bill             | 7524344       | DEMCO                        | Qty 2 Booktrucks                                  | 2380 Accounts Payable   | 29.00     |
|            |                  |               |                              | Qty 2 Booktrucks                                  | 9289 Pinnacle fka South Branch Project Costs  | 29.00     |
| 08/25/2024 | Bill             | 64359195      | INGRAM LIBRARY SERVICES, INC | Print Books                                       | 2380 Accounts Payable   | 222.47    |
|            |                  |               |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials   | 3.00      |
|            |                  |               |                              | Print Books                                       | Processing:Materials-Processing   |           |
|            |                  |               |                              | Print Books                                       | 5135 COLLECTIONS:Young Adult books  | 21.82     |
|            |                  |               |                              | Print Books                                       | 5115 COLLECTIONS:Adult Print Books  | 93.46     |
|            |                  |               |                              | Print Books                                       | 5115 COLLECTIONS:Adult Print Books  | 64.47     |
|            |                  |               |                              | Print Books                                       | 5130 COLLECTIONS:Children's books   | 29.09     |
|            |                  |               |                              | Print Books                                       | 5135 COLLECTIONS:Young Adult books  | 10.63     |
| 08/25/2024 | Bill             | 64359196      | INGRAM LIBRARY SERVICES, INC | Processing  | 2380 Accounts Payable   | 21.15     |
|            |                  |               |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials   | 21.15     |
|            |                  |               |                              |   | Processing:Materials-Processing   |           |
| 08/25/2024 | Bill             | 64359231      | INGRAM LIBRARY SERVICES, INC | Print Books                                       | 2380 Accounts Payable   | 1,064.28  |
|            |                  |               |                              | Processing  | 5229.2 OPERATING EXPENSES:Materials   | 3.00      |
|            |                  |               |                              | Print Books                                       | Processing:Materials-Processing   |           |
|            |                  |               |                              | Print Books                                       | 5130 COLLECTIONS:Children's books   | 361.37    |
|            |                  |               |                              | Print Books                                       | 5115 COLLECTIONS:Adult Print Books  | 699.91    |
| 08/25/2024 | Bill             | 64359232      | INGRAM LIBRARY SERVICES, INC | Processing  | 2380 Accounts Payable   | 157.88    |

# Meridian Library District

## Bill Listing

August 2024

| DATE       | TRANSACTION TYPE | NUM             | NAME   | MEMO/DESCRIPTION   | ACCOUNT   | AMOUNT   |
|------------|------------------|-----------------|--|--|---|----------|
|            |                  |                 |  | Processing   | 5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing  | 157.88   |
| 08/26/2024 | Bill             | INV-000813      | Robert York dba<br>MyTreasureValleyHandyman.com<br>LLC | Installing TVs/Monitors. Approximately 6. Customer to provide all supplies except hardware to attach to walls. | 2380 Accounts Payable   | 500.00   |
|            |                  |                 |  | Installing TVs/Monitors. Approximately 6. Customer to provide all supplies except hardware to attach to walls. | 9289 Pinnacle fka South Branch Project Costs                            | 500.00   |
| 08/26/2024 | Bill             | 64359296        | INGRAM LIBRARY SERVICES,<br>INC                        | Processing   | 2380 Accounts Payable   | 62.71    |
|            |                  |                 |  | Processing   | 5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing  | 62.71    |
| 08/26/2024 | Bill             | 64359295        | INGRAM LIBRARY SERVICES,<br>INC                        | Print Books  | 2380 Accounts Payable   | 551.03   |
|            |                  |                 |  | Processing   | 5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing  | 3.00     |
|            |                  |                 |  | Print Books  | 5130 COLLECTIONS:Children's books                                       | 86.70    |
|            |                  |                 |  | Print Books  | 5135 COLLECTIONS:Young Adult books                                      | 33.57    |
|            |                  |                 |  | Print Books  | 5130 COLLECTIONS:Children's books                                       | 10.63    |
|            |                  |                 |  | Print Books  | 5115 COLLECTIONS:Adult Print Books                                      | 188.26   |
|            |                  |                 |  | Print Books  | 5115 COLLECTIONS:Adult Print Books                                      | 99.67    |
|            |                  |                 |  | Print Books  | 5130 COLLECTIONS:Children's books                                       | 106.26   |
|            |                  |                 |  | Print Books  | 5135 COLLECTIONS:Young Adult books                                      | 22.94    |
| 08/26/2024 | Bill             | 505948572       | MIDWEST TAPE   | Blu-Rays/DVDs  | 2380 Accounts Payable   | 530.81   |
|            |                  |                 |  | Processing   | 5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing  | 18.85    |
|            |                  |                 |  | Blu-Rays/DVDs  | 5149 COLLECTIONS:Media  | 52.47    |
|            |                  |                 |  | Blu-Rays/DVDs  | 5149 COLLECTIONS:Media  | 52.47    |
|            |                  |                 |  | Blu-Rays/DVDs  | 5149 COLLECTIONS:Media  | 407.02   |
| 08/26/2024 | Bill             | 64359321        | INGRAM LIBRARY SERVICES,<br>INC                        | Processing   | 2380 Accounts Payable   | 16.44    |
|            |                  |                 |  | Processing   | 5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing  | 16.44    |
| 08/26/2024 | Bill             | 64359320        | INGRAM LIBRARY SERVICES,<br>INC                        | Print Books  | 2380 Accounts Payable   | 157.03   |
|            |                  |                 |  | Processing   | 5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing  | 3.00     |
|            |                  |                 |  | Print Books  | 5130 COLLECTIONS:Children's books                                       | 44.63    |
|            |                  |                 |  | Print Books  | 5115 COLLECTIONS:Adult Print Books                                      | 109.40   |
| 08/26/2024 | Bill             | 7525392         | DEMCO  | Labels for Library Classifications   | 2380 Accounts Payable   | 56.91    |
|            |                  |                 |  | Labels for Library Classifications   | 5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing  | 56.91    |
| 08/26/2024 | Bill             | 08/26/24        | Amanda Helsley   | Healing Centered Book Club 08/26/24  | 2380 Accounts Payable   | 75.00    |
|            |                  |                 |  | Healing Centered Book Club 08/26/24  | 5236.FA OPERATING EXPENSES:Program<br>Expense:Programs -Family All Ages | 75.00    |
| 08/26/2024 | Bill             | 704391          | THE LIBRARY STORE, INC.                                | Classification Labels Large Print  | 2380 Accounts Payable   | 37.79    |
|            |                  |                 |  | Classification Labels Large Print  | 5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing  | 37.79    |
| 08/26/2024 | Bill             | 1375586         | FISHER'S TECHNOLOGY                                    | Copy Machine Purchase FEQ42949 S/N ADXM013001756   | 2380 Accounts Payable   | 3,327.88 |
|            |                  |                 |  | Copy Machine Purchase FEQ42949 S/N ADXM013001756   | 9289 Pinnacle fka South Branch Project Costs                            | 3,327.88 |
| 08/27/2024 | Bill             | 64359461        | INGRAM LIBRARY SERVICES,<br>INC                        | Processing   | 2380 Accounts Payable   | 27.85    |
|            |                  |                 |  | Processing   | 5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing  | 27.85    |
| 08/27/2024 | Bill             | 64359460        | INGRAM LIBRARY SERVICES,<br>INC                        | Print Books  | 2380 Accounts Payable   | 319.71   |
|            |                  |                 |  | Processing   | 5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing  | 3.00     |
|            |                  |                 |  | Print Books  | 5130 COLLECTIONS:Children's books                                       | 25.48    |
|            |                  |                 |  | Print Books  | 5130 COLLECTIONS:Children's books                                       | 12.74    |
|            |                  |                 |  | Print Books  | 5130 COLLECTIONS:Children's books                                       | 38.22    |
|            |                  |                 |  | Print Books  | 5130 COLLECTIONS:Children's books                                       | 58.26    |
|            |                  |                 |  | Print Books  | 5115 COLLECTIONS:Adult Print Books                                      | 182.01   |
| 08/27/2024 | Bill             | 02945DA24250950 | OVERDRIVE, INC   | Ebook  | 2380 Accounts Payable   | 28.05    |
|            |                  |                 |  | Ebook  | 5122 COLLECTIONS:eContent   | 28.05    |
| 08/27/2024 | Bill             | 02945DA24250951 | OVERDRIVE, INC   | Ebooks/Audiobooks  | 2380 Accounts Payable   | 472.43   |
|            |                  |                 |  | Ebooks/Audiobooks  | 5122 COLLECTIONS:eContent   | 472.43   |
| 08/27/2024 | Bill             | 02945DA24250949 | OVERDRIVE, INC   | Ebooks/Audiobooks  | 2380 Accounts Payable   | 720.37   |
|            |                  |                 |  | Ebooks/Audiobooks  | 5122 COLLECTIONS:eContent   | 720.37   |
| 08/27/2024 | Bill             | 70423           | Lucas Holdings, LLC DBA Lucas<br>Color Card            | Library Cards Qty 1015   | 2380 Accounts Payable   | 457.47   |

# Meridian Library District

## Bill Listing

August 2024

| DATE       | TRANSACTION TYPE | NUM       | NAME                              | MEMO/DESCRIPTION   | ACCOUNT   | AMOUNT  |
|------------|------------------|-----------|-----------------------------------|--|---|---|
|            |                  |           |                                   | Library Cards Qty 1015   | 5240 OPERATING EXPENSES:Supplies:Supplies - general   | 457.47  |
| 08/27/2024 | Bill             | 226873485 | B&H Photo-Video                   | Qty 1 Dell Laptop Serial#: 3JPB524 - Lynx JPA Administrator<br>Qty 1 Dell Laptop Serial#: 3JPB524 - Lynx JPA Administrator         | 2380 Accounts Payable<br>5228 OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous  | 1,053.67<br>1,053.67  |
| 08/27/2024 | Bill             | 08/27/24  | Jennifer T                        | 24-36 ICfL 25-08 Jen Tiedtke Library Course Grant<br>24-36 ICfL 25-08 Jen Tiedtke Library Course Grant                             | 2380 Accounts Payable<br>5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported  | 1,209.00<br>1,209.00  |
| 08/27/2024 | Bill             | 1         | Randall Construction & Design LLC | unBound Sound Studio Sound Board Demo Bill#1<br>unBound Sound Studio Sound Board Demo Bill#1                                       | 2380 Accounts Payable<br>7295 CAPITAL EQUIPMENT EXPENSES:Major improvements   | 833.34<br>833.34  |
| 08/27/2024 | Bill             | 572001    | Access Integration, Inc.          | unBound Service Call for Offline Error<br>unBound Service Call for Offline Error   | 2380 Accounts Payable<br>6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs  | 273.60<br>273.60  |
| 08/28/2024 | Bill             | 64359578  | INGRAM LIBRARY SERVICES, INC      | Processing<br>Processing   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing  | 202.05<br>202.05  |
| 08/28/2024 | Bill             | 64359577  | INGRAM LIBRARY SERVICES, INC      | Print Books<br>Processing<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing<br>5130 COLLECTIONS:Children's books<br>5135 COLLECTIONS:Young Adult books<br>5130 COLLECTIONS:Children's books<br>5115 COLLECTIONS:Adult Print Books<br>5115 COLLECTIONS:Adult Print Books<br>5130 COLLECTIONS:Children's books<br>5135 COLLECTIONS:Young Adult books | 1,763.97<br>3.00<br>186.38<br>54.30<br>20.70<br>823.55<br>369.59<br>229.47<br>76.98 |
| 08/28/2024 | Bill             | 64359524  | INGRAM LIBRARY SERVICES, INC      | Processing<br>Processing   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing  | 39.84<br>39.84  |
| 08/28/2024 | Bill             | 64359523  | INGRAM LIBRARY SERVICES, INC      | Print Books<br>Processing<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books                               | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing<br>5130 COLLECTIONS:Children's books<br>5130 COLLECTIONS:Children's books<br>5130 COLLECTIONS:Children's books<br>5130 COLLECTIONS:Children's books<br>5115 COLLECTIONS:Adult Print Books  | 365.19<br>3.00<br>75.83<br>32.88<br>108.71<br>77.59<br>67.18                        |
| 08/28/2024 | Bill             | 67741055  | INGRAM LIBRARY SERVICES, INC      | Print Books<br>Processing<br>Print Books<br>Print Books  | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing<br>5130 COLLECTIONS:Children's books<br>5135 COLLECTIONS:Young Adult books   | 179.06<br>3.00<br>164.11<br>11.95   |
| 08/28/2024 | Bill             | 67741056  | INGRAM LIBRARY SERVICES, INC      | Processing<br>Processing   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing  | 42.01<br>42.01  |
| 08/28/2024 | Bill             | 87491     | Peterson Toyota                   | 2024 Toyota Rav4 JTMRFV9RD257581 Stock T257581<br>2024 Toyota Rav4 JTMRFV9RD257581 Stock T257581                                   | 2380 Accounts Payable<br>7295 CAPITAL EQUIPMENT EXPENSES:Major improvements   | 33,740.00<br>33,740.00  |
| 08/28/2024 | Bill             | 7526744   | DEMCO                             | Tape, DVD Cases and Labels for Library Classifications<br>Tape, DVD Cases and Labels for Library Classifications                   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing  | 851.98<br>851.98  |
| 08/28/2024 | Bill             | 54103     | RM MECHANICAL, INC                | HVAC Service Calls Dates: 08/02/24; 08/08/24<br>HVAC Service Calls Dates: 08/02/24; 08/08/24                                       | 2380 Accounts Payable<br>6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs  | 470.00<br>470.00  |
| 08/28/2024 | Bill             | 0028742   | All Pro Linen                     | Towel/Mat Laundering 08/28/2024<br>Towel/Mat Laundering 08/28/2024   | 2380 Accounts Payable<br>6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies   | 48.25<br>48.25  |
| 08/28/2024 | Bill             | 0028741   | All Pro Linen                     | Towel/Mat Laundering 08/28/2024<br>Towel/Mat Laundering 08/28/2024   | 2380 Accounts Payable<br>6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies   | 57.75<br>57.75  |
| 08/28/2024 | Bill             | 7526661   | DEMCO                             | Mobile Book Return, Under Counter Cart, Booktrucks<br>Mobile Book Return, Under Counter Cart, Booktrucks                           | 2380 Accounts Payable<br>9289 Pinnacle fka South Branch Project Costs   | 6,963.88<br>6,963.88  |

# Meridian Library District

## Bill Listing

August 2024

| DATE       | TRANSACTION TYPE | NUM             | NAME                          | MEMO/DESCRIPTION   | ACCOUNT   | AMOUNT   |
|------------|------------------|-----------------|-------------------------------|--|---|--|
| 08/28/2024 | Bill             | 129697          | Spacesaver Intermountain, LLC | Pinnacle Shelving<br>Pinnacle Shelving   | 2380 Accounts Payable<br>9289 Pinnacle fka South Branch Project Costs   | 96,707.33<br>96,707.33   |
| 08/29/2024 | Bill             | 02945DA24253085 | OVERDRIVE, INC                | Audiobook<br>Audiobook   | 2380 Accounts Payable<br>5122 COLLECTIONS:eContent  | 111.96<br>111.96   |
| 08/29/2024 | Bill             | 02945DA24253086 | OVERDRIVE, INC                | Ebook/Audiobooks<br>Ebook/Audiobooks   | 2380 Accounts Payable<br>5122 COLLECTIONS:eContent  | 250.56<br>250.56   |
| 08/29/2024 | Bill             | 67741363        | INGRAM LIBRARY SERVICES, INC  | Print Books<br>Processing  | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing   | 23.12<br>23.12   |
| 08/29/2024 | Bill             | 67741362        | INGRAM LIBRARY SERVICES, INC  | Print Books<br>Processing<br>Print Books<br>Print Books<br>Print Books   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing<br>5130 COLLECTIONS:Children's books<br>5115 COLLECTIONS:Adult Print Books<br>5135 COLLECTIONS:Young Adult books  | 379.69<br>3.00<br>64.44<br>299.25<br>13.00                     |
| 08/29/2024 | Bill             | 64359785        | INGRAM LIBRARY SERVICES, INC  | Processing<br>Processing   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing   | 231.09<br>231.09   |
| 08/29/2024 | Bill             | 64359784        | INGRAM LIBRARY SERVICES, INC  | Print Books<br>Processing<br>Print Books<br>Print Books  | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing<br>5130 COLLECTIONS:Children's books<br>5115 COLLECTIONS:Adult Print Books  | 1,760.04<br>3.00<br>1,586.22<br>170.82                         |
| 08/29/2024 | Bill             | 64359759        | INGRAM LIBRARY SERVICES, INC  | Processing<br>Processing   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing   | 86.44<br>86.44   |
| 08/29/2024 | Bill             | 64359758        | INGRAM LIBRARY SERVICES, INC  | Print Books<br>Processing<br>Print Books<br>Print Books<br>Print Books<br>Print Books<br>Print Books           | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing<br>5130 COLLECTIONS:Children's books<br>5115 COLLECTIONS:Adult Print Books<br>5115 COLLECTIONS:Adult Print Books<br>5130 COLLECTIONS:Children's books<br>5135 COLLECTIONS:Young Adult books | 664.02<br>3.00<br>57.21<br>319.01<br>156.49<br>117.12<br>11.19 |
| 08/29/2024 | Bill             | 505968679       | MIDWEST TAPE                  | Audiobooks<br>Audiobooks   | 2380 Accounts Payable<br>5149 COLLECTIONS:Media   | 117.97<br>117.97   |
| 08/29/2024 | Bill             | 10000938        | FIRE SENTRY SYSTEMS, INC      | Annual Fire Inspection Compliance Service Fee<br>Annual Fire Inspection Compliance Service Fee                 | 2380 Accounts Payable<br>6224.1 OPERATING EXPENSES:Facility<br>Expense:Bldg-Maintenance   | 285.00<br>285.00   |
| 08/29/2024 | Bill             | 226925596       | B&H Photo-Video               | Qty 3 Lenovo Laptops Extended Warranties<br>Qty 3 Lenovo Laptops Extended Warranties                           | 2380 Accounts Payable<br>5220.3 OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers & Hardware  | 723.18<br>723.18   |
| 08/29/2024 | Bill             | 007151          | Lyngsoe Systems In.           | 50% Payment on Beneficial Use for Pinnacle Self Check<br>50% Payment on Beneficial Use for Pinnacle Self Check | 2380 Accounts Payable<br>9289 Pinnacle fka South Branch Project Costs   | 5,125.00<br>5,125.00   |
| 08/29/2024 | Bill             | 007145          | Lyngsoe Systems In.           | Qty3 Self Check Kiosks<br>Qty3 Self Check Kiosks   | 2380 Accounts Payable<br>9289 Pinnacle fka South Branch Project Costs   | 22,690.00<br>22,690.00   |
| 08/30/2024 | Bill             | 64359805        | INGRAM LIBRARY SERVICES, INC  | Print Books<br>Processing<br>Print Books<br>Print Books  | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing<br>5130 COLLECTIONS:Children's books<br>5115 COLLECTIONS:Adult Print Books  | 1,450.89<br>3.00<br>52.69<br>1,395.20                          |
| 08/30/2024 | Bill             | 64359864        | INGRAM LIBRARY SERVICES, INC  | Print Books<br>Processing<br>Print Books   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing<br>5115 COLLECTIONS:Adult Print Books   | 246.20<br>3.00<br>243.20                                       |
| 08/30/2024 | Bill             | 64359865        | INGRAM LIBRARY SERVICES, INC  | Processing<br>Processing   | 2380 Accounts Payable<br>5229.2 OPERATING EXPENSES:Materials<br>Processing:Materials-Processing   | 40.19<br>40.19   |
| 08/30/2024 | Bill             | 64359806        | INGRAM LIBRARY SERVICES, INC  | Processing   | 2380 Accounts Payable   | 164.99   |

# Meridian Library District

## Bill Listing

August 2024

| DATE       | TRANSACTION TYPE | NUM           | NAME                                | MEMO/DESCRIPTION   | ACCOUNT   | AMOUNT               |
|------------|------------------|---------------|-------------------------------------|--|---|----------------------|
|            |                  |               | INC                                 | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 164.99               |
| 08/30/2024 | Bill             | 64359827      | INGRAM LIBRARY SERVICES, INC        | Processing   | 2380 Accounts Payable   | 223.96               |
|            |                  |               |                                     | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 223.96               |
| 08/30/2024 | Bill             | 64359826      | INGRAM LIBRARY SERVICES, INC        | Print Books  | 2380 Accounts Payable   | 1,286.76             |
|            |                  |               |                                     | Processing   | 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing   | 3.00                 |
|            |                  |               |                                     | Print Books  | 5130 COLLECTIONS:Children's books                                     | 344.54               |
|            |                  |               |                                     | Print Books  | 5115 COLLECTIONS:Adult Print Books                                    | 448.58               |
|            |                  |               |                                     | Print Books  | 5115 COLLECTIONS:Adult Print Books                                    | 72.61                |
|            |                  |               |                                     | Print Books  | 5130 COLLECTIONS:Children's books                                     | 418.03               |
| 08/30/2024 | Bill             | INV-131375    | Ednetics                            | Security Camera System for Pinnacle<br>Security Camera System for Pinnacle | 2380 Accounts Payable<br>9289 Pinnacle fka South Branch Project Costs | 3,994.72<br>3,994.72 |
| 08/30/2024 | Bill             | 2160:10687202 | TREASURE VALLEY COFFEE INC          | Water/Ice Machine Rental   | 2380 Accounts Payable   | 169.95               |
|            |                  |               |                                     | Water Machine Rental   | 6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies              | 169.95               |
| 08/31/2024 | Bill             | 415458        | Kanopy Inc.                         | Kanopy Play Credits<br>Kanopy Play Credits                                 | 2380 Accounts Payable<br>5122 COLLECTIONS:eContent                    | 464.00<br>464.00     |
| 08/31/2024 | Bill             | 507282        | Hawley Troxell Ennis and Hawley LLP | Legal Services 08/14-08/30/2024  | 2380 Accounts Payable   | 750.00               |
|            |                  |               |                                     | Legal Services 08/14-08/30/2024  | 5202.4 OPERATING EXPENSES:Professional Services:Legal fees            | 750.00               |

# Meridian Library District

## Bill Payment List

August 2024

| DATE                             | NUM | VENDOR   | AMOUNT     |
|----------------------------------|-----|--|------------|
| 1072 Bill.com Money Out Clearing |     |  |            |
| 08/07/2024                       |     | MATTHEW BENDER & CO, INC.                      | -270.31    |
| 08/01/2024                       |     | INGRAM LIBRARY SERVICES, INC                   | -1,921.97  |
| 08/01/2024                       |     | PEAK ALARM CO, INC                             | -151.14    |
| 08/06/2024                       |     | TREASURE VALLEY COFFEE INC                     | -76.00     |
| 08/15/2024                       |     | MATTHEW BENDER & CO, INC.                      | -570.24    |
| 08/15/2024                       |     | MATTHEW BENDER & CO, INC.                      | -81.10     |
| 08/05/2024                       |     | MIDWEST TAPE                                   | -1,180.26  |
| 08/01/2024                       |     | INGRAM LIBRARY SERVICES, INC                   | -402.70    |
| 08/05/2024                       |     | INGRAM LIBRARY SERVICES, INC                   | -904.59    |
| 08/06/2024                       |     | INGRAM LIBRARY SERVICES, INC                   | -256.10    |
| 08/07/2024                       |     | INGRAM LIBRARY SERVICES, INC                   | -1,704.40  |
| 08/01/2024                       |     | TREASURE VALLEY COFFEE INC                     | -76.00     |
| 08/01/2024                       |     | MIDWEST TAPE                                   | -174.97    |
| 08/07/2024                       |     | INGRAM LIBRARY SERVICES, INC                   | -436.95    |
| 08/08/2024                       |     | INGRAM LIBRARY SERVICES, INC                   | -582.02    |
| 08/06/2024                       |     | INGRAM LIBRARY SERVICES, INC                   | -426.40    |
| 08/07/2024                       |     | OVERDRIVE, INC                                 | -18,480.61 |
| 08/15/2024                       |     | INGRAM LIBRARY SERVICES, INC                   | -2,272.66  |
| 08/12/2024                       |     | INGRAM LIBRARY SERVICES, INC                   | -9,290.61  |
| 08/14/2024                       |     | INGRAM LIBRARY SERVICES, INC                   | -2,040.76  |
| 08/13/2024                       |     | INGRAM LIBRARY SERVICES, INC                   | -552.72    |
| 08/08/2024                       |     | INGRAM LIBRARY SERVICES, INC                   | -474.08    |
| 08/12/2024                       |     | MIDWEST TAPE                                   | -1,575.51  |
| 08/07/2024                       |     | MIDWEST TAPE                                   | -317.88    |
| 08/07/2024                       |     | Playaway Products LLC                          | -115.98    |
| 08/07/2024                       |     | PACIFIC BACKFLOW LLC                           | -345.00    |
| 08/07/2024                       |     | SUNDANCE INVESTMENTS, LLP                      | -10,145.52 |
| 08/07/2024                       |     | Idaho STEM Action Center                       | -6,500.00  |
| 08/07/2024                       |     | Window Wizard, Inc.                            | -6,800.00  |
| 08/07/2024                       |     | Division of Building Safety - Elevator Program | -100.00    |
| 08/21/2024                       |     | Ednetics                                       | -4,287.80  |
| 08/08/2024                       |     | WESTERN STATES EQUIPMENT CO INC                | -2,886.25  |
| 08/07/2024                       |     | EBSCO Industries, Inc.                         | -6,125.00  |
| 08/07/2024                       |     | IDAHO BUSINESS REVIEW                          | -169.00    |
| 08/13/2024                       |     | Lkl Associates Inc.                            | -12,000.00 |
| 08/21/2024                       |     | INGRAM LIBRARY SERVICES, INC                   | -91.08     |
| 08/07/2024                       |     | Scholastic, Inc.                               | -2,300.30  |
| 08/23/2024                       |     | TRADEMARK DESIGN & FABRICATION                 | -2,400.00  |
| 08/14/2024                       |     | RM MECHANICAL, INC                             | -1,236.02  |
| 08/15/2024                       |     | RM MECHANICAL, INC                             | -294.79    |
| 08/08/2024                       |     | RM MECHANICAL, INC                             | -2,627.82  |
| 08/14/2024                       |     | MIDWEST TAPE                                   | -115.97    |
| 08/08/2024                       |     | MIDWEST TAPE                                   | -144.97    |
| 08/23/2024                       |     | Hawley Troxell Ennis and Hawley LLP            | -1,750.00  |



# Meridian Library District

## Bill Payment List

August 2024

| DATE       | NUM | VENDOR  | AMOUNT     |
|------------|-----|---|------------|
| 08/07/2024 |     | Employee Benefits Corporation                 | -89.18     |
| 08/07/2024 |     | Kanopy Inc.                                   | -398.00    |
| 08/07/2024 |     | Cannon Financial Services, Inc.               | -226.80    |
| 08/07/2024 |     | Patricia Latham Ball dba Management Northwest | -560.00    |
| 08/07/2024 |     | Eyes and Ears, Inc.                           | -1,100.00  |
| 08/20/2024 |     | TRI-STATE ELECTRIC, INC.                      | -800.00    |
| 08/07/2024 |     | RAINBOW BOOK COMPANY                          | -57.99     |
| 08/15/2024 |     | TREASURE VALLEY COFFEE INC                    | -44.95     |
| 08/07/2024 |     | Ednetics                                      | -3,093.28  |
| 08/19/2024 |     | DELL MARKETING L.P.                           | -3,771.00  |
| 08/07/2024 |     | Formagrid Inc. (dba Airtable)                 | -148.50    |
| 08/22/2024 |     | WESTERN RECORDS DESTRUCTION, INC              | -110.00    |
| 08/07/2024 |     | Corbin Maxey                                  | -1,250.00  |
| 08/07/2024 |     | Paige B                                       | -16.75     |
| 08/07/2024 |     | Amanda Helsley                                | -75.00     |
| 08/07/2024 |     | Whitney G s                                   | -4.02      |
| 08/07/2024 |     | Fable Buddenbrock                             | -120.00    |
| 08/07/2024 |     | Lyngsoe Systems In.                           | -59,381.35 |
| 08/07/2024 |     | All Pro Linen                                 | -48.25     |
| 08/07/2024 |     | All Pro Linen                                 | -57.75     |
| 08/07/2024 |     | All Pro Linen                                 | -48.25     |
| 08/07/2024 |     | All Pro Linen                                 | -57.75     |
| 08/22/2024 |     | City Of Boise Library                         | -20,814.82 |
| 08/22/2024 |     | FATBEAM, LLC                                  | -2,825.00  |
| 08/15/2024 |     | FISHER'S TECHNOLOGY                           | -425.58    |
| 08/19/2024 |     | City Of Boise Library                         | -12,538.00 |
| 08/15/2024 |     | YIG Administration                            | -257.50    |
| 08/23/2024 |     | DEMCO   | -650.70    |
| 08/15/2024 |     | Duane Erickson                                | -400.00    |
| 08/22/2024 |     | UNIQUE MANAGEMENT SERVICES, INC               | -344.75    |
| 08/29/2024 |     | Pitney Bowes Global Financial Svc LLC         | -220.29    |
| 08/20/2024 |     | RAINBOW BOOK COMPANY                          | -146.57    |
| 08/23/2024 |     | TREASURE VALLEY COFFEE INC                    | -169.95    |
| 08/28/2024 |     | TREASURE VALLEY COFFEE INC                    | -76.00     |
| 08/15/2024 |     | Diamond Lawns, LLC                            | -1,665.00  |
| 08/15/2024 |     | THE PEREGRINE FUND, INC                       | -250.00    |
| 08/15/2024 |     | Tracy Peterson                                | -75.00     |
| 08/15/2024 |     | Fable Buddenbrock                             | -100.00    |
| 08/28/2024 |     | INGRAM LIBRARY SERVICES, INC                  | -6,374.57  |
| 08/27/2024 |     | INGRAM LIBRARY SERVICES, INC                  | -4,596.18  |
| 08/22/2024 |     | INGRAM LIBRARY SERVICES, INC                  | -7,351.49  |
| 08/20/2024 |     | INGRAM LIBRARY SERVICES, INC                  | -9,590.15  |
| 08/30/2024 |     | INGRAM LIBRARY SERVICES, INC                  | -1,465.99  |
| 08/26/2024 |     | INGRAM LIBRARY SERVICES, INC                  | -3,759.86  |
| 08/23/2024 |     | INGRAM LIBRARY SERVICES, INC                  | -3,668.93  |

# Meridian Library District

## Bill Payment List

August 2024

| DATE       | NUM | VENDOR                                    | AMOUNT      |
|------------|-----|---|-------------|
| 08/21/2024 |     | INGRAM LIBRARY SERVICES, INC              | -1,281.44   |
| 08/23/2024 |     | MIDWEST TAPE                              | -1,509.37   |
| 08/20/2024 |     | MIDWEST TAPE                              | -1,955.44   |
| 08/20/2024 |     | Canon Financial Services, INC.            | -453.60     |
| 08/20/2024 |     | OVERDRIVE, INC                            | -11,873.19  |
| 08/20/2024 |     | Stalk Tech Corporation                    | -14,655.00  |
| 08/28/2024 |     | Ednetics                                  | -598.10     |
| 08/22/2024 |     | MIDWEST TAPE                              | -124.97     |
| 08/22/2024 |     | CENTER POINT LARGE PRINT                  | -93.48      |
| 08/20/2024 |     | FISHER'S TECHNOLOGY                       | -200.97     |
| 08/20/2024 |     | Ednetics                                  | -339.47     |
| 08/27/2024 |     | DELL MARKETING L.P.                       | -9,463.29   |
| 08/27/2024 |     | Prime, Inc                                | -3,444.00   |
| 08/29/2024 |     | INGRAM LIBRARY SERVICES, INC              | -2,675.06   |
| 08/27/2024 |     | Freeform                                  | -104,252.23 |
| 08/27/2024 |     | TRI-STATE ELECTRIC, INC.                  | -1,515.01   |
| 08/27/2024 |     | Jenny L                                   | -85.83      |
| 08/27/2024 |     | OVERDRIVE, INC                            | -9,228.78   |
| 08/27/2024 |     | Jim Davisson                              | -10.00      |
| 08/27/2024 |     | Danielle Martensen                        | -19.99      |
| 08/27/2024 |     | CALDWELL PUBLIC LIBRARY                   | -133.12     |
| 08/27/2024 |     | NAMPA PUBLIC LIBRARY                      | -88.96      |
| 08/27/2024 |     | BOISE PUBLIC LIBRARY                      | -150.46     |
| 08/27/2024 |     | EAGLE PUBLIC LIBRARY                      | -192.95     |
| 08/27/2024 |     | TWIN FALLS PUBLIC LIBRARY                 | -30.00      |
| 08/27/2024 |     | ADA COMMUNITY LIBRARY                     | -101.97     |
| 08/27/2024 |     | GARDEN CITY LIBRARY                       | -22.99      |
| 08/27/2024 |     | MOUNTAIN HOME PUBLIC LIBRARY              | -23.00      |
| 08/27/2024 |     | Ednetics                                  | -117.80     |
| 08/27/2024 |     | SHR Franchising, LLC dba JAN-PRO of Idaho | -9,750.00   |
| 08/27/2024 |     | TRADEMARK DESIGN & FABRICATION            | -6,145.00   |
| 08/27/2024 |     | IDAHO PRESS-TRIBUNE                       | -179.92     |
| 08/27/2024 |     | RM MECHANICAL, INC                        | -237.50     |
| 08/27/2024 |     | MINUTEMAN INC.                            | -149.25     |
| 08/27/2024 |     | Kendall Dealership Holdings, LLC          | -54,054.75  |
| 08/27/2024 |     | FATBEAM, LLC                              | -150.00     |
| 08/27/2024 |     | Employee Benefits Corporation             | -60.00      |
| 08/27/2024 |     | Canon Financial Services, INC.            | -226.80     |
| 08/27/2024 |     | B&H Photo-Video                           | -2,474.58   |
| 08/27/2024 |     | TREASURE VALLEY COFFEE INC                | -76.00      |
| 08/27/2024 |     | Boise River Door & Glass, Inc.            | -3,225.00   |
| 08/27/2024 |     | FISHER'S TECHNOLOGY                       | -158.35     |
| 08/27/2024 |     | Gregory Kunz                              | -100.00     |
| 08/27/2024 |     | Tracy Peterson                            | -75.00      |
| 08/27/2024 |     | All Pro Linen                             | -48.25      |

# Meridian Library District

## Bill Payment List

August 2024

| DATE  | NUM | VENDOR                                      | AMOUNT                |
|---|-----|---|-----------------------|
| 08/27/2024  |     | All Pro Linen                               | -57.75                |
| 08/23/2024  |     | High Desert Development Linder Village, LLC | -17,916.67            |
| <b>Total for 1072 Bill.com Money Out Clearing</b> |     |   | <b>\$ -513,605.92</b> |

# Meridian Library District

## Credit Card Detail

August 2024

| DATE  | NUM                    | SPLIT   | AMOUNT          | NAME                     |
|---|------------------------|---|-----------------|--------------------------|
| 1500 Deposits/Prepaid expenses                  |                        |   |                 |                          |
| 08/10/2024                                      | B4AD8B3259430B83C367F  | 2700 Divvy Credit Cards Payable   | 325.00          | ABOS                     |
| 08/14/2024                                      | C6F83954D3D1D37C77FA2  | 2700 Divvy Credit Cards Payable   | 567.20          | ALASKA AIRLINES          |
| <b>Total for 1500 Deposits/Prepaid expenses</b> |                        |   | <b>\$892.20</b> |                          |
| 2700 Divvy Credit Cards Payable                 |                        |   |                 |                          |
| 08/01/2024                                      | B4CEA3F006EB189CA9EE9  | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office   | 26.63           | AMAZON                   |
| 08/01/2024                                      | 2AF4FE4EC30C57E0E2974  | 5234.1 OPERATING EXPENSES:Professional<br>Development:Conferences                                 | 8.09            | BARANOF HOTEL            |
| 08/01/2024                                      | E3D2C12BF500825CEE4BD  | 5236.FA OPERATING EXPENSES:Program<br>Expense:Programs -Family All Ages                           | 5.50            | TEACHERS PAY<br>TEACHERS |
| 08/01/2024                                      | DDAD16CBEB6A63A4F3919E | 5225 OPERATING<br>EXPENSES:Marketing:Marketing & advertising                                      | 323.26          | 4IMPRINT                 |
| 08/01/2024                                      | 747103E2B93445B3B943E  | 5236.SA OPERATING EXPENSES:Program<br>Expense:Programs -School Age 6-12                           | 8.11            | WALMART                  |
| 08/01/2024                                      | 77A78C75D5ECEA2A6ADF4  | 5236.TN OPERATING EXPENSES:Program<br>Expense:Programs -Teen 13-18                                | 16.73           | AMAZON                   |
| 08/01/2024                                      | 7968E9A176913C72F0C36  | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office   | 84.21           | AMAZON                   |
| 08/01/2024                                      | 308B6A5DD6B5963634216  | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print  | 41.74           | MATTERHACKERS INC        |
| 08/01/2024                                      | D3CDE67CF3D65C90B6852  | 5240 OPERATING<br>EXPENSES:Supplies:Supplies - general  | 867.40          | ULINE SHIPPING           |
| 08/01/2024                                      | 821362CBF662A2F1F90C2  | 5234.1 OPERATING EXPENSES:Professional<br>Development:Conferences                                 | 7.58            | SEA CAP                  |
| 08/01/2024                                      | 9ED4F062006BE63DB9152  | 5228.S OPERATING<br>EXPENSES:Miscellaneous<br>Operating:Miscellaneous:Miscellaneous-<br>Supported | 629.82          | AMAZON                   |
| 08/01/2024                                      | 370BCD44577B7CDFAB03F  | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print  | -52.00          | MATTERHACKERS INC        |
| 08/01/2024                                      | C1198474CA292485DBA08  | 6224.4 OPERATING EXPENSES:Facility<br>Expense:Bldg-Supplies                                       | 13.14           | AMAZON                   |
| 08/01/2024                                      | AA9A559023511B05A73CC  | 5220.1 OPERATING EXPENSES:Information<br>Technology:IT Infra -Software/Licensing                  | 31.45           | GOOGLE WORKSPACE         |
| 08/01/2024                                      | 1B1A29D7E5D7F036C695E  | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office   | 73.29           | AMAZON                   |
| 08/01/2024                                      | 0675508B9B36D021528CF  | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print  | 242.68          | AMAZON                   |
| 08/01/2024                                      | 6332E44977BD7C1BEE422  | 5234.1 OPERATING EXPENSES:Professional<br>Development:Conferences                                 | 37.66           | LAMAS TAXI               |
| 08/01/2024                                      | 06DFB69733510B96E92F7  | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print  | 37.07           | AMAZON                   |
| 08/01/2024                                      | 6C9AF5CA36A1C2D2F4CCB  | 5220.1 OPERATING EXPENSES:Information<br>Technology:IT Infra -Software/Licensing                  | 35.95           | SIMPLETRUCKTAX.COM       |
| 08/02/2024                                      | 2F85C2AB86BC78DA9A178  | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print  | 139.99          | AMAZON                   |

# Meridian Library District

## Credit Card Detail

August 2024

| DATE       | NUM                   | SPLIT   | AMOUNT   | NAME                 |
|------------|-----------------------|---|----------|----------------------|
| 08/02/2024 | 18610207AC657A2A86C5F | 5211 OPERATING EXPENSES:Supplies:Copy/Print                                   | 43.58    | AMAZON               |
| 08/02/2024 | AF84544E1D3BBA9FC5549 | 5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing | 12.33    | GOOGLE SERVICES      |
| 08/02/2024 | 0CA9A9B11CA42C3ED8E97 | 5234.1 OPERATING EXPENSES:Professional Development:Conferences                | 3.15     | KULTURA SA ISLA RE   |
| 08/03/2024 | 2DB6789EFD5BFAA9811EF | 5234.1 OPERATING EXPENSES:Professional Development:Conferences                | 21.90    | DECKHAND DAVE'S FISH |
| 08/03/2024 | 507AF95048CA6351BF80F | 5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages          | 67.47    | FRED MEYER           |
| 08/03/2024 | 53DC4C5DB56DD7FE39AA2 | 5234.1 OPERATING EXPENSES:Professional Development:Conferences                | 21.17    | THE WHARF            |
| 08/03/2024 | 491D6D744FEEA898FBBED | 5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12          | 19.90    | AMAZON               |
| 08/03/2024 | ECD826F40681AFFE9D2F0 | 5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing | 1.40     | PAYPAL PAYFLOW       |
| 08/03/2024 | B9138CADDAD5217C487F6 | 5234.1 OPERATING EXPENSES:Professional Development:Conferences                | 6.25     | LEMON TREE CAFE MO   |
| 08/03/2024 | F2AB9305FF0E0AB0EE584 | 5240 OPERATING EXPENSES:Supplies:Supplies - general                           | 13.63    | AMAZON               |
| 08/03/2024 | 04D7689AEED64A3740DFE | 5234.1 OPERATING EXPENSES:Professional Development:Conferences                | 13.47    | TRACY'S KING CRAB    |
| 08/03/2024 | 525AC42C94716092A7DBB | 9289 Pinnacle fka South Branch Project Costs                                  | 3,627.96 | LOWE'S               |
| 08/03/2024 | 532BE7AE2510F32A0953F | 5234.1 OPERATING EXPENSES:Professional Development:Conferences                | 36.22    | SEONG SUSHI BAR JH   |
| 08/04/2024 | A4CD2B780C97CEA413A02 | 5234.1 OPERATING EXPENSES:Professional Development:Conferences                | 5.41     | SACRED GROUNDS       |
| 08/04/2024 | 0B21E963579E46B7EC939 | 5234.1 OPERATING EXPENSES:Professional Development:Conferences                | 4.60     | IMPERIAL GRILL, LL   |
| 08/04/2024 | 1B369A44D21AC1526911B | 5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages          | 18.94    | AMAZON               |
| 08/05/2024 | D37B085860F449E857910 | 5234.1 OPERATING EXPENSES:Professional Development:Conferences                | 43.42    | SPICE INDIAN CUISINE |
| 08/05/2024 | 2FBDF2C5FD55846EEA6AD | 5234.1 OPERATING EXPENSES:Professional Development:Conferences                | 9.49     | SEA LOULOUMARCHE     |
| 08/05/2024 | FD11F51F980D8FF75B537 | 5246 OPERATING EXPENSES:Supplies:Supplies - office                            | 8.76     | AMAZON               |
| 08/05/2024 | 7DF12E97181E1CCC8C1DD | 5234.1 OPERATING EXPENSES:Professional Development:Conferences                | 41.28    | SEA VYNE WINESHOP    |
| 08/05/2024 | 1224ECAAE896D062A7EEB | 6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies                      | 7.99     | AMAZON               |
| 08/05/2024 | 20F906EEDE5C59F34AC5C | 5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult                   | 61.95    | ALBERTSONS           |
| 08/05/2024 | 3669B773630DD04C4A2E1 | 5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages          | 319.60   | AMAZON               |
| 08/05/2024 | F72E23F5BDE9CED083659 | 5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5      | 262.90   | AMAZON               |

# Meridian Library District

## Credit Card Detail

August 2024

| DATE       | NUM                   | SPLIT   | AMOUNT   | NAME              |
|------------|-----------------------|---|----------|-------------------|
| 08/05/2024 | BBE229714E9D44253F37F | 5240 OPERATING<br>EXPENSES:Supplies:Supplies - general  | 60.00    | LASER ENGRAVIN    |
| 08/05/2024 | BCCFDF69E9F25F454F997 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office   | 32.76    | AMAZON            |
| 08/05/2024 | 5136E15282C4AF81AFEEE | 5240 OPERATING<br>EXPENSES:Supplies:Supplies - general  | 22.64    | AMAZON            |
| 08/06/2024 | D2C77A070B8884B9FAAF8 | 5236.EL OPERATING EXPENSES:Program<br>Expense:Programs - Early Learning 0-5                               | 39.97    | AMAZON            |
| 08/06/2024 | 3E0AB313D3032F7D01379 | 5234.1 OPERATING EXPENSES:Professional<br>Development:Conferences   | 1,135.44 | BARANOF HOTEL     |
| 08/06/2024 | 3E32201E9683C1E4478F1 | 5236.TN OPERATING EXPENSES:Program<br>Expense:Programs -Teen 13-18  | 114.84   | AMAZON            |
| 08/06/2024 | 2E313231BFDB37A029F58 | 5236.SA OPERATING EXPENSES:Program<br>Expense:Programs -School Age 6-12                                   | 286.05   | AMAZON            |
| 08/06/2024 | 6FB26C90ED65430D93AB1 | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print  | 133.56   | AMAZON            |
| 08/06/2024 | C0B762309473472FC00CC | 5234.5s OPERATING EXPENSES:Professional<br>Development:Staff Mtg & Training:Staff Training<br>- Supported | 57.36    | WALMART           |
| 08/06/2024 | BE321E7024CE2437D914C | 5237 OPERATING EXPENSES:Professional<br>Services:Recruiting/Background Checks                             | 101.73   | CHECKR.COM        |
| 08/06/2024 | 0160E91F6936C94A78D01 | 5240 OPERATING<br>EXPENSES:Supplies:Supplies - general  | 15.30    | AMAZON            |
| 08/06/2024 | 9F0DAB60FE296CC06EBD7 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office   | 48.00    | CANVA             |
| 08/07/2024 | 1BA18721F94A5D3B7E7F2 | 5234.5s OPERATING EXPENSES:Professional<br>Development:Staff Mtg & Training:Staff Training<br>- Supported | 8.37     | ALBERTSONS        |
| 08/07/2024 | BA581E17D24F9E35240F9 | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print  | 60.67    | AMAZON            |
| 08/07/2024 | AE22166B0A0DA0462E595 | 5230 OPERATING EXPENSES:Information<br>Technology:Phone Service   | 125.94   | MAGICJACK.COM     |
| 08/07/2024 | 1C15D087D8C2446BBEEF0 | 5220.7 OPERATING EXPENSES:Information<br>Technology:IT Technology Maintenance                             | 29.98    | FBRC LLC          |
| 08/07/2024 | A8CF7615BE0BC7F164084 | 5240 OPERATING<br>EXPENSES:Supplies:Supplies - general  | 21.15    | AMAZON            |
| 08/07/2024 | CBB80257E8C0BEBB6EEC2 | 6224.1 OPERATING EXPENSES:Facility<br>Expense:Bldg-Maintenance  | 232.58   | AMAZON            |
| 08/07/2024 | A2B65157075EBA741EA16 | 5236.AD OPERATING EXPENSES:Program<br>Expense:Programs - Adult  | 149.50   | MARKET STREET     |
| 08/07/2024 | 9DF39C701DB3332B95FA3 | 5220.1 OPERATING EXPENSES:Information<br>Technology:IT Infra -Software/Licensing                          | 3,120.00 | MVIX              |
| 08/07/2024 | 9847AA5B4553CAF7BAFA  | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print  | 64.71    | MATTERHACKERS INC |
| 08/07/2024 | 88B76D24145F2C4BFB5A7 | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print  | 38.91    | AMAZON            |
| 08/07/2024 | D623BCDB898DC86E09100 | 5234.5s OPERATING EXPENSES:Professional   | -8.37    | ALBERTSONS        |

# Meridian Library District

## Credit Card Detail

August 2024

| DATE       | NUM                   | SPLIT  | AMOUNT    | NAME                      |
|------------|-----------------------|--|-----------|---------------------------|
|            |                       | Development:Staff Mtg & Training:Staff Training<br>- Supported                                     |           |                           |
| 08/07/2024 | 289A10DD0EDCBE9538FD1 | 5232 OPERATING EXPENSES:Miscellaneous<br>Operating:Postage   | 4.40      | US POSTAL SERVICE         |
| 08/07/2024 | E8D805088D27CBFD588E2 | 5240 OPERATING<br>EXPENSES:Supplies:Supplies - general   | 17.88     | AMAZON                    |
| 08/07/2024 | 69EDEA75A232745ADB6F0 | 5240 OPERATING<br>EXPENSES:Supplies:Supplies - general   | 13.49     | AMAZON                    |
| 08/07/2024 | EF7792240A1E41A695041 | 6224.1 OPERATING EXPENSES:Facility<br>Expense:Bldg-Maintenance                                     | 53.99     | AMAZON                    |
| 08/07/2024 | 51B3B7D673454013ED031 | 5234.4 OPERATING EXPENSES:Professional<br>Development:Memberships                                  | 20.00     | IDAHOLIBRARIES.ORG        |
| 08/07/2024 | 3EA88422BCE940122B9F7 | 5236.TN OPERATING EXPENSES:Program<br>Expense:Programs -Teen 13-18                                 | 11.10     | MAVERIK                   |
| 08/07/2024 | 3DA6BD8C3D191D685E1FD | 5236.2S OPERATING EXPENSES:Program<br>Expense:Programs - District:District Programs -<br>Supported | 21.99     | AMAZON                    |
| 08/08/2024 | 31AA17779437BB65B62CA | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print   | 41.94     | AMAZON                    |
| 08/08/2024 | EFF90FD4EABE767A49ED5 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office  | 113.97    | COSTCO                    |
| 08/08/2024 | FAC33030EE78B1F390147 | 5236.TN OPERATING EXPENSES:Program<br>Expense:Programs -Teen 13-18                                 | 63.59     | NINTENDO                  |
| 08/08/2024 | 3CC4D044BBE78BD4D67E0 | 6224.3 OPERATING EXPENSES:Facility<br>Expense:Bldg-Small Tools                                     | 29.12     | AMAZON                    |
| 08/08/2024 | 8D2938C591922ABB17C5F | 5216 OPERATING EXPENSES:Miscellaneous<br>Operating:Equipment & Furnishings Not Cap                 | 329.00    | LAKESHORE LEARNING<br>MAT |
| 08/08/2024 | 9107B38B407A4B05D4635 | 6224.1 OPERATING EXPENSES:Facility<br>Expense:Bldg-Maintenance                                     | 90.72     | AMAZON                    |
| 08/08/2024 | 02F47726EBF1BCFF719DA | 5225 OPERATING<br>EXPENSES:Marketing:Marketing & advertising                                       | 129.28    | 4IMPRINT                  |
| 08/08/2024 | FDC3BC0D5D2B32CD8392B | 5236.FA OPERATING EXPENSES:Program<br>Expense:Programs -Family All Ages                            | 28.36     | WALMART                   |
| 08/08/2024 | 7517C9DD4A88641DB57FF | 5236.FA OPERATING EXPENSES:Program<br>Expense:Programs -Family All Ages                            | -250.00   | TE FACILITRON             |
| 08/08/2024 | 27F9A1703A8E043377A6C | 5240 OPERATING<br>EXPENSES:Supplies:Supplies - general   | 21.16     | AMAZON                    |
| 08/08/2024 | D7FFC4B5B1A74099ECF13 | 9289 Pinnacle fka South Branch Project Costs   | 623.79    | WOODLANDMFG               |
| 08/08/2024 | AD1AB625AB60C8079474D | 9289 Pinnacle fka South Branch Project Costs   | -3,598.00 | LOWE'S                    |
| 08/08/2024 | 08AD67184CD583CB35232 | 6224.3 OPERATING EXPENSES:Facility<br>Expense:Bldg-Small Tools                                     | 25.97     | AMAZON                    |
| 08/08/2024 | 67174A3AFD323C5BABE09 | 5220.7 OPERATING EXPENSES:Information<br>Technology:IT Technology Maintenance                      | 40.98     | AMAZON                    |
| 08/08/2024 | BFB93D33150734B069EF2 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office  | 8.99      | AMAZON                    |
| 08/08/2024 | 2C0AB25F251547B5F3BD7 | 5236.AD OPERATING EXPENSES:Program<br>Expense:Programs - Adult                                     | 8.87      | ALBERTSONS                |

# Meridian Library District

## Credit Card Detail

August 2024

| DATE       | NUM                    | SPLIT   | AMOUNT   | NAME                   |
|------------|------------------------|---|----------|------------------------|
| 08/08/2024 | 5E8F53394D93528D24690  | 5211 OPERATING EXPENSES:Supplies:Copy/Print   | 51.68    | AMAZON                 |
| 08/08/2024 | 5560F9EDA7412DAFAB071  | 5220.5 OPERATING EXPENSES:Information Technology:IT Utilities                                       | 80.02    | VERIZON                |
| 08/09/2024 | EA41A23511F576CA23591  | 5236.VO OPERATING EXPENSES:Program Expense:Programs -Volunteers                                     | 6.99     | AMAZON                 |
| 08/09/2024 | 2B006BD92BD6D1339B728  | 5211 OPERATING EXPENSES:Supplies:Copy/Print   | 66.61    | MATTERHACKERS INC      |
| 08/09/2024 | 125CA79899B466869D1E0  | 5220.5 OPERATING EXPENSES:Information Technology:IT Utilities                                       | 373.20   | VERIZON                |
| 08/09/2024 | 4FD228E7D6F1CBC2E72D2  | 5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported | 181.29   | COSTCO                 |
| 08/09/2024 | FB010E5778357F0510DE6  | 5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5                            | 13.89    | AMAZON                 |
| 08/09/2024 | 6DFBE72A05D9A6B27613A  | 5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing                       | 30.00    | ADOBE                  |
| 08/09/2024 | 3B4676F71D31E76A0A1F7  | 5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware                        | 799.80   | AMAZON                 |
| 08/09/2024 | 6F0C528DEC7F9F6F4E07E  | 6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs   | 14.99    | AMAZON                 |
| 08/09/2024 | A7B8339C48325C6B1CC69  | 5234.4 OPERATING EXPENSES:Professional Development:Memberships                                      | 193.00   | AMERLIBASSOC           |
| 08/09/2024 | 7A1B5949946D07001F4FE  | 5260.7 OPERATING EXPENSES:Vehicle Expense:Vehicle - Chevy Silverado 1500                            | 129.99   | AMAZON                 |
| 08/09/2024 | F7432C583DC802EBD6571  | 5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5                            | 50.72    | AMAZON                 |
| 08/09/2024 | 7EC830FF896DCA956130B  | 5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages                                | 9.99     | AMAZON                 |
| 08/10/2024 | A7593E80EF784C72572B6  | 5236.VO OPERATING EXPENSES:Program Expense:Programs -Volunteers                                     | 45.64    | AMAZON                 |
| 08/10/2024 | 3FDCEB21BEA2A111ECBC50 | 5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult   | 17.00    | EXPRESS CAFE           |
| 08/10/2024 | 46EE6899AF7B2D55C1A86  | 5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5                            | 407.45   | LAKESHORE LEARNING MAT |
| 08/10/2024 | 5F0C8833F3168AD8074F1  | 5240 OPERATING EXPENSES:Supplies:Supplies - general   | 19.41    | AMAZON                 |
| 08/10/2024 | 5FF047F75BB32283C716D  | 5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported | 54.60    | WALMART                |
| 08/10/2024 | 65E8C931741404514E0C3  | 5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult   | 82.87    | AMAZON                 |
| 08/10/2024 | 6FC2E9648F78481532B55  | 5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult   | 179.14   | AMAZON                 |
| 08/10/2024 | B396A9AFCDB6224E5BA0D  | 5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported | 1,354.95 | CHIPOTLE               |



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|------------|-----------------------|--|--------|------------------------|
| 08/10/2024 | B4AD8B3259430B83C367F | 1500 Deposits/Prepaid expenses   | 325.00 | ABOS                   |
| 08/10/2024 | C015973940029DEE7DC18 | 6224.4 OPERATING EXPENSES:Facility<br>Expense:Bldg-Supplies                      | 25.75  | AMAZON                 |
| 08/11/2024 | C7E6F98BB57F4F63FE664 | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print                                   | 74.80  | AMAZON                 |
| 08/11/2024 | 9459E862753E6832ABD87 | 5220.1 OPERATING EXPENSES:Information<br>Technology:IT Infra -Software/Licensing | 63.00  | VOLGISTICS.COM         |
| 08/11/2024 | 772ECBF89CA1BEEF802CD | 5236.FA OPERATING EXPENSES:Program<br>Expense:Programs -Family All Ages          | 13.00  | AMAZON                 |
| 08/12/2024 | ED2392591693469751EFA | 5220.7 OPERATING EXPENSES:Information<br>Technology:IT Technology Maintenance    | 22.99  | AMAZON                 |
| 08/12/2024 | C5FA38F233290DB199FF5 | 5236.EL OPERATING EXPENSES:Program<br>Expense:Programs - Early Learning 0-5      | 174.75 | AMAZON                 |
| 08/12/2024 | A86F73115CB0A17A8631E | 5240 OPERATING<br>EXPENSES:Supplies:Supplies - general                           | 8.99   | AMAZON                 |
| 08/12/2024 | 1E07760BDEF250C792917 | 6224.4 OPERATING EXPENSES:Facility<br>Expense:Bldg-Supplies                      | 10.13  | AMAZON                 |
| 08/12/2024 | 93C59660FF57C6BC2AD04 | 6224.4 OPERATING EXPENSES:Facility<br>Expense:Bldg-Supplies                      | 32.77  | AMAZON                 |
| 08/12/2024 | 8D3035F9E512AF3EBB452 | 5236.TN OPERATING EXPENSES:Program<br>Expense:Programs -Teen 13-18               | 13.99  | AMAZON                 |
| 08/12/2024 | DDB5C31F78AB25E7D36DE | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print                                   | 393.36 | AMAZON                 |
| 08/13/2024 | BA80E4806D94677F5F802 | 5234.6 OPERATING EXPENSES:Professional<br>Development:Webinar/Ecourses           | 228.84 | EB CUSTOMER<br>SERVICE |
| 08/13/2024 | B8F7408FFD3EEDDCB18AE | 5236.TN OPERATING EXPENSES:Program<br>Expense:Programs -Teen 13-18               | 63.59  | NINTENDO               |
| 08/13/2024 | D4E6F50AE3FB1CF867916 | 5236.SA OPERATING EXPENSES:Program<br>Expense:Programs -School Age 6-12          | 115.96 | AMAZON                 |
| 08/13/2024 | 8251BCC16534D482832BE | 5220.7 OPERATING EXPENSES:Information<br>Technology:IT Technology Maintenance    | 18.00  | CARBIDE                |
| 08/13/2024 | 810C81A0EE8A6041409E0 | 5236.AD OPERATING EXPENSES:Program<br>Expense:Programs - Adult                   | 26.49  | AMAZON                 |
| 08/13/2024 | 3BAD731D306EAA95B1498 | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print                                   | 79.98  | MATTERHACKERS INC      |
| 08/13/2024 | AA1CB7A42EE5A0C8A0B76 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office                            | 66.65  | AMAZON                 |
| 08/13/2024 | 3B97CF7D2477B2702EF30 | 5225 OPERATING<br>EXPENSES:Marketing:Marketing & advertising                     | 238.97 | 4IMPRINT               |
| 08/13/2024 | B1AB13860809CB5FC6A02 | 5236.TN OPERATING EXPENSES:Program<br>Expense:Programs -Teen 13-18               | 42.38  | MICROSOFT STORE        |
| 08/13/2024 | AF644033FC01F4AB76A85 | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print                                   | 153.50 | AMAZON                 |
| 08/13/2024 | 718429CE349D03D78C41A | 5236.TN OPERATING EXPENSES:Program<br>Expense:Programs -Teen 13-18               | 127.18 | PLAYSTATION            |
| 08/13/2024 | EDEB8EDA060A341C8EBD4 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office                            | 42.55  | AMAZON                 |

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| 08/13/2024 | CD1B295513A1ED3E6F87E | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print                                     | 211.38   | AMAZON                    |
| 08/13/2024 | 0698ABC9290222DC9D37F | 5220.3 OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers & Hardware    | 15.99    | AMAZON                    |
| 08/13/2024 | AF7EC3815CE0326BF660E | 6224.1 OPERATING EXPENSES:Facility<br>Expense:Bldg-Maintenance                     | 15.37    | SPECIALTY<br>CONSTRUCTION |
| 08/13/2024 | E69DA4BBE3B4BBCEFC1F8 | 5236.AD OPERATING EXPENSES:Program<br>Expense:Programs - Adult                     | 11.86    | AMAZON                    |
| 08/13/2024 | 10C893757DF55A661956A | 9289 Pinnacle fka South Branch Project Costs                                       | 351.00   | SPECIALTY<br>CONSTRUCTION |
| 08/14/2024 | C6F83954D3D1D37C77FA2 | 1500 Deposits/Prepaid expenses   | 567.20   | ALASKA AIRLINES           |
| 08/14/2024 | 0607E1CECD9DB34C61154 | 5236.TN OPERATING EXPENSES:Program<br>Expense:Programs -Teen 13-18                 | 23.91    | WALMART                   |
| 08/14/2024 | AB68B21D03FECC2B9BA9F | 5236.TN OPERATING EXPENSES:Program<br>Expense:Programs -Teen 13-18                 | 66.01    | WALMART                   |
| 08/14/2024 | F7C18F3EA7964D3F5B98E | 5216 OPERATING EXPENSES:Miscellaneous<br>Operating:Equipment & Furnishings Not Cap | 199.98   | AMAZON                    |
| 08/14/2024 | FC2B9CBD5021477E6C935 | 5236.TN OPERATING EXPENSES:Program<br>Expense:Programs -Teen 13-18                 | 217.62   | COSTCO                    |
| 08/14/2024 | F17CF4655245B12A6637B | 2355 Dental Payable  | 1,199.90 | WILLAMETTE DENTAL         |
| 08/14/2024 | 4F5F0992D49F79439DC2C | 5236.AD OPERATING EXPENSES:Program<br>Expense:Programs - Adult                     | 28.99    | AMAZON                    |
| 08/14/2024 | 51B6261B82C524D2934D9 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office                              | 33.05    | AMAZON                    |
| 08/14/2024 | 7FBB5FEF842A304852AAE | 9289 Pinnacle fka South Branch Project Costs                                       | 3,216.96 | LOWE'S                    |
| 08/14/2024 | 573B5B0E6AFDD5025421C | 5236.AD OPERATING EXPENSES:Program<br>Expense:Programs - Adult                     | 62.85    | AMAZON                    |
| 08/14/2024 | BFD42BB4E5CC48AE86972 | 5232 OPERATING EXPENSES:Miscellaneous<br>Operating:Postage                         | 31.05    | US POSTAL SERVICE         |
| 08/14/2024 | 21A564A50A3EBD1810084 | 5236.FA OPERATING EXPENSES:Program<br>Expense:Programs -Family All Ages            | 4,400.80 | REDISCOVERED<br>BOOKSHOP  |
| 08/14/2024 | A3D118910297660782A0C | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office                              | 18.99    | AMAZON                    |
| 08/14/2024 | 7589DD6292CCCF1827816 | 5236.VO OPERATING EXPENSES:Program<br>Expense:Programs -Volunteers                 | 114.99   | AMAZON                    |
| 08/14/2024 | 6E483FD37D812986BF927 | 5220.3 OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers & Hardware    | 377.97   | AMAZON                    |
| 08/15/2024 | FD534C83983521A499634 | 6224.1 OPERATING EXPENSES:Facility<br>Expense:Bldg-Maintenance                     | 31.94    | AMAZON                    |
| 08/15/2024 | 452120C303EFF516EEE02 | 5236.FA OPERATING EXPENSES:Program<br>Expense:Programs -Family All Ages            | 19.76    | AMAZON                    |
| 08/15/2024 | 779F0ABD745BF2321788C | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office                              | 66.65    | AMAZON                    |
| 08/15/2024 | C3F37D0B3E6B6BB4240B5 | 5236.FA OPERATING EXPENSES:Program<br>Expense:Programs -Family All Ages            | 180.00   | CANVA                     |
| 08/15/2024 | 20D6193877C8B9A2898CF | 9289 Pinnacle fka South Branch Project Costs                                       | -29.96   | LOWE'S                    |
| 08/15/2024 | AE499AB8F4AFF84995CBA | 6224.3 OPERATING EXPENSES:Facility   | 126.98   | AMAZON                    |

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| 08/15/2024 | BDC21C50BAD5BB70B1CF3 | Expense:Bldg-Small Tools<br>5220.3S OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers &<br>Hardware:Supported - IT, PCs, Hardware | 997.99   | BEST BUY    |
| 08/15/2024 | FBD7FD2C956CF6049616E | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office   | 58.79    | AMAZON      |
| 08/15/2024 | 07E0BE827445731C1C028 | 5220.3S OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers &<br>Hardware:Supported - IT, PCs, Hardware                             | 1,117.98 | BEST BUY    |
| 08/16/2024 | 6D4EADBB67D9C30A31012 | 5236.SA OPERATING EXPENSES:Program<br>Expense:Programs -School Age 6-12   | 27.90    | WALMART     |
| 08/16/2024 | 7F6D82AAB3AA6E782E591 | 5220.3S OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers &<br>Hardware:Supported - IT, PCs, Hardware                             | 36.99    | BEST BUY    |
| 08/16/2024 | A5161BF0D9CC332F57A82 | 5220.3S OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers &<br>Hardware:Supported - IT, PCs, Hardware                             | 10.99    | BEST BUY    |
| 08/16/2024 | 5C8BB2E89FFBF0063A4D4 | 5236.AD OPERATING EXPENSES:Program<br>Expense:Programs - Adult  | 11.24    | WALMART     |
| 08/16/2024 | D85AB0ED4409A770356D5 | 5220.3S OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers &<br>Hardware:Supported - IT, PCs, Hardware                             | 107.98   | BEST BUY    |
| 08/16/2024 | 7DD00F26CB3659525B277 | 5220.3S OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers &<br>Hardware:Supported - IT, PCs, Hardware                             | 99.98    | BEST BUY    |
| 08/16/2024 | 4DCDE68C6C9306D978593 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office   | -116.62  | AMAZON      |
| 08/16/2024 | B0BEFCF06718DF275DE64 | 5236.AD OPERATING EXPENSES:Program<br>Expense:Programs - Adult  | 10.97    | WALMART     |
| 08/16/2024 | 68B8E33E71EFDF1036811 | 5220.3S OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers &<br>Hardware:Supported - IT, PCs, Hardware                             | 159.95   | BEST BUY    |
| 08/16/2024 | 3758126802A0BE05C8FFA | 5220.3S OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers &<br>Hardware:Supported - IT, PCs, Hardware                             | 789.95   | BEST BUY    |
| 08/16/2024 | 6851211AE4CBDF9865DD  | 5220.3S OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers &<br>Hardware:Supported - IT, PCs, Hardware                             | 709.94   | BEST BUY    |
| 08/17/2024 | 85D0905A45B5F869DEDF4 | 6224.2 OPERATING EXPENSES:Facility<br>Expense:Bldg-Repairs  | 68.97    | ZORO.COM    |
| 08/17/2024 | D80ACD51220CC06AEF4D1 | 6224.4 OPERATING EXPENSES:Facility<br>Expense:Bldg-Supplies   | 56.95    | AMAZON      |
| 08/17/2024 | BF9EB0DDB09AC2E592F4A | 5236.AD OPERATING EXPENSES:Program<br>Expense:Programs - Adult  | 3.95     | HOBBY LOBBY |
| 08/17/2024 | C115CE12B2CAE297909DA | 6224.4 OPERATING EXPENSES:Facility<br>Expense:Bldg-Supplies   | 123.87   | AMAZON      |
| 08/17/2024 | 716DBDDF4F926D9D282CB | 6224.4 OPERATING EXPENSES:Facility  | 318.67   | AMAZON      |

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|            |                       | Expense:Bldg-Supplies   |          |                          |
| 08/18/2024 | 9B64019D29A5838F03473 | 5220.5 OPERATING EXPENSES:Information<br>Technology:IT Utilities                                  | 30.10    | T-MOBILE                 |
| 08/18/2024 | F9C3EDA9E1BFE0EB0776B | 5115 COLLECTIONS:Adult Print Books  | 15.00    | AMAZON                   |
| 08/18/2024 | D2D89E1368F598B0DF7C6 | 5225 OPERATING<br>EXPENSES:Marketing:Marketing & advertising                                      | 178.99   | MEETUP ORG SUB           |
| 08/19/2024 | 24DC467D01C2F42FBC497 | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print  | 135.00   | AMAZON                   |
| 08/20/2024 | 2453526ABF10C7AA5AF34 | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print  | 68.99    | AMAZON                   |
| 08/20/2024 | 305A2C0719FF26D0C8733 | 5228.S OPERATING<br>EXPENSES:Miscellaneous<br>Operating:Miscellaneous:Miscellaneous-<br>Supported | 39.99    | AMAZON                   |
| 08/20/2024 | 9E817C8B6056E212B6921 | 5216 OPERATING EXPENSES:Miscellaneous<br>Operating:Equipment & Furnishings Not Cap                | 614.72   | LIFETIME PRODUCTS        |
| 08/20/2024 | F83D70EB5964BBF32862D | 6224.4 OPERATING EXPENSES:Facility<br>Expense:Bldg-Supplies                                       | 82.56    | AMAZON                   |
| 08/20/2024 | AF873AA0D1C55864099DC | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office   | 33.05    | AMAZON                   |
| 08/20/2024 | BA774D89C39B909B53C2C | 5240 OPERATING<br>EXPENSES:Supplies:Supplies - general  | 42.68    | AMAZON                   |
| 08/21/2024 | 86E9B9D1E233491164F9B | 5240s OPERATING<br>EXPENSES:Supplies:Supplies -<br>general:Supplies - General -Supported          | 1,911.30 | KAPLAN EARLY<br>LEARNING |
| 08/21/2024 | 492596DA5FF885C0B1C73 | 5228.S OPERATING<br>EXPENSES:Miscellaneous<br>Operating:Miscellaneous:Miscellaneous-<br>Supported | 39.99    | AMAZON                   |
| 08/21/2024 | 3BDEB4686609B2948BC5D | 5236.SA OPERATING EXPENSES:Program<br>Expense:Programs -School Age 6-12                           | 39.69    | AMAZON                   |
| 08/21/2024 | 63780B0B1996B87209F28 | 5234.4 OPERATING EXPENSES:Professional<br>Development:Memberships                                 | 20.00    | IDAHOLIBRARIES.ORG       |
| 08/21/2024 | C347DA98F393F96202690 | 6224.4 OPERATING EXPENSES:Facility<br>Expense:Bldg-Supplies                                       | 62.60    | CULLIGAN WATER           |
| 08/21/2024 | 7FCDEA8F3D916C5C21A02 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office   | 20.96    | AMAZON                   |
| 08/22/2024 | 0F89521B90E9DCBF98A05 | 5130S COLLECTIONS:Children's<br>books:Children's books - Supported                                | 90.66    | AMAZON                   |
| 08/22/2024 | F95F8F16EBD8A37D21655 | 5236.SA OPERATING EXPENSES:Program<br>Expense:Programs -School Age 6-12                           | 60.46    | AMAZON                   |
| 08/22/2024 | 303307B7C978A57A61728 | 5236.AD OPERATING EXPENSES:Program<br>Expense:Programs - Adult                                    | 32.38    | AMAZON                   |
| 08/22/2024 | E9E070429A9880399B30B | 5236.SA OPERATING EXPENSES:Program<br>Expense:Programs -School Age 6-12                           | 14.97    | WALMART                  |
| 08/22/2024 | 62311E87CB50C90C0DCA7 | 5115 COLLECTIONS:Adult Print Books  | 28.94    | AMAZON                   |
| 08/22/2024 | 6270E08C48B4B8AC59630 | 5234.1 OPERATING EXPENSES:Professional  | 415.97   | SOUTHWEST AIRLINES       |

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|            |                       | Development:Conferences   |          |                           |
| 08/22/2024 | D8EB6FA0B5C7B541165DD | 5115 COLLECTIONS:Adult Print Books  | 28.94    | AMAZON                    |
| 08/22/2024 | 2A91788FBCFB43F5C28A4 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office   | 105.00   | AMAZON                    |
| 08/22/2024 | D70EBD335243812DCB763 | 5228.S OPERATING<br>EXPENSES:Miscellaneous<br>Operating:Miscellaneous:Miscellaneous-Supported | 99.98    | AMAZON                    |
| 08/22/2024 | 73F2D466CC335D1977A24 | 5240 OPERATING<br>EXPENSES:Supplies:Supplies - general  | 12.95    | AMAZON                    |
| 08/22/2024 | CCA6856CC2A60C2501764 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office   | 32.13    | AMAZON                    |
| 08/22/2024 | CA505727F0305874A23F1 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office   | 15.20    | AMAZON                    |
| 08/22/2024 | 2567EBF699AD5885AC02E | 9289 Pinnacle fka South Branch Project Costs  | 122.50   | GRAMMY AND PAPA'S         |
| 08/22/2024 | B4BB373A3D5D537025154 | 5228.S OPERATING<br>EXPENSES:Miscellaneous<br>Operating:Miscellaneous:Miscellaneous-Supported | 42.98    | AMAZON                    |
| 08/22/2024 | B44E46525EC996E8D228F | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office   | 23.97    | AMAZON                    |
| 08/22/2024 | 8BF423587FE25F6955D6E | 5225 OPERATING<br>EXPENSES:Marketing:Marketing & advertising                                  | 1,474.60 | DEL COMMUNICATIONS<br>INC |
| 08/22/2024 | 8FCC988C5C2EE1BAA1391 | 5115 COLLECTIONS:Adult Print Books  | 28.94    | AMAZON                    |
| 08/22/2024 | 9E7508407371D159A09D3 | 9289 Pinnacle fka South Branch Project Costs  | -186.40  | CITYMERIDIAN              |
| 08/22/2024 | A1A28BEF49D991554CFB4 | 5236.FA OPERATING EXPENSES:Program<br>Expense:Programs -Family All Ages                       | 8.43     | WALMART                   |
| 08/23/2024 | 6508F9A88DF9C780502B7 | 6224.4 OPERATING EXPENSES:Facility<br>Expense:Bldg-Supplies                                   | 56.95    | AMAZON                    |
| 08/23/2024 | BD72D387C2FB9E67B3BF2 | 6224.4 OPERATING EXPENSES:Facility<br>Expense:Bldg-Supplies                                   | 41.29    | AMAZON                    |
| 08/23/2024 | 77FA370C492323E8B570E | 5236.AD OPERATING EXPENSES:Program<br>Expense:Programs - Adult                                | 69.87    | AMAZON                    |
| 08/23/2024 | 9860C1983E6463C3E41C2 | 6224.3 OPERATING EXPENSES:Facility<br>Expense:Bldg-Small Tools                                | 112.79   | AMAZON                    |
| 08/23/2024 | 32F5F282400EBCFDA24E0 | 5236.AD OPERATING EXPENSES:Program<br>Expense:Programs - Adult                                | 103.29   | COSTCO                    |
| 08/23/2024 | 95AEBEBC56257BD922AA1 | 6224.4 OPERATING EXPENSES:Facility<br>Expense:Bldg-Supplies                                   | 97.88    | AMAZON                    |
| 08/23/2024 | E88796ABD8EEAEBBAC9E7 | 5234.1 OPERATING EXPENSES:Professional<br>Development:Conferences                             | 6.00     | PARKBOI                   |
| 08/23/2024 | 9D787407C08CBDFD1DE47 | 6224.4 OPERATING EXPENSES:Facility<br>Expense:Bldg-Supplies                                   | 389.62   | AMAZON                    |
| 08/24/2024 | 23B7FF5AE1CB71D50B93B | 6224.4 OPERATING EXPENSES:Facility<br>Expense:Bldg-Supplies                                   | 57.36    | AMAZON                    |
| 08/24/2024 | 118884D22407228B019B8 | 5236.FA OPERATING EXPENSES:Program<br>Expense:Programs -Family All Ages                       | 41.74    | MATTERHACKERS INC         |

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|------------|-----------------------|--|---------|----------------------------|
| 08/24/2024 | DEA7DBF3AA68DA9AEB11A | 5236.AD OPERATING EXPENSES:Program<br>Expense:Programs - Adult                     | -103.29 | COSTCO                     |
| 08/24/2024 | A8176BFD1A99351C624A9 | 5236.AD OPERATING EXPENSES:Program<br>Expense:Programs - Adult                     | 97.44   | COSTCO                     |
| 08/24/2024 | 679083419A8A6F774F994 | 5234.1 OPERATING EXPENSES:Professional<br>Development:Conferences                  | 15.00   | PARKBOI                    |
| 08/25/2024 | 7567F5762D0B56259EEEE | 5240 OPERATING<br>EXPENSES:Supplies:Supplies - general                             | 105.07  | AMAZON                     |
| 08/25/2024 | DFBADBD113671D61D06E5 | 5150 COLLECTIONS:Circulating devices & kits  | 239.80  | AMAZON                     |
| 08/25/2024 | 2CDEB53C02D690128733B | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print                                     | 100.00  | AMAZON                     |
| 08/25/2024 | 2732F4616BE1EBA4971A7 | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print                                     | 100.10  | AMAZON                     |
| 08/25/2024 | 770E31E1551CE5C7E4F27 | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print                                     | 265.65  | MATTERHACKERS INC          |
| 08/25/2024 | 3B9395C08A1CCEA505BBB | 6224.4 OPERATING EXPENSES:Facility<br>Expense:Bldg-Supplies                        | 44.53   | AMAZON                     |
| 08/25/2024 | 725AD2CC9F13678DE42C0 | 5220.1 OPERATING EXPENSES:Information<br>Technology:IT Infra -Software/Licensing   | 284.00  | JAMF SOFTWARE              |
| 08/25/2024 | F32F94AF7904CFDB70DED | 5220.7 OPERATING EXPENSES:Information<br>Technology:IT Technology Maintenance      | 88.00   | CARBIDE                    |
| 08/25/2024 | 0E9CDEB8851B9259453EA | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office                              | 139.99  | AMAZON                     |
| 08/26/2024 | 8E2DC4F092E4A4921BBA9 | 5115 COLLECTIONS:Adult Print Books   | 208.11  | AMAZON                     |
| 08/26/2024 | 067B621436EF120C67DCF | 5115 COLLECTIONS:Adult Print Books   | 37.10   | AMAZON                     |
| 08/26/2024 | 89D04F489254BFC21E5F3 | 5236.FA OPERATING EXPENSES:Program<br>Expense:Programs -Family All Ages            | 57.71   | AMAZON                     |
| 08/26/2024 | D413718F2D68BAB3C84DB | 5211 OPERATING<br>EXPENSES:Supplies:Copy/Print                                     | 67.66   | AMAZON                     |
| 08/26/2024 | 77A71BA242F2541BB53D5 | 5236.EL OPERATING EXPENSES:Program<br>Expense:Programs - Early Learning 0-5        | 171.40  | AMAZON                     |
| 08/26/2024 | C41DA9F768E4E2186D1F3 | 5220.3 OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers & Hardware    | 75.99   | AMAZON                     |
| 08/26/2024 | E785A4588CE69741ACA52 | 5115 COLLECTIONS:Adult Print Books   | 14.54   | AMAZON                     |
| 08/26/2024 | 8A1F16EF35072C7914FA1 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office                              | 90.58   | AMAZON                     |
| 08/26/2024 | 6891A31A4AA74AAFC4E4C | 5220.1 OPERATING EXPENSES:Information<br>Technology:IT Infra -Software/Licensing   | 122.11  | ROUTIFIC.COM               |
| 08/27/2024 | 8305CBC79D2F38C556800 | 5240 OPERATING<br>EXPENSES:Supplies:Supplies - general                             | 19.89   | AMAZON                     |
| 08/27/2024 | 74735A236C22C4C16FC8D | 5216 OPERATING EXPENSES:Miscellaneous<br>Operating:Equipment & Furnishings Not Cap | 209.99  | ACTIVE OFFICE<br>FURNITURE |
| 08/27/2024 | C3FD203E460851904B108 | 5246 OPERATING<br>EXPENSES:Supplies:Supplies - office                              | 60.07   | AMAZON                     |
| 08/27/2024 | FB894D45B4C4AFE407C9D | 5220.3 OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers & Hardware    | 204.46  | AMAZON                     |
| 08/27/2024 | 79594000E2AF40EDFCA16 | 5211 OPERATING   | 135.05  | AMAZON                     |

# Meridian Library District

## Credit Card Detail

August 2024

| DATE       | NUM                   | SPLIT   | AMOUNT   | NAME               |
|------------|-----------------------|---|----------|--------------------|
|            |                       | EXPENSES:Supplies:Copy/Print                    |          |                    |
| 08/27/2024 | EFFEEC83CD12FA344D91D | 5150 COLLECTIONS:Circulating devices & kits     | 212.65   | AMAZON             |
| 08/28/2024 | 6C72F28C3293C90689A4E | 5240 OPERATING                                  | 25.99    | AMAZON             |
|            |                       | EXPENSES:Supplies:Supplies - general            |          |                    |
| 08/28/2024 | 9D3BE4B324C36CA8D1B6F | 5246 OPERATING                                  | 35.59    | AMAZON             |
|            |                       | EXPENSES:Supplies:Supplies - office             |          |                    |
| 08/28/2024 | 98049F4858721DAAC22D5 | 5240 OPERATING                                  | 70.59    | AMAZON             |
|            |                       | EXPENSES:Supplies:Supplies - general            |          |                    |
| 08/28/2024 | 07388CE8E8CD3F9727510 | 5236.TN OPERATING EXPENSES:Program              | 29.99    | AMAZON             |
|            |                       | Expense:Programs -Teen 13-18                    |          |                    |
| 08/28/2024 | 425A18DE3822C4DE50244 | 6255 OPERATING EXPENSES:Facility                | 213.30   | ACORN SELF STORAGE |
|            |                       | Expense:Bldg-Rent                               |          |                    |
| 08/28/2024 | DE81A51EE63D018B8DFEC | 5220.3 OPERATING EXPENSES:Information           | 74.99    | GAMESTOP           |
|            |                       | Technology:IT PCs, Printers & Hardware          |          |                    |
| 08/29/2024 | 0BED105F1A0A3CB618F03 | 5228.S OPERATING                                | 676.56   | GODADDY            |
|            |                       | EXPENSES:Miscellaneous                          |          |                    |
|            |                       | Operating:Miscellaneous:Miscellaneous-Supported |          |                    |
| 08/29/2024 | EB9EC18249893213A1710 | 5220.1 OPERATING EXPENSES:Information           | 39.99    | APPLE              |
|            |                       | Technology:IT Infra -Software/Licensing         |          |                    |
| 08/29/2024 | 814D6088E66AEB8A7308E | 5236.FA OPERATING EXPENSES:Program              | 34.99    | NINTENDO           |
|            |                       | Expense:Programs -Family All Ages               |          |                    |
| 08/29/2024 | 57A7F8844648D8B67F9BF | 6224.4 OPERATING EXPENSES:Facility              | 15.00    | AMAZON             |
|            |                       | Expense:Bldg-Supplies                           |          |                    |
| 08/29/2024 | 9821810CC6E2AE7754E53 | 5246 OPERATING                                  | 37.12    | AMAZON             |
|            |                       | EXPENSES:Supplies:Supplies - office             |          |                    |
| 08/30/2024 | 4203B7C20CF54FF004422 | 5240 OPERATING                                  | 18.69    | AMAZON             |
|            |                       | EXPENSES:Supplies:Supplies - general            |          |                    |
| 08/30/2024 | 2B69F1ABD27CA8067404F | 6224.4 OPERATING EXPENSES:Facility              | 99.99    | AMAZON             |
|            |                       | Expense:Bldg-Supplies                           |          |                    |
| 08/30/2024 | 4FEBACA39A0DDEB5B6FF6 | 5240 OPERATING                                  | 52.98    | AMAZON             |
|            |                       | EXPENSES:Supplies:Supplies - general            |          |                    |
| 08/30/2024 | A5DDBC494A36FA89DF0F5 | 5234.5 OPERATING EXPENSES:Professional          | 32.94    | ALBERTSONS         |
|            |                       | Development:Staff Mtg & Training                |          |                    |
| 08/30/2024 | 7401CA309B6CC9941B16C | 5236.TN OPERATING EXPENSES:Program              | 182.43   | WALMART            |
|            |                       | Expense:Programs -Teen 13-18                    |          |                    |
| 08/30/2024 | 23CD5D93D6DE6FC7A37D8 | 5246 OPERATING                                  | 34.99    | AMAZON             |
|            |                       | EXPENSES:Supplies:Supplies - office             |          |                    |
| 08/30/2024 | E05733235E2D9FCB4F86B | 5236.TN OPERATING EXPENSES:Program              | 491.91   | COSTCO             |
|            |                       | Expense:Programs -Teen 13-18                    |          |                    |
| 08/30/2024 | E72EA602DF9A53E362628 | 6224.1 OPERATING EXPENSES:Facility              | 193.96   | AMAZON             |
|            |                       | Expense:Bldg-Maintenance                        |          |                    |
| 08/31/2024 | 5EFFE3F9FB95085CAEE9D | 5225 OPERATING                                  | 275.00   | INC                |
|            |                       | EXPENSES:Marketing:Marketing & advertising      |          |                    |
| 08/31/2024 | E1D973DF6BFE265942B30 | 5260.3 OPERATING EXPENSES:Vehicle               | 27.99    | AMAZON             |
|            |                       | Expense:Vehicle - Van Honda Odyssey             |          |                    |
| 08/31/2024 | BD967AB8C3034A525F62E | 5225 OPERATING                                  | 1,676.00 | T ZERS SHIRT SHOP  |

# Meridian Library District

## Credit Card Detail

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| DATE   | NUM                   | SPLIT   | AMOUNT             | NAME              |
|--|-----------------------|---|--------------------|-------------------|
| 08/31/2024   | E7EA58702EF94A6564B93 | EXPENSES:Marketing:Marketing & advertising<br>5220.3S OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers &<br>Hardware:Supported - IT, PCs, Hardware | 25.65              | AMAZON            |
| 08/31/2024   | A5E4E6A1E4556F273AEA4 | 9289 Pinnacle fka South Branch Project Costs  | 42.99              | AMAZON            |
| 08/31/2024   | 4247382F42296E35950F3 | 5220.1 OPERATING EXPENSES:Information<br>Technology:IT Infra -Software/Licensing  | 120.00             | CARBIDE           |
| 08/31/2024   | D98A3F04CDEC9CCE1CB6D | 5220.3S OPERATING EXPENSES:Information<br>Technology:IT PCs, Printers &<br>Hardware:Supported - IT, PCs, Hardware   | 50.97              | AMAZON            |
| 08/31/2024   | E368A2AA328DA817B1891 | 5240 OPERATING<br>EXPENSES:Supplies:Supplies - general  | 24.48              | FRED MEYER        |
| <b>Total for 2700 Divvy Credit Cards Payable</b>     |                       |   | <b>\$48,109.97</b> |                   |
| 2355 Dental Payable                                  |                       |   |                    |                   |
| 08/14/2024   | F17CF4655245B12A6637B | 2700 Divvy Credit Cards Payable   | -1,199.90          | WILLAMETTE DENTAL |
| <b>Total for 2355 Dental Payable</b>                 |                       |   | <b>\$ -</b>        |                   |
|  |                       |   | <b>1,199.90</b>    |                   |
| 51000 COLLECTIONS                                    |                       |   |                    |                   |
| 5115 Adult Print Books                               |                       |   |                    |                   |
| 08/18/2024   | F9C3EDA9E1BFE0EB0776B | 2700 Divvy Credit Cards Payable   | 15.00              | AMAZON            |
| 08/22/2024   | D8EB6FA0B5C7B541165DD | 2700 Divvy Credit Cards Payable   | 28.94              | AMAZON            |
| 08/22/2024   | 62311E87CB50C90C0DCA7 | 2700 Divvy Credit Cards Payable   | 28.94              | AMAZON            |
| 08/22/2024   | 8FCC988C5C2EE1BAA1391 | 2700 Divvy Credit Cards Payable   | 28.94              | AMAZON            |
| 08/26/2024   | 067B621436EF120C67DCF | 2700 Divvy Credit Cards Payable   | 37.10              | AMAZON            |
| 08/26/2024   | 8E2DC4F092E4A4921BBA9 | 2700 Divvy Credit Cards Payable   | 208.11             | AMAZON            |
| 08/26/2024   | E785A4588CE69741ACA52 | 2700 Divvy Credit Cards Payable   | 14.54              | AMAZON            |
| <b>Total for 5115 Adult Print Books</b>              |                       |   | <b>\$361.57</b>    |                   |
| 5130 Children's books                                |                       |   |                    |                   |
| 5130S Children's books - Supported                   |                       |   |                    |                   |
| 08/22/2024   | 0F89521B90E9DCBF98A05 | 2700 Divvy Credit Cards Payable   | 90.66              | AMAZON            |
| <b>Total for 5130S Children's books - Supported</b>  |                       |   | <b>\$90.66</b>     |                   |
| <b>Total for 5130 Children's books</b>               |                       |   | <b>\$90.66</b>     |                   |
| 5150 Circulating devices & kits                      |                       |   |                    |                   |
| 08/25/2024   | DFBADBD113671D61D06E5 | 2700 Divvy Credit Cards Payable   | 239.80             | AMAZON            |
| 08/27/2024   | EFFEEC83CD12FA344D91D | 2700 Divvy Credit Cards Payable   | 212.65             | AMAZON            |
| <b>Total for 5150 Circulating devices &amp; kits</b> |                       |   | <b>\$452.45</b>    |                   |
| <b>Total for 51000 COLLECTIONS</b>                   |                       |   | <b>\$904.68</b>    |                   |
| 52000 OPERATING EXPENSES                             |                       |   |                    |                   |
| 52020 Professional Services                          |                       |   |                    |                   |
| 5237 Recruiting/Background Checks                    |                       |   |                    |                   |
| 08/06/2024   | BE321E7024CE2437D914C | 2700 Divvy Credit Cards Payable   | 101.73             | CHECKR.COM        |
| <b>Total for 5237 Recruiting/Background Checks</b>   |                       |   | <b>\$101.73</b>    |                   |
| <b>Total for 52020 Professional Services</b>         |                       |   | <b>\$101.73</b>    |                   |
| 52200 Information Technology                         |                       |   |                    |                   |



# Meridian Library District

## Credit Card Detail

August 2024

| DATE  | NUM                   | SPLIT                           | AMOUNT            | NAME               |
|---|-----------------------|---------------------------------|-------------------|--------------------|
| <b>5220.1 IT Infra -Software/Licensing</b>                        |                       |                                 |                   |                    |
| 08/01/2024  | AA9A559023511B05A73CC | 2700 Divvy Credit Cards Payable | 31.45             | GOOGLE WORKSPACE   |
| 08/01/2024  | 6C9AF5CA36A1C2D2F4CCB | 2700 Divvy Credit Cards Payable | 35.95             | SIMPLETRUCKTAX.COM |
| 08/02/2024  | AF84544E1D3BBA9FC5549 | 2700 Divvy Credit Cards Payable | 12.33             | GOOGLE SERVICES    |
| 08/03/2024  | ECD826F40681AFFE9D2F0 | 2700 Divvy Credit Cards Payable | 1.40              | PAYPAL PAYFLOW     |
| 08/07/2024  | 9DF39C701DB3332B95FA3 | 2700 Divvy Credit Cards Payable | 3,120.00          | MVIX               |
| 08/09/2024  | 6DFBE72A05D9A6B27613A | 2700 Divvy Credit Cards Payable | 30.00             | ADOBE              |
| 08/11/2024  | 9459E862753E6832ABD87 | 2700 Divvy Credit Cards Payable | 63.00             | VOLGISTICS.COM     |
| 08/25/2024  | 725AD2CC9F13678DE42C0 | 2700 Divvy Credit Cards Payable | 284.00            | JAMF SOFTWARE      |
| 08/26/2024  | 6891A31A4AA74AAFC4E4C | 2700 Divvy Credit Cards Payable | 122.11            | ROUTIFIC.COM       |
| 08/29/2024  | EB9EC18249893213A1710 | 2700 Divvy Credit Cards Payable | 39.99             | APPLE              |
| 08/31/2024  | 4247382F42296E35950F3 | 2700 Divvy Credit Cards Payable | 120.00            | CARBIDE            |
| <b>Total for 5220.1 IT Infra -Software/Licensing</b>              |                       |                                 | <b>\$3,860.23</b> |                    |
| <b>5220.3 IT PCs, Printers &amp; Hardware</b>                     |                       |                                 |                   |                    |
| 08/09/2024  | 3B4676F71D31E76A0A1F7 | 2700 Divvy Credit Cards Payable | 799.80            | AMAZON             |
| 08/13/2024  | 0698ABC9290222DC9D37F | 2700 Divvy Credit Cards Payable | 15.99             | AMAZON             |
| 08/14/2024  | 6E483FD37D812986BF927 | 2700 Divvy Credit Cards Payable | 377.97            | AMAZON             |
| 08/26/2024  | C41DA9F768E4E2186D1F3 | 2700 Divvy Credit Cards Payable | 75.99             | AMAZON             |
| 08/27/2024  | FB894D45B4C4AFE407C9D | 2700 Divvy Credit Cards Payable | 204.46            | AMAZON             |
| 08/28/2024  | DE81A51EE63D018B8DFEC | 2700 Divvy Credit Cards Payable | 74.99             | GAMESTOP           |
| <b>Total for 5220.3 IT PCs, Printers &amp; Hardware</b>           |                       |                                 | <b>\$1,549.20</b> |                    |
| <b>5220.3S Supported - IT, PCs, Hardware</b>                      |                       |                                 |                   |                    |
| 08/15/2024  | BDC21C50BAD5BB70B1CF3 | 2700 Divvy Credit Cards Payable | 997.99            | BEST BUY           |
| 08/15/2024  | 07E0BE827445731C1C028 | 2700 Divvy Credit Cards Payable | 1,117.98          | BEST BUY           |
| 08/16/2024  | 3758126802A0BE05C8FFA | 2700 Divvy Credit Cards Payable | 789.95            | BEST BUY           |
| 08/16/2024  | 68B8E33E71EFD1036811  | 2700 Divvy Credit Cards Payable | 159.95            | BEST BUY           |
| 08/16/2024  | A5161BF0D9CC332F57A82 | 2700 Divvy Credit Cards Payable | 10.99             | BEST BUY           |
| 08/16/2024  | 7F6D82AAB3AA6E782E591 | 2700 Divvy Credit Cards Payable | 36.99             | BEST BUY           |
| 08/16/2024  | 6851211AE4CBDF9865DD  | 2700 Divvy Credit Cards Payable | 709.94            | BEST BUY           |
| 08/16/2024  | 7DD00F26CB3659525B277 | 2700 Divvy Credit Cards Payable | 99.98             | BEST BUY           |
| 08/16/2024  | D85AB0ED4409A770356D5 | 2700 Divvy Credit Cards Payable | 107.98            | BEST BUY           |
| 08/31/2024  | E7EA58702EF94A6564B93 | 2700 Divvy Credit Cards Payable | 25.65             | AMAZON             |
| 08/31/2024  | D98A3F04CDEC9CCE1CB6D | 2700 Divvy Credit Cards Payable | 50.97             | AMAZON             |
| <b>Total for 5220.3S Supported - IT, PCs, Hardware</b>            |                       |                                 | <b>\$4,108.37</b> |                    |
| <b>Total for 5220.3 IT PCs, Printers &amp; Hardware with subs</b> |                       |                                 | <b>\$5,657.57</b> |                    |
| <b>5220.5 IT Utilities</b>  |                       |                                 |                   |                    |
| 08/08/2024  | 5560F9EDA7412DAFAB071 | 2700 Divvy Credit Cards Payable | 80.02             | VERIZON            |
| 08/09/2024  | 125CA79899B466869D1E0 | 2700 Divvy Credit Cards Payable | 373.20            | VERIZON            |
| 08/18/2024  | 9B64019D29A5838F03473 | 2700 Divvy Credit Cards Payable | 30.10             | T-MOBILE           |
| <b>Total for 5220.5 IT Utilities</b>                              |                       |                                 | <b>\$483.32</b>   |                    |
| <b>5220.7 IT Technology Maintenance</b>                           |                       |                                 |                   |                    |
| 08/07/2024  | 1C15D087D8C2446BBEEF0 | 2700 Divvy Credit Cards Payable | 29.98             | FBRC LLC           |
| 08/08/2024  | 67174A3AFD323C5BABE09 | 2700 Divvy Credit Cards Payable | 40.98             | AMAZON             |
| 08/12/2024  | ED2392591693469751EFA | 2700 Divvy Credit Cards Payable | 22.99             | AMAZON             |

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| DATE  | NUM                    | SPLIT                           | AMOUNT             | NAME                      |
|---|------------------------|---------------------------------|--------------------|---------------------------|
| 08/13/2024  | 8251BCC16534D482832BE  | 2700 Divvy Credit Cards Payable | 18.00              | CARBIDE                   |
| 08/25/2024  | F32F94AF7904CFDB70DED  | 2700 Divvy Credit Cards Payable | 88.00              | CARBIDE                   |
| <b>Total for 5220.7 IT Technology Maintenance</b> |                        |                                 | <b>\$199.95</b>    |                           |
| 5230 Phone Service                                |                        |                                 |                    |                           |
| 08/07/2024  | AE22166B0A0DA0462E595  | 2700 Divvy Credit Cards Payable | 125.94             | MAGICJACK.COM             |
| <b>Total for 5230 Phone Service</b>               |                        |                                 | <b>\$125.94</b>    |                           |
| <b>Total for 52200 Information Technology</b>     |                        |                                 | <b>\$10,327.01</b> |                           |
| 52250 Marketing                                   |                        |                                 |                    |                           |
| 5225 Marketing & advertising                      |                        |                                 |                    |                           |
| 08/01/2024  | DDAD16CBEBEA63A4F3919E | 2700 Divvy Credit Cards Payable | 323.26             | 4IMPRINT                  |
| 08/08/2024  | 02F47726EBF1BCFF719DA  | 2700 Divvy Credit Cards Payable | 129.28             | 4IMPRINT                  |
| 08/13/2024  | 3B97CF7D2477B2702EF30  | 2700 Divvy Credit Cards Payable | 238.97             | 4IMPRINT                  |
| 08/18/2024  | D2D89E1368F598B0DF7C6  | 2700 Divvy Credit Cards Payable | 178.99             | MEETUP ORG SUB            |
| 08/22/2024  | 8BF423587FE25F6955D6E  | 2700 Divvy Credit Cards Payable | 1,474.60           | DEL COMMUNICATIONS<br>INC |
| 08/31/2024  | 5EFFE3F9FB95085CAEE9D  | 2700 Divvy Credit Cards Payable | 275.00             | INC                       |
| 08/31/2024  | BD967AB8C3034A525F62E  | 2700 Divvy Credit Cards Payable | 1,676.00           | T ZERS SHIRT SHOP         |
| <b>Total for 5225 Marketing &amp; advertising</b> |                        |                                 | <b>\$4,296.10</b>  |                           |
| <b>Total for 52250 Marketing</b>                  |                        |                                 | <b>\$4,296.10</b>  |                           |
| 52340 Professional Development                    |                        |                                 |                    |                           |
| 5234.1 Conferences                                |                        |                                 |                    |                           |
| 08/01/2024  | 6332E44977BD7C1BEE422  | 2700 Divvy Credit Cards Payable | 37.66              | LAMAS TAXI                |
| 08/01/2024  | 821362CBF662A2F1F90C2  | 2700 Divvy Credit Cards Payable | 7.58               | SEA CAP                   |
| 08/01/2024  | 2AF4FE4EC30C57E0E2974  | 2700 Divvy Credit Cards Payable | 8.09               | BARANOF HOTEL             |
| 08/02/2024  | 0CA9A9B11CA42C3ED8E97  | 2700 Divvy Credit Cards Payable | 3.15               | KULTURA SA ISLA RE        |
| 08/03/2024  | 53DC4C5D5B56DD7FE39AA2 | 2700 Divvy Credit Cards Payable | 21.17              | THE WHARF                 |
| 08/03/2024  | 04D7689AEED64A3740DFE  | 2700 Divvy Credit Cards Payable | 13.47              | TRACY'S KING CRAB         |
| 08/03/2024  | 2DB6789EFD5BFAA9811EF  | 2700 Divvy Credit Cards Payable | 21.90              | DECKHAND DAVE'S<br>FISH   |
| 08/03/2024  | 532BE7AE2510F32A0953F  | 2700 Divvy Credit Cards Payable | 36.22              | SEONG SUSHI BAR JH        |
| 08/03/2024  | B9138CADDAD5217C487F6  | 2700 Divvy Credit Cards Payable | 6.25               | LEMON TREE CAFE MO        |
| 08/04/2024  | 0B21E963579E46B7EC939  | 2700 Divvy Credit Cards Payable | 4.60               | IMPERIAL GRILL, LL        |
| 08/04/2024  | A4CD2B780C97CEA413A02  | 2700 Divvy Credit Cards Payable | 5.41               | SACRED GROUNDS            |
| 08/05/2024  | 2FBDF2C5FD55846EEA6AD  | 2700 Divvy Credit Cards Payable | 9.49               | SEA LOULOU MARCHE         |
| 08/05/2024  | D37B085860F449E857910  | 2700 Divvy Credit Cards Payable | 43.42              | SPICE INDIAN CUISINE      |
| 08/05/2024  | 7DF12E97181E1CCC8C1DD  | 2700 Divvy Credit Cards Payable | 41.28              | SEA VYNE WINESHOP         |
| 08/06/2024  | 3E0AB313D3032F7D01379  | 2700 Divvy Credit Cards Payable | 1,135.44           | BARANOF HOTEL             |
| 08/22/2024  | 6270E08C48B4B8AC59630  | 2700 Divvy Credit Cards Payable | 415.97             | SOUTHWEST AIRLINES        |
| 08/23/2024  | E88796ABD8EEAE8BAC9E7  | 2700 Divvy Credit Cards Payable | 6.00               | PARKBOI                   |
| 08/24/2024  | 679083419A8A6F774F994  | 2700 Divvy Credit Cards Payable | 15.00              | PARKBOI                   |
| <b>Total for 5234.1 Conferences</b>               |                        |                                 | <b>\$1,832.10</b>  |                           |
| 5234.4 Memberships                                |                        |                                 |                    |                           |
| 08/07/2024  | 51B3B7D673454013ED031  | 2700 Divvy Credit Cards Payable | 20.00              | IDAHOLIBRARIES.ORG        |
| 08/09/2024  | A7B8339C48325C6B1CC69  | 2700 Divvy Credit Cards Payable | 193.00             | AMERLIBASSOC              |

# Meridian Library District

## Credit Card Detail

August 2024

| DATE   | NUM                    | SPLIT                           | AMOUNT            | NAME                |
|--|------------------------|---------------------------------|-------------------|---------------------|
| 08/21/2024   | 63780B0B1996B87209F28  | 2700 Divvy Credit Cards Payable | 20.00             | IDAHOLIBRARIES.ORG  |
| <b>Total for 5234.4 Memberships</b>                        |                        |                                 | <b>\$233.00</b>   |                     |
| 5234.5 Staff Mtg & Training                                |                        |                                 |                   |                     |
| 08/30/2024   | A5DDBC494A36FA89DF0F5  | 2700 Divvy Credit Cards Payable | 32.94             | ALBERTSONS          |
| <b>Total for 5234.5 Staff Mtg &amp; Training</b>           |                        |                                 | <b>\$32.94</b>    |                     |
| 5234.5s Staff Training - Supported                         |                        |                                 |                   |                     |
| 08/06/2024   | C0B762309473472FC00CC  | 2700 Divvy Credit Cards Payable | 57.36             | WALMART             |
| 08/07/2024   | 1BA18721F94A5D3B7E7F2  | 2700 Divvy Credit Cards Payable | 8.37              | ALBERTSONS          |
| 08/07/2024   | D623BCDB898DC86E09100  | 2700 Divvy Credit Cards Payable | -8.37             | ALBERTSONS          |
| 08/09/2024   | 4FD228E7D6F1CBC2E72D2  | 2700 Divvy Credit Cards Payable | 181.29            | COSTCO              |
| 08/10/2024   | 5FF047F75BB32283C716D  | 2700 Divvy Credit Cards Payable | 54.60             | WALMART             |
| 08/10/2024   | B396A9AFCDB6224E5BA0D  | 2700 Divvy Credit Cards Payable | 1,354.95          | CHIPOTLE            |
| <b>Total for 5234.5s Staff Training - Supported</b>        |                        |                                 | <b>\$1,648.20</b> |                     |
| <b>Total for 5234.5 Staff Mtg &amp; Training with subs</b> |                        |                                 | <b>\$1,681.14</b> |                     |
| 5234.6 Webinar/Ecourses                                    |                        |                                 |                   |                     |
| 08/13/2024   | BA80E4806D94677F5F802  | 2700 Divvy Credit Cards Payable | 228.84            | EB CUSTOMER SERVICE |
| <b>Total for 5234.6 Webinar/Ecourses</b>                   |                        |                                 | <b>\$228.84</b>   |                     |
| <b>Total for 52340 Professional Development</b>            |                        |                                 | <b>\$3,975.08</b> |                     |
| 52360 Program Expense                                      |                        |                                 |                   |                     |
| 5236.2 Programs - District                                 |                        |                                 |                   |                     |
| 5236.2S District Programs -Supported                       |                        |                                 |                   |                     |
| 08/07/2024   | 3DA6BD8C3D191D685E1FD  | 2700 Divvy Credit Cards Payable | 21.99             | AMAZON              |
| <b>Total for 5236.2S District Programs -Supported</b>      |                        |                                 | <b>\$21.99</b>    |                     |
| <b>Total for 5236.2 Programs - District</b>                |                        |                                 | <b>\$21.99</b>    |                     |
| 5236.AD Programs - Adult                                   |                        |                                 |                   |                     |
| 08/05/2024   | 20F906EEDE5C59F34AC5C  | 2700 Divvy Credit Cards Payable | 61.95             | ALBERTSONS          |
| 08/07/2024   | A2B65157075EBA741EA16  | 2700 Divvy Credit Cards Payable | 149.50            | MARKET STREET       |
| 08/08/2024   | 2C0AB25F251547B5F3BD7  | 2700 Divvy Credit Cards Payable | 8.87              | ALBERTSONS          |
| 08/10/2024   | 65E8C931741404514E0C3  | 2700 Divvy Credit Cards Payable | 82.87             | AMAZON              |
| 08/10/2024   | 6FC2E9648F78481532B55  | 2700 Divvy Credit Cards Payable | 179.14            | AMAZON              |
| 08/10/2024   | 3FDCCB21BEA2A111ECBC50 | 2700 Divvy Credit Cards Payable | 17.00             | EXPRESS CAFE        |
| 08/13/2024   | E69DA4BBE3B4BBCEFC1F8  | 2700 Divvy Credit Cards Payable | 11.86             | AMAZON              |
| 08/13/2024   | 810C81A00EE8A6041409E0 | 2700 Divvy Credit Cards Payable | 26.49             | AMAZON              |
| 08/14/2024   | 4F5F0992D49F79439DC2C  | 2700 Divvy Credit Cards Payable | 28.99             | AMAZON              |
| 08/14/2024   | 573B5B0E6AFDD5025421C  | 2700 Divvy Credit Cards Payable | 62.85             | AMAZON              |
| 08/16/2024   | 5C8BB2E89FFBF0063A4D4  | 2700 Divvy Credit Cards Payable | 11.24             | WALMART             |
| 08/16/2024   | B0BEFCF06718DF275DE64  | 2700 Divvy Credit Cards Payable | 10.97             | WALMART             |
| 08/17/2024   | BF9EB0DDB09AC2E592F4A  | 2700 Divvy Credit Cards Payable | 3.95              | HOBBY LOBBY         |
| 08/22/2024   | 303307B7C978A57A61728  | 2700 Divvy Credit Cards Payable | 32.38             | AMAZON              |
| 08/23/2024   | 77FA370C492323E8B570E  | 2700 Divvy Credit Cards Payable | 69.87             | AMAZON              |
| 08/23/2024   | 32F5F282400EBCFDA24E0  | 2700 Divvy Credit Cards Payable | 103.29            | COSTCO              |
| 08/24/2024   | DEA7DBF3AA68DA9AEB11A  | 2700 Divvy Credit Cards Payable | -103.29           | COSTCO              |

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|--|-----------------------|---------------------------------|-------------------|---------------------------|
| 08/24/2024   | A8176BFD1A99351C624A9 | 2700 Divvy Credit Cards Payable | 97.44             | COSTCO                    |
| <b>Total for 5236.AD Programs - Adult</b>              |                       |                                 | <b>\$855.37</b>   |                           |
| 5236.EL Programs - Early Learning 0-5                  |                       |                                 |                   |                           |
| 08/05/2024   | F72E23F5BDE9CED083659 | 2700 Divvy Credit Cards Payable | 262.90            | AMAZON                    |
| 08/06/2024   | D2C77A070B8884B9FAAF8 | 2700 Divvy Credit Cards Payable | 39.97             | AMAZON                    |
| 08/09/2024   | F7432C583DC802EBD6571 | 2700 Divvy Credit Cards Payable | 50.72             | AMAZON                    |
| 08/09/2024   | FB010E5778357F0510DE6 | 2700 Divvy Credit Cards Payable | 13.89             | AMAZON                    |
| 08/10/2024   | 46EE6899AF7B2D55C1A86 | 2700 Divvy Credit Cards Payable | 407.45            | LAKESHORE LEARNING<br>MAT |
| 08/12/2024   | C5FA38F233290DB199FF5 | 2700 Divvy Credit Cards Payable | 174.75            | AMAZON                    |
| 08/26/2024   | 77A71BA242F2541BB53D5 | 2700 Divvy Credit Cards Payable | 171.40            | AMAZON                    |
| <b>Total for 5236.EL Programs - Early Learning 0-5</b> |                       |                                 | <b>\$1,121.08</b> |                           |
| 5236.FA Programs -Family All Ages                      |                       |                                 |                   |                           |
| 08/01/2024   | E3D2C12BF500825CEE4BD | 2700 Divvy Credit Cards Payable | 5.50              | TEACHERS PAY<br>TEACHERS  |
| 08/03/2024   | 507AF95048CA6351BF80F | 2700 Divvy Credit Cards Payable | 67.47             | FRED MEYER                |
| 08/04/2024   | 1B369A44D21AC1526911B | 2700 Divvy Credit Cards Payable | 18.94             | AMAZON                    |
| 08/05/2024   | 3669B773630DD04C4A2E1 | 2700 Divvy Credit Cards Payable | 319.60            | AMAZON                    |
| 08/08/2024   | 7517C9DD4A88641DB57FF | 2700 Divvy Credit Cards Payable | -250.00           | TE FACILITRON             |
| 08/08/2024   | FDC3BC0D5D2B32CD8392B | 2700 Divvy Credit Cards Payable | 28.36             | WALMART                   |
| 08/09/2024   | 7EC830FF896DCA956130B | 2700 Divvy Credit Cards Payable | 9.99              | AMAZON                    |
| 08/11/2024   | 772ECBF89CA1BEEF802CD | 2700 Divvy Credit Cards Payable | 13.00             | AMAZON                    |
| 08/14/2024   | 21A564A50A3EBD1810084 | 2700 Divvy Credit Cards Payable | 4,400.80          | REDISCOVERED<br>BOOKSHOP  |
| 08/15/2024   | 452120C303EFF516EEE02 | 2700 Divvy Credit Cards Payable | 19.76             | AMAZON                    |
| 08/15/2024   | C3F37D0B3E6B6BB4240B5 | 2700 Divvy Credit Cards Payable | 180.00            | CANVA                     |
| 08/22/2024   | A1A28BEF49D991554CFB4 | 2700 Divvy Credit Cards Payable | 8.43              | WALMART                   |
| 08/24/2024   | 118884D22407228B019B8 | 2700 Divvy Credit Cards Payable | 41.74             | MATTERHACKERS INC         |
| 08/26/2024   | 89D04F489254BFC21E5F3 | 2700 Divvy Credit Cards Payable | 57.71             | AMAZON                    |
| 08/29/2024   | 814D6088E66AEB8A7308E | 2700 Divvy Credit Cards Payable | 34.99             | NINTENDO                  |
| <b>Total for 5236.FA Programs -Family All Ages</b>     |                       |                                 | <b>\$4,956.29</b> |                           |
| 5236.SA Programs -School Age 6-12                      |                       |                                 |                   |                           |
| 08/01/2024   | 747103E2B93445B3B943E | 2700 Divvy Credit Cards Payable | 8.11              | WALMART                   |
| 08/03/2024   | 491D6D744FEEA898FBBED | 2700 Divvy Credit Cards Payable | 19.90             | AMAZON                    |
| 08/06/2024   | 2E313231BFDB37A029F58 | 2700 Divvy Credit Cards Payable | 286.05            | AMAZON                    |
| 08/13/2024   | D4E6F50AE3FB1CF867916 | 2700 Divvy Credit Cards Payable | 115.96            | AMAZON                    |
| 08/16/2024   | 6D4EADBB67D9C30A31012 | 2700 Divvy Credit Cards Payable | 27.90             | WALMART                   |
| 08/21/2024   | 3BDEB4686609B2948BC5D | 2700 Divvy Credit Cards Payable | 39.69             | AMAZON                    |
| 08/22/2024   | E9E070429A9880399B30B | 2700 Divvy Credit Cards Payable | 14.97             | WALMART                   |
| 08/22/2024   | F95F8F16EBD8A37D21655 | 2700 Divvy Credit Cards Payable | 60.46             | AMAZON                    |
| <b>Total for 5236.SA Programs -School Age 6-12</b>     |                       |                                 | <b>\$573.04</b>   |                           |
| 5236.TN Programs -Teen 13-18                           |                       |                                 |                   |                           |
| 08/01/2024   | 77A78C75D5ECEA2A6ADF4 | 2700 Divvy Credit Cards Payable | 16.73             | AMAZON                    |
| 08/06/2024   | 3E32201E9683C1E4478F1 | 2700 Divvy Credit Cards Payable | 114.84            | AMAZON                    |

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|---|-----------------------|---------------------------------|-------------------|-------------------|
| 08/07/2024                                    | 3EA88422BCE940122B9F7 | 2700 Divvy Credit Cards Payable | 11.10             | MAVERIK           |
| 08/08/2024                                    | FAC33030EE78B1F390147 | 2700 Divvy Credit Cards Payable | 63.59             | NINTENDO          |
| 08/12/2024                                    | 8D3035F9E512AF3EBB452 | 2700 Divvy Credit Cards Payable | 13.99             | AMAZON            |
| 08/13/2024                                    | B8F7408FFD3EEDDCB18AE | 2700 Divvy Credit Cards Payable | 63.59             | NINTENDO          |
| 08/13/2024                                    | 718429CE349D03D78C41A | 2700 Divvy Credit Cards Payable | 127.18            | PLAYSTATION       |
| 08/13/2024                                    | B1AB13860809CB5FC6A02 | 2700 Divvy Credit Cards Payable | 42.38             | MICROSOFT STORE   |
| 08/14/2024                                    | FC2B9CBD5021477E6C935 | 2700 Divvy Credit Cards Payable | 217.62            | COSTCO            |
| 08/14/2024                                    | 0607E1CECD9DB34C61154 | 2700 Divvy Credit Cards Payable | 23.91             | WALMART           |
| 08/14/2024                                    | AB68B21D03FECC2B9BA9F | 2700 Divvy Credit Cards Payable | 66.01             | WALMART           |
| 08/28/2024                                    | 07388CE8E8CD3F9727510 | 2700 Divvy Credit Cards Payable | 29.99             | AMAZON            |
| 08/30/2024                                    | 7401CA309B6CC9941B16C | 2700 Divvy Credit Cards Payable | 182.43            | WALMART           |
| 08/30/2024                                    | E05733235E2D9FCB4F86B | 2700 Divvy Credit Cards Payable | 491.91            | COSTCO            |
| <b>Total for 5236.TN Programs -Teen 13-18</b> |                       |                                 | <b>\$1,465.27</b> |                   |
| 5236.VO Programs -Volunteers                  |                       |                                 |                   |                   |
| 08/09/2024                                    | EA41A23511F576CA23591 | 2700 Divvy Credit Cards Payable | 6.99              | AMAZON            |
| 08/10/2024                                    | A7593E80EF784C72572B6 | 2700 Divvy Credit Cards Payable | 45.64             | AMAZON            |
| 08/14/2024                                    | 7589DD6292CCCF1827816 | 2700 Divvy Credit Cards Payable | 114.99            | AMAZON            |
| <b>Total for 5236.VO Programs -Volunteers</b> |                       |                                 | <b>\$167.62</b>   |                   |
| <b>Total for 52360 Program Expense</b>        |                       |                                 | <b>\$9,160.66</b> |                   |
| 52400 Supplies                                |                       |                                 |                   |                   |
| 5211 Copy/Print                               |                       |                                 |                   |                   |
| 08/01/2024                                    | 370BCD44577B7CDFAB03F | 2700 Divvy Credit Cards Payable | -52.00            | MATTERHACKERS INC |
| 08/01/2024                                    | 06DFB69733510B96E92F7 | 2700 Divvy Credit Cards Payable | 37.07             | AMAZON            |
| 08/01/2024                                    | 308B6A5DD6B5963634216 | 2700 Divvy Credit Cards Payable | 41.74             | MATTERHACKERS INC |
| 08/01/2024                                    | 0675508B9B36D021528CF | 2700 Divvy Credit Cards Payable | 242.68            | AMAZON            |
| 08/02/2024                                    | 2F85C2AB86BC78DA9A178 | 2700 Divvy Credit Cards Payable | 139.99            | AMAZON            |
| 08/02/2024                                    | 18610207AC657A2A86C5F | 2700 Divvy Credit Cards Payable | 43.58             | AMAZON            |
| 08/06/2024                                    | 6FB26C90ED65430D93AB1 | 2700 Divvy Credit Cards Payable | 133.56            | AMAZON            |
| 08/07/2024                                    | BA581E17D24F9E35240F9 | 2700 Divvy Credit Cards Payable | 60.67             | AMAZON            |
| 08/07/2024                                    | 9847AA5B4553CAF7BAFA  | 2700 Divvy Credit Cards Payable | 64.71             | MATTERHACKERS INC |
| 08/07/2024                                    | 88B76D24145F2C4BFB5A7 | 2700 Divvy Credit Cards Payable | 38.91             | AMAZON            |
| 08/08/2024                                    | 31AA17779437BB65B62CA | 2700 Divvy Credit Cards Payable | 41.94             | AMAZON            |
| 08/08/2024                                    | 5E8F53394D93528D24690 | 2700 Divvy Credit Cards Payable | 51.68             | AMAZON            |
| 08/09/2024                                    | 2B006BD92BD6D1339B728 | 2700 Divvy Credit Cards Payable | 66.61             | MATTERHACKERS INC |
| 08/11/2024                                    | C7E6F98BB57F4F63FE664 | 2700 Divvy Credit Cards Payable | 74.80             | AMAZON            |
| 08/12/2024                                    | DDB5C31F78AB25E7D36DE | 2700 Divvy Credit Cards Payable | 393.36            | AMAZON            |
| 08/13/2024                                    | AF644033FC01F4AB76A85 | 2700 Divvy Credit Cards Payable | 153.50            | AMAZON            |
| 08/13/2024                                    | 3BAD731D306EAA95B1498 | 2700 Divvy Credit Cards Payable | 79.98             | MATTERHACKERS INC |
| 08/13/2024                                    | CD1B295513A1ED3E6F87E | 2700 Divvy Credit Cards Payable | 211.38            | AMAZON            |
| 08/19/2024                                    | 24DC467D01C2F42FBC497 | 2700 Divvy Credit Cards Payable | 135.00            | AMAZON            |
| 08/20/2024                                    | 2453526ABF10C7AA5AF34 | 2700 Divvy Credit Cards Payable | 68.99             | AMAZON            |
| 08/25/2024                                    | 770E31E1551CE5C7E4F27 | 2700 Divvy Credit Cards Payable | 265.65            | MATTERHACKERS INC |
| 08/25/2024                                    | 2CDEB53C02D690128733B | 2700 Divvy Credit Cards Payable | 100.00            | AMAZON            |
| 08/25/2024                                    | 2732F4616BE1EBA4971A7 | 2700 Divvy Credit Cards Payable | 100.10            | AMAZON            |

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|--|-----------------------|---------------------------------|-------------------|-----------------------|
| 08/26/2024   | D413718F2D68BAB3C84DB | 2700 Divvy Credit Cards Payable | 67.66             | AMAZON                |
| 08/27/2024   | 79594000E2AF40EDFCA16 | 2700 Divvy Credit Cards Payable | 135.05            | AMAZON                |
| <b>Total for 5211 Copy/Print</b>                     |                       |                                 | <b>\$2,696.61</b> |                       |
| 5240 Supplies - general                              |                       |                                 |                   |                       |
| 08/01/2024   | D3CDE67CF3D65C90B6852 | 2700 Divvy Credit Cards Payable | 867.40            | ULINE SHIPPING        |
| 08/03/2024   | F2AB9305FF0E0AB0EE584 | 2700 Divvy Credit Cards Payable | 13.63             | AMAZON                |
| 08/05/2024   | 5136E15282C4AF81AFEEE | 2700 Divvy Credit Cards Payable | 22.64             | AMAZON                |
| 08/05/2024   | BBE229714E9D44253F37F | 2700 Divvy Credit Cards Payable | 60.00             | LASER ENGRAVIN        |
| 08/06/2024   | 0160E91F6936C94A78D01 | 2700 Divvy Credit Cards Payable | 15.30             | AMAZON                |
| 08/07/2024   | A8CF7615BE0BC7F164084 | 2700 Divvy Credit Cards Payable | 21.15             | AMAZON                |
| 08/07/2024   | E8D805088D27CBFD588E2 | 2700 Divvy Credit Cards Payable | 17.88             | AMAZON                |
| 08/07/2024   | 69EDEA75A232745ADB6F0 | 2700 Divvy Credit Cards Payable | 13.49             | AMAZON                |
| 08/08/2024   | 27F9A1703A8E043377A6C | 2700 Divvy Credit Cards Payable | 21.16             | AMAZON                |
| 08/10/2024   | 5F0C8833F3168AD8074F1 | 2700 Divvy Credit Cards Payable | 19.41             | AMAZON                |
| 08/12/2024   | A86F73115CB0A17A8631E | 2700 Divvy Credit Cards Payable | 8.99              | AMAZON                |
| 08/20/2024   | BA774D89C39B909B53C2C | 2700 Divvy Credit Cards Payable | 42.68             | AMAZON                |
| 08/22/2024   | 73F2D466CC335D1977A24 | 2700 Divvy Credit Cards Payable | 12.95             | AMAZON                |
| 08/25/2024   | 7567F5762D0B56259EEEE | 2700 Divvy Credit Cards Payable | 105.07            | AMAZON                |
| 08/27/2024   | 8305CBC79D2F38C556800 | 2700 Divvy Credit Cards Payable | 19.89             | AMAZON                |
| 08/28/2024   | 6C72F28C3293C90689A4E | 2700 Divvy Credit Cards Payable | 25.99             | AMAZON                |
| 08/28/2024   | 98049F4858721DAAC22D5 | 2700 Divvy Credit Cards Payable | 70.59             | AMAZON                |
| 08/30/2024   | 4FEBACA39A0DDEB5B6FF6 | 2700 Divvy Credit Cards Payable | 52.98             | AMAZON                |
| 08/30/2024   | 4203B7C20CF54FF004422 | 2700 Divvy Credit Cards Payable | 18.69             | AMAZON                |
| 08/31/2024   | E368A2AA328DA817B1891 | 2700 Divvy Credit Cards Payable | 24.48             | FRED MEYER            |
| <b>Total for 5240 Supplies - general</b>             |                       |                                 | <b>\$1,454.37</b> |                       |
| 5240s Supplies - General -Supported                  |                       |                                 |                   |                       |
| 08/21/2024   | 86E9B9D1E233491164F9B | 2700 Divvy Credit Cards Payable | 1,911.30          | KAPLAN EARLY LEARNING |
| <b>Total for 5240s Supplies - General -Supported</b> |                       |                                 | <b>\$1,911.30</b> |                       |
| <b>Total for 5240 Supplies - general with subs</b>   |                       |                                 | <b>\$3,365.67</b> |                       |
| 5246 Supplies - office                               |                       |                                 |                   |                       |
| 08/01/2024   | 7968E9A176913C72F0C36 | 2700 Divvy Credit Cards Payable | 84.21             | AMAZON                |
| 08/01/2024   | 1B1A29D7E5D7F036C695E | 2700 Divvy Credit Cards Payable | 73.29             | AMAZON                |
| 08/01/2024   | B4CEA3F006EB189CA9EE9 | 2700 Divvy Credit Cards Payable | 26.63             | AMAZON                |
| 08/05/2024   | FD11F51F980D8FF75B537 | 2700 Divvy Credit Cards Payable | 8.76              | AMAZON                |
| 08/05/2024   | BCCFDF69E9F25F454F997 | 2700 Divvy Credit Cards Payable | 32.76             | AMAZON                |
| 08/06/2024   | 9F0DAB60FE296CC06EBD7 | 2700 Divvy Credit Cards Payable | 48.00             | CANVA                 |
| 08/08/2024   | BFB93D33150734B069EF2 | 2700 Divvy Credit Cards Payable | 8.99              | AMAZON                |
| 08/08/2024   | EFF90FD4EABE767A49ED5 | 2700 Divvy Credit Cards Payable | 113.97            | COSTCO                |
| 08/13/2024   | AA1CB7A42EE5A0C8A0B76 | 2700 Divvy Credit Cards Payable | 66.65             | AMAZON                |
| 08/13/2024   | EDEB8EDA060A341C8EBD4 | 2700 Divvy Credit Cards Payable | 42.55             | AMAZON                |
| 08/14/2024   | A3D118910297660782A0C | 2700 Divvy Credit Cards Payable | 18.99             | AMAZON                |
| 08/14/2024   | 51B6261B82C524D2934D9 | 2700 Divvy Credit Cards Payable | 33.05             | AMAZON                |
| 08/15/2024   | 779F0ABD745BF2321788C | 2700 Divvy Credit Cards Payable | 66.65             | AMAZON                |

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| 08/15/2024  | FBD7FD2C956CF6049616E | 2700 Divvy Credit Cards Payable | 58.79             | AMAZON                     |
| 08/16/2024  | 4DCDE68C6C9306D978593 | 2700 Divvy Credit Cards Payable | -116.62           | AMAZON                     |
| 08/20/2024  | AF873AA0D1C55864099DC | 2700 Divvy Credit Cards Payable | 33.05             | AMAZON                     |
| 08/21/2024  | 7FCDEA8F3D916C5C21A02 | 2700 Divvy Credit Cards Payable | 20.96             | AMAZON                     |
| 08/22/2024  | 2A91788FBCFB43F5C28A4 | 2700 Divvy Credit Cards Payable | 105.00            | AMAZON                     |
| 08/22/2024  | B44E46525EC996E8D228F | 2700 Divvy Credit Cards Payable | 23.97             | AMAZON                     |
| 08/22/2024  | CCA6856CC2A60C2501764 | 2700 Divvy Credit Cards Payable | 32.13             | AMAZON                     |
| 08/22/2024  | CA505727F0305874A23F1 | 2700 Divvy Credit Cards Payable | 15.20             | AMAZON                     |
| 08/25/2024  | 0E9CDEB8851B9259453EA | 2700 Divvy Credit Cards Payable | 139.99            | AMAZON                     |
| 08/26/2024  | 8A1F16EF35072C7914FA1 | 2700 Divvy Credit Cards Payable | 90.58             | AMAZON                     |
| 08/27/2024  | C3FD203E460851904B108 | 2700 Divvy Credit Cards Payable | 60.07             | AMAZON                     |
| 08/28/2024  | 9D3BE4B324C36CA8D1B6F | 2700 Divvy Credit Cards Payable | 35.59             | AMAZON                     |
| 08/29/2024  | 9821810CC6E2AE7754E53 | 2700 Divvy Credit Cards Payable | 37.12             | AMAZON                     |
| 08/30/2024  | 23CD5D93D6DE6FC7A37D8 | 2700 Divvy Credit Cards Payable | 34.99             | AMAZON                     |
| <b>Total for 5246 Supplies - office</b>                   |                       |                                 | <b>\$1,195.32</b> |                            |
| <b>Total for 52400 Supplies</b>                           |                       |                                 | <b>\$7,257.60</b> |                            |
| 52500 Miscellaneous Operating                             |                       |                                 |                   |                            |
| 5216 Equipment & Furnishings Not Cap                      |                       |                                 |                   |                            |
| 08/08/2024  | 8D2938C591922ABB17C5F | 2700 Divvy Credit Cards Payable | 329.00            | LAKESHORE LEARNING<br>MAT  |
| 08/14/2024  | F7C18F3EA7964D3F5B98E | 2700 Divvy Credit Cards Payable | 199.98            | AMAZON                     |
| 08/20/2024  | 9E817C8B6056E212B6921 | 2700 Divvy Credit Cards Payable | 614.72            | LIFETIME PRODUCTS          |
| 08/27/2024  | 74735A236C22C4C16FC8D | 2700 Divvy Credit Cards Payable | 209.99            | ACTIVE OFFICE<br>FURNITURE |
| <b>Total for 5216 Equipment &amp; Furnishings Not Cap</b> |                       |                                 | <b>\$1,353.69</b> |                            |
| 5228 Miscellaneous  |                       |                                 |                   |                            |
| 5228.S Miscellaneous- Supported                           |                       |                                 |                   |                            |
| 08/01/2024  | 9ED4F062006BE63DB9152 | 2700 Divvy Credit Cards Payable | 629.82            | AMAZON                     |
| 08/20/2024  | 305A2C0719FF26D0C8733 | 2700 Divvy Credit Cards Payable | 39.99             | AMAZON                     |
| 08/21/2024  | 492596DA5FF885C0B1C73 | 2700 Divvy Credit Cards Payable | 39.99             | AMAZON                     |
| 08/22/2024  | B4BB373A3D5D537025154 | 2700 Divvy Credit Cards Payable | 42.98             | AMAZON                     |
| 08/22/2024  | D70EBD335243812DCB763 | 2700 Divvy Credit Cards Payable | 99.98             | AMAZON                     |
| 08/29/2024  | 0BED105F1A0A3CB618F03 | 2700 Divvy Credit Cards Payable | 676.56            | GODADDY                    |
| <b>Total for 5228.S Miscellaneous- Supported</b>          |                       |                                 | <b>\$1,529.32</b> |                            |
| <b>Total for 5228 Miscellaneous</b>                       |                       |                                 | <b>\$1,529.32</b> |                            |
| 5232 Postage  |                       |                                 |                   |                            |
| 08/07/2024  | 289A10DD0EDCBE9538FD1 | 2700 Divvy Credit Cards Payable | 4.40              | US POSTAL SERVICE          |
| 08/14/2024  | BFD42BB4E5CC48AE86972 | 2700 Divvy Credit Cards Payable | 31.05             | US POSTAL SERVICE          |
| <b>Total for 5232 Postage</b>                             |                       |                                 | <b>\$35.45</b>    |                            |
| <b>Total for 52500 Miscellaneous Operating</b>            |                       |                                 | <b>\$2,918.46</b> |                            |
| 52600 Vehicle Expense                                     |                       |                                 |                   |                            |
| 5260.3 Vehicle - Van Honda Odyssey                        |                       |                                 |                   |                            |
| 08/31/2024  | E1D973DF6BFE265942B30 | 2700 Divvy Credit Cards Payable | 27.99             | AMAZON                     |

# Meridian Library District

## Credit Card Detail

August 2024

| DATE   | NUM                   | SPLIT                           | AMOUNT          | NAME                      |
|--|-----------------------|---------------------------------|-----------------|---------------------------|
| <b>Total for 5260.3 Vehicle - Van Honda Odyssey</b>    |                       |                                 | <b>\$27.99</b>  |                           |
| 5260.7 Vehicle - Chevy Silverado 1500                  |                       |                                 |                 |                           |
| 08/09/2024   | 7A1B5949946D07001F4FE | 2700 Divvy Credit Cards Payable | 129.99          | AMAZON                    |
| <b>Total for 5260.7 Vehicle - Chevy Silverado 1500</b> |                       |                                 | <b>\$129.99</b> |                           |
| <b>Total for 52600 Vehicle Expense</b>                 |                       |                                 | <b>\$157.98</b> |                           |
| 62240 Facility Expense                                 |                       |                                 |                 |                           |
| 6224.1 Bldg-Maintenance                                |                       |                                 |                 |                           |
| 08/07/2024   | CBB80257E8C0BEBB6EEC2 | 2700 Divvy Credit Cards Payable | 232.58          | AMAZON                    |
| 08/07/2024   | EF7792240A1E41A695041 | 2700 Divvy Credit Cards Payable | 53.99           | AMAZON                    |
| 08/08/2024   | 9107B38B407A4B05D4635 | 2700 Divvy Credit Cards Payable | 90.72           | AMAZON                    |
| 08/13/2024   | AF7EC3815CE0326BF660E | 2700 Divvy Credit Cards Payable | 15.37           | SPECIALTY<br>CONSTRUCTION |
| 08/15/2024   | FD534C83983521A499634 | 2700 Divvy Credit Cards Payable | 31.94           | AMAZON                    |
| 08/30/2024   | E72EA602DF9A53E362628 | 2700 Divvy Credit Cards Payable | 193.96          | AMAZON                    |
| <b>Total for 6224.1 Bldg-Maintenance</b>               |                       |                                 | <b>\$618.56</b> |                           |
| 6224.2 Bldg-Repairs                                    |                       |                                 |                 |                           |
| 08/09/2024   | 6F0C528DEC7F9F6F4E07E | 2700 Divvy Credit Cards Payable | 14.99           | AMAZON                    |
| 08/17/2024   | 85D0905A45B5F869DEDF4 | 2700 Divvy Credit Cards Payable | 68.97           | ZORO.COM                  |
| <b>Total for 6224.2 Bldg-Repairs</b>                   |                       |                                 | <b>\$83.96</b>  |                           |
| 6224.3 Bldg-Small Tools                                |                       |                                 |                 |                           |
| 08/08/2024   | 08AD67184CD583CB35232 | 2700 Divvy Credit Cards Payable | 25.97           | AMAZON                    |
| 08/08/2024   | 3CC4D044BBE78BD4D67E0 | 2700 Divvy Credit Cards Payable | 29.12           | AMAZON                    |
| 08/15/2024   | AE499AB8F4AFF84995CBA | 2700 Divvy Credit Cards Payable | 126.98          | AMAZON                    |
| 08/23/2024   | 9860C1983E6463C3E41C2 | 2700 Divvy Credit Cards Payable | 112.79          | AMAZON                    |
| <b>Total for 6224.3 Bldg-Small Tools</b>               |                       |                                 | <b>\$294.86</b> |                           |
| 6224.4 Bldg-Supplies                                   |                       |                                 |                 |                           |
| 08/01/2024   | C1198474CA292485DBA08 | 2700 Divvy Credit Cards Payable | 13.14           | AMAZON                    |
| 08/05/2024   | 1224ECAAE896D062A7EEB | 2700 Divvy Credit Cards Payable | 7.99            | AMAZON                    |
| 08/10/2024   | C015973940029DEE7DC18 | 2700 Divvy Credit Cards Payable | 25.75           | AMAZON                    |
| 08/12/2024   | 1E07760BDEF250C792917 | 2700 Divvy Credit Cards Payable | 10.13           | AMAZON                    |
| 08/12/2024   | 93C59660FF57C6BC2AD04 | 2700 Divvy Credit Cards Payable | 32.77           | AMAZON                    |
| 08/17/2024   | D80ACD51220CC06AEF4D1 | 2700 Divvy Credit Cards Payable | 56.95           | AMAZON                    |
| 08/17/2024   | 716DBDDF4F926D9D282CB | 2700 Divvy Credit Cards Payable | 318.67          | AMAZON                    |
| 08/17/2024   | C115CE12B2CAE297909DA | 2700 Divvy Credit Cards Payable | 123.87          | AMAZON                    |
| 08/20/2024   | F83D70EB5964BBF32862D | 2700 Divvy Credit Cards Payable | 82.56           | AMAZON                    |
| 08/21/2024   | C347DA98F393F96202690 | 2700 Divvy Credit Cards Payable | 62.60           | CULLIGAN WATER            |
| 08/23/2024   | 9D787407C08CBDFD1DE47 | 2700 Divvy Credit Cards Payable | 389.62          | AMAZON                    |
| 08/23/2024   | 95AEBEBC56257BD922AA1 | 2700 Divvy Credit Cards Payable | 97.88           | AMAZON                    |
| 08/23/2024   | BD72D387C2FB9E67B3BF2 | 2700 Divvy Credit Cards Payable | 41.29           | AMAZON                    |
| 08/23/2024   | 6508F9A88DF9C780502B7 | 2700 Divvy Credit Cards Payable | 56.95           | AMAZON                    |
| 08/24/2024   | 23B7FF5AE1CB71D50B93B | 2700 Divvy Credit Cards Payable | 57.36           | AMAZON                    |
| 08/25/2024   | 3B9395C08A1CCEA505BBD | 2700 Divvy Credit Cards Payable | 44.53           | AMAZON                    |
| 08/29/2024   | 57A7F8844648D8B67F9BF | 2700 Divvy Credit Cards Payable | 15.00           | AMAZON                    |



# Meridian Library District

## Credit Card Detail

August 2024

| DATE  | NUM                   | SPLIT                           | AMOUNT             | NAME                      |
|---|-----------------------|---------------------------------|--------------------|---------------------------|
| 08/30/2024  | 2B69F1ABD27CA8067404F | 2700 Divvy Credit Cards Payable | 99.99              | AMAZON                    |
| <b>Total for 6224.4 Bldg-Supplies</b>                         |                       |                                 | <b>\$1,537.05</b>  |                           |
| 6255 Bldg-Rent  |                       |                                 |                    |                           |
| 08/28/2024  | 425A18DE3822C4DE50244 | 2700 Divvy Credit Cards Payable | 213.30             | ACORN SELF STORAGE        |
| <b>Total for 6255 Bldg-Rent</b>                               |                       |                                 | <b>\$213.30</b>    |                           |
| <b>Total for 62240 Facility Expense</b>                       |                       |                                 | <b>\$2,747.73</b>  |                           |
| <b>Total for 52000 OPERATING EXPENSES</b>                     |                       |                                 | <b>\$40,942.35</b> |                           |
| 9289 Pinnacle fka South Branch Project Costs                  |                       |                                 |                    |                           |
| 08/03/2024  | 525AC42C94716092A7DBB | 2700 Divvy Credit Cards Payable | 3,627.96           | LOWE'S                    |
| 08/08/2024  | AD1AB625AB60C8079474D | 2700 Divvy Credit Cards Payable | -3,598.00          | LOWE'S                    |
| 08/08/2024  | D7FFC4B5B1A74099ECF13 | 2700 Divvy Credit Cards Payable | 623.79             | WOODLANDMFG               |
| 08/13/2024  | 10C893757DF55A661956A | 2700 Divvy Credit Cards Payable | 351.00             | SPECIALTY<br>CONSTRUCTION |
| 08/14/2024  | 7FBB5FEF842A304852AAE | 2700 Divvy Credit Cards Payable | 3,216.96           | LOWE'S                    |
| 08/15/2024  | 20D6193877C8B9A2898CF | 2700 Divvy Credit Cards Payable | -29.96             | LOWE'S                    |
| 08/22/2024  | 2567EBF699AD5885AC02E | 2700 Divvy Credit Cards Payable | 122.50             | GRAMMY AND PAPA'S         |
| 08/22/2024  | 9E7508407371D159A09D3 | 2700 Divvy Credit Cards Payable | -186.40            | CITYMERIDIAN              |
| 08/31/2024  | A5E4E6A1E4556F273AEA4 | 2700 Divvy Credit Cards Payable | 42.99              | AMAZON                    |
| <b>Total for 9289 Pinnacle fka South Branch Project Costs</b> |                       |                                 | <b>\$4,170.84</b>  |                           |

# Meridian Library District

## Electronic Bill Payment List

August 2024

| DATE       | TRANSACTION TYPE | NUM | NAME                   | MEMO/DESCRIPTION  | AMOUNT     | ACCOUNT   |
|------------|------------------|-----|------------------------|---|------------|---|
| Check      |                  |     |                        |   |            |   |
| 08/01/2024 | Check            | EFT | Gravity Payments       |   | -26.37     | 1180 Checking - ICCU General *1068                                  |
|            |                  |     |                        | July 2024 Gravity Payments Processing Fees                | 26.37      | 5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees                |
| 08/01/2024 | Check            | EFT | PERSI                  |   | -25,500.00 | 1180 Checking - ICCU General *1068                                  |
|            |                  |     |                        | PERSI Base Plan Employer Contributions 07/26/2024 Payroll | -14,892.84 | 2330 PERSI withholding payable                                      |
|            |                  |     |                        | PERSI Base Plan Employee Contributions 07/26/2024 Payroll | -8,940.69  | 2330 PERSI withholding payable                                      |
|            |                  |     |                        | PERSI Contributions Reconciling Overpayment               | -1,666.47  | 2330 PERSI withholding payable                                      |
| 08/02/2024 | Check            | EFT | UNITED STATES TREASURY |   | -167.44    | 1180 Checking - ICCU General *1068                                  |
|            |                  |     |                        | 2024 720 2nd Quarter PCORI Annual Filing 2023 Plan year   | 167.44     | 5250 OPERATING EXPENSES:Miscellaneous Operating:Taxes and insurance |
| 08/05/2024 | Check            | EFT | CITY OF MERIDIAN       |   | -97.70     | 1180 Checking - ICCU General *1068                                  |
|            |                  |     |                        | Water/Sewer/Recycling/Trash 6/21-7/20/24                  | 97.70      | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities             |
| 08/05/2024 | Check            | EFT | CITY OF MERIDIAN       |   | -357.77    | 1180 Checking - ICCU General *1068                                  |
|            |                  |     |                        | Water 6/21-7/20/24  | 357.77     | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities             |
| 08/05/2024 | Check            | EFT | CITY OF MERIDIAN       |   | -428.19    | 1180 Checking - ICCU General *1068                                  |
|            |                  |     |                        | Water/Sewer/Trash/Recycling 6/21-7/20/24                  | 428.19     | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities             |
| 08/05/2024 | Check            | EFT | CITY OF MERIDIAN       |   | -394.37    | 1180 Checking - ICCU General *1068                                  |
|            |                  |     |                        | Water/Sewer/Trash/Recycling 06/21-07/20/24                | 394.37     | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities             |
| 08/05/2024 | Check            | EFT | AFLAC                  |   | -381.02    | 1180 Checking - ICCU General *1068                                  |
|            |                  |     |                        | July 2024 Aflac Employee Contribution Remittance          | -381.02    | 2360 AFLAC  |
| 08/08/2024 | Check            | EFT | IDAHO POWER - 5042     |   | -230.83    | 1180 Checking - ICCU General *1068                                  |
|            |                  |     |                        | Power 07/11-07/22/24                                      | 230.83     | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities             |
| 08/09/2024 | Check            | EFT | PERSI                  |   | -24,759.27 | 1180 Checking - ICCU General *1068                                  |
|            |                  |     |                        | PERSI Base Plan Employer Contributions 08/09/2024 Payroll | -15,471.29 | 2330 PERSI withholding payable                                      |
|            |                  |     |                        | PERSI Base Plan Employee                                  | -9,287.98  | 2330 PERSI withholding payable                                      |

# Meridian Library District

## Electronic Bill Payment List

August 2024

| DATE       | TRANSACTION TYPE | NUM | NAME                          | MEMO/DESCRIPTION   | AMOUNT    | ACCOUNT   |
|------------|------------------|-----|-------------------------------|--|-----------|---|
|            |                  |     |                               | Contributions 08/09/2024 Payroll<br>PERSI Contributions Reconciling<br>Overpayment |           | 2330 PERSI withholding payable  |
| 08/09/2024 | Check            | EFT | PERSI-401K                    |  | -2,689.86 | 1180 Checking - ICCU General *1068  |
|            |                  |     |                               | 08/09/24 Payroll PERSI 401k<br>Remittance  | -2,689.86 | 2340 401K withholding payable   |
| 08/09/2024 | Check            | EFT | Nationwide 457b               |  | -1,200.97 | 1180 Checking - ICCU General *1068  |
|            |                  |     |                               | 08/09/24 Payroll Nationwide PreTax<br>Remittance                                   | -1,200.97 | 2352 Nationwide Withholding Payable   |
| 08/09/2024 | Check            | EFT | Nationwide 457b               |  | -512.25   | 1180 Checking - ICCU General *1068  |
|            |                  |     |                               | 08/09/24 Payroll Nationwide Roth<br>Remittance                                     | -512.25   | 2352 Nationwide Withholding Payable   |
| 08/13/2024 | Check            | EFT | L695-NCPERS<br>IDAHO          |  | -144.00   | 1180 Checking - ICCU General *1068  |
|            |                  |     |                               | August 2024 NCPERS Employee<br>Contribution Remittance                             | -144.00   | 2350 Persi Life withholding payable   |
| 08/16/2024 | Check            | EFT | PITNEY BOWES                  |  | -1,000.00 | 1180 Checking - ICCU General *1068  |
|            |                  |     |                               | 08/16/24 Postage Account Refill<br>Deposit   | 1,000.00  | 5232 OPERATING<br>EXPENSES:Miscellaneous<br>Operating:Postage                       |
| 08/20/2024 | Check            | EFT | Paylocity                     |  | -2,066.31 | 1181 Checking - ICCU Payroll ZBA *3248  |
|            |                  |     |                               | August Payroll Processing Paylocity<br>INV2241356                                  | 2,066.31  | 5220.1 OPERATING<br>EXPENSES:Information Technology:IT Infra<br>-Software/Licensing |
| 08/20/2024 | Check            | EFT | Idaho Central Credit<br>Union |  | -255.80   | 1180 Checking - ICCU General *1068  |
|            |                  |     |                               | ICCU Checking Service Fees August<br>2024  | 255.80    | 5202.3 OPERATING EXPENSES:Banking<br>fees:Financial fees                            |
| 08/20/2024 | Check            | EFT | CITY OF<br>MERIDIAN           |  | -26.42    | 1180 Checking - ICCU General *1068  |
|            |                  |     |                               | Water/Sewer 07/06-08/05/24   | 26.42     | 6258 OPERATING EXPENSES:Facility<br>Expense:Bldg-Utilities                          |
| 08/21/2024 | Check            | EFT | IDAHO POWER -<br>3194         |  | -1,602.44 | 1180 Checking - ICCU General *1068  |
|            |                  |     |                               | Power 07/04-08/02/24   | 1,602.44  | 6258 OPERATING EXPENSES:Facility<br>Expense:Bldg-Utilities                          |
| 08/22/2024 | Check            | EFT | INTERMOUNTAIN<br>GAS COMPANY  |  | -8.24     | 1180 Checking - ICCU General *1068  |
|            |                  |     |                               | Gas 06/28-07/30/24   | 8.24      | 6258 OPERATING EXPENSES:Facility<br>Expense:Bldg-Utilities                          |
| 08/22/2024 | Check            | EFT | INTERMOUNTAIN<br>GAS COMPANY  |  | -15.45    | 1180 Checking - ICCU General *1068  |
|            |                  |     |                               | Gas 06/28-07/30/24   | 15.45     | 6258 OPERATING EXPENSES:Facility  |

# Meridian Library District

## Electronic Bill Payment List

August 2024

| DATE       | TRANSACTION TYPE | NUM | NAME                      | MEMO/DESCRIPTION  | AMOUNT     | ACCOUNT  |
|------------|------------------|-----|---------------------------|---|------------|--|
|            |                  |     |                           |   |            | Expense:Bldg-Utilities   |
| 08/23/2024 | Check            | EFT | PERSI                     |   | -24,153.68 | 1180 Checking - ICCU General *1068                                       |
|            |                  |     |                           | PERSI Base Plan Employer Contributions 08/23/2024 Payroll | -15,092.88 | 2330 PERSI withholding payable   |
|            |                  |     |                           | PERSI Base Plan Employee Contributions 08/23/2024 Payroll | -9,060.80  | 2330 PERSI withholding payable   |
|            |                  |     |                           | PERSI Contributions Reconciling Overpayment               |            | 2330 PERSI withholding payable   |
| 08/23/2024 | Check            | EFT | PERSI-401K                |   | -2,685.98  | 1180 Checking - ICCU General *1068                                       |
|            |                  |     |                           | 08/23/24 Payroll PERSI 401k Remittance                    | -2,685.98  | 2340 401K withholding payable  |
| 08/23/2024 | Check            | EFT | Nationwide 457b           |   | -511.58    | 1180 Checking - ICCU General *1068                                       |
|            |                  |     |                           | 08/23/24 Payroll Nationwide Roth Remittance               | -511.58    | 2352 Nationwide Withholding Payable                                      |
| 08/23/2024 | Check            | EFT | Nationwide 457b           |   | -1,149.98  | 1180 Checking - ICCU General *1068                                       |
|            |                  |     |                           | 08/23/24 Payroll Nationwide PreTax Remittance             | -1,149.98  | 2352 Nationwide Withholding Payable                                      |
| 08/23/2024 | Check            | EFT | INTERMOUNTAIN GAS COMPANY |   | -15.45     | 1180 Checking - ICCU General *1068                                       |
|            |                  |     |                           | Gas 06/29-07/31/24  | 15.45      | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities                  |
| 08/26/2024 | Check            | EFT | IDAHO POWER - 7016        |   | -183.36    | 1180 Checking - ICCU General *1068                                       |
|            |                  |     |                           | Power 07/09-08/07/24                                      | 183.36     | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities                  |
| 08/26/2024 | Check            | EFT | IDAHO POWER - 1620        |   | -3,568.91  | 1180 Checking - ICCU General *1068                                       |
|            |                  |     |                           | Power 07/09-08/07/24                                      | 3,568.91   | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities                  |
| 08/28/2024 | Check            | EFT | Chevron (Wex Bank)        |   | -691.26    | 1180 Checking - ICCU General *1068                                       |
|            |                  |     |                           | August 2024 Fuel  | 125.66     | 5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile           |
|            |                  |     |                           | August 2024 Fuel  | 50.01      | 5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van Honda Odyssey    |
|            |                  |     |                           | August 2024 Fuel  | 39.59      | 5260.4 OPERATING EXPENSES:Vehicle Expense:Vehicle - Honda Element        |
|            |                  |     |                           | August 2024 Fuel  | 317.92     | 5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon       |
|            |                  |     |                           | August 2024 Fuel  | 60.80      | 5260.7 OPERATING EXPENSES:Vehicle Expense:Vehicle - Chevy Silverado 1500 |
|            |                  |     |                           | August 2024 Fuel  | 37.71      | 5260.9 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 7665 |
|            |                  |     |                           | August 2024 Fuel  | 59.57      | 5260.8 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 4697 |

# Meridian Library District

## Electronic Bill Payment List

August 2024

| DATE                | TRANSACTION TYPE    | NUM | NAME                | MEMO/DESCRIPTION   | AMOUNT                 | ACCOUNT  |
|---------------------|---------------------|-----|---------------------|--|------------------------|--|
| 08/28/2024          | Check               | EFT | Bill.com            | Bill.com 07/28-08/27/24  | -972.33<br>972.33      | 1180 Checking - ICCU General *1068<br>5220.1 OPERATING EXPENSES:Information Technology:IT Infra-Software/Licensing |
| 08/29/2024          | Check               | EFT | IDAHO POWER - 7302  | Power 07/12-08/12/24   | -509.70<br>509.70      | 1180 Checking - ICCU General *1068<br>6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities                      |
| 08/29/2024          | Check               | EFT | Blue Cross of Idaho | September 2024 Employee Health Insurance Contribution Remittance | -                      | 1180 Checking - ICCU General *1068   |
|                     |                     |     |                     | September 2024 Employer Health Insurance Contribution Remittance | 45,733.86<br>-5,589.96 | 2345 Select Health   |
|                     |                     |     |                     | September 2024 Billing Differences                               | -                      | 2345 Select Health   |
|                     |                     |     |                     |  | 38,692.08<br>-1,451.82 | 2345 Select Health   |
| 08/31/2024          | Check               | EFT | Gravity Payments    | August 2024 Gravity Payments Processing Fees                     | -28.31<br>28.31        | 1180 Checking - ICCU General *1068<br>5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees                         |
| Credit Card Payment |                     |     |                     |  |                        |  |
| 08/01/2024          | Credit Card Payment |     | Divvy               |  | -                      | 1180 Checking - ICCU General *1068   |
|                     |                     |     |                     |  | 32,778.60              | 2700 Divvy Credit Cards Payable  |
|                     |                     |     |                     |  | 32,778.60              |  |

# Meridian Library District

## Budget vs. Actuals: Budget FY24 Amended by Class - FY24 P&L Classes

October 2023 - September 2024

|   | TOTAL                 |                       |                         |                 |
|---|-----------------------|-----------------------|-------------------------|-----------------|
|   | ACTUAL                | BUDGET                | OVER BUDGET             | % OF BUDGET     |
| <b>Revenue</b>  |                       |                       |                         |                 |
| 40000 Tax Revenue   | 8,346,572.47          | 8,289,061.00          | 57,511.47               | 100.69 %        |
| 42000 Non-tax Revenue                                       | 772,682.34            | 766,950.00            | 5,732.34                | 100.75 %        |
| <b>Total Revenue</b>  | <b>\$9,119,254.81</b> | <b>\$9,056,011.00</b> | <b>\$63,243.81</b>      | <b>100.70 %</b> |
| <b>GROSS PROFIT</b>   | <b>\$9,119,254.81</b> | <b>\$9,056,011.00</b> | <b>\$63,243.81</b>      | <b>100.70 %</b> |
| <b>Expenditures</b>   |                       |                       |                         |                 |
| 50000 PERSONNEL   | 4,942,651.98          | 5,172,500.00          | -229,848.02             | 95.56 %         |
| 51000 COLLECTIONS   | 951,896.58            | 1,000,935.00          | -49,038.42              | 95.10 %         |
| 52000 OPERATING EXPENSES                                    | 1,697,221.45          | 1,942,756.00          | -245,534.55             | 87.36 %         |
| 72000 CAPITAL EQUIPMENT EXPENSES                            | 266,123.76            | 361,700.00            | -95,576.24              | 73.58 %         |
| 7777 Transfer Out-To Capital Projects Fund                  |                       | 306,120.00            | -306,120.00             |                 |
| 7888 Transfer Out-To General Fund Reserve                   |                       | 100,000.00            | -100,000.00             |                 |
| 7999 Transfer Out-To Capital Repair & Replacement           |                       | 172,000.00            | -172,000.00             |                 |
| <b>Total Expenditures</b>                                   | <b>\$7,857,893.77</b> | <b>\$9,056,011.00</b> | <b>\$ -1,198,117.23</b> | <b>86.77 %</b>  |
| <b>NET OPERATING REVENUE</b>                                | <b>\$1,261,361.04</b> | <b>\$0.00</b>         | <b>\$1,261,361.04</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                              | 204,910.69            | 190,000.00            | 14,910.69               | 107.85 %        |
| 8800 Transfer In-To Capital Projects Fund from General Fund |                       | 306,120.00            | -306,120.00             |                 |
| 8995 Finance Proceeds                                       |                       | 6,350,000.00          | -6,350,000.00           |                 |
| <b>Total Other Revenue</b>                                  | <b>\$1,604,910.69</b> | <b>\$8,246,120.00</b> | <b>\$ -6,641,209.31</b> | <b>19.46 %</b>  |
| <b>Other Expenditures</b>                                   |                       |                       |                         |                 |
| 9202 Pinnacle fka South Branch Financial Fees               |                       | 175,000.00            | -175,000.00             |                 |
| 9289 Pinnacle fka South Branch Project Costs                | 573,751.35            | 6,700,000.00          | -6,126,248.65           | 8.56 %          |
| <b>Total Other Expenditures</b>                             | <b>\$573,751.35</b>   | <b>\$6,875,000.00</b> | <b>\$ -6,301,248.65</b> | <b>8.35 %</b>   |
| <b>NET OTHER REVENUE</b>                                    | <b>\$1,031,159.34</b> | <b>\$1,371,120.00</b> | <b>\$ -339,960.66</b>   | <b>75.21 %</b>  |
| <b>NET REVENUE</b>  | <b>\$2,292,520.38</b> | <b>\$1,371,120.00</b> | <b>\$921,400.38</b>     | <b>167.20 %</b> |

# Meridian Library District

## Budget vs. Actuals: Budget FY24 Amended by Class - FY24 P&L Classes

October 2023 - September 2024

|                                      | TOTAL                 |                       |                    |                 |
|--------------------------------------|-----------------------|-----------------------|--------------------|-----------------|
|                                      | ACTUAL                | BUDGET                | OVER BUDGET        | % OF BUDGET     |
| <b>Revenue</b>                       |                       |                       |                    |                 |
| 40000 Tax Revenue                    |                       |                       |                    |                 |
| 4000 Tax levy                        | 7,641,661.71          | 7,594,416.00          | 47,245.71          | 100.62 %        |
| 4005 Tax Levy - Capital Foregone     | 89,845.00             | 89,845.00             | 0.00               | 100.00 %        |
| 4006 Tax Levy - Operating Foregone   | 76,972.00             | 76,972.00             | 0.00               | 100.00 %        |
| <b>Total 4000 Tax levy</b>           | <b>7,808,478.71</b>   | <b>7,761,233.00</b>   | <b>47,245.71</b>   | <b>100.61 %</b> |
| 4010 Ag. Replacement                 | 1,940.00              | 1,940.00              | 0.00               | 100.00 %        |
| 4020 Pers Prop Replacement           | 39,038.73             | 39,039.00             | -0.27              | 100.00 %        |
| 4025 Recovered Homeowner's Exemption | 95.00                 | 95.00                 | 0.00               | 100.00 %        |
| 4060 Tort Tax Levy                   | 61,754.00             | 61,754.00             | 0.00               | 100.00 %        |
| 4100 Sales tax income                | 435,266.03            | 425,000.00            | 10,266.03          | 102.42 %        |
| <b>Total 40000 Tax Revenue</b>       | <b>8,346,572.47</b>   | <b>8,289,061.00</b>   | <b>57,511.47</b>   | <b>100.69 %</b> |
| <b>42000 Non-tax Revenue</b>         |                       |                       |                    |                 |
| 4200 Fines and fees                  | 18,341.87             | 22,000.00             | -3,658.13          | 83.37 %         |
| 4220 Meeting Room income             | 9,680.75              | 11,025.00             | -1,344.25          | 87.81 %         |
| 4221 Donations & Memorials           | 3,199.62              | 3,500.00              | -300.38            | 91.42 %         |
| 4300 Interest income                 | 221,690.77            | 205,000.00            | 16,690.77          | 108.14 %        |
| 4339 Capital Replace & Repair Int    | 328,799.27            | 315,000.00            | 13,799.27          | 104.38 %        |
| 4400 Copy/Print income               | 29,756.91             | 33,925.00             | -4,168.09          | 87.71 %         |
| 4410 Miscellaneous income            | 33,412.92             | 21,500.00             | 11,912.92          | 155.41 %        |
| 4500 Grants                          | 89,770.89             | 100,000.00            | -10,229.11         | 89.77 %         |
| 4700 Sponsorships                    | 38,029.34             | 55,000.00             | -16,970.66         | 69.14 %         |
| <b>Total 42000 Non-tax Revenue</b>   | <b>772,682.34</b>     | <b>766,950.00</b>     | <b>5,732.34</b>    | <b>100.75 %</b> |
| <b>Total Revenue</b>                 | <b>\$9,119,254.81</b> | <b>\$9,056,011.00</b> | <b>\$63,243.81</b> | <b>100.70 %</b> |
| <b>GROSS PROFIT</b>                  | <b>\$9,119,254.81</b> | <b>\$9,056,011.00</b> | <b>\$63,243.81</b> | <b>100.70 %</b> |
| <b>Expenditures</b>                  |                       |                       |                    |                 |
| <b>50000 PERSONNEL</b>               |                       |                       |                    |                 |
| 5000 Salaries and wages              | 3,704,458.01          | 3,848,000.00          | -143,541.99        | 96.27 %         |
| 5005 Termination salaries            | 16,508.99             | 15,500.00             | 1,008.99           | 106.51 %        |
| <b>Total 5000 Salaries and wages</b> | <b>3,720,967.00</b>   | <b>3,863,500.00</b>   | <b>-142,533.00</b> | <b>96.31 %</b>  |
| 5010 Payroll benefits                | 120.00                |                       | 120.00             |                 |
| 5010a Benefits - Retirement          | 361,395.97            | 398,000.00            | -36,604.03         | 90.80 %         |
| 5010b Benefits - PR Taxes            | 279,030.60            | 311,500.00            | -32,469.40         | 89.58 %         |
| 5010c Benefits - Health              | 581,138.41            | 599,500.00            | -18,361.59         | 96.94 %         |
| <b>Total 5010 Payroll benefits</b>   | <b>1,221,684.98</b>   | <b>1,309,000.00</b>   | <b>-87,315.02</b>  | <b>93.33 %</b>  |
| <b>Total 50000 PERSONNEL</b>         | <b>4,942,651.98</b>   | <b>5,172,500.00</b>   | <b>-229,848.02</b> | <b>95.56 %</b>  |
| <b>51000 COLLECTIONS</b>             |                       |                       |                    |                 |
| 5115 Adult Print Books               | 214,735.87            | 227,500.00            | -12,764.13         | 94.39 %         |
| 5121 Electronic databases            | 52,883.60             | 62,735.00             | -9,851.40          | 84.30 %         |
| 5122 eContent                        | 420,535.18            | 422,690.00            | -2,154.82          | 99.49 %         |
| 5125 Print Reference                 | 1,000.73              | 2,100.00              | -1,099.27          | 47.65 %         |
| 5130 Children's books                | 164,435.96            | 187,000.00            | -22,564.04         | 87.93 %         |

# Meridian Library District

## Budget vs. Actuals: Budget FY24 Amended by Class - FY24 P&L Classes

October 2023 - September 2024

|   | TOTAL             |                     |                   |                |
|---|-------------------|---------------------|-------------------|----------------|
|   | ACTUAL            | BUDGET              | OVER BUDGET       | % OF BUDGET    |
| 5130S Children's books - Supported                  | 5,429.83          |                     | 5,429.83          |                |
| <b>Total 5130 Children's books</b>                  | <b>169,865.79</b> | <b>187,000.00</b>   | <b>-17,134.21</b> | <b>90.84 %</b> |
| 5135 Young Adult books                              | 25,823.75         | 35,000.00           | -9,176.25         | 73.78 %        |
| 5149 Media  | 55,991.57         | 55,060.00           | 931.57            | 101.69 %       |
| 5150 Circulating devices & kits                     | 7,047.91          | 3,850.00            | 3,197.91          | 183.06 %       |
| 5151 Periodicals                                    | 4,012.18          | 5,000.00            | -987.82           | 80.24 %        |
| <b>Total 51000 COLLECTIONS</b>                      | <b>951,896.58</b> | <b>1,000,935.00</b> | <b>-49,038.42</b> | <b>95.10 %</b> |
| <b>52000 OPERATING EXPENSES</b>                     |                   |                     |                   |                |
| 52020 Professional Services                         |                   |                     |                   |                |
| 5202.1 Audit  | 24,500.00         | 25,500.00           | -1,000.00         | 96.08 %        |
| 5202.4 Legal fees                                   | 55,766.50         | 75,000.00           | -19,233.50        | 74.36 %        |
| 5202.5 Consulting                                   | 416.67            | 500.00              | -83.33            | 83.33 %        |
| 5202.6 Other  | 6,909.83          | 7,500.00            | -590.17           | 92.13 %        |
| 5237 Recruiting/Background Checks                   | 4,240.61          | 5,000.00            | -759.39           | 84.81 %        |
| <b>Total 52020 Professional Services</b>            | <b>91,833.61</b>  | <b>113,500.00</b>   | <b>-21,666.39</b> | <b>80.91 %</b> |
| 52025 Banking fees                                  |                   |                     |                   |                |
| 5202.2 Bankcard fees                                | 2,066.26          | 3,365.00            | -1,298.74         | 61.40 %        |
| 5202.3 Financial fees                               | 2,534.75          | 3,000.00            | -465.25           | 84.49 %        |
| <b>Total 52025 Banking fees</b>                     | <b>4,601.01</b>   | <b>6,365.00</b>     | <b>-1,763.99</b>  | <b>72.29 %</b> |
| 52120 Consortium                                    |                   |                     |                   |                |
| 5212.C Consortium-Courier                           | 37,400.00         | 57,000.00           | -19,600.00        | 65.61 %        |
| 5212.H Consortium-Hardware/Software                 | 83,259.28         | 90,000.00           | -6,740.72         | 92.51 %        |
| <b>Total 52120 Consortium</b>                       | <b>120,659.28</b> | <b>147,000.00</b>   | <b>-26,340.72</b> | <b>82.08 %</b> |
| 52200 Information Technology                        |                   |                     |                   |                |
| 5220.1 IT Infra -Software/Licensing                 | 112,997.29        | 120,770.00          | -7,772.71         | 93.56 %        |
| 5220.1s IT Infra Softw/Lic Supported                | 90.00             |                     | 90.00             |                |
| <b>Total 5220.1 IT Infra -Software/Licensing</b>    | <b>113,087.29</b> | <b>120,770.00</b>   | <b>-7,682.71</b>  | <b>93.64 %</b> |
| 5220.2 IT Infra -Support                            | 3,698.22          | 7,500.00            | -3,801.78         | 49.31 %        |
| 5220.3 IT PCs, Printers & Hardware                  | 65,465.98         | 106,950.00          | -41,484.02        | 61.21 %        |
| 5220.3S Supported - IT, PCs, Hardware               | 8,536.21          |                     | 8,536.21          |                |
| <b>Total 5220.3 IT PCs, Printers &amp; Hardware</b> | <b>74,002.19</b>  | <b>106,950.00</b>   | <b>-32,947.81</b> | <b>69.19 %</b> |
| 5220.5 IT Utilities                                 | 47,650.12         | 48,124.00           | -473.88           | 99.02 %        |
| 5220.6 IT Collection Licensing                      | 7,500.00          | 9,500.00            | -2,000.00         | 78.95 %        |
| 5220.7 IT Technology Maintenance                    | 27,867.15         | 34,300.00           | -6,432.85         | 81.25 %        |
| 5230 Phone Service                                  | 7,981.89          | 9,350.00            | -1,368.11         | 85.37 %        |
| <b>Total 52200 Information Technology</b>           | <b>281,786.86</b> | <b>336,494.00</b>   | <b>-54,707.14</b> | <b>83.74 %</b> |
| 52250 Marketing                                     |                   |                     |                   |                |
| 5225 Marketing & advertising                        | 22,528.76         | 30,000.00           | -7,471.24         | 75.10 %        |
| <b>Total 52250 Marketing</b>                        | <b>22,528.76</b>  | <b>30,000.00</b>    | <b>-7,471.24</b>  | <b>75.10 %</b> |
| 52290 Materials Processing                          |                   |                     |                   |                |
| 5229.1 Materials-OCLC                               | 11,147.67         | 13,500.00           | -2,352.33         | 82.58 %        |
| 5229.2 Materials-Processing                         | 63,663.35         | 83,100.00           | -19,436.65        | 76.61 %        |



# Meridian Library District

## Budget vs. Actuals: Budget FY24 Amended by Class - FY24 P&L Classes

October 2023 - September 2024

|  | TOTAL             |                   |                   |                 |
|--|-------------------|-------------------|-------------------|-----------------|
|  | ACTUAL            | BUDGET            | OVER BUDGET       | % OF BUDGET     |
| <b>Total 52290 Materials Processing</b>      | <b>74,811.02</b>  | <b>96,600.00</b>  | <b>-21,788.98</b> | <b>77.44 %</b>  |
| 52340 Professional Development               |                   |                   |                   |                 |
| 5234.1 Conferences                           | 32,476.99         | 41,665.00         | -9,188.01         | 77.95 %         |
| 5234.2 Education                             | 2,969.36          | 4,000.00          | -1,030.64         | 74.23 %         |
| 5234.3 Materials                             |                   | 1,500.00          | -1,500.00         |                 |
| 5234.4 Memberships                           | 4,127.99          | 5,240.00          | -1,112.01         | 78.78 %         |
| 5234.5 Staff Mtg & Training                  | 7,277.29          | 9,321.00          | -2,043.71         | 78.07 %         |
| 5234.5s Staff Training - Supported           | 12,952.80         | 9,250.00          | 3,702.80          | 140.03 %        |
| <b>Total 5234.5 Staff Mtg &amp; Training</b> | <b>20,230.09</b>  | <b>18,571.00</b>  | <b>1,659.09</b>   | <b>108.93 %</b> |
| 5234.6 Webinar/Ecourses                      | 2,573.68          | 6,500.00          | -3,926.32         | 39.60 %         |
| <b>Total 52340 Professional Development</b>  | <b>62,378.11</b>  | <b>77,476.00</b>  | <b>-15,097.89</b> | <b>80.51 %</b>  |
| 52360 Program Expense                        |                   |                   |                   |                 |
| 5236.2 Programs - District                   |                   |                   |                   |                 |
| 5236.2S District Programs -Supported         | 11,786.93         |                   | 11,786.93         |                 |
| <b>Total 5236.2 Programs - District</b>      | <b>11,786.93</b>  |                   | <b>11,786.93</b>  |                 |
| 5236.AD Programs - Adult                     | 6,719.21          | 6,066.00          | 653.21            | 110.77 %        |
| 5236.As Programs - Adult -Supported          | 1,319.11          |                   | 1,319.11          |                 |
| <b>Total 5236.AD Programs - Adult</b>        | <b>8,038.32</b>   | <b>6,066.00</b>   | <b>1,972.32</b>   | <b>132.51 %</b> |
| 5236.BR Programs -Brochures                  | 6,276.09          | 15,000.00         | -8,723.91         | 41.84 %         |
| 5236.CH Programs - Children                  |                   |                   |                   |                 |
| 5236.cs Children's Programs - Supported      | 1,100.00          |                   | 1,100.00          |                 |
| <b>Total 5236.CH Programs - Children</b>     | <b>1,100.00</b>   |                   | <b>1,100.00</b>   |                 |
| 5236.EL Programs - Early Learning 0-5        | 3,944.54          | 4,000.00          | -55.46            | 98.61 %         |
| 5236.FA Programs -Family All Ages            | 62,922.34         | 65,859.00         | -2,936.66         | 95.54 %         |
| 5236.SA Programs -School Age 6-12            | 4,680.88          | 5,026.00          | -345.12           | 93.13 %         |
| 5236.TN Programs -Teen 13-18                 | 5,622.24          | 6,858.00          | -1,235.76         | 81.98 %         |
| 5236.VO Programs -Volunteers                 | 258.07            | 500.00            | -241.93           | 51.61 %         |
| <b>Total 52360 Program Expense</b>           | <b>104,629.41</b> | <b>103,309.00</b> | <b>1,320.41</b>   | <b>101.28 %</b> |
| 52400 Supplies                               |                   |                   |                   |                 |
| 5211 Copy/Print                              | 30,726.81         | 31,950.00         | -1,223.19         | 96.17 %         |
| 5240 Supplies - general                      | 16,364.77         | 22,050.00         | -5,685.23         | 74.22 %         |
| 5240s Supplies - General -Supported          | 6,959.68          |                   | 6,959.68          |                 |
| <b>Total 5240 Supplies - general</b>         | <b>23,324.45</b>  | <b>22,050.00</b>  | <b>1,274.45</b>   | <b>105.78 %</b> |
| 5246 Supplies - office                       | 12,645.57         | 13,050.00         | -404.43           | 96.90 %         |
| <b>Total 52400 Supplies</b>                  | <b>66,696.83</b>  | <b>67,050.00</b>  | <b>-353.17</b>    | <b>99.47 %</b>  |
| 52500 Miscellaneous Operating                |                   |                   |                   |                 |
| 5216 Equipment & Furnishings Not Cap         | 41,106.79         | 46,000.00         | -4,893.21         | 89.36 %         |
| 5228 Miscellaneous                           | 2,142.99          | 4,000.00          | -1,857.01         | 53.57 %         |
| 5228.S Miscellaneous- Supported              | 4,405.46          | 42,208.00         | -37,802.54        | 10.44 %         |
| <b>Total 5228 Miscellaneous</b>              | <b>6,548.45</b>   | <b>46,208.00</b>  | <b>-39,659.55</b> | <b>14.17 %</b>  |
| 5232 Postage                                 | 11,779.33         | 13,025.00         | -1,245.67         | 90.44 %         |

# Meridian Library District

## Budget vs. Actuals: Budget FY24 Amended by Class - FY24 P&L Classes

October 2023 - September 2024

|   | TOTAL                 |                       |                         |                 |
|---|-----------------------|-----------------------|-------------------------|-----------------|
|   | ACTUAL                | BUDGET                | OVER BUDGET             | % OF BUDGET     |
| 5232.S Postage - Supported                        | 148.55                |                       | 148.55                  |                 |
| <b>Total 5232 Postage</b>                         | <b>11,927.88</b>      | <b>13,025.00</b>      | <b>-1,097.12</b>        | <b>91.58 %</b>  |
| 5250 Taxes and insurance                          | 13,847.49             | 15,050.00             | -1,202.51               | 92.01 %         |
| <b>Total 52500 Miscellaneous Operating</b>        | <b>73,430.61</b>      | <b>120,283.00</b>     | <b>-46,852.39</b>       | <b>61.05 %</b>  |
| 52600 Vehicle Expense                             | 145.00                |                       | 145.00                  |                 |
| 5260.1 Vehicle - Bookmobile                       | 7,816.21              | 8,900.00              | -1,083.79               | 87.82 %         |
| 5260.1s Vehicle - Bookmobile Supported            | 1,326.53              |                       | 1,326.53                |                 |
| <b>Total 5260.1 Vehicle - Bookmobile</b>          | <b>9,142.74</b>       | <b>8,900.00</b>       | <b>242.74</b>           | <b>102.73 %</b> |
| 5260.11 Vehicle - Ford F150 Transit Van           | 284.85                |                       | 284.85                  |                 |
| 5260.12 Vehicle - Toyota Rav4 VIN 7581            | 23.57                 |                       | 23.57                   |                 |
| 5260.2 Vehicle - Sprinter                         | 5,000.54              | 6,000.00              | -999.46                 | 83.34 %         |
| 5260.3 Vehicle - Van Honda Odyssey                | 1,011.51              | 1,050.00              | -38.49                  | 96.33 %         |
| 5260.4 Vehicle - Honda Element                    | 666.95                | 765.00                | -98.05                  | 87.18 %         |
| 5260.5 Vehicle - Dodge HD Wagon                   | 3,698.18              | 4,000.00              | -301.82                 | 92.45 %         |
| 5260.6 Employee Mileage Reimbursement             | 133.26                | 130.00                | 3.26                    | 102.51 %        |
| 5260.7 Vehicle - Chevy Silverado 1500             | 2,054.32              | 2,250.00              | -195.68                 | 91.30 %         |
| 5260.8 Vehicle - Toyota Rav4 VIN 4697             | 904.78                | 750.00                | 154.78                  | 120.64 %        |
| 5260.9 Vehicle - Toyota Rav4 VIN 7665             | 778.56                | 800.00                | -21.44                  | 97.32 %         |
| <b>Total 52600 Vehicle Expense</b>                | <b>23,844.26</b>      | <b>24,645.00</b>      | <b>-800.74</b>          | <b>96.75 %</b>  |
| 62240 Facility Expense                            |                       |                       |                         |                 |
| 6224.1 Bldg-Maintenance                           | 202,008.77            | 205,830.00            | -3,821.23               | 98.14 %         |
| 6224.2 Bldg-Repairs                               | 26,140.52             | 45,850.00             | -19,709.48              | 57.01 %         |
| 6224.3 Bldg-Small Tools                           | 1,561.78              | 2,500.00              | -938.22                 | 62.47 %         |
| 6224.4 Bldg-Supplies                              | 26,296.96             | 29,500.00             | -3,203.04               | 89.14 %         |
| 6250 Bldg-Insurance                               | 61,754.00             | 61,754.00             | 0.00                    | 100.00 %        |
| 6255 Bldg-Rent                                    | 371,522.65            | 382,000.00            | -10,477.35              | 97.26 %         |
| 6258 Bldg-Utilities                               | 80,737.01             | 92,600.00             | -11,862.99              | 87.19 %         |
| <b>Total 62240 Facility Expense</b>               | <b>770,021.69</b>     | <b>820,034.00</b>     | <b>-50,012.31</b>       | <b>93.90 %</b>  |
| <b>Total 52000 OPERATING EXPENSES</b>             | <b>1,697,221.45</b>   | <b>1,942,756.00</b>   | <b>-245,534.55</b>      | <b>87.36 %</b>  |
| 72000 CAPITAL EQUIPMENT EXPENSES                  |                       |                       |                         |                 |
| 7216 Equipment & Furnishings                      | 9,924.00              | 71,500.00             | -61,576.00              | 13.88 %         |
| 7220 IT - Infrastructure - Hardware               | 10,021.54             | 51,200.00             | -41,178.46              | 19.57 %         |
| 7220.3 IT PCs, Hardware Printers                  | 115,244.75            | 87,500.00             | 27,744.75               | 131.71 %        |
| 7295 Major improvements                           | 130,933.47            | 151,500.00            | -20,566.53              | 86.42 %         |
| <b>Total 72000 CAPITAL EQUIPMENT EXPENSES</b>     | <b>266,123.76</b>     | <b>361,700.00</b>     | <b>-95,576.24</b>       | <b>73.58 %</b>  |
| 7777 Transfer Out-To Capital Projects Fund        |                       | 306,120.00            | -306,120.00             |                 |
| 7888 Transfer Out-To General Fund Reserve         |                       | 100,000.00            | -100,000.00             |                 |
| 7999 Transfer Out-To Capital Repair & Replacement |                       | 172,000.00            | -172,000.00             |                 |
| <b>Total Expenditures</b>                         | <b>\$7,857,893.77</b> | <b>\$9,056,011.00</b> | <b>\$ -1,198,117.23</b> | <b>86.77 %</b>  |
| NET OPERATING REVENUE                             | <b>\$1,261,361.04</b> | <b>\$0.00</b>         | <b>\$1,261,361.04</b>   | <b>0.00%</b>    |
| Other Revenue                                     |                       |                       |                         |                 |
| 8000 Plant Facilities Levy Revenue                | 1,400,000.00          | 1,400,000.00          | 0.00                    | 100.00 %        |

# Meridian Library District

## Budget vs. Actuals: Budget FY24 Amended by Class - FY24 P&L Classes

October 2023 - September 2024

|   | TOTAL                 |                       |                         |                 |
|---|-----------------------|-----------------------|-------------------------|-----------------|
|   | ACTUAL                | BUDGET                | OVER BUDGET             | % OF BUDGET     |
| 8338 Capital Projects Interest                              | 204,910.69            | 190,000.00            | 14,910.69               | 107.85 %        |
| 8800 Transfer In-To Capital Projects Fund from General Fund |                       | 306,120.00            | -306,120.00             |                 |
| 8995 Finance Proceeds                                       |                       | 6,350,000.00          | -6,350,000.00           |                 |
| <b>Total Other Revenue</b>                                  | <b>\$1,604,910.69</b> | <b>\$8,246,120.00</b> | <b>\$ -6,641,209.31</b> | <b>19.46 %</b>  |
| Other Expenditures  |                       |                       |                         |                 |
| 9202 Pinnacle fka South Branch Financial Fees               |                       | 175,000.00            | -175,000.00             |                 |
| 9289 Pinnacle fka South Branch Project Costs                | 573,751.35            | 6,700,000.00          | -6,126,248.65           | 8.56 %          |
| <b>Total Other Expenditures</b>                             | <b>\$573,751.35</b>   | <b>\$6,875,000.00</b> | <b>\$ -6,301,248.65</b> | <b>8.35 %</b>   |
| NET OTHER REVENUE   | <b>\$1,031,159.34</b> | <b>\$1,371,120.00</b> | <b>\$ -339,960.66</b>   | <b>75.21 %</b>  |
| NET REVENUE   | <b>\$2,292,520.38</b> | <b>\$1,371,120.00</b> | <b>\$921,400.38</b>     | <b>167.20 %</b> |

# Meridian Library District

## Statement of Activity

October 2023 - August 2024

|                                      | TOTAL                 |
|--------------------------------------|-----------------------|
| Revenue                              |                       |
| 40000 Tax Revenue                    |                       |
| 4000 Tax levy                        | 7,641,661.71          |
| 4005 Tax Levy - Capital Foregone     | 89,845.00             |
| 4006 Tax Levy - Operating Foregone   | 76,972.00             |
| <b>Total 4000 Tax levy</b>           | <b>7,808,478.71</b>   |
| 4010 Ag. Replacement                 | 1,940.00              |
| 4020 Pers Prop Replacement           | 39,038.73             |
| 4025 Recovered Homeowner's Exemption | 95.00                 |
| 4060 Tort Tax Levy                   | 61,754.00             |
| 4100 Sales tax income                | 435,266.03            |
| <b>Total 40000 Tax Revenue</b>       | <b>8,346,572.47</b>   |
| 42000 Non-tax Revenue                |                       |
| 4200 Fines and fees                  | 18,688.43             |
| 4220 Meeting Room income             | 9,680.75              |
| 4221 Donations & Memorials           | 3,199.62              |
| 4300 Interest income                 | 203,087.45            |
| 4339 Capital Replace & Repair Int    | 301,876.24            |
| 4400 Copy/Print income               | 29,753.41             |
| 4410 Miscellaneous income            | 33,414.88             |
| 4500 Grants                          | 89,770.89             |
| 4700 Sponsorships                    | 38,029.34             |
| <b>Total 42000 Non-tax Revenue</b>   | <b>727,501.01</b>     |
| <b>Total Revenue</b>                 | <b>\$9,074,073.48</b> |
| GROSS PROFIT                         | <b>\$9,074,073.48</b> |
| Expenditures                         |                       |
| 50000 PERSONNEL                      |                       |
| 5000 Salaries and wages              | 3,401,715.40          |
| 5005 Termination salaries            | 16,508.99             |
| <b>Total 5000 Salaries and wages</b> | <b>3,418,224.39</b>   |
| 5010 Payroll benefits                | 60.00                 |
| 5010a Benefits - Retirement          | 330,196.15            |
| 5010b Benefits - PR Taxes            | 256,438.24            |
| 5010c Benefits - Health              | 529,687.42            |
| <b>Total 5010 Payroll benefits</b>   | <b>1,116,381.81</b>   |
| <b>Total 50000 PERSONNEL</b>         | <b>4,534,606.20</b>   |

# Meridian Library District

## Statement of Activity

October 2023 - August 2024

|   | TOTAL             |
|---|-------------------|
| <b>51000 COLLECTIONS</b>                            |                   |
| 5115 Adult Print Books                              | 201,814.77        |
| 5121 Electronic databases                           | 52,883.60         |
| 5122 eContent                                       | 305,099.79        |
| 5125 Print Reference                                | 1,000.73          |
| 5130 Children's books                               | 158,974.47        |
| 5130S Children's books - Supported                  | 5,429.83          |
| <b>Total 5130 Children's books</b>                  | <b>164,404.30</b> |
| 5135 Young Adult books                              | 23,400.58         |
| 5149 Media  | 44,125.03         |
| 5150 Circulating devices & kits                     | 2,855.51          |
| 5151 Periodicals                                    | 4,012.18          |
| <b>Total 51000 COLLECTIONS</b>                      | <b>799,596.49</b> |
| <b>52000 OPERATING EXPENSES</b>                     |                   |
| 52020 Professional Services                         |                   |
| 5202.1 Audit  | 24,500.00         |
| 5202.4 Legal fees                                   | 53,404.00         |
| 5202.5 Consulting                                   | 416.67            |
| 5202.6 Other  | 6,289.28          |
| 5237 Recruiting/Background Checks                   | 3,997.16          |
| <b>Total 52020 Professional Services</b>            | <b>88,607.11</b>  |
| 52025 Banking fees                                  |                   |
| 5202.2 Bankcard fees                                | 2,041.30          |
| 5202.3 Financial fees                               | 2,267.10          |
| <b>Total 52025 Banking fees</b>                     | <b>4,308.40</b>   |
| 52120 Consortium                                    |                   |
| 5212.C Consortium-Courier                           | 37,400.00         |
| 5212.H Consortium-Hardware/Software                 | 83,259.28         |
| <b>Total 52120 Consortium</b>                       | <b>120,659.28</b> |
| 52200 Information Technology                        |                   |
| 5220.1 IT Infra -Software/Licensing                 | 109,330.99        |
| 5220.1s IT Infra Softw/Lic Supported                | 90.00             |
| <b>Total 5220.1 IT Infra -Software/Licensing</b>    | <b>109,420.99</b> |
| 5220.2 IT Infra -Support                            | 3,339.47          |
| 5220.3 IT PCs, Printers & Hardware                  | 63,629.50         |
| 5220.3S Supported - IT, PCs, Hardware               | 6,648.56          |
| <b>Total 5220.3 IT PCs, Printers &amp; Hardware</b> | <b>70,278.06</b>  |
| 5220.5 IT Utilities                                 | 43,541.80         |
| 5220.6 IT Collection Licensing                      | 7,500.00          |
| 5220.7 IT Technology Maintenance                    | 27,032.06         |
| 5230 Phone Service                                  | 7,383.79          |
| <b>Total 52200 Information Technology</b>           | <b>268,496.17</b> |

# Meridian Library District

## Statement of Activity

October 2023 - August 2024

|  | TOTAL             |
|--|-------------------|
| 52250 Marketing                              |                   |
| 5225 Marketing & advertising                 | 22,528.76         |
| <b>Total 52250 Marketing</b>                 | <b>22,528.76</b>  |
| 52290 Materials Processing                   |                   |
| 5229.1 Materials-OCLC                        | 11,147.67         |
| 5229.2 Materials-Processing                  | 60,818.71         |
| <b>Total 52290 Materials Processing</b>      | <b>71,966.38</b>  |
| 52340 Professional Development               |                   |
| 5234.1 Conferences                           | 28,406.15         |
| 5234.2 Education                             | 2,969.36          |
| 5234.4 Memberships                           | 4,107.99          |
| 5234.5 Staff Mtg & Training                  | 6,733.21          |
| 5234.5s Staff Training - Supported           | 12,952.80         |
| <b>Total 5234.5 Staff Mtg &amp; Training</b> | <b>19,686.01</b>  |
| 5234.6 Webinar/Ecourses                      | 2,573.68          |
| <b>Total 52340 Professional Development</b>  | <b>57,743.19</b>  |
| 52360 Program Expense                        |                   |
| 5236.2 Programs - District                   |                   |
| 5236.2S District Programs -Supported         | 11,786.93         |
| <b>Total 5236.2 Programs - District</b>      | <b>11,786.93</b>  |
| 5236.AD Programs - Adult                     | 6,168.83          |
| 5236.As Programs - Adult -Supported          | 1,319.11          |
| <b>Total 5236.AD Programs - Adult</b>        | <b>7,487.94</b>   |
| 5236.BR Programs -Brochures                  | 4,445.24          |
| 5236.CH Programs - Children                  |                   |
| 5236.cs Children's Programs - Supported      | 1,100.00          |
| <b>Total 5236.CH Programs - Children</b>     | <b>1,100.00</b>   |
| 5236.EL Programs - Early Learning 0-5        | 4,029.53          |
| 5236.FA Programs -Family All Ages            | 62,414.38         |
| 5236.SA Programs -School Age 6-12            | 4,596.80          |
| 5236.TN Programs -Teen 13-18                 | 5,583.97          |
| 5236.VO Programs -Volunteers                 | 258.07            |
| <b>Total 52360 Program Expense</b>           | <b>101,702.86</b> |
| 52400 Supplies                               |                   |
| 5211 Copy/Print                              | 29,586.14         |
| 5240 Supplies - general                      | 15,867.76         |
| 5240s Supplies - General -Supported          | 6,959.68          |
| <b>Total 5240 Supplies - general</b>         | <b>22,827.44</b>  |
| 5246 Supplies - office                       | 11,222.20         |
| <b>Total 52400 Supplies</b>                  | <b>63,635.78</b>  |

# Meridian Library District

## Statement of Activity

October 2023 - August 2024

|   | TOTAL                 |
|---|-----------------------|
| 52500 Miscellaneous Operating                 |                       |
| 5216 Equipment & Furnishings Not Cap          | 40,957.79             |
| 5228 Miscellaneous                            | 2,142.99              |
| 5228.S Miscellaneous- Supported               | 2,542.71              |
| <b>Total 5228 Miscellaneous</b>               | <b>4,685.70</b>       |
| 5232 Postage                                  | 11,666.64             |
| 5232.S Postage - Supported                    | 148.55                |
| <b>Total 5232 Postage</b>                     | <b>11,815.19</b>      |
| 5250 Taxes and insurance                      | 13,847.49             |
| <b>Total 52500 Miscellaneous Operating</b>    | <b>71,306.17</b>      |
| 52600 Vehicle Expense                         |                       |
| 5260.1 Vehicle - Bookmobile                   | 7,698.29              |
| 5260.1s Vehicle - Bookmobile Supported        | 1,326.53              |
| <b>Total 5260.1 Vehicle - Bookmobile</b>      | <b>9,024.82</b>       |
| 5260.2 Vehicle - Sprinter                     | 5,000.54              |
| 5260.3 Vehicle - Van Honda Odyssey            | 914.01                |
| 5260.4 Vehicle - Honda Element                | 646.50                |
| 5260.5 Vehicle - Dodge HD Wagon               | 3,494.98              |
| 5260.6 Employee Mileage Reimbursement         | 126.63                |
| 5260.7 Vehicle - Chevy Silverado 1500         | 1,868.55              |
| 5260.8 Vehicle - Toyota Rav4 VIN 4697         | 654.30                |
| 5260.9 Vehicle - Toyota Rav4 VIN 7665         | 599.27                |
| <b>Total 52600 Vehicle Expense</b>            | <b>22,329.60</b>      |
| 62240 Facility Expense                        |                       |
| 6224.1 Bldg-Maintenance                       | 183,242.04            |
| 6224.2 Bldg-Repairs                           | 25,767.06             |
| 6224.3 Bldg-Small Tools                       | 1,088.76              |
| 6224.4 Bldg-Supplies                          | 24,835.24             |
| 6250 Bldg-Insurance                           | 61,754.00             |
| 6255 Bldg-Rent                                | 349,948.68            |
| 6258 Bldg-Utilities                           | 73,196.69             |
| <b>Total 62240 Facility Expense</b>           | <b>719,832.47</b>     |
| <b>Total 52000 OPERATING EXPENSES</b>         | <b>1,613,116.17</b>   |
| 72000 CAPITAL EQUIPMENT EXPENSES              |                       |
| 7216 Equipment & Furnishings                  | 9,924.00              |
| 7220 IT - Infrastructure - Hardware           | 10,021.54             |
| 7220.3 IT PCs, Hardware Printers              | 115,244.75            |
| 7295 Major improvements                       | 122,696.81            |
| <b>Total 72000 CAPITAL EQUIPMENT EXPENSES</b> | <b>257,887.10</b>     |
| <b>Total Expenditures</b>                     | <b>\$7,205,205.96</b> |
| NET OPERATING REVENUE                         | <b>\$1,868,867.52</b> |

# Meridian Library District

## Statement of Activity

October 2023 - August 2024

|  | TOTAL                 |
|--|-----------------------|
| Other Revenue                                |                       |
| 8000 Plant Facilities Levy Revenue           | 1,400,000.00          |
| 8338 Capital Projects Interest               | 184,291.88            |
| <b>Total Other Revenue</b>                   | <b>\$1,584,291.88</b> |
| Other Expenditures                           |                       |
| 9289 Pinnacle fka South Branch Project Costs | 483,636.10            |
| <b>Total Other Expenditures</b>              | <b>\$483,636.10</b>   |
| NET OTHER REVENUE                            | <b>\$1,100,655.78</b> |
| NET REVENUE                                  | <b>\$2,969,523.30</b> |



# Meridian Library District

## Statement of Financial Position

As of August 31, 2024

|  | TOTAL                  |
|--|------------------------|
| <b>ASSETS</b>                                  |                        |
| Current Assets                                 |                        |
| Bank Accounts                                  |                        |
| 1010 Cash on Hand - Cherry                     | 200.00                 |
| 1010BR Cash on Hand - Silverstone              | 150.00                 |
| 1013 Cash on Hand - Silverstone Self Pay Copy  | 48.70                  |
| 1014 Cash on Hand - Cherry Self Pay Copy       | 32.55                  |
| 1015 Cash on Hand - Orchard Park Self Pay Copy | 17.00                  |
| 1016 Cash on Hand - unBound                    | 150.00                 |
| 1017 Cash on Hand - Orchard Park               | 150.00                 |
| 1072 Bill.com Money Out Clearing               | -311.16                |
| 1180 Checking - ICCU General *1068             | -19,033.97             |
| 1181 Checking - ICCU Payroll ZBA *3248         | -1,679.67              |
| 1182 Checking - ICCU Sweep *3522               | 99,036.53              |
| 1183 Savings - ICCU Membership *8042           | 25.00                  |
| 1184 Savings - ICCU Savings *8093              | 95,104.32              |
| 1200 PayPal Account                            | 137.50                 |
| 1937 StatePool-General Operations              | 5,002,714.88           |
| 1938 StatePool-Capital Project Fund            | 4,828,200.99           |
| 1939 StatePool-Cap Replacement &Repr           | 6,320,421.86           |
| <b>Total Bank Accounts</b>                     | <b>\$16,325,364.53</b> |
| Accounts Receivable                            |                        |
| 11000 Accounts Receivable                      | 7,704.63               |
| <b>Total Accounts Receivable</b>               | <b>\$7,704.63</b>      |
| Other Current Assets                           |                        |
| 12000 Undeposited Funds                        | 234.65                 |
| 1500 Deposits/Prepaid expenses                 | 75,648.68              |
| 1600 Property Tax Receivable                   | 9,267,956.00           |
| 1627 LGIP Interest Receivable                  | 72,370.97              |
| 1652 Sales Tax Receivable                      | 123,546.00             |
| 1706 Tech Purchase (Employee)                  | 257.99                 |
| 1800 Fines Receivable                          | 19,564.24              |
| 1850 Allowance                                 | -15,455.76             |
| <b>Total Other Current Assets</b>              | <b>\$9,544,122.77</b>  |
| <b>Total Current Assets</b>                    | <b>\$25,877,191.93</b> |
| <b>TOTAL ASSETS</b>                            | <b>\$25,877,191.93</b> |

# Meridian Library District

## Statement of Financial Position

As of August 31, 2024

|  | TOTAL               |                     |
|--|---------------------|---------------------|
| <b>LIABILITIES AND EQUITY</b>          |                     |                     |
| Liabilities                            |                     |                     |
| Current Liabilities                    |                     |                     |
| Accounts Payable                       |                     |                     |
| 2380 Accounts Payable                  | 282,630.31          |                     |
| <b>Total Accounts Payable</b>          | <b>\$282,630.31</b> |                     |
| Credit Cards                           |                     |                     |
| 2700 Divvy Credit Cards Payable        | 48,109.97           |                     |
| <b>Total Credit Cards</b>              | <b>\$48,109.97</b>  |                     |
| Other Current Liabilities              |                     |                     |
| 2305 FICA withholding payable          | 9,939.74            |                     |
| 2330 PERSI withholding payable         | 12,415.42           |                     |
| 2345 Select Health                     | -43,431.10          |                     |
| 2353 HRA VEBA Payable                  | 9,395.00            |                     |
| 2355 Dental Payable                    | 2,394.78            |                     |
| 2358 Mutual of Omaha Payable           | 1,980.38            |                     |
| 2359 IDWAT Payable                     | 550.00              |                     |
| 2360 AFLAC                             | 381.02              |                     |
| 2400 Accounts Payable -Other           | 2,220.98            |                     |
| 2405 Accrued Wages                     | 132,128.38          |                     |
| Sales Tax Agency Payable               | 435.49              |                     |
| Sales Tax Payable                      | 245.43              |                     |
| <b>Total Sales Tax Agency Payable</b>  | <b>680.92</b>       |                     |
| <b>Total Other Current Liabilities</b> | <b>\$128,655.52</b> |                     |
| <b>Total Current Liabilities</b>       | <b>\$459,395.80</b> |                     |
| <b>Total Liabilities</b>               |                     | <b>\$459,395.80</b> |
| Equity                                 |                     |                     |
| 2900 Investment in GFA                 | 13,234,497.00       |                     |
| 2910 Contra Accum Deprec               | -5,296,743.00       |                     |
| 2912 Accum Dep - Buildings             | 1,796,635.00        |                     |
| 2913 Accum Depr - Equipment            | 2,374,721.00        |                     |
| 2914 Accum Depr - Improvements         | 779,476.00          |                     |
| 2915 Accum Depr - Leasehold Improv     | 345,911.00          |                     |
| 2988.4 17929 Leisure Lane              | -53,000.00          |                     |
| 2988.5 Buildings                       | -4,445,040.00       |                     |
| 2988.6 Improvements                    | -2,861,730.00       |                     |
| 2988.7 Leasehold Improvements          | -1,341,836.00       |                     |
| 2988.8 Equipment                       | -3,618,940.00       |                     |
| 2990 Deferred Inflows                  | 9,222,975.00        |                     |
| 2995 Advanced Revenue                  | 36,908.00           |                     |
| 2998.1 Jewitt property                 | -210,996.69         |                     |

# Meridian Library District

## Statement of Financial Position

As of August 31, 2024

|                                     | TOTAL                  |
|-------------------------------------|------------------------|
| 2998.2 Cherry/Leisure property      | -449,588.00            |
| 2998.3 1326 Cherry Lane             | -192,604.00            |
| 2998.5 unBound Land                 | -29,093.00             |
| 2998.9 Artwork                      | -25,500.00             |
| 2999 Retained Earnings              | 6,968,357.24           |
| 2999.1 Construction in Progress     | -6,168.00              |
| 32000 Owners Equity                 | 6,220,031.28           |
| Net Revenue                         | 2,969,523.30           |
| <b>Total Equity</b>                 | <b>\$25,417,796.13</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b>\$25,877,191.93</b> |



# Janitorial Services Proposal



Anago of Boise

**Meridian Library District Admin**  
1552 N Crestmont Suite E , Meridian, ID 83642

*Prepared for: Steve McNitt - Facilities Specialist*

*Prepared by: Daniel Preston - Sales Rep*

Valid Through: 11/7/2024

## INTRODUCTION



**August 6, 2024**

Dear Steve

We are pleased to have you as a potential client at Anago® and are confident our franchisees can provide you with an exceptional service. We understand that the cleanliness and disinfection of your facility are very important because people are simply more comfortable and productive in an environment where they feel safe. Selecting the right partner for your janitorial needs is the first line of defense in employee healthcare.

With Anago's proven program, you receive a customized schedule of cleaning based on your priorities and budget. Our rotational, systematic service ensures the highest level of cleanliness for the health of your employees and clients and also provides an unbeatable first impression!

Your business benefits from unique features that set Anago franchisees apart from other janitorial services including the use of Anago CleanCom® for instant communications, the Anago Protection+ Disinfection plans for infection prevention, our budget-friendly SmartClean<sup>SM</sup> program, solid client support, advanced cleaning methods and equipment, EPA-registered disinfectants, and commitment to cleaning green. You can focus on your business, while our franchise owners keep your working environment safe and clean at a price you can afford.

The following information was prepared to help guide you in your decision about a janitorial service procurement agreement with us. Please feel free to reach out to me directly or to our Regional Office.

Sincerely,



**Daniel Preston**  
Sales Rep

Anago of Boise  
(208) 203-2608  
114 E Idaho Avenue Suite 200  
Meridian, ID 83642



## THE SUPERIOR CHOICE FOR COMMERCIAL CLEANING.

Our quote is based on time values outlined by the Building Service Contractors Association International and the International Sanitary Standards Association. These time values are standards within our industry utilized in estimating Housekeeping Tasks. In the summary that follows, a custom-tailored program has been compiled for your facility. All supervision, labor, supplies and equipment, payroll taxes, and insurance have been included in the pricing schedule.



### Protection+ Disinfection®

Using EPA approved disinfectants, Anago franchisees provide a germ-busting clean that looks great but disinfects and sanitizes, which helps to minimize the spread of illnesses and limits sick-time.



### 2-Hour Response Guarantee

Because of our commitment to your custom-tailored cleaning needs, we offer our 2-Hour Response Guarantee following the reporting of any items not completed to your satisfaction.



### Instant Communications

Anago provides a direct communication platform to stay in close contact with franchise owners regarding all services performed, through Anago CleanCom®.



### Insurance & Bonding

Our franchisees' services are covered under an insurance policy for bodily injury, property damage, public liability, and workers compensation (where required).



### The Third Pass

Anago's franchise owners take extra measures with nightly checklists to ensure your facility is properly secured upon completion of duties to give you peace of mind.



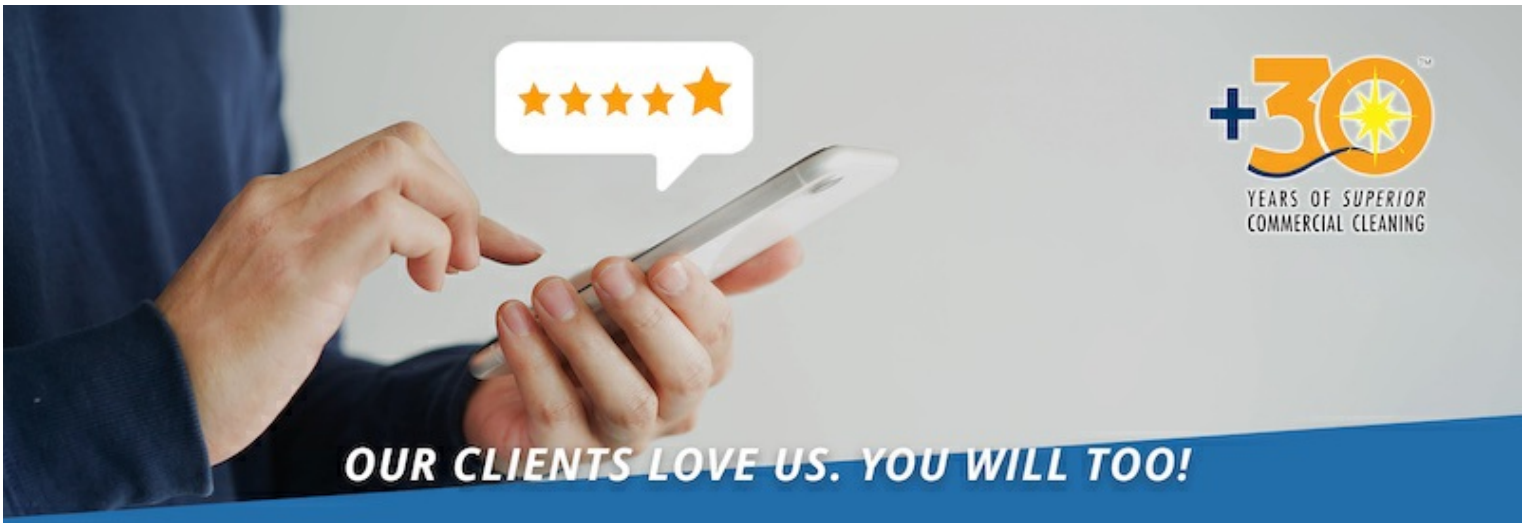
### Franchising Concept

The franchising concept works because of the simple principle that the owner of the business is the supervisor of, and participant in, the actual cleaning and maintenance of your facility.

We look forward to working with you in the near future!



## SUPERIOR SERVICE GUARANTEED



### GOOGLE REVIEWS ★★★★★

Carl A. ★★★★★

"We have been using Anago for our cleaning needs at our office for the past few years and have been happy with the level of service they provide. Great at responding to anything we need, and are always looking for ways to improve. Would recommend them to anyone needing cleaning services."

Robert C. ★★★★★

"From our opening to 1 year later, Anago has taken care of us. When we receive reviews, cleanliness is at the top of the comments which is a direct reflection of Anago and their services."

Michelle A. ★★★★★

"Great service! They do a great job at my storefront, RISE Modern Wellness in Eagle. I am always grateful to walk into a clean space and so are our members."

Estarae G. ★★★★★

"Anago has been so great to work with. They respond quickly to any requests/questions. The cleaning crews are great & attentive to our needs."

Marrisa W. ★★★★★

"Anago of Boise has done a great job keeping our production plant and main office very well maintained. We were lucky to find them and we are very happy with the service that they provide. If you're looking for a great cleaning company, give them a call."

## AREA SPECIFICATIONS

We are pleased to submit this Proposal to procure Janitorial Services for the following location:

Meridian Library District Admin  
1552 N Crestmont Suite E,  
Meridian, ID 83642

### **Service Areas**

1. Office(s)
2. Restroom(s)
3. Common Area(s)
4. Break Area(s)
5. Conference Room(s)

The specifications and the terms as set forth describe the Services to be performed, frequency, and conditions of the Agreement. The Client requests that products, equipment, and materials used are those that are recommended by Anago of Boise.



## CLEANING SPECIFICATIONS

### **Nightly Cleaning**

#### *General Facility*

1. Dust all horizontal surfaces of desks, tables, counters, credenzas, and filing cabinets per Client's instruction.
2. Empty all trash receptacles including recycling containers, remove trash/recyclables to a collection point, replace liners as needed, and return trash and recycling receptacles to the proper positions.
3. Clean all door glass including front, west side and back entrances.
4. Vacuum all carpeted areas including walk-off mats and runners.
5. Dust mop and damp mop all hard surface floors to remove spills and soil.
6. Clean partition glass, removing all fingerprints and smudges each visit.
7. Clean, polish and disinfect all drinking fountains.
8. Keep janitorial closet(s) clean and neat.

#### *Lunchrooms/ Breakrooms/Lounges/Kitchen Areas*

1. Damp wipe all tables and spot clean chairs.
2. Clean and disinfect counters and sinks, including back splash areas.
3. Wipe clean exterior of all countertop appliances in Kitchen with disinfectant, including the interior of microwaves, refrigerator doors, and face and tops of vending machines.
4. Wipe down coffee machines and coffee stations. Check to be sure coffee machines have been turned off. Rinse coffee pots.
5. Dust mop and spot mop all hard surface floors.



### *Restrooms*

1. Clean and disinfect interior and exterior of toilets and toilet seats. Polish all chrome fittings.
2. Clean and disinfect interior and exterior of urinals. Polish all chrome fittings.
3. Clean sinks, disinfect counters, and polish chrome fittings.
4. Remove splash marks from walls around sinks and urinals.
5. Damp mop restroom floors, including corners and edges, with disinfectant, pouring water down drains to eliminate odors.
6. Clean and polish mirrors.
7. Dust tops of partitions, light fixtures, cabinets and dispensers.
8. Empty trash, replace liners, spot clean and disinfect trash receptacles as needed.
9. Empty sanitary napkin receptacles, disinfect, and re-line from stock.
10. Stock towels, tissue, hand soap, seat covers, and other expendable restroom items from janitorial supplies provided by client.

### *Lobbies/Waiting Rooms/Reception Areas*

1. Dust mop and damp mop floors. Vacuum carpets and walk-off mats. Clean all interior area and lobby front doors and reception glass.
2. Dust lobby furniture and damp wipe or polish as necessary.
3. Clean tables.
4. Damp wipe reception counters, spot clean exterior face of reception area.

### *Offices/Conference Rooms/Administrative Areas*

1. Dust horizontal surfaces of tables, cabinets, credenzas and other similar furnishings.
2. Spot clean coffee stains, etc. from desktops.
3. Clean and polish small conference room table.
4. Dust mop and damp mop all hard surface flooring to remove spills and soil. vacuum carpeted areas. Return chairs to proper positions.
5. Damp wipe all tables and spot clean chairs.
6. Clean and disinfect counters and sinks, including back splash area.
7. Wipe outside of refrigerator and face and tops of vending machines.
8. Clean inside and outside of microwaves.
9. Wipe down coffee machines and coffee stations. Check to be sure coffee machines have been turned off. Rinse coffee pots.

### *Hallways/Corridors*

1. Dust mop and damp mop all hard surface floors. Vacuum all carpeted areas.
2. Clean, disinfect and polish drinking fountains.

### *Janitorial Closets*

1. Keep stock, including janitorial equipment, clean, neat and orderly. Maintain all cleaning chemicals and solutions in properly labeled containers. Empty and rinse mop buckets nightly.
2. Client is responsible for supplies (trash liners, soap, toilet paper, hand towels, etc).

3. Cleaning service contractor to supply all cleaning products and chemicals, i.e. mops, dusters, chemicals, sanitizing wipes, etc.

### **Weekly Cleaning**

#### *General Office*

1. Dust all low reach areas including but not limited to chair rungs, moldings, baseboards, windowsills, door jambs, etc. Remove cobwebs from ceiling corners.
2. Edge all carpeted areas.
3. Auto scrub hard floors.

### **Monthly Cleaning**

#### *General Office*

1. Dust all blinds and verticals.
2. Dust all high reach areas (above eye level) including, but not limited to door frames, ceiling vents and grills (including heating and air conditioning systems), partitions tops, picture frames, high shelves, cabinet tops, etc.
3. Vacuum upholstered furniture.
4. Spot clean waste bins as needed.
5. Spot clean walls, doors, door frames, kick plates, light switches, etc.

#### *Restrooms*

1. Thoroughly clean and disinfect all tile stalls, leave in streak-free condition. Wipe and disinfect all metal partitions, walls, kick-plates and thresholds.

### **Miscellaneous Cleaning**

#### *Exit Procedures*

1. Keep the janitorial closet and all stock, including janitorial equipment, clean, neat, and orderly. Empty and rinse mop buckets nightly.
2. Complete a final walk through of the facility to ensure specifications have been completed.
3. Turn off designated lights, re-secure all previously locked doors and areas, and set alarms per Client's instructions.

### **Special Notes**

Service Providers to report any maintenance and/or security issues to the building manager.

*All trash liners to be furnished by the Client.*

*All Restroom supplies (towels, tissue, hand soap) to be furnished by the Client.*

\_\_\_\_\_ Initial

## MONTHLY SERVICE PRICING

Quote 1: 2x Weekly Service

| Initial              | Frequency | Days Serviced | Time Window | Monthly Price† |
|----------------------|-----------|---------------|-------------|----------------|
| <hr/> <i>Initial</i> | 2x Weekly | Tue, Thu      | After 8 pm  | \$395.00       |

† Plus Applicable Sales Tax.

## SERVICE PROCUREMENT AGREEMENT

TJF, Inc. d/b/a Anago® of Boise ("Company") is a subfranchisor of Anago Franchising, Inc. and, as such, is in the business of procuring independently owned and operated franchise owners and contractors ("Service Providers") to provide its clients with maintenance and janitorial services under the trade name and operating style unique to the Anago® brand as described herein (the "Services"). Meridian Library District Admin ("Client") desires to contract with Company to arrange for Service Providers to provide the Services for Client's premises. In consideration of the foregoing, the covenants contained herein, and other valuable consideration, receipt and sufficiency of which are acknowledged, Company and Client agree as follows:

I. Company agrees to arrange for Service Providers to provide the Services as described herein, with each Service Provider to furnish all tools and equipment necessary to provide the Services as outlined in the Cleaning Specifications attached hereto and made a part hereof.

II. Service Providers will render the Services as described in the Cleaning Specifications to the areas listed in Area Specifications at the set frequency and days selected by Client in the Monthly Service Pricing and Specialty Service(s) sections, respectively. Holidays excluded shall be New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

III. Client agrees to pay Company each month the total sum stated in attached Monthly Service Pricing. Payment shall be due on or before the TENTH day of each month for that month's Services. A late charge of 1.5% per month will be assessed on all invoices that are 30 days past due. Requests to adjust pricing to reflect additions to or deletions from the Services or for change in frequency of Services shall be made in writing and shall only be binding if signed by both parties. Upon prior written notice to Client, Company may increase the Monthly Service Pricing to allow Service Providers to adhere to local wage regulations applicable to their employees or annually by a percentage not to exceed the annual increase of the Consumer Price Index as most recently published in the Wall Street Journal.

IV. It is expressly agreed that Company, the Service Providers, and their respective employees and contractors will not, by virtue of providing the Services under this Agreement, be employees of Client, but are independent contractors and no withholding of Social Security, Federal, or State Income Tax or other deductions shall be made from the sums agreed to be paid by Client to Company herein. All such payments are contract payments and not wages.

V. Client agrees that Company will have the sole discretion to select the Service Providers who will perform the Services. Subject to applicable laws, Client agrees that during the term of this Agreement and for 180 days after expiration or termination, it will not employ any Service Provider or any employee, agent, or associate of a Service Provider to perform the same or substantially the same type of Services. Company agrees that during the term of this Agreement and for 180 days after expiration or termination, it will not employ any employee, agent, or associate of Client. Client acknowledges and agrees that this Agreement may be assigned by Company to the Service Provider performing the Services, but, in that event, all payments to be made under this Agreement shall continue to be made to Company, as described herein, as the collection servicing agent of the Service Provider.

VI. The term of this Agreement shall be for one (1) year from the Service Commencement Date, and thereafter shall automatically be extended under the same terms and conditions for successive 1-year periods, unless either party gives written notice of non-renewal at least 60 days prior to expiration of the then-expiring term. Otherwise, Client may terminate this Agreement only for non-performance as set out herein. Before any such termination is effective, Client agrees to notify Company in writing of the non-performance items and to give Company fifteen (15) days to cure said items. If satisfaction is not achieved after the fifteenth day, Client must give Company a sixty (60) day written notice via certified mail with return receipt requested, stating the non-performance items.

VII. Client agrees and understands that it is impossible to determine the actual damages caused by its breach of this Agreement. Therefore, any amount due and owed under this Agreement for any remaining part of the term of this Agreement (as though the Agreement had not been terminated) shall be accelerated liquidated damages.

VIII. Client agrees not to withhold any portion of the monthly Agreement amount for any reason, unless prior written permission is obtained from Company, as the obligation to make payments hereunder is an independent obligation. Company may suspend services if payment is not received when due. In the event that enforcement of any obligation owed to Company, is placed in the hands of an attorney for collection, compromise or any other action, Client agrees to pay the reasonable attorney's fees, cost and necessary disbursements, in addition to any other relief that may be granted.

IX. This Agreement will be governed by the laws of the state of Idaho. The parties hereto submit to jurisdiction in Ada County, Idaho. All actions brought pursuant to this Agreement shall be brought in Ada County, Idaho. The parties further agree to service of any action filed in Ada County, Idaho, via certified mail.

By signing this agreement I represent and warrant that I am duly authorized and have the legal capacity to execute and deliver this agreement.

Company Representative



---

**Daniel Preston**  
Sales Rep

Authorized Client Representative

---

**Steve McNitt**  
Facilities Specialist

---

Date

## SPECIALTY SERVICES

Below are some of the many services our Franchisees offer in addition to regular janitorial maintenance



TOTAL  
SATISFACTION  
GUARANTEE

WE OFFER THE FOLLOWING SERVICES AND MANY MORE



### High-Touch Disinfection

Anago's franchise owners offer disinfection application for high-frequency touch areas such as doorknobs, light switches, elevator buttons, phones, and keyboards.



### Electrostatic Disinfection

Our franchisees use hospital-grade, EPA approved cleaning products and a CDC compliant disinfection spray process to disinfect up to 99.9% of your workspace.



### Comprehensive Detail Cleaning

Whether it's one specific area or your entire office that needs a thorough, in-depth cleaning, Anago's franchisees can be there to get it done.



### Ceramic Tile & Grout Cleaning

Our franchise owners are versed in the latest methods such as machine scrubbing and acid washing, for bringing back the luster to your ceramic tile and grout.



### Hard Surface Floor Care

Our franchisees offer cleaning solutions for all types of hard surface flooring, such as vinyl composite tile, linoleum, concrete, and marble floors.



### Carpet Cleaning

Our franchisees' professional carpet and upholstery cleaning services, such as spot cleaning, extraction, and bonnet cleaning help your facility maintain a clean image.



### Hardwood Floor Care

Anago's franchise owners keep your hardwood floors looking great using specialized cleaning processes and commercial grade products to ensure superior durability.

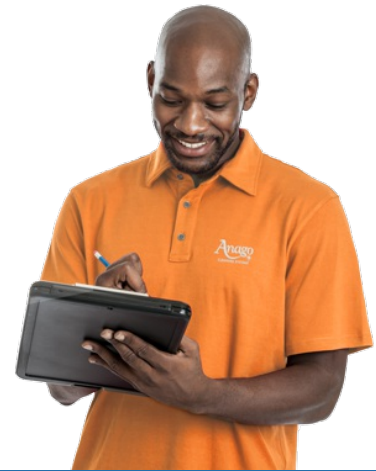


### Emergency Services

Anago's highly skilled janitorial franchise owners are available 24/7 for any emergency clean-up needed at your office, including water damage.

## SUMMARY

MERLBADMIN Daniel Preston  
**PID**      **SID**    **Control #**    **Sales Rep**  
 Steve McNitt  
 Meridian Library District Admin  
 1552 N Crestmont Suite E  
 Meridian, ID 83642  
 W. (208) 871-0610  
 smcnitt@mld.org



## BILLING INFORMATION

### Billing Address

Same as above

Address 1

Address 2

City

State or Province

Postal Code

Email

### Accounts Payable Contact

Same as above

Name

Email

Phone

Cell  Work  Other

## EMERGENCY CONTACT

\_\_\_\_\_  
 Name  Same as above

\_\_\_\_\_  
 Phone  Cell  Work  Other

\_\_\_\_\_  
 Extension

\_\_\_\_\_  
 Email

## TAX EXEMPT

No

Yes

\_\_\_\_\_  
 If yes, please provide your Tax-Exemption number.

## SERVICE COMMENCEMENT DATE

Please enter the date you would like service to begin

\_\_\_\_\_

Please ensure the date you select falls on one of the Days Served

# Eco - Invoice™

**Receive a \$5 Discount on monthly recurring service! Select Eco-Invoice™ to go paperless with automatic ACH debit.**

 **Yes**  **No, I don't like discounts**

Get your invoice emailed right to your inbox instead of in the mail. We'll apply your \$5 discount and bill you automatically each month, and you'll save time, money, and trees.

I hereby authorize Anago to debit my bank account for payment of Services as detailed in the Service Procurement Agreement. My bank account details are as follows:

 **5th** **15th** **Last Day**

Name on Bank Account

Bank Name

Account Type:  **Checking**  **Savings**

Routing #

Account #

|                                  |           |   |
|----------------------------------|-----------|---|
| <b>JOHN DOE</b>                  |           | 1234  |
| 1234 MAIN ST<br>FRESNO, CA 93711 |           | DATE _____                                      |
| PAY TO THE ORDER OF _____        | \$ _____  |   |
| _____ DOLLARS                    |           | Security Features<br>Available<br>Only on bank. |
|                                  |           |   |
| MEMO _____                       |           | MP  |
| ⑆ 121137726 ⑆ 1234 567 890000 ⑈  |           |   |
| Routing#                         | Account # |   |

Bank Account Billing Address



***Eco-Invoice™ Terms***

1. These instructions are valid until (i) Non-Renewal of Agreement; (ii) Termination of Agreement; or (iii) Client provides written instructions to Anago of Boise ("Company") to the contrary.
2. Amount charged to Clients on Eco-Invoice may vary based on Specialty Services requested or credits to Client.
3. Client agrees to inform Company in writing if the nominated bank account is closed and shall provide Company with a secondary bank account within five (5) days of written notice should a payment be declined.
4. Client shall be responsible for any bank charges due to Client account having insufficient funds. Client shall remain liable for any and all outstanding invoices.
5. Client agrees to account being debited on or within five (5) days from selected payment date. Payment date will vary based on actual number of days in month for Client's selecting Last Day.

As an authorized agent, I hereby acknowledge and agree to the Eco-Invoice™ Terms & Conditions and accept this Agreement.

Authorized Client Representative

---

**Steve McNitt**  
Facilities Specialist

---

Date



# Janitorial Services Proposal



Anago of Boise

**Meridian Library Annex**  
1250 W. Cherry Ln, , Meridian , ID 83642

*Prepared for: Steve McNitt - Facilities Specialist*  
*Prepared by: Gwen Becknell - Regional Sales Director*

Valid Through: 11/7/2024

## INTRODUCTION



**July 29, 2024**

Dear Steve

We are pleased to have you as a potential client at Anago® and are confident our franchisees can provide you with an exceptional service. We understand that the cleanliness and disinfection of your facility are very important because people are simply more comfortable and productive in an environment where they feel safe. Selecting the right partner for your janitorial needs is the first line of defense in employee healthcare.

With Anago's proven program, you receive a customized schedule of cleaning based on your priorities and budget. Our rotational, systematic service ensures the highest level of cleanliness for the health of your employees and clients and also provides an unbeatable first impression!

Your business benefits from unique features that set Anago franchisees apart from other janitorial services including the use of Anago CleanCom® for instant communications, the Anago Protection+ Disinfection plans for infection prevention, our budget-friendly SmartClean<sup>SM</sup> program, solid client support, advanced cleaning methods and equipment, EPA-registered disinfectants, and commitment to cleaning green. You can focus on your business, while our franchise owners keep your working environment safe and clean at a price you can afford.

The following information was prepared to help guide you in your decision about a janitorial service procurement agreement with us. Please feel free to reach out to me directly or to our Regional Office.

Sincerely,



**Gwen Becknell**  
Regional Sales Director

Anago of Boise  
(208) 203-2608  
114 E Idaho Avenue Suite 200  
Meridian, ID 83642



## THE SUPERIOR CHOICE FOR COMMERCIAL CLEANING.

Our quote is based on time values outlined by the Building Service Contractors Association International and the International Sanitary Standards Association. These time values are standards within our industry utilized in estimating Housekeeping Tasks. In the summary that follows, a custom-tailored program has been compiled for your facility. All supervision, labor, supplies and equipment, payroll taxes, and insurance have been included in the pricing schedule.



### Protection+ Disinfection®

Using EPA approved disinfectants, Anago franchisees provide a germ-busting clean that looks great but disinfects and sanitizes, which helps to minimize the spread of illnesses and limits sick-time.



### 2-Hour Response Guarantee

Because of our commitment to your custom-tailored cleaning needs, we offer our 2-Hour Response Guarantee following the reporting of any items not completed to your satisfaction.



### Instant Communications

Anago provides a direct communication platform to stay in close contact with franchise owners regarding all services performed, through Anago CleanCom®.



### Insurance & Bonding

Our franchisees' services are covered under an insurance policy for bodily injury, property damage, public liability, and workers compensation (where required).



### The Third Pass

Anago's franchise owners take extra measures with nightly checklists to ensure your facility is properly secured upon completion of duties to give you peace of mind.



### Franchising Concept

The franchising concept works because of the simple principle that the owner of the business is the supervisor of, and participant in, the actual cleaning and maintenance of your facility.

We look forward to working with you in the near future!



## AREA SPECIFICATIONS

We are pleased to submit this Proposal to procure Janitorial Services for the following location:

Meridian Library Annex  
1250 W. Cherry Ln,  
Meridian , ID 83642

### **Service Areas**

1. Office(s)
2. Restroom(s)
3. Common Area(s)
4. Break Area(s)
5. Excluding HR
6. Finance and Asst Director offices

The specifications and the terms as set forth describe the Services to be performed, frequency, and conditions of the Agreement. The Client requests that products, equipment, and materials used are those that are recommended by Anago of Boise.



## CLEANING SPECIFICATIONS

### **Nightly Cleaning**

#### *General Facility*

1. Dust all horizontal surfaces of desks, tables, counters, credenzas, and filing cabinets per Client's instruction.
2. Empty all trash receptacles including recycling containers, remove trash/recyclables to a collection point, replace liners as needed, and return trash and recycling receptacles to the proper positions.
3. Clean all door glass including front, west side and back entrances.
4. Vacuum all carpeted areas including walk-off mats and runners.
5. Dust mop and damp mop all hard surface floors to remove spills and soil.
6. Clean partition glass, removing all fingerprints and smudges each visit.
7. Clean, polish and disinfect all drinking fountains.
8. Keep janitorial closet(s) clean and neat.

#### *Lunchrooms/ Breakrooms/Lounges/Kitchen Areas*

1. Damp wipe all tables and spot clean chairs.
2. Clean and disinfect counters and sinks, including back splash areas.
3. Wipe clean exterior of all countertop appliances in Kitchen with disinfectant, including the interior of microwaves, refrigerator doors, and face and tops of vending machines.
4. Wipe down coffee machines and coffee stations. Check to be sure coffee machines have been turned off. Rinse coffee pots.
5. Dust mop and spot mop all hard surface floors.

### *Restrooms*

1. Clean and disinfect interior and exterior of toilets and toilet seats. Polish all chrome fittings.
2. Clean and disinfect interior and exterior of urinals. Polish all chrome fittings.
3. Clean sinks, disinfect counters, and polish chrome fittings.
4. Remove splash marks from walls around sinks and urinals.
5. Damp mop restroom floors, including corners and edges, with disinfectant, pouring water down drains to eliminate odors.
6. Clean and polish mirrors.
7. Dust tops of partitions, light fixtures, cabinets and dispensers.
8. Empty trash, replace liners, spot clean and disinfect trash receptacles as needed.
9. Empty sanitary napkin receptacles, disinfect, and re-line from stock.
10. Stock towels, tissue, hand soap, seat covers, and other expendable restroom items from janitorial supplies provided by client.

### *Lobbies/Waiting Rooms/Reception Areas*

1. Dust mop and damp mop floors. Vacuum carpets and walk-off mats. Clean all interior area and lobby front doors and reception glass.
2. Dust lobby furniture and damp wipe or polish as necessary.
3. Clean tables.
4. Damp wipe reception counters, spot clean exterior face of reception area.

### *Offices/Conference Rooms/Administrative Areas*

1. Dust horizontal surfaces of tables, cabinets, credenzas and other similar furnishings.
2. Spot clean coffee stains, etc. from desktops.
3. Clean and polish small conference room table.
4. Dust mop and damp mop all hard surface flooring to remove spills and soil. vacuum carpeted areas. Return chairs to proper positions.
5. Damp wipe all tables and spot clean chairs.
6. Clean and disinfect counters and sinks, including back splash area.
7. Wipe outside of refrigerator and face and tops of vending machines.
8. Clean inside and outside of microwaves.
9. Wipe down coffee machines and coffee stations. Check to be sure coffee machines have been turned off. Rinse coffee pots.

### *Hallways/Corridors*

1. Dust mop and damp mop all hard surface floors. Vacuum all carpeted areas.
2. Clean, disinfect and polish drinking fountains.

### *Janitorial Closets*

1. Keep stock, including janitorial equipment, clean, neat and orderly. Maintain all cleaning chemicals and solutions in properly labeled containers. Empty and rinse mop buckets nightly.
2. Client is responsible for supplies (trash liners, soap, toilet paper, hand towels, etc).

3. Cleaning service contractor to supply all cleaning products and chemicals, i.e. mops, dusters, chemicals, sanitizing wipes, etc.

### **Weekly Cleaning**

#### *General Office*

1. Dust all low reach areas including but not limited to chair rungs, moldings, baseboards, windowsills, door jambs, etc. Remove cobwebs from ceiling corners.
2. Edge all carpeted areas.
3. Auto scrub hard floors.

### **Monthly Cleaning**

#### *General Office*

1. Dust all blinds and verticals.
2. Dust all high reach areas (above eye level) including, but not limited to door frames, ceiling vents and grills (including heating and air conditioning systems), partitions tops, picture frames, high shelves, cabinet tops, etc.
3. Vacuum upholstered furniture.
4. Spot clean waste bins as needed.
5. Spot clean walls, doors, door frames, kick plates, light switches, etc.

#### *Restrooms*

1. Thoroughly clean and disinfect all tile stalls, leave in streak-free condition. Wipe and disinfect all metal partitions, walls, kick-plates and thresholds.

### **Miscellaneous Cleaning**

#### *Exit Procedures*

1. Keep the janitorial closet and all stock, including janitorial equipment, clean, neat, and orderly. Empty and rinse mop buckets nightly.
2. Complete a final walk through of the facility to ensure specifications have been completed.
3. Turn off designated lights, re-secure all previously locked doors and areas, and set alarms per Client's instructions.

### **Special Notes**

Service Providers to report any maintenance and/or security issues to the building manager.

*All trash liners to be furnished by the Client.*

*All Restroom supplies (towels, tissue, hand soap) to be furnished by the Client.*

\_\_\_\_\_ Initial

## ANAGO PROTECTION+ DISINFECTION PLANS

Keep your employees and guests safe from viruses and bacteria with our signature 3-tiered disinfection program, designed to meet your needs and backed by our Anago Total Satisfaction Guarantee.

|  |   |  |
|--|---|--|
| <b>PROTECTION+</b><br>BLUE   | <b>PROTECTION+</b><br>ORANGE  | <b>PROTECTION+</b><br>PLATINUM   |
| <b>OUR MOST POPULAR PLAN!</b>  | <b>THE ULTIMATE CLEAN</b>   |  |
| <p><b>A Beyond Basic Clean To Ensure Safety</b></p> <p>Defends against the spread of illness, killing 99.9% of germs on most high-frequency touch surfaces such as doorknobs, light switches, and handles.</p> | <p><b>Includes Everything in the BLUE plan AND...</b></p> <p>Ensures common areas plus all personal spaces are disinfected to keep illness at bay – and those sick days away.</p> | <p><b>Includes Everything in the ORANGE plan AND...</b></p> <p>Provides an advanced clinical clean utilizing Electrostatic technology. It's your lifeline to staying open when you absolutely must be germ free.</p> |

All three tiers of Protection+ utilize EPA-Grade disinfectants and Microfiber Technology and can be performed as a single or recurring service.

### What is Protection+ Disinfection®?

Anago Protection+ Disinfection® services ensure your facility remains bacteria- and virus-free. Protection+ offers three levels of disinfection utilizing Anago's signature 10-step disinfection process to keep your facility clean and safe for employees and guests. *It's peace of mind.* Protection+ badges are provided to display at your facility's doors, entryways, bathroom mirrors, and reception desks help guests know they are safe and protected.

- **Protection+ BLUE** pays extra attention to surfaces like door handles, coffee pots, and railings to **kill 99.9% of germs on the highest-touch surfaces**. Certified experts give you a detailed, beyond-basic cleaning where it matters most.
- **Protection+ ORANGE** is where disinfection gets personal. You get all the benefits of Protection+ BLUE, plus professional disinfecting that **eliminates 99.9% of germs at individual workstations**. Every phone, every computer, every mouse, and every keyboard in the facility is detailed.
- **Protection+ PLATINUM** is the ultimate clean! First, certified professionals clean your office at the Protection+ ORANGE level. Then they introduce **Electrostatic technology for an advanced clinical clean** to kill 99.9% bacteria and viruses like COVID-19, disinfecting even the hardest-to-reach areas.



## MONTHLY SERVICE PRICING

Quote 1: 3x Weekly Service

| Initial              | Frequency | Days Serviced | Time Window | Monthly Price† |
|----------------------|-----------|---------------|-------------|----------------|
| <hr/> <i>Initial</i> | 3x Weekly | Sun, Tue, Thu | After 8 pm  | \$305.00       |

† Plus Applicable Sales Tax.

## SERVICE PROCUREMENT AGREEMENT

TJF, Inc. d/b/a Anago® of Boise ("Company") is a subfranchisor of Anago Franchising, Inc. and, as such, is in the business of procuring independently owned and operated franchise owners and contractors ("Service Providers") to provide its clients with maintenance and janitorial services under the trade name and operating style unique to the Anago® brand as described herein (the "Services"). Meridian Library Annex ("Client") desires to contract with Company to arrange for Service Providers to provide the Services for Client's premises. In consideration of the foregoing, the covenants contained herein, and other valuable consideration, receipt and sufficiency of which are acknowledged, Company and Client agree as follows:

I. Company agrees to arrange for Service Providers to provide the Services as described herein, with each Service Provider to furnish all tools and equipment necessary to provide the Services as outlined in the Cleaning Specifications attached hereto and made a part hereof.

II. Company will require Service Providers to render the Services as described in the Cleaning Specifications to the areas listed in Area Specifications at the set frequency and days selected by Client in the Monthly Service Pricing and Specialty Service(s) sections, respectively. Holidays excluded shall be New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

III. Client agrees to pay Company each month the total sum stated in attached Monthly Service Pricing. Payment shall be due on or before the TENTH day of each month for that month's Services. A late charge of 1.5% per month will be assessed on all invoices that are 30 days past due. Requests to adjust pricing to reflect additions to or deletions from the Services or for change in frequency of Services shall be made in writing and shall only be binding if signed by both parties. Upon prior written notice to Client, Company may adjust the Monthly Service Pricing to allow Service Providers to adhere to local wage regulations applicable to their employees.

IV. It is expressly agreed that Company, the Service Providers, and their respective employees and contractors will not, by virtue of providing the Services under this Agreement, be employees of Client, but are independent contractors and no withholding of Social Security, Federal, or State Income Tax or other deductions shall be made from the sums agreed to be paid by Client to Company herein. All such payments are contract payments and not wages.

V. Client agrees that Company will have the sole discretion to select the Service Providers who will perform the Services. Client agrees that during the term of this Agreement and for 180 days after expiration or termination, it will not employ any Service Provider or any employee, agent, or associate of a Service Provider to perform the same or substantially the same type of Services. Company agrees that during the term of this Agreement and for 180 days after expiration or termination, it will not employ any employee, agent, or associate of Client. Client acknowledges and agrees that this Agreement may be assigned by Company to the Service Provider performing the Services, but, in that event, all payments to be made under this Agreement shall continue to be made to Company, as described herein, as the collection servicing agent of the Service Provider.

VI. The term of this Agreement shall be for one (1) year from the Service Commencement Date, and thereafter shall automatically be extended under the same terms and conditions for successive 1-year periods, unless either party gives written notice of non-renewal at least 60 days prior to expiration of the then-expiring term. Otherwise, Client may terminate this Agreement only for non-performance as set out herein. Before any such termination is effective, Client agrees to notify Company in writing of the non-performance items and to give Company fifteen (15) days to cure said items. If satisfaction is not achieved after the fifteenth day, Client must give Company a sixty (60) day written notice via certified mail with return receipt requested, stating the non-performance items.

VII. Client agrees and understands that it is impossible to determine the actual damages caused by its breach of this Agreement. Therefore, any amount due and owed under this Agreement for any remaining part of the term of this Agreement (as though the Agreement had not been terminated) shall be accelerated liquidated damages.

VIII. Client agrees not to withhold any portion of the monthly Agreement amount for any reason, unless prior written permission is obtained from Company, as the obligation to make payments hereunder is an independent obligation. In the event that enforcement of any obligation owed to Company, is placed in the hands of an attorney for collection, compromise or any other action, Client agrees to pay the reasonable attorney's fees, cost and necessary disbursements, in addition to any other relief that may be granted.

IX. This Agreement will be governed by the laws of the state of Idaho. The parties hereto submit to jurisdiction in Ada County, Idaho. All actions brought pursuant to this Agreement shall be brought in Ada County, Idaho. The parties further agree to service of any action filed in Ada County, Idaho, via certified mail.

By signing this agreement I represent and warrant that I am duly authorized and have the legal capacity to execute and deliver this agreement.

Company Representative



**Gwen Becknell**

Regional Sales Director

Authorized Client Representative

**Steve McNitt**

Facilities Specialist

Date

## SPECIALTY SERVICES

Below are some of the many services our Franchisees offer in addition to regular janitorial maintenance



TOTAL  
SATISFACTION  
GUARANTEE

WE OFFER THE FOLLOWING SERVICES AND MANY MORE



### High-Touch Disinfection

Anago's franchise owners offer disinfection application for high-frequency touch areas such as doorknobs, light switches, elevator buttons, phones, and keyboards.



### Electrostatic Disinfection

Our franchisees use hospital-grade, EPA approved cleaning products and a CDC compliant disinfection spray process to disinfect up to 99.9% of your workspace.



### Comprehensive Detail Cleaning

Whether it's one specific area or your entire office that needs a thorough, in-depth cleaning, Anago's franchisees can be there to get it done.



### Ceramic Tile & Grout Cleaning

Our franchise owners are versed in the latest methods such as machine scrubbing and acid washing, for bringing back the luster to your ceramic tile and grout.



### Hard Surface Floor Care

Our franchisees offer cleaning solutions for all types of hard surface flooring, such as vinyl composite tile, linoleum, concrete, and marble floors.



### Carpet Cleaning

Our franchisees' professional carpet and upholstery cleaning services, such as spot cleaning, extraction, and bonnet cleaning help your facility maintain a clean image.



### Hardwood Floor Care

Anago's franchise owners keep your hardwood floors looking great using specialized cleaning processes and commercial grade products to ensure superior durability.



### Emergency Services

Anago's highly skilled janitorial franchise owners are available 24/7 for any emergency clean-up needed at your office, including water damage.



## Eco - Invoice™

**Receive a \$5 Discount on monthly recurring service! Select Eco-Invoice™ to go paperless with automatic ACH debit.**

**Yes** 

**No, I don't like discounts**

Get your invoice emailed right to your inbox instead of in the mail. We'll apply your \$5 discount and bill you automatically each month, and you'll save time, money, and trees.

I hereby authorize Anago to debit my bank account for payment of Services as detailed in the Service Procurement Agreement. My bank account details are as follows:

**5th**

**15th**

**Last Day**

Name on Bank Account

Bank Name

Account Type:  **Checking**  **Savings**

Routing #

Account #



JOHN DOE  
1234 MAIN ST  
FRESNO, CA 93711

DATE \_\_\_\_\_ 1234

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS  Security Features  
Including  
Microprint on back.

Central Valley  
Community  
Bank

MEMO \_\_\_\_\_ MP

⑆ 121137726 ⑆ 1234 567 890000 ⑆

Routing#

Account #

Bank Account Billing Address

***Eco-Invoice™ Terms***

1. These instructions are valid until (i) Non-Renewal of Agreement; (ii) Termination of Agreement; or (iii) Client provides written instructions to Anago of Boise ("Company") to the contrary.
2. Amount charged to Clients on Eco-Invoice may vary based on Specialty Services requested or credits to Client.
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5. Client agrees to account being debited on or within five (5) days from selected payment date. Payment date will vary based on actual number of days in month for Client's selecting Last Day.

As an authorized agent, I hereby acknowledge and agree to the Eco-Invoice™ Terms & Conditions and accept this Agreement.

Authorized Client Representative

---

**Steve McNitt**  
Facilities Specialist

---

Date



# Janitorial Services Proposal



Anago of Boise

**Meridian Library Orchard Park**  
1268 Orchard Park Dr., Meridian, ID 83646

*Prepared for: Steve McNitt - Facilities Specialist*

*Prepared by: Daniel Preston - Sales Rep*

Valid Through: 11/7/2024



## INTRODUCTION



**August 6, 2024**

Dear Steve

We are pleased to have you as a potential client at Anago® and are confident our franchisees can provide you with an exceptional service. We understand that the cleanliness and disinfection of your facility are very important because people are simply more comfortable and productive in an environment where they feel safe. Selecting the right partner for your janitorial needs is the first line of defense in employee healthcare.

With Anago's proven program, you receive a customized schedule of cleaning based on your priorities and budget. Our rotational, systematic service ensures the highest level of cleanliness for the health of your employees and clients and also provides an unbeatable first impression!

Your business benefits from unique features that set Anago franchisees apart from other janitorial services including the use of Anago CleanCom® for instant communications, the Anago Protection+ Disinfection plans for infection prevention, our budget-friendly SmartClean<sup>SM</sup> program, solid client support, advanced cleaning methods and equipment, EPA-registered disinfectants, and commitment to cleaning green. You can focus on your business, while our franchise owners keep your working environment safe and clean at a price you can afford.

The following information was prepared to help guide you in your decision about a janitorial service procurement agreement with us. Please feel free to reach out to me directly or to our Regional Office.

Sincerely,



**Daniel Preston**  
Sales Rep

Anago of Boise  
(208) 203-2608  
114 E Idaho Avenue Suite 200  
Meridian, ID 83642



## THE SUPERIOR CHOICE FOR COMMERCIAL CLEANING.

Our quote is based on time values outlined by the Building Service Contractors Association International and the International Sanitary Standards Association. These time values are standards within our industry utilized in estimating Housekeeping Tasks. In the summary that follows, a custom-tailored program has been compiled for your facility. All supervision, labor, supplies and equipment, payroll taxes, and insurance have been included in the pricing schedule.



### Protection+ Disinfection®

Using EPA approved disinfectants, Anago franchisees provide a germ-busting clean that looks great but disinfects and sanitizes, which helps to minimize the spread of illnesses and limits sick-time.



### 2-Hour Response Guarantee

Because of our commitment to your custom-tailored cleaning needs, we offer our 2-Hour Response Guarantee following the reporting of any items not completed to your satisfaction.



### Instant Communications

Anago provides a direct communication platform to stay in close contact with franchise owners regarding all services performed, through Anago CleanCom®.



### Insurance & Bonding

Our franchisees' services are covered under an insurance policy for bodily injury, property damage, public liability, and workers compensation (where required).



### The Third Pass

Anago's franchise owners take extra measures with nightly checklists to ensure your facility is properly secured upon completion of duties to give you peace of mind.



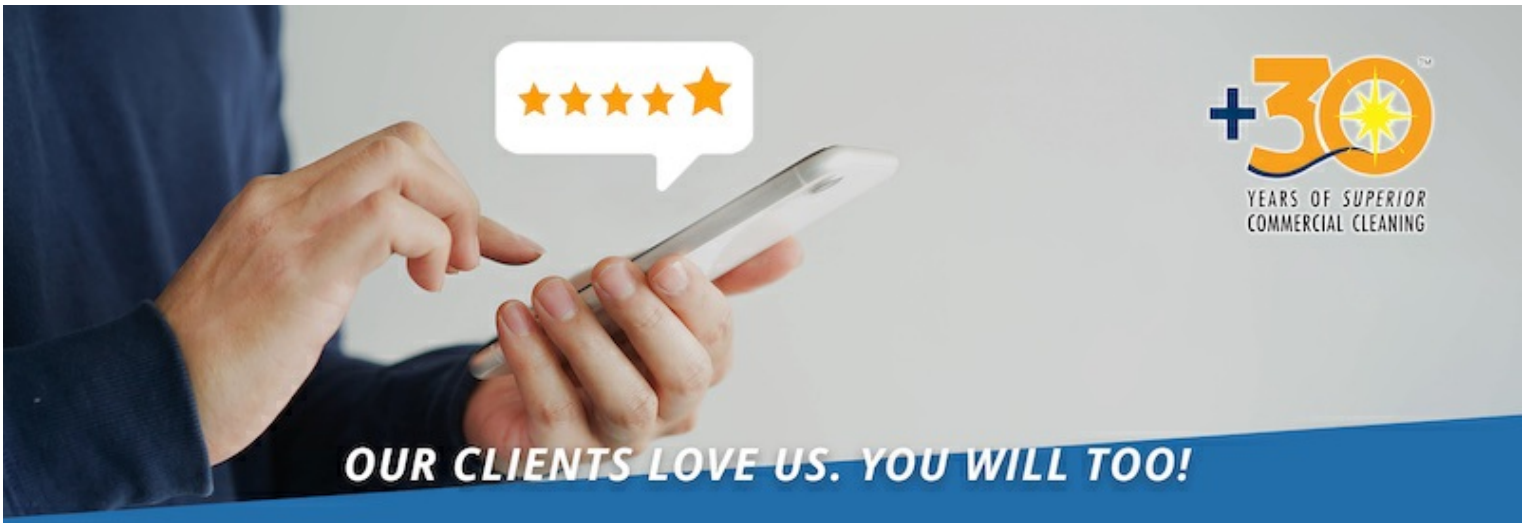
### Franchising Concept

The franchising concept works because of the simple principle that the owner of the business is the supervisor of, and participant in, the actual cleaning and maintenance of your facility.

We look forward to working with you in the near future!



## SUPERIOR SERVICE GUARANTEED



### GOOGLE REVIEWS ★★★★★

Carl A. ★★★★★

"We have been using Anago for our cleaning needs at our office for the past few years and have been happy with the level of service they provide. Great at responding to anything we need, and are always looking for ways to improve. Would recommend them to anyone needing cleaning services."

Robert C. ★★★★★

"From our opening to 1 year later, Anago has taken care of us. When we receive reviews, cleanliness is at the top of the comments which is a direct reflection of Anago and their services."

Michelle A. ★★★★★

"Great service! They do a great job at my storefront, RISE Modern Wellness in Eagle. I am always grateful to walk into a clean space and so are our members."

Estarae G. ★★★★★

"Anago has been so great to work with. They respond quickly to any requests/questions. The cleaning crews are great & attentive to our needs."

Marrisa W. ★★★★★

"Anago of Boise has done a great job keeping our production plant and main office very well maintained. We were lucky to find them and we are very happy with the service that they provide. If you're looking for a great cleaning company, give them a call."

## AREA SPECIFICATIONS

We are pleased to submit this Proposal to procure Janitorial Services for the following location:

Meridian Library Orchard Park  
1268 Orchard Park Dr.,  
Meridian, ID 83646

### **Service Areas**

1. Office(s)
2. Kitchen(s)
3. Restroom(s)
4. Common Area(s)
5. Break Area(s)
6. Conference Room(s)

The specifications and the terms as set forth describe the Services to be performed, frequency, and conditions of the Agreement. The Client requests that products, equipment, and materials used are those that are recommended by Anago of Boise.



## CLEANING SPECIFICATIONS

### **Nightly Cleaning**

#### *General Facility*

1. Dust all horizontal surfaces of desks, tables, counters, credenzas, and filing cabinets per Client's instruction.
2. Empty all trash receptacles including recycling containers, remove trash/recyclables to a collection point, replace liners as needed, and return trash and recycling receptacles to the proper positions.
3. Clean all door glass including front, west side and back entrances.
4. Vacuum all carpeted areas including walk-off mats and runners.
5. Dust mop and damp mop all hard surface floors to remove spills and soil.
6. Clean partition glass, removing all fingerprints and smudges each visit.
7. Clean, polish and disinfect all drinking fountains.
8. Keep janitorial closet(s) clean and neat.

#### *Lunchrooms/ Breakrooms/Lounges/Kitchen Areas*

1. Damp wipe all tables and spot clean chairs.
2. Clean and disinfect counters and sinks, including back splash areas.
3. Wipe clean exterior of all countertop appliances in Kitchen with disinfectant, including the interior of microwaves, refrigerator doors, and face and tops of vending machines.
4. Wipe down coffee machines and coffee stations. Check to be sure coffee machines have been turned off. Rinse coffee pots.
5. Dust mop and spot mop all hard surface floors.

### *Restrooms*

1. Clean and disinfect interior and exterior of toilets and toilet seats. Polish all chrome fittings.
2. Clean and disinfect interior and exterior of urinals. Polish all chrome fittings.
3. Clean sinks, disinfect counters, and polish chrome fittings.
4. Remove splash marks from walls around sinks and urinals.
5. Damp mop restroom floors, including corners and edges, with disinfectant, pouring water down drains to eliminate odors.
6. Clean and polish mirrors.
7. Dust tops of partitions, light fixtures, cabinets and dispensers.
8. Empty trash, replace liners, spot clean and disinfect trash receptacles as needed.
9. Empty sanitary napkin receptacles, disinfect, and re-line from stock.
10. Stock towels, tissue, hand soap, seat covers, and other expendable restroom items from janitorial supplies provided by client.

### *Lobbies/Waiting Rooms/Reception Areas*

1. Dust mop and damp mop floors. Vacuum carpets and walk-off mats. Clean all interior area and lobby front doors and reception glass.
2. Dust lobby furniture and damp wipe or polish as necessary.
3. Clean tables.
4. Damp wipe reception counters, spot clean exterior face of reception area.

### *Offices/Conference Rooms/Administrative Areas*

1. Dust horizontal surfaces of tables, cabinets, credenzas and other similar furnishings.
2. Spot clean coffee stains, etc. from desktops.
3. Clean and polish small conference room table.
4. Dust mop and damp mop all hard surface flooring to remove spills and soil. vacuum carpeted areas. Return chairs to proper positions.
5. Damp wipe all tables and spot clean chairs.
6. Clean and disinfect counters and sinks, including back splash area.
7. Wipe outside of refrigerator and face and tops of vending machines.
8. Clean inside and outside of microwaves.
9. Wipe down coffee machines and coffee stations. Check to be sure coffee machines have been turned off. Rinse coffee pots.

### *Hallways/Corridors*

1. Dust mop and damp mop all hard surface floors. Vacuum all carpeted areas.
2. Clean, disinfect and polish drinking fountains.

### *Janitorial Closets*

1. Keep stock, including janitorial equipment, clean, neat and orderly. Maintain all cleaning chemicals and solutions in properly labeled containers. Empty and rinse mop buckets nightly.
2. Client is responsible for supplies (trash liners, soap, toilet paper, hand towels, etc).

3. Cleaning service contractor to supply all cleaning products and chemicals, i.e. mops, dusters, chemicals, sanitizing wipes, etc.

### **Weekly Cleaning**

#### *General Office*

1. Dust all low reach areas including but not limited to chair rungs, moldings, baseboards, windowsills, door jambs, etc. Remove cobwebs from ceiling corners.
2. Edge all carpeted areas.
3. Auto scrub hard floors.

### **Monthly Cleaning**

#### *General Office*

1. Dust all blinds and verticals.
2. Dust all high reach areas (above eye level) including, but not limited to door frames, ceiling vents and grills (including heating and air conditioning systems), partitions tops, picture frames, high shelves, cabinet tops, etc.
3. Vacuum upholstered furniture.
4. Spot clean waste bins as needed.
5. Spot clean walls, doors, door frames, kick plates, light switches, etc.

#### *Restrooms*

1. Thoroughly clean and disinfect all tile stalls, leave in streak-free condition. Wipe and disinfect all metal partitions, walls, kick-plates and thresholds.

### **Miscellaneous Cleaning**

#### *Exit Procedures*

1. Keep the janitorial closet and all stock, including janitorial equipment, clean, neat, and orderly. Empty and rinse mop buckets nightly.
2. Complete a final walk through of the facility to ensure specifications have been completed.
3. Turn off designated lights, re-secure all previously locked doors and areas, and set alarms per Client's instructions.

### **Special Notes**

Service Providers to report any maintenance and/or security issues to the building manager.

*All trash liners to be furnished by the Client.*

*All Restroom supplies (towels, tissue, hand soap) to be furnished by the Client.*

\_\_\_\_\_ Initial

## MONTHLY SERVICE PRICING

Quote 1: 7x Weekly Service

| Initial              | Frequency | Days Served  | Time Window | Monthly Price† |
|----------------------|-----------|--------------|-------------|----------------|
| <hr/> <i>Initial</i> | 7x Weekly | Sun, Mon-Sat | After 8 PM  | \$2,810.00     |

† Plus Applicable Sales Tax.

## SERVICE PROCUREMENT AGREEMENT

TJF, Inc. d/b/a Anago® of Boise ("Company") is a subfranchisor of Anago Franchising, Inc. and, as such, is in the business of procuring independently owned and operated franchise owners and contractors ("Service Providers") to provide its clients with maintenance and janitorial services under the trade name and operating style unique to the Anago® brand as described herein (the "Services"). Meridian Library Orchard Park ("Client") desires to contract with Company to arrange for Service Providers to provide the Services for Client's premises. In consideration of the foregoing, the covenants contained herein, and other valuable consideration, receipt and sufficiency of which are acknowledged, Company and Client agree as follows:

I. Company agrees to arrange for Service Providers to provide the Services as described herein, with each Service Provider to furnish all tools and equipment necessary to provide the Services as outlined in the Cleaning Specifications attached hereto and made a part hereof.

II. Service Providers will render the Services as described in the Cleaning Specifications to the areas listed in Area Specifications at the set frequency and days selected by Client in the Monthly Service Pricing and Specialty Service(s) sections, respectively. Holidays excluded shall be New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

III. Client agrees to pay Company each month the total sum stated in attached Monthly Service Pricing. Payment shall be due on or before the TENTH day of each month for that month's Services. A late charge of 1.5% per month will be assessed on all invoices that are 30 days past due. Requests to adjust pricing to reflect additions to or deletions from the Services or for change in frequency of Services shall be made in writing and shall only be binding if signed by both parties. Upon prior written notice to Client, Company may increase the Monthly Service Pricing to allow Service Providers to adhere to local wage regulations applicable to their employees or annually by a percentage not to exceed the annual increase of the Consumer Price Index as most recently published in the Wall Street Journal.

IV. It is expressly agreed that Company, the Service Providers, and their respective employees and contractors will not, by virtue of providing the Services under this Agreement, be employees of Client, but are independent contractors and no withholding of Social Security, Federal, or State Income Tax or other deductions shall be made from the sums agreed to be paid by Client to Company herein. All such payments are contract payments and not wages.

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By signing this agreement I represent and warrant that I am duly authorized and have the legal capacity to execute and deliver this agreement.

Company Representative



---

**Daniel Preston**  
Sales Rep

Authorized Client Representative

---

**Steve McNitt**  
Facilities Specialist

---

Date

## SPECIALTY SERVICES

Below are some of the many services our Franchisees offer in addition to regular janitorial maintenance



TOTAL  
SATISFACTION  
GUARANTEE

WE OFFER THE FOLLOWING SERVICES AND MANY MORE



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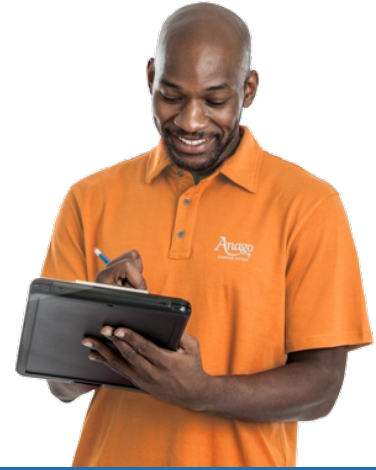


### Emergency Services

Anago's highly skilled janitorial franchise owners are available 24/7 for any emergency clean-up needed at your office, including water damage.

## SUMMARY

MERLBORPAR Daniel Preston  
**PID**      **SID**   **Control #**   **Sales Rep**  
 Steve McNitt  
 Meridian Library Orchard Park  
 1268 Orchard Park Dr.  
 Meridian, ID 83646  
 C. (208) 871-0610  
 smcnitt@mld.org



## BILLING INFORMATION

### Billing Address

Same as above

Address 1

Address 2

City

State or Province

Postal Code

Email

### Accounts Payable Contact

Same as above

Name

Email

Phone

Cell  Work  Other

## EMERGENCY CONTACT

\_\_\_\_\_  
Name  Same as above

\_\_\_\_\_  
Phone  Cell  Work  Other

\_\_\_\_\_  
Extension

\_\_\_\_\_  
Email

## TAX EXEMPT

No

Yes

\_\_\_\_\_  
If yes, please provide your Tax-Exemption number.

## SERVICE COMMENCEMENT DATE

*Please enter the date you would like service to begin*

\_\_\_\_\_  
Please ensure the date you select falls on one of the Days Served

# Eco - Invoice™

**Receive a \$5 Discount on monthly recurring service! Select Eco-Invoice™ to go paperless with automatic ACH debit.**

 **Yes**  **No, I don't like discounts**

Get your invoice emailed right to your inbox instead of in the mail. We'll apply your \$5 discount and bill you automatically each month, and you'll save time, money, and trees.

I hereby authorize Anago to debit my bank account for payment of Services as detailed in the Service Procurement Agreement. My bank account details are as follows:

 **5th** **15th** **Last Day**

Name on Bank Account

Bank Name

Account Type:  **Checking**  **Savings**

Routing #

Account #

|                                  |           |   |
|----------------------------------|-----------|---|
| <b>JOHN DOE</b>                  |           | 1234  |
| 1234 MAIN ST<br>FRESNO, CA 93711 |           | DATE _____                                      |
| PAY TO THE ORDER OF _____        | \$ _____  |   |
| _____ DOLLARS                    |           | Security Features<br>Available<br>Only on bank. |
|                                  |           |   |
| MEMO _____                       |           | MP  |
| ⑆ 121137726 ⑆ 1234 567 890000 ⑈  |           |   |
| Routing#                         | Account # |   |

Bank Account Billing Address

***Eco-Invoice™ Terms***

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Authorized Client Representative

---

**Steve McNitt**  
Facilities Specialist

---

Date



# Janitorial Services Proposal



Anago of Boise

**Meridian Library Lake Hazel Pinnacle**  
1375 Phenomenal St, , Meridian, ID 83642

*Prepared for: Steve McNitt - Facilities Specialist*

*Prepared by: Daniel Preston - Sales Rep*

Valid Through: 11/7/2024

## INTRODUCTION



**August 6, 2024**

Dear Steve

We are pleased to have you as a potential client at Anago® and are confident our franchisees can provide you with an exceptional service. We understand that the cleanliness and disinfection of your facility are very important because people are simply more comfortable and productive in an environment where they feel safe. Selecting the right partner for your janitorial needs is the first line of defense in employee healthcare.

With Anago's proven program, you receive a customized schedule of cleaning based on your priorities and budget. Our rotational, systematic service ensures the highest level of cleanliness for the health of your employees and clients and also provides an unbeatable first impression!

Your business benefits from unique features that set Anago franchisees apart from other janitorial services including the use of Anago CleanCom® for instant communications, the Anago Protection+ Disinfection plans for infection prevention, our budget-friendly SmartClean<sup>SM</sup> program, solid client support, advanced cleaning methods and equipment, EPA-registered disinfectants, and commitment to cleaning green. You can focus on your business, while our franchise owners keep your working environment safe and clean at a price you can afford.

The following information was prepared to help guide you in your decision about a janitorial service procurement agreement with us. Please feel free to reach out to me directly or to our Regional Office.

Sincerely,



**Daniel Preston**  
Sales Rep

Anago of Boise  
(208) 203-2608  
114 E Idaho Avenue Suite 200  
Meridian, ID 83642



## THE SUPERIOR CHOICE FOR COMMERCIAL CLEANING.

Our quote is based on time values outlined by the Building Service Contractors Association International and the International Sanitary Standards Association. These time values are standards within our industry utilized in estimating Housekeeping Tasks. In the summary that follows, a custom-tailored program has been compiled for your facility. All supervision, labor, supplies and equipment, payroll taxes, and insurance have been included in the pricing schedule.



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Using EPA approved disinfectants, Anago franchisees provide a germ-busting clean that looks great but disinfects and sanitizes, which helps to minimize the spread of illnesses and limits sick-time.



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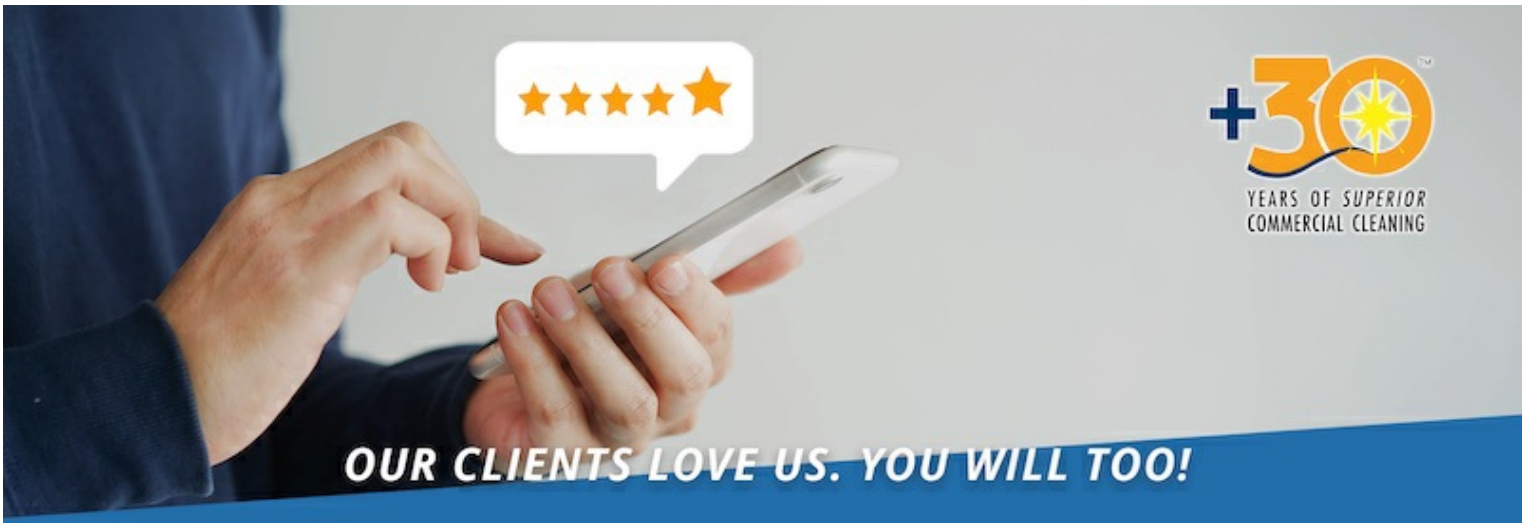
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We look forward to working with you in the near future!





## SUPERIOR SERVICE GUARANTEED



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Carl A. ★★★★★

"We have been using Anago for our cleaning needs at our office for the past few years and have been happy with the level of service they provide. Great at responding to anything we need, and are always looking for ways to improve. Would recommend them to anyone needing cleaning services."

Robert C. ★★★★★

"From our opening to 1 year later, Anago has taken care of us. When we receive reviews, cleanliness is at the top of the comments which is a direct reflection of Anago and their services."

Michelle A. ★★★★★

"Great service! They do a great job at my storefront, RISE Modern Wellness in Eagle. I am always grateful to walk into a clean space and so are our members."

Estarae G. ★★★★★

"Anago has been so great to work with. They respond quickly to any requests/questions. The cleaning crews are great & attentive to our needs."

Marrisa W. ★★★★★

"Anago of Boise has done a great job keeping our production plant and main office very well maintained. We were lucky to find them and we are very happy with the service that they provide. If you're looking for a great cleaning company, give them a call."

## AREA SPECIFICATIONS

We are pleased to submit this Proposal to procure Janitorial Services for the following location:

Meridian Library Lake Hazel Pinnacle  
1375 Phenomenal St,  
Meridian, ID 83642

### **Service Areas**

1. Office(s)
2. Restroom(s)
3. Common Area(s)
4. Break Area(s)
5. Conference Room(s)

The specifications and the terms as set forth describe the Services to be performed, frequency, and conditions of the Agreement. The Client requests that products, equipment, and materials used are those that are recommended by Anago of Boise.



## CLEANING SPECIFICATIONS

### **Nightly Cleaning**

#### *General Facility*

1. Dust all horizontal surfaces of desks, tables, counters, credenzas, and filing cabinets per Client's instruction.
2. Empty all trash receptacles including recycling containers, remove trash/recyclables to a collection point, replace liners as needed, and return trash and recycling receptacles to the proper positions.
3. Clean all door glass including front, west side and back entrances.
4. Vacuum all carpeted areas including walk-off mats and runners.
5. Dust mop and damp mop all hard surface floors to remove spills and soil.
6. Clean partition glass, removing all fingerprints and smudges each visit.
7. Clean, polish and disinfect all drinking fountains.
8. Keep janitorial closet(s) clean and neat.

#### *Lunchrooms/ Breakrooms/Lounges/Kitchen Areas*

1. Damp wipe all tables and spot clean chairs.
2. Clean and disinfect counters and sinks, including back splash areas.
3. Wipe clean exterior of all countertop appliances in Kitchen with disinfectant, including the interior of microwaves, refrigerator doors, and face and tops of vending machines.
4. Wipe down coffee machines and coffee stations. Check to be sure coffee machines have been turned off. Rinse coffee pots.
5. Dust mop and spot mop all hard surface floors.

### *Restrooms*

1. Clean and disinfect interior and exterior of toilets and toilet seats. Polish all chrome fittings.
2. Clean and disinfect interior and exterior of urinals. Polish all chrome fittings.
3. Clean sinks, disinfect counters, and polish chrome fittings.
4. Remove splash marks from walls around sinks and urinals.
5. Damp mop restroom floors, including corners and edges, with disinfectant, pouring water down drains to eliminate odors.
6. Clean and polish mirrors.
7. Dust tops of partitions, light fixtures, cabinets and dispensers.
8. Empty trash, replace liners, spot clean and disinfect trash receptacles as needed.
9. Empty sanitary napkin receptacles, disinfect, and re-line from stock.
10. Stock towels, tissue, hand soap, seat covers, and other expendable restroom items from janitorial supplies provided by client.

### *Lobbies/Waiting Rooms/Reception Areas*

1. Dust mop and damp mop floors. Vacuum carpets and walk-off mats. Clean all interior area and lobby front doors and reception glass.
2. Dust lobby furniture and damp wipe or polish as necessary.
3. Clean tables.
4. Damp wipe reception counters, spot clean exterior face of reception area.

### *Offices/Conference Rooms/Administrative Areas*

1. Dust horizontal surfaces of tables, cabinets, credenzas and other similar furnishings.
2. Spot clean coffee stains, etc. from desktops.
3. Clean and polish small conference room table.
4. Dust mop and damp mop all hard surface flooring to remove spills and soil. vacuum carpeted areas. Return chairs to proper positions.
5. Damp wipe all tables and spot clean chairs.
6. Clean and disinfect counters and sinks, including back splash area.
7. Wipe outside of refrigerator and face and tops of vending machines.
8. Clean inside and outside of microwaves.
9. Wipe down coffee machines and coffee stations. Check to be sure coffee machines have been turned off. Rinse coffee pots.

### *Hallways/Corridors*

1. Dust mop and damp mop all hard surface floors. Vacuum all carpeted areas.
2. Clean, disinfect and polish drinking fountains.

### *Janitorial Closets*

1. Keep stock, including janitorial equipment, clean, neat and orderly. Maintain all cleaning chemicals and solutions in properly labeled containers. Empty and rinse mop buckets nightly.
2. Client is responsible for supplies (trash liners, soap, toilet paper, hand towels, etc).

3. Cleaning service contractor to supply all cleaning products and chemicals, i.e. mops, dusters, chemicals, sanitizing wipes, etc.

### **Weekly Cleaning**

#### *General Office*

1. Dust all low reach areas including but not limited to chair rungs, moldings, baseboards, windowsills, door jambs, etc. Remove cobwebs from ceiling corners.
2. Edge all carpeted areas.
3. Auto scrub hard floors.

### **Monthly Cleaning**

#### *General Office*

1. Dust all blinds and verticals.
2. Dust all high reach areas (above eye level) including, but not limited to door frames, ceiling vents and grills (including heating and air conditioning systems), partitions tops, picture frames, high shelves, cabinet tops, etc.
3. Vacuum upholstered furniture.
4. Spot clean waste bins as needed.
5. Spot clean walls, doors, door frames, kick plates, light switches, etc.

#### *Restrooms*

1. Thoroughly clean and disinfect all tile stalls, leave in streak-free condition. Wipe and disinfect all metal partitions, walls, kick-plates and thresholds.

### **Miscellaneous Cleaning**

#### *Exit Procedures*

1. Keep the janitorial closet and all stock, including janitorial equipment, clean, neat, and orderly. Empty and rinse mop buckets nightly.
2. Complete a final walk through of the facility to ensure specifications have been completed.
3. Turn off designated lights, re-secure all previously locked doors and areas, and set alarms per Client's instructions.

### **Special Notes**

Service Providers to report any maintenance and/or security issues to the building manager.

*All trash liners to be furnished by the Client.*

*All Restroom supplies (towels, tissue, hand soap) to be furnished by the Client.*

\_\_\_\_\_ Initial

## MONTHLY SERVICE PRICING

Quote 1: 7x Weekly Service

| Initial              | Frequency | Days Served  | Time Window | Monthly Price† |
|----------------------|-----------|--------------|-------------|----------------|
| <hr/> <i>Initial</i> | 7x Weekly | Sun, Mon-Sat | After 8 pm  | \$2,315.00     |

*† Plus Applicable Sales Tax.*

## SERVICE PROCUREMENT AGREEMENT

TJF, Inc. d/b/a Anago® of Boise ("Company") is a subfranchisor of Anago Franchising, Inc. and, as such, is in the business of procuring independently owned and operated franchise owners and contractors ("Service Providers") to provide its clients with maintenance and janitorial services under the trade name and operating style unique to the Anago® brand as described herein (the "Services"). Meridian Library Lake Hazel Pinnacle ("Client") desires to contract with Company to arrange for Service Providers to provide the Services for Client's premises. In consideration of the foregoing, the covenants contained herein, and other valuable consideration, receipt and sufficiency of which are acknowledged, Company and Client agree as follows:

I. Company agrees to arrange for Service Providers to provide the Services as described herein, with each Service Provider to furnish all tools and equipment necessary to provide the Services as outlined in the Cleaning Specifications attached hereto and made a part hereof.

II. Service Providers will render the Services as described in the Cleaning Specifications to the areas listed in Area Specifications at the set frequency and days selected by Client in the Monthly Service Pricing and Specialty Service(s) sections, respectively. Holidays excluded shall be New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

III. Client agrees to pay Company each month the total sum stated in attached Monthly Service Pricing. Payment shall be due on or before the TENTH day of each month for that month's Services. A late charge of 1.5% per month will be assessed on all invoices that are 30 days past due. Requests to adjust pricing to reflect additions to or deletions from the Services or for change in frequency of Services shall be made in writing and shall only be binding if signed by both parties. Upon prior written notice to Client, Company may increase the Monthly Service Pricing to allow Service Providers to adhere to local wage regulations applicable to their employees or annually by a percentage not to exceed the annual increase of the Consumer Price Index as most recently published in the Wall Street Journal.

IV. It is expressly agreed that Company, the Service Providers, and their respective employees and contractors will not, by virtue of providing the Services under this Agreement, be employees of Client, but are independent contractors and no withholding of Social Security, Federal, or State Income Tax or other deductions shall be made from the sums agreed to be paid by Client to Company herein. All such payments are contract payments and not wages.

V. Client agrees that Company will have the sole discretion to select the Service Providers who will perform the Services. Subject to applicable laws, Client agrees that during the term of this Agreement and for 180 days after expiration or termination, it will not employ any Service Provider or any employee, agent, or associate of a Service Provider to perform the same or substantially the same type of Services. Company agrees that during the term of this Agreement and for 180 days after expiration or termination, it will not employ any employee, agent, or associate of Client. Client acknowledges and agrees that this Agreement may be assigned by Company to the Service Provider performing the Services, but, in that event, all payments to be made under this Agreement shall continue to be made to Company, as described herein, as the collection servicing agent of the Service Provider.

VI. The term of this Agreement shall be for one (1) year from the Service Commencement Date, and thereafter shall automatically be extended under the same terms and conditions for successive 1-year periods, unless either party gives written notice of non-renewal at least 60 days prior to expiration of the then-expiring term. Otherwise, Client may terminate this Agreement only for non-performance as set out herein. Before any such termination is effective, Client agrees to notify Company in writing of the non-performance items and to give Company fifteen (15) days to cure said items. If satisfaction is not achieved after the fifteenth day, Client must give Company a sixty (60) day written notice via certified mail with return receipt requested, stating the non-performance items.

VII. Client agrees and understands that it is impossible to determine the actual damages caused by its breach of this Agreement. Therefore, any amount due and owed under this Agreement for any remaining part of the term of this Agreement (as though the Agreement had not been terminated) shall be accelerated liquidated damages.

VIII. Client agrees not to withhold any portion of the monthly Agreement amount for any reason, unless prior written permission is obtained from Company, as the obligation to make payments hereunder is an independent obligation. Company may suspend services if payment is not received when due. In the event that enforcement of any obligation owed to Company, is placed in the hands of an attorney for collection, compromise or any other action, Client agrees to pay the reasonable attorney's fees, cost and necessary disbursements, in addition to any other relief that may be granted.

IX. This Agreement will be governed by the laws of the state of Idaho. The parties hereto submit to jurisdiction in Ada County, Idaho. All actions brought pursuant to this Agreement shall be brought in Ada County, Idaho. The parties further agree to service of any action filed in Ada County, Idaho, via certified mail.

By signing this agreement I represent and warrant that I am duly authorized and have the legal capacity to execute and deliver this agreement.

Company Representative



---

**Daniel Preston**  
Sales Rep

Authorized Client Representative

---

**Steve McNitt**  
Facilities Specialist

---

Date

## SPECIALTY SERVICES

Below are some of the many services our Franchisees offer in addition to regular janitorial maintenance



TOTAL  
SATISFACTION  
GUARANTEE

WE OFFER THE FOLLOWING SERVICES AND MANY MORE



### High-Touch Disinfection

Anago's franchise owners offer disinfection application for high-frequency touch areas such as doorknobs, light switches, elevator buttons, phones, and keyboards.



### Electrostatic Disinfection

Our franchisees use hospital-grade, EPA approved cleaning products and a CDC compliant disinfection spray process to disinfect up to 99.9% of your workspace.



### Comprehensive Detail Cleaning

Whether it's one specific area or your entire office that needs a thorough, in-depth cleaning, Anago's franchisees can be there to get it done.



### Ceramic Tile & Grout Cleaning

Our franchise owners are versed in the latest methods such as machine scrubbing and acid washing, for bringing back the luster to your ceramic tile and grout.



### Hard Surface Floor Care

Our franchisees offer cleaning solutions for all types of hard surface flooring, such as vinyl composite tile, linoleum, concrete, and marble floors.



### Carpet Cleaning

Our franchisees' professional carpet and upholstery cleaning services, such as spot cleaning, extraction, and bonnet cleaning help your facility maintain a clean image.



### Hardwood Floor Care

Anago's franchise owners keep your hardwood floors looking great using specialized cleaning processes and commercial grade products to ensure superior durability.



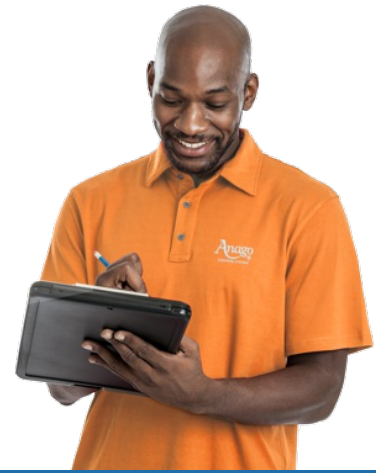
### Emergency Services

Anago's highly skilled janitorial franchise owners are available 24/7 for any emergency clean-up needed at your office, including water damage.



## SUMMARY

MERLBLHPIN Daniel Preston  
 PID SID Control # Sales Rep  
 Steve McNitt  
 Meridian Library Lake Hazel Pinnacle  
 1375 Phenomenal St  
 Meridian, ID 83642  
 W. (208) 871-0610  
 smcnitt@mld.org



## BILLING INFORMATION

### Billing Address

Same as above

Address 1

Address 2

City

State or Province

Postal Code

Email

### Accounts Payable Contact

Same as above

Name

Email

Phone

Cell  Work  Other

## EMERGENCY CONTACT

\_\_\_\_\_  
Name  Same as above

\_\_\_\_\_  
Phone  Cell  Work  Other

\_\_\_\_\_  
Extension

\_\_\_\_\_  
Email

## TAX EXEMPT

No

Yes

\_\_\_\_\_  
If yes, please provide your Tax-Exemption number.

## SERVICE COMMENCEMENT DATE

*Please enter the date you would like service to begin*

\_\_\_\_\_  
Please ensure the date you select falls on one of the Days Served

# Eco - Invoice™

**Receive a \$5 Discount on monthly recurring service! Select Eco-Invoice™ to go paperless with automatic ACH debit.**

 **Yes**  **No, I don't like discounts**

Get your invoice emailed right to your inbox instead of in the mail. We'll apply your \$5 discount and bill you automatically each month, and you'll save time, money, and trees.

I hereby authorize Anago to debit my bank account for payment of Services as detailed in the Service Procurement Agreement. My bank account details are as follows:

 **5th** **15th** **Last Day**

Name on Bank Account

Bank Name

Account Type:  **Checking**  **Savings**

Routing #

Account #

Bank Account Billing Address

|                                  |           |   |
|----------------------------------|-----------|---|
| <b>JOHN DOE</b>                  |           | 1234  |
| 1234 MAIN ST<br>FRESNO, CA 93711 |           | DATE _____                                      |
| PAY TO THE ORDER OF _____        | \$ _____  |   |
| _____ DOLLARS                    |           | Security Features<br>Available<br>Only on bank. |
|                                  |           |   |
| MEMO _____                       |           | MP  |
| ⑆ 121137726 ⑆ 1234 567 890000 ⑆  |           |   |
| Routing#                         | Account # |   |

***Eco-Invoice™ Terms***

1. These instructions are valid until (i) Non-Renewal of Agreement; (ii) Termination of Agreement; or (iii) Client provides written instructions to Anago of Boise ("Company") to the contrary.
2. Amount charged to Clients on Eco-Invoice may vary based on Specialty Services requested or credits to Client.
3. Client agrees to inform Company in writing if the nominated bank account is closed and shall provide Company with a secondary bank account within five (5) days of written notice should a payment be declined.
4. Client shall be responsible for any bank charges due to Client account having insufficient funds. Client shall remain liable for any and all outstanding invoices.
5. Client agrees to account being debited on or within five (5) days from selected payment date. Payment date will vary based on actual number of days in month for Client's selecting Last Day.

As an authorized agent, I hereby acknowledge and agree to the Eco-Invoice™ Terms & Conditions and accept this Agreement.

Authorized Client Representative

---

**Steve McNitt**  
Facilities Specialist

---

Date



# Janitorial Services Proposal



Anago of Boise

**Meridian Library - Unbound**  
722 NE 2nd St. , , Meridian, ID 83642

*Prepared for: Steve McNitt - Facilities Specialist*  
*Prepared by: Gwen Becknell - Regional Sales Director*

Valid Through: 11/7/2024

## INTRODUCTION



**July 29, 2024**

Dear Steve

We are pleased to have you as a potential client at Anago® and are confident our franchisees can provide you with an exceptional service. We understand that the cleanliness and disinfection of your facility are very important because people are simply more comfortable and productive in an environment where they feel safe. Selecting the right partner for your janitorial needs is the first line of defense in employee healthcare.

With Anago's proven program, you receive a customized schedule of cleaning based on your priorities and budget. Our rotational, systematic service ensures the highest level of cleanliness for the health of your employees and clients and also provides an unbeatable first impression!

Your business benefits from unique features that set Anago franchisees apart from other janitorial services including the use of Anago CleanCom® for instant communications, the Anago Protection+ Disinfection plans for infection prevention, our budget-friendly SmartClean<sup>SM</sup> program, solid client support, advanced cleaning methods and equipment, EPA-registered disinfectants, and commitment to cleaning green. You can focus on your business, while our franchise owners keep your working environment safe and clean at a price you can afford.

The following information was prepared to help guide you in your decision about a janitorial service procurement agreement with us. Please feel free to reach out to me directly or to our Regional Office.

Sincerely,



**Gwen Becknell**  
Regional Sales Director

Anago of Boise  
(208) 203-2608  
114 E Idaho Avenue Suite 200  
Meridian, ID 83642



## THE SUPERIOR CHOICE FOR COMMERCIAL CLEANING.

Our quote is based on time values outlined by the Building Service Contractors Association International and the International Sanitary Standards Association. These time values are standards within our industry utilized in estimating Housekeeping Tasks. In the summary that follows, a custom-tailored program has been compiled for your facility. All supervision, labor, supplies and equipment, payroll taxes, and insurance have been included in the pricing schedule.



### Protection+ Disinfection®

Using EPA approved disinfectants, Anago franchisees provide a germ-busting clean that looks great but disinfects and sanitizes, which helps to minimize the spread of illnesses and limits sick-time.



### 2-Hour Response Guarantee

Because of our commitment to your custom-tailored cleaning needs, we offer our 2-Hour Response Guarantee following the reporting of any items not completed to your satisfaction.



### Instant Communications

Anago provides a direct communication platform to stay in close contact with franchise owners regarding all services performed, through Anago CleanCom®.



### Insurance & Bonding

Our franchisees' services are covered under an insurance policy for bodily injury, property damage, public liability, and workers compensation (where required).



### The Third Pass

Anago's franchise owners take extra measures with nightly checklists to ensure your facility is properly secured upon completion of duties to give you peace of mind.



### Franchising Concept

The franchising concept works because of the simple principle that the owner of the business is the supervisor of, and participant in, the actual cleaning and maintenance of your facility.

We look forward to working with you in the near future!



## AREA SPECIFICATIONS

We are pleased to submit this Proposal to procure Janitorial Services for the following location:

Meridian Library - Unbound  
722 NE 2nd St. ,  
Meridian, ID 83642

### **Service Areas**

1. Office(s)
2. Restroom(s)
3. Common Area(s)
4. Break Area(s)
5. Conference Room(s)

The specifications and the terms as set forth describe the Services to be performed, frequency, and conditions of the Agreement. The Client requests that products, equipment, and materials used are those that are recommended by Anago of Boise.



## CLEANING SPECIFICATIONS

### **Nightly Cleaning**

#### *General Facility*

1. Dust all horizontal surfaces of desks, tables, counters, credenzas, and filing cabinets per Client's instruction.
2. Empty all trash receptacles including recycling containers, remove trash/recyclables to a collection point, replace liners as needed, and return trash and recycling receptacles to the proper positions.
3. Clean all door glass including front, west side and back entrances.
4. Vacuum all carpeted areas including walk-off mats and runners.
5. Dust mop and damp mop all hard surface floors to remove spills and soil.
6. Clean partition glass, removing all fingerprints and smudges each visit.
7. Clean, polish and disinfect all drinking fountains.
8. Keep janitorial closet(s) clean and neat.

#### *Lunchrooms/ Breakrooms/Lounges/Kitchen Areas*

1. Damp wipe all tables and spot clean chairs.
2. Clean and disinfect counters and sinks, including back splash areas.
3. Wipe clean exterior of all countertop appliances in Kitchen with disinfectant, including the interior of microwaves, refrigerator doors, and face and tops of vending machines.
4. Wipe down coffee machines and coffee stations. Check to be sure coffee machines have been turned off. Rinse coffee pots.

#### *Restrooms*

1. Clean and disinfect interior and exterior of toilets and toilet seats. Polish all chrome fittings.
2. Clean and disinfect interior and exterior of urinals. Polish all chrome fittings.
3. Clean sinks, disinfect counters, and polish chrome fittings.
4. Remove splash marks from walls around sinks and urinals.
5. Damp mop restroom floors, including corners and edges, with disinfectant, pouring water down drains to eliminate odors.
6. Clean and polish mirrors.
7. Dust tops of partitions, light fixtures, cabinets and dispensers.
8. Empty trash, replace liners, spot clean and disinfect trash receptacles as needed.
9. Empty sanitary napkin receptacles, disinfect, and re-line from stock.
10. Stock towels, tissue, hand soap, seat covers, and other expendable restroom items from janitorial supplies provided by client.

#### *Lobbies/Waiting Rooms/Reception Areas*

1. Dust mop and damp mop floors. Vacuum carpets and walk-off mats. Clean all interior area and lobby front doors and reception glass.
2. Dust lobby furniture and damp wipe or polish as necessary.
3. Clean tables.
4. Damp wipe reception counters, spot clean exterior face of reception area.

#### *Offices/Conference Rooms/Administrative Areas*

1. Dust horizontal surfaces of tables, cabinets, credenzas and other similar furnishings.
2. Spot clean coffee stains, etc. from desktops.
3. Clean and polish small conference room table.
4. Dust mop and damp mop all hard surface flooring to remove spills and soil. vacuum carpeted areas. Return chairs to proper positions.
5. Damp wipe all tables and spot clean chairs.
6. Clean and disinfect counters and sinks, including back splash area.
7. Wipe outside of refrigerator and face and tops of vending machines.
8. Clean inside and outside of microwaves.
9. Wipe down coffee machines and coffee stations. Check to be sure coffee machines have been turned off. Rinse coffee pots.

#### *Hallways/Corridors*

1. Dust mop and damp mop all hard surface floors. Vacuum all carpeted areas.
2. Clean, disinfect and polish drinking fountains.

#### *Janitorial Closets*

1. Keep stock, including janitorial equipment, clean, neat and orderly. Maintain all cleaning chemicals and solutions in properly labeled containers. Empty and rinse mop buckets nightly.
2. Client is responsible for supplies (trash liners, soap, toilet paper, hand towels, etc).
3. Cleaning service contractor to supply all cleaning products and chemicals, i.e. mops, dusters, chemicals,



sanitizing wipes, etc.

### **Weekly Cleaning**

#### *General Office*

1. Dust all low reach areas including but not limited to chair rungs, moldings, baseboards, windowsills, door jambs, etc. Remove cobwebs from ceiling corners.
2. Edge all carpeted areas.
3. Auto scrub hard floors.

### **Monthly Cleaning**

#### *General Office*

1. Dust all blinds and verticals.
2. Dust all high reach areas (above eye level) including, but not limited to door frames, ceiling vents and grills (including heating and air conditioning systems), partitions tops, picture frames, high shelves, cabinet tops, etc.
3. Vacuum upholstered furniture.
4. Spot clean waste bins as needed.
5. Spot clean walls, doors, door frames, kick plates, light switches, etc.

#### *Restrooms*

1. Thoroughly clean and disinfect all tile stalls, leave in streak-free condition. Wipe and disinfect all metal partitions, walls, kick-plates and thresholds.

### **Miscellaneous Cleaning**

#### *Exit Procedures*

1. Keep the janitorial closet and all stock, including janitorial equipment, clean, neat, and orderly. Empty and rinse mop buckets nightly.
2. Complete a final walk through of the facility to ensure specifications have been completed.
3. Turn off designated lights, re-secure all previously locked doors and areas, and set alarms per Client's instructions.

### **Special Notes**

Service Providers to report any maintenance and/or security issues to the building manager.

*All trash liners to be furnished by the Client.*

*All Restroom supplies (towels, tissue, hand soap) to be furnished by the Client.*

\_\_\_\_\_ Initial

## ANAGO PROTECTION+ DISINFECTION PLANS

Keep your employees and guests safe from viruses and bacteria with our signature 3-tiered disinfection program, designed to meet your needs and backed by our Anago Total Satisfaction Guarantee.

|  |   |  |
|--|---|--|
| <b>PROTECTION+</b><br><b>BLUE</b>  | <b>PROTECTION+</b><br><b>ORANGE</b>   | <b>PROTECTION+</b><br><b>PLATINUM</b>  |
| <b>OUR MOST POPULAR PLAN!</b>  | <b>THE ULTIMATE CLEAN</b>   |  |
| <p><b>A Beyond Basic Clean To Ensure Safety</b></p> <p>Defends against the spread of illness, killing 99.9% of germs on most high-frequency touch surfaces such as doorknobs, light switches, and handles.</p> | <p><b>Includes Everything in the BLUE plan AND...</b></p> <p>Ensures common areas plus all personal spaces are disinfected to keep illness at bay – and those sick days away.</p> | <p><b>Includes Everything in the ORANGE plan AND...</b></p> <p>Provides an advanced clinical clean utilizing Electrostatic technology. It's your lifeline to staying open when you absolutely must be germ free.</p> |

All three tiers of Protection+ utilize EPA-Grade disinfectants and Microfiber Technology and can be performed as a single or recurring service.

### What is Protection+ Disinfection®?

Anago Protection+ Disinfection® services ensure your facility remains bacteria- and virus-free. Protection+ offers three levels of disinfection utilizing Anago's signature 10-step disinfection process to keep your facility clean and safe for employees and guests. *It's peace of mind.* Protection+ badges are provided to display at your facility's doors, entryways, bathroom mirrors, and reception desks help guests know they are safe and protected.

- **Protection+ BLUE** pays extra attention to surfaces like door handles, coffee pots, and railings to **kill 99.9% of germs on the highest-touch surfaces**. Certified experts give you a detailed, beyond-basic cleaning where it matters most.
- **Protection+ ORANGE** is where disinfection gets personal. You get all the benefits of Protection+ BLUE, plus professional disinfecting that **eliminates 99.9% of germs at individual workstations**. Every phone, every computer, every mouse, and every keyboard in the facility is detailed.
- **Protection+ PLATINUM** is the ultimate clean! First, certified professionals clean your office at the Protection+ ORANGE level. Then they introduce **Electrostatic technology for an advanced clinical clean** to kill 99.9% bacteria and viruses like COVID-19, disinfecting even the hardest-to-reach areas.

## MONTHLY SERVICE PRICING

Quote 1: 3x Weekly Service

| Initial              | Frequency | Days Serviced | Time Window | Monthly Price† |
|----------------------|-----------|---------------|-------------|----------------|
| <hr/> <i>Initial</i> | 3x Weekly | Sun, Tue, Thu | After 8 pm  | \$565.00       |

† Plus Applicable Sales Tax.

## SERVICE PROCUREMENT AGREEMENT

TJFF, Inc. d/b/a Anago® of Boise ("Company") is a subfranchisor of Anago Franchising, Inc. and, as such, is in the business of procuring independently owned and operated franchise owners and contractors ("Service Providers") to provide its clients with maintenance and janitorial services under the trade name and operating style unique to the Anago® brand as described herein (the "Services"). Meridian Library - Unbound ("Client") desires to contract with Company to arrange for Service Providers to provide the Services for Client's premises. In consideration of the foregoing, the covenants contained herein, and other valuable consideration, receipt and sufficiency of which are acknowledged, Company and Client agree as follows:

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II. Company will require Service Providers to render the Services as described in the Cleaning Specifications to the areas listed in Area Specifications at the set frequency and days selected by Client in the Monthly Service Pricing and Specialty Service(s) sections, respectively. Holidays excluded shall be New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

III. Client agrees to pay Company each month the total sum stated in attached Monthly Service Pricing. Payment shall be due on or before the TENTH day of each month for that month's Services. A late charge of 1.5% per month will be assessed on all invoices that are 30 days past due. Requests to adjust pricing to reflect additions to or deletions from the Services or for change in frequency of Services shall be made in writing and shall only be binding if signed by both parties. Upon prior written notice to Client, Company may adjust the Monthly Service Pricing to allow Service Providers to adhere to local wage regulations applicable to their employees.

IV. It is expressly agreed that Company, the Service Providers, and their respective employees and contractors will not, by virtue of providing the Services under this Agreement, be employees of Client, but are independent contractors and no withholding of Social Security, Federal, or State Income Tax or other deductions shall be made from the sums agreed to be paid by Client to Company herein. All such payments are contract payments and not wages.

V. Client agrees that Company will have the sole discretion to select the Service Providers who will perform the Services. Client agrees that during the term of this Agreement and for 180 days after expiration or termination, it will not employ any Service Provider or any employee, agent, or associate of a Service Provider to perform the same or substantially the same type of Services. Company agrees that during the term of this Agreement and for 180 days after expiration or termination, it will not employ any employee, agent, or associate of Client. Client acknowledges and agrees that this Agreement may be assigned by Company to the Service Provider performing the Services, but, in that event, all payments to be made under this Agreement shall continue to be made to Company, as described herein, as the collection servicing agent of the Service Provider.

VI. The term of this Agreement shall be for one (1) year from the Service Commencement Date, and thereafter shall automatically be extended under the same terms and conditions for successive 1-year periods, unless either party gives written notice of non-renewal at least 60 days prior to expiration of the then-expiring term. Otherwise, Client may terminate this Agreement only for non-performance as set out herein. Before any such termination is effective, Client agrees to notify Company in writing of the non-performance items and to give Company fifteen (15) days to cure said items. If satisfaction is not achieved after the fifteenth day, Client must give Company a sixty (60) day written notice via certified mail with return receipt requested, stating the non-performance items.

VII. Client agrees and understands that it is impossible to determine the actual damages caused by its breach of this Agreement. Therefore, any amount due and owed under this Agreement for any remaining part of the term of this Agreement (as though the Agreement had not been terminated) shall be accelerated liquidated damages.

VIII. Client agrees not to withhold any portion of the monthly Agreement amount for any reason, unless prior written permission is obtained from Company, as the obligation to make payments hereunder is an independent obligation. In the event that enforcement of any obligation owed to Company, is placed in the hands of an attorney for collection, compromise or any other action, Client agrees to pay the reasonable attorney's fees, cost and necessary disbursements, in addition to any other relief that may be granted.

IX. This Agreement will be governed by the laws of the state of Idaho. The parties hereto submit to jurisdiction in Ada County, Idaho. All actions brought pursuant to this Agreement shall be brought in Ada County, Idaho. The parties further agree to service of any action filed in Ada County, Idaho, via certified mail.

By signing this agreement I represent and warrant that I am duly authorized and have the legal capacity to execute and deliver this agreement.

Company Representative



---

**Gwen Becknell**  
Regional Sales Director

Authorized Client Representative

---

**Steve McNitt**  
Facilities Specialist

---

Date

## SPECIALTY SERVICES

Below are some of the many services our Franchisees offer in addition to regular janitorial maintenance



TOTAL  
SATISFACTION  
GUARANTEE

WE OFFER THE FOLLOWING SERVICES AND MANY MORE



### High-Touch Disinfection

Anago's franchise owners offer disinfection application for high-frequency touch areas such as doorknobs, light switches, elevator buttons, phones, and keyboards.



### Electrostatic Disinfection

Our franchisees use hospital-grade, EPA approved cleaning products and a CDC compliant disinfection spray process to disinfect up to 99.9% of your workspace.



### Comprehensive Detail Cleaning

Whether it's one specific area or your entire office that needs a thorough, in-depth cleaning, Anago's franchisees can be there to get it done.



### Ceramic Tile & Grout Cleaning

Our franchise owners are versed in the latest methods such as machine scrubbing and acid washing, for bringing back the luster to your ceramic tile and grout.



### Hard Surface Floor Care

Our franchisees offer cleaning solutions for all types of hard surface flooring, such as vinyl composite tile, linoleum, concrete, and marble floors.



### Carpet Cleaning

Our franchisees' professional carpet and upholstery cleaning services, such as spot cleaning, extraction, and bonnet cleaning help your facility maintain a clean image.



### Hardwood Floor Care

Anago's franchise owners keep your hardwood floors looking great using specialized cleaning processes and commercial grade products to ensure superior durability.



### Emergency Services

Anago's highly skilled janitorial franchise owners are available 24/7 for any emergency clean-up needed at your office, including water damage.



## Eco - Invoice™

**Receive a \$5 Discount on monthly recurring service! Select Eco-Invoice™ to go paperless with automatic ACH debit.**

Yes 

No, I don't like discounts

Get your invoice emailed right to your inbox instead of in the mail. We'll apply your \$5 discount and bill you automatically each month, and you'll save time, money, and trees.

I hereby authorize Anago to debit my bank account for payment of Services as detailed in the Service Procurement Agreement. My bank account details are as follows:

5th

15th

Last Day


Name on Bank Account

Bank Name

Account Type:  Checking  Savings

Routing #

Account #

|   |           |      |
|---|-----------|------|
| <b>JOHN DOE</b><br>1234 MAIN ST<br>FRESNO, CA 93711   |           | 1234 |
| DATE _____  |           |      |
| PAY TO THE ORDER OF _____   | \$ _____  |      |
| _____ DOLLARS  |           |      |
| <b>Central Valley Community Bank</b>  |           |      |
| MEMO _____  | MP _____  |      |
| ⑆ 121137726 ⑆ 1234 567 890000 ⑆   |           |      |
| Routing#  | Account # |      |

Bank Account Billing Address



***Eco-Invoice™ Terms***

1. These instructions are valid until (i) Non-Renewal of Agreement; (ii) Termination of Agreement; or (iii) Client provides written instructions to Anago of Boise ("Company") to the contrary.
2. Amount charged to Clients on Eco-Invoice may vary based on Specialty Services requested or credits to Client.
3. Client agrees to inform Company in writing if the nominated bank account is closed and shall provide Company with a secondary bank account within five (5) days of written notice should a payment be declined.
4. Client shall be responsible for any bank charges due to Client account having insufficient funds. Client shall remain liable for any and all outstanding invoices.
5. Client agrees to account being debited on or within five (5) days from selected payment date. Payment date will vary based on actual number of days in month for Client's selecting Last Day.

As an authorized agent, I hereby acknowledge and agree to the Eco-Invoice™ Terms & Conditions and accept this Agreement.

Authorized Client Representative

---

**Steve McNitt**  
Facilities Specialist

---

Date



## First Class Cleaning LLC

3394 S McDermott Road  
 Nampa, Idaho 83607  
 Eric Landaluce  
 estimates@firstclasscleaningllc.com  
 208-899-4956

## Janitorial Quote

Date: Oct 9, 2024 12:13 PM  
 Valid Until: Jan 9, 2025  
 Quote Number: 24-0819

### Client: Meridian Library District

Contact: Steve McNitt  
 Email: smcnitt@mld.org  
 Phone: 208-871-0610  
 Fax:

| Service Location   | Service Address                               | Service Day(s)   | Service hours |
|--------------------|---|--|---------------|
| Cherry Lane Branch | 1326 W. Cherry Ln<br>Meridian, ID 83642       | Monday; Tuesday;<br>Wednesday; Thursday; Friday;<br>Saturday; Sunday | After hours   |
| Orchard Park       | 1268 W. Orchard Park Dr<br>Meridian, ID 83646 | Monday; Tuesday;<br>Wednesday; Thursday; Friday;<br>Saturday; Sunday | After hours   |
| Pinnacle           | 1375 E. Phenomenal St<br>Meridian, ID 83642   | Monday; Tuesday;<br>Wednesday; Thursday; Friday;<br>Saturday; Sunday | After hours   |
| Unbound            | 722 E. 2nd St<br>Meridian, ID 83642           | Monday; Wednesday; Friday  | After hours   |
| Annex              |   | Monday; Wednesday; Friday  | After hours   |
| MLD Office         |   | Wednesday  | After hours   |

| Service Location   | Service             | Price       |     | Units | #/year | Price        |
|--------------------|---------------------|-------------|-----|-------|--------|--------------|
| Cherry Lane Branch | Janitorial Cleaning | \$ 3,700.00 | Per | Month | 12     | \$ 44,400.00 |
| Orchard Park       | Janitorial Cleaning | \$ 3,840.00 | Per | Month | 12     | \$ 46,080.00 |
| Pinnacle           | Janitorial Cleaning | \$ 3,820.00 | Per | Month | 12     | \$ 45,840.00 |
| Unbound building   | Janitorial Cleaning | \$ 1,250.00 | Per | Month | 12     | \$ 15,000.00 |
| Annex              | Janitorial Cleaning | \$ 390.00   | Per | Month | 12     | \$ 4,680.00  |
| MDL Offices        | Janitorial Cleaning | \$ 346.00   | Per | Month | 12     | \$ 4,152.00  |

|                        |                      |
|------------------------|----------------------|
| Sub Total              | <b>\$ 160,152.00</b> |
| Contract Length (yrs)  | <b>1</b>             |
| Adjustment             | <b>\$ 0.00</b>       |
| <b>Grand Total</b>     | <b>\$ 160,152.00</b> |
| <b>Monthly Payment</b> | <b>\$ 13,346.00</b>  |

## Scope of Work

Is per Meridian Library District - Scope of Work, see attachment

### References

Beniton Construction - Kathy Thompson - kthompson@beniton.com - 208-284-0027

Girl Scouts of Silver Sage - Craig Richey - crichey@girlscouts-ssc.org - 208-810-7247

ID National Guard Gowen Field - Jason Styba - jstyba@imd.idaho.gov - 208-272-0376

# JAN PRO™

CLEANING & DISINFECTING

## MERIDIAN LIBRARY DISTRICT



**JAN PRO™**  
FRANCHISE DEVELOPMENT

Proudly representing independently owned and operated JAN-PRO Cleaning & Disinfecting™ franchisees.

Dear Steve,

It is our privilege to submit a formal cleaning proposal for your review today. In situations like this, every vendor wants to showcase their services and JAN-PRO Cleaning & Disinfecting is no exception. What we hope will serve to differentiate our proposal today are the customer benefits that make JAN-PRO Cleaning & Disinfecting a uniquely better cleaning partner for the over 35,000 global clients that are served every day.

Whether you judge by reputation, franchise owner commitment, the unique cleaning processes themselves, or by the written service guarantee, we know you will find JAN-PRO Cleaning & Disinfecting to be a worthy service partner for your organization and look forward to addressing any additional questions you may have.

Yours Sincerely,

Mark Liebich  
Owner  
Jan-Pro of Idaho

Proudly representing independently owned and operated  
JAN-PRO Cleaning & Disinfecting™ franchisees

## ABOUT US

At JAN-PRO Cleaning & Disinfecting, it's not just what we say – it's what we do.

### Measurable Cleaning. Guaranteed Results.®

Since 1991, JAN-PRO Cleaning & Disinfecting has paved the way in commercial cleaning. Trust, reliability, innovation, and leadership are the core of who we are, and that's how we've become a proven, global brand with the best support and expertise in the business.

#### JAN-PRO Cleaning & Disinfecting leads the commercial cleaning industry through:

- Lasting client relationships
- Quality service guarantee
- Stable, reliable cleaning owner-operators
- Extensive certification program
- Best-in-class cleaning process
- Efficient, eco-friendly technology
- Innovative products & equipment
- Performance evaluation & reporting

#### We're committed to the deepest, most trustworthy partnerships in commercial cleaning...

So don't let the dirty work keep you from running your business. Trust JAN-PRO Cleaning & Disinfecting for a consistent clean from the same reliable owner-operators every time – guaranteed.

#### At JAN-PRO Cleaning & Disinfecting, we mean clean.



# THE RIGHT COMMERCIAL CLEANING PARTNER

**At JAN-PRO Cleaning & Disinfecting, our reputation sets us apart. We're proud of the relationships we've built and the accomplishments we've achieved:**

- #1 Commercial Cleaning Franchise in 2021 for 13 straight years by *Entrepreneur* magazine
- #1 Fastest-Growing Franchise in 2021 by *Entrepreneur* magazine
- #2 Fastest-Growing Franchise in 2020 by *Entrepreneur* magazine
- Ranked as a Top Global Franchise in 2020 for 8 years in a row by *Entrepreneur* magazine
- Ranked as a Top 200 Franchise in 2018 and for 9 years by *Franchise Business Review* magazine
- Top 100 Global Franchises for 2018 by *Franchise Direct*
- Ranked as a Top Franchise for Veterans in 2020 by *Entrepreneur* magazine

**JAN-PRO Systems International was founded in 1991 by a veteran. We created our VetConnection<sup>SM</sup> program to serve those who have served our country:**

- The VetConnection<sup>SM</sup> program is the 1st franchise commercial cleaning program designed specifically around veterans' needs, including veteran discounts and additional incentives on equipment and supplies.
- The VetConnection<sup>SM</sup> program helps put veterans in business where they can apply their team skills and other disciplines.

**As a leader in our industry, we're committed to advancing the leaders of tomorrow through the JAN-PRO Your Family First Scholarship<sup>®</sup> program:**

- The JAN-PRO Your Family First Scholarship<sup>®</sup> program has awarded over \$350,000 in scholarships to almost 250 students.
- Through our partnership with Scholarship America, the nation's leading nonprofit scholarship and educational support organization, we help fund college tuition for eligible JAN-PRO Systems International candidates.



## JAN-PRO CLEANING AND DISINFECTING GUARANTEE



**We mean  
clean.**

### **Every commercial cleaning company promises great service – But only JAN-PRO Cleaning & Disinfecting guarantees it.**

The JAN-PRO Cleaning & Disinfecting Guarantee reflects our commitment to the best certification, newest technology, most measurable results, and highest quality commercial cleaning service available.

#### **Cleaning franchisees promise to:**

- Complete all regularly scheduled cleaning commitments on time
- Respond to and promptly resolve any service issues within 1 business day
- Schedule a complimentary cleaning if either of these obligations are not met

### **Trusted. Clean. Guaranteed.**



## OUR PROCESS

**Clean.  
Disinfect.  
Protect.**

### **The process is simple: Trusted + Clean = Guaranteed.**

The JAN-PRO Cleaning & Disinfecting Process is designed to guarantee customer satisfaction through quality, technology, and measurement for a consistent clean from the same reliable cleaning franchisees – every time.

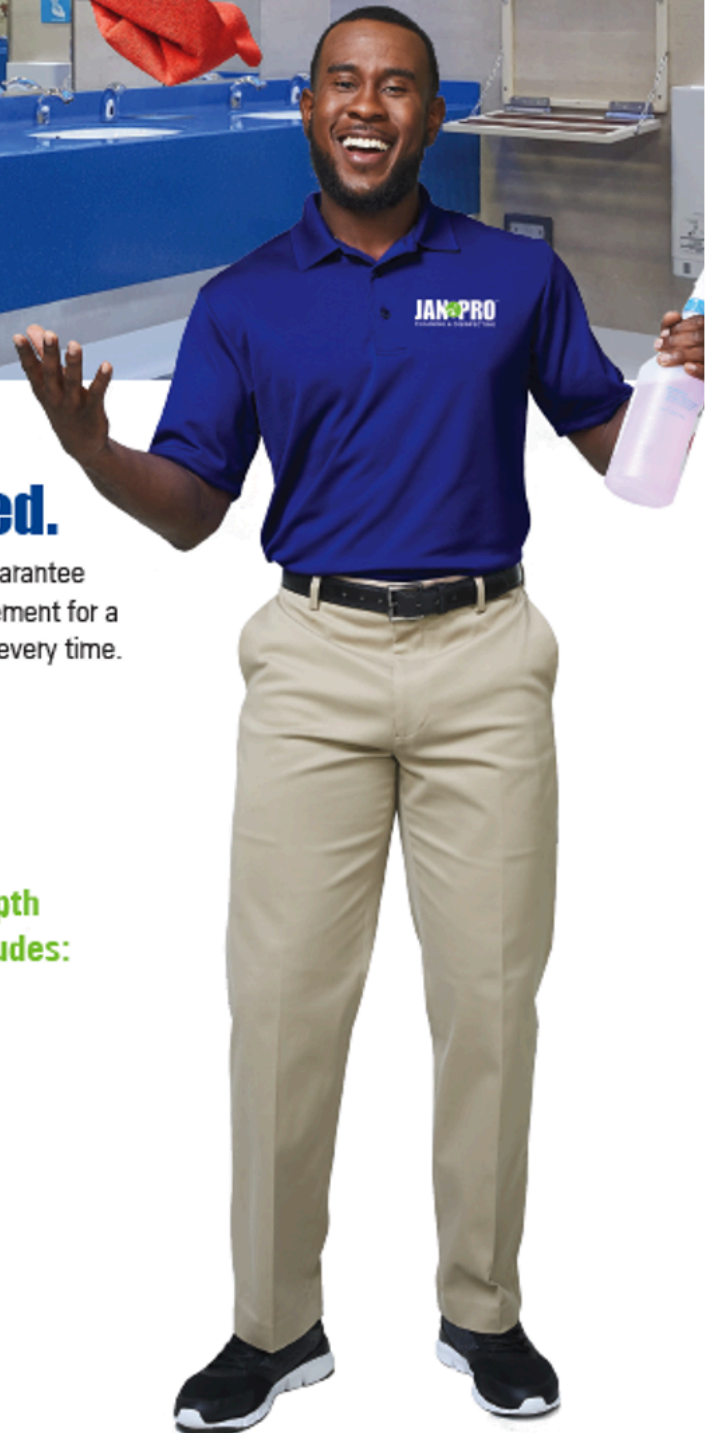
#### **STEP 1:**

### **JAN-PRO Signature Clean® Services = Quality Commitment**

**Every cleaning franchisee goes through an in depth brand standard certification program which includes:**

- How to work safely in public areas
- How to maintain bacteria-free surfaces
- How to work faster & greener
- How to dust offices without disturbing them
- The importance of chemical dwell time
- Treatments for hard floors
- Thorough carpet-cleaning techniques
- OSHA safety protocols

Cleaning franchisees are uniformed, bonded, and insured – so you can trust the job will be done safely and professionally.



## OUR PROCESS

### STEP 2:

### **JAN-PRO Technics® Technology = Quality Delivered**

The JAN-PRO Technics® technology is the science behind our services. JAN-PRO Cleaning & Disinfecting delivers quality using the most advanced products and equipment, including:

- Hospital-strength disinfectants for the broadest kill range of surface bacteria
- HEPA-rated backpack vacuums that filter out 99.97% of particles from the air
- Microfiber cloths and mops that trap dirt more efficiently and effectively
- Eco-friendly cleaning chemicals that cover a greater area while using less product
- The best safety equipment available

### STEP 3:

### **JAN-PRO Tracker® Audits = Quality Measured**

JAN-PRO Cleaning & Disinfecting franchisees use the JAN-PRO Tracker audit to routinely check their work and benchmark their results:

- First, your cleaning needs are assessed so cleaning franchisees can decide where to focus their expertise.
- After the initial period (usually 30 days), a brand standard audit is conducted on your property using a 50-point checklist – so no spot, nook, or cranny is overlooked.
- Adjustments are made if needed, and the audits continue on a regular schedule.



# ENVIROSHIELD®

## PUT JAN-PRO'S ENVIROSHIELD® SYSTEM TO WORK FOR YOU!

At JAN-PRO Cleaning & Disinfecting, we've paved the way in commercial cleaning since 1991 – thanks in part to innovative technology like our proprietary EnviroShield® system which provides disinfection with an eco-friendly, hospital-grade disinfectant that other systems can't reach.



### How It Works

- The EnviroShield® system uses a disinfectant that is EPA-rated as the safest in its class while being powerful enough to kill 99.9% of harmful bacteria, viruses, and fungi.
- EnviroShield® equipment features an electrostatic nozzle designed for specific areas and applications.
- Electrostatic technology applies a positive charge to microscopic droplets, ensuring 100% surface contact.
- The positive charge causes the disinfectant to cling to and fully cover every surface it touches – thus providing disinfection.

### Why It Works

- EnviroShield®'s disinfectant is safe enough for everyday use and won't cause skin, eye, or respiratory issues when used as directed.
- It is environmentally-friendly, and won't leave behind any residue or odor.
- The unique sprayer allows us to treat areas and surfaces other cleaning systems can't reach.



**60%** of illnesses that result in absence from work are contracted from equipment in the office.



The level of bacteria on an elevator button is **3x higher** than the amount found on public toilet seats.



Desks are **100x less** hygienic than the average kitchen table yet **60%** eat at their desk.

**The typical worker's hands come in contact with 10 million bacteria per day. JAN-PRO's EnviroShield® system protects you from 99.9% of them.**



**32%** of people admit to not washing their hands after using the restroom.



Touching a hand rail is like shaking hands with **10,000 people.**



Nearly **22 million** school days are lost each year due to the common cold.

Meridian Library District

Request for facilities cleaning quote

MLD Cleaning Services Needs

Areas to be Serviced Each Night, MON - SUN

Cleaning Areas at Cherry Lane, Orchard Park, and Pinnacle:

1. Restrooms
2. Children's Library
3. Main Library
4. Kitchen Area/Breakroom
5. Checkout Counter Area
6. Main Conference Room/Kitchen
7. Individual Offices (2)
8. Entrance Glass
9. Entrance Area
10. Open Office Area
11. Small Conference Rooms
12. Hallways
13. Annex Building (3 x Week Mon./Wed./Fri.)
14. Patio doors exit glass

Excluded Area at Cherry Lane, Orchard Park and Pinnacle:

Sorter Room (Sweep and Mop Floors Only)

Cleaning Areas at Annex (3x Week Mon./Wed./Fri.) and MLD Office (1X per Week Wed.):

1. Restrooms
2. Main Staff Area
3. Offices - Excluding HR, Finance, Tech Manager
4. Entrance Area
5. Kitchen
6. Hallways

### **Cleaning Areas at UnBound:**

1. Front Work Room
2. Staff Work Area
3. Private Office
4. Break Room/Kitchen
5. Children's Cave
6. Children's Area
7. Computer Lab
8. LABrary (space with computers and 3D printers)
9. Main Library area
10. Checkout Counter Area
11. Entrance Glass (both entrances)

### **SERVICES PERFORMED EACH VISIT:**

- Dust horizontal surfaces of desk tops, tables, cabinets, credenzas and other similar furnishings.
- Empty all trash receptacles including recycling containers, remove trash/recyclables to a collection point, replace liners as needed, and return trash and recycling receptacles to the proper positions.
- Clean all door glass including front, west side & back entrances.
- Vacuum all carpeted areas including walk-off mats.
- Sweep/dust mop and damp mop hard surface floors to remove spills and soil.
- Clean partition glass, removing all fingerprints and smudges each visit.
- Clean and polish drinking fountains.
- Clean and disinfect counters and sinks.
- Dust phones and all other equipment and machines.
- Secure all lights as soon as possible; leave only designated lights on.
- Spot Mop Hard Floors (Orchard Park).
- Keep janitorial closet(s) clean and neat.

**SERVICES PERFORMED EACH WEEK:**

- Dust all low reach areas including but not limited to chair rungs, moldings, baseboards, windowsills, door jambs, etc. Remove cobwebs from ceiling corners.
- Edge all carpeted areas.
- Clean and sanitize all telephones including receivers and cradles.
- Autoscrub Hard Floors (Orchard Park).

**SERVICES PERFORMED EACH MONTH:**

- Dust all blinds.
- Dust all high reach areas (above eye level) including, not limited to door frames, ceiling vents and grills (including heating and air conditioning systems), partitions tops, picture frames, high shelves, cabinet tops, etc.
- Vacuum upholstered furniture.
- Spot clean waste bins as needed.
- Spot clean walls, doors, door frames, kick plates, light switches, etc.

***SPECIFIC AREAS*****RESTROOMS - EACH VISIT :**

- Clean and disinfect toilets and urinals inside and outside and polish all bright work. Clean and disinfect both sides of toilet seats.
- Scour and disinfect all sinks and polish bright work.
- Clean and disinfect all counters.
- Remove splash marks from walls around sinks and urinals.
- Sweep/dust mop and wet mop restroom floor with germicidal disinfectant. Clean and polish mirrors.
- Dust tops of partitions, light fixtures, cabinets and dispensers.
- Clean and disinfect towel cabinet covers.
- Empty trash, replace liners, spot clean and disinfect trash receptacles as needed.
- Empty sanitary napkin receptacles, disinfect, and replace liners.
- Stock towels, tissue, hand soap, seat covers, and other expendable restroom items from janitorial supplies provided by client.

## SERVICES PERFORMED EACH MONTH:

Thoroughly clean and disinfect all tile stalls, leave in streak-free condition. Wipe and disinfect all metal partitions, walls, kick-plates and thresholds.

## LOBBIES/WAITING ROOMS/RECEPTION AREAS

### SERVICES PERFORMED EACH VISIT:

- Sweep or dust mop and damp mop floors. Vacuum carpets and walk-off mats Clean all interior area and lobby front doors and reception glass.
- Dust lobby furniture and damp wipe or polish as necessary.
- Clean tables.
- Damp wipe reception counters, spot clean exterior face of reception area.

## OFFICES/CONFERENCE ROOMS/ADMINISTRATIVE AREAS

### SERVICES PERFORMED EACH VISIT:

- Dust horizontal surfaces of tables, cabinets, credenzas and other similar furnishings. (Papers and folders on desks will not be moved unless by previous arrangement.)
- Spot clean coffee stains, etc. from desk tops.
- Clean and polish small conference room table.
- Sweep/dust mop and damp mop all hard surface flooring to remove spills and soil. Vacuum carpeted areas. Return chairs to proper positions.
- Clean and sanitize phones.

## LUNCHROOMS/BREAKROOMS/LOUNGES/KITCHEN AREAS

### SERVICES PERFORMED EACH VISIT:

- Damp wipe all tables and spot clean chairs.
- Clean and disinfect counters and sinks, including back splash area.
- Wipe outside of refrigerator and face and tops of vending machines.
- Clean inside and outside of microwaves.

- Clean inside and outside of microwaves.
- Wipe down coffee machines and coffee stations. Check to be sure coffee machines have been turned off. Rinse coffee pots.

## **HALLWAYS/CORRIDORS**

### **SERVICES PERFORMED EACH VISIT:**

- Sweep/dust mop and damp mop all hard surface floors. Vacuum all carpeted areas.
- Clean, disinfect and polish drinking fountains.

## **LOBBIES/WAITING ROOMS/RECEPTION AREAS**

### **SERVICES PERFORMED EACH VISIT:**

- Sweep or dust mop and damp mop floors. Vacuum carpets and walk-off mats. Clean all interior area and lobby front doors and reception glass.
- Dust lobby furniture and damp wipe or polish as necessary.
- Clean tables.
- Damp wipe reception counters, spot clean exterior face of reception area.

## **OFFICES/CONFERENCE ROOMS/ADMINISTRATIVE AREAS**

### **SERVICES PERFORMED EACH VISIT:**

- Dust horizontal surfaces of tables, cabinets, credenzas and other similar furnishings. (Papers and folders on desks will not be moved unless by previous arrangement.)
- Spot clean coffee stains, etc. from desk tops.
- Clean and polish small conference room table.
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- Clean and sanitize phones.

## **LUNCHROOMS/BREAKROOMS/LOUNGES/KITCHEN AREAS**



## LUNCHROOMS/BREAKROOMS/LOUNGES/KITCHEN AREAS

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- Wipe outside of refrigerator and face and tops of vending machines.
- Clean inside and outside of microwaves.
- Wipe down coffee machines and coffee stations. Check to be sure coffee machines have been turned off. Rinse coffee pots.

## HALLWAYS/CORRIDORS

### SERVICES PERFORMED EACH VISIT:

- Sweep/dust mop and damp mop all hard surface floors. Vacuum all carpeted areas.
- Clean, disinfect and polish drinking fountains.

## JANITORIAL CLOSETS

-Main Library Areas

### SERVICES PERFORMED EACH VISIT:

Keep stock, including janitorial equipment, clean, neat and orderly. Maintain all cleaning chemicals and solutions in properly labeled containers. Empty and rinse mop buckets nightly.

\*Client is responsible for supplies (trash liners, soap, toilet paper, hand towels, etc).

\*Cleaning service contractor to supply all cleaning products and chemicals, i.e. mops, dusters, chemicals, sanitizing wipes, etc.

## ADDITIONAL SERVICES

### CARPET

- Spot removal
- Carpet cleaning

### HARD SURFACE FLOORS

- Burnishing
- Top scrub and refinish (wax)
- Strip and wax
- Ceramic Tile Scrub

### UPHOLSTERY AND WORKSTATIONS

- Vacuum partitions
- Spot removal
- Extraction cleaning

### WINDOWS

- Inside and outside (ground floor only)

### LIGHTING

- Cleaning lights and light fixtures
- Replacing bulbs

### PROCUREMENT OF SUPPLIES

- Paper products
- Hand soap
- Trashcan liners
- Dispensers and containers
- Other consumable supplies

This Agreement is made between Jan-Pro of Idaho ("JAN-PRO") AND Meridian Library District ("Client"). Client and JAN-PRO agree that JAN-PRO will begin service at the location(s) identified above and under the below terms.

1. JAN-PRO agrees to perform the recurring janitorial services and at the frequencies stated in pricing agreement.
2. JAN-PRO will provide all chemicals, equipment, labor, and supervision. Client will provide all restroom paper products, hand soap and can liners.
3. JAN-PRO will fulfill its obligations under this Agreement through its franchised system. JAN-PRO will identify the franchisee selected to service Client before the start date of service. Each franchisee has been successfully trained on the JAN-PRO methods and procedures and is bound by the terms of this Agreement. Client has the right to request a change in franchisee at any time.
4. JAN-PRO sends invoices at the beginning of each month for the recurring janitorial services, with payment terms at net 15 days. All additional services are invoiced as incurred, with payment terms at net 15 days. A finance charge of 5% per month (minimum is \$15.00) is assessed on all delinquent accounts over 38 days.
5. This Agreement is for a term of one year beginning October 1, 2023.
6. Client agrees to verbally notify JAN-PRO of any service issues before Client provides any written notification.
7. This Agreement may be terminated for non-performance only and the terminating party must give the other party written notice specifying in detail the nature of any non-performance. The non-terminating party will then have 5 working days to cure to the reasonable satisfaction of the terminating party. If the non-performance is not cured within the 5 working days the terminating party will notify the non-terminating party in writing of the failure to cure, and this Agreement will terminate 30 days after the date of the notice. All written notices must be timely and by overnight courier.
8. Client agrees that during the term of this Agreement and for 90 days after the expiration or termination of this Agreement, Client will not employ directly or indirectly any JAN-PRO employees, agent representatives, franchisees, or former franchisees.
9. In addition to any other rights, JAN-PRO may have, if Client breaches this Agreement, JAN-PRO is entitled to all costs of JAN-PRO's costs of collection, including reasonable attorney fees, paralegal fees, and collection agency fees, in addition to JAN-PRO's lost revenues for the remainder of the term.
10. JAN-PRO annually observes the following federally recognized holidays: New Years' Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. JAN-PRO will not provide services on these days. Other conditions may apply that preempt a cleaning. No credit will be given for holiday as this is already factored into pricing.
11. JAN-PRO and JAN-PRO's franchisee will each maintain commercial general liability insurance of at least \$1,000,000 per occurrence. \$2,000,000 in the aggregate automobile liability, coverage of at least \$1,000,000 and janitorial bonding of at least \$50,000.
12. JAN-PRO and JAN-PRO franchisee will indemnify Client from any claims, damages, injury, liability, losses or compensation, whether or injury to person or damage to property as a result of negligence, gross negligence or willful misconduct in performing the services under this Agreement. By signing below, Client and JAN-PRO agree to the terms of this Janitorial Services Agreement.

Meridian Library District

Sign:



SIGNATURE  
Steve McNitt

Print: Steve McNitt

Title: Facilities Specialist

Date: Not yet accepted

Jan-Pro of Idaho

Sign:



SIGNATURE  
Mark Liebich

Print: Mark Liebich

Title: Owner

Date: Not yet accepted



## PRICING AGREEMENT

CLIENT: Meridian Library District  
 1326 W Cherry Lane

CLEANING LOCATION: Meridian, ID 83642

DESCRIPTION OF CLEANABLE AREA: See Attached Scope of Work

START DATE: October 1, 2024

|  |                 |
|--|-----------------|
| <input checked="" type="checkbox"/> Main Library Regular Service 7X per Week<br>Regular Service: \$3,850 per month         | \$3,850         |
| <input checked="" type="checkbox"/> Orchard Park Library Regular Service 7X per Week<br>Regular Service: \$4,250 per month | \$4,250         |
| <input checked="" type="checkbox"/> Pinnacle Library Regular Service 7X per Week<br>Regular Service: \$3,000 per month     | \$3,000         |
| <input checked="" type="checkbox"/> Annex Regular Service 3X per Week<br>Regular Service: \$300 per month                  | \$300           |
| <input checked="" type="checkbox"/> MLD Office Regular Service 1X per Week<br>Regular Service: \$250 per month             | \$250           |
| <input checked="" type="checkbox"/> unBound Regular Service 3X per Week<br>Regular Service: \$650 per month                | \$650           |
| <b>Total</b>   | <b>\$12,300</b> |

**NOTES:**

NOTE: Pricing is valid for 30 days from the proposal date unless specifically extended by JAN-PRO at its sole discretion.  
 HOLIDAYS (Days not serviced): New Year's, Labor Day, Memorial Day, Thanksgiving Day, Independence Day & Christmas Day

By executing this Agreement, the parties agree to be bound by these terms and the conditions set forth in the accompanying Janitorial Services Agreement.

**Meridian Library District**

Sign:  SIGNATURE  
Steve McNitt

Print: Steve McNitt

Title: Facilities Specialist

Date: Not yet accepted

**Jan-Pro of Idaho**

Sign:  SIGNATURE  
Mark Liebich

Print: Mark Liebich

Title: Owner

Date: Not yet accepted

### At JAN-PRO, our reputation sets us apart. We're proud of the relationships we've built and the accomplishments we've achieved:

- #1 Commercial Cleaning Franchise in 2018 and for 10 years by *Entrepreneur* magazine
- #2 Top Low-Cost Franchise to Own Under \$50,000 in 2018 by *Entrepreneur* magazine
- #4 Top Fastest-Growing Franchise in 2018 by *Entrepreneur* magazine
- Ranked as a Top Global Franchise in 2018 and for 8 years by *Entrepreneur* magazine
- Ranked as a Top 200 Franchise in 2018 and for 9 years by *Franchise Business Review* magazine
- Ranked as a Top 50 Franchise for Minorities for 7 years by *USA Today* newspaper
- Top 100 Global Franchises for 2018 by *Franchise Direct*
- Ranked as a Top Franchise for Veterans in 2017 by *Entrepreneur* magazine

### JAN-PRO was founded in 1991 by a veteran. We created our VetConnection<sup>SM</sup> program to serve those who have served our country:

- The VetConnection<sup>SM</sup> program is the 1st franchise commercial cleaning program designed specifically around veterans' needs, including veteran discounts and additional incentives on equipment and supplies.
- The VetConnection<sup>SM</sup> program helps put veterans in business where they can apply their team skills and other disciplines.

### As a leader in our industry, we're committed to advancing the leaders of tomorrow through the JAN-PRO Your Family First Scholarship<sup>®</sup> program:

- The JAN-PRO Your Family First Scholarship<sup>®</sup> program has awarded over \$277,000 in scholarships to almost 200 students.
- Through our partnership with Scholarship America, the nation's leading nonprofit scholarship and educational support organization, we help fund college tuition for eligible JAN-PRO candidates.



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## ADMIN DIVISION

### Director

- Completed the COP Financing and the Purchase and Sale Agreement for Pinnacle Branch.
- Moved everything out of the Silverstone Branch and storage on September 13. Staff had everything on the shelves by Monday, September 16.
- A few minor construction items will continue to trickle in over the next few weeks.
- We hosted the Ribbon Cutting and Grand Opening on Monday, September 30, just 348 days after breaking ground on October 19, 2023.
- Following the announcement of Trustee Megan Sonnen stepping down at the September Board meeting we posted information and a form on the MLD website for residents interested in the position. This trustee seat will be appointed by the MLD Board of Trustees as per Idaho Statute 33-2716(3) and the trustee seat will be on the May 2025 ballot.
- I was interviewed by multiple media outlets prior to the opening of the Pinnacle Branch and was pleased to see the warm reception we received from this coverage.

### August Finance Report

- FY24 fiscal year end was a bit of a whirlwind due to the Pinnacle branch opening on September 30th. Draft preliminary FY24 financials are enclosed in this month's board packet. The draft preliminary financials are pending: recording of Pinnacle financing and purchase, year end fund transfers, minor non-tax revenue receipts through August and September.
  - Personnel budget utilization is at 95.56%. The first payroll of FY25 in October covers two days worked in September. These days will be accrued back to FY24.
  - Collections budget utilization is at 95.10%. Bills are still trickling in that were ordered in September. These bills will be accrued back to FY24.
  - Operations budget utilization is at 87.36%. Bills will be accrued back to FY24 that are paid in October, but belong to FY24.
  - General fund Capital budget utilization is at 73.58%. The unBound sound studio refresh is pending bill payment. These bills will be accrued back to FY24 after they are paid.
- Expenditure callouts on August approval lists
  - Sundance: Silverstone rent payments are done!

- Stalk Tech Corporation: Final payment on new laser cutter at unBund

## **Human Resources**

### ***General***

- Our Human Resources (HR) team was very busy in the month of September. We worked hard to gather all position change and pay increase data together, ensuring all required documentation was in place for staff changes with regard to titles, positions changes (with internal promotions), pay increases, salary schedule changes, and alignment with minor reorganization details.
- With open enrollment season upon us, our team started the process of meeting with brokers, evaluating benefits and costs, and gathering data to make informed decisions in the best interest of MLD and our staff. We successfully coordinated upcoming shot clinics for vaccinations to be provided to staff at no cost, and scheduled our enrollment meetings and open enrollment dates out through the end of the 2024 year. We worked diligently to evaluate the best options with our benefits to ensure sustainable growth in benefit allocation for staff at all levels, while focusing on MLD's financial goals and future. We are very excited for this year's open enrollment period and can't wait to present what we have pulled together to MLD's amazing employees when the time comes.
- We also managed a large recruitment load last month, as we began placing new and current staff in positions to fill vacancies created with the opening of our new Pinnacle location. This helped ensure staff were trained and ready to assist our patrons in time for the opening of this location.

### ***Recruiting - September 2024***

- In September of FY23 MLD employed 102 staff, compared to 111 active staff members total to close out FY24. Our generational staffing levels, labor cost trends, and employment types for September FY24 compared to the end of MLD's FY23 have remained similar.
- Our team completed a total of 82 application reviews, conducted 15 phone screens, coordinated and completed 29 interviews, onboarded 7 new hires, and promoted 2 internal applicants.
- One interesting detail that stands out when comparing our recruitment for September FY23 to September FY24 is the increase in candidates between the years. In September of 2023, MLD opened 1 position to applicants and received only 21 candidates total. In September of this year we received 61 applicants to the single position we posted .
- This data shows a shift in labor market trends toward an increase in individuals seeking employment opportunities, and while this uptick has some positives for organizations seeking to fill vacant positions, challenges in providing competitive employment opportunities will also be increasingly difficult. The increase in demands for jobs is also evident in the traction our applications have received across various platforms, as visits to



our postings have increased from 848 in September of 2023, to 1,158 in September of 2024.

### ***Recruiting - Quarter 4, 2024***

- Another fascinating statistic that further details the increase in demand for competitive employment opportunities can be seen by viewing the FY23 and FY24 Quarter 4 stats.
- From July to September of 2023, our team posted 7 positions total, hired 16 new employees, and received a total of 97 candidates for the posted vacancies. From July to September of 2024, our team posted 8 positions total, hired 19 new employees, and received a total of 107 candidates.
- Our Quarter 4 statistics with recruitment show that we had 2,663 visits to our applications in 2023, and a staggering increase of 3,601 visits to our applications in the same quarter for 2024.

### ***Annual Stats***

- The annual data from FY24's review shows a steady increase in staffing levels throughout the year with dips in staffing levels in April and August. These dips in staffing levels are not uncommon around those months. Around April and August each year staff will sometimes vacate positions to move home for the summer, to take the summer off for travel with family, or to prepare to move to attend college.
- As is evident by the data, we also often find ourselves with a heavy recruitment load around May and September, as we vamp our staffing levels up to meet the demands of Summer Reading, and to backfill any vacancies created by separations.
- Meridian Library District's application numbers and views have increased significantly in 2024 when compared to our numbers from 2023. In 2023, MLD boosted an impressive 11,113 application views, drawing in a total of 496 applications, resulting in 61 new staff members. In 2024, our application views increased to a staggering 14,175, with 642 applications completed, and 71 new hires being brought onboard.
- Our team views and reads through every detail of each candidate's application materials, and carefully works to hire the best candidates for MLD. Recruitment is only a small part of the workload our HR team manages. However, the time, attention to detail, and careful consideration we pay to hiring high achieving and highly qualified candidates is evident by the work our staff provide to our community and patrons every day.

## **Meridian Library Foundation**

On September 26th the Foundation celebrated CITY OF STORIES offering an exclusive preview of the new Pinnacle Library, honoring the Meridian Library District's centennial anniversary with "A Century of Stories." Our storytellers—Senator Rick Just, Alex Meregaglia, Meg Sonnen, and Sean Evans—shared powerful stories about the library's lasting impact on our community.

Guests toured the new library, explored pop-up shops, and wrote their own library stories, including:

- "Libraries open doors to wherever you want to go!" – Diane
- "Libraries are freedom. Libraries are liberation." – Michaela
- Guests also had the opportunity to sponsor early-learning toys and puppets, then personally deliver them to Pinnacle staff to ensure the librarians were fully prepared for the first storytime on September 30th to kick off the Grand Opening of Pinnacle!



# BRANCHES DIVISION

## Cherry Lane

### *Programs & Outreach:*

- **Bookmobile at Pinnacle:** In an effort to provide library services in South Meridian when the Silverstone branch closed and before the new Pinnacle branch opened, staff at Cherry Lane visited the Pinnacle library location with the Bookmobile at various times each week during September. Cherry Lane also accepted and stored returned materials from Silverstone's collection during the first half of the month and staff were able to utilize the space on the Bookmobile to transport those returned materials to Pinnacle when MLD took ownership of the building and were able to place books inside the new building.
- **Bookmobile Birthday at Cherry Lane:** On September 28 the Bookmobile celebrated its birthday outside of Cherry Lane. There was cake, lawn games and activities, a Rascal mascot visit, and library services inside the bus. 94 community members attended to celebrate over 20 years of community events and outreach services provided via the beloved Bookmobile!



- **Sensory Play Space:** A new drop-in play program now happening on the 2nd and 4th Mondays of the month in the Children's Program Room offers a space conducive to those who need a quiet place to play and explore, with a different theme each week and stimulating sensory activities and manipulatives to explore. Over 50 participants engaged with the new sensory play space this month.
- **Baby & Me Book Club:** A new program on the 2nd Wednesdays of the month in conjunction with the regular Baby Time program is where caregivers learn to model reading with 6 to 24 month olds; 65 attended this special session of Baby Time.
- **Preserving Family History through Art:** Artist and Author Rosemary Fox Leal visited Cherry Lane on September 13 to share a unique way of preserving one's family history, weaving poetry, prose and art into the process.

### ***Professional Development:***

- **ALSC Conference Attendance:** Children's Librarian Gabby and Associate Librarians Angie and Nikki attended the Association of Library Services to Children (ALSC) National Institute in Denver between September 19 - 21. Each received the ICFL First Time Conference Attendance grant to attend and Gabby received an additional scholarship for attending the Morris Seminar on September 19. Gabby presented on trauma-informed library services to children on September 20 at the ALSC Institute. The three colleagues enjoyed an immersive national library conference experience specifically geared toward youth services and brought back information to share with colleagues and program ideas and tips to implement in the Meridian community.



### **Orchard Park**

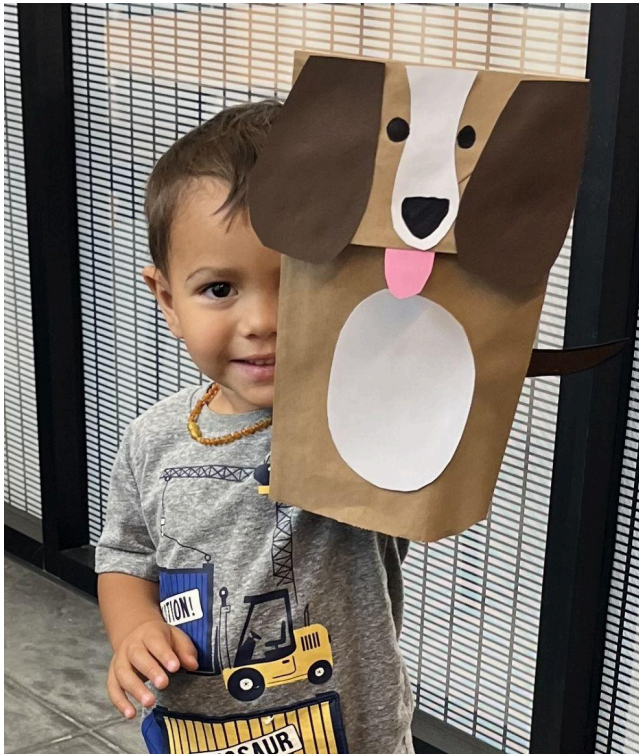
#### ***New Programs & Events***

- **Watercolor Workshop** - Led by Crystal Paulson, an accomplished artist, this workshop offered a welcoming and supportive environment to explore the art of watercolor painting.
- **Theatre Arts Class** - The series introduced skills in reading aloud, creating characters, storytelling, musical theatre, choreography, and theatre history. They also gained confidence, collaborated, practiced creative problem-solving skills, and utilized critical thinking skills.
- **3D Design** - This five-part series introduced participants to 3D pens and then moved to TinkerCad.

- **Super Sensory Storytime** - Storytimes for children with sensory processing challenges and/or who may not thrive in a traditional library storytime environment. It is followed with a 30-minute stay-and-play option so families may socialize.
- **Teen Open Study Hours** - Students now have a space to meet and study twice a week after school.

### ***Regular Program Highlights***

- **Pokémon Club:** Participants played the Pokémon Trading Card Game, and trading cards, and enjoyed themed coloring activities, creating a vibrant and interactive environment for our young enthusiasts. This club is well-attended and quite successful.
- **Adult Craft Club:** This quarter, Rebekah introduced a new format where a presenter leads the first craft of the month, and staff guides the second. Patrons have responded enthusiastically to the added variety and expertise, enhancing their crafting experience. This month, the club focused on card-making and faux stained glass bookmarks.
- **Enrichment Club:** This month, the club explored air-dry clay, inspiring participants to create unique pieces such as pumpkins, key and ring dishes, and even a SpongeBob figure. The session showcased our patrons' creativity and enthusiasm for hands-on projects.



### ***Outreach***

- Staff worked at a booth at Connection is the Cure at Kleiner Park in honor of National Suicide Prevention and Hope and Recovery Month.

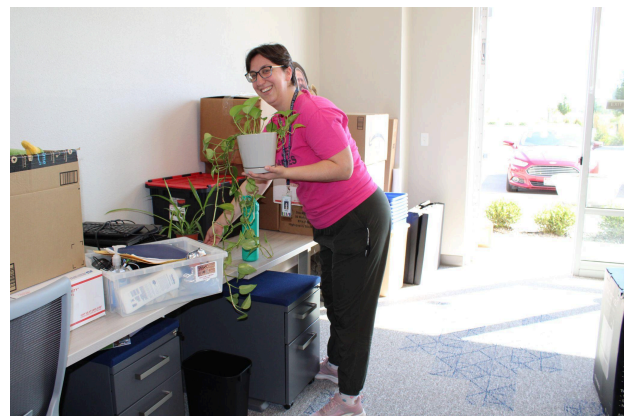
## Orchard Park Activities

- The District celebrated the library's Centennial by giving books away to patrons and offering a Passport activity to win prizes.
- Activity Day Girls, a service organization from the LDS church, came to Orchard Park for a tour and class with Melissa.



## Pinnacle

- September was our big moving month. Staff spent the first half packing Silverstone and the second half setting up Pinnacle.



- On September 13 we moved approximately 650 boxes of books (500 from Silverstone and 150 from storage) and had 80% of them on the shelves by the end of the day. Because of the way we packed and labeled the boxes, staff were able to disperse and shelve throughout the collection, rather than only at the beginning and end of each collection. We were fully set up in 4 days.
- In addition to moving, staff received in-building training for Active Threat Event from Meridian Police, Fire Drill from Meridian Fire District, and Narcan from Central District

Health. This allowed staff to ask questions specific to Pinnacle and get familiar with procedures and safety in the new space.

- Another fun moment was when we had a large group of teens enter completely out of breath. They sprinted over from Gem Prep during their short lunch break to check out the new space!

### ***Pinnacle Branch - Opening Day Stats:***

- Ribbon cutting 244 attendees
- We had a total of 1,323 patrons walk through the doors.
- We registered 32 new Pinnacle cards, but we estimate 10 times that amount in Ada cards as well as a few Kuna.
- We checked out 1,311 items.
- The first item checked out was Eragon, the illustrated edition, from our Teen collection!

### **unBound**

- unBound purchased a new Razor 2 co2 laser engraver for patrons to use. Jane attended a five day training in San Antonio to learn the new equipment and software and will be working on training staff and patrons on how to use it over the next several weeks.



- unBound was invited to partner with the City of Meridian in connection with West Ada School District to design and 3D print a beautiful large trophy featuring the iconic Meridian water tower for the Water Tower Championship, an athletic, academic, and activities rivalry series between Meridian's four 5A high schools. unBound staff attended the kickoff reception for the competition and were publicly featured by the city for their contributions to this project.
- unBound staff attended and increased awareness of unBound resources and services at the Treasure Valley Women in Tech Networking Event, the Idaho Digital Government Summit, and hosted a vendor table at the STEM Expo at ION's Power Up Summit.

# OPERATIONS DIVISION

## Facilities

- There were no major branch-specific systems issues to report this month. The Maintenance Coordinator, SM, was busy preparing the Silverstone location for turnover to the property management company. We were able to gift most of Silverstone's shelving to Ada Community Library's Star branch. Items that could not be repurposed or reused were recycled. Most of those recycled items were shelving units that did not match any pieces we currently use or were no longer ADA compliant.
- unBound received some much needed furniture updates. The original tables in the Work, Share, and Sound spaces were brought over from the old unBound building several years ago as a value engineering measure. We worked with Freeform to bring in new furniture that better suited the space. We also updated the sound dampening panels in the Sound studio. Installation of those sound panels did not go as expected. Disaster is a more appropriate word. The vendor has acknowledged the problem and we're working closely with them to resolve all these issues.
- Orchard Park received the same sound dampening panels but that installation seems to have gone a lot better. Those panels were installed in varying colors as a way to soften the echoing in the sorter room and the staff area but also add more color to the respective spaces.

## Information Technology

- We're continuing to work on network infrastructure updates. Fiber cards for all our routers arrived and were installed on all the hardware. Once the fiber cables arrive, we should see a significant increase in internet speeds across the District.

## Material Services

- The Material Services team did a great job helping with the Silverstone transition and materials ordering for the new Pinnacle branch. The entire Silverstone collection was moved and shelved in less than two days. This was possible because of excellent planning by the Material Services team and branch leadership
- In total, Material Services added 3,464 items to the Collection and weeded (removed) 798 items for the month of September. This brought our total collection size to 205,104 items. This represents an increase of 7,552 items in our collection for the entire fiscal year.\*

\*The collection total was 197,552 at the start of FY 24 and ended with 205,104.

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# Monthly Statistics

## Programs

|                                   | PROGRAMS   | ATTENDANCE   |
|-----------------------------------|------------|--------------|
| <b>Early Learners (0-5)</b>       | 30         | 1,486        |
| <b>School Age (6-12)</b>          | 39         | 1,058        |
| <b>Teens (13-17)</b>              | 30         | 1,252        |
| <b>Adults &amp; Seniors (18+)</b> | 60         | 595          |
| <b>Families</b>                   | 4          | 371          |
| <b>Totals</b>                     | <b>163</b> | <b>4,762</b> |

## Public Computer and Network Usage

| Total Unique Users <sup>1</sup> | Total Sessions Authenticated <sup>2</sup> | Avg. User Time <sup>3</sup> | Wireless Users <sup>4</sup> |
|---------------------------------|---|-----------------------------|-----------------------------|
| 2,311                           | 3,221                                     | 101 min                     | 2,514                       |

<sup>1</sup> This number represents the people who initiated a computer session using their library card (no guest pass used)

<sup>2</sup> This number represents all patrons who initiated a computer sessions which includes both library card users and users of guest passes

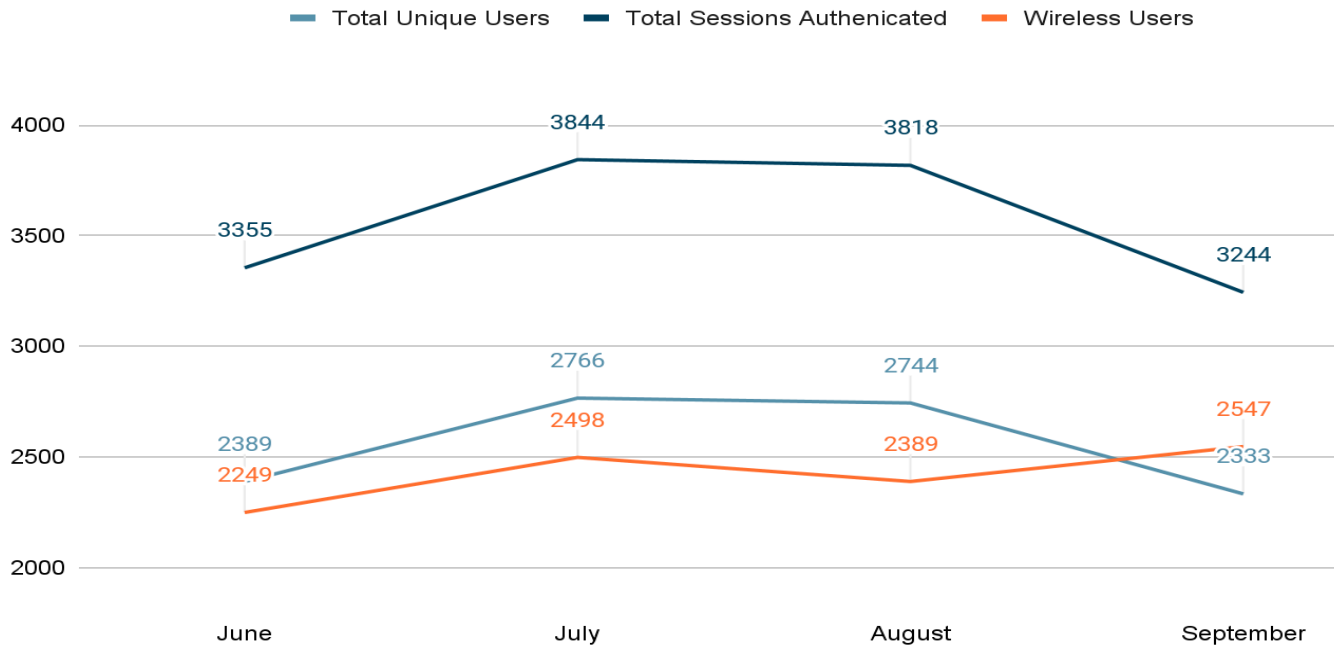
<sup>3</sup> This average user time is calculated taking the total minutes used by everyone divided by the number of days in a given month

<sup>4</sup> This represents the total number of users of our "Meridian Library" public network

## Collections

| Check Outs | Check Ins | Accounts Created |
|------------|-----------|------------------|
| 88,573     | 55,517    | 493              |

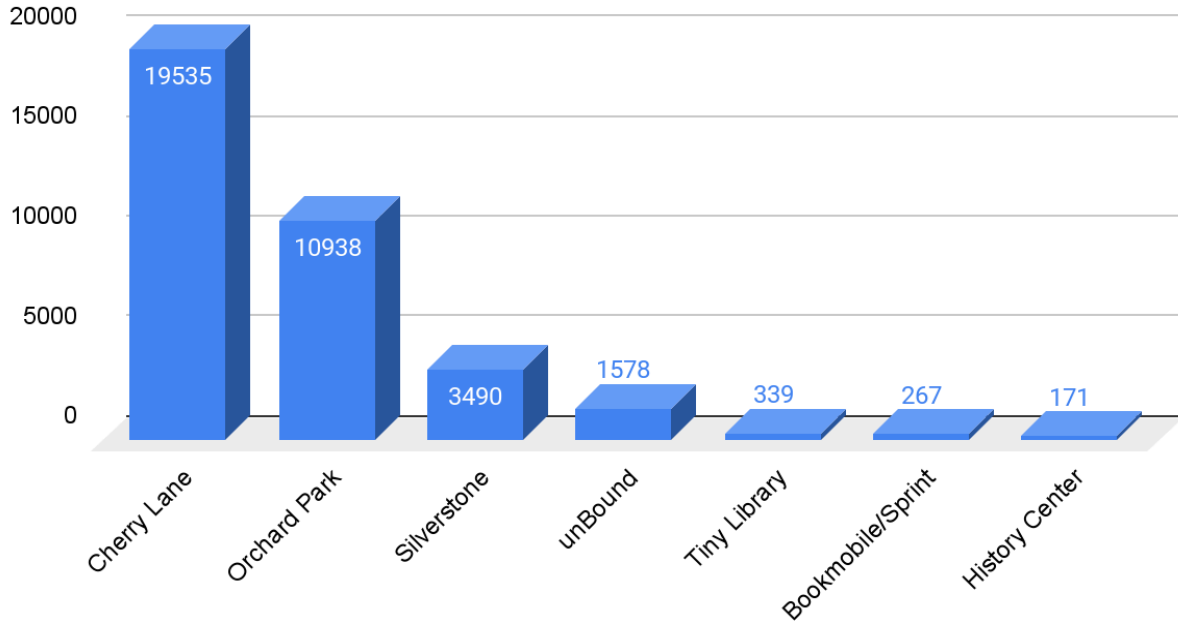
# Computer Lab Usage



**NOTE:** District wide computer lab usage saw a decline in use that coincided with the month-long closure of the Silverstone Branch.

## Door Count

### September 2024 Door Count



## Human Resources

Headcount ⓘ

111

As of September 2024

Hired ⓘ

8

Termed ⓘ

2

Growth Rate ⓘ

5.7%

Turnover Rate ⓘ

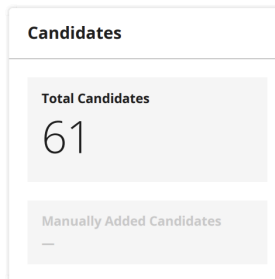
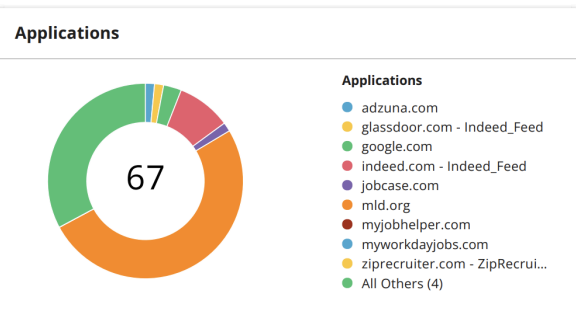
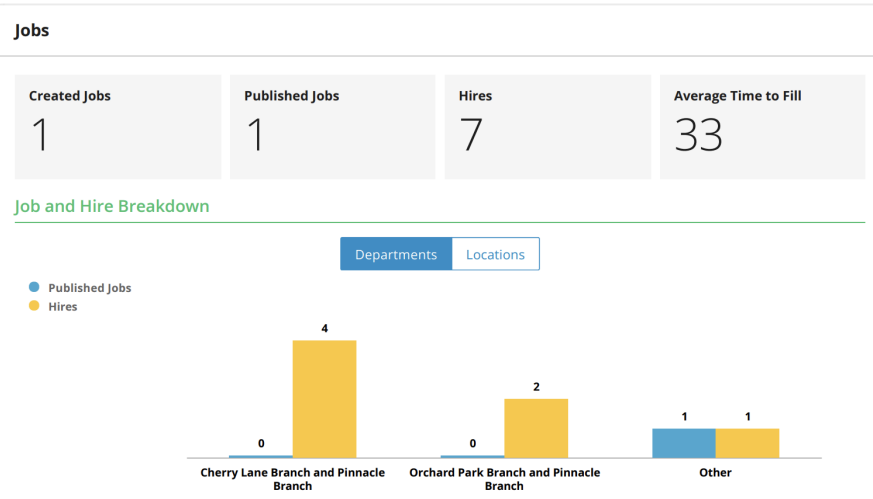
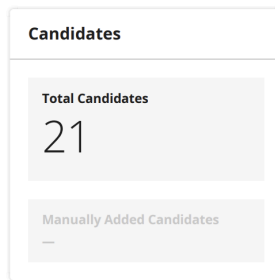
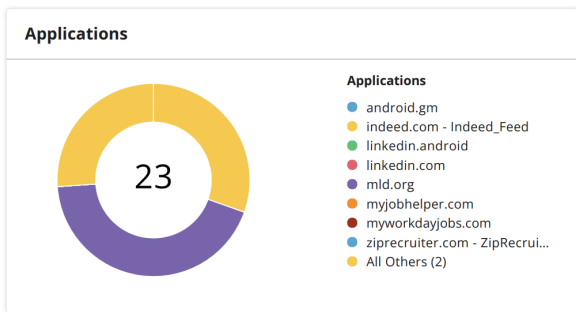
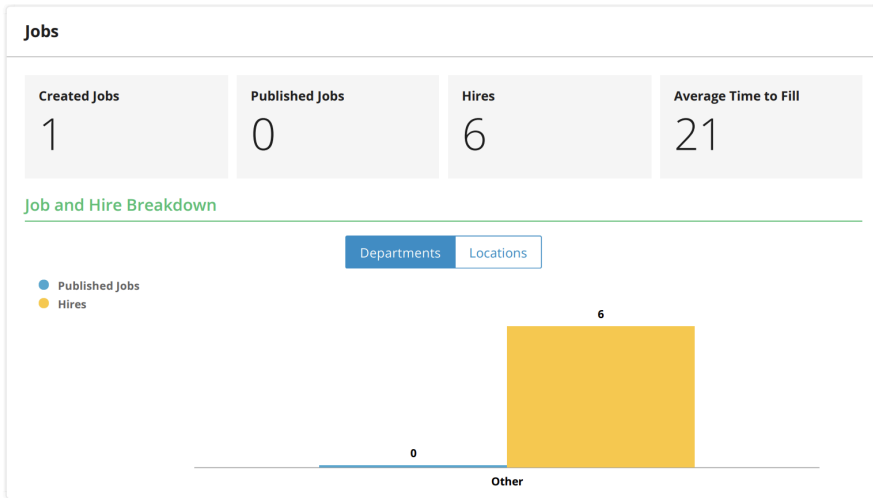
1.8%

Average Tenure ⓘ

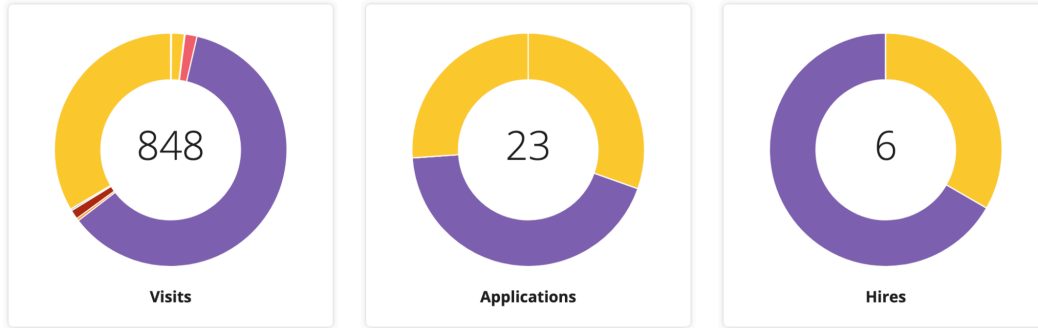
3.8

(Years)

## September FY23 & September FY24 Recruitment Stats - Average Time to Fill & Hires

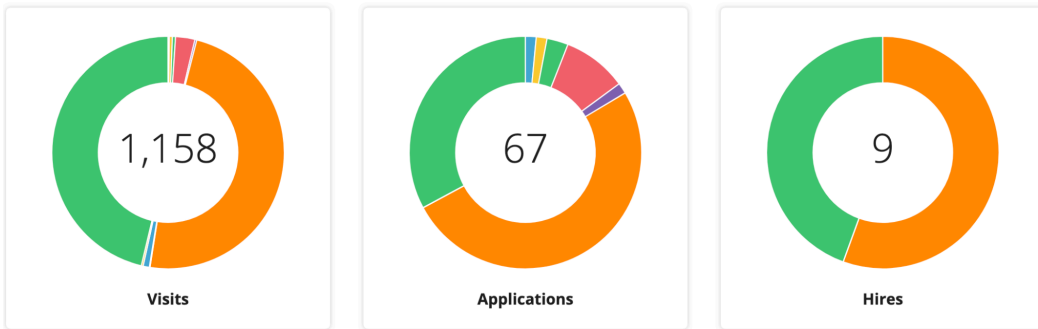


## September FY23 and FY24 Candidate Source Detail



| Source*                              | Visits | Applications | Hired |
|--------------------------------------|--------|--------------|-------|
| android.gm                           | 1      | 0            | 0     |
| indeed.com - Indeed_Feed             | 15     | 7            | 2     |
| linkedin.android                     | 1      | 0            | 0     |
| linkedin.com                         | 14     | 0            | 0     |
| mld.org                              | 517    | 10           | 4     |
| myjobhelper.com                      | 3      | 0            | 0     |
| myworkdayjobs.com                    | 11     | 0            | 0     |
| ziprecruiter.com - ZipRecruiter_Feed | 2      | 0            | 0     |
| All Others (2)                       | 284    | 6            | 0     |

\* Top 10 sources displayed.



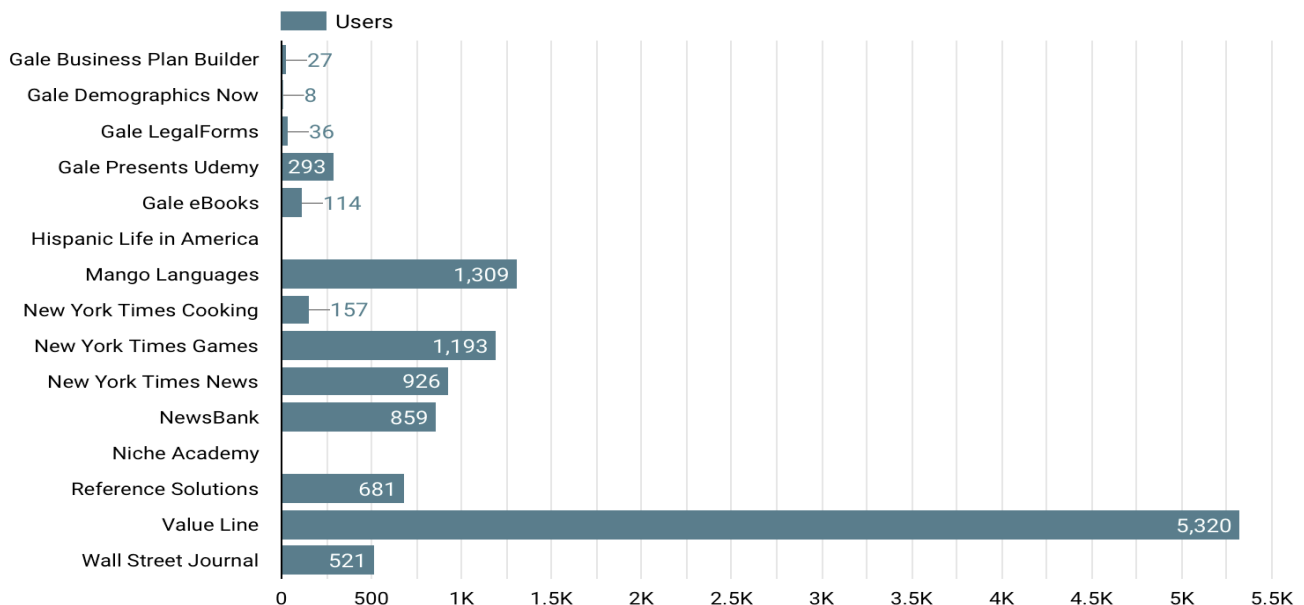
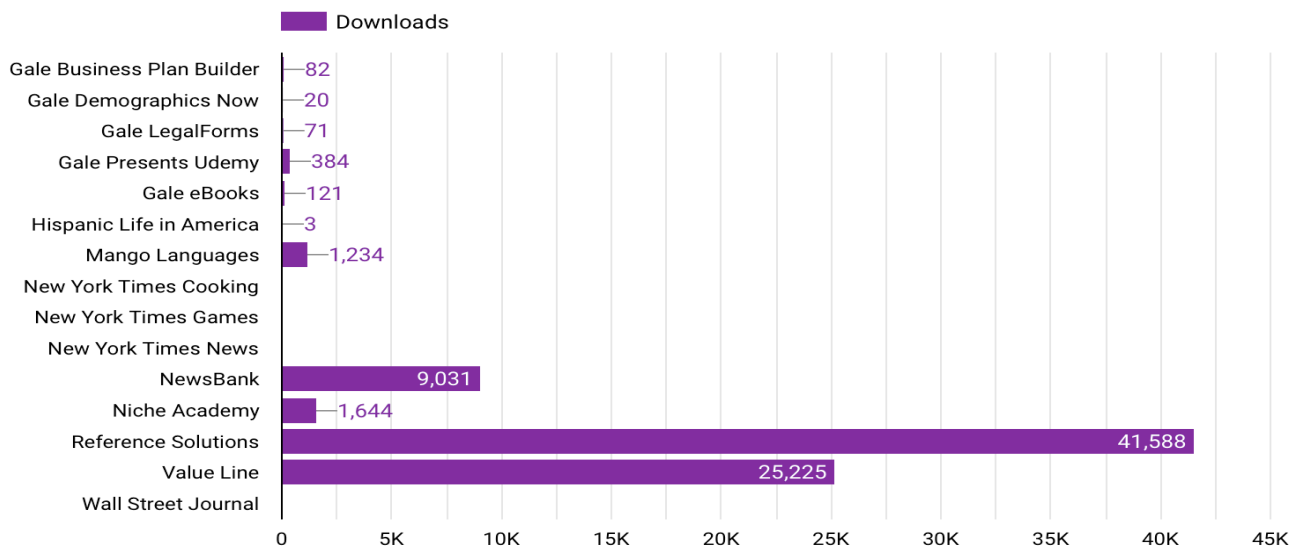
| Source*                              | Visits | Applications | Hired |
|--------------------------------------|--------|--------------|-------|
| adzuna.com                           | 2      | 1            | 0     |
| glassdoor.com - Indeed_Feed          | 5      | 1            | 0     |
| google.com                           | 5      | 2            | 0     |
| indeed.com - Indeed_Feed             | 31     | 6            | 0     |
| jobcase.com                          | 3      | 1            | 0     |
| mld.org                              | 562    | 34           | 5     |
| myjobhelper.com                      | 1      | 0            | 0     |
| myworkdayjobs.com                    | 10     | 0            | 0     |
| ziprecruiter.com - ZipRecruiter_Feed | 3      | 0            | 0     |
| All Others (4)                       | 536    | 22           | 4     |

\* Top 10 sources displayed.

# Quarterly Statistics

## Digital Resources Usage

The Meridian Library District provides access to multiple digital resources that would not be financially viable for most patrons. These resources are in addition to the ones provided by ICfL for all libraries across the State. Historically, the cost to benefit ratio has been low. As much as we advertise through our digital signage and leave brochures out for the public, usage is not where we hope it can be. This coming fiscal year, our strategy is shifting from a patron-marketed approach to a staff one. Our focus will be teaching staff the benefits of databases they may be able to advertise to patrons via word of mouth. Below is a graph of the total usage for the entire fiscal year.

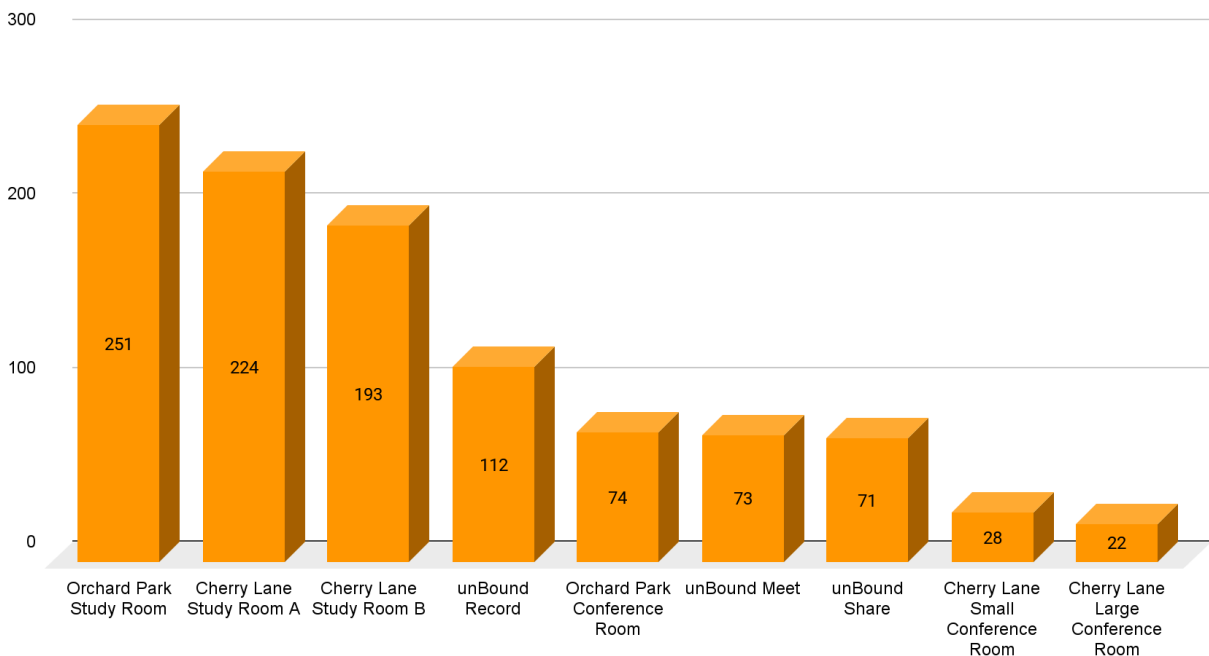


## Grants & Sponsorship

- FY2024 Grants & Sponsorship Year End Stats
  - 45 Grants & Sponsorships tracked in FY2024
    - 6 MLD Foundation Funded Grants/Sponsorships
      - \$32,905 in support for children’s books
      - \$20,500 toward the new home delivery vehicle
      - \$7,662 toward targeted areas at Pinnacle for teens and kids
    - 23 ICfL Grants
      - \$21,095 for Continuing Education & Professional Development
      - \$15,000 for Summer Strategies & Children’s Books.
    - 7 Friends of MLD Sponsorships
      - \$15,000 toward books at Pinnacle
      - \$11,500 in support for staff engagement activities
      - \$3,000 in support of the Children’s Book Festival
    - 9 Other
      - \$10,000 ALA Building Library Capacity Grant
      - \$4,973 Orchard Park STEM Grant
      - \$4,750 in Summer Reading Sponsorships
      - \$450 Association for Library Services to Children Travel Sponsorship

## Room Usage

FY24 Q4 Room Reservations



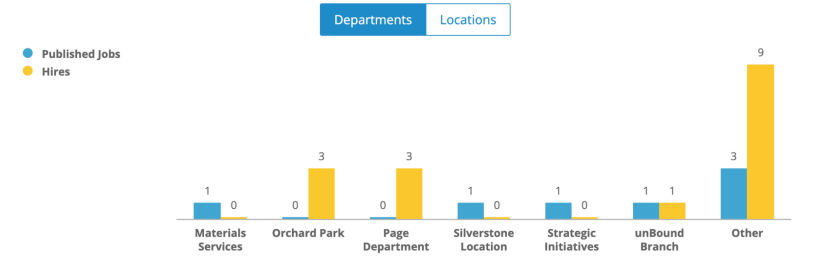
# Human Resources

## FY23 Quarter 4 Stats Recruiting Stats

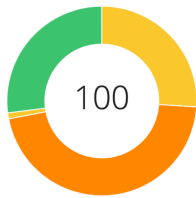
### Jobs

|              |                |       |                      |
|--------------|----------------|-------|----------------------|
| Created Jobs | Published Jobs | Hires | Average Time to Fill |
| 9            | 7              | 16    | 13                   |

### Job and Hire Breakdown



### Applications



#### Applications

- facebook.com - Indeed\_Feed
- indeed.com - Indeed\_Feed
- instagram.com - Indeed\_Feed
- linkedin.com
- linkedin.com - LinkedIn\_Feed
- mld.org
- myworkdayjobs.com
- simplyhired.com - Indeed\_Fe...
- ziprecruiter.com - ZipRecruit...
- All Others (10)

### Candidates

#### Total Candidates

97

#### Manually Added Candidates

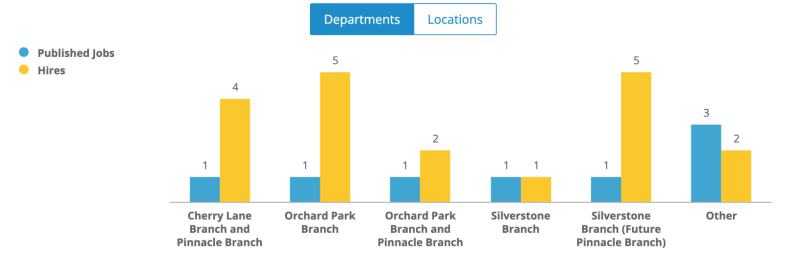
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## FY24 Quarter 4 Stats Recruiting Stats

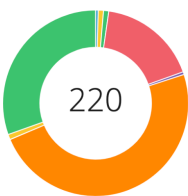
### Jobs

|              |                |       |                      |
|--------------|----------------|-------|----------------------|
| Created Jobs | Published Jobs | Hires | Average Time to Fill |
| 8            | 8              | 19    | 19                   |

### Job and Hire Breakdown



### Applications



#### Applications

- android.gm
- glassdoor.com - Indeed\_Feed
- google.com
- indeed.com - Indeed\_Feed
- jobcase.com
- mld.org
- myworkdayjobs.com
- nampalibrary.org
- ziprecruiter.com - ZipRecruit...
- All Others (14)

### Candidates

#### Total Candidates

207

#### Manually Added Candidates

—



# Annual Statistics

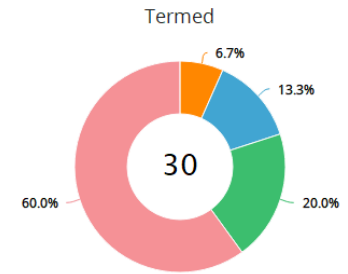
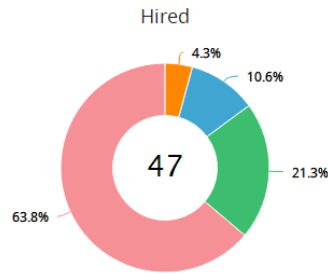
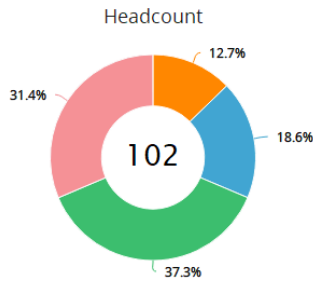
## Human Resources

### Generational Stats compared FY23 to FY24

#### Generation at a Glance

October 2022 - September 2023

Select a Saved Filter

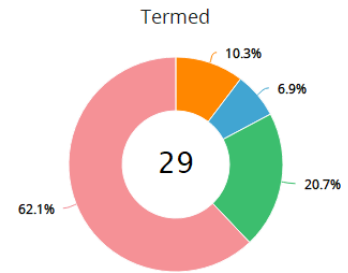
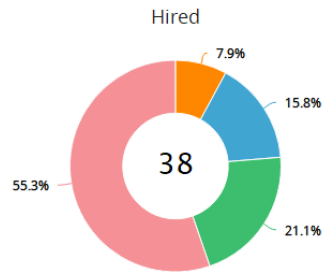
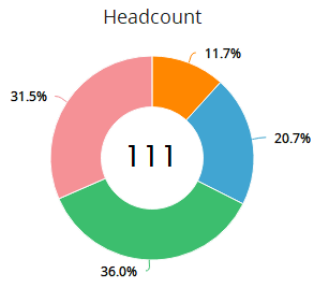


■ Baby Boomers (1945 - 1964)
 ■ Generation X (1965 - 1980)
 ■ Millennials (1981 - 1994)
 ■ Generation Z (1995 - 2010)

#### Generation at a Glance

October 2023 - September 2024

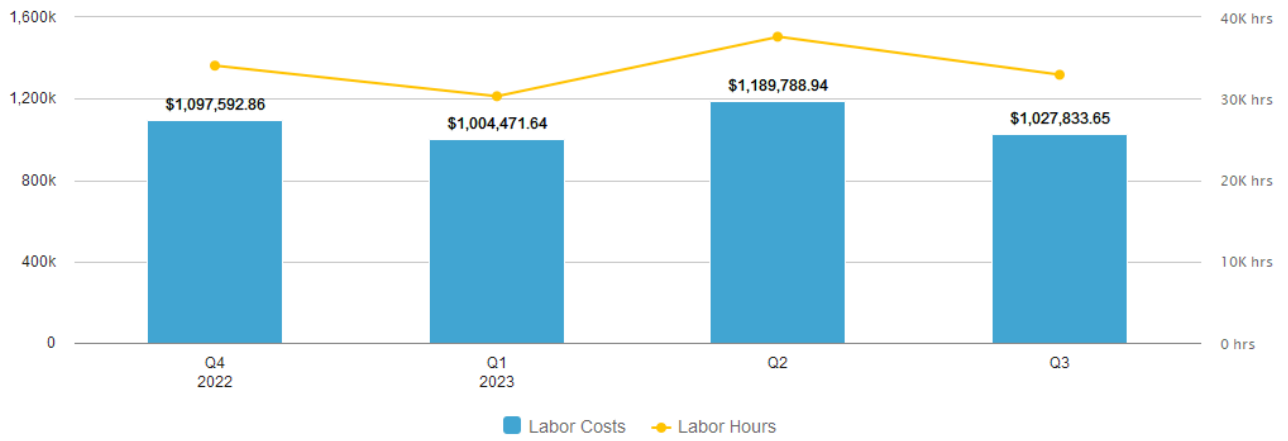
Select a Saved Filter



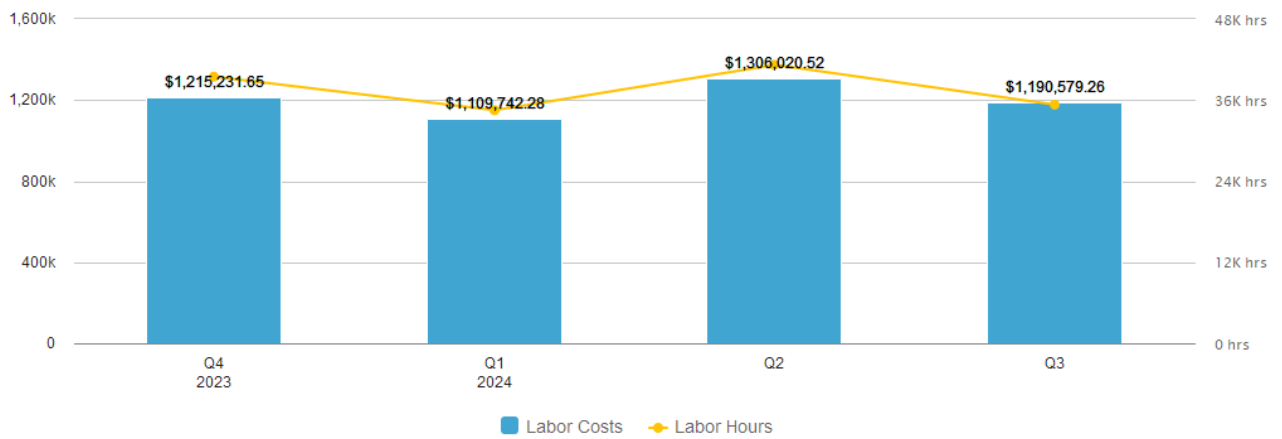
■ Baby Boomers (1945 - 1964)
 ■ Generation X (1965 - 1980)
 ■ Millennials (1981 - 1994)
 ■ Generation Z (1995 - 2010)

## Labor Cost comparison between FY23 and FY24

Labor Cost Trends



Labor Cost Trends

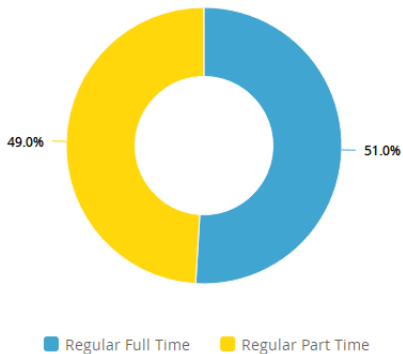


## Employment Type comparison between FY23 and FY24

Employment Type

October 2022 - September 2023

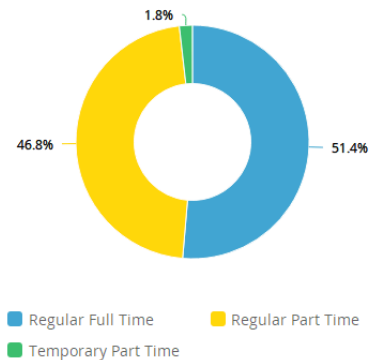
Select a Saved Fil...



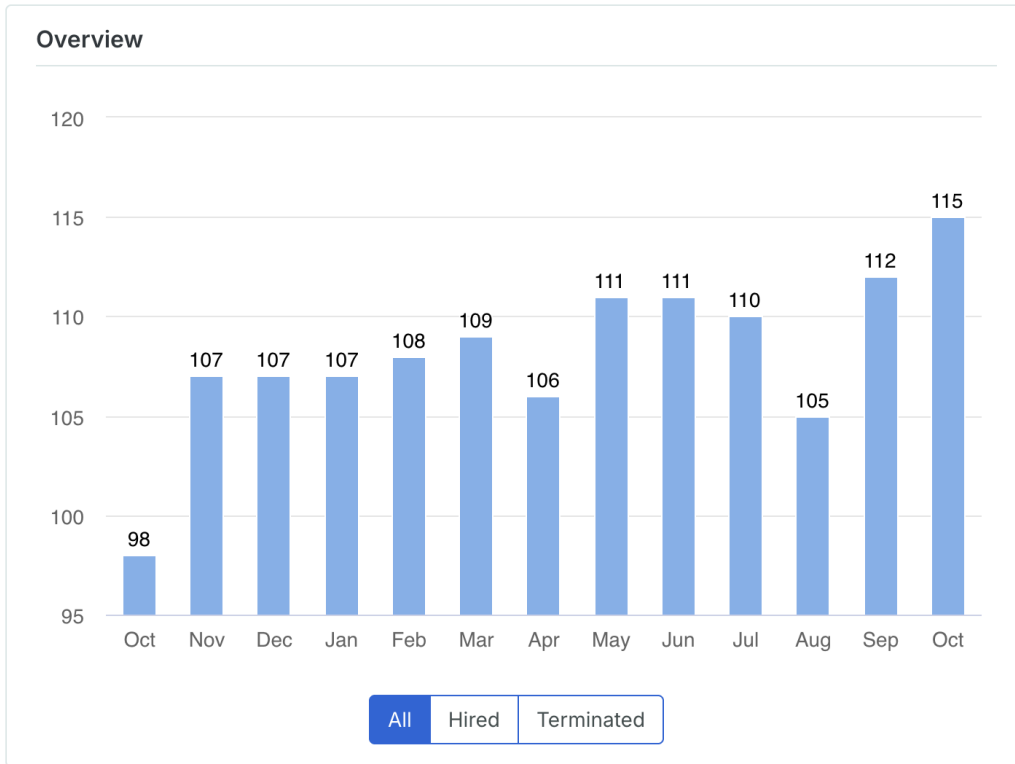
Employment Type

October 2023 - September 2024

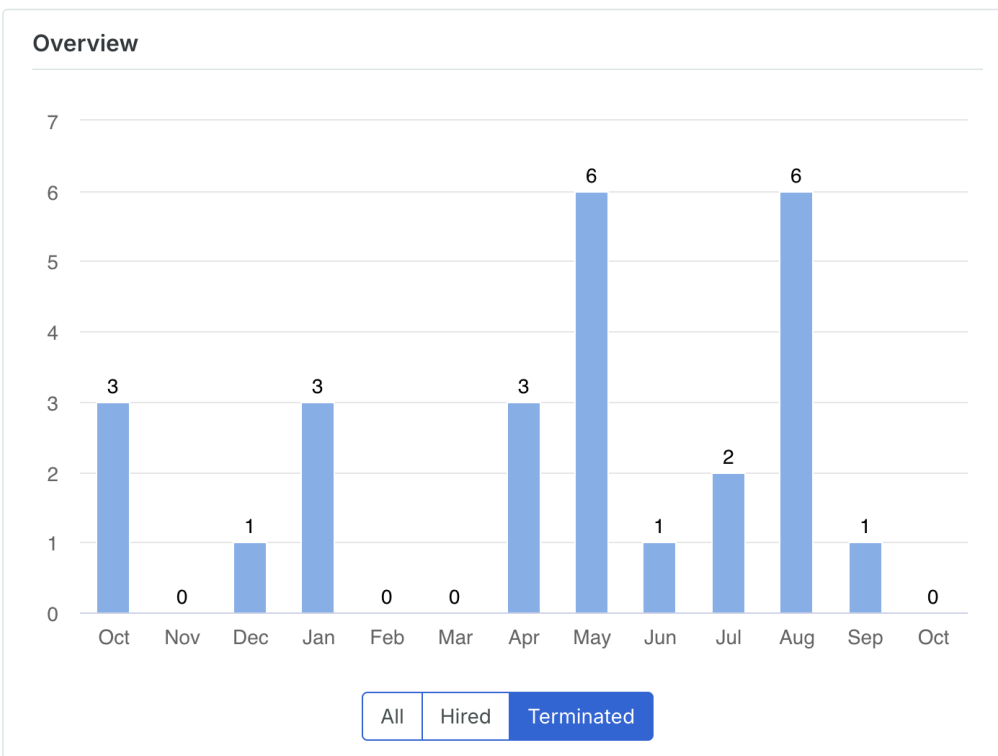
Select a Saved Fil...



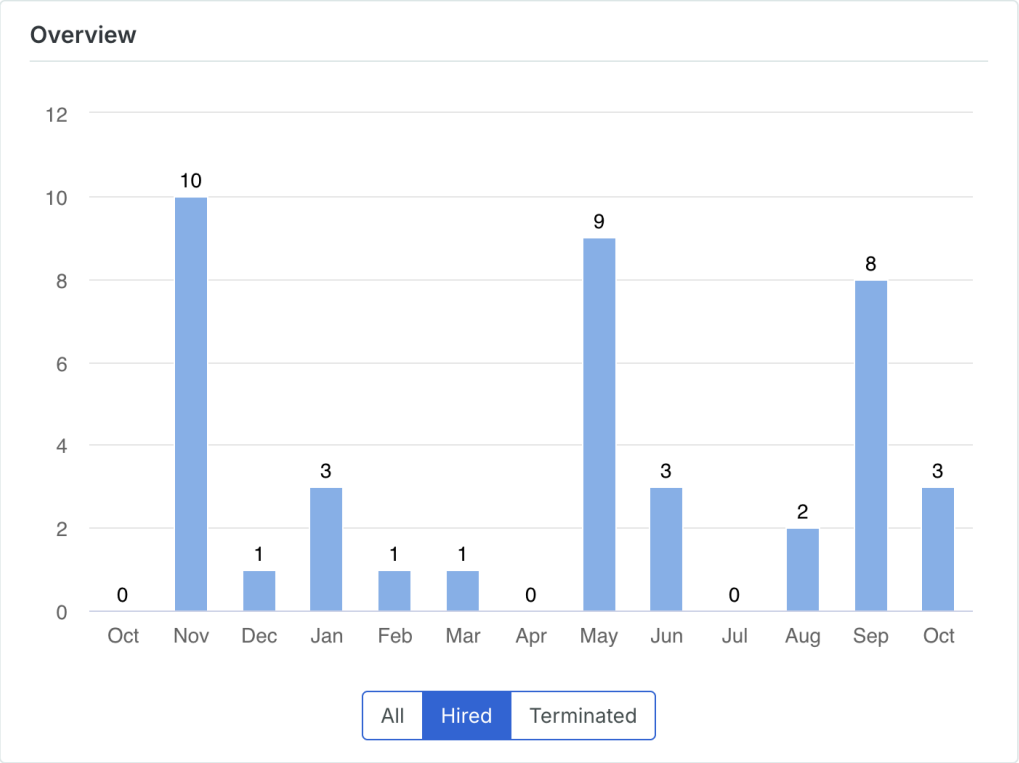
### Total number of employees by month, over FY24



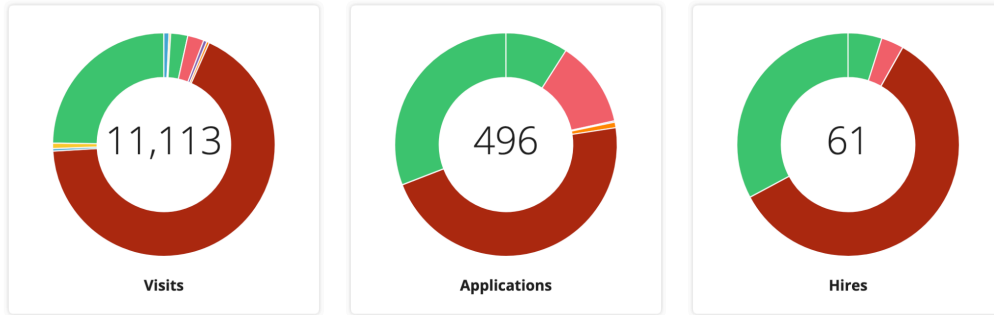
### Number of employees separated by month, over FY24.



**Number of employees hired by month, over FY24.**

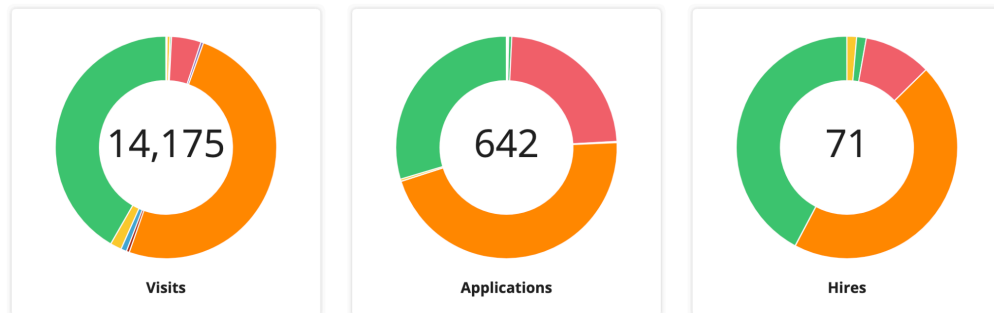


## FY23 and FY24 Candidate Source Detail



| Source*                       | Visits | Applications | Hired |
|-------------------------------|--------|--------------|-------|
| facebook.com                  | 82     | 0            | 0     |
| facebook.com - Indeed_Feed    | 28     | 0            | 0     |
| indeed.com                    | 275    | 45           | 3     |
| indeed.com - Indeed_Feed      | 264    | 62           | 2     |
| linkedin.com                  | 54     | 1            | 0     |
| linkedin.com - LinkedIn_Feed  | 41     | 4            | 0     |
| mld.org                       | 7,489  | 231          | 36    |
| myworkdayjobs.com             | 39     | 0            | 0     |
| simplyhired.com - Indeed_Feed | 88     | 0            | 0     |
| All Others (40)               | 2,753  | 153          | 20    |

\* Top 10 sources displayed.



| Source*                  | Visits | Applications | Hired |
|--------------------------|--------|--------------|-------|
| adalib.org               | 24     | 1            | 0     |
| facebook.com             | 60     | 1            | 1     |
| google.com               | 31     | 3            | 1     |
| indeed.com - Indeed_Feed | 613    | 150          | 7     |
| lili.org                 | 52     | 1            | 0     |
| mld.org                  | 7,072  | 294          | 32    |
| myworkdayjobs.com        | 62     | 0            | 0     |
| nampalibrary.org         | 119    | 0            | 0     |
| pnla.org                 | 234    | 2            | 0     |
| All Others (34)          | 5,908  | 190          | 30    |

\* Top 10 sources displayed.

# MERIDIAN LIBRARY DISTRICT

## Material Services Manager

**DRAFT**



1

### 2 **Position Summary**

3 The Material Services Manager is responsible and accountable for the budget, vision, long term  
4 planning, personnel management, and strategy of the Material Services department. The Material  
5 Services Manager upholds the Meridian Library District's mission, values, and service philosophy.

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

8

### 9 **Duties and Responsibilities**

10 *Essential*

#### 11 ***Management***

12 The Material Services Manager works to manage, supervise, and participate in all daily service and  
13 support operations of the Material Services department. Directly manages library staff, which may  
14 include supervisors. Is responsible for the effective delivery of library services by performing  
15 elements of staff management, coaching, documentation, and coordination.

16 The Material Services Manager, in collaboration with leadership and Human Resources, is  
17 responsible for department personnel decisions. This includes recruitment, hiring, employee  
18 training and development, coaching and feedback, discipline, and performance reviews. Actively  
19 promotes respect for diversity and creates an inclusive, welcoming, and respectful library  
20 atmosphere.

#### 21 ***Planning and Strategy***

22 The Material Services Manager develops collection development and circulation goals, in  
23 alignment with the goals of the District. Supports clear communication between library leadership

24 teams, management teams, committees, and library staff. Uses principles of project management  
25 in contribution to the effective development of services and initiatives. This includes planning,  
26 coordinating, budget and resource allocation, scheduling, integrating, reporting, and managing  
27 multiple projects of varying complexity. Works closely with leadership to coordinate and conduct  
28 research that envisions long-range plans and strategies for the library's collection and materials.

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

### 32 ***Budgets and Fiscal Responsibility***

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

### 37 ***Collection Development***

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

### 44 ***Customer Service***

45 The Material Services Manager designs innovative methods of meeting public needs drawing upon  
46 current library literature, library policies, public and community feedback, and the library's  
47 strategic plan and mission. Establishes and maintains working relationships and partnerships with  
48 the public, volunteers, Friends of the Meridian Library District, Meridian Library Foundation, and  
49 other professional groups. Develops strategies to maintain excellent internal customer service  
50 across the District. Makes customer focused decisions based on library policies and procedures.

### 51 ***Engagement***

52 The Material Services Manager develops and maintains professional partnership activities through  
53 associations, committees, or other organizations outside of the District. Remains current on best  
54 practices and trends in the library and publishing professions. Attends and actively participates in

55 regular District meetings and Lynx Library Consortium meetings; routinely attends, and  
56 occasionally presents at, the Library Board of Trustees meetings.

## 57 ***Records and Reporting***

58 The Material Services Manager prepares and ensures accurate and timely reports; records,  
59 collections and analyzes statistics; tracks performance measures of personnel in the Material  
60 Services department. Uses historical and predictive data to inform decisions. Maintains accurate  
61 inventory of departmental supplies.

### 62 *Marginal*

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

64 Participates in committee groups as assigned by the District to demonstrate our commitment to a  
65 culture of inclusivity, collaboration, and professional development.

66 Performs other duties as assigned.

67

## 68 **Qualifications**

### 69 *Minimum Qualifications*

#### 70 ***Knowledge, Skills, and Abilities***

71 Demonstrated commitment to diversity, equity, and inclusion.

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

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

82 Provides exemplary customer service and embodies the values of the District. Has excellent  
83 interpersonal skills and the ability to communicate effectively and appropriately with people,



84 including volunteers, coworkers, and vendors, of all ages, from diverse backgrounds. Has a desire  
85 to work in a public service role, builds and maintains working relationships with individuals at all  
86 levels of the library, and fosters positive partnerships with outside organizations.

87 Proficient with standard office applications (including Microsoft Office and Google Workspace),  
88 online library automation system and online searching. Understand the role of technology in  
89 providing library services and is proficient in that technology. Ability to learn and adapt to new  
90 software and equipment technologies and support staff and patron adoption of technology. Has a  
91 desire to continuously learn and develop personal skills, experience, understanding, and  
92 knowledge.

93 ***Experience***

94 3-5 years of professional work experience in a library setting with at least one year of supervision;  
95 one year collection development experience.

96 ***Education***

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

100 ***Training, Licenses, or Certifications***

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

102 ***Managerial Responsibility***

103 Manages library staff in the Material Services department.

104

105 ***Preferred Qualifications***

106 Two or more years of supervisory experience.

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

108 Bilingual, preferably Spanish-English or Russian-English.

109

110 **Working Conditions**

111 ***Physical Requirements***

112 This position requires the employee to routinely sit, stand, walk, crouch or squat, and perform  
113 manual dexterity movements; constantly see, hear, listen and speak clearly; seldom kneel, climb,  
114 crawl, and balance. This position requires the employee to reach at, above, and below shoulder  
115 height; lift, carry, and grasp objects weighing 25-50 pounds and push/pull objects weighing up to  
116 50 pounds.

117 ***Mental Requirements***

118 This position requires the employee to read, write, perform clerical duties, comprehend and use  
119 perception, perform alphabetical and numerical sorting/filing, and perform basic and complex  
120 math. Requires independence in decision-making and a comfort level with autonomy.

121 ***Technology, Equipment, and Devices***

122 This position requires the employee to regularly operate and exhibit proficiency with computers  
123 and commonly used office software, library systems and databases, email, and cloud  
124 environments.

125 The job requires the employee to operate and occasionally troubleshoot general office equipment  
126 and other new consumer technologies, and an automatic material handling station (sorter).

127 This position may require operation of a vehicle on behalf of the District.

128 ***Work Environment***

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

132 ***Expected Hours and Location of Work***

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

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

138

139 ***Expected Travel***

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

142

143

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

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

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

# MERIDIAN LIBRARY DISTRICT

## Material Services Manager

**DRAFT**



1

### 2 **Position Summary**

3 The Material Services Manager is responsible and accountable for the budget, vision, long term  
4 planning, personnel management, and strategy of the [Material Services](#) department. The Material  
5 Services Manager upholds the [Meridian Library](#) District's mission, values, and service philosophy.

6 Managers at [the](#) District actively engage in building connections with diverse community  
7 organizations and leaders to foster awareness and engagement with library services.

8

### 9 **Duties and Responsibilities**

10 *Essential*

#### 11 **Management**

12 The Material Services Manager [works to](#) manage, supervise, and participate in all daily service and  
13 support operations of the Material Services department. Directly [manages](#) library staff, which may  
14 include supervisors. Is responsible for the effective delivery of library services by performing  
15 elements of staff [management](#), coaching, documentation, and coordination.

16 The Material Services Manager, in collaboration with [leadership](#) and Human Resources, is  
17 responsible for department personnel decisions. This includes recruitment, hiring, employee  
18 training and development, coaching and feedback, discipline, and performance reviews. Actively  
19 promotes respect for diversity and creates an inclusive, welcoming, and respectful library  
20 atmosphere.

#### 21 **Planning and Strategy**

22 The Material Services Manager develops collection development and circulation goals, [in](#)  
23 [alignment](#) with the goals of the District. Supports clear communication between library [leadership](#)

Deleted: Collection Development

Deleted: Reports to the Assistant Director of Operations and supervises library staff.

Deleted: Meridian Library

Deleted: **and Supervision**

Deleted: s

Deleted: s

Deleted: s

Deleted: supervises

Deleted: supervision

Deleted: the Assistant Director of Operations

Deleted: which are in line

Adopted by the Meridian Library Board of Trustees August 16, 2023  
Revised and Board approved 01/19/2024

36 ~~teams~~, management teams, committees, and library staff. Uses principles of project management  
37 in contribution to the effective development of services and initiatives. This includes planning,  
38 coordinating, budget and resource allocation, scheduling, integrating, reporting, and ~~managing~~  
39 ~~multiple projects of varying complexity~~. Works closely with ~~leadership~~ to coordinate and conduct  
40 research that envisions long-range plans and strategies for the library's collection and materials.

Deleted: administration

Deleted: supervising

Deleted: the Assistant Director of Operations

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

#### 44 **Budgets and Fiscal Responsibility**

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

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51 support a diverse community with continually changing needs in accordance with library policies.  
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54 assessment, and maintenance. Oversees cataloging, selection, deselection, and record  
55 maintenance. Researches and responds to requests for reconsideration.

#### 56 **Customer Service**

57 The Material Services Manager designs innovative methods of meeting public needs drawing upon  
58 current library literature, library policies, public and community feedback, and the library's  
59 strategic plan and mission. Establishes and maintains ~~working relationships and partnerships~~ with  
60 the public, ~~volunteers~~, Friends of the Meridian Library District, Meridian Library Foundation, and  
61 other professional groups. Develops strategies to maintain excellent internal customer service,  
62 across the District. Makes customer focused decisions based on library policies and procedures.

Deleted: effective

Deleted: library employees,

Deleted: within the Operations division and

#### 63 **Engagement**

64 The Material Services Manager develops and maintains ~~professional~~ ~~partnership~~ activities through  
65 associations, committees, or other organizations outside of the District. Remains current on best  
66 practices and trends in the library and publishing professions. Attends and actively participates in

Deleted: **Advocacy**

Deleted: relationships and partnerships through active involvement in the Meridian community and library profession. Is engaged in

Deleted: Meridian Library

78 regular District meetings and Lynx Library Consortium meetings; routinely attends, and  
79 occasionally presents at, the Library Board of Trustees meetings.

80 **Records and Reporting**

81 The Material Services Manager prepares and ensures accurate and timely reports; records,  
82 collections and analyzes statistics; tracks performance measures of personnel in the Material  
83 Services department. Uses historical and predictive data to inform decisions. Maintains accurate  
84 inventory of [departmental](#) supplies.

Deleted: Stores and makes available legal and historical documents in accordance with library policies. ...

85 *Marginal*

Deleted: material service

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

87 [Participates in committee groups as assigned by the District to demonstrate our commitment to a  
88 culture of inclusivity, collaboration, and professional development.](#)

Deleted: ¶

89 Performs other duties as assigned.

90

91 **Qualifications**

92 *Minimum Qualifications*

93 **Knowledge, Skills, and Abilities**

94 Demonstrated commitment to diversity, equity, and inclusion.

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

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102 trends and best practices. Experience persuading or gaining cooperation and acceptance of ideas  
103 and/or the resolution and negotiation of conflicts. Adaptable to changing structures, policies, and  
104 procedures.

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106 interpersonal skills and the ability to communicate effectively and appropriately with people,

---

*Adopted by the Meridian Library Board of Trustees August 16, 2023  
Revised and Board approved 01/19/2024*

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

115 Proficient with standard office applications (including Microsoft Office and Google Workspace),  
116 online library automation system and online searching. Understand the role of technology in  
117 providing library services and is proficient in that technology. Ability to learn and adapt to new  
118 software and equipment technologies and support staff and patron adoption of technology. Has a  
119 desire to continuously learn and develop personal skills, experience, understanding, and  
120 knowledge.

121 **Experience**

122 3-5 years of professional work experience in a library setting with at least one year of supervision;  
123 one year collection development experience.

124 **Education**

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

128 **Training, Licenses, or Certifications**

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

130 **Managerial Responsibility**

131 Manages library staff in the Material Services department.

132

133 **Preferred Qualifications**

134 Two or more years of supervisory experience.

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

136 Bilingual, preferably Spanish-English or Russian-English.

Deleted: **Supervisory**

Deleted: Supervises

139

140 **Working Conditions**

141 **Physical Requirements**

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143 manual dexterity movements; constantly see, hear, listen and speak clearly; seldom kneel, climb,  
144 crawl, and balance. This position requires the employee to reach at, above, and below shoulder  
145 height; lift, carry, and grasp objects weighing 25-50 pounds and push/pull objects weighing up to  
146 50 pounds.

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153 and commonly used office software, library systems and databases, email, and cloud  
154 environments.

155 The job requires the employee to operate and occasionally troubleshoot general office equipment  
156 and other new consumer technologies, and an automatic material handling station (sorter).

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160 remotely, working around others including community partners and volunteers, verbal and face-  
161 to-face contact; inside environments; mechanical equipment and moving objects.

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164 occasional evening and weekend (Saturday-Sunday) shifts. Position schedule and work location  
165 are subject to change at the discretion of management to support business needs.



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

168

Deleted: ¶

169 ***Expected Travel***

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

172

173  
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175 responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform  
176 duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or  
177 reassign duties and responsibilities to this position at any time.

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

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

**MERIDIAN LIBRARY DISTRICT**  
**Digital Resources Librarian**  
**DRAFT**



1

2 **Position Summary**

3 The Digital Resources Librarian performs a variety of professional library duties to uphold the  
4 District’s mission, values, and service philosophy. This position curates digital collections; develops  
5 District digital content, web pages, and resources; designs, implements, and evaluates digital  
6 resources and databases; supports the digitization and maintenance of Meridian History Center  
7 collection.

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

10

11 **Duties and Responsibilities**

12 *Essential*

13 ***Project Management***

14 The Digital Resources Librarian uses principles of project management to spearhead library  
15 initiatives that align with the Meridian Library District’s strategic goals and are responsive to  
16 community needs. Leads and actively participates in District committees. Works collaboratively  
17 with staff from across the District in various departments and positions to support library  
18 initiatives. Supports clear communication between library administration, management teams,  
19 committees, and library staff. Supports the digitization and maintenance of the Meridian History  
20 Center collection.

21 ***Collection Development***

22 Analyzes community and library data to build a solid collection of current adult, young adult, and  
23 children’s resources in electronic formats from a variety of sources including journals, media,  
24 publishers, and distributors. Monitors and fulfills patron requests for materials to the extent

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

*Reviewed and Board Approved 03/20/2024*

25 possible and communicates disposition to patrons and staff. The Digital Resources Librarian  
26 builds a collection which reflects the diversity of the District in accordance with the Collection  
27 Development Policy. Analyzes and manages the existing collections to determine materials  
28 needed and identifies materials that need to be replaced or added. Oversees collection  
29 maintenance of assigned collections in collaboration with library staff. This position may require  
30 regular visits to library branches for hands-on work with collections.

### 31 ***Digital Access***

32 The Digital Resources Librarian oversees electronic content and access to electronic materials  
33 which includes maintaining the visual appearance, organization, usability, and accessibility of  
34 digital resources and web pages. Responsible for ensuring digital resources are delivered with  
35 attention to user experience and according to the library policies and procedures. Works with the  
36 Collection Development Librarians to ensure digital collections are reflective of physical collections  
37 to support consistent advertising and promotion. Works with the Marketing Librarian to ensure  
38 integrity and consistent use of District's branding guidelines across virtual collection spaces. Works  
39 with Branch Managers and Branch Supervisors to develop and present digital resources training  
40 for library staff. Represents the Meridian Library District in the statewide Reciprocal Lending  
41 Agreement for sharing access to electronic materials.

### 42 ***Customer Service***

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

### 51 ***Research and Reporting***

52 The Digital Resources Librarian is well-versed in public library trends and practices; user  
53 experience; digital resources for libraries; current events and community interests. Maintains an  
54 advanced knowledge through regular review of professional literature, market research, and  
55 continuing education opportunities. May present, on occasion, to library administration and the

56 Library Board of Trustees. Maintains accurate records, collects statistics, and prepares reports  
57 related to digital collections as requested by administration.

58

59 *Marginal*

60

61 May work with community partners and Community Librarians to provide embedded library  
62 services within the Meridian community.

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

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

66 Participates in committee groups as assigned by the District to demonstrate our commitment to a  
67 culture of inclusivity, collaboration, and professional development.

68 Performs other duties as assigned.

69

## 70 **Qualifications**

71 *Minimum Qualifications*

### 72 ***Knowledge, Skills and Abilities***

73 Demonstrated commitment to diversity, equity, and inclusion.

74 Proficient with standard office applications (including Microsoft Office and Google Workspace),  
75 online library automation system, and online searching. Understands the role of technology in  
76 providing library services and is proficient in that technology. Ability to learn and adapt to new  
77 software and equipment technologies. Has a desire to continuously learn and develop personal  
78 skills, experience, understanding, and knowledge.

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

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

*Reviewed and Board Approved 03/20/2024*

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

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

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

90 Knowledge of Adobe CS, photo editing software, . Experience updating, managing, and  
91 maintaining web pages and databases;. Experience with digitization best practices, special  
92 handling techniques, and metadata for digital collections.

93

94 ***Experience***

95 1-3 years of professional library experience with digital resources and electronic collections  
96 experience.

97 ***Education***

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

101 ***Training, Licenses, or Certifications***

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

103 ***Supervisory Responsibility***

104 None

105 ***Preferred Qualifications***

106 Bilingual, preferably Spanish-English or Russian-English.

107 Experience with historical collections, special collections, or archives.

108 **Working Conditions**

109 ***Physical Requirements***

110 This position requires the employee to routinely sit, stand, walk, and perform manual  
111 dexterity movements; constantly see, hear, listen, and speak clearly; occasionally crouch or  
112 squat and twist/turn; seldom balance, kneel, crawl, and climb. This position also requires the  
113 employee to reach at, above, and below shoulder height; lift, carry, and grasp objects  
114 weighing 10-25 pounds and push/pull objects weighing up to 50 pounds.

115 ***Mental Requirements***

116 This position requires the employee to read, write, perform clerical duties, comprehend and use  
117 perception, perform alphabetical and numerical sorting/filing, and perform basic math. Requires  
118 independence in decision-making and a comfort level with autonomy.

119 ***Technology, Equipment, and Devices***

120 This position requires the employee to regularly operate and exhibit proficiency with computers  
121 and commonly used office software, library systems and databases, email, and cloud  
122 environments. This position requires the employee to operate and occasionally troubleshoot  
123 general office equipment and other new consumer technologies.

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

125 ***Work Environment***

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

129 ***Expected Hours and Location of Work***

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

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

134 ***Expected Travel***

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

137

138

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

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

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

**MERIDIAN LIBRARY DISTRICT**  
**Digital Resources Librarian**  
**DRAFT**



Deleted: Services

1  
2 **Position Summary**

3 The Digital Resources Librarian performs a variety of professional library duties to uphold the  
4 District's mission, values, and service philosophy. This position curates digital collections; develops  
5 District digital content, web pages, and resources; designs, implements, and evaluates digital  
6 resources and databases; supports the digitization and maintenance of Meridian History Center  
7 collection.

Deleted: Services

Deleted: site

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

10  
11 **Duties and Responsibilities**

12 *Essential*

13 **Project Management**

14 The Digital Resources Librarian uses principles of project management to spearhead library  
15 initiatives that align with the Meridian Library District's strategic goals and are responsive to  
16 community needs. Leads and actively participates in District committees. Works collaboratively  
17 with staff from across the District in various departments and positions to support library  
18 initiatives. Supports clear communication between library administration, management teams,  
19 committees, and library staff. Supports the digitization and maintenance of the Meridian History  
20 Center collection.

Deleted: Services

Deleted: ¶

21 **Collection Development**

22 Analyzes community and library data to build a solid collection of current adult, young adult, and  
23 children's resources in electronic formats from a variety of sources including journals, media,  
24 publishers, and distributors. Monitors and fulfills patron requests for materials to the extent

Adopted by the Meridian Library Board of Trustees March 1, 2015  
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29 possible and communicates disposition to patrons and staff. The Digital Resources Librarian  
30 builds a collection which reflects the diversity of the District in accordance with the Collection  
31 Development Policy. Analyzes and manages the existing collections to determine materials  
32 needed and identifies materials that need to be replaced or added. Oversees collection  
33 maintenance of assigned collections in collaboration with library staff. This position may require  
34 regular visits to library branches for hands-on work with collections.

Deleted: Collections

### 35 **Digital Access,**

36 The Digital Resources Librarian oversees electronic content and access to electronic materials  
37 which includes maintaining the visual appearance, organization, usability, and accessibility of  
38 digital resources and web pages. Responsible for ensuring digital resources are delivered with  
39 attention to user experience and according to the library policies and procedures. Works with the  
40 Collection Development Librarians to ensure digital collections are reflective of physical collections  
41 to support consistent advertising and promotion. Works with the Marketing Librarian to ensure  
42 integrity and consistent use of District's branding guidelines across virtual collection spaces. Works  
43 with Branch Managers and Branch Supervisors to develop and present digital resources training  
44 for library staff. Represents the Meridian Library District in the statewide Reciprocal Lending  
45 Agreement for sharing access to electronic materials.

Deleted: **Brand Strategy**

Deleted: Collections

Formatted: Normal

Deleted: sites

Deleted: The Digital Services Librarian w

Deleted: supports marketing strategy and promotional content to drive brand awareness.

Deleted: all

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

### 46 **Customer Service**

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

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

### 55 **Research and Reporting**

56 The Digital Resources Librarian is well-versed in public library trends and practices; user  
57 experience; digital resources for libraries; current events and community interests. Maintains an  
58 advanced knowledge through regular review of professional literature, market research, and  
59 continuing education opportunities. May present, on occasion, to library administration and the

Deleted: Services

Deleted: , website,

Deleted: Establishes and maintains community partnerships and provides embedded library services to organizations within the Meridian community. ...

Deleted: Services

Deleted: and website curation

98 Library Board of Trustees. Maintains accurate records, collects statistics, and prepares reports  
99 related to [digital collections](#), as requested by administration.

Deleted: library services and events

Deleted: Maintains public calendars to ensure accuracy and program promotion.

100

101 *Marginal*

102 ↓

Deleted: Provides digital resources and content creation training for library staff.

103 [May work with community partners and Community Librarians to provide embedded library  
104 services within the Meridian community.](#)

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

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

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109 culture of inclusivity, collaboration, and professional development.](#)

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137 Knowledge of Adobe CS, photo editing software, ~~w~~ Experience updating, managing, and  
138 maintaining web pages and databases; Experience with digitization best practices, special  
139 handling techniques, and metadata for digital collections.

**Deleted:** video content creation processes and software, Canva

**Deleted:** and YouTube channels

**Deleted:** sites

**Deleted:** knowledge of Drupal and Github preferred

**Commented [3]:** I just added something that relates to aspects of the MHC for consideration.

140

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143 experience.

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197 this job.

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



# Meridian Library District RECORD RETENTION POLICY **DRAFT**

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## **PURPOSE**

The Meridian Library District (the “District”) is a public agency and as such considers all records maintained by the District to be public records that may be subject to disclosure pursuant to the Idaho Public Records Law. While Idaho law provides that any "writing" prepared or used in the conduct of public business qualifies as a public record, it also recognizes that records vary tremendously in their utility and significance. For instance, resolutions and minutes are important for day-to-day operation and are also historically significant, and, therefore, should not be destroyed. On the other hand, many types of public records should be kept for the applicable retention period and destroyed once their utility is exhausted. Unlike with other public agencies (such as cities, counties, and highway districts), Idaho law does not specifically provide for how library district records are to be classified and maintained. As such, the Board of Trustees of the District (the “Board”) has established this Record Retention Policy (this “Policy”), together with the incorporated Record Retention Schedule (the “Retention Schedule”), to address how the District manages its public records. This Policy is limited to issues of retention, classification, and management of public records. The District’s [Access to Public Records Policy](#) and request form details the process for persons to request access to District records.

## **DOCUMENTS WHICH CONSTITUTE A PUBLIC RECORD**

The definition of "public record" is found in the Idaho Public Records Law in Idaho Code § 74-101(13):

"Public record" includes, but is not limited to, any writing containing information relating to the conduct or administration of the public’s business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics. Provided, however, that personal notes created by a public official solely for his own use shall not be a public record as long as such personal notes are not shared with any other person or entity.

Idaho Code § 74-101(17) defines "writing":

"Writing" includes, but is not limited to, handwriting, typewriting, printing, photostating, photographing and every means of recording, including letters, words, pictures, sounds, or

symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

In basic terms, the definition of public record established by Idaho law includes any recorded information, regardless of medium, that relates to the business of a public agency, unless the record is exempt from disclosure by law. Public records can be paper documents, books, maps, pictures, audio/visual recordings, microfilm or microfiche, as well as electronic documents (including computer files). E-mail and texts are considered public records and are subject to the same laws as any other public record.

All District public records are property of the District, and no District official or staff shall have any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction or removal of District records is prohibited.

### **CLASSIFICATION AND RETENTION OF RECORDS**

The District's records are retained in both paper and electronic format and stored on-site at District locations and on servers, respectively. Routine backups are performed on servers to local and cloud storage mediums. Retention of electronic records is ever-changing and certain vital records will be archived in electronic format because it is the only way to retain such records in a searchable format. Other electronic records will be promptly eliminated because they serve no durable purpose. The following value assessments will determine the District's records storage and management needs: (i) administrative value, (ii) policy value, (iii) fiscal value, (iv) legal value, and (v) historical value; provided, however, such value assessments shall not alter the record retention periods set for in this Policy and the Retention Schedule.

The Retention Schedule provides a detailed guide for District records retention and ultimate disposal. Each line item in the Retention Schedule identifies the retention policy for a particular records type. The types of records included in the Retention Schedule are:

- Accounting, Budget, Finance & Payroll Records
- Administrative Records
- Board of Trustees & Election Records
- Information Systems & Technology Records
- Insurance, Risk Management & Safety Records
- Legal Records
- Library Records
- Human Resources & Personnel Records

District records are to be kept and destroyed according to the Retention Schedule.

As indicated, Idaho law does not specifically provide for how District records are to be classified and maintained. Nor does Idaho law define the retention requirements for District records. However, Idaho Code does provide classification and retention requirements for other types of public agencies, and the District considers such statutes, although non-binding as to the District, to be illustrative of appropriate practices and timelines. As such, the District has determined to classify its records as: (1) permanent, (2) semi-permanent, or (3) temporary, as each such category is further described below.

1. "Permanent records" shall be retained by the District in perpetuity and consist of:

- a. Adopted meeting minutes of the Board;
- b. Resolutions;
- c. Building plans and specifications for District projects and buildings;
- d. Fiscal year-end financial reports;
- e. Records affecting the title to real property or liens thereon;
- f. Election records, including declarations of candidacy, declarations of intent, and notices of election; and
- g. Other documents or records as may be deemed of permanent nature by the District.

2. "Semi-permanent records" shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within the record and consist of:

- a. Payments, canceled checks, purchase orders, payable vouchers, receipts, utility, and other financial records;
- b. Contracts;
- c. Departmental reports;
- d. Bond or certificate of participation records; and
- e. Other documents or records as may be deemed of semi-permanent nature by the District.

3. "Temporary records" do not have a specified period of retention and shall be kept for the applicable period set forth on the Retention Schedule; provided, however, in no event shall financial records be destroyed until completion of the District's annual independent financial audit to which such records pertain. Temporary records consist of:

- a. Cash receipts subject to audit;
- b. Other documents or records as may be deemed of temporary nature by the District.

## **DESTRUCTION OF RECORDS**

The Library Director serves as custodian of the records of the District (the "Records Custodian"). The alternative for contingencies shall be the Assistant Director.



Permanent Records shall not be destroyed. Semi-permanent records and temporary records may be disposed of under the direction and supervision of the Records Custodian only if the full retention period was met. Disposal of records outside of the authorized Retention Schedule requires approval by the Board.

Destruction shall be by shredding or other appropriate permanent and secure means at the end of the retention period.



**DRAFT**

**Meridian Library District  
RECORDS RETENTION SCHEDULE**

Approved by Meridian Library Board of Trustees January 19, 2024

| Record Type                               | Description  | Value         | Classification            | Retention Period & Transfer Instruction   | Category  | Legal Guidance (Code citation, if applicable)  |
|---|--|---------------|---------------------------|---|-----------|--|
| Accounts Payable                          | Records documenting payment of district bills, including reports, invoices, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, etc.  | Fiscal, Legal | Semi-permanent            | Five years after fiscal year end, unless otherwise required by grant. Keep all e-rate vendor payments for 10 years from 10/30 (last date to invoice unless extended, if extended keep 10 years from that date). | Important | Idaho Code 50-907(2)(a) provides that these records must be kept at least five years, USAC requires 10 years of retention.                     |
| Accounts Receivable                       | Records documenting billing and collection of monies owed to the district by vendors, patrons, organizations, governments, etc. Records include: reports, receipts, invoices, awards, logs, lists, summaries, statements, etc. Information typically includes: receipt amount, date, invoice number, name account number, account balance, adjustments, etc.   | Fiscal, Legal | Semi-permanent            | Five years after fiscal year end  | Important | Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.  |
| Audit Report                              | Documents the district's annual audit, examining compliance with generally accepted accounting principles and methods, the accuracy and legality of transactions and accounts, and compliance with requirements, orders, and regulations pertaining to the financial condition and operation of the district. Information includes: auditor's report and recommendations, single audit information concerning federal grants, and other information. | Fiscal, Legal | Permanent                 | Indefinite  | Vital     | Idaho Code 50-907(1)(d) provides that these records must be kept permanently.  |
| Bank Transaction Records                  | Records documenting the status and transaction activity of district bank accounts, including account statements, deposit and withdrawal slips, checks, checkbook stubs and check registers, etc.   | Fiscal, Legal | Semi-permanent            | Five years after fiscal year end  | Important | Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.  |
| Bond/Certificate of Participation Records | Records documenting financing of district improvements through bonded indebtedness or certificates of participation (collectively, "bonds"). Records include: bond rating information, bond and election ordinances, legal notices announcing bond election, bond counsel information and opinions, covenants, paid bonds and coupons, bond registers, State Treasurer public bond issue reports (IDAPA 54.01.01), etc.                              | Fiscal, Legal | Permanent, Semi-permanent | Bond election documents are permanent; all other records five years after the bonds are paid off.   | Important | Idaho Code 50-907(2)(a) & 50-907(2)(f) provides that these records must be kept at least five years.   |
| Budget Records                            | Records used in preparing and adopting the district budget, including revenue projections, instructions, department requests, worksheets, board- approved tentative budget and notice of budget hearing, adopted appropriations ordinance and amendments, and other information.   | Fiscal, Legal | Permanent, Temporary      | Keep notice of budget hearing (with tentative budget) and amendments permanently. Keep all other records five years after fiscal year end.  | Important |  |
| Deduction Authorization Records           | Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. Records may include: insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records          | Fiscal, Legal | Semi-permanent            | Five years after employees date of separation   | Useful    | Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry. |

|                                  |  |                               |                           |   |               |  |
|----------------------------------|--|-------------------------------|---------------------------|---|---------------|--|
| Employee Time Records            | Records documenting hours worked, leave hours accrued, and leave hours taken by district employees. Information usually includes: employee name and social security number, hours worked, type and number of leave hours taken, total hours, dates and related data.   | Fiscal, Legal                 | Semi-permanent            | Five years after employees date of separation   | Important     | Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years. Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.  |
| Employee Travel Records          | Records documenting reimbursements, expenses and other actions related to employee travel  | Fiscal, Legal                 | Temporary                 | Five years after fiscal year end  | Useful        | Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry. <b>Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.</b> IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least five years. |
| Federal & State Tax Records      | Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmission of federal and state income taxes as well as social security tax. Examples include: the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms. | Fiscal, Legal                 | Semi-permanent            | Ten years after calendar year end   | Important     | Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.   |
| Financial Reports                | Reports documenting the financial condition and operation of the district, issued on a monthly, quarterly, annual or other basis, including quarterly published treasurer's report and year-end financial reports. Reports include information on revenues and expenditures in relation to the final budget.   | Fiscal, Legal                 | Permanent, Semi-permanent | Keep fiscal year-end financial reports and quarterly published treasurer's reports permanently. All other reports five years after fiscal year end.   | Important     | <b>Idaho Code 50-907(1)(d) requires fiscal year-end financial reports to be kept permanently.</b> <b>Idaho Code 50-907(2)(a) provides that other financial reports must be kept at least five years.</b>   |
| Garnishment Records              | Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes: employee name and social security number, name of agency ordering   | Fiscal, Legal                 | Semi-permanent            | Five years after employees date of separation   | Important     | Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.   |
| General Ledger                   | Records documenting the summary of accounts reflecting the financial position of the district, showing debit, credit and balance amounts per account, budget, fund and department, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, accounts payable, etc.                                     | Fiscal, Legal                 | Semi-permanent            | Keep year-end ledgers and general ledgers 10 years after fiscal year end  | Important     | <b>Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.</b>   |
| Donation Records                 | Records documenting gifts and contributions to the district, including donor information and acknowledgement letters.  | Fiscal, Administrative        | Temporary                 | Retain seven years  | Non-essential |  |
| Grant Records                    | Records documenting the application, evaluation, awarding, administration, reporting and status of grants applied for, received, awarded or administered by the district. Records include: applications and proposals, summaries, objectives, activities, budgets, exhibits, award notices, progress reports, contracts, financial reports, and related correspondence and documentation.  | Fiscal, Legal, Administrative | Semi-permanent            | Keep final reports from significant grants over \$50,000 for ten years. Keep other grant records five years or as specified in the agreement, whichever is longer. Keep unsuccessful grant applications one year. | Useful        |  |
| Investment Records               | Reports, statements, summaries, correspondence and other records documenting and tracking investments made by the district, including the Local Government Investment Pool.  | Fiscal, Legal                 | Semi-permanent            | Five years after fiscal year end  | Important     | <b>Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.</b>   |
| Time Off Accrual Balance Reports | Reports documenting individual district employee accrual and use of PTO, compensatory, holiday accrual, executive leave and other time off. Information usually includes: employee name, time off beginning balance, time off accrued, time off used, ending balance, and related data.  | Fiscal, Legal                 | Semi-permanent            | Five years after employees date of separation   | Useful        | Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.   |
| Payroll Administrative Reports   | Reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, and research and general reference. Often consists of recapitulation reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date   | Fiscal, Legal                 | Temporary                 | Five years after fiscal year end  | Useful        |  |

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|--|---|-------------------------------|----------------|---|-----------|---|
| Payroll Registers                        | Registers or records serving the same function of documenting the earnings, voluntary and required deductions, and withholdings of district employees. Information usually includes employee name and social security number, hours worked, rate, overtime, vacation value, various allowance, gross pay, federal and state withholding, voluntary deductions, net pay, and related data. | Fiscal, Legal                 | Semi-permanent | Five years after employees date of separation | Important | Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.<br><b>Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.</b><br>Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.<br>IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least five years. |
| PERSI Records                            | Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.   | Fiscal, Legal                 | Semi-permanent | Ten years after fiscal year end               | Important | <b>Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.</b>  |
| Receipts                                 | Copies of receipts, showing the date, from whom received, amount, purpose, etc.   | Fiscal, Legal                 | Semi-permanent | Five years after fiscal year end              | Important | IRS regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.<br><b>Idaho Code 50-907(2)(a) provides that cash receipts subject to audit must be kept at least two years.</b>  |
| Sales & Use Tax Forms                    | Used to report and remit sales tax collected and due to the state.  | Fiscal, Legal                 | Semi-permanent | Five years after fiscal year end              | Important |   |
| Subsidiary Ledgers, Journals & Registers | Transaction records within the Accounting Software Systems: including vendor listing, vendor payments, budget transactions, cash receipts, grant tracking, credit card purchases and general ledger.  | Fiscal, Legal                 | Semi-permanent | 10 years after fiscal year end                | Important | <b>Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.</b>  |
| Unemployment Compensation Claim Records  | Records documenting claims submitted by former district employees for unemployment compensation. Usually includes: claims, notices, reports, and related records. May also include records generated by the appeal of claim determinations.   | Fiscal, Legal                 | Temporary      | Five years after employees date of separation | Useful    |   |
| Unemployment Reports                     | Records documenting employee earnings on a quarterly basis. Used to document costs and charges in the event of an unemployment compensation claim. Information includes: employee name and social security number, quarterly earnings, days worked, totals, and other data.   | Fiscal, Legal                 | Temporary      | Five years after employees date of separation | Useful    |   |
| Vendor Lists                             | Lists of vendors providing goods and services to the district   | Fiscal, Legal, Administrative | Temporary      | Keep until superseded or obsolete             | Useful    |   |
| Wage & Tax Statements                    | Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax, also known as federal tax form W-2. Information includes: district name and tax identification number, employee name and social security number, wages paid, and amount paid.   | Fiscal, Legal                 | Semi-permanent | Ten years after calendar year end             | Important | Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.  |
| Withholding Allowance Certificates       | Certificates documenting the exemption status of individual district employees, also known as W-4 forms. Information includes: employee name and address, social security number, designation of exemption status, and signature.   | Fiscal, Legal                 | Semi-permanent | Five years after employees date of separation | Important | Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.  |

| Administrative Records                            | Description  | Value          | Classification                           | Retention Period & Transfer Instruction   | Category      | Legal Guidance (Code citation, if applicable) |
|---|--|----------------|--|---|---------------|---|
| Activity & Room Scheduling Reservation Records    | Activity & Room Scheduling & Reservation Records: Records documenting scheduling and reservations related to public participation in and use of various activities, events, classes and meeting rooms. Includes schedules, logs, lists, requests, etc. | Administrative | Temporary                                | Keep until superseded or obsolete <b>except that records for bond or certificate of participation financed facilities shall be retained in the same manner as bond records.</b> | Non-essential |   |
| Calendars, Appointment Books & Scheduling Records | Records including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, and other activities of District officials.  | Administrative | Temporary                                | Keep until superseded or obsolete   | Non-essential |   |
| Capital Asset Records                             | Records documenting purchase, maintenance, inventory, depreciation and disposition of capital assets, such as buildings, real estate, infrastructure, vehicles, equipment, and other assets with a useful life generally more than five years.         | Fiscal         | Semi-permanent & Temporary (Inventories) | Keep records (except inventories) five years after disposal or replacement of the capital asset. Keep inventories until superseded.   | Useful        |   |

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|---|---|----------------|--------------------------------------|--|-----------------|---|
| Conferences, Seminars & Workshops               | Records documenting attendance and presentations by district employees at conventions, conferences, seminars, workshops, and similar events, including staff reports, instructional materials, related correspondence, etc.   | Administrative | Semi-permanent & Temporary           | Keep presentations by District employees five years. Keep all other records until superseded or obsolete.                                | Non-essential   |   |
| Contracts & Agreements                          | Agreements with vendors and other parties for the acquisition, lease, lease-purchase or sale of equipment, supplies, services or property.  | Administrative | Semi-permanent                       | Five years after contract term expires, unless specified by agreement. Retain e-rate contracts for 10 years                              | Useful          | Idaho Code 50-907(2)(b) provides that contracts must be kept at least five years.   |
| Correspondence                                  | Correspondence is divided into two types. Transitory Correspondence covers day-to-day office and housekeeping correspondence and does not contain unique information about district functions or programs. General Administrative Correspondence includes records created or received in the course of administering, formulating, adopting and implementing district policies/programs, but these records do not provide insight into significant policy/program discussions or decisions. | Administrative | Permanent, Semi-permanent, Temporary | General administrative correspondence is five years; transitory correspondence is until administrative needs end.                        | Important       |   |
| Deeds & Real Property Records                   | Records relating to ownership of real property, including deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and records relating to acquisition and disposal of real property such as offer letters, options, agreements of short duration, staff reports, appraisal and inspection reports, letters of transmittal, and related records.  | Legal          | Permanent                            | Indefinite   | Vital           | Idaho Code 50-907(1)(e) provides that records affecting the title to real property or liens thereon are permanent.  |
| Fire & Security Alarm System Records            | Records documenting the fire & security systems including testing, inspections & logs. Maintenance information often includes date, malfunction (if any), tests conducted, corrective actions taken, location of alarm, and related data.   | Legal          | Temporary                            | Three years after calendar year end  | Useful          |   |
| Historical File                                 | Includes local history and information about the District history. May include maps, newspaper clippings, news releases, scrapbooks, photographs, special events & celebrations, etc. Items from the History Center collection may be kept indefinitely for historical record.  | Historical     | Permanent                            | Indefinite   | Vital           |   |
| Incident Reports                                | Document specific accident, injury or policy violation incidents and subsequent response activities. Information may include, but is not limited to: patron name, address, and telephone number; details of incident or complaint; and staff name.  | Legal, Policy  | Temporary                            | Five years after calendar year end   | Useful          |   |
| Key & Keycard Records                           | Document the issuance of keys/keycards to library staff for entrance to library buildings.  | Administrative | Temporary                            | Keep until superseded  | Useful          |   |
| Public Record Requests                          | Includes written public records requests, district denials of public records requests, appeals information, etc.  | Administrative | Temporary                            | Three years after last action or final disposition of appeal (whichever is longer)   | Useful          |   |
| Purchasing & Quality-Based Selection Records    | Records documenting competitive bidding and purchase of goods, services, and public works construction, and procurement of design professionals. Records include: published notices and solicitations, specifications, bids, requests for qualifications, statements of qualifications, etc.  | Legal          | Semi-permanent                       | E-rate RFP 10 years beyond last date to invoice usually Oct. 30 unless extended then from extension date; five years for other documents | Important       | Idaho Code 67-2805(2)(3) and 67-2806(1)(3) require that if a district finds it impracticable or impossible to obtain three bids for personal property or from licensed public works contractors for public works projects, documentation of the efforts undertaken to procure three bids must be kept at least six months after the procurement decision is made; E-rate guidance is from NCCE agreement. |
| Purchase Orders & Requisitions                  | Requests and purchase orders for goods or services purchased by the district. Information includes: department, delivery location, date, quantity, description, unit and total price, and authorizing signatures.   | Legal          | Semi-permanent                       | Five years after calendar year end   | Important       | Idaho Code 50-907(2)(a) provides that purchase orders must be kept at least five years.   |
| Surveys, Polls, & Questionnaires                | Records documenting measurement of public opinion, including surveys, polls, questionnaires, studies, etc.  | Administrative | Permanent, Temporary                 | Summaries indefinitely; all forms & other records one year   | Useful          |   |
| Telephone Messages                              | Includes actual telephone messages and telephone message registers  | Administrative | Temporary                            | Keep until superseded  | Non-essential   |   |
| Vehicle Maintenance & Repair Records            | Document the maintenance and repair history of district-owned vehicles. Records typically include: description of work completed, parts and supplies used, date of service, date purchased, price, vehicle identification number, make and model, registration, etc.  | Administrative | Semi-permanent                       | Keep until vehicle is removed from service   | Useful          |   |
| Social Media                                    | Content shared on library social media accounts are archived using Archive Social (for governments), exported to be hosted on library networked drives annually as pdfs   | Administrative | Semi-permanent                       | One calendar year on library systems   | Useful          |   |
| <b>Board of Trustees &amp; Election Records</b> | <b>Description</b>  | <b>Value</b>   | <b>Classification</b>                | <b>Retention Period &amp; Transfer Instruction</b>   | <b>Category</b> | <b>Legal Guidance (Code citation, if applicable)</b>  |

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| Library Board Meeting Agendas, Minutes & Recordings | Records documenting meetings of the district council and motions, resolutions, ordinances and other actions taken at council meetings.  | Legal, Historical | Permanent, Temporary | Adopted board meeting minutes and board meeting agendas (if not included in the minutes) are permanent. Keep audio/visual recordings until superseded, obsolete, or administrative needs end. Keep notes for meeting minutes until minutes officially approved. | Vital     | Idaho Code 74-205 (governing body shall provide written minutes of its meetings)   |
| Oath of Office                                      | Signed oaths of elected officials swearing to uphold the federal and state constitutions and laws of the district.  | Legal             | Permanent            | Indefinite  | Important |  |
| Appointment Files                                   | These files document appointments to fill vacancies in the offices of mayor and councilmember, and also appointments to district boards, commissions, and committees. Documents may include: letters of recommendation, letters of appointment, resumes, and related correspondence.  | Administrative    | Semi-permanent       | Five years after service ends   | Important |  |
| Candidate Declarations & Petitions                  | Includes declarations of candidacy and intent for candidates for district elective office. Declarations of candidacy are filed by candidates to get their name on the election ballot, and are accompanied by a filing fee of \$40 or a petition with the signatures of at least five qualified district electors, including a certification by the county clerk of the number of signatures that are of qualified district electors. Declarations of intent are filed by write-in candidates, and do not require the filing fee or petition. | Legal             | Permanent            | Indefinite  | Important | Idaho Code 50-907(1)(g) requires candidate declarations and petitions be kept permanently.   |
| Notices of Election & Sample Ballots                | Includes the first and second notice of election and sample ballot, which are published in the official newspaper.  | Legal             | Permanent            | Indefinite  | Important | Idaho Code 50-907(1)(g) requires notices of election and sample ballots to be kept permanently.  |
| Poll & Tally Books                                  | Petitions for initiative, referendum, recall, liquor by the drink, & other elections. The book in which election staff record and total the votes cast for each candidate and ballot question at the polling precinct.  | Legal             | Permanent            | Indefinite  | Vital     | Idaho Code 50-907(1)(g) provides that one poll book & tally books from each precinct must be kept permanently. Idaho Code 50-907(3)(c) provides that duplicate poll books must be kept at least two years. |
| Trustee Elections                                   | Citizen petitions for Trustee Elections, certifications issued by Ada County. Documents from before consolidated elections will be retained indefinitely.   | Legal             | Permanent            | Indefinite  | Vital     |  |
| Conflict of Interest Forms                          | Signed Conflict of Interest statement of associations signed annually by Library Board of Trustees  | Legal             | Temporary            | Keep until superseded   | Useful    |  |

| Information Systems & Technology                  | Description  | Value          | Classification            | Retention Period & Transfer Instruction   | Category | Legal Guidance (Code citation, if applicable) |
|---|--|----------------|---------------------------|---|----------|---|
| Computer System Maintenance Records               | These records document the maintenance of district computer systems and are used to ensure compliance with warranties and service contracts; schedule regular maintenance; diagnose system or component problems; and document system backups. Records may include, but are not limited to: computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, etc.), system backup reports and procedures, backup tape inventories, etc. | Administrative | Temporary                 | Keep records one year after superseded or obsolete.   | Useful   |   |
| Computer System Program Documentation             | Records documenting the development, installation, modification, troubleshooting, operation and removal of software from district computer systems; records required to plan, develop, operate, maintain and use electronic records; system specifications, file specifications, codebooks, record layouts, user guides and output specifications.   | Administrative | Temporary                 | Keep migration plans until superseded or obsolete. Keep other records one year after the system is superseded or obsolete.                | Useful   |   |
| Computer System Security Records                  | Records documenting the security of the district's computer systems, including: employee access requests, passwords, access authorizations, and related documents.   | Administrative | Temporary                 | One year after superseded or obsolete   |          |   |
| Information Service Subscription Records          | Records documenting district subscriptions to information services, including: subscriptions, invoices, and correspondence.  | Administrative | Temporary                 | One year after calendar year end  | Useful   |   |
| Information System Planning & Development Records | Records documenting the planning and development of district information systems, including: information technology plans, feasibility studies, cost-benefit analyses, institution studies and surveys, information management project records, system specifications and revisions, software evaluations, component proposals, technical literature, vendor literature and proposals and correspondence.  | Administrative | Semi-permanent, Temporary | Keep information relating to implemented systems for the life of the system. Keep information relating to unimplemented systems one year. | Useful   |   |

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| Security Camera Records           | Footage recorded by library security cameras  | Administrative, Policy | Temporary      | Minimum 14 days, up to 30 days as storage allows. Some footage may be retained longer as needed for review. | Non-essential |  |
| Software Management Records       | Records documenting the use of software in district information systems to ensure that institution software packages are compatible, that license and copyright provisions are complied with and that upgrades are obtained in a timely manner. Records may include, but are not limited to: software purchase records, inventories, licenses and correspondence. | Administrative         | Temporary      | One year after software disposed of or upgraded   | Non-essential |  |
| USAC and eRate Documentation      | Records documenting the bidding process, scoring rubrics, email correspondence between the District and potential bidders for all Category 1 and Category 2 eRate services offered by USAC.   | Administrative         | Semi-Permanent | 10 years from the eRate calendar year July 1 - June 30  | Essential     |  |
| User Support Records (IT Tickets) | Records documenting troubleshooting and problem-solving assistance provided by information systems personnel to users of the systems. Records may include: assistance requests, resolution records, and related documentation.  | Administrative         | Temporary      | Keep until superseded or obsolete   | Non-essential |  |

| <b>Insurance, Risk Management &amp; Safety Records</b> | <b>Description</b>   | <b>Value</b>          | <b>Classification</b> | <b>Retention Period &amp; Transfer Instruction</b>   | <b>Category</b> | <b>Legal Guidance (Code citation, if applicable)</b>  |
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| Contractor Liability Insurance Verification Records    | Letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance. Records include: insurance company name and address, issue date, expiration date, amount and type of coverage, special provisions, signature of insurance company representative, etc.   | Administrative, Legal | Semi-permanent        | For public works projects keep 10 years after substantial completion; all other records five years after expiration.   | Useful          |   |
| Insurance Policy Records                               | Records documenting the terms and conditions of district insurance policies covering liability, property, group employee health and life, motor vehicle, workers' compensation, etc. Records usually include: policies, endorsements, rate change notices, agent of record, and related documents.   | Administrative, Legal | Semi-permanent        | Keep insurance records six years after expiration if no claims pending.  | Important       |   |
| Liability Claim Records                                | Records documenting various types of liability claims filed against the district including: personal injury, property damage, motor vehicle accident, etc. Records often include: reports, photographs, summaries, reviews, notices, audio and videotapes, transcripts of recorded statements, correspondence and related documents.   | Administrative, Legal | Semi-permanent        | Keep 10 years after the case is closed or dismissed.   | Important       |   |
| Property Damage Records                                | Records, photographs, and other records documenting damage to district property such as signs, trees, picnic tables, buildings, fountains, and fences. Information often includes: type and location of property damaged, description of damage, date and time of damage (if known), name and address of the individual causing the damage (if known), value of damage, billing costs, etc.  | Administrative, Legal | Temporary             | If no claim is filed, keep three years.  | Useful          |   |
| Public Injury Reports                                  | Records documenting injuries sustained by non-employees on district property. Information usually includes: date, time, and location; description of injury; name, address, phone number, sex and age; witnesses and other related information.  | Administrative, Legal | Temporary             | If no claim is filed, keep three years.  | Useful          |   |
| Vehicle Accident Records                               | Records documenting accidents involving district vehicles, including: name and address of parties involved, date and time, complaint, description of damage, photographs, correspondence, etc.   | Administrative, Legal | Temporary             | If no claim is filed, keep three years.  | Useful          |   |
| Safety Program Records                                 | Records documenting the district's program to promote a safe work environment for its employees. Records may include: safety policies, plans and procedures, workplace safety committee records, reports on inspections conducted by the safety officer, evacuation rosters and reports, and related documentation and correspondence.   | Administrative, Legal | Semi-permanent        | Keep safety policies, plans and procedures five years after superseded. Keep inspection reports, evaluations, and recommendations 10 years. Keep all other records for five years. | Important       |   |
| Worker's Compensation Claim Records                    | Records documenting the processing of individual employee claims of job related injuries or illnesses, but not those describing actual medical conditions. Records may include: claim disposition notices, claim reporting and status forms, injury reports, determination orders, insurance premium data, hearing requests, safety citations, inspection reports, medical status updates and reports, investigation reports, reimbursement and payment records, and related correspondence and documentation. | Administrative, Legal | Semi-permanent        | Keep five years after claim closed or final action. Maintain employee exposure records for 30 years.   | Important       | Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor. Idaho Code 72-603 requires employers to keep records of the job classifications and wages of employees. |

| <b>Legal Records</b> | <b>Description</b> | <b>Value</b> | <b>Classification</b> | <b>Retention Period &amp; Transfer Instruction</b> | <b>Category</b> | <b>Legal Guidance (Code citation, if applicable)</b> |
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|------------------|---|-------|----------------|---|-----------|--|
| Civil Case Files | Documentation of pending and closed cases filed by and against the district including complaints, summons, investigations, reports, attorney's notes, orders and judgments, dispositions, pleadings, mediation information and related records. | Legal | Semi-permanent | Keep 10 years after the case is closed or dismissed, or date of last action | Important |  |
| Legal Opinions   | Formal and informal opinions rendered by the district attorney for the board or library administration, examining legal questions relating to state/federal law/rules or local ordinances/policies.   | Legal | Permanent      | Indefinite  | Important |  |

| Library Records                                 | Description  | Value                     | Classification            | Retention Period & Transfer Instruction  | Category      | Legal Guidance (Code citation, if applicable)  |
|---|--|---------------------------|---------------------------|--|---------------|--|
| Accession Records                               | Document the accession of all library acquisitions into the library's holdings. Information may include: author, title, publisher, year purchased, price, and other related information. May include accession registers and documentation of materials deaccessioned from the library collection.   | Administrative            | Temporary                 | Keep until superseded or obsolete.   | Non-essential |  |
| Borrower Application Records                    | Includes applications filled out by patrons applying for a library card. This information is frequently computerized and is used for the checkout of library materials, monitoring of overdue books, fines and fees, and for ongoing verification of address and telephone number.   | Administrative            | Temporary                 | Keep until materials are returned and applicable fees are paid or until administrative needs end.  | Useful        |  |
| Circulation Records                             | Records of all library materials checked out. May be automated or manual system, and information typically includes: item title, identification (or barcode) number, due date, patron name, and library card number.   | Administrative            | Temporary                 | Keep until items are returned and any fees paid.   | Useful        |  |
| Circulation & Other Library Statistical Reports | Weekly, monthly, quarterly or annual statistical reports on the numbers and type of library materials checked out, number of library cards issued and totals.  | Administrative            | Permanent, Semi-permanent | Keep reports summarizing activities on an annual basis permanently. Keep all other reports for five years.                                     | Important     | Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years. |
| Educational & Public Outreach Program Records   | Records relating to educational and public outreach programs, including: tours, lectures, workshops, children's story time and other adult and children's events. Records may include: brochures, fliers, reports, teaching packets, photographs, audio and video  | Administrative            | Permanent, Temporary      | Keep annual reports summarizing activities permanently. Keep other records until superseded or obsolete.                                       | Important     |  |
| Holdings Catalog                                | This is a catalog used by patrons to find materials in the library's collection. May be a manual card catalog or online database. Information includes: call number, author, title, publisher, number of copies, subject, and other pertinent information.   | Administrative            | Temporary                 | Keep until superseded or obsolete.   | Non-essential |  |
| Interlibrary Loan Records                       | These records document the lending and borrowing of library materials through the interlibrary loan network, including interlibrary loan forms, computer searches, related correspondence, etc. The interlibrary loan forms include: patron's name, address, telephone, description of material requested (author, title, publisher, etc.), date material provided and date material was returned. | Administrative            | Temporary                 | Keep until the request is completed or canceled, materials are returned and applicable fees and fines paid, or until administrative needs end. | Useful        |  |
| Library Complaints                              | These records document complaints received and actions taken concerning library services, including programming and material selection policies. Information includes: complainant's name, address, telephone, date, explanation of complaint, etc.  | Administrative            | Temporary                 | Keep two years after resolution of complaint or final action.  | Useful        |  |
| Library Operation Policies                      | Policies concerning library operations, including materials selection.   | Administrative, Legal     | Semi-permanent            | Keep policy drafts one year, final approved policies until superseded or obsolete.   | Vital         |  |
| Library Publications                            | Publications distributed to the public to advertise library services, programs and activities, including brochures, newsletters, activities calendars, bookmobile schedules, special events fliers, etc.   | Administrative            | Permanent, Semi-permanent | Keep one copy of newsletters and other publications with lasting significance permanently. Keep other publications for five years.             | Important     |  |
| Shelf Lists/Inventory                           | Inventory of all library holdings, including volumes and titles added or withdrawn from the collection. Typically arranged by shelf, showing title, author, accession number, publisher, date purchased, cost and number of copies. Used as an inventory control by library personnel.   | Administrative, Financial | Temporary                 | Keep until superseded or obsolete.   | Useful        |  |
| Materials Challenges                            | Materials related to a formal request for materials reconsideration application, research, communications, formal decision, etc.   | Administrative, Legal     | Semi-permanent            | Retain for five years from calendar end.   | Important     | IC 9-340B (disclosure exemption)   |
| Overdue Book Records                            | Lists and notices used to monitor status of overdue books and other media, and notify patrons to return overdue materials.   | Administrative, Financial | Temporary                 | Keep until materials returned and fees collected or debts deemed uncollectible.  | Useful        |  |
| Patron Requests                                 | Requests by library patrons for materials currently checked out or to add new materials to the library collection. Information may include: patron's name, library card number, address, and telephone; call number, author, and title of material requested.  | Administrative            | Temporary                 | Keep until request approved or rejected  | Non-essential |  |



|                                     |   |                |           |  |               |  |
|-------------------------------------|---|----------------|-----------|--|---------------|--|
| Public Computer Use Records         | System logs for public computers and wireless internet use  | Administrative | Temporary | System logs kept only for the duration of use. Internet use data kept 30 days. | Useful        |  |
| Research Inquiry & Response Records | Records relating to research requests received and responses made by library staff. Information typically includes: name of researcher, subject of inquiry or request, reply, information sources, etc. | Administrative | Temporary | Keep until administrative needs end.   | Non-essential |  |

| Human Resources & Personnel Records | Description  | Value                 | Classification | Retention Period & Transfer Instruction  | Category  | Legal Guidance (Code citation, if applicable)  |
|-------------------------------------|--|-----------------------|----------------|--|-----------|--|
| EEO Records                         | Records documenting district compliance with the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972 and the Americans with Disabilities Act. Records include: policy statements, records to make EEO-4 reports, investigations, case files, complaints and related information.  | Administrative, Legal | Semi-permanent | Keep EEO-4 records necessary for the completion of the EEO-4 for three years. Retain all other records for 10 years.                                     | Important |  |
| Background Checks                   | Records documenting the application and results of background checks for district employees and volunteers.  | Administrative, Legal | Semi-permanent | Keep three years from the making of the record; keep background check consents three years after superseded.   | Important |  |
| Benefits Continuation Records       | Records documenting notice to employees, spouses and dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave and whether coverage was elected or rejected. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. Records may be filed with the Employee Benefits Records or Employee Personnel Records.  | Administrative, Legal | Semi-permanent | Keep five years from the making of the record.   | Important | No retention period specified in 26 CFR Part 54  |
| Employee Benefits Records           | Records relating to district employee benefit information such as: selection of insurance plans, retirement, pension and disability plans, deferred compensation plans, and other benefit information. Records may include, but are not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, and related documentation.   | Administrative, Legal | Semi-permanent | Keep five years from the making of the record.   | Important | Numerous federal regulations provide retention periods for these records: 29 CFR 1627.3 (Age Discrimination) requires employee benefit plans such as pension and insurance plans to be kept for the full period the plan or system is in effect, and for at least one year after its termination. Payroll, recruitment and selection, personnel, and employee benefits records must also be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition. 29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case. Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service. IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least three years after the calendar year in which remuneration was due. |
| Employee Medical Records            | Document an individual employee's work-related medical history. These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to: physician assessment records, records of significant health or disability limitations related to job assignments, documentation of work-related injuries or illnesses, hazard exposure records, and release consent forms and related correspondence. | Administrative, Legal | Semi-permanent | Keep hazard exposure records 30 years after separation. Keep other records five years after claim ends or completion of litigation, whichever is longer. | Important | Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor.  |

|   |  |                       |                |   |           |   |
|---|--|-----------------------|----------------|---|-----------|---|
| Employee Personnel Records                                  | Document an employee's work history. Records may include, but are not limited to: employment applications, notices of appointment, training and certification records, salary changes, personnel actions, performance evaluations, awards and other special recognition, letters of recommendation, disciplinary action, notices of layoff, letters of resignation, home address and telephone, emergency notification forms, and related correspondence and documentation.  | Administrative, Legal | Semi-permanent | Keep five years after separation.   | Important | Numerous regulations provide retention periods for these records:<br>29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.<br>29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII of the ADA, the district is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.<br>29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.<br>49 CFR 382.401 (Drug Testing for Holders of Commercial Driver's Licenses) provides various retention requirements for drug testing records.<br>Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.<br>IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due. |
| Employment Eligibility Verification Form (I9)               | Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the United States. Information includes: employee information and verification data such as citizenship or alien status and signature, and employer review and verification data such as documents, which establish identity and eligibility, and employer's signature certifying that documents were checked.  | Administrative, Legal | Semi-permanent | Keep for one year after termination or three years from employee hire date, whichever is later. | Important | Federal regulations (8 CFR 274a.2) require these records be kept three years after the date of hiring or one year after the individual's employment is terminated, whichever is later.  |
| Grievance/Complaint Records                                 | Records documenting employee complaints/grievances. May include emails, audio files, written reports and other data.   | Legal                 | Semi-Permanent | Keep 10 years from the making of the record.  | Important | Title 67, Chapter 59 of the Idaho Code; Guidance from Idaho Commission on Human Rights and US EEOC; 29 C.F.R. Part 1627 (ADEA); 29 C.F.R. Part 1602 (Title VII, ADA, and GINA); 29 C.F.R. Part 516 (FLSA); 29 C.F.R. Part 1620.32 (EPA);  |
| Photo Identification Records                                | Photographs and other records used to identify district employees. May include photographs taken for district identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data.   | Administrative, Legal | Temporary      | Keep until superseded, obsolete or administrative needs end.                                    | Useful    |   |
| Position Description, Classification & Compensation Records | Records documenting the description, classification and compensation of district jobs and positions. Usually includes details of duties and responsibilities of each position, may include time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position. Records often include: reports, position descriptions, position evaluations, salary & benefits studies, job analyses, and related records. | Administrative, Legal | Temporary      | Keep three years after superseded, obsolete or administrative needs end.                        | Useful    | 29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the district is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.<br>29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.<br>29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.   |

|                                    |  |                       |                |  |           |  |
|------------------------------------|--|-----------------------|----------------|--|-----------|--|
| Recruitment & Selection Records    | Document the recruitment and selection of district employees. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, and related correspondence and documentation.  | Administrative, Legal | Semi-permanent | Keep three years from the making of the record.  | Important | <p>29 CFR 1602.14 (Recordkeeping &amp; Reporting Under Title VII &amp; ADA) requires recruitment and selection, personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.</p> <p>29 CFR 1602.31 (Recordkeeping &amp; Reporting for Civil Rights Act &amp; Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the district is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.</p> <p>29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.</p> <p>29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.</p> |
| Training Program Records           | Records related to the design and implementation of training programs provided to employees by the district. May include class descriptions, planning documentation, instructional materials, course outlines, class enrollment and attendance records, and related records.   | Administrative        | Temporary      | Keep until superseded, obsolete or administrative needs end.   | Useful    |  |
| Volunteer Program & Worker Records | Records documenting the activities and administration of volunteer programs in the district. May include volunteer hours statistics, volunteer program public district records, insurance information, inactive volunteer files, and related records. Records documenting work performed for the district by citizens without compensation for their services. May include agreements, applications, skills test results, training documentation, task assignment and monitoring records, etc. | Administrative        | Semi-permanent | Keep volunteer applications and recruiting documents three years; Keep worker records keep five years after separation | Useful    |  |

**Any instrument or item not listed in this policy which is seemed to only have value to the user, recipient, etc. having possession of the item (e.g. rough notes, drafts prior to adoption, to-do lists, etc.) will be considered to have a retention period of**



# Meridian Library District CONFLICT OF INTEREST POLICY **DRAFT**

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## PURPOSE

The purpose of this Conflict of Interest Policy (this “Policy”) is to provide guidelines for identifying, evaluating, and managing potential or actual conflicts of interest. Conceptually, a conflict of interest occurs when a person's private interests compete with their professional obligations to the District to a degree that an independent observer might reasonably question whether the person's professional actions or decisions are materially affected by personal considerations, including but not limited to personal gain, financial, favoritism or otherwise.

Meridian Library District (“District”) trustees (“Trustees”) and employees shall be familiar with and comply with this Policy as well as the statutes cited herein.

## BOARD OF TRUSTEES

Trustees have a duty of loyalty which requires that Trustees act in the best interest of the District, and not their self-interest. Conflicts of interest may cause a Trustee to breach this duty of loyalty, resulting in damage to the District and potential civil or criminal liability to the Trustee. See, e.g., Idaho Code §§ 18-1351 *et seq.*; Idaho Code §§ 74-401 *et seq.*; and Idaho Code §§ 74-501 *et seq.* This Policy is intended to ensure that all decisions of the District Board of Trustees (the “Board”) are made solely to promote the best interests of the District by setting forth the policy for identifying and resolving conflict of interest situations. This Policy is intended to supplement, and not replace, applicable laws governing the conduct of Trustees.

Consistent with applicable law and Trustees’ fiduciary duties, a Trustee shall not participate in any Board discussion, decision, or action in which the Trustee has a conflict of interest unless such conflict has been fully disclosed and resolved consistent with this Policy and applicable law, including but not limited to, the Idaho Ethics in Government Act, Idaho Code §§ 74-401 *et seq.*

**A. Conflict of Interest.** A conflict of interest generally means any situation in which a Trustee’s official decision, action, participation, recommendation, or influence could result in a private benefit to, or adversely affect the private interests of, the Trustee, the Trustee’s immediate family (i.e.,

members of the Trustee’s household<sup>1</sup>), or any entity in which the Trustee or their family has a significant ownership or other beneficial interest. See generally Idaho Code § 74-403(4). The following are examples of potential conflict of interest situations—

- i. The Board is considering a contract, transaction, or policy that affects the economic interests of the Trustee or the Trustee’s immediate family member.
- ii. The Board or the District is considering employing the Trustee’s wife, child, or other immediate family member.
- iii. A Trustee has access to confidential information that the Trustee could use for personal gain.
- iv. A Trustee has a financial relationship with a District vendor or contractor, or the vendor or contractor offers a gift to the Trustee.
- v. Any other situation where a Trustee’s private interests diverge from the best interests of the District.

**B. Disclosure of Conflict.** A Trustee who has a conflict of interest must disclose the existence of the conflict of interest to the Board before receiving confidential information, participating in any discussion, or taking any action on the issue that gives rise to the conflict. See Idaho Code § 74-404. The disclosure must be in writing or otherwise fully disclosed in the Board minutes. A Trustee may seek legal advice concerning whether a conflict of interest exists as set forth below.

**C. Abstention.** Unless and until the Board has waived the conflict, a Trustee who has a conflict of interest must not knowingly receive confidential information, participate in any discussion, or take any action relevant to the issue giving rise to the conflict. See Idaho Code § 74-404. The Trustee should ensure that the Board minutes reflect the Trustee’s abstention.

**D. Board Consideration.** The remaining non-interested members of the Board shall consider and respond to any disclosed conflict of interest situation consistent with this Policy and applicable law. The interested Trustee may be excluded from the deliberations.

**E. Waiver.** The Board, acting by vote of a majority of disinterested Trustees, may waive the conflict of interest only if the Board determines that the disclosed conflict of interest is insignificant or will not materially impair or adversely affect the interested Trustee’s duty to act in the best interests of the District. The waiver shall be documented in the Board minutes. The waiver shall only apply to the issues or facts that were disclosed relevant to the conflict of interest situation. Failure to fully

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<sup>1</sup> I.C. § 74-403(7) defines “members of a household” mean the spouse and dependent children of the public official and/or persons whom the public official is legally obligated to support.

disclose facts relevant to the conflict of interest may negate the waiver. The Board may withdraw the waiver at any time and, if withdrawn, the interested Trustee shall abstain from future participation or action concerning the issue.

**F. Determining Whether a Conflict of Interest Exists.** Consistent with Idaho Code § 74-404, as it shall be amended:

- i. A Trustee who believes that he or she may be in a conflict of interest situation may seek legal advice from the District’s attorney, the attorney general, or an independent attorney to determine whether a conflict of interest exists.
- ii. If the attorney concludes that there is no actual or potential conflict of interest, then the Trustee may rely on the advice and proceed as if no conflict of interest exists. In the event of a challenge, the Trustee shall have the burden of proving the advice given by the attorney.
- iii. If the attorney concludes that there is an actual or potential conflict of interest, then the Trustee shall prepare a written statement describing the conflict, including a description of the matter required to be acted upon and the nature of the potential conflict. The Trustee shall deliver the disclosure to the Board prior to participating in any discussion or action relevant to the issue giving rise to the conflict.

**G. Application.** This Policy shall apply during the Trustee’s term on the Board. This Policy shall apply to any discussion, recommendation, vote, participation, or other action that the interested Trustee takes in the Trustee’s official capacity, whether on the Board as a whole, through participation on any committee, or through any individual action that the Trustee takes in the Trustee’s official capacity.

**H. Other Laws.** Idaho statutes impose additional requirements on public officials, including Trustees, to ensure that they act in the utmost good faith and that they do not misuse their official position. See, e.g., Idaho Code §§ 18-1351 *et seq.*; Idaho Code §§ 74-401 *et seq.*; and Idaho Code §§ 74-501 *et seq.* Trustees shall be familiar with and comply with these additional laws.

**I. Remedies.** When the Board determines that a conflict of interest exists, it should select an appropriate remedy to manage the conflict. Conflicts of interest are not all of equal materiality, and the remedy for each conflict should match the materiality of the conflict; provided, however, that at a minimum the affected Trustee shall abstain from voting on any matter where a conflict of interest exists. For example, when a conflict is immaterial, the affected Trustee could merely be asked to refrain from reviewing certain information or from voting on certain subjects. But when the conflict is material, the Trustee could be barred from receiving certain information or asked to leave the room for

certain discussions and votes. In rare cases of a very severe or continuous conflict, the Trustee could be asked to resign.

**J. Reporting.** Trustees shall report to the Board any known conflict of interest situations involving themselves or other Trustees so that appropriate action may be taken.

**K. Certification.** As a condition to their service, Trustees shall certify that they will comply with this Policy by executing the attached form. Each Trustee shall execute an updated certification annually.

**L. Campaign Contributions.** Campaign contributions are governed by Idaho’s “Sunshine” laws, and soliciting or receiving campaign contributions or other activities related to political campaigns are excluded from this Policy.

## **DISTRICT EMPLOYEES**

District employees conducting normal and usual duties on behalf of the District are considered “public officials” subject to Idaho law on conflicts of interest, bribery and corrupt practices, and nepotism. In the employee context, a conflict of interest generally arises when an employee has a personal interest that may compromise the employee’s professional judgment. This personal interest is often identified as a financial interest, where an employee or an immediate family member of the employee receives a financial benefit from dealings with an entity or person conducting business with the District. However, personal interests giving rise to a conflict of interest may also involve family, social, or outside professional interests, including membership in or commitments to other organizations, which do not necessarily result in financial benefit.

Conflicts of interest may be direct, where the employee benefits personally, or they may be indirect, where immediate family members or closely associated businesses of the employee benefit. Additionally, conflicts may be actual or potential and, in some cases, the conflict could present as an apparent conflict of interest, which can be just as harmful to the District’s reputation. All conflicts of interest, whether actual or potential, real or apparent, must be avoided in order to preserve and maintain public trust.

Other than compensation, no employee, immediate family member or business with which the employee or an immediate family member is associated shall derive any personal profit or gain, directly or indirectly, by reason of their employment by the District except as provided in Idaho Code and through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board. An employee may not use or disclose confidential information gained by reason of the employee’s District-related

activities with the intent to obtain a financial benefit for the employee or for any other person or entity, or for any purpose which may be detrimental to the District.

This Policy cannot address every situation in which a conflict of interest may arise. However, the guidelines in this policy provide examples of prohibited behavior that can assist employees to become aware of when an actual or potential conflict of interest is present.<sup>2</sup> This policy also provides links to resources addressing unethical behaviors which are prohibited by law, and which carry civil and criminal penalties. Without limitation, an actual or perceived conflict of interest or violation of Idaho ethics law may exist when any of the following occur:

1. An employee's personal activities, relationships, interests in outside businesses, or financial affairs adversely impact their ability to exercise good judgment and/or act in the best interest of the District. An employee is considered to have an interest in an outside business if the employee or an immediate family member holds ownership in the business or its property; furnishes goods or services to the business; is a creditor, employee, agent, officer, director, or consultant of the business. Outside businesses include any person, firm, corporation, or government agency that sells or provides a service to or purchases from the District.
2. When an employee is in a position to influence a District decision that may result in a personal gain for that employee or an immediate family member as a result of the District's business dealing.
3. When an employee is romantically involved and/or dating a subordinate staff member. No dating or romantic relationship is permitted where one of the employees reports either directly or indirectly to the other person involved in the dating/romantic relationship.
4. When an employee accepts special favors or gifts offered based upon the employee's relationship to the District.
5. When an employee appoints or votes for the appointment of any person related to them by blood or marriage within the second degree to any compensated office, position, employment, or duty. This means no one related within the second degree to anyone involved in any way in the hiring process can be hired and/or that no one related to an applicant within the second degree can take part in the hiring process. This extends to practices that involve employee promotion and transfer. However, family members may be employed by the District, provided they are not supervised by the relative. An employee whose relative is subsequently elected as a Trustee may be eligible to retain their position and pay increases as allowed by relevant provisions of Idaho law, including Idaho Code § [18-1359\(5\)](#). No person will be employed by the District when the employment would result in a violation of provisions found in Idaho Code, including but not limited to, Idaho Code §§ [74-401 through 74-406](#) (Ethics in Government), Idaho Code § [18-1359](#) (Bribery and

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<sup>2</sup> These examples likewise apply to Trustees.



Corruption), and their successors. Any such employment made in violation of these sections may be void.

6. When an employee prepares or obtains a mailing list of library patrons with the intent to obtain a financial benefit for the employee or for any other person or entity, or for any purpose which may be detrimental to the District or otherwise in violation of Idaho Code § **74-120** (Prohibition on Distribution and Sale of Mailing or Telephone Number Lists) and Idaho Code § **74-108(4)** (Public Records Act – Exemptions from Disclosure).
7. When an employee uses District resources for personal gain.
8. When an employee has a conflict of commitment such that the employee's outside activities, including private consulting, business activities, external professional endeavors, pro bono work, or outside employment compromise or may compromise the employee's ability to meet their obligations to the District.

While all care should be taken to avoid a conflict of interest, the District has provided a process by which employees can disclose actual or potential conflicts of interest. By disclosing the actual or potential conflict of interest, the District can provide a management plan that allows the District to continue its business transactions and other community relationships with the integrity and public trust that is essential to the effective operations of a public institution.

All employees must submit a notification to their supervisor, Human Resources, the Library Director, or the Board if an actual or potential conflict of interest arises as soon as becoming aware of the actual or potential conflict of interest and no later than thirty (30) days after becoming aware of the actual or potential conflict of interest. A determination will then be made as to whether a conflict actually exists as well as what measures will be taken to resolve the conflict. District legal counsel will be consulted when the legality of a transaction is in question. The individual(s) with the potential conflict shall also refrain from participation in any decision on such matter.

The District reserves the right to apply this Policy to situations where there is a conflict or the potential for conflict, even if there is no direct-reporting relationship or authority involved.

If there is reasonable cause to believe that a potential conflict of interest may exist, an investigation will be conducted. Violations of this Policy, including failure to disclose a conflict, may result in disciplinary action, up to and including termination or removal from position. Additional sanctions may apply under applicable state and federal law and regulations. Employees must comply with all applicable statutes and rules governing conflicts of interest.

## **RESOURCES**

Bribery and Corrupt Influence Act, Idaho Code §§ 18-1351 *et seq.*

Prohibitions Against Contracts with Officers, Idaho Code §§ 74-501 *et seq.*

Idaho Ethics in Government Act, Idaho Code §§ 74-401 *et seq.*

Office of the Attorney General, Idaho Ethics in Government Manual

DRAFT

**MERIDIAN LIBRARY DISTRICT  
BOARD OF TRUSTEES  
CONFLICT OF INTEREST CERTIFICATION**

1. I hereby certify that I have received, read, and understand the District's Conflict of Interest Policy.
2. I acknowledge and agree to abide by the terms of the Conflict of Interest Policy.
3. I hereby certify the foregoing [check the appropriate box]:
  - I am not aware of any circumstance, interest or relationship that I have that might reasonably be expected to create a conflict of interest for me within the meaning of the Conflict of Interest Policy and Idaho law.
  - The following circumstances, interests, or relationships might reasonably be expected to create a conflict of interest for me within the meaning of the Conflict of Interest Policy and Idaho law:  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. I will promptly disclose any additional conflict of interest situations that may arise consistent with the Conflict of Interest Policy and Idaho law.

\_\_\_\_\_  
Name of Board Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# **EMPLOYEE HANDBOOK**

*DRAFT REVISIONS APRIL 17, 2024*

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 Revised and Board Approved on April 17, 2024

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## **INTRODUCTION**

The Meridian Library District Employee Handbook (Handbook) contains information about the employment policies and practices of the Meridian Library District (District). All previous Handbooks, or any prior policy statements inconsistent with this Handbook, are superseded by this Handbook. Specific questions should be directed to the employee's supervisor or Human Resources department.

This Handbook does not constitute a contract of employment, and it does not alter the nature of your employment with the District. Each employee is expected to read the Handbook carefully and to comply with the policies outlined in this handbook.

The Meridian Library District Board of Trustees (Board) reserves the right to amend District policies, including this Handbook, employee benefits, compensation, and all other matters affecting the operations of the District at any time with or without notice to employees unless prohibited by law.

## PURPOSE STATEMENT

The Meridian Library District will provide equal access to information, works of the imagination, and public space, offering resources and services that support educational success, economic development, an informed electorate, and overall quality of life regardless of race, nationality, age, gender identity, sexual orientation, religion, language, ability, economic and employment status, and educational attainment.

## MISSION

Meridian Library District supports our community by enriching lives, igniting curiosity, and cultivating connections.

## VALUES

**Empathy** - We treat our patrons and colleagues with patience, compassion, and respect.

**Learning** - We are committed to lifelong learning and helping patrons find what they want to know.

**Excellence** - We seek to exceed expectations and demonstrate flexibility.

**Relationships** - We are a meeting place for the people of Meridian, facilitating meaningful connections within our community.

**Inclusivity** - We serve and provide access to every member of the community, embracing individuals of all backgrounds.

## **EMPLOYMENT**

### **MERIDIAN LIBRARY DISTRICT**

The Meridian Library District (District) is a political subdivision of the State of Idaho, though it is not part of state government. The Meridian Library District Board of Trustees (Board) serves as the governing body of the District as directed by Idaho Code § 33-2720, carrying out local legislative duties and fulfilling other obligations as required by law. The Board is the general policymaker and has primary authority to establish terms and conditions of employment with the District. As with all elected public officials, the trustees are ultimately responsible to the voters of the District.

Employees should recognize that although they may serve as employees supervised by a department head, they are employees of the District, and not of the person who supervises their work. All employees are 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 at any time. Employees may work for a department with an operational guideline that provides additional direction to employees on expectations and procedures unique to that department.

The policies set forth in this Handbook, in the resolution and policy statements that support it, cannot be superseded by any other person's pledge, without the express action of the Board. That is particularly true for terms or conditions that would establish a current or future financial obligation for the District.

### **EQUAL EMPLOYMENT OPPORTUNITY/DISCRIMINATION**

An applicant's or employee's race, color, citizenship, religion, national origin, age, gender (including pregnancy, childbirth, and related conditions), gender identity, transgender status, disability, sexual orientation, genetic information, or military status will have nothing to do with any employment-related decisions at this Company.

Employees who feel they have observed or experienced a violation of this policy should report their concerns to HR. The Company will make reasonable accommodation for known religious beliefs as well as for known disabilities as defined in the Americans with Disabilities Act. All requests should be directed to the HR Department.

### *REASONABLE ACCOMMODATION*

The District does not discriminate against any applicant or employee in hiring or in the terms, conditions, and privileges of employment due to physical or mental disability. When the employee or their representative (e.g., healthcare provider) makes the District aware of any disability which prevents an otherwise qualified applicant or employee from performing an essential function of the job, the District will assess whether any reasonable accommodation would allow the person to perform the job before refusing employment or making a distinction in terms, conditions, or privileges of employment because of the disability. The District may require an employee to have their medical provider complete a Reasonable Accommodation form. An accommodation which creates undue hardship on the District, or which endangers health or safety is not a reasonable accommodation. Indefinite leave periods, removal of essential job duties, or bumping another employee from their position are not generally considered reasonable accommodations. The District will make any reasonable accommodation necessary to allow an otherwise qualified applicant or employee to perform the job.

An otherwise qualified applicant for employment or an employee with a disability who requires reasonable accommodation shall inform HR regarding the nature of the disability and the accommodation requested. Employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and shall not release the information to anyone who does not have the right or need to know.

### **REASONABLE ACCOMMODATIONS FOR PREGNANT WORKERS**

As required by the federal Pregnant Workers Fairness Act (PWFA), the District will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation would cause undue hardship to District operations.

Any request for accommodation must be submitted to the Human Resources department in writing. Accommodation requests must include an explanation of the pregnancy related limitations, the need and/or request, and alternative

accommodation(s) that may be reasonable. The employee may be required to provide a statement from their healthcare provider substantiating the need for accommodation.

Upon receipt of the request for accommodation, Human Resources will contact the employee to discuss the request and determine if the accommodation is reasonable and can be provided without significant difficulty, undue disruption to operations, or significant expense constituting undue hardship.

Possible accommodations include:

- Sitting while completing work assignments
- Drinking water at their work stations during the workday
- Receiving closer parking
- Flexible scheduling
- Receiving appropriately sized safety apparel
- Additional break times to use the restroom, eat, or rest
- Additional time off to recover from childbirth
- Excusing the employee from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy

A leave of absence or additional time off may be reasonable under this policy, but the District will not require the employee to take time off if another reasonable accommodation can be provided, allowing the employee to continue work.

The District prohibits any retaliation, harassment or adverse action due to requests for accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy. Please report any known or perceived violations of this policy to Human Resources immediately.

### ***VETERANS' PREFERENCE AND RIGHTS***

The District acts in accordance with Idaho Code, Title 65, Chapter 5 which states eligible veterans, and qualifying family members, are provided a more favorable competitive position for government employment. Veterans' preference requires public employers to provide additional consideration for eligible veterans and military spouses, but it does not guarantee the veteran a job.

## CLASSIFICATION OF EMPLOYMENT

### *FOR CAUSE EMPLOYMENT RELATIONSHIP*

Except as otherwise provided in this policy, including provisions regarding reduction in force, in accordance with Idaho Code § 33-2721(2), employees of the District will not be suspended without pay, demoted with an accompanying change in pay, or discharged from their position for disciplinary purposes except for cause related to performance of their job duties or other violations of policy. Cause will be determined by the Board, supervisor, and/or Human Resources department and will be communicated in writing to the employee when the employee's status is proposed to be changed. Such action will be subject to the Opportunity to be Heard process for disciplinary procedures set forth in this policy. Temporary employees do not have the right to request an opportunity to be heard regarding disciplinary processes. However, employees who believe they have been removed from their position or demoted with a reduction in pay as a result of discrimination or retaliation, or as a result of an allegation entitling them to a name-clearing hearing, may utilize the procedures set out in this handbook.

### *EMPLOYEE CLASSIFICATION FOR BENEFIT PURPOSES*

The classification of positions employees hold with the District may affect the status of obligations or benefits associated with their employment. The primary classes of employees are:

- **Full-time employee-** An employee who is regularly scheduled to work at least 30 hours per week. Full-time, regular employees are eligible for employee benefits provided by the District.
- **Part-time employee-** An employee who is regularly scheduled to work less than 30 hours per week. Part-time, regular employees may receive reduced employee benefits, as authorized by the Board and required by federal and state law. The scope of benefits received may vary proportionally with the number of hours typically worked for a part-time, regular employee. The number of hours worked may also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.

- **Regular employee-** A full-time or part-time employee who is hired for an indefinite period.
- **Temporary employee-** Employees who are hired for a pre-established period, using during peak workloads or for vacation relief. Temporary employees may only work a part-time schedule, not to exceed 29 hours per week for a duration of no more than 10 weeks. Temporary employees receive no benefits provided to regular employees, except those required by law or those approved by official action of the Board.

Additionally, each employee is classified as one of the following based upon applicable federal and state law:

- **Exempt employees-** Employees who are exempt from the overtime compensation provisions of federal and state wage and hour laws.
- **Non-exempt employees-** Employees who are subject to strict timekeeping requirements, minimum wage, and overtime compensation, as provided by federal and state wage and hour laws.

## **BACKGROUND CHECKS & REFERENCES**

To ensure that individuals who join the Meridian Library District are well qualified and to ensure that the District maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all external applicants who accept a conditional offer of employment. Background checks may include verification of any information on the application's resume or application form, including criminal background checks.

All offers of employment are conditioned on a receipt of a satisfactory background check report. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act and other applicable laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

The District also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

## **BENEFITS**

All employees are covered by workers compensation, unemployment insurance subject to eligibility requirements determined by law, and social security.

### *WORKERS' COMPENSATION*

Employees are responsible for and required to report any on-the-job injury or occupational illness to their supervisor and Human Resources department immediately, filling out the Accident/Near Miss Report fully, within 24 hours of the incident, to ensure the workers' compensation claim process is followed. In the unfortunate event that an employee sustains a work-related injury or illness, all employees, regardless of classification, are covered by the District's Workers' Compensation benefit. Failure to report a qualifying work incident and notify the employee's supervisor and Human Resources department in a timely manner may result in disciplinary action and could negatively impact benefits.

### *HEALTH INSURANCE*

Employees who are expected to regularly work 30 hours per week or more are eligible for enrollment in the District's health insurance plans which may include medical, dental, vision, and health reimbursement accounts. Employee service hours will be reviewed on an annual basis during the applicable measurement period to determine eligibility. Employees completing less than the average of 30 hours of service per week may lose coverage during the following stability period.

Employees' health insurance benefits become effective on the first day of the month following their first day of employment or on the first day of the month after transferring to an eligible position. In the event an employee's first day coincides with the first day of the month, benefits will begin on their first day.



Health insurance plans and premiums are subject to change at the sole discretion of the Library Director and as permitted by applicable law. Premiums may be partially or fully the responsibility of the employee. Employees who have questions regarding their health insurance or any other benefit are encouraged to contact the Human Resources department. Official health benefit plan documents may be more up to date than the Handbook. If there is a conflict between the language in the Employee Handbook and language in the official benefit plan document, the official benefit plan document governs.

### ***COBRA***

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Coverage under COBRA is paid by the employee or the qualified beneficiaries. Employees are expected to notify the Human Resources department immediately of a qualifying event.

### ***RETIREMENT***

Non-temporary employees expected to be employed at least five months and regularly working 20 hours per week or more are covered by the Public Employee Retirement System of Idaho (PERSI) base plan. For eligible employees, PERSI requires the District to withhold a percentage of an employee's gross salary for retirement plan purposes, and to contribute an additional larger amount on behalf of the employee in amounts determined by PERSI. PERSI reserves the right to change contribution amounts at any time.

### ***MISCELLANEOUS BENEFITS***

The District offers additional benefits, which are subject to change in the sole discretion of the Board based on the annual budget, that may be available to employees for

participation in accordance with the terms of their respective policy or plan document. Changes to benefits must be made during open enrollment or within the eligibility window based on qualifying life events only. Employees are encouraged to contact the Human Resources department for additional benefit information.

### *TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER*

Benefits for each employee continue when the employee transfers from one department to another within the District, as long as both the position and hours regularly worked continue the employee's eligibility for benefits. Any such transfer will not result in a reduction of benefit offerings, except in instances when an employee voluntarily accepts a position with reduced benefits.

### *PROFESSIONAL DEVELOPMENT*

The District recognizes the importance of a knowledgeable and competitive workforce and strives to provide opportunities for employees to engage with professional development, continued education, and professional associations. Employees are encouraged to pursue professional development opportunities that offer growth in areas related to their current and future employment within the District. Funding for professional development is prioritized during the annual budget creation process. The Library Director reserves the right to determine which professional development or professional memberships are in the best interest of the District.

There are several ways in which employees can engage with opportunities including external webinars, workshops, conferences, or joining professional associations. In most cases, professional development opportunities are available to non-temporary employees who have completed a minimum of six months of employment with the District. This requirement ensures that employees have had the opportunity to become acclimated to their roles and responsibilities within the organization before engaging in external development activities. Employees may be required to present the information they have learned from their training to other departments, library administration, or the Board or may be asked to write a summary report to be attached to the monthly Board reports. Non-exempt employees will be compensated for any training time that meets the compensability requirements of federal wage laws.

### *INTERNAL TRAINING*

The District will regularly provide internal training opportunities to further staff development and knowledge regarding District policies and procedures. Annually, the District provides a mandatory, educational training day (Staff Day) focused around current needs and library trends for all staff.

### *EXTERNAL WEBINARS, WORKSHOPS, & CONFERENCES*

The District may provide funding and opportunities for employees to attend external webinars, workshops, and conferences on behalf of the organization. Approval for external training is contingent upon the annual budget process and available resources. Employees are encouraged to speak to their supervisor about attending training and conferences that appeal to them and support their current and future employment with the District.

### *PROFESSIONAL MEMBERSHIPS*

The District may provide funding for membership fees for professional associations, local service clubs, and events for employees who participate on behalf of the District. Approval for membership fees is at the discretion of the Library Director and is based on multiple aspects such as alignment to organizational goals, employee's position, and budget availability. Employees are encouraged to speak to their supervisor if they wish to have the District pay for professional membership fees.

### *EDUCATION ASSISTANCE PROGRAM*

The District may provide funding for continuing education or professional licenses and certifications through the Education Assistance Program. Staff who meet eligibility requirements below may apply for this program. Accepted employees will receive reimbursement up to \$2,000 per year to enroll and complete continuing education, professional licensing, and certification through an accredited program that offers growth in an area related to the employee's current and future employment with the District. This reimbursement is separate from any wage and hour compensation requirement relating to non-exempt employees attending training.

Employees who are eligible to apply for the Education Assistance Program must meet the following criteria:

- Be in a non-temporary status and employed by the District for a minimum of one year.
- Have received a satisfactory performance review during the last review period and have no disciplinary actions in the last year.
- Have not received a Last Chance Notice, Job in Jeopardy Notice, or Performance Improvement Plan in the last five years of employment with the District.

Applications for the Employee Assistance Program are due no later than July 1 of each year. Employees are encouraged to review the application process and reimbursement eligibility in full before applying.

Employees approved for education assistance must submit receipts to validate educational expenses and maintain a passing grade of "B" or its equivalent for graduate courses and a grade of "C" or better for undergraduate courses in order to be eligible for reimbursement. Any employee who does not receive a passing grade as indicated previously may receive a partial reimbursement or have the reimbursement request denied entirely. Courses must be taken on the employee's own personal time.

### ***FLEXIBLE WORK ARRANGEMENTS***

The District recognizes and supports employee work-life balance and flexibility in attending to unexpected family needs or emergencies. The District supports this by regularly evaluating employee schedule requests against the District's scheduling needs and making adjustments when possible. The District also recognizes the benefits of flexible work arrangements that add value to the District's operations. To be eligible, employees must be in good standing with the District, including no written warnings in the last year. Employees must seek permission to conduct work remotely from their supervisor and sign a Remote Work Agreement. Notwithstanding this policy, the District will also assess flexible work schedules or required time off as needed in accordance with FMLA or reasonable accommodations needed for a disability.

## **PERSONNEL RECORDS**

Employee personnel records are maintained and stored by the Human Resources department, in conjunction with the District's policies, record retention requirements by Idaho Code, and the District's Record Retention Schedule. Personnel files contain records relating to employee performance, status, and other relevant materials relating to the employee's service with the District and may be a hybrid of both paper and electronic records. The Board, the employee's supervisor, and the employee may contribute materials to the personnel files deemed relevant to the employee's service and performance.

Employees may choose to use a name different from their legal name (except where the law requires use of the legal name), but may not change their name beyond the onboarding stage of employment except when legally changed thereafter (e.g., marriage, divorce). Legal name changes will be accommodated with proper legal documentation. Consult your supervisor or HR for extenuating circumstances.

### ***ACCESS TO PERSONNEL RECORDS***

Personnel records are confidential and are only viewable with authorization from the Library Director, by the employee, employee's supervisor, attorneys for the District, and the Board when acting in the course of its official duties. Information regarding personnel matters will only be provided to outside parties pursuant to a court order or a lawfully issued subpoena. The District reserves the right to disclose the contents of personnel files to outside agencies and insurance carriers or agents for risk management purposes or when necessary to defend itself against allegations of unlawful conduct.

Employees may request copies of documents within their personnel records. All such requests will abide by Idaho Code Title 74, Chapter 1, the District's policies, and other applicable laws.

### ***MANAGEMENT OF INFORMATION IN PERSONNEL FILES***

Employees are not permitted to remove, redact, or alter the materials in their personnel files. If the employee believes information in their file is inaccurate or

incomplete, they may provide a written response to any document in the file within five days after receiving access to their personnel file. Written responses will be attached to the original document.

## **EMPLOYEE EVALUATION**

### *PERFORMANCE EVALUATIONS*

Employee performance reviews are ongoing through the course of employment. The employee's direct supervisor will strive to conduct quarterly meetings with each direct report to establish the employee's goals and will endeavor to conduct, at a minimum, one monthly meeting with each direct report individually to discuss performance.

The Library Director's annual evaluation is conducted by the Meridian Library Board of Trustees. All documentation related to employee performance will be kept in the employee's official personnel file.

### *ANNUAL INCREASES*

The District believes employees should be compensated based on their compliance with District policies and procedures. Though not required by law, the District may reward regular employees for individual satisfactory compliance with an increase to their base compensation. Regular employees will receive an annual performance review coinciding with their service anniversary date, rehire date, or position change date when the change also triggers a change in pay grade.

Temporary employees are not eligible for annual increases. Temporary employees who transition to a regular position over the course of their service will have their annual performance review based on the anniversary of their regular employee status.

Employees who receive discipline throughout the course of the evaluation year will receive a lower increase amount or may not receive an increase at all, as determined by the Library Director in coordination with the Human Resources department. Employees whose base pay reaches the maximum amount allowed for their position may receive an annual bonus instead of an increase to their base compensation.

The Library Director's compensation and evaluation is established and controlled by the Board and is not subject to this policy.

Employees are not guaranteed an annual increase. All annual increase rates are determined on an annual basis during the budget creation process, are subject to change at any time without notice, and may not be paid if budgetary conditions prevent the District from doing so.

## **DISCIPLINARY PROCEDURES**

### *DISCIPLINARY POLICY*

The District believes that a successful business depends upon each employee's commitment to be responsible and accountable for their own actions and behaviors. All employees are expected to behave in a professional and respectful manner. This policy provides a framework and recommended procedures for disciplinary processes when employees violate employment policies or fail to adequately perform their duties. The District acknowledges that real-world situations may require slight adjustments or adaptations to the process and doing so will not undermine the legitimacy or effectiveness of actions taken on the policy. Nothing contained herein is intended to limit the reasons for which the employee may be subject to disciplinary action, including termination of employment.

Progressive steps may be implemented in order to encourage improved performance or attitude but are not required. The District may take any of the prescribed steps in any order when a supervisor deems an action of the employee to be serious enough to warrant a certain step. Conditions of maintaining employment that relate to particular performance or behavior issues may be established in conjunction with any disciplinary actions. Factors that may be considered in determining appropriate disciplinary action include the seriousness of the conduct, the employment record, the employee's ability to correct conduct, action taken with respect to similar conduct by other employees, the effect on patrons, the effect on the District's business, and surrounding circumstances. Employees are required to cooperate during any fact-finding process.

The following actions are among the disciplinary actions that may be taken in response to personnel policy violations:

- Verbal warning
- Written warning
- Suspension with or without pay
- Performance improvement plan
- Last chance notice or job in jeopardy
- Demotion or reassignment
- Dismissal

### *OPPORTUNITY TO BE HEARD - CONCERNING DISCIPLINE*

All District employees have the right to be heard in the event of demotion with a reduction in pay, administrative leave without pay, or dismissal from employment related to job performance or conduct issues. The pre-decision opportunity to be heard is designed to be informal, allowing the employee to discuss the facts surrounding the disciplinary action or performance-based personnel action and to provide any additional documentation that the employee believes would be helpful in explaining the employee's actions, attitudes, or behavior.

During the pre-decision opportunity to be heard process, the following steps will be followed:

1. The employee will be provided with a written notice of the reasons for the personnel action, along with an explanation of the District's supporting information.
2. The written notice will include a date, time, and place for the employee to be heard to discuss the personnel action.
3. The written notice will state whether the employee is being placed on administrative leave pending the outcomes of the opportunity to be heard, and whether any such administrative leave will be with or without pay.
4. If the employee is unable to participate in the scheduled opportunity to be heard, the employee may request an alternate date. Any approved alternate date that falls after the originally scheduled date may continue the administrative leave without pay, at the discretion of the District.



5. The employee must notify the District within two business days of the date of the written notice that the employee desires to be heard as scheduled. If notice of acceptance of the opportunity to be heard is not received within two business days, the opportunity to be heard will be vacated and deemed waived.
6. As an alternative to the opportunity to be heard, the employee may choose to provide a written response to the bases for the personnel action. This written response must be submitted no later than the scheduled date and time initially set for the opportunity to be heard.
7. The opportunity to be heard, if chosen, will be conducted by the Library Director and Human Resources manager and will last no longer than one hour, unless otherwise approved by the Library Director. It will be limited to discussion of the issues contained in the written notice and to any allegations by the employee of discrimination, harassment, or retaliation in employment as provided in the next section.
8. The employee may have an attorney present to assist the employee, at the employee's own expense. The employee must give the District notice at least twenty-four (24) hours before the hearing if the employee intends to have an attorney present.
9. The employee will be allowed to present written statements from witnesses about the issues contained in the written notice.
10. The Library Director may ask the employee questions.
11. The Idaho Rules of Evidence do not apply to the opportunity to be heard.
12. An audio recording of the hearing will be made and maintained as part of the employee's personnel record.
13. The Library Director will render a written decision after considering the employee's responses, if any, to the allegations set out in the notice.
14. Failure to participate in the opportunity to be heard constitutes a failure to exhaust administrative remedies under this policy.

## *OPPORTUNITY TO BE HEARD - ASSERTIONS OF DISCRIMINATION AND RETALIATION AND "NAME CLEARING HEARING"*

In addition to the pre-decision opportunity to be heard provided for in the previous section, a public employee who is being terminated or demoted with a reduction in pay, based on allegation of dishonesty, wrongdoing, or criminal misconduct is constitutionally entitled to a post-decision name-clearing hearing when one is requested. Failure by the employee to pursue this hearing procedure constitutes a waiver of this opportunity. Issues involving dishonesty, wrongdoing, or criminal misconduct are the only issues that will be heard in this procedure.

During the post-decision opportunity to be heard process, the following steps will be followed:

1. Within fourteen days (14) of termination or demotion, the employee may submit to the Board a written request for a name-clearing hearing and state the basis for it.
2. A request for hearing will be denied if the employee misses the deadline for submission of the request or does not state a valid reason. An employee will be notified if a requested hearing is either granted or denied.
3. An employee granted a hearing will meet with the Board. The hearing will not exceed one hour in duration.
4. An audio recording of the hearing will be made and maintained as part of the personnel record.
5. The employee's supervisor may provide a brief written statement at least twenty-four (24) hours prior to the hearing. The Board may require the supervisor to participate in the hearing.
6. The employee will be provided an opportunity to present evidence upon which the claims are based.
7. The Board may ask questions during this process.
8. The Idaho Rules of Evidence do not apply to this hearing.
9. After the hearing, the Board will consider the information submitted, and other information within the District's records, to arrive at a decision and will issue a written statement setting forth the reasons for the decision.

## **SEPARATION FROM EMPLOYMENT**

The District requests written notice as follows to the employee's supervisor and HR:

- Library administration managers and department managers - One (1) month, or twenty-eight (28) calendar days
- All other staff- Two (2) weeks, or fourteen (14) calendar days

The Library Director may waive this requirement as individual circumstances warrant. Oral resignations shall be documented by the supervisor after consultation with the Library Director, Human Resources department, or Board. Resignation notice should be submitted to Human Resources via email by the resigning employee. Evidence of the written or oral resignation should be provided to the employee and placed in the employee's personnel file.

Employees who do not show or contact the District for two consecutive working days will be considered to have resigned through abandonment of their position. Employees employed on an as-needed basis who do not respond to three consecutive requests from the District, or do not contact the District regarding their temporary employment assignment, will be deemed to have resigned.

If an employee's words or actions indicate an intent to resign, including having an unexcused or unauthorized absence (as defined in the Attendance section of this handbook below) of two working days in a row, the District will consider the employee as having resigned through abandonment and immediately notify them of such.

## ***REDUCTION IN FORCE***

When financial circumstances or changes of workload occur, the District may reduce forces in such a manner as it deems necessary to maintain the effective functioning of the District services. Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and work needs.

### *ELIGIBILITY FOR REHIRE*

Employees who were part of an involuntary reduction in force, as well as those employees who voluntarily resign, will be eligible for rehire if they had a satisfactory work record and gave sufficient notices in accordance with the Separation from Employment policy upon resignation or termination.

### *INELIGIBILITY FOR REHIRE*

Former employees who had an unsatisfactory work record, employees whose employment ended with recent or pending disciplinary action on their record, employees who are found to have failed to follow directives by their immediate supervisor prior to termination and those with a less than satisfactory rating on their most recent performance evaluation will not be considered eligible for rehire. Evaluation of extenuating circumstances for resignation without notice or for insufficient notice will be subject to determination by the Library Director.

### *RETURN OF DISTRICT PROPERTY*

All District property and assets, physical or digital, must be returned upon separation from employment and in proper working order. Failure to return equipment and/or data immediately upon separation from employment shall be deemed misappropriation. Information created in relation to the work of the District is considered a public record and the District's property. Making copies of District information or property for personal use is strictly prohibited along with deleting, removing, destroying, or distributing District information that is to be retained and distributed according to the District's policies, Idaho Code, and the District's Record Retention Schedule. All District data that is to be retained under the records retention schedule is required to be transferred to the District's systems upon separation from employment. All other data on personal devices must be removed upon separation of employment. Employees who wish to obtain District information for personal use must comply with the District's public records request policy and process.

## **STANDARDS OF CONDUCT**

### *ARRESTS AND CONVICTIONS*

Employees who are arrested for any alleged crime must report the arrest immediately to the Human Resources department within one business day of the arrest or prior to working their next shift, whichever occurs first. Conviction to any crime must be reported to the Human Resources department within 24 hours of the conviction or prior to the employee's next shift, whichever occurs first.

### *WORKPLACE INVESTIGATIONS*

All employees are expected to report any observed conduct that is in violation of the District's policies or law. Employees are also expected to fully cooperate when requested to do so as part of any workplace investigation, including but not limited to being interviewed and providing accurate responses, providing requested statements and written documentation, and specifying witness names. Refusing to participate in a workplace investigation, attempting to influence the investigation, including discussing it with others when instructed not to do so, providing information that is not truthful, or withholding information may be the basis for disciplinary action, up to and including termination.

### *RESPECTFUL TREATMENT OF OTHERS*

The District expects employees and managers to treat staff members, patrons, vendors, customers and other third parties in a professional and respectful manner. Any on or off duty conduct contrary to that will be considered conduct unbecoming of an employee.

If you feel you have been subjected to or have observed disrespectful and unprofessional treatment, we encourage you first to attempt to resolve the matter informally directly with the person. If your efforts to informally resolve the conduct are not successful, please schedule a meeting with the HR Department to discuss your concerns.

Any conduct, behavior, or attitude inconsistent with these principles may result in disciplinary action or termination of the employment relationship.

Nothing in this policy is intended to prevent a non-management employee from engaging in protected concerted activity of discussing the terms and conditions of their employment.

## *COOPERATIVE WORK*

District employees are expected to:

- Work cooperatively and constructively with fellow coworkers, volunteers, patrons, Trustees, vendors, and the general public to provide public service of the highest quality and quantity.
- Give their best efforts to accomplish the work of the District for public benefit in accordance with policies and procedures adopted by the Board and display an attitude of cooperation and constructive participation.
- **To not** interfere or disrupt another employee's work output or encourage others to do the same.
- Abide by lawful directives and rules set by the Trustees, library administration, or direct supervisors who oversee the department in which the employee works.
- Perform such obligations as are necessary to carry out the work of the District in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.
- Refrain from wearing District branded items outside of work and working hours.
- Comply with the District's policies.

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## *HARASSMENT*

The District prohibits harassment, which is defined as unwelcome conduct directed toward a person's gender (including pregnancy, childbirth, and related medical conditions), race, color, citizenship, age (40 and over), disability, religion, genetic information, sexual orientation, gender identity, national origin, or military status that substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

The policy applies to conduct of District employees, volunteers, patrons, vendors, Trustees, and third parties. The policy applies to conduct in the workplace or while on work time, at social functions sponsored by the District, as business functions, and off-duty conduct directed toward District employees, patrons, vendors, Trustees, and third parties.

Violations of this policy include, but are not limited to, the following behaviors:

- **Verbal harassment** - Derogatory comments, slurs, propositioning, or otherwise offensive or abusive words or comments targeting someone based upon a protected class, whether made in general, directed to an individual or directed to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to, comments about dress or physical features, rumors, vulgar or lewd comments, threats, intimidating behavior, code words, derogatory stories, as well as cartoons or jokes or “kidding” that targets a protected class.
- **Physical harassment** - Assault, impeding or blocking movement, leering at, physical interference with normal work, privacy or movement when directed at an individual on the basis of their inclusion in a protected class. This includes, but is not limited to, pinching, patting, grabbing, unwanted touching or fondling, inappropriate behavior in or near bathrooms and eating areas, or making explicit or implied threats or relating to a protected class.
- **Visual harassment** - Derogatory, prejudicial, stereotypical, or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures targeting someone based upon a protected class. This applies to both posted material and material maintained in or on District equipment or personal property in the workplace.

**Sexual harassment** - Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute as sexual harassment when:

- Submission to the conduct is made either an explicit or implicit condition of employment.

- Submission to, or rejection of, the conduct is used as the basis for employment, salary, or other benefit changes affecting the harassed employee.
- The harassment unreasonably interferes with a person's work performance or creates an intimidating, difficult, hostile, or offensive work environment to the victim.

Any employee who believes they have been harassed in violation of this policy or has observed another District employee, volunteer, patron, vendor, or Trustee harassing someone are expected to report the matter to the Human Resources department. Violations of this policy will result in disciplinary action, up to and including termination. Retaliation for reporting alleged harassment will not be tolerated.

### *CARE FOR DISTRICT PROPERTY, INFORMATION, AND PUBLIC RECORDS*

District employees are expected to:

- Adhere to all District policies.
- Not release any public record or patron/employee information, including personnel records, without the express authority of the Library Director or designee, prior to consulting with legal counsel for the District, or without an order from a court of public agency of competent jurisdiction or as otherwise mandated by law.
- Maintain the confidential nature of records and District information.
- Not make copies of District physical or digital information or property for personal use. Employees who wish to obtain District information for personal use may submit a public record request when not working and are expected to comply with the public records request process.
- Not delete, remove, destroy, or distribute District physical or digital information that is to be retained and distributed according to the District's records retention schedule or public records requests.
- Not take District supplies or property for personal use or unauthorized distribution to others.



- Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained.

### *MISAPPROPRIATION*

Misappropriation such as the unauthorized use or taking of company, patron, or third party services, facilities or property is prohibited.

### *ATTENDANCE AND INATTENTIVENESS*

All District employees are expected to:

- Be prompt and regular in attendance at work for defined works schedules or other required employer functions and follow procedures for exceptions to the normal schedules, including the scheduling and taking of time-off.
- Follow rules regarding the reporting of work hours and comply with the District's procedures for approval of time-keeping records. Follow rules and schedules for breaks and lunch periods.
- Not sleep, be inattentive or distracted, or be absent from the employee's workstation when on duty. Employees must be attentive to their work at all times.

### *OFF-DUTY CONDUCT AND EMPLOYMENT*

All District employees are expected to:

- Not engage in criminal conduct of any kind while on or off duty. District employees are expected to behave in a lawful manner and failure to do so is a violation of the trust placed in such employees by the public.
- Excluding protected activity, not engage in conduct away from work that, although not criminal, may reflect adversely upon the District or its officials or otherwise impair the employee's ability to perform the duties of the position.

- Not serve on any board or commission that regulates or otherwise affects the official duties or personal interests of the employee in a way that could create disadvantage for other members of the public or advantage for the employee.
- Not have non-District employment that conflicts with duties performed for the District in any meaningful way.

## *CONFLICT OF INTEREST*

An actual or perceived conflict of interest may exist when the following occur:

- An employee's personal activities or financial affairs adversely impact an employee's ability to exercise good judgment and/or act in the best interest of the District.
- Where an employee is in a position to influence a District decision that may result in a personal gain for that employee or for a relative as a result of the District's business dealing.
- When an employee is romantically involved and/or dating another staff member. No dating or romantic relationship is permitted where one of the employees reports either directly or indirectly to the other person involved in the dating/romantic relationship.
- When an employee is related by blood, adoption or marriage to another staff member.
- Supervisors and managers are prohibited from dating subordinates.

Anyone involved in any of the types of relationships or situations described in this policy shall disclose the potential conflict to the HR Department so that a determination can be made as to whether a conflict actually exists as well as what measures will be taken to resolve the conflict. Staff who have a social or familial relationship with another employee will not be permitted to work within the same department in an effort to mitigate any potential or perceived conflict of interest.

When a conflict or the potential for a conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment, or termination of employment. If such a personal relationship between employees develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to Human Resources.

### *CONDUCTING PERSONAL BUSINESS ON DUTY*

Employees are prohibited from using working time for personal business, the selling of goods or services to the general public or colleagues, and engaging in political activities while on duty.

### *SOLICITATION/DISTRIBUTION OF LITERATURE*

Neither employees nor third parties are permitted to solicit other employees for contributions or other personal purposes or distribute sales literature at any time on company property or during work time. The only exception is that the District may authorize the solicitation of funds for recognized charities.

#### Gifts and Gratuities

Employees may not accept special favors or gifts offered based upon their relationship to the District.

### *FINANCE & PURCHASING GUIDELINES*

Library staff must be familiar with the District's policies surrounding guidelines for use of library funds and will exercise fiscal responsibility in regards to the use of those funds, following the District's purchasing guidelines and procedures. Employees who make unauthorized purchases will be subject to disciplinary action, up to and including possible termination.

Designated library staff are tasked with receiving cash and checks, counting cash and reconciling cash register drawers to ensure separation of duties. All cash and credit

card receipts are recorded by the Accounting and Finance Manager through online reports generated by the cash register and patron payment software.

Staff members assigned an MLD specific credit card shall attend required training and sign an agreement regarding obligations of holders for the District card. All employees issued a credit card will utilize District platforms to capture receipt images and validate transactions for purchases made on behalf of the District. Employees are prohibited from having a direct or indirect interest in transactions without appropriate disclosure.

If an employee has a reasonable belief that an employee, volunteer or Trustee of Meridian Library District has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, or a conflict-of- interest, the employee is expected to immediately report such information to the Library Director. If the employee does not feel comfortable reporting the information to the Director, they are expected to report the information to Human Resources. See the District's Whistleblower Policy for additional information.

### ***WHISTLEBLOWER - REPORTING REQUIREMENTS***

The District requires all library staff to observe a high standard of ethics in performing their job and their duties. It is the responsibility of all directors, officers and employees to report violations of the law or applicable rule or regulation or suspected violations in accordance with MLD policies and in accordance with Idaho Statute to Human Resources.

Any action by a District employee that is undertaken in the performance of their official duties and is in violation of any law or applicable rule or regulation, and may constitute one or all of the following: an abuse of authority, a substantial and specific danger to the public health, safety and welfare and a waste of public funds, property or personnel resources.

Any employee who has reasonable belief that another employee, volunteer, or trustee of the District has engaged in any action that violates any applicable law, rule or regulation, is expected to immediately report the suspected violation to the Library Director or Human Resources for completion of a proper investigation. No

employee who in good faith reports a violation shall suffer retaliation due to said report.

## *FALSIFYING INFORMATION*

All District employees are prohibited from:

- Creating or using fake cards or falsifying library account records and will report knowledge of such conduct to their supervisor, Human Resources department, or the Library Director.
- Abusing their access to patron and circulation records or the District's collection to favor their personal needs. This includes abusing District staff library card privileges to favor personal needs including, but not limited to, overriding limits or hold requests, checking out patron holds for themselves, or waiving fees of friends and family. Staff library card accounts may be audited periodically by management or when infractions are reported or suspected.
- Provide false or misleading information on employment applications, job performance reports, time records or any other related personnel documents or papers.
- Destroying, altering, falsifying, or stealing the whole or any part of any records kept as part of the official governmental records of the District, including personnel records.
- Participate in any scheme designed to create incorrect personnel records or claim benefits that are not deserved in accordance with District policies.

This list is not all-inclusive.

## *CONFIDENTIALITY*

During the course of work duties, employees may have access to information of a confidential nature pertaining to the District, patrons, or other employees and volunteers. District employees shall not disclose matters that could reasonably be considered confidential to others, including co-workers who do not have a legitimate business need to know, or those outside the District. Information is considered confidential when it is not generally known to people outside the District, or

information which is disclosed or known by employees because of their position with the District. All employees are responsible for protecting the District's confidential information, and employees with access to other employees' information shall not disclose it to others unless required by their job duties to do so. No employee shall take from the District confidential materials unless it is necessary for work related purposes and is authorized by their supervisor..

### ***WORKPLACE VIOLENCE***

The District seeks to protect our workers and patrons and create a safe and comfortable environment. Accordingly, the District prohibits intimidating, threatening, or hostile behaviors on work property during work time. This includes physical and verbal abuse, vandalism, and possession, use, or brandishing weapons of any kind onto District property; or any other act, which in management's opinion, is inappropriate for the workplace. Employees who observe or have knowledge of any violation of this policy should immediately report it to their supervisor. Employees are empowered to contact the proper law enforcement authorities without first informing management if they believe a threat to the safety of themselves or others exists.

### ***ALCOHOL AND DRUGS***

The District has a strong commitment to help provide a safe workplace for its employees. Accordingly, the District prohibits the use, sale, distribution or possession of alcohol, or drug paraphernalia on District time or property and/or work sites. This policy forbids reporting to work or working while under the influence of alcohol or drugs. It also prohibits the unauthorized use of prescription drugs and the use of any legally obtained drugs (prescriptions or over-the-counter medications) when such use adversely affects job performance or safety.

Employees who are taking prescription drugs or over-the-counter drugs that may affect their performance should discuss their situation with the HR Department and obtain permission before beginning work. Staff may be required to provide properly written medical authorization from a healthcare provider to work while using such authorized medications.

If an employee suffers from alcohol or drug dependency, we strongly encourage you to seek assistance from the HR Department. If the employee self-refers prior to being asked to submit to a drug test, testing positive, jeopardizing safety, or impacting performance, then a leave of absence may be considered. Self-referral cannot be used to avoid an already committed disciplinary action.

Where the law permits, the District reserves the right to conduct the following alcohol and drug testing: random testing, pre-employment screening, reasonable suspicion, fitness for duty and post-accident. A positive, diluted or tainted test result will result in disciplinary action, up to and including termination. Refusal to submit to testing when requested will result in immediate termination of employment.

A decision to allow the employee to seek help through a leave of absence and/or treatment options rather than be terminated will be based upon the totality of the circumstances and is at the sole discretion of the District. Furthermore any reinstatement is at the District's sole discretion and subject to the employee agreeing to sign a last chance agreement.

## *COMPLAINT PROCEDURE*

The following complaint procedure must be followed to address a complaint regarding discrimination, harassment, or retaliation:

1. A person who believes they have observed or have personally been harassed, discriminated against, or retaliated against shall report it to the Human Resources department. If a supervisor becomes aware of a complaint in any way, informally or formally, the supervisor shall report it to the Human Resources department immediately even if the employee asked them not to do so. Nothing is off the record. If the Human Resources department is the focus of the complaint, the Library Director shall be informed and will have the responsibility to direct the investigation.
2. Once such a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
3. Promptly, upon receiving the complaint, the designated official (Human Resources Manager or District appointed investigator) will initiate an

investigation so a determination can be made as to whether an alleged violation of this policy has occurred. Confidentiality will be maintained to the fullest extent possible. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved.

4. Promptly after the investigation is concluded, the designated official, and possibly appropriate supervisors, will meet separately with the complainant and the person alleged to have committed the offenses to notify them of the findings of the investigation.

## **TECHNOLOGY USE AND DATA SECURITY**

### *DATA SECURITY*

The District considers the protection of sensitive data and information to be of paramount importance. Safeguarding our data is not only a legal obligation but also a fundamental aspect of our commitment to the public we serve and our employees. As a public agency, we are entrusted with a vast array of sensitive information in written and digital documentation, including financial data, client information, and District operations. All employees are expected to treat this information with the utmost confidentiality, ensuring that it is not disclosed, shared, or accessed by unauthorized individuals. The District is committed to adhering to all applicable data protection laws, including but not limited to General Data Protection Regulation, Health Insurance Portability and Accountability Act, and Payment Card Industry guidelines. Accordingly, steps will be taken to protect information from accidental or intentional misuse or destruction. Employees are encouraged to familiarize themselves with these regulations as they pertain to their roles. Employees are expected to cooperate fully with cybersecurity and data protection measures and report any potential security breaches or concerns immediately to their direct supervisor. Employees who misuse, destroy, or fail to protect District data and information may be subject to disciplinary action, up to and including termination or removal from position and potential legal liability.



## *INFORMATION SYSTEMS*

All District supplied technology, including computer systems, equipment, cell phones, voice mail systems, and digital records (email, chat, documents, etc.) are property of the District and will be treated as such. These systems are in place to facilitate your ability to efficiently and productively do your job. To that end, these systems are solely for business purposes and provided for work related activities. However, occasional personal use may be permitted on a limited basis within the guidelines established by this policy provided that such use does not result in a cost to the District or significantly interfere with District business operations, availability of resources for business use or the employee's job performance. Anything employees create or load on the systems becomes District property.

Staff must adhere to existing copyright, patent, trademark or other existing intellectual property laws when using MLD equipment or wireless internet.

Employees have no personal privacy right in anything created, received, or sent on or from District property, technologies or services and may be subject to public record laws. The District reserves the right to intercept, monitor, copy, review and download any communications or files employees create or maintain on these systems, at any time, without prior notice to employees.

The District purchases and licenses the use of various computer software programs for business purposes. The District does not own the copyright to this software or its related documentation. Unless authorized by the software developer, District employees do not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Illegal duplication of software, copying of licensing keys, and its related documentation for personal use is also prohibited.

Some employees, by nature of their position, may need to remotely access information stored on the District's network. Employees approved for remote access must use the District's virtual private network (VPN) to maintain secure access while working remotely and may do so only on District-managed devices. Remote access users are responsible for selecting, procuring, and paying for the internet service associated with remote access. Requests for remote access must be made in writing to the Library

Director and Assistant Director of Operations for review. Following the request, employees will be notified of the decision and actions necessary.

Email and internet access is provided by the District to enhance communications and provide access to work-related information and technology. Consequently, employees are required to always ensure that the business information contained in email messages and other transmissions is legal, accurate, appropriate, and ethical. Internal and external email, voice mail, and text messages related to the District's business are considered District records and may be subject to discovery in the event of public records requests and litigation. The following are examples of prohibited uses of District email and internet systems, but are not exhaustive:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using District time and resources for personal gain.
- Using or disclosing someone else's code or password without authorization.
- Unauthorized use, downloading, installation, copying, or distribution of copyrighted, trademarked, or patented material.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet or email services and transmissions.
- Sending or posting messages or material that could damage the District's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of an organization or person.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Personal use of District systems or technology.
- Jeopardizing the security of the organization's electronic communications systems.
- Representing personal views as those of the District.
- Sending anonymous email or chat messages.

- Logging in or using another employee's computer or email account without authorization.
- Engaging in any illegal conduct, violation of District policy, or unethical activities, as determined in the sole discretion of the District.

The District may periodically audit its systems and technologies to determine whether there is evidence of abuse or misuse. Investigations and audits of District systems and technologies are to be completed by a designee assigned by the Library Director. Employees have no reasonable expectation of privacy when using District systems, properties, or technology. Employees are expected to report any abuse or misuse of District systems and technologies immediately to their supervisor or Library Director. Failure to report illegal or unethical activity or conduct that is in violation of this policy will result in disciplinary action, up to and including termination or removal from position.

### *USE AND REMOVAL OF DISTRICT ASSETS AND EQUIPMENT*

Some employees, by nature of their position, may need to use District technology, equipment, and property offsite. Employees are expected to follow all procedures for using District property offsite, including approval processes. Employees assigned mobile devices or other technology for regular offsite use must be given written preapproval from the Human Resources department, their supervisor, or the Assistant Director of Operations.

## **MEDIA & COMMUNICATIONS**

### *AUTHORITY AND RESPONSIBILITY*

The Library Director is responsible for all communications activity related to the publicity and image of the District.

All materials written or prepared by District employees on behalf of District operations shall be reviewed for appropriateness, accuracy, completeness, and design elements and must be approved by the Library Director or designee before being released to the public or media. This includes printed material such as flyers, bookmarks, newspaper

articles and press releases, public service announcements (PSA) for radio or television, and the District's web presence such as the official website and social media accounts. All inquiries from the media must be referred to the Library Director.

Individual District employees may express personal opinions in public news media outlets, but are prohibited from doing so as representatives of the District. Employees may not use work time and resources to take a position on or advocate for a ballot measure, including library bond elections. Employees are allowed to use work time to communicate predetermined, neutral statements as provided by the District. All position statements and advocacy shall be completed by supporters of the District.

### *SOCIAL MEDIA FOR THE DISTRICT*

All District policies, including those set forth in the Handbook, apply to online communications and social media activities on behalf of the District. Only officially designated District employees have the authorization to speak on behalf of the District. This includes social media content creation and engagement. These employees are expected to conduct themselves in accordance with all applicable policies.

Creation and use of social media forums on behalf of the District are allowed when there is a clear public entity purpose and it is part of the employee's job duties. All District-authorized social media must only be created with a District email account (with the exception of Meta and LinkedIn) and shall be authorized by and belong to the District.

All posts on District-authorized social media accounts must be in accordance with the District policies and this Handbook and will be monitored by District designated staff. The District will edit or remove content found to be in violation of this policy in accordance with the District's policies and Record Retention Schedule.

Authorized employees must not share personal information about themselves, other employees, patrons, or citizens on District-authorized social media. Staff posting on behalf of the District should have posts reviewed for accuracy, both grammatical and informative. Content on social media forums must abide by all applicable laws, regulations, and policies, including copyright, trademark, and printed material laws.

## *PERSONAL USE OF SOCIAL MEDIA BY EMPLOYEES*

District employees shall make a clear distinction between professional and personal use of social media. District employees shall respect copyright and fair use laws and protect the District's confidential and proprietary information. All employees are expected to list the following disclaimer on all personal social media profiles where employees have listed the Meridian Library District as their employer:

"The postings on this site are my own and do not profess to represent the Meridian Library District's positions, strategies, or opinions."

When using social networks, District employees shall never identify a patron, or supplier by name or even indirectly without permission and never post financial, confidential, or proprietary information about the District, patrons, employees or applicants. Social networks should not be used for internal District communications among and/or about fellow employees or District activities.

Anything posted online must be factual. Employees are encouraged to use their best judgment when making posts. Employees are free to express themselves as private citizens on social media sites, but it is a limited freedom. Please use your best judgment when making posts. Employees are cautioned that speech on or off duty, made pursuant to their official duties, is not protected speech under the First Amendment and may result in disciplinary action, up to and including termination or removal from position, if deemed harmful to the District.

Nothing in this policy is intended to preclude all District employees from engaging in protected concerted activity.

## **USE OF PERSONAL DEVICES**

District employees may be asked to use their personal electronic devices for work purposes, as outlined in the photography, filming, and audio recording section of this Handbook. All District policies, including but not limited to, harassment, discrimination, retaliation, confidential patron and employee information, data security, technology, and ethics, apply to employee use of personal devices for work-related activities.

Non-exempt employees are prohibited from working off the clock, including but not limited to reviewing, sending, or responding to work-related emails, chats, text messages, work-related telephone calls, or engaging in other similar work-related communications off the clock.

Personal calls, e-mails, text-messages, or other electronic communication during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees are expected to keep personal communication on work time to a minimum. This includes social media, sending and reviewing emails, or text messages, responding to phone calls, or making phone calls. No employee using a personal device should expect any privacy except that which is governed by law.

The creation of business records of any kind, including those made on personal devices, may be subject to public record disclosure. Failure to use personal devices in accordance with the District's policies may result in disciplinary action, up to and including termination or removal from position.

## **PROFESSIONAL STANDARDS & SAFETY**

### *PROFESSIONAL STANDARDS*

District employees are expected to maintain professional standards of grooming, personal hygiene, and dress during working hours and on District property. Employees are expected to comply with dress standards appropriate for the job functions performed and present a professional appearance to the public. Supervisors determine the dress standards for the job function and department; employees should use reasonable judgment in personal grooming, hygiene, and in choosing clothing, shoes, and other apparel that allows them to perform their job functions in the safest manner and without distraction to others. All applicable federal and state safety and health laws pertaining to dress and grooming shall be observed.

### *SAFETY*

The District strives to be in compliance with laws, rules, and regulations concerning safe practices as published by the governmental agencies having jurisdiction over such

matters. An accident-free workplace is of paramount importance; safety is essential to each employee. Employees are expected to perform all work in a safe manner and consider safety prior to beginning any work assignment.

Employees and supervisors shall be diligent in regards to safe practices and work methods and will work as a team to create and maintain a safe work environment for all employees, volunteers, and patrons. All employees are expected to familiarize themselves with and adhere to all safety policies and procedures established by the District. Employees are expected to promptly report any unsafe conditions, hazards, faulty equipment, or near-miss incidents to their supervisor and Human Resources department as soon as it is safe to do so. Failure to report unsafe working conditions, work-related injuries, or to perform work contrary to safe work practices will result in disciplinary action, up to and including termination or removal from position.

## **TIME & LABOR**

### **COMPENSATION AND TIMEKEEPING**

#### *RIGHT TO CHANGE COMPENSATION AND BENEFITS*

The District may change general compensation for any reason deemed appropriate by the Board. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent District budget. Hours worked may be reduced or employees may be laid off by the Board as necessary to meet budgetary constraints or as work needs change, as noted in the *reduction in force* section of this Handbook.

#### *PAYDAYS AND PAYROLL PROCEDURES*

Paydays are bi-weekly, or every other Friday. If payday falls on a holiday or business closure, paychecks will be distributed the business day preceding the holiday or business closure. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued. Payroll related deposits will be made pursuant to a voluntarily completed direct deposit authorization unless an

employee chooses to opt out. No payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law. Employees who have concerns about their compensation, payroll status, deductions, etc., must communicate all concerns to the Human Resources department or their supervisor. Employee paychecks will be distributed by the Human Resources department to the employee's supervisor and made available only to the employee. Employees may provide written authorization to provide their paycheck to someone else. In the absence of the employee's supervisor, an individual designated by the supervisor, department manager, or Human Resources department may distribute a paycheck to the employee.

Each employee is expected to monitor the accuracy of compensation received. Information shown on the paycheck stub is provided for information purposes only. Employees are expected to report any errors detected, whether to the advantage or disadvantage of the employee.

Employees are encouraged to enroll in direct deposit and are solely responsible for ensuring accuracy of the direct deposit information entered. Employees who receive paper checks should deposit their checks immediately upon receipt. A replacement check will be issued for direct deposits that are returned, and paper checks that become stale dated. Replacement checks may take up to ten business days to process.

## ***TIMEKEEPING***

The District has a responsibility to ensure all employees are paid for all work performed. Hourly employees shall accurately record the time they begin and end their work shift, including before and after meal periods and any other departures from their work location, when not performing job related duties, and are responsible for ensuring timesheets accurately reflect all time worked.

Timesheets of hourly employees must be signed electronically by both the employee and their supervisor and must contain a certification that it is a true and accurate record of the employee's actual time worked and benefits used for the time period covered. Failure to sign a timesheet electronically and submit it by the payroll due date and time may result in disciplinary action.



Non-exempt employees may not clock in early or clock out late, without prior approval from their supervisor. Non-exempt employees are prohibited from working off the clock, including but not limited to, reviewing, sending, or responding to work-related emails, chats, text messages, or engaging in other similar work-related communications off the clock. Non-exempt employees must receive approval to work additional hours and record them as hours worked. All employees are expected to respond to the District's attempts to contact them regarding schedule or employment changes, which is not considered work time.

In order to fulfill the District's legal obligations, and to protect employee wage tracking, any altering or tampering with time records, failing to report time actually worked, recording time not worked, or recording time on another employee's time record is prohibited and will result in disciplinary action including possible termination.

Employees are expected to promptly report any timesheet, compensation, rate of pay, payroll status, or deduction errors to their supervisor and Human Resources department for correction.

### ***TIMEKEEPING- CONFERENCES AND TRAINING***

From time to time, employees may attend conferences and training sessions on behalf of the District. Non-exempt employees shall accurately record the time they begin and end the training, including before and after unpaid meal periods or any other significant (greater than 20 minutes) departures from a training and conference other than for paid breaks. Voluntary luncheons where no training or labor is performed, of thirty minutes or more, or voluntary evening social events/banquets where training is not provided and/or work is not performed are not compensable time. Although not required by law, if time spent in a training or conference is less than a non-exempt employee's regularly scheduled work hours, those employees may receive pay to meet their regular scheduled hours at the discretion of their supervisor.

Non-exempt employees will be paid travel and training time as mandated by federal law.

## **ATTENDANCE**

The District recognizes the value in flexibility and regular scheduling for employees. Efforts will be made to work with staff on scheduling, but the needs of the District will govern as supervisors and managers create the schedules for their direct reports.

### **Contagious Illnesses**

We ask all employees to cooperate in taking steps to reduce the transmission of contagious illness in the workplace. To keep staff and customers safe, it is critical that employees do not report to work when they are ill and/or experiencing symptoms consistent with a contagious illness (e.g., flu, COVID-19, a cold). Please see [CDC.gov](https://www.cdc.gov) guidelines or your healthcare provider for more information about symptoms related to various contagious illnesses. The Company provides paid time off benefits to compensate employees who are unable to work due to illness. Please see employee benefit policies. Employees who report or continue to work ill will be sent home and will be charged paid time off benefits for time not worked. If paid time off benefits have been exhausted or not yet earned, the time off will be unpaid for non-exempt staff and unpaid for exempt staff in full day increments. Employees who knowingly work with a contagious illness place the safety of others at risk, and therefore may be subject to disciplinary action, including termination. Please do your part to protect yourself and others from the workplace spread of infectious illnesses. As the situation may warrant, management reserves the right to require a COVID-19 test and/or a doctor's release prior to an employee returning to work.

## **ABSENCES**

The District expects all employees to maintain reliable attendance and be punctual for scheduled work hours which is essential for the successful operation of the library. An absence is defined as the failure of an employee to report for work when they are scheduled. Absenteeism, tardiness, or early departures may cause hardship for other employees and patrons. Excessive absences, tardiness, or early departures may result in disciplinary action, up to and including termination or removal from position.

Excessive absenteeism is defined as two or more occurrences of unexcused absences in a thirty-day period or ten unexcused absences in a twelve-month period. Excessive absenteeism may result in disciplinary action.

Employees must use accrued paid time off (PTO), or unpaid time off (UPTO) if applicable, for every absence unless otherwise allowed by company policy or applicable law. Absences may be excused or unexcused, as defined below.

### *EXCUSED ABSENCES*

- Occurs when an employee personally provides their supervisor sufficient notice of absence and follows the proper call-off procedures for their department. Sufficient notice requires a minimum of one hour notice prior to the beginning of the employee's shift.
- The employee has sufficient accrued, or banked, PTO or UPTO to cover the absence.
- The absence request is approved in advance by the employee's supervisor.
- The employee is on approved protected leave such as FMLA, ADA, etc.
- Any absence for which the employee notified their supervisor of unexpected illness/injury when a doctor's note is provided upon return to work to account for the absence within five days of the absence.

### *UNEXCUSED ABSENCES*

- Occurs when any of the aforementioned conditions are not met.
- Three unexcused absences in a thirty day period will result in discipline.
- Ten occurrences of unexcused absences in a twelve month period will result in termination.

If employees cannot report for work they must notify their supervisor at the library location to which they are expected to report to no later than one hour prior to the start of their shift. Employees are expected to notify the library of their anticipated return to work date. If the date is unknown, employees are expected to notify the library each day they are absent, no later than one hour prior to the start of each shift, except when on a pre-approved or protected leave.

There may be occasions, such as sudden illness, when employees cannot notify their supervisor in advance as required. In those situations, employees must inform supervisors of their circumstances as soon as possible. In addition to following these notification procedures, the District reserves the right to require employees to provide a doctor's note to their supervisor and to the Human Resources department for absences of more than three consecutive days. Employees may be asked to provide a doctor's note releasing them to return to work and verifying the absence period. If for whatever reason an employee is unable to make the absence notification call to the library due to an emergency medical situation, they must have someone make the call for them.

### ***TARDINESS AND EARLY DEPARTURE***

All employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work on time, they must notify their supervisor or person in charge no later than their scheduled return time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change and additional coverage may be necessary.

Exempt staff are expected to show up to scheduled events and meetings on time. All rules governing tardies apply to exempt staff with regards to attendance for scheduled events or meetings.

Tardies will be counted any time an employee clocks in five minutes or more past the scheduled start time or first scheduled assignment for the day. If an employee shows up more than thirty minutes past their scheduled shift or first scheduled assignment without notice for the day, the shift will be counted as a no-show and the absence will be unexcused. Employees who must leave work before the end of their scheduled shift must notify their supervisor prior to doing so and obtain permission.

Tardiness and early departures are counted as unexcused absences for the purpose of disciplinary action under this policy. Two unexcused absences in a twelve month period will result in discipline under the Attendance Policy.

## *NO-CALL, NO-SHOW*

Employees who fail to report to work for their scheduled shift without notifying their supervisor, or person in charge, in a timely manner will be marked as having a no-call, no-show. This absence is unexcused and will result in disciplinary action. If an employee accumulates two no-call, no-show absences in a year, their position will be considered voluntarily terminated due to abandonment.

In the event of a voluntary termination due to abandonment or violation of this policy, employees will receive a written notice of termination, including details of the last day of employment and any final pay or benefits owed.

## **REST AND MEAL PERIODS**

### *NON-EXEMPT STAFF REST AND MEAL PERIODS*

Unpaid meal periods and length of the meal period will be at the discretion of the employee's supervisor and based on the library's scheduling needs, but will be no less than thirty minutes. If a non-exempt employee is required to work through a meal break, or is not provided a full thirty minutes of uninterrupted time, they will be paid for the entire meal period. In certain instances, employees may be scheduled to work shifts in excess of eight hours. During these longer shifts, employees are encouraged to coordinate with their supervisor to receive two unpaid meal periods, of no less than thirty minutes each. Employees shall not perform work, including any passive or active duties, during this unpaid meal period.

Although not required by law, non-exempt employees will typically be provided with one fifteen-minute paid break during each four-hour shift as coordinated with the employee's supervisor, based on the library's scheduling needs. Taking excessive or lengthy breaks, or stacking breaks with unpaid meal periods, may result in disciplinary action, up to and including termination.

## *LACTATION (EXPRESSING BREAST MILK) BREAK*

The District will provide an employee with lactation break times as requested to express breast milk for nursing a child up to one year after the child's birth. The District will also provide a place, other than the District restroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk. Employees may also opt to express breast milk in their own private office, but may not do so in a public place, including unenclosed cubicles.

Exempt employees will not receive a salary deduction for lactation breaks. Non-exempt employees will not be compensated for this time (unless the lactation break occurs within a scheduled paid break offered under company policy) and therefore shall clock in and out when taking a lactation break and perform no duties while off the clock. An employee who intends to express milk during work hours must give HR written notice of her intention to do so in order to allow the employer adequate time to make the preparations necessary for compliance.

## *OVERTIME – NON-EXEMPT STAFF*

The workweek for payroll purposes is Sunday through Saturday. For purposes of computing overtime, the workweek is Sunday 12:00 a.m. through Saturday 11:59 p.m. The District recognizes and appreciates an employee's need for a regular work schedule. There may be occasions where employees are required to work in excess of forty hours per week. Non-exempt employees will be paid 1.5 times their regular rate for hours worked in excess of 40 hours per workweek. Only time actually worked is counted in determining whether the employee has worked overtime to be paid as overtime.

Employees are not permitted to work overtime or to vary their established schedule of work, without the prior approval of their supervisor. An employee who works unauthorized overtime will be subject to disciplinary action, up to and including termination.

Exempt employees are not eligible for overtime.

## **PAID TIME OFF**

The District believes in promoting work-life balance and flexibility for employees. The paid time off (PTO) policy combines vacation, sick leave, and personal days into one general PTO bank. This approach allows employees to use their leave for various purposes, providing greater flexibility in managing their time off. Employees are expected to individually manage and use their PTO responsibly.

Exempt employees are not required to submit PTO requests for absences of less than four hours during a regular shift.

Employees who vacate their position and later return to employment with the District are not eligible to have their previous months/years of service count toward their PTO accrual level.

Abuse or misuse of PTO, including falsifying time-off records, may result in disciplinary action, up to and including termination.

### ***ELIGIBILITY***

Regular employees who work twenty hours or more per week are eligible to earn and accrue PTO. Regular employees who work fifteen to nineteen hours per week and have been employed with the District, in a non-temporary status, for twelve consecutive months, are eligible to earn and accrue PTO starting on the 13th month of employment with the District. Temporary employees, or employees on unpaid leaves of absences, are not eligible to accrue PTO.

For regular employees, PTO starts accumulating at the start of the month following hire date. PTO is deemed earned at the beginning of the month following each month of service completed, and is accrued into the PTO bank when the first payroll of the month is processed. PTO balances will carry over from year to year to a maximum cap set forth in the below chart.

Eligible part-time employees who temporarily increase their number of hours worked will not receive an increased PTO accrual for the temporary period of increased hours.

See accrual rates in tables below for each level of employee.

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Approved by the Meridian Library District Board of Trustees on September 10, 2013

Revised and Board Approved on April 17, 2024

## *TRANSITION PROVISIONS FOR ALL ELIGIBLE EMPLOYEES*

Employees whose regular weekly hours have increased, and therefore are eligible for a higher PTO accrual rate, will receive a prorated PTO accrual for the partial month of service at the new accrual rate. No earned PTO hours will be taken away from an employee who transitions to a position working less hours per week. The Human Resources department will review non-temporary employees actual hours worked compared to expected hours work at least every six months.

Employees who become eligible for PTO accruals will have any unpaid time off (UPTO) balances removed. Employees cannot simultaneously accrue or keep PTO and UPTO balances.

## *MAXIMUMS AND CARRYOVERS*

Once an employee reaches the maximum accrual limit of PTO hours set forth in the chart below, no additional PTO will accrue until the employee's accrued hours are reduced below the maximum. Carryovers are also limited to this maximum accrual limit. Employees cannot cash out PTO accruals prior to separation from employment.

## *NOTICE AND SCHEDULING OF PTO*

Unless used for an approved protected leave, PTO is to be scheduled with consent of the employee's direct supervisor and approved based on business need. Efforts will be made to accommodate the preference of the employee in scheduling PTO, but first priority will be the orderly functioning of the department. Employees are responsible for ensuring they have enough accrued PTO available to cover the dates requested. In the event the employee will not have enough accrued PTO time to cover previously approved PTO requests. This applies to any PTO used to cover unexpected illness prior to the scheduled PTO requests.

All time off will be deducted from the PTO accruals except for military leave, workers' compensation leave when receiving benefits, FMLA when short/long-term disability benefits are being received, or as mandated by other leave laws. In these isolated leave situations, applicable law will be followed relating to the use of PTO, specifically as to



whether mutual consent between the employer and employee is required or whether it is left to the discretion of the employer and/or employee.

In general, employees are expected to give at least two weeks' notice of scheduled PTO requests. In certain instances, such as sudden illness, an employee may not be able to request PTO in advance. In these instances, employees are expected to follow the proper call-off procedures designated by their department and are responsible for ensuring PTO is accurately recorded. Employees are encouraged to keep a portion of unused PTO hours available in the event of unexpected illness. When regularly scheduled days off and officially designated holidays fall within the period of approved PTO, they will not be counted against the PTO accruals. A PTO request made in addition to the normal total hours for the employee's regular workweek is never permitted.

Employees are responsible for ensuring they have enough PTO hours to cover their leave request. Failing to show for work without proper notice or without pre-approved PTO or UPTO (for example: protected leave, pre-approved unpaid time off) is not permitted. Unpaid time off may be considered and approved after exhaustion of PTO balances and is subject to the discretion of the Library Director. Employees must seek approval for unpaid time off via written request to the Library Director and Human Resources department. The only exception to the above policy is for military leave, employees on protected leave, those receiving workers' compensation and/or short/long term disability payments.

### ***PTO AND SEPARATION OF EMPLOYMENT***

Upon separations of employment from the District, employees will be paid out all accrued, earned, and unused PTO in accordance with this policy and subject to the maximum accrual amounts.



|                              | <u>month</u> | <u>/ month</u>            | <u>month</u>              | <u>month</u>            | <u>month</u>            |
|------------------------------|--------------|---------------------------|---------------------------|-------------------------|-------------------------|
| <u>121-180</u>               |              | <u>14 hours / month</u>   | <u>17.5 hours / month</u> | <u>20 hours / month</u> | <u>24 hours / month</u> |
| <u>181-240</u>               |              | <u>15.5 hours / month</u> | <u>19 hours / month</u>   | <u>22 hours / month</u> | <u>26 hours / month</u> |
| <u>241+</u>                  |              | <u>17 hours / month</u>   | <u>20.5 hours / month</u> | <u>24 hours / month</u> | <u>28 hours / month</u> |
| <u>Maximum accrual limit</u> |              | <u>160 hours</u>          |                           | <u>320 hours</u>        |                         |

**NON-EXEMPT UNPAID TIME OFF**

The District provides unpaid time off (UPTO) balances for part-time non-exempt employees working nineteen hours or less per week who are not eligible to earn PTO. Employees who become eligible for PTO accruals will have any UPTO balances removed. Employees cannot simultaneously accrue PTO and keep UPTO balances. UPTO balances will be prorated and preloaded, for newly hired employees based on the number of days left in the calendar year from the hire date, up to 100 hours. UPTO balances will be updated by the Human Resources department on the first of the year, providing eligible staff with the full 100 hours available for that calendar year.

Requests for unpaid time-off must follow the same notice and scheduling requirements as defined in the Notice and Scheduling of PTO section above. Additional UPTO may be considered and approved at the discretion of the Library Director.

Supervisors are permitted to approve unpaid time off requests of short duration of the employee's regularly scheduled hours. Excessive unpaid time off is defined as an absence in excess of one week upon exhaustion of preloaded UPTO balances. Beyond one week, employees must seek approval for unpaid time off via written request to the Library Director and Human Resources department. The only exception to the above policy is for military leave, employees on protected leave, those receiving workers' compensation and/or short/long term disability payments.

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Abuse or misuse of UPTO, including falsifying time-off records, may result in disciplinary action, up to and including termination.

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## HOLIDAYS

The Board designates and approves all holiday closures for the District each calendar year. The District observes the following paid holidays, based on approval by the Board of Trustees. Staff holidays are subject to change based on annual approval by the Board of Trustees.

- New Year's Day
- Memorial Day
- Labor Day
- Christmas Eve Day
- Martin Luther King Jr. / Idaho Human Rights Day
- Juneteenth
- Thanksgiving Day
- Christmas Day
- Easter Sunday
- Independence Day
- Day after Thanksgiving

Exempt employees will receive a continuation of pay for partial days and early closure. Exempt employees on an unpaid leave of absence are not eligible for holiday pay.

Non-exempt employees will receive paid holiday hours loaded to their timesheet according to the schedule below. Non-exempt employees will not receive holiday hours for early or partial closures.

Temporary non-exempt employees are not eligible for holiday pay.

| Part-time employees<br>regularly working<br>19 hours per week | Part-time employees<br>regularly working<br>29 hours per week |  | Full-time employees<br>regularly working<br>39-40 hours per week |
|---|---|--|--|
| 4 hours/holiday   | 6 hours/holiday   |  | 8 hours/holiday  |

**Deleted:** all holiday closures, including

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**Deleted:** Exempt employees are entitled to 11 paid holidays.

**Deleted:** Part-time, non-exempt employees regularly working 30-39 hours per week

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Staff schedules will be flexed during holiday weeks to provide employees the opportunity to make up missing hours on a case by case basis with the employee's supervisor or manager. For example, if a 19 hour non-exempt employee is typically scheduled to work 8 hours on a specific day of the week (say Monday) and a holiday falls on that day of the week, the employee would receive 4 hours of holiday pay for the holiday and would need to make up the other 4 hours during the workweek, regardless of their regular schedule. Staff who do not wish to make up missing hours on a first come, first serve basis, during a holiday week are required to submit PTO or UPTO requests for holiday weeks to make up any missing hours.

Holiday hours will not be paid out upon separation of employment.

## **UNEXPECTED CLOSURES**

At the discretion of the Library Director, non-exempt staff may receive continuation of pay for unexpected library closures, such as in the event of a weather-related emergency. Exempt employees will receive a continuation of their pay during library closures of less than one full workweek.

## **FAMILY AND MEDICAL LEAVE (FMLA)**

This policy is an overview of FMLA. Employees should contact the Human Resources department for specific information and details.

### ***FMLA ELIGIBILITY REQUIREMENTS***

To be eligible for FMLA benefits, prior to any leave request, employees must:

- Have worked for the District at least twelve months, which in some circumstances may include separate periods of employment with the District;
- Worked at least 1,250 hours for the District during the previous twelve months; and
- The District must employ at least fifty employees within seventy-five miles of the employee's workplace, measured by using available transportation on the most direct route.

## ***BASIC LEAVE ENTITLEMENT***

The District will provide eligible employees with up to 12 weeks of unpaid, job-protected leave in a 12-month period (a rolling 12-month period is used measuring backward from the date an employee uses any FMLA leave) for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth (additionally, see Paid Parental Leave policy).
- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son, or daughter (under the age of 18 unless incapable of self-care), or parent, who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the employee's job.

Total leave for employee spouses is limited to 12 weeks combined if the leave is taken for the birth, adoption, or foster care of a child or to care for a sick parent.

FMLA leave may be taken intermittently or continuously, and must exhaust PTO balances for absences before being unpaid during the leave. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Intermittent leave for parental leave will not be allowed.

## ***DEFINITION OF SERIOUS HEALTH CONDITION***

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves either:

- Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; OR
- Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:

- A health condition lasting more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also includes:
  - Treatment two or more times within thirty days by or under the supervision of a health care provider and the first treatment must occur seven days from the first day of incapacity; or
  - Treatment by a health care provider one time with a continuing regimen of treatment.
- Pregnancy or prenatal care.
- A chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year for the same condition) to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to the health care provider is not necessary for each absence.
- A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
- Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

### *MILITARY FAMILY LEAVE ENTITLEMENT*

Eligible employees with a spouse, son, daughter or parent on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees who are the spouse, son, daughter, parent or next of kin to take up to 26 weeks of leave to care



for a covered servicemember during a single 12-month period. A covered servicemember is 1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or 2) as well as a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness incurred in the line of duty while on active duty that renders the servicemember medically unfit to perform their duties for which the servicemember is undergoing medical treatment, recuperation or therapy; is in outpatient status; or is on the temporary disability retired list. With regard to veterans, the FMLA caregiver leave may be taken up to five years after the veteran ends active duty.

Military leave under this policy will be paid for the first four weeks of their absence, after which staff will be required to use their PTO.

## *BENEFITS AND PROTECTIONS*

During FMLA leave, the employer will maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. If the employee chooses not to return to work for reasons other than a continued serious health condition or circumstances beyond the employee's control, the District will recover from the employee the premium that was paid for the employee's health coverage from the employee's final paycheck. If the final paycheck does not cover the premium due, the employee shall be required to remit the balance due upon separation of employment.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

If the condition qualifies under FMLA, workers' compensation runs concurrently with FMLA. Employees must always use earned and PTO concurrently with FMLA leave unless receiving workers' compensation or a short/long term disability benefit. PTO must be used during any waiting periods for these benefits.

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If PTO accruals are exhausted during FMLA time off, the rest of the leave will be unpaid. Employees will continue to accrue PTO while using paid leave; however, they will cease to accrue PTO during any unpaid portion of their leave.

### *EMPLOYEE RESPONSIBILITIES*

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practical and must comply with the District's normal call-off procedures.

For intermittent leaves of absence, employees must comply with the Library District's normal call-off procedures for each day of absence and must include Human Resources in the communication when the absence is due to an FMLA qualifying reason.

Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Employees must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### *EMPLOYER NOTIFICATION*

The District will inform employees requesting leave whether they are eligible under FMLA. If they are eligible, the notice will specify any additional information required as well as the employees' rights and responsibilities.

### *RETURN TO WORK*

If employees take FMLA leave for their own serious health condition, employees will be required to provide a medical release known as a Fitness for Duty Certification from the

healthcare provider before returning to work. Employees will not be allowed to work without proper certification from the healthcare provider.

### ***RETALIATION***

The District will not tolerate any interference with an employee's lawful rights under the FMLA or retaliation for exercising FMLA. Employees who feel that they have been treated adversely for requesting or utilizing FMLA should report their concern to Human Resources immediately.

### **MILITARY LEAVE**

An eligible employee who provides advanced written or oral notice of reserve training or military service will be granted an unpaid leave of absence for up to five years. During the leave, benefit coverage will be the same as for other unpaid leaves. Medical coverage may be continued based on the provisions of the Uniformed Services Employment Rights Act of 1994. Eligible employees will be given four full weeks of paid leave at their usual hours per week, after which they may use earned paid time-off; however, they are not obligated to do so.

### **PAID PARENTAL LEAVE**

The District will provide up to four weeks of paid parental leave, prior to utilization of PTO, to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care for bonding. This policy runs concurrently with FMLA leave and will be counted toward the twelve weeks of protected FMLA leave in a rolling twelve month period, as outlined in this Handbook. All provisions under FMLA apply.

### ***ELIGIBILITY***

Regular full or part-time employees who have been employed with the District for at least twelve consecutive months may be eligible for the paid parental leave. Additionally, employees must meet one of the following criteria:

- Have given birth to a child.
- Have a spouse or partner who has given birth to a child.
- Become a parent due to birth by a surrogate
- Have adopted a child or been placed with a foster child, aged 17 or younger.  
The adoption of a new spouse's child is excluded from this policy.

## *LEAVE ENTITLEMENT*

Eligible employees will receive a maximum of four weeks paid parental leave per eligible birth, adoption, or placement of a child(ren) event. Multiple births, adoptions, or placements during one event does not increase the four-week leave. Additionally, employees will not receive more than four weeks of paid parental leave in a rolling twelve-month period, regardless of whether more than one birth, adoption, or foster care placement event occurs within that time frame.

Each week of leave is compensated at 100% of the employee's regular weekly pay based on assigned weekly hours or salary. All leave under this policy may be used during the twelve-month period immediately following the birth, adoption, or placement of a child with the employee but cannot be used or extended beyond the twelve-month timeframe. Employees are required to utilize this leave in one, continuous period. Any unused paid parental leave will be forfeited at the end of the twelve-month period.

Unused paid parental leave hours will not be paid upon separation of employment.

After paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employee's accrued PTO. Upon exhaustion of accrued PTO, any remaining leave will be unpaid leave. Leave under this policy will be placed on the employee's timecard and tracked by the Human Resources department, and payment will follow the regular bi-weekly schedule.

Any District observed holiday falling within the leave period will be charged to holiday pay, however, such pay will not extend the total paid parental leave entitlement.

The District will maintain all health benefits for employees during the paid parental leave period. An employee who utilizes paid parental leave, and does not qualify for FMLA leave, will be afforded the same level of job protection for the period of time that the employee is on paid parental leave.

The District reserves the exclusive right to interpret and amend this policy at any time.

## ***EMPLOYEE RESPONSIBILITIES***

Employees must provide their supervisor and Human Resources department with notice of the request for paid parental leave at least thirty days prior to the proposed date of the leave. When thirty days' notice is not possible, the employee must provide notice as soon as practical and must comply with the District's normal call-off procedures. Employees must complete all necessary forms and provide all documentation as required by the Human Resources department to substantiate the request.

## **OTHER LEAVE**

### ***BEREAVEMENT LEAVE***

Bereavement leave, as needed, may be granted in the event of death of an immediate family member (defined as spouse, children, parents, stepparents, sibling, grandparents, and corresponding in-laws) or members of the household. Employees will receive no deductions from regular work hours, PTO, or UPTO balances for bereavement absences of up to five workdays. Employees may be permitted additional time-off based on operational needs, utilizing their earned PTO or preloaded UPTO after exhaustion of their bereavement leave. Staff must email HR with their bereavement leave request, detailing the number of hours for each day requested for bereavement leave. If approved, HR will load the hours to the employee's timesheet.

### ***NON-FMLA LEAVE OF ABSENCE WITHOUT PAY***

If an employee does not qualify for FMLA but finds it necessary to be absent from work for a prolonged period of time (defined as in excess of seven full days) due to extenuating circumstances an employee may submit a written request to the Library Director and Human Resources department, for an unpaid leave of absence for up to six weeks. All earned PTO must be exhausted for any unpaid leave request eligibility under this policy. Requests will be reviewed by Human Resources in conjunction with

management to determine scheduling needs and policy requirements. Final approval of prolonged unpaid leaves of absence and any extensions of these leaves of absence will be made by the Library Director, or a designee of the Library Director.

If the leave is approved, the portion of medical insurance coverage that is paid by the employer will not be extended beyond the six-week period. All benefit contributions owed by the employee will be charged to the employee upon return from their unpaid leave of absence. Should the leave be extended by mutual agreement beyond the six-week period, insurance coverage may be able to continue at the employee's own expense. Employees are encouraged to contact the Human Resources department for more information.

If the Director, or designee, approves an extension of the leave beyond six weeks, please understand that because of fluctuating business needs, we cannot guarantee holding your position. If your position or comparable position is not available, you would have to reapply to be considered for future vacancies.

The District will also provide leave under particular circumstances as mandated by federal or state law. Please note the company may also provide more extended leaves as required under the Americans with Disabilities Act or Pregnant Workers Fairness Act if it does not pose an undue hardship on the business. Please see HR for details, as well as the Disability- Accommodation and Pregnant Worker Accommodation policy.

### *JURY DUTY, WITNESS DUTY, AND VOTING*

The District supports the community we serve, including the fulfillment of employee's civic duties. Employees are expected to immediately report any jury summons or witness subpoenas to their supervisor and Human Resources department. A copy of the summons must be provided to Human Resources. Although not required by law, non-exempt employees will receive no deductions for absences of up to five workdays of jury duty. During the period of jury service, exempt employees will receive no deductions for absences of less than one workweek.

Employees are expected to provide proof of jury/witness duty service hours completed to receive pay for the time served by requesting an Employee Attendance Record from the court.

Leave will be granted, and full pay provided, to any employee subpoenaed to serve as a court witness in matters specifically related to District operations. Employees will be permitted additional time-off based on operational needs. The District provides up to four full weeks of paid leave when subpoenaed to serve on a jury for a court case, after which they must use their earned PTO or preloaded UPTO to cover any additional absences related to civic service under this policy.

The District also supports and encourages employees to vote. Employees who choose to vote are expected to plan to do so during voting hours that do not conflict with the employee's work schedule. However, non-exempt employees may request in advance to their supervisor a schedule adjustment to allow for unpaid voting time, and supervisors will attempt to accommodate the request to the fullest extent possible, though the supervisor reserves the right to deny the request if an accommodation would unduly disrupt District operations.

## **TRAVEL AND USE OF VEHICLES**

### *EMPLOYEE TRAVEL TIME*

Exempt employees will receive a continuation of their pay for time spent traveling on District businesses and will not be eligible for additional compensation.

Non-exempt employees are required to keep track of travel time to ensure accurate compensation is paid in accordance with applicable wage law. Abuse or misuse of this travel policy, including falsifying timekeeping records, may result in disciplinary action, up to and including termination or removal from position.

The following general rules apply for non-exempt employee travel time:

- **Normal Commute Time:** Home-to-work and work-to-home travel to the employee's primary worksite is not compensable.
- **Driving Time:** Time spent driving for District business while on the clock, excluding normal commute time, is always paid time.
- Time beyond the normal home-to-work commute time is compensable. In rare circumstances, certain employees may be required to drive to work after they have already left for the day to respond to urgent District needs. The

District will compensate for drive time in such instances. Should such a situation arise, the employee shall notify their supervisor of the circumstances and receive pre-approval to perform the work. Job site to job site as well as any job-related travel (passenger or driver) during the workday is compensable, as is traveling to an outlying area at the end of the scheduled workday.

- **Out of Town One Day Assignments:** When non-exempt employees are sent out of town for one day on an assignment, they need not be paid for the time they spend in traveling between their home and the local transportation terminal (such as an airport), but they will be paid for all other travel time, except any time spent in a meal period, unless the meal period is less than thirty minutes, while they travel.
- **Travel that Takes the Employee away from Home Overnight - Passenger:** When employees travel away from home overnight as a passenger on an airplane, train, bus, or automobile on District business, they will be paid for time spent traveling during their normal working hours even on their non-working days, such as Saturdays, Sundays, and holidays, as well as on their regular working days. When an employee travels between time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours. Time spent traveling from home to an airport terminal or train station is considered commute time and is not treated as hours worked. Time spent waiting at a terminal until arrival at the destination is compensable when it falls during normal work hours. Meal periods of at least thirty minutes while traveling as a passenger are not compensable. Non-exempt employees will not be paid for traveling outside those hours, except for any time they might spend in actually performing labor.

## *TRAVEL EXPENSES*

In the event an employee has been approved to attend a conference or training offsite, transportation, lodging, and registration costs may be paid in part or full by the District. When possible, employees may be asked to apply for grant opportunities, following all District procedures for doing so, to reduce travel-related expenses. Employees are expected to verify that planned work travel is authorized by the District and eligible for



reimbursement prior to making travel arrangements. Itemized receipts are required for all District travel expenses.

The following are policies and procedures for professional development and travel costs:

- **Airfare** - Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. First-class tickets are not permissible or reimbursable. Coach class or economy tickets must be purchased for flights. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating. Airfare may be purchased with a District credit card. If the airfare was not prepaid by the District, an original itemized airline receipt or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.
- **Transportation** - The District may pay for expenses or reimbursements for transportation costs in the course of travel for the District. Transportation expenses may include short term parking fees, tolls, and taxi, bus, subway, metro, ferry, and other modes of transportation. In general, long term parking fees are not an allowable expense except in rare circumstances and as approved by the Library Director. Whenever possible, employees are expected to choose the most economic method of transportation, making reasonable considerations based on the circumstances.
- **Conference Registration Fees** - Conference registration fees may be prepaid with a District credit card. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees. If the conference fee was not prepaid, the District may reimburse these fees, including business-related banquets or meals that are part of the conference registration.
- **Lodging** - Lodging reservation fees may be prepaid with a District credit card. The District may pay for or reimburse lodging expenses at reasonably priced mid-market standard business room rates. Travelers should request the "government rate" when booking lodging. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate. The District recognizes that room-sharing may be less

expensive, and employees may share a room to reduce travel expenses. However, the District will not pay for lodging expenses for non-District occupants.

- **Meals** – The District does not offer a per diem allowance for employee travel; however, the District may pay for meals and actual expenses when applicable travel is 150 miles or more from the employees home or primary worksite. Permitted meal costs, including tips, are based on the Meals and Incidentals per diem rates set by the U.S. General Services Administration (GSA) Guidelines. GSA guidelines vary by city and location and are posted on the GSA website <https://www.gsa.gov/travel>. Travelers should confirm the GSA rates with their manager or supervisor prior to traveling. When a traveler incurs meals in multiple cities during the course of their travel, the GSA recommended rate for the city in which the meal is purchased will be used as the permitted meal amount.

Permitted meal costs on departure and return travel days are:

1. Breakfast: GSA recommended breakfast amount when an employee leaves for travel at 7:00 am or earlier or returns from travel at 8:00 am or later
2. Lunch: GSA recommended lunch amount when an employee leaves for travel at 11:00 am or earlier or returns from travel at 2:00 pm or later
3. Dinner: GSA recommended dinner amount when an employee leaves for travel at 5:00 pm or earlier or returns from travel at 7:00 pm or later

If a free meal is included in a conference registration fee, built into the standard, single hotel room rate (such as a continental breakfast) or replaced by a legitimate District meal, the District will not pay for an alternative meal. Meal purchases made locally prior to travel departure or at the time of arrival from travel are not allowed. Similarly, alcohol purchases are not allowed.

- **Misc.** - Whenever possible, employees are expected to choose the most economic, making reasonable considerations based on the circumstances.

Employees will be expected to reimburse unauthorized expenses or expenditures without proper documentation, or in excess of permitted meal rates.

The following list of items are among items that are not permissible on District credit cards. Travelers may not use their District credit card to purchase any of these items, regardless of reimbursement to the District. This list is not all-inclusive:

- Airline club memberships.
- Airline upgrades, unless the cost of doing so on a different flight is less expensive.
- Business class for domestic flights or first class for all flights.
- Alcohol beverages at any time, even when purchased with meals.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental and travel costs.
- Travel accident insurance premiums or purchase of additional travel insurance. Trip-protector insurance may be allowed with approval by the Library Director or a designated employee.
- Other expenses not directly related to business travel.
- Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members.

### *REIMBURSEMENT FOR TRAVEL EXPENSES*

Employees on approved District business may be reimbursed for reasonable and necessary expenses incurred in completing their assignment in accordance with the policies established by the Board and in connection with approved travel on behalf of the District. Employees seeking reimbursement should follow the travel expenses guidelines, incur the lowest reasonable travel expenses, and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken. The District reserves the right to deny reimbursement of travel-related expenses for failure to comply with the policies and

procedures set forth by the District. In addition, employees who incur travel-related expenditures in violation of this policy may result in disciplinary action, up to and including termination or removal from position.

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## *RECEIPTS FOR TRAVEL EXPENSES*

Employees must submit itemized and annotated receipts to verify travel expenses. Receipts must contain the date of transaction, vendor name and location, and individual cost of each item or service charged. For any out-of-pocket expenses, employees must submit a reimbursement form with receipts to their supervisor within 30 days of the trip. Supervisors will submit approved reimbursement forms with receipts to the Accounting and Finance department. The Accounting and Finance department, in conjunction with the Library Director, will review expenditures and may withhold reimbursement if there is reason to believe that the expenditures did not follow District policies, were inappropriate or extravagant, or if proper documentation of expenses was not supplied or was insufficient.

## **USE OF DISTRICT VEHICLES**

The District provides employees with access to vehicles for use in performing their duties for the District. If a District vehicle is unavailable, employees may use a personal vehicle to conduct District business with their supervisor's permission. District vehicles (such as the Bookmobile, Sprinter, and home delivery vans) are only to be driven by designated employees as authorized by the Library Director and Human Resources department.

All employees who are authorized to drive District vehicles or personal vehicles in the execution of job responsibilities must maintain a valid Driver License and be insurable as determined by the District, and must submit their personal information for an annual DMV record check for continued driving authorization. Employees who drive personal vehicles in the execution of job responsibilities must maintain a valid driver's license and auto liability insurance and keep a current insurance card in the vehicle at all times. Copies of Driver License and proof of insurance must be presented to Human Resources. Changes in insurance coverage must be reported immediately.

## *EMPLOYEE RESPONSIBILITIES*

Employees are responsible for properly maintaining and operating vehicles while driving in the execution of job responsibilities. Employees are expected to promptly

report any maintenance or repair needs to their supervisor or designated personnel. Mistreatment of District equipment and property will not be tolerated. Use of District vehicles for personal purposes is strictly prohibited. Employees operating a vehicle while on District business must operate vehicles in a manner that is respectful to the public, adhering to all laws, including the appropriate use of seatbelts by all persons in the vehicle. Employees are prohibited from operating a vehicle when their ability to do so is impaired or influenced by alcohol, illegal drugs, illegal substances, prescribed or over-the-counter medication, illness, fatigue, or injury. Employees are obligated to report to their supervisor any inability to drive safely. Smoking or vaping of any kind is not allowed in District vehicles.

All employees are expected to immediately report, within one business day of occurrence, any license restrictions or suspensions, pending criminal charges, withheld judgments, convictions, or pleas of no contest to the Human Resources department. Failure to disclose will result in termination. Should an employee's driver's license expire, be revoked, or suspended, the employee shall immediately notify his or her supervisor. At the time of the suspension, the employee's District vehicle-use privileges will be suspended until the employee's Driver License has been fully restored and validated.

### ***MILEAGE REIMBURSEMENT***

In the event that a District vehicle is unavailable for use in conducting District business, employees are expected to use good judgment in deciding how they will travel in order to complete their job functions. Alternate options, although not all inclusive, may require choosing an alternate date or time when a District vehicle is available, carpooling with other employees who are also traveling to or near the same destination at the same time, or driving a personal vehicle. The District provides mileage reimbursement for personal vehicle use when a District vehicle is unavailable. However, the following are some instances, not all inclusive, when employees are not eligible for mileage reimbursement:

- Employees who voluntarily choose to drive their personal vehicle when a District vehicle is available for use.

- An employee who had the option to carpool with other employees already using the District vehicle and going to the same or similar destination but chose to drive their personal vehicle instead.
- Travel to an offsite location at the start/end of the workday is considered the same as an employee's normal commute to or from a District location and does not qualify for mileage reimbursement.
- Employees who are not authorized to drive on behalf of the District.

Mileage reimbursement requests must be made in writing using the District's reimbursement request process, approved by the employee's supervisor, and submitted to the Accounting and Finance department. Final approval of reimbursement is made by the Library Director. Mileage reimbursement will be calculated using the standard mileage reimbursement rates set forth annually by the IRS. The Accounting and Finance department will have the most current information on reimbursement rates. Employees who travel directly to an offsite location at the start/end of their workday are expected to subtract their normal commute distance from their mileage reimbursement request. Failure to adhere to the expectations around mileage reimbursement, or falsifying mileage reimbursement requests, may result in disciplinary action, up to and including termination or removal from position. Forms must be submitted for reimbursement within 30 days of their travel end date in order to qualify for reimbursement.

### *CELL PHONES AND DRIVING*

The driver of a District vehicle, or any other vehicle being used for District business, is prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion, except when using the hands-free setting on applicable devices and to the extent permitted by law. Drivers must be safely parked before using phone or mobile computer equipment. Use of a GPS device or application is permitted as long as the course is set prior to departure and the employee is not handling the device while the vehicle is in motion.

## *DRIVER EVALUATION AND TRAINING*

Employees whose job duties involve driving either personal or District vehicles will be required to undergo periodic motor vehicle record and background checks for insurance purposes. All employees will also be responsible for participating in vehicle safety and defensive driving training as required by the District, and are required to disclose any changes to their eligibility to drive, insurance coverage, or driving violations to the Human Resources department.

## *ACCIDENT REPORTING AND TRAFFIC VIOLATIONS*

In the event of an accident, employees are expected to follow the following procedures. Failure to promptly follow these procedures may result in disciplinary action, up to and including termination or removal from position.

1. When safely possible, the driver shall first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.
2. Drivers must always notify the police to investigate any accident that occurs while operating a vehicle on District business (whether driving a District or personal vehicle). A report must be filed and staff must tell law enforcement they are driving in the course of their duties as a government employee, if they are driving a District vehicle and get in an accident as soon as reasonably possible.
3. Do not discuss fault with, or sign anything from anyone except for a police officer, a representative from ICRMP or an authorized representative of the District.
4. Any motor vehicle infractions or accidents that occur while on District business (whether driving a District or personal vehicle) must be reported to their supervisor and Human Resources department as soon as possible, within twenty-four hours. Drivers are also expected to report the extent of the injuries and property damage involved.



5. Drivers shall cooperate fully with the ICRMP Claims Department in the handling of the claim.
6. All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any District vehicle or personal vehicle driven for District business. These costs are not reimbursable by the District and must be paid promptly by the driver.
7. Any vehicle accident occurring during the normal operation of District duties must be reported to the Human Resources department within 24 hours for evaluation of worker's compensation relation.

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## **ACKNOWLEDGMENT**

- I have received a copy, electronically or printed, of the Employee Handbook and District policies. I have read and understand the Handbook and District policies and have had an opportunity to ask questions for further explanation. I agree that I am responsible for adhering to these policies and for completing the required acknowledgements by indicated deadlines. Failure to do so will result in disciplinary action, up to and including termination or removal from position.
- The District does not guarantee me specific benefits other than those mandated by law.
- I understand that this Handbook is not an employment contract, that none of the provisions of this Handbook can create a contract and that the Handbook is not a guarantee of any particular length or term of employment.
- I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Handbook and any additional rules, regulations, policies, or procedures imposed by the department in which I work, whether or not I choose to read the Handbook or relevant policies.
- The provisions of this Handbook are guidelines, statements of policy, and procedure that may be changed by the District at any time unless restricted by law, and management reserves the right to revise policies or benefits at any time with approval by the Board of Trustees as applicable. However, any such changes will be in writing signed by the Library Director.
- I understand and agree that I am responsible for immediately reporting any known or observed violations of District policy to my supervisor or the Human Resources department and for fully cooperating in any workplace investigation.

I have received, read, and understand the Meridian Library District Employee Handbook and will comply with the policies contained herein.

**EMPLOYEE'S SIGNATURE** \_\_\_\_\_

**EMPLOYEE'S PRINTED NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

*Sign and return this page to the Human Resources department.*

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Approved by the Meridian Library District Board of Trustees on September 10, 2013

Revised and Board Approved on April 17, 2024

## **GLOSSARY OF TERMS**

### **Acknowledgment**

A formal declaration by the employee indicating they have read, understood, and agree to comply with the policies outlined in the Employee Handbook.

### **Americans with Disabilities Act (ADA)**

U.S. legislation that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs.

### **Benefits**

Various forms of non-wage compensation provided to employees in addition to their normal wages or salaries.

### **Background Checks**

A process used to verify an individual's history.

### **Bereavement Leave**

Paid time off granted to an employee due to the death of a close family member.

### **COBRA (Consolidated Omnibus Budget Reconciliation Act)**

A federal law that allows employees to continue health insurance coverage after leaving employment.

### **Confidentiality**

The assurance that sensitive information is protected and not disclosed to unauthorized individuals.

### **Conflict of Interest**

A situation where an employee's personal interest might influence their official duties.

### **Data Security**

Protecting digital information from unauthorized access, disclosure, corruption, or theft.

### **Disciplinary Procedures**

Steps taken to address employee misconduct or performance issues, including warnings, suspensions, or termination.

**Employee Classification**

Categories that determine eligibility for various benefits and employment statuses, such as full-time, part-time, exempt (salaried), and non-exempt (hourly) employees.

**Equal Employment Opportunity (EEO)**

A policy ensuring that employment decisions are based on qualifications without discrimination.

**Family and Medical Leave Act (FMLA)**

A U.S. law that provides eligible employees with unpaid, job-protected leave for specified family and medical reasons.

**Flexible Work Arrangements**

Work schedules that allow employees to balance their work and personal commitments effectively.

**Harassment**

Unwelcome conduct based on a protected characteristic that creates an intimidating, hostile, or offensive work environment.

**Health Insurance**

A type of insurance coverage that pays for medical and surgical expenses incurred by the insured.

**Injury or Illness Reporting**

The process by which employees must report any work-related injuries or illnesses to their employer.

**Lactation Break**

Break time provided to nursing mothers to express breast milk.

**Paid Time Off (PTO)**

A policy that combines vacation days, sick days, and personal days into a single bank of days off for employees.

**Reasonable Accommodation**

Adjustments or modifications provided by an employer to enable people with disabilities to perform their job duties.

**Retaliation**

Punitive actions taken against an employee for participating in legally protected activities, such as filing a complaint about discrimination.

**Social Media Policy**

Guidelines related to the use of social media by employees, both representing the District and personal use.

**Timekeeping**

The process of tracking the hours worked by employees to ensure accurate compensation.

**Veterans' Preference and Rights**

Policies ensuring veterans receive additional consideration in hiring and employment decisions.

**Whistleblower**

An employee who reports misconduct, alleged dishonest or illegal activities occurring within their organization.

**Workers' Compensation**

Insurance providing wage replacement and medical benefits to employees injured in the course of employment.



# **EMPLOYEE HANDBOOK**

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## **INTRODUCTION**

The Meridian Library District Employee Handbook (Handbook) contains information about the employment policies and practices of the Meridian Library District (District). All previous Handbooks, or any prior policy statements inconsistent with this Handbook, are superseded by this Handbook. Specific questions should be directed to the employee's supervisor or Human Resources department.

This Handbook does not constitute a contract of employment, and it does not alter the nature of your employment with the District. Each employee is expected to read the Handbook carefully and to comply with the policies outlined in this handbook.

The Meridian Library District Board of Trustees (Board) reserves the right to amend District policies, including this Handbook, employee benefits, compensation, and all other matters affecting the operations of the District at any time with or without notice to employees unless prohibited by law.

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## PURPOSE STATEMENT

The Meridian Library District will provide equal access to information, works of the imagination, and public space, offering resources and services that support educational success, economic development, an informed electorate, and overall quality of life regardless of race, nationality, age, gender identity, sexual orientation, religion, language, ability, economic and employment status, and educational attainment.

## MISSION

Meridian Library District supports our community by enriching lives, igniting curiosity, and cultivating connections.

## VALUES

**Empathy** - We treat our patrons and colleagues with patience, compassion, and respect.

**Learning** - We are committed to lifelong learning and helping patrons find what they want to know.

**Excellence** - We seek to exceed expectations and demonstrate flexibility.

**Relationships** - We are a meeting place for the people of Meridian, facilitating meaningful connections within our community.

**Inclusivity** - We serve and provide access to every member of the community, embracing individuals of all backgrounds.

## **EMPLOYMENT**

### **MERIDIAN LIBRARY DISTRICT**

The Meridian Library District (District) is a political subdivision of the State of Idaho, though it is not part of state government. The Meridian Library District Board of Trustees (Board) serves as the governing body of the District as directed by Idaho Code § 33-2720, carrying out local legislative duties and fulfilling other obligations as required by law. The Board is the general policymaker and has primary authority to establish terms and conditions of employment with the District. As with all elected public officials, the trustees are ultimately responsible to the voters of the District.

Employees should recognize that although they may serve as employees supervised by a department head, they are employees of the District, and not of the person who supervises their work. All employees are 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 at any time. Employees may work for a department with an operational guideline that provides additional direction to employees on expectations and procedures unique to that department.

The policies set forth in this Handbook, in the resolution and policy statements that support it, cannot be superseded by any other person's pledge, without the express action of the Board. That is particularly true for terms or conditions that would establish a current or future financial obligation for the District.

### **EQUAL EMPLOYMENT OPPORTUNITY/DISCRIMINATION**

An applicant's or employee's race, color, citizenship, religion, national origin, age, gender (including pregnancy, childbirth, and related conditions), gender identity, transgender status, disability, sexual orientation, genetic information, or military status will have nothing to do with any employment-related decisions at this Company.

Employees who feel they have observed or experienced a violation of this policy should report their concerns to HR. The Company will make reasonable accommodation for known religious beliefs as well as for known disabilities as defined in the Americans with Disabilities Act. All requests should be directed to the HR Department.

## *REASONABLE ACCOMMODATION*

The District does not discriminate against any applicant or employee in hiring or in the terms, conditions, and privileges of employment due to physical or mental disability. When the employee or their representative (e.g., healthcare provider) makes the District aware of any disability which prevents an otherwise qualified applicant or employee from performing an essential function of the job, the District will assess whether any reasonable accommodation would allow the person to perform the job before refusing employment or making a distinction in terms, conditions, or privileges of employment because of the disability. The District may require an employee to have their medical provider complete a Reasonable Accommodation form. An accommodation which creates undue hardship on the District, or which endangers health or safety is not a reasonable accommodation. Indefinite leave periods, removal of essential job duties, or bumping another employee from their position are not generally considered reasonable accommodations. The District will make any reasonable accommodation necessary to allow an otherwise qualified applicant or employee to perform the job.

An otherwise qualified applicant for employment or an employee with a disability who requires reasonable accommodation shall inform HR regarding the nature of the disability and the accommodation requested. Employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and shall not release the information to anyone who does not have the right or need to know.

## **REASONABLE ACCOMMODATIONS FOR PREGNANT WORKERS**

As required by the federal Pregnant Workers Fairness Act (PWFA), the District will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation would cause undue hardship to District operations.

Any request for accommodation must be submitted to the Human Resources department in writing. Accommodation requests must include an explanation of the pregnancy related limitations, the need and/or request, and alternative

accommodation(s) that may be reasonable. The employee may be required to provide a statement from their healthcare provider substantiating the need for accommodation.

Upon receipt of the request for accommodation, Human Resources will contact the employee to discuss the request and determine if the accommodation is reasonable and can be provided without significant difficulty, undue disruption to operations, or significant expense constituting undue hardship.

Possible accommodations include:

- Sitting while completing work assignments
- Drinking water at their work stations during the workday
- Receiving closer parking
- Flexible scheduling
- Receiving appropriately sized safety apparel
- Additional break times to use the restroom, eat, or rest
- Additional time off to recover from childbirth
- Excusing the employee from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy

A leave of absence or additional time off may be reasonable under this policy, but the District will not require the employee to take time off if another reasonable accommodation can be provided, allowing the employee to continue work.

The District prohibits any retaliation, harassment or adverse action due to requests for accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy. Please report any known or perceived violations of this policy to Human Resources immediately.

## ***VETERANS' PREFERENCE AND RIGHTS***

The District acts in accordance with Idaho Code, Title 65, Chapter 5 which states eligible veterans, and qualifying family members, are provided a more favorable competitive position for government employment. Veterans' preference requires public employers to provide additional consideration for eligible veterans and military spouses, but it does not guarantee the veteran a job.

## **CLASSIFICATION OF EMPLOYMENT**

### *FOR CAUSE EMPLOYMENT RELATIONSHIP*

Except as otherwise provided in this policy, including provisions regarding reduction in force, in accordance with Idaho Code § 33-2721(2), employees of the District will not be suspended without pay, demoted with an accompanying change in pay, or discharged from their position for disciplinary purposes except for cause related to performance of their job duties or other violations of policy. Cause will be determined by the Board, supervisor, and/or Human Resources department and will be communicated in writing to the employee when the employee's status is proposed to be changed. Such action will be subject to the Opportunity to be Heard process for disciplinary procedures set forth in this policy. Temporary employees do not have the right to request an opportunity to be heard regarding disciplinary processes. However, employees who believe they have been removed from their position or demoted with a reduction in pay as a result of discrimination or retaliation, or as a result of an allegation entitling them to a name-clearing hearing, may utilize the procedures set out in this handbook.

### *EMPLOYEE CLASSIFICATION FOR BENEFIT PURPOSES*

The classification of positions employees hold with the District may affect the status of obligations or benefits associated with their employment. The primary classes of employees are:

- **Full-time employee-** An employee who is regularly scheduled to work at least 30 hours per week. Full-time, regular employees are eligible for employee benefits provided by the District.
- **Part-time employee-** An employee who is regularly scheduled to work less than 30 hours per week. Part-time, regular employees may receive reduced employee benefits, as authorized by the Board and required by federal and state law. The scope of benefits received may vary proportionally with the number of hours typically worked for a part-time, regular employee. The number of hours worked may also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.



- **Regular employee-** A full-time or part-time employee who is hired for an indefinite period.
- **Temporary employee-** Employees who are hired for a pre-established period, using during peak workloads or for vacation relief. Temporary employees may only work a part-time schedule, not to exceed 29 hours per week for a duration of no more than 10 weeks. Temporary employees receive no benefits provided to regular employees, except those required by law or those approved by official action of the Board.

Additionally, each employee is classified as one of the following based upon applicable federal and state law:

- **Exempt employees-** Employees who are exempt from the overtime compensation provisions of federal and state wage and hour laws.
- **Non-exempt employees-** Employees who are subject to strict timekeeping requirements, minimum wage, and overtime compensation, as provided by federal and state wage and hour laws.

## **BACKGROUND CHECKS & REFERENCES**

To ensure that individuals who join the Meridian Library District are well qualified and to ensure that the District maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all external applicants who accept a conditional offer of employment. Background checks may include verification of any information on the application's resume or application form, including criminal background checks.

All offers of employment are conditioned on a receipt of a satisfactory background check report. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act and other applicable laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

The District also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

## **BENEFITS**

All employees are covered by workers compensation, unemployment insurance subject to eligibility requirements determined by law, and social security.

### ***WORKERS' COMPENSATION***

Employees are responsible for and required to report any on-the-job injury or occupational illness to their supervisor and Human Resources department immediately, filling out the Accident/Near Miss Report fully, within 24 hours of the incident, to ensure the workers' compensation claim process is followed. In the unfortunate event that an employee sustains a work-related injury or illness, all employees, regardless of classification, are covered by the District's Workers' Compensation benefit. Failure to report a qualifying work incident and notify the employee's supervisor and Human Resources department in a timely manner may result in disciplinary action and could negatively impact benefits.

### ***HEALTH INSURANCE***

Employees who are expected to regularly work 30 hours per week or more are eligible for enrollment in the District's health insurance plans which may include medical, dental, vision, and health reimbursement accounts. Employee service hours will be reviewed on an annual basis during the applicable measurement period to determine eligibility. Employees completing less than the average of 30 hours of service per week may lose coverage during the following stability period.

Employees' health insurance benefits become effective on the first day of the month following their first day of employment or on the first day of the month after transferring to an eligible position. In the event an employee's first day coincides with the first day of the month, benefits will begin on their first day.

Health insurance plans and premiums are subject to change at the sole discretion of the Library Director and as permitted by applicable law. Premiums may be partially or fully the responsibility of the employee. Employees who have questions regarding their health insurance or any other benefit are encouraged to contact the Human Resources department. Official health benefit plan documents may be more up to date than the Handbook. If there is a conflict between the language in the Employee Handbook and language in the official benefit plan document, the official benefit plan document governs.

## ***COBRA***

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Coverage under COBRA is paid by the employee or the qualified beneficiaries. Employees are expected to notify the Human Resources department immediately of a qualifying event.

## ***RETIREMENT***

Non-temporary employees expected to be employed at least five months and regularly working 20 hours per week or more are covered by the Public Employee Retirement System of Idaho (PERSI) base plan. For eligible employees, PERSI requires the District to withhold a percentage of an employee's gross salary for retirement plan purposes, and to contribute an additional larger amount on behalf of the employee in amounts determined by PERSI. PERSI reserves the right to change contribution amounts at any time.

## ***MISCELLANEOUS BENEFITS***

The District offers additional benefits, which are subject to change in the sole discretion of the Board based on the annual budget, that may be available to employees for

participation in accordance with the terms of their respective policy or plan document. Changes to benefits must be made during open enrollment or within the eligibility window based on qualifying life events only. Employees are encouraged to contact the Human Resources department for additional benefit information.

## ***TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER***

Benefits for each employee continue when the employee transfers from one department to another within the District, as long as both the position and hours regularly worked continue the employee's eligibility for benefits. Any such transfer will not result in a reduction of benefit offerings, except in instances when an employee voluntarily accepts a position with reduced benefits.

## ***PROFESSIONAL DEVELOPMENT***

The District recognizes the importance of a knowledgeable and competitive workforce and strives to provide opportunities for employees to engage with professional development, continued education, and professional associations. Employees are encouraged to pursue professional development opportunities that offer growth in areas related to their current and future employment within the District. Funding for professional development is prioritized during the annual budget creation process. The Library Director reserves the right to determine which professional development or professional memberships are in the best interest of the District.

There are several ways in which employees can engage with opportunities including external webinars, workshops, conferences, or joining professional associations. In most cases, professional development opportunities are available to non-temporary employees who have completed a minimum of six months of employment with the District. This requirement ensures that employees have had the opportunity to become acclimated to their roles and responsibilities within the organization before engaging in external development activities. Employees may be required to present the information they have learned from their training to other departments, library administration, or the Board or may be asked to write a summary report to be attached to the monthly Board reports. Non-exempt employees will be compensated for any training time that meets the compensability requirements of federal wage laws.

## *INTERNAL TRAINING*

The District will regularly provide internal training opportunities to further staff development and knowledge regarding District policies and procedures. Annually, the District provides a mandatory, educational training day (Staff Day) focused around current needs and library trends for all staff.

## *EXTERNAL WEBINARS, WORKSHOPS, & CONFERENCES*

The District may provide funding and opportunities for employees to attend external webinars, workshops, and conferences on behalf of the organization. Approval for external training is contingent upon the annual budget process and available resources. Employees are encouraged to speak to their supervisor about attending training and conferences that appeal to them and support their current and future employment with the District.

## *PROFESSIONAL MEMBERSHIPS*

The District may provide funding for membership fees for professional associations, local service clubs, and events for employees who participate on behalf of the District. Approval for membership fees is at the discretion of the Library Director and is based on multiple aspects such as alignment to organizational goals, employee's position, and budget availability. Employees are encouraged to speak to their supervisor if they wish to have the District pay for professional membership fees.

## *EDUCATION ASSISTANCE PROGRAM*

The District may provide funding for continuing education or professional licenses and certifications through the Education Assistance Program. Staff who meet eligibility requirements below may apply for this program. Accepted employees will receive reimbursement up to \$2,000 per year to enroll and complete continuing education, professional licensing, and certification through an accredited program that offers growth in an area related to the employee's current and future employment with the District. This reimbursement is separate from any wage and hour compensation requirement relating to non-exempt employees attending training.

Employees who are eligible to apply for the Education Assistance Program must meet the following criteria:

- Be in a non-temporary status and employed by the District for a minimum of one year.
- Have received a satisfactory performance review during the last review period and have no disciplinary actions in the last year.
- Have not received a Last Chance Notice, Job in Jeopardy Notice, or Performance Improvement Plan in the last five years of employment with the District.

Applications for the Employee Assistance Program are due no later than July 1 of each year. Employees are encouraged to review the application process and reimbursement eligibility in full before applying.

Employees approved for education assistance must submit receipts to validate educational expenses and maintain a passing grade of "B" or its equivalent for graduate courses and a grade of "C" or better for undergraduate courses in order to be eligible for reimbursement. Any employee who does not receive a passing grade as indicated previously may receive a partial reimbursement or have the reimbursement request denied entirely. Courses must be taken on the employee's own personal time.

## ***FLEXIBLE WORK ARRANGEMENTS***

The District recognizes and supports employee work-life balance and flexibility in attending to unexpected family needs or emergencies. The District supports this by regularly evaluating employee schedule requests against the District's scheduling needs and making adjustments when possible. The District also recognizes the benefits of flexible work arrangements that add value to the District's operations. To be eligible, employees must be in good standing with the District, including no written warnings in the last year. Employees must seek permission to conduct work remotely from their supervisor and sign a Remote Work Agreement. Notwithstanding this policy, the District will also assess flexible work schedules or required time off as needed in accordance with FMLA or reasonable accommodations needed for a disability.

## **PERSONNEL RECORDS**

Employee personnel records are maintained and stored by the Human Resources department, in conjunction with the District's policies, record retention requirements by Idaho Code, and the District's Record Retention Schedule. Personnel files contain records relating to employee performance, status, and other relevant materials relating to the employee's service with the District and may be a hybrid of both paper and electronic records. The Board, the employee's supervisor, and the employee may contribute materials to the personnel files deemed relevant to the employee's service and performance.

Employees may choose to use a name different from their legal name (except where the law requires use of the legal name), but may not change their name beyond the onboarding stage of employment except when legally changed thereafter (e.g., marriage, divorce). Legal name changes will be accommodated with proper legal documentation. Consult your supervisor or HR for extenuating circumstances.

### ***ACCESS TO PERSONNEL RECORDS***

Personnel records are confidential and are only viewable with authorization from the Library Director, by the employee, employee's supervisor, attorneys for the District, and the Board when acting in the course of its official duties. Information regarding personnel matters will only be provided to outside parties pursuant to a court order or a lawfully issued subpoena. The District reserves the right to disclose the contents of personnel files to outside agencies and insurance carriers or agents for risk management purposes or when necessary to defend itself against allegations of unlawful conduct.

Employees may request copies of documents within their personnel records. All such requests will abide by Idaho Code Title 74, Chapter 1, the District's policies, and other applicable laws.

### ***MANAGEMENT OF INFORMATION IN PERSONNEL FILES***

Employees are not permitted to remove, redact, or alter the materials in their personnel files. If the employee believes information in their file is inaccurate or

incomplete, they may provide a written response to any document in the file within five days after receiving access to their personnel file. Written responses will be attached to the original document.

## **EMPLOYEE EVALUATION**

### *PERFORMANCE EVALUATIONS*

Employee performance reviews are ongoing through the course of employment. The employee's direct supervisor will strive to conduct quarterly meetings with each direct report to establish the employee's goals and will endeavor to conduct, at a minimum, one monthly meeting with each direct report individually to discuss performance.

The Library Director's annual evaluation is conducted by the Meridian Library Board of Trustees. All documentation related to employee performance will be kept in the employee's official personnel file.

### *ANNUAL INCREASES*

The District believes employees should be compensated based on their compliance with District policies and procedures. Though not required by law, the District may reward regular employees for individual satisfactory compliance with an increase to their base compensation. Regular employees will receive an annual performance review coinciding with their service anniversary date, rehire date, or position change date when the change also triggers a change in pay grade.

Temporary employees are not eligible for annual increases. Temporary employees who transition to a regular position over the course of their service will have their annual performance review based on the anniversary of their regular employee status.

Employees who receive discipline throughout the course of the evaluation year will receive a lower increase amount or may not receive an increase at all, as determined by the Library Director in coordination with the Human Resources department. Employees whose base pay reaches the maximum amount allowed for their position may receive an annual bonus instead of an increase to their base compensation.



The Library Director's compensation and evaluation is established and controlled by the Board and is not subject to this policy.

Employees are not guaranteed an annual increase. All annual increase rates are determined on an annual basis during the budget creation process, are subject to change at any time without notice, and may not be paid if budgetary conditions prevent the District from doing so.

## **DISCIPLINARY PROCEDURES**

### *DISCIPLINARY POLICY*

The District believes that a successful business depends upon each employee's commitment to be responsible and accountable for their own actions and behaviors. All employees are expected to behave in a professional and respectful manner. This policy provides a framework and recommended procedures for disciplinary processes when employees violate employment policies or fail to adequately perform their duties. The District acknowledges that real-world situations may require slight adjustments or adaptations to the process and doing so will not undermine the legitimacy or effectiveness of actions taken on the policy. Nothing contained herein is intended to limit the reasons for which the employee may be subject to disciplinary action, including termination of employment.

Progressive steps may be implemented in order to encourage improved performance or attitude but are not required. The District may take any of the prescribed steps in any order when a supervisor deems an action of the employee to be serious enough to warrant a certain step. Conditions of maintaining employment that relate to particular performance or behavior issues may be established in conjunction with any disciplinary actions. Factors that may be considered in determining appropriate disciplinary action include the seriousness of the conduct, the employment record, the employee's ability to correct conduct, action taken with respect to similar conduct by other employees, the effect on patrons, the effect on the District's business, and surrounding circumstances. Employees are required to cooperate during any fact-finding process.

The following actions are among the disciplinary actions that may be taken in response to personnel policy violations:

- Verbal warning
- Written warning
- Suspension with or without pay
- Performance improvement plan
- Last chance notice or job in jeopardy
- Demotion or reassignment
- Dismissal

### *OPPORTUNITY TO BE HEARD - CONCERNING DISCIPLINE*

All District employees have the right to be heard in the event of demotion with a reduction in pay, administrative leave without pay, or dismissal from employment related to job performance or conduct issues. The pre-decision opportunity to be heard is designed to be informal, allowing the employee to discuss the facts surrounding the disciplinary action or performance-based personnel action and to provide any additional documentation that the employee believes would be helpful in explaining the employee's actions, attitudes, or behavior.

During the pre-decision opportunity to be heard process, the following steps will be followed:

1. The employee will be provided with a written notice of the reasons for the personnel action, along with an explanation of the District's supporting information.
2. The written notice will include a date, time, and place for the employee to be heard to discuss the personnel action.
3. The written notice will state whether the employee is being placed on administrative leave pending the outcomes of the opportunity to be heard, and whether any such administrative leave will be with or without pay.
4. If the employee is unable to participate in the scheduled opportunity to be heard, the employee may request an alternate date. Any approved alternate date that falls after the originally scheduled date may continue the administrative leave without pay, at the discretion of the District.

5. The employee must notify the District within two business days of the date of the written notice that the employee desires to be heard as scheduled. If notice of acceptance of the opportunity to be heard is not received within two business days, the opportunity to be heard will be vacated and deemed waived.
6. As an alternative to the opportunity to be heard, the employee may choose to provide a written response to the bases for the personnel action. This written response must be submitted no later than the scheduled date and time initially set for the opportunity to be heard.
7. The opportunity to be heard, if chosen, will be conducted by the Library Director and Human Resources manager and will last no longer than one hour, unless otherwise approved by the Library Director. It will be limited to discussion of the issues contained in the written notice and to any allegations by the employee of discrimination, harassment, or retaliation in employment as provided in the next section.
8. The employee may have an attorney present to assist the employee, at the employee's own expense. The employee must give the District notice at least twenty-four (24) hours before the hearing if the employee intends to have an attorney present.
9. The employee will be allowed to present written statements from witnesses about the issues contained in the written notice.
10. The Library Director may ask the employee questions.
11. The Idaho Rules of Evidence do not apply to the opportunity to be heard.
12. An audio recording of the hearing will be made and maintained as part of the employee's personnel record.
13. The Library Director will render a written decision after considering the employee's responses, if any, to the allegations set out in the notice.
14. Failure to participate in the opportunity to be heard constitutes a failure to exhaust administrative remedies under this policy.

## *OPPORTUNITY TO BE HEARD - ASSERTIONS OF DISCRIMINATION AND RETALIATION AND "NAME CLEARING HEARING"*

In addition to the pre-decision opportunity to be heard provided for in the previous section, a public employee who is being terminated or demoted with a reduction in pay, based on allegation of dishonesty, wrongdoing, or criminal misconduct is constitutionally entitled to a post-decision name-clearing hearing when one is requested. Failure by the employee to pursue this hearing procedure constitutes a waiver of this opportunity. Issues involving dishonesty, wrongdoing, or criminal misconduct are the only issues that will be heard in this procedure.

During the post-decision opportunity to be heard process, the following steps will be followed:

1. Within fourteen days (14) of termination or demotion, the employee may submit to the Board a written request for a name-clearing hearing and state the basis for it.
2. A request for hearing will be denied if the employee misses the deadline for submission of the request or does not state a valid reason. An employee will be notified if a requested hearing is either granted or denied.
3. An employee granted a hearing will meet with the Board. The hearing will not exceed one hour in duration.
4. An audio recording of the hearing will be made and maintained as part of the personnel record.
5. The employee's supervisor may provide a brief written statement at least twenty-four (24) hours prior to the hearing. The Board may require the supervisor to participate in the hearing.
6. The employee will be provided an opportunity to present evidence upon which the claims are based.
7. The Board may ask questions during this process.
8. The Idaho Rules of Evidence do not apply to this hearing.
9. After the hearing, the Board will consider the information submitted, and other information within the District's records, to arrive at a decision and will issue a written statement setting forth the reasons for the decision.

## **SEPARATION FROM EMPLOYMENT**

The District requests written notice as follows to the employee's supervisor and HR:

- Library administration managers and department managers - One (1) month, or twenty-eight (28) calendar days
- All other staff- Two (2) weeks, or fourteen (14) calendar days

The Library Director may waive this requirement as individual circumstances warrant. Oral resignations shall be documented by the supervisor after consultation with the Library Director, Human Resources department, or Board. Resignation notice should be submitted to Human Resources via email by the resigning employee. Evidence of the written or oral resignation should be provided to the employee and placed in the employee's personnel file.

Employees who do not show or contact the District for two consecutive working days will be considered to have resigned through abandonment of their position. Employees employed on an as-needed basis who do not respond to three consecutive requests from the District, or do not contact the District regarding their temporary employment assignment, will be deemed to have resigned.

If an employee's words or actions indicate an intent to resign, including having an unexcused or unauthorized absence (as defined in the Attendance section of this handbook below) of two working days in a row, the District will consider the employee as having resigned through abandonment and immediately notify them of such.

## ***REDUCTION IN FORCE***

When financial circumstances or changes of workload occur, the District may reduce forces in such a manner as it deems necessary to maintain the effective functioning of the District services. Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and work needs.

## *ELIGIBILITY FOR REHIRE*

Employees who were part of an involuntary reduction in force, as well as those employees who voluntarily resign, will be eligible for rehire if they had a satisfactory work record and gave sufficient notices in accordance with the Separation from Employment policy upon resignation or termination.

## *INELIGIBILITY FOR REHIRE*

Former employees who had an unsatisfactory work record, employees whose employment ended with recent or pending disciplinary action on their record, employees who are found to have failed to follow directives by their immediate supervisor prior to termination and those with a less than satisfactory rating on their most recent performance evaluation will not be considered eligible for rehire. Evaluation of extenuating circumstances for resignation without notice or for insufficient notice will be subject to determination by the Library Director.

## *RETURN OF DISTRICT PROPERTY*

All District property and assets, physical or digital, must be returned upon separation from employment and in proper working order. Failure to return equipment and/or data immediately upon separation from employment shall be deemed misappropriation. Information created in relation to the work of the District is considered a public record and the District's property. Making copies of District information or property for personal use is strictly prohibited along with deleting, removing, destroying, or distributing District information that is to be retained and distributed according to the District's policies, Idaho Code, and the District's Record Retention Schedule. All District data that is to be retained under the records retention schedule is required to be transferred to the District's systems upon separation from employment. All other data on personal devices must be removed upon separation of employment. Employees who wish to obtain District information for personal use must comply with the District's public records request policy and process.

# **STANDARDS OF CONDUCT**

## *ARRESTS AND CONVICTIONS*

Employees who are arrested for any alleged crime must report the arrest immediately to the Human Resources department within one business day of the arrest or prior to working their next shift, whichever occurs first. Conviction to any crime must be reported to the Human Resources department within 24 hours of the conviction or prior to the employee's next shift, whichever occurs first.

## *WORKPLACE INVESTIGATIONS*

All employees are expected to report any observed conduct that is in violation of the District's policies or law. Employees are also expected to fully cooperate when requested to do so as part of any workplace investigation, including but not limited to being interviewed and providing accurate responses, providing requested statements and written documentation, and specifying witness names. Refusing to participate in a workplace investigation, attempting to influence the investigation, including discussing it with others when instructed not to do so, providing information that is not truthful, or withholding information may be the basis for disciplinary action, up to and including termination.

## *RESPECTFUL TREATMENT OF OTHERS*

The District expects employees and managers to treat staff members, patrons, vendors, customers and other third parties in a professional and respectful manner. Any on or off duty conduct contrary to that will be considered conduct unbecoming of an employee.

If you feel you have been subjected to or have observed disrespectful and unprofessional treatment, we encourage you first to attempt to resolve the matter informally directly with the person. If your efforts to informally resolve the conduct are not successful, please schedule a meeting with the HR Department to discuss your concerns.

Any conduct, behavior, or attitude inconsistent with these principles may result in disciplinary action or termination of the employment relationship.

Nothing in this policy is intended to prevent a non-management employee from engaging in protected concerted activity of discussing the terms and conditions of their employment.

## *COOPERATIVE WORK*

District employees are expected to:

- Work cooperatively and constructively with fellow coworkers, volunteers, patrons, Trustees, vendors, and the general public to provide public service of the highest quality and quantity.
- Give their best efforts to accomplish the work of the District for public benefit in accordance with policies and procedures adopted by the Board and display an attitude of cooperation and constructive participation.
- To not interfere or disrupt another employee's work output or encourage others to do the same.
- Abide by lawful directives and rules set by the Trustees, library administration, or direct supervisors who oversee the department in which the employee works.
- Perform such obligations as are necessary to carry out the work of the District in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.
- Refrain from wearing District branded items outside of work and working hours.
- Comply with the District's policies.

## *HARASSMENT*

The District prohibits harassment, which is defined as unwelcome conduct directed toward a person's gender (including pregnancy, childbirth, and related medical conditions), race, color, citizenship, age (40 and over), disability, religion, genetic information, sexual orientation, gender identity, national origin, or military status that substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.



The policy applies to conduct of District employees, volunteers, patrons, vendors, Trustees, and third parties. The policy applies to conduct in the workplace or while on work time, at social functions sponsored by the District, as business functions, and off-duty conduct directed toward District employees, patrons, vendors, Trustees, and third parties.

Violations of this policy include, but are not limited to, the following behaviors:

- **Verbal harassment** - Derogatory comments, slurs, propositioning, or otherwise offensive or abusive words or comments targeting someone based upon a protected class, whether made in general, directed to an individual or directed to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to, comments about dress or physical features, rumors, vulgar or lewd comments, threats, intimidating behavior, code words, derogatory stories, as well as cartoons or jokes or “kidding” that targets a protected class.
- **Physical harassment** - Assault, impeding or blocking movement, leering at, physical interference with normal work, privacy or movement when directed at an individual on the basis of their inclusion in a protected class. This includes, but is not limited to, pinching, patting, grabbing, unwanted touching or fondling, inappropriate behavior in or near bathrooms and eating areas, or making explicit or implied threats or relating to a protected class.
- **Visual harassment** - Derogatory, prejudicial, stereotypical, or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures targeting someone based upon a protected class. This applies to both posted material and material maintained in or on District equipment or personal property in the workplace.

**Sexual harassment** - Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute as sexual harassment when:

- Submission to the conduct is made either an explicit or implicit condition of employment.

- Submission to, or rejection of, the conduct is used as the basis for employment, salary, or other benefit changes affecting the harassed employee.
- The harassment unreasonably interferes with a person's work performance or creates an intimidating, difficult, hostile, or offensive work environment to the victim.

Any employee who believes they have been harassed in violation of this policy or has observed another District employee, volunteer, patron, vendor, or Trustee harassing someone are expected to report the matter to the Human Resources department. Violations of this policy will result in disciplinary action, up to and including termination. Retaliation for reporting alleged harassment will not be tolerated.

## *CARE FOR DISTRICT PROPERTY, INFORMATION, AND PUBLIC RECORDS*

District employees are expected to:

- Adhere to all District policies.
- Not release any public record or patron/employee information, including personnel records, without the express authority of the Library Director or designee, prior to consulting with legal counsel for the District, or without an order from a court of public agency of competent jurisdiction or as otherwise mandated by law.
- Maintain the confidential nature of records and District information.
- Not make copies of District physical or digital information or property for personal use. Employees who wish to obtain District information for personal use may submit a public record request when not working and are expected to comply with the public records request process.
- Not delete, remove, destroy, or distribute District physical or digital information that is to be retained and distributed according to the District's records retention schedule or public records requests.
- Not take District supplies or property for personal use or unauthorized distribution to others.

- Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained.

### *MISAPPROPRIATION*

Misappropriation such as the unauthorized use or taking of company, patron, or third party services, facilities or property is prohibited.

### *ATTENDANCE AND INATTENTIVENESS*

All District employees are expected to:

- Be prompt and regular in attendance at work for defined works schedules or other required employer functions and follow procedures for exceptions to the normal schedules, including the scheduling and taking of time-off.
- Follow rules regarding the reporting of work hours and comply with the District's procedures for approval of time-keeping records. Follow rules and schedules for breaks and lunch periods.
- Not sleep, be inattentive or distracted, or be absent from the employee's workstation when on duty. Employees must be attentive to their work at all times.

### *OFF-DUTY CONDUCT AND EMPLOYMENT*

All District employees are expected to:

- Not engage in criminal conduct of any kind while on or off duty. District employees are expected to behave in a lawful manner and failure to do so is a violation of the trust placed in such employees by the public.
- Excluding protected activity, not engage in conduct away from work that, although not criminal, may reflect adversely upon the District or its officials or otherwise impair the employee's ability to perform the duties of the position.

- Not serve on any board or commission that regulates or otherwise affects the official duties or personal interests of the employee in a way that could create disadvantage for other members of the public or advantage for the employee.
- Not have non-District employment that conflicts with duties performed for the District in any meaningful way.

## *CONFLICT OF INTEREST*

An actual or perceived conflict of interest may exist when the following occur:

- An employee's personal activities or financial affairs adversely impact an employee's ability to exercise good judgment and/or act in the best interest of the District.
- Where an employee is in a position to influence a District decision that may result in a personal gain for that employee or for a relative as a result of the District's business dealing.
- When an employee is romantically involved and/or dating another staff member. No dating or romantic relationship is permitted where one of the employees reports either directly or indirectly to the other person involved in the dating/romantic relationship.
- When an employee is related by blood, adoption or marriage to another staff member.
- Supervisors and managers are prohibited from dating subordinates.

Anyone involved in any of the types of relationships or situations described in this policy shall disclose the potential conflict to the HR Department so that a determination can be made as to whether a conflict actually exists as well as what measures will be taken to resolve the conflict. Staff who have a social or familial relationship with another employee will not be permitted to work within the same department in an effort to mitigate any potential or perceived conflict of interest.

When a conflict or the potential for a conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment, or termination of employment. If such a personal relationship between employees develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to Human Resources.

## *CONDUCTING PERSONAL BUSINESS ON DUTY*

Employees are prohibited from using working time for personal business, the selling of goods or services to the general public or colleagues, and engaging in political activities while on duty.

## *SOLICITATION/DISTRIBUTION OF LITERATURE*

Neither employees nor third parties are permitted to solicit other employees for contributions or other personal purposes or distribute sales literature at any time on company property or during work time. The only exception is that the District may authorize the solicitation of funds for recognized charities.

### *Gifts and Gratuities*

Employees may not accept special favors or gifts offered based upon their relationship to the District.

## *FINANCE & PURCHASING GUIDELINES*

Library staff must be familiar with the District's policies surrounding guidelines for use of library funds and will exercise fiscal responsibility in regards to the use of those funds, following the District's purchasing guidelines and procedures. Employees who make unauthorized purchases will be subject to disciplinary action, up to and including possible termination.

Designated library staff are tasked with receiving cash and checks, counting cash and reconciling cash register drawers to ensure separation of duties. All cash and credit

card receipts are recorded by the Accounting and Finance Manager through online reports generated by the cash register and patron payment software.

Staff members assigned an MLD specific credit card shall attend required training and sign an agreement regarding obligations of holders for the District card. All employees issued a credit card will utilize District platforms to capture receipt images and validate transactions for purchases made on behalf of the District. Employees are prohibited from having a direct or indirect interest in transactions without appropriate disclosure.

If an employee has a reasonable belief that an employee, volunteer or Trustee of Meridian Library District has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, or a conflict-of-interest, the employee is expected to immediately report such information to the Library Director. If the employee does not feel comfortable reporting the information to the Director, they are expected to report the information to Human Resources. See the District's Whistleblower Policy for additional information.

## ***WHISTLEBLOWER - REPORTING REQUIREMENTS***

The District requires all library staff to observe a high standard of ethics in performing their job and their duties. It is the responsibility of all directors, officers and employees to report violations of the law or applicable rule or regulation or suspected violations in accordance with MLD policies and in accordance with Idaho Statute to Human Resources.

Any action by a District employee that is undertaken in the performance of their official duties and is in violation of any law or applicable rule or regulation, and may constitute one or all of the following: an abuse of authority, a substantial and specific danger to the public health, safety and welfare and a waste of public funds, property or personnel resources.

Any employee who has reasonable belief that another employee, volunteer, or trustee of the District has engaged in any action that violates any applicable law, rule or regulation, is expected to immediately report the suspected violation to the Library Director or Human Resources for completion of a proper investigation. No

employee who in good faith reports a violation shall suffer retaliation due to said report.

## *FALSIFYING INFORMATION*

All District employees are prohibited from:

- Creating or using fake cards or falsifying library account records and will report knowledge of such conduct to their supervisor, Human Resources department, or the Library Director.
- Abusing their access to patron and circulation records or the District's collection to favor their personal needs. This includes abusing District staff library card privileges to favor personal needs including, but not limited to, overriding limits or hold requests, checking out patron holds for themselves, or waiving fees of friends and family. Staff library card accounts may be audited periodically by management or when infractions are reported or suspected.
- Provide false or misleading information on employment applications, job performance reports, time records or any other related personnel documents or papers.
- Destroying, altering, falsifying, or stealing the whole or any part of any records kept as part of the official governmental records of the District, including personnel records.
- Participate in any scheme designed to create incorrect personnel records or claim benefits that are not deserved in accordance with District policies.

This list is not all-inclusive.

## *CONFIDENTIALITY*

During the course of work duties, employees may have access to information of a confidential nature pertaining to the District, patrons, or other employees and volunteers. District employees shall not disclose matters that could reasonably be considered confidential to others, including co-workers who do not have a legitimate business need to know, or those outside the District. Information is considered confidential when it is not generally known to people outside the District, or

information which is disclosed or known by employees because of their position with the District. All employees are responsible for protecting the District's confidential information, and employees with access to other employees' information shall not disclose it to others unless required by their job duties to do so. No employee shall take from the District confidential materials unless it is necessary for work related purposes and is authorized by their supervisor..

## ***WORKPLACE VIOLENCE***

The District seeks to protect our workers and patrons and create a safe and comfortable environment. Accordingly, the District prohibits intimidating, threatening, or hostile behaviors on work property during work time. This includes physical and verbal abuse, vandalism, and possession, use, or brandishing weapons of any kind onto District property; or any other act, which in management's opinion, is inappropriate for the workplace. Employees who observe or have knowledge of any violation of this policy should immediately report it to their supervisor. Employees are empowered to contact the proper law enforcement authorities without first informing management if they believe a threat to the safety of themselves or others exists.

## ***ALCOHOL AND DRUGS***

The District has a strong commitment to help provide a safe workplace for its employees. Accordingly, the District prohibits the use, sale, distribution or possession of alcohol, or drug paraphernalia on District time or property and/or work sites. This policy forbids reporting to work or working while under the influence of alcohol or drugs. It also prohibits the unauthorized use of prescription drugs and the use of any legally obtained drugs (prescriptions or over-the-counter medications) when such use adversely affects job performance or safety.

Employees who are taking prescription drugs or over-the-counter drugs that may affect their performance should discuss their situation with the HR Department and obtain permission before beginning work. Staff may be required to provide properly written medical authorization from a healthcare provider to work while using such authorized medications.



If an employee suffers from alcohol or drug dependency, we strongly encourage you to seek assistance from the HR Department. If the employee self-refers prior to being asked to submit to a drug test, testing positive, jeopardizing safety, or impacting performance, then a leave of absence may be considered. Self-referral cannot be used to avoid an already committed disciplinary action.

Where the law permits, the District reserves the right to conduct the following alcohol and drug testing: random testing, pre-employment screening, reasonable suspicion, fitness for duty and post-accident. A positive, diluted or tainted test result will result in disciplinary action, up to and including termination. Refusal to submit to testing when requested will result in immediate termination of employment.

A decision to allow the employee to seek help through a leave of absence and/or treatment options rather than be terminated will be based upon the totality of the circumstances and is at the sole discretion of the District. Furthermore any reinstatement is at the District's sole discretion and subject to the employee agreeing to sign a last chance agreement.

## *COMPLAINT PROCEDURE*

The following complaint procedure must be followed to address a complaint regarding discrimination, harassment, or retaliation:

1. A person who believes they have observed or have personally been harassed, discriminated against, or retaliated against shall report it to the Human Resources department. If a supervisor becomes aware of a complaint in any way, informally or formally, the supervisor shall report it to the Human Resources department immediately even if the employee asked them not to do so. Nothing is off the record. If the Human Resources department is the focus of the complaint, the Library Director shall be informed and will have the responsibility to direct the investigation.
2. Once such a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
3. Promptly, upon receiving the complaint, the designated official (Human Resources Manager or District appointed investigator) will initiate an

investigation so a determination can be made as to whether an alleged violation of this policy has occurred. Confidentiality will be maintained to the fullest extent possible. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved.

4. Promptly after the investigation is concluded, the designated official, and possibly appropriate supervisors, will meet separately with the complainant and the person alleged to have committed the offenses to notify them of the findings of the investigation.

## **TECHNOLOGY USE AND DATA SECURITY**

### *DATA SECURITY*

The District considers the protection of sensitive data and information to be of paramount importance. Safeguarding our data is not only a legal obligation but also a fundamental aspect of our commitment to the public we serve and our employees. As a public agency, we are entrusted with a vast array of sensitive information in written and digital documentation, including financial data, client information, and District operations. All employees are expected to treat this information with the utmost confidentiality, ensuring that it is not disclosed, shared, or accessed by unauthorized individuals. The District is committed to adhering to all applicable data protection laws, including but not limited to General Data Protection Regulation, Health Insurance Portability and Accountability Act, and Payment Card Industry guidelines. Accordingly, steps will be taken to protect information from accidental or intentional misuse or destruction. Employees are encouraged to familiarize themselves with these regulations as they pertain to their roles. Employees are expected to cooperate fully with cybersecurity and data protection measures and report any potential security breaches or concerns immediately to their direct supervisor. Employees who misuse, destroy, or fail to protect District data and information may be subject to disciplinary action, up to and including termination or removal from position and potential legal liability.

## *INFORMATION SYSTEMS*

All District supplied technology, including computer systems, equipment, cell phones, voice mail systems, and digital records (email, chat, documents, etc.) are property of the District and will be treated as such. These systems are in place to facilitate your ability to efficiently and productively do your job. To that end, these systems are solely for business purposes and provided for work related activities. However, occasional personal use may be permitted on a limited basis within the guidelines established by this policy provided that such use does not result in a cost to the District or significantly interfere with District business operations, availability of resources for business use or the employee's job performance. Anything employees create or load on the systems becomes District property.

Staff must adhere to existing copyright, patent, trademark or other existing intellectual property laws when using MLD equipment or wireless internet.

Employees have no personal privacy right in anything created, received, or sent on or from District property, technologies or services and may be subject to public record laws. The District reserves the right to intercept, monitor, copy, review and download any communications or files employees create or maintain on these systems, at any time, without prior notice to employees.

The District purchases and licenses the use of various computer software programs for business purposes. The District does not own the copyright to this software or its related documentation. Unless authorized by the software developer, District employees do not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Illegal duplication of software, copying of licensing keys, and its related documentation for personal use is also prohibited.

Some employees, by nature of their position, may need to remotely access information stored on the District's network. Employees approved for remote access must use the District's virtual private network (VPN) to maintain secure access while working remotely and may do so only on District-managed devices. Remote access users are responsible for selecting, procuring, and paying for the internet service associated with remote access. Requests for remote access must be made in writing to the Library

Director and Assistant Director of Operations for review. Following the request, employees will be notified of the decision and actions necessary.

Email and internet access is provided by the District to enhance communications and provide access to work-related information and technology. Consequently, employees are required to always ensure that the business information contained in email messages and other transmissions is legal, accurate, appropriate, and ethical. Internal and external email, voice mail, and text messages related to the District's business are considered District records and may be subject to discovery in the event of public records requests and litigation. The following are examples of prohibited uses of District email and internet systems, but are not exhaustive:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using District time and resources for personal gain.
- Using or disclosing someone else's code or password without authorization.
- Unauthorized use, downloading, installation, copying, or distribution of copyrighted, trademarked, or patented material.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet or email services and transmissions.
- Sending or posting messages or material that could damage the District's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of an organization or person.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Personal use of District systems or technology.
- Jeopardizing the security of the organization's electronic communications systems.
- Representing personal views as those of the District.
- Sending anonymous email or chat messages.

- Logging in or using another employee’s computer or email account without authorization.
- Engaging in any illegal conduct, violation of District policy, or unethical activities, as determined in the sole discretion of the District.

The District may periodically audit its systems and technologies to determine whether there is evidence of abuse or misuse. Investigations and audits of District systems and technologies are to be completed by a designee assigned by the Library Director. Employees have no reasonable expectation of privacy when using District systems, properties, or technology. Employees are expected to report any abuse or misuse of District systems and technologies immediately to their supervisor or Library Director. Failure to report illegal or unethical activity or conduct that is in violation of this policy will result in disciplinary action, up to and including termination or removal from position.

## *USE AND REMOVAL OF DISTRICT ASSETS AND EQUIPMENT*

Some employees, by nature of their position, may need to use District technology, equipment, and property offsite. Employees are expected to follow all procedures for using District property offsite, including approval processes. Employees assigned mobile devices or other technology for regular offsite use must be given written preapproval from the Human Resources department, their supervisor, or the Assistant Director of Operations.

## **MEDIA & COMMUNICATIONS**

### *AUTHORITY AND RESPONSIBILITY*

The Library Director is responsible for all communications activity related to the publicity and image of the District.

All materials written or prepared by District employees on behalf of District operations shall be reviewed for appropriateness, accuracy, completeness, and design elements and must be approved by the Library Director or designee before being released to the public or media. This includes printed material such as flyers, bookmarks, newspaper

articles and press releases, public service announcements (PSA) for radio or television, and the District's web presence such as the official website and social media accounts. All inquiries from the media must be referred to the Library Director.

Individual District employees may express personal opinions in public news media outlets, but are prohibited from doing so as representatives of the District. Employees may not use work time and resources to take a position on or advocate for a ballot measure, including library bond elections. Employees are allowed to use work time to communicate predetermined, neutral statements as provided by the District. All position statements and advocacy shall be completed by supporters of the District.

## *SOCIAL MEDIA FOR THE DISTRICT*

All District policies, including those set forth in the Handbook, apply to online communications and social media activities on behalf of the District. Only officially designated District employees have the authorization to speak on behalf of the District. This includes social media content creation and engagement. These employees are expected to conduct themselves in accordance with all applicable policies.

Creation and use of social media forums on behalf of the District are allowed when there is a clear public entity purpose and it is part of the employee's job duties. All District-authorized social media must only be created with a District email account (with the exception of Meta and LinkedIn) and shall be authorized by and belong to the District.

All posts on District-authorized social media accounts must be in accordance with the District policies and this Handbook and will be monitored by District designated staff. The District will edit or remove content found to be in violation of this policy in accordance with the District's policies and Record Retention Schedule.

Authorized employees must not share personal information about themselves, other employees, patrons, or citizens on District-authorized social media. Staff posting on behalf of the District should have posts reviewed for accuracy, both grammatical and informative. Content on social media forums must abide by all applicable laws, regulations, and policies, including copyright, trademark, and printed material laws.

## *PERSONAL USE OF SOCIAL MEDIA BY EMPLOYEES*

District employees shall make a clear distinction between professional and personal use of social media. District employees shall respect copyright and fair use laws and protect the District's confidential and proprietary information. All employees are expected to list the following disclaimer on all personal social media profiles where employees have listed the Meridian Library District as their employer:

"The postings on this site are my own and do not profess to represent the Meridian Library District's positions, strategies, or opinions."

When using social networks, District employees shall never identify a patron, or supplier by name or even indirectly without permission and never post financial, confidential, or proprietary information about the District, patrons, employees or applicants. Social networks should not be used for internal District communications among and/or about fellow employees or District activities.

Anything posted online must be factual. Employees are encouraged to use their best judgment when making posts. Employees are free to express themselves as private citizens on social media sites, but it is a limited freedom. Please use your best judgment when making posts. Employees are cautioned that speech on or off duty, made pursuant to their official duties, is not protected speech under the First Amendment and may result in disciplinary action, up to and including termination or removal from position, if deemed harmful to the District.

Nothing in this policy is intended to preclude all District employees from engaging in protected concerted activity.

## **USE OF PERSONAL DEVICES**

District employees may be asked to use their personal electronic devices for work purposes, as outlined in the photography, filming, and audio recording section of this Handbook. All District policies, including but not limited to, harassment, discrimination, retaliation, confidential patron and employee information, data security, technology, and ethics, apply to employee use of personal devices for work-related activities.

Non-exempt employees are prohibited from working off the clock, including but not limited to reviewing, sending, or responding to work-related emails, chats, text messages, work-related telephone calls, or engaging in other similar work-related communications off the clock.

Personal calls, e-mails, text-messages, or other electronic communication during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees are expected to keep personal communication on work time to a minimum. This includes social media, sending and reviewing emails, or text messages, responding to phone calls, or making phone calls. No employee using a personal device should expect any privacy except that which is governed by law.

The creation of business records of any kind, including those made on personal devices, may be subject to public record disclosure. Failure to use personal devices in accordance with the District's policies may result in disciplinary action, up to and including termination or removal from position.

## **PROFESSIONAL STANDARDS & SAFETY**

### *PROFESSIONAL STANDARDS*

District employees are expected to maintain professional standards of grooming, personal hygiene, and dress during working hours and on District property. Employees are expected to comply with dress standards appropriate for the job functions performed and present a professional appearance to the public. Supervisors determine the dress standards for the job function and department; employees should use reasonable judgment in personal grooming, hygiene, and in choosing clothing, shoes, and other apparel that allows them to perform their job functions in the safest manner and without distraction to others. All applicable federal and state safety and health laws pertaining to dress and grooming shall be observed.

### *SAFETY*

The District strives to be in compliance with laws, rules, and regulations concerning safe practices as published by the governmental agencies having jurisdiction over such



matters. An accident-free workplace is of paramount importance; safety is essential to each employee. Employees are expected to perform all work in a safe manner and consider safety prior to beginning any work assignment.

Employees and supervisors shall be diligent in regards to safe practices and work methods and will work as a team to create and maintain a safe work environment for all employees, volunteers, and patrons. All employees are expected to familiarize themselves with and adhere to all safety policies and procedures established by the District. Employees are expected to promptly report any unsafe conditions, hazards, faulty equipment, or near-miss incidents to their supervisor and Human Resources department as soon as it is safe to do so. Failure to report unsafe working conditions, work-related injuries, or to perform work contrary to safe work practices will result in disciplinary action, up to and including termination or removal from position.

## **TIME & LABOR**

### **COMPENSATION AND TIMEKEEPING**

#### ***RIGHT TO CHANGE COMPENSATION AND BENEFITS***

The District may change general compensation for any reason deemed appropriate by the Board. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent District budget. Hours worked may be reduced or employees may be laid off by the Board as necessary to meet budgetary constraints or as work needs change, as noted in the *reduction in force* section of this Handbook.

#### ***PAYDAYS AND PAYROLL PROCEDURES***

Paydays are bi-weekly, or every other Friday. If payday falls on a holiday or business closure, paychecks will be distributed the business day preceding the holiday or business closure. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued. Payroll related deposits will be made pursuant to a voluntarily completed direct deposit authorization unless an

employee chooses to opt out. No payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law. Employees who have concerns about their compensation, payroll status, deductions, etc., must communicate all concerns to the Human Resources department or their supervisor. Employee paychecks will be distributed by the Human Resources department to the employee's supervisor and made available only to the employee. Employees may provide written authorization to provide their paycheck to someone else. In the absence of the employee's supervisor, an individual designated by the supervisor, department manager, or Human Resources department may distribute a paycheck to the employee.

Each employee is expected to monitor the accuracy of compensation received. Information shown on the paycheck stub is provided for information purposes only. Employees are expected to report any errors detected, whether to the advantage or disadvantage of the employee.

Employees are encouraged to enroll in direct deposit and are solely responsible for ensuring accuracy of the direct deposit information entered. Employees who receive paper checks should deposit their checks immediately upon receipt. A replacement check will be issued for direct deposits that are returned, and paper checks that become stale dated. Replacement checks may take up to ten business days to process.

## ***TIMEKEEPING***

The District has a responsibility to ensure all employees are paid for all work performed. Hourly employees shall accurately record the time they begin and end their work shift, including before and after meal periods and any other departures from their work location, when not performing job related duties, and are responsible for ensuring timesheets accurately reflect all time worked.

Timesheets of hourly employees must be signed electronically by both the employee and their supervisor and must contain a certification that it is a true and accurate record of the employee's actual time worked and benefits used for the time period covered. Failure to sign a timesheet electronically and submit it by the payroll due date and time may result in disciplinary action.

Non-exempt employees may not clock in early or clock out late, without prior approval from their supervisor. Non-exempt employees are prohibited from working off the clock, including but not limited to, reviewing, sending, or responding to work-related emails, chats, text messages, or engaging in other similar work-related communications off the clock. Non-exempt employees must receive approval to work additional hours and record them as hours worked. All employees are expected to respond to the District's attempts to contact them regarding schedule or employment changes, which is not considered work time.

In order to fulfill the District's legal obligations, and to protect employee wage tracking, any altering or tampering with time records, failing to report time actually worked, recording time not worked, or recording time on another employee's time record is prohibited and will result in disciplinary action including possible termination.

Employees are expected to promptly report any timesheet, compensation, rate of pay, payroll status, or deduction errors to their supervisor and Human Resources department for correction.

### ***TIMEKEEPING- CONFERENCES AND TRAINING***

From time to time, employees may attend conferences and training sessions on behalf of the District. Non-exempt employees shall accurately record the time they begin and end the training, including before and after unpaid meal periods or any other significant (greater than 20 minutes) departures from a training and conference other than for paid breaks. Voluntary luncheons where no training or labor is performed, of thirty minutes or more, or voluntary evening social events/banquets where training is not provided and/or work is not performed are not compensable time. Although not required by law, if time spent in a training or conference is less than a non-exempt employee's regularly scheduled work hours, those employees may receive pay to meet their regular scheduled hours at the discretion of their supervisor.

Non-exempt employees will be paid travel and training time as mandated by federal law.

## **ATTENDANCE**

The District recognizes the value in flexibility and regular scheduling for employees. Efforts will be made to work with staff on scheduling, but the needs of the District will govern as supervisors and managers create the schedules for their direct reports.

### Contagious Illnesses

We ask all employees to cooperate in taking steps to reduce the transmission of contagious illness in the workplace. To keep staff and customers safe, it is critical that employees do not report to work when they are ill and/or experiencing symptoms consistent with a contagious illness (e.g., flu, COVID-19, a cold). Please see [CDC.gov](https://www.cdc.gov) guidelines or your healthcare provider for more information about symptoms related to various contagious illnesses. The Company provides paid time off benefits to compensate employees who are unable to work due to illness. Please see employee benefit policies. Employees who report or continue to work ill will be sent home and will be charged paid time off benefits for time not worked. If paid time off benefits have been exhausted or not yet earned, the time off will be unpaid for non-exempt staff and unpaid for exempt staff in full day increments. Employees who knowingly work with a contagious illness place the safety of others at risk, and therefore may be subject to disciplinary action, including termination. Please do your part to protect yourself and others from the workplace spread of infectious illnesses. As the situation may warrant, management reserves the right to require a COVID-19 test and/or a doctor's release prior to an employee returning to work.

## **ABSENCES**

The District expects all employees to maintain reliable attendance and be punctual for scheduled work hours which is essential for the successful operation of the library. An absence is defined as the failure of an employee to report for work when they are scheduled. Absenteeism, tardiness, or early departures may cause hardship for other employees and patrons. Excessive absences, tardiness, or early departures may result in disciplinary action, up to and including termination or removal from position.

Excessive absenteeism is defined as two or more occurrences of unexcused absences in a thirty-day period or ten unexcused absences in a twelve-month period. Excessive absenteeism may result in disciplinary action.

Employees must use accrued paid time off (PTO), or unpaid time off (UPTO) if applicable, for every absence unless otherwise allowed by company policy or applicable law. Absences may be excused or unexcused, as defined below.

### *EXCUSED ABSENCES*

- Occurs when an employee personally provides their supervisor sufficient notice of absence and follows the proper call-off procedures for their department. Sufficient notice requires a minimum of one hour notice prior to the beginning of the employee's shift.
- The employee has sufficient accrued, or banked, PTO or UPTO to cover the absence.
- The absence request is approved in advance by the employee's supervisor.
- The employee is on approved protected leave such as FMLA, ADA, etc.
- Any absence for which the employee notified their supervisor of unexpected illness/injury when a doctor's note is provided upon return to work to account for the absence within five days of the absence.

### *UNEXCUSED ABSENCES*

- Occurs when any of the aforementioned conditions are not met.
- Three unexcused absences in a thirty day period will result in discipline.
- Ten occurrences of unexcused absences in a twelve month period will result in termination.

If employees cannot report for work they must notify their supervisor at the library location to which they are expected to report to no later than one hour prior to the start of their shift. Employees are expected to notify the library of their anticipated return to work date. If the date is unknown, employees are expected to notify the library each day they are absent, no later than one hour prior to the start of each shift, except when on a pre-approved or protected leave.

There may be occasions, such as sudden illness, when employees cannot notify their supervisor in advance as required. In those situations, employees must inform supervisors of their circumstances as soon as possible. In addition to following these notification procedures, the District reserves the right to require employees to provide a doctor's note to their supervisor and to the Human Resources department for absences of more than three consecutive days. Employees may be asked to provide a doctor's note releasing them to return to work and verifying the absence period. If for whatever reason an employee is unable to make the absence notification call to the library due to an emergency medical situation, they must have someone make the call for them.

### *TARDINESS AND EARLY DEPARTURE*

All employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work on time, they must notify their supervisor or person in charge no later than their scheduled return time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change and additional coverage may be necessary.

Exempt staff are expected to show up to scheduled events and meetings on time. All rules governing tardies apply to exempt staff with regards to attendance for scheduled events or meetings.

Tardies will be counted any time an employee clocks in five minutes or more past the scheduled start time or first scheduled assignment for the day. If an employee shows up more than thirty minutes past their scheduled shift or first scheduled assignment without notice for the day, the shift will be counted as a no-show and the absence will be unexcused. Employees who must leave work before the end of their scheduled shift must notify their supervisor prior to doing so and obtain permission.

Tardiness and early departures are counted as unexcused absences for the purpose of disciplinary action under this policy. Two unexcused absences in a twelve month period will result in discipline under the Attendance Policy.

## *NO-CALL, NO-SHOW*

Employees who fail to report to work for their scheduled shift without notifying their supervisor, or person in charge, in a timely manner will be marked as having a no-call, no-show. This absence is unexcused and will result in disciplinary action. If an employee accumulates two no-call, no-show absences in a year, their position will be considered voluntarily terminated due to abandonment.

In the event of a voluntary termination due to abandonment or violation of this policy, employees will receive a written notice of termination, including details of the last day of employment and any final pay or benefits owed.

## **REST AND MEAL PERIODS**

### *NON-EXEMPT STAFF REST AND MEAL PERIODS*

Unpaid meal periods and length of the meal period will be at the discretion of the employee's supervisor and based on the library's scheduling needs, but will be no less than thirty minutes. If a non-exempt employee is required to work through a meal break, or is not provided a full thirty minutes of uninterrupted time, they will be paid for the entire meal period. In certain instances, employees may be scheduled to work shifts in excess of eight hours. During these longer shifts, employees are encouraged to coordinate with their supervisor to receive two unpaid meal periods, of no less than thirty minutes each. Employees shall not perform work, including any passive or active duties, during this unpaid meal period.

Although not required by law, non-exempt employees will typically be provided with one fifteen-minute paid break during each four-hour shift as coordinated with the employee's supervisor, based on the library's scheduling needs. Taking excessive or lengthy breaks, or stacking breaks with unpaid meal periods, may result in disciplinary action, up to and including termination.

## ***LACTATION (EXPRESSING BREAST MILK) BREAK***

The District will provide an employee with lactation break times as requested to express breast milk for nursing a child up to one year after the child's birth. The District will also provide a place, other than the District restroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk. Employees may also opt to express breast milk in their own private office, but may not do so in a public place, including unenclosed cubicles.

Exempt employees will not receive a salary deduction for lactation breaks. Non-exempt employees will not be compensated for this time (unless the lactation break occurs within a scheduled paid break offered under company policy) and therefore shall clock in and out when taking a lactation break and perform no duties while off the clock. An employee who intends to express milk during work hours must give HR written notice of her intention to do so in order to allow the employer adequate time to make the preparations necessary for compliance.

## ***OVERTIME – NON-EXEMPT STAFF***

The workweek for payroll purposes is Sunday through Saturday. For purposes of computing overtime, the workweek is Sunday 12:00 a.m. through Saturday 11:59 p.m. The District recognizes and appreciates an employee's need for a regular work schedule. There may be occasions where employees are required to work in excess of forty hours per week. Non-exempt employees will be paid 1.5 times their regular rate for hours worked in excess of 40 hours per workweek. Only time actually worked is counted in determining whether the employee has worked overtime to be paid as overtime.

Employees are not permitted to work overtime or to vary their established schedule of work, without the prior approval of their supervisor. An employee who works unauthorized overtime will be subject to disciplinary action, up to and including termination.

Exempt employees are not eligible for overtime.



## PAID TIME OFF

The District believes in promoting work-life balance and flexibility for employees. The paid time off (PTO) policy combines vacation, sick leave, and personal days into one general PTO bank. This approach allows employees to use their leave for various purposes, providing greater flexibility in managing their time off. Employees are expected to individually manage and use their PTO responsibly.

Exempt employees are not required to submit PTO requests for absences of less than four hours during a regular shift.

Employees who vacate their position and later return to employment with the District are not eligible to have their previous months/years of service count toward their PTO accrual level.

Abuse or misuse of PTO, including falsifying time-off records, may result in disciplinary action, up to and including termination.

### *ELIGIBILITY*

Regular employees who work twenty hours or more per week are eligible to earn and accrue PTO. Regular employees who work fifteen to nineteen hours per week and have been employed with the District, in a non-temporary status, for twelve consecutive months, are eligible to earn and accrue PTO starting on the 13th month of employment with the District. Temporary employees, or employees on unpaid leaves of absences, are not eligible to accrue PTO.

For regular employees, PTO starts accumulating at the start of the month following hire date. PTO is deemed earned at the beginning of the month following each month of service completed, and is accrued into the PTO bank when the first payroll of the month is processed. PTO balances will carry over from year to year to a maximum cap set forth in the below chart.

Eligible part-time employees who temporarily increase their number of hours worked will not receive an increased PTO accrual for the temporary period of increased hours.

See accrual rates in tables below for each level of employee.

## *TRANSITION PROVISIONS FOR ALL ELIGIBLE EMPLOYEES*

Employees whose regular weekly hours have increased, and therefore are eligible for a higher PTO accrual rate, will receive a prorated PTO accrual for the partial month of service at the new accrual rate. No earned PTO hours will be taken away from an employee who transitions to a position working less hours per week. The Human Resources department will review non-temporary employees actual hours worked compared to expected hours work at least every six months.

Employees who become eligible for PTO accruals will have any unpaid time off (UPTO) balances removed. Employees cannot simultaneously accrue or keep PTO and UPTO balances.

## *MAXIMUMS AND CARRYOVERS*

Once an employee reaches the maximum accrual limit of PTO hours set forth in the chart below, no additional PTO will accrue until the employee's accrued hours are reduced below the maximum. Carryovers are also limited to this maximum accrual limit. Employees cannot cash out PTO accruals prior to separation from employment.

## *NOTICE AND SCHEDULING OF PTO*

Unless used for an approved protected leave, PTO is to be scheduled with consent of the employee's direct supervisor and approved based on business need. Efforts will be made to accommodate the preference of the employee in scheduling PTO, but first priority will be the orderly functioning of the department. Employees are responsible for ensuring they have enough accrued PTO available to cover the dates requested. In the event the employee will not have enough accrued PTO time to cover previously approved PTO requests. This applies to any PTO used to cover unexpected illness prior to the scheduled PTO requests.

All time off will be deducted from the PTO accruals except for military leave, workers' compensation leave when receiving benefits, FMLA when short/long-term disability benefits are being received, or as mandated by other leave laws. In these isolated leave situations, applicable law will be followed relating to the use of PTO, specifically as to

whether mutual consent between the employer and employee is required or whether it is left to the discretion of the employer and/or employee.

In general, employees are expected to give at least two weeks' notice of scheduled PTO requests. In certain instances, such as sudden illness, an employee may not be able to request PTO in advance. In these instances, employees are expected to follow the proper call-off procedures designated by their department and are responsible for ensuring PTO is accurately recorded. Employees are encouraged to keep a portion of unused PTO hours available in the event of unexpected illness. When regularly scheduled days off and officially designated holidays fall within the period of approved PTO, they will not be counted against the PTO accruals. A PTO request made in addition to the normal total hours for the employee's regular workweek is never permitted.

Employees are responsible for ensuring they have enough PTO hours to cover their leave request. Failing to show for work without proper notice or without pre-approved PTO or UPTO (for example: protected leave, pre-approved unpaid time off) is not permitted. Unpaid time off may be considered and approved after exhaustion of PTO balances and is subject to the discretion of the Library Director. Employees must seek approval for unpaid time off via written request to the Library Director and Human Resources department. The only exception to the above policy is for military leave, employees on protected leave, those receiving workers' compensation and/or short/long term disability payments.

### ***PTO AND SEPARATION OF EMPLOYMENT***

Upon separations of employment from the District, employees will be paid out all accrued, earned, and unused PTO in accordance with this policy and subject to the maximum accrual amounts.

## ***PTO ACCRUAL RATES***

| <b>Months of service</b>     | <b>Part-time employees</b>                 | <b>Part-time employees</b>                 | <b>Part-time Managers &amp; Supervisors</b> | <b>Non-exempt Full-time employees</b>         | <b>Managers, Supervisors &amp; Exempt employees</b> |
|------------------------------|--|--|---|---|---|
|                              | <b>Regularly working 19 hours per week</b> | <b>Regularly working 29 hours per week</b> | <b>Regularly working 29 hours per week</b>  | <b>Regularly working 39-40 hours per week</b> | <b>Regularly working 39-40 hours per week</b>       |
| <b>0-12</b>                  | <b>0 hours / month</b>                     | <b>11 hours / month</b>                    | <b>14.5 hours / month</b>                   | <b>16 hours / month</b>                       | <b>20 hours / month</b>                             |
| <b>0-60</b>                  | <b>4 hours / month</b>                     |  |   |   |   |
| <b>61-120</b>                | <b>6 hours / month</b>                     | <b>12.5 hours / month</b>                  | <b>16 hours / month</b>                     | <b>18 hours / month</b>                       | <b>22 hours / month</b>                             |
| <b>121-180</b>               |  | <b>14 hours / month</b>                    | <b>17.5 hours / month</b>                   | <b>20 hours / month</b>                       | <b>24 hours / month</b>                             |
| <b>181-240</b>               |  | <b>15.5 hours / month</b>                  | <b>19 hours / month</b>                     | <b>22 hours / month</b>                       | <b>26 hours / month</b>                             |
| <b>241+</b>                  |  | <b>17 hours / month</b>                    | <b>20.5 hours / month</b>                   | <b>24 hours / month</b>                       | <b>28 hours / month</b>                             |
| <b>Maximum accrual limit</b> |  | <b>160 hours</b>                           |   | <b>320 hours</b>                              |   |

## **NON-EXEMPT UNPAID TIME OFF**

The District provides unpaid time off (UPTO) balances for part-time non-exempt employees working nineteen hours or less per week who are not eligible to earn PTO. Employees who become eligible for PTO accruals will have any UPTO balances

removed. Employees cannot simultaneously accrue PTO and keep UPTO balances. UPTO balances will be prorated and preloaded, for newly hired employees based on the number of days left in the calendar year from the hire date, up to 100 hours. UPTO balances will be updated by the Human Resources department on the first of the year, providing eligible staff with the full 100 hours available for that calendar year.

Requests for unpaid time-off must follow the same notice and scheduling requirements as defined in the Notice and Scheduling of PTO section above. Additional UPTO may be considered and approved at the discretion of the Library Director.

Supervisors are permitted to approve unpaid time off requests of short duration of the employee's regularly scheduled hours. Excessive unpaid time off is defined as an absence in excess of one week upon exhaustion of preloaded UPTO balances. Beyond one week, employees must seek approval for unpaid time off via written request to the Library Director and Human Resources department. The only exception to the above policy is for military leave, employees on protected leave, those receiving workers' compensation and/or short/long term disability payments.

Abuse or misuse of UPTO, including falsifying time-off records, may result in disciplinary action, up to and including termination.

# HOLIDAYS

The Board designates and approves all holiday closures for the District each calendar year. The District observes the following paid holidays, based on approval by the Board of Trustees. Staff holidays are subject to change based on annual approval by the Board of Trustees.

- New Year’s Day
- Memorial Day
- Labor Day
- Christmas Eve Day
- Martin Luther King Jr. / Idaho Human Rights Day
- Juneteenth
- Thanksgiving Day
- Christmas Day
- Easter Sunday
- Independence Day
- Day after Thanksgiving

Exempt employees will receive a continuation of pay for partial days and early closure. Exempt employees on an unpaid leave of absence are not eligible for holiday pay.

Non-exempt employees will receive paid holiday hours loaded to their timesheet according to the schedule below. Non-exempt employees will not receive holiday hours for early or partial closures.

Temporary non-exempt employees are not eligible for holiday pay.

| <b>Part-time employees regularly working 19 hours per week</b> | <b>Part-time employees regularly working 29 hours per week</b> |  | <b>Full-time employees regularly working 39-40 hours per week</b> |
|--|--|--|---|
| 4 hours/holiday  | 6 hours/holiday  |  | 8 hours/holiday   |

Staff schedules will be flexed during holiday weeks to provide employees the opportunity to make up missing hours on a case by case basis with the employee's supervisor or manager. For example, if a 19 hour non-exempt employee is typically scheduled to work 8 hours on a specific day of the week (say Monday) and a holiday falls on that day of the week, the employee would receive 4 hours of holiday pay for the holiday and would need to make up the other 4 hours during the workweek, regardless of their regular schedule. Staff who do not wish to make up missing hours on a first come, first serve basis, during a holiday week are required to submit PTO or UPTO requests for holiday weeks to make up any missing hours.

Holiday hours will not be paid out upon separation of employment.

## **UNEXPECTED CLOSURES**

At the discretion of the Library Director, non-exempt staff may receive continuation of pay for unexpected library closures, such as in the event of a weather-related emergency. Exempt employees will receive a continuation of their pay during library closures of less than one full workweek.

## **FAMILY AND MEDICAL LEAVE (FMLA)**

This policy is an overview of FMLA. Employees should contact the Human Resources department for specific information and details.

### ***FMLA ELIGIBILITY REQUIREMENTS***

To be eligible for FMLA benefits, prior to any leave request, employees must:

- Have worked for the District at least twelve months, which in some circumstances may include separate periods of employment with the District;
- Worked at least 1,250 hours for the District during the previous twelve months; and
- The District must employ at least fifty employees within seventy-five miles of the employee's workplace, measured by using available transportation on the most direct route.

## *BASIC LEAVE ENTITLEMENT*

The District will provide eligible employees with up to 12 weeks of unpaid, job-protected leave in a 12-month period (a rolling 12-month period is used measuring backward from the date an employee uses any FMLA leave) for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth (additionally, see Paid Parental Leave policy).
- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son, or daughter (under the age of 18 unless incapable of self-care), or parent, who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the employee's job.

Total leave for employee spouses is limited to 12 weeks combined if the leave is taken for the birth, adoption, or foster care of a child or to care for a sick parent.

FMLA leave may be taken intermittently or continuously, and must exhaust PTO balances for absences before being unpaid during the leave. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Intermittent leave for parental leave will not be allowed.

## *DEFINITION OF SERIOUS HEALTH CONDITION*

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves either:

- Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; OR
- Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:



- A health condition lasting more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also includes:
  - Treatment two or more times within thirty days by or under the supervision of a health care provider and the first treatment must occur seven days from the first day of incapacity; or
  - Treatment by a health care provider one time with a continuing regimen of treatment.
- Pregnancy or prenatal care.
- A chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year for the same condition) to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to the health care provider is not necessary for each absence.
- A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
- Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

## ***MILITARY FAMILY LEAVE ENTITLEMENT***

Eligible employees with a spouse, son, daughter or parent on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees who are the spouse, son, daughter, parent or next of kin to take up to 26 weeks of leave to care

for a covered servicemember during a single 12-month period. A covered servicemember is 1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or 2) as well as a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness incurred in the line of duty while on active duty that renders the servicemember medically unfit to perform their duties for which the servicemember is undergoing medical treatment, recuperation or therapy; is in outpatient status; or is on the temporary disability retired list. With regard to veterans, the FMLA caregiver leave may be taken up to five years after the veteran ends active duty.

Military leave under this policy will be paid for the first four weeks of their absence, after which staff will be required to use their PTO.

## ***BENEFITS AND PROTECTIONS***

During FMLA leave, the employer will maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. If the employee chooses not to return to work for reasons other than a continued serious health condition or circumstances beyond the employee's control, the District will recover from the employee the premium that was paid for the employee's health coverage from the employee's final paycheck. If the final paycheck does not cover the premium due, the employee shall be required to remit the balance due upon separation of employment.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

If the condition qualifies under FMLA, workers' compensation runs concurrently with FMLA. Employees must always use earned and PTO concurrently with FMLA leave unless receiving workers' compensation or a short/long term disability benefit. PTO must be used during any waiting periods for these benefits.

If PTO accruals are exhausted during FMLA time off, the rest of the leave will be unpaid. Employees will continue to accrue PTO while using paid leave; however, they will cease to accrue PTO during any unpaid portion of their leave.

## ***EMPLOYEE RESPONSIBILITIES***

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practical and must comply with the District's normal call-off procedures.

For intermittent leaves of absence, employees must comply with the Library District's normal call-off procedures for each day of absence and must include Human Resources in the communication when the absence is due to an FMLA qualifying reason.

Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Employees must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## ***EMPLOYER NOTIFICATION***

The District will inform employees requesting leave whether they are eligible under FMLA. If they are eligible, the notice will specify any additional information required as well as the employees' rights and responsibilities.

## ***RETURN TO WORK***

If employees take FMLA leave for their own serious health condition, employees will be required to provide a medical release known as a Fitness for Duty Certification from the

healthcare provider before returning to work. Employees will not be allowed to work without proper certification from the healthcare provider.

## *RETALIATION*

The District will not tolerate any interference with an employee's lawful rights under the FMLA or retaliation for exercising FMLA. Employees who feel that they have been treated adversely for requesting or utilizing FMLA should report their concern to Human Resources immediately.

## **MILITARY LEAVE**

An eligible employee who provides advanced written or oral notice of reserve training or military service will be granted an unpaid leave of absence for up to five years. During the leave, benefit coverage will be the same as for other unpaid leaves. Medical coverage may be continued based on the provisions of the Uniformed Services Employment Rights Act of 1994. Eligible employees will be given four full weeks of paid leave at their usual hours per week, after which they may use earned paid time-off; however, they are not obligated to do so.

## **PAID PARENTAL LEAVE**

The District will provide up to four weeks of paid parental leave, prior to utilization of PTO, to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care for bonding. This policy runs concurrently with FMLA leave and will be counted toward the twelve weeks of protected FMLA leave in a rolling twelve month period, as outlined in this Handbook. All provisions under FMLA apply.

## *ELIGIBILITY*

Regular full or part-time employees who have been employed with the District for at least twelve consecutive months may be eligible for the paid parental leave. Additionally, employees must meet one of the following criteria:

- Have given birth to a child.
- Have a spouse or partner who has given birth to a child.
- Become a parent due to birth by a surrogate
- Have adopted a child or been placed with a foster child, aged 17 or younger.  
The adoption of a new spouse's child is excluded from this policy.

## *LEAVE ENTITLEMENT*

Eligible employees will receive a maximum of four weeks paid parental leave per eligible birth, adoption, or placement of a child(ren) event. Multiple births, adoptions, or placements during one event does not increase the four-week leave. Additionally, employees will not receive more than four weeks of paid parental leave in a rolling twelve-month period, regardless of whether more than one birth, adoption, or foster care placement event occurs within that time frame.

Each week of leave is compensated at 100% of the employee's regular weekly pay based on assigned weekly hours or salary. All leave under this policy may be used during the twelve-month period immediately following the birth, adoption, or placement of a child with the employee but cannot be used or extended beyond the twelve-month timeframe. Employees are required to utilize this leave in one, continuous period. Any unused paid parental leave will be forfeited at the end of the twelve-month period.

Unused paid parental leave hours will not be paid upon separation of employment.

After paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employee's accrued PTO. Upon exhaustion of accrued PTO, any remaining leave will be unpaid leave. Leave under this policy will be placed on the employee's timecard and tracked by the Human Resources department, and payment will follow the regular bi-weekly schedule.

Any District observed holiday falling within the leave period will be charged to holiday pay, however, such pay will not extend the total paid parental leave entitlement.

The District will maintain all health benefits for employees during the paid parental leave period. An employee who utilizes paid parental leave, and does not qualify for FMLA leave, will be afforded the same level of job protection for the period of time that the employee is on paid parental leave.

The District reserves the exclusive right to interpret and amend this policy at any time.

## ***EMPLOYEE RESPONSIBILITIES***

Employees must provide their supervisor and Human Resources department with notice of the request for paid parental leave at least thirty days prior to the proposed date of the leave. When thirty days' notice is not possible, the employee must provide notice as soon as practical and must comply with the District's normal call-off procedures. Employees must complete all necessary forms and provide all documentation as required by the Human Resources department to substantiate the request.

## **OTHER LEAVE**

### ***BEREAVEMENT LEAVE***

Bereavement leave, as needed, may be granted in the event of death of an immediate family member (defined as spouse, children, parents, stepparents, sibling, grandparents, and corresponding in-laws) or members of the household. Employees will receive no deductions from regular work hours, PTO, or UPTO balances for bereavement absences of up to five workdays. Employees may be permitted additional time-off based on operational needs, utilizing their earned PTO or preloaded UPTO after exhaustion of their bereavement leave. Staff must email HR with their bereavement leave request, detailing the number of hours for each day requested for bereavement leave. If approved, HR will load the hours to the employee's timesheet.

### ***NON-FMLA LEAVE OF ABSENCE WITHOUT PAY***

If an employee does not qualify for FMLA but finds it necessary to be absent from work for a prolonged period of time (defined as in excess of seven full days) due to extenuating circumstances an employee may submit a written request to the Library Director and Human Resources department, for an unpaid leave of absence for up to six weeks. All earned PTO must be exhausted for any unpaid leave request eligibility under this policy. Requests will be reviewed by Human Resources in conjunction with

management to determine scheduling needs and policy requirements. Final approval of prolonged unpaid leaves of absence and any extensions of these leaves of absence will be made by the Library Director, or a designee of the Library Director.

If the leave is approved, the portion of medical insurance coverage that is paid by the employer will not be extended beyond the six-week period. All benefit contributions owed by the employee will be charged to the employee upon return from their unpaid leave of absence. Should the leave be extended by mutual agreement beyond the six-week period, insurance coverage may be able to continue at the employee's own expense. Employees are encouraged to contact the Human Resources department for more information.

If the Director, or designee, approves an extension of the leave beyond six weeks, please understand that because of fluctuating business needs, we cannot guarantee holding your position. If your position or comparable position is not available, you would have to reapply to be considered for future vacancies.

The District will also provide leave under particular circumstances as mandated by federal or state law. Please note the company may also provide more extended leaves as required under the Americans with Disabilities Act or Pregnant Workers Fairness Act if it does not pose an undue hardship on the business. Please see HR for details, as well as the Disability- Accommodation and Pregnant Worker Accommodation policy.

### *JURY DUTY, WITNESS DUTY, AND VOTING*

The District supports the community we serve, including the fulfillment of employee's civic duties. Employees are expected to immediately report any jury summons or witness subpoenas to their supervisor and Human Resources department. A copy of the summons must be provided to Human Resources. Although not required by law, non-exempt employees will receive no deductions for absences of up to five workdays of jury duty. During the period of jury service, exempt employees will receive no deductions for absences of less than one workweek.

Employees are expected to provide proof of jury/witness duty service hours completed to receive pay for the time served by requesting an Employee Attendance Record from the court.

Leave will be granted, and full pay provided, to any employee subpoenaed to serve as a court witness in matters specifically related to District operations. Employees will be permitted additional time-off based on operational needs. The District provides up to four full weeks of paid leave when subpoenaed to serve on a jury for a court case, after which they must use their earned PTO or preloaded UPTO to cover any additional absences related to civic service under this policy.

The District also supports and encourages employees to vote. Employees who choose to vote are expected to plan to do so during voting hours that do not conflict with the employee's work schedule. However, non-exempt employees may request in advance to their supervisor a schedule adjustment to allow for unpaid voting time, and supervisors will attempt to accommodate the request to the fullest extent possible, though the supervisor reserves the right to deny the request if an accommodation would unduly disrupt District operations.

## **TRAVEL AND USE OF VEHICLES**

### *EMPLOYEE TRAVEL TIME*

Exempt employees will receive a continuation of their pay for time spent traveling on District businesses and will not be eligible for additional compensation.

Non-exempt employees are required to keep track of travel time to ensure accurate compensation is paid in accordance with applicable wage law. Abuse or misuse of this travel policy, including falsifying timekeeping records, may result in disciplinary action, up to and including termination or removal from position.

The following general rules apply for non-exempt employee travel time:

- **Normal Commute Time:** Home-to-work and work-to-home travel to the employee's primary worksite is not compensable.
- **Driving Time:** Time spent driving for District business while on the clock, excluding normal commute time, is always paid time.
- Time beyond the normal home-to-work commute time is compensable. In rare circumstances, certain employees may be required to drive to work after they have already left for the day to respond to urgent District needs. The



District will compensate for drive time in such instances. Should such a situation arise, the employee shall notify their supervisor of the circumstances and receive pre-approval to perform the work. Job site to job site as well as any job-related travel (passenger or driver) during the workday is compensable, as is traveling to an outlying area at the end of the scheduled workday.

- **Out of Town One Day Assignments:** When non-exempt employees are sent out of town for one day on an assignment, they need not be paid for the time they spend in traveling between their home and the local transportation terminal (such as an airport), but they will be paid for all other travel time, except any time spent in a meal period, unless the meal period is less than thirty minutes, while they travel.
- **Travel that Takes the Employee away from Home Overnight - Passenger:** When employees travel away from home overnight as a passenger on an airplane, train, bus, or automobile on District business, they will be paid for time spent traveling during their normal working hours even on their non-working days, such as Saturdays, Sundays, and holidays, as well as on their regular working days. When an employee travels between time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours. Time spent traveling from home to an airport terminal or train station is considered commute time and is not treated as hours worked. Time spent waiting at a terminal until arrival at the destination is compensable when it falls during normal work hours. Meal periods of at least thirty minutes while traveling as a passenger are not compensable. Non-exempt employees will not be paid for traveling outside those hours, except for any time they might spend in actually performing labor.

## *TRAVEL EXPENSES*

In the event an employee has been approved to attend a conference or training offsite, transportation, lodging, and registration costs may be paid in part or full by the District. When possible, employees may be asked to apply for grant opportunities, following all District procedures for doing so, to reduce travel-related expenses. Employees are expected to verify that planned work travel is authorized by the District and eligible for

reimbursement prior to making travel arrangements. Itemized receipts are required for all District travel expenses.

The following are policies and procedures for professional development and travel costs:

- **Airfare** - Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. First-class tickets are not permissible or reimbursable. Coach class or economy tickets must be purchased for flights. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating. Airfare may be purchased with a District credit card. If the airfare was not prepaid by the District, an original itemized airline receipt or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.
- **Transportation** - The District may pay for expenses or reimbursements for transportation costs in the course of travel for the District. Transportation expenses may include short term parking fees, tolls, and taxi, bus, subway, metro, ferry, and other modes of transportation. In general, long term parking fees are not an allowable expense except in rare circumstances and as approved by the Library Director. Whenever possible, employees are expected to choose the most economic method of transportation, making reasonable considerations based on the circumstances.
- **Conference Registration Fees** - Conference registration fees may be prepaid with a District credit card. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees. If the conference fee was not prepaid, the District may reimburse these fees, including business-related banquets or meals that are part of the conference registration.
- **Lodging** - Lodging reservation fees may be prepaid with a District credit card. The District may pay for or reimburse lodging expenses at reasonably priced mid-market standard business room rates. Travelers should request the "government rate" when booking lodging. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate. The District recognizes that room-sharing may be less

expensive, and employees may share a room to reduce travel expenses. However, the District will not pay for lodging expenses for non-District occupants.

- **Meals** – The District does not offer a per diem allowance for employee travel; however, the District may pay for meals and actual expenses when applicable travel is 150 miles or more from the employees home or primary worksite. Permitted meal costs, including tips, are based on the Meals and Incidentals per diem rates set by the U.S. General Services Administration (GSA) Guidelines. GSA guidelines vary by city and location and are posted on the GSA website <https://www.gsa.gov/travel>. Travelers should confirm the GSA rates with their manager or supervisor prior to traveling. When a traveler incurs meals in multiple cities during the course of their travel, the GSA recommended rate for the city in which the meal is purchased will be used as the permitted meal amount.

Permitted meal costs on departure and return travel days are:

1. Breakfast: GSA recommended breakfast amount when an employee leaves for travel at 7:00 am or earlier or returns from travel at 8:00 am or later
2. Lunch: GSA recommended lunch amount when an employee leaves for travel at 11:00 am or earlier or returns from travel at 2:00 pm or later
3. Dinner: GSA recommended dinner amount when an employee leaves for travel at 5:00 pm or earlier or returns from travel at 7:00 pm or later

If a free meal is included in a conference registration fee, built into the standard, single hotel room rate (such as a continental breakfast) or replaced by a legitimate District meal, the District will not pay for an alternative meal. Meal purchases made locally prior to travel departure or at the time of arrival from travel are not allowed. Similarly, alcohol purchases are not allowed.

- **Misc.** - Whenever possible, employees are expected to choose the most economic, making reasonable considerations based on the circumstances.

Employees will be expected to reimburse unauthorized expenses or expenditures without proper documentation, or in excess of permitted meal rates.

The following list of items are among items that are not permissible on District credit cards. Travelers may not use their District credit card to purchase any of these items, regardless of reimbursement to the District. This list is not all-inclusive:

- Airline club memberships.
- Airline upgrades, unless the cost of doing so on a different flight is less expensive.
- Business class for domestic flights or first class for all flights.
- Alcohol beverages at any time, even when purchased with meals.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental and travel costs.
- Travel accident insurance premiums or purchase of additional travel insurance. Trip-protector insurance may be allowed with approval by the Library Director or a designated employee.
- Other expenses not directly related to business travel.
- Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members.

## ***REIMBURSEMENT FOR TRAVEL EXPENSES***

Employees on approved District business may be reimbursed for reasonable and necessary expenses incurred in completing their assignment in accordance with the policies established by the Board and in connection with approved travel on behalf of the District. Employees seeking reimbursement should follow the travel expenses guidelines, incur the lowest reasonable travel expenses, and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken. The District reserves the right to deny reimbursement of travel-related expenses for failure to comply with the policies and

procedures set forth by the District. In addition, employees who incur travel-related expenditures in violation of this policy may result in disciplinary action, up to and including termination or removal from position.

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## *RECEIPTS FOR TRAVEL EXPENSES*

Employees must submit itemized and annotated receipts to verify travel expenses. Receipts must contain the date of transaction, vendor name and location, and individual cost of each item or service charged. For any out-of-pocket expenses, employees must submit a reimbursement form with receipts to their supervisor within 30 days of the trip. Supervisors will submit approved reimbursement forms with receipts to the Accounting and Finance department. The Accounting and Finance department, in conjunction with the Library Director, will review expenditures and may withhold reimbursement if there is reason to believe that the expenditures did not follow District policies, were inappropriate or extravagant, or if proper documentation of expenses was not supplied or was insufficient.

## **USE OF DISTRICT VEHICLES**

The District provides employees with access to vehicles for use in performing their duties for the District. If a District vehicle is unavailable, employees may use a personal vehicle to conduct District business with their supervisor's permission. District vehicles (such as the Bookmobile, Sprinter, and home delivery vans) are only to be driven by designated employees as authorized by the Library Director and Human Resources department.

All employees who are authorized to drive District vehicles or personal vehicles in the execution of job responsibilities must maintain a valid Driver License and be insurable as determined by the District, and must submit their personal information for an annual DMV record check for continued driving authorization. Employees who drive personal vehicles in the execution of job responsibilities must maintain a valid driver's license and auto liability insurance and keep a current insurance card in the vehicle at all times. Copies of Driver License and proof of insurance must be presented to Human Resources. Changes in insurance coverage must be reported immediately.

## *EMPLOYEE RESPONSIBILITIES*

Employees are responsible for properly maintaining and operating vehicles while driving in the execution of job responsibilities. Employees are expected to promptly

report any maintenance or repair needs to their supervisor or designated personnel. Mistreatment of District equipment and property will not be tolerated. Use of District vehicles for personal purposes is strictly prohibited. Employees operating a vehicle while on District business must operate vehicles in a manner that is respectful to the public, adhering to all laws, including the appropriate use of seatbelts by all persons in the vehicle. Employees are prohibited from operating a vehicle when their ability to do so is impaired or influenced by alcohol, illegal drugs, illegal substances, prescribed or over-the-counter medication, illness, fatigue, or injury. Employees are obligated to report to their supervisor any inability to drive safely. Smoking or vaping of any kind is not allowed in District vehicles.

All employees are expected to immediately report, within one business day of occurrence, any license restrictions or suspensions, pending criminal charges, withheld judgments, convictions, or pleas of no contest to the Human Resources department. Failure to disclose will result in termination. Should an employee's driver's license expire, be revoked, or suspended, the employee shall immediately notify his or her supervisor. At the time of the suspension, the employee's District vehicle-use privileges will be suspended until the employee's Driver License has been fully restored and validated.

## ***MILEAGE REIMBURSEMENT***

In the event that a District vehicle is unavailable for use in conducting District business, employees are expected to use good judgment in deciding how they will travel in order to complete their job functions. Alternate options, although not all inclusive, may require choosing an alternate date or time when a District vehicle is available, carpooling with other employees who are also traveling to or near the same destination at the same time, or driving a personal vehicle. The District provides mileage reimbursement for personal vehicle use when a District vehicle is unavailable. However, the following are some instances, not all inclusive, when employees are not eligible for mileage reimbursement:

- Employees who voluntarily choose to drive their personal vehicle when a District vehicle is available for use.

- An employee who had the option to carpool with other employees already using the District vehicle and going to the same or similar destination but chose to drive their personal vehicle instead.
- Travel to an offsite location at the start/end of the workday is considered the same as an employee's normal commute to or from a District location and does not qualify for mileage reimbursement.
- Employees who are not authorized to drive on behalf of the District.

Mileage reimbursement requests must be made in writing using the District's reimbursement request process, approved by the employee's supervisor, and submitted to the Accounting and Finance department. Final approval of reimbursement is made by the Library Director. Mileage reimbursement will be calculated using the standard mileage reimbursement rates set forth annually by the IRS. The Accounting and Finance department will have the most current information on reimbursement rates. Employees who travel directly to an offsite location at the start/end of their workday are expected to subtract their normal commute distance from their mileage reimbursement request. Failure to adhere to the expectations around mileage reimbursement, or falsifying mileage reimbursement requests, may result in disciplinary action, up to and including termination or removal from position. Forms must be submitted for reimbursement within 30 days of their travel end date in order to qualify for reimbursement.

## *CELL PHONES AND DRIVING*

The driver of a District vehicle, or any other vehicle being used for District business, is prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion, except when using the hands-free setting on applicable devices and to the extent permitted by law. Drivers must be safely parked before using phone or mobile computer equipment. Use of a GPS device or application is permitted as long as the course is set prior to departure and the employee is not handling the device while the vehicle is in motion.



## *DRIVER EVALUATION AND TRAINING*

Employees whose job duties involve driving either personal or District vehicles will be required to undergo periodic motor vehicle record and background checks for insurance purposes. All employees will also be responsible for participating in vehicle safety and defensive driving training as required by the District, and are required to disclose any changes to their eligibility to drive, insurance coverage, or driving violations to the Human Resources department.

## *ACCIDENT REPORTING AND TRAFFIC VIOLATIONS*

In the event of an accident, employees are expected to follow the following procedures. Failure to promptly follow these procedures may result in disciplinary action, up to and including termination or removal from position.

1. When safely possible, the driver shall first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.
2. Drivers must always notify the police to investigate any accident that occurs while operating a vehicle on District business (whether driving a District or personal vehicle). A report must be filed and staff must tell law enforcement they are driving in the course of their duties as a government employee, if they are driving a District vehicle and get in an accident as soon as reasonably possible.
3. Do not discuss fault with, or sign anything from anyone except for a police officer, a representative from ICRMP or an authorized representative of the District.
4. Any motor vehicle infractions or accidents that occur while on District business (whether driving a District or personal vehicle) must be reported to their supervisor and Human Resources department as soon as possible, within twenty-four hours. Drivers are also expected to report the extent of the injuries and property damage involved.

5. Drivers shall cooperate fully with the ICRMP Claims Department in the handling of the claim.
6. All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any District vehicle or personal vehicle driven for District business. These costs are not reimbursable by the District and must be paid promptly by the driver.
7. Any vehicle accident occurring during the normal operation of District duties must be reported to the Human Resources department within 24 hours for evaluation of worker's compensation relation.

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# **ACKNOWLEDGMENT**

- I have received a copy, electronically or printed, of the Employee Handbook and District policies. I have read and understand the Handbook and District policies and have had an opportunity to ask questions for further explanation. I agree that I am responsible for adhering to these policies and for completing the required acknowledgements by indicated deadlines. Failure to do so will result in disciplinary action, up to and including termination or removal from position.
- The District does not guarantee me specific benefits other than those mandated by law.
- I understand that this Handbook is not an employment contract, that none of the provisions of this Handbook can create a contract and that the Handbook is not a guarantee of any particular length or term of employment.
- I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Handbook and any additional rules, regulations, policies, or procedures imposed by the department in which I work, whether or not I choose to read the Handbook or relevant policies.
- The provisions of this Handbook are guidelines, statements of policy, and procedure that may be changed by the District at any time unless restricted by law, and management reserves the right to revise policies or benefits at any time with approval by the Board of Trustees as applicable. However, any such changes will be in writing signed by the Library Director.
- I understand and agree that I am responsible for immediately reporting any known or observed violations of District policy to my supervisor or the Human Resources department and for fully cooperating in any workplace investigation.

I have received, read, and understand the Meridian Library District Employee Handbook and will comply with the policies contained herein.

**EMPLOYEE'S SIGNATURE** \_\_\_\_\_

**EMPLOYEE'S PRINTED NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

*Sign and return this page to the Human Resources department.*

# **GLOSSARY OF TERMS**

## **Acknowledgment**

A formal declaration by the employee indicating they have read, understood, and agree to comply with the policies outlined in the Employee Handbook.

## **Americans with Disabilities Act (ADA)**

U.S. legislation that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs.

## **Benefits**

Various forms of non-wage compensation provided to employees in addition to their normal wages or salaries.

## **Background Checks**

A process used to verify an individual's history.

## **Bereavement Leave**

Paid time off granted to an employee due to the death of a close family member.

## **COBRA (Consolidated Omnibus Budget Reconciliation Act)**

A federal law that allows employees to continue health insurance coverage after leaving employment.

## **Confidentiality**

The assurance that sensitive information is protected and not disclosed to unauthorized individuals.

## **Conflict of Interest**

A situation where an employee's personal interest might influence their official duties.

## **Data Security**

Protecting digital information from unauthorized access, disclosure, corruption, or theft.

## **Disciplinary Procedures**

Steps taken to address employee misconduct or performance issues, including warnings, suspensions, or termination.

### **Employee Classification**

Categories that determine eligibility for various benefits and employment statuses, such as full-time, part-time, exempt (salaried), and non-exempt (hourly) employees.

### **Equal Employment Opportunity (EEO)**

A policy ensuring that employment decisions are based on qualifications without discrimination.

### **Family and Medical Leave Act (FMLA)**

A U.S. law that provides eligible employees with unpaid, job-protected leave for specified family and medical reasons.

### **Flexible Work Arrangements**

Work schedules that allow employees to balance their work and personal commitments effectively.

### **Harassment**

Unwelcome conduct based on a protected characteristic that creates an intimidating, hostile, or offensive work environment.

### **Health Insurance**

A type of insurance coverage that pays for medical and surgical expenses incurred by the insured.

### **Injury or Illness Reporting**

The process by which employees must report any work-related injuries or illnesses to their employer.

### **Lactation Break**

Break time provided to nursing mothers to express breast milk.

### **Paid Time Off (PTO)**

A policy that combines vacation days, sick days, and personal days into a single bank of days off for employees.

### **Reasonable Accommodation**

Adjustments or modifications provided by an employer to enable people with disabilities to perform their job duties.

**Retaliation**

Punitive actions taken against an employee for participating in legally protected activities, such as filing a complaint about discrimination.

**Social Media Policy**

Guidelines related to the use of social media by employees, both representing the District and personal use.

**Timekeeping**

The process of tracking the hours worked by employees to ensure accurate compensation.

**Veterans' Preference and Rights**

Policies ensuring veterans receive additional consideration in hiring and employment decisions.

**Whistleblower**

An employee who reports misconduct, alleged dishonest or illegal activities occurring within their organization.

**Workers' Compensation**

Insurance providing wage replacement and medical benefits to employees injured in the course of employment.