
The public is invited to attend the regular meeting of the Meridian Library District Board of Trustees at:
7:00 pm on Wednesday, September 18, 2024

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

MEETING AGENDA

1. Call to Order
2. Public Comment
3. Recognition of Outstanding Service
4. Trustee Vacancy Announcement
 - a. Declaration of vacant trustee position according to Idaho Statute 33-2716(3)
5. Consent Agenda [ACTION ITEM]
 - a. Annual Budget Hearing & Regular Meeting Minutes, August 21, 2024
 - b. Special Meeting Minutes, September 4, 2024
 - c. Policies
 - i. Public Comment
 - d. Job Descriptions
 - i. Circulation Coordinator
 - ii. Business Liaison Librarian
6. Financials [ACTION ITEM]
 - a. Approval of July Financial Reports
 - b. Disbursement approvals
7. Staff Presentation
 - a. Pinnacle Branch
8. Director Updates
 - a. Director's monthly report
9. Job Descriptions
 - a. Systems Administrator [ACTION ITEM]
 - b. Executive Assistant [ACTION ITEM]
 - c. Administrative Assistant [ACTION ITEM]
10. Policies
 - a. Room Reservation [ACTION ITEM]
 - b. Code of Conduct [ACTION ITEM]
 - c. Lending Guidelines [ACTION ITEM]
11. Salary Schedule [ACTION ITEM]
12. Future agenda items [DISCUSSION ITEM]
13. Adjournment [ACTION ITEM]

Trustees

Jeffery Kohler – Chair

Destinie Hart – Vice Chair

Laura Knutson - Treasurer

Megan Larsen – Trustee

Josh Cummings - Trustee

Meridian Cherry Lane Library
1326 Cherry Lane
Meridian, ID 83642
Conference Room

Budget Hearing

Trustees present: Trustee Kohler, Trustee Larsen, Trustee Cummings

Staff present:

Nick Grove, Library Director; Dan P., Executive Assistant; Holly D., Administrative Assistant; Ema B., Finance & Accounting Manager; Jason S., AD of Operations; Vassil I., AD of Branches

AGENDA ITEMS

1. **Call to Order: 6:45pm**
2. **Presentation of proposed Amened FY24 and Proposed FY25 Budgets [DISCUSSION ITEM]**
 - a. Director Grove and Finance Manager Brenneman presented the amended FY24 budget and proposed FY25 budget. Trustee Cummings asked about the six month reserve in the general fund and whether it has hit the \$4 million goal. Manager Brenneman said the audit reported it as \$3.9 million. The account is also yielding a 5% return as of right now, about \$200,000. Trustee Larsen asked for clarification on the fund balances in capital repair. Manager Brenneman said that balance reported is prior to the Cherry Lane renovations. Director Grove said it also takes the financing for the new Pinnacle branch into account
3. **Public Comment – no public comments**

Trustees

Jeffery Kohler – Chair

Destinie Hart – Vice Chair

Laura Knutson - Treasurer

Megan Larsen – Trustee

Josh Cummings - Trustee

Regular Session

Trustees present: Trustee Kohler, Trustee Larsen, Trustee Cummings

Staff present:

Nick Grove, Library Director; Dan P., Executive Assistant; Holly D., Administrative Assistant; Ema B., Finance & Accounting Manager; Jason S., AD of Operations; Vassil I., AD of Branches

AGENDA ITEMS

1. Call to Order: 7:03pm

2. Public Comment

3. Consent Agenda [ACTION ITEM]

- a. Regular Meeting Minutes, July 17, 2024
- b. Special Meeting Minutes, July 24, 2024
- c. Special Meeting Minutes, August 7, 2024
- d. 2025 Holiday and Closures

Motion to approve: Trustee Larsen Second: Trustee Cummings Vote: All in favor

4. Financials [ACTION ITEM]

- a. Approval of June Financial Reports
- b. Disbursement approvals
 - i. Trustee Larsen asked about a payment for sorter maintenance. That payment was for regularly scheduled maintenance. Chair Kohler thanked Finance Manager Brenneman for her work on the budget and the staff who helped.

Motion to approve: Trustee Cummings Second: Trustee Larsen Vote: All in favor

5. Approve fiscal year budgets [ACTION ITEM]

- a. FY24 amended budget

Motion to approve: Trustee Larsen Second: Trustee Cummings Vote: All in favor

- b. FY25 budget

Motion to approve: Trustee Larsen Second: Trustee Cummings Vote: All in favor

6. Salary Schedule [ACTION ITEM]

- Changed Lynx administrator to line 12

Motion to approve: Trustee Larsen Second: Trustee Cummings Vote: All in favor

Trustees

Jeffery Kohler – Chair

Destinie Hart – Vice Chair

Laura Knutson - Treasurer

Megan Larsen – Trustee

Josh Cummings - Trustee

7. Director Updates

a. Director's monthly report

- i. Director Grove provided the monthly update, highlighting recent personnel changes as Pinnacle prepares to open. MLD Foundation's work with the Mystery Book Club, and the addition of nearly 4,000 materials in preparation for Pinnacle's opening. The Cherry Lane branch hosted a blood drive with help from the American Red Cross. Silverstone had more than 500 participants in a passive youth scavenger hunt. UnBound continues to find new ways to partner with local businesses. Trustee Larsen asked about the total number of cardholders in MLD. Director Grove said he does not have that number right now, but it was a topic of conversation earlier today among staff and that number will be available soon.

8. South Meridian Branch Updates [DISCUSSION ITEM]

- a. Director Grove said Silverstone's last day will be August 31. Pinnacle's grand opening is scheduled for September 30. In the coming weeks, the COP funding and purchase and sale agreement will be finalized for Pinnacle. Professional movers will help move the collection from Silverstone to Pinnacle. The Foundation will be hosting a fundraising event at Pinnacle before the opening. Chair Kohler noted that he was very impressed with the new Pinnacle branch when he toured it last week.

9. Future agenda items [DISCUSSION ITEM]

- Workshop on Sept 4
- Details for the COP financing
- Board liaison for cherry lane remodel Trustee Cumming
- Policies & Job Description review will pick up again next month

10. Adjournment: 7:23pm

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

RESPECTFULLY SUBMITTED AND APPROVED

Nick Grove, Director

Jeffery Kohler, Board Chair



Library Board Trustee Meeting Minutes

October 13, 2023

Trustees

Jeff Kohler – Chair
Laura Knutson - Treasurer

Destinie Hart – Vice Chair
Josh Cummings - Trustee

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

Special Session

Trustees present: Trustee Kohler, Trustee Hart, Trustee Cummings

Staff present:

Nick Grove, Library Director; Dan P., Executive Assistant; Ema B. Accounting & Finance Manager; Lyndsey T., HR Manager; Vassil I., AD of Branches

Meeting called to order by Trustee Kohler at 6:00pm

AGENDA ITEMS

- 1) **Salary Schedule** [DISCUSSION ITEM]
 - a) A presentation was made to the Board of Trustees to discuss an adjustment salary schedule. The discussion included staff wages, benefits, staff retention and the future planning for the growth of Meridian Library District.

Meeting adjourned: 8:29 pm

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

RESPECTFULLY SUBMITTED AND APPROVED

Nick Grove, Director

Megan Larsen, Board Chair



MERIDIAN LIBRARY DISTRICT PUBLIC COMMENT POLICY

DRAFT

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

8

9 **PURPOSE:**

10 The purpose of this policy is to establish standards to ensure a consistent, structured opportunity
11 for interested individuals to address the Board of Trustees on library-related matters or matters
12 over which it has responsibility and authority. Only topics included on the published agenda can
13 be addressed by trustees, trustees are not allowed under Idaho law to respond to comments
14 regarding items not on the published agenda therefore trustees will not engage in dialogue with
15 public commenters .

16

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

19

Regular Mail:

Public Comments
% Meridian Library District Board of Trustees
PO Box 940
Meridian, ID 83680

Website Form:

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

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22 **POLICY:**

23 When addressing the Board, please follow these guidelines:

Adopted by the Meridian Library Board of Trustees 10-18-2023

- 24 ● Public comment at Board meetings is limited to the public comment portions of the
- 25 meeting as indicated in the published agenda.
- 26 ● A sign-in sheet will be available for audience members to let the Board know they wish to
- 27 participate in the public comment period. The sheet will request the commenter's name
- 28 and any group affiliation of the person wishing to make public comment. Anyone refusing
- 29 to identify themselves will not be permitted to speak.
- 30 ● Groups wishing to comment must select one representative to present the group's view.
- 31 ● The speaker may address only library-related topics at regular and special meetings; only
- 32 budget-related topics at budget hearings. Comments must be addressed directly to the
- 33 Board and not to the audience.
- 34 ● Comments should be brief and to the point. Repetitive comments or language that is
- 35 considered offensive, harassing, or profane will not be tolerated.
- 36 ● A time limit of three (3) minutes is allowed for each speaker. The Board Chair will invite
- 37 individuals to speak. Time cannot be ceded to another speaker for the purpose of giving
- 38 them more than their allotted time.
- 39 ● A person may speak one time during the meeting.
- 40 ● In cases of disagreement, the speaker must use grace and tact.
- 41 ● Persons addressing the Board are expected to observe a level of civility and decorum
- 42 appropriate for a public meeting.
- 43 ● Comments will be directed to the Board as a whole, not to individual trustees. Comments
- 44 will be relevant to library matters, excluding personnel issues.
- 45 ● No personal attacks or disruptions from audience members will be tolerated. Respectful
- 46 and courteous behavior and language is expected of all participants. [The Library Code of](#)
- 47 [Conduct Policy](#) applies to behavior in Board of Trustees meetings.
- 48 ● In the event that the Board deems the conduct of a speaker to be disruptive or
- 49 disrespectful, the Board Chair may call the session to an end. Any person(s) judged by the
- 50 Board and/or Board Chair to be causing undue disruption, or who does not follow the
- 51 guidelines established by the Board, will be asked to leave the meeting. Refusal to leave the
- 52 meeting may result in removal by local authorities or library administration. At the
- 53 discretion of the Board Chair, these guidelines may be modified at a meeting.
- 54 ● Additional agenda items will not be added after public comment, and there is no guarantee
- 55 that suggestions brought forth by the public during the public comment portion will be
- 56 addressed by the Board at a future meeting. The Board may refer any matter of public
- 57 comment to the Library Director, library staff, or the appropriate agency for review.
- 58 ● All comments made become part of the meeting record and Board minutes will reflect the
- 59 names of any speakers and the substance of any comments. Any materials presented to
- 60 the Board will be included in the Library's files rather than the meeting minutes.
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Adopted by the Meridian Library Board of Trustees 10-18-2023

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 - Groups wishing to comment must select one representative to present the group's view.
 - The speaker may address only library-related topics at regular and special meetings; only budget-related topics at budget hearings. Comments must be addressed directly to the Board and not to the audience.
 - Comments should be brief and to the point. Repetitive comments or language that is considered offensive, harassing, or profane will not be tolerated.
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 - A person may speak one time during the meeting.
 - In cases of disagreement, the speaker must use grace and tact.
 - Persons addressing the Board are expected to observe a level of civility and decorum appropriate for a public meeting.
 - Comments will be directed to the Board as a whole, not to individual trustees. Comments will be relevant to library matters, excluding personnel issues.
 - No personal attacks or disruptions from audience members will be tolerated. Respectful and courteous behavior and language is expected of all participants. [The Library Code of Conduct Policy](#) applies to behavior in Board of Trustees meetings.
 - In the event that the Board deems the conduct of a speaker to be disruptive or disrespectful, the Board Chair may call the session to an end. Any person(s) judged by the Board and/or Board Chair to be causing undue disruption, or who does not follow the guidelines established by the Board, will be asked to leave the meeting. Refusal to leave the meeting may result in removal by local authorities or library administration. At the discretion of the Board Chair, these guidelines may be modified at a meeting.
 - Additional agenda items will not be added after public comment, and there is no guarantee that suggestions brought forth by the public during the public comment portion will be addressed by the Board at a future meeting. The Board may refer any matter of public comment to the Library Director, library staff, or the appropriate agency for review.
 - All comments made become part of the meeting record and Board minutes will reflect the names of any speakers and the substance of any comments. Any materials presented to the Board will be included in the Library's files rather than the meeting minutes.

MERIDIAN LIBRARY DISTRICT
Business Liaison Librarian
DRAFT



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3 ***Position Summary***

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

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

13 ***Duties and Responsibilities***

14 *Essential*

15 **Liaison**

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

22 **Programming and Project Management**

23 Develops and implements new and innovative programs designed to generate learning outcomes
24 and create interest and enjoyments for the community. Determines program content. Negotiates
25 contracts with presenters. Prepares and presents programs of interest and need to the
26 community. Provides instruction in both formal and informal environments. Works with

27 community agencies to bring educational programs to the public. Evaluates and records program
28 statistics. Coordinates advertising and marketing of library programs. Identifies grants to provide
29 monetary and in-kind donations to support library programs and initiatives. Spearheads library
30 initiatives including planning, development and project management. Creates project
31 management plans and timelines.

32 **Customer Service**

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

41 **Research and Reports**

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

47 **Planning and Communication**

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

52 **Operations**

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

60

61 *Marginal*

62 Is professionally active; identifies and participates in professional development opportunities.

63 Reads widely to keep in touch with library trends, developments, and new technology and

64 contributes ideas and suggestions to colleagues and library staff members.

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

66 To demonstrate our commitment to a culture of inclusivity, collaboration, and professional

67 development, staff pParticipates in committee groups as assigned by the District.

68 Performs other duties as assigned.

69

70 ***Minimum Qualifications***

71 *Knowledge, Skills, and Abilities:*

72

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

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

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

88 Provides exemplary customer service and maintains a favorable public image of the library. The
89 incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the

90 ability to communicate effectively and appropriately with people from diverse backgrounds,
91 including youth, seniors, families, volunteers, and coworkers. Builds and maintains positive
92 working relationships with individuals at all levels of the organization and fosters positive
93 partnerships with outside organizations.

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

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

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

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

101 ***Preferred Qualifications***

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

109 ***Working Conditions***

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

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

119 *Technology, Equipment, and Devices:* The job requires the employee to regularly operate and exhibit
120 proficiency with computers and commonly used Microsoft applications, library systems and
121 databases, email and cloud environments, and social media. The position requires the employee

122 to operate and occasionally troubleshoot general office equipment as well as various equipment
123 including new consumer technology, and advanced computer software. This position may drive a
124 library vehicle.

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

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

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

134

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

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

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

143

MERIDIAN LIBRARY DISTRICT
Business Liaison Librarian
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14 *Essential*

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17 variety of print and digital tools. Establishes and maintains community partnerships. Provides
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25 contracts with presenters. Prepares and presents programs of interest and need to the
26 community. Provides instruction in both formal and informal environments. Works with

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

27 community agencies to bring educational programs to the public. Evaluates and records program
28 statistics. Coordinates advertising and marketing of library programs. Identifies grants to provide
29 monetary and in-kind donations to support library programs and initiatives. Spearheads library
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79 (Excel, Word, PowerPoint) and Google Suite. Demonstrates the ability to learn and adapt to new
80 software and equipment technologies. This position requires a knowledge and a strong aptitude
81 and ability to learn and adapt to various hardware and software including audio visual equipment,
82 personal computers, tablets, smart phones, maker tools, various operating systems and gaming
83 equipment.

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

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90 trends and best practices. The job requires persuading or gaining cooperation and acceptance of
91 ideas and/or the resolution and negotiation of conflicts.

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Deleted: Demonstrated commitment to Diversity, Equity, and Inclusion. ...

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

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

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

107 **Preferred Qualifications**

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

Deleted: robotics, and

115 **Working Conditions**

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

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

125 *Technology, Equipment, and Devices:* The job requires the employee to regularly operate and exhibit
126 proficiency with computers and commonly used Microsoft applications, library systems and
127 databases, email and cloud environments, and social media. The position requires the employee

129 to operate and occasionally troubleshoot general office equipment as well as various equipment
130 including new consumer technology, and advanced computer software. This position may drive a
131 library vehicle.

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

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

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

141 _____

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

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

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

150

MERIDIAN LIBRARY DISTRICT CIRCULATION COORDINATOR

DRAFT - ARCHIVE



Position Summary

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

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

Works under the direction of the Strategic Initiatives Manager.

Duties and Responsibilities

Essential

Project Management

The Circulation Coordinator uses principles of project management to spearhead library initiatives that align with the District's strategic goals and Lynx circulation goals. Actively participates in District committees. Works collaboratively with staff from across the District in various departments and positions to support library initiatives; supports clear communication between library administration, management teams, committees, and library staff.

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

Circulation

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

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

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

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

Training

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

Marginal

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

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

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

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

Performs other duties as assigned.

Qualifications

Minimum Qualifications

Knowledge, Skills and Abilities

Demonstrated commitment to diversity, equity, and inclusion.

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

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

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

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

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

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

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

Supervisory Responsibility: None

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

Working Conditions

Physical Requirements

This position requires the employee to routinely sit, stand, walk, crouch or squat, and perform manual dexterity movements; constantly see, hear, listen, and speak clearly; occasionally balance and twist/turn; seldom kneel, crawl, and climb.

This position also requires the employee to reach at, above, and below shoulder height; lift, carry, and grasp objects weighing 25-50 pounds and push/pull objects weighing up to 50 pounds.

Mental Requirements

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

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

Technology, Equipment, and Devices

This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office software, library systems and databases, email, reporting tools, and cloud environments.

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

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

Work Environment

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

Expected Hours and Location of Work

This position requires the employee to work a weekday (Monday-Friday) daytime schedule with occasional evening and weekend (Saturday-Sunday) shifts.

Position schedule and work location are subject to change at the discretion of management to support operational needs.

Expected Travel

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

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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Meridian Library District

Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2380 Accounts Payable						
07/01/2024	Bill	2024-07-01	Prime, Inc	Monthly rent	2380 Accounts Payable	3,444.00
				Monthly rent	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	3,444.00
07/01/2024	Bill	2024-07-01	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
07/01/2024	Bill	IDW-102666	YIG Administration	ID Watchdog June 2024	2380 Accounts Payable	262.50
				ID Watchdog June 2024	2359 IDWAT Payable	-262.50
07/01/2024	Bill	0707797	WESTERN RECORDS DESTRUCTION, INC	Shredding Service 06/01 - 06/30/2024	2380 Accounts Payable	55.00
				Shredding Service 06/01 - 06/30/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	55.00
07/01/2024	Bill	1398862	PEAK ALARM CO, INC	Security monitoring 07/01-09/30/2024	2380 Accounts Payable	143.88
				Security monitoring 07/01-09/30/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	143.88
07/01/2024	Bill	MAYJUNE2024INTLIB	EAGLE PUBLIC LIBRARY	May & June 2024 Inter Library	2380 Accounts Payable	67.98
				May & June 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-67.98
07/01/2024	Bill	MAYJUNEINTLIB	BOISE PUBLIC LIBRARY	May & June 2024 Inter Library	2380 Accounts Payable	161.43
				May & June 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-161.43
07/01/2024	Bill	MAYJUNEINTLIB	Kuna Library District	May & June 2024 Inter Library	2380 Accounts Payable	23.99
				May & June 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-23.99
07/01/2024	Bill	MAYJUNEINTLIB	EMMETT LIBRARY	May & June 2024 Inter Library	2380 Accounts Payable	45.00
				May & June 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-45.00
07/01/2024	Bill	MAYJUNEINTLIB	NAMPA PUBLIC LIBRARY	May & June 2024 Inter Library	2380 Accounts Payable	86.93
				May & June 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-86.93
07/01/2024	Bill	MAYJUNEINTLIB	GARDEN CITY LIBRARY	May & June 2024 Inter Library	2380 Accounts Payable	58.35

Meridian Library District

Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				May & June 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-58.35
07/01/2024	Bill	MAYJUNEINTLIB	ADA COMMUNITY LIBRARY	May & June 2024 Inter Library	2380 Accounts Payable	63.95
				May & June 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-63.95
07/01/2024	Bill	6127769	UNIQUE MANAGEMENT SERVICES, INC	Customer Account Balance Recovery Service June 2024	2380 Accounts Payable	354.60
				Customer Account Balance Recovery Service June 2024	5202.6 OPERATING EXPENSES:Professional Services:Other	354.60
07/01/2024	Bill	46265	FATBEAM, LLC	Internet July 2024	2380 Accounts Payable	475.00
				Internet July 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
07/01/2024	Bill	43104	Funds for Learning, LLC	E-Rate Consulting 07/28/24-07/27/25	2380 Accounts Payable	2,500.00
				E-Rate Consulting 07/28/24-09/30/24	5202.5 OPERATING EXPENSES:Professional Services:Consulting	416.67
				E-Rate Consulting 10/01/24-07/27/25	1500 Deposits/Prepaid expenses	2,083.33
07/01/2024	Bill	571873	Access Integration, Inc.	Hosted Access 07/01-09/30/24	2380 Accounts Payable	120.00
				Hosted Access 07/01-09/30/24	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	60.00
				Hosted Access 07/01-09/30/24	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	60.00
07/01/2024	Bill	46266	FATBEAM, LLC	Internet July 2024	2380 Accounts Payable	475.00
				Internet July 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
07/01/2024	Bill	46264	FATBEAM, LLC	Internet July 2024	2380 Accounts Payable	475.00
				Internet July 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
07/01/2024	Bill	46263	FATBEAM, LLC	Internet July 2024	2380 Accounts Payable	475.00
				Internet July 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
07/01/2024	Bill	64354798	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	117.06
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	117.06

Meridian Library District

Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/01/2024	Bill	64354797	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,021.68
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	25.71
				Print Books	5115 COLLECTIONS:Adult Print Books	543.66
				Print Books	5115 COLLECTIONS:Adult Print Books	33.04
				Print Books	5115 COLLECTIONS:Adult Print Books	330.95
				Print Books	5130 COLLECTIONS:Children's books	72.58
				Print Books	5130 COLLECTIONS:Children's books	12.74
07/01/2024	Bill	67725690	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	23.87
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	23.87
07/01/2024	Bill	67725689	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	176.91
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	49.51
				Print Books	5115 COLLECTIONS:Adult Print Books	15.09
				Print Books	5130 COLLECTIONS:Children's books	102.04
				Print Books	5130 COLLECTIONS:Children's books	7.27
07/01/2024	Bill	2104103	CENTER POINT LARGE PRINT	Print Books	2380 Accounts Payable	93.48
				Print Books	5115 COLLECTIONS:Adult Print Books	93.48
07/01/2024	Bill	505699038	MIDWEST TAPE	Blu-Rays/DVDs	2380 Accounts Payable	1,686.50
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	63.70
				Blu-Rays/DVDs	5149 COLLECTIONS:Media	326.12
				Blu-Rays/DVDs	5149 COLLECTIONS:Media	161.93
				Blu-Rays/DVDs	5149 COLLECTIONS:Media	1,134.75
07/01/2024	Bill	505699039	MIDWEST TAPE	Blu-Rays	2380 Accounts Payable	1,323.57
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	152.60

Meridian Library District

Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Blu-Rays	5149 COLLECTIONS:Media	146.95
				Blu-Rays	5149 COLLECTIONS:Media	88.47
				Blu-Rays	5149 COLLECTIONS:Media	935.55
07/01/2024	Bill	1000388719	OCLC, Inc.	OCLC Group Contract 07/01/2024-06/30/2025	2380 Accounts Payable	17,129.63
				OCLC Group Contract 07/01/2024-06/30/2025	5229.1 OPERATING EXPENSES:Materials Processing:Materials-OCLC	4,282.42
				OCLC Group Contract 10/01/2024-06/30/2025 - 5229.1 Operations	1500 Deposits/Prepaid expenses	12,847.21
07/01/2024	Bill	8681	SHR Franchising, LLC dba JAN-PRO of Idaho	Regular Janitorial Service from 07/01/2024-07/31/2024	2380 Accounts Payable	10,750.00
				Regular Janitorial Service from 07/01/2024-07/31/2024 + Carpet Cleaning 07/18/24	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	4,700.00
				Regular Janitorial Service from 07/01/2024-07/31/2024 + Carpet Cleaning 07/19/24	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	4,400.00
				Regular Janitorial Service from 07/01/2024-07/31/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	300.00
				Regular Janitorial Service from 07/01/2024-07/31/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	450.00
				Regular Janitorial Service from 07/01/2024-07/31/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	650.00
				Regular Janitorial Service from 07/01/2024-07/31/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	250.00
07/01/2024	Bill	02945CO24198418	OVERDRIVE, INC	E-books/Audiobooks	2380 Accounts Payable	8,922.93
				E-books/Audiobooks	5122 COLLECTIONS:eContent	8,922.93
07/01/2024	Bill	LoriHuraMemorial	MERIDIAN LIBRARY FOUNDATION	Forward Lori Hura Memorial Fund Donations to Foundation	2380 Accounts Payable	560.00
				Forward Lori Hura Memorial Fund Donations to Foundation	4221 Non-tax Revenue:Donations & Memorials	-560.00
07/01/2024	Bill	32594858	Canon Financial Services, INC.	Copier Lease 05/01/2024 05/31/2024	2380 Accounts Payable	226.80
				Copier Lease 05/01/2024 05/31/2024	5211 OPERATING EXPENSES:Supplies:Copy/Print	226.80
07/01/2024	Bill	46262	FATBEAM, LLC	Managed Firewall Service July 2024	2380 Accounts Payable	150.00
				Managed Firewall Service July 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	150.00
07/01/2024	Bill	31934	TRI-STATE ELECTRIC, INC.	Bathroom Exhaust Fan Diagnostics and Replacement Motor	2380 Accounts Payable	1,090.01
				Bathroom Exhaust Fan Diagnostics and Replacement Motor	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	1,090.01

Meridian Library District

Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/01/2024	Bill	67724718	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,031.93
				Print Books	5130 COLLECTIONS:Children's books	12.30
				Print Books	5115 COLLECTIONS:Adult Print Books	745.22
				Print Books	5115 COLLECTIONS:Adult Print Books	15.68
				Print Books	5115 COLLECTIONS:Adult Print Books	233.36
				Print Books	5130 COLLECTIONS:Children's books	22.37
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
07/01/2024	Bill	64349812	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	105.41
				24-06 ICfL ESSER Summer Strategies Tales by Mail Books	5130S COLLECTIONS:Children's books:Children's books - Supported	105.41
07/02/2024	Bill	145874	Diamond Lawns, LLC	June Landscaping Services 06/07-06/29/24	2380 Accounts Payable	885.00
				June Landscaping Services 06/07-06/29/24	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	885.00
07/02/2024	Bill	2160:10546772	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	169.95
				Water/Ice Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	169.95
07/02/2024	Bill	02945DA24203375	OVERDRIVE, INC	E-books/Audiobooks	2380 Accounts Payable	219.31
				E-books/Audiobooks	5122 COLLECTIONS:eContent	219.31
07/02/2024	Bill	02945DA24203376	OVERDRIVE, INC	E-books/Audiobooks	2380 Accounts Payable	2,008.26
				E-books/Audiobooks	5122 COLLECTIONS:eContent	2,008.26
07/02/2024	Bill	64354903	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	127.82
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	127.82
07/02/2024	Bill	64354902	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,015.43
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5115 COLLECTIONS:Adult Print Books	771.45
				Print Books	5115 COLLECTIONS:Adult Print	16.23

Meridian Library District

Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	Books 5115 COLLECTIONS:Adult Print Books	224.75
07/02/2024	Bill	505709415	MIDWEST TAPE	Audiobooks	2380 Accounts Payable	121.97
				Audiobooks	5149 COLLECTIONS:Media	121.97
07/02/2024	Bill	2160:10546720	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	44.95
				Water Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	44.95
07/02/2024	Bill	3042	Patricia Latham Ball dba Management Northwest	June Legal Services	2380 Accounts Payable	105.00
				June Legal Services	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	105.00
07/02/2024	Bill	502261	Hawley Troxell Ennis and Hawley LLP	Legal Services 06/11-06/28/2024	2380 Accounts Payable	4,410.50
				Legal Services 06/11-06/28/2024	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	4,410.50
07/03/2024	Bill	0025763	All Pro Linen	Towel/Mat Laundering 07/03/2024	2380 Accounts Payable	57.75
				Towel/Mat Laundering 07/03/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.75
07/03/2024	Bill	67726231	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	61.82
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	61.82
07/03/2024	Bill	67726230	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	744.14
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	347.62
				Print Books	5130 COLLECTIONS:Children's books	393.52
07/03/2024	Bill	0025764	All Pro Linen	Towel/Mat Laundering 07/03/2024	2380 Accounts Payable	56.75
				Towel/Mat Laundering 07/03/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	56.75
07/06/2024	Bill	07/06/24-Adult	Tracy Peterson	Adult Yoga 07/06/2024	2380 Accounts Payable	75.00
				Adult Yoga 07/06/2024	5236.AD OPERATING	75.00

Meridian Library District

Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					EXPENSES:Program Expense:Programs - Adult	
07/06/2024	Bill	02945DA24205272	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	84.99
				Audiobook	5122 COLLECTIONS:eContent	84.99
07/06/2024	Bill	07/06/24-Family	Tracy Peterson	Family Yoga 07/06/2024	2380 Accounts Payable	75.00
				Family Yoga 07/06/2024	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	75.00
07/06/2024	Bill	8686	SHR Franchising, LLC dba JAN-PRO of Idaho	Carpet Cleaning July 2024 Glycol Server Room Spill	2380 Accounts Payable	500.00
				Carpet Cleaning July 2024 Glycol Server Room Spill	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	500.00
07/08/2024	Bill	64355321	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,751.60
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	418.45
				Print Books	5135 COLLECTIONS:Young Adult books	329.11
				Print Books	5130 COLLECTIONS:Children's books	14.14
				Print Books	5135 COLLECTIONS:Young Adult books	9.74
				Print Books	5130 COLLECTIONS:Children's books	10.63
				Print Books	5115 COLLECTIONS:Adult Print Books	201.24
				Print Books	5115 COLLECTIONS:Adult Print Books	49.26
				Print Books	5115 COLLECTIONS:Adult Print Books	63.26
				Print Books	5130 COLLECTIONS:Children's books	475.11
				Print Books	5135 COLLECTIONS:Young Adult books	177.66
07/08/2024	Bill	64355322	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	281.17
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	281.17
07/08/2024	Bill	64355320	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	408.61
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	408.61

Meridian Library District

Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/08/2024	Bill	64355319	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,778.94
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	648.12
				Print Books	5130 COLLECTIONS:Children's books	55.07
				Print Books	5130 COLLECTIONS:Children's books	21.26
				Print Books	5115 COLLECTIONS:Adult Print Books	142.00
				Print Books	5115 COLLECTIONS:Adult Print Books	16.80
				Print Books	5115 COLLECTIONS:Adult Print Books	66.66
				Print Books	5130 COLLECTIONS:Children's books	826.03
07/08/2024	Bill	467915	Playaway Products LLC	Print Books	2380 Accounts Payable	58.99
				Print Books	5130 COLLECTIONS:Children's books	58.99
07/09/2024	Bill	02945DA24208178	OVERDRIVE, INC	Audiobooks/E-books	2380 Accounts Payable	1,650.13
				Audiobooks/E-books	5122 COLLECTIONS:eContent	1,650.13
07/09/2024	Bill	64355372	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	108.61
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	108.61
07/09/2024	Bill	64355371	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,104.54
				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	499.81
				Print Books	5115 COLLECTIONS:Adult Print Books	183.83
				Print Books	5115 COLLECTIONS:Adult Print Books	340.52
				Print Books	5130 COLLECTIONS:Children's books	45.49
07/09/2024	Bill	248823	RAINBOW BOOK COMPANY	MLD Kids Books	2380 Accounts Payable	299.27
				MLD Kids Books	5130 COLLECTIONS:Children's books	97.80

Meridian Library District

Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				MLD Kids Books	5130 COLLECTIONS:Children's books	97.80
				MLD Kids Books	5130 COLLECTIONS:Children's books	97.80
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	5.87
07/09/2024	Bill	1353057	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ44885 06/09-07/08/24	2380 Accounts Payable	164.13
				Meter Copy/Print Usage FEQ44885 06/09-07/08/24	5211 OPERATING EXPENSES:Supplies:Copy/Print	164.13
07/09/2024	Bill	7/8/24	Duane Erickson	Code Ninjas 07/08-07/09/24	2380 Accounts Payable	400.00
				Code Ninjas 07/08-07/09/24	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	400.00
07/09/2024	Bill	468049	Playaway Products LLC	Replacement USB Cord for Wonderbooks	2380 Accounts Payable	56.99
				Print Books	5240 OPERATING EXPENSES:Supplies:Supplies - general	56.99
07/10/2024	Bill	64355472	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	140.21
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	140.21
07/10/2024	Bill	64355471	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,266.34
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	451.54
				Print Books	5135 COLLECTIONS:Young Adult books	36.13
				Print Books	5130 COLLECTIONS:Children's books	52.05
				Print Books	5115 COLLECTIONS:Adult Print Books	60.62
				Print Books	5115 COLLECTIONS:Adult Print Books	29.43
				Print Books	5130 COLLECTIONS:Children's books	619.58
				Print Books	5135 COLLECTIONS:Young Adult books	13.99
07/10/2024	Bill	64355513	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	458.78
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	458.78
07/10/2024	Bill	64355512	INGRAM	Print Books	2380 Accounts Payable	2,778.45

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Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
			LIBRARY SERVICES, INC			
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	932.44
				Print Books	5115 COLLECTIONS:Adult Print Books	1,843.01
07/10/2024	Bill	64355459	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	39.55
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	39.55
07/10/2024	Bill	64355475	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	84.96
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	18.75
				Print Books	5115 COLLECTIONS:Adult Print Books	63.21
07/10/2024	Bill	64355476	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	16.34
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	16.34
07/10/2024	Bill	64355458	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	272.86
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	20.14
				Print Books	5130 COLLECTIONS:Children's books	20.14
				Print Books	5130 COLLECTIONS:Children's books	71.28
				Print Books	5115 COLLECTIONS:Adult Print Books	135.92
				Print Books	5135 COLLECTIONS:Young Adult books	22.38
07/10/2024	Bill	67727649	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	574.85
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	104.15

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July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5115 COLLECTIONS:Adult Print Books	467.70
07/10/2024	Bill	67727650	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	77.84
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	77.84
07/10/2024	Bill	468322	Playaway Products LLC	Print Books	2380 Accounts Payable	170.97
				Print Books	5130 COLLECTIONS:Children's books	170.97
07/10/2024	Bill	130321	Ednetics	Monthly VOIP Service	2380 Accounts Payable	633.58
				Monthly VOIP Service	5230 OPERATING EXPENSES:Information Technology:Phone Service	633.58
07/11/2024	Bill	64355604	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	18.49
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	18.49
07/11/2024	Bill	64355603	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	102.94
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	15.66
				Print Books	5115 COLLECTIONS:Adult Print Books	52.73
				Print Books	5135 COLLECTIONS:Young Adult books	31.55
07/11/2024	Bill	64355623	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	264.75
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
				Print Books	5115 COLLECTIONS:Adult Print Books	86.95
				Print Books	5115 COLLECTIONS:Adult Print Books	15.12
				Print Books	5115 COLLECTIONS:Adult Print Books	16.80
				Print Books	5115 COLLECTIONS:Adult Print Books	70.71
				Print Books	5130 COLLECTIONS:Children's books	49.79
				Print Books	5135 COLLECTIONS:Young Adult books	11.19

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July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/11/2024	Bill	64355624	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	34.68
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	34.68
07/11/2024	Bill	64355545	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,308.86
				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	700.68
				Print Books	5135 COLLECTIONS:Young Adult books	96.82
				Print Books	5115 COLLECTIONS:Adult Print Books	27.22
				Print Books	5115 COLLECTIONS:Adult Print Books	16.79
				Print Books	5130 COLLECTIONS:Children's books	10.63
				Print Books	5135 COLLECTIONS:Young Adult books	443.09
07/11/2024	Bill	64355546	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	192.25
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	192.25
07/11/2024	Bill	INV117404	Air Filter Superstore	HVAC Air Filters	2380 Accounts Payable	29.36
				HVAC Air Filters	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	29.36
07/11/2024	Bill	2160:10542719	TREASURE VALLEY COFFEE INC	Water Machine Rental	2380 Accounts Payable	76.00
				Water Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	76.00
07/11/2024	Bill	505749093	MIDWEST TAPE	Audiobooks	2380 Accounts Payable	174.97
				Audiobooks	5149 COLLECTIONS:Media	174.97
07/11/2024	Bill	06/17-07/10/24	Whitney A	Reimb Mileage 06/17 & 07/10/24	2380 Accounts Payable	4.02
				Reimb Mileage 06/17 & 07/10/24	5260.6 OPERATING EXPENSES:Vehicle Expense:Employee Mileage Reimbursement	4.02

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July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/12/2024	Bill	02945DA24210471	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	69.99
				Audiobook	5122 COLLECTIONS:eContent	69.99
07/12/2024	Bill	1354409	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ39040 FEQ15251 06/12-07/11/24	2380 Accounts Payable	203.45
				Meter Copy/Print Usage FEQ39040 FEQ15251 06/12-07/11/24	5211 OPERATING EXPENSES:Supplies:Copy/Print	203.45
07/12/2024	Bill	64355679	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	365.69
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	21.26
				Print Books	5135 COLLECTIONS:Young Adult books	33.30
				Print Books	5130 COLLECTIONS:Children's books	10.63
				Print Books	5115 COLLECTIONS:Adult Print Books	105.50
				Print Books	5115 COLLECTIONS:Adult Print Books	34.84
				Print Books	5115 COLLECTIONS:Adult Print Books	63.72
				Print Books	5130 COLLECTIONS:Children's books	68.26
				Print Books	5135 COLLECTIONS:Young Adult books	25.18
07/12/2024	Bill	64355680	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	37.01
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	37.01
07/12/2024	Bill	7487876-B5	IDAHO BUSINESS REVIEW	Idaho Buisness Review Subscription 08/2024-08/2025	2380 Accounts Payable	169.00
				Idaho Buisness Review Subscription 08/2024-08/2025	5151 COLLECTIONS:Periodicals	169.00
07/13/2024	Bill	33845160	Cannon Financial Services, Inc.	Copier Lease 07/01/2024 - 07/31/2024	2380 Accounts Payable	226.80
				Copier Lease 07/01/2024 - 07/31/2024	5211 OPERATING EXPENSES:Supplies:Copy/Print	226.80
07/13/2024	Bill	33845160	Canon Financial Services, INC.	Copier Lease 07/01/2024 07/31/2024	2380 Accounts Payable	226.80
				Copier Lease 07/01/2024 07/31/2024	5211 OPERATING EXPENSES:Supplies:Copy/Print	226.80
07/15/2024	Bill	02945DA24211676	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	75.00
				Audiobook	5122 COLLECTIONS:eContent	75.00

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Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/15/2024	Bill	3138080	WT.COX Subscriptions	Print Magazines 10/01/24-09/30/25	2380 Accounts Payable	938.28
				Print Magazines 10/01/24-09/30/25	5151 COLLECTIONS:Periodicals	938.28
07/15/2024	Bill	64355757	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	47.32
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	47.32
07/15/2024	Bill	64355756	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	371.85
				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	11.19
				Print Books	5115 COLLECTIONS:Adult Print Books	190.81
				Print Books	5115 COLLECTIONS:Adult Print Books	15.68
				Print Books	5115 COLLECTIONS:Adult Print Books	15.68
				Print Books	5115 COLLECTIONS:Adult Print Books	94.50
				Print Books	5130 COLLECTIONS:Children's books	30.36
07/15/2024	Bill	64355791	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	249.92
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	148.29
				Print Books	5115 COLLECTIONS:Adult Print Books	98.63
07/15/2024	Bill	64355722	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	27.42
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	27.42
07/15/2024	Bill	64355721	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	176.94
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	20.14
				Print Books	5130 COLLECTIONS:Children's	20.14

Meridian Library District

Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					books	
				Print Books	5130 COLLECTIONS:Children's books	44.43
				Print Books	5115 COLLECTIONS:Adult Print Books	89.23
07/15/2024	Bill	64355792	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	31.14
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	31.14
07/15/2024	Bill	505762397	MIDWEST TAPE	Blu-Rays/DVDs	2380 Accounts Payable	625.35
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	27.30
				Blu-Rays/DVDs	5149 COLLECTIONS:Media	54.73
				Blu-Rays/DVDs	5149 COLLECTIONS:Media	37.49
				Blu-Rays/DVDs	5149 COLLECTIONS:Media	505.83
07/15/2024	Bill	505762398	MIDWEST TAPE	Blu-Rays	2380 Accounts Payable	554.91
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	81.20
				Blu-Rays	5149 COLLECTIONS:Media	473.71
07/15/2024	Bill	249010	RAINBOW BOOK COMPANY	MLD Kids Books	2380 Accounts Payable	57.99
				MLD Kids Books	5130 COLLECTIONS:Children's books	18.95
				MLD Kids Books	5130 COLLECTIONS:Children's books	18.95
				MLD Kids Books	5130 COLLECTIONS:Children's books	18.95
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	1.14
07/15/2024	Bill	4537880	Employee Benefits Corporation	COBRA July 2024	2380 Accounts Payable	89.18
				COBRA July 2024	5010c PERSONNEL:Payroll benefits:Benefits - Health	89.18
07/16/2024	Bill	2160:10616469	TREASURE VALLEY COFFEE INC	Water Machine Rental	2380 Accounts Payable	76.00
				Water Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	76.00
07/16/2024	Bill	8687	SHR Franchising, LLC dba JAN-PRO of Idaho	Carpet Cleaning July 2024	2380 Accounts Payable	700.00
				Carpet Cleaning July 2024	6224.1 OPERATING	250.00

Meridian Library District

Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Carpet Cleaning July 2024	EXPENSES:Facility Expense:Bldg-Maintenance 6224.1 OPERATING	450.00
					EXPENSES:Facility Expense:Bldg-Maintenance	
07/16/2024	Bill	02945DA24213413	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	70.00
				Audiobook	5122 COLLECTIONS:eContent	70.00
07/16/2024	Bill	02945DA24213414	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	1,354.08
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	1,354.08
07/16/2024	Bill	67729097	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	13.40
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	13.40
07/16/2024	Bill	67729096	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	179.90
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	51.95
				Print Books	5115 COLLECTIONS:Adult Print Books	124.95
07/16/2024	Bill	67729029	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	62.80
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	62.80
07/16/2024	Bill	67729028	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	426.40
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5135 COLLECTIONS:Young Adult books	46.53
				Print Books	5115 COLLECTIONS:Adult Print Books	282.16
				Print Books	5115 COLLECTIONS:Adult Print Books	70.73
				Print Books	5135 COLLECTIONS:Young Adult books	23.98
07/16/2024	Bill	24-3418	PACIFIC BACKFLOW LLC	Backflow Testing	2380 Accounts Payable	65.00
				Backflow testing	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	65.00

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Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/16/2024	Bill	24-3419	PACIFIC BACKFLOW LLC	Backflow Testing	2380 Accounts Payable	280.00
				Backflow testing	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	280.00
07/16/2024	Bill	10021139	Formagrid Inc. (dba Airtable)	Qty 1 Airtable Business Licenses	2380 Accounts Payable	148.50
				Qty 1 Airtable Business Licenses	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	148.50
07/17/2024	Bill	02945DA24214426	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	84.99
				Audiobook	5122 COLLECTIONS:eContent	84.99
07/17/2024	Bill	64355922	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,543.85
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	225.32
				Print Books	5135 COLLECTIONS:Young Adult books	96.91
				Print Books	5130 COLLECTIONS:Children's books	43.08
				Print Books	5115 COLLECTIONS:Adult Print Books	456.93
				Print Books	5115 COLLECTIONS:Adult Print Books	64.94
				Print Books	5115 COLLECTIONS:Adult Print Books	318.92
				Print Books	5130 COLLECTIONS:Children's books	273.10
				Print Books	5135 COLLECTIONS:Young Adult books	61.65
07/17/2024	Bill	64355923	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	160.55
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	160.55
07/17/2024	Bill	67729400	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	396.06
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	28.48
				Print Books	5130 COLLECTIONS:Children's books	4.47
				Print Books	5115 COLLECTIONS:Adult Print	224.81

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July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Books	
				Print Books	5115 COLLECTIONS:Adult Print Books	26.59
				Print Books	5115 COLLECTIONS:Adult Print Books	80.23
				Print Books	5130 COLLECTIONS:Children's books	28.48
07/17/2024	Bill	67729401	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	40.89
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	40.89
07/17/2024	Bill	130492	Ednetics	Network Backup Battery for Pinnacle	2380 Accounts Payable	3,093.28
				Network Backup Battery for Pinnacle	7220 CAPITAL EQUIPMENT EXPENSES:IT - Infrastructure - Hardware	3,093.28
07/17/2024	Bill	0026505	All Pro Linen	Towel/Mat Laundering 07/17/2024	2380 Accounts Payable	48.25
				Towel/Mat Laundering 07/17/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	48.25
07/17/2024	Bill	0026504	All Pro Linen	Towel/Mat Laundering 07/17/2024	2380 Accounts Payable	57.75
				Towel/Mat Laundering 07/17/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.75
07/17/2024	Bill	M000928-2024	Division of Building Safety - Elevator Program	Annual Elevator Certification 2024	2380 Accounts Payable	100.00
				Annual Elevator Certification 2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	100.00
07/18/2024	Bill	02945DA24215276	OVERDRIVE, INC	Ebook	2380 Accounts Payable	18.23
				Ebook	5122 COLLECTIONS:eContent	18.23
07/18/2024	Bill	64356062	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	30.63
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	30.63
07/18/2024	Bill	64356061	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	227.94
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	20.14
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
				Print Books	5115 COLLECTIONS:Adult Print	105.92

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July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	Books 5115 COLLECTIONS:Adult Print Books	11.01
				Print Books	5115 COLLECTIONS:Adult Print Books	42.57
				Print Books	5130 COLLECTIONS:Children's books	34.11
07/18/2024	Bill	64356006	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	15.37
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	15.37
07/18/2024	Bill	64356104	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	135.03
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	30.21
				Print Books	5130 COLLECTIONS:Children's books	10.07
				Print Books	5130 COLLECTIONS:Children's books	50.35
				Print Books	5130 COLLECTIONS:Children's books	30.77
				Print Books	5135 COLLECTIONS:Young Adult books	10.63
07/18/2024	Bill	64356005	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	152.64
				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	50.74
				Print Books	5115 COLLECTIONS:Adult Print Books	89.95
07/18/2024	Bill	64356105	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	20.41
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	20.41
07/18/2024	Bill	505780456	MIDWEST TAPE	Audiobooks	2380 Accounts Payable	144.97
				Audiobooks	5149 COLLECTIONS:Media	144.97
07/18/2024	Bill	53676	RM MECHANICAL, INC	HVAC Service Call 06/07 and 06/24/24 - Testing/compressor Panel test/PH/conductivity	2380 Accounts Payable	2,627.82
				HVAC Service Call 06/07 and 06/24/24 -	6224.2 OPERATING	2,627.82

Meridian Library District

Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Testing/compressor Panel test/PH/conductivity	EXPENSES:Facility Expense:Bldg-Repairs	
07/19/2024	Bill	64356141	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	50.47
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	50.47
07/19/2024	Bill	64356140	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	423.61
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	41.38
				Print Books	5135 COLLECTIONS:Young Adult books	10.63
				Print Books	5130 COLLECTIONS:Children's books	10.63
				Print Books	5115 COLLECTIONS:Adult Print Books	147.74
				Print Books	5115 COLLECTIONS:Adult Print Books	31.92
				Print Books	5115 COLLECTIONS:Adult Print Books	126.30
				Print Books	5130 COLLECTIONS:Children's books	41.38
				Print Books	5135 COLLECTIONS:Young Adult books	10.63
07/19/2024	Bill	705286	Lkl Associates Inc.	ADA Operators on Restroom Doors	2380 Accounts Payable	12,720.00
				ADA Operators on Restroom Doors	7295 CAPITAL EQUIPMENT EXPENSES:Major improvements	12,720.00
07/20/2024	Bill	IN002862446	WESTERN STATES EQUIPMENT CO INC	Generator Radiator Replacement	2380 Accounts Payable	2,886.25
				Generator Radiator Replacement	5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile	2,886.25
07/21/2024	Bill	02945DA24216395	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	84.99
				Audiobook	5122 COLLECTIONS:eContent	84.99
07/22/2024	Bill	06/15-07/22/24	Gregory Kunz	CNC Training and CNC Workshops 06/15 06/17 07/20 07/22	2380 Accounts Payable	200.00
				CNC Training and CNC Workshops 06/15 06/17 07/20 07/22	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	200.00
07/22/2024	Bill	64356268	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	711.94
				Processing	5229.2 OPERATING	711.94

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July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					EXPENSES:Materials Processing:Materials-Processing	
07/22/2024	Bill	67730328	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	424.16
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5135 COLLECTIONS:Young Adult books	421.16
07/22/2024	Bill	67730329	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	18.70
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	18.70
07/22/2024	Bill	64356266	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	204.74
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	204.74
07/22/2024	Bill	64356265	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	2,405.17
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	1,074.60
				Print Books	5115 COLLECTIONS:Adult Print Books	35.18
				Print Books	5135 COLLECTIONS:Young Adult books	1,292.39
07/22/2024	Bill	505792641	MIDWEST TAPE	Blu-Rays	2380 Accounts Payable	207.03
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	19.60
				Blu-Rays	5149 COLLECTIONS:Media	89.97
				Blu-Rays	5149 COLLECTIONS:Media	29.99
				Blu-Rays	5149 COLLECTIONS:Media	67.47
07/22/2024	Bill	505792640	MIDWEST TAPE	Blu-Rays/DVDs	2380 Accounts Payable	1,368.48
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	23.40
				Blu-Rays/DVDs	5149 COLLECTIONS:Media	329.92
				Blu-Rays/DVDs	5149 COLLECTIONS:Media	307.43
				Blu-Rays/DVDs	5149 COLLECTIONS:Media	707.73
07/22/2024	Bill	469404	Playaway Products LLC	Print Books	2380 Accounts Payable	58.99

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July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	58.99
07/22/2024	Bill	02945C024217113	OVERDRIVE, INC	Audiobooks/Ebooks	2380 Accounts Payable	8,570.62
				Audiobooks/Ebooks	5122 COLLECTIONS:eContent	8,570.62
07/22/2024	Bill	64356267	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	5,525.90
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	650.32
				Print Books	5135 COLLECTIONS:Young Adult books	32.45
				Print Books	5130 COLLECTIONS:Children's books	20.12
				Print Books	5115 COLLECTIONS:Adult Print Books	3,099.05
				Print Books	5115 COLLECTIONS:Adult Print Books	35.24
				Print Books	5115 COLLECTIONS:Adult Print Books	1,041.54
				Print Books	5130 COLLECTIONS:Children's books	634.11
				Print Books	5135 COLLECTIONS:Young Adult books	10.07
07/22/2024	Bill	07/22/24	Amanda Helsley	Healing Centered Book Club 07/22/24	2380 Accounts Payable	75.00
				Healing Centered Book Club 07/22/24	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	75.00
07/22/2024	Bill	1359249	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ15631 FEQ177642 06/22-07/21/24	2380 Accounts Payable	333.76
				Meter Copy/Print Usage FEQ15631 06/22-07/21/24	5211 OPERATING EXPENSES:Supplies:Copy/Print	199.23
				Meter Copy/Print Usage FEQ177642 06/22-07/21/24	5211 OPERATING EXPENSES:Supplies:Copy/Print	134.53
07/23/2024	Bill	02945DA24218872	OVERDRIVE, INC	Ebook/Audiobook	2380 Accounts Payable	97.95
				Ebook/Audiobook	5122 COLLECTIONS:eContent	97.95
07/23/2024	Bill	02945DA24218873	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	330.43
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	330.43
07/23/2024	Bill	64356335	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	75.64
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	75.64
07/23/2024	Bill	64356334	INGRAM LIBRARY	Print Books	2380 Accounts Payable	477.08

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
			SERVICES, INC			
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	57.62
				Print Books	5135 COLLECTIONS:Young Adult books	48.86
				Print Books	5130 COLLECTIONS:Children's books	10.63
				Print Books	5115 COLLECTIONS:Adult Print Books	161.32
				Print Books	5115 COLLECTIONS:Adult Print Books	15.68
				Print Books	5115 COLLECTIONS:Adult Print Books	56.27
				Print Books	5130 COLLECTIONS:Children's books	93.56
				Print Books	5135 COLLECTIONS:Young Adult books	30.14
07/23/2024	Bill	91011000063	EBSCO Industries, Inc.	Library Aware 08/01/24-09/30/25	2380 Accounts Payable	6,125.00
				Library Aware 08/01/24-09/30/24	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	1,020.83
				Library Aware 10/01/24-09/30/25	1500 Deposits/Prepaid expenses	5,104.17
07/23/2024	Bill	1359815	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ32043 06/23-07/22/24	2380 Accounts Payable	91.82
				Meter Copy/Print Usage FEQ32043 06/23-07/22/24	5211 OPERATING EXPENSES:Supplies:Copy/Print	91.82
07/24/2024	Bill	02945DA24219621	OVERDRIVE, INC	Audiobooks	2380 Accounts Payable	149.98
				Audiobooks	5122 COLLECTIONS:eContent	149.98
07/24/2024	Bill	64356376	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	398.85
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	398.85
07/24/2024	Bill	64356375	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,641.91
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	18.76
				Print Books	5115 COLLECTIONS:Adult Print Books	34.72
				Print Books	5135 COLLECTIONS:Young Adult books	1,585.43
07/24/2024	Bill	53890	RM MECHANICAL, INC	HVAC Service Call 07/06/24 - Hoffman Vent Failure	2380 Accounts Payable	1,236.02

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				HVAC Service Call 07/06/24 - Hoffman Vent Failure	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	1,236.02
07/24/2024	Bill	505808241	MIDWEST TAPE	Audiobooks	2380 Accounts Payable	115.97
				Audiobooks	5149 COLLECTIONS:Media	115.97
07/25/2024	Bill	02945DA24220401	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	80.99
				Audiobook	5122 COLLECTIONS:eContent	80.99
07/25/2024	Bill	53872	RM MECHANICAL, INC	P-trap Service Call 07/02/24	2380 Accounts Payable	294.79
				P-trap Service Call 07/02/2	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	294.79
07/25/2024	Bill	64356573	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	23.12
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	23.12
07/25/2024	Bill	64356572	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	123.75
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	10.07
				Print Books	5130 COLLECTIONS:Children's books	10.07
				Print Books	5130 COLLECTIONS:Children's books	40.84
				Print Books	5115 COLLECTIONS:Adult Print Books	27.81
				Print Books	5135 COLLECTIONS:Young Adult books	31.96
07/25/2024	Bill	64356596	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	271.57
				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	11.19
				Print Books	5115 COLLECTIONS:Adult Print Books	149.59
				Print Books	5115 COLLECTIONS:Adult Print Books	75.34
				Print Books	5130 COLLECTIONS:Children's books	10.63
				Print Books	5135 COLLECTIONS:Young Adult	11.19

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July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					books	
07/25/2024	Bill	64356597	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	33.69
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	33.69
07/25/2024	Bill	64356520	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	48.74
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	48.74
07/25/2024	Bill	64356519	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	386.70
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	53.15
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
				Print Books	5115 COLLECTIONS:Adult Print Books	168.44
				Print Books	5115 COLLECTIONS:Adult Print Books	16.80
				Print Books	5115 COLLECTIONS:Adult Print Books	59.71
				Print Books	5130 COLLECTIONS:Children's books	63.22
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
07/25/2024	Bill	67731130	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	19.03
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	19.03
07/25/2024	Bill	67731129	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	473.91
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	51.26
				Print Books	5115 COLLECTIONS:Adult Print Books	302.16
				Print Books	5115 COLLECTIONS:Adult Print Books	66.23
				Print Books	5130 COLLECTIONS:Children's books	51.26
07/26/2024	Bill	64356652	INGRAM	Processing	2380 Accounts Payable	76.25

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
			LIBRARY SERVICES, INC	Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	76.25
07/26/2024	Bill	64356651	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	735.91
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	78.17
				Print Books	5135 COLLECTIONS:Young Adult books	45.32
				Print Books	5115 COLLECTIONS:Adult Print Books	295.55
				Print Books	5115 COLLECTIONS:Adult Print Books	16.79
				Print Books	5115 COLLECTIONS:Adult Print Books	159.94
				Print Books	5130 COLLECTIONS:Children's books	102.45
				Print Books	5135 COLLECTIONS:Young Adult books	34.69
07/26/2024	Bill	02945DA24221231	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	79.99
				Audiobook	5122 COLLECTIONS:eContent	79.99
07/26/2024	Bill	02945DA24221230	INGRAM LIBRARY SERVICES, INC	Audiobook	2380 Accounts Payable	79.99
				Audiobook	5122 COLLECTIONS:eContent	79.99
07/26/2024	Bill	07/26/24	Corbin Maxey	Discovery Park Corbin Maxey Live Program	2380 Accounts Payable	1,250.00
				Discovery Park Corbin Maxey Live Program	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	1,250.00
07/26/2024	Bill	2160:10585150	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
07/28/2024	Bill	64356718	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	3,841.52
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	1,371.35
				Print Books	5115 COLLECTIONS:Adult Print Books	2,437.74
				Print Books	5135 COLLECTIONS:Young Adult books	29.43

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/28/2024	Bill	64356719	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	499.26
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	499.26
07/29/2024	Bill	02945DA24222463	OVERDRIVE, INC	Audiobook/E-book	2380 Accounts Payable	150.00
				Audiobook/E-book	5122 COLLECTIONS:eContent	150.00
07/29/2024	Bill	02945DA24222462	OVERDRIVE, INC	Audiobook/E-book	2380 Accounts Payable	150.00
				Audiobook/E-book	5122 COLLECTIONS:eContent	150.00
07/29/2024	Bill	10763198721	DELL MARKETING L.P.	Dell Latitude 3450 BTX Base System Service Tags: 35KBLY3 System Service Tags: 9XDSN34, BWDSN34, BYDSN34, GWDSN34 System Service Tags: 9XDSN34, BWDSN34, BYDSN34, GWDSN34	2380 Accounts Payable	3,771.00
				Dell Latitude 3450 BTX Base System Service Tags: 35KBLY3 System Service Tags: 9XDSN34, BWDSN34, BYDSN34, GWDSN34 System Service Tags: 9XDSN34, BWDSN34, BYDSN34, GWDSN34	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	3,771.00
07/29/2024	Bill	07/26/24	Paige B	Reimb Mileage 07/26/24	2380 Accounts Payable	16.75
				Reimb Mileage 07/26/24	5260.6 OPERATING EXPENSES:Vehicle Expense:Employee Mileage Reimbursement	16.75
07/29/2024	Bill	RefundPmt260973411	Idaho STEM Action Center	Refund Erroneous Grant Payment Ref 260973411	2380 Accounts Payable	6,500.00
				Refund Erroneous Grant Payment Ref 260973411	1500 Deposits/Prepaid expenses	6,500.00
07/29/2024	Bill	IH897	City Of Boise Library	TVLA Courier FY24 QTR 3 April - June 2024	2380 Accounts Payable	12,538.00
				TVLA Courier FY24 QTR 3 April - June 2024	5212.C OPERATING EXPENSES:Consortium:Consortium-Courier	12,538.00
07/29/2024	Bill	505818898	MIDWEST TAPE	Blu Rays	2380 Accounts Payable	196.74
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	16.80
				Blu Rays	5149 COLLECTIONS:Media	89.97
				Blu Rays	5149 COLLECTIONS:Media	89.97
07/29/2024	Bill	505818896	MIDWEST TAPE	Blu Rays/DVDs	2380 Accounts Payable	1,758.70
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	48.75
				Blu Rays/DVDs	5149 COLLECTIONS:Media	618.47
				Blu Rays/DVDs	5149 COLLECTIONS:Media	278.11

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Blu Rays/DVDs	5149 COLLECTIONS:Media	813.37
07/30/2024	Bill	02945DA24224214	OVERDRIVE, INC	Audiobooks/E-book	2380 Accounts Payable	287.68
				Audiobooks/E-book	5122 COLLECTIONS:eContent	287.68
07/30/2024	Bill	02945DA24224215	OVERDRIVE, INC	Audiobooks/E-books	2380 Accounts Payable	1,082.97
				Audiobooks/E-books	5122 COLLECTIONS:eContent	1,082.97
07/30/2024	Bill	28578	TRI-STATE ELECTRIC, INC.	July 2024 Maintenance	2380 Accounts Payable	800.00
				July 2024 Maintenance	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	800.00
07/30/2024	Bill	470116	Playaway Products LLC	Print Books	2380 Accounts Payable	56.99
				Print Books	5130 COLLECTIONS:Children's books	56.99
07/30/2024	Bill	249527	RAINBOW BOOK COMPANY	MLD Kids Books	2380 Accounts Payable	146.57
				MLD Kids Books	5130 COLLECTIONS:Children's books	47.90
				MLD Kids Books	5130 COLLECTIONS:Children's books	47.90
				MLD Kids Books	5130 COLLECTIONS:Children's books	47.90
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	2.87
07/30/2024	Bill	64356843	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	230.81
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	230.81
07/30/2024	Bill	64356842	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	2,834.29
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	978.23
				Print Books	5135 COLLECTIONS:Young Adult books	33.01
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
				Print Books	5130 COLLECTIONS:Children's books	30.21
				Print Books	5115 COLLECTIONS:Adult Print Books	499.04
				Print Books	5115 COLLECTIONS:Adult Print Books	308.65

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July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	959.77
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
07/30/2024	Bill	67732815	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	492.17
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	67.89
				Print Books	5115 COLLECTIONS:Adult Print Books	360.49
				Print Books	5135 COLLECTIONS:Young Adult books	60.79
07/30/2024	Bill	64356826	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,518.84
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	1,357.19
				Print Books	5115 COLLECTIONS:Adult Print Books	158.65
07/30/2024	Bill	67732816	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	59.12
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	59.12
07/30/2024	Bill	64356827	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	114.14
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	114.14
07/31/2024	Bill	410811	Kanopy Inc.	Kanopy Play Credits	2380 Accounts Payable	398.00
				Kanopy Play Credits	5122 COLLECTIONS:eContent	398.00
07/31/2024	Bill	0027258	All Pro Linen	Towel/Mat Laundering 07/31/2024	2380 Accounts Payable	48.25
				Towel/Mat Laundering 07/31/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	48.25
07/31/2024	Bill	007064	Lyngsoe Systems In.	35% Payment on Shipment for Pinnacle Branch Sorter	2380 Accounts Payable	59,381.35
				35% Payment on Shipment for Pinnacle Branch Sorter	9289 Pinnacle fka South Branch Project Costs	59,381.35
07/31/2024	Bill	0027257	All Pro Linen	Towel/Mat Laundering 07/31/2024	2380 Accounts Payable	57.75
				Towel/Mat Laundering 07/31/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.75

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July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
07/31/2024	Bill	64357091	INGRAM LIBRARY SERVICES, INC	Books for the Chamber of Commerce	2380 Accounts Payable	91.08
				Books for the Chamber of Commerce	5115 COLLECTIONS:Adult Print Books	91.08
07/31/2024	Bill	INV-130723	Ednetics	Qty 2 48GEW 740W PoE Switch S/N Q3LU-K55H-KEY9 Q3LU-GSLU-DFZP	2380 Accounts Payable	4,287.80
				Qty 2 48GEW 740W PoE Switch S/N Q3LU-K55H-KEY9 Q3LU-GSLU-DFZP	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	4,287.80
07/31/2024	Bill	64356986	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	123.95
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	123.95
07/31/2024	Bill	64356985	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	915.23
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	117.94
				Print Books	5135 COLLECTIONS:Young Adult books	100.75
				Print Books	5130 COLLECTIONS:Children's books	10.63
				Print Books	5115 COLLECTIONS:Adult Print Books	321.28
				Print Books	5115 COLLECTIONS:Adult Print Books	129.50
				Print Books	5130 COLLECTIONS:Children's books	154.88
				Print Books	5135 COLLECTIONS:Young Adult books	77.25
07/31/2024	Bill	64356991	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	214.76
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	8.39
				Print Books	5130 COLLECTIONS:Children's books	8.39
				Print Books	5130 COLLECTIONS:Children's books	95.84
				Print Books	5115 COLLECTIONS:Adult Print Books	99.14
07/31/2024	Bill	64356992	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	27.50

Meridian Library District

Bill Listing

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	27.50
07/31/2024	Bill	32146	TRI-STATE ELECTRIC, INC.	Power Outage Trouble Shooting - Utility Pole Fuse	2380 Accounts Payable	425.00
				Power Outage Trouble Shooting - Utility Pole Fuse	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	425.00
07/31/2024	Bill	JULYINTLIB	NAMPA PUBLIC LIBRARY	July 2024 Inter Library	2380 Accounts Payable	88.96
				July 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-88.96
07/31/2024	Bill	JULY2024MLD	BOISE PUBLIC LIBRARY	July 2024 Inter Library	2380 Accounts Payable	150.46
				July 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-150.46
07/31/2024	Bill	JULYINTLIB	CALDWELL PUBLIC LIBRARY	July 2024 Inter Library	2380 Accounts Payable	133.12
				July 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-133.12
07/31/2024	Bill	JULY2024INTLIB	MOUNTAIN HOME PUBLIC LIBRARY	July 2024 Inter Library	2380 Accounts Payable	23.00
				July 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-23.00
07/31/2024	Bill	JULY2024INTLIB	GARDEN CITY LIBRARY	July 2024 Inter Library	2380 Accounts Payable	22.99
				July 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-22.99
07/31/2024	Bill	JULY2024INTLIB	EAGLE PUBLIC LIBRARY	July 2024 Inter Library	2380 Accounts Payable	192.95
				July 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-192.95
07/31/2024	Bill	JULY2024INTLIB	ADA COMMUNITY LIBRARY	July 2024 Inter Library	2380 Accounts Payable	101.97
				July 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-101.97
07/31/2024	Bill	JULY2024INTLIB	TWIN FALLS PUBLIC LIBRARY	July 2024 InterLibrary	2380 Accounts Payable	30.00
				July 2024 InterLibrary	4200 Non-tax Revenue:Fines and fees	-30.00

Meridian Library District

Bill Payment List

July 2024

DATE	NUM	VENDOR	AMOUNT
1072 Bill.com Money Out Clearing			
07/05/2024		Cortnie E	-183.92
07/05/2024		INGRAM LIBRARY SERVICES, INC	-6,765.94
07/08/2024		INGRAM LIBRARY SERVICES, INC	-2,292.12
07/09/2024		INGRAM LIBRARY SERVICES, INC	-3,097.35
07/11/2024		INGRAM LIBRARY SERVICES, INC	-329.34
07/05/2024		Tracy Peterson	-150.00
07/05/2024		YIG Administration	-525.00
07/05/2024		OVERDRIVE, INC	-12,648.69
07/05/2024		MIDWEST TAPE	-334.48
07/09/2024		MIDWEST TAPE	-1,994.99
07/05/2024		Bethany Lee	-12.95
07/05/2024		Patricia Latham Ball dba Management Northwest	-14,656.00
07/05/2024		Arline Finger	-12.49
07/05/2024		Dex Imaging, LLC	-263.52
07/05/2024		Employee Benefits Corporation	-89.18
07/05/2024		Hawley Troxell Ennis and Hawley LLP	-20,251.00
07/10/2024		MIDWEST TAPE	-260.94
07/09/2024		SENSKE SERVICES, INC.	-94.50
07/09/2024		Playaway Products LLC	-10,377.14
07/09/2024		WT.COX Subscriptions	-1,832.94
07/12/2024		INGRAM LIBRARY SERVICES, INC	-235.50
07/15/2024		INGRAM LIBRARY SERVICES, INC	-329.89
07/16/2024		INGRAM LIBRARY SERVICES, INC	-3,353.98
07/17/2024		INGRAM LIBRARY SERVICES, INC	-4,753.65
07/09/2024		Diamond Lawns, LLC	-2,195.00
07/09/2024		FISHER'S TECHNOLOGY	-976.63
07/09/2024		OVERDRIVE, INC	-1,714.36
07/09/2024		TREASURE VALLEY COFFEE INC	-270.25
07/09/2024		RAINBOW BOOK COMPANY	-21,158.21
07/09/2024		IDAHO BUSINESS REVIEW	-169.00
07/09/2024		INGRAM LIBRARY SERVICES, INC	-1,124.93
07/09/2024		All Pro Linen	-56.75
07/09/2024		DONE RITE TREE CO, INC	-400.00
07/09/2024		APPLE INC	-388.00
07/09/2024		BAYSCAN TECHNOLOGIES	-412.27
07/09/2024		Natalia G	-6.70
07/09/2024		Robert York dba MyTreasureValleyHandyman.com LLC	-2,925.00
07/09/2024		OETC	-300.00
07/09/2024		All Pro Linen	-56.75
07/09/2024		Dry Lake Construction, LLC	-500.00
07/09/2024		Rogue Graphics	-258.80
07/09/2024		Kanopy Inc.	-512.00
07/09/2024		EMMETT LIBRARY	-45.00
07/09/2024		WESTERN RECORDS DESTRUCTION, INC	-55.00

Meridian Library District

Bill Payment List

July 2024

DATE	NUM	VENDOR	AMOUNT
07/09/2024		EAGLE PUBLIC LIBRARY	-67.98
07/09/2024		UNIQUE MANAGEMENT SERVICES, INC	-462.95
07/09/2024		DEMCO	-1,372.50
07/09/2024		Ednetics	-631.56
07/09/2024		PEAK ALARM CO, INC	-143.88
07/09/2024		Lyngsoe Systems In.	-10,278.00
07/09/2024		Kuna Library District	-23.99
07/09/2024		GARDEN CITY LIBRARY	-58.35
07/09/2024		ADA COMMUNITY LIBRARY	-63.95
07/09/2024		NAMPA PUBLIC LIBRARY	-86.93
07/09/2024		BOISE PUBLIC LIBRARY	-161.43
07/10/2024		TREASURE VALLEY COFFEE INC	-76.00
07/10/2024		RM MECHANICAL, INC	-2,521.00
07/11/2024		Access Integration, Inc.	-413.74
07/15/2024		MIDWEST TAPE	-1,504.85
07/22/2024		WESTERN RECORDS DESTRUCTION, INC	-55.00
07/23/2024		TREASURE VALLEY COFFEE INC	-169.95
07/11/2024		SUNDANCE INVESTMENTS, LLP	-9,895.52
07/25/2024		High Desert Development Linder Village, LLC	-17,916.67
07/29/2024		Prime, Inc	-3,444.00
07/09/2024		SHR Franchising, LLC dba JAN-PRO of Idaho	-10,750.00
07/19/2024		Playaway Products LLC	-1,709.67
07/19/2024		OVERDRIVE, INC	-13,030.61
07/22/2024		MIDWEST TAPE	-3,010.07
07/19/2024		INGRAM LIBRARY SERVICES, INC	-2,528.73
07/22/2024		INGRAM LIBRARY SERVICES, INC	-1,339.52
07/23/2024		INGRAM LIBRARY SERVICES, INC	-1,143.25
07/24/2024		INGRAM LIBRARY SERVICES, INC	-805.96
07/29/2024		INGRAM LIBRARY SERVICES, INC	-4,220.32
07/30/2024		INGRAM LIBRARY SERVICES, INC	-1,213.15
07/31/2024		INGRAM LIBRARY SERVICES, INC	-5,710.18
07/22/2024		FATBEAM, LLC	-1,900.00
07/19/2024		Dex Imaging, LLC	-578.45
07/19/2024		All Pro Linen	-57.75
07/19/2024		All Pro Linen	-57.75
07/19/2024		MERIDIAN LIBRARY FOUNDATION	-560.00
07/19/2024		Funds for Learning, LLC	-2,500.00
07/19/2024		OCLC, Inc.	-17,129.63
07/19/2024		Patricia Latham Ball dba Management Northwest	-105.00
07/19/2024		All Pro Linen	-56.75
07/19/2024		All Pro Linen	-57.75
07/19/2024		TREASURE VALLEY COFFEE INC	-44.95
07/19/2024		Tracy Peterson	-75.00
07/19/2024		WT.COX Subscriptions	-938.28
07/19/2024		Air Filter Superstore	-29.36

Meridian Library District

Bill Payment List

July 2024

DATE	NUM	VENDOR	AMOUNT
07/19/2024		MIDWEST TAPE	-180.96
07/19/2024		DEMCO	-1,470.26
07/22/2024		CENTER POINT LARGE PRINT	-93.48
07/22/2024		Access Integration, Inc.	-120.00
07/22/2024		UNIQUE MANAGEMENT SERVICES, INC	-354.60
07/23/2024		TREASURE VALLEY COFFEE INC	-44.95
07/23/2024		MIDWEST TAPE	-121.97
07/23/2024		Hawley Troxell Ennis and Hawley LLP	-4,410.50
07/30/2024		RAINBOW BOOK COMPANY	-299.27
07/31/2024		Playaway Products LLC	-170.97
07/19/2024		Amanda Helsley	-75.00
07/09/2024		SHR Franchising, LLC dba JAN-PRO of Idaho	-9,750.00
07/23/2024		OVERDRIVE, INC	-1,527.30
07/23/2024		Tracy Peterson	-75.00
07/26/2024		SHR Franchising, LLC dba JAN-PRO of Idaho	-1,200.00
07/26/2024		FISHER'S TECHNOLOGY	-367.58
07/26/2024		Megan Robinson	-160.99
07/26/2024		Rachel Diane Ward	-2.89
07/26/2024		Benjamin Turnbough	-34.77
07/26/2024		Landon Brown	-10.63
07/26/2024		Justin Frost	-15.00
07/26/2024		THE PEREGRINE FUND, INC	-500.00
07/26/2024		OVERDRIVE, INC	-84.99
07/26/2024		Gregory Kunz	-200.00
07/31/2024		Ednetics	-633.58
Total for 1072 Bill.com Money Out Clearing			\$ -259,175.23

Meridian Library District

Credit Card Detail

July 2024

DATE	NUM	SPLIT	AMOUNT	NAME
2700 Divvy Credit Cards Payable				
07/01/2024	4A61CDF6DA49C2E6D71F6	5234.1 OPERATING EXPENSES:Professional Development:Conferences	16.61	TACO CENTRO
07/01/2024	0F9D81C0BB034497856BB	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	30.03	AMAZON
07/01/2024	78FC6358087B373016A3A	5234.1 OPERATING EXPENSES:Professional Development:Conferences	31.97	CRACK TACO
07/01/2024	3F857C8F233C33E932904	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	35.00	GSUITE_MLD.ORG
07/01/2024	C139F2248D8BC6DF44E7E	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	917.92	AMAZON
07/01/2024	8481E3DE49818401BFFE8	5228 OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous	147.90	OPENAI
07/01/2024	D765B9DEE673544CA6D9E	5234.1 OPERATING EXPENSES:Professional Development:Conferences	18.95	LYFT
07/01/2024	CF21FE7DF5A785879F3CA	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	155.82	LUCKY PERK COFFEE
07/01/2024	C0F5A3334D12207D79D50	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	60.95	AMAZON
07/01/2024	70F2736E90443EEE780A8	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	10.46	ALBERTSONS
07/01/2024	25066E796B0203808B855	5234.1 OPERATING EXPENSES:Professional Development:Conferences	15.62	THE RADY SHELL AT JACOBS
07/01/2024	C39A777045A25685A428B	5234.1 OPERATING EXPENSES:Professional Development:Conferences	19.64	SAN DIEGO CONVENTION
07/01/2024	5393A586DD3AAD5152B8E	5234.1 OPERATING EXPENSES:Professional Development:Conferences	16.15	OLALA CREPES
07/01/2024	72565A9684B9B8D78D8A1	5234.1 OPERATING EXPENSES:Professional Development:Conferences	8.04	STARBUCKS
07/01/2024	D0AC094470008ABE1CDD7	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	36.98	AMAZON
07/02/2024	093E862E4921483D2FC04	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	11.95	AMAZON
07/02/2024	45D733B37F48C593B9E22	5234.1 OPERATING EXPENSES:Professional Development:Conferences	1,316.33	PENDRY SAN DIEGO HOT
07/02/2024	B676D666D90A6B410C5E2	5234.1 OPERATING EXPENSES:Professional Development:Conferences	16.61	TACO CENTRO
07/02/2024	7D545E1E745C3EE4B3E65	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	309.08	AMAZON
07/02/2024	1359C63943696E742645C	5246 OPERATING EXPENSES:Supplies:Supplies - office	54.58	AMAZON
07/02/2024	920428DBCDA8826EB6226	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	14.26	GOOGLE SERVICES
07/02/2024	BDA51733CD67EC59C91AD	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	40.66	AMAZON

Meridian Library District

Credit Card Detail

July 2024

DATE	NUM	SPLIT	AMOUNT	NAME
07/02/2024	212B6FAB3171949BF00EE	5234.1 OPERATING EXPENSES:Professional Development:Conferences	22.77	LYFT
07/02/2024	A0A1F6602DD9913E37AD1	5234.1 OPERATING EXPENSES:Professional Development:Conferences	14.01	SAN DIEGO CONVENTION
07/02/2024	23E2A3366721F0392B180	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	54.07	AMAZON
07/02/2024	D74AEB59B9FE96ED0DE31	5234.1 OPERATING EXPENSES:Professional Development:Conferences	35.00	ALASKA AIRLINES
07/02/2024	A7834052F4BFDF7FDD0B0	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	25.48	AMAZON
07/02/2024	67D7989076D69F547DC08	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	9.88	AMAZON
07/03/2024	2411A32E230445177CA4B	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	78.06	WALMART
07/03/2024	9E124B7380580C98780C4	5234.1 OPERATING EXPENSES:Professional Development:Conferences	26.22	TACO CENTRO
07/03/2024	9E5B04FA2448DB7F40B37	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	21.08	WALMART
07/03/2024	4B0684F8B2CADAA46C812	5234.1 OPERATING EXPENSES:Professional Development:Conferences	20.02	LYFT
07/03/2024	9CF215433B38B8CE2106E	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	5.99	AMAZON
07/03/2024	EE125034F00E6392EA982	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	56.14	HOUSTON'S HOT CHICKE
07/03/2024	104B5EADD93C10DECC97F	5240 OPERATING EXPENSES:Supplies:Supplies - general	24.99	AMAZON
07/03/2024	3FDF91B12142767A585D3	5234.1 OPERATING EXPENSES:Professional Development:Conferences	2,089.38	MARGARITAVILLE
07/03/2024	9F8A757D6E0B7564CE214	5234.1 OPERATING EXPENSES:Professional Development:Conferences	25.60	SEA BAD EGG
07/03/2024	AEEA7CC5693CF8DE2499A	5234.1 OPERATING EXPENSES:Professional Development:Conferences	3.99	7-ELEVEN
07/03/2024	2BFA1E31FC79BA07A15FD	5234.1 OPERATING EXPENSES:Professional Development:Conferences	35.00	ALASKA AIRLINES
07/03/2024	C65FA9BB2EC17DAB29619	5234.1 OPERATING EXPENSES:Professional Development:Conferences	16.15	OLALA CREPES
07/03/2024	99A6B07B91AFA82FF5354	5234.1 OPERATING EXPENSES:Professional Development:Conferences	22.63	LYFT
07/04/2024	F45714FBA9D4CCBFC5063	5211 OPERATING EXPENSES:Supplies:Copy/Print	34.99	AMAZON
07/04/2024	DFD0B199B89C7A3C29B8D	5234.1 OPERATING EXPENSES:Professional Development:Conferences	8.62	MARRIOTT HOTEL
07/04/2024	A8A19005B5BC673E4ECB6	5211 OPERATING EXPENSES:Supplies:Copy/Print	70.46	AMAZON
07/04/2024	24443AF853E117539E0B2	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	0.90	PAYPAL PAYFLOW
07/05/2024	D9E238A8B138C30FFD984	5237 OPERATING EXPENSES:Professional	49.49	CHECKR.COM

Meridian Library District

Credit Card Detail

July 2024

DATE	NUM	SPLIT	AMOUNT	NAME
		Services:Recruiting/Background Checks		
07/06/2024	B508BEAB700E7242FBD75	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	24.66	AMAZON
07/06/2024	BEE6BB8713C89BF2CFAA8	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	14.58	DOLLAR TREE
07/07/2024	FB38EB464ADECB6A4F815	5228.S OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous:Miscellaneous- Supported	182.99	THE FLOWER PLACE
07/08/2024	9EA466E1F531F6DBFEEDA	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	20.99	AMAZON
07/08/2024	B51C2FDF66C57561044D1	5246 OPERATING EXPENSES:Supplies:Supplies - office	851.04	AMAZON
07/08/2024	D6827F40DA28FEC08BD80	5211 OPERATING EXPENSES:Supplies:Copy/Print	154.65	MATTERHACKERS INC
07/08/2024	BB52D1ABEA8164A60B754	5246 OPERATING EXPENSES:Supplies:Supplies - office	10.20	AMAZON
07/08/2024	6923F8CA91CCD5466ECA4	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	80.02	VERIZON
07/08/2024	F32496002A5CA95AB05E9	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	32.27	AMAZON
07/09/2024	B49B3A63FBBDEE4DC0308	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	29.98	AMAZON
07/09/2024	5405751D1AF761A333980	5211 OPERATING EXPENSES:Supplies:Copy/Print	-8.76	MATTERHACKERS INC
07/09/2024	494BB391A980FB81EA11C	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	30.00	ADOBE
07/10/2024	8760F368E7373D116D994	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	63.00	VOLGISTICS.COM
07/10/2024	93D2325530183288473E5	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	122.72	AMAZON
07/10/2024	1C86DF4A9D1C597984777	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	164.62	AMAZON
07/10/2024	9466FC1BE5322FAEA6B9E	5232 OPERATING EXPENSES:Miscellaneous Operating:Postage	174.08	US POSTAL SERVICE
07/10/2024	A1AAB43C58A39F82A49B9	5234.1 OPERATING EXPENSES:Professional Development:Conferences	250.00	IDAHO NONPROFIT CENTER IN
07/10/2024	EE41FF75F8E188AA7E9ED	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	935.90	AMAZON
07/10/2024	7119A4D761325B37AEF54	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	373.08	VERIZON
07/10/2024	5568D642AD198422B8ADF	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	29.12	AMAZON
07/11/2024	59F16DBEF8E2B404201E7	5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van Honda Odyssey	18.99	AMAZON
07/11/2024	D9CC7343CB226571D1F52	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	194.59	AMAZON
07/11/2024	6BD13ADA2E6A6262E3E3E	2355 Dental Payable	1,199.90	WILLAMETTE DENTAL

Meridian Library District

Credit Card Detail

July 2024

DATE	NUM	SPLIT	AMOUNT	NAME
07/11/2024	684FD92366E915FA733F9	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	25.88	COSTCO
07/11/2024	50272A1644B50168085D5	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	99.13	MARKET STREET
07/11/2024	BAB93A2A8E8843CB16576	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	117.00	COSTCO
07/11/2024	D1BCBEB0FE06398FC4F5C	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	-12.44	COSTCO
07/11/2024	9BAD4434E1A4085EA3A29	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	14.36	AMAZON
07/11/2024	B767802CE44B76EF66840	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	55.83	ZMCI PARTY SUPPLY
07/11/2024	D0E1E8ED91BF4484B12F9	5211 OPERATING EXPENSES:Supplies:Copy/Print	322.21	MATTERHACKERS INC
07/11/2024	41269B239E5B7D3C00A72	5240 OPERATING EXPENSES:Supplies:Supplies - general	39.98	COSTCO
07/12/2024	5EE609A0375E09650D396	5130S COLLECTIONS:Children's books:Children's books - Supported	413.92	SCHOLASTIC
07/12/2024	F9783926D620D984C17B5	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	39.94	AMAZON
07/12/2024	0C7F011323D7941561876	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	2.50	DOLLAR TREE
07/12/2024	7FBD450AF180041141DDA	5240 OPERATING EXPENSES:Supplies:Supplies - general	32.73	DEMCO INC
07/12/2024	F876D93802CD54B6C70E0	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	116.19	AMAZON
07/12/2024	17C1A220529C503AB56DB	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	2,917.60	AMAZON
07/12/2024	336117F8C2F817A9742E9	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported	-22.99	AMAZON
07/12/2024	366843D0F7BF19BB4EA6F	5240 OPERATING EXPENSES:Supplies:Supplies - general	26.79	AMAZON
07/12/2024	A99C845FD771384174314	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	233.52	AMAZON
07/12/2024	CB9D75D54FC78D62678CA	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	3.32	AMAZON
07/12/2024	647D7F7071E88A7511686	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	88.59	AMAZON
07/12/2024	61FBC73DCBA0A544DF557	5232 OPERATING EXPENSES:Miscellaneous Operating:Postage	29.54	US POSTAL SERVICE
07/12/2024	C70195AA4D92D35BA8452	5211 OPERATING EXPENSES:Supplies:Copy/Print	21.59	AMAZON
07/12/2024	B4DB107BB3AB9096595C7	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	661.79	AMAZON
07/13/2024	A2D82636A72ED6DD952F5	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	7.16	ALBERTSONS

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DATE	NUM	SPLIT	AMOUNT	NAME
07/15/2024	5753A953999E920695ED4	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	132.47	AMAZON
07/16/2024	4D1184495A4B24C2715B5	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	92.09	FRED MEYER
07/16/2024	9E3BF7F9C03A2BABEF23E	5232 OPERATING EXPENSES:Miscellaneous Operating:Postage	125.00	US POSTAL SERVICE
07/16/2024	3EBF70619934C9BA89D36	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	19.50	AMAZON
07/16/2024	F94B678EB863A666CBAE9	5246 OPERATING EXPENSES:Supplies:Supplies - office	32.50	U-HAUL
07/16/2024	44516C75087AC4B8650A8	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	133.05	AMAZON
07/16/2024	5F4359FEE4F2843911764	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	22.63	WALMART
07/17/2024	205F1239DF322E313B913	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	38.97	COSTCO
07/17/2024	AF9FD34C60241F973FF1B	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	31.67	AMAZON
07/17/2024	3FF8C8A14F5EE620FF87F	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	470.00	AMAZON
07/17/2024	A605F2D093FC81693A836	5211 OPERATING EXPENSES:Supplies:Copy/Print	68.43	AMAZON
07/17/2024	70F850237F51FFB18B134	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	67.74	MARKET STREET
07/17/2024	7568A4DCDA0CD60430199	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	164.88	WALMART
07/17/2024	18B18BFB765A3C560550B	5240 OPERATING EXPENSES:Supplies:Supplies - general	9.00	WALMART
07/17/2024	563F31057B3A5D210D8F8	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	49.98	COSTCO
07/18/2024	434DB85AA328B26B0058E	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	29.90	ALBERTSONS
07/18/2024	204CAD4ADB07BDB0D7DDE	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	17.98	AMAZON
07/18/2024	6F3271E24A95D85B888FE	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	168.99	AMAZON
07/18/2024	C5DFF3EFC3D6417FD3AB0	5236.VO OPERATING EXPENSES:Program Expense:Programs -Volunteers	23.98	AMAZON
07/19/2024	956EFB1FE3DBA3BC1A9DF	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	527.29	INTERNATIONAL MINUTE PRES
07/19/2024	EFE50643D5D1E5F136A85	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	8.22	WALMART
07/19/2024	E2E565643EE8305619A97	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	921.51	SILVERSTONE AMENITY CENTER
07/19/2024	2F45D0E28465DC65E6AE2	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	30.10	T-MOBILE
07/19/2024	834999D780F3089B8E2A2	5236.FA OPERATING EXPENSES:Program	202.64	FRED MEYER

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07/20/2024	BC93047224F2176067E25	Expense:Programs -Family All Ages 5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	47.53	Full Spectrum Laser
07/20/2024	02A9368FE5A005441C204	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	225.10	COSTCO
07/20/2024	FB466365427A155BC0B92	5232.S OPERATING EXPENSES:Miscellaneous Operating:Postage:Postage - Supported	148.55	US POSTAL SERVICE
07/20/2024	1F706993004AC8BC991BC	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	48.40	AMAZON
07/20/2024	2BF730EC20289B09659F3	5234.1 OPERATING EXPENSES:Professional Development:Conferences	200.00	ASSOCIATED TAXPAYERS
07/20/2024	475ED6449D5D87859BC4F	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	12.99	COSTCO
07/20/2024	484623F355582883685A7	5211 OPERATING EXPENSES:Supplies:Copy/Print	49.99	AMAZON
07/20/2024	B85ED96EC31FAE648A274	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	2,332.80	SOUNDTRACK YOUR BRAND
07/20/2024	A145FB0598288DD0D6342	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	8.98	AMAZON
07/20/2024	78031B5175678B7571506	5246 OPERATING EXPENSES:Supplies:Supplies - office	38.63	AMAZON
07/20/2024	975B089834BC88B2C0691	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	7.88	AMAZON
07/20/2024	87B2F2B0A66D0DF0E8A25	5234.1 OPERATING EXPENSES:Professional Development:Conferences	450.00	ASSOCIATED TAXPAYERS
07/21/2024	A3DD343140F102B21F78F	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	9.98	AMAZON
07/21/2024	0B1E8D9A5B9C01EEE38C1	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	62.94	ZURCHERS
07/22/2024	530F79FBC4AC74E325A51	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	23.98	AMAZON
07/22/2024	60F75D53464D919FC0D7B	5211 OPERATING EXPENSES:Supplies:Copy/Print	159.98	AMAZON
07/22/2024	84AB4121A1ED028300DFE	5246 OPERATING EXPENSES:Supplies:Supplies - office	36.00	CANVA
07/22/2024	AFDB5093F2FCA26C4A138	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	139.96	AMAZON
07/22/2024	928A06E0736562B9F3401	5246 OPERATING EXPENSES:Supplies:Supplies - office	15.94	AMAZON
07/23/2024	093CD329FBB78BA44F66A	5228.S OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous:Miscellaneous- Supported	44.99	AMAZON
07/23/2024	4485578AB74AD1FEE99E7	5211 OPERATING EXPENSES:Supplies:Copy/Print	121.34	AMAZON
07/23/2024	92A9D6186D4F23DE822C0	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	100.33	AMAZON
07/23/2024	CAC58FB5FACF3465B6789	6224.4 OPERATING EXPENSES:Facility	157.44	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
07/23/2024	8836369D6EC3108C1325F	Expense:Bldg-Supplies 5211 OPERATING	70.85	MATTERHACKERS INC
07/23/2024	2CDA636F5A03A617BAE7D	EXPENSES:Supplies:Copy/Print 6224.4 OPERATING EXPENSES:Facility	293.94	AMAZON
07/23/2024	9E5C15DCEC9EF52341B72	Expense:Bldg-Supplies 5240 OPERATING	67.99	AMAZON
07/23/2024	77654DC9A1661B5A61A12	EXPENSES:Supplies:Supplies - general 5236.VO OPERATING EXPENSES:Program	66.47	AMAZON
07/23/2024	75D1EB17F13B460F8517B	Expense:Programs -Volunteers 5232 OPERATING EXPENSES:Miscellaneous	14.60	US POSTAL SERVICE
07/23/2024	8F8AF64E09A1E76B9CBA9	Operating:Postage 5211 OPERATING	13.55	US POSTAL SERVICE
07/23/2024	E81487CF03A1DBC0B5A6B	EXPENSES:Supplies:Copy/Print 5246 OPERATING	15.95	AMAZON
07/23/2024	4A2DAFAC70A0E16A64760	EXPENSES:Supplies:Supplies - office 5246 OPERATING	97.95	MERIDIAN TROPHY
07/24/2024	6FE3DFD0A39856D7855E9	EXPENSES:Supplies:Supplies - office 6224.1 OPERATING EXPENSES:Facility	168.62	AMAZON
07/24/2024	BB2E0C9BB4AFC58445170	Expense:Bldg-Maintenance 5234.1 OPERATING EXPENSES:Professional	17.85	EB TECH TALKS
07/24/2024	5CEBE13DB743B25415E0F	Development:Conferences 5236.AD OPERATING EXPENSES:Program	4.70	JOANN
07/24/2024	583E895B707F7B4EEC3B0	Expense:Programs - Adult 6224.2 OPERATING EXPENSES:Facility	20.84	AMAZON
07/24/2024	83AA5EB4902D2246D04C4	Expense:Bldg-Repairs 5236.FA OPERATING EXPENSES:Program	31.83	AMAZON
07/24/2024	1361785F2BFCDDA9137F1	Expense:Programs -Family All Ages 6224.4 OPERATING EXPENSES:Facility	88.70	AMAZON
07/24/2024	A5E7CBA92AE9BA3EF289F	Expense:Bldg-Supplies 5211 OPERATING	98.97	MATTERHACKERS INC
07/24/2024	277B20CF7CD9045040DDC	EXPENSES:Supplies:Copy/Print 5236.SA OPERATING EXPENSES:Program	71.32	WALMART
07/25/2024	18BA6D17D5106FD0DD26C	Expense:Programs -School Age 6-12 6224.4 OPERATING EXPENSES:Facility	79.00	EXPERIA INC
07/25/2024	FD28CC7AF3A70CA5B66E7	Expense:Bldg-Supplies 5220.1 OPERATING EXPENSES:Information	284.00	JAMF SOFTWARE
07/25/2024	87E55FF8359693F90D0F2	Technology:IT Infra -Software/Licensing 5240 OPERATING	16.29	AMAZON
07/25/2024	1046BB839E09DA21D0A9B	EXPENSES:Supplies:Supplies - general 5236.SA OPERATING EXPENSES:Program	49.90	AMAZON
07/25/2024	3709F362702FCA906F6D4	Expense:Programs -School Age 6-12 6224.4 OPERATING EXPENSES:Facility	39.94	AMAZON
07/25/2024	E1229846CC9B49D2A1C41	Expense:Bldg-Supplies 5236.FA OPERATING EXPENSES:Program	34.90	AMAZON
07/25/2024	22C5AB44C145F2B47F0B4	Expense:Programs -Family All Ages 5236.EL OPERATING EXPENSES:Program	8.67	WALMART
		Expense:Programs - Early Learning 0-5		

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DATE	NUM	SPLIT	AMOUNT	NAME
07/25/2024	3CCD3A51E780B3F66130C	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	47.98	AMAZON
07/25/2024	D32DFA6F25E3D7BFA4C38	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	112.75	PIZZATWISTLINDERRD
07/25/2024	ACB3B00877F0D1DC43566	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	109.00	AMAZON
07/26/2024	3B48DBD4C0803EEF6CA2E	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	122.11	ROUTIFIC.COM
07/26/2024	5214EA4CC04A298E2E6EC	5211 OPERATING EXPENSES:Supplies:Copy/Print	162.30	FORMLABS
07/26/2024	5E00406A2B04EAC223155	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	40.91	MARKET STREET
07/26/2024	C1DA7EDA38F98FBAD92B9	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	548.55	TE FACILITRON
07/26/2024	D0F373A0E244C8F69DA97	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	184.74	AMAZON
07/26/2024	A7EB7521CD3E95AA8932A	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	45.53	AMAZON
07/26/2024	69C003F3E7F712EFA8002	5211 OPERATING EXPENSES:Supplies:Copy/Print	124.92	MATTERHACKERS INC
07/26/2024	F0070176B09D49E94330F	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	11.16	COSTCO
07/26/2024	792D867F50778F2127F0C	5240 OPERATING EXPENSES:Supplies:Supplies - general	263.20	LOUIES PIZZA AND ITALIAN
07/26/2024	974E733A45AE8584C62BC	5246 OPERATING EXPENSES:Supplies:Supplies - office	48.00	CANVA
07/26/2024	B6911A2328DCBDD18AE6C	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	24.15	LUCKY PERK COFFEE
07/27/2024	F6AC0990DD38A26D84B3A	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	24.58	AMAZON
07/27/2024	7624A03089885C7174264	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported	45.63	WALMART
07/27/2024	0F982A2FA974895FEA73E	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	50.81	HOBBY LOBBY
07/27/2024	62EA803835DDC06D91D2B	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	1,726.68	AMAZON
07/27/2024	F3F578F4205157BAC1E07	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	12.99	AMAZON
07/27/2024	BBCDE727A19673B9389EF	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	-390.00	TE MERIDIAN PARKS & RECR
07/27/2024	E3A5922C357C85ADCB07A	5211 OPERATING EXPENSES:Supplies:Copy/Print	140.92	AMAZON
07/27/2024	5E8FADA098598D19BD470	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	10.00	RAVE LAUNDRY
07/27/2024	C9C2881E0ABC8FBB2A12D	5246 OPERATING EXPENSES:Supplies:Supplies - office	14.99	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
07/27/2024	900769892068946121788	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	418.32	AMAZON
07/27/2024	07397F48772BDB13801D0	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	333.50	AMAZON
07/28/2024	E2F7744C7B69E8AB9CC3B	5246 OPERATING EXPENSES:Supplies:Supplies - office	39.13	AMAZON
07/28/2024	6D3A2855DBE5DEA9EFCC5	5240 OPERATING EXPENSES:Supplies:Supplies - general	101.91	AMAZON
07/28/2024	80E2A915DC53F6C21D87D	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	213.30	ACORN SELF STORAGE
07/29/2024	1D8F8CD40F8DF18F68DA0	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	21.99	AMAZON
07/29/2024	DD99D2DB4AF97E5BA576F	5240 OPERATING EXPENSES:Supplies:Supplies - general	44.84	AMAZON
07/29/2024	F6FD284B1AE603853B887	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	26.75	AMAZON
07/29/2024	BC71A794F19A39D008655	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	4.65	AMAZON
07/29/2024	A75B48E87CC5A75333E0E	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	1,200.00	DNSFILTER.COM
07/29/2024	FA75CDEC809E16C90F94D	5246 OPERATING EXPENSES:Supplies:Supplies - office	116.62	AMAZON
07/29/2024	EAF06CBDACFA28B5B8FBC	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	29.46	AMAZON
07/29/2024	924C1467291FC36192207	5234.6 OPERATING EXPENSES:Professional Development:Webinar/Ecourses	79.00	AMERICAN LIBRARY ASSOC
07/30/2024	0843B11E81AD13BD335B6	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	10.25	AMAZON
07/30/2024	F2735D4336294394F8499	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	480.00	MOBILE BEACON
07/30/2024	6A1225D05E112F690D990	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	43.57	AMAZON
07/31/2024	95AD36436D740D5AD16EC	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	163.80	COSTCO
07/31/2024	35C76B3D9FA0B55D1B651	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	28.47	AMAZON
07/31/2024	9D7E795CBB8A02FD5F07B	5211 OPERATING EXPENSES:Supplies:Copy/Print	105.90	AMAZON
07/31/2024	779E6A344D50E648C7EA7	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	38.97	AMAZON
07/31/2024	2C1493ABA36E1D9B66A39	5246 OPERATING EXPENSES:Supplies:Supplies - office	88.00	CANVA
Total for 2700 Divvy Credit Cards Payable			\$32,778.60	
2355 Dental Payable				
07/11/2024	6BD13ADA2E6A6262E3E3E	2700 Divvy Credit Cards Payable	-1,199.90	WILLAMETTE DENTAL
Total for 2355 Dental Payable			\$ -	
			1,199.90	

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DATE	NUM	SPLIT	AMOUNT	NAME
51000 COLLECTIONS				
5130 Children's books				
5130S Children's books - Supported				
07/12/2024	5EE609A0375E09650D396	2700 Divvy Credit Cards Payable	413.92	SCHOLASTIC
Total for 5130S Children's books - Supported			\$413.92	
Total for 5130 Children's books			\$413.92	
Total for 51000 COLLECTIONS			\$413.92	
52000 OPERATING EXPENSES				
52020 Professional Services				
5237 Recruiting/Background Checks				
07/05/2024	D9E238A8B138C30FFD984	2700 Divvy Credit Cards Payable	49.49	CHECKR.COM
Total for 5237 Recruiting/Background Checks			\$49.49	
Total for 52020 Professional Services			\$49.49	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing				
07/01/2024	3F857C8F233C33E932904	2700 Divvy Credit Cards Payable	35.00	GSUITE_MLD.ORG
07/02/2024	920428DBCDA8826EB6226	2700 Divvy Credit Cards Payable	14.26	GOOGLE SERVICES
07/04/2024	24443AF853E117539E0B2	2700 Divvy Credit Cards Payable	0.90	PAYPAL PAYFLOW
07/09/2024	494BB391A980FB81EA11C	2700 Divvy Credit Cards Payable	30.00	ADOBE
07/10/2024	8760F368E7373D116D994	2700 Divvy Credit Cards Payable	63.00	VOLGISTICS.COM
07/20/2024	B85ED96EC31FAE648A274	2700 Divvy Credit Cards Payable	2,332.80	SOUNDTRACK YOUR BRAND
07/25/2024	FD28CC7AF3A70CA5B66E7	2700 Divvy Credit Cards Payable	284.00	JAMF SOFTWARE
07/26/2024	3B48DBD4C0803EEF6CA2E	2700 Divvy Credit Cards Payable	122.11	ROUTIFIC.COM
07/29/2024	A75B48E87CC5A75333E0E	2700 Divvy Credit Cards Payable	1,200.00	DNSFILTER.COM
Total for 5220.1 IT Infra -Software/Licensing			\$4,082.07	
5220.3 IT PCs, Printers & Hardware				
07/01/2024	0F9D81C0BB034497856BB	2700 Divvy Credit Cards Payable	30.03	AMAZON
07/03/2024	9E5B04FA2448DB7F40B37	2700 Divvy Credit Cards Payable	21.08	WALMART
07/08/2024	F32496002A5CA95AB05E9	2700 Divvy Credit Cards Payable	32.27	AMAZON
07/10/2024	1C86DF4A9D1C597984777	2700 Divvy Credit Cards Payable	164.62	AMAZON
07/12/2024	B4DB107BB3AB9096595C7	2700 Divvy Credit Cards Payable	661.79	AMAZON
07/17/2024	3FF8C8A14F5EE620FF87F	2700 Divvy Credit Cards Payable	470.00	AMAZON
07/18/2024	6F3271E24A95D85B888FE	2700 Divvy Credit Cards Payable	168.99	AMAZON
Total for 5220.3 IT PCs, Printers & Hardware			\$1,548.78	
5220.5 IT Utilities				
07/08/2024	6923F8CA91CCD5466ECA4	2700 Divvy Credit Cards Payable	80.02	VERIZON
07/10/2024	7119A4D761325B37AEF54	2700 Divvy Credit Cards Payable	373.08	VERIZON
07/19/2024	2F45D0E28465DC65E6AE2	2700 Divvy Credit Cards Payable	30.10	T-MOBILE
07/30/2024	F2735D4336294394F8499	2700 Divvy Credit Cards Payable	480.00	MOBILE BEACON
Total for 5220.5 IT Utilities			\$963.20	
5220.7 IT Technology Maintenance				
07/20/2024	975B089834BC88B2C0691	2700 Divvy Credit Cards Payable	7.88	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
07/20/2024	1F706993004AC8BC991BC	2700 Divvy Credit Cards Payable	48.40	AMAZON
07/20/2024	A145FB0598288DD0D6342	2700 Divvy Credit Cards Payable	8.98	AMAZON
07/20/2024	BC93047224F2176067E25	2700 Divvy Credit Cards Payable	47.53	Full Spectrum Laser
07/27/2024	F6AC0990DD38A26D84B3A	2700 Divvy Credit Cards Payable	24.58	AMAZON
Total for 5220.7 IT Technology Maintenance			\$137.37	
Total for 52200 Information Technology			\$6,731.42	
52250 Marketing				
5225 Marketing & advertising				
07/19/2024	EFE50643D5D1E5F136A85	2700 Divvy Credit Cards Payable	8.22	WALMART
07/27/2024	5E8FADA098598D19BD470	2700 Divvy Credit Cards Payable	10.00	RAVE LAUNDRY
Total for 5225 Marketing & advertising			\$18.22	
Total for 52250 Marketing			\$18.22	
52340 Professional Development				
5234.1 Conferences				
07/01/2024	C39A777045A25685A428B	2700 Divvy Credit Cards Payable	19.64	SAN DIEGO CONVENTION
07/01/2024	5393A586DD3AAD5152B8E	2700 Divvy Credit Cards Payable	16.15	OLALA CREPES
07/01/2024	78FC6358087B373016A3A	2700 Divvy Credit Cards Payable	31.97	CRACK TACO
07/01/2024	4A61CDF6DA49C2E6D71F6	2700 Divvy Credit Cards Payable	16.61	TACO CENTRO
07/01/2024	72565A9684B9B8D78D8A1	2700 Divvy Credit Cards Payable	8.04	STARBUCKS
07/01/2024	25066E796B0203808B855	2700 Divvy Credit Cards Payable	15.62	THE RADY SHELL AT JACOBS
07/01/2024	D765B9DEE673544CA6D9E	2700 Divvy Credit Cards Payable	18.95	LYFT
07/02/2024	B676D666D90A6B410C5E2	2700 Divvy Credit Cards Payable	16.61	TACO CENTRO
07/02/2024	A0A1F6602DD9913E37AD1	2700 Divvy Credit Cards Payable	14.01	SAN DIEGO CONVENTION
07/02/2024	212B6FAB3171949BF00EE	2700 Divvy Credit Cards Payable	22.77	LYFT
07/02/2024	45D733B37F48C593B9E22	2700 Divvy Credit Cards Payable	1,316.33	PENDRY SAN DIEGO HOT
07/02/2024	D74AEB59B9FE96ED0DE31	2700 Divvy Credit Cards Payable	35.00	ALASKA AIRLINES
07/03/2024	9E124B7380580C98780C4	2700 Divvy Credit Cards Payable	26.22	TACO CENTRO
07/03/2024	2BFA1E31FC79BA07A15FD	2700 Divvy Credit Cards Payable	35.00	ALASKA AIRLINES
07/03/2024	99A6B07B91AFA82FF5354	2700 Divvy Credit Cards Payable	22.63	LYFT
07/03/2024	AEEA7CC5693CF8DE2499A	2700 Divvy Credit Cards Payable	3.99	7-ELEVEN
07/03/2024	3FDF91B12142767A585D3	2700 Divvy Credit Cards Payable	2,089.38	MARGARITAVILLE
07/03/2024	C65FA9BB2EC17DAB29619	2700 Divvy Credit Cards Payable	16.15	OLALA CREPES
07/03/2024	9F8A757D6E0B7564CE214	2700 Divvy Credit Cards Payable	25.60	SEA BAD EGG
07/03/2024	4B0684F8B2CADAA46C812	2700 Divvy Credit Cards Payable	20.02	LYFT
07/04/2024	DFD0B199B89C7A3C29B8D	2700 Divvy Credit Cards Payable	8.62	MARRIOTT HOTEL
07/10/2024	A1AAB43C58A39F82A49B9	2700 Divvy Credit Cards Payable	250.00	IDAHO NONPROFIT CENTER IN
07/20/2024	2BF730EC20289B09659F3	2700 Divvy Credit Cards Payable	200.00	ASSOCIATED TAXPAYERS
07/20/2024	87B2F2B0A66D0DF0E8A25	2700 Divvy Credit Cards Payable	450.00	ASSOCIATED

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DATE	NUM	SPLIT	AMOUNT	NAME
				TAXPAYERS
07/24/2024	BB2E0C9BB4AFC58445170	2700 Divvy Credit Cards Payable	17.85	EB TECH TALKS
Total for 5234.1 Conferences			\$4,697.16	
5234.5 Staff Mtg & Training				
07/01/2024	CF21FE7DF5A785879F3CA	2700 Divvy Credit Cards Payable	155.82	LUCKY PERK COFFEE
07/03/2024	EE125034F00E6392EA982	2700 Divvy Credit Cards Payable	56.14	HOUSTON'S HOT CHICKE
07/17/2024	7568A4DCDA0CD60430199	2700 Divvy Credit Cards Payable	164.88	WALMART
07/19/2024	E2E565643EE8305619A97	2700 Divvy Credit Cards Payable	921.51	SILVERSTONE AMENITY CENTER
07/25/2024	D32DFA6F25E3D7BFA4C38	2700 Divvy Credit Cards Payable	112.75	PIZZATWISTLINDERRD
07/26/2024	B6911A2328DCBDD18AE6C	2700 Divvy Credit Cards Payable	24.15	LUCKY PERK COFFEE
Total for 5234.5 Staff Mtg & Training			\$1,435.25	
5234.5s Staff Training - Supported				
07/12/2024	336117F8C2F817A9742E9	2700 Divvy Credit Cards Payable	-22.99	AMAZON
07/27/2024	7624A03089885C7174264	2700 Divvy Credit Cards Payable	45.63	WALMART
Total for 5234.5s Staff Training - Supported			\$22.64	
Total for 5234.5 Staff Mtg & Training with subs			\$1,457.89	
5234.6 Webinar/Ecourses				
07/29/2024	924C1467291FC36192207	2700 Divvy Credit Cards Payable	79.00	AMERICAN LIBRARY ASSOC
Total for 5234.6 Webinar/Ecourses			\$79.00	
Total for 52340 Professional Development			\$6,234.05	
52360 Program Expense				
5236.AD Programs - Adult				
07/02/2024	23E2A3366721F0392B180	2700 Divvy Credit Cards Payable	54.07	AMAZON
07/11/2024	50272A1644B50168085D5	2700 Divvy Credit Cards Payable	99.13	MARKET STREET
07/18/2024	434DB85AA328B26B0058E	2700 Divvy Credit Cards Payable	29.90	ALBERTSONS
07/24/2024	5CEBE13DB743B25415E0F	2700 Divvy Credit Cards Payable	4.70	JOANN
07/25/2024	3CCD3A51E780B3F66130C	2700 Divvy Credit Cards Payable	47.98	AMAZON
07/26/2024	5E00406A2B04EAC223155	2700 Divvy Credit Cards Payable	40.91	MARKET STREET
07/27/2024	0F982A2FA974895FEA73E	2700 Divvy Credit Cards Payable	50.81	HOBBY LOBBY
Total for 5236.AD Programs - Adult			\$327.50	
5236.EL Programs - Early Learning 0-5				
07/02/2024	093E862E4921483D2FC04	2700 Divvy Credit Cards Payable	11.95	AMAZON
07/03/2024	9CF215433B38B8CE2106E	2700 Divvy Credit Cards Payable	5.99	AMAZON
07/12/2024	CB9D75D54FC78D62678CA	2700 Divvy Credit Cards Payable	3.32	AMAZON
07/16/2024	3EBF70619934C9BA89D36	2700 Divvy Credit Cards Payable	19.50	AMAZON
07/25/2024	22C5AB44C145F2B47F0B4	2700 Divvy Credit Cards Payable	8.67	WALMART
07/29/2024	1D8F8CD40F8DF18F68DA0	2700 Divvy Credit Cards Payable	21.99	AMAZON
Total for 5236.EL Programs - Early Learning 0-5			\$71.42	
5236.FA Programs -Family All Ages				
07/01/2024	D0AC094470008ABE1CDD7	2700 Divvy Credit Cards Payable	36.98	AMAZON

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07/01/2024	70F2736E90443EEE780A8	2700 Divvy Credit Cards Payable	10.46	ALBERTSONS
07/02/2024	7D545E1E745C3EE4B3E65	2700 Divvy Credit Cards Payable	309.08	AMAZON
07/06/2024	BEE6BB8713C89BF2CFAA8	2700 Divvy Credit Cards Payable	14.58	DOLLAR TREE
07/08/2024	9EA466E1F531F6DBFEEDA	2700 Divvy Credit Cards Payable	20.99	AMAZON
07/10/2024	EE41FF75F8E188AA7E9ED	2700 Divvy Credit Cards Payable	935.90	AMAZON
07/11/2024	BAB93A2A8E8843CB16576	2700 Divvy Credit Cards Payable	117.00	COSTCO
07/11/2024	B767802CE44B76EF66840	2700 Divvy Credit Cards Payable	55.83	ZMCI PARTY SUPPLY
07/11/2024	D1BCBEB0FE06398FC4F5C	2700 Divvy Credit Cards Payable	-12.44	COSTCO
07/11/2024	9BAD4434E1A4085EA3A29	2700 Divvy Credit Cards Payable	14.36	AMAZON
07/11/2024	D9CC7343CB226571D1F52	2700 Divvy Credit Cards Payable	194.59	AMAZON
07/12/2024	17C1A220529C503AB56DB	2700 Divvy Credit Cards Payable	2,917.60	AMAZON
07/13/2024	A2D82636A72ED6DD952F5	2700 Divvy Credit Cards Payable	7.16	ALBERTSONS
07/16/2024	4D1184495A4B24C2715B5	2700 Divvy Credit Cards Payable	92.09	FRED MEYER
07/16/2024	44516C75087AC4B8650A8	2700 Divvy Credit Cards Payable	133.05	AMAZON
07/17/2024	205F1239DF322E313B913	2700 Divvy Credit Cards Payable	38.97	COSTCO
07/17/2024	AF9FD34C60241F973FF1B	2700 Divvy Credit Cards Payable	31.67	AMAZON
07/17/2024	563F31057B3A5D210D8F8	2700 Divvy Credit Cards Payable	49.98	COSTCO
07/17/2024	70F850237F51FFB18B134	2700 Divvy Credit Cards Payable	67.74	MARKET STREET
07/18/2024	204CAD4ADB07BDB0D7DDE	2700 Divvy Credit Cards Payable	17.98	AMAZON
07/19/2024	834999D780F3089B8E2A2	2700 Divvy Credit Cards Payable	202.64	FRED MEYER
07/19/2024	956EFB1FE3DBA3BC1A9DF	2700 Divvy Credit Cards Payable	527.29	INTERNATIONAL MINUTE PRES
07/20/2024	02A9368FE5A005441C204	2700 Divvy Credit Cards Payable	225.10	COSTCO
07/21/2024	0B1E8D9A5B9C01EEE38C1	2700 Divvy Credit Cards Payable	62.94	ZURCHERS
07/22/2024	AFDB5093F2FCA26C4A138	2700 Divvy Credit Cards Payable	139.96	AMAZON
07/24/2024	83AA5EB4902D2246D04C4	2700 Divvy Credit Cards Payable	31.83	AMAZON
07/25/2024	E1229846CC9B49D2A1C41	2700 Divvy Credit Cards Payable	34.90	AMAZON
07/26/2024	A7EB7521CD3E95AA8932A	2700 Divvy Credit Cards Payable	45.53	AMAZON
07/26/2024	D0F373A0E244C8F69DA97	2700 Divvy Credit Cards Payable	184.74	AMAZON
07/26/2024	C1DA7EDA38F98FBAD92B9	2700 Divvy Credit Cards Payable	548.55	TE FACILITRON
07/27/2024	BBCDE727A19673B9389EF	2700 Divvy Credit Cards Payable	-390.00	TE MERIDIAN PARKS & RECR
07/27/2024	62EA803835DDC06D91D2B	2700 Divvy Credit Cards Payable	1,726.68	AMAZON
07/27/2024	F3F578F4205157BAC1E07	2700 Divvy Credit Cards Payable	12.99	AMAZON
07/27/2024	900769892068946121788	2700 Divvy Credit Cards Payable	418.32	AMAZON
07/27/2024	07397F48772BDB13801D0	2700 Divvy Credit Cards Payable	333.50	AMAZON
07/29/2024	EAF06CBDACFA28B5B8FBC	2700 Divvy Credit Cards Payable	29.46	AMAZON
07/31/2024	95AD36436D740D5AD16EC	2700 Divvy Credit Cards Payable	163.80	COSTCO
07/31/2024	779E6A344D50E648C7EA7	2700 Divvy Credit Cards Payable	38.97	AMAZON
Total for 5236.FA Programs -Family All Ages			\$9,390.77	

5236.SA Programs -School Age 6-12

07/02/2024	67D7989076D69F547DC08	2700 Divvy Credit Cards Payable	9.88	AMAZON
07/02/2024	BDA51733CD67EC59C91AD	2700 Divvy Credit Cards Payable	40.66	AMAZON
07/03/2024	2411A32E230445177CA4B	2700 Divvy Credit Cards Payable	78.06	WALMART
07/11/2024	684FD92366E915FA733F9	2700 Divvy Credit Cards Payable	25.88	COSTCO

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07/12/2024	0C7F011323D7941561876	2700 Divvy Credit Cards Payable	2.50	DOLLAR TREE
07/22/2024	530F79FBC4AC74E325A51	2700 Divvy Credit Cards Payable	23.98	AMAZON
07/24/2024	277B20CF7CD9045040DDC	2700 Divvy Credit Cards Payable	71.32	WALMART
07/25/2024	1046BB839E09DA21D0A9B	2700 Divvy Credit Cards Payable	49.90	AMAZON
07/26/2024	F0070176B09D49E94330F	2700 Divvy Credit Cards Payable	11.16	COSTCO
07/30/2024	0843B11E81AD13BD335B6	2700 Divvy Credit Cards Payable	10.25	AMAZON
07/31/2024	35C76B3D9FA0B55D1B651	2700 Divvy Credit Cards Payable	28.47	AMAZON
Total for 5236.SA Programs -School Age 6-12			\$352.06	
5236.TN Programs -Teen 13-18				
07/12/2024	A99C845FD771384174314	2700 Divvy Credit Cards Payable	233.52	AMAZON
07/21/2024	A3DD343140F102B21F78F	2700 Divvy Credit Cards Payable	9.98	AMAZON
Total for 5236.TN Programs -Teen 13-18			\$243.50	
5236.VO Programs -Volunteers				
07/18/2024	C5DFF3EFC3D6417FD3AB0	2700 Divvy Credit Cards Payable	23.98	AMAZON
07/23/2024	77654DC9A1661B5A61A12	2700 Divvy Credit Cards Payable	66.47	AMAZON
Total for 5236.VO Programs -Volunteers			\$90.45	
Total for 52360 Program Expense			\$10,475.70	
52400 Supplies				
5211 Copy/Print				
07/04/2024	A8A19005B5BC673E4ECB6	2700 Divvy Credit Cards Payable	70.46	AMAZON
07/04/2024	F45714FBA9D4CCBFC5063	2700 Divvy Credit Cards Payable	34.99	AMAZON
07/08/2024	D6827F40DA28FEC08BD80	2700 Divvy Credit Cards Payable	154.65	MATTERHACKERS INC
07/09/2024	5405751D1AF761A333980	2700 Divvy Credit Cards Payable	-8.76	MATTERHACKERS INC
07/11/2024	D0E1E8ED91BF4484B12F9	2700 Divvy Credit Cards Payable	322.21	MATTERHACKERS INC
07/12/2024	C70195AA4D92D35BA8452	2700 Divvy Credit Cards Payable	21.59	AMAZON
07/17/2024	A605F2D093FC81693A836	2700 Divvy Credit Cards Payable	68.43	AMAZON
07/20/2024	484623F355582883685A7	2700 Divvy Credit Cards Payable	49.99	AMAZON
07/22/2024	60F75D53464D919FC0D7B	2700 Divvy Credit Cards Payable	159.98	AMAZON
07/23/2024	4485578AB74AD1FEE99E7	2700 Divvy Credit Cards Payable	121.34	AMAZON
07/23/2024	8F8AF64E09A1E76B9CBA9	2700 Divvy Credit Cards Payable	13.55	US POSTAL SERVICE
07/23/2024	8836369D6EC3108C1325F	2700 Divvy Credit Cards Payable	70.85	MATTERHACKERS INC
07/24/2024	A5E7CBA92AE9BA3EF289F	2700 Divvy Credit Cards Payable	98.97	MATTERHACKERS INC
07/26/2024	5214EA4CC04A298E2E6EC	2700 Divvy Credit Cards Payable	162.30	FORMLABS
07/26/2024	69C003F3E7F712EFA8002	2700 Divvy Credit Cards Payable	124.92	MATTERHACKERS INC
07/27/2024	E3A5922C357C85ADCB07A	2700 Divvy Credit Cards Payable	140.92	AMAZON
07/31/2024	9D7E795CBB8A02FD5F07B	2700 Divvy Credit Cards Payable	105.90	AMAZON
Total for 5211 Copy/Print			\$1,712.29	
5240 Supplies - general				
07/03/2024	104B5EADD93C10DECC97F	2700 Divvy Credit Cards Payable	24.99	AMAZON
07/11/2024	41269B239E5B7D3C00A72	2700 Divvy Credit Cards Payable	39.98	COSTCO
07/12/2024	7FBD450AF180041141DDA	2700 Divvy Credit Cards Payable	32.73	DEMCO INC
07/12/2024	366843D0F7BF19BB4EA6F	2700 Divvy Credit Cards Payable	26.79	AMAZON
07/17/2024	18B18BFB765A3C560550B	2700 Divvy Credit Cards Payable	9.00	WALMART
07/23/2024	9E5C15DCEC9EF52341B72	2700 Divvy Credit Cards Payable	67.99	AMAZON

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07/25/2024	87E55FF8359693F90D0F2	2700 Divvy Credit Cards Payable	16.29	AMAZON
07/26/2024	792D867F50778F2127F0C	2700 Divvy Credit Cards Payable	263.20	LOUIES PIZZA AND ITALIAN
07/28/2024	6D3A2855DBE5DEA9EFCC5	2700 Divvy Credit Cards Payable	101.91	AMAZON
07/29/2024	DD99D2DB4AF97E5BA576F	2700 Divvy Credit Cards Payable	44.84	AMAZON
Total for 5240 Supplies - general			\$627.72	
5240s Supplies - General -Supported				
07/01/2024	C0F5A3334D12207D79D50	2700 Divvy Credit Cards Payable	60.95	AMAZON
07/01/2024	C139F2248D8BC6DF44E7E	2700 Divvy Credit Cards Payable	917.92	AMAZON
Total for 5240s Supplies - General -Supported			\$978.87	
Total for 5240 Supplies - general with subs			\$1,606.59	
5246 Supplies - office				
07/02/2024	1359C63943696E742645C	2700 Divvy Credit Cards Payable	54.58	AMAZON
07/08/2024	B51C2FDF66C57561044D1	2700 Divvy Credit Cards Payable	851.04	AMAZON
07/08/2024	BB52D1ABEA8164A60B754	2700 Divvy Credit Cards Payable	10.20	AMAZON
07/16/2024	F94B678EB863A666CBAE9	2700 Divvy Credit Cards Payable	32.50	U-HAUL
07/20/2024	78031B5175678B7571506	2700 Divvy Credit Cards Payable	38.63	AMAZON
07/22/2024	84AB4121A1ED028300DFE	2700 Divvy Credit Cards Payable	36.00	CANVA
07/22/2024	928A06E0736562B9F3401	2700 Divvy Credit Cards Payable	15.94	AMAZON
07/23/2024	E81487CF03A1DBC0B5A6B	2700 Divvy Credit Cards Payable	15.95	AMAZON
07/23/2024	4A2DAFAC70A0E16A64760	2700 Divvy Credit Cards Payable	97.95	MERIDIAN TROPHY
07/26/2024	974E733A45AE8584C62BC	2700 Divvy Credit Cards Payable	48.00	CANVA
07/27/2024	C9C2881E0ABC8FBB2A12D	2700 Divvy Credit Cards Payable	14.99	AMAZON
07/28/2024	E2F7744C7B69E8AB9CC3B	2700 Divvy Credit Cards Payable	39.13	AMAZON
07/29/2024	FA75CDEC809E16C90F94D	2700 Divvy Credit Cards Payable	116.62	AMAZON
07/31/2024	2C1493ABA36E1D9B66A39	2700 Divvy Credit Cards Payable	88.00	CANVA
Total for 5246 Supplies - office			\$1,459.53	
Total for 52400 Supplies			\$4,778.41	
52500 Miscellaneous Operating				
5228 Miscellaneous				
07/01/2024	8481E3DE49818401BFFE8	2700 Divvy Credit Cards Payable	147.90	OPENAI
Total for 5228 Miscellaneous			\$147.90	
5228.S Miscellaneous- Supported				
07/07/2024	FB38EB464ADECB6A4F815	2700 Divvy Credit Cards Payable	182.99	THE FLOWER PLACE
07/23/2024	093CD329FBB78BA44F66A	2700 Divvy Credit Cards Payable	44.99	AMAZON
Total for 5228.S Miscellaneous- Supported			\$227.98	
Total for 5228 Miscellaneous with subs			\$375.88	
5232 Postage				
07/10/2024	9466FC1BE5322FAEA6B9E	2700 Divvy Credit Cards Payable	174.08	US POSTAL SERVICE
07/12/2024	61FBC73DCBA0A544DF557	2700 Divvy Credit Cards Payable	29.54	US POSTAL SERVICE
07/16/2024	9E3BF7F9C03A2BABEF23E	2700 Divvy Credit Cards Payable	125.00	US POSTAL SERVICE
07/23/2024	75D1EB17F13B460F8517B	2700 Divvy Credit Cards Payable	14.60	US POSTAL SERVICE
Total for 5232 Postage			\$343.22	

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5232.S Postage - Supported				
07/20/2024	FB466365427A155BC0B92	2700 Divvy Credit Cards Payable	148.55	US POSTAL SERVICE
Total for 5232.S Postage - Supported			\$148.55	
Total for 5232 Postage with subs			\$491.77	
Total for 52500 Miscellaneous Operating			\$867.65	
52600 Vehicle Expense				
5260.3 Vehicle - Van Honda Odyssey				
07/11/2024	59F16DBEF8E2B404201E7	2700 Divvy Credit Cards Payable	18.99	AMAZON
Total for 5260.3 Vehicle - Van Honda Odyssey			\$18.99	
Total for 52600 Vehicle Expense			\$18.99	
62240 Facility Expense				
6224.1 Bldg-Maintenance				
07/24/2024	6FE3DFD0A39856D7855E9	2700 Divvy Credit Cards Payable	168.62	AMAZON
07/25/2024	ACB3B00877F0D1DC43566	2700 Divvy Credit Cards Payable	109.00	AMAZON
Total for 6224.1 Bldg-Maintenance			\$277.62	
6224.2 Bldg-Repairs				
07/10/2024	93D2325530183288473E5	2700 Divvy Credit Cards Payable	122.72	AMAZON
07/24/2024	583E895B707F7B4EEC3B0	2700 Divvy Credit Cards Payable	20.84	AMAZON
Total for 6224.2 Bldg-Repairs			\$143.56	
6224.3 Bldg-Small Tools				
07/30/2024	6A1225D05E112F690D990	2700 Divvy Credit Cards Payable	43.57	AMAZON
Total for 6224.3 Bldg-Small Tools			\$43.57	
6224.4 Bldg-Supplies				
07/02/2024	A7834052F4BFD7FDD0B0	2700 Divvy Credit Cards Payable	25.48	AMAZON
07/06/2024	B508BEAB700E7242FBD75	2700 Divvy Credit Cards Payable	24.66	AMAZON
07/09/2024	B49B3A63FBBDEE4DC0308	2700 Divvy Credit Cards Payable	29.98	AMAZON
07/10/2024	5568D642AD198422B8ADF	2700 Divvy Credit Cards Payable	29.12	AMAZON
07/12/2024	F9783926D620D984C17B5	2700 Divvy Credit Cards Payable	39.94	AMAZON
07/12/2024	647D7F7071E88A7511686	2700 Divvy Credit Cards Payable	88.59	AMAZON
07/12/2024	F876D93802CD54B6C70E0	2700 Divvy Credit Cards Payable	116.19	AMAZON
07/15/2024	5753A953999E920695ED4	2700 Divvy Credit Cards Payable	132.47	AMAZON
07/16/2024	5F4359FEE4F2843911764	2700 Divvy Credit Cards Payable	22.63	WALMART
07/20/2024	475ED6449D5D87859BC4F	2700 Divvy Credit Cards Payable	12.99	COSTCO
07/23/2024	2CDA636F5A03A617BAE7D	2700 Divvy Credit Cards Payable	293.94	AMAZON
07/23/2024	92A9D6186D4F23DE822C0	2700 Divvy Credit Cards Payable	100.33	AMAZON
07/23/2024	CAC58FB5FACF3465B6789	2700 Divvy Credit Cards Payable	157.44	AMAZON
07/24/2024	1361785F2BFCDDA9137F1	2700 Divvy Credit Cards Payable	88.70	AMAZON
07/25/2024	18BA6D17D5106FD0DD26C	2700 Divvy Credit Cards Payable	79.00	EXPERIA INC
07/25/2024	3709F362702FCA906F6D4	2700 Divvy Credit Cards Payable	39.94	AMAZON
07/29/2024	BC71A794F19A39D008655	2700 Divvy Credit Cards Payable	4.65	AMAZON
07/29/2024	F6FD284B1AE603853B887	2700 Divvy Credit Cards Payable	26.75	AMAZON
Total for 6224.4 Bldg-Supplies			\$1,312.80	
6255 Bldg-Rent				

Meridian Library District

Credit Card Detail

July 2024

DATE	NUM	SPLIT	AMOUNT	NAME
07/28/2024	80E2A915DC53F6C21D87D	2700 Divvy Credit Cards Payable	213.30	ACORN SELF STORAGE
Total for 6255 Bldg-Rent			\$213.30	
Total for 62240 Facility Expense			\$1,990.85	
Total for 52000 OPERATING EXPENSES			\$31,164.78	

Meridian Library District

Electronic Bill Payment List

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
07/01/2024	Check	EFT	Blue Cross of Idaho		-	1180 Checking - ICCU General *1068
					45,060.26	
				July 2024 Employee Health Insurance Contribution Remittance	-5,382.29	2345 Select Health
				July 2024 Employer Health Insurance Contribution Remittance	-	2345 Select Health
				July 2024 Billing Differences	37,236.12	
					-2,441.85	2345 Select Health
07/03/2024	Check	EFT	AFLAC		-381.02	1180 Checking - ICCU General *1068
				June 2024 Aflac Employee Contribution Remittance	-381.02	2360 AFLAC
07/05/2024	Check	EFT	CITY OF MERIDIAN		-105.52	1180 Checking - ICCU General *1068
				Water/Sewer/Recycling/Trash 5/21-6/20/24	105.52	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/05/2024	Check	EFT	CITY OF MERIDIAN		-471.77	1180 Checking - ICCU General *1068
				Water 5/21-6/20/24	471.77	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/05/2024	Check	EFT	CITY OF MERIDIAN		-459.47	1180 Checking - ICCU General *1068
				Water/Sewer/Trash/Recycling 5/21-6/20/24	459.47	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/05/2024	Check	EFT	CITY OF MERIDIAN		-437.83	1180 Checking - ICCU General *1068
				Water/Sewer/Trash/Recycling 05/21-06/20/24	437.83	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/05/2024	Check	EFT	Chevron (Wex Bank)		-463.12	1180 Checking - ICCU General *1068
				June 2024 Fuel	61.94	5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile
				June 2024 Fuel	54.57	5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van Honda Odyssey
				June 2024 Fuel	0.00	5260.4 OPERATING EXPENSES:Vehicle Expense:Vehicle - Honda Element
				June 2024 Fuel	250.58	5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon
				June 2024 Fuel	53.72	5260.7 OPERATING EXPENSES:Vehicle Expense:Vehicle - Chevy Silverado 1500
				June 2024 Fuel	0.00	5260.9 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 7665
				June 2024 Fuel	42.31	5260.8 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 4697
07/08/2024	Check	EFT	PITNEY BOWES		-1,000.00	1180 Checking - ICCU General *1068
				07/08/24 Postage Account Refill Deposit	1,000.00	5232 OPERATING EXPENSES:Miscellaneous Operating:Postage
07/10/2024	Check	EFT	L695-NCPERS IDAHO		-144.00	1180 Checking - ICCU General *1068
				July 2024 NCPERS Employee	-144.00	2350 Persi Life withholding payable

Meridian Library District

Electronic Bill Payment List

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
Contribution Remittance						
07/12/2024	Check	EFT	Nationwide 457b		-509.91	1180 Checking - ICCU General *1068
				07/12/24 Payroll Nationwide Roth Remittance	-509.91	2352 Nationwide Withholding Payable
07/12/2024	Check	EFT	Nationwide 457b		-1,123.92	1180 Checking - ICCU General *1068
				07/12/24 Payroll Nationwide PreTax Remittance	-1,123.92	2352 Nationwide Withholding Payable
07/12/2024	Check	EFT	PERSI-401K		-2,671.03	1180 Checking - ICCU General *1068
				07/12/24 Payroll PERSI 401k Remittance	-2,671.03	2340 401K withholding payable
07/12/2024	Check	EFT	PERSI		-	1180 Checking - ICCU General *1068
				PERSI Base Plan Employer Contributions 07/12/2024 Payroll	23,100.00	
				PERSI Base Plan Employee Contributions 07/12/2024 Payroll	-	2330 PERSI withholding payable
				PERSI Contributions Reconciling Overpayment	14,429.92	
					-8,660.52	2330 PERSI withholding payable
					-9.56	2330 PERSI withholding payable
07/20/2024	Check	EFT	CITY OF MERIDIAN		-34.24	1180 Checking - ICCU General *1068
				Water/Sewer 06/06-07/05/24	34.24	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/20/2024	Check	EFT	Mutual of Omaha		-4,024.95	1180 Checking - ICCU General *1068
				June 2024 MOO Vision Employer Contributions Remittance	-315.70	2358 Mutual of Omaha Payable
				June 2024 MOO Vision Employee Contributions Remittance	-151.90	2358 Mutual of Omaha Payable
				June 2024 MOO STD Employer Contributions Remittance	-665.97	2358 Mutual of Omaha Payable
				June 2024 MOO ER Life Contributions Remittance	-241.25	2358 Mutual of Omaha Payable
				June 2024 MOO EE Life Contributions Remittance	-296.36	2358 Mutual of Omaha Payable
				June 2024 MOO Dental Employer Contributions Remittance	-1,364.40	2355 Dental Payable
				June 2024 MOO Dental Employee Contributions Remittance	-857.50	2355 Dental Payable
				June 2024 MOO Billing Differences	131.87	5010a PERSONNEL:Payroll benefits:Benefits - Retirement
07/20/2024	Check	EFT	Mutual of Omaha		-3,899.95	1180 Checking - ICCU General *1068
				July 2024 MOO Vision Employer Contributions Remittance	-307.06	2358 Mutual of Omaha Payable
				July 2024 MOO Vision Employee Contributions Remittance	-155.60	2358 Mutual of Omaha Payable
				July 2024 MOO STD Employer Contributions Remittance	-655.71	2358 Mutual of Omaha Payable

Meridian Library District

Electronic Bill Payment List

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
				July 2024 MOO ER Life Contributions Remittance	-238.50	2358 Mutual of Omaha Payable
				July 2024 MOO EE Life Contributions Remittance	-295.16	2358 Mutual of Omaha Payable
				July 2024 MOO Dental Employer Contributions Remittance	-1,311.78	2355 Dental Payable
				July 2024 MOO Dental Employee Contributions Remittance	-879.47	2355 Dental Payable
				July 2024 MOO Billing Differences	56.67	5010a PERSONNEL:Payroll benefits:Benefits - Retirement
07/20/2024	Check	EFT	HRA VEBA	July 2024 HRA VEBA Remittance	-8,745.00	1180 Checking - ICCU General *1068
					-8,745.00	2353 HRA VEBA Payable
07/22/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 05/30-06/27/24	-8.24	1180 Checking - ICCU General *1068
					8.24	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/22/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 05/30-06/27/24	-15.45	1180 Checking - ICCU General *1068
					15.45	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/23/2024	Check	EFT	IDAHO POWER - 3194	Power 06/05-07/03/24	-1,099.00	1180 Checking - ICCU General *1068
					1,099.00	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/23/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 05/31-06/28/24	-15.45	1180 Checking - ICCU General *1068
					15.45	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/23/2024	Check	EFT	Idaho Central Credit Union	ICCU General Ops Checking Service Fees July 2024	-240.65	1180 Checking - ICCU General *1068
					240.65	5202.3 OPERATING EXPENSES:Banking fees:Financial fees
07/25/2024	Check	EFT	Paylocity	July Payroll Processing Paylocity INV2180812	-2,066.83	1181 Checking - ICCU Payroll ZBA *3248
					2,066.83	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing
07/25/2024	Check	EFT	IDAHO POWER - 7016	Power 06/07-07/08/24	-158.55	1180 Checking - ICCU General *1068
					158.55	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/25/2024	Check	EFT	IDAHO POWER - 1620	Power 06/07-07/08/24	-3,352.66	1180 Checking - ICCU General *1068
					3,352.66	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/26/2024	Check	EFT	PERSI		-225.00	1180 Checking - ICCU General *1068

Meridian Library District

Electronic Bill Payment List

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
				PERSI Base Plan Employer Contributions 07/12/2024 Payroll	-225.00	2330 PERSI withholding payable
07/28/2024	Check	EFT	Sparklight	Internet 07/14-08/13/24	-97.49 97.49	1180 Checking - ICCU General *1068 5220.5 OPERATING EXPENSES:Information Technology:IT Utilities
07/28/2024	Check	EFT	PITNEY BOWES	07/29/24 Postage Account Refill Deposit	-1,000.00 1,000.00	1180 Checking - ICCU General *1068 5232 OPERATING EXPENSES:Miscellaneous Operating:Postage
07/29/2024	Check	EFT	Bill.com	Bill.com 06/28-07/27/24	-942.30 942.30	1180 Checking - ICCU General *1068 5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing
07/29/2024	Check	EFT	Chevron (Wex Bank)	July 2024 Fuel	-471.63 62.67	1180 Checking - ICCU General *1068 5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile
				July 2024 Fuel		5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van Honda Odyssey
				July 2024 Fuel	0.00	5260.4 OPERATING EXPENSES:Vehicle Expense:Vehicle - Honda Element
				July 2024 Fuel	252.07	5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon
				July 2024 Fuel	57.23	5260.7 OPERATING EXPENSES:Vehicle Expense:Vehicle - Chevy Silverado 1500
				July 2024 Fuel	35.28	5260.9 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 7665
				July 2024 Fuel	64.38	5260.8 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 4697
07/30/2024	Check	EFT	IDAHO POWER - 7302	Power 06/12-07/11/24	-406.91 406.91	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
07/30/2024	Check	EFT	Blue Cross of Idaho	August 2024 Employee Health Insurance Contribution Remittance	- 43,052.18 0.00	1180 Checking - ICCU General *1068 2345 Select Health
				August 2024 Employer Health Insurance Contribution Remittance	0.00	2345 Select Health
				August 2024 Billing Differences	- 43,052.18	2345 Select Health
Sales Tax Payment						
07/26/2024	Sales Tax Payment				-1,084.44	1180 Checking - ICCU General *1068
					-1,084.44	Sales Tax Agency Payable

Meridian Library District

Electronic Bill Payment List

July 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
Credit Card Payment						
07/01/2024	Credit Card Payment		Divvy			- 1180 Checking - ICCU General *1068
					30,866.57	
						- 2700 Divvy Credit Cards Payable
					30,866.57	

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
Revenue				
40000 Tax Revenue	8,346,572.47	8,289,061.00	57,511.47	100.69 %
42000 Non-tax Revenue	667,086.07	766,950.00	-99,863.93	86.98 %
Total Revenue	\$9,013,658.54	\$9,056,011.00	\$ -42,352.46	99.53 %
GROSS PROFIT	\$9,013,658.54	\$9,056,011.00	\$ -42,352.46	99.53 %
Expenditures				
50000 PERSONNEL	4,127,214.28	5,172,500.00	-1,045,285.72	79.79 %
51000 COLLECTIONS	804,010.05	1,000,935.00	-196,924.95	80.33 %
52000 OPERATING EXPENSES	1,620,806.54	1,942,756.00	-321,949.46	83.43 %
72000 CAPITAL EQUIPMENT EXPENSES	211,087.19	361,700.00	-150,612.81	58.36 %
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	
Total Expenditures	\$6,763,118.06	\$9,056,011.00	\$ -2,292,892.94	74.68 %
NET OPERATING REVENUE	\$2,250,540.48	\$0.00	\$2,250,540.48	0.00%
Other Revenue				
8000 Plant Facilities Levy Revenue	1,400,000.00	1,400,000.00	0.00	100.00 %
8338 Capital Projects Interest	162,939.68	190,000.00	-27,060.32	85.76 %
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	
Total Other Revenue	\$1,562,939.68	\$8,246,120.00	\$ -6,683,180.32	18.95 %
Other Expenditures				
9202 Pinnacle fka South Branch Financial Fees		175,000.00	-175,000.00	
9289 Pinnacle fka South Branch Project Costs	415,474.88	6,700,000.00	-6,284,525.12	6.20 %
Total Other Expenditures	\$415,474.88	\$6,875,000.00	\$ -6,459,525.12	6.04 %
NET OTHER REVENUE	\$1,147,464.80	\$1,371,120.00	\$ -223,655.20	83.69 %
NET REVENUE	\$3,398,005.28	\$1,371,120.00	\$2,026,885.28	247.83 %

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
Revenue				
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 %
Total 4000 Tax levy	7,808,478.71	7,761,233.00	47,245.71	100.61 %
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 %
Total 40000 Tax Revenue	8,346,572.47	8,289,061.00	57,511.47	100.69 %
42000 Non-tax Revenue				
4200 Fines and fees	18,552.41	22,000.00	-3,447.59	84.33 %
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	178,385.60	205,000.00	-26,614.40	87.02 %
4339 Capital Replace & Repair Int	273,995.58	315,000.00	-41,004.42	86.98 %
4400 Copy/Print income	29,753.41	33,925.00	-4,171.59	87.70 %
4410 Miscellaneous income	25,718.47	21,500.00	4,218.47	119.62 %
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 %
Total 42000 Non-tax Revenue	667,086.07	766,950.00	-99,863.93	86.98 %
Total Revenue	\$9,013,658.54	\$9,056,011.00	\$ -42,352.46	99.53 %
GROSS PROFIT	\$9,013,658.54	\$9,056,011.00	\$ -42,352.46	99.53 %
Expenditures				
50000 PERSONNEL				
5000 Salaries and wages	3,103,820.97	3,848,000.00	-744,179.03	80.66 %
5005 Termination salaries	13,098.31	15,500.00	-2,401.69	84.51 %
Total 5000 Salaries and wages	3,116,919.28	3,863,500.00	-746,580.72	80.68 %
5010 Payroll benefits	60.00		60.00	
5010a Benefits - Retirement	299,619.02	398,000.00	-98,380.98	75.28 %
5010b Benefits - PR Taxes	233,969.22	311,500.00	-77,530.78	75.11 %
5010c Benefits - Health	476,646.76	599,500.00	-122,853.24	79.51 %
Total 5010 Payroll benefits	1,010,295.00	1,309,000.00	-298,705.00	77.18 %
Total 50000 PERSONNEL	4,127,214.28	5,172,500.00	-1,045,285.72	79.79 %
51000 COLLECTIONS				
5115 Adult Print Books	202,205.55	227,500.00	-25,294.45	88.88 %
5121 Electronic databases	52,883.60	62,735.00	-9,851.40	84.30 %
5122 eContent	305,228.26	422,690.00	-117,461.74	72.21 %
5125 Print Reference	1,000.73	2,100.00	-1,099.27	47.65 %
5130 Children's books	158,919.86	187,000.00	-28,080.14	84.98 %

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	
Total 5130 Children's books	164,349.69	187,000.00	-22,650.31	87.89 %
5135 Young Adult books	24,352.90	35,000.00	-10,647.10	69.58 %
5149 Media	45,956.10	55,060.00	-9,103.90	83.47 %
5150 Circulating devices & kits	4,021.04	3,850.00	171.04	104.44 %
5151 Periodicals	4,012.18	5,000.00	-987.82	80.24 %
Total 51000 COLLECTIONS	804,010.05	1,000,935.00	-196,924.95	80.33 %
52000 OPERATING EXPENSES				
52020 Professional Services				
5202.1 Audit	24,500.00	25,500.00	-1,000.00	96.08 %
5202.4 Legal fees	53,404.00	75,000.00	-21,596.00	71.21 %
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	3,997.16	5,000.00	-1,002.84	79.94 %
Total 52020 Professional Services	89,227.66	113,500.00	-24,272.34	78.61 %
52025 Banking fees				
5202.2 Bankcard fees	1,978.60	3,365.00	-1,386.40	58.80 %
5202.3 Financial fees	2,011.30	3,000.00	-988.70	67.04 %
Total 52025 Banking fees	3,989.90	6,365.00	-2,375.10	62.69 %
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 %
Total 52120 Consortium	120,659.28	147,000.00	-26,340.72	82.08 %
52200 Information Technology				
5220.1 IT Infra -Software/Licensing	105,846.25	120,770.00	-14,923.75	87.64 %
5220.1s IT Infra Softw/Lic Supported	90.00		90.00	
Total 5220.1 IT Infra -Software/Licensing	105,936.25	120,770.00	-14,833.75	87.72 %
5220.2 IT Infra -Support	3,339.47	7,500.00	-4,160.53	44.53 %
5220.3 IT PCs, Printers & Hardware	59,776.09	106,950.00	-47,173.91	55.89 %
5220.3S Supported - IT, PCs, Hardware	7,176.49		7,176.49	
Total 5220.3 IT PCs, Printers & Hardware	66,952.58	106,950.00	-39,997.42	62.60 %
5220.5 IT Utilities	46,841.80	48,124.00	-1,282.20	97.34 %
5220.6 IT Collection Licensing	7,500.00	9,500.00	-2,000.00	78.95 %
5220.7 IT Technology Maintenance	27,196.36	34,300.00	-7,103.64	79.29 %
5230 Phone Service	7,383.79	9,350.00	-1,966.21	78.97 %
Total 52200 Information Technology	265,150.25	336,494.00	-71,343.75	78.80 %
52250 Marketing				
5225 Marketing & advertising	20,852.76	30,000.00	-9,147.24	69.51 %
Total 52250 Marketing	20,852.76	30,000.00	-9,147.24	69.51 %
52290 Materials Processing				
5229.1 Materials-OCLC	11,147.67	13,500.00	-2,352.33	82.58 %
5229.2 Materials-Processing	60,938.14	83,100.00	-22,161.86	73.33 %

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
Total 52290 Materials Processing	72,085.81	96,600.00	-24,514.19	74.62 %
52340 Professional Development				
5234.1 Conferences	28,635.15	41,665.00	-13,029.85	68.73 %
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	4,107.99	5,240.00	-1,132.01	78.40 %
5234.5 Staff Mtg & Training	6,700.27	9,321.00	-2,620.73	71.88 %
5234.5s Staff Training - Supported	10,493.80	9,250.00	1,243.80	113.45 %
Total 5234.5 Staff Mtg & Training	17,194.07	18,571.00	-1,376.93	92.59 %
5234.6 Webinar/Ecourses	2,573.68	6,500.00	-3,926.32	39.60 %
Total 52340 Professional Development	55,480.25	77,476.00	-21,995.75	71.61 %
52360 Program Expense				
5236.2 Programs - District				
5236.2S District Programs -Supported	11,786.93		11,786.93	
Total 5236.2 Programs - District	11,786.93		11,786.93	
5236.AD Programs - Adult	6,151.83	6,066.00	85.83	101.41 %
5236.As Programs - Adult -Supported	1,319.11		1,319.11	
Total 5236.AD Programs - Adult	7,470.94	6,066.00	1,404.94	123.16 %
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	
Total 5236.CH Programs - Children	1,100.00		1,100.00	
5236.EL Programs - Early Learning 0-5	3,858.13	4,000.00	-141.87	96.45 %
5236.FA Programs -Family All Ages	62,304.39	65,859.00	-3,554.61	94.60 %
5236.SA Programs -School Age 6-12	4,680.88	5,026.00	-345.12	93.13 %
5236.TN Programs -Teen 13-18	5,583.97	6,858.00	-1,274.03	81.42 %
5236.VO Programs -Volunteers	258.07	500.00	-241.93	51.61 %
Total 52360 Program Expense	103,319.40	103,309.00	10.40	100.01 %
52400 Supplies				
5211 Copy/Print	29,563.01	31,950.00	-2,386.99	92.53 %
5240 Supplies - general	15,301.19	22,050.00	-6,748.81	69.39 %
5240s Supplies - General -Supported	5,048.38		5,048.38	
Total 5240 Supplies - general	20,349.57	22,050.00	-1,700.43	92.29 %
5246 Supplies - office	11,218.97	13,050.00	-1,831.03	85.97 %
Total 52400 Supplies	61,131.55	67,050.00	-5,918.45	91.17 %
52500 Miscellaneous Operating				
5216 Equipment & Furnishings Not Cap	43,934.80	46,000.00	-2,065.20	95.51 %
5228 Miscellaneous	1,089.32	4,000.00	-2,910.68	27.23 %
5228.S Miscellaneous- Supported	1,723.19	42,208.00	-40,484.81	4.08 %
Total 5228 Miscellaneous	2,812.51	46,208.00	-43,395.49	6.09 %
5232 Postage	11,666.64	13,025.00	-1,358.36	89.57 %

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	
Total 5232 Postage	11,815.19	13,025.00	-1,209.81	90.71 %
5250 Taxes and insurance	13,680.05	15,050.00	-1,369.95	90.90 %
Total 52500 Miscellaneous Operating	72,242.55	120,283.00	-48,040.45	60.06 %
52600 Vehicle Expense				
5260.1 Vehicle - Bookmobile	7,572.63	8,900.00	-1,327.37	85.09 %
5260.1s Vehicle - Bookmobile Supported	1,326.53		1,326.53	
Total 5260.1 Vehicle - Bookmobile	8,899.16	8,900.00	-0.84	99.99 %
5260.2 Vehicle - Sprinter	5,000.54	6,000.00	-999.46	83.34 %
5260.3 Vehicle - Van Honda Odyssey	836.01	1,050.00	-213.99	79.62 %
5260.4 Vehicle - Honda Element	606.91	765.00	-158.09	79.33 %
5260.5 Vehicle - Dodge HD Wagon	3,177.06	4,000.00	-822.94	79.43 %
5260.6 Employee Mileage Reimbursement	126.63	130.00	-3.37	97.41 %
5260.7 Vehicle - Chevy Silverado 1500	1,807.75	2,250.00	-442.25	80.34 %
5260.8 Vehicle - Toyota Rav4 VIN 4697	594.73	750.00	-155.27	79.30 %
5260.9 Vehicle - Toyota Rav4 VIN 7665	561.56	800.00	-238.44	70.20 %
Total 52600 Vehicle Expense	21,610.35	24,645.00	-3,034.65	87.69 %
62240 Facility Expense				
6224.1 Bldg-Maintenance	185,448.08	205,830.00	-20,381.92	90.10 %
6224.2 Bldg-Repairs	24,895.46	45,850.00	-20,954.54	54.30 %
6224.3 Bldg-Small Tools	1,000.48	2,500.00	-1,499.52	40.02 %
6224.4 Bldg-Supplies	23,826.82	29,500.00	-5,673.18	80.77 %
6250 Bldg-Insurance	61,754.00	61,754.00	0.00	100.00 %
6255 Bldg-Rent	371,096.05	382,000.00	-10,903.95	97.15 %
6258 Bldg-Utilities	67,035.89	92,600.00	-25,564.11	72.39 %
Total 62240 Facility Expense	735,056.78	820,034.00	-84,977.22	89.64 %
Total 52000 OPERATING EXPENSES	1,620,806.54	1,942,756.00	-321,949.46	83.43 %
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	69,278.18	87,500.00	-18,221.82	79.18 %
7295 Major improvements	121,863.47	151,500.00	-29,636.53	80.44 %
Total 72000 CAPITAL EQUIPMENT EXPENSES	211,087.19	361,700.00	-150,612.81	58.36 %
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	
Total Expenditures	\$6,763,118.06	\$9,056,011.00	\$ -2,292,892.94	74.68 %
NET OPERATING REVENUE	\$2,250,540.48	\$0.00	\$2,250,540.48	0.00%
Other Revenue				
8000 Plant Facilities Levy Revenue	1,400,000.00	1,400,000.00	0.00	100.00 %
8338 Capital Projects Interest	162,939.68	190,000.00	-27,060.32	85.76 %
8800 Transfer In-To Capital Projects Fund from General Fund		306,120.00	-306,120.00	

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
8995 Finance Proceeds		6,350,000.00	-6,350,000.00	
Total Other Revenue	\$1,562,939.68	\$8,246,120.00	\$ -6,683,180.32	18.95 %
Other Expenditures				
9202 Pinnacle fka South Branch Financial Fees		175,000.00	-175,000.00	
9289 Pinnacle fka South Branch Project Costs	415,474.88	6,700,000.00	-6,284,525.12	6.20 %
Total Other Expenditures	\$415,474.88	\$6,875,000.00	\$ -6,459,525.12	6.04 %
NET OTHER REVENUE	\$1,147,464.80	\$1,371,120.00	\$ -223,655.20	83.69 %
NET REVENUE	\$3,398,005.28	\$1,371,120.00	\$2,026,885.28	247.83 %

Meridian Library District

Statement of Activity

October 2023 - July 2024

	TOTAL
Revenue	
40000 Tax Revenue	
4000 Tax levy	7,602,728.35
4005 Tax Levy - Capital Foregone	89,845.00
4006 Tax Levy - Operating Foregone	76,972.00
Total 4000 Tax levy	7,769,545.35
4010 Ag. Replacement	1,455.00
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	329,875.88
Total 40000 Tax Revenue	8,201,763.96
42000 Non-tax Revenue	
4200 Fines and fees	18,552.41
4220 Meeting Room income	9,662.00
4221 Donations & Memorials	3,199.62
4300 Interest income	178,385.60
4339 Capital Replace & Repair Int	273,995.58
4400 Copy/Print income	29,447.16
4410 Miscellaneous income	26,032.25
4500 Grants	89,770.89
4700 Sponsorships	38,029.34
Total 42000 Non-tax Revenue	667,074.85
Sales of Product Income	-296.39
Total Revenue	\$8,868,542.42
GROSS PROFIT	\$8,868,542.42
Expenditures	
50000 PERSONNEL	
5000 Salaries and wages	3,103,820.97
5005 Termination salaries	13,098.31
Total 5000 Salaries and wages	3,116,919.28
5010 Payroll benefits	0.00
5010a Benefits - Retirement	299,619.02
5010b Benefits - PR Taxes	233,969.22
5010c Benefits - Health	476,646.76
Total 5010 Payroll benefits	1,010,235.00
Total 50000 PERSONNEL	4,127,154.28
51000 COLLECTIONS	
5115 Adult Print Books	170,427.94

Meridian Library District

Statement of Activity

October 2023 - July 2024

	TOTAL
5121 Electronic databases	52,883.60
5122 eContent	281,950.45
5125 Print Reference	1,000.73
5130 Children's books	135,642.44
5130S Children's books - Supported	5,190.90
Total 5130 Children's books	140,833.34
5135 Young Adult books	19,496.76
5149 Media	40,977.05
5150 Circulating devices & kits	2,403.06
5151 Periodicals	3,941.29
Total 51000 COLLECTIONS	713,914.22
52000 OPERATING EXPENSES	
52020 Professional Services	
5202.1 Audit	24,500.00
5202.4 Legal fees	50,344.00
5202.5 Consulting	416.67
5202.6 Other	5,944.53
5237 Recruiting/Background Checks	3,895.43
Total 52020 Professional Services	85,100.63
52025 Banking fees	
5202.2 Bankcard fees	1,968.84
5202.3 Financial fees	2,011.30
Total 52025 Banking fees	3,980.14
52120 Consortium	
5212.C Consortium-Courier	37,400.00
5212.H Consortium-Hardware/Software	62,444.46
Total 52120 Consortium	99,844.46
52200 Information Technology	
5220.1 IT Infra -Software/Licensing	102,432.12
5220.1s IT Infra Softw/Lic Supported	90.00
Total 5220.1 IT Infra -Software/Licensing	102,522.12
5220.2 IT Infra -Support	3,339.47
5220.3 IT PCs, Printers & Hardware	48,601.96
5220.3S Supported - IT, PCs, Hardware	237.48
Total 5220.3 IT PCs, Printers & Hardware	48,839.44
5220.5 IT Utilities	38,278.64
5220.6 IT Collection Licensing	6,250.00
5220.7 IT Technology Maintenance	26,832.11
5230 Phone Service	6,659.75
Total 52200 Information Technology	232,721.53

Meridian Library District

Statement of Activity

October 2023 - July 2024

	TOTAL
52250 Marketing	
5225 Marketing & advertising	18,052.74
Total 52250 Marketing	18,052.74
52290 Materials Processing	
5229.1 Materials-OCLC	11,147.67
5229.2 Materials-Processing	45,801.85
Total 52290 Materials Processing	56,949.52
52340 Professional Development	
5234.1 Conferences	26,574.05
5234.2 Education	2,969.36
5234.4 Memberships	3,874.99
5234.5 Staff Mtg & Training	6,700.27
5234.5s Staff Training - Supported	8,845.60
Total 5234.5 Staff Mtg & Training	15,545.87
5234.6 Webinar/Ecourses	2,344.84
Total 52340 Professional Development	51,309.11
52360 Program Expense	
5236.2 Programs - District	
5236.2S District Programs -Supported	11,764.94
Total 5236.2 Programs - District	11,764.94
5236.AD Programs - Adult	5,038.46
5236.As Programs - Adult -Supported	1,319.11
Total 5236.AD Programs - Adult	6,357.57
5236.BR Programs -Brochures	4,445.24
5236.CH Programs - Children	
5236.cs Children's Programs - Supported	1,100.00
Total 5236.CH Programs - Children	1,100.00
5236.EL Programs - Early Learning 0-5	2,908.45
5236.FA Programs -Family All Ages	57,058.09
5236.SA Programs -School Age 6-12	4,023.76
5236.TN Programs -Teen 13-18	4,118.70
5236.VO Programs -Volunteers	90.45
Total 52360 Program Expense	91,867.20
52400 Supplies	
5211 Copy/Print	26,115.78
5240 Supplies - general	13,955.92
5240s Supplies - General -Supported	5,048.38
Total 5240 Supplies - general	19,004.30
5246 Supplies - office	9,877.63
Total 52400 Supplies	54,997.71

Meridian Library District

Statement of Activity

October 2023 - July 2024

	TOTAL
52500 Miscellaneous Operating	
5216 Equipment & Furnishings Not Cap	39,604.10
5228 Miscellaneous	1,089.32
5228.S Miscellaneous- Supported	1,013.39
Total 5228 Miscellaneous	2,102.71
5232 Postage	10,410.90
5232.S Postage - Supported	148.55
Total 5232 Postage	10,559.45
5250 Taxes and insurance	13,680.05
Total 52500 Miscellaneous Operating	65,946.31
52600 Vehicle Expense	
5260.1 Vehicle - Bookmobile	7,572.63
5260.1s Vehicle - Bookmobile Supported	1,326.53
Total 5260.1 Vehicle - Bookmobile	8,899.16
5260.2 Vehicle - Sprinter	5,000.54
5260.3 Vehicle - Van Honda Odyssey	836.01
5260.4 Vehicle - Honda Element	606.91
5260.5 Vehicle - Dodge HD Wagon	3,177.06
5260.6 Employee Mileage Reimbursement	73.30
5260.7 Vehicle - Chevy Silverado 1500	1,677.76
5260.8 Vehicle - Toyota Rav4 VIN 4697	594.73
5260.9 Vehicle - Toyota Rav4 VIN 7665	561.56
Total 52600 Vehicle Expense	21,427.03
62240 Facility Expense	
6224.1 Bldg-Maintenance	169,661.03
6224.2 Bldg-Repairs	18,387.23
6224.3 Bldg-Small Tools	793.90
6224.4 Bldg-Supplies	22,606.09
6250 Bldg-Insurance	61,754.00
6255 Bldg-Rent	308,333.67
6258 Bldg-Utilities	65,757.86
Total 62240 Facility Expense	647,293.78
Total 52000 OPERATING EXPENSES	1,429,490.16
72000 CAPITAL EQUIPMENT EXPENSES	
7216 Equipment & Furnishings	9,924.00
7220 IT - Infrastructure - Hardware	10,021.54
7220.3 IT PCs, Hardware Printers	41,710.90
7295 Major improvements	30,843.72
Total 72000 CAPITAL EQUIPMENT EXPENSES	92,500.16
Total Expenditures	\$6,363,058.82
NET OPERATING REVENUE	\$2,505,483.60

Meridian Library District

Statement of Activity

October 2023 - July 2024

	TOTAL
Other Revenue	
8000 Plant Facilities Levy Revenue	1,400,000.00
8338 Capital Projects Interest	162,939.68
Total Other Revenue	\$1,562,939.68
Other Expenditures	
9289 Pinnacle fka South Branch Project Costs	230,039.50
Total Other Expenditures	\$230,039.50
NET OTHER REVENUE	\$1,332,900.18
NET REVENUE	\$3,838,383.78

Meridian Library District

Statement of Financial Position

As of July 31, 2024

	TOTAL
ASSETS	
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	-237.35
1180 Checking - ICCU General *1068	-4,018.21
1182 Checking - ICCU Sweep *3522	212,118.88
1183 Savings - ICCU Membership *8042	25.00
1184 Savings - ICCU Savings *8093	249,737.09
1200 PayPal Account	50.36
1937 StatePool-General Operations	5,537,009.48
1938 StatePool-Capital Project Fund	4,809,776.99
1939 StatePool-Cap Replacement &Repr	6,292,750.24
Total Bank Accounts	\$17,097,960.73
Other Current Assets	
12000 Undeposited Funds	248.82
1500 Deposits/Prepaid expenses	61,816.54
1600 Property Tax Receivable	9,267,956.00
1627 LGIP Interest Receivable	61,801.02
1652 Sales Tax Receivable	123,546.00
1706 Tech Purchase (Employee)	417.99
1800 Fines Receivable	19,564.24
1850 Allowance	-15,455.76
Total Other Current Assets	\$9,519,894.85
Total Current Assets	\$26,617,855.58
TOTAL ASSETS	\$26,617,855.58

Meridian Library District

Statement of Financial Position

As of July 31, 2024

	TOTAL	
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2380 Accounts Payable	153,355.77	
Total Accounts Payable	\$153,355.77	
Credit Cards		
2700 Divvy Credit Cards Payable	32,778.60	
Total Credit Cards	\$32,778.60	
Other Current Liabilities		
2305 FICA withholding payable	9,939.74	
2330 PERSI withholding payable	37,894.68	
2340 401K withholding payable	2,679.69	
2345 Select Health	-43,233.94	
2352 Nationwide Withholding Payable	1,632.69	
2355 Dental Payable	35.08	
2358 Mutual of Omaha Payable	250.80	
2359 IDWAT Payable	535.00	
2360 AFLAC	327.18	
2400 Accounts Payable -Other	2,220.98	
2405 Accrued Wages	132,128.38	
Sales Tax Agency Payable	417.11	
Sales Tax Payable	237.21	
Total Sales Tax Agency Payable	654.32	
Total Other Current Liabilities	\$145,064.60	
Total Current Liabilities	\$331,198.97	
Total Liabilities		\$331,198.97
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	

Meridian Library District

Statement of Financial Position

As of July 31, 2024

	TOTAL
2998.1 Jewitt property	-210,996.69
2998.2 Cherry/Leisure property	-449,588.00
2998.3 1326 Cherry Lane	-192,604.00
2998.5 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	3,838,383.78
Total Equity	\$26,286,656.61
TOTAL LIABILITIES AND EQUITY	\$26,617,855.58



MONTHLY FINANCIAL REPORT

Quick Stats September 2024

July Bills Processed: 220
 July Credit Card Charges: 206

Finance Report

- Financials are current through July. Additional operating and capital expenditures are reflected in financials as bills and credit card charges have been processed and recorded to date.
- The FY2025, tax year 2024, L2 was filed and received by Ada County. Final confirmation and approval by the Idaho State Tax Commission will be received by October 28, 2024.
- Amended budget to actuals are tracking nicely for the wrap up of the fiscal year. Fund transfers will be completed at the end of September with year end close.

Pinnacle Financing Overview

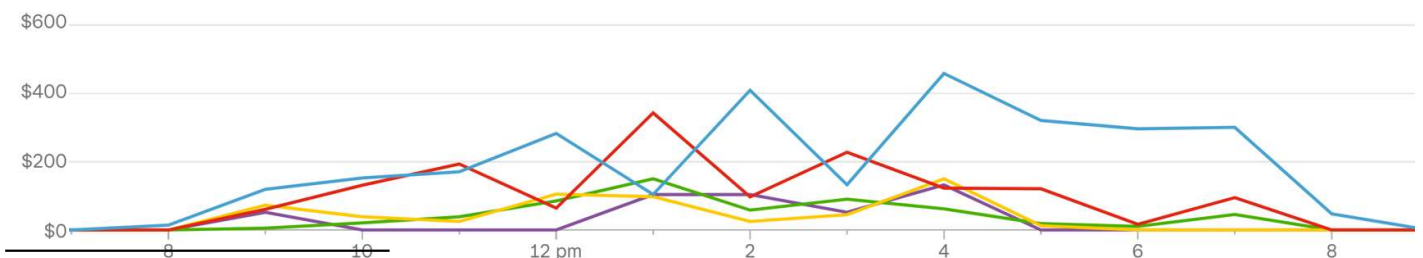
- Pinnacle financing is completed and we received a favorable rate in today's market; an All In Interest Cost of 3.955% . .
- Financing proceeds (net of issuance costs & premium) \$6,238,998
 - Final building purchase price: \$5,718,363
 - Remainder of proceeds to finance FFE including sorter, shelving and furniture.

August Square Summary¹

Aug 1, 2024–Aug 31, 2024

Top 5 Categories: Gross Sales

● Paper Printing Services \$2,810.24 ● Lost/Damaged Items \$1,472.11 ● Uncategorized \$593.75 ● 3D Printing Services \$585.17 ● Non-Resident Library Cards \$443.42



¹ Uncategorized sales represent room reservation payments made through MLD website

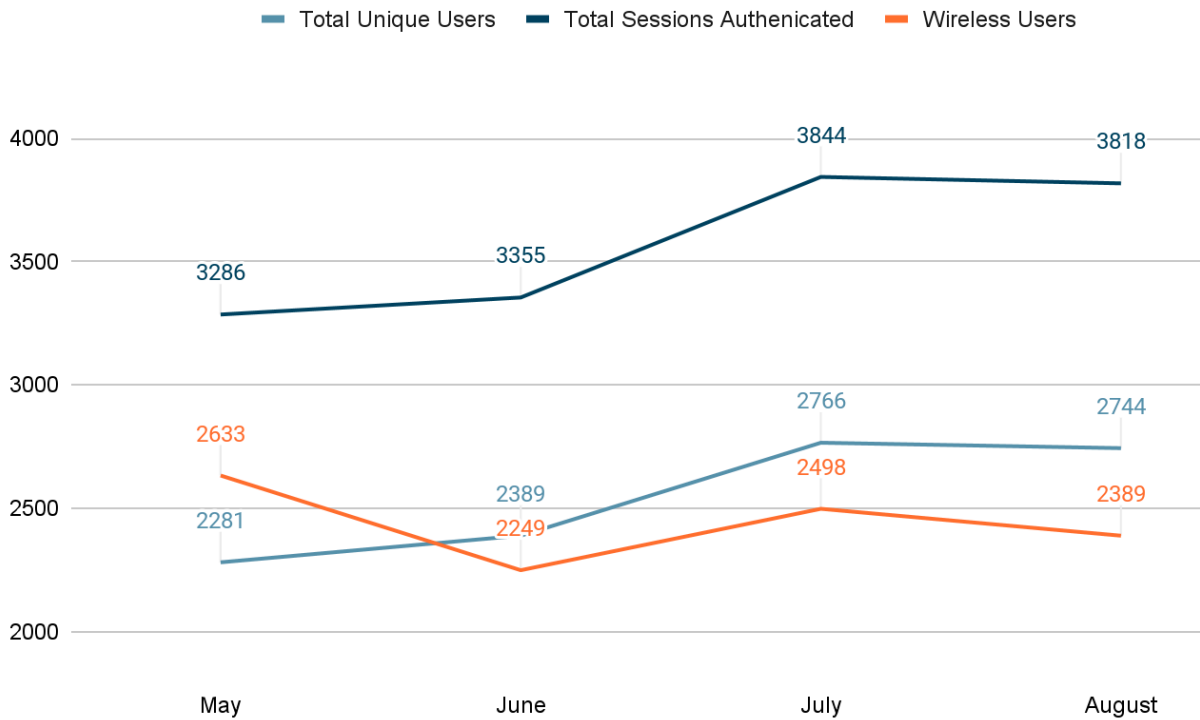


Statistics

Patron Computer and Network Use Report

Total Unique Users	Total Sessions Authenticated	Avg. User Time	Wireless Users
2,744	3,818	125 min	2,389

Computer Lab Usage



**The Pinnacle wireless network is currently live. We are broadcasting our internet signal inside and outside the branch. For the month of August, we had 30 users connect. About 8-10 of those users are staff members but the rest seem to be patron devices. Those stats are not included in the graph above.*

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

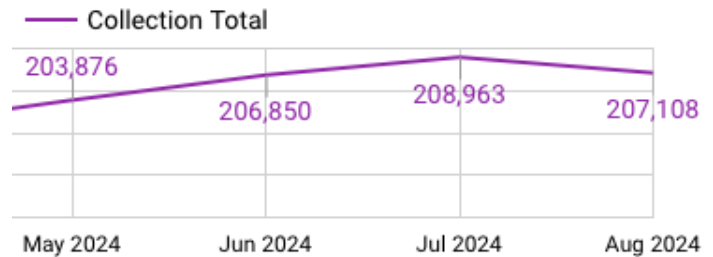
Collections

Number of items added to the collection: 3,958

Number of items removed from the collection: 2,370

Collection Statistics:

- 207,108 physical items in collection
- 99,058 total physical circulations
- 38,344 total digital circulations



General Updates

Pinnacle

The AMH (Automated Materials Handling) system at Pinnacle was installed this month. It's now live and ready for patron books. Our partner, Lyngsoe, also installed and activated the 24-hour holds system and our new self-check units. The self-check system at Pinnacle is different from our other branch locations. The Lyngsoe self-check computers were half the price and offered ADA features that were not available from our current vendor. The 24-hours system is identical to the one at Orchard Park so the learning curve should be fairly low.

District

Two local dealerships were able to get us new vehicles for the District to close out our fiscal year. We have a full-sized Ford Transit van that will be slated for Home Delivery once the vehicle gets wrapped. Funding for this vehicle was offset by a grant from the Foundation. The Foundation is also fully funding the wrap of both the Transit and Promaster Home Delivery vehicles as well as the purchase and installation of an in-bed shelving system. We're also excited to be able to replace unBound's staff vehicle, a 2007 Honda Element, with a new RAV4 Hybrid. Once the plates and registration arrives for the RAV4, we'll swap out vehicles and graduate the Element to being an Admin office vehicle.

General Updates

Cherry Lane

Homeownership Fair: On August 3, Community Librarian Whitney coordinated a fair with expert advice from local real estate agents, mortgage lenders, and home insurance providers to help attendees understand the home buying process, navigate mortgage options and learn home inspection essentials and tips for successful home ownership. 20 attended.

Community Partner & Volunteer Led Programs at Cherry Lane: Although there was a District-wide program break in August in anticipation of the opening of the new Pinnacle Branch, Cherry Lane staff still coordinated many programs led by community partners and volunteers, which makes August an excellent month to spotlight all of these regular events.

- Cherry Lane's regular programs led by community partners include: Fit & Fall Proof (Central District Health), Idaho Department of Labor office hours, Family & Adult Yoga, LARP in the Library (American Boffer Association), Lawyers in the Library, and ASL Conversation Club.
- Community Partners who regularly facilitate an information table in our lobby include: the Women's and Children's Alliance and Equus Workforce Solutions.
- Some regular programs that are typically led by library staff, but were facilitated by volunteers who are regular program attendees include: Needles, Hooks & Books, QSA, Dungeons & Dragons clubs for Teens and Adults, Extreme Book Nerd Book Club, and Writer's Bloc.



Back to School with M.A.S.H: With school back in session, Meridian After School Hangout (M.A.S.H.) returned to Cherry Lane programming, Monday through Friday from 3p to 5p when school is in session. Children's Librarian Gabby kicked off a new campaign to foster relationship building between staff and

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

teens who visit Cherry Lane to help make M.A.S.H a welcoming space for everyone. *Get Caught Doing Something Right* is an initiative where library staff notice positive behaviors they see in teens after school, such as a teen peer reminding another peer to throw their trash away after eating their snack or to keep their noise level down in the computer lab when playing games together. Staff can enter teens caught doing something right into a monthly raffle for prizes. During the last 2.5 weeks of August, the M.A.S.H program served 732 teens.

Back to School Nights: Cherry Lane staff facilitated library information tables at the following Back to School nights: Compass Charter School (Kindergarten Registration), Peregrine Elementary School, and Meridian Middle School.

Storytime at Rockharbor Church: Children's Librarian Gabby visited Rockharbor Church on August 31 to do outreach in our faith based community by providing storytime. She met new families and engaged with attendees who also regularly visit the library. 170 were in attendance at this event.

Orchard Park

New Programs & Events

- Birds of Prey - The World Center for Birds of Prey visited the library with two avian ambassadors, a Barred Owl and a Swainson Hawk. The Center staff shared information about raptor biology and conservation science. 109 community members attended the program and the enthusiasm for this educational program was palpable.



- Enrichment Club - This month, the program focused on games for adults with developmental disabilities. The participants played UNO, Sorry, and LEGOS and enjoyed building creative inventions. (Rebekah)

Regular August Programs

- We had a youth program break for most of August.
- Some of our regular, presenter-led programs, such as Meridian Knights Chess Club, Tales to Tails, Mystery Book Club, Memory Cafe, and Friends of the Library Book Club, continued.

New Outreach

- 20th Anniversary of Adventure Island with Idaho Parents Unlimited at Settler's Park (Rebekah and Eva)
- Western Idaho Fair STEM Day - STEM activities all day (Trevor and other MLD staff)
- Idaho Arthritis Walk at Kleiner Park - Tabled (Amanda and Stacie)

- Idaho Island Festival at Kleiner Park - It was a huge event and well attended. Storytimes were presented with books focused on Pacific and Asian Islander characters and authors. (Melissa & Gabby)

Orchard Park Activities

- We have been busy processing books returned after Summer Reading
- Fire smoke in the valley so patrons have been using the library more in August to spend time and check out books
- The Orchard Park branch was featured in the American Libraries magazine 2024 Library Design Showcase issue. The photograph highlights STEM activities in the Learning Lab.

Staff Activities

- Rebekah and Trevor attended the Boise Comic Arts Festival Librarians and Educators Day. Rebekah reported that it was a fun, informative experience that helped clarify goals and enhance programming for the Enrichment Club's game days.

Silverstone

August was a very busy month for Silverstone. We started August with our Goodbye Silverstone Party on August 2, which signaled the end of our programs at Silverstone. Staff setup displays of highlights at Silverstone over the years, and we had an abundance of staff to engage in the community as they visited and viewed the photos and memorabilia.

We leaned heavily into Outreach events during August with staff attending Gem Prep South Back to School Night August 12, South Meridian Market August 14, and Back to School Nights at both Hillsdale Elementary and Mary Mac on August 29.

Staff took on the enormous job of restickering over 25,000 items in a matter of a few weeks.

Staff also began packing up office supplies, program supplies, and all back of house items in preparation for the move to Pinnacle.

Silverstone staff have fielded hundreds of questions each week about the move, closure of Silverstone, and opening of Pinnacle. They have done an amazing job getting the information out about our new location and the reasons behind closing Silverstone.

We closed Silverstone Permanently on August 31 at 5pm.



unBound

During August, unBound hosted College Planning 101, Teenpreneur Business Startup, and Stocks and Investing Economic Update programs. unBound also tabled at Business Builder Day in Garden City, forging new connections with Treasure Valley business leaders and organizations supporting small businesses. unBound increased awareness of its services and programs with popular 3D printed business card couch giveaways. Cortnie led a team of MLD staff in participating at STEM Day at the Western Idaho Fair.

Mariah, Associate Librarian, celebrated 5 years with MLD!



Director

- August was largely consumed by all things fiscal year budget and COP finance related. We successfully adopted the amended FY24 Budget and the proposed FY25 budget. We also locked in the terms of the COP financing for purchasing the Pinnacle Branch. Highlights of the FY25 budget are establishing the increases to personnel, budgeting for consultants to assist with the next strategic plan, and planning for the renovation of the Cherry Lane branch.
- I met with the Reading Programs Subcommittee to debrief on the most recent Summer Reading Program. We discussed what went well and what we want to look at doing differently next year. The group is working on the Winter Reading Program now and has already adopted some changes that will be incorporated into next year's Summer Reading Program.
- I met with the Lynx Libraries executive team to plan for the onboarding of the incoming Lynx Administrator. We mapped out action items that need to be completed before Brad starts in September and action items that need to be completed after he starts.
- The chair of the Programs Committee and I met to discuss what the committee is working on and what changes they are going to be making to the program planning process.
- Admin met with department managers to discuss changes to the staffing model that will be implemented at the beginning of the upcoming fiscal year.
- As part of curating the history collection currently housed at Meridian City Hall we met to discuss which items can be selected for deaccession. This will be a multi-pronged process of right-sizing the collection to make it ready to move out of Meridian City Hall with the goal of making as much of the collection available to the public as possible.
- The Executive Team met with the insurance agent who oversees MLD's ICRMP insurance policy. We learned more about our insurance policy and were able to ask our new agent questions on process and best practices.
- The Librarian Committee held our monthly meeting at the Admin Building and discussed how their committees and subcommittees are going and ideas on increasing the number of MLD library cardholders.

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

Human Resources

Applications Reviewed

- 58

Job Offers

- 8

New Hires

- 2

Phone Screens

- 16

Job Postings

- 2

Orientations

- 1

Interviews

- 9

Position Changes

- 4

Separations

- 6
-

Meridian Library Foundation

"The Foundation is pleased to announce that it has received a generous grant of \$1,662 from the First Federal Foundation to fund an outdoor Chime Wall for the Children's Patio at Pinnacle. This musical Chime Wall is the first of several planned installations aimed at promoting outdoor STEM learning and exploration. The Foundation's Board Chair, Jake Tolman, and Executive Director, Eryn Turner, attended the First Federal Grant Recipient Luncheon in Jerome, Idaho, on Wednesday, August 21st. They were delighted to receive the check, meet other grant recipients, and personally thank the First Federal Foundation!"



MERIDIAN LIBRARY DISTRICT

Systems Administrator

DRAFT



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3 **Position Summary**

4 The Systems Administrator is responsible for overseeing the maintenance and security of the
5 Meridian Library District's network equipment and computer systems and provides on-site
6 technical and functional support for all hardware, software, and peripherals. The Systems
7 Administrator monitors and manages current systems usage and proposes updates, upgrades,
8 and systems solutions to meet the needs of the staff and patrons. As part of the Operations
9 Division, the Systems Administrator will also provide support on day-to-day hardware, software,
10 and A/V media issues as necessary. Duties include responding to employee concerns or drafting
11 documents to help employees use computer systems and coordinating with the District Executive
12 Team to evaluate and recommend new technologies that enhance the District's computer and
13 network infrastructure. This position provides service and support to all locations throughout the
14 Meridian Library District.

15
16

Duties and Responsibilities

17 *Essential*

18 Responsible for overall maintenance of staff and patron computers at all locations.

19 Provides guidance to the Assistant Director of Operations in managing network security, backup
20 and disaster recovery based on best practices and in partnership with the third-party network
21 consultants.

22 Performs network systems administration duties at the direction of the Assistant Director of
23 Operations and recommendation of network consultants in supporting Windows Server
24 configuration, wireless access points, VM environment, data backups, and the physical network.

25 Oversees Active Directory structure including user management, folder management, permissions
26 access, and resources such as network printing.

*Adopted by the Meridian Library Board of Trustees December 15, 2021
Revised and Board Approved May 17, 2023*

- 27 Analyze network activity and support networking infrastructure including switches, firewalls, etc.
- 28 Installs, configures, and maintains computers and applications based upon computer or software
29 life cycle and staff needs.
- 30 The Systems Administrator maintains service ticket logs and may monitor maintenance
31 agreements, warranties and licenses.
- 32 Maintains detailed records of equipment inventories, new equipment installation, new sites, and
33 changes to computer configuration.
- 34 Documents procedures for installation and use of hardware and software.
- 35 Coordinates the disposal, recycling, or sale of retired computer hardware and peripherals as
36 needed.
- 37
- 38 *Marginal*
- 39 Participates in ongoing professional development by taking technology courses and workshops.
- 40 Attends training or outreach activities at District locations or offsite.
- 41 To demonstrate our commitment to a culture of inclusivity, collaboration, and professional
42 development, staff participate in committee groups as assigned by the District.
- 43 Works on special projects as needed. Evaluates staff, patron, and system needs then recommends
44 and implements new IT solutions in conjunction with District Administration, network consultants,
45 vendors and other Lynx Library Consortium libraries . Assists with budget and statistical
46 information as requested.
- 47 Performs other duties as assigned.

48 **Minimum Qualifications**

49 *Knowledge, Skills, and Abilities:*

50 Demonstrated commitment to diversity, equity, and inclusion.

51 This position requires solid knowledge of computer hardware, software, and networking. Three
52 years experience providing basic PC hardware/software support which includes configuring PC's
53 and/or peripherals, installing software, and performing routine file backup operations in a
54 medium to large scale computer or client/server systems, or an equivalent combination of
55 education and/or experience.

56 Functional knowledge of the principles and practices of PC or network server operation or both;
57 normal preventative maintenance practices for PC's or network servers or both; PC or network
58 server software; installation, maintenance, and operation of computer hardware and software,
59 peripherals, operating systems, and applications software.

60 Ability to work independently and as part of a team; define and diagnose user issues and
61 inquiries, investigate and identify solutions; install, operate and troubleshoot standard PCs,
62 operating systems, and devices; follow complex instructions both verbal and written; train users
63 and communicate technical information to non-technical staff; maintain current knowledge of new
64 technology; display an attitude of cooperation and work harmoniously with all levels of
65 employees, the general public and other organizations; communicate effectively at a level
66 necessary for efficient job performance; complete assignments in a timely fashion; understand
67 and comply with all rules, policies, and regulations; maintain prompt and regular attendance; and
68 perform all essential and marginal functions as assigned by an authorized employee, supervisor
69 and/or manager with or without a reasonable accommodation. Understands the role of
70 technology in providing library services and is proficient in that technology.

71 This position requires managing multiple needs and priorities. Must be flexible and willing to
72 adapt styles to effectively meet the needs of others. Provides exemplary customer service and
73 maintains a favorable public image of MLD. Requires excellent interpersonal skills and the ability
74 to communicate effectively and appropriately with people from diverse backgrounds, including
75 youth, families, volunteers, and co-workers. Builds and maintains positive working relationships
76 with individuals at all levels of the organization and fosters positive partnerships with outside
77 organizations.

78 *Experience:* 2 years of equivalent work experience in installing technical infrastructure,
79 troubleshooting and managing hardware and system software installs, system analysis, network
80 implementation or equivalent experience.

81 *Education:* Bachelor's Degree or equivalent combination of education and experience.

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

84 *Supervisory Responsibility:* The Systems Administrator maintains oversight of vendor and contractor
85 employees to ensure all technology maintenance and network infrastructure work is completed to
86 the satisfaction of the District.

87 ***Preferred Qualifications:*** Bachelor's degree in Computer Science, Computer Information Systems,
88 or Computer Networking or equivalent combination of education and experience. Prior
89 experience in AWS, Azure, and Google Cloud Product. Bilingual, Spanish-English, Russian-English,
90 or other languages.

91

92 ***Working Conditions***

93 *Physical Requirements:* The job requires the employee to sit (occasionally); frequently stand;
94 frequently stoop/bend, kneel, climb, walk, twist/turn, and square; frequently hear, listen and see;
95 perform manual dexterity movements; and frequently speak clearly. The job also requires the
96 employee to occasionally lift and carry up to 50 lbs; reach at, above, and below shoulder height;
97 grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

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

100 *Technology, Equipment, and Devices:* The job requires the employee to regularly operate and exhibit
101 proficiency with a variety of computers, printers, hardware and software commonly used in library
102 settings including Windows, Mac, iOS, and Android. The job requires the employee to regularly
103 operate and troubleshoot general office equipment as well as other technological equipment and
104 devices such as door monitors, databases, Wi-Fi and network hardware, tablets, laptops, and
105 possibly other consumer technology. This job requires operation of a library passenger vehicle.

106 *Expected Hours of Work:* The job requires the employee to work a varied schedule, including
107 daytime, evenings, and weekends (Saturdays and Sundays). This position may occasionally work
108 over 40 hours per week.

109 *Work Environment:* The job requires the employee to be subjected to repetition, working alone,
110 working around others, verbal contact with others, face-to-face contact, inside environment,
111 mechanical equipment, and moving objects.

112 *Expected Travel:* This position requires limited travel for training, conferences, and community or
113 business events and constant travel between library locations.

114

115

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117 or working conditions associated with this job. All employees may be required to perform duties outside of their normal
118 responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this
119 position at any time.

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

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

124

MERIDIAN LIBRARY DISTRICT
Systems Administrator
DRAFT



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7 Administrator [monitors](#) and [manages](#) current systems usage and [proposes](#) updates, upgrades,
8 and systems solutions [to meet the needs of the staff and patrons](#). As part of the [Operations](#)
9 [Division](#), the Systems Administrator will also provide support on day-to-day hardware, software,
10 and A/V media issues as necessary. Duties include responding to employee concerns or drafting
11 documents to help employees use computer systems and coordinating with the [District Executive](#)
12 [Team](#), to evaluate and recommend new technologies that enhance the District's computer and
13 network infrastructure. This position provides service and support to all locations throughout the
14 Meridian Library District.

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16 **Duties and Responsibilities**

17 *Essential*

18 Responsible for overall maintenance of staff and patron computers at all locations.

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20 and disaster recovery based on best practices and in partnership with the third-party network
21 consultants.

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24 configuration, wireless access points, VM environment, data backups, and the physical network.

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26 access, and resources such as network printing.

- Deleted: company
- Deleted: intranets
- Deleted: for the Meridian Library District
- Deleted: will monitor
- Deleted: District Support team

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Adopted by the Meridian Library Board of Trustees December 15, 2021
Revised and Board Approved May 17, 2023

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44 needed.
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53 vendors and other Lynx Library Consortium libraries . Assists with budget and statistical
54 information as requested.
55 Performs other duties as assigned.

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72 operating systems, and devices; follow complex instructions both verbal and written; train users
73 and communicate technical information to non-technical staff; maintain current knowledge of new
74 technology; display an attitude of cooperation and work harmoniously with all levels of
75 employees, the general public and other organizations; communicate effectively at a level
76 necessary for efficient job performance; complete assignments in a timely fashion; understand
77 and comply with all rules, policies, and regulations; maintain prompt and regular attendance; and
78 perform all essential and marginal functions as assigned by an authorized employee, supervisor
79 and/or manager with or without a reasonable accommodation. Understands the role of
80 technology in providing library services and is proficient in that technology.

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82 adapt styles to effectively meet the needs of others. Provides exemplary customer service and
83 maintains a favorable public image of MLD. ~~Requires excellent interpersonal skills and the ability~~
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85 youth, families, volunteers, and co-workers. Builds and maintains positive working relationships
86 with individuals at all levels of the organization and fosters positive partnerships with outside
87 organizations.

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89 troubleshooting and managing hardware and system software installs, system analysis, network
90 implementation or equivalent experience.

93 *Education:* Bachelor's Degree or equivalent combination of education and experience.

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

96 *Supervisory Responsibility:* The Systems Administrator maintains oversight of vendor and contractor
97 employees to ensure all technology maintenance and network infrastructure work is completed to
98 the satisfaction of the District.

99 ***Preferred Qualifications:*** Bachelor's degree in Computer Science, Computer Information Systems,
100 or Computer Networking or equivalent combination of education and experience. Prior
101 experience in AWS, Azure, and Google Cloud Product. Bilingual, Spanish-English, Russian-English,
102 or other languages.
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104 ***Working Conditions***

105 *Physical Requirements:* The job requires the employee to sit (occasionally); frequently stand;
106 frequently stoop/bend, kneel, climb, walk, twist/turn, and square; frequently hear, listen and see;
107 perform manual dexterity movements; and frequently speak clearly. The job also requires the
108 employee to occasionally lift and carry up to 50 lbs; reach at, above, and below shoulder height;
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116 devices such as door monitors, databases, Wi-Fi and network hardware, tablets, laptops, and
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129 or working conditions associated with this job. All employees may be required to perform duties outside of their normal
130 responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this
131 position at any time.

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

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

136



1

2 **Position Summary**

3 Under the direct supervision of the Library Director, the Executive Manager performs a wide
4 variety of complex administrative support duties. Executes duties using high technical skills,
5 business communication capabilities, organization techniques, and administration principles.
6 Demonstrates autonomy and initiative in handling sensitive assignments, effectively engaging
7 with high-level contacts both within and outside the organization while upholding
8 confidentiality. May communicate and work with Board Trustees, elected officials, legal counsel,
9 library leadership and staff, industry and professional groups, and the media. Gathers, and
10 prepares, information relative to the Director’s function as assigned. Makes purchases and
11 oversees purchasing actions of Administrative Assistants.

12

13 **Duties and Responsibilities**

14 *Essential*

15 **Coordination and Communication**

16 Manages and provides effective support for the Library Director, the Board of Trustees, and
17 governance activities of the Library. Prioritizes and ensures completion of commitments by the
18 Library Director and Board of Trustees. Ensures organizational and departmental goals and
19 objectives are met.

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

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

28 Assists the Library Director, Assistant Directors, managers, departments, and branches in
29 planning, developing, and maintaining interdepartmental efforts including operational activities.
30 Oversees, leads, and participates in multi-department business projects. Coordinates schedules
31 between aforementioned groups and the Library Director.

32 **Meetings and Representation**

33 Participates on the Admin team, to set and implement long-term and short-term strategies to
34 achieve the vision of the District as established by the Board of Trustees. Positively reflects the
35 Meridian Library District's mission, vision, and values to members of the public and to staff. May
36 represent the District in community groups, outside organizations, and in interactions with the
37 general public. Accurately communicates and facilitates access to the District's policies to
38 employees and members of the public. Oversees responses to public and staff inquiries and
39 facilitates the timely resolution of issues. May serve as clerk to the Board of Trustees. Assists with
40 meeting coordination, governance compliance, and administration duties. These duties may
41 include preparation of Board policies, resolutions, reports, fact sheets, correspondence, meeting
42 agendas, and meeting minutes. Ensures that actions and records of the Board are in compliance
43 with legal requirements.

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

49 **Supervision**

50 The Executive Assistant supervises Administrative Assistants, and participates in all daily service
51 and support operations of the Admin Assistant team. Is responsible for the effective support of
52 the Director, Assistant Directors, and Admin Team. The Executive Assistant, in collaboration with
53 the Library Director and Human Resources, is responsible for personnel decisions regarding
54 Administrative Assistants which includes recruitment, hiring, coaching and discipline, performance
55 feedback and reviews, employee training, and professional development.

56 **Records and Reports**

57 Maintains accurate records, collects statistics, tracks performance measures, and prepares
58 reports. Completes clerical tasks such as record maintenance, compiling lists, and drafting
59 resource guides in both an office setting and remotely as needed. Keeps information accessible by
60 sorting and filing documents, maintains organization of Administration digital folders. Prepares
61 and organizes documents, including some documents for board meetings and mailings. Ensures
62 the correspondence is accurate and free from grammatical errors. Maintains good attendance
63 and timekeeping records.

64 Collects reports in preparation for monthly Board meetings, working in conjunction with the
65 Library Director to draft the final Board report. Assists in sharing Board approvals and updates
66 with staff after Board meetings, and assisting with. Organizes final draft revisions of documents
67 and policies in appropriate retention locations in accordance with the Meridian Library District's
68 Records Retention Schedule.

69 **Customer Service**

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

73 *Marginal*

74 May be responsible for answering phones and aiding other departments or patrons with inquiries.
75 May serve as a Notary Public for the District and provide related assistance to library staff or
76 members of the public.

77 To demonstrate our commitment to a culture of inclusivity, collaboration, and professional
78 development, staff pParticipates in committee groups as assigned by the District.

79 Performs other duties as assigned.

80

81 **Qualifications**

82 *Minimum Qualifications*

83 **Knowledge, Skills, and Abilities:**

84 Provides exemplary customer service and maintains a favorable public image of the District. Has a
85 desire to work in a public service role and exhibits excellent interpersonal skills with the ability to
86 communicate effectively, and appropriately, with people from diverse backgrounds, including
87 other staff, youth, families, volunteers, co-workers, and community partners. Builds and maintains
88 positive working relationships with individuals at all levels of the organization and fosters positive
89 partnerships with outside organizations. Must be able to work alone on site, as well as remotely.

90 This position requires flexibility in schedule, and the ability to juggle many tasks and priorities. The
91 Executive Assistant must be detail-oriented and accurate with exceptional organizational skills.
92 Works with a positive attitude, is highly professional integrity, and capable of working
93 independently or as a team. Comfortable with change, ambiguity, and problem solving.

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

98 **Experience**

99 1-3 years of administrative or office support experience, or equivalent experience, training, and/or
100 education.

101 **Education**

102 Associate's Degree in Business Administration or related field.

103 **Training, Licenses, or Certifications**

104 Valid driver's license

105 **Supervisory Responsibility**

106 Supervises administrative assistants.

107

108 *Preferred Qualifications*

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

113

114 **Working Conditions**

115 **Physical Requirements**

116 This position requires the employee to sit (frequently); occasionally stand and stoop/bend; walk,
117 kneel, squat, crouch, balance, twist/turn, and maintain flexibility; perform manual dexterity
118 movements; constantly see, hear, listen, and speak clearly. This position also requires the
119 employee to lift and carry up to 40 lbs.

120 **Mental Requirements**

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

123 **Technology, Equipment, and Devices**

124 This position requires the employee to regularly operate and exhibit proficiency with computers
125 and commonly used computer applications copiers, printers, and email, cloud environments, and
126 the internet. This position must be able to use the library's systems and databases. This position
127 requires the employee to operate and troubleshoot general office equipment. This position may
128 occasionally operate a library passenger vehicle.

129 **Expected Hours and Location of Work**

130 This position requires the employee to work a weekday (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 **Work Environment**

135 This position requires the employee to work on repetitive tasks, work alone, work remotely, and
136 work around, and with, others.

137 **Expected Travel**

138 This position requires limited travel throughout the District; minimal travel for training and
139 conferences.

140

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142 or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities
143 from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any
144 time.

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

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

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150

MERIDIAN LIBRARY DISTRICT
Executive Manager
DRAFT



Deleted: Assistant

1
2 **Position Summary**

3 Under the direct supervision of the Library Director, the Executive Manager, performs a wide
4 variety of complex administrative support duties. Executes duties using high technical skills,
5 business communication capabilities, organization techniques, and administration principles.
6 Demonstrates autonomy and initiative in handling sensitive assignments, effectively engaging
7 with high-level contacts both within and outside the organization while upholding
8 confidentiality. May communicate and work with Board Trustees, elected officials, legal counsel,
9 library leadership and staff, industry and professional groups, and the media. Gathers, and
10 prepares, information relative to the Director's function as assigned. Makes purchases and
11 oversees purchasing actions of Administrative Assistants.

Deleted: Assistant

12
13 **Duties and Responsibilities**

14 *Essential*

15 **Coordination and Communication**

16 Manages and provides effective support for the Library Director, the Board of Trustees, and
17 governance activities of the Library. Prioritizes and ensures completion of commitments by the
18 Library Director and Board of Trustees. Ensures organizational and departmental goals and
19 objectives are met.

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

Adopted by the Meridian Library Board of Trustees September 21, 2022
Revised and Board approved 03/20/2024

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

29 Assists the Library Director, Assistant Directors, managers, departments, and branches in
30 planning, developing, and maintaining interdepartmental efforts including operational activities.
31 Oversees, leads, and participates in multi-department business projects. Coordinates schedules
32 between aforementioned groups and the Library Director.

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33 **Meetings and Representation**

34 Participates on the Admin team, to set and implement long-term and short-term strategies to
35 achieve the vision of the District as established by the Board of Trustees. Positively reflects the
36 Meridian Library District's mission, vision, and values to members of the public and to staff. May
37 represent the District in community groups, outside organizations, and in interactions with the
38 general public. Accurately communicates and facilitates access to the District's policies to
39 employees and members of the public. Oversees responses to public and staff inquiries and
40 facilitates the timely resolution of issues. May serve as clerk to the Board of Trustees. Assists with
41 meeting coordination, governance compliance, and administration duties. These duties may
42 include preparation of Board policies, resolutions, reports, fact sheets, correspondence, meeting
43 agendas, and meeting minutes. Ensures that actions and records of the Board are in compliance
44 with legal requirements.

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

50 **Supervision**

51 The Executive Assistant supervises Administrative Assistants, and participates in all daily service
52 and support operations of the Admin Assistant team. Is responsible for the effective support of
53 the Director, Assistant Directors, and Admin Team. The Executive Assistant, in collaboration with
54 the Library Director and Human Resources, is responsible for personnel decisions regarding
55 Administrative Assistants which includes recruitment, hiring, coaching and discipline, performance
56 feedback and reviews, employee training, and professional development.

58 **Records and Reports**

59 Maintains accurate records, collects statistics, tracks performance measures, and prepares
60 reports. Completes clerical tasks such as record maintenance, compiling lists, and drafting
61 resource guides in both an office setting and remotely as needed. Keeps information accessible by
62 sorting and filing documents, maintains organization of Administration digital folders. Prepares
63 and organizes documents, including some documents for board meetings and mailings. Ensures
64 the correspondence is accurate and free from grammatical errors. Maintains good attendance
65 and timekeeping records.

66 Collects reports in preparation for monthly Board meetings, working in conjunction with the
67 Library Director to draft the final Board report. Assists in sharing Board approvals and updates
68 with staff after Board meetings, and assisting with. Organizes final draft revisions of documents
69 and policies in appropriate retention locations in accordance with the Meridian Library District's
70 Records Retention Schedule.

71 **Customer Service**

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

75 *Marginal*

76 May be responsible for answering phones and aiding other departments or patrons with inquiries.
77 May serve as a Notary Public for the District and provide related assistance to library staff or
78 members of the public.

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

81 Performs other duties as assigned.

82

83 **Qualifications**

84 *Minimum Qualifications*

85 **Knowledge, Skills, and Abilities:**

86 Provides exemplary customer service and maintains a favorable public image of the District. Has a
87 desire to work in a public service role and exhibits excellent interpersonal skills with the ability to
88 communicate effectively, and appropriately, with people from diverse backgrounds, including
89 other staff, youth, families, volunteers, co-workers, and community partners. Builds and maintains
90 positive working relationships with individuals at all levels of the organization and fosters positive
91 partnerships with outside organizations. Must be able to work alone on site, as well as remotely.

92 This position requires flexibility in schedule, and the ability to juggle many tasks and priorities. The
93 Executive Assistant must be detail-oriented and accurate with exceptional organizational skills.
94 Works with a positive attitude, is highly professional integrity, and capable of working
95 independently or as a team. Comfortable with change, ambiguity, and problem solving.

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

100 **Experience**

101 1-3 years of administrative or office support experience, or equivalent experience, training, and/or
102 education.

103 **Education**

104 Associate's Degree in Business Administration or related field.

105 **Training, Licenses, or Certifications**

106 Valid driver's license

107 **Supervisory Responsibility**

108 Supervises administrative assistants.

109

110 *Preferred Qualifications*

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

115

116 **Working Conditions**

117 **Physical Requirements**

118 This position requires the employee to sit (frequently); occasionally stand and stoop/bend; walk,
119 kneel, squat, crouch, balance, twist/turn, and maintain flexibility; perform manual dexterity
120 movements; constantly see, hear, listen, and speak clearly. This position also requires the
121 employee to lift and carry up to 40 lbs.

122 **Mental Requirements**

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

125 **Technology, Equipment, and Devices**

126 This position requires the employee to regularly operate and exhibit proficiency with computers
127 and commonly used computer applications copiers, printers, and email, cloud environments, and
128 the internet. This position must be able to use the library's systems and databases. This position
129 requires the employee to operate and troubleshoot general office equipment. This position may
130 occasionally operate a library passenger vehicle.

131 **Expected Hours and Location of Work**

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

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

136 **Work Environment**

137 This position requires the employee to work on repetitive tasks, work alone, work remotely, and
138 work around, and with, others.

139 **Expected Travel**

140 This position requires limited travel throughout the District; minimal travel for training and
141 conferences.

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

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

148 Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color,
149 religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given
150 to veterans who qualify under state and federal laws and regulations.
151

152

MERIDIAN LIBRARY DISTRICT
Administrative Assistant
DRAFT



1

2 **Position Summary**

3 Under the direct supervision of the Executive Manager, the Administrative Assistant supports the
4 library operations by performing office administrative duties. This position assists with a variety of
5 clerical tasks such as preparing and organizing documents, data entry, managing supplies,
6 providing purchasing/receiving assistance, and coordinating direct mailings.

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

8

9 **Duties and Responsibilities**

10 *Essential*

11 ***Supply Management***

12 Oversees supply inventory by checking stock to determine inventory level. Anticipates needed
13 supplies, purchases necessary materials and ensures receipt of supplies. Prepares purchase
14 quotes by verifying specifications and price. Verifies receipt of items by comparing items received
15 to items ordered.

16 ***Financial***

17 Accurately enters, updates, reconciles, and/or retrieves accounting data, such as credit card
18 charges, from systems and monitors purchases and financial transactions to comply with current
19 District policy and procedures, including maintaining confidentiality with sensitive documents and
20 information and maintaining supporting documentation. Scan, file and log accounting documents
21 and remove records according to the records retention schedule. Assist in accurate and timely
22 tracking of fixed asset inventory.

23 **Records and Reports**

24 Maintains accurate records, collects statistics, tracks performance measures and prepares reports
25 related to library services and events to include attendance, outcomes, evaluation, costs, etc. as
26 required by administration. Completes clerical tasks such as record maintenance, document
27 management, document scanning, compiling lists and drafting resource guides. Keeps
28 information accessible by sorting and filing documents. Prepares and organizes documents,
29 including some documents for board meetings and mailings. Ensures the correspondence is
30 accurate and free from grammatical errors. Assists with coordinating tax form distribution for
31 public access to all locations. Sorts and distributes mail and packages. Assists with financial tasks
32 such as processing invoices, maintaining expense records, and assisting with budget tracking.
33 Assists with asset tracking and annual inventory. Maintains good attendance and timekeeping
34 records.

35 **Operations**

36 Tracks board trustees volunteer hours. Trains and monitors new public notaries. May assist in the
37 printing and distribution of library materials, brochures, fliers, etc. Works in an office setting and
38 remotely. Open District mail and process payments in accordance with library policies and
39 procedures.

40 **Customer Service**

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

44 **Clerical**

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

48 *Marginal*

49 Runs errands for the library admin team.

50 Performs other duties as assigned.

51 To demonstrate our commitment to a culture of inclusivity, collaboration, and professional
52 development, staff participates in committee groups as assigned by the District.

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

Revised and Board Approved 4/17/2024

53 Assists library leadership team as necessary with reports, purchasing, photography and staff
54 photo management, and with staff badge creation.

55

56 **Qualifications**

57 *Minimum Qualifications*

58 **Knowledge, Skills, and Abilities**

59 Demonstrated commitment to diversity, equity, and inclusion.

60 Demonstrated ability to maintain and properly manage confidential information.

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

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

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

74 **Experience**

75 1-3 years of administrative or office support experience, or equivalent experience, training, and/or
76 education

77 **Education**

78 High School Diploma or G.E.D.

79 **Training, Licenses, or Certifications**

80 Valid driver's license

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

Revised and Board Approved 4/17/2024

81 ***Supervisory Responsibility***

82 None

83 ***Preferred Qualifications***

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

87

88 **Working Conditions**

89 ***Physical Requirements***

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

94 ***Mental Requirements***

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

97 ***Technology, Equipment, and Devices***

98 This position requires the employee to regularly operate and exhibit proficiency with computers
99 and commonly used computer applications copiers, printers, and email, cloud environments, and
100 the internet. This position must be able to use the library's systems and databases. This position
101 requires the employee to operate and troubleshoot general office equipment. This position may
102 require operation of a vehicle on behalf of the District.

103 ***Expected Hours of Work***

104 This position requires the employee to work a daytime schedule Monday-Friday. May occasionally
105 work weekends or evenings. Position schedule and work location is subject to change at any time
106 at the discretion of management.

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

Revised and Board Approved 4/17/2024

107 **Work Environment**

108 This position requires the employee to work on repetitive tasks, work alone, work remotely, and
109 work around others. The position subjects the incumbent to have verbal contact with others, have
110 face-to-face contact, and be subject to inside environments.

111 **Expected Travel**

112 This position requires limited travel throughout the library district.

113

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

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

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

MERIDIAN LIBRARY DISTRICT
Administrative Assistant
DRAFT



1
2 **Position Summary**

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

Deleted: Assistant

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

8
9 **Duties and Responsibilities**

10 *Essential*

11 **Supply Management**

12 Oversees supply inventory by checking stock to determine inventory level. Anticipates needed
13 supplies, purchases necessary materials and ensures receipt of supplies. Prepares purchase
14 quotes by verifying specifications and price. Verifies receipt of items by comparing items received
15 to items ordered.

16 **Financial**

17 [Accurately enters, updates, reconciles, and/or retrieves accounting data, such as credit card](#)
18 [charges, from systems and monitors purchases and financial transactions to comply with current](#)
19 [District policy and procedures, including maintaining confidentiality with sensitive documents and](#)
20 [information and maintaining supporting documentation. Scan, file and log accounting documents](#)
21 [and remove records according to the records retention schedule. Assist in accurate and timely](#)
22 [tracking of fixed asset inventory.](#)

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Adopted by the Meridian Library Board of Trustees n.d.
Revised and Board Approved 4/17/2024

24 **Records and Reports**

25 Maintains accurate records, collects statistics, tracks performance measures and prepares reports
26 related to library services and events to include attendance, outcomes, evaluation, costs, etc. as
27 required by administration. Completes clerical tasks such as record maintenance, document
28 management, document scanning, compiling lists and drafting resource guides. Keeps
29 information accessible by sorting and filing documents. Prepares and organizes documents,
30 including some documents for board meetings and mailings. Ensures the correspondence is
31 accurate and free from grammatical errors. Assists with coordinating tax form distribution for
32 public access to all locations. Sorts and distributes mail and packages. Assists with financial tasks
33 such as processing invoices, maintaining expense records, and assisting with budget tracking.
34 Assists with asset tracking and annual inventory. Maintains good attendance and timekeeping
35 records.

36 **Operations**

37 Tracks board trustees volunteer hours. Trains and monitors new public notaries. May assist in the
38 printing and distribution of library materials, brochures, fliers, etc. Works in an office setting and
39 remotely. Open District mail and process payments in accordance with library policies and
40 procedures.

41 **Customer Service**

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

45 **Clerical**

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

49 **Marginal**

50 Runs errands for the library admin team.

51 Performs other duties as assigned.

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

*Adopted by the Meridian Library Board of Trustees n.d.
Revised and Board Approved 4/17/2024*

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56 Assists library leadership team as necessary with reports, purchasing, photography and staff
57 photo management, and with staff badge creation.

58

59 **Qualifications**

60 *Minimum Qualifications*

61 **Knowledge, Skills, and Abilities**

62 Demonstrated commitment to diversity, equity, and inclusion.

63 Demonstrated ability to maintain and properly manage confidential information.

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

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

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

77 **Experience**

78 1-3 years of administrative or office support experience, or equivalent experience, training, and/or
79 education

80 **Education**

81 High School Diploma or G.E.D.

82 **Training, Licenses, or Certifications**

83 Valid driver's license

*Adopted by the Meridian Library Board of Trustees n.d.
Revised and Board Approved 4/17/2024*

85 **Supervisory Responsibility**

86 None

87 **Preferred Qualifications**

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

91

92 **Working Conditions**

93 **Physical Requirements**

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

98 **Mental Requirements**

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

101 **Technology, Equipment, and Devices**

102 This position requires the employee to regularly operate and exhibit proficiency with computers
103 and commonly used computer applications copiers, printers, and email, cloud environments, and
104 the internet. This position must be able to use the library's systems and databases. This position
105 requires the employee to operate and troubleshoot general office equipment. This position may
106 require operation of a vehicle on behalf of the District.

107 **Expected Hours of Work**

108 This position requires the employee to work a daytime schedule Monday-Friday. May occasionally
109 work weekends or evenings. Position schedule and work location is subject to change at any time
110 at the discretion of management.

111 **Work Environment**

112 This position requires the employee to work on repetitive tasks, work alone, work remotely, and
113 work around others. The position subjects the incumbent to have verbal contact with others, have
114 face-to-face contact, and be subject to inside environments.

115 **Expected Travel**

116 This position requires limited travel throughout the library district.

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

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

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



MERIDIAN LIBRARY DISTRICT Code of Conduct Policy DRAFT



1 Purpose

2 ~~The safety of Meridian Library District (“District”) patrons, staff, and volunteers is the District’s number~~
3 ~~one priority.~~ In an effort to provide a comfortable, ~~positive,~~ and safe environment for all ~~District~~
4 patrons, staff, and volunteers, and to protect ~~District~~ property, the Board of Trustees of ~~the~~ District
5 (“~~Board~~”) has established ~~this~~ Code of Conduct ~~Policy (this “Policy”). This Policy is designed to provide~~
6 clear and reasonable guidelines governing acceptable behavior within the ~~District’s library~~ branches, on
7 ~~District~~ premises, and on its various online platforms.

Deleted: :
Deleted: The safety of our patrons and staff is our number one priority. MLD takes many precautions to help prevent exposure to or infection from disease, but cannot guarantee this. Anyone not following established safety policies and protocols surrounding infectious and communicable disease may be asked to leave the facility. Users of MLD facilities and platforms are expected to adhere to existing copyright, patent, trademark or other existing intellectual property laws when using MLD equipment or wireless internet.

8 Unacceptable Behavior

9 Unacceptable behavior is defined as any conduct that is (a) a disruption to the orderly and efficient
10 administration of ~~District~~ business; (b) a disruption to others using ~~District~~ facilities or platforms; (c)
11 a threat to the security of ~~District~~ property; or (d) a danger to any person.

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- Deleted: Being under the influence of alcohol or illegal drugs. Possession or consumption of alcohol on MLD grounds unless for a special event or promotion that is approved in advance by the Director. ...

12 Unacceptable behavior includes, but is not limited to:

- 13 1. Any activity in violation of federal, ~~state, or local law.~~
- 14 2. ~~Possessing, selling, distributing, consuming or being under the influence of alcohol or illegal~~
15 ~~drugs; provided, however, possession and consumption of alcohol on District premises is~~
16 ~~allowable during special events or promotions approved in advance by the District Library~~
17 ~~Director (the “Library Director”).~~
- 18 3. ~~Smoking, use of smokeless tobacco products, e-cigarettes, or other electronic smoking~~
19 ~~devices, except in designated areas, which are at least twenty-five (25) feet away from~~
20 ~~entrances and exits. Tobacco and vaping products must be stored in personal belongings and~~
21 ~~out of sight while inside the library.~~
- 22 4. ~~Using profane, lewd, threatening, disturbing, or abusive language, gestures, or behavior.~~
- 23 5. ~~Engaging in unwanted physical contact.~~
- 24 6. ~~Engaging in sexual conduct, viewing pornographic materials, or engaging in other lewd acts~~
25 ~~e.g., exposure, masturbation, or nudity.~~
- 26 7. ~~Inappropriate conduct while using library furniture, equipment, or wireless internet.~~
- 27 8. ~~Threatening behavior or harassment of any type, e.g., physical, sexual, verbal, or stalking, of~~

Adopted by the Meridian Library Board of Trustees 06/11/2013
Revised and Board Approved on 01/19/2024

59 library staff, volunteers, or other library patrons is prohibited in person, telephonically,
60 digitally, or by any other means.
61 9. Damage, theft, or destruction of District property, including through the use of hacking
62 technology, or otherwise disrupting District virtual services, or the use of library equipment
63 in a manner other than intended by the manufacturer.
64 10. Failing to adhere to existing copyright, patent, trademark, or other existing intellectual
65 property laws when using District equipment or wireless internet.
66 11. Eating, except in designated areas, and drinking, except through covered/lidded containers.
67 12. Running, pushing, shoving, or throwing objects.
68 13. Disobeying the reasonable direction of a District staff member.
69 14. Depositing trash anywhere other than in garbage receptacles provided.
70 15. Not keeping personal property within the library patron's control.
71 16. Not following protocols developed to prevent the spread of infectious diseases, including,
72 without limitation, refusal to properly wear a face mask when required by the District. Proper
73 wearing of a face mask means wearing an acceptable face mask covering the nose and mouth
74 when inside any District facility. Anyone not following established safety policies and
75 protocols surrounding infectious and communicable disease may be asked to leave District
76 premises.
77 17. Making ongoing loud noise that is disruptive to others.
78 18. Using recreational wheeled devices such as skateboards, scooters, roller blades or bicycles
79 within District facilities.
80 19. Entering District facilities barefooted, without a shirt, or with offensive body odor or
81 personal hygiene.
82 20. Sleeping, bathing, and other hygiene activities that inhibit the fundamental purpose and
83 use of the library.
84 21. Bringing pets or animals, other than legally defined service animals, into District facilities,
85 except as part of an authorized District program. Service animals, as defined by the
86 Americans with Disabilities Act, must be leashed, harnessed, or tethered unless the
87 library patron's disability prevents using these devices, in which case the patron must
88 maintain control through voice, signal, or other means. Patrons may be asked to remove
89 their service animal from the library if the animal:
90 a. Poses a direct threat to the safety of others;
91 b. Is out of control and effective action is not taken to control it;
92 c. Is not housebroken; or
93 d. Interferes with the library's fundamental purpose, e.g., by continuous barking.
94 22. The possession of weapons of any type on District property is prohibited unless expressly
95 permitted by law, including, without limitation, Chapter 33, Title 18, Idaho Code. For the
96 avoidance of doubt, nothing herein shall be deemed to regulate (i) firearms or any element
97 relating to firearms and components thereof, including ammunition, and (ii) knives or knife
98 making components, beyond the limitations of Idaho law.

Deleted: 2. Defacing or otherwise damaging MLD
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Deleted: 4. -> Verbally or physically threatening or harassing staff, other visitors, or volunteers, including stalking, staring, touching, or using lewd or offensive language. Threatening gestures or unwanted physical contact or lewd behavior.

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28 23. Failure to abide by District policies and rules.

129 **Petitions and Surveys**

130 The District has a compelling interest to ensure uninterrupted public access to all of the resources of
131 our branches for our patrons. Therefore, any persons who desire to engage in petitioning, leafleting,
132 soliciting, or conducting of surveys (collectively "petitioning") on District property should first discuss
133 the same with the on-site branch manager or their designee in order to receive site-specific
134 directions on any applicable time, location, and related rules for such activity. No petitioning is
135 permitted inside any District library branch. Panhandling and the selling of goods or services is
136 prohibited on District property. Meridian Library District, Friends of the Meridian Library, Meridian
137 Library Foundation, and District-sponsored events are exempt from the above policy provisions for
138 purposes benefiting the District.

139 **Violations and Enforcement**

140 Authorized District staff members shall enforce this Policy in a fair and reasonable manner. Authorized
141 District staff members include administrators, managers, supervisors, or staff members designated by
142 a supervisor to intervene with patrons to secure compliance with library use rules. District staff will
143 intervene to stop prohibited activities and behaviors and will involve law enforcement as appropriate.
144 Anyone who violates this Policy will be promptly notified of the infraction and will be given notice of
145 this Policy.

146 The consequences of Policy infractions vary. A violation may result in one or more of the following
147 actions: verbal warning, expulsion from District premises, suspension of library privileges, and/or
148 criminal prosecution or other legal action, as appropriate. The Board delegates to the Library Director
149 or their designee the authority to enforce this Policy, including the authority to suspend library
150 privileges of individuals who violate this Policy. The length of any suspension depends on the severity
151 of the incident and is at the discretion of the Library Director or their designee. Notice of suspension
152 shall be in writing and shall be effective upon sending to the patron's physical or email address on file
153 with the District, or by physical delivery to the patron. A patron whose privilege(s) has been limited or
154 revoked may appeal the limitation or revocation of the privilege(s) by filing a written appeal with the
155 Library Director within ten (10) days from the date of the issuance of the suspension. Patrons have the
156 right to request Board review of any suspension that exceeds thirty (30) days as outlined in the
157 suspension notice. The Board's decision on such appeal is final.

158 Repeated offenses by a minor will result in notification of the minor's parent/guardian.

159 The Library Director or their designee reserves the right to require a meeting with a patron whose
160 privileges have been limited or revoked to review this Policy before their privileges may be
161 reinstated.

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- Deleted: ¶ designee. Enforcement: ¶ The Board of Trustees of the Meridian Library District delegates to the Director or
- Deleted: the Code of Conduct
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MERIDIAN LIBRARY DISTRICT

Code of Conduct Policy

DRAFT

1 **Purpose**

2 The safety of Meridian Library District (“District”) patrons, staff, and volunteers is the District’s number
3 one priority. In an effort to provide a comfortable, positive, and safe environment for all District
4 patrons, staff, and volunteers, and to protect District property, the Board of Trustees of the District
5 (“Board”) has established this Code of Conduct Policy (this “Policy”). This Policy is designed to provide
6 clear and reasonable guidelines governing acceptable behavior within the District’s library branches, on
7 District premises, and on its various online platforms.

8 **Unacceptable Behavior**

9 Unacceptable behavior is defined as any conduct that is (a) a disruption to the orderly and efficient
10 administration of District business; (b) a disruption to others using District facilities or platforms; (c)
11 a threat to the security of District property; or (d) a danger to any person.

12 Unacceptable behavior includes, but is not limited to:

- 13 1. Any activity in violation of federal, state, or local law.
- 14 2. Possessing, selling, distributing, consuming or being under the influence of alcohol or illegal
15 drugs; provided, however, possession and consumption of alcohol on District premises is
16 allowable during special events or promotions approved in advance by the District Library
17 Director (the “Library Director”).
- 18 3. Smoking, use of smokeless tobacco products, e-cigarettes, or other electronic smoking
19 devices, except in designated areas, which are at least twenty-five (25) feet away from
20 entrances and exits. Tobacco and vaping products must be stored in personal belongings and
21 out of sight while inside the library.
- 22 4. Using profane, lewd, threatening, disturbing, or abusive language, gestures, or behavior.
- 23 5. Engaging in unwanted physical contact.
- 24 6. Engaging in sexual conduct, viewing pornographic materials, or engaging in other lewd acts
25 e.g., exposure, masturbation, or nudity.
- 26 7. Inappropriate conduct while using library furniture, equipment, or wireless internet.
- 27 8. Threatening behavior or harassment of any type, e.g., physical, sexual, verbal, or stalking, of

*Adopted by the Meridian Library Board of Trustees 06/11/2013
Revised and Board Approved on 01/19/2024*

- 28 library staff, volunteers, or other library patrons is prohibited in person, telephonically,
29 digitally, or by any other means.
- 30 9. Damage, theft, or destruction of District property, including through the use of hacking
31 technology, or otherwise disrupting District virtual services, or the use of library equipment
32 in a manner other than intended by the manufacturer.
- 33 10. Failing to adhere to existing copyright, patent, trademark, or other existing intellectual
34 property laws when using District equipment or wireless internet.
- 35 11. Eating, except in designated areas, and drinking, except through covered/lidded containers.
- 36 12. Running, pushing, shoving, or throwing objects.
- 37 13. Disobeying the reasonable direction of a District staff member.
- 38 14. Depositing trash anywhere other than in garbage receptacles provided.
- 39 15. Not keeping personal property within the library patron's control.
- 40 16. Not following protocols developed to prevent the spread of infectious diseases, including,
41 without limitation, refusal to properly wear a face mask when required by the District. Proper
42 wearing of a face mask means wearing an acceptable face mask covering the nose and mouth
43 when inside any District facility. Anyone not following established safety policies and
44 protocols surrounding infectious and communicable disease may be asked to leave District
45 premises.
- 46 17. Making ongoing loud noise that is disruptive to others.
- 47 18. Using recreational wheeled devices such as skateboards, scooters, roller blades or bicycles
48 within District facilities.
- 49 19. Entering District facilities barefooted, without a shirt, or with offensive body odor or
50 personal hygiene.
- 51 20. Sleeping, bathing, and other hygiene activities that inhibit the fundamental purpose and
52 use of the library.
- 53 21. Bringing pets or animals, other than legally defined service animals, into District facilities,
54 except as part of an authorized District program. Service animals, as defined by the
55 Americans with Disabilities Act, must be leashed, harnessed, or tethered unless the
56 library patron's disability prevents using these devices, in which case the patron must
57 maintain control through voice, signal, or other means. Patrons may be asked to remove
58 their service animal from the library if the animal:
- 59 a. Poses a direct threat to the safety of others;
60 b. Is out of control and effective action is not taken to control it;
61 c. Is not housebroken; or
62 d. Interferes with the library's fundamental purpose, e.g., by continuous barking.
- 63 22. The possession of weapons of any type on District property is prohibited unless expressly
64 permitted by law, including, without limitation, Chapter 33, Title 18, Idaho Code. For the
65 avoidance of doubt, nothing herein shall be deemed to regulate (i) firearms or any element
66 relating to firearms and components thereof, including ammunition, and (ii) knives or knife
67 making components, beyond the limitations of Idaho law.

68 23. Failure to abide by District policies and rules.

69 **Petitions and Surveys**

70 The District has a compelling interest to ensure uninterrupted public access to all of the resources of
71 our branches for our patrons. Therefore, any persons who desire to engage in petitioning, leafleting,
72 soliciting, or conducting of surveys (collectively “petitioning”) on District property should first discuss
73 the same with the on-site branch manager or their designee in order to receive site-specific
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100 privileges have been limited or revoked to review this Policy before their privileges may be
101 reinstated.



MERIDIAN LIBRARY DISTRICT
Room Reservation Policy
DRAFT

PURPOSE

As part of the Meridian Library District's (MLD) commitment to enriching lives, igniting curiosity, and cultivating connections, we offer access to our room spaces for library activities and functions. When not in use for library purposes, our branch meeting rooms may be available as a designated and limited public forum for local government agencies, businesses, community groups, and nonprofit organizations as a public service.

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MLD provides access to meeting rooms on an equitable basis as outlined by the American Library Association's Library Bill of Rights and First Amendment principles. Permission to use meeting rooms does not imply an endorsement by MLD of a group's policies or beliefs. This policy sets forth the guidelines for the use of MLD's meeting room and study room facilities.

ELIGIBILITY

MLD authorizes the use of its meeting rooms to members of the public who meet the requirements outlined in this policy. Meeting rooms are designated for group use and not for individual purposes. Individuals may reserve a library study room for their needs accordingly.

Friends of the Meridian Library and the Meridian Library Foundation-sponsored activities are given priority in scheduling use of the meeting rooms for programs and events that promote community enrichment, education and recreation, and/or raise funds for the library and its associated nonprofits.

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MLD does not discriminate in making its premises available for use on the basis of sex, race, creed, religion, color, culture or ethnicity, national origin, age, sexual orientation, individual lifestyle, political affiliation, or physical limitation. MLD requires adult sponsorship for any meeting room reservations involving persons under age 18, with the exception of study rooms. The adult sponsor accepts responsibility, and will reimburse MLD, for any damage caused by the group or members of the group to the branch facility (i.e. - meeting room, technology, furniture, furnishings).

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Room rental requests at any MLD facility financed with tax-exempt bonds or certificates of participation may be limited or denied to ensure compliance with MLD tax covenants.

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AVAILABILITY

Meeting rooms vary in number and size by branch location. Rental of rooms is subject to availability and may be subject to capacity limitations. Availability is determined by branch managers and designated staff. Reservations will be given consideration on a first-come, first-served basis. Meeting rooms are available during normal branch operating hours.

Events held outside of normal business hours may be subject to additional charges for time and labor and other requirements, and shall be negotiated with the Library Director, or designee, on a case-by-case basis.

Some reservations may require submission of additional insurance prior to reservation approval.

Rooms may not be used for meetings of longer than three consecutive working days without written permission in advance from the Library Director, or designee. Meeting rooms will be reserved at least 24 hours in advance and no more than 60 days in the future. Study rooms and [Privacy Pods](#) may be reserved up to one-week in advance or are available on a first come, first-served basis, for no more than three hours per day. [Priority will be given to reservations of the Privacy Pods for telehealth appointments.](#)

TERMS OF USE

1. No admission fee may be charged for the event taking place in the meeting room. It is understood that legitimate dues and membership fees do not constitute admission fees.
2. Meetings and events in the branch’s meeting rooms must be open to the public.
3. Programs or events may not disrupt the use of the branch by others. MLD reserves the right to withdraw permission for meeting room use when conditions warrant and to stop meetings which interfere with or are disruptive to the normal operations of the library. Persons attending the meetings are subject to all MLD rules and regulations including the Code of Conduct Policy which includes, but is not limited to:
 - o Illegal weapons are not permitted on the premises.
 - o In compliance with Idaho Code, smoking is prohibited in all parts of the branch, including meeting rooms and courtyards.
 - o Possession or consumption of alcohol on MLD grounds [is prohibited except at MLD or Meridian Library Foundation sponsored events with appropriate permitting and liability insurance.](#)
4. Groups are responsible for arranging the room as needed for their meeting and restoring the room to its prior condition at meeting’s end. Groups will be responsible for

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- 71 any damage caused by misuse or abuse of MLD property as assessed by the branch
72 manager or designee.
- 73 5. MLD does not assume responsibility for materials, equipment, or any other article left by
74 an organization, group or individual in the library and will not be liable for loss, theft, or
75 damage hereto. Attempts will be made to notify the contact listed on the application for
76 any items left after the end of the event. Items left unclaimed for five (5) days after that
77 will be considered abandoned and disposed of without further notice to the
78 organization.
 - 79 6. Individuals or organizations reserving rooms are responsible for ensuring that all
80 necessary safety provisions are observed.
 - 81 7. MLD is not liable for damages resulting from food served at events.
 - 82 8. Copyright restrictions apply to the use of rooms and equipment and cannot be used to
83 duplicate or show material produced by copyright law. Applicants may be liable for any
84 infringement.
 - 85 9. MLD branches that serve as polling locations are subject to additional restrictions
86 limiting political activities within 100 feet of the polling location on Election Day per
87 Idaho Code § 18-2318.
 - 88 10. Additional deposit may be required for cleaning services if determined necessary by the
89 Library Director, or designee.

90 DENIALS AND APPEALS

91 MLD reserves the right to deny or revoke permission to use any room reservation if in the
92 library's opinion:

- 93 1. The purpose of the meeting or activity is illegal or potentially hazardous;
- 94 2. The meeting presents health or security risks;
- 95 3. The conduct of the meeting interferes with the functioning of the library;
- 96 4. The applicant has not provided satisfactory adult sponsorship and/or supervision;
- 97 5. The applicant fails to comply with the Library Code of Conduct or Room Reservation
98 Policy.

99 An applicant aggrieved by an administrative decision about the use of a [reserved space](#), may
100 appeal the decision by writing a letter to the Library Board within five (5) working days of the
101 decision. The applicant, or chosen representative, may appear before the [Board](#) at a regularly
102 scheduled meeting to state a position. The Library Director, or designee, may present an
103 opposing view at the same meeting with the Library Board deciding the matter.

104 PUBLICITY

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1. The individuals and organizations contracting to use library meeting rooms are responsible for the event's publicity. All news releases, publicity or advertisements relating to any program or meeting held in one of the library's reserved spaces, must include a disclaimer that the meeting or event is not sponsored or endorsed by MLD. Use of MLD's logo on non-sponsored programs or events is prohibited.
2. All displays and brochures for the meeting will be contained within the reserved spaces. No displays except directional signs will be allowed in the public area of the library, including an entrance hall or vestibule.
3. MLD does not allow the use of the name and address of any MLD facility as an official address or headquarters by an organization renting a reservable space.

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RESERVATIONS

An application is available via the website or upon request by phone, email or in person. The reservation must include the name and contact information of the responsible adult (with the exception of study room reservations), name of organization (if applicable), time period requested, number of persons expected, topic or nature of the meeting and requested equipment. An individual must complete an application and certify understanding of MLD's policies, and regulations in order to reserve a meeting space.

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Reservations that do not show up within 15 minutes of the scheduled start time may be considered forfeited. Reservation costs must be paid for in advance.

Setup and takedown times are included in the total reservation duration.

Cancellations with less than 24 hours notice are non-refundable. MLD does not issue partial refunds for unused time if a room use is ended earlier than the duration of the reservation.

FEES

The first hour of meeting room fees are waived. Rates for each additional hour (billed in 15 minute increments);

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Cherry Lane Meeting Rooms	Rate per hour (first hour free)
Large Conference Room	\$ <u>30.00</u>
Small Conference Room	\$ <u>15.00</u>
Study Room/ <u>Privacy Pod</u>	Free (maximum of three hours per day)

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unBound Meeting Rooms	Rate per hour (first hour free)
MEET - Formal Meeting Room	\$15.00
RECORD - Sound Studio	\$15.00
SHARE - Informal Meeting Space ¹	Free (maximum of four hours per day)
Orchard Park Meeting Rooms	Rate per hour (first hour free)
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Meeting Room A+B	\$30.00
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Fees are paid at the time of registration, prior to the time of service.

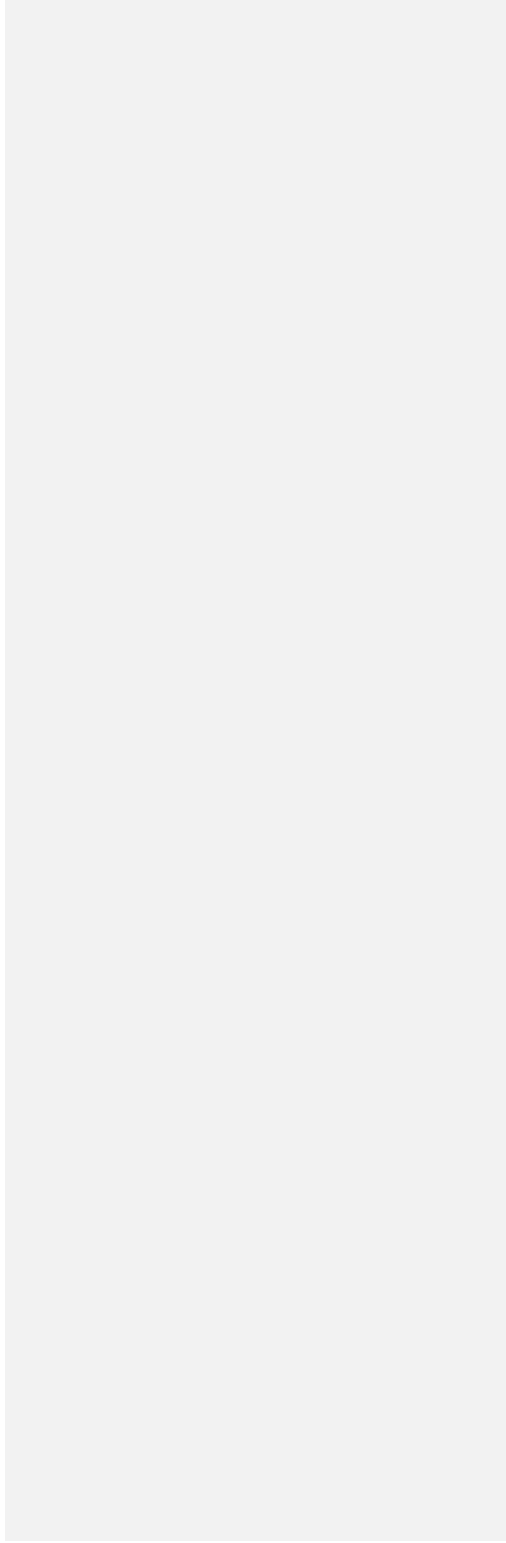
¹ [When not reserved the space can be used on a first come basis.](#)

155 **SALES TAX**

156 Idaho sales tax of 6% is included in the pricing above. A receipt will be provided, upon request,
157 at the point of sale to show the total tax paid.

158 No Public Funds for Abortion Act. As mandated by Idaho law, meeting rooms will not be rented
159 to an abortion provider or an affiliate of an abortion provider as those terms are defined in the
160 "No Public Funds for Abortion Act," Idaho Code §§ 18-8701 *et seq.*
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MERIDIAN LIBRARY DISTRICT

Room Reservation Policy

DRAFT

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Pinnacle Meeting Rooms	Rate per hour (first hour free)
Meeting Room A+B	\$30.00
Meeting Room A	\$15.00
Meeting Room B	\$15.00
Study Room/Privacy Pod	Free (maximum of three hours per day)

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Meridian Library District LENDING GUIDELINE POLICY DRAFT

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2 The Meridian Library District collects and makes available a variety of materials for the
3 community pursuant to Idaho Code § 33-2701 “to promote the establishment and
4 development of public library service for all the people of Idaho.”

5
6 This policy establishes lending periods and limits in order to maximize access for all patrons.
7 Responsibility for all borrowed items, as well as the use of in-branch internet service rests
8 with the library card holder and/or the parent or legal guardian. Meridian Library District staff
9 are available to assist patrons in finding material that best fits their needs.

10 **OBTAINING A LIBRARY CARD**

- 11 • Meridian Library District residents may obtain a free library card by providing photo ID
12 and proof of address. Parents or legal guardians may create accounts using their
13 address for minors of any age. The parent or legal guardian is financially responsible for
14 fines and charges on the account of the minor.
- 15 • Non-resident City of Meridian employees and teachers who teach within Meridian
16 Library District boundaries may obtain a free Meridian Library District card, which
17 requires annual renewal; if the individual is eligible for a card from another Lynx library
18 they must choose to have a card from their home library or from Meridian Library
19 District. This card is for the individual only and does not apply to the entire household.
- 20 • Organizations, such as assisted living facilities or childcare facilities within District
21 boundaries, may obtain organization cards. Each organization will be required to fill out
22 an agreement with the library defining borrowing parameters and organizational
23 responsibility.
- 24 • Those who live within the boundaries of the Boise, Eagle, Garden City, Nampa, Caldwell,
25 Kuna or Ada Community libraries may obtain their home library cards at Meridian
26 Library District locations.

*Adopted by the Meridian Library Board of Trustees 03/18/2015
Revision 11/15/2023*

- 27 ● Non-residents may obtain a library card for \$140 a year, per household. Non-residents
28 55 and older, active duty military, and veterans with proof of service¹ may obtain a library
29 card for \$55 a year. See Service Charges and Fees schedule for details.

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30 The Meridian Library District does not limit or restrict access to any library materials based on
31 age or content, unless expressly required by law. Parents and legal guardians are encouraged
32 to actively participate in their children’s library lending activity and have the ability to view the
33 current checkout activity of any minor account linked to the parent or legal guardian’s account.

34 Lost or stolen cards should be reported to the library immediately.

35 **LOAN PERIODS AND RENEWALS**

36 Materials owned by the Meridian Library District automatically renew based on the schedule below
37 unless there’s a hold on the item. Materials checked out by Meridian residents that are owned by other
38 Lynx Libraries may not renew automatically, please check the lending guidelines of the owning library
39 for their policies.
40

¹ *[*Proof of military service may include active military ID or veteran ID cards issued by the DOD.](#)*

Item	Check-out Length	Limit per Card	Renewals
New Adult Books	14 Days	50	4
Books	28 Days	100	4
Magazines	14 Days	10	4
Encyclopedia	14 Days	2	2
CD AudioBooks	28 Days	20	4
DVD/Blu-ray Films	14 Days	20	2
DVD/Blu-ray NonFiction	14 Days	20	2
TV Season	14 Days	20	2
Video Games	14 Days	5	2
Mobile Hotspots	28 Days	2	0
Electronic Devices	14 Days	2	1
eBooks and e-Audiobooks	14 Days	10	0

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Deleted: on CD

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Deleted: e-AudioBooks

... [11]

49 **RETURNS**

50 Items may be returned to any library in the Lynx Library Consortium except when noted for
51 specific item types.

Deleted: participating in the Open Access Membership through the

52 **ELECTRONIC DEVICES**

- 53 • Meridian Library District is not responsible for any damage done to personal equipment
- 54 while using library-owned devices.
- 55 • Electronic Devices owned by the Meridian Library District must be returned to the public
- 56 service desks at the Cherry Lane branch, Pinnacle branch, or Orchard Park branch.
- 57 Items specifically checked out at the unBound branch can only be returned to the
- 58 unBound front desk, unless otherwise noted.
- 59 • Only current Lynx Library Consortium cardholders in good standing (i.e, library record is
- 60 not blocked due to unpaid fees or lost materials \$10 or greater) and 18 years of age or
- 61 older can check out Electronic Devices.

Deleted: Silverstone

62 **FINES AND CHARGES**

63 Overdue fines are not assessed on items from Meridian Library District’s collections. However,
64 charges will be applied for lost or damaged materials from all collections. The Meridian Library
65 District may employ a collection agency to recover materials deemed lost or missing. Patrons
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Meridian Library District LENDING GUIDELINE POLICY

DRAFT

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2 The Meridian Library District collects and makes available a variety of materials for the
3 community pursuant to Idaho Code § 33-2701 “to promote the establishment and
4 development of public library service for all the people of Idaho.”
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Video Games	14 Days	5	2
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FY25 Proposed MLD Salary Schedule

Grade	Position	Minimum			Midpoint			Maximum		
		Hourly	Monthly*	Annual*	Hourly	Monthly*	Annual*	Hourly	Monthly*	Annual*
1	Library Page (19 hour)	\$14.08	\$1,159.25	\$13,911.04	\$17.60	\$1,449.07	\$17,388.80	\$21.12	\$1,738.88	\$20,866.56
1	Library Page (29 hour)	\$14.08	\$1,769.39	\$21,232.64	\$17.60	\$2,211.73	\$26,540.80	\$21.12	\$2,654.08	\$31,848.96
2	Library Asst., Jr Librarian, Library Courier (19 hour)	\$15.21	\$1,251.99	\$15,023.92	\$19.01	\$1,564.99	\$18,779.90	\$22.81	\$1,877.99	\$22,535.88
2	Library Asst., Jr Librarian, Library Courier (29 hour)	\$15.21	\$1,910.94	\$22,931.25	\$19.01	\$2,388.67	\$28,664.06	\$22.81	\$2,866.41	\$34,396.88
2	Library Asst., Jr Librarian, Library Courier (40 hour)	\$15.21	\$2,635.78	\$31,629.31	\$19.01	\$3,294.72	\$39,536.64	\$22.81	\$3,953.66	\$47,443.97
3	unBound Library Assistant (19 hour)	\$16.42	\$1,352.15	\$16,225.84	\$20.53	\$1,690.19	\$20,282.30	\$24.63	\$2,028.23	\$24,338.76
3	unBound Library Assistant (29 hour)	\$16.42	\$2,063.81	\$24,765.75	\$20.53	\$2,579.77	\$30,957.19	\$24.63	\$3,095.72	\$37,148.63
3	unBound Library Assistant (40 hour)	\$16.42	\$2,846.64	\$34,159.66	\$20.53	\$3,558.30	\$42,699.57	\$24.63	\$4,269.96	\$51,239.49
4	Associate Librarian, Resource Specialist, Digitization Technician	\$17.74	\$3,074.37	\$36,892.43	\$22.17	\$3,842.96	\$46,115.54	\$26.61	\$4,611.55	\$55,338.64
5	Resource Coordinator, Admin. Asst.	\$19.16	\$3,320.32	\$39,843.82	\$23.94	\$4,150.40	\$49,804.78	\$28.73	\$4,980.48	\$59,765.74
6	HR Coordinator, Recruitment Coordinator, Maintenance Coordinator	\$20.69	\$3,585.94	\$43,031.33	\$25.86	\$4,482.43	\$53,789.16	\$31.03	\$5,378.92	\$64,546.99
7	System Administrator, Librarian	\$22.34	\$3,872.82	\$46,473.84	\$27.93	\$4,841.02	\$58,092.30	\$33.51	\$5,809.23	\$69,710.75
8	Department Supervisor	\$25.25	\$4,376.29	\$52,515.43	\$31.56	\$5,470.36	\$65,644.29	\$37.87	\$6,564.43	\$78,773.15
9	Department Manager	\$27.90	\$4,835.80	\$58,029.56	\$34.87	\$6,044.75	\$72,536.94	\$41.85	\$7,253.69	\$87,044.33
10	Admin Manager	\$31.53	\$5,464.45	\$65,573.40	\$39.41	\$6,830.56	\$81,966.75	\$47.29	\$8,196.67	\$98,360.10
11	Assistant Director	\$35.62	\$6,174.83	\$74,097.94	\$44.53	\$7,718.54	\$92,622.42	\$53.44	\$9,262.24	\$111,146.91
12	Director, Lynx Administrator	\$42.04	\$7,286.30	\$87,435.57	\$52.55	\$9,107.87	\$109,294.46	\$63.05	\$10,929.45	\$131,153.35

- Assistant Job Titles:** Library Assistant, Administrative Assistant, Finance Assistant, unBound Library Assistant
- Specialist Job Titles:** Resource Specialist
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- Librarian Job Titles:** Business Liaison, Collection Development, Community, Digital Resources, Marketing, Youth Services
- Supervisor Job Titles:** Branch Supervisor
- Department Manager Job Titles:** Branch Manager, Material Services Manager
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