
The public is invited to attend the regular meeting of the Meridian Library District Board of Trustees at:
7:00 pm on Wednesday, November 20, 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. Oath of Office
4. Consent Agenda [ACTION ITEM]
 - a. Regular Minutes, October 16, 2024
 - b. Special Minutes, October 23, 2024
 - c. Job Descriptions
 - i. Strategic Initiatives
Manager
 - d. Policies
 - i. Room Reservations
5. Financials [ACTION ITEM]
 - a. Approval of September Financial Reports
 - b. Disbursement approvals
6. unBound Open Late for Meridian Winter Lights Parade [ACTION ITEM]
7. Director Updates
 - a. Director's monthly report
8. Job Descriptions
 - a. Foundation Manager [ACTION ITEM]
 - b. Youth Services Librarian [ACTION ITEM]
 - c. Material Services Supervisor [ACTION ITEM]
9. Policies
 - a. Gifts & Sponsorship [ACTION ITEM]
 - b. Public Record [ACTION ITEM]
10. Future agenda items [DISCUSSION ITEM]
11. Adjournment



Library Board Trustee Meeting Minutes

October 16, 2024

Trustees

Jeffery Kohler – Chair

Laura Knutson – Treasurer

Destinie Hart – Vice Chair

Josh Cummings - Trustee

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

Regular Session

Trustees present: All present

Staff present:

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

AGENDA ITEMS

- 1) Call to Order: 7:00pm
- 2) Public Comment
- 3) Consent Agenda [ACTION ITEM]
 - a) Regular Minutes, September 18, 2024
 - b) Job Descriptions
 - i) Marketing Librarian
 - ii) Associate Librarian
 - iii) Collection Development Librarian
 - iv) Library Courier
 - v) Digitization Technician

Motion to approve: Trustee Hart

Second: Trustee Cummings

Vote: All in favor

- 4) Financials [ACTION ITEM]
 - a) Approval of August Financial Reports
 - b) Disbursement approvals

Trustees

Jeffery Kohler – Chair

Laura Knutson – Treasurer

Destinie Hart – Vice Chair

Josh Cummings - Trustee

-Trustee Cummings asked about some charges on a credit card at Lowe's. Assistant Director Su explained the fridges at Pinnacle had been mismeasured and needed to be returned. Chair Kohler asked about the cost of a laser cutter on the financials. Assistant Director Su explained it was an addition to unBound.

Motion to approve Financials: Trustee Cummings

Second: Trustee Hart

Vote: All in favor

5) Janitorial Contract [ACTION ITEM]

Motion to approve JanPro contract: Trustee Knutson

Second: Trustee Hart

Vote: All in favor

6) Director Updates

a) Director's monthly report

- i) Director Grove went over the monthly report, most notable being the opening of Pinnacle on Sept. 30, 2024, which had 122 participants at its first story time.
- ii) Assistant Director Ivanov shared a deep dive into professional development in FY24, including over \$62,000 spent on education assistance, conferences, and other trainings for staff in FY24. Trustee Cummings said he would support reallocating more funds to professional development in the future.
- iii) Trustee Knutson thanked MLD for their work on Pinnacle's COP financing and asked about the databases and how the metrics are taken. Assistant Director Su explained that downloads and uses are counted separately. Chair Kohler asked how the District plans to advertise its online databases. Assistant Director Su said rather than training patrons to use it, the focus is put on training employees to use it to answer patron questions, thus showing patrons the practical, real-life applications that work for them.

7) Job Descriptions

a) Material Services Manager [ACTION ITEM]

Motion to approve: Trustee Hart

Second: Trustee Cummings

Vote: All in favor

Trustees

Jeffery Kohler – Chair

Laura Knutson – Treasurer

Destinie Hart – Vice Chair

Josh Cummings - Trustee

b) Digital Services Librarian [ACTION ITEM]

Motion to approve with title change: Trustee Hart

Second: Trustee Cummings

Vote: All in favor

8) Policies

-Director Grove explained that these changes, minus the Employee Handbook, are part of the regular review process. Legal counsel has gone through and rewritten much of the first three policies. The Employee Handbook was updated as part of the recent payscale update. With supervisors and managers moving to exempt status, the PTO schedule needed to be updated. Trustee Hart asked if the goal was to have a full rewrite of all the policies as the reviews come up. Director Grove said most policies probably won't need to be completely rewritten. It's mostly about keeping policies uniform and consistent with each other across the District.

a) Record Retention Policy [ACTION ITEM]

Motion to approve: Trustee Cummings

Second: Trustee Hart

Vote: All in favor

b) Record Retention Schedule [ACTION ITEM]

Motion to approve with addition of "12 months": Trustee Cummings

Second: Trustee Knutson

Vote: All in favor

c) Conflict of Interest [ACTION ITEM]

Motion to approve: Trustee

Second: Trustee Cummings

Vote: All in favor

d) Employee Handbook [ACTION ITEM]

Motion to approve: Trustee Hart

Second: Trustee Knutson

Vote: All in favor



Library Board Trustee Meeting Minutes

October 16, 2024

Trustees

Jeffery Kohler – Chair

Laura Knutson – Treasurer

Destinie Hart – Vice Chair

Josh Cummings - Trustee

9) Executive Session [ACTION ITEM]

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

Motion to go into Executive Session: 7:48 pm

Roll call: Trustee Kohler – Yes

Trustee Hart – Yes

Trustee Knutson – Yes

Trustee Cummings – Yes

Resume to regular session: 8:24 pm

10) Library Director pay approval [ACTION ITEM]

Motion to increase Director's salary by 1.5% effective Oct. 1, 2024 approve: Trustee Hart

Second: Trustee Cummings

Vote: All in favor

11) Future agenda items [DISCUSSION ITEM]

a) Filling trustee position

b) Any legislative up and coming (ILA, etc.)

c) MSR – Cherry Lane renovation update

12) Adjournment: 8:27pm

The next regular Library Board Meeting is scheduled for 7:00pm, November 20, 2024

RESPECTFULLY SUBMITTED AND APPROVED

Nick Grove, Director

Jeffery Kohler, Board Chair

Trustees

Jeffery Kohler – Chair

Laura Knutson – Treasurer

Destinie Hart – Vice Chair

Josh Cummings - Trustee

Orchard Park Library
Meridian, ID 83642
Conference Room

Special Session

Trustees present: All present

Staff present:

Nick Grove, Library Director; Dan P., Executive Manager

AGENDA ITEMS

1) **Call to Order:** 6:00 pm

2) **Interview Candidates** [DISCUSSION ITEM]

a) Two candidates were interviewed

i) Garret Castle

ii) Josi Christensen

b) Process of the interviews

i) Filing of the vacant seat until May 2025 election

ii) If not chosen there are other opportunities – Friends of the Library, Library Foundation

iii) Interviews were conducted individually

3) **Trustee Appointment** [ACTION ITEM]

Motion to appoint Josi Christensen as trustee: Trustee Knutson Second: Trustee Hart

Vote: yes – 3 No – 1

-will swear in the newly appointed at next Trustee meeting in November

4) **Adjournment:** 7:28pm



Library Board Trustee Meeting Minutes

October 23, 2024

Trustees

Jeffery Kohler – Chair

Laura Knutson – Treasurer

Destinie Hart – Vice Chair

Josh Cummings - Trustee

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Nick Grove, Director

Jeffery Kohler, Board Chair

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MERIDIAN LIBRARY DISTRICT

Strategic Initiatives Manager

DRAFT (ARCHIVE)



Position Summary

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

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

Duties and Responsibilities

Essential

Management and Supervision

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

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

Planning and Strategy

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

strategy implementation. Supports clear communication between library administration, management teams, committees, and library staff. Uses principles of project management in contribution to the effective development of services and initiatives. This includes planning, coordinating, budget and resource allocation, scheduling, integrating, reporting, and supervising multiple projects of varying complexity. Works closely with the Assistant Director of Operations to coordinate and conduct research that envisions long-range plans and strategies for the District.

Budget and Fiscal Responsibility

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

Partnership Development

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

Customer Service

The Strategic Initiatives Manager designs innovative methods of meeting public needs drawing upon current library literature, library policies, public and community feedback, and the library's strategic plan and mission. Establishes and maintains effective working relationships with the public, library employees, volunteers, Friends of the Meridian Library District, Meridian Library Foundation, and other professional groups. Develops strategies to maintain excellent internal customer service within the Operations division and across the District. Makes customer focused decisions based on library policies and procedures.

Advocacy

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

Records and Reporting

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

Marginal

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

Performs other duties as assigned.

Qualifications

Minimum Qualifications

Knowledge, Skills, and Abilities

Demonstrated commitment to diversity, equity, and inclusion.

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

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

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

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

providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies and support staff and patron adoption of technology. Has a desire to continuously learn and develop personal skills, experience, understanding, and knowledge.

Experience

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

Education

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

Training, Licenses, or Certifications

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

Supervisory Responsibility

Supervises library staff in the Strategic Initiatives department.

Preferred Qualifications

Two or more years of supervisory experience.

Bilingual, preferably Spanish-English or Russian-English.

Working Conditions

Physical Requirements

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

Mental Requirements

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

Technology, Equipment, and Devices

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

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

Work Environment

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

Expected Hours and Location of Work

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

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

Expected Travel

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

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

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

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

DRAFT



MERIDIAN LIBRARY DISTRICT

Room Reservation Policy

DRAFT

1 **PURPOSE**

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

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

11 **ELIGIBILITY**

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

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

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

26 Room rental requests at any MLD facility financed with tax-exempt bonds or certificates of
27 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:
 - Illegal weapons are not permitted on the premises.
 - In compliance with Idaho Code, smoking is prohibited in all parts of the branch, including meeting rooms and courtyards.
 - 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

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

82 DENIALS AND APPEALS

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

- 85 1. The purpose of the meeting or activity is illegal or potentially hazardous;
- 86 2. The meeting presents health or security risks;
- 87 3. The conduct of the meeting interferes with the functioning of the library;
- 88 4. The applicant has not provided satisfactory adult sponsorship and/or supervision;
- 89 5. The applicant fails to comply with the Library Code of Conduct or Room Reservation
90 Policy.

91 An applicant aggrieved by an administrative decision about the use of a reserved space may
92 appeal the decision by writing a letter to the Library Board within five (5) working days of the
93 decision. The applicant, or chosen representative, may appear before the Board at a regularly
94 scheduled meeting to state a position. The Library Director, or designee, may present an
95 opposing view at the same meeting with the Library Board deciding the matter.

96

97 PUBLICITY

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

108 **RESERVATIONS**

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

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

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

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

120 **FEES**

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

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

| 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) |
|-----------------------------------|--|
| Conference Room | \$25.00 |
| Study Room/Privacy Pod | Free (maximum of three hours per day) |

Sensory Room Free
(maximum of thirty minutes per day)

123

| 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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¹ When not reserved the space can be used on a first come basis.

125 Fees are paid at the time of registration, prior to the time of service.

126 **SALES TAX**

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

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

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- 87 3. The conduct of the meeting interferes with the functioning of the library;
- 88 4. The applicant has not provided satisfactory adult sponsorship and/or supervision;
- 89 5. The applicant fails to comply with the Library Code of Conduct or Room Reservation
90 Policy.

91 An applicant aggrieved by an administrative decision about the use of a reserved space may
92 appeal the decision by writing a letter to the Library Board within five (5) working days of the
93 decision. The applicant, or chosen representative, may appear before the Board at a regularly
94 scheduled meeting to state a position. The Library Director, or designee, may present an
95 opposing view at the same meeting with the Library Board deciding the matter.

96

97 **PUBLICITY**

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

108 **RESERVATIONS**

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

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

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

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

120 **FEES**

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

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

| 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) |
|-----------------------------------|---|
| Conference Room | \$25.00 |
| Study Room/Privacy Pod | Free (maximum of three hours per day) |
| Sensory Room | Free (maximum of thirty minutes per day) |

123

| 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) |

124

¹ When not reserved the space can be used on a first come basis.

125 Fees are paid at the time of registration, prior to the time of service.

126 **SALES TAX**

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

129 No Public Funds for Abortion Act. As mandated by Idaho law, meeting rooms will not be rented
130 to an abortion provider or an affiliate of an abortion provider as those terms are defined in the
131 "No Public Funds for Abortion Act," Idaho Code §§ 18-8701 *et seq.*
132

DRAFT

Meridian Library District

Bill Payment List

September 2024

| DATE | NUM | VENDOR | AMOUNT |
|----------------------------------|-----|--|-------------|
| 1072 Bill.com Money Out Clearing | | | |
| 09/03/2024 | | INGRAM LIBRARY SERVICES, INC | -843.95 |
| 09/05/2024 | | INGRAM LIBRARY SERVICES, INC | -5,013.70 |
| 09/04/2024 | | INGRAM LIBRARY SERVICES, INC | -1,756.01 |
| 09/10/2024 | | INGRAM LIBRARY SERVICES, INC | -1,795.12 |
| 09/09/2024 | | INGRAM LIBRARY SERVICES, INC | -1,656.08 |
| 09/06/2024 | | INGRAM LIBRARY SERVICES, INC | -3,588.37 |
| 09/09/2024 | | BIBLIOTHECA , LLC | -4,948.48 |
| 09/12/2024 | | Ednetics | -12,912.28 |
| 09/05/2024 | | RM MECHANICAL, INC | -5,716.77 |
| 09/09/2024 | | MIDWEST TAPE | -836.80 |
| 09/03/2024 | | MIDWEST TAPE | -107.56 |
| 09/12/2024 | | TREASURE VALLEY COFFEE INC | -44.95 |
| 09/09/2024 | | Peterson Toyota | -33,740.00 |
| 09/10/2024 | | INGRAM LIBRARY SERVICES, INC | -2,726.87 |
| 09/19/2024 | | INGRAM LIBRARY SERVICES, INC | -6,557.39 |
| 09/18/2024 | | INGRAM LIBRARY SERVICES, INC | -2,592.12 |
| 09/12/2024 | | INGRAM LIBRARY SERVICES, INC | -7,150.48 |
| 09/11/2024 | | INGRAM LIBRARY SERVICES, INC | -1,881.26 |
| 09/17/2024 | | INGRAM LIBRARY SERVICES, INC | -347.56 |
| 09/16/2024 | | INGRAM LIBRARY SERVICES, INC | -787.21 |
| 09/13/2024 | | INGRAM LIBRARY SERVICES, INC | -1,465.78 |
| 09/20/2024 | | FATBEAM, LLC | -1,425.00 |
| 09/10/2024 | | FATBEAM, LLC | -3,829.84 |
| 09/10/2024 | | OVERDRIVE, INC | -1,583.37 |
| 09/10/2024 | | Hadley Skye Rugg | -7.83 |
| 09/10/2024 | | Mary Huberty | -10.95 |
| 09/10/2024 | | Alisha Boyles | -10.39 |
| 09/10/2024 | | Robert York dba MyTreasureValleyHandyman.com LLC | -500.00 |
| 09/10/2024 | | TWIN FALLS PUBLIC LIBRARY | -10.00 |
| 09/19/2024 | | Hawley Troxell Ennis and Hawley LLP | -750.00 |
| 09/19/2024 | | MIDWEST TAPE | -117.97 |
| 09/16/2024 | | MIDWEST TAPE | -530.81 |
| 09/10/2024 | | Playaway Products LLC | -56.99 |
| 09/10/2024 | | Kanopy Inc. | -464.00 |
| 09/10/2024 | | Canon Financial Services, INC. | -226.80 |
| 09/10/2024 | | Diamond Lawns, LLC | -2,465.00 |
| 09/10/2024 | | FISHER'S TECHNOLOGY | -187.63 |
| 09/10/2024 | | FIRE SENTRY SYSTEMS, INC | -285.00 |
| 09/12/2024 | | ICRMP | -40,035.50 |
| 09/19/2024 | | Tracy Peterson | -150.00 |
| 09/19/2024 | | OVERDRIVE, INC | -110,105.80 |
| 09/24/2024 | | MIDWEST TAPE | -1,919.12 |
| 09/19/2024 | | Lyngsoe Systems In. | -104,162.45 |
| 09/23/2024 | | INGRAM LIBRARY SERVICES, INC | -579.72 |

Meridian Library District

Bill Payment List

September 2024

| DATE | NUM | VENDOR | AMOUNT |
|---|-----|---|-----------------------|
| 09/25/2024 | | INGRAM LIBRARY SERVICES, INC | -1,418.28 |
| 09/26/2024 | | INGRAM LIBRARY SERVICES, INC | -4,987.56 |
| 09/30/2024 | | INGRAM LIBRARY SERVICES, INC | -2,480.63 |
| 09/19/2024 | | Ednetics | -35,904.39 |
| 09/19/2024 | | DEMCO | -908.89 |
| 09/19/2024 | | B&H Photo-Video | -1,776.85 |
| 09/19/2024 | | YIG Administration | -247.50 |
| 09/19/2024 | | UNIQUE MANAGEMENT SERVICES, INC | -620.55 |
| 09/19/2024 | | TRI-STATE ELECTRIC, INC. | -936.31 |
| 09/19/2024 | | TREASURE VALLEY COFFEE INC | -76.00 |
| 09/19/2024 | | Stalk Tech Corporation | -14,655.00 |
| 09/26/2024 | | SIGNS ETC | -435.00 |
| 09/19/2024 | | RM MECHANICAL, INC | -470.00 |
| 09/19/2024 | | Randall Construction & Design LLC | -833.34 |
| 09/19/2024 | | Randall Construction & Design LLC | -1,816.66 |
| 09/19/2024 | | Prime, Inc | -492.00 |
| 09/19/2024 | | Patricia Latham Ball dba Management Northwest | -2,362.50 |
| 09/19/2024 | | PACIFIC BACKFLOW LLC | -65.00 |
| 09/19/2024 | | MVIX | -3,120.00 |
| 09/25/2024 | | MIDWEST TAPE | -202.96 |
| 09/19/2024 | | Lucas Holdings, LLC DBA Lucas Color Card | -457.47 |
| 09/19/2024 | | Jennifer Tiedtke | -1,209.00 |
| 09/19/2024 | | Jane Olsen | -1,250.00 |
| 09/19/2024 | | Health Solutions of Idaho, LLC | -600.00 |
| 09/19/2024 | | Employee Benefits Corporation | -60.00 |
| 09/19/2024 | | CM Company Inc | -3,285.42 |
| 09/19/2024 | | Audra Green | -360.96 |
| 09/19/2024 | | Amanda Helsley | -75.00 |
| 09/19/2024 | | All Pro Linen | -57.75 |
| 09/19/2024 | | All Pro Linen | -48.25 |
| 09/19/2024 | | All Pro Linen | -48.25 |
| 09/19/2024 | | All Pro Linen | -57.75 |
| 09/24/2024 | | High Desert Development Linder Village, LLC | -17,916.67 |
| 09/26/2024 | | Prime, Inc | -3,444.00 |
| Total for 1072 Bill.com Money Out Clearing | | | \$ -468,562.85 |

Meridian Library District

Electronic Bill Payment List

September 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | AMOUNT | ACCOUNT |
|------------|------------------|-----|-------------------------------------|--|-----------|---|
| 09/04/2024 | Check | EFT | HRA VEBA | August 2024 HRA VEBA Remittance | -9,395.00 | 1180 Checking - ICCU General *1068 |
| | | | | | -9,395.00 | 2353 HRA VEBA Payable |
| 09/04/2024 | Check | EFT | HRA VEBA | September 2024 HRA VEBA Remittance | -8,910.00 | 1180 Checking - ICCU General *1068 |
| | | | | | -8,910.00 | 2353 HRA VEBA Payable |
| 09/05/2024 | Check | EFT | AFLAC | August 2024 Aflac Employee Contribution Remittance | -381.02 | 1180 Checking - ICCU General *1068 |
| | | | | | -381.02 | 2360 AFLAC Payable |
| 09/05/2024 | Check | EFT | CITY OF MERIDIAN | Water/Sewer/Recycling/Trash 7/21-8/20/24 | -132.43 | 1180 Checking - ICCU General *1068 |
| | | | | | 132.43 | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities |
| 09/05/2024 | Check | EFT | CITY OF MERIDIAN | Water 7/21-8/20/24 | -467.29 | 1180 Checking - ICCU General *1068 |
| | | | | | 467.29 | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities |
| 09/05/2024 | Check | EFT | CITY OF MERIDIAN | Water 7/21-8/20/24 | -379.77 | 1180 Checking - ICCU General *1068 |
| | | | | | 379.77 | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities |
| 09/05/2024 | Check | EFT | CITY OF MERIDIAN | Water/Sewer/Trash/Recycling 07/21-08/20/24 | -430.01 | 1180 Checking - ICCU General *1068 |
| | | | | | 430.01 | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities |
| 09/06/2024 | Check | EFT | PERSI | PERSI Base Plan Employer Contributions 09/06/2024 Payroll | 24,299.82 | 1180 Checking - ICCU General *1068 |
| | | | | | - | 2330 PERSI withholding payable |
| | | | | PERSI Base Plan Employee Contributions 09/06/2024 Payroll | 15,671.25 | |
| | | | | PERSI Contributions Reconciling Overpayment | -9,408.01 | 2330 PERSI withholding payable |
| | | | | | 779.44 | 2330 PERSI withholding payable |
| 09/06/2024 | Check | EFT | PERSI-401K | 09/06/24 Payroll PERSI 401k Remittance | -2,743.98 | 1180 Checking - ICCU General *1068 |
| | | | | | -2,743.98 | 2340 401K withholding payable |
| 09/06/2024 | Check | EFT | Nationwide 457b | 09/06/24 Payroll Nationwide Roth Remittance | -519.07 | 1180 Checking - ICCU General *1068 |
| | | | | | -519.07 | 2352 Nationwide Withholding Payable |
| 09/06/2024 | Check | EFT | Nationwide 457b | 09/06/24 Payroll Nationwide PreTax Remittance | -1,173.25 | 1180 Checking - ICCU General *1068 |
| | | | | | -1,173.25 | 2352 Nationwide Withholding Payable |
| 09/06/2024 | Check | EFT | L695-NCPERS IDAHO | September 2024 NCPERS Employee Contribution Remittance | -144.00 | 1180 Checking - ICCU General *1068 |
| | | | | | -144.00 | 2350 Persi Life withholding payable |
| 09/12/2024 | Check | EFT | IDAHO POWER - 5042 | Power 07/23-08/21/24 | -899.78 | 1180 Checking - ICCU General *1068 |
| | | | | | 899.78 | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities |
| 09/12/2024 | Check | EFT | Hawley Troxell Ennis and Hawley LLP | COP Financing & Disclosure Counsel | - | 9102 Zions Bank COP Cost of Issuance Fund 5672205B |
| | | | | | 70,000.00 | |
| | | | | | 70,000.00 | 9202 Pinnacle fka South Branch Financial Fees |
| 09/12/2024 | Check | EFT | Piper Sandler | COP Financial Advisory Services | - | 9102 Zions Bank COP Cost of Issuance Fund 5672205B |
| | | | | | 30,000.00 | |
| | | | | | 30,000.00 | 9202 Pinnacle fka South Branch Financial Fees |
| 09/12/2024 | Check | EFT | Zions Bank | COP Acceptance & Initial Set Up, Annual Trustee and Annual Dissemination Fees | -5,750.00 | 9102 Zions Bank COP Cost of Issuance Fund 5672205B |
| | | | | | 5,750.00 | 9202 Pinnacle fka South Branch Financial Fees |
| 09/12/2024 | Check | EFT | Moody's Investor Services, Inc. | COP Financial Rating | - | 9102 Zions Bank COP Cost of Issuance Fund 5672205B |
| | | | | | 22,000.00 | |
| | | | | | 22,000.00 | 9202 Pinnacle fka South Branch Financial Fees |
| 09/12/2024 | Check | EFT | Image Master | COP Preliminary Official Statement and Official Statement: Electronic POS and OS with composition, posting and distribution. | -1,750.00 | 9102 Zions Bank COP Cost of Issuance Fund 5672205B |
| | | | | | 1,750.00 | 9202 Pinnacle fka South Branch Financial Fees |
| 09/12/2024 | Check | EFT | TitleOne Corporation | COP Owner's Title Insurance | -5,548.00 | 9102 Zions Bank COP Cost of Issuance Fund 5672205B |
| | | | | | 5,548.00 | 9202 Pinnacle fka South Branch Financial Fees |
| 09/12/2024 | Check | EFT | TitleOne Corporation | Pinnacle Library Closing Irrigation Assesments Due | -6,588.79 | 9101 Zions Bank COP Acquisition Fund 5672205A |
| | | | | Pinnacle Library Closing Credit for County Taxes | 22.49 | 9289 Pinnacle fka South Branch Project Costs |
| | | | | Pinnacle Library Closing Association Dues | -2,355.04 | 9289 Pinnacle fka South Branch Project Costs |
| | | | | Pinnacle Library Closing Owner's Title Insurance | 858.40 | 9289 Pinnacle fka South Branch Project Costs |
| | | | | Pinnacle Library Closing Fee | 6,573.00 | 9289 Pinnacle fka South Branch Project Costs |
| | | | | Pinnacle Library Closing Title Closing Letter Fee | 1,400.00 | 9289 Pinnacle fka South Branch Project Costs |
| | | | | Pinnacle Library Closing Deed Recording Fee | 25.00 | 9289 Pinnacle fka South Branch Project Costs |
| | | | | Pinnacle Library Closing City Assesments Due | 19.75 | 9289 Pinnacle fka South Branch Project Costs |
| | | | | | 45.19 | 9289 Pinnacle fka South Branch Project Costs |
| 09/12/2024 | Check | EFT | Hawley Troxell Ennis and Hawley LLP | COP Financing & Disclosure Counsel | -8,032.98 | 9101 Zions Bank COP Acquisition Fund 5672205A |
| | | | | | 8,032.98 | 9202 Pinnacle fka South Branch Financial Fees |

Meridian Library District

Electronic Bill Payment List

September 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | AMOUNT | ACCOUNT |
|---------------------|------------------|-----|----------------------------|---|-----------|--|
| 09/12/2024 | Check | EFT | Stifel Public Finance | | - | 9101 Zions Bank COP Acquisition Fund 5672205A |
| | | | | COP Underwriters Discount (Underwriters Fee) | 37,719.90 | 9202 Pinnacle fka South Branch Financial Fees |
| 09/19/2024 | Check | EFT | INTERMOUNTAIN GAS COMPANY | | -8.24 | 1180 Checking - ICCU General *1068 |
| | | | | Gas 07/31-08/27/24 | 8.24 | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities |
| 09/20/2024 | Check | EFT | Paylocity | | -2,083.87 | 1181 Checking - ICCU Payroll ZBA *3248 |
| | | | | September Payroll Processing Paylocity INV2304392 | 2,083.87 | 5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing |
| 09/20/2024 | Check | EFT | PERSI | | - | 1180 Checking - ICCU General *1068 |
| | | | | PERSI Base Plan Employer Contributions 09/20/2024 Payroll | 25,426.63 | - 2330 PERSI withholding payable |
| | | | | PERSI Base Plan Employee Contributions 09/20/2024 Payroll | 15,541.53 | |
| | | | | PERSI Contributions Reconciling Overpayment | -9,538.83 | 2330 PERSI withholding payable |
| | | | | | -346.27 | 2330 PERSI withholding payable |
| 09/20/2024 | Check | EFT | PERSI-401K | | -2,741.43 | 1180 Checking - ICCU General *1068 |
| | | | | 09/20/24 Payroll PERSI 401k Remittance | -2,741.43 | 2340 401K withholding payable |
| 09/20/2024 | Check | EFT | Nationwide 457b | | -1,161.69 | 1180 Checking - ICCU General *1068 |
| | | | | 09/20/24 Payroll Nationwide PreTax Remittance | -1,161.69 | 2352 Nationwide Withholding Payable |
| 09/20/2024 | Check | EFT | Nationwide 457b | | -513.48 | 1180 Checking - ICCU General *1068 |
| | | | | 09/20/24 Payroll Nationwide Roth Remittance | -513.48 | 2352 Nationwide Withholding Payable |
| 09/20/2024 | Check | EFT | CITY OF MERIDIAN | | -26.42 | 1180 Checking - ICCU General *1068 |
| | | | | Water/Sewer 08/06-09/05/24 | 26.42 | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities |
| 09/22/2024 | Check | EFT | INTERMOUNTAIN GAS COMPANY | | -15.45 | 1180 Checking - ICCU General *1068 |
| | | | | Gas 07/31-08/26/24 | 15.45 | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities |
| 09/23/2024 | Check | EFT | IDAHO POWER - 3194 | | -1,422.04 | 1180 Checking - ICCU General *1068 |
| | | | | Power 08/03-09/04/24 | 1,422.04 | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities |
| 09/23/2024 | Check | EFT | INTERMOUNTAIN GAS COMPANY | | -15.45 | 1180 Checking - ICCU General *1068 |
| | | | | Gas 08/01-08/28/24 | 15.45 | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities |
| 09/25/2024 | Check | EFT | IDAHO POWER - 7016 | | -155.45 | 1180 Checking - ICCU General *1068 |
| | | | | Power 08/08-09/06/24 | 155.45 | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities |
| 09/25/2024 | Check | EFT | IDAHO POWER - 1620 | | -3,165.71 | 1180 Checking - ICCU General *1068 |
| | | | | Power 08/08-09/06/24 | 3,165.71 | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities |
| 09/28/2024 | Check | EFT | Bill.com | | -922.24 | 1180 Checking - ICCU General *1068 |
| | | | | Bill.com 08/28-09/27/24 | 922.24 | 5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing |
| 09/30/2024 | Check | EFT | Idaho Central Credit Union | | -15.00 | 1184 Savings - ICCU Savings *8093 |
| | | | | ICCU Money Market Savings Service Fees September 2024 | 15.00 | 5202.3 OPERATING EXPENSES:Banking fees:Financial fees |
| 09/30/2024 | Check | EFT | Gravity Payments | | -22.38 | 1180 Checking - ICCU General *1068 |
| | | | | September 2024 Gravity Payments Processing Fees | 22.38 | 5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees |
| 09/30/2024 | Check | EFT | Idaho Central Credit Union | | -252.65 | 1180 Checking - ICCU General *1068 |
| | | | | ICCU Checking Service Fees September 2024 | 252.65 | 5202.3 OPERATING EXPENSES:Banking fees:Financial fees |
| 09/30/2024 | Check | EFT | IDAHO POWER - 7302 | | -448.70 | 1180 Checking - ICCU General *1068 |
| | | | | Power 08/13-09/11/24 | 448.70 | 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities |
| 09/30/2024 | Check | EFT | Chevron (Wex Bank) | | -700.71 | 1180 Checking - ICCU General *1068 |
| | | | | September 2024 Fuel | 117.92 | 5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile |
| | | | | September 2024 Fuel | 97.50 | 5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van Honda Odyssey |
| | | | | September 2024 Fuel | 20.45 | 5260.4 OPERATING EXPENSES:Vehicle Expense:Vehicle - Honda Element |
| | | | | September 2024 Fuel | 203.20 | 5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon |
| | | | | September 2024 Fuel | 121.87 | 5260.7 OPERATING EXPENSES:Vehicle Expense:Vehicle - Chevy Silverado 1500 |
| | | | | September 2024 Fuel | 34.29 | 5260.9 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 7665 |
| | | | | September 2024 Fuel | 105.48 | 5260.8 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 4697 |
| Credit Card Payment | | | | | | |
| 09/01/2024 | Credit Card | | Divvy | | - | 1180 Checking - ICCU General *1068 |

Meridian Library District

Electronic Bill Payment List

September 2024

| DATE | TRANSACTION TYPE | NUM NAME | MEMO/DESCRIPTION | AMOUNT | ACCOUNT |
|------|---------------------|----------|------------------|-----------|-----------------------------------|
| | Payment | | | 48,109.97 | |
| | | | | | - 2700 Divvy Credit Cards Payable |
| | | | | 48,109.97 | |



MEMORANDUM

TO: Meridian Library District Board of Trustees

FROM: Nick Grove, Library Director

DATE: November 20, 2024

RE: Open late on December 6, 2024 at unBound branch

MLD unBound Branch is requesting approval to extend its operating hours on **Friday, December 6, 2024**. This request is to provide library facilities to the community during the Meridian Winter Lights Parade. We are requesting to remain open until the conclusion of the parade.

ADMIN DIVISION

Director

- October 1 marked the beginning of Fiscal Year 2025 and staff were appreciative of the changes to the salary schedule that began with the first full pay period of the month. The current fiscal year will see the beginning of Cherry Lane renovation project and relocation of the Operations Division along with a new strategic plan and comprehensive master facility plan.
- Cherry Lane renovation meetings between MSR Design, CM Company, and MLD are progressing on the scope and design of the project. Details, timelines, and plan refinements will be worked on over the next few months before securing permits in Spring 2025 with construction slated to begin in late spring or early summer.
- I attended the Idaho Library Association (ILA) annual conference which was held in Meridian this year. Several MLD staff were able to attend and many presented on a variety of topics, including associate librarian Emily from Cherry Lane presenting on how to implement a dungeons and dragons program at your library (and this was her first ILA conference!). The ILA conference provides a great opportunity to connect with library professionals from across the state and it is impressive to see how well regarded MLD staff are among our industry peers.
- Another conference I attended was Internet Librarian. This conference was a fully online experience which varied quite a bit from when it was held as an in-person event. Many of the sessions centered around use of technology, especially artificial intelligence, in exploring new ways of providing library services to our communities.
- As a member of the Meridian Chamber of Commerce board of directors I attended a national Chamber of Commerce proclamation event and a few weeks later the annual board of directors planning meeting.
- The MLD Board held a special meeting in October to interview applicants for the open trustee seat. Josi Christensen was selected for the position and will be sworn into the position at the November regular meeting.

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

Finance

- September Bills Processed: 136
- September Credit Card Charges: 216
- September Electronic Bill Payments: 41
- Disbursement reports for September are presented for approval.
- The financial audit for FY2024 is scheduled for 11/18-11/22/2024. The Finance department has been busy wrapping up FY2024 financials and getting requested audit documents compiled.
- Final FY2024 pre-audit financials will be presented in December, with expanded Q4 FY2024 financials.
- Costs for the Certificate of Participation issuance are included in the disbursement reports this month. These costs were paid directly from the financing proceeds.
- The FY2025 levy was approved by the state and on 10/28/2024. FY2025 is off to a good start, with various staff and committees contributing and engaging in the financial process.

Human Resources

General

October was a busy month for HR. We focused on completing annual reports, hosting flu shot clinics, and finalizing 2025 benefit plans. This involved close collaboration with various teams to ensure smooth implementation. We successfully secured a new, low-cost medical plan for part-time employees, a long-awaited goal. Additionally, we've been working on optimizing staff scheduling within our HRIS system, exploring cost-effective solutions.

Recruiting

During the month of October 2024, MLD employed a total of 115 staff, compared to the same month last year which totaled 97 active staff members. Our team reviewed a total of 90 candidates last month, conducted 16 phone screens, coordinated and completed 11 interviews, onboarded 5 new hires, and promoted 5 internal applicants. Our time to fill vacant positions has also improved from 47 days for the month of October FY24 to 24 days for the month of October FY25. The number of potential applicants/application views has increased comparatively as well, increasing from 1,339 site visits in October FY24 to 1,596 site visits in October FY25.

Volunteers

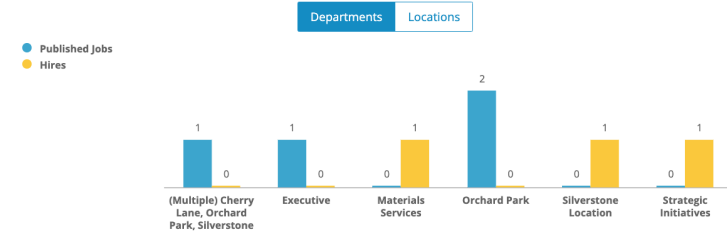
This month, we've been busy preparing for our Orchard Park Afterschool Tutoring Club, recruiting volunteers, and coordinating with Rocky Mountain NHS. We're also finalizing a comprehensive volunteer handbook and updating our volunteer webpage. Additionally, we've added a new form for corporate volunteer sign-ups and welcomed new volunteers to the Orchard Park branch. As we look ahead, we're gearing up for next year's summer reading program recruitment.

Human Resources Data & Insights

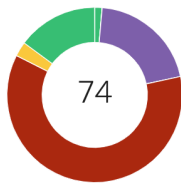
| | | | | | |
|--|---------------------|----------------------|-------------------------------|--------------------------------|---|
| Headcount ⓘ 97 As of October 2023 | Hired ⓘ 0 | Termed ⓘ 5 | Growth Rate ⓘ -4.9% | Turnover Rate ⓘ 5.2% | Average Tenure ⓘ 3.9 (Years) |
|--|---------------------|----------------------|-------------------------------|--------------------------------|---|

| | | | |
|--------------------------|----------------------------|-------------------|-----------------------------------|
| Created Jobs 2 | Published Jobs 4 | Hires 3 | Average Time to Fill 47 |
|--------------------------|----------------------------|-------------------|-----------------------------------|

Job and Hire Breakdown



Applications



- Applications**
- ampproject.org
 - android.gm
 - facebook.com
 - google.com
 - indeed.com - Indeed_Feed
 - influencermarketinghub.com
 - mid.org
 - myworkdayjobs.com
 - pnla.org
 - All Others (7)

Candidates

Total Candidates

70

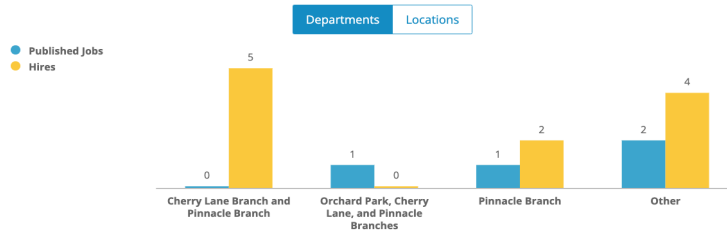
Manually Added Candidates

—

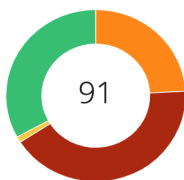
| | | | | | |
|---|---------------------|----------------------|------------------------------|-------------------------------|---|
| Headcount ⓘ 115 As of October 2024 | Hired ⓘ 5 | Termed ⓘ 1 | Growth Rate ⓘ 3.6% | Turnover Rate ⓘ <1% | Average Tenure ⓘ 3.7 (Years) |
|---|---------------------|----------------------|------------------------------|-------------------------------|---|

| | | | |
|--------------------------|----------------------------|--------------------|-----------------------------------|
| Created Jobs 4 | Published Jobs 4 | Hires 11 | Average Time to Fill 24 |
|--------------------------|----------------------------|--------------------|-----------------------------------|

Job and Hire Breakdown



Applications



- Applications**
- android.gm
 - facebook.com
 - glassdoor.com - Indeed_Feed
 - goguardian.com
 - google.com
 - indeed.com - Indeed_Feed
 - mid.org
 - myworkdayjobs.com
 - ziprecruiter.com
 - All Others (5)

Candidates

Total Candidates

90

Manually Added Candidates

—

Meridian Library Foundation

- In October the Foundation presented a check for \$35,000 to the Meridian Library District to help fund a new Ford Transit Wagon, which will be used as a second Home Delivery vehicle! These funds also cover the professional design and wrapping of both vehicles, as well as shelving installation to make deliveries even more efficient.
- Each year, the Meridian Library District's Home Delivery team fulfills over 11,000 orders, delivering more than 28,000 items to nearly 5,000 patrons. We're so proud to support this project that ensures safe, efficient library services across our community!



BRANCHES DIVISION

Cherry Lane

Programs, Events & Outreach:

- **S'mores & Scary Stories Program:** On October 25 an after hours program invited teens to share spooky stories with each other while they enjoyed sweets. This is the type of social event that teens who frequent the Cherry Lane Branch truly enjoy. 35 attended.



- **Game Master's Workshop Program:** A new program series happening on the 1st Saturday of the month taught patrons age 16 and above how to run tabletop role play games. The goal is to educate patrons how to run their own tables so access to tabletop role playing games through the library is expanded to allow staff and volunteers to run tables simultaneously during regular program times.
- **Special STEAMLab with BSU Astronomy Club:** On October 17 the Boise State University Astronomy Club took over the regular MASH and STEAMLab programs and provided special activities to teach participants about space. Participants used virtual reality headsets, made solar system bookmarks and life of a star bracelets. 80 attended.
- **Doral Academy Bookmobile Visit:** The bookmobile visited Doral Academy on October 4 for a library card sign up event for their students to obtain a library card with their caregiver before the bookmobile began visiting the K-8th public charter school monthly. Regular visits began on October 21, when 275 students boarded the bookmobile with their classroom teacher to meet library staff and check out materials. Information on how to obtain a library card was passed out for those who would still need one for future visits. We're excited to build this new partnership!
- **West Ada School District (WASD) Bookmobile Tour:** Cherry Lane librarians reached out to WASD elementary schools to offer bookmobile visits during caregiver pickup times. The bookmobile visited Chaparral Elementary on October 15 with 15 families climbing aboard the bus and Chief Joseph Elementary on October 22 with 40 families visiting the bus. The bookmobile will continue to visit interested elementary schools throughout the 2024-2025

school year.

- **City of Meridian Trunk or Treat Bookmobile Visit:** On October 24, Cherry Lane staff with our bookmobile participated in the City of Meridian's annual Trunk or Treat event where nearly 3,000 residents got to visit with our mascot Rascal, find out about the library and receive a treat.



Professional Development:

- **Idaho Library Association (ILA) Early Learning Preconference:** Branch Manager Mary and Children's Librarian Gabby organized an ILA pre-conference prior to the annual conference, on October 8, at the new MLD Pinnacle Branch. 22 Youth Services library staff and library administration from across the state met to share programs and service ideas and some gained experience presenting at a library association conference in a non intimidating environment. This was organized by the ILA early learning committee, which Mary currently chairs. Organizers were grateful and excited to show off the beautiful new Pinnacle Branch as an ILA pre-conference venue.
- **Dungeons & Dragons Program Presentation at ILA:** Associate Librarian Emily attended ILA on October 9 to present to attendees about how she develops, presents and evaluates table top role play game programming offered through the library.
- **ILA Scholarship Winner:** Associate Librarian Nikki was awarded a \$600 ILA Scholarship to put towards her Masters in Library and Information Science degree, which she will complete at the end of 2024.
- **ABOS Conference:** Associate Librarian Rachel attended the Association of Bookmobile and Outreach Services conference in Indianapolis, Indiana October 14 - 18. She got to network with other librarians who provide bookmobile services and see the latest and greatest bookmobiles libraries have to offer.

Notable Branch Activities:

- **Cherry Lane Branch Meeting:** 32 Cherry Lane staff gathered on October 23 for a training on library displays and an update on what is coming with the Cherry Lane renovation, as far as was known to that point. One staff member commented that things were explained so well in the meeting that they felt more optimistic about the future of Cherry Lane.
- **Team 4 Branch Supervisor:** Whitney accepted a Branch Supervisor position at Cherry Lane, vacating her Community Librarian position. Whitney will lead the newly formed Team 4 at Cherry Lane. Staff were informed of how their new teams would be structured at the Cherry Lane Branch Meeting.

Orchard Park

Programs, Events & Outreach:

- **My First Books:** This yearly school outreach program kicked off in October. Orchard Park added a developmental preschool program at Discovery Elementary in addition to Willow Creek and Ponderosa Elementary Schools.
- **TechGirlz:** An Associate Librarian assisted with a STEM library station at a hands-on STEM explorer day for middle school girls. More than 450 girls from over 25 schools attended the STEM day of exploration at the College of Idaho.
- **Visit to Heritage Middle School:** Orchard Park has a new relationship with Heritage Middle School. Melissa, Youth Services Librarian, and Amy Armstrong (ILA Librarian of the Year) planned a day for MLD to visit with students in all grades during lunches in the school library. Melissa introduced the students to library programs, apps, and information about library cards, and offered a survey.
- **Halloween-themed Programs:** Adult Craft Club featured pinecone painting. The program was well attended and participants created spooky creatures in preparation for Halloween. Dozens of families attended Halloween Storytime & Art, many of them in costumes, and enjoyed making skeleton and ghost crafts.



- **Super Sensory Storytime:** This is a new storytime for children who have sensory processing challenges and includes a 30-minute stay-and-play option afterward.
- **Watercolor Workshop:** This program, modeled after the Creative Aging series from ICFL, has concluded its first session. Patrons enjoyed the program, learned watercolor basics, and built their confidence and skills.

- **All Other Programs:** Silly Song & Dance, Teen Open Study Hours, Pokémon Club, Exploration Lab, Tales to Tails, Snack Lab, STEAM Lab, Baby Time, Chess Club, Theatre Arts Class, Teen Creators Collective, 3D Design, Mystery Book Club, Memory Café, Enrichment Club, and Brick Club.

Professional Development:

- **Idaho Library Association (ILA) Annual Conference:** Three Orchard Park staff members attended the conference in Meridian.
- **ILA Early Learning Pre-Conference:** A Librarian and Associate Librarian attended the pre-conference at Pinnacle.
- **Programs Training:** The Programs Committee librarians led training for Branch Managers and Associate Librarians to roll out new expectations and the submittal process.
- **Training for New Orchard Park Staff:** Customer Service and Challenged Materials.
- **Orchard Park Staff Meeting:** The quarterly meeting included training on room reservations and the Sensory Room.

Notable Branch Activities:

- **Ada County Elections Mobile Voting Unit:** The Mobile Voting Unit “brings the vote to the people” and it was set up in the Orchard Park parking lot for two full days. The Unit printed ballots on demand for any voter who wanted to cast their ballot ahead of the upcoming election.
- **Volunteers:** Orchard Park has two new volunteers who will assist for six hours with book donations, organization, activities, and programs in the branch.
- **Tours:** We offered tours of the library to the Idaho Library Association (ILA) conference attendees, Weiser Public Library staff members, and Idaho Commission for Libraries (ICFL) Board members.
- **Room Usage:** Orchard Park hosted the Idaho Commission for Libraries (ICFL) Board Meeting, American Red Cross Blood Drive for patrons, and a Staff Flu Shot Clinic.

Pinnacle

Programs, Events & Outreach:

- **Trunk or Treat at Central District Health:** We were invited as part of our partnership with their Parents as Teachers program. We interacted with over 100 people at this event and passed out a lot of program brochures for MLD.
- **Siena Elementary Trunk or Treat:** Izzy and Bethany attended the Siena Elementary Trunk or Treat. They interacted with over 300 individuals and encouraged them to come see the new Pinnacle Library.

- **My First Books visits:** Ten classroom visits at Mary MacPherson, Siena, and Hillsdale Elementary schools. We gave out over 150 free books for children to take home and keep.
- **Pokemon Club:** Several children have learned how to play the Pokemon Trading Card Game. Two different homeschool families moved to the area and connected through Pokemon and now are meeting outside of the library together as new friends!
- **Silly Song and Dance/Storytime and Art/Preschool Storytime:** These weekly storytimes are seeing attendance numbers of between 30-60 people each session.

Professional Development:

- Re-thinking School Readiness webinar viewed by Paige.
- The Idaho Library Association Conference was attended by Paige, Izzy, and Maria. Izzy was introduced as the new Intellectual Freedom Chair and Paige was introduced as the new Vice President of ILA. Maria presented at the conference.

Notable Branch Activities:

- Onboarded a large amount of staff, including 29hr LAs, 19hr LAs, Pages, and a new Supervisor for Team 3.
- Patrick moved up to Supervisor from Associate Librarian.
- Bethany was hired as a 29hr LA
- Mac moved up from 19hr to 29hr LA
- Leigh was hired as a 19hr LA
- Olivia was hired as a 19hr LA
- Hannah was hired as a 19hr Page

Stats:

- **Door Count:** 7,998 (not including our Sept 30 opening day of 1,329).

unBound

Programs, Events & Outreach:

- **Networking Breakfast:** unBound held yet another very successful Networking Breakfast that had over 20 business professionals collaborating and sharing ideas.
- **TechGirlz:** We partnered with the Caldwell Public Library and tabled the yearly TechGirlz event at the College of Idaho that had an amazing turnout of more than 500 middle school girls.
- **Small Business Resource Fair:** We had our Small Business Resource Fair which consisted of more than 10 different community resources and had about 60 small business owners and entrepreneurs attend who were able to benefit from and collaborate with.



Professional Development:

- Associate Librarian, Mariah, attended ILA representing SPLAT for ICfL
- Business Liaison Librarian, Cortnie, attended a Prompt Engineering Workshop that was part of the pre-conference for ILA. She met with the presenter prior to this so she could get the perspective of librarians on how they could use AI, restrictions, and daily workloads.

Notable Branch Activities:

- **Meridian Oktoberfest** was held on 2nd Street right in front of unBound. unBound hosted the Friends of the Library book sale, had Oktoberfest themed coloring sheets printed on our large format printer, and gave tours to patrons new to the library. CNC volunteer Greg gave CNC demonstrations and filled up his monthly CNC class registration.



OPERATIONS DIVISION

Facilities

Cherry Lane's boiler has shut itself off twice in the last month. This causes us to lose heat to the building. Our mechanical vendor is aware of the problem and is monitoring the situation. The issue is intermittent and the root cause is currently unknown. Fortunately, the fix is relatively simple and involves rebooting the boiler.

This is a follow up to my note about unBound's Sound Studio from last month. As you recall, installation of the sound panels was a disaster. The panels created an echoing effect, were poorly installed, and made the room worse. After much discussion with the vendor, we've decided to mutually part ways on this project. The vendor has agreed not to charge us for the panels, will reimburse us for the demo work we did preparing for the installation, loss of revenue, and will put the room back to basics. We've engaged another vendor, the team that originally installed the panels for the Sound Studio, to install new panels. We hope to have it done by December. In the meantime, the Sound Studio will not be open to the public. Lastly, we've received feedback that unBound is hard to distinguish as being part of the Meridian Library. This has been remedied with new storefront signage. It looks great at night when it's halo-lit.



Pinnacle continues to hold up well after opening. I've made several visits and there have been no issues as a result of construction. CM Company is still on site and fixing power runs for the electrical shades and working on the cafe next door. We've gone back and ordered new signage to match Orchard Park for consistency. Brighton reached out and notified us that there is a surplus of their contingency fund that we're expecting back. No word on how much will be as of this report.

Material Services

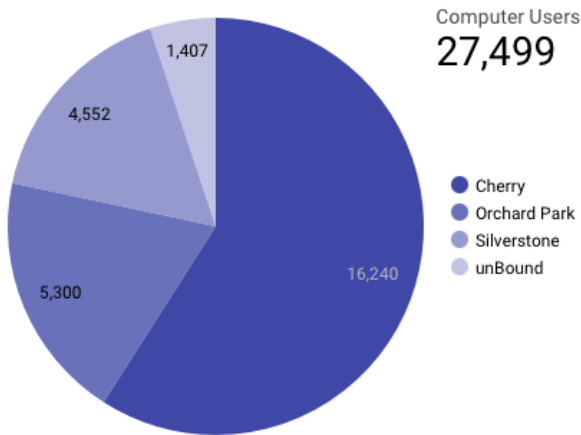
Material Services will soon begin the process of weeding materials in anticipation of the Cherry Lane remodel. Items that are in good condition will be distributed to other branches across the District while others will be shared with the Friends of the Meridian Library for book fairs. The ones that are not suitable for either of those will be recycled. More information to come on this in future reports.

Monthly Statistics

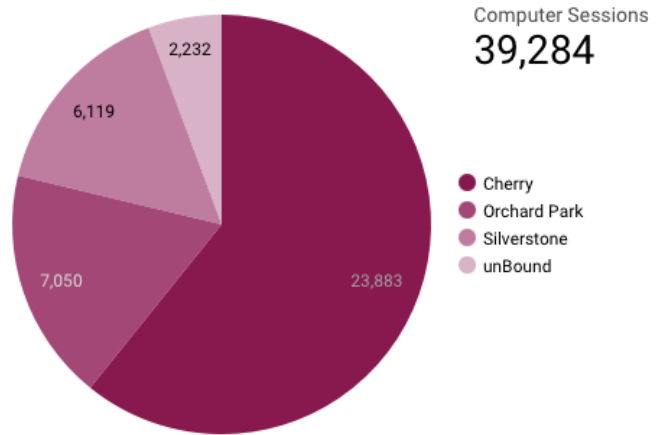
Public Computer and Network Usage

The Meridian Library District makes substantial investments in our network infrastructure to provide internet access to our community. Patrons access our network via wireless on their devices or by using one of our lab computers. We are one of the few libraries left that offer three free prints daily. In 2024, our patrons printed a total of 69,511 pages and paid for 42,927 prints. The graphs below reflect our computer lab and wireless usage for FY23-24.

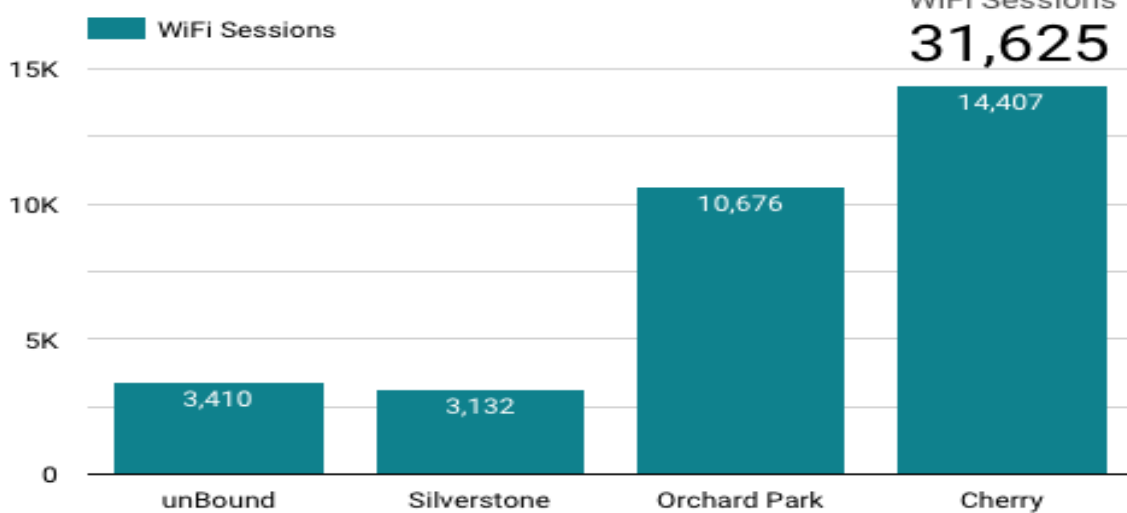
Total Computer Users



Total Computer Sessions



Total WiFi Sessions



Quarterly Statistics

Fabrication - 3D Printing (*Jul-Sep '24 vs Jul-Sep '23*)

2024

| Type | # of Prints | Unique Users | ml of Resin | Grams of Filament | Total Print Charges | Average Price | Average Print Time (Hours) | Total Print (Hours) |
|----------|-------------|--------------|-------------|-------------------|---------------------|---------------|----------------------------|---------------------|
| Filament | 350 | 168 | - | 35,172 | \$2,170.80 | \$6.20 | 12:22 | 4,305:41 |
| Resin | 29 | 24 | 2,686 | - | \$537.20 | \$18.52 | 6:36 | 191:19 |

2023

| Type | # of Prints | Unique Users | ml of Resin | Grams of Filament | Total Print Charges | Average Price | Average Print Time (Hours) | Total Print (Hours) |
|----------|-------------|--------------|-------------|-------------------|---------------------|---------------|----------------------------|---------------------|
| Filament | 315 | 152 | - | 24,230 | \$1,673.45 | \$5.31 | 10:33 | 3,268:42 |
| Resin | 25 | 18 | 2,054 | - | \$439.40 | \$17.58 | 6:32 | 163:14 |

- The team at unBound has been busy printing 3D designs for our patrons. We saw increases in every single category from this time last year!

MERIDIAN LIBRARY DISTRICT
Foundation Manager
DRAFT



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Position Summary

The Foundation Manager is responsible for overseeing all fundraising and development operations for the Meridian Library Foundation, addressing the capital needs of the Meridian Library District (District). This position provides strategic direction and leadership by collaborating with District administration to prioritize initiatives and enhance fundraising efforts. Key responsibilities include board recruitment and development, public relations (in partnership with Meridian Library District), financial management, donor stewardship, and ensuring compliance with nonprofit regulations. The Foundation Manager acts as a liaison between stakeholders, leads the development of fundraising plans and capital campaigns, and reports jointly to the Foundation Board in the capacity of Executive Director and to the Library Director as the Foundation Manager.

The majority of work hours are dedicated to fundraising activities and organizing capital campaigns.

Duties and Responsibilities

Essential

Fundraising

Develops and implements annual giving campaigns and sponsorship programs for individual and corporate donors, including cultivating new donors and writing grants. Establishes policies and procedures to support and grow planned giving, major gifts, and endowments. Creates recognition and stewardship programs for both corporate and individual donors. Sets short and long-term goals for private funding sources. Plans and oversees individual donor campaigns, including major donor efforts and mail appeals for donations and pledges of ongoing support. Collaborates with individuals, businesses, corporations, groups, and other non-profits to ensure successful fundraising drives, campaigns, events, sales, and other activities. Researches public and private funding sources, and write grants. Supports the Foundation Board of Directors in executing major donor campaigns planned giving efforts, and sponsorships.

Financial Management, Compliance, and Donor Stewardship

Adopted by the Meridian Library Board of Trustees October 1, 2018
Revised and Board Approved May 19, 2021

28 Records all accounting contributions and expenditures while maintaining the database of
29 contributions and donors. Ensures the security, transparency, and integrity of financial data
30 through effective quality controls. Generates queries, reports, and exports to support financial
31 management and donor stewardship initiatives. Maintains accurate statistical records of programs
32 and ensures compliance with relevant regulations, including IRS 990 forms and State of Idaho
33 annual filings. Oversees all aspects of Foundation grants, collaborating with the District for
34 funding distribution and preparing statistical reports as required for grant reporting and
35 compliance.

36

37 Communications, Marketing, and Public Relations

38 Develops and implements a comprehensive marketing strategy in collaboration with the District.
39 Create engaging content for the Foundation's webpage, supportmld.org, and maintain and
40 monitor all social media platforms to enhance visibility and engagement. Writes and distributes
41 press releases, develops story concepts, and serves as a spokesperson for the Foundation.
42 Oversees the production of various communication materials, including the annual report,
43 presentations, executive quotes, and speeches. Coordinates the Foundation newsletter to keep
44 stakeholders informed. Creates and manages annual canvassing campaigns, promotional
45 materials, and awareness products while liaising with any related vendors. Maintains regular
46 communication with the Library Director and Foundation Board of Directors, fostering an inclusive
47 and respectful atmosphere that celebrates diversity and promotes community engagement.

48

49 **Events**

50 Plans and coordinates major fundraising events, third-party fundraisers, and collaborative
51 initiatives. Organizes both existing and new special events, overseeing all aspects of execution,
52 including working with committees, establishing sponsorship structures, and promoting events. ,
53 Identifies potential guests, develops announcements and invitations, and handles logistical
54 arrangements while actively participating in all activities. Engages volunteers and community
55 members to advocate for the Foundation's and District's mission and services. Additionally,
56 manage relationships with any vendors involved in the events.

57 **Collaboration and Coordination**

58 Works with the Board of Directors in coordination with the Meridian Library District to plan
59 fundraising initiatives, execute campaigns, develop strategies, and build key relationships.
60 Provides ongoing administrative support and offers opportunities for professional development
61 and training to the Foundation Board of Directors.

62 *Marginal*

63 *Oversees the work of* volunteers providing support services.

64 Attends Meridian Library District Admin and assigned committee meetings.

65 Attends additional educational opportunities, as needed or requested.

66 Assists with special projects as assigned.

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

69 Performs other duties as assigned.

70

71 **Minimum Qualifications**

72 *Knowledge, Skills, and Abilities:*

73 Demonstrated commitment to diversity, equity, and inclusion.

74 Excellent working knowledge of office computer software such as Microsoft Office and/or Google
75 Workspace. Ability to perform basic accounting tasks such as tracking expenses, managing
76 budgets, and generating financial reports. Capable of learning and adapting to new software and
77 equipment technologies. Familiarity with social media platforms is required for maintaining online
78 presence, along with the ability to create basic marketing content for digital and print media. This
79 position also requires excellent oral and written communication skills, including public speaking,
80 grant writing, and the ability to present information clearly and persuasively.

81 This position requires visionary leadership, strategic planning, and implementation to achieve
82 organizational goals and policies. The candidate must be willing to participate in the hands-on,
83 day-to-day operations of the Foundation while working collaboratively with others to coordinate
84 activities and engage MLD stakeholders. The ability to motivate and inspire others, expand

Adopted by the Meridian Library Board of Trustees October 1, 2018

Revised and Board Approved May 19, 2021

85 constituent groups, and grow circles of influence is key. Success in this role involves persuading,
86 gaining cooperation, and securing acceptance of ideas. Must have a strong desire to serve the
87 public, raise the library's profile, and participate in community events. The ideal candidate must
88 be highly motivated, flexible, capable of solving complex problems, managing multiple projects,
89 and consistently meeting deadlines.

90 Provides exemplary customer service while maintaining a positive public image of the Foundation
91 on behalf of the library. Has excellent interpersonal skills and the ability to communicate
92 effectively and appropriately both orally and in writing with people from diverse backgrounds,
93 including youth, families, volunteers, and coworkers, and can interact with individuals on a one-
94 on-one basis or in large groups. Builds and maintains positive working relationships with
95 individuals at all levels of the organization and fosters collaborative partnerships with outside
96 organizations.

97 *Experience:* 4 years of professional fundraising or development experience and demonstrated
98 progressive success in a management role, preferably in libraries, education, or in the nonprofit
99 sector.

100 *Education:* A Bachelor's degree in a related field, or equivalent combination of education, training,
101 and/or experience.

102 *Training, Licenses, or Certifications:* None

103 *Supervisor Responsibility:* May oversee the work of volunteers.

104 ***Preferred Qualifications:*** Advanced degree in marketing, communication, business, or public
105 administration.. Experience writing grants, soliciting individual and corporate donations, and
106 seeking sponsorships.. Knowledge of executing public outreach campaigns and media relations.
107 Bilingual, preferably Spanish-English, Russian-English, or other languages.

108 ***Working Conditions***

109 *Physical Requirements:* The job requires the employee to sit (frequently); occasionally stand,
110 stoop/bend, twist/turn, and maintain flexibility; perform manual dexterity movements; constantly
111 walk, see, speak clearly, hear, and listen. The job also requires the employee to lift and carry up to
112 30 lbs; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and
113 pull objects weighing 30 lbs.

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

Adopted by the Meridian Library Board of Trustees October 1, 2018

Revised and Board Approved May 19, 2021

116 *Technology, Equipment, and Devices:* The job requires the employee to regularly operate and exhibit
117 proficiency with computers and commonly used Microsoft and Google applications, fundraising
118 technology and databases, email and cloud environments, and social media. The job requires the
119 employee to operate and troubleshoot general office equipment, as well as smartphones, tablets,
120 e-readers, and related devices/technology. This position may operate a library vehicle.

121 *Work Environment:* The job requires the employee to be subjected to repetition, working with
122 community partners, working alone, working remotely, working with community partners, working
123 around others, verbal contact with others, face-to-face contact, noise, inside and outside
124 environments, mechanical equipment, and moving objects.

125 *Expected Hours of Work:* The job requires the employee to work a flexible schedule, including days,
126 evenings, and weekends based on planned events and as agreed upon with the Library Director
127 and Board of Directors. Position schedule and work location are subject to change at the
128 discretion of management to support business needs.

129 *Expected travel:* The job requires regular travel between library locations and to local events,
130 training, conferences, or advocacy activities. Some regional travel may occur.

131

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

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

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

Adopted by the Meridian Library Board of Trustees October 1, 2018

Revised and Board Approved May 19, 2021

MERIDIAN LIBRARY DISTRICT
Foundation Manager
DRAFT



1
2
3 **Position Summary**
4 *The Foundation Manager is responsible for overseeing all fundraising and development operations for*
5 *the Meridian Library Foundation, addressing the capital needs of the Meridian Library District (District).*
6 *This position provides strategic direction and leadership by collaborating with District administration to*
7 *prioritize initiatives and enhance fundraising efforts. Key responsibilities include board recruitment and*
8 *development, public relations (in partnership with Meridian Library District), financial management,*
9 *donor stewardship, and ensuring compliance with nonprofit regulations. The Foundation Manager acts*
10 *as a liaison between stakeholders, leads the development of fundraising plans and capital campaigns,*
11 *and reports jointly to the Foundation Board in the capacity of Executive Director and to the Library*
12 *Director as the Foundation Manager.*

13 *The majority of work hours are dedicated to fundraising activities and organizing capital campaigns.*

14 **Duties and Responsibilities**

15 *Essential*

16 **Fundraising**

17 Develops and implements annual giving campaigns and sponsorship programs for individual and
18 corporate donors, including cultivating new donors and writing grants. Establishes policies and
19 procedures to support and grow planned giving, major gifts, and endowments. Creates
20 recognition and stewardship programs for both corporate and individual donors. Sets short and
21 long-term goals for private funding sources. Plans and oversees individual donor campaigns,
22 including major donor efforts and mail appeals for donations and pledges of ongoing support.
23 Collaborates with individuals, businesses, corporations, groups, and other non-profits to ensure
24 successful fundraising drives, campaigns, events, sales, and other activities. Researches public and
25 private funding sources, and write grants. Supports the Foundation Board of Directors in
26 executing major donor campaigns, planned giving efforts, and sponsorships.

27 **Financial Management, Compliance, and Donor Stewardship**

Adopted by the Meridian Library Board of Trustees October 1, 2018
Revised and Board Approved May 19, 2021

- Deleted: library
- Deleted: Meridian
- Deleted: District
- Deleted: The Foundation Manager is responsible for the overall management and operations of fundraising and development for the Meridian Library Foundation, created to support the capital needs of the District. This position provides strategic direction and active leadership by working with the Meridian Library administration to set priorities and fundraising efforts. The Foundation Manager reports jointly to the Foundation Board, specifically the Board Chairman for day-to-day business in between board meetings, and to the Meridian Library District Director. ¶
The majority of work hours are spent performing duties related to fundraising and organizing the District's capital campaigns.
- Deleted: execute an
- Deleted: grant writing
- Deleted: y/
- Deleted: and cultivate
- Deleted: and
- Deleted: donors,
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- Deleted: Establish short and long range plans and goals for private funding sources. O
- Deleted: (e.g.,
- Deleted: s
- Deleted: semi-annual mail renewals)
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- Deleted: Oversee and assist
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63 Records all accounting contributions and expenditures while maintaining the database of
64 contributions and donors. Ensures the security, transparency, and integrity of financial data
65 through effective quality controls. Generates queries, reports, and exports to support financial
66 management and donor stewardship initiatives. Maintains accurate statistical records of programs
67 and ensures compliance with relevant regulations, including IRS 990 forms and State of Idaho
68 annual filings. Oversees all aspects of Foundation grants, collaborating with the District for
69 funding distribution and preparing statistical reports as required for grant reporting and
70 compliance.

71
72 **Communications, Marketing, and Public Relations**

73 Develops and implements a comprehensive marketing strategy in collaboration with the District.
74 Create engaging content for the Foundation's webpage, supportmid.org, and maintain and
75 monitor all social media platforms to enhance visibility and engagement. Writes and distributes
76 press releases, develops story concepts, and serves as a spokesperson for the Foundation.
77 Oversees the production of various communication materials, including the annual report,
78 presentations, executive quotes, and speeches. Coordinates the Foundation newsletter to keep
79 stakeholders informed. Creates and manages annual canvassing campaigns, promotional
80 materials, and awareness products while liaising with any related vendors. Maintains regular
81 communication with the Library Director and Foundation Board of Directors, fostering an inclusive
82 and respectful atmosphere that celebrates diversity and promotes community engagement.

83
84 **Events**

85 Plans and coordinates major fundraising events, third-party fundraisers, and collaborative
86 initiatives. Organizes both existing and new special events, overseeing all aspects of execution,
87 including working with committees, establishing sponsorship structures, and promoting events.
88 Identifies potential guests, develops announcements and invitations, and handles logistical
89 arrangements while actively participating in all activities. Engages volunteers and community
90 members to advocate for the Foundation's and District's mission and services. Additionally,
91 manage relationships with any vendors involved in the events.

Deleted: Database and Records Maintenance
Oversee and coordinate activities of staff engaged in maintaining the database and other records of contributions and donors. Maintain security and quality controls. Generate queries, reports, exports and any other collection data as needed. Keep accurate statistical records of services provided. Provide assistance with grants and statistical reports, as required.

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Deleted: Communications/Public Relations
Plan and coordinate marketing efforts in concert with the District's Marketing and Communications Specialist. Develop story concepts, write press releases and distribute appropriately. Serve as a spokesperson for the Foundation. Create various communications such as the annual report, presentations, executive quotes and speeches along with other staff. Provide presentations to groups with interest in supporting Meridian Library. Produce general content for websiteswebsite. Create and coordinate annual canvassing campaignscampaign. Create and coordinate promotional/awareness products. Manage any related vendors. Communicate regularly and effectively with the Library Director and Foundation Board of Trustees. Actively promotes respect fo...

Deleted: third party

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156 **Collaboration and Coordination**

157 Works with the Board of Directors in coordination with the Meridian Library District to plan
158 fundraising initiatives, execute campaigns, develop strategies, and build key relationships,
159 Provides ongoing administrative support and offers opportunities for professional development
160 and training to the Foundation Board of Directors.

161 *Marginal*

162 Oversees the work of volunteers providing support services.

163 Attends Meridian Library District Admin and assigned committee meetings.

164 Attends additional educational opportunities, as needed or requested.

165 Assists with special projects as assigned.

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

168 Performs other duties as assigned.

169

170 **Minimum Qualifications**

171 *Knowledge, Skills, and Abilities:*

172 Demonstrated commitment to diversity, equity, and inclusion.

173 Excellent working knowledge of office computer software such as Microsoft Office and/or Google
174 Workspace. Ability to perform basic accounting tasks such as tracking expenses, managing
175 budgets, and generating financial reports. Capable of learning and adapting to new software and
176 equipment technologies. Familiarity with social media platforms is required for maintaining online
177 presence, along with the ability to create basic marketing content for digital and print media. This
178 position also requires excellent oral and written communication skills, including public speaking,
179 grant writing, and the ability to present information clearly and persuasively.

180 This position requires visionary leadership, strategic planning, and implementation to achieve
181 organizational goals and policies. The candidate must be willing to participate in the hands-on,
182 day-to-day operations of the Foundation while working collaboratively with others to coordinate
183 activities and engage MLD stakeholders. The ability to motivate and inspire others, expand

Deleted: , Library Director, Library Communications and Marketing Specialist

Deleted: on fundraising planning,

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206 constituent groups, and grow circles of influence is key. Success in this role involves persuading,
207 gaining cooperation, and securing acceptance of ideas. Must have a strong desire to serve the
208 public, raise the library's profile, and participate in community events. The ideal candidate must
209 be highly motivated, flexible, capable of solving complex problems, managing multiple projects,
210 and consistently meeting deadlines.

211 Provides exemplary customer service while maintaining a positive public image of the Foundation
212 on behalf of the library. Has excellent interpersonal skills and the ability to communicate
213 effectively and appropriately both orally and in writing with people from diverse backgrounds,
214 including youth, families, volunteers, and coworkers, and can interact with individuals on a one-
215 on-one basis or in large groups. Builds and maintains positive working relationships with
216 individuals at all levels of the organization and fosters collaborative partnerships with outside
217 organizations.

218 *Experience:* 4 years of professional fundraising or development experience and demonstrated
219 progressive success in a management role, preferably in libraries, education, or in the nonprofit
220 sector.

221 *Education:* A Bachelor's degree in a related field, or equivalent combination of education, training,
222 and/or experience.

223 *Training, Licenses, or Certifications:* None

224 *Supervisor Responsibility:* May oversee the work of volunteers.

225 **Preferred Qualifications:** Advanced degree in marketing, communication, business, or public
226 administration. Experience writing grants, soliciting individual and corporate donations, and
227 seeking sponsorships. Knowledge of executing public outreach campaigns and media relations.
228 Bilingual, preferably Spanish-English, Russian-English, or other languages.

229 **Working Conditions**

230 *Physical Requirements:* The job requires the employee to sit (frequently); occasionally stand,
231 stoop/bend, twist/turn, and maintain flexibility; perform manual dexterity movements; constantly
232 walk, see, speak clearly, hear, and listen. The job also requires the employee to lift and carry up to
233 30 lbs; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and
234 pull objects weighing 30 lbs.

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

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Deleted: The incumbent has a desire to work in a public service role and participate in community events and organizations to help raise the library's public profile.

Deleted: Must be able to solve complex problems. Is highly motivated, flexible, and well-organized. The incumbent must have the ability to manage multiple projects simultaneously and deliver on deadlines.

Deleted: and maintains a favorable

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Deleted: managing and operating a foundation

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258 *Technology, Equipment, and Devices:* The job requires the employee to regularly operate and exhibit
259 proficiency with computers and commonly used Microsoft and Google applications, fundraising
260 technology and databases, email and cloud environments, and social media. The job requires the
261 employee to operate and troubleshoot general office equipment, as well as smartphones, tablets,
262 e-readers, and related devices/technology. This position may operate a library vehicle.

263 *Work Environment:* The job requires the employee to be subjected to repetition, working with
264 community partners, working alone, working remotely, working with community partners, working
265 around others, verbal contact with others, face-to-face contact, noise, inside and outside
266 environments, mechanical equipment, and moving objects.

267 *Expected Hours of Work:* The job requires [the](#) employee to work a flexible schedule, including days,
268 evenings, and weekends based on planned events and as agreed [upon](#) with the Library Director
269 and Board of Directors. [Position schedule and work location are subject to change at the](#)
270 [discretion of management to support business needs.](#)

271 *Expected travel:* The job requires regular travel [between library locations and](#) to local events,
272 training, conferences, or advocacy activities. Some regional travel may occur.

273

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

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

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

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Deleted: Position schedule is subject to change at any time at the discretion of management.

MERIDIAN LIBRARY DISTRICT
Youth Services Librarian
DRAFT



1

2 **Position Summary**

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

7 Librarians at [the](#) Meridian Library District actively engage in building connections with diverse
8 community organizations and leaders to foster awareness and engagement with library services.

9

10 **Duties and Responsibilities**

11 *Essential*

12 ***Project Management***

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

19 ***Partnerships, Programs, and Community Engagement***

20 The Youth Services Librarian researches, develops, and implements new and innovative initiatives,
21 programs, community events, and library services to generate measurable learning outcomes,
22 interest, and enjoyment for the community. Designs programs and events primarily focused on
23 engaging youth ages 0-18, their families, caregivers, and educators while adhering to the District's
24 strategic priorities and budget allocations. Working with the Branch Manager, coordinates with

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

Reviewed and Board Approved August 16, 2023

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

32 **Customer Service**

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

41 **Research and Reporting**

42 The Youth Services Librarian is well-versed in public library trends and practices; a wide range of
43 materials, authors, and library resources for youth ages 0-18; childhood and brain development;
44 current events and community interests. Maintains an advanced knowledge through regular
45 review of professional literature, market research, and continuing education opportunities. May
46 present, to library administration and the Library Board of Trustees, [at conferences or to other](#)
47 [community partners](#). Maintains accurate records, collects statistics, tracks library program
48 performance measures, and prepares reports related to library services and events as requested
49 by administration. Maintains public calendars to ensure room availability and program promotion.

Deleted: on occasion,

50 **Operations**

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

57 *Marginal*

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

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

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

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

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

67 Performs other duties as assigned.

68

69 **Qualifications**

70 *Minimum Qualifications*

71 ***Knowledge, Skills and Abilities***

72 Demonstrated commitment to diversity, equity, and inclusion.

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

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

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

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

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

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

91 **Experience**

92 1-3 years of professional library experience with program or event planning and evaluation
93 experience.

94 **Education**

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

98 **Training, Licenses, or Certifications**

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

100 **Supervisory Responsibility**

101 None

102

103 **Preferred Qualifications**

104 Bilingual, preferably Spanish-English or Russian-English.

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

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

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

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

Reviewed and Board Approved August 16, 2023

109 **Working Conditions**

110 **Physical Requirements**

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

116 **Mental Requirements**

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

120 **Technology, Equipment, and Devices**

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

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

127 **Work Environment**

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

134 **Expected Hours and Location of Work**

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

*Adopted by the Meridian Library Board of Trustees December 1, 2014
Reviewed and Board Approved August 16, 2023*

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

139 ***Expected Travel***

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

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

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

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

152

MERIDIAN LIBRARY DISTRICT
Youth Services Librarian
DRAFT



1

2 **Position Summary**

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

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

9

10 **Duties and Responsibilities**

11 *Essential*

12 ***Project Management***

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

19 ***Partnerships, Programs, and Community Engagement***

20 The Youth Services Librarian researches, develops, and implements new and innovative initiatives,
21 programs, community events, and library services to generate measurable learning outcomes,
22 interest, and enjoyment for the community. Designs programs and events primarily focused on
23 engaging youth ages 0-18, their families, caregivers, and educators while adhering to the District’s
24 strategic priorities and budget allocations. Working with the Branch Manager, coordinates with

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

Reviewed and Board Approved August 16, 2023

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

32 **Customer Service**

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

41 **Research and Reporting**

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

50 **Operations**

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

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

Reviewed and Board Approved August 16, 2023

56 *Marginal*

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

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

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

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

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

66 Performs other duties as assigned.

67

68 **Qualifications**

69 *Minimum Qualifications*

70 ***Knowledge, Skills and Abilities***

71 Demonstrated commitment to diversity, equity, and inclusion.

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

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

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

Reviewed and Board Approved August 16, 2023

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

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

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

90 ***Experience***

91 1-3 years of professional library experience with program or event planning and evaluation
92 experience.

93 ***Education***

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

97 ***Training, Licenses, or Certifications***

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

99 ***Supervisory Responsibility***

100 None

101

102 ***Preferred Qualifications***

103 Bilingual, preferably Spanish-English or Russian-English.

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

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

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

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

Reviewed and Board Approved August 16, 2023

108 **Working Conditions**

109 ***Physical Requirements***

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

115 ***Mental Requirements***

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

119 ***Technology, Equipment, and Devices***

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

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

126 ***Work Environment***

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

133 ***Expected Hours and Location of Work***

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

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

Reviewed and Board Approved August 16, 2023

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

138 ***Expected Travel***

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

141

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

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

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

151

MERIDIAN LIBRARY DISTRICT
Material Services Supervisor
DRAFT



1 **Position Summary**

2 The Material Services Supervisor is responsible for overseeing daily operations within the
3 department, ensuring excellent customer service and efficient staff scheduling. Reports to the
4 Material Services Manager and supervises department staff.

5 The Material Services Supervisor actively evaluates the needs of the community, ensuring
6 materials and services align with all District policies. Maintains an active role in Lynx Consortium
7 cataloging groups for proper alignment with all Lynx guidelines and standards.

8 **Duties and Responsibilities**

9 *Essential*

10 ***Supervision***

11 The Material Services Supervisor directly supervises library staff for the execution of daily service
12 and support operations. The Material Services Supervisor, in collaboration with the Material
13 Services Manager and Human Resources, is responsible for department personnel decisions. This
14 includes recruitment, hiring, staff scheduling, documentation, coordination, employee training and
15 development, directing work, succession planning, coaching and feedback, discipline, and
16 performance reviews. Oversees onboarding and training of new hires to ensure compliance with
17 library policies and procedures. Develops, leads, and tracks departmental staff training and
18 meetings.

19 Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful
20 working atmosphere. Oversees the accuracy of cataloging and acquisition manuals. Supervises
21 department schedules to ensure coverage of delivery, reception, and processing of library
22 materials. Aligns staff focused decisions with library policies and procedures. Prioritizes and
23 distributes work as part of a team to ensure maximum flexibility and efficiency. Oversees the
24 effective delivery of library materials and resources within the department and in the community.

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

Revised 02/21/2024

25 **Communication**

26 The Material Services Supervisor supports clear communication between library administration,
27 management teams, committees, and library staff. Uses principles of project management in
28 contribution to the effective development of services and initiatives. This includes planning,
29 coordinating, scheduling, reporting, and supervising projects of varying complexity.

30 **Operations**

31 The Material Services Supervisor supports and participates in daily operations of the Material
32 Services Department, which may include projects across the District. Monitors allocated budget
33 and reviews purchases of supplies, ensuring compliance with organizational guidelines. In
34 collaboration with the Material Services Manager, evaluates and creates plans for implementing,
35 developing, and improving systems or processes.

36 Works as backup for direct report staff in the event of absences or vacancies, conducting those
37 duties as needed. Is the person in charge for all departmental staff in the absence of the Material
38 Services Manager.

39 **Collection Processing and Maintenance**

40 The Material Services Supervisor oversees the coordination of cataloging, processing, and
41 maintaining of library materials and records. Supervises original and copy cataloging; adapts
42 online records according to guidelines in all subject areas and languages ensuring maximum
43 usability of the public catalog.

44 Demonstrates a strong working knowledge of ILS, Library of Congress subject headings, the
45 Dewey Decimal system, the AACR2 system, RDA, and the Online Computer Library Center (OCLC)
46 manuals to catalog and classify library materials; acts as supporting staff member conducting
47 related work as needed. The Material Services Supervisor maintains authority records and
48 performs needed authority work in the database. Oversees and ensures the accuracy and
49 currency of library records in the ILS and OCLC.

50 **Advocacy**

51 The Material Services Supervisor develops and maintains relationships with District staff and the
52 Lynx Consortium cataloging group through active involvement and clear communication. May
53 occasionally engage in professional activities through associations, committees, or other
54 organizations outside of the District.

55 Remains current on best practices and trends in the library profession. Attends and actively
56 participates in regular library meetings and committees; may occasionally attend and present at
57 the Library Board of Trustee meetings.

58 ***Records and Reporting***

59 The Material Services Supervisor prepares and ensures accurate and timely reports as requested
60 by the Material Services Manager and library administration. Uses historical and predictive data to
61 inform decisions. Stores and makes available legal and historical documents in accordance with
62 library policies. Supports the Material Services Manager to ensure accurate inventory of office and
63 building supplies in the department.

64 *Marginal*

65 ***Customer Service***

66 The Material Services Supervisor is responsible for maintaining excellent customer service,
67 ensuring their team has the training and skills necessary to support library needs. Responds to
68 concerns of staff regarding library material services or processes.

69 May interact and coordinate with vendors as needed.

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

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

73 Performs other duties as assigned.

74 ***Qualifications***

75 *Minimum Qualifications*

76 ***Knowledge, Skills and Abilities***

77 Demonstrated commitment to diversity, equity, and inclusion.

78 Knowledge of supervisory policies, practices, and controls. Ability to provide clear and concise oral
79 and written communication. A problem-solver with strong organizational, leadership, and
80 interpersonal skills. Experience with project management in libraries. Able to oversee multiple
81 large scale projects, effectively manage time and resources, and delegate tasks as necessary and
82 enforce accountability. Ability to foster and sustain partnerships.

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

Revised 02/21/2024

83 In-depth knowledge of library classification systems including Library of Congress subject
84 headings and the Dewey Decimal system. Knowledge of and proficient with the AACR2 system,
85 RDA, and OCLC, and their use/application. Knowledge of copyright as it pertains to public libraries.

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

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

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

101 ***Experience***

102 2-4 years of professional work experience in a library setting.

103 2-4 years of experience in library cataloging or acquisitions.

104 2-4 years of experience with automated library systems and library classification systems.

105 ***Education***

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

109 ***Training, Licenses, or Certifications***

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

111 ***Preferred Qualifications***

112 *Supervisory Responsibility*

113 1-2 years of supervisory experience.

114 *Bilingual*

115 Preferably Spanish-English or Russian-English.

116

117 **Working Conditions**

118 ***Physical Requirements***

119 This position requires the employee to routinely sit, stand, walk, crouch or squat, and perform
120 manual dexterity movements; constantly see, hear, listen, and speak clearly; seldom kneel,
121 crawl, balance, twist/turn, and climb. This position also requires the employee to reach at,
122 above, and below shoulder height; lift, carry, and grasp objects weighing 5-50 pounds and
123 push/pull objects weighing up to 50 pounds.

124 ***Mental Requirements***

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

128 ***Technology, Equipment, and Devices***

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

132 The job requires the employee to operate and occasionally troubleshoot general office equipment
133 as well as various equipment including new consumer technology and an automatic material
134 handling station (sorter).

135 This position may require operation of a vehicle on behalf of the District.

136 **Work Environment**

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

140 **Expected Hours and Location of Work**

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

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

146 **Expected Travel**

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

150

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

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

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

160



Meridian Library District GIFTS & SPONSORSHIP

DRAFT

1
2 The Meridian Library District (the “District”) welcomes and encourages gifts, bequests, endowments,
3 grants, sponsorships, and support from individuals, families, foundations, businesses, and other
4 organizations.

5 **GUIDING PRINCIPLES**

6 The following principles will guide the District in the solicitation and acceptance of gifts and
7 sponsorships that support, enhance, or develop the District’s facilities, collection, programs, and
8 services:

- 9 ● All gifts, sponsorships, and support must further the District's mission, goals, objectives, and
10 priorities. No gift, grant, or support will be accepted if the donor or sponsor seeks to limit,
11 restrict, or impose any restraint on access to the District’s facilities, collection, programs, or
12 services or otherwise drive the District's agenda or priorities.
- 13 ● All gifts, sponsorships, and support must protect the principle of intellectual freedom as guided
14 and guaranteed by the First Amendment of the Constitution of the United States. No donor or
15 sponsor may restrict the District’s maintenance of its existing collection or the selection of
16 books and other materials that will be added to or removed from the District’s collection. The
17 District may accept gifts, grants, and/or support offered with the desire and intent to establish
18 a collection of books and other materials on a specific topic or topics subject to all of the
19 guidelines expressed herein. The donor or sponsor may define reasonable guidelines for the
20 selection of books and other materials to be included in the sponsored collection in
21 consultation with the District Library Director (the “Library Director”), who retains the right of
22 refusal of any such guidelines. No donor or sponsor may require endorsement of any products
23 or services in exchange for the gift, grant, and/or support.
- 24 ● All gifts, sponsorships, and support must ensure the confidentiality of patron records. The
25 District will not sell, donate, or provide access by any means to patron records in exchange for
26 gifts, grants, and/or support.
- 27 ● All gifts, grants, and/or support must leave open, and cannot restrict, the opportunity for other
28 actual or potential donors, known or unknown, to have similar opportunities to provide support
29 to the District or to make a gift or donation of money, goods, or services.

*Adopted by the Meridian Library Board of Trustees 10/09/2013
Revised and Board Approved 11/20/2024*

- 30 ● Gifts of books or other materials, on any form of media, will be accepted in accordance with the
31 terms outlined in the District’s Collection Development Policy.

32

33 **TANGIBLE GIFTS**

34 Print, audio visual, other physical media, and electronic materials will be evaluated using guidelines set
35 forth in the District’s Collection Development Policy. The District reserves the right to add any donated
36 item(s) to the District’s collection or distribute, sell, or discard such items. No conditions regarding
37 location, use or eventual withdrawal from the District’s collection or facilities can be imposed.

38 The decision to accept gifts such as furnishings, artwork, or equipment shall be made by the Library
39 Director. Among the criteria on which the decision will be based are: need, space, impact on staff time,
40 security requirements, expense, and frequency of maintenance. Such gifts will be accepted only on
41 condition that they may be used, sold, given away or discarded at the discretion of the Library Director.

42 The acceptance of gifts for inclusion in the District’s collection or for public display on any District
43 premises shall be considered with attention to location and suitability and, to the extent applicable,
44 evaluated using the guidelines set forth in the District’s Collection Development Policy as aforesaid. *All*
45 *gifts become the sole property of the District to use or dispose of.* No guarantee is made that any gift
46 will be permanently displayed or retained.

47 The District cannot assess or suggest a value for non-monetary gifts for income tax or other purposes.
48 Letters of acknowledgment will not contain a statement of value.

49 The District reserves the right to refuse any tangible gift.

50 **MONETARY GIFTS**

51 The Library Director may route gifts of cash, securities, and bequests of less than \$500 to the Friends of
52 the Meridian Library District or to the Meridian Library Foundation (the “Foundation”). Gifts of cash,
53 securities, and bequests of \$500 or greater that support the mission of the District will be handled by
54 the Library Director who will work out terms of acceptance that are compatible with District policies,
55 the donor’s intent, and applicable law.

56 The District welcomes major gifts including those directed towards a renovation, expansion, or other
57 large projects. The Library Director, or Foundation Manager, will work with large project donors to
58 determine if the District, or the Foundation, is best suited for the funds.

59 Monetary gifts without restriction are added to the District’s General Fund to be used for District
60 materials, equipment, programs, or other operating expenses. Monetary gifts to be used as a restricted
61 gift or endowment fund are appreciated. Such funds require a minimum donation of \$25,000 and will

62 be accepted on condition that if a specific use is requested, that it is consistent with the mission, goals,
63 and objectives of the District, and must be approved by the Board of Trustees. The Library Director, or
64 Foundation Manager, will work with donors to determine if the District, or the Foundation, is best
65 suited for the funds.

66 The District reserves the right to refuse any monetary gift.

67 Except as otherwise agreed with the donor, the Board of Trustees may remove all restrictions from a
68 restricted gift fund when, as a result of any restriction, there has been no expenditure from the fund
69 for at least two (2) years and the Board determines that the restrictions do not reasonably provide a
70 benefit for the District.

71 The Foundation may accept monetary donations in memory or honor of community residents or
72 others, as determined by the Foundation. Although the purchase of specifically identified titles cannot
73 be guaranteed, donors may suggest subject areas for the use of their donation. A bookplate may be
74 affixed to material with wording determined by the donor in consultation with the Foundation, District
75 staff, and in compliance with the District's Collection Development Policy.

76 **SPONSORSHIPS**

77 The District may have sponsorship opportunities available throughout the year. Sponsorships provide
78 valuable support and further the District's mission, goals, objectives through targeted District initiatives
79 and may provide marketing or promotional benefits to the sponsor.

80
81 The District reserves the right to refuse any sponsorship.

82 **RECOGNITION AND ACKNOWLEDGEMENT**

83 The District will ensure that donors and sponsors receive acknowledgement and, to the degree that the
84 donor or sponsor is willing, public recognition. The following guidelines will be used in providing
85 acknowledgement to and recognition of donors and sponsors:

- 86 ● A letter of acknowledgement for monetary gifts and in-kind support of \$500 or greater. Any
87 special recognition agreements will be stipulated in the letter.
- 88 ● Public acknowledgement of sponsorships in District promotional materials; this may include a
89 statement of the sponsor's name and/or a display of their logo. Such acknowledgement will not
90 take precedence or have prominence over the District's logo or promotional material.
- 91 ● For gifts and/or sponsorships valued at \$500 or greater, the District may (unless otherwise
92 agreed to):
 - 93 ○ Develop a press release for local media outlets;
 - 94 ○ Publish an article in a newsletter;

- 95 ○ Develop social media announcements and digital signs;
- 96 ○ Post on the District website.

97 In all cases, the type and scope of donor or sponsor recognition required by the donor or sponsor will
98 be weighed against the benefit to the District.

99 **APPROVAL**

100 All gifts, sponsorships, grants, or support given with special requirements must be approved by the
101 Library Director prior to receipt (and restricted gifts or endowment funds must be approved by the
102 Board of Trustees as provided above). Any application for grants, or solicitation of gifts or support on
103 behalf of the District, must receive prior approval by the Library Director or designee.

104
105 **IMPLEMENTATION AUTHORITY**

106 The District reserves the right to make decisions regarding the implementation of each gift, grant,
107 sponsorship or offer of support without setting precedent in any future decisions and without regard
108 to past decisions. Subject to the guidelines of this Policy and any acceptable guidelines requested by a
109 donor or sponsor, the Library Director will make all decisions regarding the purchase of books and
110 other materials, equipment, furnishings, and other necessary components required to accept a gift,
111 grant, and/or support. Likewise, subject to the guidelines of this Policy and any acceptable guidelines
112 requested by a donor or sponsor, the Library Director will make all decisions regarding the design of
113 programs and services supported by a gift, grant, or sponsorship.

114
115 The District reserves the right not to accept any gift, grant, sponsorship and/or support for any reason
116 consistent with these guidelines and to end any arrangements at any time if, in the opinion of the
117 Library Director or the Board of Trustees, acceptance might cause harm to the District's services, the
118 District's image, or to the preservation of the District's good will in the community.



Meridian Library District GIFTS & SPONSORSHIP DRAFT

The Meridian Library District (the "District") welcomes and encourages gifts, bequests, endowments, grants, sponsorships, and support from individuals, families, foundations, businesses, and other organizations.

GUIDING PRINCIPLES

The following principles will guide the District in the solicitation and acceptance of gifts and sponsorships that support, enhance, or develop the District's facilities, collection, programs, and services:

- All gifts, sponsorships, and support must further the District's mission, goals, objectives, and priorities. No gift, grant, or support will be accepted if the donor or sponsor seeks to limit, restrict, or impose any restraint on access to the District's facilities, collection, programs, or services or otherwise drive the District's agenda or priorities.
- All gifts, sponsorships, and support must protect the principle of intellectual freedom as guided and guaranteed by the First Amendment of the Constitution of the United States. No donor or sponsor may restrict the District's maintenance of its existing collection or the selection of books and other materials that will be added to or removed from the District's collection. The District may accept gifts, grants, and/or support offered with the desire and intent to establish a collection of books and other materials on a specific topic or topics subject to all of the guidelines expressed herein. The donor or sponsor may define reasonable guidelines for the selection of books and other materials to be included in the sponsored collection in consultation with the District Library Director (the "Library Director"), who retains the right of refusal of any such guidelines. No donor or sponsor may require endorsement of any products or services in exchange for the gift, grant, and/or support.
- All gifts, sponsorships, and support must ensure the confidentiality of patron records. The District will not sell, donate, or provide access by any means to patron records in exchange for gifts, grants, and/or support.
- All gifts, grants, and/or support must leave open, and cannot restrict, the opportunity for other actual or potential donors, known or unknown, to have similar opportunities to provide support to the District or to make a gift or donation of money, goods, or services.

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Adopted by the Meridian Library Board of Trustees 10/09/2013
Revised and Board Approved 11/20/2024

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58 terms outlined in the District's Collection Development Policy.

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138 donor or sponsor is willing, public recognition. The following guidelines will be used in providing
139 acknowledgement to and recognition of donors and sponsors:

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- 140 • A letter of acknowledgement for monetary gifts and in-kind support of \$500 or greater. Any
141 special recognition agreements will be stipulated in the letter.
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143 statement of the sponsor's name and/or a display of their logo. Such acknowledgement will not
144 take precedence or have prominence over the District's logo or promotional material.
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 - 147 ○ Develop a press release for local media outlets;
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- o Develop social media announcements and digital signs;
- o Post on the District website.

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In all cases, the type and scope of donor or sponsor recognition required by the donor or sponsor will be weighed against the benefit to the District.

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APPROVAL

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IMPLEMENTATION AUTHORITY

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The District reserves the right not to accept any gift, grant, sponsorship and/or support for any reason consistent with these guidelines and to end any arrangements at any time if, in the opinion of the Library Director or the Board of Trustees, acceptance might cause harm to the District's services, the District's image, or to the preservation of the District's good will in the community.

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Meridian Library District PUBLIC RECORDS POLICY

DRAFT

1 **I. PURPOSE**

2 The purpose of this Public Records Policy (this “Policy”) is to recognize the right of every person to
3 inspect public records of the Meridian Library District (the “District”) pursuant to Idaho public records
4 law, Idaho Code Sections 74-101 through 74-127 (the “Public Records Law”), and to facilitate the
5 process for requesting public records in the most efficient manner possible.

6
7 **II. DEFINITIONS**

8 The following terms shall be as defined in Idaho Code § 74-101. Certain key terms are reprinted herein
9 for convenience.

10 **A. “copy”** means transcribing by handwriting, photocopying, duplicating machine or reproducing
11 by any other means so long as the public record is not altered or damaged.

12 **B. “custodian”** means the person having personal custody and control of the public records in
13 question. The District hereby designates the District Library Director (the “Library Director”) as
14 custodian for purposes of receiving public records requests. The alternative for contingencies shall be
15 an Assistant Director.

16 **C. “inspect”** means the right to listen, view and make notes of public records as long as the public
17 record is not altered or damaged.

18 **D. “public record”** includes, but is not limited to, any writing containing information relating to the
19 conduct or administration of the public’s business prepared, owned, used or retained by any state
20 agency, independent public body corporate and politic or local agency regardless of physical form and
21 characteristics. Provided, however, that personal notes created by a public official solely for his own
22 use shall not be a public record as long as such personal notes are not shared with any other person or
23 entity.

24 **E. “writing”** includes, but is not limited to, handwriting, typewriting, printing, photostating,
25 photographing and every means of recording, including letters, words, pictures, sounds or symbols or
26 combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints,
27 magnetic or punched cards, discs, drums or other documents.

28

29 **III. PUBLIC RECORDS REQUESTS**

30
31 **A. Records Requests.** Pursuant to Idaho Code, Section §74-103, a public records request must
32 clearly indicate that it is a public records request and must be made to the Library Director as the
33 designated custodian of the District’s records. Requests must be made in writing by completing and
34 signing the District’s Public Record Request form. The District’s Public Record Request form is available
35 on the District’s website using the online submission form or may be submitted to the Library Director
36 or by email as a PDF to director@mld.org. Requests must include a specific description of the subject
37 matter and records sought, including a specific date range for when the records sought were created.
38 The requesting party shall be as specific as possible and provide sufficient detail when requesting
39 records to enable the District to locate such records with reasonable effort. The District will not author
40 or prepare any new documents in response to a records request.

41
42 **B. Response to Requests.** The District will respond to all public records requests as soon as
43 practicable and without unreasonable delay. In any event, the District shall respond to any requestor
44 within three (3) working days after the District’s receipt of the request. When a person requests to
45 examine records that may be exempt from disclosure under Idaho Code Sections 74-104 through 74-
46 111, the requestor will be notified in writing within three (3) working days after the District’s receipt of
47 the request whether or to what extent the request will be granted or denied. Among other things,
48 certain personnel records and identifying information about patrons, staff, and contributors may be
49 subject to exemption from disclosure. For further information, guidance, and applicable law and
50 procedure, reference should be made to the provisions of the Public Records Law. A request may not
51 be fulfilled if there is no existing record.

52
53 If the District cannot grant or deny a person’s request to inspect, examine, or copy public records
54 within three (3) working days because a longer time is needed to locate or retrieve the public records
55 or because it cannot be determined within three (3) working days whether some or all of the request
56 involves materials exempt from disclosure under Idaho Code Sections 74-104 through 74-111, the
57 requestor will be notified of the delay in writing within three (3) working days of the request.

58
59 The request will be granted or denied in whole or in part within ten (10) working days of the request.
60 Any notice of denial or partial denial shall state: (i) that the attorney for the District has reviewed the
61 request; (ii) the statutory authority for any denial of the request; and (iii) the person’s right to appeal
62 the denial or partial denial and the time periods for doing so. If no response is provided within ten (10)
63 working days, the request will be deemed to be denied.

64
65 If an electronic record is requested, and conversion of the record to another electronic format cannot
66 be completed within ten (10) working days, the District shall so notify the requestor in writing. The
67 District must provide the converted record to the requestor at a time mutually agreed upon by the
68 District and the requestor, with due consideration given to any limitations that may exist due to the

69 process of conversion or due to the use of a third party to make the conversion. Idaho law does not
70 require the District to provide copies of records in a format not used by the District in the normal
71 course of business.

72
73 **C. Cost Estimate.** If fees and/or charges are appropriate pursuant to Section V herein, the District
74 will provide a cost estimate in its response.

75
76 **IV. INSPECTION OF PUBLIC RECORDS/COPIES OF PUBLIC RECORDS**
77

78 **A. Inspection.** A person making a public records request may personally inspect the requested
79 documents at the District's office during normal business hours. A staff member, or staff appointed
80 designee, shall be present while any original documents are inspected to ensure protection of the
81 documents. Any request which requires staff time shall occur at a time mutually convenient to the
82 requestor and the affected staff person. The right to inspect does not include the right to disassemble
83 or alter the order of materials in files or document binders. Original documents may not be taken out
84 of the custody of the District except through special arrangement with District staff.

85
86 **B. Copies.** Upon request, the District will provide copies of the requested documents, in either
87 paper or electronic format. Such copies may be subject to certain fees and charges as provided in
88 Section V herein. The District retains the right to provide documents in a secure format to prevent
89 alteration or misuse of the public record.

90
91 **V. COSTS AND FEES**
92

93 **A. Payment of Costs.** When presented with a public records request deemed voluminous or time-
94 intensive in nature, the District shall prepare an estimated cost bill reflecting the full, actual cost of
95 District staff time and materials required to complete the request, including time for retrieval, copying,
96 preparation, assisting the requestor, separating exempt from non-exempt materials, organization of
97 the results, and, if requested, delivery of the documents. As further provided in this Section V, the
98 District may impose fees for records requests to the extent of costs actually incurred in the processing
99 and preparation of the response. Statements of fees by the District shall be itemized to show the per
100 page costs for copies, and hourly rates of employees and attorneys involved in responding to the
101 request, and the actual time spent on the public records request. No lump sum costs shall be assigned
102 to any public records request. Idaho sales tax, where applicable, shall be assessed on copy fees and the
103 District's out-of-pocket costs.

104
105 **B. Fees.** Except for fees that are authorized or prescribed by Idaho law, no fee shall be charged for
106 the first two (2) hours of labor in responding to a public records request, or for copying the first one
107 hundred (100) pages of paper records that are requested. Pursuant to Idaho Code § 74-102, the
108 District has established the fees set forth in the Schedule below to recover its actual labor and copying
109 costs associated with locating and copying documents if the public records request (i) is for more than

110 one hundred (100) pages of paper records, or (ii) includes non-public information that must be deleted,
 111 or (iii) if the actual labor associated with responding to the request exceeds two (2) person hours.
 112

| Idaho Code Reference | Type of Work Involved | Charges |
|------------------------|--|--|
| 74-102(10)(a) | Photocopying less than 100 pages on standard 8 ½ x 11 paper where no redaction of confidential information is required | No charge |
| 74-102 (10)(b),(c),(e) | Photocopying more than 100 pages on standard 8 ½ x 11 paper | \$.10 per page (black & white) \$.50 per page (color) + labor |
| 74-102 (10)(c),(e) | Photocopying on paper other than standard 8 ½ x 11 paper (e.g. blueprints, maps, etc.) | Actual copying cost + labor |
| 74-102 (10)(c) | Retrieval of archived information | Out of pocket cost & labor rate to be determined at time request is submitted, if applicable |
| 74-102 (10)(b),(c),(e) | Request includes records from which non-public information must be redacted | Hourly rate of legal counsel |
| 74-102 (10)(b),(c),(e) | Where actual labor associated with locating and photocopying/printing hard copy and/or electronic documents equals or exceeds two (2) person hours | Charged at the per hour pay rate of the lowest paid administrative staff employee with the ability to respond to the request |
| 74-102 (10)(c) | Where the District incurs out of pocket costs required for providing the requested records | Actual out of pocket cost |
| 74-102 (10)(d),(i) | Transfer of documentation in the form of computer tapes, discs, microfilm, or similar record media or electronic storage device | Actual copying cost + labor |

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|----------------|---|---------------------------------|
| 74-102 (10)(c) | Where copies of records are mailed or shipped | Actual cost if greater than \$5 |
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C. Deposit; Advance Payment of Costs and Fees. If the estimated cost bill is over twenty-five dollars (\$25.00), the District shall require an advance deposit in the full amount of the estimate before expending District resources toward responding to the document request. If the actual cost of completing the request exceeds the deposit, the District will not release the search results until the District’s actual costs, calculated in accordance with this Section V, are received in full. If the actual cost of responding to the request is less than estimated, then the balance of the deposit will be refunded promptly. If the estimated cost bill is twenty-five dollars (\$25.00) or less, the District shall proceed to fulfill the request and shall present a cost bill for the District’s actual expenses, calculated in accordance with this Policy and payable in full upon receipt of the request results.

D. Multiple Requests. Pursuant to Idaho Code § 74-102(11), a requester may not file multiple requests for public records solely to avoid payment of fees. If the District reasonably believes that one (1) or more requesters is segregating a request into a series of requests to avoid payment of fees authorized under the Public Records Law, the District may aggregate such requests and charge the appropriate fees. The District may consider the time period in which the requests have been made in its determination to aggregate the related requests. A District shall not aggregate multiple requests on unrelated subjects from one (1) requester.

E. Waiver of Fees/Costs. Copies of public records shall be furnished without cost, or at reduced cost, if District staff determines that a waiver or fee reduction is required pursuant to Idaho Code § 74-102(10)(f). In order to receive a fee waiver or reduction, the requestor must demonstrate, in writing, either (i) inability to pay, (ii) the request for examination and/or copying of public records is not primarily in the individual interest of the requester including, but not limited to, the requester’s interest in litigation in which the requester is or may become a party, or (iii) that the public’s interest or the public’s understanding of the operations or activities of the District or its records would suffer by the assessment or collection of any fee. Any requestor who is “disabled” within the meaning of the Americans with Disabilities Act may also apply for a waiver or reduction of fees for any of the cost of complying with the request that were due to requestor’s disability.



Meridian Library District PUBLIC RECORDS POLICY DRAFT

1 **I. PURPOSE**

2 The purpose of this Public Records Policy (this "Policy") is to recognize the right of every person to
3 inspect public records of the Meridian Library District (the "District") pursuant to Idaho public records
4 law, Idaho Code Sections 74-101 through 74-127 (the "Public Records Law"), and to facilitate the
5 process for requesting public records in the most efficient manner possible.

6
7 **II. DEFINITIONS**

8 The following terms shall be as defined in Idaho Code § 74-101. Certain key terms are reprinted herein
9 for convenience.

10 **A. "copy"** means transcribing by handwriting, photocopying, duplicating machine or reproducing
11 by any other means so long as the public record is not altered or damaged.

12 **B. "custodian"** means the person having personal custody and control of the public records in
13 question. The District hereby designates the District Library Director (the "Library Director") as
14 custodian for purposes of receiving public records requests. The alternative for contingencies shall be
15 an Assistant Director.

16 **C. "inspect"** means the right to listen, view and make notes of public records as long as the public
17 record is not altered or damaged.

18 **D. "public record"** includes, but is not limited to, any writing containing information relating to the
19 conduct or administration of the public's business prepared, owned, used or retained by any state
20 agency, independent public body corporate and politic or local agency regardless of physical form and
21 characteristics. Provided, however, that personal notes created by a public official solely for his own
22 use shall not be a public record as long as such personal notes are not shared with any other person or
23 entity.

24 **E. "writing"** includes, but is not limited to, handwriting, typewriting, printing, photostating,
25 photographing and every means of recording, including letters, words, pictures, sounds or symbols or
26 combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints,
27 magnetic or punched cards, discs, drums or other documents.

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Adopted by the Meridian Library Board of Trustees 1/14/2014
Revision 11/20/2024

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29 **III. PUBLIC RECORDS REQUESTS**

30
31 **A. Records Requests.** Pursuant to Idaho Code, Section §74-103, a public records request must
32 clearly indicate that it is a public records request and must be made to the Library Director as the
33 designated custodian of the District's records. Requests must be made in writing by completing and
34 signing the District's Public Record Request form. The District's Public Record Request form is available
35 on the District's website using the online submission form or may be submitted to the Library Director
36 or by email as a PDF to director@mld.org. Requests must include a specific description of the subject
37 matter and records sought, including a specific date range for when the records sought were created.
38 The requesting party shall be as specific as possible and provide sufficient detail when requesting
39 records to enable the District to locate such records with reasonable effort. The District will not author
40 or prepare any new documents in response to a records request.

41
42 **B. Response to Requests.** The District will respond to all public records requests as soon as
43 practicable and without unreasonable delay. In any event, the District shall respond to any requestor
44 within three (3) working days after the District's receipt of the request. When a person requests to
45 examine records that may be exempt from disclosure under Idaho Code Sections 74-104 through 74-
46 111, the requestor will be notified in writing within three (3) working days after the District's receipt of
47 the request whether or to what extent the request will be granted or denied. Among other things,
48 certain personnel records and identifying information about patrons, staff, and contributors may be
49 subject to exemption from disclosure. For further information, guidance, and applicable law and
50 procedure, reference should be made to the provisions of the Public Records Law. A request may not
51 be fulfilled if there is no existing record.

52
53 If the District cannot grant or deny a person's request to inspect, examine, or copy public records
54 within three (3) working days because a longer time is needed to locate or retrieve the public records
55 or because it cannot be determined within three (3) working days whether some or all of the request
56 involves materials exempt from disclosure under Idaho Code Sections 74-104 through 74-111, the
57 requestor will be notified of the delay in writing within three (3) working days of the request.

58
59 The request will be granted or denied in whole or in part within ten (10) working days of the request.
60 Any notice of denial or partial denial shall state: (i) that the attorney for the District has reviewed the
61 request; (ii) the statutory authority for any denial of the request; and (iii) the person's right to appeal
62 the denial or partial denial and the time periods for doing so. If no response is provided within ten (10)
63 working days, the request will be deemed to be denied.

64
65 If an electronic record is requested, and conversion of the record to another electronic format cannot
66 be completed within ten (10) working days, the District shall so notify the requestor in writing. The
67 District must provide the converted record to the requestor at a time mutually agreed upon by the

Deleted: The Meridian Library District (MLD) is a public entity and as such, disclosure of public records is governed by Idaho Code. The following information is intended to provide guidance to the Board of Trustees and MLD Staff, as well as patrons and the general public, regarding making essential and non essential documents related to the history, business, and operations of MLD available upon proper request

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Deleted: MLD's records include information that is retained for a variety of purposes and pursuant to Idaho Code, Sections §74-106 and §74-108

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Deleted: In responding to public record requests, MLD has a dual responsibility of respecting the public right to examine and copy records subject to disclosure, as well as following the directives of the law pertaining to records which are exempt from disclosure. Statistical circulation information that does not identify any particular person may be made available for examination and copying. ¶

If a request for a record is denied, in whole or in part, MLD shall notify the person making the request in writing, or by email. This notification will indicate whether MLD's attorney has been consulted and reviewed the request, identify the statutory authority for the denial, and give information about the appeals process which is to initiate proceedings in district court. The Library Director serves as custodian of the records of Meridian Library District. The alternative for contingencies shall be an Assistant Director. ¶

Procedure for Requesting a Public Record: ¶

1. To ensure compliance with the law, those making requests are to utilize MLD's Public Record Request form. The form is available on the District's website using the online submission form or may be submitted to the Library Director or by email as a PDF to director@mld.org. ¶

2. Ordinarily, a request for records will be granted or denied, in whole or part, within three (3) working days of the date of the receipt of the request for examination of copying. ¶

Deleted: 3. If a longer time is required to locate or retrieve the requested records, MLD shall so notify, in writing, the person requesting to examine or copy the records and shall provide the public records to the person no later than ...

Deleted: following the person's request

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120 District and the requestor, with due consideration given to any limitations that may exist due to the
121 process of conversion or due to the use of a third party to make the conversion. Idaho law does not
122 require the District to provide copies of records in a format not used by the District in the normal
123 course of business.

124
125 **C. Cost Estimate.** If fees and/or charges are appropriate pursuant to Section V herein, the District
126 will provide a cost estimate in its response.

127
128 **IV. INSPECTION OF PUBLIC RECORDS/COPIES OF PUBLIC RECORDS**

129
130 **A. Inspection.** A person making a public records request may personally inspect the requested
131 documents at the District's office during normal business hours. A staff member, or staff appointed
132 designee, shall be present while any original documents are inspected to ensure protection of the
133 documents. Any request which requires staff time shall occur at a time mutually convenient to the
134 requestor and the affected staff person. The right to inspect does not include the right to disassemble
135 or alter the order of materials in files or document binders. Original documents may not be taken out
136 of the custody of the District except through special arrangement with District staff.

137
138 **B. Copies.** Upon request, the District will provide copies of the requested documents, in either
139 paper or electronic format. Such copies may be subject to certain fees and charges as provided in
140 Section V herein. The District retains the right to provide documents in a secure format to prevent
141 alteration or misuse of the public record.

142
143 **V. COSTS AND FEES**

144
145 **A. Payment of Costs.** When presented with a public records request deemed voluminous or time-
146 intensive in nature, the District shall prepare an estimated cost bill reflecting the full, actual cost of
147 District staff time and materials required to complete the request, including time for retrieval, copying,
148 preparation, assisting the requestor, separating exempt from non-exempt materials, organization of
149 the results, and, if requested, delivery of the documents. As further provided in this Section V, the
150 District may impose fees for records requests to the extent of costs actually incurred in the processing
151 and preparation of the response. Statements of fees by the District shall be itemized to show the per
152 page costs for copies, and hourly rates of employees and attorneys involved in responding to the
153 request, and the actual time spent on the public records request. No lump sum costs shall be assigned
154 to any public records request. Idaho sales tax, where applicable, shall be assessed on copy fees and the
155 District's out-of-pocket costs.

156
157 **B. Fees.** Except for fees that are authorized or prescribed by Idaho law, no fee shall be charged for
158 the first two (2) hours of labor in responding to a public records request, or for copying the first one
159 hundred (100) pages of paper records that are requested. Pursuant to Idaho Code § 74-102, the

Deleted: under other provisions of

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District has established the fees set forth in the Schedule below to recover its actual labor and copying costs associated with locating and copying documents if the public records request (i) is for more than one hundred (100) pages of paper records, or (ii) includes non-public information that must be deleted, or (iii) if the actual labor associated with responding to the request exceeds two (2) person hours.

| Idaho Code Reference | Type of Work Involved | Charges |
|------------------------|--|--|
| 74-102(10)(a) | Photocopying less than 100 pages on standard 8 ½ x 11 paper where no redaction of confidential information is required | No charge |
| 74-102 (10)(b),(c),(e) | Photocopying more than 100 pages on standard 8 ½ x 11 paper | \$.10 per page (black & white) \$.50 per page (color) + labor |
| 74-102 (10)(c),(e) | Photocopying on paper other than standard 8 ½ x 11 paper (e.g. blueprints, maps, etc.) | Actual copying cost + labor |
| 74-102 (10)(c) | Retrieval of archived information | Out of pocket cost & labor rate to be determined at time request is submitted, if applicable |
| 74-102 (10)(b),(c),(e) | Request includes records from which non-public information must be redacted | Hourly rate of legal counsel |
| 74-102 (10)(b),(c),(e) | Where actual labor associated with locating and photocopying/printing hard copy and/or electronic documents equals or exceeds two (2) person hours | Charged at the per hour pay rate of the lowest paid administrative staff employee with the ability to respond to the request |
| 74-102 (10)(c) | Where the District incurs out of pocket costs required for providing the requested records | Actual out of pocket cost |

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Deleted: •The request is for more than one hundred (100) pages of paper records•→The request includes records from which nonpublic information must be deleted.¶
 •→ The actual labor associated with responding to the request exceeds two (2) person hours. ¶
 Pursuant to Idaho Code §74-102, MLD has established the following Public Records Request Fee Schedule:¶
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| 74-102 (10)(d),(i) | Transfer of documentation in the form of computer tapes, discs, microfilm, or similar record media or electronic storage device | Actual copying cost + labor |
| 74-102 (10)(c) | Where copies of records are mailed or shipped | Actual cost if greater than \$5 |

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C. Deposit; Advance Payment of Costs and Fees. If the estimated cost bill is over twenty-five dollars (\$25.00), the District shall require an advance deposit in the full amount of the estimate before expending District resources toward responding to the document request. If the actual cost of completing the request exceeds the deposit, the District will not release the search results until the District’s actual costs, calculated in accordance with this Section V, are received in full. If the actual cost of responding to the request is less than estimated, then the balance of the deposit will be refunded promptly. If the estimated cost bill is twenty-five dollars (\$25.00) or less, the District shall proceed to fulfill the request and shall present a cost bill for the District’s actual expenses, calculated in accordance with this Policy and payable in full upon receipt of the request results.

Deleted: Depending on the request, MLD may not be able to determine the total labor cost rate until the documents are retrieved and reviewed. ¶
 If the request includes a public record otherwise exempt information from request requiring deletions or redactions in consultation with MLD’s attorney, or requires the advice of our attorney on possible exemptions, fees will be charged at the usual and customary billing rate of MLD’s attorney. ¶
 •→ If the request includes non-public information requiring deletions or redactions in consultation with MLD’s attorney, or requires the advice of our attorney on possible exemptions, fees will be charged at the usual and customary billing rate of MLD’s attorney. ¶
 ¶
 Idaho sales tax, where applicable, shall be assessed on copy fees and MLD’s out-of-pocket costs. ¶
 In certain instances, addressed in Idaho Code, Section §74-102, the requesting party may be exempt from paying such charges. In determining if fees are owed, MLD will combine the total staff time required in responding to multiple requests on the same or related subjects. A requestor may not file multiple requests to avoid payment of fees. An itemized statement explaining any assessed fees will be provided to the requesting person. MLD will require advanced payment of fees based on the schedule above. ¶

D. Multiple Requests. Pursuant to Idaho Code § 74-102(11), a requester may not file multiple requests for public records solely to avoid payment of fees. If the District reasonably believes that one (1) or more requesters is segregating a request into a series of requests to avoid payment of fees authorized under the Public Records Law, the District may aggregate such requests and charge the appropriate fees. The District may consider the time period in which the requests have been made in its determination to aggregate the related requests. A District shall not aggregate multiple requests on unrelated subjects from one (1) requester.

E. Waiver of Fees/Costs. Copies of public records shall be furnished without cost, or at reduced cost, if District staff determines that a waiver or fee reduction is required pursuant to Idaho Code § 74-102(10)(f). In order to receive a fee waiver or reduction, the requestor must demonstrate, in writing, either (i) inability to pay, (ii) the request for examination and/or copying of public records is not primarily in the individual interest of the requester including, but not limited to, the requester’s interest in litigation in which the requester is or may become a party, or (iii) that the public’s interest or the public’s understanding of the operations or activities of the District or its records would suffer by the assessment or collection of any fee. Any requestor who is “disabled” within the meaning of the Americans with Disabilities Act may also apply for a waiver or reduction of fees for any of the cost of complying with the request that were due to requestor’s disability.

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