



**NOTICE OF LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
February 21, 2024**

The public is invited to attend the regular meeting of the Meridian Library District Board of Trustees at:
7:00 pm on Wednesday, February 21, 2024

ATTEND IN PERSON

Cherry Lane Branch
Large Conference Room

STREAM LIVE ON YOUTUBE

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

MEETING AGENDA

1. Public Comment

2. Consent Agenda [ACTION ITEM]

- a. Regular Meeting Minutes, January 19, 2024
- b. Policies
 - i. Internet Access
- c. Job Descriptions
 - i. Assistant Director of Branches
 - ii. Assistant Director of Operations
 - iii. Branch Supervisor
 - iv. Library Page

3. Financials [ACTION ITEM]

- a. Approval of December Financial Reports
- b. Disbursement approvals

4. Presentation - Justin Nyquist, ICRMP

5. Pinnacle Construction & FFE

- a. Furniture [ACTION ITEM]
- b. Shelving [ACTION ITEM]
- c. Automatic Materials Handler [ACTION ITEM]

6. Director Updates

- a. Director's monthly report

7. Lynx Joint Power Agreement & By Laws [ACTION ITEM]

8. Job Descriptions

- a. Junior Librarian [ACTION ITEM]

9. Policy Reviews

- a. Meeting Room [ACTION ITEM]
- b. Naming Opportunities [ACTION ITEM]
- c. Unattended Youth [ACTION ITEM]

10. Executive Session [ACTION ITEM]

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

11. Future agenda items [DISCUSSION ITEM]

* [Idaho Code §74-206 \(1.f\)](#) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;



Library Board Trustee Meeting Minutes

January 19, 2024

Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

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

Regular Session

Trustees present: Trustee Larsen; Trustee Kohler; Trustee Hart; Trustee Cummings

Staff present:

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

Meeting called to order by Trustee Larsen at 6:01pm

AGENDA ITEMS

1) Public Comment

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

- a) Special Meeting Minutes, November 9, 2023
- b) Regular Meeting Minutes, November 15, 2023
- c) Policies
 - i) Service Charge
- d) Job Descriptions
 - i) Branch Manager
 - ii) Material Services Manager

Motion to approve: Trustee Hart

Second: Trustee Kohler Vote: All in favor

3) Financials **[ACTION ITEM]**

- a) Approval of October & November Financial Reports
 - i) Director Grove responded to a question from the absent Trustee Knutson on increase in purchases from Ingram. He said there was a pause in services but the District is focusing on buying material for the new Pinnacle branch.
 - ii) Trustee Kohler asked for clarification on two different vendors. Director Grove explained Next Request is the new program for processing public records requests. SRH Franchise is the janitorial service.

Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

iii) Trustee Cummings asked about a charge for the City of Boise public library. Director Grove explained it is for the Lynx Consortium and ILL.

b) Disbursement approvals

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

4) Budget Hearing date for FY2025 budget Memorandum [ACTION ITEM]

-Chair Larsen asked if only the date was necessary for the memo and not the time of the meeting. Ema suggested the time be included-6:30 start time

Motion to approve: Trustee Cummings

Second: Trustee Hart

Vote: All in favor

5) Memorandum

a) Close First Interstate bank accounts [ACTION ITEM]

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

b) Close US bank accounts [ACTION ITEM]

Motion to approve: Trustee Hart

Second: Trustee Kohler

Vote: All in favor

c) Idaho Central Credit Union Membership account approval [ACTION ITEM]

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

6) Holiday Closures for 2024 [ACTION ITEM]

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

7) Director Updates

a) Director's monthly report

i) This report will be reconfigured to give further understanding to the stats in the next few month

ii) Welcome to Vassil as the New AD of Branches

8) Job Descriptions

a) Accounting & Finance Manager [ACTION ITEM]

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

9) Policy Reviews

a) Record Retention [ACTION ITEM]

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

b) Record Retention Schedule [ACTION ITEM]

Motion to approve: Trustee Hart

Second: Trustee Kohler

Vote: All in favor

Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

c) Code of Conduct [ACTION ITEM]

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

d) Code of Conduct Addendum [ACTION ITEM]

i) Removal – incorporated into Code of Conduct Policy

Motion to approve: Trustee Kohler

Second: Trustee Hart

Vote: All in favor

10) Strategic Plan and Facility Plan [DISCUSSION ITEM]

a) Director recommends completing these not in FY24 but in FY25. Gives more time and can be done with a better understanding and knowledge. Chair Larsen and Director Grove impressed the importance of learning lessons from the milestones of the past year, including the opening of Orchard Park and internal reorganization of personnel.

b) Doing both plans simultaneous.

c) Cherry Lane renovation will be included. Chair Larsen also expressed concern for the problems happening at Cherry Lane

11) Executive Session [ACTION ITEM]

-Tabled until a further meeting

12) Future agenda items [DISCUSSION ITEM]

a) ICRMP presentation

b) Executive Session

Meeting adjourned: 6:52pm

The next regular Library Board Meeting is scheduled for 7:00pm, February 21, 2024

RESPECTFULLY SUBMITTED AND APPROVED

Nick Grove, Director

Megan Larsen, Board Chair



Meridian Library District INTERNET ACCESS POLICY DRAFT

Public access to the internet and online resources is an essential Meridian Library District (MLD) service. MLD is guided by a commitment to provide free and open access to information and policies that provide protections to its patrons while being consistent with the principles of free expression as set forth in the First Amendment of the United States Constitution. The intent of this policy is to meet the provisions of the Children’s Internet Protection Act and Idaho Code § 33-2741, as well as to provide guidelines for patrons and staff regarding internet accessibility and online computer use.

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MLD has in place a technology protection measure, hereafter called “filtering software,” on any publicly accessible computer with internet access or over its wireless network. The filtering software protects against access to visual depictions that are obscene, child pornography, or harmful to minors, as defined in Idaho Code § 33-2741 and the Children’s Internet Protection Act. The filtering software will be enforced to provide internet safety during any use of a library computer or wireless network by a minor.

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Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of MLD network when using email and other forms of direct electronic communications on public computers and wireless internet. Any attempt to disable or otherwise interfere with the proper operation of the filter is prohibited. Further, regardless of the operation of the technology protection measure, display of offensive sexual material as defined in Idaho Code § 18-4105 is prohibited at all times. Specifically, as required by the Children’s Internet Protection Act and Idaho Code § 33-2741, prevention of inappropriate network usage includes without limitation:

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1. Unauthorized access, including “hacking,” and other unlawful activities; and
2. Unauthorized disclosure, use, and dissemination of personal identification
3. Information regarding minors and visual depictions that are obscene, child pornography or harmful to minors.

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Supervision and Monitoring

Subject to staff supervision and applicable procedure, technology protection measures may be disabled for adult patrons for lawful purposes through the use of a wireless hotspot.

It shall be the responsibility of all members of the [MLD](#) staff to supervise and monitor usage of the online computer network and access to the internet in accordance with this policy and the Children’s Internet Protection Act and Idaho Code § [33-2741](#). If a staff member observes a violation of this Policy, the staff member shall promptly report it to staff person in charge who shall, in turn, advise the violator to conform their conduct to the requirements of this Policy, suspend the violator’s privilege to use the Library, and/or report the matter to law enforcement. The staff person in charge will determine the appropriateness of the enforcement measure(s) to take on a case-by-case basis taking into consideration the severity of the violation, the disruption caused to other patrons, the violator’s willingness to conform to the requirements of this policy, and the violator’s history of similar violations.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the [Library](#) Director, or [designees](#).

While [MLD](#) has measures in place to protect against access to the above described material, [MLD](#) cannot and does not accept responsibility for any failure of the filtering software to block specific sites.

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MERIDIAN LIBRARY DISTRICT

Assistant Director of Branches

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Position Summary

The Assistant Director of Branches is responsible and accountable for implementing strategies and initiatives into daily operations of the Meridian Library District to meet strategic objectives and organization goals. Collaborates with the library administration and management teams to set and drive vision, strategy, performance management, and operations for a successful and thriving public library.

The Assistant Director of Branches oversees the public operations of the Meridian Library District, including service development and coordination, community engagement and customer service quality, and employee development and management in accordance with library policies. Reports to the Library Director and directly supervises Branch Manager positions. Is professional and actively engaged with community and library partners.

Duties and Responsibilities

Essential

Management and Supervision

The Assistant Director of Branches is responsible for the effective delivery of library services across the library district by performing elements of staff supervision, coaching, documentation, and coordination. Directly oversees Branch Managers and is overall responsible for all public service staff. Collaborates with library management teams to ensure fair and lawful personnel practices including recruitment, coaching and discipline, performance feedback and reviews, and employee training and development. Effectively builds organization and staff capacity to provide high quality services and community engagement. Leads performance management processes that measures and evaluates progress against organizational and strategic goals and objectives. Supports and drives clear and concise communication between library administration and management teams, library staff and volunteers, and the community. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for staff and public.

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

Planning and Strategy

The Assistant Director of Branches uses principles of project and change management to successfully develop and implement innovative strategies to strengthen community partnerships and engagement and public awareness, supporting the growth and development of the Meridian Library District, staff engagement and productivity, and resource efficiency. Routinely researches and evaluates user experience across the district for seamless and inclusive library services and resources. Routinely reviews library policies and planning documents and makes revision suggestions as appropriate.

Advocacy

The Assistant Director of Branches is an effective and active advocate for the library in media and community, develops and maintains relationships and partnerships through active involvement in the Meridian community and library profession through associations, committees, and other organizations. Represents the library in local, regional, and national arenas as necessary and acts as a representative of the Library Director in their absence. Remains current on best practices and trends in the library profession. Attends and actively participates in regular library meetings and committees including attending and routinely presenting at the Library Board of Trustee meetings.

Records and Reporting

The Assistant Director of Branches provides regular reports on library operations and personnel performance measures to the Library Director, administration, and management teams, ensuring accurate and timely information. Utilizes historical and predictive data to inform decisions and long-range plans. Stores and makes available legal and historical documents and is accountable for accurate record retention in accordance with library policies. Supports completion of Public Record requests as necessary.

Budgets and Fiscal Responsibility

The Assistant Director of Branches is responsible and accountable for maintaining fiscal responsibility with library operations, contributes to the administration of library services by overseeing and assisting with budget development and expenditures, staff training, and compliance. Monitors all expenses in assigned budget areas. May apply for outside grants for supplemental funding as directed by the library administration.

Relationships and Customer Service

The Assistant Director of Branches provides, develops, and models high quality customer service and effective working relationships with the public, employees, volunteers, Friends of the Meridian Library District, Meridian Library Foundation, Library Board of Trustees, vendors, and other professional groups. Coordinates and ensures effective exchange of information within the Meridian Library District and with other local libraries and community organizations and partners. Regularly evaluates the accessibility of library services and facilities. Responsive to patron requests, escalated patron concerns, and resolves patron behavior and code of conduct violations.

Facility Security and Maintenance

The Assistant Director of Branches ensures accessibility to safe and secure library facilities for patron and staff use, coordinating with library administration and management teams regarding issues affecting library facilities. Responds to requests for security camera footage in collaboration with the Library Director and Assistant Director of Operations.

Employee Experience, Training, and Development

The Assistant Director of Branches oversees employee experience, training, and development, builds and implements strategies for successful and effective performance management and maintains a comprehensive strategy to improve the overall experience of library staff. Coordinates and collaborates with the Human Resources department for recruitment, onboarding, and retention of employees and library staff.

Oversees appropriate, relevant, and timely onboarding and continued training for library staff within the branches to ensure quality and inclusive customer and library services are provided at all locations in accordance with library policies, procedures, and strategic plan. Is accountable for complete and updated training and procedural manuals for branch staff and management.

Marginal

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to diversity, equity, and inclusion with a desire to work in a public service role.

Advanced knowledge of principles and practices of modern libraries, including library services and collection management, policies, technology equipment and facilities, employee training and management, budget and expenditure control, planning, and evaluation.

Knowledge of managerial policies, practices and controls. Ability to provide clear and concise oral and written communication. A problem-solver with strong organizational, leadership and interpersonal skills. Proficient in project management with the ability to oversee multiple large scale projects, effectively manage time and resources, and delegate tasks as necessary. Ability to foster and sustain relationships with partners, businesses, and library staff. Ability to establish, measure, and evaluate strategic goals and objectives. Experience in creating and administering surveys and other evaluation tools.

Excellent interpersonal and problem-solving communication skills, including the ability to persuade, motivate, and mediate. Presentation and public speaking skills. Ability to make effective use of leadership and group dynamics, ability to work effectively with diverse groups, delegate, and enforce accountability. Experience and knowledge of conflict resolution techniques and practices. This position requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts.

Provides exemplary customer service and maintains a favorable public image of the library. Understands and communicates knowledge of customers' priorities and needs. Knowledge of customer service principles and practices and proven ability to ensure high quality customer service in a consistent manner.

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

Experience: 5 years of supervisory and management experience with increasing levels of responsibility. Prior budgetary responsibility with experience overseeing development and execution.

Education: Master's in Library Science or Master's in Library Information Science from an American Library Association (ALA) accredited institution; or equivalent combination of education and experience.

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

Supervisory Responsibility: Supervises branch managers

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

Working Conditions

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

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

Technology, Equipment, and Devices: This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office software, library systems and databases, email and cloud environments, and social media. This position requires the employee to operate and occasionally troubleshoot general office equipment and new consumer technology. This position requires operation of a vehicle on behalf of the District.

Work Environment: This position requires the employee to be subjected to repetition, working alone, working around others, verbal contact with others, face-to-face contact, and inside environments.

Expected Hours of Work: This position requires the employee to work a weekday (Monday-Friday), daytime schedule with occasional evening and weekend (Saturday and Sunday) shifts. Position schedule is subject to change at any time at the discretion of management. May occasionally work over 40 hours per week.

Expected Travel: This position requires minimal travel for local and national training and conferences. Requires frequent travel between Meridian Library District locations.

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

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

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

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MERIDIAN LIBRARY DISTRICT

Assistant Director of Operations

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Position Summary

The Assistant Director of Operations is responsible and accountable for implementing strategies and initiatives into daily operations of the Meridian Library District to meet strategic objectives and organization goals. Collaborates with the library administration and management teams to set and drive vision, strategy, performance management, and operations for a successful and thriving public library. This position is professionally and actively engaged with community and library partners.

The Assistant Director of Operations oversees the technical and administrative operations of the Meridian Library District, including collection and material development, technology and digital services, facility maintenance, and strategic initiatives in accordance with library policies. This position reports to the Library Director.

Duties and Responsibilities

Essential

Management and Supervision

The Assistant Director of Operations is responsible for the effective delivery of library services across the library district by performing elements of staff supervision, coaching, documentation, and coordination. Directly oversees Operation Managers, Systems Administrator, and Maintenance Coordinator, and is overall responsible for all operations staff. Collaborates with Library Director and Human Resources to ensure fair and lawful personnel practices including recruitment, coaching and discipline, performance feedback and reviews, and employee training and development. Effectively builds organization and staff capacity to provide high quality services, collections, and resources. Leads performance management processes that measures and evaluates progress against organizational and strategic goals. Supports clear and concise communication between library administration and management teams, library staff, volunteers,

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

Revised and Board Approved August 16, 2023

and the community. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere.

Planning and Strategy

The Assistant Director of Operations uses principles of project and change management. Successfully develops and implements innovative strategies to strengthen community partnerships, engagement, and public awareness. Supports the growth and development of the Meridian Library District through staff engagement and productivity and resource efficiency. Routinely researches and evaluates user experience across the District for seamless and inclusive library services and resources. Routinely reviews library policies and planning documents and makes revision suggestions as appropriate.

Advocacy

The Assistant Director of Operations is an effective and active advocate for the library in media and community. Develops and maintains relationships and partnerships through active involvement in the Meridian community and library profession through associations, committees, and other organizations. Represents the library in local, regional, and national arenas as necessary and acts as a representative of the Library Director in their absence. Remains current on best practices and trends in the library, business, and government professions. Attends and actively participates in regular library meetings and committees; including attending, and routinely presenting at, the Library Board of Trustee meetings.

Records and Reporting

The Assistant Director of Operations provides regular reports on library operations and personnel performance measures to the Library Director, administration, and management teams, ensuring accurate and timely information. Utilizes historical and predictive data to inform decisions and long-range plans. Stores and makes available legal and historical documents and is accountable for accurate record retention in accordance with library policies. Supports completion of Public Record requests as necessary.

Budgets and Fiscal Responsibility

The Assistant Director of Operations is responsible and accountable for maintaining fiscal responsibility with library operations. Contributes to the administration of library services by overseeing and assisting with budget development and expenditures, staff training, and

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compliance. Monitors all expenses in assigned budget areas. May apply for outside grants for supplemental funding as authorized by the Library Director.

Relationships and Customer Service

The Assistant Director of Operations provides, develops, and models high quality customer service and effective working relationships with the public, employees, volunteers, Friends of the Meridian Library District, Meridian Library Foundation, Library Board of Trustees, vendors, and other professional groups. Coordinates and ensures effective exchange of information between Meridian Library District and with other local libraries, community organizations, and partners. Regularly evaluates the accessibility of library services and facilities. In conjunction with the Assistant Director of Branches and Library Director, is responsive to patron requests, escalated patron concerns, and code of conduct violations.

Facility Security and Maintenance

The Assistant Director of Operations ensures accessibility to safe and secure library facilities for patron and staff use. Coordinates with library administration and management teams regarding issues affecting library facilities. Works with library staff and vendors to maintain, upgrade, and manage library facilities. Responds to requests for security camera footage in collaboration with the Library Director and Assistant Director of Branches.

Evaluates and supports the development and expansion of library facilities in accordance with the Master Facility Plan and Strategic Plan.

Vendor and Contract Management

The Assistant Director of Operations facilitates and maintains relationships between businesses and suppliers, negotiates contracts, maintains vendor standards, and contractual compliance between the District and vendors. May submit requests for proposals and bids, and is authorized to sign contracts on the District's behalf ensuring fiscal responsibility in accordance with library policies and best practices.

Technology Infrastructure

The Assistant Director of Operations oversees all technology and network infrastructure which includes network security, internet, phones, website, assets, emerging technology, integrated library systems (ILS), and automated material handling systems (sorter). Oversees staff who are responsible for digital services and the District's online presence which includes e-content services, website, intranet, and social media.

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

Revised and Board Approved August 16, 2023

Collection Oversight

The Assistant Director of Operations oversees staff who are responsible for the selection, cataloging, record maintenance, analysis, and deselection of the physical and digital collections, to support a diverse community with continually changing needs in accordance with library policies. Delegates to library staff the promotion and marketing of library collections and resources.

Strategic Initiatives

The Assistant Director of Operations works with the library administration and operations team to develop long-term planning of strategic initiatives. Oversees the library staff who are responsible for organizing, planning, and coordinating execution of District-wide initiatives.

Marginal

Performs other duties as assigned.

Qualifications

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to diversity, equity, and inclusion with a desire to work in a public service role.

Advanced knowledge of principles and practices of modern libraries, including library services and collection management, policies, technology equipment and facilities, employee training and management, budget and expenditure control, planning, and evaluation.

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

Excellent interpersonal and problem-solving communication skills, including the ability to persuade, motivate, and mediate. Presentation and public speaking skills. Ability to make effective use of leadership and group dynamics, ability to work effectively with diverse groups, delegate,

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and enforce accountability. Experience and knowledge of conflict resolution techniques and practices. This position requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts.

Provides exemplary customer service and maintains a favorable public image of the library. Understands and communicates knowledge of customers' priorities and needs. Knowledge of customer service principles and practices and proven ability to ensure high quality customer service in a consistent manner.

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

Experience

5 years of supervisory and management experience with increasing levels of responsibility. Prior budgetary responsibility with experience overseeing development and execution.

Education

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

Training, Licenses, or Certifications

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

Supervisory Responsibility

Supervises managers and library staff in material services, strategic initiatives, facility maintenance, and IT.

Preferred Qualifications

Bilingual, preferably Spanish-English or Russian-English.

Working Conditions

Physical Requirements

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

Mental Requirements

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

Technology, Equipment, and Devices

This position requires the employee to regularly operate and exhibit proficiency with computers and commonly used office software, library systems and databases, email and cloud environments, and social media. This position requires the employee to operate and occasionally troubleshoot general office equipment and new consumer technology. This position requires operation of a vehicle on behalf of the District.

Work Environment

This position requires the employee to be subjected to repetition, working alone, working around others, verbal contact with others, face-to-face contact, and inside environments.

Expected Hours of Work

The Assistant Director of Operations works 40 hours per week, based on business need. This position requires the employee to work a weekday (Monday-Friday), daytime schedule with occasional evening and weekend (Saturday and Sunday) shifts. Position schedule is subject to change at any time at the discretion of management. May occasionally works over 40 hours per week.

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

Revised and Board Approved August 16, 2023

Expected Travel

This position requires minimal travel for local and national training and conferences. Requires frequent travel between Meridian Library District locations.

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

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

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

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MERIDIAN LIBRARY DISTRICT
Branch Supervisor
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Position Summary

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

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

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Duties and Responsibilities

Essential

Supervision

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

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

Communication

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

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

Operations

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

Customer Service

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

Advocacy

The Branch Supervisor develops and maintains relationships and partnerships through active involvement in the Meridian community and library profession. Is engaged in professional activities through associations, committees, or other organizations outside of the Meridian Library District. Works with city, school, cultural, and community groups to promote library services. Remains current on best practices and trends in the library profession. Attends and actively participates in regular library meetings and committees; routinely attends, and may present at, the Library Board of Trustee meetings.

Records and Reporting

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

Marginal

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

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

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

Performs other duties as assigned.

Qualifications

Minimum Qualifications

Knowledge, Skills and Abilities

Demonstrated commitment to diversity, equity, and inclusion.

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

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

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

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

Experience

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

Education

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

Training, Licenses, or Certifications

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

Supervisory Responsibility

Supervises library branch staff.

Preferred Qualifications

One or more years of supervisory experience.

Bilingual, preferably Spanish-English or Russian-English.

Working Conditions

Physical Requirements

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

Mental Requirements

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

Technology, Equipment, and Devices

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

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

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

Work Environment

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

Expected Hours and Location of Work

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

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

Expected Travel

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

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

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

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

MERIDIAN LIBRARY DISTRICT
Library Page
DRAFT



Position Summary

The Library Page checks in, shelves, and maintains proper shelf order of library materials, and may operate and maintain an automated sorter machine (sorter). This position also performs a variety of simple clerical tasks and related work.

The majority of work hours are spent placing library materials in order, shelving, and checking in materials.

Duties and Responsibilities

Essential

Circulation, Sorting, and Shelving

The Library Page sorts and shelves materials, checks shelves for proper shelf order, and shifts materials as needed to avoid overcrowding of shelves. The Library Page empties bookdrops, assesses materials for damage, and checks in remaining items. Maintains library's shelf appearances to make it welcoming, vibrant, and inviting for patrons. Supports the maintenance of library displays. Operates and performs routine maintenance on the sorter, when assigned by their supervisor.

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Customer Service

The Library Page may assist patrons in locating library materials. Answers routine directional questions, referring questions to appropriate staff members as needed. Arrives at work location on time, ready to work.

Records and Reports

Maintains good attendance and timekeeping records.

*Adopted by the Meridian Library Board of Trustees n.d.
Revised and Board Approved May 18, 2023*

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Assists with opening and closing procedures.

May assist with on-site collection promotion and other collection maintenance tasks.

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities

Demonstrates a commitment to diversity, equity and inclusion.

Provides exemplary customer service and maintains a favorable public image of the library. The Library Page has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds and generations. Builds and maintains positive working relationships with individuals at all levels of the organization. Must be able to work independently.

Proficient with standard office software (including Microsoft Office and Google [Workspace](#)) and online searching. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies.

Experience: None

Education: Current enrollment in, or completion of, high school or GED program.

Training, Licenses, or Certifications: None

Supervisory Responsibility: None

Preferred Qualifications:

[Bilingual, preferably Spanish-English or Russian-English.](#)

[One \(1\)](#) year of work experience in a library, education, retail or customer-service related position or similar experience.

Desired personal attributes include a positive approach to interacting with the public and a sense of humor.

*Adopted by the Meridian Library Board of Trustees n.d.
Revised and Board Approved May 18, 2023*

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Working Conditions

Physical Requirements: The job requires the Library Page to constantly stand, twist/turn, maintain flexibility, hear, listen, see, and speak clearly; constantly stoop/bend and walk; frequently sit, kneel, crawl, and balance. The job also requires the employee to lift and carry 10-25 lbs; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 50 lbs.

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

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used computer applications, library systems and databases, email, and cloud environments. The job requires the employee to operate and troubleshoot general office equipment, sorting equipment, and book carts.

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

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

Expected travel: This job may require limited local travel between library locations.

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

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

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

*Adopted by the Meridian Library Board of Trustees n.d.
Revised and Board Approved May 18, 2023*

Meridian Library District

Bill Listing December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2380 Accounts Payable						
12/01/2023	Bill	2023-12-01	SUNDANCE INVESTMENTS, LLP	Silverstone monthly rent/lease	2380 Accounts Payable	9,895.52
				Monthly rent/lease	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	9,895.52
12/01/2023	Bill	2023-12-01	High Desert Development Linder Village, LLC	Orchard Park rent/lease	2380 Accounts Payable	17,916.67
				Orchard Park rent/lease	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	17,916.67
12/01/2023	Bill	2059246	CENTER POINT LARGE PRINT	Print Books	2380 Accounts Payable	89.88
				Print Books	5115 COLLECTIONS:Adult Print Books	89.88
12/01/2023	Bill	0676296	WESTERN RECORDS DESTRUCTION, INC	Shredding Service 11/01-11/11/30/23	2380 Accounts Payable	110.00
				Shredding Service 11/01-11/11/30/23	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	55.00
				Shredding Service 11/01-11/11/30/23	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	55.00
12/01/2023	Bill	6119872	UNIQUE MANAGEMENT SERVICES, INC	Customer Account Balance Recovery Service November 2023	2380 Accounts Payable	512.20
				Customer Account Balance Recovery Service November 2023	5202.6 OPERATING EXPENSES:Professional Services:Other	512.20
12/01/2023	Bill	02945C023438477	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	10,117.61
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	10,117.61
12/01/2023	Bill	044428	IDAHO CORRECTIONAL INDUSTRIES	Moving Services 12/01/23 - Active Office / Cherry Lane to Crestmont	2380 Accounts Payable	1,125.00
				Moving Services 12/01/23 - Active Office / Cherry Lane to Crestmont	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	1,125.00
12/01/2023	Bill	27713	TRI-STATE ELECTRIC, INC.	November 2023 Maintenance	2380 Accounts Payable	800.00
				November 2023 Maintenance	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	800.00
12/01/2023	Bill	133109	Diamond Lawns, LLC	December 2023 Lawn Maintenance Payment	2380 Accounts Payable	864.94
				December 2023 Lawn Maintenance Payment	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	864.94
12/01/2023	Bill	39886	FATBEAM, LLC	Internet December 2023	2380 Accounts Payable	850.00
				Internet December 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	850.00
12/01/2023	Bill	39915	FATBEAM, LLC	Internet December 2023	2380 Accounts Payable	675.00
				Internet December 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	675.00
12/01/2023	Bill	40133	FATBEAM, LLC	Internet December 2023	2380 Accounts Payable	700.00

Meridian Library District

Bill Listing December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Internet December 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	700.00
12/01/2023	Bill	40162	FATBEAM, LLC	Managed Firewall Services December 2023	2380 Accounts Payable	150.00
				Managed Firewall Services December 2023	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	150.00
12/01/2023	Bill	IDW-102173	YIG Administration	ID Watchdog November 2023	2380 Accounts Payable	225.00
				ID Watchdog November 2023	5010c PERSONNEL:Payroll benefits:Benefits - Health	82.50
				ID Watchdog November 2023	5010c PERSONNEL:Payroll benefits:Benefits - Health	32.50
				ID Watchdog November 2023	5010c PERSONNEL:Payroll benefits:Benefits - Health	22.50
				ID Watchdog November 2023	5010c PERSONNEL:Payroll benefits:Benefits - Health	52.50
				ID Watchdog November 2023	5010c PERSONNEL:Payroll benefits:Benefits - Health	25.00
				ID Watchdog November 2023	5010c PERSONNEL:Payroll benefits:Benefits - Health	35.00
				ID Watchdog November 2023 Billing Differences	5010c PERSONNEL:Payroll benefits:Benefits - Health	-25.00
12/01/2023	Bill	64336621	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	131.56
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	131.56
12/01/2023	Bill	64336627	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	32.45
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	32.45
12/01/2023	Bill	64336620	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	969.79
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	93.85
				Print Books	5135 COLLECTIONS:Young Adult books	6.49
				Print Books	5130 COLLECTIONS:Children's books	36.92
				Print Books	5115 COLLECTIONS:Adult Print Books	355.00
				Print Books	5115 COLLECTIONS:Adult Print Books	177.79
				Print Books	5115 COLLECTIONS:Adult Print Books	209.70
				Print Books	5130 COLLECTIONS:Children's books	80.55
				Print Books	5135 COLLECTIONS:Young Adult books	6.49
12/01/2023	Bill	64336626	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	387.37
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5115 COLLECTIONS:Adult Print Books	182.98
				Print Books	5115 COLLECTIONS:Adult Print Books	95.77
				Print Books	5115 COLLECTIONS:Adult Print Books	105.62
12/01/2023	Bill	39905	FATBEAM, LLC	Internet December 2023	2380 Accounts Payable	750.00
				Internet December 2023	5220.5 OPERATING EXPENSES:Information Technology:IT	750.00

Meridian Library District

Bill Listing December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Utilities						
12/01/2023	Bill	OCTNOV2023INTLIB	BOISE PUBLIC LIBRARY	October & November 2023 Inter Library	2380 Accounts Payable	397.18
				October & November 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-397.18
12/01/2023	Bill	OCTNOV2023INTLIB	CALDWELL PUBLIC LIBRARY	October + November 2023 Inter Library	2380 Accounts Payable	28.99
				October + November 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-28.99
12/01/2023	Bill	OCTNOV2023INTLIB	GARDEN CITY LIBRARY	October + November 2023 Inter Library	2380 Accounts Payable	33.98
				October + November 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-33.98
12/01/2023	Bill	OCTNOV2023INTLIB	ADA COMMUNITY LIBRARY	October + November 2023 Inter Library	2380 Accounts Payable	304.23
				October + November 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-304.23
12/01/2023	Bill	NOV2023INTLIB	MOUNTAIN HOME PUBLIC LIBRARY	November 2023 Inter Library	2380 Accounts Payable	10.00
				November 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-10.00
12/01/2023	Bill	NOV2023INTLIB	Kuna Library District	November 2023 Inter Library	2380 Accounts Payable	17.95
				November 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-17.95
12/01/2023	Bill	OCTNOV2023INTLIB	NAMPA PUBLIC LIBRARY	October + November 2023 Inter Library	2380 Accounts Payable	355.28
				October + November 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-355.28
12/01/2023	Bill	OCTNOV2023INTLIB	EAGLE PUBLIC LIBRARY	October + November 2023 Inter Library	2380 Accounts Payable	313.45
				October + November 2023 Inter Library	4200 Non-tax Revenue:Fines and fees	-313.45
12/01/2023	Bill	3522766	SWANK MOVIE LICENSING USA	Copyright Compliance Site License 01/01/24-12/31/25	2380 Accounts Payable	1,469.00
				Movie licensing 01/07/21-01/06/22	5236.YA OPERATING EXPENSES:Program Expense:Programs - Teen	550.75
				Movie licensing 01/07/21-01/06/22	1500 Deposits/Prepaid expenses	918.25
12/03/2023	Bill	2723	Patricia Latham Ball dba Management Northwest	November Legal Services	2380 Accounts Payable	5,189.00
				MNW Annual Membership January 2024-January 2025	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	3,999.00
				November Legal Services	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	1,190.00
12/04/2023	Bill	02945DA23440404	OVERDRIVE, INC	Ebook/Audiobook	2380 Accounts Payable	140.00
				Ebook/Audiobook	5122 COLLECTIONS:eContent	140.00
12/04/2023	Bill	504735428	MIDWEST TAPE	Blu Rays & DVDs	2380 Accounts Payable	326.52

Meridian Library District

Bill Listing December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	7.15
				Blu Rays & DVDs	5149 COLLECTIONS:Media	196.42
				Blu Rays & DVDs	5149 COLLECTIONS:Media	11.24
				Blu Rays & DVDs	5149 COLLECTIONS:Media	111.71
12/04/2023	Bill	504734479	MIDWEST TAPE	Blu Rays	2380 Accounts Payable	86.91
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	11.20
				Blu Rays	5149 COLLECTIONS:Media	20.24
				Blu Rays	5149 COLLECTIONS:Media	20.24
				Blu Rays	5149 COLLECTIONS:Media	35.23
12/05/2023	Bill	02945DA23442792	OVERDRIVE, INC	Ebook	2380 Accounts Payable	11.24
				Ebook	5122 COLLECTIONS:eContent	11.24
12/05/2023	Bill	02945DA23442791	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	3,019.05
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	3,019.05
12/05/2023	Bill	14400667	SENSKE SERVICES, INC.	Pest Control 12/05/23	2380 Accounts Payable	30.00
				Pest Control 12/05/23	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	30.00
12/05/2023	Bill	2160:09963871	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	44.95
				Water/Ice Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	44.95
12/05/2023	Bill	2331021969	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	50.73
				Mat Cleaning and Terry Cloths	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	50.73
12/06/2023	Bill	224272	PERMACARD	Qty 2500 Library Cards	2380 Accounts Payable	905.53
				Qty 2500 Library Cards	5240 OPERATING EXPENSES:Supplies:Supplies - general	905.53
12/06/2023	Bill	INV-US71018	BIBLIOTHECA , LLC	RFID Tags Qty 24,000	2380 Accounts Payable	4,399.20
				RFID Tags Qty 24,000	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	4,399.20
12/06/2023	Bill	64336971	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	188.81
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	188.81
12/06/2023	Bill	64336924	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	102.73
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	102.73
12/06/2023	Bill	64336923	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	811.99
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	192.55
				Print Books	5135 COLLECTIONS:Young Adult books	43.38
				Print Books	5130 COLLECTIONS:Children's books	63.62
				Print Books	5135 COLLECTIONS:Young Adult books	8.69

Meridian Library District

Bill Listing December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5115 COLLECTIONS:Adult Print Books	211.10
				Print Books	5115 COLLECTIONS:Adult Print Books	31.30
				Print Books	5115 COLLECTIONS:Adult Print Books	81.50
				Print Books	5130 COLLECTIONS:Children's books	141.00
				Print Books	5135 COLLECTIONS:Young Adult books	35.85
12/06/2023	Bill	64336970	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,182.24
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	361.76
				Print Books	5135 COLLECTIONS:Young Adult books	200.87
				Print Books	5130 COLLECTIONS:Children's books	111.78
				Print Books	5135 COLLECTIONS:Young Adult books	63.21
				Print Books	5115 COLLECTIONS:Adult Print Books	68.14
				Print Books	5115 COLLECTIONS:Adult Print Books	33.94
				Print Books	5115 COLLECTIONS:Adult Print Books	46.11
				Print Books	5130 COLLECTIONS:Children's books	219.59
				Print Books	5135 COLLECTIONS:Young Adult books	73.84
12/07/2023	Bill	0015122	All Pro Linen	Towel/Mat Laundering 12/07/23	2380 Accounts Payable	56.75
				Towel/Mat Laundering 12/07/23	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	56.75
12/07/2023	Bill	0015121	All Pro Linen	Towel/Mat Laundering 12/07/23	2380 Accounts Payable	57.75
				Towel/Mat Laundering 12/07/23	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.75
12/08/2023	Bill	556	BORTON LAW OFFICES, PLLC	Legal Services 10/25-12/06/23	2380 Accounts Payable	840.00
				Legal Services 10/25-12/06/23	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	840.00
12/08/2023	Bill	504752550	MIDWEST TAPE	ADB Media	2380 Accounts Payable	34.99
				ADB Media	5149 COLLECTIONS:Media	34.99
12/08/2023	Bill	64337172	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	595.56
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	127.80
				Print Books	5130 COLLECTIONS:Children's books	30.21
				Print Books	5130 COLLECTIONS:Children's books	10.07
				Print Books	5115 COLLECTIONS:Adult Print Books	179.28
				Print Books	5115 COLLECTIONS:Adult Print Books	9.51
				Print Books	5115 COLLECTIONS:Adult Print Books	63.45
				Print Books	5115 COLLECTIONS:Adult Print Books	79.68
				Print Books	5130 COLLECTIONS:Children's books	92.56
12/09/2023	Bill	12/09/23	Amy Miller	Rock Painting with Miss Amy 12/09/23	2380 Accounts Payable	100.00
				Rock Painting with Miss Amy 12/09/23	5236.FA OPERATING EXPENSES:Program Expense:Programs - Family All Ages	100.00
12/09/2023	Bill	02945DA23446328	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	81.75
				Audiobook	5122 COLLECTIONS:eContent	81.75

Meridian Library District

Bill Listing December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
12/11/2023	Bill	02945CO23447104	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	7,324.83
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	7,324.83
12/11/2023	Bill	484941	Hawley Troxell Ennis and Hawley LLP	South Branch Legal Agreements, PSA, Title Filing, Misc.	2380 Accounts Payable	22,901.00
				South Branch Legal Agreements, PSA, Title Filing, Misc.	9289 South Branch Project Costs	22,901.00
12/11/2023	Bill	12-11-2023	SUNDANCE INVESTMENTS, LLP	December Rent Processing Fees	2380 Accounts Payable	544.25
				December Rent Processing Fees	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	544.25
12/11/2023	Bill	0031256004	Magellan Healthcare	2024 EAP	2380 Accounts Payable	3,400.68
				2024 EAP	5010 PERSONNEL:Payroll benefits	3,400.68
12/11/2023	Bill	126445	Ednetics	Monthly VOIP Services	2380 Accounts Payable	635.37
				Monthly VOIP Services	5230 OPERATING EXPENSES:Information Technology:Phone Service	635.37
12/11/2023	Bill	504771830	MIDWEST TAPE	DVDs	2380 Accounts Payable	17.89
				DVDs	5149 COLLECTIONS:Media	17.24
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	0.65
12/12/2023	Bill	02945CO23448783	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	6,621.61
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	6,621.61
12/12/2023	Bill	02945DA23449387	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	212.88
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	212.88
12/12/2023	Bill	1260880	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ15251 FEQ39040 11/12-12/11/23	2380 Accounts Payable	76.29
				Meter Copy/Print Usage FEQ15631 FEQ17642 10/22-11/21/23	5211 OPERATING EXPENSES:Supplies:Copy/Print	76.29
12/12/2023	Bill	39662497	MATTHEW BENDER & CO, INC.	ID Code Rules 2023 Supp	2380 Accounts Payable	79.08
				ID Code Rules 2023 Supp	5125 COLLECTIONS:Print Reference	79.08
12/12/2023	Bill	2331022616	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	43.70
				Mat Cleaning and Terry Cloths	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	43.70
12/13/2023	Bill	2160:09987418	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	76.00
				Water/Ice Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	76.00
12/13/2023	Bill	64337173	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	84.25
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	84.25
12/13/2023	Bill	64337296	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	911.64
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	188.49

Meridian Library District

Bill Listing December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5135 COLLECTIONS:Young Adult books	65.57
				Print Books	5130 COLLECTIONS:Children's books	86.45
				Print Books	5130 COLLECTIONS:Children's books	6.15
				Print Books	5115 COLLECTIONS:Adult Print Books	57.34
				Print Books	5115 COLLECTIONS:Adult Print Books	19.60
				Print Books	5130 COLLECTIONS:Children's books	410.36
				Print Books	5135 COLLECTIONS:Young Adult books	74.68
12/13/2023	Bill	67670859	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	241.31
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	17.91
				Print Books	5115 COLLECTIONS:Adult Print Books	188.96
				Print Books	5115 COLLECTIONS:Adult Print Books	31.44
12/13/2023	Bill	MLD67670860	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	30.29
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	30.29
12/13/2023	Bill	504780820	MIDWEST TAPE	ADB Media DVDs	2380 Accounts Payable 5149 COLLECTIONS:Media	72.98 72.98
12/14/2023	Bill	64337372	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	732.05
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	537.24
				Print Books	5115 COLLECTIONS:Adult Print Books	57.95
				Print Books	5115 COLLECTIONS:Adult Print Books	133.86
12/14/2023	Bill	MLD64337373	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	147.64
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	147.64
12/14/2023	Bill	DamagedItemRefund	Per Hojmark Christensen	Refund for Damaged Item - Did Not Cause Damage	2380 Accounts Payable	15.44
				Refund for Damaged Item - Did Not Cause Damage	4200 Non-tax Revenue:Fines and fees	-15.44
12/14/2023	Bill	HomeDeliveryLostItem	ADA COMMUNITY LIBRARY	Payment for Item Lost by Home Delivery	2380 Accounts Payable	19.95
				Payment for Item Lost by Home Delivery	4200 Non-tax Revenue:Fines and fees	-19.95
12/14/2023	Bill	139788681	Sparklight	Internet 12/11-01/13/23	2380 Accounts Payable	284.15
				Internet 12/11-01/13/23	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	284.15
12/15/2023	Bill	4277435	Employee Benefits Corporation	COBRA December 2023	2380 Accounts Payable	89.18
				COBRA December 2023	5010 PERSONNEL:Payroll benefits	89.18
12/15/2023	Bill	121523	Jennifer Tiedtke	Education Assistance Reimbursement Fall 2023	2380 Accounts Payable	969.36
				Education Assistance Reimbursement Fall 2023	5234.2 OPERATING EXPENSES:Professional	969.36

Meridian Library District

Bill Listing December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Development:Education	
12/16/2023	Bill	12/16/23	Tracy Peterson	Family Yoga 12/16/23	2380 Accounts Payable	50.00
				Family Yoga 12/16/23	5236.FA OPERATING EXPENSES:Program Expense:Programs - Family All Ages	50.00
12/18/2023	Bill	64337297	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	161.43
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	161.43
12/18/2023	Bill	64337582	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,729.47
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	42.54
				Print Books	5135 COLLECTIONS:Young Adult books	9.74
				Print Books	5130 COLLECTIONS:Children's books	16.24
				Print Books	5115 COLLECTIONS:Adult Print Books	830.96
				Print Books	5115 COLLECTIONS:Adult Print Books	103.84
				Print Books	5115 COLLECTIONS:Adult Print Books	207.75
				Print Books	5115 COLLECTIONS:Adult Print Books	454.04
				Print Books	5130 COLLECTIONS:Children's books	61.36
12/18/2023	Bill	64337583	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	213.43
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	213.43
12/18/2023	Bill	504798522	MIDWEST TAPE	Blu Rays	2380 Accounts Payable	119.91
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	11.20
				Blu Rays & DVDs	5149 COLLECTIONS:Media	56.23
				Blu Rays & DVDs	5149 COLLECTIONS:Media	26.24
				Blu Rays & DVDs	5149 COLLECTIONS:Media	26.24
12/18/2023	Bill	121823	Jane Olsen	Education Assistance Reimbursement Fall 2023	2380 Accounts Payable	571.54
				Education Assistance Reimbursement Fall 2023	5234.2 OPERATING EXPENSES:Professional Development:Education	571.54
12/19/2023	Bill	52590	RM MECHANICAL, INC	Cherry Lane Entryway HVAC Glycol Replacement - ICRMP Claim Submitted	2380 Accounts Payable	8,923.72
				Cherry Lane Entryway HVAC Glycol Replacement - ICRMP Claim Submitted	7295 CAPITAL EXPENSES:Major improvements	8,923.72
12/19/2023	Bill	2160:10001105	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	169.95
				Water/Ice Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	125.00
				Water Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	44.95
12/19/2023	Bill	02945DA23456242	OVERDRIVE, INC	Ebook	2380 Accounts Payable	43.22
				Ebook	5122 COLLECTIONS:eContent	43.22

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Bill Listing December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
12/19/2023	Bill	02945DA23456243	OVERDRIVE, INC	Ebook	2380 Accounts Payable	60.00
				Ebook	5122 COLLECTIONS:eContent	60.00
12/19/2023	Bill	64337650	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	564.78
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	59.14
				Print Books	5130 COLLECTIONS:Children's books	45.15
				Print Books	5115 COLLECTIONS:Adult Print Books	222.42
				Print Books	5115 COLLECTIONS:Adult Print Books	66.64
				Print Books	5130 COLLECTIONS:Children's books	68.23
				Print Books	5115 COLLECTIONS:Adult Print Books	100.20
12/19/2023	Bill	64337651	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	52.46
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	52.46
12/19/2023	Bill	504803239	MIDWEST TAPE	Blu Rays & DVDs	2380 Accounts Payable	668.13
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	27.30
				Blu Rays & DVDs	5149 COLLECTIONS:Media	312.55
				Blu Rays & DVDs	5149 COLLECTIONS:Media	59.95
				Blu Rays & DVDs	5149 COLLECTIONS:Media	268.33
12/19/2023	Bill	2331023243	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	50.73
				Mat Cleaning and Terry Cloths	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	50.73
12/20/2023	Bill	14409437	SENSKE SERVICES, INC.	Pest Control 12/20/23	2380 Accounts Payable	30.00
				Pest Control 12/20/23	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	30.00
12/20/2023	Bill	67672849	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	27.50
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	27.50
12/20/2023	Bill	67672848	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	242.35
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5115 COLLECTIONS:Adult Print Books	121.42
				Print Books	5115 COLLECTIONS:Adult Print Books	30.24
				Print Books	5115 COLLECTIONS:Adult Print Books	42.53
				Print Books	5130 COLLECTIONS:Children's books	45.16
12/20/2023	Bill	64337759	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,316.64
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	247.30
				Print Books	5130 COLLECTIONS:Children's books	170.08
				Print Books	5130 COLLECTIONS:Children's books	12.74
				Print Books	5115 COLLECTIONS:Adult Print Books	72.07
				Print Books	5115 COLLECTIONS:Adult Print Books	44.22
				Print Books	5115 COLLECTIONS:Adult Print Books	88.86

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	678.37
12/20/2023	Bill	02945DA23457397	OVERDRIVE, INC	Ebooks	2380 Accounts Payable	64.48
				Ebooks	5122 COLLECTIONS:eContent	64.48
12/20/2023	Bill	IV457366	OFFICE MASTER INC	Conference Room, Office, Reception and Guest Chairs	2380 Accounts Payable	17,000.12
				Conference Room, Office, Reception and Guest Chairs	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	17,000.12
12/21/2023	Bill	64337821	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	90.84
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	90.84
12/21/2023	Bill	67673027	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	20.90
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	20.90
12/21/2023	Bill	504813685	MIDWEST TAPE	ADB Media	2380 Accounts Payable	39.99
				ADB Media	5149 COLLECTIONS:Media	39.99
12/21/2023	Bill	02945DA23458365	OVERDRIVE, INC	Ebook	2380 Accounts Payable	28.49
				Ebook	5122 COLLECTIONS:eContent	28.49
12/21/2023	Bill	64337820	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,007.82
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	183.77
				Print Books	5130 COLLECTIONS:Children's books	67.18
				Print Books	5130 COLLECTIONS:Children's books	36.11
				Print Books	5115 COLLECTIONS:Adult Print Books	327.30
				Print Books	5115 COLLECTIONS:Adult Print Books	43.50
				Print Books	5115 COLLECTIONS:Adult Print Books	79.23
				Print Books	5130 COLLECTIONS:Children's books	267.73
12/21/2023	Bill	67673026	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	231.92
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	29.46
				Print Books	5115 COLLECTIONS:Adult Print Books	125.76
				Print Books	5130 COLLECTIONS:Children's books	73.70
12/21/2023	Bill	504819120	MIDWEST TAPE	Blu Rays & DVDs	2380 Accounts Payable	533.72
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	14.95
				Blu Rays & DVDs	5149 COLLECTIONS:Media	296.12
				Blu Rays & DVDs	5149 COLLECTIONS:Media	222.65
12/21/2023	Bill	504813937	MIDWEST TAPE	Blu Rays & DVDs	2380 Accounts Payable	133.20
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	14.00
				Blu Rays & DVDs	5149 COLLECTIONS:Media	72.72
				Blu Rays & DVDs	5149 COLLECTIONS:Media	20.24

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Blu Rays & DVDs	5149 COLLECTIONS:Media	26.24
12/22/2023	Bill	1266521	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ32043 11/23-12/22/2023	2380 Accounts Payable	70.82
				Meter Copy/Print Usage FEQ32043 11/23-12/22/2023	5211 OPERATING EXPENSES:Supplies:Copy/Print	70.82
12/22/2023	Bill	345210032001	ODP Business Solutions, LLC	Wrist Rest Mouse Pad	2380 Accounts Payable	15.47
				Wrist Rest Mouse Pad	5246 OPERATING EXPENSES:Supplies:Supplies - office	15.47
12/22/2023	Bill	1266520	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ15631 FEQ17642 11/22-12/21/2023	2380 Accounts Payable	200.26
				Meter Copy/Print Usage FEQ15631 FEQ17642 11/22-12/21/2023	5211 OPERATING EXPENSES:Supplies:Copy/Print	100.55
				Meter Copy/Print Usage FEQ15631 FEQ17642 11/22-12/21/2023	5211 OPERATING EXPENSES:Supplies:Copy/Print	99.71
12/22/2023	Bill	64337903	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	33.48
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	33.48
12/22/2023	Bill	64337902	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	397.51
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	107.48
				Print Books	5130 COLLECTIONS:Children's books	47.43
				Print Books	5130 COLLECTIONS:Children's books	19.45
				Print Books	5115 COLLECTIONS:Adult Print Books	83.94
				Print Books	5115 COLLECTIONS:Adult Print Books	21.43
				Print Books	5130 COLLECTIONS:Children's books	114.78
12/22/2023	Bill	0015874	All Pro Linen	Towel/Mat Laundering 12/22/2023	2380 Accounts Payable	56.75
				Towel/Mat Laundering 12/22/2023	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	56.75
12/22/2023	Bill	0015873	All Pro Linen	Towel/Mat Laundering 12/22/2023	2380 Accounts Payable	106.25
				Towel/Mat Laundering 12/22/2023	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	106.25
12/23/2023	Bill	64338097	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	90.85
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	90.85
12/23/2023	Bill	64338067	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	164.16
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	164.16
12/23/2023	Bill	64338096	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	684.31
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	127.91
				Print Books	5130 COLLECTIONS:Children's books	57.80
				Print Books	5130 COLLECTIONS:Children's books	39.07

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5115 COLLECTIONS:Adult Print Books	126.21
				Print Books	5115 COLLECTIONS:Adult Print Books	64.15
				Print Books	5130 COLLECTIONS:Children's books	248.19
				Print Books	5115 COLLECTIONS:Adult Print Books	17.98
12/23/2023	Bill	64338066	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,063.86
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	8.39
				Print Books	5135 COLLECTIONS:Young Adult books	252.46
				Print Books	5130 COLLECTIONS:Children's books	8.39
				Print Books	5135 COLLECTIONS:Young Adult books	68.27
				Print Books	5115 COLLECTIONS:Adult Print Books	401.06
				Print Books	5115 COLLECTIONS:Adult Print Books	68.42
				Print Books	5115 COLLECTIONS:Adult Print Books	121.80
				Print Books	5130 COLLECTIONS:Children's books	8.39
				Print Books	5135 COLLECTIONS:Young Adult books	123.68
12/25/2023	Bill	02945DA23459389	OVERDRIVE, INC	Ebook	2380 Accounts Payable	18.99
				Ebook	5122 COLLECTIONS:eContent	18.99
12/26/2023	Bill	LostItemRefund	Thomas Dykman	Refund for Lost Item Fine - Item returned	2380 Accounts Payable	21.17
				Refund for Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-21.17
12/26/2023	Bill	LostItemRefund	Morgan Abrams	Refund for Lost Item Fine - Item returned	2380 Accounts Payable	14.95
				Refund for Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-14.95
12/26/2023	Bill	LostItemRefund	Alpine Meadows	Refund for Lost Item Fine - Item returned	2380 Accounts Payable	15.95
				Refund for Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-15.95
12/26/2023	Bill	LostItemRefund	Grace Rolfe	Refund for Lost Item Fine - Item returned	2380 Accounts Payable	15.00
				Refund for Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-15.00
12/26/2023	Bill	LostItemRefund	Katherine Townley	Refund for Lost Item Fine - Item returned	2380 Accounts Payable	16.99
				Refund for Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-16.99
12/26/2023	Bill	LostItemRefund	Marjorie Cox	Refund for Lost Item Fine - Item Returned	2380 Accounts Payable	10.07
				Refund for Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-10.07
12/26/2023	Bill	LostItemRefund	Morgan Sieminski	Refund for Lost Item Fine - Item Returned	2380 Accounts Payable	12.00
				Refund for Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-12.00
12/26/2023	Bill	LostItemRefund	Jessica Hansen	Refund for Lost Item Fine - Item Returned	2380 Accounts Payable	16.95
				Refund for Lost Item Fine - Item	4200 Non-tax Revenue:Fines and fees	-16.95

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Returned		
12/26/2023	Bill	LostItemRefund	Connie Downs	Refund for Lost Item Fine - Item Returned	2380 Accounts Payable	16.99
				Refund for Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-16.99
12/26/2023	Bill	LostItemRefund	Justin Frost	Refund for Lost Item Fine - Item Returned	2380 Accounts Payable	15.00
				Refund for Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-15.00
12/26/2023	Bill	02945DA23460884	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	924.85
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	924.85
12/26/2023	Bill	02945DA23460885	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	239.98
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	239.98
12/26/2023	Bill	2331023740	UniFirst Corporation	Mat Cleaning and Terry Cloths	2380 Accounts Payable	43.70
				Mat Cleaning and Terry Cloths	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	43.70
12/26/2023	Bill	AR1247417	Valley Office Systems	Lease 12/1-12/31/23 : Overage 11/1-11/30/23	2380 Accounts Payable	392.72
				Lease 12/1-12/31/23 : Overage 11/1-11/30/23	5211 OPERATING EXPENSES:Supplies:Copy/Print	392.72
12/27/2023	Bill	LostItemRefund	Laura Smith	Refund for Lost Item Fine - Item returned	2380 Accounts Payable	14.00
				Refund for Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-14.00
12/27/2023	Bill	LostItemRefund	Olga Winkle	Refund for Lost Item Fine - Item returned	2380 Accounts Payable	25.74
				Refund for Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-25.74
12/27/2023	Bill	LostItemRefund	Piper Spencer	Refund for Lost Item Fine - Item returned	2380 Accounts Payable	18.47
				Refund for Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-18.47
12/27/2023	Bill	LostItemRefund	Dixie Herring	Refund for Lost Item Fine - Item returned	2380 Accounts Payable	19.99
				Refund for Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-19.99
12/27/2023	Bill	LostItemRefund	Richard Mahn	Refund for Lost Item Fine - Item returned	2380 Accounts Payable	10.59
				Refund for Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-10.59
12/27/2023	Bill	LostItemRefund	Carlos Barela	Refund for Lost Item Fine - Item returned	2380 Accounts Payable	17.99
				Refund for Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-17.99
12/27/2023	Bill	LostItemRefund	Wendi Huffman	Refund for Lost Item Fine - Item Returned	2380 Accounts Payable	19.99
				Refund for Lost Item Fine - Item	4200 Non-tax Revenue:Fines and fees	-19.99

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Returned		
12/27/2023	Bill	LostItemRefund	Kellie Schneider	Refund for Lost Item Fine - Item Returned	2380 Accounts Payable	10.07
				Refund for Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-10.07
12/27/2023	Bill	LostItemRefund	Lea Francis	Refund for Lost Item Fine - Item Returned	2380 Accounts Payable	39.88
				Refund for Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-39.88
12/27/2023	Bill	LostItemRefund	Muriel Judge	Refund for Lost Item Fine - Item Returned	2380 Accounts Payable	26.99
				Refund for Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-26.99
12/27/2023	Bill	64338202	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	46.76
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	46.76
12/27/2023	Bill	504842614	MIDWEST TAPE	ADB Media	2380 Accounts Payable	99.98
				ADB Media	5149 COLLECTIONS:Media	99.98
12/27/2023	Bill	64338201	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	415.97
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	57.58
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
				Print Books	5130 COLLECTIONS:Children's books	28.79
				Print Books	5130 COLLECTIONS:Children's books	21.26
				Print Books	5115 COLLECTIONS:Adult Print Books	86.80
				Print Books	5115 COLLECTIONS:Adult Print Books	71.68
				Print Books	5115 COLLECTIONS:Adult Print Books	71.68
				Print Books	5130 COLLECTIONS:Children's books	63.99
12/27/2023	Bill	27847	TRI-STATE ELECTRIC, INC.	December 2023 Maintenance	2380 Accounts Payable	800.00
				December 2023 Maintenance	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	800.00
12/28/2023	Bill	64338291	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	313.06
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	313.06
12/28/2023	Bill	64338290	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	2,689.23
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	144.92
				Print Books	5135 COLLECTIONS:Young Adult books	41.40
				Print Books	5130 COLLECTIONS:Children's books	74.41
				Print Books	5135 COLLECTIONS:Young Adult books	23.26
				Print Books	5115 COLLECTIONS:Adult Print Books	1,203.66
				Print Books	5115 COLLECTIONS:Adult Print Books	15.68
				Print Books	5115 COLLECTIONS:Adult Print Books	474.39

Meridian Library District

Bill Listing December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	678.30
				Print Books	5135 COLLECTIONS:Young Adult books	30.21
12/28/2023	Bill	504845263	MIDWEST TAPE	Blu Rays & DVDs Processing	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	386.31 17.55
				Blu Rays & DVDs Blu Rays & DVDs	5149 COLLECTIONS:Media 5149 COLLECTIONS:Media	95.19 273.57
12/28/2023	Bill	504843801	MIDWEST TAPE	Blu Rays Processing	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	43.08 5.60
				Blu Rays Blu Rays	5149 COLLECTIONS:Media 5149 COLLECTIONS:Media	18.74 18.74
12/28/2023	Bill	7415993	DEMCO	Labels and Corner Pockets for Library Classifications	2380 Accounts Payable	502.09
				Labels and Corner Pockets for Library Classifications	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	502.09
12/28/2023	Bill	2160:10025698	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	76.00
				Water/Ice Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	76.00
12/29/2023	Bill	127167	Ednetics	Ava Camera Tech Service Ava Camera Tech Service	2380 Accounts Payable 5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	324.58 324.58
12/29/2023	Bill	67674775	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	344.08
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5115 COLLECTIONS:Adult Print Books	296.36
				Print Books	5115 COLLECTIONS:Adult Print Books	30.05
				Print Books	5135 COLLECTIONS:Young Adult books	14.67
12/29/2023	Bill	67674776	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	66.50
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	66.50
12/31/2023	Bill	381502	Kanopy Inc.	Kanopy Play Credits Kanopy Play Credits	2380 Accounts Payable 5122 COLLECTIONS:eContent	446.00 446.00
12/31/2023	Bill	Durant YE Donation	MERIDIAN LIBRARY FOUNDATION	Forward Durant Year-End Donation to the Foundation Net of Processing Fees	2380 Accounts Payable	485.06
				Forward Durant Year-End Donation to the Foundation Net of Processing Fees	1500 Deposits/Prepaid expenses	485.06
12/31/2023	Bill	Foster YE Donation	MERIDIAN LIBRARY FOUNDATION	Forward Foster Year-End Donation to the Foundation Net of Processing Fees	2380 Accounts Payable	150.00
				Forward Foster Year-End Donation to the Foundation Net of Processing Fees	1500 Deposits/Prepaid expenses	150.00

Meridian Library District

Bill Listing December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
12/31/2023	Bill	Vale YE Donation	MERIDIAN LIBRARY FOUNDATION	Forward Vale Year-End Donation to the Foundation Net of Processing Fees	2380 Accounts Payable	50.00
				Forward Vale Year-End Donation to the Foundation Net of Processing Fees	1500 Deposits/Prepaid expenses	50.00
12/31/2023	Bill	Wright YE Donation	MERIDIAN LIBRARY FOUNDATION	Forward Wright Year-End Donation to the Foundation Net of Processing Fees	2380 Accounts Payable	150.00
				Forward Wright Year-End Donation to the Foundation Net of Processing Fees	1500 Deposits/Prepaid expenses	150.00
12/31/2023	Bill	McGee YE Donation	MERIDIAN LIBRARY FOUNDATION	Forward McGee Year-End Donation to the Foundation Net of Processing Fees	2380 Accounts Payable	500.00
				Forward McGee Year-End Donation to the Foundation Net of Processing Fees	1500 Deposits/Prepaid expenses	500.00

Meridian Library District

Bill Payment List

December 2023

DATE	NUM	VENDOR	AMOUNT
1072	Bill.com	Money Out Clearing	
12/12/2023		INGRAM LIBRARY SERVICES, INC	-812.27
12/12/2023		Ednetics	-5,111.10
12/12/2023		OVERDRIVE, INC	-22,762.84
12/12/2023		TREASURE VALLEY COFFEE INC	-120.95
12/12/2023		FATBEAM, LLC	-1,525.00
12/12/2023		PERMACARD	-1,756.06
12/12/2023		TECH LOGIC CORP	-585.00
12/12/2023		All Pro Linen	-50.25
12/12/2023		All Pro Linen	-57.75
12/12/2023		Homedale District Library	-34.99
12/12/2023		DEMCO	-402.23
12/12/2023		SOUTHRIDGE HOA	-321.04
12/12/2023		Dry Lake Construction, LLC	-400.00
12/12/2023		FISHER'S TECHNOLOGY	-77.04
12/12/2023		KKP Electrical Contractors LLC dba Mountain Power Electrical Contractors	-752.93
12/12/2023		Pitney Bowes Global Financial Svc LLC	-220.29
12/12/2023		Kanopy Inc.	-414.00
12/12/2023		CENTER POINT LARGE PRINT	-89.88
12/12/2023		Diamond Lawns, LLC	-864.94
12/12/2023		IDAHO CORRECTIONAL INDUSTRIES	-1,125.00
12/12/2023		SUNDANCE INVESTMENTS, LLP	-9,895.52
12/12/2023		TRI-STATE ELECTRIC, INC.	-800.00
12/12/2023		UNIQUE MANAGEMENT SERVICES, INC	-512.20
12/12/2023		SENSKE SERVICES, INC.	-30.00
12/12/2023		BIBLIOTHECA , LLC	-4,399.20
12/12/2023		All Pro Linen	-57.75
12/12/2023		YIG Administration	-97.50
12/12/2023		YIG Administration	-225.00
12/26/2023		INGRAM LIBRARY SERVICES, INC	-13,934.13
12/26/2023		FIRE SENTRY SYSTEMS, INC	-1,334.00
12/26/2023		Employee Benefits Corporation	-178.36
12/26/2023		MIDWEST TAPE	-3,056.45
12/26/2023		OVERDRIVE, INC	-14,344.29
12/26/2023		CENTRAL DISTRICT HEALTH	-20.13
12/26/2023		TECH LOGIC CORP	-3,926.00
12/26/2023		Valley Office Systems	-547.62
12/26/2023		Robert York dba MyTreasureValleyHandyman.com LLC	-215.00
12/26/2023		TREASURE VALLEY COFFEE INC	-169.95
12/26/2023		All Pro Linen	-56.75
12/26/2023		All Pro Linen	-57.75
12/26/2023		CULLIGAN	-59.00
12/26/2023		FATBEAM, LLC	-850.00
12/26/2023		WESTERN RECORDS DESTRUCTION, INC	-110.00
12/26/2023		Patricia Latham Ball dba Management Northwest	-5,189.00

Meridian Library District

Bill Payment List

December 2023

DATE	NUM	VENDOR	AMOUNT
12/26/2023		FISHER'S TECHNOLOGY	-175.19
12/26/2023		All Pro Linen	-56.75
12/26/2023		SUNDANCE INVESTMENTS, LLP	-544.25
12/26/2023		BORTON LAW OFFICES, PLLC	-840.00
12/26/2023		MINUTEMAN INC.	-20.00
12/26/2023		High Desert Development Linder Village, LLC	-17,916.67
12/26/2023		MERIDIAN CHAMBER of COMMERCE	-1,150.00
12/26/2023		Prime, Inc	-3,444.00
12/27/2023		MIDWEST TAPE	-34.99
12/29/2023		Hawley Troxell Ennis and Hawley LLP	-22,901.00
12/29/2023		Magellan Healthcare	-3,400.68
12/26/2023		Hailey Public Library	-29.99
12/26/2023		Laurie Martin	-17.99
12/26/2023		Megan Robinson	-160.99
12/26/2023		Tailyn Honeycutt	-25.89
12/26/2023		Jaden Honeycutt	-44.78
12/26/2023		Amy Miller	-100.00
12/26/2023		Tracy Peterson	-50.00
Total for 1072 Bill.com Money Out Clearing			\$ -148,462.33
Not Specified			
12/10/2023		UniFirst Corporation	0.00
12/10/2023		UniFirst Corporation	0.00
12/10/2023		UniFirst Corporation	0.00
Total for Not Specified			\$0.00

Meridian Library District

Credit Card Detail

December 2023

DATE	NUM	SPLIT	AMOUNT	NAME
2700 Divvy Credit Cards Payable				
12/01/2023	155AC0648DE801781E1C6	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	-64.07	WAYFAIR
12/01/2023	0A130441D4B8F52B7D853	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	43.14	FRED MEYER
12/01/2023	0DFDDF65B249D652609CE	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	220.00	CANVA
12/01/2023	5BD633A119B97FED33487	5211 OPERATING EXPENSES:Supplies:Copy/Print	199.96	AMAZON
12/01/2023	BCE4A4B59E464D47DDC28	5211 OPERATING EXPENSES:Supplies:Copy/Print	105.69	AMAZON
12/01/2023	BE4F0548D1A7F9F5F820A	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	1,181.86	WAYFAIR
12/01/2023	EF916CFCD2B62598F8308	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	162.28	THE HOME DEPOT
12/01/2023	D3F2E8576ABA8DF5E9031	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	283.48	AMAZON
12/01/2023	D5B739F35D6D6F2BC2AF5	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	56.99	AMAZON
12/01/2023	DA0A8778540C96ED18AF0	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	171.11	COSTCO
12/01/2023	E737017CD8B3D08AB179A	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	595.98	AMAZON
12/01/2023	EA525D0C8D7BA7D4F3274	5237 OPERATING EXPENSES:Professional Services:Recruiting/Background Checks	130.48	INDEED
12/01/2023	CE8C20D14ED79CB3421FB	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	39.64	AMAZON
12/02/2023	0BC6B63A9D9FDE56D2E6F	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	25.00	GOOGLE WORKSPACE
12/02/2023	5055BC2060FD1732DDBA4	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	36.92	GOOGLE SERVICES
12/02/2023	FDB7C9CBF72021EE7E210	5240 OPERATING EXPENSES:Supplies:Supplies - general	30.96	LOWE'S
12/02/2023	D05A4079399CB59BA19C2	5240 OPERATING EXPENSES:Supplies:Supplies - general	39.59	AMAZON
12/02/2023	DC64616C9D981B12D4325	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	35.10	FBRC LLC
12/02/2023	C750CBD1EF2B7792E50C9	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	416.85	AMAZON
12/03/2023	53522CC0607C7378868E5	5211 OPERATING EXPENSES:Supplies:Copy/Print	37.97	AMAZON
12/03/2023	B6E159EAB6527D43AEEB6	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	1.31	AMAZON WEB SERVICES
12/03/2023	9F4D2125472CF14F7DD9C	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	49.79	AMAZON
12/03/2023	5E70F56674269B2224AAD	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	29.78	AMAZON

Meridian Library District

Credit Card Detail

December 2023

DATE	NUM	SPLIT	AMOUNT	NAME
12/04/2023	267528A4D88D70DC5DF76	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	190.80	HARBOR FREIGHT TOOLS
12/04/2023	D4846E2452D44547DF453	5234.4 OPERATING EXPENSES:Professional Development:Memberships	40.00	IDAHOLIBRARIES.ORG
12/04/2023	94419A91F6F59D50D31BB	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	5,760.09	ACTIVE OFFICE FURNITURE
12/04/2023	42C395056647499850EDB	5246 OPERATING EXPENSES:Supplies:Supplies - office	58.57	AMAZON
12/05/2023	3BA191083B34134AD186D	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	103.96	AMAZON
12/05/2023	933B120E1A549BDC872E4	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	1.90	PAYPAL PAYFLOW
12/05/2023	58442D7319B78FF0CCEA6	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	33.99	AMAZON
12/06/2023	089F79243CE6DD4A1AB4F	5149 COLLECTIONS:Media	39.94	AMAZON
12/06/2023	524FE5D6434BDAAF95D5D	5234.1 OPERATING EXPENSES:Professional Development:Conferences	19.08	EB TEDXWARM SPRINGS
12/06/2023	595D3AFA9AD4D1440ED94	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	8.47	HOBBY LOBBY
12/06/2023	6BDFB83BC2B738C329ED6	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	29.65	AMAZON
12/06/2023	742A7A210AE10B3338850	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	21.26	AMAZON
12/06/2023	F7E5F506A4B3F82BEA881	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	35.07	JIMMY JOHN'S
12/06/2023	8ED56BB08F216B41105CD	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	138.58	AMAZON
12/06/2023	A320177A7C963E038ACF1	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	416.93	AMAZON
12/06/2023	D00FCD4BE056742A89618	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	688.99	COSTCO
12/06/2023	DEE4EAF9A9F388FD0BD7F9	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	60.80	FBRC LLC
12/06/2023	F6EA98D435BAB5FFC56F0	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	474.24	THE HOME DEPOT
12/06/2023	8D89E212B8331E6CBE24B	5149 COLLECTIONS:Media	39.94	AMAZON
12/07/2023	00EC5CF0734A059B758F1	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	68.70	AMAZON
12/07/2023	5F2809CEF5AA34DF6067C	5246 OPERATING EXPENSES:Supplies:Supplies - office	7.98	AMAZON
12/07/2023	8049952E8D4CE51F4C0A8	5237 OPERATING EXPENSES:Professional Services:Recruiting/Background Checks	343.43	CHECKR.COM
12/07/2023	F9BE0E0B895B653AC4115	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	25.98	AMAZON
12/07/2023	87F7726D928F49F1213BA	5246 OPERATING EXPENSES:Supplies:Supplies - office	61.25	DOLLAR TREE
12/07/2023	D077C5799070F66D3AD40	6224.4 OPERATING EXPENSES:Facility	130.16	LOWE'S

Meridian Library District

Credit Card Detail

December 2023

DATE	NUM	SPLIT	AMOUNT	NAME
		Expense:Bldg-Supplies		
12/07/2023	EB7C77D6AA779AA49CC76	5246 OPERATING EXPENSES:Supplies:Supplies - office	208.52	AMAZON
12/07/2023	819DC393C4D19201443F0	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	26.34	AMAZON
12/08/2023	18070C953300C974F3845	5240 OPERATING EXPENSES:Supplies:Supplies - general	56.28	AMAZON
12/08/2023	27746E6B25845C5799DDF	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	22.45	AMAZON
12/08/2023	4B5BEA4DC2B8F623B9453	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	48.62	AMAZON
12/08/2023	EA0322CDA96F13960E89A	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	339.95	AMAZON
12/08/2023	7935BAB0D9EA94904C7D8	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	136.33	AMAZON
12/08/2023	8A31C21997CF190752AB2	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	1,800.94	LOWE'S
12/08/2023	D83E7D46323E754C4242F	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	690.00	AMAZON
12/08/2023	4E059F9DEE531C50D5AB8	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	20.77	AMAZON
12/09/2023	5D72F685AA2F40794534E	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	12.99	AMAZON
12/09/2023	E38BAD87EB2321D2431E6	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	312.66	VERIZON
12/09/2023	C07FAEBE09502FE127296	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	270.37	THE HOME DEPOT
12/09/2023	6DA25027B65A2259E989A	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	47.35	AMAZON
12/10/2023	2BFB4594DC61CAE450415	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	63.00	VOLGISTICS.COM
12/10/2023	AAA16E2FC16F1E7F64A48	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	26.26	ALBERTSONS
12/10/2023	89B7C9190A7C27A7C0FC1	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	141.08	AMAZON
12/11/2023	0B101DF2EF46E5397FB6E	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	94.45	AMAZON
12/11/2023	32461E59FD2768BED67CE	5246 OPERATING EXPENSES:Supplies:Supplies - office	32.99	AMAZON
12/11/2023	F5161228D694EDB52BFAA	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	19.98	AMAZON
12/11/2023	87ECCFF631D1C5D40AFD6	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	9.99	AMAZON
12/11/2023	48FE5368DAD4F9C8008B4	5246 OPERATING EXPENSES:Supplies:Supplies - office	19.99	AMAZON
12/12/2023	00301D140A64262F402F2	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	-101.94	LOWE'S

Meridian Library District

Credit Card Detail

December 2023

DATE	NUM	SPLIT	AMOUNT	NAME
12/12/2023	0953330541FBA377DA381	5246 OPERATING EXPENSES:Supplies:Supplies - office	48.99	AMAZON
12/12/2023	0F9EA40D8EF1416D842D4	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	30.10	T-MOBILE
12/12/2023	23E7CE2AAB235DFE4B43C	2355 Dental Payable	1,450.70	WILLAMETTE DENTAL
12/12/2023	F5E2B5E46A9C5320EBA18	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	221.01	AMAZON
12/12/2023	4A33110F27AD8E2CB7839	5240 OPERATING EXPENSES:Supplies:Supplies - general	74.99	AMAZON
12/12/2023	7FC14ED70EEC259645F8A	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	89.14	AMAZON
12/12/2023	80D0147FA137D50A0F925	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	37.99	AMAZON
12/12/2023	B188BED6DFF6F027E64A1	5130S COLLECTIONS:Children's books:Children's books - Supported	100.75	AMAZON
12/12/2023	498ECE67473E7653DFF25	5211 OPERATING EXPENSES:Supplies:Copy/Print	174.71	MATTERHACKERS INC
12/13/2023	154B289B5DA0C9CF859EB	5234.6 OPERATING EXPENSES:Professional Development:Webinar/Ecourses	262.44	EB ADOPTING ARTIFICIA
12/13/2023	FFE1A93F7E9BF24A44666	5240 OPERATING EXPENSES:Supplies:Supplies - general	155.58	AMAZON
12/13/2023	58C1BF0DBD0BE0C829BC2	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	94.33	AMAZON
12/13/2023	5B071AF8D3A5C47A5EB73	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	181.94	AMAZON
12/13/2023	61BD5A8F9BA67BD3B7B89	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	389.97	BEST BUY
12/13/2023	6662DD4337999E4059A3F	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	389.97	BEST BUY
12/13/2023	6C51CCF64780932948A1F	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	89.99	AMAZON
12/13/2023	730EA14B12E308C5049E8	5246 OPERATING EXPENSES:Supplies:Supplies - office	25.00	ASSOCIATION OF IDAHO CITI
12/13/2023	841DB446B8B82C5A57943	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	58.99	AMAZON
12/13/2023	875239B306709F635C71E	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	48.05	WALMART
12/13/2023	904513E2EE9D0CCFC2072	5211 OPERATING EXPENSES:Supplies:Copy/Print	40.87	AMAZON
12/13/2023	9749DD522001BC77CD930	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	389.97	BEST BUY
12/13/2023	99334F9F88261C1D048DC	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	359.98	BEST BUY
12/13/2023	B05CCB8B583C7611EE517	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	132.76	AMAZON
12/13/2023	C06ED76366477A8E9EA93	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	29.98	AMAZON

Meridian Library District

Credit Card Detail

December 2023

DATE	NUM	SPLIT	AMOUNT	NAME
12/13/2023	D34D91467422A476AC3C0	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	19.98	MARKET STREET
12/13/2023	D8CA4D0D3C2B85E9F21BD	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	572.38	COSTCO
12/13/2023	DC356A1C69390C67124CB	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	37.05	AMAZON
12/13/2023	E30B536589BCF82C55F32	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	145.81	AMAZON
12/13/2023	F68957650F06EFEC968EA	5130S COLLECTIONS:Children's books:Children's books - Supported	152.84	AMAZON
12/13/2023	4FA02F99D9CE4C31C3196	5211 OPERATING EXPENSES:Supplies:Copy/Print	149.95	AMAZON
12/14/2023	25785C849CB30261347E9	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	19.06	ZURCHERS
12/14/2023	B9136ADE278634C4D1683	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	30.25	AMAZON
12/14/2023	4CA28C1801A22A6BF1E59	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	24.98	AMAZON
12/14/2023	422AE4DA5CC0F1085DE81	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	114.91	THE HOME DEPOT
12/15/2023	0C698ACB0FAA8E321942B	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	286.99	WALMART
12/15/2023	1CB5766885FA3CEC9144F	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	74.66	AMAZON
12/15/2023	FB1D8A33C915F6CB552DE	5220.4 OPERATING EXPENSES:Information Technology:IT Technology Software	48.00	AIRTABLE.COM
12/15/2023	7063F740174F711490DCA	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	81.05	ACMETOOLS
12/15/2023	C65975052A9A3C6973061	5211 OPERATING EXPENSES:Supplies:Copy/Print	38.96	AMAZON
12/15/2023	2201EFD4E4BADB3E8359C	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	62.54	AMAZON
12/16/2023	11000F970A47FF8718364	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	45.94	WALMART
12/16/2023	ADB74269B10AD2ACAA45F	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	26.90	EXPRESS CAFE
12/16/2023	8E7813F7443D48959BFCB	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	99.80	APPLE
12/16/2023	8643CA063AAF1086A34DE	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	2,196.00	BOISE STATE EX STUDIES
12/18/2023	A6EB14D73E35EDE87B976	5246 OPERATING EXPENSES:Supplies:Supplies - office	16.98	AMAZON
12/18/2023	D9EBA354AF137B02609B2	5240 OPERATING EXPENSES:Supplies:Supplies - general	17.79	AMAZON
12/18/2023	CA77882B96583F8EBA55D	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	44.80	AMAZON
12/18/2023	C91A3125E20966D161C97	5236.SA OPERATING EXPENSES:Program	77.86	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
12/19/2023	50BA4C35390D30F7D4B1D	Expense:Programs -School Age 6-12 5236.TN OPERATING EXPENSES:Program	71.91	WALMART
12/19/2023	DA80BF0B00BB1C3D56715	Expense:Programs -Teen 13-18 5236.TN OPERATING EXPENSES:Program	0.05	SUPERAWESOME AGE CHECK
12/19/2023	C4B2480620E3BF6A7DA84	Expense:Programs -Teen 13-18 5236.EL OPERATING EXPENSES:Program	40.79	AMAZON
12/19/2023	B61904D06050C891F460F	Expense:Programs - Early Learning 0-5 5220.1 OPERATING EXPENSES:Information	60.00	TECHSOUP
12/20/2023	2A0496A6B38BCE0A35208	Technology:IT Infra -Software/Licensing 5216 OPERATING EXPENSES:Miscellaneous	-1,117.79	WAYFAIR
12/20/2023	4620D1357BB9D21E9ECDE	Operating:Equipment & Furnishings Not Cap 5220.3 OPERATING EXPENSES:Information	-125.99	AMAZON
12/20/2023	9B59AF13479F5A5B7FBA1	Technology:IT PCs, Printers & Hardware 6224.4 OPERATING EXPENSES:Facility	-23.93	AMAZON
12/20/2023	F2067CD3EB5A12CAA76C1	Expense:Bldg-Supplies 5220.3 OPERATING EXPENSES:Information	-297.49	AMAZON
12/20/2023	3CB7C78817DACD20389BF	Technology:IT PCs, Printers & Hardware 5130S COLLECTIONS:Children's books:Children's	63.91	AMAZON
12/20/2023	EC97E44822C38C621EB1A	books - Supported 6224.4 OPERATING EXPENSES:Facility	144.08	AMAZON
12/20/2023	78896136CBB045ADE6299	Expense:Bldg-Supplies 5236.SA OPERATING EXPENSES:Program	30.80	AMAZON
12/20/2023	96D74C0BE480DDAD3D620	Expense:Programs -School Age 6-12 6224.4 OPERATING EXPENSES:Facility	13.83	AMAZON
12/20/2023	CA277EBB5B78241482473	Expense:Bldg-Supplies 5236.FA OPERATING EXPENSES:Program	83.71	AMAZON
12/20/2023	E751DD1A43EDAF57CB425	Expense:Programs -Family All Ages 6224.4 OPERATING EXPENSES:Facility	188.72	AMAZON
12/20/2023	5B0CB828BBF7480D65977	Expense:Bldg-Supplies 5236.EL OPERATING EXPENSES:Program	34.40	AMAZON
12/21/2023	103A7AF7134539C9AA2D7	Expense:Programs - Early Learning 0-5 5220.3 OPERATING EXPENSES:Information	823.99	GUITAR CENTER
12/21/2023	27CBCBD6A80DCE84D2E98	Technology:IT PCs, Printers & Hardware 5236.TN OPERATING EXPENSES:Program	21.44	ALBERTSONS
12/21/2023	29DB6F9D8AC51D00741C4	Expense:Programs -Teen 13-18 5236.AD OPERATING EXPENSES:Program	13.29	AMAZON
12/21/2023	427DB185B92743581C2B1	Expense:Programs - Adult 5234.5 OPERATING EXPENSES:Professional	54.95	ALBERTSONS
12/21/2023	43ECF5C87C4F09EF5793E	Development:Staff Mtg & Training 5220.7 OPERATING EXPENSES:Information	171.07	Full Spectrum Laser
12/21/2023	F3FFF4B5EF61991349D92	Technology:IT Technology Maintenance 5240 OPERATING EXPENSES:Supplies:Supplies	16.74	AMAZON
12/21/2023	86B4ADD446B8BA2669961	- general 5246 OPERATING EXPENSES:Supplies:Supplies	21.95	AMAZON
12/21/2023	A52097E86F2DFCFF388EC	- office 5236.FA OPERATING EXPENSES:Program	14.99	AMAZON
		Expense:Programs -Family All Ages		

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DATE	NUM	SPLIT	AMOUNT	NAME
12/21/2023	D11E89555B7983B6B1128	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	1,007.40	FARONICS TECHNOLOGIES
12/21/2023	DC3D84273D2A58884EE7E	5246 OPERATING EXPENSES:Supplies:Supplies - office	18.77	AMAZON
12/21/2023	E9636ACAAE1AE2C46A7DF	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	47.24	AMAZON
12/21/2023	44046662E58CCE2E0CCD2	5246 OPERATING EXPENSES:Supplies:Supplies - office	6.89	AMAZON
12/22/2023	9E7CB68FD1E6435AFC90F	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	-0.05	SUPERAWESOME AGE CHECK
12/22/2023	49571BC8FC1FFF503DE65	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	720.00	MOBILE BEACON
12/22/2023	55243FC54F8C4B9E2E759	5211 OPERATING EXPENSES:Supplies:Copy/Print	39.99	AMAZON
12/22/2023	C37BC2EE1B6D15CE9D1A0	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	13.69	COSTCO
12/22/2023	6389CB32CACCF1A735CA0	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	90.00	AMAZON
12/22/2023	7112E01B43E578121CDAB	5240 OPERATING EXPENSES:Supplies:Supplies - general	57.99	AMAZON
12/22/2023	568AF5FBF45FAE84D35FE	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	61.35	AMAZON
12/23/2023	00189B9639F5A3B43B246	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	38.11	FRED MEYER
12/23/2023	0BD36C48472A8C2D121FA	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	504.00	SUPPORTSYSTEM
12/23/2023	52351B813EB96775441C8	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	91.38	AMAZON
12/23/2023	D3C5B01FCD89AF3B8F017	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	26.05	UPS
12/23/2023	66E91588F75F271726338	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	1,147.85	AMAZON
12/23/2023	AEC6E00F6740FF529FDA1	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	268.14	COSTA VIDA
12/23/2023	549EEA170259781803612	5211 OPERATING EXPENSES:Supplies:Copy/Print	120.69	AMAZON
12/24/2023	45B3FBA9AB9FA92C08390	5246 OPERATING EXPENSES:Supplies:Supplies - office	11.67	AMAZON
12/25/2023	A4C10302C429C42033A96	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	232.00	JAMF SOFTWARE
12/26/2023	2899CB153F422718B0F74	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	122.11	ROUTIFIC.COM
12/27/2023	28E6ABCAB0B7997967BC5	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	49.99	AMAZON
12/27/2023	8CD74A84BE576F718B77D	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	138.31	AMAZON
12/27/2023	40A27D072F3F9FC0C4503	5240 OPERATING EXPENSES:Supplies:Supplies	7.14	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
		- general		
12/28/2023	053B23D68BA76CB2B75E2	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	76.95	AMAZON
12/28/2023	2A2F02D14AC97F24EA6CB	5240 OPERATING EXPENSES:Supplies:Supplies - general	35.51	AMAZON
12/28/2023	2DEA88C52FAF3B6582CEC	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	27.97	WALMART
12/28/2023	360C52629F84BE5C5D4EB	5240 OPERATING EXPENSES:Supplies:Supplies - general	47.97	AMAZON
12/28/2023	3FCA005924091901D8C10	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	31.88	AMAZON
12/28/2023	CA92D0443D94C44E3603B	5246 OPERATING EXPENSES:Supplies:Supplies - office	35.61	AMAZON
12/28/2023	723E15DA90B44321D8C72	5211 OPERATING EXPENSES:Supplies:Copy/Print	22.97	AMAZON
12/28/2023	7E55D727CA0C2976F1C95	5246 OPERATING EXPENSES:Supplies:Supplies - office	30.99	AMAZON
12/28/2023	7E9A15A2083508019E7FA	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	91.80	ACORN SELF STORAGE
12/28/2023	877B7D79485B0DAEFEC8C	5240 OPERATING EXPENSES:Supplies:Supplies - general	38.75	AMAZON
12/28/2023	6127B8D2A37341AF34EF7	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	168.65	WALMART
12/29/2023	5A0161C7B29A003300A5D	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	-114.91	THE HOME DEPOT
12/29/2023	53ED3C3E4B5952807B882	5246 OPERATING EXPENSES:Supplies:Supplies - office	7.88	AMAZON
12/29/2023	683AEE7DB7AE8742E41B1	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	12.80	AMAZON
12/29/2023	6B598EFBE29D421A1CC59	5240 OPERATING EXPENSES:Supplies:Supplies - general	7.65	AMAZON FY UNBOU
12/29/2023	9A1821608D9D0C1D3BB66	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	14.97	AMAZON
12/29/2023	AA8FBBB5114E30E0D753F	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	120.00	MOBILE BEACON
12/29/2023	C168B8321ED0624C4B820	5211 OPERATING EXPENSES:Supplies:Copy/Print	70.46	AMAZON
12/29/2023	CF325CA4DE4B12407009D	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	108.40	THE HOME DEPOT
12/30/2023	D40963A160C2BB5CD8260	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	563.91	MATTERHACKERS INC
12/30/2023	76EE334BD4AFBC2FE33B2	5246 OPERATING EXPENSES:Supplies:Supplies - office	8.54	AMAZON
Total for 2700 Divvy Credit Cards Payable			\$32,727.50	
2355 Dental Payable				
12/12/2023	23E7CE2AAB235DFE4B43C	2700 Divvy Credit Cards Payable	-1,450.70	WILLAMETTE DENTAL

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DATE	NUM	SPLIT	AMOUNT	NAME
Total for 2355 Dental Payable			\$ -	
			1,450.70	
51000 COLLECTIONS				
5130 Children's books				
5130S Children's books - Supported				
12/12/2023	B188BED6DFF6F027E64A1	2700 Divvy Credit Cards Payable	100.75	AMAZON
12/13/2023	F68957650F06EFEC968EA	2700 Divvy Credit Cards Payable	152.84	AMAZON
12/20/2023	3CB7C78817DACD20389BF	2700 Divvy Credit Cards Payable	63.91	AMAZON
Total for 5130S Children's books - Supported			\$317.50	
Total for 5130 Children's books			\$317.50	
5149 Media				
12/06/2023	8D89E212B8331E6CBE24B	2700 Divvy Credit Cards Payable	39.94	AMAZON
12/06/2023	089F79243CE6DD4A1AB4F	2700 Divvy Credit Cards Payable	39.94	AMAZON
Total for 5149 Media			\$79.88	
Total for 51000 COLLECTIONS			\$397.38	
52000 OPERATING EXPENSES				
52020 Professional Services				
5237 Recruiting/Background Checks				
12/01/2023	EA525D0C8D7BA7D4F3274	2700 Divvy Credit Cards Payable	130.48	INDEED
12/07/2023	8049952E8D4CE51F4C0A8	2700 Divvy Credit Cards Payable	343.43	CHECKR.COM
Total for 5237 Recruiting/Background Checks			\$473.91	
Total for 52020 Professional Services			\$473.91	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing				
12/02/2023	5055BC2060FD1732DDBA4	2700 Divvy Credit Cards Payable	36.92	GOOGLE SERVICES
12/02/2023	0BC6B63A9D9FDE56D2E6F	2700 Divvy Credit Cards Payable	25.00	GOOGLE WORKSPACE
12/03/2023	B6E159EAB6527D43AEEB6	2700 Divvy Credit Cards Payable	1.31	AMAZON WEB SERVICES
12/05/2023	933B120E1A549BDC872E4	2700 Divvy Credit Cards Payable	1.90	PAYPAL PAYFLOW
12/10/2023	2BFB4594DC61CAE450415	2700 Divvy Credit Cards Payable	63.00	VOLGISTICS.COM
12/16/2023	8E7813F7443D48959BFCB	2700 Divvy Credit Cards Payable	99.80	APPLE
12/19/2023	B61904D06050C891F460F	2700 Divvy Credit Cards Payable	60.00	TECHSOUP
12/21/2023	D11E89555B7983B6B1128	2700 Divvy Credit Cards Payable	1,007.40	FARONICS TECHNOLOGIES
12/22/2023	49571BC8FC1FFF503DE65	2700 Divvy Credit Cards Payable	720.00	MOBILE BEACON
12/23/2023	0BD36C48472A8C2D121FA	2700 Divvy Credit Cards Payable	504.00	SUPPORTSYSTEM
12/25/2023	A4C10302C429C42033A96	2700 Divvy Credit Cards Payable	232.00	JAMF SOFTWARE
12/29/2023	AA8FBBB5114E30E0D753F	2700 Divvy Credit Cards Payable	120.00	MOBILE BEACON
Total for 5220.1 IT Infra -Software/Licensing			\$2,871.33	
5220.3 IT PCs, Printers & Hardware				
12/01/2023	E737017CD8B3D08AB179A	2700 Divvy Credit Cards Payable	595.98	AMAZON
12/02/2023	C750CBD1EF2B7792E50C9	2700 Divvy Credit Cards Payable	416.85	AMAZON
12/05/2023	58442D7319B78FF0CCEA6	2700 Divvy Credit Cards Payable	33.99	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
12/05/2023	3BA191083B34134AD186D	2700 Divvy Credit Cards Payable	103.96	AMAZON
12/06/2023	A320177A7C963E038ACF1	2700 Divvy Credit Cards Payable	416.93	AMAZON
12/06/2023	D00FCD4BE056742A89618	2700 Divvy Credit Cards Payable	688.99	COSTCO
12/06/2023	6BDFB83BC2B738C329ED6	2700 Divvy Credit Cards Payable	29.65	AMAZON
12/07/2023	00EC5CF0734A059B758F1	2700 Divvy Credit Cards Payable	68.70	AMAZON
12/08/2023	D83E7D46323E754C4242F	2700 Divvy Credit Cards Payable	690.00	AMAZON
12/08/2023	EA0322CDA96F13960E89A	2700 Divvy Credit Cards Payable	339.95	AMAZON
12/08/2023	7935BAB0D9EA94904C7D8	2700 Divvy Credit Cards Payable	136.33	AMAZON
12/11/2023	87ECCFF631D1C5D40AFD6	2700 Divvy Credit Cards Payable	9.99	AMAZON
12/11/2023	0B101DF2EF46E5397FB6E	2700 Divvy Credit Cards Payable	94.45	AMAZON
12/12/2023	80D0147FA137D50A0F925	2700 Divvy Credit Cards Payable	37.99	AMAZON
12/13/2023	C06ED76366477A8E9EA93	2700 Divvy Credit Cards Payable	29.98	AMAZON
12/13/2023	DC356A1C69390C67124CB	2700 Divvy Credit Cards Payable	37.05	AMAZON
12/13/2023	5B071AF8D3A5C47A5EB73	2700 Divvy Credit Cards Payable	181.94	AMAZON
12/13/2023	61BD5A8F9BA67BD3B7B89	2700 Divvy Credit Cards Payable	389.97	BEST BUY
12/13/2023	6662DD4337999E4059A3F	2700 Divvy Credit Cards Payable	389.97	BEST BUY
12/13/2023	6C51CCF64780932948A1F	2700 Divvy Credit Cards Payable	89.99	AMAZON
12/13/2023	841DB446B8B82C5A57943	2700 Divvy Credit Cards Payable	58.99	AMAZON
12/13/2023	9749DD522001BC77CD930	2700 Divvy Credit Cards Payable	389.97	BEST BUY
12/13/2023	99334F9F88261C1D048DC	2700 Divvy Credit Cards Payable	359.98	BEST BUY
12/18/2023	CA77882B96583F8EBA55D	2700 Divvy Credit Cards Payable	44.80	AMAZON
12/20/2023	4620D1357BB9D21E9ECDE	2700 Divvy Credit Cards Payable	-125.99	AMAZON
12/20/2023	F2067CD3EB5A12CAA76C1	2700 Divvy Credit Cards Payable	-297.49	AMAZON
12/21/2023	103A7AF7134539C9AA2D7	2700 Divvy Credit Cards Payable	823.99	GUITAR CENTER
Total for 5220.3 IT PCs, Printers & Hardware			\$6,036.91	
5220.4 IT Technology Software				
12/15/2023	FB1D8A33C915F6CB552DE	2700 Divvy Credit Cards Payable	48.00	AIRTABLE.COM
Total for 5220.4 IT Technology Software			\$48.00	
5220.5 IT Utilities				
12/09/2023	E38BAD87EB2321D2431E6	2700 Divvy Credit Cards Payable	312.66	VERIZON
12/12/2023	0F9EA40D8EF1416D842D4	2700 Divvy Credit Cards Payable	30.10	T-MOBILE
12/26/2023	2899CB153F422718B0F74	2700 Divvy Credit Cards Payable	122.11	ROUTIFIC.COM
Total for 5220.5 IT Utilities			\$464.87	
5220.7 IT Technology Maintenance				
12/02/2023	DC64616C9D981B12D4325	2700 Divvy Credit Cards Payable	35.10	FBRC LLC
12/06/2023	DEE4EAF9A9F388FD0BD7F9	2700 Divvy Credit Cards Payable	60.80	FBRC LLC
12/21/2023	43ECF5C87C4F09EF5793E	2700 Divvy Credit Cards Payable	171.07	Full Spectrum Laser
12/23/2023	D3C5B01FCD89AF3B8F017	2700 Divvy Credit Cards Payable	26.05	UPS
12/30/2023	D40963A160C2BB5CD8260	2700 Divvy Credit Cards Payable	563.91	MATTERHACKERS INC
Total for 5220.7 IT Technology Maintenance			\$856.93	
Total for 52200 Information Technology			\$10,278.04	
52250 Marketing				
5225 Marketing & advertising				

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DATE	NUM	SPLIT	AMOUNT	NAME
12/01/2023	0DFDDF65B249D652609CE	2700 Divvy Credit Cards Payable	220.00	CANVA
Total for 5225 Marketing & advertising			\$220.00	
Total for 52250 Marketing			\$220.00	
52340 Professional Development				
5234.1 Conferences				
12/06/2023	524FE5D6434BDAAF95D5D	2700 Divvy Credit Cards Payable	19.08	EB TEDXWARM SPRINGS
Total for 5234.1 Conferences			\$19.08	
5234.4 Memberships				
12/04/2023	D4846E2452D44547DF453	2700 Divvy Credit Cards Payable	40.00	IDAHOLIBRARIES.ORG
Total for 5234.4 Memberships			\$40.00	
5234.5 Staff Mtg & Training				
12/06/2023	F7E5F506A4B3F82BEA881	2700 Divvy Credit Cards Payable	35.07	JIMMY JOHN'S
12/16/2023	8643CA063AAF1086A34DE	2700 Divvy Credit Cards Payable	2,196.00	BOISE STATE EX STUDIES
12/21/2023	427DB185B92743581C2B1	2700 Divvy Credit Cards Payable	54.95	ALBERTSONS
12/23/2023	AEC6E00F6740FF529FDA1	2700 Divvy Credit Cards Payable	268.14	COSTA VIDA
12/23/2023	00189B9639F5A3B43B246	2700 Divvy Credit Cards Payable	38.11	FRED MEYER
Total for 5234.5 Staff Mtg & Training			\$2,592.27	
5234.6 Webinar/Ecourses				
12/13/2023	154B289B5DA0C9CF859EB	2700 Divvy Credit Cards Payable	262.44	EB ADOPTING ARTIFICIA
Total for 5234.6 Webinar/Ecourses			\$262.44	
Total for 52340 Professional Development			\$2,913.79	
52360 Program Expense				
5236.AD Programs - Adult				
12/01/2023	CE8C20D14ED79CB3421FB	2700 Divvy Credit Cards Payable	39.64	AMAZON
12/01/2023	0A130441D4B8F52B7D853	2700 Divvy Credit Cards Payable	43.14	FRED MEYER
12/06/2023	595D3AFA9AD4D1440ED94	2700 Divvy Credit Cards Payable	8.47	HOBBY LOBBY
12/10/2023	AAA16E2FC16F1E7F64A48	2700 Divvy Credit Cards Payable	26.26	ALBERTSONS
12/13/2023	E30B536589BCF82C55F32	2700 Divvy Credit Cards Payable	145.81	AMAZON
12/16/2023	ADB74269B10AD2ACAA45F	2700 Divvy Credit Cards Payable	26.90	EXPRESS CAFE
12/21/2023	29DB6F9D8AC51D00741C4	2700 Divvy Credit Cards Payable	13.29	AMAZON
Total for 5236.AD Programs - Adult			\$303.51	
5236.EL Programs - Early Learning 0-5				
12/03/2023	9F4D2125472CF14F7DD9C	2700 Divvy Credit Cards Payable	49.79	AMAZON
12/06/2023	8ED56BB08F216B41105CD	2700 Divvy Credit Cards Payable	138.58	AMAZON
12/07/2023	F9BE0E0B895B653AC4115	2700 Divvy Credit Cards Payable	25.98	AMAZON
12/07/2023	819DC393C4D19201443F0	2700 Divvy Credit Cards Payable	26.34	AMAZON
12/19/2023	C4B2480620E3BF6A7DA84	2700 Divvy Credit Cards Payable	40.79	AMAZON
12/20/2023	5B0CB828BBF7480D65977	2700 Divvy Credit Cards Payable	34.40	AMAZON
12/21/2023	E9636ACAAE1AE2C46A7DF	2700 Divvy Credit Cards Payable	47.24	AMAZON
12/22/2023	C37BC2EE1B6D15CE9D1A0	2700 Divvy Credit Cards Payable	13.69	COSTCO

Meridian Library District

Credit Card Detail

December 2023

DATE	NUM	SPLIT	AMOUNT	NAME
12/29/2023	683AEE7DB7AE8742E41B1	2700 Divvy Credit Cards Payable	12.80	AMAZON
Total for 5236.EL Programs - Early Learning 0-5			\$389.61	
5236.FA Programs -Family All Ages				
12/03/2023	5E70F56674269B2224AAD	2700 Divvy Credit Cards Payable	29.78	AMAZON
12/06/2023	742A7A210AE10B3338850	2700 Divvy Credit Cards Payable	21.26	AMAZON
12/09/2023	5D72F685AA2F40794534E	2700 Divvy Credit Cards Payable	12.99	AMAZON
12/11/2023	F5161228D694EDB52BFAA	2700 Divvy Credit Cards Payable	19.98	AMAZON
12/12/2023	7FC14ED70EEC259645F8A	2700 Divvy Credit Cards Payable	89.14	AMAZON
12/14/2023	422AE4DA5CC0F1085DE81	2700 Divvy Credit Cards Payable	114.91	THE HOME DEPOT
12/16/2023	11000F970A47FF8718364	2700 Divvy Credit Cards Payable	45.94	WALMART
12/20/2023	CA277EBB5B78241482473	2700 Divvy Credit Cards Payable	83.71	AMAZON
12/21/2023	A52097E86F2DFCFF388EC	2700 Divvy Credit Cards Payable	14.99	AMAZON
12/22/2023	568AF5FBF45FAE84D35FE	2700 Divvy Credit Cards Payable	61.35	AMAZON
12/28/2023	2DEA88C52FAF3B6582CEC	2700 Divvy Credit Cards Payable	27.97	WALMART
12/28/2023	053B23D68BA76CB2B75E2	2700 Divvy Credit Cards Payable	76.95	AMAZON
12/28/2023	6127B8D2A37341AF34EF7	2700 Divvy Credit Cards Payable	168.65	WALMART
12/29/2023	CF325CA4DE4B12407009D	2700 Divvy Credit Cards Payable	108.40	THE HOME DEPOT
12/29/2023	5A0161C7B29A003300A5D	2700 Divvy Credit Cards Payable	-114.91	THE HOME DEPOT
Total for 5236.FA Programs -Family All Ages			\$761.11	
5236.SA Programs -School Age 6-12				
12/15/2023	0C698ACB0FAA8E321942B	2700 Divvy Credit Cards Payable	286.99	WALMART
12/18/2023	C91A3125E20966D161C97	2700 Divvy Credit Cards Payable	77.86	AMAZON
12/20/2023	78896136CBB045ADE6299	2700 Divvy Credit Cards Payable	30.80	AMAZON
Total for 5236.SA Programs -School Age 6-12			\$395.65	
5236.TN Programs -Teen 13-18				
12/01/2023	DA0A8778540C96ED18AF0	2700 Divvy Credit Cards Payable	171.11	COSTCO
12/13/2023	875239B306709F635C71E	2700 Divvy Credit Cards Payable	48.05	WALMART
12/19/2023	50BA4C35390D30F7D4B1D	2700 Divvy Credit Cards Payable	71.91	WALMART
12/19/2023	DA80BF0B00BB1C3D56715	2700 Divvy Credit Cards Payable	0.05	SUPERAWESOME AGE CHECK
12/21/2023	27CBCBD6A80DCE84D2E98	2700 Divvy Credit Cards Payable	21.44	ALBERTSONS
12/22/2023	6389CB32CACCF1A735CA0	2700 Divvy Credit Cards Payable	90.00	AMAZON
12/22/2023	9E7CB68FD1E6435AFC90F	2700 Divvy Credit Cards Payable	-0.05	SUPERAWESOME AGE CHECK
Total for 5236.TN Programs -Teen 13-18			\$402.51	
Total for 52360 Program Expense			\$2,252.39	
52400 Supplies				
5211 Copy/Print				
12/01/2023	BCE4A4B59E464D47DDC28	2700 Divvy Credit Cards Payable	105.69	AMAZON
12/01/2023	5BD633A119B97FED33487	2700 Divvy Credit Cards Payable	199.96	AMAZON
12/03/2023	53522CC0607C7378868E5	2700 Divvy Credit Cards Payable	37.97	AMAZON
12/12/2023	498ECE67473E7653DFF25	2700 Divvy Credit Cards Payable	174.71	MATTERHACKERS INC
12/13/2023	4FA02F99D9CE4C31C3196	2700 Divvy Credit Cards Payable	149.95	AMAZON

Meridian Library District

Credit Card Detail

December 2023

DATE	NUM	SPLIT	AMOUNT	NAME
12/13/2023	904513E2EE9D0CCFC2072	2700 Divvy Credit Cards Payable	40.87	AMAZON
12/15/2023	C65975052A9A3C6973061	2700 Divvy Credit Cards Payable	38.96	AMAZON
12/22/2023	55243FC54F8C4B9E2E759	2700 Divvy Credit Cards Payable	39.99	AMAZON
12/23/2023	549EEA170259781803612	2700 Divvy Credit Cards Payable	120.69	AMAZON
12/28/2023	723E15DA90B44321D8C72	2700 Divvy Credit Cards Payable	22.97	AMAZON
12/29/2023	C168B8321ED0624C4B820	2700 Divvy Credit Cards Payable	70.46	AMAZON
Total for 5211 Copy/Print			\$1,002.22	
5240 Supplies - general				
12/02/2023	D05A4079399CB59BA19C2	2700 Divvy Credit Cards Payable	39.59	AMAZON
12/02/2023	FDB7C9CBF72021EE7E210	2700 Divvy Credit Cards Payable	30.96	LOWE'S
12/08/2023	18070C953300C974F3845	2700 Divvy Credit Cards Payable	56.28	AMAZON
12/12/2023	4A33110F27AD8E2CB7839	2700 Divvy Credit Cards Payable	74.99	AMAZON
12/13/2023	FFE1A93F7E9BF24A44666	2700 Divvy Credit Cards Payable	155.58	AMAZON
12/18/2023	D9EBA354AF137B02609B2	2700 Divvy Credit Cards Payable	17.79	AMAZON
12/21/2023	F3FFF4B5EF61991349D92	2700 Divvy Credit Cards Payable	16.74	AMAZON
12/22/2023	7112E01B43E578121CDAB	2700 Divvy Credit Cards Payable	57.99	AMAZON
12/27/2023	40A27D072F3F9FC0C4503	2700 Divvy Credit Cards Payable	7.14	AMAZON
12/28/2023	360C52629F84BE5C5D4EB	2700 Divvy Credit Cards Payable	47.97	AMAZON
12/28/2023	2A2F02D14AC97F24EA6CB	2700 Divvy Credit Cards Payable	35.51	AMAZON
12/28/2023	877B7D79485B0DAEFEC8C	2700 Divvy Credit Cards Payable	38.75	AMAZON
12/29/2023	6B598EFBE29D421A1CC59	2700 Divvy Credit Cards Payable	7.65	AMAZON FY UNBOU
Total for 5240 Supplies - general			\$586.94	
5246 Supplies - office				
12/04/2023	42C395056647499850EDB	2700 Divvy Credit Cards Payable	58.57	AMAZON
12/07/2023	87F7726D928F49F1213BA	2700 Divvy Credit Cards Payable	61.25	DOLLAR TREE
12/07/2023	5F2809CEF5AA34DF6067C	2700 Divvy Credit Cards Payable	7.98	AMAZON
12/07/2023	EB7C77D6AA779AA49CC76	2700 Divvy Credit Cards Payable	208.52	AMAZON
12/11/2023	32461E59FD2768BED67CE	2700 Divvy Credit Cards Payable	32.99	AMAZON
12/11/2023	48FE5368DAD4F9C8008B4	2700 Divvy Credit Cards Payable	19.99	AMAZON
12/12/2023	0953330541FBA377DA381	2700 Divvy Credit Cards Payable	48.99	AMAZON
12/13/2023	730EA14B12E308C5049E8	2700 Divvy Credit Cards Payable	25.00	ASSOCIATION OF IDAHO CITI
12/18/2023	A6EB14D73E35EDE87B976	2700 Divvy Credit Cards Payable	16.98	AMAZON
12/21/2023	44046662E58CCE2E0CCD2	2700 Divvy Credit Cards Payable	6.89	AMAZON
12/21/2023	86B4ADD446B8BA2669961	2700 Divvy Credit Cards Payable	21.95	AMAZON
12/21/2023	DC3D84273D2A58884EE7E	2700 Divvy Credit Cards Payable	18.77	AMAZON
12/24/2023	45B3FBA9AB9FA92C08390	2700 Divvy Credit Cards Payable	11.67	AMAZON
12/28/2023	CA92D0443D94C44E3603B	2700 Divvy Credit Cards Payable	35.61	AMAZON
12/28/2023	7E55D727CA0C2976F1C95	2700 Divvy Credit Cards Payable	30.99	AMAZON
12/29/2023	53ED3C3E4B5952807B882	2700 Divvy Credit Cards Payable	7.88	AMAZON
12/30/2023	76EE334BD4AFBC2FE33B2	2700 Divvy Credit Cards Payable	8.54	AMAZON
Total for 5246 Supplies - office			\$622.57	
Total for 52400 Supplies			\$2,211.73	
52500 Miscellaneous Operating				

Meridian Library District

Credit Card Detail

December 2023

DATE	NUM	SPLIT	AMOUNT	NAME
5216 Equipment & Furnishings Not Cap				
12/01/2023	BE4F0548D1A7F9F5F820A	2700 Divvy Credit Cards Payable	1,181.86	WAYFAIR
12/01/2023	D3F2E8576ABA8DF5E9031	2700 Divvy Credit Cards Payable	283.48	AMAZON
12/01/2023	155AC0648DE801781E1C6	2700 Divvy Credit Cards Payable	-64.07	WAYFAIR
12/04/2023	94419A91F6F59D50D31BB	2700 Divvy Credit Cards Payable	5,760.09	ACTIVE OFFICE FURNITURE
12/08/2023	8A31C21997CF190752AB2	2700 Divvy Credit Cards Payable	1,800.94	LOWE'S
12/12/2023	00301D140A64262F402F2	2700 Divvy Credit Cards Payable	-101.94	LOWE'S
12/13/2023	D8CA4D0D3C2B85E9F21BD	2700 Divvy Credit Cards Payable	572.38	COSTCO
12/20/2023	2A0496A6B38BCE0A35208	2700 Divvy Credit Cards Payable	-1,117.79	WAYFAIR
12/23/2023	66E91588F75F271726338	2700 Divvy Credit Cards Payable	1,147.85	AMAZON
Total for 5216 Equipment & Furnishings Not Cap			\$9,462.80	
Total for 52500 Miscellaneous Operating			\$9,462.80	
62240 Facility Expense				
6224.1 Bldg-Maintenance				
12/01/2023	D5B739F35D6D6F2BC2AF5	2700 Divvy Credit Cards Payable	56.99	AMAZON
12/01/2023	EF916CFCD2B62598F8308	2700 Divvy Credit Cards Payable	162.28	THE HOME DEPOT
12/04/2023	267528A4D88D70DC5DF76	2700 Divvy Credit Cards Payable	190.80	HARBOR FREIGHT TOOLS
12/06/2023	F6EA98D435BAB5FFC56F0	2700 Divvy Credit Cards Payable	474.24	THE HOME DEPOT
12/09/2023	C07FAEBE09502FE127296	2700 Divvy Credit Cards Payable	270.37	THE HOME DEPOT
12/15/2023	2201EFD4E4BADB3E8359C	2700 Divvy Credit Cards Payable	62.54	AMAZON
12/15/2023	7063F740174F711490DCA	2700 Divvy Credit Cards Payable	81.05	ACMETOOLS
Total for 6224.1 Bldg-Maintenance			\$1,298.27	
6224.3 Bldg-Small Tools				
12/08/2023	27746E6B25845C5799DDF	2700 Divvy Credit Cards Payable	22.45	AMAZON
12/23/2023	52351B813EB96775441C8	2700 Divvy Credit Cards Payable	91.38	AMAZON
Total for 6224.3 Bldg-Small Tools			\$113.83	
6224.4 Bldg-Supplies				
12/07/2023	D077C5799070F66D3AD40	2700 Divvy Credit Cards Payable	130.16	LOWE'S
12/08/2023	4E059F9DEE531C50D5AB8	2700 Divvy Credit Cards Payable	20.77	AMAZON
12/08/2023	4B5BEA4DC2B8F623B9453	2700 Divvy Credit Cards Payable	48.62	AMAZON
12/09/2023	6DA25027B65A2259E989A	2700 Divvy Credit Cards Payable	47.35	AMAZON
12/10/2023	89B7C9190A7C27A7C0FC1	2700 Divvy Credit Cards Payable	141.08	AMAZON
12/12/2023	F5E2B5E46A9C5320EBA18	2700 Divvy Credit Cards Payable	221.01	AMAZON
12/13/2023	58C1BF0DBD0BE0C829BC2	2700 Divvy Credit Cards Payable	94.33	AMAZON
12/13/2023	B05CCB8B583C7611EE517	2700 Divvy Credit Cards Payable	132.76	AMAZON
12/13/2023	D34D91467422A476AC3C0	2700 Divvy Credit Cards Payable	19.98	MARKET STREET
12/14/2023	4CA28C1801A22A6BF1E59	2700 Divvy Credit Cards Payable	24.98	AMAZON
12/14/2023	B9136ADE278634C4D1683	2700 Divvy Credit Cards Payable	30.25	AMAZON
12/14/2023	25785C849CB30261347E9	2700 Divvy Credit Cards Payable	19.06	ZURCHERS
12/15/2023	1CB5766885FA3CEC9144F	2700 Divvy Credit Cards Payable	74.66	AMAZON
12/20/2023	E751DD1A43EDAF57CB425	2700 Divvy Credit Cards Payable	188.72	AMAZON
12/20/2023	9B59AF13479F5A5B7FBA1	2700 Divvy Credit Cards Payable	-23.93	AMAZON

Meridian Library District

Credit Card Detail

December 2023

DATE	NUM	SPLIT	AMOUNT	NAME
12/20/2023	96D74C0BE480DDAD3D620	2700 Divvy Credit Cards Payable	13.83	AMAZON
12/20/2023	EC97E44822C38C621EB1A	2700 Divvy Credit Cards Payable	144.08	AMAZON
12/27/2023	8CD74A84BE576F718B77D	2700 Divvy Credit Cards Payable	138.31	AMAZON
12/27/2023	28E6ABCAB0B7997967BC5	2700 Divvy Credit Cards Payable	49.99	AMAZON
12/28/2023	3FCA005924091901D8C10	2700 Divvy Credit Cards Payable	31.88	AMAZON
12/29/2023	9A1821608D9D0C1D3BB66	2700 Divvy Credit Cards Payable	14.97	AMAZON
Total for 6224.4 Bldg-Supplies			\$1,562.86	
6255 Bldg-Rent				
12/28/2023	7E9A15A2083508019E7FA	2700 Divvy Credit Cards Payable	91.80	ACORN SELF STORAGE
Total for 6255 Bldg-Rent			\$91.80	
Total for 62240 Facility Expense			\$3,066.76	
Total for 52000 OPERATING EXPENSES			\$30,879.42	

Freeform (Formerly BII)
176 S Capitol Blvd
Boise, ID 83702
Phone: (208) 384-5050
<http://www.FreeformSpaces.com>



QUOTATION

18708-50928

VALID UNTIL 3/6/2024

BILL TO

Meridian Library District
1326 W Cherry Ln
Meridian, ID 83642

INSTALL TO

Meridian Library District
Pinnacle Branch
*
Meridian, ID 83642

Salesperson
Chad Bewley

Payment Terms
Per Contract

DELIVER TO

Meridian Library District
Pinnacle Branch
*
Meridian, ID 83642

OMNIA Partners (HON) QUOTE

Contract No: R191804

PLEASE MAKE PO OUT TO: Freeform

CREDIT CARD ORDERS ACCEPTED

Naspo ValuePoint Quote

(HON)

Contract No: PADD20231518

PLEASE MAKE PO OUT TO: FREEFORM

CREDIT CARD ORDERS ACCEPTED

Naspo ValuePoint QUOTE

(Haworth)

Contract No: PADD20231526

PLEASE MAKE PO OUT TO: Freeform

CREDIT CARD ORDERS ACCEPTED

Omnia Partners

#R191811 (National)

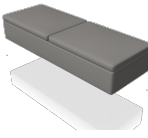


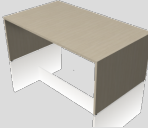
OFS

Per region 4 ESC contract #R191813

February 2024 budget

February 2024 budget

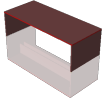
Children's 105

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
1	2.00	EA	HASB2 / Astir Two Seat Bench	\$1,208.77	\$2,417.54
			 OPTIONS \$(2) Grade 2 Uph (Lounge Fabric Options) .KAI Kai (Grade 2 Fab) 04 Clownfish (Kai) .SW Sled Wood (Select Foot Option) PINC Pinnacle (Select Foot Color)		
2	1.00	EA	HEB4LEG / Build 4 pack adjustable post legs (22"-34")	\$101.81	\$101.81
			 OPTIONS \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Core Paint)		
3	1.00	EA	HESKD4872E / Build Arc Top 72x48	\$342.59	\$342.59
			OPTIONS .N No Grommets (Select Grommet) \$(L1STD) Grd L1 Standard Laminates (Select Grade) .LDW1 Designer White 15051 (Select Grade 1 Laminate Finish) .IR Iris (Select T-Mold Edge Color)		
4	10.00	EA	HFCG6WD / Flock Guest Chair Wood Leg	\$490.46	\$4,904.60
			OPTIONS \$(2) Grade 2 Uph (Fabric Options) .WVL Wavelength (Grd 2 Uph) 16 Tide (Wavelength) .LE912 Phantom Ecu (Flock Frame Opt)		
5	2.00	EA	HTG2PWR-4P-2B / ElloraB G2 Flptop Port-4 AC Pwr-2 Blank-10' Cord	\$311.08	\$622.16
			 OPTIONS .FOG Fog (Select Paint Color)		
6	1.00	EA	HTLC4272LCTP / Presd 42Wx72L Seat HT non-pwr Collb Tbl w/prtl mod	\$782.14	\$782.14
			 OPTIONS .G2 Cut Out For Flip Top Port (Select Grommet) \$(L2STD) Grd L2 Standard Laminates (Select Top Laminate) .LPE1 Phantom Ecu (Select Grade 2 Laminate Finish) \$(L2STD) Grd L2 Standard Laminates (Select Base Laminate) .LPE1 Phantom Ecu (Select Grade 2 Laminate Finish) \$(L2STD) Grd L2 Standard Laminates (Select Modesty Laminate) .LPE1 Phantom Ecu (Select Grade 2 Laminate Finish) .PE Phantom Ecu (Select Edge Color)		

February 2024 budget

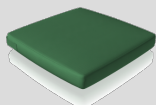
Children's 105

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
7	1.00	EA	HTLC4296LCTP / Presd 42Wx96L Seat HT non-pwrdr Collb Tbl w/prtl mod	\$949.00	\$949.00
			OPTIONS		
			.G2 Cut Out For Flip Top Port (Select Grommet)		
			\$(L2STD) Grd L2 Standard Laminates (Select Top Laminate)		
			.LPE1 Phantom Ecu (Select Grade 2 Laminate Finish)		
			\$(L2STD) Grd L2 Standard Laminates (Select Base Laminate)		
			.LPE1 Phantom Ecu (Select Grade 2 Laminate Finish)		
			\$(L2STD) Grd L2 Standard Laminates (Select Modesty Laminate)		
			.LPE1 Phantom Ecu (Select Grade 2 Laminate Finish)		
			.PE Phantom Ecu (Select Edge Color)		



Children's 105A

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
8	2.00	EA	HECSJVAP / JV Arrow Pouf	\$415.86	\$831.72
			OPTIONS		
			\$(2) Grade 2 Uph (Lounge Fabric Options)		
			.WP Whisper Vinyl (Grd 2 Uph)		
			36 Cerulean (Whisper Vinyl)		
			.G Glide (Select Base Option)		
9	1.00	EA	HECSJVHP / JV Hexagon Pouf	\$452.40	\$452.40
			OPTIONS		
			\$(2) Grade 2 Uph (Lounge Fabric Options)		
			.WP Whisper Vinyl (Grd 2 Uph)		
			39 Charcoal (Whisper Vinyl)		
			.G Glide (Select Base Option)		
10	3.00	EA	HECSRST / Step	\$549.41	\$1,648.23
			OPTIONS		
			.N None (Select Power Option)		
			\$(2) Grade 2 Uph (Lounge Fabric Options)		
			.WP Whisper Vinyl (Grd 2 Uph)		
			89 Sassafras (Whisper Vinyl)		
			.P Plinth (Select Base Option)		
			P71 Black (Select Base Color)		
11	4.00	EA	HECSRST / Step	\$549.41	\$2,197.64
			OPTIONS		
			.N None (Select Power Option)		
			\$(2) Grade 2 Uph (Lounge Fabric Options)		
			.WP Whisper Vinyl (Grd 2 Uph)		
			85 Paradise (Whisper Vinyl)		
			.P Plinth (Select Base Option)		
			P71 Black (Select Base Color)		
12	4.00	EA	HELP1 / Confetti Floor Cushion Single Unit	\$140.94	\$563.76
			OPTIONS		
			\$(1) Grd 1 Uph (Select Cushion Single Unit Uph)		
			.ENSB Ensemble (Grd 1 Uph)		
			35 Navy (Ensemble Fabric)		



February 2024 budget

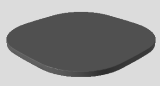
Children's 105A

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
13	2.00	EA	HESWCI18 / 18H Bookcase Curved In Single Sided	\$1,100.55	\$2,201.10
			OPTIONS		
			.C Caster (Caster Glide Selection)		
			\$(L1STD) Grd L1 Standard Laminates (Select Laminate)		
			.LDW1 Designer White 15051 (Select Grade 1 Laminate Finish)		
			\$(P1) P1 Paint Opts (Select Paint)		
			.PJW Designer White (Select Grade 1 Paint)		
14	2.00	EA	HESWCI30 / 30H Bookcase Curved In Single Sided	\$1,235.40	\$2,470.80
			OPTIONS		
			.C Caster (Caster Glide Selection)		
			\$(L1STD) Grd L1 Standard Laminates (Select Laminate)		
			.LDW1 Designer White 15051 (Select Grade 1 Laminate Finish)		
			\$(P1) P1 Paint Opts (Select Paint)		
			.PJW Designer White (Select Grade 1 Paint)		
15	1.00	EA	HESWCO30 / 30H Bookcase Curved Out Single Sided	\$1,235.40	\$1,235.40
			OPTIONS		
			.C Caster (Caster Glide Selection)		
			\$(L1STD) Grd L1 Standard Laminates (Select Laminate)		
			.LDW1 Designer White 15051 (Select Grade 1 Laminate Finish)		
			\$(P1) P1 Paint Opts (Select Paint)		
			.PJW Designer White (Select Grade 1 Paint)		
16	1.00	EA	HSS4L-18B / SmartLink Seating 18" 4L Chair 4/carton	\$320.60	\$320.60
			OPTIONS		
			.N Nickel Steel (Select Glide)		
			.LA Lava (Select Shell Color)		
			\$(P1) P1 Paint Opts (Select Paint Option)		
			.P7A Textured Charcoal (Select Grade 1 Paint)		




Lounge 119

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
17	1.00	EA	HCWTSBM29 / 29H Single Pedestal Medium	\$471.00	\$471.00
			OPTIONS		
			\$(P1) P1 Paint Opts (Paint Grade Options)		
			.CBK Charblack (Select Grade 1 Paint)		
18	1.00	EA	HCWTSFTS30G / 30" Soft Square Top w/ Flat Edge	\$300.60	\$300.60
			OPTIONS		
			.N No Grommet (Select Grommet Color)		
			\$(L2STD) Grd L2 Standard Laminate (Laminate Grade Options)		
			.LPE1 Phantom Ecru (Select Grade 2 Laminate Finish)		
			.PE Phantom Ecru (Select Edgeband Color)		



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Lounge 119





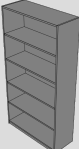

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
19	1.00	EA	JSPY-0336-S9 / X Series,3H x 36"W,Closed Cabinet,Two Doors,Ptd Dr Front,Ptd Lock Bar,Freestanding Mount,Classic Pull	\$638.29	\$638.29
					
OPTIONS <hr/> TR-K Charcoal, Grade A LR-BP Chrome, Grade A					
20	2.00	EA	S7S-44-1H / Maari, 4 Leg Side Chair, Poly Seat and Back, Fixed Arms, Plastic Glide	\$221.38	\$442.76
					
OPTIONS <hr/> TR-F Black, Grade A TR-F Black, Grade A TR-F Black, Grade A					
21	4.00	EA	S7SB-44-0H / Maari, 4 Leg Bar Height Stool, , Poly Seat and Back, No Arms, Plastic Glide	\$332.04	\$1,328.16
					
OPTIONS <hr/> TR-F Black, Grade A TR-F Black, Grade A					
22	1.00	EA	S7SB-44-1H / Maari, 4 Leg Bar Height Stool, , Poly Seat and Back, Fixed Arms, Plastic Glide	\$368.01	\$368.01
					
OPTIONS <hr/> TR-F Black, Grade A TR-F Black, Grade A TR-F Black, Grade A					
23	1.00	EA	TYBA-3684-NNNNG7A / Cultivate,Base Only,36DX84W,Gld,39.5H,Ptd	\$842.25	\$842.25
					
OPTIONS <hr/> TR-K Charcoal, Grade A					
24	1.00	EA	TYRA-36A3-LJSN / Cultivate,Rect,36DX103W,LAM,EB3,Std core,no cutout	\$241.42	\$241.42
OPTIONS <hr/> H-WL Linen, Grade A HP-WL Linen, Grade A					

Office 123

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
25	1.00	EA	ARIASM34 / Aria 3'H x 4'W Magnetic Low Profile 1/4" Tempered Glassboard - Horizontal - 4 Rare Earth Magnets, 4 Markers and Eraser	\$666.60	\$666.60
OPTIONS <hr/> WH White (Select Standard Glass Color Options) FS150 Orders Under 3,000.00 Net = Fob Factory (Shipping)					



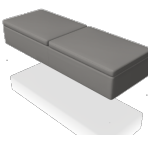


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Office 123

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
26	2.00	EA	HIWMM / Ignition 2 Task Mid-back, ilira back	\$522.60	\$1,045.20
 <p>OPTIONS</p> <ul style="list-style-type: none"> .Y1 Synchro-Tilt W Seat Slider (Control Type) .A Height And Width Adj. Arm (Select Arm Type) .H Hard Caster (Select Caster/Glide Option) .IM 4-Way Black (Select Mesh Color) \$(1) Grade 1 Uph (Select Upholstery) .CU Centurion (Upholstery Selection) 10 Black (Centurion) .BL Black Adjustable Lumbar (Select Lumbar) .SB Standard Base (Select Base) .T Black (Select Frame Color) 					
27	2.00	EA	JCTB-24 / X Series, Pedestal, Cushion Top Kit, 24"D	\$179.73	\$359.46
 <p>OPTIONS</p> <ul style="list-style-type: none"> (6M) Main Line Flax 6M-ST Main Line Flax - Stanmore, Grade D 					
28	2.00	EA	JPMA-24-S9C / X Series, Pedestal, Mobile, B/F, 24"D, PtdDrwFrnt, Stl Lkrl, Classic Pull, Cstr, No Top	\$352.94	\$705.88
 <p>OPTIONS</p> <ul style="list-style-type: none"> TR-F Black, Grade A LR-BP Chrome, Grade A 					
29	2.00	EA	TJRA-2970-LJSNCWN / Upside, Table, 29"x70", Lam, Eb3, Std, No Co, C-Leg, Extended Range - Programmable Paddle	\$710.26	\$1,420.52
 <p>OPTIONS</p> <ul style="list-style-type: none"> H-KR Phantom Ecu, Grade B HP-KR Phantom Ecu, Grade A TR-K Charcoal, Grade A 					
30	1.00	EA	ULB5-1436-S / Masters Series, Laminate, Bookcase, 14"Dx36"W, 5-High, Ltr	\$625.35	\$625.35
 <p>OPTIONS</p> <ul style="list-style-type: none"> H-KR Phantom Ecu, Grade B HP-KR Phantom Ecu, Grade A 					
Open 101					
31	1.00	EA	EUEH-0087-3 / Belong, In-Feed Harness 87In.L, 3 Cir	\$123.93	\$123.93
					
32	1.00	EA	EUEJ-0028-3 / Belong, Jumper, Conduit 28In.L, 3 Cir	\$77.73	\$77.73

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Open 101

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
33	2.00	EA	EUEK-0066-3S / Retrofit Kit,Power,Utility Tray 66In.L ,3Cir, 332	\$52.03	\$104.06
					
34	2.00	EA	EUER-153P-GS0S / Triplex Receptacle,15 Amp, 332, CM	\$79.37	\$158.74
					
			OPTIONS		
			TR-K Charcoal, Grade A		
35	2.00	EA	HASB2 / Astir Two Seat Bench	\$1,208.77	\$2,417.54
					
			OPTIONS		
			\$(2) Grade 2 Uph (Lounge Fabric Options)		
			.KAI Kai (Grade 2 Fab)		
			16 Coral Reef (Kai)		
			.SW Sled Wood (Select Foot Option)		
			PINC Pinnacle (Select Foot Color)		
36	2.00	EA	HCWTRND36J / 36" Round Top w/ Knife Edge	\$285.22	\$570.44
			OPTIONS		
			.N No Grommet (Select Grommet Color)		
			\$(L2STD) Grd L2 Standard Laminate (Laminate Grade Options)		
			.LPE1 Phantom Ecru (Select Grade 2 Laminate Finish)		
			.PE Phantom Ecru (Select Edgeband Color)		
37	2.00	EA	HCWTSBM27 / 27H Single Pedestal Medium	\$314.31	\$628.62
					
			OPTIONS		
			\$(P1) P1 Paint Opts (Paint Grade Options)		
			.CBK Charblack (Select Grade 1 Paint)		
38	1.00	EA	HECSG / Ganging bracket (2/pk)	\$45.68	\$45.68
39	2.00	EA	HECSMAIHB / High-back Arrow In	\$2,221.11	\$4,442.22
					
			OPTIONS		
			.2B Two Power - Both Sides (Select Power Option)		
			\$(2) Grade 2 Uph (Lounge Fabric Options)		
			.WP Whisper Vinyl (Grd 2 Uph)		
			38 Elephant (Whisper Vinyl)		
			.P Plinth (Select Base Option)		
			P71 Black (Select Base Color)		

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Open 101

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
40	2.00	EA	HECSMAOHB / High-back Arrow Out OPTIONS .2B Two Power - Both Sides (Select Power Option) \$(2) Grade 2 Uph (Lounge Fabric Options) .WP Whisper Vinyl (Grd 2 Uph) 38 Elephant (Whisper Vinyl) .P Plinth (Select Base Option) P71 Black (Select Base Color)	\$2,179.79	\$4,359.58
41	4.00	EA	HFCG6WD / Flock Guest Chair Wood Leg OPTIONS \$(2) Grade 2 Uph (Fabric Options) .WVL Wavelength (Grd 2 Uph) 16 Tide (Wavelength) .LE912 Phantom Ecu (Flock Frame Opt)	\$490.46	\$1,961.84
42	2.00	EA	HFCS64LWD / Flock Counter Stool 4-Leg Wood Leg OPTIONS \$(2) Grade 2 Uph (Fabric Options) .WVL Wavelength (Grd 2 Uph) 16 Tide (Wavelength) .LE912 Phantom Ecu (Flock Frame Opt) .P7A Textured Charcoal (Flock Footring Opt)	\$559.54	\$1,119.08
43	4.00	EA	HIWMM / Ignition 2 Task Mid-back, ilira back OPTIONS .Y1 Synchro-Tilt W Seat Slider (Control Type) .A Height And Width Adj. Arm (Select Arm Type) .H Hard Caster (Select Caster/Glide Option) .IM 4-Way Black (Select Mesh Color) \$(1) Grade 1 Uph (Select Upholstery) .CU Centurion (Upholstery Selection) 10 Black (Centurion) .BL Black Adjustable Lumbar (Select Lumbar) .SB Standard Base (Select Base) .T Black (Select Frame Color)	\$351.88	\$1,407.52
44	4.00	EA	SUSB-1770-FNUHNNN / Belong Plus,Universal,Screen,Back,17HX70W,Fab,Match Thread,Universal,HAB,No Accy,Non Hnd,No Mech OPTIONS (3A_TELLURE_R {Railroad} Tellure Grd A (Surface Color 1A) R) Black (Rr) Grd A (Surface Color 1A) RR-227 Charcoal Grd A (Trim Color 1A) TR-K	\$306.76	\$1,227.04
45	1.00	EA	TA01-BSFD-D / Planes,Hab,Base Feed Cover,Ds OPTIONS TR-K Charcoal Grd A (Tech Trim Color 1A)	\$82.36	\$82.36

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Open 101


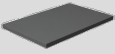

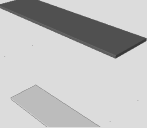
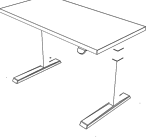

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
46	1.00	EA	TA01-HBTT-M / Planes,Hab,Transition Tray,Middle w/o Top feed OPTIONS TR-K Charcoal Grd A (Tech Trim Color 1A)	\$75.03	\$75.03
47	2.00	EA	TABC-0070-R / Planes/Planes LT,Bench Power and Data Channel Cover,70",Rt OPTIONS TR-K Charcoal Grd A (Accessory Surface Color)	\$156.71	\$313.42
48	2.00	EA	TLRA-2970-LJSNHP / Planes LT,Bench,Rt,29"X70",Lam,Eb3,Std,Co:None,Hat,Bench,Eadj1dls OPTIONS H-KR Phantom Ecru, Grade B HP-KR Phantom Ecru, Grade A TR-F Black, Grade A	\$2,218.67	\$4,437.34
49	2.00	EA	TPRP-2460-LJSNAC6F / PopUp, Table,Oval,24In D.X60in W,Lam,Edgeband,Std Core,No Cutout,A Leg,Caster,36 In H,Footrest OPTIONS H-KM Landmark Wood, Grade B HP-KM Landmark Wood, Grade A TR-DM Dark Bronze Metallic, Grade B TR-DM Dark Bronze Metallic, Grade B TR-LPL Light Platinum, Grade A	\$825.07	\$1,650.14

Staff 122

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
50	8.00	EA	HIWMM / Ignition 2 Task Mid-back, ilira back OPTIONS .Y1 Synchro-Tilt W Seat Slider (Control Type) .A Height And Width Adj. Arm (Select Arm Type) .H Hard Caster (Select Caster/Glide Option) .IM 4-Way Black (Select Mesh Color) \$(1) Grade 1 Uph (Select Upholstery) .CU Centurion (Upholstery Selection) 10 Black (Centurion) .BL Black Adjustable Lumbar (Select Lumbar) .SB Standard Base (Select Base) .T Black (Select Frame Color)	\$522.60	\$4,180.80
51	1.00	EA	JA18-6336-NLS9R / X Series, Cubby Locker,18Dx63Hx36W,9 Dr, 12", LH,Ptd Frnt, Classic Pull, Ptd Top OPTIONS TR-F Black, Grade A LR-BP Chrome, Grade A	\$2,364.53	\$2,364.53



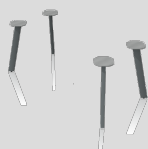


February 2024 budget

Staff 122

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
52	1.00	EA	JBCS-0536 / X Series,Bookcase,63.5"H x 36"W,Glides	\$675.52	\$675.52
			 OPTIONS TR-MC Metallic Champagne, Grade B		
53	1.00	EA	JCPY-0536-SS9 / X Series,Combo Unit,63.5"H x 36"W,LatFile,LatFile,4,5HI,Ptd Drw Frnt,Ptd Dr Frnt,Ptd Lock Rail,Clas Pull,FS,Glides	\$1,131.87	\$1,131.87
			OPTIONS TR-F Black, Grade A LR-BP Chrome, Grade A		
54	2.00	EA	JCTB-24 / X Series,Pedestal,Cushion Top Kit, 24"D	\$179.73	\$359.46
			 OPTIONS (6M) Main Line Flax 6M-ST Main Line Flax - Stanmore, Grade D		
55	2.00	EA	JPMA-24-S9C / X Series,Pedestal,Mobile,B/F,24"D,PtdDrwFrnt, Stl Lkrl,Classic Pull,Cstr,No Top	\$352.94	\$705.88
			 OPTIONS TR-F Black, Grade A LR-BP Chrome, Grade A		
56	1.00	EA	JTPL-1872-JYJYS / X Series, Common Top, Prd Frnt, Lam Top, 18.75Dx72W, 3mm Plstc Ustr, 1mm LH,3mm Bck,1mm RH	\$305.02	\$305.02
			 OPTIONS H-WL Linen, Grade A HP-WL Linen, Grade A		
57	6.00	EA	TJRA-2346-LJNCWN / Upside,Table,23"x46",Lam,Eb3,Std,No Co,C-Leg,Extended Range - Programmable Paddle	\$628.27	\$3,769.62
			 OPTIONS H-WL Linen, Grade A HP-WL Linen, Grade A TR-K Charcoal, Grade A		
58	2.00	EA	TJRA-2370-LJNCWN / Upside,Table,23"x70",Lam,Eb3,Std,No Co,C-Leg,Extended Range - Programmable Paddle	\$679.37	\$1,358.74
			 OPTIONS H-WL Linen, Grade A HP-WL Linen, Grade A TR-K Charcoal, Grade A		

February 2024 budget

Study 107

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
59	1.00	EA	ARIASM36 / Aria 3'H x 6'W Magnetic Low Profile 1/4" Tempered Glassboard - Horizontal - 4 Rare Earth Magnets, 4 Markers and Eraser	\$1,059.00	\$1,059.00
			OPTIONS WH White (Select Standard Glass Color Options) FS150 Orders Under 3,000.00 Net = Fob Factory (Shipping)		
60	4.00	EA	HCLQT / HON Cliq Task Chair	\$482.40	\$1,929.60
			 OPTIONS .W0 Weight Activated (Select Control Option) .CC1 Conference Cylinder (Select Cylinder Option) .F Fixed (Select Arm Type) .S Black All-Surface Caster (Select Caster Option) .IM 4-Way Black (Select Mesh Color) \$(1) Grade 1 Uph (Fabric Uph) .SNBLE Noble Seating (Grd 1 Upholstery Selection) 14 Aspen (Noble Seating) .NL No Lumbar (Select Lumbar) .SB Standard Base (Select Base Type) .T Black (Select Frame)		
61	1.00	EA	HCTROUGH17 / Cable Mngmt Trough 17W single	\$57.60	\$57.60
					
62	1.00	EA	HT29AL72 / Preside 29.5H Angled Leg for 72W Top	\$1,011.60	\$1,011.60
			 OPTIONS \$(P1) P1 Paint Opts (Paint Selection) .P Black (Select Grade 1 Paint)		
63	1.00	EA	HTALWMGR29 / Preside Angled Leg Wire Mgr for 29.5H Leg	\$40.40	\$40.40
			 OPTIONS \$(P1) P1 Paint Opts (Paint Selection) .P Black (Select Grade 1 Paint)		
64	1.00	EA	HTG2PWR-4P-2B / ElloraB G2 Flptop Port-4 AC Pwr-2 Blank-10' Cord	\$311.08	\$311.08
			 OPTIONS .BLK Black (Select Paint Color)		

February 2024 budget

Study 107


LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
65	1.00	EA	HTLC3672 / Preside 72W x 36D Rectangular Shaped Laminate Top	\$527.40	\$527.40
					
OPTIONS					
.G 2Mm/Flat (Edge Option) PE Phantom Ecrú (Select Edge Finish) .G2 Cut Out For Flip Top Port (Select Grommet) \$(L2STD) Grd L2 Standard Laminates (Select Laminate) .LPE1 Phantom Ecrú (Select Grade 2 Laminate Finish)					

Wellness 109

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
66	1.00	EA	1476-MA / Saven Rocker with Motion Arms 27.75x29.5x40.5	\$1,280.37	\$1,280.37
					
OPTIONS					
~WOOD Wood Arm Cap (Arm Cap) MGO Steel (Mgo) (Arm Cap, Veneer) GRPH Graphite (Legs) H6M Black (Motion Arm Lever) 2 Grade 2 Material (Grade) OFSA Ofs Allure (Grade 2 Material) 3076077 Sea Salt (Fabric, Ofs Allure) C1R Seat/Back Moisture Barrier (Barrier)					

67	1.00	EA	C49059-R / Boost+, Square Ottoman w/Removable Top Small, 20.25 x 20.25 x 17.75	\$646.80	\$646.80
					
OPTIONS					
X9 None (Tablet Post Finish) X9 None (Tablet Finish) H1S Casters (Base, Boost) X9 No Finish (Not Applicable) (Finish, Boost) 2 Grade 2 Material (Top Grade) OFSA Ofs Allure (Grade 2 Material) 3076077 Sea Salt (Fabric, Ofs Allure) 2 Grade 2 Material (Side Grade) OFSA Ofs Allure (Grade 2 Material) 3076077 Sea Salt (Fabric, Ofs Allure) B1V Seat Moisture Barrier (Barrier)					





Teen 105B

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
68	2.00	EA	69N03GB1 / LOCHLYN, GANGING BRACKET KIT, 1 HOOKUP	\$47.70	\$95.40
					
OPTIONS					
~ Undefined (PAINT)					

69	6.00	EA	69N1429SMSHL / LOCHLYN, 14DX29W, MODULE SHELF, LAMINATE	\$90.00	\$540.00
OPTIONS					
440 Cloud (LAMINATE COLOR)					

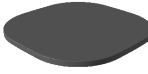

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Teen 105B

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
70	1.00	EA	69N2912SMBXFOL / LOCHLYN, 29WX12H, MODULE BOX, FRONT OPEN, LAMINATE OPTIONS 440 Cloud (LAMINATE COLOR) 440 Cloud (TOP SHELF LAMINATE)	\$223.65	\$223.65
71	2.00	EA	69N2925SMBXPL / LOCHLYN, 29WX25H, MODULE BOX, PASS THRU, LAMINATE OPTIONS 440 Cloud (LAMINATE COLOR) 440 Cloud (TOP SHELF LAMINATE)	\$256.50	\$513.00
72	3.00	EA	69N3052AFRFM / LOCHLYN, 30WX52H, FRAME, STYLE A, METAL OPTIONS 501 Platinum Metallic (PAINT)	\$1,831.50	\$5,494.50
73	4.00	EA	HASLB1 / Astir One+ Seat Lounge: Low Back OPTIONS .B Both Arms (Select Arm Option) \$(2) Grade 2 Uph (Lounge Fabric Options) .KAI Kai (Grade 2 Fab) 06 Puffer (Kai) .PM Post Metal (Select Foot Option) P8X Solar Black (Select Foot Color)	\$1,342.80	\$5,371.20
					
74	1.00	EA	HASLB3 / Astir Three Seat Lounge: Low Back OPTIONS .B Both Arms (Select Arm Option) \$(2) Grade 2 Uph (Lounge Fabric Options) .KAI Kai (Grade 2 Fab) 16 Coral Reef (Kai) .PM Post Metal (Select Foot Option) P8X Solar Black (Select Foot Color)	\$2,211.30	\$2,211.30
					
75	3.00	EA	HCWPT / 15" x 17" Personal Table OPTIONS \$(L2STD) Grd L2 Standard Laminate (Laminate Grade Options) .LPE1 Phantom Ecru (Select Grade 2 Laminate Finish) .PE Phantom Ecru (Select Edgeband Color) \$(P1) P1 Paint Opts (Paint Grade Options) .CBK Charblack (Select Grade 1 Paint)	\$206.55	\$619.65
					
76	1.00	EA	HCWTSBM36 / 36H Single Pedestal Medium OPTIONS \$(P1) P1 Paint Opts (Paint Grade Options) .CBK Charblack (Select Grade 1 Paint)	\$356.85	\$356.85
					

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Teen 105B




LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
77	1.00	EA	HCWTSFTS30G / 30" Soft Square Top w/ Flat Edge	\$225.45	\$225.45
			OPTIONS .N No Grommet (Select Grommet Color) \$(L2STD) Grd L2 Standard Laminate (Laminate Grade Options) .LPE1 Phantom Ecrú (Select Grade 2 Laminate Finish) .PE Phantom Ecrú (Select Edgeband Color)		
78	4.00	EA	HFCS64LWD / Flock Counter Stool 4-Leg Wood Leg	\$559.54	\$2,238.16
			OPTIONS \$(2) Grade 2 Uph (Fabric Options) .WVL Wavelength (Grd 2 Uph) 16 Tide (Wavelength) .LE912 Phantom Ecrú (Flock Frame Opt) .PR8 Silver Texture (Flock Footring Opt)		
79	3.00	EA	HUDR-B090-UY / HW Lcks,Adapt, Digtl Lck, Keypd Rmte, Vertcl Knb Btm, 90 Deg, Lckr Mde, Spcer	\$294.52	\$883.56
			OPTIONS LR-BP Chrome, Grade A		

Study 106

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
80	4.00	EA	HCLQT / HON Cliq Task Chair	\$482.40	\$1,929.60
			OPTIONS .W0 Weight Activated (Select Control Option) .CC1 Conference Cylinder (Select Cylinder Option) .F Fixed (Select Arm Type) .S Black All-Surface Caster (Select Caster Option) .IM 4-Way Black (Select Mesh Color) \$(1) Grade 1 Uph (Fabric Uph) .SNBLE Noble Seating (Grd 1 Upholstery Selection) 14 Aspen (Noble Seating) .NL No Lumbar (Select Lumbar) .SB Standard Base (Select Base Type) .T Black (Select Frame)		
81	1.00	EA	HCTROUGH17 / Cable Mngmt Trough 17W single	\$57.60	\$57.60
					
82	1.00	EA	HT29AL72 / Preside 29.5H Angled Leg for 72W Top	\$1,011.60	\$1,011.60
			OPTIONS \$(P1) P1 Paint Opts (Paint Selection) .P Black (Select Grade 1 Paint)		

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Study 106

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
83	1.00	EA	HTALWMGR29 / Preside Angled Leg Wire Mgr for 29.5H Leg	\$60.00	\$60.00
 <p>OPTIONS</p> <p>\$(P1) P1 Paint Opts (Paint Selection) .S Charcoal (Select Grade 1 Paint)</p>					
84	1.00	EA	HTG2PWR-4P-2B / ElloraB G2 Flptop Port-4 AC Pwr-2 Blank-10' Cord	\$462.00	\$462.00
 <p>OPTIONS</p> <p>.BLK Black (Select Paint Color)</p>					
85	1.00	EA	HTLC3672 / Preside 72W x 36D Rectangular Shaped Laminate Top	\$527.40	\$527.40
 <p>OPTIONS</p> <p>.G 2Mm/Flat (Edge Option) PE Phantom Ecru (Select Edge Finish) .G2 Cut Out For Flip Top Port (Select Grommet) \$(L2STD) Grd L2 Standard Laminates (Select Laminate) .LPE1 Phantom Ecru (Select Grade 2 Laminate Finish)</p>					

Outdoor


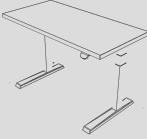
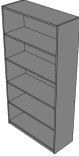
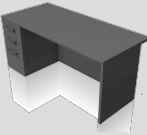
LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
86	4.00	EA	HCEM-RNB3-W / HC, Emeco, Run, 3 Seat Bench, Wood Seat	\$997.75	\$3,991.00
<p>OPTIONS</p> <p>(EAS_1) Ash EAS-1 Ash, Grade A EMT-1 Clear Anodized Aluminum, Grade A</p>					

Office 124

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
87	1.00	EA	ARIASM34 / Aria 3'H x 4'W Magnetic Low Profile 1/4" Tempered Glassboard - Horizontal - 4 Rare Earth Magnets, 4 Markers and Eraser	\$666.60	\$666.60
<p>OPTIONS</p> <p>WH White (Select Standard Glass Color Options) FS150 Orders Under 3,000.00 Net = Fob Factory (Shipping)</p>					
88	2.00	EA	HFCG6WD / Flock Guest Chair Wood Leg	\$728.40	\$1,456.80
<p>OPTIONS</p> <p>\$(2) Grade 2 Uph (Fabric Options) .WVL Wavelength (Grd 2 Uph) 16 Tide (Wavelength) .LE912 Phantom Ecru (Flock Frame Opt)</p>					

February 2024 budget

Office 124

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
89	1.00	EA	HIWMM / Ignition 2 Task Mid-back, ilira back	\$522.60	\$522.60
 <p>OPTIONS</p> <ul style="list-style-type: none"> .Y1 Synchro-Tilt W Seat Slider (Control Type) .A Height And Width Adj. Arm (Select Arm Type) .H Hard Caster (Select Caster/Glide Option) .IM 4-Way Black (Select Mesh Color) \$(1) Grade 1 Uph (Select Upholstery) .CU Centurion (Upholstery Selection) 10 Black (Centurion) .BL Black Adjustable Lumbar (Select Lumbar) .SB Standard Base (Select Base) .T Black (Select Frame Color) 					
90	1.00	EA	TJRA-2346-LJNCWN / Upside,Table,23"x46",Lam,Eb3,Std,No Co,C-Leg,Extended Range - Programmable Paddle	\$635.75	\$635.75
 <p>OPTIONS</p> <ul style="list-style-type: none"> H-KR Phantom Ecu, Grade B HP-KR Phantom Ecu, Grade A TR-K Charcoal, Grade A 					
91	1.00	EA	ULB5-1436-S / Masters Series,Laminate,Bookcase,14"Dx36"W,5-High,Ltr	\$625.35	\$625.35
 <p>OPTIONS</p> <ul style="list-style-type: none"> H-KR Phantom Ecu, Grade B HP-KR Phantom Ecu, Grade A 					
92	1.00	EA	XLSF-3066-JSS5N9LF / Masters Series,Sngl Ped,Rect Top Desk,Lam,30"Dx66"W,B/B/F Blk Miterfold,Clas Pull	\$1,037.43	\$1,037.43
 <p>OPTIONS</p> <ul style="list-style-type: none"> H-KR Phantom Ecu Grd B (Case Color) HP-KR Phantom Ecu Grd A (Case Edge Color) H-KR Phantom Ecu Grd B (Worktop Surface Color) HP-KR Phantom Ecu Grd A (Worktop Edge Color-Users Edge) LR-BL Black Grd A (Lock Color) 					

Meeting 107

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
93	3.00	EA	HECSRST / Step	\$549.41	\$1,648.23
<p>OPTIONS</p> <ul style="list-style-type: none"> .N None (Select Power Option) \$(2) Grade 2 Uph (Lounge Fabric Options) .WP Whisper Vinyl (Grd 2 Uph) 89 Sassafras (Whisper Vinyl) .P Plinth (Select Base Option) P71 Black (Select Base Color) 					

February 2024 budget

Meeting 107






LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
94	3.00	EA	HECSRST / Step OPTIONS .N None (Select Power Option) \$(2) Grade 2 Uph (Lounge Fabric Options) .WP Whisper Vinyl (Grd 2 Uph) 85 Paradise (Whisper Vinyl) .P Plinth (Select Base Option) P71 Black (Select Base Color)	\$549.41	\$1,648.23
95	12.00	EA	HMBFLIP24L / Huddle Flip Top Base for 24x60 and 24x72 Tops OPTIONS .C Casters (Select Caster) \$(P1) P1 Paint Opts (Select Paint Grade) .P Black (Select Grade 1 Paint)	\$367.64	\$4,411.68
96	12.00	EA	HMT2460G / Huddle 24x60 Table Top w/Edgeband OPTIONS .N No Grommets (Select Grommet) \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .LK11 Kingswood Walnut (Select Grade 1 Laminate Finish) .KI Kingswood Walnut (Select Edge Color)	\$228.66	\$2,743.92
97	24.00	EA	X640-0140-P / X99 Seminar 4Leg, Fab Seat Mesh Bk Loop Arms, Hd Ctrs, SR OPTIONS (4N) Diagonale 4N-CH Diagonale - Chevron, Grade B (M0) X99 Soft Mesh M0-BL X99 Soft Mesh - Black, Grade A TR-F Black, Grade A	\$554.04	\$13,296.96

Front Desk 103

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
98	3.00	EA	HIWMM / Ignition 2 Task Mid-back, ilira back OPTIONS .Y1 Synchro-Tilt W Seat Slider (Control Type) .A Height And Width Adj. Arm (Select Arm Type) .H Hard Caster (Select Caster/Glide Option) .IM 4-Way Black (Select Mesh Color) \$(1) Grade 1 Uph (Select Upholstery) .CU Centurion (Upholstery Selection) 10 Black (Centurion) .BL Black Adjustable Lumbar (Select Lumbar) .SB Standard Base (Select Base) .T Black (Select Frame Color)	\$351.88	\$1,055.64
99	1.00	EA	TJRA-2346-LJNCWN / Upside,Table,23"x46",Lam,Eb3,Std,No Co,C-Leg,Extended Range - Programmable Paddle OPTIONS H-WL Linen, Grade A HP-WL Linen, Grade A TR-K Charcoal, Grade A	\$628.27	\$628.27

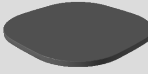


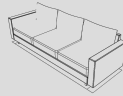
February 2024 budget

Adult Lounge 104A

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
100	2.00	EA	69N03GB1 / LOCHLYN, GANGING BRACKET KIT, 1 HOOKUP OPTIONS ~ Undefined (PAINT)	\$47.70	\$95.40
					
101	5.00	EA	69N1429SMShL / LOCHLYN, 14DX29W, MODULE SHELF, LAMINATE OPTIONS 440 Cloud (LAMINATE COLOR)	\$90.00	\$450.00
102	3.00	EA	69N2912SMBXTOL / LOCHLYN, 29WX12H, MODULE BOX, TOP OPEN, LAMINATE OPTIONS 440 Cloud (LAMINATE COLOR)	\$207.90	\$623.70
103	1.00	EA	69N2925SMBXP / LOCHLYN, 29WX25H, MODULE BOX, PASS THRU, LAMINATE OPTIONS 440 Cloud (LAMINATE COLOR) 440 Cloud (TOP SHELF LAMINATE)	\$256.50	\$256.50
104	3.00	EA	69N3065AFRFM / LOCHLYN, 30WX65H, FRAME, STYLE A, METAL OPTIONS 501 Platinum Metallic (PAINT)	\$2,182.95	\$6,548.85
105	4.00	EA	HASLB1 / Astir One+ Seat Lounge: Low Back OPTIONS .B Both Arms (Select Arm Option) \$(2) Grade 2 Uph (Lounge Fabric Options) .KAI Kai (Grade 2 Fab) 06 Puffer (Kai) .PM Post Metal (Select Foot Option) P8X Solar Black (Select Foot Color)	\$1,342.80	\$5,371.20
					
106	2.00	EA	HCWPT / 15" x 17" Personal Table OPTIONS \$(L2STD) Grd L2 Standard Laminate (Laminate Grade Options) .LPE1 Phantom Ecu (Select Grade 2 Laminate Finish) .PE Phantom Ecu (Select Edgeband Color) \$(P1) P1 Paint Opts (Paint Grade Options) .CBK Charblack (Select Grade 1 Paint)	\$206.55	\$413.10
					
107	1.00	EA	HCWTSBM36 / 36H Single Pedestal Medium OPTIONS \$(P1) P1 Paint Opts (Paint Grade Options) .CBK Charblack (Select Grade 1 Paint)	\$356.85	\$356.85
			 		

February 2024 budget

Adult Lounge 104A

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
108	1.00	EA	HCWTSFTS30G / 30" Soft Square Top w/ Flat Edge OPTIONS .N No Grommet (Select Grommet Color) \$(L2STD) Grd L2 Standard Laminate (Laminate Grade Options) .LPE1 Phantom Ecu (Select Grade 2 Laminate Finish) .PE Phantom Ecu (Select Edgeband Color)	\$225.45	\$225.45
					
109	4.00	EA	HFCS64LWD / Flock Counter Stool 4-Leg Wood Leg OPTIONS \$(2) Grade 2 Uph (Fabric Options) .WVL Wavelength (Grd 2 Uph) 16 Tide (Wavelength) .LE912 Phantom Ecu (Flock Frame Opt) .PR8 Silver Texture (Flock Footring Opt)	\$559.54	\$2,238.16
					
110	2.00	EA	HUVSLFS3254L / Softline Floor Scrn 32W X 54H Fab Legs OPTIONS \$(A) Grd A Fab (Select Fabric) .SLS Salsa (Grade A Fabric) 32 Dark Middle Grey (Salsa Fabric Options) .SVR Silver Generic (Paint Color Options)	\$739.35	\$1,478.70
111	1.00	EA	N84L1A / COLLETTE, 1 SEAT, SQUARE LEGS, STRAIGHT ARMS OPTIONS L7 Grade L7 (UPHOLSTERY GRADE) 70102 Davenport Camel (PRIMARY UPH PATTERN COLOR) AA Matching Thread (THREAD COLOR) X No Grommet (GROMMET) S-463 Metal Leg,Iron (LEG MATERIAL/FINISH) STD Standard Hard Glide (GLIDE)	\$3,456.90	\$3,456.90
					
112	1.00	EA	N84L3A / COLLETTE, 3 SEAT, SQUARE LEGS, STRAIGHT ARMS OPTIONS L7 Grade L7 (UPHOLSTERY GRADE) 70102 Davenport Camel (PRIMARY UPH PATTERN COLOR) AA Matching Thread (THREAD COLOR) X No Grommet (GROMMET) S-463 Metal Leg,Iron (LEG MATERIAL/FINISH) STD Standard Hard Glide (GLIDE)	\$7,323.30	\$7,323.30
					
113	1.00	EA	N84T36ENUL / COLLETTE, 36DX36W, END TABLE, U LEGS, LAMINATE OPTIONS 405 Designer White (LAMINATE COLOR) L7 Grade L7 (UPHOLSTERY GRADE) 70102 Davenport Camel (PRIMARY UPH PATTERN COLOR) X No Grommet (GROMMET) U-462 U Leg,Cinder (LEG COLOR) STD Standard Hard Glide (GLIDE)	\$1,073.70	\$1,073.70

Installation

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
114	1.00	EA	Installation / Installation During Normal Business Hours	\$13,600.00	\$13,600.00

Freeform (Formerly BII)
176 S Capitol Blvd
Boise, ID 83702
Phone: (208) 384-5050
<http://www.FreeformSpaces.com>



QUOTATION

18708-50928

VALID UNTIL 3/6/2024

February 2024 budget

Service Fees | Design - Project Management

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
115	1.00	EA	Service Fees Design - Project Management	\$6,620.63	\$6,620.63

CUSTOMER SIGN OFF

subtotal \$185,736.41

sales tax \$0.00

total \$185,736.41

Authorized Signature

Accepted Date

Print Name



SPACESAVER CONTRACT PRICING SOURCEWELL STORAGE CONTRACT #010920-SPC

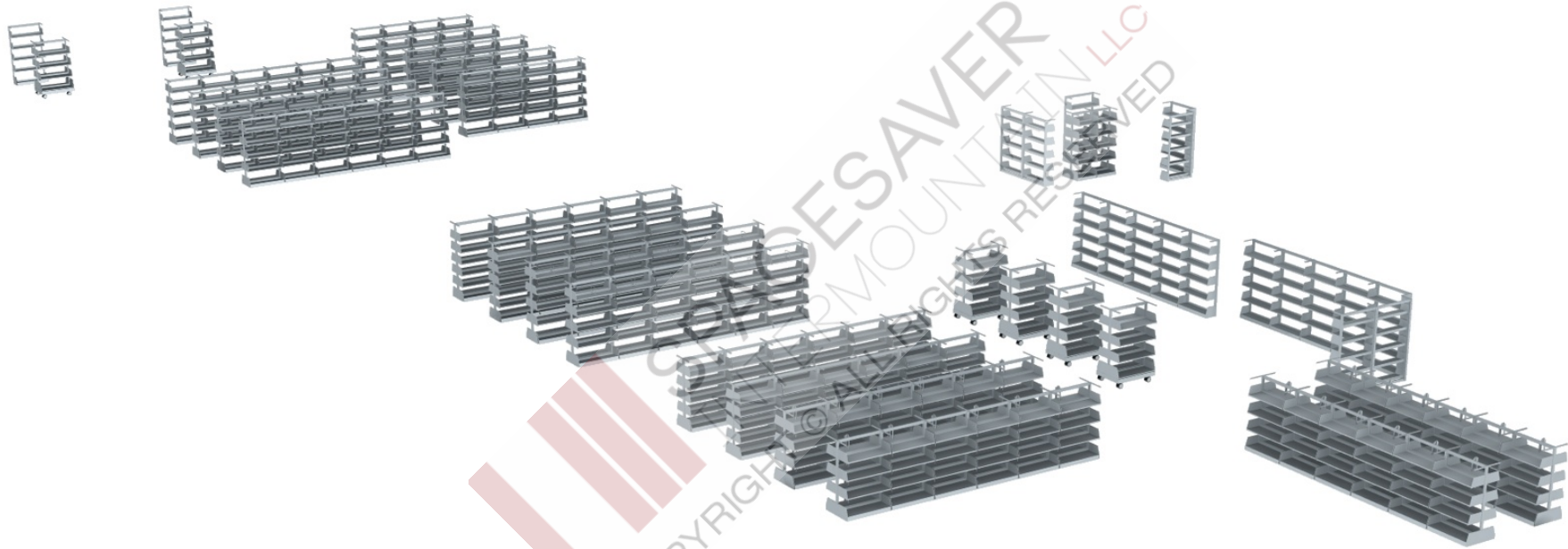
Customer Name & Project	Meridian Library District
Today's Date	February 8, 2024
Spacesaver Distributor:	SpacesaverIntermountain
Salesperson	Scott, Thomson

PRODUCT	LIST	Contract Discount %	Sourcewell Discount	Sourcewell Member Net Price
Standard Mobile & Wheelhouse Products	\$ -	FALSE		
4 Post & Case Type Shelving	\$ -	FALSE		
Cantilever Shelving	\$ 141,738.50	54.0%	\$ 76,538.79	\$ 65,199.71
RaptorRAC® Wide Span Shelving	\$ -	FALSE		
Storage Products (including Lockers, Doors & Drawers, Art Racks, UWR)	\$ -	FALSE		
Xtend®High Bay Shelving, ControlLOC and ActivRAC® Stainless Steel	\$ -	FALSE		
ActivRAC®Heavy Duty Racking Systems (excluding stainless steel)	\$ -	FALSE		
Day Use Lockers	\$ -	FALSE		
Day Use Locks	\$ -	FALSE		
Spacesaver Museum Cabinets	\$ -	FALSE		
TOTALS	\$ 141,738.50		\$ 76,538.79	\$ 65,199.71
			Total Contract Items	\$ 65,199.71

Purchase Order Address:

Spacesaver Intermountain, LLC
249 S. 400 E.
Salt Lake City, UT 84111

Installation	\$ 16,707.00
Freight	\$ 10,858.00
Material Surcharge	\$ -
Off-Contract Sell Price (Manufactured/Supplied by Spacesaver)	\$ -
Off-Contract Sell Price (Supplied by Other vendors)	\$ 26,230.00
Total Project Amount	\$ 118,994.71



Rendering



249 South 400 East (801) 363-5882 main
Salt Lake City, UT 84111 (801) 359-4326 fax

www.spacesaverIM.com

Project Name:

Meridian Library District - South Branch

Project #:
124917

Drawn by:
Amar U.

Date Printed:
02/09/2024

Scale
1/2" = 1'

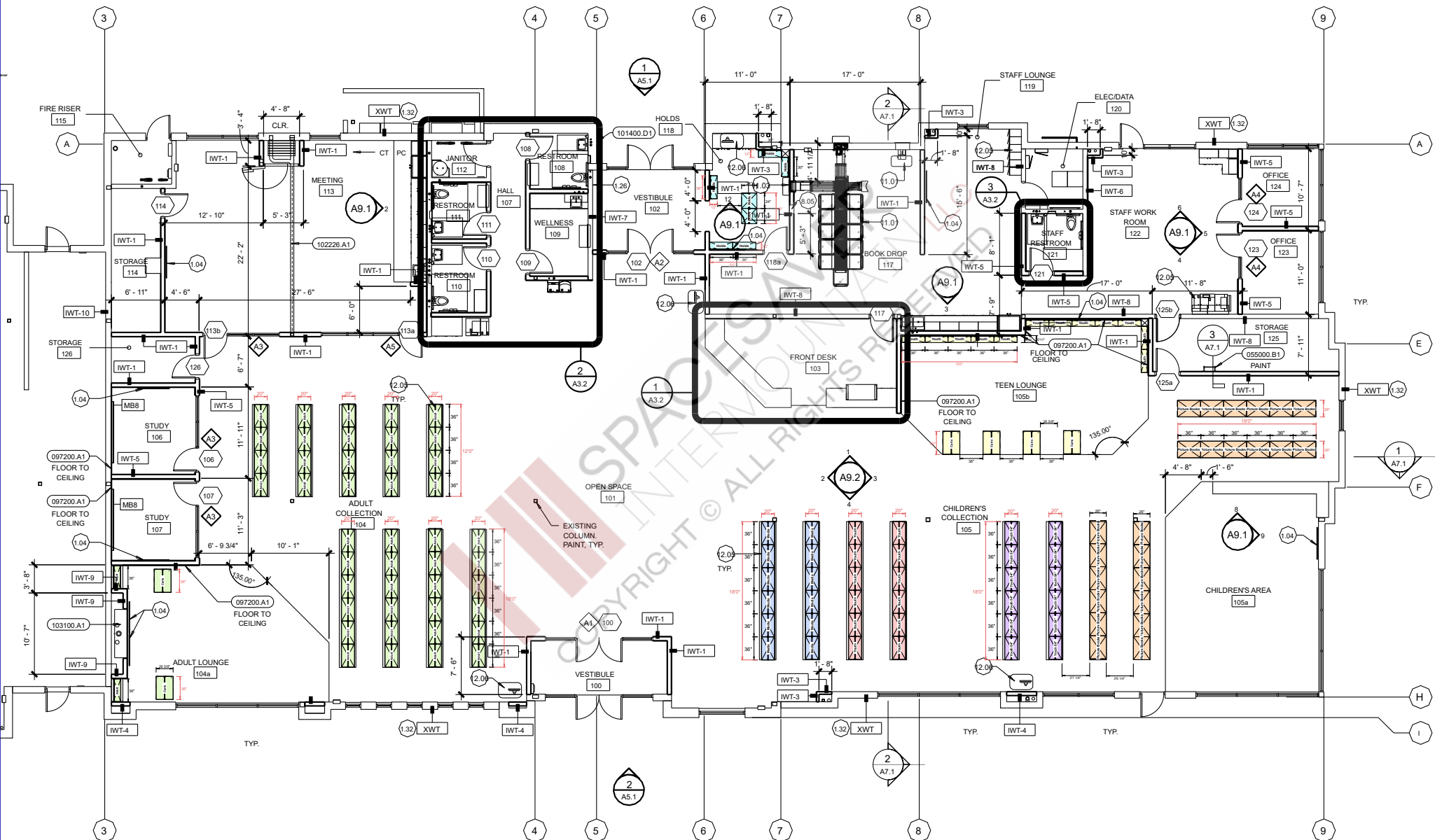
Rev level:

APPROVAL

This drawing Approved By: _____

Dated _____

Red noted dimensions are critical dimensions.
Please abide by critical dimensions.
Spacesaver Intermountain is not responsible
for deviations from critical dimensions noted.



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Salt Lake City, UT 84111
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124917

Drawn by:
Amar U.

Date Printed:
02/09/2024

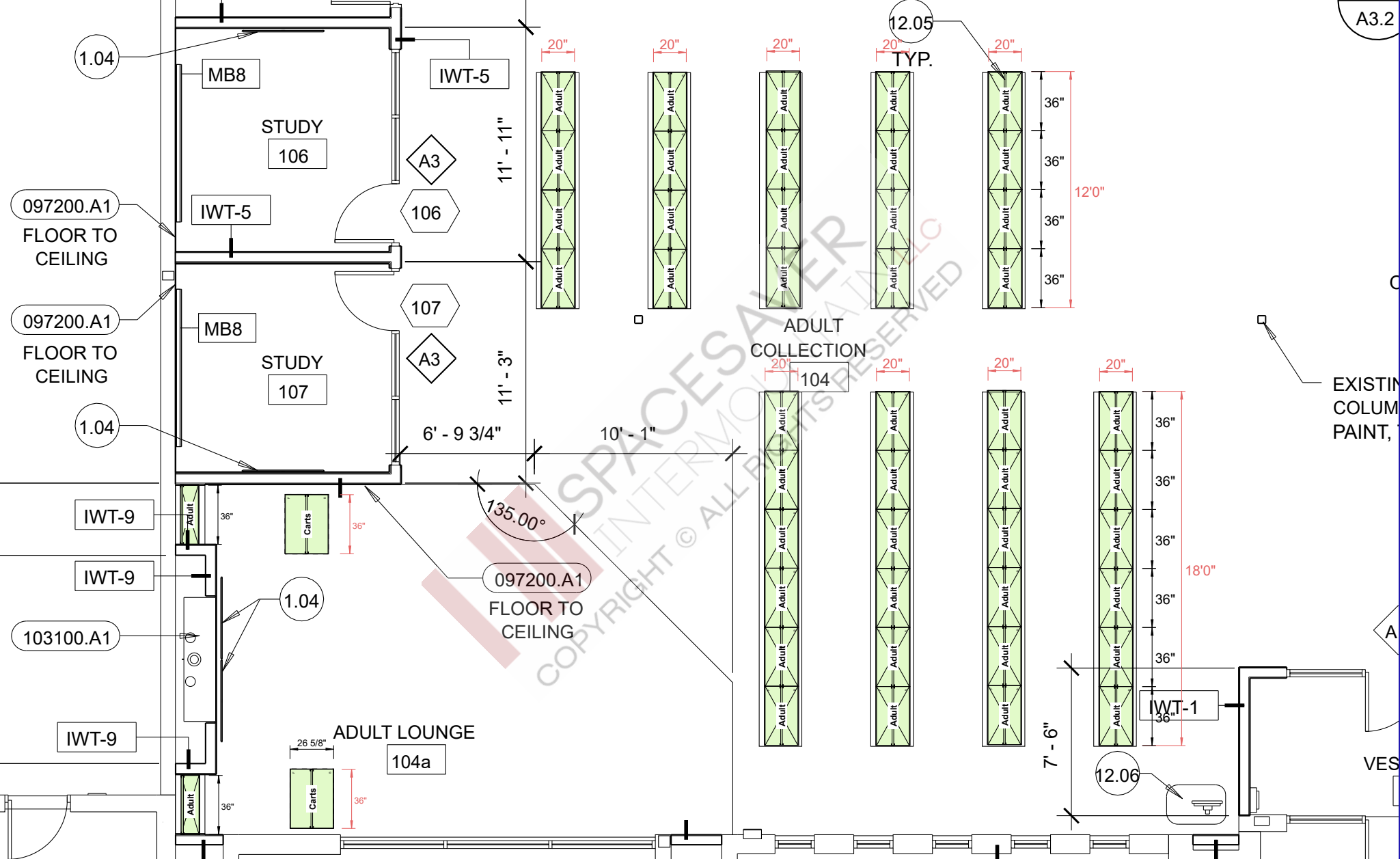
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Project Name:
Meridian Library District - South Branch

Project #:
124917

Drawn by:
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Date Printed:
02/09/2024

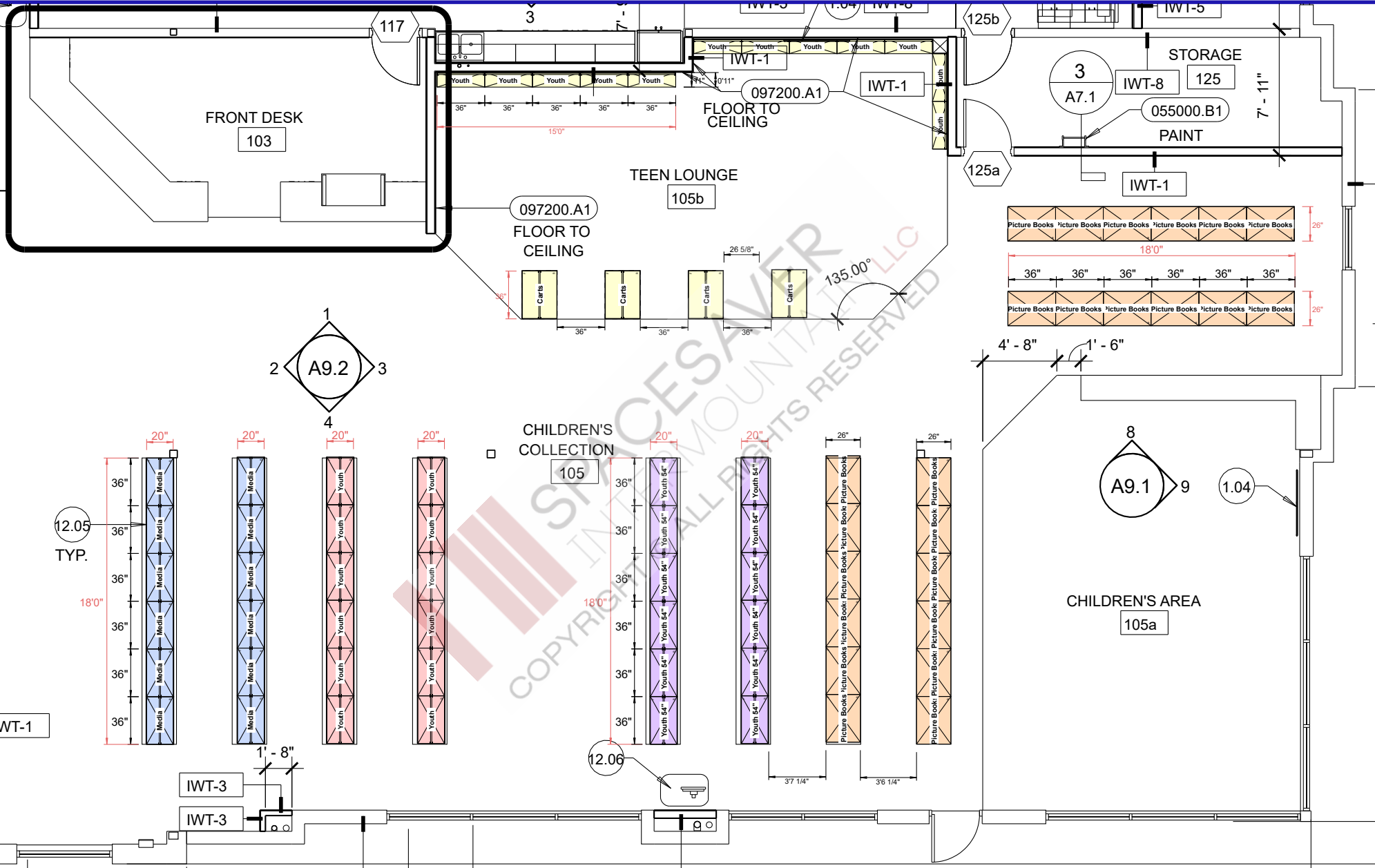
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Meridian Library District - South Branch

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124917

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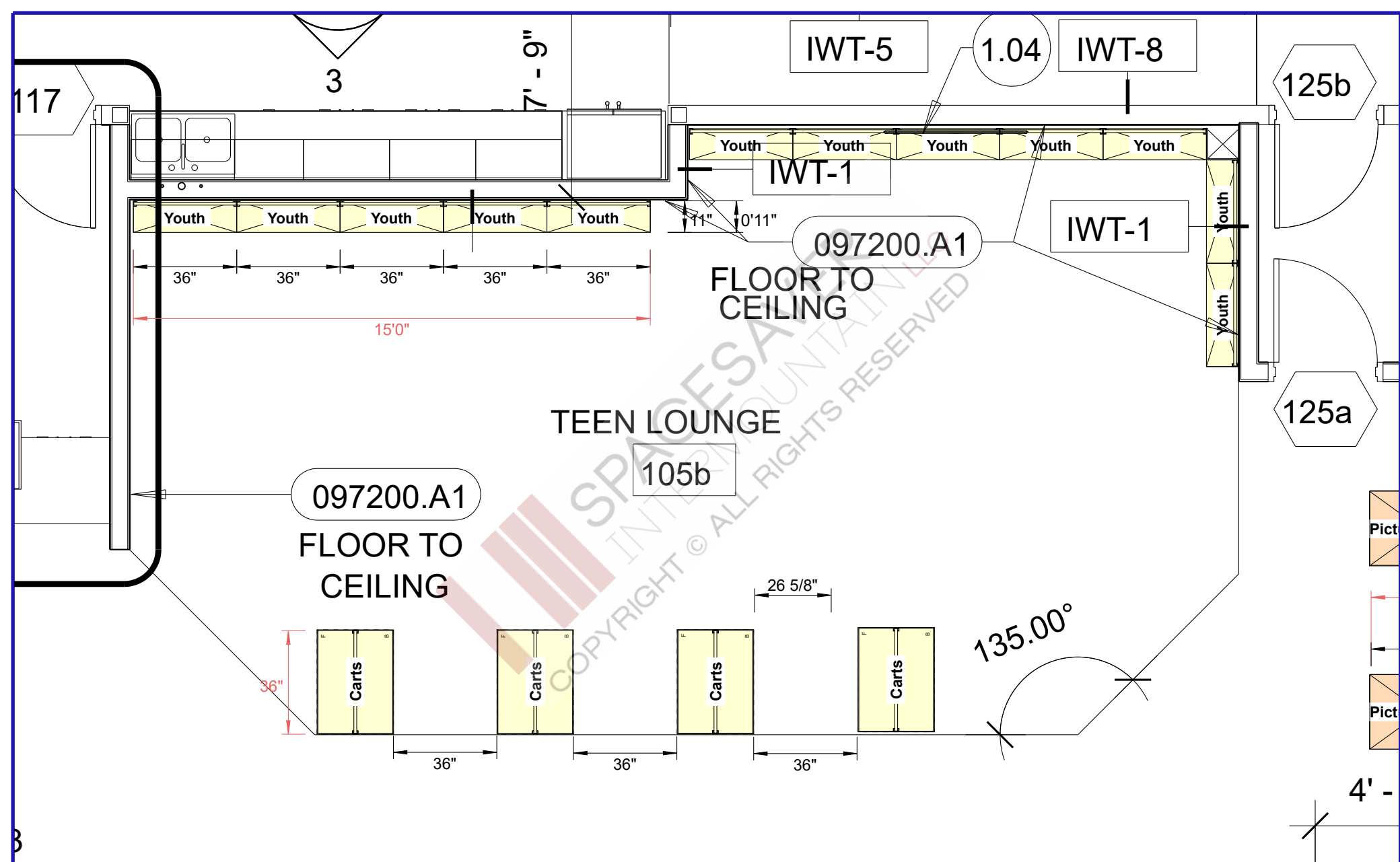
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02/09/2024

Scale
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Rev level:

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Scale
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Rev level:

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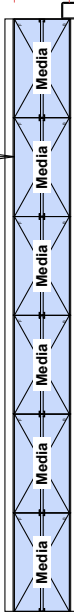
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12.05
TYP.

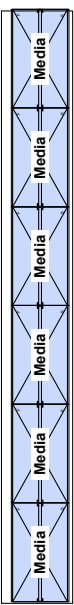
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36"
36"
36"
36"
36"

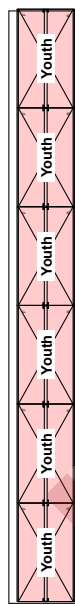
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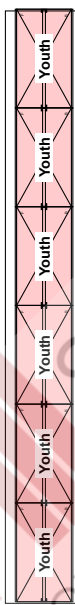
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20"



20"



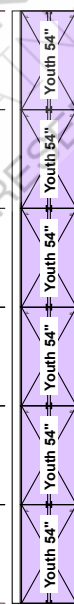
CHILDREN'S COLLECTION

105

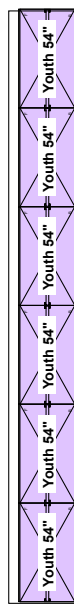
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36"
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36"

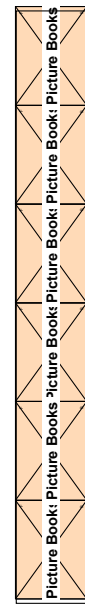
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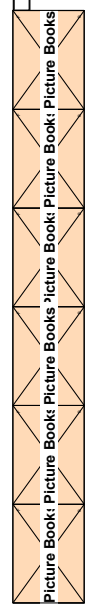
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26"

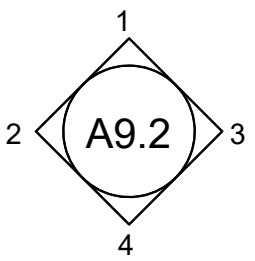
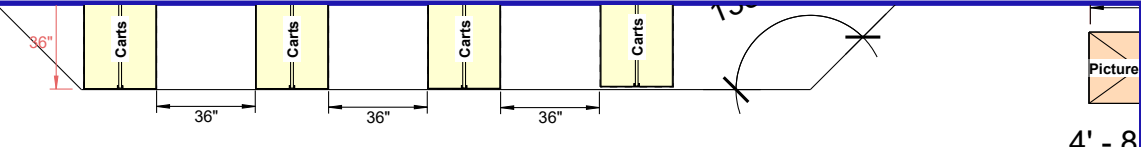


26"



3'7 1/4"

3'6 1/4"



IWT-3
IWT-3

1' - 8"

1.32

XWT

TYP

IWT 4

TYP



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Project #: 124917

Drawn by: Amar U.

Date Printed: 02/09/2024

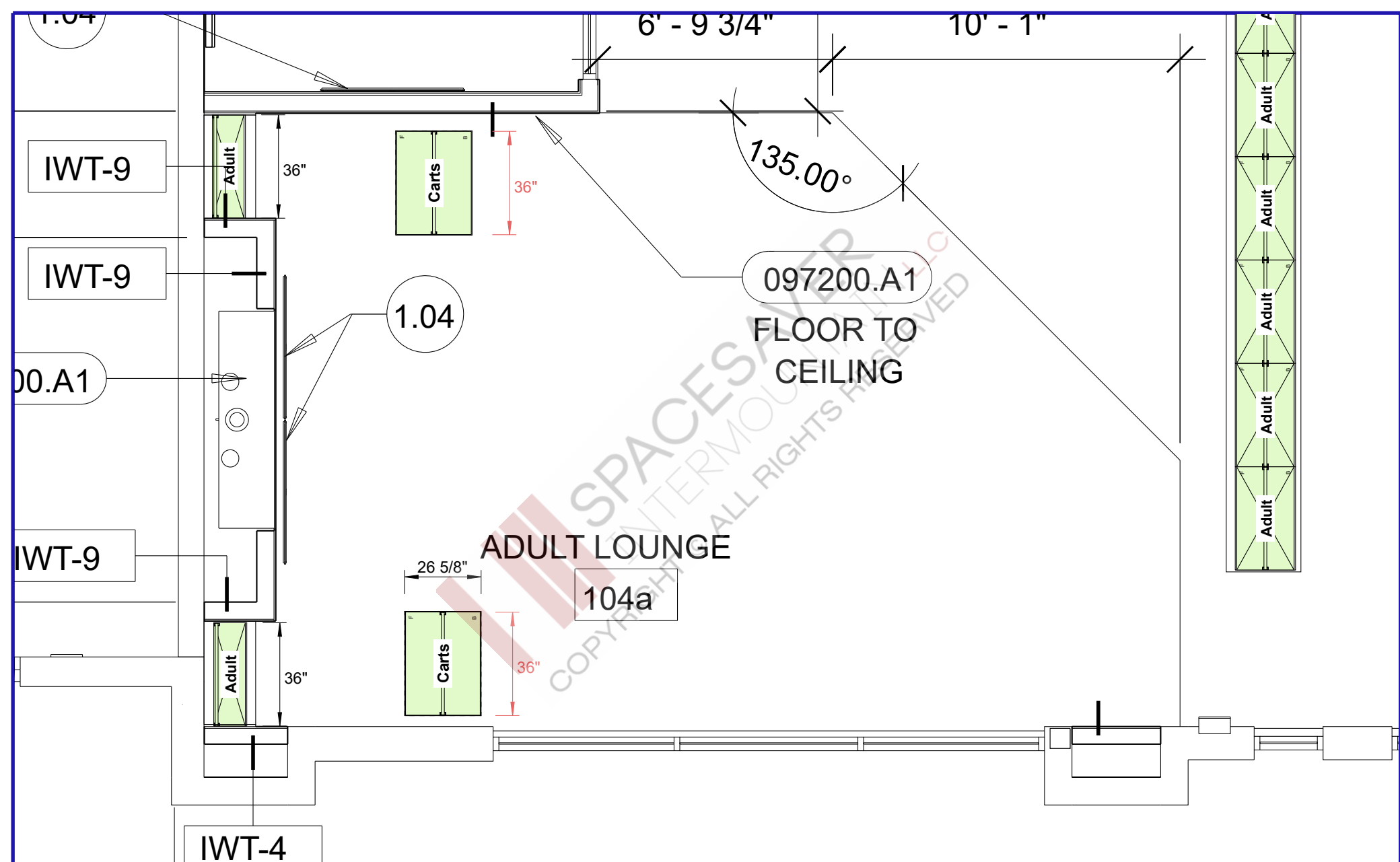
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Rev level:

APPROVAL

This drawing Approved By:

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 www.SpacesaverIM.com

Project Name:
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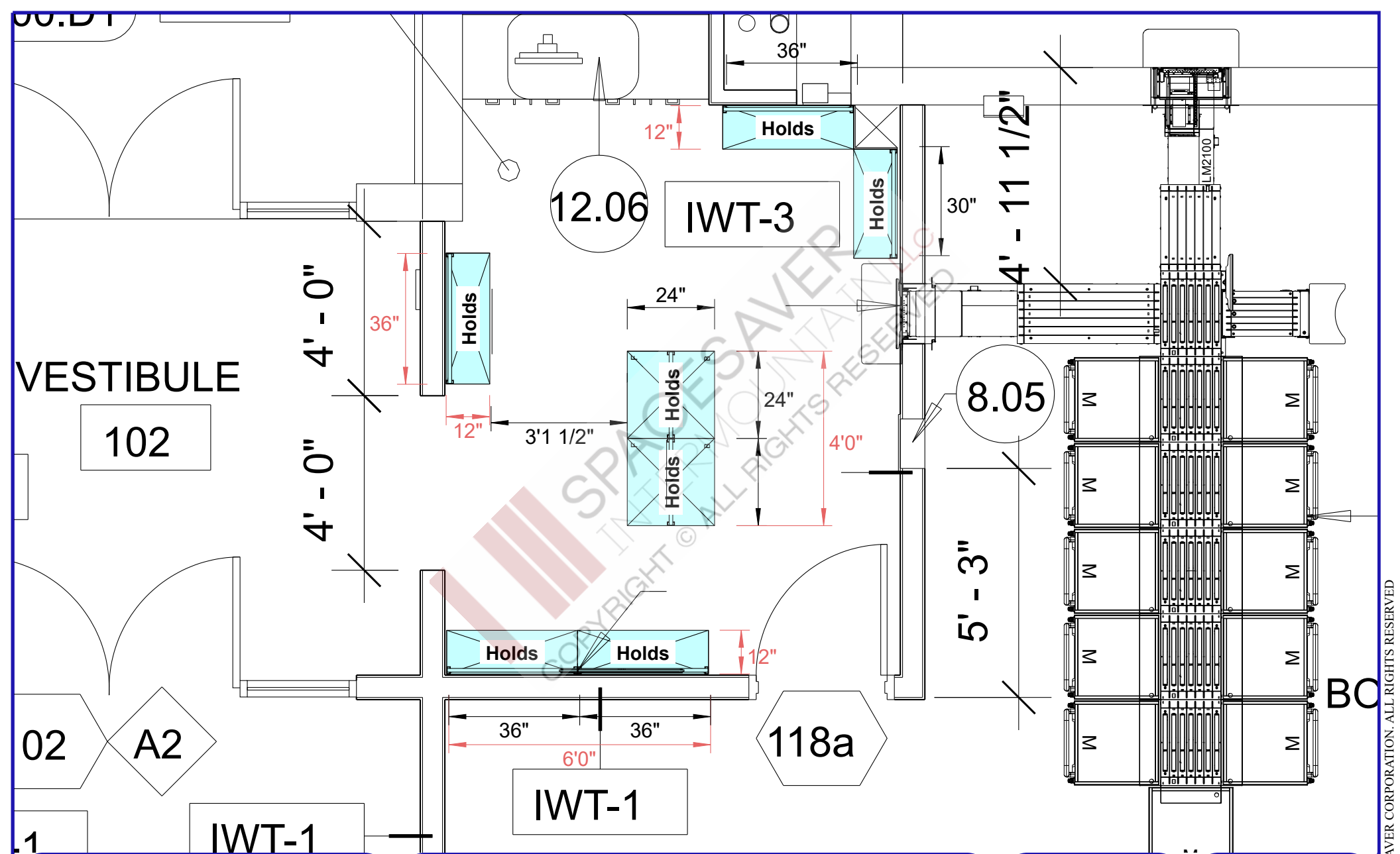
Project #:
 124917

Drawn by:
 Amar U.

Date Printed:
 02/09/2024

Scale Rev level:
 1:45

APPROVAL
 This drawing Approved By: _____
 Dated _____



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Project Name:
Meridian Library District - South Branch

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02/09/2024

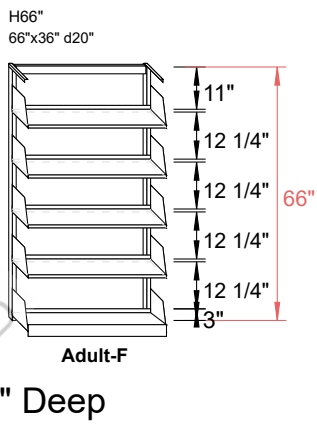
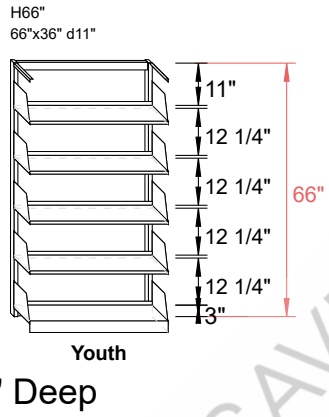
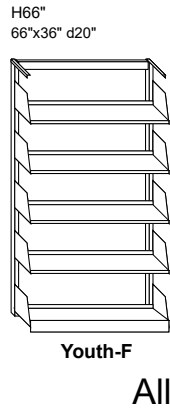
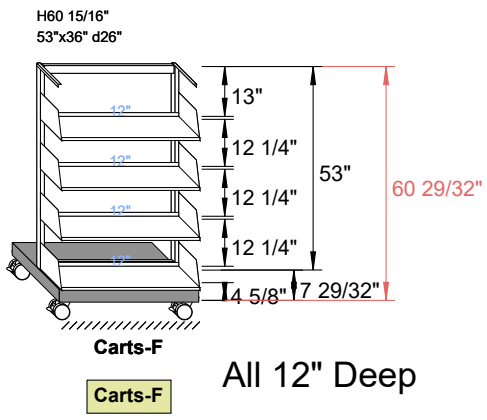
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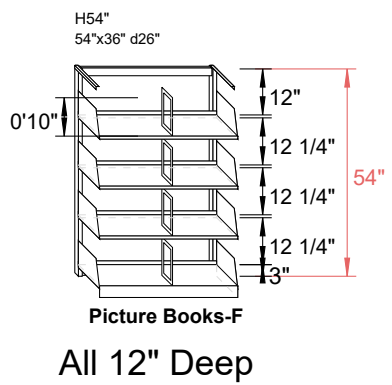
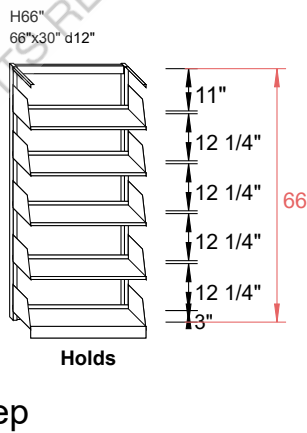
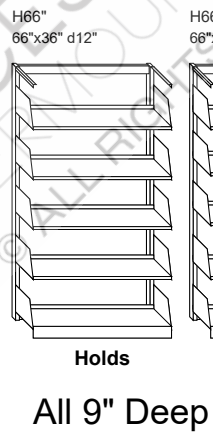
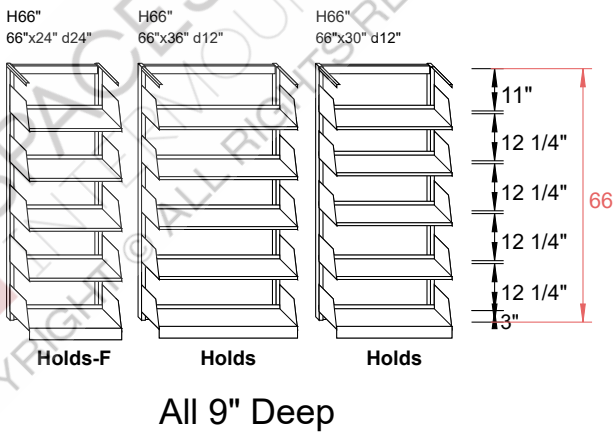
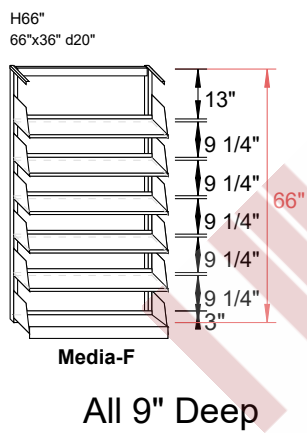
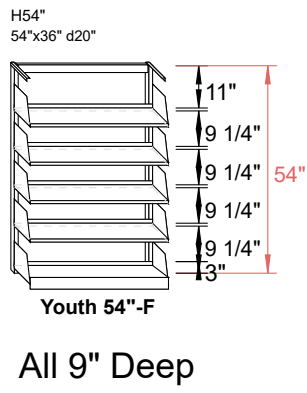
APPROVAL
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Dated _____

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Filing Capacity	
Cantilever	
Actual LFI	42,174"
Nominal LFI	42,174"
Actual LFF	3514'6"
Nominal LFF	3514'6"
<input checked="" type="checkbox"/> Include Existing	



Elevations

Weight Report Based on Small Books @ 1.50 lbs/inch

249 South 400 East
Salt Lake City, UT 84111

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Project Name:
Meridian Library District - South Branch

Project #:
124917

Drawn by:
Amar U.

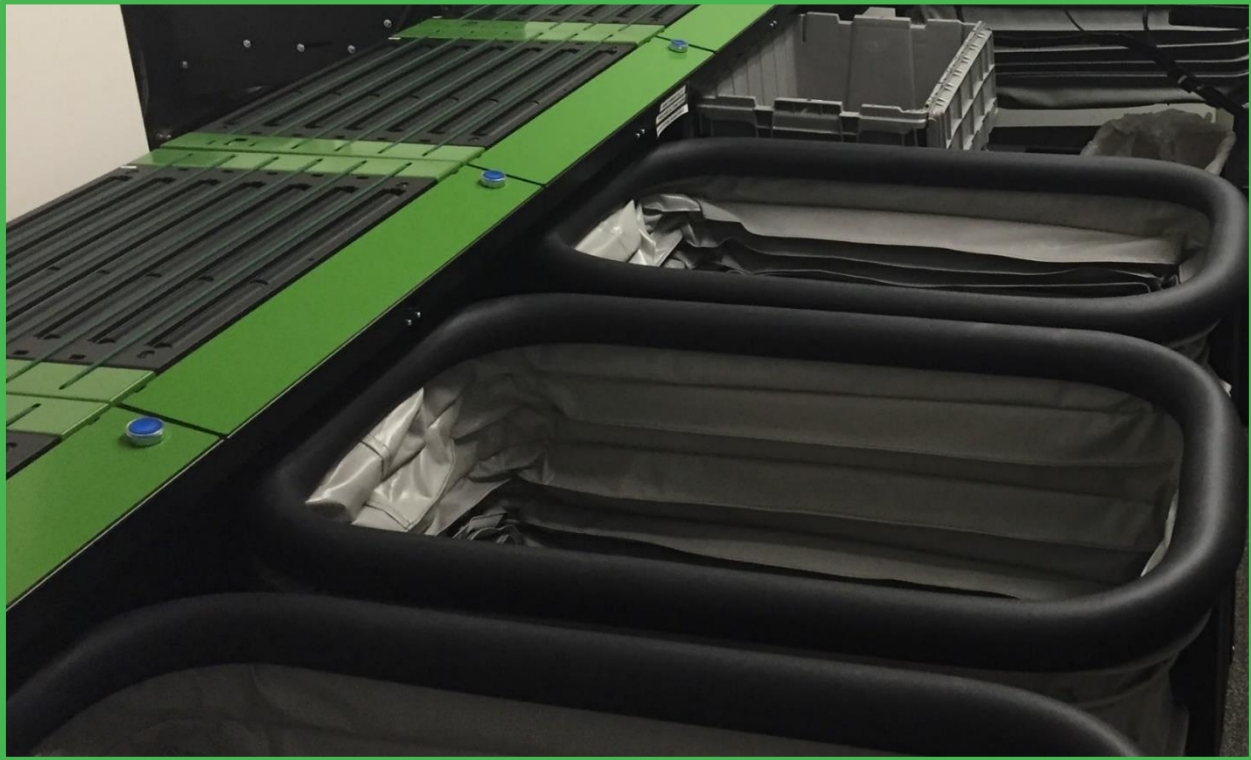
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02/09/2024

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APPROVAL
This drawing Approved By: _____

Dated _____



Automated Material Handling System Proposal

for

Meridian Library District – South Branch Library



Proposal No. B26139-000

185.638.001

November 1, 2023

Kenji Chilcott

Account Manager

805.338.6038

kec@lyngsoesystems.com



November 1, 2023

Jason Su,

Thank you for your continued interest in Lyngsoe's AMH offering! Per our discussions, the following is your formal proposal for the Branch that is being called South Branch or Pinnacle Branch for now – we understand the name is subject to change. The pricing is still based upon the WCCLS contract, which is what was used for the Orchard Park AMH purchase. Should you have any questions, do not hesitate to reach out to your account manager, Kenji. We look forward to hearing back from you!

Warmest Regards,

Kenji Chilcott
Account Manager
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SYSTEM DESCRIPTION

This proposal for Lyngsoe Systems' Automated Material Handling Equipment is designed to automate the sorting of library items and eliminate manual tasks in the circulation room, providing library patrons a higher level of service. Patrons will approach the Library Mate™ and insert items. Items are received one at a time from the Library Mate™ then transported to the Lyngsoe Sort Mate™. These items are automatically inducted onto the sorter. Once inducted, the items will then be sorted and discharged directly to one of the following destinations:

1. Sort Trolley™ Chutes (all configurable by library staff)
 - a. Return to shelf
 - i. Sort by SIP2 fields (location code, item types, call number, etc.).
 - b. Holds
 - c. Transfer items to branches
2. Overflow destination

The Sort Mate™ is configurable and easily expandable. If you would decide to add additional sort points in the future, a new Sort Mate™ module could be added and running within a few hours—easily completed during off-hours with no impact to patrons and minimal to staff.

Capacity

The throughput for each system is 2,500 items per hour. However, this is regulated by the capacity of the Library Mates™ and Ergo Staff™ Inductions configured on the system. For example, one Library Mate™ has an average throughput of 900 items per hour and the Ergo Staff™ has an average throughput of 1,100 items per hour thus resulting in an average throughput of 2,000 items per hour. This can be increased with the addition of induction points. Lyngsoe Systems has optimized the system controls so that items never stop on the sorter while other items are diverting. This allows for continuous flow from the Library Mates™, higher throughputs, and longer life expectancy from your sorter drive components.

Chutes

Included in this proposal is the pricing for one Sort Trolley™ per sort point plus one Sort Trolley™ for the exceptions bin. Unit pricing for the Sort Trolley™ is also included for future consideration. These trolleys are extremely durable and wheel easily over most surfaces. One auto-level trolley holds 12.4 ft³ with a capacity of 250 mixed library items (or 500 CD's or DVD's). They are a great addition to your work room. The Sort Trolley™ features an auto-leveling floor, with a cushioned base; it assures gentle handling of library items. The auto-leveling feature is spring activated, so there is NO expensive and time-consuming maintenance required for batteries, chargers, lifting mechanisms, etc.



Chutes are controlled by full tote sensors. If a chute is full, the chute will be blocked and there will be a full chute indicator activated at the location. When the location is cleared, the system will begin sorting to that location automatically.

Finish

Lyngsoe uses a high durability paint finish for all major components. The standard color is black RAL9005 with green RAL6025 highlights (Custom RAL colors can be supplied for an additional cost).

Voltage

Standard voltage is 120VAC, single phase.

Host Interface Software

All Library Mates™ include support for implementation of a SIP2 interface with the host ILS system. This interface allows for custom sort configurations and can collect statistics for items that are return-to-shelf, holds, transits, and transit holds. Statistics are also available for numbers of sorts per hour.

Emergency Control Devices

One (1) emergency stop buttons are included per system.

Warranty

A one-year parts warranty is included on all equipment. Further Service Agreements can be supplied and quoted upon request. System issues deemed not mechanical or software related (i.e.: vandalism, damage due to neglect, or unauthorized modifications) will be subject to a service charge TBD.



EQUIPMENT

DESCRIPTION OF THE LIBRARY MATE™ 1200 SELF CHECK-IN (INTERNAL UNIT)

The Library Mate™ 1200 is the tried-and-true offering from the Lyngsoe Library Mate™ product line. This unit is wall mounted and has a very small form factor for use in high traffic areas

The Library Mate™ 1200 self-return-machine was designed specifically for the library market to be the centerpiece of your self-service initiative. Check-ins using the LM1200 provide secure transactions, assuring that the item presented to the RFID or reader optional barcode scanner, is the item that is being returned. The patron simply places the material to be returned on the belt, and the LM1200 completes the transaction. Utilizing sensors along the inside of the LM1200, the item is tracked and scanned on the inside of the tunnel. When the check in is complete, it is transferred to the Sort Mate™ 2000 module for sorting.

With the capacity to handle over 1100 items per hour, library users no longer have to wait in long lines to return items. The feed opening will accommodate up to 99% of all library materials.

Benefits of the Library Mate™ 1200:

- Touchscreen for language selection or receipt options
- Sturdy shelf for patron use
- Height of shelf and opening can be configured to different set heights to accommodate all patrons or varying backroom elevations
- Patron receipt printer



Figure 1- Library Mate™ 1200



DESCRIPTION OF THE LIBRARY MATE™ 2100 SELF CHECK-IN (EXTERNAL WALK-UP UNIT)

The Library Mate™ 2100 self-return-machine was designed specifically for the library market to be the centerpiece of your self-service initiative with a robust façade, so it can be installed on an exterior wall of your library. Check-ins using the LM2100 provide secure transactions, assuring that the item presented to the RFID reader or optional barcode reader, is the item that is being returned. The patron simply opens the access door with a button press or presenting a valid RFID tag to the external reader (optional), and then places the material to be returned on the belt, and the LM2100 completes the transaction. Utilizing sensors along the inside of the LM2100, the item is tracked and scanned on the inside of the tunnel. When the check in is complete, it is transferred to the Sort Mate™2000 module for sorting

With the capacity to handle over 1100 items per hour, library users no longer have to wait in long lines to return items. The feed opening will accommodate up to 99% of all library materials.

Benefits of the Library Mate™ 2100

- Touchscreen for language selection or receipt options
- Sturdy shelf for patron use
- Height of shelf and opening can be configured to different set heights to accommodate all patrons or varying backroom elevations
- Receipt printer
- Drive up or walk-up access for patrons
- 24-hour access to check in and return materials
- Weatherproof exterior
- Security window for use with library's existing security camera system
- Option for RFID activated door located in Library Mate™ shelf



Figure 2- Library Mate™ 2100



LIBRARY MATE™ FUNCTIONAL DESCRIPTION

The machine function is as follows:

- The default language in the initial screen picture is English, but as a standard three other languages are available and can be retrieved via the screen. If no alternative language is retrieved, the dialogue will continue in English.



Figure 3 - Language selection

- The user inserts the items one by one by pushing them into the machine. When the Library Mate™ detects a new item in the opening, the machine starts the conveyor belt automatically.

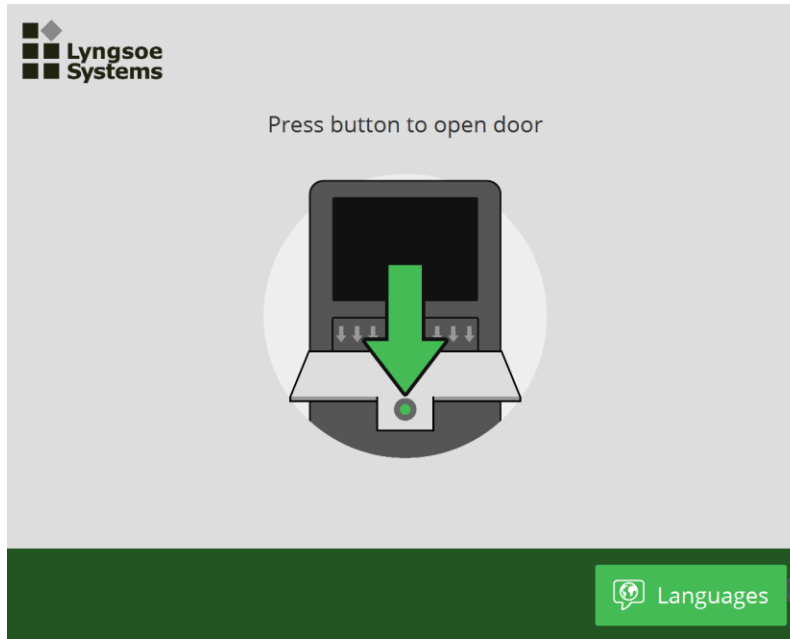


Figure 4- Patron Instruction Screen

- While the item passes through the machine, the item ID is read from the barcode or RFID tag, the item is checked in with the ILS and the material protection (EM optional) is activated before the item is sent to the sorter.
- If a barcode is not detected in the tunnel, the Library Mate™ can be configured to reject the item and return it to the patron.

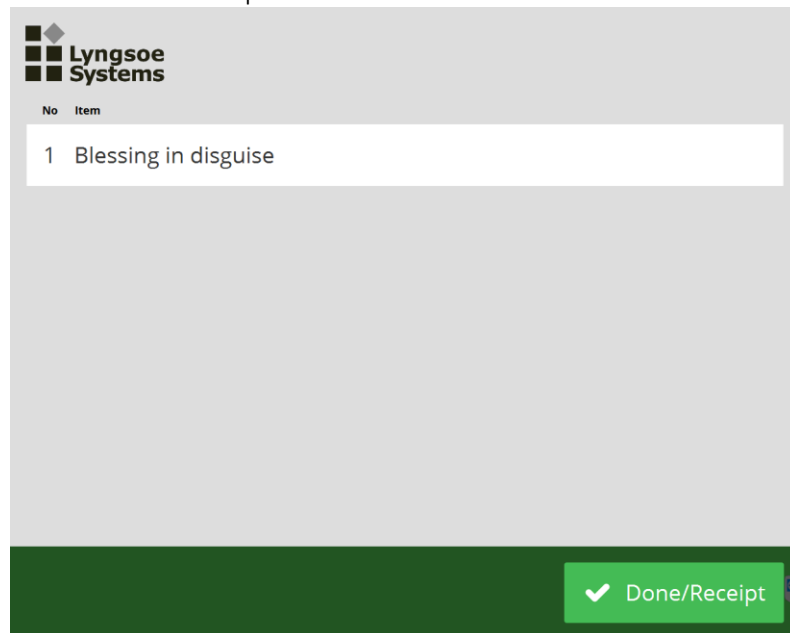


Figure 5- Check-in Confirmation Screen



- Once the machine is ready for the next item, the light in the opening changes from red to green.
- The above procedure must be repeated until all items have been returned.
- When all items have been returned, the user finishes the procedure by pressing “End” on the screen. Subsequently a receipt is printed. The screen displays an animation of the receipt printing. If the user does not press “End” within a defined period, the receipt is printed automatically so that the machine can get ready for the next user.
- Receipts may also be sent to the patron via email or text(optional)

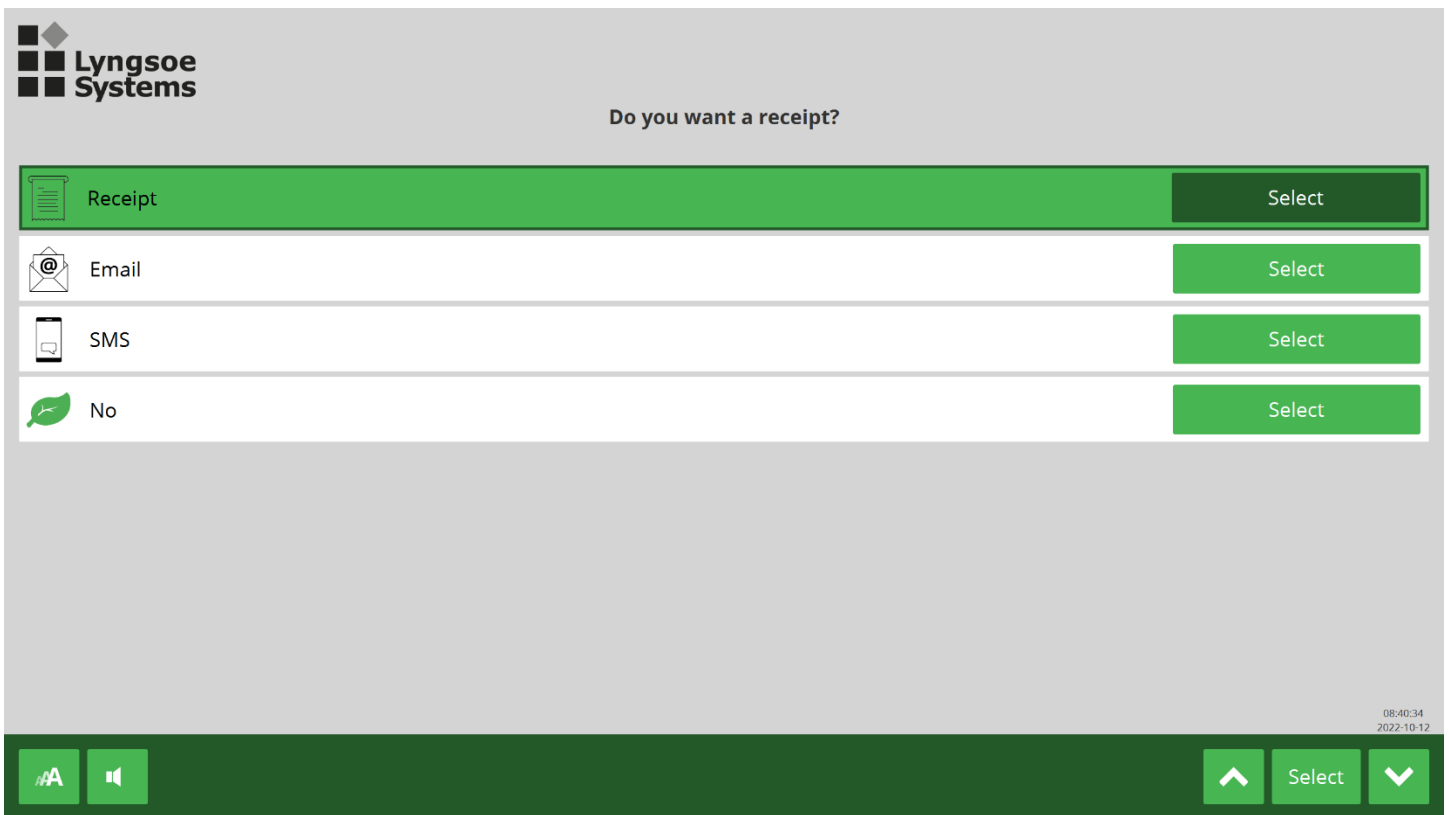


Figure 6- Patron Instruction Screen

Offline mode

If the connection between machine and library network is down, the machine continues in offline mode and prints an off-line receipt stating the material IDs for the user. Information about the returned materials is stored in the machine control and transmitted to the library database as soon as the connection to the library network has been re-established.



Lyngsoe Sort Controller (LSC)

The LSC (Lyngsoe Sorter Controller™) is a user-friendly software that allows library staff to monitor and customize their Lyngsoe Automated Materials Handling Sorter. LSC provides granular data in an easily digestible format via graphs and tables that are also easily exported to Excel, CSV or PDF. Optimizing workflows becomes easier with more data. LSC also has several search functions to see every item that has been sorted when it was sorted and the logic behind why it was sorted to a chute.

Web-based, multi-device monitoring and control

The Lyngsoe Sorter Controller™ is a web-based management and operation software for controlling Lyngsoe Sort Mate™ 2000 sorters. The single interface allows for central monitoring, remote sorter control, and instant updates from any linked device.

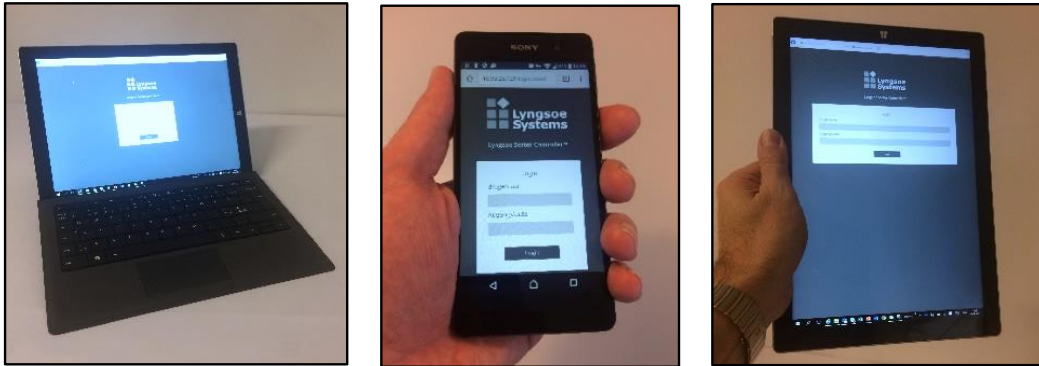


Figure 7- LSC device availability

Simple to program

Establish sort rules based on standard SIP2 response from the ILS/LMS. The Lyngsoe Sorter Controller™ operates on logical arguments to direct materials to the intended destination – set the priority quickly and easily with up/down arrows.



Figure 8- Sort Rule Configuration

Program each rule according to the type of receptacle, whether an Ergo Cart™, Ergo Trolley™, a library-specific tote, or other custom solution. Set up with Waterfall or Round Robin sort modes to maximize efficiency.

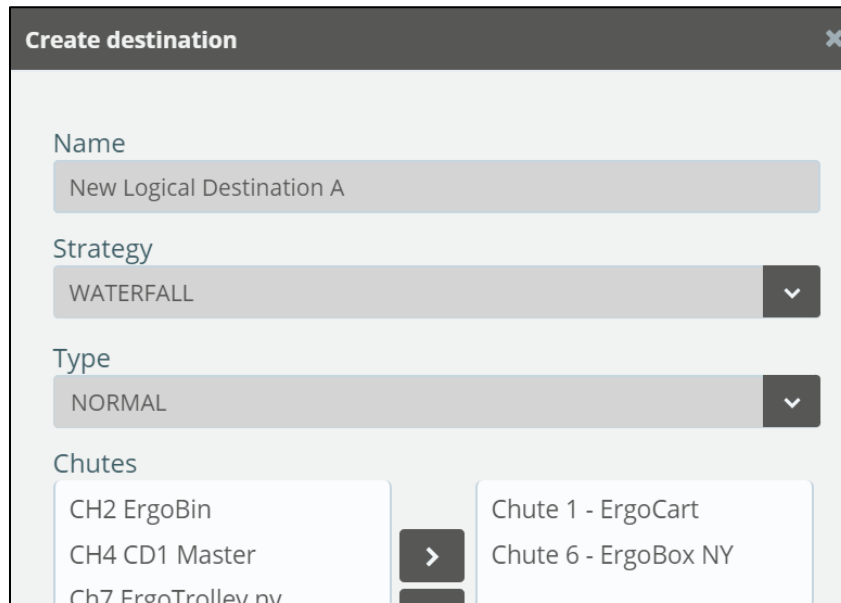


Figure 9- Destination Configuration

Simpler to use

Keep separate sort tables for weekends and holidays – switch the active table with one click of the **⏻** symbol.



	Activate	Export	Edit	Copy	Delete
Daily - Normal sorting					
Weekend - RoundRobin (Excl DUMP)					

Figure 10- Sort Table Configuration

Use the Material Event Search to find an item as soon as it is scanned. Find which destination it was sorted to, locate Patron Holds more quickly, and fine tune the sort table specifications.

Title / Identifier

Figure 11- Item search

Continuous Operation

Set up real time alerts for full bins and unread items – staff can respond immediately and keep books sorting without pause. The Lyngsoe Sorter Controller™ allows staff to set the number of items allowed in a container and the fill level at which alerts are sent out. These alerts can pop up in the Controller User Interface or be sent as emails to the emails of sort room staff.

▼ Nearly full warning

Sort table: Weekend - RoundRobin (Excl DUMP) ▼

Chute	Container	Fill level	Enabled
CH2 ErgoBin All Containers	ErgoTrolley (200) ▼	75%	<input checked="" type="checkbox"/>
CH4 CD1 Master All Containers	CD Container (50) ▼	75%	<input checked="" type="checkbox"/>

Figure 12- Nearly Full configuration

library-platform-test@lyngsoesystems.com

Chute 3 - Plastkasse is full

Chute 3 - Plastkasse is full <end>

11:20

Figure 13- Email notification



Configuring the system

During the engineering phase of the project, the Lyngsoe Project Manager will work with the library to configure the machine with languages, sort schemes, receipt text, etc. Once we have the configuration, our engineers will assure that the programming on your machine meets all your expectations.

Statistics

The Sort Mate™ provides a variety of reports and sorting statistics for the library to use including check in time, chute distribution, and a full complement of SIP2 transaction logs and sort logs.

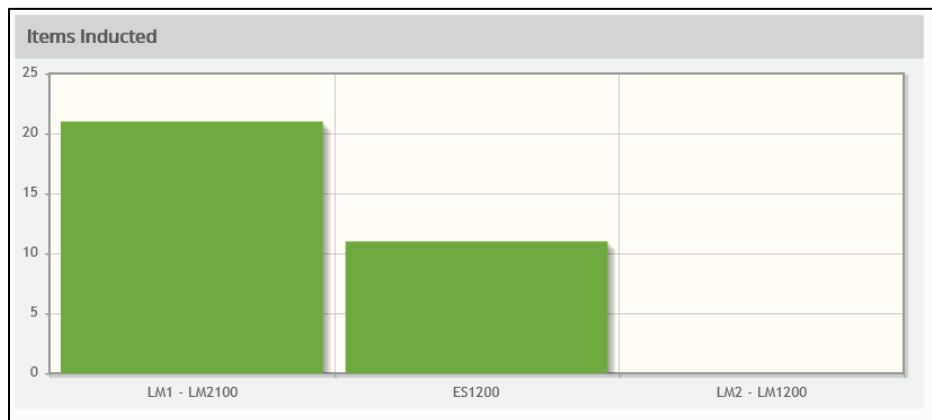


Figure 14- Statistics screen

Reports can be easily drawn for a given range of time, tracking how many items were sorted through each induction and how many went to which sort destination.

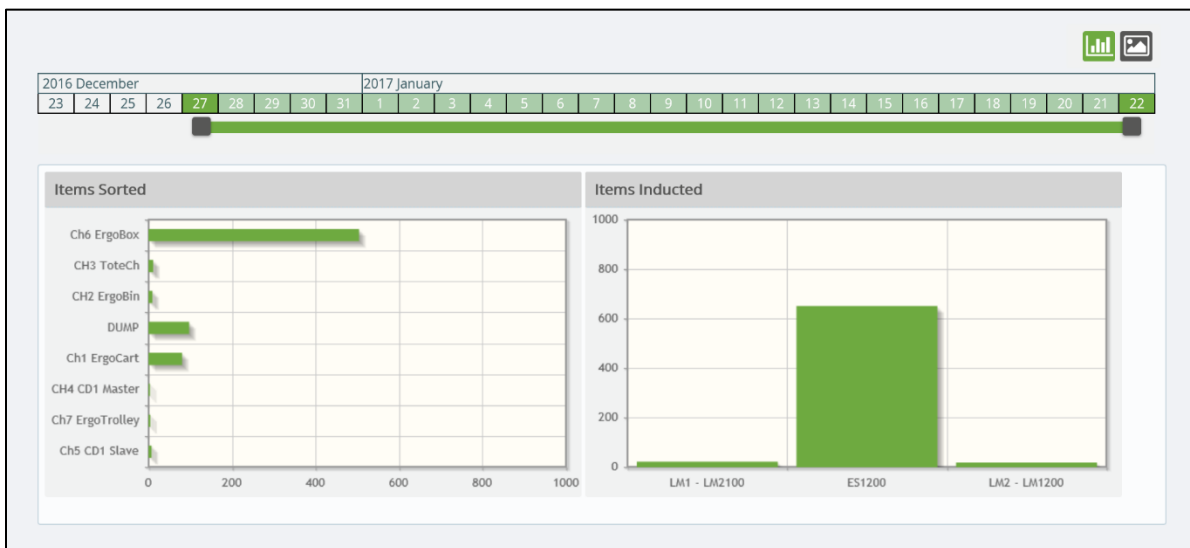


Figure 15- Statistics screen



Interface

The Library Mate™ check-in units and Ergo Staff™ Inductions communicate to the Library's ILS using the SIP2 protocol. Once the item has been checked-in, information about the items to be sorted is transferred through an Ethernet interface to the sorter control system and the item is sent to its proper destination.

For effective remote support, a VPN connection must be established between our Hotline/Service department and the sorting system. This VPN connection will assure that the technicians from the Lyngsoe Systems Hotline can gain direct access to the sorting system controls to quickly and efficiently diagnose any system issues.

The drawing below (See Figure 5) shows the basic communication structure between the sorting system and the library system.

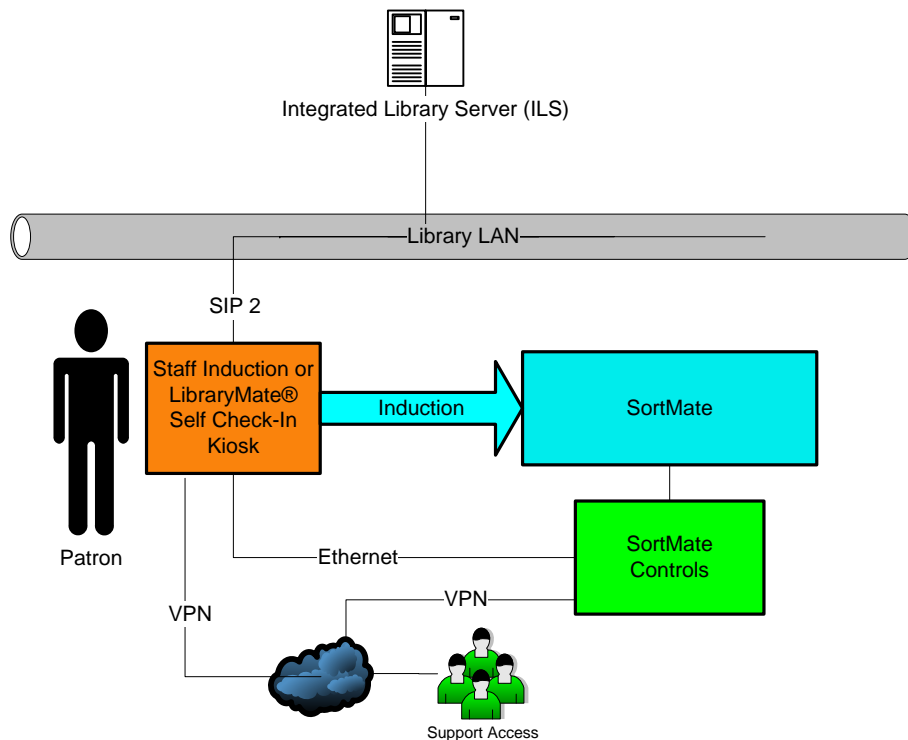


Figure 16- Basic Communication Structure



DESCRIPTION OF THE LYNGSOE SYSTEMS ERGO STAFF™ 1200 STAFF INDUCTION

The Lyngsoe Systems Ergo Staff™ automates and optimizes material processing for library staff. The Ergo Staff™ quickly becomes the workhorse of your circulation room by rapidly and efficiently checking in branch transfers, new material, and any items that need to be sorted and returned to shelf.

With the capacity of up to 2000+ items per hour; library staff will not have to perform time-consuming and repetitive check-in processes; library materials will be on the shelf quicker and back into the hands of your patrons.

Your library staff will interface with the Ergo Staff™ induction via a user-friendly touch screen with a graphical interface. RFID tags or optional barcodes are read quickly and communicated with your Integrated Library System, RFID security is enabled, backdating and hold slip printing can all happen automatically, and check-in statistics can be monitored remotely. The Ergo Staff™ work surface is height adjustable between 32" and 38", ensuring an ergonomic work environment standing or sitting.



Figure 17- Ergo Staff™ 1200 Staff Induction



ERGO STAFF™ FUNCTIONAL DESCRIPTION

The machine function is as follows:

- The default language in the staff screen is English, but other languages are available and can be retrieved via the configuration menu.
- The staff member initiates use of the machine by either pressing the start button on the conveyor, or the start button on the touchscreen
- The staff member places an item on the belt. Once the RFID tag is read, or the barcode is read, the belt will automatically induct the item onto the Sort Mate™ for sorting.

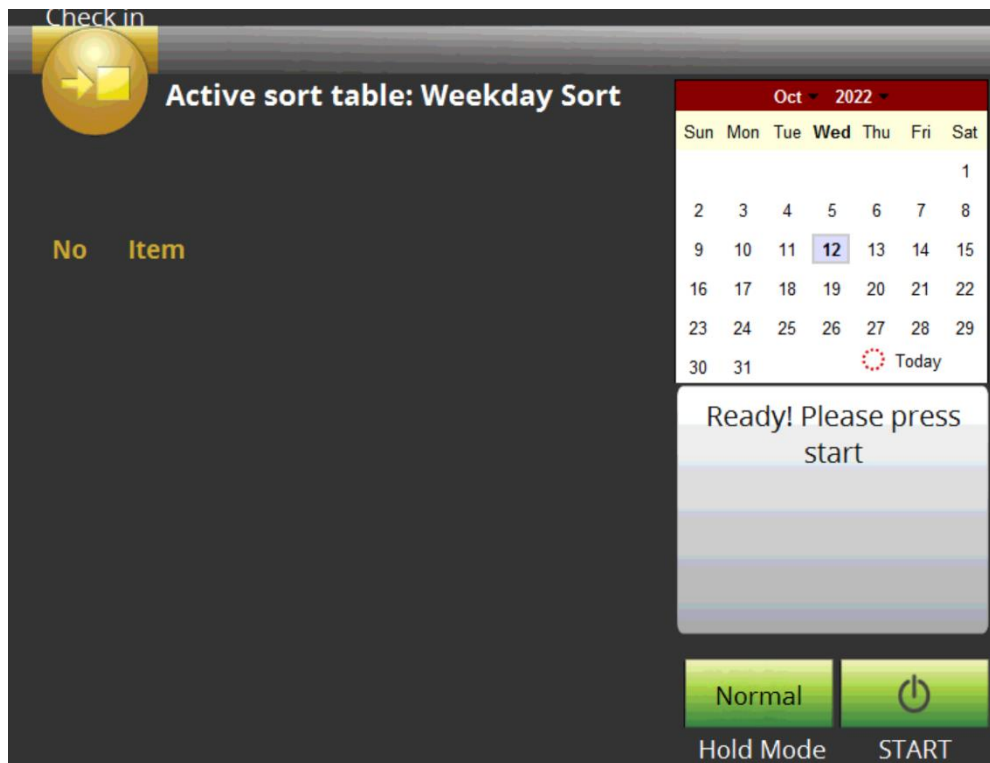


Figure 18- Staff Induction Screen

- The item ID is read from the barcode or RFID tag, the item is checked in with the ILS and the material protection (EM optional) is activated before the item is sent to the sorter.



Figure 19- Check in confirmatoins

- Once the machine is ready for the next item, the belt will stop, and the screen will display a “ready next item” message.
- The above procedure must be repeated until all items have been processed.
- When all items have been returned, the user finishes the procedure by pressing “Stop” on the screen.

Backdating

To enable backdating, simply select a date from the on-screen calendar, and all items will be processed utilizing the selected date.

Offline mode

If the connection between machine and library network is down, the staff induction will be out of order until the library network is reconnected.



When an ISBN code has been scanned by the line scanner and the “Reseller mode” has been activated, the staff induction will send a web-request to the external host* with the ISBN number. The external host will reply with either “Accepted” or “rejected”. If the book is rejected, the book will be sorted to a special chute. If the book is accepted, a warehouse ID will be extracted from the response. As with the current modes, a sorting table needs to be configured, and using this table, the warehouse ID will be mapped to a chute and the item will then be sorted to this chute.

As the Sort Mate™ does not have a complete list of the various warehouse ID’s which it is possible to receive from the external host, a “catch all unknown” destination will be added to the sorting table. Furthermore, logic will be added so that warehouse ID’s not known in the Reseller sorting table will be appended to this table as the responses are received from the external host. The operator should then assign a chute afterwards.

The current special chutes will be used for the Reseller mode as well:

- General Dump -> unforeseen problems
- Code Not found -> books which has been rejected by the external host

*Currently Lyngsoe has an agreement with Better World Books to provide reselling services.

Weed out

The library is capable to define a list of Item or Barcode numbers which they want to weed out of the books seen on the sorter, no matter which sorting mode the sorter is in. This is done by enabling a share on the Sort Mate™ where the library can upload a file containing ITEM codes to weed out. Once a new file is present in this share, the Sort Mate™ will save the ITEM ID codes read in the file in an internal table.

When an item is scanned, the ITEM ID code will be looked up in this internal table, and if the ITEM ID code is present, the item will be sorted to a predefined special chute for this purpose.

Reports:

- A new web report will be made where the operator can see the total list warehouse ID’s received from the external host and the number of books sorted to these. This report can thus be used to populate the sorting table for Reseller mode, and to verify the number of items sorted to each warehouse.
- A new report will be added where an ISBN number or book barcode can be entered. Any item(s) seen on the sorter will be printed afterwards with scan time, host response and sorting destination.



DESCRIPTION OF THE SORT MATE™ 2000

Lyngsoe's Sort Mate™ is a high-speed sorting system that is the brawn behind the Lyngsoe Systems Automated Material Handling system. This sorter has been specifically designed for libraries and is the ideal solution for sorting a vast array of library materials. Items checked in using a Library Mate™ or Ergo Staff™ are electronically tracked throughout the length of the Sort Mate™ and sent to the proper discharge location.

Sensors located throughout the system assure that your library material is accurately sent to the proper destination. Lyngsoe has optimized the system controls so that items never stop on the sorter while other items are diverting. This allows for continuous flow from the Library Mates™, higher throughputs, and longer life expectancy from your sorter drive components.

The Sort Mates™ low profile and whisper-quiet operation will blend into your circulation room, not clutter it. The sorter features transport belts for item stability and unsurpassed durability. Seated in between the transport belts are electrically actuated pop-up rollers that divert items to sort destinations on either side. Optional discharge configurations can accommodate auto leveling Ergo Trolleys™, Ergo Box™, or inter-library bulk tote containers.



Figure 20-Sort Mate™ internal/external 17-bin configuration

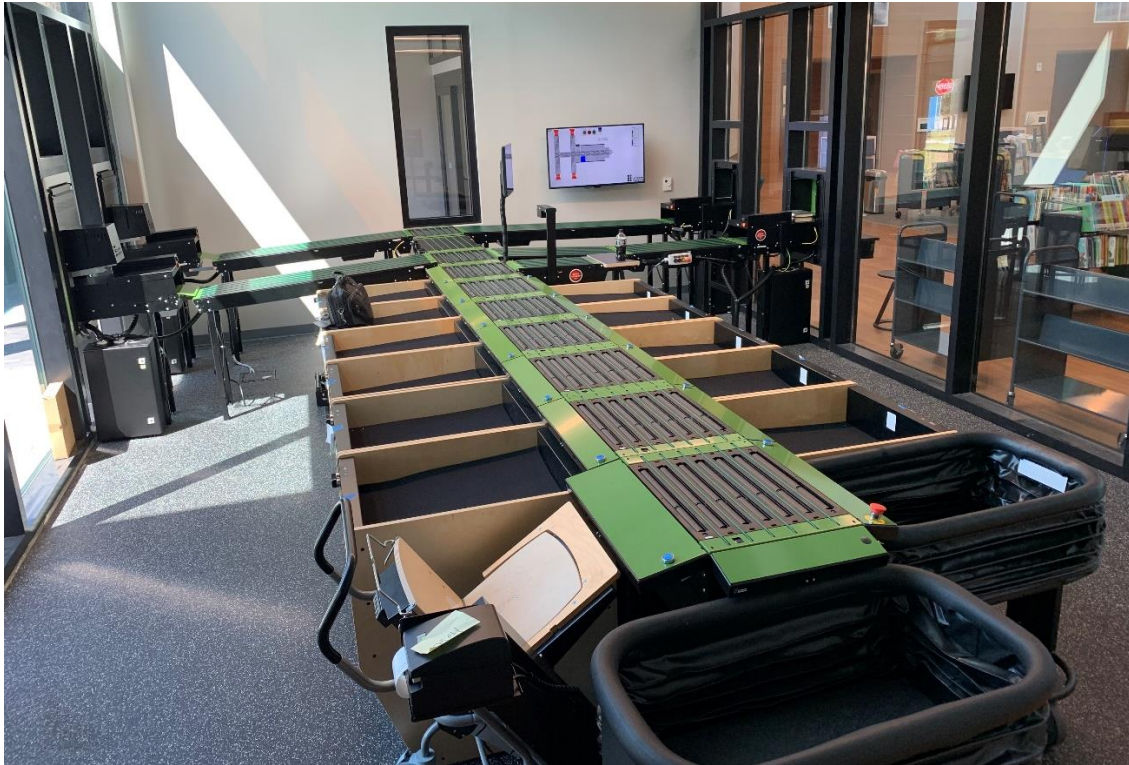


Figure 21 - 2 External / 2 Internal , staff induction, 15-bin configuration

Technical Specifications – Sort Mate™

Sorting capacity:	2,500 material units per hour
Material dimensions:	<p>Max: 400 x 300 x 100 mm (L x W x H) 15.8 x 11.8 x 4 inches (L x W x H)</p> <p>Min: 100 x 100 x 5mm (L x W x H) 2.6 x 2.6 x .1 inches (L x W x H)</p> <p>Max weight: 5 kg (11 lbs.)</p> <p>Min weight: 30 g (1 oz)</p>
Material types that can be handled in the machine:	Books, CD-ROMs, books with enclosures, talking books, video tapes, cassette tapes. Book-like material units containing cassette tapes / CDs.
Requirements for materials:	The bottom side of the item must be flat.
Floor level:	The floor where the sorting system is installed must not vary more than +/- 5 mm.



Sorter Design

The Sort Mate™ is a linear belt sorter consisting of a straight conveying section, on which each piece of library material is transported. The conveying section consists of 6 parallel belts conveying the material to the correct discharge. The round belts on the sorter provide reliable transport of soft materials such as newspapers, magazines, books without hard cover, etc.

At each sorting system discharge, pop-up transverse rollers (diverters) are mounted which lift electrically when items pass over them. When the item is lifted, the rollers roll right or left, directing the items into the book carts placed on either side of the sorting system.



Figure 22- Sort Mate™ components

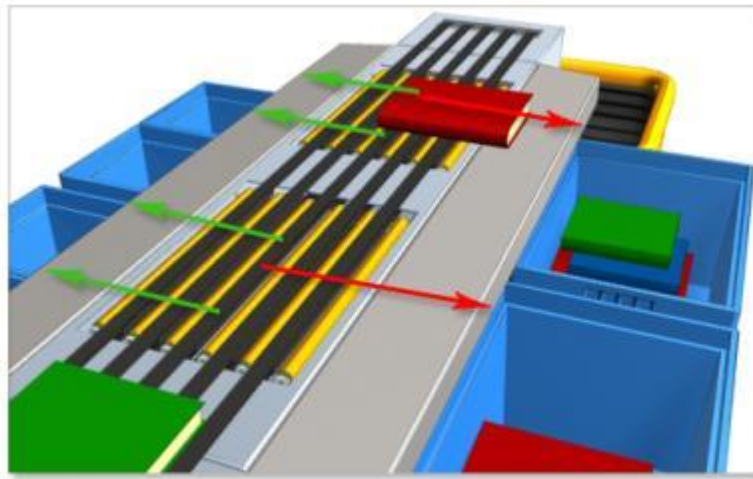


Figure 23- Sorting Principle

Function

The sorting system works as follows:

- The patron inducts one item at a time into the check-in.
- The material ID is read from either the barcode or RFID tag on the item being returned and is checked with the information in the ILS.
- If the material is accepted by the ILS, a “location” or classification for the material is returned to the Library Mate™.
- The material is automatically conveyed into the sorting system towards the correct discharge.
- When the material reaches the correct discharge, it is automatically lifted by the transverse rollers, which then puts it in the correct bin at one of the sorting system sides.
- The patron continues this process until all their items are returned.
- Once complete, a receipt is printed (optional).

Discharge of Reserved Items

Normally the sorting system will include a special destination for reserved or “hold” items. If the library issues all reserved items with reservation tickets, the ticket printing can be linked to the sorting. Once the reserved item has been transferred from the Library Mate™, the sorting system informs the library system and subsequently the reservation ticket is printed. In which case, reservation ticket printing and discharge of the item reserved takes place simultaneously.



Monitoring

Remote supervision of the system via a web-based monitoring service is included. This utility allows the library staff to view the sorting system status from any PC in the library network. The following system information can be accessed via the web-interface:

- Communication failure with the library ILS system
- Library Mate™ is stopped
- Sorting system is stopped
- System sort configuration parameters
- Review error logs
- Change other system parameters

Staff Functions

During the sorting system commissioning, a sorting table is configured determining where items are to be discharged. The sorting system controls can store alternative sorting tables. Training selected staff members during sorting system delivery ensures that afterwards library staff will be able to make the following adjustments on their own:

- Backdating at the Ergo Staff™ Induction
- Edit the sorting table of which locations to be sorted into which discharges
- View returns and sorting statistics from the system
- Choose alternative sorting tables, if an alternative or finer sorting is required
- Set up special chutes
- Change display text on patron screen, or receipts



DISCHARGE TYPE – SORT TROLLEY

If your library sorts a large number of items without emptying the book carts, Lyngsoe offers a trolley with extra capacity and a spring-loaded auto-leveling floor. When items are sorted into the trolley, the bottom will lower incrementally. Chute full monitoring can take place by a photocell transmitting a signal to the sorting system control when the book cart is full, and a replacement cart required. The trolley can be placed at either side of the sorting system or at the end of the Sort Mate™.



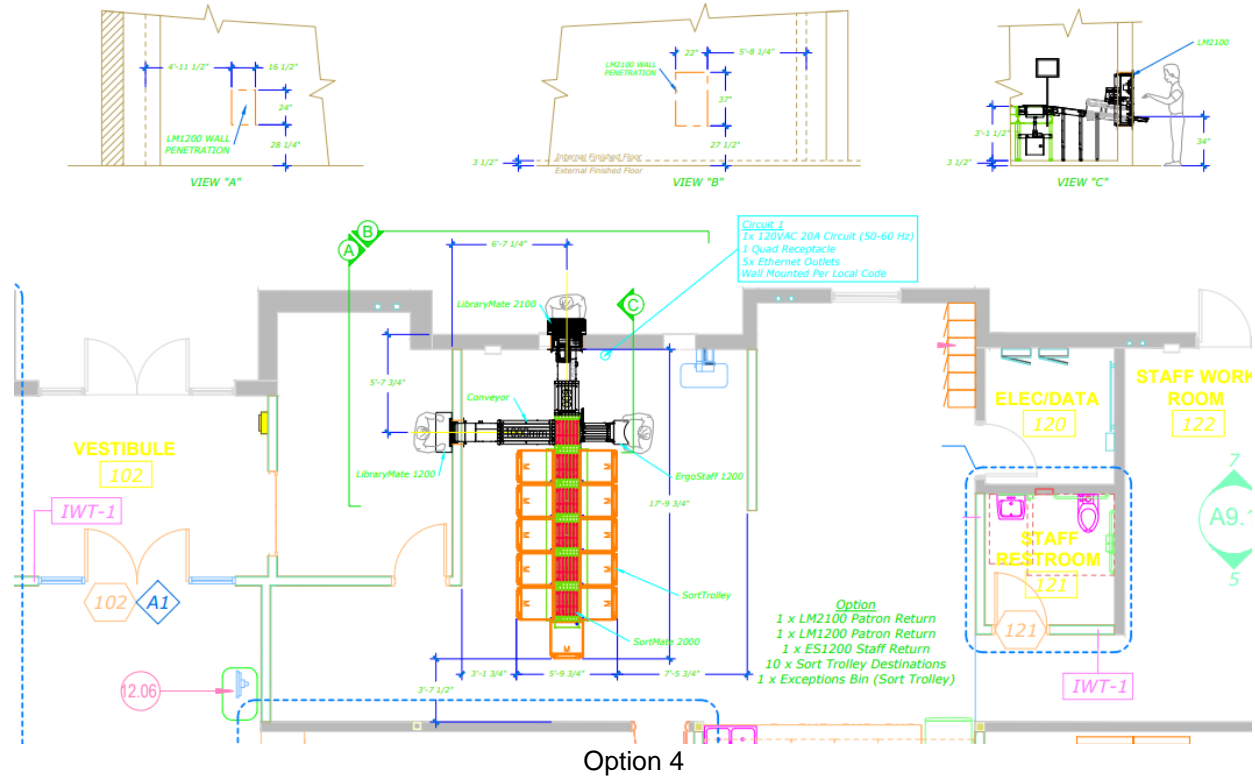
Figure 24-Sort Trolley

Technical Specifications

	Small	Standard	Large
Book cart size:	18 x 24 x 33 inches (L x W x H) 450 x 600 x 830 mm	24 x 24 x 33 inches (L x W x H) 600 x 600 x 830 mm	32 x 24 x 33 inches (L x W x H) 800 x 600 x 830 mm
Book cart weight:	66.1 lbs. (30 kg)	88.2 lbs. (40 kg)	110.2 lbs. (50 kg)
Maximum load:	132 lbs. (60 kg)	265 lbs. (120 kg)	396 lbs. (180 kg)
Sort Trolley™ capacity of assorted books:	75-125	150-250	200-350
Items convenient for Sort Trolley™:	Books, books with enclosures, talking books, video tapes, cassette tapes, CDs, DVDs, newspapers, magazines and other items in “soft” covers. Book-like items, e.g., items containing cassette tapes/CDs		



DRAWINGS





SOUTH BRANCH OPTION 4 CONFIGURATION PRICING

quant	main/add	part number	reader	note	sorting	# of destination	install	warranty	MSRP	extended price	Discou	Price	unit price
1	main	1LM1200R1SM2000	RFID	wall mount LM1200 with Sort Mate™ and LSC	1 SM2000	3-sort point	installed		\$ 42,313.85	\$ 42,313.85	15%	\$ 35,967.00	\$ 35,967.00
1	main	1LM2100R1SM2000	RFID	external LM2100 with Sort Mate™ and LSC	1 SM2000	3-sort point	installed		\$ 54,667.69	\$ 54,667.69	15%	\$ 46,468.00	\$ 46,468.00
4	add	1SM2000		Sort Mate™	1 SM2000	2-sort point	installed		\$ 17,041.54	\$ 68,166.15	25%	\$ 51,125.00	\$ 12,781.25
1	add	1ES1200B	top scan & RFID	Ergo Staff™			installed		\$ 25,127.69	\$ 25,127.69	25%	\$ 18,846.00	\$ 18,846.00
2	add	1LC6000-xx00		Conveyor 500, 600, 800, 900, 1000, 1100, 1200, 1500, 1700, 2000mm			installed		\$ 5,598.46	\$ 11,196.92	25%	\$ 8,398.00	\$ 4,199.00
1	add	1HOLDPRT		hold slip printer			installed		\$ 560.00	\$ 560.00	25%	\$ 420.00	\$ 420.00
11	add	1ERGOTROLLEYM		Ergo Trolley™ medium (std)			installed		\$ 1,800.00	\$ 19,800.00	33%	\$ 13,194.00	\$ 1,199.45
addendum													
quantity	main/add on	part number	reader	note	sorting	# of destinations	installed	warranty	MSRP	extended price	Discount	Price	unit price
										\$ 221,832.31		\$ 174,418.00	




PRICING

Meridian Library District ID South Branch Option4 Pricing		Price
Sortation System –Interior/Exterior system- 2 patron inductions, 1 Staff Induction and 11 sort destinations <i>Lyngsoe Dwg: B26139-000-4-2</i>		
<p>Sortation System</p> <ul style="list-style-type: none"> Qty (1) LM2100 Exterior Library Mate™ check in station (RFID) with touchscreen interface and patron receipt printing Qty (1) LM1200 Interior Library Mate™ check in station (RFID) with touchscreen interface and patron receipt printing Qty (1) Ergo Staff™ ES1200 Staff induction check in station (RFID Top scan barcode Hybrid) with touchscreen interface, hold slip printer, height adjustable work surface, backdating Qty (1) Sort Mate™ Sorter <ul style="list-style-type: none"> (10) Sort Trolley™ destinations with chute full capability (1) exceptions destination (1) LSC Lyngsoe Sort Controller (1) Hold Slip Printer Qty (1) Emergency stops Installation(non-union) Commissioning Shipping Parts Warranty (Standard 12 month) Hotline (24/7) – (Standard 12 month) On-Site Spare Parts kit 		
Equipment pricing		\$161,224
<p>Sort Bins</p> <ul style="list-style-type: none"> Qty (11) Sort Trolleys™ 		
Sort Trolleys™		\$13,194
Total USD		\$174,418



Standard System Options

<p>System accessories</p> <p><u>Interlocked Locking Book drop</u></p> <ul style="list-style-type: none"> • Qty (1) locking book drop • Integration to Library Mate 		
<p>Locking Book Drop</p>		<p>\$6,800</p>

<p>System accessories</p> <p><u>Shade Bonnet</u></p> <ul style="list-style-type: none"> • Add Qty (1) Bonnet for glare reduction 		
<p>Option price</p>		<p>\$950 USD</p>

NOTE: Price excludes any and all required building modifications which are the responsibility of the Building Owner.

Price excludes any tax, local duties, or bonds unless otherwise specified

Options pricing is only valid if purchased with the main system.



SERVICE

EXTENDED SERVICE PLANS

Recommended Service plan for a system this size would consist of the following:

Hotline-	Access to the Lyngsoe Toll Free Hotline Engineers 24 hours a day, 365 days a year
Preventative Maintenance Visits-	A Lyngsoe Technician will travel to site for one (1) system audit and perform preventative maintenance tasks. This work certifies the availability of parts warranty
Training	During acceptance of the system and during Preventative Maintenance visits, we will train staff assuring proper operation and maintenance procedures
On-Site Spare Parts Kit	Included with your system is a collection of spare parts and tool kit to assure the system can be brought back to operation quickly after a failure
Extended Parts Warranty	Non-Wear Part failures by normal use (vandalism excluded) will be replaced at no cost

Service Pricing Option 1

	<u>Hotline</u> <u>Preventative Maintenance</u> <u>Extended Parts Warranty</u>
Year 1	included
Year 2	\$10,466
Year 3	\$10,780
Year 4	\$11,104
Year 5	\$11,438



HOTLINE SERVICE

The hotline can be used when assistance from an experienced Lyngsoe Systems engineer is required. If the hotline is contacted, a hotline report of this call is sent to the Customer after the issue is resolved.

Hotline

If a customer is unable to remedy a problem that renders the system not functional, the Lyngsoe Systems Hotline can be contacted 24 hours a day.

Within 15 minutes of receiving the call, hotline engineers will start troubleshooting the system and supporting the Customer. This will be done by telephone and VPN connection. Establishing a VPN connection to the Customer will be done prior to initial equipment delivery but according to Lyngsoe Systems specifications outlined in the project phase.

Hotline is not available on 24th, 25th and 31st December and 1st January unless other arrangements are made.

Part-to-Site

In the case where a system part, which is not in the spare parts kit, is needed and the customer is covered by Lyngsoe Systems extended parts warranty the process is outlined below.

In the case where a part is needed, and the customer does not have extended part warranty Lyngsoe Systems will need a purchase order to proceed with issuing the part.

Technician-On-Site (TOS)

In the case where problems cannot be solved remotely Lyngsoe Systems will send a technician to site within the shortest possible reasonable response time, subject to the restrictions outlined below.

If the Customer, for other reasons, requests a technician to come on site, Lyngsoe Systems will send a technician to site within the shortest possible reasonable response time, subject to the restrictions outlined below. The Customer must supply a purchase order when ordering Technician -On-Site and costs are invoiced according to the rates in Appendix 1.

For a Technician -On-Site visit the system must be made fully available for the technician.

Dispatching a technician

If a Technician -On-Site is required and the decision to do this is made within Lyngsoe Systems normal opening hours (8.00am - 4.30pm Monday through Friday EST), the technician will commence their journey immediately. Outside of normal opening hours a technician will commence their journey before 12 noon the following weekday.



MAINTENANCE

Planned service visits to the Site(s) are part of good preventive maintenance practice.

Service Visits

Service visits are carried out by Lyngsoe Systems technicians and include the following main points:

- Inspection and health check
- Adjustment of parts
- Replacement of wearing parts
- System optimization
- Check of controls system
- Review of the spare parts inventory

The number of agreed annual service visits and the number of hours per visit are itemized in the price sheet. The date of visits and time of arrival on site will be agreed upon individually with the Customer.

The Customer is requested to make 1 member of staff available during the entire service visit for knowledge transfer and education. In order for us to carry out the most effective service visits, we require that the Customer maintain spare parts on site.

If the service visit is extended, this will be invoiced separately.

All service visits are concluded with a service visit report sent to the Customer. The Customer should provide an email address for this to be sent to.

Spare Parts Service

To ensure maximum uptime on the system it is important that spare parts are available on site.

Spare Parts Stock

A spare parts stock is insurance and will include parts that are critical to the operation of the system. Lyngsoe Systems recommends that the Customer invest in a spare parts starter kit for each product they purchase. While we have a typical standard package the contents of the starter kit can also be tailored to the Customer and the Customer budget. Contents of a standard spare parts starter kit are itemized in Appendix 2.

Consumption of spare parts is not included in this agreement and will be invoiced separately.

EXTENDED PARTS WARRANTY

Lyngsoe Systems will provide the annual price for extending the initial parts warranty covered in the original Lyngsoe Systems Terms and Conditions.



If at any time during the initial or extended warranty period, a part should fail under the conditions of the original Lyngsoe Systems Terms and Conditions, and it is not part of the supplied spare parts package Lyngsoe Systems will ship a part to site as soon as possible. This will be done on mutual agreement that the failed part will be shipped back to Lyngsoe Systems as soon as the new one is installed with a completed Returned Goods Form (Appendix 3). Failure to ship back the failed part will result in Lyngsoe Systems invoicing the customer for the new part.

Exception to this will be when Lyngsoe Systems requests that the failed part not be shipped back. No charges will be incurred by the Customer under this scenario.

Repair Service

Lyngsoe Systems may coordinate the repair of defective parts and components.

The Customer must send defective parts to Lyngsoe Systems with a completed Returned Goods Form (Appendix 3) and the repair work will start when Lyngsoe Systems receives the returned goods. While the duration of the repair work will vary, but we aim to ship repaired goods to the Customer within 30 days of receiving them with standard shipping.

TRAINING

Lyngsoe Systems offers packages will ensure all Customer operators and maintenance personnel have the skills needed to efficiently keep the system in running order. Lyngsoe Systems recommends that maintenance and operators training is scheduled each year to help with any ongoing questions the customer has.



LYNGSOE SYSTEMS SECURE SOLUTION

The Lyngsoe Systems Secure Solution™ Packages provides a large set of automated checks of the current operational state of the Lyngsoe Systems equipment in the library.

Checks:

- If all RFID devices connected a Library Mate™ are online
- If all bar code devices are online
- If the printer is online
- If the ILS/LMS/host is online
- The application PLC communication from Library Mate™ to PLC
- If the motor is online in the Library Mate™ tunnel
- If the sorter is in running state
- If an E-stop has been activated
- The application CMC communication from Library Mate™ to PLC

The Standard Package provides a central monitoring solution for all PC's and SW's from Lyngsoe Systems. Automated set-up, monitoring, patching and standard reports are all included.

The Security Package allows for more alert communication channels and for access to Lyngsoe Systems specialist support. Automated anti-virus updates and OS patching forms a solid platform for a secure PC environment.

The additional opportunity to define automated responses to alerts in the Safety Package brings PC uptime to the highest level, and a backup manager provides the extra safeguard for continued service to patrons.

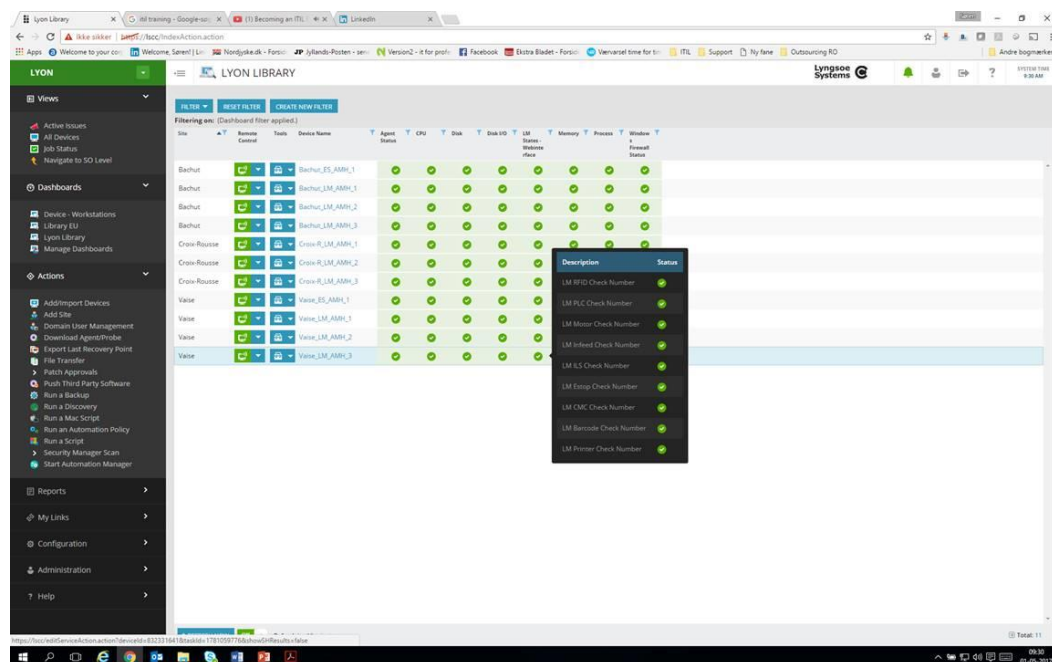


Figure 25 - LS Secure Dashboard



<u>Functionality</u>	<u>Standard Package</u>	<u>Security Package</u>	<u>Safety Package</u>
Monitoring, basic	X	X	X
Alerts, email	X	X	X
Discovery	X	X	X
Remote Manager	X	X	X
Monitoring and Patching, LS apps	X	X	X
Reporting	X	X	X
Hotline		X	X
Alerts, SMS		X	X
Alerts, Custom		X	X
Monitoring, extended		X	X
AV defender		X	X
Patching, OS		X	X
Patching, 3 party			X
Automation Manager			X
Self-healing			X
Backup Manager			X

Figure 26 - LS Secure Features

The Lyngsoe Secure solution pricing is as follows-

<u>Standard</u>	<u>Security</u>	<u>Safety</u>
\$10/month	\$20/month	\$30/month

*Pricing is per monitored device



RATES & EXPENSES

Service Hourly Rates

Valid from January 1, 2023, to December 31, 2023

Hourly Rates (USD)	Normal Hours	Overtime Hours	Travel Hours	Holiday Hours
Service Engineer	165.00	247.50	165.00	330.00
Software Engineer	171.00	256.50	171.00	342.00

Normal Hours / Overtime

Normal hours are from 08.00 am to 4.30 pm Local Time

Overtime is after 4.30 pm on weekdays, Saturdays/Sundays and holidays according to USA calendar.

Travel Expenses

Car expenses are charged according to invoice

Other expenses are charged according to invoice

Hotel and Meal Allowances

Hotel expenses are charged according to invoice

Allowances are charged according to current per diem rates

Subsistence allowances are charged where work including transportation time is terminated after 6 hours is charged at 45% of the tariff in force.

NOTE:

- All prices exclusive of hotel and subsistence allowances.
- All prices exclude transport costs and travel time.



PAYMENT TERMS

20% on receipt of order
 35% on shipment
 45% at beneficial use
 net 30 days

Late payments subject to 1-½% interest charges per month.

This proposal is based on Lyngsoe Systems’ standard terms and conditions.

Sales tax, or other state and local taxes have not been included unless specifically stated.

PRELIMINARY PROJECT SCHEDULE

This project schedule represents a framework schedule for each site.

Contract Signature/Letter of Authorization	: Receipt of PO
Drawings Approved	: 1 weeks At Receipt of Order (ARO)
Shipment	: 16 weeks ARO
System Delivery	: 22 weeks ARO
Set up Complete	: 24 weeks ARO
Final Acceptance (Start of Warranty)	: 24 weeks ARO

*Schedules to be confirmed after order. Current lead times could change due to supply chain and/or shipping issues

*Standard Sea Freight quoted. Expedited air freight shipping quoted separately.

This Proposal Is Valid For 3 Months



CONTRACT APPROVAL

Proposal Number: 185.638.001

Proposal Date: November 1, 2023

This Proposal Remains Valid Through: February 1, 2024

This Sales Agreement, hereinafter called "Agreement", made by and between the Meridian Library District, hereinafter called "Buyer", and Lyngsoe Systems Inc. with its principal place of business located at 1664 Bowmans Farm Road, Suite 109, Frederick MD 21701 called "Seller", constitutes agreement of the parties as follows:

CONTRACT DOCUMENTS

In addition to the attached Terms and Conditions of Sale, the following documents (collectively "Contract Documents") are also part of the Agreement and are hereby incorporated into the Agreement. Should the additional Contract Documents or different or additional terms and conditions contain any term or condition inconsistent with the Terms and Conditions of Sale, the Terms and Conditions of Sale shall govern. The additional Contract Documents, copies of which are appended hereto, are as follows:

Seller's Proposal 185.638.001 dated November 1, 2023, including Seller's Drawings as listed in Seller's Proposal 185.638.001 dated November 1, 2023 ("Proposal").

Summary of Scope to be purchased

Sorter Option# _____	Price _____
Option _____	Price _____
Option _____	Price _____
	TOTAL _____

Tax Exemption Status _____ Non-exempt Exempt ID# _____

AUTHORIZED FOR BUYER BY:

Buyer _____
Signature _____
Name _____
Title _____
Date _____

AUTHORIZED FOR SELLER BY:

Seller Lyngsoe Systems Inc.
Signature _____
Name Cory McCoy
Title President
Date _____



OWNER'S RESPONSIBILITIES

- a) Provide any necessary permits and/or licenses.
- b) Provide power to a location near the sorter and coordinated points near the conveyor route (within 10 feet) 120V single phase.
- c) If required, provide details of structural, or imbedded obstructions within floor or ceiling structures. X-ray or other methods is not included unless otherwise specified.
- d) Provide one network drops per Library Mate™ or Ergo Staff™, one for each sorter for communication and support, and one for onsite commissioner.
- e) Provide one SIP license for each check-in station.
- f) Allow for site-to-site VPN (IPSEC) for commissioning and ongoing hotline support. Additional details contained in LS Remote Customer Support document
- g) Provide a clear path for access to and from the system site for personnel and equipment.
- h) Provide secure, dry, convenient storage for equipment, tools and materials used on site.
- i) Provide adequate working space for the Lyngsoe Engineers. Provide lighting for the site at the location where the work is to be performed. Provide parking and restroom facilities. Provide onsite security.
- j) If special lift equipment is required, Lyngsoe Systems must have access to a ramp door.
- k) Areas of system to be broom swept by other contractors prior to the start of Lyngsoe Systems delivery.
- l) Training required for on-site activities (safety, OSHA, etc) in excess of 4 hours will be billed at \$165/hr plus expenses
- m) Provide no later than the scheduled start up date, the system site free and clear and ready for Lyngsoe Systems to begin set up. Lyngsoe Systems acknowledges that some degree of facility construction may be underway during set up. The Purchaser acknowledges its responsibility to minimize possible resulting disruptions to Lyngsoe Systems' set up process.
- n) Provide no later than start up date, all civil work and necessary removal or modifications of existing equipment or buildings. For instance, the building modifications required for the setup of the Library Mates™ in exterior or interior walls, and penetration points through walls required by the conveyor run. Architectural finishing of penetration points after set up of Library Mates™ if required.



WARRANTY

Seller warrants that (a) the Equipment shall be free from all liens, charges or encumbrances, except any lien of the Seller in respect of any unpaid portion of the Purchase Price; (b) the Equipment shall be free from defects in material and workmanship and shall conform to the provisions and specifications of the Agreement; and (c) the Equipment shall be new and of a quality consistent with the Seller's usual and normal production. Seller shall, at its option, repair or replace (replacement parts to be shipped F.O.B. Seller's factory) any defective Equipment or component thereof, provided, however, that Seller is given written notice of any defect during the warranty period. Unless otherwise stated in the Proposal, the warranty period shall commence on the date on which Seller tenders the Equipment to Buyer for commercial use and shall terminate one year thereafter. Buyer shall give Seller prompt written notice of any claim under the foregoing Warranty and permit Seller to inspect the Equipment to verify the defect or nonconformity. Failure of Buyer to give Seller such notice and opportunity to inspect shall relieve Seller of all obligations with respect to such claims. Buyer's remedies and Seller's obligations in connection with any claim made under this warranty shall be limited to repair or, at Seller's option, replacement of the Equipment or part thereof which is found to be defective. Labor performed at the Worksite regarding warranty claims is not included in this warranty. Buyer shall be responsible for the normal maintenance and repair of the Equipment and shall perform the same in accordance with generally accepted maintenance procedures or such other procedures as are set forth in maintenance and repair manuals provided by Seller to Buyer. Seller shall not be responsible for and shall not be obligated to pay or to reimburse Buyer for (a) any Equipment or repairs performed on the Equipment by third parties except for mutually agreed subcontractors; (b) any materials furnished by third parties for use in connection with the Equipment if the same was undertaken or furnished without mutual prior written consent; or (c) any loss or damage arising from improper operation, maintenance of the Equipment or ordinary wear and tear. This warranty does not apply to any Equipment components or software not manufactured by Seller, and Buyer's sole warranty with respect to such items shall be that of the manufacturer.

The foregoing warranties shall be Buyer's sole and exclusive remedy.

THIS WARRANTY COMPRISES THE SOLE AND ENTIRE WARRANTY PERTAINING TO THE WORK SOLD BY SELLER, AND SELLER MAKES NO OTHER WARRANTY, GUARANTEE, OR REPRESENTATION OF ANY KIND WHATSOEVER PERTAINING TO THE SYSTEM. ALL OTHER WARRANTIES, INCLUDING BUT NOT LIMITED TO MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE, WHETHER EXPRESS, IMPLIED, OR ARISING BY OPERATION OF LAW, TRADE USAGE OR COURSE OF DEALING, ARE HEREBY EXPRESSLY DISCLAIMED BY SELLER.

Further Service Agreements can be supplied and quoted upon request. System issues deemed not mechanical or software related (i.e.: vandalism, damage due to neglect, or unauthorized modifications) will be subject to a service charge TBD.



TERMS AND CONDITIONS OF SALE

APPLICATION

1. These General Terms and Conditions of Sale ("GTCS") apply to all contracts of sale of LYNGSOE products and/or LYNGSOE software - collectively referred to as "Goods" hereafter, between Lyngsoe Systems A/S (*together with its affiliates, successors and assigns "LYNGSOE"*) and the customer ("Customer"). LYNGSOE and Customer are sometimes referred to herein individually as a "Party" and together the "Parties".
2. If the Goods also solely or as a combination include the sale of LYNGSOE Software, the terms of the LYNGSOE End User License set forth in Appendix 1 hereto shall equally apply in addition to the terms of the GTCS. In the event of any discrepancies between the LYNGSOE End User License and the GTCS, the terms of the LYNGSOE End User License shall prevail for the purpose of the LYNGSOE Software only. If the Goods are "made to order" or similarly engineered and manufactured specifically for the Customer "Engineered Goods", the terms of the LYNGSOE Terms for Engineered Goods set forth in Appendix 2 hereto shall equally apply in addition to the terms of the GTCS. In the event of any discrepancies between the LYNGSOE Terms for Engineered Goods and the GTCS, the terms of the LYNGSOE Terms for Engineered Goods shall prevail for the purpose of the Engineered Goods only.
3. No departure from these GTCS shall be binding unless agreed in writing between LYNGSOE and the Customer.
4. LYNGSOE shall be entitled to alter these GTCS upon 14 calendar days' written notice effective for all orders that LYNGSOE receives after the expiration of the notice period. However, LYNGSOE may alter agreed payment terms and credit limits at any time and for any reason without notice.
5. Any terms and conditions contained in or delivered with the Customer's order or other document shall not be binding, and the Customer waives any right, which it otherwise might have to rely on such terms and conditions.

QUOTATIONS, ORDERS AND ORDER ACKNOWLEDGEMENTS

6. Only a quotation in writing by email from LYNGSOE ("Quotation") is binding on LYNGSOE. Quotations are open for acceptance in writing by email to LYNGSOE by the Customer for 15 business days from the date of the Quotation unless otherwise stated in the Quotation.
7. Any order(s) placed by the Customer and any acceptance(s) of Quotation(s) by the Customer shall bind LYNGSOE, provided the order(s) or acceptance(s) of Quotation(s) was/were placed in writing by email to LYNGSOE or, in case of acceptance(s) of Quotation(s), by return-mail, and provided the order(s) or acceptance(s) of Quotation(s) was/were confirmed in writing by LYNGSOE within 15 business days from the date of receipt by LYNGSOE of the order(s) or acceptance(s) of Quotation(s) ("Order Acknowledgement").
8. If the terms and conditions related to delivery time, quantity, price, payment terms, delivery clause, delivery by instalments or other matters stated in LYNGSOE's Order Acknowledgement vary from the Customer's order(s) or acceptance(s) of Quotation(s) and the Customer wants to reject these variations, the Customer must notify LYNGSOE to that effect within 5 business days of the date of receipt of the Order Acknowledgement, failing which the Customer shall be deemed to have accepted the terms and conditions set out in the Order Acknowledgement, which shall constitute a binding commitment between the Parties.

DELIVERY. TRANSFER OF RISKS

9. LYNGSOE retains title to the Goods until the purchase price has been paid in full.
10. Absent any delivery clause in the Order Acknowledgement to the contrary, delivery shall be deemed to have occurred ex works LYNGSOE, Frederick MD. The Customer shall be ready for and accept delivery at the delivery date stated in the Order Acknowledgement or other communication from LYNGSOE, failing which delivery is deemed to have occurred at the delivery date, stated in the Order Acknowledgement or other communication. Notwithstanding any agreed delivery clause, LYNGSOE shall be free to select the carrier and mode of transportation.
11. If the Goods are transported from LYNGSOE's warehouse by or on behalf of LYNGSOE, the Customer must, when the Goods arrive at the destination, in order to get the Goods released by the carrier sign the accompanying delivery note. If any Goods are visibly damaged, the Customer must give details thereof on the delivery note and must file a claim with the carrier and with LYNGSOE in writing via email to LYNGSOE within 24 hours, failing which the Customer shall be deemed to have waived any rights which the Customer might have in respect of the damaged Goods.
12. The Customer must thoroughly examine all Goods immediately upon delivery for the purpose of ascertaining whether the Goods are defect or inconsistent with the data in the Order Acknowledgement (the "Examination"). The Customer shall be deemed to have accepted the Goods in respect of inconsistency with the data in the Order Acknowledgement, which the Customer discovered or ought to have discovered during the Examination, if the Customer has not notified LYNGSOE to the contrary in writing via email within 5 business days after the delivery time as stated in the Order Acknowledgement.
13. Except where otherwise specified, Quotations and/or Order Confirmations do not include delivery of installation materials or mechanical and electrical assembly or commissioning of the Goods ("Installation Services"). In the event that the Customer requests Installation Services to be carried out by the LYNGSOE Service Department, such Installation Services will be invoiced at the then-current rates for same. In the performance of the Installation Services, LYNGSOE shall only be liable for damages that occur as a result of gross negligence or wilful misconduct on the part of LYNGSOE.

DELIVERY DELAY

14. Should LYNGSOE not be able to deliver by the delivery time as stated in the Order Acknowledgement or other communication from LYNGSOE, LYNGSOE shall as soon as possible notify the Customer to that effect and at the same time state when delivery is expected to take place. If delivery is expected to take place more than, or has not taken place within, 14 business days after the delivery time as stated in the Order Acknowledgement, and the delay is caused by circumstances for which LYNGSOE is responsible, the Customer shall be entitled to reject the Goods by notifying LYNGSOE to that effect within 3 business days after receipt of LYNGSOE's notification or the expiration of the 14 business days, whichever comes first, failing which notification by the Customer, the Customer shall be deemed to have waived the right to reject the Goods. *Except as stated in this*



Clause 14, the Customer is not entitled to raise any other claims in the event of delayed delivery, whether claims for damages based on negligent acts/omissions or otherwise.

WARRANTY. PRODUCT LIABILITY

15. Subject to the conditions of Clauses 16-21, LYNGSOE warrants that finished Goods will be free from defects in materials and workmanship under normal use of the Goods in the industry for a period of 12 months from the delivery time as stated in the Order Acknowledgement and that spare parts will be free from defects in materials and workmanship under normal use of the spare parts in the industry for a period of three months from the delivery time as stated in the Order Acknowledgement.
16. Any warranty claim by Customer based on any defect in finished Goods or spare parts, which defect the Customer discovered or ought to have discovered during the Examination, shall be notified in writing via email to within 10 business days after the delivery time as stated in the Order Acknowledgement or, where the defect could not reasonably have been discovered during the Examination, within 7 business days after manifestation of the defect, failing which Customer shall be deemed to have accepted the finished Goods or spare parts as non-defective. Warranty claims notified by Customer to LYNGSOE after the expiration of the warranty term stated in Clause 15 are not accepted.
17. Where any valid warranty claim is notified to LYNGSOE in accordance with the terms of Clause 16 and approved by LYNGSOE in writing (which approval shall not be unreasonably withheld), LYNGSOE shall fulfil its warranty obligations as follows: (i) If Customer can be reasonably expected to be able to repair the defect, if necessary with support from the technical support of LYNGSOE's Service Department, LYNGSOE may fulfil its warranty obligations by sending the necessary replacement parts to Customer free of charge; (ii) If Customer cannot be reasonably expected to be able to repair the defect, LYNGSOE shall repair or replace the defective finished Goods or spare parts, subject to the Customer assigning to LYNGSOE all property rights to such defective finished Goods or spare parts; replacement Goods or spare parts will be new, equivalent to new or re-conditioned; or (iii) If none of the foregoing remedies are commercially viable in LYNGSOE's sole judgment, LYNGSOE may opt instead to refund to Customer the net purchase price paid by Customer for the defective finished Goods or spare parts less reasonable depreciation of the value due to use or age, subject to the Customer assigning to LYNGSOE all property rights to such defective finished Goods or spare parts. The Customer shall, within 10 business days of the defective finished Goods or spare part being replaced, enquire at LYNGSOE's Technical Support and Service department, if the Customer shall return to LYNGSOE replaced defective finished Goods or spare parts or destroy same and may not return such finished Goods or spare parts to LYNGSOE, unless LYNGSOE's Technical Support and Service department has authorized the return in writing. LYNGSOE shall assume all responsibility and expense for freight and freight insurance, unless the warranty claim is not valid in LYNGSOE's reasonable judgment and Customer shall assume all responsibility and expense for dismantling, removal, re-installation and duties in connection with the foregoing.
18. The warranties contained herein shall not extend to any finished Goods or spare parts from which any serial number has been removed or which have been damaged or rendered defective (a) as a result of wilful or accidental damage, negligence, misuse or abuse; (b) due to water or moisture, lightning, windstorm, abnormal voltage, harmonic distortion, dust, dirt, corrosion or other external causes; (c) by operation outside the specifications contained in the user documentation; (d) by the use of spare parts not manufactured or sold by LYNGSOE or by the connection or integration of other equipment or software not approved by LYNGSOE; (e) by modification, repair or service by anyone other than LYNGSOE, who has not applied for and been approved by LYNGSOE to do such modification, repair or service; (f) due to procedures, deviating from procedures specified by LYNGSOE; or (g) due to failure to store, install, test, commission, maintain, operate or use finished Goods and spare parts in a safe and reasonable manner and in accordance with LYNGSOE's instructions.
19. None of the warranties contained herein shall apply, unless the total purchase price for the defective finished Goods or spare parts has been paid by the due date for payment.
20. Customer shall have no other remedies in connection with defective finished Goods or spare parts than the rights granted pursuant to Clauses 16-19. Except as set forth in the express warranties contained herein, LYNGSOE makes no conditions, warranties, representations, express or implied, in fact or in law, including, but not limited to, any warranties of satisfactory quality, merchantability or fitness for a particular purpose or any warranties arising out of usage or trade, all of which are expressly excluded to the fullest extent permissible by applicable law.
21. The warranties contained herein apply only to the original purchaser and are not assignable or transferable to any subsequent purchaser or end-user.
22. *To the extent not contrary to applicable mandatory legislation, LYNGSOE shall only be liable for damage to property and for personal injuries caused as a consequence of defects in the finished Goods or spare parts delivered (product liability) to the extent that it is documented that such defect arose due to LYNGSOE's default or negligent errors or omissions.*

RETURN OF GOODS. CANCELLATION OF ORDERS

23. Goods may not be returned to LYNGSOE, unless LYNGSOE has authorized the return in writing. Where LYNGSOE has authorized the return of Goods, the Customer shall follow the guidelines for returns issued by LYNGSOE from time to time.
24. Any order(s) placed by the Customer and any acceptance(s) of Quotation(s) by the Customer are binding on the Customer and cannot be cancelled by the Customer unless LYNGSOE agrees. LYNGSOE therefore retains the right to charge the Customer in full for any and all order(s) placed and for any and all acceptance(s) of Quotation(s).

PRICE

25. Unless otherwise stated in LYNGSOE's proposal or order acknowledgement, all purchase prices exclude any sales, use, excise, value added or other taxes or duties imposed by any governmental authority. The rate of any taxes or duties will be that applying at the time of invoicing.
26. Unless otherwise stated or informed by the customer prevailing wages does not apply in connection with deliveries and services provided under this agreement. LYNGSOE does not have knowledge of which contracts are subject to Prevailing Wages requirements.
27. Lyngsoe Systems can, at its reasonable discretion, increase fees in the pricing table or other annexes to this Agreement once per calendar year for inflation, measured by the greater of (i) the annual change in the U.S Consumer Price Index from the prior 12-month period; or (ii) 1% per individual



fee or in the aggregate without triggering any of the termination provisions in this Agreement. Lyngsoe Systems will issue a fee adjustment notice at least 90 days prior to the effective date of the fee change. Client acknowledges that any adjustment, should it occur, does not constitute a breach, modification, amendment, or addendum to or of the terms of this Agreement.

PAYMENT. PAYMENT DELAY

28. The purchase price as specified in LYNGSOE's Order Acknowledgement is payable according to the payment terms specified in the Order Acknowledgement. In the absence of payment terms in the Order Acknowledgement, delivery will only take place against simultaneous cash payment of the purchase price.
29. In the event that the Customer should remain in arrears with payments to LYNGSOE for any reason for 10 business days or more, LYNGSOE shall be entitled to:
- Terminate the Order Acknowledgement and/or any other contracts of sale and demand immediate return of all unpaid Goods, delivered to the Customer, at the Customer's expense;
 - Suspend delivery of the Order Acknowledgement and/or any other contracts of sale for future delivery;
 - Keep any Customer property in LYNGSOE's possession as a lien;
 - Claim interest at the rate of 2 % per month or any part thereof, as from the due date and until payment is made;
 - Sell the Goods to a third party and claim from the Customer damages for any loss suffered.
- At the request of Customer, LYNGSOE shall in writing inform the Customer of its decision to assert any of the above rights but shall not be required to give any notice.
30. LYNGSOE may use all monies received from the Customer towards payment of any part of any debt owing by the Customer at LYNGSOE's sole discretion irrespective of any instructions to the contrary by the Customer.

INTELLECTUAL PROPERTY RIGHTS INFRINGEMENTS

31. To the best of LYNGSOE's knowledge, Goods delivered by LYNGSOE to the Customer do not infringe any third-party intellectual property rights. However, LYNGSOE does not make any warranty to that effect. Moreover, LYNGSOE shall have no liability for any claim of infringement which is based on the use of the Goods other than as authorized by LYNGSOE and in a manner for which they were designed. In the event that Goods or any part(s) thereof are held by a court of competent jurisdiction, not subject to appeal, to infringe a third party's intellectual property right, proprietary right or contractual right, LYNGSOE shall in its sole discretion (a) procure for the Customer and the Customers' customers the right to continue to use the Goods; (b) replace the Goods with non-infringing Goods, subject to the Customer assigning all property rights to such Goods to LYNGSOE; (c) modify the Goods, or, where modification does not require any special knowledge, provide the Customer with parts enabling him to modify the Goods at his own expense, to avoid infringement; or (d) recall the Goods. If LYNGSOE decides to recall the Goods, LYNGSOE shall, if the Goods were delivered to the Customer within the immediately preceding two year period, refund the purchase price for the Goods to the Customer less a reasonable depreciation due to age, use, and condition, subject to the Customer assigning all property rights to such Goods to LYNGSOE. If the Goods were delivered to the Customer before the immediately preceding two year period, LYNGSOE shall not be obligated to make any refund.
32. The above constitutes LYNGSOE's maximum liability in respect of Clause 29 herein, and the Customer shall limit his liability towards his customers accordingly.

LIMITATION OF LIABILITY

33. In no event shall LYNGSOE be liable in tort, contract or otherwise (including negligence) to compensate the Customer for any business interruption, loss of (anticipated) profits, revenue, business, contracts or (anticipated) savings, costs of procurement of substitute Goods or services or any other special, indirect or consequential loss or any punitive damages.
34. LYNGSOE's total liability under any cause of action shall not exceed the amounts received by LYNGSOE from the Customer pursuant to the Order Acknowledgement giving rise to the liability. However, in regard specifically to LYNGSOE's total liability for damages caused by defects in the Goods delivered (Product Liability), such liability shall in no event - regardless of whether such damages are arising in contract, tort, negligence or otherwise - exceed 300k USD per damage/3 million per year.
35. *In the event that LYNGSOE incurs liability towards a third party with respect to Goods delivered or services provided to the Customer, including in respect of product liability and intellectual property rights infringement, the Customer is obliged to indemnify LYNGSOE to the extent that LYNGSOE's liability is limited under the provisions stipulated above.*

GENERAL

36. *The GTCS and all contracts of sale of Goods, including but not limited to, any and all Order Acknowledgement, between LYNGSOE and the Customer shall be exclusively governed by and construed in accordance with the laws of the Maryland. The Parties submit to the exclusive jurisdiction of Maryland courts. If a third-party files a claim against one of the Parties for damages on product liability or intellectual property rights infringements, this Party shall immediately inform the other Party thereof. The Parties are mutually obliged to let themselves be summoned to appear before a court of justice / arbitration that hears such claim for damages. The mutual relationship between LYNGSOE and the Customer shall however be resolved in accordance with the provisions of this Clause.*
37. The invalidity, unenforceability or illegality of any term, condition or stipulation in the GTCS shall not affect the validity, enforceability or legality of the remaining terms, conditions and stipulations of the GTCS.



38. Except as provided herein, any required or permitted notices hereunder must be given in writing at the registered address of each Party, or to such other address as either Party may notify to the other Party by written notice in the manner contemplated herein, by one of the following methods: electronic mail, hand delivery, registered mail, or facsimile.
39. Non-performance of either Party shall be excused to the extent that performance is rendered impossible by strike, lock-out, fire, severe weather, flood, earthquake, terrorism, war, acts of God, governmental acts, failure of suppliers or carriers for any reason or any other reasons beyond the reasonable control of the non-performing party.

WEEE

40. With reference to Directive 2012/19/EU of the European Parliament and of the Council of 4 July 2012 on waste electrical and electronic equipment (WEEE) and any applicable amendments thereto or substitutions thereof, all Customers who purchase electrical and electronic equipment from LYNGSOE for distribution within the European Union are responsible for providing means of waste disposal and scrapping of such equipment in accordance with applicable national law.

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APPENDIX 1

LYNGSOE END USER LICENSE AGREEMENT

This End User License Agreement ("Agreement") constitutes a valid and binding agreement between Lyngsoe Systems A/S, (together with its affiliates, successors and assigns "LYNGSOE") and you ("you," or "your") for the use of the LYNGSOE Software, as the term is defined below. You must enter into this agreement in order to install and use LYNGSOE Software.

BY INSTALLING AND USING THE LYNGSOE SOFTWARE, YOU AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, DO NOT INSTALL OR USE THE LYNGSOE SOFTWARE

1. LICENSE GRANT

Subject to the terms of this Agreement, LYNGSOE hereby grants you a limited, non-exclusive, non-sublicensable, non-assignable license to download, install and use a single copy of the LYNGSOE Software, including any online or enclosed documentation, data distributed to your computer for processing and any future programming fixes, updates and upgrades provided to you (collectively, the "LYNGSOE Software"), onto a network server or computer workstation for your sole use to install, interact with and utilize the LYNGSOE Software, including the content and features contained therein. This license may not be shared, transferred to or used concurrently on different servers or workstations. You may make a single back-up copy of the software for archival purposes.

2. LICENSE RESTRICTIONS

(a) Notwithstanding anything to the contrary, you may not: (i) remove any proprietary notices from the LYNGSOE Software or any copy thereof; (ii) cause, permit or authorize the modification, creation of derivative works, translation, reverse engineering, decompiling or disassembling or hacking of the LYNGSOE Software; (iii) sell, assign, rent, lease, act as a service bureau, or grant rights in the LYNGSOE Software, including, without limitation, through sublicense, to any other entity without the prior written consent of LYNGSOE; (iv) use the LYNGSOE Software in any way that would violate any applicable law, regulation or ordinance; Furthermore, you may not use the LYNGSOE Software to develop, generate, transmit or store information that: (A) infringes any third party's intellectual property or other proprietary right; (B) is defamatory, harmful, abusive, obscene or hateful; (C) in any way obstructs or otherwise interferes with the normal performance of another person's use of the LYNGSOE Software, (D) performs any unsolicited commercial communication not permitted by applicable law; (E) is harassment or a violation of privacy or threatens other people or groups of people; and (F) impersonates any other person, or steals or assumes any person's identity (whether a real identity or online nickname or alias).

(b) The LYNGSOE Software contains confidential and trade secret information owned or licensed by LYNGSOE, and you agree to take reasonable steps at all times to protect and maintain the confidentiality of such information.

c) The LYNGSOE Software may be incorporated into, and may incorporate, technology, software and services owned and controlled by third parties. Use of such third-party software or services is subject to the terms and conditions of the applicable third-party license agreements, and you agree to look solely to the applicable third party and not to LYNGSOE to enforce any of your rights. All modifications or enhancements to the LYNGSOE Software remain the sole property of LYNGSOE. LYNGSOE reserves the right to add additional features or functions to the LYNGSOE Software. When installed on your computer, the LYNGSOE Software periodically communicates with LYNGSOE servers. You acknowledge and agree that LYNGSOE has no obligation to make available to you any subsequent versions of its software applications.

3. PERMISSIONS TO UTILIZE

In order to receive the benefits provided by the LYNGSOE Software, you hereby grant permission for the LYNGSOE Software to utilize the processor and bandwidth of your computer Goods. You understand that the LYNGSOE Software will protect the privacy and integrity of your computer resources and communication and ensure the unobtrusive utilization of your computer resources to the greatest extent possible.

4. PROPRIETARY RIGHTS



The LYNGSOE Software contains proprietary and confidential information of LYNGSOE, including copyrights, trade secrets and trademarks contained therein, which are protected by international copyright laws. Title to and ownership of the LYNGSOE Software, including without limitation all intellectual property rights therein and thereto, are and shall remain the exclusive property of LYNGSOE and its suppliers, and except for the limited license granted to you, LYNGSOE reserves all right, title and interest in and to the LYNGSOE Software. You shall not take any action to jeopardize, limit or interfere with LYNGSOE's ownership of and rights with respect to the LYNGSOE Software. You acknowledge that any unauthorized copying or unauthorized use of the LYNGSOE Software is a violation of this Agreement and copyright laws and is strictly prohibited.

5. TERMS AND TERMINATION

(a) This Agreement will be effective as of the date you accept this Agreement, thereby expressly agreeing to the terms and conditions set forth herein and will remain effective until terminated by either party as set forth below.

(b) You may terminate this Agreement at any time provided you cease all use of the LYNGSOE Software AND destroy or remove from all hard drives, networks, and other storage media all copies of the LYNGSOE Software in your possession. LYNGSOE may terminate this Agreement if you do not comply with the terms and conditions of this agreement by providing notice to you and/or preventing your access to the LYNGSOE Software.

(c) Upon termination of this Agreement for any reason (i) all licenses and rights to use the LYNGSOE Software shall terminate and you must remove the LYNGSOE Software from your computer equipment and dispose of all originals and copies of the LYNGSOE Software in your possession, and (ii) Sections 2, 4, 5(b), and 6 through 11 shall survive such termination.

6. YOUR REPRESENTATIONS AND WARRANTIES

(a) You represent and warrant that (i) you possess the legal right and ability to enter into this Agreement and to comply with its terms, (ii) you will use the LYNGSOE Software for lawful purposes only and in accordance with this Agreement and all applicable laws, regulations and policies, (iii) you will not attempt to decompile, reverse engineer or hack the LYNGSOE Software to defeat or overcome any encryption and/or other technical protection methods implemented by LYNGSOE with respect to the LYNGSOE Software and/or data transmitted, processed or stored by LYNGSOE or other users of the LYNGSOE Software, (iv) you will not take any steps to interfere with or in any manner compromise any of LYNGSOE security measures, any other individual's or entity's computer on the Network and/or otherwise sharing Services, (v) you will always provide and maintain true, accurate, current and complete information as requested by LYNGSOE, and (vi) you will only use the LYNGSOE Software on computer equipment on which such use is authorized by the computer's owner.

(b) You agree that you will not use any automatic or manual device or process to interfere or attempt to interfere with the proper working of the LYNGSOE Software, except to remove the LYNGSOE Software from computer equipment of which you are an owner or authorized user in a manner permitted by this Agreement. You may not violate or attempt to violate the security of the LYNGSOE Software. LYNGSOE reserves the right to investigate occurrences which may involve such violations, and may involve, and cooperate with, law enforcement authorities in prosecuting users who have participated in such violations.

(c) If LYNGSOE has reasonable grounds to suspect that your representations, warranties or promises are inaccurate or breached, LYNGSOE may terminate this license, deny any or all use of the LYNGSOE Software, and pursue any appropriate legal remedies.

7. INDEMNITY

You agree to indemnify, hold harmless and defend LYNGSOE and its affiliates, parent companies, subsidiaries, officers, directors, employees, agents and network service providers at your expense, against any and all third-party claims, actions, proceedings, and suits and all related liabilities, damages, settlements, penalties, fines, costs and expenses (including, without limitation, reasonable attorneys' fees and other dispute resolution expenses) incurred by LYNGSOE arising out of or relating to your (a) violation or breach of any term of this Agreement or any policy or guidelines referenced herein, or (b) use or misuse of the LYNGSOE Software.

8. DISCLAIMER OF WARRANTIES

(a) THE LYNGSOE SOFTWARE IS PROVIDED "AS IS" AND THERE ARE NO WARRANTIES, CLAIMS OR REPRESENTATIONS MADE BY LYNGSOE, EITHER EXPRESS, IMPLIED, OR STATUTORY, WITH RESPECT TO THE LYNGSOE SOFTWARE, INCLUDING WARRANTIES OF QUALITY, PERFORMANCE, NON-INFRINGEMENT, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE, NOR ARE THERE ANY WARRANTIES CREATED BY COURSE OF DEALING, COURSE OF PERFORMANCE, OR TRADE USAGE. LYNGSOE FURTHER DOES NOT REPRESENT OR WARRANT THAT THE LYNGSOE SOFTWARE WILL ALWAYS BE AVAILABLE, ACCESSIBLE, UNINTERRUPTED, TIMELY, SECURE, ACCURATE, COMPLETE, ERROR-FREE, OR WILL OPERATE WITHOUT PACKET LOSS, NOR DOES LYNGSOE WARRANT ANY CONNECTION TO OR TRANSMISSION FROM THE INTERNET.

(b) YOU ACKNOWLEDGE THAT THE ENTIRE RISK ARISING OUT OF THE USE OR PERFORMANCE OF THE LYNGSOE SOFTWARE REMAINS WITH YOU TO THE MAXIMUM EXTENT PERMITTED BY LAW.

(c) As some jurisdictions do not allow some of the exclusions set forth in this Section 8, some of these exclusions may not apply to you.

9. LIMITATION OF LIABILITY



(a) IN NO EVENT SHALL LYNGSOE, ITS AFFILIATES, PARENT COMPANIES, SUBSIDIARIES, OFFICERS, DIRECTORS, EMPLOYEES, AGENTS OR NETWORK SERVICE PROVIDERS BE LIABLE WHETHER IN CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE (WHETHER ACTIVE, PASSIVE OR IMPUTED), PRODUCT LIABILITY OR STRICT LIABILITY OR OTHER THEORY), FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION ANY LOSS OF DATA, SERVICE INTERRUPTION, COMPUTER FAILURE OR PECUNIARY LOSS) ARISING OUT OF THE USE OR INABILITY TO USE THE LYNGSOE SOFTWARE, EVEN IF LYNGSOE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

(b) Support for the LYNGSOE Software is not always provided directly by LYNGSOE. Please refer to Manufacturer's or Reseller's documentation to understand your rights, if any, to technical or product support to the LYNGSOE Software.

(c) As some jurisdictions do not allow some of the exclusions set forth in this Section 9, some of these exclusions may not apply to you.

10. ELECTRONIC SIGNATURES AND AGREEMENTS

You acknowledge and agree that by clicking on the button labelled "SUBMIT", "DOWNLOAD", "I ACCEPT" or such similar links or methods as may be designated by LYNGSOE to download the LYNGSOE Software to accept the terms and conditions of this Agreement, you are submitting a legally binding electronic signature and are entering into a legally binding contract. You acknowledge that your electronic submissions constitute your agreement and intent to be bound by this Agreement. Pursuant to any applicable statutes, regulations, rules, ordinances or other laws, YOU HEREBY AGREE TO THE USE OF ELECTRONIC SIGNATURES, CONTRACTS, ORDERS AND OTHER RECORDS AND TO ELECTRONIC DELIVERY OF NOTICES, POLICIES AND RECORDS OF TRANSACTIONS INITIATED OR COMPLETED THROUGH THE LYNGSOE SOFTWARE. Further, you hereby waive any rights or requirements under any statutes, regulations, rules, ordinances or other laws in any jurisdiction which require an original signature or delivery or retention of non-electronic records.

11. General Provisions

LYNGSOE reserves all rights not expressly granted herein. LYNGSOE may modify this Agreement at any time by providing such revised Agreement to you or posting the revised Agreement on its website located at www.LYNGSOE.com. Your continued use of the LYNGSOE Software shall constitute your acceptance of such revised Agreement. You may not assign this Agreement or any rights hereunder. Nothing in this Agreement shall constitute a partnership or joint venture between you and LYNGSOE. Should any term or provision hereof be deemed invalid, void or unenforceable either in its entirety or in a particular application, the remainder of this Agreement shall nonetheless remain in full force and effect. The failure of LYNGSOE at any time or times to require performance of any provision hereof shall in no manner affect its right at a later time to enforce the same unless the same is waived in writing. This Agreement shall be governed by and construed in accordance with the Maryland laws without regard to its conflict of law rules. Any legal proceeding arising out or relating to this Agreement will be subject to the exclusive jurisdiction of any court of Maryland and you irrevocably consent to the jurisdiction of such courts. The terms set forth in this Agreement and any related service agreements constitute the final, complete and exclusive agreement with respect to the LYNGSOE Software and may not be contradicted, explained or supplemented by evidence of any prior agreement, any contemporaneous oral agreement or any consistent additional terms. LYNGSOE may at its sole discretion assign this Agreement to a subsidiary or sister company, without giving prior notice. YOU EXPRESSLY ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT AND UNDERSTAND THE RIGHTS, OBLIGATIONS, TERMS AND CONDITIONS SET FORTH HEREIN. BY CONTINUING TO INSTALL THE LYNGSOE SOFTWARE, YOU EXPRESSLY CONSENT TO BE BOUND BY ITS TERMS AND CONDITIONS AND GRANT TO LYNGSOE THE RIGHTS SET FORTH HEREIN.

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APPENDIX 2

LYNGSOE TERMS FOR ENGINEERED GOODS

In the event that the Goods referred to in the GTCS are "made to order" ("Engineered Goods"), the following conditions shall apply in addition to the applicable terms of the GTCS and any written agreement between the parties regarding such Engineered Goods.

1. Tools

1. Any auxiliary models, tools, models, molds etc. (hereinafter referred to as "Tools") produced or manufactures by LYNGSOE whilst completing the contractually agreed work do not constitute an integral part of the work performance of developing and/or manufacturing the Engineered Goods and will remain the property of LYNGSOE. LYNGSOE will store the Tools for a period of 6 months following acceptance of the Engineered Goods by the Principal, without acknowledging any legal obligation in this respect.

2. Acceptance and Tests

Insofar as the Engineered Goods calls for an approval test, this test must be carried out without undue delay on the part of the Customer. Should the Customer fail to approve the Engineered Goods within 14 days of notice of completion and/or delivery, the Engineered Goods will be considered to have been duly approved and accepted, provided that during this period there has been no complaint of any defect which would impede acceptance. A partial approval test may, in accordance with the above-mentioned provisions, be requested for independent partial performances.

3. Inventions



In the event of any inventions which might lead to industrial property rights arising as a result of the contractually agreed work for the Engineered Products, then the only party entitled to register such intellectual property rights will be the party whose employees or agents have made the invention. If, in the context of the contractually agreed work for the Engineered Products, inventions are made in which the employees or agents of more than one party are involved (hereinafter referred to as "Joint Inventions"), then separate arrangements will be made in each individual case to decide who is to register any intellectual property rights and where.

Registration may also be made jointly, in which case each party will bear the proportion of the costs commensurate with its share in the invention. In the event of Joint Inventions or joint property rights and/or copyrights, each party is entitled, at any time, to waive its share in favor of the other party. The party waiving such rights will, in a timely manner, make any provisions and arrangements necessary to enable the other party to protect its interests.

CONFIDENTIALITY

Information, data and drawings embodied in this proposal are strictly confidential and are supplied on the understanding that they will be held confidentially and not disclosed to third parties without the prior written consent of Lyngsoe Systems.

PIGGYBACK CLAUSE

Any publicly funded city, county, district, agency or similar entity shall have the authority to purchase specified goods / services directly from LYNGSOE SYSTEMS under the terms and conditions of this contract.

The proposer agrees to extend identical pricing and services to any other public agencies, provided such agencies agree to the same terms and conditions as described in this agreement.

Each contracting agency will execute a separate contract with LYNGSOE SYSTEMS for its requirements. Any ordering and billing shall take place directly between LYNGSOE SYSTEMS and such entity."



Meridian Library District Board of Trustees

February 2024 Meeting Board Report*

Director's Report

Prepared by: Nick Grove, Library Director

Human Resources

Applications Reviewed

- Library Assistant (x53)
- unBound Library Assistant (x18)

New Hires

- Library Page (x2)
- Library Assistant (x1)

Interviews

- Library Page (x6)

Position Changes

- 19hr Library Assistant to 40hr (x2)
- Branch Manager to Assistant Director of Branches (x1)

Orientations & Number of

Attendees

- 01/24/2024
 - 3 Attendees

Phone Screens

- Library Assistant (x11)
- unBound Library Assistant (x7)

Job Offers

- Library Assistant (x3)

Terminations

- x3

Additional HR Notes

- **Growth:** With the terminations this month, we have remained at the 107 staff level and have three recruitments in progress.
- **HR Team Successes:** Three legal reporting requirements were completed this month.
- **ACA & W-2 Prep:** ACA filing and W2 finalizations were completed and sent out to all employees from 2023.
- **Recruitment:** Committed to promoting from within, attracting top talent, and fostering a strong organizational culture.

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

Additional updates

- Began migrating Airtable accounts into an enterprise level account. This will create consistency, administration, retention, and advanced features that were not previously maximized with our use of Airtable. Airtable is a platform that is used to process 3D print requests and Home Delivery requests along with being a create tool for planning and organizing information.
- Snow Days full closures and late starts, moved board meeting due to closure
- unBound closed for partial day due to water being shut off
- Legislative session began for the Idaho House and Senate. One of the first bills introduced in a House Committee was HB384. This bill proposed creating a public bounty system targeting schools and public libraries. The bill passed out of the State Affairs Committee but was pulled by the bill's sponsor prior to being heard by the full House. The bill's sponsor is working with members of the Senate and they are allowing ILA representatives to provide input. In speaking with ILA it is highly likely that many of the concerns from libraries across the state are not going to be addressed adequately but that it will be a softer bill than HB384. The bill is said to be proposed in either the Senate State Affairs or Local Government Committee. I attended the Meridian Chamber of Commerce's first two Coffee with Legislators events and will continue to attend those throughout the 2024 legislative session. Though extremely early in the morning, they can be very useful in both listening to and asking questions of Idaho legislators representing Meridian.
- We've begun to settle into the new Admin Building that we moved into in December. The building has provided the Admin Division to work more efficiently and collaboratively while also offsetting the demands of meeting room spaces at the branches.
- Met with our Librarian Subcommittee twice in January to discuss our committee structure for 2024 and once for our monthly meeting. The Librarians were very helpful in dissecting the pros and cons of the revised Committee structure we implemented in 2023. The new Committee structure is currently being worked on to clarify some details and organize for a presentation at the 2024 MLD Staff Development Day.
- Met with MSR to talk about the Cherry Lane branch remodel and the timeline in lieu of the expedited timeline of the Pinnacle branch
- At the very end of January and first of February we held an 8-session Staff Listening Tour hosted by our Executive Team (Library Director, both Assistant Directors and Executive Assistant). We hosted one at each branch and four at the new Admin Building. We are compiling the notes and feedback with the goal of having everything ready to share back with staff at Staff Development Day. The turnout was fairly good and provided us with a lot of information about what is working, what is not working, what staff would like to change, and in some instances we had proposed solutions as well.

Meridian Library Foundation

With the help of our community, the Foundation was able to fund \$124,555.37 in library projects last year. This includes Early Literacy & Sensory Installations, technology, furniture, new children's books, Bookmobile repairs, and more!

Individual & corporate contributions made a significant impact, and we're grateful for the ongoing support in making these initiatives possible.

The full 2023 Foundation Annual Report is now available at supportmld.org/annualreports.



\$124,555.37

General Updates

Cherry Lane

Cherry Lane hosted a few large scale events in January, all tied to District-wide initiatives and with district-wide staff support.

- We kicked off the Winter Reading Program in partnership with the Idaho Steelheads Hockey team at Cherry Lane on January 8, with 175 in attendance. Participants aged 0 to 18 could sign up for the reading program, take photos with the Steelheads and MLD's mascots (Blue and Rascal), do hockey themed activities, and meet Steelheads players.
- On January 6th, there was a kick off party for the Extreme Book Nerd Challenge, with 85 in attendance. Attendees could sign up for the year-long reading challenge targeting adults and teens, pick up reading logs showing 2024 book categories and socialize with other annual participants.
- The Harry Potter Yule Ball was back on January 26th! This all-ages Harry Potter themed event was held after public open hours and transformed the branch into Hogwarts. Attendees were invited to wear costumes, were sorted into houses, took an herbology class, made wands, and played quidditch. 300 people, from babies to adults, attended this event.



We are thrilled at the community's response in our reading programs and literary themed events, held at Cherry Lane.

Orchard Park

Programs and Events

New programs in January include: Yoga, Preschool Storytime, Baby Time, Silly Song and Dance, Singing and Stepping Storytellers, Memoir Book Club, VITA Tax Preparation, and Test Proctoring.



Orchard Park Activities

- Orchard Park has a new play kitchen in the Play and Learn room and our young patrons love it and use it every day. It was purchased by the Foundation using donation funds.
- Staff have been busy with training such as Polaris, Restorative Practices, ICRMP, Customer Service, Early Learning Programming, ICFL Library Juice Storytime training, and Challenged Materials.
- New programmers have been observing and assisting with Cherry Lane programs and observing LYNX programs.
- Four programmers attended the Mock Caldecott Tea at Ada Community Library. This was a chance to browse and discuss picture books and network and collaborate with other Treasure Valley Youth Services librarians.
- Orchard Park staff have had Display Training and are now decorating the library and showcasing library materials regularly.
- Orchard Park staff met with the Friends of the Library to plan future book sales and a Friends Meet and Greet Social at Orchard Park.
- Orchard Park is now also fully staffed.

Silverstone and Tiny

Silverstone's Fairy Tale Tea Party programs, one in the morning for younger children and one in the afternoon for the school-age crowd were well-attended, with over 100 attendees combined. Children in their fanciest outfits were excited for the chance to daintily sip tea and enjoy refreshments while listening to Tea Rex by Molly Idle read by Miss Paige. They were also able to decorate their own fairytale wands, participate in a teacup scavenger hunt, and answer tea-related trivia questions. Parents and caregivers expressed appreciation for the event and eagerly asked for more tea parties in the future.

The biggest thing to note about Tiny is the increase in patron visits when compared to January of previous years.

- January 2022 - 108 visits
- January 2023 - 182 visits

- January 2024 - 284 visits

Ryan has been doing a multi-week music series with LABrary, each week teaching kids different aspects of reading music and rhythm. Parents have raved about it and thanked him for introducing their kids to music theory.

Pokemon Club has been very popular, with over 20 attendees on average, filling up our building on Friday afternoons with school-aged kids.

unBound and History Center

unBound had an exciting month of programming, our patrons learned the many ways they can apply Artificial Intelligence in Small Business over lunch as part of our Lunch and Learn series. Our Second Thursday Networking Breakfast continues to bring in folks from a variety of business backgrounds, and our Cricut and Laser Engraving programs have been a hit with patrons wanting to learn more about these exciting resources unBound offers.

Additionally, we recently re-discovered a cool photo a patron sent us showing a hand-painted model of a hotel that was fully 3D printed at unBound. The many uses of three-dimensional printing never fail to amaze!



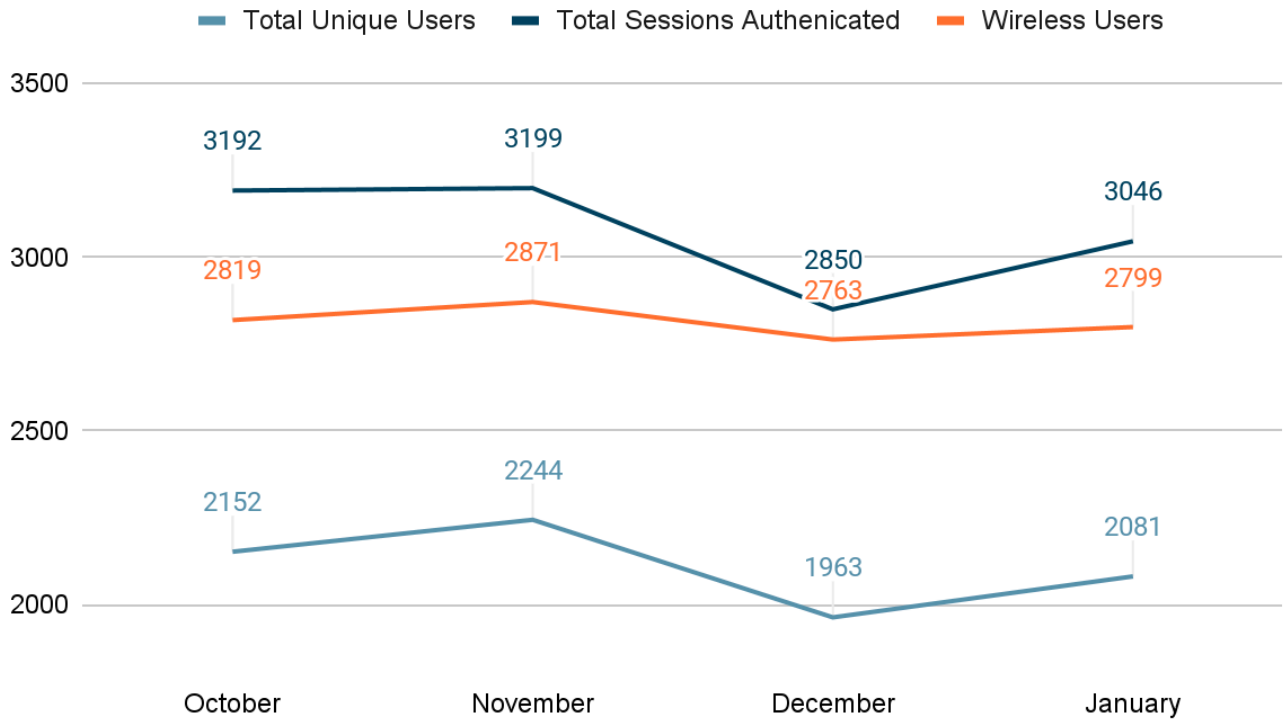
Our Digitization Tech at the History Center has been busy preparing a historical timeline for this year's Centennial celebration, as well as providing historical reference photos to local artists participating in the Meridian Arts Commission's Transit Stop Shelter public art project.



Statistics

Patron Computer and Network Use Report

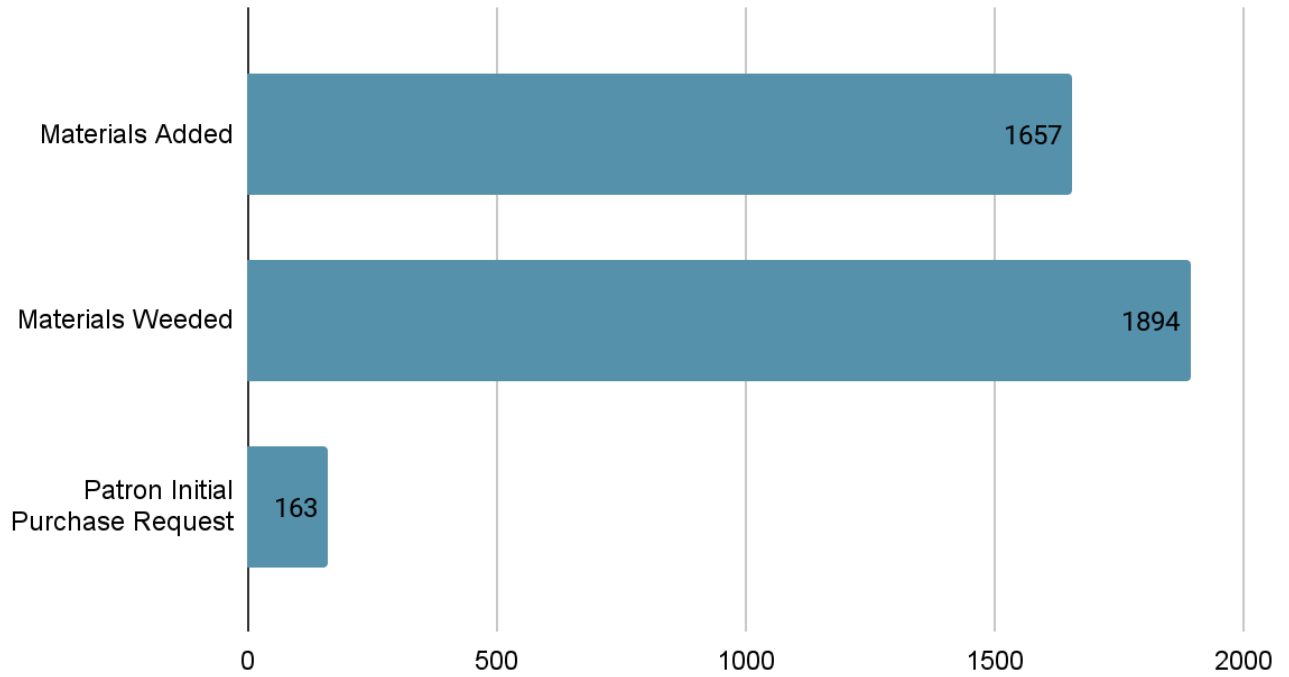
Total Unique Users	Total Sessions Authenticated	Avg. User Time	Wireless Users
2,081	3,046	94 min	2799



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

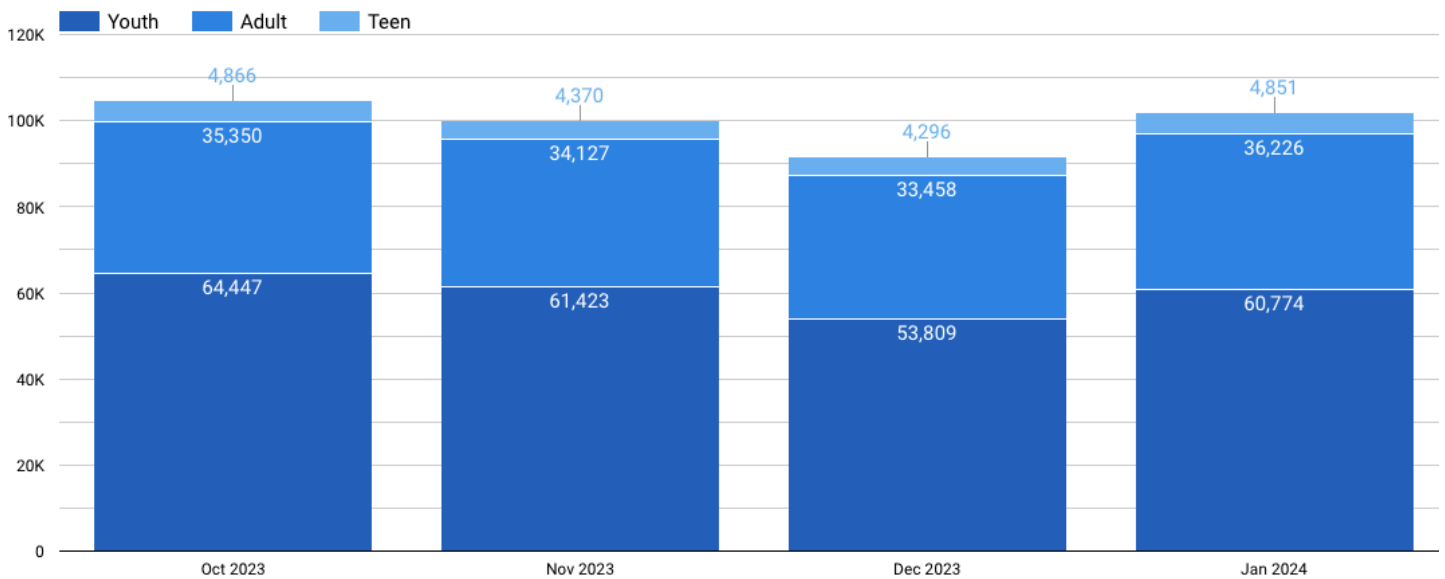
Collections

Collection Maintenance



Collection Statistics:

- 196,072 physical items in collection
- 101,851 total physical circulations
- 34,966 total digital circulations



General Updates

Facilities

In the December Operations report, I mentioned that the lobby heater at Cherry Lane had a significant pump failure causing a glycol leak in the lobby. We filed a claim with ICRMP, our insurer through the State of Idaho, for reimbursement of damages. We submitted receipts for the replacement heating unit, the recharging of the glycol, employee shoes that were damaged, and carpet tile replacement. ICRMP informed us recently that they would cover everything except for the replacement heating unit because it failed due to wear and tear. While we were hoping to recover the entire cost of the repair, recovering 60% of our expenses is still a victory.

Internet

We have completed bidding for new networking hardware for the Pinnacle branch and upgrades for other District equipment as part of the USAC eRate Category 2 reimbursement process. Our incumbent network partner, Ednetics, handily beat out the competition with the best pricing. This equipment will be necessary to power our internet upgrades starting July 1.



Meridian Library District Board of Trustees

February 2024 Meeting Board Report

Department/Division: Finance

Prepared by: Ema B.

MONTHLY FINANCIAL REPORT

Quick Stats December 2023

December Bills Processed: 157

December Credit Card Charges: 187

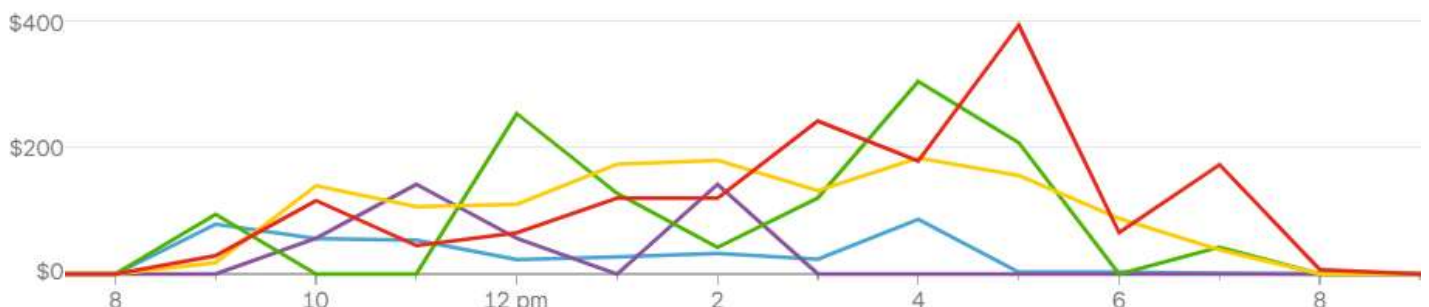
Finance Report

- The Idaho State Tax Commission will hold their annual [Budget and Levy Workshops](#) throughout the state in April and May. These annual workshops explain the levy process and any pertinent legislative updates. The General Session training is highly recommended for taxing district officials who want to learn more about property tax. Boise General Sessions will be held May 7th from 8:30am to 12:00pm or May 8th from 1:00pm to 4:30pm.
- Fiscal Year 2023 audit work is completed and the audit firm is working on finalizing their report. We are hopeful that the final audited financials will be presented at the March meeting.
- Timeline planning and regrouping for financing the South Branch project is underway. The board will be receiving several updates, as well as presentations, throughout the spring and summer.
- Finance has been working with the Strategic Initiatives Team and the AD's to implement a new online payment integration for room reservations.
- The US Bank and First Interstate Bank accounts have been fully closed out and all funds are now with Idaho Central Credit Union, or the LGIP.

January Square Snapshot

Top 5 Categories: Gross Sales

• Paper Printing Services \$1,554.58 • Lost/Damaged Items \$1,324.90 • Room Reservations \$1,192.17 • Non-Resident Library Cards \$396.22 • 3D Printing Services \$387.38



JOINT POWERS AGREEMENT

LYNX LIBRARY CONSORTIUM

Dated Effective March 1, 2024

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- Exhibit A: Lynx Bylaws
- Exhibit B: Lynx Membership Standards
- Exhibit C: Excessive Use Compensation

**JOINT POWERS AGREEMENT
LYNX LIBRARY CONSORTIUM**

THIS JOINT POWERS AGREEMENT (this “Agreement”) is entered into as of March 1, 2024 (the “Effective Date”), by and among the public agencies identified in Section 1.2 herein (each a “Party” and collectively, the “Parties”).

RECITALS

A. WHEREAS, certain of the Parties initially founded the LYNX! Consortium—an inter-library cooperative enterprise—in 1973 to share resources and enhance community library access;

B. WHEREAS, since its inception, the LYNX! Consortium has grown in membership and scope;

C. WHEREAS, the Parties are current signatories to that certain Agreement for LYNX! Consortium Services entered into effective March 29, 2016 (the “Prior Agreement”), which Prior Agreement is terminated, superseded and replaced by this Agreement;

D. WHEREAS, by the provisions of Chapter 26 (Public Libraries) and Chapter 27 (Public Library Districts), Title 33, Idaho Code, the Parties have certain responsibilities and authority with regard to the promotion, establishment and development of public library service;

E. WHEREAS, in furtherance of their obligations and responsibilities under statute, the Parties desire to share in technology and services to enhance efficiencies, reduce costs and remove barriers to access for the people of Idaho;

F. WHEREAS, to such end, the Parties desire to form a separate legal entity in order to make the most efficient use of their powers and to cooperate to their mutual advantage in accordance with the provisions of Sections 67-2326 through 67-2330, Idaho Code (the “Joint Powers Act”); and

G. WHEREAS, the Parties desire and intend by this Agreement to set forth their understanding and agreement with respect to their joint exercise of powers and the costs and responsibilities to be borne by each in connection therewith.

NOW THEREFORE, in consideration of the foregoing recitals, which are a part of this Agreement and not mere recitals, and of the other considerations, purposes, terms and conditions set forth herein, and for other good and valuable consideration, the Parties covenant and agree as follows:

AGREEMENT

ARTICLE I JOINT POWERS ENTITY

1.1 Establishment of Separate Legal Entity; Name. Pursuant to the Joint Powers Act, there is hereby established a separate legal entity to be known as the “Lynx Library Consortium, a joint powers entity” comprised of public libraries and public library districts operating and existing pursuant to Chapter 26 (Public Libraries) and Chapter 27 (Public Library Districts), Title 33, Idaho Code, and governed by this Agreement and the Bylaws (as defined below), as each may be amended, restated, modified, or supplemented (hereinafter, “Lynx”). Lynx shall assume the execution of powers as further set forth herein as of the Effective Date.

1.2 Membership. As of the Effective Date, the following libraries are Parties to this Agreement and members of Lynx (each a “Member Library” and collectively, the “Member Libraries” as further defined below):

- Ada County Free Library District, d/b/a Ada Community Library, 10664 W. Victory, Boise, ID 83709
- Boise Public Library, 715 S. Capitol Blvd. Boise, ID 83702
- Caldwell Public Library, 1010 Dearborn, Caldwell, ID 83605
- Eagle Public Library, 100 N. Stierman, Eagle, ID 83616
- Emmett Public Library, 275 S. Hayes Ave., Emmett, ID 83617
- Garden City Library, 6015 Glenwood, Garden City, ID 83714
- Kuna Library District, 457 N. Locust Ave., Kuna, ID 83634
- Meridian Free Library District, d/b/a Meridian Library District, 1326 W. Cherry Lane, Meridian, ID 83642
- Mountain Home Public Library, 790 N. Tenth E., Mountain Home, ID 83647
- Nampa Public Library, 215 12th Avenue South, Nampa, ID 83651
- Twin Falls Public Library, 201 Fourth Ave. East, Twin Falls, ID 83301

The terms “Member Library” and “Member Libraries” include (i) each Party listed in this Section 1.2 above and (ii) each library hereafter admitted to Lynx pursuant to the terms of this Agreement, but exclude (iii) each library who voluntarily withdraws or is expelled from Lynx pursuant to the terms hereof, and (iv) any Member Library on suspended or inactive status pursuant to the terms of this Agreement and/or the Bylaws.

Each Member Library is managed by an elected or appointed library board of trustees vested with ultimate oversight of the Member Library. Public library Member Libraries operating and existing under Chapter 26, Title 33, Idaho Code, are additionally subject to budgetary oversight by their respective city councils. Each Member Library will be considered as a single entity encompassing all its branches, outreach and mobile services.

1.3 Nature of Lynx. Lynx is a joint agency of the Member Libraries and as a joint agency of the Member Libraries shall have all rights, powers and privileges as are lawfully and expressly delegated to Lynx under this Agreement and no others. Any act, undertaking, liability

or obligation incurred or caused in excess of such delegated authority shall be deemed to be *ultra vires* and shall not be binding upon any of the Member Libraries. Notwithstanding the foregoing, Lynx may exercise all implied powers that may be implied from any express delegation of powers and as may be necessary to fully effectuate and accomplish the express powers so delegated herein.

1.4 Duration. The duration of this Agreement is perpetual unless terminated or dissolved as herein provided.

1.5 Purpose. The purpose of Lynx is to enhance the availability of library services, increase access to information, and help assure an informed electorate, consistent with library purposes as identified in Idaho Code. To this end, Lynx seeks to: (i) reduce costs and increase efficiency, convenience and relevancy of library services, (ii) increase access to library materials, (iii) improve access to technology, (iv) promote library-to-library cooperation and resource sharing through a shared integrated library system (the “ILS” as further described and defined in this Agreement), (v) improve services to all Member Library populations, and (vi) provide each Member Library with services, resources, and training to enhance services as deemed appropriate by the Board.

ARTICLE II GOVERNANCE AND ADMINISTRATION

2.1 Governing Board. Lynx shall be governed by a joint board of directors consisting of one (1) representative from each Member Library (the “Board” or the “Lynx Board”). Each Member Library’s seat on the Board shall be filled by the Member Library’s library director or their designee. Members of the Board are referred to herein as “Board Members.” Each Board Member shall have one (1) vote on all matters determined by the Board. The Board shall meet not less than quarterly at a time and place set by the Board, all as further set forth in the Bylaws (as defined below).

2.2 Delegated Powers. The following powers are delegated to Lynx by the Member Libraries, which powers shall be vested in the Board:

A. To adopt and amend bylaws not in conflict with the constitution and laws of the state of Idaho (the “State”) for carrying on the business, objects and affairs of the Board and of Lynx;

B. To establish policies for the administration and operation of Lynx;

C. To establish an annual budget, have control of the expenditure of all funds of Lynx, and oversee the financial management of Lynx;

D. To determine and collect fees, dues and other funds from the Member Libraries to fund Lynx pursuant to the terms of this Agreement;

E. To appoint, hire, supervise, evaluate, retain and dismiss the Administrator (as defined in Section 2.8) and such other personnel and agents as the Board deems necessary and to

determine reasonable compensation for such personnel;

F. To enter into contracts and agreements, cooperative and otherwise, affecting the affairs of Lynx;

G. To acquire personal property by purchase, devise, lease or otherwise, and to own and hold such personal property for the use and purposes of Lynx including, but not limited to, books and other library materials, supplies, software, vehicles and equipment, and to insure the personal property of Lynx;

H. To acquire real property by lease for the use and purposes of Lynx;

I. To sell, exchange or otherwise dispose of personal property when no longer required by Lynx;

J. To insure real and personal property of Lynx;

K. To purchase services for the use and purposes of Lynx;

L. To determine all ILS products and services to purchase and to determine all information technology (IT) products and services to use with the ILS;

M. To solicit and accept grants, donations, gifts and other moneys or personal property for the use and purposes of Lynx;

N. To invest any funds of Lynx in accordance with the public depository law and other applicable State and federal laws; and

O. To exercise such other powers explicitly provided for in this Agreement.

2.3 Withheld Powers. Lynx shall have only those powers expressly granted to it in this Agreement. Nonetheless, for the avoidance of doubt, the following powers are expressly not granted to Lynx and shall remain with the Member Libraries, which list is not intended to be exhaustive:

A. Lynx shall have no authority over the library services, practices and properties of individual Member Libraries other than as expressly granted in this Agreement. Specifically, Lynx shall have no power or authority to make or enforce policy with regard to management of Member Library collections, challenged materials or removed materials and all patron challenges to such policies must necessarily be brought at the local Member Library level. No Member Library shall have control or authority over the collection of any other Member Library.

B. Except as provided in Section 2.2H, Lynx shall have no authority to acquire real property by purchase, gift, devise, or otherwise, without first obtaining the approval of each Member Library.

C. Lynx shall have no authority to borrow money or incur a debt that exceeds the annual appropriation available to pay such borrowing or indebtedness.

2.4 Bylaws.

A. The Board shall be governed by Bylaws attached hereto as **Exhibit A** (the “Bylaws”) specifying the initial members of the Board, the powers and duties of the Board, and the procedural method and manner by which the Board shall conduct its business and affairs, as such Bylaws may be amended from time to time.

B. The power to make, alter, amend or repeal the Bylaws shall be vested in the Board, and the Bylaws may contain any provision for the regulation and management of the affairs of Lynx not inconsistent with this Agreement and the laws of the State of Idaho (the “State”). The Bylaws may be amended from time to time by the affirmative vote of seventy-five percent (75%) of all Board Members. Upon amendment, Exhibit A of this Agreement shall be replaced with such amended Bylaws.

C. The Board may create and dissolve such committees, taskforces and work groups as necessary to its operations, and provide additional Bylaws therefor as may be necessary for their operation.

2.5 Open Meetings. Meetings of the Board shall be conducted in accordance with the provisions of Idaho Open Meetings Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or re-codification thereof.

2.6 Public Records. All records of Lynx shall be maintained and provided and subject to disclosure under the provisions of the Public Records Act, Chapter 1, Title 74, Idaho Code, and any amendments and/or re-codification thereof.

2.7 Procurement. Services and personal property shall be procured by Lynx in accordance with the requirements of Chapter 67, Title 68, Idaho Code, and any amendments and/or re-codification thereof.

2.8 Administrator.

A. The Board may appoint an administrator for Lynx (the “Administrator”), who shall serve at the pleasure of, directly report to, and be under the direction and control of, the Board. The Administrator shall (i) advise the Board, (ii) implement policy set by the Board, (iii) oversee coordination between Member Libraries on Lynx matters, (iv) supervise all Lynx staff, agents and contractors, (v) manage the day-to-day operations of Lynx, and (vi) handle such other tasks and responsibilities as assigned by the Board.

B. The Administrator shall make every attempt to attend all Board meetings but shall not vote.

C. Although appointed by the Board, the Administrator shall be an employee of a Member Library, as determined by the Board, and shall be subject to the personnel policies, procedures and classifications of such Member Library. Notwithstanding such employment status, the job description for the Administrator shall be determined by the Board and the Board shall have the ability, in its sole discretion, to dismiss the Administrator; provided, however, the

Member Library for which the Administrator is employed may elect to retain the Administrator in a non-Lynx role.

D. All costs of the Administrator, including compensation and benefits, as applicable, shall be borne by the Member Libraries in accordance with the cost-sharing formula set forth in Section 4.8.

E. In the event the position of Administrator is vacant, the Board shall fulfill the duties of the Administrator until such time as an Administrator shall be appointed.

2.9 Employees. With the recommendation of the Administrator, the Board shall budget to hire other personnel as may be necessary, in the Board's sole discretion, for the operation of Lynx. The Board, or its designee (e.g., the Administrator) shall hire or oversee the hiring and dismissal of all Lynx personnel and determine their job descriptions. All personnel of Lynx shall be employees of the same Member Library as the Administrator and shall be subject to the personnel policies, procedures and classifications of such Member Library. All costs of such personnel, including compensation and benefits, as applicable, shall be borne by the Member Libraries in accordance with the cost-sharing formula set forth in Section 4.8.

2.10 Treasurer. The Board shall elect a member of the Board to act as treasurer of Lynx (the "Treasurer") as further set forth in the Bylaws. The Treasurer shall supervise all moneys raised for Lynx or received by Lynx from any source and shall supervise all disbursements of funds of Lynx, all as further set forth in Article IV herein. Day to day bookkeeping tasks may be performed by the Clerk, with oversight from the Treasurer. The Treasurer and the Clerk shall not be the same person.

2.11 Clerk. The Board shall appoint a qualified person, who may or may not be a member of the Board, to act as clerk of Lynx (the "Clerk"). The Administrator may act as Clerk if so appointed. The Clerk shall serve at the pleasure of, and directly report to, the Board and, subject to the provisions of Section 2.9, may be an employee of Lynx. The Clerk shall not be an Officer of Lynx as defined in the Bylaws. The Clerk shall attend all meetings of the Board and, if so directed by the Board, attend committee meetings, and shall be the custodian of all meeting minutes. The Clerk shall prepare and distribute legal notices and shall in general perform all duties incident to the office of the Clerk and such other duties as from time to time may be assigned to the Clerk by the Chair or the Board.

2.12 Membership Requirements. All Parties agree to meet and continuously maintain the following requirements for membership in Lynx:

A. Eligibility. To be a Member Library, a library must be either (i) a public library established pursuant to Title 33, Chapter 26, Idaho Code, or successor statute, or (ii) a public library district established pursuant to Title 33, Chapter 27, Idaho Code, or successor statute.

B. ILS. All Member Libraries will participate in the ILS including, at a minimum, the online catalog, cataloging, and circulation functions. Each Member Library may choose, in its discretion, whether to use acquisitions, serials, and any other supporting functions offered in the Lynx ILS contract. As used in this Agreement, the ILS refers to an enterprise-level software

package that manages, integrates, and centralizes multiple core library functions and services that Member Libraries cooperatively purchase, maintain, and share.

C. Cooperative Borrowing. Patrons in good standing with their Home Library may directly check out the physical materials of any other Member Library and library cards from a Member Library will be honored by all other Member Libraries in regard to checking out physical materials. As used in this Agreement, “Home Library” means the Member Library from which an individual has a borrower card.

D. Courier Service. All Member Libraries will participate in the shared materials courier service described in Section 3.3 herein.

E. Membership Standards. Each Member Library shall continuously meet the membership standards required by **Exhibit B** hereto. The Board shall oversee the membership standards and Member Library compliance therewith. The membership standards may be amended upon the affirmative vote of seventy-five percent (75%) of all Board Members. Upon amendment, Exhibit B of this Agreement shall be replaced with such amended membership standards.

2.13 Procedure for Joining Lynx. A library meeting the eligibility requirements of Section 2.12A and the membership standards set forth in Exhibit B, may apply to join Lynx in accordance with the following procedures (a library applying for admission is referred to herein as an “Applicant Library”):

A. The Applicant Library shall submit a letter from the Applicant Library’s board of trustees to the Lynx Board expressing interest in joining Lynx and stating:

1. An articulation of the benefits to be realized by both the Applicant Library and Lynx if the application to join is granted;

2. The Applicant Library’s board of trustees understands and upon becoming a Member Library agrees to comply with the membership requirements set forth in Section 2.12;

3. The Applicant Library’s board of trustees understands the cost share requirements of being a Member Library and intends to fulfill such requirements on an ongoing annual basis;

4. The Applicant Library’s board of trustees understands the requirements and costs of the shared materials courier service and intends to fulfill such requirements on an ongoing annual basis;

5. The Applicant Library’s board of trustees understands the technological commitments to participate in the ILS and is willing to make any necessary arrangements to meet current and ongoing ILS system requirements;

6. The Applicant Library’s board of trustees and its library director

understand the time commitment and expectations of participation on the Lynx Board as detailed in this Agreement and the Bylaws; and

7. The Applicant Library board of trustees and its library director understand that Applicant Library staff may be required to implement and maintain compliance with Lynx protocols, requirements, updates, and functions as detailed in this Agreement and the Bylaws; and

8. The Applicant Library's board of trustees understands that upon becoming a Member Library it will be responsible for paying all costs associated with integrating the Applicant Library's records and data into the ILS including, without limitation, any initial and ongoing costs that Lynx may incur in furtherance of such effort; and

9. The Applicant Library's board of trustees and its library director agree to a review of their bibliographic records to ensure alignment with current Lynx cataloging standards, and to make them in good standing prior to acceptance into Lynx.

B. After receiving the letter of interest, the Lynx Board will review and analyze the Applicant Library's qualifications and any concerns the Lynx Board may have with the Applicant Library becoming a Member Library. The Lynx Board may confer with the Applicant Library and seek additional information or clarification from the Applicant Library on any issue relevant to Lynx, this Agreement or the Bylaws, including, without limitation, as follows:

1. Following its initial review, the Lynx Board may schedule a site visit with the Applicant Library to assess the capacity of the Applicant Library to meet the physical and technical requirements to participate in Lynx. The site visit will be conducted by a Lynx contingent appointed by the Lynx Board at such time; and

2. Following the site visit, and a determination by the Lynx Board to continue with the application process, an implementation plan and timeline for admission will be prepared for review and consideration by the Lynx Board and the Applicant Library. The implementation plan and timeline will include, without limitation, an outline of the steps that will need to be made by the Applicant Library and current Members Libraries to add the Applicant Library to both the ILS and the courier route and a timeline for these steps.

C. Upon completion of its review and analysis, the Lynx Board, in its sole discretion, may schedule a vote to determine whether to make the Applicant Library a Member Library. The admission of an Applicant Library as a Member Library requires the affirmative vote of seventy-five percent (75%) of all Board Members.

D. The admission of a new Member Library to Lynx shall not require amendment of this Agreement or the Bylaws. However, as a condition to admission, the admitted Member Library must agree to be bound by the terms and provisions of this Agreement and the Bylaws as evidenced by an acknowledgement to that effect executed by an authorized representative of the admitted Member Library.

2.14 Voluntary Withdrawal of a Member Library. A Member Library may

voluntarily withdraw from Lynx in accordance with the following procedures:

A. The withdrawing Member Library must submit written notification from the Member Library's library director to the Lynx Board notifying the Board that the Member Library's board of trustees has determined to withdraw from this Agreement (a "Notice of Withdrawal"). Voluntary withdrawal of a Member Library pursuant to this Section 2.14 may only occur at Lynx fiscal year end. The Notice of Withdrawal must be submitted to the Lynx Board by March 31 to be effective as of September 30 of the same year. Any Notice of Withdrawal received after March 31 will be effective as of September 30 of the following year, subject to an appropriation of funds for such subsequent fiscal year by the withdrawing Member Library. No Notice of Withdrawal shall be effective without the approval of the withdrawing Member Library's board of trustees.

B. No refunds or reimbursements will be paid to the withdrawing Member Library from Lynx funds for any assessments, dues, or fees already paid or otherwise. The withdrawing Member Library shall have no rights or interest in any hardware or software purchased by Lynx, in the Lynx database, or in any other Lynx assets.

C. The withdrawing Member Library shall be responsible for any fee assessed upon Lynx by the ILS vendor by reason of the Member Library's termination of its membership in Lynx and the resulting removal of the withdrawing Member Library from the ILS.

D. The withdrawing Member Library may copy bibliographic data for its holdings at its own cost.

E. The withdrawing Member Library must continue to fulfill its obligations, financial and otherwise, under this Agreement and the Bylaws until its withdrawal is effective.

2.15 Corrective Action. If a Member Library is not conforming to the standards and terms governing membership in Lynx as set forth in this Agreement, the Bylaws, and as may be further established by the Board, then the Board may (i) request corrective action to be taken by such Member Library pursuant to the Bylaws, and (ii) take other such actions as provided for under this Agreement and the Bylaws.

2.16 Expulsion of a Member Library.

A. A Member Library shall be expelled from Lynx automatically upon the effective date of dissolution of such Member Library.

B. Any Member Library may be expelled from Lynx for any reason upon the affirmative vote of seventy-five percent (75%) of all Board Members at a duly noticed and scheduled meeting of the Board. Notification of such a meeting must be furnished to the subject Member Library not less than thirty (30) days prior to the meeting date, indicating in writing the nature of the cause(s) for the Board's contemplated action. A representative of the Member Library will be entitled to attend the Board meeting and present such information as the Member Library believes to be relevant to the Board's consideration prior to voting. If approved, the effective date of termination of the Member Library's Lynx membership will be determined by

the Board but may not be less than ninety (90) days after the date of the affirmative vote to expel unless an earlier date is mutually agreed upon in writing by the Board and the expelled Member Library.

C. No refunds or reimbursements will be paid to the expelled Member Library from Lynx funds for any assessments, dues, or fees already paid or otherwise. The expelled Member Library shall have no rights or interest in any hardware or software purchased by Lynx, in the Lynx database, or in any other Lynx assets.

D. The expelled Member Library may copy bibliographic data for its holdings at its own cost.

E. The expelled Member Library shall be responsible for any fee assessed upon Lynx by the ILS vendor by reason of the Member Library's expulsion from Lynx and the resulting removal of the expelled Member Library from the ILS.

F. The expelled Member Library must continue to fulfill its obligations, financial and otherwise, under this Agreement and the Bylaws until the effective date of termination of the Member Library's Lynx membership.

2.17 Reinstatement. Any former Member Library desiring to rejoin Lynx, shall be subject to the eligibility requirements and procedures set forth in Sections 2.12 and 2.13.

2.18 Dissolution of Lynx and Termination of this Agreement.

A. At a duly noticed and scheduled meeting of the Board, Lynx may be dissolved through the affirmative vote of seventy-five percent (75%) of all Board Members.

B. In the event of the dissolution of Lynx, no further services shall be performed or rendered in the Lynx name and no further business shall be transacted for Lynx except as is necessary for winding up the affairs of Lynx, liquidation of assets and distribution of the proceeds of the liquidation. Notice of the pending dissolution shall be mailed to each Member Library and to each known creditor of Lynx.

C. Following liquidation of the assets of Lynx and after payment of expenses incurred in connection with such liquidation, the proceeds remaining shall be applied in the following order:

1. To pay the debts and liabilities of Lynx owing to its creditors, if any.

2. To distribute to the Member Libraries all remaining funds, proceeds or assets in proportion to the cost-sharing formula set forth in Section 4.8.

D. This Agreement shall survive dissolution to the minimum extent necessary to accomplish the provisions of this Section 2.18 and shall thereupon terminate.

ARTICLE III OPERATIONS

3.1 Member Library Rights and Responsibilities.

A. Each Member Library is required to maintain a current and viable collection of materials for its own patrons.

B. The spirit of Lynx is to share as many items as possible for Lynx Member Library users. To this end, each Member Library will, in good faith and to the best of its abilities, circulate regular collections through the courier as described in Section 3.3.

C. A Member Library may refuse to extend borrowing services to any patron who is not in good standing with the patron's Home Library.

D. Any separate agreement between Member Libraries for the issuance of library cards to each other's residents is not affected by this Agreement.

3.2 ILS. With respect to the operation and administration of the ILS, the following terms shall apply:

A. System Hardware. Member Libraries are responsible for providing and maintaining the technology necessary to access the ILS.

B. System Operation. The following provisions relating to operation of the ILS shall apply to all Member Libraries and the Administrator, as the case may be:

1. When feasible, all maintenance and software upgrades to the ILS shall be scheduled in advance with notification to all Member Libraries no less than twenty-four (24) hours in advance of the unavailability of the ILS.

2. The Board, in conjunction with the Administrator, shall establish default settings for the ILS.

3. If a Member Library wishes to use different settings on the ILS than the default settings, the Member Library must first consult with the Administrator to understand the impacts of such individually preferred configuration.

4. The Administrator shall be the primary point of contact for the current ILS vendor and all other third-party vendors for which information technology costs are shared under this Agreement.

5. If a Member Library would like to implement a third-party product which may impact integration with the ILS, they must follow Lynx established procedures. The Board has the ultimate authority to approve or deny any third-party product that a Member Library requests to integrate with the ILS prior to its integration with the ILS.

6. The Administrator, and/or a designee acting in an ILS

administrator capacity, will attend needed ILS vendor trainings and/or conferences, and the cost will be shared by all Member Libraries in accordance with Section 4.8 hereof. The Administrator, and/or designee, will then become the trainer responsible for passing on the information to the rest of the Member Libraries.

C. System Maintenance. Each Member Library shall be responsible for any and all maintenance and maintenance agreements it has regarding site-specific equipment.

D. Access to System Data.

1. Full access to information stored in the ILS relating to bibliographic descriptions of library materials at each Member Library and relating to holdings, availability and circulation status of such library materials shall be accessible to all Member Libraries.

2. Each Member Library shall maintain confidentiality of the information stored in the ILS relating to the patrons of each Member Library and only paid library staff may access patron information on the ILS database.

3. Each Member Library is responsible for immediately removing access and contacting the Administrator relative to separated employees of the Member Library.

4. Lynx personnel shall not share their password with others.

5. The Administrator, in consultation with the Board, will determine password/account security requirements as needed.

E. System Supplies. Each Member Library shall acquire, at its sole expense, any encoded labels it chooses to utilize in order to identify patrons and library materials at each Member Library.

F. Cooperative Cataloging. Consistent cataloging and record maintenance shall be a priority for Member Library with an emphasis on providing the best possible experience for the public. Member Libraries shall abide by established standards and practices of Lynx in cataloging as determined by the Member Libraries and comply with the following requirements:

1. Member Libraries shall retain a staff member with adequate knowledge and understanding of established standards and practices of Lynx and such staff member shall be assigned to the cataloging committee, if such committee is formed by the Board pursuant to the Bylaws, and prioritize attendance at cataloging committee meetings.

2. Member Libraries shall be responsible for the entering and maintaining of item records in accordance with established standards and practices of Lynx.

3. Member Libraries shall communicate, cooperate, and provide support and assistance to other Member Libraries as needed, to the extent practicable.

4. The Administrator shall coordinate ongoing training opportunities

relating to cataloging.

5. Member Libraries shall continue efforts to invest in the ILS and database management.

3.3 Courier. With respect to the courier services provided under this Agreement to each Member Library, the following terms shall apply:

A. Cooperation. Each Member Library will, in good faith and to the best of its abilities, circulate regular collections through the courier as described in this Section 3.3. Browsing copies or items only available for pickup at the owning Member Library will have other copies that circulate and fill holds through the courier unless they are part of a designated special collection. During the Annual Meeting (as defined in the Bylaws), each Member Library will share its special collection list to ensure it meets the spirit of Lynx and can be communicated to staff.

B. Cost-Sharing. Member Libraries will share the cost of a courier service to deliver and return materials in accordance with Section 4.8 of this Agreement.

C. Courier Structure. Lynx will use individually, or in combination, one or more of the following options to provide continuous courier service to all Member Libraries: (1) an agreement with a Member Library, (2) contract with a third party vendor, or (3) run the service itself.

1. *Option 1: Agreement with Member Library*

i. A Member Library, as determined by the Board, will hire for the courier positions in accordance with the policies and procedures of such Member Library. All personnel policies and other city or district library policies regulating employee salary, rights, and benefits of such Member Library shall apply to the courier positions.

ii. Such Member Library will create a delivery schedule, which may be adjusted as reasonable and necessary.

iii. Such Member Library will own and maintain all necessary courier vehicles. When a vehicle is due for replacement or an additional vehicle is necessary to fulfill service requirements, all Member Libraries will share in such costs in accordance with Section 4.8 of this Agreement.

iv. Title to any existing or replacement courier vehicle paid for solely by a Member Library shall stay with such Member Library absent a subsequent agreement between the Member Library and Lynx to transfer ownership of the vehicle. Title to any existing or replacement courier vehicle paid for by the Member Libraries through cost-sharing shall, upon the request of the Board, be transferred to Lynx without additional consideration.

2. *Option 2: Contract with Third Party Vendor*

i. Lynx will contract with a third party vendor to provide

courier services.

ii. All Member Libraries will share in the costs of such services in accordance with Section 4.8 of this Agreement.

3. *Option 3: Lynx-Operated*

i. Lynx will hire for the courier positions in accordance with Section 2.9 of this Agreement.

ii. The Administrator, in conjunction with the Board, will create a delivery schedule, which may be adjusted as reasonable and necessary.

iii. Lynx will purchase, own and maintain and procure liability insurance for all courier vehicles. The cost of purchase, maintenance and liability insurance for such vehicles will be shared by the Member Libraries in accordance with Section 4.8 of this Agreement.

iv. When a vehicle is due for replacement or an additional vehicle is necessary to fulfill service requirements, all Member Libraries will share in such costs in accordance with Section 4.8 of this Agreement.

D. Statistical Information. Statistics reflecting the quantity of materials picked up from and delivered to each Member Library are kept by the ILS. This information shall be accessible to all Member Libraries through the ILS.

3.4 Ownership and Control of Materials. With respect to ownership and control of materials of each Member Library, the following terms shall apply:

A. Each Member Library retains ownership of all materials in their collection.

B. Each Member Library's loan period, fine structure, and renewal limit will apply to its own items.

ARTICLE IV FINANCIAL MATTERS

4.1 Fiscal Year. The fiscal year of Lynx shall commence on October 1 of each year and end on the following September 30.

4.2 Budget. The Administrator shall prepare the annual operating budget for Lynx and propose the same to the Board no later than March 1 preceding the fiscal year covered by the proposed budget. The proposed budget shall include a breakdown of each Member Library's anticipated cost-share for Lynx expenditures. Notwithstanding the foregoing requirement, the Administrator shall ensure that each Member Library has notice of anticipated Lynx expenditures for the following fiscal year, and each Member Library's respective responsibility therefore, as necessary for inclusion in each Member Library's own proposed budget. The Lynx

operating budget shall be approved upon the affirmative vote of seventy-five percent (75%) of all Board Members at a duly noticed and scheduled meeting of the Board no later than October 1. Once the budget is approved by the Board, the funding is available to spend. The budget may be amended upon the affirmative vote of seventy-five percent (75%) of all Board Members.

4.3 Expenditures. The Administrator is authorized to expend money as provided in the approved operating budget of Lynx and no further approval for each specific operating expenditure shall be required. The Administrator shall present a summary of invoices to the Board at each regular Board meeting.

4.4 Annual Financial Audit. Unless otherwise required by law, an audit of Lynx shall be conducted each fiscal year by an independent certified public accountant authorized to practice public accounting in Idaho, which accountant shall be designated by the Board. Such an audit shall include a report to the Board and the professional opinion of the accountant as to the financial status of Lynx and as to the accuracy of the audit.

4.5 Annual Appropriations; Indebtedness. The Board shall not make expenditures or incur indebtedness in any year in excess of the amount of money appropriated for Lynx purposes.

4.6 Lynx Funds. Under the direction of the Board, the Treasurer shall have all moneys of Lynx deposited in accordance with the public depository law and other applicable state and federal laws. Lynx shall maintain one or more bank accounts for Lynx purposes.

4.7 Lynx Contingency Fund. All funds in the ILS Upgrade Fund, as established in the Prior Agreement and maintained by the Boise Public Library, shall be transferred to Lynx. Upon transfer, the fund shall be referred to as the “Lynx Contingency Fund.”

4.8 Cost-Sharing. All Lynx costs including, without limitation, all costs required to maintain the expected level of Lynx services including, but not limited to the costs of ILS, cataloging, information technology (IT), couriers, training, and the Administrator and employees, will be shared by the Member Libraries according to the following formula:

A. 15% of all costs will be shared equally by Member Libraries; and

B. The remaining 85% of costs will be shared pro rata based on each Member Library’s respective “Local Operating Income” as provided each year in the annual Statistical Report of the Idaho Commission for Libraries. More specifically, the proportional responsibility of each Member Library will be determined by dividing the Member Library’s Local Operating Income by the total of the Local Operating Incomes of all Member Libraries.

4.9 Excessive Use of Other Member Libraries. The Board will annually evaluate library patron usage of Member Libraries. Use that is deemed excessive may require additional compensation among the Member Libraries, all as further set forth in **Exhibit C** hereto. Exhibit C will be reviewed by the Board at least every two (2) years to ensure fairness in application and, following such review, may be amended upon the affirmative vote of seventy-five percent (75%) of all Board Members. Upon amendment, Exhibit C of this Agreement shall be replaced with

such amended exhibit.

4.10 Billing Statements. Each Member Library shall pay its share of Lynx costs as required by this Agreement and as determined by the Lynx budget, as the same may be amended from time to time. Unless otherwise determined by the Board, payments by the Member Libraries shall occur on a quarterly basis. Lynx shall transmit a quarterly billing statement to each Member Library detailing the Member Library's respective responsibility for Lynx costs for such quarter. Payment shall be due to Lynx within thirty (30) days of the date of each billing statement. If a Member Library fails to timely pay its quarterly billing statement, the Board may, upon the affirmative vote of seventy-five percent (75%) of all Board Members, suspend the membership status of such Member Library including the Member Library's ILS service and database access, until such payment is made in full. The Board Member representative of a suspended Member Library shall lose the ability to vote on Board actions during the period of such suspension; however, such suspension shall not relieve the suspended Member Library of its ongoing financial obligations under this Agreement. If the suspended Member Library fails to make full payment within ninety (90) days after such suspension and termination of services, the Board may pursue any remedies available to it pursuant to this Agreement and under law. This specifically includes, without limitation, commencement of expulsion proceedings and / or legal proceedings to recover all amounts currently owing, plus additional accruing obligations, interest, costs and attorneys' fees.

4.11 Participation Contingent Upon Funding. Should the governing body for a Member Library fail to appropriate sufficient funds in any fiscal year for the payments due pursuant to this Agreement, such Member Library shall be deemed inactive and its participation in Lynx, and benefits and obligations associated therewith, shall terminate on the last day of the last fiscal year for which payments were appropriated. Such Member Library may re-activate its participation in Lynx with no penalty once its funding is restored. Nothing in this Agreement shall require the continuation of the Agreement as to any Member Library beyond legally required time or funding limits. Notwithstanding the foregoing, if any Member Library is inactive for three (3) consecutive fiscal years, such inactivity is grounds for expulsion under Section 2.16.

4.12 Limitation of Liability.

A. No covenant or agreement contained in this Agreement or the Bylaws shall be deemed to be a covenant or agreement of any Board Member, officer, contractor or employee of Lynx in an individual capacity. No recourse shall be had for any claim based on this Agreement against any Board Member, officer, contractor or employee, past, present or future, of Lynx or of any successor body, either directly or through Lynx or any such successor body, under any constitutional provision, statute or rule of law or by the enforcement of any assessment or penalty or otherwise. Nothing in this Agreement is intended, nor shall it be interpreted, to restrict Lynx and any Member Library, or Board Member, officer, contractor or employee of Lynx or any Member Library from availing themselves of the protections offered by applicable laws affording any immunity and defense, including without limitation, the immunities and defenses contained in the Idaho Tort Claims Act, nor shall anything contained in this Agreement modify the liability of such Member Library so as to increase the liability of such Member Library beyond the Idaho Tort Claims Act's limit of liability (i.e., \$500,000 per occurrence).

B. To the maximum extent permitted by law, each Board Member and each Member Library shall be indemnified by Lynx against all expenses and liabilities, including attorneys' fees, reasonably incurred by or imposed upon the Board Member or the Member Library by judgment or settlement in connection with any proceeding to which the Board Member or Member Library may be a party, or in which either may become involved, *by reason of having been a Board Member or member of Lynx*, except in cases of fraud, gross negligence, or bad faith in the performance of duties.

C. No covenant or agreement contained in this Agreement or the Bylaws shall be deemed to be a covenant or agreement of Lynx or any Member Library, or otherwise obligate Lynx or any Member Library, to make a future appropriation of funds. Any provision for payment or indemnification by Lynx or any Member Library is made subject to appropriation of funds and recognizes that the act of budgeting is discretionary and that no claim may be had in excess of the amounts so appropriated.

4.13 Insurance. Lynx shall procure insurance as the Board deems necessary to operate Lynx or to otherwise comply with State law and the costs related to any such insurance shall be shared among the Member Libraries in accordance with Section 4.8.

ARTICLE V GENERAL PROVISIONS

5.1 Recitals. The above recitals are incorporated herein and made a part of this Agreement.

5.2 Amendments. The power to amend this Agreement is expressly conferred upon the Board and requires the affirmative vote of seventy-five percent (75%) of all Board Members. Notwithstanding the foregoing, any amendment of this Agreement which purports to grant or delegate to Lynx additional powers beyond those expressly delegated herein shall require the approval of each Member Library in the same manner as this Agreement was originally approved.

5.3 Assignment. It is expressly agreed and understood by the Parties that they shall not have the right to assign, transfer, hypothecate or sell any of their rights, duties, or obligations under this Agreement and that any such purported assignment is null and void *ab initio*.

5.4 Notices. Any notice or other writing required or permitted by this Agreement to be delivered to any Party may be delivered personally to an authorized representative or may be delivered by mailing such notice or writing c/o Library Director to the addresses listed in Section 1.2. Any notice so given shall be deemed delivered or received on the date personally delivered or on the date deposited in the United States mail. Any Party may change the address or designee to whom notices shall thereafter be given upon five (5) days prior written notice to the other Parties in the manner set forth in this Section.

5.5 Good Faith. The Parties shall cooperate in good faith and use diligent efforts to effect the transactions contemplated by this Agreement.

5.6 Further Assurances. The Parties shall execute and deliver all documents and perform all further acts that may be reasonably necessary to effectuate the provisions and intent of this Agreement or which may be necessary or expedient to carry out the terms hereof.

5.7 Interpretation. Each document incorporated by reference herein is an essential part of this Agreement, and any requirement, duty or obligation stated in one document is as binding as if stated in all. All documents shall be construed to operate in a complementary manner and to provide for a complete project.

5.8 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Idaho.

5.9 Headings. The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation hereof.

5.10 Variation of Pronouns. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, or neuter, singular or plural, as the identity of the person or persons may require.

5.11 Exhibits. The exhibits attached hereto are incorporated herein as if each were set out in the body hereof in its entirety.

5.12 Severability. If any provision of this Agreement as applied to any Party or to any circumstance, shall be adjudged by a court to be void and unenforceable, the same shall in no way affect any other provision in this Agreement, the application of such provision in any other circumstances or the validity or enforceability of the Agreement as a whole.

5.13 Counterparts; Electronic Transmission. This Agreement may be executed in any number of counterparts, and each counterpart shall constitute an original instrument, but all such separate counterparts shall constitute one and the same agreement. Electronic transmission of any signed original document, and retransmission of any signed electronic transmission, has the same effect as delivery of an original. At the request of any Party, the Parties shall confirm electronically transmitted signatures by signing an original document.

5.14 Construction. This Agreement has been negotiated by the Parties who have had the opportunity to consult their respective counsel. This Agreement shall not be construed more strictly against one party hereto than against any other party hereto merely by virtue of the fact that it may have been prepared by counsel for one of the Parties.

5.15 Discrimination Prohibited. In performance of their obligations under this Agreement the Parties shall not discriminate against any person on the basis of race, color, religion, sex, sexual orientation, gender identity/expression, national origin or ancestry, age or disability.

5.16 No Third Party Rights. This Agreement is for the protection and benefit of the Parties and is not intended to and does not confer any rights whatsoever on any individual, person, entity or unit of government not a Party to this Agreement. Specifically, this Agreement

shall not be construed to confer any right on a non-party to become a party to this Agreement or a member of Lynx, and whether a non-party library shall be permitted to become a party to this Agreement and a member of Lynx, and on what terms, shall be a matter in the sole and absolute discretion of the Board.

5.17 Mediation. Any controversy or claim arising out of or relating to this Agreement or breach thereof shall be submitted to non-binding mediation upon the written request of any Party and conducted by one (1) neutral mediator. If the Parties are unable to select a mediator, then selection shall follow the procedure published by the American Arbitration Association Commercial Mediation Rules. This Agreement to mediate and any other agreement or consent to mediate entered into in accordance with this Agreement shall be specifically enforceable under the prevailing law of the State. Each Party shall bear its own costs and the Parties shall split equally the cost and expenses of the mediator.

5.18 Authorization. The persons executing this Agreement on behalf of each of the Parties and on behalf of any other library joining Lynx after the Effective Date each hereby represents that he/she is duly authorized by the governing body of the entity on whose behalf he/she purports to act to execute this Agreement on behalf of said entity. Upon the execution hereof by such person and, as to public libraries, by the city council, this Agreement shall be a valid and binding agreement of the entity represented by him/her.

5.19 Entire Agreement. This Agreement constitutes and contains the entire agreement of the Parties and supersedes all prior understandings and agreements, oral or written, specifically including the Prior Agreement, with respect to the subject matter hereof.

[signature pages follow]

IN WITNESS WHEREOF, the undersigned has executed this Agreement as of the Effective Date.

**ADA COUNTY FREE LIBRARY
DISTRICT d/b/a ADA COMMUNITY
LIBRARY**

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

IN WITNESS WHEREOF, the undersigned has executed this Agreement as of the Effective Date.

CITY OF BOISE CITY, IDAHO

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

BOISE PUBLIC LIBRARY

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

IN WITNESS WHEREOF, the undersigned has executed this Agreement as of the Effective Date.

CITY OF CALDWELL, IDAHO

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

CALDWELL PUBLIC LIBRARY

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

IN WITNESS WHEREOF, the undersigned has executed this Agreement as of the Effective Date.

CITY OF EAGLE, IDAHO

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

EAGLE PUBLIC LIBRARY

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

IN WITNESS WHEREOF, the undersigned has executed this Agreement as of the Effective Date.

CITY OF EMMETT, IDAHO

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

EMMETT PUBLIC LIBRARY

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

IN WITNESS WHEREOF, the undersigned has executed this Agreement as of the Effective Date.

CITY OF GARDEN CITY, IDAHO

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

GARDEN CITY PUBLIC LIBRARY

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

IN WITNESS WHEREOF, the undersigned has executed this Agreement as of the Effective Date.

KUNA LIBRARY DISTRICT

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

IN WITNESS WHEREOF, the undersigned has executed this Agreement as of the Effective Date.

**MERIDIAN FREE LIBRARY DISTRICT,
d/b/a MERIDIAN LIBRARY DISTRICT**

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

IN WITNESS WHEREOF, the undersigned has executed this Agreement as of the Effective Date.

CITY OF MOUNTAIN HOME, IDAHO

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

MOUNTAIN HOME PUBLIC LIBRARY

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

IN WITNESS WHEREOF, the undersigned has executed this Agreement as of the Effective Date.

CITY OF NAMPA, IDAHO

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

NAMPA PUBLIC LIBRARY

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

IN WITNESS WHEREOF, the undersigned has executed this Agreement as of the Effective Date.

CITY OF TWIN FALLS, IDAHO

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

TWIN FALLS PUBLIC LIBRARY

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

EXHIBIT A
Lynx Bylaws

(attached)

BYLAWS OF
LYNX LIBRARY CONSORTIUM, A JOINT POWERS ENTITY

These Bylaws shall pertain to the Lynx Library Consortium, a joint powers entity (“Lynx”) formed under the Joint Powers Act, Sections 67-2326 through 67-2330, Idaho Code, pursuant to that certain Joint Powers Agreement Lynx Library Consortium dated effective October 1, 2023 (the “Joint Powers Agreement”). These Bylaws, as the same may be amended from time to time (these “Bylaws”), are incorporated in, and made a part of the Joint Powers Agreement pursuant to the terms thereof. Capitalized terms herein, unless defined herein, shall have the meanings set forth in the Joint Powers Agreement, except where the context indicates otherwise.

ARTICLE I
MEMBERSHIP; JOINT BOARD; MEETINGS AND VOTING RIGHTS

1.1 Member Libraries. The initial Member Libraries of Lynx are:

A. **Ada County Free Library District, d/b/a Ada Community Library**, a library district and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

B. **Boise Public Library**, a subdivision of the City of Boise. The City of Boise is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

C. **Caldwell Public Library**, a subdivision of the City of Caldwell. The City of Caldwell is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

D. **Eagle Public Library**, a subdivision of the City of Eagle. The City of Eagle is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

E. **Emmett Public Library**, a subdivision of the City of Emmett. The City of Emmett is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

F. **Garden City Public Library**, a subdivision of the City of Garden City. The City of Garden City is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

G. **Kuna Library District**, a library district and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

H. **Meridian Free Library District, d/b/a Meridian Library District**, a

library district and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

I. **Mountain Home Public Library**, a subdivision of the City of Mountain Home. The City of Mountain Home is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

J. **Nampa Public Library**, a subdivision of the City of Nampa. The City of Nampa is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

K. **Twin Falls Public Library**, a subdivision of the City of Twin Falls. The City of Twin Falls is a municipal corporation and governmental subdivision, organized and existing pursuant to the laws of the State of Idaho.

1.2 Governing Board. Lynx shall be governed by a joint board of directors consisting of one (1) representative from each Member Library (the “Board”). Each Member Library’s seat on the Board shall be filled by the Member Library’s library director or their designee. If a Member Library has more than one (1) library director, such Member Library shall designate one (1) library director to serve on the Board. Members of the Board are referred to herein as “Board Members.” A Board Member shall be employed at all times by the Member Library said Board Member represents. The initial Board Members comprising the Board are set forth on **Schedule 1** to these Bylaws.

1.3 Regular Meetings of the Board; Annual Meeting. The Board shall establish, by the affirmative vote of seventy-five percent (75%) of all Board Members, a schedule of regular meetings as it deems appropriate, but no less frequently than four (4) times each fiscal year, with the schedule for the upcoming year established at the annual meeting of the Board to be held each September (the “Annual Meeting”). The Annual Meeting shall constitute a regular meeting and the purposes of the Annual Meeting are (i) to set the schedule of regular meetings for the upcoming year, (ii) to elect new Officers, as needed, and (iii) to conduct such other business as may properly come before the Board. It is anticipated that regular Board meetings will occur on the third Friday of January, April, July and September. Meetings will be held in-person at the posted location. In-person attendance is expected; exceptions to in-person attendance may be made for extenuating circumstances.

1.4 Special Meetings. A special meeting of the Board may be called at the request of the Chair, the Vice Chair or any three (3) Board Members. Any action taken by the Board Members at a special meeting for which proper notice has been given shall be deemed an official action of the Board as though taken at a regular meeting.

1.5 Open Meetings; Notice. All meetings of the Board shall be conducted in accordance with the provisions of Idaho Open Meetings Law, Title 74, Chapter 2, Idaho Code, and any amendments and/or re-codification thereof (the “Open Meetings Law”).

1.6 Quorum. A quorum for the transaction of business at any meeting of the Board is a two-thirds majority of the entire membership of the Board, provided that if less than a

quorum is present at said meeting, a majority of the members present may adjourn the meeting to another time. Each Board Member is responsible to the other members of the Board to make their best effort to be present in person or electronically at each meeting of the Board, or if their attendance is not possible, to send their designee, who shall have the authority to cast the absent Board Member's vote on matters before the Board.

1.7 Number of Votes. At each meeting of the Board, each Board Member entitled to vote at the meeting shall be entitled to one (1) vote.

1.8 Voting Thresholds. Any matter moved for passage or approval shall be deemed to have passed if it receives the affirmative vote of seventy-five percent (75%) of the Board Members present at a meeting at which a quorum is present; provided, however, that final action with respect to the matters set forth below shall require the affirmative vote of seventy-five percent (75%) of all Board Members:

- A. The amendment of these Bylaws;
- B. Establishment of the regular meeting schedule of the Board for the upcoming year (as set forth in Section 1.3 of these Bylaws);
- C. The approval of the admission of a new Member Library (as set forth in Section 2.13 of the Joint Powers Agreement);
- D. The expulsion of a Member Library (as set forth in Section 2.15 of the Joint Powers Agreement);
- E. The approval of the annual budget of the Lynx Library Consortium or any amendment thereto (as set forth in Section 4.2 of the Joint Powers Agreement);
- F. The amendment of the excessive use cost-sharing formula in Exhibit C to the Joint Powers Agreement (as set forth in Section 4.9 of the Joint Powers Agreement);
- G. The suspension of any Member Library for nonpayment (as set forth in Section 4.10 of the Joint Powers Agreement);
- H. The removal of any Officer from office without cause (as set forth in Section 2.7B of these Bylaws);
- I. The suspension of active membership status of any Member Library for failure to comply (as set forth in Section 3.4 of these Bylaws);
- J. The amendment of the Joint Powers Agreement;
- K. The dissolution of Lynx (as set forth in Section 2.17 of the Joint Powers Agreement); and
- L. Such other actions as specifically set forth in the Joint Powers Agreement and these Bylaws.

1.9 Roll Call Vote. On all questions involving the expenditure of money, all questions involving matters stated in Section 1.8 of these Bylaws, and whenever requested by any Board Member present at any meeting, the yeas and nays shall be taken and entered on the records of the proceeding by roll call.

1.10 Act of Board Members. An affirmative vote of the Board Members at a meeting in which a quorum is present is an act of the Board.

1.11 Compensation. Members of the Board, members of committees, and Officers shall not receive any compensation or other remuneration from Lynx for their services, except for payment of actual and necessary budgeted expenses while engaged in authorized business of Lynx.

ARTICLE II COMMITTEES AND OFFICERS

2.1 Officers. Board officers (“Officers”) shall be elected by the Board Members from among the Board Members and shall include one Chair, one Vice-Chair (who shall be the Chair-Elect), and one Treasurer. The Officers shall be elected at the Annual Meeting and shall assume their office at the beginning of the following fiscal year.

2.2 Chair. The Chair shall, when present, preside at all meetings of the Board. The Chair shall perform all duties incident to the office of Chair and any such other duties as may be prescribed by the Board from time to time. The Chair shall serve as the primary contact for the Administrator.

2.3 Vice-Chair/Chair-Elect. In the absence of the Chair or in the event of the Chair’s death, inability, or refusal to act, the Vice-Chair shall perform the duties of the Chair.

2.4 Treasurer. The Treasurer shall supervise all moneys raised for Lynx or received by Lynx from any source and shall supervise all disbursements of funds of Lynx, all as further set forth in the Joint Powers Agreement. The Treasurer shall in general perform all the financial duties incident to the office of the Treasurer and such other duties as from time to time may be assigned to the Treasurer by the Chair or the Board.

2.5 Terms of Office. The terms to be served by the Officers are as follows:

- A. The Chair shall hold office for one (1) Lynx fiscal year.
- B. The Vice-Chair shall hold office for one (1) Lynx fiscal year. The person serving as Vice-Chair shall, after serving his/her term as Vice-Chair, serve as Chair for the succeeding fiscal year.
- C. The Treasurer shall hold office for one (1) Lynx fiscal year.

Notwithstanding the forgoing, each Officer shall hold office until their successor shall have been duly elected and begin their terms or until that Officer resigns, dies, becomes disabled,

is no longer employed by the Member Library they represent on the Board, or is otherwise unable or unwilling to act, or has been removed from office. Officers may resign their office by giving the Chair written notice of such resignation at least thirty (30) days in advance of the effective date of such resignation, or in the case of the resignation of the Chair, by giving the Vice-Chair written notice of such resignation at least thirty (30) days in advance of the effective date of such resignation.

There shall be no term limits for Officers.

2.6 Vacancies.

A. If the office of Chair becomes vacant, the Vice-Chair shall assume the duties of the Chair. The Board shall elect one of its members to the office of Vice-Chair for the remainder of the term.

B. If the office of Vice-Chair becomes vacant, the Board shall elect one of its members to the office of Vice-Chair for the remainder of the term.

C. If the office of Treasurer becomes vacant, the Board shall elect one of its members to the office of Treasurer for the remainder of the term.

2.7 Removal of Officers.

A. For Cause. At a duly scheduled and noticed meeting, any Board Member in good standing may bring charges seeking to remove an Officer from office for alleged misconduct prejudicial to the best interest of Lynx. Removal for cause shall require the affirmative vote of a majority of all Board Members, not including the subject Officer. Before being removed from office for cause, the accused Officer must be given the opportunity to present their case to the Board. For purposes of this Section, “cause” means, but is not limited to:

1. Acts of the official or malfeasance or malfeasance in office and/or conviction of the Officer for fraud, misappropriation, or embezzlement involving property of Lynx;

2. Substantial failure of the Officer to properly perform, or substantial neglect by the Officer of the duties of their position;

3. Conduct of the Officer that causes substantial harm to the reputation of Lynx;

4. The willful breach of any written policy or rule or Bylaw applicable to Board Members or Officers;

5. The Officer is convicted in any court in the United States of any infamous crime, bribery, perjury, or any felony;

6. The Member Library who the Officer represents is in arrears in the

payment of any amounts owed to the Lynx pursuant to the Joint Powers Agreement; or

7. The Officer or the Member Library who the Officer represents is in willful breach of any term or provision of the Joint Powers Agreement.

B. Without Cause. At a duly scheduled and noticed meeting, any Officer may be removed from office without cause by an affirmative vote of seventy-five percent (75%) of all Board Members, not including the subject Officer.

2.8 Executive Committee. There shall be a standing committee of the Board comprised of the Chair, Vice-Chair and Treasurer of the Board as further described in Article II of these Bylaws, which committee shall be known and referred to as the “Executive Committee.” The Executive Committee shall oversee Board policies and operations and ensure good governance practices. The Executive Committee shall take such other action as may be directed by the Board.

2.9 Other Committees. The Board may create and dissolve such other standing and ad hoc committees, taskforces and work groups (collectively, “committees”) as necessary to its operations. Such committees may but are not required to include, without limitation, a cataloging committee, a circulation committee, an information technology committee, and a marketing committee. Committees shall consist of individuals from at least three (3) different Member Libraries and contain at least one (1) Board Member. The Administrator shall be the liaison between the committees and the Board.

2.10 Meetings and Actions of Committees. Lynx committee meetings shall be conducted pursuant to the Open Meetings Law, Title 74, Chapter 2, Idaho Code.

ARTICLE III MISCELLANEOUS PROVISIONS

3.1 Board Member Conflict of Interest. Any Board Member who has an interest in a contract or other transaction (other than as an employee of a Member Library) presented to the Board or to a committee thereof for authorization, approval, or ratification shall make a prompt and full disclosure of their interest to the Board or committee prior to its acting on such contract or transaction. Such disclosure shall include any relevant and material facts known to such person about the contract or transaction that might reasonably be construed to be averse to the interests of Lynx.

No Board Member shall cast a vote on any matter which has a direct bearing on services to be provided by that Board Member, or any organization which such Board Member represents (other than the Board Member’s Member Library) or which such Board Member has an ownership interest or is otherwise interested or affiliated, which would directly or indirectly financially benefit such Board Member.

3.2 Books and Records. The books of account, payment records, minutes of meetings of the Board, copies of the Joint Powers Agreement, these Bylaws, and any other documents relating to the operation of Lynx shall be made available for inspection and copying by the Board

Members and the Member Libraries, or by a duly appointed representative thereof, at any reasonable time and for a purpose reasonably related to the requesting party's interest in the Board or operations of Lynx, at such place as the Board may prescribe. Such inspection must take place on weekdays during normal business hours.

3.3 Delegation. The Board may authorize any Officer, employee or agent of Lynx to enter into any contract or execute and deliver any instrument in the name of and on behalf of Lynx; such authority may be general or confined to specific instances.

3.4 Responsibilities of Member Libraries.

A. Each Member Library shall conform to the standards and terms governing membership in Lynx as set forth in these Bylaws, the Joint Powers Agreement, and as may be further established by the Board. If any Member Library shall fail to conform to such standards, the Administrator shall investigate such failure and report the Administrator's findings to the Executive Committee, which will then decide whether to refer the findings to the Board for such action as the Board may determine to be appropriate pursuant to Subsection B below.

B. If the Board determines that a Member Library has failed to comply with these Bylaws, the Joint Powers Agreement, or any rule, regulation, or procedure of Lynx:

1. Such Member Library shall be given a written notice from the Board requesting compliance. At the written request of the Member Library, the Executive Committee will meet with such Member Library to discuss the failure to comply and the corrective action needed for compliance;

2. Unless the Member Library has taken all required corrective action within the time period set forth in said written notice, or, if a meeting with the Executive Committee was requested, within the time period imposed by the Executive Committee after such meeting, the Board may, upon the affirmative vote of seventy-five percent (75%) of all Board Members, suspend the active membership status of the Member Library and thereby deny services and database access to such Member Library until the required corrective action is taken. Suspension shall not relieve the Member Library from any of its obligations under the Joint Powers Agreement and these Bylaws, including the obligation to make financial payments to the Lynx Library Consortium;

3. If the suspended Member Library fails to take the required corrective action within ninety (90) days after such suspension and termination of services, the Board may pursue any remedies available to it pursuant to the Joint Powers Agreement and under law. This specifically includes, without limitation, commencement of expulsion proceedings and / or legal proceedings.

3.5 Recusal of Board Member. No Board Member shall vote on any matter relating to the suspension, expulsion or removal of the Board Member or the Member Library represented by the Board Member.

3.6 Insurance. The Board may utilize Lynx assets to purchase insurance providing

fiduciary liability coverage and/or errors and omissions coverage for the Board, Board Members, and Lynx in connection with the administration and operation of their respective duties.

3.7 Amendment. These Bylaws may be amended from time to time by the affirmative vote of seventy-five percent (75%) of all Board Members as further set forth in Section 2.4 of the Joint Powers Agreement.

3.8 Construction.

A. If there is any conflict between the provisions of these Bylaws and the Joint Powers Agreement, the provisions of the Joint Powers Agreement shall govern.

B. Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

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Schedule 1

Initial Board Members

Ada County Free Library District, DBA Ada Community Library: Mary DeWalt

Boise Public Library: Jessica Dorr

Caldwell Public Library: Lacey Forst

Eagle Public Library: Steve Bumgarner

Emmett Public Library: Alyce Kelley

Garden City Public Library: Lindsey Pettyjohn

Kuna Library District: Tam Svedin

Meridian Free Library District, DBA Meridian Library District: Nick Grove

Mountain Home Public Library: Shasta Hochstrasser

Nampa Public Library: Claire Connley

Twin Falls Public Library: Tara Bartley

EXHIBIT B
Lynx Membership Standards

Each Member Library shall continually meet the following membership standards:

1. *Library Director:* The Member Library must have a dedicated library director with the time and expertise to oversee the Member Library as well as participate in Lynx administration and governance efforts. Attendance at Lynx Board meetings is required by either the library director or qualified designee
2. *Cataloging:* The Member Library must have a designated cataloging function with dedicated, qualified staff who have time and resources to oversee cataloging for the Member Library as well as to participate in cooperative Lynx efforts.
3. *Circulation:* The Member Library must have a designated circulation function with dedicated, qualified staff who have time and resources to oversee circulation for the Member Library as well as to participate in cooperative Lynx efforts.
4. *Information Technology:* The Member Library must have qualified, dedicated IT staff or regular, timely access to outside IT expertise to meet ongoing administrative needs for Lynx participation as well as to participate in cooperative Lynx efforts.
5. *Internet:* The Member Library must have sufficient, dedicated broadband internet access to run all Lynx applications and services for staff and the public.
6. *Hours:* The Member Library must have sufficient hours to support courier drop off and pick up and to be open for the public to circulate materials.
7. *Size:* The Member Library must have sufficient space in its building(s) to sort, process, and store materials from Member Libraries as well as to make held materials available for users.
8. *Courier:* The Member Library must be geographically located in Idaho close enough to other Members Libraries that expanding courier service will be logistically and financially feasible.
9. *Strategic Planning:* The Member Library must periodically undertake a process to set strategic direction for its programs, services, and facilities. Strategic plans will be timebound, involve community input, and be approved by the governing board of the Member Library.
10. *Materials:* The Member Library must have ongoing funding to continually add new and relevant collections and to purchase materials in quantities that will enable the Member Library to meet demand from its users.

EXHIBIT C
Excessive Use Compensation

1. When a Member Library provides excessive in-person lending service to another Member Library's constituents, the lending Member Library may be entitled to compensation as set forth in this Exhibit C. The compensation threshold occurs once the number of annual transactions from the constituents of another single Member Library meets or exceeds fifty percent (50%) of the annual transactions of the lending Member Library's own constituents. Annual transactions shall represent a full calendar year.
2. Each January, the Administrator (or such other person as appointed by the Lynx Board) shall compile a statistical report of transactions (excluding renewals) that occurred between January and December of the year prior, and the Lynx Board shall appoint three (3) Board Members to a compensation team (the "Compensation Team") to determine if the excessive use threshold has been met for any Member Libraries under the Lynx Joint Powers Agreement and this Exhibit C.
3. The Compensation Team will use the statistical report to determine if the annual transactions from the constituents of another single Member Library meets or exceeds fifty percent (50%) of the annual transactions of a lending Member Library's own constituents. The Compensation Team shall distribute its findings to each Board Member by March of each year, indicating whether a Member Library owes another Member Library.
4. Compensation shall then be determined between the two affected Member Libraries. Compensation shall be based on usage, historical payments, and increased growth. If the two affected Member Libraries cannot agree on compensation, the Board will form a committee of three (3) Board Members to settle the dispute or reach a resolution no later than July 1 of such year.
5. A Member Library seeking compensation may elect, at its discretion, in-kind compensation in lieu of cash.
6. Compensation agreements are bilateral agreements between the two affected Member Libraries and require the signature and approval of the governing bodies of such Member Libraries. The bilateral compensation agreement shall identify and set forth the issue or issues involved in the compensation as well as the amounts, types, and dates of compensation. Nothing in a compensation agreement shall modify the Lynx Joint Powers Agreement.
7. Member Libraries are responsible for their respective local budgeting, local government policy/procedure resolutions and disputes, bilateral compensation resolutions/agreements and accounts payable/receivable.

MERIDIAN LIBRARY DISTRICT

Junior Librarian

DRAFT



Position Summary

The Junior Librarian assists library ~~staff in various~~ departments and locations ~~across~~ the District. ~~Gaining~~ exposure to and experience with the philosophy and ~~work~~ behind the day-to-day operations of a public library. The position is for a student currently enrolled in high school or college ~~who is~~ considering a career in libraries.

Duties and Responsibilities

Essential

Assist library staff in planning and execution of library programs for all ages. ~~Programs may be held~~ ~~in library~~ ~~branches or in the community~~.

Provide excellent customer service to library patrons. Assist with technology questions including ~~standard office applications~~, ~~navigating the~~ internet, faxing, job searches and social media needs. ~~Troubleshoot common~~ ~~computer~~ lab and internet problems. Answer questions about operating ~~tablets~~ and mobile devices for the library's electronic materials. ~~Provide reference assistance utilizing library and state databases, library materials, and quality online sources. Provide reader's advisory services.~~

Sort and shelve materials according to ~~MLD's shelving system which includes the~~ Dewey Decimal ~~classification~~. ~~Maintain order of items on shelves~~. ~~Maintain the~~ physical appearance of ~~the~~ library.

Shadow library staff, attending department and committee meetings whenever possible.

Register new library patrons and issue patron cards; update patron records when appropriate. Check out and renew items. Receive and check in items returned and prepare them to be shelved or sent in delivery to other locations; resolve fines and fees when appropriate.

Marginal

Performs other duties as assigned

Minimum Qualifications

Knowledge, Skills, and Abilities: Proficient with standard ~~office applications (including Microsoft Office and Google Workspace)~~. Ability to learn and adapt to new software and equipment technologies.

Adopted by the Meridian Library Board of Trustees 5/15/2019

Revised and Board Approved 5/15/2019

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

Experience: None

Education: This position requires the incumbent be currently enrolled in high school or [a high school equivalent program, or enrolled in college](#) and remain enrolled for the duration of the [position](#).

Training, Licenses, or Certifications: None

Supervisory Responsibility: None

Preferred Qualifications: A love for reading and a passion for learning, [Bilingual, preferably Spanish-English or Russian-English](#).

Working Conditions

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

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

Technology, Equipment, and Devices: The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, library systems and databases, email and cloud environments, and social media. [The job requires the employee to operate and occasionally troubleshoot general office equipment as well as smartphones, tablets, e-readers, gaming equipment, new consumer technology, and book carts.](#)

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

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

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Adopted by the Meridian Library Board of Trustees 5/15/2019
Revised and Board Approved 5/15/2019

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Expected travel: The job requires limited travel for training and conference activities .

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

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

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

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Adopted by the Meridian Library Board of Trustees 5/15/2019
Revised and Board Approved 5/15/2019



MERIDIAN LIBRARY DISTRICT

Room Reservation Policy

DRAFT in review

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PURPOSE

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

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

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ELIGIBILITY

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

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

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

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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 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.

TERMS OF USE

1. No admission fee may be charged for the event taking place in the meeting room. It is understood that legitimate dues and membership fees do not constitute admission fees.
2. Meetings and events in the branch's meeting rooms must be open to the public.
3. Programs or events may not disrupt the use of the branch by others. MLD reserves the right to withdraw permission for meeting room use when conditions warrant and to stop meetings which interfere with or are disruptive to the normal operations of the library. Persons attending the meetings are subject to all MLD rules and regulations including the Code of Conduct Policy which includes, but is not limited to:
 - o Illegal weapons are not permitted on the premises.
 - o In compliance with Idaho Code, smoking is prohibited in all parts of the branch, including meeting rooms and courtyards.
 - o Possession or consumption of alcohol on MLD grounds, at a non-library sponsored event, is prohibited.
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 any damage caused by misuse or abuse of MLD property as assessed by the branch manager or designee.
5. MLD does not assume responsibility for materials, equipment, or any other article left by an organization, group or individual in the library and will not be liable for loss, theft, or damage hereto. Attempts will be made to notify the contact listed on the application for any items left after the end of the event. Items left unclaimed for five (5) days after that will be considered abandoned and disposed of without further notice to the organization.

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6. Individuals or organizations reserving rooms are responsible for ensuring that all necessary safety provisions are observed.
7. MLD is not liable for damages resulting from food served at events.
8. Copyright restrictions apply to the use of rooms and equipment and cannot be used to duplicate or show material produced by copyright law. Applicants may be liable for any infringement.
9. MLD branches that serve as polling locations are subject to additional restrictions limiting political activities within 100 feet of the polling location on Election Day per Idaho Code § 18-2318.
10. Additional deposit may be required for cleaning services if determined necessary by the Library Director, or designee.

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DENIALS AND APPEALS

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

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

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

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PUBLICITY

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

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RESERVATIONS

An application is available via the website or upon request by phone, email or in person. The reservation must include the name and contact information of the responsible adult (with the exception of study room reservations), name of organization (if applicable), time period requested, number of persons expected, topic or nature of the meeting and requested equipment. An individual must complete an application and certify understanding of the library's rules and regulations in order to reserve a meeting room. Reservations that do not show up within 15 minutes of the scheduled start time will be considered forfeited.

Reservation costs must be paid for in advance. Setup and takedown times are included in the total reservation duration. Cancellations with less than 24 hours notice are non-refundable. MLD does not issue partial refunds for unused time if a room use is ended earlier than the duration of the reservation.

FEES

The first hour of meeting room fees are waived. Rates for each additional half hour are:

Cherry Lane Meeting Rooms	Rate per half hour (first hour free)
Large Conference Room	\$15.00
Small Conference Room	\$7.50
Study Room	Free (maximum of three hours per day)
unBound Meeting Rooms	Rate per half hour (first hour free)
MEET - Formal Meeting Room	\$7.50
RECORD - Sound Studio	\$7.50
SHARE - Informal Meeting Space	Free (maximum of four hours per day)
Orchard Park Meeting Rooms	Rate per half hour (first hour free)
Conference Room	\$12.50

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Study Room

Free
(maximum of three hours per day)

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

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SALES TAX

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



Meridian Library District NAMING OPPORTUNITIES POLICY

DRAFT

It is the policy of Meridian Library District (MLD) from time to time to recognize the generosity of an individual(s) and/or corporation(s), foundation and/or other donor(s) by choosing to create a specific naming designation for a collection, facility or portion of a facility.

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The Meridian Library District Board of Trustees (Library Board) has the sole right to name or rename collections or facilities. The Library Director may recommend naming opportunities to the Library Board for consideration. The Library Board recognizes that naming a collection, facility, or portion of a facility is a decision of immense importance; therefore, making these decisions is undertaken with an appreciation for that significance.

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While the Library Board is grateful for and encourages donations from all individuals, businesses and organizations, the Library Board has the right to decline any gift to MLD and/or reject naming/sponsorship proposals.

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A. The Library Board may name or rename library interior/exterior spaces such as meeting rooms, reading lounges, study rooms, special use areas, equipment, green spaces, walkways, patios, etc. Appropriate contributions for such naming opportunities will be at the discretion of the Library Board. The Library Board may create a campaign using a fundraising leg to solicit donors, such as the Meridian Library Foundation.

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B. The Library Board has final approval of naming of rooms from contributions received through fundraising campaigns facilitated by a fundraising leg, such as the Meridian Library Foundation.

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C. The Library Board reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances.

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D. If a distinctively named library facility is relocated, substantially remodeled, or converted to use other than its original use, the facility may be renamed to reflect the association of new donors or community interests related to the changing facility. In such instances, the original name shall be honored in an appropriate manner.

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Meridian Library District UNATTENDED YOUTH DRAFT

Youth are encouraged to use [Meridian Library District \(MLD\)](#) resources and services, to enjoy the [library branches](#) as a place of study and inquiry, and to participate in [library's](#) programs. [MLD](#) encourages parents, guardians, and caregivers to use the [library](#) with their youth. [MLD is not responsible for monitoring youth's access to materials accessed in the library's collection.](#)

Children eight and under, or vulnerable people of any age, must be accompanied at all times by a responsible party.

Disruptive youth may be asked to disperse or leave [MLD](#) property at the library staff's discretion. Parents are responsible for the behavior of their youth [whether or not they are present](#), and guardians [or](#) caregivers are responsible for the behavior of the youth in their care,

[MLD does not act in loco parentis for unsupervised minors, which means MLD will not be responsible for unattended youth.](#)

[MLD](#) is not responsible for the safety or security of youth left unattended. Any youth not able to travel alone must be picked up prior to [a branch](#) closing. If it is determined that a youth is lost or left unattended, every reasonable attempt will be made to identify and locate the parents or responsible [guardian](#). If an unattended youth remains at [a branch](#) after closing time, [or in the case of an emergency](#), the proper authorities may be notified.

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