



**NOTICE OF LIBRARY BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
April 17, 2024**

The public is invited to attend the regular meeting of the Meridian Library District Board of Trustees at:
7:00 pm on Wednesday, April 17, 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, March 20, 2024
 - b. Policies
 - i. Photography Policy
 - c. Job Descriptions
 - i. Administrative Assistant
 - ii. Resource Coordinator
- 3. Financials [ACTION ITEM]**
 - a. Approval of February Financial Reports
 - b. Disbursement approvals
- 4. FY23 Audit Presentation and Acceptance [ACTION ITEM]**
- 5. Staff Presentation**
 - a. Courtnie Brown - Libraries as Launchpads
- 6. Director Updates**
 - a. Director's monthly report
- 7. Job Descriptions**
 - a. Human Resource Coordinator [ACTION ITEM]
- 8. Policy Reviews**
 - a. Financial Policy [ACTION ITEM]
 - b. Employee Handbook [ACTION ITEM]
- 9. Future agenda items [DISCUSSION ITEM]**

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: All present

Staff present:

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

Meeting called to order by Trustee Larsen at 7:00pm

AGENDA ITEMS

1) Public Comment

- a) Bryan Carter gave public comment on the District's policy regarding firearms. He asked that the District remove said policy because he said it is not in line with Idaho law. He said he has been reported in the past for open carrying on District property.

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

- a) Regular Meeting Minutes, January 19, 2024
- b) Policies
 - i) Public Records Policy
 - ii) Privacy & Confidentiality Policy
 - iii) Displays & Exhibits

Motion to approve: Trustee Cummings

Second: Trustee Hart

Vote: All in favor

Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

3) Financials [ACTION ITEM]

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

Motion to approve: Trustee Knutson

Second: Trustee Hart

Vote: All in favor

4) FY23 Audit Presentation and Acceptance – tabled until next month

5) Presentation – C.O.P. Financing

- a) Adam Christensen and Eric Haringer from Piper Sandler, bond counsel on South Branch
- b) Mr. Christensen gave a brief overview of the project and its progress. Mr. Haringer gave an accompanying presentation on the District's goals and future plans for the financing of the Pinnacle branch. They will be back before the board in July for the board to approve and finalize the presented financing plan

6) Director Updates

- a) Director's monthly report
 - i) Director Grove presented to the board on the District's progress over the last month, including three new hires, the Figaro adoption kit from the Foundation, and facilities updates. The District sent its Intent to Vacate to Sundance Properties for the Silverstone property, giving staff a month to move from Silverstone to the new Pinnacle branch. Material Services is gearing up for Pinnacle materials purchasing. The Strategic Initiatives team is planning for the District's centennial celebration. Since January, community members have volunteered almost 300 hours with the District and over 700 hours since the start of the fiscal year.
 - ii) Trustee Cummings asked if any of the volunteer hours are court mandated. Director Grove said that volunteering with the library is accepted as a form of court-mandated community service, but training requirements often need more time than what is mandated by the court. The same goes for service hours for school.

7) Job Descriptions

- a) Collection Development Librarian [ACTION ITEM]

Motion to approve: Trustee Knutson

Second: Trustee Cummings *Vote:* All in favor

- b) Digital Services Librarian [ACTION ITEM]

Motion to approve: Trustee Knutson

Second: Trustee Cummings *Vote:* All in favor

- c) HR Manager [ACTION ITEM]

Motion to approve: Trustee Hart

Second: Trustee Cummings *Vote:* All in favor

Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

d) Executive Assistant [ACTION ITEM]

Motion to approve: Trustee Cummings

Second: Trustee Hart

Vote: All in favor

e) Library Courier [ACTION ITEM]

Motion to approve: Trustee Cummings

Second: Trustee Hart

Vote: All in favor

8) Policy Reviews

a) Volunteer Policy [ACTION ITEM]

Motion to approve with an effective date on March 1st: Trustee Cummings

Second: Trustee Knutson Vote: All in favor

9) Board Committees

a) Chair Larsen mentioned HB 710 and her concern for the widespread effects it passes. She proposed two subcommittees made of no more than two board members and District staff members. Trustee Hart voiced her agreement, as the regular meeting structure is not always conducive to discussing these issues. Trustee Knutson concurred.

Motion to establish two subcommittees made of two Trustees: Trustee Cummings

Second: Trustee Hart Vote: All in favor

i) Legal Review

(1) Trustee Kohler & Trustee Cummings

ii) Implementation Review

(1) Trustee Knutson & Trustee Hart

10) Executive Session [ACTION ITEM]

a) Pursuant to Idaho Code 74-206 (1)

(1b.) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;

Motion to go into Executive session: Trustee Cummings Second: Trustee Knutson

Roll call vote: Trustee Larsen- yes

Trustee Kohler- yes

Trustee Knutson- yes

Trustee Hart- yes

Trustee Cummings- yes

Time in session: 8:32pm

Time out of session: 9:18pm



Library Board Trustee Meeting Minutes

March 20, 2024

Trustees

Megan Larsen – Chair

Jeff Kohler – Vice Chair

Laura Knutson - Treasurer

Destinie Hart – Trustee

Josh Cummings - Trustee

11) Future agenda items [DISCUSSION ITEM]

- a) Chair Larsen said she looks forward to hearing more about the centennial celebration at next month's regular board meeting
- b) Chair Larsen also asked about a presentation from the District's junior librarians as has been done in the past, but the District currently has no junior librarians.

Meeting adjourned: 9:20pm

The next regular Library Board Meeting is scheduled for 7:00pm, April 17, 2024

RESPECTFULLY SUBMITTED AND APPROVED

Nick Grove, Director

Megan Larsen, Board Chair



Meridian Library District PHOTOGRAPHY DRAFT

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The Meridian Library District (MLD) often takes photos and videos of its programs, activities, and their participants. This may include recording or taking screenshots of virtual programs. Please be aware that these photos are for the use of MLD only and may appear in MLD publicity (including social media) or on the MLD website. Those wishing not to be photographed or video recorded should inform the photographer. Names of individuals will not be used in photo captions.

See our Social Media Policy for more information on use of photographs.

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DRAFT

MERIDIAN LIBRARY DISTRICT
Administrative Assistant
DRAFT



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2 **Position Summary**

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

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

8
9 **Duties and Responsibilities**

10 *Essential*

11 **Supply Management**

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

Deleted: Supplies resource specialist with purchase requests

16 **Records and Reports**

17 Maintains accurate records, collects statistics, tracks performance measures and prepares reports
18 related to library services and events to include attendance, outcomes, evaluation, costs, etc. as
19 required by administration. Completes clerical tasks such as record maintenance, document
20 management, document scanning, compiling lists and drafting resource guides. Keeps
21 information accessible by sorting and filing documents. Prepares and organizes documents,
22 including some documents for board meetings and mailings. Ensures the correspondence is
23 accurate and free from grammatical errors. Assists with coordinating tax form distribution for
24 public access to all locations. Sorts and distributes mail and packages. Assists with financial tasks

Deleted: Coordinates

Adopted by the Meridian Library Board of Trustees n.d.
Revised and Board Approved August 16, 2023

28 [such as processing invoices, maintaining expense records, and assisting with budget tracking.](#)
29 [Assists with asset tracking and annual inventory.](#) Maintains good attendance and timekeeping
30 records.

31 **Operations**

32 Tracks board trustees volunteer hours. Trains and monitors new public notaries. ~~May assist in the~~
33 printing and distribution of library materials, brochures, fliers, etc. Works in an office setting and
34 remotely. Open district mail and process payments in accordance to library policies and
35 procedures.

Deleted: Manages meeting room reservations on the website and internal calendars for district admin needs.

36 **Customer Service**

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

40 **Clerical**

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

44 **Marginal**

45 Runs errands for the library admin team.

46 Performs other duties as assigned.

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47 [Assists library leadership team as necessary with reports, purchasing, photography and staff](#)
48 [photo management, and with staff badge creation.](#)

49

50 **Qualifications**

51 *Minimum Qualifications*

52 **Knowledge, Skills, and Abilities**

53 Demonstrated commitment to diversity, equity, and inclusion.

54 Demonstrated ability to maintain and properly manage confidential information.

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Revised and Board Approved August 16, 2023

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

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

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

72 **Experience**

73 1-3 years of administrative or office support experience, or equivalent experience, training, and/or
74 education

75 **Education**

76 High School Diploma or G.E.D.

77 **Training, Licenses, or Certifications**

78 Valid driver's license

79 **Supervisory Responsibility**

80 None

81 **Preferred Qualifications**

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

85

86 **Working Conditions**

87 **Physical Requirements**

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

92 **Mental Requirements**

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

95 **Technology, Equipment, and Devices**

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

101 **Expected Hours of Work**

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

105 **Work Environment**

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

109 **Expected Travel**

110 This position requires limited travel throughout the library district.

111

112 **Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts,
113 or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities

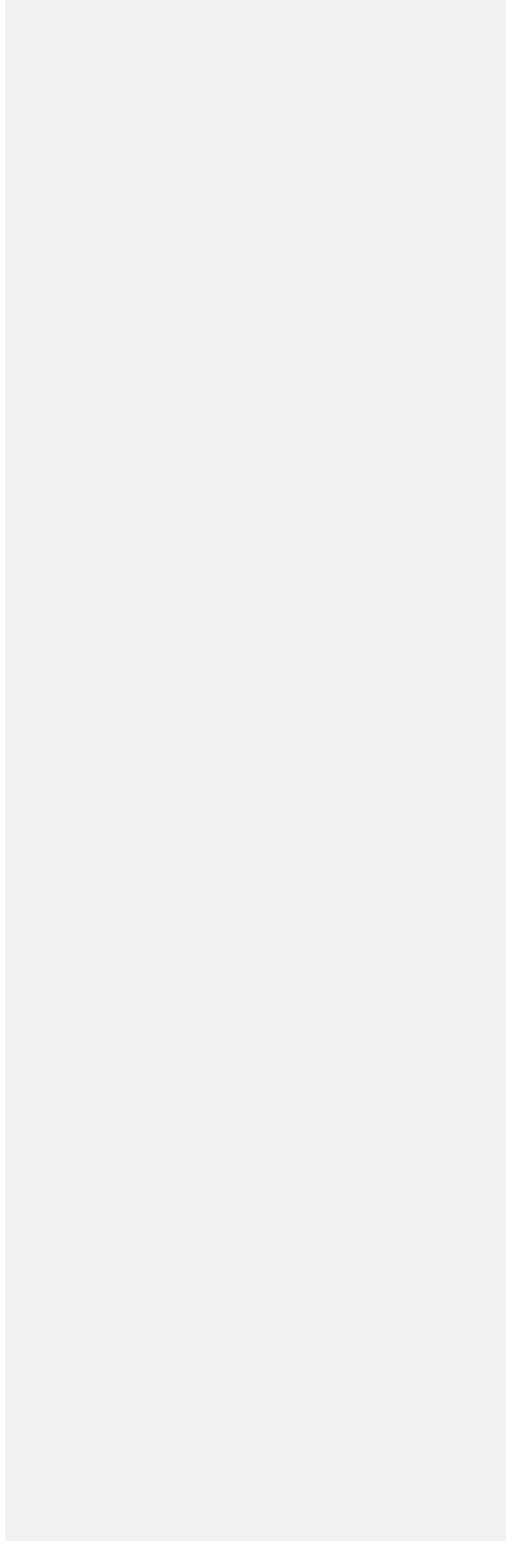
*Adopted by the Meridian Library Board of Trustees n.d.
Revised and Board Approved August 16, 2023*

114 from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any
115 time.

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

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

DRAFT



MERIDIAN LIBRARY DISTRICT
Resource Coordinator
DRAFT



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2 **Position Summary**

3 The Resource Coordinator performs duties in assigned areas relating to acquisitions, cataloging,
4 processing, and collection maintenance. This position assists the [Material Services Manager](#) in the
5 supervision of workflow related to ordering, cataloging, processing and maintenance of library
6 materials and transmits records into the Integrated Library System (ILS); receives, catalogs and
7 processes all library materials; invoices materials in coordination with the Resource Specialist; de-
8 selects and deletes library materials. Work is performed independently under general supervision.

Deleted: District Support

9
10 **Duties and Responsibilities**

11 *Essential*

12 **Collection Processing and Maintenance**

13 The Resource Coordinator coordinates cataloging, processing, and maintenance of library
14 materials and records. Prioritizes and distributes work as part of a team to ensure maximum
15 flexibility and efficiency. Helps build a collection which reflects the diversity of the community in
16 which the library serves. Maintains staff cataloging and acquisition manuals. Creates and uploads
17 records in/into the ILS, editing as needed. Performs original and copy cataloging; adapts online
18 records according to guidelines in all subject areas and languages as needed to ensure maximum
19 discoverability within the public catalog. Interprets and applies Library of Congress subject
20 headings, the Dewey Decimal system, the AACR2, RDA, and the Online Computer Library Center
21 (OCLC) manuals to catalog and classify library materials. The Resource Coordinator maintains
22 authority records and performs needed authority work in the database. Oversees and ensures the
23 accuracy and currency of library records in the ILS and OCLC. Processes and mends library
24 materials.

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Adopted by the Meridian Library Board of Trustees June 1, 2017
Reviewed and Board Approved July 19, 2023

27 **Customer Service**

28 Provides high quality internal customer service to staff, volunteers, and vendors. Actively
29 promotes respect for diversity and creates an inclusive, welcoming, and respectful library
30 atmosphere. Arrives at work location on time, ready to interact with other staff.

31 **Reports and Recordkeeping**

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

35

36 *Marginal*

37 Works with District and Lynx Library Consortium cataloging and acquisitions staff to update
38 procedures and ensure standards met. Works with vendors, staff, and Lynx Library Consortium
39 personnel related to ILS updates, upgrades, pre-processing plans, and special collections. Makes
40 recommendations for changes in workflow and procedures to maximize efficiency. Represents the
41 library in Lynx Library Consortium group meetings. Utilizes RFID systems and software to write
42 information to RFID tags on circulating materials.

43 Performs other duties as assigned.

44

45 **Minimum Qualifications**

46 *Knowledge, Skills, and Abilities:*

47 Demonstrated commitment to diversity, equity, and inclusion.

48 Provides exemplary customer service and maintains a favorable public image of the library. The
49 Resource Coordinator position requires excellent interpersonal skills, the ability to communicate
50 effectively, and appropriately, with people from diverse backgrounds. Builds and maintains
51 positive working relationships with individuals at all levels of the organization and may need to
52 foster positive partnerships with outside organizations.

53 Proficient with standard office applications (including Microsoft Office and Google Workspace),
54 online library automation system and online searching. Understands the role of technology in
55 providing library services and is proficient in that technology. Ability to learn and adapt to new

Adopted by the Meridian Library Board of Trustees June 1, 2017

Reviewed and Board Approved July 19, 2023

56 software and equipment technologies. General understanding of public libraries and library
57 services.

58 The Resource Coordinator position requires persuading or gaining cooperation and acceptance of
59 ideas and/or the resolution and/or negotiation of conflicts; assists with ensuring customer
60 satisfaction district-wide.

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

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

64 *Training, Licenses, or Certifications:* Courses and/or training in computerized library cataloging
65 and/or acquisitions. Valid driver's license.

66 *Supervisory Responsibility:* None.

67 **Preferred Qualifications:** Bachelor's degree or MLS/MLIS degree from an ALA accredited library
68 school. Bilingual, preferably Spanish-English, Russian-English. Two or more years of experience in
69 library cataloging or acquisitions. Knowledge of the principles and practices of automated library
70 systems, library classification systems, AACR2 and RDA standards, and knowledge of trends and
71 practices in library service. Desired personal attributes include a passion for engaging people from
72 all backgrounds and all ages, and a positive and enthusiastic approach to providing library
73 services.

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75 **Working Conditions**

76 *Physical Requirements:* This position requires the employee to constantly stand, sit, twist/turn,
77 maintain flexibility, hear, listen, see, and speak clearly; frequently stoop/bend and walk; perform
78 manual dexterity movements; seldom kneel, crawl, and balance. This position also requires the
79 employee to lift and carry 10-50 pounds; reach at, above, and below shoulder height; grasp
80 objects weighing 10-50 lbs.; push and pull objects weighing 50-100 pounds.

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

84 *Technology, Equipment, and Devices:* This position requires the employee to regularly operate and
85 exhibit proficiency with computers and commonly used office applications, library systems and

Adopted by the Meridian Library Board of Trustees June 1, 2017

Reviewed and Board Approved July 19, 2023

89 databases, email and cloud environments. This position requires the employee to operate and
90 occasionally troubleshoot general office equipment, as well as new consumer technology, and
91 book carts.

92 *Work Environment:* This position requires the employee to be subjected to repetition, working
93 alone, working remotely, working around others, verbal contact with others, face-to-face contact,
94 inside environments, mechanical equipment, and moving objects.

95 *Expected Hours of Work:* Work will typically be performed during regular daytime business hours
96 Monday-Friday. Position schedule is subject to change at any time at the discretion of
97 management.

98 *Expected travel:* This position requires limited travel for training and conference activities. May
99 require travel between Meridian Library District locations.

100

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

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

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

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Meridian Library District

Bill Listing

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2380 Accounts Payable						
02/01/2024	Bill	2024-03-01	SUNDANCE INVESTMENTS, LLP	Monthly Rent	2380 Accounts Payable	9,895.52
				Monthly Rent	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	9,895.52
02/01/2024	Bill	2024-02-01	High Desert Development Linder Village, LLC	Monthly Rent	2380 Accounts Payable	17,916.67
				Monthly Rent	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	17,916.67
02/01/2024	Bill	0029753	MIDAMERICA BOOKS	Childrens Books	2380 Accounts Payable	1,071.70
				Childrens Books	5130 COLLECTIONS:Children's books	1,071.70
02/01/2024	Bill	64340839	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	171.14
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	171.14
02/01/2024	Bill	504992567	MIDWEST TAPE	ADB Media	2380 Accounts Payable	166.96
				ADB Media	5149 COLLECTIONS:Media	166.96
02/01/2024	Bill	64340838	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,142.38
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	123.01
				Print Books	5135 COLLECTIONS:Young Adult books	28.46
				Print Books	5130 COLLECTIONS:Children's books	595.88
				Print Books	5135 COLLECTIONS:Young Adult books	9.74
				Print Books	5115 COLLECTIONS:Adult Print Books	68.46
				Print Books	5115 COLLECTIONS:Adult Print Books	37.10
				Print Books	5130 COLLECTIONS:Children's books	276.73
02/01/2024	Bill	1360931	PEAK ALARM CO, INC	Security monitoring 02/01-04/30/2024	2380 Accounts Payable	144.63
				Security monitoring 02/01-04/30/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	144.63
02/01/2024	Bill	6122227	UNIQUE MANAGEMENT SERVICES, INC	Customer Account Balance Recovery Service January 2024	2380 Accounts Payable	413.70
				Customer Account Balance Recovery Service January 2024	5202.6 OPERATING EXPENSES:Professional Services:Other	413.70
02/01/2024	Bill	1000358193	OCLC, Inc.	WebDewey 02/01/24-01/31/25	2380 Accounts Payable	817.00
				WebDewey 02/01/24-01/31/25	5229.1 OPERATING EXPENSES:Materials Processing:Materials-OCLC	817.00
02/01/2024	Bill	MA61427732	APPLE INC	Qty 1 Mac Studio Computer S/N YX2RM4K5F2	2380 Accounts Payable	1,934.00
				Qty 1 Mac Studio Computer S/N YX2RM4K5F2	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	1,934.00

Meridian Library District

Bill Listing

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/01/2024	Bill	2275	MINUTEMAN INC.	Key Copies for Admin	2380 Accounts Payable	21.00
				Key Copies for Admin	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	21.00
02/01/2024	Bill	2024-02-01	Prime, Inc	Monthly Rent	2380 Accounts Payable	3,444.00
				Monthly Rent	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	3,444.00
02/01/2024	Bill	JAN2024INTLIB	ADA COMMUNITY LIBRARY	January 2024 Inter Library	2380 Accounts Payable	99.92
				January 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-99.92
02/01/2024	Bill	JAN2024INTLIB	BOISE PUBLIC LIBRARY	January 2024 Inter Library	2380 Accounts Payable	145.92
				January 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-145.92
02/01/2024	Bill	JAN2024INTLIB	EAGLE PUBLIC LIBRARY	January 2024 Inter Library	2380 Accounts Payable	202.98
				January 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-202.98
02/01/2024	Bill	JAN2024INTLIB	GARDEN CITY LIBRARY	January 2024 Inter Library	2380 Accounts Payable	24.99
				January 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-24.99
02/01/2024	Bill	JAN2024INTLIB	Kuna Library District	January 2024 Inter Library	2380 Accounts Payable	14.85
				January 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-14.85
02/01/2024	Bill	JAN2024INTLIB	NAMPA PUBLIC LIBRARY	January 2024 Inter Library	2380 Accounts Payable	109.58
				January 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-109.58
02/01/2024	Bill	2071057	CENTER POINT LARGE PRINT	Print Books	2380 Accounts Payable	89.88
				Print Books	5115 COLLECTIONS:Adult Print Books	89.88
02/01/2024	Bill	0685251	WESTERN RECORDS DESTRUCTION, INC	Shredding Service 01/01-01/31/24	2380 Accounts Payable	55.00
				Shredding Service 01/01-01/31/24	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	55.00
02/01/2024	Bill	41566	FATBEAM, LLC	Internet February 2024	2380 Accounts Payable	850.00
				Internet February 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	850.00
02/01/2024	Bill	41601	FATBEAM, LLC	Internet February 2024	2380 Accounts Payable	675.00
				Internet February 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	675.00
02/01/2024	Bill	41841	FATBEAM, LLC	Internet February 2024	2380 Accounts Payable	700.00
				Internet February 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	700.00
02/01/2024	Bill	41884	FATBEAM, LLC	Managed Firewall Services February 2024	2380 Accounts Payable	150.00
				Managed Firewall Services February 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	150.00

Meridian Library District

Bill Listing

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/01/2024	Bill	41587	FATBEAM, LLC	Internet February 2024	2380 Accounts Payable	750.00
				Internet February 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	750.00
02/01/2024	Bill	8201	SHR Franchising, LLC dba JAN-PRO of Idaho	Regular Janitorial Service from 02/01/2024-02/29/2024	2380 Accounts Payable	9,750.00
				Regular Janitorial Service from 02/01/2024-02/29/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	4,250.00
				Regular Janitorial Service from 02/01/2024-02/29/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	3,850.00
				Regular Janitorial Service from 02/01/2024-02/29/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	300.00
				Regular Janitorial Service from 02/01/2024-02/29/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	450.00
				Regular Janitorial Service from 02/01/2024-02/29/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	650.00
				Regular Janitorial Service from 02/01/2024-02/29/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	250.00
02/01/2024	Bill	IDW-102301	YIG Administration	ID Watchdog January 2024	2380 Accounts Payable	260.00
				ID Watchdog January 2024	5010c PERSONNEL:Payroll benefits:Benefits - Health	87.50
				ID Watchdog January 2024	5010c PERSONNEL:Payroll benefits:Benefits - Health	32.50
				ID Watchdog January 2024	5010c PERSONNEL:Payroll benefits:Benefits - Health	20.00
				ID Watchdog January 2024	5010c PERSONNEL:Payroll benefits:Benefits - Health	65.00
				ID Watchdog January 2024	5010c PERSONNEL:Payroll benefits:Benefits - Health	27.50
				ID Watchdog January 2024	5010c PERSONNEL:Payroll benefits:Benefits - Health	35.00
				ID Watchdog January 2024 Billing Differences	5010c PERSONNEL:Payroll benefits:Benefits - Health	-7.50
02/02/2024	Bill	02945CO24035468	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	16,002.73
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	16,002.73
02/02/2024	Bill	64340967	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	42.60
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	42.60
02/02/2024	Bill	64340986	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	121.61
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	121.61
02/02/2024	Bill	505001386	MIDWEST TAPE	Blu Rays	2380 Accounts Payable	262.32
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	22.40
				Blu Rays	5149 COLLECTIONS:Media	149.95
				Blu Rays	5149 COLLECTIONS:Media	29.99
				Blu Rays	5149 COLLECTIONS:Media	59.98
02/02/2024	Bill	64340966	INGRAM LIBRARY	Print Books	2380 Accounts Payable	283.96

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
			SERVICES, INC	Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	10.63
				Print Books	5130 COLLECTIONS:Children's books	10.63
				Print Books	5115 COLLECTIONS:Adult Print Books	105.42
				Print Books	5115 COLLECTIONS:Adult Print Books	61.39
				Print Books	5115 COLLECTIONS:Adult Print Books	82.26
				Print Books	5130 COLLECTIONS:Children's books	10.63
02/02/2024	Bill	64340985	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	845.36
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	14.10
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
				Print Books	5130 COLLECTIONS:Children's books	10.63
				Print Books	5115 COLLECTIONS:Adult Print Books	437.30
				Print Books	5115 COLLECTIONS:Adult Print Books	62.63
				Print Books	5115 COLLECTIONS:Adult Print Books	292.41
				Print Books	5130 COLLECTIONS:Children's books	14.10
02/02/2024	Bill	133796	Diamond Lawns, LLC	January Snow Removal Services	2380 Accounts Payable	15,581.00
				January Snow Removal Services	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	15,581.00
02/04/2024	Bill	64341061	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	84.40
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	84.40
02/04/2024	Bill	64341060	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	709.87
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	13.99
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
				Print Books	5115 COLLECTIONS:Adult Print Books	338.45
				Print Books	5115 COLLECTIONS:Adult Print Books	112.45
				Print Books	5115 COLLECTIONS:Adult Print Books	216.80
				Print Books	5130 COLLECTIONS:Children's books	13.99
02/05/2024	Bill	02/05/24	Maria Cottle	Parking for South Branch Meeting	2380 Accounts Payable	15.00
				Parking for South Branch Meeting	9289 South Branch Project Costs	15.00
02/06/2024	Bill	02945DA24040588	OVERDRIVE, INC	Ebook	2380 Accounts Payable	70.46
				Ebook	5122 COLLECTIONS:eContent	70.46
02/06/2024	Bill	02945DA24040586	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	1,086.38
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	1,086.38
02/06/2024	Bill	02945DA24040587	OVERDRIVE, INC	Ebook	2380 Accounts Payable	29.98
				Ebook	5122 COLLECTIONS:eContent	29.98

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/06/2024	Bill	02945DA24040589	OVERDRIVE, INC	Ebook	2380 Accounts Payable	29.98
				Ebook	5122 COLLECTIONS:eContent	29.98
02/06/2024	Bill	505018331	MIDWEST TAPE	Blu Rays/DVDs	2380 Accounts Payable	147.84
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.90
				Blu Rays/DVDs	5149 COLLECTIONS:Media	91.46
				Blu Rays/DVDs	5149 COLLECTIONS:Media	26.24
				Blu Rays/DVDs	5149 COLLECTIONS:Media	26.24
02/06/2024	Bill	1127	BORTON LAW OFFICES, PLLC	Legal Services 01/08-01/19/24	2380 Accounts Payable	120.00
				Legal Services 01/08-01/19/24	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	120.00
02/06/2024	Bill	020624	Jennifer Tiedtke	24-12 ICfL 24-14 Jennifer Tiedtke Library Course Grant	2380 Accounts Payable	1,250.00
				24-12 ICfL 24-14 Jennifer Tiedtke Library Course Grant	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported	1,250.00
02/06/2024	Bill	02/06/24	Andrew T. Silver	Graphic Design Creation for Children's Book Festival	2380 Accounts Payable	1,000.00
				Graphic Design Creation for Children's Book Festival	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	1,000.00
02/07/2024	Bill	67684078	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	77.99
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	77.99
02/07/2024	Bill	64341545	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	138.95
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	138.95
02/07/2024	Bill	64341544	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,273.42
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	45.88
				Print Books	5135 COLLECTIONS:Young Adult books	51.72
				Print Books	5130 COLLECTIONS:Children's books	21.26
				Print Books	5135 COLLECTIONS:Young Adult books	33.58
				Print Books	5115 COLLECTIONS:Adult Print Books	661.93
				Print Books	5115 COLLECTIONS:Adult Print Books	152.27
				Print Books	5115 COLLECTIONS:Adult Print Books	228.24
				Print Books	5130 COLLECTIONS:Children's books	41.96
				Print Books	5135 COLLECTIONS:Young Adult books	33.58
02/07/2024	Bill	67684077	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	469.23
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5135 COLLECTIONS:Young Adult books	11.19

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5115 COLLECTIONS:Adult Print Books	387.88
				Print Books	5115 COLLECTIONS:Adult Print Books	55.97
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
02/07/2024	Bill	021724	Jane Olsen	24-13 ICfL 24-15 Jane Olsen Library Course Grant	2380 Accounts Payable	1,250.00
				24-13 ICfL 24-15 Jane Olsen Library Course Grant	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported	1,250.00
02/07/2024	Bill	571475	Access Integration, Inc.	Courier Door Change from Keypad to RFID	2380 Accounts Payable	4,458.90
				Courier Door Change from Keypad to RFID	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	4,458.90
02/08/2024	Bill	64341617	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	269.16
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	269.16
02/08/2024	Bill	64341616	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,646.90
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	71.76
				Print Books	5130 COLLECTIONS:Children's books	649.45
				Print Books	5115 COLLECTIONS:Adult Print Books	432.12
				Print Books	5115 COLLECTIONS:Adult Print Books	79.97
				Print Books	5115 COLLECTIONS:Adult Print Books	223.52
				Print Books	5130 COLLECTIONS:Children's books	187.08
02/08/2024	Bill	67684500	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	31.88
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	31.88
02/08/2024	Bill	67684499	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	250.98
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	75.59
				Print Books	5115 COLLECTIONS:Adult Print Books	65.35
				Print Books	5115 COLLECTIONS:Adult Print Books	62.28
				Print Books	5130 COLLECTIONS:Children's books	44.76
02/09/2024	Bill	02945DA24043827	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	69.99
				Audiobook	5122 COLLECTIONS:eContent	69.99
02/09/2024	Bill	02945CO24043203	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	5,018.56
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	5,018.56
02/09/2024	Bill	127673	Ednetics	Monthly VOIP Services	2380 Accounts Payable	647.47
				Monthly VOIP Services	5230 OPERATING EXPENSES:Information Technology:Phone Service	647.47
02/09/2024	Bill	3318714013	Pitney Bowes Global	Postage meter lease	2380 Accounts Payable	220.29

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
			Financial Svc LLC	12/30/23-03/29/24 Postage meter lease 12/30/23-03/29/24	5232 OPERATING EXPENSES:Miscellaneous Operating:Postage	220.29
02/09/2024	Bill	ShoeReplacement	Steve McNitt	Shoe Replacement - ICRMP Insurance Claim	2380 Accounts Payable	65.00
				Shoe Replacement - ICRMP Insurance Claim	5228 OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous	65.00
02/09/2024	Bill	ShoeReplacement	Nicole Alexandra Kreiner Gillihan	Shoe Replacement - ICRMP Insurance Claim	2380 Accounts Payable	4.00
				Shoe Replacement - ICRMP Insurance Claim	5228 OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous	4.00
02/09/2024	Bill	ShoeReplacement	Grace McCulloch	Shoe Replacement - ICRMP Insurance Claim	2380 Accounts Payable	215.00
				Shoe Replacement - ICRMP Insurance Claim	5228 OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous	215.00
02/09/2024	Bill	ShoeReplacement	Gabrielle Stoller	Shoe Replacement - ICRMP Insurance Claim	2380 Accounts Payable	50.00
				Shoe Replacement - ICRMP Insurance Claim	5228 OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous	50.00
02/09/2024	Bill	ShoeReplacement	Kaley Millett	Shoe Replacement - ICMRP Insurance Claim	2380 Accounts Payable	38.00
				Shoe Replacement - ICMRP Insurance Claim	5228 OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous	38.00
02/09/2024	Bill	ShoeReplacement	Maya Hernandez	Shoe Replacement - ICRMP Insurance Claim	2380 Accounts Payable	140.00
				Shoe Replacement - ICRMP Insurance Claim	5228 OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous	140.00
02/09/2024	Bill	ShoeReplacement	Katelyn Holdeman	Shoe Replacement - ICRMP Insurance Claim	2380 Accounts Payable	65.00
				Shoe Replacement - ICRMP Insurance Claim	5228 OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous	65.00
02/09/2024	Bill	ShoeReplacement	Justin Prescott	Shoe Replacement - ICRMP Insurance Claim	2380 Accounts Payable	60.00
				Shoe Replacement - ICRMP Insurance Claim	5228 OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous	60.00
02/09/2024	Bill	ShoeReplacement	Steven Tucker	Shoe Replacement - ICRMP Insurance Claim	2380 Accounts Payable	60.00
				Shoe Replacement - ICRMP Insurance Claim	5228 OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous	60.00

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/09/2024	Bill	64341728	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	30.98
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	30.98
02/09/2024	Bill	64341727	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	265.35
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	10.07
				Print Books	5115 COLLECTIONS:Adult Print Books	122.42
				Print Books	5115 COLLECTIONS:Adult Print Books	28.54
				Print Books	5115 COLLECTIONS:Adult Print Books	91.25
				Print Books	5130 COLLECTIONS:Children's books	10.07
02/09/2024	Bill	505029502	MIDWEST TAPE	ADB Media	2380 Accounts Payable	89.98
				ADB Media	5149 COLLECTIONS:Media	89.98
02/12/2024	Bill	02945DA24045378	OVERDRIVE, INC	Ebook/Audiobook	2380 Accounts Payable	130.00
				Ebook/Audiobook	5122 COLLECTIONS:eContent	130.00
02/12/2024	Bill	64341893	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	55.00
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	55.00
02/12/2024	Bill	64341892	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	621.14
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5115 COLLECTIONS:Adult Print Books	283.35
				Print Books	5115 COLLECTIONS:Adult Print Books	123.35
				Print Books	5115 COLLECTIONS:Adult Print Books	201.37
				Print Books	5130 COLLECTIONS:Children's books	10.07
02/12/2024	Bill	505040449	MIDWEST TAPE	Blu Rays/DVDs	2380 Accounts Payable	183.51
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	5.85
				Blu Rays	5149 COLLECTIONS:Media	83.21
				Blu Rays	5149 COLLECTIONS:Media	24.74
				Blu Rays	5149 COLLECTIONS:Media	69.71
02/13/2024	Bill	02945DA24047389	OVERDRIVE, INC	Ebooks/Audibooks	2380 Accounts Payable	1,251.50
				Ebooks/Audibooks	5122 COLLECTIONS:eContent	1,251.50
02/13/2024	Bill	02945DA24047387	OVERDRIVE, INC	Ebook/Audibook	2380 Accounts Payable	77.99
				Ebook/Audibook	5122 COLLECTIONS:eContent	77.99
02/13/2024	Bill	02945DA24047388	OVERDRIVE, INC	Ebook/Audibooks	2380 Accounts Payable	252.84
				Ebook/Audibooks	5122 COLLECTIONS:eContent	252.84
02/13/2024	Bill	02945DA24047390	OVERDRIVE, INC	Ebook	2380 Accounts Payable	55.00
				Ebook	5122 COLLECTIONS:eContent	55.00
02/13/2024	Bill	2160:10104808	TREASURE VALLEY	Water/Ice Machine Rental	2380 Accounts Payable	44.95

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
			COFFEE INC	Water Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	44.95
02/13/2024	Bill	2160:10168153	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
02/13/2024	Bill	1287137	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ39040 / FEQ15251	2380 Accounts Payable	124.08
				Meter Copy/Print Usage FEQ39040 / FEQ15251	5211 OPERATING EXPENSES:Supplies:Copy/Print	124.08
02/13/2024	Bill	64342017	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	80.92
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	80.92
02/13/2024	Bill	64342016	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	616.51
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	10.07
				Print Books	5115 COLLECTIONS:Adult Print Books	341.79
				Print Books	5115 COLLECTIONS:Adult Print Books	93.35
				Print Books	5115 COLLECTIONS:Adult Print Books	147.60
				Print Books	5130 COLLECTIONS:Children's books	20.70
02/14/2024	Bill	0018498	All Pro Linen	Towel/Mat Laundering 02/14/2024	2380 Accounts Payable	56.75
				Towel/Mat Laundering 02/14/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	56.75
02/14/2024	Bill	0018497	All Pro Linen	Towel/Mat Laundering 02/14/2024	2380 Accounts Payable	57.75
				Towel/Mat Laundering 02/14/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.75
02/15/2024	Bill	4350428	Employee Benefits Corporation	COBRA February 2024	2380 Accounts Payable	89.18
				COBRA February 2024	5010c PERSONNEL:Payroll benefits:Benefits - Health	89.18
02/15/2024	Bill	64342327	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	84.32
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	84.32
02/15/2024	Bill	64342326	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	749.78
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5115 COLLECTIONS:Adult Print Books	393.50
				Print Books	5115 COLLECTIONS:Adult Print Books	109.01

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5115 COLLECTIONS:Adult Print Books	233.64
				Print Books	5130 COLLECTIONS:Children's books	10.63
02/15/2024	Bill	505061395	MIDWEST TAPE	ADB Media	2380 Accounts Payable	179.97
				ADB Media	5149 COLLECTIONS:Media	179.97
02/16/2024	Bill	AR1264991	Valley Office Systems	Lease 2/1-2/29/24 : Overage 1/1-1/31/24	2380 Accounts Payable	406.61
				Lease 2/1-2/29/24 : Overage 1/1-1/31/24	5211 OPERATING EXPENSES:Supplies:Copy/Print	406.61
02/16/2024	Bill	505065458	MIDWEST TAPE	Blu Rays	2380 Accounts Payable	131.16
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	11.20
				Blu Rays	5149 COLLECTIONS:Media	59.98
				Blu Rays	5149 COLLECTIONS:Media	29.99
				Blu Rays	5149 COLLECTIONS:Media	29.99
02/17/2024	Bill	01/20-02/17/23	Tracy Peterson	Family Yoga 01/20/2024 & 02/17/2024	2380 Accounts Payable	100.00
				Family Yoga 01/20/2024 & 02/17/2024	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	100.00
02/19/2024	Bill	64342641	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	59.87
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	59.87
02/19/2024	Bill	64342640	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	578.31
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5115 COLLECTIONS:Adult Print Books	274.89
				Print Books	5115 COLLECTIONS:Adult Print Books	16.80
				Print Books	5115 COLLECTIONS:Adult Print Books	81.28
				Print Books	5115 COLLECTIONS:Adult Print Books	202.34
02/20/2024	Bill	JAN2024INTLIB	CALDWELL PUBLIC LIBRARY	January 2024 Inter Library	2380 Accounts Payable	3.00
				January 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-3.00
02/20/2024	Bill	02945DA24053964	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	823.94
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	823.94
02/20/2024	Bill	67687885	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	61.50
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	61.50
02/20/2024	Bill	67687884	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	445.06
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	43.67
				Print Books	5135 COLLECTIONS:Young Adult books	12.98
				Print Books	5115 COLLECTIONS:Adult Print Books	220.29

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5115 COLLECTIONS:Adult Print Books	43.88
				Print Books	5115 COLLECTIONS:Adult Print Books	71.68
				Print Books	5130 COLLECTIONS:Children's books	43.07
				Print Books	5135 COLLECTIONS:Young Adult books	6.49
02/20/2024	Bill	02945DA24053965	OVERDRIVE, INC	Ebook	2380 Accounts Payable	27.50
				Ebook	5122 COLLECTIONS:eContent	27.50
02/20/2024	Bill	505078095	MIDWEST TAPE	DVD's	2380 Accounts Payable	323.41
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	12.35
				DVD's	5149 COLLECTIONS:Media	149.16
				DVD's	5149 COLLECTIONS:Media	12.74
				DVD's	5149 COLLECTIONS:Media	149.16
02/21/2024	Bill	ShoeReplacement	Robert Meier	Shoe Replacement - ICRMP Insurance Claim	2380 Accounts Payable	150.00
				Shoe Replacement - ICRMP Insurance Claim	5228 OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous	150.00
02/21/2024	Bill	64342939	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	3,488.19
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	388.73
				Print Books	5135 COLLECTIONS:Young Adult books	110.84
				Print Books	5130 COLLECTIONS:Children's books	156.80
				Print Books	5135 COLLECTIONS:Young Adult books	40.05
				Print Books	5130 COLLECTIONS:Children's books	22.81
				Print Books	5115 COLLECTIONS:Adult Print Books	1,513.24
				Print Books	5115 COLLECTIONS:Adult Print Books	176.93
				Print Books	5115 COLLECTIONS:Adult Print Books	604.62
				Print Books	5130 COLLECTIONS:Children's books	401.90
				Print Books	5135 COLLECTIONS:Young Adult books	69.27
02/21/2024	Bill	64342940	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	402.77
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	402.77
02/22/2024	Bill	022224	Second & Broadway Condominiums Owners Association, Inc.	Trash and Recycling - unBound 10/6/23 - 1/5/24-18.5% unBound	2380 Accounts Payable	115.38
				Trash and Recycling - unBound 10/6/23 - 1/5/24-18.5% unBound	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	115.38
02/22/2024	Bill	01/11-01/25/24	Melissa Hadden	Reimb Mileage 1/11-1/25/24	2380 Accounts Payable	11.39
				Reimb Mileage 1/11-1/25/24	5260.6 OPERATING EXPENSES:Vehicle Expense:Employee Mileage Reimbursement	11.39
02/22/2024	Bill	64343027	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	65.96
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	65.96

Meridian Library District

Bill Listing

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/22/2024	Bill	64343026	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	504.26
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	20.37
				Print Books	5130 COLLECTIONS:Children's books	20.37
				Print Books	5115 COLLECTIONS:Adult Print Books	237.77
				Print Books	5115 COLLECTIONS:Adult Print Books	63.88
				Print Books	5115 COLLECTIONS:Adult Print Books	149.13
				Print Books	5130 COLLECTIONS:Children's books	9.74
02/22/2024	Bill	2160:10203116	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	76.00
				Water Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	76.00
02/22/2024	Bill	1292388	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ15631 / FEQ17642	2380 Accounts Payable	282.38
				Meter Copy/Print Usage FEQ15631 / FEQ17642	5211 OPERATING EXPENSES:Supplies:Copy/Print	136.93
				Meter Copy/Print Usage FEQ15631 / FEQ17642	5211 OPERATING EXPENSES:Supplies:Copy/Print	145.45
02/23/2024	Bill	IH863	City Of Boise Library	FY24 Quarterly Hardware/Software Maintenance January-March 2024	2380 Accounts Payable	18,487.17
				FY24 Quarterly Hardware/Software Maintenance January-March 2024	5212.H OPERATING EXPENSES:Consortium:Consortium-Hardware/Software	18,487.17
02/23/2024	Bill	02945DA24057041	OVERDRIVE, INC	Ebook	2380 Accounts Payable	10.99
				Ebook	5122 COLLECTIONS:eContent	10.99
02/23/2024	Bill	1292787	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ32043	2380 Accounts Payable	97.81
				Meter Copy/Print Usage FEQ32043	5211 OPERATING EXPENSES:Supplies:Copy/Print	97.81
02/26/2024	Bill	16260	T-ZERS SHIRT SHOP INC	Qty 6 Additional Staff Shirts Size ZS	2380 Accounts Payable	426.00
				Qty 6 Additional Staff Shirts Size ZS	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	426.00
02/26/2024	Bill	IH118	City Of Boise Library	FY24 Quarterly ILS Upgrade/Replacement Fund January-March 2024	2380 Accounts Payable	2,327.65
				FY24 Quarterly ILS Upgrade/Replacement Fund January-March 2024	5212.H OPERATING EXPENSES:Consortium:Consortium-Hardware/Software	2,327.65
02/26/2024	Bill	02/26/24	Amanda Helsley	Trauma Informed Book Club 02/26/24	2380 Accounts Payable	75.00
				Trauma Informed Book Club	5236.FA OPERATING EXPENSES:Program	75.00

Meridian Library District

Bill Listing

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				02/26/24	Expense:Programs -Family All Ages	
02/26/2024	Bill	505109058	MIDWEST TAPE	Blu Rays Processing	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	98.37 8.40
				Blu Rays	5149 COLLECTIONS:Media	29.99
				Blu Rays	5149 COLLECTIONS:Media	29.99
				Blu Rays	5149 COLLECTIONS:Media	29.99
02/26/2024	Bill	90057595	HARRIS AND CO., PLLC	FY2023 Audit Billing Lease Crunch Service	2380 Accounts Payable	500.00
				FY2023 Audit Billing Lease Crunch Service	5202.1 OPERATING EXPENSES:Professional Services:Audit	500.00
02/27/2024	Bill	505110374	MIDWEST TAPE	Blu Rays/DVDs Processing	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	650.28 17.55
				Blu Rays	5149 COLLECTIONS:Media	335.11
				Blu Rays	5149 COLLECTIONS:Media	106.46
				Blu Rays	5149 COLLECTIONS:Media	191.16
02/28/2024	Bill	AT307	MSU-Northern	Lost Item: Serial Composition and atonality	2380 Accounts Payable	98.95
				Lost Item: Serial Composition and atonality	4200 Non-tax Revenue:Fines and fees	-98.95
02/28/2024	Bill	2160:10150766	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	76.00
				Water Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	76.00
02/28/2024	Bill	0019213	All Pro Linen	Towel/Mat Laundering 02/28/2024	2380 Accounts Payable	57.75
				Towel/Mat Laundering 02/28/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.75
02/28/2024	Bill	0019214	All Pro Linen	Towel/Mat Laundering 02/28/2024	2380 Accounts Payable	56.75
				Towel/Mat Laundering 02/28/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	56.75
02/29/2024	Bill	02945DA24066735	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	81.99
				Audiobook	5122 COLLECTIONS:eContent	81.99
02/29/2024	Bill	02945DA24066734	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	131.18
				Audiobook	5122 COLLECTIONS:eContent	131.18
02/29/2024	Bill	390870	Kanopy Inc.	Kanopy Play Credits	2380 Accounts Payable	605.00
				Kanopy Play Credits	5122 COLLECTIONS:eContent	605.00
02/29/2024	Bill	28140	TRI-STATE ELECTRIC, INC.	February 2024 Maintenance	2380 Accounts Payable	800.00
				February 2024 Maintenance	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	800.00
02/29/2024	Bill	1000360636	OCLC, Inc.	IFM Debits & Admin Fee	2380 Accounts Payable	20.26

Meridian Library District

Bill Listing

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				IFM Debits & Admin Fee	5229.1 OPERATING EXPENSES:Materials Processing:Materials-OCLC	20.26
02/29/2024	Bill	RT553597	NEWSBANK, INC	Access World News Subscription March - September 2024	2380 Accounts Payable	376.00
				Access World News Subscription March - September 2024	5121 COLLECTIONS:Electronic databases	376.00
02/29/2024	Bill	90058077	HARRIS AND CO., PLLC	FY2023 Audit Final Billing	2380 Accounts Payable	6,000.00
				FY2023 Audit Final Billing	5202.1 OPERATING EXPENSES:Professional Services:Audit	6,000.00

Meridian Library District

Bill Payment List

February 2024

DATE	NUM	VENDOR	AMOUNT
1072 Bill.com Money Out Clearing			
02/01/2024		MATTHEW BENDER & CO, INC.	-79.08
02/22/2024		TREASURE VALLEY COFFEE INC	-152.00
02/22/2024		EAGLE PUBLIC LIBRARY	-213.97
02/22/2024		ODP Business Solutions, LLC	-202.54
02/22/2024		OVERDRIVE, INC	-35,700.56
02/22/2024		INGRAM LIBRARY SERVICES, INC	-4,812.70
02/22/2024		MIDWEST TAPE	-1,352.67
02/22/2024		Jennifer Rae	-6.99
02/22/2024		Livia Reuk	-52.12
02/22/2024		Joslin Millwork, Inc.	-4,381.00
02/22/2024		Laura Camp	-10.48
02/22/2024		Hadley Skye Rugg	-7.83
02/22/2024		Kathryn Judith Blume	-32.66
02/22/2024		Martha Channer	-25.00
02/22/2024		Pamela Schweizer	-10.00
02/22/2024		Reese Chatterton	-17.95
02/22/2024		MINUTEMAN INC.	-40.00
02/22/2024		Shelby Lee Petsch	-8.64
02/22/2024		SPRINGSHARE LLC	-1,218.00
02/22/2024		Michelle Hanks	-20.00
02/22/2024		MOUNTAIN HOME PUBLIC LIBRARY	-10.99
02/22/2024		Business First Solutions	-225.00
02/22/2024		Autumn Belt	-29.39
02/22/2024		Caitlin Taylor Sitz	-116.90
02/22/2024		Jamie Corbin	-14.98
02/22/2024		Melody Krenelka	-10.98
02/22/2024		Rebecca Gose	-10.68
02/22/2024		Sally Barney	-40.00
02/22/2024		Suzanne Sharrock	-28.00
02/22/2024		SENSKE SERVICES, INC.	-31.50
02/22/2024		Employee Benefits Corporation	-89.18
02/22/2024		Kathleen Ourada	-14.95
02/22/2024		Kanopy Inc.	-572.00
02/22/2024		Prime, Inc	-3,444.00
02/22/2024		BORTON LAW OFFICES, PLLC	-120.00
02/22/2024		Jennifer Tiedtke	-1,250.00
02/22/2024		FISHER'S TECHNOLOGY	-55.31
02/22/2024		Jane Olsen	-1,250.00
02/22/2024		Ednetics	-635.40
02/22/2024		Gabrielle Stoller	-50.00
02/22/2024		Grace McCulloch	-215.00
02/22/2024		Justin Prescott	-60.00
02/22/2024		Kaley Millett	-38.00
02/22/2024		Katelyn Holdeman	-65.00

Meridian Library District

Bill Payment List

February 2024

DATE	NUM	VENDOR	AMOUNT
02/22/2024		Maya Hernandez	-140.00
02/22/2024		Nicole Alexandra Kreiner Gillihan	-4.00
02/22/2024		Robert Meier	-150.00
02/22/2024		Steve McNitt	-65.00
02/22/2024		Steven Tucker	-60.00
02/22/2024		PEAK ALARM CO, INC	-144.63
02/22/2024		ADA COMMUNITY LIBRARY	-99.92
02/22/2024		BOISE PUBLIC LIBRARY	-145.92
02/22/2024		INGRAM LIBRARY SERVICES, INC	-121.61
02/23/2024		INGRAM LIBRARY SERVICES, INC	-794.27
02/28/2024		INGRAM LIBRARY SERVICES, INC	-1,959.59
02/29/2024		INGRAM LIBRARY SERVICES, INC	-1,916.06
02/22/2024		MIDWEST TAPE	-912.32
02/22/2024		TRI-STATE ELECTRIC, INC.	-1,006.24
02/22/2024		GARDEN CITY LIBRARY	-24.99
02/22/2024		Kuna Library District	-14.85
02/22/2024		NAMPA PUBLIC LIBRARY	-109.58
02/22/2024		DEMCO	-216.42
02/22/2024		CALDWELL PUBLIC LIBRARY	-3.00
02/22/2024		B&H Photo-Video	-378.20
02/22/2024		LIBRARY MARKET	-1,500.00
02/22/2024		PACIFIC BACKFLOW LLC	-90.00
02/22/2024		Employee Benefits Corporation	-89.18
02/22/2024		Formagrid Inc. (dba Airtable)	-5,400.00
02/22/2024		Prime, Inc	-3,444.00
02/22/2024		ULINE	-804.61
02/22/2024		APPLE INC	-1,934.00
02/22/2024		CENTER POINT LARGE PRINT	-89.88
02/22/2024		MIDAMERICA BOOKS	-1,071.70
02/22/2024		MINUTEMAN INC.	-21.00
02/22/2024		UNIQUE MANAGEMENT SERVICES, INC	-413.70
02/27/2024		MIDWEST TAPE	-147.84
02/29/2024		Ednetics	-647.47
02/29/2024		Pitney Bowes Global Financial Svc LLC	-220.29
02/22/2024		SELECT HEALTH	-448.20
02/27/2024		HARRIS AND CO., PLLC	-18,000.00
02/27/2024		FISHER'S TECHNOLOGY	-222.55
02/27/2024		INGRAM LIBRARY SERVICES, INC	-15,055.27
02/27/2024		City Of Boise Library	-34,233.82
02/27/2024		FATBEAM, LLC	-2,375.00
02/27/2024		Janette Drake	-43.68
02/27/2024		Margaret Haynes	-30.99
02/27/2024		All Pro Linen	-56.75
02/27/2024		All Pro Linen	-101.75
02/27/2024		CULLIGAN	-55.45

Meridian Library District

Bill Payment List

February 2024

DATE	NUM	VENDOR	AMOUNT
02/27/2024		Diamond Lawns, LLC	-15,581.00
02/27/2024		All Pro Linen	-56.75
02/27/2024		All Pro Linen	-57.75
02/27/2024		TREASURE VALLEY COFFEE INC	-169.95
02/27/2024		Valley Office Systems	-458.11
02/27/2024		Ednetics	-548.75
02/28/2024		Access Integration, Inc.	-4,458.90
02/23/2024		High Desert Development Linder Village, LLC	-17,916.67
02/22/2024		SHR Franchising, LLC dba JAN-PRO of Idaho	-19,250.00
02/22/2024		YIG Administration	-260.00
Total for 1072 Bill.com Money Out Clearing			\$ -210,243.06
Not Specified			
02/20/2024		Sierra Richards	0.00
02/22/2024		HARRIS AND CO., PLLC	0.00
02/22/2024		INGRAM LIBRARY SERVICES, INC	0.00
02/22/2024		City Of Boise Library	0.00
Total for Not Specified			\$0.00

Meridian Library District

Credit Card Detail

February 2024

DATE	NUM	SPLIT	AMOUNT	NAME
2700 Divvy Credit Cards Payable				
02/01/2024	93D11A58ECA65C288709C	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	87.54	AMAZON
02/01/2024	C97F3FA5C3131157A0A74	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	62.85	QUICKBOOKS PAYROLL EXPENSES
02/01/2024	771A48ACC21B850CF4A72	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	15.02	WALMART
02/01/2024	B3BF575DC343C4BB19320	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	78.13	AMAZON
02/01/2024	A0F7F6A9AAE3A1B78CC50	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	33.23	AMAZON
02/01/2024	E584D1ADB92268267F706	5211 OPERATING EXPENSES:Supplies:Copy/Print	444.96	AMAZON
02/01/2024	0B5857BE765A27D94EEFA	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	29.12	AMAZON
02/01/2024	25565B067C667526BEA1C	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	76.47	AMAZON
02/01/2024	22B9D7DB43E8CAF8AE4B8	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	214.48	AMAZON
02/01/2024	E9203FBB9FFA206AEFF37	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	359.88	ADOBE
02/01/2024	FF09C49090A8194FE5B6A	5246 OPERATING EXPENSES:Supplies:Supplies - office	39.94	AMAZON
02/01/2024	D3607578F5F301987ADCF	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	25.00	GOOGLE WORKSPACE
02/01/2024	6411DD2645D73C26C2801	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	12.79	OLIVE GARDEN
02/01/2024	90A2A4C1C83AF345683F7	5240 OPERATING EXPENSES:Supplies:Supplies - general	75.24	AMAZON
02/02/2024	0BA7547BE7C7F6F78CE90	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	36.92	GOOGLE SERVICES
02/02/2024	4958ABC62A01EBDE283D4	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	45.11	AMAZON
02/02/2024	568487E270024A9FF70DF	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	-66.71	COSTCO
02/02/2024	4BCFB3E8CA2C86351C12C	5246 OPERATING EXPENSES:Supplies:Supplies - office	63.84	AMAZON
02/02/2024	3E066FC1E07A767684C77	5246 OPERATING EXPENSES:Supplies:Supplies - office	62.05	AMAZON
02/02/2024	3CDFA97424EFF44591707	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	399.00	LAKESHORE LEARNING MAT
02/02/2024	E5B9C451339BE2EC3B675	5240 OPERATING EXPENSES:Supplies:Supplies - general	240.00	COSTCO
02/02/2024	D6D650166E1BD570B4559	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	-48.00	COSTCO
02/02/2024	443E599268DD76FD7550F	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	-17.30	COSTCO

Meridian Library District

Credit Card Detail

February 2024

DATE	NUM	SPLIT	AMOUNT	NAME
02/03/2024	7F4B394F099E60DEB0B64	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	2.50	PAYPAL PAYFLOW
02/03/2024	B6D042DE430B1E3B0BAA9	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	0.44	AMAZON WEB SERVICES
02/03/2024	B367D266E5368A945CADC	5228.S OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous:Miscellaneous-Supported	1,299.99	AMAZON
02/03/2024	BF5B7F0F3BFCD04D655D8	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	63.51	AMAZON
02/03/2024	90943BB878E2FB4A926D9	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	1,000.00	IDAHO STEELHEADS MERCHAND
02/03/2024	E86CA416DD1EB1CE2080A	5240 OPERATING EXPENSES:Supplies:Supplies - general	45.05	AMAZON
02/03/2024	5F8C18441DE6F187D95BB	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	469.99	AMAZON
02/03/2024	D1D73D38DBF08556A17C3	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	18.89	AMAZON
02/03/2024	D65726F0ED4C66279636D	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	14.99	AMAZON
02/03/2024	E1C73323F4446827BF940	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	124.20	TE FACILITRON
02/03/2024	784AC5712C9678DE9E394	5240 OPERATING EXPENSES:Supplies:Supplies - general	10.65	AMAZON
02/05/2024	8F7DC07703AA1AFADF46A	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	133.34	AMAZON RET
02/05/2024	FD881BC9F95E5CB0D540E	5240 OPERATING EXPENSES:Supplies:Supplies - general	74.95	AMAZON
02/05/2024	BCB648D6FCECED52B2CDF	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	24.98	AMAZON RET DISTRICT
02/05/2024	E9C8E9CC9654CD220AB7B	5240 OPERATING EXPENSES:Supplies:Supplies - general	5.10	AMAZON
02/05/2024	E3A2552EA2F6F30C32D61	5236.2S OPERATING EXPENSES:Program Expense:Programs - District:District Programs - Supported	105.52	AMAZON
02/05/2024	379655279F24889A473ED	5246 OPERATING EXPENSES:Supplies:Supplies - office	94.75	AMAZON
02/06/2024	2B24BDD72FA148353D18E	5211 OPERATING EXPENSES:Supplies:Copy/Print	200.69	AMAZON
02/06/2024	921F2315ECD1393B940C4	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	47.49	AMAZON
02/06/2024	3C431FF70C56CA8A10944	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	192.54	COSTCO
02/06/2024	4408BEA7D84600EA33592	5236.2S OPERATING EXPENSES:Program Expense:Programs - District:District Programs - Supported	367.50	AMAZON
02/06/2024	6CA0AA36251ACFE1F9CE1	5220.5 OPERATING EXPENSES:Information	480.00	MOBILE BEACON

Meridian Library District

Credit Card Detail

February 2024

DATE	NUM	SPLIT	AMOUNT	NAME
		Technology:IT Utilities		
02/06/2024	A33304D58DE4B1E8A3CB0	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	24.08	RUSZONIS
02/07/2024	39616A7C450A26F7A22AB	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	157.68	AMAZON
02/07/2024	6DCDD0604F295D87C9A62	5211 OPERATING EXPENSES:Supplies:Copy/Print	167.93	AMAZON
02/07/2024	A5F9C740B2ADDA553BA42	5211 OPERATING EXPENSES:Supplies:Copy/Print	70.46	AMAZON
02/07/2024	87BC1B8F641E61B5C2636	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	50.95	MY MYSTERY PARTY
02/07/2024	C276081B4960375A09D09	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	15.76	AMAZON
02/07/2024	ADE3984C5AF024D60F50D	5236.2S OPERATING EXPENSES:Program Expense:Programs - District:District Programs - Supported	49.00	AMAZON
02/07/2024	A58982C0AFFC719B2D060	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	141.60	COSTCO
02/08/2024	9EF0747F1F76D3FD7897E	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	22.96	ALBERTSONS
02/08/2024	B6D699320876D777D0FAE	5246 OPERATING EXPENSES:Supplies:Supplies - office	23.76	AMAZON
02/08/2024	390C2EB50ED2CC246864B	5211 OPERATING EXPENSES:Supplies:Copy/Print	209.19	MATTERHACKERS INC
02/08/2024	AA403354AE603351B387E	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	51.77	THE HOME DEPOT
02/08/2024	6AD3532690B2821CA0339	5237 OPERATING EXPENSES:Professional Services:Recruiting/Background Checks	140.47	CHECKR.COM
02/08/2024	343FF3B8854487D4A849F	5211 OPERATING EXPENSES:Supplies:Copy/Print	98.55	AMAZON
02/08/2024	29A5461C0164687272EF6	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	30.35	ALBERTSONS
02/08/2024	8D39706A5188ED10B92E2	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	180.59	LOWE'S
02/08/2024	110B284E7EAF64D64D441	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	141.19	AMAZON
02/09/2024	7479C227BD327A8377FE7	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	64.99	AMAZON
02/09/2024	17E1F5BFBCACF30DF58D3	5150 COLLECTIONS:Circulating devices & kits	38.87	AMAZON
02/09/2024	9087B7C278591E274186B	5150 COLLECTIONS:Circulating devices & kits	38.87	AMAZON
02/09/2024	10F007BC98E89ADA23B05	5150 COLLECTIONS:Circulating devices & kits	249.25	AMAZON
02/09/2024	1C9C262833A148624365F	5246 OPERATING EXPENSES:Supplies:Supplies - office	13.28	AMAZON
02/09/2024	8934A768DFCF9299FC0C2	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	33.03	VERIZON
02/09/2024	43113950A01AAD3CA92C6	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	23.20	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
02/09/2024	C6DE2AC63570502E92F07	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	30.99	AMAZON
02/09/2024	931DF0B585934D012BFCE	5150 COLLECTIONS:Circulating devices & kits	148.95	AMAZON
02/09/2024	E056199B65FA8870B45C0	5150 COLLECTIONS:Circulating devices & kits	136.50	AMAZON
02/09/2024	59B44BA11BE9FC614E3C8	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	30.00	ADOBE
02/10/2024	991B55C111F81AA6F6276	5149 COLLECTIONS:Media	169.00	BRIDGETOWER MEDIA NEWS
02/10/2024	EF7DE7927ADDF275F3D62	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	11.76	WALMART
02/10/2024	F87B6D5DE229B4B9F9A39	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	46.95	WORLD MARKET
02/10/2024	28D718617D862F9A9FDA3	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	25.88	WALMART
02/10/2024	928B6486A8F7BA84FD467	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	22.02	WALMART
02/10/2024	0C13527778677ED53BC4A	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	419.69	VERIZON
02/10/2024	D9530A29839A4C5374601	5246 OPERATING EXPENSES:Supplies:Supplies - office	154.66	OFFICE DEPOT
02/10/2024	2152612C3B8D5D0CBF50D	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	25.83	AMAZON
02/10/2024	878AC552AB8EC88415990	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	3.70	MAVERIK
02/10/2024	BB99C26DB03616928B6EB	5211 OPERATING EXPENSES:Supplies:Copy/Print	49.99	AMAZON
02/10/2024	DC9EE29BC8E587BEA58B4	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	14.66	EXPRESS CAFE
02/10/2024	9C015BC00154AAA98B18A	5211 OPERATING EXPENSES:Supplies:Copy/Print	57.99	AMAZON
02/11/2024	A4C8042D1ED35E4DC4F00	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	48.93	DOMINO'S
02/11/2024	A8A45DF0F53553E7B817B	5240 OPERATING EXPENSES:Supplies:Supplies - general	32.90	AMAZON
02/11/2024	487D1B883D4912960048A	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	63.00	VOLGISTICS.COM
02/12/2024	AFA552123237830E8AD9A	5240 OPERATING EXPENSES:Supplies:Supplies - general	74.14	AMAZON
02/12/2024	9DA8E787F36A8D91D224C	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	14.95	AMAZON
02/12/2024	3332EE0854AA351C0771E	5150 COLLECTIONS:Circulating devices & kits	14.98	AMAZON
02/12/2024	406C934D8D97635A7054E	5150 COLLECTIONS:Circulating devices & kits	14.98	AMAZON
02/12/2024	47EF88898C46DA7754550	5150 COLLECTIONS:Circulating devices & kits	29.98	AMAZON
02/12/2024	54BF47C66D191E8B0C456	5150 COLLECTIONS:Circulating devices & kits	14.98	AMAZON
02/12/2024	72AF132527231F6D0D1AA	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	3.99	AMAZON RETA CHERRY

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DATE	NUM	SPLIT	AMOUNT	NAME
02/12/2024	7ACEBD8255B15E7FB4C06	5150 COLLECTIONS:Circulating devices & kits	73.53	AMAZON
02/12/2024	8209FD2B8862EB2D60DC2	5240 OPERATING EXPENSES:Supplies:Supplies - general	14.96	AMAZON
02/13/2024	B06E43571524946665D44	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	60.91	AMAZON
02/13/2024	EAE69A67F1D4079C01B7C	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	231.70	GODADDY
02/13/2024	2BE1FCC2B559A93FC43D7	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	145.00	AMAZON
02/13/2024	0FC186BCDDB40A6C73EDA	2355 Dental Payable	948.30	WILLAMETTE DENTAL
02/13/2024	187348DB24A062D60B7B7	5234.4 OPERATING EXPENSES:Professional Development:Memberships	40.00	IDAHOLIBRARIES.ORG
02/14/2024	0DE03D585C3EB9DA22ED1	5246 OPERATING EXPENSES:Supplies:Supplies - office	476.91	AMAZON
02/14/2024	B6B1D2ECB777F4AEF5C3D	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	48.99	AMAZON
02/14/2024	3916ECBC4F0D1BFF5C587	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	107.86	WALMART
02/14/2024	697A02EABE1F7C9CCB4A1	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	20.80	WALMART
02/14/2024	8232A9DB05FE90BAD9760	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	47.92	AMAZON
02/15/2024	763F6AF9EA741597D3997	5246 OPERATING EXPENSES:Supplies:Supplies - office	20.33	AMAZON
02/15/2024	1E7134FB5A69607270FA1	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	9.28	WALMART
02/15/2024	E6345F276E5FE7682403A	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	175.01	AMAZON
02/15/2024	649A376834D168E6FC2F9	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	146.86	WALMART
02/15/2024	0B0EC678E274450B2479E	5246 OPERATING EXPENSES:Supplies:Supplies - office	58.79	AMAZON
02/15/2024	DCA5E53FBE27B8219486C	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	71.92	AMAZON
02/15/2024	06BF278C0F78A546351F6	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	-57.00	AMAZON
02/16/2024	4F52BB5451EE127680631	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	40.00	TECHSOUP
02/16/2024	E2BE09026F950D9466501	5246 OPERATING EXPENSES:Supplies:Supplies - office	12.58	AMAZON
02/16/2024	DF8AE2C9899E36E9F29CB	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	24.99	AMAZON
02/16/2024	3D1EB6A1693A5EA45A755	5211 OPERATING EXPENSES:Supplies:Copy/Print	170.60	MATTERHACKERS INC
02/16/2024	1D4943E86711E4AD2B718	5115 COLLECTIONS:Adult Print Books	46.13	AMAZON
02/16/2024	51B0B7301B6C86AE59853	5236.As OPERATING EXPENSES:Program Expense:Programs - Adult:Programs - Adult -	430.95	ALBERTSONS

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DATE	NUM	SPLIT	AMOUNT	NAME
		Supported		
02/16/2024	FA1C134ACB6C087034034	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	13.98	DOMINO'S
02/16/2024	9A3C0F85E3736705AFB16	5260.2 OPERATING EXPENSES:Vehicle Expense:Vehicle - Sprinter	107.75	NESMITH BROS
02/16/2024	C9A4B09CEFF5D35D7FB93	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	13.95	ALBERTSONS
02/16/2024	836B963698E5F98D4292F	5236.As OPERATING EXPENSES:Program Expense:Programs - Adult:Programs - Adult - Supported	430.95	ALBERTSONS
02/16/2024	6255074000CAEE370F4DB	5115 COLLECTIONS:Adult Print Books	162.92	AMAZON
02/17/2024	6A322A2554541ABBADEB3	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported	1,135.50	JIMMY JOHN'S
02/17/2024	380FE1951D9DE5F7B9166	5246 OPERATING EXPENSES:Supplies:Supplies - office	24.40	AMAZON
02/17/2024	57BB768F763CF1ED05756	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	4,161.03	4IMPRINT
02/18/2024	07F98E7E5CA3786F3A240	5149 COLLECTIONS:Media	49.94	AMAZON
02/18/2024	C7B8E500D3392E2470F88	5149 COLLECTIONS:Media	99.88	AMAZON
02/18/2024	711649FC8ADA8B4F21384	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	30.00	COMMON SENSE PLUS
02/18/2024	0279673E7053AB07AF2A2	5149 COLLECTIONS:Media	49.94	AMAZON
02/18/2024	8293DAA359CE06362C600	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	98.94	MEETUP ORG SUB
02/18/2024	87515E4A7E7E1D698521E	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	39.44	T-MOBILE
02/19/2024	A7639EC5E21BD9F2BA350	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported	201.35	WALMART
02/19/2024	D712DD7D0A62FAC7ED052	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported	404.42	COSTCO
02/19/2024	4B1C2844DE3D2EB1DE1F5	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	25.38	COSTCO
02/20/2024	958E554727954FF337DA6	5240 OPERATING EXPENSES:Supplies:Supplies - general	28.28	AMAZON RET MSIL
02/20/2024	F9CCC6EEDFB3CE92323A6	5246 OPERATING EXPENSES:Supplies:Supplies - office	9.95	AMAZON
02/20/2024	DB3FF1CFBCC2C26CCC88A	5149 COLLECTIONS:Media	239.23	AMAZON
02/20/2024	3382CF08B2A4F4B2085DC	5240 OPERATING EXPENSES:Supplies:Supplies - general	26.79	AMAZON
02/20/2024	D33213D3E14ED2AEFF5EE	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported	22.20	MAVERIK
02/20/2024	1783FBDDDDC4D3F1C7BE8	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff	30.06	WALMART

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DATE	NUM	SPLIT	AMOUNT	NAME
		Training - Supported		
02/20/2024	2FAFD40031340AF109FA1	5149 COLLECTIONS:Media	49.94	AMAZON
02/20/2024	17E19F1A5106A799CC84A	5240 OPERATING EXPENSES:Supplies:Supplies - general	89.99	AMAZON
02/20/2024	E9C729D86C26177EA2E10	5149 COLLECTIONS:Media	239.23	AMAZON
02/21/2024	0D6C7FBA0E58ABBB24DEB	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	150.00	SANCTUMGRAPHICDESI
02/21/2024	56884F670F3E53CD33F40	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	950.00	T ZERS SHIRT SHOP
02/21/2024	7DC0091747773C29EB70F	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	-226.90	4IMPRINT
02/21/2024	F548DB94312C41A5FE71B	5149 COLLECTIONS:Media	105.80	AMAZON
02/21/2024	16E6190BC462917A8E019	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	63.48	AMAZON
02/21/2024	7903138A8CAAD6E46E9B2	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	16.00	AMAZON
02/21/2024	054566465BED3887AD191	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported	44.40	STARBUCKS
02/21/2024	7034D514445D833FE1A5B	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	7,186.00	T ZERS SHIRT SHOP
02/21/2024	ED1F41F32F468E7B700E0	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	17.99	AMAZON
02/21/2024	629470FBF4E9A7DBB7663	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	1,000.00	CANVA
02/22/2024	A10776E4F0F90C6D250CC	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	62.33	FBRC LLC
02/22/2024	3EFB1F30173A2E3F791D6	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	250.86	AMAZON
02/22/2024	B30741B0A9EC0BADCEBA7	5236.TN OPERATING EXPENSES:Program Expense:Programs -Teen 13-18	18.91	AMAZON
02/22/2024	8C89A791BD3ADC01C8F2F	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	125.00	OVERHEAD DOOR BOISE
02/22/2024	CCABE8C00238AB2316B28	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	14.91	AMAZON
02/22/2024	5DD708DB1143F946D7AAC	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	241.20	AMAZON
02/22/2024	6F6B1AE1946158B536E35	5211 OPERATING EXPENSES:Supplies:Copy/Print	17.70	AMAZON
02/23/2024	C68F923AE853310E14E4A	5228 OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous	154.86	AMAZON
02/23/2024	12398EA3304FDA73EAA27	5234.4 OPERATING EXPENSES:Professional Development:Memberships	36.00	AMERLIBASSOC
02/23/2024	65AB0A2F8D43314A55189	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	99.56	AMAZON
02/23/2024	5DFC7877C67DF60175A2E	5228 OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous	41.93	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
02/23/2024	57C02AB07297EC235ABB2	5234.4 OPERATING EXPENSES:Professional Development:Memberships	43.00	AMERLIBASSOC
02/23/2024	20A4DE329B4E7EB8DE93D	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	9.49	AMAZON
02/23/2024	8FE62414BCE6ED1215074	5228 OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous	80.63	AMAZON
02/23/2024	2A1B17ADD7B590827E944	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	9.99	AMAZON
02/23/2024	3211418C59538D4AE93F4	5211 OPERATING EXPENSES:Supplies:Copy/Print	149.95	AMAZON
02/23/2024	34142377824F543C9EF1B	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	123.87	AMAZON
02/24/2024	828B2ED69249BF78F00F9	5236.EL OPERATING EXPENSES:Program Expense:Programs - Early Learning 0-5	22.90	WALMART
02/24/2024	12E406E5536C51BD5A902	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	-145.00	AMAZON
02/24/2024	8F9DF3A06343D71D8401B	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	108.52	WALMART
02/24/2024	648E5D9127FFB57A9527A	5246 OPERATING EXPENSES:Supplies:Supplies - office	173.37	DEMCO INC
02/24/2024	F45D2A1095666025630BD	5234.1 OPERATING EXPENSES:Professional Development:Conferences	260.00	AMER LIB ASSOC CAREER
02/25/2024	E534F2C3FEB5F5A30EF9A	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	248.00	JAMF SOFTWARE
02/26/2024	D9E314DCA802D4F14E833	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	122.11	ROUTIFIC.COM
02/26/2024	44A6CD50E96EE2F64CE59	5234.4 OPERATING EXPENSES:Professional Development:Memberships	162.00	AMERLIBASSOC
02/26/2024	0010F31677A80D52F08D8	5240 OPERATING EXPENSES:Supplies:Supplies - general	23.76	AMAZON
02/27/2024	F70BC67E5AE6EF07EB8F1	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	79.99	AMAZON
02/27/2024	24079C86B5643AB3B6CD1	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	43.44	AMAZON
02/27/2024	B7BDDC604D49E134C7506	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	14.64	AMAZON
02/27/2024	08AA37A735BABAB9A95ED	5236.SA OPERATING EXPENSES:Program Expense:Programs -School Age 6-12	29.98	AMAZON
02/28/2024	51E1A863D6E6B987AA152	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	91.80	ACORN SELF STORAGE
02/28/2024	D3D15F51EC9B03920AB29	5236.2S OPERATING EXPENSES:Program Expense:Programs - District:District Programs - Supported	321.05	AMAZON
02/28/2024	BAAF4293D66466ACECF3E	5236.FA OPERATING EXPENSES:Program Expense:Programs -Family All Ages	68.03	WALMART
02/29/2024	737534467692EF68C40D4	5130 COLLECTIONS:Children's books	53.90	AMAZON
02/29/2024	6304AFBD2D95CB98F1588	5236.EL OPERATING EXPENSES:Program	19.98	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
		Expense:Programs - Early Learning 0-5		
02/29/2024	5A71F80025B8D366C5616	5236.FA OPERATING EXPENSES:Program	68.89	AMAZON
		Expense:Programs -Family All Ages		
02/29/2024	5933DED6B0C33429999D0	5234.5 OPERATING EXPENSES:Professional	13.78	ALBERTSONS
		Development:Staff Mtg & Training		
02/29/2024	17B438518564D298E3C52	5237 OPERATING EXPENSES:Professional	84.23	DOODLE.COM
		Services:Recruiting/Background Checks		
02/29/2024	D3010273C066A35C1505D	5130 COLLECTIONS:Children's books	102.37	AMAZON
02/29/2024	E999282EE9E4413631307	5236.FA OPERATING EXPENSES:Program	27.99	AMAZON
		Expense:Programs -Family All Ages		
02/29/2024	E998438FDFBF8BE5C7D07	5220.3 OPERATING EXPENSES:Information	139.60	AMAZON
		Technology:IT PCs, Printers & Hardware		
02/29/2024	0AB0DC19A08672BCB3CC2	5236.FA OPERATING EXPENSES:Program	9.69	AMAZON
		Expense:Programs -Family All Ages		
02/29/2024	9E6A28BF15E8CF103A75E	5228.S OPERATING	29.48	AMAZON
		EXPENSES:Miscellaneous		
		Operating:Miscellaneous:Miscellaneous-		
		Supported		
02/29/2024	6D9B7DDCBB89F32C8BE32	5246 OPERATING	13.09	AMAZON
		EXPENSES:Supplies:Supplies - office		
02/29/2024	725B5FE24A3FCE68E945A	5130 COLLECTIONS:Children's books	65.09	AMAZON
02/29/2024	E91D63908B3DECF1F8AAF	5234.4 OPERATING EXPENSES:Professional	95.00	AMERLIBASSOC
		Development:Memberships		
02/29/2024	E45B52DBE05DC112DC8E5	5240 OPERATING	17.96	AMAZON
		EXPENSES:Supplies:Supplies - general		
02/29/2024	D97960EE03FEA369B5781	5236.FA OPERATING EXPENSES:Program	32.98	AMAZON
		Expense:Programs -Family All Ages		
Total for 2700 Divvy Credit Cards Payable			\$35,084.15	
2355 Dental Payable				
02/13/2024	0FC186BCDDB40A6C73EDA	2700 Divvy Credit Cards Payable	-948.30	WILLAMETTE DENTAL
Total for 2355 Dental Payable			\$ -948.30	
51000 COLLECTIONS				
5115 Adult Print Books				
02/16/2024	6255074000CAEE370F4DB	2700 Divvy Credit Cards Payable	162.92	AMAZON
02/16/2024	1D4943E86711E4AD2B718	2700 Divvy Credit Cards Payable	46.13	AMAZON
Total for 5115 Adult Print Books			\$209.05	
5130 Children's books				
02/29/2024	737534467692EF68C40D4	2700 Divvy Credit Cards Payable	53.90	AMAZON
02/29/2024	D3010273C066A35C1505D	2700 Divvy Credit Cards Payable	102.37	AMAZON
02/29/2024	725B5FE24A3FCE68E945A	2700 Divvy Credit Cards Payable	65.09	AMAZON
Total for 5130 Children's books			\$221.36	
5149 Media				
02/10/2024	991B55C111F81AA6F6276	2700 Divvy Credit Cards Payable	169.00	BRIDGETOWER MEDIA NEWS
02/18/2024	C7B8E500D3392E2470F88	2700 Divvy Credit Cards Payable	99.88	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
02/18/2024	07F98E7E5CA3786F3A240	2700 Divvy Credit Cards Payable	49.94	AMAZON
02/18/2024	0279673E7053AB07AF2A2	2700 Divvy Credit Cards Payable	49.94	AMAZON
02/20/2024	DB3FF1CFBCC2C26CCC88A	2700 Divvy Credit Cards Payable	239.23	AMAZON
02/20/2024	E9C729D86C26177EA2E10	2700 Divvy Credit Cards Payable	239.23	AMAZON
02/20/2024	2FAFD40031340AF109FA1	2700 Divvy Credit Cards Payable	49.94	AMAZON
02/21/2024	F548DB94312C41A5FE71B	2700 Divvy Credit Cards Payable	105.80	AMAZON
Total for 5149 Media			\$1,002.96	
5150 Circulating devices & kits				
02/09/2024	9087B7C278591E274186B	2700 Divvy Credit Cards Payable	38.87	AMAZON
02/09/2024	931DF0B585934D012BFCE	2700 Divvy Credit Cards Payable	148.95	AMAZON
02/09/2024	17E1F5BFBCACF30DF58D3	2700 Divvy Credit Cards Payable	38.87	AMAZON
02/09/2024	E056199B65FA8870B45C0	2700 Divvy Credit Cards Payable	136.50	AMAZON
02/09/2024	10F007BC98E89ADA23B05	2700 Divvy Credit Cards Payable	249.25	AMAZON
02/12/2024	7ACEBD8255B15E7FB4C06	2700 Divvy Credit Cards Payable	73.53	AMAZON
02/12/2024	54BF47C66D191E8B0C456	2700 Divvy Credit Cards Payable	14.98	AMAZON
02/12/2024	406C934D8D97635A7054E	2700 Divvy Credit Cards Payable	14.98	AMAZON
02/12/2024	47EF88898C46DA7754550	2700 Divvy Credit Cards Payable	29.98	AMAZON
02/12/2024	3332EE0854AA351C0771E	2700 Divvy Credit Cards Payable	14.98	AMAZON
Total for 5150 Circulating devices & kits			\$760.89	
Total for 51000 COLLECTIONS			\$2,194.26	
52000 OPERATING EXPENSES				
52020 Professional Services				
5237 Recruiting/Background Checks				
02/08/2024	6AD3532690B2821CA0339	2700 Divvy Credit Cards Payable	140.47	CHECKR.COM
02/29/2024	17B438518564D298E3C52	2700 Divvy Credit Cards Payable	84.23	DOODLE.COM
Total for 5237 Recruiting/Background Checks			\$224.70	
Total for 52020 Professional Services			\$224.70	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing				
02/01/2024	D3607578F5F301987ADCF	2700 Divvy Credit Cards Payable	25.00	GOOGLE WORKSPACE
02/01/2024	C97F3FA5C3131157A0A74	2700 Divvy Credit Cards Payable	62.85	QUICKBOOKS PAYROLL EXPENSES
02/01/2024	E9203FBB9FFA206AEFF37	2700 Divvy Credit Cards Payable	359.88	ADOBE
02/02/2024	0BA7547BE7C7F6F78CE90	2700 Divvy Credit Cards Payable	36.92	GOOGLE SERVICES
02/03/2024	7F4B394F099E60DEB0B64	2700 Divvy Credit Cards Payable	2.50	PAYPAL PAYFLOW
02/03/2024	B6D042DE430B1E3B0BAA9	2700 Divvy Credit Cards Payable	0.44	AMAZON WEB SERVICES
02/09/2024	59B44BA11BE9FC614E3C8	2700 Divvy Credit Cards Payable	30.00	ADOBE
02/11/2024	487D1B883D4912960048A	2700 Divvy Credit Cards Payable	63.00	VOLGISTICS.COM
02/13/2024	EAE69A67F1D4079C01B7C	2700 Divvy Credit Cards Payable	231.70	GODADDY
02/16/2024	4F52BB5451EE127680631	2700 Divvy Credit Cards Payable	40.00	TECHSOUP
02/18/2024	711649FC8ADA8B4F21384	2700 Divvy Credit Cards Payable	30.00	COMMON SENSE PLUS
02/25/2024	E534F2C3FEB5F5A30EF9A	2700 Divvy Credit Cards Payable	248.00	JAMF SOFTWARE
02/26/2024	D9E314DCA802D4F14E833	2700 Divvy Credit Cards Payable	122.11	ROUTIFIC.COM

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DATE	NUM	SPLIT	AMOUNT	NAME
Total for 5220.1 IT Infra -Software/Licensing			\$1,252.40	
5220.3 IT PCs, Printers & Hardware				
02/01/2024	B3BF575DC343C4BB19320	2700 Divvy Credit Cards Payable	78.13	AMAZON
02/02/2024	568487E270024A9FF70DF	2700 Divvy Credit Cards Payable	-66.71	COSTCO
02/02/2024	4958ABC62A01EBDE283D4	2700 Divvy Credit Cards Payable	45.11	AMAZON
02/02/2024	443E599268DD76FD7550F	2700 Divvy Credit Cards Payable	-17.30	COSTCO
02/02/2024	D6D650166E1BD570B4559	2700 Divvy Credit Cards Payable	-48.00	COSTCO
02/03/2024	5F8C18441DE6F187D95BB	2700 Divvy Credit Cards Payable	469.99	AMAZON
02/06/2024	921F2315ECD1393B940C4	2700 Divvy Credit Cards Payable	47.49	AMAZON
02/13/2024	2BE1FCC2B559A93FC43D7	2700 Divvy Credit Cards Payable	145.00	AMAZON
02/24/2024	12E406E5536C51BD5A902	2700 Divvy Credit Cards Payable	-145.00	AMAZON
02/29/2024	E998438FDFBF8BE5C7D07	2700 Divvy Credit Cards Payable	139.60	AMAZON
Total for 5220.3 IT PCs, Printers & Hardware			\$648.31	
5220.5 IT Utilities				
02/06/2024	6CA0AA36251ACFE1F9CE1	2700 Divvy Credit Cards Payable	480.00	MOBILE BEACON
02/09/2024	8934A768DFCF9299FC0C2	2700 Divvy Credit Cards Payable	33.03	VERIZON
02/10/2024	0C13527778677ED53BC4A	2700 Divvy Credit Cards Payable	419.69	VERIZON
02/18/2024	87515E4A7E7E1D698521E	2700 Divvy Credit Cards Payable	39.44	T-MOBILE
Total for 5220.5 IT Utilities			\$972.16	
5220.7 IT Technology Maintenance				
02/10/2024	2152612C3B8D5D0CBF50D	2700 Divvy Credit Cards Payable	25.83	AMAZON
02/22/2024	A10776E4F0F90C6D250CC	2700 Divvy Credit Cards Payable	62.33	FBRC LLC
Total for 5220.7 IT Technology Maintenance			\$88.16	
Total for 52200 Information Technology			\$2,961.03	
52250 Marketing				
5225 Marketing & advertising				
02/18/2024	8293DAA359CE06362C600	2700 Divvy Credit Cards Payable	98.94	MEETUP ORG SUB
02/21/2024	7034D514445D833FE1A5B	2700 Divvy Credit Cards Payable	7,186.00	T ZERS SHIRT SHOP
02/21/2024	56884F670F3E53CD33F40	2700 Divvy Credit Cards Payable	950.00	T ZERS SHIRT SHOP
02/21/2024	629470FBF4E9A7DBB7663	2700 Divvy Credit Cards Payable	1,000.00	CANVA
Total for 5225 Marketing & advertising			\$9,234.94	
Total for 52250 Marketing			\$9,234.94	
52340 Professional Development				
5234.1 Conferences				
02/24/2024	F45D2A1095666025630BD	2700 Divvy Credit Cards Payable	260.00	AMER LIB ASSOC CAREER
Total for 5234.1 Conferences			\$260.00	
5234.4 Memberships				
02/13/2024	187348DB24A062D60B7B7	2700 Divvy Credit Cards Payable	40.00	IDAHOLIBRARIES.ORG
02/23/2024	12398EA3304FDA73EAA27	2700 Divvy Credit Cards Payable	36.00	AMERLIBASSOC
02/23/2024	57C02AB07297EC235ABB2	2700 Divvy Credit Cards Payable	43.00	AMERLIBASSOC
02/26/2024	44A6CD50E96EE2F64CE59	2700 Divvy Credit Cards Payable	162.00	AMERLIBASSOC
02/29/2024	E91D63908B3DECF1F8AAF	2700 Divvy Credit Cards Payable	95.00	AMERLIBASSOC

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DATE	NUM	SPLIT	AMOUNT	NAME
Total for 5234.4 Memberships			\$376.00	
5234.5 Staff Mtg & Training				
02/01/2024	6411DD2645D73C26C2801	2700 Divvy Credit Cards Payable	12.79	OLIVE GARDEN
02/03/2024	BF5B7F0F3BFCD04D655D8	2700 Divvy Credit Cards Payable	63.51	AMAZON
02/03/2024	E1C73323F4446827BF940	2700 Divvy Credit Cards Payable	124.20	TE FACILITRON
02/08/2024	9EF0747F1F76D3FD7897E	2700 Divvy Credit Cards Payable	22.96	ALBERTSONS
02/21/2024	0D6C7FBA0E58ABBB24DEB	2700 Divvy Credit Cards Payable	150.00	SANCTUMGRAPHICDESI
02/29/2024	5933DED6B0C33429999D0	2700 Divvy Credit Cards Payable	13.78	ALBERTSONS
Total for 5234.5 Staff Mtg & Training			\$387.24	
5234.5s Staff Training - Supported				
02/17/2024	6A322A2554541ABBADEB3	2700 Divvy Credit Cards Payable	1,135.50	JIMMY JOHN'S
02/19/2024	D712DD7D0A62FAC7ED052	2700 Divvy Credit Cards Payable	404.42	COSTCO
02/19/2024	A7639EC5E21BD9F2BA350	2700 Divvy Credit Cards Payable	201.35	WALMART
02/20/2024	D33213D3E14ED2AEFF5EE	2700 Divvy Credit Cards Payable	22.20	MAVERIK
02/20/2024	1783FBDDDDC4D3F1C7BE8	2700 Divvy Credit Cards Payable	30.06	WALMART
02/21/2024	054566465BED3887AD191	2700 Divvy Credit Cards Payable	44.40	STARBUCKS
Total for 5234.5s Staff Training - Supported			\$1,837.93	
Total for 5234.5 Staff Mtg & Training with subs			\$2,225.17	
Total for 52340 Professional Development			\$2,861.17	
52360 Program Expense				
5236.2 Programs - District				
5236.2S District Programs -Supported				
02/05/2024	E3A2552EA2F6F30C32D61	2700 Divvy Credit Cards Payable	105.52	AMAZON
02/06/2024	4408BEA7D84600EA33592	2700 Divvy Credit Cards Payable	367.50	AMAZON
02/07/2024	ADE3984C5AF024D60F50D	2700 Divvy Credit Cards Payable	49.00	AMAZON
02/28/2024	D3D15F51EC9B03920AB29	2700 Divvy Credit Cards Payable	321.05	AMAZON
Total for 5236.2S District Programs -Supported			\$843.07	
Total for 5236.2 Programs - District			\$843.07	
5236.AD Programs - Adult				
02/06/2024	A33304D58DE4B1E8A3CB0	2700 Divvy Credit Cards Payable	24.08	RUSZONIS
02/07/2024	A58982C0AFFC719B2D060	2700 Divvy Credit Cards Payable	141.60	COSTCO
02/07/2024	87BC1B8F641E61B5C2636	2700 Divvy Credit Cards Payable	50.95	MY MYSTERY PARTY
02/08/2024	29A5461C0164687272EF6	2700 Divvy Credit Cards Payable	30.35	ALBERTSONS
02/10/2024	DC9EE29BC8E587BEA58B4	2700 Divvy Credit Cards Payable	14.66	EXPRESS CAFE
02/16/2024	C9A4B09CEFF5D35D7FB93	2700 Divvy Credit Cards Payable	13.95	ALBERTSONS
02/16/2024	DF8AE2C9899E36E9F29CB	2700 Divvy Credit Cards Payable	24.99	AMAZON
02/22/2024	CCABE8C00238AB2316B28	2700 Divvy Credit Cards Payable	14.91	AMAZON
Total for 5236.AD Programs - Adult			\$315.49	
5236.As Programs - Adult -Supported				
02/16/2024	51B0B7301B6C86AE59853	2700 Divvy Credit Cards Payable	430.95	ALBERTSONS
02/16/2024	836B963698E5F98D4292F	2700 Divvy Credit Cards Payable	430.95	ALBERTSONS
Total for 5236.As Programs - Adult -Supported			\$861.90	
Total for 5236.AD Programs - Adult with subs			\$1,177.39	

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DATE	NUM	SPLIT	AMOUNT	NAME
5236.EL Programs - Early Learning 0-5				
02/10/2024	28D718617D862F9A9FDA3	2700 Divvy Credit Cards Payable	25.88	WALMART
02/10/2024	EF7DE7927ADDF275F3D62	2700 Divvy Credit Cards Payable	11.76	WALMART
02/13/2024	B06E43571524946665D44	2700 Divvy Credit Cards Payable	60.91	AMAZON
02/23/2024	2A1B17ADD7B590827E944	2700 Divvy Credit Cards Payable	9.99	AMAZON
02/24/2024	828B2ED69249BF78F00F9	2700 Divvy Credit Cards Payable	22.90	WALMART
02/29/2024	6304AFBD2D95CB98F1588	2700 Divvy Credit Cards Payable	19.98	AMAZON
Total for 5236.EL Programs - Early Learning 0-5			\$151.42	
5236.FA Programs -Family All Ages				
02/03/2024	90943BB878E2FB4A926D9	2700 Divvy Credit Cards Payable	1,000.00	IDAHO STEELHEADS MERCHAND
02/12/2024	9DA8E787F36A8D91D224C	2700 Divvy Credit Cards Payable	14.95	AMAZON
02/14/2024	3916ECBC4F0D1BFF5C587	2700 Divvy Credit Cards Payable	107.86	WALMART
02/14/2024	B6B1D2ECB777F4AEF5C3D	2700 Divvy Credit Cards Payable	48.99	AMAZON
02/15/2024	DCA5E53FBE27B8219486C	2700 Divvy Credit Cards Payable	71.92	AMAZON
02/17/2024	57BB768F763CF1ED05756	2700 Divvy Credit Cards Payable	4,161.03	4IMPRINT
02/21/2024	7DC0091747773C29EB70F	2700 Divvy Credit Cards Payable	-226.90	4IMPRINT
02/21/2024	ED1F41F32F468E7B700E0	2700 Divvy Credit Cards Payable	17.99	AMAZON
02/23/2024	20A4DE329B4E7EB8DE93D	2700 Divvy Credit Cards Payable	9.49	AMAZON
02/27/2024	24079C86B5643AB3B6CD1	2700 Divvy Credit Cards Payable	43.44	AMAZON
02/28/2024	BAAF4293D66466ACECF3E	2700 Divvy Credit Cards Payable	68.03	WALMART
02/29/2024	0AB0DC19A08672BCB3CC2	2700 Divvy Credit Cards Payable	9.69	AMAZON
02/29/2024	D97960EE03FEA369B5781	2700 Divvy Credit Cards Payable	32.98	AMAZON
02/29/2024	E999282EE9E4413631307	2700 Divvy Credit Cards Payable	27.99	AMAZON
02/29/2024	5A71F80025B8D366C5616	2700 Divvy Credit Cards Payable	68.89	AMAZON
Total for 5236.FA Programs -Family All Ages			\$5,456.35	
5236.SA Programs -School Age 6-12				
02/01/2024	771A48ACC21B850CF4A72	2700 Divvy Credit Cards Payable	15.02	WALMART
02/03/2024	D65726F0ED4C66279636D	2700 Divvy Credit Cards Payable	14.99	AMAZON
02/03/2024	D1D73D38DBF08556A17C3	2700 Divvy Credit Cards Payable	18.89	AMAZON
02/08/2024	110B284E7EAF64D64D441	2700 Divvy Credit Cards Payable	141.19	AMAZON
02/14/2024	8232A9DB05FE90BAD9760	2700 Divvy Credit Cards Payable	47.92	AMAZON
02/14/2024	697A02EABE1F7C9CCB4A1	2700 Divvy Credit Cards Payable	20.80	WALMART
02/15/2024	1E7134FB5A69607270FA1	2700 Divvy Credit Cards Payable	9.28	WALMART
02/16/2024	FA1C134ACB6C087034034	2700 Divvy Credit Cards Payable	13.98	DOMINO'S
02/27/2024	08AA37A735BABAB9A95ED	2700 Divvy Credit Cards Payable	29.98	AMAZON
02/27/2024	F70BC67E5AE6EF07EB8F1	2700 Divvy Credit Cards Payable	79.99	AMAZON
02/27/2024	B7BDDC604D49E134C7506	2700 Divvy Credit Cards Payable	14.64	AMAZON
Total for 5236.SA Programs -School Age 6-12			\$406.68	
5236.TN Programs -Teen 13-18				
02/06/2024	3C431FF70C56CA8A10944	2700 Divvy Credit Cards Payable	192.54	COSTCO
02/07/2024	C276081B4960375A09D09	2700 Divvy Credit Cards Payable	15.76	AMAZON
02/10/2024	928B6486A8F7BA84FD467	2700 Divvy Credit Cards Payable	22.02	WALMART
02/10/2024	878AC552AB8EC88415990	2700 Divvy Credit Cards Payable	3.70	MAVERIK

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DATE	NUM	SPLIT	AMOUNT	NAME
02/10/2024	F87B6D5DE229B4B9F9A39	2700 Divvy Credit Cards Payable	46.95	WORLD MARKET
02/11/2024	A4C8042D1ED35E4DC4F00	2700 Divvy Credit Cards Payable	48.93	DOMINO'S
02/15/2024	649A376834D168E6FC2F9	2700 Divvy Credit Cards Payable	146.86	WALMART
02/19/2024	4B1C2844DE3D2EB1DE1F5	2700 Divvy Credit Cards Payable	25.38	COSTCO
02/22/2024	B30741B0A9EC0BADCEBA7	2700 Divvy Credit Cards Payable	18.91	AMAZON
Total for 5236.TN Programs -Teen 13-18			\$521.05	
Total for 52360 Program Expense			\$8,555.96	
52400 Supplies				
5211 Copy/Print				
02/01/2024	E584D1ADB92268267F706	2700 Divvy Credit Cards Payable	444.96	AMAZON
02/06/2024	2B24BDD72FA148353D18E	2700 Divvy Credit Cards Payable	200.69	AMAZON
02/07/2024	6DCDD0604F295D87C9A62	2700 Divvy Credit Cards Payable	167.93	AMAZON
02/07/2024	A5F9C740B2ADDA553BA42	2700 Divvy Credit Cards Payable	70.46	AMAZON
02/08/2024	390C2EB50ED2CC246864B	2700 Divvy Credit Cards Payable	209.19	MATTERHACKERS INC
02/08/2024	343FF3B8854487D4A849F	2700 Divvy Credit Cards Payable	98.55	AMAZON
02/10/2024	BB99C26DB03616928B6EB	2700 Divvy Credit Cards Payable	49.99	AMAZON
02/10/2024	9C015BC00154AAA98B18A	2700 Divvy Credit Cards Payable	57.99	AMAZON
02/16/2024	3D1EB6A1693A5EA45A755	2700 Divvy Credit Cards Payable	170.60	MATTERHACKERS INC
02/22/2024	6F6B1AE1946158B536E35	2700 Divvy Credit Cards Payable	17.70	AMAZON
02/23/2024	3211418C59538D4AE93F4	2700 Divvy Credit Cards Payable	149.95	AMAZON
Total for 5211 Copy/Print			\$1,638.01	
5240 Supplies - general				
02/01/2024	90A2A4C1C83AF345683F7	2700 Divvy Credit Cards Payable	75.24	AMAZON
02/02/2024	E5B9C451339BE2EC3B675	2700 Divvy Credit Cards Payable	240.00	COSTCO
02/03/2024	E86CA416DD1EB1CE2080A	2700 Divvy Credit Cards Payable	45.05	AMAZON
02/03/2024	784AC5712C9678DE9E394	2700 Divvy Credit Cards Payable	10.65	AMAZON
02/05/2024	E9C8E9CC9654CD220AB7B	2700 Divvy Credit Cards Payable	5.10	AMAZON
02/05/2024	FD881BC9F95E5CB0D540E	2700 Divvy Credit Cards Payable	74.95	AMAZON
02/11/2024	A8A45DF0F53553E7B817B	2700 Divvy Credit Cards Payable	32.90	AMAZON
02/12/2024	8209FD2B8862EB2D60DC2	2700 Divvy Credit Cards Payable	14.96	AMAZON
02/12/2024	AFA552123237830E8AD9A	2700 Divvy Credit Cards Payable	74.14	AMAZON
02/20/2024	3382CF08B2A4F4B2085DC	2700 Divvy Credit Cards Payable	26.79	AMAZON
02/20/2024	958E554727954FF337DA6	2700 Divvy Credit Cards Payable	28.28	AMAZON RET MSIL
02/20/2024	17E19F1A5106A799CC84A	2700 Divvy Credit Cards Payable	89.99	AMAZON
02/26/2024	0010F31677A80D52F08D8	2700 Divvy Credit Cards Payable	23.76	AMAZON
02/29/2024	E45B52DBE05DC112DC8E5	2700 Divvy Credit Cards Payable	17.96	AMAZON
Total for 5240 Supplies - general			\$759.77	
5240s Supplies - General -Supported				
02/09/2024	C6DE2AC63570502E92F07	2700 Divvy Credit Cards Payable	30.99	AMAZON
Total for 5240s Supplies - General -Supported			\$30.99	
Total for 5240 Supplies - general with subs			\$790.76	
5246 Supplies - office				
02/01/2024	FF09C49090A8194FE5B6A	2700 Divvy Credit Cards Payable	39.94	AMAZON

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02/02/2024	4BCFB3E8CA2C86351C12C	2700 Divvy Credit Cards Payable	63.84	AMAZON
02/02/2024	3E066FC1E07A767684C77	2700 Divvy Credit Cards Payable	62.05	AMAZON
02/05/2024	379655279F24889A473ED	2700 Divvy Credit Cards Payable	94.75	AMAZON
02/08/2024	B6D699320876D777D0FAE	2700 Divvy Credit Cards Payable	23.76	AMAZON
02/09/2024	1C9C262833A148624365F	2700 Divvy Credit Cards Payable	13.28	AMAZON
02/10/2024	D9530A29839A4C5374601	2700 Divvy Credit Cards Payable	154.66	OFFICE DEPOT
02/14/2024	0DE03D585C3EB9DA22ED1	2700 Divvy Credit Cards Payable	476.91	AMAZON
02/15/2024	0B0EC678E274450B2479E	2700 Divvy Credit Cards Payable	58.79	AMAZON
02/15/2024	763F6AF9EA741597D3997	2700 Divvy Credit Cards Payable	20.33	AMAZON
02/16/2024	E2BE09026F950D9466501	2700 Divvy Credit Cards Payable	12.58	AMAZON
02/17/2024	380FE1951D9DE5F7B9166	2700 Divvy Credit Cards Payable	24.40	AMAZON
02/20/2024	F9CCC6EEDFB3CE92323A6	2700 Divvy Credit Cards Payable	9.95	AMAZON
02/24/2024	648E5D9127FFB57A9527A	2700 Divvy Credit Cards Payable	173.37	DEMCO INC
02/29/2024	6D9B7DDCBB89F32C8BE32	2700 Divvy Credit Cards Payable	13.09	AMAZON
Total for 5246 Supplies - office			\$1,241.70	
Total for 52400 Supplies			\$3,670.47	
52500 Miscellaneous Operating				
5216 Equipment & Furnishings Not Cap				
02/02/2024	3CDFA97424EFF44591707	2700 Divvy Credit Cards Payable	399.00	LAKESHORE LEARNING MAT
02/15/2024	E6345F276E5FE7682403A	2700 Divvy Credit Cards Payable	175.01	AMAZON
02/24/2024	8F9DF3A06343D71D8401B	2700 Divvy Credit Cards Payable	108.52	WALMART
Total for 5216 Equipment & Furnishings Not Cap			\$682.53	
5228 Miscellaneous				
02/23/2024	5DFC7877C67DF60175A2E	2700 Divvy Credit Cards Payable	41.93	AMAZON
02/23/2024	C68F923AE853310E14E4A	2700 Divvy Credit Cards Payable	154.86	AMAZON
02/23/2024	8FE62414BCE6ED1215074	2700 Divvy Credit Cards Payable	80.63	AMAZON
Total for 5228 Miscellaneous			\$277.42	
5228.S Miscellaneous- Supported				
02/03/2024	B367D266E5368A945CADC	2700 Divvy Credit Cards Payable	1,299.99	AMAZON
02/29/2024	9E6A28BF15E8CF103A75E	2700 Divvy Credit Cards Payable	29.48	AMAZON
Total for 5228.S Miscellaneous- Supported			\$1,329.47	
Total for 5228 Miscellaneous with subs			\$1,606.89	
Total for 52500 Miscellaneous Operating			\$2,289.42	
52600 Vehicle Expense				
5260.2 Vehicle - Sprinter				
02/16/2024	9A3C0F85E3736705AFB16	2700 Divvy Credit Cards Payable	107.75	NESMITH BROS
Total for 5260.2 Vehicle - Sprinter			\$107.75	
Total for 52600 Vehicle Expense			\$107.75	
62240 Facility Expense				
6224.1 Bldg-Maintenance				
02/09/2024	7479C227BD327A8377FE7	2700 Divvy Credit Cards Payable	64.99	AMAZON
02/15/2024	06BF278C0F78A546351F6	2700 Divvy Credit Cards Payable	-57.00	AMAZON

Meridian Library District

Credit Card Detail

February 2024

DATE	NUM	SPLIT	AMOUNT	NAME
Total for 6224.1 Bldg-Maintenance			\$7.99	
6224.2 Bldg-Repairs				
02/22/2024	8C89A791BD3ADC01C8F2F	2700 Divvy Credit Cards Payable	125.00	OVERHEAD DOOR BOISE
Total for 6224.2 Bldg-Repairs			\$125.00	
6224.3 Bldg-Small Tools				
02/05/2024	BCB648D6FCECED52B2CDF	2700 Divvy Credit Cards Payable	24.98	AMAZON RET DISTRICT
02/12/2024	72AF132527231F6D0D1AA	2700 Divvy Credit Cards Payable	3.99	AMAZON RETA CHERRY
02/21/2024	16E6190BC462917A8E019	2700 Divvy Credit Cards Payable	63.48	AMAZON
02/21/2024	7903138A8CAAD6E46E9B2	2700 Divvy Credit Cards Payable	16.00	AMAZON
Total for 6224.3 Bldg-Small Tools			\$108.45	
6224.4 Bldg-Supplies				
02/01/2024	22B9D7DB43E8CAF8AE4B8	2700 Divvy Credit Cards Payable	214.48	AMAZON
02/01/2024	0B5857BE765A27D94EEFA	2700 Divvy Credit Cards Payable	29.12	AMAZON
02/01/2024	93D11A58ECA65C288709C	2700 Divvy Credit Cards Payable	87.54	AMAZON
02/01/2024	A0F7F6A9AAE3A1B78CC50	2700 Divvy Credit Cards Payable	33.23	AMAZON
02/01/2024	25565B067C667526BEA1C	2700 Divvy Credit Cards Payable	76.47	AMAZON
02/05/2024	8F7DC07703AA1AFADF46A	2700 Divvy Credit Cards Payable	133.34	AMAZON RET
02/07/2024	39616A7C450A26F7A22AB	2700 Divvy Credit Cards Payable	157.68	AMAZON
02/08/2024	8D39706A5188ED10B92E2	2700 Divvy Credit Cards Payable	180.59	LOWE'S
02/08/2024	AA403354AE603351B387E	2700 Divvy Credit Cards Payable	51.77	THE HOME DEPOT
02/09/2024	43113950A01AAD3CA92C6	2700 Divvy Credit Cards Payable	23.20	AMAZON
02/22/2024	5DD708DB1143F946D7AAC	2700 Divvy Credit Cards Payable	241.20	AMAZON
02/22/2024	3EFB1F30173A2E3F791D6	2700 Divvy Credit Cards Payable	250.86	AMAZON
02/23/2024	65AB0A2F8D43314A55189	2700 Divvy Credit Cards Payable	99.56	AMAZON
02/23/2024	34142377824F543C9EF1B	2700 Divvy Credit Cards Payable	123.87	AMAZON
Total for 6224.4 Bldg-Supplies			\$1,702.91	
6255 Bldg-Rent				
02/28/2024	51E1A863D6E6B987AA152	2700 Divvy Credit Cards Payable	91.80	ACORN SELF STORAGE
Total for 6255 Bldg-Rent			\$91.80	
Total for 62240 Facility Expense			\$2,036.15	
Total for 52000 OPERATING EXPENSES			\$31,941.59	

Meridian Library District

Electronic Bill Payment List

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
Check						
02/01/2024	Check	EFT	Idaho Central Credit Union		-507.00	1180 Checking - ICCU General *1068
				Remote Deposit Capture Check Scanner	507.00	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware
02/05/2024	Check	EFT	CITY OF MERIDIAN		-105.52	1180 Checking - ICCU General *1068
				Water/Sewer/Recycling/Trash 12/21-01/20/24	105.52	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/05/2024	Check	EFT	CITY OF MERIDIAN		-443.83	1180 Checking - ICCU General *1068
				Water/Sewer/Trash/Recycling12/21-01/20/24	443.83	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/05/2024	Check	EFT	CITY OF MERIDIAN		-5.77	1180 Checking - ICCU General *1068
				Water 12/21-01/20/24	5.77	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/05/2024	Check	EFT	CITY OF MERIDIAN		-422.19	1180 Checking - ICCU General *1068
				Water/Sewer/Trash/Recycling 11/21-12/20/23	422.19	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/05/2024	Check	EFT	AFLAC		-345.14	1180 Checking - ICCU General *1068
				January 2024 Aflac Employee Contribution Remittance	-385.44	2360 AFLAC
				January 2024 Aflac Billing Differences	40.30	2360 AFLAC
02/07/2024	Check	EFT	L695-NCPERS IDAHO		-144.00	1180 Checking - ICCU General *1068
				February 2024 NCPERS Employee Contribution Remittance	-144.00	2350 Persi Life withholding payable
02/09/2024	Check	EFT	PERSI		-	1180 Checking - ICCU General *1068
				PERSI Base Plan Employer Contributions 02/09/2024 Payroll	21,603.04	
				PERSI Base Plan Employee Contributions 02/09/2024 Payroll	-	2330 PERSI withholding payable
				PERSI Contributions Rounding Difference	-8,102.63	2330 PERSI withholding payable
					-0.03	5010a PERSONNEL:Payroll benefits:Benefits - Retirement
02/09/2024	Check	EFT	PERSI-401K		-2,671.28	1180 Checking - ICCU General *1068
				02/09/24 Payroll PERSI 401k Remittance	-2,671.28	2340 401K withholding payable
02/09/2024	Check	EFT	Nationwide 457b		-559.96	1180 Checking - ICCU General *1068
				02/09/24 Payroll Nationwide Roth Remittance	-559.96	2352 Nationwide Withholding Payable
02/09/2024	Check	EFT	Nationwide 457b		-1,116.84	1180 Checking - ICCU General *1068
				02/09/24 Payroll Nationwide PreTax Remittance	-1,116.84	2352 Nationwide Withholding Payable

Meridian Library District

Electronic Bill Payment List

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
02/16/2024	Check		Idaho Central Credit Union		-65.45	1180 Checking - ICCU General *1068
				ICCU General Ops Checking Service Fees February 2024	65.45	5202.3 OPERATING EXPENSES:Banking fees:Financial fees
02/17/2024	Check	EFT	HRA VEBA		-8,745.00	1180 Checking - ICCU General *1068
				February 2024 HRA VEBA Remittance	-8,745.00	2353 HRA VEBA Payable
02/20/2024	Check	EFT	IDAHO POWER - 3194		-1,039.44	1180 Checking - ICCU General *1068
				Power 01/04-02/01/24	1,039.44	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/20/2024	Check	EFT	CITY OF MERIDIAN		-26.42	1180 Checking - ICCU General *1068
				Water/Sewer 01/06-02/05/24	26.42	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/20/2024	Check	EFT	Paylocity		-2,891.14	1181 Checking - ICCU Payroll ZBA *3248
				February Payroll Processing Paylocity INV1882773	2,891.14	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing
02/21/2024	Check	EFT	PITNEY BOWES		-1,000.00	1180 Checking - ICCU General *1068
				02/21/24 Postage Account Refill Deposit	1,000.00	5232 OPERATING EXPENSES:Miscellaneous Operating:Postage
02/21/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY		-1,141.66	1180 Checking - ICCU General *1068
				Gas 12/29-01/29/24	1,141.66	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/22/2024	Check	EFT	Mutual of Omaha		-3,374.26	1180 Checking - ICCU General *1068
				January 2024 MOO Vision Employer Contributions Remittance	-301.66	2358 Mutual of Omaha Payable
				January 2024 MOO Vision Employee Contributions Remittance	-135.02	2358 Mutual of Omaha Payable
				January 2024 MOO STD Employer Contributions Remittance	-655.28	2358 Mutual of Omaha Payable
				January 2024 MOO ER Life Contributions Remittance	-220.50	2358 Mutual of Omaha Payable
				January 2024 MOO EE Life Contributions Remittance	-303.36	2358 Mutual of Omaha Payable
				January 2024 MOO Dental Employer Contributions Remittance	-1,381.94	2355 Dental Payable
				January 2024 MOO Dental Employee Contributions Remittance	-807.18	2355 Dental Payable
				January 2024 MOO Billing Differences	-430.68	5010a PERSONNEL:Payroll benefits:Benefits - Retirement
02/22/2024	Check	EFT	Mutual of Omaha		-4,524.10	1180 Checking - ICCU General *1068
				February 2024 MOO Vision Employer Contributions Remittance	-301.66	2358 Mutual of Omaha Payable
				February 2024 MOO Vision Employee Contributions Remittance	-135.02	2358 Mutual of Omaha Payable

Meridian Library District

Electronic Bill Payment List

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
				February 2024 MOO STD Employer Contributions Remittance	-653.96	2358 Mutual of Omaha Payable
				February 2024 MOO ER Life Contributions Remittance	-220.50	2358 Mutual of Omaha Payable
				February 2024 MOO EE Life Contributions Remittance	-303.36	2358 Mutual of Omaha Payable
				February 2024 MOO Dental Employer Contributions Remittance	-1,381.94	2355 Dental Payable
				February 2024 MOO Dental Employee Contributions Remittance	-807.18	2355 Dental Payable
				February 2024 MOO Billing Differences	720.48	5010a PERSONNEL:Payroll benefits:Benefits - Retirement
02/22/2024	Check	EFT	IDAHO POWER - 7016		-101.18	1180 Checking - ICCU General *1068
				Power 01/06-02/05/24	101.18	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/22/2024	Check	EFT	IDAHO POWER - 1620		-2,960.08	1180 Checking - ICCU General *1068
				Power 01/06-02/05/24	2,960.08	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/22/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY		-131.56	1180 Checking - ICCU General *1068
				Gas 12/30-01/30/24	131.56	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/22/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY		-886.71	1180 Checking - ICCU General *1068
				Gas 01/03-01/30/24	886.71	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/23/2024	Check	EFT	PERSI		-	1180 Checking - ICCU General *1068
				PERSI Base Plan Employer Contributions 02/23/2024 Payroll	21,630.13	
				PERSI Base Plan Employee Contributions 02/23/2024 Payroll	-	2330 PERSI withholding payable
				PERSI Contributions Rounding Difference	13,517.30	
					-8,112.82	2330 PERSI withholding payable
					0.01	5010a PERSONNEL:Payroll benefits:Benefits - Retirement
02/23/2024	Check	EFT	PERSI-401K		-2,671.93	1180 Checking - ICCU General *1068
				02/23/24 Payroll PERSI 401k Remittance	-2,671.93	2340 401K withholding payable
02/23/2024	Check	EFT	Nationwide 457b		-1,120.14	1180 Checking - ICCU General *1068
				02/23/24 Payroll Nationwide PreTax Remittance	-1,120.14	2352 Nationwide Withholding Payable
02/23/2024	Check	EFT	Nationwide 457b		-560.59	1180 Checking - ICCU General *1068
				02/23/24 Payroll Nationwide Roth Remittance	-560.59	2352 Nationwide Withholding Payable

Meridian Library District

Electronic Bill Payment List

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
02/26/2024	Check	EFT	Bill.com		-50.00	1180 Checking - ICCU General *1068
				Bill.com 02/28/24 Processing	50.00	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/27/2024	Check	EFT	IDAHO POWER - 7302		-463.44	1180 Checking - ICCU General *1068
				Power 01/11-02/08/24	463.44	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/28/2024	Check	EFT	Bill.com		-917.54	1180 Checking - ICCU General *1068
				Bill.com 01/28-02/27/24	917.54	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/28/2024	Check	EFT	Sparklight		-259.09	1180 Checking - ICCU General *1068
				Internet 02/14-03/13/24	259.09	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/28/2024	Check	EFT	Chevron (Wex Bank)		-545.94	1180 Checking - ICCU General *1068
				February 2024 Fuel	162.75	5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile
				February 2024 Fuel	35.25	5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van Honda Odyssey
				February 2024 Fuel	31.20	5260.4 OPERATING EXPENSES:Vehicle Expense:Vehicle - Honda Element
				February 2024 Fuel	217.45	5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon
				February 2024 Fuel	48.91	5260.7 OPERATING EXPENSES:Vehicle Expense:Vehicle - Chevy Silverado 1500
				February 2024 Fuel	29.17	5260.9 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 7665
				February 2024 Fuel	21.21	5260.8 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 4697
02/29/2024	Check	EFT	Blue Cross of Idaho		-	1180 Checking - ICCU General *1068
					43,016.31	
				March 2024 Employee Health Insurance Contribution Remittance	-4,613.04	2345 Select Health
				March 2024 Employer Health Insurance Contribution Remittance	-	2345 Select Health
					35,194.96	
				March 2024 Billing Differences	-3,208.31	2345 Select Health
<hr/>						
Credit Card Payment						
02/01/2024	Credit Card Payment		Divvy		-	1180 Checking - ICCU General *1068
					26,942.99	
					-	2700 Divvy Credit Cards Payable
					26,942.99	

Meridian Library District

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

October 2023 - September 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
40000 Tax Revenue	5,240,932.93	8,244,061.00	-3,003,128.07	63.57 %
42000 Non-tax Revenue	275,216.01	306,750.00	-31,533.99	89.72 %
Total Revenue	\$5,516,148.94	\$8,550,811.00	\$ - 3,034,662.06	64.51 %
GROSS PROFIT	\$5,516,148.94	\$8,550,811.00	\$ - 3,034,662.06	64.51 %
Expenditures				
50000 PERSONNEL	2,006,707.73	5,214,850.00	-3,208,142.27	38.48 %
51000 COLLECTIONS	360,921.12	999,435.00	-638,513.88	36.11 %
52000 OPERATING EXPENSES	845,618.42	1,897,809.00	-1,052,190.58	44.56 %
72000 CAPITAL EXPENSES	18,847.72	348,872.00	-330,024.28	5.40 %
7999 Transfer Out-To Capital Repair & Replacement Fund		89,845.00	-89,845.00	
Total Expenditures	\$3,232,094.99	\$8,550,811.00	\$ - 5,318,716.01	37.80 %
NET OPERATING REVENUE	\$2,284,053.95	\$0.00	\$2,284,053.95	0.00 %
Other Revenue				
8000 Plant Facilities Levy Revenue	700,000.00	1,400,000.00	-700,000.00	50.00 %
8338 Capital Projects Interest	74,414.45	76,500.00	-2,085.55	97.27 %
8350 Capital Projects Grants & Donations		160,000.00	-160,000.00	
8995 Finance Proceeds		1,500,000.00	-1,500,000.00	
8999 Transfer In-To Capital Repair & Replacement-From General Fund		89,845.00	-89,845.00	
Total Other Revenue	\$774,414.45	\$3,226,345.00	\$ - 2,451,930.55	24.00 %
Other Expenditures				
9289 South Branch Project Costs	32,916.00	5,818,728.00	-5,785,812.00	0.57 %
Total Other Expenditures	\$32,916.00	\$5,818,728.00	\$ - 5,785,812.00	0.57 %
NET OTHER REVENUE	\$741,498.45	\$ - 2,592,383.00	\$3,333,881.45	-28.60 %
NET REVENUE	\$3,025,552.40	\$ - 2,592,383.00	\$5,617,935.40	-116.71 %

Meridian Library District

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

October 2023 - September 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
40000 Tax Revenue				
4000 Tax levy	4,874,512.68	7,594,416.00	-2,719,903.32	64.19 %
4005 Tax Levy - Capital Foregone	44,922.50	89,845.00	-44,922.50	50.00 %
4006 Tax Levy - Operating Foregone	38,486.00	76,972.00	-38,486.00	50.00 %
Total 4000 Tax levy	4,957,921.18	7,761,233.00	-2,803,311.82	63.88 %
4010 Ag. Replacement	970.00	1,940.00	-970.00	50.00 %
4020 Pers Prop Replacement	19,519.36	39,039.00	-19,519.64	50.00 %
4025 Recovered Homeowner's Exemption	47.50	95.00	-47.50	50.00 %
4060 Tort Tax Levy	30,877.00	61,754.00	-30,877.00	50.00 %
4100 Sales tax income	231,597.89	380,000.00	-148,402.11	60.95 %
Total 40000 Tax Revenue	5,240,932.93	8,244,061.00	-3,003,128.07	63.57 %
42000 Non-tax Revenue				
4200 Fines and fees	9,655.87	12,000.00	-2,344.13	80.47 %
4220 Meeting Room income	4,454.50	3,750.00	704.50	118.79 %
4221 Donations & Memorials	1,019.98	11,500.00	-10,480.02	8.87 %
4300 Interest income	75,656.50	85,000.00	-9,343.50	89.01 %
4339 Capital Replace & Repair Int	137,281.53	150,000.00	-12,718.47	91.52 %
4400 Copy/Print income	12,305.30	24,500.00	-12,194.70	50.23 %
4410 Miscellaneous income	14,305.83		14,305.83	
4500 Grants	15,821.50	15,000.00	821.50	105.48 %
4700 Sponsorships	4,715.00	5,000.00	-285.00	94.30 %
Total 42000 Non-tax Revenue	275,216.01	306,750.00	-31,533.99	89.72 %
Total Revenue	\$5,516,148.94	\$8,550,811.00	\$ - 3,034,662.06	64.51 %
GROSS PROFIT	\$5,516,148.94	\$8,550,811.00	\$ - 3,034,662.06	64.51 %
Expenditures				
50000 PERSONNEL				
5000 Salaries and wages	1,513,717.18	3,961,873.00	-2,448,155.82	38.21 %
5005 Termination salaries	6,312.66		6,312.66	
Total 5000 Salaries and wages	1,520,029.84	3,961,873.00	-2,441,843.16	38.37 %
5010 Payroll benefits	35.15		35.15	
5010a Benefits - Retirement	145,899.03	369,024.00	-223,124.97	39.54 %
5010b Benefits - PR Taxes	114,361.27	299,561.00	-185,199.73	38.18 %
5010c Benefits - Health	226,382.44	584,392.00	-358,009.56	38.74 %
Total 5010 Payroll benefits	486,677.89	1,252,977.00	-766,299.11	38.84 %
Total 50000 PERSONNEL	2,006,707.73	5,214,850.00	-3,208,142.27	38.48 %
51000 COLLECTIONS				
5115 Adult Print Books	84,082.62	227,000.00	-142,917.38	37.04 %
5121 Electronic databases	49,239.35	62,735.00	-13,495.65	78.49 %
5122 eContent	164,667.26	339,500.00	-174,832.74	48.50 %

Meridian Library District

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

October 2023 - September 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5125 Print Reference	79.08	2,600.00	-2,520.92	3.04 %
5130 Children's books	35,103.63	187,000.00	-151,896.37	18.77 %
5130S Children's books - Supported	141.31		141.31	
Total 5130 Children's books	35,244.94	187,000.00	-151,755.06	18.85 %
5135 Young Adult books	5,716.15	35,000.00	-29,283.85	16.33 %
5149 Media	20,328.47	87,000.00	-66,671.53	23.37 %
5150 Circulating devices & kits	1,391.67	44,100.00	-42,708.33	3.16 %
5151 Periodicals	171.58	14,500.00	-14,328.42	1.18 %
Total 51000 COLLECTIONS	360,921.12	999,435.00	-638,513.88	36.11 %
52000 OPERATING EXPENSES				
52020 Professional Services				
5202.1 Audit	24,500.00	25,500.00	-1,000.00	96.08 %
5202.4 Legal fees	7,786.50	25,000.00	-17,213.50	31.15 %
5202.5 Consulting		108,000.00	-108,000.00	
5202.6 Other	4,437.48	5,000.00	-562.52	88.75 %
5237 Recruiting/Background Checks	1,773.55	3,100.00	-1,326.45	57.21 %
Total 52020 Professional Services	38,497.53	166,600.00	-128,102.47	23.11 %
52025 Banking fees				
5202.2 Bankcard fees	980.44	1,485.00	-504.56	66.02 %
5202.3 Financial fees	1,011.17	3,000.00	-1,988.83	33.71 %
Total 52025 Banking fees	1,991.61	4,485.00	-2,493.39	44.41 %
52120 Consortium				
5212.C Consortium-Courier	13,419.00	45,000.00	-31,581.00	29.82 %
5212.H Consortium-Hardware/Software	41,629.64	56,750.00	-15,120.36	73.36 %
Total 52120 Consortium	55,048.64	101,750.00	-46,701.36	54.10 %
52200 Information Technology				
5220.1 IT Infra -Software/Licensing	65,212.51	119,758.00	-54,545.49	54.45 %
5220.2 IT Infra -Support	6,928.26	18,200.00	-11,271.74	38.07 %
5220.3 IT PCs, Printers & Hardware	34,070.73	70,100.00	-36,029.27	48.60 %
5220.5 IT Utilities	21,262.97	81,004.00	-59,741.03	26.25 %
5220.6 IT Collection Licensing	6,250.00	15,000.00	-8,750.00	41.67 %
5220.7 IT Technology Maintenance	17,785.31	37,350.00	-19,564.69	47.62 %
5230 Phone Service	3,134.82	9,000.00	-5,865.18	34.83 %
Total 52200 Information Technology	154,644.60	350,412.00	-195,767.40	44.13 %
52250 Marketing				
5225 Marketing & advertising	14,631.16	30,000.00	-15,368.84	48.77 %
Total 52250 Marketing	14,631.16	30,000.00	-15,368.84	48.77 %
52290 Materials Processing				
5229.1 Materials-OCLC	6,847.99	8,250.00	-1,402.01	83.01 %
5229.2 Materials-Processing	23,103.11	83,100.00	-59,996.89	27.80 %
Total 52290 Materials Processing	29,951.10	91,350.00	-61,398.90	32.79 %

Meridian Library District

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

October 2023 - September 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52340 Professional Development				
5234.1 Conferences	13,325.52	49,315.00	-35,989.48	27.02 %
5234.2 Education	1,540.90	6,000.00	-4,459.10	25.68 %
5234.3 Materials		1,500.00	-1,500.00	
5234.4 Memberships	2,593.00	15,138.00	-12,545.00	17.13 %
5234.5 Staff Mtg & Training	967.96	4,075.00	-3,107.04	23.75 %
5234.5s Staff Training - Supported	5,403.98		5,403.98	
Total 5234.5 Staff Mtg & Training	6,371.94	4,075.00	2,296.94	156.37 %
5234.6 Webinar/Ecourses	420.44	28,075.00	-27,654.56	1.50 %
Total 52340 Professional Development	24,251.80	104,103.00	-79,851.20	23.30 %
52360 Program Expense				
5236.2 Programs - District				
5236.2S District Programs -Supported	908.91		908.91	
Total 5236.2 Programs - District	908.91		908.91	
5236.AD Programs - Adult	2,141.38	12,673.00	-10,531.62	16.90 %
5236.As Programs - Adult -Supported	861.90		861.90	
Total 5236.AD Programs - Adult	3,003.28	12,673.00	-9,669.72	23.70 %
5236.BR Programs -Brochures		15,000.00	-15,000.00	
5236.EL Programs - Early Learning 0-5	1,572.29	9,108.00	-7,535.71	17.26 %
5236.FA Programs -Family All Ages	10,878.25	47,822.00	-36,943.75	22.75 %
5236.SA Programs -School Age 6-12	1,589.56	12,558.00	-10,968.44	12.66 %
5236.TN Programs -Teen 13-18	2,325.69	9,913.00	-7,587.31	23.46 %
5236.VO Programs -Volunteers		3,228.00	-3,228.00	
Total 52360 Program Expense	20,277.98	110,302.00	-90,024.02	18.38 %
52400 Supplies				
5211 Copy/Print	10,478.01	32,300.00	-21,821.99	32.44 %
5240 Supplies - general	8,994.30	12,850.00	-3,855.70	69.99 %
5240s Supplies - General -Supported	30.99		30.99	
Total 5240 Supplies - general	9,025.29	12,850.00	-3,824.71	70.24 %
5246 Supplies - office	4,807.92	11,150.00	-6,342.08	43.12 %
Total 52400 Supplies	24,311.22	56,300.00	-31,988.78	43.18 %
52500 Miscellaneous Operating				
5216 Equipment & Furnishings Not Cap	38,852.26	17,490.00	21,362.26	222.14 %
5228 Miscellaneous	1,124.42	4,000.00	-2,875.58	28.11 %
5228.S Miscellaneous- Supported	1,329.47		1,329.47	
Total 5228 Miscellaneous	2,453.89	4,000.00	-1,546.11	61.35 %
5232 Postage	4,583.55	10,500.00	-5,916.45	43.65 %
5250 Taxes and insurance	13,432.75	28,600.00	-15,167.25	46.97 %
Total 52500 Miscellaneous Operating	59,322.45	60,590.00	-1,267.55	97.91 %
52600 Vehicle Expense				
5260.1 Vehicle - Bookmobile	1,410.12	12,000.00	-10,589.88	11.75 %

Meridian Library District

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

October 2023 - September 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5260.1s Vehicle - Bookmobile Supported	1,230.00		1,230.00	
Total 5260.1 Vehicle - Bookmobile	2,640.12	12,000.00	-9,359.88	22.00 %
5260.2 Vehicle - Sprinter	858.04	4,000.00	-3,141.96	21.45 %
5260.3 Vehicle - Van Honda Odyssey	329.36	3,000.00	-2,670.64	10.98 %
5260.4 Vehicle - Honda Element	208.26	1,500.00	-1,291.74	13.88 %
5260.5 Vehicle - Dodge HD Wagon	1,162.08	6,000.00	-4,837.92	19.37 %
5260.6 Employee Mileage Reimbursement	29.46	250.00	-220.54	11.78 %
5260.7 Vehicle - Chevy Silverado 1500	111.74	6,000.00	-5,888.26	1.86 %
5260.8 Vehicle - Toyota Rav4 VIN 4697	106.67	1,500.00	-1,393.33	7.11 %
5260.9 Vehicle - Toyota Rav4 VIN 7665	143.92	800.00	-656.08	17.99 %
Total 52600 Vehicle Expense	5,589.65	35,050.00	-29,460.35	15.95 %
62240 Facility Expense				
6224.1 Bldg-Maintenance	101,358.33	198,767.00	-97,408.67	50.99 %
6224.2 Bldg-Repairs	7,518.83	58,000.00	-50,481.17	12.96 %
6224.3 Bldg-Small Tools	487.81	5,000.00	-4,512.19	9.76 %
6224.4 Bldg-Supplies	12,685.99	31,100.00	-18,414.01	40.79 %
6250 Bldg-Insurance	61,754.00	61,754.00	0.00	100.00 %
6255 Bldg-Rent	195,536.16	339,746.00	-144,209.84	57.55 %
6258 Bldg-Utilities	37,759.56	92,500.00	-54,740.44	40.82 %
Total 62240 Facility Expense	417,100.68	786,867.00	-369,766.32	53.01 %
Total 52000 OPERATING EXPENSES	845,618.42	1,897,809.00	-1,052,190.58	44.56 %
72000 CAPITAL EXPENSES				
7216 Equipment & Furnishings	9,924.00	56,272.00	-46,348.00	17.64 %
7220 IT - Infrastructure - Hardware		107,600.00	-107,600.00	
7220.3 IT PCs, Hardware Printers	0.00	25,000.00	-25,000.00	0.00 %
7295 Major improvements	8,923.72	160,000.00	-151,076.28	5.58 %
Total 72000 CAPITAL EXPENSES	18,847.72	348,872.00	-330,024.28	5.40 %
7999 Transfer Out-To Capital Repair & Replacement Fund		89,845.00	-89,845.00	
Total Expenditures	\$3,232,094.99	\$8,550,811.00	\$ - 5,318,716.01	37.80 %
NET OPERATING REVENUE	\$2,284,053.95	\$0.00	\$2,284,053.95	0.00%
Other Revenue				
8000 Plant Facilities Levy Revenue	700,000.00	1,400,000.00	-700,000.00	50.00 %
8338 Capital Projects Interest	74,414.45	76,500.00	-2,085.55	97.27 %
8350 Capital Projects Grants & Donations		160,000.00	-160,000.00	
8995 Finance Proceeds		1,500,000.00	-1,500,000.00	
8999 Transfer In-To Capital Repair & Replacement-From General Fund		89,845.00	-89,845.00	
Total Other Revenue	\$774,414.45	\$3,226,345.00	\$ - 2,451,930.55	24.00 %
Other Expenditures				
9289 South Branch Project Costs	32,916.00	5,818,728.00	-5,785,812.00	0.57 %

Meridian Library District

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

October 2023 - September 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Other Expenditures	\$32,916.00	\$5,818,728.00	\$ - 5,785,812.00	0.57 %
NET OTHER REVENUE	\$741,498.45	\$ - 2,592,383.00	\$3,333,881.45	-28.60 %
NET REVENUE	\$3,025,552.40	\$ - 2,592,383.00	\$5,617,935.40	-116.71 %

Meridian Library District

Statement of Activity

October 2023 - February 2024

	TOTAL
Revenue	
40000 Tax Revenue	
4000 Tax levy	4,874,512.68
4005 Tax Levy - Capital Foregone	44,922.50
4006 Tax Levy - Operating Foregone	38,486.00
Total 4000 Tax levy	4,957,921.18
4010 Ag. Replacement	970.00
4020 Pers Prop Replacement	19,519.36
4025 Recovered Homeowner's Exemption	47.50
4060 Tort Tax Levy	30,877.00
4100 Sales tax income	231,597.89
Total 40000 Tax Revenue	5,240,932.93
42000 Non-tax Revenue	
4200 Fines and fees	9,655.87
4220 Meeting Room income	4,454.50
4221 Donations & Memorials	1,019.98
4300 Interest income	75,656.50
4339 Capital Replace & Repair Int	137,281.53
4400 Copy/Print income	12,305.30
4410 Miscellaneous income	14,305.83
4500 Grants	15,821.50
4700 Sponsorships	4,715.00
Total 42000 Non-tax Revenue	275,216.01
Total Revenue	\$5,516,148.94
GROSS PROFIT	\$5,516,148.94
Expenditures	
50000 PERSONNEL	
5000 Salaries and wages	1,513,717.18
5005 Termination salaries	6,312.66
Total 5000 Salaries and wages	1,520,029.84
5010 Payroll benefits	35.15
5010a Benefits - Retirement	145,899.03
5010b Benefits - PR Taxes	114,361.27
5010c Benefits - Health	226,122.44
Total 5010 Payroll benefits	486,417.89
Total 50000 PERSONNEL	2,006,447.73

Meridian Library District

Statement of Activity

October 2023 - February 2024

	TOTAL
51000 COLLECTIONS	
5115 Adult Print Books	58,279.87
5121 Electronic databases	34,639.60
5122 eContent	151,151.74
5125 Print Reference	79.08
5130 Children's books	22,461.36
5130S Children's books - Supported	141.31
Total 5130 Children's books	22,602.67
5135 Young Adult books	4,130.60
5149 Media	17,704.76
5150 Circulating devices & kits	1,391.67
5151 Periodicals	171.58
Total 51000 COLLECTIONS	290,151.57
52000 OPERATING EXPENSES	
52020 Professional Services	
5202.1 Audit	24,500.00
5202.4 Legal fees	7,171.50
5202.6 Other	1,871.50
5237 Recruiting/Background Checks	1,773.55
Total 52020 Professional Services	35,316.55
52025 Banking fees	
5202.2 Bankcard fees	980.44
5202.3 Financial fees	1,011.17
Total 52025 Banking fees	1,991.61
52120 Consortium	
5212.C Consortium-Courier	13,419.00
5212.H Consortium-Hardware/Software	41,629.64
Total 52120 Consortium	55,048.64
52200 Information Technology	
5220.1 IT Infra -Software/Licensing	59,448.21
5220.2 IT Infra -Support	6,928.26
5220.3 IT PCs, Printers & Hardware	34,070.73
5220.5 IT Utilities	18,812.97
5220.7 IT Technology Maintenance	17,785.31
5230 Phone Service	3,134.82
Total 52200 Information Technology	140,180.30
52250 Marketing	
5225 Marketing & advertising	10,464.49
Total 52250 Marketing	10,464.49

Meridian Library District

Statement of Activity

October 2023 - February 2024

	TOTAL
52290 Materials Processing	
5229.1 Materials-OCLC	837.26
5229.2 Materials-Processing	16,998.72
Total 52290 Materials Processing	17,835.98
52340 Professional Development	
5234.1 Conferences	8,473.86
5234.2 Education	1,540.90
5234.4 Memberships	2,593.00
5234.5 Staff Mtg & Training	967.96
5234.5s Staff Training - Supported	5,403.98
Total 5234.5 Staff Mtg & Training	6,371.94
5234.6 Webinar/Ecourses	420.44
Total 52340 Professional Development	19,400.14
52360 Program Expense	
5236.2 Programs - District	
5236.2S District Programs -Supported	908.91
Total 5236.2 Programs - District	908.91
5236.AD Programs - Adult	2,065.24
5236.As Programs - Adult -Supported	861.90
Total 5236.AD Programs - Adult	2,927.14
5236.EL Programs - Early Learning 0-5	1,572.29
5236.FA Programs -Family All Ages	10,878.25
5236.SA Programs -School Age 6-12	1,589.56
5236.TN Programs -Teen 13-18	2,325.69
Total 52360 Program Expense	20,201.84
52400 Supplies	
5211 Copy/Print	9,742.06
5240 Supplies - general	8,746.26
5240s Supplies - General -Supported	30.99
Total 5240 Supplies - general	8,777.25
5246 Supplies - office	4,807.92
Total 52400 Supplies	23,327.23
52500 Miscellaneous Operating	
5216 Equipment & Furnishings Not Cap	38,852.26
5228 Miscellaneous	1,124.42
5228.S Miscellaneous- Supported	1,329.47
Total 5228 Miscellaneous	2,453.89
5232 Postage	4,583.55
5250 Taxes and insurance	13,432.75
Total 52500 Miscellaneous Operating	59,322.45

Meridian Library District

Statement of Activity

October 2023 - February 2024

	TOTAL
52600 Vehicle Expense	
5260.1 Vehicle - Bookmobile	1,410.12
5260.1s Vehicle - Bookmobile Supported	1,230.00
Total 5260.1 Vehicle - Bookmobile	2,640.12
5260.2 Vehicle - Sprinter	858.04
5260.3 Vehicle - Van Honda Odyssey	329.36
5260.4 Vehicle - Honda Element	208.26
5260.5 Vehicle - Dodge HD Wagon	1,162.08
5260.6 Employee Mileage Reimbursement	29.46
5260.7 Vehicle - Chevy Silverado 1500	111.74
5260.8 Vehicle - Toyota Rav4 VIN 4697	106.67
5260.9 Vehicle - Toyota Rav4 VIN 7665	143.92
Total 52600 Vehicle Expense	5,589.65
62240 Facility Expense	
6224.1 Bldg-Maintenance	91,328.33
6224.2 Bldg-Repairs	7,518.83
6224.3 Bldg-Small Tools	487.81
6224.4 Bldg-Supplies	12,685.99
6250 Bldg-Insurance	61,754.00
6255 Bldg-Rent	160,835.97
6258 Bldg-Utilities	36,491.30
Total 62240 Facility Expense	371,102.23
Total 52000 OPERATING EXPENSES	759,781.11
72000 CAPITAL EXPENSES	
7216 Equipment & Furnishings	9,924.00
7295 Major improvements	8,923.72
Total 72000 CAPITAL EXPENSES	18,847.72
Total Expenditures	\$3,075,228.13
NET OPERATING REVENUE	\$2,440,920.81
Other Revenue	
8000 Plant Facilities Levy Revenue	700,000.00
8338 Capital Projects Interest	74,414.45
Total Other Revenue	\$774,414.45
Other Expenditures	
9289 South Branch Project Costs	32,916.00
Total Other Expenditures	\$32,916.00
NET OTHER REVENUE	\$741,498.45
NET REVENUE	\$3,182,419.26

Meridian Library District

Statement of Financial Position

As of February 29, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Cash on Hand - Cherry	200.00
1010BR Cash on Hand - Silverstone	150.00
1013 Cash on Hand - Silverstone Self Pay Copy	48.70
1014 Cash on Hand - Cherry Self Pay Copy	32.55
1015 Cash on Hand - Orchard Park Self Pay Copy	17.00
1016 Cash on Hand - unBound	150.00
1017 Cash on Hand - Orchard Park	150.00
1072 Bill.com Money Out Clearing	523.22
1180 Checking - ICCU General *1068	-26,272.19
1182 Checking - ICCU Sweep *3522	195,118.85
1183 Savings - ICCU Membership *8042	25.00
1184 Savings - ICCU Savings *8093	249,000.00
1200 PayPal Account	4.57
1937 StatePool-General Operations	5,699,408.28
1938 StatePool-Capital Project Fund	4,025,260.18
1939 StatePool-Cap Replacement &Repr	6,157,113.62
Total Bank Accounts	\$16,300,929.78
Other Current Assets	
12000 Undeposited Funds	3.00
1500 Deposits/Prepaid expenses	28,553.06
1600 Property Tax Receivable	9,267,956.00
1627 LGIP Interest Receivable	69,565.71
1652 Sales Tax Receivable	123,546.00
1706 Tech Purchase -Lindsay T.	-80.00
1800 Fines Receivable	19,564.24
1850 Allowance	-15,455.76
Total Other Current Assets	\$9,493,652.25
Total Current Assets	\$25,794,582.03
TOTAL ASSETS	\$25,794,582.03

Meridian Library District

Statement of Financial Position

As of February 29, 2024

	TOTAL	
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2380 Accounts Payable	57,707.94	
Total Accounts Payable	\$57,707.94	
Credit Cards		
2700 Divvy Credit Cards Payable	34,934.26	
Total Credit Cards	\$34,934.26	
Other Current Liabilities		
2305 FICA withholding payable	9,939.74	
2330 PERSI withholding payable	12,696.60	
2340 401K withholding payable	-0.10	
2345 Select Health	-44,631.48	
2350 Persi Life withholding payable	160.00	
2355 Dental Payable	-340.52	
2358 Mutual of Omaha Payable	46.60	
2359 IDWAT Payable	267.50	
2360 AFLAC	381.02	
2400 Accounts Payable -Other	2,220.98	
2405 Accrued Wages	132,128.38	
Sales Tax Agency Payable	635.92	
Sales Tax Payable	55.58	
Total Sales Tax Agency Payable	691.50	
Total Other Current Liabilities	\$113,560.22	
Total Current Liabilities	\$206,202.42	
Total Liabilities		\$206,202.42
Equity		
2900 Investment in GFA	13,234,497.00	
2910 Contra Accum Deprec	-5,296,743.00	
2912 Accum Dep - Buildings	1,796,635.00	
2913 Accum Depr - Equipment	2,374,721.00	
2914 Accum Depr - Improvements	779,476.00	
2915 Accum Depr - Leasehold Improv	345,911.00	
2988.4 17929 Leisure Lane	-53,000.00	
2988.5 Buildings	-4,445,040.00	
2988.6 Improvements	-2,861,730.00	
2988.7 Leasehold Improvements	-1,341,836.00	
2988.8 Equipment	-3,618,940.00	
2990 Deferred Inflows	9,222,975.00	
2995 Advanced Revenue	36,908.00	

Meridian Library District

Statement of Financial Position

As of February 29, 2024

	TOTAL
2998.1 Jewitt property	-210,996.69
2998.2 Cherry/Leisure property	-449,588.00
2998.3 1326 Cherry Lane	-192,604.00
2998.5 unBound Land	-29,093.00
2998.9 Artwork	-25,500.00
2999 Retained Earnings	6,968,357.24
2999.1 Construction in Progress	-6,168.00
32000 Owners Equity	6,220,029.03
Net Revenue	3,140,109.03
Total Equity	\$25,588,379.61
TOTAL LIABILITIES AND EQUITY	\$25,794,582.03



Meridian Library District Board of Trustees

April 2024 Meeting Board Report

Department/Division: Finance

Prepared by: Ema B.

MONTHLY FINANCIAL REPORT

Quick Stats February 2024

February Bills Processed: 130

February Credit Card Charges: 204

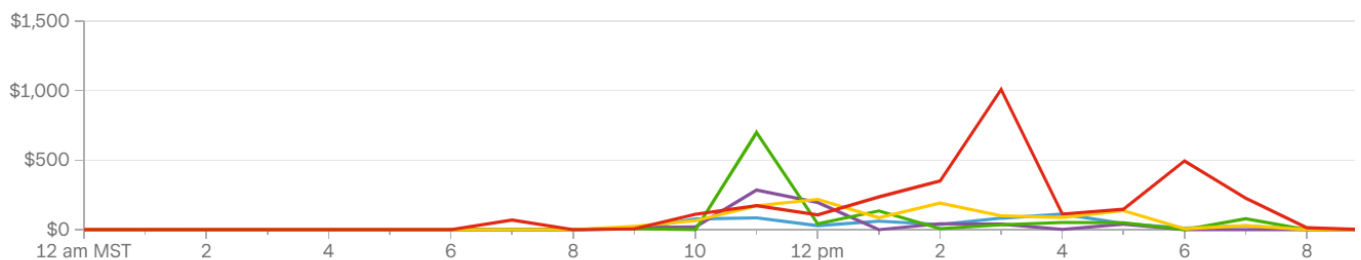
Finance Report

- The fiscal year 2023 audit is completed and will be presented during the April meeting for board approval
- Fiscal year 2024 budget to actuals presented in March reflected financials through February. There are no material updates to report for the April board meeting. Overall, expenditures are tracking with budget projections to date and non tax revenue is exceeding expectations.
- Planning for the fiscal year 2025 budget kicked off in March with staffing models being worked on by the AD's, HR and Branch Managers. Budget development will ramp up and continue through the summer months with initial draft budgets being presented to the board in July.
- In March the board received an update on the COP financing structure for the Pinnacle Branch purchase. The financing team is continuing to prepare the necessary documents to proceed with the financing package.

March Square Snapshot

Top 5 Categories: Gross Sales

● Paper Printing Services \$3,049.22 ● Lost/Damaged Items \$1,113.30 ● Room Reservations \$1,103.82 ● Uncategorized \$639.14
● 3D Printing Services \$569.17





Meridian Library District Board of Trustees

April 2024 Meeting Board Report*

Director's Report

Prepared by: Nick Grove, Library Director

Director

- Attended a ribbon cutting event for the Idaho Black Community Alliance and two Coffee with Legislators events hosted by the Meridian Chamber of Commerce.
- Testified at an Idaho Senate State Affairs Committee regarding HB710. Presented to the Meridian Chamber's Government Affairs Committee.
- Participated in the bi-annual ICfL Idaho Public Library Directors Summit and the pre-workshop for capital improvement projects.
- We officially submitted the letter of intent to vacate the Silverstone Branch by the end of September. This was done in accordance with the lease agreement and prepares us for moving out of the Silverstone business complex to the new Pinnacle Branch being constructed at the northwest corner of Lake Hazel and Locust Grove.
- Participated in the Meridian Library Foundation's Fundraising Committee, led the monthly MLD Librarian Committee, and met with the Librarian's leading the Programs Committee and the Reading Programs Subcommittee.
- Met with the Lynx Library directors to discuss the JPA and the Lynx Administrator position.

Human Resources

Applications Reviewed

- Library Courier (x27)

Phone Screens

- Library Courier (x8)

Interviews

- Library Courier (x5)

Job Offers

- Library Courier (x1)

New Hires

- unBound Library Assistant (x1)

Position Changes

- Library Courier (x1)

Orientations & Number of Attendees

- 3/20/24 (x1)

Separations

- N/A

Job Postings

- Library Courier (x1)
 - Library Assistant (x1)
 - Branch Supervisor (x1)
 - Library Page (x2)
 - Junior Librarian (x2)
-

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

Meridian Library Foundation

Thanks to a generous \$2500 grant from the Greater Boise Rotary Foundation, the Foundation was able to introduce a variety of new materials for our community's enjoyment. This includes Board Games, Video Games, Teen Books, Children's Books, Board Books, and Easy Readers. Additionally the grant facilitated the expansion of the Food/Snack Pantry, ensuring that essential items are readily available to all patrons.



A heartfelt thank you goes out to the Greater Boise Rotary Foundation for their invaluable support of our Bookmobile. We also extend our gratitude to the dedicated staff at the Meridian Library District for their efforts in ensuring that our collection meets the diverse needs of our patrons.

General Updates

Cherry Lane

Cherry Lane began several new programs for the current programming quarter. These include:

- **Special Preschool Storytime with the Meridian Police Department:** On 3/12/24 Children's Librarian Gabby invited the Meridian Police to visit the library during weekly Preschool storytime. Participants could look inside the police cruiser and have a special themed storytime with these important community helpers. 102 attended.



- **Baby Sleep Class:** 0 to 6 months, was a parenting class for new parents or postpartum professionals looking for information on baby sleep.
- **Dungeons and Dragons: Teen Adventurer's Guild.** Teens signed up to learn to play this fantasy role-playing game or test their skills, though no experience was necessary. 26 attended in March.
- **Teen Sewing:** Teens age 13+ learned the basics of hand and machine sewing with a new project each month.
- **Adult Dungeons & Dragons:** 20 Attended in March. They joined new and experienced adult players to collaborate as storytellers.
- **Enrichment Club:** Engaging learning experiences and social opportunities geared toward individuals with intellectual and developmental disabilities. 12 attended in March.

Additionally, March was a big month for outreach in the schools across the District. Cherry Lane Branch staff attended the following events:

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

- Kindergarten Registration events at the following area schools: Meridian Elementary, Barbara Morgan STEM Academy, Peregrine Elementary, Chaparral Elementary, Chief Joseph School of the Arts, and River Valley Elementary. Additionally, our staff delivered materials for Kindergarten Registration events at the following schools: Mary McPherson Elementary, Hillsdale Elementary, and Siena Elementary.
- Whitney attended Family Read Night at Chaparral Elementary and Gabby attended Family Read Night at Chief Joseph School of the Arts.
- Staff along with the Bookmobile attended an event featuring mobile library services in West Park in Nampa on March 20 to celebrate Wordsworth's 1st Birthday, which is the Nampa Public Library's bookmobile. Gabby, Whitney, Angie, Nikki and Rachel attended to showcase MLD's bookmobile and delighted participants with glitter tattoos.
- Our Winter Reading Program in partnership with the Idaho Steelheads was a great success, with 244 completions for a total of 403,371 minutes read!



Orchard Park

In March, Orchard Park launched several exciting new programs, including a Robot Zoo and one about Spring Migrating Birds. We also hosted a Murder Mystery event and a Snack Lab culinary program. A Mario Day Celebration drew a large crowd of over 100, while a Montessori Preschool Storytime debuted at a local childcare center.

Plans were made for a telehealth services pod at Orchard Park, along with events for Orchard Park's One Year Anniversary and Summer Reading Program. Additionally, a special program for Advanced Education was tailored for Rocky Mountain High School students.

Staff members Kristi and Mary attended Leadership Meridian events, while Librarian Rebekah participated in ICFL SPLAT professional development activities. Jane, Orchard Park's Supervisor, was promoted to Manager at unBound, leading to the recruitment of a new Supervisor.

Silverstone and Tiny

For the month of March a big highlight was Kindergarten Registration. Silverstone staff attended three school sites for registration (Mary Mac, Hillsdale, and Siena Elementaries), where new kindergarteners learned about library services and programs, had the opportunity to sign up for a library card, and received a free book. Staff had a combined 314 interactions from these three events.

Staff also attended Mary Mac STEM Night where they were able to engage and interact with 180 students.

Patrick, under the guidance of Talley and Dusty, completed the heavy weeding of the youth collections at Silverstone which will allow the Collection Dev. team to prepare for the move to Pinnacle. We are now working on weeding adult collections. This allows us to make sure that collections being moved are of good physical quality and higher circulation. This also helps the collection development team to identify gaps in our collection as we are purchasing materials for the new building.

We hosted a Mario Party with 42 attendees. Kids, adorning their Mario costumes, played various games and activities.



unBound and History Center

unBound introduced some new programs in March including a 3D Printing Lunch and Learn event with a presenter who will be holding a 3D design class coming up in April. Another popular event was a new business networking group that will be meeting monthly on the last Thursday of each month.

unBound staff tabled at a local technology event, Hackfort, a part of Treefort music fest, at the Boise Centre from March 21-23. The annual event celebrates making technology more accessible and available to all for learning, connection, and engagement. We brought a small portable 3D printer for live printing demonstrations and gave away small 3D prints to visitors. The event was a

great way to deepen awareness in the community of the breadth and relevance of library services in support of MLD's Strategic Goal 4. Visitors were surprised to hear about all of the technology and space offerings at unBound and were delighted to learn more.





Meridian Library District Board of Trustees

April 2024 Meeting Board Report*

Department/Division: District Operation (DO)

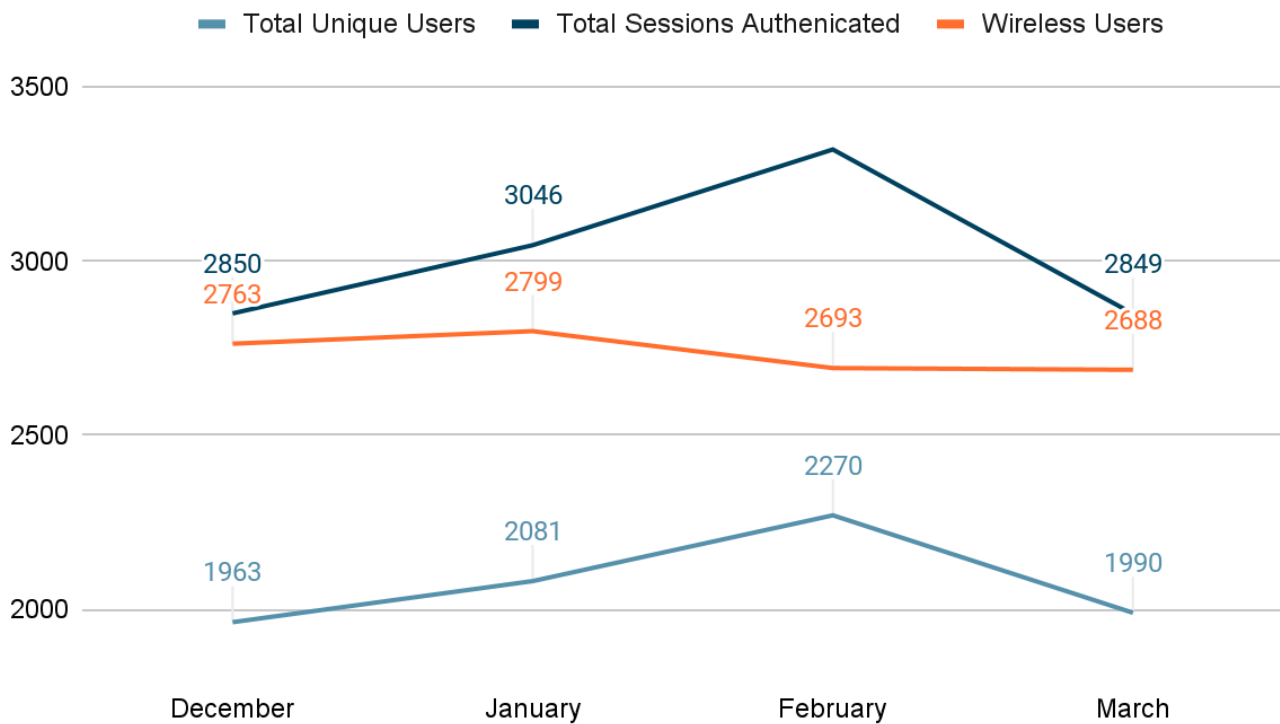
Prepared by: Jason Su

Statistics

Patron Computer and Network Use Report

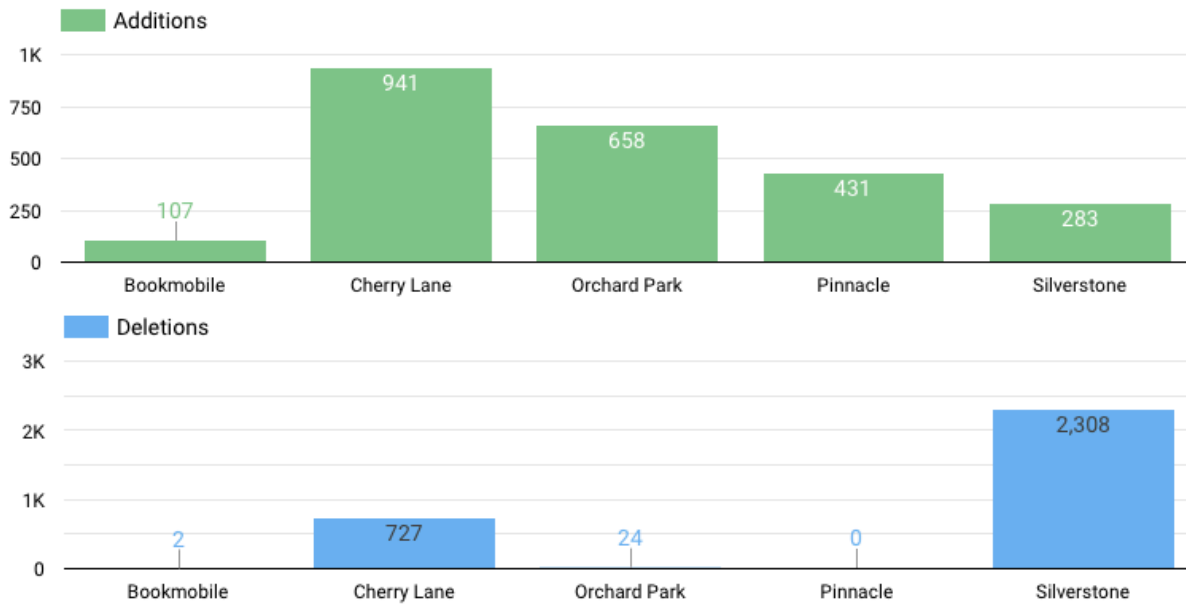
Total Unique Users	Total Sessions Authenticated	Avg. User Time	Wireless Users
1,990	2,849	85 min	2,688

Computer Lab Usage



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

Collections



Additions: 2,436

Deletions: 3,064

NOTE: Pinnacle is on the board with new materials being added to the collection! The attached image is the first boxes on the Pinnacle collection.

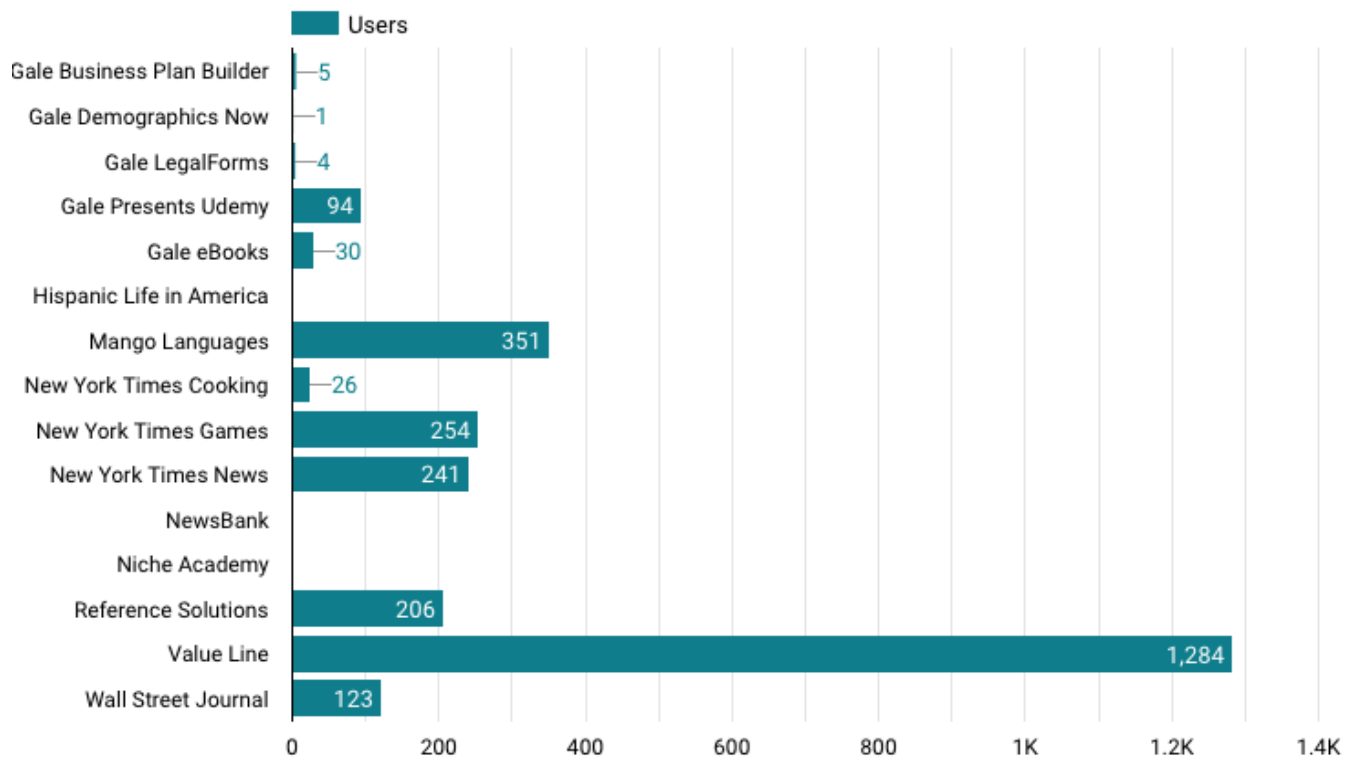
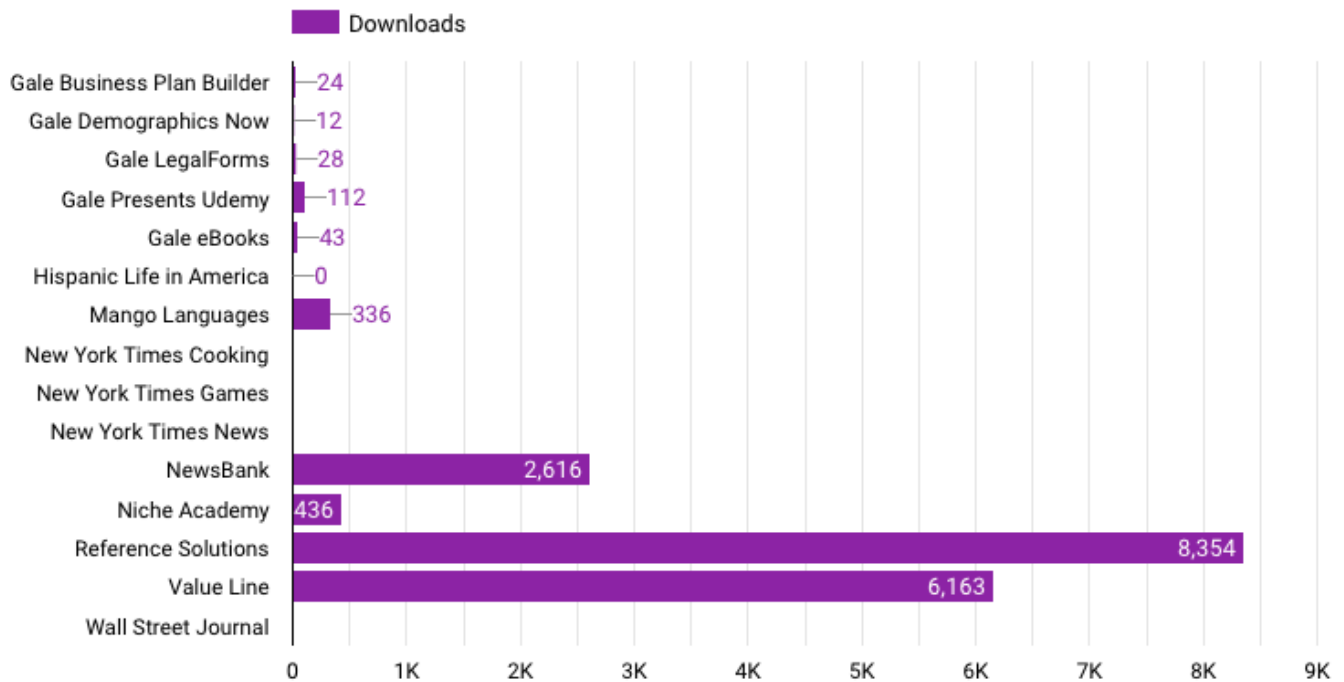


Collection Statistics:

- 197,088 physical items in collection
- 104,385 total physical circulations
- 39,905 total digital circulations

Digital Resource Usage

Digital Resources represent a significant line item in our budget. Below is a quarterly snapshot of digital resource usage as managed by the Digital Services Librarian. The NY Times and Wall Street Journal usage will not reflect on the "Downloads" graph because it's a digital subscription to access online content.



General Updates

Facilities

We received the bid and work has been authorized for ADA Operators for the two bathrooms at Orchard Park. There's finally a light at the end of this tunnel.

Systems at Cherry Lane continually remind us of their age. Pumps and motors on the HVAC have been failing. The Maintenance Coordinator has been working hard to ensure the system can handle the temperature swings and contacting vendors about replacing parts. The Tech Logic book sorter is also showing wear as it reaches the end of its lifecycle. Kudos to Maintenance and IT for keeping that machine rolling until the Cherry Lane remodel.

Strategic Initiatives

In collaboration with West Ada Schools and the City of Meridian, the Strategic Initiatives Team participated in the annual Do the Right hosted at Meridian Middle. The day focused on service and thanks to community members that showed up in the pouring rain, we stickered over a hundred books for Tales By Mail, cut and stamped a thousand coupons for Summer Reading, made cards for all the senior communities we serve and colored pages for veterans. We interacted with almost 200 community members inside the school and on the bookmobile, and the Bookmobile issued cards to a newcomer family from Peru.



MERIDIAN LIBRARY DISTRICT
Human Resources Coordinator
DRAFT



1
2 **Position Summary**

3 The Human Resources (HR) Coordinator uses a friendly, customer service oriented approach to
4 administer and facilitate a variety of general human resources (HR) activities for the District. This
5 position is responsible for a full range of HR activities and program support district-wide, including
6 onboarding, recruitment, training, benefits administration, payroll processing, records
7 maintenance, and regulatory compliance. Works under direct supervision of the HR Manager.

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8
9 **Duties and Responsibilities**

10 *Essential*

11 **Recruitment**

12 The HR Coordinator assists with recruitment and hiring activities such as posting positions, pre-
13 screening applications, conducting phone screens, facilitates and participates in
14 interviews, conducting reference checks, and conducting background checks in a timely manner in
15 conjunction with the Recruitment Coordinator. Coordinator will coordinate employee's new hire
16 orientation and onboarding paperwork; updates the current fiscal year's budget report. Works to
17 ensure onboarding coordination and implementation for smooth onboarding processes.
18 Conducts or acquires background checks and completes employment, work eligibility
19 verifications. Implements new hire orientation, evaluating process on ongoing basis in conjunction
20 with the HR Manager. Assists with system configuration, preparation of new employee files, and
21 accuracy of employment and recruitment records. Tracks status of candidates in HRIS and
22 responds with timely follow-up communication.

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Deleted: Facilitates and participates in interviews.

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Deleted: Assists with orientation of new hires along with HR Manager. ...

23 **Payroll**

24 Ensures payroll is processed timely and accurately. Works with managers, supervisors, and
25 employees to ensure accuracy of timekeeping records and adherence to labor law. Maintains
26 accurate timekeeping and payroll records according to record retention requirements. The HR

Adopted by the Meridian Library Board of Trustees September 1, 2015

Revised and Board Approved July 19, 2023

43 Coordinator works closely with the HR Manager, Accounting and Finance Manager, and benefit
44 brokers to ensure accuracy of deductions and earnings in staff profiles in HRIS systems. The HR
45 Coordinator assists with benefit administration including open enrollment, paid time off benefits,
46 group health insurance, COBRA, wellness, health reimbursement account, and retirement.

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47 Coordinates leave processes (FMLA, Worker's Compensation, etc.), working closely with the
48 employee to gather and track proper documentation. Responsible for meeting compliance
49 deadlines and following return to work procedures. Assists the HR Manager in coordinating
50 employee requests for accommodation and other protected leave.

51 **Benefit Administration**

52 Ensures enrollment in and administration of the Library's benefit packages, to include changes
53 and terminations, processing documents through payroll and benefits for accuracy. Works closely
54 with the HR Manager and benefit broker to ensure accurate deductions and earnings are applied
55 in all HRIS systems, and enrollment. Will ensure benefit termination documents are complete and
56 submitted on time.

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57 Assists Accounting and Finance Manager in reconciliation of benefit statements and invoices when
58 Accounting and Finance Manager audits payroll as necessary. Works as backup to Accounting and
59 Finance Manager for bill extraction, tracking, management, and reconciliation; and for transmittal
60 of the Library's PERSI retirement allocation post-payroll.

61 **Training and Development**

62 Assesses staff and organizational training needs and prioritizes and organizes those needs.
63 Develops a training plan to meet the variety of training needs. Plans, organizes, and implements
64 training activities, including coordinating or location external training sources or presenters.
65 Works in conjunction with management to track employee training. Possesses the ability to
66 conduct research to locate, facilitate, and administer training.

67 **Employee Records**

68 Maintains and updates employee data and information in the HRIS system in a timely and
69 accurate manner and assists employees and management in using the HR system, training them
70 on system use when necessary. Ensures digital and physical files are properly maintained and
71 purged, according to applicable laws and the District's records retention schedule. Maintains the
72 confidentiality and privacy of employee data and information. Assists with application of
73 compensation changes in HRIS in accordance with annual reviews and keeps track of pay
74 increases to ensure accuracy of data for payroll processing.

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*Adopted by the Meridian Library Board of Trustees September 1, 2015
Revised and Board Approved July 19, 2023*

81 **Compliance and Organization Policies**

82 Works closely with the HR Manager to ensure compliance with Local, State, and Federal regulatory
83 requirements, but not limited to, I-9s, FLSA, ADA, FMLA, Title VII, ACA, worker's comp,
84 unemployment benefits, etc. Interprets and explains personnel policies and procedures to staff
85 and management. May contribute to policy or job description revisions and development.
86 Participates in reviews and contributes to recommendations of potential improvements in overall
87 efficiency, and compliance with department standard operating procedures and regulations.

88 **Customer Service**

89 The HR Coordinator provides high quality customer service to other staff and vendors, and is
90 responsive to employee requests. Actively promotes respect for diversity and creates an inclusive,
91 welcoming, and respectful library atmosphere that embraces diversity.

92 *Marginal*

93 In conjunction with the HR Manager, acts as a liaison between management and staff on
94 employee relations issues. Refers employee complaints to the HR Manager. May perform
95 complaint investigations as needed.

96 May consult with managers on the disciplinary process and refers complex and severe disciplinary
97 issues to the HR Manager. [Assists with discipline administration as backup to HR Manager.](#)
98 Maintains disciplinary and performance records, adhering to records retention schedule.

99 **Minimum Qualifications**

100 *Knowledge, Skills, and Abilities:*

101 Demonstrated commitment to diversity, equity, and inclusion.

102 This position requires knowledge of human resources, personnel practices, and State and Federal
103 employment regulation. This position requires good judgment, discretion, and decision-making.

104 Must be able to handle stressful and negative situations and find positive resolution. [The HR
105 Coordinator must be detail-oriented and accurate with exceptional organizational skills.](#)

106 Provides exemplary customer service and maintains a favorable public image of the library. The
107 incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the
108 ability to communicate effectively and appropriately with people from diverse backgrounds,
109 including youth, families, volunteers, coworkers, managers, supervisors, and employees. Builds

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111 and maintains positive working relationships with individuals at all levels of the organization and
112 fosters positive partnerships with outside organizations.

113 Proficient with standard office applications (including Microsoft Office and Google [Workspace](#)).
114 The incumbent must possess the ability to work with a variety of HRIS systems. Proficient in the
115 use of video conferencing software. Understands the role of technology in providing library
116 services and is proficient in that technology. Ability to learn and adapt to new software and
117 equipment technologies.

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118 This position requires managing multiple needs and priorities. Must be flexible and willing to
119 adapt styles to effectively meet the needs of others. Has a positive and enthusiastic approach to
120 change and shows a curiosity and willingness to try new ideas. Proficient in the principles of
121 project management. Able to oversee multiple large scale projects and effectively manage time.

122 *Experience:* 1-2 years of Human Resource experience or equivalent combination of education,
123 training and experience.

124 *Education:* Bachelor's degree in Human Resources, Business, or equivalent combination of
125 education or experience.

126 *Training, Licenses, or Certifications:* None

127 *Supervisory Responsibility:* None

128 **Preferred Qualifications:** Degree in Human Resources, Business Administration, Public
129 Administration or related degree and a Professional Human Resource (PHR), SPHR, SHRM-CP or
130 SHRM-SCP or equivalent recognized HR certification. Prefer experience performing a variety of HR
131 activities. Prefer experience with assessing and developing training and support materials and
132 programs, including e-learning.

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133 **Working Conditions**

134 *Physical Requirements:* This position requires the employee to sit (constantly); seldom stand,
135 stoop/bend, walk, and twist/turn; frequently hear, listen, and speak clearly, perform manual
136 dexterity movements; and constantly see. This position also requires the employee to occasionally
137 lift up to 10 lbs.

138 *Mental Requirements:* This position requires the employee to read, write, perform clerical duties,
139 comprehend and use perceptions, perform alphabetical sorting, and perform basic math.

143 *Technology, Equipment, and Devices:* This position requires the employee to regularly operate and
144 exhibit high level proficiency with computers and standard office applications (including Microsoft
145 Office and Google Workspace), email, video conferencing tools, and cloud environments , HRIS
146 systems, and the internet. This position requires the employee to operate and troubleshoot
147 general office equipment. The incumbent must possess the ability to troubleshoot technological
148 issues with District systems and programs.

Deleted: This position may use social media.

149 *Work Environment:* This position requires the employee to work alone, work remotely (as approved
150 by HR Manager), work around others, have verbal contact with others, work with vendors, have
151 face-to-face contact, be subject to inside and occasionally outside environments.

152 *Expected Hours of Work:* The job requires the employee to work a weekday (Monday-Friday)
153 daytime schedule and may occasionally include work in the evenings and on weekends (Saturday
154 and Sunday). Position schedule and work location are subject to change at the discretion of
155 management to support business needs.

Deleted: Position schedule is subject to change at any time.

156 *Expected travel:* This position requires some travel between Meridian Library District locations and
157 occasional travel for conferences and training.

158

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

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

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

169



Meridian Library District FINANCIAL POLICY DRAFT

1 PURPOSE

2 Sound financial reporting is an essential element of public-sector accountability to the citizens
3 they serve. This policy defines basic accounting and cash control policies. It is designed to
4 protect and enhance the security of Meridian Library District's financial functions, promote the
5 maintenance of accurate records of financial activities, and facilitate compliance with
6 governmental and private funding source reporting requirements. The Meridian Library District
7 Board of Trustees formulates policies and supervises the Meridian Library District Director who
8 is responsible for the daily operations and activities of the library.

9 FISCAL AUTHORITY

10 LIBRARY BOARD OF TRUSTEES: The financial resources of Meridian Library District (MLD)
11 are the responsibility of the Meridian Library District Board of Trustees (Board) pursuant to
12 Idaho Code §33-2720. The Board are elected officials and serve without compensation. The
13 Board is responsible to:

- 14 • Provide guidelines for management and allocation of financial resources which
15 seek to produce optimum benefit for those we serve.
- 16 • Monitor and evaluate the financial plans of MLD, and to maintain the financial
17 integrity of MLD.
- 18 • Approve vendor contracts over \$75,000.

19 LIBRARY DIRECTOR: An annual operating budget will be prepared by the Library Director
20 (Director) and presented to the Board for approval pursuant to Idaho Code §33-2725 and the
21 corresponding requirements of public notice and public hearing. The budget will reflect the
22 estimated cost of carrying out the programs and services of MLD, for the next fiscal year and
23 the anticipated revenues of MLD. The Director is the primary purchasing agent for the library
24 and is responsible for all library contracts, orders, and purchases, ensuring compliance with
25 Idaho Code Title 67 Chapter 28 and other applicable purchasing statutes. The Director shall
26 select products, services and vendors that best meet the needs and goals of MLD. In making

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35 decisions regarding selection of products and services, the Director will comply with Idaho
36 Code and should consider relevant factors which include, but are not limited to: suitability,
37 availability, quality, workmanship, price, and delivery. The Director may delegate the
38 responsibility for ordering selected products and services to other employees as the Director
39 deems appropriate or necessary to accomplish the goals of MLD. Staff should refer to the
40 Meridian Library Purchasing Guidelines and Procedures for information regarding MLD,
41 purchasing procedures. To help reduce the risk of financial loss to MLD, the Director will
42 implement procedures to:

- 43 • Prevent embezzlement
- 44 • Ensure against liability losses (to Board members, MLD, or to MLD funds)
- 45 • Properly maintain facilities and equipment. Limit exposure of MLD, the Board and
46 the staff to claims of liability
- 47 • Ensure funds are disbursed only in compliance with Board authorization and
48 applicable state laws

49 LIBRARY FINANCE MANAGER: The Accounting and Finance Manager records transactions
50 to accurately reflect MLD operations. Monthly reports will be presented to the Board that
51 include individual payments made from MLD accounts. Quarterly reviews (or more frequently
52 as may be requested) of all accounts will be provided by the Accounting and Finance Manager
53 to the Director and the Board. The Accounting and Finance Manager coordinates the annual
54 audit with an independent auditor.

55 LIBRARY STAFF: Managers prepare budgetary requests annually during the budget
56 development process. All MLD staff will be familiar with this policy and the Purchasing
57 Guidelines and Procedures and as public servants will exercise fiscal responsibility in regards
58 to their use of MLD funds. Employees are to follow the MLD's Purchasing Guidelines and
59 Procedures when making purchases on behalf of MLD. Employees who make unauthorized
60 purchases will be subject to disciplinary action including possible dismissal.

61 BASIS OF ACCOUNTING

62 The accounts of MLD are maintained on the modified accrual basis of accounting. All MLD,
63 monies are considered part of the General Fund, Capital Projects Fund, or Capital
64 Replacement and Repair fund. Fund balances are designated as nonspendable, restricted,
65 committed, assigned or unassigned pursuant to the Governmental Accounting Standards
66 Board's (GASB) Statement 54. Nonspendable funds include fund balance amounts that cannot
67 be spent because they are not in spendable form or because of legal or contractual
68 constraints. Restricted Funds include fund balance amounts that are constrained for specific

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94 purposes which are externally imposed by providers, such as grantors, creditors, or amounts
95 constrained due to constitutional provisions or enabling legislation. Committed funds include
96 fund balance amounts that are constrained for specific purposes that are internally imposed
97 through formal action of the Board of Trustees. Assigned funds include fund balance amounts
98 that are intended to be used for specific purposes that are neither considered restricted or
99 committed. Unassigned funds are positive fund balances within the general fund that have not
100 been classified in one of the aforementioned categories. MLD's fiscal year is October 1
101 through September 30. The financial statements of MLD shall be independently audited
102 annually pursuant to Idaho Code §67-450B. The audit shall follow Generally Accepted Auditing
103 Standards, as well as the standards for financial audits outlined in Generally Accepted
104 Government Auditing Standards and applicable laws.

105 Annual audits are submitted to the Local Government Registry portal on the State Controller's
106 Office website.

107 BUDGET PROCESS

108 The Board sets a public budget hearing date annually. The budget hearing is typically
109 held in August. The Ada County clerk is notified of the budget hearing date annually by
110 April 30th pursuant to Idaho Code §63-802A. The Director is responsible for preparing an
111 annual detailed budget estimate for submission to the Board. The budget development process
112 usually begins in February. The budget is prepared on the modified accrual basis of accounting
113 consistent with the basis used for financial reporting. The preliminary budget is presented to
114 the Board for review in July. The Board is responsible for revising and adopting the proposed
115 budget for publication pursuant to Idaho Code §33-2725. The proposed budget is put forward
116 for formal consideration at a public budget hearing in August. The board is responsible for
117 adopting the budget and appropriate budget resolutions. After the public hearing and formal
118 approval action of the Board, the L-2 is submitted to Ada County. Ada County submits the L-2
119 budget request to the Idaho State Tax Commission for approval. The finalized budget is made
120 available on the MLD's website.

121
122 After MLD's budget has been duly approved and funds have been appropriated, the Director is
123 authorized to expend funds within the budget's designated categories: Personnel, Collections,
124 Operations and Capital. The Director will also be responsible for notifying the Board of
125 anticipated insufficiencies in any category that may require a budget amendment and/or the
126 future transfer of funds between accounts. To amend the budget a public hearing is held. Legal
127 notice of the proposed amended budget and the date and time of the public hearing is
128 published. The proposed amended budget is presented at a public meeting where comments
129 from the public are heard. The amended budget is to be approved by the Board before
130 adoption.

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Deleted: in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards and applicable law.

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Deleted: The budget development process typically begins in February. The Board establishes a budget hearing date and, the Ada County clerk is notified of the annual public budget hearing date by April 30th pursuant to Idaho Code §63-802A.

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Deleted: (The preliminary budget is presented to the Board for review in July, and is put forward for formal consideration at a public budget hearing in August (per Idaho Code §Idaho Code Section 33-2725).

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168 Annual budgets and budget to actual comparisons are submitted to the Local Government
169 Registry portal on the State Controller's Office website.

170 APPROVAL OF MLD EXPENDITURES

171 The Director submits for approval a list of all expenditures to the Board at each regular Board
172 meeting. Expenditures are presented two months in arrears to allow for processing. The Board
173 Treasurer selects expenditures from the report listings and reviews supporting documentation
174 each month. The Director is authorized to make payment for budgeted expenses in advance of
175 such approval in order to take advantage of discounts or to meet due dates. Such payments
176 are ratified by the Board after review of the monthly bill listing. No draft on a checking account
177 of the MLD is valid without the signature of the Director or a member of the Board. All
178 payments are reviewed and approved by the Director. The Director and the Accounting and
179 Finance Manager report monthly to the Board on the fiscal year-to-date status of revenues and
180 expenditures as compared to the budget categories. Quarterly, the Director and Accounting
181 and Finance Manager report expanded budget to actuals the Board on an individual account
182 basis. The Director and Finance Manager also report monthly the cash balance in each
183 account of MLD.

184 CASH RECEIPTS POLICY

185 Each day, the monies from the Square registers are dual counted and reconciled to cash
186 register receipts. The money is stored in a secure place. Credit card receipts are included with
187 the daily-register receipts. Monies are deposited to the bank either daily, at a minimum weekly,
188 depending on the amount of cash received. Deposits are recorded on the Deposits to Bank
189 Form. The person making the deposit will not be the same person that counted and reconciled
190 the till. Separation of duties is maintained to the most amount possible in branch locations.

191 Self-pay APM/Copy machines are emptied and filled periodically during the month. The money
192 is recorded on the Checks Received Through the Mail and Miscellaneous Receipts form and
193 run through the Square register to be processed in accordance with the cash handling
194 procedures described above.

195 All other cash and checks (grants, donations, etc.) are logged through the Checks Received
196 Through the Mail and Miscellaneous Receipts form by a designated staff member. The checks
197 are stored in a secure location. A separate staff member prepares the deposit and completes
198 the Deposits to Bank Form. The deposits are made daily, at a minimum weekly, depending on
199 the amounts received. Funds received that are restricted in use by a grant agreement or
200 donation stipulation are restricted for that purpose. Use of those funds are tracked by the
201 Accounting and Finance Manager who assigns a code for the funds and staff assign the code
202 to purchases as they are made.

Deleted: In January of each year, the most recently adopted budget and a comparison of the budget to actual revenues and expenditures for the recently completed fiscal year is submitted to the Local Government Entity Registry maintained by the Idaho State Controller's Office.

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Deleted: . The money is counted and stored in a secure place. Cash payments received through self-pay APM/Copy machines are deposited periodically during the month. Deposits are recorded on the Deposits to Bank Form. The person who deposits the APM/Copy machine money will not be the same person who counted and recorded the funds on the Mail and Miscellaneous Receipts form.

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Deleted: Donations are acknowledged with a thank you letter that serves as a donation receipt.

243 Designated MLD staff are tasked with receiving cash and checks, counting cash, reconciling
244 cash register drawers and making deposits to ensure separation of duties. All cash and credit
245 card receipts are recorded by the Accounting and Finance Manager through online reports
246 generated by the cash register and patron payment software. To maintain separation of duties,
247 the Accounting and Finance Manager does not complete any steps in the receipt of cash and
248 checks, counting cash or reconciling cash register drawers.

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249 Monthly the Accounting and Finance Manager verifies that the daily cash register receipts, the
250 self-pay APM/Copy Machine receipts and checks received through the mail were deposited to
251 the bank.

252 Property tax and sales tax payments are electronically deposited into the MLD checking
253 account. Notification is sent by Ada County as the tax funds are remitted. The electronic
254 property tax and sales tax deposits are reconciled to the remittances sent from the County as
255 part of the bank statement review.

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256 **BANK STATEMENTS AND RECONCILIATION REPORTS**

257 Bank statements are downloaded directly from the bank website by the Director and the
258 Accounting and Finance Manager. The Director reviews bank statements for an unrecognized
259 or unusual activity. As part of the bank statement review, the Director confirms payroll
260 transfers, property tax deposits, sales tax deposits, payroll tax transfers and PERSI transfers
261 as well as confirming transfers to and from MLD bank accounts. The MLD bank accounts are
262 reconciled monthly by the Accounting and Finance Manager.

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263 **INVESTMENTS**

264 Idaho Code provides authorization for the investment of funds as well as specific direction
265 regarding allowable investments. MLD's policy is consistent with this direction. MLD currently
266 invests in interest bearing bank accounts through the State of Idaho Local Government
267 Investment Pool.

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268 **FINANCIAL RESERVE AND CARRY OVER POLICY**

269 Annually, after the annual audit, the fund balances will be reviewed. Reserve balances will be
270 reviewed to insure adequate reserves in the General Fund sufficient to maintain district
271 operations. A proposed transfer may be presented for board approval to transfer carry over
272 funds from the General Fund to the Capital Replacement and Repair fund. MLD follows Idaho
273 Code §33-2724(3) and §33-2724(4) that pertain to carry over balances and Capital Asset
274 Replacement and Repair funds.

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275 **CREDIT CARDS**

297 Staff members who frequently make purchases for MLD events, have frequent travel
298 expenditures or who order library supplies have been issued a credit card. Staff members are
299 issued a credit card that utilizes an online platform to capture receipt images and transaction
300 information. Budget amounts, utilized funds, and transaction details are monitored by
301 managers and supervisors with budget authority. The staff member assigned a card will attend
302 required training and sign an Agreement regarding obligations of holders of MLD credit cards.

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303
304 Charges on MLD-issued credit cards are reviewed each month by the Director. The Director's
305 credit card statement is reviewed quarterly by the Treasurer of the Board and the Board Chair.

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Deleted: The Library Director's credit card statement is received through the mail. All other sStaff members are issued a credit card that utilizes an online platform to capture receipt images and transaction information. Budget amounts, funds, and transaction detail is monitored by the budget managers.

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306 **FIXED ASSET CAPITALIZATION POLICY**

307 Fixed assets are property, plant, furniture and equipment costing \$3,000 or more with a useful
308 life of three years or more. An inventory of fixed assets is maintained. A retirement record is
309 maintained as items are withdrawn or retired. Fixed asset inventory is reviewed on an annual
310 basis in alignment with the annual audit.

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311 All fixed assets are valued at historical cost or estimated historical cost if actual is unavailable,
312 except for donated fixed assets which are recorded at their estimated fair value at the date of
313 donation. Depreciation is provided over the assets' estimated useful lives using the straight-
314 line method of depreciation.

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315 Fixed assets do not include ordinary repairs that do not increase the value or extend the life of
316 the asset.

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318 **CONFLICT OF INTEREST**

319 A conflict of interest occurs when a person has a private pecuniary interest in any MLD,
320 decision or action. It is important to avoid the appearance of a conflict of interest where a
321 person's private interests compete with his or her professional obligations to the Board-
322 governed entity to such a degree that an independent observer might reasonably question
323 whether the person's professional actions or decisions are materially affected by personal
324 considerations, including but not limited to, personal gain, financial or other benefit. Public
325 officials and employees are prohibited from having a direct or indirect interest in transactions
326 with the units of government that they serve without appropriate disclosure. MLD legal counsel
327 will be consulted when a conflict of interest may exist and/or the legality of a transaction is in
328 question. Board, Trustees and MLD Staff will be familiar with and comply with Idaho Code Title
329 74 Chapter 4 Ethics in Government as well as MLD's Conflict of Interest Policy.

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The fixed asset inventory should be reviewed on an annual basis.

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369 **OTHER POLICIES**

370 If an employee or volunteer has a reasonable belief that an employee, volunteer or Trustee of
 371 **MLD**, has engaged in any action that violates any applicable law, or regulation, including those
 372 concerning accounting and auditing, or constitutes a fraudulent practice, or a **conflict of**,
 373 interest, the employee is expected to immediately report such information to the **Director**. If the
 374 employee does not feel comfortable reporting the information to the Director, he or she is
 375 expected to report the information to Human Resources. See the **MLD**, Whistleblower Policy for
 376 additional information. Other policies governing travel, expenses, mileage, supplies, equipment
 377 and telephone use are contained in the **MLD**, Employee Handbook.

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