
The public is invited to attend the regular meeting of the Meridian Library District Board of Trustees at:
7:00 pm on Wednesday, February 19, 2025

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

MEETING AGENDA

- 1. Call to Order**
- 2. Public Comment**
(Up to 3 minutes per individual, up to 20 minutes total time)
- 3. Consent Agenda [ACTION ITEM]**
 - a. Regular Minutes, January 15, 2025
 - b. Job Descriptions
 - i. Assistant Director of Operations
 - ii. Assistant Director of Branches
 - iii. Library Page
 - iv. Branch Supervisor
 - c. Policies
 - i. AI Handbook Addendum
 - ii. Internet Access
 - iii. Naming Opportunity
 - iv. Unattended Youth & Vulnerable Adult
- 4. Financials [ACTION ITEM]**
 - a. Approval of Q1 FY 2025 Financial Reports & Electronic Disbursements
 - b. Disbursement Approvals December 2024
- 5. Budget Hearing Date for FY2026 Budget Memorandum [ACTION ITEM]**
- 6. Cherry Lane Renovation Service Orders**
 - a. MSR Service Order 9 [ACTION ITEM]
 - b. MSR Service Order 10 [ACTION ITEM]
- 7. Signing Authority for Cherry Lane Renovation Memorandum [ACTION ITEM]**
- 8. Staff Presentation**
 - a. Material Services - Jenny L.
- 9. Director Updates**
 - a. Director's monthly report
- 10. Request for Reconsideration Director Memorandum [ACTION ITEM]**
 - a. **Title and author:** *Prince and Knight* by Daniel Haack
- 11. Future agenda items [DISCUSSION ITEM]**
- 12. Adjournment**

Trustees

Jeffery Kohler – Chair
Destinie Hart – Vice Chair
Laura Knutson – Treasure
Josh Cummings – Trustee
Josi Christensen - Trustee

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

Regular Session

Trustees present: Trustee Kohler, Trustee Hart, Trustee Cummings, Trustee Knutson

Staff present:

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

AGENDA ITEMS

- 1) **Call to Order: 7:00 pm**
- 2) **Public Comment**
- 3) **Consent Agenda [ACTION ITEM]**
 - a) Regular Meeting Minutes, November 20, 2024
 - b) Job Descriptions
 - i) Accounting & Finance Manager
 - ii) Branch Manager
 - iii) Material Services Manager
 - c) Policies
 - i) Code of Conduct
 - ii) Lending Guidelines
 - d) Employee Handbook
 - e) Salary Schedule

Motion to approve: Trustee Cummings Second: Trustee Hart Vote: All in favor
- 4) **Financials [ACTION ITEM]**
 - a) Approval of Q4 FY24 Financial Reports
 - Accounting and Finance Manager Brenneman gave a brief overview of the financial reports. The auditors should be coming before the board for the annual audit presentation hopefully at the next meeting. Trustee Knutson asked for clarification on the collections budget being over. Manager Brenneman said it was mostly because of



Library Board Trustee Meeting Minutes

January 15, 2025

Pinnacle, rounding out the collection there. Chair Kohler asked about

Trustees

Jeffery Kohler – Chair	Destinie Hart – Vice Chair	
Laura Knutson – Treasure	Josh Cummings – Trustee	Josi Christensen - Trustee

some of the higher amounts, like the unBound furniture refresh. Director Grove said it was to replace some of the items nearing the end of their lifecycle.

Motion to approve the disbursement approvals: Trustee Knutson
Second: Trustee Hart Vote: All in favor

b) Approval of October & November 2024 Disbursement approvals
Motion to approve the disbursement approvals: Trustee Knutson
Second: Trustee Cummings Vote: All in favor

5) Office Building Lease Agreement Parade [ACTION ITEM]

-Director Grove said the District has been looking for some time for a location for the staff currently at the Annex. Many locations were considered, but Director Grove said lease presented was the cheapest, closest to the current Admin building, and overall the best option for the District. Trustee Cummings commended District staff for negotiating a good deal. His only question was whether the space was big enough. Director Grove admitted it was not ideal, and is not a long term solution, but meets the District's needs for now. The tentative move in date is March 1, 2025.

Motion to approve the letter of intent for Main St. property: Trustee Cummings
Second: Trustee Hart Vote: All in favor

6) Staff Presentation

a) Programs – Gabrielle Stroller & Rebekah Bitikofer

7) Director Updates

a) Director's monthly report

-Director Grove gave his monthly update to the Board. He touched on updates from the Meridian Library Foundation and some of the stats on patron room reservations and digital resource usage from the first quarter of FY25. He also mentioned the Cherry Lane renovations and the need to update the District's oldest branch. Final decisions on timeline, cost, and design will be made in the coming weeks. Assistant Director Ivanov also spoke on some of the projects going on in the branches. At unBound, the updates to the sound studio are about done, but it is usable and patrons have been loving it. Since the Sensory Room at Orchard Park has become reservable, positive feedback has been pouring in. Trustee Knutson said she appreciated the data on digital vs. physical collections and wants to know what the annual cost per user is for the physical collection and what the criteria is to purchase another copy to alleviate the hold time. Director Grove said the District tries to keep the ratio at 12 copies to one user for digital. Trustee Cummings asked if the hold time was increased by buying fewer copies, would the District be able to save money. Director Grove said that while that could save some money, it wouldn't be the best use of District funds to meet community needs. Chair Kohler asked if Director Grove could touch on the fee structure for reserved rooms.



Library Board Trustee Meeting Minutes

January 15, 2025

Trustees

Jeffery Kohler – Chair	Destinie Hart – Vice Chair	
Laura Knutson – Treasure	Josh Cummings – Trustee	Josi Christensen - Trustee

Director Grove said the first hour is free, with fees varying from \$15 to \$30 for every hour after that to encourage turnover and keep rooms free for as many patrons as possible.

8) Future agenda items [DISCUSSION ITEM]

- Audit report
- Cheery lane remodel
- Strategic plan
- E stats
- Legislative updates

9) Adjournment: 8:02pm

The next regular Library Board Meeting is scheduled for 7:00pm, February 19, 2025

RESPECTFULLY SUBMITTED AND APPROVED

Nick Grove, Director

Jeffrey Kohler, Board Chair

Using Artificial Intelligence at Work

Purpose

At the Meridian Library District (District), we're excited about the potential of Artificial Intelligence (AI) tools. To encourage the responsible use and experimentation with AI tools, we must have parameters in place to ensure ethical and appropriate use. Employees are encouraged to explore AI's capabilities in designated projects, but must always prioritize human oversight, data integrity, and transparent communication about any AI-generated content. We believe this balanced approach lets us harness AI's power while safeguarding the values and reputation of public libraries.

This policy provides guidelines for the responsible and appropriate use of both Generative and Reference AI tools to aid in generating original content and completing tasks within and on behalf of the District. This policy aims to maximize the benefits of AI while ensuring the quality, originality, and integrity of our work.

Artificial Intelligence Overview

Types of Artificial Intelligence tools:

Generative AI and Reference AI are both powerful tools, but they differ in their aims and abilities. Imagine Reference AI as a master analyst, sifting through data to find patterns and make predictions. Generative AI, on the other hand, is a creative artist, using those patterns to paint entirely new landscapes. While Reference AI excels at solving specific tasks with predefined rules, Generative AI uses its understanding of data to invent new things, like writing poems, composing music, or even designing products.

NOTE: The current iteration of AI systems are unable to generate new, original works. AI is the aggregation of the collective knowledge currently available in digital resources. The information generated by AI tools represents its current understanding of that information.



Meridian Library District EMPLOYEE HANDBOOK ADDENDUM USING AI AT WORK

DRAFT

Eligibility:

This policy applies to all employees, Trustees, volunteers, contractors, and partners utilizing AI tools within the scope of their work for the District, including but not limited to:

- Writing and editing content (reports, proposals, marketing materials)
- Design and development (generating images or graphic assets)
- Research and analysis (gathering data, identifying trends)
- Project management and automation (scheduling tasks, analyzing performance)

Policy:

The use of generative AI will largely be allowed while performing work for the District as long as District email addresses, credentials or phone numbers are used to create an account with these technologies. Access to paid services requires explicit authorization by the Department Manager and Admin for a limited duration unless such tools are included in existing paid applications approved for District use.

Employees wishing to use AI must discuss the parameters of their planned use with their **manager or supervisor** before implementation. Managers/supervisors may verbally approve, deny or modify those parameters as best meets District policy, legal requirements or other business needs.

AI-generated content should be used as a “springboard” to creating original work - not presented as solely human-created work. All AI-generated content must be properly cited, as must the use of AI-generated content when used as a resource for the District, except for general correspondence such as email.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the AI, that information cannot be used for work purposes.

As generative AI may produce content that is plagiarized from its knowledge base, including copyrighted works, no text generated or partially generated from AI will be eligible to have a District copyright, trademark or patent at this time.



Meridian Library District EMPLOYEE HANDBOOK ADDENDUM USING AI AT WORK

DRAFT

No proprietary company data may be submitted (copied, typed, etc.) into these platforms. This includes uploading or inputting any confidential, proprietary, or sensitive District information into any generative AI tool. Examples include passwords and other credentials, protected health information, personnel material, information from documents marked confidential, sensitive, or proprietary, or any other nonpublic District information.

Do not upload or input any personal information (names, addresses, likenesses, etc.) about any person (including patrons and employees) into any generative AI tool.

Any violation of this policy will result in disciplinary action, up to and including termination.

Ethical Use

Employees must use generative AI in accordance with all of the District's conduct and anti-discrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory or otherwise harmful to others or the company. Such use will result in disciplinary action, up to and including termination.

Monitoring

The District's Computer Use Policy and relevant monitoring policies still apply when using generative AI with District equipment.

This addendum to the Employee Handbook will be reviewed and updated periodically to reflect the evolving nature of AI technology and its use within the District.



Meridian Library

District

EMPLOYEE HANDBOOK ADDENDUM

USING AI AT WORK

DRAFT

Using Artificial Intelligence at Work

Purpose

At the Meridian Library District (District), we're excited about the potential of Artificial Intelligence (AI) tools. To encourage the responsible use and experimentation with AI tools, we must have parameters in place to ensure ethical and appropriate use. Employees are encouraged to explore AI's capabilities in designated projects, but must always prioritize human oversight, data integrity, and transparent communication about any AI-generated content. We believe this balanced approach lets us harness AI's power while safeguarding the values and reputation of public libraries.

This policy provides guidelines for the responsible and appropriate use of both Generative and Reference AI tools to aid in generating original content and completing tasks within and on behalf of the District. This policy aims to maximize the benefits of AI while ensuring the quality, originality, and integrity of our work.

Artificial Intelligence Overview

Types of Artificial Intelligence tools:

Generative AI and Reference AI are both powerful tools, but they differ in their aims and abilities. Imagine Reference AI as a master analyst, sifting through data to find patterns and make predictions. Generative AI, on the other hand, is a creative artist, using those patterns to paint entirely new landscapes. While Reference AI excels at solving specific tasks with predefined rules, Generative AI uses its understanding of data to invent new things, like writing poems, composing music, or even designing products.

NOTE: The current iteration of AI systems are unable to generate new, original works. AI is the aggregation of the collective knowledge currently available in digital resources. The information generated by AI tools represents its current understanding of that information.

Deleted: It's like the difference between analyzing a recipe and actually cooking a delicious meal – both involve knowledge and skill, but one focuses on understanding, the other on creation.



Meridian Library

District

EMPLOYEE HANDBOOK ADDENDUM

USING AI AT WORK

DRAFT

Eligibility:

This policy applies to all employees, Trustees, volunteers, contractors, and partners utilizing AI tools within the scope of their work for the District, including but not limited to:

- Writing and editing content (reports, proposals, marketing materials)
- Design and development (generating images or graphic assets)
- Research and analysis (gathering data, identifying trends)
- Project management and automation (scheduling tasks, analyzing performance)

Policy:

The use of generative AI will largely be allowed while performing work for the District as long as District email addresses, credentials or phone numbers are used to create an account with these technologies. Access to paid services requires explicit authorization by the Department Manager and Admin for a limited duration unless such tools are included in existing paid applications approved for District use.

Deleted: Assistant Director of Operations

Employees wishing to use AI must discuss the parameters of their planned use with their **manager or supervisor** before implementation. Managers/supervisors may verbally approve, deny or modify those parameters as best meets District policy, legal requirements or other business needs.

AI-generated content should be used as a “springboard” to creating original work - not presented as solely human-created work. All AI-generated content must be properly cited, as must the use of AI-generated content when used as a resource for the District, except for general correspondence such as email.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the AI, that information cannot be used for work purposes.



Meridian Library

District EMPLOYEE HANDBOOK ADDENDUM

USING AI AT WORK

DRAFT

As generative AI may produce content that is plagiarized from its knowledge base, including copyrighted works, no text generated or partially generated from AI will be eligible to have a District copyright, trademark or patent at this time.

No proprietary company data may be submitted (copied, typed, etc.) into these platforms. This includes uploading or inputting any confidential, proprietary, or sensitive District information into any generative AI tool. Examples include passwords and other credentials, protected health information, personnel material, information from documents marked ~~confidential~~, ~~sensitive~~, or ~~proprietary~~, or any other nonpublic District information.

Do not upload or input any personal information (names, addresses, likenesses, etc.) about any person (including patrons and employees) into any generative AI tool.

Any violation of this policy will result in disciplinary action, up to and including termination.

Ethical Use

Employees must use generative AI in accordance with all of the District's conduct and anti-discrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory or otherwise harmful to others or the company. Such use will result in disciplinary action, up to and including termination.

Monitoring

The District's Computer Use Policy and relevant monitoring policies still apply when using generative AI with District equipment.

This addendum to the Employee Handbook will be reviewed and updated periodically to reflect the evolving nature of AI technology and its use within the District.

Deleted: C

Deleted: S

Deleted: P

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

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

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

- A. The Library Board may name or rename library interior/exterior spaces such as meeting rooms, reading lounges, study rooms, special use areas, equipment, green spaces, walkways, patios, etc. Appropriate contributions for such naming opportunities will be at the discretion of the Library Board. The Library Board may create a campaign using a fundraising leg to solicit donors, such as the Meridian Library Foundation.
- B. The Library Board has final approval of naming of rooms from contributions received through fundraising campaigns facilitated by a fundraising leg, such as the Meridian Library Foundation.
- C. The Library Board reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances.
- D. If a distinctively named library facility is relocated, substantially remodeled, or converted to use other than its original use, the facility may be renamed to reflect the association of new donors or community interests related to the changing facility. In such instances, the original name shall be honored in an appropriate manner.



Meridian Library District UNATTENDED YOUTH & VULNERABLE ADULT POLICY

DRAFT

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

Youth are encouraged to use Meridian Library District (MLD) resources and services, to enjoy the library branches as a place of study and inquiry, and to participate in library's programs. MLD encourages parents, guardians, and caregivers to use the library with their youth.

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

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

MLD does not act *in loco parentis* for unsupervised minors, which means MLD will not be responsible for unattended youth in the library, bookmobile, or at any library-sponsored events.

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



Meridian Library District UNATTENDED YOUTH & VULNERABLE ADULT POLICY

DRAFT

Youth are encouraged to use Meridian Library District (MLD) resources and services, to enjoy the library branches as a place of study and inquiry, and to participate in library's programs. MLD encourages parents, guardians, and caregivers to use the library with their youth.

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

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

MLD does not act *in loco parentis* for unsupervised minors, which means MLD will not be responsible for unattended youth.

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



Meridian Library District INTERNET ACCESS POLICY

DRAFT

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

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

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

Inappropriate Network Usage

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

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

30 **Supervision and Monitoring**

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

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

43 Procedures for disabling or otherwise modifying any technology protection measures shall be
44 the responsibility of the Library Director, or designees.

45 While MLD has measures in place to protect against access to the above described material,
46 MLD cannot and does not accept responsibility for any failure of the filtering software to block
47 specific sites.





Meridian Library District INTERNET ACCESS POLICY DRAFT

1
2
3 Public access to the internet and online resources is an essential Meridian Library District
4 (MLD) service. MLD is guided by a commitment to provide free and open access to
5 information and policies that provide protections to its patrons while being consistent with the
6 principles of free expression as set forth in the First Amendment of the United States
7 Constitution. The intent of this policy is to meet the provisions of the Children’s Internet
8 Protection Act and Idaho Code § **33-2741**, as well as to provide guidelines for patrons and
9 staff regarding internet accessibility and online computer use.

10 MLD has in place a technology protection measure, hereafter called “filtering software,” on any
11 publicly accessible computer with internet access or over its wireless network. The filtering
12 software protects against access to visual depictions that are obscene, child pornography, or
13 harmful to minors, as defined in Idaho Code § **33-2741** and the Children’s Internet Protection
14 Act. The filtering software will be enforced to provide internet safety during any use of a library
15 computer or wireless network by a minor at all times while using a library card, guest pass or
16 personal device.

17 Inappropriate Network Usage

18 To the extent practical, steps shall be taken to promote the safety and security of users of
19 MLD’s network when using email and other forms of direct electronic communications on
20 public computers and wireless internet. Any attempt to disable or otherwise interfere with the
21 proper operation of the filter is prohibited. Further, regardless of the operation of the
22 technology protection measure, display of offensive sexual material as defined in Idaho Code
23 § **18-4105** is prohibited at all times. Specifically, as required by the Children’s Internet
24 Protection Act and Idaho Code § **33-2741**, prevention of inappropriate network usage includes
25 without limitation:

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

*Adopted by the Meridian Library Board of Trustees 06/11/2013
Revised and Board Approved 02/21/2024*

Deleted: t

31 **Supervision and Monitoring**

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

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

44 Procedures for disabling or otherwise modifying any technology protection measures shall be
45 the responsibility of the Library Director, or designees.

46 While MLD has measures in place to protect against access to the above described material,
47 MLD cannot and does not accept responsibility for any failure of the filtering software to block
48 specific sites.

Deleted: P

Deleted: P

DRAFT



1
2 **Position Summary**

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

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

8 **Duties and Responsibilities**

9 *Essential*

10 **Circulation, Sorting, and Shelving**

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

17 **Customer Service**

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

21 **Records and Reports**

22 Maintains good attendance and timekeeping records.
23

24 *Marginal*

25 Assists with opening and closing procedures.

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

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

29 Performs other duties as assigned.

30 ***Minimum Qualifications***

31 *Knowledge, Skills, and Abilities*

32 Demonstrates a commitment to diversity, equity and inclusion.

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

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

41 *Experience:* None

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

43 *Training, Licenses, or Certifications:* None

44 *Supervisory Responsibility:* None

45 ***Preferred Qualifications:***

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

47

48 One (1) year of work experience in a library, education, retail or customer-service related position
49 or similar experience.

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

Revised and Board Approved 02/21/2024

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

52 ***Working Conditions***

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

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

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

65 *Work Environment:* The job requires the employee to be subjected to repetition, working alone, and
66 working around others. The job subjects the employee to verbal contact with others, face-to-face
67 contact, inside environments, mechanical equipment, and moving objects. Position schedule and
68 work location are subject to change at the discretion of management to support operational
69 needs.

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

73 *Expected travel:* This job may require limited local travel between library locations.
74

75
76 **Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or
77 working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities
78 from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any
79 time.

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

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

Revised and Board Approved 02/21/2024

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

DRAFT



1
2 **Position Summary**

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

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

8 **Duties and Responsibilities**

9 *Essential*

10 **Circulation, Sorting, and Shelving**

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

17 **Customer Service**

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

21 **Records and Reports**

22 Maintains good attendance and timekeeping records.
23

24 *Marginal*

25 Assists with opening and closing procedures.

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

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

29 Performs other duties as assigned.

30 **Minimum Qualifications**

31 *Knowledge, Skills, and Abilities*

32 Demonstrates a commitment to diversity, equity and inclusion.

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

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

41 *Experience:* None

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

43 *Training, Licenses, or Certifications:* None

44 *Supervisory Responsibility:* None

45 **Preferred Qualifications:**

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

47

48 One (1) year of work experience in a library, education, retail or customer-service related position
49 or similar experience.

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

Revised and Board Approved 02/21/2024

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

52 ***Working Conditions***

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

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

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

65 *Work Environment:* The job requires the employee to be subjected to repetition, working alone, and
66 working around others. The job subjects the employee to verbal contact with others, face-to-face
67 contact, inside environments, mechanical equipment, and moving objects. Position schedule and
68 work location are subject to change at the discretion of management to support operational
69 needs.

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

73 *Expected travel:* This job may require limited local travel between library locations.
74

75
76 **Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or
77 working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities
78 from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any
79 time.

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

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

Revised and Board Approved 02/21/2024

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

DRAFT

MERIDIAN LIBRARY DISTRICT
Branch Supervisor
DRAFT



1

2 **Position Summary**

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

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

9 **Duties and Responsibilities**

10 *Essential*

11 **Supervision**

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

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

20 **Communication**

21 The Branch Supervisor supports clear communication between library administration,
22 management teams, committees, and library staff. Uses principles of project management in

Adopted by the Meridian Library Board of Trustees August 16, 2023
Revised 02/21/2024

23 contribution to the effective development of services and initiatives. This includes planning,
24 coordinating, scheduling, reporting, and supervising multiple projects of varying complexity.

25 **Operations**

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

32 **Customer Service**

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

39 **Advocacy**

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

47 **Records and Reporting**

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

Deleted: acting

54 *Marginal*

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

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

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

59 Performs other duties as assigned.

60 **Qualifications**

61 *Minimum Qualifications*

62 **Knowledge, Skills and Abilities**

63 Demonstrated commitment to diversity, equity, and inclusion.

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

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

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

78 Proficient with standard office applications (including Microsoft Office and Google Workspace),
79 online library automation system, and online searching. Understands the role of technology in
80 providing library services and is proficient in that technology. Ability to learn and adapt to new
81 software and equipment technologies and support staff and patron adoption of technology. Has a

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

Revised 02/21/2024

82 desire to continuously learn and develop personal skills, experience, understanding, and
83 knowledge.

84 **Experience**

85 1-3 years of professional work experience in a library setting.

86 **Education**

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

90 **Training, Licenses, or Certifications**

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

92 **Supervisory Responsibility**

93 Supervises library branch staff.

94 *Preferred Qualifications*

95 One or more years of supervisory experience.

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

97

98 **Working Conditions**

99 **Physical Requirements**

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

105 **Mental Requirements**

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

109 **Technology, Equipment, and Devices**

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

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

Deleted:

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

118 **Work Environment**

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

122 **Expected Hours and Location of Work**

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

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

128 **Expected Travel**

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

132 _____

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

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

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

143

DRAFT

MERIDIAN LIBRARY DISTRICT
Branch Supervisor
DRAFT



1

2 **Position Summary**

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

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

9 **Duties and Responsibilities**

10 *Essential*

11 ***Supervision***

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

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

20 ***Communication***

21 The Branch Supervisor supports clear communication between library administration,
22 management teams, committees, and library staff. Uses principles of project management in

23 contribution to the effective development of services and initiatives. This includes planning,
24 coordinating, scheduling, reporting, and supervising multiple projects of varying complexity.

25 **Operations**

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

32 **Customer Service**

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

39 **Advocacy**

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

47 **Records and Reporting**

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

53 *Marginal*

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

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

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

58 Performs other duties as assigned.

59 **Qualifications**

60 *Minimum Qualifications*

61 ***Knowledge, Skills and Abilities***

62 Demonstrated commitment to diversity, equity, and inclusion.

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

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

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

77 Proficient with standard office applications (including Microsoft Office and Google Workspace),
78 online library automation system, and online searching. Understands the role of technology in
79 providing library services and is proficient in that technology. Ability to learn and adapt to new
80 software and equipment technologies and support staff and patron adoption of technology. Has a

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

Revised 02/21/2024

81 desire to continuously learn and develop personal skills, experience, understanding, and
82 knowledge.

83 ***Experience***

84 1-3 years of professional work experience in a library setting.

85 ***Education***

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

89 ***Training, Licenses, or Certifications***

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

91 ***Supervisory Responsibility***

92 Supervises library branch staff.

93 ***Preferred Qualifications***

94 One or more years of supervisory experience.

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

96

97 ***Working Conditions***

98 ***Physical Requirements***

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

104 ***Mental Requirements***

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

108 ***Technology, Equipment, and Devices***

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

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

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

117 ***Work Environment***

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

121 ***Expected Hours and Location of Work***

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

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

127 ***Expected Travel***

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

131

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

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

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

141

DRAFT

MERIDIAN LIBRARY DISTRICT

Assistant Director of Operations

DRAFT - ARCHIVE



Position Summary

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

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

Duties and Responsibilities

Essential

Management and Supervision

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

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

Revised and Board Approved 02/21/2024

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

Planning and Strategy

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

Advocacy

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

Records and Reporting

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

Budgets and Fiscal Responsibility

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

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

Relationships and Customer Service

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

Facility Security and Maintenance

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

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

Vendor and Contract Management

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

Technology Infrastructure

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

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

Revised and Board Approved 02/21/2024

Collection Oversight

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

Strategic Initiatives

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

Marginal

Performs other duties as assigned.

Qualifications

Minimum Qualifications

Knowledge, Skills, and Abilities:

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

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

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

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

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

Revised and Board Approved 02/21/2024

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

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

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

Experience

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

Education

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

Training, Licenses, or Certifications

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

Supervisory Responsibility

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

Preferred Qualifications

Bilingual, preferably Spanish-English or Russian-English.

Working Conditions

Physical Requirements

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

Mental Requirements

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

Technology, Equipment, and Devices

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

Work Environment

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

Expected Hours of Work

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

Expected Travel

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

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

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

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

DRAFT

MERIDIAN LIBRARY DISTRICT

Assistant Director of Branches



DRAFT

1 **Position Summary**

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

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

12
13 **Duties and Responsibilities**

14 *Essential*

15 **Management and Supervision**

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

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

Revised 02/21/2024

26 for diversity and creates an inclusive, welcoming, and respectful library atmosphere for staff and
27 public.

28 **Planning and Strategy**

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

36 **Advocacy**

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

45 **Records and Reporting**

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

52 **Budgets and Fiscal Responsibility**

53 The Assistant Director of Branches is responsible and accountable for maintaining fiscal
54 responsibility with library operations, contributes to the administration of library services by
55 overseeing and assisting with budget development and expenditures, staff training, and

56 compliance. Monitors all expenses in assigned budget areas. May apply for outside grants for
57 supplemental funding as directed by the library administration.

58 **Relationships and Customer Service**

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

66 **Facility Security and Maintenance**

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

71 **Employee Experience, Training, and Development**

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

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

81 *Marginal*

82 Performs other duties as assigned.

83 May interact and coordinate with vendors as needed.

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

86

87

88 ***Minimum Qualifications***

89 *Knowledge, Skills, and Abilities:*

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

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

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

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

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

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

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

Revised 02/21/2024

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

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

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

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

124 *Supervisory Responsibility:* Supervises branch managers

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

126 ***Working Conditions***

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

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

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

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

143 *Expected Hours of Work:* This position requires the employee to work a weekday (Monday-Friday),
144 daytime schedule with occasional evening and weekend (Saturday and Sunday) shifts. Position
145 schedule and work location are subject to change at any time at the discretion of management.
146 This position works a full-time schedule of 40 hours per week; may occasionally work over 40
147 hours based on business need.

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

150

151

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

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

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

161

MERIDIAN LIBRARY DISTRICT
Assistant Director of Branches



DRAFT

1 **Position Summary**

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

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

12

13 **Duties and Responsibilities**

14 *Essential*

15 **Management and Supervision**

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

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

Revised 02/21/2024

26 for diversity and creates an inclusive, welcoming, and respectful library atmosphere for staff and
27 public.

28 **Planning and Strategy**

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

36 **Advocacy**

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

45 **Records and Reporting**

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

52 **Budgets and Fiscal Responsibility**

53 The Assistant Director of Branches is responsible and accountable for maintaining fiscal
54 responsibility with library operations, contributes to the administration of library services by
55 overseeing and assisting with budget development and expenditures, staff training, and

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

Revised 02/21/2024

56 compliance. Monitors all expenses in assigned budget areas. May apply for outside grants for
57 supplemental funding as directed by the library administration.

58 **Relationships and Customer Service**

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

66 **Facility Security and Maintenance**

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

71 **Employee Experience, Training, and Development**

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

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

81 *Marginal*

82 Performs other duties as assigned.

83 May interact and coordinate with vendors as needed.

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

Formatted: Normal, Space Before: 0 pt

86

87

88 **Minimum Qualifications**

89 *Knowledge, Skills, and Abilities:*

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

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

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

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

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

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

Adopted by the Meridian Library Board of Trustees July 19, 2023
Revised 02/21/2024

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

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

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

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

124 *Supervisory Responsibility:* Supervises branch managers

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

126 ***Working Conditions***

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

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

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

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

143 *Expected Hours of Work:* This position requires the employee to work a weekday (Monday-Friday),
144 daytime schedule with occasional evening and weekend (Saturday and Sunday) shifts. Position
145 schedule, ~~and work location are subject~~ to change at any time at the discretion of management.
146 ~~This position works a full-time schedule of 40 hours per week; may occasionally work over 40~~
147 ~~hours based on business need.~~

Deleted: is

Deleted: subject

Deleted: May occasionally works over 40 hours per week.

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

150

151

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

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

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

161

Meridian Library District

Bill Listing December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2380 Accounts Payable						
12/01/2024	Bill	IDW-103013	YIG Administration	ID Watchdog November 2024	2380 Accounts Payable	262.50
				ID Watchdog October 2024	2359 IDWAT Payable	-262.50
12/01/2024	Bill	50711	FATBEAM, LLC	Internet 10G WAN December 2024	2380 Accounts Payable	475.00
				Internet 10G WAN December 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
12/01/2024	Bill	50694	FATBEAM, LLC	Internet 10G WAN December 2024	2380 Accounts Payable	475.00
				Internet 10G WAN December 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
12/01/2024	Bill	50716	FATBEAM, LLC	Internet 10G WAN December 2024	2380 Accounts Payable	950.00
				Internet 10G WAN December 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	950.00
12/01/2024	Bill	50688	FATBEAM, LLC	Internet 10G WAN December 2024	2380 Accounts Payable	475.00
				Internet 10G WAN December 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
12/01/2024	Bill	50692	FATBEAM, LLC	Internet 10G District Wide October 2024	2380 Accounts Payable	775.00
				Internet 10G District Wide October 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	775.00
12/01/2024	Bill	9166	SRH Franchising, LLC dba JAN-PRO of Idaho	Regular Janitorial Service from 12/01/2024 to 12/31/2024	2380 Accounts Payable	12,300.00
				Regular Janitorial Service from 12/01/2024 to 12/31/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	4,250.00
				Regular Janitorial Service from 12/01/2024 to 12/31/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	3,850.00
				Regular Janitorial Service from 12/01/2024 to 12/31/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	300.00
				Regular Janitorial Service from 12/01/2024 to 12/31/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	3,000.00
				Regular Janitorial Service from 12/01/2024 to 12/31/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	650.00
				Regular Janitorial Service from 12/01/2024 to 12/31/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	250.00
12/01/2024	Bill	2134045	CENTER POINT LARGE PRINT	Print Books	2380 Accounts Payable	93.48
				Print Books	5115 COLLECTIONS:Adult Print Books	93.48
12/01/2024	Bill	0730628	WESTERN RECORDS	Shredding Service 11/01 -	2380 Accounts Payable	110.00

Meridian Library District

Bill Listing December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
			DESTRUCTION, INC	11/30/2024 Shredding Service 11/01 - 11/30/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg- Maintenance	55.00
				Shredding Service 11/01 - 11/30/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg- Maintenance	55.00
12/01/2024	Bill	6133399	UNIQUE MANAGEMENT SERVICES, INC	Customer Account Balance Recovery Service November 2024	2380 Accounts Payable	364.45
				Customer Account Balance Recovery Service November 2024	5202.6 OPERATING EXPENSES:Professional Services:Other	364.45
12/01/2024	Bill	2024-12-01	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
12/01/2024	Bill	2024-12-01	Prime, Inc	Monthly rent Monthly rent	2380 Accounts Payable 6255 OPERATING EXPENSES:Facility Expense:Bldg- Rent	3,936.00 3,936.00
12/01/2024	Bill	2039R-05	CM Company Inc	Additional Aluminum Signs by Gas Meter	2380 Accounts Payable	230.00
				Additional Aluminum Signs by Gas Meter	6224.2 OPERATING EXPENSES:Facility Expense:Bldg- Repairs	230.00
12/01/2024	Bill	CB21744-1	Freeform	Qty 1 Lectern Qty 1 Lectern	2380 Accounts Payable 5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	952.92 952.92
12/01/2024	Bill	49716	FATBEAM, LLC	Internet 10G WAN November 2024	2380 Accounts Payable	475.00
				Internet 10G WAN November 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
12/01/2024	Bill	49711	FATBEAM, LLC	Internet 10G WAN November 2024	2380 Accounts Payable	475.00
				Internet 10G WAN November 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
12/01/2024	Bill	49859	FATBEAM, LLC	Internet 10G WAN November 2024	2380 Accounts Payable	475.00
				Internet 10G WAN November 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
12/01/2024	Bill	49714	FATBEAM, LLC	Internet 10G District Wide November 2024	2380 Accounts Payable	775.00
				Internet 10G District Wide November 2024	5220.5 OPERATING EXPENSES:Information	775.00

Meridian Library District

Bill Listing December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Technology:IT Utilities	
12/02/2024	Bill	50690	FATBEAM, LLC	Internet 10G WAN December 2024	2380 Accounts Payable	475.00
				Internet 10G WAN December 2024	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
12/02/2024	Bill	158612	Diamond Lawns, LLC	October Landscaping Services 10/04-10/28/24	2380 Accounts Payable	1,325.00
				October Landscaping Services 10/04-10/28/24	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	1,325.00
12/02/2024	Bill	02945C024376159	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	6,681.09
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	6,681.09
12/02/2024	Bill	67768792	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	84.92
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	84.92
12/02/2024	Bill	67768791	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	552.94
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	11.19
				Print Books	5135 COLLECTIONS:Young Adult books	11.97
				Print Books	5130 COLLECTIONS:Children's books	23.14
				Print Books	5115 COLLECTIONS:Adult Print Books	45.46
				Print Books	5115 COLLECTIONS:Adult Print Books	224.81
				Print Books	5115 COLLECTIONS:Adult Print Books	210.23
				Print Books	5130 COLLECTIONS:Children's books	23.14
12/03/2024	Bill	515160	Hawley Troxell Ennis & Hawley LLP	Legal Services 11/05-11/21/2024	2380 Accounts Payable	3,975.00
				Legal Services 11/05-11/21/2024	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	3,975.00
12/03/2024	Bill	3280	Patricia Latham Ball dba Management Northwest	November Legal Services	2380 Accounts Payable	5,595.00
				November Legal Services	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	1,296.00
				MNW Membership Annual Renewal January 2024 through January 2025 Tier 3 membership - 101-200 employees Thank you for your continued membership since 2009!	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	4,299.00

Meridian Library District

Bill Listing December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
12/03/2024	Bill	02945DA24378562	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	3,433.31
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	3,433.31
12/03/2024	Bill	64369247	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	27.90
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	27.90
12/03/2024	Bill	64369246	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	197.89
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5135 COLLECTIONS:Young Adult books	11.39
				Print Books	5135 COLLECTIONS:Young Adult books	11.39
				Print Books	5115 COLLECTIONS:Adult Print Books	63.36
				Print Books	5115 COLLECTIONS:Adult Print Books	48.68
				Print Books	5115 COLLECTIONS:Adult Print Books	48.68
				Print Books	5135 COLLECTIONS:Young Adult books	11.39
12/04/2024	Bill	0033895	All Pro Linen	Towel/Mat Laundering 12/04/2024	2380 Accounts Payable	48.25
				Towel/Mat Laundering 12/04/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	48.25
12/04/2024	Bill	159903	Diamond Lawns, LLC	November Landscaping Services 11/08-11/15/24	2380 Accounts Payable	635.00
				November Landscaping Services 11/08-11/15/24	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	635.00
12/04/2024	Bill	15883427	SENSKE SERVICES, INC.	Pest Control 11/26/2024	2380 Accounts Payable	31.50
				Pest Control 11/26/2024	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	31.50
12/04/2024	Bill	0033894	All Pro Linen	Towel/Mat Laundering 12/04/2024	2380 Accounts Payable	57.75
				Towel/Mat Laundering 12/04/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.75
12/04/2024	Bill	54635	RM MECHANICAL, INC	Boiler Light Issue Service Call	2380 Accounts Payable	425.00
				Boiler Light Issue Service Call	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	425.00
12/04/2024	Bill	67769140	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	53.16
				Processing	5229.2 OPERATING EXPENSES:Materials	9.00

Meridian Library District

Bill Listing December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	Processing:Materials-Processing 5115 COLLECTIONS:Adult Print Books	22.08
				Print Books	5115 COLLECTIONS:Adult Print Books	11.04
				Print Books	5115 COLLECTIONS:Adult Print Books	11.04
12/04/2024	Bill	67769141	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	10.56
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	10.56
12/04/2024	Bill	506429803	MIDWEST TAPE	Blu-Rays/DVDs Processing	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	413.74 10.40
				Blu-Rays	5149 COLLECTIONS:Media	99.71
				Blu-Rays	5149 COLLECTIONS:Media	148.44
				Blu-Rays	5149 COLLECTIONS:Media	155.19
12/05/2024	Bill	64369466	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	63.42
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	63.42
12/05/2024	Bill	64369538	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	28.73
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	28.73
12/05/2024	Bill	64369465	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	761.79
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	21.26
				Print Books	5130 COLLECTIONS:Children's books	21.26
				Print Books	5115 COLLECTIONS:Adult Print Books	214.82
				Print Books	5115 COLLECTIONS:Adult Print Books	189.04
				Print Books	5115 COLLECTIONS:Adult Print Books	281.08
				Print Books	5130 COLLECTIONS:Children's books	31.33
12/05/2024	Bill	64369537	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	291.72
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	10.63
				Print Books	5115 COLLECTIONS:Adult Print	108.67

Meridian Library District

Bill Listing December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Books	
				Print Books	5115 COLLECTIONS:Adult Print Books	74.41
				Print Books	5115 COLLECTIONS:Adult Print Books	73.21
				Print Books	5130 COLLECTIONS:Children's books	21.80
12/06/2024	Bill	0034049	All Pro Linen	Towel/Mat Laundering 12/06/2024	2380 Accounts Payable	69.25
				Towel/Mat Laundering 12/06/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	69.25
12/06/2024	Bill	12/06/24	Nicole Oke	Author Storytime featuring "Penny Panda and the Emotion Ninjas" 12/06/24	2380 Accounts Payable	75.00
				Author Storytime featuring "Penny Panda and the Emotion Ninjas" 12/06/24	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	75.00
12/06/2024	Bill	64369649	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	404.94
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5115 COLLECTIONS:Adult Print Books	123.36
				Print Books	5115 COLLECTIONS:Adult Print Books	124.42
				Print Books	5115 COLLECTIONS:Adult Print Books	154.16
12/06/2024	Bill	64369650	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	34.44
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	34.44
12/06/2024	Bill	02945DA24382765	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	269.97
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	269.97
12/07/2024	Bill	12/07/24-Family	Tracy Peterson	Family Yoga 12/07/2024	2380 Accounts Payable	75.00
				Family Yoga 12/07/2024	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	75.00
12/07/2024	Bill	12/07/24-Adult	Tracy Peterson	Adult Yoga 12/07/2024	2380 Accounts Payable	75.00
				Adult Yoga 12/07/2024	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	75.00
12/07/2024	Bill	02945DA24382970	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	64.95
				Audiobook	5122 COLLECTIONS:eContent	64.95
12/08/2024	Bill	02945DA24383196	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	69.00
				Audiobook	5122 COLLECTIONS:eContent	69.00
12/09/2024	Bill	SEPT-DEC2024INTLIB	BOISE PUBLIC LIBRARY	September - December 2024 Inter Library	2380 Accounts Payable	237.24

Meridian Library District

Bill Listing December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				September - December 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-237.24
12/09/2024	Bill	SEPT-DEC2024INTLIB	ADA COMMUNITY LIBRARY	September-December 2024 Inter Library	2380 Accounts Payable	431.03
				September-December 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-431.03
12/09/2024	Bill	SEPT-DEC2024INTLIB	EAGLE PUBLIC LIBRARY	September-December 2024 Inter Library	2380 Accounts Payable	197.52
				September-December 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-197.52
12/09/2024	Bill	SEPT-DEC2024INTLIB	NAMPA PUBLIC LIBRARY	September-December 2024 Inter Library	2380 Accounts Payable	190.86
				September-December 2024 Inter Library	4200 Non-tax Revenue:Fines and fees	-190.86
12/09/2024	Bill	2160:10803775	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	169.95
				Water Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	169.95
12/09/2024	Bill	1424399	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ44885 11/09-12/08/24	2380 Accounts Payable	86.04
				Meter Copy/Print Usage FEQ44885 11/09-12/08/24	5211 OPERATING EXPENSES:Supplies:Copy/Print	86.04
12/09/2024	Bill	12/09/24	Jennifer T	Education Assistance Reimbursement Fall 2024	2380 Accounts Payable	1,613.27
				Education Assistance Reimbursement Fall 2024	5234.2 OPERATING EXPENSES:Professional Development:Education	1,613.27
12/09/2024	Bill	IH928	City Of Boise Library	FY24 Quarterly ILS Upgrade/Replacement Fund October-December 2024	2380 Accounts Payable	18,897.55
				FY24 Quarterly ILS Upgrade/Replacement Fund October-December 2024	5212.H OPERATING EXPENSES:Consortium:Consortium-Hardware/Software	18,897.55
12/09/2024	Bill	02945DA24384324	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	52.49
				Audiobook	5122 COLLECTIONS:eContent	52.49
12/09/2024	Bill	64369787	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	118.02
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	118.02
12/09/2024	Bill	64369786	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	940.31
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	184.92
				Print Books	5130 COLLECTIONS:Children's books	305.69

Meridian Library District

Bill Listing

December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	43.06
				Print Books	5115 COLLECTIONS:Adult Print Books	16.23
				Print Books	5115 COLLECTIONS:Adult Print Books	32.46
				Print Books	5115 COLLECTIONS:Adult Print Books	32.46
				Print Books	5130 COLLECTIONS:Children's books	322.49
12/09/2024	Bill	CB21744-2	Freeform	Cubby Lockers	2380 Accounts Payable	7,015.90
				Cubby Lockers	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	7,015.90
12/10/2024	Bill	INV-133187	Ednetics	Monthly VOIP Service	2380 Accounts Payable	632.19
				Monthly VOIP Service	5230 OPERATING EXPENSES:Information Technology:Phone Service	632.19
12/10/2024	Bill	02945DA24386146	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	847.51
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	847.51
12/10/2024	Bill	506454850	MIDWEST TAPE	Blu-Rays/DVDs	2380 Accounts Payable	609.85
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	12.35
				Blu-Rays	5149 COLLECTIONS:Media	195.67
				Blu-Rays	5149 COLLECTIONS:Media	212.16
				Blu-Rays	5149 COLLECTIONS:Media	189.67
12/10/2024	Bill	6386562001	MATTHEW BENDER & CO, INC.	ID CODE 24 SUPP PKG	2380 Accounts Payable	81.08
				ID CODE 24 SUPP PKG	5125 COLLECTIONS:Print Reference	81.08
12/10/2024	Bill	LostItemRefund	Spencer Hunt	Lost Item Fine - Item returned	2380 Accounts Payable	10.07
				Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-10.07
12/11/2024	Bill	02945DA24387185	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	74.99
				Audiobook	5122 COLLECTIONS:eContent	74.99
12/12/2024	Bill	64370014	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	165.29
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	165.29
12/12/2024	Bill	64370013	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,369.03
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	21.80
				Print Books	5130 COLLECTIONS:Children's books	82.17

Meridian Library District

Bill Listing

December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	21.80
				Print Books	5115 COLLECTIONS:Adult Print Books	337.66
				Print Books	5115 COLLECTIONS:Adult Print Books	379.57
				Print Books	5115 COLLECTIONS:Adult Print Books	411.23
				Print Books	5130 COLLECTIONS:Children's books	111.80
12/12/2024	Bill	2160:10807135	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	44.95
				Water Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	44.95
12/12/2024	Bill	1426230	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ39040 FEQ15251 11/12-12/11/2024	2380 Accounts Payable	190.52
				Meter Copy/Print Usage FEQ39040 FEQ15251 11/12-12/11/2024	5211 OPERATING EXPENSES:Supplies:Copy/Print	190.52
12/13/2024	Bill	02945C024389159	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	5,402.33
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	5,402.33
12/13/2024	Bill	36895600	Canon Financial Services, INC.	Copier Lease 12/01/2024-12/31/2024	2380 Accounts Payable	226.80
				Copier Lease 12/01/2024-12/31/2024	5211 OPERATING EXPENSES:Supplies:Copy/Print	226.80
12/13/2024	Bill	SD3477	CUSTOM GLASS, INC	ADA Button Service Call	2380 Accounts Payable	340.00
				ADA Button Service Call	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	340.00
12/15/2024	Bill	4719608	Employee Benefits Corporation	COBRA December 2024	2380 Accounts Payable	104.65
				COBRA December 2024	5010 PERSONNEL:Payroll benefits	104.65
12/16/2024	Bill	INV-001060	Robert York dba MyTreasureValleyHandyman.com LLC	Door Stop Installation	2380 Accounts Payable	337.50
				Door Stop Installation	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	337.50
12/16/2024	Bill	506487595	MIDWEST TAPE	Blu-Rays/DVDs Processing	2380 Accounts Payable	743.48
					5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	20.80
				Blu-Rays	5149 COLLECTIONS:Media	242.90
				Blu-Rays	5149 COLLECTIONS:Media	242.14
				Blu-Rays	5149 COLLECTIONS:Media	237.64
12/17/2024	Bill	02945DA24392906	OVERDRIVE, INC	Audiobooks	2380 Accounts Payable	145.13
				Audiobooks	5122 COLLECTIONS:eContent	145.13
12/17/2024	Bill	02945DA24392907	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	283.57

Meridian Library District

Bill Listing December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	283.57
12/17/2024	Bill	ReimbSupplies	Amanda Helsley	Healing Centered Book Club Supplies	2380 Accounts Payable	18.86
				Healing Centered Book Club Supplies	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	18.86
12/18/2024	Bill	0034607	All Pro Linen	Towel/Mat Laundering 12/18/2024	2380 Accounts Payable	48.25
				Towel/Mat Laundering 12/18/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	48.25
12/18/2024	Bill	0034606	All Pro Linen	Towel/Mat Laundering 12/18/2024	2380 Accounts Payable	57.75
				Towel/Mat Laundering 12/18/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.75
12/18/2024	Bill	64370388	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,205.39
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	193.17
				Print Books	5135 COLLECTIONS:Young Adult books	16.89
				Print Books	5130 COLLECTIONS:Children's books	379.07
				Print Books	5135 COLLECTIONS:Young Adult books	29.88
				Print Books	5130 COLLECTIONS:Children's books	38.04
				Print Books	5115 COLLECTIONS:Adult Print Books	44.84
				Print Books	5115 COLLECTIONS:Adult Print Books	77.22
				Print Books	5115 COLLECTIONS:Adult Print Books	77.22
				Print Books	5130 COLLECTIONS:Children's books	301.24
				Print Books	5135 COLLECTIONS:Young Adult books	44.82
12/18/2024	Bill	64370389	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	154.54
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	154.54
12/18/2024	Bill	67772255	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	33.85
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	33.85
12/18/2024	Bill	67772254	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	337.95

Meridian Library District

Bill Listing December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5135 COLLECTIONS:Young Adult books	11.75
				Print Books	5130 COLLECTIONS:Children's books	5.59
				Print Books	5115 COLLECTIONS:Adult Print Books	121.36
				Print Books	5115 COLLECTIONS:Adult Print Books	127.30
				Print Books	5115 COLLECTIONS:Adult Print Books	63.36
				Print Books	5130 COLLECTIONS:Children's books	5.59
12/19/2024	Bill	3531MoveOut	SUNDANCE INVESTMENTS, LLP	Silverstone Leased Facility Cleaning & Repair Charges	2380 Accounts Payable	600.00
				Silverstone Leased Facility Cleaning & Repair Charges	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	600.00
12/19/2024	Bill	02945C024394634	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	6,466.77
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	6,466.77
12/19/2024	Bill	64370432	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,499.05
				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	23.37
				Print Books	5115 COLLECTIONS:Adult Print Books	181.95
				Print Books	5115 COLLECTIONS:Adult Print Books	48.12
				Print Books	5115 COLLECTIONS:Adult Print Books	565.90
				Print Books	5115 COLLECTIONS:Adult Print Books	642.71
				Print Books	5130 COLLECTIONS:Children's books	23.37
12/19/2024	Bill	64370433	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	141.31
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	141.31
12/19/2024	Bill	121924	Rachel E	Educational Assistance Reimbursement Fall 2024	2380 Accounts Payable	2,000.00
				Educational Assistance Reimbursement Fall 2024	5234.2 OPERATING EXPENSES:Professional Development:Education	2,000.00
12/19/2024	Bill	64370475	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	48.81
				Processing	5229.2 OPERATING	48.81

Meridian Library District

Bill Listing December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					EXPENSES:Materials Processing:Materials-Processing	
12/19/2024	Bill	64370474	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	316.54
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Book	5135 COLLECTIONS:Young Adult books	38.62
				Print Books	5135 COLLECTIONS:Young Adult books	96.11
				Print Books	5115 COLLECTIONS:Adult Print Books	16.24
				Print Books	5115 COLLECTIONS:Adult Print Books	33.03
				Print Books	5115 COLLECTIONS:Adult Print Books	16.24
				Print Books	5130 COLLECTIONS:Children's books	14.55
				Print Books	5135 COLLECTIONS:Young Adult books	98.75
12/20/2024	Bill	0034767	All Pro Linen	Towel/Mat Laundering 12/20/2024	2380 Accounts Payable	69.25
				Towel/Mat Laundering 12/20/2024	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	69.25
12/20/2024	Bill	122024	Nicole A	Educational Assistance Reimbursement Fall 2024	2380 Accounts Payable	1,320.00
				Educational Assistance Reimbursement Fall 2024	5234.2 OPERATING EXPENSES:Professional Development:Education	1,320.00
12/20/2024	Bill	OCLC Req 227748545	King County Library System Attn Interlibrary	Lost/Damaged OCLC Ref 227748545	2380 Accounts Payable	18.00
				Lost/Damaged OCLC Ref 227748545	4200 Non-tax Revenue:Fines and fees	-18.00
12/23/2024	Bill	INV-001080	Robert York dba MyTreasureValleyHandyman.com LLC	Gutter Cleaning	2380 Accounts Payable	2,242.50
				Gutter Cleaning	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	2,242.50
12/23/2024	Bill	1431651	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ32043 11/23-12/22/2024	2380 Accounts Payable	96.77
				Meter Copy/Print Usage FEQ32043 11/23-12/22/2024	5211 OPERATING EXPENSES:Supplies:Copy/Print	96.77
12/23/2024	Bill	1431652	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ42949 11/22-12/21/2024	2380 Accounts Payable	16.17
				Meter Copy/Print Usage FEQ42949 11/22-12/21/2024	5211 OPERATING EXPENSES:Supplies:Copy/Print	16.17
12/23/2024	Bill	506514984	MIDWEST TAPE	Blu-Rays/DVDs Processing	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials	856.73 20.80

Meridian Library District

Bill Listing December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Processing:Materials-Processing	
				Blu-Rays	5149 COLLECTIONS:Media	163.44
				Blu-Rays	5149 COLLECTIONS:Media	269.88
				Blu-Rays	5149 COLLECTIONS:Media	402.61
12/23/2024	Bill	1431650	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ15631 FEQ17642 11/22- 12/21/2024	2380 Accounts Payable	220.46
				Meter Copy/Print Usage FEQ15631 11/22-12/21/2024	5211 OPERATING EXPENSES:Supplies:Copy/Print	137.19
				Meter Copy/Print Usage FEQ17642 11/22-12/21/2024	5211 OPERATING EXPENSES:Supplies:Copy/Print	83.27
12/24/2024	Bill	02945DA24398047	OVERDRIVE, INC	eBook/Audiobook	2380 Accounts Payable	82.99
				eBook/Audiobook	5122 COLLECTIONS:eContent	82.99
12/24/2024	Bill	02945DA24398044	OVERDRIVE, INC	eBook	2380 Accounts Payable	22.50
				eBook	5122 COLLECTIONS:eContent	22.50
12/24/2024	Bill	02945DA24398046	OVERDRIVE, INC	eBook/Audiobook	2380 Accounts Payable	27.69
				eBook/Audiobook	5122 COLLECTIONS:eContent	27.69
12/25/2024	Bill	02945DA24398309	OVERDRIVE, INC	eBook	2380 Accounts Payable	17.99
				eBook	5122 COLLECTIONS:eContent	17.99
12/26/2024	Bill	64370925	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	330.46
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	330.46
12/26/2024	Bill	2160:10617867	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
12/26/2024	Bill	122624	Jane C	Educational Assistance Reimbursement Fall 2024	2380 Accounts Payable	1,475.45
				Educational Assistance Reimbursement Fall 2024	5234.2 OPERATING EXPENSES:Professional Development:Education	1,475.45
12/26/2024	Bill	64370924	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	2,034.10
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Book	5130 COLLECTIONS:Children's books	162.41
				Print Books	5135 COLLECTIONS:Young Adult books	19.02
				Print Books	5130 COLLECTIONS:Children's books	291.93
				Print Books	5135 COLLECTIONS:Young Adult books	21.26
				Print Books	5130 COLLECTIONS:Children's books	29.65
				Print Books	5115 COLLECTIONS:Adult Print	390.32

Meridian Library District

Bill Listing December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Books	
				Print Books	5115 COLLECTIONS:Adult Print Books	16.79
				Print Books	5115 COLLECTIONS:Adult Print Books	388.06
				Print Books	5115 COLLECTIONS:Adult Print Books	376.30
				Print Books	5130 COLLECTIONS:Children's books	316.34
				Print Books	5135 COLLECTIONS:Young Adult books	19.02
12/27/2024	Bill	28929	TRI-STATE ELECTRIC, INC.	December 2024 Maintenance	2380 Accounts Payable	800.00
				December 2024 Maintenance	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	800.00
12/27/2024	Bill	12/16/24	Amanda Helsley	Healing Centered Book Club 12/16/24	2380 Accounts Payable	75.00
				Healing Centered Book Club 12/16/24	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	75.00
12/28/2024	Bill	02945DA24399536	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	109.00
				Audiobook	5122 COLLECTIONS:eContent	109.00
12/29/2024	Bill	64370951	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	86.54
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	86.54
12/29/2024	Bill	64370950	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	658.69
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	38.08
				Print Books	5130 COLLECTIONS:Children's books	80.90
				Print Books	5135 COLLECTIONS:Young Adult books	10.63
				Print Books	5115 COLLECTIONS:Adult Print Books	148.92
				Print Books	5115 COLLECTIONS:Adult Print Books	167.12
				Print Books	5115 COLLECTIONS:Adult Print Books	140.07
				Print Books	5130 COLLECTIONS:Children's books	59.34
				Print Books	5135 COLLECTIONS:Young Adult books	10.63
12/30/2024	Bill	02945DA24400442	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	84.99
				Audiobook	5122 COLLECTIONS:eContent	84.99
12/30/2024	Bill	02945CO24400268	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	5,160.20
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	5,160.20

Meridian Library District

Bill Listing

December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
12/30/2024	Bill	506548703	MIDWEST TAPE	DVDs Processing	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	263.05 14.95
				Blu-Rays	5149 COLLECTIONS:Media	26.98
				Blu-Rays	5149 COLLECTIONS:Media	137.18
				Blu-Rays	5149 COLLECTIONS:Media	83.94
12/31/2024	Bill	432668	Kanopy Inc.	Kanopy Play Credits Kanopy Play Credits	2380 Accounts Payable 5122 COLLECTIONS:eContent	464.00 464.00
12/31/2024	Bill	02945DA24405962	OVERDRIVE, INC	Ebook Ebook	2380 Accounts Payable 5122 COLLECTIONS:eContent	29.46 29.46
12/31/2024	Bill	02945DA24405961	OVERDRIVE, INC	Ebooks/Audiobooks Ebooks/Audiobooks	2380 Accounts Payable 5122 COLLECTIONS:eContent	463.54 463.54
12/31/2024	Bill	MER100210	HARRIS AND CO., PLLC	FY2024 Audit Billing Progress Bill 2 FY2024 Audit Billing Progress Bill 2	2380 Accounts Payable 5202.1 OPERATING EXPENSES:Professional Services:Audit	5,000.00 5,000.00
12/31/2024	Bill	54761	RM MECHANICAL, INC	HVAC Heating Issue Service Call HVAC Heating Issue Service Call	2380 Accounts Payable 6224.2 OPERATING EXPENSES:Facility Expense:Bldg- Repairs	1,369.49 1,369.49
12/31/2024	Bill	2024024-00003	MSR Design	Cherry Lane Renovation Architect Fees November- December 2024 Cherry Lane Renovation Architect Fees November- December 2024	2380 Accounts Payable 7300 CAPITAL BUILDING EXPENSES:Cherry Lane Renovation - General Fund	111,520.00 111,520.00
12/31/2024	Bill	132865	Spacesaver Intermountain, LLC	Pinnacle Shelving Book Dividers/Supports Pinnacle Shelving Book Dividers/Supports	2380 Accounts Payable 7216 CAPITAL EQUIPMENT EXPENSES:Equipment & Furnishings	33,192.32 33,192.32

Meridian Library District

Bill Payment List

December 2024

DATE	NUM	VENDOR	AMOUNT
12/03/2024		YIG Administration	-757.50
12/03/2024		TREASURE VALLEY COFFEE INC	-245.95
12/03/2024		Tracy Peterson	-150.00
12/17/2024		RM MECHANICAL, INC	-1,498.13
12/03/2024		OVERDRIVE, INC	-18,291.18
12/03/2024		NAMPA & MERIDIAN IRRIGATION DISTRICT	-414.05
12/03/2024		MIDWEST TAPE	-659.06
12/03/2024		INGRAM LIBRARY SERVICES, INC	-3,889.60
12/05/2024		INGRAM LIBRARY SERVICES, INC	-2,123.77
12/06/2024		INGRAM LIBRARY SERVICES, INC	-96.90
12/11/2024		INGRAM LIBRARY SERVICES, INC	-1,078.59
12/03/2024		FISHER'S TECHNOLOGY	-1,277.88
12/03/2024		FATBEAM, LLC	-1,425.00
12/19/2024		FATBEAM, LLC	-3,150.00
12/03/2024		CM Company Inc	-3,320.00
12/03/2024		YMCA -The Hill	-1,200.00
12/03/2024		WESTERN RECORDS DESTRUCTION, INC	-165.00
12/03/2024		Viking Automatic Sprinkler Co., Inc.	-898.90
12/05/2024		Viking Automatic Sprinkler Co., Inc.	-258.00
12/03/2024		UNIQUE MANAGEMENT SERVICES, INC	-719.05
12/03/2024		TRI-STATE ELECTRIC, INC.	-800.00
12/17/2024		TRI-STATE ELECTRIC, INC.	-760.00
12/05/2024		TREASURE VALLEY COFFEE INC	-44.95
12/03/2024		TRADEMARK DESIGN & FABRICATION	-6,820.52
12/03/2024		Tolsma Welding Repair LLC	0.00
12/03/2024		TECH LOGIC CORP	-103.50
12/03/2024		Taryn Davis	-450.00
12/03/2024		SWANK MOVIE LICENSING USA	-550.00
12/03/2024		STATE INSURANCE FUND	-13,110.00
12/03/2024		SRH Franchising, LLC dba JAN-PRO of Idaho	-12,300.00
12/03/2024		SHOWCASES	-113.29
12/03/2024		SENSKE SERVICES, INC.	-31.50
12/03/2024		Second & Broadway Condominiums Owners Association, Inc.	-115.38
12/03/2024		Patrick W	-9.43
12/03/2024		Patricia Latham Ball dba Management Northwest	-1,620.00
12/03/2024		Paige B	-8.44
12/03/2024		OCLC, Inc.	-5.26
12/03/2024		MSR Design	-78,000.00
12/03/2024		MERIDIAN CHAMBER of COMMERCE	-1,250.00
12/03/2024		Little Pallets LLC	-300.00
12/03/2024		Kanopy Inc.	-471.00
12/03/2024		Freeform	-1,635.74
12/03/2024		FIREXPERT	-236.00
12/03/2024		FIRE SENTRY SYSTEMS, INC	-540.00
12/20/2024		FATBEAM, LLC	-475.00

Meridian Library District

Bill Payment List

December 2024

DATE	NUM	VENDOR	AMOUNT
12/03/2024		Employee Benefits Corporation	-95.55
12/03/2024		Ednetics	-632.19
12/03/2024		CENTER POINT LARGE PRINT	-93.48
12/03/2024		Canon Financial Services, INC.	-226.80
12/03/2024		Boise-Kuna Irrigation District	-91.50
12/03/2024		B&H Photo-Video	-299.99
12/18/2024		B&H Photo-Video	-967.62
12/03/2024		APPLE INC	-1,722.00
12/03/2024		All Pro Linen	-57.75
12/03/2024		All Pro Linen	-48.25
12/03/2024		All Pro Linen	-57.75
12/03/2024		All Pro Linen	-48.25
12/03/2024		All Pro Linen	-69.25
12/03/2024		High Desert Development Linder Village, LLC	-237.59
12/03/2024		Formagrid Inc. (dba Airtable)	-6,544.22
12/12/2024		Tracy Peterson	-150.00
12/12/2024		OVERDRIVE, INC	-10,216.39
12/12/2024		MIDWEST TAPE	-909.45
12/16/2024		MIDWEST TAPE	-1,373.38
12/12/2024		INGRAM LIBRARY SERVICES, INC	-8,699.60
12/16/2024		INGRAM LIBRARY SERVICES, INC	-2,621.90
12/17/2024		INGRAM LIBRARY SERVICES, INC	-1,360.29
12/20/2024		INGRAM LIBRARY SERVICES, INC	-863.65
12/23/2024		INGRAM LIBRARY SERVICES, INC	-63.72
12/24/2024		INGRAM LIBRARY SERVICES, INC	-1,585.04
12/12/2024		FISHER'S TECHNOLOGY	-611.45
12/12/2024		Diamond Lawns, LLC	-1,960.00
12/19/2024		UNIQUE MANAGEMENT SERVICES, INC	-364.45
12/12/2024		TWIN FALLS PUBLIC LIBRARY	-11.95
12/18/2024		TREASURE VALLEY COFFEE INC	-76.00
12/12/2024		Stephanie Ann Peterson	-15.63
12/12/2024		STATE INSURANCE FUND	-31,056.00
12/12/2024		Stacey Marie Satterlee	-8.39
12/12/2024		SRH Franchising, LLC dba JAN-PRO of Idaho	-12,300.00
12/12/2024		SENSKE SERVICES, INC.	-31.50
12/23/2024		RM MECHANICAL, INC	-425.00
12/12/2024		Patricia Latham Ball dba Management Northwest	-5,595.00
12/12/2024		Nicole Oke	-75.00
12/13/2024		NAMPA PUBLIC LIBRARY	-190.86
12/12/2024		MOUNTAIN HOME PUBLIC LIBRARY	-10.00
12/12/2024		Kuna Library District	-20.00
12/12/2024		Kristina Anderson	-17.60
12/12/2024		Jennifer T	-1,613.27
12/12/2024		Hawley Troxell Ennis & Hawley LLP	-5,498.22
12/20/2024		Hawley Troxell Ennis & Hawley LLP	-3,975.00

Meridian Library District

Bill Payment List

December 2024

DATE	NUM	VENDOR	AMOUNT
12/12/2024		HARRIS AND CO., PLLC	-12,000.00
12/12/2024		Gregory Kunz	-400.00
12/12/2024		EAGLE PUBLIC LIBRARY	-197.52
12/27/2024		City Of Boise Library	-18,897.55
12/19/2024		CENTER POINT LARGE PRINT	-93.48
12/12/2024		CCI SOLUTIONS	-43.22
12/12/2024		CALDWELL PUBLIC LIBRARY	-13.99
12/12/2024		BOISE PUBLIC LIBRARY	-237.24
12/12/2024		BAYSCAN TECHNOLOGIES	-312.31
12/12/2024		All Pro Linen	-48.25
12/12/2024		ADA COMMUNITY LIBRARY	-431.03
12/23/2024		High Desert Development Linder Village, LLC	-17,916.67
12/26/2024		Prime, Inc	-3,936.00
12/18/2024		INGRAM LIBRARY SERVICES, INC	-1,346.51

Meridian Library District

Credit Card Detail

December 2024

DATE	NUM	SPLIT	AMOUNT	NAME
2700 Divvy Credit Cards Payable				
12/02/2024	109F0D61C7AE60311AA67	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	20.58	AMAZON
12/02/2024	72FBAD33C46C15ADB8B21	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	23.53	AMAZON
12/02/2024	55CA6865C385956C526AE	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	30.00	GOOGLE WORKSPACE
12/02/2024	53BB1E5027E3AD58C7801	5211 OPERATING EXPENSES:Supplies:Copy/Print	24.79	AMAZON
12/02/2024	535646DC9604763C43E05	5230 OPERATING EXPENSES:Information Technology:Phone Service	12.38	GOOGLE SERVICES
12/02/2024	AAE8A348230954F475180	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	207.49	AMAZON
12/03/2024	077BF372D4A81DE1BE8B6	5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees	1.30	PAYPAL PAYFLOW
12/03/2024	6F60A32DD6ECBA9D64856	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	27.99	AMAZON
12/03/2024	B41229EE73B86B1DF4935	5240 OPERATING EXPENSES:Supplies:Supplies - general	995.19	ULINE SHIPPING
12/03/2024	484B2F6ED710689A7F1E1	5211 OPERATING EXPENSES:Supplies:Copy/Print	61.99	AMAZON
12/03/2024	3638D22DBC98155CED323	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	67.58	WALMART
12/03/2024	3DD5698BEB21B81269151	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	100.00	CANVA
12/03/2024	0E00313ED61C6A30D2DAB	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	22.67	AMAZON
12/03/2024	3B1AB850B583B07C6956A	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	91.43	COSTCO
12/03/2024	863048F5CE7B18680F0D9	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	17.99	AMAZON
12/03/2024	02811A0EC8596614893BE	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	78.80	AMAZON
12/03/2024	86ED5FE742CD178ED5203	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	13.90	AMAZON
12/04/2024	6E6C00E6058778375ABE6	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	167.01	AMAZON
12/04/2024	F271EB9BBDC1DCB3159E7	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	15.99	AMAZON
12/04/2024	0CD947EE9D0A5FF4B1433	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	95.82	SMARTSIGN
12/04/2024	D69055207FD93FEDDD111	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	66.94	AMAZON
12/04/2024	1D881FA27BF8D1730F4DB	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	17.45	AMAZON
12/04/2024	BEF88558DE993C59E1382	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	81.33	AMAZON
12/04/2024	BD7AFE649FB029A7767EC	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	8.59	AMAZON

Meridian Library District

Credit Card Detail

December 2024

DATE	NUM	SPLIT	AMOUNT	NAME
12/04/2024	BCDDE54F89F5532967792	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	7.98	AMAZON
12/04/2024	386A55218A664B6AD0232	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	116.61	AMAZON
12/04/2024	91141ACE8D935BF06A10E	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	280.67	COSTCO
12/04/2024	64953A03D83FD36B15A6B	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	144.44	AMAZON
12/05/2024	E18DE8A79B2C8C61AFDFA	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	17.68	AMAZON
12/05/2024	DBAEC7E29FD96ED8A608F	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported	1,619.57	DISCOUNTMUGS
12/05/2024	E7C9579D51A9AEEBF2B9F	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	27.50	DOLLAR TREE
12/05/2024	E1B51B5EC9F07EFE952F0	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	24.64	MARKET STREET
12/05/2024	6780B542F1DC93BBFC66F	5228.S OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous:Miscellaneous- Supported	0.14	GRASSHOPPER
12/05/2024	355BF02814C408AB7F91F	5234.1 OPERATING EXPENSES:Professional Development:Conferences	10.00	IDAHO TECHNOLOGY
12/05/2024	3E77BB99F5E177670AE45	5246 OPERATING EXPENSES:Supplies:Supplies - office	21.59	AMAZON
12/05/2024	2C38153E996E50235698E	5246 OPERATING EXPENSES:Supplies:Supplies - office	41.43	AMAZON
12/05/2024	EA42B8E684CF4513E6B0D	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	40.64	AMAZON
12/05/2024	B4F745B9CDC95C16C1D9F	5240 OPERATING EXPENSES:Supplies:Supplies - general	4.29	AMAZON
12/05/2024	97CE87FA325B29A17C8E9	Uncategorized Expense	1,830.85	INTERNATIONAL MINUTE PRES
12/05/2024	76D64947E1AEE624A1356	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	29.56	EBAY
12/05/2024	1C1FAB752F4505C06F515	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	58.58	AMAZON
12/05/2024	3D1689C7DA02CFE5ACE9A	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	10.44	AMAZON
12/06/2024	98872B2A19024001657F7	Uncategorized Expense	280.00	CANVA
12/06/2024	BD7BC5E881CEFA6693E6D	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	29.99	AMAZON
12/06/2024	DD0D9CD2B3D9A15E04D01	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	162.30	AMAZON
12/06/2024	A55A7CBC43026EE4CB414	5237 OPERATING EXPENSES:Professional Services:Recruiting/Background Checks	140.47	CHECKR.COM
12/06/2024	CF1A30A6BBD512CEEE75	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	275.52	AMAZON
12/06/2024	423D351C71C690CA096C7	5236.2 OPERATING EXPENSES:Program	76.64	COSTCO

Meridian Library District

Credit Card Detail

December 2024

DATE	NUM	SPLIT	AMOUNT	NAME
		Expense:Programs - District		
12/06/2024	3F01549C9C3BC217FC292	5236.2 OPERATING EXPENSES:Program	10.00	IDAHO
		Expense:Programs - District		TECHNOLOGY
12/07/2024	6C67EBACB53637617D03C	5246 OPERATING EXPENSES:Supplies:Supplies - office	9.49	AMAZON
12/07/2024	A77AE1AF65F4BE9D6477D	5236.2 OPERATING EXPENSES:Program	60.84	AMAZON
		Expense:Programs - District		
12/08/2024	2CD78EF43D65CDE133B8F	5236.2 OPERATING EXPENSES:Program	15.19	AMAZON
		Expense:Programs - District		
12/08/2024	E78956F5A05F48F0D11F9	5236.2 OPERATING EXPENSES:Program	142.47	AMAZON
		Expense:Programs - District		
12/08/2024	E291B89D2B2F56D4914AE	5236.2 OPERATING EXPENSES:Program	9.99	AMAZON
		Expense:Programs - District		
12/08/2024	CBA61BD649B9D95D57FEF	6224.4 OPERATING EXPENSES:Facility	53.90	AMAZON
		Expense:Bldg-Supplies		
12/08/2024	5C3D8C5FEE2E7B0E15F06	6224.1 OPERATING EXPENSES:Facility	61.98	AMAZON
		Expense:Bldg-Maintenance		
12/08/2024	E116CD08BAE67E95A43BB	5236.2 OPERATING EXPENSES:Program	96.93	AMAZON
		Expense:Programs - District		
12/09/2024	B03A13A88DF0A4F7845DC	5220.5 OPERATING EXPENSES:Information	80.02	VERIZON
		Technology:IT Utilities		
12/09/2024	713E3442B6BAD42E2F754	5230 OPERATING EXPENSES:Information	373.52	VERIZON
		Technology:Phone Service		
12/09/2024	071743C0317F44CFCF21E	5246 OPERATING EXPENSES:Supplies:Supplies - office	9.99	AMAZON
12/09/2024	DF4FE3C7258E7BF7389ED	6224.1 OPERATING EXPENSES:Facility	11.97	AMAZON
		Expense:Bldg-Maintenance		
12/09/2024	A69D512F37A45ACF45106	5236.2 OPERATING EXPENSES:Program	26.17	AMAZON
		Expense:Programs - District		
12/10/2024	DD96AAB4E095409070DCC	5236.2 OPERATING EXPENSES:Program	36.98	MARKET STREET
		Expense:Programs - District		
12/10/2024	84757E94900F9B6BD82B5	5234.1 OPERATING EXPENSES:Professional	-289.00	AMERICAN
		Development:Conferences		LIBRARY
				ASSOCIAT
12/10/2024	050595C871F1824CFA209	6224.4 OPERATING EXPENSES:Facility	83.28	AMAZON
		Expense:Bldg-Supplies		
12/10/2024	D0B16311031B59F82CB7E	6224.4 OPERATING EXPENSES:Facility	125.78	AMAZON
		Expense:Bldg-Supplies		
12/10/2024	263982E4E4089440FE834	6224.3 OPERATING EXPENSES:Facility	197.32	EBAY
		Expense:Bldg-Small Tools		
12/10/2024	E0C000B79CF03CE0378BD	5236.2 OPERATING EXPENSES:Program	39.21	AMAZON
		Expense:Programs - District		
12/10/2024	B3BAFA649B9FD8E03DFA5	5236.2 OPERATING EXPENSES:Program	44.35	WALMART
		Expense:Programs - District		
12/10/2024	E121211B6CFBC7FFB6DE9	5220.1 OPERATING EXPENSES:Information	30.00	ADOBE
		Technology:IT Infra -Software/Licensing		
12/10/2024	579340B0798A73EC56FA6	5220.1 OPERATING EXPENSES:Information	63.00	VOLGISTICS.COM

Meridian Library District

Credit Card Detail

December 2024

DATE	NUM	SPLIT	AMOUNT	NAME
12/11/2024	92DE0F9CF929A3113798F	Technology:IT Infra -Software/Licensing 5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	26.76	ALBERTSONS
12/11/2024	08E7CCCF8F82034DAA6E6	5246 OPERATING EXPENSES:Supplies:Supplies - office	15.38	AMAZON
12/11/2024	0E404C77F826A9E0F9293	5240 OPERATING EXPENSES:Supplies:Supplies - general	15.66	AMAZON
12/11/2024	1127D03BB48C977E84588	5211 OPERATING EXPENSES:Supplies:Copy/Print	58.99	AMAZON
12/11/2024	646AE20577B326FCCF073	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	130.70	AMAZON
12/11/2024	3287C54A26C3BF021D5F4	5232 OPERATING EXPENSES:Miscellaneous Operating:Postage	30.89	US POSTAL SERVICE
12/11/2024	A592E4D722F6AE8276DF2	5211 OPERATING EXPENSES:Supplies:Copy/Print	49.75	AMAZON
12/11/2024	F6879C6B1969027A0FEAA	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	26.99	AMAZON
12/11/2024	6C710B964406A71C3DD95	2355 Dental Payable	1,325.10	WILLAMETTE DENTAL
12/11/2024	7D1F2C76D25A0F42E26CA	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	5.98	AMAZON
12/12/2024	A6F40DA60B2AB152EF52B	5211 OPERATING EXPENSES:Supplies:Copy/Print	76.89	AMAZON
12/12/2024	977CB4066725E61BCC121	5211 OPERATING EXPENSES:Supplies:Copy/Print	291.05	MATTERHACKERS INC
12/12/2024	4DD356847B327780BCE48	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	53.13	JIMMY JOHN'S
12/12/2024	CD5352914880D5E7DB762	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	45.68	ALBERTSONS
12/12/2024	1A16265939B01FFB9C995	5211 OPERATING EXPENSES:Supplies:Copy/Print	105.69	AMAZON
12/12/2024	F1FE1C3EEA45E0B65F205	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	74.35	ALBERTSONS
12/12/2024	093BE00E0C39CE9E47CD2	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	549.99	BEST BUY
12/12/2024	B2FF990F79D15F71A037C	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	67.47	AMAZON
12/12/2024	1E7E294079A0DA2045DAB	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	39.98	COSTCO
12/12/2024	562CCF65F0C1F56F03316	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	65.98	AMAZON
12/12/2024	2C791141EFB3F6B177E26	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	108.50	MATTERHACKERS INC
12/12/2024	083E9847B0047C088B5F2	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	161.64	AMAZON
12/12/2024	0531B54925431E79D6EA9	5234.4 OPERATING EXPENSES:Professional Development:Memberships	160.00	GOVERNMENT FINANCE OFFIC
12/12/2024	50832CA69D36A66168B4C	5240 OPERATING EXPENSES:Supplies:Supplies - general	8.98	WALMART
12/13/2024	ED97F2AC7360E71C8424C	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	238.80	AMAZON

Meridian Library District

Credit Card Detail

December 2024

DATE	NUM	SPLIT	AMOUNT	NAME
12/13/2024	B9D58274F11C4725131BE	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	42.56	AMAZON
12/13/2024	CC8FAACD2D92E6426B6B4	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	28.49	AMAZON
12/13/2024	D58556475B762B127195E	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	7.99	AMAZON
12/13/2024	11566436B40FD6A761DC7	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	281.85	AMAZON
12/13/2024	E108A2001C16836CA9A3C	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	29.99	AMAZON
12/13/2024	82733C804F7C4B1D49D65	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	85.20	AMAZON
12/13/2024	AB3CD60FC693C0C3AECE6	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	85.20	AMAZON
12/14/2024	F7804872A9BAA3F18918C	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	49.35	AMAZON
12/14/2024	4B82B3C2F831A1AAAA525	5211 OPERATING EXPENSES:Supplies:Copy/Print	428.47	AMAZON
12/14/2024	13FDE727122FC46A8A3F7	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	36.34	AMAZON
12/14/2024	3901A6F76469544B299DC	5240 OPERATING EXPENSES:Supplies:Supplies - general	15.35	AMAZON
12/14/2024	86EDAB5E4CE20E5C47DD7	5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van Honda Odyssey	263.32	MEINEKE & ECONO LUBE
12/14/2024	0A2C1711B989B672CC0A3	5240 OPERATING EXPENSES:Supplies:Supplies - general	14.82	AMAZON
12/15/2024	D37FEBB7A9DAB933C58FE	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	69.93	AMAZON
12/16/2024	2E17E7000F21DCBEF6EFF	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	83.28	AMAZON
12/16/2024	31F65479CC6BEB8B44C37	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	12.72	AMAZON
12/16/2024	03909635650896C1B2DD2	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	17.99	AMAZON
12/16/2024	0A7CC70598DACE9B5798B	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	197.40	AMAZON
12/17/2024	D26E8B1B442BA27F722DF	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	14.99	ALBERTSONS
12/17/2024	92C3BD663871FD7EAAB75	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	17.61	AMAZON
12/17/2024	0629EC5AB523880559051	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	40.63	AMAZON
12/17/2024	AFF67E932123D5D2EBC00	5115 COLLECTIONS:Adult Print Books	13.99	AMAZON
12/17/2024	E81268B11CBB1C5E3200C	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	24.59	AMAZON
12/17/2024	723037B8627EB7CE0F326	5240 OPERATING EXPENSES:Supplies:Supplies - general	35.31	AMAZON
12/17/2024	49470C7CE33898F10A5AE	5115 COLLECTIONS:Adult Print Books	28.68	AMAZON

Meridian Library District

Credit Card Detail

December 2024

DATE	NUM	SPLIT	AMOUNT	NAME
12/18/2024	C3AAA912FB3A8A4221FF1	5234.1 OPERATING EXPENSES:Professional Development:Conferences	34.95	WALMART
12/18/2024	2D6E3A1257870491C3696	5246 OPERATING EXPENSES:Supplies:Supplies - office	43.60	AMAZON
12/18/2024	CC47A7C228BBDBB7E8FC4	5246 OPERATING EXPENSES:Supplies:Supplies - office	35.47	AMAZON
12/18/2024	EE0F4205A7A1BE953A88C	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	111.60	AMAZON
12/18/2024	F0DD4A7BD6D129EE0DAEB	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	4.25	PARKING METER
12/19/2024	D482651B9B499B6C34C9F	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	43.99	AMAZON
12/19/2024	260FF5C3583CA68054D51	5149 COLLECTIONS:Media	51.90	AMAZON
12/19/2024	277F8F259C037B1A924BC	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	29.84	T-MOBILE
12/19/2024	90EBF03C0F6198AA8C8BA	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	24.77	WALMART
12/19/2024	8C19E597398EA9C57E147	5240 OPERATING EXPENSES:Supplies:Supplies - general	12.59	AMAZON
12/19/2024	8B8EDF034FA301CD9BA21	5149 COLLECTIONS:Media	51.90	AMAZON
12/19/2024	C7BD117F5EA5B156A37A0	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	68.49	WALMART
12/19/2024	C42C76CB4CDDE1A5FC0BE	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	18.40	AMAZON
12/20/2024	F698FCBD6DB74068F00C7	5228.S OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous:Miscellaneous- Supported	23.96	AMAZON
12/20/2024	783376E5D8D7DE654BB98	5246 OPERATING EXPENSES:Supplies:Supplies - office	93.11	AMAZON
12/20/2024	C39FFC23FB5808AE5A0E4	5130S COLLECTIONS:Children's books:Children's books - Supported	169.95	TED DEKKER
12/20/2024	6DC34693A5E554357C9A1	5246 OPERATING EXPENSES:Supplies:Supplies - office	11.29	AMAZON
12/20/2024	4F9155B0BB68AF2FEF3F2	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	7.75	WALMART
12/20/2024	857F7315D36A22C88A11A	5240 OPERATING EXPENSES:Supplies:Supplies - general	59.98	AMAZON
12/21/2024	41FB37B933DE0BB01ED28	5240 OPERATING EXPENSES:Supplies:Supplies - general	31.64	AMAZON
12/21/2024	3688B7DDE1E2019899E32	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	9.95	AMAZON
12/21/2024	6DABE5A9269C7E5753F4F	5240 OPERATING EXPENSES:Supplies:Supplies - general	6.98	AMAZON
12/21/2024	BE04496A47C727EBB42DA	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	318.85	FORMLABS
12/21/2024	574D5DC2611D4A567D412	5246 OPERATING EXPENSES:Supplies:Supplies - office	21.83	AMAZON
12/21/2024	D494CBDF70936341B5491	5240 OPERATING EXPENSES:Supplies:Supplies -	25.89	AMAZON

Meridian Library District

Credit Card Detail

December 2024

DATE	NUM	SPLIT	AMOUNT	NAME
		general		
12/21/2024	5807BCD4C8C25F4961181	5246 OPERATING EXPENSES:Supplies:Supplies - office	66.95	AMAZON
12/21/2024	C559AD65C45E119CFA597	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	19.03	AMAZON
12/21/2024	EA3721BA545765EA3E65E	5246 OPERATING EXPENSES:Supplies:Supplies - office	33.44	AMAZON
12/21/2024	98D90CC6E70E8EE2746CD	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	97.93	AMAZON
12/22/2024	3988EC19E14C5F0CD8644	5211 OPERATING EXPENSES:Supplies:Copy/Print	26.62	AMAZON
12/22/2024	0466D55A1F335C57727C0	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	91.23	AMAZON
12/22/2024	227DF0084598E326D7DA3	5115 COLLECTIONS:Adult Print Books	55.61	AMAZON
12/22/2024	42121269346629DF4EF7D	5115 COLLECTIONS:Adult Print Books	89.93	AMAZON
12/22/2024	48A9B0F95959E15A0C58A	5115 COLLECTIONS:Adult Print Books	32.98	AMAZON
12/22/2024	C643F46E3B210B08001F2	5240 OPERATING EXPENSES:Supplies:Supplies - general	119.71	AMAZON
12/23/2024	6C368D05E4CDE37659D2F	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	504.00	SUPPORTSYSTEM
12/23/2024	E36668519348958951ADB	5240 OPERATING EXPENSES:Supplies:Supplies - general	27.57	AMAZON
12/23/2024	83B509556CE60A9311501	5246 OPERATING EXPENSES:Supplies:Supplies - office	16.99	AMAZON
12/24/2024	AA4B96D6AF95913FCCF81	5240 OPERATING EXPENSES:Supplies:Supplies - general	33.94	AMAZON
12/25/2024	3449F537B3A2EBA248690	5228.S OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous:Miscellaneous- Supported	99.00	INTUIT QUICKBOOKS
12/25/2024	F1A36E1516DA86D5F3685	5149 COLLECTIONS:Media	200.90	AMAZON
12/25/2024	D74F0930CC26DEB100D26	5149 COLLECTIONS:Media	107.92	AMAZON
12/25/2024	CD036744DCE940193D0D0	5149 COLLECTIONS:Media	227.80	AMAZON
12/26/2024	36E845A30FF589C9C9B0C	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	122.11	ROUTIFIC.COM
12/26/2024	86D962384F457EEE52C8C	5234.6 OPERATING EXPENSES:Professional Development:Webinar/Ecourses	29.99	SAN ANTONIO LASER ENGRAVI
12/26/2024	DE6DB4A6B03076ED309C5	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	284.00	JAMF SOFTWARE
12/27/2024	0D8B45D17349C826FAB90	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	26.98	AMAZON
12/27/2024	D92A573806457FC4DE568	5246 OPERATING EXPENSES:Supplies:Supplies - office	50.28	AMAZON
12/27/2024	6E731DE26983018AFB9BC	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	-16.45	AMAZON
12/28/2024	6C179402E0411875EC470	5149 COLLECTIONS:Media	105.96	AMAZON
12/28/2024	F0DE95C625745AAE4C44A	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	213.30	ACORN SELF STORAGE
12/28/2024	509F5C0D08A21DF2B04B0	5149 COLLECTIONS:Media	105.96	AMAZON

Meridian Library District

Credit Card Detail

December 2024

DATE	NUM	SPLIT	AMOUNT	NAME
12/28/2024	9CCDB9ED08606F14E2386	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	109.99	AMAZON
12/28/2024	8BB272CE186419AFCA3D8	5149 COLLECTIONS:Media	105.96	AMAZON
12/30/2024	24702E475135E9243F6FD	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	50.38	WALMART
12/31/2024	AF5064B41731775A8E256	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	1,070.78	WAHOOFUNZONE
12/31/2024	09DF464061E0698BD5AFC	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	15.98	AMAZON
12/31/2024	EF4C8B20842FF3F45688E	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	800.00	MACEY SNELSON PHOT
12/31/2024	50BD6FD5D900EBB70454E	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	39.99	AMAZON
12/31/2024	B79F0D7E72D40DBDAE79C	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	5.91	AMAZON
Total for 2700 Divvy Credit Cards Payable			\$20,741.63	
2355 Dental Payable				
12/11/2024	6C710B964406A71C3DD95	2700 Divvy Credit Cards Payable	-1,325.10	WILLAMETTE DENTAL
Total for 2355 Dental Payable			\$ - 1,325.10	
51000 COLLECTIONS				
5115 Adult Print Books				
12/17/2024	AFF67E932123D5D2EBC00	2700 Divvy Credit Cards Payable	13.99	AMAZON
12/17/2024	49470C7CE33898F10A5AE	2700 Divvy Credit Cards Payable	28.68	AMAZON
12/22/2024	48A9B0F95959E15A0C58A	2700 Divvy Credit Cards Payable	32.98	AMAZON
12/22/2024	42121269346629DF4EF7D	2700 Divvy Credit Cards Payable	89.93	AMAZON
12/22/2024	227DF0084598E326D7DA3	2700 Divvy Credit Cards Payable	55.61	AMAZON
Total for 5115 Adult Print Books			\$221.19	
5130 Children's books				
5130S Children's books - Supported				
12/20/2024	C39FFC23FB5808AE5A0E4	2700 Divvy Credit Cards Payable	169.95	TED DEKKER
Total for 5130S Children's books - Supported			\$169.95	
Total for 5130 Children's books			\$169.95	
5149 Media				
12/19/2024	8B8EDF034FA301CD9BA21	2700 Divvy Credit Cards Payable	51.90	AMAZON
12/19/2024	260FF5C3583CA68054D51	2700 Divvy Credit Cards Payable	51.90	AMAZON
12/25/2024	D74F0930CC26DEB100D26	2700 Divvy Credit Cards Payable	107.92	AMAZON
12/25/2024	CD036744DCE940193D0D0	2700 Divvy Credit Cards Payable	227.80	AMAZON
12/25/2024	F1A36E1516DA86D5F3685	2700 Divvy Credit Cards Payable	200.90	AMAZON
12/28/2024	8BB272CE186419AFCA3D8	2700 Divvy Credit Cards Payable	105.96	AMAZON
12/28/2024	509F5C0D08A21DF2B04B0	2700 Divvy Credit Cards Payable	105.96	AMAZON
12/28/2024	6C179402E0411875EC470	2700 Divvy Credit Cards Payable	105.96	AMAZON
Total for 5149 Media			\$958.30	

Meridian Library District

Credit Card Detail

December 2024

DATE	NUM	SPLIT	AMOUNT	NAME
Total for 51000 COLLECTIONS			\$1,349.44	
52000 OPERATING EXPENSES				
52020 Professional Services				
5237 Recruiting/Background Checks				
12/06/2024	A55A7CBC43026EE4CB414	2700 Divvy Credit Cards Payable	140.47	CHECKR.COM
Total for 5237 Recruiting/Background Checks			\$140.47	
Total for 52020 Professional Services			\$140.47	
52025 Banking fees				
5202.2 Bankcard fees				
12/03/2024	077BF372D4A81DE1BE8B6	2700 Divvy Credit Cards Payable	1.30	PAYPAL PAYFLOW
Total for 5202.2 Bankcard fees			\$1.30	
Total for 52025 Banking fees			\$1.30	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing				
12/02/2024	55CA6865C385956C526AE	2700 Divvy Credit Cards Payable	30.00	GOOGLE WORKSPACE
12/10/2024	E121211B6CFBC7FFB6DE9	2700 Divvy Credit Cards Payable	30.00	ADOBE
12/10/2024	579340B0798A73EC56FA6	2700 Divvy Credit Cards Payable	63.00	VOLGISTICS.COM
12/23/2024	6C368D05E4CDE37659D2F	2700 Divvy Credit Cards Payable	504.00	SUPPORTSYSTEM
12/26/2024	DE6DB4A6B03076ED309C5	2700 Divvy Credit Cards Payable	284.00	JAMF SOFTWARE
12/26/2024	36E845A30FF589C9C9B0C	2700 Divvy Credit Cards Payable	122.11	ROUTIFIC.COM
Total for 5220.1 IT Infra -Software/Licensing			\$1,033.11	
5220.3 IT PCs, Printers & Hardware				
12/02/2024	AAE8A348230954F475180	2700 Divvy Credit Cards Payable	207.49	AMAZON
12/12/2024	093BE00E0C39CE9E47CD2	2700 Divvy Credit Cards Payable	549.99	BEST BUY
12/18/2024	EE0F4205A7A1BE953A88C	2700 Divvy Credit Cards Payable	111.60	AMAZON
Total for 5220.3 IT PCs, Printers & Hardware			\$869.08	
5220.5 IT Utilities				
12/09/2024	B03A13A88DF0A4F7845DC	2700 Divvy Credit Cards Payable	80.02	VERIZON
12/19/2024	277F8F259C037B1A924BC	2700 Divvy Credit Cards Payable	29.84	T-MOBILE
Total for 5220.5 IT Utilities			\$109.86	
5220.7 IT Technology Maintenance				
12/12/2024	2C791141EFB3F6B177E26	2700 Divvy Credit Cards Payable	108.50	MATTERHACKERS INC
12/21/2024	BE04496A47C727EBB42DA	2700 Divvy Credit Cards Payable	318.85	FORMLABS
Total for 5220.7 IT Technology Maintenance			\$427.35	
5230 Phone Service				
12/02/2024	535646DC9604763C43E05	2700 Divvy Credit Cards Payable	12.38	GOOGLE SERVICES
12/09/2024	713E3442B6BAD42E2F754	2700 Divvy Credit Cards Payable	373.52	VERIZON
Total for 5230 Phone Service			\$385.90	
Total for 52200 Information Technology			\$2,825.30	
52250 Marketing				

Meridian Library District

Credit Card Detail

December 2024

DATE	NUM	SPLIT	AMOUNT	NAME
5225 Marketing & advertising				
12/03/2024	3DD5698BEB21B81269151	2700 Divvy Credit Cards Payable	100.00	CANVA
Total for 5225 Marketing & advertising			\$100.00	
Total for 52250 Marketing			\$100.00	
52340 Professional Development				
5234.1 Conferences				
12/05/2024	355BF02814C408AB7F91F	2700 Divvy Credit Cards Payable	10.00	IDAHO TECHNOLOGY
12/10/2024	84757E94900F9B6BD82B5	2700 Divvy Credit Cards Payable	-289.00	AMERICAN LIBRARY ASSOCIAT
12/18/2024	C3AAA912FB3A8A4221FF1	2700 Divvy Credit Cards Payable	34.95	WALMART
Total for 5234.1 Conferences			\$ -244.05	
5234.4 Memberships				
12/12/2024	0531B54925431E79D6EA9	2700 Divvy Credit Cards Payable	160.00	GOVERNMENT FINANCE OFFIC
Total for 5234.4 Memberships			\$160.00	
5234.5 Staff Mtg & Training				
12/11/2024	92DE0F9CF929A3113798F	2700 Divvy Credit Cards Payable	26.76	ALBERTSONS
12/12/2024	4DD356847B327780BCE48	2700 Divvy Credit Cards Payable	53.13	JIMMY JOHN'S
12/31/2024	AF5064B41731775A8E256	2700 Divvy Credit Cards Payable	1,070.78	WAHOOFUNZONE
Total for 5234.5 Staff Mtg & Training			\$1,150.67	
5234.5s Staff Training - Supported				
12/05/2024	DBAEC7E29FD96ED8A608F	2700 Divvy Credit Cards Payable	1,619.57	DISCOUNTMUGS
Total for 5234.5s Staff Training - Supported			\$1,619.57	
Total for 5234.5 Staff Mtg & Training with subs			\$2,770.24	
5234.6 Webinar/Ecourses				
12/26/2024	86D962384F457EEE52C8C	2700 Divvy Credit Cards Payable	29.99	SAN ANTONIO LASER ENGRAVI
Total for 5234.6 Webinar/Ecourses			\$29.99	
Total for 52340 Professional Development			\$2,716.18	
52360 Program Expense				
5236.2 Programs - District				
12/03/2024	86ED5FE742CD178ED5203	2700 Divvy Credit Cards Payable	13.90	AMAZON
12/03/2024	6F60A32DD6ECBA9D64856	2700 Divvy Credit Cards Payable	27.99	AMAZON
12/03/2024	3638D22DBC98155CED323	2700 Divvy Credit Cards Payable	67.58	WALMART
12/03/2024	0E00313ED61C6A30D2DAB	2700 Divvy Credit Cards Payable	22.67	AMAZON
12/03/2024	863048F5CE7B18680F0D9	2700 Divvy Credit Cards Payable	17.99	AMAZON
12/03/2024	3B1AB850B583B07C6956A	2700 Divvy Credit Cards Payable	91.43	COSTCO
12/04/2024	F271EB9BBDC1DCB3159E7	2700 Divvy Credit Cards Payable	15.99	AMAZON
12/04/2024	64953A03D83FD36B15A6B	2700 Divvy Credit Cards Payable	144.44	AMAZON
12/04/2024	D69055207FD93FEDDD111	2700 Divvy Credit Cards Payable	66.94	AMAZON
12/04/2024	1D881FA27BF8D1730F4DB	2700 Divvy Credit Cards Payable	17.45	AMAZON

Meridian Library District

Credit Card Detail

December 2024

DATE	NUM	SPLIT	AMOUNT	NAME
12/04/2024	91141ACE8D935BF06A10E	2700 Divvy Credit Cards Payable	280.67	COSTCO
12/04/2024	BCDDE54F89F5532967792	2700 Divvy Credit Cards Payable	7.98	AMAZON
12/04/2024	BEF88558DE993C59E1382	2700 Divvy Credit Cards Payable	81.33	AMAZON
12/04/2024	6E6C00E6058778375ABE6	2700 Divvy Credit Cards Payable	167.01	AMAZON
12/05/2024	E18DE8A79B2C8C61AFDFA	2700 Divvy Credit Cards Payable	17.68	AMAZON
12/05/2024	EA42B8E684CF4513E6B0D	2700 Divvy Credit Cards Payable	40.64	AMAZON
12/05/2024	E7C9579D51A9AEEBF2B9F	2700 Divvy Credit Cards Payable	27.50	DOLLAR TREE
12/05/2024	E1B51B5EC9F07EFE952F0	2700 Divvy Credit Cards Payable	24.64	MARKET STREET
12/05/2024	3D1689C7DA02CFE5ACE9A	2700 Divvy Credit Cards Payable	10.44	AMAZON
12/05/2024	1C1FAB752F4505C06F515	2700 Divvy Credit Cards Payable	58.58	AMAZON
12/06/2024	3F01549C9C3BC217FC292	2700 Divvy Credit Cards Payable	10.00	IDAHO TECHNOLOGY
12/06/2024	BD7BC5E881CEFA6693E6D	2700 Divvy Credit Cards Payable	29.99	AMAZON
12/06/2024	CF1A30A6BBD512CEEEC75	2700 Divvy Credit Cards Payable	275.52	AMAZON
12/06/2024	DD0D9CD2B3D9A15E04D01	2700 Divvy Credit Cards Payable	162.30	AMAZON
12/06/2024	423D351C71C690CA096C7	2700 Divvy Credit Cards Payable	76.64	COSTCO
12/07/2024	A77AE1AF65F4BE9D6477D	2700 Divvy Credit Cards Payable	60.84	AMAZON
12/08/2024	E116CD08BAE67E95A43BB	2700 Divvy Credit Cards Payable	96.93	AMAZON
12/08/2024	2CD78EF43D65CDE133B8F	2700 Divvy Credit Cards Payable	15.19	AMAZON
12/08/2024	E291B89D2B2F56D4914AE	2700 Divvy Credit Cards Payable	9.99	AMAZON
12/08/2024	E78956F5A05F48F0D11F9	2700 Divvy Credit Cards Payable	142.47	AMAZON
12/09/2024	A69D512F37A45ACF45106	2700 Divvy Credit Cards Payable	26.17	AMAZON
12/10/2024	B3BAFA649B9FD8E03DFA5	2700 Divvy Credit Cards Payable	44.35	WALMART
12/10/2024	E0C000B79CF03CE0378BD	2700 Divvy Credit Cards Payable	39.21	AMAZON
12/10/2024	DD96AAB4E095409070DCC	2700 Divvy Credit Cards Payable	36.98	MARKET STREET
12/11/2024	646AE20577B326FCCF073	2700 Divvy Credit Cards Payable	130.70	AMAZON
12/11/2024	F6879C6B1969027A0FEAA	2700 Divvy Credit Cards Payable	26.99	AMAZON
12/12/2024	B2FF990F79D15F71A037C	2700 Divvy Credit Cards Payable	67.47	AMAZON
12/12/2024	562CCF65F0C1F56F03316	2700 Divvy Credit Cards Payable	65.98	AMAZON
12/12/2024	1E7E294079A0DA2045DAB	2700 Divvy Credit Cards Payable	39.98	COSTCO
12/12/2024	083E9847B0047C088B5F2	2700 Divvy Credit Cards Payable	161.64	AMAZON
12/12/2024	CD5352914880D5E7DB762	2700 Divvy Credit Cards Payable	45.68	ALBERTSONS
12/12/2024	F1FE1C3EEA45E0B65F205	2700 Divvy Credit Cards Payable	74.35	ALBERTSONS
12/13/2024	E108A2001C16836CA9A3C	2700 Divvy Credit Cards Payable	29.99	AMAZON
12/13/2024	B9D58274F11C4725131BE	2700 Divvy Credit Cards Payable	42.56	AMAZON
12/13/2024	CC8FAACD2D92E6426B6B4	2700 Divvy Credit Cards Payable	28.49	AMAZON
12/13/2024	D58556475B762B127195E	2700 Divvy Credit Cards Payable	7.99	AMAZON
12/13/2024	ED97F2AC7360E71C8424C	2700 Divvy Credit Cards Payable	238.80	AMAZON
12/14/2024	F7804872A9BAA3F18918C	2700 Divvy Credit Cards Payable	49.35	AMAZON
12/15/2024	D37FEBB7A9DAB933C58FE	2700 Divvy Credit Cards Payable	69.93	AMAZON
12/16/2024	31F65479CC6BEB8B44C37	2700 Divvy Credit Cards Payable	12.72	AMAZON
12/16/2024	0A7CC70598DACE9B5798B	2700 Divvy Credit Cards Payable	197.40	AMAZON
12/16/2024	03909635650896C1B2DD2	2700 Divvy Credit Cards Payable	17.99	AMAZON
12/17/2024	E81268B11CBB1C5E3200C	2700 Divvy Credit Cards Payable	24.59	AMAZON
12/17/2024	0629EC5AB523880559051	2700 Divvy Credit Cards Payable	40.63	AMAZON

Meridian Library District

Credit Card Detail

December 2024

DATE	NUM	SPLIT	AMOUNT	NAME
12/17/2024	92C3BD663871FD7EAAB75	2700 Divvy Credit Cards Payable	17.61	AMAZON
12/17/2024	D26E8B1B442BA27F722DF	2700 Divvy Credit Cards Payable	14.99	ALBERTSONS
12/18/2024	F0DD4A7BD6D129EE0DAEB	2700 Divvy Credit Cards Payable	4.25	PARKING METER
12/19/2024	90EBF03C0F6198AA8C8BA	2700 Divvy Credit Cards Payable	24.77	WALMART
12/19/2024	C42C76CB4CDDE1A5FC0BE	2700 Divvy Credit Cards Payable	18.40	AMAZON
12/19/2024	C7BD117F5EA5B156A37A0	2700 Divvy Credit Cards Payable	68.49	WALMART
12/20/2024	4F9155B0BB68AF2FEF3F2	2700 Divvy Credit Cards Payable	7.75	WALMART
12/21/2024	98D90CC6E70E8EE2746CD	2700 Divvy Credit Cards Payable	97.93	AMAZON
12/22/2024	0466D55A1F335C57727C0	2700 Divvy Credit Cards Payable	91.23	AMAZON
12/27/2024	6E731DE26983018AFB9BC	2700 Divvy Credit Cards Payable	-16.45	AMAZON
12/27/2024	0D8B45D17349C826FAB90	2700 Divvy Credit Cards Payable	26.98	AMAZON
12/28/2024	9CCDB9ED08606F14E2386	2700 Divvy Credit Cards Payable	109.99	AMAZON
12/30/2024	24702E475135E9243F6FD	2700 Divvy Credit Cards Payable	50.38	WALMART
12/31/2024	EF4C8B20842FF3F45688E	2700 Divvy Credit Cards Payable	800.00	MACEY SNELSON PHOT
12/31/2024	50BD6FD5D900EBB70454E	2700 Divvy Credit Cards Payable	39.99	AMAZON
12/31/2024	09DF464061E0698BD5AFC	2700 Divvy Credit Cards Payable	15.98	AMAZON
Total for 5236.2 Programs - District			\$4,974.95	
Total for 52360 Program Expense			\$4,974.95	
52400 Supplies				
5211 Copy/Print				
12/02/2024	53BB1E5027E3AD58C7801	2700 Divvy Credit Cards Payable	24.79	AMAZON
12/03/2024	484B2F6ED710689A7F1E1	2700 Divvy Credit Cards Payable	61.99	AMAZON
12/11/2024	1127D03BB48C977E84588	2700 Divvy Credit Cards Payable	58.99	AMAZON
12/11/2024	A592E4D722F6AE8276DF2	2700 Divvy Credit Cards Payable	49.75	AMAZON
12/12/2024	A6F40DA60B2AB152EF52B	2700 Divvy Credit Cards Payable	76.89	AMAZON
12/12/2024	1A16265939B01FFB9C995	2700 Divvy Credit Cards Payable	105.69	AMAZON
12/12/2024	977CB4066725E61BCC121	2700 Divvy Credit Cards Payable	291.05	MATTERHACKERS INC
12/14/2024	4B82B3C2F831A1AAAA525	2700 Divvy Credit Cards Payable	428.47	AMAZON
12/22/2024	3988EC19E14C5F0CD8644	2700 Divvy Credit Cards Payable	26.62	AMAZON
Total for 5211 Copy/Print			\$1,124.24	
5240 Supplies - general				
12/03/2024	B41229EE73B86B1DF4935	2700 Divvy Credit Cards Payable	995.19	ULINE SHIPPING
12/05/2024	B4F745B9CDC95C16C1D9F	2700 Divvy Credit Cards Payable	4.29	AMAZON
12/11/2024	0E404C77F826A9E0F9293	2700 Divvy Credit Cards Payable	15.66	AMAZON
12/12/2024	50832CA69D36A66168B4C	2700 Divvy Credit Cards Payable	8.98	WALMART
12/14/2024	0A2C1711B989B672CC0A3	2700 Divvy Credit Cards Payable	14.82	AMAZON
12/14/2024	3901A6F76469544B299DC	2700 Divvy Credit Cards Payable	15.35	AMAZON
12/17/2024	723037B8627EB7CE0F326	2700 Divvy Credit Cards Payable	35.31	AMAZON
12/19/2024	8C19E597398EA9C57E147	2700 Divvy Credit Cards Payable	12.59	AMAZON
12/20/2024	857F7315D36A22C88A11A	2700 Divvy Credit Cards Payable	59.98	AMAZON
12/21/2024	6DABE5A9269C7E5753F4F	2700 Divvy Credit Cards Payable	6.98	AMAZON
12/21/2024	D494CBDF70936341B5491	2700 Divvy Credit Cards Payable	25.89	AMAZON

Meridian Library District

Credit Card Detail

December 2024

DATE	NUM	SPLIT	AMOUNT	NAME
12/21/2024	41FB37B933DE0BB01ED28	2700 Divvy Credit Cards Payable	31.64	AMAZON
12/22/2024	C643F46E3B210B08001F2	2700 Divvy Credit Cards Payable	119.71	AMAZON
12/23/2024	E36668519348958951ADB	2700 Divvy Credit Cards Payable	27.57	AMAZON
12/24/2024	AA4B96D6AF95913FCCF81	2700 Divvy Credit Cards Payable	33.94	AMAZON
Total for 5240 Supplies - general			\$1,407.90	
5246 Supplies - office				
12/05/2024	3E77BB99F5E177670AE45	2700 Divvy Credit Cards Payable	21.59	AMAZON
12/05/2024	2C38153E996E50235698E	2700 Divvy Credit Cards Payable	41.43	AMAZON
12/07/2024	6C67EBACB53637617D03C	2700 Divvy Credit Cards Payable	9.49	AMAZON
12/09/2024	071743C0317F44CFCF21E	2700 Divvy Credit Cards Payable	9.99	AMAZON
12/11/2024	08E7CCCF8F82034DAA6E6	2700 Divvy Credit Cards Payable	15.38	AMAZON
12/18/2024	CC47A7C228BBDBB7E8FC4	2700 Divvy Credit Cards Payable	35.47	AMAZON
12/18/2024	2D6E3A1257870491C3696	2700 Divvy Credit Cards Payable	43.60	AMAZON
12/20/2024	6DC34693A5E554357C9A1	2700 Divvy Credit Cards Payable	11.29	AMAZON
12/20/2024	783376E5D8D7DE654BB98	2700 Divvy Credit Cards Payable	93.11	AMAZON
12/21/2024	5807BCD4C8C25F4961181	2700 Divvy Credit Cards Payable	66.95	AMAZON
12/21/2024	EA3721BA545765EA3E65E	2700 Divvy Credit Cards Payable	33.44	AMAZON
12/21/2024	574D5DC2611D4A567D412	2700 Divvy Credit Cards Payable	21.83	AMAZON
12/23/2024	83B509556CE60A9311501	2700 Divvy Credit Cards Payable	16.99	AMAZON
12/27/2024	D92A573806457FC4DE568	2700 Divvy Credit Cards Payable	50.28	AMAZON
Total for 5246 Supplies - office			\$470.84	
Total for 52400 Supplies			\$3,002.98	
52500 Miscellaneous Operating				
5228 Miscellaneous				
5228.S Miscellaneous- Supported				
12/05/2024	6780B542F1DC93BBFC66F	2700 Divvy Credit Cards Payable	0.14	GRASSHOPPER
12/20/2024	F698FCBD6DB74068F00C7	2700 Divvy Credit Cards Payable	23.96	AMAZON
12/25/2024	3449F537B3A2EBA248690	2700 Divvy Credit Cards Payable	99.00	INTUIT QUICKBOOKS
Total for 5228.S Miscellaneous- Supported			\$123.10	
Total for 5228 Miscellaneous			\$123.10	
5232 Postage				
12/11/2024	3287C54A26C3BF021D5F4	2700 Divvy Credit Cards Payable	30.89	US POSTAL SERVICE
Total for 5232 Postage			\$30.89	
Total for 52500 Miscellaneous Operating			\$153.99	
52600 Vehicle Expense				
5260.3 Vehicle - Van Honda Odyssey				
12/14/2024	86EDAB5E4CE20E5C47DD7	2700 Divvy Credit Cards Payable	263.32	MEINEKE & ECONO LUBE
Total for 5260.3 Vehicle - Van Honda Odyssey			\$263.32	
Total for 52600 Vehicle Expense			\$263.32	
62240 Facility Expense				

Meridian Library District

Credit Card Detail

December 2024

DATE	NUM	SPLIT	AMOUNT	NAME
6224.1 Bldg-Maintenance				
12/04/2024	0CD947EE9D0A5FF4B1433	2700 Divvy Credit Cards Payable	95.82	SMARTSIGN
12/08/2024	5C3D8C5FEE2E7B0E15F06	2700 Divvy Credit Cards Payable	61.98	AMAZON
12/09/2024	DF4FE3C7258E7BF7389ED	2700 Divvy Credit Cards Payable	11.97	AMAZON
12/19/2024	D482651B9B499B6C34C9F	2700 Divvy Credit Cards Payable	43.99	AMAZON
Total for 6224.1 Bldg-Maintenance			\$213.76	
6224.2 Bldg-Repairs				
12/05/2024	76D64947E1AEE624A1356	2700 Divvy Credit Cards Payable	29.56	EBAY
Total for 6224.2 Bldg-Repairs			\$29.56	
6224.3 Bldg-Small Tools				
12/10/2024	263982E4E4089440FE834	2700 Divvy Credit Cards Payable	197.32	EBAY
12/11/2024	7D1F2C76D25A0F42E26CA	2700 Divvy Credit Cards Payable	5.98	AMAZON
12/31/2024	B79F0D7E72D40DBDAE79C	2700 Divvy Credit Cards Payable	5.91	AMAZON
Total for 6224.3 Bldg-Small Tools			\$209.21	
6224.4 Bldg-Supplies				
12/02/2024	72FBAD33C46C15ADB8B21	2700 Divvy Credit Cards Payable	23.53	AMAZON
12/02/2024	109F0D61C7AE60311AA67	2700 Divvy Credit Cards Payable	20.58	AMAZON
12/03/2024	02811A0EC8596614893BE	2700 Divvy Credit Cards Payable	78.80	AMAZON
12/04/2024	386A55218A664B6AD0232	2700 Divvy Credit Cards Payable	116.61	AMAZON
12/04/2024	BD7AFE649FB029A7767EC	2700 Divvy Credit Cards Payable	8.59	AMAZON
12/08/2024	CBA61BD649B9D95D57FEF	2700 Divvy Credit Cards Payable	53.90	AMAZON
12/10/2024	050595C871F1824CFA209	2700 Divvy Credit Cards Payable	83.28	AMAZON
12/10/2024	D0B16311031B59F82CB7E	2700 Divvy Credit Cards Payable	125.78	AMAZON
12/13/2024	82733C804F7C4B1D49D65	2700 Divvy Credit Cards Payable	85.20	AMAZON
12/13/2024	AB3CD60FC693C0C3AECE6	2700 Divvy Credit Cards Payable	85.20	AMAZON
12/13/2024	11566436B40FD6A761DC7	2700 Divvy Credit Cards Payable	281.85	AMAZON
12/14/2024	13FDE727122FC46A8A3F7	2700 Divvy Credit Cards Payable	36.34	AMAZON
12/16/2024	2E17E7000F21DCBEF6EFF	2700 Divvy Credit Cards Payable	83.28	AMAZON
12/21/2024	C559AD65C45E119CFA597	2700 Divvy Credit Cards Payable	19.03	AMAZON
12/21/2024	3688B7DDE1E2019899E32	2700 Divvy Credit Cards Payable	9.95	AMAZON
Total for 6224.4 Bldg-Supplies			\$1,111.92	
6255 Bldg-Rent				
12/28/2024	F0DE95C625745AAE4C44A	2700 Divvy Credit Cards Payable	213.30	ACORN SELF STORAGE
Total for 6255 Bldg-Rent			\$213.30	
Total for 62240 Facility Expense			\$1,777.75	
Total for 52000 OPERATING EXPENSES			\$15,956.24	
Uncategorized Expense				
12/05/2024	97CE87FA325B29A17C8E9	2700 Divvy Credit Cards Payable	1,830.85	INTERNATIONAL MINUTE PRES
12/06/2024	98872B2A19024001657F7	2700 Divvy Credit Cards Payable	280.00	CANVA
Total for Uncategorized Expense			\$2,110.85	

Meridian Library District

Electronic Bill Payment List

October - December, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
10/01/2024	Check	EFT	Blue Cross of Idaho		-	1180 Checking - ICCU General *1068
				October 2024 Employee Health Insurance Contribution Remittance	44,435.04	
				October 2024 Employer Health Insurance Contribution Remittance	-5,814.96	2345 Health Payable
						2345 Health Payable
				October 2024 Billing Differences	39,118.42	
					498.34	2345 Health Payable
10/03/2024	Check	EFT	AFLAC		-381.02	1180 Checking - ICCU General *1068
				September 2024 Aflac Employee Contribution Remittance	-381.02	2360 AFLAC Payable
10/04/2024	Check	EFT	PERSI		-	1180 Checking - ICCU General *1068
				PERSI Base Plan Employer Contributions 10/04/2024 Payroll	25,509.00	
						2330 PERSI withholding payable
				PERSI Base Plan Employee Contributions 10/04/2024 Payroll	15,939.68	
				PERSI Contributions Reconciling Overpayment	-9,569.21	2330 PERSI withholding payable
					-0.11	2330 PERSI withholding payable
10/04/2024	Check	EFT	PERSI-401K		-2,700.23	1180 Checking - ICCU General *1068
				10/04/24 Payroll PERSI 401k Remittance	-2,700.23	2340 401K withholding payable
10/04/2024	Check	EFT	Nationwide 457b		-513.52	1180 Checking - ICCU General *1068
				10/04/24 Payroll Nationwide Roth Remittance	-513.52	2352 Nationwide Withholding Payable
10/04/2024	Check	EFT	Nationwide 457b		-1,360.66	1180 Checking - ICCU General *1068
				10/04/24 Payroll Nationwide PreTax Remittance	-1,360.66	2352 Nationwide Withholding Payable
10/05/2024	Check	EFT	CITY OF MERIDIAN		-124.43	1180 Checking - ICCU General *1068
				Water/Sewer/Recycling/Trash 8/21-9/20/24	124.43	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
10/05/2024	Check	EFT	CITY OF MERIDIAN		-467.29	1180 Checking - ICCU General *1068
				Water/Sewer/Trash/Recycling 8/21-9/20/24	467.29	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
10/05/2024	Check	EFT	CITY OF MERIDIAN		-395.77	1180 Checking - ICCU General *1068
				Water 8/21-9/20/24	395.77	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
10/05/2024	Check	EFT	CITY OF MERIDIAN		-437.83	1180 Checking - ICCU General *1068
				Water/Sewer/Trash/Recycling 08/21-09/20/24	437.83	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
10/08/2024	Check	EFT	L695-NCPERS IDAHO		-144.00	1180 Checking - ICCU General *1068
				October 2024 NCPERS Employee Contribution Remittance	-144.00	2350 Persi Life withholding payable
10/09/2024	Check	EFT	IDAHO POWER - 5042		-538.63	1180 Checking - ICCU General *1068
				Power 08/22-09/20/24	538.63	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
10/11/2024	Check	EFT	HRA VEBA		-9,075.00	1180 Checking - ICCU General *1068
				October 2024 HRA VEBA Remittance	-9,075.00	2353 HRA VEBA Payable
10/11/2024	Check	EFT	PITNEY BOWES		-1,000.00	1180 Checking - ICCU General *1068
				10/11/24 Postage Account Refill Deposit	1,000.00	5232 OPERATING EXPENSES:Miscellaneous Operating:Postage
10/18/2024	Check	EFT	PERSI-401K		-2,700.96	1180 Checking - ICCU General *1068
				10/18/24 Payroll PERSI 401k Remittance	-2,700.96	2340 401K withholding payable
10/18/2024	Check	EFT	PERSI		-	1180 Checking - ICCU General *1068
				PERSI Base Plan Employer Contributions 10/18/2024 Payroll	25,768.65	
						2330 PERSI withholding payable
				PERSI Base Plan Employee Contributions 10/18/2024 Payroll	16,102.03	
					-9,666.62	2330 PERSI withholding payable
10/18/2024	Check	EFT	Nationwide 457b		-1,358.19	1180 Checking - ICCU General *1068
				10/18/24 Payroll Nationwide PreTax Remittance	-1,358.19	2352 Nationwide Withholding Payable
10/18/2024	Check	EFT	Nationwide 457b		-514.01	1180 Checking - ICCU General *1068
				10/18/24 Payroll Nationwide Roth Remittance	-514.01	2352 Nationwide Withholding Payable
10/20/2024	Check	EFT	CITY OF MERIDIAN		-46.35	1180 Checking - ICCU General *1068
				Water/Sewer 09/06-10/05/24	46.35	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
10/20/2024	Check	EFT	CITY OF MERIDIAN		-30.49	1180 Checking - ICCU General *1068
				Water/Sewer 09/06-10/05/24	30.49	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
10/21/2024	Check	EFT	Paylocity		-2,855.90	1181 Checking - ICCU Payroll ZBA *3248
				October Payroll Processing Paylocity INV2366054	2,855.90	5220.1 OPERATING EXPENSES:Information

Meridian Library District

Electronic Bill Payment List

October - December, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
						Technology:IT Infra -Software/Licensing
10/22/2024	Check	EFT	Idaho State Tax Commission	2024 Q3 Sales Tax Remittance + FY2024 Statement of Financial Position Sales Tax Zero	-34.61 34.61	1180 Checking - ICCU General *1068 5250 OPERATING EXPENSES:Miscellaneous Operating:Taxes and insurance
10/22/2024	Check	EFT	IDAHO POWER - 3194	Power 09/05-10/03/24	-1,068.98 1,068.98	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
10/22/2024	Check	EFT	Mutual of Omaha	August 2024 MOO Vision Employer Contributions Remittance August 2024 MOO Vision Employee Contributions Remittance August 2024 MOO STD Employer Contributions Remittance August 2024 MOO ER Life Contributions Remittance August 2024 MOO EE Life Contributions Remittance August 2024 MOO Dental Employer Contributions Remittance August 2024 MOO Dental Employee Contributions Remittance August 2024 MOO Billing Differences	-4,210.86 -331.66 -159.30 -686.96 -256.50 -295.16 -1,458.26 -901.44 121.58	1180 Checking - ICCU General *1068 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2355 Dental Payable 2355 Dental Payable 5010a PERSONNEL:Payroll benefits:Benefits - Retirement
10/22/2024	Check	EFT	Mutual of Omaha	September 2024 MOO Vision Employer Contributions Remittance September 2024 MOO Vision Employee Contributions Remittance September 2024 MOO STD Employer Contributions Remittance September 2024 MOO ER Life Contributions Remittance September 2024 MOO EE Life Contributions Remittance September 2024 MOO Dental Employer Contributions Remittance September 2024 MOO Dental Employee Contributions Remittance September 2024 MOO Billing Differences	-4,062.18 -317.29 -159.30 -674.68 -245.25 -295.16 -1,367.89 -901.44 101.17	1180 Checking - ICCU General *1068 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2355 Dental Payable 2355 Dental Payable 5010a PERSONNEL:Payroll benefits:Benefits - Retirement
10/22/2024	Check	EFT	Mutual of Omaha	October 2024 MOO Vision Employer Contributions Remittance October 2024 MOO Vision Employee Contributions Remittance October 2024 MOO STD Employer Contributions Remittance October 2024 MOO ER Life Contributions Remittance October 2024 MOO EE Life Contributions Remittance October 2024 MOO Dental Employer Contributions Remittance October 2024 MOO Dental Employee Contributions Remittance October 2024 MOO Billing Differences	-3,921.78 -320.20 -166.70 -685.18 -247.50 -295.16 -1,382.76 -945.38 -121.10	1180 Checking - ICCU General *1068 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2355 Dental Payable 2355 Dental Payable 5010a PERSONNEL:Payroll benefits:Benefits - Retirement
10/22/2024	Check	EFT	Mutual of Omaha	November 2024 MOO Vision Employer Contributions Remittance November 2024 MOO Vision Employee Contributions Remittance November 2024 MOO STD Employer Contributions Remittance November 2024 MOO ER Life Contributions Remittance November 2024 MOO EE Life Contributions Remittance November 2024 MOO Dental Employer Contributions Remittance November 2024 MOO Dental Employee Contributions Remittance November 2024 MOO Billing Differences	-4,238.49 -166.70 -331.72 -709.18 -256.50 -295.16 -1,417.84 -945.38 116.01	1180 Checking - ICCU General *1068 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2355 Dental Payable 2355 Dental Payable 5010a PERSONNEL:Payroll benefits:Benefits - Retirement
10/23/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 08/28-09/30/24	-8.24 8.24	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
10/23/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 08/27-09/30/24	-15.45 15.45	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
10/24/2024	Check	EFT	IDAHO POWER - 7016	Power 09/07-10/07/24	-125.82 125.82	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
10/24/2024	Check	EFT	IDAHO POWER - 1620	Power 09/07-10/07/24	-2,956.99 2,956.99	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
10/25/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 08/29-10/01/24	-16.12 16.12	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities

Meridian Library District

Electronic Bill Payment List

October - December, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
10/28/2024	Check	EFT	Bill.com	Bill.com 09/28-10/27/24	-966.17 966.17	1180 Checking - ICCU General *1068 5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing
10/28/2024	Check	EFT	Chevron (Wex Bank)	09/24-10/23/24 Fuel 09/24-10/23/24 Fuel 09/24-10/23/24 Fuel 09/24-10/23/24 Fuel 09/24-10/23/24 Fuel 09/24-10/23/24 Fuel	-547.77 103.17 70.62 288.11 37.29 33.00 15.58	1180 Checking - ICCU General *1068 5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile 5260.2 OPERATING EXPENSES:Vehicle Expense:Vehicle - Sprinter 5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon 5260.9 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 7665 5260.8 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 4697 5260.12 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 7581
10/29/2024	Check	EFT	Blue Cross of Idaho	November 2024 Employee Health Insurance Contribution Remittance November 2024 Employer Health Insurance Contribution Remittance November 2024 Billing Differences	- 45,988.53 -5,814.76 - 40,153.74 -20.03	1180 Checking - ICCU General *1068 2345 Health Payable 2345 Health Payable 2345 Health Payable
10/29/2024	Check	EFT	Idaho Central Credit Union	ICCU Checking Service Fees October 2024	-243.35 243.35	1180 Checking - ICCU General *1068 5202.3 OPERATING EXPENSES:Banking fees:Financial fees
10/30/2024	Check	EFT	IDAHO POWER - 7302	Power 09/12-10/11/24	-383.72 383.72	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
10/31/2024	Check	EFT	Gravity Payments	October 2024 Gravity Payments Processing Fees	-20.40 20.40	1180 Checking - ICCU General *1068 5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees
11/01/2024	Check	EFT	PERSI	PERSI Base Plan Employer Contributions 11/01/2024 Payroll PERSI Base Plan Employee Contributions 11/01/2024 Payroll	- 27,944.97 17,461.95 - 10,483.02	1180 Checking - ICCU General *1068 2330 PERSI withholding payable 2330 PERSI withholding payable
11/01/2024	Check	EFT	PERSI-401K	11/01/24 Payroll PERSI 401k Remittance	-2,782.73 -2,782.73	1180 Checking - ICCU General *1068 2340 401K withholding payable
11/01/2024	Check	EFT	Nationwide 457b	11/01/24 Payroll Nationwide PreTax Remittance	-1,418.16 -1,418.16	1180 Checking - ICCU General *1068 2352 Nationwide Withholding Payable
11/01/2024	Check	EFT	Nationwide 457b	11/01/24 Payroll Nationwide Roth Remittance	-521.67 -521.67	1180 Checking - ICCU General *1068 2352 Nationwide Withholding Payable
11/04/2024	Check	EFT	AFLAC	October 2024 Aflac Employee Contribution Remittance	-381.02 -381.02	1180 Checking - ICCU General *1068 2360 AFLAC Payable
11/05/2024	Check	EFT	CITY OF MERIDIAN	Water/Sewer/Recycling/Trash 9/21-10/20/24	-101.77 101.77	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
11/05/2024	Check	EFT	CITY OF MERIDIAN	Water/Sewer/Trash/Recycling 9/21-10/20/24	-432.26 432.26	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
11/05/2024	Check	EFT	CITY OF MERIDIAN	Water 9/21-10/20/24	-311.77 311.77	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
11/05/2024	Check	EFT	CITY OF MERIDIAN	Water/Sewer/Trash/Recycling 09/21-10/20/24	-410.62 410.62	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
11/07/2024	Check	EFT	L695-NCPERS IDAHO	November 2024 NCPERS Employee Contribution Remittance	-144.00 -144.00	1180 Checking - ICCU General *1068 2350 Persi Life withholding payable
11/08/2024	Check	EFT	HRA VEBA	November 2024 HRA VEBA Remittance	-9,405.00 -9,405.00	1180 Checking - ICCU General *1068 2353 HRA VEBA Payable
11/08/2024	Check	EFT	IDAHO POWER - 5042	Power 09/21-10/22/24	-612.39 612.39	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities

Meridian Library District

Electronic Bill Payment List

October - December, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
11/11/2024	Check	EFT	PITNEY BOWES	11/11/24 Postage Account Refill Deposit	-1,000.00 1,000.00	1180 Checking - ICCU General *1068 5232 OPERATING EXPENSES:Miscellaneous Operating:Postage
11/15/2024	Check	EFT	PERSI-401K	11/15/24 Payroll PERSI 401k Remittance	-2,817.39 -2,817.39	1180 Checking - ICCU General *1068 2340 401K withholding payable
11/15/2024	Check	EFT	PERSI	PERSI Base Plan Employer Contributions 11/15/2024 Payroll PERSI Base Plan Employee Contributions 11/15/2024 Payroll	- 28,224.42 17,636.55 10,587.87	1180 Checking - ICCU General *1068 - 2330 PERSI withholding payable - 2330 PERSI withholding payable
11/15/2024	Check	EFT	Nationwide 457b	11/15/24 Payroll Nationwide PreTax Remittance	-1,187.57 -1,187.57	1180 Checking - ICCU General *1068 2352 Nationwide Withholding Payable
11/15/2024	Check	EFT	Nationwide 457b	11/15/24 Payroll Nationwide Roth Remittance	-685.95 -685.95	1180 Checking - ICCU General *1068 2352 Nationwide Withholding Payable
11/20/2024	Check	EFT	Paylocity	November Payroll Processing Paylocity INV2429767	-2,398.99 2,398.99	1181 Checking - ICCU Payroll ZBA *3248 5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing
11/20/2024	Check	EFT	CITY OF MERIDIAN	Water/Sewer 10/06-11/05/24	-68.13 68.13	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
11/20/2024	Check	EFT	CITY OF MERIDIAN	Water/Sewer 10/06-11/05/24	-22.67 22.67	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
11/20/2024	Check	EFT	IDAHO POWER - 3194	Power 10/04-11/01/24	-891.57 891.57	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
11/20/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 10/01-10/28/24	-84.61 84.61	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
11/21/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 10/02-10/29/24	-94.90 94.90	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
11/22/2024	Check	EFT	IDAHO POWER - 7016	Power 10/08-11/05/24	-100.51 100.51	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
11/22/2024	Check	EFT	IDAHO POWER - 1620	Power 10/08-11/05/24	-2,477.70 2,477.70	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
11/26/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 10/05-11/01/24	-66.04 66.04	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
11/28/2024	Check	EFT	Bill.com	Bill.com 10/28-11/27/24	-946.77 946.77	1180 Checking - ICCU General *1068 5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing
11/29/2024	Check	EFT	PERSI	PERSI Base Plan Employer Contributions 11/29/2024 Payroll PERSI Base Plan Employee Contributions 11/29/2024 Payroll PERSI Contributions Processing Fee	- 28,145.29 17,569.79 10,547.79 -27.71	1180 Checking - ICCU General *1068 - 2330 PERSI withholding payable - 2330 PERSI withholding payable 2330 PERSI withholding payable
11/29/2024	Check	EFT	PERSI-401K	11/29/24 Payroll PERSI 401k Remittance	-2,819.87 -2,819.87	1180 Checking - ICCU General *1068 2340 401K withholding payable
11/29/2024	Check	EFT	Nationwide 457b	11/29/24 Payroll Nationwide Roth Remittance	-375.92 -375.92	1180 Checking - ICCU General *1068 2352 Nationwide Withholding Payable
11/29/2024	Check	EFT	Nationwide 457b	11/29/24 Payroll Nationwide PreTax Remittance	-796.41 -796.41	1180 Checking - ICCU General *1068 2352 Nationwide Withholding Payable
11/30/2024	Check	EFT	Idaho Central Credit Union	ICCU Money Market Savings Service Fees November 2024	-15.00 15.00	1184 Savings - ICCU Savings *8093 5202.3 OPERATING EXPENSES:Banking fees:Financial fees

Meridian Library District

Electronic Bill Payment List

October - December, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
11/30/2024	Check	EFT	Gravity Payments	November 2024 Gravity Payments Processing Fees	-26.59 26.59	1180 Checking - ICCU General *1068 5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees
12/02/2024	Check	EFT	Idaho Central Credit Union	ICCU Checking Service Fees November 2024	-242.75 242.75	1180 Checking - ICCU General *1068 5202.3 OPERATING EXPENSES:Banking fees:Financial fees
12/02/2024	Check	EFT	IDAHO POWER - 7302	Power 10/12-11/11/24	-370.73 370.73	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/03/2024	Check	EFT	Blue Cross of Idaho	December 2024 Employee Health Insurance Contribution Remittance December 2024 Employer Health Insurance Contribution Remittance December 2024 Billing Differences	- 47,542.02 -5,563.71 - 34,059.11 -7,919.20	1180 Checking - ICCU General *1068 2345 Health Payable 2345 Health Payable 2345 Health Payable
12/03/2024	Check	EFT	Chevron (Wex Bank)	10/24-11/23/24 Fuel 10/24-11/23/24 Fuel 10/24-11/23/24 Fuel 10/24-11/23/24 Fuel 10/24-11/23/24 Fuel 10/24-11/23/24 Fuel 10/24-11/23/24 Fuel 10/24-11/23/24 Fuel	-570.23 108.68 43.73 37.73 110.00 65.78 27.65 31.37 145.29	1180 Checking - ICCU General *1068 5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile 5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van Honda Odyssey 5260.4 OPERATING EXPENSES:Vehicle Expense:Vehicle - Honda Element 5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon 5260.7 OPERATING EXPENSES:Vehicle Expense:Vehicle - Chevy Silverado 1500 5260.9 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 7665 5260.8 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 4697 5260.11 OPERATING EXPENSES:Vehicle Expense:Vehicle - Ford F150 Transit Van
12/04/2024	Check	EFT	AFLAC	November 2024 Aflac Employee Contribution Remittance	-381.02 -381.02	1180 Checking - ICCU General *1068 2360 AFLAC Payable
12/05/2024	Check	EFT	CITY OF MERIDIAN	Water/Sewer/Recycling/Trash 10/21-11/20/24	-97.76 97.76	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/05/2024	Check	EFT	CITY OF MERIDIAN	Water 10/21-11/20/24	-368.50 368.50	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/05/2024	Check	EFT	CITY OF MERIDIAN	Water/Sewer/Trash/Recycling 10/21-11/20/24	-450.38 450.38	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/05/2024	Check	EFT	CITY OF MERIDIAN	Water/Sewer/Trash/Recycling 10/21-11/20/24	-480.53 480.53	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/09/2024	Check	EFT	IDAHO POWER - 5042	Power 10/23-11/20/24	-468.49 468.49	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/10/2024	Check	EFT	L695-NCPERS IDAHO	December 2024 NCPERS Employee Contribution Remittance	-144.00 -144.00	1180 Checking - ICCU General *1068 2350 Persi Life withholding payable
12/10/2024	Check	EFT	Mutual of Omaha	December 2024 MOO Vision Employer Contributions Remittance December 2024 MOO Vision Employee Contributions Remittance December 2024 MOO STD Employer Contributions Remittance December 2024 MOO ER Life Contributions Remittance December 2024 MOO EE Life Contributions Remittance December 2024 MOO Dental Employer Contributions Remittance December 2024 MOO Dental Employee Contributions Remittance December 2024 MOO Billing Differences	-3,896.26 -163.00 -261.80 -853.67 -283.50 -285.16 -1,197.79 -923.41 -72.07	1180 Checking - ICCU General *1068 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2358 Mutual of Omaha Payable 2355 Dental Payable 2355 Dental Payable 5010a PERSONNEL:Payroll benefits:Benefits - Retirement
12/13/2024	Check	EFT	PERSI	PERSI Base Plan Employer Contributions 12/13/2024 Payroll PERSI Base Plan Employee Contributions 12/13/2024 Payroll PERSI Contributions Rounding Difference	- 27,878.44 - 17,420.34 - 10,458.08 -0.02	1180 Checking - ICCU General *1068 2330 PERSI withholding payable 2330 PERSI withholding payable 2330 PERSI withholding payable

Meridian Library District

Electronic Bill Payment List

October - December, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
12/13/2024	Check	EFT	PERSI-401K	12/13/24 Payroll PERSI 401k Remittance	-2,817.88	1180 Checking - ICCU General *1068
					-2,817.88	2340 401K withholding payable
12/13/2024	Check	EFT	Nationwide 457b	12/13/24 Payroll Nationwide PreTax Remittance	-376.21	1180 Checking - ICCU General *1068
					-376.21	2352 Nationwide Withholding Payable
12/13/2024	Check	EFT	Nationwide 457b	12/13/24 Payroll Nationwide Roth Remittance	-806.55	1180 Checking - ICCU General *1068
					-806.55	2352 Nationwide Withholding Payable
12/18/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 10/29-11/25/24	-61.89	1180 Checking - ICCU General *1068
					61.89	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/18/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 10/29-11/25/24	-357.83	1180 Checking - ICCU General *1068
					357.83	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/19/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 10/30-11/26/24	-424.34	1180 Checking - ICCU General *1068
					424.34	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/20/2024	Check	EFT	Paylocity	December Payroll Processing Paylocity INV2494271	-2,376.24	1181 Checking - ICCU Payroll ZBA *3248
					2,376.24	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing
12/20/2024	Check	EFT	CITY OF MERIDIAN	Water/Sewer 11/06-12/05/24	-69.49	1180 Checking - ICCU General *1068
					69.49	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/20/2024	Check	EFT	CITY OF MERIDIAN	Water/Sewer 11/06-12/05/24	-23.34	1180 Checking - ICCU General *1068
					23.34	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/23/2024	Check	EFT	IDAHO POWER - 3194	Power 11/02-12/04/24	-897.48	1180 Checking - ICCU General *1068
					897.48	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/24/2024	Check	EFT	IDAHO POWER - 7016	Power 11/06-12/05/24	-98.75	1180 Checking - ICCU General *1068
					98.75	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/24/2024	Check	EFT	IDAHO POWER - 1620	Power 11/06-12/05/24	-2,630.40	1180 Checking - ICCU General *1068
					2,630.40	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/24/2024	Check	EFT	Idaho Central Credit Union	ICCU Checking Service Fees December 2024	-242.60	1180 Checking - ICCU General *1068
					242.60	5202.3 OPERATING EXPENSES:Banking fees:Financial fees
12/27/2024	Check	EFT	PERSI-401K	12/27/24 Payroll PERSI 401k Remittance	-2,820.64	1180 Checking - ICCU General *1068
					-2,820.64	2340 401K withholding payable
12/27/2024	Check	EFT	PERSI	PERSI Base Plan Employer Contributions 12/27/2024 Payroll	-	1180 Checking - ICCU General *1068
					28,173.48	2330 PERSI withholding payable
				PERSI Base Plan Employee Contributions 12/27/2024 Payroll	17,568.60	2330 PERSI withholding payable
				PERSI Contributions 12/27/24 Payroll Difference	10,547.10	2330 PERSI withholding payable
					-57.78	2330 PERSI withholding payable
12/27/2024	Check	EFT	Nationwide 457b	12/27/24 Payroll Nationwide PreTax Remittance	-376.30	1180 Checking - ICCU General *1068
					-376.30	2352 Nationwide Withholding Payable
12/27/2024	Check	EFT	Nationwide 457b	12/27/24 Payroll Nationwide Roth Remittance	-749.48	1180 Checking - ICCU General *1068
					-749.48	2352 Nationwide Withholding Payable
12/27/2024	Check	EFT	IDAHO POWER - 7302	Power 11/12-12/10/24	-454.90	1180 Checking - ICCU General *1068
					454.90	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/27/2024	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 11/02-12/04/24	-275.96	1180 Checking - ICCU General *1068
					275.96	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
12/28/2024	Check	EFT	Bill.com	Bill.com 11/28-12/27/24	-989.39	1180 Checking - ICCU General *1068
					989.39	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing

Meridian Library District

Electronic Bill Payment List

October - December, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
12/30/2024	Check	EFT	HRA VEBA	December 2024 HRA VEBA Remittance	-8,910.00	1180 Checking - ICCU General *1068
					-8,910.00	2353 HRA VEBA Payable
12/31/2024	Check	EFT	Blue Cross of Idaho	January 2025 Employee Health Insurance Contribution Remittance	-	1180 Checking - ICCU General *1068
				January 2025 Employer Health Insurance Contribution Remittance	47,440.45	
				January 2025 Billing Differences	-5,858.52	2345 Health Payable
					-	2345 Health Payable
					39,560.60	
					-2,021.33	2345 Health Payable
12/31/2024	Check	EFT	PITNEY BOWES	12/31/24 Postage Account Refill Deposit	-1,000.00	1180 Checking - ICCU General *1068
					1,000.00	5232 OPERATING EXPENSES:Miscellaneous Operating:Postage
12/31/2024	Check	EFT	Chevron (Wex Bank)	11/24-12/23/24 Fuel	-420.75	1180 Checking - ICCU General *1068
				11/24-12/23/24 Fuel	61.07	5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile
				11/24-12/23/24 Fuel	44.47	5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van Honda Odyssey
				11/24-12/23/24 Fuel	0.00	5260.4 OPERATING EXPENSES:Vehicle Expense:Vehicle - Honda Element
				10/24-11/23/24 Fuel	171.53	5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon
				11/24-12/23/24 Fuel	53.94	5260.7 OPERATING EXPENSES:Vehicle Expense:Vehicle - Chevy Silverado 1500
				11/24-12/23/24 Fuel	0.00	5260.9 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 7665
				11/24-12/23/24 Fuel	29.10	5260.8 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 4697
				11/24-12/23/24 Fuel	60.64	5260.11 OPERATING EXPENSES:Vehicle Expense:Vehicle - Ford F150 Transit Van
12/31/2024	Check	EFT	Gravity Payments	December 2024 Gravity Payments Processing Fees	-27.94	1180 Checking - ICCU General *1068
					27.94	5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees
Sales Tax Payment						
10/22/2024	Sales Tax Payment			2024 Q3 Sales Tax Payment \$1,193.55. Clear out of FY24 sales tax accounts for audit /financial statement cleanup. \$34.61 recorded as vendor payment.	-1,158.94	1180 Checking - ICCU General *1068
				2024 Q3 Sales Tax Payment \$1,193.55. Clear out of FY24 sales tax accounts for audit /financial statement cleanup. \$34.61 recorded as vendor payment.	-1,158.94	Sales Tax Agency Payable
Expenditure						
10/27/2024	Expenditure	REFUND	Square Customer All Branches & Locations	po_6e4c7392-a2cf-48f3-b65c-241e845a4a9e	-30.00	1180 Checking - ICCU General *1068
				Refund of Cherry Lane Small Conference Room Reservation Oregon State College of Pharmacy Interview	30.00	12000 Undeposited Funds
10/28/2024	Expenditure	REFUND	Square Customer All Branches & Locations	po_6e4c7392-a2cf-48f3-b65c-241e845a4a9e	-45.00	1180 Checking - ICCU General *1068
				Refund of Cherry Lane Small Conference Room Reservation Social Security X2	45.00	12000 Undeposited Funds
11/06/2024	Expenditure	REFUND	Square Customer All Branches & Locations	po_6e4c7392-a2cf-48f3-b65c-241e845a4a9e	-37.50	1180 Checking - ICCU General *1068
				Refund of Orchard Park Conference Room Reservation Cancelled Homeschool Co-op STEM Class	37.50	12000 Undeposited Funds
11/21/2024	Expenditure	REFUND	Square Customer All Branches & Locations	po_6e4c7392-a2cf-48f3-b65c-241e845a4a9e	-15.00	1180 Checking - ICCU General *1068
				Refund of unBound Meet Space Meeting Reservation Cancelled	15.00	12000 Undeposited Funds
Credit Card Payment						
10/01/2024	Credit Card Payment		Divvy		-	1180 Checking - ICCU General *1068
					38,514.78	
					-	2700 Divvy Credit Cards Payable
					38,514.78	
11/01/2024	Credit Card Payment		Divvy		-	1180 Checking - ICCU General *1068
					27,594.20	
					-	2700 Divvy Credit Cards Payable
					27,594.20	
12/01/2024	Credit Card Payment		Divvy		-	1180 Checking - ICCU General *1068
					25,979.14	
					-	2700 Divvy Credit Cards Payable
					25,979.14	

Meridian Library District

Electronic Bill Payment List

October - December, 2024

Meridian Library District

Budget vs. Actuals: Budget FY25 by Class - FY25 P&L Classes

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
40000 Tax Revenue	131,890.65	8,533,999.00	-8,402,108.35	1.55 %
42000 Non-tax Revenue	202,679.60	636,239.00	-433,559.40	31.86 %
48000 Fund Balance Carryover		2,625,000.00	-2,625,000.00	
Total Revenue	\$334,570.25	\$11,795,238.00	\$ - 11,460,667.75	2.84 %
GROSS PROFIT	\$334,570.25	\$11,795,238.00	\$ - 11,460,667.75	2.84 %
Expenditures				
50000 PERSONNEL	1,486,726.33	6,072,826.95	-4,586,100.62	24.48 %
51000 COLLECTIONS	284,486.20	911,535.00	-627,048.80	31.21 %
52000 OPERATING EXPENSES	647,940.97	2,160,876.05	-1,512,935.08	29.99 %
72000 CAPITAL EQUIPMENT EXPENSES	42,434.88	25,000.00	17,434.88	169.74 %
73000 CAPITAL BUILDING EXPENSES	264,205.54	2,625,000.00	-2,360,794.46	10.06 %
Total Expenditures	\$2,725,793.92	\$11,795,238.00	\$ - 9,069,444.08	23.11 %
NET OPERATING REVENUE	\$ - 2,391,223.67	\$0.00	\$ - 2,391,223.67	0.00%
Other Revenue				
8000 Plant Facilities Levy Revenue		1,400,000.00	-1,400,000.00	
8338 Capital Projects Interest	60,084.74	113,500.00	-53,415.26	52.94 %
8810 Transfer In-To Capital Projects Fund Carryover from Capital Projects Fund Balance		2,625,000.00	-2,625,000.00	
Total Other Revenue	\$60,084.74	\$4,138,500.00	\$ - 4,078,415.26	1.45 %
Other Expenditures				
9202 Pinnacle fka South Branch Financial Fees		3,750.00	-3,750.00	
9285 Pinnacle fka South Branch Lease Payment	142,241.62		142,241.62	
9289 Pinnacle fka South Branch Project Costs	4,504.30		4,504.30	
9330 Cherry Lane Renovation - Capital Projects Fund		2,625,000.00	-2,625,000.00	
Total Other Expenditures	\$146,745.92	\$2,628,750.00	\$ - 2,482,004.08	5.58 %
NET OTHER REVENUE	\$ -86,661.18	\$1,509,750.00	\$ - 1,596,411.18	-5.74 %
NET REVENUE	\$ - 2,477,884.85	\$1,509,750.00	\$ - 3,987,634.85	-164.13 %

Meridian Library District

Budget vs. Actuals: Budget FY25 by Class - FY25 P&L Classes

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
40000 Tax Revenue				
4000 Tax levy	9,156.42	8,080,849.00	-8,071,692.58	0.11 %
4010 Ag. Replacement	485.00	1,940.00	-1,455.00	25.00 %
4020 Pers Prop Replacement		39,039.00	-39,039.00	
4025 Recovered Homeowner's Exemption		100.00	-100.00	
4060 Tort Tax Levy		80,071.00	-80,071.00	
4100 Sales tax income	122,249.23	332,000.00	-209,750.77	36.82 %
Total 40000 Tax Revenue	131,890.65	8,533,999.00	-8,402,108.35	1.55 %
42000 Non-tax Revenue				
4200 Fines and fees	8,410.24	21,000.00	-12,589.76	40.05 %
4220 Meeting Room income	3,303.75	12,100.00	-8,796.25	27.30 %
4221 Donations & Memorials	131.36	3,000.00	-2,868.64	4.38 %
4300 Interest income	41,798.12	135,000.00	-93,201.88	30.96 %
4339 Capital Replace & Repair Int	78,369.11	205,000.00	-126,630.89	38.23 %
4400 Copy/Print income	10,149.37	31,700.00	-21,550.63	32.02 %
4410 Miscellaneous income	54,946.73		54,946.73	
4415 Lynx Consortium income		110,439.00	-110,439.00	
4500 Grants	4,870.92	67,000.00	-62,129.08	7.27 %
4700 Sponsorships	700.00	51,000.00	-50,300.00	1.37 %
Total 42000 Non-tax Revenue	202,679.60	636,239.00	-433,559.40	31.86 %
48000 Fund Balance Carryover				
4810 Transfer In-To General Fund Carryover from Capital Repair & Replacement Balance		2,625,000.00	-2,625,000.00	
Total 48000 Fund Balance Carryover		2,625,000.00	-2,625,000.00	
Total Revenue	\$334,570.25	\$11,795,238.00	\$ -	2.84 %
GROSS PROFIT	\$334,570.25	\$11,795,238.00	\$ -	2.84 %
			11,460,667.75	
			11,460,667.75	
Expenditures				
50000 PERSONNEL				
5000 Salaries and wages	1,130,601.21	4,549,838.28	-3,419,237.07	24.85 %
5005 Termination salaries	3,556.98		3,556.98	
Total 5000 Salaries and wages	1,134,158.19	4,549,838.28	-3,415,680.09	24.93 %
5010 Payroll benefits				
5010a Benefits - Retirement	117,429.59	444,135.96	-326,706.37	26.44 %
5010b Benefits - PR Taxes	85,060.85	336,718.17	-251,657.32	25.26 %
5010c Benefits - Health	150,077.70	742,134.54	-592,056.84	20.22 %
Total 5010 Payroll benefits	352,568.14	1,522,988.67	-1,170,420.53	23.15 %
Total 50000 PERSONNEL	1,486,726.33	6,072,826.95	-4,586,100.62	24.48 %
51000 COLLECTIONS				
5115 Adult Print Books	49,461.04	161,000.00	-111,538.96	30.72 %

Meridian Library District

Budget vs. Actuals: Budget FY25 by Class - FY25 P&L Classes

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5121 Electronic databases	41,490.42	62,735.00	-21,244.58	66.14 %
5122 eContent	154,725.19	380,000.00	-225,274.81	40.72 %
5125 Print Reference	81.08	1,000.00	-918.92	8.11 %
5130 Children's books	18,134.19	166,510.00	-148,375.81	10.89 %
5130S Children's books - Supported	219.93		219.93	
Total 5130 Children's books	18,354.12	166,510.00	-148,155.88	11.02 %
5135 Young Adult books	4,112.32	50,290.00	-46,177.68	8.18 %
5149 Media	15,644.75	55,000.00	-39,355.25	28.45 %
5150 Circulating devices & kits	617.28	25,000.00	-24,382.72	2.47 %
5151 Periodicals		10,000.00	-10,000.00	
Total 51000 COLLECTIONS	284,486.20	911,535.00	-627,048.80	31.21 %
52000 OPERATING EXPENSES				
52020 Professional Services				
5202.1 Audit	24,000.00	28,500.00	-4,500.00	84.21 %
5202.4 Legal fees	22,761.22	80,000.00	-57,238.78	28.45 %
5202.5 Consulting		136,617.77	-136,617.77	
5202.6 Other	2,255.65	7,000.00	-4,744.35	32.22 %
5237 Recruiting/Background Checks	486.90	3,000.00	-2,513.10	16.23 %
Total 52020 Professional Services	49,503.77	255,117.77	-205,614.00	19.40 %
52025 Banking fees				
5202.2 Bankcard fees	754.16	2,500.00	-1,745.84	30.17 %
5202.3 Financial fees	743.70	2,600.00	-1,856.30	28.60 %
Total 52025 Banking fees	1,497.86	5,100.00	-3,602.14	29.37 %
52120 Consortium				
5212.AD Consortium-Administrator	25,647.44	138,048.27	-112,400.83	18.58 %
5212.C Consortium-Courier	25,479.00	54,000.00	-28,521.00	47.18 %
5212.H Consortium-Hardware/Software	18,897.55	48,800.00	-29,902.45	38.72 %
5212.MS Consortium-Misc. Expenditures Reimbursable to MLD	846.51		846.51	
Total 52120 Consortium	70,870.50	240,848.27	-169,977.77	29.43 %
52200 Information Technology				
5220.1 IT Infra -Software/Licensing	41,431.25	122,468.00	-81,036.75	33.83 %
5220.2 IT Infra -Support	5,604.09	18,200.00	-12,595.91	30.79 %
5220.3 IT PCs, Printers & Hardware	11,934.03	38,400.00	-26,465.97	31.08 %
5220.5 IT Utilities	18,065.06	35,244.00	-17,178.94	51.26 %
5220.6 IT Collection Licensing		13,000.00	-13,000.00	
5220.7 IT Technology Maintenance	13,143.54	38,322.00	-25,178.46	34.30 %
5230 Phone Service	4,561.90	15,000.00	-10,438.10	30.41 %
Total 52200 Information Technology	94,739.87	280,634.00	-185,894.13	33.76 %
52250 Marketing				
5225 Marketing & advertising	1,172.09	21,500.00	-20,327.91	5.45 %
5226 Brochures general-marketing		6,500.00	-6,500.00	

Meridian Library District

Budget vs. Actuals: Budget FY25 by Class - FY25 P&L Classes

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5227 Brochures programs - marketing	2,110.85	15,000.00	-12,889.15	14.07 %
Total 52250 Marketing	3,282.94	43,000.00	-39,717.06	7.63 %
52290 Materials Processing				
5229.1 Materials-OCLC	846.77	18,000.00	-17,153.23	4.70 %
5229.2 Materials-Processing	9,747.63	75,000.00	-65,252.37	13.00 %
Total 52290 Materials Processing	10,594.40	93,000.00	-82,405.60	11.39 %
52340 Professional Development				
5234.1 Conferences	14,691.22	60,000.00	-45,308.78	24.49 %
5234.2 Education	6,408.72	12,000.00	-5,591.28	53.41 %
5234.3 Materials	79.50	1,000.00	-920.50	7.95 %
5234.4 Memberships	2,726.00	8,000.00	-5,274.00	34.08 %
5234.5 Staff Mtg & Training	2,137.77	10,000.00	-7,862.23	21.38 %
5234.5s Staff Training - Supported	2,869.57		2,869.57	
Total 5234.5 Staff Mtg & Training	5,007.34	10,000.00	-4,992.66	50.07 %
5234.6 Webinar/Ecourses	579.09	8,000.00	-7,420.91	7.24 %
Total 52340 Professional Development	29,491.87	99,000.00	-69,508.13	29.79 %
52360 Program Expense				
5236.2 Programs - District	15,704.12	95,302.00	-79,597.88	16.48 %
5236.VO Programs -Volunteers		3,228.00	-3,228.00	
Total 52360 Program Expense	15,704.12	98,530.00	-82,825.88	15.94 %
52400 Supplies				
5211 Copy/Print	9,952.95	38,960.00	-29,007.05	25.55 %
5240 Supplies - general	3,763.98	18,725.00	-14,961.02	20.10 %
5246 Supplies - office	2,329.64	16,205.00	-13,875.36	14.38 %
Total 52400 Supplies	16,046.57	73,890.00	-57,843.43	21.72 %
52500 Miscellaneous Operating				
5216 Equipment & Furnishings Not Cap	10,144.87	11,150.00	-1,005.13	90.99 %
5228 Miscellaneous	172.22	4,400.00	-4,227.78	3.91 %
5232 Postage	3,580.54	11,000.00	-7,419.46	32.55 %
5250 Taxes and insurance	44,706.16	55,363.01	-10,656.85	80.75 %
Total 52500 Miscellaneous Operating	58,603.79	81,913.01	-23,309.22	71.54 %
52600 Vehicle Expense				
5260.1 Vehicle - Bookmobile	319.43	10,800.00	-10,480.57	2.96 %
5260.11 Vehicle - Ford F150 Transit Van	514.94	16,550.00	-16,035.06	3.11 %
5260.12 Vehicle - Toyota Rav4 VIN 7581	15.58		15.58	
5260.2 Vehicle - Sprinter	94.20		94.20	
5260.3 Vehicle - Van Honda Odyssey	535.88	5,300.00	-4,764.12	10.11 %
5260.4 Vehicle - Honda Element	61.31	3,800.00	-3,738.69	1.61 %
5260.5 Vehicle - Dodge HD Wagon	1,643.06	7,050.00	-5,406.94	23.31 %
5260.6 Employee Mileage Reimbursement	8.44	250.00	-241.56	3.38 %
5260.7 Vehicle - Chevy Silverado 1500	119.72	3,300.00	-3,180.28	3.63 %

Meridian Library District

Budget vs. Actuals: Budget FY25 by Class - FY25 P&L Classes

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5260.8 Vehicle - Toyota Rav4 VIN 4697	127.21	3,300.00	-3,172.79	3.85 %
5260.9 Vehicle - Toyota Rav4 VIN 7665	582.48	3,300.00	-2,717.52	17.65 %
Total 52600 Vehicle Expense	4,022.25	53,650.00	-49,627.75	7.50 %
62240 Facility Expense				
6224.1 Bldg-Maintenance	79,455.28	263,872.00	-184,416.72	30.11 %
6224.2 Bldg-Repairs	17,859.49	49,000.00	-31,140.51	36.45 %
6224.3 Bldg-Small Tools	378.15	4,250.00	-3,871.85	8.90 %
6224.4 Bldg-Supplies	10,031.66	46,500.00	-36,468.34	21.57 %
6250 Bldg-Insurance	40,035.50	80,071.00	-40,035.50	50.00 %
6255 Bldg-Rent	109,903.25	266,000.00	-156,096.75	41.32 %
6258 Bldg-Utilities	35,919.70	126,500.00	-90,580.30	28.40 %
Total 62240 Facility Expense	293,583.03	836,193.00	-542,609.97	35.11 %
Total 52000 OPERATING EXPENSES	647,940.97	2,160,876.05	-1,512,935.08	29.99 %
72000 CAPITAL EQUIPMENT EXPENSES				
7216 Equipment & Furnishings	29,469.36		29,469.36	
7220.3 IT PCs, Hardware Printers	0.00	25,000.00	-25,000.00	0.00 %
7295 Major improvements	12,965.52		12,965.52	
Total 72000 CAPITAL EQUIPMENT EXPENSES	42,434.88	25,000.00	17,434.88	169.74 %
73000 CAPITAL BUILDING EXPENSES				
7331 Cherry Lane Renovation - Capital Repair & Replacement	264,205.54	2,625,000.00	-2,360,794.46	10.06 %
Total 73000 CAPITAL BUILDING EXPENSES	264,205.54	2,625,000.00	-2,360,794.46	10.06 %
Total Expenditures	\$2,725,793.92	\$11,795,238.00	\$ -	23.11 %
			9,069,444.08	
NET OPERATING REVENUE	\$ -	\$0.00	\$ -	0.00%
	2,391,223.67		2,391,223.67	
Other Revenue				
8000 Plant Facilities Levy Revenue		1,400,000.00	-1,400,000.00	
8338 Capital Projects Interest	60,084.74	113,500.00	-53,415.26	52.94 %
8810 Transfer In-To Capital Projects Fund Carryover from Capital Projects Fund Balance		2,625,000.00	-2,625,000.00	
Total Other Revenue	\$60,084.74	\$4,138,500.00	\$ -	1.45 %
			4,078,415.26	
Other Expenditures				
9202 Pinnacle fka South Branch Financial Fees		3,750.00	-3,750.00	
9285 Pinnacle fka South Branch Lease Payment	142,241.62		142,241.62	
9289 Pinnacle fka South Branch Project Costs	4,504.30		4,504.30	
9330 Cherry Lane Renovation - Capital Projects Fund		2,625,000.00	-2,625,000.00	
Total Other Expenditures	\$146,745.92	\$2,628,750.00	\$ -	5.58 %
			2,482,004.08	
NET OTHER REVENUE	\$ -86,661.18	\$1,509,750.00	\$ -	-5.74 %
			1,596,411.18	

Meridian Library District

Budget vs. Actuals: Budget FY25 by Class - FY25 P&L Classes

October 2024 - September 2025

		TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	
NET REVENUE	\$ - 2,477,884.85	\$1,509,750.00	\$ - 3,987,634.85	-164.13 %	

Meridian Library District

Statement of Activity

October - December, 2024

	TOTAL
Revenue	
40000 Tax Revenue	
4000 Tax levy	9,156.42
4010 Ag. Replacement	485.00
4100 Sales tax income	122,249.23
Total 40000 Tax Revenue	131,890.65
42000 Non-tax Revenue	
4200 Fines and fees	8,508.23
4220 Meeting Room income	3,291.25
4221 Donations & Memorials	131.36
4300 Interest income	41,530.75
4339 Capital Replace & Repair Int	78,369.11
4400 Copy/Print income	10,149.37
4410 Miscellaneous income	54,947.44
4500 Grants	4,870.92
4700 Sponsorships	700.00
Total 42000 Non-tax Revenue	202,498.43
Total Revenue	\$334,389.08
GROSS PROFIT	\$334,389.08
Expenditures	
50000 PERSONNEL	
5000 Salaries and wages	1,130,601.21
5005 Termination salaries	3,556.98
Total 5000 Salaries and wages	1,134,158.19
5010 Payroll benefits	
5010a Benefits - Retirement	117,429.59
5010b Benefits - PR Taxes	85,060.85
5010c Benefits - Health	149,973.05
Total 5010 Payroll benefits	352,463.49
Total 50000 PERSONNEL	1,486,621.68
51000 COLLECTIONS	
5115 Adult Print Books	37,310.52
5121 Electronic databases	41,490.42
5122 eContent	111,668.43
5125 Print Reference	81.08
5130 Children's books	15,213.17
5130S Children's books - Supported	219.93
Total 5130 Children's books	15,433.10

Meridian Library District

Statement of Activity

October - December, 2024

	TOTAL
5135 Young Adult books	3,587.87
5149 Media	13,529.93
5150 Circulating devices & kits	617.28
Total 51000 COLLECTIONS	223,718.63
52000 OPERATING EXPENSES	
52020 Professional Services	
5202.1 Audit	17,000.00
5202.4 Legal fees	16,688.22
5202.6 Other	1,083.50
5237 Recruiting/Background Checks	486.90
Total 52020 Professional Services	35,258.62
52025 Banking fees	
5202.2 Bankcard fees	722.76
5202.3 Financial fees	743.70
Total 52025 Banking fees	1,466.46
52120 Consortium	
5212.AD Consortium-Administrator	25,647.44
5212.C Consortium-Courier	12,476.00
5212.H Consortium-Hardware/Software	18,897.55
5212.MS Consortium-Misc. Expenditures Reimbursable to MLD	846.51
Total 52120 Consortium	57,867.50
52200 Information Technology	
5220.1 IT Infra -Software/Licensing	41,431.25
5220.2 IT Infra -Support	5,604.09
5220.3 IT PCs, Printers & Hardware	11,934.03
5220.5 IT Utilities	11,765.06
5220.7 IT Technology Maintenance	13,043.54
5230 Phone Service	3,281.49
Total 52200 Information Technology	87,059.46
52250 Marketing	
5225 Marketing & advertising	1,172.09
5227 Brochures programs - marketing	2,110.85
Total 52250 Marketing	3,282.94
52290 Materials Processing	
5229.1 Materials-OCLC	5.26
5229.2 Materials-Processing	7,777.47
Total 52290 Materials Processing	7,782.73

Meridian Library District

Statement of Activity

October - December, 2024

	TOTAL
52340 Professional Development	
5234.1 Conferences	14,691.22
5234.2 Education	6,408.72
5234.3 Materials	79.50
5234.4 Memberships	1,476.00
5234.5 Staff Mtg & Training	2,137.77
5234.5s Staff Training - Supported	1,619.57
Total 5234.5 Staff Mtg & Training	3,757.34
5234.6 Webinar/Ecourses	579.09
Total 52340 Professional Development	26,991.87
52360 Program Expense	
5236.2 Programs - District	14,654.12
Total 52360 Program Expense	14,654.12
52400 Supplies	
5211 Copy/Print	8,691.55
5240 Supplies - general	3,078.48
5246 Supplies - office	2,329.64
Total 52400 Supplies	14,099.67
52500 Miscellaneous Operating	
5216 Equipment & Furnishings Not Cap	10,144.87
5228 Miscellaneous	172.22
5232 Postage	3,580.54
5250 Taxes and insurance	44,706.16
Total 52500 Miscellaneous Operating	58,603.79
52600 Vehicle Expense	
5260.1 Vehicle - Bookmobile	272.92
5260.11 Vehicle - Ford F150 Transit Van	454.56
5260.12 Vehicle - Toyota Rav4 VIN 7581	15.58
5260.2 Vehicle - Sprinter	94.20
5260.3 Vehicle - Van Honda Odyssey	535.88
5260.4 Vehicle - Honda Element	61.31
5260.5 Vehicle - Dodge HD Wagon	1,433.47
5260.6 Employee Mileage Reimbursement	8.44
5260.7 Vehicle - Chevy Silverado 1500	119.72
5260.8 Vehicle - Toyota Rav4 VIN 4697	93.47
5260.9 Vehicle - Toyota Rav4 VIN 7665	558.91
Total 52600 Vehicle Expense	3,648.46

Meridian Library District

Statement of Activity

October - December, 2024

	TOTAL
62240 Facility Expense	
6224.1 Bldg-Maintenance	51,578.76
6224.2 Bldg-Repairs	11,760.16
6224.3 Bldg-Small Tools	378.15
6224.4 Bldg-Supplies	8,940.31
6250 Bldg-Insurance	40,035.50
6255 Bldg-Rent	66,197.91
6258 Bldg-Utilities	19,957.27
Total 62240 Facility Expense	198,848.06
Total 52000 OPERATING EXPENSES	509,563.68
72000 CAPITAL EQUIPMENT EXPENSES	
7216 Equipment & Furnishings	29,469.36
7295 Major improvements	12,965.52
Total 72000 CAPITAL EQUIPMENT EXPENSES	42,434.88
73000 CAPITAL BUILDING EXPENSES	
7331 Cherry Lane Renovation - Capital Repair & Replacement	189,520.00
Total 73000 CAPITAL BUILDING EXPENSES	189,520.00
Total Expenditures	\$2,451,858.87
NET OPERATING REVENUE	\$ -2,117,469.79
Other Revenue	
8338 Capital Projects Interest	60,084.74
Total Other Revenue	\$60,084.74
Other Expenditures	
9289 Pinnacle fka South Branch Project Costs	4,504.30
Total Other Expenditures	\$4,504.30
NET OTHER REVENUE	\$55,580.44
NET REVENUE	\$ -2,061,889.35

Meridian Library District

Statement of Financial Position

As of December 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Cash on Hand - Cherry	200.00
1010BR Cash on Hand - Pinnacle	150.00
1013 Cash on Hand - Pinnacle 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	14,000.32
1180 Checking - ICCU General *1068	-43,458.45
1182 Checking - ICCU Sweep *3522	257,106.13
1183 Savings - ICCU Membership *8042	25.00
1184 Savings - ICCU Savings *8093	249,300.33
1200 PayPal Account	93.32
1937 StatePool-General Operations	2,161,212.88
1938 StatePool-Capital Project Fund	4,922,752.91
1939 StatePool-Cap Replacement &Repr	6,427,890.18
Total Bank Accounts	\$13,989,670.87
Other Current Assets	
12000 Undeposited Funds	321.89
1500 Deposits/Prepaid expenses	66,906.79
1600 Property Tax Receivable	9,267,956.00
1627 LGIP Interest Receivable	55,754.65
1634 Grants Receivable	3,583.52
1652 Sales Tax Receivable	123,546.00
1800 Fines Receivable	28,892.12
1850 Allowance	-22,824.79
Total Other Current Assets	\$9,524,136.18
Total Current Assets	\$23,513,807.05
TOTAL ASSETS	\$23,513,807.05

Meridian Library District

Statement of Financial Position

As of December 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2380 Accounts Payable	216,042.62
Total Accounts Payable	\$216,042.62
Credit Cards	
2700 Divvy Credit Cards Payable	21,086.90
Total Credit Cards	\$21,086.90
Other Current Liabilities	
2305 FICA withholding payable	9,939.74
2330 PERSI withholding payable	12,742.23
2345 Health Payable	-54,030.20
2352 Nationwide Withholding Payable	-0.10
2353 HRA VEBA Payable	-495.00
2355 Dental Payable	-27.52
2358 Mutual of Omaha Payable	414.16
2359 IDWAT Payable	512.50
2360 AFLAC Payable	381.02
2400 Accounts Payable -Other	658.34
2405 Accrued Wages	132,128.38
Sales Tax Agency Payable	411.57
Sales Tax Payable	43.72
Total Sales Tax Agency Payable	455.29
Square Sales Tax Payable	786.12
Total Other Current Liabilities	\$103,464.96
Total Current Liabilities	\$340,594.48
Total Liabilities	
\$340,594.48	
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

Meridian Library District

Statement of Financial Position

As of December 31, 2024

	TOTAL
2995 Advanced Revenue	36,908.00
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	9,006,860.37
Net Revenue	-2,061,889.35
Total Equity	\$23,173,212.57
TOTAL LIABILITIES AND EQUITY	\$23,513,807.05



MEMORANDUM

TO: Meridian Library District Board of Trustees

FROM: Nick Grove, Director

DATE: February 19, 2025

RE: Fiscal Year 2026 Budget Hearing Date

Idaho Code §63-802A requires all taxing districts to set a budget hearing date and notify the county clerk of the hearing date by April 30th of each year.

The MLD Board of Trustees has meeting dates posted through June 18th, 2025, and has been meeting on the third Wednesday of the month. MLD budget hearings have historically been held in August. The third Wednesday of August 2025 is August 20th.

This memorandum is to confirm the date of **August 20th, 2025** for the Meridian Library District's annual budget hearing.



AIA[®] Document B221[™] – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number Nine made as of the Third day of December in the year Two Thousand Twenty-Four
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Meridian Library District
1326 W. Cherry Lane
Meridian, ID 83642

and the Architect:
(Name, legal status, address, and other information)

MSR Design (Meyer, Scherer & Rockcastle, Ltd.)
510 S Marquette Ave #200,
Minneapolis, MN 55402

for the following **PROJECT**:
(Name, location, and detailed description)
Program Verification, Existing Condition Assessment
Community Outreach & Budget Development Phase
Meridian Library District | Cherry Lane Branch Library
Located at: 1326 W. Cherry Lane, Meridian, ID 83642
See Exhibit A for Proposal dated July 12, 2024, including Scope of Work.

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the Twenty First day of December in the year Two Thousand Eighteen
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121[™]-2018, Standard Form of Master Agreement Between Owner and Architect

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	SERVICES UNDER THIS SERVICE ORDER
3	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
4	COMPENSATION
5	INSURANCE
6	PARTY REPRESENTATIVES
7	ATTACHMENTS AND EXHIBITS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)

See Exhibit A for Proposal dated July 12, 2024.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

§ 2.1.1 Basic Services

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

See Exhibit A for Proposal dated July 12, 2024.

§ 2.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

See Exhibit A for Proposal dated July 12, 2024.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of date:

See Exhibit A for Proposal dated July 12, 2024.

.2 Substantial Completion date:

Init.

See Exhibit A for Proposal dated July 12, 2024.

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

See Exhibit A for Proposal dated July 12, 2024.

(Paragraphs deleted)

- .2 Other
(Describe the method of compensation)

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

See Exhibit A for Proposal dated July 12, 2024.

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

See Exhibit A for Proposal dated July 12, 2024.

(Paragraph deleted)

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:

(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage

Limits

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:

(List name, address, and other information.)

Nick Grove
Director Meridian Library District 1326 W. Cherry Lane
Meridian, ID 83642

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:
(List name, address, and other information.)

Dagmara Cygler, AIA, NCARB, LEED AP
Principal | MSR Design
510 S Marquette Ave #200,
Minneapolis, MN 55402

ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)

Exhibit A: Proposal dated July 12, 2024.

- .3 Other documents:
(List other documents, if any, including additional scopes of service forming part of this Service Order.)

This Service Order entered into as of the day and year first written above.

OWNER (Signature)

Nick Grove | Director
Meridian Library District

(Printed name and title)



ARCHITECT (Signature)

Dagmara Cygler, AIA, NCARB, LEED Principal
AR-987302

(Printed name, title, and license number, if required)

Exhibit A

MLD | CHERRY LANE BRANCH LIBRARY | PROPOSAL

Meridian District Library

Program Verification, Existing Condition Assessment

Community Outreach & Budget Development Phase

Service Order No. 9

12 July 2024 *Updated on 3 December 2024*



SCOPE OF WORK:

This phase will include a detailed assessment of the existing library building conditions, community outreach to gather feedback, identify and verify current and future needs, and leading our engineering team (CSHQA) and Construction Manager (CM Company) to determine the scope of work and associated costs. The goal is to transition the library from a main library to a branch library, with a full renovation, including the replacement of MEP systems, fire suppression, site reconfiguration, and new entry and parking facilities. Additionally, this phase will result in the development of a comprehensive project budget. Key tasks include:

Existing Condition Assessment:

- Conduct a thorough assessment of the building's structural, MEP systems, fire suppression, and site conditions.
- Identify deficiencies and code compliance issues, providing recommendations for upgrades or repairs.

Program Verification:

- Review and confirm the revised objectives for the library, ensuring alignment with branch library functions and modern library services.
- Incorporate flexible spaces, technological integration, and community-driven services to meet the needs of a 21st-century library.

Collaboration with MLD Leadership:

- Engage with MLD leadership to foster a shared understanding of the library system's current and future needs, ensuring alignment with broader system goals.
- Review current library operations, including space utilization, services, and technologies, and work toward consensus on the future service model for Cherry Lane and other branch locations.
- Facilitate discussions to establish a future service model for the Cherry Lane branch and other branches that supports the overall library system's strategic objectives and enhances service delivery to the community.

Community Outreach and Engagement:

- Conduct outreach to library staff, leadership, board members, and community leaders to gather input on current and future library needs.
- Facilitate community workshops, surveys, and focus groups to gather feedback on desired services, space requirements, and service models for the library.
- Incorporate feedback from the community into the renovation design, ensuring the library meets evolving community expectations.

Collaboration with the Construction Manager (CM Company):

- Work closely with the CM to define the full scope of work for the renovation, covering MEP system replacements, structural updates, fire suppression, site reconfiguration, and new entry and parking facilities.
- Collaborate with the CM to explore cost-effective construction strategies, define a realistic construction schedule, and determine any necessary phased work to minimize disruption to library services.

Development of Project Budget:

- Partner with the CM to develop a comprehensive project budget that includes all renovation costs, such as design, construction, MEP system replacement, fire suppression, site improvements, and parking.
- Ensure the budget aligns with the project's goals, available funding, and cost constraints, and identify any value-engineering opportunities to optimize costs.

Site Evaluation:

- Assess the existing site conditions, including entry points, circulation, and parking, to propose an optimized site plan that enhances accessibility and supports efficient library operations.
- Ensure that the new design addresses key issues such as parking capacity, traffic flow, and accessibility, reflecting input gathered from community outreach.

Documentation and Reporting:

- Provide a detailed report documenting existing conditions, identified deficiencies, and proposed solutions for the building and site.
- Include findings from the community outreach process and insights from MLD leadership regarding system needs and future service models.
- Present the final scope of work, cost estimates, and project budget, ensuring all elements are aligned with community needs, library system goals, and available funding.

This phase will establish a unified vision for the renovation, integrating community input, MLD leadership goals, and budget considerations to ensure that Cherry Lane and other branch locations meet the evolving needs of the community and the demands of a 21st-century library system.

PROJECT SCHEDULE

This phase of work began July 08, 2024, and will conclude in early September 2024.

Completed Deliverables:

Updated Existing Condition Report, issued September 30, 2024,

Program Verification Report, issued August 30, 2024,

CM Company Concept Pricing, issued October 17, 2024

PROPOSED FEE

Fixed fee of seventy-eight thousand dollars covers all costs for services provided for MSR Design team (planning, community engagement, architectural, interior design), and all of the engineering services provided by [CSHOA](#) (civil, mechanical, electrical, plumbing, landscape).

Reimbursable expenses, based on the assumptions regarding the number of in-person workshops, will be as incurred. For the purposes of this proposal, we have estimated expenses for travel and printing to be an allowance of \$4,000 through duration of this phase of project that we will bill only if these expenses happen, at 0% markup.

Reimbursable Expenses Rates:

Item	Estimated Cost
Travel (airfare, hotel, car rental, parking, etc.)	at cost
Online meeting usage fee	at cost
Mileage	at current IRS rates
Postage overnight delivery	at cost



AIA® Document B221™ – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number Ten made as of the Thirty First day of December in the year Two Thousand Twenty-Four
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Meridian Library District
1326 W. Cherry Lane
Meridian, ID 83642

and the Architect:
(Name, legal status, address, and other information)

MSR Design (Meyer, Scherer & Rockcastle, Ltd.)
510 S Marquette Ave #200,
Minneapolis, MN 55402

for the following **PROJECT**:
(Name, location, and detailed description)
Schematic Design, Design Development, Construction Documentation
Construction Administration, Community Outreach
Signage + Furniture Design and Specification for
Meridian Library District | Cherry Lane Branch Library
Located at: 1326 W. Cherry Lane, Meridian, ID 83642
See Exhibit A - Proposal dated November 12, 2024, for Scope of Work.

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the Twenty First day of December in the year Two Thousand Eighteen
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121™-2018, Standard Form of Master Agreement Between Owner and Architect

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	SERVICES UNDER THIS SERVICE ORDER
3	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
4	COMPENSATION
5	INSURANCE
6	PARTY REPRESENTATIVES
7	ATTACHMENTS AND EXHIBITS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)

See Exhibit A - Proposal dated November 12, 2024.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

§ 2.1.1 Basic Services

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

See Exhibit A - Proposal dated November 12, 2024

§ 2.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

See Exhibit A - Proposal dated November 12, 2024.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

See Exhibit B for Project Schedule.

.2 Substantial Completion date:

Init.

See Exhibit B for Project Schedule.

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

See Exhibit A - Proposal dated November 12, 2024.

(Paragraphs deleted)

- .2 Other
(Describe the method of compensation)

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

See Exhibit A - Proposal dated November 12, 2024..

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

See Exhibit A - Proposal dated November 12, 2024.

(Paragraph deleted)

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:

(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage

Limits

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:

(List name, address, and other information.)

Nick Grove
Director Meridian Library District 1326 W. Cherry Lane
Meridian, ID 83642

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:
(List name, address, and other information.)

Dagmara Cygler, AIA, NCARB, LEED AP
Principal | MSR Design
510 S Marquette Ave #200,
Minneapolis, MN 55402

ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)

Exhibit A: Proposal dated November 12, 2024.

Exhibit B: Project Schedule

Exhibit C: CM Company Cost Estimate Dated October 17, 2024

- .3 Other documents:
(List other documents, if any, including additional scopes of service forming part of this Service Order.)

This Service Order entered into as of the day and year first written above.



OWNER (Signature)

Nick Grove | Director
Meridian Library District

(Printed name and title)

ARCHITECT (Signature)

Dagmara Cygler, AIA, NCARB, LEED Principal
AR-987302

(Printed name, title, and license number, if required)

Exhibit C

MLD | CHERRY LANE BRANCH LIBRARY | PROPOSAL

Meridian District Library

Schematic Design, Design Development, Construction Documentation

Construction Administration, Community Outreach

Signage + Furniture Design and Specification

Service Order No. 10

11 November 2024 *Updated on 31 December 2024*



SCOPE OF WORK

This project will be a complete renovation and reimaging of the **Cherry Lane Branch Library**, transitioning it from a main library to a branch within the **Meridian Library System (MLD)**. The renovation will involve replacing all mechanical, electrical, plumbing (MEP) systems, the fire suppression system, and the reconfiguration and redesign of the site, including a new entry and parking lot.

The project scope includes **community outreach and engagement** to confirm the project scope and collect feedback on design and functionality. Coordination with MLD leadership and the City of Meridian to ensure proper site access and integration of necessary improvements. Additionally, the project, and this proposal, encompasses full **architectural services, interior design services, signage, and furniture and fixture specifications**, as well as comprehensive **engineering services** including design, documentation and coordination.

Engineering services for the renovation will be provided by the following firms:

- **Axion** will be responsible for **structural engineering**, ensuring the building's structural integrity is preserved and updated as required during the renovation.
- **CSHQA** will provide services for **civil engineering, landscape design, and MEP engineering** (Mechanical, Electrical, and Plumbing systems). This includes ensuring the mechanical systems, plumbing, electrical systems, and fire suppression are fully upgraded and meet current building standards.
- **SPECcetera** will manage **specification coordination** for all materials, finishes, and systems used in the project, ensuring proper alignment and integration of the design intent with the specifications for all construction elements, furnishings, fixtures, and equipment.

MSR Design will lead the **architecture, interior design, furniture and signage design services** (including community engagement) of the renovation project, ensuring that the final design supports the functional and aesthetic goals for the newly repositioned Cherry Lane Branch Library.

The renovation will be executed in collaboration with a construction manager - CM Company across the following phases: **Schematic Design (SD), Design Development (DD), Construction Documentation (CD), Bidding, Construction Administration (CA), Close-Out, and Post-Construction 11-Month Warranty Walk-Through.**

Community Outreach & Engagement:

- Conduct community meetings and surveys to gather input on the design and functionality of the new Cherry Lane Branch.
- Incorporate community feedback to refine space planning, services, and overall design.
- Report back and share with Meridian community design development and final project scope.

Collaboration with MLD Leadership and City of Meridian:

- Coordinate with MLD leadership to ensure alignment with the long-term strategic goals for library services and resources.
- Work with the City of Meridian to plan and integrate a new site entry and parking configuration, ensuring compliance with local zoning and access requirements.
- City of Meridian Coordination: Coordinate the design and approval of a new entry point to the site. Ensure that the existing Cherry Lane entry is closed, and a new access point is established per the updated site plan.
- Collaborate with the City to plan the reconfiguration and design of the new parking lot, including any necessary permits or regulatory requirements for the project.

Schematic Design (SD) Phase

Establish the initial conceptual design for the library renovation, including site design and configuration, building layout, systems, and required improvements. Conduct initial community Outreach and meet with City and Community Stakeholders to coordinate work ahead and start planning review process.

- Develop schematic design options for both the building and site, focusing on future-proofing the library's services and community needs.
- Finalize the initial MEP (Mechanical, Electrical, Plumbing) and fire suppression system requirements in collaboration with **CSHQA**.
- Define initial scope of structural interventions in collaboration with **Axion**.
- Review and refine the design to ensure the new space supports a functional and accessible library environment.

- Present schematic design to MLD leadership and key stakeholders for feedback and approval.
- Provide a preliminary cost estimate's verification based on the schematic design.
- **Interior Design:** Start development of interior design concepts including spatial layouts, furnishings, and finishes.
- **Specification:** Start coordinating material and product specifications for architectural finishes, furniture, and systems.

Schematic Design Pricing by CM Company & Scope Adjustment

Determine accurate pricing for the schematic design and make necessary adjustments to the scope based on budgetary constraints.

- Collaborate closely with the **CM Company** to review the schematic design for feasibility and budget alignment.
- The **CM Company** will prepare **Schematic Design pricing verification**, providing an early cost estimate for the renovation work.
- **Scope Adjustment:** If the initial pricing exceeds the available budget, the team will recommend scope adjustments to align the design with the financial constraints while maintaining project integrity.
- **Revisions to SD:** Based on CM pricing feedback, team will refine the design as needed, adjusting the scope of work to ensure it aligns with the budget while maintaining essential library services and operational goals.
- Continue collaboration with **MLD leadership** and **stakeholders** to review and approve scope adjustments as necessary.
- Adjust specifications as needed to align with cost-saving measures without compromising quality.

Design Development (DD) Phase

Refine the schematic design into a detailed and coordinated design, ensuring all systems and materials are ready for construction.

- Incorporate feedback from MLD leadership, City of Meridian, and the Community to finalize the design direction.
- Lead design team coordination: **CSHQA** (MEP and civil engineering), **Axion** (structural), and **SPECcetera**, to ensure all technical requirements are integrated into the design.
- Refine site plans, including new entry, parking, lighting, signage and landscaping features.

- Continue to finalize architecture and interior design elements, ensuring that space configurations and furniture selections meet functional needs and aesthetic goals.
- Finalize material specifications to ensure proper coordination and selection of finishes, systems, and furnishings.
- Work with CM Company to prepare a detailed cost estimate based on the developed design.
- Review and refine MEP systems with **CSHQA** to meet the specific needs of the branch library.
- Present the design development documents to the MLS leadership, Board, City of Meridian for approval.

Cost Verification & Scope Alignment by CM Company After Design Development (DD)

Ensure that the design is financially viable and aligned with project budgets before moving forward with construction documentation.

- **Cost Verification by CM:** Following the Design Development phase, the CM Company will verify the cost of the design. This involves a detailed review of the design elements and estimating the costs based on current market conditions and vendor pricing.
- **Scope Alignment:** If the cost estimate exceeds the available budget, the CM Company and the design team will suggest adjustments to the scope of work, identifying areas where the design can be modified to bring the project within budget.
- Rework the design documents as necessary to reflect the scope changes, with ongoing collaboration between the CM, MLD leadership, and stakeholders to ensure that necessary design modifications are balanced with the library's functional and aesthetic requirements.
- **Specification Coordination:** Ensure that any scope modifications are reflected in the updated product specifications and materials lists, working with **SPECcetera** to verify that any substitutions maintain quality and functionality.
- Present the final design, cost estimate, and scope adjustments to MLD leadership for approval.

Construction Documentation (CD) Phase

Prepare detailed documentation for construction, including all necessary drawings and specifications to guide the bidding and construction phases.

- Prepare comprehensive construction documents that detail the design intent, including architectural drawings, landscape drawings, engineering drawings reflecting MEP systems, structural elements, and site improvements.

- Work with the CM Company to ensure that the documents are complete and aligned with the project's goals and budget.
- Finalize specifications for materials, furnishings, and equipment.
- Work closely with **Axion** (structural), **CSHQA** (civil, landscape, MEP), and **SPECcetera** to ensure that all documents are coordinated and compliant with codes and regulations.
- Finalize site plans, including design for new entry, landscape and parking area.
- Submit documents for permitting approval from the City of Meridian.
- Assist the CM in preparing bid packages for contractors.

Bidding Phase

Assist the MLD leadership and CM Company in ensuring the selection of the best-qualified contractor.

- Issue the construction documents to CM Company for bidding.
- Coordinate with the **CM Company** the bidding process and answer any contractor questions regarding the documents.
- Assist CM Company to ensure they are aligned with the scope, budget, and timeline.
- Assist as needed in evaluating contractors and make recommendations for the award of the contract.
- Provide clarifications and addenda as necessary during the bidding process.

Construction Administration Phase

Oversee the construction process to ensure the project is completed following the approved design, schedule, and budget.

- Provide oversight during construction to ensure that the contractor adheres to the construction documents.
- Attend regular site meetings with the CM Company, subcontractors and key stakeholders to monitor project progress.
- Address any design-related issues that arise during construction, providing clarifications and issuing design revisions as needed.
- Review and approve contractor submittals, change orders, and payment requests.
- Coordinate the specification, purchasing and installation of interior furnishings.
- Coordinate the specification and installation of signage, and equipment.
- Provide technical support to the CM, subcontractors, and MLD team to resolve any issues quickly and efficiently.
- Ensure quality control is maintained throughout the construction process.

- Review all engineering systems (structural, MEP, civil) to ensure that they are installed according to the specifications.
- Oversee the coordination of all furniture, fixtures, and interior elements to meet design intent. Including creating furniture and signage punch list.
- Collaboration with CM Company: Work closely with the CM to resolve any challenges and keep the project on track regarding schedule and budget done through:
 - Review and respond to RFIs and Submittals.
 - On-site presence for construction observation (every three weeks -on average, to be confirmed and coordinated with CM Company construction schedule).
 - Scheduled CA coordination calls with MLD and the CM team (weekly).

Close-Out Phase

Ensure the project is completed according to the approved design, meet all required regulatory standards, and successfully transition the building to MLD.

- Conduct a final walkthrough with MLD leadership, CM Company, and the contractor to ensure all aspects of the renovation are completed as per the contract documents.
- Ensure all punch list items are addressed and completed.
- Review and approve final project documentation, including operation manuals, warranties, and as-built drawings.
- Provide final project reports, ensuring that all deliverables are complete and meet the project's goals.
- Assist **MLD leadership** in securing the final occupancy permit.
- Complete a final accounting and review of the project budget with **CM Company** to ensure cost compliance.

11-Month Warranty Walk-Through

Perform a comprehensive review of the renovated library building after 11 months of operation to identify and address any issues or deficiencies under the warranty.

- Warranty Walk-Through: Conduct an 11-month walk-through with MLD leadership, the CM Company, and relevant stakeholders to identify any building or system issues that require repair or attention.
- Review and assess any warranties provided for materials, systems, or finishes to ensure all aspects of the renovation are performing, as expected.
- Develop a list of necessary repairs or corrections, if applicable, and ensure that the contractor completes these under the warranty.

- Provide documentation and final reports for any corrective actions required during the warranty period.
- Ensure any remaining warranties are transferred to MLD for long-term maintenance.

Primary Deliverables:

- Schematic Design (SD) Documents
- Design Development (DD) Documents
- Construction Documentation (CD) – Permit Documentation
- Bidding Documents – Conformed Construction Documents
- Construction Administration Reports
- Final Project Close-Out Documentation
- 11-Month Warranty Walk-Through Report

PROJECT SCHEDULE See *MLD Project Schedule Document dated October 21, 2024, for details.*

SD Phase: September 01, 2024, to be concluded by the end of 2024.

Completed on December 31, 2024.

SD Phase cost verification, CM Company led: January 02, 2025 – January 15, 2025

DD Phase: mid-January 2025 – March 21, 2025

DD Phase cost verification, CM Company led: March 21, 2025 – mid-April 2025

CD Phase: mid-April 2025 – end of June 2025

Bidding and Permitting: July – August 2025

Construction (schedule to be verified by CM company): mid-August 2025 – September 2026

Substantial Completion – September 30, 2026

FFE installation, collection and MLD move-in and training: winter 2026

Grand Opening: March 2027

11-Month Warranty Walk-Through: August 2027

PROPOSED FEE

Fixed fee, invoiced monthly, based on the project’s work schedule, of eight hundred sixteen thousand dollars covers costs for services provided by design team, including:

- MSR Design: community engagement, architectural and interior design services, as well as furniture and signage design (with exclusion of “Donor Wall” and donor recognition signage) and specification services.
- [CSHQA](#): civil, mechanical, electrical, plumbing, engineering services, fire protection and landscape design services (see CSHQA proposal)
- Axion: structural services (see Axion proposal)
- SPECcetera: specification administration services (see SPECcetera proposal)

PROPOSED FEE BREAKDOWN

Schematic Design (SD) Phase	\$ 179,520
Design Development (DD) Phase	\$ 204,000
Construction Documentation (CD) Phase	\$ 228,480
Bidding Phase	\$ 16,320
Construction Administration Phase	\$ 187,000
 TOTAL FEE	 \$816,000

NOTES & ASSUMPTIONS

- The proposed fixed fee is estimated based on our current understanding of the project scope and schedule.
- The proposed fee assumes workflow following the Project Schedule dated October 21, 2024.
- The engineering team’s scope of work (CSHQA), based on our past work with MLD, assumed that MLD will be responsible, under separate contracts, for low-voltage system design, including access and security, AV, IT and telecommunications, with the Owner consultants/ design-build team.
- Structural scope of work is based on the initial evaluation, (Axion) structural engineer’s proposal assumes that no major foundation upgrades and all building seismic upgrades will be needed. If, during design and documentation, or in the code review process any additional upgrades will prove needed, additional services may be required.
- Civil, CSHQ proposal, scope of work is based on preliminary coordination with the City of Meridian, assuming that there will be:

- no requirement to widen the existing street for new library access, no new curb and gutter work,
- no new or increased services needed to be brought to the existing building.
- Furnishing Selection and Specifications and Signage Design and Specification would start in the Construction Documentation Phase.
- Reimbursable expenses, based on the assumptions regarding the number of in-person meetings, workshops, and construction phase site visits, will be as incurred. For the purposes of this proposal, we have estimated expenses for travel and printing to be an **allowance of \$30,000** through duration of the project that we will bill only if these expenses happen, at 0% markup.

REIMBURSABLE EXPENSES RATES:

Travel (airfare, hotel, car rental, parking, etc.)	at cost
Online meeting usage fee	at cost
Mileage	at current IRS rates
Printing	at cost
Postage overnight delivery	at cost

**TASK ORDER AUTHORIZATION
ATTACHMENT A**

September 18, 2024
Revised September 26, 2024
Revised December 11, 2024

PROJECT NAME: Meridian Library District – Cherry Lane
1326 West Cherry Lane
Meridian, Idaho 83642

PROJECT NO.: 24172.000

Task Nos.: 02-06

PROJECT UNDERSTANDING

Provide limited architecture (landscape) and engineering (civil, mechanical (plumbing and HVAC) and electrical) services for the above-referenced project. Services shall include MSR Consultant Sustainability Considerations received August 30, 2024 where appropriate. Preliminary schedule as provided by MSR Design on August 30, 2024.

SCOPE OF SERVICES & FEE BREAKDOWNS

Task 02 - Schematic Design

Electrical:

- Research Building Code Requirements.
- Coordinate preliminary utility transformer location/upgrade options.
- Coordinate electrical and telecommunication room size with architect.
- Provide electrical narrative.

Civil:

- Preliminary storm water management calculations for the annex lot with subsurface infiltration facility sizing based on assumed infiltration rate in absence of soils report.
- Preliminary narrative comparing existing and proposed conditions regarding existing storm water management facilities.
- Provide statement for storm water management for inclusion on architectural site plan for CZC/DR.
- Continued coordination with project design team, owner, and associated public agencies on proposed improvements.

Mechanical:

- HVAC
 - Research building code requirements.
 - Mechanical narrative.

- Locate and schedule preliminary HVAC equipment and coordinate mechanical room, shafts and chase sizes.
- Create preliminary overall building air flow diagram indicating air handlers, exhaust fans, duct risers and main ducts as applicable.
- Plumbing
 - Research building code requirements.
 - Plumbing narrative.
 - Locate and schedule preliminary plumbing equipment and coordinate mechanical room, shafts and chase sizes.

Landscaping:

- CZC/DR Landscape Plan.
- Assess existing planting material – specifically recommendation for existing trees if any are at the end of life.

Task 03 - Design Development

Electrical:

- Provide in-progress riser diagram.
- Locate electrical and special system devices.
- Provide in-progress panel schedules.
- Schedule and location lighting fixtures and lighting controls.
- Perform site lighting design and photometric study.

Civil:

- Refined storm water management calculations for the annex lot assuming a geotechnical report is provided during or before this phase.
- Civil sheets set up with backgrounds, assuming the topographic survey is provided. Expected general notes and sheet notes, but not utilized in plan.

Mechanical:

- HVAC
 - Final HVAC equipment located and scheduled Struct 65%.
 - Air device layout complete Mechanical 60%.
 - Duct mains routed Plumbing 55%.

- Mechanical piping mains routed Electrical 50%.
- Mechanical piping schematics complete.
- Preliminary sequences of operation.
- All HVAC electrical requirements coordinated with Electrical.
- Typical details.
- Plumbing
 - Final fixtures located and scheduled.
 - Final plumbing equipment sized, located and scheduled.
 - Piping mains routed and sized.
 - Roof drain piping routed and sized.
 - Plumbing risers complete.
 - Plumbing schematics complete.
 - All plumbing electrical requirements coordinated with Electrical.
 - Typical details.

Landscaping:

- Landscape & Irrigation Design-Build Plan.
- Provide planting plan (including existing and new trees for city review process)

Task 04 – Construction Documents

Electrical:

- Provide documents for construction to include drawings, calculations and specifications.
- Receive, review, and respond to shop drawings and other submittals as required. Electrical

Assumptions:

Boxes and pathways only for low voltage systems (telecommunications, data, audio/visual, access control and security)

Exclusions:

LEED Certification.

Opinion of Probable Construction Cost (construction cost estimating).

Low voltage system design (telecommunications, data, audio/visual, access control and security)

Civil:

- Complete Civil Construction Drawings (see below).
- Complete documents for agency submittal (see below).
 - Anticipated Construction Drawings.
 - General Information Sheet/Spec Sheet.
 - Erosion Control Plan.
 - Horizontal Control Plan.
 - Grading and Drainage Plan.
 - Civil Details as required.
 - Anticipated documents required for Agency submittal.
 - Stormwater Operation and Maintenance Manual.
 - Private Stormwater Management Report/Calcs.

Assumptions:

Proposed site plan on page 1 of 2024-09-04 MLD Cherry Land Branch – SD Kick Off as provided to CSHQA via email.

Owner provided Geotech with recommended pavement sections, seasonal high ground water elevation, and infiltration rates.

Owner provided topographic survey with surface built in Civil 3D.

Existing drainage pattern in Leisure Lane to remain without modification.

No modification of existing gravity irrigation adjacent to Cherry Lane.

Curb and gutter location on public streets to remain (no street widening).

No public storm water improvements required.

The existing stormwater systems in place will remain as constructed. Only the annex lot will require a new private stormwater management system, the preferred method of disposal being a subsurface seepage bed like the existing systems in place on the other two lots.

No modification or addition to existing water, fire, and sanitary services are required.

Improvements in the ACHD ROW limited to the removal of two (2) access points on Cherry Lane.

Exclusions:

Dry utilities.

SWPPP.

Public utility main extensions.

ROW dedication description/exhibit preparation.

Modification to existing overhead power.

Mechanical:

- HVAC

- Final HVAC equipment located and scheduled.
- Air device layout.
- Duct mains routed.
- Mechanical piping mains routed.
- Mechanical piping schematics.
- Preliminary sequences of operation.
- All HVAC electrical requirements coordinated with Electrical.
- Typical details.
- Documents for permit application (not construction); includes drawings, calculations and specifications “For Construction” Set.
- Plumbing
 - Final fixtures located and scheduled.
 - Final plumbing equipment sized, located and scheduled.
 - Piping mains routed and sized.
 - Roof drain piping routed and sized.
 - Plumbing risers complete.
 - Plumbing schematics.
 - All plumbing electrical requirements coordinated with Electrical.
 - Typical details.
 - Documents for permit application (not construction); includes drawings, calculations and specifications “For Construction” Set.

Exclusions:

Complete-Building energy modeling.

Fire-life-safety or sprinkler systems.

Value engineering or Multiple designs for alternate pricing exercise.

Civil scope of utilities outside of building footprint.

Commissioning or inspection services.

Certified Sustainable Design.

Survey of existing systems.

Landscaping:

- Landscape & Irrigation Design-Build Plan, Landscape Details, Landscape Sheet Specifications.

Task 05 – Agency/Bidding Assistance

- Respond to one round of regulatory agency comments.
- Review and respond to pre-bid RFIs.
- Attend pre-bid meeting.

Task 06 – Construction Administration

- Review and respond to written RFIs.
- Receive, review, and respond to shop drawings and other submittals as required.
- Perform one site visit during construction for HVAC, plumbing, and electrical.
- Perform final punch list visit and report for HVAC, plumbing, electrical, civil, and landscape.
- Provide letter of storm water compliance.

12/13/2024



MSR Design
Attn: Dagmara Larsen AIA, Principal
Address
612.638.7511

Dear Dagmara,

We appreciate the opportunity to provide structural engineering services for this project. The following is our understanding of key elements of success for this project:

SCOPE OF WORK:

The Cherry Lane Library Branch in Meridian, ID is proposing a remodel to relocate the entry and do some interior remodeling.

For a project like this we would suggest a concept study be performed to get an idea of the effort and budget. We could do this as part of the SD services. In order to be as helpful as needed, we suggest this to be an hourly scope because it allows us to explore as many options as the client requires. We suggest a revision to the proposal scope/effort/fee prior to the beginning of the DD once the decisions have been made.

We assume a clear direction and decision has been made by the time to embark on the DD deliverable (models and drawings). At this point, we may be asked to propose on a new lesser scope than what was included. We expect if this occurs the fees/effort would be less.

The project scope of work is described in the following documents:

- a. 2024-10-17 MLD Cherry Lane Remodel - Progress Set.pdf

DESCRIPTION OF ENGINEERING SERVICES:

1. Provide structural drawings and calculations according to the governing codes and provide services necessary to obtain permit from the governing agency or authority having jurisdiction.
2. Provide structural specifications incorporated into the drawings.
3. BIM software will be utilized to produce drawings, and 3D models will be available upon request for coordination and/or construction. This proposal is based on a level of development LOD 200.
4. Attend kickoff meeting and weekly coordination meetings as required during design.
5. Perform site 2 visits (or as required) during design to review existing conditions.
6. Construction Administration includes:
 - a. Perform site visits as required or upon request during construction for general observation of structural progress. Site Visits local to Boise would be included at the hourly CA rate (as below). Additional travel expenses are not expected.
 - b. Respond to contractor RFI's with 5 business day response time from time received. RFI responses include errors and omission of the Structural Engineering construction drawings.
 - c. Review of specified structural material shop drawings for conformance with the contract documents with a response time of 10 business days from the time received.

- d. Complex RFI's or large shop drawing packages may require additional time and Axiom will inform the client when this is required.
7. Axiom's scheduling is based on timely response from MSR in order to obtain the complete design criteria in order to maintain noted schedule and compensation within proposal.
8. Minor revisions can be accommodated under this proposal. Significant revisions will be coordinated with MSR as to the change's impact on scope, schedule and compensation noted within this proposal.

SCOPE EXCLUSIONS:

1. It should be understood that this task is a collaborative effort and we will rely on MSR to provide all documentation in a timely manner which is required for proper design and permitting of above-noted project.
2. Foundation recommendations are to be completed by a geotechnical engineer and final report shall be provided to Axiom for use in the structural design. This proposal assumes shallow conventional foundations will be adequate.
3. Drawings and calculations for interiors ceilings, finishes and walls will not be provided (assuming interior non-structural elements will not require a structural solution).
4. Site structural or the design of structural elements outside the building footprint will not be provided as a part of this scope.
5. Identification and addressing of hazardous materials, i.e. asbestos, are outside the scope of our proposed services.
6. MSR shall provide as built drawings of the existing foundation and framing systems. This proposal does not include site visit time to field measure or validate the existing structural system, only verification of the condition of the existing systems that are visible.
7. This scope of work does not include analysis of the entire structure but is limited to the proposed building existing only. It is also assumed that the existing building/foundation is adequate to support the proposed modification. Small modifications to the entry foundation will be covered in this scope.
8. Axiom shall have no control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the work, as these are solely others' responsibility under contract project owner.
9. Plan check and/or permit application fees are by others.
10. Contractor requests for substitutions and errors or omissions from construction that require additional engineering and/or coordination are considered outside the scope of typical Construction Administration and will not be provided as part of this scope of work. Contractor requests for substitutions or changes to the design will be addressed on a case-by-case basis, and Axiom may request additional hourly compensation to address them.
11. Field fixes for contractor errors that require additional engineering and/or coordination beyond minor items are considered outside the scope of typical Construction Administration and will not be provided as part of this scope of work. Field fixes for contractor errors or omissions will be addressed on a case-by-case basis and Axiom may request additional hourly compensation to address them.

SCHEDULE:

Subject to the design process required of submittal schedule, Axiom will perform the work in accordance with the following preliminary milestones:

1. SD Submittal– light sketches and narrative submittal required for structural, but should include some time for guiding design and the contractor. Does not include multiple iterations of ideas.
2. DD Submittal– End on Jan 2025 to Mid March

- a. Account for progress sets to be distributed (sheets and models).
3. CD Submittal – Mid April to Mid June
 - a. Account for progress sets to be distributed (sheets and models).
4. Extensive delays in the schedule may incur added costs.

Maintaining schedule (start and end dates) are important for Axiom to provide the level of service we strive to provide on all of our projects. If a change in scheduling is required, notify us immediately so we can work with you to meet your needs.

Dagmara Larsen
MSR Design
510 Marquette Avenue South, Suite 200
Minneapolis, MN 55402

November 14, 2024 *revised December 22, 2024*

Project: Meridian Library District | Cherry Lane Branch
Meridian, ID
Specification Services

Dear Dagmara:

Thank you for the opportunity to provide a proposal for preparing specifications for the Cherry Lane Library project in Meridian. My understanding of the project is that it is an extensive remodel of their existing facility, with some exterior and site improvements. From the 10/15/2024 Pricing document and the 10/17/2024 progress set, I have created a draft TOC for your review. I understand it is anticipated that there will be a CM/GC on board for the project, so I've assumed they'll prepare front end Division 00 procurement sections, but for now, I've still included Division 01 General Requirement sections, which they'd review. Consultants (which could including landscape, civil, MEPT, structural, fire protection, AV/IT and/or lighting) will each provide their own formatted sections for me to incorporate into the project manual. The schedule anticipated is for a DD Pricing set to be completed 03/07/2025 (with full section drafts at 60% DD on 2/10/2025), a 60% CD set due around 04/28/2025 and final CDs due 6/20/2025.

- Production of only Division 01 front ends as identified in the Draft TOC, assuming the GC/CM will provide the majority of Division 00 sections for incorporation into the manual.
- Production of the architectural technical sections Division 02-14, including minimal specialty library equipment, produced in BSD Speclink to the extent possible.
- MSR would coordinate and obtain a full Section 087100 (preamble and sets) working with an Architectural Hardware Consultant.
- Coordination of issued sections from MSR's consultants into the deliverables. No significant reformatting assumed (sections should come as pdfs with an even number of pages and approved header/footer)
- No LEED specific language but some sustainability aspects will need to be incorporated and although I'm not an expert, I'll do my best to identify the salient characteristics required and perhaps request additional input be provided as markups by others.
- No special funding anticipated that might trigger additional front end sections or BABA requirements.
- Two informal and two formal deliverables: DD draft, DD, 60% CDs and 100% CDs, dates as noted above.
- Substitution reviews, writing up addendum items for issuance during the bidding period, estimated at 3 hours (\$375), *included in base fee*.

- An As-Bid set, estimated at 3 hours (\$375), *included in base fee.*
- *Limited CA assistance, tasks as requested, billed hourly as an Add-Service, not to exceed 8 hours.*
- I'm always available to answer questions regarding the specifications and if requested, would be happy to assist with any more involved tasks (answering RFIs, helping create ITCs or COs) if desired, likely on an hourly basis (*rate is currently \$125/hour*).
- No Record Documents (updated Div 00-14 and rebinding spec volumes). If desired, these could also be on an hourly basis or a negotiated lump sum fee (hourly rates at that time would apply).

I would also expect the following during design:

- Regular drawing updates - pdf sets are typically sufficient. I can print up to 11x17s myself.
- Access to the working Material ID List and any product data sheets collected for Basis of Design products.
- No in-person trips due to distance, but phone or video conference calls as needed to coordinate with the team and exchange of an excel question log as required to track open items.
- If the schedule or scope changes significantly, this proposal would be revised accordingly.
- I will bill based on a % complete, at the end of each month.
- At the time of each deliverable, I will transfer over a combined pdf for printing, as well as the individual sections in both word and pdf format for your records.
- An AIA C402 or signed proposal would be utilized as the contract for this work.

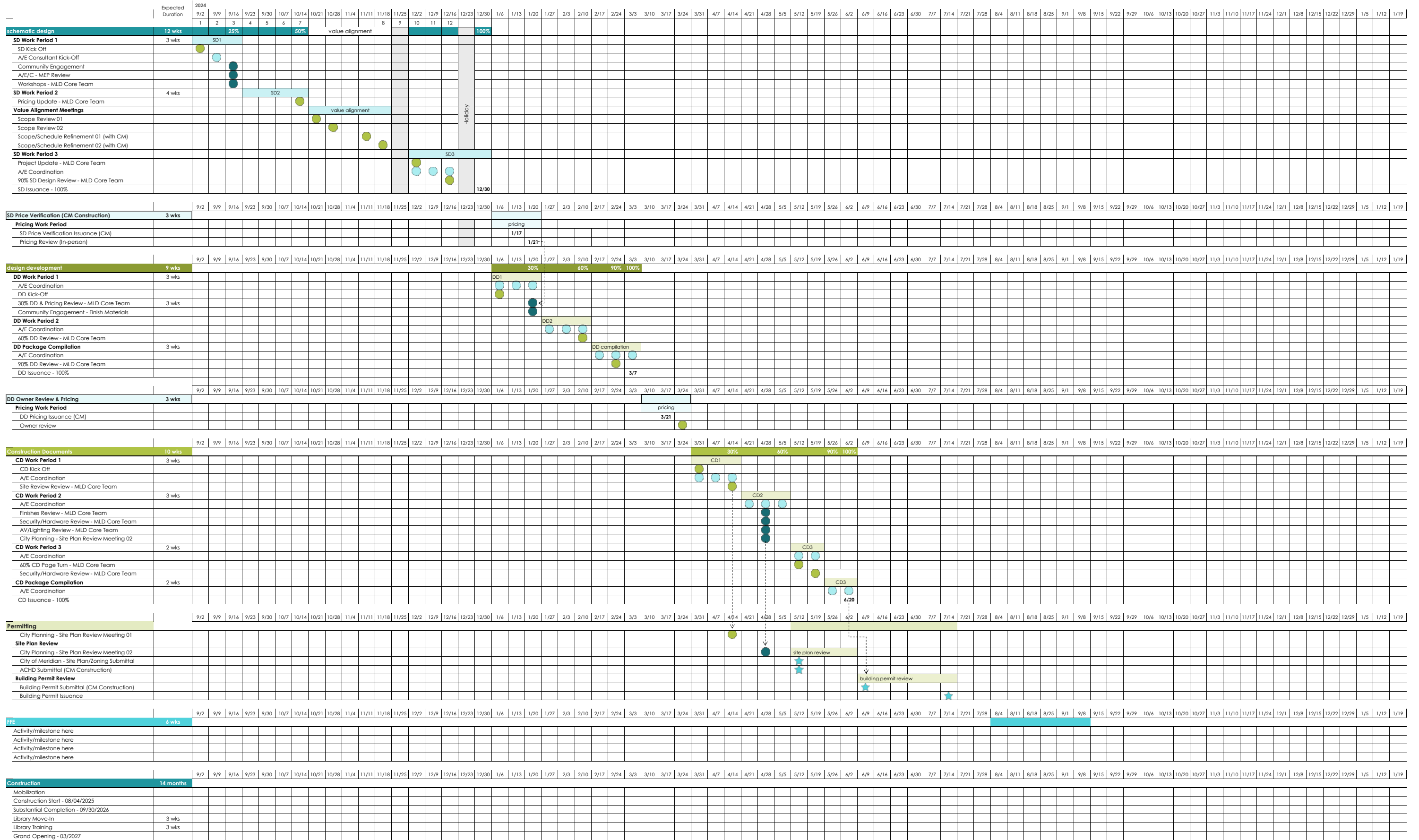
Thank you for the opportunity to assist MSR Design in their specification needs.

Exhibit B

Project Schedule

MLD Cherry Lane Branch Remodel
10/21/2024

- In-person meeting/workshop
- Virtual meeting/workshop
- Consultant meeting
- ★ Permitting Milestone





MLD Cherry Lane ROM Budget #01 Tenant Improvement

Date: 10/17/2024

SCOPE OF WORK	DESCRIPTION	QUANTITY	COST / UNIT	UNIT	COST
HARD CONSTRUCTION COSTS					
Site Work - Priority 1	New Entry / Curb Cuts / Demo of Annex and Existing Site Entry / Site Work w/ Utilities	54,069	\$ 15.04	Site SF	\$ 813,089
Site Work - Priority 2	Outdoor Learning Space / Parking Over Annex	21,309	\$ 20.62	Site SF	\$ 439,433
Site Work - Priority 3	Parking Lot Resurfacing	34,247	\$ 3.15	Site SF	\$ 107,854
Library (Tenant Improvement)	Tenant Improvement costs within the building	27,157	\$ 317.95	Bldg. GSF	\$ 8,634,645
					\$ 9,995,021
DESIGN COSTS					
Design Fees	Allowance - 8% of Construction Cost	1	\$ 799,601.71	LS	\$ 799,602
Architect	Included w/ Design Fees Above	1	\$ -	LS	\$ -
Structural Engineer	Included w/ Design Fees Above	1	\$ -	LS	\$ -
Civil Engineer	Included w/ Design Fees Above	1	\$ -	LS	\$ -
Landscape Architect	Included w/ Design Fees Above	1	\$ -	LS	\$ -
Mechanical Engineer	Included w/ Design Fees Above	1	\$ -	LS	\$ -
Electrical Engineer	Included w/ Design Fees Above	1	\$ -	LS	\$ -
Reimbursables	Included w/ Design Fees Above	1	\$ -	LS	\$ -
					\$ 799,602
CONSULTANTS					
Preconstruction Services	Included w/ Hard Costs Above	-	\$ -	LS	\$ -
Testing and Inspection	Allowance	1	\$ 15,000.00	LS	\$ 15,000
LEED / Green Globes	Assuming Not Required	-	\$ -	LS	\$ -
Building Commissioning	Assuming Not Required	-	\$ -	LS	\$ -
					\$ 15,000
PERMITS / FEES					
ACHD Impact Fees	N/A	-	\$ -	LS	\$ -
Building Permit Fees	Includes City Building Permit Fees	1	\$ 136,159.28	LS	\$ 136,159
Design Review Fees	Included w/ Building Permit Fees Above	-	\$ -	LS	\$ -
City Plan Review Fees	Included w/ Building Permit Fees Above	-	\$ -	LS	\$ -
Fire Department Plan Check Fees	Included w/ Building Permit Fees Above	-	\$ -	LS	\$ -
Drainage Plan Review Fees	Included w/ Building Permit Fees Above	-	\$ -	LS	\$ -
Drainage Inspection Fees	Included w/ Building Permit Fees Above	-	\$ -	LS	\$ -
Parks and Recreation Fees	Included w/ Building Permit Fees Above	-	\$ -	LS	\$ -
Fire Capital Improvement Fees	Included w/ Building Permit Fees Above	-	\$ -	LS	\$ -
Police Capital Improvement Fees	Included w/ Building Permit Fees Above	-	\$ -	LS	\$ -
					\$ 136,159
UTILITY EXTENSION AND CONNECTION FEES					
Franchise Water Fees	By Owner	-	\$ -	LS	\$ -
Franchise Sewer Fees	By Owner	-	\$ -	LS	\$ -
Franchise Power Fees (Design, Engineering and Power Infrastructure Costs Incl. Transformer)	Allowance - TBD	1	\$ 35,000.00	LS	\$ 35,000
Franchise Gas Fees	By Utility	-	\$ -	LS	\$ -
Phone / Internet Service / Connection Fees	By Owner	-	\$ -	LS	\$ -
					\$ 35,000
OWNER COST TRACKING					
Furniture Fixture and Equipment					
Collections - Opening Day	Allowance base on Orchard Park costs	1	\$ 400,000.00	LS	\$ 400,000
Furniture	Allowance base on Orchard Park costs	1	\$ 1,086,280.00	LS	\$ 1,086,280
Library Equipment - AMH	Allowance base on Orchard Park costs	1	\$ 149,500.00	LS	\$ 149,500
Library Equipment - 3-D Printers	Allowance base on Orchard Park costs	1	TBD	LS	TBD
Office Equipment - General	Allowance base on Orchard Park costs	1	\$ 46,300.00	LS	\$ 46,300
Moving Expenses	Allowance base on Orchard Park costs	1	\$ 2,500.00	LS	\$ 2,500
Art	TBD	TBD	TBD	LS	TBD
Fundraising	TBD	TBD	TBD	LS	TBD
Donor Signage	TBD	TBD	TBD	LS	TBD
Security System	Allowance base on Orchard Park costs	27,157	\$ 2.00	LS	\$ 54,314
A/V Systems and Equipment	Allowance base on Orchard Park costs	27,157	\$ 2.50	LS	\$ 67,893
Cabling / Networking	Allowance base on Orchard Park costs	27,157	\$ 1.00	GSF	\$ 27,157
Interior Signage	Allowance base on Orchard Park costs	27,157	\$ 0.75	GSF	\$ 20,368
Exterior Brand Signage	Allowance base on Orchard Park costs	1	\$ 20,000.00	LS	\$ 20,000
Supplies	Allowance base on Orchard Park costs	1	\$ 1,000.00	LS	\$ 1,000
Owner Contingency	Allowance	2.00%	\$ 13,158,745	LS	\$ 263,175
Builders Risk	Allowance	0.30%	\$ 13,158,745	LS	\$ 39,476
P&P Bond	Included w/ Hard Costs Above	-	\$ -	LS	\$ -
					\$ 2,177,962
					TOTAL \$ 13,158,745
					\$/GSF \$ 484.54

\$816,000 - with additional services of Community Engagement, FFE and Signage Design Service - per MSR Design proposal

ALTERNATES & BREAKOUTS

Alternate	Description	Location	Type	Cost
Alternate #01	Re-Roof Building	Building	Add	\$ 238,662
Alternate #02	Remove Drive Asle from the Scope	Site - Phase 1	Deduct	\$ (33,375)
Alternate #03	Annex Area - Leave Gravel in Lieu of Paving	Site - Phase 2	Deduct	\$ (19,414)
Alternate #04	Remove Existing Curtain Wall from the Scope	Building	Deduct	\$ (68,578)
Alternate #05	New Entry - Breakout	Building	Breakout	\$ 197,335
Alternate #06	New Entry - Curtain Wall in Lieu of Stacked Storefront	Building	Add	\$ 51,708



MEMORANDUM

TO: Meridian Library District Board of Trustees

FROM: Nick Grove, Director

DATE: February 19, 2025

RE: Cherry Lane Renovation

On January 4th, 2019, after a complete RFQ process, the Meridian Library District Board of Trustees “the Board” approved a Master Agreement with MSR Design for architectural services.

On August 5th, 2019, after a complete RFQ process, the Board approved a Construction Manager Agreement with CM Company, Inc. for construction services.

On August 21st, 2024, after public posting and budget hearing, the Board approved the FY2025 budget. This budget included \$5.25M for the Cherry Lane Renovation.

The Meridian Library District's Financial Policy calls for Board Approval on individual expenditures over \$75,000. To ensure the timely progression of the Cherry Lane renovation, signatures are needed more frequently than regularly scheduled Board meetings afford.

This memorandum is to: 1) Authorize Nick Grove to sign MSR Design and CM Company, Inc. Service Orders, Agreements, etc. within the scope of the 2019 board approved agreements 2) Authorize Nick Grove to approve all Cherry Lane renovation related expenditures up to the board approved budget amount of \$5.25M through the end of Fiscal Year 2025. Planning and expenditures for Fiscal Year 2026 and beyond will be discussed in July and August 2025.

ADMIN DIVISION

Director

- Gabby S., Youth Services Librarian at Cherry Lane, served on the Early Learning Digital Media Award Committee which commenced at the ALA LibLearnX conference. "The Excellence in Early Learning Digital Media Award is given to the producer of the most distinguished digital media for an early learning audience produced in the United States during the preceding year." This committee [selected](#) "Carl the Collector" for the award this year.
- MSR Design visited Meridian towards the end of January to meet with MLD, contractors, the City of Meridian, and staff. We did a walkthrough of the Cherry Lane branch and around the exterior of the branch and Annex building. Several staff members at Cherry Lane were invited to participate in focus groups covering specific topics to better understand their wants, needs, and input for the renovation. CM Company has coordinated with a number of service providers to begin survey work and scope of activities work.
- Staff received a Request for Reconsideration for the children's title *Prince & Knight*. This is the first MLD title challenged under the updated Collection Development policy that was updated following the passage of HB710 during the 2024 Idaho Legislative session.
- As the Idaho Legislature has resumed in January so too have the Coffee with Legislatures events hosted by the Meridian Chamber of Commerce. I have attended both sessions so far to learn more about the current legislative items working their way through the legislature. These have been instrumental in connecting with both our legislative leaders and our Meridian business leaders.
- The Lynx Directors held a quarterly meeting in January at the Nampa Public Library. Items discussed included which service to use for information lookup for adding items to ILS, changes to the Lynx telemessaging service, updates to the Lynx financials, establishing a subcommittee to prep for Lynx budgeting, a number of routine administrative items, and the election of a new Vice-Chair as Steve was elevated to the position of Chair due to Claire's retirement.

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

Meridian Library Foundation

Chime Wall Update

In August 2024, the Meridian Library Foundation received a generous \$1,662 grant from the First Federal Foundation to fund an outdoor Chime Wall for the Children's Patio at the Pinnacle Library. This installation, part of a series of planned outdoor STEM learning features, arrived at Pinnacle in November 2024. The Chime Wall enhances the space, promoting interactive learning and exploration for children and families. A grant report was submitted to First Federal in January, highlighting the positive impact of this addition. With the addition of new outdoor children's patio toys and games funded through our year-end campaign, we are excited about how these new resources will enrich staff-led outdoor programs during the warmer months.



Image 1: Outdoor Chime Wall upon arrival on October 29, 2024



Image 2: Child enjoying the Chime Wall on November 12, 2024 (photo used with parent's permission)

Human Resources

Applications Reviewed

- MSS (x11)

Job Offers

- 0

New Hires

- CL (x1) & AL (x1)

Phone Screens

- MSS (x2)

Job Postings

- 0

Orientations

- 01/02/2025 (x2)

Interviews

- 0

Position Changes

- MSM (x1)

Separations

- (x2)

Additional Details/Tasks

- *Please note: We are currently on a hiring freeze temporarily during the Cherry Lane renovation.*
- Our attrition/turnover rate for the month of January 2025 is 1.8%.
- Several meetings with benefit brokers to correct benefit elections, benefit carrier cards, incorrect enrollments with feeds, and collecting data to ensure our staff are appropriately covered under the benefits they selected.
- FMLA/ADA Cases (x11)
- Jury Duty Cases (x2)
- Bereavement Cases (x1)
- WC/Near Miss Cases (x1)
- W2 Corrections
- ACA & CMS Legal Reporting

Volunteers

- We're excited to welcome and collaborate with volunteers at our unBound location! Greg has been assisting patrons in learning about the CNC wood engraving machine.
- In January, we welcomed a new volunteer to the unBound team. Jonathan, who is helping patrons with one-on-one laser engraving sessions. We're incredibly grateful for the skills and dedication of our volunteers, which help expand the library's capacity to support patrons in learning emerging technologies and equipment.
- In January, we developed a training program for managers on volunteer management best practices and the process for engaging volunteers at each branch. Additionally, we updated the procedures manual and training slides to better support each branch in involving their volunteers.

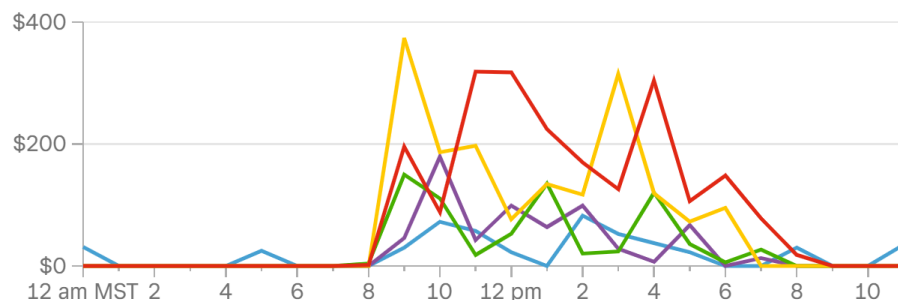
Finance

- **December 2024 Bills Processed:** 124
- **December 2024 Credit Card Charges:** 175
- **Finance Report**
 - Auditors are scheduled to attend the March board meeting to present the FY2024 audit.
 - The Cherry Lane renovation will fully expend the Capital Projects Fund and Capital Repair and Replacement reserve. General fund allocations will be needed in FY26 and FY27 to make ends meet. A hiring freeze has been implemented and the admin team is watching expenditures and contracts closely.
 - The Grants and Sponsorships Committee has been working with the Programs Reading Subcommittee to develop opportunities and get sponsorships for Summer Reading 2025. With invaluable guidance and legwork from the Foundation Manager Eryn, and Pinnacle Librarian Paige, we've successfully raised \$10,000 to date for Summer Reading!
 - During FY2025 the Finance Department is working on streamlining processes for a variety of internal operations. These improvements will ensure accountability with funds, prompt payment to vendors and compliance with various regulations.
 - Implemented a refreshed travel process for employees, working with the Training and Development Committee to develop internal training videos.
 - Implemented a refreshed Program Presenter Agreement process, working with the Programs Committee to develop a streamlined, all electronic process for Presenter Agreements.
 - Implemented automated budget to actual reporting to department managers monthly.
 - Implemented project team for physical inventory digitization and streamlining.
 - Continuously working on contract compliance with vendors and the admin team.

- **December Square Report**

Top 5 Categories: Gross Sales

- Paper Printing Services \$2,097.09
- Lost/Damaged Items \$1,687.39
- 3D Printing Services \$703.20
- Room Reservations \$645.06
- Room Reservations \$498.75



Material Services

In November Material Services staff Jenny L. and Erin S. attended the 2024 Core Forum, a conference that brings together librarians involved in seven areas of practice: Access & Equity, Assessment, Buildings & Operations, Leadership & Management, Metadata & Collections, Preservation, and Technology. Their attendance was supported by funding from the Idaho Commission for Libraries' First Time Attendance Award. Highlights included:

- Preconference workshops on Digital Preservation, Strategic Planning, and Organizing for Inclusivity
- Library design and renovation sessions about trends, access, and hybrid space use
- Talking to colleagues about their experiences with floating collections and renovation projects
- Touring the Minneapolis Central Library branch of the Hennepin County Library system and talking to one of their History Center librarians about their collections and displays (pictured)



BRANCHES DIVISION

Cherry Lane

Programs, Events & Outreach:

- **3rd Annual Winter Reading Challenge - Stick to Reading with the Idaho Steelheads:** Between January 5 and March 8 participants between age 0 to 18 can read 1,500 minutes to earn a voucher to attend an Idaho SteelHeads hockey game, happening in March. 700 community members have enrolled in the challenge and 73 have completed the program so far. Collectively participants have read nearly 250,000 minutes.
- **Winter Reading KickOff:** On January 6, the Branch hosted the Winter Reading Kickoff Party where the Idaho Steelheads mascot and players visited to take photos, sign customized bookmarks and create a fun environment where patrons could sign up for the reading challenge, while enjoying snacks and games. 253 attended this event.



- **Super Smash Bros. Tournament:** Due to popular demand based on activities in our regular M.A.S.H. program, on January 17 staff facilitated a Super Smash Bros. tournament conducted on the Nintendo Switch console, where teen participants could compete for the title of Smash Bros. champion. 11 attended.
- **Winter Movies at the Library:** On days when the West Ada School District is not in session, Branch staff show family friendly films. On January 2 there was a showing of Miracle and 8 attended. On January 29 Matilda was shown, with 21 in attendance.
- **Bookmobile Visits to Foothills Apartments:** The Bookmobile visits 3 to 6 stops per week to bring a browsable collection, deliver holds, offer food pantry items to those in need and accept returns. Basically, the bookmobile is a mobile extension of the branch. One important story of impact is from a mother at the Foothills Apartments, where the Bookmobile visits weekly. She said that two of her children were behind grade level in their reading skills. The parent would check out a laundry basket full of books from the Bookmobile and after a year her children have risen back up to grade level reading proficiency.

Professional Development:

- **Welcome new Community Librarian:** After Whitney was promoted to Branch Supervisor in October, we recruited a new staff member to fill her position. Kaegan was hired as the new Community Librarian at Cherry Lane on January 6, where she will take on existing community partnerships and develop engaging new programs for Adults and Seniors. Keep your eye out for her upcoming Watercolors classes!
- **Congratulations on MLIS Degree:** Nikki, who has been with Meridian Library District for over 5 years received her MLIS degree in December from University of Alabama.

Notable Branch Activities:

- **Visit from MSR Design for the Cherry Lane Renovation :** The architects engaged in the design of the Cherry Lane re-model project visited the branch on January 23 to facilitate staff focus groups about the design for the building, along with staff and patrons needs. Topics included maintenance/ custodial, service points, materials handling, office workstations, library programming spaces, reservable spaces for the public, and collection shelving. A sample of staff across teams and positions were selected to participate in these focus groups.
- **All Branch Meeting:** On January 29 all staff met for an update on the Cherry Lane renovation and a training on weeding the collection based on poor condition criteria. Branch staff of all levels have been challenged to weed by condition for an hour per week. Including Materials Services, 40 attended.
- **Staff Winter Party:** The District Staff Winter Party was hosted at the Cherry Lane Branch. Attendees brought potluck dishes, had a hot cocoa bar and participated in a trivia challenge.



Stats:

- **Home Delivery Use Increase:** The Home Delivery service, currently operated out of Cherry Lane saw an increase in orders in January from the previous months. We delivered 130 additional orders in January from December, increasing the number of items delivered from 2,336 to 3,022.

Orchard Park

Programs, Events & Outreach:

- **STEAM Lab:** This month Boise State University partnered with the library and presented a program about electricity and snap circuits.
- **Murder Mystery: A Clueless Murder:** Participants enjoyed an evening of murder, mystery, and role-playing.
- **VITA Tax Preparation:** Tax season has started with Boise State University's Volunteer Income Tax Assistance (VITA) program. The program is offered every Friday and available to anyone who makes \$67,000 or less annually.
- **Connection is the Cure: There is Power to Your Story:** Melissa, Orchard Park's Youth Services Librarian, prepared for and manned the library booth at this Idaho Ford Center event.
- **Program Highlights:** Pokémon Tournament, Public Speaking Workshop, Great Puzzle Swap, LEGO Architecture, Kick Start Your Spring Garden, and Watercolor 101.

Professional Development:

- **American Library Association LibLearnX:** Orchard Park's Branch Manager, Kristi, and Community Librarian, Rebekah, attended LibLearnX in Phoenix, Arizona. Rebekah attended as a member of ICFL's SPLAT. Staff attended dozens of sessions focused on leadership development and reader's advisory including the ALA Governance Institute. Kristi also collected ideas and best practices at the Phoenix Public Library.
- **Library Leadership Management Course:** Trevor and Rebekah attended ICFL-sponsored online courses through Library Juice Academy. The programmers focused on Leadership Essentials. They explored leadership models, and development, and analyzed and implemented an inclusive and equity-centered leadership framework.
- **Workshops & Courses:** Melissa represented the library at the West Ada Community Collaborative meetings and the City of Meridian Do the Right Fair. She also attended an Asian American Pacific Islander Interactive Literature Workshop, Accessibility Partners: Building Inclusive Experiences in Libraries, and Building Belonging: EDI Strategies for Children's Services. Natalie observed Storytime and Sensory Play at Boise Public Library's Bown Crossing branch.
- **24th Annual Mock Caldecott Tea:** Four Orchard Park staff members attended the event at Ada Community Library's Lake Hazel branch. They reviewed and discussed the best picture books of 2024 and submitted their votes for the 2025 Mock Caldecott winner.

Notable Branch Activities:

- **Sensory Room:** Our new reservation system has been taking off with an average of six reservations per day and patrons are positive about the experience. Examples of uses:

therapy for a child with autism, work with an ABA therapist, and a community outing for small groups.

- **American Red Cross Blood Drive:** Another great success! The day was busy with walk-ins and appointments. The goal was 18 units of blood and they received 24!

Pinnacle

Programs, Events & Outreach:

- Two private preschools came for a special tour and storytime at Pinnacle. Paige did storytimes at a new local daycare center (La Petite Academy) for the first time this month and will be continuing to go back every month.
- Attendance at our Silly Song and Dance storytime and Storytime and Art have been so large that we have added second sessions to each of them to accommodate the crowd size.
- About 45 children and their adults attended the STEAM program titled Owl Pellet Dissection. They learned quite a bit about owls and had a very memorable experience at the library.
- 26 Residents at two Touchmark Senior Living Facilities came to Getting to Know Your Smartphone workshops in January.
- Maria attended a Pinnacle Social Hour hosted by the Pinnacle community members on January 10th. It was a great opportunity to get to know the neighbors in the community and to discuss programs and library services. Several people signed up for adult programs at the event.



Professional Development:

- Izzy and Paige attended Ada Library's annual Caldecott Tea where we interacted with staff from other area libraries and evaluated various picture books published in 2025 on the merits of the Caldecott award.
- Maria started the ICFL course Summer Services for Everyone. This course began January 9 and will continue to March 20, with 90 minute sessions each Thursday. This is a great opportunity to talk with library staff from around the state about equity in library services and programming during the summer.

Notable Branch Activities:

- Scott joined the team in the Associate Librarian position that was vacated when Patrick filled the Supervisor position.
- Andi vacated her Associate Librarian position, this position will remain vacant for now.

unBound

Programs, Events & Outreach:

- **Event name:**
 - **Notion vs. Coda** - Outreach event January 15. Presented to 65 people at Kiln about unBound resources. We had people registering for classes as Cortnie was presenting and we also had audience members offering testimonials of how much they use/appreciate our resources.
 - **SheTech:** Outreach event, January 28. SheTech is an event focusing on career exploration for teen girls featuring dozens of hands-on experiences with leading tech & educational companies focusing on STEM experiences. unBound staff presented technology resources and interacted with around 300 attendees.

Professional Development:

- **LibLearnX:** Business Liaison Librarian Cortnie and unBound Associate Librarian Mariah both attended LibLearnX in Phoenix, Arizona. Cortnie presented at a session hosted by Libraries and Launchpads discussing community collaboration to a little under 100 attendees. She shared unBound resources and how the unBound Branch is working to support our local business community. Mariah attended to support SPLAT (Special Projects Library Action Team) on behalf of the Idaho Commission for Libraries.



Cherry Lane Renovation

Overview

guiding principles | cherry lane library

Community

The building will be a community hub, providing spaces for individuals, families and groups to work, and gather.

Inclusivity

The building will welcome all user and create a sense of belonging for all patrons in the community.

Hands-on learning

The project will incorporate spaces that will support hands-on programing and individual experimentation.

Adaptability

The building will allow for future users' needs, technology advancements and shifts in uses.

Life-long education

The project will create environment that supports learning and well-being of all users.

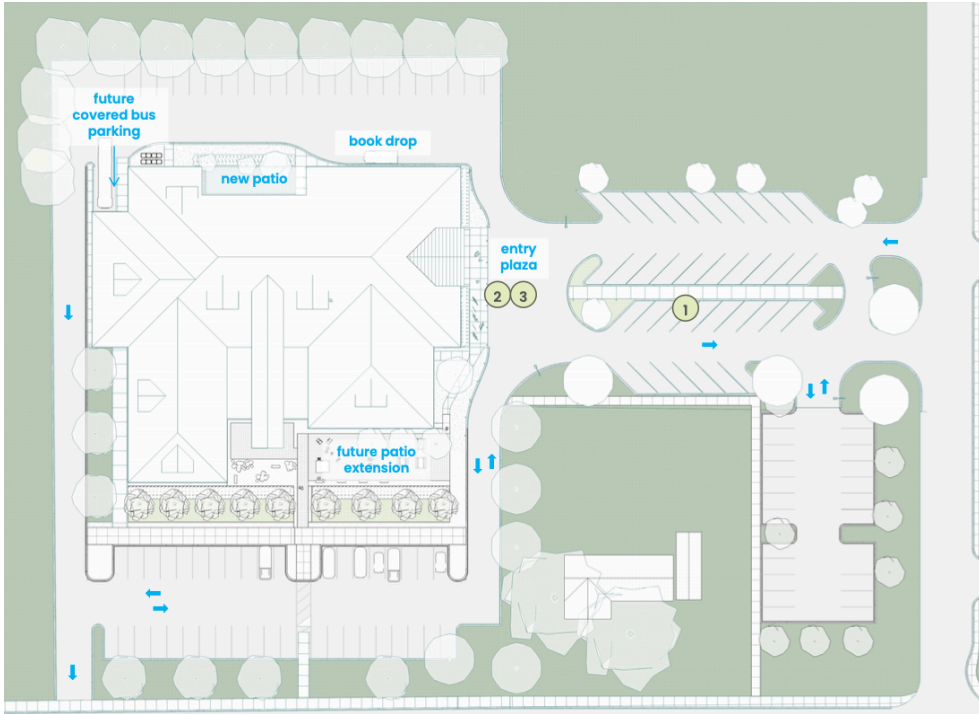
Resiliency

The project will incorporate materials and operation strategies that will withstand the test of time and changing natural conditions.

guiding principles | MLD 2021-2025 strategic goals | **project goals**

- Expand Sustainable and Inclusive Spaces for a Growing Community
Create transparent and inviting space for various needs and abilities.
- Undertake a Community-Wide Initiative to Improve Early Literacy
Reimagined space to attract readers and to engage community.
- Pinpoint Priorities to Address Critical Service Needs in Meridian
Provide comfortable spaces for work and play, for all individuals, families and community.
- Deepen Awareness of the Breadth and Relevance of Library Services
Create engaging spaces for programming to encourage community participation.
- Develop and Maintain MLD's Strong Organizational Culture
Provide inspiring and accommodating staff areas.

Design



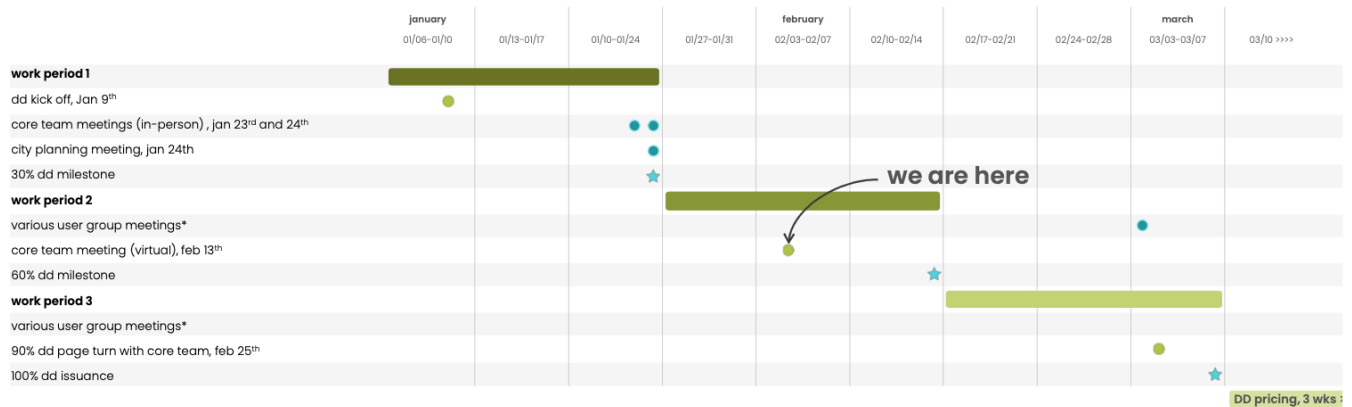
Cost

This cost breakdown is based on information provided by CM Company. These are preliminary numbers and much will go into shaping these before final design and scope of work are complete.

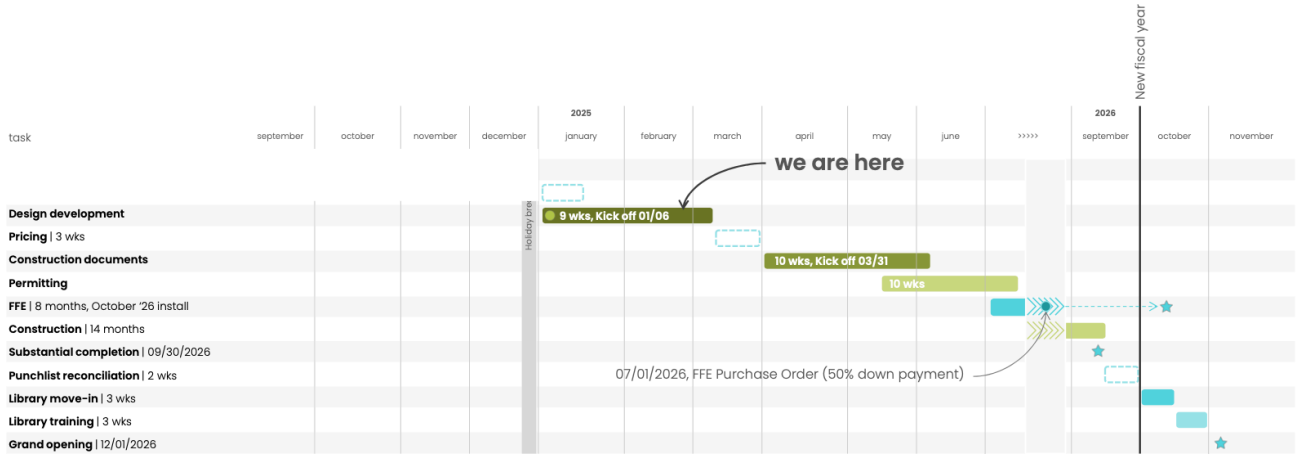
SCOPE OF WORK	COST
Hard Construction Costs	\$10,074,906
Design Costs	\$805,992
Consultants	\$15,000
Permits/Fees	\$137,016
Utility Extension and Connection Fees	\$35,000
Owner Cost Tracking (ie., FFE, moving expenses, A/V, Signage)	\$2,180,000
TOTAL	\$13,247,928

Timeline

dd schedule | revised 01/02/2025



project schedule | revised 01/02/2025



Staff Plan

The Cherry Lane staff is currently split into four teams. Mary’s team is composed of full-time Librarians and Associate Librarians. The other three teams are each led by a supervisor and are composed of Library Assistants and Pages, the majority of which are part-time employees.

Once Cherry Lane renovation begins and the building is no longer accessible to staff, Mary’s team will primarily focus on outreach services with our Bookmobile and Sprinter van, as well as programming, committee work, and special projects. This team will also spend time at the other branches helping with coverage and programming as necessary.

The other three teams will primarily rotate working between Orchard Park, Pinnacle, and special projects. Since our staffing model is built in a way where teams mirror one another, a team from the open branches can be pulled out for professional development and substituted with one of the rotating teams. We anticipate that team rotations will change each quarter, with shorter rotations integrated for committee work, professional development and branch coverage, as necessary.

Additionally, we are in a District-wide hiring freeze so as attrition happens, the teams from Cherry Lane will be relied on more to provide additional staffing at the other branches via the team rotations or reassignments.

Since unBound is very small and has a steep learning curve for daily operations, one or two staff members will be assigned to work there for an extended period of time. The goal is to integrate them into the team, to allow for unBound to add more programs, explore new services, and create more opportunities for community outreach.

Committee work is a big goal of ours during this closure. Currently, committees are not meeting very often due to the fact that members are needed for coverage at our branches. Once Cherry Lane closes and we have additional coverage, we will be able to allow for committees to break out for longer periods of time to work on their assigned projects.

Some of the projects we want to focus on during the closure include, but are not limited to: document digitization, digital storage cleanup and organization, supply inventory, the creation of training materials, guides, and videos, onboarding videos, library card sign up initiatives, and more. Our hope is that this time allows for a collaborative opportunity to build upon a district-wide foundation that will guide and support internal MLD culture and staff development for many years to come.



MEMO

Nick Grove

Library Director

PO Box 940

Meridian, ID 83680

director@mld.org

(208) 888-4451 x1010

TO: Jeffrey Kohler, Board Chair
FROM: Nick Grove, Library Director
CC: Meridian Library District Board of Trustees
DATE: 1/29/24
RE: Request for Reconsideration - *Prince & Knight*

Overview

On January 8, 2025, staff at Orchard Park branch received a Request for Reconsideration form regarding *Prince & Knight* by Daniel Haack. This memo provides a synopsis of the title, its circulation history, an analysis of the title through the lens of the Meridian Library District's (MLD) Collection Development Policy, and a recommendation to the Board for consideration at the February 2025 monthly Board meeting.

Synopsis of the title

In this modern fairy tale, a noble prince and a brave knight come together to defeat a terrible monster and in the process find true love in a most unexpected place.

"Thank you," he told his parents.

"I appreciate that you tried, but I'm looking for something special in a partner by my side."

Once upon a time, in a kingdom far from here, there was a prince in line to take the throne, so his parents set out to find him a kind and worthy bride. The three of them traveled the land far and wide, but the prince didn't quite find what he was looking for in the princesses they met. While they were away, a terrible dragon threatened their land, and all the soldiers fled. The prince rushed back to save his kingdom from the perilous beast and was met by a brave knight in a suit of brightly shining armor. Together they fought the dragon and discovered that special something the prince was looking for all along. This book is published in partnership with GLAAD to accelerate LGBTQ inclusivity and acceptance.

https://bookresumes.uniteagainstbookbans.org/wp-content/uploads/Haack_Prince-and-Knight_20240104.pdf

Request for Reconsideration Report

Staff Member: TG

Date: 1/16/2025

Director: Nick Grove

Formal Review Initiated

Per our [Collection Development Policy](#), when MLD receives a Request for Reconsideration for an item in our collection and staff complete a review of the item, communicate directly with the patron, and the Director will inform the Board of Trustees. This report serves as documentation of the challenge, our process, and to communicate to the Board.

Title: Prince & Knight

Call Number: ONCE UPON HAACK

Categorized in collection(i.e. Childrens, Youth, Adult):

Youth Picture Book - Once Upon a Time

Patron confirmed they read material: Yes

Patron request for material: Remove from Children's section

Reason given by patron for removal or reassignment as it relates to Section B of Collection Development policy:

Patron did not indicate whether they had read the collection development policy and did not cite any part of the policy or the material in question when they filled out the request for reconsideration form. The patron did state: *"The material was perverted and not acceptable for children."* and *"Inappropriate "queer" in children's section not acceptable for children to be unknowingly exposed to."*

Does the reasoning take into consideration the literary work as a whole? No

Explain: Patron declined to fill out this portion of the form, though they did state they read the whole work.

Research:

MLD Circulation Statistics:

Year to Date Circulation: 1

Previous Year to Date

Circulation: 9

Lifetime Circulation: 11

[Authors Website](#)

Awards:

- [Bookstagang's](#)
- Best of 2020
- Winner

Reviews:

- [Kirkus Starred Review](#)
- [School Library Journal](#)
- [Booklist](#) (review behind paywall. Can find excerpt from review [here](#))

Does the reason given by the patron justify action requested based on Section B of Collection Development Policy? No

Explain: Based on staff review of the material and the Meridian Library Collection policy the material meets the following criteria outlined in Section B:

Literary or stylistic quality	Meets criteria
Content created by and representative of marginalized and underrepresented groups	Meets criteria
Reputations, qualifications, and significance of author, producer, or publisher	Meets criteria
Accuracy, currency, timeliness, validity	Meets criteria
Attention of critics, reviewers, awards, and public	Meets criteria
Resources from self-published, independent, small, and local producers	N/A
Physical quality and effectiveness of format and appropriateness of format to subject	Meets criteria
Cost, as measured against competing materials on the same subject	Meets criteria
Resources in formats that meet the needs of users with disabilities	N/A
Availability of discounts and efficiency in vendors used for purchasing	Meets criteria
Suitability for intended audience	Meets criteria
Availability of subscriptions and standing orders for popular materials, reference, and nonfiction items published or released annually	N/A

If the patron requests alternative placement of the material, is there an option that is suitable without making the book inaccessible to other patrons? No.

Explain: The patron requested the item be removed from the children's area, the format of the material is intended for children's collections there is not another collection it would be suitable for in the library. So removing the material would make it inaccessible to patrons.

Findings:

- The material meets a majority of the criteria outlined in section B of the collection development policy
- The material was well reviewed by industry experts
- The material received an award
- Circulation statistics for the material show that the item is being well used by the community

Conclusion:

After reviewing the material as a whole, it is recommended that the material stay in its currently assigned collection and location.

This recommendation is based on the following: it does not violate the Meridian Library Collection Development policy.

It is well reviewed and has circulation statistics to support its relevance to the community. Also, the material does not meet the legal requirements of “*materials harmful to minors*” defined in Section A. under the [Reconsideration of Materials](#) policy, which cites Idaho code 18-1514.

To remove the material based on a portion of the contents that an individual finds disagreeable would be an affront to the Library Bill of Rights and the Freedom to Read statement and a violation of the First Amendment.