
The public is invited to attend the regular meeting of the Meridian Library District Board of Trustees at:
7:00 pm on Wednesday, April 16, 2025

ATTEND IN PERSON
Orchard Park Branch
Programs 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, March 19, 2025
 - b. Policies
 - i. Photography
 - ii. Finance
 - iii. Code of Conduct
 - c. Job Description
 - i. Digital Resources Librarian
4. **Financials**
 - a. Approval of February 2025 Financial Reports [ACTION ITEM]
 - b. Disbursement approvals February 2025 [ACTION ITEM]
5. **Staff Presentation**
 - a. Foundation - Eryn T.
6. **Director Updates**
 - a. Director's monthly report
 - b. Cherry Lane Branch renovation
7. **Job Descriptions**
 - a. Digital Resources Coordinator [ACTION ITEM]
8. **Salary Schedule [ACTION ITEM]**
9. **Executive Session [ACTION ITEM]**
 - a. Pursuant to [Idaho Code §74-206 \(1\) \(b\)](#) *
10. **Future agenda items [DISCUSSION ITEM]**
11. **Adjournment**

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



Library Board Trustee Meeting Minutes

March 19, 2025

Trustees

Jeff Kohler – Chair
Destinie Hart – Vice Chair
Laura Knutson - Treasurer
Josh Cummings – Trustee
Josi Christensen – Trustee

Meridian Cherry Lane Branch
1326 Cherry Lane
Meridian, ID 83646
Conference Room

Regular Session

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

Staff present:

Nick Grove, Library Director; Vassil I., Assistant Director; Dan P., Executive Manager; Ema B, Financial Manager; Jenny L., Material Services Manager; Holly D., Administrative Assistant

AGENDA ITEMS

- 1) Call to Order
 - a) Trustee Kohler called meeting to order at 7:00pm
- 2) Public Comment
 - a. Mistie Gardner
 1. Gardner came before the Board to talk about her request for reconsideration on the book *Let's Talk About It*, asking again that the book be moved out of the teen section and into the adult section. She shared sections of the book with the Board.
 - b. David Pettinger
 1. Pettinger, a previous Meridian resident, came before the Board to share his thoughts on the book *Two Boys Kissing*. He also shared sections of the book with the Board.
- 3) **Consent Agenda [ACTION ITEM]**
 - a) Regular Minutes, February 19, 2025
 - b) Job Descriptions
 - i) Collection Development Librarian
 - c) Policies
 - i) Collection Development Policy

Motion passes by unanimous consent

Trustees

Jeff Kohler – Chair
Destinie Hart – Vice Chair
Laura Knutson - Treasurer
Josh Cummings – Trustee
Josi Christensen – Trustee

4) Financials

- a) Approval of January 2025 Financial Reports [ACTION ITEM]
- b) Disbursement approvals January 2025 [ACTION ITEM]

Motion to approve the January 2025 Financial report and disbursement approvals: Trustee Hart
Second: Trustee Cummings
Vote: all in favor

5) FY24 Audit Presentation and Acceptance [ACTION ITEM]

- a) Morgan Browning from Harris came before the Board to share the annual audit report. He went through each of the reports, explained what they are for, and shared the auditors' findings. The District was given positive remarks on all reports for the 2024 fiscal year. Trustee Cummings thanked the finance department and Finance Manager Brenneman for their work on this project. Finance Manager Brenneman noted that one of the Admin Assistants has started working exclusively with the finance department since October of last year.

Motion to approve the audit presentation: Trustee Knutson
Second: Trustee Hart
Vote: all in favor

6) Staff Presentation

- a) Pinnacle Update - Dusty W.

7) 2024-2025 Regular Meeting Dates [ACTION ITEM]

- a) Director Grove explained that with the upcoming renovations to Cherry Lane, the building will no longer be available for board meetings. With the Board's approval, the meetings will need to move to the Orchard Park branch. Trustee Cummings noted it could be advantageous to the public to have some meetings in North Meridian at Orchard Park, and some in South Meridian at Pinnacle. Chair Kohler noted that could result in "patron whiplash" trying to figure out where meetings will be held on a month-to-month basis. Trustee Knutson said it could work to have a handful of meetings at one location and then a handful at another, alternating in quarters rather than months. Trustee Hart said it would make the most sense to switch to Orchard Park in April rather than putting it off.

Motion to approve the remainder of the 24-25 meeting dates as originally presented in April:
Trustee Hart
Second: Trustee Cummings
Vote: all in favor

Trustees

Jeff Kohler – Chair
Destinie Hart – Vice Chair
Laura Knutson - Treasurer
Josh Cummings – Trustee
Josi Christensen – Trustee

8) Director Updates

a) Director's monthly report

- i) Director Grove and Assistant Director Ivanov shared their monthly updates with the Board, including a \$1,500 grant given to the Foundation from the Idaho Food Bank for after-school snacks at M.A.S.H. and 40 volunteers serving over 1,000 hours since the start of FY25. With the Cherry Lane renovations, the District is currently in the process of obtaining permits and preparing to accept bids for different aspects of the project. Several focus groups have been conducted with the community and with staff, and a communication plan is being developed to share information with the public and with staff.
- ii) Trustee Cummings asked about the dates for the communication plan. Director Grove said it should be around the beginning of April. Trustee Knutson asked about the CNC classes at unBound and what they are. Assistant Director Ivanov explained it's essentially a milling machine, used primarily on wood for creative projects. Director Grove said the CNC machine was added to the collection as an opposite to the 3D printing machines, a subtractive process as compared to the additive process of a 3D printer. Chair Kohler noted that the timeline for the Cherry Lane renovations depends largely on the permitting process and how long that will take. Director Grove said the District has no reason to believe there will be any major setbacks in that process, but no closure date will be decided upon until the next board meeting.

9) Job Descriptions

a) Executive Manager [ACTION ITEM]

- 1) Director Grove explained the changes on this job description are largely cleanup, but beyond the standard for the consent agenda.

Motion to approve the Executive Manager job description as presented: Trustee Cummings

Second: Trustee Hart

Vote: all in favor

Trustees

Jeff Kohler – Chair
Destinie Hart – Vice Chair
Laura Knutson - Treasurer
Josh Cummings – Trustee
Josi Christensen – Trustee

10) Policy Reviews

a) InterLibrary Loan Policy [ACTION ITEM]

- i) Director Grove explained that InterLibrary Loan services with the current provider will be going away, as the prices have grown too high. This was a decision made by the Lynx Consortium leaders. ILL items are items sent to and received from libraries outside of the Lynx Consortium area. Other libraries in the area may continue to provide ILL services, but those would be outside of the District. The District is still accepting purchase requests from patrons. This policy will be archived.

Motion to archive the InterLibrary Loan policy: Trustee Hart

Second: Trustee Cummings

Vote: all in favor

b) Privacy and Confidentiality [ACTION ITEM]

- i) Director Grove said these changes were routine, getting them in line with other policies.

Motion to approve changes to the Privacy and Confidentiality policy: Trustee Hart

Second: Trustee Cummings

Vote: all in favor

c) Volunteers [ACTION ITEM]

- i) Director Grove said these changes were routine, getting them in line with other policies.

Motion to approve the Volunteer Policy as presented: Trustee Hart

Second: Trustee Cummings

Vote: all in favor

d) Display and Exhibit [ACTION ITEM]

- i) Director Grove said there was a small language piece that needed to be updated.

Motion to approve the Display and Exhibit Policy as presented: Trustee Hart

Second: Trustee Cummings

Vote: all in favor

e) Service Charge Policy [ACTION ITEM]

- i) Director Grove explained that InterLibrary Loan services with the current provider will be going away, as the prices have grown too high. This was a decision made by the Lynx Consortium leaders. ILL items are items sent to and received from libraries outside of the Lynx Consortium area. Other libraries in the area may continue to provide ILL services, but those would be outside of the District. The District is still accepting purchase requests from patrons.

Motion to approve the Service Charge Policy as presented: Trustee Hart

Second: Trustee Cummings

Vote: all in favor

Trustees

Jeff Kohler – Chair
Destinie Hart – Vice Chair
Laura Knutson - Treasurer
Josh Cummings – Trustee
Josi Christensen – Trustee

11) Request for Reconsideration Director Memorandums

Chair Kohler read a statement about the Board's role in collection development and protecting patrons' right to read while also upholding Idaho law. Once a request for reconsideration is received, it becomes a part of public record. Requesters acknowledge this when they sign the form. All requests for reconsiderations are available for viewing on the District website. Chair Kohler reminded those in attendance that the burden of proof is on the censor, as stated in the District's Collection Development Policy. He also clarified the process each of these books has gone through, including review by senior library officials, review by trustees, and the requester being notified within a reasonable amount of time. For each memorandum, the Board can decide to accept or reject the Director's recommendation, or take a different action of its choosing.

- a) **Title and author:** *Pride 123* by Michael Joosten [ACTION ITEM]
- i) Director Grove filed a memorandum with the Board, citing the Material Services Department's findings on the book. He officially recommends keeping the book where it is in the collection.
 - ii) Chair Kohler noted that the requester asked the book be moved from the children's section, but did not specify where it should be moved to. Trustee Hart noted that while some other books may have some merit for conversation, this one does not.

Motion to approve and endorse Director Grove's written recommendation of Pride 123:

Trustee Cummings

Second: Trustee Knutson

Role call

- 1) *Chair Kohler Yes*
 - 2) *Trustee Hart Yes*
 - 3) *Trustee Cummings Yes*
 - 4) *Trustee Knutson Yes*
- b) **Title and author:** *Let's Talk About It* by Erika Moen [ACTION ITEM]
- i) Director Grove filed a memorandum with the Board, citing the Material Services Department's findings on the book. While he officially recommends keeping the book in the collection, he also recommends moving it from Teen Nonfiction to Teen Graphic Nonfiction, since the book is written in the style of a graphic novel. It will remain in the Teen section.

Trustees

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- ii) Chair Kohler noted that the requester asked the book be moved from the Teen section to the Adult section. Trustee Hart noted that this book is meant to educate teens on their bodies, not their sexualities. She said it does not appeal to the prurient interest of minors and that it does possess scientific value. Though she noted that individual families may not feel this is the right book for them, she also affirmed that the Board's job is not to impose individual beliefs on the public. Chair Kohler said that the Board's decision does not reflect the individual trustees' beliefs, but they do have a responsibility to provide a diverse collection to the public. Trustee Cummings noted that, as a parent himself, there are other books that he would rather his children read, but as a government representative, he believes this book belongs in the library's collection.

- iii) Trustee Hart said she appreciates the Director's thoughtfulness in considering this book.

Motion to approve the Director's report and recommendation of Let's Talk About It
Trustee Knutson

Second Trustee Cummings

Role Call

- 1) Chair Kohler Yes
- 2) Trustee Hart Yes
- 3) Trustee Cummings Yes
- 4) Trustee Knutson Yes

- c) **Title and author:** *Two Boys Kissing* by David Levithan [ACTION ITEM]

- i) Director Grove filed a memorandum with the Board, citing the Material Services Department's findings on the book. He officially recommends keeping the book where it is in the collection.
- ii) Chair Kohler noted that the requester asked the book be moved to the adult section. Trustee Hart noted, similar with *Let's Talk About It*, this book is being considered as a whole. Though some individual passages may be taken out of context, the book as a whole does possess literary merit.

Motion to approve Director Grove's recommendation to keep the book in the Teen's section Trustee Hart

Second Trustee Cummings

Role call

- 1) Chair Kohler Yes
- 2) Trustee Hart Yes
- 3) Trustee Cummings Yes
- 4) Trustee Knutson Yes



Library Board Trustee Meeting Minutes

March 19, 2025

Trustees

Jeff Kohler – Chair	Destinie Hart – Vice Chair	
Laura Knutson - Treasurer	Josh Cummings – Trustee	Josi Christensen – Trustee

12) Future agenda items [DISCUSSION ITEM]

- a) Trustee Knutson asked if, in a few months' time, the issue of Tiny Library's usage could be addressed. Director Grove said that Tiny is being looked at, and the options will come before the Board soon.
- b) Chair Kohler asked for further updates on the Cherry Lane updates as they become available.

13) Adjournment

- a) Trustee Kohler adjourned the meeting at 8:39 pm

The next regular Library Board Meeting is scheduled for 7:00pm, April 16, 2025

RESPECTFULLY SUBMITTED AND APPROVED

Nick Grove, Director

Jeffrey Kohler, Board Chair



Meridian Library District PHOTOGRAPHY DRAFT

1

2 The Meridian Library District ([District](#)) often takes photos and videos of its programs,
3 activities, and their participants. This may include recording or taking screenshots of
4 virtual programs. Please be aware that these photos are for the use of [the District](#) only
5 and may appear in [District](#) publicity (including social media) or on the [District](#) website.

6 Those wishing not to be photographed or video recorded should inform the
7 photographer. Names of individuals will not be used in photo captions.

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

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Meridian Library District PHOTOGRAPHY

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

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DRAFT



1 **PURPOSE**

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

9 **FISCAL AUTHORITY**

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

- 14 ● Provide guidelines for management and allocation of financial resources which seek to
15 produce optimum benefit for those we serve.
- 16 ● Monitor and evaluate the financial plans of the District and to maintain the financial
17 integrity of MLD.
- 18 ● Approve vendor contracts over \$75,000, and public works construction contracts over
19 \$50,000

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

28 District. In making decisions regarding selection of products and services, the Director will
29 comply with Idaho Code and should consider relevant factors which include, but are not limited
30 to: suitability, availability, quality, workmanship, price, and delivery. The Director may delegate
31 the responsibility for ordering selected products and services to other employees as the
32 Director deems appropriate or necessary to accomplish the goals of the District. Staff should
33 refer to the Meridian Library Purchasing Guidelines and Procedures for information regarding
34 the District's purchasing procedures. To help reduce the risk of financial loss to the District, the
35 Director will implement procedures to:

- 36 ● Prevent embezzlement
- 37 ● Ensure against liability losses (to Board members, the District or to District funds)
- 38 ● Properly maintain facilities and equipment. Limit exposure of the District, the Board and
39 the staff to claims of liability
- 40 ● Ensure funds are disbursed only in compliance with Board authorization and applicable
41 state laws

42 LIBRARY FINANCE MANAGER: The Accounting and Finance Manager records transactions
43 to accurately reflect District operations. Monthly reports will be presented to the Board that
44 include individual payments made from District accounts. Quarterly reviews (or more frequently
45 as may be requested) of all accounts will be provided by the Accounting and Finance Manager
46 to the Director and the Board. The Accounting and Finance Manager coordinates the annual
47 audit with an independent auditor.

48 LIBRARY STAFF: Department managers prepare budgetary requests annually during the
49 budget development process. All District staff will be familiar with this policy and the
50 Purchasing Guidelines and Procedures and as public servants will exercise fiscal responsibility
51 in regards to their use of District funds. Employees are to follow the District's Purchasing
52 Guidelines and Procedures when making purchases on behalf of the District. Employees who
53 make unauthorized purchases will be subject to disciplinary action including possible
54 dismissal.

55 **BASIS OF ACCOUNTING**

56 The accounts of the District are maintained on the modified accrual basis of accounting. All
57 District monies are considered part of the General Fund, Capital Projects Fund, or Capital
58 Replacement and Repair fund. Fund balances are designated as nonspendable, restricted,
59 committed, assigned or unassigned pursuant to the Governmental Accounting Standards
60 Board's (GASB) Statement 54. Nonspendable funds include fund balance amounts that cannot
61 be spent because they are not in spendable form or because of legal or contractual
62 constraints. Restricted Funds include fund balance amounts that are constrained for specific
63 purposes which are externally imposed by providers, such as grantors, creditors, or amounts

64 constrained due to constitutional provisions or enabling legislation. Committed funds include
65 fund balance amounts that are constrained for specific purposes that are internally imposed
66 through formal action of the Board of Trustees. Assigned funds include fund balance amounts
67 that are intended to be used for specific purposes that are neither considered restricted or
68 committed. Unassigned funds are positive fund balances within the general fund that have not
69 been classified in one of the aforementioned categories. MLD's fiscal year is October 1
70 through September 30. The financial statements of the District shall be independently audited
71 annually pursuant to Idaho Code §67-450B. The audit shall follow Generally Accepted Auditing
72 Standards, as well as the standards for financial audits outlined in Generally Accepted
73 Government Auditing Standards and applicable laws.

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

76 **BUDGET PROCESS**

77 The Board sets a public budget hearing date annually. The budget hearing is typically held in
78 August. The Ada County clerk is notified of the budget hearing date annually by April 30th
79 pursuant to Idaho Code §63-802A. The Director is responsible for preparing an annual detailed
80 budget estimate for submission to the Board. The budget development process usually begins
81 in February. The budget is prepared on the modified accrual basis of accounting consistent
82 with the basis used for financial reporting. The preliminary budget is presented to the Board for
83 review in July. The Board is responsible for revising and adopting the proposed budget for
84 publication pursuant to Idaho Code §33-2725. The proposed budget is put forward for formal
85 consideration at a public budget hearing in August. The board is responsible for adopting the
86 budget and appropriate budget resolutions, after the public hearing and formal approval action
87 of the Board the L-2 is submitted to Ada County. Ada County submits the L-2 budget request
88 to the Idaho State Tax Commission for approval. The finalized budget is made available on the
89 District's website.

90 After the District's budget has been duly approved and funds have been appropriated, the
91 Director is authorized to expend funds within the budget's designated categories: Personnel,
92 Collections, Operations and Capital. The Director will also be responsible for notifying the
93 Board of anticipated insufficiencies in any category that may require a budget amendment
94 and/or the future transfer of funds between accounts. To amend the budget a public hearing is
95 held. Legal notice of the proposed amended budget and the date and time of the public
96 hearing is published. The proposed amended budget is presented at a public meeting where
97 comments from the public are heard. The amended budget is to be approved by the Board
98 before adoption.

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

101 **APPROVAL OF DISTRICT EXPENDITURES**

102 The Director submits for approval a list of all expenditures to the Board at each regular Board
103 meeting. Expenditures are presented two months in arrears to allow for processing. The Board
104 Treasurer selects expenditures from the report listings and reviews supporting documentation
105 each month. The Director is authorized to make payment for budgeted expenses in advance of
106 such approval in order to take advantage of discounts or to meet due dates. Such payments
107 are ratified by the Board after review of the monthly bill listing. No draft on a checking account
108 of the District is valid without the signature of the Director or a member of the Board. All
109 payments are reviewed and approved by the Director. The Director and the Accounting and
110 Finance Manager report monthly to the Board on the fiscal year-to-date status of revenues and
111 expenditures as compared to the budget categories. Quarterly, the Director and Accounting
112 and Finance Manager report expanded budget to actuals the Board on an individual account
113 basis. The Director and Accounting and Finance Manager also report monthly the cash
114 balance in each account of MLD.

115 **CASH RECEIPTS POLICY**

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

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

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

134 Designated District staff are tasked with receiving cash and checks, counting cash, reconciling
135 cash register drawers and making deposits to ensure separation of duties. All cash and credit
136 card receipts are recorded by the Accounting and Finance Manager through online reports
137 generated by the cash register and patron payment software. To maintain separation of duties,
138 the Accounting and Finance Manager does not complete any steps in the receipt of cash and
139 checks, counting cash or reconciling cash register drawers.

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

143 Property tax and sales tax payments are electronically deposited into the District checking
144 account. Notification is sent by Ada County as the tax funds are remitted. The electronic
145 property tax and sales tax deposits are reconciled to the remittances sent from the County as
146 part of the bank statement review.

147 **BANK STATEMENTS AND RECONCILIATION REPORTS**

148 Bank statements are downloaded directly from the bank website by the Director and the
149 Accounting and Finance Manager. The Director reviews bank statements for an unrecognized
150 or unusual activity. As part of the bank statement review, the Director confirms payroll
151 transfers, property tax deposits, sales tax deposits, payroll tax transfers and PERSI transfers
152 as well as confirming transfers to and from MLD bank accounts. The District bank accounts are
153 reconciled monthly by the Accounting and Finance Manager.

154 **INVESTMENTS**

155 Idaho Code provides authorization for the investment of funds as well as specific direction
156 regarding allowable investments. MLD's policy is consistent with this direction. The District
157 currently invests in interest bearing bank accounts through the State of Idaho Local
158 Government Investment Pool.

159 **FINANCIAL RESERVE AND CARRY OVER POLICY**

160 Annually, after the annual audit, the fund balances will be reviewed. Reserve balances will be
161 reviewed to insure adequate reserves in the General Fund sufficient to maintain district
162 operations. A proposed transfer may be presented for board approval to transfer carry over
163 funds from the General Fund to the Capital Replacement and Repair fund. The District follows
164 Idaho Code §33-2724(3) and §33-2724(4) that pertain to carry over balances and Capital
165 Asset Replacement and Repair funds.

166 **CREDIT CARDS**

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

174 Charges on District-issued credit cards are reviewed each month by the Director. The Director's
175 credit card statement is reviewed quarterly by the Treasurer of the Board and the Board Chair.

176 **FIXED ASSET CAPITALIZATION POLICY**

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

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

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

187 **CONFLICT OF INTEREST**

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

200

201 **OTHER POLICIES**

202 If an employee or volunteer has a reasonable belief that an employee, volunteer or Trustee of
203 the District has engaged in any action that violates any applicable law, or regulation, including
204 those concerning accounting and auditing, or constitutes a fraudulent practice, or a conflict of
205 interest, the employee is expected to immediately report such information to the Director. If the
206 employee does not feel comfortable reporting the information to the Director, he or she is
207 expected to report the information to Human Resources. Policies on governing travel,
208 expenses, mileage, supplies, equipment and telephone use are contained in the District
209 Employee Handbook.

210

DRAFT



Meridian Library District FINANCIAL POLICY DRAFT

PURPOSE

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

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FISCAL AUTHORITY

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- Provide guidelines for management and allocation of financial resources which seek to produce optimum benefit for those we serve.
- Monitor and evaluate the financial plans of the District and to maintain the financial integrity of MLD.
- Approve vendor contracts over \$75,000, and public works construction contracts over \$50,000

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

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

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

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

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

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60 BASIS OF ACCOUNTING

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

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85 constrained due to constitutional provisions or enabling legislation. Committed funds include
86 fund balance amounts that are constrained for specific purposes that are internally imposed
87 through formal action of the Board of Trustees. Assigned funds include fund balance amounts
88 that are intended to be used for specific purposes that are neither considered restricted or
89 committed. Unassigned funds are positive fund balances within the general fund that have not
90 been classified in one of the aforementioned categories. MLD's fiscal year is October 1
91 through September 30. The financial statements of [the District](#) shall be independently audited
92 annually pursuant to Idaho Code §67-450B. The audit shall follow Generally Accepted Auditing
93 Standards, as well as the standards for financial audits outlined in Generally Accepted
94 Government Auditing Standards and applicable laws.

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

97 **BUDGET PROCESS**

98 The Board sets a public budget hearing date annually. The budget hearing is typically held in
99 August. The Ada County clerk is notified of the budget hearing date annually by April 30th
100 pursuant to Idaho Code §63-802A. The Director is responsible for preparing an annual detailed
101 budget estimate for submission to the Board. The budget development process usually begins
102 in February. The budget is prepared on the modified accrual basis of accounting consistent
103 with the basis used for financial reporting. The preliminary budget is presented to the Board for
104 review in July. The Board is responsible for revising and adopting the proposed budget for
105 publication pursuant to Idaho Code §33-2725. The proposed budget is put forward for formal
106 consideration at a public budget hearing in August. The board is responsible for adopting the
107 budget and appropriate budget resolutions, after the public hearing and formal approval action
108 of the Board the L-2 is submitted to Ada County. Ada County submits the L-2 budget request
109 to the Idaho State Tax Commission for approval. The finalized budget is made available on the
110 [District's](#) website.

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111 After [the District's](#) budget has been duly approved and funds have been appropriated, the
112 Director is authorized to expend funds within the budget's designated categories: Personnel,
113 Collections, Operations and Capital. The Director will also be responsible for notifying the
114 Board of anticipated insufficiencies in any category that may require a budget amendment
115 and/or the future transfer of funds between accounts. To amend the budget a public hearing is
116 held. Legal notice of the proposed amended budget and the date and time of the public
117 hearing is published. The proposed amended budget is presented at a public meeting where
118 comments from the public are heard. The amended budget is to be approved by the Board
119 before adoption.

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

126 **APPROVAL OF DISTRICT EXPENDITURES**

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127 The Director submits for approval a list of all expenditures to the Board at each regular Board
128 meeting. Expenditures are presented two months in arrears to allow for processing. The Board
129 Treasurer selects expenditures from the report listings and reviews supporting documentation
130 each month. The Director is authorized to make payment for budgeted expenses in advance of
131 such approval in order to take advantage of discounts or to meet due dates. Such payments
132 are ratified by the Board after review of the monthly bill listing. No draft on a checking account
133 of the District is valid without the signature of the Director or a member of the Board. All
134 payments are reviewed and approved by the Director. The Director and the Accounting and
135 Finance Manager report monthly to the Board on the fiscal year-to-date status of revenues and
136 expenditures as compared to the budget categories. Quarterly, the Director and Accounting
137 and Finance Manager report expanded budget to actuals the Board on an individual account
138 basis. The Director and Accounting and Finance Manager also report monthly the cash
139 balance in each account of MLD.

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140 **CASH RECEIPTS POLICY**

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

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

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

161 Designated District staff are tasked with receiving cash and checks, counting cash, reconciling
162 cash register drawers and making deposits to ensure separation of duties. All cash and credit
163 card receipts are recorded by the Accounting and Finance Manager through online reports
164 generated by the cash register and patron payment software. To maintain separation of duties,
165 the Accounting and Finance Manager does not complete any steps in the receipt of cash and
166 checks, counting cash or reconciling cash register drawers.

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

170 Property tax and sales tax payments are electronically deposited into the District checking
171 account. Notification is sent by Ada County as the tax funds are remitted. The electronic
172 property tax and sales tax deposits are reconciled to the remittances sent from the County as
173 part of the bank statement review.

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174 **BANK STATEMENTS AND RECONCILIATION REPORTS**

175 Bank statements are downloaded directly from the bank website by the Director and the
176 Accounting and Finance Manager. The Director reviews bank statements for an unrecognized
177 or unusual activity. As part of the bank statement review, the Director confirms payroll
178 transfers, property tax deposits, sales tax deposits, payroll tax transfers and PERSI transfers
179 as well as confirming transfers to and from MLD bank accounts. The District bank accounts are
180 reconciled monthly by the Accounting and Finance Manager.

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181 **INVESTMENTS**

182 Idaho Code provides authorization for the investment of funds as well as specific direction
183 regarding allowable investments. MLD's policy is consistent with this direction. The District
184 currently invests in interest bearing bank accounts through the State of Idaho Local
185 Government Investment Pool.

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186 **FINANCIAL RESERVE AND CARRY OVER POLICY**

187 Annually, after the annual audit, the fund balances will be reviewed. Reserve balances will be
188 reviewed to insure adequate reserves in the General Fund sufficient to maintain district
189 operations. A proposed transfer may be presented for board approval to transfer carry over
190 funds from the General Fund to the Capital Replacement and Repair fund. The District follows
191 Idaho Code §33-2724(3) and §33-2724(4) that pertain to carry over balances and Capital
192 Asset Replacement and Repair funds.

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198 **CREDIT CARDS**

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

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206 Charges on District-issued credit cards are reviewed each month by the Director. The Director's
207 credit card statement is reviewed quarterly by the Treasurer of the Board and the Board Chair.

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208 **FIXED ASSET CAPITALIZATION POLICY**

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

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

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

219 **CONFLICT OF INTEREST**

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

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240 **OTHER POLICIES**

241 If an employee or volunteer has a reasonable belief that an employee, volunteer or Trustee of
242 [the District](#), has engaged in any action that violates any applicable law, or regulation, including
243 those concerning accounting and auditing, or constitutes a fraudulent practice, or a conflict of
244 interest, the employee is expected to immediately report such information to the Director. If the
245 employee does not feel comfortable reporting the information to the Director, he or she is
246 expected to report the information to Human Resources. [Policies on](#) governing travel,
247 expenses, mileage, supplies, equipment and telephone use are contained in the [District](#),
248 Employee Handbook.

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Deleted: See the MLD Whistleblower Policy for additional information. Other policies

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Purpose

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

Unacceptable Behavior

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

Unacceptable behavior includes, but is not limited to:

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

8. Threatening behavior or harassment of any type, e.g., physical, sexual, verbal, or stalking, of library staff, volunteers, or other library patrons is prohibited in person, telephonically, digitally, or by any other means.
9. Damage, theft, or destruction of District property, including through the use of hacking technology, or otherwise disrupting District virtual services, or the use of library equipment in a manner other than intended by the manufacturer.
10. Failing to adhere to existing copyright, patent, trademark, or other existing intellectual property laws when using District equipment, materials, or wireless internet.
11. Eating, except in designated areas, and drinking, except through covered/lidded containers.
12. Running, pushing, shoving, or throwing objects.
13. Disobeying the reasonable direction of a District staff member.
14. Depositing trash anywhere other than in garbage receptacles provided.
15. Not keeping personal property within the library patron's control.
16. Not following protocols developed to prevent the spread of infectious diseases. Anyone not following established safety policies and protocols surrounding infectious and communicable disease may be asked to leave District premises.
17. Making ongoing loud noise that is disruptive to others.
18. Using recreational wheeled devices such as skateboards, scooters, roller blades or bicycles within District facilities.
19. Entering District facilities barefooted, without a shirt, or with offensive body odor or personal hygiene.
20. Sleeping, bathing, and other hygiene activities that inhibit the fundamental purpose and use of the library.
21. Bringing pets or animals, other than legally defined service animals, into District facilities, except as part of an authorized District program. Service animals, as defined by the Americans with Disabilities Act, must be leashed, harnessed, or tethered unless the library patron's disability prevents using these devices, in which case the patron must maintain control through voice, signal, or other means. Patrons may be asked to remove their service animal from the library if the animal:
 1. Poses a direct threat to the safety of others;
 2. Is out of control and effective action is not taken to control it;
 3. Is not housebroken or is causing destruction to library property; or
 4. Interferes with the library's fundamental purpose, e.g., by continuous barking.
22. The possession of weapons of any type on District property is prohibited unless

expressly permitted by law, including, without limitation, Chapter 33, Title 18, Idaho Code. For the avoidance of doubt, nothing herein shall be deemed to regulate (i) firearms or any element relating to firearms and components thereof, including ammunition, and (ii) knives or knife making components, beyond the limitations of Idaho law.

23. Failure to abide by District policies and rules.

Petitions and Surveys

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

Violations and Enforcement

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

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

appeal is final.

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

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

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MERIDIAN LIBRARY DISTRICT Code of Conduct Policy DRAFT

Purpose

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*Adopted by the Meridian Library Board of Trustees 06/11/2013
Revised and Board Approved on 01/15/2025*

8. Threatening behavior or harassment of any type, e.g., physical, sexual, verbal, or stalking, of library staff, volunteers, or other library patrons is prohibited in person, telephonically, digitally, or by any other means.
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 4. Interferes with the library's fundamental purpose, e.g., by continuous barking.
22. The possession of weapons of any type on District property is prohibited unless

Deleted: , including, without limitation, refusal to properly wear a face mask when required by the District. Proper wearing of a face mask means wearing an acceptable face mask covering the nose and mouth when inside any District facility.

expressly permitted by law, including, without limitation, Chapter 33, Title 18, Idaho Code. For the avoidance of doubt, nothing herein shall be deemed to regulate (i) firearms or any element relating to firearms and components thereof, including ammunition, and (ii) knives or knife making components, beyond the limitations of Idaho law.

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MERIDIAN LIBRARY DISTRICT

Digital Resources Librarian

ARCHIVE



Position Summary

The Digital Resources Librarian performs a variety of professional library duties to uphold the District's mission, values, and service philosophy. This position curates digital collections; develops District digital content, web pages, and resources; designs, implements, and evaluates digital resources and databases; supports the digitization and maintenance of Meridian History Center collection.

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

Duties and Responsibilities

Essential

Project Management

The Digital Resources Librarian uses principles of project management to spearhead library initiatives that align with the Meridian Library District's strategic goals and are responsive to community needs. Leads and actively participates in District committees. Works collaboratively with staff from across the District in various departments and positions to support library initiatives. Supports clear communication between library administration, management teams, committees, and library staff. Supports the digitization and maintenance of the Meridian History Center collection.

Collection Development

Analyzes community and library data to build a solid collection of current adult, young adult, and children's resources in electronic formats from a variety of sources including journals, media, publishers, and distributors. Monitors and fulfills patron requests for materials to the extent possible and communicates disposition to patrons and staff. The Digital Resources Librarian builds

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

Revised and Board Approved October 16, 2024

a collection which reflects the diversity of the District in accordance with the Collection Development Policy. Analyzes and manages the existing collections to determine materials needed and identifies materials that need to be replaced or added. Oversees collection maintenance of assigned collections in collaboration with library staff. This position may require regular visits to library branches for hands-on work with collections.

Digital Access

The Digital Resources Librarian oversees electronic content and access to electronic materials which includes maintaining the visual appearance, organization, usability, and accessibility of digital resources and web pages. Responsible for ensuring digital resources are delivered with attention to user experience and according to the library policies and procedures. Works with the Collection Development Librarians to ensure digital collections are reflective of physical collections to support consistent advertising and promotion. Works with the Marketing Librarian to ensure integrity and consistent use of District's branding guidelines across virtual collection spaces. Works with Branch Managers and Branch Supervisors to develop and present digital resources training for library staff. Represents the Meridian Library District in the statewide Reciprocal Lending Agreement for sharing access to electronic materials.

Customer Service

The Digital Resources Librarian provides excellent customer service, internally and externally, and makes customer focused decisions based on library policies and procedures. Drawing upon advanced knowledge of library resources and practices, is responsive to patron and library staff feedback regarding the District's digital services and Meridian History Center. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere. Is engaged in professional activities through associations, committees, or other organizations outside of the Meridian Library District. May work with and collaborate with third-party vendors to support District services and initiatives.

Research and Reporting

The Digital Resources Librarian is well versed in public library trends and practices; user experience; digital resources for libraries; current events and community interests. Maintains an advanced knowledge through regular review of professional literature, market research, and continuing education opportunities. May present, on occasion, to library administration and the Library Board of Trustees. Maintains accurate records, collects statistics, and prepares reports related to digital collections as requested by administration.

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

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~~May work with community partners and Community Librarians to provide embedded library services within the Meridian community.~~

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

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

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

~~Performs other duties as assigned.~~

Qualifications

Minimum Qualifications

Knowledge, Skills and Abilities

~~Demonstrated commitment to diversity, equity, and inclusion.~~

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

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

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

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

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

Knowledge of Adobe CS, photo editing software, . Experience updating, managing, and maintaining web pages and databases;. Experience with digitization best practices, special handling techniques, and metadata for digital collections.

Experience

1-3 years of professional library experience with digital resources and electronic collections experience.

Education

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

Training, Licenses, or Certifications

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

Supervisory Responsibility

None

Preferred Qualifications

Bilingual, preferably Spanish-English or Russian-English.

Experience with historical collections, special collections, or archives.

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

Revised and Board Approved October 16, 2024

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 crouch or squat and twist/turn; seldom balance, kneel, crawl, and climb. This position also requires the employee to reach at, above, and below shoulder height; lift, carry, and grasp objects weighing 10-25 pounds and push/pull objects weighing up to 50 pounds.

Mental Requirements

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

Technology, Equipment, and Devices

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

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

Work Environment

The job requires the employee to be subjected to repetition, working alone, working remotely, working around others, verbal contact with others, face to face contact, inside environments, and moving objects.

Expected Hours and Location of Work

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

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

Expected Travel

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

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

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

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

*Adopted by the Meridian Library Board of Trustees March 1, 2015
Revised and Board Approved October 16, 2024*

Meridian Library District

Bill Listing

February 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2380 Accounts Payable						
02/01/2025	Bill	2025-02-01	Prime, Inc	Monthly rent	2380 Accounts Payable	3,936.00
				Monthly rent	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	3,936.00
02/01/2025	Bill	2025-02-01	High Desert Development Linder Village, LLC	Monthly Rent	2380 Accounts Payable	17,916.67
				Monthly Rent	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	17,916.67
02/01/2025	Bill	5880425	PEAK ALARM CO, INC	Security Monitoring 02/01/2025 - 04/30/2025	2380 Accounts Payable	151.14
				Security Monitoring 02/01/2025 - 04/30/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	151.14
02/01/2025	Bill	9378	SRH Franchising, LLC dba JAN-PRO of Idaho	Regular Janitorial Service from 2/01/2025 to 2/28/2025	2380 Accounts Payable	12,300.00
				Regular Janitorial Service from 2/01/2025 to 2/28/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	4,250.00
				Regular Janitorial Service from 2/01/2025 to 2/28/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	3,850.00
				Regular Janitorial Service from 2/01/2025 to 2/28/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	300.00
				Regular Janitorial Service from 2/01/2025 to 2/28/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	3,000.00
				Regular Janitorial Service from 2/01/2025 to 2/28/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	650.00
				Regular Janitorial Service from 2/01/2025 to 2/28/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	250.00
02/01/2025	Bill	02945DA25035511	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	109.00
				Audiobook	5122 COLLECTIONS:eContent	109.00
02/01/2025	Bill	52535	FATBEAM, LLC	Internet 10G District Wide February 2025	2380 Accounts Payable	775.00
				Internet 10G District Wide February 2025	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	775.00
02/01/2025	Bill	52532	FATBEAM, LLC	Internet 10G February 2025	2380 Accounts Payable	475.00
				Internet 10G February 2025	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
02/01/2025	Bill	52533	FATBEAM, LLC	Internet 10G February 2025	2380 Accounts Payable	475.00
				Internet 10G February 2025	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
02/01/2025	Bill	52734	FATBEAM, LLC	Internet 10G February 2025	2380 Accounts Payable	950.00
				Internet 10G February 2025	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	950.00
02/01/2025	Bill	52537	FATBEAM, LLC	Internet 10G February 2025	2380 Accounts Payable	475.00
				Internet 10G February 2025	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
02/01/2025	Bill	6135659	UNIQUE MANAGEMENT SERVICES, INC	Customer Account Balance Recovery Service January 2025	2380 Accounts Payable	502.35
				Customer Account Balance Recovery Service January 2025	5202.6 OPERATING EXPENSES:Professional Services:Other	502.35
02/01/2025	Bill	IDW-103154	YIG Administration	ID Watchdog January 2024	2380 Accounts Payable	255.00
				ID Watchdog January 2024	2359 IDWAT Payable	-255.00
02/01/2025	Bill	0739842	WESTERN RECORDS DESTRUCTION, INC	Shredding Service 01/01-01/31/2025	2380 Accounts Payable	220.00
				Shredding Service 01/01-01/31/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	55.00
				Shredding Service 01/01-01/31/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	55.00
				Shredding Service 01/01-01/31/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	55.00
				Shredding Service 01/01-01/31/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	55.00
02/01/2025	Bill	1000420763	OCLC, Inc.	WebDewey Service dates: 2/01/2025 - 1/31/2026	2380 Accounts Payable	841.51
				OCLC Inter Library 10/01-10/31/24	5229.1 OPERATING EXPENSES:Materials Processing:Materials-OCLC	841.51
02/01/2025	Bill	2146343	CENTER POINT LARGE PRINT	Print Books	2380 Accounts Payable	93.48
				Print Books	5115 COLLECTIONS:Adult Print Books	93.48

Meridian Library District

Bill Listing February 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/01/2025	Bill	52730	FATBEAM, LLC	Internet 10G February 2025 Internet 10G February 2025	2380 Accounts Payable 5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00 475.00
02/01/2025	Bill	8505	Summit Wall Systems, Inc.	unBound Sound Studio Paneling unBound Sound Studio Paneling	2380 Accounts Payable 7295 CAPITAL EQUIPMENT EXPENSES:Major improvements	9,340.00 9,340.00
02/01/2025	Bill	250205001318	Blue Cross of Idaho	COBRA Vision Coverage 01/2025-02/2025 COBRA Vision Coverage 01/2025 COBRA Vision Coverage 02/2025	2380 Accounts Payable 2345 Health Payable 2345 Health Payable	16.42 -8.21 -8.21
02/01/2025	Bill	25-R1046	SPRINGSHARE LLC	LibStaffer 02/2025-01/2026 LibStaffer 02/2025-01/2026	2380 Accounts Payable 5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	1,261.00 1,261.00
02/02/2025	Bill	64374107	INGRAM LIBRARY SERVICES, INC	Print Books Processing Print Books Print Books Print Books Print Books Print Books Print Books Print Books Print Books	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing 5130 COLLECTIONS:Children's books 5135 COLLECTIONS:Young Adult books 5130 COLLECTIONS:Children's books 5135 COLLECTIONS:Young Adult books 5115 COLLECTIONS:Adult Print Books 5115 COLLECTIONS:Adult Print Books 5115 COLLECTIONS:Adult Print Books 5130 COLLECTIONS:Children's books	547.49 3.00 12.33 11.37 31.96 21.83 118.43 115.95 175.98 56.64
02/02/2025	Bill	64374108	INGRAM LIBRARY SERVICES, INC	Processing Processing	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	78.09 78.09
02/03/2025	Bill	02945C025036289	OVERDRIVE, INC	eBooks/Audiobooks eBooks/Audiobooks	2380 Accounts Payable 5122 COLLECTIONS:eContent	7,515.23 7,515.23
02/03/2025	Bill	506689152	MIDWEST TAPE	DVDs Processing DVDs DVDs	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing 5149 COLLECTIONS:Media 5149 COLLECTIONS:Media	38.78 1.30 18.74 18.74
02/03/2025	Bill	2160:10867151	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental Water/Ice Machine Rental Water Machine Rental	2380 Accounts Payable 6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies 6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	169.95 125.00 44.95
02/04/2025	Bill	519500	Hawley Troxell Ennis & Hawley LLP	Legal Services 01/06-01/27/2025 Legal Services 01/06-01/27/2025	2380 Accounts Payable 5202.4 OPERATING EXPENSES:Professional Services:Legal fees	4,319.00 4,319.00
02/04/2025	Bill	64374239	INGRAM LIBRARY SERVICES, INC	Print Books Processing Print Books Print Books Print Books Print Books Print Books Print Books	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing 5130 COLLECTIONS:Children's books 5130 COLLECTIONS:Children's books 5115 COLLECTIONS:Adult Print Books 5115 COLLECTIONS:Adult Print Books 5115 COLLECTIONS:Adult Print Books 5130 COLLECTIONS:Children's books	568.74 3.00 25.72 13.99 238.77 125.93 135.61 25.72
02/04/2025	Bill	64374240	INGRAM LIBRARY SERVICES, INC	Processing Processing	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	67.30 67.30
02/05/2025	Bill	3353	Patricia Latham Ball dba Management Northwest	January Legal Services January Legal Services	2380 Accounts Payable 5202.4 OPERATING EXPENSES:Professional Services:Legal fees	704.00 704.00

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February 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/05/2025	Bill	160296	Diamond Lawns, LLC	01/01-01/11/2025 Snow Removal and Deicing Services 01/01-01/11/2025 Snow Removal and Deicing Services	2380 Accounts Payable 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	1,726.50 1,726.50
02/06/2025	Bill	02945DA25041534	OVERDRIVE, INC	eBook eBook	2380 Accounts Payable 5122 COLLECTIONS:eContent	26.49 26.49
02/06/2025	Bill	2160:10872704	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental Water Machine Rental	2380 Accounts Payable 6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	44.95 44.95
02/06/2025	Bill	64374612	INGRAM LIBRARY SERVICES, INC	Print Books Processing Print Books Print Books Print Books Print Books Print Books Print Books	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing 5130 COLLECTIONS:Children's books 5130 COLLECTIONS:Children's books 5115 COLLECTIONS:Adult Print Books 5115 COLLECTIONS:Adult Print Books 5115 COLLECTIONS:Adult Print Books 5130 COLLECTIONS:Children's books	1,674.34 3.00 74.40 313.10 262.67 345.46 307.50 368.21
02/06/2025	Bill	64374613	INGRAM LIBRARY SERVICES, INC	Processing Processing	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	211.74 211.74
02/07/2025	Bill	15915233	SENSKE SERVICES, INC.	Pest Control 01/13/2025 Pest Control 01/13/2025	2380 Accounts Payable 6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	33.40 33.40
02/08/2025	Bill	LostItemRefund	Zachary Griswold	Lost Item Fine - Item returned Lost Item Fine - Item returned	2380 Accounts Payable 4200 Non-tax Revenue:Fines and fees	24.54 -24.54
02/08/2025	Bill	02/08/25	Gina Ramirez	Stress Management Program 02/08/25 Stress Management Program 02/08/25	2380 Accounts Payable 5236.2 OPERATING EXPENSES:Program Expense:Programs - District	75.00 75.00
02/09/2025	Bill	38401589	Canon Financial Services, INC.	Copier Lease 02/01-02/28/2025 Copier Lease 02/01-02/28/2025	2380 Accounts Payable 5211 OPERATING EXPENSES:Supplies:Copy/Print	226.80 226.80
02/09/2025	Bill	02945DA25043049	OVERDRIVE, INC	Audiobook Audiobook	2380 Accounts Payable 5122 COLLECTIONS:eContent	92.00 92.00
02/09/2025	Bill	64374946	INGRAM LIBRARY SERVICES, INC	Processing Processing	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	40.11 40.11
02/09/2025	Bill	64374945	INGRAM LIBRARY SERVICES, INC	Print Books Processing Print Books Print Books Print Books Print Books Print Books	2380 Accounts Payable 5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing 5130 COLLECTIONS:Children's books 5135 COLLECTIONS:Young Adult books 5115 COLLECTIONS:Adult Print Books 5115 COLLECTIONS:Adult Print Books 5115 COLLECTIONS:Adult Print Books	242.63 3.00 10.63 11.19 69.27 55.88 92.66
02/10/2025	Bill	02945DA25039445	OVERDRIVE, INC	eBooks/Audiobooks eBooks/Audiobooks	2380 Accounts Payable 5122 COLLECTIONS:eContent	3,742.00 3,742.00
02/10/2025	Bill	INV-134185	Ednetics	Monthly VOIP Service Monthly VOIP Service	2380 Accounts Payable 5230 OPERATING EXPENSES:Information Technology:Phone Service	646.14 646.14
02/10/2025	Bill	02945DA25044332	OVERDRIVE, INC	Ebook/Audiobook Ebook/Audiobook	2380 Accounts Payable 5122 COLLECTIONS:eContent	140.00 140.00
02/10/2025	Bill	5672205 03/25	Zions Bancorporation, National Association	Pinnacle Certificate of Participation Interest Payable Pinnacle Certificate of Participation Interest Payable	2380 Accounts Payable 9285 Pinnacle fka South Branch Lease Payment	142,241.62 142,241.62
02/10/2025	Bill	1452777	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ44885 01/09-02/08/25 Meter Copy/Print Usage FEQ44885 01/09-02/08/25	2380 Accounts Payable 5211 OPERATING EXPENSES:Supplies:Copy/Print	210.93 210.93

Meridian Library District

Bill Listing February 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/10/2025	Bill	67786385	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	17.85
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	17.85
02/10/2025	Bill	67786384	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	305.80
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	4.19
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
				Print Books	5115 COLLECTIONS:Adult Print Books	42.23
				Print Books	5115 COLLECTIONS:Adult Print Books	101.11
				Print Books	5115 COLLECTIONS:Adult Print Books	101.71
				Print Books	5130 COLLECTIONS:Children's books	14.94
				Print Books	5135 COLLECTIONS:Young Adult books	27.43
02/10/2025	Bill	506731490	MIDWEST TAPE	BluRays/DVDs	2380 Accounts Payable	216.28
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	2.60
				BluRays/DVDs	5149 COLLECTIONS:Media	46.48
				BluRays/DVDs	5149 COLLECTIONS:Media	143.96
				BluRays/DVDs	5149 COLLECTIONS:Media	23.24
02/11/2025	Bill	LostItemRefund	Calena Huffaker	Lost Item Fine - Item Returned	2380 Accounts Payable	6.99
				Lost Item Fine - Item Returned	4200 Non-tax Revenue:Fines and fees	-6.99
02/11/2025	Bill	LostItemRefund	Traci J. Fuller	Lost Item Fine - Item returned	2380 Accounts Payable	26.01
				Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-26.01
02/11/2025	Bill	LostItemRefund	Kristen Elizabeth Maynard	Lost Item Fine - Item returned	2380 Accounts Payable	15.99
				Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-15.99
02/11/2025	Bill	LostItemRefund	Reed Alan Larson	Lost Item Fine - Item returned	2380 Accounts Payable	8.47
				Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-8.47
02/11/2025	Bill	0037855	All Pro Linen	Towel/Mat Laundering 02/11/2025	2380 Accounts Payable	78.25
				Towel/Mat Laundering 02/11/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	78.25
02/11/2025	Bill	02945DA25046682	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	1,848.43
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	1,848.43
02/11/2025	Bill	67787004	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	11.57
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	11.57
02/11/2025	Bill	67787003	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	89.56
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	9.00
				Print Books	5130 COLLECTIONS:Children's books	11.19
				Print Books	5130 COLLECTIONS:Children's books	21.26
				Print Books	5130 COLLECTIONS:Children's books	48.11
02/12/2025	Bill	1454504	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ39040 FEQ15251 01/12-02/11/25	2380 Accounts Payable	230.85
				Meter Copy/Print Usage FEQ39040 FEQ15251 01/12-02/11/25	5211 OPERATING EXPENSES:Supplies:Copy/Print	230.85
02/12/2025	Bill	64375173	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	794.82
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	40.24
				Print Books	5135 COLLECTIONS:Young Adult books	11.20
				Print Books	5130 COLLECTIONS:Children's books	206.71
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
				Print Books	5115 COLLECTIONS:Adult Print Books	79.15
				Print Books	5115 COLLECTIONS:Adult Print Books	16.24
				Print Books	5115 COLLECTIONS:Adult Print Books	95.58
				Print Books	5115 COLLECTIONS:Adult Print Books	146.63
				Print Books	5130 COLLECTIONS:Children's books	184.88

Meridian Library District

Bill Listing

February 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/12/2025	Bill	64375174	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	83.52
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	83.52
02/13/2025	Bill	30626	FIREXPRT	Fire Extinguisher Inspection Qty 1	2380 Accounts Payable	11.00
				Fire Extinguisher Inspection Qty 1	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	11.00
02/13/2025	Bill	30622	FIREXPRT	Fire Extinguisher Inspections Qty 2	2380 Accounts Payable	22.00
				Fire Extinguisher Inspections Qty 2	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	22.00
02/13/2025	Bill	02945C025048524	OVERDRIVE, INC	Ebooks/Audiobooks	2380 Accounts Payable	9,238.44
				Ebooks/Audiobooks	5122 COLLECTIONS:eContent	9,238.44
02/14/2025	Bill	64375325	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	902.24
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	40.04
				Print Books	5115 COLLECTIONS:Adult Print Books	279.88
				Print Books	5115 COLLECTIONS:Adult Print Books	319.01
				Print Books	5115 COLLECTIONS:Adult Print Books	236.51
				Print Books	5130 COLLECTIONS:Children's books	23.80
02/14/2025	Bill	64375326	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	113.78
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	113.78
02/14/2025	Bill	0038245	All Pro Linen	Towel/Mat Laundering 02/14/2025	2380 Accounts Payable	48.25
				Towel/Mat Laundering 02/14/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	48.25
02/14/2025	Bill	0038248	All Pro Linen	Towel/Mat Laundering 02/14/2025	2380 Accounts Payable	57.75
				Towel/Mat Laundering 02/14/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.75
02/14/2025	Bill	506755903	MIDWEST TAPE	BluRays/DVDs	2380 Accounts Payable	634.11
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	15.60
				BluRays/DVDs	5149 COLLECTIONS:Media	183.68
				BluRays/DVDs	5149 COLLECTIONS:Media	206.17
				BluRays/DVDs	5149 COLLECTIONS:Media	228.66
02/14/2025	Bill	02/14/25	Natalia G	Reimb Mileage 02/14/2025	2380 Accounts Payable	5.60
				Reimb Mileage 02/14/2025	5260.6 OPERATING EXPENSES:Vehicle Expense:Employee Mileage Reimbursement	5.60
02/15/2025	Bill	4801033	Employee Benefits Corporation	COBRA February 2025	2380 Accounts Payable	104.65
				COBRA February 2025	5010 PERSONNEL:Payroll benefits	104.65
02/16/2025	Bill	64375532	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	46.50
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	46.50
02/16/2025	Bill	64375531	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	512.80
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	4.19
				Print Books	5115 COLLECTIONS:Adult Print Books	156.76
				Print Books	5115 COLLECTIONS:Adult Print Books	196.13
				Print Books	5115 COLLECTIONS:Adult Print Books	152.72
02/17/2025	Bill	02/17/25	Major Precision	Staff Day Conflict Resolution Presentation 02/17/25	2380 Accounts Payable	450.00
				Staff Day Conflict Resolution Presentation 02/17/25	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	450.00
02/18/2025	Bill	02945DA25052833	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	57.00
				Audiobook	5122 COLLECTIONS:eContent	57.00
02/18/2025	Bill	02945DA25052831	OVERDRIVE, INC	Audiobooks/Ebooks	2380 Accounts Payable	625.75

Meridian Library District

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Audiobooks/Ebooks	5122 COLLECTIONS:eContent	625.75
02/18/2025	Bill	02945DA25052832	OVERDRIVE, INC	Audiobooks/Ebooks	2380 Accounts Payable	1,508.89
				Audiobooks/Ebooks	5122 COLLECTIONS:eContent	1,508.89
02/18/2025	Bill	64375718	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	739.05
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	56.50
				Print Books	5130 COLLECTIONS:Children's books	268.24
				Print Books	5115 COLLECTIONS:Adult Print Books	43.27
				Print Books	5115 COLLECTIONS:Adult Print Books	43.27
				Print Books	5115 COLLECTIONS:Adult Print Books	48.16
				Print Books	5130 COLLECTIONS:Children's books	276.61
02/18/2025	Bill	64375719	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	86.13
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	86.13
02/19/2025	Bill	15960279	SENSKE SERVICES, INC.	Pest Control 02/19/2025	2380 Accounts Payable	33.40
				Pest Control 02/19/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	33.40
02/19/2025	Bill	64375957	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	69.46
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	69.46
02/19/2025	Bill	64375956	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	681.07
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	11.19
				Print Books	5115 COLLECTIONS:Adult Print Books	192.53
				Print Books	5115 COLLECTIONS:Adult Print Books	240.37
				Print Books	5115 COLLECTIONS:Adult Print Books	212.16
				Print Books	5130 COLLECTIONS:Children's books	21.82
02/20/2025	Bill	2160:10893137	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	76.00
				Water/Ice Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	76.00
02/20/2025	Bill	64376160	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,510.21
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	17.90
				Print Books	5115 COLLECTIONS:Adult Print Books	336.16
				Print Books	5115 COLLECTIONS:Adult Print Books	16.79
				Print Books	5115 COLLECTIONS:Adult Print Books	514.64
				Print Books	5115 COLLECTIONS:Adult Print Books	613.89
				Print Books	5130 COLLECTIONS:Children's books	7.83
02/20/2025	Bill	64376161	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	137.12
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	137.12
02/20/2025	Bill	7195	MINUTEMAN INC.	Lock Repair + Additional Keys Orchard Park	2380 Accounts Payable	202.00
				Lock Repair + Additional Keys Orchard Park	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	202.00
02/21/2025	Bill	67789960	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	221.06
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	17.34
				Print Books	5130 COLLECTIONS:Children's books	27.97
				Print Books	5115 COLLECTIONS:Adult Print Books	43.27
				Print Books	5115 COLLECTIONS:Adult Print Books	48.85
				Print Books	5115 COLLECTIONS:Adult Print Books	42.59
				Print Books	5130 COLLECTIONS:Children's books	38.04

Meridian Library District

Bill Listing February 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
02/21/2025	Bill	67789961	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	28.74
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	28.74
02/23/2025	Bill	64376461	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	43.34
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	43.34
02/23/2025	Bill	64376460	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	364.15
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	10.63
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
				Print Books	5115 COLLECTIONS:Adult Print Books	30.59
				Print Books	5115 COLLECTIONS:Adult Print Books	135.36
				Print Books	5115 COLLECTIONS:Adult Print Books	173.38
02/24/2025	Bill	506800356	MIDWEST TAPE	BluRays	2380 Accounts Payable	178.74
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	16.80
				BluRays	5149 COLLECTIONS:Media	53.98
				BluRays	5149 COLLECTIONS:Media	53.98
				BluRays	5149 COLLECTIONS:Media	53.98
02/24/2025	Bill	506800354	MIDWEST TAPE	BluRays/DVDs	2380 Accounts Payable	1,125.19
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	29.90
				BluRays	5149 COLLECTIONS:Media	329.12
				BluRays	5149 COLLECTIONS:Media	416.07
				BluRays	5149 COLLECTIONS:Media	350.10
02/24/2025	Bill	1460097	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ32043 01/23-02/22/25	2380 Accounts Payable	219.52
				Meter Copy/Print Usage FEQ32043 01/23-02/22/25	5211 OPERATING EXPENSES:Supplies:Copy/Print	219.52
02/24/2025	Bill	1460098	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ4294943 01/22-02/21/25	2380 Accounts Payable	51.62
				Meter Copy/Print Usage FEQ4294943 01/22-02/21/25	5211 OPERATING EXPENSES:Supplies:Copy/Print	51.62
02/24/2025	Bill	1460096	FISHER'S TECHNOLOGY	Meter Copy/Print Usage FEQ15631 FEQ176420 1/22-02/21/25	2380 Accounts Payable	233.56
				Meter Copy/Print Usage FEQ15631 FEQ176420 1/22-02/21/25	5211 OPERATING EXPENSES:Supplies:Copy/Print	119.44
				Meter Copy/Print Usage FEQ15631 FEQ176420 1/22-02/21/25	5211 OPERATING EXPENSES:Supplies:Copy/Print	114.12
02/24/2025	Bill	02/24/25	Amanda Helsley	Healing Centered Book Club 02/24/2025	2380 Accounts Payable	75.00
				Healing Centered Book Club 02/24/2025	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	75.00
02/25/2025	Bill	02945DA25059558	OVERDRIVE, INC	Audiobooks/Ebooks	2380 Accounts Payable	873.26
				Audiobooks/Ebooks	5122 COLLECTIONS:eContent	873.26
02/25/2025	Bill	02945DA25059559	OVERDRIVE, INC	Audiobooks/Ebooks	2380 Accounts Payable	887.44
				Audiobooks/Ebooks	5122 COLLECTIONS:eContent	887.44
02/25/2025	Bill	0038920	All Pro Linen	Towel/Mat Laundering 02/25/2025	2380 Accounts Payable	78.25
				Towel/Mat Laundering 02/25/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	78.25
02/25/2025	Bill	07339-1	DONE RITE TREE CO, INC	Cherry Lane Tree Trimming	2380 Accounts Payable	344.50
				Cherry Lane Tree Trimming	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	344.50
02/26/2025	Bill	2025-03-01 Main St	Prime, Inc	1406 N. Main Street, Suite 100 & 109 Rent March 2025	2380 Accounts Payable	2,797.00
				1406 N. Main Street, Suite 100 & 109 Rent March 2025	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	2,797.00
02/26/2025	Bill	02945C025059975	OVERDRIVE, INC	Audiobooks/Ebooks	2380 Accounts Payable	3,766.17
				Audiobooks/Ebooks	5122 COLLECTIONS:eContent	3,766.17
02/26/2025	Bill	64376763	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,879.22
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00

Meridian Library District

Bill Listing

February 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	165.77
				Print Books	5130 COLLECTIONS:Children's books	409.99
				Print Books	5135 COLLECTIONS:Young Adult books	38.29
				Print Books	5130 COLLECTIONS:Children's books	7.25
				Print Books	5115 COLLECTIONS:Adult Print Books	204.53
				Print Books	5115 COLLECTIONS:Adult Print Books	23.70
				Print Books	5115 COLLECTIONS:Adult Print Books	266.60
				Print Books	5115 COLLECTIONS:Adult Print Books	345.55
				Print Books	5130 COLLECTIONS:Children's books	414.54
02/26/2025	Bill	64376764	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	232.87
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	232.87
02/27/2025	Bill	64376920	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	942.07
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	63.24
				Print Books	5130 COLLECTIONS:Children's books	92.65
				Print Books	5115 COLLECTIONS:Adult Print Books	139.82
				Print Books	5115 COLLECTIONS:Adult Print Books	255.68
				Print Books	5115 COLLECTIONS:Adult Print Books	284.40
				Print Books	5130 COLLECTIONS:Children's books	103.28
02/27/2025	Bill	64376857	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	158.05
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	29.77
				Print Books	5130 COLLECTIONS:Children's books	21.17
				Print Books	5135 COLLECTIONS:Young Adult books	16.24
				Print Books	5115 COLLECTIONS:Adult Print Books	16.24
				Print Books	5115 COLLECTIONS:Adult Print Books	34.22
				Print Books	5115 COLLECTIONS:Adult Print Books	16.24
				Print Books	5130 COLLECTIONS:Children's books	21.17
02/27/2025	Bill	64376921	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	105.06
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	105.06
02/27/2025	Bill	64377052	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	68.98
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	68.98
02/27/2025	Bill	64376858	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	34.25
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	34.25
02/27/2025	Bill	64377051	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	578.89
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5135 COLLECTIONS:Young Adult books	26.85
				Print Books	5135 COLLECTIONS:Young Adult books	156.53
				Print Books	5115 COLLECTIONS:Adult Print Books	52.84
				Print Books	5115 COLLECTIONS:Adult Print Books	119.19
				Print Books	5115 COLLECTIONS:Adult Print Books	103.54
				Print Books	5135 COLLECTIONS:Young Adult books	116.94
02/27/2025	Bill	02/06-02/27/25	Little Pallets LLC	Watercolor Workshop 02/06 02/13 02/20 02/27 Pinnacle Branch	2380 Accounts Payable	300.00
				Watercolor Workshop 02/06 02/13 02/20 02/27 Pinnacle Branch	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	300.00
02/28/2025	Bill	442330	Kanopy Inc.	Kanopy Play Credits	2380 Accounts Payable	691.00
				Kanopy Play Credits	5122 COLLECTIONS:eContent	691.00
02/28/2025	Bill	02945DA25067463	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	59.95
				Audiobook	5122 COLLECTIONS:eContent	59.95
02/28/2025	Bill	64377179	INGRAM LIBRARY SERVICES,	Processing	2380 Accounts Payable	2.64

Meridian Library District

Bill Listing

February 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
			INC	Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	2.64
02/28/2025	Bill	64377178	INGRAM LIBRARY SERVICES, INC	Print Book	2380 Accounts Payable	10.53
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Book	5130 COLLECTIONS:Children's books	7.53
02/28/2025	Bill	IH958	City Of Boise Library	FY25 Qtr2 Consortium Hardware & Software share billing for January-March 2025	2380 Accounts Payable	12,286.61
				FY25 Qtr2 Consortium Hardware & Software share billing for January-March 2025	5212.H OPERATING EXPENSES:Consortium:Consortium-Hardware/Software	12,286.61
02/28/2025	Bill	2024024-00006	MSR Design	Cherry Lane Renovation Architect Fees February 2025	2380 Accounts Payable	122,825.72
				Cherry Lane Renovation Architect Fees February 2025	7300 CAPITAL BUILDING EXPENSES:Cherry Lane Renovation - General Fund	122,825.72
02/28/2025	Bill	9472	SRH Franchising, LLC dba JAN-PRO of Idaho	Regular Janitorial Service from 2/01/2025 to 2/28/2025	2380 Accounts Payable	12,300.00
				Regular Janitorial Service from 2/01/2025 to 2/28/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	4,250.00
				Regular Janitorial Service from 2/01/2025 to 2/28/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	3,850.00
				Regular Janitorial Service from 2/01/2025 to 2/28/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	300.00
				Regular Janitorial Service from 2/01/2025 to 2/28/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	3,000.00
				Regular Janitorial Service from 2/01/2025 to 2/28/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	650.00
				Regular Janitorial Service from 2/01/2025 to 2/28/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	250.00
02/28/2025	Bill	29070	TRI-STATE ELECTRIC, INC.	FEBRUARY 2025 MAINTENANCE	2380 Accounts Payable	800.00
				FEBRUARY 2025 MAINTENANCE	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	800.00
02/28/2025	Bill	0039315	All Pro Linen	Towel/Mat Laundering 02/28/2025	2380 Accounts Payable	57.75
				Towel/Mat Laundering 02/28/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.75
02/28/2025	Bill	1000422004	OCLC, Inc.	OCLC Inter Library 02/01-02/28/25	2380 Accounts Payable	25.26
				OCLC Inter Library 02/01-02/28/25	5229.1 OPERATING EXPENSES:Materials Processing:Materials-OCLC	25.26
02/28/2025	Bill	FEB2025INTLIB	GARDEN CITY LIBRARY	February 2025 Inter Library	2380 Accounts Payable	399.82
				February 2025 Inter Library	4200 Non-tax Revenue:Fines and fees	-399.82
02/28/2025	Bill	FEB2025INTLIB	EAGLE PUBLIC LIBRARY	February 2025 Inter Library	2380 Accounts Payable	160.97
				February 2025 Inter Library	4200 Non-tax Revenue:Fines and fees	-160.97

Meridian Library District

Bill Payment List

February 2025

DATE	NUM	VENDOR	AMOUNT
1072 Bill.com Money Out Clearing			
02/11/2025		PEAK ALARM CO, INC	-295.02
02/11/2025		OVERDRIVE, INC	-18,899.51
02/11/2025		MIDWEST TAPE	-1,011.44
02/11/2025		INGRAM LIBRARY SERVICES, INC	-7,267.50
02/12/2025		INGRAM LIBRARY SERVICES, INC	-1,210.90
02/18/2025		INGRAM LIBRARY SERVICES, INC	-621.32
02/19/2025		INGRAM LIBRARY SERVICES, INC	-2,287.03
02/20/2025		INGRAM LIBRARY SERVICES, INC	-672.82
02/11/2025		FATBEAM, LLC	-2,975.00
02/20/2025		TRI-STATE ELECTRIC, INC.	-800.00
02/11/2025		TREASURE VALLEY COFFEE INC	-44.95
02/12/2025		TREASURE VALLEY COFFEE INC	-76.00
02/11/2025		TRADEMARK DESIGN & FABRICATION	-2,755.00
02/11/2025		TECH LOGIC CORP	-1,974.83
02/11/2025		SRH Franchising, LLC dba JAN-PRO of Idaho	-12,300.00
02/14/2025		MIDWEST TAPE	-1,125.05
02/11/2025		MATTHEW BENDER & CO, INC.	-81.08
02/11/2025		Little Pallets LLC	-300.00
02/11/2025		Kanopy Inc.	-616.00
02/11/2025		Jhasamin Mary Linder	-14.99
02/11/2025		Jane C	-100.00
02/25/2025		Hawley Troxell Ennis & Hawley LLP	-4,319.00
02/11/2025		Gina Ramirez	-75.00
02/11/2025		FISHER'S TECHNOLOGY	-302.09
02/11/2025		Employee Benefits Corporation	-104.65
02/11/2025		CENTER POINT LARGE PRINT	-93.48
02/11/2025		Amanda Helsley	-75.00
02/11/2025		All Pro Linen	-48.25
02/11/2025		All Pro Linen	-57.75
02/11/2025		All Pro Linen	-77.25
02/11/2025		All Pro Linen	-78.25
02/11/2025		Air Filter Superstore	-261.00
02/11/2025		AI Genius Consulting LLC	-75.00
02/12/2025		Access Integration, Inc.	-2,972.00
02/20/2025		Access Integration, Inc.	-130.00
02/11/2025		CUSTOM GLASS, INC	-340.00
02/13/2025		OVERDRIVE, INC	-232.00
02/21/2025		INGRAM LIBRARY SERVICES, INC	-625.58
02/25/2025		INGRAM LIBRARY SERVICES, INC	-636.04
02/27/2025		INGRAM LIBRARY SERVICES, INC	-1,886.08
02/13/2025		FISHER'S TECHNOLOGY	-355.31
02/13/2025		FATBEAM, LLC	-950.00
02/20/2025		FATBEAM, LLC	-3,150.00
02/13/2025		Canon Financial Services, INC.	-453.60

Meridian Library District

Bill Payment List

February 2025

DATE	NUM	VENDOR	AMOUNT
02/13/2025		Zions Bancorporation, National Association	-142,241.62
02/13/2025		Zachary Griswold	-24.54
02/13/2025		YIG Administration	-255.00
02/20/2025		UNIQUE MANAGEMENT SERVICES, INC	-502.35
02/27/2025		TREASURE VALLEY COFFEE INC	-44.95
02/13/2025		Traci J. Fuller	-26.01
02/13/2025		Spencer Hunt	-10.07
02/13/2025		Reed Alan Larson	-8.47
02/13/2025		Patricia Latham Ball dba Management Northwest	-704.00
02/20/2025		OCLC, Inc.	-841.51
02/13/2025		MSR Design	-62,685.54
02/24/2025		MIDWEST TAPE	-38.78
02/20/2025		Lucas Holdings, LLC DBA Lucas Color Card	-685.50
02/13/2025		LR Geomatics PLLC	-12,000.00
02/13/2025		Little Pallets LLC	-300.00
02/13/2025		Kristen Elizabeth Maynard	-15.99
02/13/2025		Connie Winter-Eulberg	-15.99
02/20/2025		City Of Boise Library	-13,003.00
02/20/2025		CENTER POINT LARGE PRINT	-93.48
02/19/2025		CCI SOLUTIONS	-11.10
02/13/2025		Calena Huffaker	-6.99
02/11/2025		King County Library System Attn Interlibrary	-18.00
02/25/2025		OVERDRIVE, INC	-11,086.87
02/28/2025		INGRAM LIBRARY SERVICES, INC	-282.74
02/25/2025		WESTERN RECORDS DESTRUCTION, INC	-220.00
02/25/2025		Omnia HR	-2,250.00
02/25/2025		High Desert Development Linder Village, LLC	-122.33
02/25/2025		HARRIS AND CO., PLLC	-7,000.00
02/25/2025		Gina Ramirez	-75.00
02/25/2025		FATBEAM, LLC	-950.00
02/25/2025		Employee Benefits Corporation	-104.65
02/25/2025		Ednetics	-634.27
02/25/2025		Landon Brown	-10.63
02/25/2025		Justin Frost	-15.00
02/25/2025		Joseph Lown	-60.00
02/25/2025		Giselle Buss	-16.99
02/25/2025		Callum Gormley	-16.00
02/27/2025		Prime, Inc	-2,797.00
02/25/2025		Prime, Inc	-3,936.00
02/21/2025		High Desert Development Linder Village, LLC	-17,916.67
Total for 1072 Bill.com Money Out Clearing			\$ -353,752.81
Not Specified			
02/11/2025		All Pro Linen	0.00
Total for Not Specified			\$0.00

Meridian Library District

Bill Payment List

February 2025

Meridian Library District

Credit Card Detail

February 2025

DATE	NUM	SPLIT	AMOUNT	NAME
2700 Divvy Credit Cards Payable				
02/01/2025	F43CF42A2EE88F98A4716	5246 OPERATING EXPENSES:Supplies:Supplies - office	147.96	STAPLES
02/01/2025	D0C9217C5E0A8DFC7C5F7	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	419.88	ADOBE
02/01/2025	DD37C64F22563AA063550	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	59.99	AMAZON
02/02/2025	D83DA9CBB9BAC58E7F3F9	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	0.24	AMAZON WEB SERVICES
02/02/2025	68E7EE18A0A11A1EB5A84	5246 OPERATING EXPENSES:Supplies:Supplies - office	21.95	AMAZON
02/02/2025	05920590FB9512A89F44D	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	45.72	GOOGLE WORKSPACE
02/02/2025	B99ABD80224D8F3D1134B	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	12.46	GOOGLE SERVICES
02/02/2025	25F5F363CA69174AC8100	5234.1 OPERATING EXPENSES:Professional Development:Conferences	15.27	LYFT
02/02/2025	7EC7FFD39D5CFB3F3BD3F	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	12.21	JAMBA
02/02/2025	940547F9A4F3D112CC0B6	5228.S OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous:Miscellaneous- Supported	325.00	COSTCO
02/03/2025	EE805B66E29B029094D6A	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	17.42	AMAZON
02/03/2025	94B6FDF76AF8F2EF2D8C7	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	72.99	AMAZON
02/03/2025	86BAD29F44590D28774FB	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	38.94	AMAZON
02/03/2025	8BC3ADC574D9AC17DCE94	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	14.94	AMAZON
02/03/2025	BA02DF99E7F85725BB2FB	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	145.86	AMAZON
02/03/2025	7941CCB5D1965B65EA67B	5240 OPERATING EXPENSES:Supplies:Supplies - general	36.97	AMAZON
02/03/2025	44880B4ADADAE4BA592E6	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	56.08	AMAZON
02/03/2025	77761F947F2F4CCB8AFE0	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	37.94	AMAZON
02/04/2025	76FCF7A9847508B524FB8	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	47.35	AMAZON
02/04/2025	56A3AA049BD894A2E1290	5240 OPERATING EXPENSES:Supplies:Supplies - general	17.94	AMAZON
02/04/2025	53EC41593DEEB14A59AF3	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	18.99	AMAZON
02/04/2025	F0681F45F7BEDD1119E5A	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	40.68	AMAZON
02/04/2025	0A1BE959465B4122BFA4D	5115 COLLECTIONS:Adult Print Books	140.21	AMAZON
02/04/2025	F0132166B2D5AF3B1FED6	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	28.65	AMAZON
02/04/2025	D968C97DD66F654A4DAB4	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	83.28	AMAZON
02/04/2025	C3707EBC33ADFE431F869	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	35.55	COSTCO
02/04/2025	F88952FA646E5CABF54BF	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	14.99	AMAZON
02/04/2025	AD8C9CFE3E90D9497D1E2	5115 COLLECTIONS:Adult Print Books	20.85	AMAZON
02/04/2025	F4C51EB57B0F4E7E86944	5240 OPERATING EXPENSES:Supplies:Supplies - general	33.24	AMAZON
02/04/2025	9FB157EED9869B23C097B	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	77.74	AMAZON
02/04/2025	9F16BD706157ECF29A0C8	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	47.35	AMAZON
02/04/2025	6FBF6D676E96F5977FD51	5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees	2.50	PAYPAL PAYFLOW
02/04/2025	67C568853D7456FB67558	5240 OPERATING EXPENSES:Supplies:Supplies - general	85.64	AMAZON
02/04/2025	633C8A8F970FE0425AB11	5115 COLLECTIONS:Adult Print Books	36.29	AMAZON
02/05/2025	6D0C83A7D721432793656	5228.S OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous:Miscellaneous- Supported	0.03	GRASSHOPPER
02/05/2025	ED0B26EEAF35183614A	5234.5s OPERATING EXPENSES:Professional Development:Staff Mtg & Training:Staff Training - Supported	150.00	TE MERIDIAN PARKS & RECR
02/05/2025	3096926A9193BCECEDFDB	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	43.66	AMAZON
02/05/2025	E96A193B8E1CB102B96F8	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	61.99	WALMART
02/06/2025	3AAF72F8D9890F3A3461B	5211 OPERATING EXPENSES:Supplies:Copy/Print	63.00	MATTERHACKERS INC
02/06/2025	BA84D29D210F678DF3089	5246 OPERATING EXPENSES:Supplies:Supplies - office	104.94	OFFICE DEPOT
02/06/2025	BAFD12554BCBB03E69EF4	5115 COLLECTIONS:Adult Print Books	16.19	AMAZON
02/06/2025	6994E5D6CC1848549DDDE	5211 OPERATING EXPENSES:Supplies:Copy/Print	61.99	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
02/06/2025	A50D4219663AE708BD484	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	15.63	AMAZON
02/06/2025	C95773E8F5421E01423F0	5234.4 OPERATING EXPENSES:Professional Development:Memberships	75.00	PY IDAHO LIBRARY ASSOCIA
02/06/2025	57A79133825CCD43B6AE0	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	169.00	MATTERHACKERS INC
02/06/2025	5279063A8593DC3177C79	5240 OPERATING EXPENSES:Supplies:Supplies - general	23.90	AMAZON
02/06/2025	7DAC85AD46D7520CFE3E8	5211 OPERATING EXPENSES:Supplies:Copy/Print	330.88	MATTERHACKERS INC
02/06/2025	6719E6F02ABF8DBAFC5E4	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	434.07	EFILING
02/06/2025	841F72BE614E39F7366E5	5135 COLLECTIONS:Young Adult books	43.14	AMAZON
02/06/2025	887F0858DC69C98F3C7BE	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	187.32	AMAZON
02/07/2025	D9C5E955E0A324364D1C3	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	19.94	THE HOME DEPOT
02/07/2025	2936DDCD867EDEC790874	5227 OPERATING EXPENSES:Marketing:Brochures programs - marketing	1,830.85	INTERNATIONAL MINUTE PRES
02/07/2025	9A8CF92C64AFBA49AE08B	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	79.62	AMAZON
02/07/2025	9A2007CBF4C2358088059	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	25.94	THE HOME DEPOT
02/07/2025	257391F3D1D3482049185	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	17.88	THE HOME DEPOT
02/07/2025	9E5B3189135A33601EB8A	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	44.00	STARBUCKS
02/07/2025	E0E7CD95C494172DA85D8	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	4.97	THE HOME DEPOT
02/08/2025	C0F551C02BB9C203889B4	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	80.02	VERIZON
02/08/2025	2C7DF394B527F96E2D238	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	8.99	AMAZON
02/09/2025	18E57A10E26E1FA5595E3	5230 OPERATING EXPENSES:Information Technology:Phone Service	373.57	VERIZON
02/09/2025	4CAC2CBA9386CBD4B9A10	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	59.99	ADOBE
02/09/2025	D7CDD0EC6EE4EDEEBC0EE	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	79.47	MARKET STREET
02/10/2025	9E0E18A9DF312D3B9FB67	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	63.00	VOLGISTICS.COM
02/10/2025	B37DD435B985134A2E023	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	18.99	AMAZON
02/10/2025	4E726AA0E855BF55EAA32	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	334.64	JESTPAINT.COM
02/11/2025	C3F8C2D493E88780ED5E5	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	30.49	AMAZON
02/11/2025	B0D6CA23771C9859BD632	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	62.05	AMAZON
02/11/2025	5283160623FB7F70A4A99	5130S COLLECTIONS:Children's books:Children's books - Supported	42.55	AMAZON
02/11/2025	F311E2543240D103C8833	5240 OPERATING EXPENSES:Supplies:Supplies - general	8.95	AMAZON
02/12/2025	A26AF3270A05D49B999DA	5234.1 OPERATING EXPENSES:Professional Development:Conferences	2.75	PARKING METER
02/12/2025	4A1C9A09D2DCE086434FE	5240 OPERATING EXPENSES:Supplies:Supplies - general	133.44	AMAZON
02/12/2025	D03C8BF88C11B704D4783	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	31.98	ALBERTSONS
02/12/2025	A2A953F9E3433B2D143EF	5246 OPERATING EXPENSES:Supplies:Supplies - office	21.97	AMAZON
02/12/2025	AD693DEE7C7078E33A4DE	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	79.59	AMAZON
02/12/2025	B37C5F19D28584EAF62AF	5211 OPERATING EXPENSES:Supplies:Copy/Print	143.89	AMAZON
02/12/2025	FD5B59A579CEB5BE8B92A	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	3.25	PARKING METER
02/12/2025	8C8831AE5EB664C9DCE52	5149 COLLECTIONS:Media	58.48	AMAZON
02/12/2025	8E9C0057A304B2D384705	5211 OPERATING EXPENSES:Supplies:Copy/Print	107.51	AMAZON
02/12/2025	E6A6D1CAC1EA31569B3CC	5149 COLLECTIONS:Media	58.48	AMAZON
02/12/2025	9771064041B500A51EAD9	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	26.25	AMAZON
02/12/2025	E98533AB76FCE62E34174	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	5.97	ALBERTSONS
02/12/2025	32BF41B595938C017B3F2	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	94.70	AMAZON
02/12/2025	DF57B9BAEC5FC76884C20	5246 OPERATING EXPENSES:Supplies:Supplies - office	137.90	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
02/13/2025	054165793A9F9BD010B4A	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	2,752.61	T ZERS SHIRT SHOP
02/13/2025	171B1A2BFC2F47A313751	5246 OPERATING EXPENSES:Supplies:Supplies - office	17.99	AMAZON
02/13/2025	286EA0CD6C202214D3A9B	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	3.39	AMAZON
02/13/2025	2F58DEDB39A6BBFBD84B9	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	64.48	MARKET STREET
02/13/2025	30B3837720DDFDAFC0855	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	99.98	AMAZON
02/13/2025	3A95F69E396CB101652CF	5240 OPERATING EXPENSES:Supplies:Supplies - general	39.90	MATTERHACKERS INC
02/13/2025	602227D7E42529C6D050A	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	23.90	MARKET STREET
02/13/2025	68E9FC04834785D4B5E28	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	29.97	WORLD MARKET
02/13/2025	D500DADD0AA2517069B79	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	112.98	AMAZON
02/13/2025	DBEF5001A29171A4EF4DA	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	31.71	ALBERTSONS
02/13/2025	EB3D0E9C8C6B5D3E1CFBD	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	7.50	ZURCHERS
02/13/2025	FE6D0BCCAA414C2174733	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	57.40	AMAZON
02/14/2025	71CB8F4A6447CC2FB2393	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	57.22	AMAZON
02/14/2025	2B260DAFE71D9A303560A	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	35.97	AMAZON
02/14/2025	5AE93D35C7400589DA42B	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	40.68	AMAZON
02/14/2025	C10052A98A04D2E4177EA	5246 OPERATING EXPENSES:Supplies:Supplies - office	41.20	AMAZON
02/15/2025	36F9E5E1E48B09D071D09	5149 COLLECTIONS:Media	307.95	AMAZON
02/15/2025	22731F77038646FC274EE	5149 COLLECTIONS:Media	59.99	AMAZON
02/15/2025	EE0C7058DB4C28D868BDF	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	89.45	PAPA JOHN'S
02/15/2025	2673929C62980984A36B0	5149 COLLECTIONS:Media	307.95	AMAZON
02/15/2025	7EE6FCE3CF2A842896872	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	2.97	ALBERTSONS
02/15/2025	D475CA2FCF4BC22700247	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	72.41	AMAZON
02/15/2025	7E5D5C3461BC541E008EF	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	20.37	LITTLE CAESARS
02/15/2025	494B1BD113CABBD939678	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	23.00	EXPRESS CAFE
02/15/2025	9FE84A3588EE6CB00A001	5149 COLLECTIONS:Media	247.96	AMAZON
02/16/2025	1D0679F2199086923672F	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	38.60	WALMART
02/16/2025	8A16C6EF1863C0BC64DA5	5130S COLLECTIONS:Children's books:Children's books - Supported	55.03	AMAZON
02/16/2025	35F4AACF906BCC615D760	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	70.00	TECHSOUP
02/16/2025	21FA6E82B876E7C3C830B	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	96.15	DOMINO'S
02/16/2025	E415D381118D208983831	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	25.03	SIGNWELL EX DOCSKETCH
02/18/2025	4525FC020B0AD528E52A1	5240 OPERATING EXPENSES:Supplies:Supplies - general	27.99	AMAZON
02/18/2025	DCA7AEF7BCF5A5FEF9732	5228.S OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous:Miscellaneous- Supported	30.00	COMMON SENSE PLUS
02/18/2025	E191D67849B069E1B44E9	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	21.80	AMAZON
02/18/2025	41B74D1216AEBE68D0425	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	39.96	AMAZON
02/18/2025	37FFB752B3FD86C7A201C	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	178.99	MEETUP ORG SUB
02/18/2025	A1A92049331D0AE2F6E3C	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	29.84	T-MOBILE
02/19/2025	8275A1C7974F687FE6868	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	387.35	AMAZON
02/20/2025	1BFFE38E05D124C8656FE	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	967.76	COSTCO
02/20/2025	7E51DF375D626DB8F8BCC	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	16.62	AMAZON
02/20/2025	5218D2E706166EBCF120F	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	91.33	COSTCO
02/20/2025	C4ED62CCF3766EFDE18C3	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	12.24	AMAZON
02/20/2025	A9F0D07779EE7721FD39B	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	19.19	AMAZON
02/20/2025	3CA9BCE664A014D5BA806	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	580.00	IBL EVENTS
02/21/2025	3B325F50AC56DBDF598BA	5232 OPERATING EXPENSES:Miscellaneous Operating:Postage	23.61	UPS
02/21/2025	6969D01938A4BF2E6B6D3	5211 OPERATING EXPENSES:Supplies:Copy/Print	52.49	AMAZON

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02/21/2025	340501AB27254DE7E4E69	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	183.98	AMAZON
02/22/2025	E6F37515D736A97BB0F90	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	21.99	AMAZON
02/22/2025	B4CB0F4EF7185ACBE2CE5	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	-72.41	AMAZON
02/22/2025	69469150954CC29379B11	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	18.99	AMAZON
02/22/2025	0A0A88F45D7548620AF27	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	23.53	AMAZON
02/22/2025	E325706098FA7BB3A9EC4	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	36.85	WALMART
02/22/2025	4FE19174664B6C5A8738B	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	49.99	AMAZON
02/22/2025	BB32A2354694D9CDC8E42	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	32.97	COSTCO
02/22/2025	7B70F5C826D37EB45F264	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	640.00	TACKLEBOX
02/22/2025	5430B0A597AB59846D4F0	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	97.87	AMAZON
02/24/2025	8E77CFA2C96A2218F98CA	5228.S OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous:Miscellaneous- Supported	99.00	INTUIT QUICKBOOKS
02/24/2025	9962C0AB569EC7E8DCE2A	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	9.99	AMAZON
02/25/2025	72F31F099146A5FF700B0	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	-7.99	COSTCO
02/25/2025	8410FCCA152BA060CA5B1	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	22.87	AMAZON
02/25/2025	8F75FECFF0057D207238C	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	17.99	COSTCO
02/25/2025	E5442A6E184407ADB8F21	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	284.00	JAMF SOFTWARE
02/25/2025	F81EC877621D0FDDDF23AD	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	226.44	AMAZON
02/25/2025	795B2521CB81000E5C6F8	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	79.40	AMAZON
02/25/2025	3ED0370927B7C28E5C003	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	111.72	AMAZON
02/26/2025	140EF3EC5FB27105B0659	5220.1 OPERATING EXPENSES:Information Technology:IT Infra - Software/Licensing	122.11	ROUTIFIC.COM
02/26/2025	FC56A956B56CD0A712D52	5130S COLLECTIONS:Children's books:Children's books - Supported	24.58	AMAZON
02/26/2025	D1F5A54C91696E7EB3F5C	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	26.39	WALMART
02/27/2025	12508E821FAE38BEA04EC	5149 COLLECTIONS:Media	94.98	AMAZON
02/27/2025	84FCABF50AB1F6328CA9E	5149 COLLECTIONS:Media	94.98	AMAZON
02/27/2025	DC6A2EFC70808E881906B	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	63.96	AMAZON
02/27/2025	C0758680B95D77ED50EE0	5149 COLLECTIONS:Media	94.98	AMAZON
02/27/2025	184123F14EB6AAB1E6E61	5240 OPERATING EXPENSES:Supplies:Supplies - general	12.79	AMAZON
02/27/2025	6DAAF96563BE30A2854C2	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	13.76	AMAZON
02/27/2025	A4562483A49653AFE6817	5211 OPERATING EXPENSES:Supplies:Copy/Print	615.20	AMAZON
02/28/2025	185BDFEE8640B74C590B7	5211 OPERATING EXPENSES:Supplies:Copy/Print	364.75	MATTERHACKERS INC
02/28/2025	1E2263A7DE659C707F510	5149 COLLECTIONS:Media	169.85	AMAZON
02/28/2025	866E9DFCA925036DF4452	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	17.95	AMAZON
02/28/2025	71080884BB0940F0B0677	5211 OPERATING EXPENSES:Supplies:Copy/Print	396.77	FORMLABS
02/28/2025	AA875B574A4002259CF51	5246 OPERATING EXPENSES:Supplies:Supplies - office	-43.99	STAPLES
02/28/2025	B28C6489F19A95FDE8A89	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	86.80	WALMART
02/28/2025	B7DBB24231F00554E4C19	5240 OPERATING EXPENSES:Supplies:Supplies - general	100.97	AMAZON
02/28/2025	A63AB3E0256EF4DF20F14	5149 COLLECTIONS:Media	169.85	AMAZON
02/28/2025	E0099FD3B1ACB0296AB21	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	9.99	AMAZON
02/28/2025	741A9181479495E17FC0A	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	47.98	AMAZON
02/28/2025	837B7D486FA8087A861CF	5149 COLLECTIONS:Media	169.85	AMAZON
02/28/2025	9DD968F32FDA30CB8E1D2	5246 OPERATING EXPENSES:Supplies:Supplies - office	123.98	AMAZON
02/28/2025	056E45DA4FFA40E7A6AFC	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	213.30	ACORN SELF STORAGE

Total for 2700 Divvy Credit Cards Payable

\$20,267.75

51000 COLLECTIONS

5115 Adult Print Books

02/04/2025	0A1BE959465B4122BFA4D	2700 Divvy Credit Cards Payable	140.21	AMAZON
02/04/2025	AD8C9CFE3E90D9497D1E2	2700 Divvy Credit Cards Payable	20.85	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
02/04/2025	633C8A8F970FE0425AB11	2700 Divvy Credit Cards Payable	36.29	AMAZON
02/06/2025	BAFD12554BCBB03E69EF4	2700 Divvy Credit Cards Payable	16.19	AMAZON
Total for 5115 Adult Print Books			\$213.54	
5130 Children's books				
5130S Children's books - Supported				
02/11/2025	5283160623FB7F70A4A99	2700 Divvy Credit Cards Payable	42.55	AMAZON
02/16/2025	8A16C6EF1863C0BC64DA5	2700 Divvy Credit Cards Payable	55.03	AMAZON
02/26/2025	FC56A956B56CD0A712D52	2700 Divvy Credit Cards Payable	24.58	AMAZON
Total for 5130S Children's books - Supported			\$122.16	
Total for 5130 Children's books			\$122.16	
5135 Young Adult books				
02/06/2025	841F72BE614E39F7366E5	2700 Divvy Credit Cards Payable	43.14	AMAZON
Total for 5135 Young Adult books			\$43.14	
5149 Media				
02/12/2025	E6A6D1CAC1EA31569B3CC	2700 Divvy Credit Cards Payable	58.48	AMAZON
02/12/2025	8C8831AE5EB664C9DCE52	2700 Divvy Credit Cards Payable	58.48	AMAZON
02/15/2025	36F9E5E1E48B09D071D09	2700 Divvy Credit Cards Payable	307.95	AMAZON
02/15/2025	9FE84A3588EE6CB00A001	2700 Divvy Credit Cards Payable	247.96	AMAZON
02/15/2025	2673929C62980984A36B0	2700 Divvy Credit Cards Payable	307.95	AMAZON
02/15/2025	22731F77038646FC274EE	2700 Divvy Credit Cards Payable	59.99	AMAZON
02/27/2025	84FCABF50AB1F6328CA9E	2700 Divvy Credit Cards Payable	94.98	AMAZON
02/27/2025	C0758680B95D77ED50EE0	2700 Divvy Credit Cards Payable	94.98	AMAZON
02/27/2025	12508E821FAE38BEA04EC	2700 Divvy Credit Cards Payable	94.98	AMAZON
02/28/2025	837B7D486FA8087A861CF	2700 Divvy Credit Cards Payable	169.85	AMAZON
02/28/2025	A63AB3E0256EF4DF20F14	2700 Divvy Credit Cards Payable	169.85	AMAZON
02/28/2025	1E2263A7DE659C707F510	2700 Divvy Credit Cards Payable	169.85	AMAZON
Total for 5149 Media			\$1,835.30	
Total for 51000 COLLECTIONS			\$2,214.14	
52000 OPERATING EXPENSES				
52025 Banking fees				
5202.2 Bankcard fees				
02/04/2025	6FBF6D676E96F5977FD51	2700 Divvy Credit Cards Payable	2.50	PAYPAL PAYFLOW
Total for 5202.2 Bankcard fees			\$2.50	
Total for 52025 Banking fees			\$2.50	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing				
02/01/2025	D0C9217C5E0A8DFC7C5F7	2700 Divvy Credit Cards Payable	419.88	ADOBE
02/02/2025	D83DA9CBB9BAC58E7F3F9	2700 Divvy Credit Cards Payable	0.24	AMAZON WEB SERVICES
02/02/2025	05920590FB9512A89F44D	2700 Divvy Credit Cards Payable	45.72	GOOGLE WORKSPACE
02/02/2025	B99ABD80224D8F3D1134B	2700 Divvy Credit Cards Payable	12.46	GOOGLE SERVICES
02/06/2025	6719E6F02ABF8DBAFC5E4	2700 Divvy Credit Cards Payable	434.07	EFILING
02/09/2025	4CAC2CBA9386CBD4B9A10	2700 Divvy Credit Cards Payable	59.99	ADOBE
02/10/2025	9E0E18A9DF312D3B9FB67	2700 Divvy Credit Cards Payable	63.00	VOLGISTICS.COM
02/16/2025	35F4AACF906BCC615D760	2700 Divvy Credit Cards Payable	70.00	TECHSOUP
02/16/2025	E415D381118D208983831	2700 Divvy Credit Cards Payable	25.03	SIGNWELL EX DOCSKETCH
02/25/2025	E5442A6E184407ADB8F21	2700 Divvy Credit Cards Payable	284.00	JAMF SOFTWARE

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DATE	NUM	SPLIT	AMOUNT	NAME
02/26/2025	140EF3EC5FB27105B0659	2700 Divvy Credit Cards Payable	122.11	ROUTIFIC.COM
Total for 5220.1 IT Infra -Software/Licensing			\$1,536.50	
5220.3 IT PCs, Printers & Hardware				
02/01/2025	DD37C64F22563AA063550	2700 Divvy Credit Cards Payable	59.99	AMAZON
02/15/2025	D475CA2FCF4BC22700247	2700 Divvy Credit Cards Payable	72.41	AMAZON
02/22/2025	B4CB0F4EF7185ACBE2CE5	2700 Divvy Credit Cards Payable	-72.41	AMAZON
Total for 5220.3 IT PCs, Printers & Hardware			\$59.99	
5220.5 IT Utilities				
02/08/2025	C0F551C02BB9C203889B4	2700 Divvy Credit Cards Payable	80.02	VERIZON
02/18/2025	A1A92049331D0AE2F6E3C	2700 Divvy Credit Cards Payable	29.84	T-MOBILE
Total for 5220.5 IT Utilities			\$109.86	
5220.7 IT Technology Maintenance				
02/06/2025	57A79133825CCD43B6AE0	2700 Divvy Credit Cards Payable	169.00	MATTERHACKERS INC
Total for 5220.7 IT Technology Maintenance			\$169.00	
5230 Phone Service				
02/09/2025	18E57A10E26E1FA5595E3	2700 Divvy Credit Cards Payable	373.57	VERIZON
Total for 5230 Phone Service			\$373.57	
Total for 52200 Information Technology			\$2,248.92	
52250 Marketing				
5225 Marketing & advertising				
02/03/2025	EE805B66E29B029094D6A	2700 Divvy Credit Cards Payable	17.42	AMAZON
02/18/2025	37FFB752B3FD86C7A201C	2700 Divvy Credit Cards Payable	178.99	MEETUP ORG SUB
Total for 5225 Marketing & advertising			\$196.41	
5227 Brochures programs - marketing				
02/07/2025	2936DDCD867EDEC790874	2700 Divvy Credit Cards Payable	1,830.85	INTERNATIONAL MINUTE PRES
Total for 5227 Brochures programs - marketing			\$1,830.85	
Total for 52250 Marketing			\$2,027.26	
52340 Professional Development				
5234.1 Conferences				
02/02/2025	25F5F363CA69174AC8100	2700 Divvy Credit Cards Payable	15.27	LYFT
02/12/2025	A26AF3270A05D49B999DA	2700 Divvy Credit Cards Payable	2.75	PARKING METER
Total for 5234.1 Conferences			\$18.02	
5234.4 Memberships				
02/06/2025	C95773E8F5421E01423F0	2700 Divvy Credit Cards Payable	75.00	PY IDAHO LIBRARY ASSOCIA
Total for 5234.4 Memberships			\$75.00	
5234.5 Staff Mtg & Training				
02/07/2025	9E5B3189135A33601EB8A	2700 Divvy Credit Cards Payable	44.00	STARBUCKS
02/13/2025	286EA0CD6C202214D3A9B	2700 Divvy Credit Cards Payable	3.39	AMAZON
02/13/2025	054165793A9F9BD010B4A	2700 Divvy Credit Cards Payable	2,752.61	T ZERS SHIRT SHOP
Total for 5234.5 Staff Mtg & Training			\$2,800.00	
5234.5s Staff Training - Supported				
02/05/2025	ED0B26EEAF35183614A	2700 Divvy Credit Cards Payable	150.00	TE MERIDIAN PARKS & RECR
Total for 5234.5s Staff Training - Supported			\$150.00	

Meridian Library District

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DATE	NUM	SPLIT	AMOUNT	NAME
Total for 5234.5 Staff Mtg & Training with subs			\$2,950.00	
Total for 52340 Professional Development			\$3,043.02	
52360 Program Expense				
5236.2 Programs - District				
02/02/2025	7EC7FFD39D5CFB3F3BD3F	2700 Divvy Credit Cards Payable	12.21	JAMBA
02/03/2025	8BC3ADC574D9AC17DCE94	2700 Divvy Credit Cards Payable	14.94	AMAZON
02/03/2025	86BAD29F44590D28774FB	2700 Divvy Credit Cards Payable	38.94	AMAZON
02/03/2025	77761F947F2F4CCB8AFE0	2700 Divvy Credit Cards Payable	37.94	AMAZON
02/04/2025	C3707EBC33ADFE431F869	2700 Divvy Credit Cards Payable	35.55	COSTCO
02/04/2025	53EC41593DEEB14A59AF3	2700 Divvy Credit Cards Payable	18.99	AMAZON
02/05/2025	3096926A9193BCECEDFDB	2700 Divvy Credit Cards Payable	43.66	AMAZON
02/05/2025	E96A193B8E1CB102B96F8	2700 Divvy Credit Cards Payable	61.99	WALMART
02/06/2025	A50D4219663AE708BD484	2700 Divvy Credit Cards Payable	15.63	AMAZON
02/06/2025	887F0858DC69C98F3C7BE	2700 Divvy Credit Cards Payable	187.32	AMAZON
02/07/2025	9A8CF92C64AFBA49AE08B	2700 Divvy Credit Cards Payable	79.62	AMAZON
02/08/2025	2C7DF394B527F96E2D238	2700 Divvy Credit Cards Payable	8.99	AMAZON
02/09/2025	D7CDD0EC6EE4EDEEBC0EE	2700 Divvy Credit Cards Payable	79.47	MARKET STREET
02/10/2025	B37DD435B985134A2E023	2700 Divvy Credit Cards Payable	18.99	AMAZON
02/10/2025	4E726AA0E855BF55EAA32	2700 Divvy Credit Cards Payable	334.64	JESTPAINT.COM
02/12/2025	E98533AB76FCE62E34174	2700 Divvy Credit Cards Payable	5.97	ALBERTSONS
02/12/2025	9771064041B500A51EAD9	2700 Divvy Credit Cards Payable	26.25	AMAZON
02/12/2025	D03C8BF88C11B704D4783	2700 Divvy Credit Cards Payable	31.98	ALBERTSONS
02/12/2025	FD5B59A579CEB5BE8B92A	2700 Divvy Credit Cards Payable	3.25	PARKING METER
02/13/2025	2F58DEDB39A6BBFBD84B9	2700 Divvy Credit Cards Payable	64.48	MARKET STREET
02/13/2025	EB3D0E9C8C6B5D3E1CFBD	2700 Divvy Credit Cards Payable	7.50	ZURCHERS
02/13/2025	DBEF5001A29171A4EF4DA	2700 Divvy Credit Cards Payable	31.71	ALBERTSONS
02/13/2025	68E9FC04834785D4B5E28	2700 Divvy Credit Cards Payable	29.97	WORLD MARKET
02/13/2025	602227D7E42529C6D050A	2700 Divvy Credit Cards Payable	23.90	MARKET STREET
02/13/2025	FE6D0BCCAA414C2174733	2700 Divvy Credit Cards Payable	57.40	AMAZON
02/14/2025	71CB8F4A6447CC2FB2393	2700 Divvy Credit Cards Payable	57.22	AMAZON
02/14/2025	2B260DAFE71D9A303560A	2700 Divvy Credit Cards Payable	35.97	AMAZON
02/15/2025	7E5D5C3461BC541E008EF	2700 Divvy Credit Cards Payable	20.37	LITTLE CAESARS
02/15/2025	7EE6FCE3CF2A842896872	2700 Divvy Credit Cards Payable	2.97	ALBERTSONS
02/15/2025	EE0C7058DB4C28D868BDF	2700 Divvy Credit Cards Payable	89.45	PAPA JOHN'S
02/15/2025	494B1BD113CABBD939678	2700 Divvy Credit Cards Payable	23.00	EXPRESS CAFE
02/16/2025	1D0679F2199086923672F	2700 Divvy Credit Cards Payable	38.60	WALMART
02/16/2025	21FA6E82B876E7C3C830B	2700 Divvy Credit Cards Payable	96.15	DOMINO'S
02/18/2025	41B74D1216AEBE68D0425	2700 Divvy Credit Cards Payable	39.96	AMAZON
02/18/2025	E191D67849B069E1B44E9	2700 Divvy Credit Cards Payable	21.80	AMAZON
02/19/2025	8275A1C7974F687FE6868	2700 Divvy Credit Cards Payable	387.35	AMAZON
02/20/2025	A9F0D07779EE7721FD39B	2700 Divvy Credit Cards Payable	19.19	AMAZON
02/20/2025	1BFFE38E05D124C8656FE	2700 Divvy Credit Cards Payable	967.76	COSTCO
02/20/2025	3CA9BCE664A014D5BA806	2700 Divvy Credit Cards Payable	580.00	IBL EVENTS
02/20/2025	5218D2E706166EBCF120F	2700 Divvy Credit Cards Payable	91.33	COSTCO
02/21/2025	340501AB27254DE7E4E69	2700 Divvy Credit Cards Payable	183.98	AMAZON
02/22/2025	BB32A2354694D9CDC8E42	2700 Divvy Credit Cards Payable	32.97	COSTCO
02/22/2025	0A0A88F45D7548620AF27	2700 Divvy Credit Cards Payable	23.53	AMAZON
02/22/2025	7B70F5C826D37EB45F264	2700 Divvy Credit Cards Payable	640.00	TACKLEBOX
02/22/2025	E325706098FA7BB3A9EC4	2700 Divvy Credit Cards Payable	36.85	WALMART
02/22/2025	4FE19174664B6C5A8738B	2700 Divvy Credit Cards Payable	49.99	AMAZON
02/22/2025	E6F37515D736A97BB0F90	2700 Divvy Credit Cards Payable	21.99	AMAZON
02/22/2025	69469150954CC29379B11	2700 Divvy Credit Cards Payable	18.99	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
02/24/2025	9962C0AB569EC7E8DCE2A	2700 Divvy Credit Cards Payable	9.99	AMAZON
02/25/2025	72F31F099146A5FF700B0	2700 Divvy Credit Cards Payable	-7.99	COSTCO
02/25/2025	8410FCCA152BA060CA5B1	2700 Divvy Credit Cards Payable	22.87	AMAZON
02/26/2025	D1F5A54C91696E7EB3F5C	2700 Divvy Credit Cards Payable	26.39	WALMART
02/27/2025	6DAAF96563BE30A2854C2	2700 Divvy Credit Cards Payable	13.76	AMAZON
02/27/2025	DC6A2EFC70808E881906B	2700 Divvy Credit Cards Payable	63.96	AMAZON
02/28/2025	B28C6489F19A95FDE8A89	2700 Divvy Credit Cards Payable	86.80	WALMART
02/28/2025	741A9181479495E17FC0A	2700 Divvy Credit Cards Payable	47.98	AMAZON
02/28/2025	866E9DFCA925036DF4452	2700 Divvy Credit Cards Payable	17.95	AMAZON
02/28/2025	E0099FD3B1ACB0296AB21	2700 Divvy Credit Cards Payable	9.99	AMAZON
Total for 5236.2 Programs - District			\$5,042.41	
Total for 52360 Program Expense			\$5,042.41	
52400 Supplies				
5211 Copy/Print				
02/06/2025	6994E5D6CC1848549DDDE	2700 Divvy Credit Cards Payable	61.99	AMAZON
02/06/2025	3AAF72F8D9890F3A3461B	2700 Divvy Credit Cards Payable	63.00	MATTERHACKERS INC
02/06/2025	7DAC85AD46D7520CFE3E8	2700 Divvy Credit Cards Payable	330.88	MATTERHACKERS INC
02/12/2025	8E9C0057A304B2D384705	2700 Divvy Credit Cards Payable	107.51	AMAZON
02/12/2025	B37C5F19D28584EAF62AF	2700 Divvy Credit Cards Payable	143.89	AMAZON
02/21/2025	6969D01938A4BF2E6B6D3	2700 Divvy Credit Cards Payable	52.49	AMAZON
02/27/2025	A4562483A49653AFE6817	2700 Divvy Credit Cards Payable	615.20	AMAZON
02/28/2025	185BDFEE8640B74C590B7	2700 Divvy Credit Cards Payable	364.75	MATTERHACKERS INC
02/28/2025	71080884BB0940F0B0677	2700 Divvy Credit Cards Payable	396.77	FORMLABS
Total for 5211 Copy/Print			\$2,136.48	
5240 Supplies - general				
02/03/2025	7941CCB5D1965B65EA67B	2700 Divvy Credit Cards Payable	36.97	AMAZON
02/04/2025	F4C51EB57B0F4E7E86944	2700 Divvy Credit Cards Payable	33.24	AMAZON
02/04/2025	67C568853D7456FB67558	2700 Divvy Credit Cards Payable	85.64	AMAZON
02/04/2025	56A3AA049BD894A2E1290	2700 Divvy Credit Cards Payable	17.94	AMAZON
02/06/2025	5279063A8593DC3177C79	2700 Divvy Credit Cards Payable	23.90	AMAZON
02/11/2025	F311E2543240D103C8833	2700 Divvy Credit Cards Payable	8.95	AMAZON
02/12/2025	4A1C9A09D2DCE086434FE	2700 Divvy Credit Cards Payable	133.44	AMAZON
02/13/2025	3A95F69E396CB101652CF	2700 Divvy Credit Cards Payable	39.90	MATTERHACKERS INC
02/18/2025	4525FC020B0AD528E52A1	2700 Divvy Credit Cards Payable	27.99	AMAZON
02/27/2025	184123F14EB6AAB1E6E61	2700 Divvy Credit Cards Payable	12.79	AMAZON
02/28/2025	B7DBB24231F00554E4C19	2700 Divvy Credit Cards Payable	100.97	AMAZON
Total for 5240 Supplies - general			\$521.73	
5246 Supplies - office				
02/01/2025	F43CF42A2EE88F98A4716	2700 Divvy Credit Cards Payable	147.96	STAPLES
02/02/2025	68E7EE18A0A11A1EB5A84	2700 Divvy Credit Cards Payable	21.95	AMAZON
02/06/2025	BA84D29D210F678DF3089	2700 Divvy Credit Cards Payable	104.94	OFFICE DEPOT
02/12/2025	DF57B9BAEC5FC76884C20	2700 Divvy Credit Cards Payable	137.90	AMAZON
02/12/2025	A2A953F9E3433B2D143EF	2700 Divvy Credit Cards Payable	21.97	AMAZON
02/13/2025	171B1A2BFC2F47A313751	2700 Divvy Credit Cards Payable	17.99	AMAZON
02/14/2025	C10052A98A04D2E4177EA	2700 Divvy Credit Cards Payable	41.20	AMAZON
02/28/2025	AA875B574A4002259CF51	2700 Divvy Credit Cards Payable	-43.99	STAPLES
02/28/2025	9DD968F32FDA30CB8E1D2	2700 Divvy Credit Cards Payable	123.98	AMAZON
Total for 5246 Supplies - office			\$573.90	

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DATE	NUM	SPLIT	AMOUNT	NAME
Total for 52400 Supplies			\$3,232.11	
52500 Miscellaneous Operating				
5228 Miscellaneous				
5228.S Miscellaneous- Supported				
02/02/2025	940547F9A4F3D112CC0B6	2700 Divvy Credit Cards Payable	325.00	COSTCO
02/05/2025	6D0C83A7D721432793656	2700 Divvy Credit Cards Payable	0.03	GRASSHOPPER
02/18/2025	DCA7AEF7BCF5A5FEF9732	2700 Divvy Credit Cards Payable	30.00	COMMON SENSE PLUS
02/24/2025	8E77CFA2C96A2218F98CA	2700 Divvy Credit Cards Payable	99.00	INTUIT QUICKBOOKS
Total for 5228.S Miscellaneous- Supported			\$454.03	
Total for 5228 Miscellaneous			\$454.03	
5232 Postage				
02/21/2025	3B325F50AC56DBDF598BA	2700 Divvy Credit Cards Payable	23.61	UPS
Total for 5232 Postage			\$23.61	
Total for 52500 Miscellaneous Operating			\$477.64	
62240 Facility Expense				
6224.1 Bldg-Maintenance				
02/14/2025	5AE93D35C7400589DA42B	2700 Divvy Credit Cards Payable	40.68	AMAZON
Total for 6224.1 Bldg-Maintenance			\$40.68	
6224.2 Bldg-Repairs				
02/07/2025	E0E7CD95C494172DA85D8	2700 Divvy Credit Cards Payable	4.97	THE HOME DEPOT
02/22/2025	5430B0A597AB59846D4F0	2700 Divvy Credit Cards Payable	97.87	AMAZON
Total for 6224.2 Bldg-Repairs			\$102.84	
6224.3 Bldg-Small Tools				
02/04/2025	F88952FA646E5CABF54BF	2700 Divvy Credit Cards Payable	14.99	AMAZON
02/07/2025	257391F3D1D3482049185	2700 Divvy Credit Cards Payable	17.88	THE HOME DEPOT
02/07/2025	9A2007CBF4C2358088059	2700 Divvy Credit Cards Payable	25.94	THE HOME DEPOT
02/07/2025	D9C5E955E0A324364D1C3	2700 Divvy Credit Cards Payable	19.94	THE HOME DEPOT
Total for 6224.3 Bldg-Small Tools			\$78.75	
6224.4 Bldg-Supplies				
02/03/2025	44880B4ADADAE4BA592E6	2700 Divvy Credit Cards Payable	56.08	AMAZON
02/03/2025	94B6FDF76AF8F2EF2D8C7	2700 Divvy Credit Cards Payable	72.99	AMAZON
02/03/2025	BA02DF99E7F85725BB2FB	2700 Divvy Credit Cards Payable	145.86	AMAZON
02/04/2025	D968C97DD66F654A4DAB4	2700 Divvy Credit Cards Payable	83.28	AMAZON
02/04/2025	9F16BD706157ECF29A0C8	2700 Divvy Credit Cards Payable	47.35	AMAZON
02/04/2025	F0681F45F7BEDD1119E5A	2700 Divvy Credit Cards Payable	40.68	AMAZON
02/04/2025	76FCF7A9847508B524FB8	2700 Divvy Credit Cards Payable	47.35	AMAZON
02/04/2025	F0132166B2D5AF3B1FED6	2700 Divvy Credit Cards Payable	28.65	AMAZON
02/04/2025	9FB157EED9869B23C097B	2700 Divvy Credit Cards Payable	77.74	AMAZON
02/11/2025	B0D6CA23771C9859BD632	2700 Divvy Credit Cards Payable	62.05	AMAZON
02/11/2025	C3F8C2D493E88780ED5E5	2700 Divvy Credit Cards Payable	30.49	AMAZON
02/12/2025	AD693DEE7C7078E33A4DE	2700 Divvy Credit Cards Payable	79.59	AMAZON
02/12/2025	32BF41B595938C017B3F2	2700 Divvy Credit Cards Payable	94.70	AMAZON
02/13/2025	D500DADD0AA2517069B79	2700 Divvy Credit Cards Payable	112.98	AMAZON
02/13/2025	30B3837720DDFDAFC0855	2700 Divvy Credit Cards Payable	99.98	AMAZON
02/20/2025	C4ED62CCF3766EFDE18C3	2700 Divvy Credit Cards Payable	12.24	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
02/20/2025	7E51DF375D626DB8F8BCC	2700 Divvy Credit Cards Payable	16.62	AMAZON
02/25/2025	8F75FECFF0057D207238C	2700 Divvy Credit Cards Payable	17.99	COSTCO
02/25/2025	F81EC877621D0FDDDF23AD	2700 Divvy Credit Cards Payable	226.44	AMAZON
02/25/2025	795B2521CB81000E5C6F8	2700 Divvy Credit Cards Payable	79.40	AMAZON
02/25/2025	3ED0370927B7C28E5C003	2700 Divvy Credit Cards Payable	111.72	AMAZON
Total for 6224.4 Bldg-Supplies			\$1,544.18	
6255 Bldg-Rent				
02/28/2025	056E45DA4FFA40E7A6AFC	2700 Divvy Credit Cards Payable	213.30	ACORN SELF STORAGE
Total for 6255 Bldg-Rent			\$213.30	
Total for 62240 Facility Expense			\$1,979.75	
Total for 52000 OPERATING EXPENSES			\$18,053.61	

Meridian Library District

Electronic Bill Payment List

February 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
02/04/2025	Check	EFT	First Stop Health LLC		-895.50	1180 Checking - ICCU General *1068
				First Stop Health Virtual Services February 2025 Employer Contributions	-995.00	2300 Payroll Liabilities
				First Stop Health Virtual Services February 2025 Billing Differences	99.50	2300 Payroll Liabilities
02/05/2025	Check	EFT	CITY OF MERIDIAN		-97.76	1180 Checking - ICCU General *1068
				Water/Sewer/Recycling/Trash 12/21/24-01/20/25	97.76	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/05/2025	Check	EFT	CITY OF MERIDIAN		-5.94	1180 Checking - ICCU General *1068
				Water 12/21/24-01/20/25	5.94	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/05/2025	Check	EFT	CITY OF MERIDIAN		-528.83	1180 Checking - ICCU General *1068
				Water/Sewer/Trash/Recycling 12/21/24-01/20/25	528.83	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/05/2025	Check	EFT	CITY OF MERIDIAN		-418.18	1180 Checking - ICCU General *1068
				Water/Sewer/Trash/Recycling 12/21/24-01/20/25	418.18	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/05/2025	Check	EFT	AFLAC		-412.28	1180 Checking - ICCU General *1068
				January 2025 Aflac Employee Contribution Remittance	-404.09	2360 AFLAC Payable
				January 2025 Aflac Billing Differences	-8.19	2360 AFLAC Payable
02/06/2025	Check	EFT	IDAHO POWER - 5042		-452.06	1180 Checking - ICCU General *1068
				Power 12/20/24-01/17/25	452.06	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/07/2025	Check	EFT	PERSI		-	1180 Checking - ICCU General *1068
					28,171.15	
				PERSI Base Plan Employer Contributions 01/31/2025-02/07/2025 Payrolls	-	2330 PERSI withholding payable
					17,603.26	
				PERSI Base Plan Employee Contributions 01/31/2025-02/07/2025 Payrolls	-	2330 PERSI withholding payable
					10,567.87	
				PERSI Contributions 01/31/2025-02/07/2025 Rounding Difference	-0.02	2330 PERSI withholding payable
02/07/2025	Check	EFT	PERSI-401K		-1,527.63	1180 Checking - ICCU General *1068
				02/07/25 Payroll PERSI 401k Remittance	-1,527.63	2340 401K withholding payable
02/07/2025	Check	EFT	Nationwide 457b		-1,852.02	1180 Checking - ICCU General *1068
				02/07/25 Payroll Nationwide PreTax Remittance	-1,852.02	2352 Nationwide Withholding Payable
02/07/2025	Check	EFT	Nationwide 457b		-722.19	1180 Checking - ICCU General *1068
				02/07/25 Payroll Nationwide Roth Remittance	-722.19	2352 Nationwide Withholding Payable
02/10/2025	Check	EFT	L695-NCPERS IDAHO		-144.00	1180 Checking - ICCU General *1068
				February 2025 NCPERS Employee Contribution Remittance	-128.00	2350 Persi Life withholding payable
				February 2025 Billing Differences	-16.00	2350 Persi Life withholding payable
02/17/2025	Check	EFT	Chevron (Wex Bank)		-373.79	1180 Checking - ICCU General *1068
				12/24-01/23/24 Fuel	46.51	5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile
				12/24-01/23/24 Fuel	0.00	5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van Honda Odyssey
				12/24-01/23/24 Fuel	0.00	5260.4 OPERATING EXPENSES:Vehicle Expense:Vehicle - Honda Element
				12/24-01/23/24 Fuel	209.59	5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon
				12/24-01/23/24 Fuel	0.00	5260.7 OPERATING EXPENSES:Vehicle Expense:Vehicle - Chevy Silverado 1500
				12/24-01/23/24 Fuel	23.57	5260.9 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 7665
				12/24-01/23/24 Fuel	33.74	5260.8 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 4697
				12/24-01/23/24 Fuel	60.38	5260.11 OPERATING EXPENSES:Vehicle Expense:Vehicle - Ford F150 Transit Van
02/19/2025	Check	EFT	Mutual of Omaha		-4,177.55	1180 Checking - ICCU General *1068
				February 2025 MOO STD Employer Contributions Remittance	-749.84	2358 Mutual of Omaha Payable

Meridian Library District

Electronic Bill Payment List

February 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
				February 2025 MOO ER Life Contributions Remittance	-252.00	2358 Mutual of Omaha Payable
				February 2025 MOO EE Life Contributions Remittance	-269.16	2358 Mutual of Omaha Payable
				February 2025 MOO Dental Employer Contributions Remittance	-754.28	2355 Dental Payable
				February 2025 MOO Dental Employee Contributions Remittance	-1,802.34	2355 Dental Payable
				February 2025 MOO Billing Differences	349.93	5010a PERSONNEL:Payroll benefits:Benefits - Retirement
02/19/2025	Check	EFT	Idaho Central Credit Union	ICCU Checking Service Fees February 2025	-150.10 150.10	1180 Checking - ICCU General *1068 5202.3 OPERATING EXPENSES:Banking fees:Financial fees
02/19/2025	Check	EFT	PITNEY BOWES	02/19/25 Postage Account Refill Deposit	-1,000.00 1,000.00	1180 Checking - ICCU General *1068 5232 OPERATING EXPENSES:Miscellaneous Operating:Postage
02/20/2025	Check	EFT	CITY OF MERIDIAN	Water/Sewer 01/06-02/05/25	-69.49 69.49	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/20/2025	Check	EFT	CITY OF MERIDIAN	Water/Sewer 01/06-02/05/25	-23.34 23.34	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/20/2025	Check	EFT	IDAHO POWER - 3194	Power 01/04-02/03/25	-909.32 909.32	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/21/2025	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 12/31-01/28/25	-100.82 100.82	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/21/2025	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 12/30/24-01/29/25	-793.63 793.63	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/21/2025	Check	EFT	PERSI	PERSI Base Plan Employer Contributions 02/21/2025 Payroll	- 27,407.46 17,126.07	1180 Checking - ICCU General *1068 2330 PERSI withholding payable
				PERSI Base Plan Employee Contributions 02/21/2025 Payroll	- 10,281.37	2330 PERSI withholding payable
				PERSI Contributions 02/21/2025 Rounding Difference	-0.02	2330 PERSI withholding payable
02/21/2025	Check	EFT	PERSI-401K	02/21/25 Payroll PERSI 401k Remittance	-1,630.90 -1,630.90	1180 Checking - ICCU General *1068 2340 401K withholding payable
02/21/2025	Check	EFT	Nationwide 457b	02/21/25 Payroll Nationwide PreTax Remittance	-1,856.69 -1,856.69	1180 Checking - ICCU General *1068 2352 Nationwide Withholding Payable
02/21/2025	Check	EFT	Nationwide 457b	02/21/25 Payroll Nationwide Roth Remittance	-722.26 -722.26	1180 Checking - ICCU General *1068 2352 Nationwide Withholding Payable
02/24/2025	Check	EFT	IDAHO POWER - 7016	Power 01/08-02/05/25	-109.59 109.59	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/24/2025	Check	EFT	IDAHO POWER - 1620	Power 01/08-02/05/25	-2,711.60 2,711.60	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/24/2025	Check	EFT	INTERMOUNTAIN GAS COMPANY	Gas 01/01-01/30/25	-804.07 804.07	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/25/2025	Check	EFT	HRA VEBA	February 2025 HRA VEBA Remittance	-8,400.00 -8,400.00	1180 Checking - ICCU General *1068 2353 HRA VEBA Payable
02/25/2025	Check	EFT	Chevron (Wex Bank)	01/24-02/23/25 Fuel	-448.57 51.12 44.38 0.00	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

Meridian Library District

Electronic Bill Payment List

February 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
				01/24-02/23/25 Fuel	216.12	5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon
				01/24-02/23/25 Fuel	0.00	5260.7 OPERATING EXPENSES:Vehicle Expense:Vehicle - Chevy Silverado 1500
				01/24-02/23/25 Fuel	0.00	5260.9 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 7665
				01/24-02/23/25 Fuel	28.27	5260.8 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 4697
				01/24-02/23/25 Fuel	0.00	5260.11 OPERATING EXPENSES:Vehicle Expense:Vehicle - Ford F150 Transit Van
				01/24-02/23/25 Fuel	33.68	5260.12 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 7581
				WEX 12/24-01/23 Finance Charge	75.00	5202.3 OPERATING EXPENSES:Banking fees:Financial fees
02/27/2025	Check	EFT	IDAHO POWER - 7302		-501.37	1180 Checking - ICCU General *1068
				Power 01/10-02/10/25	501.37	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/27/2025	Check	EFT	INTERMOUNTAIN GAS COMPANY		-366.07	1180 Checking - ICCU General *1068
				Gas 01/07-02/04/25	366.07	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
02/28/2025	Check	EFT	Idaho Central Credit Union		-15.00	1184 Savings - ICCU Savings *8093
				ICCU Money Market Savings Service Fees February 2025	15.00	5202.3 OPERATING EXPENSES:Banking fees:Financial fees
02/28/2025	Check	EFT	Gravity Payments		-26.99	1180 Checking - ICCU General *1068
				February 2025 Gravity Payments Processing Fees	26.99	5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees
02/28/2025	Check	EFT	Paylocity		-3,408.15	1181 Checking - ICCU Payroll ZBA *3248
				February Payroll Processing Paylocity INV2623897	3,408.15	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing
Sales Tax Payment						
02/20/2025	Sales Tax Payment				-32.52	1180 Checking - ICCU General *1068
					-32.52	Sales Tax Agency Payable
Credit Card Payment						
02/01/2025	Credit Card Payment		Divvy		-	1180 Checking - ICCU General *1068
					28,638.17	
					-	2700 Divvy Credit Cards Payable
					28,638.17	

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	5,564,282.29	8,533,999.00	-2,969,716.71	65.20 %
42000 Non-tax Revenue	352,574.04	636,239.00	-283,664.96	55.42 %
48000 Fund Balance Carryover		2,625,000.00	-2,625,000.00	
Total Revenue	\$5,916,856.33	\$11,795,238.00	\$ - 5,878,381.67	50.16 %
GROSS PROFIT	\$5,916,856.33	\$11,795,238.00	\$ - 5,878,381.67	50.16 %
Expenditures				
50000 PERSONNEL	2,364,980.20	6,072,826.95	-3,707,846.75	38.94 %
51000 COLLECTIONS	375,988.88	911,535.00	-535,546.12	41.25 %
52000 OPERATING EXPENSES	906,759.08	2,160,876.05	-1,254,116.97	41.96 %
72000 CAPITAL EQUIPMENT EXPENSES	53,637.84	25,000.00	28,637.84	214.55 %
73000 CAPITAL BUILDING EXPENSES	397,555.26	2,625,000.00	-2,227,444.74	15.14 %
Total Expenditures	\$4,098,921.26	\$11,795,238.00	\$ - 7,696,316.74	34.75 %
NET OPERATING REVENUE	\$1,817,935.07	\$0.00	\$1,817,935.07	0.00%
Other Revenue				
8000 Plant Facilities Levy Revenue	700,000.00	1,400,000.00	-700,000.00	50.00 %
8338 Capital Projects Interest	96,133.38	113,500.00	-17,366.62	84.70 %
8810 Transfer In-To Capital Projects Fund Carryover from Capital Projects Fund Balance		2,625,000.00	-2,625,000.00	
Total Other Revenue	\$796,133.38	\$4,138,500.00	\$ - 3,342,366.62	19.24 %
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	1,400,000.00	-1,257,758.38	10.16 %
9330 Cherry Lane Renovation - Capital Projects Fund		2,625,000.00	-2,625,000.00	
Total Other Expenditures	\$142,241.62	\$4,028,750.00	\$ - 3,886,508.38	3.53 %
NET OTHER REVENUE	\$653,891.76	\$109,750.00	\$544,141.76	595.80 %
NET REVENUE	\$2,471,826.83	\$109,750.00	\$2,362,076.83	2,252.23 %

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	5,310,609.13	8,080,849.00	-2,770,239.87	65.72 %
4010 Ag. Replacement	970.00	1,940.00	-970.00	50.00 %
4020 Pers Prop Replacement	19,519.36	39,039.00	-19,519.64	50.00 %
4025 Recovered Homeowner's Exemption		100.00	-100.00	
4060 Tort Tax Levy		80,071.00	-80,071.00	
4100 Sales tax income	233,183.80	332,000.00	-98,816.20	70.24 %
Total 40000 Tax Revenue	5,564,282.29	8,533,999.00	-2,969,716.71	65.20 %
42000 Non-tax Revenue				
4200 Fines and fees	12,703.93	21,000.00	-8,296.07	60.49 %
4220 Meeting Room income	6,287.50	12,100.00	-5,812.50	51.96 %
4221 Donations & Memorials	189.03	3,000.00	-2,810.97	6.30 %
4300 Interest income	77,603.99	135,000.00	-57,396.01	57.48 %
4339 Capital Replace & Repair Int	125,439.66	205,000.00	-79,560.34	61.19 %
4400 Copy/Print income	14,923.88	31,700.00	-16,776.12	47.08 %
4410 Miscellaneous income	60,479.77		60,479.77	
4415 Lynx Consortium income	42,600.23	110,439.00	-67,838.77	38.57 %
4500 Grants	11,646.05	67,000.00	-55,353.95	17.38 %
4700 Sponsorships	700.00	51,000.00	-50,300.00	1.37 %
Total 42000 Non-tax Revenue	352,574.04	636,239.00	-283,664.96	55.42 %
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	\$5,916,856.33	\$11,795,238.00	\$ - 5,878,381.67	50.16 %
GROSS PROFIT	\$5,916,856.33	\$11,795,238.00	\$ - 5,878,381.67	50.16 %
Expenditures				
50000 PERSONNEL				
5000 Salaries and wages	1,782,308.35	4,549,838.28	-2,767,529.93	39.17 %
5005 Termination salaries	9,787.85		9,787.85	
Total 5000 Salaries and wages	1,792,096.20	4,549,838.28	-2,757,742.08	39.39 %
5010 Payroll benefits	164.65		164.65	
5010a Benefits - Retirement	185,236.24	444,135.96	-258,899.72	41.71 %
5010b Benefits - PR Taxes	134,336.34	336,718.17	-202,381.83	39.90 %
5010c Benefits - Health	253,146.77	742,134.54	-488,987.77	34.11 %
Total 5010 Payroll benefits	572,884.00	1,522,988.67	-950,104.67	37.62 %
Total 50000 PERSONNEL	2,364,980.20	6,072,826.95	-3,707,846.75	38.94 %
51000 COLLECTIONS				
5115 Adult Print Books	67,486.04	161,000.00	-93,513.96	41.92 %

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	214,646.11	380,000.00	-165,353.89	56.49 %
5125 Print Reference	81.08	1,000.00	-918.92	8.11 %
5130 Children's books	23,843.96	166,510.00	-142,666.04	14.32 %
5130S Children's books - Supported	355.94		355.94	
Total 5130 Children's books	24,199.90	166,510.00	-142,310.10	14.53 %
5135 Young Adult books	4,825.29	50,290.00	-45,464.71	9.59 %
5149 Media	22,023.81	55,000.00	-32,976.19	40.04 %
5150 Circulating devices & kits	1,236.23	25,000.00	-23,763.77	4.94 %
5151 Periodicals		10,000.00	-10,000.00	
Total 51000 COLLECTIONS	375,988.88	911,535.00	-535,546.12	41.25 %
52000 OPERATING EXPENSES				
52020 Professional Services				
5202.1 Audit	24,000.00	28,500.00	-4,500.00	84.21 %
5202.4 Legal fees	29,553.22	80,000.00	-50,446.78	36.94 %
5202.5 Consulting	17,500.00	136,617.77	-119,117.77	12.81 %
5202.6 Other	2,935.30	7,000.00	-4,064.70	41.93 %
5237 Recruiting/Background Checks	585.88	3,000.00	-2,414.12	19.53 %
Total 52020 Professional Services	74,574.40	255,117.77	-180,543.37	29.23 %
52025 Banking fees				
5202.2 Bankcard fees	1,161.63	2,500.00	-1,338.37	46.47 %
5202.3 Financial fees	1,126.25	2,600.00	-1,473.75	43.32 %
Total 52025 Banking fees	2,287.88	5,100.00	-2,812.12	44.86 %
52120 Consortium				
5212.AD Consortium-Administrator	47,159.10	138,048.27	-90,889.17	34.16 %
5212.C Consortium-Courier	25,479.00	54,000.00	-28,521.00	47.18 %
5212.H Consortium-Hardware/Software	31,184.16	48,800.00	-17,615.84	63.90 %
5212.MS Consortium-Misc. Expenditures Reimbursable to MLD	1,898.73		1,898.73	
Total 52120 Consortium	105,720.99	240,848.27	-135,127.28	43.90 %
52200 Information Technology				
5220.1 IT Infra -Software/Licensing	55,739.02	122,468.00	-66,728.98	45.51 %
5220.2 IT Infra -Support	5,604.09	18,200.00	-12,595.91	30.79 %
5220.3 IT PCs, Printers & Hardware	12,484.82	38,400.00	-25,915.18	32.51 %
5220.5 IT Utilities	25,974.80	35,244.00	-9,269.20	73.70 %
5220.6 IT Collection Licensing		13,000.00	-13,000.00	
5220.7 IT Technology Maintenance	13,414.32	38,322.00	-24,907.68	35.00 %
5230 Phone Service	6,328.70	15,000.00	-8,671.30	42.19 %
Total 52200 Information Technology	119,545.75	280,634.00	-161,088.25	42.60 %
52250 Marketing				
5225 Marketing & advertising	1,792.12	21,500.00	-19,707.88	8.34 %
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	3,941.70	15,000.00	-11,058.30	26.28 %
Total 52250 Marketing	5,733.82	43,000.00	-37,266.18	13.33 %
52290 Materials Processing				
5229.1 Materials-OCLC	872.03	18,000.00	-17,127.97	4.84 %
5229.2 Materials-Processing	12,864.47	75,000.00	-62,135.53	17.15 %
Total 52290 Materials Processing	13,736.50	93,000.00	-79,263.50	14.77 %
52340 Professional Development				
5234.1 Conferences	18,500.49	60,000.00	-41,499.51	30.83 %
5234.2 Education	6,408.72	12,000.00	-5,591.28	53.41 %
5234.3 Materials	107.27	1,000.00	-892.73	10.73 %
5234.4 Memberships	3,399.00	8,000.00	-4,601.00	42.49 %
5234.5 Staff Mtg & Training	6,000.48	10,000.00	-3,999.52	60.00 %
5234.5s Staff Training - Supported	5,427.53		5,427.53	
Total 5234.5 Staff Mtg & Training	11,428.01	10,000.00	1,428.01	114.28 %
5234.6 Webinar/Ecourses	679.09	8,000.00	-7,320.91	8.49 %
Total 52340 Professional Development	40,522.58	99,000.00	-58,477.42	40.93 %
52360 Program Expense				
5236.2 Programs - District	32,096.93	95,302.00	-63,205.07	33.68 %
5236.VO Programs -Volunteers		3,228.00	-3,228.00	
Total 52360 Program Expense	32,096.93	98,530.00	-66,433.07	32.58 %
52400 Supplies				
5211 Copy/Print	16,249.98	38,960.00	-22,710.02	41.71 %
5240 Supplies - general	4,779.23	18,725.00	-13,945.77	25.52 %
5240s Supplies - General -Supported	216.54		216.54	
Total 5240 Supplies - general	4,995.77	18,725.00	-13,729.23	26.68 %
5246 Supplies - office	3,927.67	16,205.00	-12,277.33	24.24 %
Total 52400 Supplies	25,173.42	73,890.00	-48,716.58	34.07 %
52500 Miscellaneous Operating				
5216 Equipment & Furnishings Not Cap	17,529.26	11,150.00	6,379.26	157.21 %
5228 Miscellaneous	561.89	4,400.00	-3,838.11	12.77 %
5228.S Miscellaneous- Supported	454.03		454.03	
Total 5228 Miscellaneous	1,015.92	4,400.00	-3,384.08	23.09 %
5232 Postage	4,734.26	11,000.00	-6,265.74	43.04 %
5250 Taxes and insurance	44,606.93	55,363.01	-10,756.08	80.57 %
Total 52500 Miscellaneous Operating	67,886.37	81,913.01	-14,026.64	82.88 %
52600 Vehicle Expense				
5260.1 Vehicle - Bookmobile	370.55	10,800.00	-10,429.45	3.43 %
5260.11 Vehicle - Ford F150 Transit Van	514.94	16,550.00	-16,035.06	3.11 %
5260.12 Vehicle - Toyota Rav4 VIN 7581	49.26		49.26	

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
5260.2 Vehicle - Sprinter	94.20		94.20	
5260.3 Vehicle - Van Honda Odyssey	580.26	5,300.00	-4,719.74	10.95 %
5260.4 Vehicle - Honda Element	61.31	3,800.00	-3,738.69	1.61 %
5260.5 Vehicle - Dodge HD Wagon	1,859.18	7,050.00	-5,190.82	26.37 %
5260.6 Employee Mileage Reimbursement	28.74	250.00	-221.26	11.50 %
5260.7 Vehicle - Chevy Silverado 1500	119.72	3,300.00	-3,180.28	3.63 %
5260.8 Vehicle - Toyota Rav4 VIN 4697	255.47	3,300.00	-3,044.53	7.74 %
5260.9 Vehicle - Toyota Rav4 VIN 7665	582.48	3,300.00	-2,717.52	17.65 %
Total 52600 Vehicle Expense	4,516.11	53,650.00	-49,133.89	8.42 %
62240 Facility Expense				
6224.1 Bldg-Maintenance	102,228.60	263,872.00	-161,643.40	38.74 %
6224.2 Bldg-Repairs	20,848.28	49,000.00	-28,151.72	42.55 %
6224.3 Bldg-Small Tools	1,032.38	4,250.00	-3,217.62	24.29 %
6224.4 Bldg-Supplies	15,235.18	46,500.00	-31,264.82	32.76 %
6250 Bldg-Insurance	80,071.00	80,071.00	0.00	100.00 %
6255 Bldg-Rent	159,629.19	266,000.00	-106,370.81	60.01 %
6258 Bldg-Utilities	35,919.70	126,500.00	-90,580.30	28.40 %
Total 62240 Facility Expense	414,964.33	836,193.00	-421,228.67	49.63 %
Total 52000 OPERATING EXPENSES	906,759.08	2,160,876.05	-1,254,116.97	41.96 %
72000 CAPITAL EQUIPMENT EXPENSES				
7216 Equipment & Furnishings	33,192.32		33,192.32	
7220.3 IT PCs, Hardware Printers	0.00	25,000.00	-25,000.00	0.00 %
7295 Major improvements	20,445.52		20,445.52	
Total 72000 CAPITAL EQUIPMENT EXPENSES	53,637.84	25,000.00	28,637.84	214.55 %
73000 CAPITAL BUILDING EXPENSES				
7300 Cherry Lane Renovation - General Fund	133,349.72		133,349.72	
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	397,555.26	2,625,000.00	-2,227,444.74	15.14 %
Total Expenditures	\$4,098,921.26	\$11,795,238.00	\$ - 7,696,316.74	34.75 %
NET OPERATING REVENUE	\$1,817,935.07	\$0.00	\$1,817,935.07	0.00%
Other Revenue				
8000 Plant Facilities Levy Revenue	700,000.00	1,400,000.00	-700,000.00	50.00 %
8338 Capital Projects Interest	96,133.38	113,500.00	-17,366.62	84.70 %
8810 Transfer In-To Capital Projects Fund Carryover from Capital Projects Fund Balance		2,625,000.00	-2,625,000.00	
Total Other Revenue	\$796,133.38	\$4,138,500.00	\$ - 3,342,366.62	19.24 %
Other Expenditures				
9202 Pinnacle fka South Branch Financial Fees		3,750.00	-3,750.00	

Meridian Library District

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

October 2024 - September 2025

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
9285 Pinnacle fka South Branch Lease Payment	142,241.62	1,400,000.00	-1,257,758.38	10.16 %
9330 Cherry Lane Renovation - Capital Projects Fund		2,625,000.00	-2,625,000.00	
Total Other Expenditures	\$142,241.62	\$4,028,750.00	\$ - 3,886,508.38	3.53 %
NET OTHER REVENUE	\$653,891.76	\$109,750.00	\$544,141.76	595.80 %
NET REVENUE	\$2,471,826.83	\$109,750.00	\$2,362,076.83	2,252.23 %

Meridian Library District

Statement of Activity

October 2024 - February 2025

	TOTAL
Revenue	
40000 Tax Revenue	
4000 Tax levy	5,310,609.13
4010 Ag. Replacement	970.00
4020 Pers Prop Replacement	19,519.36
4100 Sales tax income	233,183.80
Total 40000 Tax Revenue	5,564,282.29
42000 Non-tax Revenue	
4200 Fines and fees	13,759.68
4220 Meeting Room income	6,287.50
4221 Donations & Memorials	189.03
4300 Interest income	77,603.99
4339 Capital Replace & Repair Int	125,439.66
4400 Copy/Print income	14,923.88
4410 Miscellaneous income	55,249.00
4415 Lynx Consortium income	42,600.23
4500 Grants	11,646.05
4700 Sponsorships	700.00
Total 42000 Non-tax Revenue	348,399.02
Total Revenue	\$5,912,681.31
GROSS PROFIT	\$5,912,681.31
Expenditures	
50000 PERSONNEL	
5000 Salaries and wages	1,782,308.35
5005 Termination salaries	9,787.85
Total 5000 Salaries and wages	1,792,096.20
5010 Payroll benefits	104.65
5010a Benefits - Retirement	185,236.24
5010b Benefits - PR Taxes	134,336.34
5010c Benefits - Health	253,146.77
Total 5010 Payroll benefits	572,824.00
Total 50000 PERSONNEL	2,364,920.20
51000 COLLECTIONS	
5115 Adult Print Books	56,737.28
5121 Electronic databases	41,490.42
5122 eContent	174,281.52
5125 Print Reference	81.08

Meridian Library District

Statement of Activity

October 2024 - February 2025

	TOTAL
5130 Children's books	20,834.80
5130S Children's books - Supported	355.94
Total 5130 Children's books	21,190.74
5135 Young Adult books	4,593.70
5149 Media	19,829.43
5150 Circulating devices & kits	1,236.23
Total 51000 COLLECTIONS	319,440.40
52000 OPERATING EXPENSES	
52020 Professional Services	
5202.1 Audit	24,000.00
5202.4 Legal fees	22,761.22
5202.6 Other	2,255.65
5237 Recruiting/Background Checks	585.88
Total 52020 Professional Services	49,602.75
52025 Banking fees	
5202.2 Bankcard fees	1,161.63
5202.3 Financial fees	1,126.25
Total 52025 Banking fees	2,287.88
52120 Consortium	
5212.AD Consortium-Administrator	47,159.10
5212.C Consortium-Courier	25,479.00
5212.H Consortium-Hardware/Software	31,184.16
5212.MS Consortium-Misc. Expenditures Reimbursable to MLD	1,898.73
Total 52120 Consortium	105,720.99
52200 Information Technology	
5220.1 IT Infra -Software/Licensing	54,813.85
5220.2 IT Infra -Support	5,604.09
5220.3 IT PCs, Printers & Hardware	12,429.67
5220.5 IT Utilities	19,594.78
5220.7 IT Technology Maintenance	13,414.32
5230 Phone Service	5,308.99
Total 52200 Information Technology	111,165.70
52250 Marketing	
5225 Marketing & advertising	1,792.12
5227 Brochures programs - marketing	3,941.70
Total 52250 Marketing	5,733.82
52290 Materials Processing	
5229.1 Materials-OCLC	872.03
5229.2 Materials-Processing	10,988.45
Total 52290 Materials Processing	11,860.48

Meridian Library District

Statement of Activity

October 2024 - February 2025

	TOTAL
52340 Professional Development	
5234.1 Conferences	18,500.49
5234.2 Education	6,408.72
5234.3 Materials	79.50
5234.4 Memberships	2,801.00
5234.5 Staff Mtg & Training	5,951.49
5234.5s Staff Training - Supported	3,187.53
Total 5234.5 Staff Mtg & Training	9,139.02
5234.6 Webinar/Ecourses	679.09
Total 52340 Professional Development	37,607.82
52360 Program Expense	
5236.2 Programs - District	30,842.97
Total 52360 Program Expense	30,842.97
52400 Supplies	
5211 Copy/Print	14,822.83
5240 Supplies - general	4,779.23
5246 Supplies - office	3,840.43
Total 52400 Supplies	23,442.49
52500 Miscellaneous Operating	
5216 Equipment & Furnishings Not Cap	11,535.90
5228 Miscellaneous	470.97
5228.S Miscellaneous- Supported	454.03
Total 5228 Miscellaneous	925.00
5232 Postage	4,734.26
5250 Taxes and insurance	44,606.93
Total 52500 Miscellaneous Operating	61,802.09
52600 Vehicle Expense	
5260.1 Vehicle - Bookmobile	370.55
5260.11 Vehicle - Ford F150 Transit Van	514.94
5260.12 Vehicle - Toyota Rav4 VIN 7581	49.26
5260.2 Vehicle - Sprinter	94.20
5260.3 Vehicle - Van Honda Odyssey	580.26
5260.4 Vehicle - Honda Element	61.31
5260.5 Vehicle - Dodge HD Wagon	1,859.18
5260.6 Employee Mileage Reimbursement	14.04
5260.7 Vehicle - Chevy Silverado 1500	119.72
5260.8 Vehicle - Toyota Rav4 VIN 4697	155.48
5260.9 Vehicle - Toyota Rav4 VIN 7665	582.48
Total 52600 Vehicle Expense	4,401.42

Meridian Library District

Statement of Activity

October 2024 - February 2025

	TOTAL
62240 Facility Expense	
6224.1 Bldg-Maintenance	94,422.26
6224.2 Bldg-Repairs	19,797.53
6224.3 Bldg-Small Tools	667.39
6224.4 Bldg-Supplies	13,902.71
6250 Bldg-Insurance	40,035.50
6255 Bldg-Rent	113,126.85
6258 Bldg-Utilities	35,919.70
Total 62240 Facility Expense	317,871.94
Total 52000 OPERATING EXPENSES	762,340.35
72000 CAPITAL EQUIPMENT EXPENSES	
7216 Equipment & Furnishings	33,192.32
7295 Major improvements	20,445.52
Total 72000 CAPITAL EQUIPMENT EXPENSES	53,637.84
73000 CAPITAL BUILDING EXPENSES	
7300 Cherry Lane Renovation - General Fund	122,825.72
7331 Cherry Lane Renovation - Capital Repair & Replacement	264,205.54
Total 73000 CAPITAL BUILDING EXPENSES	387,031.26
Total Expenditures	\$3,887,370.05
NET OPERATING REVENUE	\$2,025,311.26
Other Revenue	
8000 Plant Facilities Levy Revenue	700,000.00
8338 Capital Projects Interest	96,133.38
Total Other Revenue	\$796,133.38
Other Expenditures	
9285 Pinnacle fka South Branch Lease Payment	142,241.62
Total Other Expenditures	\$142,241.62
NET OTHER REVENUE	\$653,891.76
NET REVENUE	\$2,679,203.02

Meridian Library District

Statement of Financial Position

As of February 28, 2025

	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	12,298.80
1180 Checking - ICCU General *1068	-4,931.93
1182 Checking - ICCU Sweep *3522	182,542.41
1183 Savings - ICCU Membership *8042	25.00
1184 Savings - ICCU Savings *8093	248,985.00
1200 PayPal Account	77.40
1937 StatePool-General Operations	6,806,674.83
1938 StatePool-Capital Project Fund	4,961,434.09
1939 StatePool-Cap Replacement &Repr	6,478,398.17
9100 Zions Bank COP Debt Service Fund 5672205	0.05
Total Bank Accounts	\$18,686,252.07
Accounts Receivable	
11000 Accounts Receivable	42,510.23
Total Accounts Receivable	\$42,510.23
Other Current Assets	
12000 Undeposited Funds	3,090.54
1500 Deposits/Prepaid expenses	66,906.79
1600 Property Tax Receivable	9,267,956.00
1627 LGIP Interest Receivable	63,807.97
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	\$9,534,958.15
Total Current Assets	\$28,263,720.45
TOTAL ASSETS	\$28,263,720.45

Meridian Library District

Statement of Financial Position

As of February 28, 2025

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2380 Accounts Payable	179,827.21
Total Accounts Payable	\$179,827.21
Credit Cards	
2700 Divvy Credit Cards Payable	20,267.75
Total Credit Cards	\$20,267.75
Other Current Liabilities	
2300 Payroll Liabilities	-1,791.00
2305 FICA withholding payable	9,939.74
2330 PERSI withholding payable	12,742.21
2345 Health Payable	-8,705.28
2350 Persi Life withholding payable	-16.00
2352 Nationwide Withholding Payable	-0.10
2353 HRA VEBA Payable	-495.00
2355 Dental Payable	-488.26
2358 Mutual of Omaha Payable	1,606.10
2359 IDWAT Payable	552.50
2360 AFLAC Payable	379.90
2361 FSH Payable	955.20
2362 EAP Payable	264.50
2400 Accounts Payable -Other	658.34
2405 Accrued Wages	132,128.38
Sales Tax Agency Payable	332.41
Square Sales Tax Payable	237.14
Total Other Current Liabilities	\$148,300.78
Total Current Liabilities	\$348,395.74
Total Liabilities	
\$348,395.74	
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

Meridian Library District

Statement of Financial Position

As of February 28, 2025

	TOTAL
2990 Deferred Inflows	9,222,975.00
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	9,007,880.14
Net Revenue	2,679,203.02
Total Equity	\$27,915,324.71
TOTAL LIABILITIES AND EQUITY	\$28,263,720.45

ADMIN DIVISION

Director

- March was a busy month for us. Preparing for the Cherry Lane renovation and prepping the memos for the Requests for Reconsideration were the primary areas of focus for many of us in Admin.
- We began preparing for a large inventory project that will be conducted across the District. We are currently working on building out the necessary backend setup and procedures for staff to assist with this project upon the closure of Cherry Lane.
- Vassil and I switched our oversight roles for the Community Engagement and Programs committee. As we begin preparation for the Cherry Lane closure and a new strategic plan it was decided that it would be best for me to oversee the Community Engagement committee and for Vassil to oversee the Programs committee since he has oversight of the branches.
- In March we kicked off a new staff communication plan for 2025. This year we'll be doing a mix of pre-recorded video messages, live videos, and emails to update and involve staff throughout the District. The one I am most excited about is a video series we're calling *Meet the District* where I meet with a Librarian and a member of their team and ask questions so we can all get to know each other.
- We hosted a Cherry Lane branch closure meeting with the branch managers and supervisors. In it we mostly discussed planning, staff scheduling, and communication to staff.

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

District Resources

Administration

Admin is building a database for the upcoming inventory and asset management project. The goal is to build a database in Airtable that will be easy to navigate for the end user and give the District a complete single source of truth for its assets, from location, to cost, to depreciation. We will be creating customized barcodes that will allow staff to pull up an item's record in the database in seconds, making inventory in the future an easier process than it is now. Also in Airtable, we've built a database for our contracts. It is slowly filling up with contracts for the Cherry Lane project.

Facilities

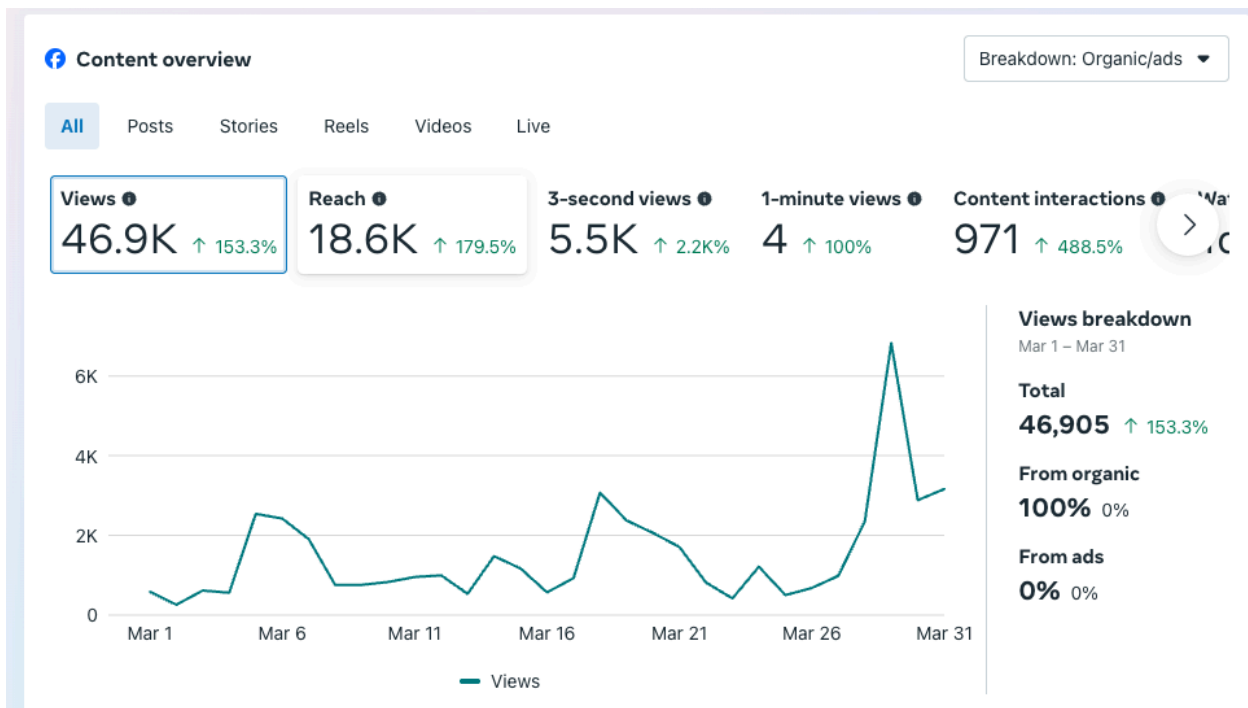
Facilities completed routine work orders across various branches, addressing tasks such as HVAC filter replacements, lighting repairs, fire sprinkler maintenance and restroom maintenance. Routine maintenance on the central air handler included belt inspections, lubrication, and filter changes. The pump delivery systems for HVAC and plumbing were also checked and are operating within normal parameters. Preventive maintenance on the air compressor was completed, including pressure checks and drain valve cleaning, with the unit performing efficiently and showing no signs of leakage. In preparation for the Cherry Lane Branch renovation continued evaluation of inventory and furniture is being done.



Marketing

The month of March had two especially notable posts, the reel about the Seed Library at Cherry Lane and the post about the In-N-Out cover to Cover Reading Program. These were the two most-viewed posts on both platforms for the month of March, with the Seed Library at Cherry Lane coming in as the most-viewed post created in March with 3,355 views on Instagram and 23,529 views on Facebook. The In-N-Out Cover to Cover Reading Program has received 2,240 views on Instagram and 4,607 views on Facebook. The Seed Library at Cherry Lane Facebook reel was even referenced in the Boise Dev A.M. newsletter.

Facebook ultimately had a 153.3% increase. New followers for both MLD's Facebook and Instagram channels saw an uptick in March. Instagram marked a 50.7% increase.



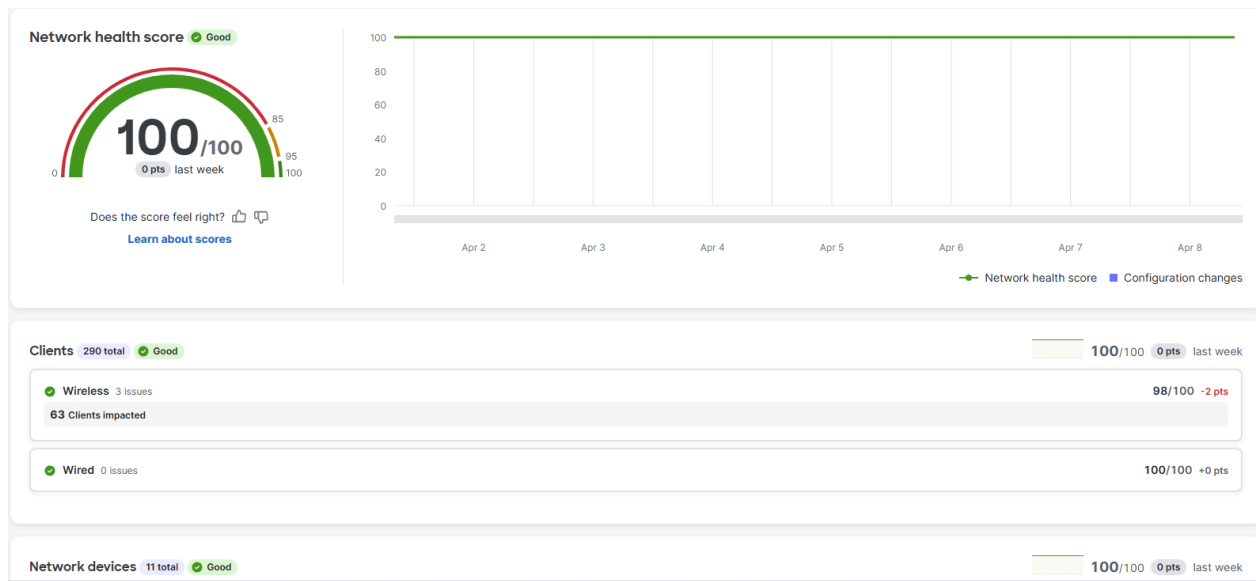
In addition to social media success, both Home Delivery vehicles have been wrapped with funds provided by the Meridian Library Foundation.



IT

During this reporting period, over 85 help desk tickets were successfully resolved, addressing common issues such as password resets, user access requests, and printer malfunctions. System maintenance and updates were carried out consistently, including the application of critical OS patches across Windows and Linux environments, as well as firmware updates for both servers and workstations. Routine maintenance tasks such as disk cleanup, log rotation, and backup verification were performed to ensure optimal system performance. Antivirus and malware definitions were updated across all endpoints to maintain security compliance.

In terms of backup and disaster recovery, full and incremental backups were tested for integrity. A key issue involving failed backup jobs on a critical database server was identified and resolved, restoring regular backup operations. Network and infrastructure support included troubleshooting VPN connectivity issues and applying updates to Group Policy Objects (GPOs) to enhance security and configuration consistency. Server health was actively monitored, with CPU, RAM, and storage issues promptly addressed to prevent performance degradation.



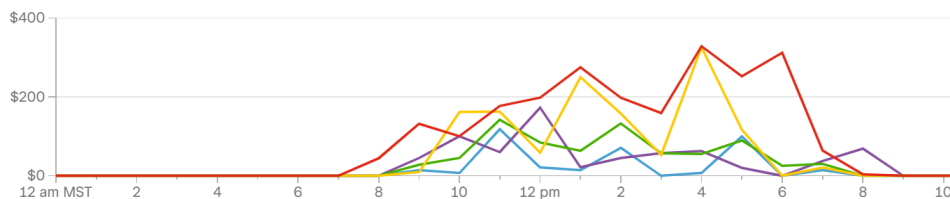
Finance

- **February 2025 Bills Processed:** 121
- **February 2025 Credit Card Charges:** 170
- **Finance Report**
 - An amended FY2025 budget will be posted for public hearing and board approval at the May meeting. The board amended budget will request board approval to appropriate funds for execution of the construction contract at Cherry Lane.
 - FY2026 budget planning is in full swing. Staffing model templates were sent to branch managers for completion in February. Admin managers developed staffing models to meet the needs of each of their departments. The Director and Assistant Director have reviewed staffing models to ensure the needs of the district are met while being mindful of conservative spending.
 - The District continues to support the administrative financial needs of the Lynx Consortium as the consortium navigates its first year of independent operation.
- **Grants and Sponsorships Quarterly Statistics & Updates**
 - Current Year Grants & Sponsorship Count: 20
 - ICfL Professional Development Grants: 12
 - Foundation Grants & Sponsorships: 4
 - Friends Sponsorships: 4
 - Foundation Summer Reading Program 2025
 - \$15,920 in sponsorships for with another \$600 pledged! Thank you Eryn and Paige!
 - The Friends contributed \$3,000 as the Gold Sponsor of 2025
 - T-Shirts have been purchased by the Foundation for all Staff, Foundation Board members, Friends of MLD Board members, MLD Trustees, and Summer Reading Volunteers for a cohesive look.
 - IMLS Teen Mental Health grant through Seattle Public Library claimed early due to IMLS shutdown and potential funding loss
 - Telehealth pods received and operational at Orchard Park
 - Material Services working with Idaho Department of Corrections to wrap up ALA Building Library Capacity grant

- **February 2025 Square Report**

Top 5 Categories: Gross Sales

● Paper Printing Services \$2,242.77 ● Lost/Damaged Items \$1,315.40 ● 3D Printing Services \$751.81
● Room Reservations \$366.29 ● Online Room Reservations \$690.45



Human Resources

Applications Reviewed

- 0

Job Offers

- 0

New Hires

- 0

Phone Screens

- 0

Job Postings

- 0

Orientations

- 0

Interviews

- 0

Internal Position Changes

- x2

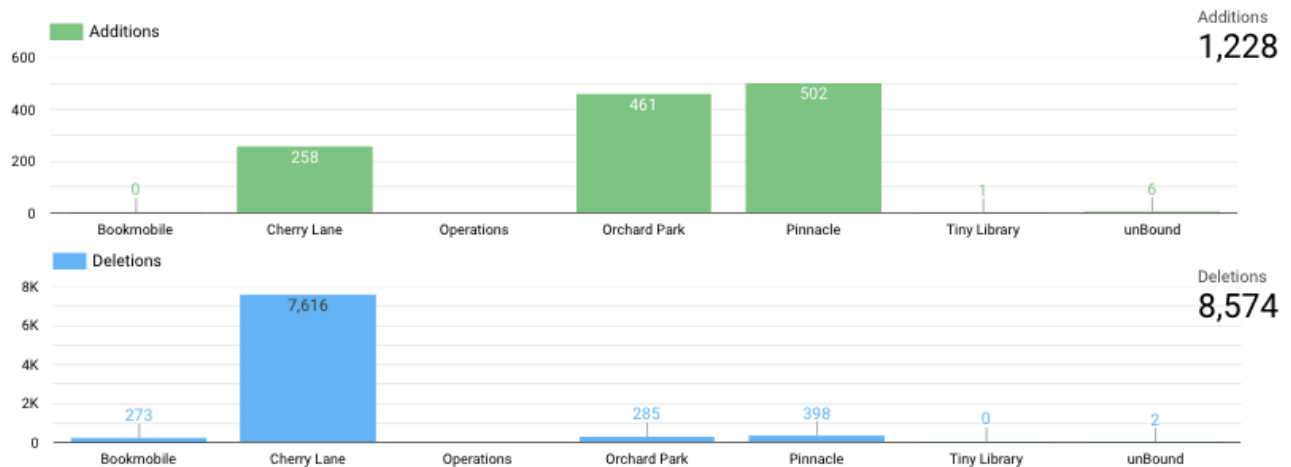
Separations

- x1

- FMLA/ADA Cases (x7) - Closed (x5) / Ongoing (x4)
- Jury Duty Cases (x2)
- Bereavement Cases (x3)
- Staff attendance review (x1)
- Created and finalized an HR compliance calendar.
- Finalized our Benefit broker transition.
- I-9 Audit Completed
- Attended the Women, Benefits, and Financial Empowerment presentation meeting with our new broker as an HR team.
- Created the MLD Employee Handbook Review process and committee plan.
- Transitioned out of office space.
- Researched payroll administration options.
- Attended a BPA Health training and a Reassessing your Workforce in Uncertain Times training.

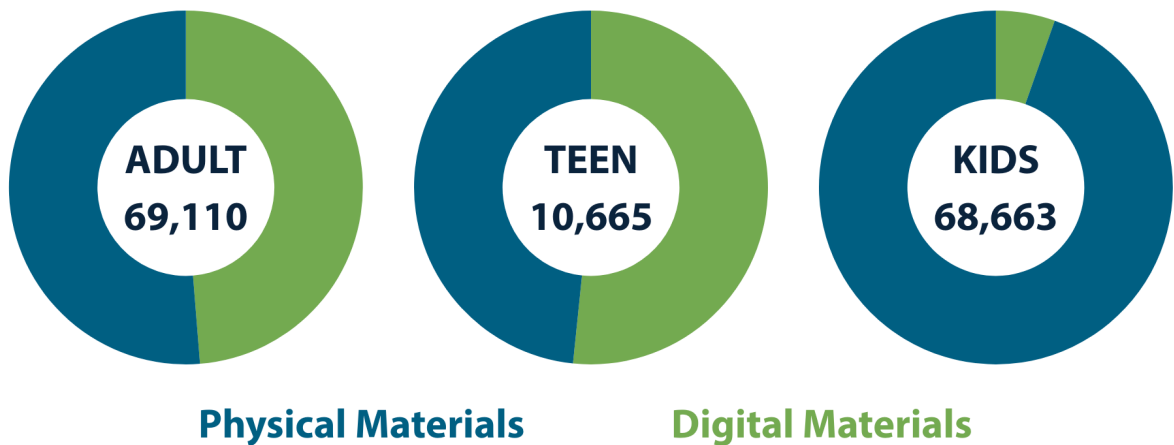
Material Services

- Deletions continue to significantly outpace additions at Cherry Lane in preparation for the renovation. The majority of deletions in March were items in bad condition (tears, stains, broken spines).



- As physical materials are removed from Cherry Lane we continue to expand our digital offerings, particularly for Adult and Teen materials, where digital and print materials' popularity is nearly equal. Kids' materials continue to circulate best in print and physical formats.

March Circulation by Age Categories



- Material Services Supervisor Erin S and other MS staff trained and shadowed on Home Delivery tasks in preparation for the Home Delivery team joining MS and working out of the new Main St office. MS staff will provide processing support for Home Delivery so the Library Couriers can spend more time on the road delivering materials to library branches and directly to patron homes. Many thanks to Library Couriers Baker and Daniel for being excellent teachers!

Meridian Library Foundation

- The Meridian Library's newest Home Delivery vehicle just got a fresh new look! Last fall, the Foundation contributed \$35,000 to help fund a new Ford Transit Wagon, and as of the end of March, its professional design and wrap were completed—bringing a pop of color to the road. This funding also covered branding for both Home Delivery vehicles, ensuring clear identification for staff and patrons. For seniors and homebound residents, recognizing the library's logo provides reassurance that their deliveries are safe and legitimate. With interior shelving installation coming soon, these vehicles will be fully equipped to expand the library's reach and better serve the community.

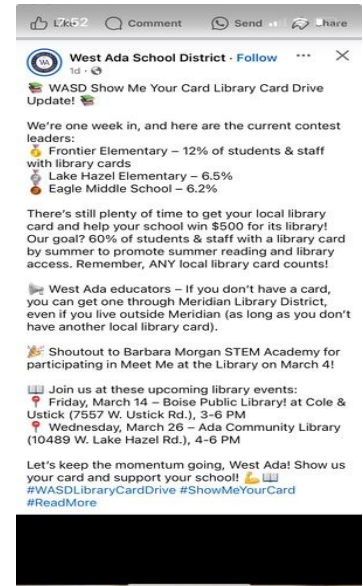


BRANCHES DIVISION

Cherry Lane

Programs, Events & Outreach:

- **Sunday Movie Matinees:** In March we began showing family-friendly films on the first Sunday of the month. The movie on March 2 was Encanto and 13 attended. Colorful butterfly cupcakes and classic popcorn was served to those who watched the film.
- **WASD Library Card Signup Drive:** In partnership with West Ada School District (WASD), Meridian Library District branches held a library card signup drive at each location throughout the first week of March. Cherry Lane's event was held on March 4th, with 105 attending. Staff made 24 new library cards during the event, with a total of 31 cards made that day. WASD provided pizza for the event and staff facilitated library card signups, games, and book giveaways. Barbra Morgan STEM Academy had a pre-event organized by their PTA with children's book readings and giveaways. 44 attended the Barbara Morgan Elementary School's pre-event and they received special recognition from WASD.
- **Watercolor Workshop:** A new program series facilitated by Community Librarian Kaegan kicked off this month. The theme of the first series was nature and was geared toward older adults and seniors. 14 participants were enrolled in this 4 week series and shared some exciting feedback about their experience. One patron commented that "This class helped me feel less intimidated approaching creating something and embracing mistakes". Another comment from a participant indicated that "The instructor put everyone at ease".



- **WASD Kindergarten Registration:** The District participated in ICFL's JumpStart grant to attend WASD kindergarten registrations across Meridian. Cherry Lane visited the following schools: Meridian Elementary School (102 interactions), Barbara Morgan STEM Academy (176 interactions), River Valley Elementary (100 interactions), Chief Joseph School of the Arts, Chaparral Elementary, and Peregrine Elementary. Additionally, Library Couriers delivered books for incoming kindergarten students provided by ICFL through the JumpStart program to all other WASD kindergarten registration events library staff across the District facilitated, which was another 9 schools.



- **Bri at the Village Outreach:** Bri at the Village is an age 55 plus lifestyle community located near the Village at Meridian. Cherry Lane staff have started visiting the Community's club house to make library cards, help with access to eBooks and AudioBooks through Libby and learn about adult library programs. 30 were served on March 7 and 25 were served on March 21.
- **Northpoint Recovery Center Visits:** Northpoint Recovery Center is an inpatient addiction treatment facility located in Meridian. Recovery Center residents from across the country now have the opportunity to visit Cherry Lane during their recovery treatment to choose materials they can access at the center. Northpoint Recovery staff now have an organizational library card they can use to check out materials for their inpatient residents.

Professional Development:

- **Senior Planet Train the Trainer course:** Community Librarian Kaegan has been participating in Senior Planet training so that she can provide technology courses for Senior citizens in Meridian, either out in the community at our local Senior Center or with the library as the venue.

Notable Branch Activities:

- **Seed Library:** The Seed Library in the antique card catalog in Cherry Lane’s beautiful magazine area opened on March 20. Patrons can come by anytime during our open hours to take seeds to use in their own personal gardening spaces.
- **All-Day Friends Used Book Sale:** On March 21 and 22, the Friends of the Library had their all-day used book sale at Cherry Lane. One of the Friends mentioned in passing that the sale did very well, with them profiting nearly \$2,000 in funds to benefit the Meridian Library District.

Orchard Park

Programs, Events & Outreach:

- **Rocky Mountain High School Outreach:** Youth Services Librarian Melissa presented library information to three Reader’s Choice classes and tabled in the school library.
- **Kindergarten Registration at West Ada School District Elementary Schools:** Fifteen staff members visited Ponderosa, Discovery, Pleasant View, Hunter, Willow Creek, Paramount, and Prospect Elementary Schools. They met incoming kindergarteners and their families, shared information about the library, and fostered relationships with local schools.
- **West Ada School District Library Card Drive:** Orchard Park participated in a district-wide event to invite West Ada School District families to visit, get a library card, and learn about our resources and programs.
- **Video Game Extravaganza:** The theme of the day was pixels and play! Participants played board and video games, watched a movie, and created pixel art and crafts. More than 220 people attended the Spring Break event.



- **Writing Workshop:** Patrons joined author Merri Halma for a hands-on workshop designed for writers with a project in mind.
- **Elevate Your Garden with Herbs:** Patrons learned tips for setting up their herb garden, preserving it, and creating fresh, nutritious meals.
- **Adult Craft Club: Herb Gardening:** Patrons selected basil, mint, rosemary, parsley, cilantro, cat grass, or alfalfa. They used the care instructions to grow their plants indoors and then planted them outside during warm weather. This well-attended event brought first-time visitors to Orchard Park.
- **Mystery Book Club:** This long-standing club enjoys reading and sharing mysteries. They meet every third Thursday.
- **Memory Café:** This popular, ongoing program is for people with Alzheimer's Disease or other forms of dementia, and their care partner. Participants socialize and learn together in a safe and relaxing atmosphere.
- **Tales to Tails:** Children sharpened their reading skills in a stress-free zone, boosted by the support of furry, therapy dog pals.



Professional Development:

- **Library Leadership and Management Certification Ongoing Work (ICFL sponsored):** Librarian Rebekah and Associate Librarian Trevor
- **Early Literacy Certification Ongoing Work (ICFL sponsored):** Librarian Melissa and Associate Librarian Natalie

Notable Branch Activities:

- **Orchard Park Staff Meeting:** Two staff members from the Idaho Commission for Libraries visited and shared information and patron giveaways regarding ICFL, grants, programs, and Talking Books.
- **After-Hours Library Holds:** Orchard Park has a 24/7 Holds area.
 - The statistics for usage in **2024:** Jan 41, Feb 25, Mar 56, April 51, May 49, June 66, July 58, Aug 75, Sep 70, Oct 55, Nov 57 & Dec 29.
 - The statistics for usage so far in **2025:** Jan 68, Feb 48, Mar 48.

Pinnacle

Programs, Events & Outreach:

- The Pinnacle Community started hosting their book club at Pinnacle Library. The participants are very excited to come talk about books, and asked staff to come in to talk about libraries and what their library card can give them access to.
- Steam Lab during Spring Break was at room capacity resulting in many families getting asked to visit a future program instead. The lab was centered on the theme of 3D printing. Kids were able to learn more about what it is, how it works, and how to design 3D prints in TinkerCad and Doodle 3D. We will host another 3D printing Lab in the near future for those families that didn't get to participate due to room limitations.
- Other STEAM Lab themes throughout the month included oil pastel art, Pi Day geometry/art lesson using compasses, and a Lego challenge.
- Pinnacle staff attended three Kindergarten Registration events at Siena, Mary McPherson, and Hillsdale Elementary Schools. Staff had a great time engaging with families and celebrating incoming kindergarteners!
- Scott hosted a Dr. Seuss themed Preschool Storytime to celebrate Dr. Seuss's birthday and Read Across America.
- We hosted our first program in partnership with Thrive Pediatrics. Boise Chatterbox Therapy taught a workshop about speech and language development in children which had 37 attendees.
- Staff attended Mary Mac STEM Night where they provided games and activities through over 200 interactions.
- Storytime and Art on Saturday has steadily grown and is now getting in the 20s for attendees. Not as many as our weekday storytimes, but essential for working parents in the community.



Notable Branch Activities:

- 3D printing appointments for kids started this month. Patrons are excited to sign up for a 1:1 appointment with Scott to learn more about 3D printing, and to make a small 3D print.

unBound

Programs, Events & Outreach:

- **Idaho STEM EcosySTEM 3D Printing Competition, March 1st:** unBound's Business Liaison Librarian helped judge the 3D printing competition for the Idaho STEM EcosySTEM at Boise State's College of Innovation and Design.
- **Business Builder Day, March 4th:** unBound staff tabled at this free event for local businesses and shared our resources and classes. We made some great new connections for future programs and events.
- **West Ada College and Career Fair, March 5th.** unBound brought a 3D printer and shared entrepreneurial and workforce development resources with thousands of local high school students.
- **Hackfort, March 27-28:** unBound shared technology resources over two days at this event geared toward people who love and use technology.



Pictured: unBound's Associate Librarian and a 19 Hour Library Assistant making connections at Hackfort.

- **Networking Breakfast, CNC Basics, 3D Printing 101, Small Business Solutions, Intro to Laser Engraving, and Design to Print 3D Modeling Basics Class:** The new Intro to Laser Engraving class was very popular with a waitlisted registration and extra attendees on the day of the event. unBound will be expanding the number of laser programs in the coming months. Many patrons have been asking to learn more about 3D print design, and unBound has been happy to welcome a knowledgeable volunteer presenter to help people take the next steps with bringing their ideas to life with 3D printing.

Professional Development:

- **Boards and Commissions Fellowship:** unBound's Business Liaison Librarian started her Boards & Commissions Fellowship through the Idaho Conservation League. This is a 6 month long program that focuses on topics like Open Meeting Laws, Public Speaking, Community Engagement, Policy Creation, Effective Presentations, Conflict Resolution, etc.

Notable Branch Activities:

- **Branch Tours:** One of the co-founders of the CWI Entrepreneur Lab and founder of Because International, Kenton Lee, came in for a tour of unBound to explore our resources to share with CWI students and staff.

Position Summary

The Digital Resources Coordinator performs a variety of responsibilities in support of the Meridian Library District's (District) mission, values, and service philosophy. This role coordinates and maintains digital platforms; manages web pages and online resources; designs, implements, and evaluates digital resources.

Duties and Responsibilities

Essential

Digital Access

Oversees electronic content and ensures user-friendly access to digital materials. Manages the design, organization, and accessibility of online resources and webpages. Delivers digital services aligned with best practices in user experience and in accordance with District policies. Helps ensure District branding standards across digital platforms are upheld. Works with management to develop and provide training for staff on digital tools.

Project Management

Applies project management principles to lead strategic initiatives that support the District's goals and respond to community needs. Leads and contributes to District committees, fostering cross-departmental collaboration. Facilitates clear communication across all levels of the organization.

Staff Resources

Creates and maintains clear, accessible internal documentation and workflows to support staff across all departments and locations. Develops procedural guides, digital manuals, training materials, and workflow documentation that align with District policies and ensure consistency in digital resource management. Supports continuing education by providing resources that improve understanding and use of the District's digital tools, platforms, and services. Provides assistance to aid in the onboarding of new staff and trustees.

Customer Service

Delivers outstanding internal and external customer service, with a commitment to equitable access and community-centered service. Uses deep knowledge of digital services and best practices in libraries to respond to patron and staff feedback. Promotes respect for diversity and cultivates an inclusive, welcoming environment. Engages with professional networks, committees, or external organizations to stay informed and connected. Collaborates with third-party vendors to support and enhance District services.

Research and Reporting

Stays current with trends in public libraries, user experience, digital innovation, and community interests. Engages in ongoing professional development and applies insights to improve services. Maintains accurate documentation and collects, analyzes, and reports statistics related to library services in the District. Uses data to inform decision-making, assess impact, and guide future service development. May present findings to library administration or the Board of Trustees upon request.

Marginal

- Collaborates with Librarians and partners to support embedded library services.
- May pursue grants or sponsorships to fund innovative projects, with administrative approval.
- Performs additional duties as assigned.

Qualifications

Minimum Qualifications

Knowledge, Skills, and Abilities

- Demonstrates a strong commitment to diversity, equity, and inclusion.
- Proficient in Microsoft Office, Google Workspace, and online research tools.
- Embraces technology as essential to library services and adapts to emerging tools.
- Demonstrates a growth mindset and seeks continuous learning and development.
- Delivers exceptional customer service and upholds District values.
- Communicates effectively with people of all backgrounds and fosters strong internal and external partnerships.
- Applies project management principles effectively within a library setting.
- Skilled in developing and implementing evaluation tools (such as surveys) to measure service impact, user proficiency, and overall effectiveness..
- Manages multiple priorities independently and resolves conflicts professionally.
- Skilled in Canva, Adobe Creative Suite, photo editing, and web/database management.

Experience

- 1–3 years of professional library experience with a focus on digital resources and electronic collections.

Education

- High School Diploma or G.E.D.

Training, Licenses, or Certifications

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

Supervisory Responsibility

- None

Preferred Qualifications

- Bilingual in Spanish-English or Russian-English.
- Experience with Airtable, Looker Studio, Drupal

Working Conditions

Physical Requirements

Regularly required to sit, stand, walk, and perform tasks involving manual dexterity. Frequently uses vision and hearing to perform duties; occasionally bends, squats, or twists; may lift items up to 25 pounds or push/pull items up to 50 pounds.

Mental Requirements

Reads, writes, and performs clerical and basic mathematical tasks. Must work independently and handle decision-making with confidence.

Technology, Equipment, and Devices

Proficient with computers, office software, email, library systems, consumer technologies, and cloud platforms. Operates and troubleshoots office equipment and stays up to date with new technology. May operate a vehicle for District purposes.

Work Environment

May work independently or remotely. Engages in regular verbal and face-to-face interactions. Works in indoor environments and around moving objects.

Expected Hours and Location of Work

Full-time, 40 hours per week. Primarily weekday daytime shifts, with occasional evenings and weekends. Schedule and work location may be adjusted to meet District needs.

Expected Travel

Regular travel between library branches and community events within the Lynx Library Consortium; occasional travel for training or conferences.

Disclaimers:

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

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

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

DRAFT



SALARY SCHEDULE

DRAFT

GRADE **	POSITION	MINIMUM			MIDPOINT			MAXIMUM		
		Hourly	Monthly*	Annual*	Hourly	Monthly*	Annual*	Hourly	Monthly*	Annual*
1	Library Page	\$14.08	\$2,440.53	\$29,286.40	\$17.60	\$3,050.67	\$36,608.00	\$21.12	\$3,660.80	\$43,929.60
2	Library Assistant, Jr. Librarian, Library Courier	\$15.21	\$2,635.78	\$31,629.31	\$19.01	\$3,294.72	\$39,536.64	\$22.81	\$3,953.66	\$47,443.97
3	unBound Library Assistant	\$16.42	\$2,846.64	\$34,159.66	\$20.53	\$3,558.30	\$42,699.57	\$24.63	\$4,269.96	\$51,239.49
4	Associate Librarian, Resource Specialist, Digitization Technician	\$17.74	\$3,074.37	\$36,892.43	\$22.17	\$3,842.96	\$46,115.54	\$26.61	\$4,611.55	\$55,338.64
5	Resource Coordinator, Administrative Assistant	\$19.16	\$3,320.32	\$39,843.82	\$23.94	\$4,150.40	\$49,804.78	\$28.73	\$4,980.48	\$59,765.74
6	Coordinators: <i>Digital Resources, Human Resources (HR), Recruitment, Maintenance</i>	\$20.69	\$3,585.94	\$43,031.33	\$25.86	\$4,482.43	\$53,789.16	\$31.03	\$5,378.92	\$64,546.99
7	System Administrator, Librarians: <i>Youth Services, Community, Marketing,, Business Liaison, Collection Development</i>	\$22.34	\$3,872.82	\$46,473.84	\$27.93	\$4,841.02	\$58,092.30	\$33.51	\$5,809.23	\$69,710.75
8	Supervisors: <i>Branch, Material Services</i>	\$25.25	\$4,376.29	\$52,515.43	\$31.56	\$5,470.36	\$65,644.29	\$37.87	\$6,564.43	\$78,773.15
9	Branch Manager	\$27.90	\$4,835.80	\$58,029.56	\$34.87	\$6,044.75	\$72,536.94	\$41.85	\$7,253.69	\$87,044.33
10	Admin Managers: <i>Accounting & Finance, Executive, Foundation, HR, Material Services</i>	\$31.53	\$5,464.45	\$65,573.40	\$39.41	\$6,830.56	\$81,966.75	\$47.29	\$8,196.67	\$98,360.10
11	Assistant Director of Branches	\$35.62	\$6,174.83	\$74,097.94	\$44.53	\$7,718.54	\$92,622.42	\$53.44	\$9,262.24	\$111,146.91

*Monthly and Annual rates are based on a 40-hour work week.

**Library Director and Lynx Administrator are set by the MLD Board of Trustees and the Lynx Library Consortium Board of Directors, respectively.



SALARY SCHEDULE

DRAFT

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Deleted: Digital Services

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Revised and Board Approved 01/15/2025

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