
The public is invited to attend the regular meeting of the Meridian Library District Board of Trustees at:
7:00 pm on Thursday, November 20, 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, October 16, 2025
 - b. Policies
 - i. Record Retention
 - ii. Record Retention Schedule
 - iii. Public Record
 - c. Job Description
 - i. Foundation Manager
4. **Financials**
 - a. Approval of September 2025 Financial Reports [ACTION ITEM]
 - b. Disbursement approvals
September 2025 [ACTION ITEM]
5. **Request for Reconsideration Director Memorandum [ACTION ITEM]**
 - a. **Gender Queer: A Memoir** by Maia Kobabe
6. **Staff Presentation**
 - a. ILA 2025 Conference
7. **Policies**
 - a. Gifts & Sponsorships [ACTION ITEM]
8. **District Boundaries [ACTION ITEM]**
9. **Director Updates**
10. **Future Agenda Items [DISCUSSION ITEM]**
11. **Adjournment**

Library Board Trustee Meeting Minutes

October 16, 2025

Trustees

Jeffery Kohler – Chair
Destinie Hart – Vice Chair
Laura Knutson – Treasurer
Josh Cummings – Trustee
Garrett Castle - Trustee

Meridian Library District – Orchard Park Branch
1268 W. Orchard Park
Meridian, ID 83646
Conference Room

Regular Session

Trustees present: Trustee Cummings was not present

Staff present:

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

AGENDA ITEMS

- 1) Call to Order: 7:00pm
- 2) Public Comment
- 3) Consent Agenda **[ACTION ITEM]**
 - a) Regular Meeting Minutes, September 16, 2025
 - b) Digital Resources Coordinator
 - c) Library Courier
 - d) Business Liaison Librarian
 - e) Lending Guidelines policy
 - f) Conflict of Interest policy

*Motion to approve: Trustee Knutson
Second: Trustee Hart
Vote: All in favor*

- 4) Financials
 - a) Approval of August 2025 Financial Reports **[ACTION ITEM]**

*Motion to approve: Trustee Knutson
Second: Trustee Hart
Vote: All in favor*

Library Board Trustee Meeting Minutes

October 16, 2025

Trustees

Jeffery Kohler – Chair	Destinie Hart – Vice Chair
Laura Knutson – Treasurer	Josh Cummings – Trustee
	Garrett Castle - Trustee

b) Disbursement Approvals August 2025 [ACTION ITEM]

Motion to approve: Trustee Knutson

Second: Trustee Knutson

Vote: All in favor

5) Staff Presentation

a) MLD Foundation, City of Stories, Eryn T.

6) Job Descriptions

a) HR Manager [ACTION ITEM]

-no comment

Motion to approve: Trustee Hart

Second: Trustee Knutson

Vote: All in favor

b) HR Coordinator [ACTION ITEM]

-no comment

Motion to approve: Trustee Hart

Second: Trustee Knutson

Vote: All in favor

c) Recruitment Coordinator [ACTION ITEM]

-no comment

Motion to approve: Trustee Hart

Second: Trustee Knutson

Vote: All in favor

7) Policy and Annual Approvals

a) Employee Handbook [ACTION ITEM]

-Director Grove gave the Trustees a clean version of the document.

Trustee Knutson had a question on page 13 about background checks – Lindsey (HR manager) answered that the District must be the one who initiates the background checks.

Trustee Castle asked about submitting reports – Lindsey answered that the report can be filled out by supervisor or manager

Trustee Kohler on page 18 about taking things to the Board – Director Grove explained that the Board part is giving the staff a place to be heard, no action from the Board

Motion to approve: Trustee Knutson

Second: Trustee Hart

Vote: All in favor

Library Board Trustee Meeting Minutes

October 16, 2025

Trustees

Jeffery Kohler – Chair	Destinie Hart – Vice Chair
Laura Knutson – Treasurer	Josh Cummings – Trustee
	Garrett Castle - Trustee

b) Gifts & Sponsorships [ACTION ITEM]

Motion to table until November – Trustee Knutson

Second -Trustee Hart

Vote- All in favor

c) Service Charge Policy [ACTION ITEM]

-no comment

Motion to approve: Trustee Knutson

Second: Trustee Hart

Vote: All in favor

d) Salary Schedule [ACTION ITEM]

-Director Grove explained the District is moving to a COLA strategy at the beginning of each fiscal year and then also give an opportunity for a merit pay raise during their yearly review. FY26 will be a 2.5% COLA and then up to a 2.5% merit bases increase.

Trustee Knutson asked how the COLA was determined. Director Grove replied that they determined the total percentage raise and divided them between COLA and merit.

Trustee Kohler asked if this percentage was in the new budget. Director Grove said that is has been put in the budget.

Motion to approve with the corrections that lines 1 and 2 reflect a 40 hour work week: Trustee Hart

Second: Trustee Knutson

Amended motion to include a start date for Oct 12, 2025

Second Trustee Knutson

Vote: All in favor

8) unbound Late Close 12/05/2025 [ACTION ITEM]

Motion to approve: Trustee Knutson

Second: Trustee Hart

Vote: All in favor

9) Director Updates

-Trustee Knutson asked if Library IQ can help to integrate the stats from Libby. Director Grove said that it will be able to help with the stats of Libby but not the integration of Libby.

Trustee Knutson asked about how the bookmobile will be used in the sinter month. Director Grove said there will be some repairs made to the bookmobile, but the programs will be going down during the winter months and be replaced with programs inside when they can.

Trustee Castle asked about the donation of items from the closure of Cherry Lane. Financial Manager Ema will be compiling now and will be ready for the annual audit.

a) Director's monthly report

Library Board Trustee Meeting Minutes

October 16, 2025

Trustees

Jeffery Kohler – Chair	Destinie Hart – Vice Chair
Laura Knutson – Treasurer	Josh Cummings – Trustee
	Garrett Castle - Trustee

10) Executive Session **[ACTION ITEM]**

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

(c) to acquire an interest in real property not owned by a public agency

Roll call vote: Trustee Kohler – yes
Trustee Knutson – yes
Trustee Hart – yes
Trustee Castle – yes

Entered executive session: 8:11pm

Time in: 8:34pm

11) Future agenda items **[DISCUSSION ITEM]**

- request for reconsideration
- pictures of Cherry

12) Adjournment: 8:44pm

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

RESPECTFULLY SUBMITTED AND APPROVED

Nick Grove, Director

Jeffrey Kohler, Board Chair

PURPOSE

The Meridian Library District (the "District") is a public agency and as such considers all records maintained by the District to be public records that may be subject to disclosure pursuant to the Idaho Public Records Law. While Idaho law provides that any "writing" prepared or used in the conduct of public business qualifies as a public record, it also recognizes that records vary tremendously in their utility and significance. For instance, resolutions and minutes are important for day-to-day operation and are also historically significant, and, therefore, should not be destroyed. On the other hand, many types of public records should be kept for the applicable retention period and destroyed once their utility is exhausted. Unlike with other public agencies (such as cities, counties, and highway districts), Idaho law does not specifically provide for how library district records are to be classified and maintained. As such, the Board of Trustees of the District (the "Board") has established this Record Retention Policy (this "Policy"), together with the incorporated Record Retention Schedule (the "Retention Schedule"), to address how the District manages its public records. This Policy is limited to issues of retention, classification, and management of public records. The District's [Access to Public Records Policy](#) and request form details the process for persons to request access to District records.

DOCUMENTS WHICH CONSTITUTE A PUBLIC RECORD

The definition of "public record" is found in the Idaho Public Records Law in Idaho Code § 74-101(13):

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

Idaho Code § 74-101(17) defines "writing":

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

In basic terms, the definition of public record established by Idaho law includes any recorded information, regardless of medium, that relates to the business of a public agency, unless the record is exempt from disclosure by law. Public records can be paper documents, books, maps, pictures, audio/visual recordings, microfilm or microfiche, as well as electronic documents (including computer files). E-mail and texts are considered public records and are subject to the same laws as any other public record.

All District public records are property of the District, and no District official or staff shall have any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction or removal of District records is prohibited.

CLASSIFICATION AND RETENTION OF RECORDS

The District's records are retained in both paper and electronic format and stored on-site at District locations and on servers, respectively. Routine backups are performed on servers to local and cloud storage mediums. Retention of electronic records is ever-changing and certain vital records will be archived in electronic format because it is the only way to retain such records in a searchable format. Other electronic records will be promptly eliminated because they serve no durable purpose. The following value assessments will determine the District's records storage and management needs: (i) administrative value, (ii) policy value, (iii) fiscal value, (iv) legal value, and (v) historical value; provided, however, such value assessments shall not alter the record retention periods set for in this Policy and the Retention Schedule.

The Retention Schedule provides a detailed guide for District records retention and ultimate disposal. Each line item in the Retention Schedule identifies the retention policy for a particular records type. The types of records included in the Retention Schedule are:

- Accounting, Budget, Finance & Payroll Records
- Administrative Records
- Board of Trustees & Election Records
- Information Systems & Technology Records
- Insurance, Risk Management & Safety Records
- Legal Records
- Library Records
- Human Resources & Personnel Records

District records are to be kept and destroyed according to the Retention Schedule.

As indicated, Idaho law does not specifically provide for how District records are to be classified and maintained. Nor does Idaho law define the retention requirements for District records. However, Idaho Code does provide classification and retention requirements for other types of public agencies, and the District considers such statutes, although non-binding as to the District, to be illustrative of appropriate practices and timelines. As such, the District has determined to classify its records as: (1) permanent, (2) semi-permanent, or (3) temporary, as each such category is further described below.

1. "Permanent records" shall be retained by the District in perpetuity and consist of:

- a. Adopted meeting minutes of the Board;
- b. Resolutions;
- c. Building plans and specifications for District projects and buildings;
- d. Fiscal year-end financial reports;
- e. Records affecting the title to real property or liens thereon;
- f. Election records, including declarations of candidacy, declarations of intent, and notices of election; and
- g. Other documents or records as may be deemed of permanent nature by the District.

2. "Semi-permanent records" shall be kept for not less than five (5) years after the date of issuance or completion of the matter contained within the record and consist of:

- a. Payments, canceled checks, purchase orders, payable vouchers, receipts, utility, and other financial records;
- b. Contracts;
- c. Departmental reports;
- d. Bond or certificate of participation records; and
- e. Other documents or records as may be deemed of semi-permanent nature by the District.

3. "Temporary records" do not have a specified period of retention and shall be kept for the applicable period set forth on the Retention Schedule; provided, however, in no event shall financial records be destroyed until completion of the District's annual independent financial audit to which such records pertain. Temporary records consist of:

- a. Cash receipts subject to audit;
- b. Other documents or records as may be deemed of temporary nature by the District.

DESTRUCTION OF RECORDS

The Library Director serves as custodian of the records of the District (the "Records Custodian"). The alternative for contingencies shall be the Assistant Director.

Permanent Records shall not be destroyed. Semi-permanent records and temporary records may be disposed of under the direction and supervision of the Records Custodian only if the full retention period was met. Disposal of records outside of the authorized Retention Schedule requires approval by the Board.

Destruction shall be by shredding or other appropriate permanent and secure means at the end of the retention period.



DRAFT

RECORDS RETENTION SCHEDULE

Approved by Meridian Library Board of Trustees October 16, 2024

Record Type	Description	Value	Classification	Any instrument or item not listed in this policy which is deemed to only have value to the user, recipient, etc. having possession of the item (e.g. rough notes, drafts prior to adoption, to-do lists, etc.) will be considered to have a retention period of 12 months	Category	Legal Guidance (Code citation, if applicable)
Accounting, Budget, Finance & Payroll Records	Description	Value	Classification	Retention Period & Transfer Instruction	Category	Legal Guidance (Code citation, if applicable)
Accounts Payable	Records documenting payment of district bills, including reports, invoices, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, etc.	Fiscal, Legal	Semi-permanent	Five years after fiscal year end, unless otherwise required by grant. Keep all e-rate vendor payments for 10 years from 10/30 (last date to invoice unless extended, if extended keep 10 years from that date).	Important	Idaho Code 50-907(2)(a) provides that these records must be kept at least five years, USAC requires 10 years of retention.
Accounts Receivable	Records documenting billing and collection of monies owed to the district by vendors, citizens, organizations, governments, etc. Records include: reports, receipts, invoices, awards, logs, lists, summaries, statements, etc. Information typically includes: receipt amount, date, invoice number, name account number, account balance, adjustments, etc.	Fiscal, Legal	Semi-permanent	Five years after fiscal year end	Important	Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.
Audit Report	Documents the district's annual audit, examining compliance with generally accepted accounting principles and methods, the accuracy and legality of transactions and accounts, and compliance with requirements, orders, and regulations pertaining to the financial condition and operation of the district. Information includes: auditor's report and recommendations, single audit information concerning federal grants, and other information.	Fiscal, Legal	Permanent	Indefinite	Vital	Idaho Code 50-907(1)(d) provides that these records must be kept permanently.
Bank Transaction Records	Records documenting the status and transaction activity of district bank accounts, including account statements, deposit and withdrawal slips, checks, checkbook stubs and check registers, etc.	Fiscal, Legal	Semi-permanent	Five years after fiscal year end	Important	Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.
Bond/Certificate of Participation Records	Records documenting financing of district improvements through bonded indebtedness. Records include: bond rating information, bond and election ordinances, legal notices announcing bond election, bond counsel information and opinions, covenants, paid bonds and coupons, bond registers, State Treasurer public bond issue reports (IDAPA 54.01.01), etc.	Fiscal, Legal	Permanent, Semi-permanent	Bond election documents are permanent; all other records five years after the bonds are paid off.	Important	Idaho Code 50-907(2)(a) & 50-907(2)(f) provides that these records must be kept at least five years.
Budget Records	Records used in preparing and adopting the district budget, including revenue projections, instructions, department requests, worksheets, board-approved tentative budget and notice of budget hearing, adopted appropriations ordinance and amendments, and other information.	Fiscal, Legal	Permanent, Temporary	Keep notice of budget hearing (with tentative budget) and amendments permanently. Keep all other records five years after fiscal year end.	Important	
Deduction Authorization Records	Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. Records may include: insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records	Fiscal, Legal	Semi-permanent	Five years after employees date of separation	Useful	Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.

Employee Time Records	Records documenting hours worked, leave hours accrued, and leave hours taken by district employees. Information usually includes: employee name and social security number, hours worked, type and number of leave hours taken, total hours, dates and related data.	Fiscal, Legal	Semi-permanent	Five years after employees date of separation	Important	Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years. Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service.
Employee Travel Records	Records documenting reimbursements, expenses and other actions related to employee travel	Fiscal, Legal	Temporary	Five years after fiscal year end	Useful	Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry. Idaho Code 50-907(2)(a) provides that these records must be kept at least five years. IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least five years.
Federal & State Tax Records	Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmission of federal and state income taxes as well as social security tax. Examples include: the federal miscellaneous income statement (1099), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar federal and state completed forms.	Fiscal, Legal	Semi-permanent	Ten years after calendar year end	Important	Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.
Financial Reports	Reports documenting the financial condition and operation of the district, issued on a monthly, quarterly, annual or other basis, including quarterly published treasurer's report and year-end financial reports. Reports include information on revenues and expenditures in relation to the final budget.	Fiscal, Legal	Permanent, Semi-permanent	Keep fiscal year-end financial reports and quarterly published treasurer's reports permanently. All other reports five years after fiscal year end.	Important	Idaho Code 50-907(1)(d) requires fiscal year-end financial reports to be kept permanently. Idaho Code 50-907(2)(a) provides that other financial reports must be kept at least five years.
Garnishment Records	Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold, federal or state tax levies, recapitulations of amounts withheld, and related records. Information usually includes: employee name and social security number, name of agency ordering	Fiscal, Legal	Semi-permanent	Five years after employees date of separation	Important	Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.
General Ledger	Records documenting the summary of accounts reflecting the financial position of the district, showing debit, credit and balance amounts per account, budget, fund and department, and totals for notes receivable, interest income, amounts due from other funds, federal grants received, bank loans received, cash in escrow, deferred loans received, cash, encumbrances, revenue, accounts receivable, accounts payable, etc.	Fiscal, Legal	Semi-permanent	Keep year-end ledgers and general ledgers 10 years after fiscal year end	Important	Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.
Donation Records	Records documenting gifts and contributions to the district, including donor information and acknowledgement letters.	Fiscal, Administrative	Temporary	Retain seven years	Non-essential	
Grant Records	Records documenting the application, evaluation, awarding, administration, reporting and status of grants applied for, received, awarded or administered by the district. Records include: applications and proposals, summaries, objectives, activities, budgets, exhibits, award notices, progress reports, contracts, financial reports, and related correspondence and documentation.	Fiscal, Legal, Administrative	Semi-permanent	Keep final reports from significant grants over \$50,000 for ten years. Keep other grant records five years or as specified in the agreement, whichever is longer. Keep unsuccessful grant applications one year.	Useful	
Investment Records	Reports, statements, summaries, correspondence and other records documenting and tracking investments made by the district, including the Local Government Investment Pool.	Fiscal, Legal	Semi-permanent	Five years after fiscal year end	Important	Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.
Time Off Accrual Balance Reports	Reports documenting individual district employee accrual and use of PTO, compensatory, holiday accrual, executive leave and other time off. Information usually includes: employee name, time off beginning balance, time off accrued, time off used, ending balance, and related data.	Fiscal, Legal	Semi-permanent	Five years after employees date of separation	Useful	Federal regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.
Payroll Administrative Reports	Reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, and research and general reference. Often consists of recapitulation reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date	Fiscal, Legal	Temporary	Five years after fiscal year end	Useful	

Payroll Registers	Registers or records serving the same function of documenting the earnings, voluntary and required deductions, and withholdings of district employees. Information usually includes employee name and social security number, hours worked, rate, overtime, vacation value, various allowance, gross pay, federal and state withholding, voluntary deductions, net pay, and related data.	Fiscal, Legal	Semi-permanent	Five years after employees date of separation	Important	Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry. Idaho Code 50-907(2)(a) provides that these records must be kept at least five years. Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service. IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least five years.
PERSI Records	Records relating to PERSI, including Employer Remittance Forms, invoices, correspondence, financial adjustments, etc.	Fiscal, Legal	Semi-permanent	Ten years after fiscal year end	Important	Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.
Receipts	Copies of receipts, showing the date, from whom received, amount, purpose, etc.	Fiscal, Legal	Semi-permanent	Five years after fiscal year end	Important	IRS regulations (29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry. Idaho Code 50-907(2)(a) provides that cash receipts subject to audit must be kept at least two years.
Sales & Use Tax Forms	Used to report and remit sales tax collected and due to the state.	Fiscal, Legal	Semi-permanent	Five years after fiscal year end	Important	
Subsidiary Ledgers, Journals & Registers	Transaction records within the Accounting Software Systems: including vendor listing, vendor payments, budget transactions, cash receipts, grant tracking, credit card purchases and general ledger.	Fiscal, Legal	Semi-permanent	10 years after fiscal year end	Important	Idaho Code 50-907(2)(a) provides that these records must be kept at least five years.
Unemployment Compensation Claim Records	Records documenting claims submitted by former district employees for unemployment compensation. Usually includes: claims, notices, reports, and related records. May also include records generated by the appeal of claim determinations.	Fiscal, Legal	Temporary	Five years after employees date of separation	Useful	
Unemployment Reports	Records documenting employee earnings on a quarterly basis. Used to document costs and charges in the event of an unemployment compensation claim. Information includes: employee name and social security number, quarterly earnings, days worked, totals, and other data.	Fiscal, Legal	Temporary	Five years after employees date of separation	Useful	
Vendor Lists	Lists of vendors providing goods and services to the district	Fiscal, Legal, Administrative	Temporary	Keep until superseded or obsolete	Useful	
Wage & Tax Statements	Annual statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax, also known as federal tax form W-2. Information includes: district name and tax identification number, employee name and social security number, wages paid, and amount paid.	Fiscal, Legal	Semi-permanent	Ten years after calendar year end	Important	Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.
Withholding Allowance Certificates	Certificates documenting the exemption status of individual district employees, also known as W-4 forms. Information includes: employee name and address, social security number, designation of exemption status, and signature.	Fiscal, Legal	Semi-permanent	Five years after employees date of separation	Important	Federal regulations (26 CFR 31.6001-1; 29 CFR 516.5; and 29 CFR 516.6) require retention of these records for at least three years after the last date of entry.

Administrative Records	Description	Value	Classification	Retention Period & Transfer Instruction	Category	Legal Guidance (Code citation, if applicable)
Activity & Room Scheduling Reservation Records	Activity & Room Scheduling & Reservation Records: Records documenting scheduling and reservations related to public participation in and use of various activities, events, classes and meeting rooms. Includes schedules, logs, lists, requests, etc.	Administrative	Temporary	Keep until superseded or obsolete except that records for bond or certificate of participation financed facilities shall be retained in the same manner as bond records	Non-essential	
Calendars, Appointment Books & Scheduling Records	Records including calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, and other activities of District officials.	Administrative	Temporary	Keep until superseded or obsolete	Non-essential	
Capital Asset Records	Records documenting purchase, maintenance, inventory, depreciation and disposition of capital assets, such as buildings, real estate, infrastructure, vehicles, equipment, and other assets with a useful life generally more than five years.	Fiscal	Semi-permanent & Temporary (Inventories)	Keep records (except inventories) five years after disposal or replacement of the capital asset. Keep inventories until superseded.	Useful	

Conferences, Seminars & Workshops	Records documenting attendance and presentations by district employees at conventions, conferences, seminars, workshops, and similar events, including staff reports, instructional materials, related correspondence, etc.	Administrative	Semi-permanent & Temporary	Keep presentations by District employees five years. Keep all other records until superseded or obsolete.	Non-essential	
Contracts & Agreements	Agreements with vendors and other parties for the acquisition, lease, lease- purchase or sale of equipment, supplies, services or property.	Administrative	Semi-permanent	Five years after contract term expires, unless specified by agreement. Retain e-rate contracts for 10 years	Useful	Idaho Code 50-907(2)(b) provides that contracts must be kept at least five years.
Correspondence	Correspondence is divided into two types. Transitory Correspondence covers day-to-day office and housekeeping correspondence and does not contain unique information about district functions or programs. General Administrative Correspondence includes records created or received in the course of administering, formulating, adopting and implementing district policies/programs, but these records do not provide insight into significant policy/program discussions or decisions.	Administrative	Permanent, Semi-permanent, Temporary	General administrative correspondence is five years; transitory correspondence is until administrative needs end.	Important	
Deeds & Real Property Records	Records relating to ownership of real property, including deeds, title opinions, abstracts and certificates of title, title insurance, documentation concerning alteration or transfer of title, and records relating to acquisition and disposal of real property such as offer letters, options, agreements of short duration, staff reports, appraisal and inspection reports, letters of transmittal, and related records.	Legal	Permanent	Indefinite	Vital	Idaho Code 50-907(1)(e) provides that records affecting the title to real property or liens thereon are permanent.
Fire & Security Alarm System Records	Records documenting the fire & security systems including testing, inspections & logs. Maintenance information often includes date, malfunction (if any), tests conducted, corrective actions taken, location of alarm, and related data.	Legal	Temporary	Three years after calendar year end	Useful	
Historical File	Includes local history and information about the District history. May include maps, newspaper clippings, news releases, scrapbooks, photographs, special events & celebrations, etc. Items from the History Center collection may be kept indefinitely for historical record.	Historical	Permanent	Indefinite	Vital	
Incident Reports	Document specific accident, injury or policy violation incidents and subsequent response activities. Information may include, but is not limited to: patron name, address, and telephone number; details of incident or complaint; and staff name.	Legal, Policy	Temporary	Five years after calendar year end	Useful	
Key & Keycard Records	Document the issuance of keys/keycards to library staff for entrance to library buildings.	Administrative	Temporary	Keep until superseded	Useful	
Public Record Requests	Includes written public records requests, district denials of public records requests, appeals information, etc.	Administrative	Temporary	Three years after last action or final disposition of appeal (whichever is longer)	Useful	
Purchasing & Quality-Based Selection Records	Records documenting competitive bidding and purchase of goods, services, and public works construction, and procurement of design professionals. Records include: published notices and solicitations, specifications, bids, requests for qualifications, statements of qualifications, etc.	Legal	Semi-permanent	Erate RFP 10 years beyond last date to invoice usually Oct. 30 unless extended then from extension date; five years for other documents	Important	Idaho Code 67-2805(2)(3) and 67-2806(1)(3) require that if a district finds it impracticable or impossible to obtain three bids for personal property or from licensed public works contractors for public works projects, documentation of the efforts undertaken to procure three bids must be kept at least six months after the procurement decision is made; Erate guidance is from NCCE agreement.
Purchase Orders & Requisitions	Requests and purchase orders for goods or services purchased by the district. Information includes: department, delivery location, date, quantity, description, unit and total price, and authorizing signatures.	Legal	Semi-permanent	Five years after calendar year end	Important	Idaho Code 50-907(2)(a) provides that purchase orders must be kept at least five years.
Surveys, Polls, & Questionnaires	Records documenting measurement of public opinion, including surveys, polls, questionnaires, studies, etc.	Administrative	Permanent, Temporary	Summaries indefinitely; all forms & other records one year	Useful	
Telephone Messages	Includes actual telephone messages and telephone message registers	Administrative	Temporary	Keep until superseded	Non-essential	
Vehicle Maintenance & Repair Records	Document the maintenance and repair history of district-owned vehicles. Records typically include: description of work completed, parts and supplies used, date of service, date purchased, price, vehicle identification number, make and model, registration, etc.	Administrative	Semi-permanent	Keep until vehicle is removed from service	Useful	
Social Media	Content shared on library social media accounts are archived using Archive Social (for governments), exported to be hosted on library networked drives annually as pdfs	Administrative	Semi-permanent	One calendar year on library systems	Useful	
Board of Trustee & Election Records	Description	Value	Classification	Retention Period & Transfer Instruction	Category	Legal Guidance (Code citation, if applicable)

Library Board Meeting Agendas, Minutes & Recordings	Records documenting meetings of the district council and motions, resolutions, ordinances and other actions taken at council meetings.	Legal, Historical	Permanent, Temporary	Adopted board meeting minutes and board meeting agendas (if not included in the minutes) are permanent. Keep audio/visual recordings until superseded, obsolete, or administrative needs end. Keep notes for meeting minutes until minutes officially approved.	Vital	Idaho Code 74-205 (governing body shall provide written minutes of its meetings)
Oath of Office	Signed oaths of elected officials swearing to uphold the federal and state constitutions and laws of the district.	Legal	Permanent	Indefinite	Important	
Appointment Files	These files document appointments to fill vacancies in the offices of mayor and councilmember, and also appointments to district boards, commissions, and committees. Documents may include: letters of recommendation, letters of appointment, resumes, and related correspondence.	Administrative	Semi-permanent	Five years after service ends	Important	
Candidate Declarations & Petitions	Includes declarations of candidacy and intent for candidates for district elective office. Declarations of candidacy are filed by candidates to get their name on the election ballot, and are accompanied by a filing fee of \$40 or a petition with the signatures of at least five qualified district electors, including a certification by the county clerk of the number of signatures that are of qualified district electors. Declarations of intent are filed by write-in candidates, and do not require the filing fee or petition.	Legal	Permanent	Indefinite	Important	Idaho Code 50-907(1)(g) requires candidate declarations and petitions be kept permanently.
Notices of Election & Sample Ballots	Includes the first and second notice of election and sample ballot, which are published in the official newspaper.	Legal	Permanent	Indefinite	Important	Idaho Code 50-907(1)(g) requires notices of election and sample ballots to be kept permanently.
Poll & Tally Books	Petitions for initiative, referendum, recall, liquor by the drink, & other elections. The book in which election staff record and total the votes cast for each candidate and ballot question at the polling precinct.	Legal	Permanent	Indefinite	Vital	Idaho Code 50-907(1)(g) provides that one poll book & tally books from each precinct must be kept permanently. Idaho Code 50-907(3)(c) provides that duplicate poll books must be kept at least two years.
Trustee Elections	Citizen petitions for Trustee Elections, certifications issued by Ada County. Documents from before consolidated elections will be retained indefinitely.	Legal	Permanent	Indefinite	Vital	
Conflict of Interest Forms	Signed Conflict of Interest statement of associations signed annually by Library Board of Trustees	Legal	Temporary	Keep until superseded	Useful	

Information Systems & Technology	Description	Value	Classification	Retention Period & Transfer Instruction	Category	Legal Guidance (Code citation, if applicable)
Computer System Maintenance Records	These records document the maintenance of district computer systems and are used to ensure compliance with warranties and service contracts; schedule regular maintenance; diagnose system or component problems; and document system backups. Records may include, but are not limited to: computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, etc.), system backup reports and procedures, backup tape inventories, etc.	Administrative	Temporary	Keep records one year after superseded or obsolete.	Useful	
Computer System Program Documentation	Records documenting the development, installation, modification, troubleshooting, operation and removal of software from district computer systems; records required to plan, develop, operate, maintain and use electronic records; system specifications, file specifications, codebooks, record layouts, user guides and output specifications.	Administrative	Temporary	Keep migration plans until superseded or obsolete. Keep other records one year after the system is superseded or obsolete.	Useful	
Computer System Security Records	Records documenting the security of the district's computer systems, including: employee access requests, passwords, access authorizations, and related documents.	Administrative	Temporary	One year after superseded or obsolete		
Information Service Subscription Records	Records documenting district subscriptions to information services, including: subscriptions, invoices, and correspondence.	Administrative	Temporary	One year after calendar year end	Useful	
Information System Planning & Development Records	Records documenting the planning and development of district information systems, including: information technology plans, feasibility studies, cost-benefit analyses, institution studies and surveys, information management project records, system specifications and revisions, software evaluations, component proposals, technical literature, vendor literature and proposals and correspondence.	Administrative	Semi-permanent, Temporary	Keep information relating to implemented systems for the life of the system. Keep information relating to unimplemented systems one year.	Useful	

Security Camera Records	Footage recorded by library security cameras	Administrative, Policy	Temporary	Minimum 14 days, up to 30 days as storage allows. Some footage may be retained longer as needed for review.	Non-essential	
Software Management Records	Records documenting the use of software in district information systems to ensure that institution software packages are compatible, that license and copyright provisions are complied with and that upgrades are obtained in a timely manner. Records may include, but are not limited to: software purchase records, inventories, licenses and correspondence.	Administrative	Temporary	One year after software disposed of or upgraded	Non-essential	
USAC and eRate Documentation	Records documenting the bidding process, scoring rubrics, email correspondence between the District and potential bidders for all Category 1 and Category 2 eRate services offered by USAC.	Administrative	Semi-Permanent	10 years from the eRate calendar year July 1 - June 30	Essential	
User Support Records (IT Tickets)	Records documenting troubleshooting and problem-solving assistance provided by information systems personnel to users of the systems. Records may include: assistance requests, resolution records, and related documentation.	Administrative	Temporary	Keep until superseded or obsolete	Non-essential	

Insurance, Risk Management & Safety Records	Description	Value	Classification	Retention Period & Transfer Instruction	Category	Legal Guidance (Code citation, if applicable)
Contractor Liability Insurance Verification Records	Letters or certificates of coverage provided by insurance companies declaring that specific contractors are covered by appropriate liability insurance. Records include: insurance company name and address, issue date, expiration date, amount and type of coverage, special provisions, signature of insurance company representative, etc.	Administrative, Legal	Semi-permanent	For public works projects keep 10 years after substantial completion; all other records five years after expiration.	Useful	
Insurance Policy Records	Records documenting the terms and conditions of district insurance policies covering liability, property, group employee health and life, motor vehicle, workers' compensation, etc. Records usually include: policies, endorsements, rate change notices, agent of record, and related documents.	Administrative, Legal	Semi-permanent	Keep insurance records six years after expiration if no claims pending.	Important	
Liability Claim Records	Records documenting various types of liability claims filed against the district including: personal injury, property damage, motor vehicle accident, etc. Records often include: reports, photographs, summaries, reviews, notices, audio and videotapes, transcripts of recorded statements, correspondence and related documents.	Administrative, Legal	Semi-permanent	Keep 10 years after the case is closed or dismissed.	Important	
Property Damage Records	Records, photographs, and other records documenting damage to district property such as signs, trees, picnic tables, buildings, fountains, and fences. Information often includes: type and location of property damaged, description of damage, date and time of damage (if known), name and address of the individual causing the damage (if known), value of damage, billing costs, etc.	Administrative, Legal	Temporary	If no claim is filed, keep three years.	Useful	
Public Injury Reports	Records documenting injuries sustained by non-employees on district property. Information usually includes: date, time, and location; description of injury; name, address, phone number, sex and age; witnesses and other related information.	Administrative, Legal	Temporary	If no claim is filed, keep three years.	Useful	
Vehicle Accident Records	Records documenting accidents involving district vehicles, including: name and address of parties involved, date and time, complaint, description of damage, photographs, correspondence, etc.	Administrative, Legal	Temporary	If no claim is filed, keep three years.	Useful	
Safety Program Records	Records documenting the district's program to promote a safe work environment for its employees. Records may include: safety policies, plans and procedures, workplace safety committee records, reports on inspections conducted by the safety officer, evacuation rosters and reports, and related documentation and correspondence.	Administrative, Legal	Semi-permanent	Keep safety policies, plans and procedures five years after superseded. Keep inspection reports, evaluations, and recommendations 10 years. Keep all other records for five years.	Important	
Worker's Compensation Claim Records	Records documenting the processing of individual employee claims of job related injuries or illnesses, but not those describing actual medical conditions. Records may include: claim disposition notices, claim reporting and status forms, injury reports, determination orders, insurance premium data, hearing requests, safety citations, inspection reports, medical status updates and reports, investigation reports, reimbursement and payment records, and related correspondence and documentation.	Administrative, Legal	Semi-permanent	Keep five years after claim closed or final action. Maintain employee exposure records for 30 years.	Important	Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor. Idaho Code 72-603 requires employers to keep records of the job classifications and wages of employees.

Legal Records	Description	Value	Classification	Retention Period & Transfer Instruction	Category	Legal Guidance (Code citation, if applicable)
Civil Case Files	Documentation of pending and closed cases filed by and against the district including complaints, summons, investigations, reports, attorney's notes, orders and judgments, dispositions, pleadings, mediation information and related records.	Legal	Semi-permanent	Keep 10 years after the case is closed or dismissed, or date of last action	Important	
Legal Opinions	Formal and informal opinions rendered by the district attorney for the board or library administration, examining legal questions relating to state/federal law/rules or local ordinances/policies.	Legal	Permanent	Indefinite	Important	

Library Records	Description	Value	Classification	Retention Period & Transfer Instruction	Category	Legal Guidance (Code citation, if applicable)
Accession Records	Document the accession of all library acquisitions into the library's holdings. Information may include: author, title, publisher, year purchased, price, and other related information. May include accession registers and documentation of materials deaccessioned from the library collection.	Administrative	Temporary	Keep until superseded or obsolete.	Non-essential	
Borrower Application Records	Includes applications filled out by patrons applying for a library card. This information is frequently computerized and is used for the checkout of library materials, monitoring of overdue books, fines and fees, and for ongoing verification of address and telephone number.	Administrative	Temporary	Keep until materials are returned and applicable fees are paid or until administrative needs end.	Useful	
Circulation Records	Records of all library materials checked out. May be automated or manual system, and information typically includes: item title, identification (or barcode) number, due date, patron name, and library card number.	Administrative	Temporary	Keep until items are returned and any fees paid.	Useful	
Circulation & Other Library Statistical Reports	Weekly, monthly, quarterly or annual statistical reports on the numbers and type of library materials checked out, number of library cards issued and totals.	Administrative	Permanent, Semi-permanent	Keep reports summarizing activities on an annual basis permanently. Keep all other reports for five years.	Important	Idaho Code 50-907(2)(e) provides that departmental reports must be kept at least five years.
Educational & Public Outreach Program Records	Records relating to educational and public outreach programs, including: tours, lectures, workshops, children's story time and other adult and children's events. Records may include: brochures, fliers, reports, teaching packets, photographs, audio and video	Administrative	Permanent, Temporary	Keep annual reports summarizing activities permanently. Keep other records until superseded or obsolete.	Important	
Holdings Catalog	This is a catalog used by patrons to find materials in the library's collection. May be a manual card catalog or online database. Information includes: call number, author, title, publisher, number of copies, subject, and other pertinent information.	Administrative	Temporary	Keep until superseded or obsolete.	Non-essential	
Interlibrary Loan Records	These records document the lending and borrowing of library materials through the interlibrary loan network, including interlibrary loan forms, computer searches, related correspondence, etc. The interlibrary loan forms include: patron's name, address, telephone, description of material requested (author, title, publisher, etc.), date material provided and date material was returned.	Administrative	Temporary	Keep until the request is completed or canceled, materials are returned and applicable fees and fines paid, or until administrative needs end.	Useful	
Library Complaints	These records document complaints received and actions taken concerning library services, including programming and material selection policies. Information includes: complainant's name, address, telephone, date, explanation of complaint, etc.	Administrative	Temporary	Keep two years after resolution of complaint or final action.	Useful	
Library Operation Policies	Policies concerning library operations, including materials selection.	Administrative, Legal	Semi-permanent	Keep policy drafts one year, final approved policies until superseded or obsolete.	Vital	
Library Publications	Publications distributed to the public to advertise library services, programs and activities, including brochures, newsletters, activities calendars, bookmobile schedules, special events fliers, etc.	Administrative	Permanent, Semi-permanent	Keep one copy of newsletters and other publications with lasting significance permanently. Keep other publications for five years.	Important	
Shelf Lists/Inventory	Inventory of all library holdings, including volumes and titles added or withdrawn from the collection. Typically arranged by shelf, showing title, author, accession number, publisher, date purchased, cost and number of copies. Used as an inventory control by library personnel.	Administrative, Financial	Temporary	Keep until superseded or obsolete.	Useful	
Materials Challenges	Materials related to a formal request for materials reconsideration application, research, communications, formal decision, etc.	Administrative, Legal	Semi-permanent	Retain for five years from calendar end.	Important	IC 9-340B (disclosure exemption)
Overdue Book Records	Lists and notices used to monitor status of overdue books and other media, and notify patrons to return overdue materials.	Administrative, Financial	Temporary	Keep until materials returned and fees collected or debts deemed uncollectible.	Useful	

Patron Requests	Requests by library patrons for materials currently checked out or to add new materials to the library collection. Information may include: patron's name, library card number, address, and telephone; call number, author, and title of material requested.	Administrative	Temporary	Keep until request approved or rejected	Non-essential	
Public Computer Use Records	System logs for public computers and wireless internet use	Administrative	Temporary	System logs kept only for the duration of use. Internet use data kept 30 days.	Useful	
Research Inquiry & Response Records	Records relating to research requests received and responses made by library staff. Information typically includes: name of researcher, subject of inquiry or request, reply, information sources, etc.	Administrative	Temporary	Keep until administrative needs end.	Non-essential	

Human Resources & Personnel Records	Description	Value	Classification	Retention Period & Transfer Instruction	Category	Legal Guidance (Code citation, if applicable)
EEO Records	Records documenting district compliance with the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972 and the Americans with Disabilities Act. Records include: policy statements, records to make EEO-4 reports, investigations, case files, complaints and related information.	Administrative, Legal	Semi-permanent	Keep EEO-4 records necessary for the completion of the EEO-4 for three years. Retain all other records for 10 years.	Important	
Background Checks	Records documenting the application and results of background checks for district employees and volunteers.	Administrative, Legal	Semi-permanent	Keep three years from the making of the record; keep background check consents three years after superseded.	Important	
Benefits Continuation Records	Records documenting notice to employees, spouses and dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave and whether coverage was elected or rejected. Continuation may be under COBRA or another provision. Notice is also sent to a third party administrator who administers the extended coverage. Records may be filed with the Employee Benefits Records or Employee Personnel Records.	Administrative, Legal	Semi-permanent	Keep five years from the making of the record.	Important	No retention period specified in 26 CFR Part 54
Employee Benefits Records	Records relating to district employee benefit information such as: selection of insurance plans, retirement, pension and disability plans, deferred compensation plans, and other benefit information. Records may include, but are not limited to: plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, and related documentation.	Administrative, Legal	Semi-permanent	Keep five years from the making of the record.	Important	Numerous federal regulations provide retention periods for these records: 29 CFR 1627.3 (Age Discrimination) requires employee benefit plans such as pension and insurance plans to be kept for the full period the plan or system is in effect, and for at least one year after its termination. Payroll, recruitment and selection, personnel, and employee benefits records must also be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition. 29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case. Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service. IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least three years after the calendar year in which remuneration was due.
Employee Medical Records	Document an individual employee's work-related medical history. These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to: physician assessment records, records of significant health or disability limitations related to job assignments, documentation of work-related injuries or illnesses, hazard exposure records, and release consent forms and related correspondence.	Administrative, Legal	Semi-permanent	Keep hazard exposure records 30 years after separation. Keep other records five years after claim ends or completion of litigation, whichever is longer.	Important	Idaho Code 72-601 requires employers to keep records of work-related injuries and illnesses and provides that failure to keep these records is a misdemeanor.

Employee Personnel Records	Document an employee's work history. Records may include, but are not limited to: employment applications, notices of appointment, training and certification records, salary changes, personnel actions, performance evaluations, awards and other special recognition, letters of recommendation, disciplinary action, notices of layoff, letters of resignation, home address and telephone, emergency notification forms, and related correspondence and documentation.	Administrative, Legal	Semi-permanent	Keep five years after separation.	Important	Numerous regulations provide retention periods for these records: 29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case. 29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII of the ADA, the district is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action. 29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years. 49 CFR 382.401 (Drug Testing for Holders of Commercial Driver's Licenses) provides various retention requirements for drug testing records. Idaho Code 45-610 provides that employment records must be maintained for at least three years after the employee's last date of service. IDAPA 09.01.35.081 provides that payroll, personnel, benefits, and employee travel reimbursement records must be kept for at least 3 years after the calendar year in which remuneration was due.
Employment Eligibility Verification Form (I9)	Document to the U.S. Immigration and Naturalization Service that an applicant or employee is eligible to work in the United States. Information includes: employee information and verification data such as citizenship or alien status and signature, and employer review and verification data such as documents, which establish identity and eligibility, and employer's signature certifying that documents were checked.	Administrative, Legal	Semi-permanent	Keep for one year after termination or three years from employee hire date, whichever is later.	Important	Federal regulations (8 CFR 274a.2) require these records be kept three years after the date of hiring or one year after the individual's employment is terminated, whichever is later.
Grievance/Complaint Records	Records documenting employee complaints/grievances. May include emails, audio files, written reports and other data.	Legal	Semi-Permanent	Keep 10 years from the making of the record.	Important	Title 67, Chapter 59 of the Idaho Code; Guidance from Idaho Commission on Human Rights and US EEOC; 29 C.F.R. Part 1627 (ADEA); 29 C.F.R. Part 1602 (Title VII, ADA, and GINA); 29 C.F.R. Part 516 (FLSA); 29 C.F.R. Part 1620.32 (EPA);
Photo Identification Records	Photographs and other records used to identify district employees. May include photographs taken for district identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data.	Administrative, Legal	Temporary	Keep until superseded, obsolete or administrative needs end.	Useful	
Position Description, Classification & Compensation Records	Records documenting the description, classification and compensation of district jobs and positions. Usually includes details of duties and responsibilities of each position, may include time percentage breakdowns of tasks, skills and abilities needed for each position, and related records documenting the development, modification or redefinition of each job or position. Records often include: reports, position descriptions, position evaluations, salary & benefits studies, job analyses, and related records.	Administrative, Legal	Temporary	Keep three years after superseded, obsolete or administrative needs end.	Useful	29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the district is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action. 29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years. 29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.

Recruitment & Selection Records	Document the recruitment and selection of district employees. Records may include, but are not limited to: job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, and related correspondence and documentation.	Administrative, Legal	Semi-permanent	Keep three years from the making of the record.	Important	<p>29 CFR 1602.14 (Recordkeeping & Reporting Under Title VII & ADA) requires recruitment and selection, personnel, compensation and benefits records to be kept at least one year from the date of making the record or the personnel action involved, whichever is later, except in the case of involuntarily terminated employees, which must be kept at least one year from the date of termination. When a charge of discrimination or action is filed, records must be kept until final disposition of the case.</p> <p>29 CFR 1602.31 (Recordkeeping & Reporting for Civil Rights Act & Americans with Disabilities Act) requires these records be kept at least two years from the date of the making of the record or the personnel action involved, whichever occurs later. Where a charge of discrimination has been filed, or an action brought by the Attorney General against a political jurisdiction under title VII or the ADA, the district is required to preserve all personnel records relevant to the charge/action until final disposition of the charge/action.</p> <p>29 CFR 1620.32 (Equal Pay Act) requires personnel, recruitment and selection records, payroll and collective bargaining/contract records to be kept at least two years.</p> <p>29 CFR 1627.3 (Age Discrimination) requires payroll, recruitment and selection, personnel, and employee benefits records to be kept at least one year from the date of the personnel action to which the records relate, with the exception of records required for an enforcement action, which must be kept until the action's final disposition.</p>
Training Program Records	Records related to the design and implementation of training programs provided to employees by the district May include class descriptions, planning documentation, instructional materials, course outlines, class enrollment and attendance records, and related records.	Administrative	Temporary	Keep until superseded, obsolete or administrative needs end.	Useful	
Volunteer Program & Worker Records	Records documenting the activities and administration of volunteer programs in the district May include volunteer hours statistics, volunteer program public district records, insurance information, inactive volunteer files, and related records. Records documenting work performed for the district by citizens without compensation for their services. May include agreements, applications, skills test results, training documentation, task assignment and monitoring records, etc.	Administrative	Semi-permanent	Keep volunteer applications and recruiting documents three years; Keep worker records keep five years after separation	Useful	

Any instrument or item not listed in this policy which is seemed to only have value to the user, recipient, etc. having possession of the item (e.g. rough notes, drafts prior to adoption, to-do lists, etc.) will be considered to have a retention period of

PURPOSE

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

DEFINITIONS

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

- A. **“copy”** means transcribing by handwriting, photocopying, duplicating machine or reproducing by any other means so long as the public record is not altered or damaged.
- B. **“custodian”** means the person having personal custody and control of the public records in question. The District hereby designates the District Library Director (the “Library Director”) as custodian for purposes of receiving public records requests. The alternative for contingencies shall be an Assistant Director.
- C. **“inspect”** means the right to listen, view and make notes of public records as long as the public record is not altered or damaged.
- D. **“public record”** includes, but is not limited to, any writing containing information relating to the conduct or administration of the public’s business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form and characteristics. Provided, however, that personal notes created by a public official solely for his own use shall not be a public record as long as such personal notes are not shared with any other person or entity.
- E. **“resident”** means a person whose domicile has been within Idaho continuously for

a period of at least thirty (30) days, excluding a full-time student who is a resident of another state, and shall also include a domestic entity as provided in section 30-21-102, Idaho Code. Establishment of residency shall include a spouse and dependent children who reside with that person in the domicile. A domicile shall not be a person's workplace, vacation residence, or part-time residence.

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

PUBLIC RECORDS REQUESTS

A. Records Requests. Pursuant to Idaho Code sections 74-102 and 74-103, a public records request must clearly indicate that it is a public records request and must be made to the Library Director as the designated custodian of the District's records. Requests must be submitted to the custodian in writing and specifically describe the subject matter and records sought, including a specific date range for when the records sought were created. The requesting party shall be as specific as possible when requesting records. A request shall describe records sought in sufficient detail to enable the District to locate such records with reasonable effort. A request shall also provide the requester's name, mailing address, email address, telephone number, and a written declaration by the requesting party attesting or affirming under oath whether such requester is a resident. A request for public records and delivery of the public records may be made by electronic mail. The District will not author or prepare any new documents in response to a records request.

Public records requests should be made by completing and signing the District's Public Record Request form. The District's Public Record Request form is available on the District's website using the online submission form or may be submitted to the custodian or submitted by email as a PDF to director@mld.org.

B. Response to Requests. The District will respond to all public records requests as soon as practicable and without unreasonable delay. The District or the custodian shall either grant or deny a resident's request to examine or copy public records within three (3) working days of the date of the receipt of the request for examination or copying. The District or the custodian shall either grant or deny a

request from a person who is not a resident and not employed by a resident to examine or copy public records within twenty-one (21) days of the dates of the receipt of the request for examination or copying. If it is determined by employees of the District that a longer period of time is needed to locate or retrieve the public records, the public agency shall so notify in writing the person requesting to examine or copy the records and shall provide the public records no later than ten (10) working days following the person's request, if such person is a resident, and no later than thirty-five (35) days following a request from a nonresident. Additionally, if it is determined that the existing electronic record requested will first have to be converted to another electronic format by the District or by a third party and that such conversion cannot be completed within the time allotted for the response, the District shall so notify in writing the person requesting to examine or copy the records. The District shall provide the converted public record at a time mutually agreed upon between the District and the requester, with due consideration given to any limitations that may exist due to the process of conversion or due to the use of a third party to make the conversion. Idaho law does not require the District to provide copies of records in a format not used by the District in the normal course of business.

When a person requests to examine records that may be exempt from disclosure under Idaho Code sections 74-104 through 74-111, the requestor will be notified in writing within the time allotted for the response after the District's receipt of the request whether or to what extent the request will be granted or denied. Among other things, certain personnel records and identifying information about patrons, staff, and contributors may be subject to exemption from disclosure. For further information, guidance, and applicable law and procedure, reference should be made to the provisions of the Public Records Law. A request may not be fulfilled if there is no existing record. Any notice of denial or partial denial shall state: (i) that the attorney for the District has reviewed the request or shall state that the District has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so; (ii) the statutory authority for any denial of the request; and (iii) the person's right to appeal the denial or partial denial and the time periods for doing so. If no response is provided within the time allotted for the response, the request will be deemed to be denied.

c. Cost Estimate. If fees and/or charges are appropriate pursuant to Section V herein,

the District will provide a cost estimate in its response.

INSPECTION OF PUBLIC RECORDS/COPIES OF PUBLIC RECORDS

- A. Inspection.** A person making a public records request may personally inspect the requested documents at the District's office during normal business hours. A staff member, or staff appointed designee, shall be present while any original documents are inspected to ensure protection of the documents. Any request which requires staff time shall occur at a time mutually convenient to the requestor and the affected staff person. The right to inspect does not include the right to disassemble or alter the order of materials in files or document binders. Original documents may not be taken out of the custody of the District except through special arrangement with District staff.
- B. Copies.** Upon request, the District will provide copies of the requested documents, in either paper or electronic format. Such copies may be subject to certain fees and charges as provided in Section V herein. The District retains the right to provide documents in a secure format to prevent alteration or misuse of the public record.

COSTS AND FEES

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

charged for the first two (2) hours of labor in responding to a public records

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request, or for copying the first one hundred (100) pages of paper records that are requested. Pursuant to Idaho Code section 74-102, the District has established the fees set forth in the Schedule below to recover its actual labor and copying costs associated with locating and copying documents if the public records request (i) is for more than one hundred (100) pages of paper records, or (ii) includes non-public information that must be deleted, or (iii) if the actual labor associated with responding to the request exceeds two (2) person hours.

Idaho Code Reference	Type of Work Involved	Charges
74-102 (10)(b),(c),(e)	Photocopying more than 100 pages on standard 8 ½ x 11 paper	Actual labor and copying costs.
74-102 (10)(c),(e)	Photocopying on paper other than standard 8 ½ x 11 paper (e.g. blueprints, maps, etc.)	Actual labor and copying costs.
74-102 (10)(c) 74-102 (10)(b),(c),(e) 74-102 (10)(b),(c),(e)	Retrieval of archived information Request includes records from which non-public information must be redacted Where actual labor associated with locating and photocopying/printing hard copy and/or electronic documents equals or exceeds two (2) person	Actual out of pocket and labor costs to be determined at time request is submitted, if applicable. Usual and customary hourly rate of the attorney retained by the District for such purpose. Actual labor costs charged at the per hour pay rate of the lowest paid administrative staff employee or public official of the District who is necessary and qualified to

	hours	process the request.
74-102 (10)(c)	Where the District incurs out of pocket costs required for providing the requested	Actual out of pocket and labor costs.

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	records	
74-102 (10)(d),(i)	Transfer of documentation in the form of computer tapes, discs, microfilm, or similar record media or electronic storage device	Actual labor and copying costs.
74-102 (10)(c)	Where copies of records are mailed or shipped	Actual mailing and shipping costs.

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

D. Multiple Requests. Pursuant to Idaho Code section 74-102(11), a requester may not file multiple requests for public records solely to avoid payment of fees. If the District reasonably believes that one (1) or more requesters is segregating a request into a series of requests to avoid payment of fees authorized under the Public Records Law, the District may aggregate such requests and charge the appropriate

fees. The District may consider the time period in which the requests have been made in its determination to aggregate the related requests. A District shall not aggregate multiple requests on unrelated subjects from one (1) requester.

E. Waiver of Fees/Costs. Copies of public records shall be furnished without cost, or at reduced cost, if District staff determines that a waiver or fee reduction is required pursuant to Idaho Code section 74-102(10)(f). In order to receive a fee waiver or reduction, the requestor must demonstrate, in writing, either (i) inability to pay, (ii) the request for examination and/or copying of public records is not

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primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party, or (iii) that the public's interest or the public's understanding of the operations or activities of the District or its records would suffer by the assessment or collection of any fee. Any requestor who is "disabled" within the meaning of the Americans with Disabilities Act may also apply for a waiver or reduction of fees for any of the costs of complying with the request that were due to requestor's disability.

DRAFT

Adopted by the Meridian Library Board of Trustees 1/14/2014
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MERIDIAN LIBRARY DISTRICT

Foundation Manager

DRAFT



Position Summary

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

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

Duties and Responsibilities

Essential

Fundraising

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

Adopted by the Meridian Library Board of Trustees 10/01/2018

Revised and Board Approved 11/20/2024

Financial Management, Compliance, and Donor Stewardship

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

Communications, Marketing, and Public Relations

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

Events

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

Collaboration and Coordination

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

Adopted by the Meridian Library Board of Trustees 10/01/2018

Revised and Board Approved 11/20/2024

Marginal

Oversees the work of volunteers providing support services.

Attends Meridian Library District Admin and assigned committee meetings.

Attends additional educational opportunities, as needed or requested.

Assists with special projects as assigned.

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

Performs other duties as assigned.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to diversity, equity, and inclusion.

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

This position requires visionary leadership, strategic planning, and implementation to achieve organizational goals and policies. The candidate must be willing to participate in the hands-on, day-to-day operations of the Foundation while working collaboratively with others to coordinate activities and engage MLD stakeholders. The ability to motivate and inspire others, expand constituent groups, and grow circles of influence is key. Success in this role involves persuading, gaining cooperation, and securing acceptance of ideas. Must have a strong desire to serve the public, raise the library's profile, and participate in community events. The ideal candidate must be highly motivated, flexible, capable of solving complex problems, managing multiple projects, and consistently meeting deadlines.

Adopted by the Meridian Library Board of Trustees 10/01/2018

Revised and Board Approved 11/20/2024

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

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

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

Training, Licenses, or Certifications: None

Supervisor Responsibility: May oversee the work of volunteers.

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

Working Conditions

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

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

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

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

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

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

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

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

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

Meridian Library District

Bill Listing September 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2380 Accounts Payable						
09/01/2025	Bill	2025-09-01	Prime, Inc	Monthly rent	2380 Accounts Payable	3,936.00
				Monthly rent Admin Building (Crestmont)	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	3,936.00
09/01/2025	Bill	2025-09-01 (1)	Prime, Inc	1406 N. Main Street, Suite 100 & 109 Rent	2380 Accounts Payable	2,797.00
				1406 N. Main Street, Suite 100 & 109 Rent	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	2,797.00
09/01/2025	Bill	2025-09-01	High Desert Development Linder Village, LLC	Monthly Rent	2380 Accounts Payable	17,916.67
				Orchard Park branch Monthly Rent	6255 OPERATING EXPENSES:Facility Expense:Bldg-Rent	17,916.67
09/01/2025	Bill	0772502	WESTERN RECORDS DESTRUCTION, INC	Shredding Service 08/01/2025- 08/31/2025	2380 Accounts Payable	110.00
				Shredding Service 06/01/2025 - 06/30/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	55.00
				Shredding Service 06/01/2025 - 06/30/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	55.00
09/01/2025	Bill	10065	SRH Franchising, LLC dba JAN-PRO of Idaho	Regular Janitorial Service from 09/01/2025 to 09/30/2025	2380 Accounts Payable	12,300.00
				Regular Janitorial Service from 08/01/2025 to 08/31/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	4,250.00
				Regular Janitorial Service from 08/01/2025 to 08/31/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	3,850.00
				Regular Janitorial Service from 08/01/2025 to 08/31/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	300.00
				Regular Janitorial Service from 08/01/2025 to 08/31/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	3,000.00
				Regular Janitorial Service from 08/01/2025 to 08/31/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	650.00
				Regular Janitorial Service from 08/01/2025 to 08/31/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	250.00
09/01/2025	Bill	60339	FATBEAM, LLC	Monthly Recurring Charges for 10G Lit WAN	2380 Accounts Payable	475.00
				Monthly Recurring Charges for 10G Lit WAN	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
09/01/2025	Bill	60340	FATBEAM, LLC	District Wide 10G Internet & Firewall Service	2380 Accounts Payable	775.00
				District Wide 10G Internet & Firewall Service	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	775.00
09/01/2025	Bill	60343	FATBEAM, LLC	Monthly Recurring Charges for 10G Lit WAN	2380 Accounts Payable	950.00
				Monthly Recurring Charges for 10G Lit WAN	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	950.00
09/01/2025	Bill	60579	FATBEAM, LLC	Monthly Recurring Charges for 10G Lit WAN	2380 Accounts Payable	1,095.00
				Monthly Recurring Charges for 10G Lit WAN	5220.5 OPERATING EXPENSES:Information Technology:IT	1,095.00

Meridian Library District

Bill Listing September 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Utilities	
09/01/2025	Bill	60341	FATBEAM, LLC	Monthly Recurring Charges for 10G Lit WAN	2380 Accounts Payable	475.00
				Monthly Recurring Charges for 10G Lit WAN	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
09/01/2025	Bill	60338	FATBEAM, LLC	Monthly Recurring Charges for 10G Lit WAN	2380 Accounts Payable	475.00
				Monthly Recurring Charges for 10G Lit WAN	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
09/01/2025	Bill	60342	FATBEAM, LLC	Monthly Recurring Charges for 10G Lit WAN	2380 Accounts Payable	475.00
				Monthly Recurring Charges for 10G Lit WAN	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
09/01/2025	Bill	6143386	UNIQUE MANAGEMENT SERVICES, INC	Customer Account Balance Recovery Service August 2025	2380 Accounts Payable	610.70
				Customer Account Balance Recovery Service August 2025	5202.6 OPERATING EXPENSES:Professional Services:Other	610.70
09/01/2025	Bill	103655	YIG Administration	ID Watchdog August 2025	2380 Accounts Payable	512.50
				ID Watchdog August 2025	2359 IDWAT Payable	-512.50
09/02/2025	Bill	3688	Patricia Latham Ball dba Management Northwest	August Legal Services	2380 Accounts Payable	820.00
				August Legal Services	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	820.00
09/02/2025	Bill	09/02/25	Heather S	Reimb Mileage 09/02/2025	2380 Accounts Payable	14.00
				Reimb Mileage 09/02/2025	5260.6 OPERATING EXPENSES:Vehicle Expense:Employee Mileage Reimbursement	14.00
09/03/2025	Bill	179419	Diamond Lawns, LLC	August Landscaping Services 08/01/2025-08/29/2025	2380 Accounts Payable	1,315.00
				August Landscaping Services 08/01/2025-08/29/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	1,315.00
09/03/2025	Bill	536507	Hawley Troxell Ennis & Hawley LLP	Legal Services 08/07-08/15/2025	2380 Accounts Payable	434.50
				Legal Services 08/07-08/15/2025	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	434.50
09/04/2025	Bill	049082	IDAHO CORRECTIONAL INDUSTRIES	Labor & Moving Services Cherry Lane Move Out 09/04/2025	2380 Accounts Payable	1,600.00
				Labor & Moving Services Cherry Lane Move Out 09/04/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	1,600.00
09/04/2025	Bill	049081	IDAHO CORRECTIONAL INDUSTRIES	Labor & Moving Services Cherry Lane Move Out 09/03/2025	2380 Accounts Payable	1,600.00
				Labor & Moving Services Cherry Lane Move Out 09/03/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	1,600.00

Meridian Library District

Bill Listing September 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
09/04/2025	Bill	64398806	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,890.09
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	410.58
				Print Books	5135 COLLECTIONS:Young Adult books	33.01
				Print Books	5130 COLLECTIONS:Children's books	10.63
				Print Books	5115 COLLECTIONS:Adult Print Books	473.56
				Print Books	5115 COLLECTIONS:Adult Print Books	558.54
				Print Books	5130 COLLECTIONS:Children's books	342.58
				Print Books	5135 COLLECTIONS:Young Adult books	58.19
09/04/2025	Bill	64398807	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	182.52
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	182.52
09/04/2025	Bill	09/04/25	Betsy A	Reimb Mileage 09/02/2025	2380 Accounts Payable	14.70
				Reimb Mileage 09/02/2025	5260.6 OPERATING EXPENSES:Vehicle Expense:Employee Mileage Reimbursement	14.70
09/04/2025	Bill	216011165239	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
09/05/2025	Bill	049088	IDAHO CORRECTIONAL INDUSTRIES	Labor & Moving Services Cherry Lane Move Out 09/05/2025	2380 Accounts Payable	800.00
				Labor & Moving Services Cherry Lane Move Out 09/05/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	800.00
09/05/2025	Bill	64399098	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	85.14
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	85.14
09/05/2025	Bill	64399097	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	787.64
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	10.07
				Print Books	5130 COLLECTIONS:Children's books	20.14
				Print Books	5115 COLLECTIONS:Adult Print Books	15.68
				Print Books	5115 COLLECTIONS:Adult Print Books	249.61
				Print Books	5115 COLLECTIONS:Adult Print Books	469.00
				Print Books	5130 COLLECTIONS:Children's books	20.14
09/05/2025	Bill	090525	Second & Broadway Condominiums Owners Association, Inc.	Trash and Recycling - unBound 1/6/25 - 4/5/25- 18.5% unBound	2380 Accounts Payable	120.69
				Trash and Recycling - unBound 1/6/25 - 4/5/25- 18.5% unBound	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	120.69

Meridian Library District

Bill Listing September 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
09/05/2025	Bill	090525-1	Second & Broadway Condominiums Owners Association, Inc.	Trash and Recycling - unBound 4/6/25 - 7/5/25- 18.5% unBound	2380 Accounts Payable	120.69
				Trash and Recycling - unBound 4/6/25 - 7/5/25- 18.5% unBound	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities	120.69
09/09/2025	Bill	5672205 Annual Fee	Zions Bancorporation, National Association	Pinnacle Certificate of Participation Annual Trustee and Dissemination Agent Fee	2380 Accounts Payable	3,250.00
				Pinnacle Certificate of Participation Annual Trustee and Dissemination Agent Fee	9202 Pinnacle fka South Branch Financial Fees	3,250.00
09/09/2025	Bill	0054554	All Pro Linen	Towel/Mat Laundering 09/09/2025	2380 Accounts Payable	78.25
				Towel/Mat Laundering 09/09/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	78.25
09/09/2025	Bill	1552313	FISHER'S TECHNOLOGY	FEQ44885 Contract overage charge for 8/9/2025 to 9/8/2025	2380 Accounts Payable	64.69
				FEQ44885 Contract overage charge for 8/9/2025 to 9/8/2025	5211 OPERATING EXPENSES:Supplies:Copy/Print	64.69
09/09/2025	Bill	64399462	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	408.48
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	35.17
				Print Books	5135 COLLECTIONS:Young Adult books	36.38
				Print Books	5115 COLLECTIONS:Adult Print Books	132.68
				Print Books	5115 COLLECTIONS:Adult Print Books	153.21
				Print Books	5130 COLLECTIONS:Children's books	35.17
				Print Books	5135 COLLECTIONS:Young Adult books	12.87
09/09/2025	Bill	64399463	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	87.63
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	87.63
09/10/2025	Bill	64397607	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	30.98
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	30.98
09/10/2025	Bill	1552747	FISHER'S TECHNOLOGY	FEQ44885 Equipment move from CL to Main St.	2380 Accounts Payable	285.00
				FEQ44885 Equipment move from CL to Main St.	5211 OPERATING EXPENSES:Supplies:Copy/Print	285.00
09/10/2025	Bill	64399698	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	29.74
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	29.74
09/10/2025	Bill	64399697	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	375.31

Meridian Library District

Bill Listing September 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	20.80
				Print Books	5135 COLLECTIONS:Young Adult books	28.08
				Print Books	5115 COLLECTIONS:Adult Print Books	17.92
				Print Books	5115 COLLECTIONS:Adult Print Books	123.41
				Print Books	5115 COLLECTIONS:Adult Print Books	144.41
				Print Books	5130 COLLECTIONS:Children's books	20.80
				Print Books	5135 COLLECTIONS:Young Adult books	16.89
09/10/2025	Bill	INV-137810	Ednetics	Monthly VOIP Service	2380 Accounts Payable	610.94
				Monthly VOIP Service	5230 OPERATING EXPENSES:Information Technology:Phone Service	610.94
09/11/2025	Bill	41787608	Canon Financial Services, INC.	Copier Lease 09/01/2025-09/30/2025	2380 Accounts Payable	226.80
				Copier Lease 09/01/2025-09/30/2025	5211 OPERATING EXPENSES:Supplies:Copy/Print	226.80
09/12/2025	Bill	09/12/25	Grow Pro Gradens	Kickstart Your Summer Garden 09/12/25 at Orchard Park	2380 Accounts Payable	75.00
				Kickstart Your Summer Garden 09/12/25 at Orchard Park	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	75.00
09/12/2025	Bill	0054890	All Pro Linen	Towel/Mat Laundering 09/12/2025	2380 Accounts Payable	57.75
				Towel/Mat Laundering 09/12/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.75
09/12/2025	Bill	1554550	FISHER'S TECHNOLOGY	Contract overage charge for 8/12/2025 to 9/11/2025	2380 Accounts Payable	208.69
				Contract overage charge for 8/12/2025 to 9/11/2025	5211 OPERATING EXPENSES:Supplies:Copy/Print	208.69
09/13/2025	Bill	09/13/25	Andrew Wheir	CAD Software Program at unBound 09/13/2025	2380 Accounts Payable	75.00
				CAD Software Program at unBound 09/13/2025	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	75.00
09/15/2025	Bill	02579	Idaho Library Association	ILA Annual Conference 10/01- 10/03/2025 SM	2380 Accounts Payable	175.00
				ILA Annual Conference 10/01- 10/03/2025 SM	1500 Deposits/Prepaid expenses	175.00
09/15/2025	Bill	02580	Idaho Library Association	ILA Annual Conference 10/01- 10/03/2025 RB	2380 Accounts Payable	175.00
				ILA Annual Conference 10/01- 10/03/2025 RB	1500 Deposits/Prepaid expenses	175.00
09/15/2025	Bill	02575	Idaho Library Association	ILA Annual Conference 10/01- 10/03/2025 KM	2380 Accounts Payable	175.00
				ILA Annual Conference 10/01- 10/03/2025 KM	1500 Deposits/Prepaid expenses	175.00
09/15/2025	Bill	02576	Idaho Library Association	ILA Annual Conference 10/01- 10/03/2025 TK	2380 Accounts Payable	175.00

Meridian Library District

Bill Listing September 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				ILA Annual Conference 10/01-10/03/2025 TK	1500 Deposits/Prepaid expenses	175.00
09/15/2025	Bill	02577	Idaho Library Association	ILA Annual Conference 10/01-10/03/2025 PB	2380 Accounts Payable	125.00
				ILA Annual Conference 10/01-10/03/2025 PB	1500 Deposits/Prepaid expenses	125.00
09/15/2025	Bill	216011182223	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	169.95
				Water/Ice Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	169.95
09/15/2025	Bill	129961	STOR-MOR SHEDS	Moving of 10x8 Shed for Cherry Lane Renovation	2380 Accounts Payable	595.00
				Moving of 10x8 Shed for Cherry Lane Renovation	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	595.00
09/15/2025	Bill	02578	Idaho Library Association	ILA Annual Conference 10/01-10/03/2025 IB	2380 Accounts Payable	175.00
				ILA Annual Conference 10/01-10/03/2025 IB	1500 Deposits/Prepaid expenses	175.00
09/15/2025	Bill	5081332	Employee Benefits Corporation	COBRA September 2025	2380 Accounts Payable	60.00
				COBRA September 2025	5010 PERSONNEL:Payroll benefits	60.00
09/16/2025	Bill	64400209	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	234.74
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	12.33
				Print Books	5115 COLLECTIONS:Adult Print Books	55.83
				Print Books	5115 COLLECTIONS:Adult Print Books	149.48
				Print Books	5130 COLLECTIONS:Children's books	3.91
				Print Books	5135 COLLECTIONS:Young Adult books	10.19
09/16/2025	Bill	64400210	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	26.59
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	26.59
09/16/2025	Bill	Lost Item Refund	Ten Mile Christian	Refund for Lost Item Fine- Item Returned	2380 Accounts Payable	21.18
				Refund for Lost Item Fine- Item Returned	4200 Non-tax Revenue:Fines and fees	-21.18
09/18/2025	Bill	216011187192	TREASURE VALLEY COFFEE INC	Water/Ice Machine Rental	2380 Accounts Payable	44.95
				Water/Ice Machine Rental	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	44.95
09/18/2025	Bill	9799	MINUTEMAN INC.	Key Copies	2380 Accounts Payable	54.35
				Key Copies	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	54.35
09/19/2025	Bill	Lost Item	Stephanie Haley	Refund for Lost Item Fine - Item	2380 Accounts Payable	28.00

Meridian Library District

Bill Listing September 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
		Refund		returned		
				Refund for Lost Item Fine - Item returned	4200 Non-tax Revenue:Fines and fees	-28.00
09/19/2025	Bill	Lost Item Refund	Elaine Vannoy	Refund for Lost Item Fine- Item Returned	2380 Accounts Payable	10.79
				Refund for Lost Item Fine- Item Returned	4200 Non-tax Revenue:Fines and fees	-10.79
09/19/2025	Bill	7699401	DEMCO	Book Tape & Classification Labels	2380 Accounts Payable	763.01
				Book Tape & Classification Labels	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	763.01
09/21/2025	Bill	237575208	B&H Photo-Video	Ethernet Controller	2380 Accounts Payable	300.00
				Ethernet Controller	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	300.00
09/22/2025	Bill	33714	TRI-STATE ELECTRIC, INC.	SUPPLY AND INSTALL POWER TO SIGNAGE	2380 Accounts Payable	2,525.00
				SUPPLY AND INSTALL POWER TO SIGNAGE	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	2,525.00
09/22/2025	Bill	1559016	FISHER'S TECHNOLOGY	FEQ42949 Contract overage charge for 08/22/2025 - 09/21/2025	2380 Accounts Payable	32.96
				FEQ42949 Contract overage charge for 08/22/2025 - 09/21/2025	5211 OPERATING EXPENSES:Supplies:Copy/Print	32.96
09/22/2025	Bill	09/22/2025	Introspective Counseling & Consulting	Healing Centered Book Club 09/22/2025 Pinnacle	2380 Accounts Payable	100.00
				Healing Centered Book Club 09/22/2025 Pinnacle	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	100.00
09/23/2025	Bill	1559923	FISHER'S TECHNOLOGY	FEQ32043 Contract overage charge for 8/23/2025 to 9/22/2025	2380 Accounts Payable	173.61
				FEQ32043 Contract overage charge for 8/23/2025 to 9/22/2025	5211 OPERATING EXPENSES:Supplies:Copy/Print	173.61
09/23/2025	Bill	0055594	All Pro Linen	Towel/Mat Laundering 09/23/2025	2380 Accounts Payable	78.25
				Towel/Mat Laundering 09/23/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	78.25
09/23/2025	Bill	10068	SRH Franchising, LLC dba JAN-PRO of Idaho	Upholstery Cleaning	2380 Accounts Payable	250.00
				Upholstery Cleaning	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	250.00
09/23/2025	Bill	09/23/25	Mari R	Reimb Mileage 09/23/2025	2380 Accounts Payable	14.70
				Reimb Mileage 09/23/2025	5260.6 OPERATING EXPENSES:Vehicle Expense:Employee Mileage Reimbursement	14.70
09/24/2025	Bill	573250	Access Integration, Inc.	Panel moved from Peak to Access Integration	2380 Accounts Payable	162.50
				Panel moved from Peak to Access Integration	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	162.50

Meridian Library District

Bill Listing September 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
09/24/2025	Bill	31598	FIREXPRT	Fire Extinguisher Inspections Qty 5	2380 Accounts Payable	115.00
				Fire Extinguisher Inspections Qty 5	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	115.00
09/24/2025	Bill	Lost Item Refund	Morgan Ashley Lee	Refund for Lost Item Fine-Item Returned	2380 Accounts Payable	7.89
				Refund for Lost Item Fine-Item Returned	4200 Non-tax Revenue:Fines and fees	-7.89
09/26/2025	Bill	0055925	All Pro Linen	Towel/Mat Laundering 09/26/2025	2380 Accounts Payable	57.75
				Towel/Mat Laundering 09/26/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.75
09/30/2025	Bill	472514	Kanopy Inc.	Kanopy Play Credits	2380 Accounts Payable	657.00
				Kanopy Play Credits	5122 COLLECTIONS:eContent	657.00

Meridian Library District

Bill Payment List

September 2025

DATE	NUM	VENDOR	AMOUNT
1072 Bill.com Money Out Clearing			
09/10/2025		INGRAM LIBRARY SERVICES, INC	-1,714.55
09/09/2025		INGRAM LIBRARY SERVICES, INC	-473.09
09/08/2025		INGRAM LIBRARY SERVICES, INC	-326.13
09/04/2025		INGRAM LIBRARY SERVICES, INC	-469.82
09/03/2025		INGRAM LIBRARY SERVICES, INC	-2,062.21
09/08/2025		MIDWEST TAPE	-65.58
09/15/2025		INGRAM LIBRARY SERVICES, INC	-30.87
09/03/2025		OVERDRIVE, INC	-2,761.80
09/03/2025		MERIDIAN CHAMBER of COMMERCE	-2,600.00
09/03/2025		Natalie W	-351.56
09/03/2025		DEMCO	-1,741.33
09/03/2025		Grow Pro Gradens	-75.00
09/03/2025		Little Pallets LLC	-300.00
09/03/2025		Funds for Learning, LLC	-495.00
09/11/2025		Lucas Holdings, LLC DBA Lucas Color Card	-994.30
09/03/2025		All Pro Linen	-57.75
09/03/2025		Employee Benefits Corporation	-60.00
09/11/2025		TREASURE VALLEY COFFEE INC	-44.95
09/03/2025		All Pro Linen	-48.25
09/08/2025		TREASURE VALLEY COFFEE INC	-169.95
09/03/2025		TRI-STATE ELECTRIC, INC.	-800.00
09/03/2025		YIG Administration	-260.00
09/03/2025		Method Hound LLC dba The Workflow Consultant	-75.00
09/03/2025		TECH LOGIC CORP	-1,974.83
09/03/2025		High Desert Development Linder Village, LLC	-17,951.67
09/03/2025		Reed Alan Larson	-8.47
09/03/2025		Jhasamin Mary Linder	-14.99
09/11/2025		INGRAM LIBRARY SERVICES, INC	-1,447.71
09/25/2025		INGRAM LIBRARY SERVICES, INC	-2,945.39
09/11/2025		City Of Boise Library	-25,005.61
09/11/2025		IDAHO CORRECTIONAL INDUSTRIES	-4,000.00
09/11/2025		All Pro Linen	-78.25
09/11/2025		Betsy A	-14.70
09/11/2025		On the Spot Cleaners	-50.00
09/11/2025		MINUTEMAN INC.	-30.75
09/11/2025		Hawley Troxell Ennis & Hawley LLP	-434.50
09/11/2025		Lytle Signs Inc.	-8,315.26
09/11/2025		REPUBLIC SERVICES	-545.95
09/11/2025		Zions Bancorporation, National Association	-3,250.00
09/11/2025		All Pro Linen	-48.25
09/11/2025		Diamond Lawns, LLC	-1,315.00
09/11/2025		WESTERN RECORDS DESTRUCTION, INC	-110.00
09/11/2025		Idaho Press -Tribune	-174.60
09/11/2025		Patricia Latham Ball dba Management Northwest	-820.00

Meridian Library District

Bill Payment List

September 2025

DATE	NUM	VENDOR	AMOUNT
09/11/2025		Ramon Ruiz	-11.49
09/11/2025		William Powell	-16.95
09/11/2025		Ruth Smith	-19.99
09/11/2025		Kanopy Inc.	-807.00
09/11/2025		OVERDRIVE, INC	-19,870.35
09/11/2025		All Pro Linen	-57.75
09/11/2025		All Pro Linen	-78.25
09/11/2025		FISHER'S TECHNOLOGY	-51.27
09/11/2025		All Pro Linen	-57.75
09/26/2025		Prime, Inc	-2,797.00
09/24/2025		High Desert Development Linder Village, LLC	-17,916.67
09/26/2025		Prime, Inc	-3,936.00
09/30/2025		INGRAM LIBRARY SERVICES, INC	-496.11
09/18/2025		Idaho Library Association	-825.00
09/18/2025		FISHER'S TECHNOLOGY	-882.79
09/18/2025		Second & Broadway Condominiums Owners Association, Inc.	-241.38
09/18/2025		FATBEAM, LLC	-4,720.00
09/18/2025		Andrew Wheir	-75.00
09/18/2025		STOR-MOR SHEDS	-595.00
09/18/2025		All Pro Linen	-57.75
09/22/2025		Canon Financial Services, INC.	-226.80
09/18/2025		Grow Pro Gradens	-75.00
09/18/2025		Heather S	-14.00
09/18/2025		OVERDRIVE, INC	-150.00
09/18/2025		Playaway Products LLC	-264.96
09/18/2025		TREASURE VALLEY COFFEE INC	-76.00
09/18/2025		UNIQUE MANAGEMENT SERVICES, INC	-610.70
09/18/2025		SRH Franchising, LLC dba JAN-PRO of Idaho	-12,300.00
09/18/2025		YIG Administration	-512.50
09/18/2025		Introspective Counseling & Consulting	-100.00
09/18/2025		Canon Financial Services, INC.	-226.80
09/29/2025		INGRAM LIBRARY SERVICES, INC	-261.33
09/29/2025		MSR Design	-11,875.00
09/29/2025		TRI-STATE ELECTRIC, INC.	-2,525.00
09/29/2025		B&H Photo-Video	-300.00
09/29/2025		SRH Franchising, LLC dba JAN-PRO of Idaho	-250.00
09/29/2025		Idaho Library Association	-175.00
09/29/2025		PEAK ALARM CO, INC	-164.73
09/29/2025		Access Integration, Inc.	-162.50
09/29/2025		Introspective Counseling & Consulting	-100.00
09/29/2025		All Pro Linen	-78.25
09/29/2025		TREASURE VALLEY COFFEE INC	-44.95
09/29/2025		FISHER'S TECHNOLOGY	-32.96
09/29/2025		Stephanie Haley	-28.00
09/29/2025		Mari R	-14.70

Meridian Library District

Bill Payment List

September 2025

DATE	NUM	VENDOR	AMOUNT
09/29/2025		Elaine Vannoy	-10.79
09/30/2025		Amy Miller	-200.00
09/30/2025		FISHER'S TECHNOLOGY	-173.61
09/18/2025		Ednetics	-1,722.51
Total for 1072 Bill.com Money Out Clearing			\$ -170,702.66

Meridian Library District

Credit Card Detail

September 2025

DATE	NUM	SPLIT	AMOUNT	NAME
1500 Deposits/Prepaid expenses				
09/17/2025	53245B989E85C330F5D8C	2700 Divvy Credit Cards Payable	447.00	SPRINGHILL SUITES
09/17/2025	E34274426B1BFABABC12D	2700 Divvy Credit Cards Payable	447.00	SPRINGHILL SUITES
09/17/2025	08A098886BEE5B9D8C165	2700 Divvy Credit Cards Payable	447.00	SPRINGHILL SUITES
09/17/2025	68688016A01BAE8B29B69	2700 Divvy Credit Cards Payable	447.00	SPRINGHILL SUITES
09/17/2025	6D6E488077DCF6474A658	2700 Divvy Credit Cards Payable	447.00	SPRINGHILL SUITES
09/17/2025	4285BC834DDB7803B20D2	2700 Divvy Credit Cards Payable	447.00	SPRINGHILL SUITES
09/17/2025	C23AC4FBCD840C4D7D09F	2700 Divvy Credit Cards Payable	456.52	BIBLIOCOMM REGZ REI
09/17/2025	B7DE550C26D96A8CFA396	2700 Divvy Credit Cards Payable	447.00	SPRINGHILL SUITES
09/20/2025	90C898915D1DD0797D5A5	2700 Divvy Credit Cards Payable	582.34	UNITED
Total for 1500 Deposits/Prepaid expenses			\$4,167.86	
2700 Divvy Credit Cards Payable				
09/01/2025	A19C510E7F579C0B5189F	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	30.00	GOOGLE WORKSPACE
09/01/2025	84BE882D23CB7B6D321AA	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	5.00	DIGITALOCEAN
09/02/2025	9342A3C04E4D81C7A01D1	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	12.48	GOOGLE SERVICES
09/03/2025	EE935DC57EAD1F2507AC2	5246 OPERATING EXPENSES:Supplies:Supplies - office	179.99	LIBRARY JOURNAL
09/03/2025	53836D89477B772536E34	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	65.90	AMAZON
09/03/2025	55A7C675E3B3422A25A57	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	66.99	AMAZON
09/03/2025	120621BA4CEE8BDF4A735	5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees	1.20	PAYPAL PAYFLOW
09/03/2025	1656692D5F05ABE7C417F	5240 OPERATING EXPENSES:Supplies:Supplies - general	18.37	AMAZON
09/04/2025	DB868ECFE4108756783D3	5226 OPERATING EXPENSES:Marketing:Brochures general-marketing	-14.36	MODERN PRINTERS
09/04/2025	2E52F70826FB6E9567C60	5240 OPERATING EXPENSES:Supplies:Supplies - general	-32.29	AMAZON
09/04/2025	DB413C137114657E6677B	5226 OPERATING EXPENSES:Marketing:Brochures general-marketing	7.18	MODERN PRINTERS
09/04/2025	6AE8BEF6A605D2B9D9104	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	22.23	ALBERTSONS
09/04/2025	9F4FA0E54E314A76CCD20	5226 OPERATING EXPENSES:Marketing:Brochures general-marketing	126.91	MODERN PRINTERS

Meridian Library District

Credit Card Detail

September 2025

DATE	NUM	SPLIT	AMOUNT	NAME
09/04/2025	84F356579E643A0FF3679	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	38.04	ALBERTSONS
09/04/2025	10E07195477EE38F6B602	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	-95.75	AMAZON
09/04/2025	CDADBFBC315FC0918B42D	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	43.98	AMAZON
09/04/2025	BC12C9F9987473F217698	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	100.95	AMAZON
09/05/2025	B676861F64F20EA8C7317	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	45.96	FLYING PIE MERIDIA
09/05/2025	42C4BDAB2EBDA27DF05E9	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	433.92	SUNBELT RENTALS
09/05/2025	C09D4187E1A6EB9AA9F9A	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	37.99	LAKE SHORE LEARNING MATER
09/05/2025	D40A5D5E89DAC4973307D	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	59.40	AMAZON
09/06/2025	0B202362305932BC05F2C	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	114.46	IDAHO PIZZA COMPANY MERI
09/06/2025	79789986C34DD6F28FD47	5246 OPERATING EXPENSES:Supplies:Supplies - office	23.57	ID TRANSDEPT
09/06/2025	6AD0EB60A894ABFD9CC55	5237 OPERATING EXPENSES:Professional Services:Recruiting/Background Checks	148.47	CHECKR.COM
09/06/2025	A56BD34C032B8E42C36A9	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	303.96	AMAZON
09/07/2025	649FF1BEFF05533AD0DEC	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	209.88	RS.COM
09/08/2025	239AE17B5CD80C20A2E89	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	80.02	VERIZON
09/09/2025	87064F53CB4C7E2C7D6BB	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	59.99	ADOBE
09/09/2025	E74AB25932E9EC8EFE45B	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	347.68	SQUARE HARDWARE
09/09/2025	F4C9AB565F7613E03E6D5	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	316.94	SQUARE HARDWARE
09/09/2025	B2074155AB8FE6935E0B3	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	347.68	SQUARE HARDWARE
09/09/2025	550F423758994DA65ABFB	5230 OPERATING EXPENSES:Information Technology:Phone Service	333.12	VERIZON
09/09/2025	85081F71B53958D7BD4C2	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	347.68	SQUARE HARDWARE
09/10/2025	EE91FA6FA16F4AD7B3C98	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	60.66	AMAZON
09/10/2025	223780AD9414224B8892B	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	50.19	AMAZON
09/10/2025	53A5ADAAEE9ED9B31612CF	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	63.00	VOLGISTICS.COM

Meridian Library District

Credit Card Detail

September 2025

DATE	NUM	SPLIT	AMOUNT	NAME
09/10/2025	4E5078CC69BD5CD6CC976	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	39.93	AMAZON
09/11/2025	A1B2C22A578520EAC0CEF	2355 Dental Payable	588.60	WILLAMETTE DENTAL
09/11/2025	1BC2EFA5F2760B7B74132	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	91.83	MARKET STREET
09/11/2025	21A51C700B8D535503BF4	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	126.32	AMAZON
09/11/2025	AAE921D3E9DFED0ED6CDB	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	237.14	AMAZON
09/11/2025	F725CD6433A5B06471BC0	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	4.38	SLACK
09/12/2025	4765DA02EC5C95B56CABC	5240 OPERATING EXPENSES:Supplies:Supplies - general	-99.99	AMAZON
09/12/2025	B9F9BD1FCC272A39628C4	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	30.59	AMAZON
09/12/2025	E628F7065F228C7D7F6F5	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	1,031.70	INTERMOUNTAIN DESIGN INC
09/12/2025	FF29A9F2D6211AFB10B2C	5236.AD OPERATING EXPENSES:Program Expense:Programs - Adult	28.75	EXPRESS CAFE
09/12/2025	F47BFF7DC09C36BFDC76C	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	9.99	AMAZON
09/13/2025	61B2664A9C12E68AD72F3	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	5.00	FACEBOOK
09/13/2025	945A386C28F4FBA8B6A5A	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	6.00	FACEBOOK
09/13/2025	6F73C8E0E7E846D4F7938	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	95.20	AMAZON
09/13/2025	ECF56F5E40373EEFC5745	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	995.92	INC
09/13/2025	09772B835E91848A7032C	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	175.94	AMAZON
09/13/2025	D97D445C563E3EAAD2522	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	42.43	AMAZON
09/13/2025	7FE982051C983D1B14774	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	5.44	AMAZON
09/13/2025	256094B62C3C88DF425EC	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.38	AMAZON
09/14/2025	7943B0659973756984860	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	7.00	FACEBOOK
09/14/2025	DB75A8989B7E8C818BA5D	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	8.00	FACEBOOK
09/14/2025	8BEAA4B624F1FCCB9424B	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	90.00	LIGHTBURN SOFTWARE
09/14/2025	69B6C483A29C3B94BCC44	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	58.04	AMAZON
09/15/2025	076E8F798D4B7EC8A93C9	5225 OPERATING EXPENSES:Marketing:Marketing &	10.00	FACEBOOK

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DATE	NUM	SPLIT	AMOUNT	NAME
		advertising		
09/15/2025	8CB9523610B1E811CC03D	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	9.00	FACEBOOK
09/16/2025	BA70320F75B04C67C4A25	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	-569.22	SQUARE HARDWARE
09/16/2025	068F02468D3FB4DEC4AF4	5232 OPERATING EXPENSES:Miscellaneous Operating:Postage	4.96	US POSTAL SERVICE
09/16/2025	14650DD035E7AB8D34E12	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	12.00	FACEBOOK
09/16/2025	43EBE3EB197C7C5A39175	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	-483.36	SQUARE HARDWARE
09/16/2025	4ED3683C4A9581A28CF7C	5246 OPERATING EXPENSES:Supplies:Supplies - office	82.90	U-HAUL
09/16/2025	4F3DAF22882D7395A07EA	5226 OPERATING EXPENSES:Marketing:Brochures general-marketing	97.00	INC
09/16/2025	C0BFC777A07EBF30AD2CF	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	72.90	SIGNWELL EX DOCSKETCH
09/16/2025	5D1D46665169515512713	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	95.81	AMAZON
09/16/2025	A6EBE03C1F2F023C51152	5226 OPERATING EXPENSES:Marketing:Brochures general-marketing	947.00	INC
09/16/2025	02BE090571A39D42617D7	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	-1,162.82	SQUARE HARDWARE
09/16/2025	8473BDB31DEC577488859	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	11.00	FACEBOOK
09/16/2025	9DD0364CDC3A67139788D	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	144.44	WALMART
09/16/2025	885D69E4B1A96FDEB121E	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	49.95	AMAZON
09/17/2025	08A098886BEE5B9D8C165	1500 Deposits/Prepaid expenses	447.00	SPRINGHILL SUITES
09/17/2025	C23AC4FBCD840C4D7D09F	1500 Deposits/Prepaid expenses	456.52	BIBLIOCOMM REGZ REI
09/17/2025	6E49FABB16BB33170EDE9	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	14.00	FACEBOOK
09/17/2025	C813DD9F3D0FC50E1CF41	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	39.96	AMAZON
09/17/2025	53245B989E85C330F5D8C	1500 Deposits/Prepaid expenses	447.00	SPRINGHILL SUITES
09/17/2025	4285BC834DDB7803B20D2	1500 Deposits/Prepaid expenses	447.00	SPRINGHILL SUITES
09/17/2025	B7DE550C26D96A8CFA396	1500 Deposits/Prepaid expenses	447.00	SPRINGHILL SUITES
09/17/2025	3B67C0EE18F8093EEA756	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	29.84	T-MOBILE
09/17/2025	7C53BB94DC9C358C207F8	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	-95.20	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
09/17/2025	68688016A01BAE8B29B69	1500 Deposits/Prepaid expenses	447.00	SPRINGHILL SUITES
09/17/2025	9AEA87837AB22615C1599	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	1,025.35	REPUBLIC SERVICES
09/17/2025	E34274426B1BFABABC12D	1500 Deposits/Prepaid expenses	447.00	SPRINGHILL SUITES
09/17/2025	6D6E488077DCF6474A658	1500 Deposits/Prepaid expenses	447.00	SPRINGHILL SUITES
09/18/2025	74511D754CF394679031E	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	16.00	FACEBOOK
09/19/2025	2E4C4144F37ABCCE98AF1	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	18.00	FACEBOOK
09/19/2025	47790D40775446C39900C	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	73.64	AMAZON
09/19/2025	3FF5F335856798E9AD7D4	5234.1 OPERATING EXPENSES:Professional Development:Conferences	23.03	RAMEN HUB & SUSHI
09/19/2025	AF660D7D97B9EC23474A2	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	28.99	AMAZON
09/19/2025	1CE7CD1A14DEF532D5B09	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	44.99	AMAZON
09/19/2025	C4E8972177939F767B6CB	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	28.99	AMAZON
09/20/2025	D00E9E093FA1F2C9E5236	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	-28.99	AMAZON
09/20/2025	E8EF6DF89B922B8174675	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	165.30	THE HOME DEPOT
09/20/2025	90C898915D1DD0797D5A5	1500 Deposits/Prepaid expenses	582.34	UNITED
09/21/2025	C11D6E8A9493AE6F5691C	5234.1 OPERATING EXPENSES:Professional Development:Conferences	22.74	ALTAR BRANDS
09/22/2025	16984A5B14D82105D342F	5234.1 OPERATING EXPENSES:Professional Development:Conferences	17.56	MODICAS DELI
09/23/2025	E1007500110030A33828B	5234.6 OPERATING EXPENSES:Professional Development:Webinar/Ecourses	89.00	AMERICAN LIBRARY ASSOCIAT
09/23/2025	DCF506EBED7AEBDD96384	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	318.85	FORMLABS
09/23/2025	E2A4075ED97FD4AB555B3	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	5,280.00	JUNK KING
09/24/2025	F70216C6D9C9AB0CAD3D8	5220.3 OPERATING EXPENSES:Information Technology:IT PCs, Printers & Hardware	7,272.00	APPLE STORE
09/24/2025	0BD4A3BDD45EB0C6F0EB2	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	141.55	AMAZON
09/25/2025	A8A42BC111786150127E2	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	197.93	SUNBELT RENTALS
09/25/2025	1C559274400ED952631C9	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	80.00	JAMF SOFTWARE
09/25/2025	82476EC18C943B662BA24	6224.1 OPERATING EXPENSES:Facility	5,830.00	DONE RITE TREE

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		Expense:Bldg-Maintenance		COMPANY
09/26/2025	BCFCAB733379523E91447	5236.2 OPERATING EXPENSES:Program	300.00	WE'RE NOT
		Expense:Programs - District		FOOD
09/26/2025	92EF839D3453081D9E59A	5220.1 OPERATING EXPENSES:Information	122.11	ROUTIFIC.COM
		Technology:IT Infra -Software/Licensing		
09/27/2025	E56A3020D9668BD5E12C1	5220.1 OPERATING EXPENSES:Information	479.88	ADOBE
		Technology:IT Infra -Software/Licensing		
Total for 2700 Divvy Credit Cards Payable			\$32,621.92	
2355 Dental Payable				
09/11/2025	A1B2C22A578520EAC0CEF	2700 Divvy Credit Cards Payable	-588.60	WILLAMETTE DENTAL
Total for 2355 Dental Payable			\$ -588.60	
52000 OPERATING EXPENSES				
52020 Professional Services				
5237 Recruiting/Background Checks				
09/06/2025	6AD0EB60A894ABFD9CC55	2700 Divvy Credit Cards Payable	148.47	CHECKR.COM
Total for 5237 Recruiting/Background Checks			\$148.47	
Total for 52020 Professional Services			\$148.47	
52025 Banking fees				
5202.2 Bankcard fees				
09/03/2025	120621BA4CEE8BDF4A735	2700 Divvy Credit Cards Payable	1.20	PAYPAL PAYFLOW
Total for 5202.2 Bankcard fees			\$1.20	
Total for 52025 Banking fees			\$1.20	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing				
09/01/2025	A19C510E7F579C0B5189F	2700 Divvy Credit Cards Payable	30.00	GOOGLE WORKSPACE
09/01/2025	84BE882D23CB7B6D321AA	2700 Divvy Credit Cards Payable	5.00	DIGITALOCEAN
09/02/2025	9342A3C04E4D81C7A01D1	2700 Divvy Credit Cards Payable	12.48	GOOGLE SERVICES
09/09/2025	87064F53CB4C7E2C7D6BB	2700 Divvy Credit Cards Payable	59.99	ADOBE
09/10/2025	53A5ADAEE9ED9B31612CF	2700 Divvy Credit Cards Payable	63.00	VOLGISTICS.COM
09/11/2025	F725CD6433A5B06471BC0	2700 Divvy Credit Cards Payable	4.38	SLACK
09/14/2025	8BEAA4B624F1FCCB9424B	2700 Divvy Credit Cards Payable	90.00	LIGHTBURN SOFTWARE
09/16/2025	C0BFC777A07EBF30AD2CF	2700 Divvy Credit Cards Payable	72.90	SIGNWELL EX DOCSKETCH
09/25/2025	1C559274400ED952631C9	2700 Divvy Credit Cards Payable	80.00	JAMF SOFTWARE
09/26/2025	92EF839D3453081D9E59A	2700 Divvy Credit Cards Payable	122.11	ROUTIFIC.COM
09/27/2025	E56A3020D9668BD5E12C1	2700 Divvy Credit Cards Payable	479.88	ADOBE
Total for 5220.1 IT Infra -Software/Licensing			\$1,019.74	
5220.3 IT PCs, Printers & Hardware				
09/13/2025	D97D445C563E3EAAD2522	2700 Divvy Credit Cards Payable	42.43	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
09/16/2025	9DD0364CDC3A67139788D	2700 Divvy Credit Cards Payable	144.44	WALMART
09/16/2025	43EBE3EB197C7C5A39175	2700 Divvy Credit Cards Payable	-483.36	SQUARE HARDWARE
09/16/2025	02BE090571A39D42617D7	2700 Divvy Credit Cards Payable	-1,162.82	SQUARE HARDWARE
09/16/2025	885D69E4B1A96FDEB121E	2700 Divvy Credit Cards Payable	49.95	AMAZON
09/16/2025	BA70320F75B04C67C4A25	2700 Divvy Credit Cards Payable	-569.22	SQUARE HARDWARE
09/24/2025	F70216C6D9C9AB0CAD3D8	2700 Divvy Credit Cards Payable	7,272.00	APPLE STORE
Total for 5220.3 IT PCs, Printers & Hardware			\$5,293.42	
5220.5 IT Utilities				
09/08/2025	239AE17B5CD80C20A2E89	2700 Divvy Credit Cards Payable	80.02	VERIZON
09/17/2025	3B67C0EE18F8093EEA756	2700 Divvy Credit Cards Payable	29.84	T-MOBILE
Total for 5220.5 IT Utilities			\$109.86	
5220.7 IT Technology Maintenance				
09/23/2025	DCF506EBED7AEBDD96384	2700 Divvy Credit Cards Payable	318.85	FORMLABS
09/24/2025	0BD4A3BDD45EB0C6F0EB2	2700 Divvy Credit Cards Payable	141.55	AMAZON
Total for 5220.7 IT Technology Maintenance			\$460.40	
5230 Phone Service				
09/09/2025	550F423758994DA65ABFB	2700 Divvy Credit Cards Payable	333.12	VERIZON
Total for 5230 Phone Service			\$333.12	
Total for 52200 Information Technology			\$7,216.54	
52250 Marketing				
5225 Marketing & advertising				
09/13/2025	945A386C28F4FBA8B6A5A	2700 Divvy Credit Cards Payable	6.00	FACEBOOK
09/13/2025	ECF56F5E40373EEFC5745	2700 Divvy Credit Cards Payable	995.92	INC
09/13/2025	61B2664A9C12E68AD72F3	2700 Divvy Credit Cards Payable	5.00	FACEBOOK
09/14/2025	7943B0659973756984860	2700 Divvy Credit Cards Payable	7.00	FACEBOOK
09/14/2025	DB75A8989B7E8C818BA5D	2700 Divvy Credit Cards Payable	8.00	FACEBOOK
09/15/2025	076E8F798D4B7EC8A93C9	2700 Divvy Credit Cards Payable	10.00	FACEBOOK
09/15/2025	8CB9523610B1E811CC03D	2700 Divvy Credit Cards Payable	9.00	FACEBOOK
09/16/2025	14650DD035E7AB8D34E12	2700 Divvy Credit Cards Payable	12.00	FACEBOOK
09/16/2025	8473BDB31DEC577488859	2700 Divvy Credit Cards Payable	11.00	FACEBOOK
09/17/2025	C813DD9F3D0FC50E1CF41	2700 Divvy Credit Cards Payable	39.96	AMAZON
09/17/2025	6E49FABB16BB33170EDE9	2700 Divvy Credit Cards Payable	14.00	FACEBOOK
09/18/2025	74511D754CF394679031E	2700 Divvy Credit Cards Payable	16.00	FACEBOOK
09/19/2025	2E4C4144F37ABCCE98AF1	2700 Divvy Credit Cards Payable	18.00	FACEBOOK
Total for 5225 Marketing & advertising			\$1,151.88	
5226 Brochures general-marketing				
09/04/2025	DB868ECFE4108756783D3	2700 Divvy Credit Cards Payable	-14.36	MODERN PRINTERS
09/04/2025	DB413C137114657E6677B	2700 Divvy Credit Cards Payable	7.18	MODERN PRINTERS
09/04/2025	9F4FA0E54E314A76CCD20	2700 Divvy Credit Cards Payable	126.91	MODERN

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				PRINTERS
09/16/2025	4F3DAF22882D7395A07EA	2700 Divvy Credit Cards Payable	97.00	INC
09/16/2025	A6EBE03C1F2F023C51152	2700 Divvy Credit Cards Payable	947.00	INC
Total for 5226 Brochures general-marketing			\$1,163.73	
Total for 52250 Marketing			\$2,315.61	
52340 Professional Development				
5234.1 Conferences				
09/19/2025	3FF5F335856798E9AD7D4	2700 Divvy Credit Cards Payable	23.03	RAMEN HUB & SUSHI
09/21/2025	C11D6E8A9493AE6F5691C	2700 Divvy Credit Cards Payable	22.74	ALTAR BRANDS
09/22/2025	16984A5B14D82105D342F	2700 Divvy Credit Cards Payable	17.56	MODICAS DELI
Total for 5234.1 Conferences			\$63.33	
5234.5 Staff Mtg & Training				
09/04/2025	84F356579E643A0FF3679	2700 Divvy Credit Cards Payable	38.04	ALBERTSONS
09/04/2025	6AE8BEF6A605D2B9D9104	2700 Divvy Credit Cards Payable	22.23	ALBERTSONS
09/05/2025	B676861F64F20EA8C7317	2700 Divvy Credit Cards Payable	45.96	FLYING PIE MERIDIA
09/06/2025	0B202362305932BC05F2C	2700 Divvy Credit Cards Payable	114.46	IDAHO PIZZA COMPANY MERI
Total for 5234.5 Staff Mtg & Training			\$220.69	
5234.6 Webinar/Ecourses				
09/23/2025	E1007500110030A33828B	2700 Divvy Credit Cards Payable	89.00	AMERICAN LIBRARY ASSOCIAT
Total for 5234.6 Webinar/Ecourses			\$89.00	
Total for 52340 Professional Development			\$373.02	
52360 Program Expense				
5236.2 Programs - District				
09/04/2025	BC12C9F9987473F217698	2700 Divvy Credit Cards Payable	100.95	AMAZON
09/04/2025	CDADBFBC315FC0918B42D	2700 Divvy Credit Cards Payable	43.98	AMAZON
09/04/2025	10E07195477EE38F6B602	2700 Divvy Credit Cards Payable	-95.75	AMAZON
09/05/2025	D40A5D5E89DAC4973307D	2700 Divvy Credit Cards Payable	59.40	AMAZON
09/11/2025	1BC2EFA5F2760B7B74132	2700 Divvy Credit Cards Payable	91.83	MARKET STREET
09/19/2025	C4E8972177939F767B6CB	2700 Divvy Credit Cards Payable	28.99	AMAZON
09/19/2025	AF660D7D97B9EC23474A2	2700 Divvy Credit Cards Payable	28.99	AMAZON
09/20/2025	D00E9E093FA1F2C9E5236	2700 Divvy Credit Cards Payable	-28.99	AMAZON
09/26/2025	BCFCAB733379523E91447	2700 Divvy Credit Cards Payable	300.00	WE'RE NOT FOOD
Total for 5236.2 Programs - District			\$529.40	
5236.AD Programs - Adult				
09/12/2025	FF29A9F2D6211AFB10B2C	2700 Divvy Credit Cards Payable	28.75	EXPRESS CAFE
Total for 5236.AD Programs - Adult			\$28.75	
Total for 52360 Program Expense			\$558.15	

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52400 Supplies				
5240 Supplies - general				
09/03/2025	1656692D5F05ABE7C417F	2700 Divvy Credit Cards Payable	18.37	AMAZON
09/04/2025	2E52F70826FB6E9567C60	2700 Divvy Credit Cards Payable	-32.29	AMAZON
09/12/2025	4765DA02EC5C95B56CABC	2700 Divvy Credit Cards Payable	-99.99	AMAZON
Total for 5240 Supplies - general			\$ -113.91	
5240s Supplies - General -Supported				
09/05/2025	C09D4187E1A6EB9AA9F9A	2700 Divvy Credit Cards Payable	37.99	LAKESHORE LEARNING MATER
Total for 5240s Supplies - General -Supported			\$37.99	
Total for 5240 Supplies - general with subs			\$ -75.92	
5246 Supplies - office				
09/03/2025	EE935DC57EAD1F2507AC2	2700 Divvy Credit Cards Payable	179.99	LIBRARY JOURNAL
09/06/2025	79789986C34DD6F28FD47	2700 Divvy Credit Cards Payable	23.57	ID TRANSDEPT
09/16/2025	4ED3683C4A9581A28CF7C	2700 Divvy Credit Cards Payable	82.90	U-HAUL
Total for 5246 Supplies - office			\$286.46	
Total for 52400 Supplies			\$210.54	
52500 Miscellaneous Operating				
5216 Equipment & Furnishings Not Cap				
09/03/2025	55A7C675E3B3422A25A57	2700 Divvy Credit Cards Payable	66.99	AMAZON
09/03/2025	53836D89477B772536E34	2700 Divvy Credit Cards Payable	65.90	AMAZON
09/07/2025	649FF1BEFF05533AD0DEC	2700 Divvy Credit Cards Payable	209.88	RS.COM
09/09/2025	85081F71B53958D7BD4C2	2700 Divvy Credit Cards Payable	347.68	SQUARE HARDWARE
09/09/2025	E74AB25932E9EC8EFE45B	2700 Divvy Credit Cards Payable	347.68	SQUARE HARDWARE
09/09/2025	B2074155AB8FE6935E0B3	2700 Divvy Credit Cards Payable	347.68	SQUARE HARDWARE
09/09/2025	F4C9AB565F7613E03E6D5	2700 Divvy Credit Cards Payable	316.94	SQUARE HARDWARE
09/12/2025	E628F7065F228C7D7F6F5	2700 Divvy Credit Cards Payable	1,031.70	INTERMOUNTAIN DESIGN INC
Total for 5216 Equipment & Furnishings Not Cap			\$2,734.45	
5232 Postage				
09/16/2025	068F02468D3FB4DEC4AF4	2700 Divvy Credit Cards Payable	4.96	US POSTAL SERVICE
Total for 5232 Postage			\$4.96	
Total for 52500 Miscellaneous Operating			\$2,739.41	
62240 Facility Expense				
6224.1 Bldg-Maintenance				
09/05/2025	42C4BDAB2EBDA27DF05E9	2700 Divvy Credit Cards Payable	433.92	SUNBELT RENTALS

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09/17/2025	9AEA87837AB22615C1599	2700 Divvy Credit Cards Payable	1,025.35	REPUBLIC SERVICES
09/23/2025	E2A4075ED97FD4AB555B3	2700 Divvy Credit Cards Payable	5,280.00	JUNK KING
09/25/2025	A8A42BC111786150127E2	2700 Divvy Credit Cards Payable	197.93	SUNBELT RENTALS
09/25/2025	82476EC18C943B662BA24	2700 Divvy Credit Cards Payable	5,830.00	DONE RITE TREE COMPANY
Total for 6224.1 Bldg-Maintenance			\$12,767.20	
6224.3 Bldg-Small Tools				
09/06/2025	A56BD34C032B8E42C36A9	2700 Divvy Credit Cards Payable	303.96	AMAZON
09/12/2025	F47BFF7DC09C36BFDC76C	2700 Divvy Credit Cards Payable	9.99	AMAZON
09/19/2025	1CE7CD1A14DEF532D5B09	2700 Divvy Credit Cards Payable	44.99	AMAZON
Total for 6224.3 Bldg-Small Tools			\$358.94	
6224.4 Bldg-Supplies				
09/10/2025	EE91FA6FA16F4AD7B3C98	2700 Divvy Credit Cards Payable	60.66	AMAZON
09/10/2025	223780AD9414224B8892B	2700 Divvy Credit Cards Payable	50.19	AMAZON
09/10/2025	4E5078CC69BD5CD6CC976	2700 Divvy Credit Cards Payable	39.93	AMAZON
09/11/2025	AAE921D3E9DFED0ED6CDB	2700 Divvy Credit Cards Payable	237.14	AMAZON
09/11/2025	21A51C700B8D535503BF4	2700 Divvy Credit Cards Payable	126.32	AMAZON
09/12/2025	B9F9BD1FCC272A39628C4	2700 Divvy Credit Cards Payable	30.59	AMAZON
09/13/2025	7FE982051C983D1B14774	2700 Divvy Credit Cards Payable	5.44	AMAZON
09/13/2025	6F73C8E0E7E846D4F7938	2700 Divvy Credit Cards Payable	95.20	AMAZON
09/13/2025	09772B835E91848A7032C	2700 Divvy Credit Cards Payable	175.94	AMAZON
09/13/2025	256094B62C3C88DF425EC	2700 Divvy Credit Cards Payable	57.38	AMAZON
09/14/2025	69B6C483A29C3B94BCC44	2700 Divvy Credit Cards Payable	58.04	AMAZON
09/16/2025	5D1D46665169515512713	2700 Divvy Credit Cards Payable	95.81	AMAZON
09/17/2025	7C53BB94DC9C358C207F8	2700 Divvy Credit Cards Payable	-95.20	AMAZON
09/19/2025	47790D40775446C39900C	2700 Divvy Credit Cards Payable	73.64	AMAZON
09/20/2025	E8EF6DF89B922B8174675	2700 Divvy Credit Cards Payable	165.30	THE HOME DEPOT
Total for 6224.4 Bldg-Supplies			\$1,176.38	
Total for 62240 Facility Expense			\$14,302.52	
Total for 52000 OPERATING EXPENSES			\$27,865.46	

Meridian Library District

Electronic Bill Payment List

September 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
Check						
09/02/2025	Check	EFT	Mutual of Omaha	August 2025 MOO STD Employer Contributions Remittance	-4,142.80	1180 Checking - ICCU General *1068
				August 2025 MOO ER Life Contributions Remittance	-723.98	2358 Mutual of Omaha Payable
				August 2025 MOO EE Life Contributions Remittance	-243.00	2358 Mutual of Omaha Payable
				August 2025 MOO Dental Employer Contributions Remittance	-307.86	2358 Mutual of Omaha Payable
				August 2025 MOO Dental Employee Contributions Remittance	-1,896.34	2355 Dental Payable
				August 2025 MOO Billing Differences	-879.88	2355 Dental Payable
					91.74	5010c PERSONNEL:Payroll benefits:Benefits - Health
09/03/2025	Check	EFT	First Stop Health LLC	First Stop Health Virtual Services September 2025 Employer Contributions	-995.00	1180 Checking - ICCU General *1068
				First Stop Health Virtual Services September 2025 Billing Differences	-756.20	2300 Payroll Liabilities
					-238.80	2300 Payroll Liabilities
09/04/2025	Check	EFT	AFLAC	August 2025 Aflac Employee Contribution Remittance	-379.90	1180 Checking - ICCU General *1068
				August 2025 Aflac Employee Contribution Remittance	-379.90	2360 AFLAC Payable
09/05/2025	Check	EFT	CITY OF MERIDIAN	Water/Sewer/Recycling/Trash 07/21-08/20/25	-81.66	1180 Checking - ICCU General *1068
					81.66	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
09/05/2025	Check	EFT	CITY OF MERIDIAN	Water 07/21-08/20/25	-409.70	1180 Checking - ICCU General *1068
					409.70	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
09/05/2025	Check	EFT	CITY OF MERIDIAN	Water/Sewer/Trash/Recycling 07/21-08/20/25	-434.28	1180 Checking - ICCU General *1068
					434.28	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
09/05/2025	Check	EFT	CITY OF MERIDIAN	Water/Sewer/Trash/Recycling 07/21-08/20/25	-462.11	1180 Checking - ICCU General *1068
					462.11	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
09/08/2025	Check	EFT	L695-NCPERS IDAHO	September 2025 NCPERS Employee Contribution Remittance	-128.00	1180 Checking - ICCU General *1068
				September 2025 NCPERS Employee Contribution Remittance	-128.00	2350 Persi Life withholding payable
09/08/2025	Check	EFT	IDAHO POWER - 5042		-797.02	1180 Checking - ICCU General *1068

Meridian Library District

Electronic Bill Payment List

September 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
				Power 07/23-08/20/25	797.02	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
09/12/2025	Check	EFT	PERSI-401K	08/22/25 Payroll PERSI 401k Remittance	-1,664.93	1180 Checking - ICCU General *1068
				08/22/25 Payroll PERSI 401k Remittance	-1,664.93	2340 401K withholding payable
09/12/2025	Check	EFT	Nationwide 457b	09/05/25 Payroll Nationwide PreTax Remittance	-1,840.12	1180 Checking - ICCU General *1068
				09/05/25 Payroll Nationwide PreTax Remittance	-1,840.12	2352 Nationwide Withholding Payable
09/12/2025	Check	EFT	Nationwide 457b	09/05/25 Payroll Nationwide Roth Remittance	-541.45	1180 Checking - ICCU General *1068
				09/05/25 Payroll Nationwide Roth Remittance	-541.45	2352 Nationwide Withholding Payable
09/12/2025	Check	EFT	PERSI		-	1180 Checking - ICCU General *1068
					25,976.26	
				PERSI Base Plan Employer Contributions	-	2330 PERSI withholding payable
				09/05/2025 Payroll	16,221.97	
				PERSI Base Plan Employee Contributions 09/05/2025 Payroll	-9,744.51	2330 PERSI withholding payable
				PERSI Contributions 09/05/2025 Reconciling Difference	-9.75	2330 PERSI withholding payable
				PERSI Contributions 09/05/2025 Rounding Difference	-0.03	2330 PERSI withholding payable
09/15/2025	Check	EFT	HRA VEBA	September 2025 HRA VEBA Remittance	-8,100.00	1180 Checking - ICCU General *1068
				September 2025 HRA VEBA Remittance	-8,100.00	2353 HRA VEBA Payable
09/15/2025	Check	EFT	BPA Health, Inc.	September 2025 Employee Assistance Plan	-128.24	1180 Checking - ICCU General *1068
				September 2025 Employee Assistance Plan	-128.24	2362 EAP Payable
09/19/2025	Check	EFT	Paylocity	September Payroll Processing Paylocity INV3107656	-2,204.44	1181 Checking - ICCU Payroll ZBA *3248
				September Payroll Processing Paylocity INV3107656	2,204.44	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing
09/19/2025	Check	EFT	Idaho Central Credit Union	ICCU Checking Service Fees September 2025	-139.45	1180 Checking - ICCU General *1068
				ICCU Checking Service Fees September 2025	139.45	5202.3 OPERATING EXPENSES:Banking fees:Financial fees
09/19/2025	Check	EFT	INTERMOUNTAIN GAS COMPANY		-8.24	1180 Checking - ICCU General *1068
				Gas 07/30-08/27/25	8.24	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
09/19/2025	Check	EFT	INTERMOUNTAIN GAS COMPANY		-15.45	1180 Checking - ICCU General *1068
				Gas 07/31-08/28/25	15.45	6258 OPERATING EXPENSES:Facility

Meridian Library District

Electronic Bill Payment List

September 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
						Expense:Bldg-Utilities
09/19/2025	Check	EFT	INTERMOUNTAIN GAS COMPANY		-15.45	1180 Checking - ICCU General *1068
				Gas 07/30-08/27/25	15.45	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
09/20/2025	Check	EFT	CITY OF MERIDIAN		-77.54	1180 Checking - ICCU General *1068
				Water/Sewer 08/06-09/05/25	77.54	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
09/20/2025	Check	EFT	CITY OF MERIDIAN		-31.39	1180 Checking - ICCU General *1068
				Water/Sewer 08/06-09/05/25	31.39	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
09/23/2025	Check	EFT	Nationwide 457b	09/19/25 Payroll Nationwide PreTax Remittance	-1,771.30	1180 Checking - ICCU General *1068
				09/19/25 Payroll Nationwide PreTax Remittance	-1,771.30	2352 Nationwide Withholding Payable
09/23/2025	Check	EFT	Nationwide 457b	09/19/25 Payroll Nationwide Roth Remittance	-541.49	1180 Checking - ICCU General *1068
				09/19/25 Payroll Nationwide Roth Remittance	-541.49	2352 Nationwide Withholding Payable
09/23/2025	Check	EFT	PERSI		-	1180 Checking - ICCU General *1068
					25,754.64	
				PERSI Base Plan Employer Contributions 09/19/2025 Payroll	-	2330 PERSI withholding payable
					16,103.02	
				PERSI Base Plan Employee Contributions 09/19/2025 Payroll	-9,661.37	2330 PERSI withholding payable
				PERSI Contributions 09/19/2025 Reconciling Difference	9.75	2330 PERSI withholding payable
09/24/2025	Check	EFT	IDAHO POWER - 7016		-121.48	1180 Checking - ICCU General *1068
				Power 08/07-09/05/25	121.48	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
09/24/2025	Check	EFT	IDAHO POWER - 1620		-2,844.08	1180 Checking - ICCU General *1068
				Power 08/07-09/05/25	2,844.08	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
09/24/2025	Check	EFT	IDAHO POWER - 3194		-1,392.98	1180 Checking - ICCU General *1068
				Power 08/02-09/03/25	1,392.98	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
09/25/2025	Check	EFT	PERSI-401K	09/05/25 Payroll PERSI 401k Remittance	-1,707.99	1180 Checking - ICCU General *1068
				09/05/25 Payroll PERSI 401k Remittance	-1,707.99	2340 401K withholding payable

Meridian Library District

Electronic Bill Payment List

September 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
09/25/2025	Check	EFT	PERSI-401K	09/19/25 Payroll PERSI 401k Remittance	-1,660.74	1180 Checking - ICCU General *1068
				09/19/25 Payroll PERSI 401k Remittance	-1,660.74	2340 401K withholding payable
09/29/2025	Check	EFT	IDAHO POWER - 7302		-569.98	1180 Checking - ICCU General *1068
				Power 08/12-09/10/25	569.98	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
09/29/2025	Check	EFT	INTERMOUNTAIN GAS COMPANY		-17.17	1180 Checking - ICCU General *1068
				Gas 08/05-09/04/25	17.17	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
09/30/2025	Check	EFT	Bill.com	Bill.com 08/28/25 - 09/27/25	-866.49	1180 Checking - ICCU General *1068
				Bill.com 08/28/25 - 09/27/25	866.49	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing
Sales Tax Payment						
09/19/2025	Sales Tax Payment				-370.00	1180 Checking - ICCU General *1068
					-370.00	Sales Tax Agency Payable
Expenditure						
09/30/2025	Expenditure		Blue Cross of Idaho		-	1180 Checking - ICCU General *1068
					43,705.06	
				October 2025 Employee Health Insurance Contribution Remittance	5,630.24	1500 Deposits/Prepaid expenses
				October 2025 Employer Health Insurance Contribution Remittance	39,498.56	1500 Deposits/Prepaid expenses
				October 2025 Employee Vision Insurance Contribution Remittance	426.60	1500 Deposits/Prepaid expenses
				October 2025 Employer Vision Insurance Contribution Remittance	128.00	1500 Deposits/Prepaid expenses
				October 2025 Billing Differences	-1,978.34	1500 Deposits/Prepaid expenses
Credit Card Payment						
09/02/2025	Credit Card Payment		Divvy		-	1180 Checking - ICCU General *1068
					49,606.57	
					-	2700 Divvy Credit Cards Payable
					49,606.57	

Meridian Library District

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

October 2024 - September 2025

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
Revenue				
40000 Tax Revenue	8,767,442.77	8,650,657.00	116,785.77	101.35 %
42000 Non-tax Revenue	773,446.81	858,229.00	-84,782.19	90.12 %
48000 Fund Balance Carryover		6,128,449.00	-6,128,449.00	
Total Revenue	\$9,540,889.58	\$15,637,335.00	\$ - 6,096,445.42	61.01 %
GROSS PROFIT	\$9,540,889.58	\$15,637,335.00	\$ - 6,096,445.42	61.01 %
Expenditures				
50000 PERSONNEL	5,462,610.62	5,752,500.00	-289,889.38	94.96 %
51000 COLLECTIONS	739,406.62	730,420.00	8,986.62	101.23 %
52000 OPERATING EXPENSES	1,743,199.51	1,843,999.00	-100,799.49	94.53 %
72000 CAPITAL EQUIPMENT EXPENSES	77,220.48	128,541.00	-51,320.52	60.07 %
73000 CAPITAL BUILDING EXPENSES	633,070.99	6,128,449.00	-5,495,378.01	10.33 %
7888 Transfer Out-To General Fund Reserve		250,000.00	-250,000.00	
7999 Transfer Out-To Capital Repair & Replacement		803,426.00	-803,426.00	
Total Expenditures	\$8,655,508.22	\$15,637,335.00	\$ - 6,981,826.78	55.35 %
NET OPERATING REVENUE	\$885,381.36	\$0.00	\$885,381.36	0.00%
Other Revenue				
8000 Plant Facilities Levy Revenue	1,400,000.00	1,400,000.00	0.00	100.00 %
8338 Capital Projects Interest	188,296.12	113,500.00	74,796.12	165.90 %
8810 Transfer In-To Capital Projects Fund Carryover from Capital Projects Fund Balance		5,384,126.00	-5,384,126.00	
Total Other Revenue	\$1,588,296.12	\$6,897,626.00	\$ - 5,309,329.88	23.03 %
Other Expenditures				
9202 Pinnacle fka South Branch Financial Fees	3,250.00	3,750.00	-500.00	86.67 %
9285 Pinnacle fka South Branch Lease Payment	1,398,662.81	1,400,000.00	-1,337.19	99.90 %
9289 Pinnacle fka South Branch Project Costs		522,325.00	-522,325.00	
9330 Cherry Lane Renovation - Capital Projects Fund		4,971,551.00	-4,971,551.00	
Total Other Expenditures	\$1,401,912.81	\$6,897,626.00	\$ - 5,495,713.19	20.32 %
NET OTHER REVENUE	\$186,383.31	\$0.00	\$186,383.31	0.00%
NET REVENUE	\$1,071,764.67	\$0.00	\$1,071,764.67	0.00%

Meridian Library District

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

October 2024 - September 2025

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
40000 Tax Revenue		0.00	0.00	
4000 Tax levy	8,197,634.37	8,080,849.00	116,785.37	101.45 %
4010 Ag. Replacement	1,940.00	1,940.00	0.00	100.00 %
4020 Pers Prop Replacement	39,038.73	39,039.00	-0.27	100.00 %
4025 Recovered Homeowner's Exemption	100.00	100.00	0.00	100.00 %
4060 Tort Tax Levy	80,071.00	80,071.00	0.00	100.00 %
4100 Sales tax income	448,658.67	448,658.00	0.67	100.00 %
Total 40000 Tax Revenue	8,767,442.77	8,650,657.00	116,785.77	101.35 %
42000 Non-tax Revenue		0.00	0.00	
4200 Fines and fees	27,415.22	24,000.00	3,415.22	114.23 %
4220 Meeting Room income	13,090.00	13,000.00	90.00	100.69 %
4221 Donations & Memorials	411.59	500.00	-88.41	82.32 %
4300 Interest income	179,336.85	205,000.00	-25,663.15	87.48 %
4339 Capital Replace & Repair Int	245,781.25	285,000.00	-39,218.75	86.24 %
4400 Copy/Print income	40,381.67	35,000.00	5,381.67	115.38 %
4410 Miscellaneous income	57,683.98	78,375.00	-20,691.02	73.60 %
4415 Lynx Consortium income	113,167.44	110,439.00	2,728.44	102.47 %
4500 Grants	50,112.53	52,347.00	-2,234.47	95.73 %
4700 Sponsorships	46,066.28	54,568.00	-8,501.72	84.42 %
Total 42000 Non-tax Revenue	773,446.81	858,229.00	-84,782.19	90.12 %
48000 Fund Balance Carryover				
4810 Transfer In-To General Fund Carryover from Capital Repair & Replacement Balance		6,128,449.00	-6,128,449.00	
Total 48000 Fund Balance Carryover		6,128,449.00	-6,128,449.00	
Total Revenue	\$9,540,889.58	\$15,637,335.00	\$ - 6,096,445.42	61.01 %
GROSS PROFIT	\$9,540,889.58	\$15,637,335.00	\$ - 6,096,445.42	61.01 %
Expenditures				
50000 PERSONNEL		0.00	0.00	
5000 Salaries and wages	4,101,459.12	4,300,000.00	-198,540.88	95.38 %
5005 Termination salaries	18,336.54	22,500.00	-4,163.46	81.50 %

Meridian Library District

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

October 2024 - September 2025

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 5000 Salaries and wages	4,119,795.66	4,322,500.00	-202,704.34	95.31 %
5010 Payroll benefits	180.00	0.00	180.00	
5010a Benefits - Retirement	427,033.60	450,000.00	-22,966.40	94.90 %
5010b Benefits - PR Taxes	308,993.44	330,000.00	-21,006.56	93.63 %
5010c Benefits - Health	606,607.92	650,000.00	-43,392.08	93.32 %
Total 5010 Payroll benefits	1,342,814.96	1,430,000.00	-87,185.04	93.90 %
Total 50000 PERSONNEL	5,462,610.62	5,752,500.00	-289,889.38	94.96 %
51000 COLLECTIONS		0.00	0.00	
5115 Adult Print Books	110,709.04	110,023.64	685.40	100.62 %
5115s Adult Print Books Supported	10,014.36	9,976.36	38.00	100.38 %
Total 5115 Adult Print Books	120,723.40	120,000.00	723.40	100.60 %
5121 Electronic databases	58,344.77	58,735.00	-390.23	99.34 %
5122 eContent	433,299.50	423,000.00	10,299.50	102.43 %
5125 Print Reference	81.08	100.00	-18.92	81.08 %
5130 Children's books	66,931.33	68,009.35	-1,078.02	98.41 %
5130S Children's books - Supported	7,985.65	7,985.65	0.00	100.00 %
Total 5130 Children's books	74,916.98	75,995.00	-1,078.02	98.58 %
5135 Young Adult books	10,159.10	9,590.00	569.10	105.93 %
5149 Media	31,520.26	31,700.00	-179.74	99.43 %
5150 Circulating devices & kits	6,543.96	7,300.00	-756.04	89.64 %
5151 Periodicals	3,817.57	4,000.00	-182.43	95.44 %
Total 51000 COLLECTIONS	739,406.62	730,420.00	8,986.62	101.23 %
52000 OPERATING EXPENSES		0.00	0.00	
52020 Professional Services		0.00	0.00	
5202.1 Audit	24,600.00	24,600.00	0.00	100.00 %
5202.4 Legal fees	46,624.22	55,000.00	-8,375.78	84.77 %
5202.5 Consulting	20,078.33	37,584.00	-17,505.67	53.42 %
5202.6 Other	5,703.15	7,000.00	-1,296.85	81.47 %
5237 Recruiting/Background Checks	2,812.35	2,000.00	812.35	140.62 %
Total 52020 Professional Services	99,818.05	126,184.00	-26,365.95	79.11 %
52025 Banking fees		0.00	0.00	
5202.2 Bankcard fees	2,708.39	2,750.00	-41.61	98.49 %
5202.3 Financial fees	2,185.48	2,300.00	-114.52	95.02 %

Meridian Library District

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

October 2024 - September 2025

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
Total 52025 Banking fees	4,893.87	5,050.00	-156.13	96.91 %
52120 Consortium		0.00	0.00	
5212.AD Consortium-Administrator	127,288.29	138,048.27	-10,759.98	92.21 %
5212.C Consortium-Courier	63,210.61	63,491.61	-281.00	99.56 %
5212.H Consortium-Hardware/Software	43,470.77	57,184.16	-13,713.39	76.02 %
5212.MS Consortium-Misc. Expenditures Reimbursable to MLD	2,161.70	1,898.73	262.97	113.85 %
Total 52120 Consortium	236,131.37	260,622.77	-24,491.40	90.60 %
52200 Information Technology		0.00	0.00	
5220.1 IT Infra -Software/Licensing	98,836.34	104,833.58	-5,997.24	94.28 %
5220.2 IT Infra -Support	6,116.59	7,500.00	-1,383.41	81.55 %
5220.3 IT PCs, Printers & Hardware	21,755.56	19,400.00	2,355.56	112.14 %
5220.3S Supported - IT, PCs, Hardware	3,886.43	3,848.50	37.93	100.99 %
Total 5220.3 IT PCs, Printers & Hardware	25,641.99	23,248.50	2,393.49	110.30 %
5220.5 IT Utilities	50,615.39	53,244.00	-2,628.61	95.06 %
5220.6 IT Collection Licensing	13,750.00	6,250.00	7,500.00	220.00 %
5220.7 IT Technology Maintenance	33,241.10	29,122.00	4,119.10	114.14 %
5230 Phone Service	12,424.23	12,500.00	-75.77	99.39 %
Total 52200 Information Technology	240,625.64	236,698.08	3,927.56	101.66 %
52250 Marketing		0.00	0.00	
5225 Marketing & advertising	19,222.31	16,600.00	2,622.31	115.80 %
5226 Brochures general-marketing	1,478.73	1,500.00	-21.27	98.58 %
5227 Brochures programs - marketing	5,803.75	8,000.00	-2,196.25	72.55 %
Total 52250 Marketing	26,504.79	26,100.00	404.79	101.55 %
52290 Materials Processing		0.00	0.00	
5229.1 Materials-OCLC	13,719.24	13,719.24	0.00	100.00 %
5229.2 Materials-Processing	26,647.58	25,375.00	1,272.58	105.02 %
Total 52290 Materials Processing	40,366.82	39,094.24	1,272.58	103.26 %
52340 Professional Development		0.00	0.00	
5234.1 Conferences	38,958.80	42,000.00	-3,041.20	92.76 %
5234.2 Education	6,408.72	6,500.00	-91.28	98.60 %
5234.3 Materials	212.66	500.00	-287.34	42.53 %

Meridian Library District

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

October 2024 - September 2025

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
5234.4 Memberships	4,760.00	5,500.00	-740.00	86.55 %
5234.5 Staff Mtg & Training	7,779.81	12,400.00	-4,620.19	62.74 %
5234.5s Staff Training - Supported	13,154.03	12,752.90	401.13	103.15 %
Total 5234.5 Staff Mtg & Training	20,933.84	25,152.90	-4,219.06	83.23 %
5234.6 Webinar/Ecourses	2,506.53	2,700.00	-193.47	92.83 %
Total 52340 Professional Development	73,780.55	82,352.90	-8,572.35	89.59 %
52360 Program Expense		0.00	0.00	
5236.2 Programs - District	79,506.00	95,679.85	-16,173.85	83.10 %
5236.2S District Programs -Supported	15,922.15	15,922.15	0.00	100.00 %
Total 5236.2 Programs - District	95,428.15	111,602.00	-16,173.85	85.51 %
5236.AD Programs - Adult	28.75	0.00	28.75	
5236.BR Programs -Brochures	1,862.05		1,862.05	
5236.FA Programs -Family All Ages	2,009.93	0.00	2,009.93	
Total 52360 Program Expense	99,328.88	111,602.00	-12,273.12	89.00 %
52400 Supplies		0.00	0.00	
5211 Copy/Print	34,802.67	36,960.00	-2,157.33	94.16 %
5240 Supplies - general	12,191.80	10,022.58	2,169.22	121.64 %
				%
5240s Supplies - General -Supported	7,452.09	6,452.42	999.67	115.49 %
Total 5240 Supplies - general	19,643.89	16,475.00	3,168.89	119.23 %
5246 Supplies - office	13,586.72	19,705.00	-6,118.28	68.95 %
Total 52400 Supplies	68,033.28	73,140.00	-5,106.72	93.02 %
52500 Miscellaneous Operating		0.00	0.00	
5216 Equipment & Furnishings Not Cap	41,475.19	62,650.00	-21,174.81	66.20 %
5228 Miscellaneous	532.89	647.05	-114.16	82.36 %
5228.S Miscellaneous- Supported	642.33	852.95	-210.62	75.31 %
Total 5228 Miscellaneous	1,175.22	1,500.00	-324.78	78.35 %
5232 Postage	5,074.49	7,000.00	-1,925.51	72.49 %
5250 Taxes and insurance	44,746.42	45,363.01	-616.59	98.64 %
Total 52500 Miscellaneous Operating	92,471.32	116,513.01	-24,041.69	79.37 %
52600 Vehicle Expense		0.00	0.00	
5260.1 Vehicle - Bookmobile	1,066.37	1,000.00	66.37	106.64 %
				%
5260.11 Vehicle - Ford F150 Transit Van	1,065.57	3,204.38	-2,138.81	33.25 %
5260.11s Vehicle - Ford F150 Transit Van Supported	8,045.62	8,045.62	0.00	100.00 %
				%
Total 5260.11 Vehicle - Ford F150 Transit Van	9,111.19	11,250.00	-2,138.81	80.99 %
5260.12 Vehicle - Toyota Rav4 VIN 7581	79.65	100.00	-20.35	79.65 %

Meridian Library District

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

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5260.2 Vehicle - Sprinter	3,261.71	9,120.00	-5,858.29	35.76 %
5260.3 Vehicle - Van Honda Odyssey	741.30	850.00	-108.70	87.21 %
5260.4 Vehicle - Honda Element	2,848.51	3,075.00	-226.49	92.63 %
5260.5 Vehicle - Dodge HD Wagon	3,508.74	4,334.50	-825.76	80.95 %
5260.5s Vehicle - Dodge HD Wagon Supported	1,915.50	1,915.50	0.00	100.00 %
Total 5260.5 Vehicle - Dodge HD Wagon	5,424.24	6,250.00	-825.76	86.79 %
5260.6 Employee Mileage Reimbursement	117.64	100.00	17.64	117.64 %
5260.7 Vehicle - Chevy Silverado 1500	255.17	610.03	-354.86	41.83 %
5260.7s Vehicle - Chevy Silverado 1500 Supported	1,189.97	1,189.97	0.00	100.00 %
Total 5260.7 Vehicle - Chevy Silverado 1500	1,445.14	1,800.00	-354.86	80.29 %
5260.8 Vehicle - Toyota Rav4 VIN 4697	500.28	525.00	-24.72	95.29 %
5260.9 Vehicle - Toyota Rav4 VIN 7665	816.00	900.00	-84.00	90.67 %
Total 52600 Vehicle Expense	25,412.03	34,970.00	-9,557.97	72.67 %
62240 Facility Expense		0.00	0.00	
6224.1 Bldg-Maintenance	225,883.00	200,000.00	25,883.00	112.94 %
6224.2 Bldg-Repairs	29,627.82	36,500.00	-6,872.18	81.17 %
6224.3 Bldg-Small Tools	2,626.93	1,750.00	876.93	150.11 %
6224.4 Bldg-Supplies	27,704.08	29,000.00	-1,295.92	95.53 %
6250 Bldg-Insurance	81,022.00	81,022.00	0.00	100.00 %
6255 Bldg-Rent	284,157.34	292,500.00	-8,342.66	97.15 %
6258 Bldg-Utilities	84,811.74	90,900.00	-6,088.26	93.30 %
Total 62240 Facility Expense	735,832.91	731,672.00	4,160.91	100.57 %
Total 52000 OPERATING EXPENSES	1,743,199.51	1,843,999.00	-100,799.49	94.53 %
72000 CAPITAL EQUIPMENT EXPENSES		0.00	0.00	
7216 Equipment & Furnishings	33,192.32	83,200.00	-50,007.68	39.89 %
7295 Major improvements	44,028.16	45,341.00	-1,312.84	97.10 %
Total 72000 CAPITAL EQUIPMENT EXPENSES	77,220.48	128,541.00	-51,320.52	60.07 %
73000 CAPITAL BUILDING EXPENSES		0.00	0.00	
7300 Cherry Lane Renovation - General Fund	47,338.55	0.00	47,338.55	
7331 Cherry Lane Renovation - Capital Repair & Replacement	585,732.44	6,128,449.00	-5,542,716.56	9.56 %
Total 73000 CAPITAL BUILDING EXPENSES	633,070.99	6,128,449.00	-5,495,378.01	10.33 %
7888 Transfer Out-To General Fund Reserve		250,000.00	-250,000.00	
7999 Transfer Out-To Capital Repair & Replacement		803,426.00	-803,426.00	
Total Expenditures	\$8,655,508.22	\$15,637,335.00	\$ - 6,981,826.78	55.35 %

Meridian Library District

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

October 2024 - September 2025

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OPERATING REVENUE	\$885,381.36	\$0.00	\$885,381.36	0.00%
Other Revenue				
8000 Plant Facilities Levy Revenue	1,400,000.00	1,400,000.00	0.00	100.00 %
8338 Capital Projects Interest	188,296.12	113,500.00	74,796.12	165.90 %
8810 Transfer In-To Capital Projects Fund Carryover from Capital Projects Fund Balance		5,384,126.00	-5,384,126.00	
Total Other Revenue	\$1,588,296.12	\$6,897,626.00	\$ - 5,309,329.88	23.03 %
Other Expenditures				
9202 Pinnacle fka South Branch Financial Fees	3,250.00	3,750.00	-500.00	86.67 %
9285 Pinnacle fka South Branch Lease Payment	1,398,662.81	1,400,000.00	-1,337.19	99.90 %
9289 Pinnacle fka South Branch Project Costs		522,325.00	-522,325.00	
9330 Cherry Lane Renovation - Capital Projects Fund		4,971,551.00	-4,971,551.00	
Total Other Expenditures	\$1,401,912.81	\$6,897,626.00	\$ - 5,495,713.19	20.32 %
NET OTHER REVENUE	\$186,383.31	\$0.00	\$186,383.31	0.00%
NET REVENUE	\$1,071,764.67	\$0.00	\$1,071,764.67	0.00%

Meridian Library District

Statement of Activity

October 2024 - September 2025

	TOTAL
Revenue	
40000 Tax Revenue	
4000 Tax levy	8,197,634.37
4010 Ag. Replacement	1,940.00
4020 Pers Prop Replacement	39,038.73
4025 Recovered Homeowner's Exemption	100.00
4060 Tort Tax Levy	80,071.00
4100 Sales tax income	448,658.67
Total 40000 Tax Revenue	8,767,442.77
42000 Non-tax Revenue	
4200 Fines and fees	27,415.22
4220 Meeting Room income	13,090.00
4221 Donations & Memorials	411.59
4300 Interest income	179,336.85
4339 Capital Replace & Repair Int	245,781.25
4400 Copy/Print income	40,381.67
4410 Miscellaneous income	57,683.98
4415 Lynx Consortium income	113,167.44
4500 Grants	50,112.53
4700 Sponsorships	46,066.28
Total 42000 Non-tax Revenue	773,446.81
Total Revenue	\$9,540,889.58
GROSS PROFIT	\$9,540,889.58
Expenditures	
50000 PERSONNEL	
5000 Salaries and wages	4,101,459.12
5005 Termination salaries	18,336.54
Total 5000 Salaries and wages	4,119,795.66
5010 Payroll benefits	180.00
5010a Benefits - Retirement	427,033.60
5010b Benefits - PR Taxes	308,993.44
5010c Benefits - Health	606,607.92
Total 5010 Payroll benefits	1,342,814.96
Total 50000 PERSONNEL	5,462,610.62
51000 COLLECTIONS	
5115 Adult Print Books	110,709.04
5115s Adult Print Books Supported	10,014.36
Total 5115 Adult Print Books	120,723.40
5121 Electronic databases	58,344.77

Meridian Library District

Statement of Activity

October 2024 - September 2025

	TOTAL
5122 eContent	433,299.50
5125 Print Reference	81.08
5130 Children's books	66,931.33
5130S Children's books - Supported	7,985.65
Total 5130 Children's books	74,916.98
5135 Young Adult books	10,159.10
5149 Media	31,520.26
5150 Circulating devices & kits	6,543.96
5151 Periodicals	3,817.57
Total 51000 COLLECTIONS	739,406.62
52000 OPERATING EXPENSES	
52020 Professional Services	
5202.1 Audit	24,600.00
5202.4 Legal fees	46,624.22
5202.5 Consulting	20,078.33
5202.6 Other	5,703.15
5237 Recruiting/Background Checks	2,812.35
Total 52020 Professional Services	99,818.05
52025 Banking fees	
5202.2 Bankcard fees	2,708.39
5202.3 Financial fees	2,185.48
Total 52025 Banking fees	4,893.87
52120 Consortium	
5212.AD Consortium-Administrator	127,288.29
5212.C Consortium-Courier	63,210.61
5212.H Consortium-Hardware/Software	43,470.77
5212.MS Consortium-Misc. Expenditures Reimbursable to MLD	2,161.70
Total 52120 Consortium	236,131.37
52200 Information Technology	
5220.1 IT Infra -Software/Licensing	98,836.34
5220.2 IT Infra -Support	6,116.59
5220.3 IT PCs, Printers & Hardware	21,755.56
5220.3S Supported - IT, PCs, Hardware	3,886.43
Total 5220.3 IT PCs, Printers & Hardware	25,641.99
5220.5 IT Utilities	50,615.39
5220.6 IT Collection Licensing	13,750.00
5220.7 IT Technology Maintenance	33,241.10
5230 Phone Service	12,424.23
Total 52200 Information Technology	240,625.64

Meridian Library District

Statement of Activity

October 2024 - September 2025

	TOTAL
52250 Marketing	
5225 Marketing & advertising	19,222.31
5226 Brochures general-marketing	1,478.73
5227 Brochures programs - marketing	5,803.75
Total 52250 Marketing	26,504.79
52290 Materials Processing	
5229.1 Materials-OCLC	13,719.24
5229.2 Materials-Processing	26,647.58
Total 52290 Materials Processing	40,366.82
52340 Professional Development	
5234.1 Conferences	38,958.80
5234.2 Education	6,408.72
5234.3 Materials	212.66
5234.4 Memberships	4,760.00
5234.5 Staff Mtg & Training	7,779.81
5234.5s Staff Training - Supported	13,154.03
Total 5234.5 Staff Mtg & Training	20,933.84
5234.6 Webinar/Ecourses	2,506.53
Total 52340 Professional Development	73,780.55
52360 Program Expense	
5236.2 Programs - District	79,506.00
5236.2S District Programs -Supported	15,922.15
Total 5236.2 Programs - District	95,428.15
5236.AD Programs - Adult	28.75
5236.BR Programs -Brochures	1,862.05
5236.FA Programs -Family All Ages	2,009.93
Total 52360 Program Expense	99,328.88
52400 Supplies	
5211 Copy/Print	34,802.67
5240 Supplies - general	12,191.80
5240s Supplies - General -Supported	7,452.09
Total 5240 Supplies - general	19,643.89
5246 Supplies - office	13,586.72
Total 52400 Supplies	68,033.28

Meridian Library District

Statement of Activity

October 2024 - September 2025

	TOTAL
52500 Miscellaneous Operating	
5216 Equipment & Furnishings Not Cap	41,475.19
5228 Miscellaneous	532.89
5228.S Miscellaneous- Supported	642.33
Total 5228 Miscellaneous	1,175.22
5232 Postage	5,074.49
5250 Taxes and insurance	44,746.42
Total 52500 Miscellaneous Operating	92,471.32
52600 Vehicle Expense	
5260.1 Vehicle - Bookmobile	1,066.37
5260.11 Vehicle - Ford F150 Transit Van	1,065.57
5260.11s Vehicle - Ford F150 Transit Van Supported	8,045.62
Total 5260.11 Vehicle - Ford F150 Transit Van	9,111.19
5260.12 Vehicle - Toyota Rav4 VIN 7581	79.65
5260.2 Vehicle - Sprinter	3,261.71
5260.3 Vehicle - Van Honda Odyssey	741.30
5260.4 Vehicle - Honda Element	2,848.51
5260.5 Vehicle - Dodge HD Wagon	3,508.74
5260.5s Vehicle - Dodge HD Wagon Supported	1,915.50
Total 5260.5 Vehicle - Dodge HD Wagon	5,424.24
5260.6 Employee Mileage Reimbursement	117.64
5260.7 Vehicle - Chevy Silverado 1500	255.17
5260.7s Vehicle - Chevy Silverado 1500 Supported	1,189.97
Total 5260.7 Vehicle - Chevy Silverado 1500	1,445.14
5260.8 Vehicle - Toyota Rav4 VIN 4697	500.28
5260.9 Vehicle - Toyota Rav4 VIN 7665	816.00
Total 52600 Vehicle Expense	25,412.03
62240 Facility Expense	
6224.1 Bldg-Maintenance	225,883.00
6224.2 Bldg-Repairs	29,627.82
6224.3 Bldg-Small Tools	2,626.93
6224.4 Bldg-Supplies	27,704.08
6250 Bldg-Insurance	81,022.00
6255 Bldg-Rent	284,157.34
6258 Bldg-Utilities	84,811.74
Total 62240 Facility Expense	735,832.91
Total 52000 OPERATING EXPENSES	1,743,199.51
72000 CAPITAL EQUIPMENT EXPENSES	
7216 Equipment & Furnishings	33,192.32
7295 Major improvements	44,028.16
Total 72000 CAPITAL EQUIPMENT EXPENSES	77,220.48

Meridian Library District

Statement of Activity

October 2024 - September 2025

	TOTAL
73000 CAPITAL BUILDING EXPENSES	
7300 Cherry Lane Renovation - General Fund	47,338.55
7331 Cherry Lane Renovation - Capital Repair & Replacement	585,732.44
Total 73000 CAPITAL BUILDING EXPENSES	633,070.99
Total Expenditures	\$8,655,508.22
NET OPERATING REVENUE	\$885,381.36
Other Revenue	
8000 Plant Facilities Levy Revenue	1,400,000.00
8338 Capital Projects Interest	188,296.12
Total Other Revenue	\$1,588,296.12
Other Expenditures	
9202 Pinnacle fka South Branch Financial Fees	3,250.00
9285 Pinnacle fka South Branch Lease Payment	1,398,662.81
Total Other Expenditures	\$1,401,912.81
NET OTHER REVENUE	\$186,383.31
NET REVENUE	\$1,071,764.67

Meridian Library District

Statement of Financial Position

As of September 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
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	-21.29
1180 Checking - ICCU General *1068	-4,052.16
1181 Checking - ICCU Payroll ZBA *3248	-292.56
1182 Checking - ICCU Sweep *3522	211,671.53
1183 Savings - ICCU Membership *8042	25.00
1184 Savings - ICCU Savings *8093	249,762.38
1200 PayPal Account	128.03
1937 StatePool-General Operations	4,853,625.72
1938 StatePool-Capital Project Fund	5,070,649.88
1939 StatePool-Cap Replacement &Repr	6,621,006.80
9100 Zions Bank COP Debt Service Fund 5672205	79.12
Total Bank Accounts	\$17,003,130.70
Accounts Receivable	
11000 Accounts Receivable	-90.00
Total Accounts Receivable	\$ -90.00
Other Current Assets	
12000 Undeposited Funds	631.55
1500 Deposits/Prepaid expenses	76,905.83
1600 Property Tax Receivable	9,659,263.00
1652 Sales Tax Receivable	122,250.00
1800 Fines Receivable	28,892.12
1850 Allowance	-22,824.79
Total Other Current Assets	\$9,865,117.71
Total Current Assets	\$26,868,158.41
TOTAL ASSETS	\$26,868,158.41

Meridian Library District

Statement of Financial Position

As of September 30, 2025

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2380 Accounts Payable	-22,137.60
Total Accounts Payable	\$ -22,137.60
Credit Cards	
2700 Divvy Credit Cards Payable	32,621.92
Total Credit Cards	\$32,621.92
Other Current Liabilities	
2300 Payroll Liabilities	-8,616.70
2305 FICA withholding payable	1,651.74
2330 PERSI withholding payable	2,214.10
2345 Health Payable	1,861.24
2353 HRA VEBA Payable	-495.00
2355 Dental Payable	1,822.48
2358 Mutual of Omaha Payable	6,751.04
2359 IDWAT Payable	245.00
2360 AFLAC Payable	379.90
2361 FSH Payable	955.20
2362 EAP Payable	771.84
2370 Garnishments	132.33
2400 Accounts Payable -Other	658.34
2405 Accrued Wages	22,141.38
Sales Tax Agency Payable	199.45
Sales Tax Payable	43.72
Total Sales Tax Agency Payable	243.17
Square Sales Tax Payable	319.12
Total Other Current Liabilities	\$31,035.18
Total Current Liabilities	\$41,519.50
Total Liabilities	\$41,519.50
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

Meridian Library District

Statement of Financial Position

As of September 30, 2025

	TOTAL
2988.8 Equipment	-3,618,940.00
2990 Deferred Inflows	9,560,920.00
2995 Advanced Revenue	91,449.00
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	6,968,406.24
2999.1 Construction in Progress	-6,168.00
32000 Owners Equity	9,134,097.69
Net Revenue	1,071,764.67
Total Equity	\$26,826,638.91
TOTAL LIABILITIES AND EQUITY	\$26,868,158.41



MEMO

Nick Grove

Library Director

PO Box 940

Meridian, ID 83680

director@mld.org

(208) 888-4451 x1010

TO: Jeffrey Kohler, Board Chair

FROM: Nick Grove, Library Director

CC: Meridian Library District Board of Trustees (the "Board")

DATE: 10/29/25

RE: Request for Reconsideration - *Gender Queer*; *Library Director Response and Recommendation*

Overview

On October 1, 2025, Meridian Library District ("District") staff received a Request for Reconsideration form regarding the book *Gender Queer* by Maia Kobabe (the "Material"). This Memo constitutes the Library Director's written response and recommended decision regarding the submitted Request for Reconsideration, as required by the District's Collection Development Policy (the "Policy"). More specifically, this Memo provides a synopsis of the Material, its circulation history, an analysis of the Material through the lens of the District's Collection Development Policy, and a recommendation to the Board for consideration and decision at the March 2025 monthly Board meeting.

Synopsis of the Material

In 2014, Maia Kobabe, who uses e/em/eir pronouns, thought that a comic of reading statistics would be the last autobiographical comic e would ever write. At the time, it was the only thing e felt comfortable with strangers knowing about em. Then e created *Gender Queer*. Maia's intensely cathartic autobiography charts eir journey of self-identity, which includes the mortification and confusion of adolescent crushes, grappling with how to come out to family and society, bonding with friends over erotic gay fan fiction, and facing the trauma and fundamental violation of pap smears. Started as a way to explain to eir family what it means to be nonbinary and asexual, *Gender Queer* is more than a personal story: It is a useful and touching guide on gender identity—what it means and how to think about it—for advocates, friends, and humans everywhere. (<https://www.onipress.com/titles/gender-queer-a-memoir>)

Requestor

The requestor is a resident within the boundaries of the Meridian Library District and identified themselves on the form as a "citizen, retired educator, parent, and grandparent." The requestor did not indicate on the Request for Reconsideration form that they are either a minor or the parent/legal guardian of a minor who has obtained the material.

Request for Reconsideration Report

Staff Member: JP

Date: 10/21/2025

Director: Nick Grove

Formal Review Initiated

Per the District's [Collection Development Policy](#), when MLD receives a Request for Reconsideration for an item in the District's collection, the Library Director shall endeavor to submit to the Board a written response to the submission and a recommended Board decision within twenty-eight (28) days of receipt. The Board shall give the Library Director's written response and recommended decision substantial deference and endeavor to issue a written decision within sixty (60) days of receipt of the submission explaining the Board's rationale for approving or denying the submission. The Board can adopt the Library Director's written response and recommended decision as its own, with or without modification, or the Board can issue its own decision. Board deliberation must be done openly on the record at noticed Board meetings. As provided in the Policy, the Board shall always take the most narrowly-tailored action necessary.

The challenged material must be considered as a whole and individual passages cannot be taken out of context. Supporting materials should also inform the analysis. In determining whether material possesses serious literary, artistic, political or scientific value, the proper inquiry is not whether an ordinary member of any given community would find serious value in the allegedly obscene material, but whether a reasonable person would find such value in the material, taken as a whole.

This Memo constitutes the Library Director's written response and recommended decision regarding the submitted Request for Reconsideration.

Title: Gender Queer

Call Number: GRAPHIC 306.766 KOBABE

Categorized in collection (i.e., Children, Youth, Adult): Adult Graphic Novel - Non-fiction (Print)

Patron confirmed they read Material: Yes

Patron request for Material: Make available only with parent written permission – not available on open shelves.

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

Patron marked they did not read the Collection Development Policy.

In response to how the Material meets the definition of *Material Harmful to Minors* the Requestor wrote: "*Visual oral sex with sex toy (dildo), same gender sex, masturbation. Available on the shelf to anyone – children of all ages.*"

In response to how the Material appeals to the prurient interests of Minors the Requestor wrote: *“Through peer pressure, student texting, salacious gossip, etc. And/or classroom discussion.”*

In response to how the Material is patently offensive to prevailing standards of the adult community with regard to what is suitable for Minors the Requestor wrote: *“Though a graphic novel (cartoon type drawings), this is easily soft porn. It exposes children of any age to visual images of masturbation, sex toys, teenage sex (nothing mentioned about prevention of pregnancy or transmission of sexual diseases).”*

In response to whether the Material, when considered as a whole and in the context in which it is used, possesses serious literary, artistic, political or scientific value for Minors the Requestor wrote: *“Not for young minors. Definitely not middle school or younger.”*

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

Explain: The Material is an introspective coming-of-age memoir discussing gender and sexuality. The work is not prurient, though sexual content is present. Age-appropriate discussion of and information about adolescence, puberty, and sex are suitable topics for Minors, and this Material may be suitable for some Minors and therefore does not meet the definition of Material Harmful to Minors. Per the publisher, “Started as a way to explain to [Kobabe’s] family what it means to be nonbinary and asexual, Gender Queer is more than a personal story: It is a useful and touching guide on gender identity—what it means and how to think about it—for advocates, friends, and humans everywhere.”

Material Harmful to Minors is described in Idaho Code § 18-1514(6), material that contains nudity, sexual conduct, sexual excitement, or sado-masochistic abuse that (1) appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; (2) depicts or describes nudity, sexual conduct, sexual excitement, or sado-masochistic abuse that is patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of (i) intimate sexual acts, normal or perverted, actual, or simulated, or (ii) masturbation, excretory functions or lewd exhibition of the genitals or genital area; **and (3) when considered as a whole, and in context in which it is used, does not possess serious literary, artistic, political or scientific value for minors. All three prongs of the definition must be met for material to be Material Harmful to Minors.** “Nudity,” “sexual conduct,” “sexual excitement,” and “sado-masochistic abuse” as used herein are as defined in Idaho Code § 18-1514.

Research:

MLD Circulation

Statistics:

Year to Date

Circulation: **16**

Awards:

- Great Graphic Novels for Teens 2020
- Rainbow Book List 2020
- One of ten Alex Award winners in 2020

Previous Year to
Date Circulation: **10**

- 2020 Stonewall–Israel Fishman Non-Fiction Award Honor Book

Lifetime Circulation:
47

Reviews

Reviewed by School Library Journal and recommended for grade 9 and up:
(<https://www.slj.com/review/gender-queer-a-memoir>).

Reviewed by Publisher's Weekly and recommended the book for older teens
(<https://www.publishersweekly.com/978-1-5493-0400-2>).

Does the reason given by the patron justify action requested based on “Collection Development and Maintenance, Section B” of Collection Development Policy? No

Explain: Based on staff and Library Director review of the Material and the selection criteria set forth in the Policy, the Material meets the majority of the following criteria outlined in Section B under “Development and Maintenance” within the Collection Development Policy (Material need not meet every selection criteria to be considered a valuable addition to the collection):

Literary or stylistic quality;	<input checked="" type="checkbox"/> Material meets criteria <input type="checkbox"/> Material does not meet criteria <input type="checkbox"/> N/A
Content created by and representative of marginalized and underrepresented groups;	<input checked="" type="checkbox"/> Material meets criteria <input type="checkbox"/> Material does not meet criteria <input type="checkbox"/> N/A
Reputations, qualifications, and significance of author, producer, or publisher;	<input checked="" type="checkbox"/> Material meets criteria <input type="checkbox"/> Material does not meet criteria <input type="checkbox"/> N/A
Accuracy, currency, timeliness, and validity;	<input checked="" type="checkbox"/> Material meets criteria <input type="checkbox"/> Material does not meet criteria <input type="checkbox"/> N/A
Attention of critics, reviewers, awards, and public;	<input checked="" type="checkbox"/> Material meets criteria <input type="checkbox"/> Material does not meet criteria

	<input type="checkbox"/> N/A
Resources from self-published, independent, small, and local producers;	<input type="checkbox"/> Material meets criteria <input type="checkbox"/> Material does not meet criteria <input checked="" type="checkbox"/> N/A
Physical quality and effectiveness of format and appropriateness of format to subject;	<input checked="" type="checkbox"/> Material meets criteria <input type="checkbox"/> Material does not meet criteria <input type="checkbox"/> N/A
Cost, as measured against competing materials on the same subject;	<input checked="" type="checkbox"/> Material meets criteria <input type="checkbox"/> Material does not meet criteria <input type="checkbox"/> N/A
Resources in formats that meet the needs of users with disabilities;	<input type="checkbox"/> Material meets criteria <input type="checkbox"/> Material does not meet criteria <input checked="" type="checkbox"/> N/A
Availability of discounts and efficiency in vendors used for purchasing;	<input type="checkbox"/> Material meets criteria <input type="checkbox"/> Material does not meet criteria <input checked="" type="checkbox"/> N/A
Suitability for intended audience;	<input checked="" type="checkbox"/> Material meets criteria <input type="checkbox"/> Material does not meet criteria <input type="checkbox"/> N/A

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

Explain: The patron requested the item not be kept on open shelves and only be accessed by Minors with written permission from a parent. Meridian Library District does not restrict access to any individual Material or Type of Material from any cardholder. Minors may only obtain library accounts with permission of a parent or legal guardian; this permission to obtain a library card indicates permission for the Minor cardholder to access all library Materials.

Findings:

- The Material comports with the criteria outlined in “Collection Development and Maintenance, Section B” of the Collection Development Policy.

- The Material is shelved with the Adult Graphic Novel collection.
- The Material was well reviewed by industry experts.
- Circulation statistics for the Material show that the item is being used by the community.
- The Material is an award-winning memoir recommended for teen and adult audiences.

Conclusion:

After reviewing the Material as a whole, it is recommended that the Request for Reconsideration for *Gender Queer* be denied and that the Material stay in its currently assigned collection and location.

The Material aligns with the District's Collection Development Policy. It has positive reviews and circulation statistics that demonstrate its relevance to the community. Additionally, the Material doesn't meet the legal definition of "material harmful to minors" as outlined in Section A. under Reconsideration of Materials within the Collection Development Policy, which references Idaho Code § 18-1514.

A determination to remove the Material based on a portion of the contents that an individual finds disagreeable would be counter to the District's Collection Development Policy and an affront to the Library Bill of Rights and the Freedom to Read statement as well as a violation of the First Amendment.

Section 2 of the form constitutes "written notice" to the District for a request to relocate the Material pursuant to the "Children's School and Library Protection Act" (see Idaho Code § 18-1517B(3)(b)). This Memo treats the patron's submitted Request as formal written notice under the Children's School and Library Protection Act and the Material has been reviewed for compliance with the Act. As stated herein, review of the Material has led to the conclusion that the Material does not meet the definition of "harmful to minors" under Idaho Code § 18-1514(6).

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

GUIDING PRINCIPLES

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

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

provide support to the District or to make a gift or donation of money, goods, or services.

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

TANGIBLE GIFTS

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

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

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

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

The District reserves the right to refuse any tangible gift.

MONETARY GIFTS

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

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

Monetary gifts without restriction are added to the District's General Fund to be used for District materials, equipment, programs, or other operating expenses. Monetary gifts to be

used as a restricted gift or endowment fund are appreciated. Such funds require a minimum donation of \$25,000 and will be accepted on condition that if a specific use is requested, that it is consistent with the mission, goals, and objectives of the District, and must be approved by the Board of Trustees. The Library Director, or Foundation Manager, will work with donors to determine if the District, or the Foundation, is best suited for the funds.

The District reserves the right to refuse any monetary gift.

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

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

SPONSORSHIPS

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

The District reserves the right to refuse any sponsorship.

RECOGNITION AND ACKNOWLEDGEMENT

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

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

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

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

APPROVAL

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

IMPLEMENTATION AUTHORITY

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

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



MEMO

Nick Grove

Library Director

PO Box 940

Meridian, ID 83680

director@mld.org

(208) 888-4451 x1010

TO: Jeffrey Kohler, Board Chair

FROM: Nick Grove, Library Director

CC: Meridian Library District Board of Trustees (the "Board")

DATE: 10/16/25

RE: Boundary Adjustment with Ada Community Library 2025

Overview

The library district boundaries for Meridian Library District were established in 1974 and have not been adjusted since. While the boundary is similar to that of the City of Meridian it is not identical. As growth of the area has reshaped our cities and Meridian Library District has added new branches we have a need and an opportunity to adjust the boundaries of the Meridian Library District and the Ada Community Library (District) to better conform to areas to which we serve. Below is the Idaho code that establishes how to adjust boundary lines between library districts.

33-2711A. Adjustment of boundary lines between existing public library districts. When the boards of two (2) public library districts having a common boundary determine that it is in the best interest of public library service that an adjustment of library district boundaries be made, this adjustment may be made using the following procedure.

The board of trustees shall jointly prepare a petition describing the boundaries of both the existing and proposed public library district, including maps prepared in a draftsmanlike manner, and the names of the public library districts, praying for the reorganization of the territory therein described.

The petition shall be signed by the chairperson of the library boards upon majority approval of the respective boards involved in the boundary adjustment.

The petition shall be forwarded to the clerk of the board(s) of county commissioners in all counties affected, who shall verify the signatures, and shall file the petition. Thereupon, the boards of county commissioners in all counties affected shall proceed with the hearing and resolution as outlined in section [33-2711](#), Idaho Code. Upon the completion of the hearing, the board of county commissioners shall issue an order granting the petition.

History:

[33-2711A, added 1996, ch. 71, sec. 13, p. 225.]

Provided in the folder is the petition with the formal language for approval.

ADMIN DIVISION

Director

The beginning of Fiscal Year 2026 kicked off with a flurry of activity as we transitioned into the new Admin Building, now home to the entire Admin Division and the District Warehouse. Consolidating the Crestmont and Main Street offices has brought all Admin staff together under one roof, and the new warehouse provides a centralized hub for supplies and circulating materials. Thanks to the support of a professional moving company, we successfully moved all boxes of books and shelving from Cherry Lane into the warehouse. Correctional Industries also assisted in installing both the book shelving and the new warehouse shelving. Staff are now working to stock the shelves with more than 41,000 items from Cherry Lane, and we anticipate making these materials available for patron holds soon.

The Cherry Lane renovation continues to move forward, beginning with full interior demolition. A few surprises surfaced once walls and ceilings were opened, requiring construction adjustments; fortunately, all remain manageable within the previously established contingency budget. The biggest unknown heading into the project was the condition of the fire suppression system—specifically the sprinkler system above the domed section. Years of buildup had rendered that portion inoperable, necessitating a partial system rebuild. The domed area will also receive a hardcap ceiling, creating separation between the roof and the visible interior dome. In addition, plans have shifted to remove the doors from the former Large Conference Room on the east side of the building and instead install a new exterior door where a vehicle struck the building last August. This entrance will open onto the future greenspace adjacent to the new children's area.

District-wide, work continues to surge ahead. All branches are experiencing sustained growth in both patron visits and circulation. The bookmobile is expanding its schedule with additional stops throughout the District, and the Home Delivery team has fully onboarded its second driver. As part of the lead-up to the new Strategic Plan, staff have been gathering community input through a district-wide survey and are preparing to host two community focus groups in early November. We expect to compile both community and staff feedback by mid-November, with the goal of completing a draft of the Strategic Plan in December.

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

District Resources

Facilities & IT

The IT and Facilities have been heavily focused on supporting the transition to the new administration building and preparing the warehouse for operational use. They have centered on coordinating infrastructure setup, setting up the shelving system, ensuring that technology and physical spaces are ready for staff, and managing the logistics required to keep the move running smoothly. While at the same time fulfilling tickets submitted for the branches to help keep them running smoothly during the transition of the admin and material services department.

Digital Resources

The Digital Resources Coordinator attended BiblioCon '25 in Toronto. BiblioCon is an annual conference hosted by BiblioCommons, a company specializing in public-facing digital resources (websites, apps, event calendars, etc.) for public libraries. The theme this year was "The Future of the Online Library Experience" and over 130 public libraries across North America attended. Sessions covered website marketing, artificial intelligence in public libraries, and usability testing for library websites. This experience has been helpful not only in addressing issues with the public-facing mld.org website, but also MLD's staff intranet, The Hub.

The Digital Resources Coordinator and the Hub Working Group are in the early stages of a massive intranet remodel. Staff have reported difficulties navigating and using the Hub for a long time now. Since this is where front-line staff access circulation procedures, the difficulties in using the Hub often translate to difficulties serving patrons in the branches. By the end of the remodel, we hope to significantly increase staff satisfaction and reduce pain points that stand in the way of excellent customer service.

Strategic Plan

The community survey concluded on October 31, with 1,156 community members participating. The feedback provides a clear picture of how residents view the library — highlighting what they value most and where they see opportunities for growth. Focus groups are being held the week of November 2 to take a closer look at the themes and insights that surfaced through the survey.

Initial findings show strong appreciation for the library's welcoming spaces, friendly staff, and diverse programs, along with interest in expanding lifelong learning opportunities, technology access, and community gathering spaces.

As we move into the next phase of developing the 2026–2031 Strategic Plan, Whitney Garcia-Aldous (Cherry Lane Branch Supervisor) and Jen T. (Library Assistant) will assist in reviewing

the data and feedback, working with Administration to identify key themes that will guide the district's strategic priorities and goals.

Marketing

October was a successful month for Meridian Library District's social media channels, with significant increases in views on both Facebook and Instagram. Views increased by 101.8% on Instagram and by 38.1% on Facebook (when compared to the previous 31-day period). The most-viewed post on MLD's Instagram was a boosted reel promoting the Community Survey. The most successful post on MLD's Facebook channel was the post promoting the Staff Pumpkin Decorating Competition. In addition to illustrating our audience's interest in reels and interactive content (like contests they can vote in), this data highlights the value of using marketing funds to boost key social media content. Boosting the reel resulted in 5,044 views (the reel has a total of 7,977 views on Instagram).

Additionally, Meridian Library District's Instagram channel has crossed the threshold of 4,000 followers recently (the platform's current follower count as of November 6, 2025 was 4,121).



Finance

- **September 2025 Bills Processed:** 74
- **September 2025 Credit Card Charges:** 110

Financial Approvals for Board Review

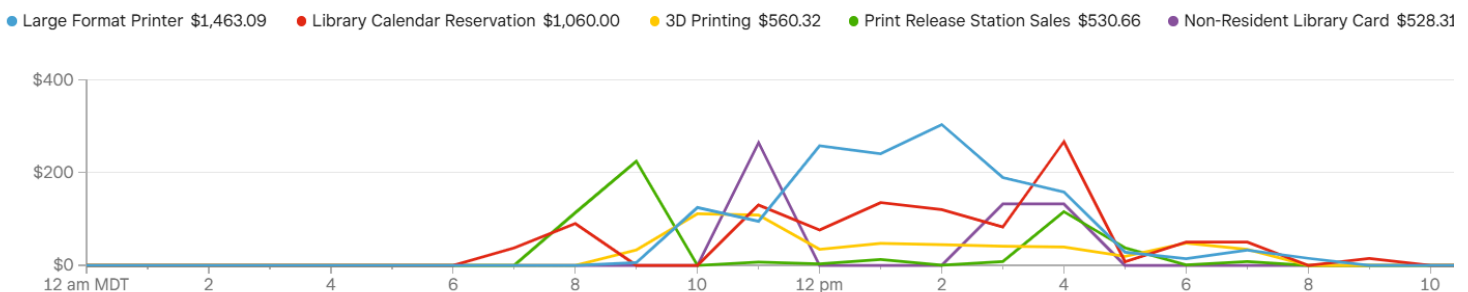
- Disbursement reports for September are presented for approval.
- Financials through the end of September are 90% complete and are presented for tentative review. Final FY2025 financials will be presented both pre-audit and post-audit in the coming months.

Finance Report

- The FY2026 levy was approved by the state on 10/27/2025.
- The financial audit for FY2025 is scheduled for 12/01-12/05/2025.
- Worked to ensure all departments were ready to hit the ground running on 10/1; Created 97 Divvy budgets, held budget rollout meetings and programmed multiple financial systems.
- Continued coordination with HR Manager and benefits broker for payroll and insurance-related planning.
- Participated in AI in Local Government training, hosted by the Government Finance Officers Association.
- Provided renewal documents and completed compliance items for Pinnacle lease.
- Worked with Foundation Manager and District Resources Department to surplus property in accordance with government best practices.
- Audited payment processing platforms; worked with multiple staff members and vendors to verify accurate account structure .
- Reprogrammed multiple systems to remove Operations Division.
- Completed year end fund balance transfers

Sep 1, 2025–Sep 30, 2025

Top 5 Items: Gross Sales



Human Resources

Applications Reviewed

- 0

Job Offers

- 0

New Hires

- X2 (AA)

Phone Screens

- 0

Job Postings

- 0

Orientations

- X2 (AA)

Interviews

- 0

Internal Position Changes

- x4

Separations

- x2

Jury Duty Cases

- x1

Additional HR Notes:

- Applied the Salary Schedule Adjustments for all staff.
- Completed a mini “re-org”, cost center updates to staff profiles.
- **Open Enrollment:**
 - Met with USI for final benefit rates.
 - Met with new Benefit providers to ensure accurate set up for open enrollment.
 - Created Canva presentation that outlines what to expect during the open enrollment meeting.
- **Annual Review:**
 - Used competency sheet to create a new annual review evaluation sheet.
 - Created a user guide outlining the new Annual Review process and the steps required to complete it.
 - Created supporting material to support the guide (ie, Key Definitions & Descriptions, Rating Details & Definitions).
 - Built out the review and compensation plans in Paylocity.
 - Worked with the Strategic Plan Committee to see how we could incorporate competencies into the new Strategic Plan, Mission, and Values for MLD.
- Worked on annual updates to comp codes in Paylocity.
- Partnered with a new worker’s compensation vendor for FY26.
- **HRIS System (Paylocity) Recruiting, Onboarding, Learning & Development:**
 - Completed training on workflow and automation tools.
 - Built and tested sample workflows to streamline onboarding tasks.

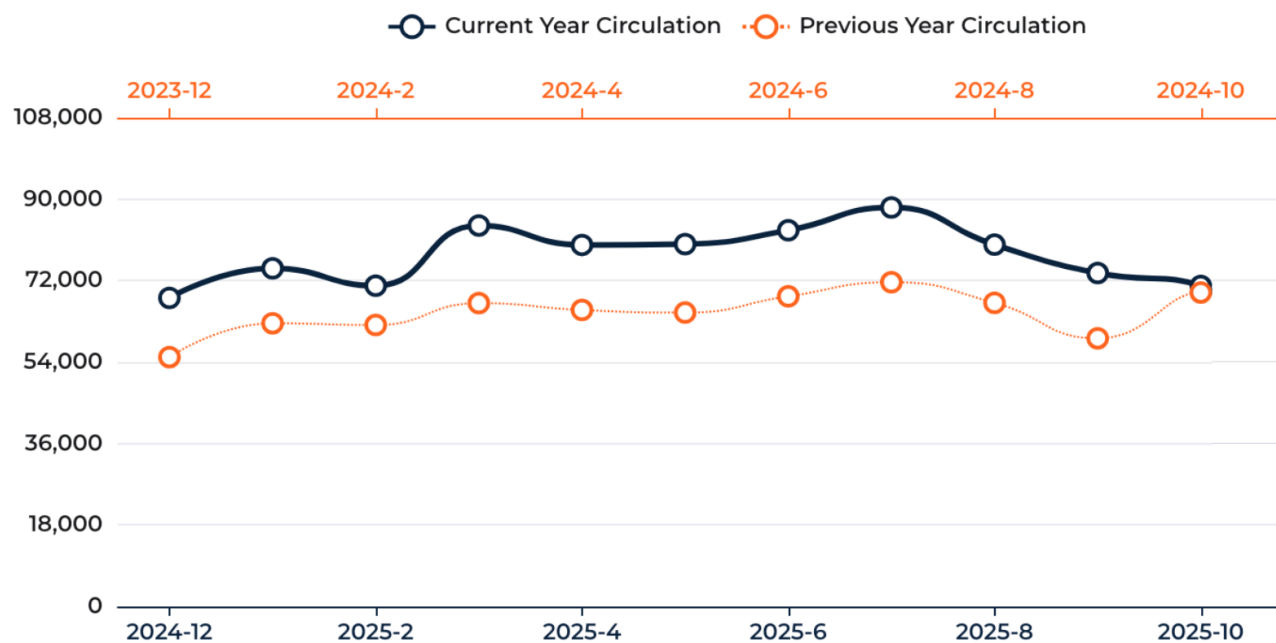
Material Services

Circulation

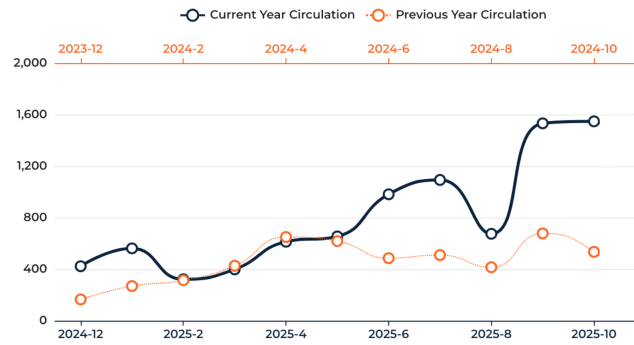
Closing the Cherry Lane branch over the last year has included amending our usual purchasing patterns as well as moving and deleting items. Even with these disruptions, overall circulation has been higher in 2025 than in 2024. See below for circulation for all branches together (large chart) as well as for each location (smaller charts). Here are some highlights:

- Circulation on the Bookmobile is up significantly this fall relative to last year. Kudos to the Cherry Lane team for those successful Bookmobile stops!
- Cherry Lane items that are still checked out with patrons are reaching the end of their automatic renewals and will almost all be returned in the next few weeks.
- Home Delivery circulation is showing a small but notable increase relative to 2024 since the Cherry Lane closure. We are especially proud of this increase with very few disruptions to service as the Home Delivery team moved to their new home in the warehouse this fall.
- The trend at Orchard Park is driven largely by the significant increase in unique patrons who have changed their holds pickup location to Orchard Park. Many of these patrons tell staff they have visited Orchard Park for the first time this fall because of the change.
- The Pinnacle chart, like Orchard Park, shows a steady increase and also reflects the brief closure period last year when Silverstone moved to Pinnacle.
- Tiny Library circulation continues to be impacted by nearby Pinnacle.
- As we reported last month, holds have exponentially increased at unBound, and those numbers are reflected in their circulation, as well!

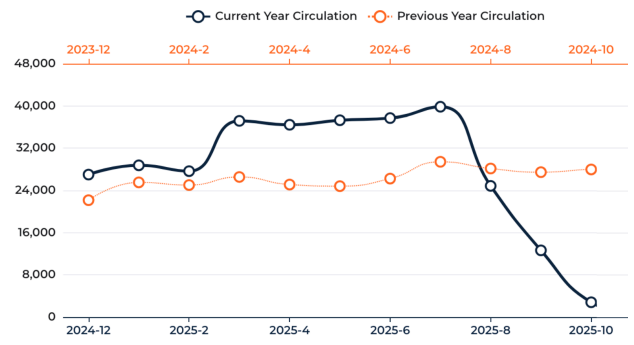
Monthly Circ



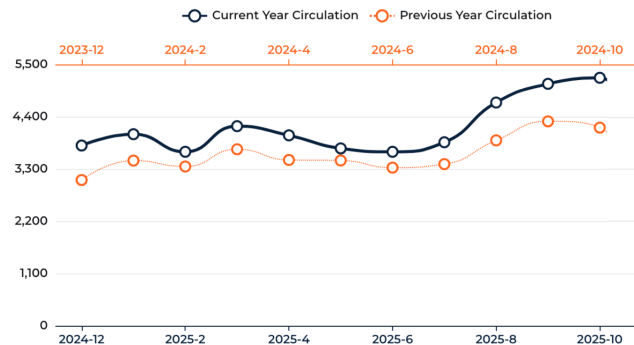
Monthly Circ - Meridian Bookmobile



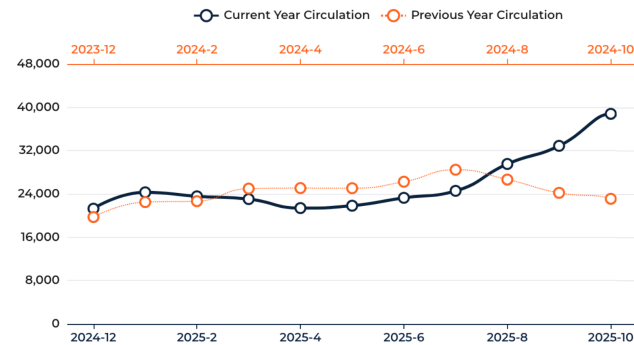
Monthly Circ - Meridian Cherry Lane Library



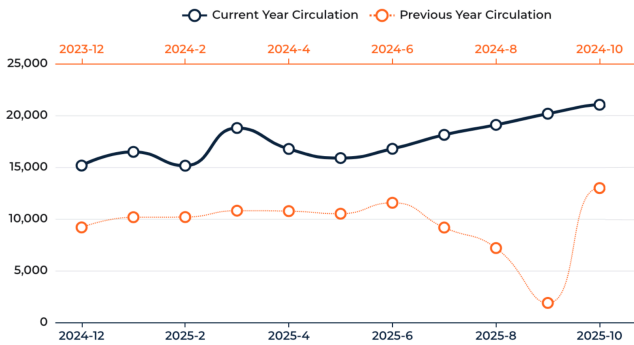
Monthly Circ - Meridian Home Delivery



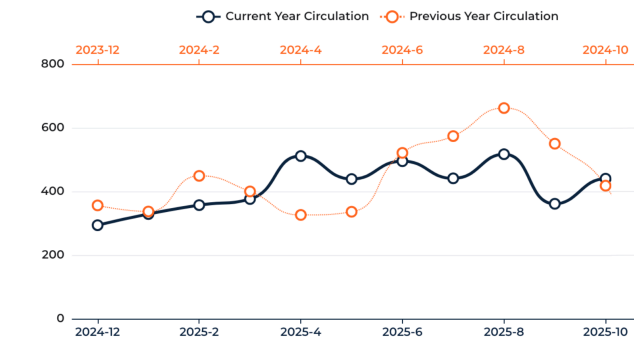
Monthly Circ - Meridian Orchard Park Library



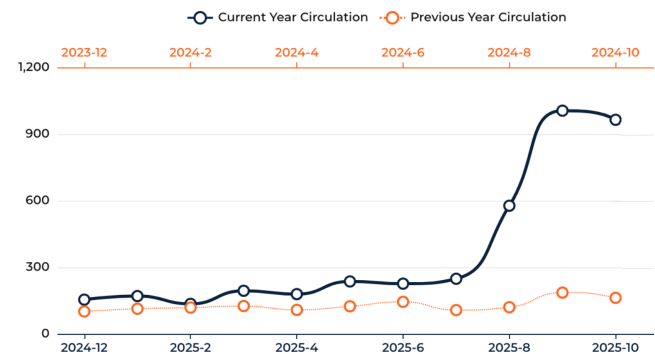
Monthly Circ - Meridian Pinnacle Library



Monthly Circ - Meridian Tiny Library



Monthly Circ - Meridian unBound Library



Holds-Only Collections Update

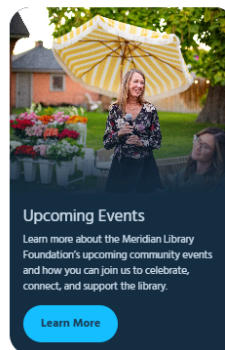
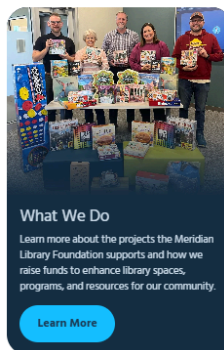
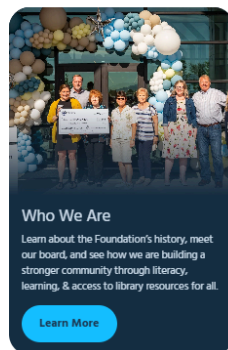
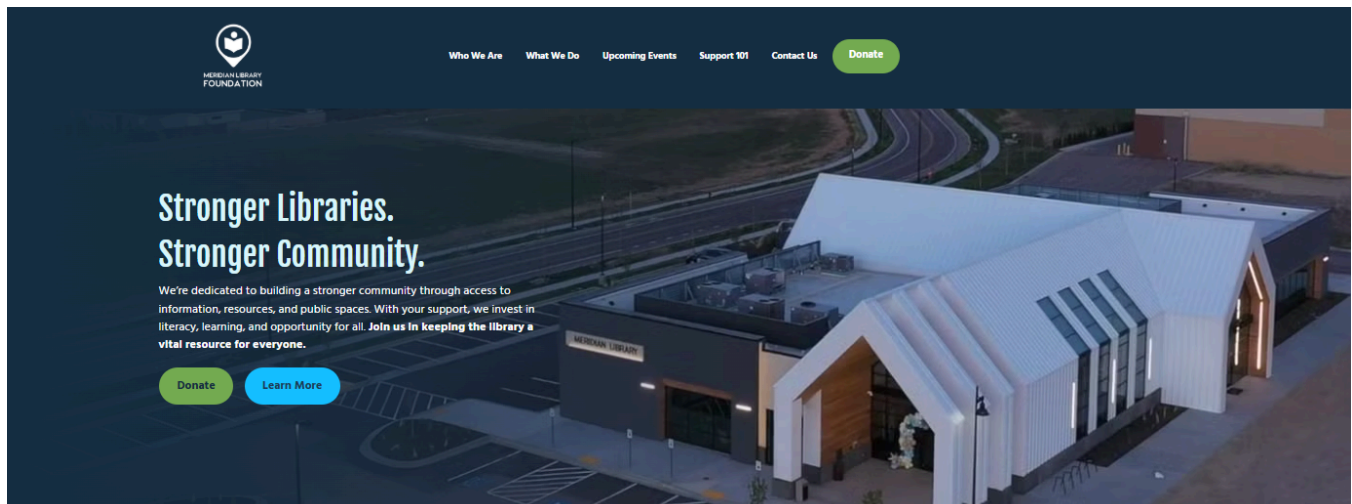
In October the Material Services team began the move into the warehouse and office spaces at the new administration building. With up to 6,000 feet of shelf space, the capacity for collections is nearly as large as the capacity of Orchard Park (2,600 ft) and Pinnacle (3,500 ft) combined. Below, see 41,000 print and media materials in more than 1000 boxes waiting to be shelved.



This collection is currently made up chiefly of Cherry Lane items and will be used to stock the Bookmobile and fill holds across the district and the consortium. The Collection Development team will be curating this collection over the next year as we prepare for Cherry Lane's re-opening, with some of the items earmarked to return to the renovated Cherry Lane as well as many new items being purchased for the re-opening. The warehouse collection will also continue to grow, even as some items return to Cherry Lane. Whenever we purchase new releases and fresh copies of worn items, we typically also have to weed items out of the branches to make room for new titles; now, those items can continue to be accessible for longer by finding a home on the warehouse shelves.

Meridian Library Foundation

In October, the Foundation transitioned to a new website platform, giving supportmld.org a fresh new look. This change was necessary because our previous platform provider discontinued their web hosting services, and the old site would no longer be available after December. While unplanned, we timed the transition carefully to minimize disruption, keeping the old website active through our fall event and initial Bonfire apparel orders, and ensuring a smooth experience ahead of mid-November year-end donation activity.



BRANCHES DIVISION

Cherry Lane

Programs, Events & Outreach:

- **Community Survey Tabling Events:** Branch Manager Mary, Cherry Lane Team 2, and the Community Feedback Subcommittee coordinated several tabling events to promote the community survey for the Strategic Plan. Cherry Lane Team 2 spent hours cold calling local businesses to arrange tabling or drop off marketing materials.
 - **Oktoberfest:** At the Meridian Chamber of Commerce's Oktoberfest on October 4, staff from across the District, including Mary, Emily M., and Kaley, staffed a booth from 9 a.m.–9 p.m. Over 900 community interactions occurred, resulting in 250 completed surveys. Participants received MLD-branded prizes.
 - **Grocery stores in Meridian:** On October 18, staff from all branches tabled outside grocery stores across Meridian, engaging with over 200 community members and collecting nearly 50 completed surveys. Many participants mentioned they had already taken the survey. Staff appreciated the support of local businesses in helping gather broad community feedback for the Strategic Plan.
- **City of Meridian Trunk or Treat:** On October 23, staff joined the Cherry Lane outreach team and the Mobile Bus of Ideas (MOBI), decorated as a pumpkin patch by Emily M., at the City's Trunk or Treat. Angie and Gabby staffed the event, engaging 5,000 attendees and distributing candy and bookmarks promoting the survey.



- **Church 7:24 Fall Fest:** The Bookmobile, driven by Nikki, visited the Church 7:24 Fall Fest on Sunday, October 19 from 4p to 7p to promote library services, create library cards and share about where the Bookmobile can regularly be found in the community. There were 57 interactions.
- **Ten Mile Christian Trunk or Treat:** On October 25, Rachel and Nikki attended Ten Mile Christian's Trunk or Treat in MOBI, engaging 552 attendees despite rainy weather. Ten Mile Christian is a regular outreach partner for monthly storytimes and classroom book deliveries.

- **Pink Lotus Promise 5K at Kleiner Park:** On October 12, Kaegan brought the Bookmobile to the Pink Lotus Promise 5K to support breast cancer awareness efforts and promote library services, resulting in 75 interactions.
- **Storytime at Meridian City Hall Plaza:** Associate Librarian Nikki began a Saturday, outdoor storytime series at the Meridian City Hall Plaza at 10:30, starting on October 4 and running each Saturday morning through November 1. This program is a first time try with outdoor storytime in downtown Meridian on a weekend. She held 4 programs in October.
- **My First Books:** Cherry Lane was again awarded the ICFL-funded *My First Books* grant, with school visits beginning in August. Staff provide monthly storytimes and deliver books to help students build home libraries at the following sites: Head Start, Chief Joseph (MLD-funded kindergarten), Chaparral, Meridian, River Valley, and Peregrine Elementary Schools (both developmental preschool and kindergarten classes).

Professional Development:

- **Meridian Arts Commission MAPS Public Art Workshop:** The Meridian Arts Commission hosted a workshop with artists, community stakeholders, Arts Commission members and City employees on October 9. The discussion was centered on where in Meridian public art would be best. Branch Manager Mary spoke about opportunities for public art at the renovated Cherry Lane branch.

Notable Branch Activities:

- **Community Survey Promotion on Social Media:** Library Assistants Kaley and Maryn worked to identify social media trends that would work well to promote our Community Survey. Kaley worked with branch staff to film video trends and then with Marketing Coordinator Natalia to get them posted to our social media channels. These posts had high engagement and inspired more in the community to take our survey.



- **Cherry Lane Team based out of Main Street Office:** Beginning on October 30 the remaining Cherry Lane team members will have their working location based out of the office on Main Street formerly occupied by Materials Services and Home Delivery.

Orchard Park

Programs, Events & Outreach:

- **Pokémon Tournament:** Materials Services Supervisor Rebekah coordinated the tournament with the assistance of Library Assistant Brent.



- **Trunk or Treat at Hunter Elementary School:** Youth Services Librarian Melissa and Library Assistant Lydia participated in this special event, handing out candy to more than 600 children. Patrons were encouraged to take our Community Survey. Staff received a lot of positive feedback and library love from the community!
- **Adult Events at Orchard Park:** Community Librarian Barbra will lead or serve as the contact for the following programs: Watercolor Workshop, Memory Cafe, Women's Peer Support Group, Second Saturday Stitch-In, Mystery Book Club, Enrichment Club, Writing Workshop, Adult Craft Club: Card Making, Fit & Fall, Book Making Workshop, Extreme Book Nerd, Idaho Department of Labor and more!
- **Community Survey Events:** Barbra tabled at the Meridian Oktoberfest event along with District staff. Library Assistants Jordanne and Maryn tabled at the Walmart at Ten Mile and McMillan. Barbra and Associate Librarian Erica participated in downtown Meridian's Trunk or Treat festival. Orchard Park staff also participated in some of the marketing videos.
- **Visits to Senior Center:** Barbra will visit Cadence at Bainbridge and offer technology assistance once a month.

Professional Development:

- **Idaho Library Association Annual Conference:** Youth Services Librarian, Melissa, and Library Assistant Theo attended the ILA Annual Conference in Idaho Falls.
- **Colorado Libraries for Early Literacy Conference:** Melissa attended CLEL virtually.

Notable Branch Activities:

- **Committee & Working Group Update:** Barbra will lead the Birth to Elementary program committee and the Extreme Book Nerd Working Group.
- **Halloween:** Orchard Park hosted storytimes, crafts, participated in a literary pumpkin contest and a State Farm Great Pumpkin Hunt, and handed out candy to patrons.
- **New Staff:** Library Assistant Maryn moved from Cherry Lane/Special Projects to Orchard Park.

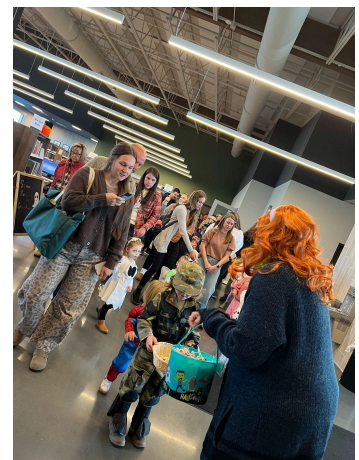
Pinnacle

Programs, Events & Outreach:

- Trunk or Treats! Pinnacle had multiple events they went to this year, but the most welcome surprise was Pinnacle Neighborhood's own Trunk or Treat, with 350+ attendees in and around the Amphitheatre!
- Pumpkin Palooza - Families were able to decorate small pumpkins together.
- Spooky Storytime and Costume Parade saw 150 participants!
- 35 patrons sang along to our Sunday Sing-Along: Wicked. Many were dressed up as Ozian characters!
- Multiple families came and played together in our Family Board Game Party and Game Swap.



- 46 teens “escaped the room” and found the hidden librarian’s treasure.
- We taught Google Maps at the Community Center at Kleiner Park through the Senior Planet program.
- We tabled at Albertson’s to get feedback for the Community Survey. We had positive interactions with 70 members of the local community!
- At Read Around the World Storytime, 15 patrons came to learn about South Korea, showing growth in the second installment of this program. Families were enthusiastic about the multi-faceted learning opportunities in the program.
- At Adult Craft Club, 15 adults created whimsical fall-themed pumpkins out of wood rounds, paint, and sticks.
- Crochet Club members continue to return each week to build their skills. They are now able to read beginner patterns and create simple crochet appliques.



- At our second adult Paint Night, 9 patrons painted spooky tree silhouettes with watercolors, a 29% increase in attendance from our first Paint Night in November. One patron said it was her first time ever painting something!
- Halloween Trivia brought in many teams for 2 rounds of trivia after hours. Some even came in costumes after Trunk or Treat!



unBound

Programs, Events & Outreach:

- **Small Business Resource Fair:** We held our 3rd annual Small Business Resource Fair. We invited organizations with entrepreneurial tools and resources to help small business owners and entrepreneurs. With one of our vendors cancelling at the last minute, unBound's Branch Manager stepped in and hosted an unBound resource table. It displayed examples of items made with our fabrication equipment and other business resources.
- **Brand You: Headshots, LinkedIn and Resume Refresh:** This event focused on personal branding for patrons. We were able to have the Idaho Department of Labor helping with resumes and the Small Business Development Center helping with LinkedIn accounts. The photographer that was scheduled couldn't make it, and unBound staff stepped in to take headshots.
- **Project Lab: Cricut Mug Press:** We had our first workshop using the Cricut Mug Press. Project Lab is a fabrication program series that gives patrons a demonstration on how to complete a project on our equipment, and they are given the materials to come back and complete the project.
- **SheTech:** unBound tabled at SheTech. She Tech is a hands-on STEM career discovery day for High School girls. We took a 3D printer and had giveaways. It is also a great way to network with local tech vendors.
- **How to Network - 2 Day event.** The Business Liaison Librarian went to Meridian Technical Charter High School to teach them how to network! This also helped their teachers gain insight to new trends they could be helping their students learn to be ready for the business world.
- **Meridian Chamber's After Hour Event -** Business Liaison Librarian attended the monthly event at the Meridian Senior Center to help maintain relationship with our community librarian leaving and to network amongst other small businesses.
- **Networking Breakfast, CNC Basics, Intro to Laser Engraving, 3D Design**



Professional Development:

- **Boise Entrepreneur Week:** unBound's Business Liaison Librarian attended Trailhead's Boise Entrepreneur Week. This event is great for networking and resource gathering for entrepreneurs in the valley.
- **Idaho Library Association annual conference:** unBound's full time library assistant was able to attend the ILA 2025 conference in Idaho Falls.

Notable Branch Activities:

- **Meridian Chamber of Commerce Oktoberfest:** The Meridian Chamber of Commerce holds an annual event on our street that attracts thousands of members of the community. MLD hosted a booth in front of the library where we asked community members to take our strategic plan survey, and they were able to spin our prize wheel! We pre-laser engraved coasters with an Oktoberfest theme and also did custom laser engraving onto coasters for walk-in patrons. More than 100 patrons participated in the customer laser engraving activity. For kids, we had coloring, and a craft station set up to make German alpine hats. During this event, the Friends of the Meridian Library District have their book sale at unBound. unBound recorded more than 500 visitors to the library throughout the day, compared to 144 for last year's Oktoberfest.
- **Meridian Chamber Downtown Committee and America 250 Committee:** unBound's Branch Manager attended a committee meeting for the Meridian Chamber Downtown to discuss how Oktoberfest went and to prepare for upcoming holiday events downtown. She also attended the America 250 Committee meeting, planning for city-wide celebrations to commemorate the 250th United States of America anniversary in 2026.

Stats:

- **Double Door Count Again:** unBound had 3218 visits during October, compared to 1629 visits during October 2024. unBound continues to see a significant increase in Book a Librarian requests as new patrons get excited about unBound's unique resources and ask for individualized help to learn how to use the spaces and equipment.