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

**ATTEND IN PERSON**Orchard Park Branch  
Programs Room**STREAM LIVE ON YOUTUBE**<https://www.youtube.com/@MeridianLibraryDistrict>

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**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, September 16, 2025
- b. Digital Resources Coordinator
- c. Library Courier
- d. Business Liaison Librarian
- e. Lending Guidelines policy
- f. Conflict of Interest policy

**4. Financials**

- a. Approval of August 2025 Financial Reports [ACTION ITEM]
- b. Disbursement approvals August 2025 [ACTION ITEM]

**5. Staff Presentation**

- a. Eryn Presenting Meridian Library Foundation, City of Stories Foundation Event

**6. Job Descriptions**

- a. HR Manager [ACTION ITEM]
- b. HR Coordinator [ACTION ITEM]
- c. Recruitment Coordinator [ACTION ITEM]

**7. Policies and Annual Approvals**

- a. Employee Handbook [ACTION ITEM]
- b. Gifts & Sponsorships [ACTION ITEM]
- c. Service Charge Policy [ACTION ITEM]
- d. Salary Schedule [ACTION ITEM]

**8. unBound Late Close 12/05/2025 [ACTION ITEM]****9. Director Updates****10. Executive Session [ACTION ITEM]**

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

**11. Future Agenda Items [DISCUSSION ITEM]****12. Adjournment**

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\*[\(c\)](#) To acquire an interest in real property not owned by a public agency

# Library Board Trustee Meeting Minutes

## September 18, 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: Chair Kohler, Trustee Hart, Trustee Castle

Staff present:

Nick Grove, Library Director; Dan P., Executive Manager; Ema B., Finance & Accounting Manager; Jenny L., Material Services Manager

### AGENDA ITEMS

1) **Call to Order: 7:00pm**

2) **Public Comment**

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

a) Regular Meeting Minutes, August 20, 2025

b) Policies

i) Public Comment Policy

*Passes by unanimous consent*

4) **Financials**

a) Approval of July 2025 Financial Reports [ACTION ITEM]

*Motion to approve: Trustee Castle*

*Second: Trustee Hart*

*Vote: All in favor*

b) Disbursement Approvals July 2025 [ACTION ITEM]

*Motion to approve: Trustee Hart*

*Second: Trustee Castle*

*Vote: All in favor*

# Library Board Trustee Meeting Minutes

## September 18, 2025

### Trustees

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

### 5) Staff Presentation

Jane O. & Cortnie B. presenting *T.E.C.H. for Reentry*

-unBound was selected as for a pilot program to assist with participants from IDOC (Idaho Department of Corrections) with classes for training on laptops, job placement and technology.

### 6) Director Updates

#### a) Director's monthly report

-Director Grove share that the District managed the Cherry Lane branch closure and annual budget hearing, both of which went smoothly. Cherry Lane was closed for renovations, with staff packing over 100,000 items and redistributing or storing materials, furniture, and equipment. Staff were reassigned to other branches, departments, or special projects, while services were supplemented through expanded bookmobile stops and community programming. Media outreach supported the closure. The other branches are already experiencing increased use. The programs have been well attended and the response from the community for the programs during the closure of a branch has been warm and grateful.

### 7) Lease Agreement for Warehouse/Office [ACTION ITEM]

*Motion to approve Director Nick to sign the lease and to use the appropriation from the Operations budget for FY26 after legal review: Trustee Castle*

*Second: Trustee Hart*

*Vote: All in favor*

### 8) Future agenda items [DISCUSSION ITEM]

- Where the items in Cherry Lane has been donated to
- Get specs for the building of Cherry Lane renovation
- Job descriptions & policies

### 9) Adjournment: 8:04pm

The next regular Library Board Meeting is scheduled for 7:00pm, October 15, 2025

RESPECTFULLY SUBMITTED AND APPROVED

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Nick Grove, Director

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Jeffrey Kohler, Board Chair

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## **Position Summary**

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

## **Duties and Responsibilities**

*Essential*

### **Digital Access**

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

### **Project Management**

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

### **Staff Resources**

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



## **Customer Service**

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

## **Research and Reporting**

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

### *Marginal*

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

## **Qualifications**

### *Minimum Qualifications*

## **Knowledge, Skills, and Abilities**

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

**Experience**

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

**Education**

- High School Diploma or G.E.D.

**Training, Licenses, or Certifications**

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

**Supervisory Responsibility**

- None

**Preferred Qualifications**

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

## **Working Conditions**

**Physical Requirements**

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

**Mental Requirements**

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

**Technology, Equipment, and Devices**

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

**Work Environment**

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

**Expected Hours and Location of Work**

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

### **Expected Travel**

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

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### **Disclaimers:**

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

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

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

# MERIDIAN LIBRARY DISTRICT

## Library Courier

### DRAFT



#### ***Position Summary***

The Library Courier is a critical component of the library's Home Delivery services to the community and is essential to the movement of materials around the District for collection maintenance and development. The majority of work hours are spent driving a library vehicle, making deliveries, and sorting and loading contents for delivery. Work is performed independently with direction of the supervisor.

#### ***Duties and Responsibilities***

##### ***Essential***

##### **Driving and Delivery**

Drive, load, and unload a vehicle weighing less than 16,000 pounds gross vehicle weight. Drive a scheduled pickup and delivery route, sometimes entering unattended buildings. Obey traffic laws, and follow established traffic and transportation procedures. Read maps, and follow written and verbal geographic directions.

##### **Operations**

Coordinate with Facilities Maintenance Coordinator to ensure that all library vehicles and vehicle equipment, including mirrors, lights, gas gauge, temperature gauge, tires, turn signals, and brakes are in proper working condition. Coordinate with Facilities Maintenance Coordinator to ensure that all library vehicles have adequate gasoline, are cleaned and are routinely washed. Report delays, accidents, or other traffic/transportation situations. Report any mechanical problems encountered with vehicles. Coordinate with Facilities Maintenance Coordinator to keep a maintenance schedule for vehicles. Assist with scheduling and driving vehicles for maintenance as needed and approved by Library Administration.

## 25 **Customer Service and Communication**

26 Provides excellent customer service through both internal and external interactions, fostering a  
27 positive and supportive environment with team members, patrons, and the community. Engages  
28 in effective communication, addressing the needs and inquiries of staff and external contacts with  
29 a service-minded approach. Handles logistics and delivery issues with discretion, guided by library  
30 policies and procedures. Promotes a culture of respect for diversity and inclusivity within all facets  
31 of service delivery. Attend workshops and participate in training to remain aware of current  
32 trends, advancements, best practices in safe driving and the safe handling of heavy loads. Arrives  
33 at work location on time, ready to interact with the public and other staff.

34  
35 May provide some support and information to patrons related to library materials, resources, and  
36 technology, referring more complex library questions to the appropriate staff as needed.

## 37 **Records and Reports**

38 Maintains good attendance and timekeeping records.

### 39 *Marginal*

40 Sorts and shelves materials according to the Dewey Decimal System, checks shelves for proper  
41 order of materials and shifts collections. Inducts appropriate materials through the sorter.  
42 Answers phones to help address and resolve home delivery questions. Performs library holds  
43 procedures. Assesses materials for damage and completeness; routes as appropriate.

44 Assists patrons in locating library materials and searches the library for specific material. Answers  
45 routine directional questions, referring to appropriate staff members as needed. May oversee the  
46 work of volunteers or interns, as well as train volunteers, interns, and other staff.

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

49 Performs other duties as assigned.

## 50 **Minimum Qualifications**

### 51 *Knowledge, Skills, and Abilities:*

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

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*Adopted by the Meridian Library Board of Trustees May 20, 2020*

*Revised and Board Approved October 16, 2024*

56 Provides exemplary customer service and maintains a favorable public image of the library. The  
57 incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the  
58 ability to communicate effectively and appropriately with people from diverse backgrounds,  
59 including youth, seniors, families, volunteers, and coworkers. Builds and maintains positive  
60 working relationships with individuals at all levels of the organization and fosters positive  
61 partnerships with outside organizations. Should have flexibility to work alone, in the community,  
62 or at other locations as assigned based on business need.

63

64 *Experience:* 1 year of work experience in a library, transportation services, retail or customer-  
65 service related position or similar experience. This position requires the employee to be confident  
66 and capable of driving in variable weather and road conditions, and to frequently lift heavy objects.

67 *Education:* High School Diploma or G.E.D., or equivalent education, training, or experience.

68 *Training, Licenses, or Certifications:* Must have a valid Idaho driver's license and current automobile  
69 insurance. Must have a driving record free of major moving violations or suspended licenses  
70 within the past 5 years.

71 *Supervisory Responsibility:* None

72 *Preferred Qualifications:* 1-2 years of work experience in delivery driving, transportation services, or  
73 a related position with similar responsibilities. Bilingual, preferably Spanish-English, Russian-  
74 English, or other languages. Ideal personal qualities encompass a positive attitude towards  
75 distributing library materials to the community, knowledge of delivery tracking systems, and  
76 proficiency in local navigation and/or route optimization strategies.

77 *Working Conditions*

78 *Expected travel:* The majority of work is performed driving a company vehicle in the delivery and  
79 pick up of library materials. Occasionally may encounter rain, snow, or other severe weather  
80 conditions. Sorting and unloading of library materials may occur indoors and outdoors.

81 *Physical Requirements:* The job requires the employee to constantly stand, sit, twist/turn, maintain  
82 flexibility, hear, listen, see, touch, feel and speak clearly; frequently stoop/bend and walk; seldom  
83 sit, kneel, crawl, and balance. The job requires the employee to regularly lift and carry 25-30 lbs  
84 and occasionally up to 50 lbs; reach at, above, and below shoulder height; grasp objects weighing  
85 25-50 lbs.; push and pull objects weighing up to 100 lbs. The job requires the employee to work in  
86 an environment with moderate noise level. The job requires close vision, distance vision,  
87 peripheral vision and depth perception.

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*Adopted by the Meridian Library Board of Trustees May 20, 2020*

*Revised and Board Approved October 16, 2024*

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

91 *Technology, Equipment, and Devices:* This job requires operation of a vehicle on behalf of the  
92 District. The job requires the employee to operate and occasionally troubleshoot vehicles, general  
93 office equipment, sorting equipment, and book carts. The job requires the employee to regularly  
94 operate and exhibit proficiency with computers and commonly used Microsoft applications,  
95 library systems and databases, email and cloud environments, and may use social media.

96 *Work Environment:* The job requires the employee to be subjected to repetition, working alone,  
97 working around others and remotely, verbal contact with others, face-to-face contact, inside  
98 environments, outside environments, mechanical equipment, and moving objects. This job  
99 requires the employee to regularly drive a vehicle. This job requires performance of work both  
100 inside and outside, including in conditions of variable temperatures, precipitation and extreme  
101 weather.

102 *Expected Hours of Work:* The job requires the employee to work a varied schedule, including days,  
103 evenings, and weekends (Saturday and/or Sunday). Position schedule and work location are  
104 subject to change at the discretion of management to support business needs.

105

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

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112 religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given  
113 to veterans who qualify under state and federal laws and regulations.

**MERIDIAN LIBRARY DISTRICT**  
**Library Courier**  
**DRAFT**



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***Position Summary***

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***Duties and Responsibilities***

***Essential***

**Driving and Delivery**

Drive, load, and unload a vehicle weighing less than 16,000 pounds gross vehicle weight. Drive a scheduled pickup and delivery route, sometimes entering unattended buildings. Obey traffic laws, and follow established traffic and transportation procedures. Read maps, and follow written and verbal geographic directions.

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*Adopted by the Meridian Library Board of Trustees May 20, 2020*  
*Revised and Board Approved October 16, 2024*



25 **Customer Service and Communication**

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27 positive and supportive environment with team members, patrons, and the community. Engages  
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45 routine directional questions, referring to appropriate staff members as needed. May oversee the  
46 work of volunteers or interns, as well as train volunteers, interns, and other staff.

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

49 Performs other duties as assigned.

50 **Minimum Qualifications**

51 *Knowledge, Skills, and Abilities:*

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

Deleted: Microsoft

Deleted: applications

58 Provides exemplary customer service and maintains a favorable public image of the library. The  
59 incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the  
60 ability to communicate effectively and appropriately with people from diverse backgrounds,  
61 including youth, seniors, families, volunteers, and coworkers. Builds and maintains positive  
62 working relationships with individuals at all levels of the organization and fosters positive  
63 partnerships with outside organizations. Should have flexibility to work alone, in the community,  
64 or at other locations as assigned based on business need.

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66 *Experience:* 1 year of work experience in a library, transportation services, retail or customer-  
67 service related position or similar experience. This position requires the employee to be confident  
68 and capable of driving in variable weather and road conditions, and to frequently lift heavy objects.

69 *Education:* High School Diploma or G.E.D., or equivalent education, training, or experience.

70 *Training, Licenses, or Certifications:* Must have a valid Idaho driver's license and current automobile  
71 insurance. Must have a driving record free of major moving violations or suspended licenses  
72 within the past 5 years.

73 *Supervisory Responsibility:* None

74 *Preferred Qualifications:* 1-2 years of work experience in delivery driving, transportation services, or  
75 a related position with similar responsibilities. Bilingual, preferably Spanish-English, Russian-  
76 English, or other languages. Ideal personal qualities encompass a positive attitude towards  
77 distributing library materials to the community, knowledge of delivery tracking systems, and  
78 proficiency in local navigation and/or route optimization strategies.

79 *Working Conditions*

80 *Expected travel:* The majority of work is performed driving a company vehicle in the delivery and  
81 pick up of library materials. Occasionally may encounter rain, snow, or other severe weather  
82 conditions. Sorting and unloading of library materials may occur indoors and outdoors.

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84 flexibility, hear, listen, see, touch, feel and speak clearly; frequently stoop/bend and walk; seldom  
85 sit, kneel, crawl, and balance. The job requires the employee to regularly lift and carry 25-30 lbs  
86 and occasionally up to 50 lbs; reach at, above, and below shoulder height; grasp objects weighing  
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89 peripheral vision and depth perception.

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91 comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform  
92 basic math.

93 *Technology, Equipment, and Devices:* This job requires operation of a vehicle on behalf of the  
94 District. The job requires the employee to operate and occasionally troubleshoot vehicles, general  
95 office equipment, sorting equipment, and book carts. The job requires the employee to regularly  
96 operate and exhibit proficiency with computers and commonly used Microsoft applications,  
97 library systems and databases, email and cloud environments, and may use social media.

98 *Work Environment:* The job requires the employee to be subjected to repetition, working alone,  
99 working around others and remotely, verbal contact with others, face-to-face contact, inside  
100 environments, outside environments, mechanical equipment, and moving objects. This job  
101 requires the employee to regularly drive a vehicle. This job requires performance of work both  
102 inside and outside, including in conditions of variable temperatures, precipitation and extreme  
103 weather.

104 *Expected Hours of Work:* The job requires the employee to work a varied schedule, including days,  
105 evenings, and weekends (Saturday and/or Sunday). Position schedule and work location are  
106 subject to change at the discretion of management to support business needs.

107

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111 time.

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114 religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given  
115 to veterans who qualify under state and federal laws and regulations.

# **MERIDIAN LIBRARY DISTRICT**

## **Business Liaison Librarian**

### **DRAFT**



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#### ***Position Summary***

The Business Liaison Librarian performs professional librarian duties providing customer service, program development, training, outreach and direction to library patrons, staff members, and volunteers with a specific emphasis on businesses and entrepreneurs. This position uses advanced knowledge of business resources and technology to provide exceptional service to the community and staff. Works to support local businesses, workforce development and entrepreneurship in line with the Library's strategic priorities. Works independently and as part of a team under general supervision.

The majority of work hours are spent providing embedded library services, research help, developing and leading initiatives, and developing programs.

#### ***Duties and Responsibilities***

##### ***Essential***

##### **Liaison**

Provides services to a variety of businesses and patrons from diverse backgrounds utilizing a variety of print and digital tools. Establishes and maintains community partnerships. Provides embedded services and assesses the information needs of the business community. Maintains an advanced knowledge of library resources and practices and an awareness of current business trends and technologies through regular review of professional literature and participation in continuing education opportunities such as conferences, seminars and workshops.

##### **Programming and Project Management**

Develops and implements new and innovative programs designed to generate learning outcomes and create interest and enjoyments for the community. Determines program content. Negotiates contracts with presenters. Prepares and presents programs of interest and need to the community. Provides instruction in both formal and informal environments. Works with

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*Adopted by the Meridian Library Board of Trustees February 24, 2020*

*Reviewed and Revised 9/18/2024*

community agencies to bring educational programs to the public. Evaluates and records program statistics. Coordinates advertising and marketing of library programs. Identifies grants to provide monetary and in-kind donations to support library programs and initiatives. Spearheads library initiatives including planning, development and project management. Creates project management plans and timelines.

### **Customer Service**

Provides excellent customer service. Drawing upon advanced knowledge of library resources and practices, provides circulation, informational and reference assistance to a variety of patrons from diverse backgrounds, including but not limited to, reference and research help, information literacy, reader's advisory, homework help, and advanced technology assistance. Facilitates access to the library collection and resources through a variety of formats. Makes customer focused decisions based on library policies and procedures. Resolves patron issues in a positive, friendly manner. Performs reference interviews and advises patrons about library materials, resources, and technology equipment.

### **Research and Reports**

Assists patrons with research, conducting peer studies and market research. Compiles statistics and prepares professional reports for management and/or board review. Maintains an advanced knowledge of library resources and practices and an awareness of current trends and technologies through regular review of professional literature and participation in continuing education opportunities such as seminars and workshops.

### **Planning and Communication**

Leads and participates in system-wide and in-house committees to research, recommend, develop and implement department policies and procedures related to intellectual freedom, customer access to information, user experience, collection development, work processes and to address issues affecting the library currently and in the future.

### **Operations**

Assists manager with managerial duties including resolving customer disputes, scheduling, and acting as person in charge in the supervisor's absence. Leads and develops staff trainings. Performs some circulation duties including issuing library cards, checking materials in and out, reserving books, collecting fees, and answering the phone. Promotes library collections, services, and programs. May perform duties required of daily library operations, including opening and

closing procedures. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere.

### *Marginal*

Is professionally active; identifies and participates in professional development opportunities. Reads widely to keep in touch with library trends, developments, and new technology and contributes ideas and suggestions to colleagues and library staff members.

May direct the work of volunteers. Assumes supervisory responsibilities when assigned.

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

Performs other duties as assigned.

### **Minimum Qualifications**

#### *Knowledge, Skills, and Abilities:*

Understands the role of technology in providing library services and is technically savvy. Exhibits proficiency in a number of operating systems and applications such as Microsoft Office Suite (Excel, Word, PowerPoint) and Google Suite. Demonstrates the ability to learn and adapt to new software and equipment technologies. This position requires a knowledge and a strong aptitude and ability to learn and adapt to various hardware and software including audio visual equipment, personal computers, tablets, smart phones, maker tools, various operating systems and gaming equipment.

Proficient in the principles of project management. Able to oversee multiple large-scale projects and effectively manage time. Ability to foster and sustain partnerships. Ability to establish, measure, and evaluate program outcomes. Proficient in creating and administering surveys and other evaluation tools. Must be able to work alone at a location and be able to juggle multiple priorities and patron needs.

Advanced understanding of public libraries and library services as well as knowledge of modern trends and best practices. The job requires persuading or gaining cooperation and acceptance of ideas and/or the resolution and negotiation of conflicts.

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*Reviewed and Revised 9/18/2024*

Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, seniors, families, volunteers, and coworkers. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

*Experience:* 3-5 years of experience in library, event-planning, education, retail or customer-service related position or similar experience.

*Education:* Master's in Library Science or Masters' in Library Information Science from an American Library Association (ALA) accredited institution or equivalent experience.

*Training, Licenses, or Certifications:* Valid Idaho driver's license in good standing.

*Supervisory Responsibility:* May direct the work of volunteers. Assumes supervisory responsibilities when assigned.

### ***Preferred Qualifications***

Bilingual, preferably Spanish-English, Russian-English or other languages. Event planning, teaching and public-speaking experience. Desired personal attributes include an awareness of the entire community, sense of humor, a passion for engaging patrons from all backgrounds and all ages, and a positive and enthusiastic approach to providing library services. A continuous desire to update technology skills and proficiency in both Windows and Mac operating systems. Knowledge and experience with music, video, and audio editing software. Knowledge of basic prototyping tools (3D printing, CNC, laser cutting/engraving, etc.).

### ***Working Conditions***

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

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

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*Adopted by the Meridian Library Board of Trustees February 24, 2020*

*Reviewed and Revised 9/18/2024*

*Technology, Equipment, and Devices:* The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, library systems and databases, email and cloud environments, and social media. The position requires the employee to operate and occasionally troubleshoot general office equipment as well as various equipment including new consumer technology, and advanced computer software. This position may drive a library vehicle.

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

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

*Expected Travel:* The job requires some travel for training and conference activities and attendance at community and business events.

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**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

## LENDING GUIDELINE POLICY

### DRAFT

The Meridian Library District collects and makes available a variety of materials for the community pursuant to Idaho Code § 33-2701 “to promote the establishment and development of public library service for all the people of Idaho.”

This policy establishes lending periods and limits in order to maximize access for all patrons. Responsibility for all borrowed items, as well as the use of in-branch internet service rests with the library card holder and/or the parent or legal guardian. Meridian Library District staff are available to assist patrons in finding material that best fits their needs.

### OBTAINING A LIBRARY CARD

- Meridian Library District residents may obtain a free library card by providing photo ID and proof of address. Parents or legal guardians may create accounts using their address for minors of any age. The parent or legal guardian is financially responsible for fines and charges on the account of the minor.
- Non-resident City of Meridian employees and teachers who teach within Meridian Library District boundaries may obtain a free Meridian Library District card, which requires annual renewal; if the individual is eligible for a card from another Lynx library they must choose to have a card from their home library or from Meridian Library District. This card is for the individual only and does not apply to the entire household.
- Organizations, such as assisted living facilities or childcare facilities within District boundaries, may obtain organization cards. Each organization will be required to fill out an agreement with the library defining borrowing parameters and organizational responsibility.
- Those who live within the boundaries of the Boise, Eagle, Garden City, Nampa, Caldwell, Kuna or Ada Community libraries may obtain their home library cards at Meridian Library District locations.
- Non-residents may obtain a library card for \$140 a year, per household. Non-residents 55 and older, active duty military, and veterans with proof of service<sup>1</sup> may obtain a library card for \$55 a year. See Service Charges and Fees schedule for details.

<sup>1</sup> \*Proof of military service may include active military ID or veteran ID cards issued by the DOD.

30 The Meridian Library District does not limit or restrict access to any library materials based on  
31 age or content, unless expressly required by law. Parents and legal guardians are encouraged  
32 to actively participate in their children's library lending activity and have the ability to view the  
33 current checkout activity of any minor account linked to the parent or legal guardian's account.

34 Lost or stolen cards should be reported to the library immediately.

## 35 **LOAN PERIODS AND RENEWALS**

36 Materials owned by the Meridian Library District automatically renew based on the schedule  
37 below unless there's a hold on the item. Materials checked out by Meridian residents that are  
38 owned by other Lynx Libraries may not renew automatically, please check the lending  
39 guidelines of the owning library for their policies.  
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Item	Check-out Length	Limit per Card	Renewals <sup>41</sup>
New Adult Books	21 Days	20	2
Books	28 Days	999	2
Magazines	14 Days	10	2
DVD/Blu-ray (All Types)	14 Days	20	2
Video Games	28 Days	5	1
Board Games	14 Days	5	1
Puzzles	14 Days	5	1
Kits*	14 Days	*	*
Electronic Devices**	14 Days	2	1
eBooks and e-Audiobooks**	14 Days	10	**

42 *\*\*Kits" is a large category that includes literacy bags, physical items, and local attraction passes. The*  
43 *number of items allowed and number of renewals allowed may vary.*

44 *\*\*Electronic materials are not eligible for auto-renewal. Titles may be renewed or checked out again*  
45 *indefinitely when there are no holds on the title.*

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**RETURNS**

Items may be returned to any library in the Lynx Library Consortium except when noted for specific item types.

**ELECTRONIC DEVICES**

- Meridian Library District is not responsible for any damage done to personal equipment while using District-owned devices.
- Electronic Devices owned by the Meridian Library District must be returned to the public service desks at the Cherry Lane branch, Pinnacle branch, or Orchard Park branch. Items specifically checked out at the unBound branch can only be returned to the unBound front desk, unless otherwise noted.
- Only current Lynx Library Consortium cardholders in good standing (i.e, library record is not blocked due to unpaid fees or lost materials \$10 or greater) and 18 years of age or older, with valid ID can check out Electronic Devices.

**FINES AND CHARGES**

Overdue fines are not assessed on items from Meridian Library District’s collections. However, charges will be applied for lost or damaged materials from all collections. The Meridian Library District may employ a collection agency to recover materials deemed lost or missing. Patrons will be responsible for the cost for initiation of recovery services. See Service Charges and Fees schedule for details. Materials borrowed from Lynx Library Consortium member libraries are subject to the permissions and fees set by the owning library. The Meridian Library District may temporarily suspend a patron’s library card due to excessive fees or abuse of borrowing privileges.



## Meridian Library District LENDING GUIDELINE POLICY DRAFT

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Kits*	14 Days	*	*
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<sup>45</sup> *indefinitely when there are no holds on the title.*

Adopted by the Meridian Library Board of Trustees 03/18/2015  
 Revision 05/21/2025

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## PURPOSE

The purpose of this Conflict of Interest Policy (this “Policy”) is to provide guidelines for identifying, evaluating, and managing potential or actual conflicts of interest. Conceptually, a conflict of interest occurs when a person's private interests compete with their professional obligations to the District to a degree that an independent observer might reasonably question whether the person's professional actions or decisions are materially affected by personal considerations, including but not limited to personal gain, financial, favoritism or otherwise.

Meridian Library District (“District”) trustees (“Trustees”) and employees shall be familiar with and comply with this Policy as well as the statutes cited herein.

## BOARD OF TRUSTEES

Trustees have a duty of loyalty which requires that Trustees act in the best interest of the District, and not their self-interest. Conflicts of interest may cause a Trustee to breach this duty of loyalty, resulting in damage to the District and potential civil or criminal liability to the Trustee. See, e.g., Idaho Code §§ 18-1351 *et seq.*; Idaho Code §§ 74-401 *et seq.*; and Idaho Code §§ 74-501 *et seq.* This Policy is intended to ensure that all decisions of the District Board of Trustees (the “Board”) are made solely to promote the best interests of the District by setting forth the policy for identifying and resolving conflict of interest situations. This Policy is intended to supplement, and not replace, applicable laws governing the conduct of Trustees.

Consistent with applicable law and Trustees’ fiduciary duties, a Trustee shall not participate in any Board discussion, decision, or action in which the Trustee has a conflict of interest unless such conflict has been fully disclosed and resolved consistent with this Policy and applicable law, including but not limited to, the Idaho Ethics in Government Act, Idaho Code §§ 74-401 *et seq.*

- A. **Conflict of Interest.** A conflict of interest generally means any situation in which a Trustee’s official decision, action, participation, recommendation, or influence could result in a private benefit to, or adversely affect the private interests of, the Trustee, the Trustee’s immediate family (i.e., members of the Trustee’s household<sup>[1]</sup>), or any entity in which the Trustee or their family has a significant ownership or other beneficial interest. See generally Idaho Code § 74-403(4). The following are examples of potential conflict of interest situations—

- i. The Board is considering a contract, transaction, or policy that affects the economic interests of the Trustee or the Trustee's immediate family member.
  - ii. The Board or the District is considering employing the Trustee's wife, child, or other immediate family member.
  - iii. A Trustee has access to confidential information that the Trustee could use for personal gain.
  - iv. A Trustee has a financial relationship with a District vendor or contractor, or the vendor or contractor offers a gift to the Trustee.
  - v. Any other situation where a Trustee's private interests diverge from the best interests of the District.
- B. **Disclosure of Conflict.** A Trustee who has a conflict of interest must disclose the existence of the conflict of interest to the Board before receiving confidential information, participating in any discussion, or taking any action on the issue that gives rise to the conflict. See Idaho Code § 74-404. The disclosure must be in writing or otherwise fully disclosed in the Board minutes. A Trustee may seek legal advice concerning whether a conflict of interest exists as set forth below.
- C. **Abstention.** Unless and until the Board has waived the conflict, a Trustee who has a conflict of interest must not knowingly receive confidential information, participate in any discussion, or take any action relevant to the issue giving rise to the conflict. See Idaho Code § 74-404. The Trustee should ensure that the Board minutes reflect the Trustee's abstention.
- D. **Board Consideration.** The remaining non-interested members of the Board shall consider and respond to any disclosed conflict of interest situation consistent with this Policy and applicable law. The interested Trustee may be excluded from the deliberations.
- E. **Waiver.** The Board, acting by vote of a majority of disinterested Trustees, may waive the conflict of interest only if the Board determines that the disclosed conflict of interest is insignificant or will not materially impair or adversely affect the interested Trustee's duty to act in the best interests of the District. The waiver shall be documented in the Board minutes. The waiver shall only apply to the issues or facts that were disclosed relevant to the conflict of interest situation. Failure to fully disclose facts relevant to the conflict of interest may negate the waiver. The Board may withdraw the waiver at any time and, if withdrawn, the interested Trustee shall abstain from future participation or action concerning the issue.
- F. **Determining Whether a Conflict of Interest Exists.** Consistent with Idaho Code § 74-404, as it shall be amended:

- i. A Trustee who believes that he or she may be in a conflict of interest situation may seek legal advice from the District's attorney, the attorney general, or an independent attorney to determine whether a conflict of interest exists.
- ii. If the attorney concludes that there is no actual or potential conflict of interest, then the Trustee may rely on the advice and proceed as if no conflict of interest exists. In the event of a challenge, the Trustee shall have the burden of proving the advice given by the attorney.
- iii. If the attorney concludes that there is an actual or potential conflict of interest, then the Trustee shall prepare a written statement describing the conflict, including a description of the matter required to be acted upon and the nature of the potential conflict. The Trustee shall deliver the disclosure to the Board prior to participating in any discussion or action relevant to the issue giving rise to the conflict.

- G. **Application.** This Policy shall apply during the Trustee's term on the Board. This Policy shall apply to any discussion, recommendation, vote, participation, or other action that the interested Trustee takes in the Trustee's official capacity, whether on the Board as a whole, through participation on any committee, or through any individual action that the Trustee takes in the Trustee's official capacity.
- H. **Other Laws.** Idaho statutes impose additional requirements on public officials, including Trustees, to ensure that they act in the utmost good faith and that they do not misuse their official position. See, e.g., Idaho Code §§ 18-1351 *et seq.*; Idaho Code §§ 74-401 *et seq.*; and Idaho Code §§ 74-501 *et seq.* Trustees shall be familiar with and comply with these additional laws.
- I. **Remedies.** When the Board determines that a conflict of interest exists, it should select an appropriate remedy to manage the conflict. Conflicts of interest are not all of equal materiality, and the remedy for each conflict should match the materiality of the conflict; provided, however, that at a minimum the affected Trustee shall abstain from voting on any matter where a conflict of interest exists. For example, when a conflict is immaterial, the affected Trustee could merely be asked to refrain from reviewing certain information or from voting on certain subjects. But when the conflict is material, the Trustee could be barred from receiving certain information or asked to leave the room for certain discussions and votes. In rare cases of a very severe or continuous conflict, the Trustee could be asked to resign.
- J. **Reporting.** Trustees shall report to the Board any known conflict of interest situations involving themselves or other Trustees so that appropriate action may be taken.

- K. **Certification**. As a condition to their service, Trustees shall certify that they will comply with this Policy by executing the attached form. Each Trustee shall execute an updated certification annually.
- L. **Campaign Contributions**. Campaign contributions are governed by Idaho's "Sunshine" laws, and soliciting or receiving campaign contributions or other activities related to political campaigns are excluded from this Policy.

## DISTRICT EMPLOYEES

District employees conducting normal and usual duties on behalf of the District are considered "public officials" subject to Idaho law on conflicts of interest, bribery and corrupt practices, and nepotism. In the employee context, a conflict of interest generally arises when an employee has a personal interest that may compromise the employee's professional judgment. This personal interest is often identified as a financial interest, where an employee or an immediate family member of the employee receives a financial benefit from dealings with an entity or person conducting business with the District. However, personal interests giving rise to a conflict of interest may also involve family, social, or outside professional interests, including membership in or commitments to other organizations, which do not necessarily result in financial benefit.

Conflicts of interest may be direct, where the employee benefits personally, or they may be indirect, where immediate family members or closely associated businesses of the employee benefit. Additionally, conflicts may be actual or potential and, in some cases, the conflict could present as an apparent conflict of interest, which can be just as harmful to the District's reputation. All conflicts of interest, whether actual or potential, real or apparent, must be avoided in order to preserve and maintain public trust.

Other than compensation, no employee, immediate family member or business with which the employee or an immediate family member is associated shall derive any personal profit or gain, directly or indirectly, by reason of their employment by the District except as provided in Idaho Code and through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board. An employee may not use or disclose confidential information gained by reason of the employee's District-related activities with the intent to obtain a financial benefit for the employee or for any other person or entity, or for any purpose which may be detrimental to the District.

This Policy cannot address every situation in which a conflict of interest may arise. However, the guidelines in this policy provide examples of prohibited behavior that can assist employees to become aware of when an actual or potential conflict of interest is present.<sup>[2]</sup> This policy also provides links to resources addressing unethical behaviors which are prohibited by law, and which carry civil and criminal penalties. Without limitation, an actual or perceived conflict of interest or violation of Idaho ethics law may exist when any of the following occur:

1. An employee's personal activities, relationships, interests in outside businesses, or financial affairs adversely impact their ability to exercise good judgment and/or act in the best interest of the District. An employee is considered to have an interest in an outside business if the employee or an immediate family member holds ownership in the business or its property; furnishes goods or services to the business; is a creditor, employee, agent, officer, director, or consultant of the business. Outside businesses include any person, firm, corporation, or government agency that sells or provides a service to or purchases from the District.
2. When an employee is in a position to influence a District decision that may result in a personal gain for that employee or an immediate family member as a result of the District's business dealing.
3. When an employee is romantically involved and/or dating a subordinate staff member. No dating or romantic relationship is permitted where one of the employees reports either directly or indirectly to the other person involved in the dating/romantic relationship.
4. When an employee accepts special favors or gifts offered based upon the employee's relationship to the District.
5. When an employee appoints or votes for the appointment of any person related to them by blood or marriage within the second degree to any compensated office, position, employment, or duty. This means no one related within the second degree to anyone involved in any way in the hiring process can be hired and/or that no one related to an applicant within the second degree can take part in the hiring process. This extends to practices that involve employee promotion and transfer. However, family members may be employed by the District, provided they are not supervised by the relative. An employee whose relative is subsequently elected as a Trustee may be eligible to retain their position and pay increases as allowed by relevant provisions of Idaho law, including Idaho Code § **18-1359(5)**. No person will be employed by the District when the employment would result in a violation of provisions found in Idaho Code, including but not limited to, Idaho Code §§ **74-401 through 74-406** (Ethics in Government), Idaho Code § **18-1359** (Bribery and Corruption), and their successors. Any such employment made in violation of these sections may be void.
6. When an employee prepares or obtains a mailing list of library patrons with the intent to obtain a financial benefit for the employee or for any other person or entity, or for any purpose which may be detrimental to the District or otherwise in violation of Idaho Code § **74-120** (Prohibition on Distribution and Sale of Mailing or Telephone Number Lists) and Idaho Code § **74-108(4)** (Public Records Act – Exemptions from Disclosure).
7. When an employee uses District resources for personal gain.
8. When an employee has a conflict of commitment such that the employee's outside activities, including private consulting, business activities, external professional endeavors, pro bono work, or outside employment compromise or may compromise the employee's ability to meet their obligations to the District.

While all care should be taken to avoid a conflict of interest, the District has provided a process by which employees can disclose actual or potential conflicts of interest. By disclosing the actual or potential conflict of interest, the District can provide a management plan that allows the District to

continue its business transactions and other community relationships with the integrity and public trust that is essential to the effective operations of a public institution.

All employees must submit a notification to their supervisor, Human Resources, the Library Director, or the Board if an actual or potential conflict of interest arises as soon as becoming aware of the actual or potential conflict of interest and no later than thirty (30) days after becoming aware of the actual or potential conflict of interest. A determination will then be made as to whether a conflict actually exists as well as what measures will be taken to resolve the conflict. District legal counsel will be consulted when the legality of a transaction is in question. The individual(s) with the potential conflict shall also refrain from participation in any decision on such matter.

The District reserves the right to apply this Policy to situations where there is a conflict or the potential for conflict, even if there is no direct-reporting relationship or authority involved.

If there is reasonable cause to believe that a potential conflict of interest may exist, an investigation will be conducted. Violations of this Policy, including failure to disclose a conflict, may result in disciplinary action, up to and including termination or removal from position. Additional sanctions may apply under applicable state and federal law and regulations. Employees must comply with all applicable statutes and rules governing conflicts of interest.

## **RESOURCES**

Bribery and Corrupt Influence Act, Idaho Code §§ 18-1351 *et seq.*

Prohibitions Against Contracts with Officers, Idaho Code §§ 74-501 *et seq.*

Idaho Ethics in Government Act, Idaho Code §§ 74-401 *et seq.*

Office of the Attorney General, Idaho Ethics in Government Manual

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<sup>[1]</sup> I.C. § 74-403(7) defines “members of a household” mean the spouse and dependent children of the public official and/or persons whom the public official is legally obligated to support.

<sup>[2]</sup> These examples likewise apply to Trustees.

# Meridian Library District

## Bill Listing

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2380 Accounts Payable						
08/01/2025	Bill	2025-08-01	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
08/01/2025	Bill	2025-08-01	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
08/01/2025	Bill	2025-08-01 (1)	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
08/01/2025	Bill	9969	SRH Franchising, LLC dba JAN-PRO of Idaho	Regular Janitorial Service from 08/01/2025 to 08/31/2025	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
08/01/2025	Bill	59430	FATBEAM, LLC	Monthly Recurring Charges for 10G Lit WAN August 2025	2380 Accounts Payable	1,095.00
				Monthly Recurring Charges for 10G Lit WAN August 2025	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	1,095.00
08/01/2025	Bill	59198	FATBEAM, LLC	Monthly Recurring Charges for 10G Lit WAN August 2025	2380 Accounts Payable	475.00
				Monthly Recurring Charges for 10G Lit WAN August 2025	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
08/01/2025	Bill	59194	FATBEAM, LLC	Monthly Recurring Charges for 10G Lit WAN August 2025	2380 Accounts Payable	475.00
				Monthly Recurring Charges for 10G Lit WAN August 2025	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
08/01/2025	Bill	59191	FATBEAM, LLC	Monthly Recurring Charges for 10G Lit WAN August 2025	2380 Accounts Payable	475.00
				Monthly Recurring Charges for 10G Lit WAN August 2025	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	475.00
08/01/2025	Bill	59193	FATBEAM, LLC	Monthly Recurring Charges for 10G Lit WAN August 2025	2380 Accounts Payable	475.00

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08/01/2025	Bill	59195	FATBEAM, LLC	Monthly Recurring Charges for 10G Lit WAN August 2025	2380 Accounts Payable	950.00
				Monthly Recurring Charges for 10G Lit WAN August 2025	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	950.00
08/01/2025	Bill	59196	FATBEAM, LLC	Monthly Recurring Charges for District Wide Service August 2025	2380 Accounts Payable	775.00
				Monthly Recurring Charges for District Wide Service August 2025	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	775.00
08/01/2025	Bill	0767798	WESTERN RECORDS DESTRUCTION, INC	Shredding Service 07/01/2025 - 07/31/2025	2380 Accounts Payable	165.00
				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
				Shredding Service 06/01/2025 - 06/30/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	55.00
08/01/2025	Bill	64395642	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	47.85
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	47.85
08/01/2025	Bill	64395641	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	521.62
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	25.48
				Print Books	5135 COLLECTIONS:Young Adult books	16.89
				Print Books	5115 COLLECTIONS:Adult Print Books	16.23
				Print Books	5115 COLLECTIONS:Adult Print Books	210.50
				Print Books	5115 COLLECTIONS:Adult Print Books	207.15
				Print Books	5130 COLLECTIONS:Children's books	25.48
				Print Books	5135 COLLECTIONS:Young Adult books	16.89
08/01/2025	Bill	H-0116305	OVERDRIVE, INC	Content Service Plan August 2025- July 2026	2380 Accounts Payable	7,500.00
				Content Service Plan August 2025- July 2026	5220.6 OPERATING EXPENSES:Information Technology:IT Collection Licensing	7,500.00
08/01/2025	Bill	6142310	UNIQUE MANAGEMENT SERVICES, INC	Customer Account Balance Recovery Service July 2025	2380 Accounts Payable	797.85
				Customer Account Balance Recovery Service July 2025	5202.6 OPERATING EXPENSES:Professional Services:Other	797.85
08/01/2025	Bill	507538801	MIDWEST TAPE	BluRays/DVDs	2380 Accounts Payable	227.96



# Meridian Library District

## Bill Listing

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	4.55
				BluRays/DVDs	5149 COLLECTIONS:Media	99.71
				BluRays/DVDs	5149 COLLECTIONS:Media	123.70
08/01/2025	Bill	3635	Patricia Latham Ball dba Management Northwest	July Legal Services	2380 Accounts Payable	1,260.00
				July Legal Services	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	1,260.00
08/01/2025	Bill	103586	YIG Administration	ID Watchdog July 2025	2380 Accounts Payable	260.00
				ID Watchdog July 2025	2359 IDWAT Payable	-260.00
08/01/2025	Bill	507538803	MIDWEST TAPE	BluRays	2380 Accounts Payable	49.08
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	5.60
				BluRays/DVDs	5149 COLLECTIONS:Media	21.74
				BluRays/DVDs	5149 COLLECTIONS:Media	21.74
08/01/2025	Bill	0051718	All Pro Linen	Towel/Mat Laundering 08/01/2025	2380 Accounts Payable	57.75
				Towel/Mat Laundering 08/01/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.75
08/01/2025	Bill	505145	Playaway Products LLC	Print Books	2380 Accounts Payable	264.96
				Print Books	5130 COLLECTIONS:Children's books	264.96
08/01/2025	Bill	02945DA25219447	OVERDRIVE, INC	eBook/Audiobook	2380 Accounts Payable	150.00
				eBook/Audiobook	5122 COLLECTIONS:eContent	150.00
08/01/2025	Bill	6799570	PEAK ALARM CO, INC	Security Monitoring 08/01/2025 - 10/31/2025	2380 Accounts Payable	164.73
				Security Monitoring 08/01/2025 - 10/31/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	164.73
08/02/2025	Bill	08/02/25	Amy Miller	End of Summer Reading Party 08/02/2025	2380 Accounts Payable	200.00
				End of Summer Reading Party 08/02/2025	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	200.00
08/04/2025	Bill	176570	Diamond Lawns, LLC	July Landscaping Services 07/01/2025-07/25/2025	2380 Accounts Payable	1,770.00
				July Landscaping Services 07/01/2025-07/25/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	1,770.00
08/04/2025	Bill	64395707	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	229.71
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	24.59
				Print Books	5115 COLLECTIONS:Adult Print Books	85.67
				Print Books	5115 COLLECTIONS:Adult Print Books	101.35

# Meridian Library District

## Bill Listing

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	15.10
08/04/2025	Bill	02945C025240647	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	4,740.19
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	4,740.19
08/04/2025	Bill	64395708	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	22.15
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	22.15
08/05/2025	Bill	02945DA25242947	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	3,307.98
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	3,307.98
08/05/2025	Bill	64395816	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,358.22
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	117.37
				Print Books	5130 COLLECTIONS:Children's books	10.63
				Print Books	5115 COLLECTIONS:Adult Print Books	362.86
				Print Books	5115 COLLECTIONS:Adult Print Books	720.77
				Print Books	5130 COLLECTIONS:Children's books	133.85
				Print Books	5135 COLLECTIONS:Young Adult books	9.74
08/05/2025	Bill	64395817	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	192.19
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	192.19
08/05/2025	Bill	7678000	DEMCO	Book Tape & Classification Labels	2380 Accounts Payable	1,770.33
				Book Tape & Classification Labels	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	1,770.33
08/06/2025	Bill	02945DA25243770	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	109.00
				Audiobook	5122 COLLECTIONS:eContent	109.00
08/06/2025	Bill	02945DA25243769	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	109.00
				Audiobook	5122 COLLECTIONS:eContent	109.00
08/06/2025	Bill	140483	Spacesaver Intermountain, LLC	Orchard Park Carts, Shelves and End Panels 50% Down	2380 Accounts Payable	10,864.51
				Orchard Park Carts, Shelves and End Panels 50% Down	1500 Deposits/Prepaid expenses	10,864.51
08/06/2025	Bill	64396005	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	313.82
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	21.26
				Print Books	5135 COLLECTIONS:Young Adult books	16.24
				Print Books	5115 COLLECTIONS:Adult Print Books	101.99
				Print Books	5115 COLLECTIONS:Adult Print Books	133.83

# Meridian Library District

## Bill Listing

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5130 COLLECTIONS:Children's books	21.26
				Print Books	5135 COLLECTIONS:Young Adult books	16.24
08/06/2025	Bill	64396012	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	974.99
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	384.95
				Print Books	5130 COLLECTIONS:Children's books	10.63
				Print Books	5115 COLLECTIONS:Adult Print Books	98.50
				Print Books	5115 COLLECTIONS:Adult Print Books	108.10
				Print Books	5130 COLLECTIONS:Children's books	369.81
08/06/2025	Bill	64396013	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	134.59
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	134.59
08/06/2025	Bill	64396006	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	30.56
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	30.56
08/07/2025	Bill	2160:11120918	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
08/07/2025	Bill	534701	Hawley Troxell Ennis & Hawley LLP	Legal Services 07/01-07/24/2025	2380 Accounts Payable	2,348.00
				Legal Services 07/01-07/24/2025	5202.4 OPERATING EXPENSES:Professional Services:Legal fees	2,348.00
08/07/2025	Bill	02945DA25244583	OVERDRIVE, INC	eBook	2380 Accounts Payable	24.95
				eBook	5122 COLLECTIONS:eContent	24.95
08/08/2025	Bill	0052269	All Pro Linen	Towel/Mat Laundering 08/08/2025	2380 Accounts Payable	48.25
				Towel/Mat Laundering 08/08/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	48.25
08/08/2025	Bill	50043086	SurveyMonkey Inc.	Survey Monkey Subscription for Cherry Lane Renovation Working Groups	2380 Accounts Payable	2,304.00
				Survey Monkey Subscription for Cherry Lane Renovation Working Groups	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	2,304.00
08/08/2025	Bill	64396277	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	208.28
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	208.28
08/08/2025	Bill	64396276	INGRAM LIBRARY	Print Books	2380 Accounts Payable	1,486.38

# Meridian Library District

## Bill Listing

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
			SERVICES, INC			
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	109.53
				Print Books	5135 COLLECTIONS:Young Adult books	240.48
				Print Books	5115 COLLECTIONS:Adult Print Books	340.81
				Print Books	5115 COLLECTIONS:Adult Print Books	466.35
				Print Books	5130 COLLECTIONS:Children's books	70.63
				Print Books	5135 COLLECTIONS:Young Adult books	255.58
08/08/2025	Bill	08/08/2025	Grow Pro Graders	Kickstart Your Fall Garden 08/08/2025 at Orchard Park	2380 Accounts Payable	75.00
				Kickstart Your Fall Garden 08/08/2025 at Orchard Park	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	75.00
08/10/2025	Bill	INV-137353	Ednetics	Monthly VOIP Service	2380 Accounts Payable	599.07
				Monthly VOIP Service	5230 OPERATING EXPENSES:Information Technology:Phone Service	599.07
08/11/2025	Bill	1539029	FISHER'S TECHNOLOGY	FEQ44885 Contract overage charge 7/9/2025 to 8/8/2025	2380 Accounts Payable	86.36
				FEQ44885 Contract overage charge 7/9/2025 to 8/8/2025	5211 OPERATING EXPENSES:Supplies:Copy/Print	86.36
08/11/2025	Bill	507571991	MIDWEST TAPE	DVDs	2380 Accounts Payable	50.78
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	1.30
				DVD	5149 COLLECTIONS:Media	24.74
				DVD	5149 COLLECTIONS:Media	24.74
08/12/2025	Bill	1539297	FISHER'S TECHNOLOGY	FEQ39040 FEQ15251 Overage charge for the 7/12/2025 to 8/11/2025	2380 Accounts Payable	195.42
				FEQ39040 FEQ15251 Overage charge for the 7/12/2025 to 8/11/2025	5211 OPERATING EXPENSES:Supplies:Copy/Print	195.42
08/12/2025	Bill	0052448	All Pro Linen	Towel/Mat Laundering 08/12/2025	2380 Accounts Payable	78.25
				Towel/Mat Laundering 08/12/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	78.25
08/12/2025	Bill	02945DA25248248	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	1,694.21
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	1,694.21
08/12/2025	Bill	41622353	Canon Financial Services, INC.	Copier Lease 08/01/2025- 08/31/2025	2380 Accounts Payable	226.80
				Copier Lease 08/01/2025- 08/31/2025	5211 OPERATING EXPENSES:Supplies:Copy/Print	226.80
08/13/2025	Bill	67848335	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	341.01
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00

# Meridian Library District

## Bill Listing

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5115 COLLECTIONS:Adult Print Books	135.10
				Print Books	5115 COLLECTIONS:Adult Print Books	202.91
08/13/2025	Bill	64396650	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	186.69
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	186.69
08/13/2025	Bill	64396649	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	1,534.51
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	360.18
				Print Books	5135 COLLECTIONS:Young Adult books	22.94
				Print Books	5115 COLLECTIONS:Adult Print Books	372.95
				Print Books	5115 COLLECTIONS:Adult Print Books	391.52
				Print Books	5130 COLLECTIONS:Children's books	361.54
				Print Books	5135 COLLECTIONS:Young Adult books	22.38
08/14/2025	Bill	02945DA25249760	OVERDRIVE, INC	Audiobooks	2380 Accounts Payable	169.98
				Audiobooks	5122 COLLECTIONS:eContent	169.98
08/14/2025	Bill	Lost Item Refund	William Powell	Refund for Lost Item Fine-Item Returned	2380 Accounts Payable	16.95
				Refund for Lost Item Fine-Item Returned	4200 Non-tax Revenue:Fines and fees	-16.95
08/15/2025	Bill	02945DA25250648	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	79.99
				Audiobook	5122 COLLECTIONS:eContent	79.99
08/15/2025	Bill	64396888	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	417.03
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	172.72
				Print Books	5115 COLLECTIONS:Adult Print Books	61.88
				Print Books	5130 COLLECTIONS:Children's books	179.43
08/15/2025	Bill	64396889	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	52.79
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	52.79
08/15/2025	Bill	5044073	Employee Benefits Corporation	COBRA August 2025	2380 Accounts Payable	60.00
				COBRA August 2025	5010 PERSONNEL:Payroll benefits	60.00
08/15/2025	Bill	0052786	All Pro Linen	Towel/Mat Laundering 08/15/2025	2380 Accounts Payable	57.75
				Towel/Mat Laundering 08/15/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.75
08/18/2025	Bill	64397045	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	35.70

# Meridian Library District

## Bill Listing

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	35.70
08/18/2025	Bill	64397044	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	290.43
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	70.58
				Print Books	5135 COLLECTIONS:Young Adult books	10.63
				Print Books	5115 COLLECTIONS:Adult Print Books	48.70
				Print Books	5115 COLLECTIONS:Adult Print Books	42.18
				Print Books	5130 COLLECTIONS:Children's books	104.71
				Print Books	5135 COLLECTIONS:Young Adult books	10.63
08/18/2025	Bill	507603487	MIDWEST TAPE	BluRays	2380 Accounts Payable	65.58
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	5.60
				BluRay	5149 COLLECTIONS:Media	29.99
				BluRay	5149 COLLECTIONS:Media	29.99
08/18/2025	Bill	2160:11134825	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
08/18/2025	Bill	18140	MERIDIAN CHAMBER of COMMERCE	Leadership Meridian Class of 2025- 2026 ET	2380 Accounts Payable	1,300.00
				Leadership Meridian Class of 2025- 2026 ET	5234.1 OPERATING EXPENSES:Professional Development:Conferences	1,300.00
08/19/2025	Bill	02945DA25253442	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	1,050.42
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	1,050.42
08/19/2025	Bill	02945CO25252652	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	12,492.63
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	12,492.63
08/19/2025	Bill	64397248	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	51.21
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	51.21
08/19/2025	Bill	64397247	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	421.88
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	88.95
				Print Books	5135 COLLECTIONS:Young Adult books	13.44
				Print Books	5115 COLLECTIONS:Adult Print Books	116.33
				Print Books	5115 COLLECTIONS:Adult Print Books	148.12
				Print Books	5130 COLLECTIONS:Children's books	38.60

# Meridian Library District

## Bill Listing

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Print Books	5135 COLLECTIONS:Young Adult books	13.44
08/20/2025	Bill	64397410	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	133.99
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	133.99
08/20/2025	Bill	64397409	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	926.19
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	81.47
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
				Print Books	5115 COLLECTIONS:Adult Print Books	209.24
				Print Books	5115 COLLECTIONS:Adult Print Books	528.63
				Print Books	5130 COLLECTIONS:Children's books	81.47
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
08/20/2025	Bill	64397421	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	72.33
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	72.33
08/20/2025	Bill	64397420	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	582.04
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	31.33
				Print Books	5135 COLLECTIONS:Young Adult books	11.75
				Print Books	5115 COLLECTIONS:Adult Print Books	178.11
				Print Books	5115 COLLECTIONS:Adult Print Books	286.66
				Print Books	5130 COLLECTIONS:Children's books	60.56
				Print Books	5135 COLLECTIONS:Young Adult books	10.63
08/21/2025	Bill	216011142715	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
08/21/2025	Bill	64397606	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	278.47
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	21.26
				Print Books	5135 COLLECTIONS:Young Adult books	11.76
				Print Books	5115 COLLECTIONS:Adult Print Books	62.93
				Print Books	5115 COLLECTIONS:Adult Print Books	124.68
				Print Books	5130 COLLECTIONS:Children's books	31.89
				Print Books	5135 COLLECTIONS:Young Adult books	22.95
08/21/2025	Bill	64397538	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	22.64

# Meridian Library District

## Bill Listing

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	22.64
08/21/2025	Bill	64397537	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	234.36
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	58.76
				Print Books	5135 COLLECTIONS:Young Adult books	11.19
				Print Books	5115 COLLECTIONS:Adult Print Books	57.67
				Print Books	5115 COLLECTIONS:Adult Print Books	93.11
				Print Books	5130 COLLECTIONS:Children's books	10.63
08/22/2025	Bill	0053320	All Pro Linen	Towel/Mat Laundering 08/22/2025	2380 Accounts Payable	48.25
				Towel/Mat Laundering 08/22/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	48.25
08/22/2025	Bill	71707	Lucas Holdings, LLC DBA Lucas Color Card	Library Cards Internet Only Qty 5210	2380 Accounts Payable	994.30
				Library Cards Internet Only Qty 5210	5240 OPERATING EXPENSES:Supplies:Supplies - general	994.30
08/22/2025	Bill	1545394	FISHER'S TECHNOLOGY	FEQ42949 Contract overage charge for 7/22/2025 to 8/21/2025	2380 Accounts Payable	51.27
				FEQ42949 Contract overage charge for 7/22/2025 to 8/21/2025	5211 OPERATING EXPENSES:Supplies:Copy/Print	51.27
08/22/2025	Bill	64397701	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	260.55
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	78.17
				Print Books	5115 COLLECTIONS:Adult Print Books	33.04
				Print Books	5115 COLLECTIONS:Adult Print Books	46.91
				Print Books	5130 COLLECTIONS:Children's books	99.43
08/22/2025	Bill	64397702	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	33.38
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	33.38
08/25/2025	Bill	67848336	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	30.87
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	30.87
08/25/2025	Bill	18162	MERIDIAN CHAMBER of COMMERCE	Leadership Meridian Class of 2025- 2026 WGA	2380 Accounts Payable	1,300.00
				Leadership Meridian Class of 2025- 2026 WGA	5234.1 OPERATING EXPENSES:Professional Development:Conferences	1,300.00



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## Bill Listing

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
08/25/2025	Bill	43903	Funds for Learning, LLC	E-Rate Consulting 08/25-09/30/2025	2380 Accounts Payable	495.00
				E-Rate Consulting 08/25-09/30/2025	5202.5 OPERATING EXPENSES:Professional Services:Consulting	495.00
08/25/2025	Bill	02945DA25257411	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	80.99
				Audiobook	5122 COLLECTIONS:eContent	80.99
08/25/2025	Bill	1545784	FISHER'S TECHNOLOGY	FEQ32043 Contract overage charge for 7/23/2025 to 8/22/2025	2380 Accounts Payable	172.78
				FEQ32043 Contract overage charge for 7/23/2025 to 8/22/2025	5211 OPERATING EXPENSES:Supplies:Copy/Print	172.78
08/25/2025	Bill	08/25/25	Introspective Counseling & Consulting	Healing Centered Book Club 08/25/25 Pinnacle	2380 Accounts Payable	100.00
				Healing Centered Book Club 08/25/25 Pinnacle	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	100.00
08/26/2025	Bill	02945DA25259633	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	1,168.85
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	1,168.85
08/26/2025	Bill	02945DA25259634	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	1,259.43
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	1,259.43
08/26/2025	Bill	08/05-08/26/25	Little Pallets LLC	Watercolor Workshop 08/05 08/12 08/19 08/26 at Orchard Park	2380 Accounts Payable	300.00
				Watercolor Workshop 08/05 08/12 08/19 08/26 at Orchard Park	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	300.00
08/26/2025	Bill	0053501	All Pro Linen	Towel/Mat Laundering 08/26/2025	2380 Accounts Payable	78.25
				Towel/Mat Laundering 08/26/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	78.25
08/26/2025	Bill	67852861	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	21.90
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	21.90
08/26/2025	Bill	67852860	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	205.91
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	3.00
				Print Books	5130 COLLECTIONS:Children's books	10.05
				Print Books	5115 COLLECTIONS:Adult Print Books	90.87
				Print Books	5115 COLLECTIONS:Adult Print Books	91.94
				Print Books	5130 COLLECTIONS:Children's books	10.05
08/27/2025	Bill	64398083	INGRAM LIBRARY SERVICES, INC	Print Books	2380 Accounts Payable	343.69
				Processing	5229.2 OPERATING EXPENSES:Materials	3.00

# Meridian Library District

## Bill Listing

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
					Processing:Materials-Processing	
				Print Books	5130 COLLECTIONS:Children's books	11.19
				Print Books	5115 COLLECTIONS:Adult Print Books	139.64
				Print Books	5115 COLLECTIONS:Adult Print Books	179.79
				Print Books	5130 COLLECTIONS:Children's books	10.07
08/27/2025	Bill	64398084	INGRAM LIBRARY SERVICES, INC	Processing	2380 Accounts Payable	46.81
				Processing	5229.2 OPERATING EXPENSES:Materials Processing:Materials-Processing	46.81
08/28/2025	Bill	8/28/25	Natalie W	Reimburse Costco Purchase 08/28/2025	2380 Accounts Payable	351.56
				Reimburse Costco Purchase 08/28/2025	5240 OPERATING EXPENSES:Supplies:Supplies - general	71.46
				Reimburse Costco Purchase 08/28/2025	5234.5 OPERATING EXPENSES:Professional Development:Staff Mtg & Training	280.10
08/28/2025	Bill	02945DA25261637	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	116.55
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	116.55
08/28/2025	Bill	02945DA25261636	OVERDRIVE, INC	Audiobook	2380 Accounts Payable	135.98
				Audiobook	5122 COLLECTIONS:eContent	135.98
08/28/2025	Bill	02945C025261281	OVERDRIVE, INC	eBooks/Audiobooks	2380 Accounts Payable	19,870.35
				eBooks/Audiobooks	5122 COLLECTIONS:eContent	19,870.35
08/28/2025	Bill	PS-INV121533	Lytle Signs Inc.	Illuminated Wall Signs at Orchard Park Final Payment	2380 Accounts Payable	8,315.26
				Illuminated Wall Signs at Orchard Park Final Payment	7295 CAPITAL EQUIPMENT EXPENSES:Major improvements	8,315.26
08/28/2025	Bill	1547754	FISHER'S TECHNOLOGY	FEQ15631 FEQ17642 Contract overage charge for 7/22/2025 to 8/21/2025	2380 Accounts Payable	151.63
				FEQ15631 FEQ17642 Contract overage charge for 7/22/2025 to 8/21/2025	5211 OPERATING EXPENSES:Supplies:Copy/Print	71.78
				FEQ15631 FEQ17642 Contract overage charge for 7/22/2025 to 8/21/2025	5211 OPERATING EXPENSES:Supplies:Copy/Print	79.85
08/29/2025	Bill	0053840	All Pro Linen	Towel/Mat Laundering 08/29/2025	2380 Accounts Payable	57.75
				Towel/Mat Laundering 08/29/2025	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	57.75
08/29/2025	Bill	Lost Item Refund	Ruth Smith	Refund for Lost Item Fine-Item Returned	2380 Accounts Payable	19.99
				Refund for Lost Item Fine-Item Returned	4200 Non-tax Revenue:Fines and fees	-19.99
08/29/2025	Bill	Lost Item Refund	Ramon Ruiz	Refund for Lost Item Fine- Item Returned	2380 Accounts Payable	11.49
				Refund for Lost Item Fine- Item Returned	4200 Non-tax Revenue:Fines and fees	-11.49

# Meridian Library District

## Bill Listing

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
08/29/2025	Bill	IH997	City Of Boise Library	FY25 Qtr4 Consortium Hardware & Software share billing for July-September 2025	2380 Accounts Payable	12,286.61
				FY25 Qtr4 Consortium Hardware & Software share billing for July-September 2025	5212.H OPERATING EXPENSES:Consortium:Consortium-Hardware/Software	12,286.61
08/29/2025	Bill	IH988	City Of Boise Library	FY25 Qtr3 Consortium Hardware & Software share billing for April-June 2025	2380 Accounts Payable	12,719.00
				FY25 Qtr3 Consortium Hardware & Software share billing for April-June 2025	5212.C OPERATING EXPENSES:Consortium:Consortium-Courier	12,719.00
08/29/2025	Bill	9527	MINUTEMAN INC.	Key Copies	2380 Accounts Payable	30.75
				Key Copies	6224.2 OPERATING EXPENSES:Facility Expense:Bldg-Repairs	30.75
08/29/2025	Bill	623	On the Spot Cleaners	Orchard Park Laundry for Dry Clean Only Tableclothes 07/29-08/05	2380 Accounts Payable	50.00
				Orchard Park Laundry for Dry Clean Only Tableclothes 07/29-08/05	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	50.00
08/31/2025	Bill	467763	Kanopy Inc.	Kanopy Play Credits	2380 Accounts Payable	807.00
				Kanopy Play Credits	5122 COLLECTIONS:eContent	807.00
08/31/2025	Bill	082524422	Idaho Press -Tribune	Budget Hearing Legal Notice 08/12/2025	2380 Accounts Payable	174.60
				Budget Hearing Legal Notice 08/12/2025	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	174.60
08/31/2025	Bill	0884-001418636	REPUBLIC SERVICES	Temporary 20 Yard Trash Dumpster for Cherry Lane Move Out 08/11-09/30/2025	2380 Accounts Payable	545.95
				Temporary 20 Yard Trash Dumpster for Cherry Lane Move Out 08/11-09/30/2025	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	545.95
08/31/2025	Bill	2024024-00012	MSR Design	Cherry Lane Renovation Architect Fees August 2025	2380 Accounts Payable	11,875.00
				Cherry Lane Renovation Architect Fees August 2025	7300 CAPITAL BUILDING EXPENSES:Cherry Lane Renovation - General Fund	11,875.00

# Meridian Library District

## Bill Payment List

August 2025

DATE	NUM	VENDOR	AMOUNT
1072 Bill.com Money Out Clearing			
08/05/2025		INGRAM LIBRARY SERVICES, INC	-1,016.75
08/04/2025		Carmen West	-49.34
08/11/2025		MIDWEST TAPE	-731.61
08/13/2025		INGRAM LIBRARY SERVICES, INC	-2,617.07
08/12/2025		INGRAM LIBRARY SERVICES, INC	-865.08
08/07/2025		INGRAM LIBRARY SERVICES, INC	-2,512.50
08/11/2025		INGRAM LIBRARY SERVICES, INC	-633.85
08/08/2025		INGRAM LIBRARY SERVICES, INC	-219.88
08/26/2025		INGRAM LIBRARY SERVICES, INC	-1,423.40
08/25/2025		INGRAM LIBRARY SERVICES, INC	-1,550.41
08/21/2025		INGRAM LIBRARY SERVICES, INC	-2,336.65
08/20/2025		INGRAM LIBRARY SERVICES, INC	-263.30
08/19/2025		INGRAM LIBRARY SERVICES, INC	-2,203.51
08/15/2025		INGRAM LIBRARY SERVICES, INC	-838.32
08/22/2025		INGRAM LIBRARY SERVICES, INC	-229.71
08/15/2025		OVERDRIVE, INC	-39,429.88
08/15/2025		FISHER'S TECHNOLOGY	-489.48
08/15/2025		Playaway Products LLC	-472.93
08/15/2025		TREASURE VALLEY COFFEE INC	-214.90
08/19/2025		RM MECHANICAL, INC	-1,124.83
08/15/2025		RM MECHANICAL, INC	-1,124.83
08/21/2025		FATBEAM, LLC	-4,720.00
08/15/2025		LIBRARIA	-6,746.29
08/15/2025		PACIFIC BACKFLOW LLC	-540.00
08/15/2025		All Pro Linen	-78.25
08/18/2025		FISHER'S TECHNOLOGY	-195.42
08/15/2025		All Pro Linen	-48.25
08/15/2025		Spacesaver Intermountain, LLC	-10,864.51
08/15/2025		Patricia Latham Ball dba Management Northwest	-1,260.00
08/15/2025		DEMCO	-919.36
08/27/2025		Hawley Troxell Ennis & Hawley LLP	-2,348.00
08/15/2025		MSR Design	-35,463.55
08/21/2025		MIDWEST TAPE	-227.96
08/21/2025		UNIQUE MANAGEMENT SERVICES, INC	-797.85
08/27/2025		TREASURE VALLEY COFFEE INC	-76.00
08/15/2025		Spacesaver Intermountain, LLC	-5,993.35
08/19/2025		Playaway Products LLC	-123.98
08/21/2025		WESTERN RECORDS DESTRUCTION, INC	-165.00
08/15/2025		Diamond Lawns, LLC	-1,770.00
08/15/2025		TRI-STATE ELECTRIC, INC.	-1,123.40
08/15/2025		Kanopy Inc.	-654.00
08/15/2025		SRH Franchising, LLC dba JAN-PRO of Idaho	-12,300.00
08/15/2025		MIDWEST TAPE	-365.21
08/15/2025		All Pro Linen	-78.25

# Meridian Library District

## Bill Payment List

August 2025

DATE	NUM	VENDOR	AMOUNT
08/15/2025		Little Pallets LLC	-150.00
08/15/2025		Introspective Counseling & Consulting	-100.00
08/15/2025		Ednetics	-646.01
08/15/2025		PROTEX LLC	-375.00
08/15/2025		All Pro Linen	-48.25
08/15/2025		MINUTEMAN INC.	-89.25
08/15/2025		All Pro Linen	-57.75
08/15/2025		Canon Financial Services, INC.	-226.80
08/15/2025		Apex Northwest Commercial Owners Association	-8,588.96
08/21/2025		Christie Jo Paulson	-9.99
08/20/2025		Karla Ehlers	-27.64
08/15/2025		Janet Twards	-13.79
08/15/2025		Haley Hodges	-15.99
08/15/2025		Doralee McCormick	-11.24
08/15/2025		Lyngsoe Systems In.	-10,565.00
08/15/2025		City of Scottsdale	-12.19
08/15/2025		Stephen Paul Getlein	-21.95
08/15/2025		SurveyMonkey Inc.	-2,304.00
08/28/2025		MIDWEST TAPE	-83.47
08/28/2025		INGRAM LIBRARY SERVICES, INC	-1,747.37
08/28/2025		OVERDRIVE, INC	-15,512.18
08/29/2025		MIDWEST TAPE	-50.78
08/26/2025		Prime, Inc	-3,936.00
08/26/2025		Prime, Inc	-2,797.00
<b>Total for 1072 Bill.com Money Out Clearing</b>			<b>\$ -194,597.47</b>

# Meridian Library District

## Credit Card Detail

August 2025

DATE	NUM	SPLIT	AMOUNT	NAME
1500 Deposits/Prepaid expenses				
08/06/2025	A218DE062912D75DBDEE0	2700 Divvy Credit Cards Payable	5.00	LYFT CANCEL FEE
08/07/2025	B3373B94EE5C6DC628AAA	2700 Divvy Credit Cards Payable	12.51	LYFT
08/11/2025	EEFD0E20C0E53314BB493	2700 Divvy Credit Cards Payable	16.20	LYFT
08/26/2025	EB3F1C69962FC5AD061D1	2700 Divvy Credit Cards Payable	45.00	CLIC
08/28/2025	422B3168216CCDDD507E4	2700 Divvy Credit Cards Payable	75.00	TE MERIDIAN PARKS & RECR
<b>Total for 1500 Deposits/Prepaid expenses</b>			<b>\$153.71</b>	
2700 Divvy Credit Cards Payable				
08/01/2025	BB4B4D5871FAA5F28469D	5236.2S OPERATING EXPENSES:Program Expense:Programs - District:District Programs -Supported	-28.99	AMAZON
08/01/2025	A5CBB5C603312022D4E40	6224.4 OPERATING EXPENSES:Facility Expense:Bldg- Supplies	10.49	AMAZON
08/01/2025	4E4B407D7FCC654C48761	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	30.00	GOOGLE WORKSPACE
08/01/2025	E932E0DF08D1C385E6387	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	5.00	DIGITALOCEAN
08/01/2025	E8D6F5F1711AD1295437A	5236.2S OPERATING EXPENSES:Program Expense:Programs - District:District Programs -Supported	-53.32	AMAZON
08/01/2025	0BF2F71CDA01047CA19A3	5236.2S OPERATING EXPENSES:Program Expense:Programs - District:District Programs -Supported	-28.99	AMAZON
08/01/2025	3D2FC3F6C69F555996FD4	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	14.88	AMAZON
08/01/2025	6A5460D77EF86FA125E9E	5236.2S OPERATING EXPENSES:Program Expense:Programs - District:District Programs -Supported	-57.98	AMAZON
08/01/2025	37029E48DA346026D4BBE	5236.2S OPERATING EXPENSES:Program Expense:Programs - District:District Programs -Supported	-27.59	AMAZON
08/01/2025	7852B1A23E32F560F2714	5236.2S OPERATING EXPENSES:Program Expense:Programs - District:District Programs -Supported	-28.99	AMAZON
08/01/2025	BF3B7F0E1CEF67B3DE258	5246 OPERATING EXPENSES:Supplies:Supplies - office	26.99	AMAZON
08/01/2025	03CC13D3A13392377AA04	6224.3 OPERATING	51.95	AMAZON

# Meridian Library District

## Credit Card Detail

August 2025

DATE	NUM	SPLIT	AMOUNT	NAME
		EXPENSES:Facility Expense:Bldg- Small Tools		
08/01/2025	9AAC605306EB45B302ACD	6224.4 OPERATING	74.98	AMAZON
		EXPENSES:Facility Expense:Bldg- Supplies		
08/01/2025	24E868CEC826898AE87CE	5236.2S OPERATING	-110.37	AMAZON
		EXPENSES:Program Expense:Programs - District:District Programs -Supported		
08/01/2025	A7B5CD5AF3BCF6031C262	5236.2S OPERATING	-26.66	AMAZON
		EXPENSES:Program Expense:Programs - District:District Programs -Supported		
08/02/2025	1268C83287E381C096947	5236.2 OPERATING	97.30	ZUG MONSTER
		EXPENSES:Program Expense:Programs - District		
08/02/2025	38F7109F2A4D8672C163D	5246 OPERATING	149.96	AMAZON
		EXPENSES:Supplies:Supplies - office		
08/02/2025	6E55D44D3D2FC00EDEDFF	5211 OPERATING	81.99	AMAZON
		EXPENSES:Supplies:Copy/Print		
08/02/2025	764E8A52722BD1D7219C3	5225 OPERATING	40.22	SCHEELS
		EXPENSES:Marketing:Marketing & advertising		
08/02/2025	88F15FE2B913E51E06746	5220.1 OPERATING	12.45	GOOGLE SERVICES
		EXPENSES:Information Technology:IT Infra -Software/Licensing		
08/02/2025	63187B85DC47C885E5D6F	5211 OPERATING	53.99	AMAZON
		EXPENSES:Supplies:Copy/Print		
08/02/2025	7EC93AEBBA1DB8582E9DF	5211 OPERATING	337.78	AMAZON
		EXPENSES:Supplies:Copy/Print		
08/02/2025	326985E2D859BA087B7B9	5234.1 OPERATING	-358.27	HAMPTON INN
		EXPENSES:Professional Development:Conferences		
08/03/2025	CFB5601990CF268C20D9B	5211 OPERATING	55.98	AMAZON
		EXPENSES:Supplies:Copy/Print		
08/03/2025	B7D58465E7291AA132EF2	5220.7 OPERATING	299.00	APPLE
		EXPENSES:Information Technology:IT Technology Maintenance		
08/04/2025	DEF31016B778CE244889A	5234.6 OPERATING	95.00	GOVERNMENT FINANCE OFFICE
		EXPENSES:Professional Development:Webinar/Ecourses		
08/04/2025	014C84CC4F6646C5ACA88	6224.3 OPERATING	5.97	AMAZON
		EXPENSES:Facility Expense:Bldg- Small Tools		
08/04/2025	3875486645E4A8B6067E3	5236.2 OPERATING	9.99	AMAZON
		EXPENSES:Program Expense:Programs - District		
08/05/2025	2ACFBA79B279CCFA4C528	5240 OPERATING	114.98	AMAZON

# Meridian Library District

## Credit Card Detail

August 2025

DATE	NUM	SPLIT	AMOUNT	NAME
08/05/2025	791C2799D370736446192	EXPENSES:Supplies:Supplies - general 5202.2 OPERATING	1.70	PAYPAL PAYFLOW
08/05/2025	280377F9F6AC92B932D59	EXPENSES:Banking fees:Bankcard fees 5234.5 OPERATING	46.90	WALMART
08/05/2025	E548858882FD3516641A1	EXPENSES:Professional Development:Staff Mtg & Training 5236.2 OPERATING	10.98	ALBERTSONS
08/06/2025	77AD61BC60531D81C8160	EXPENSES:Program Expense:Programs - District 5150 COLLECTIONS:Circulating devices & kits	33.53	AMAZON
08/06/2025	A218DE062912D75DBDEE0	1500 Deposits/Prepaid expenses	5.00	LYFT CANCEL FEE
08/06/2025	E3CEF6A9C9CDE1039999C	5240s OPERATING	64.28	MARKET STREET
08/06/2025	A62AF71E813D594396104	EXPENSES:Supplies:Supplies - general:Supplies - General -Supported 5115 COLLECTIONS:Adult Print Books	31.78	AMAZON
08/06/2025	59B61D5CE88E1195D31D5	6224.1 OPERATING	92.54	THE HOME DEPOT
08/06/2025	3A9465F42C3694281CE13	EXPENSES:Facility Expense:Bldg-Maintenance 5234.1 OPERATING	32.00	EB BUSINESS BUILDER
08/06/2025	355A32BA86149D7ABBD51	EXPENSES:Professional Development:Conferences 5115 COLLECTIONS:Adult Print Books	11.40	AMAZON
08/07/2025	58F8A55BFA601EA8266B9	6224.4 OPERATING	30.58	AMAZON
08/07/2025	A29130F015B699F5DCCCC	EXPENSES:Facility Expense:Bldg-Supplies 5236.2 OPERATING	173.97	AMAZON
08/07/2025	67CEE92D53C3E339E695B	EXPENSES:Program Expense:Programs - District 5115 COLLECTIONS:Adult Print Books	54.21	AMAZON
08/07/2025	309D1700579F99B878556	5246 OPERATING	12.98	AMAZON
08/07/2025	3F5B50FAAA49EEFF55CFF	EXPENSES:Supplies:Supplies - office 5236.BR OPERATING	931.03	INTERNATIONAL MINUTE PRES
08/07/2025	849E36B8E4BE47C92D3BB	EXPENSES:Program Expense:Programs -Brochures 6224.4 OPERATING	189.99	AMAZON
08/07/2025	421B426C848408EC119EA	EXPENSES:Facility Expense:Bldg-Supplies 6224.4 OPERATING	23.97	AMAZON
08/07/2025	B004EFD093CA2F6A32AF1	EXPENSES:Facility Expense:Bldg-Supplies 5246 OPERATING	7.74	AMAZON
08/07/2025	1BFDBA36890060E256A76	EXPENSES:Supplies:Supplies - office 5234.5 OPERATING	38.27	JIMMY JOHN'S
		EXPENSES:Professional Development:Staff Mtg & Training		



# Meridian Library District

## Credit Card Detail

August 2025

DATE	NUM	SPLIT	AMOUNT	NAME
08/07/2025	C24AD44F6E332368A77A8	5115 COLLECTIONS:Adult Print Books	42.82	AMAZON
08/07/2025	1C1959127E761189CB600	5150 COLLECTIONS:Circulating devices & kits	142.49	AMAZON
08/07/2025	2AB78F2552E9ECDB354CC	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	14.50	AMAZON
08/07/2025	C09E8EE9BC9DBD9B8B419	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	107.96	AMAZON
08/07/2025	1F7B8A50FCB2C4735E7B3	5246 OPERATING EXPENSES:Supplies:Supplies - office	25.00	AMAZON
08/07/2025	B3373B94EE5C6DC628AAA	1500 Deposits/Prepaid expenses	12.51	LYFT
08/07/2025	2C4A0FF2F84E606213805	5246 OPERATING EXPENSES:Supplies:Supplies - office	10.99	AMAZON
08/07/2025	373235CCED4063904FC1A	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	20.00	AMAZON
08/08/2025	C856564E30C84A0C2B8FA	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	36.51	WALMART
08/08/2025	44B82F09782B6BEC8267D	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	15.99	AMAZON
08/08/2025	E894D7586732B3653676D	5220.5 OPERATING EXPENSES:Information Technology:IT Utilities	80.02	VERIZON
08/08/2025	585105A1AA2E6B88CC67E	6224.4 OPERATING EXPENSES:Facility Expense:Bldg-Supplies	-9.99	AMAZON
08/08/2025	288C5D713849674B693EC	5211 OPERATING EXPENSES:Supplies:Copy/Print	24.99	AMAZON
08/08/2025	D44B9854775834E564E5E	5246 OPERATING EXPENSES:Supplies:Supplies - office	1,272.75	U-HAUL
08/08/2025	5A088F1DFF40C0A36D57E	6224.1 OPERATING EXPENSES:Facility Expense:Bldg-Maintenance	156.25	MERIDIAN TRANSFER STAT
08/08/2025	DC513A4307AE7F42BD1B3	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	415.48	AMAZON
08/08/2025	D588FDEE2F8F80AA01F65	5234.3 OPERATING EXPENSES:Professional Development:Materials	105.39	AMAZON
08/08/2025	2EEB3E8BF145B6D0AC4B8	5211 OPERATING EXPENSES:Supplies:Copy/Print	83.41	MATTERHACKERS INC
08/08/2025	A3758A9968394C4C8665B	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	9.89	AMAZON

# Meridian Library District

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DATE	NUM	SPLIT	AMOUNT	NAME
08/09/2025	59E9CFD4711FDECE81D4C	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	13.47	AMAZON
08/09/2025	076ADFA9334322C79E258	5234.1 OPERATING EXPENSES:Professional Development:Conferences	47.00	BASECAMP TECH FEST
08/09/2025	17E802A1754B74DF33DAF	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	466.43	FORMLABS
08/09/2025	1CB31CB166A7A62172C64	5211 OPERATING EXPENSES:Supplies:Copy/Print	350.36	AMAZON
08/09/2025	F2E148ACF6863E8C7366C	5246 OPERATING EXPENSES:Supplies:Supplies - office	16.75	WALMART
08/09/2025	9452AE7CB68EDF96E9A9B	5228.S OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous:Miscellaneous-Supported	1.00	MERIDIAN FREE LIBR
08/09/2025	8B80AF7C3450F7C28C5E9	5246 OPERATING EXPENSES:Supplies:Supplies - office	-68.25	U-HAUL
08/09/2025	8AB8EDB6A481D399F3D33	5246 OPERATING EXPENSES:Supplies:Supplies - office	29.98	AMAZON
08/09/2025	83E75A63420914057717D	5228.S OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous:Miscellaneous-Supported	1.00	MERIDIAN FREE LIBR
08/09/2025	6D4A071082C8B6361D428	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	59.99	ADOBE
08/09/2025	6C16B591B9C7387967E6B	5230 OPERATING EXPENSES:Information Technology:Phone Service	320.38	VERIZON
08/09/2025	3F2EDE9E30A695C88E5D8	5220.7 OPERATING EXPENSES:Information Technology:IT Technology Maintenance	89.00	MATTERHACKERS INC
08/10/2025	6E9016A9E13DAC48BCF96	5236.2S OPERATING EXPENSES:Program Expense:Programs - District:District Programs -Supported	99.35	SPOONFUL ICE CREAM
08/10/2025	B2C0BC284595ADE35A551	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	11.30	AMAZON
08/10/2025	207CF81978F5994EF386D	5246 OPERATING EXPENSES:Supplies:Supplies - office	108.84	THE HOME DEPOT
08/10/2025	E2EC5CB2ADCAF136CA25C	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	63.00	VOLGISTICS.COM
08/10/2025	9E4E32261F82CC2FCDAAF	5236.2 OPERATING EXPENSES:Program	17.99	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
08/10/2025	D68B35544480FC6D2CD34	Expense:Programs - District 6224.4 OPERATING	-23.97	AMAZON
08/10/2025	CBA4E1C146041B3AB1E2E	EXPENSES:Facility Expense:Bldg-Supplies 5246 OPERATING	-68.90	U-HAUL
08/11/2025	8CED7AD4775C65978FC16	EXPENSES:Supplies:Supplies - office 5220.1 OPERATING	4.38	SLACK
08/11/2025	398A56AFFA2758C0F98D5	EXPENSES:Information Technology:IT Infra -Software/Licensing 5225 OPERATING	2.00	FACEBOOK
08/11/2025	EEFD0E20C0E53314BB493	EXPENSES:Marketing:Marketing & advertising 1500 Deposits/Prepaid expenses	16.20	LYFT
08/11/2025	53CE84418DFF8629BDF45	5246 OPERATING	71.47	AMAZON
08/11/2025	E7C033873FF67CF4B2C34	EXPENSES:Supplies:Supplies - office 6224.3 OPERATING	28.80	AMAZON
08/11/2025	E4D401EC7B22AE0634540	EXPENSES:Facility Expense:Bldg-Small Tools 6224.3 OPERATING	10.35	AMAZON
08/11/2025	6172A80DFEC2E92903478	EXPENSES:Facility Expense:Bldg-Small Tools 5236.2 OPERATING	26.87	AMAZON
08/12/2025	2D44F7E8CD30C95521581	EXPENSES:Program Expense:Programs - District 5246 OPERATING	210.52	THE HOME DEPOT
08/12/2025	414857BB222D88A3B48B6	EXPENSES:Supplies:Supplies - office 6224.4 OPERATING	25.83	AMAZON
08/12/2025	587BE5DF5C70BB9DE178F	EXPENSES:Facility Expense:Bldg-Supplies 5260.9 OPERATING	38.38	AMAZON
08/12/2025	A854C9B40DD2D3CF1BCF0	EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 7665 6224.4 OPERATING	51.73	AMAZON
08/12/2025	1C46C6B18578F165A66A5	EXPENSES:Facility Expense:Bldg-Supplies 2355 Dental Payable	400.80	WILLAMETTE DENTAL
08/12/2025	101E2B01731217A0AE00E	6224.4 OPERATING	25.95	AMAZON
08/12/2025	3C1784E160686CC579110	EXPENSES:Facility Expense:Bldg-Supplies 6224.3 OPERATING	20.78	AMAZON
08/12/2025	29BCECA9D8F1DA6A36F05	EXPENSES:Facility Expense:Bldg-Small Tools 5232 OPERATING	40.55	FEDEX OFFICE
08/12/2025	74BDD2C64004CA4DADCC7	EXPENSES:Miscellaneous Operating:Postage 5115 COLLECTIONS:Adult Print Books	31.86	AMAZON
08/12/2025	8C3005479A4C5ABC5E178	5246 OPERATING	85.50	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
08/12/2025	C447064547B150F9F0F1A	EXPENSES:Supplies:Supplies - office 6224.4 OPERATING	30.15	AMAZON
08/12/2025	530A146B191236CB434C8	EXPENSES:Facility Expense:Bldg-Supplies 5115 COLLECTIONS:Adult Print Books	31.86	AMAZON
08/12/2025	7134B42612E4CF2A1C22D	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	215.94	AMAZON
08/12/2025	2BF3AF172F038945F0BDC	5240 OPERATING EXPENSES:Supplies:Supplies - general	23.99	AMAZON
08/13/2025	9C0032D97612903DCB63F	7295 CAPITAL EQUIPMENT EXPENSES:Major improvements	7,372.35	TRAILERPLUS NAMPA
08/13/2025	B004CC9D4244F837C9D4C	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	30.44	AMAZON
08/13/2025	BD6AA8335ABA823AC643A	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	3.00	FACEBOOK
08/13/2025	C0E4DC93698C118E44757	5246 OPERATING EXPENSES:Supplies:Supplies - office	12.64	AMAZON
08/13/2025	38BC0142D30242632E00F	5211 OPERATING EXPENSES:Supplies:Copy/Print	177.43	AMAZON
08/13/2025	DFC89681AC4A029C5A676	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	12.80	WALMART
08/13/2025	564D883C64B1153B5334A	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	37.94	ALBERTSONS
08/14/2025	79B210D0CFED8B26406EA	5228.S OPERATING EXPENSES:Miscellaneous Operating:Miscellaneous:Miscellaneous-Supported	10.99	AMAZON
08/14/2025	AE58AEF0E4D66E6D50F80	5240 OPERATING EXPENSES:Supplies:Supplies - general	59.99	AMAZON
08/14/2025	28A9D8961165A5581004F	5246 OPERATING EXPENSES:Supplies:Supplies - office	33.90	AMAZON
08/14/2025	5EF4E4A8C56E9EC21E381	6224.3 OPERATING EXPENSES:Facility Expense:Bldg-Small Tools	5.99	AMAZON
08/14/2025	4680333B2BEAA8D72B01F	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	169.99	BECKERS SCHOOL SUPPLIES
08/14/2025	330E51C87D626556A01C0	5225 OPERATING EXPENSES:Marketing:Marketing & advertising	291.90	AMAZON
08/14/2025	428B7BC20D06F95E46392	5115 COLLECTIONS:Adult Print Books	47.82	AMAZON
08/14/2025	6DAB0149943BEBBC2945B	5225 OPERATING	4.00	FACEBOOK

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DATE	NUM	SPLIT	AMOUNT	NAME
		EXPENSES:Marketing:Marketing & advertising		
08/14/2025	DA04649EB2F6167A7E8D4	5246 OPERATING	5.58	AMAZON
		EXPENSES:Supplies:Supplies - office		
08/14/2025	ABE6E22C91E23E6CF5C6A	5246 OPERATING	113.06	AMAZON
		EXPENSES:Supplies:Supplies - office		
08/14/2025	D3BDAFECA14141F7AA564	5115 COLLECTIONS:Adult Print Books	47.82	AMAZON
08/14/2025	4496FC21708E21C809F20	5211 OPERATING	51.99	AMAZON
		EXPENSES:Supplies:Copy/Print		
08/14/2025	B17D0BB81C7A3C7B32950	5236.2 OPERATING	90.50	MARKET STREET
		EXPENSES:Program		
		Expense:Programs - District		
08/14/2025	8060801BCE2FFBDF62535	5225 OPERATING	300.00	MERIDIAN CHAMBER
		EXPENSES:Marketing:Marketing & advertising		
08/15/2025	11BFB2B96DB196E82E605	5236.2 OPERATING	25.30	EXPRESS CAFE
		EXPENSES:Program		
		Expense:Programs - District		
08/15/2025	4F1197D326AF1F9FFA5A1	5236.2 OPERATING	41.28	AMAZON
		EXPENSES:Program		
		Expense:Programs - District		
08/15/2025	1C42060786C473DA36FAB	5236.2 OPERATING	30.00	IDAHO BATTLE
		EXPENSES:Program		
		Expense:Programs - District		
08/15/2025	C15A0889D8EBB35D35F3A	5211 OPERATING	163.84	AMAZON
		EXPENSES:Supplies:Copy/Print		
08/15/2025	BB79080D20ED644808FAC	5234.1 OPERATING	532.84	COURTYARD PHILADELPHIA DO
		EXPENSES:Professional		
		Development:Conferences		
08/15/2025	BA65C66A83126EF10BCBF	5220.1 OPERATING	240.00	CRADLEPOINT
		EXPENSES:Information Technology:IT		
		Infra -Software/Licensing		
08/15/2025	B8B0F3F74C6B7B590F3D1	5246 OPERATING	89.98	AMAZON
		EXPENSES:Supplies:Supplies - office		
08/15/2025	527823E5E90A358FBE65A	5228.S OPERATING	7.41	AMAZON
		EXPENSES:Miscellaneous		
		Operating:Miscellaneous:Miscellaneous-Supported		
08/15/2025	91D280F46E531754D409A	5236.2 OPERATING	19.90	AMAZON
		EXPENSES:Program		
		Expense:Programs - District		
08/15/2025	C6150EA4D627821D8FA99	6224.4 OPERATING	55.42	THE HOME DEPOT
		EXPENSES:Facility Expense:Bldg-Supplies		
08/16/2025	80517594C2CEAD2172C87	5246 OPERATING	125.70	WALMART
		EXPENSES:Supplies:Supplies - office		
08/16/2025	B937D60205E6992D63C1D	6224.4 OPERATING	74.84	AMAZON
		EXPENSES:Facility Expense:Bldg-		

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DATE	NUM	SPLIT	AMOUNT	NAME
		Supplies		
08/16/2025	DC1376A40123B33D7FD1C	5220.3 OPERATING	859.66	SQUARE HARDWARE
		EXPENSES:Information Technology:IT		
		PCs, Printers & Hardware		
08/16/2025	4B8914D6747D6C084E94A	5220.3 OPERATING	859.66	SQUARE HARDWARE
		EXPENSES:Information Technology:IT		
		PCs, Printers & Hardware		
08/16/2025	34F209DABBC0C3EF377BD	5220.1 OPERATING	72.90	SIGNWELL EX DOCSKETCH
		EXPENSES:Information Technology:IT		
		Infra -Software/Licensing		
08/16/2025	BDCC7E218D531F560BC9E	6224.4 OPERATING	112.26	AMAZON
		EXPENSES:Facility Expense:Bldg-		
		Supplies		
08/17/2025	DF8384D4A611C17095E75	5211 OPERATING	429.89	MATTERHACKERS INC
		EXPENSES:Supplies:Copy/Print		
08/17/2025	4C6429BC35014806DFB28	5211 OPERATING	337.14	FORMLABS
		EXPENSES:Supplies:Copy/Print		
08/17/2025	9FCA434D0878B3B4D5486	5240 OPERATING	72.88	AMAZON
		EXPENSES:Supplies:Supplies - general		
08/17/2025	42F63BF4AFD4D22FB92BD	6224.4 OPERATING	77.17	AMAZON
		EXPENSES:Facility Expense:Bldg-		
		Supplies		
08/18/2025	D13BD5430853F3B2B6AFD	6224.4 OPERATING	42.12	AMAZON
		EXPENSES:Facility Expense:Bldg-		
		Supplies		
08/18/2025	112F3924E54258492C2A9	6224.3 OPERATING	79.90	AMAZON
		EXPENSES:Facility Expense:Bldg-		
		Small Tools		
08/18/2025	DFA2D5E28F2C413F8AB0A	5225 OPERATING	178.99	MEETUP ORG SUB
		EXPENSES:Marketing:Marketing &		
		advertising		
08/18/2025	85F4AD0A70CF80E048BC4	5246 OPERATING	91.97	AMAZON
		EXPENSES:Supplies:Supplies - office		
08/18/2025	67941ECDDD4A6F8230301	5240 OPERATING	24.96	AMAZON
		EXPENSES:Supplies:Supplies - general		
08/18/2025	5F6D01B04AD9E6155F6D6	5115 COLLECTIONS:Adult Print Books	10.79	AMAZON
08/18/2025	05728064DFBA09071EEC5	5220.5 OPERATING	29.84	T-MOBILE
		EXPENSES:Information Technology:IT		
		Utilities		
08/19/2025	0007E79427D72007FFE87	5211 OPERATING	175.18	AMAZON
		EXPENSES:Supplies:Copy/Print		
08/19/2025	1D790ABF059B5FE7CDD3B	6224.4 OPERATING	29.96	AMAZON
		EXPENSES:Facility Expense:Bldg-		
		Supplies		
08/19/2025	4011EF428513727B59452	5228.S OPERATING	20.90	AMAZON
		EXPENSES:Miscellaneous		
		Operating:Miscellaneous:Miscellaneous-		
		Supported		

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DATE	NUM	SPLIT	AMOUNT	NAME
08/19/2025	4F7F318A23DE1AFDD6C3E	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	28.01	AMAZON
08/19/2025	5F8EB8854B91A06D96C23	5211 OPERATING EXPENSES:Supplies:Copy/Print	79.86	AMAZON
08/19/2025	673A6922796E965C0A80B	6224.4 OPERATING EXPENSES:Facility Expense:Bldg- Supplies	29.96	AMAZON
08/19/2025	692E771E15862410F9FE4	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	21.97	AMAZON
08/19/2025	976FC559F54CBD4D69922	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	8.96	AMAZON
08/20/2025	94251612390580013922B	5260.4 OPERATING EXPENSES:Vehicle Expense:Vehicle - Honda Element	2,060.07	LES SCHWAB TIRES
08/20/2025	E5D3F3F2B64076CC688A2	5240 OPERATING EXPENSES:Supplies:Supplies - general	12.79	AMAZON
08/20/2025	07ECACB2E054B2DB1C3C2	5260.4 OPERATING EXPENSES:Vehicle Expense:Vehicle - Honda Element	152.96	VALVOLINE
08/20/2025	EE0E982B3E0BC02472B96	5234.1 OPERATING EXPENSES:Professional Development:Conferences	32.00	EB BUSINESS BUILDER
08/20/2025	FBBD97BC5A8F781EAA4E1	5240 OPERATING EXPENSES:Supplies:Supplies - general	1,106.18	ULINE SHIPPING
08/20/2025	DDD23797F570AEA51F34D	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	212.00	TE MERIDIAN PARKS & RECR
08/20/2025	3C93B7A3FA5F2205EEB3A	5234.1 OPERATING EXPENSES:Professional Development:Conferences	32.00	EB BUSINESS BUILDER
08/20/2025	4AD10CA40B1CAA268F811	5234.1 OPERATING EXPENSES:Professional Development:Conferences	595.00	GRANT WRITING
08/20/2025	BD54811F245E9A847AC44	5260.2 OPERATING EXPENSES:Vehicle Expense:Vehicle - Sprinter	2,240.00	SIGNS ETC
08/20/2025	A894EE83FEA63DEA48812	5240s OPERATING EXPENSES:Supplies:Supplies - general:Supplies - General -Supported	147.02	AMAZON
08/20/2025	186CEC9E0E4BB0CEEB9E0	5234.1 OPERATING EXPENSES:Professional Development:Conferences	595.00	GRANT WRITING
08/20/2025	2306F1CFC3615378E3440	5246 OPERATING EXPENSES:Supplies:Supplies - office	7.98	AMAZON
08/21/2025	434F233874A82700D75A8	6224.4 OPERATING	24.78	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
		EXPENSES:Facility Expense:Bldg-Supplies		
08/21/2025	A4A8E831BF1AC7D9AFDEC	5246 OPERATING	35.98	AMAZON
		EXPENSES:Supplies:Supplies - office		
08/21/2025	D6AD7943F9405EA1162DA	5246 OPERATING	39.98	AMAZON
		EXPENSES:Supplies:Supplies - office		
08/21/2025	5CBF62D504E60A01F547E	5211 OPERATING	39.48	AMAZON
		EXPENSES:Supplies:Copy/Print		
08/21/2025	5B27F7A598266F83B8FBE	5240 OPERATING	204.75	AMAZON
		EXPENSES:Supplies:Supplies - general		
08/21/2025	24D606A8C1AB44260EE66	6224.4 OPERATING	31.91	AMAZON
		EXPENSES:Facility Expense:Bldg-Supplies		
08/21/2025	4D0C6B43CD285229EB281	5246 OPERATING	98.57	AMAZON
		EXPENSES:Supplies:Supplies - office		
08/21/2025	04DD4F3D6068E62C65C2D	5240 OPERATING	28.83	AMAZON
		EXPENSES:Supplies:Supplies - general		
08/21/2025	B417BB1C0B46033775124	5234.5 OPERATING	65.42	ALBERTSONS
		EXPENSES:Professional Development:Staff Mtg & Training		
08/21/2025	9C846251F3E5FAD66A76F	5220.3S OPERATING	8.99	AMAZON
		EXPENSES:Information Technology:IT PCs, Printers & Hardware:Supported - IT, PCs, Hardware		
08/21/2025	3A6D2B80863A533C2DE81	5236.2 OPERATING	28.37	AMAZON
		EXPENSES:Program Expense:Programs - District		
08/21/2025	BCB8BAAA0707C9847C4BA	6224.1 OPERATING	1,311.07	REPUBLIC SERVICES
		EXPENSES:Facility Expense:Bldg-Maintenance		
08/21/2025	5165AF46A9C45591F6031	5246 OPERATING	618.20	U-HAUL
		EXPENSES:Supplies:Supplies - office		
08/21/2025	B945063DB194CBE6FC803	5216 OPERATING	98.99	AMAZON
		EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap		
08/21/2025	7B937E0E5835F4A09E7F5	5236.2 OPERATING	23.40	AMAZON
		EXPENSES:Program Expense:Programs - District		
08/21/2025	1E29E04148F988BC1D5D2	5236.2 OPERATING	43.21	AMAZON
		EXPENSES:Program Expense:Programs - District		
08/21/2025	28032E5E89355BBBA9DCC	5236.BR OPERATING	931.02	INTERNATIONAL MINUTE PRES
		EXPENSES:Program Expense:Programs -Brochures		
08/21/2025	CD3F0B1345F80D37BA714	5216 OPERATING	246.36	AMAZON
		EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not		



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DATE	NUM	SPLIT	AMOUNT	NAME
		Cap		
08/21/2025	111E1B902FC9CCF61A57E	5246 OPERATING	5.49	ALBERTSONS
		EXPENSES:Supplies:Supplies - office		
08/22/2025	A3CC16F677D0FF1973685	5246 OPERATING	49.38	STAPLES
		EXPENSES:Supplies:Supplies - office		
08/22/2025	E6CF39402E92398B05107	5236.2 OPERATING	48.96	ALBERTSONS
		EXPENSES:Program		
		Expense:Programs - District		
08/22/2025	9E76ADCBA9B0B86AC8ABE	5234.5 OPERATING	154.53	BLIMPIE
		EXPENSES:Professional		
		Development:Staff Mtg & Training		
08/22/2025	546C0B769A33CF998F2F8	5216 OPERATING	1,098.00	AMAZON
		EXPENSES:Miscellaneous		
		Operating:Equipment & Furnishings Not		
		Cap		
08/22/2025	B50AC3DF3EE52F91780D0	5240s OPERATING	86.33	AMAZON
		EXPENSES:Supplies:Supplies -		
		general:Supplies - General -Supported		
08/23/2025	933054681CB7D58731EE7	5240s OPERATING	295.67	LAKESHORE LEARNING MATER
		EXPENSES:Supplies:Supplies -		
		general:Supplies - General -Supported		
08/23/2025	24B615A04A5D6754A7D00	5216 OPERATING	231.08	RS.COM
		EXPENSES:Miscellaneous		
		Operating:Equipment & Furnishings Not		
		Cap		
08/23/2025	80D1C7F562BFAE298A2A7	5216 OPERATING	209.88	RS.COM
		EXPENSES:Miscellaneous		
		Operating:Equipment & Furnishings Not		
		Cap		
08/23/2025	710D63706F653022609CC	5236.2 OPERATING	53.68	AMAZON
		EXPENSES:Program		
		Expense:Programs - District		
08/24/2025	BFB9BB743A405693DCE61	5240 OPERATING	13.56	WALMART
		EXPENSES:Supplies:Supplies - general		
08/24/2025	BEAC9106063B97C471716	5236.2 OPERATING	51.95	AMAZON
		EXPENSES:Program		
		Expense:Programs - District		
08/24/2025	4466288D1D44301B6DA65	5234.5 OPERATING	111.92	COSTCO
		EXPENSES:Professional		
		Development:Staff Mtg & Training		
08/25/2025	3198D3651B0B9F54E745A	5240 OPERATING	159.96	AMAZON
		EXPENSES:Supplies:Supplies - general		
08/25/2025	D76C0C1E9F60D5937401C	6224.3 OPERATING	18.67	AMAZON
		EXPENSES:Facility Expense:Bldg-		
		Small Tools		
08/25/2025	87FD4E8343B6F0F0C900C	5220.1 OPERATING	144.00	JAMF SOFTWARE
		EXPENSES:Information Technology:IT		
		Infra -Software/Licensing		

# Meridian Library District

## Credit Card Detail

August 2025

DATE	NUM	SPLIT	AMOUNT	NAME
08/26/2025	EB3F1C69962FC5AD061D1	1500 Deposits/Prepaid expenses	45.00	CLIC
08/26/2025	43BA0B8FF2BBBEF8DF2FB	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	69.23	AMAZON
08/26/2025	8C0B97945559925F68276	5246 OPERATING EXPENSES:Supplies:Supplies - office	20.68	WALMART
08/26/2025	4EF7B4C374AC387F3E0C1	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	122.11	ROUTIFIC.COM
08/26/2025	88D626627E17BCD8FDF3E	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	275.51	AMAZON
08/26/2025	418258977EC2AE057DA84	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	13.04	AMAZON
08/26/2025	54CB2E6B131E94DDD373F	5246 OPERATING EXPENSES:Supplies:Supplies - office	264.38	AMAZON
08/26/2025	4162F93B6F65DBF225748	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	550.55	AMAZON
08/26/2025	84684896EFCB29EFA6BA8	5246 OPERATING EXPENSES:Supplies:Supplies - office	129.89	AMAZON
08/26/2025	642D1BE392470C9DFA3C5	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	-215.94	AMAZON
08/26/2025	78BFDBB56A07BD6460E28	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	29.98	AMAZON
08/26/2025	FCAB5BBD69B20033E4DF8	5246 OPERATING EXPENSES:Supplies:Supplies - office	16.59	AMAZON
08/26/2025	BE70915E5BCC9D8424C21	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	56.56	AMAZON
08/27/2025	12F7F8AA7E9F37BB8318D	5216 OPERATING EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap	2,371.62	BARCO PRODUCTS
08/27/2025	0EBA1F2C51379358455D1	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	15.98	AMAZON
08/27/2025	C46635BC421A3621A4BF8	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	14.52	AMAZON
08/27/2025	A0BD4A920A85B0C86C509	6224.3 OPERATING EXPENSES:Facility Expense:Bldg- Small Tools	89.98	AMAZON
08/27/2025	2051EA2BCBA4C5A929E8A	5236.2 OPERATING	9.98	AMAZON

# Meridian Library District

## Credit Card Detail

August 2025

DATE	NUM	SPLIT	AMOUNT	NAME
		EXPENSES:Program		
		Expense:Programs - District		
08/27/2025	F9909EC1763EF380C2C7B	6255 OPERATING EXPENSES:Facility	213.30	ACORN STORAGE
		Expense:Bldg-Rent		
08/27/2025	BB6EA94E24703D199D9BC	5240 OPERATING	32.29	AMAZON
		EXPENSES:Supplies:Supplies - general		
08/27/2025	25CB092020CA90BE84279	5236.2 OPERATING	270.89	AMAZON
		EXPENSES:Program		
		Expense:Programs - District		
08/28/2025	422B3168216CCDDD507E4	1500 Deposits/Prepaid expenses	75.00	TE MERIDIAN PARKS & RECR
08/28/2025	2CD3A67919ECB90F46A2F	5236.2 OPERATING	116.99	AMAZON
		EXPENSES:Program		
		Expense:Programs - District		
08/28/2025	EAB5DBCD82A56A6E99E39	5211 OPERATING	337.14	FORMLABS
		EXPENSES:Supplies:Copy/Print		
08/28/2025	902AC53BB674DDEFD010A	6224.4 OPERATING	32.81	AMAZON
		EXPENSES:Facility Expense:Bldg-		
		Supplies		
08/28/2025	FB07C65AD94211DF9C529	5236.2 OPERATING	13.99	AMAZON
		EXPENSES:Program		
		Expense:Programs - District		
08/28/2025	1C780DF8A6EE83725D4F1	5236.2 OPERATING	34.18	AMAZON
		EXPENSES:Program		
		Expense:Programs - District		
08/28/2025	6A8594DC8B3F4AF71EE6C	6224.4 OPERATING	39.84	AMAZON
		EXPENSES:Facility Expense:Bldg-		
		Supplies		
08/29/2025	594F96F2558CAF8E6B134	5246 OPERATING	18.47	AMAZON
		EXPENSES:Supplies:Supplies - office		
08/29/2025	AC3D9F86130BDC33E66ED	5246 OPERATING	170.95	AMAZON
		EXPENSES:Supplies:Supplies - office		
08/29/2025	11942400E281FBB4FC590	5216 OPERATING	316.94	SQUARE HARDWARE
		EXPENSES:Miscellaneous		
		Operating:Equipment & Furnishings Not		
		Cap		
08/29/2025	27B9128D92D6D0C3B0FFE	6224.1 OPERATING	2,063.10	MUSICK AUCTION
		EXPENSES:Facility Expense:Bldg-		
		Maintenance		
08/29/2025	ADCB6E5116B63F5AC2C14	5220.1 OPERATING	39.99	APPLE
		EXPENSES:Information Technology:IT		
		Infra -Software/Licensing		
08/29/2025	8273915C5F8A5FEAA97AF	5211 OPERATING	92.98	MATTERHACKERS INC
		EXPENSES:Supplies:Copy/Print		
08/29/2025	D795FC867157BA1CFFFFB	5216 OPERATING	1,030.32	FORMLABS
		EXPENSES:Miscellaneous		
		Operating:Equipment & Furnishings Not		
		Cap		
08/29/2025	85737D252F1C6544BA997	5216 OPERATING	781.22	SQUARE HARDWARE

# Meridian Library District

## Credit Card Detail

August 2025

DATE	NUM	SPLIT	AMOUNT	NAME
		EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap		
08/29/2025	2C9E522E8A6EDBA4CA700	6224.3 OPERATING	42.45	AMAZON
		EXPENSES:Facility Expense:Bldg- Small Tools		
08/29/2025	2F84873BC3D6B0FA4E1D8	5216 OPERATING	1,434.18	SQUARE HARDWARE
		EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap		
08/29/2025	FBBA0ADCC097FB064A193	6224.4 OPERATING	15.98	AMAZON
		EXPENSES:Facility Expense:Bldg- Supplies		
08/29/2025	44F5BAE764504BBF300CE	5236.2 OPERATING	68.62	AMAZON
		EXPENSES:Program Expense:Programs - District		
08/29/2025	322D519894475C1286061	5236.2 OPERATING	102.03	AMAZON
		EXPENSES:Program Expense:Programs - District		
08/29/2025	425D4E5E7697A71A68E07	5216 OPERATING	316.94	SQUARE HARDWARE
		EXPENSES:Miscellaneous Operating:Equipment & Furnishings Not Cap		
08/30/2025	1308001C561225B30B315	5236.2 OPERATING	33.53	AMAZON
		EXPENSES:Program Expense:Programs - District		
08/30/2025	4B652DF4D9A4049FABE25	5234.6 OPERATING	229.00	AMERICAN LIBRARY ASSOCIAT
		EXPENSES:Professional Development:Webinar/Ecourses		
08/30/2025	1CCA6A0EF8D90D18F4DFB	5236.2 OPERATING	152.00	WALMART
		EXPENSES:Program Expense:Programs - District		
08/30/2025	733A43B829F3D89CB74F9	5246 OPERATING	37.66	WALMART
		EXPENSES:Supplies:Supplies - office		
08/30/2025	769F619480DBA9E08883F	5246 OPERATING	60.30	U-HAUL
		EXPENSES:Supplies:Supplies - office		
08/30/2025	772F1A363A111E634C4B0	5246 OPERATING	1,094.08	SOCIETYFORHUMANRESOURCE
		EXPENSES:Supplies:Supplies - office		
08/30/2025	7A0484CCFD11B23539174	5236.2 OPERATING	162.57	COSTCO
		EXPENSES:Program Expense:Programs - District		
08/30/2025	B110AF88D9A66CBA63806	5236.2 OPERATING	26.12	AMAZON
		EXPENSES:Program Expense:Programs - District		
08/30/2025	7E9DB7DBB41F131964A85	5246 OPERATING	15.94	AMAZON
		EXPENSES:Supplies:Supplies - office		
08/30/2025	821CF36E73352E8C40A97	5246 OPERATING	24.99	AMAZON
		EXPENSES:Supplies:Supplies - office		

# Meridian Library District

## Credit Card Detail

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DATE	NUM	SPLIT	AMOUNT	NAME
08/30/2025	A0F12B8A14E14F82F5C19	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	43.87	WALMART
08/30/2025	9C1CB46D7177715621348	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	95.75	AMAZON
08/31/2025	E179EB8A0FFF7A621537D	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	51.44	AMAZON
08/31/2025	1278523E78B2C3F1D95EE	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing	120.00	CARBIDE
08/31/2025	E435535CAF1741094961F	5236.2 OPERATING EXPENSES:Program Expense:Programs - District	9.97	AMAZON
08/31/2025	A72F49B56862D59DDBE91	5240 OPERATING EXPENSES:Supplies:Supplies - general	37.17	AMAZON
08/31/2025	A27ACA8B0D116AA3A7CCB	5246 OPERATING EXPENSES:Supplies:Supplies - office	-31.20	U-HAUL
<b>Total for 2700 Divvy Credit Cards Payable</b>			<b>\$49,606.57</b>	
2355 Dental Payable				
08/12/2025	1C46C6B18578F165A66A5	2700 Divvy Credit Cards Payable	-400.80	WILLAMETTE DENTAL
<b>Total for 2355 Dental Payable</b>			<b>\$ -400.80</b>	
51000 COLLECTIONS				
5115 Adult Print Books				
08/06/2025	A62AF71E813D594396104	2700 Divvy Credit Cards Payable	31.78	AMAZON
08/06/2025	355A32BA86149D7ABBD51	2700 Divvy Credit Cards Payable	11.40	AMAZON
08/07/2025	67CEE92D53C3E339E695B	2700 Divvy Credit Cards Payable	54.21	AMAZON
08/07/2025	C24AD44F6E332368A77A8	2700 Divvy Credit Cards Payable	42.82	AMAZON
08/12/2025	530A146B191236CB434C8	2700 Divvy Credit Cards Payable	31.86	AMAZON
08/12/2025	74BDD2C64004CA4DADCC7	2700 Divvy Credit Cards Payable	31.86	AMAZON
08/14/2025	D3BDAFECA14141F7AA564	2700 Divvy Credit Cards Payable	47.82	AMAZON
08/14/2025	428B7BC20D06F95E46392	2700 Divvy Credit Cards Payable	47.82	AMAZON
08/18/2025	5F6D01B04AD9E6155F6D6	2700 Divvy Credit Cards Payable	10.79	AMAZON
<b>Total for 5115 Adult Print Books</b>			<b>\$310.36</b>	
5150 Circulating devices & kits				
08/06/2025	77AD61BC60531D81C8160	2700 Divvy Credit Cards Payable	33.53	AMAZON
08/07/2025	1C1959127E761189CB600	2700 Divvy Credit Cards Payable	142.49	AMAZON
<b>Total for 5150 Circulating devices &amp; kits</b>			<b>\$176.02</b>	
<b>Total for 51000 COLLECTIONS</b>			<b>\$486.38</b>	
52000 OPERATING EXPENSES				
52025 Banking fees				
5202.2 Bankcard fees				
08/05/2025	791C2799D370736446192	2700 Divvy Credit Cards Payable	1.70	PAYPAL PAYFLOW
<b>Total for 5202.2 Bankcard fees</b>			<b>\$1.70</b>	

# Meridian Library District

## Credit Card Detail

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DATE	NUM	SPLIT	AMOUNT	NAME
<b>Total for 52025 Banking fees</b>			<b>\$1.70</b>	
52200 Information Technology				
5220.1 IT Infra -Software/Licensing				
08/01/2025	E932E0DF08D1C385E6387	2700 Divvy Credit Cards Payable	5.00	DIGITALOCEAN
08/01/2025	4E4B407D7FCC654C48761	2700 Divvy Credit Cards Payable	30.00	GOOGLE WORKSPACE
08/02/2025	88F15FE2B913E51E06746	2700 Divvy Credit Cards Payable	12.45	GOOGLE SERVICES
08/09/2025	6D4A071082C8B6361D428	2700 Divvy Credit Cards Payable	59.99	ADOBE
08/10/2025	E2EC5CB2ADCAF136CA25C	2700 Divvy Credit Cards Payable	63.00	VOLGISTICS.COM
08/11/2025	8CED7AD4775C65978FC16	2700 Divvy Credit Cards Payable	4.38	SLACK
08/15/2025	BA65C66A83126EF10BCBF	2700 Divvy Credit Cards Payable	240.00	CRADLEPOINT
08/16/2025	34F209DABBC0C3EF377BD	2700 Divvy Credit Cards Payable	72.90	SIGNWELL EX DOCSKETCH
08/25/2025	87FD4E8343B6F0F0C900C	2700 Divvy Credit Cards Payable	144.00	JAMF SOFTWARE
08/26/2025	4EF7B4C374AC387F3E0C1	2700 Divvy Credit Cards Payable	122.11	ROUTIFIC.COM
08/29/2025	ADCB6E5116B63F5AC2C14	2700 Divvy Credit Cards Payable	39.99	APPLE
08/31/2025	1278523E78B2C3F1D95EE	2700 Divvy Credit Cards Payable	120.00	CARBIDE
<b>Total for 5220.1 IT Infra -Software/Licensing</b>			<b>\$913.82</b>	
5220.3 IT PCs, Printers & Hardware				
08/16/2025	DC1376A40123B33D7FD1C	2700 Divvy Credit Cards Payable	859.66	SQUARE HARDWARE
08/16/2025	4B8914D6747D6C084E94A	2700 Divvy Credit Cards Payable	859.66	SQUARE HARDWARE
<b>Total for 5220.3 IT PCs, Printers &amp; Hardware</b>			<b>\$1,719.32</b>	
5220.3S Supported - IT, PCs, Hardware				
08/21/2025	9C846251F3E5FAD66A76F	2700 Divvy Credit Cards Payable	8.99	AMAZON
<b>Total for 5220.3S Supported - IT, PCs, Hardware</b>			<b>\$8.99</b>	
<b>Total for 5220.3 IT PCs, Printers &amp; Hardware with subs</b>			<b>\$1,728.31</b>	
5220.5 IT Utilities				
08/08/2025	E894D7586732B3653676D	2700 Divvy Credit Cards Payable	80.02	VERIZON
08/18/2025	05728064DFBA09071EEC5	2700 Divvy Credit Cards Payable	29.84	T-MOBILE
<b>Total for 5220.5 IT Utilities</b>			<b>\$109.86</b>	
5220.7 IT Technology Maintenance				
08/03/2025	B7D58465E7291AA132EF2	2700 Divvy Credit Cards Payable	299.00	APPLE
08/09/2025	3F2EDE9E30A695C88E5D8	2700 Divvy Credit Cards Payable	89.00	MATTERHACKERS INC
08/09/2025	17E802A1754B74DF33DAF	2700 Divvy Credit Cards Payable	466.43	FORMLABS
<b>Total for 5220.7 IT Technology Maintenance</b>			<b>\$854.43</b>	
5230 Phone Service				
08/09/2025	6C16B591B9C7387967E6B	2700 Divvy Credit Cards Payable	320.38	VERIZON
<b>Total for 5230 Phone Service</b>			<b>\$320.38</b>	
<b>Total for 52200 Information Technology</b>			<b>\$3,926.80</b>	
52250 Marketing				
5225 Marketing & advertising				
08/02/2025	764E8A52722BD1D7219C3	2700 Divvy Credit Cards Payable	40.22	SCHEELS
08/11/2025	398A56AFFA2758C0F98D5	2700 Divvy Credit Cards Payable	2.00	FACEBOOK
08/13/2025	BD6AA8335ABA823AC643A	2700 Divvy Credit Cards Payable	3.00	FACEBOOK
08/14/2025	8060801BCE2FFBDF62535	2700 Divvy Credit Cards Payable	300.00	MERIDIAN CHAMBER

# Meridian Library District

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DATE	NUM	SPLIT	AMOUNT	NAME
08/14/2025	330E51C87D626556A01C0	2700 Divvy Credit Cards Payable	291.90	AMAZON
08/14/2025	6DAB0149943BEBBC2945B	2700 Divvy Credit Cards Payable	4.00	FACEBOOK
08/18/2025	DFA2D5E28F2C413F8AB0A	2700 Divvy Credit Cards Payable	178.99	MEETUP ORG SUB
<b>Total for 5225 Marketing &amp; advertising</b>			<b>\$820.11</b>	
<b>Total for 52250 Marketing</b>			<b>\$820.11</b>	
52340 Professional Development				
5234.1 Conferences				
08/02/2025	326985E2D859BA087B7B9	2700 Divvy Credit Cards Payable	-358.27	HAMPTON INN
08/06/2025	3A9465F42C3694281CE13	2700 Divvy Credit Cards Payable	32.00	EB BUSINESS BUILDER
08/09/2025	076ADFA9334322C79E258	2700 Divvy Credit Cards Payable	47.00	BASECAMP TECH FEST
08/15/2025	BB79080D20ED644808FAC	2700 Divvy Credit Cards Payable	532.84	COURTYARD PHILADELPHIA DO
08/20/2025	3C93B7A3FA5F2205EEB3A	2700 Divvy Credit Cards Payable	32.00	EB BUSINESS BUILDER
08/20/2025	4AD10CA40B1CAA268F811	2700 Divvy Credit Cards Payable	595.00	GRANT WRITING
08/20/2025	186CEC9E0E4BB0CEE9E0	2700 Divvy Credit Cards Payable	595.00	GRANT WRITING
08/20/2025	EE0E982B3E0BC02472B96	2700 Divvy Credit Cards Payable	32.00	EB BUSINESS BUILDER
<b>Total for 5234.1 Conferences</b>			<b>\$1,507.57</b>	
5234.3 Materials				
08/08/2025	D588FDEE2F8F80AA01F65	2700 Divvy Credit Cards Payable	105.39	AMAZON
<b>Total for 5234.3 Materials</b>			<b>\$105.39</b>	
5234.5 Staff Mtg & Training				
08/05/2025	280377F9F6AC92B932D59	2700 Divvy Credit Cards Payable	46.90	WALMART
08/07/2025	1BFDBA36890060E256A76	2700 Divvy Credit Cards Payable	38.27	JIMMY JOHN'S
08/21/2025	B417BB1C0B46033775124	2700 Divvy Credit Cards Payable	65.42	ALBERTSONS
08/22/2025	9E76ADCBA9B0B86AC8ABE	2700 Divvy Credit Cards Payable	154.53	BLIMPIE
08/24/2025	4466288D1D44301B6DA65	2700 Divvy Credit Cards Payable	111.92	COSTCO
<b>Total for 5234.5 Staff Mtg &amp; Training</b>			<b>\$417.04</b>	
5234.6 Webinar/Ecourses				
08/04/2025	DEF31016B778CE244889A	2700 Divvy Credit Cards Payable	95.00	GOVERNMENT FINANCE OFFICE
08/30/2025	4B652DF4D9A4049FABE25	2700 Divvy Credit Cards Payable	229.00	AMERICAN LIBRARY ASSOCIAT
<b>Total for 5234.6 Webinar/Ecourses</b>			<b>\$324.00</b>	
<b>Total for 52340 Professional Development</b>			<b>\$2,354.00</b>	
52360 Program Expense				
5236.2 Programs - District				
08/01/2025	3D2FC3F6C69F555996FD4	2700 Divvy Credit Cards Payable	14.88	AMAZON
08/02/2025	1268C83287E381C096947	2700 Divvy Credit Cards Payable	97.30	ZUG MONSTER
08/04/2025	3875486645E4A8B6067E3	2700 Divvy Credit Cards Payable	9.99	AMAZON
08/05/2025	E548858882FD3516641A1	2700 Divvy Credit Cards Payable	10.98	ALBERTSONS
08/07/2025	C09E8EE9BC9DBD9B8B419	2700 Divvy Credit Cards Payable	107.96	AMAZON
08/07/2025	A29130F015B699F5DCCCC	2700 Divvy Credit Cards Payable	173.97	AMAZON
08/08/2025	C856564E30C84A0C2B8FA	2700 Divvy Credit Cards Payable	36.51	WALMART
08/09/2025	59E9CFD4711FDECE81D4C	2700 Divvy Credit Cards Payable	13.47	AMAZON
08/10/2025	9E4E32261F82CC2FCDAAF	2700 Divvy Credit Cards Payable	17.99	AMAZON
08/10/2025	B2C0BC284595ADE35A551	2700 Divvy Credit Cards Payable	11.30	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
08/11/2025	6172A80DFEC2E92903478	2700 Divvy Credit Cards Payable	26.87	AMAZON
08/12/2025	7134B42612E4CF2A1C22D	2700 Divvy Credit Cards Payable	215.94	AMAZON
08/13/2025	DFC89681AC4A029C5A676	2700 Divvy Credit Cards Payable	12.80	WALMART
08/14/2025	B17D0BB81C7A3C7B32950	2700 Divvy Credit Cards Payable	90.50	MARKET STREET
08/15/2025	11BFB2B96DB196E82E605	2700 Divvy Credit Cards Payable	25.30	EXPRESS CAFE
08/15/2025	1C42060786C473DA36FAB	2700 Divvy Credit Cards Payable	30.00	IDAHO BATTLE
08/15/2025	91D280F46E531754D409A	2700 Divvy Credit Cards Payable	19.90	AMAZON
08/15/2025	4F1197D326AF1F9FFA5A1	2700 Divvy Credit Cards Payable	41.28	AMAZON
08/19/2025	976FC559F54CBD4D69922	2700 Divvy Credit Cards Payable	8.96	AMAZON
08/19/2025	4F7F318A23DE1AFDD6C3E	2700 Divvy Credit Cards Payable	28.01	AMAZON
08/19/2025	692E771E15862410F9FE4	2700 Divvy Credit Cards Payable	21.97	AMAZON
08/20/2025	DDD23797F570AEA51F34D	2700 Divvy Credit Cards Payable	212.00	TE MERIDIAN PARKS & RECR
08/21/2025	7B937E0E5835F4A09E7F5	2700 Divvy Credit Cards Payable	23.40	AMAZON
08/21/2025	3A6D2B80863A533C2DE81	2700 Divvy Credit Cards Payable	28.37	AMAZON
08/21/2025	1E29E04148F988BC1D5D2	2700 Divvy Credit Cards Payable	43.21	AMAZON
08/22/2025	E6CF39402E92398B05107	2700 Divvy Credit Cards Payable	48.96	ALBERTSONS
08/23/2025	710D63706F653022609CC	2700 Divvy Credit Cards Payable	53.68	AMAZON
08/24/2025	BEAC9106063B97C471716	2700 Divvy Credit Cards Payable	51.95	AMAZON
08/26/2025	BE70915E5BCC9D8424C21	2700 Divvy Credit Cards Payable	56.56	AMAZON
08/26/2025	642D1BE392470C9DFA3C5	2700 Divvy Credit Cards Payable	-215.94	AMAZON
08/26/2025	78BFDDB56A07BD6460E28	2700 Divvy Credit Cards Payable	29.98	AMAZON
08/26/2025	43BA0B8FF2BBBEF8DF2FB	2700 Divvy Credit Cards Payable	69.23	AMAZON
08/26/2025	418258977EC2AE057DA84	2700 Divvy Credit Cards Payable	13.04	AMAZON
08/26/2025	88D626627E17BCD8FDF3E	2700 Divvy Credit Cards Payable	275.51	AMAZON
08/27/2025	C46635BC421A3621A4BF8	2700 Divvy Credit Cards Payable	14.52	AMAZON
08/27/2025	0EBA1F2C51379358455D1	2700 Divvy Credit Cards Payable	15.98	AMAZON
08/27/2025	25CB092020CA90BE84279	2700 Divvy Credit Cards Payable	270.89	AMAZON
08/27/2025	2051EA2BCBA4C5A929E8A	2700 Divvy Credit Cards Payable	9.98	AMAZON
08/28/2025	2CD3A67919ECB90F46A2F	2700 Divvy Credit Cards Payable	116.99	AMAZON
08/28/2025	FB07C65AD94211DF9C529	2700 Divvy Credit Cards Payable	13.99	AMAZON
08/28/2025	1C780DF8A6EE83725D4F1	2700 Divvy Credit Cards Payable	34.18	AMAZON
08/29/2025	322D519894475C1286061	2700 Divvy Credit Cards Payable	102.03	AMAZON
08/29/2025	44F5BAE764504BBF300CE	2700 Divvy Credit Cards Payable	68.62	AMAZON
08/30/2025	7A0484CCFD11B23539174	2700 Divvy Credit Cards Payable	162.57	COSTCO
08/30/2025	B110AF88D9A66CBA63806	2700 Divvy Credit Cards Payable	26.12	AMAZON
08/30/2025	9C1CB46D7177715621348	2700 Divvy Credit Cards Payable	95.75	AMAZON
08/30/2025	1CCA6A0EF8D90D18F4DFB	2700 Divvy Credit Cards Payable	152.00	WALMART
08/30/2025	1308001C561225B30B315	2700 Divvy Credit Cards Payable	33.53	AMAZON
08/30/2025	A0F12B8A14E14F82F5C19	2700 Divvy Credit Cards Payable	43.87	WALMART
08/31/2025	E179EB8A0FFF7A621537D	2700 Divvy Credit Cards Payable	51.44	AMAZON
08/31/2025	E435535CAF1741094961F	2700 Divvy Credit Cards Payable	9.97	AMAZON
<b>Total for 5236.2 Programs - District</b>			<b>\$2,928.26</b>	
5236.2S District Programs -Supported				
08/01/2025	E8D6F5F1711AD1295437A	2700 Divvy Credit Cards Payable	-53.32	AMAZON



# Meridian Library District

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DATE	NUM	SPLIT	AMOUNT	NAME
08/01/2025	24E868CEC826898AE87CE	2700 Divvy Credit Cards Payable	-110.37	AMAZON
08/01/2025	A7B5CD5AF3BCF6031C262	2700 Divvy Credit Cards Payable	-26.66	AMAZON
08/01/2025	0BF2F71CDA01047CA19A3	2700 Divvy Credit Cards Payable	-28.99	AMAZON
08/01/2025	6A5460D77EF86FA125E9E	2700 Divvy Credit Cards Payable	-57.98	AMAZON
08/01/2025	37029E48DA346026D4BBE	2700 Divvy Credit Cards Payable	-27.59	AMAZON
08/01/2025	7852B1A23E32F560F2714	2700 Divvy Credit Cards Payable	-28.99	AMAZON
08/01/2025	BB4B4D5871FAA5F28469D	2700 Divvy Credit Cards Payable	-28.99	AMAZON
08/10/2025	6E9016A9E13DAC48BCF96	2700 Divvy Credit Cards Payable	99.35	SPOONFUL ICE CREAM
<b>Total for 5236.2S District Programs -Supported</b>			<b>\$ -263.54</b>	
<b>Total for 5236.2 Programs - District with subs</b>			<b>\$2,664.72</b>	
5236.BR Programs -Brochures				
08/07/2025	3F5B50FAAA49EEFF55CFF	2700 Divvy Credit Cards Payable	931.03	INTERNATIONAL MINUTE PRES
08/21/2025	28032E5E89355BBBA9DCC	2700 Divvy Credit Cards Payable	931.02	INTERNATIONAL MINUTE PRES
<b>Total for 5236.BR Programs -Brochures</b>			<b>\$1,862.05</b>	
<b>Total for 52360 Program Expense</b>			<b>\$4,526.77</b>	
52400 Supplies				
5211 Copy/Print				
08/02/2025	6E55D44D3D2FC00EDEDDE	2700 Divvy Credit Cards Payable	81.99	AMAZON
08/02/2025	63187B85DC47C885E5D6F	2700 Divvy Credit Cards Payable	53.99	AMAZON
08/02/2025	7EC93AEBBA1DB8582E9DF	2700 Divvy Credit Cards Payable	337.78	AMAZON
08/03/2025	CFB5601990CF268C20D9B	2700 Divvy Credit Cards Payable	55.98	AMAZON
08/08/2025	2EEB3E8BF145B6D0AC4B8	2700 Divvy Credit Cards Payable	83.41	MATTERHACKERS INC
08/08/2025	288C5D713849674B693EC	2700 Divvy Credit Cards Payable	24.99	AMAZON
08/09/2025	1CB31CB166A7A62172C64	2700 Divvy Credit Cards Payable	350.36	AMAZON
08/13/2025	38BC0142D30242632E00F	2700 Divvy Credit Cards Payable	177.43	AMAZON
08/14/2025	4496FC21708E21C809F20	2700 Divvy Credit Cards Payable	51.99	AMAZON
08/15/2025	C15A0889D8EBB35D35F3A	2700 Divvy Credit Cards Payable	163.84	AMAZON
08/17/2025	DF8384D4A611C17095E75	2700 Divvy Credit Cards Payable	429.89	MATTERHACKERS INC
08/17/2025	4C6429BC35014806DFB28	2700 Divvy Credit Cards Payable	337.14	FORMLABS
08/19/2025	5F8EB8854B91A06D96C23	2700 Divvy Credit Cards Payable	79.86	AMAZON
08/19/2025	0007E79427D72007FFE87	2700 Divvy Credit Cards Payable	175.18	AMAZON
08/21/2025	5CBF62D504E60A01F547E	2700 Divvy Credit Cards Payable	39.48	AMAZON
08/28/2025	EAB5DBCD82A56A6E99E39	2700 Divvy Credit Cards Payable	337.14	FORMLABS
08/29/2025	8273915C5F8A5FEAA97AF	2700 Divvy Credit Cards Payable	92.98	MATTERHACKERS INC
<b>Total for 5211 Copy/Print</b>			<b>\$2,873.43</b>	
5240 Supplies - general				
08/05/2025	2ACFBA79B279CCFA4C528	2700 Divvy Credit Cards Payable	114.98	AMAZON
08/12/2025	2BF3AF172F038945F0BDC	2700 Divvy Credit Cards Payable	23.99	AMAZON
08/14/2025	AE58AEF0E4D66E6D50F80	2700 Divvy Credit Cards Payable	59.99	AMAZON
08/17/2025	9FCA434D0878B3B4D5486	2700 Divvy Credit Cards Payable	72.88	AMAZON
08/18/2025	67941ECDDD4A6F8230301	2700 Divvy Credit Cards Payable	24.96	AMAZON
08/20/2025	E5D3F3F2B64076CC688A2	2700 Divvy Credit Cards Payable	12.79	AMAZON
08/20/2025	FBBBD97BC5A8F781EAA4E1	2700 Divvy Credit Cards Payable	1,106.18	ULINE SHIPPING
08/21/2025	5B27F7A598266F83B8FBE	2700 Divvy Credit Cards Payable	204.75	AMAZON

# Meridian Library District

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DATE	NUM	SPLIT	AMOUNT	NAME
08/21/2025	04DD4F3D6068E62C65C2D	2700 Divvy Credit Cards Payable	28.83	AMAZON
08/24/2025	BFB9BB743A405693DCE61	2700 Divvy Credit Cards Payable	13.56	WALMART
08/25/2025	3198D3651B0B9F54E745A	2700 Divvy Credit Cards Payable	159.96	AMAZON
08/27/2025	BB6EA94E24703D199D9BC	2700 Divvy Credit Cards Payable	32.29	AMAZON
08/31/2025	A72F49B56862D59DDBE91	2700 Divvy Credit Cards Payable	37.17	AMAZON
<b>Total for 5240 Supplies - general</b>			<b>\$1,892.33</b>	
5240s Supplies - General -Supported				
08/06/2025	E3CEF6A9C9CDE1039999C	2700 Divvy Credit Cards Payable	64.28	MARKET STREET
08/13/2025	564D883C64B1153B5334A	2700 Divvy Credit Cards Payable	37.94	ALBERTSONS
08/14/2025	4680333B2BEAA8D72B01F	2700 Divvy Credit Cards Payable	169.99	BECKERS SCHOOL SUPPLIES
08/20/2025	A894EE83FEA63DEA48812	2700 Divvy Credit Cards Payable	147.02	AMAZON
08/22/2025	B50AC3DF3EE52F91780D0	2700 Divvy Credit Cards Payable	86.33	AMAZON
08/23/2025	933054681CB7D58731EE7	2700 Divvy Credit Cards Payable	295.67	LAKESHORE LEARNING MATER
<b>Total for 5240s Supplies - General -Supported</b>			<b>\$801.23</b>	
<b>Total for 5240 Supplies - general with subs</b>			<b>\$2,693.56</b>	
5246 Supplies - office				
08/01/2025	BF3B7F0E1CEF67B3DE258	2700 Divvy Credit Cards Payable	26.99	AMAZON
08/02/2025	38F7109F2A4D8672C163D	2700 Divvy Credit Cards Payable	149.96	AMAZON
08/07/2025	B004EFD093CA2F6A32AF1	2700 Divvy Credit Cards Payable	7.74	AMAZON
08/07/2025	2C4A0FF2F84E606213805	2700 Divvy Credit Cards Payable	10.99	AMAZON
08/07/2025	309D1700579F99B878556	2700 Divvy Credit Cards Payable	12.98	AMAZON
08/07/2025	1F7B8A50FCB2C4735E7B3	2700 Divvy Credit Cards Payable	25.00	AMAZON
08/08/2025	D44B9854775834E564E5E	2700 Divvy Credit Cards Payable	1,272.75	U-HAUL
08/09/2025	F2E148ACF6863E8C7366C	2700 Divvy Credit Cards Payable	16.75	WALMART
08/09/2025	8B80AF7C3450F7C28C5E9	2700 Divvy Credit Cards Payable	-68.25	U-HAUL
08/09/2025	8AB8EDB6A481D399F3D33	2700 Divvy Credit Cards Payable	29.98	AMAZON
08/10/2025	207CF81978F5994EF386D	2700 Divvy Credit Cards Payable	108.84	THE HOME DEPOT
08/10/2025	CBA4E1C146041B3AB1E2E	2700 Divvy Credit Cards Payable	-68.90	U-HAUL
08/11/2025	53CE84418DFF8629BDF45	2700 Divvy Credit Cards Payable	71.47	AMAZON
08/12/2025	2D44F7E8CD30C95521581	2700 Divvy Credit Cards Payable	210.52	THE HOME DEPOT
08/12/2025	8C3005479A4C5ABC5E178	2700 Divvy Credit Cards Payable	85.50	AMAZON
08/13/2025	C0E4DC93698C118E44757	2700 Divvy Credit Cards Payable	12.64	AMAZON
08/14/2025	ABE6E22C91E23E6CF5C6A	2700 Divvy Credit Cards Payable	113.06	AMAZON
08/14/2025	DA04649EB2F6167A7E8D4	2700 Divvy Credit Cards Payable	5.58	AMAZON
08/14/2025	28A9D8961165A5581004F	2700 Divvy Credit Cards Payable	33.90	AMAZON
08/15/2025	B8B0F3F74C6B7B590F3D1	2700 Divvy Credit Cards Payable	89.98	AMAZON
08/16/2025	80517594C2CEAD2172C87	2700 Divvy Credit Cards Payable	125.70	WALMART
08/18/2025	85F4AD0A70CF80E048BC4	2700 Divvy Credit Cards Payable	91.97	AMAZON
08/20/2025	2306F1CFC3615378E3440	2700 Divvy Credit Cards Payable	7.98	AMAZON
08/21/2025	111E1B902FC9CCF61A57E	2700 Divvy Credit Cards Payable	5.49	ALBERTSONS
08/21/2025	5165AF46A9C45591F6031	2700 Divvy Credit Cards Payable	618.20	U-HAUL
08/21/2025	D6AD7943F9405EA1162DA	2700 Divvy Credit Cards Payable	39.98	AMAZON
08/21/2025	4D0C6B43CD285229EB281	2700 Divvy Credit Cards Payable	98.57	AMAZON
08/21/2025	A4A8E831BF1AC7D9AFDEC	2700 Divvy Credit Cards Payable	35.98	AMAZON

# Meridian Library District

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DATE	NUM	SPLIT	AMOUNT	NAME
08/22/2025	A3CC16F677D0FF1973685	2700 Divvy Credit Cards Payable	49.38	STAPLES
08/26/2025	84684896EFCB29EFA6BA8	2700 Divvy Credit Cards Payable	129.89	AMAZON
08/26/2025	FCAB5BBD69B20033E4DF8	2700 Divvy Credit Cards Payable	16.59	AMAZON
08/26/2025	54CB2E6B131E94DDD373F	2700 Divvy Credit Cards Payable	264.38	AMAZON
08/26/2025	8C0B97945559925F68276	2700 Divvy Credit Cards Payable	20.68	WALMART
08/29/2025	AC3D9F86130BDC33E66ED	2700 Divvy Credit Cards Payable	170.95	AMAZON
08/29/2025	594F96F2558CAF8E6B134	2700 Divvy Credit Cards Payable	18.47	AMAZON
08/30/2025	769F619480DBA9E08883F	2700 Divvy Credit Cards Payable	60.30	U-HAUL
08/30/2025	7E9DB7DBB41F131964A85	2700 Divvy Credit Cards Payable	15.94	AMAZON
08/30/2025	821CF36E73352E8C40A97	2700 Divvy Credit Cards Payable	24.99	AMAZON
08/30/2025	733A43B829F3D89CB74F9	2700 Divvy Credit Cards Payable	37.66	WALMART
08/30/2025	772F1A363A111E634C4B0	2700 Divvy Credit Cards Payable	1,094.08	SOCIETYFORHUMANRESOURCE
08/31/2025	A27ACA8B0D116AA3A7CCB	2700 Divvy Credit Cards Payable	-31.20	U-HAUL
<b>Total for 5246 Supplies - office</b>			<b>\$5,043.46</b>	
<b>Total for 52400 Supplies</b>			<b>\$10,610.45</b>	
52500 Miscellaneous Operating				
5216 Equipment & Furnishings Not Cap				
08/08/2025	DC513A4307AE7F42BD1B3	2700 Divvy Credit Cards Payable	415.48	AMAZON
08/21/2025	B945063DB194CBE6FC803	2700 Divvy Credit Cards Payable	98.99	AMAZON
08/21/2025	CD3F0B1345F80D37BA714	2700 Divvy Credit Cards Payable	246.36	AMAZON
08/22/2025	546C0B769A33CF998F2F8	2700 Divvy Credit Cards Payable	1,098.00	AMAZON
08/23/2025	80D1C7F562BFAE298A2A7	2700 Divvy Credit Cards Payable	209.88	RS.COM
08/23/2025	24B615A04A5D6754A7D00	2700 Divvy Credit Cards Payable	231.08	RS.COM
08/26/2025	4162F93B6F65DBF225748	2700 Divvy Credit Cards Payable	550.55	AMAZON
08/27/2025	12F7F8AA7E9F37BB8318D	2700 Divvy Credit Cards Payable	2,371.62	BARCO PRODUCTS
08/29/2025	11942400E281FBB4FC590	2700 Divvy Credit Cards Payable	316.94	SQUARE HARDWARE
08/29/2025	D795FC867157BA1CFFFFB	2700 Divvy Credit Cards Payable	1,030.32	FORMLABS
08/29/2025	425D4E5E7697A71A68E07	2700 Divvy Credit Cards Payable	316.94	SQUARE HARDWARE
08/29/2025	2F84873BC3D6B0FA4E1D8	2700 Divvy Credit Cards Payable	1,434.18	SQUARE HARDWARE
08/29/2025	85737D252F1C6544BA997	2700 Divvy Credit Cards Payable	781.22	SQUARE HARDWARE
<b>Total for 5216 Equipment &amp; Furnishings Not Cap</b>			<b>\$9,101.56</b>	
5228 Miscellaneous				
5228.S Miscellaneous- Supported				
08/09/2025	9452AE7CB68EDF96E9A9B	2700 Divvy Credit Cards Payable	1.00	MERIDIAN FREE LIBR
08/09/2025	83E75A63420914057717D	2700 Divvy Credit Cards Payable	1.00	MERIDIAN FREE LIBR
08/14/2025	79B210D0CFED8B26406EA	2700 Divvy Credit Cards Payable	10.99	AMAZON
08/15/2025	527823E5E90A358FBE65A	2700 Divvy Credit Cards Payable	7.41	AMAZON
08/19/2025	4011EF428513727B59452	2700 Divvy Credit Cards Payable	20.90	AMAZON
<b>Total for 5228.S Miscellaneous- Supported</b>			<b>\$41.30</b>	
<b>Total for 5228 Miscellaneous</b>			<b>\$41.30</b>	
5232 Postage				
08/12/2025	29BCECA9D8F1DA6A36F05	2700 Divvy Credit Cards Payable	40.55	FEDEX OFFICE
<b>Total for 5232 Postage</b>			<b>\$40.55</b>	

# Meridian Library District

## Credit Card Detail

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DATE	NUM	SPLIT	AMOUNT	NAME
<b>Total for 52500 Miscellaneous Operating</b>			<b>\$9,183.41</b>	
52600 Vehicle Expense				
5260.2 Vehicle - Sprinter				
08/20/2025	BD54811F245E9A847AC44	2700 Divvy Credit Cards Payable	2,240.00	SIGNS ETC
<b>Total for 5260.2 Vehicle - Sprinter</b>			<b>\$2,240.00</b>	
5260.4 Vehicle - Honda Element				
08/20/2025	07ECACB2E054B2DB1C3C2	2700 Divvy Credit Cards Payable	152.96	VALVOLINE
08/20/2025	94251612390580013922B	2700 Divvy Credit Cards Payable	2,060.07	LES SCHWAB TIRES
<b>Total for 5260.4 Vehicle - Honda Element</b>			<b>\$2,213.03</b>	
5260.9 Vehicle - Toyota Rav4 VIN 7665				
08/12/2025	587BE5DF5C70BB9DE178F	2700 Divvy Credit Cards Payable	38.38	AMAZON
<b>Total for 5260.9 Vehicle - Toyota Rav4 VIN 7665</b>			<b>\$38.38</b>	
<b>Total for 52600 Vehicle Expense</b>			<b>\$4,491.41</b>	
62240 Facility Expense				
6224.1 Bldg-Maintenance				
08/06/2025	59B61D5CE88E1195D31D5	2700 Divvy Credit Cards Payable	92.54	THE HOME DEPOT
08/08/2025	5A088F1DFF40C0A36D57E	2700 Divvy Credit Cards Payable	156.25	MERIDIAN TRANSFER STAT
08/21/2025	BCB8BAAA0707C9847C4BA	2700 Divvy Credit Cards Payable	1,311.07	REPUBLIC SERVICES
08/29/2025	27B9128D92D6D0C3B0FFE	2700 Divvy Credit Cards Payable	2,063.10	MUSICK AUCTION
<b>Total for 6224.1 Bldg-Maintenance</b>			<b>\$3,622.96</b>	
6224.3 Bldg-Small Tools				
08/01/2025	03CC13D3A13392377AA04	2700 Divvy Credit Cards Payable	51.95	AMAZON
08/04/2025	014C84CC4F6646C5ACA88	2700 Divvy Credit Cards Payable	5.97	AMAZON
08/07/2025	2AB78F2552E9ECDB354CC	2700 Divvy Credit Cards Payable	14.50	AMAZON
08/08/2025	A3758A9968394C4C8665B	2700 Divvy Credit Cards Payable	9.89	AMAZON
08/08/2025	44B82F09782B6BEC8267D	2700 Divvy Credit Cards Payable	15.99	AMAZON
08/11/2025	E4D401EC7B22AE0634540	2700 Divvy Credit Cards Payable	10.35	AMAZON
08/11/2025	E7C033873FF67CF4B2C34	2700 Divvy Credit Cards Payable	28.80	AMAZON
08/12/2025	3C1784E160686CC579110	2700 Divvy Credit Cards Payable	20.78	AMAZON
08/13/2025	B004CC9D4244F837C9D4C	2700 Divvy Credit Cards Payable	30.44	AMAZON
08/14/2025	5EF4E4A8C56E9EC21E381	2700 Divvy Credit Cards Payable	5.99	AMAZON
08/18/2025	112F3924E54258492C2A9	2700 Divvy Credit Cards Payable	79.90	AMAZON
08/25/2025	D76C0C1E9F60D5937401C	2700 Divvy Credit Cards Payable	18.67	AMAZON
08/27/2025	A0BD4A920A85B0C86C509	2700 Divvy Credit Cards Payable	89.98	AMAZON
08/29/2025	2C9E522E8A6EDBA4CA700	2700 Divvy Credit Cards Payable	42.45	AMAZON
<b>Total for 6224.3 Bldg-Small Tools</b>			<b>\$425.66</b>	
6224.4 Bldg-Supplies				
08/01/2025	A5CBB5C603312022D4E40	2700 Divvy Credit Cards Payable	10.49	AMAZON
08/01/2025	9AAC605306EB45B302ACD	2700 Divvy Credit Cards Payable	74.98	AMAZON
08/07/2025	849E36B8E4BE47C92D3BB	2700 Divvy Credit Cards Payable	189.99	AMAZON
08/07/2025	58F8A55BFA601EA8266B9	2700 Divvy Credit Cards Payable	30.58	AMAZON
08/07/2025	421B426C848408EC119EA	2700 Divvy Credit Cards Payable	23.97	AMAZON
08/07/2025	373235CCED4063904FC1A	2700 Divvy Credit Cards Payable	20.00	AMAZON

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DATE	NUM	SPLIT	AMOUNT	NAME
08/08/2025	585105A1AA2E6B88CC67E	2700 Divvy Credit Cards Payable	-9.99	AMAZON
08/10/2025	D68B35544480FC6D2CD34	2700 Divvy Credit Cards Payable	-23.97	AMAZON
08/12/2025	A854C9B40DD2D3CF1BCF0	2700 Divvy Credit Cards Payable	51.73	AMAZON
08/12/2025	414857BB222D88A3B48B6	2700 Divvy Credit Cards Payable	25.83	AMAZON
08/12/2025	101E2B01731217A0AE00E	2700 Divvy Credit Cards Payable	25.95	AMAZON
08/12/2025	C447064547B150F9F0F1A	2700 Divvy Credit Cards Payable	30.15	AMAZON
08/15/2025	C6150EA4D627821D8FA99	2700 Divvy Credit Cards Payable	55.42	THE HOME DEPOT
08/16/2025	BDCC7E218D531F560BC9E	2700 Divvy Credit Cards Payable	112.26	AMAZON
08/16/2025	B937D60205E6992D63C1D	2700 Divvy Credit Cards Payable	74.84	AMAZON
08/17/2025	42F63BF4AFD4D22FB92BD	2700 Divvy Credit Cards Payable	77.17	AMAZON
08/18/2025	D13BD5430853F3B2B6AFD	2700 Divvy Credit Cards Payable	42.12	AMAZON
08/19/2025	673A6922796E965C0A80B	2700 Divvy Credit Cards Payable	29.96	AMAZON
08/19/2025	1D790ABF059B5FE7CDD3B	2700 Divvy Credit Cards Payable	29.96	AMAZON
08/21/2025	24D606A8C1AB44260EE66	2700 Divvy Credit Cards Payable	31.91	AMAZON
08/21/2025	434F233874A82700D75A8	2700 Divvy Credit Cards Payable	24.78	AMAZON
08/28/2025	902AC53BB674DDEFD010A	2700 Divvy Credit Cards Payable	32.81	AMAZON
08/28/2025	6A8594DC8B3F4AF71EE6C	2700 Divvy Credit Cards Payable	39.84	AMAZON
08/29/2025	FBBA0ADCC097FB064A193	2700 Divvy Credit Cards Payable	15.98	AMAZON
<b>Total for 6224.4 Bldg-Supplies</b>			<b>\$1,016.76</b>	
6255 Bldg-Rent				
08/27/2025	F9909EC1763EF380C2C7B	2700 Divvy Credit Cards Payable	213.30	ACORN STORAGE
<b>Total for 6255 Bldg-Rent</b>			<b>\$213.30</b>	
<b>Total for 62240 Facility Expense</b>			<b>\$5,278.68</b>	
<b>Total for 52000 OPERATING EXPENSES</b>			<b>\$41,193.33</b>	
72000 CAPITAL EQUIPMENT EXPENSES				
7295 Major improvements				
08/13/2025	9C0032D97612903DCB63F	2700 Divvy Credit Cards Payable	7,372.35	TRAILERPLUS NAMPA
<b>Total for 7295 Major improvements</b>			<b>\$7,372.35</b>	
<b>Total for 72000 CAPITAL EQUIPMENT EXPENSES</b>			<b>\$7,372.35</b>	

# Meridian Library District

## Electronic Bill Payment List

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
Check						
08/01/2025	Check	EFT	AFLAC	July 2025 Aflac Employee Contribution Remittance	-379.90 -379.90	1180 Checking - ICCU General *1068 2360 AFLAC Payable
08/01/2025	Check	EFT	L695-NCPERS IDAHO	August 2025 NCPERS Employee Contribution Remittance August 2025 Billing Differences	-128.00 -128.00	1180 Checking - ICCU General *1068 2350 Persi Life withholding payable 2350 Persi Life withholding payable
08/01/2025	Check	EFT	BPA Health, Inc.	August 2025 Employee Assistance Plan	-128.24 -128.24	1180 Checking - ICCU General *1068 2362 EAP Payable
08/04/2025	Check	EFT	First Stop Health LLC	First Stop Health Virtual Services August 2025 Employer Contributions First Stop Health Virtual Services August Billing Differences	-1,034.80 -815.90 -218.90	1180 Checking - ICCU General *1068 2300 Payroll Liabilities 2300 Payroll Liabilities
08/05/2025	Check	EFT	CITY OF MERIDIAN	Water/Sewer/Recycling/Trash 06/21- 07/20/25	-97.76 97.76	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
08/05/2025	Check	EFT	CITY OF MERIDIAN	Water 06/21-07/20/25	-304.64 304.64	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
08/05/2025	Check	EFT	CITY OF MERIDIAN	Water/Sewer/Trash/Recycling 06/21- 07/20/25	-418.18 418.18	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
08/05/2025	Check	EFT	CITY OF MERIDIAN	Water/Sewer/Trash/Recycling 06/21- 07/20/25	-424.18 424.18	1180 Checking - ICCU General *1068 6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
08/08/2025	Check	EFT	Nationwide 457b	08/08/25 Payroll Nationwide Roth Remittance	-541.04 -541.04	1180 Checking - ICCU General *1068 2352 Nationwide Withholding Payable
08/08/2025	Check	EFT	Nationwide 457b	08/08/25 Payroll Nationwide PreTax Remittance	-1,866.03 -1,866.03	1180 Checking - ICCU General *1068 2352 Nationwide Withholding Payable
08/08/2025	Check	EFT	PERSI-401K	08/08/25 Payroll PERSI 401k	-1,634.64 -1,634.64	1180 Checking - ICCU General *1068 2340 401K withholding payable

# Meridian Library District

## Electronic Bill Payment List

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
Remittance						
08/08/2025	Check	EFT	PERSI		-	1180 Checking - ICCU General *1068
				PERSI Base Plan Employer	25,999.46	
				Contributions 08/08/2025 Payroll	-	2330 PERSI withholding payable
				PERSI Base Plan Employee	16,246.22	
				Contributions 08/08/2025 Payroll	-9,753.22	2330 PERSI withholding payable
				PERSI Contributions 08/08/2025	-0.02	2330 PERSI withholding payable
				Rounding Difference		
08/08/2025	Check	EFT	IDAHO POWER - 5042		-852.42	1180 Checking - ICCU General *1068
				Power 06/21-07/22/25	852.42	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
08/18/2025	Check	EFT	HRA VEBA		-8,100.00	1180 Checking - ICCU General *1068
				August 2025 HRA VEBA Remittance	-8,100.00	2353 HRA VEBA Payable
08/20/2025	Check	EFT	Paylocity		-2,265.76	1181 Checking - ICCU Payroll ZBA *3248
				August Payroll Processing Paylocity	2,265.76	5220.1 OPERATING EXPENSES:Information Technology:IT
				INV3036496		Infra -Software/Licensing
08/20/2025	Check	EFT	CITY OF MERIDIAN		-61.44	1180 Checking - ICCU General *1068
				Water/Sewer 07/06-08/05/25	61.44	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
08/20/2025	Check	EFT	CITY OF MERIDIAN		-23.34	1180 Checking - ICCU General *1068
				Water/Sewer 07/06-08/05/25	23.34	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
08/20/2025	Check	EFT	IDAHO POWER - 3194		-1,326.38	1180 Checking - ICCU General *1068
				Power 07/04-08/01/25	1,326.38	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
08/20/2025	Check	EFT	Idaho Central Credit Union		-149.95	1180 Checking - ICCU General *1068
				ICCU Checking Service Fees August 2025	149.95	5202.3 OPERATING EXPENSES:Banking fees:Financial fees
08/21/2025	Check	EFT	INTERMOUNTAIN GAS COMPANY		-8.24	1180 Checking - ICCU General *1068
				Gas 06/28-07/29/25	8.24	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
08/21/2025	Check	EFT	INTERMOUNTAIN GAS COMPANY		-15.45	1180 Checking - ICCU General *1068
				Gas 06/28-07/29/25	15.45	6258 OPERATING EXPENSES:Facility

# Meridian Library District

## Electronic Bill Payment List

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
Expense:Bldg-Utilities						
08/22/2025	Check	EFT	PERSI		-	1180 Checking - ICCU General *1068
				PERSI Base Plan Employer	26,118.81	
				Contributions 08/22/2025 Payroll	-	2330 PERSI withholding payable
				PERSI Base Plan Employee	16,320.83	
				Contributions 08/22/2025 Payroll	-9,797.98	2330 PERSI withholding payable
				PERSI Contributions 08/22/2025	0.00	2330 PERSI withholding payable
				Rounding Difference		
08/22/2025	Check	EFT	Nationwide 457b		-541.72	1180 Checking - ICCU General *1068
				08/22/25 Payroll Nationwide Roth	-541.72	2352 Nationwide Withholding Payable
				Remittance		
08/22/2025	Check	EFT	Nationwide 457b		-1,863.20	1180 Checking - ICCU General *1068
				08/22/25 Payroll Nationwide PreTax	-1,863.20	2352 Nationwide Withholding Payable
				Remittance		
08/22/2025	Check	EFT	INTERMOUNTAIN GAS COMPANY		-15.45	1180 Checking - ICCU General *1068
				Gas 07/01-07/30/25	15.45	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
08/25/2025	Check	EFT	Chevron (Wex Bank)		-720.63	1180 Checking - ICCU General *1068
				07/24-08/23/25 Fuel	151.34	5260.1 OPERATING EXPENSES:Vehicle Expense:Vehicle - Bookmobile
				07/24-08/23/25 Fuel	61.50	5260.3 OPERATING EXPENSES:Vehicle Expense:Vehicle - Van Honda Odyssey
				07/24-08/23/25 Fuel	0.00	5260.4 OPERATING EXPENSES:Vehicle Expense:Vehicle - Honda Element
				07/24-08/23/25 Fuel	174.66	5260.5 OPERATING EXPENSES:Vehicle Expense:Vehicle - Dodge HD Wagon
				07/24-08/23/25 Fuel	0.00	5260.7 OPERATING EXPENSES:Vehicle Expense:Vehicle - Chevy Silverado 1500
				07/24-08/23/25 Fuel	42.34	5260.9 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 7665
				07/24-08/23/25 Fuel	57.07	5260.8 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 4697
				07/24-08/23/25 Fuel	233.72	5260.11 OPERATING EXPENSES:Vehicle Expense:Vehicle - Ford F150 Transit Van
				07/24-08/23/25 Fuel	0.00	5260.12 OPERATING EXPENSES:Vehicle Expense:Vehicle - Toyota Rav4 VIN 7581
08/25/2025	Check	EFT	IDAHO POWER - 7016		-128.56	1180 Checking - ICCU General *1068
				Power 07/09-08/06/25	128.56	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
08/25/2025	Check	EFT	IDAHO POWER - 1620		-3,019.79	1180 Checking - ICCU General *1068
				Power 07/09-08/06/25	3,019.79	6258 OPERATING EXPENSES:Facility



# Meridian Library District

## Electronic Bill Payment List

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	ACCOUNT
						Expense:Bldg-Utilities
08/27/2025	Check	EFT	INTERMOUNTAIN GAS COMPANY		-15.45	1180 Checking - ICCU General *1068
				Gas 07/08-08/04/25	15.45	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
08/28/2025	Check	EFT	Bill.com		-877.47	1180 Checking - ICCU General *1068
				Bill.com 07/28-08/27/25	877.47	5220.1 OPERATING EXPENSES:Information Technology:IT Infra -Software/Licensing
08/28/2025	Check	EFT	IDAHO POWER - 7302		-575.75	1180 Checking - ICCU General *1068
				Power 07/12-08/11/25	575.75	6258 OPERATING EXPENSES:Facility Expense:Bldg-Utilities
08/29/2025	Check	EFT	Blue Cross of Idaho		-	1180 Checking - ICCU General *1068
					43,655.80	
				September 2025 Employee Health Insurance Contribution Remittance	-5,132.56	2345 Health Payable
				September 2025 Employer Health Insurance Contribution Remittance	-	2345 Health Payable
					37,879.76	
				September 2025 Employee Vision Insurance Contribution Remittance	-132.98	2345 Health Payable
				September 2025 Employer Vision Insurance Contribution Remittance	-412.46	2345 Health Payable
				September 2025 Billing Differences	-98.04	2345 Health Payable
08/31/2025	Check	EFT	Gravity Payments		-24.90	1180 Checking - ICCU General *1068
				August 2025 Gravity Payments Processing Fees	24.90	5202.2 OPERATING EXPENSES:Banking fees:Bankcard fees
Sales Tax Payment						
08/20/2025	Sales Tax Payment				-430.70	1180 Checking - ICCU General *1068
					-430.70	Sales Tax Agency Payable

# 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	8,744,328.64	8,650,657.00	93,671.64	101.08 %
42000 Non-tax Revenue	772,871.94	858,229.00	-85,357.06	90.05 %
48000 Fund Balance Carryover		6,128,449.00	-6,128,449.00	
<b>Total Revenue</b>	<b>\$9,517,200.58</b>	<b>\$15,637,335.00</b>	<b>\$ - 6,120,134.42</b>	<b>60.86 %</b>
GROSS PROFIT	<b>\$9,517,200.58</b>	<b>\$15,637,335.00</b>	<b>\$ - 6,120,134.42</b>	<b>60.86 %</b>
Expenditures				
50000 PERSONNEL	5,061,958.98	5,752,500.00	-690,541.02	88.00 %
51000 COLLECTIONS	738,749.62	730,420.00	8,329.62	101.14 %
52000 OPERATING EXPENSES	1,720,342.88	1,843,999.00	-123,656.12	93.29 %
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	
Uncategorized Expense	1,163.73	0.00	1,163.73	
<b>Total Expenditures</b>	<b>\$8,232,506.68</b>	<b>\$15,637,335.00</b>	<b>\$ - 7,404,828.32</b>	<b>52.65 %</b>
NET OPERATING REVENUE	<b>\$1,284,693.90</b>	<b>\$0.00</b>	<b>\$1,284,693.90</b>	<b>0.00%</b>
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	
<b>Total Other Revenue</b>	<b>\$1,588,296.12</b>	<b>\$6,897,626.00</b>	<b>\$ - 5,309,329.88</b>	<b>23.03 %</b>
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	142,241.67	1,400,000.00	-1,257,758.33	10.16 %
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	
<b>Total Other Expenditures</b>	<b>\$145,491.67</b>	<b>\$6,897,626.00</b>	<b>\$ - 6,752,134.33</b>	<b>2.11 %</b>
NET OTHER REVENUE	<b>\$1,442,804.45</b>	<b>\$0.00</b>	<b>\$1,442,804.45</b>	<b>0.00%</b>
NET REVENUE	<b>\$2,727,498.35</b>	<b>\$0.00</b>	<b>\$2,727,498.35</b>	<b>0.00%</b>

# 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	8,174,520.24	8,080,849.00	93,671.24	101.16 %
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	8,744,328.64	8,650,657.00	93,671.64	101.08 %
42000 Non-tax Revenue		0.00	0.00	
4200 Fines and fees	27,410.31	24,000.00	3,410.31	114.21 %
4220 Meeting Room income	12,660.00	13,000.00	-340.00	97.38 %
4221 Donations & Memorials	410.89	500.00	-89.11	82.18 %
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	40,203.57	35,000.00	5,203.57	114.87 %
4410 Miscellaneous income	57,722.82	78,375.00	-20,652.18	73.65 %
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	772,871.94	858,229.00	-85,357.06	90.05 %
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	\$9,517,200.58	\$15,637,335.00	\$ - 6,120,134.42	60.86 %
GROSS PROFIT	\$9,517,200.58	\$15,637,335.00	\$ - 6,120,134.42	60.86 %
Expenditures				
50000 PERSONNEL		0.00	0.00	
5000 Salaries and wages	3,804,342.23	4,300,000.00	-495,657.77	88.47 %
5005 Termination salaries	17,908.47	22,500.00	-4,591.53	79.59 %

# 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
<b>Total 5000 Salaries and wages</b>	<b>3,822,250.70</b>	<b>4,322,500.00</b>	<b>-500,249.30</b>	<b>88.43 %</b>
5010 Payroll benefits	180.00	0.00	180.00	
5010a Benefits - Retirement	395,674.59	450,000.00	-54,325.41	87.93 %
5010b Benefits - PR Taxes	286,698.41	330,000.00	-43,301.59	86.88 %
5010c Benefits - Health	557,155.28	650,000.00	-92,844.72	85.72 %
<b>Total 5010 Payroll benefits</b>	<b>1,239,708.28</b>	<b>1,430,000.00</b>	<b>-190,291.72</b>	<b>86.69 %</b>
<b>Total 50000 PERSONNEL</b>	<b>5,061,958.98</b>	<b>5,752,500.00</b>	<b>-690,541.02</b>	<b>88.00 %</b>
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 %
<b>Total 5115 Adult Print Books</b>	<b>120,723.40</b>	<b>120,000.00</b>	<b>723.40</b>	<b>100.60 %</b>
5121 Electronic databases	58,344.77	58,735.00	-390.23	99.34 %
5122 eContent	432,642.50	423,000.00	9,642.50	102.28 %
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 %
<b>Total 5130 Children's books</b>	<b>74,916.98</b>	<b>75,995.00</b>	<b>-1,078.02</b>	<b>98.58 %</b>
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 %
<b>Total 51000 COLLECTIONS</b>	<b>738,749.62</b>	<b>730,420.00</b>	<b>8,329.62</b>	<b>101.14 %</b>
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 %
<b>Total 52020 Professional Services</b>	<b>99,818.05</b>	<b>126,184.00</b>	<b>-26,365.95</b>	<b>79.11 %</b>
52025 Banking fees		0.00	0.00	
5202.2 Bankcard fees	2,691.09	2,750.00	-58.91	97.86 %
5202.3 Financial fees	2,046.03	2,300.00	-253.97	88.96 %

# 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
<b>Total 52025 Banking fees</b>	<b>4,737.12</b>	<b>5,050.00</b>	<b>-312.88</b>	<b>93.80 %</b>
52120 Consortium		0.00	0.00	
5212.AD Consortium-Administrator	116,531.31	138,048.27	-21,516.96	84.41 %
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 %
<b>Total 52120 Consortium</b>	<b>225,374.39</b>	<b>260,622.77</b>	<b>-35,248.38</b>	<b>86.48 %</b>
52200 Information Technology		0.00	0.00	
5220.1 IT Infra -Software/Licensing	95,285.53	104,833.58	-9,548.05	90.89 %
5220.2 IT Infra -Support	7,090.34	7,500.00	-409.66	94.54 %
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 %
<b>Total 5220.3 IT PCs, Printers &amp; Hardware</b>	<b>25,641.99</b>	<b>23,248.50</b>	<b>2,393.49</b>	<b>110.30 %</b>
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 %
<b>Total 52200 Information Technology</b>	<b>238,048.58</b>	<b>236,698.08</b>	<b>1,350.50</b>	<b>100.57 %</b>
52250 Marketing		0.00	0.00	
5225 Marketing & advertising	16,469.70	16,600.00	-130.30	99.22 %
5226 Brochures general-marketing	315.00	1,500.00	-1,185.00	21.00 %
5227 Brochures programs - marketing	5,803.75	8,000.00	-2,196.25	72.55 %
<b>Total 52250 Marketing</b>	<b>22,588.45</b>	<b>26,100.00</b>	<b>-3,511.55</b>	<b>86.55 %</b>
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	25,884.57	25,375.00	509.57	102.01 %
<b>Total 52290 Materials Processing</b>	<b>39,603.81</b>	<b>39,094.24</b>	<b>509.57</b>	<b>101.30 %</b>
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 %
5234.4 Memberships	4,760.00	5,500.00	-740.00	86.55 %
5234.5 Staff Mtg & Training	10,532.42	12,400.00	-1,867.58	84.94 %

# 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
5234.5s Staff Training - Supported	13,154.03	12,752.90	401.13	103.15 %
<b>Total 5234.5 Staff Mtg &amp; Training</b>	<b>23,686.45</b>	<b>25,152.90</b>	<b>-1,466.45</b>	<b>94.17 %</b>
5234.6 Webinar/Ecourses	2,506.53	2,700.00	-193.47	92.83 %
<b>Total 52340 Professional Development</b>	<b>76,533.16</b>	<b>82,352.90</b>	<b>-5,819.74</b>	<b>92.93 %</b>
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 %
<b>Total 5236.2 Programs - District</b>	<b>95,428.15</b>	<b>111,602.00</b>	<b>-16,173.85</b>	<b>85.51 %</b>
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	
<b>Total 52360 Program Expense</b>	<b>99,328.88</b>	<b>111,602.00</b>	<b>-12,273.12</b>	<b>89.00 %</b>
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 %
<b>Total 5240 Supplies - general</b>	<b>19,643.89</b>	<b>16,475.00</b>	<b>3,168.89</b>	<b>119.23 %</b>
5246 Supplies - office	13,586.72	19,705.00	-6,118.28	68.95 %
<b>Total 52400 Supplies</b>	<b>68,033.28</b>	<b>73,140.00</b>	<b>-5,106.72</b>	<b>93.02 %</b>
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 %
<b>Total 5228 Miscellaneous</b>	<b>1,175.22</b>	<b>1,500.00</b>	<b>-324.78</b>	<b>78.35 %</b>
5232 Postage	5,074.49	7,000.00	-1,925.51	72.49 %
5250 Taxes and insurance	44,742.69	45,363.01	-620.32	98.63 %
<b>Total 52500 Miscellaneous Operating</b>	<b>92,467.59</b>	<b>116,513.01</b>	<b>-24,045.42</b>	<b>79.36 %</b>
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 %
<b>Total 5260.11 Vehicle - Ford F150 Transit Van</b>	<b>9,111.19</b>	<b>11,250.00</b>	<b>-2,138.81</b>	<b>80.99 %</b>
5260.12 Vehicle - Toyota Rav4 VIN 7581	79.65	100.00	-20.35	79.65 %
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 %

# 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
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 %
<b>Total 5260.5 Vehicle - Dodge HD Wagon</b>	<b>5,424.24</b>	<b>6,250.00</b>	<b>-825.76</b>	<b>86.79 %</b>
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 %
<b>Total 5260.7 Vehicle - Chevy Silverado 1500</b>	<b>1,445.14</b>	<b>1,800.00</b>	<b>-354.86</b>	<b>80.29 %</b>
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 %
<b>Total 52600 Vehicle Expense</b>	<b>25,412.03</b>	<b>34,970.00</b>	<b>-9,557.97</b>	<b>72.67 %</b>
62240 Facility Expense		0.00	0.00	
6224.1 Bldg-Maintenance	225,726.16	200,000.00	25,726.16	112.86 %
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	77,533.21	90,900.00	-13,366.79	85.30 %
<b>Total 62240 Facility Expense</b>	<b>728,397.54</b>	<b>731,672.00</b>	<b>-3,274.46</b>	<b>99.55 %</b>
<b>Total 52000 OPERATING EXPENSES</b>	<b>1,720,342.88</b>	<b>1,843,999.00</b>	<b>-123,656.12</b>	<b>93.29 %</b>
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 %
<b>Total 72000 CAPITAL EQUIPMENT EXPENSES</b>	<b>77,220.48</b>	<b>128,541.00</b>	<b>-51,320.52</b>	<b>60.07 %</b>
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 %
<b>Total 73000 CAPITAL BUILDING EXPENSES</b>	<b>633,070.99</b>	<b>6,128,449.00</b>	<b>-5,495,378.01</b>	<b>10.33 %</b>
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	
Uncategorized Expense	1,163.73	0.00	1,163.73	
<b>Total Expenditures</b>	<b>\$8,232,506.68</b>	<b>\$15,637,335.00</b>	<b>\$ - 7,404,828.32</b>	<b>52.65 %</b>
NET OPERATING REVENUE	<b>\$1,284,693.90</b>	<b>\$0.00</b>	<b>\$1,284,693.90</b>	<b>0.00%</b>
Other Revenue				

# 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
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	
<b>Total Other Revenue</b>	<b>\$1,588,296.12</b>	<b>\$6,897,626.00</b>	<b>\$ - 5,309,329.88</b>	<b>23.03 %</b>
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	142,241.67	1,400,000.00	-1,257,758.33	10.16 %
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	
<b>Total Other Expenditures</b>	<b>\$145,491.67</b>	<b>\$6,897,626.00</b>	<b>\$ - 6,752,134.33</b>	<b>2.11 %</b>
NET OTHER REVENUE	<b>\$1,442,804.45</b>	<b>\$0.00</b>	<b>\$1,442,804.45</b>	<b>0.00%</b>
NET REVENUE	<b>\$2,727,498.35</b>	<b>\$0.00</b>	<b>\$2,727,498.35</b>	<b>0.00%</b>



# Meridian Library District

## Statement of Activity

October 2024 - August 2025

	TOTAL
Revenue	
40000 Tax Revenue	
4000 Tax levy	8,174,520.24
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
<b>Total 40000 Tax Revenue</b>	<b>8,744,328.64</b>
42000 Non-tax Revenue	
4200 Fines and fees	26,233.68
4220 Meeting Room income	12,602.50
4221 Donations & Memorials	406.98
4300 Interest income	179,336.85
4339 Capital Replace & Repair Int	245,781.25
4400 Copy/Print income	37,738.85
4410 Miscellaneous income	57,883.10
4415 Lynx Consortium income	42,600.23
4500 Grants	50,112.53
4700 Sponsorships	46,066.28
<b>Total 42000 Non-tax Revenue</b>	<b>698,762.25</b>
<b>Total Revenue</b>	<b>\$9,443,090.89</b>
<b>GROSS PROFIT</b>	<b>\$9,443,090.89</b>
Expenditures	
50000 PERSONNEL	
5000 Salaries and wages	3,804,342.23
5005 Termination salaries	17,908.47
<b>Total 5000 Salaries and wages</b>	<b>3,822,250.70</b>
5010 Payroll benefits	120.00
5010a Benefits - Retirement	395,674.59
5010b Benefits - PR Taxes	286,698.41
5010c Benefits - Health	557,155.28
<b>Total 5010 Payroll benefits</b>	<b>1,239,648.28</b>
<b>Total 50000 PERSONNEL</b>	<b>5,061,898.98</b>
51000 COLLECTIONS	
5115 Adult Print Books	108,165.71
5115s Adult Print Books Supported	10,014.36
<b>Total 5115 Adult Print Books</b>	<b>118,180.07</b>
5121 Electronic databases	58,344.77

# Meridian Library District

## Statement of Activity

October 2024 - August 2025

	TOTAL
5122 eContent	432,642.50
5125 Print Reference	81.08
5130 Children's books	65,989.01
5130S Children's books - Supported	7,985.65
<b>Total 5130 Children's books</b>	<b>73,974.66</b>
5135 Young Adult books	9,963.49
5149 Media	31,520.26
5150 Circulating devices & kits	6,543.96
5151 Periodicals	3,817.57
<b>Total 51000 COLLECTIONS</b>	<b>735,068.36</b>
52000 OPERATING EXPENSES	
52020 Professional Services	
5202.1 Audit	24,600.00
5202.4 Legal fees	45,369.72
5202.5 Consulting	20,078.33
5202.6 Other	5,092.45
5237 Recruiting/Background Checks	2,663.88
<b>Total 52020 Professional Services</b>	<b>97,804.38</b>
52025 Banking fees	
5202.2 Bankcard fees	2,571.09
5202.3 Financial fees	2,046.03
<b>Total 52025 Banking fees</b>	<b>4,617.12</b>
52120 Consortium	
5212.AD Consortium-Administrator	116,531.31
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
<b>Total 52120 Consortium</b>	<b>225,374.39</b>
52200 Information Technology	
5220.1 IT Infra -Software/Licensing	94,745.67
5220.2 IT Infra -Support	7,090.34
5220.3 IT PCs, Printers & Hardware	16,162.14
5220.3S Supported - IT, PCs, Hardware	3,886.43
<b>Total 5220.3 IT PCs, Printers &amp; Hardware</b>	<b>20,048.57</b>
5220.5 IT Utilities	45,785.53
5220.6 IT Collection Licensing	13,750.00
5220.7 IT Technology Maintenance	32,780.70
5230 Phone Service	11,480.17
<b>Total 52200 Information Technology</b>	<b>225,680.98</b>

# Meridian Library District

## Statement of Activity

October 2024 - August 2025

	TOTAL
52250 Marketing	
5225 Marketing & advertising	15,317.82
5226 Brochures general-marketing	315.00
5227 Brochures programs - marketing	5,803.75
<b>Total 52250 Marketing</b>	<b>21,436.57</b>
52290 Materials Processing	
5229.1 Materials-OCLC	13,719.24
5229.2 Materials-Processing	25,426.97
<b>Total 52290 Materials Processing</b>	<b>39,146.21</b>
52340 Professional Development	
5234.1 Conferences	38,895.47
5234.2 Education	6,408.72
5234.3 Materials	212.66
5234.4 Memberships	4,760.00
5234.5 Staff Mtg & Training	10,311.73
5234.5s Staff Training - Supported	13,154.03
<b>Total 5234.5 Staff Mtg &amp; Training</b>	<b>23,465.76</b>
5234.6 Webinar/Ecourses	2,417.53
<b>Total 52340 Professional Development</b>	<b>76,160.14</b>
52360 Program Expense	
5236.2 Programs - District	78,726.60
5236.2S District Programs -Supported	15,922.15
<b>Total 5236.2 Programs - District</b>	<b>94,648.75</b>
5236.BR Programs -Brochures	1,862.05
5236.FA Programs -Family All Ages	2,009.93
<b>Total 52360 Program Expense</b>	<b>98,520.73</b>
52400 Supplies	
5211 Copy/Print	33,810.92
5240 Supplies - general	12,305.71
5240s Supplies - General -Supported	7,414.10
<b>Total 5240 Supplies - general</b>	<b>19,719.81</b>
5246 Supplies - office	13,300.26
<b>Total 52400 Supplies</b>	<b>66,830.99</b>
52500 Miscellaneous Operating	
5216 Equipment & Furnishings Not Cap	38,740.74
5228 Miscellaneous	532.89
5228.S Miscellaneous- Supported	642.33
<b>Total 5228 Miscellaneous</b>	<b>1,175.22</b>
5232 Postage	5,069.53
5250 Taxes and insurance	44,742.69
<b>Total 52500 Miscellaneous Operating</b>	<b>89,728.18</b>

# Meridian Library District

## Statement of Activity

October 2024 - August 2025

	TOTAL
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
<b>Total 5260.11 Vehicle - Ford F150 Transit Van</b>	<b>9,111.19</b>
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
<b>Total 5260.5 Vehicle - Dodge HD Wagon</b>	<b>5,424.24</b>
5260.6 Employee Mileage Reimbursement	74.24
5260.7 Vehicle - Chevy Silverado 1500	255.17
5260.7s Vehicle - Chevy Silverado 1500 Supported	1,189.97
<b>Total 5260.7 Vehicle - Chevy Silverado 1500</b>	<b>1,445.14</b>
5260.8 Vehicle - Toyota Rav4 VIN 4697	500.28
5260.9 Vehicle - Toyota Rav4 VIN 7665	816.00
<b>Total 52600 Vehicle Expense</b>	<b>25,368.63</b>
62240 Facility Expense	
6224.1 Bldg-Maintenance	191,586.46
6224.2 Bldg-Repairs	29,573.47
6224.3 Bldg-Small Tools	2,267.99
6224.4 Bldg-Supplies	25,964.80
6250 Bldg-Insurance	81,022.00
6255 Bldg-Rent	259,507.67
6258 Bldg-Utilities	77,291.83
<b>Total 62240 Facility Expense</b>	<b>667,214.22</b>
<b>Total 52000 OPERATING EXPENSES</b>	<b>1,637,882.54</b>
72000 CAPITAL EQUIPMENT EXPENSES	
7216 Equipment & Furnishings	33,192.32
7295 Major improvements	44,028.16
<b>Total 72000 CAPITAL EQUIPMENT EXPENSES</b>	<b>77,220.48</b>
73000 CAPITAL BUILDING EXPENSES	
7300 Cherry Lane Renovation - General Fund	47,338.55
7331 Cherry Lane Renovation - Capital Repair & Replacement	585,732.44
<b>Total 73000 CAPITAL BUILDING EXPENSES</b>	<b>633,070.99</b>
<b>Total Expenditures</b>	<b>\$8,145,141.35</b>
NET OPERATING REVENUE	<b>\$1,297,949.54</b>
Other Revenue	
8000 Plant Facilities Levy Revenue	1,400,000.00

# Meridian Library District

## Statement of Activity

October 2024 - August 2025

	TOTAL
8338 Capital Projects Interest	188,296.12
<b>Total Other Revenue</b>	<b>\$1,588,296.12</b>
Other Expenditures	
9285 Pinnacle fka South Branch Lease Payment	142,241.67
<b>Total Other Expenditures</b>	<b>\$142,241.67</b>
NET OTHER REVENUE	<b>\$1,446,054.45</b>
NET REVENUE	<b>\$2,744,003.99</b>

# Meridian Library District

## Statement of Financial Position

As of August 31, 2025

	TOTAL
<b>ASSETS</b>	
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	1,615.82
1180 Checking - ICCU General *1068	-1,195.68
1182 Checking - ICCU Sweep *3522	270,875.49
1183 Savings - ICCU Membership *8042	25.00
1184 Savings - ICCU Savings *8093	249,762.38
1200 PayPal Account	128.03
1937 StatePool-General Operations	5,328,625.72
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	1,256,500.26
<b>Total Bank Accounts</b>	<b>\$18,798,541.95</b>
Accounts Receivable	
11000 Accounts Receivable	-90.00
<b>Total Accounts Receivable</b>	<b>\$ -90.00</b>
Other Current Assets	
12000 Undeposited Funds	1,101.73
1500 Deposits/Prepaid expenses	34,381.93
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
<b>Total Other Current Assets</b>	<b>\$9,823,063.99</b>
<b>Total Current Assets</b>	<b>\$28,621,515.94</b>
<b>TOTAL ASSETS</b>	<b>\$28,621,515.94</b>

# Meridian Library District

## Statement of Financial Position

As of August 31, 2025

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2380 Accounts Payable	82,834.47
<b>Total Accounts Payable</b>	<b>\$82,834.47</b>
Credit Cards	
2700 Divvy Credit Cards Payable	49,606.57
<b>Total Credit Cards</b>	<b>\$49,606.57</b>
Other Current Liabilities	
2300 Payroll Liabilities	-7,621.70
2305 FICA withholding payable	1,651.74
2330 PERSI withholding payable	2,214.13
2340 401K withholding payable	1,664.93
2345 Health Payable	-41,907.28
2353 HRA VEBA Payable	-495.00
2355 Dental Payable	2,411.08
2358 Mutual of Omaha Payable	6,212.48
2359 IDWAT Payable	510.00
2360 AFLAC Payable	379.90
2361 FSH Payable	955.20
2362 EAP Payable	670.08
2400 Accounts Payable -Other	658.34
2405 Accrued Wages	22,141.38
Out Of Scope Agency Payable	3.69
Sales Tax Agency Payable	<b>369.45</b>
Square Sales Tax Payable	319.12
<b>Total Other Current Liabilities</b>	<b>\$ -9,862.46</b>
<b>Total Current Liabilities</b>	<b>\$122,578.58</b>
<b>Total Liabilities</b>	<b>\$122,578.58</b>
Equity	
2900 Investment in GFA	13,234,497.00
2910 Contra Accum Deprec	-5,296,743.00
2912 Accum Dep - Buildings	1,796,635.00
2913 Accum Depr - Equipment	2,374,721.00
2914 Accum Depr - Improvements	779,476.00
2915 Accum Depr - Leasehold Improv	345,911.00
2988.4 17929 Leisure Lane	-53,000.00
2988.5 Buildings	-4,445,040.00
2988.6 Improvements	-2,861,730.00
2988.7 Leasehold Improvements	-1,341,836.00
2988.8 Equipment	-3,618,940.00

# Meridian Library District

## Statement of Financial Position

As of August 31, 2025

	TOTAL
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	9,134,156.82
Net Revenue	2,744,003.99
<b>Total Equity</b>	<b>\$28,498,937.36</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$28,621,515.94</b>



# MERIDIAN LIBRARY DISTRICT

## Human Resources Manager

### DRAFT



#### **Position Summary**

The Human Resources Manager is responsible for performing Human Resources (HR) related duties on a professional level with senior management. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, full-cycle recruitment/employment, pay administration/negotiation/management, affirmative action and employment law compliance, and managing the HR Department. Work is performed under the supervision of the Library Director.

#### **Duties and Responsibilities**

##### *Essential*

#### **Management and Supervision**

Supervises HR department staff and participates in all daily service and support operations of the HR team. Is responsible for the effective support of the Library Director, District leadership, and staff. The HR Manager, in collaboration with the Library Director, is responsible for personnel decisions of the HR Department including recruitment, hiring, coaching, discipline, performance reviews, and training.

#### **Personnel Management**

Provides guidance to all levels of District leadership on HR matters including staffing, personnel management, benefits, compensation, discipline, and risk management issues. Provides consistent understanding and adherence to policies, guidelines, programs, and philosophies. Partners with managers and supervisors to ensure understanding and accurate execution of

24 District strategies related to talent, recruitment, retention, discipline, and succession planning.  
25 Respectfully shares opinions and ideas.

## 26 **Performance, Benefits and Compensation**

27 Administers the District's compensation, performance, and benefits programs. Duties include  
28 maintaining accurate job descriptions, overseeing pay scale changes, conducting wage and benefit  
29 surveys, and ensuring compliance with wage and hour laws. This role manages performance  
30 evaluations, benefits administration, and contribution allocations within budget. Handles  
31 employee complaints, investigations, disciplinary actions, and termination documentation in  
32 collaboration with senior management and legal counsel.

33

34 .

## 35 **Compliance**

36 Is responsible for ensuring compliance with all federal, state and local employment and reporting  
37 laws. Stays current with HR best practices. Reviews and evaluates existing, and proposed,  
38 legislation applicable to the District in regards to HR related issues. Reviews, recommends, and  
39 updates employee specific policies, handbooks, and training for alignment with legal updates and  
40 best practices. Oversees compliance with mandatory training, and work assessments.

41 Responsible for worker's compensation, accommodation requests, and leave requests. .

42

43

44

45 *Marginal*

46 Assists in the preparation of the staffing budget and manages the HR budget requests for Board  
47 approval. Works to audit, reconcile, and approve HR related bills.

48 Oversees applicable training for employees, and management. Directs, and may conduct, new hire  
49 recruitment, orientation, and onboarding.

50 Ensures accuracy of pay administration and deductions. Has shared responsibility in auditing and  
51 oversight of payroll.

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

*Revised and Board Approved 03/20/2024*

52 Participates in committee groups as assigned by the District to demonstrate our commitment to a  
53 culture of inclusivity, collaboration, and professional development. This may include being a lead  
54 for a committee, subcommittee, working group, or project team.

55

56 Performs other duties as assigned.

57 ***Minimum Qualifications***

58 *Knowledge, Skills, and Abilities:*

59

60 Requires considerable knowledge of HR personnel practices, and State and Federal employment  
61 regulation. Utilizes good judgment, discretion, and decision-making, maintaining appropriate  
62 confidentiality. Ability to work independently with tact to navigate sensitive, confidential, and  
63 complex matters. Must be detail-oriented with exceptional accuracy, auditing, and organizational  
64 skills. Demonstrates a growth mindset, seeking continuous learning and development  
65 opportunities. Able to manage and prioritize multiple tasks and handle stressful situations with  
66 professionalism.

67 Provides exemplary customer service and maintains a favorable public image of the District. Has a  
68 desire to work in a public service role. Exhibits excellent interpersonal skills with the ability to  
69 communicate effectively, and appropriately to include vendors, youth, families, volunteers, co-  
70 workers, managers, and employees. Builds, and maintains, positive working relationships with  
71 individuals at all levels of the organization and fosters partnerships with outside organizations.

72

73 Work in this position entails persuading, fostering cooperation, gaining buy-in, and conflict  
74 resolution.

75 *Experience:* 5 years of HR experience in a HR Manager capacity or equivalent experience working in  
76 various HR roles.

77 *Education:* Master's degree in Human Resources, related field, or equivalent education or  
78 experience.

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

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

*Revised and Board Approved 03/20/2024*

81 *Supervisory Responsibility:* Directly supervises staff within the HR Department. Operates in a  
82 leadership role to staff across the District.

83 ***Preferred Qualification:*** Master's degree in Human Resources. SPHR, SHRM-CP, SHRM-SCP  
84 Certification, PHR,SPHR, or equivalent recognized HR certification. Experience working for a  
85 government entity performing a variety of HR activities is preferred. Bilingual, preferably Spanish.

86 ***Working Conditions***

87 *Physical Requirements:* This position requires the employee to sit (constantly); seldom stand,  
88 stoop/bend, walk, and twist/turn; frequently hear, listen, and speak clearly; perform manual  
89 dexterity movements; and constantly see. The job also requires the employee to occasionally lift  
90 up to 25 lbs.

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

93 *Technology, Equipment, and Devices:* This position requires the employee to regularly operate and  
94 exhibit proficiency with computers and commonly used office software, HR systems, databases,  
95 email, video conferencing, and cloud environments. This position requires the ability to operate  
96 and troubleshoot general office equipment; must be able to learn and adapt to new technologies.

97 *Work Environment:* This position involves a variety of work conditions, including repetitive tasks,  
98 independent and remote work, collaboration in shared spaces, regular verbal and face-to-face  
99 communication with colleagues, vendors, and community partners, and assignments in primarily  
100 indoor settings with occasional outdoor duties.

101 *Expected Hours of Work:* This position requires the employee to work a flexible daytime schedule  
102 and may occasionally work in the evenings and on weekends (Saturday and Sunday). Position  
103 schedule and work location are subject to change at the discretion of management to support  
104 business needs. This position works a full-time schedule of 40 hours per week; may occasionally  
105 work over 40 hours based on business need.

106 *Expected travel:* This position requires some routine travel between Meridian Library District  
107 locations and occasional travel for vendor/community partner meetings, conferences, and  
108 training. May be required to drive on behalf of the District as needed.

109  
110 ***Disclaimers:*** The above job description is not intended as, nor should it be construed as, exhaustive of all  
111 responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform

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

*Revised and Board Approved 03/20/2024*

112 duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign  
113 or reassign duties and responsibilities to this position at any time.

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

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

**MERIDIAN LIBRARY DISTRICT**  
**Human Resources Manager**  
**DRAFT**



**Position Summary**

The Human Resources Manager is responsible for performing Human Resources (HR) related duties on a professional level with senior management. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, full-cycle recruitment/employment, pay administration/negotiation/management, affirmative action and employment law compliance, and managing the HR Department. Work is performed under the supervision of the Library Director.

**Duties and Responsibilities**

**Essential**

**Management and Supervision**

Supervises HR department staff, and participates in all daily service and support operations of the HR team. Is responsible for the effective support of the Library Director, District leadership, and staff. The HR Manager, in collaboration with the Library Director, is responsible for personnel decisions of the HR Department including recruitment, hiring, coaching, discipline, performance reviews, and training.

**Personnel Management**

Provides guidance to all levels of District leadership on HR matters including staffing, personnel management, benefits, compensation, discipline, and risk management issues. Provides consistent understanding and adherence to policies, guidelines, programs, and philosophies. Partners with managers and supervisors to ensure understanding and accurate execution of

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Deleted: Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

44 ~~District~~ strategies related to talent, recruitment, retention, ~~discipline~~, and succession planning.  
45 Respectfully shares ~~opinions~~ and ideas.

46 **Performance, Benefits and Compensation,**

47 ~~Administers the District's compensation, performance, and benefits programs. Duties include~~  
48 ~~maintaining accurate job descriptions, overseeing pay scale changes, conducting wage and benefit~~  
49 ~~surveys, and ensuring compliance with wage and hour laws. This role manages performance~~  
50 ~~evaluations, benefits administration, and contribution allocations within budget. Handles~~  
51 ~~employee complaints, investigations, disciplinary actions, and termination documentation in~~  
52 ~~collaboration with senior management and legal counsel.~~

53 ~~■~~

54 ~~▼~~

55 **Compliance**

56 ~~Is~~ responsible for ensuring compliance with all federal, state and local employment and reporting  
57 laws. Stays current with ~~HR~~ best practices. Reviews and evaluates existing, and proposed,  
58 legislation applicable to the District in regards to ~~HR related issues, Reviews, recommends, and~~  
59 ~~updates employee specific policies, handbooks, and training for alignment with legal updates and~~  
60 ~~best practices. Oversees~~ compliance with mandatory training and work assessments. ~~▼~~

61 ~~Responsible for worker's compensation, accommodation requests, and leave requests.▼~~

62 ~~▼~~

63 ~~▼~~

64 ~~▼~~

65 *Marginal*

66 ~~Assists in the preparation of the staffing budget, and manages the HR budget requests for Board~~  
67 ~~approval. Works to audit, reconcile, and approve HR related bills.~~

68 Oversees applicable training for employees, and management. ~~Directs, and may conduct,~~ new hire  
69 ~~recruitment,~~ orientation, ~~and~~ onboarding. ~~■~~

70 ~~Ensures accuracy of pay administration and deductions. Has shared responsibility in auditing and~~  
71 ~~oversight of payroll.~~

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Deleted: **Benefits Administration**

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206 Participates in committee groups as assigned by the District to demonstrate our commitment to a  
207 culture of inclusivity, collaboration, and professional development. This may include being a lead  
208 for a committee, subcommittee, working group, or project team.

209  
210 Performs other duties as assigned.

211 **Minimum Qualifications**

212 *Knowledge, Skills, and Abilities:*

213  
214 Requires considerable knowledge of HR, personnel practices, and State and Federal employment  
215 regulation. Utilizes good judgment, discretion, and decision-making, maintaining appropriate  
216 confidentiality. Ability to work independently with tact to navigate sensitive, confidential, and  
217 complex matters. Must be detail-oriented with exceptional accuracy, auditing, and organizational  
218 skills. Demonstrates a growth mindset, seeking continuous learning and development  
219 opportunities. Able to manage and prioritize multiple tasks and handle stressful situations with  
220 professionalism.

221 Provides exemplary customer service and maintains a favorable public image of the District. Has a  
222 desire to work in a public service role. Exhibits excellent interpersonal skills with the ability to  
223 communicate effectively, and appropriately to include vendors, youth, families, volunteers, co-  
224 workers, managers, and employees. Builds, and maintains, positive working relationships with  
225 individuals at all levels of the organization and fosters partnerships with outside organizations.

226  
227 Work in this position entails persuading, fostering cooperation, gaining buy-in, and conflict  
228 resolution.

229 Experience: 5 years of HR experience in a HR Manager capacity or equivalent experience working in  
230 various HR roles.

231 Education: Master's degree in Human Resources, related field, or equivalent education or  
232 experience.

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

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

**Deleted:** Demonstrated commitment to Diversity, Equity, and Inclusion.

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**Deleted:** Proficient with standard office applications (including Microsoft Office and Google Workspace). The HRHuman Resources Manager must possess the ability to work with a variety of HRIS systems. Proficiency with, or the ability to quickly learn, the District's HRIS systems is required. Ability to learn and adapt to new software and equipment technologies. ...

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273 *Supervisory Responsibility:* Directly supervises staff within the HR Department. Operates in a  
274 leadership role to staff across the District.

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275 **Preferred Qualification:** Master's degree in Human Resources. SPHR, SHRM-CP, SHRM-SCP  
276 Certification, PHR, SPHR, or equivalent recognized HR certification. Experience working for a  
277 government entity performing a variety of HR activities is preferred. Bilingual, preferably Spanish.

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278 **Working Conditions**

279 *Physical Requirements:* This position requires the employee to sit (constantly); seldom stand,  
280 stoop/bend, walk, and twist/turn; frequently hear, listen, and speak clearly; perform manual  
281 dexterity movements; and constantly see. The job also requires the employee to occasionally lift  
282 up to 25 lbs.

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

285 *Technology, Equipment, and Devices:* This position requires the employee to regularly operate and  
286 exhibit proficiency with computers and commonly used office software, HR systems, databases,  
287 email, video conferencing, and cloud environments. This position requires the ability to operate  
288 and troubleshoot general office equipment; must be able to learn and adapt to new technologies.

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Deleted: This position requires the employee to operate and occasionally troubleshoot general office equipment and other new consumer technologies.

289 *Work Environment:* This position involves a variety of work conditions, including repetitive tasks,  
290 independent and remote work, collaboration in shared spaces, regular verbal and face-to-face  
291 communication with colleagues, vendors, and community partners, and assignments in primarily  
292 indoor settings with occasional outdoor duties.

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293 *Expected Hours of Work:* This position requires the employee to work a flexible daytime schedule  
294 and may occasionally work in the evenings and on weekends (Saturday and Sunday). Position  
295 schedule and work location are subject to change at the discretion of management to support  
296 business needs. This position works a full-time schedule of 40 hours per week; may occasionally  
297 work over 40 hours based on business need.

298 *Expected travel:* This position requires some routine travel between Meridian Library District  
299 locations and occasional travel for vendor/community partner meetings, conferences, and  
300 training. May be required to drive on behalf of the District as needed.

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Deleted: his position requires regular travel between District locations; occasional travel required for conferences, meetings, and training.

301 **Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all  
302 responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform  
303

327 duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign  
328 or reassign duties and responsibilities to this position at any time.

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

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

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# MERIDIAN LIBRARY DISTRICT

## Human Resources Coordinator

### DRAFT



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#### **Position Summary**

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

#### **Duties and Responsibilities**

##### *Essential*

#### **Payroll**

Ensures payroll is accurately processed in a timely manner. Works with managers, supervisors, and employees to ensure proper timekeeping records and adherence to labor law. Maintains timekeeping and payroll records according to record retention requirements.

Applies compensation changes in HRIS in accordance with annual reviews and monitors pay increases to ensure accurate data for payroll processing. Responsible for tracking and auditing benefit enrollments and deductions for payroll. Addresses billing concerns with vendors, brokers, District leadership for reconciliation as appropriate.

Collaborates with HR Manager to record and track leave instances (FMLA, Worker's Compensation, etc.). Assists with responding to accommodation and other protected leave situations; is responsible for meeting compliance deadlines and following return to work procedures .

#### **Benefit Administration**

Assists with employee enrollment and explanation of the District's benefit packages. Works closely with the HR Manager and benefit broker to ensure accurate deductions and earnings codes are applied in all HRIS systems. Manages all applicable documentation appropriately.

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*Adopted by the Meridian Library Board of Trustees 09/01/2015*

*Revised and Board Approved 04/17/2024*

26

27 **Employee Records**

28 Maintains and updates employee data and information in the HRIS system in a timely manner.  
29 Assists employees and management with system use, providing training as necessary. Ensures  
30 digital and physical files are properly maintained and purged, according to applicable laws and the  
31 District's records retention schedule. Maintains the confidentiality and privacy of employee data  
32 and information.

33 **Compliance and Organization Policies**

34 Assists with compliance and accurate tracking of Local, State, and Federal regulatory  
35 requirements. Interprets and explains personnel policies and procedures to staff and  
36 management. Participates in ensuring overall efficiency, and compliance with department  
37 standard operating procedures. Facilitates clear and concise communication across all levels of  
38 the organization.

39 **Customer Service**

40 Provides high quality customer service to staff, management and vendors, and is responsive to  
41 requests.

42 *Marginal*

43 Assists with staff and organizational training needs.. Plans, organizes, and implements training  
44 activities, including coordinating external training sources or presenters.Coordinates with the  
45 Training and Development Committee as directed.

46 May assist with recruitment and hiring activities. May coordinate employee new hire orientation  
47 and onboarding paperwork. Completes employment work eligibility verifications.

48 May contribute to policy or job description revisions.

49 At the direction of the HR Manager, acts as a liaison between management and staff on employee  
50 relations issues. Assists with, or leads, departmental presentations and special projects.

51 May assist with discipline administration. .

52 To demonstrate our commitment to a culture of inclusivity, collaboration, and professional  
53 development, staff participates in committee groups as assigned by the District.

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*Adopted by the Meridian Library Board of Trustees 09/01/2015*

*Revised and Board Approved 04/17/2024*

54 Performs other duties as assigned.

55 ***Minimum Qualifications***

56 *Knowledge, Skills, and Abilities:*

57

58 Requires knowledge of HR, personnel practices, and State and Federal employment regulation.  
59 This position requires good judgment, discretion, and decision-making. Demonstrates a growth  
60 mindset, seeking continuous learning and development opportunities. Must be able to prioritize  
61 multiple tasks and handle stressful situations with professionalism. Must be detail-oriented and  
62 possess exceptional organizational skills.

63 Provides exemplary customer service and maintains a favorable public image of the District. The  
64 incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the  
65 ability to communicate effectively and appropriately with youth, families, volunteers, coworkers,  
66 supervisors, managers, and employees. Builds and maintains positive working relationships with  
67 individuals at all levels of the organization and fosters positive partnerships with outside  
68 organizations.

69 PMust be flexible and willing to adapt styles to effectively meet the needs of others. Has a positive  
70 and enthusiastic approach to change and shows a curiosity and willingness to try new ideas.  
71 Proficient in the principles of project management. Able to work on multiple large scale projects  
72 and effectively manage time.

73 *Experience:* 1-2 years of HR experience or equivalent combination of education, training and  
74 experience.

75 *Education:* Bachelor's degree in Human Resources, a related field, or equivalent training,  
76 education, and experience. .

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

79 *Supervisory Responsibility:* This position has no direct staff supervisory responsibilities, but  
80 operates in a minor leadership role to staff across the District.

81 ***Preferred Qualifications:*** Degree in Human Resources, Business Administration, or related  
82 degree, or a PHR, SPHR, SHRM-CP, SHRM-SCP, or equivalent recognized HR certification.  
83 Experience working for a government entity performing a variety of HR activities, including payroll,

84 preferred. Prefer experience with assessing and developing training and support materials and  
85 programs, including e-learning. Bilingual, preferably Spanish.

86 ***Working Conditions***

87 *Physical Requirements:* This position requires the employee to sit (constantly); seldom stand,  
88 stoop/bend, walk, and twist/turn; frequently hear, listen, and speak clearly, perform manual  
89 dexterity movements; and constantly see. This position may require the employee to occasionally  
90 lift up to 25 lbs.

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

93 *Technology, Equipment, and Devices:* This position requires the employee to regularly operate and  
94 exhibit high level proficiency with computers and standard office applications (including Microsoft  
95 Office and Google Workspace), email, video conferencing tools, and cloud environments, HRIS  
96 systems, and the internet. This position requires the ability to operate and troubleshoot general  
97 office equipment; must be able to learn and adapt to new technologies.

98

99 *Work Environment:* This position involves a variety of work conditions, including repetitive tasks,  
100 independent and remote work, collaboration in shared spaces, regular verbal and face-to-face  
101 communication with colleagues, vendors, and community partners, and assignments in primarily  
102 indoor settings with occasional outdoor duties.

103

104 *Expected Hours of Work:* The job requires the employee to work a weekday (Monday-Friday)  
105 daytime schedule and may occasionally include work in the evenings and on weekends (Saturday  
106 and Sunday). Position schedule and work location are subject to change at the discretion of  
107 management to support business needs. This position works a full-time schedule of 40 hours per  
108 week; may occasionally work over 40 hours based on business need.

109 *Expected travel:* This position requires some travel between Meridian Library District locations and  
110 occasional travel for vendor/community partner meetings, conferences, and training. May be  
111 required to drive on behalf of the District as needed.

112

113

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

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*Adopted by the Meridian Library Board of Trustees 09/01/2015*

*Revised and Board Approved 04/17/2024*

116 duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign  
117 or reassign duties and responsibilities to this position at any time.

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

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



**MERIDIAN LIBRARY DISTRICT**  
**Human Resources Coordinator**  
**DRAFT**



**Position Summary**

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

**Duties and Responsibilities**

*Essential*

**Payroll**

Ensures payroll is ~~accurately~~ processed ~~in a timely manner,~~ Works with managers, supervisors, and employees to ensure ~~proper~~ timekeeping records and adherence to labor law. Maintains timekeeping and payroll records according to record retention requirements.

~~Applies compensation changes in HRIS in accordance with annual reviews and monitors pay increases to ensure accurate data for payroll processing. Responsible for tracking and auditing benefit enrollments and deductions for payroll. Addresses billing concerns with vendors, brokers. District leadership for reconciliation as appropriate.~~

~~Collaborates with HR Manager to record and track leave instances (FMLA, Worker's Compensation, etc.). Assists with responding to accommodation and other protected leave situations; is responsible for meeting compliance deadlines and following return to work procedures.~~

**Benefit Administration**

~~Assists with employee enrollment and explanation of the District's benefit packages. Works closely with the HR Manager and benefit broker to ensure accurate deductions and earnings codes are applied in all HRIS systems. Manages all applicable documentation appropriately.~~

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The HR Coordinator assists with recruitment and hiring activities such as posting positions, pre-screening applications, conducting phone screens, facilitates and participates in interviews, conducting reference checks, and conducting background checks in a timely manner in conjunction with the Recruitment Coordinator. Coordinator will ... [2]

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Adopted by the Meridian Library Board of Trustees 09/01/2015

Revised and Board Approved 04/17/2024

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189 **Employee Records**

190 Maintains and updates employee data and information in the HRIS system in a timely manner.  
191 ~~Assists employees and management with system use, providing training as necessary.~~ Ensures  
192 digital and physical files are properly maintained and purged, according to applicable laws and the  
193 District's records retention schedule. Maintains the confidentiality and privacy of employee data  
194 and information.

195 **Compliance and Organization Policies**

196 ~~Assists with compliance and accurate tracking of~~ Local, State, and Federal regulatory  
197 requirements. ~~Interprets and explains personnel policies and procedures to staff and~~  
198 management. ~~Participates in ensuring overall efficiency, and compliance with department~~  
199 standard operating procedures. ~~Facilitates clear and concise communication across all levels of~~  
200 ~~the organization.~~

201 **Customer Service**

202 ~~Provides high quality customer service to staff, management and vendors, and is responsive to~~  
203 ~~requests.~~

204 *Marginal*

205 ~~Assists with staff and organizational training needs. Plans, organizes, and implements training~~  
206 ~~activities, including coordinating external training sources or presenters. Coordinates with the~~  
207 ~~Training and Development Committee as directed.~~

208 ~~May assist with recruitment and hiring activities. May coordinate employee new hire orientation~~  
209 ~~and onboarding paperwork. Completes employment work eligibility verifications.~~

210 ~~May contribute to policy or job description revisions.~~

211 ~~At the direction of~~ the HR Manager, acts as a liaison between management and staff on employee  
212 relations issues. ~~Assists with, or leads, departmental presentations and special projects.~~

213 ~~May assist with discipline administration.~~

214 ~~To demonstrate our commitment to a culture of inclusivity, collaboration, and professional~~  
215 ~~development, staff participates in committee groups as assigned by the District.~~

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

**Training and Development** ¶

Assesses staff and organizational training needs and prioritizes and organizes those needs. Assists with development of Develops a training plans to meet the variety of training needs. Plans, organizes, and implements training activities, including coordinating or location external training sources or presenters. Works in conjunction with management to tra... [13]

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**Deleted:** Actively promotes respect for diversity... [17]

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**Deleted:** adhering to records retention schedule

472 Performs other duties as assigned.

473 **Minimum Qualifications**

474 *Knowledge, Skills, and Abilities:*

475 Requires knowledge of HR, personnel practices, and State and Federal employment regulation.  
476 This position requires good judgment, discretion, and decision-making. Demonstrates a growth  
477 mindset, seeking continuous learning and development opportunities. Must be able to prioritize  
478 multiple tasks and handle stressful situations with professionalism. Must be detail-oriented and  
480 possess exceptional organizational skills.

481 Provides exemplary customer service and maintains a favorable public image of the District. The  
482 incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the  
483 ability to communicate effectively and appropriately with youth, families, volunteers, coworkers,  
484 supervisors, managers, and employees. Builds and maintains positive working relationships with  
485 individuals at all levels of the organization and fosters positive partnerships with outside  
486 organizations.

487 Must be flexible and willing to adapt styles to effectively meet the needs of others. Has a positive  
488 and enthusiastic approach to change and shows a curiosity and willingness to try new ideas.  
489 Proficient in the principles of project management. Able to work on multiple large scale projects  
490 and effectively manage time.

491 *Experience:* 1-2 years of HR experience or equivalent combination of education, training and  
492 experience.

493 *Education:* Bachelor's degree in Human Resources, a related field, or equivalent training,  
494 education, and experience.

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

497 *Supervisory Responsibility:* This position has no direct staff supervisory responsibilities, but  
498 operates in a minor leadership role to staff across the District.

499 **Preferred Qualifications:** Degree in Human Resources, Business Administration, or related  
500 degree. or a PHR, SPHR, SHRM-CP, SHRM-SCP, or equivalent recognized HR certification.

501 Experience working for a government entity performing a variety of HR activities, including payroll,

**Deleted:** Demonstrated commitment to diversity, equity, and inclusion.

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**Deleted:** human resources

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**Deleted:** accurate with

**Deleted:** library

**Deleted:** people from diverse backgrounds, including

**Deleted:** supervisors,

**Deleted:** Proficient with standard office applications (including Microsoft Office and Google Workspace). The incumbent must possess the ability to work with a variety of HRIS systems.

**Deleted:** roficiant in the use of video conferencing software. Understands the role of technology in providing Districtlibrary services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies. ¶

**Deleted:** This position requires managing multiple needs and priorities.

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538 preferred. Prefer experience with assessing and developing training and support materials and  
539 programs, including e-learning. Bilingual, preferably Spanish.

540 **Working Conditions**

541 *Physical Requirements:* This position requires the employee to sit (constantly); seldom stand,  
542 stoop/bend, walk, and twist/turn; frequently hear, listen, and speak clearly, perform manual  
543 dexterity movements; and constantly see. This position may require the employee to occasionally  
544 lift up to 25 lbs.

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

547 *Technology, Equipment, and Devices:* This position requires the employee to regularly operate and  
548 exhibit high level proficiency with computers and standard office applications (including Microsoft  
549 Office and Google Workspace), email, video conferencing tools, and cloud environments, HRIS  
550 systems, and the internet. This position requires the ability to operate and troubleshoot general  
551 office equipment; must be able to learn and adapt to new technologies.

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Deleted: The incumbent must possess the ability to troubleshoot technological issues with District systems and programs. Ability to learn and adapt to new software and equipment technologies.

552  
553 *Work Environment:* This position involves a variety of work conditions, including repetitive tasks,  
554 independent and remote work, collaboration in shared spaces, regular verbal and face-to-face  
555 communication with colleagues, vendors, and community partners, and assignments in primarily  
556 indoor settings with occasional outdoor duties.

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558 *Expected Hours of Work:* The job requires the employee to work a weekday (Monday-Friday)  
559 daytime schedule and may occasionally include work in the evenings and on weekends (Saturday  
560 and Sunday). Position schedule and work location are subject to change at the discretion of  
561 management to support business needs. This position works a full-time schedule of 40 hours per  
562 week; may occasionally work over 40 hours based on business need.

563 *Expected travel:* This position requires some travel between Meridian Library District locations and  
564 occasional travel for vendor/community partner meetings, conferences, and training. May be  
565 required to drive on behalf of the District as needed.

567  
568 **Disclaimers:** The above job description is not intended as, nor should it be construed as, exhaustive of all  
569 responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform

588 duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign  
589 or reassign duties and responsibilities to this position at any time.

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

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

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# MERIDIAN LIBRARY DISTRICT

## Recruitment Coordinator

### DRAFT



#### ***Position Summary***

The Recruitment Coordinator uses a friendly, customer service-oriented approach to responsibly administer and facilitate a variety of recruiting, hiring, and onboarding activities for the Meridian Library District. This position is responsible for working closely with staff and administration across the District to recruit and onboard library staff within the District. This position works to coordinate and organize accurate retention of a variety of Human Resources (HR), personnel, and organizational records for the District, executing a range of HR activities. Works under direct supervision of the HR Manager.

#### ***Duties and Responsibilities***

##### *Essential*

##### **Recruitment**

Assists with recruitment and hiring activities for volunteer and employee applicants, such as posting positions, pre-screening applications, conducting phone screens, facilitating and participating in interviews, and reference checks and background checks in a timely manner. Tracks status of candidates in HRIS and responds with timely follow-up communication. Coordinates and facilitates employee new hire orientation, onboarding, benefits, and employment eligibility verification paperwork. Works to ensure coordination with District staff for smooth onboarding processes and schedule coordination. Assesses candidate skills, interests, availability and reliability for best placement. Develops and refine communications strategies to keep candidates and staff informed.

1   **Employee and Candidate Records**

2   Maintains, updates, and evaluates employee data and information in the HRIS in a timely and  
3   accurate manner. Tracks status of organizational data extraction through detailed and precise  
4   progression and documentation practices. Ensures digital and physical files are properly  
5   maintained, organized, and purged according to the Records Retention schedule. Reports  
6   discrepancies to the HR Manager. Maintains the confidentiality and privacy of employee data and  
7   information. Assists with system terminations, preparation of new employee files, and accuracy of  
8   recruitment records. Tracks status of candidates in HRIS systems, responds with timely follow-up  
9   letters and calls as needed.

10   **Compliance and Organization Policies**

11   Supports the District and HR in ensuring compliance and accurate documentation with applicable  
12   local, state, and federal regulatory requirements. Assists in interpreting and communicating  
13   personnel policies and procedures to staff. Collaborates in process reviews and offers  
14   recommendations to improve efficiency and ensure compliance with established standard  
15   operating procedures. Facilitates clear and concise communication across all levels of the  
16   organization. .

17   **Customer Service**

18   Provides high quality customer service to staff, management, candidates, applicants, and vendors,  
19   and is responsive to all requests.

20   *Marginal*

21

22   Consults with the HR Coordinator and HR Manager on administrative duties and refers complex  
23   issues to the HR Manager. Works in conjunction with leadership to track required employee  
24   training completion and documentation. Delivers internal communications to keep staff apprised  
25   of staffing changes to the extent allowed.

26   May assist with responding to approved protected leave situations, accommodations, and  
27   worker's compensation situations as needed and directed by the HR Manager. Assists with or  
28   leads departmental presentations and special projects. Refers employee concerns or complaints  
29   to the HR Manager.

30   May contribute to policy or job description revisions.

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

Performs other duties as assigned.

#### ***Minimum Qualifications***

##### *Knowledge, Skills, and Abilities:*

Provides exemplary customer service and maintains a favorable public image of the District. The incumbent has a desire to work in a public service role. Demonstrates a growth mindset, seeking continuous learning and development opportunities. Must be able to prioritize multiple tasks and handle stressful situations with professionalism. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with youth, families, volunteers, coworkers, supervisors, managers, and employees. Experience providing support, coaching, mentoring, or leadership to other individuals or groups. Experience working with schedule or record-keeping software.

Requires some knowledge of HR, personnel practices, and State and Federal employment regulation. Position requires good judgment, discretion, and decision-making. Must possess a high level of confidentiality, organization, and decision-making. Must be able to handle stressful and negative situations to find a positive resolution. Detail oriented and accurate with exceptional organizational skills is critical.

Must be responsible, self-motivated, flexible and willing to adapt styles to effectively meet the needs of the District. Has a positive and enthusiastic approach to change and shows a curiosity and willingness to try new ideas. Proficient in principles of project management. Able to work on large scale projects and effectively manage time.

*Experience:* 1-2 years of HR experience or equivalent combination of education, training and experience.

*Education:* Associate's degree in Human Resources, a related field, or equivalent combination of education or experience.

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

*Supervisory Responsibility:* This position has no direct staff supervisory responsibilities but operates in a minor leadership role to staff across the District.

***Preferred Qualifications:*** Degree in Human Resources, Business Administration or related degree, or a PHR, SPHR, SHRM-CP, SHRM-SCP, or equivalent recognized HR certification. Experience working for a government entity performing a variety of HR activities, including full-scale recruitment, is preferred. Prefer experience with assessing and developing training and support materials and programs, including e-learning. Bilingual, preferably Spanish.

### ***Working Conditions***

*Physical Requirements:* The job requires the employee to sit (constantly); seldom stand, stoop/bend, walk, and twist/turn; frequently hear, listen, and speak clearly; perform manual dexterity movements; stoop/bend and walk; seldom sit, kneel, crawl, and balance; and constantly see. The job may require the employee to occasionally lift up to 25 lbs.

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

*Technology, Equipment, and Devices:* The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used Microsoft applications, email, video conferencing tools, and cloud environment (Google Suite), HRIS systems, and the internet. This position requires the ability to operate and troubleshoot general office equipment; must be able to learn and adapt to new technologies.

*Work Environment:* This position involves a variety of work conditions, including repetitive tasks, independent and remote work, collaboration in shared spaces, regular verbal and face-to-face communication with colleagues, vendors, and community partners, and assignments in primarily indoor settings with occasional outdoor duties.

*Expected Hours of Work:* The job requires the employee to work a weekday (Monday-Friday) daytime schedule and may occasionally include work in the evenings and on weekends (Saturday and Sunday). Position schedule and work location are subject to change at the discretion of management to support business needs. This position works a full-time schedule of 40 hours per week; may occasionally work over 40 hours based on business need.

*Expected travel:* This position requires some travel between Meridian Library District locations and occasional travel for vendor/community partner meetings, conferences, and training. May be required to drive on behalf of the District as needed.

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*Adopted by the Meridian Library Board of Trustees June 21, 2023*

*Reviewed and Board Approved 05/15/2024*



**MERIDIAN LIBRARY DISTRICT**  
**Recruitment Coordinator**  
**DRAFT**



**Position Summary**

The Recruitment Coordinator uses a friendly, customer service oriented approach to responsibly administer and facilitate a variety of recruiting, hiring, and onboarding activities for the Meridian Library District. This position is responsible for working closely with staff and administration across the District to recruit and onboard library staff within the District. This position works to coordinate and organize accurate retention of a variety of Human Resources (HR), personnel, and organizational records for the District, executing a range of HR activities. Works under direct supervision of the HR Manager.

**Duties and Responsibilities**

*Essential*

**Recruitment**

Assists with recruitment and hiring activities for volunteer and employee applicants; such as posting positions, pre-screening applications, conducting phone screens, facilitating and participating in interviews, and reference checks and background checks in a timely manner. Tracks status of candidates in HRIS and responds with timely follow-up communication. Coordinates and facilitates employee new hire orientation, onboarding, benefits, and employment eligibility verification paperwork. Works to ensure coordination with District staff for smooth onboarding processes and schedule coordination. Assesses candidate skills, interests, availability and reliability for best placement. Develops and refine communications strategies to keep candidates and staff informed.

Adopted by the Meridian Library Board of Trustees June 21, 2023  
Reviewed and Board Approved 05/15/2024

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**Deleted:** volunteers, ...library staff, and academic interns ... [2]

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**Deleted:** conducting...reference checks,...and conducting ...background checks in a timely manner. Tracks status of candidates in HRIS and responds with timely follow-up communication. Facilitates and participates in interviews. ... [6]

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**Deleted:** .Maintains volunteer schedules, coordinates with supervision to assign onsite staff liaisons a ... [8]



1 **Employee and Candidate Records**

2 Maintains, updates, and evaluates employee data and information in the HRIS in a timely and  
3 accurate manner. Tracks status of organizational data extraction through detailed and precise  
4 progression and documentation practices. Ensures digital and physical files are properly  
5 maintained, organized, and purged according to the Records Retention schedule. Reports  
6 discrepancies to the HR Manager. Maintains the confidentiality and privacy of employee data and  
7 information. Assists with system terminations, preparation of new employee files, and accuracy of  
8 recruitment records. Tracks status of candidates in HRIS systems, responds with timely follow-up  
9 letters and calls as needed.

10 **Compliance and Organization Policies**

11 Supports the District and HR in ensuring compliance and accurate documentation with applicable  
12 local, state, and federal regulatory requirements. Assists in interpreting and communicating  
13 personnel policies and procedures to staff. Collaborates in process reviews and offers  
14 recommendations to improve efficiency and ensure compliance with established standard  
15 operating procedures. Facilitates clear and concise communication across all levels of the  
16 organization.

17 **Customer Service**

18 Provides high quality customer service to staff, management, candidates, applicants, and vendors,  
19 and is responsive to all requests.

20 Marginal

21  
22 Consults with the HR Coordinator and HR Manager on administrative duties and refers complex  
23 issues to the HR Manager. Works in conjunction with leadership to track required employee  
24 training completion and documentation. Delivers internal communications to keep staff apprised  
25 of staffing changes to the extent allowed.

26 May assist with responding to approved protected leave situations, accommodations, and  
27 worker's compensation situations as needed and directed by the HR Manager. Assists with or  
28 leads departmental presentations and special projects. Refers employee concerns or complaints  
29 to the HR Manager.

30 May contribute to policy or job description revisions.

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Deleted: Manages the volunteer program budget line under the District Program Budget.

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Deleted: **Volunteer Coordination and**

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Deleted: Develops and manages the volunteer experience and standards of service across the District. Provides guidance, coaching, and support to library staff, managers, and supervisors to ensure effective training delivery for volunteers in accordance with the Volunteer Policy and program procedures

Deleted: Acts as a liaison between staff and volunteers in many matters, including addressing performance or attendance concerns, concluding a volunteer's service, and resolving/navigating conflicts in a compassionate and kind manner.

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1 To demonstrate our commitment to a culture of inclusivity, collaboration, and professional  
2 development, staff participates in committee groups as assigned by the District.  
3 Performs other duties as assigned.

4 **Minimum Qualifications**

5 *Knowledge, Skills, and Abilities:*

6 Provides exemplary customer service and maintains a favorable public image of the District. The  
7 incumbent has a desire to work in a public service role. Demonstrates a growth mindset, seeking  
8 continuous learning and development opportunities. Must be able to prioritize multiple tasks and  
9 handle stressful situations with professionalism. Has excellent interpersonal skills and the ability  
10 to communicate effectively and appropriately with youth, families, volunteers, coworkers,  
11 supervisors, managers, and employees. Experience providing support, coaching, mentoring, or  
12 leadership to other individuals or groups. Experience working with schedule or record-keeping  
13 softwares.

14 Requires some knowledge of HR, personnel practices, and State and Federal employment  
15 regulation. Position requires good judgment, discretion, and decision-making. Must possess a high  
16 level of confidentiality, organization, and decision-making. Must be able to handle stressful and  
17 negative situations to find a positive resolution. Detail oriented and accurate with exceptional  
18 organizational skills is critical.

19

20 Must be responsible, self-motivated, flexible and willing to adapt styles to effectively meet the  
21 needs of the District. Has a positive and enthusiastic approach to change and shows a curiosity  
22 and willingness to try new ideas. Proficient in principles of project management. Able to work on  
23 large scale projects and effectively manage time.

24 *Experience:* 1-2 years of HR experience or equivalent combination of education, training and  
25 experience.

26 *Education:* Associate's degree in Human Resources, a related field, or equivalent combination of  
27 education or experience.

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

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

**Deleted:** May serve on a library committee.

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**Deleted:** Proficient with standard office applications (including Microsoft Office and Google applications). The incumbent must possess the ability to work with a variety of HRIS systems and be capable of learning and adjusting to the use of various systems. Proficient in the use of videoconferencing software. Understands the role of technology in providing library services and proficient in that technology. Ability to learn and adapt to new software and equipment technologies. ... This position requires managing multiple needs and priorities. ...

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1 *Supervisory Responsibility:* This position has no direct staff supervisory responsibilities, but  
2 operates in a minor leadership role to staff across the District.

3 **Preferred Qualifications:** Degree in Human Resources, Business Administration, or related degree,  
4 or a PHR, SPHR, SHRM-CP, SHRM-SCP, or equivalent recognized HR certification. Experience  
5 working for a government entity performing a variety of HR activities, including full-scale  
6 recruitment, is preferred. Prefer experience with assessing and developing training and support  
7 materials and programs, including e-learning. Bilingual, preferably Spanish.

8 **Working Conditions**

9 *Physical Requirements:* The job requires the employee to sit (constantly); seldom stand,  
10 stoop/bend, walk, and twist/turn; frequently hear, listen, and speak clearly; perform manual  
11 dexterity movements; stoop/bend and walk; seldom sit, kneel, crawl, and balance; and constantly  
12 see. The job may require the employee to occasionally lift up to 25 lbs.

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

15 *Technology, Equipment, and Devices:* The job requires the employee to regularly operate and exhibit  
16 proficiency with computers and commonly used Microsoft applications, email, video conferencing  
17 tools, and cloud environment (Google Suite), HRIS systems, and the internet. This position requires  
18 the ability to operate and troubleshoot general office equipment; must be able to learn and adapt  
19 to new technologies.

20 *Work Environment:* This position involves a variety of work conditions, including repetitive tasks,  
21 independent and remote work, collaboration in shared spaces, regular verbal and face-to-face  
22 communication with colleagues, vendors, and community partners, and assignments in primarily  
23 indoor settings with occasional outdoor duties.

24 *Expected Hours of Work:* The job requires the employee to work a weekday (Monday-Friday)  
25 daytime schedule and may occasionally include work in the evenings and on weekends (Saturday  
26 and Sunday). Position schedule and work location are subject to change at the discretion of  
27 management to support business needs. This position works a full-time schedule of 40 hours per  
28 week; may occasionally work over 40 hours based on business need.

29 *Expected travel:* This position requires some travel between Meridian Library District locations and  
30 occasional travel for vendor/community partner meetings, conferences, and training. May be  
31 required to drive on behalf of the District as needed.  
32

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Deleted: Some travel between locations may be required.



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# Meridian Library District SERVICE CHARGE POLICY

**DRAFT**

1  
2

## CIRCULATION

Resident Library Card	Free
Non-resident Library Card	\$140.00 <sup>1</sup> per year for a household; \$55.00 <sup>2</sup> per year for Seniors (55+) & Active Military
Charge for lost or damaged items	List price + \$5.00 per item processing fee
Partial processing fee (includes items with a list price of \$5 or less)	\$2.50 per item
Charge for accounts sent to collections	\$12.00

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Materials borrowed from Meridian Library District's collections are not subject to overdue fines. Materials borrowed from other Lynx libraries are subject to the fine policies of the lending library.

## INFORMATION AND PRINTING SERVICES

<sup>1</sup> \$140.00 total price includes \$132.08 sales price plus \$7.92 Idaho sales tax  
<sup>2</sup> \$55.00 total price includes \$51.89 sales price plus \$3.11 Idaho sales tax



<b>Public Computer &amp; Internet use</b>	Free
<b>Black and white prints or copies</b>	\$0.10 per page*
<b>Color prints or copies</b>	\$0.25 per page*
<b>Large format prints</b>	\$3.00 per linear foot
<b>Card stock</b>	\$0.10 per sheet
<b>Cricut, CNC &amp; Laser materials</b>	Cost and materials vary based on availability
<b>Thermal Book Binding</b>	<ul style="list-style-type: none"> <li>• Clear Front Covers: \$1.00 each</li> <li>• Glue Binding Strips: \$1.00 each</li> </ul>
<b>3D printing</b>	<ul style="list-style-type: none"> <li>• Tier 1: \$0.05 per unit</li> <li>• Tier 2: \$0.10 per unit</li> <li>• Tier 3: \$0.15 per unit</li> <li>• Tier 4: \$0.20 per unit</li> <li>• Tier 5: \$0.25 per unit</li> </ul> <p>Tier based on the District's cost to purchase the material.</p> <p>Units defined as:</p> <ul style="list-style-type: none"> <li>• Grams (g) for fused filament</li> <li>• Milliliters (ml) for resin</li> </ul>

*Adopted by the Meridian Library Board of Trustees 03/17/2016*  
*Revised and Board Approved 03/19/2025*

<b>Laminating</b>	<ul style="list-style-type: none"> <li>• 3mm film = \$2.00 per linear foot</li> <li>• 10mm film = \$5.00 per linear foot</li> <li>• \$1.00 per page for 8.5"x 11"</li> </ul>
<b>32GB Micro SD or Flash Drive</b>	\$10.00
<b>Scanning</b>	Free
<b>Digital fax service</b>	Free
<b>Notary Service</b>	Free, subject to availability
<b>Test proctoring</b>	Free, subject to availability
<b>MLD Branded Merchandise</b>	Cost and materials vary based on availability

\* The first 3 black and white pages or the first color computer printed page are free each day.

## MEETING ROOMS

Meeting rooms are available at Cherry Lane, Orchard Park, Pinnacle and unBound branches. Subject to availability and terms as set in the [Room Reservation Policy](#) . Please see rates and reservation information on our website ([mld.org](http://mld.org)).

## PUBLIC RECORDS

In most cases, no fee will be charged for examining or copying public records. Depending upon the nature of the request, the character and volume of public records requested and the staff time expended in responding, fees may be assessed pursuant to Idaho Code Sections [74-101 through 74-126](#). Please see Meridian Library District's [Access to Public Records Policy](#) on our website for more information.

*Adopted by the Meridian Library Board of Trustees 03/17/2016  
Revised and Board Approved 03/19/2025*

22

23 **REFUNDS**

24 Refunds may be issued for lost item charges upon return of the material(s) and request by the  
25 patron. Processing and account collection fees are non-refundable. Refunds for all other goods  
26 and services may be issued at the discretion of the Library Director, or designee.

27

28 **SALES TAX**

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



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

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

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



# SALARY SCHEDULE

## FY26 DRAFT

GRADE**	POSITION	MINIMUM			MIDPOINT			MAXIMUM		
		Hourly	Monthly*	Annual*	Hourly	Monthly*	Annual*	Hourly	Monthly*	Annual*
1	Library Page	\$14.43	\$1,188.23	\$14,258.82	\$18.04	\$1,485.29	\$17,823.52	\$21.65	\$1,782.35	\$21,388.22
2	Library Assistant, Jr. Librarian, Library Courier	\$15.59	\$1,283.29	\$15,399.52	\$19.48	\$1,604.12	\$19,249.40	\$23.38	\$1,924.94	\$23,099.28
3	unBound Library Assistant	\$16.83	\$2,917.80	\$35,013.65	\$21.04	\$3,647.26	\$43,767.06	\$25.25	\$4,376.71	\$52,520.47
4	Associate Librarian, Resource Specialist, Digitization Technician	\$18.18	\$3,151.23	\$37,814.74	\$22.73	\$3,939.04	\$47,268.43	\$27.27	\$4,726.84	\$56,722.11
5	Resource Coordinator, Administrative Assistant	\$19.63	\$3,403.33	\$40,839.92	\$24.54	\$4,254.16	\$51,049.90	\$29.45	\$5,104.99	\$61,259.88
6	<b>Coordinators:</b> <i>Digital Resources, Human Resources (HR), Recruitment, Maintenance</i>	\$21.21	\$3,675.59	\$44,107.11	\$26.51	\$4,594.49	\$55,133.89	\$31.81	\$5,513.39	\$66,160.67
7	System Administrator, <b>Librarians:</b> <i>Youth Services, Community, Marketing,, Business Liaison, Collection Development</i>	\$22.90	\$3,969.64	\$47,635.68	\$28.63	\$4,962.05	\$59,544.60	\$34.35	\$5,954.46	\$71,453.52
8	<b>Supervisors:</b> <i>Branch, Material Services</i>	\$25.88	\$4,485.69	\$53,828.32	\$32.35	\$5,607.12	\$67,285.40	\$38.82	\$6,728.54	\$80,742.48
9	Branch Manager	\$28.60	\$4,956.69	\$59,480.29	\$35.75	\$6,195.86	\$74,350.37	\$42.89	\$7,435.04	\$89,220.44
10	<b>Admin Managers:</b> <i>Accounting &amp; Finance, Executive, Foundation, HR, Material Services</i>	\$32.31	\$5,601.06	\$67,212.73	\$40.39	\$7,001.33	\$84,015.92	\$48.47	\$8,401.59	\$100,819.10
11	Assistant Director of Branches	\$36.51	\$6,329.20	\$75,950.39	\$45.64	\$7,911.50	\$94,937.98	\$54.77	\$9,493.80	\$113,925.58

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

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



# MEMO

**Nick Grove**

Library Director

PO Box 940

Meridian, ID 83680

[director@mld.org](mailto: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:** unBound Late Close on December 5, 2025

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## Overview

The unBound branch is requesting a change of hours on Friday, December 5, 2025. The request is to stay open through the end of the annual Winter Lights Parade held in Meridian Downtown. On Fridays all branches close at 6:00 pm but the parade will not be finished until around 8:00 pm. As the final leg of the parade passes in front of unBound on 2nd Street it is a great opportunity for MLD to be open to the public; providing a public building to step into to warm up or use the restroom and allow us to introduce the branch to people not familiar with unBound.

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## ADMIN DIVISION

### Director

- In September we finished packing the Cherry Lane branch and prepared the building for CM Company to begin construction.
- I was invited to speak to the West Ada School District elementary school librarians on why weeding is part of a balanced collection development strategy. I was pleased to have Jenny accompany me to explain how her team uses weeding to curate the MLD collection.
- We worked to prepare the annual survey that will be used as one of the key components to inform the new Strategic Plan. The public survey was launched online and staff began promoting it to the public on social media, at community events, and in the branches.
- I attended the quarterly Lynx Board meeting at Boise Public Library at Hillcrest. We approved a revised Cataloging Agreement that is now the Lynx Cataloging Policy along with an accompanying Cataloging Standards document. We also adopted a Records Retention policy and schedule, a Public Records policy, Financial Accountability policy, and a Purchasing Guidelines and Procedures policy. The Fiscal Year 2026 Budget was adopted for Lynx and starting in 2026 Lynx Board meetings will be held monthly to allow more timely discussion and action.
- The City of Stories event for the Meridian Library Foundation was great and brought together many library supporters. Eryn did a fantastic job in creating a memorable event that showcased the work of the Foundation and the District.
- We worked with legal to finalize the lease for the Pewter office/warehouse. The agreement is a 5-year lease that autorenews each year of the lease unless funding for the lease is not allocated in our budget process.



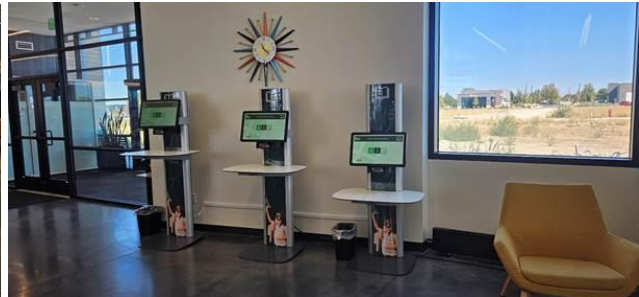
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\*Monthly board reports cover the month prior to the meeting (i.e., the March report is for Feb. 1-28).

## District Resources

### Facilities & IT

- Uptime / Availability
  - Maintained uptime for all critical services (Email, File Servers).
- Routine Maintenance
  - Performed scheduled reboots and health checks on physical servers and virtual machines.
- Backup & Disaster Recovery:
  - Verified successful completion of daily and weekly backups.
  - Performed and validated a test restore of
  - Rotated off-site backup tapes / Synced data to cloud storage.
- Moved IT infrastructure from Cherry Lane to Pinnacle, making sure all the services are running up.
- We successfully installed our new self-checkout at Orchard Park from Lyngsoe.
- Continued working on moving out of Cherry Lane.



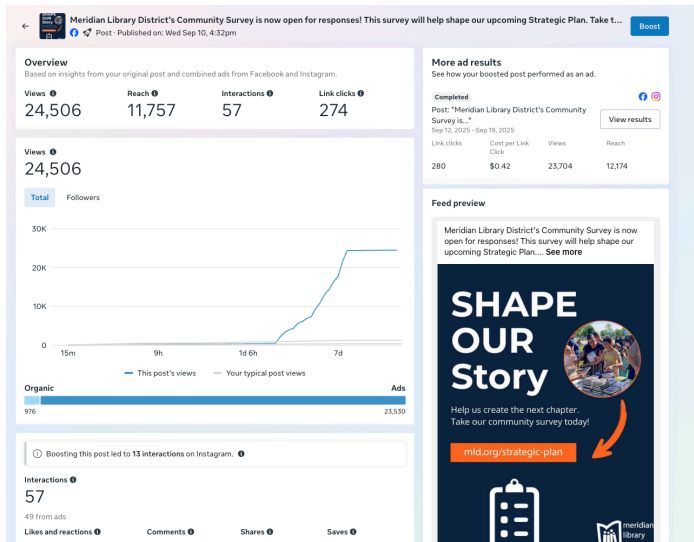
### Digital Resources

In September, the Digital Resources Coordinator worked with LibraryIQ—our new statistics software vendor—to set up the integration between LibraryIQ and Polaris. Once complete, LibraryIQ will automatically pull information from Polaris, which means Material Services will no longer need to keep track of monthly statistics. The Hub Working Group is also planning a remodel of the current Hub, where we'll inventory all the information currently on the site, decide what's useful, and update the outdated information. Our goal is to restructure the site in a way that is easier to keep updated than what we have now.

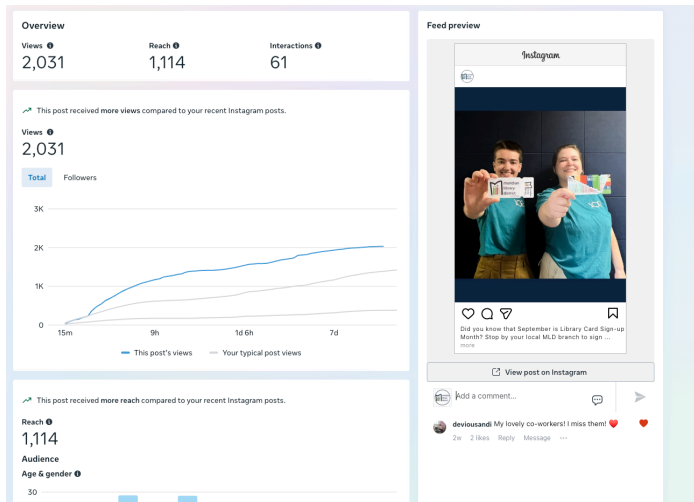
### Marketing

MLD began marketing our Community Survey in September on digital channels to ask the community for feedback that would help shape our upcoming Strategic Plan. To help promote the survey, the Marketing Librarian boosted the initial post promoting the survey, which became the

Most Viewed post of September on Facebook and boosted social media views across Facebook and Instagram (1,431 views from ads were recorded on Instagram and 6,229 views from ads were recorded on Facebook in September).



Notably, September also included a collaboration between MLD and the Morrison Center to promote a giveaway for tickets to the Morrison Center's upcoming Sesame Street Live event. The post promoting the giveaway was posted on both MLD's and the Morrison Center's Facebook and Instagram and became the second most-viewed post on MLD's Instagram for the month of September; a post promoting Library Card Sign-up Month was MLD's most-viewed post on Instagram in September. Ultimately, September 2025 also saw a boost in library card sign-ups when compared to September 2024. 431 new library cards were created in September 2025, and 406 new library cards were created in September 2024.



## Human Resources

### Applications Reviewed

- x81 (AA)

### Job Offers

- x1 (LC)
- x2 (AA)

### New Hires

- x2

### Phone Screens

- x18 (AA)

### Job Postings

- x0

### Orientations

- x1

### Interviews

- x6

### Position Changes

- x8

### Separations

- x2

## Additional Notes

- Made final edits to the Handbook. Sent over to our Legal team for edits and implemented changes.
- Reviewed and discussed Flu Shot vaccination clinic- we will be issuing reimbursements to employees.
- Started creating open enrollment, benefit, and orientation materials for our employees and new hires to deepen understanding of health benefits and enrich the onboarding process.
- Meet with USI to review and benefit renewals and discuss workers comp rates.
- Reviewed and discussed Attendance policy with all Branch Managers.
- Conducted our first two day orientation, which included a district wide tour of all the locations.
- Worked with Paylocity to rollout the system wide updates.



## Meridian Library Foundation



In September, the Foundation hosted its 4th annual **City of Stories** at the historic Tollesh Home in downtown Meridian - a wonderful evening of connection, storytelling, and celebrating how libraries help us grow together. Guests met **MOBI**, the newly retrofitted mobile outreach bus, previewed the **MASH** teen gaming program, arranged flowers in book-shaped vases, and enjoyed stories from community members.

While final numbers are still being finalized, projections show that the event raised **over \$20,000** through sponsorships, the online auction, individual donations, and ticket sales.

*Image: event photos courtesy of Ashley Loeb Photography*

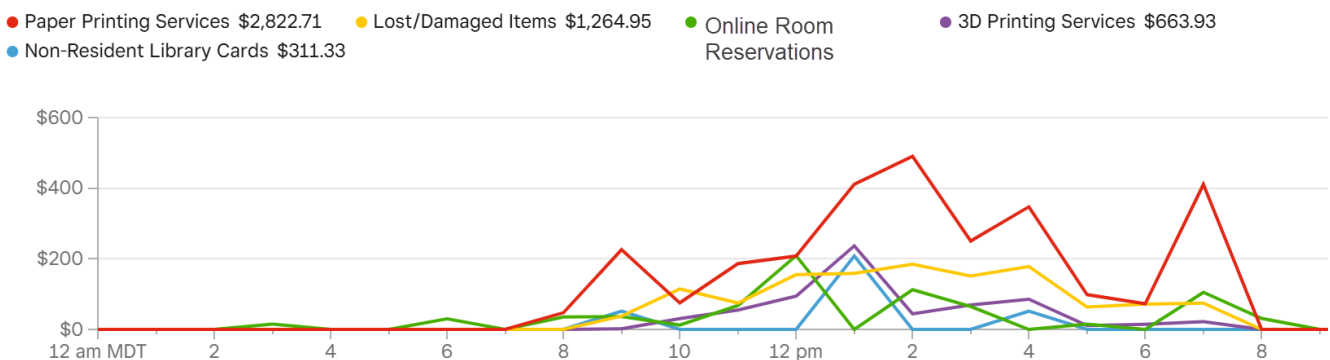
## Finance

- **August 2025 Bills Processed:** 118
- **August 2025 Credit Card Charges:** 268
  
- **Financial Approvals for Board Review**
  - Financials presented are complete through August 2025.
  
- **Finance Report**
  - Attended recurring Grants and Sponsorship Committee meetings to monitor progress on active grant-funded projects and future grant opportunities.
  - Participated in grant management training, hosted by Nampa Police Department.
  - Participated in ICfL grant management training platform session to ensure MLD efficiency with accepted ICfL funding opportunities.
  - Reviewed and updated Programs budgets, collaborating with Programs Committee chair and treasurer to ensure allocations aligned with committee approval and department needs.
  - Attended weekly administrative team meetings to discuss district administration and operations, urgent housekeeping items, and district needs.
  - Held multiple meetings with team members to support staff development, address workflow needs, and provide guidance on financial and administrative tasks.
  - Coordinated with HR Manager and benefits broker for payroll and insurance-related planning.
  - Worked with the Administrative Team to have a partial purchasing freeze in September, allowing for close budget monitoring and accurate year end financial reporting.

## August 2025 Square Report

**Aug 1, 2025–Aug 31, 2025**

### Top 5 Categories: Gross Sales





# Material Services

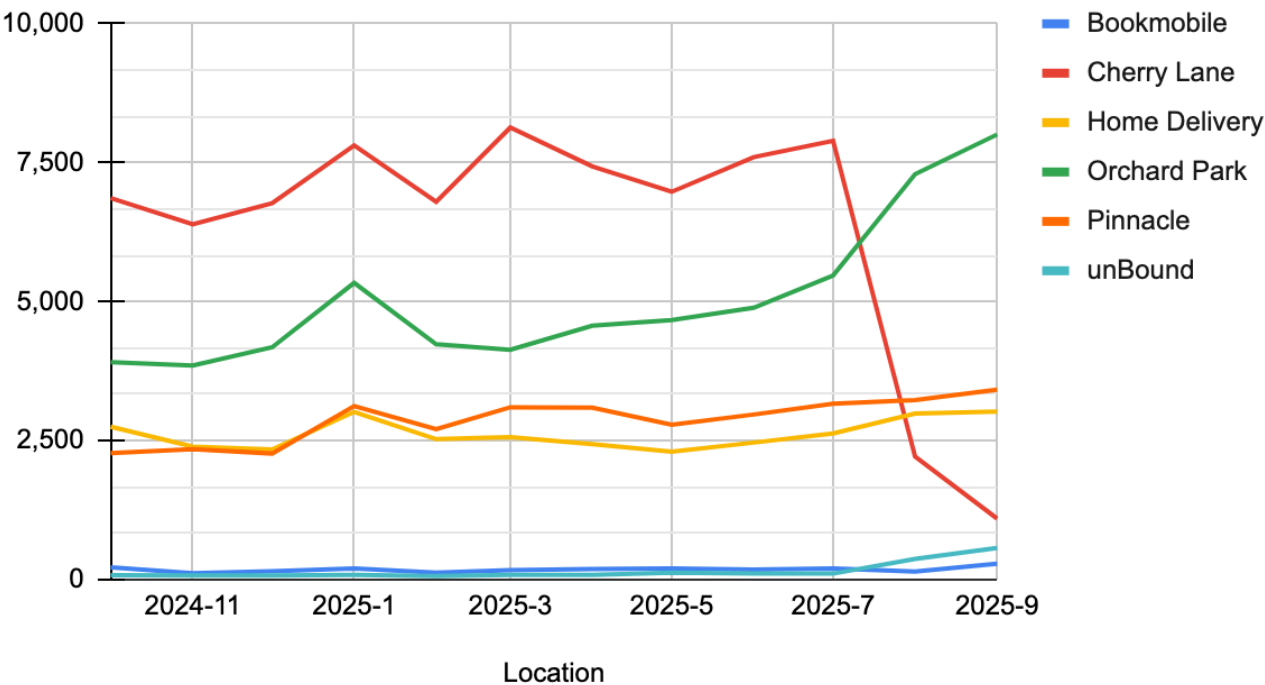
## Personnel

In September we welcomed new Library Courier Taryn B. to the team. As a Library Courier she will keep materials moving around the district from branch to branch as well as directly to schools, senior living centers, and homes around Meridian.

## Filling Holds

Prior to closing, the Cherry Lane branch filled as many as 8,100 holds in a single month, and this summer staff at all locations worked hard to help patrons find a new place to pick up their hold - maybe even their own doorstep! The chart below shows holds filled by branch for all of Fiscal Year 25. There is a clear drop-off in holds picked up from Cherry Lane, and our data also shows that our efforts to help people move their hold location worked. Total holds filled for September 2025 were about what we would expect - lower than the highs of summer reading, but right in line with typical volume in the fall. Obvious from the chart is that Orchard Park took on the largest portion of those displaced holds, but what is harder to see is a dramatic increase in holds picked up at unBound. The unBound branch typically filled around 100 holds per month, but in August that number more than tripled to 370, and in September reached a new high of 569.

Holds Filled By Branch FY25



# BRANCHES DIVISION

## Cherry Lane

### *Programs, Events & Outreach:*

- **Similar Program, New Location:** With the closure of Cherry Lane for renovation, Cherry Lane Team 1 kicked off the month facilitating some of their tried and true programs, at new library locations and out in the Community. Here's what they did:
  - **Early Learning Programs:**
    - **Storytime at Story Park:** Children's Librarian Gabby secured the pavilion at Storey Park to run an outdoor storytime series, on Wednesdays in September at 10am. Attendance averaged about 35 per session. Ms. Gabby's Storytime was so well received that she opted to extend the outdoor series through October.
    - **Childcare visits:** In addition to the public outdoor storytime, the team visits several childcare centers and brings a variety of library services and programs including storytime, book boxes and/or the Bookmobile. Childcare centers currently being served include Ten Mile Christian Church Preschool, Kiddie Academy of Meridian, and Owls Nest.
  - **School Age Programs:**
    - **STEAMLab at Settler's Park:** Associate Librarian Angie brought her school age STEAMLab program to Settler's Park, which coincided with our new weekly Bookmobile stop at that location. On Thursdays at 4:30pm, participants visiting the park could participate in a fun outdoor experiment in the nice fall weather and then browse books to checkout on the Bookmobile afterwards.
    - **Idaho Battle of the Books: Elementary & Middle School:** An iBob book club was offered during the day to target home school students and families. There was a monthly session on the 2nd Monday at 11:30am for Elementary age home school students and a monthly session on the 3rd Monday at 11:30am for Middle School age home school students.
  - **Teen Programs:**
    - **MASH at 8th Street Park:** When Cherry Lane closed for renovation, one question we got repeatedly from the public was asking about what we would be doing to provide a space for the teens who frequented Cherry Lane after school. We had an answer! Our updated Sprinter van, dubbed M.O.B.I. (Mobile Bus of Ideas) was deployed Monday - Friday from 3pm to 4:30pm at 8th Street Park, which is on the same road as Meridian Middle School. Teen participants could enjoy the same great offerings of the Meridian After School Hangout (M.A.S.H.), with snacks, games (including access to the Switch

video game console), art activities, wi-fi, and socializing with friends. We had 268 teens attend in September and gave out almost 500 snacks.



- **QSA at 8th Street Park:** Another request we received from the public when Cherry Lane closed was to ensure that our QSA program kept happening. That it did! QSA still happens on Tuesdays at 3:30pm, coinciding with MASH at 8th Street Park, providing 5 to 10 teens a space for their group to continue to meet.
- **Manga Book Club:** Now meets at the Orchard Park Branch on the first Wednesday of the Month at 3:30pm
- **Teen Adventurer's Guild: Dungeons & Dragons:** Now meets at the unBound Branch on Thursdays at 3:30pm. 5 players were part of this month's campaign.
- **Adult & Senior Programs:**
  - **Adult Dungeons and Dragons:** Now meets on Tuesdays at 5:30pm at the Orchard Park Branch. Up to 17 adults participated in this month's campaign.
  - **Urban Sketching:** Community Librarian Kaegan developed a unique new adult art skill building class. This outdoor drawing series encouraged participants to meet at our unBound location, take a chair and a sketch pad, and walk out into downtown Meridian to create art from live observation. 19 registered for this six part series happening on Wednesdays at 1pm.
  - **Beginning Drawing Workshop:** 15 registered for Community Librarian Kaegan's Beginning Drawing class, which was a 4-part series held at our Orchard Park branch on Fridays at 1pm.
  - **Senior Planet Technology Courses at Meridian Senior Center:** Senior Planet is a curriculum for teaching technology skills to Seniors. Community Librarian Kaegan worked with the Meridian Senior Center to offer Senior Planet tech courses publicly twice per month. Topics in September included "Smartphones at a Glance" and "Protecting Your Personal Information Online". A total of 8 attended across these two sessions.
- **Increased Bookmobile Stops:** With the Cherry Lane Branch closed for renovation, Team 1 increased Bookmobile stops in September to offer library circulation services in neighborhoods and highly visible locations in the Cherry Lane service area. Below are the

Bookmobile stops that were added:

- **Compass Public Charter School:** This is a stop exclusive to the students at this K-8th public charter school that sees many attendees weekly on Wednesdays during the school's lunch period. We served 365 Compass Charter students in September.
- **Centennial Park:** This stop, in the park behind our unBound Branch, was started later in the month on Monday mornings and Wednesday evenings to provide downtown Meridian access to traditional library circulation services.
- **Albertson's at Ten Mile and Cherry Lane:** This high visibility stop at 5pm on Monday evenings provides an opportunity for commuters to wait out the rush hour traffic and grab a book or hold off of the Bookmobile before they pick up some groceries on their way home. 36 were served at this stop in September.
- **Fuller Park:** A very successful neighborhood park stop in the Cherry Lane service area on Tuesday evenings from 4:30pm to 6pm had 94 visits in September.
- **Settler's Park:** Another public park stop adjacent to large neighborhoods in the Cherry Lane service area on Thursday evenings at 4:30pm had 69 visitors last month.

### ***Professional Development:***

- **ALA REFORMA Conference:** Associate Librarian, Nikki, traveled to attend the American Library Association (ALA) REFORMA Conference, held in Long Beach, CA on September 18 - 21. Nikki received the 2025 REFORMA Conference Scholarship to fund her attendance, which was a personal scholarship in the library worker's category. Nikki not only attended the conference, but presented at this national event. Her presentation was "Muddled Mirrors of Latine Representation?: Examining Diversity and Intersectionality in Pura Belpré Award-Winning Books 2009-2023". The REFORMA faction of ALA is committed to the improvement of the full spectrum of library and information services for the approximately 56.2 million Spanish-speaking and Latino people in the United States.

### ***Notable Branch Activities:***

- **Cherry Lane Team 2 - Special Projects:**
  - Cherry Lane Team 2 started out with 10 staff including Branch Supervisor, Camille, in the beginning of September. Nearly all staff were re-assigned to other locations or are now working on other teams to help with necessary projects and to fill Branch vacancies. Pages Alyssa and Melissa were reassigned to our Pinnacle location to round out the number of Pages on their teams to match Orchard Park's organizational structure. Page Steven was reassigned to the District Resources department to help with move-out tasks still remaining at Cherry Lane. Library Assistants Betsy, Gracen, and Maryn were reassigned to our Orchard Park Branch. This leaves full-time Library Assistants Kaley and Jen working under Camille on

- special projects, based out of our Admin building.
- Jen is paired with Branch Supervisor Whitney, working exclusively on the Strategic Plan. Other projects Team 2 has helped with included contacting local businesses to distribute promotional materials about our Community Survey to inform our Strategic Plan, attending demo sessions about the library's new ILS, collecting SOPs for onboarding new staff in various positions for the Training and Development committee, and doing a great deal of account cleanup in our current circulation system, LEAP, like the annual patron purge.

## Orchard Park

### *Programs, Events & Outreach:*

- **Beginning Drawing Workshop:** Librarian Kaegan led a four-week drawing skills workshop for adults.
- **Manga Book Club:** Teens met to discuss different genres of manga, play games, and learn about cosplay.
- **Adult Dungeons and Dragons:** Players collaborated as storytellers to play this popular role-playing game.
- **New Storytimes:** Associate Librarian Natalie leads a weekly evening Pajama Storytime, while Associate Librarian Erica leads a Saturday Storytime and Art twice a month.
- **Theater Arts Class:** This class introduces skills in reading out loud, creating characters, storytelling, musical theatre, choreography, and theatre history.



- **Community Art Party:** Library Assistant Jordanne joined MLD staff for tabling and art activities at Meridian's Community Art Party at the Kleiner Park Bandshell to kick off Art Week.
- **West Ada School District Outreach:** Youth Services Librarian Melissa attends West Ada Community Collaborative meetings to make community connections and distribute information about free community events to MLD branches.
- **High School Outreach:** Melissa has been making connections with librarians in the West Ada School District Orchard Park zone. Melissa has tabled at the Rocky Mountain High School Library and the Owyhee High School Library. She is scheduled to visit both schools once a month. Melissa has connected with students, principals, teachers, school social workers, and librarians. She has visited Reader's Choice classes and shares information about our programs, partnerships, books, and creates and distributes organization library cards.
- **Middle School Outreach:** Melissa met with the librarians at Sawtooth Middle School to



assess their needs and will be assisting with their Idaho Battle of the Books program. She also curated a collection of books from the LYNX consortium for Constitution Day and Idaho Native American Tribes displays.

- **Elementary School Outreach:** Orchard Park added Developmental Preschools to our new MLD-funded My First Books program. These programs will take place at Hunter Elementary and Prospect Elementary. We will also continue to offer ICFL-funded My First Books programs at Willow Creek Elementary, Discovery Elementary, and Ponderosa Elementary. Melissa also connected with librarians and counselors at Paramount, Willow Creek, and Pleasant View Elementary.

### ***Professional Development:***

- **Youth Services Professional Development:** Melissa attended the virtual Colorado Libraries for Early Literacy group meeting regarding inclusive spaces and shared information about the Orchard Park branch, including the Sensory Room, Comfort Room, and thoughtfully designed individual bathrooms. She also attended the webinar "Jazzed Up Learning with Acoustic Rooster and Special Guest Kwame Alexander," gathering great ideas and resources to enhance Silly Song & Dance Storytime.
- **Rotary Club:** Leah and Israel have taken turns representing MLD at Rotary Club meetings.

### ***Notable Branch Activities:***

- **New Self Checkouts:** Orchard Park received four new Lyngsoe Self Checkouts.
- **Outdoor Benches:** Orchard Park has two new outdoor benches at each public entrance. This allows patrons the opportunity to rest, study, and wait for ride pickup in a convenient location.
- **Youth Services Collection:** Materials Services have reorganized and shifted teen and juvenile books to showcase the collection.
- **Statistics:** Circulation and door count statistics at Orchard Park continue to rise significantly.

## **Pinnacle**

### ***Programs, Events & Outreach:***

- **Pokemon Club:** we have had many new kiddos check out the club and enjoy the free cards, trading, and battling. For our monthly special event everyone made a custom bookmark.
- **STEAM Lab:** Activities for this month included spin art nebulas, pocket solar systems, popsicle stick catapults, LEGO spheres with SNOT (studs not on top) bricks, and origami.
- **Teen Zines!:** Participants made their own zines (miniature magazines that can be easily copied and shared) using multiple materials and with an emphasis on collage design. The kids didn't want to stop and took materials home to make more!
- **Cinema Sing Along Series: Encanto:** We had 30 people attend our sing along to Encanto! 3 middle schoolers from IFAA (Idaho Fine Arts Academy) came to lend their voices to our impromptu "library choir." A drawing took place at the end of the movie to give away a

donated casita from the movie with all of the characters.

- The first **Adult Craft Club** after the summer break had 17 patrons come and make clay leaf plates! Patrons were excited to have Craft Club again and connected with new people.
- **Crochet Club** participants have learned foundational skills and are beginning to make more complex projects! It's exciting to see them put their own personal touches on projects.

### ***Notable Branch Activities:***

- 1 year anniversary!
  - 97,541 patrons through the doors
  - 211,560 circulations out of Pinnacle of which 166,560 items were owned by Pinnacle Branch.
  - 681 in-house programs with 20,305 attendees
  - 141 community programs/events with 8770 interactions



## **unBound**

### ***Programs, Events & Outreach:***

- **Outreach:**
  - **Business Builder Day:** Two unBound staff, the Associate Librarian and the 40 hour Library Assistant, attended Business Builder Day in Garden City. They attended sessions relating to local business resources, engaged in networking, and were able to make some new connections with individuals who will present at future unBound programs and events.
  - **Basecamp Bizz Fest** - 2 day long event that had different leaders in business and technology presenting and inspiring, bringing new resources and ideas. unBound's Business Liaison Librarian attended to network and solidify connections.
  - **Mayor's Youth Advisory Council** - Our Business Liaison Librarian is a mentor for MYAC - assisting youth with leadership skills, government and community service focus. She introduced an upcoming program, "How to Network" for Teens, at her first meeting.
  - **IDOC** - unBound's Business Liaison Librarian presented at SBWCC (South Boise Women's Correctional Center) representing MLD, for women's resources upon reentry.

- **Kiwanis Induction Banquet** - unBound's Branch Manager attended the annual Kiwanis Induction Banquet, engaging in networking, building connections, and sharing MLD resources.
- **Networking Breakfast:** Presenter was Clayton Mehring with Ada County - Emergency Preparedness for your business. Each month we get a mix of recurring attendees, and new faces at our networking breakfast. In September a few of our attendees were teens from a local high school. It was nice to see them networking for the first time and be able to teach them a few things.
- **Writing Trailhead - A Trail Guide to Getting Your Book Written:** We were able to partner with the City of Meridian and the Meridian Arts Commissions for a writing class during Meridian City Art Week.
- **Small Business Government Contracting :** We partnered with the Small Business Administration to offer this class to those needing information on government contracting with the SBA.

#### ***Professional Development:***

- **Boards and Commissions Fellowship:** unBound's Business Liaison Librarian graduated from the Boards & Commissions Fellowship through the Idaho Conservation League.
- **ICfL Digital Coalition Call** - unBound's Business Liaison Librarian presented a webinar focusing on Workforce Development, Digital Skills & Small Business Support to the Idaho Commission for Libraries Digital Access Community Coalition.

#### ***Notable Branch Activities:***

- **Downtown Meridian Car Show:** MLD sponsored the People's Choice trophy for the Downtown Meridian Car Show on September 6th. unBound's Branch Manager presented the trophy in the awards ceremony.
- **New Hires:** unBound filled a vacancy in their 29 hour Library Assistant position, promoting a 19 hour unBound Library Assistant. They hired a new 19 hour Library Assistant, backfilling the role with a 19 hour Library Assistant from Orchard Park.

#### ***Stats (if applicable):***

- **Doorcount Double:** unBound received nearly twice as many visits each day in September 2025 as we did in September 2024. Daily door counts were on average 92% higher, with some days showing as much as a 477% increase with the lowest at 24%.