



2018-2019 Annual Budget

MERIDIAN LIBRARY DISTRICT

www.mld.org

Cherry Lane Library
1326 W Cherry Lane
Meridian, ID 83642

Tiny Library at The Hill
5159 S Hillside Ave.
Meridian, ID 83642

unBound
713 N Main Street
Meridian, ID 83642

Silverstone Branch Library
3531 E Overland
Meridian, ID 83642



2018-2019 ANNUAL BUDGET

Prepared by Gretchen Caserotti, Library Director and Jeanie Gerwig, Finance Manager with assistance from the Library Board of Trustees, Library Management Team and staff.

August 15, 2018

Board of Trustees

Megan Larsen, Board Chair
 Dustin Barret, Vice-Chair
 Christina Hirsch, Treasurer
 Howard Little, Trustee
 Dr. Douglas Rutan, Trustee

Meridian Library Leadership Team

Laura Abbott, Youth Services Manager
 Gretchen Caserotti, Library Director
 Megan Egbert, Programs Manager
 Jeanie Gerwig, Finance Manager
 Audra Green, Outreach Manager

Nate Pedersen, Branch Manager
 Cheri Rendler, Materials Manager
 Cheryl Richards, HR Manager
 Macey Snelson, Marketing Specialist
 Jason Su, Technology Services Manager
 John Thill, Public Services Manager

TABLE OF CONTENTS

Section	Page Number
<u>Letter from the Director</u>	4
<u>About Meridian Library District</u>	5
<u>Brief History</u>	5
<u>Current District information & Statistics</u>	6
<u>Organization Chart</u>	7
<u>Strategic Plan</u>	7
<u>Department Goals</u>	10
<u>Significant Accomplishments</u>	22
<u>Financial Policy</u>	25
<u>Budget Message</u>	29
<u>Budget Summary</u>	32
<u>Revenue</u>	34
<u>Expenses</u>	36
<u>Personnel</u>	37
<u>Operating</u>	40
<u>Capital</u>	43
<u>Collections</u>	43
<u>Thank You</u>	45
<u>Legal Notice</u>	46

LETTER FROM THE DIRECTOR

Dear Citizens of Meridian,

As the Library Director of Meridian Library District, I present to you the 2018-2019 Annual Budget. This annual budget was prepared with the assistance of Jeanie Gerwig, Finance Manager, and the Leadership Team, and with guidance and input from the Board of Trustees. The budget is prepared with our mission, Strategic Plan, and information gleaned from the planning process in mind.

It is a continuous task of the Meridian Library Board of Trustees, the administrative and leadership teams, and each employee of the District to ensure that the resources in the budget are applied in the most appropriate and efficient manner. We hope you will find the information provided regarding the financial structure of the library and the sources and uses of library funds to be meaningful and informative.

Meridian Library has an incredibly talented team that works effectively together and provides excellent service for our community. In a time of great change for the area, library staff is fully committed to providing exceptional service to the citizens of Meridian so that they may have access to the resources they need, every opportunity to educate themselves as they desire, and the chance to discover something new.



We are always striving to serve you better. If you have any questions, comments or suggestions about this document, please contact us at 208-888-4451 or via email at director@mld.org.

Sincerely,

A handwritten signature in cursive script that reads "Gretchen Caserotti".

Gretchen Caserotti, Library Director

ABOUT MERIDIAN LIBRARY DISTRICT

The Meridian Library District serves the community of Meridian and its surrounding area. Meridian is a city located in Ada County about 10 miles west of Boise, the state capital. The City of Meridian was established in 1893 and incorporated as a village in 1903 with a population of approximately 200.

Meridian has been the fastest growing city in Idaho since 1994, with the population tripling between 1990 and 2000 and more than doubling between 2000 and 2007. In 2010, the population of Meridian was 75,092. Population estimates at July 2017 were 99,926, making Meridian the third largest city in Idaho. The median age is 35.4. Median income is \$64,337. Population over 25 with a high school diploma or higher is 95.3% and with a Bachelor's degree or higher is 33.4%. Unemployment is at 2.6%. Median property value is \$199,100. Median gross rent is \$1,020. 2015 Employment by NAICS Codes for Meridian, ID report 25.1% employment is in the Health Care & Social Assistance Area and Retail Sales as 12.5%.

MERIDIAN LIBRARY DISTRICT HISTORY

Started by the Occident Club in 1924, Meridian Library is now 94 years old. The Occident Club sponsored the library until 1974 when they decided that it had grown too big for them. The people of the Meridian community voted to form a library district on August 27, 1974. At that time, the Occident Club gave their building at Meridian Road and East Idaho Avenue to the newly formed Meridian Library District. That building served the people of Meridian as a library until it was closed on April 30, 2008. Today there are 4 locations, 90 employees, more than 4,000 programs a year, and over 494,000 visits a year to one of our now four fixed locations or the bookmobile.

November 7, 1995, the people of the Meridian community voted 'yes' on a bond that would build a new library building. The farm at 1326 W. Cherry Lane wasn't for sale, but the owner, Anna Koskella, was willing to sell because it would become the library. When the library opened on May 27, 1997, there were 35,000 books and cassettes in the collection and for the first time, the library offered Internet access. For the convenience of citizens who live south of Interstate 84, Meridian Library District opened a full-service storefront branch library in the Silverstone office complex at 3531 E. Overland Road on March 2, 2009. The library also has a bookmobile and delivery vehicle that travel seven days a week to various locations within the District boundaries. An opportunity presented itself in 2015 and the library worked with the Meridian Development Corporation to open unBound, a first-of-its-kind technology library in downtown Meridian at 713 N. Main Street. unBound has a collection of unique programs and services focused on technology and supporting the business community. The Tiny Library at The Hill, the newest location, opened October 1, 2018. The 300 square foot container library will focus on Early Literacy and Kindergarten readiness.

We live in an Information Age with millions of stories and infinite resources available at the tap of a finger. Libraries are perfectly positioned to cultivate a community of readers by teaching and supporting digital literacy skills in addition to our traditional literacy building efforts. Today, you can borrow a beautifully illustrated picture book in person or on your mobile device. As Meridian grows and changes, so too, does the library.

CURRENT INFORMATION AND STATISTICS

- 52.624 square miles Service Area
- 4 locations (Cherry Lane, Silverstone Branch, Tiny Library at The Hill (opened 10/1/18 and unBound) and bookmobiles with 7-day service
- Total square footage 37,207 - .35 sq ft per capita
- 24/7 access through a virtual branch at mld.org
- Access to more than a million items as member of LYNX libraries consortium*

2018 Statistics:

Service population 2017 **105,940** residents

54,475 library card holders (58% of total population holds a library card)

Total Items in Collection **185,088**

494,726 visits to MLD libraries

48,874 reference questions answered

100,676 internet sessions on public computers

Total Program Attendance **120,841**

Children 73,811

Teen 9,971

Adults 13,392

All Ages Program Attendance 23,667

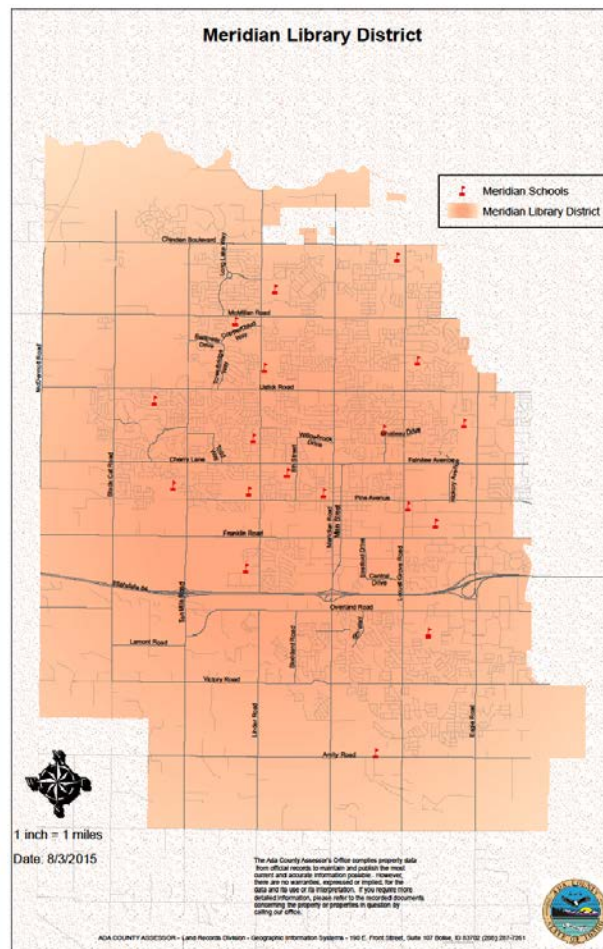
Total Number of library Programs Offered **4,027**

Total Circulation **1,557,683**

Children & Teen 854,914

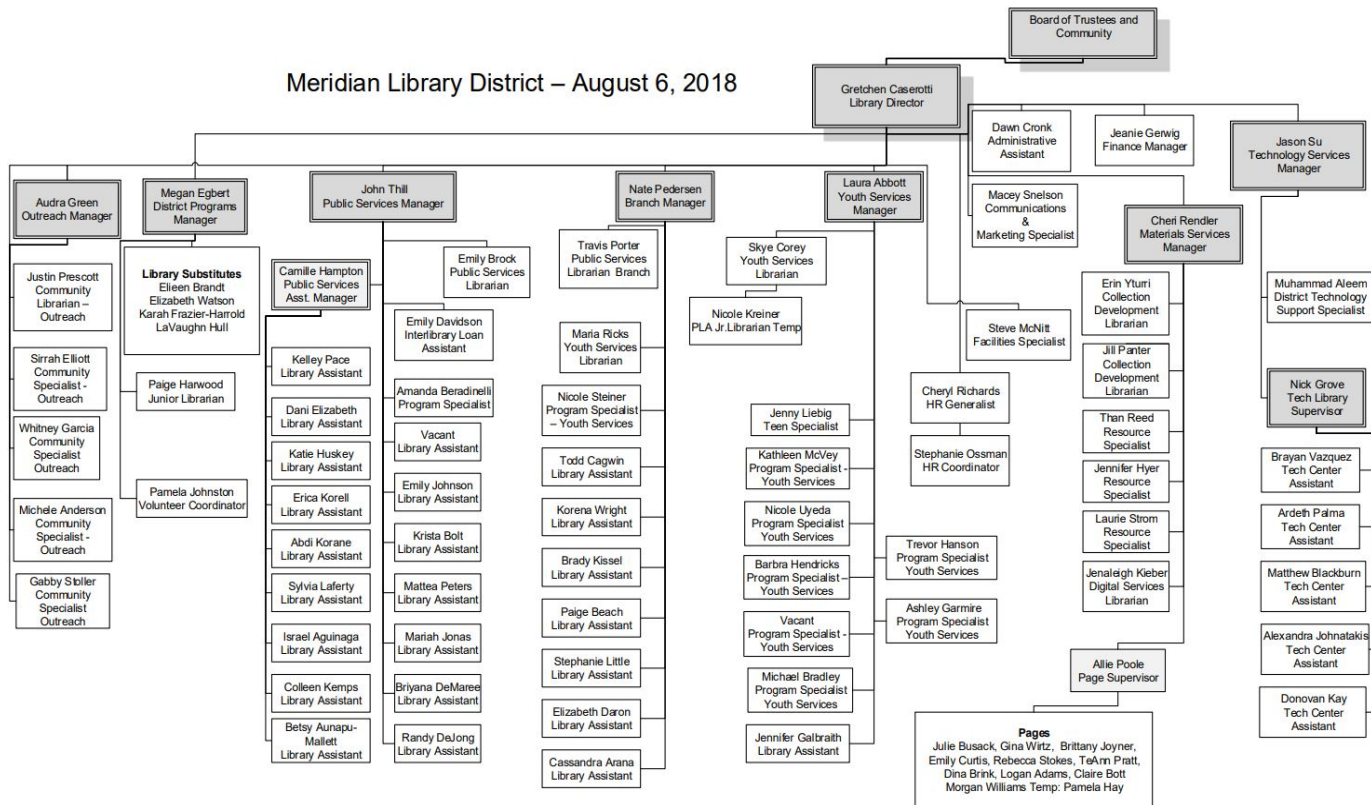
Adult 538,028

Electronic 159,238



*Information about the LYNX consortium is available at <http://lynx.lili.org/>

ORGANIZATION CHART



MERIDIAN LIBRARY DISTRICT STRATEGIC PLAN 2017-2022

Goal 1:

Maintain vibrant collections and resources built around the educational, recreational, and cultural needs of library district patrons

1. Establish methods to regularly evaluate library collections
 - a. Perform a data assessment of current collections to determine use
 - b. Conduct an assessment of the collection needs of underserved populations
 - c. Design a strategy for the evaluation and expansion of non-traditional collections such as Culture Kits and Digital Devices
2. Promote our collections and technology
 - a. Employ marketing strategies to connect collections to patrons
 - b. Frame the collection as part of the sharing economy
 - c. Position ourselves as reading recommendation experts
 - d. Communicate that library collections are instrumental in inspiring and supporting a community of learners
3. Develop collections that reflect our diverse community

- a. Increase and promote bilingual materials
- b. Expand special collections geared toward underserved populations
- 4. Develop collections that support the educational needs of the community
 - a. Increase and promote collections geared toward traditional educators
 - b. Increase and promote collections geared toward home school families

Goal 2:

Create connections in the community with a focus on decreasing barriers to access and increasing inclusion through our services and programs

1. Design and deliver services that support lifelong learning, an informed public and encourage a love of reading
 - a. Design, implement and evaluate programs for all ages, abilities, and language needs to be delivered both at the library and in the community
 - b. Create district-wide initiatives to meet community literacy needs, including support for early literacy, adult literacy, and English Language Learners
 - c. Increase access to resources and materials outside the library buildings
 - d. Develop plan to focus programming and collections based on specific developmental stages of life/learning
 - e. Create methods to support educators and students through school visits or other collaborations
 - f. Implement a campaign to share the 5 early literacy practices with caregivers
 - g. Expand resources and support for community book clubs
2. Provide ways for residents to connect to each other in order to create a strong community
 - a. Adjusting youth programs to facilitate caregiver interaction
 - b. Identify and create programs that welcome and support new Meridian residents
3. Design, implement, and evaluate a comprehensive and vibrant volunteer program that engages citizens with the library and with each other
 - a. Offer skilled volunteer opportunities in order to attract and retain high impact volunteers of all ages
 - b. Connect volunteers to each other and the library with possible community-wide projects- e.g.: JustServe listing for Book a Bike
 - c. Develop a committee of volunteer ambassadors in the community who advocate for MLD in person and online
4. Initiate and maintain opportunities for community partnerships to deliver high quality programs and services
 - a. Staff seek out opportunities for organizational memberships or community presenters that further promote library programs and services
 - b. Provide mechanism for outside organizations to cross-promote their events and services
 - c. Provide opportunities for community partners to present and/or provide information/activities dedicated to building fiscal resilience and financial literacy
5. Improve library access for citizens by reducing barriers
 - a. Identify opportunities to decrease or eliminate fines for patrons
 - b. Identify opportunities to increase hours of operation and decrease holiday closures

- c. Offer library printed materials in multiple languages
- 6. Identify opportunities to increase inclusion in programs and services
 - a. Create programs that recognize and celebrate Meridian's diverse community
 - b. Identify and create programs to support ELL community members

Goal 3:

Offer physical spaces that are welcoming, set the tone for excellence, and meet the diverse needs of Meridian

- 1. Examine physical spaces to ensure they are accessible and meets the diverse needs of users
 - a. Annually review ways to improve ADA accessibility
 - b. Review library spaces and increase comfortable spaces
 - c. Train staff in methods to greet and connect patrons to the physical spaces
 - d. Conduct an assessment of large and small conference rooms
 - e. Update the library's long-range facilities plan
 - f. Develop a renovation plan for Cherry Lane
- 2. Make the library more convenient
 - a. Create holds-pickup parking spots at Cherry Lane
 - b. Explore financial means to increase service points
 - c. Pursue opportunities for new locations
 - d. Create consistent branding experience across locations and across all media

Goal 4:

Employ staff that exemplify the values of MLD, create partnerships and embed themselves within the community. Cultivate an environment of excellence, professionalism, and growth

- 1. Recruit, support, and retain a diverse workforce
 - a. Identify barriers for diverse applicants in the recruiting and hiring process and make changes to eliminate those barriers
 - b. Build cultural competencies and train staff on cultural awareness and competencies
 - c. Identify staff, volunteers, and community partners who can network with diverse individuals and communities
- 2. Create new positions to deepen our workforce pipeline
 - a. Create associate librarian positions to deepen career opportunities for paraprofessionals
 - b. Continue to develop librarian positions to improve MLD's ability to execute strategic initiatives
 - c. Continue to refine the Junior Librarian program
 - d. Create a professional internship program
- 3. Retain and support a talented workforce
 - a. Foster opportunities for professional development for career growth
 - b. Evaluate and update the tuition assistance program
 - c. Administration will conduct a listening tour to better understand staff challenges

Goal 5:**Provide technology that supports the needs and interests of staff and patrons**

1. Improve MLD's technology procedures and processes
 - a. Define equipment replacement procedures and timelines
 - b. Research and implement computer and print management software options
 - c. Create cross-location consistency in technology access and experience for patrons and staff
 - d. Develop a structured staff training program to improve day-to-day technology skills
 - e. Improve documentation of processes and procedures
 - f. Create documentation of technology service and software contracts
2. Conduct an assessment and evaluation of the library's current and future technology needs
 - a. Evaluate current status and future needs of public use and public-facing hardware and software
 - b. Evaluate current status and future needs of staff hardware and software
 - c. Develop a strategy for the research and implementation of new and emerging technologies
3. Implement programs and services around technology
 - a. Create technology instruction opportunities for patrons of all ages and skill levels
 - b. Increase technology-focused job skill programs for patrons
 - c. Develop emerging tech training for staff

Goal 6:**Strive to be responsible stewards of our financial resources**

1. Identify opportunities to increase revenue streams outside of property taxes
 - a. Create a library foundation and launch a capital campaign to fund new library construction
 - b. Conduct an analysis of non-tax income, such as grants, sponsorships etc.
 - c. Expand alternative revenue streams, such as offering birthday party packages and special events
 - d. Continue to support the Friends of Meridian Library
2. Continue to improve and communicate strategies for fiscal accountability and responsibility
 - a. Create a communication plan that shares efficiency of tax dollar spending and focuses on transparency
 - b. Seek input from stakeholders on budget allocation

DEPARTMENT GOALS AND HIGHLIGHTS**PATRON SERVICES****Youth Services – Cherry Lane Branch**

Youth Services staff provides a safe, inclusive and welcoming environment for youth, caregivers, and staff that encourages and supports life-long learning and personal growth. To encourage and empower all youth and their caregivers by inspiring a love of reading; sparking curiosity; cultivating life skills, and providing access to enriching programs, materials, and technology within a supportive learning and working environment.

Department Goals 2019

- Inspire creativity and imagination with materials, displays, programs, and technology
- Build a staff culture of collaboration and teamwork
- Support School, Job, & Life Readiness by being a partner with schools and homeschool families
Increasing diversity awareness and respect
- Develop ways to use the children's and teen's space creatively
- Implement a campaign to share the 5 early literacy practices with caregivers
- Adjusting youth programs to facilitate caregiver interaction

Review and highlights 2018

October 2017 through September 2018

Children's Program Attendance	1,518
Tween Program Attendance	612
Teen Program Attendance	1,424

Number of Children's programs	41
Number of Tween Programs	38
Number of Teen Programs	68



Tween Advisory Group



Reader Leaders at Summer Reading Kick Off



Harry Potter Party

Public Services – Cherry Lane Branch

The Public Services department provides services at the help desks, check out points and are available to answer reference questions. Public Services also provides Adult Programming for Meridian Library at Cherry Lane.

Department Goals 2019

- Continue to grow programming, refine procedures and improve overall customer service
- Continue to grow our Deciphering the News information literacy initiative in the community and in schools
- Continue to introduce new methodologies for financial literacy
- Introduce Spanish language programming to Cherry Lane
- Reintroduce 3D printing to the Cherry Lane location

- Encourage adults to model positive reading behaviors through the introduction on 2019's Extreme Book Nerd initiative

Review and highlights 2018

- Implemented Info Lit a la Carte and presented to community groups and businesses including Meridian Rotary, Meridian Chamber of Commerce, and Meridian Kiwanis Club
- Adult programs at Cherry Lane saw an increase of 142% in attendance last year
- Introduced tax season displays and promoted the Earned Income Tax Credit
- Introduced new delivery methods for educational programs, such as the Senior Fair, Financial Fair, and the Interactive Learning Fair
- Audited districtwide circulation procedures and developed rotating trainings for district staff.
- Introduced book displays into a variety of programs to promote MLD collections
- Created a new residents corner in the Library
- Used data to rearrange a variety of areas in the library including the lobby, and space adjacent to large print shelving
- Increase of capacity for staff to conduct reader's advisory conversations with patrons

October 2017 – September 2018

Adult Program Attendance	1,175
Adult Programs	68
Reference Questions	2,396



Randy DeJong helping



Amanda Berardinelli and Emily Johnson at the Senior Fair

Outreach

The MLD Outreach Department responds to community needs by taking resources, including materials, technology, and programming, outside the walls of the library, to meet people where they are.

Department Goals 2019

- Develop and expand training for daycare staff and caregivers
- Map daycares and identify gaps
- Develop and expand Kindergarten readiness initiatives
- Aim to develop training program with Pathways and Boise Bicycle Project
- Strengthen relationships with school counselors and SROs
- Work with Lions Club and local pediatricians on Baby Kits distribution
- Expand school librarian support, especially to Elementary school librarians
- Staff participation on collection development and staff development
- Support outreach and summer reading efforts
- Develop and participate in Battle of the Books and high school book talks with WASD and YS
- Coordinate district wide effort to reach every incoming kindergartner through Jumpstart
- Strengthen partnership with low performing and high-risk schools such as Crossroads, Pathways, Rebound and Meridian Academy
- Expand Home Delivery outreach to new facilities in Meridian

Review and highlights 2018

- Expanded our successful Summer Mailing program to give kids books from one site to four sites
- Outreach to daycares included multiple My First Books sites at Headstart and Chief Joseph, and various daycares at approximately twenty storytimes a month
- Worked with United Way on statewide book drive and distribution of books Monthly participation at Be Our Guest Meals
- Strengthened partnership with Boys and Girls Club through more storytimes, staff training and family meals and summer reading
- Developed Early Literacy training and was crucial in developing the Early Literacy Volunteer program
- Participation with: Idaho Out of School Network, Justice Alliance for Vulnerable Adults, Idaho Library Association, Mayor's Senior Advisory Board

October 2017- Sept 2018

Program attendance	31,232
Programs	740
Children	600
Teen	38
Adult	31
Family	71

Program attendance	
Children	13,790
Teen	653
Adult	475
Family	16,314



unBound Branch

unBound is a technology library and educational facility to experiment with emerging technology, attend classes, meetings, and other events. unBound provides access to the equipment and instruction to Make, Learn, and design on your own, with special focus on supporting entrepreneurs, small business owners, and Millennials.

The goal of unBound is to create a unique and welcoming space dedicated to providing the community with access and training to emerging and creative technologies.

Department Goals 2019

- Launch the Tech Coach Volunteer program, which will pair skilled volunteers with patrons needing in-depth 1-on-1 training
- Continue partnership with Meridian Technical Charter High School to provide internship opportunities at unbound
- Provide district-wide staff trainings on technology including 3D printing and 3D design
- Improve documentation on how to use hardware and software provided at unbound

Review and highlights 2018

- The door count saw a 14.6% increase from FY2016-17
- Program attendance increased 264% and the number of programs increased 167% to a total of 210 programs
- Awarded 5 grants totaling \$22,688.75
- Participated in 26 Outreach events including participation in the STEM Day at the Fair and STEM Day at the Capitol events hosted by the Idaho STEM Action Center
- Improved virtual reality access by installing a HTC Vive and replacing a developer kit model Oculus Rift with the newer consumer model. These are also running off of computers built specifically to support virtual reality headsets
- Added an additional Ultimaker 3 Extended 3D printer increasing the up-time of the 3D printers which allowed for more 3D prints for patrons
- Changed the building layout multiple times to meet changing patron needs and to better accommodate changes in equipment. The biggest change was swapping of the Business Nook and the Design Lab. This change allowed for a closed room meeting space and better access for staff to assist patrons in the Design Lab.

October 2017- Sept 2018

Program attendance	7,068
Programs	278
Door Count	10,689



Silverstone Branch

The Silverstone location of Meridian Library District works to serve as a fully functioning branch of the library system, offering a community-focused space with a diversity of services and collections, and a welcoming environment for residents of south Meridian.

Department Goals 2019

- Revamp its teen space into a “LABrary” to showcase its wide-array of high-quality STEAM resources and to encourage curiosity and exploration from its patrons
- Continue to engage residents of south Meridian with an evolving list of weekly and monthly programs.
- Continue to look for ways to bring library resources out into the community through partnership building and sustained outreach efforts
- Continue to offer excellent customer service and a browsable, popular collection of material for its patrons

Review and highlights 2018

- Weekly STEAM related programming for children, as well as substantial STEAM related outreach in local community
- Multiple daycare centers visited weekly in outreach efforts
- Multicultural Dia de los Muertos and Dia de los Ninos celebrations with large turnout
- Wide variety of weekly programming offered, including multiple storytimes, LEGO club, Minecraft, Homeschool LABrary, Tales to Tails, and multiple book clubs, as well as special month-long series programs such as stop motion moviemaking and Dia de los Muertos celebrations
- Several significant improvements made to staff work areas, maximizing available space in a small branch

October 2017- Sept 2018

Program attendance	22,963
Programs	728
Door Count	110,207

Programs	
Adult	35
Teen	62
Children	599
Family	32

Program attendance	
Adult	307
Teen	871
Children	19,094
Family	2,691

Tales to Scales

Drop in any time to read a story to Edgar, Silverstone's dragon in residence!



SUPPORT SERVICES

Material Services

The Material Services department manages the collections of the Meridian Library and oversees the collection space within the Library to keep the shelves organized and accessible.

Department Goals 2019

- Perform a data assessment of current collections to determine use
- Further refine collections assessment and develop goals to address areas of need
- Conduct/research community assessment to identify underserved members
- Explore options for expansion/refinement of virtual branch presence that includes website and all digital services

Review and highlights 2018

- Built collection for Tiny Library opening, completed end of August, 2018
- Redid parts of website to improve patron experience, added kits page and in process of adding Tiny Library location where needed
- Conducted staff trainings on internal record retention practices/expectations
- Ongoing weeding and inventory of collections completed

Technology Services

The role of Technology Services is to maintain network infrastructure, telecommunications and library technology equipment. In addition, Technology Services introduces new technologies into the community and Library.

Department Goals 2019

- Develop Training Guides for Staff Development
- Develop 5-Year Roadmap for capital technology upgrades and replacement cycle
- Develop standard operating procedures for Technology Services including when staff computers are upgraded and which brands and machines the District supports

Review and highlights 2018

- Upgraded and standardized patron-related technologies at all branches included patron computers, wireless network, kids iPads, and catalog computers
- Utilized state surplus property to replace aging computers, monitors, printers, and furniture at little to no cost for the District
- Completed Category 1 and Category 2 USAC eRate bidding process for new internet service and network infrastructure hardware

ADMINISTRATION

The Administration department is responsible for the Human Resources function, Finance function, facilities maintenance, volunteer coordination, districtwide programs and Meridian Library communications.

The Administration staff includes:

- Library Director
- Administrative Assistant
- District Programs Manager
- Finance Manager
- Volunteer Coordinator
- Maintenance Specialist
- HR Coordinator
- HR Manager
- Communications and Marketing Specialist

Library Director

Under policy guidance and direction from the Library Board of Trustees, the Library Director performs professional and administrative duties in planning, developing, implementing and directing library services for Meridian Library District. Along with the Trustees, the Library Director assumes responsibility for ethical and conservative use of taxpayer funds. Serves as the Risk Manager for the District.

2019 Goals:

Capital Expansion/Plant Levy – capital needs including moving unBound into a new building, negotiating contracts for architectural and CMGC services

Personnel – manage managers, create and facilitate supervisors training, provide in charge person training

Financial – self-generated revenue including sponsorships, grants, starting Library Foundation

Review and Highlights 2018:

- Opening of the Tiny Library location
- Received multiple grants and awards to help open the Tiny Library location

Finance Manager

Responsible for managing the finances of the library and providing financial reporting that is accurate and clear. Maintains the financial infrastructure of the library to ensure the library is a good steward of the taxpayer funds entrusted to the library. Emphasis of financial function is accuracy, integrity and clarity.

Department Goals 2019

- Support staff in grant reporting and research to provide alternate non-tax revenue streams
- Continue to streamline accounting processes

Review and Highlights 2018

- Received a clean audit report for 2017
- Utilized Balancing Act software to communicate budget to the community
- Implemented processes to track grant receipts and expenditures
- Implemented processes to track grant applications and awards

Facilities – Maintenance Specialist

The Maintenance Specialist provides the community with maintained buildings and library spaces. The Maintenance Specialist provides on-going building maintenance and annual inspections of equipment.

2019 Goals: Completion of public bathroom improvements to meet ADA requirements at Cherry Lane, repair floors at Silverstone branch, assist with moving unBound to new facility.

Review and Highlights 2018:

- HVAC repairs completed to balance temperature at Silverstone branch
- Assisted in planning and opening the Tiny Library
- Moved 24-hour book drop at Cherry Lane and created new staff workstation
- Installed sound barrier wall for outdoor HVAC chiller at Cherry Lane
- Managed critical issues such as leaking sprinklers & septic backflow on aging systems at Cherry Lane
- Facilitated minor remodel of the courier room to create space for staff to work

Human Resources

Human Resources aims to create a passionately engaged workforce dedicated to serving our community in exceptional ways. We are strategic partners within Meridian Library District who aspire to:

- Attract and retain an adaptable and service-driven workforce representative of our community
- Preserve MLD's commitment to a strong and united team by making work meaningful to every individual
- Provide our staff with the same concern and care that MLD provides to patrons

Major Strategic Areas for 2017-2022 Goals - Talent Management & Acquisition, Compensation & Benefits, Training & Professional Development, Succession Planning & Leadership Development, Employee Relations, and Processes/Policies/Systems

Specific Goals for 2019

- Increase diversity within our teams by increasing hiring of veterans, bilingual and diverse applicants
- Increase personal connections with non-traditional outside agencies and individuals in order to expand diversity within applicant pools
- Continue the redesign of the performance evaluation process to enhance manager and employee engagement in goal setting and attainment and provide more direct feedback via established performance levels with clear definitions; this year is focused on updating the format and questions in the performance review and training on SMART goal setting.

- Improve compensation practices to keep pace with market changes, ensure internal equity, and reduce turnover
- Enhance benefit offerings available to staff
- Reduce the amount of time spent on scheduling and increase instant access and visibility to schedules through a scheduling solution that supports the variety of scheduling shifts and needs across the district

Review and Highlights 2018

- Conducted a listening tour to better understand staff challenges
- Salary survey complete and analyzed
- New salary schedule proposed to the board and approved for implementation 10/1/18
- Created 3 different models to review equity adjustments and what is possible within budget; incorporated race/gender/age discrimination testing within those model
- Created established performance levels with clear definitions; content of definitions are being used in the current merit increase process; these performance categories will be incorporated formally into the redesigned performance evaluation. Revamped the performance review process and created corresponding timeline and documents to review prior to and timelines for meeting review/merit increase deadline.
- Enhanced base employee benefits by adding in employer-sponsored life insurance for 2018
- Utilizing Niche Academy to create self-paced online in-house training specific to MLD
- Continued refining Jr. Librarian program with more structured assessments about the incumbent's experiences and using this as a mechanism to continually evaluate and make adjustments to the incumbent's experience and adjustments to the program

Volunteer Coordinator

The Volunteer Coordinator position is responsible for planning, organizing and directing the volunteer program associated with the Meridian Library District. This position focuses on the development of the volunteer program, including the cultivation, recruitment, placement, tracking, training and recognition of volunteers primarily at the Cherry Lane Library but also coordinating these same efforts for continuity with locations across the District.

Department Goals for 2019

- Facilitate staff conversations and training with branch and outreach locations to clarify on boarding and training procedures for new volunteers.
- Increase volunteer numbers by at least 10%
- Provide group volunteer opportunities for community organizations

Review and Highlights 2018

- Increased volunteer hours by 187%
- Brought on group volunteers, such as CarMax and Dutch Bros

District Programs Manager

The District Program Manager oversees library programs for all ages by directly participating in or working with others to plan, promote, execute and evaluate programs at all library locations. This position heavily

coordinates with staff at all locations and departments to ensure programs are planned, promoted, and executed to the highest quality and are relevant to the needs of the Meridian Community.

Department Goals for 2019

- Increase revenue from grants and sponsorships for programs
- Create evaluation methods for library programs
- Collaborate on district wide programs

Review and Highlights 2018

- Implemented a new annual district wide program, DIY Gifts, to encourage patrons to create their own projects and gifts
- Received a grant from ALA and Google to target coding programs for underrepresented female youth
- Saw an increase of 6.4% in Summer Reading participation

Communications and Marketing Specialist

The Communications & Marketing Specialist is primarily responsible for providing support to library public relations and growth activities including developing overarching marketing and communication strategies, public relations, material development, community outreach and digital campaigns.

Department Goals for 2019

- Increase digital presence and awareness
- Decrease use of printed program promotional materials

Review and Highlights 2018

- 27% increase in Facebook followers
- Implemented 4 audience-specific digital newsletters
- Eliminated use of printed flyers for individual program promotions District-wide

SIGNIFICANT ACCOMPLISHMENTS

New Location:

The Meridian Tiny Library fully opened to the public October 1, 2018. Planning and preparation for the opening occurred in the 2018 fiscal year. The Tiny Library is a repurposed shipping container turned into an interactive learning space for families with children ages 0-5. The Tiny Library is open 20 hours per week Monday-Saturday with morning and early afternoon hours of availability.



Tiny Library, Big Impact

In Meridian, Idaho only 67% of children enter Kindergarten ready to read. Studies show that children who enter Kindergarten unprepared are more likely to fall behind in school and are less likely to graduate from high school, go on to college, and succeed in their careers than those who have attended high-quality preschool programs. Idaho is one of only 6 states that does not currently invest in public preschool options. 62% of Meridian parents say there is a lack of affordable, high-quality early childhood programs in their area.



Meridian Library District staff, Staff Day 2017

Staff Accomplishments

- Meridian Library District was one of 28 libraries selected out of 393 applicants to receive the ALA/Google Ready to Code Grant which awarded us \$13,000 to facilitate Mighty Girl Coders, a program that reached over 50 participants between the ages of 5-18.
- Gretchen Caserotti was awarded first place for Penguin Random House Library Awards for Innovation, resulting in \$10,000 for Tiny Library. She was also appointed as the Chair of the ALSC Budget Committee and elected to the McClure Center for Public Policy Research Advisory Board.
- Megan Egbert, District Programs Manager, was selected for the 2019 Caldecott Committee (work is done during 2018).
- Cheri Rendler, Materials Services Manager, was appointed to a 2-year term on the Idaho Library Association Idaho Book Award Committee.
- The library was selected by Meridian City Council to receive a \$79,000 Community Development Block Grant to be used to remodel the library bathrooms at our Cherry Lane facility to bring them in line with ADA accessibility requirements.
- Emily Brock and Amanda Berardinelli were appointed to serve on the Idaho Library Association's 2019 conference planning committee.
- John Thill, Public Services Manager, was elected to a two-year term as Idaho Library Association's Legislative Chair.
- Technology Services oversaw major upgrades to patron lab stations at Cherry Lane and unBound, District network infrastructure equipment, and staff stations.

- Laura Abbott, Youth Services Manager, graduated from the Meridian Chamber of Commerce's Leadership Meridian program.
- Laura Abbott and Michele Anderson graduated from the City of Meridian Public Safety Academy.
- Skye Corey, Youth Services Librarian, completed her term on the American Library Association's division for service to children (ALSC) Notable Children's Books Committee. Skye was recently appointed to be a co-chair of ALSC's Public Awareness Committee.
- Through a grant written by Skye Corey, Meridian Library District was awarded participation in the Public Library Association's Inclusive Internship Initiative and was able to hire Nicole Kreiner as a summer intern.
- Meridian Lions Club awarded MLD \$19,010.00 to fund a New Baby Kit Initiative.
- Trevor Hanson, Youth Services Program Specialist, was awarded ICfL's Make-It at the Library grant and a FabSLAM 3D Design and Fabrication grant which culminated in a Treasure Valley Student Showcase.
- Megan Egbert, John Thill, Laura Abbott, and Barbra Hendricks served on the 2018 ILA Conference Planning Committee.
- Krista Bolt, Library Assistant, completed a Master's in Library and Information Science from the University of Washington in March 2018.

The staff members at Meridian Library are highly respected in the field, both in the state of Idaho and nationally, and they have a growing reputation. Their passion for their work shows in both the impact they make with the individuals in the community as well as on the profession.

MERIDIAN LIBRARY DISTRICT FINANCIAL POLICY

PURPOSE

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

FISCAL AUTHORITY

LIBRARY BOARD OF TRUSTEES: The financial resources of Meridian Library District (Library) are the responsibility of the Meridian Library District Board of Trustees (Board). The Board are elected officials and serve without compensation. The Board is responsible to:

- Provide guidelines for management and allocation of financial resources which seek to produce optimum benefit for those we serve.
- Monitor and evaluate the financial plans and Purchasing Guidelines of the Library to maintain the financial integrity of the Library.

LIBRARY DIRECTOR: An annual operating budget will be prepared by the Director and presented to the Board for approval pursuant to Idaho Code Section 33-2725 and the corresponding requirements of public notice and public hearing. The budget will reflect the estimated cost of carrying out the programs and

services of the Library for the next fiscal year and the anticipated revenues of the Library. The Library Director is the primary purchasing agent for the library and is responsible for all library contracts, orders, and purchases. The Director shall select products, services and vendors that best meet the needs and goals of the library. In making decisions regarding selection of products and services for the library, the Director will comply with Idaho Code and should consider relevant factors which include, but are not limited to: Suitability, Availability, Quality, Workmanship, Price, and Delivery. The Director may delegate the responsibility for ordering selected products and services to other employees as the Director deems appropriate or necessary to accomplish the goals of the library. To help reduce the risk of financial loss to the library, the Director will implement procedures to:

- Prevent embezzlement
- Ensure against liability losses (to Board members, the Library or to Library funds)
- Properly maintain facilities and equipment Limit exposure of the Library, the Board and the staff to claims of liability
- Ensure funds are disbursed only in compliance with Board authorization and applicable state laws

LIBRARY FINANCE MANAGER: The Finance Manager records library transactions to accurately reflect library operations. Monthly financial statements will be presented to the Board that include individual payments made from library accounts. Monthly reviews (or more frequently as may be requested) of all accounts will be provided by the library Finance Manager to the Director and the Board. The Finance Manager coordinates the annual audit with an independent auditor.

LIBRARY STAFF: Managers prepare budgetary requests annually during the development process. All library staff will be familiar with this policy and the Purchasing Guidelines and as public servants will exercise fiscal responsibility in regards to their use of library funds. Employees who make unauthorized purchases may be subject to investigation and immediate dismissal.

BASIS OF ACCOUNTING

The accounts of the Library are maintained on the modified accrual basis of accounting. All Library monies are considered part of the General Fund, Capital Replacement and Repair Fund, or Restricted Funds. Restricted Funds include fund balance amounts that are constrained for specific purposes which are externally imposed. Restricted Funds include revenue connected with gifts and memorials donated to the Library and/or otherwise restricted funds. The Library's fiscal year is October 1 through September 30. The financial statements of the Library shall be independently audited annually in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards and applicable law. The District is accounted for as a special-purpose government engaged in a single governmental program. Annual audits are submitted to the online central registry and reporting portal on the legislative services office website.

BUDGET PROCESS

The Director is responsible for preparing an annual detailed budget estimate for submission to the Board of Trustees in compliance with Idaho Code Section 33-2725. The budget is prepared on the modified accrual basis of accounting consistent with the basis used for financial reporting. The Library Board is responsible for revising and adopting the budget estimate for publication, holding the necessary public hearings, and for adopting the appropriate budget resolutions. After the action of the Library Board, the budget is submitted to

Ada County Clerk's Office which submits it for approval to the Idaho State Tax Commission and is made available on the library's website. The budget development process typically begins in February; the Ada County clerk is notified of public hearing date by April 30^t the preliminary budget is presented to the Board for review in July and is put forward for formal consideration at a public hearing in August (per Idaho Code Section 33-2725). The L-2 is submitted to the county the first week in September. On or before December 1 of each year, the most recent adopted budget and a comparison of the budget to actual revenues and expenditures for the most recently completed fiscal year are submitted to the online central registry and reporting portal on the legislative services office website. After the library budget has been duly approved and funds have been appropriated, the Director is authorized to expend funds within the confines of the budget's categories. The Director will also be responsible for notifying the Board of anticipated insufficiencies in any fund category that may require a budget amendment and/or the future transfer of funds between accounts. To amend the budget a public hearing is held. Legal notice of the proposed amended budget and the time of the public hearing is published. The proposed amended budget is presented at a special public meeting where comments from the public are heard. The amended budget is to be approved by the Board of Trustees before adopted.

APPROVAL OF LIBRARY EXPENDITURES

The Director will submit for approval a listing of bills and their supporting documents to the Board at each regular Library Board meeting. The Board Treasurer selects bills from the listing of bills and reviews supporting documentation each month. The Director is authorized to make payment for budgeted expenses in advance of such approval in order to take advantage of discounts or to meet due dates. Such payments are ratified by the Board after review of the monthly list of bills. No draft on a checking account of the Meridian Library is valid without the signature of the Library Director or a member of the Library Board. All payments are reviewed and approved by the Library Director. The Library Director reports monthly to the Library Board on the year-to-date status of revenues and expenditures in the Library's General Fund as compared to the budget. The Library Director also presents a monthly financial statement to the Library Board on the year-to-date activity and balance in each fund of the Library.

CASH RECEIPTS POLICY

Deposits for fines and fees are recorded daily. Before the start of the day, monies from the registers are dual counted and reconciled to cash register receipts. The Daily Reconciliation Form is completed. The money is placed in a bag and locked in a secure place. Payments made by credit card are recorded as part of the daily cash reconciliation process. A library assistant manager deposits the monies to the bank either daily or periodically dependent on the amount of cash received.

Self-pay machines and APM/Copy machines are emptied and filled periodically during the month. The money is recorded on a Checks Received Through the Mail and Miscellaneous Receipts form. The money is dual counted, put into a bag and locked in a secure place. Cash payments received through self-pay machines and APM/Copy machines are deposited by a library assistant manager periodically during the month. Self-pay credit card payments are downloaded and recorded by the Finance Manager.

All other cash and checks (taxes, grants, donation, etc.) are logged through a Checks Received and Miscellaneous form by the Administrative Assistant. The checks are stored in a locked secure location. The

library assistant manager will prepare the deposits and completes a Deposits to Bank form. The deposits are taken to the bank by the library assistant manager.

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

BANK STATEMENTS AND RECONCILIATION REPORTS

Bank statements are received through the mail by the Administrative Assistant or downloaded directly from the bank website by the Library Director, reviewed by the Library Director, and forwarded to the Finance Manager. As part of the bank statement review, the Library Director confirms payroll transfers, payroll tax transfers and PERSI transfers as well as confirming transfers to and from Library bank accounts. The Library bank accounts are reconciled monthly by the Finance Manager.

INVESTMENTS

Idaho Code provides authorization for the investment of funds as well as specific direction regarding allowable investments. The District's policy is consistent with this direction. The District currently invests in interest bearing bank accounts and the State of Idaho local government investment pool.

FINANCIAL RESERVE AND CARRY OVER POLICY

Annually, after the annual audit, the fund balances will be reviewed. Reserve balances will be reviewed to insure adequate reserves in the General Fund sufficient to maintain district operations. A proposed transfer may be presented for board approval to transfer carry over funds from the General Fund to the Capital Replacement and Repair Fund. The District follows Idaho Code Section 33-2724 (3) and 33-2724 (4) that pertains to carry over balances and capital asset replacement and repair funds.

CREDIT CARDS

Staff members who frequently make purchases for Library events, have frequent travel expenditures, or who order library supplies have been issued a credit card with a credit limit established by the Library Director. The staff member assigned a card will attend required training.

Credit cards statements are downloaded by the Finance Manager and forwarded to the staff member responsible for the credit card and charge receipts. The Library Director's credit card statement is received through the mail.

Staff members responsible for credit cards maintain and reconcile receipts to the credit card statement and submit the receipts and statements to their supervisor. Supervisors review and approve the credit card statement, receipts and budget coding. Both the receipts and statements are forwarded to the Finance Manager for payment.

Charges on Library-issued credit cards are reviewed monthly by the Library Director.

The Library Director's credit card statement is reviewed monthly by the Treasurer of the Board or Board Chair.

FIXED ASSET/CAPITALIZATION POLICY

Fixed assets are property, plant, furniture, and equipment costing \$1,000 or more with a useful life of three years or more. An inventory of fixed assets will be maintained.

All fixed assets are valued at historical cost or estimated historical cost if actual is unavailable, except for donated fixed assets which are recorded at their estimated fair value at the date of donation.

Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation.

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

A retirement record will be maintained as items are withdrawn or retired.

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

CONFLICT OF INTEREST

A conflict of interest occurs when a person has a private pecuniary interest in any library decision or action. It is also important to avoid the appearance of a conflict of interest where a person's private interests compete with his or her professional obligations to the Board-governed entity to such 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 or other benefit. Public officials and employees are prohibited from having a direct or indirect interest in transactions with the units of government that they serve without appropriate disclosure. Library legal counsel will be consulted when a conflict of interest may exist and/or the legality of a transaction is in question. Library Trustees and Library Staff will be familiar with and comply with Idaho Statutes Title 74, Chapter 4 Ethics in Government as well as Meridian Library District's Conflict of Interest Policy.

OTHER POLICIES

Other policies governing travel, expenses, mileage, supplies, equipment and telephone use are contained in the Library Employee Handbook.

BUDGET MESSAGE

The Meridian community voted to form an independent library district on August 27, 1974. The general objectives are to provide citizens of the library district with library services for their education and recreation. Operations are governed by Idaho Code Statutes, primarily Title 33, Chapter 27. An elected Library Board and Library Director are responsible for efficiently delivering library services in a fiscally responsible manner. The Meridian Library District will do its utmost to pay for all current operating expenditures with current operating revenues. The Meridian Library District will not put in to place budgetary procedures that postpone expenditures or accrue future years' revenues to balance the current year budget.

In developing the 2018-2019 budget, several key factors played a role in the budget development and were incorporated into the budget. The Meridian Library District experienced a 35% increase in program

attendance and provided over 500 additional programs. Program budget lines were increased across the District. MLD shared LYNX! Consortium annual costs have increased largely due to increased costs to maintain and support the internal database system the Consortium migrated to in 2017. Significant Facility improvements have been delayed as plans for a major renovation of the Cherry Lane location are developed. Professional Development continues to be a focus as we work towards our strategic goals. One strategic goal is to cultivate an environment of excellence, professionalism, and growth. The Professional Development budget was increased to continue to grow and cultivate the expertise and knowledge of our staff. In order to provide technology that supports the needs and interests of staff and patrons, the Information Technology budget reflects an increase for website maintenance, website upgrades and technology infrastructure equipment maintenance and support.

The costs for benefits provided for our employees continue to be a challenge. A 12% increase in medical benefits were included in the budget as well as a 9% increases in dental benefits. A proposed PERSI increase in July of 2019 from 11.32% to 11.94% for employer contributions was included in the Personnel budget line.

We continue to see increased demand for eContent. The eContent budget line was increased within the overall Collections budget line.

Capital budget lines include technology equipment additions as well as an HVAC upgrade at the Cherry Lane location. Capital also includes renovating bathrooms to be ADA compliant. This project is possible due to a Community Development Block Grant.

The library's budget is made available for public comment using an interactive online platform called Balancing Act. In striving toward transparency, encouraging citizen participation and education, we felt this was a terrific way to help our citizens see how we manage our funds and provided an opportunity to share their thoughts in a more convenient manner. Once the board approves the publication of the budget, we share it widely through our social media channels.

2018-2019 Budget Development Calendar

February 2018

- Staffing model templates sent to department managers

April 2018

- Ada County Clerk's office notified of public hearing date for next fiscal year budget
- Department managers met with Library Director to review staffing models and identify any staff changes

May 2018

- Fiscal year budget worksheets sent to managers to complete expense estimates (includes technology, professional development and facility requests)
- Director and Finance Manager attend Budget/Levy Training provided by county
- Budget development worksheets received from managers

June 2018

- Library Director and Finance Manager meet weekly to discuss FY19 budget
- Proposed fiscal year budget draft complete

- Proposed current year amended budget draft complete, if to be amended

July 2018

- Proposed budget presented to Board Treasurer and Chair
 - Overview of changes in budget from prior year
 - Detail provided for budget lines that comprise majority of annual budget
- Proposed budget presented to Board – no approval or action taken
- Budget made available to view through Balancing Act, communicated through social media with an invitation to the community to comment

August 2018

- L2 estimate of property tax revenue made for next fiscal year budget
- Special meeting with board to review budget draft 2018-19, proposed amended 2017-18 and approve for publication
- Public hearing notice published in Idaho Statesman one week prior to public budget hearing meeting
- Special Meeting -Public budget hearing held 08/15/18 prior to regular board meeting – presentation of Fiscal Year 2018-2019 budget and Amended Fiscal Year 2017-2018 budget. The 2017-2018 budget was amended to accept additional funds to expend in opening the Tiny Library at The Hill location
- Approval of FY 2018-2019 Budget and Amended 2017-2018 Budget –Regular board meeting 08/15/18
- L2 filed
- Communicate to managers the approved 2018-19 budget

October 2018

- Fiscal budget year begins
- L2 finalized by State
- Budget submitted to the Idaho State Governing Entities Central Registry on the Legislative Services Office website

Budget Basis

Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgets are reported using the current financial resource measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers all revenues reported in the governmental funds available if the revenues are collected within sixty days after year-end. Expenditures are recorded when the related fund liability is incurred, regardless of when the related cash flow takes place. The budget basis is the accounting basis used in the audited financial statements.

BUDGET SUMMARY

General Fund

The Meridian Library District is a special-purpose government engaged in a single governmental program. Therefore, it accounts for all of its financial resource under the general fund, except those required to be accounted for in a separate fund. The operating budget consists of ongoing expenditures to deliver programs and services and includes administration and operation expenditures.

Meridian Library District Fiscal Year 2018-2019 Budget – General Fund

	Approved Budget	Amended Budget - Approved	Approved Budget
	2017-2018	2017-2018	2018-2019
Revenue			
Property & Sales Tax	\$4,926,758	\$4,944,758	\$5,333,862
Non-Tax Revenue	150,450	219,450	278,395
Total Revenue	\$5,077,208	\$5,164,208	\$5,612,257
Expenses			
Personnel	\$3,485,393	\$3,424,267	\$3,734,436
Operating Expenses	1,040,415	988,640	1,103,081
Capital Expenses	63,100	256,001	212,200
Collections	488,300	495,300	562,540
Total Expenses	\$5,077,208	\$5,164,208	\$5,612,257

3 Year Budget Schedule –General Fund

	FY 2017 Actual	FY 2018 Approved Budget	FY 2018 Amended Budget	FY 2018 Estimate	FY 2019 Approved Budget	2018 to 2019 Approved Budget % Change
Revenue						
Property & Sales Tax	\$ 4,645,172	\$4,926,758	\$4,966,758	\$5,047,591	\$5,333,862	8%
Non-Tax Revenue	190,585	150,450	197,450	291,550	278,395	85%
Total Revenue	\$ 4,835,757	\$5,077,208	\$5,164,208	\$5,339,141	\$5,612,257	11%
Expenses						
Personnel	\$ 3,084,103	\$3,485,393	\$3,424,267	\$3,272,480	\$3,734,436	7%
Operating Expenses	937,365	1,040,415	988,640	932,775	1,103,081	6%
Capital Expenses	78,508	63,100	256,001	261,647	212,200	236%
Collections	465,837	488,300	495,300	511,160	562,540	15%
Total Expenses	\$ 4,565,813	\$5,077,208	\$5,164,208	\$4,978,062	\$5,612,257	11%
Beginning Fund Balance	\$ 5,012,370			\$ 5,282,314		
Excess of Revenues over Expenses	269,944			361,079		
Ending Fund Balance						
General Fund (Contingency Reserve)	3,558,374			1,919,453		
Capital Replacement and Repair Fund	1,723,940			3,723,940		
Ending Fund Balance	\$ 5,282,314			\$ 5,643,393		

Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority and does not lapse at year end. The Board of Trustees are the highest level of decision making authority for the District. The Board of Trustees has authority to assign fund balance. The Board has approved to assign amounts in a contingency and capital replacement fund as shown below.

General Fund (Contingency Reserve)

Idaho Statute 33-2724 (3) states that a library district may accumulate fund balances at the end of a fiscal year and carry over these fund balances into the ensuing fiscal year, sufficient to achieve or maintain library district operations on a cash basis.

The Meridian Library District holds in reserve an amount equal to approximately six months of operation expenses.

The General Fund Contingency Reserve is held in interest bearing bank accounts and the State of Idaho local government investment pool.

Capital Replacement and Repair Fund

Idaho Statute 33-2724 (4) states that the board of trustees of a library district may establish a capital assets replacement and repair fund within the library district budget for which district moneys may be budgeted and carried over from year to year. Disbursements from the fund may be made as the board may determine to maintain, repair, or replace the capital assets of the district to remodel or repair any existing library building; to furnish and equip any existing library building; and to purchase or replace major appliances and vehicles necessary to maintain and operate the services of the district. ***Moneys from the capital assets replacement and repair fund may not be used for the purchase of land or to build new library facilities or to build additions to current library facilities.*** The Board of Trustees of the Meridian Library District has established such a fund.

At the conclusion of each fiscal year and after the annual audit, a proposal will be brought before the board to retain any carry over funds in the General Fund (Contingency Reserve) or transfer carry over funds to the Capital Replacement and Repair Fund.

Funds in the Capital Replacement and Repair Fund are to be expended for renovations to the existing building over future years.

Interest earned from the Capital Assets Replacement and Repair Fund are transferred quarterly to the General Fund. Section 67-1210 of Idaho Code states that interest received on these investments shall be paid into the general fund. The budget for the interest earned from this fund is included in the Interest Revenue for the General Fund (Operating).

Restricted Funds

Restricted Funds include fund balance amounts that are constrained for specific purposes which are externally imposed. Restricted Funds include revenue connected with gifts and memorials donated to the Library and/or otherwise restricted funds. No Restricted Fund expenses were budgeted for the 2018-19 fiscal year as the revenue from gifts, grants, memorials and sponsorships are typically one-time revenue receipts that are not known at the time the budget is developed. Throughout the fiscal year as restricted funds are received they are included in the General Fund (Operating) revenue as the expenses are incurred for the funds and the restrictions have been met. Language of the support determine the classification as Restricted Fund receipts and will determine when the revenue is realized. Restricted Funds may have a balance that carries over to the next fiscal if the restrictions on the funds have not been met.

REVENUE

The revenues included in the 2019 Budget total \$5,612,257. This amount is based on available information and is subject to change as additional information becomes known.

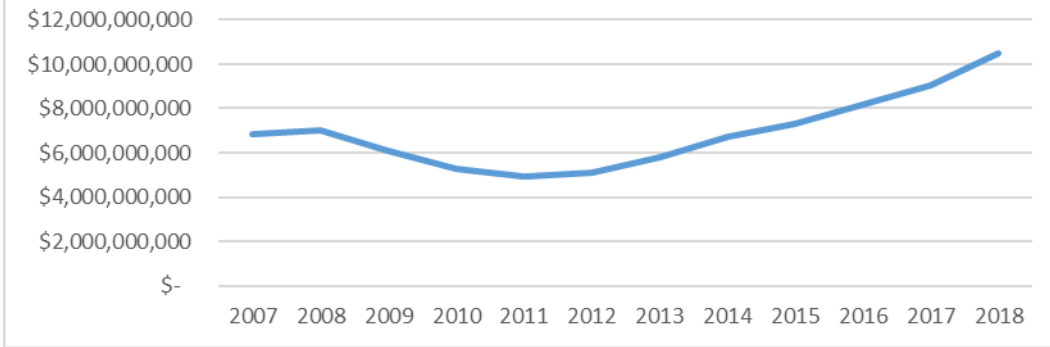
REVENUE	Approved Budget 2018- 2019
Tax levy	\$5,098,028
Ag. Replacement	1,940
Personal Property Tax Replacement	29,979
Tort Tax Levy	35,915
Sales Tax Income	168,000
Fines and Fees	38,000
Meeting Room	2,100
Donations & Memorials	8,000
Grants and Sponsorships	133,695
Interest	33,600
Capital Improvements/Repair Interest	48,000
Copy/Print	15,000
Total Revenue	<u>\$5,612,257</u>

The majority of the revenues that support the public library are collected through taxes. The tort is allocated from the general levy and used for comprehensive liability insurance for the District. Due to rising values of property and new construction in the District over the last year, we are grateful to be in a stable funding situation. The maximum the District can request must be the lesser of the maximum .0006% of the total market value for the District, or 3% increase of the highest budget over the last 3 years. Both last year and this year, the maximum of total market value is substantially higher and we have requested a 3% increase. We made the final payment on the bond that built the Cherry Lane library in 2015 and are thus debt-free. With the growing economy, we expect to see an increase in the sales tax portion of our income. We were awarded a \$77,970 City of Meridian Community Development Block Grant to renovate the public bathrooms to be ADA compliant. Erate Category 1 for \$19,765 was awarded to reimburse the library for internet services as well as \$9,265 in Erate Category 2 was awarded to reimburse the library for network infrastructure equipment. The market performed better this year and the economy continues to rebound, so we have budgeted for strong interest performance.

Total Levy Rate .000525937

- M&O .000522209
- Tort .000003728

Meridian Library District - Historical Net Taxable Market Value

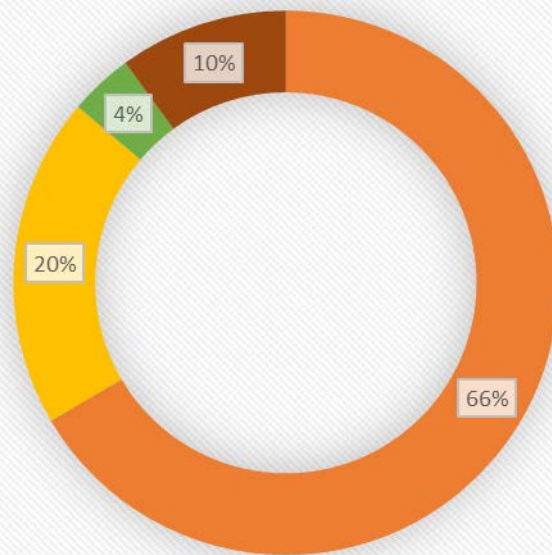


EXPENSES

The expenses included in the FY19 budget total \$5,612,257. This budget includes the operational costs for 4 locations and full-service bookmobile services.

EXPENSES	Approved Budget 2018-2019
Personnel	\$3,734,436
Operating Expenses	1,103,081
Capital Expenses	212,200
Collections	562,540
Total Expenses	\$5,612,257

Approved Budget 2018-2019



■ Personnel ■ Operating Expenses ■ Capital Expenses ■ Collections

Personnel

A library without staff is just a building full of books. Our staff is the heart of the library and build the community relationships that make Meridian Library so successful. Our personnel budget reflects our commitment to compensating them respectfully for their hard work and includes slight increase in the FTE for the district. This budget includes an average 3.5% merit-based increase for eligible staff and the addition of 1 part-time Accounting Assistant, 1 part-time Foundation Manager and 1 part-time Junior Librarian. Shifts in overall personnel FTE resulted in only an additional .34 FTE added for the 2018-2019 budget year. Considerations in establishing the proposed merit increase include market analysis of projected salary increases. Equity adjustments have been budgeted to remain competitive. We have completed robust and thorough staffing models for departments to demonstrate their needs for FTE based on the service hours, number of programs and other factors. We offer competitive benefit packages for our staff and are anticipating an increase in those costs with the rising costs of insurance, but are monitoring the situation closely. This budget shows the majority of our personnel costs are in direct public-facing positions and demonstrates our commitment to being competitive in a tight market, and to attracting and retaining the best customer service staff possible.

PERSONNEL

	<u>District</u>	<u>Annex</u>	<u>Cherry Lane</u>	<u>Silverstone</u>	<u>Tiny Library</u>	<u>unBound</u>	<u>Total</u>
Salaries		\$ 515,142	\$ 1,740,754	\$ 316,014	\$ 46,642	\$ 159,773	\$ 2,778,325
Termination salaries	16,000						\$ 16,000
Payroll benefits/Payroll tax	1,224	207,203	574,504	101,872	12,603	42,705	\$ 940,111
Total Personnel Expenses	\$ 17,224	\$ 722,345	\$ 2,315,258	\$ 417,886	\$ 59,245	\$ 202,478	\$ 3,734,436

3 Year Staff FTE Comparison

	2016-2017 FTE	2017-2018 FTE	2018-2019 FTE
Administration			
Accounting Assistant			0.250
Administrative Assistant	1.000	1.000	1.000
Communications and Marketing Specialist	1.000	1.000	1.000
Finance Manager	1.000	1.000	1.000
Foundation Manager			0.475
HR Coordinator	0.475	0.475	0.625
HR Manager	0.800	1.000	0.875
Maintenance Specialist	0.675	0.825	0.750
Administration Total	4.950	5.300	5.975
Patron Services			
Assistant Branch Manager	1.000	1.000	
Branch Manager	1.000	1.000	1.000
Community Librarian	1.000	2.000	1.000
Community Specialist	4.000	2.725	4.000
District Programs Manager	1.000	1.000	1.000
Interlibrary Loan Assistant	1.000	0.725	0.725
Junior Librarian	1.425	0.950	1.425
Library Assistant - Branch	4.275	4.625	4.625
Library Assistant - Public Services	11.450	11.425	10.725
Library Assistant - Youth Services	0.475	0.950	0.725
Library Substitute - Branch		0.096	0.096
Library Substitute - Public Services	1.065	0.469	0.481
Library Substitute - Youth Services		0.048	0.048
Library Substitute - unBound			0.087
Outreach Manager	1.000	1.000	1.000
Program Specialist - Public Services		1.000	1.000

Program Specialist - Youth Services	5.475	4.950	4.950
Program Specialist - Youth Services - Branch	1.000	1.000	1.000
Public Services Assistant Manager	1.000	1.000	1.000
Public Services Librarian	1.000	1.000	1.000
Public Services Librarian -Branch			1.000
Public Services Manager	1.000	1.000	1.000
School Librarian	1.000	1.000	
Tech Center Assistant	2.425	2.900	3.150
Tech Library Supervisor	1.000	1.000	1.000
Teen Specialist	1.000	1.000	1.000
Youth Services Manager	1.000	1.000	1.000
Youth Services Librarian -Branch			1.000
Youth Services Librarian	1.000	1.000	1.000
Patron Services Total	45.590	45.863	46.037

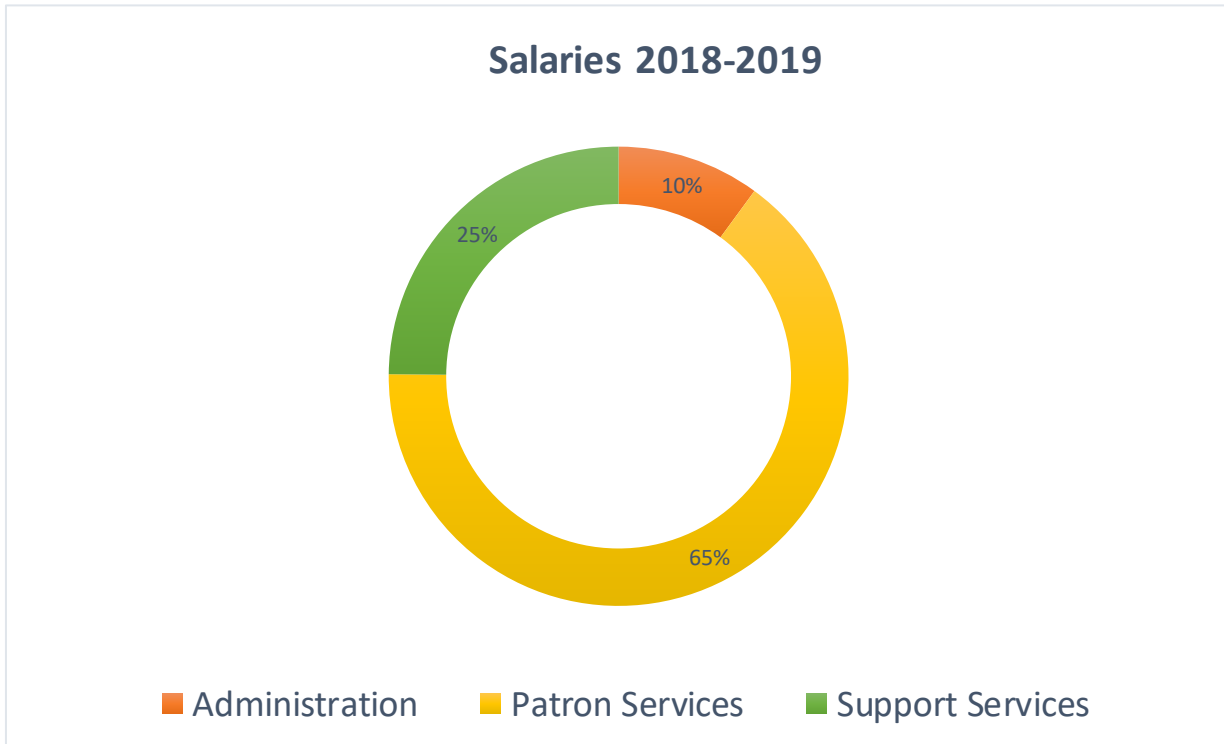
Support

Collection Development Librarian	0.750	0.750	0.600
Collection Development Librarian		1.000	1.000
Digital Services Librarian	1.000	0.750	1.000
District Technology Support Specialist	1.000	1.000	1.000
Technology Services Manager	1.000	1.000	1.000
Library Director	1.000	1.000	1.000
Library Page	4.275	5.700	5.588
Materials Services Manager	1.000	1.000	1.000
Page Supervisor	1.000	1.000	1.000
Resource Coordinator			1.000
Resource Specialist	3.500	3.500	2.000
Volunteer Coordinator		1.000	1.000
Support Total	14.525	17.700	17.188
Total	65.065	68.863	69.200

Note 1 FTE= 40 Hours per Week

Types of Positions	FTE	% of Total
Administration	5.975	9%
Direct Patron Services	46.037	67%
Support Services	17.188	24%
Total	69.2	100%

Types of Positions	Salaries 2018-2019	% of Total
Administration	\$ 281,605	10%
Patron Services	1,817,535	65%
Support Services	679,185	25%
Total	\$ 2,778,325	100%

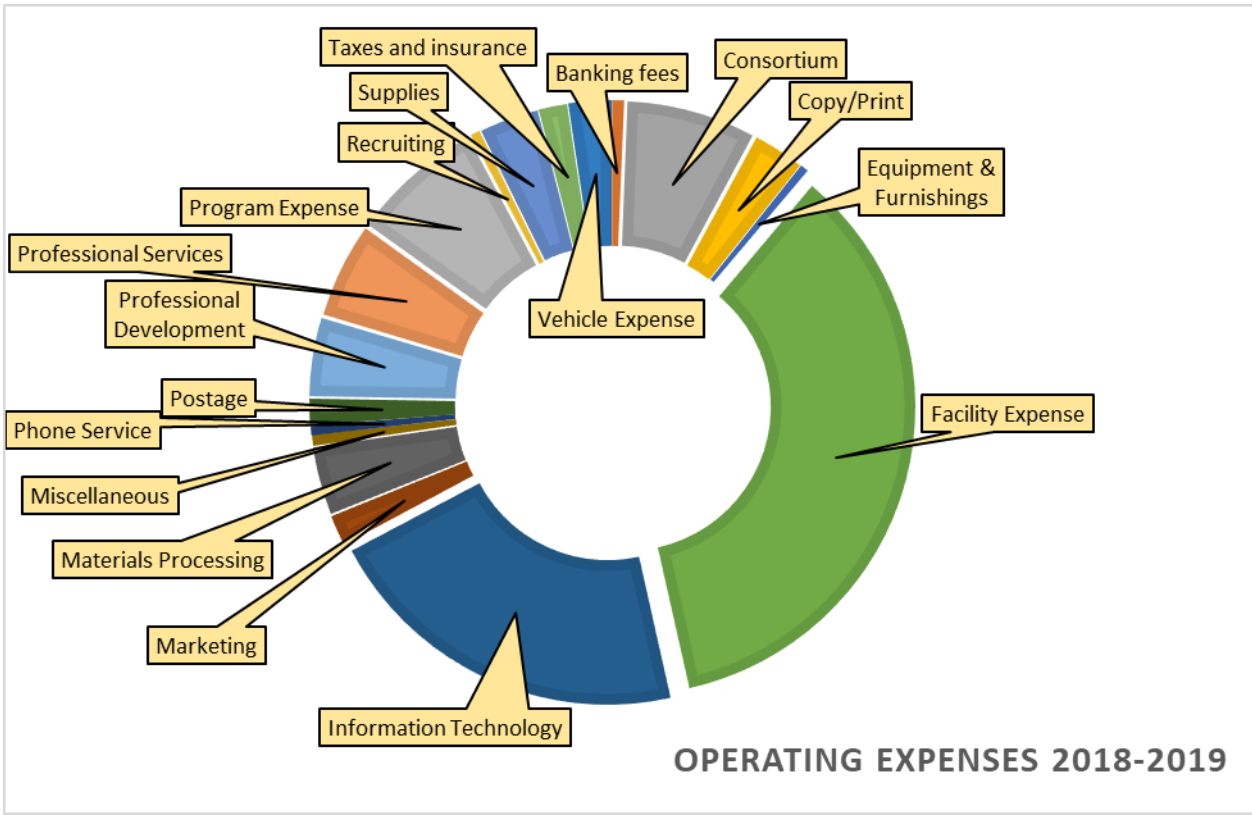


Operating Expenses

This budget includes the funds to maintain our existing facilities and vehicles and supports library programs. It reflects an increase of about 11% from the prior year and expenses balanced with increased revenue in many areas. Consortium costs are the costs associated with courier service and costs for the library software system shared by the Southwest Idaho libraries as members of the library consortium. The budget reflects an increase in those costs. Information Technology continues to be a large portion of the overall budget as we strive to keep up with changing technology and maintain improvements added in that area. Professional Development of our staff continues to be a focus. The 2018-2019 budget puts us on track to continue to develop our staff.

Operating Expenses

	Annex	Cherry Lane	District	Silverstone	Tiny Library	unBound	Total
Banking fees			\$ 6,800				\$ 6,800
Consortium			79,618				79,618
Copy/Print	1,000	18,000		3,000		9,100	31,100
Equipment & Furnishings		5,000					5,000
Facility Expense	5,650	226,240		141,400	1,450	15,600	390,340
Information Technology	3,664	36,433	141,687	20,115	1,780	25,412	229,091
Marketing			18,500				18,500
Materials Processing			41,750				41,750
Miscellaneous	200	600	4,500	500	450	400	6,650
Phone Service		1,800	3,550				5,350
Postage			16,000				16,000
Professional Development	100	1,000	46,670	200	50	125	48,145
Professional Services			58,000				58,000
Program Expense		43,835	21,350	11,200	1,000	4,000	81,385
Recruiting			5,650				5,650
Supplies	1,000	24,500	6,000	1,500	500	2,800	36,300
Taxes and insurance			17,300				17,300
Vehicle Expense		2,200	20,702	1,600		1,600	26,102
Total Operating Expenses	\$ 11,614	\$ 359,608	\$ 488,077	\$ 179,515	\$ 5,230	\$ 59,037	\$ 1,103,081



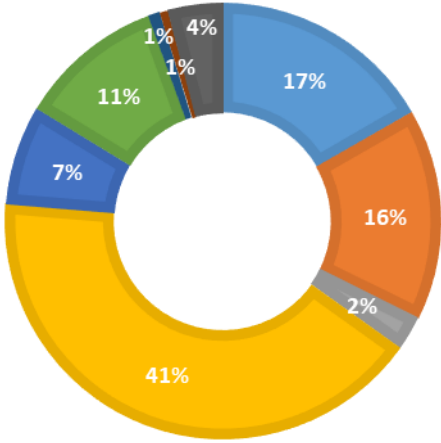
Capital	District	Cherry Lane	Silverstone	unBound	Total
IT Infrastructure -Hardware	45,000				45,000
IT PCs Printers & Hardware	1,500	20,000		33,200	54,700
Major Improvements		110,500	2,000		112,500
Total Capital Expenditures	\$ 46,500	\$ 130,500	\$ 2,000	\$ 33,200	\$ 212,200

Capital expenditures budgeted for the 2018-2019 year include purchasing additional hardware for IT Infrastructure. USAC Erate Category 2 awards will cover 50% of the \$19,500 cost. Other IT Infrastructure Hardware include upgrades to circulation equipment. Additional technology equipment is budgeted for the unBound Branch to continue to bring emerging technologies to the Meridian community. Replacement of outdated Audio-Visual equipment is included in the budget for the Cherry Lane location.

Collections	District	Cherry Lane	Silverstone	Tiny Library	unBound	Total
Adult Print Books	\$ 4,000	\$ 73,000	\$ 15,500		\$ 1,200	\$ 93,700
Children's Books	2,500	69,000	14,000	2,500		88,000
Circulating Devices & Kits	14,000			500		14,500
eContent	233,000					233,000
Electronic Databases	41,440					41,440
Media		49,000	11,500			60,500
Periodicals (Magazines & Journals)		3,500	1,000		500	5,000
Print Reference (Encyclopedias)		3,500				3,500
Young Adult Books		15,750	7,150		-	22,900
Total Collections Expenses	\$ 294,940	\$ 213,750	\$ 49,150	\$ 3,000	\$ 1,700	\$ 562,540

COLLECTIONS 2018-2019

- Adult Print Books
- Circulating Devices & Kits
- Electronic Databases
- Periodicals (Magazines & Journals)
- Young Adult Books
- Children's Books
- eContent
- Media
- Print Reference (Encyclopedias)



The use of library collections continues to rise, with significant growth in digital content and steady growth in youth materials. With the addition of our non-traditional collections: Make It Take It Kits, American Girl Dolls and more, citizens are finding new ways to explore new tools through the library. This budget reflects continued investment in making technology such as robots, programmable computers, and computational thinking games for young kids, more available to residents to borrow. The Silverstone branch’s LABrary brings technology education to our homeschooling community. With no room to expand our physical material collections due to a limited footprint, but with growing use of the library, we have invested in alternative ways of expanding opportunities for our residents to learn and grow while the library leadership reconsiders its plans to secure funding for the capital growth needed.

BOND

The bond that built the Cherry Lane library was paid in full in 2015. Many thanks to our citizens for their support and trust in the District. The District carries no debt at this time. The District's bond measure in 2016 did not pass at 59% approval. The Library Board of Trustees continues to explore capital funding options to expand the physical footprint and the needs of the library to address to capacity challenges faced in the existing facilities.

THANK YOU

We believe this budget will allow Meridian Library District to continue to make the improvements to our owned facility on Cherry Lane, compensate staff appropriately, and continue to grow our programs and services delivered to the citizens of Meridian. The library has a road map to contend with the challenges of limited capacity in serving a growing community and is dedicated to leveraging partnerships and seizing opportunities to minimize tax burdens, but still meet the need for expanded services.

I'd like to thank our elected trustees for their governance, our dedicated staff for their hard work crafting this balanced budget, and our community for your continued support of our award-winning excellence. Please feel free to contact me if you have any questions.

Sincerely,

Gretchen Caserotti, Meridian Library Director
(208) 888-4451 | director@mld.org

Legal Notice

Idaho Statesman

The Newspaper of the Treasure Valley
 IDAHOSTATESMAN.COM
 PO Box 40, Boise, ID 83707-0040

LEGAL PROOF OF PUBLICATION

Account #	Ad Number	Identification	PO	Amount	Cols	Lines
264022	0003794014	LEGAL NOTICE PURSUANT TO IDAHO COD	Budget	\$139.48	3	45

Attention: JEANIE GERWIG
 MERIDIAN LIBRARY DISTRICT
 1326 W CHERRY LN
 MERIDIAN, ID 836421516

LEGAL NOTICE

PURSUANT TO IDAHO CODE 33-2725, PUBLIC HEARING for the consideration of an adjustment of the annual budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 and for the approval of the annual operating budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019 for the MERIDIAN LIBRARY DISTRICT will be held Wednesday, August 15, 2018 at 6:45 PM in the Large Conference Room of the Meridian Library located at 1326 W. Cherry Lane, Meridian, Idaho so that interested citizens may appear in regard to the following budget:

	2017-2018 Approved Budget	2017-2018 Proposed Amended Budget	2018-2019 Proposed Annual Operating Budget
Revenue			
Property & Sales Tax	\$4,926,758	\$4,944,758	\$5,333,862
Non-Tax Revenue	\$150,450	\$219,450	\$278,395
Total Revenue	\$5,077,208	\$5,164,208	\$5,612,257
Expenses			
Personnel	\$3,485,393	\$3,424,267	\$3,734,436
Operating	\$1,040,415	\$988,640	\$1,103,081
Capital	\$63,100	\$256,001	\$212,200
Collections	\$488,300	\$495,300	\$562,540
Total Expenses	\$5,077,208	\$5,164,208	\$5,612,257
General Fund (Contingency Reserve)	\$2,500,000	\$2,500,000	\$2,500,000
Capital Assets Repair and Replacement Fund	\$2,710,000	\$3,723,940	\$3,723,940
Total Carry Over Fund Balance	\$5,210,000	\$6,223,940	\$6,223,940

Capital Assets Repair and Replacement Fund to be expended for renovations to existing building over future years.
 Meridian Library District currently has two full service locations open 7 days a week, one technology branch open 6 days a week and one portable library open 20 hours a week. Outreach services are provided with two bookmobiles.
 Any person needing special accommodations to participate in the above noticed meeting should contact Meridian Library prior to the meeting at (208) 888-4451.
 /s/Gretchen Caserotti, Clerk of the District

Pub. Aug. 8, 2018 _____ 0003794014-01

JANICE HILDRETH, being duly sworn, deposes and says: That she is the Principal Clerk of The Idaho Statesman, a daily newspaper printed and published at Boise, Ada County, State of Idaho, and having a general circulation therein, and which said newspaper has been continuously and uninterruptedly published in said County during a period of twelve consecutive months prior to the first publication of the notice, a copy of which is attached hereto: that said notice was published in The Idaho Statesman, in conformity with Section 60-108, Idaho Code, as amended, for:

_____ 1 _____ Insertions
 Beginning issue of: 08/08/2018
 Ending issue of: 08/08/2018

Janice Hildreth
 (Legals Clerk)

STATE OF IDAHO)
 .SS
 COUNTY OF ADA)

On this 8th day of August in the year of 2018 before me, a Notary Public, personally appeared before me Janice Hildreth known or identified to me to be the person whose name subscribed to the within instrument, and being by first duly sworn, declared that the statements therein are true, and acknowledged to me that she executed the same.

Anna Gomm
 Notary Public FOR Idaho
 Residing at: Boise, Idaho

My Commission expires: 08/17/2022

