



# 2016-2017 Annual Budget

MERIDIAN LIBRARY DISTRICT

[mld.org](http://mld.org)

Cherry Lane Library  
1326 W Cherry Lane  
Meridian, ID 83642

Silverstone Branch Library  
3531 E Overland  
Meridian, ID 83642

unBound  
713 N Main Street  
Meridian, ID 83642



## **2015-2016 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 17, 2016

### **Board of Trustees**

Megan Larsen, Board Chair  
Dustin Barrett, Vice-Chair  
Robert Everett, Treasurer  
Howard Little, Trustee  
Dr. Douglas Rutan, Trustee

### **Meridian Library Management Team**

Laura Abbott, Youth Services Manager  
Megan Egbert, Programs Manager  
Janet Emery, Deputy Director  
Audra Green, Outreach Manager  
John Thill, Public Services Manager  
Travis Porter, Branch Manager  
Cheri Rendler, Materials Manager  
Cheryl Richards, HR Generalist  
Macey Snelson, Marketing Specialist

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## 1. LETTER FROM THE DIRECTOR

Dear Citizens of Meridian,

As the Library Director of Meridian Library District, it is my pleasure to present to you the 2016-2017 Annual Budget. This annual budget was prepared with the assistance of Jeanie Gerwig, Finance Manager, and the Management 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 team, 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, named a 2016 Small Business of the Year by the Meridian Chamber of Commerce, 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](mailto:director@mld.org).

Sincerely,

Gretchen Caserotti, Library Director

## 2. ABOUT MERIDIAN LIBRARY DISTRICT

### BRIEF HISTORY

Started by the Occident Club in 1924, Meridian Library is now 92 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 3 locations, 80 employees, more than 30 programs a week, and half a million visits a year to one of our three 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.

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
- 3 locations (Cherry Lane, Silverstone Branch and unBound) and bookmobiles with 7-day service
- Total square footage 36,904 - .42 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\*

### 2015 Statistics:

Service population **87,743** residents

**52,289** library card holders (60% of total population holds a library card)

Total Items in Collection **179,383**

**485,102** visits to MLD libraries

**43,645** reference questions answered

**87,820** internet sessions on public computers

Total Program Attendance **83,203**

*Children 59,858*

*Teen 12,543*

*Adults 10,802*

Total Number of library Programs Offered **1,929**

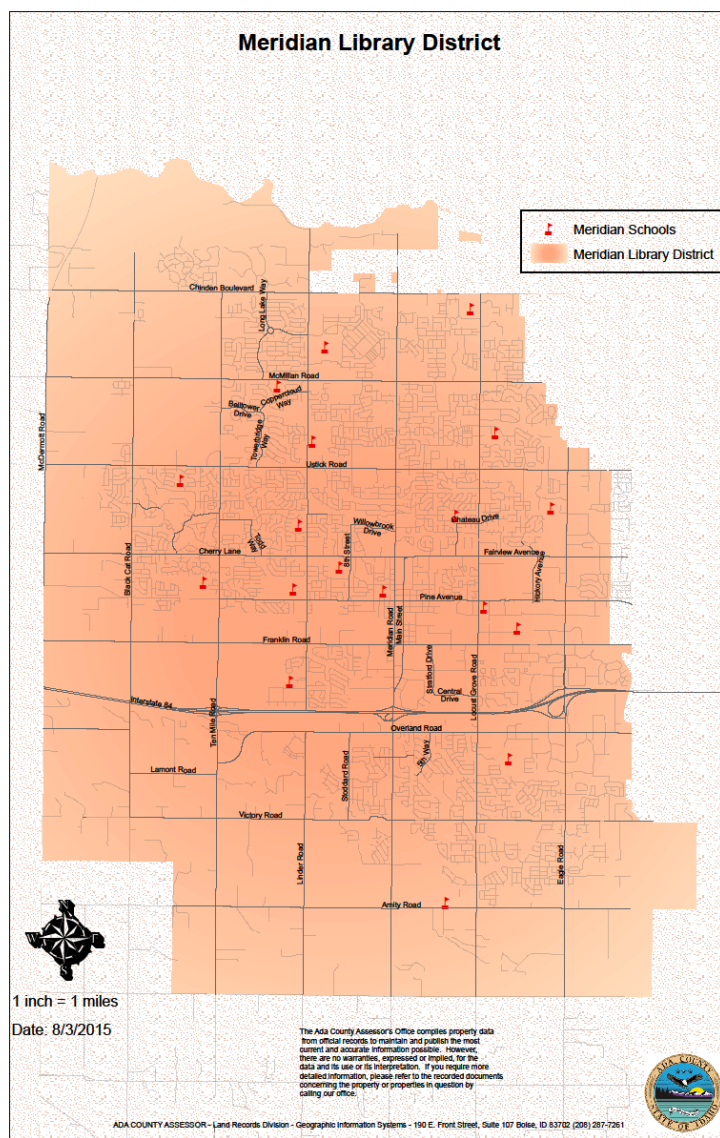
Total Circulation **1,161,160**

*Children & Teen 598,846*

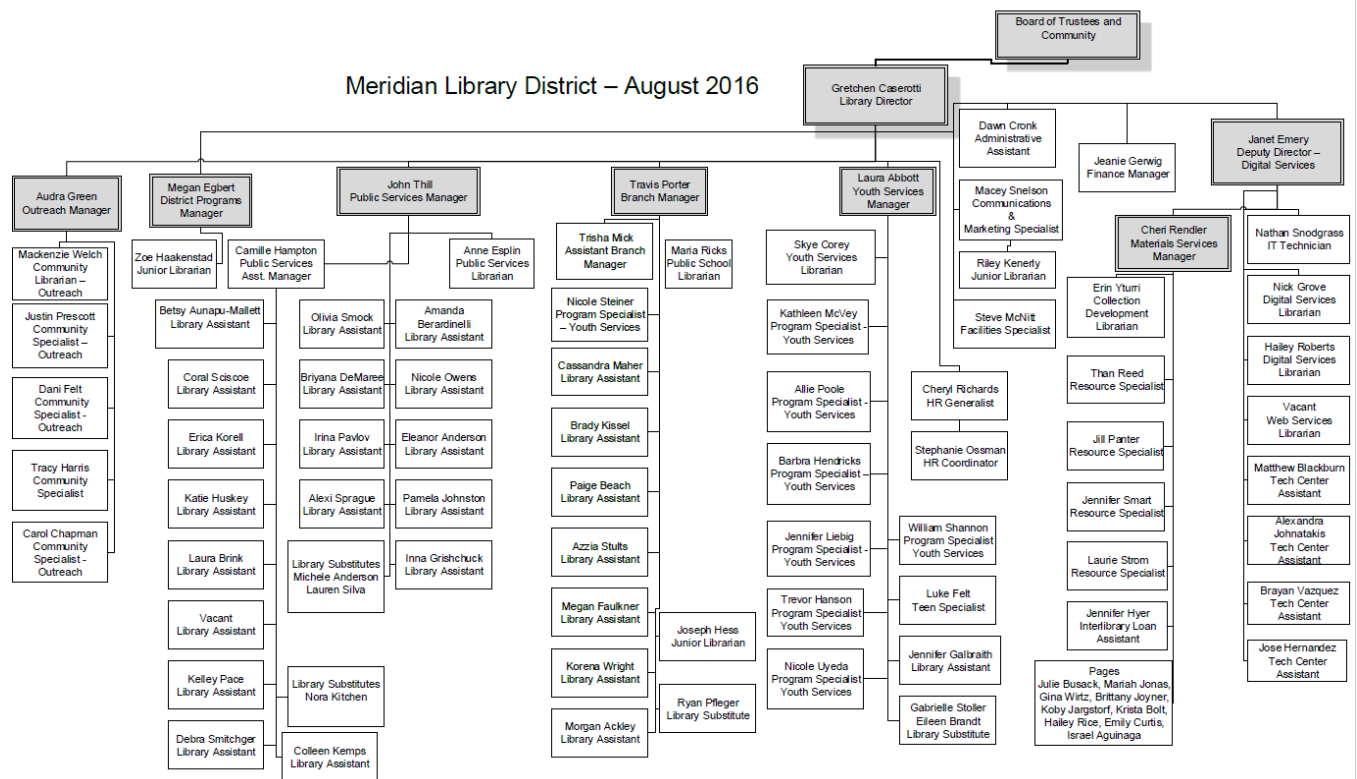
*Adult 464,942*

*Electronic 92,372*

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



# ORGANIZATION CHART



## STRATEGIC PLAN

### GOAL 1

Our vibrant collections are built around the educational, recreational and cultural needs of library district patrons.

### GOAL 2

Our services and programs reflect Meridian's needs and interests, and create connections in the community.

### GOAL 3

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

### GOAL 4

Our amazing staff are the heart of the library, and exemplify the value of MLD.

### GOAL 5

Our processes and policies are current, nimble and adaptable to best support our staff and members.

### GOAL 6

We are responsible stewards of our financial resources.





*Meridian Library District staff, Staff Day 2015*

## **LEADERSHIP:**

The library was named a Small Business of the Year by the Meridian Chamber of Commerce in 2016. Nick Grove was named a Mover & Shaker by Library Journal magazine for his work in creating and launching unBound. He is now in high demand, having been asked to speak on panels at national and online conferences. Travis Porter graduated from the 2015 Leadership Meridian program and Macey Snelson was accepted into the next year's class. Macey was also asked to serve as an advisor for the Mayor's Youth Advisory Council, the first non-city employee to serve in that capacity. Audra Green served as the Legislative Co-Chair for the Idaho Library Association (ILA). Kathleen McVey will be finishing her service as the ILA Secretary on the Executive Committee in fall of 2016. Trisha Mick and Nick Grove both served by appointment to the Library Leadership Advisory Committee for the joint group of the Idaho Commission for Libraries and ILA. As they cycle off, Skye Corey has been appointed to that committee as well as the Public Awareness committee for the American Library Association for Library Service to Children (ALSC). Justin Prescott concluded his service on the board of the Association of Bookmobile and Outreach Services (ABOS) and is currently enrolled in the University of North Texas Masters of Library Science program as is Nick Grove. Gretchen Caserotti concluded her service on the board of directors for the American Library Association for Library Service to Children (ALSC) in 2016 and continues to serve on the Meridian Arts Commission. Gretchen also serves by appointment of the State Librarian to the LiLi Steering Committee which helps the Idaho Commission for Libraries in an advisory capacity. Megan Egbert has been appointed the Chair of the Managing Youth Services Committee (ALSC) and was selected to be a juror for the ABC-CLIO Best Book in Library Literature. Megan published a book, **Creating Makers; How to Start a Learning Revolution at your Library** that was released in July of 2016. Janet Emery & Laura Abbott completed the Library Juice Academy online Library Management certificate course.



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

### **3. 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 budget calendar is a fiscal year October 1 - September 30 annually. The process begins in early April with the administrative team reviewing staffing needs, evaluating progress on the library's Strategic Plan and considering our knowledge of community needs. Early estimates from Ada County Assessor's Office help us understand the ballpark projections, and working estimates are provided in early August. Final numbers aren't confirmed by the state until September, after the budget is required to be adopted. Detailed analysis of current and historical costs for operational expenses are evaluated and a preliminary budget is presented to the Board of Trustees in a Special Meeting held pursuant to Idaho's Open Meeting Laws, followed by legal notice of a public hearing for the library's budget to be held in August.

Once approved by the Board of Trustees, the budget is submitted to Ada County for approval by the Idaho State Tax Commission and made available on the library's website. Throughout the course of the fiscal year, the Trustees are given monthly expense statements and approve the listing of all the library's bills. The Director, Finance Manager and administrative team are tasked with ensuring responsible, efficient use of library funds and they review expenses regularly. At the conclusion of the fiscal year, a professional independent audit is performed and submitted to the State of Idaho.

The library's budget is also made available using an interactive online platform called A Balancing Act (<http://meridianlibrary-id.abalancingact.com/>), and once the board approves the publication of the budget we share it widely through our social media channels, to our e-newsletter subscribers and

received a small bit of publicity from Meridian Press. 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 a chance to share their thoughts in a more convenient manner.

#### 4. BUDGET SUMMARY

##### Meridian Library District Fiscal Year 2016-2017 Budget

	Fiscal Year (Amended) 2015-2016	Fiscal Year 2016-2017	% Change
<b>Revenue</b>			
Property & Sales Tax	\$4,196,392	\$4,542,810	8%
Non-Tax Revenue	\$83,450	\$120,698	31%
<b>Total Revenue</b>	<b>\$4,279,842</b>	<b>\$4,663,508</b>	<b>8%</b>
<b>Expenses</b>			
Personnel	\$2,839,076	\$3,281,816	13%
Operating Expenses	\$818,860	\$815,823	-.8%
Capital Expenses	\$167,797	\$107,969	-55%
Collections	\$454,109	\$457,900	1%
Bond Repayment	\$0	\$0	-
<b>Total Expenses</b>	<b>\$4,279,842</b>	<b>\$4,663,508</b>	<b>8%</b>

## 5. INCOME

The 2017 Budget includes \$4,663,508 for budgeted revenues. This amount is based on available information and is subject to change as additional information becomes known.

Tax levy	\$4,345,223
Ag. Replacement	\$1,940
Personal Property Tax Replacement	\$29,979
Tort Tax Levy	\$33,668
Sales Tax Income	\$132,000
Fines and Fees	\$62,500
Meeting Room	\$500
Donations & Memorials	\$3,585
Interest	\$11,780
Capital improvements Interest	\$1,356
Capital projects Interest	\$4,977
Copy/Print	\$11,000
Hillsdale librarian support	\$25,000
<b>Total Revenues</b>	<b>\$4,663,508</b>

The majority of the funds 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 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 at or less than 3% in the last 3 years – including this year. We made the final payment on the bond that built the Cherry Lane library in 2015 and are thus debt-free. With the rebounding and growing economy, we expect to see an increase in the sales tax portion of our income. We anticipate an increase in printing and sales and with increased use and the continued use of a collection agency for unpaid fines, we expect an increase in Fines and Fees. The market performed better this year and the economy continues to rebound so we have budgeted for strong interest performance on our fund balances.

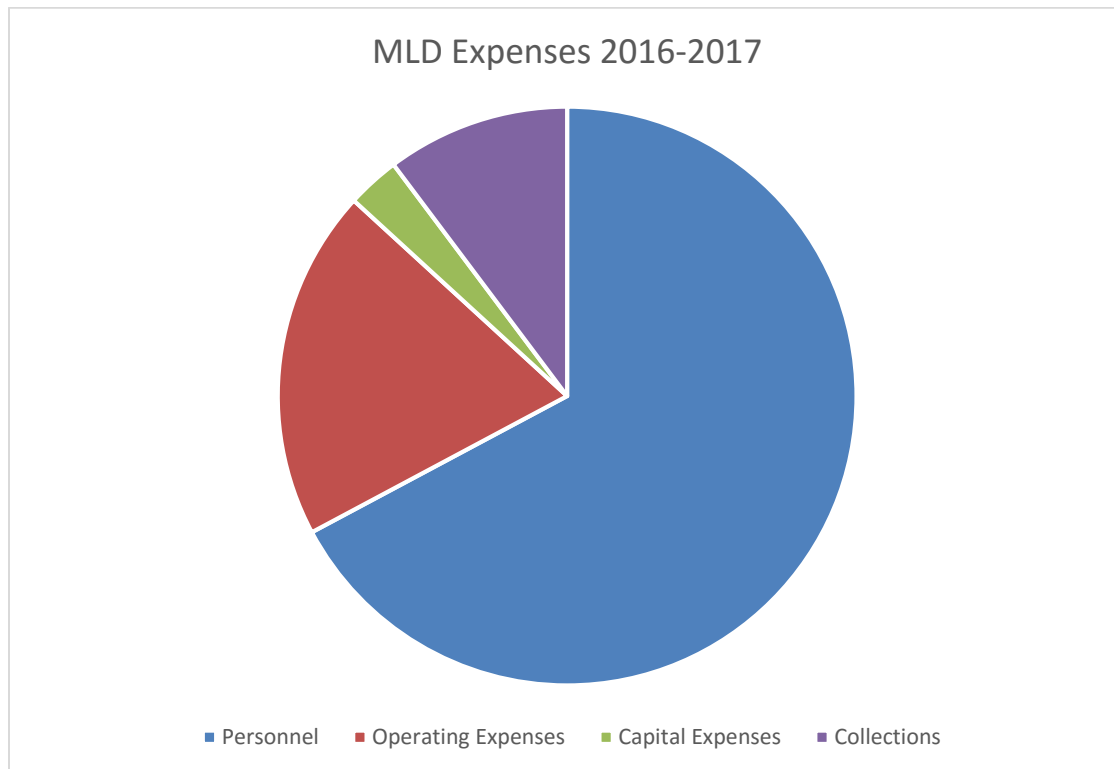
### **Total Levy Rate .000536343**

- M&O .0000532218
- Tort .000004125

## 6. EXPENSES

The General Fund expenditures included in the FY17 budget total \$4,663,508. This budget includes the operational costs for 3 locations and full-service bookmobile services.

	Approved Budget	Amended Budget		Proposed Budget
	2015-2016	2015-2016		2016-2017
<b>EXPENSES</b>				
Personnel	\$2,839,076	\$2,839,076		\$3,281,816
Operating Expenses	\$828,466	\$818,860		\$815,823
Capital Expenses	\$124,591	\$167,797		\$107,969
Collections	\$432,700	\$454,109		\$457,900
Bond	\$ -	\$ -		\$ -
<b>Total Expenses</b>	<b>\$4,224,833</b>	<b>\$4,279,842</b>		<b>\$4,663,508</b>



The following are significant items/issues that are included in the 2017 budget as they relate to General Fund expenditures and the detailed budget for each major category.

## 6.a PERSONNEL

<b>PERSONNEL</b>	<b><u>District</u></b>	<b><u>Cherry Lane</u></b>	<b><u>Branch</u></b>	<b><u>unbound</u></b>	<b><u>Total</u></b>
Salaries	\$763,504	\$1,204,115	305,114	119,822	2,392,555
Termination salaries	\$10,000				\$10,000
Payroll benefits/Payroll tax	\$177,279	\$546,948	112,021	\$43,013	\$879,261
<b>Total Personnel Expenses</b>	<b>\$950,783</b>	<b>\$1,751,063</b>	<b>417,135</b>	<b>162,835</b>	<b>3,281,816</b>

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, an overall increase of 13% from 2015-2016. This budget includes an average 2% merit-based increase for eligible staff and the addition of 1 full-time Page Supervisor position in the Materials Services team, 5 part-time Page positions and 1 part-time IT Technician. We have completed robust and thorough staffing models for our public service 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 we're monitoring the situation closely. Library staff may begin contributing 3% toward health insurance premiums this year should we experience a significant rate increase. 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 attracting and retaining the best customer service staff possible.

<b>Types of Positions</b>	<b>Salaries</b>	<b>% of Total</b>
Administration	\$223,085	9%
Patron Services	\$1,656,935	69%
Support Services	\$512,535	22%

## 6.b CAPITAL

<b>CAPITAL</b>	<b><u>District</u></b>	<b><u>Cherry Lane</u></b>	<b><u>Branch</u></b>	<b><u>unbound</u></b>	<b><u>Total</u></b>
Equipment	\$3,000	\$ -	\$1,000	\$1,000	\$5,000
Furnishings	\$2,000	\$ -	\$1,000	\$1,000	\$4,000
IT Infrastructure -Hardware	\$71,019	\$ -	\$ -	\$ -	\$71,019
IT PCs Printers & Hardware	\$1,156	\$6,531	\$2,438	\$2,375	\$12,500
Major Improvements	\$15,450	\$ -	\$ -	\$ -	\$15,450
<b>Total Capital Expenditures</b>	<b>\$92,625</b>	<b>\$6,531</b>	<b>\$4,438</b>	<b>\$4,375</b>	<b>\$107,969</b>

This budget includes a re-working of the technology categories with a better understanding of the infrastructure needs of the District and the ability to better track expenses across locations moving forward. We continue to complete small facility improvements at Cherry Lane. The result is a 50% decrease from 2015-2016.

## 6.c COLLECTIONS

<b>COLLECTIONS</b>	<b><u>District</u></b>	<b><u>Cherry Lane</u></b>	<b><u>Branch</u></b>	<b><u>unbound</u></b>	<b><u>Total</u></b>
<i>Adult Fiction</i>		\$40,000	\$8,000		\$48,000
<i>Adult Non-Fiction</i>		\$30,000	\$7,000	\$600	\$37,600
<i>Audio</i>		\$20,000	\$1,000		\$21,000
<i>Book Clubs</i>	\$6,000				\$6,000
<i>Bookmobile Materials</i>		\$1,000			\$1,000
<i>Children's Books</i>		\$65,000	\$15,000		\$80,000
<i>Circulating Devices &amp; Kits</i>	\$10,000				\$10,000
<i>DVDs</i>		\$20,000	\$6,000		\$26,000
<i>eContent</i>	\$142,400				\$142,400
<i>Electronic Databases</i>		\$45,000			\$45,000
<i>Music CDs</i>		\$2,000	\$1,000		\$3,000
<i>Periodicals (Magazines &amp; Journals)</i>		\$4,500	\$1,200	\$700	\$6,400
<i>Print Reference (Encyclopedias)</i>		\$3,000	\$1,000		\$4,000
<i>Video Games</i>		\$7,000	\$2,500		\$9,500
<i>Young Adult Books</i>		\$15,000	\$3,000		\$18,000
<b>Total Collections Expenses</b>	<b>\$158,400</b>	<b>\$252,500</b>	<b>\$45,700</b>	<b>\$1,300</b>	<b>\$457,900</b>

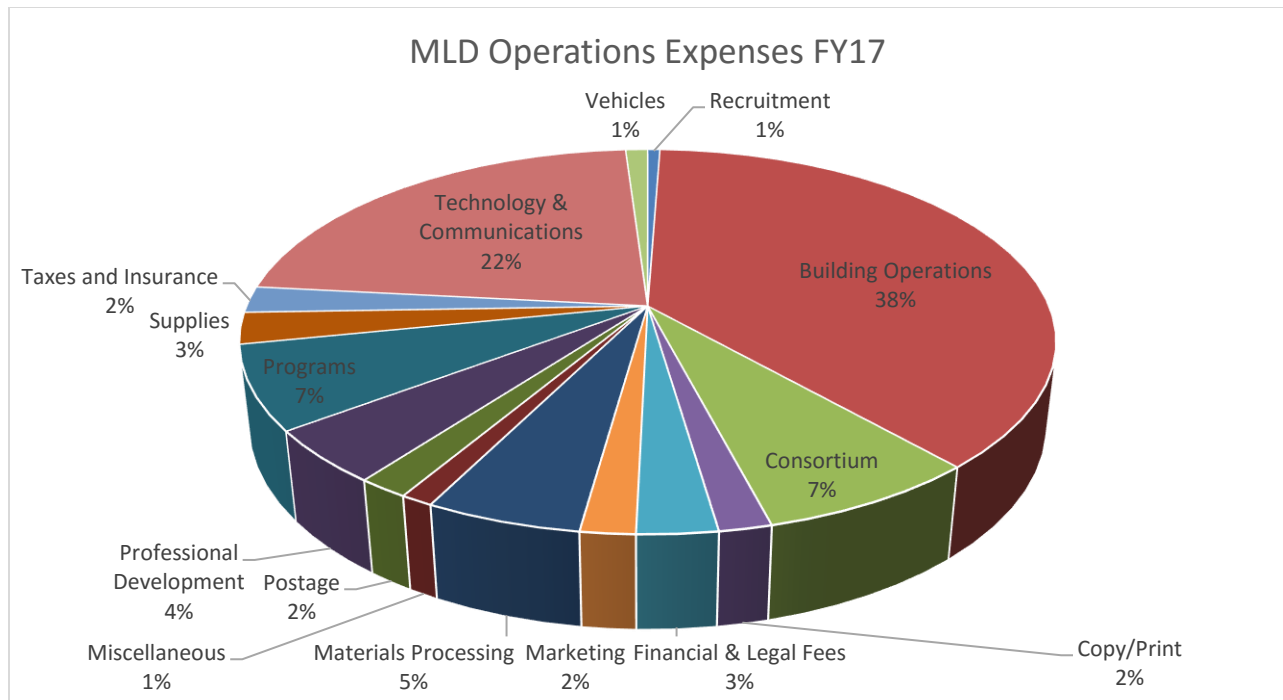
The use of library collections continues to rise with significant growth in digital content and steady growth in youth materials. With the addition of our non-traditional collections; Make It Take It Kits,

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. This budget includes a 1% increase from 2015-2016.

## 6.d OPERATING

<b>OPERATIONS</b>	<b><u>District</u></b>	<b><u>Cherry Lane</u></b>	<b><u>Branch</u></b>	<b><u>unbound</u></b>	<b><u>Total</u></b>
Building Operations	\$81,668	\$105,796	\$107,880	\$13,575	<b>\$308,919</b>
Consortium (LYNX Libraries)	\$60,982	\$ -	\$ -	\$ -	<b>\$60,982</b>
Copy/Print	\$ -	\$11,600	\$ -	\$2,800	<b>\$14,400</b>
Financial & Legal Fees	\$22,000	\$ -	\$ -	\$ -	<b>\$22,000</b>
Marketing	\$15,000	\$ -	\$ -	\$ -	<b>\$15,000</b>
Materials Processing	\$42,700	\$ -	\$ -	\$ -	<b>\$42,700</b>
Miscellaneous	\$6,000	\$ -	\$2,500	\$500	<b>\$9,000</b>
Postage	\$14,000	\$ -	\$ -	\$ -	<b>\$14,000</b>
Professional Development	\$36,657	\$ -	\$ -	\$ -	<b>\$36,657</b>
Programs	\$10,000	\$33,500	\$11,000	\$3,000	<b>\$57,500</b>
Recruitment	\$4,700	\$ -	\$ -	\$ -	<b>\$4,700</b>
Supplies	\$21,638	\$ -	\$ -	\$ -	<b>\$21,638</b>
Taxes and Insurance	\$18,000	\$ -	\$ -	\$ -	<b>\$18,000</b>
Technology & Communications	\$170,827	\$5,500	\$3,100	\$2,400	<b>\$181,827</b>
Vehicles	\$ -	\$8,500	\$ -	\$ -	<b>\$8,500</b>
<b>Total Operating Expenses</b>	<b>\$504,172</b>	<b>\$164,896</b>	<b>\$124,480</b>	<b>\$22,275</b>	<b>\$815,823</b>





This budget includes the funds to maintain our existing facilities, and vehicles and supports an increase in library programs. It reflects a slight decrease from 2015-2016 (less than 1%).

## 6.c 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. A measure will appear on the November 8, 2016 General Election ballot asking citizens to authorize a \$12 million bond to fund the construction of 2 branch libraries.

Bond Repayment	2015-2016	2016-2017
	\$0	\$ 0

## 7. 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 that includes the proposed 2 branch libraries in North and South Meridian this fall.

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](mailto:director@mld.org)



### **LEGAL NOTICE**

PURSUANT TO IDAHO CODE 33-2725, PUBLIC HEARING for the approval of the annual operating budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017 for the MERIDIAN LIBRARY DISTRICT will be held Wednesday, August 17, 2016 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:

#### 2016-2017 Proposed Annual Operating Budget

##### Revenue

Property & Sales Tax \$4,542,810

Non-Tax Revenue \$120,698

Total Revenue \$4,663,508

##### Expenses

Personnel \$3,281,816

Operating \$815,823

Capital \$107,969

Collections \$457,900

Total Expenses \$4,663,508

Any person needing special accommodations to participate in the above noticed meeting should contact Meridian Library five (5) days prior to the meeting at (208) 888-4451.

/S/Gretchen Caserotti, Clerk of the District

*Published in the Idaho Statesman August 12<sup>th</sup>, 2016*