



2017-2018 Annual Budget

MERIDIAN LIBRARY DISTRICT

www.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



2017-2018 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 16, 2017

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

Travis Porter, Branch Manager

Cheri Rendler, Materials Manager
Cheryl Richards, HR Generalist
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>Significant Accomplishments</u>	8
<u>Financial Policy</u>	9
<u>Budget Message</u>	13
<u>Budget Summary</u>	15
<u>Revenue</u>	16
<u>Expenses</u>	17
<u>Personnel</u>	18
<u>Capital</u>	20
<u>Collections</u>	20
<u>Operating</u>	22
<u>Thank You</u>	24
<u>Legal Notice</u>	25

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 2017-2018 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, 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.

Sincerely,

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 2015 were 90,739, making Meridian the third largest city in Idaho. The median age is 34.6. Median income is \$54,746. Population over 25 with a high school diploma or higher is 94.7% and with a Bachelor's degree or higher is 33.3%. Unemployment is at 3.8%. Median home price is \$244,900. Gross rent is \$1,003. 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 93 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, 90 employees, more than 50 programs a week, and over 425,000 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 - .41 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*

2016 Statistics:

Service population **89,984** residents

52,439 library card holders (58% of total population holds a library card)

Total Items in Collection **193,811**

425,604 visits to MLD libraries

51,905 reference questions answered

83,548 internet sessions on public computers

Total Program Attendance **94,499**

Children 70,598

Teen 12,351

Adults 11,550

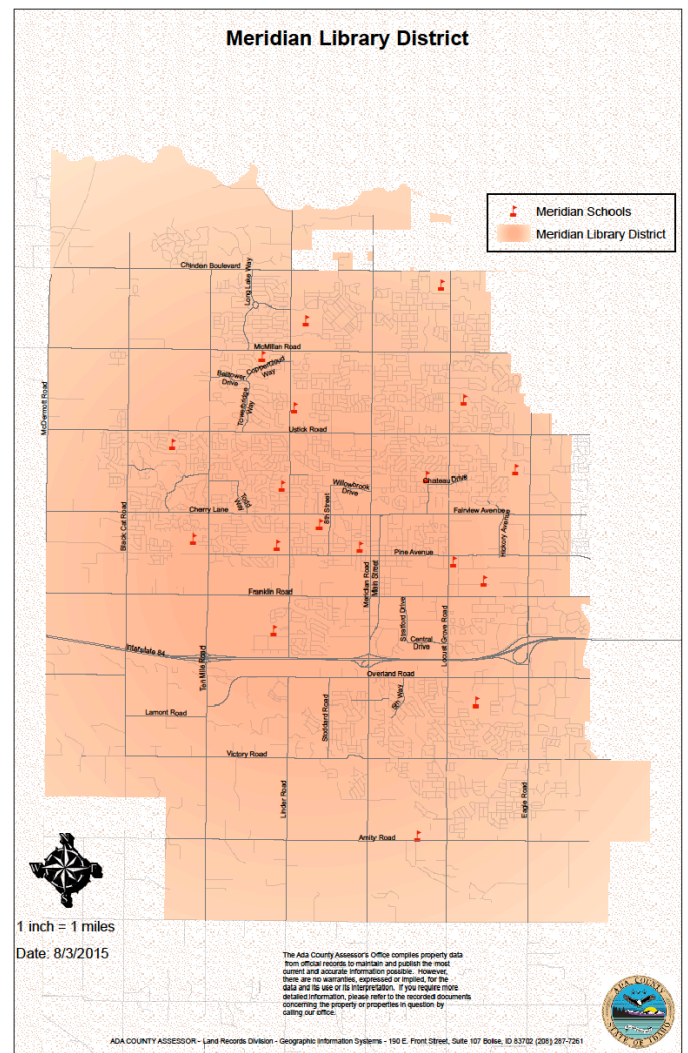
Total Number of library Programs Offered **2,819**

Total Circulation **1,288,257**

Children & Teen 674,980

Adult 487,867

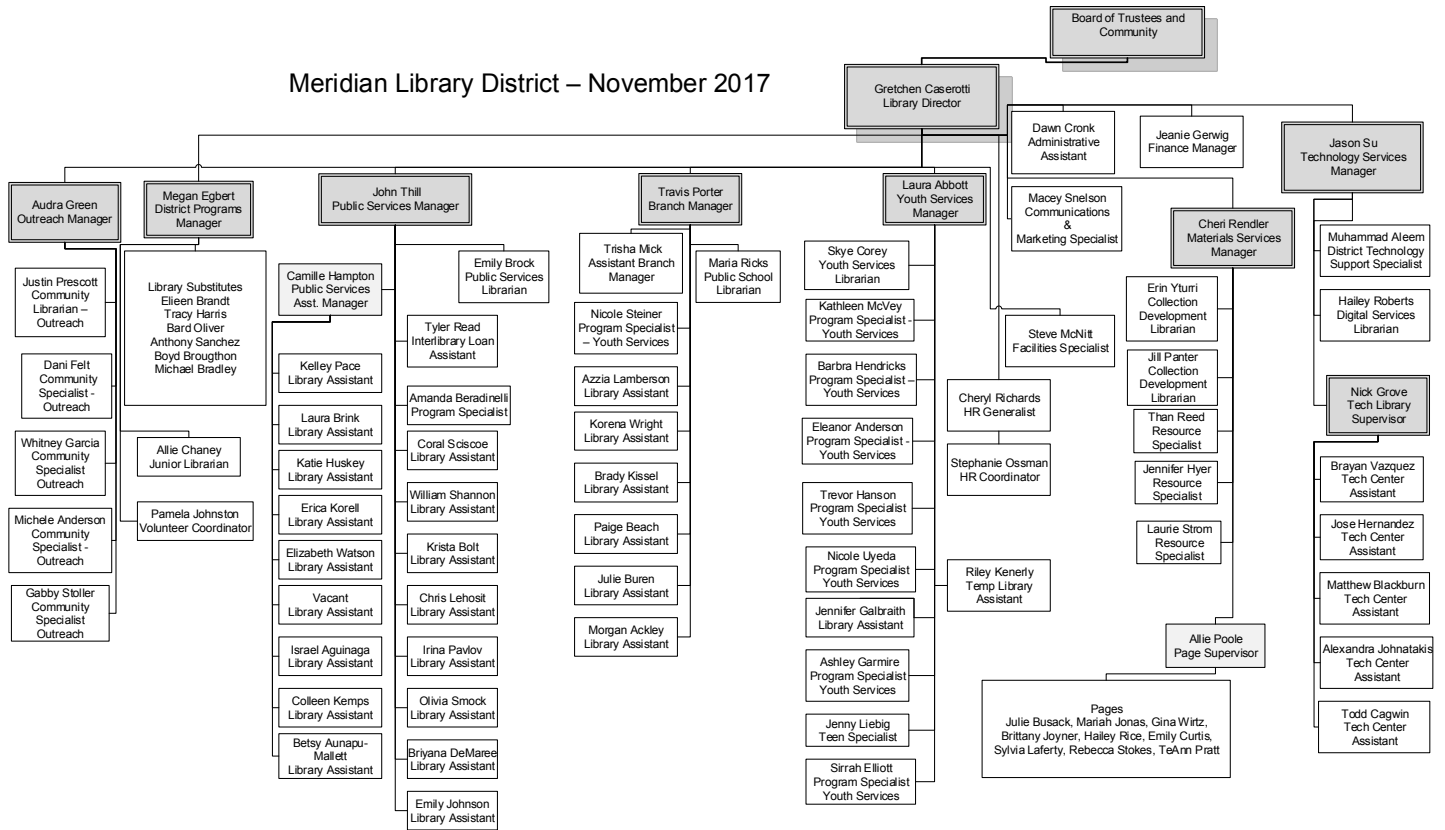
Electronic 125,410



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

ORGANIZATION CHART

Meridian Library District – November 2017



STRATEGIC PLAN

GOAL 1: Maintain vibrant collections and resources built around the educational, recreational, and cultural needs of library district patrons.

GOAL 2: Create connections in the community with a focus on decreasing barriers to access and increasing inclusion through our services and programs.

GOAL 3: Offer physical spaces that are welcoming, set the tone for excellence, and meet the diverse needs of Meridian. Our amazing staff are the heart of the library and exemplify the value of MLD.

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.

GOAL 5: Provide technology that supports the needs and interests of staff and patrons.

GOAL 6: Strive to be responsible stewards of our financial resources.



Meridian Library District staff, Staff Day 2016

SIGNIFICANT ACCOMPLISHMENTS

The library was named a Small Business of the Year by the Meridian Chamber of Commerce in 2016. **Justin Prescott**, Community Librarian, received his Master's in Library Science from the University of Texas. **Jennifer Liebig**, Teen Specialist, was appointed to the LiLAC Leadership Advisory Committee by State Librarian, Ann Joslin. **Skye Corey**, Youth Services Librarian, was appointed to the American Library Association's division for service to children (ALSC) Notable Children's Books Committee. **Barbara Hendricks**, Program Specialist – Youth Services, completed her Library Support Staff Certification Program. **Travis Porter**, Silverstone Branch Manager, graduated the Meridian Chamber of Commerce's Leadership Meridian program. **Macey Snelson**, Communications and Marketing Specialist, was accepted and graduated in the first one year Leadership Meridian Class. Macey was appointed to the Planning Committee for the next Leadership class. **Laura Abbott**, Youth Services Manager, was accepted to the Meridian Chamber of Commerce's Leadership Meridian program. **Nick Grove**, Tech Library Supervisor, was elected as the President of the Meridian Downtown Business Association. **Alex Johnatakis**, Tech Library Assistant, was invited to join the Idaho Virtual Reality Council in Boise. **Megan Egbert**, District Programs Manager, served as the Chair of the Managing Children's Services Committee for the Association of Library Services to Children (ALSC). **Amanda Berardinelli**, Program Specialist – Public Services, was awarded the Paraprofessional of the Year Award by the Idaho Library Association.

The staff at Meridian Library are highly respected in the field, both in the state of Idaho and nationally, 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 with 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 and oversees compliance with legal requirements.

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 Improvement Fund, Capital Projects Fund or Trust Funds. Trust Funds include expenses and revenues 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. 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 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 30th 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 an unaudited 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.

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 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. 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 counted and reconciled to cash register receipts. The daily reconciliation form is completed. Monies are 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 are emptied and filled periodically during the month. The money is recorded on a daily cash receipt form. The money is placed in a bag and locked in a secure place. Cash payments received through self-pay 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 form by the Administrative Assistant. The checks are stored in a locked secure location. The Public Services Assistant Manager prepares the deposits and completes a Deposits to Bank form. The deposits are taken to the bank by the Public Services Assistant Manager.

Monthly, the Finance Manager verifies that the daily cash register receipts, the self-pay 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, reviewed by the Library Director, and forwarded to the Finance Manager. The Library bank accounts are reconciled monthly by the Finance Manager.

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 card statements are received by the Administrative Assistant and forwarded to the staff member responsible for the credit card and charge receipts.

Staff members responsible for credit cards maintain and reconcile receipts to the credit card statement. 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.

In developing the 2017-2018 budget, several key factors played a role in the budget development and were incorporated into the budget. The winter of 2016-2017 saw significant increases in winter services costs to keep the parking lots and sidewalks snow and ice free. Considerations for a similar winter for 2017-2018 led to an increase in the Facility portion of the budget. As the building at Cherry Lane continues to age, we are seeing increased repair costs. Those costs were considered and incorporated into the Facility budget. We are happy to report that we are seeing an increase in volunteers. To foster those relationships and channel the skills volunteers bring to the Meridian Library District, a Volunteer Coordinator position was added to the 2017-2018 Personnel budget line. The costs for benefits provided for our employees are continuing to be a challenge. A 15% increase in medical benefits were included in the budget as well as slight increases in dental and vision benefits. A proposed PERSI increase in July of 2018 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. The Information Technology lines were increased to anticipated replacement costs for public computers as well as for staff computers. A new 5-year strategic plan was developed during fiscal year 2016-2017 and will be effective October 1, 2017. Strategic planning budget

lines were incorporated into the overall budget for collections, facilities, marketing, and programming to support the success of the strategic goals.

The library's budget is also made available using an interactive online platform called Balancing Act (<http://meridianlibrary-id.abalancingact.com/>). 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.

2017-2018 Budget Development Calendar

April 2017

- Ada County Clerk's office notified of public hearing date for next fiscal year budget

May 2017

- Send fiscal year budget worksheets to managers to complete expense estimates (includes technology, professional development and facility requests)
- Personnel – Managers review staffing models with Director and identify staffing changes
- Director and Finance Manager attend Budget/Levy Training provided by county
- Director and Finance Manager meet with managers to assist in budget planning
- Budget development worksheets received from managers

June 2017

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

July 2017

- 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

August 2017

- L2 estimate of property tax revenue made for next fiscal year budget
- Special meeting with board to review budget draft and approve for publication
- Public hearing notice published in Idaho Statesman
- Special Meeting -Public budget hearing held 08/16/17 prior to regular board meeting – presentation of Fiscal Year 2017-2018 budget
- Approval of FY 2017-2018 Budget –Regular board meeting 08/16/17
- L2 filed

September 2017

- Communicate to managers the approved 2017-18 budget

October 2017

- 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

Meridian Library District Fiscal Year 2017-2018 Budget

	Approved Budget 2016-2017	Approved Budget 2017-2018
Revenue		
Property & Sales Tax	\$4,542,810	\$4,926,758
Non-Tax Revenue	120,698	150,450
Total Revenue	\$4,663,508	\$5,077,208
Expenses		
Personnel	\$3,281,816	\$3,485,393
Operating Expenses	815,823	1,040,415
Capital Expenses	107,969	63,100
Collections	457,900	488,300
Total Expenses	\$4,663,508	\$5,077,208

REVENUE

The revenues included in the 2018 Budget total \$5,077,208. This amount is based on available information and is subject to change as additional information becomes known.

REVENUE	Approved Budget 2017-2018
Tax levy	\$4,716,171
Ag. Replacement	1,940
Personal Property Tax Replacement	29,979
Tort Tax Levy	33,668
Sales Tax Income	145,000
Fines and Fees	50,000
Meeting Room	1,500
Donations & Memorials	4,000
Grants and Sponsorships	30,300
Interest	14,000
Capital Improvements/Repair Interest	9,300
Copy/Print	15,000
Hillsdale librarian support	26,350
Total Revenue	\$5,077,208

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. The market performed better this year and the economy continues to rebound, so we have budgeted for strong interest performance.

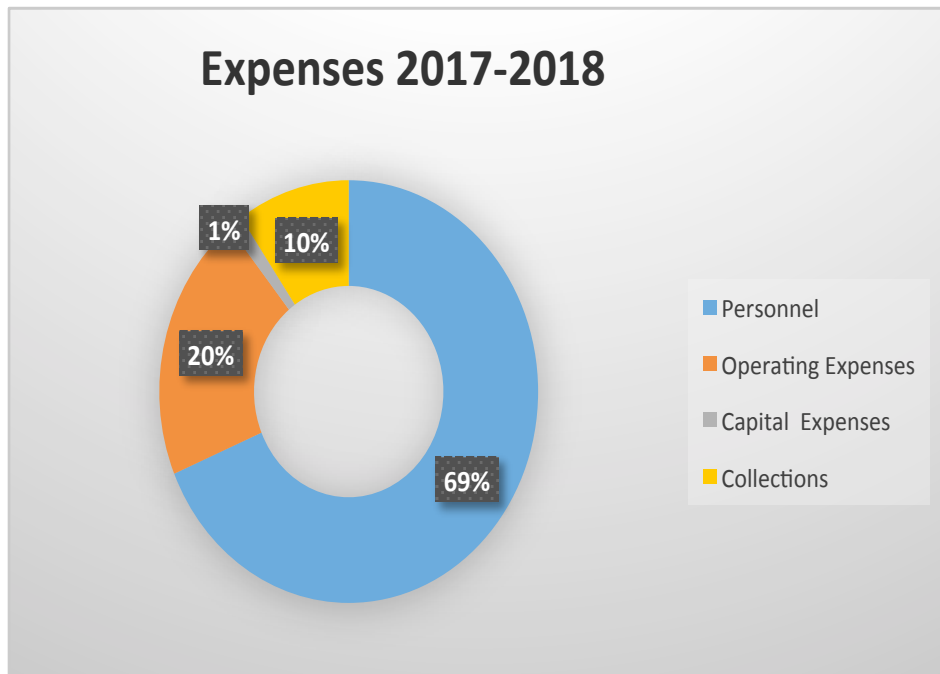
Total Levy Rate .000525937

- M&O .000522209
- Tort .000003728

EXPENSES

The expenses included in the FY18 budget total \$5,077,208. This budget includes the operational costs for 3 locations and full-service bookmobile services.

	Approved Budget 2017-2018
EXPENSES	
Personnel	\$3,485,393
Operating Expenses	1,040,415
Capital Expenses	63,100
Collections	488,300
Total Expenses	<u>\$5,077,208</u>



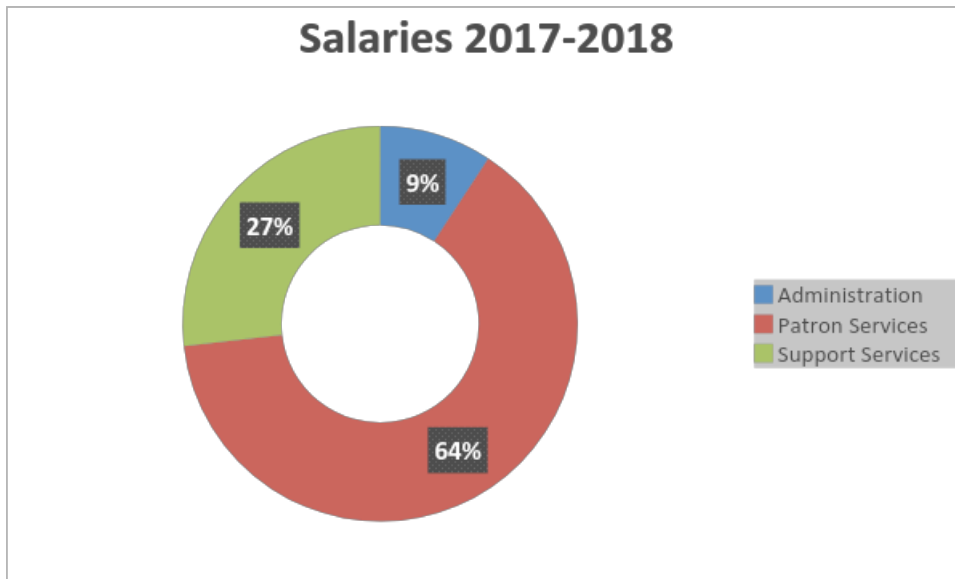
The following are significant items/issues that are included in the 2018 budget as they relate to General Fund expenditures and the detailed budget for each major category:

PERSONNEL	<u>District</u>	<u>Annex</u>	<u>Cherry Lane</u>	<u>Silverstone</u>	<u>unBound</u>	<u>Total</u>
Salaries		\$ 499,817	\$ 1,646,687	\$ 322,300	\$ 141,400	\$ 2,610,204
Termination salaries	15,000					15,000
Payroll benefits/Payroll tax	2,625	190,222	508,752	110,852	47,738	860,189
Total Personnel Expenses	\$ 17,625	\$ 690,039	\$ 2,155,439	\$ 433,152	\$ 189,138	\$ 3,485,393

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 4% merit-based increase for eligible staff and the addition of 1 full-time Volunteer Coordinator position. Considerations in establishing the proposed merit increase include COLA and market analysis of projected salary increases. 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. 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.

Types of Positions	FTE	% of Total
Administration	5.3	8%
Direct Patron Services	45.9	67%
Support Services	17.7	25%
Total	68.90	100%

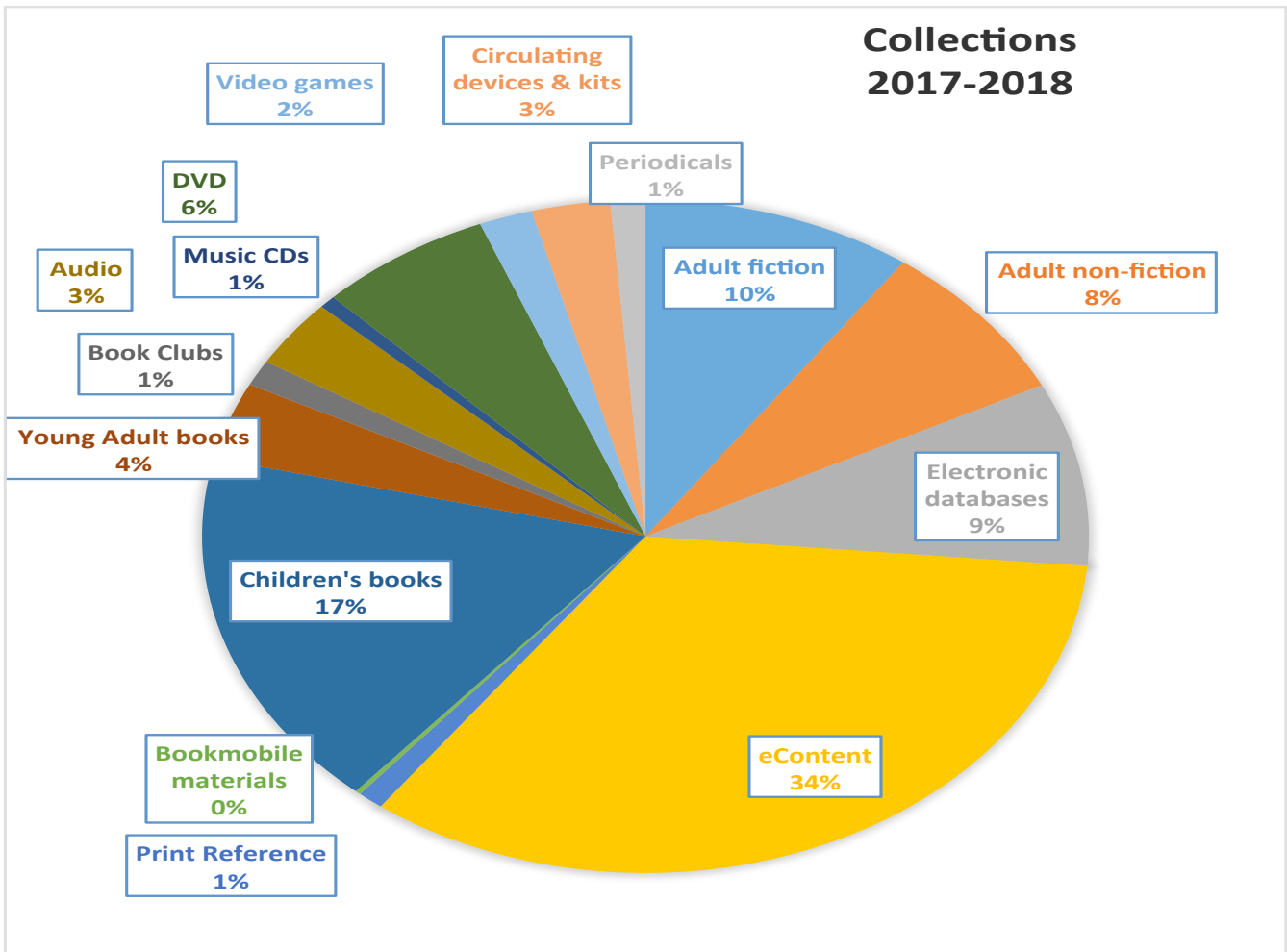
Types of Positions	Salaries	% of Total
Administration	\$240,963	9%
Direct Patron Services	\$1,669,849	64%
Support Services	\$699,392	27%
Total	\$2,610,204	100%



CAPITAL	District	Cherry Lane	unBound	Total
Equipment and Furnishings		\$ 9,000		\$ 9,000
IT Infrastructure -Hardware	21,100			21,100
IT PCs Printers & Hardware	14,500		10,000	24,500
Major Improvements		8,500		8,500
Total Capital Expenditures	\$ 35,600	\$ 17,500	\$ 10,000	\$ 63,100

A change in capitalization policy in 2016 set the capitalization threshold at \$1,000. Most purchases during the 2016-17 budget year fell under the capitalization threshold. The 2017-18 budget reflects a shift in budgeting less in the capital budget lines and more in operating expense budget lines as a result of the policy change. The prior year budget also had a one-time technology purchase of wireless filtering hardware & software included that is not included in FY18's budget. A combination of those two factors resulted in a reduced Capital budget in the current year.

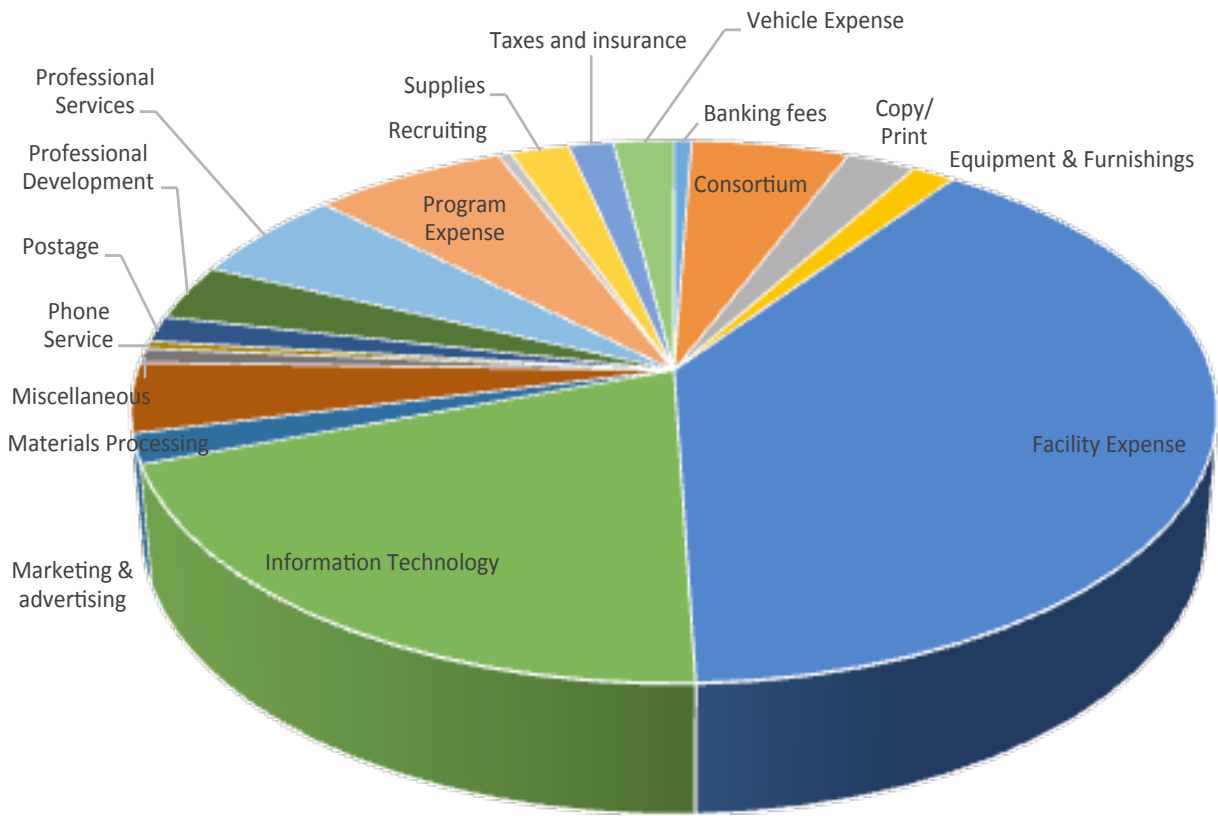
COLLECTIONS	District	Cherry Lane	Silverstone	unBound	Total
Adult Fiction		\$40,000	\$ 8,000	\$200	\$48,200
Adult Non-Fiction		30,000	7,000	700	37,700
Audio		15,000	1,000		16,000
Book Clubs	6,000				6,000
Bookmobile Materials		1,000			1,000
Children's Books	2,500	67,000	15,000	400	84,900
Circulating Devices & Kits	14,000				14,000
DVDs		25,000	6,000		31,000
eContent	165,000				165,000
Electronic Databases	43,000				43,000
Music CDs		2,000	1,000		3,000
Periodicals (Magazines & Journals)		4,500	1,200	500	6,200
Print Reference (Encyclopedias)		3,600	1,000		4,600
Video Games		7,000	2,500		9,500
Young Adult Books		15,000	3,000	200	18,200
Total Collections Expenses	\$ 230,500	\$ 210,100	\$ 45,700	\$ 2,000	\$ 488,300



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.

OPERATING EXPENSES	Annex	Cherry Lane	District	Silverstone	unBound	Total
Banking Fees			\$ 6,300			\$ 6,300
Consortium			56,700			56,700
Copy/Print	3,000	10,000		3,000	8,950	24,950
Equipment & Furnishings	1,000	10,570		2,000	2,000	15,570
Facility Expenses	3,400	209,615	47,668	136,480	13,820	410,983
Information Technology	1,000	47,770	132,309	15,216	12,384	208,679
Marketing & Advertising			18,500			18,500
Materials Processing			43,350			43,350
Miscellaneous	200	3,400	2,400	2,500	500	9,000
Phone Service	600	2,400		800	900	4,700
Postage			16,000			16,000
Professional Development			34,703			34,703
Professional Services			57,500			57,500
Program Expenses		35,480	20,200	11,200	3,000	69,880
Recruiting			4,700			4,700
Supplies	1,000	16,000		1,500	2,500	21,000
Taxes and Insurance			16,200			16,200
Vehicle Expenses		19,700		2,000		21,700
Total Operating Expenses	\$ 10,200	\$ 354,935	\$ 456,530	\$ 174,696	\$ 44,054	\$ 1,040,415

Operating Expenses 2017-2018



This budget includes the funds to maintain our existing facilities and vehicles and supports library programs. It reflects an increase of about 28% from the prior year and expenses balanced with increased revenue in many areas. The increase is due to budgeting for increased building repairs and increased building maintenance for winter services. Also included are consulting services for a sidewalk study to ascertain traffic patterns to create a safer environment for our patrons, which will aid a future renovation plan. Increases in non-capital Information Technology purchases of staff and patron computers, and increases for non-capital equipment and furnishings in need of replacement are also included in this budget. 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 a slight decrease in those costs.

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

PURSUANT TO IDAHO CODE 33-2725, PUBLIC HEARING for the approval of the annual operating budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018 for the MERIDIAN LIBRARY DISTRICT will be held Wednesday, August 16, 2017 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 Proposed Annual Operating Budget

Revenue

Property & Sales Tax	\$	4,926,758
Non-Tax Revenue	\$	<u>150,450</u>
Total Revenue	\$	5,077,208

Expenses

Personnel	\$	3,485,393
Operating	\$	1,040,415
Capital	\$	63,100
Collections	\$	<u>488,300</u>
Total Expenses	\$	5,077,208

General Fund (Contingency Reserve)	\$	2,500,000
Capital Assets Repair and Replacement Fund	\$	<u>2,710,000</u>
Total Carry Over Fund Balance	\$	<u><u>5,210,000</u></u>

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 and one technology branch. Outreach services are provided with two bookmobiles. Locations are open 7 days a week.

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

Published in the Idaho Statesman 8/12/17