Leadership

Strategic Objective- Goal 5: Develop and Maintain MLD’s Strong Organizational Culture

We started out the month hosting staff town halls for staff across the district to come together, reconnect, and ask questions of the Director and Assistant Director. This was the first installment of an ongoing communication plan to elicit consistent conversations between administration and front line staff. Questions from staff included programming logistics, plans for organization design and committee structures, marketing and branding, and professional development opportunities.

Nick and I hosted a leadership planning session in January, the second installment of the ongoing communication plan mentioned above. This session was held offsite and included members from the district admin team and public facing supervisors team. The goals of this session was to create connection and trust between members and create a shared set of expectations for the continued development of the leadership team and library as a whole.

Public Services

January I spent continuing to connect with the front line staff at the branches, understanding their concerns and areas for improvement, and how to best connect staff together across the district.

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

Goal 1: Expand Sustainable and Inclusive Spaces for a Growing Community
- **Teen Night:** YS Associate Librarian coordinated this after-hours event where each date has a theme and takes place every other month. At the first event, 20 teens spent time at the library after closing enjoying pizza and completing Nerf Olympics challenges.

Goal 2: Undertake a Community-Wide Initiative to Improve Early Literacy
- **Stuffed Animal Sleepover:** Twenty-two participants attended a Cozy Critters Stuffed Animal Sleepover, hosted by the YS Department’s mascot Rascal. When the children dropped off their critters they received a name tag to practice writing their friend’s name and stayed to enjoy Pajama Storytime. When they picked up their critters the following day, they received a photo storybook detailing the overnight adventures.
- **School Tour:** Preschool Academy visited the library for a behind-the-scenes tour of the bookmobile and sorter machine, along with a special dog-themed storytime and art activity.

Goal 3: Pinpoint Priorities to Address the Most Critical Service Needs in Meridian
- **Spotlight on 3D Printing at unBound:** This month the glass case at Cherry Lane featured a 3D printing display with information about unBound services.

Goal 4: Deepen Awareness of the Breadth and Relevance of Library Services
- **Pajama Storytime Special Presenters:** Pajama Storytime hosted two community presenters: Idaho Armored Combat Knights and Red Nose Reader. The knights demonstrated how to put armor on and allowed the children to explore blunted weapons and shields and take pictures with them.
- **Pokemon Success:** We started a new Pokemon Club. 55 people attended the first meeting.

Statistics

Check-outs: 7,283
Check-ins: 64,962
Renewals: 24,585
Reference Questions: 3,041
Large Conference Room Reservations: 0
Small Conference Room Reservations: 6

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Professional Development

- Two staff attended maintenance and operational training for the sorter.
- One staff member attended ALA webinar “Dealing with Challenges, Misinformation, and Disinformation about Resources for Children and Young Adults” and shared best practices.
- One staff member served on the School Library Journal’s Heavy Medal Award Committee along with 16 other librarians from across the country. They read and critique Newbery award-eligible titles, network with librarians, and predict winners for the award.
- Two staff members participated in the ICFL workshop training on Building Equity-Based Summers so that the annual Summer Reading Program is designed with inclusivity in mind.
- One staff member developed storytime presentation skills by substituting for a Spanish/English storytime program.
- Several staff were trained to provide backup coverage at Tiny Library.

Stories

- **Legal Database Help:** “Sandra came in to print some legal forms. I showed her how to access Gale Legal forms on our online resources page. I helped her obtain a library card to use the site and I told her about the library services available to her. Sandra was then able to access the legal documents she needed. Sandra thanked me for helping her and said she was excited about returning to the library to check out some books. This interaction reminded me that we play an important role in meeting the needs of our community in countless ways.” - IS Library Assistant

- **Igniting Curiosity:** “A young boy named Zach approached the 3D printer to ask how it worked. I answered his questions and started a new print. I explained the parts of the machine and when I couldn’t recall a name, he said they were conveyor belts, and explained that he loves all things mechanical. He breaks machines apart and rebuilds new things with the pieces, like a robot with wings from a plane. He asked more questions and by observing the machine came to many of the answers himself as he figured out how it worked. I told Zach and his mom all about unBound and the technology they have there. I gave him a 3D-printed robot and showed them other examples of what is possible to create. He thought the dragon in our display case was so cool! They said they were going to have to go check it out; he was excited to learn more and print. Thanks to the library, this smart kid’s spark of creativity and learning was further nurtured.” - IS Library Assistant

Volunteer

- **Bob Brady**, a long-time volunteer, was Meridian Library District’s longest-serving volunteer, volunteering for more than 10 years with thousands of volunteer hours. Bob will be dearly missed.
Statistics

Patron Computer and Network Use Report

<table>
<thead>
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<th>Total Unique Users</th>
<th>Total Sessions Authenticated</th>
<th>Avg. User Time</th>
<th>Wireless Users</th>
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<tr>
<td>1,798 (+217)</td>
<td>2,666 (+369)</td>
<td>83 min (+9)</td>
<td>1,758 (+145)</td>
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Circulation

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<th>January 2023</th>
<th>Cherry</th>
<th>MSIL</th>
<th>Outreach</th>
<th>Tiny</th>
<th>unBound</th>
<th>Home Delivery</th>
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<tbody>
<tr>
<td>Checkouts</td>
<td>70,283</td>
<td>14,962</td>
<td>1,654</td>
<td>661</td>
<td>148</td>
<td>4667</td>
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<td>Check Ins</td>
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<td>361</td>
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<tr>
<td>Renewals</td>
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<td>5,366</td>
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<td>Holds Resolved</td>
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<td>Patron Reg.</td>
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</table>

Digital
- Overdrive: 597 new users, 5,615 unique users, 13,077 eBook checkouts, 14,063 audiobook checkouts, 1,307 magazine checkouts (28,447 total checkouts)
- Kanopy: 1,261 visitors, 57 new users, 291 video plays, 6,776 minutes

Collections
- 3,770 new items were added to the collection and 1,789 were weeded from collection
- 166 purchase requests from patrons

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General Update
Both Cherry Lane and Orchard Park branches are running on full fiber connections.
● Our current provider is in the process of retiring their wireless fiber infrastructure and moving us to wired fiber at their expense.
● The unBound branch is in the final phases of approval with ACHD and construction.
● Expect fiber to be lit up by the end of February.
  ○ The only exception to this upgrade is the Silverstone branch, which will continue to be wireless until we figure out building plans for the South Branch.
● We currently have an open eRate bid for Category 1 internet service.
  ○ The previous contract didn't have an option to move to a 1Gbps connection rate. This bid is designed to remedy that.
  ○ Once the bidding window is closed, and if our current provider wins the bid, we will immediately upgrade all locations to 1Gbps (currently at 400Mbps and 500Mbps) and absorb the cost difference until July 1, 2023, the start of the new eRate year.

Personnel
The Material Services team should be recognized for their hard work preparing for the Orchard Park branch. In addition to their current duties, they have been working hard to prepare thousands of new materials. Their hard work and dedication will help us be ready when we open the doors to the new MLD branch this year.
Finance Report – February 2023
To: Nick Grove, Library Director
From: Ema B., Accounting & Finance Manager
Date: February 10, 2023

FY23
FY23 Q1 financials are completed and included in this month’s meeting packet. Detailed budget to actual reports will be sent out to location managers, the admin team, and staff with budgetary responsibilities. There are some small adjustments we need to make to the monthly board reports to ensure that all expenditure transactions are being captured for board approval. Currently, items paid electronically aren’t being captured on the board financials. These items are benefits, utility payments and a few ad hoc items. I will be working on this over the next month.

January 2023
1099’s were completed in January and filed with the appropriate agencies. Employee W2’s were generated and distributed by Paylocity. An error by Paylocity has required 50 of our employees to receive corrected W2’s. HR has been communicating with the affected employees.

During benefit renewals in December MLD changed HRA providers from WEX to HRA VEBA. With the new VEBA account our employee’s cash balances will no longer be housed by MLD. Rather, the balances are now housed by our new provider - HRA VEBA. Employee HRA balances and cash have been reported and transferred to VEBA. It would be appropriate to close the bank account that had housed the balances at MLD and is on the agenda for formal board approval.

FY22 Audit
The FY22 audit has begun to amp up again. Final field work is scheduled to be completed next week.
Construction Updates

● District occupancy is projected for February 2023
  ○ Still waiting for the remaining doors and windows to be installed
  ○ Have some outstanding questions to the city
● Internet service is in place and the sorter machine is fully operational
● The first of three furniture vendors has delivered and installed furnishings
● The fire suppression system work is complete
● Room signage, including pictograms, for added accessibility in the public areas of the library is finalized.
● Equipment for the Sensory Room including a calming projector, LED curtains, and a bubble wall has been ordered
● The interactive activity panels that will mount in the Children’s Activity room are on order (examples below)

Staffing

● The branch will hire seven Library Assistants (two full-time, one 29-hour, and four 19-hour) and three 19-hour page positions.
● Positions filled:
  ○ Branch Manager
  ○ Community Librarian
  ○ Associate Librarian

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Construction Photos

Room signage with iconography

Sensory room with crash pads installed

Furniture installation in the staff area (left) and service counter with height-adjustable desks (right)

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Strategic Updates

Goal 3: Pinpoint Priorities to Address the Most Critical Service Needs in Meridian

- Home Delivery (HD) Survey: Evaluation is an important part of assessing library services; the HD team conducted a user survey from August 2022 to December 2022 and had 146 responses.

Key results:
- The majority (37.7%) of HD survey respondents are, ages 30-49, followed by those 65+ at 24.7%.
- 87.7% of requests are for adult books.
- 73.3% of respondents indicated home delivery saves them time.
- 61.6% of respondents use home delivery more than once per month.
- 46.6% of respondents indicated their favorite feature is convenience, followed by the ability to request specific things to be delivered (19.2%).

Survey comments:
"I am grateful and thankful for the service. It was tremendously helpful during the time that we could not browse and is still helpful today! I love the library--the employees are always willing to help and it is an incredible asset to our community."

"Thank you for continuing the service despite everything being open and running normally. Home delivery service helps me to keep in touch with books and videos as I am immunocompromised. Thanks again."

"Amazing service! My 2 year old son loves going through his bag of books when delivered. It provides us with a great variety and amazing convenience. I just had a new baby and home delivery has been so helpful during the last weeks of pregnancy and the last few days with a newborn. It is sometimes a challenge to go to the library with a toddler and pregnant or with a newborn. Thank you so much for your service!!"

Monthly board reports cover the month prior to the meeting (i.e., the March report is for Feb. 1-28).
"I didn't know this service was available, I'm so glad my husband went into the library to get a new card and was told about it by a nice person who worked there. We will utilize the library and its wonderful resources much more often with the home delivery service."

"I LOVE home delivery (and the library in general). My friends who live in other cities can't believe I get books delivered to my door and they are envious. Such good service. I really have no complaints. I'm also amazed at how good the collection is. I can find most of the books I want to read at the library. And I have some esoteric tastes in reading material. Thank you for being such a great library with such great service."

"I work weird hours, this service helps me keep up on books and movies I would probably do without otherwise, thank you!"

**Goal 4: Deepen Awareness of the Breadth and Relevance of Library Services**

- **Outreach/Hunter Elementary STEM Night:** We engaged with over 150 families who interacted with fossils and gemstones, tried to build the sturdiest structures with our *survive the quake* game, and explored with anatomically correct heart and brain models. We also promoted our winter reading program and garnered a ton of interest with Steelhead tickets for prizes.

- **ELSA/Winter Reading Program:** The youth services associate librarian worked with the Idaho Steelheads Hockey organization to kick off the Winter Reading program. Patrons ages 0-18 can earn prizes for the amount of time they read. Once they've read 1,000 minutes they will receive a free ticket to a March Idaho Steelheads game and caregivers are offered tickets at a discounted price. Members of the Idaho Steelheads joined us for the kickoff party, where nearly 200 attendees could sign up for the program and meet the players. The program runs January 8-March 10. We currently have 300 participants.

**Statistics**

- **Home Delivery January 2023:** The amount of *unique patrons* increased by 4.8% and the amount of *unique addresses* increased by 7% this month. The percentage of *new and returning inactive users* increased by 26%.

  Items Delivered: 3037
  Items Returns: 1941
  New users: 74
  Percent of total patron base: 14.68%
Programs statistics
Programs: 102
Attendance: 3,695

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<tr>
<th>Primary Audience</th>
<th>Program Attendance</th>
<th>Number of Programs</th>
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</thead>
<tbody>
<tr>
<td>1. Early Learning (0-5)</td>
<td>2,238</td>
<td>54</td>
</tr>
<tr>
<td>2. School Aged (6-11)</td>
<td>684</td>
<td>21</td>
</tr>
<tr>
<td>3. Adults (19+)</td>
<td>215</td>
<td>8</td>
</tr>
<tr>
<td>4. YA/Teens (12-18)</td>
<td>169</td>
<td>8</td>
</tr>
</tbody>
</table>

Stories
- Sensory Storytime: The community specialist had her largest turnout for Super Sensory Storytime to date! During the stay and play portion of the program, one parent mentioned she drove all the way from Idaho City to attend with her daughter and newborn. She expressed there aren't many programs available in Idaho City for her daughter, so she was excited to attend and thankful that MLD offered this.

- TASC/Extreme Book Nerd (EBN) Challenge Launch Party: We had our first in-person launch party for the EBN challenge in three years and it was overwhelmingly well attended! We had reserved a small space at the Cherry Lane branch thinking people would trickle in and pick up their booklets; instead, we had over 150 attendees. In total we have 434 registrants in our first month.
Strategic Update

Goal 5: Focus on training and development that supports staff and leads to optimal patron service.
   ● In order to better serve the community, management of the Tiny Library has shifted to the Silverstone branch manager; staff from Silverstone will now provide the majority of staffing.
      ○ This change will help with operational efficiency and provide greater consistency in services as we work to build stronger relationships and partnerships within the south Meridian community.
      ○ Silverstone branch staff will receive training to provide specialized services to children and their caregivers as well as general training for the Tiny Library, which will increase available coverage for Tiny Library and improve services at Silverstone as well.

Personnel
   ● Resignation of one associate librarian
   ● Active recruitments:
      ○ Part-time associate librarian, which will specialize in serving Tiny Library
      ○ 19-hour library assistant position

Highlights

Storytime attendance continues to increase, and the January 25th session of Silly Song and Dance had 90 attendees. In order to accommodate the attendance, we are splitting Silly Song and Dance into two sessions starting in February. The two sessions will be identical, allowing parents to choose the one that best fits their schedule. This will allow more flexibility for parents and caregivers and result in a better patron experience.

One of our regular patrons visits multiple times per week and has been learning to use Google Sheets/Excel formulas to optimize his small business. Staff have helped him in 1:1 sessions. Each week he comes in asking for a new formula and is always extremely grateful for our staff expertise and willingness to help.

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Strategic section

- Several programs were held: LinkedIn Learning, Amazon Publishing, Amazon Marketing, Revenue Ramp Up (below), Shut Up & Write, Writer’s Bloc, Advanced Neuropathy Center’s Bingo Night, and Email Basics.

- Sound Studio was rearranged to make it more versatile for video podcasts.
- Started the “Libraries as Launchpads” course to learn more about expanding unBound’s business and tech services.

Statistics

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<th>Total Print Charges</th>
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<td>TOTALS</td>
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Check-outs | Check-ins | Renewals | Holds | Registrations

*Monthly board reports cover the month prior to the meeting (i.e., the March report is for Feb. 1-28).*
Stories section
A small business owner of two Etsy stores called a few weeks ago to inquire if our laser engraver’s capabilities could engrave clay; we told her it was an applicable material. When she came in, we set her up, and she explained that being able to use the laser saves her hours in the process of creating personalized house-shaped ornaments for customers. She was very grateful for our help and said she will definitely be back because we are a great resource.

Personnel
● Onboarding a new Library Assistant
● Staff attended a networking event at Horizon Credit Union and learned more about available free meeting areas for the public.
● The business librarian hosted her first program, LinkedIn Learning. She started Libraries as Launchpads to get the unBound branch considered a certified Entrepreneurial Library. Participated in a LITT: Collection Development ICfL event to better learn how to build our book collection. Met with a local author/professor about starting a writing series program/book reading.
<table>
<thead>
<tr>
<th>DATE</th>
<th>NUM</th>
<th>VENDOR</th>
<th>AMOUNT</th>
</tr>
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<tbody>
<tr>
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<td><strong>DO NOT USE</strong> MIDWEST TAPE (HOOPLA)</td>
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Total for **DO NOT USE** MIDWEST TAPE (HOOPLA) $ -3,914.99
Total for A1 Stamp & Mabel’s Labels $ -27.00
Total for Amazon Capital Services, Inc. $ -673.44
Total for Apple Inc $ -11,596.00
## Bill Payment List

**October - December, 2022**

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<thead>
<tr>
<th>DATE</th>
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**Total**

| Total for ArchiveSocial | $ -2,988.00 |
| Total for Baker Prince  | $ -23.32    |
| Total for Belen Salstrom| $ -7.53     |
| Total for BIBLIOTHECA, LLC | $ -995.00  |
| Total for BOISE PUBLIC LIBRARY | $ -778.24   |
| Total for BORTON LAW OFFICES PLLC | $ -1,305.00 |
| Total for BRADY INDUSTRIES, LLC | $ -365.99  |
| Total for Breanna Wynkoop | $ -9.51    |
| Total for Bromberg Consulting LLC | $ -500.00  |
| Total for CALDWELL PUBLIC LIBRARY | $ -68.98    |

Friday, February 10, 2023 03:29 PM GMT-07:00
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Total for CENTER POINT LARGE PRINT: $-269.64
Total for Chevron (Wex Bank): $-772.14
Total for City Of Boise Library: $-23,112.16
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Total for Cortnie Brown: $-76.94
Total for CULLIGAN: $-93.59
Total for Danielle Martensen: $-10.00
Total for Deborah Leas: $-11.03
Total for DELL MARKETING L.P.: $-4,668.50
Total for DELTA DENTAL: $-5,673.80
Total for DEMCO: $-447.35
Total for Dennis Ahern: $-1,700.00
Total for Diamond Lawns, LLC: $-8,894.47
## Meridian Library District

### Bill Payment List

#### October - December, 2022

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# Bill Payment List
## October - December, 2022

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- **Total for Jennifer Graham**: $-3.00
- **Total for Jennifer Montanez**: $-10.00
- **Total for Jeremy Evans**: $-400.00
- **Total for Jim Gill Inc.**: $-1,250.00
- **Total for Joanna Liang**: $-5.00
- **Total for Johanna Combo**: $-14.86
- **Total for John Pope**: $-32.29
- **Total for Kamilee Seamons**: $-11.72
- **Total for Kanopy Inc.**: $-2,300.00
- **Total for Kathy McDougall**: $-14.99
- **Total for Katie Tucker**: $-9.99
- **Total for Krista Copenhaver**: $-15.11
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**Friends of the Meridian Library Dist**

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Friday, February 10, 2023 03:26 PM GMT-07:00
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**Nampa & Meridian Irrigation District**

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**Nampa Public Library**

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### Bill Listing
October - December, 2022

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## Meridian Library District

### Credit Card Detail

October - December, 2022

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**Total for 2700 Divvy Credit Cards Payable** | **$51,030.62**

2536.11 Friends - Holiday Party

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**Total for 2536.11 Friends - Holiday Party** | **$-133.99**

### 51000 COLLECTIONS

#### 5115 Adult Print Books

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**Total for 5115 Adult Print Books** | **$1,665.72**

#### 5130 Children's books

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**Total for 5130 Children's books** | **$137.79**

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**Total for 5135 Young Adult books** | **$29.97**
## Meridian Library District
### Credit Card Detail
#### October - December, 2022

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**Total for 5220.1 IT Infra -Software/Licensing**

5220.1s IT Infra Softw/Lic Supported 2700 Divvy Credit Cards Payable 2,881.02

**Total for 5220.1s IT Infra Softw/Lic Supported**

269.99 BEST BUY

**Total for 5220.1 IT Infra -Software/Licensing with subs**

5220.3 IT PCs, Printers & Hardware 2700 Divvy Credit Cards Payable 3,151.01

Accrual Basis Friday, February 10, 2023 03:31 PM GMT-07:00
# Meridian Library District

## Credit Card Detail

**October - December, 2022**

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**Total for 52200 Information Technology** | **$15,526.25**

**5225 Marketing & advertising**

**5228 Miscellaneous**

**5230 Professional Development**

**5234.1 Conferences**

**Accrual Basis Friday, February 10, 2023 03:31 PM GMT-07:00**
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**Total for 5234.1 Conferences**: $961.83

**5234.4 Memberships**

- **5234.4 Staff Mtg & Training**: $1,042.00

**5234.5 Staff Mtg & Training**

- **5234.5 Staff Mtg & Training - Supported**: $1,076.11

- **5234.5 Staff Training - Supported**: $387.00

**Total for 5234.5 Staff Mtg & Training**: $1,463.11

**5234.6 Webinar/Ecourses**

- **5234.6 Webinar/Ecourses**: $812.24

**Total for 52340 Professional Development**: $4,279.18
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Total for 5236.2S District Programs - Supported $313.46

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Total for 5236.AD Programs - Adult $793.36

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Total for 5236.PC Pet Care $84.79

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Total for 5236.CH Programs - Children $138.77

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## Meridian Library District

### Credit Card Detail

**October - December, 2022**

### Total for 5236.FA Programs - Family All Ages

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### Total for 5240 Supplies - General

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Total for 5246 Supplies - office $820.61

Total for 524000 Supplies $5,111.52

25600 Vehicle Expense

2560.1 Vehicle - Bookmobile

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Total for 2560.1 Vehicle - Bookmobile $20.00

2560.4 Vehicle - Honda Element

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Total for 2560.4 Vehicle - Honda Element $300.00

Total for 2560 Vehicle Expense $320.00

62240 Facility Expense

6224.1 Bldg-Maintenance

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Total for 6224.1 Bldg-Maintenance $227.76

6224.3 Bldg-Small Tools

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Total for 6224.3 Bldg-Small Tools $78.22

6224.4 Bldg-Supplies

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Total for 6224.4 Bldg-Supplies $712.22

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<td><strong>Total for 9288 Orchard Park Project Costs</strong></td>
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## Meridian Library District

### Budget vs. Actuals: Budget FY23 by Class - FY23 P&L Classes

October 2022 - September 2023

<table>
<thead>
<tr>
<th></th>
<th>ACTUAL</th>
<th>BUDGET</th>
<th>% OF BUDGET</th>
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<tbody>
<tr>
<td><strong>Revenue</strong></td>
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</tr>
<tr>
<td>40000 Tax Revenue</td>
<td>4,924,421.03</td>
<td>7,703,567.00</td>
<td>63.92 %</td>
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<tr>
<td>42000 Non-tax Revenue</td>
<td>371,966.88</td>
<td>137,600.00</td>
<td>270.32 %</td>
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<tr>
<td>Sales</td>
<td>7.88</td>
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<tr>
<td>Square Sales</td>
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<tr>
<td>Uncategorized Income</td>
<td>0.00</td>
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</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$5,296,395.79</strong></td>
<td><strong>$7,841,167.00</strong></td>
<td><strong>67.55 %</strong></td>
</tr>
<tr>
<td><strong>GROSS PROFIT</strong></td>
<td><strong>$5,296,395.79</strong></td>
<td><strong>$7,841,167.00</strong></td>
<td><strong>67.55 %</strong></td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50000 PERSONNEL</td>
<td>1,156,112.93</td>
<td>4,803,978.00</td>
<td>24.07 %</td>
</tr>
<tr>
<td>51000 COLLECTIONS</td>
<td>226,568.84</td>
<td>999,500.00</td>
<td>22.67 %</td>
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<tr>
<td>52000 OPERATING EXPENSES</td>
<td>276,795.43</td>
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<td>16.17 %</td>
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<td>72000 CAPITAL EXPENSES</td>
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<td>9800 Transfer Out -Capital Projects Fund</td>
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<tr>
<td>Uncategorized Expense</td>
<td>2,452.25</td>
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<td><strong>Total Expenditures</strong></td>
<td><strong>$1,709,092.37</strong></td>
<td><strong>$7,841,167.00</strong></td>
<td><strong>21.80 %</strong></td>
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<td><strong>NET OPERATING REVENUE</strong></td>
<td><strong>$3,587,303.42</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>0.00 %</strong></td>
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<td><strong>Other Revenue</strong></td>
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</tr>
<tr>
<td>8000 Plant Facilities Levy Revenue</td>
<td>700,000.00</td>
<td>1,400,000.00</td>
<td>50.00 %</td>
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<tr>
<td>8338 Capital Projects Interest</td>
<td>12,212.11</td>
<td>7,850.00</td>
<td>155.57 %</td>
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<tr>
<td>8995 Finance Proceeds</td>
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<td>8,000,000.00</td>
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<td>8999 Transfer In -From General Fund</td>
<td>216,659.00</td>
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<td><strong>Total Other Revenue</strong></td>
<td><strong>$712,212.11</strong></td>
<td><strong>$9,624,509.00</strong></td>
<td><strong>7.40 %</strong></td>
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<td><strong>Other Expenditures</strong></td>
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</tr>
<tr>
<td>9288 Orchard Park Project Costs</td>
<td>578,837.84</td>
<td>2,471,500.00</td>
<td>23.42 %</td>
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<tr>
<td>9289 South Branch Project Costs</td>
<td>8,000,000.00</td>
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<tr>
<td><strong>Total Other Expenditures</strong></td>
<td><strong>$578,837.84</strong></td>
<td><strong>$10,471,500.00</strong></td>
<td><strong>5.53 %</strong></td>
</tr>
<tr>
<td><strong>NET OTHER REVENUE</strong></td>
<td><strong>$133,374.27</strong></td>
<td><strong>-$846,991.00</strong></td>
<td><strong>-15.75 %</strong></td>
</tr>
<tr>
<td><strong>NET REVENUE</strong></td>
<td><strong>$3,720,677.69</strong></td>
<td><strong>-$846,991.00</strong></td>
<td><strong>-439.28 %</strong></td>
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</table>
## Meridian Library District

**Budget vs. Actuals: Budget FY23 by Class - FY23 P&L Classes**

**October 2022 - September 2023**

### Revenue

<table>
<thead>
<tr>
<th>Class</th>
<th>Actual</th>
<th>Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>40000 Tax Revenue</strong></td>
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<tr>
<td>4000 Tax levy</td>
<td>4,687,372.07</td>
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<tr>
<td><strong>Total 40000 Tax Revenue</strong></td>
<td>4,924,421.03</td>
<td>7,444,193.00</td>
<td>62.97 %</td>
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<tr>
<td><strong>42000 Non-tax Revenue</strong></td>
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</tr>
<tr>
<td>4200 Fines and fees</td>
<td>2,831.22</td>
<td>10,000.00</td>
<td>28.31 %</td>
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<tr>
<td>4220 Meeting Room income</td>
<td>1,199.87</td>
<td>1,000.00</td>
<td>119.99 %</td>
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<td>4221 Donations &amp; Memorials</td>
<td>163.65</td>
<td>19,000.00</td>
<td>0.86 %</td>
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<td>4300 Interest income</td>
<td>4,159.47</td>
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<td>4339 Capital Replace &amp; Repair Int</td>
<td>23,145.06</td>
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<td>4400 Copy/Print income</td>
<td>6,767.78</td>
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<td>4410 Miscellaneous income</td>
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<td>4500 Grants</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>5,296,395.79</td>
<td>7,841,167.00</td>
<td>67.55 %</td>
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</table>

### Gross Profit

- **Total Revenue**: $5,296,395.79
- **Budget**: $7,841,167.00
- **% of Budget**: 67.55%

### Expenditures

<table>
<thead>
<tr>
<th>Class</th>
<th>Actual</th>
<th>Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>50000 PERSONNEL</strong></td>
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<tr>
<td>5000 Salaries and wages</td>
<td>839,443.84</td>
<td>3,542,502.00</td>
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<td>5005 Termination salaries</td>
<td>7,219.68</td>
<td>16,000.00</td>
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<td>846,663.52</td>
<td>3,558,502.00</td>
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<tr>
<td>5010 Payroll benefits</td>
<td>309,449.41</td>
<td>1,245,476.00</td>
<td>24.85 %</td>
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<tr>
<td><strong>Total 50000 PERSONNEL</strong></td>
<td>1,156,112.93</td>
<td>4,803,978.00</td>
<td>24.07 %</td>
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<td><strong>51000 COLLECTIONS</strong></td>
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<tr>
<td>5115 Adult Print Books</td>
<td>61,372.85</td>
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<tr>
<td>5121 Electronic databases</td>
<td>15,732.00</td>
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<td>5125 Print Reference</td>
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<td>5130 Children's books</td>
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<tr>
<td>5135 Young Adult books</td>
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<td>5149 Media</td>
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<td>5150 Circulating devices &amp; kits</td>
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<td>0.96 %</td>
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<td>Class</td>
<td>Actual</td>
<td>Budget</td>
<td>% of Budget</td>
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<tr>
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<td>5151 Periodicals</td>
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<td>7,100.00</td>
<td>14.96 %</td>
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<td><strong>Total 51000 COLLECTIONS</strong></td>
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<td><strong>999,500.00</strong></td>
<td><strong>22.67 %</strong></td>
</tr>
<tr>
<td>52000 OPERATING EXPENSES</td>
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<td>5202.2 Legal fees</td>
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<td>31.53 %</td>
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<td>5202.3 Consulting</td>
<td>34,300.00</td>
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<td>26.63 %</td>
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<td>5202.4 Other</td>
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<td>5,559.00</td>
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<td><strong>Total 52020 Professional Services</strong></td>
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<td><strong>79,200.00</strong></td>
<td><strong>34.81 %</strong></td>
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<td>52025 Banking fees</td>
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<tr>
<td>5202.1 IT Infra -Software/Licensing</td>
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<tr>
<td>5202.2 IT Infra -Support</td>
<td>12,201.92</td>
<td>269.99</td>
<td>50.42 %</td>
</tr>
<tr>
<td>5202.3 IT PCs, Printers &amp; Hardware</td>
<td>11,622.32</td>
<td>64,000.00</td>
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<tr>
<td>5202.4 IT Utilities</td>
<td>6,604.78</td>
<td>8,250.00</td>
<td>79.00 %</td>
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<tr>
<td>5202.5 IT Technology Maintenance</td>
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<tr>
<td><strong>Total 52025 Banking fees</strong></td>
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<td>5211 Copy/Print</td>
<td>29,600.00</td>
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<td>52120 Consortium</td>
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<tr>
<td>5212.C Consortium-Courier</td>
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<td>5212.H Consortium-Hardware/Software</td>
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<td><strong>Total 52120 Consortium</strong></td>
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<td>25.39 %</td>
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<tr>
<td>5220.1 IT Infra -Software/Licensing</td>
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<tr>
<td>5220.2 IT Infra -Support</td>
<td>12,201.92</td>
<td>24,200.00</td>
<td>50.42 %</td>
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<tr>
<td>5220.3 IT PCs, Printers &amp; Hardware</td>
<td>11,622.32</td>
<td>64,000.00</td>
<td>18.16 %</td>
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<tr>
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<tr>
<td><strong>Total 52200 Information Technology</strong></td>
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<td><strong>20.54 %</strong></td>
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<tr>
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<td>18,710.00</td>
<td>0.18 %</td>
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<tr>
<td>5228 Miscellaneous</td>
<td>6,105.00</td>
<td>7,100.00</td>
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<td>45.17</td>
<td>100.00 %</td>
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<td>Conferences</td>
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<td>Staff Mtg &amp; Training</td>
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<td>5234.5s</td>
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<td><strong>4,300.00</strong></td>
<td><strong>34.57%</strong></td>
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<td>5234.6</td>
<td>Webinar/Ecourses</td>
<td>812.24</td>
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<td><strong>Total 5234 Professional Development</strong></td>
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<td>52360</td>
<td>Program Expense</td>
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<td>5236.2</td>
<td>Programs - District</td>
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<td>5236.2s</td>
<td>District Programs -Supported</td>
<td>313.46</td>
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<td><strong>Total 5236.2 Programs - District</strong></td>
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<td>5236.3</td>
<td>Programs - Adult</td>
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<td>Programs - Brochures</td>
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<td>5236.5</td>
<td>Programs - Children</td>
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<td>5236.6</td>
<td>Programs - Children's Programs - Supported</td>
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<td>1,300.00</td>
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<td><strong>Total 5236.CH Programs - Children</strong></td>
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<td><strong>1,300.00</strong></td>
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<td>5236.7</td>
<td>Programs - Early Learning 0-5</td>
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<tr>
<td>5236.8</td>
<td>Programs - Family All Ages</td>
<td>1,558.37</td>
<td>15,300.00</td>
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<td>5236.9</td>
<td>Programs - School Age 6-12</td>
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<td>Programs - Volunteers</td>
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<td><strong>Total 52360 Program Expense</strong></td>
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<td><strong>108,830.00</strong></td>
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<td>Recruiting/Background Checks</td>
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<td>524000</td>
<td>Supplies</td>
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<td>5240</td>
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<td>5245</td>
<td>Supplies - marketing</td>
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<td>5246</td>
<td>Supplies - office</td>
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<td><strong>Total 524000 Supplies</strong></td>
<td><strong>6,360.11</strong></td>
<td><strong>43,800.00</strong></td>
<td><strong>14.52%</strong></td>
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<td>5250</td>
<td>Taxes and insurance</td>
<td>23,354.28</td>
<td>28,600.00</td>
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<td>52600</td>
<td>Vehicle Expense</td>
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<td>5260.1</td>
<td>Vehicle - Bookmobile</td>
<td>298.49</td>
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<td>5260.2</td>
<td>Vehicle - Sprinter</td>
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<td>5260.3</td>
<td>Vehicle - Van Honda Odyssey</td>
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<td>5260.4</td>
<td>Vehicle - Honda Element</td>
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<td>5260.5</td>
<td>Vehicle - Dodge HD Wagon</td>
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<td>5260.6</td>
<td>Employee Mileage Reimbursement</td>
<td>66.31</td>
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## Meridian Library District

**Budget vs. Actuals: Budget FY23 by Class - FY23 P&L Classes**  
October 2022 - September 2023

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>ACTUAL</th>
<th>BUDGET</th>
<th>% OF BUDGET</th>
</tr>
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<tbody>
<tr>
<td><strong>Total 52600 Vehicle Expense</strong></td>
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<tr>
<td>62240 Facility Expense</td>
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</tr>
<tr>
<td>6224.1 Bldg-Maintenance</td>
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<tr>
<td>6224.2 Bldg-Repairs</td>
<td>6,558.74</td>
<td>34,000.00</td>
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<tr>
<td>6224.3 Bldg-Small Tools</td>
<td>78.22</td>
<td>4,500.00</td>
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<tr>
<td>6224.4 Bldg-Supplies</td>
<td>3,627.31</td>
<td>21,400.00</td>
<td>16.95 %</td>
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<tr>
<td>6250 Bldg-Insurance</td>
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<td>48,000.00</td>
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<tr>
<td>6255 Bldg-Rent</td>
<td>39,066.85</td>
<td>285,770.00</td>
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<tr>
<td>6258 Bldg-Utilities</td>
<td>20,367.66</td>
<td>76,400.00</td>
<td>26.66 %</td>
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<tr>
<td><strong>Total 62240 Facility Expense</strong></td>
<td>96,910.05</td>
<td>623,070.00</td>
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<tr>
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<td>72000 CAPITAL EXPENSES</td>
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<tr>
<td>7216 Equipment &amp; Furnishings</td>
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<td>7216.U unBound - Equip &amp; Furn</td>
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<td>7220 IT - Infrastructure - Hardware</td>
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<td>7220.3 IT PCs, Hardware Printers</td>
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<td>31,000.00</td>
<td>24.59 %</td>
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<td><strong>Total 7220.3 IT PCs, Hardware Printers</strong></td>
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<td>31,000.00</td>
<td>129.00 %</td>
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<td>7295s Major Improvements - Supported</td>
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<td><strong>Total 72000 CAPITAL EXPENSES</strong></td>
<td>47,162.92</td>
<td>109,000.00</td>
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<td>9800 Transfer Out -Capital Projects Fund</td>
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<td><strong>Total Expenditures</strong></td>
<td>1,709,092.37</td>
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<tr>
<td><strong>Other Revenue</strong></td>
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<td></td>
</tr>
<tr>
<td>8000 Plant Facilities Levy Revenue</td>
<td>700,000.00</td>
<td>1,400,000.00</td>
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<tr>
<td>8338 Capital Projects Interest</td>
<td>12,212.11</td>
<td>7,850.00</td>
<td>155.57 %</td>
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<tr>
<td>8995 Finance Proceeds</td>
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<td>8,000,000.00</td>
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<tr>
<td>8999 Transfer In -From General Fund</td>
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<td>216,659.00</td>
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<tr>
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<td>9,624,509.00</td>
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<tr>
<td>9288 Orchard Park Project Costs</td>
<td>578,837.84</td>
<td>2,471,500.00</td>
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<tr>
<td>9289 South Branch Project Costs</td>
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<td><strong>Total Other Expenditures</strong></td>
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<td>5.53 %</td>
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<tr>
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<td>133,374.27</td>
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<td>-439.28 %</td>
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## Statement of Activity
### October - December, 2022

### Revenue

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
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<td>4000</td>
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<tr>
<td>4000</td>
<td>Tax levy</td>
<td>7,177.80</td>
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<tr>
<td>4010</td>
<td>Ag. Replacement</td>
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<td>4100</td>
<td>Sales tax income</td>
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<tr>
<td>4200</td>
<td>Non-tax Revenue</td>
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<td>Fines and fees</td>
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<td>4220</td>
<td>Meeting Room income</td>
<td>1,199.87</td>
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<td>4221</td>
<td>Donations &amp; Memorials</td>
<td>163.65</td>
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<tr>
<td>4300</td>
<td>Interest income</td>
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<tr>
<td>4339</td>
<td>Capital Replace &amp; Repair Int</td>
<td>23,145.06</td>
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<td>4400</td>
<td>Copy/Print income</td>
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<td>4410</td>
<td>Miscellaneous income</td>
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<tr>
<td>4500</td>
<td>Grants</td>
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<tr>
<td><strong>Total 42000 Non-tax Revenue</strong></td>
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<td><strong>371,933.94</strong></td>
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</table>

**Total Revenue** | **504,465.78**

### Expenditures

<table>
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<td>Termination salaries</td>
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<td>5010</td>
<td>Payroll benefits</td>
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<td><strong>Total 50000 PERSONNEL</strong></td>
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**Total 51000 COLLECTIONS** | **219,514.80**

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Accrual Basis  Friday, February 10, 2023 03:13 PM GMT-07:00
# Meridian Library District

**Statement of Activity**  
October - December, 2022

<table>
<thead>
<tr>
<th>OPERATING EXPENSES</th>
<th>TOTAL</th>
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</thead>
<tbody>
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<td>52020 Professional Services</td>
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<td>5202.4 Legal fees</td>
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<td>5202.5 Consulting</td>
<td>4,500.00</td>
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<tr>
<td>5202.6 Other</td>
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</tr>
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<td>5202.7 Accounting Svcs</td>
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<td><strong>Total 52020 Professional Services</strong></td>
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<td>5202.2 Bankcard fees</td>
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<td>5211 Copy/Print</td>
<td>7,529.92</td>
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<td>52120 Consortium</td>
<td>9,256.91</td>
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<tr>
<td>5212.C Consortium-Courier</td>
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<td><strong>Total 52120 Consortium</strong></td>
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<tr>
<td>52200 Information Technology</td>
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<td>11,622.32</td>
</tr>
<tr>
<td>5220.3S Supported - IT, PCs, Hardware</td>
<td>2,635.55</td>
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<tr>
<td><strong>Total 5220.3 IT PCs, Printers &amp; Hardware</strong></td>
<td><strong>14,257.87</strong></td>
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<tr>
<td>5220.5 IT Utilities</td>
<td>4,343.49</td>
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<tr>
<td>5220.7 IT Technology Maintenance</td>
<td>-86.87</td>
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<tr>
<td><strong>Total 52200 Information Technology</strong></td>
<td><strong>57,780.22</strong></td>
</tr>
<tr>
<td>5225 Marketing &amp; advertising</td>
<td>34.47</td>
</tr>
<tr>
<td>5228 Miscellaneous</td>
<td>6,105.00</td>
</tr>
<tr>
<td>5228.S Miscellaneous- Supported</td>
<td>1,395.00</td>
</tr>
<tr>
<td><strong>Total 5228 Miscellaneous</strong></td>
<td><strong>7,500.00</strong></td>
</tr>
<tr>
<td>52290 Materials Processing</td>
<td>15,017.06</td>
</tr>
<tr>
<td>5229.1 Materials-OCLC</td>
<td>45.17</td>
</tr>
<tr>
<td>5229.2 Materials-Processing</td>
<td>64.27</td>
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<td><strong>Total 52290 Materials Processing</strong></td>
<td><strong>15,217.30</strong></td>
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<tr>
<td>5230 Phone Service</td>
<td>1,283.04</td>
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## Meridian Library District

### Statement of Activity

October - December, 2022

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
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<td>5234.4 Memberships</td>
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<tr>
<td>52360 Program Expense</td>
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<tr>
<td>5236.2 Programs - District</td>
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<td>5236.2S District Programs -Supported</td>
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<td>5236.AD Programs - Adult</td>
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<td>5236.CH Programs - Children</td>
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<td>5236.cs Children’s Programs - Supported</td>
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<td>5236.TN Programs -Teen 13-18</td>
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<td>5245 Supplies - marketing</td>
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<td>5246 Supplies - office</td>
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<td>52600 Vehicle Expense</td>
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<td>5260.1 Vehicle - Bookmobile</td>
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<td>5260.2 Vehicle - Sprinter</td>
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<td>5260.3 Vehicle - Van Honda Odyssey</td>
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<td>5260.4 Vehicle - Honda Element</td>
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<td>5260.5 Vehicle - Dodge HD Wagon</td>
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<td>5260.6 Employee Mileage Reimbursement</td>
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<td><strong>Total 52600 Vehicle Expense</strong></td>
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<td>1,695.11</td>
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Meridian Library District
Statement of Activity
October - December, 2022

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Total</th>
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<tr>
<td>62240</td>
<td>Facility Expense</td>
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<td>6224.1</td>
<td>Bldg-Maintenance</td>
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<td>6224.2</td>
<td>Bldg-Repairs</td>
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<td>6224.3</td>
<td>Bldg-Small Tools</td>
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<td>6224.4</td>
<td>Bldg-Supplies</td>
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<tr>
<td>6255</td>
<td>Bldg-Rent</td>
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<td>6258</td>
<td>Bldg-Utilities</td>
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<td><strong>Total 62240 Facility Expense</strong></td>
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<td>Total 52000 OPERATING EXPENSES</td>
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<td>72000</td>
<td>CAPITAL EXPENSES</td>
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<tr>
<td>7216</td>
<td>Equipment &amp; Furnishings</td>
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<td>7216.U</td>
<td>unBound - Equip &amp; Furn</td>
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<td>7220</td>
<td>IT - Infrastructure - Hardware</td>
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<tr>
<td>7220.3</td>
<td>IT PCs, Hardware Printers</td>
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<td>7220.3S</td>
<td>IT - PC, Prntrs, Hdw- Supported</td>
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<td><strong>Total 7220.3 IT PCs, Hardware Printers</strong></td>
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<td>Total 72000 CAPITAL EXPENSES</td>
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<td><strong>Total Expenditures</strong></td>
<td><strong>$1,637,362.93</strong></td>
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</table>

**NET OPERATING REVENUE**

Other Revenue
- 8338 Capital Projects Interest | $12,212.11

**Total Other Revenue**

Other Expenditures
- 9288 Orchard Park Project Costs | $578,837.84

**Total Other Expenditures**

**NET OTHER REVENUE**

- $578,837.84

**NET REVENUE**

- $1,699,522.88
## ASSETS

### Current Assets

<table>
<thead>
<tr>
<th>Bank Accounts</th>
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<tr>
<td>1000BKM Petty cash - Bookmobile</td>
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<tr>
<td>1000BR Petty cash - Branch</td>
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<tr>
<td>1010BR Cash on hand - Branch</td>
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<tr>
<td>1013 Cash on Hand - Change</td>
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<tr>
<td>1014 Cash on hand - Public copier</td>
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<tr>
<td>1016 Cash on Hand - unBound</td>
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<td>1072 Bill.com Money Out Clearing</td>
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<td>1120 Checking - USBank</td>
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<td>1150 Chkg payroll - 1st Interstate</td>
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<tr>
<td>1160 Savings payroll - 1st Interstate</td>
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<tr>
<td>1170 Checking HRA - 1st Interstate</td>
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<td>1200 Paypal account</td>
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<td>1937 StatePool-General Operations</td>
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<td>1938 StatePool-Capital Project Fund</td>
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<td>1939 StatePool-Cap Replacement &amp; Repr</td>
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**Total Bank Accounts**

$9,980,627.56

### Other Current Assets

<table>
<thead>
<tr>
<th>Other Current Assets</th>
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<tbody>
<tr>
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<tr>
<td>1500 Deposits/Prepaid expenses</td>
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<td>1651 Grant Receivable - SWAC</td>
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<td>1652 Sales Tax Receivable</td>
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<td>1706 Tech Purchase - Lindsay Tydings</td>
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<td>1800 Fines Receivable</td>
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<td>1850 Allowance</td>
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**Total Other Current Assets**

$8,289,562.82

### Total Current Assets

$18,270,190.38

### TOTAL ASSETS

$18,270,190.38
## Meridian Library District

Statement of Financial Position
As of December 31, 2022

<table>
<thead>
<tr>
<th>Liabilities and Equity</th>
<th>Value</th>
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<td>Current Liabilities</td>
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<td>Accounts Payable</td>
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<td>2330 PERSI withholding payable</td>
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<td>2345 Select Health</td>
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<td>2350 Persi Life withholding payable</td>
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<td>2352 Nationwide Withholding</td>
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<td><strong>Total Liabilities</strong></td>
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<td>2913 Accum Depr - Equipment</td>
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<td>2914 Accum Depr - Improvements</td>
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<td>2915 Accum Depr - Leasehold Improv</td>
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<td>2988.5 Buildings</td>
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Accrual Basis  Friday, February 10, 2023 03:15 PM GMT-07:00
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<td>2998.2 Cherry/Leisure property</td>
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<td>2998.3 1326 Cherry Lane</td>
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<td>2998.9 Artwork</td>
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