



**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, FEBRUARY 15, 2022, 7:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, FEBRUARY 15, 2022
7:00 p.m.**

**The Saline District Library Board will be holding its monthly meeting to
conduct regular business at this time.**

This meeting will be held in the Library's Brecon Room.

555 N. Maple Road, Saline, MI 48176

Public comment will be allowed at specified times during the meeting according to Policy 512: Public Discussion at Board of Trustees Meetings.

In advance of the meeting, you may contact the Library Board here:

salinelibrary.org/about/board-of-trustees/

For special accommodations, please contact Interim Library Director, Karrie Waarala:

karrie@salinelibrary.org

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA
TUESDAY, FEBRUARY 15, 2022, 7:00 p.m.**

President Gray _____ Vice President Parsels _____ Secretary Saldaña _____ Treasurer Conn _____
Bieliauskas _____ Byron _____ TerHaar _____
Interim Director Waarala _____ Admin. Asst. Pilarz _____ Friends President Duvall _____

- A. Call Meeting to Order at _____.
- B. Approval of Agenda
Move _____ Second _____ to approve the agenda as presented.
- C. Approval of Past Minutes
Move _____ Second _____ to approve the January 18, 2022 meeting minutes as written.
- D. Public Discussion
Citizens are encouraged to address their concerns and comments. Individuals will be given up to three minutes to address the Board at any one meeting. Trustees will not respond to public comments at meetings.
- E. President's Report
- F. Friends of the Library Report
- G. Financial Reports
Move _____ Second _____ to approve the January financial reports.
- H. Committee Reports
 - 1. Finance
 - 2. Arts
 - 3. Building & Grounds
 - 4. Library Services
 - 5. Staff Excellence

I. Librarian's Report

J. Old Business

1. Library Director Search Process

K. New Business

1. Policy Review

a. Policy 405: Lending Materials

Move _____ Second _____ to approve Policy 405: Lending Materials as presented.

2. Annual Staff Appreciation

L. Public Discussion

Citizens are encouraged to address their concerns and comments. Individuals will be given up to three minutes to address the Board at any one meeting. Trustees will not respond to public comments at meetings.

M. Adjournment

Move _____ Second _____ to adjourn the meeting at _____.

RECOMMENDED MOTIONS FOR MEETING on February 15, 2022

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the January 18, 2022 meeting minutes as written.

Move _____ Second _____ to approve the January financial reports.

Move _____ Second _____ to approve Policy 405: Lending Materials as presented.

Move _____ Second _____ to adjourn the meeting at _____.

DRAFT
SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING MINUTES
TUESDAY, JANUARY 18, 2022, 7:00 p.m.

Present: Pres. Gray, Vice Pres. Parsels, Sec. Saldaña, Bieliauskas, Byron, TerHaar
Interim Director Waarala, Admin. Asst. Pilarz, Member of the Public James Osborne

Absent: Treas. Conn, Friends Pres. Duvall

A. Call Meeting to Order at 7:01 PM.

B. Approval of Agenda
Move Saldaña Second Parsels to approve the agenda as presented. Carried.

C. Approval of Past Minutes
Move Byron Second Gray to approve the December 21, 2021 meeting minutes as written.
Carried.

D. Public Discussion
James Osborne spoke with Trustees, complimenting the library on how it looks, though commenting that the collection needs more. He feels there is a bias in the collection; for example, no Antonin Scalia books but numerous on Anita Hill. No books about Donald Trump, but many about Barack Obama.

E. President's Report: Will report in old business.

F. Friends of the Library Report: Nice sale to a woman who works for HeadStart today; selling books has been slow, so was nice to have a big sale.

G. Financial Reports
Move TerHaar Second Bieliauskas to approve the December financial reports. There was a slight delay on reports because of the overhaul on the chart of accounts. Carried.

H. Committee Reports

1. Finance: didn't meet.

2. Arts: didn't meet.

3. Building & Grounds: Large rebate from DTE, higher than expected after LED conversion project. Energy use is down 35-40% as well.

4. Library Services: Reviewed the strategic plan.

5. Staff Excellence: Edited the survey to Board members about the new director search. By February meeting, we should be looking at candidate profiles.

- I. Librarian's Report: Washtenaw Reads event coming up in February. Report in the board packet.
- J. Old Business
 - 1. Strategic Planning Update: Staff top priorities came out of November Staff Development Day; management team will use the results to guide future work.
 - 2. Library Director Search Process: Cathy Russ has stayed on track with the timeline. She's working on a candidate profile based on staff and trustee input from surveys for 2/1. Expect to do first round of interviews via Zoom at the end of February.
- K. New Business: None
- L. Public Discussion: None
- M. Adjournment
 - Move Gray Second Parsels to adjourn the meeting at 7:35 PM. Carried.

CERTIFICATION OF MINUTES

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Board of Trustees of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on January 18, 2022 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were approved by the Board of Trustees, were kept, and will be made available as required by said Act.

Secretary, SDL Board of Trustees

Date of Approval

**Saline District Library
Bank Reconciliation
Key Bank - General
January 1, 2022 - January 31, 2022**

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	131,146.19
			+ Cleared Deposits & Other Additions	1,186,263.78
			- Cleared Checks & Other Payments	580,534.50
			Ending Bank Balance	736,875.47
 Open Deposits & Additions				
			Total	0.00
 Open Checks & Payments				
	01/31/22		TRANSFER TO AGENCY SUB	500,000.00
23859	12/22/21	790-958	INNOVATIVE USER	110.00
23893	01/14/22	790-964.4	ST. CLAIR SHORT...	26.95
23895	01/14/22	790-727.3	SALINE DISTRICT...	150.00
23896	01/14/22	790-727.3	SCHOOL SPECIALTY	52.19
23898	01/14/22	790-770	WASHTENAW NEWS	1,183.89
23902	01/20/22	790-983.1	SALINE HIGH SCHOOL	80.00
23903	01/20/22	790-983.1	SALINE MIDDLE SCHOOL	120.00
23905	01/26/22	790-750.1	XIAO JUN LIU	500.00
23906	01/26/22	Multiple	BAKER & TAYLOR	9,350.87
23907	01/25/22	790-785	GREY HOUSE PUBLISHING	2,595.00
23908	01/25/22	790-983.15	ICLE	138.50
23909	01/25/22	790-716	THE SBAM PLAN	866.27
			Total	515,173.67
			Reconciled Bank Balance	221,701.80
 Bank Transactions				
		000-017	TRANSFER TO AGENCY SUB	(500,000.00)
		000-017	TRANSFER TO AGENCY SUB	(400,000.00)
		000-258	EFTPS	(11,162.05)
		000-258	EFTPS	(10,729.14)
		790-723	ALERUS RETIRE XFERS	(7,563.22)
		790-920	DTE - ELECTRICITY	(5,782.03)
		000-258.1	5080 MI TAX PYMT	(3,347.74)
		000-008	ALERUS RETIRE XFERS	(2,963.84)
		790-920	DTE - ELECTRICITY	(2,266.24)
		790-921	DTE - GAS	(1,381.20)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRG	(231.78)
		790-965	MERCH FEE & DISC	(59.06)
		790-965	RTND ITEM CHRG	(33.00)
		000-665.1	INTEREST	2.80
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			Total	(796,161.50)
			Adjusted General Ledger Balance	221,701.80

Saline District Library
Statement of Financial Position
As of January 31, 2022

Assets

Current Assets

000-001	Key Bank - General	\$ 221,701.80
000-003	Old National CD 1	105,432.31
000-013	Agency Account (Schrandt)	2,679,419.06
000-013.1	Agency Account-Unrealized Gain	(48,292.01)
000-017	Agency Sub Account (Investment Account)	5,712,250.74
000-017.1	Agency Sub Account-Unrealized Gain	(164,580.29)

Total Current Assets	8,505,931.61
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Property and Equipment

Net Property and Equipment	0.00
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Total Assets	\$ 8,505,931.61
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Liabilities and Net Assets

Current Liabilities

000-202	Accounts Payable	\$ 19,476.00
000-257	Accrued Payroll	44,466.98
000-258.1	State Payroll Taxes	3,403.23
000-275	MTT Liability	7,797.00

Total Current Liabilities	75,143.21
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Long-Term Liabilities

Total Long-Term Liabilities	0.00
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Total Liabilities	75,143.21
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Net Assets

000-343	Reserve-Compensated Absences	50,000.00
000-370	Prepays	45,015.00
000-375	Reserve-Quasi Endowment	3,075,000.00
000-385	Reserve-Unassigned	284,707.00
000-386	Reserve-Building Improvement	1,000,000.00
000-386.1	Reserve-Parking Lot	200,000.00
000-387	Reserve-Equipment Replacement	400,000.00
000-387.1	Reserve-Technology & Internet	500,000.00
000-388	Reserve-Art Fund	77,669.00
000-389	Reserve-Library Development	1,436,597.00
000-389.1	Reserve-Future Developmeent	650,000.00
000-390	General Fund Balance	79,649.52
000-399	Net Position	632,150.88

Total Net Assets	8,430,788.40
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Total Liabilities and Net Assets	\$ 8,505,931.61
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Saline District Library Income Statement

		1 Month Ended January 31, 2022		Percent	2 Months Ended January 31, 2022		Percent
Revenue							
000-402.1	Saline-Real Tax	\$	304,623.69	29.41 %	\$	304,623.69	26.11 %
000-402.2	Bridgewater-Real Tax		12,571.66	1.21		12,571.66	1.08
000-402.3	Freedom-Real Tax		3,570.16	0.34		3,665.31	0.31
000-402.4	Lodi-Real Tax		168,181.67	16.24		232,110.34	19.90
000-402.5	Pittsfield-Real Tax		309,375.27	29.87		309,375.27	26.52
000-402.6	Saline Township-Real Tax		43,688.89	4.22		69,636.12	5.97
000-402.7	York Township-Real Tax		178,790.00	17.26		215,970.00	18.51
000-628	Printers-Revenue		91.90	0.01		445.50	0.04
000-628.1	Copy Machine-Revenue		0.00	0.00		104.45	0.01
000-629	Non-Resident Fee		350.00	0.03		500.00	0.04
000-658	Fines-Overdue Materials		1,028.76	0.10		1,827.46	0.16
000-658.1	Materials Replacement		356.97	0.03		628.73	0.05
000-658.2	Card Replacement Fees		30.00	0.00		50.00	0.00
000-665.1	General Account Interest		2.80	0.00		3.61	0.00
000-665.3	Sub-Agency Account Interest		(433.11)	(0.04)		492.40	0.04
000-674	Donations-Unrestricted		150.00	0.01		1,212.90	0.10
000-674.1	Donations-Restricted		50.00	0.00		50.00	0.00
000-680	Other Income		13,402.01	1.29		13,402.01	1.15
Total Revenue			1,035,830.67	100.00		1,166,669.45	100.00
Gross Profit			1,035,830.67	100.00		1,166,669.45	100.00
Operating Expenses							
790-702	Salaries		88,501.11	8.54		175,513.05	15.04
790-716	Employee Insurance/Benefits		3,501.03	0.34		8,028.64	0.69
790-719	Health Reimbursement		1,621.41	0.16		2,216.24	0.19
790-722	Employer FICA		6,691.81	0.65		13,269.76	1.14
790-723	Retirement		3,509.68	0.34		6,859.66	0.59
790-727	Office Supplies		530.23	0.05		1,138.26	0.10
790-727.3	Supplies-Youth		202.19	0.02		202.19	0.02
790-727.4	Cartridges		70.79	0.01		70.79	0.01
790-730	Postage		112.04	0.01		112.04	0.01
790-732	Cleaning Supplies		809.37	0.08		809.37	0.07
790-734	Processing Supplies		0.00	0.00		733.00	0.06
790-750.1	Adult Programming		1,343.46	0.13		2,039.63	0.17
790-750.2	Teen Programming		404.62	0.04		464.84	0.04
790-750.3	Youth Programming		0.00	0.00		78.83	0.01
790-770	Periodicals		1,183.89	0.11		1,183.89	0.10
790-772.1	eLibrary-Adults		4,134.19	0.40		11,088.77	0.95
790-780	Software		1,211.90	0.12		3,239.70	0.28
790-785	Online Database		11,484.29	1.11		21,716.73	1.86
790-801	PS-Auditor		18,960.00	1.83		18,960.00	1.63
790-802	PS-Bookkeeping		645.00	0.06		1,290.00	0.11
790-803	PS-Attorney		0.00	0.00		147.00	0.01
790-804	PS-Consultants		924.00	0.09		924.00	0.08
790-805	PS--Computer Consultants		150.00	0.01		425.00	0.04
790-821	Melcat		0.00	0.00		18.00	0.00
790-850	Internet		276.24	0.03		552.48	0.05
790-851	Telephone		302.19	0.03		604.33	0.05
790-880	Marketing		6,446.21	0.62		6,446.21	0.55
790-885	Misc Funded by Friends		0.00	0.00		476.65	0.04
790-920	Electricity		8,048.27	0.78		8,048.27	0.69
790-921	Gas		1,381.20	0.13		2,308.10	0.20
790-922	Water		798.53	0.08		798.53	0.07
790-930	Building Maintenance		545.31	0.05		786.19	0.07
790-932	Grounds Maintenance		0.00	0.00		15,000.00	1.29
790-934	Equipment Maintenance		408.42	0.04		408.42	0.04
790-956	Miscellaneous		96.59	0.01		221.28	0.02

See Accountants' Compilation Report

Saline District Library Income Statement

		1 Month Ended	Percent	2 Months Ended	Percent
		January 31, 2022		January 31, 2022	
790-957	Continued Education	0.00	0.00	48.41	0.00
790-958	Dues	543.00	0.05	688.00	0.06
790-964	Tax Adjustment	153.76	0.01	153.76	0.01
790-964.4	MelCat Reimbursements	26.95	0.00	26.95	0.00
790-965	Bank Charges	334.64	0.03	659.36	0.06
790-969	Insurance	15,813.00	1.53	15,813.00	1.36
790-981	Books Funded by Friends	133.85	0.01	329.14	0.03
790-982.1	Adult Fiction	2,115.84	0.20	2,783.77	0.24
790-982.15	Large Print	545.71	0.05	919.79	0.08
790-982.2	Teen Fiction	1,057.98	0.10	1,084.56	0.09
790-982.3	Youth Fiction	1,886.00	0.18	2,182.95	0.19
790-983.1	Adult Nonfiction	3,334.51	0.32	4,122.66	0.35
790-983.15	Reference	138.50	0.01	328.50	0.03
790-983.2	Teen Nonfiction	280.87	0.03	280.87	0.02
790-983.3	Youth Nonfiction	603.22	0.06	900.17	0.08
790-984.1	Audiobooks-Adult	272.94	0.03	2,189.04	0.19
790-984.2	Audiobooks-Teen	478.88	0.05	759.02	0.07
790-984.3	Audiobooks-Youth	0.00	0.00	777.58	0.07
790-985.1	DVD/Blu Rays-Adult	649.25	0.06	4,501.63	0.39
790-985.3	DVD/Blu Rays-Youth	0.00	0.00	14.95	0.00
790-986.1	Music CDs-Adult	161.86	0.02	286.51	0.02
790-986.3	Music CDs-Youth	0.00	0.00	117.29	0.01
Total Operating Expenses		<u>192,824.73</u>	<u>18.62</u>	<u>345,147.76</u>	<u>29.58</u>
Operating Income (Loss)		<u>843,005.94</u>	<u>81.38</u>	<u>821,521.69</u>	<u>70.42</u>
Other Income (Expenses)					
000-665.4	Agency Account Interest	1,098.02	0.11	2,200.39	0.19
000-669	Sub-Agency Short Term Gain	0.00	0.00	1,813.37	0.16
000-670	Sub-Agency Change in Market Value	(90,660.47)	(8.75)	(125,615.26)	(10.77)
000-670.4	Agency Change in Market Value	(47,113.30)	(4.55)	(65,826.75)	(5.64)
000-965.4	Agency Admin Charges	(971.40)	(0.09)	(1,942.56)	(0.17)
Total Other Income (Expenses)		<u>(137,647.15)</u>	<u>(13.29)</u>	<u>(189,370.81)</u>	<u>(16.23)</u>
Net Income (Loss) Before Taxes		<u>705,358.79</u>	<u>68.10</u>	<u>632,150.88</u>	<u>54.18</u>
Net Income (Loss)		<u>\$ 705,358.79</u>	<u>68.10 %</u>	<u>\$ 632,150.88</u>	<u>54.18 %</u>

**Saline District Library
Income Statement
Actual vs. Budget**

		1 Month Ended January 31, 2022 Actual	1 Month Ended January 31, 2022 Budget	2 Months Ended January 31, 2022 Actual	2 Months Ended January 31, 2022 Budget
Revenue					
000-402.1	Saline-Real Tax	\$ 304,623.69	\$ (44,355.41)	\$ 304,623.69	\$ 0.01
000-402.2	Bridgewater-Real Tax	12,571.66	(1,854.91)	12,571.66	0.01
000-402.3	Freedom-Real Tax	3,570.16	(493.25)	3,665.31	0.00
000-402.4	Lodi-Real Tax	168,181.67	(35,570.91)	232,110.34	0.01
000-402.5	Pittsfield-Real Tax	309,375.27	(63,308.41)	309,375.27	0.01
000-402.6	Saline Township-Real Tax	43,688.89	(10,014.75)	69,636.12	0.00
000-402.7	York Township-Real Tax	178,790.00	(27,746.00)	215,970.00	0.00
000-413	PPT Reimbursement	0.00	(7,500.00)	0.00	0.00
000-540	State Aid	0.00	(1,666.66)	0.00	0.01
000-628	Printers-Revenue	91.90	(66.66)	445.50	0.01
000-628.1	Copy Machine-Revenue	0.00	(8.33)	104.45	0.01
000-628.2	Fax Machine-Revenue	0.00	(8.33)	0.00	0.01
000-629	Non-Resident Fee	350.00	(100.00)	500.00	0.00
000-656	Penal Fines	0.00	(2,083.33)	0.00	0.01
000-658	Fines-Overdue Materials	1,028.76	(625.00)	1,827.46	0.00
000-658.1	Materials Replacement	356.97	(183.33)	628.73	0.01
000-658.2	Card Replacement Fees	30.00	(8.33)	50.00	0.01
000-665.1	General Account Interest	2.80	(8.33)	3.61	0.01
000-665.3	Sub-Agency Account Interest	(433.11)	(6,231.33)	492.40	0.01
000-674	Donations-Unrestricted	150.00	(225.00)	1,212.90	0.00
000-674.1	Donations-Restricted	50.00	(25.00)	50.00	0.00
000-674.2	Donations-Friends	0.00	(2,083.33)	0.00	0.01
000-680	Other Income	13,402.01	0.00	13,402.01	0.00
Total Revenue		<u>1,035,830.67</u>	<u>(204,166.60)</u>	<u>1,166,669.45</u>	<u>0.14</u>
Gross Profit		<u>1,035,830.67</u>	<u>(204,166.60)</u>	<u>1,166,669.45</u>	<u>0.14</u>
Operating Expenses					
790-702	Salaries	88,501.11	95,833.33	175,513.05	191,666.66
790-716	Employee Insurance/Benefits	3,501.03	10,416.66	8,028.64	20,833.32
790-719	Health Reimbursement	1,621.41	0.00	2,216.24	0.00
790-722	Employer FICA	6,691.81	7,333.33	13,269.76	14,666.66
790-723	Retirement	3,509.68	3,750.00	6,859.66	7,500.00
790-727	Office Supplies	530.23	558.33	1,138.26	1,116.66
790-727.3	Supplies-Youth	202.19	133.33	202.19	266.66
790-727.4	Cartridges	70.79	375.00	70.79	750.00
790-730	Postage	112.04	58.33	112.04	116.66
790-732	Cleaning Supplies	809.37	500.00	809.37	1,000.00
790-734	Processing Supplies	0.00	833.33	733.00	1,666.66
790-740	Equipment	0.00	1,250.00	0.00	2,500.00
790-750.1	Adult Programming	1,343.46	1,416.66	2,039.63	2,833.32
790-750.2	Teen Programming	404.62	750.00	464.84	1,500.00
790-750.3	Youth Programming	0.00	1,000.00	78.83	2,000.00
790-752.1	Summer Reading-Adult	0.00	250.00	0.00	500.00
790-752.2	Summer Reading-Teen	0.00	166.66	0.00	333.32
790-752.3	Summer Reading-Youth	0.00	416.66	0.00	833.32
790-760	Youth Toys/Realia	0.00	25.00	0.00	50.00
790-762.1	Adult ETC	0.00	250.00	0.00	500.00
790-762.3	Youth ETC	0.00	83.33	0.00	166.66
790-770	Periodicals	1,183.89	1,000.00	1,183.89	2,000.00
790-772.1	eLibrary-Adults	4,134.19	8,333.33	11,088.77	16,666.66
790-772.3	eLibrary-Youth	0.00	583.33	0.00	1,166.66
790-780	Software	1,211.90	1,500.00	3,239.70	3,000.00
790-780.3	Youth Software	0.00	58.33	0.00	116.66

See Accountants' Compilation Report

**Saline District Library
Income Statement
Actual vs. Budget**

		1 Month Ended January 31, 2022 Actual	1 Month Ended January 31, 2022 Budget	2 Months Ended January 31, 2022 Actual	2 Months Ended January 31, 2022 Budget
790-785	Online Database	11,484.29	3,500.00	21,716.73	7,000.00
790-801	PS-Auditor	18,960.00	1,916.66	18,960.00	3,833.32
790-802	PS-Bookkeeping	645.00	666.66	1,290.00	1,333.32
790-803	PS-Attorney	0.00	583.33	147.00	1,166.66
790-804	PS-Consultants	924.00	3,500.00	924.00	7,000.00
790-805	PS--Computer Consultants	150.00	583.33	425.00	1,166.66
790-806	PS-Tax Collection	0.00	33.33	0.00	66.66
790-810	Cooperative Fees	0.00	566.66	0.00	1,116.66
790-820	Polaris	0.00	3,666.66	0.00	7,333.32
790-821	Melcat	0.00	0.00	18.00	0.00
790-850	Internet	276.24	2,000.00	552.48	4,000.00
790-851	Telephone	302.19	416.66	604.33	833.32
790-860	Travel/Lodging	0.00	333.33	0.00	666.66
790-880	Marketing	6,446.21	1,666.66	6,446.21	3,333.32
790-885	Misc Funded by Friends	0.00	0.00	476.65	0.00
790-920	Electricity	8,048.27	0.00	8,048.27	5,500.00
790-921	Gas	1,381.20	1,000.00	2,308.10	2,000.00
790-922	Water	798.53	416.66	798.53	833.32
790-930	Building Maintenance	545.31	4,583.33	786.19	9,166.66
790-932	Grounds Maintenance	0.00	3,666.66	15,000.00	7,333.32
790-934	Equipment Maintenance	408.42	2,250.00	408.42	4,500.00
790-956	Miscellaneous	96.59	416.66	221.28	833.32
790-956.1	Misc/Petty Cash	0.00	41.66	0.00	83.32
790-957	Continued Education	0.00	666.66	48.41	1,333.32
790-958	Dues	543.00	416.66	688.00	833.32
790-964	Tax Adjustment	153.76	166.66	153.76	333.32
790-964.4	MelCat Reimbursements	26.95	83.33	26.95	166.66
790-965	Bank Charges	334.64	250.00	659.36	500.00
790-969	Insurance	15,813.00	2,250.00	15,813.00	4,500.00
790-971	Capital Improvement	0.00	4,583.33	0.00	9,166.66
790-975	Furniture	0.00	2,500.00	0.00	5,000.00
790-981	Books Funded by Friends	133.85	333.33	329.14	666.66
790-982.1	Adult Fiction	2,115.84	2,916.66	2,783.77	5,833.32
790-982.15	Large Print	545.71	666.66	919.79	1,333.32
790-982.2	Teen Fiction	1,057.98	750.00	1,084.56	1,500.00
790-982.3	Youth Fiction	1,886.00	1,666.66	2,182.95	3,333.32
790-983.1	Adult Nonfiction	3,334.51	3,000.00	4,122.66	6,000.00
790-983.15	Reference	138.50	333.33	328.50	666.66
790-983.2	Teen Nonfiction	280.87	250.00	280.87	500.00
790-983.3	Youth Nonfiction	603.22	1,250.00	900.17	2,500.00
790-984.1	Audiobooks-Adult	272.94	1,250.00	2,189.04	2,500.00
790-984.2	Audiobooks-Teen	478.88	583.33	759.02	1,166.66
790-984.3	Audiobooks-Youth	0.00	500.00	777.58	1,000.00
790-985.1	DVD/Blu Rays-Adult	649.25	1,541.66	4,501.63	3,083.32
790-985.3	DVD/Blu Rays-Youth	0.00	250.00	14.95	500.00
790-986.1	Music CDs-Adult	161.86	208.33	286.51	416.66
790-986.3	Music CDs-Youth	0.00	83.33	117.29	166.66
790-998	Special Projects	0.00	3,500.00	0.00	7,000.00
Total Operating Expenses		<u>192,824.73</u>	<u>198,683.12</u>	<u>345,147.76</u>	<u>402,849.58</u>
Operating Income (Loss)		<u>843,005.94</u>	<u>(402,849.72)</u>	<u>821,521.69</u>	<u>(402,849.44)</u>
Other Income (Expenses)					
000-665.4	Agency Account Interest	1,098.02	0.00	2,200.39	0.00

See Accountants' Compilation Report

**Saline District Library
Income Statement
Actual vs. Budget**

		1 Month Ended January 31, 2022 Actual	1 Month Ended January 31, 2022 Budget	2 Months Ended January 31, 2022 Actual	2 Months Ended January 31, 2022 Budget
000-669	Sub-Agency Short Term Gain	0.00	0.00	1,813.37	0.00
000-670	Sub-Agency Change in Market Value	(90,660.47)	0.00	(125,615.26)	0.00
000-670.4	Agency Change in Market Value	(47,113.30)	0.00	(65,826.75)	0.00
000-965.4	Agency Admin Charges	<u>(971.40)</u>	<u>0.00</u>	<u>(1,942.56)</u>	<u>0.00</u>
	Total Other Income (Expenses)	<u>(137,647.15)</u>	<u>0.00</u>	<u>(189,370.81)</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>705,358.79</u>	<u>(402,849.72)</u>	<u>632,150.88</u>	<u>(402,849.44)</u>
	Net Income (Loss)	<u>\$ 705,358.79</u>	<u>\$ (402,849.72)</u>	<u>\$ 632,150.88</u>	<u>\$ (402,849.44)</u>

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Accrual Basis

Saline District Library Fund 101
monthly revenue
January 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.1 · City of Saline-Real Tax								
Deposit	01/07/2022			Ck # 66695		001 · Key Bank...	78,262.26	78,262.26
Deposit	01/27/2022			Ck # 66746		001 · Key Bank...	226,361.43	304,623.69
Total 402.1 · City of Saline-Real Tax							304,623.69	304,623.69
402.2 · Bridgewater Township-Real Tax								
Deposit	01/07/2022			Ck # 10947		001 · Key Bank...	1,688.30	1,688.30
Deposit	01/27/2022			Ck # 10961		001 · Key Bank...	10,883.36	12,571.66
Total 402.2 · Bridgewater Township-Real Tax							12,571.66	12,571.66
402.3 · Freedom Township-Real Tax								
Deposit	01/07/2022			Ck# 3471		001 · Key Bank...	1,994.81	1,994.81
Deposit	01/27/2022			Ck # 3487		001 · Key Bank...	1,575.35	3,570.16
Total 402.3 · Freedom Township-Real Tax							3,570.16	3,570.16
402.4 · Lodi Township-Real Tax								
Deposit	01/14/2022			Ck# 6673		001 · Key Bank...	168,181.67	168,181.67
Total 402.4 · Lodi Township-Real Tax							168,181.67	168,181.67
402.5 · Pittsfield Township-Real Tax								
Deposit	01/14/2022			Ck# 023071		001 · Key Bank...	36,803.26	36,803.26
Deposit	01/27/2022			CK # 023078		001 · Key Bank...	272,572.01	309,375.27
Total 402.5 · Pittsfield Township-Real Tax							309,375.27	309,375.27
402.6 · Saline Township-Real Tax								
Deposit	01/27/2022			Ck # 2660		001 · Key Bank...	43,688.89	43,688.89
Total 402.6 · Saline Township-Real Tax							43,688.89	43,688.89
402.7 · York Township-Real Tax								
Deposit	01/14/2022			Ck# 2460		001 · Key Bank...	157,780.00	157,780.00
Deposit	01/27/2022			Ck # 2469		001 · Key Bank...	21,010.00	178,790.00
Total 402.7 · York Township-Real Tax							178,790.00	178,790.00
Total 402 · Property Taxes Control Account							1,020,801.34	1,020,801.34
628 · Printers-Revenue								
Deposit	01/03/2022			Deposit		001 · Key Bank...	5.20	5.20
Deposit	01/05/2022			Deposit		001 · Key Bank...	7.50	12.70
Deposit	01/07/2022			Deposit		001 · Key Bank...	1.10	13.80
Deposit	01/10/2022			Deposit		001 · Key Bank...	2.70	16.50
Deposit	01/11/2022			Deposit		001 · Key Bank...	15.50	32.00
Deposit	01/12/2022			Deposit		001 · Key Bank...	0.50	32.50
Deposit	01/14/2022			Deposit		001 · Key Bank...	7.10	39.60

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Accrual Basis

Saline District Library Fund 101
monthly revenue
January 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	01/14/2022			Deposit		001 · Key Bank...	11.40	51.00
Deposit	01/20/2022			Deposit		001 · Key Bank...	9.10	60.10
Deposit	01/21/2022			Deposit		001 · Key Bank...	4.70	64.80
Deposit	01/21/2022			Deposit		001 · Key Bank...	4.00	68.80
Deposit	01/24/2022			Deposit		001 · Key Bank...	3.20	72.00
Deposit	01/24/2022			Deposit		001 · Key Bank...	0.60	72.60
Deposit	01/25/2022			Deposit		001 · Key Bank...	8.50	81.10
Deposit	01/27/2022			Deposit		001 · Key Bank...	8.60	89.70
Deposit	01/28/2022			Deposit		001 · Key Bank...	0.50	90.20
Deposit	01/31/2022			Deposit		001 · Key Bank...	1.70	91.90
Total 628 · Printers-Revenue							91.90	91.90
629 · Non-Resident Fees								
Deposit	01/04/2022			Deposit		001 · Key Bank...	175.00	175.00
Deposit	01/11/2022			Deposit		001 · Key Bank...	150.00	325.00
Deposit	01/28/2022			Deposit		001 · Key Bank...	25.00	350.00
Total 629 · Non-Resident Fees							350.00	350.00
658 · Fines-Overdue Materials								
Deposit	01/03/2022			Deposit		001 · Key Bank...	12.05	12.05
Deposit	01/03/2022			Deposit		001 · Key Bank...	25.95	38.00
Deposit	01/04/2022			Deposit		001 · Key Bank...	52.90	90.90
Deposit	01/05/2022			Deposit		001 · Key Bank...	56.60	147.50
Deposit	01/06/2022			Deposit		001 · Key Bank...	15.70	163.20
Deposit	01/07/2022			Deposit		001 · Key Bank...	38.75	201.95
Deposit	01/07/2022			Deposit		001 · Key Bank...	15.75	217.70
Deposit	01/10/2022			Deposit		001 · Key Bank...	31.45	249.15
Deposit	01/11/2022			Deposit		001 · Key Bank...	98.50	347.65
Deposit	01/12/2022			Deposit		001 · Key Bank...	16.45	364.10
Deposit	01/13/2022			Deposit		001 · Key Bank...	4.90	369.00
Deposit	01/14/2022			Deposit		001 · Key Bank...	15.20	384.20
Deposit	01/14/2022			Deposit		001 · Key Bank...	204.21	588.41
Deposit	01/18/2022			Deposit		001 · Key Bank...	5.60	594.01
Deposit	01/18/2022			Deposit		001 · Key Bank...	21.95	615.96
Deposit	01/19/2022			Deposit		001 · Key Bank...	40.30	656.26
Deposit	01/20/2022			Deposit		001 · Key Bank...	24.70	680.96
Deposit	01/21/2022			Deposit		001 · Key Bank...	39.95	720.91
Deposit	01/21/2022			Deposit		001 · Key Bank...	46.75	767.66
Deposit	01/24/2022			Deposit		001 · Key Bank...	52.20	819.86
Deposit	01/24/2022			Deposit		001 · Key Bank...	33.30	853.16
Deposit	01/24/2022			Deposit		001 · Key Bank...	12.60	865.76
Deposit	01/25/2022			Deposit		001 · Key Bank...	7.10	872.86
Deposit	01/26/2022			Deposit		001 · Key Bank...	25.00	897.86
Deposit	01/27/2022			Deposit		001 · Key Bank...	68.95	966.81
Deposit	01/27/2022			Deposit		001 · Key Bank...	12.30	979.11
Deposit	01/28/2022			Deposit		001 · Key Bank...	5.85	984.96
Deposit	01/31/2022			Deposit		001 · Key Bank...	2.25	987.21

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Accrual Basis

Saline District Library Fund 101
monthly revenue
January 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	01/31/2022			Deposit		001 · Key Bank...	15.30	1,002.51
Deposit	01/31/2022			Deposit		001 · Key Bank...	26.25	1,028.76
Total 658 · Fines-Overdue Materials							1,028.76	1,028.76
658.1 · Materials Replacement Fees								
Deposit	01/03/2022			Deposit		001 · Key Bank...	25.65	25.65
Deposit	01/03/2022			Deposit		001 · Key Bank...	53.99	79.64
Deposit	01/04/2022			Deposit		001 · Key Bank...	17.98	97.62
Deposit	01/07/2022			Deposit		001 · Key Bank...	7.00	104.62
Deposit	01/07/2022			Deposit		001 · Key Bank...	29.00	133.62
Deposit	01/10/2022			Deposit		001 · Key Bank...	22.94	156.56
Deposit	01/12/2022			Deposit		001 · Key Bank...	16.99	173.55
Deposit	01/14/2022			Deposit		001 · Key Bank...	35.97	209.52
Deposit	01/19/2022			Deposit		001 · Key Bank...	15.95	225.47
Deposit	01/21/2022			Deposit		001 · Key Bank...	12.99	238.46
Deposit	01/24/2022			Deposit		001 · Key Bank...	16.99	255.45
Deposit	01/24/2022			Deposit		001 · Key Bank...	17.99	273.44
Deposit	01/26/2022			Deposit		001 · Key Bank...	23.98	297.42
Deposit	01/27/2022			Deposit		001 · Key Bank...	17.00	314.42
Deposit	01/31/2022			Deposit		001 · Key Bank...	15.60	330.02
Deposit	01/31/2022			Deposit		001 · Key Bank...	26.95	356.97
Total 658.1 · Materials Replacement Fees							356.97	356.97
658.2 · Card Replacement Fees								
Deposit	01/04/2022			Deposit		001 · Key Bank...	1.00	1.00
Deposit	01/07/2022			Deposit		001 · Key Bank...	4.00	5.00
Deposit	01/07/2022			Deposit		001 · Key Bank...	1.00	6.00
Deposit	01/14/2022			Deposit		001 · Key Bank...	15.00	21.00
Deposit	01/21/2022			Deposit		001 · Key Bank...	4.00	25.00
Deposit	01/27/2022			Deposit		001 · Key Bank...	2.00	27.00
Deposit	01/28/2022			Deposit		001 · Key Bank...	1.00	28.00
Deposit	01/31/2022			Deposit		001 · Key Bank...	2.00	30.00
Total 658.2 · Card Replacement Fees							30.00	30.00
665.1 · General Account Interest								
Deposit	01/31/2022			Deposit		001 · Key Bank...	2.80	2.80
Total 665.1 · General Account Interest							2.80	2.80
674 · Donations-Unrestricted								
Deposit	01/14/2022			Hinterman in ...		001 · Key Bank...	100.00	100.00
Deposit	01/14/2022			Tuneff donation		001 · Key Bank...	50.00	150.00
Total 674 · Donations-Unrestricted							150.00	150.00
674.1 · Donations-Restricted								
Deposit	01/14/2022			Karr in memor...		001 · Key Bank...	50.00	50.00

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Accrual Basis

Saline District Library Fund 101
monthly revenue
January 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Total 674.1 · Donations-Restricted							50.00	50.00
680 · Other Income								
Deposit	01/07/2022			DTE Rebate ...		001 · Key Bank...	13,391.01	13,391.01
Deposit	01/21/2022			Deposit		001 · Key Bank...	5.50	13,396.51
Deposit	01/27/2022			Deposit		001 · Key Bank...	5.50	13,402.01
Total 680 · Other Income							13,402.01	13,402.01
699 · Transfer from Other Funds								
Deposit	01/05/2022			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							1,186,263.78	1,186,263.78

Saline District Library Fund 101
Bill List
January 2022

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	01/07/2022			Pay Period E...	31,202.11
Check	01/07/2022			MERS Pay P...	1,822.52
Check	01/07/2022			MERS Staff L...	183.74
Check	01/07/2022			MERS Staff L...	88.19
Check	01/07/2022			MERS 457 Pa...	1,481.92
Check	01/21/2022			Pay Period E...	30,652.43
Check	01/21/2022			MERS Pay P...	1,687.16
Check	01/21/2022			MERS Staff L...	183.74
Check	01/21/2022			MERS Staff L...	88.19
Check	01/21/2022			MERS 457 Pa...	1,481.92
Total 702 · Salaries					68,871.92
716 · Employee Insurances/Benefits					
Bill	01/14/2022	2/1/20...	BLUE CROSS BLU...	2/1/2022-2/28...	3,661.34
Bill	01/25/2022	CID97...	THE SBAM PLAN	2/1/2022-2/28...	866.27
Total 716 · Employee Insurances/Benefits					4,527.61
719 · Health Reimbursement					
Bill	01/14/2022	MED0...	EHIM	Invoice # 3092	1,621.41
Total 719 · Health Reimbursement					1,621.41
723 · Retirement					
Check	01/07/2022			MERS Emplo...	1,822.52
Check	01/21/2022			MERS Emplo...	1,687.16
Total 723 · Retirement					3,509.68
727 · Office Supplies					
Bill	01/14/2022	12/25/...	STAPLES BUSINES...		530.23
Total 727 · Office Supplies					530.23
727.3 · Supplies-Youth					
Bill	01/14/2022	20812...	SCHOOL SPECIALI...	supplies	52.19
Bill	01/14/2022	12/28/...	SALINE DISTRICT ...	For youth sup...	150.00
Total 727.3 · Supplies-Youth					202.19
727.4 · Cartridges					
Bill	01/14/2022	12/25/...	STAPLES BUSINES...		70.79
Total 727.4 · Cartridges					70.79
730 · Postage					
Bill	01/06/2022	11/7-1...	KEYBANK - NATIO...	USPS stamps	116.00
Total 730 · Postage					116.00

Saline District Library Fund 101
Bill List
January 2022

Type	Date	Num	Name	Memo	Amount
732 · Cleaning Supplies					
Bill	01/14/2022	12/25/...	STAPLES BUSINES...		809.37
Total 732 · Cleaning Supplies					809.37
750.1 · Adult Programming					
Bill	01/06/2022	11/7-1...	KEYBANK - NATIO...	JoAnn progra...	36.20
Bill	01/06/2022	11/7-1...	KEYBANK - NATIO...	JoAnn progra...	29.56
Bill	01/14/2022	12/10/...	AMAZON		551.96
Bill	01/26/2022	199	LIU, XIAO JUN	Caligraphy cla...	500.00
Bill	01/26/2022	2/3/20...	CLAIRE EVANS	Great British ...	275.00
Total 750.1 · Adult Programming					1,392.72
750.2 · Teen Programming					
Bill	01/06/2022	11/7-1...	KEYBANK - NATIO...	Michaels prog...	329.99
Bill	01/14/2022	12/10/...	AMAZON		93.90
Total 750.2 · Teen Programming					423.89
770 · Periodicals					
Bill	01/14/2022	150480	WASHTENAW NE...	1/1/2022-3/31...	1,183.89
Total 770 · Periodicals					1,183.89
772.1 · Ebooks-Adult					
Bill	01/06/2022	27725...	KANOPY, INC.	151 Play credits	319.20
Bill	01/14/2022	50149...	MIDWEST TAPE	Hoopla	3,814.99
Total 772.1 · Ebooks-Adult					4,134.19
780 · Software					
Bill	01/06/2022	11/7-1...	KEYBANK - NATIO...	Zoom	100.00
Bill	01/06/2022	11/7-1...	KEYBANK - NATIO...	Canva subscri...	119.40
Bill	01/14/2022	1375	PATRON POINT, INC		1,000.00
Total 780 · Software					1,219.40
785 · Online Database					
Bill	01/06/2022	70712...	PROQUEST LLC		2,210.00
Bill	01/14/2022	357183	MIDWEST COLLAB...	Library Basic, ...	3,898.07
Bill	01/14/2022	11021	WORLD TRADE PR...	11/1/2021-10/...	1,172.60
Bill	01/14/2022	76347...	CENGAGE LEARNI...	Gale Legal Fo...	1,608.62
Bill	01/25/2022	970532	GREY HOUSE PUB...	Financial Rati...	2,195.00
Bill	01/25/2022	970533	GREY HOUSE PUB...	Financial Liter...	400.00
Total 785 · Online Database					11,484.29
801 · Professioanl services-Auditor					
Bill	01/07/2022	2087945	PLANTE & MORAN,...	Annual Audit	18,960.00

Saline District Library Fund 101
Bill List
January 2022

Type	Date	Num	Name	Memo	Amount
Total 801 · Professional services-Auditor					18,960.00
802 · Professional Services-Bookkeep					
Check	01/10/2022			January Fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
804 · Professional services-Consult					
Bill	01/06/2022	#1	RUSS, CATHLEEN	Director search	924.00
Total 804 · Professional services-Consult					924.00
805 · Professional service-Computer					
Bill	01/07/2022	12/10/...	DANKO, TOLAN		150.00
Total 805 · Professional service-Computer					150.00
850 · Internet					
Bill	01/07/2022	1/13/2...	T-MOBILE	Hotspots	276.24
Total 850 · Internet					276.24
851 · Telephone					
Bill	01/14/2022	238721	TELNET WORLDWI...	Invoice 238721	302.19
Total 851 · Telephone					302.19
880 · Marketing					
Bill	01/14/2022	1375	PATRON POINT, INC		6,000.00
Bill	01/14/2022	9490977	4IMPRINT, INC.	SDL T-shirts	446.21
Total 880 · Marketing					6,446.21
920 · Electricity					
Check	01/04/2022			DTE	5,782.03
Check	01/12/2022			DTE	2,266.24
Total 920 · Electricity					8,048.27
921 · Gas					
Check	01/12/2022			DTE	1,381.20
Total 921 · Gas					1,381.20
922 · Water					
Bill	01/07/2022	9/1-11...	SALINE CITY HALL	Quarterly bill	798.53
Total 922 · Water					798.53
930 · Building Maintenance					
Bill	01/06/2022	11/7-1...	KEYBANK - NATIO...	Dishwasher p...	24.28
Bill	01/06/2022	11/7-1...	KEYBANK - NATIO...	Humidifier parts	275.15

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Accrual Basis

Saline District Library Fund 101

Bill List

January 2022

Type	Date	Num	Name	Memo	Amount
Bill	01/06/2022	80751	HOWLETT LOCK A...	Lock repair	107.50
Bill	01/14/2022	85079...	WASTE MANAGEM...		108.13
Bill	01/14/2022	12/10/...	AMAZON		44.25
Total 930 · Building Maintenance					559.31
934 · Equipment Maintenance					
Bill	01/14/2022	50635...	RICOH USA, INC		408.42
Total 934 · Equipment Maintenance					408.42
956 · Miscellaneous					
Bill	01/06/2022	11/7-1...	KEYBANK - NATIO...	Gift cards for ...	100.00
Bill	01/14/2022	12/10/...	AMAZON		-71.43
Total 956 · Miscellaneous					28.57
958 · Dues					
Bill	01/07/2022	1/1-12...	SALINE AREA CHA...	Annual memb...	230.00
Bill	01/14/2022	11173	MICHIGAN LIBRAR...	Marissa Lasof...	85.00
Bill	01/14/2022	1/17/2...	AMERICAN LIBRAR...	Ron Andrews	228.00
Total 958 · Dues					543.00
964 · Tax Adjustment					
Bill	01/14/2022	9044	WASHTENAW COU...	Invoice 9044	153.76
Total 964 · Tax Adjustment					153.76
964.4 · MelCat Reimbursements					
Bill	01/14/2022	31514...	ST. CLAIR SHORE...	Nomadland 3...	26.95
Total 964.4 · MelCat Reimbursements					26.95
965 · Bank Charges					
Check	01/03/2022			KB Merch Fee	29.67
Check	01/03/2022			KB Merch Fe	29.39
Bill	01/06/2022	11/7-1...	KEYBANK - NATIO...	bank charge	11.18
Bill	01/06/2022	11/7-1...	KEYBANK - NATIO...	bank fee reve...	-39.00
Check	01/10/2022			December An...	231.78
Check	01/31/2022			Pittsfield Tow...	33.00
Total 965 · Bank Charges					296.02
969 · Insurance					
Bill	01/06/2022	SALID...	KAPNICK INSURAN...		15,813.00
Total 969 · Insurance					15,813.00
981 · Books funded by friends					
Bill	01/14/2022	12/1-1...	MIDWEST TAPE		71.23

Saline District Library Fund 101
Bill List
January 2022

Type	Date	Num	Name	Memo	Amount
Bill	01/26/2022	12/1-1...	BAKER & TAYLOR		62.62
Total 981 · Books funded by friends					133.85
982.1 · Adult Fiction					
Bill	01/26/2022	12/1-1...	BAKER & TAYLOR		2,115.84
Total 982.1 · Adult Fiction					2,115.84
982.15 · Large Print					
Bill	01/26/2022	12/1-1...	BAKER & TAYLOR		545.71
Total 982.15 · Large Print					545.71
982.2 · Teen Fiction					
Bill	01/26/2022	12/1-1...	BAKER & TAYLOR		1,057.98
Total 982.2 · Teen Fiction					1,057.98
982.3 · Youth Fiction					
Bill	01/26/2022	12/1-1...	BAKER & TAYLOR		1,886.00
Total 982.3 · Youth Fiction					1,886.00
983.1 · Adult Nonfiction					
Bill	01/07/2022	2021-...	DEXTER DISTRICT ...	25 copies of B...	200.00
Bill	01/14/2022	12/10/...	AMAZON		148.53
Bill	01/20/2022	2021 ...	SALINE HIGH SCH...	2021 Yearbook	80.00
Bill	01/20/2022	2018-...	SALINE MIDDLE S...	2018-2021 Ye...	120.00
Bill	01/26/2022	12/1-1...	BAKER & TAYLOR		2,798.63
Total 983.1 · Adult Nonfiction					3,347.16
983.15 · Reference					
Bill	01/25/2022	777793	ICLE	Best Practice ...	138.50
Total 983.15 · Reference					138.50
983.2 · Tenn Nonfiction					
Bill	01/26/2022	12/1-1...	BAKER & TAYLOR		280.87
Total 983.2 · Tenn Nonfiction					280.87
983.3 · Youth Nonfiction					
Bill	01/26/2022	12/1-1...	BAKER & TAYLOR		603.22
Total 983.3 · Youth Nonfiction					603.22
984.1 · Audiobooks-Adult					
Bill	01/14/2022	12/1-1...	MIDWEST TAPE		272.94

1:53 PM

02/04/22

Accrual Basis

Saline District Library Fund 101
Bill List
January 2022

Type	Date	Num	Name	Memo	Amount
Total 984.1 · Audiobooks-Adult					272.94
984.2 · Audiobooks-Teen					
Bill	01/14/2022	12/1-1...	MIDWEST TAPE		478.88
Total 984.2 · Audiobooks-Teen					478.88
985.1 · DVDBlu Rays-Adult					
Bill	01/14/2022	12/1-1...	MIDWEST TAPE		649.25
Total 985.1 · DVDBlu Rays-Adult					649.25
986.1 · Music CDs-Adult					
Bill	01/14/2022	12/1-1...	MIDWEST TAPE		161.86
Total 986.1 · Music CDs-Adult					161.86
TOTAL					167,530.31

Saline District Library

February 8, 2022

Certificates of Deposit									
INSTITUTION	AMOUNT	ACCT #	INTEREST	APY	TERM	MATURITY	SIGNERS		
Old National Bank CD 1	105,432.31	97095895	0.0170	1.70	36 months	4/4/2023	Conn, Pilarz		
TOTAL	105,432.31								
Penalty charges:									
Old National Bank	based on the term of CD								

Saline District Library
Bank Reconciliation
Key Bank - General
December 1, 2021 - December 31, 2021

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	31,177.49
			+ Cleared Deposits & Other Additions	316,716.53
			- Cleared Checks & Other Payments	216,747.83
			Ending Bank Balance	131,146.19
 Open Deposits & Additions				
			Total	0.00
Open Checks & Payments				
23847	12/21/21	790-772.1	KANOPY INC	303.05
23853	12/21/21	790-780	TOG DEVELOPMENT	1,929.00
23854	12/21/21	790-930	WASTE MANAGEMENT	105.88
23859	12/22/21	790-958	INNOVATIVE USER	110.00
23860	12/22/21	790-958	MI UINITED	35.00
23861	12/22/21	790-821	MONROE CNTY	18.00
23865	12/22/21	790-956	CHRISTINA PILARZ	100.00
23867	12/22/21	790-727	US PAPER LLC	338.00
			Total	2,938.93
			Reconciled Bank Balance	128,207.26
 Bank Transactions				
		000-258	EFTPS	(10,945.94)
		000-258	EFTPS	(10,744.56)
		790-723	ALERUS RETIRE XFERS	(7,243.82)
		000-258.1	5080 MI TAX PYMT	(3,333.04)
		000-008	ALERUS RETIRE XFERS	(2,949.00)
		790-921	DTE - GAS	(926.90)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRG	(263.02)
		790-965	MERCH FEE & DISC	(61.70)
		790-920	DTE - ELECTRICITY	0.00
		000-665.1	INTEREST	0.81
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			Total	112,887.83
			Adjusted General Ledger Balance	128,207.26

Saline District Library
Statement of Financial Position
As of December 31, 2021

Assets

Current Assets

000-001	Key Bank - General	\$ 128,207.26
000-003	Old National CD 1	105,432.31
000-013	Agency Account (Schrandt)	2,679,797.75
000-013.1	Agency Account-Unrealized Gain	(1,684.02)
000-017	Agency Sub Account (Investment Account)	4,962,683.85
000-017.1	Agency Sub Account-Unrealized Gain	(73,919.82)

Total Current Assets	7,800,517.33
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Property and Equipment

Net Property and Equipment	0.00
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Total Assets	\$ 7,800,517.33
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Liabilities and Net Assets

Current Liabilities

000-202	Accounts Payable	\$ 19,476.00
000-257	Accrued Payroll	44,466.98
000-258.1	State Payroll Taxes	3,347.74
000-275	MTT Liability	7,797.00

Total Current Liabilities	75,087.72
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Long-Term Liabilities

Total Long-Term Liabilities	0.00
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Total Liabilities	75,087.72
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Net Assets

000-343	Reserve-Compensated Absences	50,000.00
000-370	Prepays	45,015.00
000-375	Reserve-Quasi Endowment	3,075,000.00
000-385	Reserve-Unassigned	284,707.00
000-386	Reserve-Building Improvement	1,000,000.00
000-386.1	Reserve-Parking Lot	200,000.00
000-387	Reserve-Equipment Replacement	400,000.00
000-387.1	Reserve-Technology & Internet	500,000.00
000-388	Reserve-Art Fund	77,669.00
000-389	Reserve-Library Development	1,436,597.00
000-389.1	Reserve-Future Developmeent	650,000.00
000-390	General Fund Balance	79,649.52
000-399	Net Position	(73,207.91)

Total Net Assets	7,725,429.61
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Total Liabilities and Net Assets	\$ 7,800,517.33
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Saline District Library Income Statement

		1 Month Ended December 31, 2021		Percent	1 Month Ended December 31, 2021		Percent
Revenue							
000-402.3	Freedom-Real Tax	\$	95.15	0.07 %	\$	95.15	0.07 %
000-402.4	Lodi-Real Tax		63,928.67	48.86		63,928.67	48.86
000-402.6	Saline Township-Real Tax		25,947.23	19.83		25,947.23	19.83
000-402.7	York Township-Real Tax		37,180.00	28.42		37,180.00	28.42
000-628	Printers-Revenue		353.60	0.27		353.60	0.27
000-628.1	Copy Machine-Revenue		104.45	0.08		104.45	0.08
000-629	Non-Resident Fee		150.00	0.11		150.00	0.11
000-658	Fines-Overdue Materials		798.70	0.61		798.70	0.61
000-658.1	Materials Replacement		271.76	0.21		271.76	0.21
000-658.2	Card Replacement Fees		20.00	0.02		20.00	0.02
000-665.1	General Account Interest		0.81	0.00		0.81	0.00
000-665.3	Sub-Agency Account Interest		925.51	0.71		925.51	0.71
000-674	Donations-Unrestricted		1,062.90	0.81		1,062.90	0.81
Total Revenue			130,838.78	100.00		130,838.78	100.00
Gross Profit			130,838.78	100.00		130,838.78	100.00
Operating Expenses							
790-702	Salaries		87,011.94	66.50		87,011.94	66.50
790-716	Employee Insurance/Benefits		4,527.61	3.46		4,527.61	3.46
790-719	Health Reimbursement		594.83	0.45		594.83	0.45
790-722	Employer FICA		6,577.95	5.03		6,577.95	5.03
790-723	Retirement		3,349.98	2.56		3,349.98	2.56
790-727	Office Supplies		608.03	0.46		608.03	0.46
790-734	Processing Supplies		733.00	0.56		733.00	0.56
790-750.1	Adult Programming		696.17	0.53		696.17	0.53
790-750.2	Teen Programming		60.22	0.05		60.22	0.05
790-750.3	Youth Programming		78.83	0.06		78.83	0.06
790-772.1	eLibrary-Adults		6,954.58	5.32		6,954.58	5.32
790-780	Software		2,027.80	1.55		2,027.80	1.55
790-785	Online Database		10,232.44	7.82		10,232.44	7.82
790-802	PS-Bookkeeping		645.00	0.49		645.00	0.49
790-803	PS-Attorney		147.00	0.11		147.00	0.11
790-805	PS--Computer Consultants		275.00	0.21		275.00	0.21
790-821	Melcat		18.00	0.01		18.00	0.01
790-850	Internet		276.24	0.21		276.24	0.21
790-851	Telephone		302.14	0.23		302.14	0.23
790-885	Misc Funded by Friends		476.65	0.36		476.65	0.36
790-921	Gas		926.90	0.71		926.90	0.71
790-930	Building-Maintenance		240.88	0.18		240.88	0.18
790-932	Grounds Maintenance		15,000.00	11.46		15,000.00	11.46
790-956	Miscellaneous		124.69	0.10		124.69	0.10
790-957	Continued Education		48.41	0.04		48.41	0.04
790-958	Dues		145.00	0.11		145.00	0.11
790-965	Bank Charges		324.72	0.25		324.72	0.25
790-981	Books funded by Friends		195.29	0.15		195.29	0.15
790-982.1	Adult Fiction		667.93	0.51		667.93	0.51
790-982.15	Large Print		374.08	0.29		374.08	0.29
790-982.2	Teen Fiction		26.58	0.02		26.58	0.02
790-982.3	Youth Fiction		296.95	0.23		296.95	0.23
790-983.1	Adult Nonfiction		788.15	0.60		788.15	0.60
790-983.15	Reference		190.00	0.15		190.00	0.15
790-983.3	Youth Nonfiction		296.95	0.23		296.95	0.23
790-984.1	Audiobooks-Adult		1,916.10	1.46		1,916.10	1.46
790-984.2	Audiobooks-Teen		280.14	0.21		280.14	0.21
790-984.3	Audiobooks-Youth		777.58	0.59		777.58	0.59
790-985.1	DVD/Blu Rays-Adult		3,852.38	2.94		3,852.38	2.94
790-985.3	DVD/Blu Rays-Youth		14.95	0.01		14.95	0.01

See Accountants' Compilation Report

Saline District Library Income Statement

		1 Month Ended December 31, 2021	Percent	1 Month Ended December 31, 2021	Percent
790-986.1	Music CDs-Adult	124.65	0.10	124.65	0.10
790-986.3	Music CDs-Youth	117.29	0.09	117.29	0.09
Total Operating Expenses		<u>152,323.03</u>	<u>116.42</u>	<u>152,323.03</u>	<u>116.42</u>
Operating Income (Loss)		<u>(21,484.25)</u>	<u>(16.42)</u>	<u>(21,484.25)</u>	<u>(16.42)</u>
Other Income (Expenses)					
000-665.4	Agency Account Interest	1,102.37	0.84	1,102.37	0.84
000-669	Sub-Agency Short Term Gain	1,813.37	1.39	1,813.37	1.39
000-670	Sub-Agency Change in Market Value	(34,954.79)	(26.72)	(34,954.79)	(26.72)
000-670.4	Agency Change in Market Value	(18,713.45)	(14.30)	(18,713.45)	(14.30)
000-965.4	Agency Admin Charges	<u>(971.16)</u>	<u>(0.74)</u>	<u>(971.16)</u>	<u>(0.74)</u>
Total Other Income (Expenses)		<u>(51,723.66)</u>	<u>(39.53)</u>	<u>(51,723.66)</u>	<u>(39.53)</u>
Net Income (Loss) Before Taxes		<u>(73,207.91)</u>	<u>(55.95)</u>	<u>(73,207.91)</u>	<u>(55.95)</u>
Net Income (Loss)		<u>\$ (73,207.91)</u>	<u>(55.95)%</u>	<u>\$ (73,207.91)</u>	<u>(55.95)%</u>

**Saline District Library
Income Statement
Actual vs. Budget**

		1 Month Ended December 31, 2021 Actual	1 Month Ended December 31, 2021 Budget	1 Month Ended December 31, 2021 Actual	1 Month Ended December 31, 2021 Budget
Revenue					
000-402.1	Saline-Real Tax	\$ 0.00	\$ 44,355.42	\$ 0.00	\$ 44,355.42
000-402.2	Bridgewater-Real Tax	0.00	1,854.92	0.00	1,854.92
000-402.3	Freedom-Real Tax	95.15	493.25	95.15	493.25
000-402.4	Lodi-Real Tax	63,928.67	35,570.92	63,928.67	35,570.92
000-402.5	Pittsfield-Real Tax	0.00	63,308.42	0.00	63,308.42
000-402.6	Saline Township-Real Tax	25,947.23	10,014.75	25,947.23	10,014.75
000-402.7	York Township-Real Tax	37,180.00	27,746.00	37,180.00	27,746.00
000-413	PPT Reimbursement	0.00	7,500.00	0.00	7,500.00
000-540	State Aid	0.00	1,666.67	0.00	1,666.67
000-628	Printers-Revenue	353.60	66.67	353.60	66.67
000-628.1	Copy Machine-Revenue	104.45	8.34	104.45	8.34
000-628.2	Fax Machine-Revenue	0.00	8.34	0.00	8.34
000-629	Non-Resident Fee	150.00	100.00	150.00	100.00
000-656	Penal Fines	0.00	2,083.34	0.00	2,083.34
000-658	Fines-Overdue Materials	798.70	625.00	798.70	625.00
000-658.1	Materials Replacement	271.76	183.34	271.76	183.34
000-658.2	Card Replacement Fees	20.00	8.34	20.00	8.34
000-665.1	General Account Interest	0.81	8.34	0.81	8.34
000-665.3	Sub-Agency Account Interest	925.51	6,231.34	925.51	6,231.34
000-674	Donations-Unrestricted	1,062.90	225.00	1,062.90	225.00
000-674.1	Donations-Restricted	0.00	25.00	0.00	25.00
000-674.2	Donations-Friends	0.00	2,083.34	0.00	2,083.34
Total Revenue		<u>130,838.78</u>	<u>204,166.74</u>	<u>130,838.78</u>	<u>204,166.74</u>
Gross Profit		<u>130,838.78</u>	<u>204,166.74</u>	<u>130,838.78</u>	<u>204,166.74</u>
Operating Expenses					
790-702	Salaries	87,011.94	95,833.33	87,011.94	95,833.33
790-716	Employee Insurance/Benefits	4,527.61	10,416.66	4,527.61	10,416.66
790-719	Health Reimbursement	594.83	0.00	594.83	0.00
790-722	Employer FICA	6,577.95	7,333.33	6,577.95	7,333.33
790-723	Retirement	3,349.98	3,750.00	3,349.98	3,750.00
790-727	Office Supplies	608.03	558.33	608.03	558.33
790-727.3	Supplies-Youth	0.00	133.33	0.00	133.33
790-727.4	Cartridges	0.00	375.00	0.00	375.00
790-730	Postage	0.00	58.33	0.00	58.33
790-732	Cleaning Supplies	0.00	500.00	0.00	500.00
790-734	Processing Supplies	733.00	833.33	733.00	833.33
790-740	Equipment	0.00	1,250.00	0.00	1,250.00
790-750.1	Adult Programming	696.17	1,416.66	696.17	1,416.66
790-750.2	Teen Programming	60.22	750.00	60.22	750.00
790-750.3	Youth Programming	78.83	1,000.00	78.83	1,000.00
790-752.1	Summer Reading-Adult	0.00	250.00	0.00	250.00
790-752.2	Summer Reading-Teen	0.00	166.66	0.00	166.66
790-752.3	Summer Reading-Youth	0.00	416.66	0.00	416.66
790-760	Youth Toys/Realia	0.00	25.00	0.00	25.00
790-762.1	Adult ETC	0.00	250.00	0.00	250.00
790-762.3	Youth ETC	0.00	83.33	0.00	83.33
790-770	Periodicals	0.00	1,000.00	0.00	1,000.00
790-772.1	eLibrary-Adults	6,954.58	8,333.33	6,954.58	8,333.33
790-772.3	eLibrary-Youth	0.00	583.33	0.00	583.33
790-780	Software	2,027.80	1,500.00	2,027.80	1,500.00
790-780.3	Youth Software	0.00	58.33	0.00	58.33

See Accountants' Compilation Report

**Saline District Library
Income Statement
Actual vs. Budget**

		1 Month Ended December 31, 2021 Actual	1 Month Ended December 31, 2021 Budget	1 Month Ended December 31, 2021 Actual	1 Month Ended December 31, 2021 Budget
790-785	Online Database	10,232.44	3,500.00	10,232.44	3,500.00
790-801	PS-Auditor	0.00	1,916.66	0.00	1,916.66
790-802	PS-Bookkeeping	645.00	666.66	645.00	666.66
790-803	PS-Attorney	147.00	583.33	147.00	583.33
790-804	PS-Consultants	0.00	3,500.00	0.00	3,500.00
790-805	PS--Computer Consultants	275.00	583.33	275.00	583.33
790-806	PS-Tax Collection	0.00	33.33	0.00	33.33
790-810	Cooperative Fees	0.00	550.00	0.00	550.00
790-820	Polaris	0.00	3,666.66	0.00	3,666.66
790-821	Melcat	18.00	0.00	18.00	0.00
790-850	Internet	276.24	2,000.00	276.24	2,000.00
790-851	Telephone	302.14	416.66	302.14	416.66
790-860	Travel/Lodging	0.00	333.33	0.00	333.33
790-880	Marketing	0.00	1,666.66	0.00	1,666.66
790-885	Misc Funded by Friends	476.65	0.00	476.65	0.00
790-920	Electricity	0.00	5,500.00	0.00	5,500.00
790-921	Gas	926.90	1,000.00	926.90	1,000.00
790-922	Water	0.00	416.66	0.00	416.66
790-930	Building-Maintenance	240.88	4,583.33	240.88	4,583.33
790-932	Grounds Maintenance	15,000.00	3,666.66	15,000.00	3,666.66
790-934	Equipment Maintenance	0.00	2,250.00	0.00	2,250.00
790-956	Miscellaneous	124.69	416.66	124.69	416.66
790-956.1	Misc/Petty Cash	0.00	41.66	0.00	41.66
790-957	Continued Education	48.41	666.66	48.41	666.66
790-958	Dues	145.00	416.66	145.00	416.66
790-964	Tax Adjustment	0.00	166.66	0.00	166.66
790-964.4	MelCat Reimbursements	0.00	83.33	0.00	83.33
790-965	Bank Charges	324.72	250.00	324.72	250.00
790-969	Insurance	0.00	2,250.00	0.00	2,250.00
790-971	Capital Improvement	0.00	4,583.33	0.00	4,583.33
790-975	Furniture	0.00	2,500.00	0.00	2,500.00
790-981	Books funded by Friends	195.29	333.33	195.29	333.33
790-982.1	Adult Fiction	667.93	2,916.66	667.93	2,916.66
790-982.15	Large Print	374.08	666.66	374.08	666.66
790-982.2	Teen Fiction	26.58	750.00	26.58	750.00
790-982.3	Youth Fiction	296.95	1,666.66	296.95	1,666.66
790-983.1	Adult Nonfiction	788.15	3,000.00	788.15	3,000.00
790-983.15	Reference	190.00	333.33	190.00	333.33
790-983.2	Teen Nonfiction	0.00	250.00	0.00	250.00
790-983.3	Youth Nonfiction	296.95	1,250.00	296.95	1,250.00
790-984.1	Audiobooks-Adult	1,916.10	1,250.00	1,916.10	1,250.00
790-984.2	Audiobooks-Teen	280.14	583.33	280.14	583.33
790-984.3	Audiobooks-Youth	777.58	500.00	777.58	500.00
790-985.1	DVD/Blu Rays-Adult	3,852.38	1,541.66	3,852.38	1,541.66
790-985.3	DVD/Blu Rays-Youth	14.95	250.00	14.95	250.00
790-986.1	Music CDs-Adult	124.65	208.33	124.65	208.33
790-986.3	Music CDs-Youth	117.29	83.33	117.29	83.33
790-998	Special Projects	0.00	3,500.00	0.00	3,500.00
Total Operating Expenses		<u>152,323.03</u>	<u>204,166.46</u>	<u>152,323.03</u>	<u>204,166.46</u>
Operating Income (Loss)		<u>(21,484.25)</u>	<u>0.28</u>	<u>(21,484.25)</u>	<u>0.28</u>

Other Income (Expenses)

See Accountants' Compilation Report

**Saline District Library
Income Statement
Actual vs. Budget**

		1 Month Ended December 31, 2021 Actual	1 Month Ended December 31, 2021 Budget	1 Month Ended December 31, 2021 Actual	1 Month Ended December 31, 2021 Budget
000-665.4	Agency Account Interest	1,102.37	0.00	1,102.37	0.00
000-669	Sub-Agency Short Term Gain	1,813.37	0.00	1,813.37	0.00
000-670	Sub-Agency Change in Market Value	(34,954.79)	0.00	(34,954.79)	0.00
000-670.4	Agency Change in Market Value	(18,713.45)	0.00	(18,713.45)	0.00
000-965.4	Agency Admin Charges	(971.16)	0.00	(971.16)	0.00
	Total Other Income (Expenses)	<u>(51,723.66)</u>	<u>0.00</u>	<u>(51,723.66)</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>(73,207.91)</u>	<u>0.28</u>	<u>(73,207.91)</u>	<u>0.28</u>
	Net Income (Loss)	<u>\$ (73,207.91)</u>	<u>\$ 0.28</u>	<u>\$ (73,207.91)</u>	<u>\$ 0.28</u>



**Librarian's Report
February 15, 2022**

- Thanks to advocacy by the Michigan Library Association, [Michigan House Bill 5689](#), which would allow boards of libraries and other organizations to hold meetings virtually, has been introduced to the legislature. The bill has been referred to the Committee on Local Government and Municipal Finance, and MLA will be watching its progress and reporting to the Michigan library community.
- Plans are moving forward to launch a new [1000 Books Before Kindergarten](#) program in March to coincide with National Reading Month. This program challenges parents to read 1000 books to their young children before they attend Kindergarten to help them become strong readers in school. The Friends of the Library have generously donated funds so that participants can be awarded a book for every 100 books read.
- We will be updating our ILS (Integrated Library System), Polaris, from version 6.5 to version 7.1 later this month. This update will ensure that we have the most current version of the software.
- The Head of Youth Services search is underway. The job was posted on January 31 with applications due by February 18.
- Youth Services Librarian Shira Pilarski will be attending one day of the [Michigan Library Association Spring Institute](#) in March. She is co-presenting an educational session, *Black Comics Matter: Resources for Libraries*.
- Members of the Management Team attended the webinar *Diversity, Equality, and Inclusion in Your Library: How to Start Talking About DEI* offered by [Library 2.0](#) on Thursday, February 10.
- The presenter for our February 7 [Chinese Calligraphy program](#) had a last-minute conflict, so the program has been rescheduled for February 17.
- Due to continued work on implementing the new chart of accounts, our bookkeepers have provided amended December financial statements, which have been included in this month's packet.
- In support of our Strategic Plan Focus Area #3, Expand Awareness, I've prepared the following 2020-2021 Annual Report for the library.

2020-2021 ANNUAL REPORT



555 N. Maple Road, Saline, MI 48176 | 734-429-5450 | www.salinelibrary.org

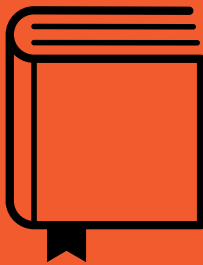
2020-2021 IN BRIEF

2021 continued to be challenging times for everyone, as we endured a second year of pandemic and COVID protocols. SDL staff rose to the occasion, offering online programs, take-and-make craft kits, and "Surprise Me" book requests when we were at Stage 3 of our Reopening Plan. We implemented Quick Browse appointments as a way to increase services while still limiting building occupancy, and were thrilled to reach Stage 4 of our Reopening Plan and welcome everyone back fully in September. We look forward to once again offering a full complement of in-person programs, but we're proud of what we accomplished this year for our community.



75,866

eLibrary items
checked out online



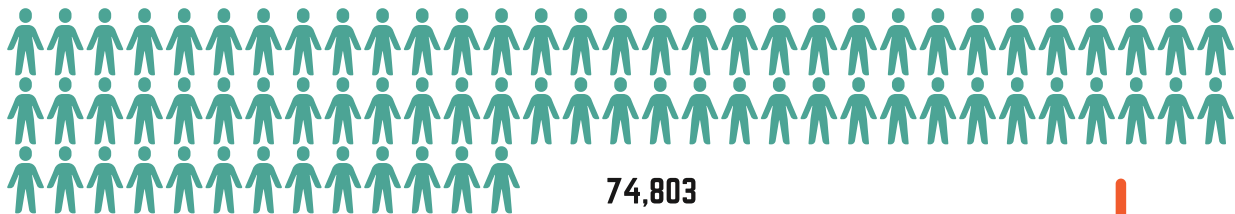
230,613

Items checked out
at the library



27,745

Wifi sessions
at the library



74,803

library visits



13,275

library cardholders



12,057

program attendees



1,101

Summer Reading
participants

STRATEGIC PLAN

SDL finalized a new 2022-26 Strategic Plan. Our four strategic focus areas are:

- 1. Optimize Spaces:** SDL seeks to optimize indoor & outdoor library spaces to evolve as a destination within the community, providing experiential & interactive environments that delight users and improve quality of life.
- 2. Increase Connections:** SDL will increase connections & services beyond the walls of the library.
- 3. Expand Awareness:** SDL will further build the library brand in the community & drive increased awareness.
- 4. Enhance Resources:** SDL will continue to adapt & optimize resources & services to meet the community's needs.



NEW MISSION & VISION

MISSION

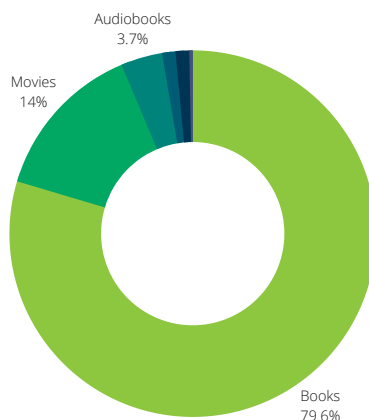
Saline District Library ignites a joy of discovery and builds community through resources, opportunities, and ideas.

VISION

Our vision is a community empowered to discover, connect, and grow.

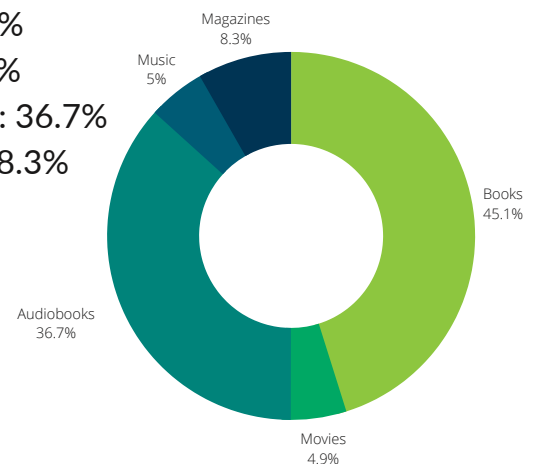
PHYSICAL ITEMS CHECKED OUT

Books: 79.6%
Movies: 14%
Audiobooks: 3.7%
Magazines: 1.2%
Music: 1.2%
Wifi
Hotspots: 0.3%



ELIBRARY ITEMS CHECKED OUT

Books: 45.1%
Movies: 4.9%
Audiobooks: 36.7%
Magazines: 8.3%
Music: 5%



FINANCIALS

SDL serves the residents of the Saline Area Schools District, which is comprised of the City of Saline, Saline Township, and parts of Pittsfield, York, Lodi, Bridgewater, and Freedom Townships.

REVENUES

Property Taxes:	\$2,285,317
State Aid:	\$22,876
Penal Fines:	\$35,986
Fees & Fines:	\$16,196
Donations:	\$32,950
Interest:	\$75,500
Other:	\$1,875
Total:	\$2,470,700

EXPENDITURES

Personnel:	\$1,285,000
Collections:	\$322,500
Supplies:	\$23,000
Building & Grounds:	\$265,000
Utilities & Insurance:	\$119,000
Contracted Services:	\$56,500
Programs & Services:	\$54,000
Total:	\$2,125,000



140,290

Website visits



12,032

Reference questions
answered



491

Programs offered

LED CONVERSION

This year SDL converted all of our lights to LED. The project was completed in October, and we are already seeing a **35-40% reduction in energy usage and electricity bills**. We are particularly pleased with the beautiful new pendant lights outside our main entrance.



Circulation FY2021-2022

ITEM	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
Book Materials													
Total Books	15,352	16,751											32,103
% of Total Circ.	75.78%	76.89%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	76.35%
AV Materials													
DVD/BLU-RAY	3,708	3,667											7,375
Music CDs	320	302											622
Audio Books	560	580											1,140
Playaways	0	1											1
J Kits	152	177											329
Total AV	4,740	4,727	0	0	0	0	0	0	0	0	0	0	9,467
% of Total Circ.	23.40%	21.70%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	22.52%
Interlibrary Loans													
SDL Patron Filled Requests	690	1,105											1,795
% of Total Circ.	3.41%	5.07%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4.27%
Lends Out to Libs	672	991											1,663
Equipment	52	52											104
Periodicals	114	257											371
% of Total Circ.	0.56%	1.18%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.88%
TOTAL 2022 CIRC	20,258	21,787	0	0	0	0	0	0	0	0	0	0	42,045
Prior Year Circ.	14,556	15,063	13,897	15,831	13,391	14,882	24,422	27,708	27,157	21,780	21,705	20,221	230,613
% Difference	39.17%	44.64%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-81.77%
Downloads													
Ebooks	2,035	2,881											4,916
AudioBooks	2,235	2,544											4,779
Music	289	400											689
Video	197	401											598
Magazines	433	418											851
Tumble books	9	11											20
Total Downloads	5,198	6,655	0	0	0	0	0	0	0	0	0	0	11,853
Prior Year	6,307	6,708	6,443	6,935	6,050	6,201	6,180	6,635	6,470	6,067	5,941	5,929	75,866
% Difference	-17.58%	-0.79%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-84.38%
GRAND TOTAL CIRC	25,456	28,442	0	0	0	0	0	0	0	0	0	0	53,898
Prior Year Grand Total	20,863	21,771	20,340	22,766	19,441	21,083	30,602	34,343	33,627	27,847	27,646	26,150	306,479
% Difference	22.02%	30.64%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-82.41%
Cards Issued	90	102											192
Prior Year	45	57	48	72	42	62	121	169	133	128	101	79	1,057
% Difference	100.00%	78.95%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-81.84%
3 M Gate Count	7,163	8,359											15,522
prior year	3,804	4,157	3,902	4,411	3,985	4,290	6,970	8,038	9,134	8,804	9,178	8,130	74,803
% Difference	88.30%	101.08%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-79.25%
Average Per Day	231	269	0	0	0	0	0	0	0	0	0	0	44

* Total 2019 Circulation includes SDL Patron Filled Requests

* Total Gate Count Estimated and Circulation includes Envisionware Gates Down and Building Closed 3/14/2020 - 6/15/2020 COVID-19

*Total Gate Count Estimated due to Envisionware Gates Down 1/1/2022-1/27/2022

Programs and Services FY2020-2021

	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
YOUTH													
Youth Storytimes	5	8											13
# attending	46	110											156
Staff Programs	2	3											5
# attending	260	216											476
Guest Performers	0	0											0
# attending	0	0											0
Visits & Tours	0	0											0
# attending	0	0											0
Off Site Presentations	6	0											6
# attending	150	0											150
Total events/month	13	11	0	0	0	0	0	0	0	0	0	0	24
Prior Year	9	16	17	20	19	16	23	24	16	22	27	39	248
% difference	44.44%	-31.25%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-90.32%
Total attendance	456	326	0	0	0	0	0	0	0	0	0	0	782
Prior Year	635	439	478	935	609	400	504	743	472	408	686	640	6,949
% difference	-28.19%	-25.74%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-88.75%
New Baby Packets	1	0	5	2	3	3	17	25	16	9	3	0	84
ADULT/TEEN													
Teen Programs	3	6											9
# attending	84	175											259
Teen Book Discussion	0	0											0
# attending	0	0											0
Visits & Tours	0	0											0
# attending	0	0											0
Off Site Presentations	0	0											0
# attending	0	0											0
Adult Programs	9	8											17
# attending	175	143											318
Adult Book Discussion	3	3											6
# attending	8	12											20
Family Programs	0	0											0
# attending	0	0											0
Internet Classes	0	0											0
# attending	0	0											0
Outreach/Bk Deliveries	2	0											2
# of items	48	0											48
Total events/month	15	17	0	0	0	0	0	0	0	0	0	0	32
Prior Year	33	21	22	19	19	14	21	18	14	18	29	15	243
% difference	-54.55%	-19.05%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-86.83%

Programs and Services FY2020-2021

Total attendance	315	330	0	0	0	0	0	0	0	0	0	0	645
Prior Year	670	600	477	405	362	400	450	358	239	301	562	284	5,108
% difference	-52.99%	-45.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-87.37%
COMPUTER USAGE													
PC usage onsite	511	509											1,020
Prior Year	0	0	0	0	0	0	125	372	484	514	576	567	2,638
% difference	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-61.33%
WiFi usage onsite	2,727	3,275											6,002
Prior Year	1,061	1,006	926	1,203	1,007	1,035	3,017	3,477	4,090	5,009	3,047	2,867	27,745
% difference	157.02%	225.55%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-78.37%
Youth AWE computers	0	0	0	0	0	0	0	0	0	0	0	0	0
Prior Year	0	0	0	0	0	0	0	0	0	0	0	0	0
% difference	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Ref. Questions:													
Youth	121	298											419
Adult	362	359											721
Circ Desk	314	406											720
Total Reference	797	1,063	0	0	0	0	0	0	0	0	0	0	1,860
Prior Year	677	771	769	851	575	730	1,637	1,593	1,668	1,082	1,063	616	12,032
% difference	17.73%	37.87%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-84.54%
Brecon Rm: #Groups	0	0											0
Prior Year #Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
# of individuals	0	0											0
Study Rms: #Groups	150	174											324
Prior Year #Groups	0	0	0	0	0	0	37	80	112	172	204	158	763
# of individuals	218	262											480

* Includes views of online programs beginning December 2021

Website Access FY2021-2022

ONLINE SERVICES	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	TOTAL
Website access	9,379	12,167											21,546
Prior Year	11,329	12,022	11,133	11,995	11,023	11,299	14,718	13,661	12,381	11,091	9,746	9,892	140,290
% difference	-17.21%	1.21%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-84.64%
Catalog access	6,907	10,334											17,241
Prior Year	9,565	10,241	8,906	9,839	8,971	9,161	10,769	10,776	9,575	9,186	8,058	8,489	113,536
% difference	-27.79%	0.91%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-84.81%
Informational Databases	227	199											426
Prior Year	327	215	176	219	234	178	195	168	289	196	195	270	2,662
% difference	-30.58%	-7.44%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-84.00%
Local History Databases													
Saline Valley Farms	12	10											22
Prior Year	10	16	14	19	20	9	8	14	29	20	19	3	181
% difference	20%	-38%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-88%
Historical Homes	16	20											36
Prior Year	12	23	19	24	17	24	30	16	19	13	19	24	240
% difference	33%	-13%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-85%
Saline Newspapers	6,875	9,027											15,902
Prior Year	7,767	7,166	7,967	7,483	6,308	5,557	6,367	6,162	6,891	6,941	7,134	7,369	83,112
% difference	-11%	26%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-81%
Historical Photos	135	180											315
Prior Year	160	156	144	145	176	170	147	189	183	324	258	138	2,190
% difference	-16%	15%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-86%
MI Activity Pass	4	2											6
Prior Year	0	0	0	0	5	20	10	22	13	9	6	0	85
% difference	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	500%	-100%	-100%	-100%	0%	-100%	-100%	#DIV/0!	-93%
New eNews subscribers	107	101											208
Total eNews subscribers	10,763	9,810											10,763
Prior Year	3,006	3,008	2,998	3,005	3,003	3,006	10,418	10,438	10,539	10,650	10,750	10,680	10,680
% difference	258.05%	226.13%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	0.78%

* Bot emails were purged from eNews subscribers in 1/22, bringing the total down

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 405

SUBJECT: LENDING MATERIALS

1. Due dates, limits on materials checked out, and overdue fines are established by the Saline District Library and are intended to encourage patrons to borrow responsibly and return materials within reasonable periods of time. These are outlined in the Schedule of Loans, Fines, and Fees set by the Library Director with the oversight of the Library Board. The current Schedule of Loans, Fines, and Fees will be posted in the library and on the library's website.
2. Patrons shall be responsible for any fines, fees, or other charges due in accordance with the Library's standard schedules. Failure to pay these fines may result in the suspension of library privileges.
3. Reserves on library materials can be made online, by telephone, or in person. Materials not owned by the library may be requested and borrowed from other libraries through MeLCat (Michigan eLibrary Catalog).
4. Most library materials may be renewed once if there are no reserves for that item. Renewals can be made online, by telephone, or in person. If a fine has accrued, it will be posted to the patron's account.
5. A charge will be levied for any damage incurred to library materials. If library materials are lost or damaged so as to be judged by the library as unsuitable for the collection, the patron must pay for the replacement of the item based on the price listed in library records. (Authorized library staff reserve the right to accept or reject replacement in kind for lost or damaged materials.)
6. The library assumes no responsibility for personal injury or damage or alleged damages to patron belongings or property caused by library materials.
7. Abuse of library materials, services, policies, or procedures may result in revocation or suspension of a patron's borrowing privileges.

8. All fines and fees must be paid in full prior to library card renewal.

POLICY APPROVED _____

EFFECTIVE _____

PRESIDENT _____