



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

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, MARCH 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, MARCH 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 February 15, 2022 meeting minutes as written.

Move _____ Second _____ to approve the March 12, 2022 special 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. Presentation: Annual Audit / Financial Report for FY2020/2021 – Josh Yde, Plante & Moran
Move _____ Second _____ to accept the FY2020/2021 Audit/Financial Report as presented by Plante & Moran.
- F. President's Report
- G. Friends of the Library Report
- H. Financial Reports
Move _____ Second _____ to approve the February financial reports.
- I. Committee Reports
 - 1. Finance
 - 2. Arts
 - 3. Building & Grounds

4. Library Services

5. Staff Excellence

J. Librarian's Report

K. Old Business

1. Library Director Search Process

L. New Business

1. Policy Review

a. Policy 501: Library Hours, Holidays, and Special Closings
Move _____ Second _____ to approve Policy 501: Library Hours, Holidays, and Special Closings as presented.

b. Policy 520: Library Reopening
Move _____ Second _____ to approve revised Policy 520: Library Reopening.

c. Policy 521: COVID-19 Prevention
Move _____ Second _____ to approve revised Policy 521: COVID-19.

2. Memorandum of Understanding Review

a. Memorandum of Understanding between Saline District Library and Friends of the Saline District Library
Move _____ Second _____ to approve Memorandum of Understanding between Saline District Library and Friends of the Saline District Library as presented.

M. 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.

N. Adjournment

Move _____ Second _____ to adjourn the meeting at _____.

RECOMMENDED MOTIONS FOR MEETING on March 15, 2022

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the February 15, 2022 meeting minutes as written.

Move _____ Second _____ to approve the March 12, 2022 special meeting minutes as written.

Move _____ Second _____ to accept the FY2020/2021 Audit/Financial Report as presented by Plante & Moran.

Move _____ Second _____ to approve the February financial reports.

Move _____ Second _____ to approve Policy 501: Library Hours, Holidays, and Special Closings as presented.

Move _____ Second _____ to approve revised Policy 520: Library Reopening.

Move _____ Second _____ to approve revised Policy 521: COVID-19 Prevention.

Move _____ Second _____ to approve Memorandum of Understanding between Saline District Library and Friends of the Saline District Library as presented.

Move _____ Second _____ to adjourn the meeting at _____.

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

Present: President Gray, Secretary Saldaña, Bieliauskas, Byron, TerHaar
Interim Director Waarala, Admin. Asst. Pilarz

Absent: Vice President Parsels, Treasurer Conn, Friends President Duvall

- A. Call Meeting to Order at 7:00 PM.
- B. Approval of Agenda
Move Byron, Second TerHaar to approve the agenda as presented. Carried.
- C. Approval of Past Minutes
Move Gray, Second Byron to approve the January 18, 2022 meeting minutes as written. Carried.
- D. Public Discussion: None
- E. President's Report: March 12 will be the day for second round interviews for the open Director position.
- F. Friends of the Library Report: \$2,000 in sales last month; that's the first time they've brought in that much since pre-pandemic.
- G. Financial Reports
Move TerHaar, Second Byron to approve the January financial reports. Carried.
- H. Committee Reports
 - 1. Finance: Heard from audit representatives, audit was successful and will be presented unmodified. Reviewed the fund balances categories and adjusted future operating fund balance. Moving to using a KeyBank credit card which is safer for the library and employees. Set goals for 2022, discussed soliciting bids for new auditors, determined to wait until after next year's audit due to the new chart of accounts.
 - 2. Arts: Didn't meet.
 - 3. Building & Grounds: Didn't meet.
 - 4. Library Services: Reviewed Policy 405. Reviewed the Friends Memo of Understanding and recommended to continue operating under that Memo of Understanding.
 - 5. Staff Excellence: Met to discuss the director search and questions for interviews. Decided to pick up reviewing polices after the new director is hired.
- I. Librarian's Report: Summer Reading will use a new platform for tracking books, READSquared, which has an app. The same platform will be used for 1000 Books Before Kindergarten, too. Head of Youth Services has multiple applicants. Request for Trustees to participate in the SDL newsletter with a "Meet the..." section. Website update is going well; will likely go live in April.

J. Old Business

1. Library Director Search Process: Four first round candidate interviews this week. Second round interviews anticipated for March 12. We are ahead of schedule.

K. New Business

1. Policy Review
 - a. Policy 405: Lending Materials
Move Gray, Second Byron to approve Policy 405: Lending Materials as presented. Carried.
2. Annual Staff Appreciation: Pre-pandemic staff and board all met annually for dinner in March. While that's still not possible due to COVID conditions, we discussed giving Saline business gift cards to all staff; decided to wait to see if we can have a staff picnic in May.

L. Public Discussion: None

M. Adjournment

Move TerHaar Second Bieliauskas to adjourn the meeting at 7:45 PM.

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
February 1, 2022 - February 28, 2022

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	736,875.47
			+ Cleared Deposits & Other Additions	472,043.95
			- Cleared Checks & Other Payments	665,818.26
			Ending Bank Balance	543,101.16
 Open Deposits & Additions				
			Total	0.00
 Open Checks & Payments				
23915	02/08/22	790-983.15	GREY HOUSE PUBLISHING	203.00
23924	02/08/22	790-957	STEVE HARGADON	225.00
23925	02/15/22	790-930	ALTECH	2,191.10
23934	02/18/22	790-803	FOSTER, SWIFT...	42.00
23935	02/18/22	790-851	TELNET WORLDWIDE	301.62
			Total	2,962.72
			Reconciled Bank Balance	540,138.44
 Bank Transactions				
		000-258	EFTPS	(12,947.53)
		000-258	EFTPS	(9,521.68)
		790-723	ALERUS RETIRE XFERS	(6,569.66)
		000-258.1	5080 MI TAX PYMT	(3,403.23)
		000-008	ALERUS RETIRE XFERS	(2,120.00)
		790-921	DTE - GAS	(1,700.12)
		790-920	DTE - ELECTRICITY	(1,298.17)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRG	(201.66)
		790-965	MERCH FEE & DISC	(77.69)
		000-665.1	INTEREST	3.17
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			Total	111,518.43
			Adjusted General Ledger Balance	540,138.44

Saline District Library
Statement of Financial Position
As of February 28, 2022

Assets

Current Assets

000-001	Key Bank - General	\$ 540,138.44
000-003	Old National CD 1	105,432.31
000-013	Agency Account (Schrandt)	2,685,491.33
000-013.1	Agency Account-Unrealized Gain	(66,917.97)
000-017	Agency Sub Account (Investment Account)	5,571,399.95
000-017.1	Agency Sub Account-Unrealized Gain	(197,338.01)

Total Current Assets	8,638,206.05
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Property and Equipment

Net Property and Equipment	0.00
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Total Assets	\$ 8,638,206.05
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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	3,450.98
000-275	MTT Liability	7,797.00

Total Current Liabilities	75,190.96
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Long-Term Liabilities

Total Long-Term Liabilities	0.00
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Total Liabilities	75,190.96
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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	764,377.57

Total Net Assets	8,563,015.09
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Total Liabilities and Net Assets	\$ 8,638,206.05
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Saline District Library Income Statement

		1 Month Ended February 28, 2022		Percent	3 Months Ended February 28, 2022		Percent
Revenue							
000-402.1	Saline-Real Tax	\$	47,026.65	14.22 %	\$	351,650.34	23.49 %
000-402.2	Bridgewater-Real Tax		1,104.47	0.33		13,676.13	0.91
000-402.3	Freedom-Real Tax		0.00	0.00		3,665.31	0.24
000-402.4	Lodi-Real Tax		82,377.05	24.91		314,487.39	21.00
000-402.5	Pittsfield-Real Tax		182,018.87	55.05		491,394.14	32.82
000-402.6	Saline Township-Real Tax		0.00	0.00		69,636.12	4.65
000-402.7	York Township-Real Tax		0.00	0.00		215,970.00	14.42
000-628	Printers-Revenue		120.60	0.04		566.10	0.04
000-628.1	Copy Machine-Revenue		0.00	0.00		104.45	0.01
000-629	Non-Resident Fee		465.00	0.14		965.00	0.06
000-658	Fines-Overdue Materials		633.94	0.19		2,461.40	0.16
000-658.1	Materials Replacement		347.55	0.11		976.28	0.07
000-658.2	Card Replacement Fees		18.80	0.01		68.80	0.00
000-665.1	General Account Interest		3.17	0.00		6.78	0.00
000-665.3	Sub-Agency Account Interest		9,149.21	2.77		9,641.61	0.64
000-674	Donations-Unrestricted		0.00	0.00		1,212.90	0.08
000-674.1	Donations-Restricted		0.00	0.00		50.00	0.00
000-674.2	Donations-Friends		7,400.00	2.24		7,400.00	0.49
000-680	Other Income		0.00	0.00		13,402.01	0.90
Total Revenue			330,665.31	100.00		1,497,334.76	100.00
Gross Profit			330,665.31	100.00		1,497,334.76	100.00
Operating Expenses							
790-702	Salaries		89,458.39	27.05		264,971.44	17.70
790-716	Employee Insurance/Benefits		3,938.52	1.19		11,967.16	0.80
790-719	Health Reimbursement		0.00	0.00		2,216.24	0.15
790-722	Employer FICA		6,768.48	2.05		20,038.24	1.34
790-723	Retirement		3,012.90	0.91		9,872.56	0.66
790-727	Office Supplies		222.94	0.07		1,361.20	0.09
790-727.3	Supplies-Youth		0.00	0.00		202.19	0.01
790-727.4	Cartridges		0.00	0.00		70.79	0.00
790-730	Postage		3.82	0.00		115.86	0.01
790-732	Cleaning Supplies		468.62	0.14		1,277.99	0.09
790-734	Processing Supplies		91.98	0.03		824.98	0.06
790-740	Equipment		154.44	0.05		154.44	0.01
790-750.1	Adult Programming		373.60	0.11		2,413.23	0.16
790-750.2	Teen Programming		100.49	0.03		565.33	0.04
790-750.3	Youth Programming		0.00	0.00		78.83	0.01
790-760	Youth Toys/Realia		144.32	0.04		144.32	0.01
790-770	Periodicals		0.00	0.00		1,183.89	0.08
790-772.1	eLibrary-Adults		4,491.74	1.36		15,580.51	1.04
790-772.3	eLibrary-Youth		31.50	0.01		31.50	0.00
790-780	Software		2,717.93	0.82		5,957.63	0.40
790-785	Online Database		0.00	0.00		21,716.73	1.45
790-801	PS-Auditor		0.00	0.00		18,960.00	1.27
790-802	PS-Bookkeeping		645.00	0.20		1,935.00	0.13
790-803	PS-Attorney		42.00	0.01		189.00	0.01
790-804	PS-Consultants		0.00	0.00		924.00	0.06
790-805	PS--Computer Consultants		150.00	0.05		575.00	0.04
790-821	Melcat		0.00	0.00		18.00	0.00
790-850	Internet		282.62	0.09		835.10	0.06
790-851	Telephone		301.62	0.09		905.95	0.06
790-880	Marketing		0.00	0.00		6,446.21	0.43
790-885	Misc Funded by Friends		0.00	0.00		476.65	0.03
790-920	Electricity		1,298.17	0.39		9,346.44	0.62
790-921	Gas		1,700.12	0.51		4,008.22	0.27
790-922	Water		0.00	0.00		798.53	0.05

See Accountants' Compilation Report

Saline District Library Income Statement

		1 Month Ended		3 Months Ended	
		February 28, 2022	Percent	February 28, 2022	Percent
790-930	Building Maintenance	2,866.93	0.87	3,653.12	0.24
790-932	Grounds Maintenance	15,342.50	4.64	30,342.50	2.03
790-934	Equipment Maintenance	3,759.13	1.14	4,167.55	0.28
790-956	Miscellaneous	0.00	0.00	221.28	0.01
790-957	Continued Education	375.00	0.11	423.41	0.03
790-958	Dues	85.00	0.03	773.00	0.05
790-964	Tax Adjustment	4,354.26	1.32	4,508.02	0.30
790-964.4	MelCat Reimbursements	0.00	0.00	26.95	0.00
790-965	Bank Charges	279.35	0.08	938.71	0.06
790-969	Insurance	0.00	0.00	15,813.00	1.06
790-981	Books Funded by Friends	66.72	0.02	395.86	0.03
790-982.1	Adult Fiction	2,660.82	0.80	5,444.59	0.36
790-982.15	Large Print	707.00	0.21	1,626.79	0.11
790-982.2	Teen Fiction	454.46	0.14	1,539.02	0.10
790-982.3	Youth Fiction	1,017.72	0.31	3,200.67	0.21
790-983.1	Adult Nonfiction	2,256.08	0.68	6,378.74	0.43
790-983.15	Reference	203.00	0.06	531.50	0.04
790-983.2	Teen Nonfiction	0.00	0.00	280.87	0.02
790-983.3	Youth Nonfiction	363.53	0.11	1,263.70	0.08
790-984.1	Audiobooks-Adult	690.83	0.21	2,879.87	0.19
790-984.2	Audiobooks-Teen	46.99	0.01	806.01	0.05
790-984.3	Audiobooks-Youth	89.97	0.03	867.55	0.06
790-985.1	DVD/Blu Rays-Adult	657.46	0.20	5,159.09	0.34
790-985.3	DVD/Blu Rays-Youth	341.86	0.10	356.81	0.02
790-986.1	Music CDs-Adult	109.40	0.03	395.91	0.03
790-986.3	Music CDs-Youth	0.00	0.00	117.29	0.01
Total Operating Expenses		<u>153,127.21</u>	<u>46.31</u>	<u>498,274.97</u>	<u>33.28</u>
Operating Income (Loss)		<u>177,538.10</u>	<u>53.69</u>	<u>999,059.79</u>	<u>66.72</u>
Other Income (Expenses)					
000-665.4	Agency Account Interest	8,213.74	2.48	10,414.13	0.70
000-669	Sub-Agency Short Term Gain	0.00	0.00	1,813.37	0.12
000-670	Sub-Agency Change in Market Value	(32,757.72)	(9.91)	(158,372.98)	(10.58)
000-670.4	Agency Change in Market Value	(19,832.80)	(6.00)	(85,659.55)	(5.72)
000-965.4	Agency Admin Charges	(934.63)	(0.28)	(2,877.19)	(0.19)
Total Other Income (Expenses)		<u>(45,311.41)</u>	<u>(13.70)</u>	<u>(234,682.22)</u>	<u>(15.67)</u>
Net Income (Loss) Before Taxes		<u>132,226.69</u>	<u>39.99</u>	<u>764,377.57</u>	<u>51.05</u>
Net Income (Loss)		<u>\$ 132,226.69</u>	<u>39.99 %</u>	<u>\$ 764,377.57</u>	<u>51.05 %</u>

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03/03/22

Accrual Basis

Saline District Library Fund 101
monthly revenue
February 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.1 · City of Saline-Real Tax								
Deposit	02/10/2022			Ck # 66818		001 · Key Bank...	47,026.65	47,026.65
Total 402.1 · City of Saline-Real Tax							47,026.65	47,026.65
402.2 · Bridgewater Township-Real Tax								
Deposit	02/10/2022			Ck # 10975		001 · Key Bank...	1,104.47	1,104.47
Total 402.2 · Bridgewater Township-Real Tax							1,104.47	1,104.47
402.4 · Lodi Township-Real Tax								
Deposit	02/10/2022			Ck # 6688		001 · Key Bank...	82,377.05	82,377.05
Total 402.4 · Lodi Township-Real Tax							82,377.05	82,377.05
402.5 · Pittsfield Township-Real Tax								
Deposit	02/10/2022			Ck # 023081		001 · Key Bank...	87,814.62	87,814.62
Deposit	02/25/2022			Ck# 023082		001 · Key Bank...	94,204.25	182,018.87
Total 402.5 · Pittsfield Township-Real Tax							182,018.87	182,018.87
Total 402 · Property Taxes Control Account							312,527.04	312,527.04
628 · Printers-Revenue								
Deposit	02/01/2022			Deposit		001 · Key Bank...	2.10	2.10
Deposit	02/02/2022			Deposit		001 · Key Bank...	9.90	12.00
Deposit	02/07/2022			Deposit		001 · Key Bank...	0.80	12.80
Deposit	02/09/2022			Deposit		001 · Key Bank...	7.70	20.50
Deposit	02/10/2022			Deposit		001 · Key Bank...	12.10	32.60
Deposit	02/10/2022			Deposit		001 · Key Bank...	5.40	38.00
Deposit	02/14/2022			Deposit		001 · Key Bank...	17.50	55.50
Deposit	02/14/2022			Deposit		001 · Key Bank...	3.00	58.50
Deposit	02/15/2022			Deposit		001 · Key Bank...	5.50	64.00
Deposit	02/16/2022			Deposit		001 · Key Bank...	0.20	64.20
Deposit	02/17/2022			Deposit		001 · Key Bank...	4.80	69.00
Deposit	02/22/2022			Deposit		001 · Key Bank...	3.10	72.10
Deposit	02/22/2022			Deposit		001 · Key Bank...	0.10	72.20
Deposit	02/22/2022			Deposit		001 · Key Bank...	0.50	72.70
Deposit	02/22/2022			Deposit		001 · Key Bank...	3.40	76.10
Deposit	02/23/2022			Deposit		001 · Key Bank...	17.10	93.20
Deposit	02/25/2022			Deposit		001 · Key Bank...	18.90	112.10
Deposit	02/25/2022			Deposit		001 · Key Bank...	4.40	116.50
Deposit	02/25/2022			Deposit		001 · Key Bank...	3.00	119.50
Deposit	02/28/2022			Deposit		001 · Key Bank...	0.60	120.10
Deposit	02/28/2022			Deposit		001 · Key Bank...	0.50	120.60
Total 628 · Printers-Revenue							120.60	120.60
629 · Non-Resident Fees								
Deposit	02/08/2022			Deposit		001 · Key Bank...	150.00	150.00

5:40 PM

03/03/22

Accrual Basis

Saline District Library Fund 101
monthly revenue
February 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	02/09/2022			Deposit		001 · Key Bank...	15.00	165.00
Deposit	02/25/2022			Deposit		001 · Key Bank...	150.00	315.00
Deposit	02/25/2022			Deposit		001 · Key Bank...	150.00	465.00
Total 629 · Non-Resident Fees							465.00	465.00
658 · Fines-Overdue Materials								
Deposit	02/01/2022			Deposit		001 · Key Bank...	23.00	23.00
Deposit	02/02/2022			Deposit		001 · Key Bank...	10.45	33.45
Deposit	02/03/2022			Deposit		001 · Key Bank...	7.50	40.95
Deposit	02/04/2022			Deposit		001 · Key Bank...	4.00	44.95
Deposit	02/07/2022			Deposit		001 · Key Bank...	28.49	73.44
Deposit	02/07/2022			Deposit		001 · Key Bank...	4.65	78.09
Deposit	02/07/2022			Deposit		001 · Key Bank...	20.85	98.94
Deposit	02/08/2022			Deposit		001 · Key Bank...	14.00	112.94
Deposit	02/09/2022			Deposit		001 · Key Bank...	24.45	137.39
Deposit	02/10/2022			Deposit		001 · Key Bank...	58.90	196.29
Deposit	02/10/2022			Deposit		001 · Key Bank...	78.35	274.64
Deposit	02/10/2022			Deposit		001 · Key Bank...	17.70	292.34
Deposit	02/11/2022			Deposit		001 · Key Bank...	9.45	301.79
Deposit	02/14/2022			Deposit		001 · Key Bank...	15.70	317.49
Deposit	02/14/2022			Deposit		001 · Key Bank...	25.55	343.04
Deposit	02/14/2022			Deposit		001 · Key Bank...	10.55	353.59
Deposit	02/15/2022			Deposit		001 · Key Bank...	14.80	368.39
Deposit	02/16/2022			Deposit		001 · Key Bank...	5.55	373.94
Deposit	02/17/2022			Deposit		001 · Key Bank...	27.60	401.54
Deposit	02/18/2022			Deposit		001 · Key Bank...	9.35	410.89
Deposit	02/22/2022			Deposit		001 · Key Bank...	21.50	432.39
Deposit	02/22/2022			Deposit		001 · Key Bank...	8.55	440.94
Deposit	02/22/2022			Deposit		001 · Key Bank...	5.50	446.44
Deposit	02/22/2022			Deposit		001 · Key Bank...	18.20	464.64
Deposit	02/23/2022			Deposit		001 · Key Bank...	10.45	475.09
Deposit	02/24/2022			Deposit		001 · Key Bank...	9.80	484.89
Deposit	02/25/2022			Deposit		001 · Key Bank...	43.75	528.64
Deposit	02/25/2022			Deposit		001 · Key Bank...	22.40	551.04
Deposit	02/25/2022			Deposit		001 · Key Bank...	11.00	562.04
Deposit	02/28/2022			Deposit		001 · Key Bank...	43.15	605.19
Deposit	02/28/2022			Deposit		001 · Key Bank...	28.75	633.94
Total 658 · Fines-Overdue Materials							633.94	633.94
658.1 · Materials Replacement Fees								
Deposit	02/08/2022			Deposit		001 · Key Bank...	29.99	29.99
Deposit	02/10/2022			Deposit		001 · Key Bank...	34.98	64.97
Deposit	02/14/2022			Deposit		001 · Key Bank...	32.00	96.97
Deposit	02/14/2022			Deposit		001 · Key Bank...	39.95	136.92
Deposit	02/16/2022			Deposit		001 · Key Bank...	18.99	155.91
Deposit	02/18/2022			Deposit		001 · Key Bank...	17.95	173.86
Deposit	02/22/2022			Deposit		001 · Key Bank...	15.49	189.35

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03/03/22

Accrual Basis

Saline District Library Fund 101
monthly revenue
February 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	02/22/2022			Deposit		001 · Key Bank...	8.54	197.89
Deposit	02/23/2022			Deposit		001 · Key Bank...	61.77	259.66
Deposit	02/25/2022			Deposit		001 · Key Bank...	51.90	311.56
Deposit	02/25/2022			Deposit		001 · Key Bank...	17.00	328.56
Deposit	02/28/2022			Deposit		001 · Key Bank...	18.99	347.55
Total 658.1 · Materials Replacement Fees							347.55	347.55
658.2 · Card Replacement Fees								
Deposit	02/10/2022			Deposit		001 · Key Bank...	5.00	5.00
Deposit	02/10/2022			Deposit		001 · Key Bank...	4.00	9.00
Deposit	02/10/2022			Deposit		001 · Key Bank...	1.00	10.00
Deposit	02/14/2022			Deposit		001 · Key Bank...	0.80	10.80
Deposit	02/22/2022			Deposit		001 · Key Bank...	1.00	11.80
Deposit	02/25/2022			Deposit		001 · Key Bank...	5.00	16.80
Deposit	02/25/2022			Deposit		001 · Key Bank...	2.00	18.80
Total 658.2 · Card Replacement Fees							18.80	18.80
665.1 · General Account Interest								
Check	02/28/2022					001 · Key Bank...	-3.17	-3.17
Total 665.1 · General Account Interest							-3.17	-3.17
674.2 · Donations-Friends								
Deposit	02/10/2022			Enews, Hoopl...		001 · Key Bank...	7,400.00	7,400.00
Total 674.2 · Donations-Friends							7,400.00	7,400.00
699 · Transfer from Other Funds								
Deposit	02/07/2022			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							471,509.76	471,509.76

Saline District Library Fund 101
Bill List
February 2022

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	02/04/2022			Pay Period E...	34,525.90
Check	02/04/2022			MERS Pay P...	1,502.15
Check	02/04/2022			MERS 457 Pa...	1,060.00
Check	02/04/2022			MERS Staff L...	183.74
Check	02/04/2022			MERS Staff L...	88.19
Check	02/18/2022			Pay Period E...	29,122.38
Check	02/18/2022			MERS Pay P...	1,510.75
Check	02/18/2022			MERS 457 Pa...	1,060.00
Check	02/18/2022			MERS Staff L...	183.74
Check	02/18/2022			MERS Staff L...	88.19
Total 702 · Salaries					69,325.04
716 · Employee Insurances/Benefits					
Bill	02/15/2022	3/1-3/...	BLUE CROSS BLU...	31/-3/31/2022	3,466.62
Bill	02/15/2022	CID97...	THE SBAM PLAN	3/1-3/31/2022	1,453.54
Total 716 · Employee Insurances/Benefits					4,920.16
723 · Retirement					
Check	02/04/2022			MERS Emplo...	1,502.15
Check	02/18/2022			MERS Emplo...	1,510.75
Total 723 · Retirement					3,012.90
727 · Office Supplies					
Bill	02/08/2022	12/17-...	KEYBANK - NATIO...		41.96
Bill	02/15/2022	1/25/2...	STAPLES BUSINES...		180.98
Total 727 · Office Supplies					222.94
730 · Postage					
Bill	02/08/2022	12/17-...	KEYBANK - NATIO...	Book return	3.82
Total 730 · Postage					3.82
732 · Cleaning Supplies					
Bill	02/08/2022	2632419	CHELSEA LUMBE...	Invoice # 263...	16.05
Bill	02/15/2022	1/25/2...	STAPLES BUSINES...		452.57
Total 732 · Cleaning Supplies					468.62
734 · Processing Supplies					
Bill	02/15/2022	1/25/2...	STAPLES BUSINES...		91.98
Total 734 · Processing Supplies					91.98
740 · Equipment					
Bill	02/08/2022	12/17-...	KEYBANK - NATIO...	Surge protect...	154.44

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03/03/22

Accrual Basis

Saline District Library Fund 101
Bill List
February 2022

Type	Date	Num	Name	Memo	Amount
Total 740 · Equipment					154.44
750.1 · Adult Programming					
Bill	02/08/2022	12/17-...	KEYBANK - NATIO...	Program supp...	73.60
Bill	02/15/2022	2/11/2...	MANHATTAN SHO...	Online Manha...	300.00
Total 750.1 · Adult Programming					373.60
750.2 · Teen Programming					
Bill	02/08/2022	12/17-...	KEYBANK - NATIO...	Program supp...	100.49
Total 750.2 · Teen Programming					100.49
760 · Youth Toys/Realia					
Bill	02/08/2022	ERG1...	THE BOOK FARM, I...	Invoice # ER...	144.32
Total 760 · Youth Toys/Realia					144.32
772.1 · Ebooks-Adult					
Bill	02/08/2022	50162...	MIDWEST TAPE	Hoopla	4,129.94
Bill	02/08/2022	28244...	KANOPY, INC.		361.80
Total 772.1 · Ebooks-Adult					4,491.74
772.3 · Ebooks-Youth					
Bill	02/08/2022	28244...	KANOPY, INC.		31.50
Total 772.3 · Ebooks-Youth					31.50
780 · Software					
Bill	02/08/2022	INV-U...	ENVISIONWARE, I...	INV-US-56850	2,617.93
Bill	02/08/2022	12/17-...	KEYBANK - NATIO...	Zoom	100.00
Total 780 · Software					2,717.93
802 · Professional Services-Bookkeep					
Check	02/15/2022			Montly Fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
803 · Professioanl services-Attorney					
Bill	02/18/2022	827404	FOSTER, SWIFT, C...	Review and a...	42.00
Total 803 · Professioanl services-Attorney					42.00
805 · Professional service-Computer					
Bill	02/08/2022	2/1/20...	DANKO, TOLAN	2/1/2022	150.00
Total 805 · Professional service-Computer					150.00
850 · Internet					

Saline District Library Fund 101
Bill List
February 2022

Type	Date	Num	Name	Memo	Amount
Bill	02/08/2022	2/13/2...	T-MOBILE	Hotspots	282.62
Total 850 · Internet					282.62
851 · Telephone					
Bill	02/18/2022	240759	TELNET WORLDWI...	Invoice # 240...	301.62
Total 851 · Telephone					301.62
920 · Electricity					
Check	02/11/2022			DTE	1,298.17
Total 920 · Electricity					1,298.17
921 · Gas					
Check	02/11/2022			DTE	1,700.12
Total 921 · Gas					1,700.12
930 · Building Maintenance					
Bill	02/08/2022	4046	ARBOR INSPECTI...	Invoice # 4046	380.00
Bill	02/08/2022	85181...	WASTE MANAGEM...		113.13
Bill	02/08/2022	185147	WYANDOTTE ALA...		182.70
Bill	02/15/2022	7199	ALTECH	Director's offic...	1,081.10
Bill	02/15/2022	7296	ALTECH	Completion of...	175.00
Bill	02/15/2022	7298	ALTECH	Hallway entra...	175.00
Bill	02/15/2022	7303	ALTECH	Boiler repair, ...	760.00
Total 930 · Building Maintenance					2,866.93
932 · Ground Maintenance					
Bill	02/15/2022	536691	UNDERWOOD NUR...	Annual renewal	15,342.50
Total 932 · Ground Maintenance					15,342.50
934 · Equipment Maintenance					
Bill	02/08/2022	INV-U...	ENVISIONWARE, I...	INV-US-56850	3,753.88
Bill	02/15/2022	50637...	RICOH USA, INC	Invoice 50637...	5.25
Total 934 · Equipment Maintenance					3,759.13
957 · Continuing Education					
Bill	02/08/2022	02032...	STEVE HARGADON	LIBRARY 2.0 ...	225.00
Bill	02/08/2022	11301	MICHIGAN LIBRAR...	Shira Pilarski	150.00
Total 957 · Continuing Education					375.00
958 · Dues					
Bill	02/08/2022	11301	MICHIGAN LIBRAR...	Shira Pilarski	85.00
Total 958 · Dues					85.00

Saline District Library Fund 101
Bill List
February 2022

Type	Date	Num	Name	Memo	Amount
964 · Tax Adjustment					
Bill	02/08/2022	00000...	SALINE CITY HALL	2018-2019 Ta...	4,882.11
Deposit	02/10/2022			Wayne Count...	-527.85
Total 964 · Tax Adjustment					4,354.26
965 · Bank Charges					
Deposit	02/01/2022			Credit for retu...	-33.00
Check	02/03/2022			KeyBank Mer...	42.90
Check	02/03/2022			KeyBank Mer...	34.79
Check	02/08/2022			Jan Analysis f...	234.66
Total 965 · Bank Charges					279.35
981 · Books funded by friends					
Bill	02/15/2022	1/1-1/...	MIDWEST TAPE		66.72
Total 981 · Books funded by friends					66.72
982.1 · Adult Fiction					
Bill	02/15/2022	1/1-1/...	BAKER & TAYLOR		2,660.82
Total 982.1 · Adult Fiction					2,660.82
982.15 · Large Print					
Bill	02/15/2022	1/1-1/...	BAKER & TAYLOR		707.00
Total 982.15 · Large Print					707.00
982.2 · Teen Fiction					
Bill	02/15/2022	1/1-1/...	BAKER & TAYLOR		454.46
Total 982.2 · Teen Fiction					454.46
982.3 · Youth Fiction					
Bill	02/15/2022	1/1-1/...	BAKER & TAYLOR		1,017.72
Total 982.3 · Youth Fiction					1,017.72
983.1 · Adult Nonfiction					
Bill	02/15/2022	1/1-1/...	BAKER & TAYLOR		2,256.08
Total 983.1 · Adult Nonfiction					2,256.08
983.15 · Reference					
Bill	02/08/2022	96930...	GREY HOUSE PUB...	Speakers of t...	203.00
Total 983.15 · Reference					203.00
983.3 · Youth Nonfiction					
Bill	02/15/2022	1/1-1/...	BAKER & TAYLOR		363.53

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03/03/22

Accrual Basis

Saline District Library Fund 101
Bill List
February 2022

Type	Date	Num	Name	Memo	Amount
Total 983.3 · Youth Nonfiction					363.53
984.1 · Audiobooks-Adult					
Bill	02/15/2022	1/1-1/...	MIDWEST TAPE		690.83
Total 984.1 · Audiobooks-Adult					690.83
984.2 · Audiobooks-Teen					
Bill	02/15/2022	1/1-1/...	MIDWEST TAPE		46.99
Total 984.2 · Audiobooks-Teen					46.99
984.3 · Audiobooks-Youth					
Bill	02/15/2022	1/1-1/...	MIDWEST TAPE		89.97
Total 984.3 · Audiobooks-Youth					89.97
985.1 · DVDBlu Rays-Adult					
Bill	02/15/2022	1/1-1/...	MIDWEST TAPE		657.46
Total 985.1 · DVDBlu Rays-Adult					657.46
985.3 · DVD/Blu Rays-Youth					
Bill	02/15/2022	1/1-1/...	MIDWEST TAPE		341.86
Total 985.3 · DVD/Blu Rays-Youth					341.86
986.1 · Music CDs-Adult					
Bill	02/15/2022	1/1-1/...	MIDWEST TAPE		109.40
Total 986.1 · Music CDs-Adult					109.40
TOTAL					127,207.02

SALINE DISTRICT LIBRARY
March 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						



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

- We have finally received our new certified population figures based on the 2020 Census. Our official service population has increased from 26,376 to 28,291. The report from the Library of Michigan is included in this month's Board packet.
- We have conducted a successful search for a new Head of Youth Services. We received ten applications, and Paula Schaffner, Jessica Lash, and I interviewed five highly qualified candidates via Zoom. We invited two finalists to visit SDL for an in-person interview with the remainder of the Management Team and an opportunity to meet the Youth Services staff. We are very pleased that Kelly Soerens will be joining SDL as the new Head of Youth Services on April 6, 2022. Kelly comes to us from the Salem-South Lyon District Library, where she is currently the Youth & Tween Services Librarian. While at SSLDL, Kelly has served as the Interim Youth Services Department Head and the Literacy Team Supervisor, and she has a wealth of experience with early childhood literacy and successful STEAM programming for older kids. Please be sure to stop by to welcome Kelly and introduce yourselves once she arrives.
- Part-Time Adult Services Librarian Marissa Lasoff-Santos has left her position at SDL for a full-time Librarian position at the William P. Faust Public Library of Westland. We will miss Marissa, but we wish her well in her new professional endeavors. The Part-Time Adult Services position was posted on March 2 with applications due March 18.
- Our Adult Assistant, Jackie Peterson, has also announced that she will be leaving SDL at the end of March. We will wait to post this position until the Part-Time Adult Services Librarian position has been filled.
- We've received affirmation of libraries' value from both the Saline City Council, which passed a Proclamation of National Library Week (April 3-9) at their March 7 meeting, and Governor Whitmer, who sent a letter wishing us a happy March is Reading Month. Both are included in this month's Board packet.
- I have completed all of my coursework for the Library Financial Management Certification Program from the Carl Vinson Institute of Government at University of Georgia. I will complete a final project, which involves revising one of SDL's financial policies, over the next few weeks and will graduate on May 12.

- We have a beautiful new art exhibit at the library; be sure to stop by and see the intricate art quilts by Sue Heys. The exhibit was installed March 4, and we've already received many positive comments.
- Speaking of positive comments, here are just a couple that we've heard lately from the public:
 - "I love seeing all the middle schoolers here after school. It's great that they can walk over. Really great that this is a safe place for middle schoolers after school."
 - "My Mystery Date with a Book was fantastic! I would never have picked this book up on my own, and now I have a new author to enjoy!"
 - "I could not have made it through the pandemic without this wonderful library." (We've heard variations on this from many people over the past year.)

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 501

SUBJECT: LIBRARY HOURS, HOLIDAYS, and SPECIAL CLOSINGS

1. Library hours will conform to State Aid standards, community interest, and fiscal resources. The hours of business are:

9:00 am - 9:00 pm	Monday through Thursday
10:00 am - 5:00 pm	Friday and Saturday
1:00 pm - 5:00 pm	Sunday
2. Library hours will be posted in a visible manner.
3. The Library will be closed on the following days:

December 24, 25, 26	
December 31	
January 1	
Easter Sunday	
Memorial Day Weekend	(Sat, Sun, Mon)
July 4	
Labor Day Weekend	(Sat, Sun, Mon)
Thanksgiving Eve close at 5:00 p.m.	(Wed)
Thanksgiving Day	(Thu)
Day after Thanksgiving	(Fri)
4. Additional Library closings will occur when:
 - the Director requests and the Board of Trustees approve
 - the Director (or in the Director's absence, the staff person in charge) determines an emergency situation (see policy #503) or inclement weather
5. Signs will be posted at all entrances to inform the public of Library closings.

SALINE DISTRICT LIBRARY POLICY BULLETIN

POLICY NO: 520

SUBJECT: LIBRARY REOPENING

- I. **Purpose.** Michigan public libraries have been closed to the public pursuant to a series of executive orders. The Library anticipates that those restrictions will be lifted and the Library may once again resume public library service. This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons when the Library reopens.
- II. **Resuming Library Service.** Before reopening to the public or non-essential staff, and during the term of the Reopening Plan, the Library will establish regulations and implement the following:
 - A. *Cleaning Protocols.* The Library Director will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from public areas and wiping down surfaces. The cleaning protocols may change as the health and safety issues evolve or as the Library moves through the stages of reopening.
 - B. *Returned Material.* The Library Director will also develop a protocol for addressing returned material. This may include quarantining returned materials for specific periods of time.
 - C. *Assess Needs.* The Library Director and Department heads will meet to assess the condition of the Library and the tasks that need to occur prior to opening the Library to the public. This includes making sure the Library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment.
 - D. *Social Distancing.* The Library Director will take steps to implement social distancing protocols if required by law or the Reopening Plan. This may include removing or rearranging chairs and computer

terminals, blocking areas/furniture, installing plastic screens, marking waiting areas to show the six (6) foot spacing, or providing “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain social distancing. The Social Distancing protocols will be established in the Reopening Plan for each stage.

- E. *Notice to Patrons.* The Library Director shall post notices on the door of the Library and on the website to inform patrons of the particular regulations of patron conduct for the current stage of the Reopening Plan.

III. **Reopening Stages.** The Library Board adopts the reopening plan attached as Exhibit A (“Reopening Plan”) to this Policy as the basic structure for the reopening stages for public library service. Pursuant to Section IV, the Library Director has authority to modify the Reopening Plan. The Reopening Plan, including any modification by the Library Director, shall govern the use of the Library. Violations of the Reopening Plan may result in suspension of library privileges.

IV. **Director’s Role: Authority.** The Library Director (or other person appointed by the Library Board) will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:

- A. *Modifications; Reopening Stages.* The Library Director may modify in writing any services, safety protocols or other part of the Reopening Plan. The Library Director also may determine when it is an appropriate time to move on to the next stage either in whole or in part.
- B. *Staffing Levels.* The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can work from home or must work in person.
- C. *Cancel or Limit Services.* Even after the Library reopens and the Library Board approves a Reopening Plan, the Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library’s website.
- D. *Library Closure.* The Library Director has the authority to close the Library temporarily for a maximum of fourteen (14) days without prior Library Board approval. The Library Director will inform the President

of the determination to close and the proposed duration of the closure. ~~If the Library has not been reopened,~~ The Library Board may meet to determine whether the Library Director's decision to close will be extended or whether the Library will be reopened before the time set forth in the Library Director's determination. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library's Service Area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website. This Policy assumes the staff will be paid based on their "normal" schedule during the Library's closure under this paragraph.

- E. *Consultation.* The decision to cancel or limit services, move through the stages of the Reopening Plan, close the Library, or adopt additional protocols may be based on recommendations made regarding the outbreak by the Centers for Disease Control ("CDC"), local health officials, the Library Board, Michigan Library Association, American Library Association, or other reputable sources.

- V. **Enforcement.** Patrons may not enter the Library or may be required to leave if they are not in compliance with any safety protocols or requirements in the Policy, Reopening Plan, or any condition or modification established in writing by the Library Director pursuant to this Policy. Only the Library Director or his/her designee has the authority to suspend or limit privileges pursuant to this Policy. If any patron receives a warning or has privileges suspended or limited, the Library shall fill out an incident report and shall provide written notice of the violation when possible. If the Library does not have the ability to provide written notice, the Incident Report shall identify when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.

- VI. **Right of Appeal.** Patrons may appeal a decision to remove a patron or deny entry to the Library by sending a written appeal to the Library Board within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the President of the Library Board. The decision of the Library Board is final.

- VII. **Applicability.** Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern.

SALINE DISTRICT LIBRARY POLICY BULLETIN

POLICY NO: 521

SUBJECT: COVID-19 PREVENTION

I. Purpose.

Due to the public health emergency caused by the COVID-19 pandemic and recommendations by the Centers for Disease Control and Prevention (CDC), the Michigan Department of Health and Human Services (MDHHS), the Michigan Occupational Safety and Health Administration (MIOSHA), and the Washtenaw County Health Department (WCHD), the Library intends to protect the health and safety of its employees.

II. Scope.

This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons during a pandemic based on CDC recommendations for COVID-19 transmission rates. The Library will make decisions based on data for Washtenaw County.

III. Authority.

In conjunction with Policy 520: Library Reopening, and the Saline District Library Reopening Plan, the Library Director has the authority to modify in writing safety protocols and can therefore enact, enforce, and suspend the following Guidelines as needed based on data for Washtenaw County.

III. Guidelines.

- **High or Substantial countywide transmission rates and/or High CDC Community Level:** Persons aged two (2) and older wishing to enter the Saline District Library are **required** to wear a mask or face covering and practice social distancing, regardless of vaccination status.
- **Moderate or Low countywide transmission rates and/or Medium or Low CDC Community Level:** It is **recommended** that persons aged two (2) and older

wishing to enter the Saline District Library wear a mask or face covering and practice social distancing, regardless of vaccination status.

- “Face covering” can include any material worn on or over the face that provides a secure barrier from the top of the bridge of the nose to the bottom of the chin.
- Face coverings available but not properly worn (such as masks around the neck or partially covering the nose and mouth) are not compliant with this policy.
- This policy, as with other patron behavior policies, will be enforced in the manner described in the Library’s Patron Behavior Policy that is posted in the Library and on the Saline District Library website.
- Patrons refusing to comply with this policy may be asked to exit the Library.

MEMORANDUM OF UNDERSTANDING
SALINE DISTRICT LIBRARY and FRIENDS OF THE SALINE DISTRICT LIBRARY

The following will constitute an operating agreement between the Friends of the Saline District Library (Friends) and the Saline District Library (Library). It will stand unless it is modified by mutual agreement of the Friends executive board and the Library administration. The Friends' mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, the Friends group is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

The Library agrees to share with the Friends the status of the Library's strategic planning initiatives and how the Friends may be able to help achieve the goals and objectives of the strategic plan.

The Library agrees to provide the Friends with funding requests that indicate the anticipated needs for Friends support.

The Library agrees to include a non-voting member from the Friends at Library Board meetings.

The Library agrees to provide space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

The Friends agree to publicly support the Library and its policies.

The Friends agree to include a member from the Library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a Library report.

The Friends agree that any and all monies raised will be spent primarily for Library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

The Friends agree that the Library administration has the final say in accepting or declining any and all gifts made to the Library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

The Friends agree to remain a Michigan non-profit corporation in good standing and an eligible tax exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.

approved 9/2018

LIBRARY _____

FRIENDS _____

**LIBRARY OF MICHIGAN - DEPT OF EDUCATION
CERTIFICATION OF POPULATION REPORT**

Library:	Saline District Library		
City:	Saline	County:	Washtenaw
Cooperative:	The Library Network	Type:	District
Class:	5	Library Fiscal Year:	12/01 - 11/30

Municipality Served	County	Percent	Legal Population	Contract Population	Certified Population
Bridgewater Township	Washtenaw	18.750	303	0	303
Freedom Township	Washtenaw	4.850	65	0	65
Lodi Township	Washtenaw	72.540	4,655	0	4,655
Pittsfield Charter Township	Washtenaw	18.650	7,301	0	7,301
Saline City	Washtenaw	100.000	8,948	0	8,948
Saline Twp	Washtenaw	95.090	2,165	0	2,165
York Charter Township	Washtenaw	53.290	4,854	0	4,854
Total			28,291	0	28,291

National Library Week 2022 Proclamation

WHEREAS, libraries are not just about what they have for people, but what they do for and with people;

WHEREAS, libraries have long served as trusted and treasured institutions, and library workers and librarians fuel efforts to better their communities;

WHEREAS, librarians are leaders in their institutions and organizations, in their communities, in the nation, and in the world;

WHEREAS, librarians continue to lead the way in leveling the playing field for all who seek information and access to technologies;

WHEREAS, libraries and librarians look beyond their traditional roles and provide transformative opportunities for education, employment, entrepreneurship, empowerment and engagement, as well as new services that connect closely with patrons' needs;

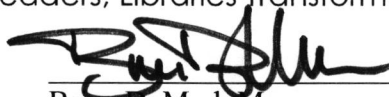
WHEREAS, libraries and librarians lead their communities in innovation, providing STEAM programing and resources, as well as access and training for new technologies;

WHEREAS, libraries are pioneers supporting democracy and effecting social change with a commitment to providing equitable access to information for all library users regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

WHEREAS, libraries lead in working with diverse communities, including people of color, immigrants, and people with disabilities, offering services and educational resources that transform communities, open minds, and promote inclusion and diversity;

WHEREAS, libraries, librarians, library workers, and supporters across America are celebrating National Library Week.

NOW, THEREFORE, be it resolved that I, Brian D. Marl, Mayor of Saline, proclaim National Library Week, April 3-9, 2022. I encourage all residents to visit the library that week or any time and explore what's new at your library and engage with your librarian. Because of you and our library leaders, Libraries Transform.


Brian D. Marl, Mayor



STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GRETCHEN WHITMER
GOVERNOR

GARLIN GILCHRIST II
LT. GOVERNOR

March 1, 2022

Saline District Library
555 North Maple Road
Saline, MI 48176

Dear Friends,

Happy March is Reading Month! Let's celebrate all the wonderful libraries across Michigan that provide Michiganders of all ages with resources, knowledge, and fellowship. Your service to your community is invaluable and has the potential to change lives.

Throughout history, libraries have been beacons of knowledge. The Saline District Library is no different, providing events, books, and programs for people of all ages. Libraries plant seeds of inspiration in our young people and create a nurturing environment for their ideas to grow. It is incumbent on all of us to work together to ensure our communities succeed, which is why we are thankful for Saline District Library and the library professionals, staff, and volunteers who go above and beyond to make a real difference in people's lives.

Thank you always for your hard work, and especially throughout these past two years. Not only have you continued to provide traditional resources, but libraries across Michigan have stepped up as crucial institutions in the coordination of public health programs. From COVID testing and vaccination to COVID-related information, libraries have continued to meet the ever-changing needs of their communities, supporting not only strong minds, but strong bodies too. I am so proud to work alongside you as we build a brighter future for all Michiganders.

Again, wishing everyone at the Saline District Library a happy March is Reading Month! I send my best wishes for a successful next chapter.

Sincerely,

Gretchen Whitmer
Governor of Michigan

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	16,126										48,229
% of Total Circ.	75.78%	76.89%	78.13%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	76.94%
AV Materials													
DVD/BLU-RAY	3,708	3,667	3,247										10,622
Music CDs	320	302	291										913
Audio Books	560	580	584										1,724
Playaways	0	1	0										1
J Kits	152	177	145										474
Total AV	4,740	4,727	4,267	0	0	0	0	0	0	0	0	0	13,734
% of Total Circ.	23.40%	21.70%	20.67%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	21.91%
Interlibrary Loans													
SDL Patron Filled Requests	690	1,105	957										2,752
% of Total Circ.	3.41%	5.07%	4.64%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4.39%
Lends Out to Libs	672	991	823										2,486
Equipment	52	52	55										159
Periodicals	114	257	193										564
% of Total Circ.	0.56%	1.18%	0.94%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.90%
TOTAL 2022 CIRC	20,258	21,787	20,641	0	0	0	0	0	0	0	0	0	62,686
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%	48.53%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-72.82%
Downloads													
Ebooks	2,035	2,881	2,925										7,841
AudioBooks	2,235	2,544	2,379										7,158
Music	289	400	349										1,038
Video	197	401	322										920
Magazines	433	418	518										1,369
Tumble books	9	11	5										25
Total Downloads	5,198	6,655	6,498	0	0	0	0	0	0	0	0	0	18,351
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%	0.85%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-75.81%
GRAND TOTAL CIRC	25,456	28,442	27,139	0	0	0	0	0	0	0	0	0	81,037
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%	33.43%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-73.56%
Cards Issued	90	102	104										296
Prior Year	45	57	48	72	42	62	121	169	133	128	101	79	1,057
% Difference	100.00%	78.95%	116.67%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-72.00%
3 M Gate Count	7,163	8,359	7,981										23,503
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%	104.54%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-68.58%
Average Per Day	231	269	275	0	0	0	0	0	0	0	0	0	67

*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	32										45
# attending	46	110	344										500
Staff Programs	2	3	7										12
# attending	260	216	305										781
Guest Performers	0	0	0										0
# attending	0	0	0										0
Visits & Tours	0	0	0										0
# attending	0	0	0										0
Off Site Presentations	6	0	0										6
# attending	150	0	0										150
Total events/month	13	11	39	0	0	0	0	0	0	0	0	0	63
Prior Year	9	16	17	20	19	16	23	24	16	22	27	39	248
% difference	44.44%	-31.25%	129.41%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-74.60%
Total attendance	456	326	649	0	0	0	0	0	0	0	0	0	1,431
Prior Year	635	439	478	935	609	400	504	743	472	408	686	640	6,949
% difference	-28.19%	-25.74%	35.77%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-79.41%
New Baby Packets	1	4	8	0	0	0	0	0	0	0	0	0	13
ADULT/TEEN													
Teen Programs	3	6	6										15
# attending	84	175	154										413
Teen Book Discussion	0	0	0										0
# attending	0	0	0										0
Visits & Tours	0	0	0										0
# attending	0	0	0										0
Off Site Presentations	0	0	0										0
# attending	0	0	0										0
Adult Programs	9	8	12										29
# attending	175	143	284										602
Adult Book Discussion	3	3	3										9
# attending	8	12	11										31
Family Programs	0	0	0										0
# attending	0	0	0										0
Internet Classes	0	0	0										0
# attending	0	0	0										0
Outreach/Bk Deliveries	2	0	0										2
# of items	48	0	0										48
Total events/month	15	17	21	0	0	0	0	0	0	0	0	0	53
Prior Year	33	21	22	19	19	14	21	18	14	18	29	15	243
% difference	-54.55%	-19.05%	-4.55%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-78.19%

Programs and Services FY2020-2021

Total attendance	315	330	449	0	0	0	0	0	0	0	0	0	1,094
Prior Year	670	600	477	405	362	400	450	358	239	301	562	284	5,108
% difference	-52.99%	-45.00%	-5.87%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-78.58%
COMPUTER USAGE													
PC usage onsite	511	509	476										1,496
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%	-43.29%
WiFi usage onsite	2,727	3,275	2,896										8,898
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%	212.74%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-67.93%
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	257										676
Adult	362	359	322										1,043
Circ Desk	314	406	358										1,078
Total Reference	797	1,063	937	0	0	0	0	0	0	0	0	0	2,797
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%	21.85%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-76.75%
Brecon Rm: #Groups	0	0	0										0
Prior Year #Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
# of individuals	0	0	0										0
Study Rms: #Groups	150	174	159										483
Prior Year #Groups	0	0	0	0	0	0	37	80	112	172	204	158	763
# of individuals	218	262	217										697

* 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	10,966										32,512
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%	-1.50%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-76.83%
Catalog access	6,907	10,334	8,025										25,266
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%	-9.89%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-77.75%
Informational Databases	227	199	300										726
Prior Year	327	215	176	219	234	178	195	168	289	196	195	270	2,662
% difference	-30.58%	-7.44%	70.45%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-72.73%
Local History Databases													
Saline Valley Farms	12	10	14										36
Prior Year	10	16	14	19	20	9	8	14	29	20	19	3	181
% difference	20%	-38%	0%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-80%
Historical Homes	16	20	11										47
Prior Year	12	23	19	24	17	24	30	16	19	13	19	24	240
% difference	33%	-13%	-42%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-80%
Saline Newspapers	6,875	9,027	259										16,161
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%	-97%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-81%
Historical Photos	135	180	166										481
Prior Year	160	156	144	145	176	170	147	189	183	324	258	138	2,190
% difference	-16%	15%	15%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-78%
MI Activity Pass	4	2	9										15
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!	-82%
New eNews subscribers	107	101	99										307
Total eNews subscribers	10,763	9,810	9,884										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%	229.69%	-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

** CMU has changed site tracking; historical newspaper statistics will no longer be available

**Quarterly Report
Adult Department
Q42021**

3.10.2022

Programming

The Adult Department had the following programs of note:

- Manhattan Short Online Film Festival: 54 tickets were handed out
- Winter Reading Bingo: This program is run in conjunction with Saline Area Senior Center

Displays

The following displays generated a lot of interest in the Adult Department:

- Blind Date with a Book/Are You Feeling Lucky?: This popular display returned, with 42 Rate Your Date! evaluation slips returned so far.
- 50 Shades of Hey: This language resource display generated a lot of interest and attention.

Washtenaw Reads

- The Washtenaw Reads Author Event took place on Thursday, February 17 on Zoom. Authors Judith Heumann and Kristen Joiner discussed the 2022 Washtenaw Reads selection *Being Heumann: An Unrepentant Memoir of a Disability Rights Activist*. Over 200 attended the live Zoom event.

Staff Changes

Two Adult Services staff announced their departure:

- Marissa Lasoff-Santos, Librarian I: Accepted a full-time position at William P. Faust Public Library
- Jacqueline Peterson, Adult Services Assistant: Accepted more hours at Dearborn Public Library

The posting for the Librarian I job is open until Friday, March 18.

Respectfully submitted,

Jessica Lash
Head of Adult Services

Library Services Committee Meeting
1st Quarter Report FY2022
Youth Services

Winter Programs

- Baby Storytimes and Preschool Storytimes were set to begin the second week of January, but we pushed them back two weeks due to rising covid numbers. We continue to limit each group to 10 children and require everyone over age 2 to wear a mask in the Program Room. In-person programs have been fully enrolled; Zoom storytimes are small but appreciated. Spring Storytimes have now begun.
- Preschool weekly take-home craft: 75 crafts each week to accompany storytimes (40 kids) and extras (35 plus any not picked up at Storytime) to give to people not signed up for storytime.
- Baby Storytime: Tuesdays at 9:30 and 10:30—all in-person for 6-week winter session; Spring session is 8 weeks.
- Preschool Storytimes: In-person on Tuesdays at 6:30, Wednesdays-Fridays at 10:30; Zoom on Wednesdays and Thursdays at 9:30 for 6 week winter session; Spring session is 8 weeks.
- Pageturners Book Club, gr. 4 & up, met monthly in person but we cancelled January.
- Chapter Champs Book Club, gr. 1-4, met monthly in person but we cancelled January.
- December winter take-home craft for all ages were popular—we gave away 260 craft packets between Dec.
- Crafty Kids monthly programs—take-home crafts for elementary students—were fully enrolled (40 kids) in January and February.
- December StoryWalk® —***Frozen Noses*** by Jan Carr was posted for six weeks along the sidewalk of the back parking lot.
- 1000 Books Before Kindergarten program will start mid-March.

Partnerships & Outreach

- We shared the StoryWalk® with the Rec Center for their 2021 Jingle Fest. This year it happened inside, so Paula was able to tell stories to small groups before they went to see Santa. (Six groups—a new group every 20 minutes.)

Staff

- Youth Desk Aide Megan Girbach resigned. We miss her, but her first job is college!
- I decided to retire after 22 years at the Saline District Library. It has been the best job in the world, with the best co-workers and patrons in the world, and with a wonderfully supportive Board. Thank you.
- A new Youth Department manager will start in April.

Paula Schaffner, Head of Youth Services

1st Quarter Technology Report (December, January, February 2021-2022)

Submitted by Ron Andrews, Technology Manager

Technology Support

- Installed 3 new Driver's License Barcode readers at the Checkout Desk
- Tracking, researching and removing malware detected by CrowdStrike.
- Corrected update flaw in Youth and Checkout Desk Self Check machines
- Ran monthly staff and public Microsoft updates
- Restored/replaced Circ C workstation due to a bad harddrive
- Reset all of the Support Services workstations to be uniform and updated – still working on uniform shutdown at night
- Replaced 7 Hotspots with new devices and put into circulation
- Restored barcode printing to Reference Desk computer
- Working with Karrie on design and update of library website with LocalHop
- Investigating replacing Zoom with a lower cost version from TechSoup
- Installed Windows 11 on my workstations to start testing functionality with all of our software and mainly Polaris.
- Installed new monitor and setup for Magazine check-in workstation
- Staff, Library Board – changed Gmail passwords per audit requirement
- Fixed issue with Envisionware to users logging in with Library cards

Network Support

- 4th Quarter PCI compliance completed
- Renewed Veritas BackupExec software maintenance
- Renewed Dell Maintenance Service for Hyper-Saline for one more year
- Renewed Maintenance license for all Meraki Wireless Access point
- Started monitoring Merit bandwidth for overages, CrowdStrike for malware and Envisionware on a daily basis for stability and accuracy
- Repaired a flaw in Envisionware's PC Reservations module to auto-reboot every morning
- Restored Print Anywhere service due to a corrupt .exe file. Service restored
- Corrected problem with Security Gates and Branch Manager service also due to a corrupt .exe file
- Worked with Arlene to migrate, update and remove old files for Support Services in preparation for File Permissions project.

Polaris Support

- Dec – Year-end reports completed
- Jan – Clean up reports completed
- Training Server upgraded to Polaris 7.1 – soon upgrading Production server
- Sent snippets for Carousels to LocalHop for new website placement'
- Installed new Polaris 7.1 client for Arlene, MaryS, Amy and Jess for testing
- Added new search function to limit by collections in Polaris per staff request

Workshops & Training

- Webinar with Merit – MFA – Multifactor Authentication

Other Library Involvement

- Staff Liaison to Director Search committee