



**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, APRIL 19, 2022, 7:00 p.m.**

ITEM	PAGE(S)
Notice of Library Board Meeting	1
April 19, 2022 Agenda	2-4
March 15, 2022 DRAFT Minutes	5-6
March Financial Reports	7-10
March Revenue	11-14
March Bill Lists	15-21
April CD Report	22
Library Director's Report	23-24
Policy 509: Displays & Exhibits	25
Policy 515: Internet	26-28
Policy 602: Assistant Director Job Description	29-31
Staff Excellence Committee 4/6/22 Meeting Notes	32-33
Current SDL Organizational Chart	34
Proposed SDL Organizational Chart	35
Schrandt Grant Application for SDL Seed Library	36-42
March 2022 Statistics	43-46



**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, APRIL 19, 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, APRIL 19, 2022, 7:00 p.m.**

President Gray _____ Vice President Parsels _____ Secretary Saldaña _____ Treasurer Conn _____
Bieliauskas _____ Byron _____ TerHaar _____
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 March 15, 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 March financial reports.
- H. Committee Reports
 - 1. Finance
 - 2. Arts
 - 3. Building & Grounds
 - 4. Library Services
 - 5. Staff Excellence

I. Library Director's Report

J. Old Business

K. New Business

1. Policy Review

a. Policy 509: Displays & Exhibits

Move _____ Second _____ to approve Policy 509: Displays as presented.

b. Policy 515: Internet

Move _____ Second _____ to approve revised Policy 515: Internet.

c. Policy 602: Assistant Director Job Description

Move _____ Second _____ to approve revised Policy 602: Assistant Director Job Description.

2. Schrandt Grant to establish a Seed Library at SDL

Move _____ Second _____ to approve Schrandt Grant funding to establish a Seed Library at SDL.

3. Library Space Visioning Project

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 April 19, 2022

Move _____ Second _____ to approve the agenda as presented.

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

Move _____ Second _____ to approve the March financial reports.

Move _____ Second _____ to approve Policy 509: Displays & Exhibits as presented.

Move _____ Second _____ to approve revised Policy 515: Internet.

Move _____ Second _____ to approve revised Policy 602: Assistant Director Job Description.

Move _____ Second _____ to approve Schrandt Grant funding to establish a Seed Library at SDL.

Move _____ Second _____ to adjourn the meeting at _____.

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

Present: Pres. Gray, Vice Pres. Parsels, Sec. Saldana, Treas. Conn, Byron, Director Waarala

Absent: Bieliauskas, TerHaar, Friends Pres. Duvall, Admin. Asst. Pilarz

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

B. Approval of Agenda

Move Parsels Second Conn to approve the agenda as presented. Carried.

C. Approval of Past Minutes

Move Byron Second Gray to approve the February 15, 2022 meeting minutes as written. Carried.
Parsels abstained as wasn't here.

Move Gray Second Parsels to approve the March 12, 2022 special meeting minutes as written.
Carried.

D. Public Discussion: None present

E. Presentation: Annual Audit/Financial Report for FY2020/2021 presented by Josh Yde of Plante & Moran

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

F. President's Report: President Gray is glad that Karrie Waarala is the new Director and the search is complete.

G. Friends of the Library Report: Micro bag sales are going well.

H. Financial Reports

Move Conn Second Byron to approve the February financial reports. Carried.

I. Committee Reports

1. Finance: Met and gave guidance on moving funds from checking account to brokerage account. Closely reviewed the audit. Working on a new KeyBank credit card. Updated goals, one of which is to support the new Director. Discussed going out to bid for bookkeeping services this year.
2. Arts: did not meet.
3. Building & Grounds: Four architecture firms have responded to our RFP, all with experience with libraries. All should present proposals next month, and we may do field trips to local libraries where the firms have worked.
4. Library Services: Met to review policies and Memorandum of Understanding between Saline District Library and Friends of the Library.
5. Staff Excellence: Didn't meet.

J. Librarian's Report: Census report is out, and the population served did not go up as much as expected. We have a new head of Youth Services: great candidates and excellent interviews. Our part-time positions cause more turnover in staff as great people leave for more hours at other libraries. Director Waarala has had a warm reception in her new role.

K. New Business

1. Policy Review

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

b. Policy 520: Library Reopening
Move Parsels Second Byron to approve revised Policy 520: Library Reopening. Carried.

c. Policy 521: COVID-19 Prevention
Move Gray Second Byron to approve revised Policy 521: COVID-19 Prevention as amended. Carried.

2. Memorandum of Understanding Review

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

L. Public Discussion: None

M. Adjournment

Move Gray Second Parsels to adjourn the meeting at 7:47 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 March 15, 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
March 1, 2022 - March 31, 2022

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	543,101.16
			+ Cleared Deposits & Other Additions	981,990.61
			- Cleared Checks & Other Payments	1,154,461.08
			Ending Bank Balance	370,630.69
 Open Deposits & Additions				
			Total	0.00
Open Checks & Payments				
23968	03/15/22	790-750.1	DR ARIFA JAVED	400.00
23974	03/24/22	Multiple	BAKER & TAYLOR	6,651.92
23976	03/24/22	790-740	ARTHUR ANDREWS	63.56
23977	03/24/22	790-750.1	JESSICA LASH	450.00
23978	03/24/22	Multiple	CHRISTINA PILARZ	82.91
23980	03/24/22	790-964.4	CLINTON-MACOM...	8.95
23981	03/24/22	790-964.4	PINCKNEY COMM...	17.99
23983	03/24/22	790-930	ASSA ABLOY ENT	312.50
23984	03/24/22	Multiple	AMAZON	5,762.24
			Total	13,750.07
			Reconciled Bank Balance	356,880.62
 Bank Transactions				
		000-017	TRANSFER TO AGENCY SUB	(800,000.00)
		000-017	TRANSFER TO AGENCY SUB	(225,000.00)
		000-258	EFTPS	(9,707.07)
		000-258	EFTPS	(9,305.93)
		790-723	ALERUS RETIRE XFERS	(6,530.54)
		790-920	DTE - ELECTRICITY	(3,854.20)
		000-258.1	5080 MI TAX PYMT	(3,450.98)
		000-008	ALERUS RETIRE XFERS	(2,120.00)
		790-921	DTE - GAS	(1,833.26)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRG	(227.68)
		790-965	MERCH FEE & DISC	(62.51)
		000-665.1	INTEREST	5.95
		790-983.15	VOID CK 23915	203.00
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			Total	(912,528.22)
			Adjusted General Ledger Balance	356,880.62

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

Assets

Current Assets

000-001	Key Bank - General	\$ 356,880.62
000-003	Old National CD 1	105,432.31
000-013	Agency Account (Schrandt)	2,685,081.60
000-013.1	Agency Account-Unrealized Gain	(149,263.56)
000-017	Agency Sub Account (Investment Account)	6,443,150.82
000-017.1	Agency Sub Account-Unrealized Gain	(353,434.40)

Total Current Assets	9,087,847.39
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Property and Equipment

Net Property and Equipment	0.00
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Total Assets	\$ 9,087,847.39
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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	2,940.98
000-275	MTT Liability	7,797.00

Total Current Liabilities	74,680.96
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Long-Term Liabilities

Total Long-Term Liabilities	0.00
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Total Liabilities	74,680.96
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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	1,214,528.91

Total Net Assets	9,013,166.43
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Total Liabilities and Net Assets	\$ 9,087,847.39
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Saline District Library Income Statement

		1 Month Ended		4 Months Ended	
		March 31, 2022		March 31, 2022	
		Percent		Percent	
Revenue					
000-402.1	Saline-Real Tax	\$ 163,823.32	19.77 %	\$ 515,473.66	22.16 %
000-402.2	Bridgewater-Real Tax	8,005.85	0.97	21,681.98	0.93
000-402.3	Freedom-Real Tax	1,808.19	0.22	5,473.50	0.24
000-402.4	Lodi-Real Tax	118,103.24	14.25	432,590.63	18.60
000-402.5	Pittsfield-Real Tax	277,517.40	33.49	768,911.54	33.06
000-402.6	Saline Township-Real Tax	47,921.61	5.78	117,557.73	5.05
000-402.7	York Township-Real Tax	115,019.61	13.88	330,989.61	14.23
000-413	PPT Reimbursement	95,489.85	11.52	95,489.85	4.11
000-628	Printers-Revenue	529.60	0.06	1,095.70	0.05
000-628.1	Copy Machine-Revenue	221.10	0.03	325.55	0.01
000-629	Non-Resident Fee	340.00	0.04	1,305.00	0.06
000-658	Fines-Overdue Materials	1,079.37	0.13	3,540.77	0.15
000-658.1	Materials Replacement	876.48	0.11	1,852.76	0.08
000-658.2	Card Replacement Fees	26.00	0.00	94.80	0.00
000-665.1	General Account Interest	5.95	0.00	12.73	0.00
000-665.3	Sub-Agency Account Interest	(3,249.13)	(0.39)	6,392.48	0.27
000-674	Donations-Unrestricted	173.70	0.02	1,386.60	0.06
000-674.1	Donations-Restricted	0.00	0.00	50.00	0.00
000-674.2	Donations-Friends	1,008.05	0.12	8,408.05	0.36
000-680	Other Income	0.00	0.00	13,402.01	0.58
Total Revenue		828,700.19	100.00	2,326,034.95	100.00
Gross Profit		828,700.19	100.00	2,326,034.95	100.00
Operating Expenses					
790-702	Salaries	79,120.97	9.55	344,092.41	14.79
790-716	Employee Insurance/Benefits	3,571.41	0.43	15,538.57	0.67
790-719	Health Reimbursement	3,078.48	0.37	5,294.72	0.23
790-722	Employer FICA	5,977.67	0.72	26,015.91	1.12
790-723	Retirement	2,993.34	0.36	12,865.90	0.55
790-727	Office Supplies	709.69	0.09	2,070.89	0.09
790-727.3	Supplies-Youth	13.50	0.00	215.69	0.01
790-727.4	Cartridges	657.08	0.08	727.87	0.03
790-730	Postage	120.45	0.01	236.31	0.01
790-732	Cleaning Supplies	380.41	0.05	1,658.40	0.07
790-734	Processing Supplies	142.29	0.02	967.27	0.04
790-740	Equipment	550.18	0.07	704.62	0.03
790-750.1	Adult Programming	2,466.04	0.30	4,879.27	0.21
790-750.2	Teen Programming	1,716.94	0.21	2,282.27	0.10
790-750.3	Youth Programming	289.94	0.03	368.77	0.02
790-750.4	Programming funded by Friends	475.51	0.06	475.51	0.02
790-752.3	Summer Reading-Youth	1,796.21	0.22	1,796.21	0.08
790-760	Youth Toys/Realia	27.89	0.00	172.21	0.01
790-770	Periodicals	1,299.82	0.16	2,483.71	0.11
790-772.1	eLibrary-Adults	4,117.26	0.50	19,697.77	0.85
790-772.3	eLibrary-Youth	572.80	0.07	604.30	0.03
790-780	Software	922.00	0.11	6,879.63	0.30
790-785	Online Database	0.00	0.00	21,716.73	0.93
790-801	PS-Auditor	3,350.00	0.40	22,310.00	0.96
790-802	PS-Bookkeeping	645.00	0.08	2,580.00	0.11
790-803	PS-Attorney	0.00	0.00	189.00	0.01
790-804	PS-Consultants	5,150.00	0.62	6,074.00	0.26
790-805	PS--Computer Consultants	0.00	0.00	575.00	0.02
790-821	Melcat	0.00	0.00	18.00	0.00
790-850	Internet	297.50	0.04	1,132.60	0.05
790-851	Telephone	0.00	0.00	905.95	0.04
790-860	Travel/Lodging	122.75	0.01	122.75	0.01
790-880	Marketing	0.00	0.00	6,446.21	0.28

See Accountants' Compilation Report

Saline District Library Income Statement

		1 Month Ended	Percent	4 Months Ended	Percent
		March 31, 2022		March 31, 2022	
790-885	Misc Funded by Friends	0.00	0.00	476.65	0.02
790-920	Electricity	3,854.20	0.47	13,200.64	0.57
790-921	Gas	1,833.26	0.22	5,841.48	0.25
790-922	Water	0.00	0.00	798.53	0.03
790-930	Building Maintenance	1,272.90	0.15	4,926.02	0.21
790-932	Grounds Maintenance	8.49	0.00	30,350.99	1.30
790-934	Equipment Maintenance	762.84	0.09	4,930.39	0.21
790-956	Miscellaneous	28.02	0.00	249.30	0.01
790-956.1	Misc/Petty Cash	150.00	0.02	150.00	0.01
790-957	Continued Education	1,295.00	0.16	1,718.41	0.07
790-958	Dues	85.00	0.01	858.00	0.04
790-964	Tax Adjustment	0.00	0.00	4,508.02	0.19
790-964.4	MelCat Reimbursements	26.94	0.00	53.89	0.00
790-965	Bank Charges	290.19	0.04	1,228.90	0.05
790-969	Insurance	0.00	0.00	15,813.00	0.68
790-981	Books Funded by Friends	85.46	0.01	481.32	0.02
790-982.1	Adult Fiction	2,290.20	0.28	7,734.79	0.33
790-982.15	Large Print	447.53	0.05	2,074.32	0.09
790-982.2	Teen Fiction	535.99	0.06	2,075.01	0.09
790-982.3	Youth Fiction	1,352.17	0.16	4,552.84	0.20
790-983.1	Adult Nonfiction	1,878.06	0.23	8,256.80	0.35
790-983.15	Reference	(109.85)	(0.01)	421.65	0.02
790-983.2	Teen Nonfiction	0.00	0.00	280.87	0.01
790-983.3	Youth Nonfiction	910.98	0.11	2,174.68	0.09
790-984.1	Audiobooks-Adult	544.86	0.07	3,424.73	0.15
790-984.2	Audiobooks-Teen	18.99	0.00	825.00	0.04
790-984.3	Audiobooks-Youth	9.99	0.00	877.54	0.04
790-985.1	DVD/Blu Rays-Adult	1,015.23	0.12	6,174.32	0.27
790-985.3	DVD/Blu Rays-Youth	471.37	0.06	828.18	0.04
790-986.1	Music CDs-Adult	74.19	0.01	470.10	0.02
790-986.3	Music CDs-Youth	0.00	0.00	117.29	0.01
Total Operating Expenses		<u>139,697.14</u>	<u>16.86</u>	<u>637,972.11</u>	<u>27.43</u>
Operating Income (Loss)		<u>689,003.05</u>	<u>83.14</u>	<u>1,688,062.84</u>	<u>72.57</u>
Other Income (Expenses)					
000-665.4	Agency Account Interest	526.09	0.06	10,940.22	0.47
000-669	Sub-Agency Short Term Gain	0.00	0.00	1,813.37	0.08
000-670	Sub-Agency Change in Market Value	(156,096.39)	(18.84)	(314,469.37)	(13.52)
000-670.4	Agency Change in Market Value	(82,345.59)	(9.94)	(168,005.14)	(7.22)
000-965.4	Agency Admin Charges	(935.82)	(0.11)	(3,813.01)	(0.16)
Total Other Income (Expenses)		<u>(238,851.71)</u>	<u>(28.82)</u>	<u>(473,533.93)</u>	<u>(20.36)</u>
Net Income (Loss) Before Taxes		<u>450,151.34</u>	<u>54.32</u>	<u>1,214,528.91</u>	<u>52.21</u>
Net Income (Loss)		<u>\$ 450,151.34</u>	<u>54.32 %</u>	<u>\$ 1,214,528.91</u>	<u>52.21 %</u>

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04/07/22

Accrual Basis

Saline District Library Fund 101
monthly revenue
March 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.1 · City of Saline-Real Tax								
Deposit	03/03/2022			Ck # 66945		001 · Key Bank...	63,294.31	63,294.31
Deposit	03/31/2022			Ck # 67079		001 · Key Bank...	100,529.01	163,823.32
Total 402.1 · City of Saline-Real Tax							163,823.32	163,823.32
402.2 · Bridgewater Township-Real Tax								
Deposit	03/03/2022			CK # 10984		001 · Key Bank...	3,822.46	3,822.46
Deposit	03/18/2022			Ck # 10995		001 · Key Bank...	4,183.39	8,005.85
Total 402.2 · Bridgewater Township-Real Tax							8,005.85	8,005.85
402.3 · Freedom Township-Real Tax								
Deposit	03/03/2022			Ck # 3507		001 · Key Bank...	1,756.72	1,756.72
Deposit	03/18/2022			Ck # 3519		001 · Key Bank...	51.47	1,808.19
Total 402.3 · Freedom Township-Real Tax							1,808.19	1,808.19
402.4 · Lodi Township-Real Tax								
Deposit	03/10/2022			Ck # 6701		001 · Key Bank...	102,643.16	102,643.16
Deposit	03/31/2022			CK # 6713		001 · Key Bank...	15,460.08	118,103.24
Total 402.4 · Lodi Township-Real Tax							118,103.24	118,103.24
402.5 · Pittsfield Township-Real Tax								
Deposit	03/03/2022			Ck # 023087		001 · Key Bank...	111,311.33	111,311.33
Deposit	03/10/2022			Ck # 023091		001 · Key Bank...	161,059.84	272,371.17
Deposit	03/24/2022			Ck # 023095		001 · Key Bank...	5,146.23	277,517.40
Total 402.5 · Pittsfield Township-Real Tax							277,517.40	277,517.40
402.6 · Saline Township-Real Tax								
Deposit	03/03/2022			Ck # 2672		001 · Key Bank...	47,921.61	47,921.61
Total 402.6 · Saline Township-Real Tax							47,921.61	47,921.61
402.7 · York Township-Real Tax								
Deposit	03/03/2022			Ck # 2490		001 · Key Bank...	89,789.45	89,789.45
Deposit	03/10/2022			Ck # 2477		001 · Key Bank...	25,230.16	115,019.61
Total 402.7 · York Township-Real Tax							115,019.61	115,019.61
413 · PPT Reimbursement								
Deposit	03/03/2022			Ck # 121235		001 · Key Bank...	95,489.85	95,489.85
Total 413 · PPT Reimbursement							95,489.85	95,489.85
Total 402 · Property Taxes Control Account							827,689.07	827,689.07
628 · Printers-Revenue								
Deposit	03/01/2022			Deposit		001 · Key Bank...	2.50	2.50

3:25 PM

04/07/22

Accrual Basis

Saline District Library Fund 101
monthly revenue
March 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	03/02/2022			Deposit		001 · Key Bank...	9.30	11.80
Deposit	03/04/2022			Deposit		001 · Key Bank...	14.20	26.00
Deposit	03/07/2022			Deposit		001 · Key Bank...	4.00	30.00
Deposit	03/10/2022			Deposit		001 · Key Bank...	4.50	34.50
Deposit	03/10/2022			Deposit		001 · Key Bank...	11.20	45.70
Deposit	03/11/2022			Deposit		001 · Key Bank...	6.20	51.90
Deposit	03/14/2022			Deposit		001 · Key Bank...	2.80	54.70
Deposit	03/15/2022			Deposit		001 · Key Bank...	10.90	65.60
Deposit	03/16/2022			Deposit		001 · Key Bank...	4.80	70.40
Deposit	03/17/2022			Deposit		001 · Key Bank...	3.80	74.20
Deposit	03/18/2022			Deposit		001 · Key Bank...	8.90	83.10
Deposit	03/18/2022			Deposit		001 · Key Bank...	18.60	101.70
Deposit	03/21/2022			Deposit		001 · Key Bank...	2.10	103.80
Deposit	03/21/2022			Deposit		001 · Key Bank...	12.80	116.60
Deposit	03/21/2022			Deposit		001 · Key Bank...	4.10	120.70
Deposit	03/22/2022			Deposit		001 · Key Bank...	6.00	126.70
Deposit	03/23/2022			Deposit		001 · Key Bank...	0.30	127.00
Deposit	03/24/2022			Deposit		001 · Key Bank...	35.50	162.50
Deposit	03/25/2022			Deposit		001 · Key Bank...	3.80	166.30
Deposit	03/28/2022			Deposit		001 · Key Bank...	7.70	174.00
Deposit	03/28/2022			Deposit		001 · Key Bank...	34.90	208.90
Deposit	03/29/2022			Deposit		001 · Key Bank...	4.00	212.90
Deposit	03/31/2022			Deposit		001 · Key Bank...	311.10	524.00
Deposit	03/31/2022			Deposit		001 · Key Bank...	4.10	528.10
Deposit	03/31/2022			Deposit		001 · Key Bank...	1.50	529.60
Total 628 · Printers-Revenue							529.60	529.60
628.1 · Copy Machine-Revenue								
Deposit	03/03/2022			Deposit		001 · Key Bank...	3.20	3.20
Deposit	03/31/2022			Deposit		001 · Key Bank...	217.90	221.10
Total 628.1 · Copy Machine-Revenue							221.10	221.10
629 · Non-Resident Fees								
Deposit	03/07/2022			Deposit		001 · Key Bank...	175.00	175.00
Deposit	03/14/2022			Deposit		001 · Key Bank...	15.00	190.00
Deposit	03/22/2022			Deposit		001 · Key Bank...	150.00	340.00
Total 629 · Non-Resident Fees							340.00	340.00
658 · Fines-Overdue Materials								
Deposit	03/01/2022			Deposit		001 · Key Bank...	51.00	51.00
Deposit	03/02/2022			Deposit		001 · Key Bank...	152.05	203.05
Deposit	03/03/2022			Deposit		001 · Key Bank...	136.45	339.50
Deposit	03/03/2022			Deposit		001 · Key Bank...	41.50	381.00
Deposit	03/04/2022			Deposit		001 · Key Bank...	18.80	399.80
Deposit	03/07/2022			Deposit		001 · Key Bank...	21.95	421.75
Deposit	03/07/2022			Deposit		001 · Key Bank...	21.55	443.30
Deposit	03/08/2022			Deposit		001 · Key Bank...	25.95	469.25

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04/07/22

Accrual Basis

Saline District Library Fund 101
monthly revenue
March 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	03/09/2022			Deposit		001 · Key Bank...	9.40	478.65
Deposit	03/10/2022			Deposit		001 · Key Bank...	16.30	494.95
Deposit	03/10/2022			Deposit		001 · Key Bank...	44.55	539.50
Deposit	03/11/2022			Deposit		001 · Key Bank...	18.10	557.60
Deposit	03/14/2022			Deposit		001 · Key Bank...	13.40	571.00
Deposit	03/14/2022			Deposit		001 · Key Bank...	10.90	581.90
Deposit	03/14/2022			Deposit		001 · Key Bank...	3.50	585.40
Deposit	03/15/2022			Deposit		001 · Key Bank...	13.60	599.00
Deposit	03/16/2022			Deposit		001 · Key Bank...	10.75	609.75
Deposit	03/17/2022			Deposit		001 · Key Bank...	3.80	613.55
Deposit	03/18/2022			Deposit		001 · Key Bank...	83.92	697.47
Deposit	03/18/2022			Deposit		001 · Key Bank...	22.70	720.17
Deposit	03/21/2022			Deposit		001 · Key Bank...	2.00	722.17
Deposit	03/21/2022			Deposit		001 · Key Bank...	12.85	735.02
Deposit	03/21/2022			Deposit		001 · Key Bank...	1.50	736.52
Deposit	03/22/2022			Deposit		001 · Key Bank...	23.90	760.42
Deposit	03/23/2022			Deposit		001 · Key Bank...	15.25	775.67
Deposit	03/24/2022			Deposit		001 · Key Bank...	69.75	845.42
Deposit	03/24/2022			Deposit		001 · Key Bank...	7.20	852.62
Deposit	03/25/2022			Deposit		001 · Key Bank...	29.05	881.67
Deposit	03/28/2022			Deposit		001 · Key Bank...	25.15	906.82
Deposit	03/28/2022			Deposit		001 · Key Bank...	42.30	949.12
Deposit	03/28/2022			Deposit		001 · Key Bank...	36.90	986.02
Deposit	03/29/2022			Deposit		001 · Key Bank...	19.00	1,005.02
Deposit	03/30/2022			Deposit		001 · Key Bank...	5.35	1,010.37
Deposit	03/31/2022			Deposit		001 · Key Bank...	64.95	1,075.32
Deposit	03/31/2022			Deposit		001 · Key Bank...	14.05	1,089.37
Total 658 · Fines-Overdue Materials							1,089.37	1,089.37
658.1 · Materials Replacement Fees								
Deposit	03/01/2022			Deposit		001 · Key Bank...	119.88	119.88
Deposit	03/02/2022			Deposit		001 · Key Bank...	219.89	339.77
Deposit	03/07/2022			Deposit		001 · Key Bank...	19.99	359.76
Deposit	03/07/2022			Deposit		001 · Key Bank...	48.90	408.66
Deposit	03/10/2022			Deposit		001 · Key Bank...	16.95	425.61
Deposit	03/14/2022			Deposit		001 · Key Bank...	16.95	442.56
Deposit	03/16/2022			Deposit		001 · Key Bank...	55.97	498.53
Deposit	03/18/2022			Deposit		001 · Key Bank...	94.92	593.45
Deposit	03/24/2022			Deposit		001 · Key Bank...	54.98	648.43
Deposit	03/25/2022			Deposit		001 · Key Bank...	8.95	657.38
Deposit	03/28/2022			Deposit		001 · Key Bank...	42.97	700.35
Deposit	03/29/2022			Deposit		001 · Key Bank...	11.74	712.09
Deposit	03/30/2022			Deposit		001 · Key Bank...	16.99	729.08
Deposit	03/31/2022			Deposit		001 · Key Bank...	24.99	754.07
Deposit	03/31/2022			Deposit		001 · Key Bank...	122.41	876.48
Total 658.1 · Materials Replacement Fees							876.48	876.48

Saline District Library Fund 101
monthly revenue
March 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
658.2 · Card Replacement Fees								
Deposit	03/01/2022			Deposit		001 · Key Bank...	1.00	1.00
Deposit	03/02/2022			Deposit		001 · Key Bank...	2.00	3.00
Deposit	03/03/2022			Deposit		001 · Key Bank...	2.00	5.00
Deposit	03/07/2022			Deposit		001 · Key Bank...	1.00	6.00
Deposit	03/10/2022			Deposit		001 · Key Bank...	5.00	11.00
Deposit	03/16/2022			Deposit		001 · Key Bank...	1.00	12.00
Deposit	03/18/2022			Deposit		001 · Key Bank...	2.00	14.00
Deposit	03/23/2022			Deposit		001 · Key Bank...	2.00	16.00
Deposit	03/24/2022			Deposit		001 · Key Bank...	5.00	21.00
Deposit	03/28/2022			Deposit		001 · Key Bank...	1.00	22.00
Deposit	03/31/2022			Deposit		001 · Key Bank...	4.00	26.00
Total 658.2 · Card Replacement Fees							26.00	26.00
665.1 · General Account Interest								
Deposit	03/31/2022			Deposit		001 · Key Bank...	5.95	5.95
Total 665.1 · General Account Interest							5.95	5.95
674 · Donations-Unrestricted								
Deposit	03/03/2022			United Way C...		001 · Key Bank...	173.70	173.70
Total 674 · Donations-Unrestricted							173.70	173.70
674.2 · Donations-Friends								
Deposit	03/18/2022			Summer Rea...		001 · Key Bank...	658.05	658.05
Deposit	03/18/2022			Books for Bab...		001 · Key Bank...	350.00	1,008.05
Total 674.2 · Donations-Friends							1,008.05	1,008.05
699 · Transfer from Other Funds								
Deposit	03/07/2022			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							981,959.32	981,959.32

Saline District Library Fund 101

Bill List

March 2022

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	03/04/2022			Pay Period Ending 2/...	28,450.34
Check	03/04/2022			MERS Pay Period en...	1,494.11
Check	03/04/2022			MERS 457 Pay Perio...	1,060.00
Check	03/04/2022			MERS Staff Loan P...	183.74
Check	03/04/2022			MERS Staff Loan P...	88.19
Check	03/18/2022			Pay Period Ending 3/...	28,055.48
Check	03/18/2022			MERS Pay Period en...	1,499.23
Check	03/18/2022			MERS 457 Pay Perio...	1,060.00
Check	03/18/2022			MERS Staff Loan P...	183.74
Check	03/18/2022			MERS Staff Loan P...	88.19
Total 702 · Salaries					62,163.02
716 · Employee Insurances/Benefits					
Bill	03/15/2022	4/1-4/30/2...	BLUE CROSS B...	4/1/2022-4/30/2022	3,563.98
Bill	03/15/2022	CID97611...	THE SBAM PLAN	4/1/2022-4/30/2022	989.07
Total 716 · Employee Insurances/Benefits					4,553.05
719 · Health Reimbursement					
Bill	03/15/2022	MED0000...	EHIM	3/8/2022	1,539.24
Bill	03/25/2022	MED0000...	EHIM	MED00003113	1,539.24
Total 719 · Health Reimbursement					3,078.48
723 · Retirement					
Check	03/04/2022			MERS Employer Con...	1,494.11
Check	03/18/2022			MERS Employer Con...	1,499.23
Total 723 · Retirement					2,993.34
727 · Office Supplies					
Bill	03/08/2022	1/17--2/16...	KEYBANK - NAT...		22.62
Bill	03/08/2022	8639	WOODLANDS LI...	Invoice # 8639	17.00
Bill	03/15/2022	2/25/22	STAPLES BUSIN...		469.26
Bill	03/24/2022	3/16/2022	PILARZ, CHRIST...		29.84
Bill	03/24/2022	4/5/2022	AMAZON		171.31
Total 727 · Office Supplies					710.03
727.3 · Supplies-Youth					
Bill	03/24/2022	4/5/2022	AMAZON		13.50
Total 727.3 · Supplies-Youth					13.50
727.4 · Cartridges					
Bill	03/15/2022	2/25/22	STAPLES BUSIN...		385.87
Bill	03/24/2022	4/5/2022	AMAZON		271.21

Saline District Library Fund 101

Bill List

March 2022

Type	Date	Num	Name	Memo	Amount
Total 727.4 · Cartridges					657.08
730 · Postage					
Bill	03/18/2022	3/18/2022	U.S. POST OFFI...	2 Rolls of stamps	116.00
Bill	03/24/2022	3/16/2022	PILARZ, CHRIST...		4.45
Total 730 · Postage					120.45
732 · Cleaning Supplies					
Bill	03/15/2022	2/25/22	STAPLES BUSIN...		334.45
Bill	03/24/2022	4/5/2022	AMAZON		45.96
Total 732 · Cleaning Supplies					380.41
734 · Processing Supplies					
Bill	03/15/2022	2/25/22	STAPLES BUSIN...		137.97
Bill	03/24/2022	3/16/2022	PILARZ, CHRIST...		4.32
Total 734 · Processing Supplies					142.29
740 · Equipment					
Bill	03/08/2022	1/17--2/16...	KEYBANK - NAT...		-4.50
Bill	03/24/2022	3/23/2022	ANDREWS, ART...	Hdmi, admi and usb ...	63.56
Bill	03/24/2022	4/5/2022	AMAZON		486.62
Total 740 · Equipment					545.68
750.1 · Adult Programming					
Bill	03/08/2022	1/17--2/16...	KEYBANK - NAT...		77.33
Bill	03/08/2022	2/28/2022	DETROIT HISTO...	Greenbook Motorist ...	250.00
Bill	03/08/2022	3/4/2022	WILSON, VALER...	Virtual Cooking Clas...	200.00
Bill	03/15/2022	3/14/2022	HERRELL, TRAC...	3/14/2022 Detroit Le...	125.00
Bill	03/15/2022	3/24/2022	EICHER CONSU...	Michigan Lumbering ...	375.00
Bill	03/15/2022	5175	DR. ARIFA JAVED	Documentary Screen...	400.00
Bill	03/24/2022	3/24/2022	LASH, JESSICA	Winter Reading Bing...	450.00
Bill	03/24/2022	4/5/2022	AMAZON		589.88
Total 750.1 · Adult Programming					2,467.21
750.2 · Teen Programming					
Bill	03/24/2022	4/5/2022	AMAZON		1,716.94
Total 750.2 · Teen Programming					1,716.94
750.3 · Youth Programming					
Bill	03/24/2022	4/5/2022	AMAZON		289.94
Total 750.3 · Youth Programming					289.94
750.4 · Programming Funded by Friends					
Bill	03/24/2022	4/5/2022	AMAZON		143.56

Saline District Library Fund 101

Bill List

March 2022

Type	Date	Num	Name	Memo	Amount
Bill	03/25/2022	2/1-2/28/2...	BAKER & TAYLOR		331.95
Total 750.4 · Programming Funded by Friends					475.51
752.3 · Summer Reading-Youth					
Bill	03/08/2022	36344902	SCHOLASTIC INC.	Invoice # 36344902	658.05
Bill	03/15/2022	19752	COLLABORATIV...	T-Shirts	412.78
Bill	03/15/2022	2/25/22	STAPLES BUSIN...		41.89
Bill	03/24/2022	4/5/2022	AMAZON		683.49
Total 752.3 · Summer Reading-Youth					1,796.21
760 · Youth Toys/Realia					
Bill	03/24/2022	4/5/2022	AMAZON		27.89
Total 760 · Youth Toys/Realia					27.89
770 · Periodicals					
Bill	03/08/2022	151977	WASHTENAW N...	4/1/22-6/30/22	1,299.82
Total 770 · Periodicals					1,299.82
772.1 · Ebooks-Adult					
Bill	03/08/2022	286654	KANOPY, INC.		417.60
Bill	03/08/2022	501756841	MIDWEST TAPE	Hoopla	3,699.66
Total 772.1 · Ebooks-Adult					4,117.26
772.3 · Ebooks-Youth					
Bill	03/08/2022	286654	KANOPY, INC.		13.50
Bill	03/08/2022	69715	THE LIBRARY N...	TumbleBook Library ...	559.30
Total 772.3 · Ebooks-Youth					572.80
780 · Software					
Bill	03/08/2022	1C76DJT	CDW GOVERN...		922.00
Total 780 · Software					922.00
801 · Professional services-Auditor					
Bill	03/24/2022	2114639	PLANTE & MOR...	Final billing for SDL a...	3,350.00
Total 801 · Professional services-Auditor					3,350.00
802 · Professional Services-Bookkeep					
Check	03/10/2022			February fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
804 · Professional services-Consult					
Bill	03/15/2022	#2	RUSS, CATHLEEN	Consulting Services f...	5,150.00

Saline District Library Fund 101

Bill List

March 2022

Type	Date	Num	Name	Memo	Amount
Total 804 · Professioanl services-Consult					5,150.00
850 · Internet					
Bill	03/08/2022	3/13/22	T-MOBILE		297.50
Total 850 · Internet					297.50
860 · Travel/Lodging					
Bill	03/08/2022	3/2/2022	LASOFF-SANTO...	Mileage for outreach	17.55
Bill	03/24/2022	3/16/202	PILARZ, CHRIST...	Mileage for banking	16.28
Bill	03/24/2022	3/25/2022	WAARALA, KAR...	DSLRT Meeting 3/18...	88.92
Total 860 · Travel/Lodging					122.75
920 · Electricity					
Check	03/15/2022			DTE	3,854.20
Total 920 · Electricity					3,854.20
921 · Gas					
Check	03/14/2022			DTE	1,833.26
Total 921 · Gas					1,833.26
930 · Building Maintenance					
Bill	03/08/2022	80953	HOWLETT LOC...	trip charge and door ...	150.00
Bill	03/08/2022	60271	MCW PARTNER...	Invoice # 60271	135.00
Bill	03/08/2022	1/17--2/16...	KEYBANK - NAT...		197.69
Bill	03/08/2022	0217385-...	WASTE MANAG...	Invoice 0217385-138...	172.21
Bill	03/08/2022	187447	WYANDOTTE A...	Invoice # 187447	120.00
Bill	03/15/2022	8523681-...	WASTE MANAG...		108.13
Bill	03/24/2022	SEI 15045...	ASSA ABLOY E...	Diagnosis, parts and l...	312.50
Bill	03/24/2022	4/5/2022	AMAZON		80.36
Total 930 · Building Maintenance					1,275.89
932 · Ground Maintenance					
Bill	03/24/2022	4/5/2022	AMAZON		8.49
Total 932 · Ground Maintenance					8.49
934 · Equipment Maintenance					
Bill	03/15/2022	5064029649	RICOH USA, INC		8.88
Bill	03/15/2022	69755	THE LIBRARY N...	PowerEdge warranty ...	753.96
Total 934 · Equipment Maintenance					762.84
956 · Miscellaneous					
Bill	03/08/2022	3/1/2022	PILARZ, CHRIST...		41.29
Deposit	03/10/2022			FOL reimbursement f...	-41.29
Bill	03/24/2022	3/16/2022	PILARZ, CHRIST...		28.02

Saline District Library Fund 101

Bill List

March 2022

Type	Date	Num	Name	Memo	Amount
Total 956 · Miscellaneous					28.02
956.1 · Misc/Petty cash					
Bill	03/08/2022	3/8/2022	SALINE DISTRIC...		150.00
Total 956.1 · Misc/Petty cash					150.00
957 · Continuing Education					
Bill	03/08/2022	11463	MICHIGAN LIBR...	Jess Lash	1,295.00
Total 957 · Continuing Education					1,295.00
958 · Dues					
Bill	03/08/2022	2/23/2022	LASH, JESSICA	MLA membership	85.00
Total 958 · Dues					85.00
964.4 · MelCat Reimbursements					
Bill	03/24/2022	20949011	PINCKNEY COM...	Barcode #20949011	17.99
Bill	03/24/2022	33409010...	CLINTON-MACO...	#33409010247090	8.95
Total 964.4 · MelCat Reimbursements					26.94
965 · Bank Charges					
Check	03/03/2022			KeyBank merch fee	33.60
Check	03/03/2022			KeyBank merch fee	28.91
Check	03/08/2022			February Analysis Fee	227.68
Total 965 · Bank Charges					290.19
981 · Books funded by friends					
Bill	03/08/2022	2/1-2/28/2...	MIDWEST TAPE		85.46
Total 981 · Books funded by friends					85.46
982.1 · Adult Fiction					
Bill	03/24/2022	4/5/2022	AMAZON		343.81
Bill	03/25/2022	2/1-2/28/2...	BAKER & TAYLOR		1,946.39
Total 982.1 · Adult Fiction					2,290.20
982.15 · Large Print					
Bill	03/24/2022	4/5/2022	AMAZON		13.39
Bill	03/25/2022	2/1-2/28/2...	BAKER & TAYLOR		434.14
Total 982.15 · Large Print					447.53
982.2 · Teen Fiction					
Bill	03/24/2022	4/5/2022	AMAZON		55.67
Bill	03/25/2022	2/1-2/28/2...	BAKER & TAYLOR		480.32

Saline District Library Fund 101

Bill List

March 2022

Type	Date	Num	Name	Memo	Amount
Total 982.2 · Teen Fiction					535.99
982.3 · Youth Fiction					
Bill	03/08/2022	ERG1286...	BOOK FARM LLC		107.36
Bill	03/24/2022	4/5/2022	AMAZON		99.30
Bill	03/25/2022	2/1-2/28/2...	BAKER & TAYLOR		1,145.51
Total 982.3 · Youth Fiction					1,352.17
983.1 · Adult Nonfiction					
Bill	03/24/2022	4/5/2022	AMAZON		455.44
Bill	03/25/2022	2/1-2/28/2...	BAKER & TAYLOR		1,422.62
Total 983.1 · Adult Nonfiction					1,878.06
983.15 · Reference					
Bill	03/24/2022	4/5/2022	AMAZON		93.15
Total 983.15 · Reference					93.15
983.3 · Youth Nonfiction					
Bill	03/24/2022	4/5/2022	AMAZON		19.99
Bill	03/25/2022	2/1-2/28/2...	BAKER & TAYLOR		727.35
Bill	03/25/2022	2/1-2/28/2...	BAKER & TAYLOR		163.64
Total 983.3 · Youth Nonfiction					910.98
984.1 · Audiobooks-Adult					
Bill	03/08/2022	2/1-2/28/2...	MIDWEST TAPE		544.86
Total 984.1 · Audiobooks-Adult					544.86
984.2 · Audiobooks-Teen					
Bill	03/08/2022	2/1-2/28/2...	MIDWEST TAPE		18.99
Total 984.2 · Audiobooks-Teen					18.99
984.3 · Audiobooks-Youth					
Bill	03/08/2022	2/1-2/28/2...	MIDWEST TAPE		9.99
Total 984.3 · Audiobooks-Youth					9.99
985.1 · DVDBlu Rays-Adult					
Bill	03/08/2022	2/1-2/28/2...	MIDWEST TAPE		892.87
Bill	03/24/2022	4/5/2022	AMAZON		122.36
Total 985.1 · DVDBlu Rays-Adult					1,015.23
985.3 · DVD/Blu Rays-Youth					
Bill	03/08/2022	2/1-2/28/2...	MIDWEST TAPE		471.37

12:49 PM

04/06/22

Accrual Basis

Saline District Library Fund 101

Bill List

March 2022

Type	Date	Num	Name	Memo	Amount
Total 985.3 · DVD/Blu Rays-Youth					471.37
986.1 · Music CDs-Adult					
Bill	03/08/2022	2/1-2/28/2...	MIDWEST TAPE		44.21
Bill	03/24/2022	4/5/2022	AMAZON		29.98
Total 986.1 · Music CDs-Adult					74.19
TOTAL					117,946.16

SALINE DISTRICT LIBRARY
April 12, 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						



Library Director's Report
April 19, 2022

- The dates are set for this year's Summer Reading Program: June 13 – August 13. This year's theme is "Oceans of Possibilities." Staff are hard at work planning programs, learning Michigan's new online platform READsquared, and scheduling school visits. We're particularly happy about this last item, as we have not been able to visit the schools in-person since 2019.
- We have several staffing updates this month:
 - We have filled our Part-Time Adult Services Librarian position: Melissa Schabel started on April 4, and we've already received several compliments from library users about how helpful she is. Melissa has several years' experience working in Adult Services in public libraries in New Jersey, with a good deal of collection development and readers' advisory expertise.
 - We have posted our vacant Adult Assistant position and plan to post our vacant Youth Desk Aide position in the next week or two. We hope to have both filled by the end of May so that both Adult Services and Youth Services are back up to full personnel by the time Summer Reading starts.
 - Part-Time Adult Services Librarian Cathy Harmon has announced her retirement effective June 8.
 - Based on the suggestion at the March Library Board meeting that we convert a Part-Time Adult Services Librarian position to Full-Time, I analyzed our personnel budget and prepared a proposal to this effect for the April Staff Excellence Committee meeting. (The related notes are included in this month's Library Board meeting packet.) The Committee agreed with the need for a Full-Time Librarian in the Adult Services Department. We will post that position next week so that we can have someone in place in time for Cathy Harmon's retirement.
- Our website redesign continues to go well. The site will go live sometime in May, with the online events calendar potentially going live first. The website will be streamlined and fully mobile responsive. In addition, it will be completely accessible, including a component that allows users to customize their experience in many ways, including a screen reader or enhanced visuals for the visually impaired, keyboard navigation for users with motor impairments, and even profiles that accommodate and assist users

with cognitive disabilities and ADHD. We're very excited to promote this new service that supports our strategic goals of increased equity and inclusion.

- 1000 Books Before Kindergarten is off to a great start: 37 families have registered since we began the program on March 15, and three families have already collected books for reading their first 100 books to their youngsters. We appreciate the assistance from the Friends of the Library in getting this great program started and providing funding for the prize books.
- We will be hosting a community [Shredding Event](#) on Saturday, April 23 from 10am to Noon (sooner if the truck fills). Another thank you to the Friends of the Library for funding this popular service.
- We are pleased to be adding more in-person programs back into our schedule. Beginning this month, the [Feisty Women](#) and [As the Book Turns](#) book clubs have returned to the Brecon Room, with an online component via Zoom for anyone who would like to continue to participate virtually. Our [Stitches & Knots Knitting & Crochet](#) group has returned to full in-person mode beginning April 18. We will continue to monitor Washtenaw County COVID-19 levels to determine the appropriate mode of delivery for our programs.
- The Washtenaw County Resource Commissioner's Office will host a rain garden plant exchange on the library lawn on Sunday, May 1 at 1pm. The Stone & Thistle Garden Club will host their annual plant sale on Saturday, May 21.
- A local Boy Scout has chosen outdoor improvements at SDL for his Eagle Scout Project. He is raising funds for a new outdoor bench, which he will install. He will also repair the wooden bridge, install new reflective trail markers in the woods, and coordinate a group of volunteers to add new woodchips to the trails.
- A local Cub Scout pack scheduled a visit to the library this week in order to earn a merit badge, which included listening to, sharing, and acting out Tall Tales with Youth Services Librarian Shira Pilarski. The visit resulted in perhaps my all-time favorite compliment from one of the Scouts: "I wish I could live here. This is seriously the funnest place in the world."

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 509

SUBJECT: DISPLAYS & EXHIBITS

1. Display cases in the library may be used to display collections, handwork, historical material, nature study, manufactured articles or any other material deemed of general interest to the community. Material offered for display shall be accepted or rejected in accordance to suitability and availability of space.
2. Exhibits in the library are seen by everyone who walks into the library. The materials of the exhibits must therefore be appropriate for all ages, and meet what is generally known as "a standard acceptable to the community."
3. The library shall have the final decision on the content and arrangement of all exhibits and displays. Every item must meet the library's standard of value and quality and the library reserves the right to reject any part of an exhibit or to change the manner of display.
4. It is the responsibility of the exhibitor to set up and remove the exhibits with the oversight of the library staff. Exhibitors may provide a sign acknowledging the ownership of a display or exhibit. Exhibits and displays will normally be scheduled for a period of one calendar month. Exceptions must be approved by the Library Director.
5. The Library is not responsible for any items placed on display and/or owned by the exhibitor. The library will not provide storage for the property of organizations or individuals displaying in the library. All exhibitors are required to sign a form which releases the library from any responsibility for exhibited items.

POLICY APPROVED: _____

EFFECTIVE: _____

President _____

SALINE DISTRICT POLICY
POLICY BULLETIN

POLICY NO: 515

SUBJECT: INTERNET

1. The Library will provide reasonable, fair, and equitable access to the Internet.
2. In compliance with Public Act 212 of 2000, all minors (17 years and under), unless accompanied by a parent or guardian, will use computers that are restricted from receiving obscene or sexually explicit matter, as defined in PA 212.
3. Internet communications shall be considered private, and confidentiality will be encouraged within the limits of a public environment, the technology of the equipment, and the requirements of law.
4. Violations of Library rules may lead to the suspension or revocation of Internet access through the Library, and may be subject to prosecution. Appeals may be made to the Board of Trustees at their regularly scheduled board meeting.

POLICY APPROVED: _____

EFFECTIVE: _____

President: _____

Revised: 11/30/17

Implemented: 10/3/95

Previous revisions: 6/16/09, 3/15/05, 3/20/01, 9/19/00, 7/20/99, 11/18/97

Reviewed: 8/19/03

RULES FOR RESPONSIBLE INTERNET USE

Each user of the Internet shall:

- ~~make~~ only use the Library's internet access for authorized ~~access for~~ educational, informational, and recreational purposes
- avoid ~~the~~ sending, receiving, and displaying ~~of~~ text or graphics that are sexually explicit and/or harmful to minors
- obey the law and regulations in their application to copyright, licensed software, and data
- avoid distributing ~~of~~ unsolicited advertising or propaganda, hacking, spamming, and propagating computer viruses
- be aware that violations of these guidelines for responsible use may lead to the suspension or revocation of Library access to the Internet and its resources, and be subject to prosecution
- assure that minors using unfiltered Internet computers be accompanied by a parent or guardian as required by Public Act 212

A Special Note to Parents/Guardians:

The Internet's "user friendliness" and wide range of information demands diligent and thoughtful parental and/or guardian supervision.

It should be understood that the Saline District Library cannot act as a censor or substitute parent. It is the responsibility of the parent or guardian to provide the oversight to ensure their children's use of the Internet in an appropriate and safe manner.

INTERNET OFFERINGS AND LIMITATIONS

1. Library access to the Internet is available at computer work stations and through secured, filtered wireless access.
2. Wireless signals can be intercepted, and signals can be lost at random. The Library is not responsible for lost data due to signal loss.
3. The Library will offer both filtered and unfiltered computers that will be labeled as such.
4. Patrons may be requested to show proof of age due to the requirements of PA 212 of 2000. If there is doubt and no valid ID can be produced, a patron will have access to a filtered computer station only.
5. Internet computers cannot be reserved and are available for two-hour sessions. If no one else is waiting for a computer, time may be extended by the reference librarian on duty.
6. Computer stations log off automatically after two hours and shut down automatically before the Library closes. It is the user's responsibility to keep track of remaining time, and the Library is not responsible for any data or work lost.
7. Files may be temporarily downloaded to public computers, but they will be erased at the end of the work session. Files may be downloaded and saved to flash drives, which are available for purchase at the front desk.
8. Because of potential damage from illicit computer viruses, the use of personal software on Library equipment is prohibited. Despite virus checking software, complete protection is not possible, and the Library cannot be held liable for damages to personal data or equipment.
9. Users are financially responsible for any damage to the Library's hardware or software.
10. Introductory instruction for Internet use is available from trained staff as work schedules permit. ~~The Library offers a variety of basic computer classes on a regular basis.~~ For more intensive instruction, patrons may want to utilize resources such as Washtenaw Community College or other commercial sources.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 602

SUBJECT: JOB DESCRIPTION

TITLE: ASSISTANT DIRECTOR

GRADE: 18

PURPOSE

The Assistant Director will assist the Library Director in the administration of all public service functions by participating in system planning and managing the day-to-day operations of library services, **with a primary focus on outreach, public relations, and coordination of library-wide programming**. The Assistant Director acts as the head of the library in the absence of the Library Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Assistant Director will have the following major categories of responsibility:

1. General Administration and Management

- **Works with Management Team to oversee Manage** the day-to-day operations of all public services
- Assists **De**irector with long-range planning, implementation of goals, and evaluation of programs and services
- Assists with annual budget preparation
- Attends board meetings and selected board committees
- ~~Interview, train, schedule, supervise and evaluate staff in partnership with department heads~~
- Oversees the record retention schedule for pertinent functions as described in Policy #710
- Assumes other duties as requested by the Director
- Acts as **H**head of the library during absence of Director

2. Public Relations and Marketing

- Oversees and coordinates ~~Responsible for~~ library branding and publicity, which includes the newsletter, ~~homepage, online newsletters website~~, flyers, press releases, etc.
- Creates targeted marketing strategies to most effectively promote services to library users and non-users alike
- Oversees the library's Social Media Team
- Promotes the library through offsite presentations

3. Outreach

- Develops an outreach strategy that increases awareness of library services and collections to underserved populations
- Seeks out opportunities for partnerships between the library and other community organizations
- Plans, schedules, and coordinates community outreach efforts across all departments of the library
- Supervises any staff members whose duties are dedicated to outreach

~~4. Facilities Management~~

- ~~— A. Supervise the maintenance of the library building and grounds and recommends future space needs~~

4. Programming

- Coordinates programming across all departments
- Develops large-scale library-wide and community-wide programs
- Under the guidance of the Director, oversees library programming budgets

5. Professional Development

- With assistance and input from staff volunteers, plans and coordinates annual Staff Development Day
- Encourages staff professional growth by supporting participation in workshops, seminars and other activities
- Participates in professional development opportunities to enhance managerial and administrative skills and to keep abreast of new trends and developments in the library field

REPORTS TO

Saline District Library Director

TERMS OF EMPLOYMENT

Full-time. Work schedule will include evening and weekend hours (Saturday/Sunday). Salary, benefits and termination of employment in accordance with Board policy.

EVALUATION

Performance of this position is evaluated by the Director in accordance with Policy #606: Performance Evaluation.

REQUIRED QUALIFICATIONS

A Master's Degree in Library Science from an American Library Association accredited graduate school.

Eligible for a Librarian's Professional Certificate (Level II) from the Library of Michigan as required by state law for a Class V library.

3 years of professional library experience with proven capabilities in management.

~~Knowledge of library collection development tools, reference materials and bibliographic sources.~~

Proficiency with computers and their applications in the library setting.

Ability to motivate, establish and maintain effective working relationships with associates, staff, board of trustees, other community agencies and the general public.

Demonstrated ability to:

- effectively communicate orally and in writing
- organize and supervise the work of others
- develop, plan and implement ~~adult~~ programming for all ages
- stimulate interest in the use of library facilities
- project an enthusiastic and positive image of the library
- set priorities in a changing environment and make decisions in a timely manner

SDL Staff Excellence Committee 4/6/22 Meeting Notes

Here are my thoughts and rationale behind the two proposed changes to positions at SDL we will be discussing at our meeting:

Revision of Assistant Director job description

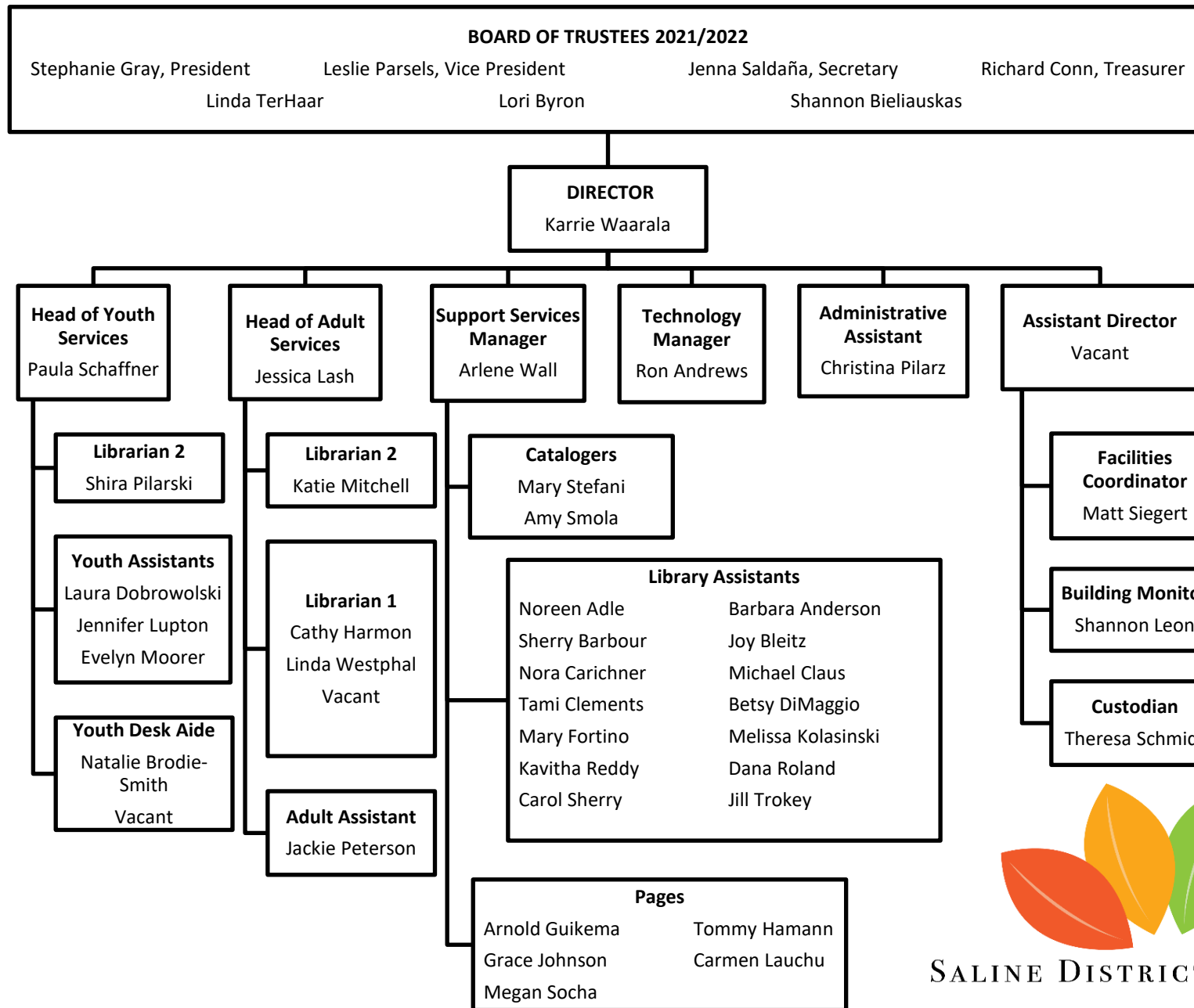
- Currently the AD position is a bit of a catch-all, overseeing facilities, serving as webmaster, doing quite a bit with technology and project management, and overseeing public relations.
- When the job description was last revised, we had a part-time Technology Manager and an extremely part-time Building Supervisor (only a few hours a week), which meant more responsibility for facilities and technology projects for the AD. Both of those positions are now full-time (the Building Supervisor is now the Facilities Coordinator), and both individuals are extremely competent. We can afford to remove some of those duties from the AD description.
- Additionally, the Facilities Coordinator will be an integral part of the strategic plan focus area of Optimizing Spaces in the next few years, which will mean working closely with the Director. It makes more sense for the Facilities Coordinator to report to the Director instead of the Assistant Director to avoid duplication of efforts or reportage.
- Removing facilities oversight from the AD position allows it to shift to a full public relations/outreach position, including overseeing program coordination library-wide. This would allow us to expand our programming approach to include more large-scale events and services with increased community partnerships.
- Two of our four strategic plan focus areas are Increase Connections and Expand Awareness. If these areas are important enough to comprise half of our strategic plan, we need to seriously dedicate resources to achieve those goals. Having a management position fully dedicated to these would be an excellent way to help ensure our success in these areas.

Full-Time Adult Services position

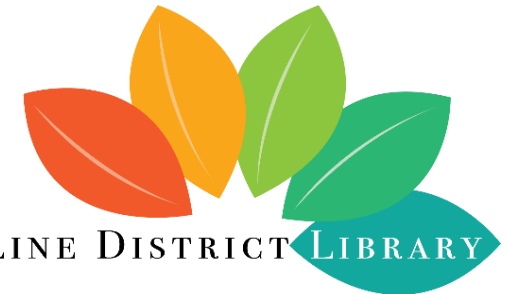
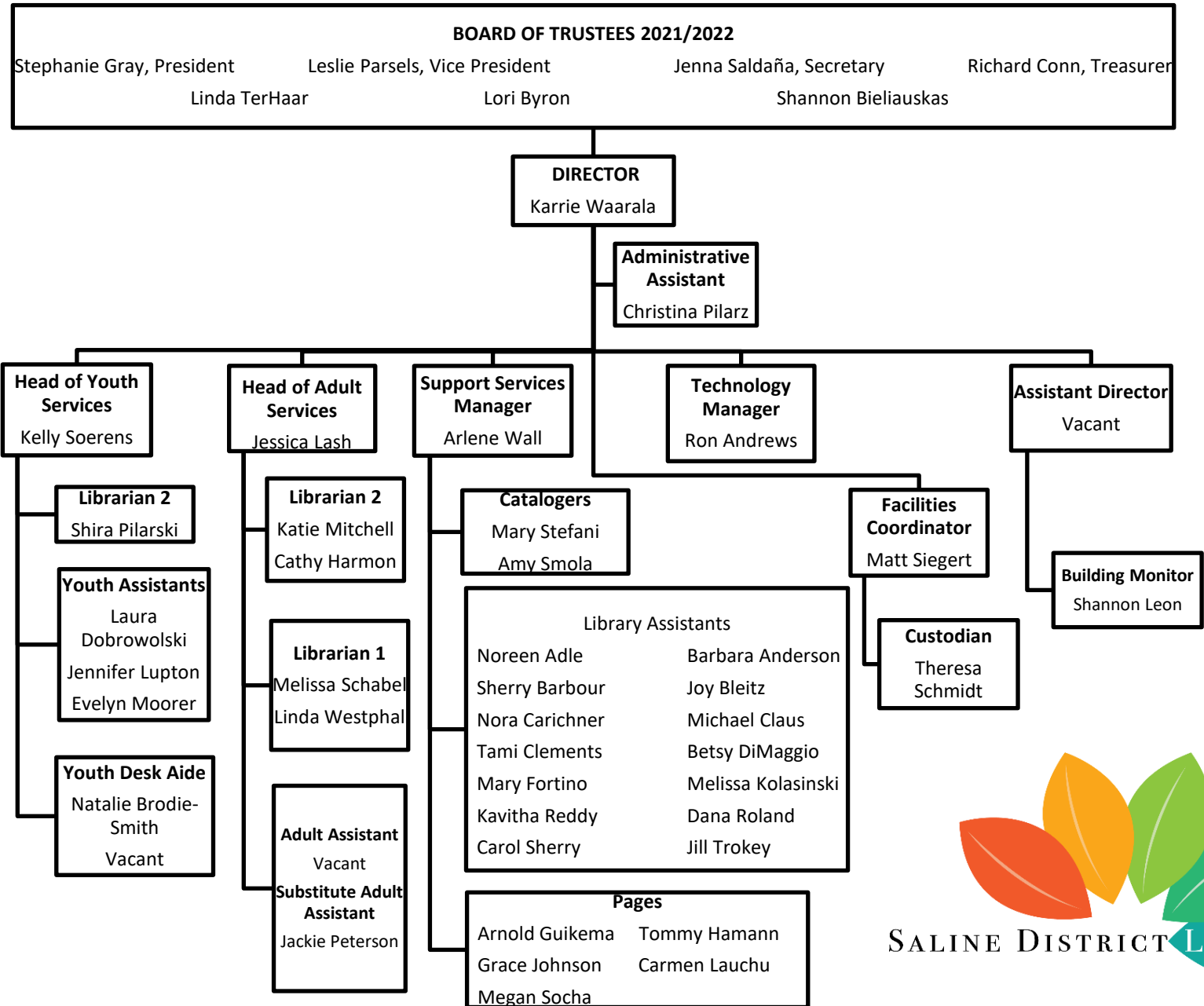
- There is currently a great deal of disparity in allotted hours between Youth Services and the Adult Services at SDL: Youth Services has 176 staff hours a week, while Adult Services only has 138.
- This is an outdated model that was implemented years ago when Adult Services was primarily focused on providing reference services and did very little programming. When Jess took over as Head of Adult Services in 2017, she increased the number of Adult

programs by 43%, and attendance increased by 55%. Adult Services now consistently offers as many programs as Youth Services.

- I was shocked to learn that the number of staff hours allotted to Adult Services was never increased to allow for the necessary time to plan, prepare, and host our new level of programs. Changing one 20-hour Librarian I position to a 40-hour Librarian II position in Adult Services would be an excellent start to providing the necessary staff hours in Adult Services.
- As you can see from the attached spreadsheet, changing this position would of course increase the personnel costs for Adult Services by an estimate of \$28,340. However, the money is already available in our budget: due to retirements, the Youth Services personnel costs should decrease by approximately \$24,000, and the Administration personnel costs should decrease by approximately \$18,280.
- Due to those other departmental personnel expense shifts, even with changing this position to full-time, we should see a net reduction of personnel costs. The projected net reduction of approximately \$13,940 on the spreadsheet will actually end up greater as we will have about 3 months of no Assistant Director salary this fiscal year. This would be more than adequate to cover insurance costs for the new full-time position.



DRAFT ORGANIZATIONAL CHART





CARL F. SCHRANDT ENDOWMENT FUND Program Guidelines & Application Information

In 1994 the Library received a bequest from the Estate of Carl F. Schrandt. Both Carl and his wife Joan Rodman Schrandt had a strong sense of community and believed that each person had an individual responsibility to make it a better place for all citizens. It is in this spirit that the Saline District Library Board of Trustees has established the ***Carl F. Schrandt Endowment Fund***.

Earnings on this fund will be used to support special projects that can originate from a variety of sources within the Saline community. The Library is looking for projects and special events that are not a part of the regular operating budget. These programs will be selected annually by the Board of Trustees from proposals submitted by interested persons or organizations.

WHO MAY APPLY

Applications can originate from individuals or groups (such as service groups, businesses, government, schools, and churches), library staff and library board members.

To qualify for funding consideration, an applicant must meet the following criteria:

Be a resident or an employee within the Saline library district and be at least 18 years old.

GUIDELINES

All programs or projects must be in accordance with the Mission Statement and stated roles of the Library (Lifelong Learning, Resource Center, Building Community, and Gathering Place).

The project will, first and foremost, promote and benefit the Library and/or its patrons, with promoting and benefiting other segments of the Saline community as a secondary goal. Preference will be given to programs/projects held on Library grounds, although other venues may be considered by the Library Services Committee and the Board.

All programs must be free and accessible to all.

HOW TO APPLY

The application must be in writing and must include the content listed below. Electronic submission is preferred.

1. Application Cover Sheet

Submit one original

2. Project Description Sheet

Submit one original

3. Applicant Description

Submit one copy of each of the following:

- a brief summary of your qualifications or resume
- if part of an organization, a list of current board members and their professional or business affiliation
- evidence of official organizational approval of your application (a copy of your board minutes or a signed letter of endorsement from board chairperson)

Applications are to be completed as instructed and mailed to:

**Carl F. Schrandt Endowment Fund
Saline District Library
Attn: Karrie Waarala, Director
555 N Maple Road
Saline, MI 48176**

karrie@salinelibrary.org

APPLICATION REVIEW PROCESS

The proposal will be reviewed by the Library Services Committee which meets as necessary. The Committee will make recommendations to the Board of Trustees, and a decision should be made within eight weeks of application. Applicants will be notified as soon as possible after a decision has been made.

**Saline District Library
Carl F. Schrandt Endowment Fund
Application Cover Sheet**

Project Title SDL Seed Library

Jessica Lash, Head of Adult Services
name of applicant

555 N. Maple Rd
address

Saline, MI 48176 734.401.1262
city/state/zip phone

Is applicant a resident or employee in the Saline library district? Yes x No

Jessica Lash
contact person

authorized signature

Name of collaborating organization (if applicable)

address and phone

date organization founded

Date application submitted _____

Is the organization located in the Saline library district? Yes x No

**Saline District Library
Carl F. Schrandt Endowment Fund
Application Outline and Instruction Form**

This outline should be followed when applying for a grant. Please supply the required information for all 11 areas. Be specific and provide details where required.

1. Project Name

SDL Seed Library

2. Proposal Description

Describe what the project is and any special features of the project

This project will create a seed library to provide our community with free vegetable and flower seeds in order to encourage gardening and a healthy lifestyle.

3. Goals of the Project

Our Mission:

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

The SDL Seed Library will ignite the joy of gardening, encourage the discovery of new skills, and build a greener community for Saline.

Our Values:

WELCOMING

Offering an inclusive and respectful environment where everyone feels welcome

The SDL Seed Library will be open and free to all in our community, and provide equal access to quality seeds for beginning and experienced gardeners, and everyone in between.

ACCESSIBILITY

Ensuring spaces, resources, and services for all within and beyond the walls of the library

A main focus of our 2022-2026 Strategic Plan is to take library services outside of the library, and this seed library is an excellent way to get a resource out to every part of our service area.

COMMUNITY

Creating meaningful, customer-focused experiences that engage, reflect, and enhance the community

The SDL Seed Library will encourage our community to discover the joy of having a home garden, build a connection to other gardeners living in Saline, and give the opportunity to explore new hobbies and skills.

LEARNING

Encouraging enrichment and lifelong learning through diverse resources and programs

This resource will provide our community the opportunity to grow their own food, teach self-reliant gardening skills, and promote healthy living. We will also encourage our community to

learn how to save seeds to create a sustainable collection for next year and cultivate varieties of plants that can be successfully grown in this environment.

We are holding a series of Beginning Gardening classes in May and June, and opening the SDL Seed Library will provide our community an opportunity to put what they learn in class into practice. The class schedule is as follows:

Tuesday, May 10: Organic Gardening
Tuesday, May 24: Heirloom Gardening
Tuesday, June 7: Global Warming and Gardening

DISCOVERY

Sparkling imagination and a sense of wonder that enriches lives

Gardeners of all skill levels will benefit from the variety of seeds we will provide, and this resource will benefit the community and world at large. Gardens not only provide food for those tending them, they also provide a food source for the pollinators that are crucial to our food supply.

Applicant Benefits

Saline District Library will benefit by providing another exciting collection to our community, building a connection with community members, and providing access to an environmentally important resource.

4. Audience

Who will benefit from this project?

Estimate the number of people who would benefit and / or participate in the project

Anyone interested in growing a garden, learning about the plant lifecycle, or teaching others the joy of growing their own food. This will be available to all in our service area.

5. Timeline for Implementation

We hope to launch this new resource by May, 2022.

6. Equipment and Space Needed

Equipment: Seeds, envelopes, labels, drawer separators, volunteers, and a logo.

Space: This collection will be kept in an unused drawer in our Local History Room.

7. Budget

The budget should be itemized and detailed – round off to the nearest dollar

The percent of budget to be provided by the applicant (money and/or services)

Budget:

To start this project, a total of \$1750.00 will be needed for seeds, supplies, programming and promotional materials.

Seeds:

SDL received a large donation of seeds from Ferry-Morse, but more seeds will be purchased from Ann Arbor Seed Company, as well as other retailers. To get a wide variety of seeds and have enough to create a substantial collection at the time of launch, we will need \$900 for seeds.

Ferry-Morse: FREE

Ann Arbor Seed order: \$450.00

Other retailers (Amazon, garden stores): \$450.00

Supplies:

Envelopes, labels, seed sorters, drawer separators, and storage containers will cost \$450.

Programming and Promotions:

Programming and promoting at local events (Farmer's Market, Community Garden, other community events) will cost \$400. This includes honorariums for presenters about seed saving and organic farming techniques.

Promoting on social media, to local organizations, and local publications will be covered by staff at SDL.

8. Number of staff and / or volunteers needed to implement project

Jessica Lash will be the primary lead for this project and is responsible for designing a logo, labels, and promotional materials. She will also be responsible for promoting the SDL Seed Library at library programs.

Community member Laura Foess-Wood will be assisting with research, packaging and labeling seeds, as well as helping with promotion. Laura is a Friend of the Saline District Library, and has worked with Stone & Thistle Garden Club for over 20 years.

Shira Pilarski, Youth Librarian, will promote this project on social media.

Karrie Waarala, Library Director, will promote this project to the Coalition for a Quality Community (CQC) and other community organizations.

Adult Services Staff and any other SDL staff that wishes to assist will be welcome to do so.

9. Publicity

Methods to be used to generate publicity for the project

The SDL Seed Library will be advertised on Social Media, in the eNews, local publications, and on our website. Information about the SDL Seed Library will also be sent to Saline Stone & Thistle Club, Saline CQC, and Saline Main Street. It will also be advertised at the previously mentioned Beginning Gardening classes.

10. Criteria to evaluate the project

List specific criteria which will be used to evaluate the project's goals

We will evaluate the success of this project by tracking the number of seed packets that have been taken by our community members, and the number of people who save and return seeds to share at the end of the season.

11. Resume and / or Qualifications

A brief summary of qualifications of project participants

Jessica Lash has been the Head of Adult Services at Saline District Library since June 2017. She has a Masters of Library Information Science and a certificate in Archival Administration from Wayne State University.

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	17,974									66,203
% of Total Circ.	75.78%	76.89%	78.13%	78.15%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	77.26%
AV Materials													
DVD/BLU-RAY	3,708	3,667	3,247	3,519									14,141
Music CDs	320	302	291	339									1,252
Audio Books	560	580	584	658									2,382
Playaways	0	1	0	1									2
J Kits	152	177	145	213									687
Total AV	4,740	4,727	4,267	4,730	0	0	0	0	0	0	0	0	18,464
% of Total Circ.	23.40%	21.70%	20.67%	20.57%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	21.55%
Interlibrary Loans													
SDL Patron Filled Requests	690	1,105	957	745									3,497
% of Total Circ.	3.41%	5.07%	4.64%	3.24%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4.08%
Lends Out to Libs	672	991	823	991									3,477
Equipment	52	52	55	66									225
Periodicals	114	257	193	228									792
% of Total Circ.	0.56%	1.18%	0.94%	0.99%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.92%
TOTAL 2022 CIRC	20,258	21,787	20,641	22,998	0	0	0	0	0	0	0	0	85,684
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%	45.27%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-62.85%
Downloads													
Ebooks	2,035	2,881	2,925	3,034									10,875
AudioBooks	2,235	2,544	2,379	2,584									9,742
Music	289	400	349	417									1,455
Video	197	401	322	363									1,283
Magazines	433	418	518	435									1,804
Tumble books	9	11	5	12									37
Total Downloads	5,198	6,655	6,498	6,845	0	0	0	0	0	0	0	0	25,196
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%	-1.30%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-66.79%
GRAND TOTAL CIRC	25,456	28,442	27,139	29,843	0	0	0	0	0	0	0	0	110,880
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%	31.09%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-63.82%
Cards Issued	90	102	104	123									419
Prior Year	45	57	48	72	42	62	121	169	133	128	101	79	1,057
% Difference	100.00%	78.95%	116.67%	70.83%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-60.36%
3 M Gate Count	7,163	8,359	7,981	10,222									33,725
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%	131.74%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-54.91%
Average Per Day	231	269	275	329	0	0	0	0	0	0	0	0	97

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

[illegible]

Programs and Services FY2020-2021

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	367									1,410
Circ Desk	314	406	358	356									1,434
Total Reference	797	1,063	937	723	0	0	0	0	0	0	0	0	3,520
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%	-15.04%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-70.74%
Brecon Rm: #Groups	0	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									0
Study Rms: #Groups	150	174	159	214									697
Prior Year #Groups	0	0	0	0	0	0	37	80	112	172	204	158	763
# of individuals	218	262	217	300									997

* 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	11,348									43,860
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%	-5.39%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-68.74%
Catalog access	6,907	10,334	8,025	8,529									33,795
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%	-13.31%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-70.23%
Informational Databases	227	199	300	283									1,009
Prior Year	327	215	176	219	234	178	195	168	289	196	195	270	2,662
% difference	-30.58%	-7.44%	70.45%	29.22%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-62.10%
Local History Databases													
Saline Valley Farms	12	10	14	31									67
Prior Year	10	16	14	19	20	9	8	14	29	20	19	3	181
% difference	20%	-38%	0%	63%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-63%
Historical Homes	16	20	11	23									70
Prior Year	12	23	19	24	17	24	30	16	19	13	19	24	240
% difference	33%	-13%	-42%	-4%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-71%
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	149									630
Prior Year	160	156	144	145	176	170	147	189	183	324	258	138	2,190
% difference	-16%	15%	15%	3%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-71%
MI Activity Pass	4	2	9	17									32
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!	-62%
New eNews subscribers	107	101	99	111									418
Total eNews subscribers	10,763	9,810	9,884	9,959									9,959
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%	231.41%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-6.75%

* 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