



**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES  
BOARD MEETING PACKET  
TUESDAY, JUNE 21, 2022, 7:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING  
TUESDAY, JUNE 21, 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/](https://salinelibrary.org/about/board-of-trustees/)

For special accommodations, please contact Library Director Karrie Waarala:  
[karrie@salinelibrary.org](mailto:karrie@salinelibrary.org)

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES  
BOARD MEETING AGENDA  
TUESDAY, JUNE 21, 2022, 7:00 p.m.**

President Gray \_\_\_\_\_ Vice President Parsels \_\_\_\_\_ Secretary Saldaña \_\_\_\_\_ Treasurer Conn \_\_\_\_\_  
Trustee Bieliauskas \_\_\_\_\_ Trustee Byron \_\_\_\_\_ Trustee TerHaar \_\_\_\_\_  
Director Waarala \_\_\_\_\_ Administrative Assistant 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 May 17, 2022 meeting minutes as written.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the June 9, 2022 Building & Grounds Committee 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 May 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

1. Library Space Visioning Project

Move \_\_\_\_\_ Second \_\_\_\_\_ to accept Proposal for Concept Design for Interior Renovations and Exterior Spaces from Quinn Evans architect firm.

K. New Business

1. Policy Review

a. Policy 514: Children in the Library

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 514: Children in the Library as presented.

b. Policy 506: Library Programs

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 506: Library Programs as presented.

c. Policy 507: Use of Library Equipment

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 507: Public Use of Library Equipment as presented.

d. Policy 707: Investment Policy

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 707: Investment Policy.

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 June 21, 2022

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the agenda as presented.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the April 19, 2022 meeting minutes as written.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the June 9, 2022 Building & Grounds Committee meeting minutes as written.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the May financial reports.

Move \_\_\_\_\_ Second \_\_\_\_\_ to accept Proposal for Concept Design for Interior Renovations and Exterior Spaces from Quinn Evans architect firm.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 514: Children in the Library as presented.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 506: Library Programs as presented.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve Policy 507: Public Use of Library Equipment as presented.

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 707: Investment Policy.

Move \_\_\_\_\_ Second \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_.

**DRAFT**  
**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES**  
**BOARD MEETING AGENDA**  
**TUESDAY, MAY 17, 2022, 7:00 p.m.**

Present: Pres. Gray, Vice Pres. Parsels, Sec. Saldana, Treas. Conn, Bieliauskas, Byron, Director Waarala Admin. Asst. Pilarz

Absent: TerHaar, Friends Pres. Duvall

A. Call Meeting to Order at 7:00 PM.

B. Approval of Agenda  
Move Byron, Second Gray to approve the agenda as presented. Carried.

C. Approval of Past Minutes  
Move Gray, Second Parsels to approve the April 19, 2022 meeting minutes as written. Carried.

D. Public Discussion: None present.

E. President's Report: Gray reported that she watched the three Zoom meetings with the architectural firms presenting proposals. Congratulations to Director Waarala on completing her financial management program.

F. Friends of the Library Report: Waste Management is no longer accepting books; this is a big issue for the Friends. Looking for solutions for what to do with books that are not able to be sold.

G. Financial Reports  
Move Conn, Second Byron to approve the April financial reports. Carried.

H. Committee Reports

1. Finance: QuickBooks credit issue corrected in the ledger; it was an easy fix. RFP for accounting services going out soon. Reviewed checking account balance. Working on updating the investment policy statement; expect it to be completed soon.

2. Arts: Didn't meet.

3. Building & Grounds: Will be discussed later in the meeting.

4. Library Services: Didn't meet.

5. Staff Excellence: Didn't meet.

I. Library Director's Report: Significant interest in the seed library; response within 90 minutes of announcing. Great collaboration with the Farmer's Market as well; Library is a sponsor of the Farmer's Market this year. Polaris upgrade is happening tomorrow morning; the upgrade will include being able to sign people up for library cards in remote locations. Website overhaul is close to completing. Jessica Lash accepted the offer to become the new Assistant Director; the interviewing committee unanimously agreed that she was an excellent candidate.

J. Old Business

1. Library Space Visioning Project

Move Saldana, Second Parsels to move forward with contract negotiations with Quinn Evans architect firm for the library's Space Visioning Project. Carried.

K. New Business

1. 4<sup>th</sup> of July weekend

Move Gray, Second Parsels to close the library for Saturday, July 2 and Sunday, July 3, 2022. Carried.

2. Advertisement question from Conn: should we be a sponsor at the baseball field at

Woodland/Textile or at a football game or something like that? How about walking during the Holiday Parade?

L. Public Discussion: None present.

M. Adjournment

Move Gray, Second Byron to adjourn the meeting at 7:41 PM. Carried.

**CERTIFICATION OF MINUTES**

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Board of Trustees of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on May 17, 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

**DRAFT**  
**SALINE DISTRICT LIBRARY**  
**BUILDING & GROUNDS COMMITTEE**  
**MEETING MINUTES**  
**WEDNESDAY, JUNE 8, 2022, 6:00 p.m.**

Present: President Gray, Vice President Parsels, Secretary Saldana, Trustee Bieliauskas,  
Director Waarala

Absent: none

A. Call Meeting to Order at 6:00 PM.

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

C. Public Discussion: None present

D. New Business

Discussion of contract with Ann Dilcher and Karin Neibauer of Quinn Evans architect  
firm for SDL's Space Visioning project.

E. Public Discussion: None present.

F. Adjournment  
Move Bieliauskas, Second Parsels to adjourn the meeting at 7:03 PM. Carried.

**CERTIFICATION OF MINUTES**

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Building & Grounds Committee of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on June 9, 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**  
**May 1, 2022 - May 31, 2022**

| Reference                                | Date     | GL Account | Description                            | Amount     |
|--|----------|------------|--|------------|
| <b>Bank Statement Summary</b>            |          |            |  |            |
|  |          |            | Beginning Bank Balance                 | 142,077.58 |
|  |          |            | + Cleared Deposits & Other Additions   | 172,974.81 |
|  |          |            | - Cleared Checks & Other Payments      | 123,163.19 |
|  |          |            | Ending Bank Balance                    | 191,889.20 |
| <br><b>Open Deposits &amp; Additions</b> |          |            |  |            |
|  |          |            | <b>Total</b>                           | 0.00       |
| <b>Open Checks &amp; Payments</b>        |          |            |  |            |
|  | 05/27/22 |            | EFTPS                                  | 9,265.23   |
| 24033                                    | 05/10/22 | 790-740    | THE LIBRARY NETWORK                    | 685.00     |
| 24046                                    | 05/17/22 | 790-716    | BC/BS                                  | 3,369.08   |
|  |          |            | <b>Total</b>                           | 13,319.31  |
|  |          |            | <b>Reconciled Bank Balance</b>         | 178,569.89 |
| <br><b>Bank Transactions</b>             |          |            |  |            |
|  |          | 000-258    | EFTPS                                  | (9,382.89) |
|  |          | 000-258    | EFTPS                                  | (9,265.23) |
|  |          | 790-723    | ALERUS RETIRE XFERS                    | (5,566.36) |
|  |          | 000-258.1  | 5080 MI TAX PYMT                       | (4,872.84) |
|  |          | 790-920    | DTE - ELECTRICITY                      | (2,927.35) |
|  |          | 000-008    | ALERUS RETIRE XFERS                    | (1,697.64) |
|  |          | 790-921    | DTE - GAS                              | (1,431.50) |
|  |          | 790-802    | STROM CPA                              | (645.00)   |
|  |          | 790-965    | BK SERVICE CHRG                        | (231.51)   |
|  |          | 790-965    | MERCH FEE & DISC                       | (78.64)    |
|  |          | 000-665.1  | INTEREST                               | 1.95       |
|  |          | 790-750.1  | STOP PYMT CK 24003                     | 1,200.00   |
|  |          | 000-017    | TRANSFER FROM AGENCY SUB               | 150,000.00 |
|  |          |            | <b>Total</b>                           | 115,102.99 |
|  |          |            | <b>Adjusted General Ledger Balance</b> | 178,569.89 |

**Saline District Library**  
**Statement of Financial Position**  
**As of May 31, 2022**

**Assets**

**Current Assets**

|           |   |               |
|-----------|---|---------------|
| 000-001   | Key Bank - General                      | \$ 178,569.89 |
| 000-003   | Old National CD 1                       | 105,432.31    |
| 000-008   | Employee Advances                       | 377.64        |
| 000-013   | Agency Account (Schrandt)               | 2,690,881.00  |
| 000-013.1 | Agency Account-Unrealized Gain          | (210,756.62)  |
| 000-017   | Agency Sub Account (Investment Account) | 6,352,777.10  |
| 000-017.1 | Agency Sub Account-Unrealized Gain      | (469,713.51)  |

|                             |              |
|-----------------------------|--------------|
| <b>Total Current Assets</b> | 8,647,567.81 |
|-----------------------------|--------------|

**Property and Equipment**

|                                   |      |
|-----------------------------------|------|
| <b>Net Property and Equipment</b> | 0.00 |
|-----------------------------------|------|

|                     |                 |
|---------------------|-----------------|
| <b>Total Assets</b> | \$ 8,647,567.81 |
|---------------------|-----------------|

**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 | 2,970.32     |
| 000-275   | MTT Liability       | 7,797.00     |

|                                  |           |
|----------------------------------|-----------|
| <b>Total Current Liabilities</b> | 74,710.30 |
|----------------------------------|-----------|

**Long-Term Liabilities**

|                                    |      |
|------------------------------------|------|
| <b>Total Long-Term Liabilities</b> | 0.00 |
|------------------------------------|------|

|                          |           |
|--------------------------|-----------|
| <b>Total Liabilities</b> | 74,710.30 |
|--------------------------|-----------|

**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                  | 774,219.99   |

|                         |              |
|-------------------------|--------------|
| <b>Total Net Assets</b> | 8,572,857.51 |
|-------------------------|--------------|

|   |                 |
|---|-----------------|
| <b>Total Liabilities and Net Assets</b> | \$ 8,647,567.81 |
|---|-----------------|

# Saline District Library

## Income Statement

### Actual vs. Budget

|                           |                               | 1 Month Ended<br>May 31, 2022<br>Actual | 6 Months Ended<br>May 31, 2022<br>Actual | 12 Months Ended<br>November 30, 2022<br>Budget | Year to Date<br>Percentage<br>Budget |
|---------------------------|-------------------------------|---|--|--|--------------------------------------|
| <b>Revenue</b>            |                               |   |  |  |                                      |
| 000-402.1                 | Saline-Real Tax               | \$ 0.00                                 | \$ 515,473.66                            | \$ 532,265.00                                  | 96.85                                |
| 000-402.2                 | Bridgewater-Real Tax          | 0.00                                    | 21,966.25                                | 22,259.00                                      | 98.68                                |
| 000-402.3                 | Freedom-Real Tax              | 0.00                                    | 5,473.50                                 | 5,919.00                                       | 92.47                                |
| 000-402.4                 | Lodi-Real Tax                 | 0.00                                    | 433,090.63                               | 426,851.00                                     | 101.46                               |
| 000-402.5                 | Pittsfield-Real Tax           | 4,715.87                                | 773,627.41                               | 759,701.00                                     | 101.83                               |
| 000-402.6                 | Saline Township-Real Tax      | 2,137.80                                | 119,695.53                               | 120,177.00                                     | 99.60                                |
| 000-402.7                 | York Township-Real Tax        | 0.00                                    | 335,685.13                               | 332,952.00                                     | 100.82                               |
| 000-413                   | PPT Reimbursement             | 0.00                                    | 95,489.85                                | 90,000.00                                      | 106.10                               |
| 000-540                   | State Aid                     | 13,805.44                               | 13,805.44                                | 20,000.00                                      | 69.03                                |
| 000-628                   | Printers-Revenue              | 398.05                                  | 1,654.85                                 | 800.00   | 206.86                               |
| 000-628.1                 | Copy Machine-Revenue          | 167.95                                  | 500.20                                   | 100.00   | 500.20                               |
| 000-628.2                 | Fax Machine-Revenue           | 0.00                                    | 0.00                                     | 100.00   | 0.00                                 |
| 000-629                   | Non-Resident Fee              | 15.00                                   | 1,495.00                                 | 1,200.00                                       | 124.58                               |
| 000-656                   | Penal Fines                   | 0.00                                    | 0.00                                     | 25,000.00                                      | 0.00                                 |
| 000-658                   | Fines-Overdue Materials       | 797.25                                  | 5,033.42                                 | 7,500.00                                       | 67.11                                |
| 000-658.1                 | Materials Replacement         | 344.00                                  | 2,726.58                                 | 2,200.00                                       | 123.94                               |
| 000-658.2                 | Card Replacement Fees         | 14.00                                   | 122.80                                   | 100.00   | 122.80                               |
| 000-665.1                 | General Account Interest      | 1.95                                    | 17.07                                    | 100.00   | 17.07                                |
| 000-665.3                 | Sub-Agency Account Interest   | 11,195.25                               | 16,018.76                                | 74,776.00                                      | 21.42                                |
| 000-674                   | Donations-Unrestricted        | 5.00                                    | 1,393.40                                 | 2,700.00                                       | 51.61                                |
| 000-674.1                 | Donations-Restricted          | 572.50                                  | 622.50                                   | 300.00   | 207.50                               |
| 000-674.2                 | Donations-Friends             | 0.00                                    | 8,820.83                                 | 25,000.00                                      | 35.28                                |
| 000-680                   | Other Income                  | 0.00                                    | 13,402.01                                | 0.00   | 0.00                                 |
| <b>Total Revenue</b>      |                               | <u>34,170.06</u>                        | <u>2,366,114.82</u>                      | <u>2,450,000.00</u>                            | <u>96.58</u>                         |
| <b>Gross Profit</b>       |                               | <u>34,170.06</u>                        | <u>2,366,114.82</u>                      | <u>2,450,000.00</u>                            | <u>96.58</u>                         |
| <b>Operating Expenses</b> |                               |   |  |  |                                      |
| 790-702                   | Salaries                      | 77,560.75                               | 548,432.31                               | 1,150,000.00                                   | 47.69                                |
| 790-716                   | Employee Insurance/Benefits   | 3,459.92                                | 21,141.38                                | 125,000.00                                     | 16.91                                |
| 790-719                   | Health Reimbursement          | 1,623.98                                | 9,152.06                                 | 0.00   | 0.00                                 |
| 790-722                   | Employer FICA                 | 5,863.25                                | 41,469.00                                | 88,000.00                                      | 47.12                                |
| 790-723                   | Retirement                    | 2,235.09                                | 19,176.48                                | 45,000.00                                      | 42.61                                |
| 790-727                   | Office Supplies               | 37.87                                   | 2,570.22                                 | 6,700.00                                       | 38.36                                |
| 790-727.3                 | Supplies-Youth                | 0.00                                    | 215.69                                   | 1,600.00                                       | 13.48                                |
| 790-727.4                 | Cartridges                    | 0.00                                    | 972.34                                   | 4,500.00                                       | 21.61                                |
| 790-730                   | Postage                       | 0.00                                    | 236.31                                   | 700.00   | 33.76                                |
| 790-732                   | Cleaning Supplies             | 311.41                                  | 2,086.05                                 | 6,000.00                                       | 34.77                                |
| 790-734                   | Processing Supplies           | 303.11                                  | 1,726.97                                 | 10,000.00                                      | 17.27                                |
| 790-740                   | Equipment                     | 685.00                                  | 1,389.62                                 | 15,000.00                                      | 9.26                                 |
| 790-750.1                 | Adult Programming             | (1,072.20)                              | 6,227.07                                 | 17,000.00                                      | 36.63                                |
| 790-750.2                 | Teen Programming              | 32.12                                   | 2,314.39                                 | 9,000.00                                       | 25.72                                |
| 790-750.3                 | Youth Programming             | 100.00                                  | 507.09                                   | 12,000.00                                      | 4.23                                 |
| 790-750.4                 | Programming funded by Friends | 0.00                                    | 1,427.70                                 | 0.00   | 0.00                                 |
| 790-752.1                 | Summer Reading-Adult          | 0.00                                    | 0.00                                     | 3,000.00                                       | 0.00                                 |
| 790-752.2                 | Summer Reading-Teen           | 0.00                                    | 0.00                                     | 2,000.00                                       | 0.00                                 |
| 790-752.3                 | Summer Reading-Youth          | 0.00                                    | 1,796.21                                 | 5,000.00                                       | 35.92                                |
| 790-760                   | Youth Toys/Realia             | 0.00                                    | 172.21                                   | 300.00   | 57.40                                |
| 790-762.1                 | Adult ETC                     | 0.00                                    | 0.00                                     | 3,000.00                                       | 0.00                                 |
| 790-762.3                 | Youth ETC                     | 0.00                                    | 0.00                                     | 1,000.00                                       | 0.00                                 |
| 790-770                   | Periodicals                   | 0.00                                    | 3,162.07                                 | 12,000.00                                      | 26.35                                |
| 790-772.1                 | eLibrary-Adults               | 4,401.49                                | 40,570.40                                | 100,000.00                                     | 40.57                                |
| 790-772.3                 | eLibrary-Youth                | 18.00                                   | 635.80                                   | 7,000.00                                       | 9.08                                 |
| 790-780                   | Software                      | 538.03                                  | 7,674.66                                 | 18,000.00                                      | 42.64                                |

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

|                                 |                          | <b>1 Month Ended<br/>May 31, 2022<br/>Actual</b> | <b>6 Months Ended<br/>May 31, 2022<br/>Actual</b> | <b>12 Months Ended<br/>November 30, 2022<br/>Budget</b> | <b>Year to Date<br/>Percentage<br/>Budget</b> |
|---------------------------------|--------------------------|--|---|---|---|
| 790-780.3                       | Youth Software           | 0.00   | 0.00  | 700.00  | 0.00  |
| 790-785                         | Online Database          | 0.00   | 22,807.73   | 42,000.00   | 54.30   |
| 790-801                         | PS-Auditor               | 0.00   | 22,310.00   | 23,000.00   | 97.00   |
| 790-802                         | PS-Bookkeeping           | 645.00   | 3,870.00  | 8,000.00  | 48.38   |
| 790-803                         | PS-Attorney              | 0.00   | 189.00  | 7,000.00  | 2.70  |
| 790-804                         | PS-Consultants           | 0.00   | 6,238.00  | 42,000.00   | 14.85   |
| 790-805                         | PS--Computer Consultants | 0.00   | 575.00  | 7,000.00  | 8.21  |
| 790-806                         | PS-Tax Collection        | 0.00   | 0.00  | 400.00  | 0.00  |
| 790-810                         | Cooperative Fees         | 0.00   | 0.00  | 6,600.00  | 0.00  |
| 790-820                         | Polaris                  | 0.00   | 0.00  | 44,000.00   | 0.00  |
| 790-821                         | Melcat                   | 0.00   | 18.00   | 0.00  | 0.00  |
| 790-850                         | Internet                 | 837.50   | 2,267.60  | 24,000.00   | 9.45  |
| 790-851                         | Telephone                | 1,509.57   | 2,697.93  | 5,000.00  | 53.96   |
| 790-860                         | Travel/Lodging           | 0.00   | 122.75  | 4,000.00  | 3.07  |
| 790-880                         | Marketing                | 100.00   | 6,759.21  | 20,000.00   | 33.80   |
| 790-885                         | Misc Funded by Friends   | 0.00   | 476.65  | 0.00  | 0.00  |
| 790-920                         | Electricity              | 2,927.35   | 19,650.48   | 66,000.00   | 29.77   |
| 790-921                         | Gas                      | 1,431.50   | 8,990.73  | 12,000.00   | 74.92   |
| 790-922                         | Water                    | 0.00   | 1,730.66  | 5,000.00  | 34.61   |
| 790-930                         | Building Maintenance     | 1,269.46   | 8,902.61  | 55,000.00   | 16.19   |
| 790-932                         | Grounds Maintenance      | 0.00   | 30,350.99   | 44,000.00   | 68.98   |
| 790-934                         | Equipment Maintenance    | 12.12  | 5,280.56  | 27,000.00   | 19.56   |
| 790-956                         | Miscellaneous            | 50.00  | 397.10  | 5,000.00  | 7.94  |
| 790-956.1                       | Misc/Petty Cash          | 0.00   | 150.00  | 500.00  | 30.00   |
| 790-957                         | Continued Education      | 0.00   | (199.04)  | 8,000.00  | -2.49   |
| 790-958                         | Dues                     | 1,621.75   | 2,479.75  | 5,000.00  | 49.60   |
| 790-964                         | Tax Adjustment           | 0.00   | 4,508.02  | 2,000.00  | 225.40  |
| 790-964.4                       | MelCat Reimbursements    | 39.95  | 93.84   | 1,000.00  | 9.38  |
| 790-965                         | Bank Charges             | 310.15   | 1,885.13  | 3,000.00  | 62.84   |
| 790-969                         | Insurance                | 0.00   | 15,813.00   | 27,000.00   | 58.57   |
| 790-971                         | Capital Improvement      | 0.00   | 0.00  | 55,000.00   | 0.00  |
| 790-975                         | Furniture                | 2,000.45   | 2,000.45  | 30,000.00   | 6.67  |
| 790-981                         | Books Funded by Friends  | 253.82   | 914.34  | 4,000.00  | 22.86   |
| 790-982.1                       | Adult Fiction            | 1,635.04   | 11,825.94   | 35,000.00   | 33.79   |
| 790-982.15                      | Large Print              | 1,332.57   | 3,995.71  | 8,000.00  | 49.95   |
| 790-982.2                       | Teen Fiction             | 1,030.60   | 4,017.32  | 9,000.00  | 44.64   |
| 790-982.3                       | Youth Fiction            | 1,149.26   | 7,148.81  | 20,000.00   | 35.74   |
| 790-983.1                       | Adult Nonfiction         | 1,734.55   | 12,716.11   | 36,000.00   | 35.32   |
| 790-983.15                      | Reference                | 0.00   | 421.65  | 4,000.00  | 10.54   |
| 790-983.2                       | Teen Nonfiction          | 283.02   | 862.78  | 3,000.00  | 28.76   |
| 790-983.3                       | Youth Nonfiction         | 927.94   | 3,497.31  | 15,000.00   | 23.32   |
| 790-984.1                       | Audiobooks-Adult         | 603.85   | 4,791.39  | 15,000.00   | 31.94   |
| 790-984.2                       | Audiobooks-Teen          | 861.76   | 2,290.60  | 7,000.00  | 32.72   |
| 790-984.3                       | Audiobooks-Youth         | 0.00   | 877.54  | 6,000.00  | 14.63   |
| 790-985.1                       | DVD/Blu Rays-Adult       | 327.64   | 7,721.75  | 18,500.00   | 41.74   |
| 790-985.3                       | DVD/Blu Rays-Youth       | 29.24  | 944.37  | 3,000.00  | 31.48   |
| 790-986.1                       | Music CDs-Adult          | 116.90   | 823.04  | 2,500.00  | 32.92   |
| 790-986.3                       | Music CDs-Youth          | 0.00   | 117.29  | 1,000.00  | 11.73   |
| 790-998                         | Special Projects         | 0.00   | 0.00  | 42,000.00   | 0.00  |
| <b>Total Operating Expenses</b> |                          | <u>119,138.81</u>                                | <u>946,388.13</u>                                 | <u>2,450,000.00</u>                                     | <u>38.63</u>                                  |
| <b>Operating Income (Loss)</b>  |                          | <u>(84,968.75)</u>                               | <u>1,419,726.69</u>                               | <u>0.00</u>   | <u>0.00</u>                                   |

**Saline District Library Fund 101**  
**monthly revenue**  
**May 2022**

| Type  | Date       | Num | Name | Memo          | Clr | Split             | Amount    | Balance   |
|---|------------|-----|------|---------------|-----|-------------------|-----------|-----------|
| <b>402 · Property Taxes Control Account</b> |            |     |      |               |     |                   |           |           |
| <b>402.5 · Pittsfield Township-Real Tax</b> |            |     |      |               |     |                   |           |           |
| Deposit                                     | 05/27/2022 |     |      | Ck # 41755    |     | 001 · Key Bank... | 4,715.87  | 4,715.87  |
| Total 402.5 · Pittsfield Township-Real Tax  |            |     |      |               |     |                   | 4,715.87  | 4,715.87  |
| <b>402.6 · Saline Township-Real Tax</b>     |            |     |      |               |     |                   |           |           |
| Deposit                                     | 05/05/2022 |     |      | Ck # 2687     |     | 001 · Key Bank... | 2,021.09  | 2,021.09  |
| Deposit                                     | 05/27/2022 |     |      | Ck # 2695     |     | 001 · Key Bank... | 116.71    | 2,137.80  |
| Total 402.6 · Saline Township-Real Tax      |            |     |      |               |     |                   | 2,137.80  | 2,137.80  |
| Total 402 · Property Taxes Control Account  |            |     |      |               |     |                   | 6,853.67  | 6,853.67  |
| <b>540 · State Aid</b>                      |            |     |      |               |     |                   |           |           |
| Deposit                                     | 05/05/2022 |     |      | Ck# 105378300 |     | 001 · Key Bank... | 13,805.44 | 13,805.44 |
| Total 540 · State Aid                       |            |     |      |               |     |                   | 13,805.44 | 13,805.44 |
| <b>628 · Printers-Revenue</b>               |            |     |      |               |     |                   |           |           |
| Deposit                                     | 05/02/2022 |     |      | Deposit       |     | 001 · Key Bank... | 1.20      | 1.20      |
| Deposit                                     | 05/03/2022 |     |      | Deposit       |     | 001 · Key Bank... | 1.70      | 2.90      |
| Deposit                                     | 05/04/2022 |     |      | Deposit       |     | 001 · Key Bank... | 32.50     | 35.40     |
| Deposit                                     | 05/05/2022 |     |      | Deposit       |     | 001 · Key Bank... | 3.40      | 38.80     |
| Deposit                                     | 05/05/2022 |     |      | Deposit       |     | 001 · Key Bank... | 2.20      | 41.00     |
| Deposit                                     | 05/06/2022 |     |      | Deposit       |     | 001 · Key Bank... | 6.30      | 47.30     |
| Deposit                                     | 05/09/2022 |     |      | Deposit       |     | 001 · Key Bank... | 2.00      | 49.30     |
| Deposit                                     | 05/13/2022 |     |      | Deposit       |     | 001 · Key Bank... | 11.40     | 60.70     |
| Deposit                                     | 05/16/2022 |     |      | Deposit       |     | 001 · Key Bank... | 19.50     | 80.20     |
| Deposit                                     | 05/17/2022 |     |      | Deposit       |     | 001 · Key Bank... | 3.60      | 83.80     |
| Deposit                                     | 05/19/2022 |     |      | Deposit       |     | 001 · Key Bank... | 6.30      | 90.10     |
| Deposit                                     | 05/24/2022 |     |      | Deposit       |     | 001 · Key Bank... | 4.50      | 94.60     |
| Deposit                                     | 05/26/2022 |     |      | Deposit       |     | 001 · Key Bank... | 2.90      | 97.50     |
| Deposit                                     | 05/27/2022 |     |      | Deposit       |     | 001 · Key Bank... | 245.70    | 343.20    |
| Deposit                                     | 05/27/2022 |     |      | Deposit       |     | 001 · Key Bank... | 23.00     | 366.20    |
| Deposit                                     | 05/27/2022 |     |      | Deposit       |     | 001 · Key Bank... | 9.05      | 375.25    |
| Deposit                                     | 05/27/2022 |     |      | Deposit       |     | 001 · Key Bank... | 5.50      | 380.75    |
| Deposit                                     | 05/31/2022 |     |      | Deposit       |     | 001 · Key Bank... | 17.30     | 398.05    |
| Total 628 · Printers-Revenue                |            |     |      |               |     |                   | 398.05    | 398.05    |
| <b>628.1 · Copy Machine-Revenue</b>         |            |     |      |               |     |                   |           |           |
| Deposit                                     | 05/27/2022 |     |      | Deposit       |     | 001 · Key Bank... | 167.95    | 167.95    |
| Total 628.1 · Copy Machine-Revenue          |            |     |      |               |     |                   | 167.95    | 167.95    |
| <b>629 · Non-Resident Fees</b>              |            |     |      |               |     |                   |           |           |
| Deposit                                     | 05/18/2022 |     |      | Deposit       |     | 001 · Key Bank... | 15.00     | 15.00     |
| Total 629 · Non-Resident Fees               |            |     |      |               |     |                   | 15.00     | 15.00     |

**Saline District Library Fund 101**  
**monthly revenue**  
**May 2022**

| Type                                      | Date       | Num | Name | Memo    | Clr | Split             | Amount | Balance |
|---|------------|-----|------|---------|-----|-------------------|--------|---------|
| <b>658 · Fines-Overdue Materials</b>      |            |     |      |         |     |                   |        |         |
| Deposit                                   | 05/02/2022 |     |      | Deposit |     | 001 · Key Bank... | 30.35  | 30.35   |
| Deposit                                   | 05/02/2022 |     |      | Deposit |     | 001 · Key Bank... | 12.90  | 43.25   |
| Deposit                                   | 05/03/2022 |     |      | Deposit |     | 001 · Key Bank... | 40.15  | 83.40   |
| Deposit                                   | 05/04/2022 |     |      | Deposit |     | 001 · Key Bank... | 10.80  | 94.20   |
| Deposit                                   | 05/05/2022 |     |      | Deposit |     | 001 · Key Bank... | 20.75  | 114.95  |
| Deposit                                   | 05/05/2022 |     |      | Deposit |     | 001 · Key Bank... | 23.70  | 138.65  |
| Deposit                                   | 05/05/2022 |     |      | Deposit |     | 001 · Key Bank... | 11.70  | 150.35  |
| Deposit                                   | 05/06/2022 |     |      | Deposit |     | 001 · Key Bank... | 15.75  | 166.10  |
| Deposit                                   | 05/09/2022 |     |      | Deposit |     | 001 · Key Bank... | 57.35  | 223.45  |
| Deposit                                   | 05/09/2022 |     |      | Deposit |     | 001 · Key Bank... | 16.35  | 239.80  |
| Deposit                                   | 05/10/2022 |     |      | Deposit |     | 001 · Key Bank... | 29.20  | 269.00  |
| Deposit                                   | 05/12/2022 |     |      | Deposit |     | 001 · Key Bank... | 13.35  | 282.35  |
| Deposit                                   | 05/13/2022 |     |      | Deposit |     | 001 · Key Bank... | 73.25  | 355.60  |
| Deposit                                   | 05/13/2022 |     |      | Deposit |     | 001 · Key Bank... | 15.15  | 370.75  |
| Deposit                                   | 05/16/2022 |     |      | Deposit |     | 001 · Key Bank... | 7.65   | 378.40  |
| Deposit                                   | 05/16/2022 |     |      | Deposit |     | 001 · Key Bank... | 11.50  | 389.90  |
| Deposit                                   | 05/17/2022 |     |      | Deposit |     | 001 · Key Bank... | 13.35  | 403.25  |
| Deposit                                   | 05/18/2022 |     |      | Deposit |     | 001 · Key Bank... | 15.45  | 418.70  |
| Deposit                                   | 05/19/2022 |     |      | Deposit |     | 001 · Key Bank... | 24.50  | 443.20  |
| Deposit                                   | 05/20/2022 |     |      | Deposit |     | 001 · Key Bank... | 56.50  | 499.70  |
| Deposit                                   | 05/23/2022 |     |      | Deposit |     | 001 · Key Bank... | 35.10  | 534.80  |
| Deposit                                   | 05/23/2022 |     |      | Deposit |     | 001 · Key Bank... | 31.30  | 566.10  |
| Deposit                                   | 05/23/2022 |     |      | Deposit |     | 001 · Key Bank... | 33.85  | 599.95  |
| Deposit                                   | 05/24/2022 |     |      | Deposit |     | 001 · Key Bank... | 18.45  | 618.40  |
| Deposit                                   | 05/25/2022 |     |      | Deposit |     | 001 · Key Bank... | 20.65  | 639.05  |
| Deposit                                   | 05/26/2022 |     |      | Deposit |     | 001 · Key Bank... | 7.60   | 646.65  |
| Deposit                                   | 05/27/2022 |     |      | Deposit |     | 001 · Key Bank... | 87.30  | 733.95  |
| Deposit                                   | 05/27/2022 |     |      | Deposit |     | 001 · Key Bank... | 35.95  | 769.90  |
| Deposit                                   | 05/27/2022 |     |      | Deposit |     | 001 · Key Bank... | 5.90   | 775.80  |
| Deposit                                   | 05/31/2022 |     |      | Deposit |     | 001 · Key Bank... | 14.75  | 790.55  |
| Deposit                                   | 05/31/2022 |     |      | Deposit |     | 001 · Key Bank... | 6.70   | 797.25  |
| Total 658 · Fines-Overdue Materials       |            |     |      |         |     |                   | 797.25 | 797.25  |
| <b>658.1 · Materials Replacement Fees</b> |            |     |      |         |     |                   |        |         |
| Deposit                                   | 05/04/2022 |     |      | Deposit |     | 001 · Key Bank... | 26.00  | 26.00   |
| Deposit                                   | 05/09/2022 |     |      | Deposit |     | 001 · Key Bank... | 6.99   | 32.99   |
| Deposit                                   | 05/10/2022 |     |      | Deposit |     | 001 · Key Bank... | 49.21  | 82.20   |
| Deposit                                   | 05/12/2022 |     |      | Deposit |     | 001 · Key Bank... | 26.99  | 109.19  |
| Deposit                                   | 05/13/2022 |     |      | Deposit |     | 001 · Key Bank... | 13.00  | 122.19  |
| Deposit                                   | 05/13/2022 |     |      | Deposit |     | 001 · Key Bank... | 5.99   | 128.18  |
| Deposit                                   | 05/16/2022 |     |      | Deposit |     | 001 · Key Bank... | 19.95  | 148.13  |
| Deposit                                   | 05/20/2022 |     |      | Deposit |     | 001 · Key Bank... | 33.97  | 182.10  |
| Deposit                                   | 05/23/2022 |     |      | Deposit |     | 001 · Key Bank... | 28.99  | 211.09  |
| Deposit                                   | 05/25/2022 |     |      | Deposit |     | 001 · Key Bank... | 10.00  | 221.09  |
| Deposit                                   | 05/27/2022 |     |      | Deposit |     | 001 · Key Bank... | 60.96  | 282.05  |
| Deposit                                   | 05/27/2022 |     |      | Deposit |     | 001 · Key Bank... | 25.99  | 308.04  |
| Deposit                                   | 05/27/2022 |     |      | Deposit |     | 001 · Key Bank... | 19.98  | 328.02  |

**Saline District Library Fund 101**  
**monthly revenue**  
**May 2022**

| Type                                     | Date       | Num | Name | Memo             | Clr | Split             | Amount            | Balance           |
|--|------------|-----|------|------------------|-----|-------------------|-------------------|-------------------|
| Deposit                                  | 05/31/2022 |     |      | Deposit          |     | 001 · Key Bank... | 15.98             | 344.00            |
| Total 658.1 · Materials Replacement Fees |            |     |      |                  |     |                   | 344.00            | 344.00            |
| <b>658.2 · Card Replacement Fees</b>     |            |     |      |                  |     |                   |                   |                   |
| Deposit                                  | 05/05/2022 |     |      | Deposit          |     | 001 · Key Bank... | 2.00              | 2.00              |
| Deposit                                  | 05/12/2022 |     |      | Deposit          |     | 001 · Key Bank... | 1.00              | 3.00              |
| Deposit                                  | 05/13/2022 |     |      | Deposit          |     | 001 · Key Bank... | 4.00              | 7.00              |
| Deposit                                  | 05/27/2022 |     |      | Deposit          |     | 001 · Key Bank... | 5.00              | 12.00             |
| Deposit                                  | 05/27/2022 |     |      | Deposit          |     | 001 · Key Bank... | 2.00              | 14.00             |
| Total 658.2 · Card Replacement Fees      |            |     |      |                  |     |                   | 14.00             | 14.00             |
| <b>665.1 · General Account Interest</b>  |            |     |      |                  |     |                   |                   |                   |
| Deposit                                  | 05/31/2022 |     |      | Deposit          |     | 001 · Key Bank... | 1.95              | 1.95              |
| Total 665.1 · General Account Interest   |            |     |      |                  |     |                   | 1.95              | 1.95              |
| <b>674 · Donations-Unrestricted</b>      |            |     |      |                  |     |                   |                   |                   |
| Deposit                                  | 05/27/2022 |     |      | Deposit          |     | 001 · Key Bank... | 5.00              | 5.00              |
| Total 674 · Donations-Unrestricted       |            |     |      |                  |     |                   | 5.00              | 5.00              |
| <b>674.1 · Donations-Restricted</b>      |            |     |      |                  |     |                   |                   |                   |
| Deposit                                  | 05/13/2022 |     |      | Kierston Gawr... |     | 001 · Key Bank... | 100.00            | 100.00            |
| Deposit                                  | 05/13/2022 |     |      | Deposit          |     | 001 · Key Bank... | 472.50            | 572.50            |
| Total 674.1 · Donations-Restricted       |            |     |      |                  |     |                   | 572.50            | 572.50            |
| <b>699 · Transfer from Other Funds</b>   |            |     |      |                  |     |                   |                   |                   |
| Deposit                                  | 05/05/2022 |     |      | Deposit          |     | 001 · Key Bank... | 150,000.00        | 150,000.00        |
| Total 699 · Transfer from Other Funds    |            |     |      |                  |     |                   | 150,000.00        | 150,000.00        |
| <b>TOTAL</b>                             |            |     |      |                  |     |                   | <b>172,974.81</b> | <b>172,974.81</b> |

2:47 PM

06/09/22

Accrual Basis

**Saline District Library Fund 101**  
**Bill List**  
**May 2022**

| Type  | Date       | Name              | Memo                                   | Amount   |
|---|------------|-------------------|--|----------|
| <b>750.1 · Adult Programming</b>            |            |                   |  |          |
| Bill  | 05/10/2022 | KEYBANK - NATI... |  | 127.80   |
| Total 750.1 · Adult Programming             |            |                   |  | 127.80   |
| <b>750.2 · Teen Programming</b>             |            |                   |  |          |
| Bill  | 05/10/2022 | KEYBANK - NATI... |  | 32.12    |
| Total 750.2 · Teen Programming              |            |                   |  | 32.12    |
| <b>750.3 · Youth Programming</b>            |            |                   |  |          |
| Bill  | 05/10/2022 | GRAPES PIANO ...  | Piano tuning                           | 100.00   |
| Total 750.3 · Youth Programming             |            |                   |  | 100.00   |
| <b>772.1 · Ebooks-Adult</b>                 |            |                   |  |          |
| Bill  | 05/10/2022 | MIDWEST TAPE      | Hoopla                                 | 4,030.69 |
| Bill  | 05/17/2022 | KANOPY, INC.      |  | 370.80   |
| Total 772.1 · Ebooks-Adult                  |            |                   |  | 4,401.49 |
| <b>772.3 · Ebooks-Youth</b>                 |            |                   |  |          |
| Bill  | 05/17/2022 | KANOPY, INC.      |  | 18.00    |
| Total 772.3 · Ebooks-Youth                  |            |                   |  | 18.00    |
| <b>780 · Software</b>                       |            |                   |  |          |
| Bill  | 05/10/2022 | DEPRECIATION ...  | Annual support renewal                 | 129.00   |
| Bill  | 05/10/2022 | DEMCO SOFTW...    | Annual Subscription                    | 259.13   |
| Bill  | 05/10/2022 | KEYBANK - NATI... |  | 149.90   |
| Total 780 · Software                        |            |                   |  | 538.03   |
| <b>802 · Professional Services-Bookkeep</b> |            |                   |  |          |
| Check                                       | 05/17/2022 |                   | Monthly fee                            | 645.00   |
| Total 802 · Professional Services-Bookkeep  |            |                   |  | 645.00   |
| <b>850 · Internet</b>                       |            |                   |  |          |
| Bill  | 05/10/2022 | T-MOBILE          |  | 297.50   |
| Bill  | 05/17/2022 | MERIT NETWORK...  | Additional Bandwidth Fee 3/1-3/31/2022 | 540.00   |
| Total 850 · Internet                        |            |                   |  | 837.50   |
| <b>851 · Telephone</b>                      |            |                   |  |          |
| Bill  | 05/17/2022 | TELNET WORLD...   |  | 1,509.57 |
| Total 851 · Telephone                       |            |                   |  | 1,509.57 |
| <b>880 · Marketing</b>                      |            |                   |  |          |
| Bill  | 05/17/2022 | SALINE CITY HALL  | 5/1-4/30/2023                          | 100.00   |



**Saline District Library Fund 101**  
**Bill List**  
**May 2022**

| Type                                 | Date       | Name               | Memo  | Amount   |
|--------------------------------------|------------|--------------------|---|----------|
| Total 880 · Marketing                |            |                    |   | 100.00   |
| <b>920 · Electricity</b>             |            |                    |   |          |
| Check                                | 05/13/2022 |                    | DTE   | 2,927.35 |
| Total 920 · Electricity              |            |                    |   | 2,927.35 |
| <b>921 · Gas</b>                     |            |                    |   |          |
| Check                                | 05/13/2022 |                    | DTE   | 1,431.50 |
| Total 921 · Gas                      |            |                    |   | 1,431.50 |
| <b>930 · Building Maintenance</b>    |            |                    |   |          |
| Bill                                 | 05/10/2022 | WYANDOTTE AL...    |   | 182.70   |
| Bill                                 | 05/10/2022 | WASTE MANAG...     |   | 108.13   |
| Bill                                 | 05/10/2022 | HD SUPPLY FAC...   | Furnace Filters                               | 555.88   |
| Bill                                 | 05/10/2022 | GRAINGER           | Glass, stone, tile drill bit                  | 7.93     |
| Bill                                 | 05/10/2022 | GRAINGER           | Double door weatherstripping                  | 43.21    |
| Bill                                 | 05/10/2022 | GRAINGER           | Aluminum brush                                | 18.35    |
| Bill                                 | 05/10/2022 | CHELSEA LUMB...    |   | 23.26    |
| Bill                                 | 05/10/2022 | CHELSEA LUMB...    |   | 36.07    |
| Bill                                 | 05/10/2022 | STAPLES BUSIN...   |   | 293.93   |
| Total 930 · Building Maintenance     |            |                    |   | 1,269.46 |
| <b>934 · Equipment Maintenance</b>   |            |                    |   |          |
| Bill                                 | 05/17/2022 | RICOH USA, INC     |   | 12.12    |
| Total 934 · Equipment Maintenance    |            |                    |   | 12.12    |
| <b>956 · Miscellaneous</b>           |            |                    |   |          |
| Bill                                 | 05/10/2022 | KEYBANK - NATI...  |   | 50.00    |
| Total 956 · Miscellaneous            |            |                    |   | 50.00    |
| <b>958 · Dues</b>                    |            |                    |   |          |
| Bill                                 | 05/10/2022 | MICHIGAN LIBRA...  | Membership Renewal for Library                | 1,621.75 |
| Total 958 · Dues                     |            |                    |   | 1,621.75 |
| <b>964.4 · MelCat Reimbursements</b> |            |                    |   |          |
| Bill                                 | 05/10/2022 | NILES DISTRICT ... | The myth of mental illness by Thomas S. Szasz | 25.00    |
| Bill                                 | 05/10/2022 | MOTT COMMUNI...    | The myth of mental illness by Thomas S. Szasz | 14.95    |
| Bill                                 | 05/10/2022 | NILES DISTRICT ... | Thy myth of mental illness by Thomas S. Szasz | 14.95    |
| Total 964.4 · MelCat Reimbursements  |            |                    |   | 39.95    |
| <b>965 · Bank Charges</b>            |            |                    |   |          |
| Check                                | 05/03/2022 |                    | KB merch fee                                  | 42.06    |
| Check                                | 05/03/2022 |                    | KB merch fee                                  | 36.58    |
| Check                                | 05/09/2022 |                    | April Analysis fee                            | 231.51   |

**Saline District Library Fund 101**  
**Bill List**  
**May 2022**

| Type                                 | Date       | Name              | Memo          | Amount   |
|--------------------------------------|------------|-------------------|---------------|----------|
| Total 965 · Bank Charges             |            |                   |               | 310.15   |
| <b>975 · Furniture</b>               |            |                   |               |          |
| Bill                                 | 05/10/2022 | TREETOP PROD...   | Madison Bench | 1,172.50 |
| Bill                                 | 05/10/2022 | KEYBANK - NATI... |               | 827.95   |
| Total 975 · Furniture                |            |                   |               | 2,000.45 |
| <b>981 · Books funded by friends</b> |            |                   |               |          |
| Bill                                 | 05/05/2022 | BAKER & TAYLOR    |               | 231.33   |
| Bill                                 | 05/17/2022 | MIDWEST TAPE      |               | 22.49    |
| Total 981 · Books funded by friends  |            |                   |               | 253.82   |
| <b>982.1 · Adult Fiction</b>         |            |                   |               |          |
| Bill                                 | 05/05/2022 | BAKER & TAYLOR    |               | 1,635.04 |
| Total 982.1 · Adult Fiction          |            |                   |               | 1,635.04 |
| <b>982.15 · Large Print</b>          |            |                   |               |          |
| Bill                                 | 05/05/2022 | BAKER & TAYLOR    |               | 1,332.57 |
| Total 982.15 · Large Print           |            |                   |               | 1,332.57 |
| <b>982.2 · Teen Fiction</b>          |            |                   |               |          |
| Bill                                 | 05/05/2022 | BAKER & TAYLOR    |               | 1,030.60 |
| Total 982.2 · Teen Fiction           |            |                   |               | 1,030.60 |
| <b>982.3 · Youth Fiction</b>         |            |                   |               |          |
| Bill                                 | 05/05/2022 | BAKER & TAYLOR    |               | 1,149.26 |
| Total 982.3 · Youth Fiction          |            |                   |               | 1,149.26 |
| <b>983.1 · Adult Nonfiction</b>      |            |                   |               |          |
| Bill                                 | 05/05/2022 | BAKER & TAYLOR    |               | 1,734.55 |
| Total 983.1 · Adult Nonfiction       |            |                   |               | 1,734.55 |
| <b>983.2 · Teen Nonfiction</b>       |            |                   |               |          |
| Bill                                 | 05/05/2022 | BAKER & TAYLOR    |               | 283.02   |
| Total 983.2 · Teen Nonfiction        |            |                   |               | 283.02   |
| <b>983.3 · Youth Nonfiction</b>      |            |                   |               |          |
| Bill                                 | 05/05/2022 | BAKER & TAYLOR    |               | 927.94   |
| Total 983.3 · Youth Nonfiction       |            |                   |               | 927.94   |
| <b>984.1 · Audiobooks-Adult</b>      |            |                   |               |          |
| Bill                                 | 05/17/2022 | MIDWEST TAPE      |               | 603.85   |

2:47 PM

06/09/22

Accrual Basis

Saline District Library Fund 101

Bill List

May 2022

| Type                              | Date       | Name         | Memo | Amount           |
|-----------------------------------|------------|--------------|------|------------------|
| Total 984.1 · Audiobooks-Adult    |            |              |      | 603.85           |
| <b>984.2 · Audiobooks-Teen</b>    |            |              |      |                  |
| Bill                              | 05/17/2022 | MIDWEST TAPE |      | 861.76           |
| Total 984.2 · Audiobooks-Teen     |            |              |      | 861.76           |
| <b>985.1 · DVDBlu Rays-Adult</b>  |            |              |      |                  |
| Bill                              | 05/17/2022 | MIDWEST TAPE |      | 327.64           |
| Total 985.1 · DVDBlu Rays-Adult   |            |              |      | 327.64           |
| <b>985.3 · DVD/Blu Rays-Youth</b> |            |              |      |                  |
| Bill                              | 05/17/2022 | MIDWEST TAPE |      | 29.24            |
| Total 985.3 · DVD/Blu Rays-Youth  |            |              |      | 29.24            |
| <b>986.1 · Music CDs-Adult</b>    |            |              |      |                  |
| Bill                              | 05/17/2022 | MIDWEST TAPE |      | 116.90           |
| Total 986.1 · Music CDs-Adult     |            |              |      | 116.90           |
| <b>TOTAL</b>                      |            |              |      | <b>99,098.01</b> |

**SALINE DISTRICT LIBRARY**  
**June 14, 2022**

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



**Library Director's Report  
June 21, 2022**

- Summer Reading has begun! Only four days after starting on June 13, we already have 972 people registered (506 kids, 91 teens, and 375 adults). We are on track to exceed the 1,101 participants we had last year, and hope to get back to pre-pandemic numbers of around 1,500. Our new online platform, READsquared is more user-friendly and offers opportunities for participants to complete "missions" in addition to their reading, some of which are online in the platform, and others are added by the library. For instance, attendees at SDL programs this summer can scan a QR code to earn additional points toward Summer Reading prizes.
- Food for Fines is going well. We have already collected 15 boxes of food items for Saline Area Social Service and waived over \$300 in overdue fines. Patrons are very appreciative of the "no limit" on the number of overdue fines that may be waived and many are donating extra items to support SASS.
- The community continues to share their excitement about our new Seed Library. SDL is one of the sponsors of the Saline Farmers Market this year, and we will have a table at the market on June 18, July 16, and August 20. SDL staff will be signing people up for library cards and Summer Reading, distributing seeds from the Seed Library, and sharing a take-and-make craft for kids.
- The library has entered into a service agreement with [Better World Books](#) in which they will pick up withdrawn library books and donated books that the Friends of the Library are unable to sell at the Corner Book Shop. Since our recycling output is now much less without the ability to recycle books, our Facilities Coordinator, Matt Siegert, is looking into new options for recycling and trash pickup with Waste Management.
- We continue to have several staffing updates this month:
  - We have hired a new Full-Time Adult Services Librarian, Kimberley Rowe, who starts at SDL on June 20. Kim comes to us from the Ypsilanti District Library with a decade of experience in adult services, programs, and outreach.
  - We have hired a new Youth Desk Aide, Erica Webb, and a new Adult Assistant, Simone McCants.

- First round interviews were conducted via Zoom the week of June 13 for the Head of Adult Services position. Finalists are being invited to SDL for an in-person second round interview the week of June 20. We hope to have a decision and make an offer by June 24.
- Our Full-Time Youth Services Librarian, Shira Pilarski, is leaving to pursue an Assistant Manager position with Detroit Public Library. We will miss Shira, but we wish her well in her new professional endeavors. The Full-Time Youth Services position was posted on June 9 with applications due June 24.
- As part of the qualification criteria for State Aid to Public Libraries, I have begun the online course "Pathway for New Directors in Michigan Public Libraries." The self-paced course will take approximately 9 hours and must be completed during my first year as Director.
- Members of the staff of the Tecumseh District Library visited SDL as part of their Staff Development Day. A letter of appreciation from the Director is enclosed in this month's Library Board packet.
- We've received many comments from library users about how beautiful the flowers are outside the entrance. We are grateful to the Saline Stone & Thistle Garden Club for all of their hard work beautifying the library grounds.
- Other recent compliments SDL has received lately include:
  - Many positive comments about and thanks for the wifi hotspots in our collection.
  - "I LOVE the library! It is the best use of my tax dollars."
  - From a young child: "This is my favorite store!"

Karrie Waarala, Library Director  
Saline Public Library  
555 N Maple Road  
Saline, MI 48176

**RE: SALINE PUBLIC LIBRARY SPACE PLANNING  
SALINE, MICHIGAN  
42238690**

Subject: Proposal for Concept Design for Interior Renovations and Exterior Spaces

Dear Ms. Waarala:

This letter is a proposal ("Agreement") for Quinn Evans Architects to provide professional consulting services to assist the library in developing a concept plan with associated cost estimate budgeting numbers to support renovations within the building and better utilization of outdoor grounds.

For ease of reference, "QE" refers to Quinn Evans; "Owner" refers to the Saline District Library. "The Building" refers to the Saline District Library Building located at 555 N Maple Road.

## **UNDERSTANDING OF THE PROJECT**

The Saline District Library was built in 1995 and expanded in 2008 to better serve the library needs of those living in the district. Since 2008, rapid changes in technology and education have led to changes in library services and your library is looking to update its facilities to best meet the needs of your community today.

Saline District Library (SDL) has clearly identified this need to optimize your spaces to support your programmatic mission in the recent strategic plan. To further the strategic plan, SDL is looking for professional design support to rethink key areas within and outside the building with a priority on teen/tween spaces, meeting space for public and programs, additional study rooms, and improved staff work areas. In planning for these areas, the goal is to take a holistic look at the entire building. Renovation of some areas could be as small as new layouts of furnishings or as large as moving walls and engaging adjacent spaces. To make informed decisions about the direction to take, the library needs to see the design impact and the cost impacts of several levels of renovation.

## **APPROACH TO THE PROJECT**

Our team will develop base plan drawings from the existing PDF sheets to use in our design effort and will familiarize ourselves with your strategic plan, the building and site. We will then conduct interviews with library leadership and staff to understand workflows, bottle necks, and needs. These discussions help us gain a deep understanding of the library activities that you already accommodate well, those that you wish you could accommodate better, and those you want to support but currently cannot do to space limitations within the building.

We then use our experience and expertise to develop concepts that show options for transforming your current space to best accommodate these new activities and better support your existing services. The options will look at furniture layout as well as architectural changes. The designs will consider minor, moderate, and major cost options for area and may range from rearranging current furnishings to reconfiguration of walls, power, and creation of new spatial connections. The initial concept work will be reviewed with library leadership to confirm our understanding and the priorities of what we are developing.

The draft options will be discussed with the buildings and grounds committee to get feedback and provide a progress update. This meeting will help our team narrow the options for refinement, identify rendering views, and define items for cost estimating. Incorporating your feedback, noted concept plans will be created for the selected options so that cost estimates can be created.

Simultaneous with the estimating work, the QE team will prepare the rendered plan and views if desired to help explain and build public support for the renovation. A final presentation will be made to the library board that recaps the process and presents the final design options and associated cost opinion for each of the main areas

Deliverables include:

- Concept Plan including general furniture layouts, with notes on options for phasing work
- Rendered Views (optional), and
- Cost Opinion for construction costs and furniture costs, split into phases or target areas that are identified during the design discussion.

## **SCOPE OF SERVICES / SCHEDULE**

The following summarizes the scope of work and general timeline.

July

- Review Existing Drawings and Develop Base Plan
- Stakeholder Interviews at the Library
- Develop Initial Concept Options and Example Images
- Review Concept Options with Leadership

August

- Revise Concepts Based on Feedback
- Draft Concept Presentation to Building and Grounds Committee
- Revise Selected Concept
- Prepare Estimating Narrative

September

- Prepare Rendered Plans
- Prepare Cost Opinion
- Prepare Rendered Views, if desired
- Submit Final Deliverables
- Present Concept to Library Board

*The following assumptions have been made in preparing this proposal:*

- A project budget has not been set.
- Detailed inventory of existing furniture is not included.
- QEA has not included time for public presentations outside of Library Board presentation, reviews or approvals.
- This proposal specifically excludes any costs associated with environmental assessment and remediation.
- Civil, mechanical and electrical engineering, including site utilities are excluded from our scope of services.
- This proposal is valid for 60 days.

## **PROPOSED FEE FOR PROFESSIONAL SERVICES**

Quinn Evans lump sum fee for completing the concept planning scope, as described is \$25,450.00 plus reimbursable expenses. Two interior renderings can be provided for an additional \$2,200 each but will not be created without authorization from the Library.



#### ADDITIONAL SERVICES

Unless noted otherwise, requested changes from previously approved design or scope of services shall be performed on an hourly basis, plus reimbursable expenses. Current hourly rates are as shown on the attached Quinn Evans Architects Billing Rates. Rates will be updated yearly, according to the standard procedures of QEA.

#### REIMBURSABLE EXPENSES

Out-of-pocket expenses such as printing, postage and freight, and travel are in addition to the Fee and will be billed as reimbursable expenses payable to Quinn Evans Architects at 1.1 times the amount of the incurred expense.

#### CONDITIONS

The Terms and Conditions attached are hereby incorporated into this Agreement.

If you agree with the scope of services and terms outlined above, please sign the attached copy of this letter and it will serve as an Agreement for professional services and authorize us to begin work.

If you have any questions, please call.

Cordially,

Quinn Evans Architects



Ann K. Dilcher, AIA, LEED AP  
Principal

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Approved by

Date

## TERMS and CONDITIONS

The Architect in these Terms and Conditions refers to Quinn Evans Architects.

The Architect shall perform the services outlined in this Agreement for the stated fee arrangement.

1. *Access to Site.* Unless otherwise stated, the Architect will have access to the site for activities necessary for the performance of the services. The Architect will take reasonable precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.
2. *Hidden Conditions.* The Architect shall not be responsible for verifying the condition of an existing structure, equipment, or appliance as part of Basic Services unless such verification can be made by simple visual observation. Any further investigation, if authorized or requested by the Owner, shall be provided as an Additional Service. If, after the Contract Documents are prepared, it appears from uncovering parts or portions of an existing structure that the plans and/or specifications must be altered to conform to previously hidden conditions, all such work shall be performed by the Architect as an Additional Service.

3. *Dispute Resolution:*

- a. *Mediation.* In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Client and the Architect agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Client and the Architect further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, sub consultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

- b. *Arbitration.* In the event the parties to this Agreement are unable to reach a settlement of any dispute arising out of this Agreement or related to the services under this Agreement, in accordance with Dispute Resolution stated above, then such disputes may, with the consent of both parties, be settled by binding arbitration in accordance with the rules of Construction Industry Rules of the American Arbitration Association current as of the date of this Agreement then pertaining.

4. *Payments:*

- a. *Billings/Payments.* Invoices for the Architect's services shall be submitted, at the Architect's option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Architect may, without waiving any claim of right against Client, and without liability whatsoever to the Client suspend or terminate the performance of the service. Retainers shall be credited on the final invoice.
- b. *Late Payments.* Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate, whichever is higher) on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including attorney's fees.

5. *Certification, Guarantees and Warranties.* The Architect shall not be required to execute any document that would result in their certifying, guaranteeing or warranting the existence of conditions whose existence the Architect cannot ascertain.

6. *Liability:*

- a. *Limitation of Liability.* In recognition of the relative risks, rewards and benefits of the project to both the Client and the Architect, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this Agreement from any cause or causes, shall not

b. *Claims for Consequential Damage.* The Architect and Owner waive consequential damage for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Term 7.

c. *Indemnification.* The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Architect, his or her officers, directors, employees, agents and sub consultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Architect.

- 26

- d. *Waiver of claims for Hazardous Materials.* In consideration of the substantial risks to the Architect in rendering its services in connection with the Project due to the presence or suspected presence of hazardous materials (as defined in this Agreement) at or near the jobsite, the Owner agrees to make no claim and hereby waives, to the fullest extent permitted by law, any claim or cause or causes of action of any kind, including but not limited to negligence, breach of contract or warranty, either express or implied, strict liability or any other causes, against the Architect, its officers, directors, partners, employees and subconsultants (collectively, Architect), which may arise out of or may in any way be connected to the presence of such hazardous materials. The Owner acknowledges that the Architect is not and shall not be required to be in any way an arranger, generator, operator or transporter of hazardous materials present at or near the Project site (as these terms are defined in applicable federal or state statutes and all related regulations).

11. *Other Terms:*

- a. This Agreement shall be governed by the law of the State Michigan.
- b. This Agreement shall not be assigned by either party without prior written consent of the other.
- c. These terms and conditions shall survive the termination or completion of the Contract.
- d. Client agrees to give Architect recognition as the Architect and/or Designer of the Project on any construction signs and in any published materials. The client further agrees to permit Architect to photograph the Project upon completion and to use Project photographs in the marketing of its services to other clients.

12. **Discrimination in employment is prohibited under Title VII of the Civil Rights Act of 1974. Recognizing its legal as well as social obligations to afford equal opportunities, Architect employs an affirmative action program in furtherance of the company's policy. It is the policy of Architect to afford equal opportunity for employment to individuals without regard to race, religion, color, national origin and ancestry, disability, medical condition, veteran status, marital status, sexual orientation, gender or age.**

**QUINN EVANS**  
**2022-2023 BILLING RATES**

| CLASSIFICATION                   | BILLING RATE |
|----------------------------------|--------------|
| Senior Principal                 | 225.00       |
| Principal                        | 210.00       |
| Senior Preservation Architect    | 175.00       |
| Design Technology Director       | 180.00       |
| Senior Interior Designer         | 145.00       |
| Senior Landscape Architect       | 145.00       |
| Project Manager/Senior Architect | 165.00       |
| Architect/Landscape Architect    | 135.00       |
| Historian/Interior Designer      | 125.00       |
| Senior Designer                  | 120.00       |
| Designer                         | 100.00       |
| Administration                   | 70.00        |

**DRAFT**

**SALINE DISTRICT LIBRARY**

**POLICY BULLETIN**

**POLICY NO: 514**

**SUBJECT: CHILDREN IN THE LIBRARY**

**I. Purpose**

Saline District Library welcomes and encourages children and their families to use the Library at all times. Although no public place can guarantee the safety of children, the Library strives to maintain a welcoming and safe environment for all users.

**II. Scope**

As with all library users, children are expected to follow the rules of conduct outlined in Policy 502: Patron Behavior. A “child” is any person under the age of eighteen (18). Library staff are not responsible for providing child care or direct supervision of children.

**III. Usage Rules**

The level of supervision by a parent, guardian, or caregiver (over the age of 18) depends on the age of the child:

1. Children under the age of six (6) years old must remain in direct supervision of a parent, guardian, or caregiver (over the age of 18), unless attending a program specifically designed for independent children.
2. Children between the ages of six (6) and ten (10) years old may use the library without supervision; however, a parent, guardian, or caregiver (over the age of 18) must remain in the Library building for the duration of the visit. This includes while a child is participating in Library programming.
3. Children eleven (11) years old and over may use the Library unaccompanied by an adult provided they comply with the rules of conduct outlined in Policy 502: Patron Behavior and know a phone number or other relevant contact information for a parent or guardian.

Library staff will not be responsible if any unaccompanied child leaves the Library building or grounds. Furthermore, Library staff will not be responsible for an unaccompanied child who is asked to leave the Library because of a behavior violation.

It is a violation of Library policy not to come immediately and pick up an unaccompanied child if the Library calls. If a parent, guardian, or caregiver (over the age of 18) cannot be reached, Library staff will contact the Saline Police Department to request assistance.

#### **IV. Unaccompanied Children at Closing**

All unaccompanied children must be picked up by Library closing time. If a parent, guardian, or caregiver (over the age of 18) cannot be reached, or fails to arrive within fifteen (15) minutes of the Library's posted closing time, Library staff will call the Saline Police Department to request assistance. Library staff are not permitted to transport a child under any circumstances.

## **SALINE DISTRICT LIBRARY**

### **POLICY BULLETIN**

**POLICY NO:           506**

**SUBJECT:           LIBRARY PROGRAMS**

1. Library programs support the mission of the library by providing patrons with additional opportunities for information, education and recreation.
2. Library staff will select topics, speakers and resource material for programs based on the interests and information needs of the community and consistent with budgetary concerns and assessment of potential audiences.
3. The library may participate in cooperative or joint programs with other agencies, organizations, institutions or individuals as part of its own programming efforts or to support community initiatives.
4. Library programs, both on site and in other locations, include but are not limited to: speeches, community forums, discussion groups, demonstrations, displays, and workshops.
5. All programs are offered free of charge and are open to all. In the case of programs with limited attendance due to cost or space considerations, registration preference may be given to residents of the Saline Library District.

POLICY APPROVED: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_

President \_\_\_\_\_



**SALINE DISTRICT LIBRARY**  
**POLICY BULLETIN**

**POLICY NO:        507**

**SUBJECT:            PUBLIC USE OF LIBRARY EQUIPMENT**

1. The following equipment is available to the public for in-house use at the Saline District Library:

|                                |             |
|--------------------------------|-------------|
| microfilm/fiche reader-printer | fax machine |
| photocopier                    | typewriter  |
| computers                      | printers    |

2. Current charges and time limits are posted. Equipment will be used on a first come, first served basis.
3. Copyright law warnings are posted. Violations of copyright are the responsibility of the user.
4. The library staff has the authority to deny a patron the use of any equipment when there is an indication of misuse.

POLICY APPROVED: \_\_\_\_\_

EFFECTIVE \_\_\_\_\_

President: \_\_\_\_\_

## **SALINE DISTRICT LIBRARY**

### **POLICY BULLETIN**

**POLICY NO: 707**

**SUBJECT: INVESTMENT POLICY**

#### **I. Purpose**

It is the policy of the Saline District Library to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state statutes and Library policies governing the investment of public funds.

#### **II. Scope**

This investment policy applies to all transactions involving the financial assets and related activity of the Saline District Library with the following exceptions:

- a. The Library's employee pension funds and its employee deferred compensation funds, which are organized and administered separately.
- b. Any financial asset or money that is otherwise subject to a public act or bond authorizing ordinance or resolution that permits investment in fewer than all the investment options listed in this Policy, or imposes one or more conditions upon an investment listed in this policy.
- c. Any financial asset or money within the Endowment Fund Program that is deemed to be used and/or invested in accordance with the Uniform Management of Institutional Funds Act, Public Act 157 of 1976. Further, if any financial asset or money within the Endowment Fund Program has donor imposed conditions on investments, those conditions should be met unless those conditions violate this policy or Michigan law.

The Library's financial assets are accounted for in various Funds of the Library as set forth in **Policy 709: Segregation and Distribution of Revenues**.

#### **III. Objectives**

Funds of the Saline District Library will be invested in accordance with [Michigan Public Act 20 of 1943](#), as amended, and in accordance with the following objectives in order of priority:

- a. Safety - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital and preservation of investment in the overall portfolio.
- b. Diversification - The investments shall be diversified by specific maturity dates, individual financial institution(s), or specific class of securities in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- c. Liquidity - The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated.
- d. Return on Investment - The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

#### IV. Authority

Authority to manage the investment program is derived from state law, including the [Investment of Surplus Funds of Political Subdivisions Act, Public Act 20 of 1943](#) and Section 12 of the [District Library Establishment Act, Public Act 204 of 1989](#). Management responsibility for the investment program is hereby delegated to the Saline District Library ~~Treasurer~~ **Board of Trustees**, who shall establish procedures and internal controls for the operation of the investment program consistent with this investment policy.

No person may engage in investment transactions except as provided under the terms of this policy and the procedures established by the ~~Treasurer~~ **Board of Trustees**. The Treasurer ~~of the Board of Trustees~~ shall be responsible for all transactions undertaken ~~and shall establish a system of controls to regulate the activities of subordinate officials. The Treasurer, after approval by the Library Board, may hire consultants to assist with Library investments.~~ The Board of Trustees may delegate investment authority to the Board's Finance Committee, of which the Treasurer is a member.

#### V. Authorized Instruments

The Library is limited to investments authorized by Public Act 20 of 1943, as amended, and may invest in the following:

- a. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

- b. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States. In addition, the Library Board by resolution may authorize its investment officer to invest the funds of the Library in certificates of deposit in accordance with all of the following conditions:
  - i. The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
  - ii. The financial institution arranges for the investment of the funds in certificates of deposit in one or more insured depository institutions, as defined in 12 USC 1813, or one or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
  - iii. The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.
  - iv. The financial institution acts as custodian for the public corporation with respect to each certificate of deposit.
  - v. At the same time that the funds of the public corporation are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the public corporation through the financial institution.
- c. Commercial paper rated at the time of purchase within the two (2) highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- d. Repurchase agreements consisting of instruments listed in subdivision (a) above. Repurchase agreements must be executed by the bank or dealer, and shall be negotiated only with dealers or financial institutions with whom the Saline District Library has negotiated a master repurchase agreement approved by the Library's legal counsel.
- e. Bankers' acceptances of United States Banks.
- f. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than (1) standard rating service.

- g. Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. The authorization to invest in mutual funds includes securities whose net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
  - i. The purchase of securities on a when-issued or delayed delivery basis.
  - ii. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
  - iii. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- h. Obligations described in V.a through V.g above if purchased through an interlocal agreement under state law (Urban Cooperation Act of 1967) e.g. the MBIA Michigan CLASS program.
- i. Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121 and the Surplus Funds Investment Pool Act, 1982 PA 367.

## **VI. Safekeeping and Custody**

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Saline District Library shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

## **VII. Prudence**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

## **VIII. Reports**

The Treasurer may elect to have certificates and other evidence of investments held by a financial institution and sufficient documentation and acknowledgment of investments held on behalf of the Library, provided that such documentation is provided on a quarterly basis. The Treasurer shall provide a quarterly report to the governing body concerning the investment of funds.

## **IX. Conflict**

The Saline District Library Board of Trustees shall comply with all statutes related to public fund investments. Any provision of this Resolution in conflict with state law is void.

### **~~10. REPEALER~~**

~~Any resolution or portions of resolution inconsistent with this Resolution are hereby Repealed. In addition, Policy No. 702, The Investment Policy For The Restricted Account Of The Endowment Fund is repealed.~~

### **~~11. EFFECTIVE DATE~~**

~~This policy shall become effective following adoption by the Saline District Library Board of Trustees.~~

**Circulation FY2021-2022**

| ITEM                       | DEC           | JAN           | FEB           | MARCH         | APRIL         | MAY           | JUNE     | JULY     | AUG      | SEPT     | OCT      | NOV      | TOTALS         |
|----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|----------|----------|----------|----------|----------|----------|----------------|
| <b>Book Materials</b>      |               |               |               |               |               |               |          |          |          |          |          |          |                |
| Total Books                | 15,352        | 16,751        | 16,126        | 17,974        | 16,512        | 15,664        |          |          |          |          |          |          | 98,379         |
| % of Total Circ.           | 75.78%        | 76.89%        | 78.13%        | 78.15%        | 79.74%        | 77.51%        | #DIV/0!  | #DIV/0!  | #DIV/0!  | #DIV/0!  | #DIV/0!  | #DIV/0!  | 77.71%         |
| <b>AV Materials</b>        |               |               |               |               |               |               |          |          |          |          |          |          |                |
| DVD/BLU-RAY                | 3,708         | 3,667         | 3,247         | 3,519         | 2,997         | 3,168         |          |          |          |          |          |          | 20,306         |
| Music CDs                  | 320           | 302           | 291           | 339           | 253           | 271           |          |          |          |          |          |          | 1,776          |
| Audio Books                | 560           | 580           | 584           | 658           | 573           | 586           |          |          |          |          |          |          | 3,541          |
| Playaways                  | 0             | 1             | 0             | 1             | 4             | 11            |          |          |          |          |          |          | 17             |
| J Kits                     | 152           | 177           | 145           | 213           | 125           | 110           |          |          |          |          |          |          | 922            |
| Total AV                   | 4,740         | 4,727         | 4,267         | 4,730         | 3,952         | 4,146         | 0        | 0        | 0        | 0        | 0        | 0        | 26,562         |
| % of Total Circ.           | 23.40%        | 21.70%        | 20.67%        | 20.57%        | 19.09%        | 20.51%        | #DIV/0!  | #DIV/0!  | #DIV/0!  | #DIV/0!  | #DIV/0!  | #DIV/0!  | 20.98%         |
| <b>Interlibrary Loans</b>  |               |               |               |               |               |               |          |          |          |          |          |          |                |
| SDL Patron Filled Requests | 690           | 1,105         | 957           | 745           | 838           | 846           |          |          |          |          |          |          | 5,181          |
| % of Total Circ.           | 3.41%         | 5.07%         | 4.64%         | 3.24%         | 4.05%         | 4.19%         | #DIV/0!  | #DIV/0!  | #DIV/0!  | #DIV/0!  | #DIV/0!  | #DIV/0!  | 4.09%          |
| Lends Out to Libs          | 672           | 991           | 823           | 991           | 848           | 855           |          |          |          |          |          |          | 5,180          |
| Equipment                  | 52            | 52            | 55            | 66            | 62            | 122           |          |          |          |          |          |          | 409            |
| Periodicals                | 114           | 257           | 193           | 228           | 181           | 278           |          |          |          |          |          |          | 1,251          |
| % of Total Circ.           | 0.56%         | 1.18%         | 0.94%         | 0.99%         | 0.87%         | 1.38%         | #DIV/0!  | #DIV/0!  | #DIV/0!  | #DIV/0!  | #DIV/0!  | #DIV/0!  | 0.99%          |
| <b>TOTAL 2022 CIRC</b>     | <b>20,258</b> | <b>21,787</b> | <b>20,641</b> | <b>22,998</b> | <b>20,707</b> | <b>20,210</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>126,601</b> |
| 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%        | 54.63%        | 35.80%        | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -45.10%        |
| <b>Downloads</b>           |               |               |               |               |               |               |          |          |          |          |          |          |                |
| Ebooks                     | 2,035         | 2,881         | 2,925         | 3,034         | 2,934         | 2,900         |          |          |          |          |          |          | 16,709         |
| AudioBooks                 | 2,235         | 2,544         | 2,379         | 2,584         | 2,618         | 2,806         |          |          |          |          |          |          | 15,166         |
| Music                      | 289           | 400           | 349           | 417           | 358           | 318           |          |          |          |          |          |          | 2,131          |
| Video                      | 197           | 401           | 322           | 363           | 333           | 288           |          |          |          |          |          |          | 1,904          |
| Magazines                  | 433           | 418           | 518           | 435           | 375           | 343           |          |          |          |          |          |          | 2,522          |
| Tumble books               | 9             | 11            | 5             | 12            | 10            | 49            |          |          |          |          |          |          | 96             |
| <b>Total Downloads</b>     | <b>5,198</b>  | <b>6,655</b>  | <b>6,498</b>  | <b>6,845</b>  | <b>6,628</b>  | <b>6,704</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>38,528</b>  |
| 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%        | 9.55%         | 8.11%         | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -49.22%        |
| <b>GRAND TOTAL CIRC</b>    | <b>25,456</b> | <b>28,442</b> | <b>27,139</b> | <b>29,843</b> | <b>27,335</b> | <b>26,914</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>165,129</b> |
| 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%        | 40.60%        | 27.66%        | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -46.12%        |
| <b>Cards Issued</b>        | <b>90</b>     | <b>102</b>    | <b>104</b>    | <b>123</b>    | <b>93</b>     | <b>90</b>     |          |          |          |          |          |          | <b>602</b>     |
| 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%        | 121.43%       | 45.16%        | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -43.05%        |
| <b>3 M Gate Count</b>      | <b>7,163</b>  | <b>8,359</b>  | <b>7,981</b>  | <b>10,222</b> | <b>9,634</b>  | <b>9,634</b>  | <b>0</b> |          |          |          |          |          | <b>52,993</b>  |
| 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%       | 141.76%       | 124.57%       | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -29.16%        |
| Average Per Day            | 231           | 269           | 275           | 329           | 321           | 310           | 0        | 0        | 0        | 0        | 0        | 0        | 152            |

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

[illegible]



**Programs and Services FY2020-2021**

**COMPUTER USAGE**

|                            |              |              |              |              |              |              |          |          |          |          |          |          |  |               |
|----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|----------|----------|----------|----------|----------|----------|--|---------------|
| <b>PC usage onsite</b>     | <b>511</b>   | <b>509</b>   | <b>476</b>   | <b>663</b>   | <b>601</b>   | <b>650</b>   |          |          |          |          |          |          |  | <b>3,410</b>  |
| 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% |  | 29.26%        |
| <b>WiFi usage onsite</b>   | <b>2,727</b> | <b>3,275</b> | <b>2,896</b> | <b>3,336</b> | <b>3,149</b> | <b>3,412</b> |          |          |          |          |          |          |  | <b>18,795</b> |
| 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%      | 177.31%      | 212.71%      | 229.66%      | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% |  | -32.26%       |
| <b>Youth AWE computers</b> | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>85</b>    | <b>153</b>   | <b>93</b>    | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |  | <b>331</b>    |
| 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!       |
| <b>Ref. Questions:</b>     |              |              |              |              |              |              |          |          |          |          |          |          |  |               |
| Youth                      | 121          | 298          | 257          |              | 291          | 332          |          |          |          |          |          |          |  | 1,299         |
| Adult                      | 362          | 359          | 322          | 367          | 371          | 330          |          |          |          |          |          |          |  | 2,111         |
| Circ Desk                  | 314          | 406          | 358          | 356          | 326          | 370          |          |          |          |          |          |          |  | 2,130         |
| <b>Total Reference</b>     | <b>797</b>   | <b>1,063</b> | <b>937</b>   | <b>723</b>   | <b>988</b>   | <b>1,032</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |  | <b>5,540</b>  |
| 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%      | 71.83%       | 41.37%       | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% | -100.00% |  | -53.96%       |
| <b>Brecon Rm: #Groups</b>  | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     |          |          |          |          |          |          |  | <b>0</b>      |
| Prior Year #Groups         | 0            | 0            | 0            | 0            | 0            | 0            | 0        | 0        | 0        | 0        | 0        | 0        |  | 0             |
| # of individuals           | 0            | 0            | 0            | 0            | 0            | 0            |          |          |          |          |          |          |  | 0             |
| <b>Study Rms: #Groups</b>  | <b>150</b>   | <b>174</b>   | <b>159</b>   | <b>214</b>   | <b>188</b>   | <b>190</b>   |          |          |          |          |          |          |  | <b>1,075</b>  |
| Prior Year #Groups         | 0            | 0            | 0            | 0            | 0            | 0            | 37       | 80       | 112      | 172      | 204      | 158      |  | 763           |
| # of individuals           | 218          | 262          | 217          | 300          | 268          | 260          |          |          |          |          |          |          |  | 1,525         |

\* Includes views of online programs beginning December 2021

**Website Access FY2021-2022**

| <b>ONLINE SERVICES</b>         | <b>Dec.</b>   | <b>Jan.</b>   | <b>Feb.</b>   | <b>March</b>  | <b>April</b>  | <b>May</b>    | <b>June</b> | <b>July</b> | <b>August</b> | <b>Sept.</b> | <b>Oct.</b> | <b>Nov.</b> | <b>TOTAL</b>  |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|-------------|-------------|---------------|--------------|-------------|-------------|---------------|
| <b>Website access</b>          | <b>9,379</b>  | <b>12,167</b> | <b>10,966</b> | <b>11,348</b> | <b>11,550</b> | <b>11,923</b> |             |             |               |              |             |             | <b>67,333</b> |
| 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%        | 4.78%         | 5.52%         | -100.00%    | -100.00%    | -100.00%      | -100.00%     | -100.00%    | -100.00%    | -52.00%       |
| <b>Catalog access</b>          | <b>6,907</b>  | <b>10,334</b> | <b>8,025</b>  | <b>8,529</b>  | <b>7,261</b>  | <b>8,377</b>  |             |             |               |              |             |             | <b>49,433</b> |
| 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%       | -19.06%       | -8.56%        | -100.00%    | -100.00%    | -100.00%      | -100.00%     | -100.00%    | -100.00%    | -56.46%       |
| <b>Informational Databases</b> | <b>227</b>    | <b>199</b>    | <b>300</b>    | <b>283</b>    | <b>298</b>    | <b>254</b>    |             |             |               |              |             |             | <b>1,561</b>  |
| 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%        | 27.35%        | 42.70%        | -100.00%    | -100.00%    | -100.00%      | -100.00%     | -100.00%    | -100.00%    | -41.36%       |
| <b>Local History Databases</b> |               |               |               |               |               |               |             |             |               |              |             |             |               |
| <b>Saline Valley Farms</b>     | <b>12</b>     | <b>10</b>     | <b>14</b>     | <b>31</b>     | <b>31</b>     | <b>13</b>     |             |             |               |              |             |             | <b>111</b>    |
| Prior Year                     | 10            | 16            | 14            | 19            | 20            | 9             | 8           | 14          | 29            | 20           | 19          | 3           | 181           |
| % difference                   | 20%           | -38%          | 0%            | 63%           | 55%           | 44%           | -100%       | -100%       | -100%         | -100%        | -100%       | -100%       | -39%          |
| <b>Historical Homes</b>        | <b>16</b>     | <b>20</b>     | <b>11</b>     | <b>23</b>     | <b>32</b>     | <b>1</b>      |             |             |               |              |             |             | <b>103</b>    |
| Prior Year                     | 12            | 23            | 19            | 24            | 17            | 24            | 30          | 16          | 19            | 13           | 19          | 24          | 240           |
| % difference                   | 33%           | -13%          | -42%          | -4%           | 88%           | -96%          | -100%       | -100%       | -100%         | -100%        | -100%       | -100%       | -57%          |
| <b>Saline Newspapers</b>       | <b>6,875</b>  | <b>9,027</b>  | <b>259</b>    |               |               |               |             |             |               |              |             |             | <b>16,161</b> |
| 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%          |
| <b>Historical Photos</b>       | <b>135</b>    | <b>180</b>    | <b>166</b>    | <b>149</b>    | <b>148</b>    | <b>95</b>     |             |             |               |              |             |             | <b>873</b>    |
| Prior Year                     | 160           | 156           | 144           | 145           | 176           | 170           | 147         | 189         | 183           | 324          | 258         | 138         | 2,190         |
| % difference                   | -16%          | 15%           | 15%           | 3%            | -16%          | -44%          | -100%       | -100%       | -100%         | -100%        | -100%       | -100%       | -60%          |
| <b>MI Activity Pass</b>        | <b>4</b>      | <b>2</b>      | <b>9</b>      | <b>17</b>     | <b>9</b>      | <b>13</b>     |             |             |               |              |             |             | <b>54</b>     |
| 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%          | -35%          | -100%       | -100%       | 0%            | -100%        | -100%       | #DIV/0!     | -36%          |
| <b>New eNews subscribers</b>   | <b>107</b>    | <b>101</b>    | <b>99</b>     | <b>111</b>    | <b>99</b>     | <b>79</b>     |             |             |               |              |             |             | <b>596</b>    |
| <b>Total eNews subscribers</b> | <b>10,763</b> | <b>9,810</b>  | <b>9,884</b>  | <b>9,959</b>  | <b>10,035</b> | <b>10,096</b> |             |             |               |              |             |             | <b>10,096</b> |
| 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%       | 234.17%       | 235.86%       | -100.00%    | -100.00%    | -100.00%      | -100.00%     | -100.00%    | -100.00%    | -5.47%        |

\* 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  
Q2.2022**

**6.15.2022**

**Staffing Changes**

Like the rest of the library, the Adult Department has faced a lot of staff changes over the past few months.

**Departures**

- Marissa Lasoff-Santos left her Librarian I position in March for a full-time opportunity at Westland.
- Jackie Peterson left her Adult Assistant position in April for a full-time opportunity at Dearborn.
- Cathy Harmon retired from her Librarian I position in June.

**Additions**

- Melissa Schabel joined the Adult Department as a Librarian I in March.
- One of the part-time Librarian I positions was replaced with a full-time Librarian II position. Kimberley Rowe was hired for that position in May and will start 6.20.2022.

**Seed Library**

- Laura Foess-Wood from Friends of the Saline District Library brought this idea to Jessica Lash and Karrie Waarala in April. Jess has been interested in starting one for a few years and took the lead on the project.
- Laura Foess-Wood and Leslie Parsels assisted with packaging seeds.
- The SeedLibrary was successfully opened in May and had been a popular collection so far.

Respectfully submitted,

Jessica Lash

**Youth Service Department**  
**2<sup>nd</sup> Quarter Report FY2022**

***Spring Programs:***

- Storytimes
  - In person and zoom storytimes were held 7 times a week for an 8-week session in March and April
  - In total we had 721 attendees to our storytimes.
- Weekly take-home craft: 75 crafts per week to accompany storytimes, remainder for kids as grab and go kits
- Pageturners (grades 4-6) and Chapter Champs (grades 1-4) book clubs met monthly for book discussion
- Crafty Kids monthly take-home crafts for elementary students, were fully enrolled (40 kids) in March and April.
- We kicked off 1000 Books Before Kindergarten in March; 89 children are already enrolled.
- The STEAM Cart was introduced on May 20<sup>th</sup>. This is a mobile cart of science, technology, engineering, art and math activities for kids to play with daily on the public floor and in STEAM programs.
- Toys and puppets have been returned to the public floor for play.

***Partnerships & Outreach:***

- Cub Scouts from Pack 3461 visited the library to learn about tall tales.
  - Cub Scout quote "I wish I could live here. This is seriously the funnest place in the world."
- Summer Reading School visits were conducted both in the library and at the local schools. Youth staff met with over 1700 students and their teachers.

***Professional Development:***

- Shira Pilarski presented at the MLA Spring Institute. Shira's session was titled "Black Comics Matter"
- Members of the youth department attended the following committee meetings, conferences and webinars.
  - Public Library Association annual meeting
  - TLN Youth Services committee meeting, Kelly Soerens is Committee Chair
  - Youth Services Advisory Council
  - TLN Social Media Round Table
  - TLN LGBTQIA+ Meeting
  - GNCRTxBCALA committee meeting and GNCRT planning meeting
  - READSquared On-boarding training
  - Behavior Management in Storytime
  - Managing Up webinar
  - Learning for a Better Tomorrow: Let's Talk about Race in Storytimes webinar
  - Using Story-time to Grow Executive Function and Self-Regulation webinar
  - Welcoming Everyone: Creating Equitable and Inclusive Library Policies webinar
  - Creating Meaningful Connections within a Hybrid Environment webinar
  - Using Mirror, Window, and Sliding Glass Door Books to Celebrate Muslim Culture webinar

***Collections:***

- Book Bundles were introduced with great success. These are themed books tied together for easy check out.
- ETC Collection has returned to circulation.

***Staff changes:***

- Paula Schaffner retired on April 8, 2022 after 22 years at the Saline District Library.
- Kelly Soerens started on April 6, 2022 as Head of Youth Services, luckily there was a few days of crossover for training with Paula.
- Our new Youth Desk Aide, Erica Webb, began on May 31<sup>st</sup>.

Submitted by: Kelly Soerens, Head of Youth Services

## ***2nd Quarter Technology Report (March, April, May 2022)***

*Submitted by Ron Andrews, Technology Manager*

### **Technology Support**

- Troubleshooting/resolve Youth Self Check machine – system unit replaced and upgraded
- Update all Self Checks to Spring settings and added back Pay Fines
- Changed some filtering settings to throttle bandwidth in the afternoons to try and maintain our allotted amount
- Replaced faulty VOIP phone units with Telnet (Youth and Adult desks)
- Renewed and cut cost for library Zoom accounts
- Continue to work with Karrie on the new SDL website and calendar from LocalHop
- Sent renewals for HOTSPOTS also replaced 20 with new devices for bandwidth upgrade
- Setup new Grant Laptop to be used for programming
- Refreshed library iPads to be used by the Youth department and other staff – updated OS
- Resolved printing issues for Youth department
- Resolved possible email hack/spam for library board member
- Resolved caller ID issue with Telnet
- Support for Paula retirement with file recovery and password issues
- Renewals – Qtrly. Clover Security PCI compliance, Dell EMC Maintenance for Hyper-Saline, Meraki Cloud service, MobileBeacon Hotspots

### **Network Support**

- Continuing to monitor on daily basis: Merit bandwidth, Barracuda Web Filtering, Meraki Wireless APs, CrowdStrike AV- Malware detection software]
- Updated Barracuda firmware
- Continue working on throttling bandwidth on public workstations
- Started compiling ports to switches for all workstations and peripherals.
- Continue working on sorting, organizing and refreshing staff file structure: Support Services completed, working on Youth.
- Continue to create, change and suspend user email and Windows accounts with staffing changes
- End of Merit CAN projects worked with TLN to move the gifted APs and camera into the SDL-Wifi LAN
- Working on moving Friends phone into our VOIP system and exploring another avenue for fax service
- Changed Paula to Kelly with file access and folder redirection
- Resolved Brecon Room AP issue

### **Polaris Support**

- Tested Polaris upgrade to 7.1 on Training Server – clients to: Arlene, Jess, MaryS, Amy
- Testing LEAP on training server
- **Polaris upgrade to 7.1 on SDLPRO successful**
- Working with staff for using LEAP for off-site library card registration
- Refreshed Polaris staff accounts

### **Other Library Involvement**

- Supported the Library Director interviews as Staff Liaison
- 2 weeks of DownloadDestination – OverDrive support for TLN
- Attended staff interviews
- Reviewed 3 presentations for Library Building updates

Support Services Quarterly Report  
2022 2nd Quarter  
Submitted by: Arlene Wall

SUPPORT SERVICES MANAGER

- Quarter Stats –
  - Total Circulation of physical items – 63,915
  - Total Patron Visits – 29,490
  - New Patrons Registered – 306
- Webinars –
  - Arlene attended “Polaris 7.1 Quick Hits”

PLANNING/ADMINISTRATION

Support Services

- Polaris Upgrade to 7.1 was successful thanks to Technology Manager

Pages

- Two new Pages
- One Page graduated and will be leaving for college in August



*Susan Bach*  
Director

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Karrie Waarala, Director

Saline District Library

555 N. Maple Rd.

Saline, MI 48176

Dear Karrie,

Thank you so much for the wonderful opportunity which you provided for the staff of the Tecumseh District Library. We were very appreciative of the time you so generously shared with us. Learning about SDL's policies, procedures, and future plans gave us lots to talk and think about, and the background stories were very interesting. We learned a great deal, which is what we hoped for when we chose to visit SDL.

Thank you very much for taking the time to make our Staff Development Day so successful!

Kindest Regards,

*Susan Bach*

Susan Bach