



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

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

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

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

555 N. Maple Road, Saline, MI 48176

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

In advance of the meeting, you may contact the Library Board here:
salinelibrary.org/about/board-of-trustees/

For special accommodations, please contact Library Director Karrie Waarala:
karrie@salinelibrary.org

SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA
TUESDAY, JULY 19, 2022, 7:00 p.m.

President Gray _____ Vice President Parsels _____ Secretary Saldaña _____ Treasurer Conn _____
Trustee Bieliauskas _____ Trustee Byron _____ Trustee TerHaar _____
Director Waarala _____ Assistant Director Lash _____ 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 June 21, 2022 meeting minutes as written.

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

E. President's Report

F. Friends of the Library Report

G. Financial Reports
Move _____ Second _____ to approve the June 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

K. New Business

1. Policy Review

a. Policy 505: Reference Services

Move _____ Second _____ to approve Policy 505: Reference Services as presented.

b. Policy 508: Public Bulletins, Brochures & Notices

Move _____ Second _____ to approve Policy 508: Public Bulletins, Brochures & Notices as presented.

c. Policy 512: Public Discussion at Board of Trustees Meetings

Move _____ Second _____ to approve revised Policy 512: Public Discussion at Board of Trustees Meetings.

d. Policy 601: Employment at Saline District Library

Move _____ Second _____ to approve revised Policy 601: Employment at Saline District Library.

e. Policy 712: Electronic Fund Transfers

Move _____ Second _____ to approve revised Policy 712: Electronic Fund Transfers.

2. August Library Board meeting

Move _____ Second _____ to _____ the August Library Board meeting.
reschedule/cancel

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 July 19, 2022

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the June 21, 2022 meeting minutes as written.

Move _____ Second _____ to approve the June financial reports.

Move _____ Second _____ to approve Policy 505: Reference Services as presented.

Move _____ Second _____ to approve Policy 508: Public Bulletins, Brochures & Notices as presented.

Move _____ Second _____ to approve revised Policy 512: Public Discussion at Board of Trustees Meetings.

Move _____ Second _____ to approve revised Policy 601: Employment at Saline District Library.

Move _____ Second _____ to approve revised Policy 712: Electronic Fund Transfers.

Move _____ Second _____ to adjourn the meeting at _____.

Move _____ Second _____ to _____ the August Library Board meeting.
reschedule/cancel

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

Present: Vice President Parsels, Treasurer Conn, Trustee Byron, Trustee TerHaar, Director Waarala, Administrative Assistant Pilarz

Absent: President Gray, Secretary Saldaña, Trustee Bieliauskas, Friends President Duvall

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

B. Approval of Agenda

Move TerHaar, Second Byron to approve the agenda as presented. Carried.

C. Approval of Past Minutes

Move Byron, Second TerHaar to approve the May 17, 2022 meeting minutes as written. Carried.

Move Parsels, Second Conn to approve the June 9, 2022 Building & Grounds Committee meeting minutes as written. Carried.

D. Public Discussion: None

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: None

F. Friends of the Library Report: The library will be contracting with Better World Books to collect unsellable used books. Friends volunteers and a new book shop customer have been taking unsellable books to Recycle Ann Arbor. Treasurer Conn volunteered to do so as well.

G. Financial Reports

Move Conn, Second Byron to approve the May financial reports.

H. Committee Reports

1. Finance: Reviewed checking balance. Reviewed Policy 707; both KeyBank investment manager and Plante Moran auditor agreed with the edits.
2. Arts: None
3. Building & Grounds: Met with Quinn Evans to talk through the space visioning process and to finalize a contract proposal. Recommends accepting the Quinn Evans proposal. It was mentioned that the Arts Committee had previously suggested a kinetic outdoor art piece for the Library grounds.
4. Library Services: Reviewed policies for approval later in the meeting. Reviewed the Schedule of Loans, Fines, and Fees.
5. Staff Excellence: None

- I. Library Director's Report: Written report on file. Summer Reading is off to a great start, with 1,173 participants already registered. SDL's first booth at the Saline Farmers Market went very well. Facilities Coordinator is working on correcting our trash pickup account with Waste Management from a residential account to a commercial one.
- J. Old Business
 - 1. Library Space Visioning Project
Move Parsels, Second TerHaar to accept Proposal for Concept Design for Interior Renovations and Exterior Spaces from Quinn Evans architect firm pending attorney review. Carried.
- K. New Business
 - 1. Policy Review
 - a. Policy 514: Children in the Library
Move Byron, Second Conn to approve Policy 514: Children in the Library as presented. Carried.
 - b. Policy 506: Library Programs
Move Byron, Second TerHaar to approve Policy 506: Library Programs as presented. Carried.
 - c. Policy 507: Use of Library Equipment
Move TerHaar, Second Byron to approve Policy 507: Public Use of Library Equipment as presented. Carried.
 - d. Policy 707: Investment Policy
Move TerHaar, Second Conn to approve revised Policy 707: Investment Policy. Carried.
- L. Public Discussion : None
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 Byron, Second TerHaar to adjourn the meeting at 7:35 PM. Carried.

CERTIFICATION OF MINUTES

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Board of Trustees of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on June 21, 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
June 1, 2022 - June 30, 2022

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	191,889.20
			+ Cleared Deposits & Other Additions	194,286.37
			- Cleared Checks & Other Payments	<u>152,677.11</u>
			Ending Bank Balance	233,498.46
 Open Deposits & Additions				
			Total	<u>0.00</u>
 Open Checks & Payments				
24075	06/14/22	790-752.3	LESLIE SCIENCE...	210.44
24080	06/21/22	790-750.1	K DOWNIE	200.00
24082	06/21/22	790-930	HD SUPPLY	137.30
24085	06/21/22	790-750.1	V WILSON	200.00
24086	06/30/22	790-930	CHELSEA LUMBER	48.54
24087	06/30/22	Multiple	STAPLES	736.88
24088	06/30/22	Multiple	BAKER & TAYLOR	9,154.42
24089	06/30/22	790-734	DEMCO	314.40
24090	06/30/22	790-969	KEMNER IOTT B...	261.00
24091	06/30/22	790-750.4	SCHOLASTIC INC	302.68
24092	06/30/22	790-851	TELNET WORLDWIDE	431.50
			Total	<u>11,997.16</u>
			Reconciled Bank Balance	<u><u>221,501.30</u></u>
 Bank Transactions				
		000-258	EFTPS	(9,814.46)
		000-258	EFTPS	(9,134.50)
		790-723	ALERUS RETIRE XFERS	(5,507.52)
		790-920	DTE - ELECTRICITY	(3,741.21)
		000-258.1	5080 MI TAX PYMT	(2,970.32)
		000-008	ALERUS RETIRE XFERS	(1,702.20)
		790-921	DTE - GAS	(1,069.59)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRG	(208.22)
		790-965	MERCH FEE & DISC	(49.52)
		000-665.1	INTEREST	2.06
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			Total	<u>115,159.52</u>
			Adjusted General Ledger Balance	<u><u>221,501.30</u></u>

Saline District Library
Statement of Financial Position
As of June 30, 2022

Assets

Current Assets

000-001	Key Bank - General	\$ 221,501.30
000-003	Old National CD 1	105,432.31
000-008	Employee Advances	755.28
000-013	Agency Account (Schrandt)	2,690,838.20
000-013.1	Agency Account-Unrealized Gain	(233,620.26)
000-017	Agency Sub Account (Investment Account)	6,203,932.92
000-017.1	Agency Sub Account-Unrealized Gain	(516,228.73)

Total Current Assets	8,472,611.02
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Property and Equipment

Net Property and Equipment	0.00
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Total Assets	\$ 8,472,611.02
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Liabilities and Net Assets

Current Liabilities

000-202	Accounts Payable	\$ 19,476.00
000-257	Accrued Payroll	44,466.98
000-258.1	State Payroll Taxes	3,000.33
000-275	MTT Liability	7,797.00

Total Current Liabilities	74,740.31
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Long-Term Liabilities

Total Long-Term Liabilities	0.00
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Total Liabilities	74,740.31
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Net Assets

000-343	Reserve-Compensated Absences	50,000.00
000-370	Prepays	45,015.00
000-375	Reserve-Quasi Endowment	3,075,000.00
000-385	Reserve-Unassigned	284,707.00
000-386	Reserve-Building Improvement	1,000,000.00
000-386.1	Reserve-Parking Lot	200,000.00
000-387	Reserve-Equipment Replacement	400,000.00
000-387.1	Reserve-Technology & Internet	500,000.00
000-388	Reserve-Art Fund	77,669.00
000-389	Reserve-Library Development	1,436,597.00
000-389.1	Reserve-Future Developmeent	650,000.00
000-390	General Fund Balance	79,649.52
000-399	Net Position	599,233.19

Total Net Assets	8,397,870.71
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Total Liabilities and Net Assets	\$ 8,472,611.02
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Saline District Library

Income Statement

Actual vs. Budget

		1 Month Ended June 30, 2022 Actual	7 Months Ended June 30, 2022 Actual	12 Months Ended November 30, 2022 Budget	Year to Date Percentage Budget
Revenue					
000-402.1	Saline-Real Tax	\$ 6,846.58	\$ 522,320.24	\$ 532,265.00	98.13
000-402.2	Bridgewater-Real Tax	765.21	22,731.46	22,259.00	102.12
000-402.3	Freedom-Real Tax	628.72	6,102.22	5,919.00	103.10
000-402.4	Lodi-Real Tax	6,951.76	440,042.39	426,851.00	103.09
000-402.5	Pittsfield-Real Tax	15,953.00	789,580.41	759,701.00	103.93
000-402.6	Saline Township-Real Tax	3,959.91	123,655.44	120,177.00	102.89
000-402.7	York Township-Real Tax	4,783.59	340,468.72	332,952.00	102.26
000-413	PPT Reimbursement	27.27	95,517.12	90,000.00	106.13
000-540	State Aid	0.00	13,805.44	20,000.00	69.03
000-628	Printers-Revenue	126.30	1,781.15	800.00	222.64
000-628.1	Copy Machine-Revenue	0.00	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	215.00	1,710.00	1,200.00	142.50
000-656	Penal Fines	0.00	0.00	25,000.00	0.00
000-658	Fines-Overdue Materials	1,017.55	6,050.97	7,500.00	80.68
000-658.1	Materials Replacement	599.83	3,326.41	2,200.00	151.20
000-658.2	Card Replacement Fees	3.00	125.80	100.00	125.80
000-665.1	General Account Interest	2.06	19.13	100.00	19.13
000-665.3	Sub-Agency Account Interest	1,155.82	17,174.58	74,776.00	22.97
000-674	Donations-Unrestricted	3.05	1,396.45	2,700.00	51.72
000-674.1	Donations-Restricted	105.42	727.92	300.00	242.64
000-674.2	Donations-Friends	2,273.12	11,093.95	25,000.00	44.38
000-680	Other Income	25.00	13,427.01	0.00	0.00
	Total Revenue	<u>45,442.19</u>	<u>2,411,557.01</u>	<u>2,450,000.00</u>	<u>98.43</u>
	Gross Profit	<u>45,442.19</u>	<u>2,411,557.01</u>	<u>2,450,000.00</u>	<u>98.43</u>
Operating Expenses					
790-702	Salaries	78,721.47	627,153.78	1,150,000.00	54.54
790-716	Employee Insurance/Benefits	7,101.48	28,242.86	125,000.00	22.59
790-719	Health Reimbursement	1,634.21	10,786.27	0.00	0.00
790-722	Employer FICA	5,952.00	47,421.00	88,000.00	53.89
790-723	Retirement	2,104.19	21,280.67	45,000.00	47.29
790-727	Office Supplies	560.91	3,131.13	6,700.00	46.73
790-727.3	Supplies-Youth	0.00	215.69	1,600.00	13.48
790-727.4	Cartridges	127.52	1,099.86	4,500.00	24.44
790-730	Postage	0.00	236.31	700.00	33.76
790-732	Cleaning Supplies	461.32	2,547.37	6,000.00	42.46
790-734	Processing Supplies	506.30	2,233.27	10,000.00	22.33
790-740	Equipment	1,403.19	2,792.81	15,000.00	18.62
790-750.1	Adult Programming	3,263.06	9,490.13	17,000.00	55.82
790-750.2	Teen Programming	1,154.12	3,468.51	9,000.00	38.54
790-750.3	Youth Programming	2,737.22	3,244.31	12,000.00	27.04
790-750.4	Programming funded by Friends	1,199.87	2,627.57	0.00	0.00
790-752.1	Summer Reading-Adult	592.06	592.06	3,000.00	19.74
790-752.2	Summer Reading-Teen	1,432.14	1,432.14	2,000.00	71.61
790-752.3	Summer Reading-Youth	1,190.12	2,986.33	5,000.00	59.73
790-760	Youth Toys/Realia	0.00	172.21	300.00	57.40
790-762.1	Adult ETC	29.84	29.84	3,000.00	0.99
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	11,434.41	52,004.81	100,000.00	52.00
790-772.3	eLibrary-Youth	33.00	668.80	7,000.00	9.55
790-780	Software	0.00	7,674.66	18,000.00	42.64

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

		1 Month Ended June 30, 2022 Actual	7 Months Ended June 30, 2022 Actual	12 Months Ended November 30, 2022 Budget	Year to Date Percentage Budget
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	4,515.00	8,000.00	56.44
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	8,037.50	10,305.10	24,000.00	42.94
790-851	Telephone	431.50	3,129.43	5,000.00	62.59
790-860	Travel/Lodging	45.15	167.90	4,000.00	4.20
790-880	Marketing	0.00	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	3,741.21	23,391.69	66,000.00	35.44
790-921	Gas	1,069.59	10,060.32	12,000.00	83.84
790-922	Water	0.00	1,730.66	5,000.00	34.61
790-930	Building Maintenance	1,603.94	10,506.55	55,000.00	19.10
790-932	Grounds Maintenance	1,354.94	31,705.93	44,000.00	72.06
790-934	Equipment Maintenance	5.38	5,285.94	27,000.00	19.58
790-956	Miscellaneous	90.87	487.97	5,000.00	9.76
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	125.00	2,604.75	5,000.00	52.10
790-964	Tax Adjustment	0.00	4,508.02	2,000.00	225.40
790-964.4	MelCat Reimbursements	28.00	121.84	1,000.00	12.18
790-965	Bank Charges	257.74	2,142.87	3,000.00	71.43
790-969	Insurance	261.00	16,074.00	27,000.00	59.53
790-971	Capital Improvement	0.00	0.00	55,000.00	0.00
790-975	Furniture	0.00	2,000.45	30,000.00	6.67
790-981	Books Funded by Friends	231.85	1,146.19	4,000.00	28.65
790-982.1	Adult Fiction	2,725.35	14,551.29	35,000.00	41.58
790-982.15	Large Print	482.91	4,478.62	8,000.00	55.98
790-982.2	Teen Fiction	451.92	4,469.24	9,000.00	49.66
790-982.3	Youth Fiction	2,060.48	9,209.29	20,000.00	46.05
790-983.1	Adult Nonfiction	2,433.69	15,149.80	36,000.00	42.08
790-983.15	Reference	0.00	421.65	4,000.00	10.54
790-983.2	Teen Nonfiction	0.00	862.78	3,000.00	28.76
790-983.3	Youth Nonfiction	1,254.77	4,752.08	15,000.00	31.68
790-984.1	Audiobooks-Adult	66.99	4,858.38	15,000.00	32.39
790-984.2	Audiobooks-Teen	74.98	2,365.58	7,000.00	33.79
790-984.3	Audiobooks-Youth	0.00	877.54	6,000.00	14.63
790-985.1	DVD/Blu Rays-Adult	865.15	8,586.90	18,500.00	46.42
790-985.3	DVD/Blu Rays-Youth	139.42	1,083.79	3,000.00	36.13
790-986.1	Music CDs-Adult	11.24	834.28	2,500.00	33.37
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
Total Operating Expenses		<u>150,134.00</u>	<u>1,096,522.13</u>	<u>2,450,000.00</u>	<u>44.76</u>
Operating Income (Loss)		<u>(104,691.81)</u>	<u>1,315,034.88</u>	<u>0.00</u>	<u>0.00</u>

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

		1 Month Ended June 30, 2022 Actual	7 Months Ended June 30, 2022 Actual	12 Months Ended November 30, 2022 Budget	Year to Date Percentage Budget
Other Income (Expenses)					
000-665.4	Agency Account Interest	1,069.13	21,608.57	0.00	0.00
000-669	Sub-Agency Short Term Gain	0.00	1,813.37	0.00	0.00
000-670	Sub-Agency Change in Market Value	(46,515.22)	(477,263.70)	0.00	0.00
000-670.4	Agency Change in Market Value	(23,099.65)	(254,640.84)	0.00	0.00
000-965.4	Agency Admin Charges	(875.92)	(6,445.76)	0.00	0.00
790-955	Grants	(873.33)	(873.33)	0.00	0.00
Total Other Income (Expenses)		<u>(70,294.99)</u>	<u>(715,801.69)</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss) Before Taxes		<u>(174,986.80)</u>	<u>599,233.19</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)		<u>\$ (174,986.80)</u>	<u>\$ 599,233.19</u>	<u>\$ 0.00</u>	<u>0.00</u>

2:39 PM

07/11/22

Accrual Basis

Saline District Library Fund 101
monthly revenue
June 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.1 · City of Saline-Real Tax								
Deposit	06/23/2022			Deposit		001 · Key Bank...	6,846.58	6,846.58
Total 402.1 · City of Saline-Real Tax							6,846.58	6,846.58
402.2 · Bridgewater Township-Real Tax								
Deposit	06/23/2022			Ck # 438787		001 · Key Bank...	765.21	765.21
Total 402.2 · Bridgewater Township-Real Tax							765.21	765.21
402.3 · Freedom Township-Real Tax								
Deposit	06/10/2022			Ck # 3527		001 · Key Bank...	505.17	505.17
Deposit	06/23/2022			Deposit		001 · Key Bank...	123.55	628.72
Total 402.3 · Freedom Township-Real Tax							628.72	628.72
402.4 · Lodi Township-Real Tax								
Deposit	06/23/2022			Deposit		001 · Key Bank...	6,951.76	6,951.76
Total 402.4 · Lodi Township-Real Tax							6,951.76	6,951.76
402.5 · Pittsfield Township-Real Tax								
Deposit	06/23/2022			Deposit		001 · Key Bank...	15,953.00	15,953.00
Total 402.5 · Pittsfield Township-Real Tax							15,953.00	15,953.00
402.6 · Saline Township-Real Tax								
Deposit	06/23/2022			Deposit		001 · Key Bank...	3,959.91	3,959.91
Total 402.6 · Saline Township-Real Tax							3,959.91	3,959.91
402.7 · York Township-Real Tax								
Deposit	06/23/2022			Deposit		001 · Key Bank...	4,783.59	4,783.59
Total 402.7 · York Township-Real Tax							4,783.59	4,783.59
413 · PPT Reimbursement								
Deposit	06/03/2022			CK # 12623		001 · Key Bank...	27.27	27.27
Total 413 · PPT Reimbursement							27.27	27.27
Total 402 · Property Taxes Control Account							39,916.04	39,916.04
628 · Printers-Revenue								
Deposit	06/01/2022			Deposit		001 · Key Bank...	3.90	3.90
Deposit	06/02/2022			Deposit		001 · Key Bank...	6.40	10.30
Deposit	06/03/2022			Deposit		001 · Key Bank...	4.40	14.70
Deposit	06/06/2022			Deposit		001 · Key Bank...	0.80	15.50
Deposit	06/06/2022			Deposit		001 · Key Bank...	9.10	24.60
Deposit	06/07/2022			Deposit		001 · Key Bank...	0.20	24.80
Deposit	06/08/2022			Deposit		001 · Key Bank...	3.30	28.10

Saline District Library Fund 101
monthly revenue
June 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	06/09/2022			Deposit		001 · Key Bank...	4.60	32.70
Deposit	06/10/2022			Deposit		001 · Key Bank...	1.75	34.45
Deposit	06/10/2022			Deposit		001 · Key Bank...	5.20	39.65
Deposit	06/13/2022			Deposit		001 · Key Bank...	0.30	39.95
Deposit	06/14/2022			Deposit		001 · Key Bank...	24.10	64.05
Deposit	06/16/2022			Deposit		001 · Key Bank...	0.20	64.25
Deposit	06/17/2022			Deposit		001 · Key Bank...	5.40	69.65
Deposit	06/21/2022			Deposit		001 · Key Bank...	2.90	72.55
Deposit	06/22/2022			Deposit		001 · Key Bank...	1.50	74.05
Deposit	06/23/2022			Deposit		001 · Key Bank...	16.60	90.65
Deposit	06/23/2022			Deposit		001 · Key Bank...	0.85	91.50
Deposit	06/24/2022			Deposit		001 · Key Bank...	1.20	92.70
Deposit	06/27/2022			Deposit		001 · Key Bank...	5.50	98.20
Deposit	06/28/2022			Deposit		001 · Key Bank...	6.50	104.70
Deposit	06/29/2022			Deposit		001 · Key Bank...	9.60	114.30
Deposit	06/30/2022			Deposit		001 · Key Bank...	12.00	126.30
Total 628 · Printers-Revenue							126.30	126.30
629 · Non-Resident Fees								
Deposit	06/15/2022			Deposit		001 · Key Bank...	25.00	25.00
Deposit	06/16/2022			Deposit		001 · Key Bank...	150.00	175.00
Deposit	06/22/2022			Deposit		001 · Key Bank...	40.00	215.00
Total 629 · Non-Resident Fees							215.00	215.00
658 · Fines-Overdue Materials								
Deposit	06/02/2022			Deposit		001 · Key Bank...	15.80	15.80
Deposit	06/03/2022			Deposit		001 · Key Bank...	52.30	68.10
Deposit	06/03/2022			Deposit		001 · Key Bank...	79.45	147.55
Deposit	06/06/2022			Deposit		001 · Key Bank...	24.45	172.00
Deposit	06/06/2022			Deposit		001 · Key Bank...	8.40	180.40
Deposit	06/06/2022			Deposit		001 · Key Bank...	17.00	197.40
Deposit	06/07/2022			Deposit		001 · Key Bank...	36.65	234.05
Deposit	06/08/2022			Deposit		001 · Key Bank...	32.00	266.05
Deposit	06/09/2022			Deposit		001 · Key Bank...	26.25	292.30
Deposit	06/10/2022			Deposit		001 · Key Bank...	72.10	364.40
Deposit	06/10/2022			Deposit		001 · Key Bank...	12.60	377.00
Deposit	06/13/2022			Deposit		001 · Key Bank...	5.40	382.40
Deposit	06/13/2022			Deposit		001 · Key Bank...	9.90	392.30
Deposit	06/13/2022			Deposit		001 · Key Bank...	0.90	393.20
Deposit	06/14/2022			Deposit		001 · Key Bank...	13.50	406.70
Deposit	06/15/2022			Deposit		001 · Key Bank...	32.40	439.10
Deposit	06/16/2022			Deposit		001 · Key Bank...	3.90	443.00
Deposit	06/17/2022			Deposit		001 · Key Bank...	26.85	469.85
Deposit	06/21/2022			Deposit		001 · Key Bank...	5.10	474.95
Deposit	06/21/2022			Deposit		001 · Key Bank...	11.70	486.65
Deposit	06/21/2022			Deposit		001 · Key Bank...	4.50	491.15
Deposit	06/22/2022			Deposit		001 · Key Bank...	36.80	527.95

Saline District Library Fund 101
monthly revenue
June 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	06/23/2022			Deposit		001 · Key Bank...	20.75	548.70
Deposit	06/23/2022			Deposit		001 · Key Bank...	49.35	598.05
Deposit	06/23/2022			Deposit		001 · Key Bank...	73.65	671.70
Deposit	06/24/2022			Deposit		001 · Key Bank...	9.50	681.20
Deposit	06/27/2022			Deposit		001 · Key Bank...	17.15	698.35
Deposit	06/27/2022			Deposit		001 · Key Bank...	5.40	703.75
Deposit	06/27/2022			Deposit		001 · Key Bank...	22.20	725.95
Deposit	06/28/2022			Deposit		001 · Key Bank...	28.55	754.50
Deposit	06/29/2022			Deposit		001 · Key Bank...	40.15	794.65
Deposit	06/30/2022			Deposit		001 · Key Bank...	41.25	835.90
Deposit	06/30/2022			Deposit		001 · Key Bank...	181.65	1,017.55
Total 658 · Fines-Overdue Materials							1,017.55	1,017.55
658.1 · Materials Replacement Fees								
Deposit	06/01/2022			Deposit		001 · Key Bank...	30.99	30.99
Deposit	06/02/2022			Deposit		001 · Key Bank...	18.99	49.98
Deposit	06/03/2022			Deposit		001 · Key Bank...	22.99	72.97
Deposit	06/10/2022			Deposit		001 · Key Bank...	92.00	164.97
Deposit	06/13/2022			Deposit		001 · Key Bank...	33.98	198.95
Deposit	06/15/2022			Deposit		001 · Key Bank...	47.99	246.94
Deposit	06/16/2022			Deposit		001 · Key Bank...	8.99	255.93
Deposit	06/17/2022			Deposit		001 · Key Bank...	33.94	289.87
Deposit	06/21/2022			Deposit		001 · Key Bank...	50.11	339.98
Deposit	06/21/2022			Deposit		001 · Key Bank...	15.95	355.93
Deposit	06/21/2022			Deposit		001 · Key Bank...	28.99	384.92
Deposit	06/22/2022			Deposit		001 · Key Bank...	71.70	456.62
Deposit	06/23/2022			Deposit		001 · Key Bank...	21.95	478.57
Deposit	06/23/2022			Deposit		001 · Key Bank...	16.99	495.56
Deposit	06/24/2022			Deposit		001 · Key Bank...	29.65	525.21
Deposit	06/28/2022			Deposit		001 · Key Bank...	16.99	542.20
Deposit	06/29/2022			Deposit		001 · Key Bank...	25.65	567.85
Deposit	06/30/2022			Deposit		001 · Key Bank...	17.99	585.84
Deposit	06/30/2022			Deposit		001 · Key Bank...	13.99	599.83
Total 658.1 · Materials Replacement Fees							599.83	599.83
658.2 · Card Replacement Fees								
Deposit	06/10/2022			Deposit		001 · Key Bank...	1.00	1.00
Deposit	06/23/2022			Deposit		001 · Key Bank...	2.00	3.00
Total 658.2 · Card Replacement Fees							3.00	3.00
665.1 · General Account Interest								
Deposit	06/30/2022			Deposit		001 · Key Bank...	2.06	2.06
Total 665.1 · General Account Interest							2.06	2.06
674 · Donations-Unrestricted								

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07/11/22

Accrual Basis

Saline District Library Fund 101
monthly revenue
June 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	06/03/2022			Deposit		001 · Key Bank...	3.05	3.05
Total 674 · Donations-Unrestricted							3.05	3.05
674.1 · Donations-Restricted								
Deposit	06/10/2022			Boy Scouts of...		001 · Key Bank...	105.42	105.42
Total 674.1 · Donations-Restricted							105.42	105.42
674.2 · Donations-Friends								
Deposit	06/23/2022			Deposit		001 · Key Bank...	862.68	862.68
Deposit	06/23/2022			Deposit		001 · Key Bank...	750.00	1,612.68
Deposit	06/30/2022			Deposit		001 · Key Bank...	660.44	2,273.12
Total 674.2 · Donations-Friends							2,273.12	2,273.12
680 · Other Income								
Deposit	06/10/2022			Flash Drives		001 · Key Bank...	25.00	25.00
Total 680 · Other Income							25.00	25.00
699 · Transfer from Other Funds								
Deposit	06/06/2022			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							194,286.37	194,286.37

Saline District Library Fund 101

07/07/22

Bill List

Accrual Basis

June 2022

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	06/10/2022			Pay Period Ending 6/4/2...	27,400.27
Check	06/10/2022			MERS Pay Period endin...	1,248.77
Check	06/10/2022			MERS 457 Pay Period E...	848.82
Check	06/10/2022			MERS Staff Loan Pmt. ...	183.74
Check	06/10/2022			MERS Staff Loan Pmt. ...	88.19
Check	06/24/2022			Pay Period Ending 6/18/...	29,678.64
Check	06/24/2022			MERS Pay Period endin...	1,233.06
Check	06/24/2022			MERS 457 Pay Period E...	853.38
Check	06/24/2022			MERS Staff Loan Pmt. ...	183.74
Check	06/24/2022			MERS Staff Loan Pmt. ...	88.19
Total 702 · Salaries					61,806.80
716 · Employee Insurances/Benefits					
Bill	06/15/2022	5/1-...	BLUE CROSS BL...	Replacement check for ...	7,267.79
Bill	06/21/2022	97611	THE SBAM PLAN	Life/Ad&d	751.07
Bill	06/21/2022	6/1-...	BLUE CROSS BL...	6/1-6/30/2022	3,369.08
Total 716 · Employee Insurances/Benefits					11,387.94
719 · Health Reimbursement					
Bill	06/14/2022	MED...	EHIM	MED00003210	1,634.21
Total 719 · Health Reimbursement					1,634.21
723 · Retirement					
Check	06/10/2022			MERS Employer Cont. P...	1,248.77
Check	06/24/2022			MERS Employer Cont. P...	1,233.06
Total 723 · Retirement					2,481.83
727 · Office Supplies					
Bill	06/02/2022	4/10...	AMAZON		135.45
Bill	06/30/2022	1642...	STAPLES BUSIN...		425.46
Total 727 · Office Supplies					560.91
727.4 · Cartridges					
Bill	06/02/2022	4/10...	AMAZON		127.52
Total 727.4 · Cartridges					127.52
732 · Cleaning Supplies					
Bill	06/02/2022	4/10...	AMAZON		149.90
Bill	06/30/2022	1642...	STAPLES BUSIN...		311.42
Total 732 · Cleaning Supplies					461.32
734 · Processing Supplies					
Bill	06/02/2022	4/10...	AMAZON		34.99
Bill	06/14/2022	3236...	SHOWCASES	Returned item but paid f...	14.56
Bill	06/14/2022	7133...	DEMCO INC	CD 2 Ring albums	142.35
Bill	06/30/2022	7138...	DEMCO INC		314.40
Total 734 · Processing Supplies					506.30
740 · Equipment					
Bill	06/02/2022	4/10...	AMAZON		1,387.16
Bill	06/02/2022	6/14/...	KEYBANK - NATI...		16.03
Total 740 · Equipment					1,403.19

Saline District Library Fund 101

07/07/22

Bill List

Accrual Basis

June 2022

Type	Date	Num	Name	Memo	Amount
750.1 · Adult Programming					
Bill	06/02/2022	4/10...	AMAZON	Program supplies	422.06
Bill	06/02/2022	6/14/...	KEYBANK - NATI...		1,200.00
Bill	06/14/2022	6/20/...	WENSTRUP, GA...	Motown program	225.00
Bill	06/14/2022	6/13/...	WILSON, VALERIE	Peanut Butter Ice Cream...	200.00
Bill	06/14/2022	70101	THE LIBRARY N...	Movie Licensing 4/1/22-...	466.00
Bill	06/21/2022	7/6/2...	DOWNIE, KATHE...	Polymer clay ocean pen...	100.00
Bill	06/21/2022	7/13/...	DOWNIE, KATHE...	Polymer clay ocean earri...	100.00
Bill	06/21/2022	7/7/2...	WILSON, VALERIE	Cucumber Salad 7/7/2022	200.00
Bill	06/21/2022	6/27/...	EICHER CONSU...	Michigan's Largest Com...	350.00
Total 750.1 · Adult Programming					3,263.06
750.2 · Teen Programming					
Bill	06/02/2022	4/10...	AMAZON	Program supplies	1,057.55
Bill	06/02/2022	6/14/...	KEYBANK - NATI...		96.57
Total 750.2 · Teen Programming					1,154.12
750.3 · Youth Programming					
Bill	06/02/2022	4/10...	AMAZON	Program supplies	2,232.86
Bill	06/02/2022	6/14/...	KEYBANK - NATI...		504.36
Total 750.3 · Youth Programming					2,737.22
750.4 · Programming Funded by Friends					
Bill	06/02/2022	4/10...	AMAZON		147.19
Bill	06/02/2022	8001...	STERICYCLE, INC.	Community Shred Event	750.00
Deposit	06/23/2022			Deposit	-862.68
Deposit	06/23/2022			Deposit	-750.00
Bill	06/30/2022	3982...	SCHOLASTIC INC.		302.68
Deposit	06/30/2022			Deposit	-660.44
Total 750.4 · Programming Funded by Friends					-1,073.25
752.1 · Summer Reading-Adult					
Bill	06/02/2022	4/10...	AMAZON		383.41
Bill	06/02/2022	5/21/...	LASH, JESSICA	program supplies	208.65
Total 752.1 · Summer Reading-Adult					592.06
752.2 · Summer Reading-Teen					
Bill	06/02/2022	4/10...	AMAZON		902.91
Bill	06/02/2022	6/14/...	KEYBANK - NATI...		34.23
Bill	06/21/2022	6/22/...	JOEL TACEY'S T...	Nerf Mobile Games	495.00
Total 752.2 · Summer Reading-Teen					1,432.14
752.3 · Summer Reading-Youth					
Bill	06/02/2022	5338	JOEL TACEY'S T...	6/16/2022 Summer Rea...	445.00
Bill	06/02/2022	7126...	DEMCO INC	Stickers, hanging hooks	89.72
Bill	06/02/2022	6/14/...	KEYBANK - NATI...		144.96
Bill	06/02/2022	6/23/...	ANN ARBOR SY...	A2SO 6/23/2022	300.00
Bill	06/14/2022	1043...	LESLIE SCIENCE...	Nature's Nightlife 6/30/2...	210.44
Total 752.3 · Summer Reading-Youth					1,190.12
762.1 · Adult ETC					
Bill	06/02/2022	4/10...	AMAZON		29.84
Total 762.1 · Adult ETC					29.84
772.1 · Ebooks-Adult					
Bill	06/02/2022	2601...	KANOPY, INC.		252.00
Bill	06/02/2022	2992...	KANOPY, INC.		216.00
Bill	06/14/2022	5021...	MIDWEST TAPE		4,238.59
Bill	06/14/2022	5021...	MIDWEST TAPE	Flex Account	6,727.82
Total 772.1 · Ebooks-Adult					11,434.41

Saline District Library Fund 101

07/07/22

Bill List

Accrual Basis

June 2022

Type	Date	Num	Name	Memo	Amount
772.3 · Ebooks-Youth					
Bill	06/02/2022	2601...	KANOPY, INC.		15.00
Bill	06/02/2022	2992...	KANOPY, INC.		18.00
Total 772.3 · Ebooks-Youth					33.00
802 · Professional Services-Bookkeep					
Check	06/13/2022			June Fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
850 · Internet					
Bill	06/02/2022	CI-0...	MERIT NETWORK...	7/1/2022-6/30/2023	7,740.00
Bill	06/02/2022	6/13/...	T-MOBILE	Hot Spots	297.50
Total 850 · Internet					8,037.50
851 · Telephone					
Bill	06/30/2022	2488...	TELNET WORLD...	Invoice # 248805	431.50
Total 851 · Telephone					431.50
860 · Travel/Lodging					
Bill	06/02/2022	5/25/...	HARMON, CATH...	Outreach Mileage	31.81
Bill	06/14/2022	6/6/2...	SOERENS, KELLY	Mileage for school visits	13.34
Total 860 · Travel/Lodging					45.15
920 · Electricity					
Check	06/13/2022			DTE	3,741.21
Total 920 · Electricity					3,741.21
921 · Gas					
Check	06/13/2022			DTE	1,069.59
Total 921 · Gas					1,069.59
930 · Building Maintenance					
Bill	06/02/2022	4/10...	AMAZON		304.41
Bill	06/02/2022	7802	ALTECH	chiller repair, parts, labor...	402.50
Bill	06/02/2022	61475	MCW PARTNERS	Invoice #61475	135.00
Bill	06/02/2022	9316...	GRAINGER	V belts	29.38
Bill	06/02/2022	9316...	GRAINGER	hand wound cord reel	10.60
Bill	06/02/2022	1926...	WYANDOTTE AL...		120.00
Bill	06/02/2022	8548...	WASTE MANAG...		108.13
Bill	06/02/2022	0237...	WASTE MANAG...		203.74
Bill	06/02/2022	6/14/...	KEYBANK - NATI...		104.34
Bill	06/21/2022	9203...	HD SUPPLY FAC...	Battery recycling kit	96.93
Bill	06/21/2022	9202...	HD SUPPLY FAC...	Dust bag for vacuum	40.37
Bill	06/30/2022	24788	CHELSEA LUMB...	saw blades	16.56
Bill	06/30/2022	38432	CHELSEA LUMB...	Landscaping supplies	31.98
Total 930 · Building Maintenance					1,603.94
932 · Ground Maintenance					
Bill	06/02/2022	4/10...	AMAZON		239.94
Bill	06/02/2022	9189	K&B ASPHALT S...	Parking lot striping	1,115.00
Total 932 · Ground Maintenance					1,354.94
934 · Equipment Maintenance					
Bill	06/14/2022	5064...	RICOH USA, INC		5.38
Total 934 · Equipment Maintenance					5.38
955 · Grants					
Bill	06/02/2022	4/10...	AMAZON		873.33
Total 955 · Grants					873.33

Saline District Library Fund 101

07/07/22

Bill List

Accrual Basis

June 2022

Type	Date	Num	Name	Memo	Amount
956 · Miscellaneous					
Bill	06/02/2022	6/2/2...	PILARZ, CHRISTI...	Refreshments for Staff ...	65.87
Bill	06/14/2022	6/8/2...	LASH, JESSICA	Retirement gift for Cathy...	25.00
Total 956 · Miscellaneous					90.87
958 · Dues					
Bill	06/14/2022	3588...	MIDWEST COLL...	7/1/22-6/30/2023	125.00
Total 958 · Dues					125.00
964.4 · MelCat Reimbursements					
Bill	06/14/2022	3235...	OAKLAND COM...	Barcode 32355003983095	28.00
Total 964.4 · MelCat Reimbursements					28.00
965 · Bank Charges					
Check	06/03/2022			Merch Fee	28.40
Check	06/03/2022			Merch fee	21.12
Check	06/08/2022			May Analysis Fee	208.22
Total 965 · Bank Charges					257.74
969 · Insurance					
Bill	06/30/2022	5362...	KEMNER IOTT B...	Year end workman's co...	261.00
Total 969 · Insurance					261.00
981 · Books funded by friends					
Bill	06/14/2022	5/1-...	MIDWEST TAPE		124.45
Bill	06/30/2022	5/1-...	BAKER & TAYLOR		107.40
Total 981 · Books funded by friends					231.85
982.1 · Adult Fiction					
Bill	06/02/2022	4/10...	AMAZON		102.86
Bill	06/30/2022	5/1-...	BAKER & TAYLOR		2,622.49
Total 982.1 · Adult Fiction					2,725.35
982.15 · Large Print					
Bill	06/02/2022	4/10...	AMAZON		61.48
Bill	06/30/2022	5/1-...	BAKER & TAYLOR		421.43
Total 982.15 · Large Print					482.91
982.2 · Teen Fiction					
Bill	06/02/2022	4/10...	AMAZON		14.24
Bill	06/30/2022	5/1-...	BAKER & TAYLOR		437.68
Total 982.2 · Teen Fiction					451.92
982.3 · Youth Fiction					
Bill	06/30/2022	5/1-...	BAKER & TAYLOR		2,060.48
Total 982.3 · Youth Fiction					2,060.48
983.1 · Adult Nonfiction					
Bill	06/02/2022	4/10...	AMAZON		183.52
Bill	06/30/2022	5/1-...	BAKER & TAYLOR		2,250.17
Total 983.1 · Adult Nonfiction					2,433.69
983.3 · Youth Nonfiction					
Bill	06/30/2022	5/1-...	BAKER & TAYLOR		1,144.79
Bill	06/30/2022	5/1-...	BAKER & TAYLOR		109.98
Total 983.3 · Youth Nonfiction					1,254.77

Saline District Library Fund 101

07/07/22

Bill List

Accrual Basis

June 2022

Type	Date	Num	Name	Memo	Amount
984.1 · Audiobooks-Adult					
Bill	06/14/2022	5/1-...	MIDWEST TAPE		66.99
Total 984.1 · Audiobooks-Adult					66.99
984.2 · Audiobooks-Teen					
Bill	06/14/2022	5/1-...	MIDWEST TAPE		74.98
Total 984.2 · Audiobooks-Teen					74.98
985.1 · DVDBlu Rays-Adult					
Bill	06/14/2022	5/1-...	MIDWEST TAPE		865.15
Total 985.1 · DVDBlu Rays-Adult					865.15
985.3 · DVD/Blu Rays-Youth					
Bill	06/14/2022	5/1-...	MIDWEST TAPE		139.42
Total 985.3 · DVD/Blu Rays-Youth					139.42
986.1 · Music CDs-Adult					
Bill	06/14/2022	5/1-...	MIDWEST TAPE		11.24
Total 986.1 · Music CDs-Adult					11.24
TOTAL					130,531.64

SALINE DISTRICT LIBRARY
July 12, 2022

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



Library Director's Report
Submitted by Karrie Waarala
July 19, 2022

- Beginning July 15, masks are **strongly recommended** instead of required for everyone attending in-person programs at the library. We will continue to ask anyone who is not feeling well, or who knows that they have been exposed to COVID, to please not attend in-person programs until they're in the clear. Masks are still required for all staff members, and the Plexiglas at the service desks will remain in place.
- Summer Reading continues to go well, with many people commenting how easy and fun it is with the new online platform. We now have 1604 people registered (817 kids, 153 teens, and 634 adults). We haven't had this many participants since 2017. Some of our featured upcoming summer programs include a Family Game Day, a magic show by Jeff Wawrzaszek, and a visit from the Howell Nature Center *Spirit of Alexandria* Nature Bus, for which Teen Services Librarian Katie Mitchell wrote a grant. Patrons are also invited to visit our Children's BookWalk and the Sea Shanties and Legends of the Deep Literature Walk throughout our woods, which features QR codes that participants can scan to hear the sea shanties or access more information about mysterious sea creatures.
- The transition to [our new online events calendar](#) has gone well, with many people commenting how much easier it is to use. Our programs now appear on the LocalHop app when users search for [events in and around Saline](#). Our website redesign project is nearing completion, with our final set of changes delivered to the design team this week.
- Food for Fines was a great success. We collected 34 boxes of food items for Saline Area Social Service and waived \$662 in overdue fines. For the last week of June, we beta tested the "Pay it Forward" suggestion that allowed patrons to donate extra food items and waive overdue fines for the next person who had them. Patrons appreciated this feature, so we will do it for the entire month next year. Saline Area Social Services was very grateful for the large donation of needed food items.
- The Merit CAN (Community Access Network) project, which provided two routers to increase wireless access on library grounds, has concluded. Merit has donated the equipment and the installation to SDL so that we can continue to offer expanded wireless access. We will just need to pay the annual licensing.

- We have our (hopefully!) final two staffing updates this month:
 - We have hired a new Head of Adult Services Librarian, Evan Smale, who started at SDL on July 11. Evan comes to us from the Clarkston Independence District Library, where he served as Head of Adult Services for five years. He also has several years of experience as an electronic services librarian and
 - We have hired a new Full-Time Youth Services Librarian, Anna Hinkley, who will start at SDL on July 20. Anna has experience working with kids in the Youth Department at Dexter District Library, and as a school librarian for a charter school in Canton.
- I have been asked to join the *Public Library Impact, Communication, and Responsiveness In Times of Uncertainty Group (PLICR)*, which is a yearlong cohort of 25 Class IV-VI library directors. It consists of a yearlong series of monthly presentations, discussions, and interactive activities to address emerging concerns among libraries about community perception, outrage management, crisis leadership, and communication. The project is a joint effort of the University of Michigan School of Information, the Library of Michigan, the Institute of Museum and Library Services' Library Services and Technologies Act, and the Library of Michigan Foundation.
- I have been appointed to the City of Saline Arts & Culture Committee, and will begin on July 20.
- Recent comments from patrons include:
 - "I don't know what I would do without my library card."
 - Upon getting information about this year's "Ocean of Possibilities" Summer Reading Program: "You are an ocean of information! Thank you!"
 - A suggestion to be able to reserve study rooms. We plan to incorporate this feature when we add the LocalHop room reservation platform to our new website and allowing public reservations of the Brecon Room this fall.



July 5, 2022

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

**RE: SALINE DISTRICT 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” or “our” refers to Quinn Evans; “SDL” 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 SDL 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 SDL is looking to update its facilities to best meet the needs of its community today.

SDL has clearly identified this need to optimize its spaces to support its 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, SDL 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 SDL's strategic plan, the building and site. We will then conduct interviews with SDL leadership and staff to understand workflows, bottle necks, and needs. These discussions help us gain a deep understanding of the library activities that SDL already accommodates well, those that SDL wishes it could accommodate better, and those SDL wants to support but currently cannot due to space limitations within the building.

We then use our experience and expertise to develop concepts that show options for transforming SDL's current space to best accommodate these new activities and better support SDL's 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 areas 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 SDL 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 SDL's feedback, and 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 SDL 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 Interview 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.
- QE 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

QE's 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 SDL.

1. **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.

2. **Reimbursable Expenses.** Out-of-pocket expenses such as printing, postage, 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.

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

If SDL agrees 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

A handwritten signature in blue ink, reading "Ann K. Dilcher".

Ann K. Dilcher, AIA, LEED AP Principal

A handwritten signature in dark ink, reading "K. A. H.".

Approved by

7/5/22

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 SDL (also referred to as “Client”), 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, upon the request of a party, 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 exceed the Architect's Professional Services Fee. Such causes include, but are not limited to, the Architect's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

b. Claims for Consequential Damage. The Architect and the Client 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, its 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.

7. **Termination of Services.** This Agreement may be terminated by the Client or the Architect by giving the other party 30 (thirty) days' notice. In the event of termination, the Client shall pay the Architect for all services, reimbursable expenses, and reimbursable termination expenses rendered to the date of termination.

8. **Standard of Care.** In providing services under this Agreement, the Architect will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstance.

9. **Instrument of Service.** The report prepared by the Architect for this project is an instrument of the Architect's service for use solely with respect to this project and the Architect shall be deemed the author of the report. The report will belong to the Client and the Client can, if elected; copyright the report so long as the Architect is credited as the author. The Architect retains the right to refer to the project and discuss in general the Architect's involvement in the project with potential clients. The Architect shall also be able to refer to the project and describe the Architect's involvement in the project in news releases, office brochures and other marketing material used to describe the type of services the Architect can provide to potential clients.

10. **Hazardous Materials.**

a. Definition of Hazardous Materials. As used in this Agreement, the term hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the project site.

b. Hazardous Materials. Suspension of Services. Both parties acknowledge that the Architect's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the Architect or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to the Architect that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the Architect's services, the Architect may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate qualified Architects and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

c. Hazardous Materials Indemnity. The Client agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, partners, employees and subconsultants (collectively, Architect) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of the Architect.

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 Client 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 Client 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. The 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, provided, however, that any photographs of the Client's patrons may only be used with the consent of the patrons. The Architect shall not have access to, and shall not access, library records of SDL, as defined in the Michigan Library Privacy Act, Public Act 455 of 1982, as amended.

12. Discrimination. 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

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SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 505

SUBJECT: REFERENCE SERVICES

1. The staff will assist in locating library materials and information and provide concise answers to specific questions for patrons who appear in person, call on the telephone, or submit queries through regular mail, email, or other electronic means. Requests in person will take precedence over telephone, electronic, or written requests. A maximum of 30 minutes of staff time will be allocated for email or written requests.
2. For research projects or questions requiring more than a concise answer, library resources will be explained and research strategies will be suggested.
3. Patrons may be referred to other departments, agencies, and libraries in pursuit of needed information. Current participation in MelCat enables easy access to Michigan library resources through interlibrary loan.
4. Staff members will assist patrons in the use of library materials and resources to find medical, legal, and financial information, but do not offer interpretation, advice, opinions, or personal experience. Staff will use reputable and authoritative sources, such as databases and other online resources subscribed to by the library. Library patrons must always be cognizant that internet sources should be used with care. Staff members are unable to vouch for the accuracy or currency of information obtained online.
5. The Library maintains a small collection of local history and general genealogical materials and subscribes to genealogical resources. Staff members will provide guidance in locating items in the collection and use of resources, but will not engage in genealogical research for individuals.
6. The library provides computers offering internet access and Microsoft software. Reference and technology staff will assist with basic internet and software assistance, but are unable to provide more detailed instruction on a one-to-one basis.

7. Library staff will provide tours of the facility for school groups, community groups, or businesses within the Library service area. Tours may consist of an overview of the Library's services and collections, sharing of literature through storytelling or booktalking, and/or special instruction on the use of various sources. Tours are subject to the availability of a staff person to conduct the tour and must be arranged in advance with the appropriate department.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 508

SUBJECT: PUBLIC BULLETINS, BROCHURES, & NOTICES

1. The Saline District Library encourages the display of informational bulletins, brochures, and posters regarding area educational, cultural and civic events of interest to the community.
2. Such bulletins, brochures, and posters:
 - a. must be submitted to the library staff for approval
 - b. should be no larger than 12" x 18"
 - c. must meet acceptable standards as determined by the library
 - d. may include public informational programs sponsored by denominational groups
 - e. may include informational, nonpartisan political events
 - f. may include information regarding fundraising events sponsored by any non-profit organization
 - g. may not include notices of merchandise for sale; rental announcements; notices of sales, auctions and related events; for-profit organization advertisements; or job postings
3. Activities having no specific date may be displayed for a reasonable length of time as determined by the library according to available space. Time dated material should be submitted with a beginning and end date.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 512

SUBJECT: PUBLIC DISCUSSION at BOARD OF TRUSTEES MEETINGS

1. In keeping with the [Michigan Open Meetings Act, PA 267 of 1976](#), the Saline District Library Board of Trustees encourages citizens to address their concerns and comments at regularly scheduled meetings during the two times indicated on the agenda.
2. Each individual will be given up to three minutes to address the Board at any one meeting. That time may be increased at the discretion of the Board.
3. A group of five or more people that is interested in addressing a particular topic before the Board must give 24 hours advanced notice to ensure seating for the group. The group should select up to five representatives to speak on its behalf for a total of no more than fifteen minutes.
4. Trustees will not respond to public comments at meetings but will take comments under advisement and respond as needed or appropriate at a later time.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 601

SUBJECT: SDL EMPLOYMENT AT SALINE DISTRICT LIBRARY

1. Definitions

- a. Regular full-time employment at Saline District Library is defined as employment of 40 hours per week.
- b. Regular part-time employment at Saline District Library is defined as employment of less than 40 hours per week that occurs on a regular and recurring basis.
- c. Temporary employment is defined as employment in a specific position, either full or part-time, **with an expected end date, that and** is established for:
 - 1. a specific project.
 - 2. relief for regular employee absences including vacation.
 - 3. augmenting regular staff occasioned by resignations, dismissals, vacations, increased work loads, or other conditions that may create a short-term need.
- d. **Substitute employment is defined as “on call” part-time employment with no expected end date.** Substitute employees are utilized to cover public service area positions in the event that the regular staff member is absent due to illness, vacation, or other approved leave. There are no guaranteed hours for substitute employees.

2. Regulations

- a. Regular full-time employees are eligible to participate in a Section 125 Individual Benefit Plan. (Policy #626)
- b. Regular full-time employees and part-time employees working at least 20 hours per week on a regular and recurring basis are entitled to paid time off.

- c. For the purposes of paid time off, the definition of a day ~~is as follows:~~
~~depends on the employees regularly scheduled work week.~~

Reg. Full time employee:	8 hours is one day
Reg. Part time employee:	
35-39 $\frac{3}{4}$ hours	7 hours is one day
30-34 $\frac{3}{4}$ hours	6 hours is one day
25-29 $\frac{3}{4}$ hours	5 hours is one day
20-24 $\frac{3}{4}$ hours	4 hours is one day

- d. Regular full-time employees and part-time employees, who have attained the age of 21, and who work at least 20 hours per week on a regular and recurring basis, will participate in the retirement program. (Policy #627)
- e. Regular full-time employees and part-time employees, who work at least 20 hours per week on a regular and recurring basis, ~~are eligible to will~~ participate in a healthcare ~~reimbursement~~ flexible spending account plan, funded by Saline District Library. (Policy #628) ~~Employees may also elect to contribute their own money to a flexible spending account.~~

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 712

SUBJECT: ELECTRONIC FUND TRANSFERS

1. The Director is responsible for authorizing the use of electronic fund transfers (ACH payments) for incoming and outgoing payments, or transfers across library accounts.
2. ~~Documentation for the transfer must be on file.~~ All electronic fund transfers must be documented and records retained in the appropriate accounting files.
 - ~~A copy of the wire transfer form~~
 - ~~The invoice or notice of payment~~
 - ~~Confirmation from the financial institution of a completed transaction~~
3. ~~Proof of the transaction will be mailed to the library accounting service to be recorded on the monthly financial statement.~~ All electronic fund transfer transactions must be included in the general ledger and the appropriate monthly financial statements for Library Board approval.
4. ~~The transaction must be included on the monthly bill list for Board approval.~~

Circulation FY2021-2022

ITEM	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
Book Materials													
Total Books	15,352	16,751	16,126	17,974	16,512	15,664	20,211						118,590
% of Total Circ.	75.78%	76.89%	78.13%	78.15%	79.74%	77.51%	80.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	78.09%
AV Materials													
DVD/BLU-RAY	3,708	3,667	3,247	3,519	2,997	3,168	3,474						23,780
Music CDs	320	302	291	339	253	271	320						2,096
Audio Books	560	580	584	658	573	586	561						4,102
Playaways	0	1	0	1	4	11	7						24
J Kits	152	177	145	213	125	110	151						1,073
Total AV	4,740	4,727	4,267	4,730	3,952	4,146	4,513	0	0	0	0	0	31,075
% of Total Circ.	23.40%	21.70%	20.67%	20.57%	19.09%	20.51%	17.86%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	20.46%
Interlibrary Loans													
SDL Patron Filled Requests	690	1,105	957	745	838	846	726						5,907
% of Total Circ.	3.41%	5.07%	4.64%	3.24%	4.05%	4.19%	2.87%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.89%
Lends Out to Libs	672	991	823	991	848	855	920						6,100
Equipment	52	52	55	66	62	122	188						597
Periodicals	114	257	193	228	181	278	353						1,604
% of Total Circ.	0.56%	1.18%	0.94%	0.99%	0.87%	1.38%	1.40%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.06%
TOTAL 2022 CIRC	20,258	21,787	20,641	22,998	20,707	20,210	25,265	0	0	0	0	0	151,866
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%	3.45%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-34.15%
Downloads													
Ebooks	2,035	2,881	2,925	3,034	2,934	2,900	2,895						19,604
AudioBooks	2,235	2,544	2,379	2,584	2,618	2,806	2,967						18,133
Music	289	400	349	417	358	318	286						2,417
Video	197	401	322	363	333	288	286						2,190
Magazines	433	418	518	435	375	343	387						2,909
Tumble books	9	11	5	12	10	49	3						99
Total Downloads	5,198	6,655	6,498	6,845	6,628	6,704	6,824	0	0	0	0	0	45,352
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%	10.42%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-40.22%
GRAND TOTAL CIRC	25,456	28,442	27,139	29,843	27,335	26,914	32,089	0	0	0	0	0	197,218
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%	4.86%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-35.65%
Cards Issued	90	102	104	123	93	90	184						786
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%	52.07%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-25.64%
3 M Gate Count	7,163	8,359	7,981	10,222	9,634	9,634	11,166						64,159
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%	60.20%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-14.23%
Average Per Day	231	269	275	329	321	310	372	0	0	0	0	0	184

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

Programs and Services FY2020-2021

	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
YOUTH													
Youth Storytimes	5	8	32	28	29	0	7						109
# attending	46	110	344	354	367	0	122						1,343
Staff Programs	2	3	7	7	7	6	13						45
# attending	260	216	305	328	380	73	320						1,882
Guest Performers	0	0	0	0	0	0	4						4
# attending	0	0	0	0	0	0	153						153
Visits & Tours	0	0	0	0	1	2	3						6
# attending	0	0	0	0	10	107	343						460
Off Site Presentations	6	0	0	0	0	4	13						23
# attending	150	0	0	0	0	407	1056						1,613
Total events/month	13	11	39	35	37	12	40	0	0	0	0	0	187
Prior Year	9	16	17	20	19	16	23	24	16	22	27	39	248
% difference	44.44%	-31.25%	129.41%	75.00%	94.74%	-25.00%	73.91%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-24.60%
Total attendance	456	326	649	682	757	587	1,994	0	0	0	0	0	5,451
Prior Year	635	439	478	935	609	400	504	743	472	408	686	640	6,949
% difference	-28.19%	-25.74%	35.77%	-27.06%	24.30%	46.75%	295.63%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-21.56%
1KBBK				37	25	18							80
New Baby Packets	1	4	8	10	6	7	8	0	0	0	0	0	44
ADULT/TEEN													
Teen Programs	3	6	6	5	5	7	96						128
# attending	84	175	154	121	127	144	122						927
Teen Book Discussion	0	0	0	0	0	0	0						0
# attending	0	0	0	0	0	0	0						0
Visits & Tours	0	0	0	0	0	0	0						0
# attending	0	0	0	0	0	0	0						0
Off Site Presentations	0	0	0	0	0	0	0						0
# attending	0	0	0	0	0	0	0						0
Adult Programs	9	8	12	16	13	9	7						74
# attending	175	143	284	332	284	166	110						1,494
Adult Book Discussion	3	3	3	2	3	3	2						19
# attending	8	12	11	11	11	13	5						71
Family Programs	0	0	0	0	0	0	0						0
# attending	0	0	0	0	0	0	0						0
Internet Classes	0	0	0	0	0	0	0						0
# attending	0	0	0	0	0	0	0						0
Outreach/Bk Deliveries	4	4	4	4	4	4	4						28
# of items	114	114	114	113	114	112	112						793
Total events/month	15	17	21	23	0	19	105	0	0	0	0	0	200
Prior Year	33	21	22	19	19	14	21	18	14	18	29	15	243
% difference	-54.55%	-19.05%	-4.55%	21.05%	-100.00%	35.71%	400.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-17.70%
Total attendance	381	444	563	577	536	435	349	0	0	0	0	0	3,285
Prior Year	670	600	477	405	362	400	450	358	239	301	562	284	5,108
% difference	-43.13%	-26.00%	18.03%	42.47%	48.07%	84.15%	-22.44%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-35.69%

Programs and Services FY2020-2021

COMPUTER USAGE

PC usage onsite	511	509	476	663	601	650	616							4,026
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!	392.80%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%		52.62%
WiFi usage onsite	2,727	3,275	2,896	3,336	3,149	3,412	3,426							22,221
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%	13.56%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%		-19.91%
Youth AWE computers	0	0	0	85	153	93	276	0	0	0	0	0		607
Prior Year	0	0	0	0	0	0	0	0	0	0	0	0		0
% difference	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!
Ref. Questions:														
Youth	121	298	257		291	332	1,075							2,374
Adult	362	359	322	367	371	330	362							2,473
Circ Desk	314	406	358	356	326	370	360							2,490
Total Reference	797	1,063	937	723	988	1,032	1,797	0	0	0	0	0		7,337
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%	9.77%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%		-39.02%
Brecon Rm: #Groups	0	0	0	0	0	0	0							0
Prior Year #Groups	0	0	0	0	0	0	0	0	0	0	0	0		0
# of individuals	0	0	0	0	0	0	0							0
Study Rms: #Groups	150	174	159	214	188	190	206							1,281
Prior Year #Groups	0	0	0	0	0	0	37	80	112	172	204	158		763
# of individuals	218	262	217	300	268	260	285							1,810

* Includes views of online programs beginning December 2021

Website Access FY2021-2022

ONLINE SERVICES	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	TOTAL
Website access	9,379	12,167	10,966	11,348	11,550	11,923	13,454						80,787
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%	-8.59%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-42.41%
Catalog access	6,907	10,334	8,025	8,529	7,261	8,377	9,143						58,576
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%	-15.10%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-48.41%
Informational Databases	227	199	300	283	298	254	173						1,734
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%	-11.28%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-34.86%
Local History Databases													
Saline Valley Farms	12	10	14	31	31	13	12						123
Prior Year	10	16	14	19	20	9	8	14	29	20	19	3	181
% difference	20%	-38%	0%	63%	55%	44%	50%	-100%	-100%	-100%	-100%	-100%	-32%
Historical Homes	16	20	11	23	32	1	0						103
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%
Saline Newspapers	6,875	9,027	259										16,161
Prior Year	7,767	7,166	7,967	7,483	6,308	5,557	6,367	6,162	6,891	6,941	7,134	7,369	83,112
% difference	-11%	26%	-97%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-81%
Historical Photos	135	180	166	149	148	95	146						1,019
Prior Year	160	156	144	145	176	170	147	189	183	324	258	138	2,190
% difference	-16%	15%	15%	3%	-16%	-44%	-1%	-100%	-100%	-100%	-100%	-100%	-53%
MI Activity Pass	4	2	9	17	9	13	12						66
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%	20%	-100%	0%	-100%	-100%	#DIV/0!	-22%
New eNews subscribers	107	101	99	111	99	79	122						718
Total eNews subscribers	10,763	9,810	9,884	9,959	10,035	10,096	10,209						10,209
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%	-2.01%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-4.41%

* 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