



**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, SEPTEMBER 20, 2022, 7:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, SEPTEMBER 20, 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



PUBLIC NOTICE

A budget hearing will be held on Tuesday, September 20, 2022 at 7:00 p.m. at Saline District Library, 555 N. Maple Road, Saline, MI 48176.

The purpose of the budget hearing is to review and receive comments on the FY 2022/2023 operating budget. Draft copies of the budget will be available for public inspection during regular hours at Saline District Library.

The Library will provide necessary aids and services to individuals with disabilities at the budget hearing upon two (2) business days' notice to Saline District Library. Individuals should contact:

**Karrie Waarala, Director
Saline District Library
555 N. Maple Road
Saline, MI 48176
or call 734-429-5450**

**Saline District Library
Jenna Saldaña, Secretary**

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA
TUESDAY, SEPTEMBER 20, 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 July 19, 2022 meeting minutes as written.

Move _____ Second _____ to approve the September 14, 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 July financial reports.

Move _____ Second _____ to approve the August financial reports.

H. Budget Hearing for FY2022/23 Operating Millages

Move _____ Second _____ to open the Public Hearing for comments on the FY2022/23 operating millages.

1. Draft Budget Summary Discussion

Move _____ Second _____ to set the FY2022/23 operating millages at .8092 and .33 for a total of 1.1392 to be assessed in December 2022.

Move _____ Second _____ to close the Public Hearing on the FY2022/23 operating millages.

I. Committee Reports

1. Finance

2. Arts

3. Building & Grounds

4. Library Services

5. Staff Excellence

J. Library Director's Report

K. Old Business

1. Library Space Visioning Project

L. New Business

1. Pay Structure Review and Recommendations for FY2023

Move _____ Second _____ to approve the Pay Structure Review and Recommendations for FY2023 as presented by ElementOne Consulting.

2. Policy Review

a. Policy 503: Disasters

Move _____ Second _____ to approve Policy 503: Disasters as presented.

b. Policy 513: Health Emergencies

Move _____ Second _____ to approve Policy 513: Health Emergencies as presented.

c. Policy 510: Patron Feedback & Reconsideration of Materials

Move _____ Second _____ to approve revised Policy 510: Patron Feedback & Reconsideration of Materials.

d. Policy 710: Record Retention Schedule

Move _____ Second _____ to approve revised Policy 710: Record Retention Schedule.

3. Schrandt Grant Applications

a. Manhattan Short Film Festival

Move _____ Second _____ to approve Schrandt Grant funding for the 2022 Manhattan Short Film Festival.

b. Elementary Literacy Kit Collection

Move _____ Second _____ to approve Schrandt Grant funding to establish an Elementary Literacy Kit Collection at SDL.

4. Staff Development Day

Move _____ Second _____ to approve closing for Staff Development Day on Friday, November 11, 2022.

M. Public Discussion

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

N. Adjournment

Move _____ Second _____ to adjourn the meeting at _____.

RECOMMENDED MOTIONS FOR MEETING on September 20, 2022

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the July 19, 2022 meeting minutes as written.

Move _____ Second _____ to approve the September 14, 2022 Building & Grounds Committee meeting minutes as written.

Move _____ Second _____ to approve the July financial reports.

Move _____ Second _____ to approve the August financial reports.

Move _____ Second _____ to open the Public Hearing for comments on the FY2022/23 operating millages.

Move _____ Second _____ to set the FY2022/23 operating millages at .8092 and .33 for a total of 1.1392 to be assessed in December 2022.

Move _____ Second _____ to close the Public Hearing on the FY2022/23 operating millages.

Move _____ Second _____ to approve the Pay Structure Review and Recommendations for FY2023 as presented by ElementOne Consulting.

Move _____ Second _____ to approve Policy 503: Disasters as presented.

Move _____ Second _____ to approve Policy 513: Health Emergencies as presented.

Move _____ Second _____ to approve revised Policy 510: Patron Feedback & Reconsideration of Materials.

Move _____ Second _____ to approve revised Policy 710: Record Retention Schedule.

Move _____ Second _____ to approve Schrandt Grant funding for the 2022 Manhattan Short Film Festival.

Move _____ Second _____ to approve Schrandt Grant funding to establish an Elementary Literacy Kit Collection at SDL.

Move _____ Second _____ to approve closing for Staff Development Day on Friday, November 11, 2022.

Move _____ Second _____ to adjourn the meeting at _____.

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

Present: Pres. Gray, Vice Pres. Parsels, Sec. Saldana, Treas. Conn, Byron, TerHaar, Director Waarala Admin. Asst. Pilarz, Assistant Director Lash, Head of Adult Services Smale

Absent: Bieliauskas, Friends Pres. Duvall

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

B. Approval of Agenda

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

C. Approval of Past Minutes

Move TerHaar, Second Gray to approve the June 21, 2022 meeting minutes as written. Carried.

D. Public Discussion: None present.

E. President's Report: No report

F. Friends of the Library Report: Working on new work flow for leftover materials. Book donations were slow but have quite picked up.

G. Financial Reports

Move Conn, Second Byron to approve the June financial reports. Carried.

H. Committee Reports

1. Finance: Reviewed checking account balance, discussed investment policy 708 which is still under review, reviewed policy 712 for consideration later in the meeting,

2. Arts: Didn't meet.

3. Building & Grounds: Update via email, but didn't meet. Working to regulate Waste Management. Quinn Evans letter signed July 5; first stakeholder meeting for the Space Visioning Project coming up.

4. Library Services: Discussed three policies, but no substantial changes. Those will be discussed later in the meeting.

5. Staff Excellence: Discussed two policies; one needs substantial rewriting, and the other—policy 601—will be considered later in this meeting.

I. Library Director's Report: On file with agenda.

J. Old Business

1. Library Space Visioning Project: Our attorney had a few minor edits to the agreement letter with Quinn Evans; we did address photographing patrons to make sure we maintain patron privacy.

K. New Business

1. Policy Review

a. Policy 505: Reference Services

Move Parsels, Second Byron to approve Policy 505: Reference Services as presented. Carried.

b. Policy 508: Public Bulletins, Brochures & Notices

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

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

Move TerHaar, Second Gray to approve revised Policy 512: Public Discussion at Board of Trustees Meetings. Carried.

d. Policy 601: Employment at Saline District Library

Move Byron, Second Gray to approve revised Policy 601: Employment at Saline District Library. Carried.

e. Policy 712: Electronic Fund Transfers

Move Gray, Second TerHaar to approve revised Policy 712: Electronic Fund Transfers. Carried.

2. August Library Board meeting

Move Gray, Second Byron to cancel the August Library Board meeting. Carried.

L. Public Discussion: None present.

M. Adjournment

Move Gray Second Parsels to adjourn the meeting at 7:37 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 July 19, 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, SEPTEMBER 14, 2022, 6:00 p.m.

Present: President Gray, Vice President Parsels, Secretary Saldaña, Director Waarala,
Assistant Director Lash

Absent: none

A. Call Meeting to Order at 6:06 PM.

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

C. Public Discussion: None present

D. New Business

Karin Neubauer of Quinn Evans presented an initial Schematic Design Concept Study
for SDL's Space Visioning project for discussion.

E. Public Discussion: None present

F. Adjournment
Move Gray, Second Saldaña to adjourn the meeting at 7:34 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 September 14, 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
July 1, 2022 - July 31, 2022

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	233,498.46
			+ Cleared Deposits & Other Additions	187,374.96
			- Cleared Checks & Other Payments	146,973.96
			Ending Bank Balance	273,899.46
 Open Deposits & Additions				
			Total	0.00
Open Checks & Payments				
24101	07/12/22	790-958	GENEALOGICAL	10.00
24108	07/12/22	790-752.1	HEATHER GREE...	300.00
24117	07/19/22	790-750.1	DANIEL DYE	200.00
24123	07/19/22	790-850	MOBILE BEACON	3,240.00
24129	07/27/22	790-958	SMALL BUSINESS	249.00
24131	07/27/22	790-752.3	WAWRZASZEK	385.00
24132	07/27/22	790-750.1	JOANNE MCFRY	200.00
24133	07/27/22	790-770	THE ANN ARBOR...	47.88
24134	07/27/22	790-851	TELNET WORLDWIDE	439.36
24136	07/27/22	790-750.3	MARK MEYER	400.00
			Total	5,471.24
			Reconciled Bank Balance	268,428.22
 Bank Transactions				
		000-258	EFTPS	(9,712.80)
		000-258	EFTPS	(9,449.41)
		790-723	ALERUS RETIRE XFERS	(5,481.52)
		790-920	DTE - ELECTRICITY	(4,832.94)
		000-258.1	5080 MI TAX PYMT	(3,000.33)
		000-008	ALERUS RETIRE XFERS	(1,884.08)
		790-921	DTE - GAS	(1,197.40)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRG	(212.83)
		790-965	MERCH FEE & DISC	(86.53)
		000-665.1	INTEREST	2.54
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			Total	113,499.70
			Adjusted General Ledger Balance	268,428.22

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

Assets

Current Assets

000-001	Key Bank - General	\$ 268,428.22
000-003	Old National CD 1	105,432.31
000-008	Employee Advances	1,132.92
000-013	Agency Account (Schrandt)	2,690,240.84
000-013.1	Agency Account-Unrealized Gain	(198,848.91)
000-017	Agency Sub Account (Investment Account)	6,052,309.37
000-017.1	Agency Sub Account-Unrealized Gain	(449,121.01)

Total Current Assets	8,469,573.74
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Property and Equipment

Net Property and Equipment	0.00
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Total Assets	\$ 8,469,573.74
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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	3,014.28
000-275	MTT Liability	7,797.00

Total Current Liabilities	74,754.26
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Long-Term Liabilities

Total Long-Term Liabilities	0.00
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Total Liabilities	74,754.26
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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	596,181.96

Total Net Assets	8,394,819.48
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Total Liabilities and Net Assets	\$ 8,469,573.74
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**Saline District Library
Income Statement
Actual vs. Budget**

		1 Month Ended July 31, 2022 Actual	8 Months Ended July 31, 2022 Actual	12 Months Ended November 30, 2022 Budget	Year to Date Percentage Budget
Revenue					
000-402.1	Saline-Real Tax	\$ 359.09	\$ 522,679.33	\$ 532,265.00	98.20
000-402.2	Bridgewater-Real Tax	0.00	22,731.46	22,259.00	102.12
000-402.3	Freedom-Real Tax	0.00	6,102.22	5,919.00	103.10
000-402.4	Lodi-Real Tax	0.00	440,042.39	426,851.00	103.09
000-402.5	Pittsfield-Real Tax	7,487.13	797,067.54	759,701.00	104.92
000-402.6	Saline Township-Real Tax	0.00	123,655.44	120,177.00	102.89
000-402.7	York Township-Real Tax	0.00	340,468.72	332,952.00	102.26
000-413	PPT Reimbursement	0.00	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	69.75	1,850.90	800.00	231.36
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	340.00	2,050.00	1,200.00	170.83
000-656	Penal Fines	26,702.80	26,702.80	25,000.00	106.81
000-658	Fines-Overdue Materials	1,006.10	7,057.07	7,500.00	94.09
000-658.1	Materials Replacement	573.71	3,900.12	2,200.00	177.28
000-658.2	Card Replacement Fees	0.00	125.80	100.00	125.80
000-665.1	General Account Interest	2.54	21.67	100.00	21.67
000-665.3	Sub-Agency Account Interest	(1,623.55)	15,551.03	74,776.00	20.80
000-674	Donations-Unrestricted	86.77	1,483.22	2,700.00	54.93
000-674.1	Donations-Restricted	0.00	727.92	300.00	242.64
000-674.2	Donations-Friends	747.07	11,841.02	25,000.00	47.36
000-680	Other Income	0.00	13,427.01	0.00	0.00
Total Revenue		<u>35,751.41</u>	<u>2,447,308.42</u>	<u>2,450,000.00</u>	<u>99.89</u>
Gross Profit		<u>35,751.41</u>	<u>2,447,308.42</u>	<u>2,450,000.00</u>	<u>99.89</u>
Operating Expenses					
790-702	Salaries	79,720.21	706,873.99	1,150,000.00	61.47
790-716	Employee Insurance/Benefits	2,703.20	30,946.06	125,000.00	24.76
790-719	Health Reimbursement	1,739.21	12,525.48	0.00	0.00
790-722	Employer FICA	6,018.76	53,439.76	88,000.00	60.73
790-723	Retirement	2,091.19	23,371.86	45,000.00	51.94
790-727	Office Supplies	11.18	3,142.31	6,700.00	46.90
790-727.3	Supplies-Youth	247.95	463.64	1,600.00	28.98
790-727.4	Cartridges	0.00	1,099.86	4,500.00	24.44
790-730	Postage	142.95	379.26	700.00	54.18
790-732	Cleaning Supplies	0.00	2,547.37	6,000.00	42.46
790-734	Processing Supplies	0.00	2,233.27	10,000.00	22.33
790-740	Equipment	1,352.98	4,145.79	15,000.00	27.64
790-750.1	Adult Programming	1,342.87	10,833.00	17,000.00	63.72
790-750.2	Teen Programming	964.72	4,433.23	9,000.00	49.26
790-750.3	Youth Programming	529.08	3,773.39	12,000.00	31.44
790-750.4	Programming funded by Friends	41.84	2,669.41	0.00	0.00
790-752.1	Summer Reading-Adult	396.49	988.55	3,000.00	32.95
790-752.2	Summer Reading-Teen	55.98	1,488.12	2,000.00	74.41
790-752.3	Summer Reading-Youth	979.60	3,965.93	5,000.00	79.32
790-760	Youth Toys/Realia	0.00	172.21	300.00	57.40
790-762.1	Adult ETC	0.00	29.84	3,000.00	0.99
790-762.3	Youth ETC	0.00	0.00	1,000.00	0.00
790-770	Periodicals	1,752.23	4,914.30	12,000.00	40.95
790-772.1	eLibrary-Adults	7,487.30	59,492.11	100,000.00	59.49
790-772.3	eLibrary-Youth	38.25	707.05	7,000.00	10.10
790-780	Software	379.96	8,054.62	18,000.00	44.75

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

		1 Month Ended July 31, 2022 Actual	8 Months Ended July 31, 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	5,160.00	8,000.00	64.50
790-803	PS-Attorney	405.00	594.00	7,000.00	8.49
790-804	PS-Consultants	0.00	6,238.00	42,000.00	14.85
790-805	PS--Computer Consultants	750.00	1,325.00	7,000.00	18.93
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	3,537.50	13,842.60	24,000.00	57.68
790-851	Telephone	439.36	3,568.79	5,000.00	71.38
790-860	Travel/Lodging	0.00	167.90	4,000.00	4.20
790-880	Marketing	100.00	6,859.21	20,000.00	34.30
790-885	Misc Funded by Friends	0.00	476.65	0.00	0.00
790-920	Electricity	4,832.94	28,224.63	66,000.00	42.76
790-921	Gas	1,197.40	11,257.72	12,000.00	93.81
790-922	Water	785.95	2,516.61	5,000.00	50.33
790-930	Building Maintenance	1,009.95	11,516.50	55,000.00	20.94
790-932	Grounds Maintenance	1,168.00	32,873.93	44,000.00	74.71
790-934	Equipment Maintenance	452.36	5,738.30	27,000.00	21.25
790-956	Miscellaneous	22.45	510.42	5,000.00	10.21
790-956.1	Misc/Petty Cash	0.00	150.00	500.00	30.00
790-957	Continued Education	321.10	122.06	8,000.00	1.53
790-958	Dues	259.00	2,863.75	5,000.00	57.28
790-964	Tax Adjustment	0.00	4,508.02	2,000.00	225.40
790-964.4	MelCat Reimbursements	15.87	137.71	1,000.00	13.77
790-965	Bank Charges	302.16	2,445.03	3,000.00	81.50
790-969	Insurance	0.00	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	0.00	1,146.19	4,000.00	28.65
790-982.1	Adult Fiction	2,838.78	17,390.07	35,000.00	49.69
790-982.15	Large Print	648.46	5,127.08	8,000.00	64.09
790-982.2	Teen Fiction	872.04	5,341.28	9,000.00	59.35
790-982.3	Youth Fiction	2,151.69	11,360.98	20,000.00	56.80
790-983.1	Adult Nonfiction	2,863.11	18,012.91	36,000.00	50.04
790-983.15	Reference	2,886.50	3,308.15	4,000.00	82.70
790-983.2	Teen Nonfiction	83.37	946.15	3,000.00	31.54
790-983.3	Youth Nonfiction	685.60	5,437.68	15,000.00	36.25
790-984.1	Audiobooks-Adult	744.82	5,603.20	15,000.00	37.35
790-984.2	Audiobooks-Teen	892.76	3,258.34	7,000.00	46.55
790-984.3	Audiobooks-Youth	0.00	877.54	6,000.00	14.63
790-985.1	DVD/Blu Rays-Adult	431.05	9,017.95	18,500.00	48.75
790-985.2	DVD/Blu Rays-Teen	118.90	118.90	0.00	0.00
790-985.3	DVD/Blu Rays-Youth	274.34	1,358.13	3,000.00	45.27
790-986.1	Music CDs-Adult	352.94	1,187.22	2,500.00	47.49
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>140,084.35</u>	<u>1,236,606.48</u>	<u>2,450,000.00</u>	<u>50.47</u>
Operating Income (Loss)		<u>(104,332.94)</u>	<u>1,210,701.94</u>	<u>0.00</u>	<u>0.00</u>

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

		1 Month Ended July 31, 2022 Actual	8 Months Ended July 31, 2022 Actual	12 Months Ended November 30, 2022 Budget	Year to Date Percentage Budget
Other Income (Expenses)					
000-665.4	Agency Account Interest	276.44	21,885.01	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	67,107.72	(410,155.98)	0.00	0.00
000-670.4	Agency Change in Market Value	34,771.35	(219,869.49)	0.00	0.00
000-965.4	Agency Admin Charges	(873.80)	(7,319.56)	0.00	0.00
790-955	Grants	0.00	(873.33)	0.00	0.00
	Total Other Income (Expenses)	<u>101,281.71</u>	<u>(614,519.98)</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>(3,051.23)</u>	<u>596,181.96</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss)	<u>\$ (3,051.23)</u>	<u>\$ 596,181.96</u>	<u>\$ 0.00</u>	<u>0.00</u>

Saline District Library Fund 101
monthly revenue
July 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.1 · City of Saline-Real Tax								
Deposit	07/15/2022			Ck # 67579		001 · Key Bank...	359.09	359.09
Total 402.1 · City of Saline-Real Tax							359.09	359.09
402.5 · Pittsfield Township-Real Tax								
Deposit	07/15/2022			Ck # 023101		001 · Key Bank...	7,487.13	7,487.13
Total 402.5 · Pittsfield Township-Real Tax							7,487.13	7,487.13
Total 402 · Property Taxes Control Account							7,846.22	7,846.22
628 · Printers-Revenue								
Deposit	07/08/2022			Deposit		001 · Key Bank...	1.60	1.60
Deposit	07/08/2022			Deposit		001 · Key Bank...	1.50	3.10
Deposit	07/12/2022			Deposit		001 · Key Bank...	2.10	5.20
Deposit	07/14/2022			Deposit		001 · Key Bank...	5.20	10.40
Deposit	07/15/2022			Deposit		001 · Key Bank...	11.20	21.60
Deposit	07/15/2022			Deposit		001 · Key Bank...	6.80	28.40
Deposit	07/18/2022			Deposit		001 · Key Bank...	2.20	30.60
Deposit	07/19/2022			Deposit		001 · Key Bank...	4.30	34.90
Deposit	07/21/2022			Deposit		001 · Key Bank...	0.60	35.50
Deposit	07/22/2022			Deposit		001 · Key Bank...	6.70	42.20
Deposit	07/27/2022			Deposit		001 · Key Bank...	3.60	45.80
Deposit	07/28/2022			Deposit		001 · Key Bank...	0.90	46.70
Deposit	07/28/2022			Deposit		001 · Key Bank...	0.10	46.80
Deposit	07/29/2022			Deposit		001 · Key Bank...	22.95	69.75
Total 628 · Printers-Revenue							69.75	69.75
629 · Non-Resident Fees								
Deposit	07/01/2022			Deposit		001 · Key Bank...	40.00	40.00
Deposit	07/13/2022			Deposit		001 · Key Bank...	150.00	190.00
Deposit	07/15/2022			Deposit		001 · Key Bank...	150.00	340.00
Total 629 · Non-Resident Fees							340.00	340.00
656 · Peanlty Fines								
Deposit	07/28/2022			Washtenaw C...		001 · Key Bank...	26,702.80	26,702.80
Total 656 · Peanlty Fines							26,702.80	26,702.80
658 · Fines-Overdue Materials								
Deposit	07/01/2022			Deposit		001 · Key Bank...	104.05	104.05
Deposit	07/05/2022			Deposit		001 · Key Bank...	54.70	158.75
Deposit	07/05/2022			Deposit		001 · Key Bank...	7.15	165.90
Deposit	07/06/2022			Deposit		001 · Key Bank...	53.75	219.65
Deposit	07/07/2022			Deposit		001 · Key Bank...	25.70	245.35
Deposit	07/08/2022			Deposit		001 · Key Bank...	148.40	393.75
Deposit	07/08/2022			Deposit		001 · Key Bank...	39.90	433.65

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Accrual Basis

Saline District Library Fund 101
monthly revenue
July 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	07/11/2022			Deposit		001 · Key Bank...	22.35	456.00
Deposit	07/11/2022			Deposit		001 · Key Bank...	10.60	466.60
Deposit	07/12/2022			Deposit		001 · Key Bank...	10.50	477.10
Deposit	07/13/2022			Deposit		001 · Key Bank...	18.25	495.35
Deposit	07/14/2022			Deposit		001 · Key Bank...	72.95	568.30
Deposit	07/15/2022			Deposit		001 · Key Bank...	129.80	698.10
Deposit	07/15/2022			Deposit		001 · Key Bank...	23.90	722.00
Deposit	07/18/2022			Deposit		001 · Key Bank...	2.65	724.65
Deposit	07/18/2022			Deposit		001 · Key Bank...	2.55	727.20
Deposit	07/18/2022			Deposit		001 · Key Bank...	4.80	732.00
Deposit	07/19/2022			Deposit		001 · Key Bank...	4.90	736.90
Deposit	07/21/2022			Deposit		001 · Key Bank...	72.45	809.35
Deposit	07/21/2022			Deposit		001 · Key Bank...	10.40	819.75
Deposit	07/22/2022			Deposit		001 · Key Bank...	12.20	831.95
Deposit	07/25/2022			Deposit		001 · Key Bank...	46.40	878.35
Deposit	07/25/2022			Deposit		001 · Key Bank...	26.75	905.10
Deposit	07/26/2022			Deposit		001 · Key Bank...	5.30	910.40
Deposit	07/26/2022			Deposit		001 · Key Bank...	5.30	915.70
Deposit	07/27/2022			Deposit		001 · Key Bank...	9.35	925.05
Deposit	07/28/2022			Deposit		001 · Key Bank...	73.85	998.90
Deposit	07/28/2022			Deposit		001 · Key Bank...	11.00	1,009.90
Deposit	07/29/2022			Deposit		001 · Key Bank...	1.50	1,011.40
Total 658 · Fines-Overdue Materials							1,011.40	1,011.40
658.1 · Materials Replacement Fees								
Deposit	07/05/2022			Deposit		001 · Key Bank...	31.32	31.32
Deposit	07/06/2022			Deposit		001 · Key Bank...	39.99	71.31
Deposit	07/07/2022			Deposit		001 · Key Bank...	19.99	91.30
Deposit	07/08/2022			Deposit		001 · Key Bank...	12.99	104.29
Deposit	07/08/2022			Deposit		001 · Key Bank...	54.98	159.27
Deposit	07/11/2022			Deposit		001 · Key Bank...	152.83	312.10
Deposit	07/13/2022			Deposit		001 · Key Bank...	15.99	328.09
Deposit	07/19/2022			Deposit		001 · Key Bank...	20.00	348.09
Deposit	07/21/2022			Deposit		001 · Key Bank...	26.80	374.89
Deposit	07/22/2022			Deposit		001 · Key Bank...	15.95	390.84
Deposit	07/27/2022			Deposit		001 · Key Bank...	39.99	430.83
Deposit	07/28/2022			Deposit		001 · Key Bank...	75.91	506.74
Deposit	07/29/2022			Deposit		001 · Key Bank...	66.97	573.71
Total 658.1 · Materials Replacement Fees							573.71	573.71
665.1 · General Account Interest								
Check	07/29/2022					001 · Key Bank...	-2.54	-2.54
Total 665.1 · General Account Interest							-2.54	-2.54
674 · Donations-Unrestricted								
Deposit	07/15/2022			Deposit		001 · Key Bank...	65.02	65.02

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Accrual Basis

Saline District Library Fund 101
monthly revenue
July 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	07/28/2022			United Way C...		001 · Key Bank...	21.75	86.77
Total 674 · Donations-Unrestricted							86.77	86.77
674.2 · Donations-Friends								
Deposit	07/21/2022			Deposit		001 · Key Bank...	55.98	55.98
Deposit	07/28/2022			Deposit		001 · Key Bank...	96.49	152.47
Total 674.2 · Donations-Friends							152.47	152.47
699 · Transfer from Other Funds								
Deposit	07/05/2022			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							186,780.58	186,780.58

Saline District Library Fund 101
Bill List
July 2022

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	07/08/2022			Pay Period E...	28,992.20
Check	07/08/2022			MERS Pay P...	1,228.44
Check	07/08/2022			MERS 457 Pa...	853.38
Check	07/08/2022			MERS Staff L...	183.74
Check	07/08/2022			MERS Staff L...	88.19
Check	07/22/2022			Pay Period E...	28,630.29
Check	07/22/2022			MERS Pay P...	1,240.39
Check	07/22/2022			MERS 457 Pa...	1,030.70
Check	07/22/2022			MERS Staff L...	183.74
Check	07/22/2022			MERS Staff L...	88.19
Total 702 · Salaries					62,519.26
716 · Employee Insurances/Benefits					
Bill	07/12/2022	70239	THE LIBRA...	Encompass M...	561.60
Bill	07/19/2022	CID 9...	THE SBAM ...	8/1-8/31/2022	1,326.37
Bill	07/19/2022	8/1-8/...	BLUE CRO...	8/1-8/31/2022	1,858.45
Total 716 · Employee Insurances/Benefits					3,746.42
719 · Health Reimbursement					
Bill	07/12/2022	MED0...	EHIM		1,739.21
Total 719 · Health Reimbursement					1,739.21
723 · Retirement					
Check	07/08/2022			MERS Emplo...	1,228.44
Check	07/22/2022			MERS Emplo...	1,240.39
Total 723 · Retirement					2,468.83
727 · Office Supplies					
Bill	07/01/2022	5/11-6...	AMAZON		11.18
Total 727 · Office Supplies					11.18
727.3 · Supplies-Youth					
Bill	07/01/2022	5/11-6...	AMAZON		247.95
Total 727.3 · Supplies-Youth					247.95
730 · Postage					
Bill	07/12/2022	6/1-6/...	KEYBANK -...		142.95
Total 730 · Postage					142.95
740 · Equipment					
Bill	07/01/2022	5/11-6...	AMAZON		26.99
Bill	07/19/2022	70364	THE LIBRA...	Dell OptiPlex ...	1,049.99

Saline District Library Fund 101
Bill List
July 2022

Type	Date	Num	Name	Memo	Amount
Bill	07/19/2022	70283	THE LIBRA...	Meraki Enterp...	276.00
Total 740 · Equipment					1,352.98
750.1 · Adult Programming					
Bill	07/01/2022	5/11-6...	AMAZON		142.93
Bill	07/12/2022	6/1-6/...	KEYBANK -...		299.94
Bill	07/19/2022	7/28/2...	DYE, DANIEL	Family game ...	200.00
Bill	07/19/2022	7/21/22	DETROIT H...	Belle Isle Par...	250.00
Bill	07/19/2022	7/27/2...	KEYES,LA...	Lighthouse of ...	250.00
Bill	07/27/2022	7/25/2...	MCFRY, JO...	7/25/2022 & 8...	200.00
Total 750.1 · Adult Programming					1,342.87
750.2 · Teen Programming					
Bill	07/01/2022	5/11-6...	AMAZON		617.91
Bill	07/12/2022	6/1-6/...	KEYBANK -...		346.81
Total 750.2 · Teen Programming					964.72
750.3 · Youth Programming					
Bill	07/01/2022	5/11-6...	AMAZON		129.08
Bill	07/27/2022	5504	MARK MEY...	8/9/2022 Rovi...	400.00
Total 750.3 · Youth Programming					529.08
750.4 · Programming Funded by Friends					
Deposit	07/08/2022			Deposit	-594.60
Bill	07/19/2022	6/1-6/...	BAKER & T...		41.90
Total 750.4 · Programming Funded by Friends					-552.70
752.1 · Summer Reading-Adult					
Bill	07/12/2022	7/12/2...	HEATHER ...	Macrame class	300.00
Bill	07/19/2022	7/18/2...	LASH, JES...	Program Sup...	96.49
Total 752.1 · Summer Reading-Adult					396.49
752.2 · Summer Reading-Teen					
Bill	07/12/2022	6/1-6/...	KEYBANK -...		55.98
Total 752.2 · Summer Reading-Teen					55.98
752.3 · Summer Reading-Youth					
Bill	07/01/2022	5/11-6...	AMAZON		594.60
Bill	07/27/2022	8/2/20...	WAWRZAS...	Majic Show 8/...	385.00
Total 752.3 · Summer Reading-Youth					979.60
770 · Periodicals					
Bill	07/19/2022	153430	WASHTEN...	7/1/2022-9/30...	1,305.93
Bill	07/19/2022	UT617...	USA TODAY	8/1/2022-7/31...	398.42

Saline District Library Fund 101

Bill List

July 2022

Type	Date	Num	Name	Memo	Amount
Bill	07/27/2022	36100...	THE ANN A...	12 Weeks of L...	47.88
Total 770 · Periodicals					1,752.23
772.1 · Ebooks-Adult					
Bill	07/12/2022	CD01...	OVERDRIV...	Hoopla	3,000.00
Bill	07/12/2022	50233...	MIDWEST ...		4,239.30
Bill	07/12/2022	30262...	KANOPY, I...		248.00
Total 772.1 · Ebooks-Adult					7,487.30
772.3 · Ebooks-Youth					
Bill	07/12/2022	30262...	KANOPY, I...		38.25
Total 772.3 · Ebooks-Youth					38.25
780 · Software					
Bill	07/12/2022	6/1-6/...	KEYBANK -...		379.96
Total 780 · Software					379.96
802 · Professional Services-Bookkeep					
Check	07/15/2022			July fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
803 · Professioanl services-Attorney					
Bill	07/27/2022	837394	FOSTER, S...	Review/Revisi...	405.00
Total 803 · Professioanl services-Attorney					405.00
805 · Professional service-Computer					
Bill	07/12/2022	70209	THE LIBRA...	Network supp...	750.00
Total 805 · Professional service-Computer					750.00
850 · Internet					
Bill	07/12/2022	7/13/2...	T-MOBILE	Hot spots	297.50
Bill	07/19/2022	5/5/20...	MOBILE BE...	Hotspots	3,240.00
Total 850 · Internet					3,537.50
851 · Telephone					
Bill	07/27/2022	251463	TELNET W...		439.36
Total 851 · Telephone					439.36
880 · Marketing					
Bill	07/12/2022	6/1-6/...	KEYBANK -...		100.00
Total 880 · Marketing					100.00

Saline District Library Fund 101
Bill List
July 2022

Type	Date	Num	Name	Memo	Amount
920 · Electricity					
Check	07/13/2022			DTE	4,832.94
Total 920 · Electricity					4,832.94
921 · Gas					
Check	07/13/2022			DTE	1,197.40
Total 921 · Gas					1,197.40
922 · Water					
Bill	07/12/2022	3/1/22...	SALINE CI...	3/1/2022-5/31...	785.95
Total 922 · Water					785.95
930 · Building Maintenance					
Bill	07/12/2022	6/1-6/...	KEYBANK -...		150.00
Bill	07/12/2022	92036...	HD SUPPL...	Furnace filters	629.42
Bill	07/12/2022	85581...	WASTE MA...		108.13
Bill	07/27/2022	93319...	GRAINGER	V belts	78.35
Bill	07/27/2022	93319...	GRAINGER	V belt 4L230	6.82
Bill	07/27/2022	93319...	GRAINGER	Sloan couplin...	37.23
Total 930 · Building Maintenance					1,009.95
932 · Ground Maintenance					
Bill	07/12/2022	3866	SALINE SP...	Start up and r...	1,168.00
Total 932 · Ground Maintenance					1,168.00
934 · Equipment Maintenance					
Bill	07/12/2022	50649...	RICOH US...		5.74
Bill	07/12/2022	50649...	RICOH US...		446.62
Total 934 · Equipment Maintenance					452.36
956 · Miscellaneous					
Bill	07/12/2022	6/1-6/...	KEYBANK -...		22.45
Total 956 · Miscellaneous					22.45
957 · Continuing Education					
Bill	07/12/2022	6/1-6/...	KEYBANK -...		321.10
Total 957 · Continuing Education					321.10
958 · Dues					
Bill	07/12/2022	7/1/22...	GENEALO...	7/1/2022-6/30...	10.00
Bill	07/27/2022	97611	SMALL BU...	6/30/2022	249.00
Total 958 · Dues					259.00

Saline District Library Fund 101

Bill List

July 2022

Type	Date	Num	Name	Memo	Amount
964.4 · MelCat Reimbursements					
Bill	07/12/2022	32183...	CENTRAL ...	The Mammot...	15.87
Total 964.4 · MelCat Reimbursements					15.87
965 · Bank Charges					
Check	07/05/2022			KB Merch fee	54.73
Check	07/05/2022			KB Merch fee	31.80
Check	07/11/2022			June Alalysis ...	212.83
Bill	07/12/2022	6/1-6/...	KEYBANK -...		2.80
Total 965 · Bank Charges					302.16
981 · Books funded by friends					
Bill	07/19/2022	6/1-6/...	BAKER & T...		-12.78
Total 981 · Books funded by friends					-12.78
982.1 · Adult Fiction					
Bill	07/01/2022	5/11-6...	AMAZON		511.96
Bill	07/19/2022	6/1-6/...	BAKER & T...		2,329.99
Total 982.1 · Adult Fiction					2,841.95
982.15 · Large Print					
Bill	07/19/2022	6/1-6/...	BAKER & T...		649.34
Total 982.15 · Large Print					649.34
982.2 · Teen Fiction					
Bill	07/19/2022	6/1-6/...	BAKER & T...		873.23
Total 982.2 · Teen Fiction					873.23
982.3 · Youth Fiction					
Bill	07/19/2022	6/1-6/...	BAKER & T...		2,154.62
Total 982.3 · Youth Fiction					2,154.62
983.1 · Adult Nonfiction					
Bill	07/01/2022	5/11-6...	AMAZON		284.43
Bill	07/19/2022	6/1-6/...	BAKER & T...		2,582.19
Total 983.1 · Adult Nonfiction					2,866.62
983.15 · Reference					
Bill	07/19/2022	974244	GREY HOU...	Digital Literac...	162.00
Bill	07/19/2022	972930	GREY HOU...	Opinions Thro...	189.00
Bill	07/19/2022	974275	GREY HOU...	Opinions Thro...	207.50
Bill	07/19/2022	14423...	VALUE LIN...	Value Line Fu...	545.00
Bill	07/19/2022	14423...	VALUE LIN...	The Value Lin...	1,103.00
Bill	07/19/2022	14425...	VALUE LIN...	Value Line Inv...	470.00

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Accrual Basis

Saline District Library Fund 101

Bill List

July 2022

Type	Date	Num	Name	Memo	Amount
Bill	07/27/2022	ORDU...	J. D. POWER	Used car guid...	210.00
Total 983.15 · Reference					2,886.50
983.2 · Teen Nonfiction					
Bill	07/19/2022	6/1-6/...	BAKER & T...		83.48
Total 983.2 · Teen Nonfiction					83.48
983.3 · Youth Nonfiction					
Bill	07/19/2022	6/1-6/...	BAKER & T...		686.53
Total 983.3 · Youth Nonfiction					686.53
985.2 · DVD Blu Rays-Teen					
Bill	07/01/2022	5/11-6...	AMAZON		118.90
Total 985.2 · DVD Blu Rays-Teen					118.90
TOTAL					114,994.99

SALINE DISTRICT LIBRARY
August 9, 2022

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

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

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	273,899.46
			+ Cleared Deposits & Other Additions	166,300.22
			- Cleared Checks & Other Payments	192,886.61
			Ending Bank Balance	247,313.07
 Open Deposits & Additions				
			Total	0.00
Open Checks & Payments				
24123	07/19/22	790-850	MOBILE BEACON	3,240.00
24132	07/27/22	790-750.1	JOANNE MCFRY	200.00
24137	08/08/22	790-750.1	SALINE FIDDLERS PHILHARMONIC	450.00
24169	08/25/22	Multiple	BAKER & TAYLOR	10,273.24
24170	08/25/22	790-750.1	JO ANN YATES MCFRY	200.00
24171	08/25/22	790-772.1	OVERDRIVE INC	3,000.00
24172	08/25/22	790-772.1	THE LIBRARY NETWORK	8,318.43
24173	08/25/22	790-930	WYANDOTTE ALARM	120.00
24174	08/25/22	790-958	MI LIBRARY ASSOC	825.00
24175	08/25/22	790-957	STEVE HARGADON	499.00
24176	08/25/22	790-770	WT.COX INFO	5,253.94
24177	08/25/22	Multiple	KANOPY INC	336.60
			Total	32,716.21
			Reconciled Bank Balance	214,596.86
 Bank Transactions				
		000-258	EFTPS	(10,245.39)
		000-258	EFTPS	(10,110.36)
		790-723	ALERUS RETIRE XFERS	(5,575.98)
		790-920	DTE - ELECTRICITY	(5,144.57)
		000-258.1	5080 MI TAX PYMT	(3,014.28)
		000-008	ALERUS RETIRE XFERS	(2,564.26)
		790-921	DTE - GAS	(1,050.77)
		790-802	STROM CPA	(645.00)
		790-727	INTUIT	(280.98)
		790-965	BK SERVICE CHRG	(196.57)
		790-965	MERCH FEE & DISC	(86.66)
		000-665.1	INTEREST	2.62
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			Total	111,087.80
			Adjusted General Ledger Balance	214,596.86

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

Assets

Current Assets

000-001	Key Bank - General	\$	214,596.86
000-003	Old National CD 1		105,432.31
000-008	Employee Advances		1,591.86
000-013	Agency Account (Schrandt)		2,697,176.05
000-013.1	Agency Account-Unrealized Gain		(259,110.17)
000-017	Agency Sub Account (Investment Account)		5,916,628.39
000-017.1	Agency Sub Account-Unrealized Gain		(562,009.57)

Total Current Assets		<u>8,114,305.73</u>
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Property and Equipment

Net Property and Equipment		<u>0.00</u>
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Total Assets	\$	<u><u>8,114,305.73</u></u>
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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		3,322.22
000-275	MTT Liability		7,797.00

Total Current Liabilities		<u>75,062.20</u>
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Long-Term Liabilities

Total Long-Term Liabilities		<u>0.00</u>
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Total Liabilities		<u>75,062.20</u>
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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	240,606.01

Total Net Assets		<u>8,039,243.53</u>
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Total Liabilities and Net Assets	\$	<u><u>8,114,305.73</u></u>
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**Saline District Library
Income Statement
Actual vs. Budget**

		1 Month Ended August 31, 2022 Actual	9 Months Ended August 31, 2022 Actual	12 Months Ended November 30, 2022 Budget	Year to Date Percentage Budget
Revenue					
000-402.1	Saline-Real Tax	\$ 0.00	\$ 522,679.33	\$ 532,265.00	98.20
000-402.2	Bridgewater-Real Tax	0.00	22,731.46	22,259.00	102.12
000-402.3	Freedom-Real Tax	0.00	6,102.22	5,919.00	103.10
000-402.4	Lodi-Real Tax	0.00	440,042.39	426,851.00	103.09
000-402.5	Pittsfield-Real Tax	0.00	797,067.54	759,701.00	104.92
000-402.6	Saline Township-Real Tax	0.00	123,655.44	120,177.00	102.89
000-402.7	York Township-Real Tax	0.00	340,468.72	332,952.00	102.26
000-413	PPT Reimbursement	0.00	95,517.12	90,000.00	106.13
000-540	State Aid	13,999.71	27,805.15	20,000.00	139.03
000-628	Printers-Revenue	241.74	2,092.64	800.00	261.58
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	275.00	2,325.00	1,200.00	193.75
000-656	Penal Fines	0.00	26,702.80	25,000.00	106.81
000-658	Fines-Overdue Materials	883.95	7,941.02	7,500.00	105.88
000-658.1	Materials Replacement	576.20	4,476.32	2,200.00	203.47
000-658.2	Card Replacement Fees	0.00	125.80	100.00	125.80
000-665.1	General Account Interest	2.62	24.29	100.00	24.29
000-665.3	Sub-Agency Account Interest	14,319.02	29,870.05	74,776.00	39.95
000-674	Donations-Unrestricted	2.00	1,485.22	2,700.00	55.01
000-674.1	Donations-Restricted	300.00	1,027.92	300.00	342.64
000-674.2	Donations-Friends	0.00	11,841.02	25,000.00	47.36
000-680	Other Income	19.00	13,446.01	0.00	0.00
Total Revenue		<u>30,619.24</u>	<u>2,477,927.66</u>	<u>2,450,000.00</u>	<u>101.14</u>
Gross Profit		<u>30,619.24</u>	<u>2,477,927.66</u>	<u>2,450,000.00</u>	<u>101.14</u>
Operating Expenses					
790-702	Salaries	86,899.59	793,773.58	1,150,000.00	69.02
790-716	Employee Insurance/Benefits	5,552.85	36,498.91	125,000.00	29.20
790-719	Health Reimbursement	1,497.10	14,022.58	0.00	0.00
790-722	Employer FICA	6,539.51	59,979.27	88,000.00	68.16
790-723	Retirement	2,057.12	25,428.98	45,000.00	56.51
790-727	Office Supplies	726.61	3,868.92	6,700.00	57.75
790-727.3	Supplies-Youth	0.00	463.64	1,600.00	28.98
790-727.4	Cartridges	770.80	1,870.66	4,500.00	41.57
790-730	Postage	0.00	379.26	700.00	54.18
790-732	Cleaning Supplies	844.20	3,391.57	6,000.00	56.53
790-734	Processing Supplies	1,307.63	3,540.90	10,000.00	35.41
790-740	Equipment	1,064.69	5,210.48	15,000.00	34.74
790-750.1	Adult Programming	1,335.39	12,168.39	17,000.00	71.58
790-750.2	Teen Programming	495.00	4,928.23	9,000.00	54.76
790-750.3	Youth Programming	2,015.51	5,788.90	12,000.00	48.24
790-750.4	Programming funded by Friends	0.00	2,669.41	0.00	0.00
790-752.1	Summer Reading-Adult	375.00	1,363.55	3,000.00	45.45
790-752.2	Summer Reading-Teen	646.18	2,134.30	2,000.00	106.72
790-752.3	Summer Reading-Youth	254.32	4,220.25	5,000.00	84.41
790-760	Youth Toys/Realia	0.00	172.21	300.00	57.40
790-762.1	Adult ETC	274.14	303.98	3,000.00	10.13
790-762.3	Youth ETC	0.00	0.00	1,000.00	0.00
790-770	Periodicals	5,253.94	10,168.24	12,000.00	84.74
790-772.1	eLibrary-Adults	20,884.57	80,376.68	100,000.00	80.38
790-772.3	eLibrary-Youth	34.00	741.05	7,000.00	10.59
790-780	Software	318.00	8,372.62	18,000.00	46.51

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

		1 Month Ended August 31, 2022 Actual	9 Months Ended August 31, 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	7,984.00	30,791.73	42,000.00	73.31
790-801	PS-Auditor	0.00	22,310.00	23,000.00	97.00
790-802	PS-Bookkeeping	645.00	5,805.00	8,000.00	72.56
790-803	PS-Attorney	0.00	594.00	7,000.00	8.49
790-804	PS-Consultants	5,090.00	11,328.00	42,000.00	26.97
790-805	PS--Computer Consultants	0.00	1,325.00	7,000.00	18.93
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	35,847.61	35,847.61	44,000.00	81.47
790-821	Melcat	0.00	18.00	0.00	0.00
790-850	Internet	297.50	14,140.10	24,000.00	58.92
790-851	Telephone	0.00	3,568.79	5,000.00	71.38
790-860	Travel/Lodging	0.00	167.90	4,000.00	4.20
790-880	Marketing	300.00	7,159.21	20,000.00	35.80
790-885	Misc Funded by Friends	0.00	476.65	0.00	0.00
790-920	Electricity	5,144.57	33,369.20	66,000.00	50.56
790-921	Gas	1,050.77	12,308.49	12,000.00	102.57
790-922	Water	0.00	2,516.61	5,000.00	50.33
790-930	Building Maintenance	7,485.44	19,001.94	55,000.00	34.55
790-932	Grounds Maintenance	0.00	32,873.93	44,000.00	74.71
790-934	Equipment Maintenance	0.00	5,738.30	27,000.00	21.25
790-956	Miscellaneous	27.56	537.98	5,000.00	10.76
790-956.1	Misc/Petty Cash	0.00	150.00	500.00	30.00
790-957	Continued Education	499.00	621.06	8,000.00	7.76
790-958	Dues	1,080.00	3,943.75	5,000.00	78.88
790-964	Tax Adjustment	0.00	4,508.02	2,000.00	225.40
790-964.4	MelCat Reimbursements	17.00	154.71	1,000.00	15.47
790-965	Bank Charges	283.23	2,728.26	3,000.00	90.94
790-969	Insurance	0.00	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	150.92	1,297.11	4,000.00	32.43
790-982.1	Adult Fiction	4,420.46	21,810.53	35,000.00	62.32
790-982.15	Large Print	286.92	5,414.00	8,000.00	67.68
790-982.2	Teen Fiction	663.34	6,004.62	9,000.00	66.72
790-982.3	Youth Fiction	1,792.26	13,153.24	20,000.00	65.77
790-983.1	Adult Nonfiction	2,691.26	20,704.17	36,000.00	57.51
790-983.15	Reference	0.00	3,308.15	4,000.00	82.70
790-983.2	Teen Nonfiction	257.91	1,204.06	3,000.00	40.14
790-983.3	Youth Nonfiction	496.35	5,934.03	15,000.00	39.56
790-984.1	Audiobooks-Adult	314.90	5,918.10	15,000.00	39.45
790-984.2	Audiobooks-Teen	132.97	3,391.31	7,000.00	48.45
790-984.3	Audiobooks-Youth	2,607.05	3,484.59	6,000.00	58.08
790-985.1	DVD/Blu Rays-Adult	614.55	9,632.50	18,500.00	52.07
790-985.2	DVD/Blu Rays-Teen	118.73	237.63	0.00	0.00
790-985.3	DVD/Blu Rays-Youth	246.63	1,604.76	3,000.00	53.49
790-986.1	Music CDs-Adult	288.50	1,475.72	2,500.00	59.03
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>219,980.58</u>	<u>1,456,587.06</u>	<u>2,450,000.00</u>	<u>59.45</u>
Operating Income (Loss)		<u>(189,361.34)</u>	<u>1,021,340.60</u>	<u>0.00</u>	<u>0.00</u>

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

		1 Month Ended August 31, 2022 Actual	9 Months Ended August 31, 2022 Actual	12 Months Ended November 30, 2022 Budget	Year to Date Percentage Budget
Other Income (Expenses)					
000-665.4	Agency Account Interest	9,555.04	31,440.05	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	(112,888.56)	(523,044.54)	0.00	0.00
000-670.4	Agency Change in Market Value	(61,993.70)	(281,863.19)	0.00	0.00
000-965.4	Agency Admin Charges	(887.39)	(8,206.95)	0.00	0.00
790-955	Grants	0.00	(873.33)	0.00	0.00
	Total Other Income (Expenses)	<u>(166,214.61)</u>	<u>(780,734.59)</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>(355,575.95)</u>	<u>240,606.01</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss)	<u>\$ (355,575.95)</u>	<u>\$ 240,606.01</u>	<u>\$ 0.00</u>	<u>0.00</u>

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09/06/22

Accrual Basis

Saline District Library Fund 101
monthly revenue
August 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
540 · State Aid								
Deposit	08/12/2022			CK # 105653...		001 · Key Bank...	13,999.71	13,999.71
Total 540 · State Aid							13,999.71	13,999.71
628 · Printers-Revenue								
Deposit	08/01/2022			Deposit		001 · Key Bank...	6.60	6.60
Deposit	08/01/2022			Deposit		001 · Key Bank...	0.20	6.80
Deposit	08/01/2022			Deposit		001 · Key Bank...	3.55	10.35
Deposit	08/02/2022			Deposit		001 · Key Bank...	0.30	10.65
Deposit	08/03/2022			Deposit		001 · Key Bank...	15.00	25.65
Deposit	08/04/2022			Deposit		001 · Key Bank...	18.99	44.64
Deposit	08/05/2022			Deposit		001 · Key Bank...	10.00	54.64
Deposit	08/05/2022			Deposit		001 · Key Bank...	3.80	58.44
Deposit	08/08/2022			Deposit		001 · Key Bank...	12.60	71.04
Deposit	08/08/2022			Deposit		001 · Key Bank...	5.80	76.84
Deposit	08/09/2022			Deposit		001 · Key Bank...	4.10	80.94
Deposit	08/10/2022			Deposit		001 · Key Bank...	3.30	84.24
Deposit	08/12/2022			Deposit		001 · Key Bank...	0.80	85.04
Deposit	08/15/2022			Deposit		001 · Key Bank...	4.00	89.04
Deposit	08/15/2022			Deposit		001 · Key Bank...	18.20	107.24
Deposit	08/15/2022			Deposit		001 · Key Bank...	12.50	119.74
Deposit	08/16/2022			Deposit		001 · Key Bank...	1.50	121.24
Deposit	08/17/2022			Deposit		001 · Key Bank...	6.70	127.94
Deposit	08/18/2022			Deposit		001 · Key Bank...	3.00	130.94
Deposit	08/19/2022			Deposit		001 · Key Bank...	1.90	132.84
Deposit	08/22/2022			Deposit		001 · Key Bank...	0.80	133.64
Deposit	08/22/2022			Deposit		001 · Key Bank...	6.10	139.74
Deposit	08/24/2022			Deposit		001 · Key Bank...	9.90	149.64
Deposit	08/25/2022			Deposit		001 · Key Bank...	1.80	151.44
Deposit	08/29/2022			Deposit		001 · Key Bank...	4.50	155.94
Deposit	08/29/2022			Deposit		001 · Key Bank...	27.00	182.94
Deposit	08/30/2022			Deposit		001 · Key Bank...	21.10	204.04
Deposit	08/30/2022			Deposit		001 · Key Bank...	8.70	212.74
Deposit	08/30/2022			Deposit		001 · Key Bank...	28.60	241.34
Deposit	08/31/2022			Deposit		001 · Key Bank...	0.40	241.74
Total 628 · Printers-Revenue							241.74	241.74
629 · Non-Resident Fees								
Deposit	08/01/2022			Deposit		001 · Key Bank...	25.00	25.00
Deposit	08/02/2022			Deposit		001 · Key Bank...	25.00	50.00
Deposit	08/16/2022			Deposit		001 · Key Bank...	150.00	200.00
Deposit	08/19/2022			Deposit		001 · Key Bank...	25.00	225.00
Deposit	08/30/2022			Deposit		001 · Key Bank...	25.00	250.00
Deposit	08/31/2022			Deposit		001 · Key Bank...	25.00	275.00
Total 629 · Non-Resident Fees							275.00	275.00
658 · Fines-Overdue Materials								

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09/06/22

Accrual Basis

Saline District Library Fund 101
monthly revenue
August 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	08/01/2022			Deposit		001 · Key Bank...	9.30	9.30
Deposit	08/01/2022			Deposit		001 · Key Bank...	20.00	29.30
Deposit	08/02/2022			Deposit		001 · Key Bank...	72.85	102.15
Deposit	08/03/2022			Deposit		001 · Key Bank...	12.75	114.90
Deposit	08/04/2022			Deposit		001 · Key Bank...	1.85	116.75
Deposit	08/05/2022			Deposit		001 · Key Bank...	72.30	189.05
Deposit	08/05/2022			Deposit		001 · Key Bank...	10.90	199.95
Deposit	08/08/2022			Deposit		001 · Key Bank...	30.25	230.20
Deposit	08/08/2022			Deposit		001 · Key Bank...	34.20	264.40
Deposit	08/09/2022			Deposit		001 · Key Bank...	47.60	312.00
Deposit	08/10/2022			Deposit		001 · Key Bank...	12.15	324.15
Deposit	08/11/2022			Deposit		001 · Key Bank...	11.80	335.95
Deposit	08/12/2022			Deposit		001 · Key Bank...	60.65	396.60
Deposit	08/12/2022			Deposit		001 · Key Bank...	2.70	399.30
Deposit	08/15/2022			Deposit		001 · Key Bank...	18.20	417.50
Deposit	08/15/2022			Deposit		001 · Key Bank...	6.75	424.25
Deposit	08/15/2022			Deposit		001 · Key Bank...	50.85	475.10
Deposit	08/16/2022			Deposit		001 · Key Bank...	18.70	493.80
Deposit	08/17/2022			Deposit		001 · Key Bank...	34.35	528.15
Deposit	08/18/2022			Deposit		001 · Key Bank...	10.80	538.95
Deposit	08/19/2022			Deposit		001 · Key Bank...	6.90	545.85
Deposit	08/22/2022			Deposit		001 · Key Bank...	15.60	561.45
Deposit	08/22/2022			Deposit		001 · Key Bank...	29.00	590.45
Deposit	08/22/2022			Deposit		001 · Key Bank...	16.50	606.95
Deposit	08/23/2022			Deposit		001 · Key Bank...	35.50	642.45
Deposit	08/24/2022			Deposit		001 · Key Bank...	3.60	646.05
Deposit	08/29/2022			Deposit		001 · Key Bank...	20.70	666.75
Deposit	08/29/2022			Deposit		001 · Key Bank...	18.30	685.05
Deposit	08/29/2022			Deposit		001 · Key Bank...	23.45	708.50
Deposit	08/30/2022			Deposit		001 · Key Bank...	59.10	767.60
Deposit	08/30/2022			Deposit		001 · Key Bank...	36.80	804.40
Deposit	08/30/2022			Deposit		001 · Key Bank...	46.85	851.25
Deposit	08/31/2022			Deposit		001 · Key Bank...	32.70	883.95
Total 658 · Fines-Overdue Materials							883.95	883.95
658.1 · Materials Replacement Fees								
Deposit	08/01/2022			Deposit		001 · Key Bank...	67.97	67.97
Deposit	08/02/2022			Deposit		001 · Key Bank...	16.99	84.96
Deposit	08/05/2022			Deposit		001 · Key Bank...	106.83	191.79
Deposit	08/05/2022			Deposit		001 · Key Bank...	17.99	209.78
Deposit	08/08/2022			Deposit		001 · Key Bank...	16.80	226.58
Deposit	08/12/2022			Deposit		001 · Key Bank...	20.98	247.56
Deposit	08/16/2022			Deposit		001 · Key Bank...	27.00	274.56
Deposit	08/17/2022			Deposit		001 · Key Bank...	35.32	309.88
Deposit	08/18/2022			Deposit		001 · Key Bank...	16.99	326.87
Deposit	08/22/2022			Deposit		001 · Key Bank...	16.99	343.86
Deposit	08/22/2022			Deposit		001 · Key Bank...	27.99	371.85
Deposit	08/23/2022			Deposit		001 · Key Bank...	33.09	404.94

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09/06/22

Accrual Basis

Saline District Library Fund 101
monthly revenue
August 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	08/24/2022			Deposit		001 · Key Bank...	18.99	423.93
Deposit	08/29/2022			Deposit		001 · Key Bank...	52.63	476.56
Deposit	08/30/2022			Deposit		001 · Key Bank...	72.64	549.20
Deposit	08/30/2022			Deposit		001 · Key Bank...	27.00	576.20
Total 658.1 · Materials Replacement Fees							576.20	576.20
665.1 · General Account Interest								
Deposit	08/31/2022			Deposit		001 · Key Bank...	2.62	2.62
Total 665.1 · General Account Interest							2.62	2.62
674 · Donations-Unrestricted								
Deposit	08/30/2022			Deposit		001 · Key Bank...	2.00	2.00
Total 674 · Donations-Unrestricted							2.00	2.00
674.1 · Donations-Restricted								
Deposit	08/12/2022			Charnesky Ck...		001 · Key Bank...	200.00	200.00
Deposit	08/12/2022			Vankoevering...		001 · Key Bank...	100.00	300.00
Total 674.1 · Donations-Restricted							300.00	300.00
680 · Other Income								
Deposit	08/05/2022			Deposit		001 · Key Bank...	1.00	1.00
Deposit	08/12/2022			Deposit		001 · Key Bank...	12.00	13.00
Deposit	08/24/2022			Deposit		001 · Key Bank...	5.00	18.00
Deposit	08/30/2022			Deposit		001 · Key Bank...	1.00	19.00
Total 680 · Other Income							19.00	19.00
699 · Transfer from Other Funds								
Deposit	08/05/2022			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							166,300.22	166,300.22

Saline District Library Fund 101
Bill List
August 2022

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	08/05/2022			Pay Period E...	31,678.25
Check	08/05/2022			MERS Pay P...	1,257.49
Check	08/05/2022			MERS 457 Pa...	1,111.42
Check	08/05/2022			MERS Staff L...	183.74
Check	08/05/2022			MERS Staff L...	88.19
Check	08/19/2022			Pay Period E...	31,042.62
Check	08/19/2022			MERS Pay P...	1,258.57
Check	08/19/2022			MERS 457 Pa...	1,452.84
Check	08/19/2022			MERS Staff L...	183.74
Check	08/19/2022			MERS Staff L...	88.19
Total 702 · Salaries					68,345.05
723 · Retirement					
Check	08/05/2022			MERS Emplo...	1,257.49
Check	08/19/2022			MERS Emplo...	1,258.57
Total 723 · Retirement					2,516.06
727 · Office Supplies					
Bill	08/08/2022	7/1-7/...	KEYBANK - NATIO...		83.45
Bill	08/08/2022	16433...	STAPLES BUSINES...		362.18
Check	08/10/2022			Intuit Checks	280.98
Total 727 · Office Supplies					726.61
727.4 · Cartridges					
Bill	08/08/2022	16433...	STAPLES BUSINES...		209.59
Total 727.4 · Cartridges					209.59
732 · Cleaning Supplies					
Bill	08/08/2022	16433...	STAPLES BUSINES...		844.20
Total 732 · Cleaning Supplies					844.20
734 · Processing Supplies					
Bill	08/08/2022	7158287	DEMCO INC		266.89
Bill	08/08/2022	16433...	STAPLES BUSINES...		151.74
Total 734 · Processing Supplies					418.63
750.1 · Adult Programming					
Bill	08/08/2022	5548	SALINE FIDDLERS ...	One hour set ...	450.00
Bill	08/08/2022	8/10/2...	WILSON, VALERIE	From Garden ...	200.00
Bill	08/25/2022	8/29&...	MCFRY, JO ANN Y...	Walking Yoga...	200.00
Total 750.1 · Adult Programming					850.00
750.2 · Teen Programming					

Saline District Library Fund 101
Bill List
August 2022

Type	Date	Num	Name	Memo	Amount
Bill	08/08/2022	7/1-7/...	KEYBANK - NATIO...		417.50
Total 750.2 · Teen Programming					417.50
750.3 · Youth Programming					
Bill	08/08/2022	7/1-7/...	KEYBANK - NATIO...		254.59
Bill	08/08/2022	602611	BRODART CO.	Stem Station	571.00
Total 750.3 · Youth Programming					825.59
752.1 · Summer Reading-Adult					
Bill	08/08/2022	5337	STAMPFLER, DIAN...	Death and Lig...	250.00
Bill	08/08/2022	7/1-7/...	KEYBANK - NATIO...		125.00
Total 752.1 · Summer Reading-Adult					375.00
770 · Periodicals					
Bill	08/25/2022	3114171	WT.COX INFORMA...	Magazine sub...	5,253.94
Total 770 · Periodicals					5,253.94
772.1 · Ebooks-Adult					
Bill	08/08/2022	8/1/20...	MIDWEST TAPE	7/1-7/31/2022	6,263.54
Bill	08/08/2022	CD01...	OVERDRIVE, INC	Invoice # CD0...	3,000.00
Bill	08/25/2022	70516	THE LIBRARY NET...	OverDrive Co...	8,318.43
Bill	08/25/2022	CD01...	OVERDRIVE, INC	Content Purc...	3,000.00
Bill	08/25/2022	30611...	KANOPY, INC.		302.60
Total 772.1 · Ebooks-Adult					20,884.57
772.3 · Ebooks-Youth					
Bill	08/25/2022	30611...	KANOPY, INC.		34.00
Total 772.3 · Ebooks-Youth					34.00
780 · Software					
Bill	08/08/2022	7/1-7/...	KEYBANK - NATIO...		318.00
Total 780 · Software					318.00
785 · Online Database					
Bill	08/08/2022	10111...	LINKEDIN CORPO...	6/17/2022-6/1...	6,300.00
Total 785 · Online Database					6,300.00
802 · Professional Services-Bookkeep					
Check	08/15/2022			August Fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
804 · Professioanl services-Consult					

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Accrual Basis

Saline District Library Fund 101
Bill List
August 2022

Type	Date	Num	Name	Memo	Amount
Bill	08/08/2022	38015	QUINN EVANS	Professional s...	5,090.00
Total 804 · Professioanl services-Consult					5,090.00
850 · Internet					
Bill	08/08/2022	8/13/2...	T-MOBILE	Hot spots	297.50
Total 850 · Internet					297.50
880 · Marketing					
Bill	08/08/2022	8/10/2...	EMMY & OLLIE PH...	Staff Photos	300.00
Total 880 · Marketing					300.00
920 · Electricity					
Check	08/12/2022			DTE	5,144.57
Total 920 · Electricity					5,144.57
921 · Gas					
Check	08/12/2022			DTE	1,050.77
Total 921 · Gas					1,050.77
930 · Building Maintenance					
Bill	08/08/2022	50513	CHELSEA LUMBE...		14.48
Bill	08/08/2022	52121	CHELSEA LUMBE...		7.58
Bill	08/08/2022	7/1-7/...	KEYBANK - NATIO...		39.48
Bill	08/08/2022	8131	ALTECH	Chiller 2 rech...	5,957.50
Bill	08/08/2022	85660...	WASTE MANAGEM...		108.13
Bill	08/08/2022	197137	WYANDOTTE ALA...		150.00
Bill	08/25/2022	197934	WYANDOTTE ALA...	Invoice # 197...	120.00
Total 930 · Building Maintenance					6,397.17
956 · Miscellaneous					
Bill	08/08/2022	7/1-7/...	KEYBANK - NATIO...		27.56
Total 956 · Miscellaneous					27.56
957 · Continuing Education					
Bill	08/25/2022	08162...	STEVE HARGADON	Non-expiring ...	499.00
Total 957 · Continuing Education					499.00
958 · Dues					
Bill	08/08/2022	12562	MICHIGAN LIBRAR...	Arlene Wall	85.00
Bill	08/08/2022	12560	MICHIGAN LIBRAR...	Katie Mitchell	85.00
Bill	08/25/2022	13134	MICHIGAN LIBRAR...	Kelly Soerens	275.00
Bill	08/25/2022	13092	MICHIGAN LIBRAR...	Jessica Lash	275.00
Bill	08/25/2022	13146	MICHIGAN LIBRAR...	Melissa Scha...	275.00

Saline District Library Fund 101
Bill List
August 2022

Type	Date	Num	Name	Memo	Amount
Total 958 · Dues					995.00
965 · Bank Charges					
Check	08/03/2022			KB Merch. fee	44.53
Check	08/03/2022			KB Merch. fee	42.13
Check	08/08/2022			July Analysis f...	196.57
Total 965 · Bank Charges					283.23
981 · Books funded by friends					
Bill	08/08/2022	7/1-7/...	MIDWEST TAPE		90.71
Bill	08/25/2022	7/1-7/...	BAKER & TAYLOR		60.21
Total 981 · Books funded by friends					150.92
982.1 · Adult Fiction					
Bill	08/25/2022	7/1-7/...	BAKER & TAYLOR		4,226.06
Total 982.1 · Adult Fiction					4,226.06
982.15 · Large Print					
Bill	08/25/2022	7/1-7/...	BAKER & TAYLOR		286.92
Total 982.15 · Large Print					286.92
982.2 · Teen Fiction					
Bill	08/25/2022	7/1-7/...	BAKER & TAYLOR		574.04
Total 982.2 · Teen Fiction					574.04
982.3 · Youth Fiction					
Bill	08/25/2022	7/1-7/...	BAKER & TAYLOR		1,792.26
Total 982.3 · Youth Fiction					1,792.26
983.1 · Adult Nonfiction					
Bill	08/25/2022	7/1-7/...	BAKER & TAYLOR		2,579.49
Total 983.1 · Adult Nonfiction					2,579.49
983.2 · Teen Nonfiction					
Bill	08/25/2022	7/1-7/...	BAKER & TAYLOR		257.91
Total 983.2 · Teen Nonfiction					257.91
983.3 · Youth Nonfiction					
Bill	08/25/2022	7/1-7/...	BAKER & TAYLOR		496.35
Total 983.3 · Youth Nonfiction					496.35
984.1 · Audiobooks-Adult					

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Accrual Basis

Saline District Library Fund 101
Bill List
August 2022

Type	Date	Num	Name	Memo	Amount
Bill	08/08/2022	7/1-7/...	MIDWEST TAPE		314.90
Total 984.1 · Audiobooks-Adult					314.90
984.2 · Audiobooks-Teen					
Bill	08/08/2022	7/1-7/...	MIDWEST TAPE		132.97
Total 984.2 · Audiobooks-Teen					132.97
985.1 · DVDBlu Rays-Adult					
Bill	08/08/2022	7/1-7/...	MIDWEST TAPE		594.52
Total 985.1 · DVDBlu Rays-Adult					594.52
985.3 · DVD/Blu Rays-Youth					
Bill	08/08/2022	7/1-7/...	MIDWEST TAPE		246.63
Total 985.3 · DVD/Blu Rays-Youth					246.63
986.1 · Music CDs-Adult					
Bill	08/08/2022	7/1-7/...	MIDWEST TAPE		288.50
Total 986.1 · Music CDs-Adult					288.50
TOTAL					140,990.01

SALINE DISTRICT LIBRARY
September 15, 2022

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

**SALINE DISTRICT LIBRARY
FY2022/2023 MILLAGE PROJECTIONS**

FY 2021/2022				Assumed
Total Taxable Values		Full Revenue Collection	With Delinquency Allowance	Delinquency
\$1,987,007,429	0.0008115	\$1,612,457	\$1,564,083	-3.00%
\$1,987,007,429	0.00033	\$655,712	\$636,041	-3.00%
		\$2,268,169	\$2,200,124	
Actual Revenue Collected:			\$2,252,747	-0.70%
		2.7%	increased revenue over 2021/2022	
FY 2022/2023				
Total Taxable Values	maximum allowable levy	Full Revenue Collection	With Delinquency Allowance	
\$2,093,338,486	0.0008092	\$1,693,930	\$1,643,112	-3.00%
\$2,093,338,486	0.0005343	\$1,118,471	\$1,084,917	-3.00%
Total Revenue:		\$2,812,400	\$2,728,028	
		21.1%	increased revenue over 2021/2022	
FY 2022/2023				
Total Taxable Values	proposed levy	Full Revenue Collection	With Delinquency Allowance	
\$2,093,338,486	0.0008092	\$1,693,930	\$1,643,112	-3.00%
\$2,093,338,486	0.00033	\$690,802	\$670,078	-3.00%
Total Revenue:		\$2,384,731	\$2,313,189	
		2.7%	increased revenue over 2021/2022	
taxable value increase = 5.4%				

Saline District Library 2022/2023 Budget
1st DRAFT 9-13-22

SUMMARY

Saline District Library Operating Revenue	2018/2019	2019/2020	Actual 2020/2021	Approved 2021/2022	Proposed 2022/2023	
Property Taxes	\$2,039,900	\$2,145,402	\$2,193,985	\$1,612,457	\$1,693,930	65.63%
Provision: Tax Delinquency				(48,374)	(50,818)	-1.97%
2006 millage				655,712	690,802	26.76%
Provision: Tax Delinquency				(19,671)	(20,724)	-0.80%
Total Property Taxes				\$2,200,124	\$2,313,190	89.62%
PPT Reimbursement	96,704	99,169	93,317	90,000	90,000	3.49%
State Aid	21,141	21,116	22,876	20,000	27,000	1.05%
Fines and Fees	65,900	39,700	51,564	36,000	43,000	1.67%
Donations	35,625	32,000	32,353	28,000	28,000	1.08%
Library Services	9,800	2,450	1,316	1,000	3,800	0.15%
Interest Income	51,000	81,140	80,728	74,876	76,010	2.94%
Miscellaneous/Other	1,950	23	173	0	0	0.00%
Total Operating Revenue	\$2,322,020	\$2,421,000	\$2,476,312	\$2,450,000	\$2,581,000	100.00%
Fund Endowment Projects	4,980					
Operating Transfers In						
Total General Fund Revenue	\$2,327,000	\$2,421,000	\$2,476,312	\$2,450,000	\$2,581,000	

Saline District Library 2022/2023 Budget
1st DRAFT 9-13-22

SUMMARY

Saline District Library			Actual	Approved	Proposed	
Operating Expenditures	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	
Personnel Expenses	\$1,182,000	\$1,232,000	\$1,276,602	\$1,408,000	\$1,591,500	61.66%
Staff Development	14,000	9,000	9,276	17,000	17,000	0.66%
Supplies	31,000	29,000	18,302	30,000	26,300	1.02%
Prof. Services	42,000	55,000	48,040	90,000	75,500	2.93%
Services	36,500	33,000	30,033	55,000	57,400	2.22%
Process Fees	14,000	10,500	12,549	25,000	23,000	0.89%
Insurance	21,000	22,000	19,988	27,000	27,000	1.05%
Utilities	90,000	76,000	78,915	88,000	73,800	2.86%
Capital Improvement	37,500	35,000	149,656	100,000	120,000	4.65%
Bldg/Grounds	163,000	117,000	95,878	170,000	133,000	5.15%
Collections	250,500	272,500	271,961	329,000	336,500	13.04%
Refunds/MeLCat	500	100	323	1,000	500	0.02%
Tax Adjust	1,000	700	2,313	2,000	4,500	0.17%
Online Access	31,000	51,000	48,396	66,000	60,000	2.32%
Total Special Projects	0	20,200	0	42,000	35,000	1.36%
Total Operating Expenses	\$1,914,000	\$1,963,000	\$2,062,232	\$2,450,000	\$2,581,000	100.00%
Total Operating Revenue			\$2,476,312			
Investment Earnings/(Loss)			(\$233,011)			
Total Revenue			\$2,243,301			
Total Operating Expenses			\$2,062,232			
Endowment Admin Charges			\$15,955			
Total Expenditures			\$2,078,187			
Net Change in Fund Balance			\$165,114			
			\$2,243,301			

Saline District Library 2022/2023 Budget
1st DRAFT 9-13-22

Saline District Library Operating Revenue	2018/2019	2019/2020	Actual 2020/2021	Approved 2021/2022	Proposed 2022/2023
Property Taxes	\$2,039,900	\$2,145,402	\$2,193,985	\$1,612,457	\$1,693,930
Provision: Tax Delinquency				(48,374)	(50,818)
2006 millage				655,712	690,802
Provision: Tax Delinquency				(19,671)	(20,724)
PPT Reimbursement	\$96,704	\$99,169	\$93,317	\$90,000	\$90,000
State Aid	\$21,141	\$21,116	\$22,876	\$20,000	\$27,000
Fines and Fees					
Penal Fines	35,410	26,854	35,986	25,000	25,000
Overdue Fines	21,000	7,331	7,818	7,500	10,000
Non-Resident Cards	3,875	1,700	2,675	1,200	3,000
Card Replacement	15	160	213	100	0
Materials Replacement	5,600	3,655	4,872	2,200	5,000
Total Fines and Fees	<u>\$65,900</u>	<u>\$39,700</u>	<u>\$51,564</u>	<u>\$36,000</u>	<u>\$43,000</u>
Donations					
Designated	525	700	250	300	1,500
Undesignated	8,600	7,575	6,696	2,700	1,500
Friends of the Library	26,500	23,725	25,407	25,000	25,000
Grants	0	0	0	0	0
Total Donations	<u>\$35,625</u>	<u>\$32,000</u>	<u>\$32,353</u>	<u>\$28,000</u>	<u>\$28,000</u>
Library Services					
Copiers	2,200	433	90	100	700
Printers	6,200	1,669	1,212	800	3,000
Fax	1,400	348	14	100	100
Total Library Services	<u>\$9,800</u>	<u>\$2,450</u>	<u>\$1,316</u>	<u>\$1,000</u>	<u>\$3,800</u>
Interest Income					
General Account	1,200	1,140	27	100	30
CDs/Investments	0	20,000	339	0	0
Subagency Account	49,800	60,000	80,362	74,776	75,980
Total Interest	<u>\$51,000</u>	<u>\$81,140</u>	<u>\$80,728</u>	<u>\$74,876</u>	<u>\$76,010</u>
Miscellaneous/Other	\$1,950	\$23	\$173	\$0	\$0
Total Operating Revenue	<u>\$2,322,020</u>	<u>\$2,421,000</u>	<u>\$2,476,312</u>	<u>\$2,450,000</u>	<u>\$2,581,000</u>

Saline District Library 2022/2023 Budget
1st DRAFT 9-13-22

Saline District Library Operating Revenue	2018/2019	2019/2020	Actual 2020/2021	Approved 2021/2022	Proposed 2022/2023
Operating Transfers In					
Trans. from Endow. Proj.	4,980				
Total Transfers					
Total General Fund Revenue	\$2,327,000	\$2,421,000	\$2,476,312	\$2,450,000	\$2,581,000

Saline District Library 2022/2023 Budget
1st DRAFT 9-13-22

Saline District Library Operating Expenditures	2018/2019	2019/2020	Actual 2020/2021	Approved 2021/2022	Proposed 2022/2023
Personnel Expenses					
Salaries/Wages	1,000,000	1,051,000	1,103,881	1,150,000	1,300,000
FICA	77,000	79,000	83,068	88,000	99,400
Insurance/Reimburse.	60,000	60,000	57,994	125,000	141,250
Retirement	45,000	42,000	31,659	45,000	50,850
Total Fringe Costs	<u>\$182,000</u>	<u>\$181,000</u>	<u>\$172,721</u>	<u>\$258,000</u>	<u>\$291,500</u>
Total Personnel Costs	<u>\$1,182,000</u>	<u>\$1,232,000</u>	<u>\$1,276,602</u>	<u>\$1,408,000</u>	<u>\$1,591,500</u>
Professional Dues	3,600	3,900	3,809	5,000	5,000
Travel	3,000	1,800	598	4,000	4,000
Continuing Education	7,400	3,300	4,869	8,000	8,000
Total Staff Development	<u>\$14,000</u>	<u>\$9,000</u>	<u>\$9,276</u>	<u>\$17,000</u>	<u>\$17,000</u>
Supplies					
Paper/Office	6,600	7,300	5,222	6,700	6,500
Youth Supplies	1,000	400	1,093	1,600	1,600
Cartridges	4,800	3,000	3,217	4,500	4,500
Cleaning	4,300	4,200	3,159	6,000	5,000
Postage	700	600	229	700	500
Processing Supplies	13,100	13,500	5,382	10,000	8,000
Petty Cash	500	0	0	500	200
Total Supplies	<u>\$31,000</u>	<u>\$29,000</u>	<u>\$18,302</u>	<u>\$30,000</u>	<u>\$26,300</u>
Professional Services					
Legal	100	4,000	3,003	7,000	4,000
Bookkeeping	7,700	7,800	7,740	8,000	8,000
Audit	20,200	20,700	21,300	23,000	23,000
Consultants	1,600	13,000	8,542	42,000	30,000
Computer Consultants	8,500	5,500	4,547	7,000	7,000
Bank Charges	3,900	4,000	2,908	3,000	3,500
Total Professional Services	<u>\$42,000</u>	<u>\$55,000</u>	<u>\$48,040</u>	<u>\$90,000</u>	<u>\$75,500</u>

Saline District Library 2022/2023 Budget

1st DRAFT 9-13-22

Saline District Library Operating Expenditures	2018/2019	2019/2020	Actual 2020/2021	Approved 2021/2022	Proposed 2022/2023
Services					
Youth Programs	9,300	9,000	7,977	17,000	17,000
Adult Programs	15,000	12,500	9,577	20,000	20,000
Teen Programs	8,200	7,400	8,674	11,000	11,000
Grants/Programs by Friends	0	0		0	5,000
Cooperative Fees	4,000	3,500	3,496	6,600	4,000
Tax Collection	0	600	309	400	400
Total Services	\$36,500	\$33,000	\$30,033	\$55,000	\$57,400
Process Fees					
Marketing/P.R.	9,600	7,500	10,054	20,000	20,000
Miscellaneous	4,400	3,000	2,495	5,000	3,000
Total Process Fees	\$14,000	\$10,500	\$12,549	\$25,000	\$23,000
Insurance	\$21,000	\$22,000	\$19,988	\$27,000	\$27,000
Utilities					
Telephone	11,000	6,000	3,704	5,000	5,800
Electricity	63,000	55,000	62,166	66,000	45,000
Gas	11,000	11,000	9,369	12,000	18,000
Water	5,000	4,000	3,676	5,000	5,000
Total Utilities	\$90,000	\$76,000	\$78,915	\$88,000	\$73,800
Capital Improvement	0	0	137,484	55,000	60,000
Furniture	5,000	11,000	117	30,000	30,000
Equipment	32,500	24,000	12,055	15,000	30,000
Total Capital Improvement	\$37,500	\$35,000	\$149,656	\$100,000	\$120,000
Building/Grounds					
Cleaning	32,200	0	0	0	0
Building Maintenance	55,000	40,000	23,887	55,000	30,000
Equipment Maintenance	2,000	5,500	5,898	27,000	13,000
Polaris Maintenance	32,800	34,500	34,544	44,000	55,000
Grounds Maintenance	41,000	37,000	31,549	44,000	35,000
Total Building/Grounds	\$163,000	\$117,000	\$95,878	\$170,000	\$133,000

Saline District Library 2022/2023 Budget
1st DRAFT 9-13-22

Saline District Library Operating Expenditures	2018/2019	2019/2020	Actual 2020/2021	Approved 2021/2022	Proposed 2022/2023
Collections					
Adult Fiction Books	46,200	46,000	44,864	56,000	55,000
Adult Non-Fiction Books	32,000	33,000	30,443	39,000	38,000
Youth Books	29,500	24,000	25,833	35,000	38,000
Reference	3,300	4,100	3,453	4,000	3,500
A/V--Adult	36,100	33,000	35,705	43,000	36,000
A/V--Youth	7,500	10,200	8,819	10,000	8,700
Software--Adult	14,000	17,000	19,036	18,000	19,000
Software--Youth	600	600	559	700	600
Downloadables--Adult	63,500	89,500	92,440	100,000	112,000
Downloadables--Youth	2,500	5,000	7,000	7,000	7,700
Realia	100	100	0	300	2,000
ETC--Adult	3,000	1,400	334	3,000	3,000
ETC--Youth	200	100	0	1,000	2,000
Periodicals	12,000	8,500	3,475	12,000	11,000
Total Collections	\$250,500	\$272,500	\$271,961	\$329,000	\$336,500
Online Access					
Internet Access	9,100	14,000	14,648	24,000	22,000
Online Resources	21,900	37,000	33,748	42,000	38,000
Total Online Access	\$31,000	\$51,000	\$48,396	\$66,000	\$60,000
Special Projects		20,200		42,000	35,000
Endowment Projects					
Total Special Projects	\$0	\$20,200	\$0	\$42,000	\$35,000
Refunds/MeLCat	\$500	\$100	\$323	\$1,000	\$500
Tax Adjustments	\$1,000	\$700	\$2,313	\$2,000	\$4,500
Total Operating Expenses	\$1,914,000	\$1,963,000	\$2,062,232	\$2,450,000	\$2,581,000

REVENUE

Overall revenue is expected to be higher (approximately 5.3%) for this fiscal year which is in line with the overall taxable value increase of 5.4%.

- Tax revenue is based on millage rates of .8092 and .33, down slightly from last year's rates of .8115 and .33.
- PPT Reimbursement and State Aid are based on the previous three years but conservatively estimated to be slightly lower.
- Penal fines continue to be unpredictable, so the estimate for next year is still conservative.
- Overdue fines and income from library services were higher than expected this year as library usage returned to pre-pandemic levels; next year's budget will reflect this.
- Donations continue to be consistent from the Friends. While lower than previous years, other donations were about what was expected this year, but we are seeing a shift to more designated donations.
- Interest income is expected to stay consistent with the current year.

EXPENDITURES

- Salaries take into account the pay structure review and recommendations that accommodate the new Michigan minimum wage of \$12/hour and adjusts other salaries accordingly.
- Health insurance costs are based on the potential for all eligible staff to take advantage of this benefit, though only about half of them currently do. A rate increase is also assumed.
- Retirement costs are up based on wage increases.
- Staff development costs are projected to be similar to this year as staff members return to in-person professional development opportunities.
- Supplies expenses are overall still lower than pre-pandemic levels.
- Professional services are expected to still be higher due to the Space Visioning Project, but no longer need to include strategic planning, director search, or website development costs.
- Program budgets remain consistent with this year. We have started accounting for programs funded by the Friends separately so that it does not appear that staff have gone over budget on their programs.
- Marketing and outreach are significant parts of the 2022-2026 Strategic Plan, so funds remain dedicated to these areas at a higher level than in past years.
- Electricity costs are down significantly as a result of the 2021 LED conversion project, but the utilities budget accounts for increasing costs of natural gas.
- Capital improvement costs are still unknown but will include changes to improve the use of space in the building and updating furnishings and replacement of servers. Significant changes to the building will be covered by the dedicated fund balance that has been in reserve for Building Improvement
- Building and grounds expenses were lower than anticipated this year, and next year's budget reflects this. Polaris maintenance is up as we hope to add a mobile app to the Polaris suite.
- Collection budgets have been adjusted based on the current year's expenditures and collection plans and requests from new department heads.
- Online access costs have increased due to the need for higher bandwidth in the building and service fees for additional mobile hotspots. Online resources remain consistent with this year's expenditures.



**Library Director's Report
Submitted by Karrie Waarala
September 20, 2022**

- Summer Reading was a huge success this year, with a total of 1,712 people participating. Our Youth program had 852 readers who read 308,149 minutes (equivalent to about 5,136 hours or 214 days of reading). 167 teens participated and read 1,863 books, and 693 adult readers read 3,547 books. These are by far the best numbers we have seen since 2017. A huge “thank you” to the Friends of the Library for supporting our Summer Reading Program each year and providing prizes.
- 1000 Books Before Kindergarten is going strong, with 15 new registrations in July and August for a total of 116 participants. We have even had our first finisher, who received a tote bag as final prize in addition to the 10 new books, one for each 100 books read. Another “thank you” to the Friends of the Library for supporting this initiative.
- Outreach efforts have increased exponentially this year thanks to the efforts of Assistant Director Jessica Lash and Head of Youth Services Kelly Soerens. SDL was present at every school open house in the Saline Area Schools this year, has a monthly booth at the Saline Farmers Market, and had a booth at Saline Summerfest and the Saline Community Fair. At each appearance out in the community we sign people up for library cards or renew the cards they already have, promote library programs and services, and hand out take-home craft kits for kids. Jess and I have also met with Saline Main Street Executive Director Holli Andrews to discuss ways SDL and SMS could partner and provide programming downtown at The 109 Cultural Exchange.
- Fall programming is underway, with a return to more in-person programming. Perennial favorites like [Book Babies](#), Take-and-Make Crafts for all ages, and book clubs are back, along with some new offerings like [Spice Club](#) for adults, a weekly [Teen Game and D&D Day](#), and [Science Club](#) for kids.
- SDL has once again been voted Favorite Library Branch in the [Ann Arbor Family Press 2022 Family Favorites](#). This is the 4th year in a row we've received this honor, and we are particularly delighted as this year we were not informed that we were nominated until a couple of days before the voting deadline. It's so nice to know that SDL users made their choice known in the last couple of days of the contest.

- We successfully transitioned to [our new website](#) on September 9 with minimal service interruption. There are of course a few spots to fix, but staff are making notes, and LocalHop continues to be wonderfully responsive. We've received several positive comments on the new website and will be highlighting the adaptability widget that makes the site 100% accessible to users. We are finalizing the new website's room reservation module and plan to reinstate online Brecon Room reservations for the public by the end of September.
- The Management Team and the Library Board Building & Grounds Committee have both met with Quinn Evans to review their strategy for three approaches to SDL's Space Visioning Project based on different levels of alteration to the building required, from minimal (mostly changes in furnishings and arrangement) to maximum (a complete indoor renovation). Both groups felt that the more moderate, middle approach makes the most sense. Quinn Evans will prepare further revised concepts based on feedback from these meetings and present those to the Management Team and Building & Grounds Committee next month.
- We have a new [audiobook collection of VOX Books](#) in the Youth Department. VOX Books are books that contain a built-in audio recording of the book being read, which make them an excellent learning tool for early childhood literacy.
- Our Building Monitor, Shannon Leon, has announced her departure from SDL at the end of September. The [position has been posted](#), and we are accepting applications through September 23.
- Recent comments from patrons include:
 - "I love this place! It feels like I have a credit card with no limit."
 - "We appreciate the staff so much! Everyone is so pleasant and helpful. So grateful that you stayed open during Covid and did so much for us users."
 - A suggestion to include more audiobook options when doing themed displays throughout the library as it is "important for those who are 'print-blind'." We are now striving to include non-print resources in as many displays as possible.

Pay Structure Review and Recommendations for FY2023 Introductory Notes

In February 2023, the Michigan minimum wage will increase from \$9.87/hour to \$12.00/hour, an increase of 21.6%. This is a long-awaited and much needed change in our state; however, an increase of this magnitude for our lowest grade 1A position, Pages, who are typically high school students who work approximately 8 hours a week shelving books, cannot happen within a vacuum. Raising the required minimum wage by that much and not making similar adjustments to the other lower grade positions would be incredibly unfair, particularly to our Library Assistants. The valuable staff members in this grade 4 position make up the majority of the staff at SDL, and are the face of customer service at our library.

This statewide change made it absolutely necessary to request our annual Pay Structure Review and Recommendations from ElementOne Consulting for the upcoming 2022/2023 fiscal year. I used these recommendations when preparing the 1st draft of the 2022/2023 budget, and I want to call the Library Board's attention to the following notes.

- Making use of the recommended pay structure does mean a significant increase to personnel costs for SDL. Expenses are projected to be 13% higher than the 2021/2022 budget, and raises personnel costs from 57.57% of the annual budget to 61.66%.
- However, in addition to adjusting for cost of living in Washtenaw County and the new state minimum wage, this year's proposed salaries/wages line of the budget makes correct use of the base pay structure based on the following:
 - It is important to understand that the built-in increase to each pay grade (see page 7) **only takes into account the increase in cost of living and the subsequent effects on the job market.** This means that to properly budget for salaries and wages, it is necessary to first compute where each individual employee is on the current year's scale from "Minimum/Entry" to "Maximum/Unique."
 - For instance if a Grade 4 Library Assistant makes \$15.40/hour on the FY2022 scale, they are currently 30% of the way from Entry to Mastery.
 - Next it is necessary to compute where that equivalent position is on the FY2023 scale. In this example, 30% on the Grade 4 scale is \$17.77/hour.
 - This means that under the new pay scale, we cannot pay that employee less than \$17.77/hour; **to do so would indicate that this employee is actually contributing less to the library than they did the previous year** – which, of course, is the exact opposite of what actually occurs as employees progress in their jobs here at SDL.
 - I have computed the current scale positions and projected next year's scale positions for every employee at SDL based on their appropriate, individual increased mastery of their jobs. While the increase in salaries and wages is significant, it actually averages 0.15% less per employee than the midpoint changes shown in the chart on page 7.

- It is very important to me that our frontline staff members receive the much deserved wage increases in the FY2023 pay structure without going over budget. Therefore, based on these computations, I am requesting that the Library Board freeze my salary at the 80% mastery point of the Grade 19 scale.
- In 2020, we adjusted our pay structure to include an “internal minimum wage” to ensure that our staff members in lower grade positions were making closer to a living wage based on data for Washtenaw County. This was a significant philosophy shift that required a great deal of discussion, but it was ultimately the right decision. The job market continues to be challenging, with frontline positions increasingly difficult to fill. However, employee turnover in the lower grade positions at SDL has dropped dramatically. After averaging a 17.6% turnover rate in the Support Services department the prior three years, we have only had to hire and train one new Support Services employee since implementing this new pay philosophy.

Saline District Library

Saline, Michigan

Pay Structure Review and Recommendations for FY2023

**Edmund B. Ura
Erin M. Roberts
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September 6, 2022



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SUMMARY

This report contains the results of our study of competitive compensation levels for Saline District Library (SDL), and our recommended pay ranges for the upcoming fiscal year ending November 30, 2023.

The recommended pay structure reflects an expressed desire by the Library in 2020 to not only be competitive in the market but also adopt a philosophy of increasing their internal minimum wage to a number consistent with the MIT living wage calculator. For FY2021 the Washtenaw County calculator was used, however, in FY2022 this was changed to the Detroit Metropolitan Area calculator as MIT changed its methodology and the Detroit Metro cut was found to be more appropriate. Last year, due to the natural pressures of the market, the bottom of the structure naturally increased to a number higher than the number predicted for the living wage and thus last year's structure was once again based off of the strategy that SDL used over the past 14 years prior to making their philosophical adjustment. This year, it appears the natural forces have not kept up with the living wage numbers and once again the structure is based off of the new living wage number for one single adult with no children at \$16.20 per hour and this has been set at the minimum of Grade 2.

The recommended ranges increase at an average rate of about 12.5%, ranging from 16.6% in Grade 2 to 5.2% in Grade 19. The minimum of Grade 1A reflects the increase to the Michigan State minimum wage to \$12 per hour, thus Grade 1 increases by 21.6%. The significant increases to the bottom of the structure reflect pressure from both the state minimum wage increase as well as the effects of the COVID pandemic on the labor market. This update was conducted using a projected fiscal year revenue of \$2.5 million, an increase from the FY2022 number of \$2.35 million.

The recommendations for FY2023 reflect the stated goal of SDL to continue to be competitive. Decisions on actual increases for individuals should be made based on the Library's own financial situation and ability to pay.

PROCESS

The Saline District Library pay grades and ranges are based on an approach that considers three aspects of pay:

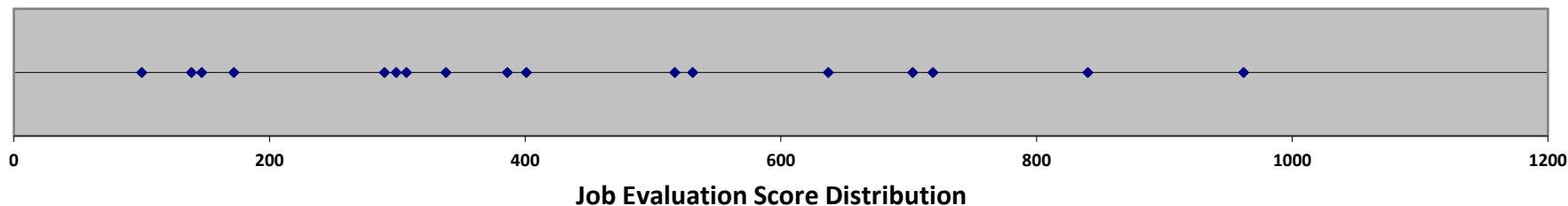
- The contribution of jobs to the organization, as measured by the job evaluation plan
- The competitive market for jobs, determined by research into labor market studies, and
- The ability of individuals to perform the specific duties and responsibilities of their jobs

Job Evaluation

The job evaluation program assesses the contribution of jobs to the organization by looking at various characteristics, namely:

- Knowledge, skills & ability
- Problem solving
- Scope of authority & decision making
- Communications & contacts
- Impact of work performance

Each of the characteristics above is defined through a series of ever-increasing definitions of complexity and every position at SDL has been reviewed and evaluated using this criteria. Once the individual points have been determined they are added together to give each job an overall score. Jobs with similar scores are then placed in the same pay grade. Any new jobs and thus job evaluations at SDL since the original program was implemented have been incorporated in our analysis. The distribution of scores, including changes reported to ElementOne by SDL, is illustrated below:



The number of ranges was originally determined by looking at the number of “job groupings” based on total point scores, ensuring that jobs which represented “promotions” would be separated, and then dividing the range of total scores into grades to accommodate these groupings and provide for growth and development of new jobs.

METHODOLOGY

Competitive Market Data

Each year, ElementOne conducts a review of published surveys to determine, for as many jobs as possible, the prevailing “market rate.” The market for each job is defined in terms of the geographic area in which recruiting typically takes place, the industry in which Saline District Library likely competes for employees, as well as similar sized organizations with whom SDL is fiscally able to compete. The review for FY2023 was based on an estimated \$2.5 million in revenue.

It is important to note that market data is based on the “cost of labor” in a given area, rather than the “cost of living.” Different geographic areas may have higher or lower costs for items such as housing; however, this does not necessarily translate to different levels of pay. Additionally, changes in the market rates reflect changes in what employers are paying, and will not necessarily reflect changes in the cost of living as measured by the Consumer Price Index.

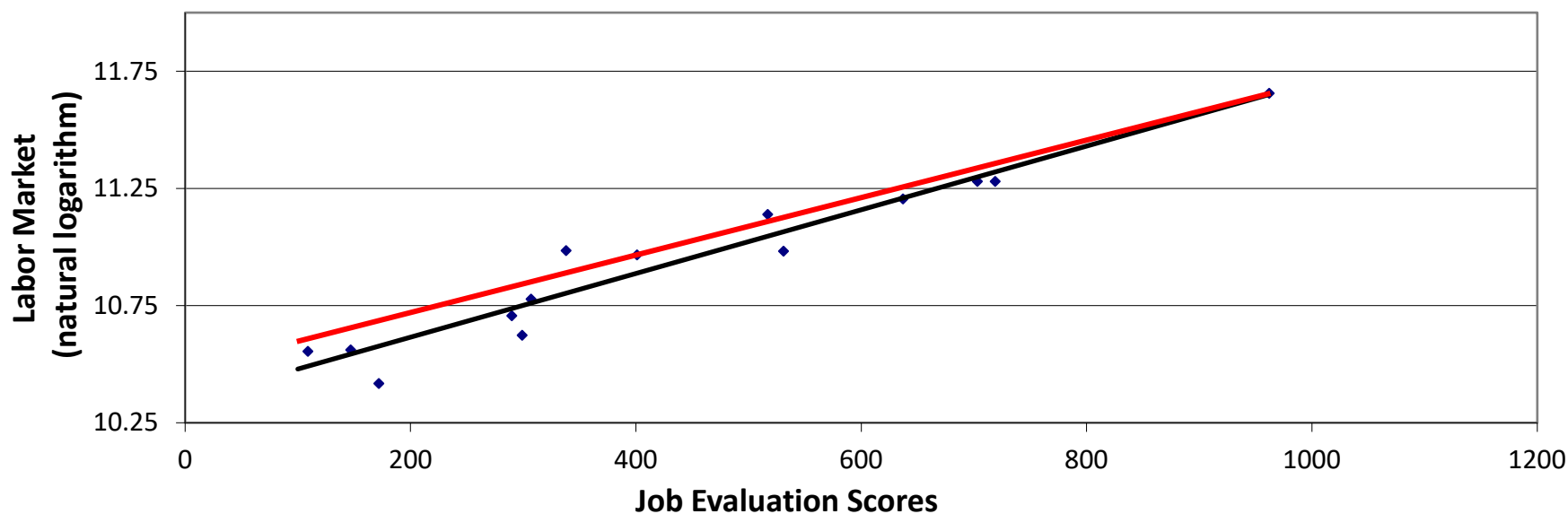
The surveys selected are based on their consistent publication, sufficient sample size and ability to provide segments of data that reflect the real markets in which SDL competes for talent. This year, the review included the following studies:

- American Library Association, Public Librarian Salary Survey
- Bureau of Labor Statistics, Metropolitan Area Compensation Study
- Detroit Suburban Library Roundtable, Statistics Compilation Report
- Economic Research Institute, Salary Assessor
- Michigan Public Library Statistics

Data from the surveys was used for as many of the SDL jobs as possible. In each survey, the data is “projected” to a common date (June 1, 2023, the middle of the fiscal year) based on reported actual and planned increases to market rates. A simple average of the sources was calculated that represents the market rate for each job.

Pay Range Development

The pay ranges are developed using a single regression process in which the internal evaluation scores are the “independent” variable and the labor market rates are the “dependent” variable. The resulting equation, or “payline,” serves as the means for developing the midpoint of each range. The range of pay, and resulting pay levels, are derived mathematically from the midpoint. Displayed below in black is the payline from which the original structure update was created and the red payline is the mathematical model from which the ranges with the new MIT minimum wage are calculated. Essentially this new payline hinges at the top rate which is that for the CEO.



Individual Pay Based on Contributions

The pay ranges are designed to ensure that employees are paid based on their contributions to SDL. The organization uses its performance appraisal and contribution assessment methodology to determine target pay; current pay is then compared to the target to determine if adjustments are warranted.

Pay Ranges

The chart below displays the annualized midpoints for each grade for the FY2022 as compared to the current FY2023 recommendations. In between the midpoint column is the percent difference between the midpoints.

Grade	Midpoint for FY2023	% Change from FY2022	Midpoint for FY2022
19	115,400	5.2%	109,700
18	98,500	3.8%	94,900
17	86,800	5.5%	82,300
16	76,500	7.1%	71,400
15	69,500	8.3%	64,200
14	65,300	9.2%	59,800
13	61,300	10.1%	55,700
12	57,500	11.0%	51,800
11	54,000	11.8%	48,300
10	50,700	12.7%	45,000
9	48,300	13.4%	42,600
8	46,800	13.9%	41,100
7	45,400	14.4%	39,700
6	43,900	14.6%	38,300
5	42,600	15.1%	37,000
4	41,300	15.7%	35,700
3	40,000	16.3%	34,400
2	38,700	16.6%	33,200
1C	35,200	18.1%	29,800
1B	31,600	19.2%	26,500
1A	28,100	21.6%	23,100

Pay Grade Assignments

As jobs change and evolve, the job evaluation plan will generate new point totals, which may result in pay grade reassignments. In addition, when new jobs are created they will also be evaluated and assigned to an existing pay grade. These evaluations are designed to be administered by SDL with occasional assistance by ElementOne.

Individual Pay Adjustments

The pay administration program provides guidance for individual increases. Employees are assessed based on their ability to perform the specific functions outlined in their job descriptions. Once an employee is able to perform every job function at the performance levels expected by SDL, their target pay will be in the “Mastery” portion of the ranges, formerly known as “Zone 3,” which represents a position in which pay is both externally competitive and fully in line with the organization’s objectives. Most employees will master their job over time; many will spend several years in a developmental mode and will be paid the “Developing” portion of the range, formerly “Zone 2”. Occasionally employees whose performance is far above expectations will be paid in the “Added Value” (Zone 4) portion or, in very rare and exceptional cases, paid in the “Unique” part of the range.

FINDINGS & RECOMMENDATIONS FOR FY2023

Pay Structure Update for FY2023

Based on the market data, and using the philosophy adopted by the organization in 2007, ElementOne has prepared a set of recommended pay ranges for Saline District Library for FY2023. The majority of SDL positions are included in the recommended FY2023 structure.

The recommended pay structure reflects an expressed desire by the Library in 2020 to not only be competitive in the market but also adopt a philosophy of increasing their internal minimum wage to a number consistent with the MIT living wage calculator. For FY2021 the Washtenaw County calculator was used, however, in FY2022 this was changed to the Detroit Metropolitan Area calculator as MIT changed its methodology and the Detroit Metro cut was found to be more appropriate. Last year, due to the natural pressures of the market, the bottom of the structure naturally increased to a number higher than the number predicted for the living wage and thus last year's structure was once again based off of the strategy that SDL used over the past 14 years prior to making their philosophical adjustment. This year, it appears the natural forces have not kept up with the living wage numbers and once again the structure is based off of the new living wage number for one single adult with no children at \$16.20 per hour and this has been set at the minimum of Grade 2.

The recommended ranges increase at an average rate of about 12.5%, ranging from 16.6% in Grade 2 to 5.2% in Grade 19. The minimum of Grade 1A reflects the increase to the Michigan State minimum wage to \$12 per hour, thus Grade 1 increases by 21.6%. The significant increases to the bottom of the structure reflect pressure from both the state minimum wage increase as well as the effects of the COVID pandemic on the labor market. This update was conducted using a projected fiscal year revenue of \$2.5 million, an increase from the FY2022 number of \$2.35 million.

Because the pay ranges represent the actual “reality” in which SDL must compete, ElementOne recommends that the organization implement the recommended ranges for the upcoming year.

Saline District Library
Pay Structure Review & Recommendations for FY2023

Exhibit 1 - Recommended Base Pay Structure Ranges for FY2023 (9/6/2022) - Living Wage

Grade	Point Range		Entry		Mastery			Unique	
	Low	High	Minimum	Developing	Midpoint	Added Value		Maximum	
ANNUAL AMOUNTS									
19	900	1000	88,800	99,500	110,100	115,400	120,800	131,400	142,100
18	800	899	77,300	85,800	94,300	98,500	102,800	111,300	119,800
17	700	799	68,100	75,600	83,100	86,800	90,600	98,100	105,600
16	600	699	60,000	66,600	73,200	76,500	79,800	86,400	93,000
15	550	599	55,600	61,200	66,700	69,500	72,300	77,800	83,400
14	500	549	52,200	57,400	62,600	65,300	67,900	73,100	78,300
13	450	499	49,000	53,900	58,800	61,300	63,700	68,600	73,500
12	400	449	46,900	51,100	55,300	57,500	59,600	63,800	68,000
11	350	399	44,100	48,100	52,000	54,000	56,000	59,900	63,900
10	300	349	41,400	45,100	48,800	50,700	52,600	56,300	60,000
9	275	299	40,300	43,500	46,700	48,300	50,000	53,200	56,400
8	250	274	39,000	42,100	45,200	46,800	48,400	51,500	54,600
7	225	249	37,800	40,800	43,800	45,400	46,900	49,900	52,900
6	200	224	36,600	39,500	42,400	43,900	45,400	48,300	51,200
5	175	199	36,300	38,800	41,400	42,600	43,900	46,500	49,000
4	150	174	35,100	37,600	40,000	41,300	42,500	44,900	47,400
3	125	149	34,000	36,400	38,800	40,000	41,100	43,500	45,900
2	100	124	33,700	35,700	37,700	38,700	39,800	41,800	43,800
1C	--	--	30,600	32,400	34,300	35,200	36,100	38,000	39,800
1B	--	--	27,500	29,200	30,800	31,600	32,500	34,100	35,800
1A	--	--	24,960	26,200	27,500	28,100	28,700	30,000	31,200

Saline District Library
Pay Structure Review & Recommendations for FY2023

Exhibit 1 - Recommended Base Pay Structure Ranges for FY2023 (9/6/2022) - Living Wage

Grade	Point Range		Entry		Mastery			Unique	
	Low	High	Minimum	Developing	Midpoint	Added Value		Maximum	
HOURLY AMOUNTS									
19	900	1000	42.69	47.84	52.93	55.48	58.08	63.17	68.32
18	800	899	37.16	41.25	45.34	47.36	49.42	53.51	57.60
17	700	799	32.74	36.35	39.95	41.73	43.56	47.16	50.77
16	600	699	28.85	32.02	35.19	36.78	38.37	41.54	44.71
15	550	599	26.73	29.42	32.07	33.41	34.76	37.40	40.10
14	500	549	25.10	27.60	30.10	31.39	32.64	35.14	37.64
13	450	499	23.56	25.91	28.27	29.47	30.63	32.98	35.34
12	400	449	22.55	24.57	26.59	27.64	28.65	30.67	32.69
11	350	399	21.20	23.13	25.00	25.96	26.92	28.80	30.72
10	300	349	19.90	21.68	23.46	24.38	25.29	27.07	28.85
9	275	299	19.38	20.91	22.45	23.22	24.04	25.58	27.12
8	250	274	18.75	20.24	21.73	22.50	23.27	24.76	26.25
7	225	249	18.17	19.62	21.06	21.83	22.55	23.99	25.43
6	200	224	17.60	18.99	20.38	21.11	21.83	23.22	24.62
5	175	199	17.45	18.65	19.90	20.48	21.11	22.36	23.56
4	150	174	16.88	18.08	19.23	19.86	20.43	21.59	22.79
3	125	149	16.35	17.50	18.65	19.23	19.76	20.91	22.07
2	100	124	16.20	17.16	18.13	18.61	19.13	20.10	21.06
1C	--	--	14.71	15.58	16.49	16.92	17.36	18.27	19.13
1B	--	--	13.22	14.04	14.81	15.19	15.63	16.39	17.21
1A	--	--	12.00	12.60	13.22	13.51	13.80	14.42	15.00

Saline District Library
Pay Structure Review & Recommendations for FY2023

Exhibit 2 - Recommended Base Pay Structure for FY2023 (9/6/2022) - Living Wage

	Eval. Score		Job Title	Job Score	Entry		Mastery		Unique		
Grade	Low	High			Minimum	Developing	Midpoint	Added Value	Maximum		
ANNUAL AMOUNTS											
19	900	1000	Director	962	88,800	99,500	110,100	115,400	120,800	131,400	142,100
18	800	899	Assistant Director	840	77,300	85,800	94,300	98,500	102,800	111,300	119,800
17	700	799	Head of Adult Services Head of Youth Services	719 703	68,100	75,600	83,100	86,800	90,600	98,100	105,600
16	600	699	Technology Manager	637	60,000	66,600	73,200	76,500	79,800	86,400	93,000
15	550	599	no jobs assigned	- -	55,600	61,200	66,700	69,500	72,300	77,800	83,400
14	500	549	Support Services Manager Librarian II	531 517	52,200	57,400	62,600	65,300	67,900	73,100	78,300
13	450	499	no jobs assigned	- -	49,000	53,900	58,800	61,300	63,700	68,600	73,500
12	400	449	Librarian I	401	46,900	51,100	55,300	57,500	59,600	63,800	68,000
11	350	399	Administrative Assistant	386	44,100	48,100	52,000	54,000	56,000	59,900	63,900
10	300	349	Substitute Librarian Cataloger	338 307	41,400	45,100	48,800	50,700	52,600	56,300	60,000
9	275	299	Facilities Coordinator Youth Assistant Adult Assistant	299 290 290	40,300	43,500	46,700	48,300	50,000	53,200	56,400
8	250	274	no jobs assigned	- -	39,000	42,100	45,200	46,800	48,400	51,500	54,600
7	225	249	no jobs assigned	- -	37,800	40,800	43,800	45,400	46,900	49,900	52,900
6	200	224	no jobs assigned	- -	36,600	39,500	42,400	43,900	45,400	48,300	51,200
5	175	199	no jobs assigned	- -	36,300	38,800	41,400	42,600	43,900	46,500	49,000
4	150	174	Library Assistant	172	35,100	37,600	40,000	41,300	42,500	44,900	47,400
3	125	149	Youth Desk Aide Building Monitor	147 139	34,000	36,400	38,800	40,000	41,100	43,500	45,900
2	100	124	Custodian	109	33,700	35,700	37,700	38,700	39,800	41,800	43,800
1C	- -	- -	no jobs assigned	- -	30,600	32,400	34,300	35,200	36,100	38,000	39,800
1B	- -	- -	no jobs assigned	- -	27,500	29,200	30,800	31,600	32,500	34,100	35,800
1A	- -	- -	Page	100	24,960	26,200	27,500	28,100	28,700	30,000	31,200

Saline District Library
Pay Structure Review & Recommendations for FY2023

Exhibit 2 - Recommended Base Pay Structure for FY2023 (9/6/2022) - Living Wage

Grade	Eval. Score		Job Title	Job Score	Entry		Mastery		Unique		
	Low	High			Minimum	Developing	Midpoint	Added Value	Maximum		
HOURLY AMOUNTS											
19	900	1000	Director	962	42.69	47.84	52.93	55.48	58.08	63.17	68.32
18	800	899	Assistant Director	840	37.16	41.25	45.34	47.36	49.42	53.51	57.60
17	700	799	Head of Adult Services Head of Youth Services	719 703	32.74	36.35	39.95	41.73	43.56	47.16	50.77
16	600	699	Technology Manager	637	28.85	32.02	35.19	36.78	38.37	41.54	44.71
15	550	599	no jobs assigned	- -	26.73	29.42	32.07	33.41	34.76	37.40	40.10
14	500	549	Support Services Manager Librarian II	531 517	25.10	27.60	30.10	31.39	32.64	35.14	37.64
13	450	499	no jobs assigned	- -	23.56	25.91	28.27	29.47	30.63	32.98	35.34
12	400	449	Librarian I	401	22.55	24.57	26.59	27.64	28.65	30.67	32.69
11	350	399	Administrative Assistant	386	21.20	23.13	25.00	25.96	26.92	28.80	30.72
10	300	349	Substitute Librarian Cataloger	338 307	19.90	21.68	23.46	24.38	25.29	27.07	28.85
9	275	299	Facilities Coordinator Youth Assistant Adult Assistant	299 290 290	19.38	20.91	22.45	23.22	24.04	25.58	27.12
8	250	274	no jobs assigned	- -	18.75	20.24	21.73	22.50	23.27	24.76	26.25
7	225	249	no jobs assigned	- -	18.17	19.62	21.06	21.83	22.55	23.99	25.43
6	200	224	no jobs assigned	- -	17.60	18.99	20.38	21.11	21.83	23.22	24.62
5	175	199	no jobs assigned	- -	17.45	18.65	19.90	20.48	21.11	22.36	23.56
4	150	174	Library Assistant	172	16.88	18.08	19.23	19.86	20.43	21.59	22.79
3	125	149	Youth Desk Aide Building Monitor	147 139	16.35	17.50	18.65	19.23	19.76	20.91	22.07
2	100	124	Custodian	109	16.20	17.16	18.13	18.61	19.13	20.10	21.06
1C	- -	- -	no jobs assigned	- -	14.71	15.58	16.49	16.92	17.36	18.27	19.13
1B	- -	- -	no jobs assigned	- -	13.22	14.04	14.81	15.19	15.63	16.39	17.21
1A	- -	- -	Page	100	12.00	12.60	13.22	13.51	13.80	14.42	15.00

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 503

SUBJECT: DISASTERS

1. Bomb threats, fire, snowstorms, tornadoes, public health crises, statewide emergency or disaster declarations, and the malfunction of building systems (breakdown of existing systems, i.e. electricity, heating, cooling, etc.) constitute emergency situations or disasters.
2. Once an emergency situation has been determined by the Director or by a designated staff person, the building will be evacuated by both patrons and staff. Procedures exist for each type of disaster, and staff will implement these directives.
3. Staff will notify and provide updates to the public in a timely fashion using a variety of delivery methods.
4. All staff members are required to be trained and to know disaster procedures as stated in the Procedural Manual.
5. Periodic in-service training on disaster procedures will be scheduled.

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 513

SUBJECT: HEALTH EMERGENCIES

1. In the event of a serious injury or medical emergency, a library staff member will call 911 immediately.
2. An Automated External Defibrillator (AED) is located near the Circulation Desk and may be used by staff or public.
3. No medications, prescription or over-the-counter, will be dispensed to the public by library personnel.
4. First aid kits are located at public service desks and in staff areas.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 510

**SUBJECT: PATRON FEEDBACK / RECONSIDERATION OF
LIBRARY MATERIALS**

1. The Saline District Library Board of Trustees is responsible for the overall ~~operating operation~~ of the ~~Library~~ in a way that ~~is in the~~ best ~~interest~~ ~~meets the needs~~ of citizens ~~of in~~ the library district. To this end, the Board welcomes and solicits citizen requests, suggestions, and complaints.
2. Citizens who wish to submit a general request, suggestion, or complaint will be asked to complete a Patron Feedback form. Library staff or members of the Board of Trustees who receive a verbal complaint will ask the complainant to complete the form, which is available on the Library's website, and return it to the Board or the Director for action.
3. Library patrons who are concerned about the appropriateness of library materials may complete a Reconsideration of Library Materials form, ~~which will be forwarded to the Library Board Library Services Committee~~. Completing this form does not guarantee that the materials will be removed or reclassified.
4. Under general supervision of the ~~Board~~ Library Services Committee, the Library Director will process and handle the appropriate response to ~~all~~ written concerns.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO. 710

SUBJECT: RECORD RETENTION SCHEDULE

1. The Board of Trustees will institute a record retention schedule for Saline District Library that follows the [State of Michigan Records Retention and Disposal Schedule for Public Libraries](#), which will be administered by the Director.
2. Disposal of library records will uphold the protection of individual privacy.
3. Department Heads are responsible for maintaining departmental records. The ~~Network Technician~~ Technology Manager is responsible for computer technologies.
4. An annual file review will begin in January. The schedule for record disposal must be implemented and completed by March 31st of each year. Those responsible for carrying out the process must report to the Director upon completion. The Director will then report to the Board of Trustees when all aspects of the process have been successfully implemented.
- ~~5. Disposal of library records will uphold the protection of individual privacy.~~
6. Changes in the established retention schedule must have Board approval and any other approval required by law.



CARL F. SCHRANDT ENDOWMENT FUND Program Guidelines & Application Information

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

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

WHO MAY APPLY

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

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

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

GUIDELINES

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

The project will, first and foremost, promote and benefit the Library and/or its patrons, with promoting and benefiting other segments of the Saline community as a secondary goal.

Preference will be given to programs/projects held on Library grounds, although other venues may be considered by the Library Services Committee and the Board.

All programs must be free and accessible to all.

HOW TO APPLY

The application must be in writing and must include the content listed below.

1. **Application Cover Sheet**

Submit one original and four duplicated copies

2. **Project Description Sheet**

Submit one original and four duplicated copies

3. **Applicant Description**

Submit one copy of each of the following:

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

Applications are to be completed as instructed and mailed to:

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

APPLICATION REVIEW PROCESS

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

Applications not funded will be returned to applicants.

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

Project Title Manhattan Short Film Festival

Jessica Lash, Assistant Library Director, Saline District Library
Name of applicant

Saline District Library, 555 N. Maple Rd
Address

Saline, MI 48176 734.429.5450 ext. 34
City/state/zip Phone

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

Jessica Lash, Assistant Library Director
Contact person

Authorized signature

Manhattan Short Film Festival
Name of collaborating organization (if applicable)

319 Lafayette St #126 New York, NY 10012 212.529.8640 1998
Address and phone date organization founded

Emagine Saline
Name of collaborating organization (if applicable)

1335 E Michigan Ave, Saline, MI 48176 1997
Address and phone date organization founded

Date application submitted 7/20/2022

Is the organization located in the Saline library district? Yes X* No

*Saline District Library and Emagine Saline are located in the library district.

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

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

1. Project Name

Manhattan Short Film Festival

2. Proposal Description

YOU BE THE JUDGE for the 2022 Manhattan Short Film Festival.

Manhattan Short Film Festival is an annual film festival featuring short films shown in over 300 screening venues around the world – and the audience votes on the winner! Join us at Emagine Saline for a viewing of the finalist films and vote for the winning film.

3. Goals of the Project

Mission statement: The Library exists to advance intellectual curiosity, promote lifelong learning, encourage cultural knowledge, and maintain an environment in which minds can grow. It supports and active, informed, and evolved community by providing all people with open access to resources in various formats representing diverse points of view.

This project encourages cultural knowledge, intellectual curiosity, and provides a chance for our community to participate in a worldwide event. Many film festivals are shown in larger communities, limiting access to those living in close proximity or those willing or able to travel. The Manhattan Short Film Festival is a worldwide festival – these films are shown in over 300 venues around the world and the audience votes for the finalist. This is an opportunity to bring a film festival to the Saline community and allow them to participate in a large-scale event.

Community Benefits:

The project will allow patrons to gather and participate in a cultural experience in their own community. This will also expose the community at large to the power of film, and give members of the community a chance to see a variety of films from new directors.

Applicant Benefits:

This project will allow the library to connect with the community through film, and provide a way for the community to participate in a unique event.

4. Audience

Who will benefit from this project?

The greater Saline community will benefit from this project by participating in a cultural event that they may not otherwise be able to experience. Library staff will also benefit from reaching out to more members of the community by bringing a unique program to our patrons.

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

Each auditorium at Emagine Saline holds 82 people. This program has the potential to reach 164 people in Saline.

5. Timeline for Implementation

The program runs from September 22-October 2. We have two showings scheduled for the following dates:

Sunday, September 25, 12:30-3 pm

Wednesday, September 28, 6:30-9 pm

Jessica has been in contact with Manhattan Short founder Nick Mason and Kyle Sinclair and Shelby Shoup at Emagine Saline since July 2022.

6. Equipment and Space Needed

Emagine Saline will serve as the screening venue for this program, and they will be providing all equipment. Manhattan Short will provide the disc with all of the movies, as well as the voting cards. Saline District Library will organize and promote the event.

7. Budget

Manhattan Short (cost of program)	\$600
Emagine Saline Auditorium Rental (price for two days)	\$1200
Promotional Materials (posters, advertising)	\$50
Total	\$1850

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

One staff member, Jessica Lash, will communicate with Nick Mason at Manhattan Short, and Shelby Shoup at Emagine Saline. She will also handle publicity for the event and be present at the performances. Library staff will promote the performance to the public and register attendees. Jessica Lash and the Saline District Library Social Media Team will schedule Social Media posts, and Jessica will add the event to the eNews for the weeks leading up to the event. These will all take place during regular staff hours.

9. Publicity

We will publicize the event through the library website, e-newsletter, social media, and our Events calendar. We will also publicize with *The Saline Post*, the Saline Chamber of Commerce Events Calendar, and posters and flyers will be on display in businesses around town.

10. Criteria to evaluate the project

Voting cards will be distributed at each showing, and these cards will be a good indication of the number of participants that the program draws. We will also welcome feedback on Social Media about the event.

11. Resume and / or Qualifications

Jessica Lash has been the Assistant Library Director since June 2022. She served as the Head of Adult Services at Saline District Library from June 2017- June 2022. Prior to that, she was an Adult Services Librarian, then Head of Adult Services at Salem-South Lyon District Library from 2013-2017. She earned her MLIS and Archival Administration Certification from Wayne State University in 2013, and her Librarian I certification in February 2018.

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

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

1. Project Name

Elementary Literacy Kit Collection

2. Proposal Description

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

The SDL youth department is requesting this grant to fund the addition of Elementary Literacy Kits to the Youth ETC collection. The Elementary Literacy Kits contain books, games, and activities geared towards struggling readers in kindergarten through third grade. Each kit will be grade specific and focus on one of the five components in reading instruction (phonics, vocabulary, comprehension, fluency, and phonemic awareness), in total 20 kits will be created to start this collection.

3. Goals of the Project

State how the project is in accord with the Mission Statement and stated roles of the Library (Lifelong Learning, Resource Center, Building Community, and Gathering Place).

List specific community benefits

List applicant benefits

Patrons visiting the Saline District Library regularly ask for resources to help their struggling or beginning reader, but books alone are not always the key to helping these readers. The Elementary Literacy Kits are designed to ignite the joy of reading through books, games and activities. The kits will increase the literacy skills of struggling and beginning readers guiding them along the path towards lifelong learning. Parents and caregivers are often not sure where to begin when helping their young readers, the kits will offer a clear path of how to start. They will have coordinated books, games, and additional activities to encourage specific reading skills and ways to reinforce these skills in meaningful ways. While the main focus of the kits are to encourage the enjoyment of reading for struggling or beginner readers, they will be available to all library patrons for checkout. This would include family game nights, babysitters, tutors, teachers, grandparents visiting with grandchildren, and many other ways that our community may discover.

Saline District Library will benefit from this project by adding exciting items to the youth ETC collection for our community. This will provide staff an additional resource to share with patrons to help encourage lifelong readers and build stronger connections with our community. With the addition of this collection, we expect to see an upward shift in declining reading scores for students in the Saline Area School District.

4. Audience

Who will benefit from this project?

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

Students, families, grandparents, teachers, and caregivers in the service area will be our primary audience. There are approximately 1500 students attending Saline Area Schools in the targeted age range.

5. Timeline for Implementation

We hope to launch this new resource in September 2022.

6. Equipment and Space Needed

Books, games, packaging, laminating sheets, tags, and bags. They will be housed with the current youth ETC Collection so no additional space is needed at this time.

7. Budget

The budget should be itemized and detailed – round off to the nearest dollar
The percent of budget to be provided by the applicant (money and/or services)

Requested total: \$1782

The 20 kits would cost approximately \$85 each.

Bags: \$9

Games: \$45

Books: \$30

Tags/laminating sheets: \$1

Promotional postcards to elementary school \$82 for 1500

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

Four including a librarian, a library assistant, cataloging and processing.

9. Publicity

Methods to be used to generate publicity for the project

SDL will be promoting these kits at Saline Area School open houses, additionally we will promote them with displays at the library, postcards to elementary school students, social media posts, and word of mouth.

10. Criteria to evaluate the project

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

To best determine success of this project, we will evaluate the circulation statistics after the first year.

11. Resume and / or Qualifications

A brief summary of qualifications of project participants

Kelly Soerens has been Head of Youth Services at the Saline District Library since April 2022. She holds a Masters of Library Information Science from Wayne State University, has worked in libraries for 12 years, the last 10 years as a youth librarian.

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	21,311	21,210				161,111
% of Total Circ.	75.78%	76.89%	78.13%	78.15%	79.74%	77.51%	80.00%	80.27%	79.95%	#DIV/0!	#DIV/0!	#DIV/0!	78.61%
AV Materials													
DVD/BLU-RAY	3,708	3,667	3,247	3,519	2,997	3,168	3,474	3,678	3,655				31,113
Music CDs	320	302	291	339	253	271	320	309	255				2,660
Audio Books	560	580	584	658	573	586	561	557	638				5,297
Playaways	0	1	0	1	4	11	7	11	6				41
J Kits	152	177	145	213	125	110	151	170	218				1,461
Total AV	4,740	4,727	4,267	4,730	3,952	4,146	4,513	4,725	4,772	0	0	0	40,572
% of Total Circ.	23.40%	21.70%	20.67%	20.57%	19.09%	20.51%	17.86%	17.80%	17.99%	#DIV/0!	#DIV/0!	#DIV/0!	19.80%
Interlibrary Loans													
SDL Patron Filled Requests	690	1,105	957	745	838	846	726	732	1,039				7,678
% of Total Circ.	3.41%	5.07%	4.64%	3.24%	4.05%	4.19%	2.87%	2.76%	3.92%	#DIV/0!	#DIV/0!	#DIV/0!	3.75%
Lends Out to Libs	672	991	823	991	848	855	920	941	1,105				8,146
Equipment	52	52	55	66	62	122	188	163	167				927
Periodicals	114	257	193	228	181	278	353	350	381				2,335
% of Total Circ.	0.56%	1.18%	0.94%	0.99%	0.87%	1.38%	1.40%	1.32%	1.44%	#DIV/0!	#DIV/0!	#DIV/0!	1.14%
TOTAL 2022 CIRC	20,258	21,787	20,641	22,998	20,707	20,210	25,265	26,549	26,530	0	0	0	204,945
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%	-4.18%	-2.31%	-100.00%	-100.00%	-100.00%	-11.13%
Downloads													
Ebooks	2,035	2,881	2,925	3,034	2,934	2,900	2,895	3,263	3,246				26,113
AudioBooks	2,235	2,544	2,379	2,584	2,618	2,806	2,967	3,056	3,159				24,348
Music	289	400	349	417	358	318	286	342	386				3,145
Video	197	401	322	363	333	288	286	377	293				2,860
Magazines	433	418	518	435	375	343	387	288	370				3,567
Tumble books	9	11	5	12	10	49	3	9	4				112
Total Downloads	5,198	6,655	6,498	6,845	6,628	6,704	6,824	7,335	7,458	0	0	0	60,145
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%	10.55%	15.27%	-100.00%	-100.00%	-100.00%	-20.72%
GRAND TOTAL CIRC	25,456	28,442	27,139	29,843	27,335	26,914	32,089	33,884	33,988	0	0	0	265,090
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%	-1.34%	1.07%	-100.00%	-100.00%	-100.00%	-13.50%
Cards Issued	90	102	104	123	93	90	184	141	188				1,115
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%	-16.57%	41.35%	-100.00%	-100.00%	-100.00%	5.49%
3 M Gate Count	7,163	8,359	7,981	10,222	9,634	9,634	11,166	9,857	11,440				85,456
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%	22.63%	25.25%	-100.00%	-100.00%	-100.00%	14.24%
Average Per Day	231	269	275	329	321	310	372	317	369	0	0	0	245

*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	9	4				122
# attending	46	110	344	354	367	0	122	203	113				1,659
Staff Programs	2	3	7	7	7	6	13	16	10				71
# attending	260	216	305	328	380	73	320	466	256				2,604
Guest Performers	0	0	0	0	0	0	4	0	1				5
# attending	0	0	0	0	0	0	153	0	36				189
Visits & Tours	0	0	0	0	1	2	3	0	0				6
# attending	0	0	0	0	10	107	343	0	0				460
Off Site Presentations	6	0	0	0	0	4	13	5	10				38
# attending	150	0	0	0	0	407	1056	290	593				2,496
Total events/month	13	11	39	35	37	12	40	30	25	0	0	0	242
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%	25.00%	56.25%	-100.00%	-100.00%	-100.00%	-2.42%
Total attendance	456	326	649	682	757	587	1,994	959	998	0	0	0	7,408
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%	29.07%	111.44%	-100.00%	-100.00%	-100.00%	6.61%
1KBBK				37	25	18	21	8	7				116
New Baby Packets	1	4	8	10	6	7	8	5	3	0	0	0	52
ADULT/TEEN													
Teen Programs	3	6	6	5	5	7	6	10	6				54
# attending	84	175	154	121	127	144	122	199	114				1,240
Teen Book Discussion	0	0	0	0	0	0	0	0	0				0
# attending	0	0	0	0	0	0	0	0	0				0
Visits & Tours	0	0	0	0	0	0	0	0	0				0
# attending	0	0	0	0	0	0	0	0	0				0
Off Site Presentations	0	0	0	0	0	0	0	0	0				0
# attending	0	0	0	0	0	0	0	0	0				0
Adult Programs	9	8	12	16	13	9	7	15	15				104
# attending	175	143	284	332	284	166	110	242	160				1,896
Adult Book Discussion	3	3	3	2	3	3	2	3	3				25
# attending	8	12	11	11	11	13	5	7	7				85
Family Programs	0	0	0	0	0	0	0	1	1				2
# attending	0	0	0	0	0	0	0	72	300				372
Internet Classes	0	0	0	0	0	0	0	0	0				0
# attending	0	0	0	0	0	0	0	0	0				0
Outreach/Bk Deliveries	4	4	4	4	4	4	4	4	6				38
# of items	114	114	114	113	114	112	112	112	150				1,055
Total events/month	15	17	21	23	0	19	15	29	25	0	0	0	164
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%	-28.57%	61.11%	78.57%	-100.00%	-100.00%	-100.00%	-32.51%
Total attendance	381	444	563	577	536	435	349	632	731	0	0	0	4,648
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%	8.75%	-22.44%	76.54%	205.86%	-100.00%	-100.00%	-100.00%	-9.01%

Programs and Services FY2020-2021

COMPUTER USAGE

PC usage onsite	511	509	476	663	601	650	616	485	680				5,191
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%	30.38%	40.50%	-100.00%	-100.00%	-100.00%	96.78%
WiFi usage onsite	2,727	3,275	2,896	3,336	3,149	3,412	3,426	2,749	3,525				28,495
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%	-20.94%	-13.81%	-100.00%	-100.00%	-100.00%	2.70%
Youth AWE computers	0	0	0	85	153	93	276	342	302	0	0	0	1,251
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	344	291	332	1,075	758	757				4,233
Adult	362	359	322	367	371	330	362	480	525				3,478
Circ Desk	314	406	358	356	326	370	360	324	388				3,202
Total Reference	797	1,063	937	1,067	988	1,032	1,797	1,562	1,670	0	0	0	10,913
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%	25.38%	71.83%	41.37%	9.77%	-1.95%	0.12%	-100.00%	-100.00%	-100.00%	-9.30%
Brecon Rm: #Groups	0	0	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	0				0
Study Rms: #Groups	150	174	159	214	188	190	206	186	219				1,686
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	248	266				2,324

* 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	12,254	11,334				104,375
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%	-10.30%	-8.46%	-100.00%	-100.00%	-100.00%	-25.60%
Catalog access	6,907	10,334	8,025	8,529	7,261	8,377	9,143	9,264	10,178				78,018
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%	-14.03%	6.30%	-100.00%	-100.00%	-100.00%	-31.28%
Informational Databases	227	199	300	283	298	254	173	446	705				2,885
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%	165.48%	143.94%	-100.00%	-100.00%	-100.00%	8.38%
Local History Databases													
Saline Valley Farms	12	10	14	31	31	13	12	16	15				154
Prior Year	10	16	14	19	20	9	8	14	29	20	19	3	181
% difference	20%	-38%	0%	63%	55%	44%	50%	14%	-48%	-100%	-100%	-100%	-15%
Historical Homes	16	20	11	23	32	1	0	0	39				142
Prior Year	12	23	19	24	17	24	30	16	19	13	19	24	240
% difference	33%	-13%	-42%	-4%	88%	-96%	-100%	-100%	105%	-100%	-100%	-100%	-41%
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	160	139				1,318
Prior Year	160	156	144	145	176	170	147	189	183	324	258	138	2,190
% difference	-16%	15%	15%	3%	-16%	-44%	-1%	-15%	-24%	-100%	-100%	-100%	-40%
MI Activity Pass	4	2	9	17	9	13	12	16	8				90
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%	-27%	0%	-100%	-100%	#DIV/0!	6%
New eNews subscribers	107	101	99	111	99	79	122	108	134				960
Total eNews subscribers	10,763	9,810	9,884	9,959	10,035	10,096	10,209	10,292	10,396				10,396
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%	-1.40%	-1.36%	-100.00%	-100.00%	-100.00%	-2.66%

* 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