



**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, OCTOBER 18, 2022, 7:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, OCTOBER 18, 2022
7:00 p.m.**

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

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

555 N. Maple Road, Saline, MI 48176

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

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

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

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA
TUESDAY, OCTOBER 18, 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 _____

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 September 20, 2022 meeting minutes as written.

Move _____ Second _____ to approve the October 12, 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. Recognition of Retiring Trustee: Jenna Saldaña

F. President's Report

G. Friends of the Library Report

H. Financial Reports

Move _____ Second _____ to approve the September financial reports.

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. Policy Review

a. Policy 511: Use of the Library Meeting Rooms

Move _____ Second _____ to approve revised Policy 511: Use of Library Meeting Rooms.

2. Discussion of Board Officers for 2022/2023

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 October 18, 2022

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the September 20, 2022 meeting minutes as written.

Move _____ Second _____ to approve the October 12, 2022 Building & Grounds Committee meeting minutes as written.

Move _____ Second _____ to approve the September financial reports.

Move _____ Second _____ to approve revised Policy 511: Use of Library Meeting Rooms.

Move _____ Second _____ to adjourn the meeting at _____.

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

Present: Vice Pres. Parsels, Sec. Saldana, Treas. Conn, Byron, Bieliauskas, Director Waarala, Admin. Asst. Pilarz, Assistant Director Lash, Head of Youth Services Soerens.

Absent: Pres. Gray, TerHaar, Friends Pres. Duvall
Secretary Saldana left meeting at 7:45 PM

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

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

C. Approval of Past Minutes
Move Saldana, Second Byron, to approve the July 19, 2022 meeting minutes as written. Carried.

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

D. Public Discussion: None

E. President's Report: None

F. Friends of the Library Report: None

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

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

H. Budget Hearing for FY2022/23 Operating Millages
Move Saldana, Second Byron, to open the Public Hearing for comments on the FY2022/23 operating millages. Carried.

1. Draft Budget Summary Discussion

Move Conn, Second Byron, to set the FY2022/23 operating millages at .8092 and .33 for a total of 1.1392 to be assessed in December 2022. 4 Ayes, 1 Nay. Carried.

Move Byron, Second Conn, to close the Public Hearing on the FY2022/23 operating millages. Carried.

I. Committee Reports

1. Finance: Committee focused on millages, draft budget, and salary adjustments. Committee also reviewed the checking account and investments.

2. Arts: None

3. **Building & Grounds:** Committee met with Quinn Evans representative to review initial ideas for exterior and interior renovations. Interior renovations included three plans: minor, medium, and major interventions. Most of the management team and Building & Grounds Committee feel that minor-medium intervention would suit SDL's needs.
4. **Library Services:** Committee reviewed the Schrandt grant proposals and policies to be reviewed below. Committee enthusiastically supported the proposals.
5. **Staff Excellence:** Committee reviewed the proposed pay structure to be reviewed below. The adjustments are driven by the upcoming minimum wage increase in the State of Michigan.
- J. **Library Director's Report:** The school year began, and things are going well so far with middle school. Parking continues to be an issue as middle school pick-up carries over to the library. In-person programming is getting good sign-ups but attendance doesn't match sign-ups. New website is live and working well.
- K. **Old Business**
 1. **Library Space Visioning Project:** See above in the Building and Grounds Committee.
- L. **New Business**
 1. **Pay Structure Review and Recommendations for FY2023**

Move Conn, Second Byron, to approve the Pay Structure Review and Recommendations for FY2023 as presented by ElementOne Consulting. 4 Ayes, 1 abstained. Carried.
 2. **Policy Review**
 - a. **Policy 503: Disasters**

Move Bieliauskas, Second Byron, to approve Policy 503: Disasters as presented. Carried.
 - b. **Policy 513: Health Emergencies**

Move Byron, Second Conn, to approve Policy 513: Health Emergencies as presented. Carried.
 - c. **Policy 510: Patron Feedback & Reconsideration of Materials**

Move Byron, Second Bieliauskas, to approve revised Policy 510: Patron Feedback & Reconsideration of Materials. Carried.
 - d. **Policy 710: Record Retention Schedule**

Move Byron, Second Bieliauskas, to approve revised Policy 710: Record Retention Schedule. Carried.
 3. **Schrandt Grant Applications**
 - a. **Manhattan Short Film Festival**

Move Byron, Second Conn, to approve Schrandt Grant funding for the 2022 Manhattan Short Film Festival. Carried.
 - b. **Elementary Literacy Kit Collection**

Move Byron, Second Bieliauskas, to approve Schrandt Grant funding to establish an Elementary Literacy Kit Collection at SDL. Carried.

4. Staff Development Day

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

M. Public Discussion: None

N. Adjournment

Move Conn, Second Byron, to adjourn the meeting at 8:07 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 September 20, 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, OCTOBER 12, 2022, 6:00 p.m.

Present: President Gray, Vice President Parsels, Secretary Saldaña (left at 6:49 PM), Trustee Bieliauskas (left at 7:01 PM), Director Waarala

A. Call Meeting to Order at 6:01 PM.

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

C. Public Discussion: None present

D. Update from Library Director

1. Our Facilities Coordinator has contacted several companies to request quotes for snow removal services for 2022-2023. He has received two responses so far and will continue to attempt to get a third to bring to the committee for approval next month.
2. Our irrigation system has been winterized and shut down for the season. We are using a new company, who have been very responsive.

E. New Business

Karin Neubauer and Chris Mueller of Quinn Evans presented a Schematic Design Concept Study for SDL's Space Visioning project for discussion.

F. Public Discussion: None present

G. Adjournment

Move Gray, Second Parsels to adjourn the meeting at 7:28 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 October 12, 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
September 1, 2022 - September 30, 2022

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	247,313.07
			+ Cleared Deposits & Other Additions	160,614.45
			- Cleared Checks & Other Payments	231,644.06
			Ending Bank Balance	176,283.46
 Open Deposits & Additions				
			Total	0.00
Open Checks & Payments				
	09/30/22		EFTPS	10,090.86
24175	08/25/22	790-957	STEVE HARGADON	499.00
24199	09/13/22	790-750.3	ANN ARBOR HAND...	259.28
24203	09/13/22	790-750.1	TOM CARR	300.00
24211	09/20/22	790-957	CQC	545.00
24214	09/20/22	790-785	NEW ENGLAND HI...	270.00
24219	09/20/22	790-860	KARRIE WAARALA	89.63
24220	09/28/22	790-955	GREEN THINGS FA...	425.00
			Total	12,478.77
			Reconciled Bank Balance	163,804.69
 Bank Transactions				
		000-258	EFTPS	(10,190.53)
		000-258	EFTPS	(10,090.86)
		000-258	EFTPS	(9,803.05)
		790-920	DTE - ELECTRICITY	(4,930.10)
		790-723	ALERUS RETIRE XFERS	(4,784.05)
		000-258.1	5080 MI TAX PYMT	(3,322.22)
		000-008	ALERUS RETIRE XFERS	(2,905.68)
		790-921	DTE - GAS	(827.64)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRG	(247.85)
		790-965	MERCH FEE & DISC	(96.07)
		000-665.1	INTEREST	2.10
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			Total	102,159.05
			Adjusted General Ledger Balance	163,804.69

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

Assets

Current Assets

000-001	Key Bank - General	\$	163,804.69
000-003	Old National CD 1		105,432.31
000-008	Employee Advances		840.15
000-013	Agency Account (Schrandt)		2,697,363.76
000-013.1	Agency Account-Unrealized Gain		(336,754.52)
000-017	Agency Sub Account (Investment Account)		5,767,355.71
000-017.1	Agency Sub Account-Unrealized Gain		(707,185.68)

Total Current Assets		<u>7,690,856.42</u>
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Property and Equipment

Net Property and Equipment		<u>0.00</u>
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Total Assets	\$	<u><u>7,690,856.42</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		4,862.48
000-275	MTT Liability		7,797.00

Total Current Liabilities		<u>76,602.46</u>
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Long-Term Liabilities

Total Long-Term Liabilities		<u>0.00</u>
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Total Liabilities		<u>76,602.46</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	(184,383.56)

Total Net Assets		<u>7,614,253.96</u>
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Total Liabilities and Net Assets	\$	<u><u>7,690,856.42</u></u>
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**Saline District Library
Income Statement
Actual vs. Budget**

		1 Month Ended	10 Months	12 Months Ended	Year to Date
		September 30,	September 30,	November 30, 2022	Percentage
		2022	2022	Budget	Budget
		Actual	Actual		
Revenue					
000-402.1	Saline-Real Tax	\$ 446.44	\$ 523,125.77	\$ 532,265.00	98.28
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	0.00	27,805.15	20,000.00	139.03
000-628	Printers-Revenue	281.10	2,373.74	800.00	296.72
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	230.00	2,555.00	1,200.00	212.92
000-656	Penal Fines	0.00	26,702.80	25,000.00	106.81
000-658	Fines-Overdue Materials	1,144.89	9,085.91	7,500.00	121.15
000-658.1	Materials Replacement	485.02	4,961.34	2,200.00	225.52
000-658.2	Card Replacement Fees	2.00	127.80	100.00	127.80
000-665.1	General Account Interest	2.10	26.39	100.00	26.39
000-665.3	Sub-Agency Account Interest	727.32	30,597.37	74,776.00	40.92
000-674	Donations-Unrestricted	3,003.90	4,489.12	2,700.00	166.26
000-674.1	Donations-Restricted	0.00	1,027.92	300.00	342.64
000-674.2	Donations-Friends	5,016.00	16,857.02	25,000.00	67.43
000-680	Other Income	3.00	13,449.01	0.00	0.00
Total Revenue		<u>11,341.77</u>	<u>2,489,269.43</u>	<u>2,450,000.00</u>	<u>101.60</u>
Gross Profit		<u>11,341.77</u>	<u>2,489,269.43</u>	<u>2,450,000.00</u>	<u>101.60</u>
Operating Expenses					
790-702	Salaries	128,555.71	922,329.29	1,150,000.00	80.20
790-716	Employee Insurance/Benefits	6,197.68	42,696.59	125,000.00	34.16
790-719	Health Reimbursement	2,400.04	16,422.62	0.00	0.00
790-722	Employer FICA	9,671.95	69,651.22	88,000.00	79.15
790-723	Retirement	(615.32)	24,813.66	45,000.00	55.14
790-727	Office Supplies	612.93	4,481.85	6,700.00	66.89
790-727.3	Supplies-Youth	0.00	463.64	1,600.00	28.98
790-727.4	Cartridges	137.99	2,008.65	4,500.00	44.64
790-730	Postage	0.00	379.26	700.00	54.18
790-732	Cleaning Supplies	134.96	3,526.53	6,000.00	58.78
790-734	Processing Supplies	194.10	3,735.00	10,000.00	37.35
790-740	Equipment	589.76	5,800.24	15,000.00	38.67
790-750.1	Adult Programming	1,558.09	13,726.48	17,000.00	80.74
790-750.2	Teen Programming	1,718.68	6,646.91	9,000.00	73.85
790-750.3	Youth Programming	1,230.38	7,019.28	12,000.00	58.49
790-750.4	Programming funded by Friends	985.15	3,654.56	0.00	0.00
790-752.1	Summer Reading-Adult	302.88	1,666.43	3,000.00	55.55
790-752.2	Summer Reading-Teen	101.79	2,236.09	2,000.00	111.80
790-752.3	Summer Reading-Youth	88.93	4,309.18	5,000.00	86.18
790-760	Youth Toys/Realia	0.00	172.21	300.00	57.40
790-762.1	Adult ETC	246.95	550.93	3,000.00	18.36
790-762.3	Youth ETC	252.49	252.49	1,000.00	25.25
790-770	Periodicals	1,413.16	11,581.40	12,000.00	96.51
790-772.1	eLibrary-Adults	7,525.82	87,902.50	100,000.00	87.90
790-772.3	eLibrary-Youth	0.00	741.05	7,000.00	10.59

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

		1 Month Ended	10 Months	12 Months Ended	Year to Date
		September 30,	September 30,	November 30, 2022	Percentage
		2022	2022	Budget	Budget
		Actual	Actual		
790-780	Software	16,418.96	24,791.58	18,000.00	137.73
790-780.3	Youth Software	0.00	0.00	700.00	0.00
790-785	Online Database	545.00	31,336.73	42,000.00	74.61
790-801	PS-Auditor	0.00	22,310.00	23,000.00	97.00
790-802	PS-Bookkeeping	645.00	6,450.00	8,000.00	80.63
790-803	PS-Attorney	0.00	594.00	7,000.00	8.49
790-804	PS-Consultants	7,090.00	18,418.00	42,000.00	43.85
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	0.00	35,847.61	44,000.00	81.47
790-821	Melcat	0.00	18.00	0.00	0.00
790-850	Internet	297.50	14,437.60	24,000.00	60.16
790-851	Telephone	0.00	3,568.79	5,000.00	71.38
790-860	Travel/Lodging	426.83	594.73	4,000.00	14.87
790-880	Marketing	384.68	7,543.89	20,000.00	37.72
790-885	Misc Funded by Friends	0.00	476.65	0.00	0.00
790-920	Electricity	4,930.10	38,299.30	66,000.00	58.03
790-921	Gas	827.64	13,136.13	12,000.00	109.47
790-922	Water	0.00	2,516.61	5,000.00	50.33
790-930	Building Maintenance	1,550.68	20,552.62	55,000.00	37.37
790-932	Grounds Maintenance	26.21	32,900.14	44,000.00	74.77
790-934	Equipment Maintenance	13.15	5,751.45	27,000.00	21.30
790-956	Miscellaneous	85.30	623.28	5,000.00	12.47
790-956.1	Misc/Petty Cash	0.00	150.00	500.00	30.00
790-957	Continued Education	585.00	1,206.06	8,000.00	15.08
790-958	Dues	0.00	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	0.00	154.71	1,000.00	15.47
790-965	Bank Charges	343.92	3,072.18	3,000.00	102.41
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	286.63	1,583.74	4,000.00	39.59
790-982.1	Adult Fiction	4,098.04	25,908.57	35,000.00	74.02
790-982.15	Large Print	1,259.72	6,673.72	8,000.00	83.42
790-982.2	Teen Fiction	287.91	6,292.53	9,000.00	69.92
790-982.3	Youth Fiction	1,942.94	15,096.18	20,000.00	75.48
790-983.1	Adult Nonfiction	2,047.70	22,751.87	36,000.00	63.20
790-983.15	Reference	0.00	3,308.15	4,000.00	82.70
790-983.2	Teen Nonfiction	304.28	1,508.34	3,000.00	50.28
790-983.3	Youth Nonfiction	957.31	6,891.34	15,000.00	45.94
790-984.1	Audiobooks-Adult	1,296.69	7,214.79	15,000.00	48.10
790-984.2	Audiobooks-Teen	443.89	3,835.20	7,000.00	54.79
790-984.3	Audiobooks-Youth	21.99	3,506.58	6,000.00	58.44
790-985.1	DVD/Blu Rays-Adult	1,212.82	10,845.32	18,500.00	58.62
790-985.2	DVD/Blu Rays-Teen	0.00	237.63	0.00	0.00
790-985.3	DVD/Blu Rays-Youth	114.70	1,719.46	3,000.00	57.32
790-986.1	Music CDs-Adult	303.48	1,779.20	2,500.00	71.17
790-986.3	Music CDs-Youth	38.96	156.25	1,000.00	15.63
790-998	Special Projects	0.00	0.00	42,000.00	0.00
Total Operating Expenses		<u>212,091.15</u>	<u>1,668,678.21</u>	<u>2,450,000.00</u>	<u>68.11</u>
Operating Income (Loss)		<u>(200,749.38)</u>	<u>820,591.22</u>	<u>0.00</u>	<u>0.00</u>

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

		1 Month Ended	10 Months Ended	12 Months Ended	Year to Date
		September 30, 2022 Actual	September 30, 2022 Actual	November 30, 2022 Budget	Percentage Budget
Other Income (Expenses)					
000-665.4	Agency Account Interest	1,064.96	32,505.01	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	(145,176.11)	(668,220.65)	0.00	0.00
000-670.4	Agency Change in Market Value	(77,644.35)	(359,507.54)	0.00	0.00
000-965.4	Agency Admin Charges	(877.25)	(9,084.20)	0.00	0.00
790-955	Grants	(1,607.44)	(2,480.77)	0.00	0.00
	Total Other Income (Expenses)	<u>(224,240.19)</u>	<u>(1,004,974.78)</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>(424,989.57)</u>	<u>(184,383.56)</u>	<u>0.00</u>	<u>0.00</u>
	Net Income (Loss)	<u>\$ (424,989.57)</u>	<u>\$ (184,383.56)</u>	<u>\$ 0.00</u>	<u>0.00</u>

11:14 AM

10/06/22

Accrual Basis

Saline District Library Fund 101
monthly revenue
September 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.1 · City of Saline-Real Tax								
Deposit	09/01/2022			Ck # 67813		001 · Key Bank...	446.44	446.44
Total 402.1 · City of Saline-Real Tax							446.44	446.44
Total 402 · Property Taxes Control Account							446.44	446.44
628 · Printers-Revenue								
Deposit	09/01/2022			Deposit		001 · Key Bank...	6.40	6.40
Deposit	09/01/2022			Deposit		001 · Key Bank...	1.00	7.40
Deposit	09/02/2022			Deposit		001 · Key Bank...	22.00	29.40
Deposit	09/06/2022			Deposit		001 · Key Bank...	3.80	33.20
Deposit	09/07/2022			Deposit		001 · Key Bank...	18.30	51.50
Deposit	09/08/2022			Deposit		001 · Key Bank...	18.90	70.40
Deposit	09/08/2022			Deposit		001 · Key Bank...	1.50	71.90
Deposit	09/12/2022			Deposit		001 · Key Bank...	5.60	77.50
Deposit	09/12/2022			Deposit		001 · Key Bank...	19.20	96.70
Deposit	09/13/2022			Deposit		001 · Key Bank...	9.40	106.10
Deposit	09/14/2022			Deposit		001 · Key Bank...	9.30	115.40
Deposit	09/15/2022			Deposit		001 · Key Bank...	11.80	127.20
Deposit	09/15/2022			Deposit		001 · Key Bank...	0.10	127.30
Deposit	09/16/2022			Deposit		001 · Key Bank...	54.00	181.30
Deposit	09/19/2022			Deposit		001 · Key Bank...	12.80	194.10
Deposit	09/19/2022			Deposit		001 · Key Bank...	2.10	196.20
Deposit	09/20/2022			Deposit		001 · Key Bank...	17.50	213.70
Deposit	09/21/2022			Deposit		001 · Key Bank...	0.70	214.40
Deposit	09/22/2022			Deposit		001 · Key Bank...	18.40	232.80
Deposit	09/22/2022			Deposit		001 · Key Bank...	2.40	235.20
Deposit	09/23/2022			Deposit		001 · Key Bank...	19.70	254.90
Deposit	09/26/2022			Deposit		001 · Key Bank...	2.70	257.60
Deposit	09/27/2022			Deposit		001 · Key Bank...	6.70	264.30
Deposit	09/28/2022			Deposit		001 · Key Bank...	5.70	270.00
Deposit	09/29/2022			Deposit		001 · Key Bank...	0.60	270.60
Deposit	09/30/2022			Deposit		001 · Key Bank...	10.50	281.10
Total 628 · Printers-Revenue							281.10	281.10
629 · Non-Resident Fees								
Deposit	09/01/2022			Deposit		001 · Key Bank...	150.00	150.00
Deposit	09/02/2022			Deposit		001 · Key Bank...	25.00	175.00
Deposit	09/13/2022			Deposit		001 · Key Bank...	25.00	200.00
Deposit	09/15/2022			Educator Card		001 · Key Bank...	15.00	215.00
Deposit	09/23/2022			Deposit		001 · Key Bank...	15.00	230.00
Total 629 · Non-Resident Fees							230.00	230.00
658 · Fines-Overdue Materials								
Deposit	09/01/2022			Deposit		001 · Key Bank...	82.80	82.80
Deposit	09/01/2022			Deposit		001 · Key Bank...	81.50	164.30

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Accrual Basis

Saline District Library Fund 101
monthly revenue
September 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	09/02/2022			Deposit		001 · Key Bank...	64.20	228.50
Deposit	09/06/2022			Deposit		001 · Key Bank...	54.10	282.60
Deposit	09/06/2022			Deposit		001 · Key Bank...	4.40	287.00
Deposit	09/06/2022			Deposit		001 · Key Bank...	2.95	289.95
Deposit	09/07/2022			Deposit		001 · Key Bank...	68.95	358.90
Deposit	09/08/2022			Deposit		001 · Key Bank...	46.80	405.70
Deposit	09/08/2022			Deposit		001 · Key Bank...	13.99	419.69
Deposit	09/09/2022			Deposit		001 · Key Bank...	11.40	431.09
Deposit	09/12/2022			Deposit		001 · Key Bank...	14.85	445.94
Deposit	09/12/2022			Deposit		001 · Key Bank...	36.20	482.14
Deposit	09/12/2022			Deposit		001 · Key Bank...	42.89	525.03
Deposit	09/13/2022			Deposit		001 · Key Bank...	14.60	539.63
Deposit	09/14/2022			Deposit		001 · Key Bank...	8.25	547.88
Deposit	09/15/2022			Deposit		001 · Key Bank...	76.20	624.08
Deposit	09/15/2022			Deposit		001 · Key Bank...	48.90	672.98
Deposit	09/16/2022			Deposit		001 · Key Bank...	12.00	684.98
Deposit	09/19/2022			Deposit		001 · Key Bank...	62.65	747.63
Deposit	09/19/2022			Deposit		001 · Key Bank...	22.90	770.53
Deposit	09/19/2022			Deposit		001 · Key Bank...	21.85	792.38
Deposit	09/20/2022			Deposit		001 · Key Bank...	5.00	797.38
Deposit	09/21/2022			Deposit		001 · Key Bank...	7.20	804.58
Deposit	09/22/2022			Deposit		001 · Key Bank...	96.86	901.44
Deposit	09/22/2022			Deposit		001 · Key Bank...	14.65	916.09
Deposit	09/23/2022			Deposit		001 · Key Bank...	56.00	972.09
Deposit	09/26/2022			Deposit		001 · Key Bank...	18.25	990.34
Deposit	09/26/2022			Deposit		001 · Key Bank...	21.45	1,011.79
Deposit	09/26/2022			Deposit		001 · Key Bank...	42.60	1,054.39
Deposit	09/27/2022			Deposit		001 · Key Bank...	10.00	1,064.39
Deposit	09/28/2022			Deposit		001 · Key Bank...	43.10	1,107.49
Deposit	09/29/2022			Deposit		001 · Key Bank...	3.00	1,110.49
Deposit	09/30/2022			Deposit		001 · Key Bank...	34.40	1,144.89
Total 658 · Fines-Overdue Materials							1,144.89	1,144.89
658.1 · Materials Replacement Fees								
Deposit	09/07/2022			Deposit		001 · Key Bank...	39.99	39.99
Deposit	09/08/2022			Deposit		001 · Key Bank...	15.99	55.98
Deposit	09/14/2022			Deposit		001 · Key Bank...	6.95	62.93
Deposit	09/15/2022			Deposit		001 · Key Bank...	44.94	107.87
Deposit	09/19/2022			Deposit		001 · Key Bank...	18.95	126.82
Deposit	09/19/2022			Deposit		001 · Key Bank...	64.98	191.80
Deposit	09/21/2022			Deposit		001 · Key Bank...	29.98	221.78
Deposit	09/22/2022			Deposit		001 · Key Bank...	43.88	265.66
Deposit	09/22/2022			Deposit		001 · Key Bank...	19.98	285.64
Deposit	09/23/2022			Deposit		001 · Key Bank...	15.24	300.88
Deposit	09/26/2022			Deposit		001 · Key Bank...	12.04	312.92
Deposit	09/30/2022			Deposit		001 · Key Bank...	74.20	387.12
Deposit	09/30/2022			Deposit		001 · Key Bank...	74.95	462.07

Saline District Library Fund 101
monthly revenue
September 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	09/30/2022			Deposit		001 · Key Bank...	22.95	485.02
Total 658.1 · Materials Replacement Fees							485.02	485.02
658.2 · Card Replacement Fees								
Deposit	09/15/2022			Deposit		001 · Key Bank...	1.00	1.00
Deposit	09/30/2022			Deposit		001 · Key Bank...	1.00	2.00
Total 658.2 · Card Replacement Fees							2.00	2.00
665.1 · General Account Interest								
Deposit	09/30/2022			Deposit		001 · Key Bank...	2.10	2.10
Total 665.1 · General Account Interest							2.10	2.10
674 · Donations-Unrestricted								
Deposit	09/15/2022			Deposit		001 · Key Bank...	3.90	3.90
Deposit	09/30/2022			Jeppson Don...		001 · Key Bank...	3,000.00	3,003.90
Total 674 · Donations-Unrestricted							3,003.90	3,003.90
674.2 · Donations-Friends								
Deposit	09/08/2022			1000 Books B...		001 · Key Bank...	1,062.43	1,062.43
Deposit	09/22/2022			Summer readi...		001 · Key Bank...	1,193.71	2,256.14
Deposit	09/22/2022			Summer readi...		001 · Key Bank...	747.97	3,004.11
Deposit	09/22/2022			Summer readi...		001 · Key Bank...	1,026.74	4,030.85
Deposit	09/30/2022			Deposit		001 · Key Bank...	682.21	4,713.06
Deposit	09/30/2022			Deposit		001 · Key Bank...	302.88	5,015.94
Total 674.2 · Donations-Friends							5,015.94	5,015.94
680 · Other Income								
Deposit	09/01/2022			Deposit		001 · Key Bank...	1.00	1.00
Deposit	09/08/2022			Deposit		001 · Key Bank...	1.00	2.00
Deposit	09/30/2022			Deposit		001 · Key Bank...	1.00	3.00
Total 680 · Other Income							3.00	3.00
699 · Transfer from Other Funds								
Deposit	09/06/2022			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							160,614.39	160,614.39

Saline District Library Fund 101
Bill List
September 2022

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	09/02/2022			Pay Period E...	31,146.75
Check	09/02/2022			MERS Pay P...	1,316.95
Check	09/02/2022			MERS 457 Pa...	1,452.84
Check	09/02/2022			MERS Staff L...	183.74
Check	09/02/2022			MERS Staff L...	88.19
Check	09/16/2022			Pay period en...	29,751.71
Check	09/16/2022			MERS Pay P...	1,276.71
Check	09/16/2022			MERS 457 Pa...	1,452.84
Check	09/16/2022			MERS Staff L...	183.74
Check	09/16/2022			MERS Staff L...	88.19
Check	09/30/2022			Pay period en...	31,201.40
Check	09/30/2022			MERS Pay P...	2,849.51
Check	09/30/2022			MERS 457 Pa...	1,452.84
Check	09/30/2022			MERS Staff L...	183.74
Check	09/30/2022			MERS Staff L...	88.19
Total 702 · Salaries					102,717.34
716 · Employee Insurances/Benefits					
Bill	09/13/2022	97611...	THE SBAM PLAN	10/1-10/31/20...	1,200.47
Bill	09/13/2022	10/1/2...	BLUE CROSS BLU...	10/1/2022-10/...	7,121.33
Total 716 · Employee Insurances/Benefits					8,321.80
719 · Health Reimbursement					
Bill	09/13/2022	MED0...	EHIM		2,400.04
Total 719 · Health Reimbursement					2,400.04
723 · Retirement					
Check	09/02/2022			MERS Emplo...	415.92
Check	09/16/2022			MERS Emplo...	1,230.61
Check	09/30/2022			MERS Pay P...	2,847.23
Total 723 · Retirement					4,493.76
727 · Office Supplies					
Bill	09/02/2022	8/10/2...	AMAZON		194.22
Bill	09/20/2022	16439...	STAPLES BUSINES...		23.18
Bill	09/20/2022	610255	BRODART CO.	Easels for you...	395.53
Total 727 · Office Supplies					612.93
727.4 · Cartridges					
Bill	09/02/2022	8/10/2...	AMAZON		137.99
Total 727.4 · Cartridges					137.99
732 · Cleaning Supplies					

Saline District Library Fund 101

Bill List

September 2022

Type	Date	Num	Name	Memo	Amount
Bill	09/20/2022	16439...	STAPLES BUSINES...		134.96
Total 732 · Cleaning Supplies					134.96
734 · Processing Supplies					
Bill	09/02/2022	8/10/2...	AMAZON		72.45
Bill	09/13/2022	609754	BRODART CO.	spine letters	22.89
Bill	09/20/2022	16439...	STAPLES BUSINES...		98.76
Total 734 · Processing Supplies					194.10
740 · Equipment					
Bill	09/02/2022	8/10/2...	AMAZON		589.76
Total 740 · Equipment					589.76
750.1 · Adult Programming					
Bill	09/02/2022	8/10/2...	AMAZON		304.96
Bill	09/13/2022	9/13/2...	KEYBANK - NATIO...		678.13
Bill	09/13/2022	1208	EICHER CONSULTI...	History of Co...	350.00
Bill	09/13/2022	5619	DORE, RUSSELL	9/13/2022 Pro...	275.00
Bill	09/13/2022	5620	CARR, TOM	10/12/2022 P...	300.00
Total 750.1 · Adult Programming					1,908.09
750.2 · Teen Programming					
Bill	09/02/2022	8/10/2...	AMAZON		1,650.58
Bill	09/13/2022	9/13/2...	KEYBANK - NATIO...		8.10
Bill	09/13/2022	9/13/2...	ELIZABETH LEVY	Teen program...	60.00
Total 750.2 · Teen Programming					1,718.68
750.3 · Youth Programming					
Bill	09/02/2022	8/10/2...	AMAZON		526.10
Bill	09/13/2022	5605	ANN ARBOR SYMP...	Fall 2022 Kin...	320.00
Bill	09/13/2022	9615	ANN ARBOR HAND...	Crime Lab an...	259.28
Bill	09/20/2022	3272	GRAPES PIANO SE...	Piano tuning ...	125.00
Total 750.3 · Youth Programming					1,230.38
750.4 · Programming Funded by Friends					
Bill	09/13/2022	10354...	4IMPRINT, INC.		682.27
Bill	09/20/2022	40923...	SCHOLASTIC INC.	1KBBK	302.88
Total 750.4 · Programming Funded by Friends					985.15
752.1 · Summer Reading-Adult					
Bill	09/02/2022	8/10/2...	AMAZON		38.31
Bill	09/13/2022	9/13/2...	KEYBANK - NATIO...		64.57
Bill	09/13/2022	220809	SALINE AREA LION...	Ice Cream an...	200.00

Saline District Library Fund 101
Bill List
September 2022

Type	Date	Num	Name	Memo	Amount
Total 752.1 · Summer Reading-Adult					302.88
752.2 · Summer Reading-Teen					
Bill	09/02/2022	8/10/2...	AMAZON		101.79
Total 752.2 · Summer Reading-Teen					101.79
752.3 · Summer Reading-Youth					
Bill	09/02/2022	8/10/2...	AMAZON		88.93
Total 752.3 · Summer Reading-Youth					88.93
762.1 · Adult ETC					
Bill	09/02/2022	8/10/2...	AMAZON		246.95
Total 762.1 · Adult ETC					246.95
762.3 · Youth ETC					
Bill	09/02/2022	8/10/2...	AMAZON		252.49
Total 762.3 · Youth ETC					252.49
770 · Periodicals					
Bill	09/13/2022	1487	WASHTENAW NE...	Invoice #1487	1,316.36
Bill	09/13/2022	9/5/22...	THE NEW YORK TI...	9/5/22-9/3/2023	96.80
Total 770 · Periodicals					1,413.16
772.1 · Ebooks-Adult					
Bill	09/13/2022	CD01...	OVERDRIVE, INC	Content Purc...	3,000.00
Bill	09/13/2022	50261...	MIDWEST TAPE	Hoopla	4,525.82
Total 772.1 · Ebooks-Adult					7,525.82
780 · Software					
Bill	09/13/2022	9/13/2...	KEYBANK - NATIO...		298.96
Bill	09/13/2022	1302	TOG DEVELOPME...	Website devel...	8,740.00
Bill	09/13/2022	774984	BLUEALLY	Barracuda W...	7,380.00
Total 780 · Software					16,418.96
785 · Online Database					
Bill	09/20/2022	00016...	WORLD BOOK INC.	Invoice # 000...	275.00
Bill	09/20/2022	633618	NEW ENGLAND HI...	12/31/22-12/3...	270.00
Total 785 · Online Database					545.00
802 · Professional Services-Bookkeep					
Check	09/13/2022			September Fee	645.00
Total 802 · Professional Services-Bookkeep					645.00

Saline District Library Fund 101
Bill List
September 2022

Type	Date	Num	Name	Memo	Amount
804 · Professioanl services-Consult					
Bill	09/13/2022	38244	QUINN EVANS	Concept Design	5,090.00
Bill	09/13/2022	221701	ELEMENTONE	Pay Structure ...	2,000.00
Total 804 · Professioanl services-Consult					7,090.00
850 · Internet					
Bill	09/13/2022	9/13/2...	T-MOBILE	Hot Spots	297.50
Total 850 · Internet					297.50
860 · Travel/Lodging					
Bill	09/13/2022	9/13/2...	KEYBANK - NATIO...		337.20
Bill	09/20/2022	9/16/2...	WAARALA, KARRIE	DSLRT Meeti...	89.63
Total 860 · Travel/Lodging					426.83
880 · Marketing					
Bill	09/02/2022	8/10/2...	AMAZON		384.68
Total 880 · Marketing					384.68
920 · Electricity					
Check	09/12/2022			DTE	4,930.10
Total 920 · Electricity					4,930.10
921 · Gas					
Check	09/12/2022			DTE	827.64
Total 921 · Gas					827.64
930 · Building Maintenance					
Bill	09/02/2022	8/10/2...	AMAZON		274.67
Bill	09/13/2022	9/13/2...	KEYBANK - NATIO...		19.99
Bill	09/13/2022	85744...	WASTE MANAGEM...	Invoice # 857...	108.13
Bill	09/13/2022	25547...	WASTE MANAGEM...	Invoice # 025...	197.06
Bill	09/13/2022	62903	MCW PARTNERS	Invoice # 62903	355.00
Bill	09/13/2022	12487...	CERTASITE, LLC	Fire Extinguis...	172.70
Bill	09/20/2022	94303...	GRAINGER	Batteries	33.02
Bill	09/20/2022	94368...	GRAINGER	Hinges	34.68
Bill	09/20/2022	94124...	GRAINGER	Battery	39.78
Bill	09/20/2022	63009	CHELSEA LUMBE...	Wasp spray a...	14.58
Bill	09/20/2022	348605	CHELSEA LUMBE...	Tamper resist...	25.99
Bill	09/20/2022	68981	CHELSEA LUMBE...	LED bulb	5.79
Bill	09/20/2022	365025	CHELSEA LUMBE...	Light bulbs flo...	11.79
Bill	09/20/2022	8219	ALTECH	Diagnose, La...	257.50
Total 930 · Building Maintenance					1,550.68
932 · Ground Maintenance					

Saline District Library Fund 101
Bill List
September 2022

Type	Date	Num	Name	Memo	Amount
Bill	09/20/2022	94303...	GRAINGER	Staff Parking ...	26.21
Total 932 · Ground Maintenance					26.21
934 · Equipment Maintenance					
Bill	09/13/2022	50652...	RICOH USA, INC		6.45
Bill	09/20/2022	50654...	RICOH USA, INC		6.70
Total 934 · Equipment Maintenance					13.15
955 · Grants					
Bill	09/13/2022	9/13/2...	KEYBANK - NATIO...		354.73
Bill	09/20/2022	9/22/2...	EMAGINE SALINE	Payment Bala...	827.71
Bill	09/28/2022	1384	GREEN THINGS FA...	Seed Library ...	425.00
Total 955 · Grants					1,607.44
956 · Miscellaneous					
Bill	09/13/2022	9/13/2...	KEYBANK - NATIO...		85.30
Total 956 · Miscellaneous					85.30
957 · Continuing Education					
Bill	09/13/2022	9/13/2...	KEYBANK - NATIO...		40.00
Bill	09/20/2022	9/14/2...	CQC	For Kelly Soer...	545.00
Total 957 · Continuing Education					585.00
965 · Bank Charges					
Check	09/06/2022			KeyBank Mer...	51.71
Check	09/06/2022			KeyBank Mer...	44.36
Check	09/09/2022			Aug. Analysis ...	247.85
Total 965 · Bank Charges					343.92
981 · Books funded by friends					
Bill	09/02/2022	8/10/2...	AMAZON		77.45
Bill	09/13/2022	8/1-8/...	MIDWEST TAPE		45.73
Bill	09/13/2022	8/1/22...	BAKER & TAYLOR		163.45
Total 981 · Books funded by friends					286.63
982.1 · Adult Fiction					
Bill	09/02/2022	8/10/2...	AMAZON		978.27
Bill	09/13/2022	9/13/2...	KEYBANK - NATIO...		80.95
Bill	09/13/2022	8/1/22...	BAKER & TAYLOR		3,038.82
Total 982.1 · Adult Fiction					4,098.04
982.15 · Large Print					
Bill	09/13/2022	8/1/22...	BAKER & TAYLOR		1,259.72

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Accrual Basis

Saline District Library Fund 101
Bill List
September 2022

Type	Date	Num	Name	Memo	Amount
Total 982.15 · Large Print					1,259.72
982.2 · Teen Fiction					
Bill	09/02/2022	8/10/2...	AMAZON		16.93
Bill	09/13/2022	8/1/22...	BAKER & TAYLOR		270.98
Total 982.2 · Teen Fiction					287.91
982.3 · Youth Fiction					
Bill	09/13/2022	8/1/22...	BAKER & TAYLOR		1,942.94
Total 982.3 · Youth Fiction					1,942.94
983.1 · Adult Nonfiction					
Bill	09/02/2022	8/10/2...	AMAZON		245.10
Bill	09/13/2022	8/1/22...	BAKER & TAYLOR		1,802.60
Total 983.1 · Adult Nonfiction					2,047.70
983.2 · Teen Nonfiction					
Bill	09/13/2022	8/1/22...	BAKER & TAYLOR		304.28
Total 983.2 · Teen Nonfiction					304.28
983.3 · Youth Nonfiction					
Bill	09/13/2022	8/1/22...	BAKER & TAYLOR		957.31
Total 983.3 · Youth Nonfiction					957.31
984.1 · Audiobooks-Adult					
Bill	09/13/2022	8/1-8/...	MIDWEST TAPE		1,296.69
Total 984.1 · Audiobooks-Adult					1,296.69
984.2 · Audiobooks-Teen					
Bill	09/13/2022	8/1-8/...	MIDWEST TAPE		443.89
Total 984.2 · Audiobooks-Teen					443.89
984.3 · Audiobooks-Youth					
Bill	09/13/2022	8/1-8/...	MIDWEST TAPE		21.99
Total 984.3 · Audiobooks-Youth					21.99
985.1 · DVDBlu Rays-Adult					
Bill	09/02/2022	8/10/2...	AMAZON		14.85
Bill	09/13/2022	8/1-8/...	MIDWEST TAPE		1,197.97
Total 985.1 · DVDBlu Rays-Adult					1,212.82
985.3 · DVD/Blu Rays-Youth					

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Accrual Basis

Saline District Library Fund 101

Bill List

September 2022

Type	Date	Num	Name	Memo	Amount
Bill	09/13/2022	8/1-8/...	MIDWEST TAPE		114.70
Total 985.3 · DVD/Blu Rays-Youth					114.70
986.1 · Music CDs-Adult					
Bill	09/13/2022	8/1-8/...	MIDWEST TAPE		303.48
Total 986.1 · Music CDs-Adult					303.48
986.3 · Music CDs-Youth					
Bill	09/13/2022	8/1-8/...	MIDWEST TAPE		38.96
Total 986.3 · Music CDs-Youth					38.96
TOTAL					185,771.47



**Library Director's Report
Submitted by Karrie Waarala
October 18, 2022**

- Saline Area Schools received eight applications for the Library Board position opening on December 1, 2022. I will be meeting with Superintendent Steve Laatsch on October 18 to discuss the candidates, and the school board will make their appointment at the October 25 meeting. So far the City has received two applications, and City Council will make their appointment at either the November 7 or November 21 meeting.
- I am continuing to work on the Amended 2021-2022 Budget and Proposed 2022-2023 Budget to be voted on at the November Library Board meeting. I have been reconstructing the SDL Budget document to incorporate actual revenues and expenditures instead of amended budgets for the three most recent fiscal years. I believe that this will help me present more accurate budgets to the Library Board in November. The question was raised at the October Finance Committee of how our spending on collections compares to other libraries. I reviewed the most recent public library statistics available from the Library of Michigan and found that the average Class V library spends approximately 11.17% of their budget on collections. According to that report, SDL spent 12.77% on collections. We also had the second highest per capita collections spending among Class V libraries at \$7.17. Our personnel spending is also in line with the average of 63.58% among Class V libraries.
- Fall programming continues with our Halloween offerings: Our [Spooky Literature Walk](#) through the woods, inspired by this year's [Great Fall Read](#) for adults and teens, [Thornhill](#) by Pamela Smy, is ongoing throughout the month. We have a new [Tell Me a Spooky Story Podcast](#) program coming up for ages 8-12, which makes use of the online programming kit we received as part of the [MI-83 ARPA grant through TLN](#), and of course, a [Halloween Storytime](#) and October crafts for all ages.
- SDL has purchased a Glowforge laser cutter which will allow us to expand our craft programming offerings and create innovative signage and displays. Once staff is trained on its usage and procedures are put in place, we could possibly offer appointments for patrons to bring in materials and create their own designs under the guidance of a staff member. This will be a good opportunity to gauge interest in future makerspace options as well.

- Community outreach this month includes Saline Rec Center's [Preschool Pumpkin Hunt](#) on October 11, EHM's [Brecon Village Open House](#) on October 18, [Trunk or Treat](#) downtown on October 26, and the [Saline Farmers Market](#) on October 29.
- We are finalizing our online room reservation system; LocalHop is working on an issue that was discovered as we were completing the setup work. Once that is completed and Policy 511: Use of Library Meeting Rooms is revised by the Library Board, we can begin accepting reservations. We know that the public is looking forward to making use of this service once again.
- The Management Team and the Library Board Building & Grounds Committee both met with Quinn Evans once again this month to review further exploration of moderate intervention approach that was presented last week, as well as exterior options presented by their landscape architect. Ann Dilcher will be in attendance at this month's Library Board meeting to provide an update to the entire Library Board.
- October 16-22 is [National Friends of Libraries Week](#), and Saline City Council has made [an official proclamation](#) recognizing NFLW and the Friends of the Saline District Library. We appreciate all of the wonderful support we receive from the Friends and are glad to see recognition of their contributions.
- We have made conditional offers of employment to a new Building Monitor and a new Youth Desk Aide, pending the results of background searches conducted by Saline Police Department. We hope they will both be starting work the week of October 17.
- Professional Development/Continuing Education updates:
 - Planning continues for the 2022 SDL Staff Development Day. Our keynote speaker will present on change management and resilience, which was requested by staff members. We will have time for an all-staff meeting, departmental meetings, and other sessions such as an introduction to self-defense.
 - Support Services Manager Arlene Wall attended the [2022 Back in Circulation Conference](#) presented by University of Wisconsin. This conference is specifically for managers and staff in Access and Circulation Services. Arlene applied for and received a continuing education stipend from the Library of Michigan to attend this event.
 - Assistant Director Jessica Lash will be completing the [2022 Michigan Library Association Leadership Academy](#) at the MLA annual conference in Port Huron next week and attending the [Library Marketing and Communications Conference](#) in Indianapolis next month.
 - Head of Youth Services Kelly Soerens will be attending the 2023 Saline Leadership Institute.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 511

SUBJECT: USE OF ~~THE~~ LIBRARY MEETING ROOMS

ELIGIBILITY

It is the intention of the Library to open its meeting rooms for certain limited educational, cultural, civic and intellectual functions conducted by community groups, governmental groups, and service organizations within the Saline Library District. Profit-making organizations may use the rooms for business meetings or staff training sessions only. The sale of merchandise is not allowed, with the exception of sales in conjunction with author visits or library programming. The meeting rooms may not be used for campaigning or petitioning.

~~All groups must submit room reservation requests via the Library's online reservation system.~~ The meeting rooms must be reserved by a Saline District Library cardholder who is 18 years of age or older. ~~The person submitting the reservation request must be present for the entirety of the approved function.~~ Youth groups (those groups with attendees under the age of 18) must have adult supervision. Meeting rooms are not available for private social occasions.

All meetings held in the Library meeting rooms must be open to the public free of charge. The rooms will be reserved on a first come, first served basis. Library programs and events shall have the first priority for meeting rooms, and any use that interferes with those programs or events shall be prohibited. The Library reserves the right to limit use of the meeting rooms to certain days and times as necessary to accommodate Library staffing availability.

APPLICATION

Reservation requests must be submitted online ~~by a Saline District Library cardholder who is 18 years of age or older and approved by Library staff~~ before a room can be reserved. ~~Anyone who is unable to submit a room reservation request online may contact the Library for assistance.~~

~~Meetings should be scheduled during regular library hours. Any deviation from the regular hours must be approved by the Director.~~

Multiple meeting dates may be requested at one time; however, the number of meeting dates may be limited based on demand. Failure to notify the Library of meeting cancellations may result in forfeiture of multiple dates.

The Director has the sole discretion to determine whether an application satisfies the eligibility requirements for reserving a room. However, any person or organization that is denied a reservation may appeal that denial by submitting an appeal in writing to the Saline District Library Board. ~~The person submitting the reservation request must be present at the approved function.~~

USER RESPONSIBILITY

To protect the rights of Library patrons, groups using the meeting rooms must do the following:

- Comply with **Policy #502: Code of Behavior.**
- Limit meeting time to the approved schedule.
- Include time for set-up and clean-up should be included in the scheduled time. Groups may not gain entry to the meeting room before their scheduled time.
- Refrain from using the Library name, logo, contact information, or photos in any way that seems to indicate Library sponsorship or endorsement.
- Refrain from distributing the Library's phone number as contact information for the event. Library staff are unable to deliver phone messages to groups using the meeting room.
- Arrange room to meet user requirements.
- Rearrange the meeting room to its prior condition, as shown in the diagram posted in the room.
- Pick up debris and wipe up spills
- Pay for any damage or loss of Library property.
- Keep to the terms indicated on the approved reservation request.
- Notify the Library if a cancellation is necessary.
- If certain Library equipment was requested when submitting the online meeting room reservation request, make arrangements with Library staff before the date of the scheduled event if assistance is required.
- Supply their own utensils and materials.
- Use nonalcoholic beverages.
- Refrain from smoking (Public Act 198, 1986).
- Use the Library's general parking lot. (If unloading is required, users may unload in the staff parking lot, but the vehicle should then immediately be moved to the general parking lot.)
- Only post identifying signs (no larger than 8 ½"x11") on the designated room sign.
- Refrain from posting or affixing any materials on the meeting room walls.

- Use the meeting room in a manner that does not in any way interfere with the normal activities of the Library.

FEES

A minimum fee of \$15.00 will be assessed if the meeting room is left in a condition that does not comply with the requirements as outlined in the ~~Use of the Meeting Room Guidelines~~ "User Responsibility" portion of this policy. Payment must be made to the Library before the meeting room can be reserved for another time. If the room is damaged in any manner, the person or group reserving the room shall be charged the actual costs of repairs.

~~USER RESPONSIBILITY VIOLATIONS AND LOSS OF PRIVILEGES~~

Violations of this policy ~~or "User Responsibilities" set forth in the Saline District Library Use of the Meeting Room Guidelines~~ may result in loss of meeting room and/or Library privileges as set forth in **Policy #502: Code of Behavior**.

DISCLAIMER

Use of the meeting rooms does not constitute the Library's endorsement of a group's policies or views by any of the staff or Board members.

If necessary, the library reserves the right to cancel the use of a meeting room.

The Saline District Library is released and held harmless from any and all claims for personal injury or property damage.

**CITY OF SALINE
(Washtenaw County, Michigan)**

PROCLAMATION NO. 2022-235

National Friends of Libraries Week Proclamation

Minutes of a regular meeting of the City Council of the City of Saline, Washtenaw County, Michigan, held on October 3, 2022 at 7:00 p.m., local time.

PRESENT: Members Camero-Sulak, Ceo, Dell'Orco, Dillon, Girbach, Krause, Marl

The following resolution was offered by Ceo and supported by Camero-Sulak:

Whereas, Friends of the Saline District Library raise money that enables our library to move from good to great -- providing the resources for additional programming, equipment, furniture, support for summer reading programs for all ages, and special events throughout the year;

Whereas, the work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community, providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

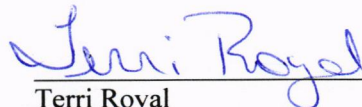
Whereas, the Friends understand the critical importance of well funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages, including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

Whereas, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that Brian D. Marl, Mayor of Saline, proclaims October 17-22, 2022, as Friends of Libraries week in Saline, Michigan and urges everyone to join the Friends of the Library and thank them for all they do to make our Library and community so much better.

AYES: Camero-Sulak, Ceo, Dell'Orco, Dillon, Girbach, Krause, Marl

Proclamation declared adopted at a regular meeting of the Saline City Council held on October 3, 2022.



Terri Royal
Saline City Clerk

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	16,993			178,104
% of Total Circ.	75.78%	76.89%	78.13%	78.15%	79.74%	77.51%	80.00%	80.27%	79.95%	79.07%	#DIV/0!	#DIV/0!	78.65%
AV Materials													
DVD/BLU-RAY	3,708	3,667	3,247	3,519	2,997	3,168	3,474	3,678	3,655	2,980			34,093
Music CDs	320	302	291	339	253	271	320	309	255	263			2,923
Audio Books	560	580	584	658	573	586	561	557	638	509			5,806
Playaways	0	1	0	1	4	11	7	11	6	5			46
J Kits	152	177	145	213	125	110	151	170	218	241			1,702
Total AV	4,740	4,727	4,267	4,730	3,952	4,146	4,513	4,725	4,772	3,998	0	0	44,570
% of Total Circ.	23.40%	21.70%	20.67%	20.57%	19.09%	20.51%	17.86%	17.80%	17.99%	18.60%	#DIV/0!	#DIV/0!	19.68%
Interlibrary Loans													
SDL Patron Filled Requests	690	1,105	957	745	838	846	726	732	1,039	912			8,590
% of Total Circ.	3.41%	5.07%	4.64%	3.24%	4.05%	4.19%	2.87%	2.76%	3.92%	4.24%	#DIV/0!	#DIV/0!	3.79%
Lends Out to Libs	672	991	823	991	848	855	920	941	1,105	889			9,035
Equipment	52	52	55	66	62	122	188	163	167	117			1,044
Periodicals	114	257	193	228	181	278	353	350	381	384			2,719
% of Total Circ.	0.56%	1.18%	0.94%	0.99%	0.87%	1.38%	1.40%	1.32%	1.44%	1.79%	#DIV/0!	#DIV/0!	1.20%
TOTAL 2022 CIRC	20,258	21,787	20,641	22,998	20,707	20,210	25,265	26,549	26,530	21,492	0	0	226,437
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%	-1.32%	-100.00%	-100.00%	-1.81%
Downloads													
Ebooks	2,035	2,881	2,925	3,034	2,934	2,900	2,895	3,263	3,246	2,746			28,859
AudioBooks	2,235	2,544	2,379	2,584	2,618	2,806	2,967	3,056	3,159	2,848			27,196
Music	289	400	349	417	358	318	286	342	386	295			3,440
Video	197	401	322	363	333	288	286	377	293	345			3,205
Magazines	433	418	518	435	375	343	387	288	370	351			3,918
Tumble books	9	11	5	12	10	49	3	9	4	13			125
Total Downloads	5,198	6,655	6,498	6,845	6,628	6,704	6,824	7,335	7,458	6,598	0	0	66,743
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%	8.75%	-100.00%	-100.00%	-12.03%
GRAND TOTAL CIRC	25,456	28,442	27,139	29,843	27,335	26,914	32,089	33,884	33,988	28,090	0	0	293,180
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%	0.87%	-100.00%	-100.00%	-4.34%
Cards Issued	90	102	104	123	93	90	184	141	188	143			1,258
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%	11.72%	-100.00%	-100.00%	19.02%
3 M Gate Count	7,163	8,359	7,981	10,222	9,634	9,634	11,166	9,857	11,440	11,540			96,996
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%	31.08%	-100.00%	-100.00%	29.67%
Average Per Day	231	269	275	329	321	310	372	317	369	384	0	0	278

*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	24			146
# attending	46	110	344	354	367	0	122	203	113	433			2,092
Staff Programs	2	3	7	7	7	6	13	16	10	9			80
# attending	260	216	305	328	380	73	320	466	256	396			3,000
Guest Performers	0	0	0	0	0	0	4	0	1	3			8
# attending	0	0	0	0	0	0	153	0	36	94			283
Visits & Tours	0	0	0	0	1	2	3	0	0	3			9
# attending	0	0	0	0	10	107	343	0	0	37			497
Off Site Presentations	6	0	0	0	0	4	13	5	10	3			41
# attending	150	0	0	0	0	407	1056	290	593	206			2,702
Total events/month	13	11	39	35	37	12	40	30	25	42	0	0	284
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%	90.91%	-100.00%	-100.00%	14.52%
Total attendance	456	326	649	682	757	587	1,994	959	998	1,166	0	0	8,574
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%	185.78%	-100.00%	-100.00%	23.38%
1KBBK				37	25	18	21	8	7	7			123
New Baby Packets	1	4	8	10	6	7	8	5	3	11	0	0	63
ADULT/TEEN													
Teen Programs	3	6	6	5	5	7	6	10	6	12			66
# attending	84	175	154	121	127	144	122	199	114	223			1,463
Teen Book Discussion	0	0	0	0	0	0	0	0	0	0			0
# attending	0	0	0	0	0	0	0	0	0	0			0
Visits & Tours	0	0	0	0	0	0	0	0	0	2			2
# attending	0	0	0	0	0	0	0	0	0	63			63
Off Site Presentations	0	0	0	0	0	0	0	0	0	0			0
# attending	0	0	0	0	0	0	0	0	0	0			0
Adult Programs	9	8	12	16	13	9	7	15	15	26			130
# attending	175	143	284	332	284	166	110	242	160	323			2,219
Adult Book Discussion	3	3	3	2	3	3	2	3	3	4			29
# attending	8	12	11	11	11	13	5	7	7	14			99
Family Programs	0	0	0	0	0	0	0	1	1	0			2
# attending	0	0	0	0	0	0	0	72	300	0			372
Internet Classes	0	0	0	0	0	0	0	0	0	0			0
# attending	0	0	0	0	0	0	0	0	0	0			0
Outreach/Bk Deliveries	4	4	4	4	4	4	4	4	6	4			42
# of items	114	114	114	113	114	112	112	112	150	112			1,167
Total events/month	15	17	21	23	0	19	15	29	25	44	0	0	208
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%	144.44%	-100.00%	-100.00%	-14.40%
Total attendance	381	444	563	577	536	435	349	632	731	735	0	0	5,383
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%	144.19%	-100.00%	-100.00%	5.38%
COMPUTER USAGE													

Programs and Services FY2020-2021

PC usage onsite	511	509	476	663	601	650	616	485	680	639			5,830
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%	24.32%	-100.00%	-100.00%	121.00%
WiFi usage onsite	2,727	3,275	2,896	3,336	3,149	3,412	3,426	2,749	3,525	4,280			32,775
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%	-14.55%	-100.00%	-100.00%	18.13%
Youth AWE computers	0	0	0	85	153	93	276	342	302	171	0	0	1,422
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	553			4,786
Adult	362	359	322	367	371	330	362	480	525	408			3,886
Circ Desk	314	406	358	356	326	370	360	324	388	428			3,630
Total Reference	797	1,063	937	1,067	988	1,032	1,797	1,562	1,670	1,389	0	0	12,302
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%	28.37%	-100.00%	-100.00%	2.24%
Brecon Rm: #Groups	0	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			0
Study Rms: #Groups	150	174	159	214	188	190	206	186	219	199			1,885
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	262			2,586

* 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	10,923			115,298
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%	-1.51%	-100.00%	-100.00%	-17.81%
Catalog access	6,907	10,334	8,025	8,529	7,261	8,377	9,143	9,264	10,178	9,374			87,392
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%	2.05%	-100.00%	-100.00%	-23.03%
Informational Databases	227	199	300	283	298	254	173	446	705	869			3,754
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%	343.37%	-100.00%	-100.00%	41.02%
Local History Databases													
Saline Valley Farms	12	10	14	31	31	13	12	16	15	11			165
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%	-45%	-100%	-100%	-9%
Historical Homes	16	20	11	23	32	1	0	0	39	21			163
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%	62%	-100%	-100%	-32%
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	7945			9,263
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%	2352%	-100%	-100%	323%
MI Activity Pass	4	2	9	17	9	13	12	16	8	20			110
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%	122%	-100%	#DIV/0!	29%
New eNews subscribers	107	101	99	111	99	79	122	108	134	108			1,068
Total eNews subscribers	10,763	9,810	9,884	9,959	10,035	10,096	10,209	10,292	10,396	10,483			10,483
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%	-1.57%	-100.00%	-100.00%	-1.84%

* 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