



**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, NOVEMBER 15, 2022, 7:30 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, NOVEMBER 15, 2022
7:30 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, NOVEMBER 15, 2022, 7:30 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 October 18, 2022 meeting minutes as written.

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

E. Library Space Visioning Project Presentation by Quinn Evans architect firm

F. Recognition of Retiring Trustee: Leslie Parsels

G. President's Report

H. Friends of the Library Report

I. Financial Reports
Move _____ Second _____ to approve the October financial reports.

J. Committee Reports

1. Finance
 - a. Amend FY2021/2022 Budget
Move _____ Second _____ to amend the FY2021/2022 Budget as presented.

- b. Approve FY2022/2023 Budget
Move _____ Second _____ to approve the FY2022/2023 Budget in total as presented.
- c. Transfer Funds for Schrandt Grants
Move _____ Second _____ to transfer \$3,081 from the Schrandt Endowment Fund into the general operating fund to cover expenses from FY2021/2022 Schrandt grant projects.
- d. Approve Depository Banks
Move _____ Second _____ to approve the eligible depository banks as presented.

2. Arts

3. Building & Grounds

4. Library Services

5. Staff Excellence

K. Library Director's Report

L. Old Business

1. Library Space Visioning Project

M. New Business

1. Policy Review

a. Policy 616: Vacation Leave
Move _____ Second _____ to approve Policy 616: Vacation Leave as presented.

b. Policy 621: Travel Expenses
Move _____ Second _____ to approve revised Policy 621: Travel Expenses.

2. Election of Board Officers for 2022/2023

Move _____ Second _____ to accept the proposed slate of Board Officers for 2022/2023:
President:
Vice President:
Treasurer:
Secretary:

N. 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.

O. Adjournment

Move _____ Second _____ to adjourn the meeting at _____.

RECOMMENDED MOTIONS FOR MEETING on November 15, 2022

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the October 18, 2022 meeting minutes as written.

Move _____ Second _____ to approve the October financial reports.

Move _____ Second _____ to amend the FY2021/2022 Budget as presented.

Move _____ Second _____ to approve the FY2022/2023 Budget in total as presented.

Move _____ Second _____ to transfer \$3,081 from the Schrandt Endowment Fund into the general operating fund to cover expenses from FY2021/2022 Schrandt grant projects.

Move _____ Second _____ to approve the eligible depository banks as presented.

Move _____ Second _____ to approve Policy 616: Vacation Leave as presented.

Move _____ Second _____ to approve revised Policy 621: Travel Expenses.

Move _____ Second _____ to accept the proposed slate of Board Officers for 2022/2023:

President:

Vice President:

Treasurer:

Secretary:

Move _____ Second _____ to adjourn the meeting at _____.

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

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

Absent: Pres. Vice Pres. Parsels, Assistant Director Lash, Friends Pres. Duvall
Trustee Bieliauskas left meeting at 7:53 PM.

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

B. Amend Agenda

Move Gray, Second Byron to amend the agenda to move up the Quinn Evans presentation and add Snow Removal contract to New Business. Carried.

C. Approval of Agenda

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

D. Approval of Past Minutes

Move Byron, Second Bieliauskas to approve the September 20, 2022 meeting minutes as written. Carried.

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

E. Public Discussion: None present

F. Old Business

1. Library Space Visioning Project: Presentation of interior and exterior designs with probable costs.

G. Recognition of Retiring Trustee: Jenna Saldaña

H. President's Report: No report

I. Friends of the Library Report: First shipment of books that didn't sell were sent off to Better World Books for use elsewhere. Proclamation included for National Friends of the Library Week.

J. Financial Reports

Move Conn, Second Gray to approve the September financial reports. Carried.

K. Committee Reports

1. Finance: Robert Gardner, Investment Advisor, presented about investment portfolio. Reviewed checking account.
2. Arts: Didn't meet.
3. Building & Grounds: Two Quinn Evans representatives presented interior and exterior designs to the committee.

- 4. Library Services: Didn't meet but worked on Policy 511 via email.
- 5. Staff Excellence: Didn't meet.
- L. Library Director's Report: Met with Steve Laatsch to review school district appointed library board candidates. Leslie Hundley will be appointed. David Woodington started as new Building Monitor. Youth Desk Aide is being filled by a returning employee, Debbie Lynch.

M. New Business

1. Policy Review

a. Policy 511: Use of the Library Meeting Rooms

Move TerHaar, Second Gray to approve revised Policy 511: Use of Library Meeting Rooms as amended. Carried.

- 2. Discussion of Board Officers for 2022/2023: Vice President Parsels will work with trustees to come up with a new slate of officers for vote at the November meeting.

- 3. Snow Removal Contract: Reviewed three bids for 2022-2023 winter snow removal.

Move TerHaar, Second Gray to contract with Kevin's Landscaping this season for snow removal.

N. Public Discussion: None present.

O. Adjournment

Move Gray, Second Byron to adjourn the meeting at 8:12 PM.

CERTIFICATION OF MINUTES

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Board of Trustees of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on October 18, 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

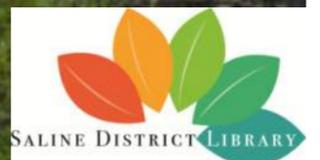
Date of Approval



QUINN
EVANS

SALINE DISTRICT LIBRARY

CONCEPT STUDY
NOVEMBER 14, 2022





1 Renovate & Enhance Main Entrance
 Consider new plaza space with seating & gardens. Create sense of arrival for both pedestrians and vehicles entering off N. Maple Rd. Could function as additional outdoor reading and work space. Incorporate existing and new public art, flag pole, and new landscape lighting.

2 Enhance Pergola Garden Space
 Build on existing pergola and garden elements to create a more formal garden space that contributes to entry experience from the existing paved trail and creates a unique contemplative garden room.

3 New Story Trail & Woodland Garden
 Multipurpose interpretive story trail with overlooks to woodland below. Utilize retaining walls and/or elevated boardwalks to create a unique accessible and immersive experience. Include seating/story pods along trail for reading and informal gatherings. Remove invasive shrubs at forest edge to create open views from library into woodland. Replace lawn with native woodland garden connecting building to woodland and enhancing the forest experience. Utilize optional landscape lighting to extend use and create nighttime views from interior. Integrate public art.

4 New Multipurpose Shelter
 Covered shelter for programs, performances, events, and flexible multipurpose work space. Regrade lawn to improve drainage and introduce sculptural mounded landforms and/or terraced seating. Provide integrated secure storage, power, and wifi. Locate shelter to take advantage of views to adjacent wetland and woodland areas. Integrate with North Entry Plaza space and explore shared design elements with story trail "Pods". Adjacent parking lot could be used for food trucks or other expanded event functions.

5 Renovate & Enhance North Entrance
 Explore landscape improvements and new plaza space to create a sense of arrival and connect new Multipurpose Shelter with the library interior. Provide seating to create informal gathering and work spaces. Incorporate existing and new public art. Include improved landscape lighting.

6 Enhance Service and Staff Area
 Add landscaping to screen electrical, mechanical, dumpster and storage sheds. Enhance drop off and staff entry experience while improving overall appearance and curb appeal. Second shed shown for future storage.

7 Flexible Open Space
 Reserve existing open lawn area for future library expansion. Consider community reforestation, prairie restoration, wave lawn, and/or productive gardens as interim uses.

8 Woodland & Trail Enhancements
 Explore options to enhance user experience and accessibility of woodland trails. Provide accessible trail surfacing and signage. Explore interpretive features, art, and nature play elements that support library programming. Integrate signage and other features with campus wide trail system to foster connected experiential and interactive learning opportunities. Explore opportunities to extend and/or reroute trails to take advantage of natural features and add length.

9 Enhance South Parking Lot
 Additional planting and new landscape island provide shade and enhance entry experience. Existing catch basin at new island may allow creation of rain garden to improve water quality.

S New Signage
 Build library identity through new site-wide signage system. Explore moving sign at main Maple Rd. entry closer to road along with other opportunities to increase visibility. Include illumination on primary signs

Expanded Pathway Network
 New & enhanced paved pathways connect library's outdoor spaces and help create a community destination. Wide meandering paths connect to and extend existing ped-bike trail along southern property line. New paths help draw community into the library campus and build connections. Existing sidewalks could be replaced with widened meandering paths to create a library loop trail. Integrate public art and explore limited landscape lighting

Site Wide Furnishings & Amenities
 Incorporate drinking fountain w/ dog bowl, bike repair / pump station, portable / multi generational seating, sensory elements, landscape / artistic lighting, EV charging, and interactive / kinetic art.

LEGEND

- | | | | |
|--|---|---|--|
| <ul style="list-style-type: none"> ■ ■ ■ ■ Property Boundary ▬▬▬▬ Existing Soft Surface Trail ▬▬▬▬ New / Replaced Hard Surface Path ▬▬▬▬ Proposed Elevated Boardwalk ➔➔➔➔ Primary Viewsheds | <ul style="list-style-type: none"> ■ Proposed Plaza Space ○ Proposed Story Pod ■ Food Truck ⚑ Flag Pole ⚡ Existing Fire Hydrant ⚡ Existing Light Pole | <p><i>Proposed</i></p> <ul style="list-style-type: none"> 🌲 Coniferous Tree 🌳 Deciduous Tree 🌿 Planting Area 🎨 Sculpture / Art ➔ Proposed Sign | <p><i>Existing</i></p> <ul style="list-style-type: none"> 🌲 Coniferous Tree 🌳 Deciduous Tree 🌿 Planting Area 🎨 Sculpture / Art |
|--|---|---|--|

Department Legend

	Adult	Dedicated Reading Room/ A/V area
	Collection	No reduction in shelving/ collection
	Meeting	Study Room area doubles Adult Program Room increases by approx. 50%
	Service	Youth Staff moves to General Staff Area; new Workroom dedicated to program prep
	Staff	Additional private office and semi-private area (w/ 6x8 workstations for Directors) (16) 6x6 workstations (+1 6x8 workstation for MEL)
	Teen	Teen shelving capacity increases by approx. 80% Teen area approximately doubles
	Youth	No reduction in shelving/ collection





Existing Lobby





Existing Youth Area



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

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	176,283.46
			+ Cleared Deposits & Other Additions	154,635.59
			- Cleared Checks & Other Payments	189,459.74
			Ending Bank Balance	<u>141,459.31</u>
Open Deposits & Additions				
				Total <u>0.00</u>
Open Checks & Payments				
	10/28/22		EFTPS	10,045.04
24175	08/25/22	790-957	STEVE HARGADON	499.00
24211	09/20/22	790-957	CQC	545.00
24266	10/18/22	790-750.1	PETER FLETCHER	400.00
24267	10/25/22	790-958	AMER LIBR ASSOC	236.00
24268	10/25/22	Multiple	BAKER & TAYLOR	12,565.59
24270	10/25/22	790-930	CHELSEA LUMBER	77.08
24271	10/25/22	Multiple	OTC BRANDS INC	442.67
24272	10/25/22	790-964	PITTSFLD CH TWNSP	17.86
24273	10/25/22	Multiple	KELLY SOERENS	122.87
24274	10/25/22	Multiple	STAPLES	2,437.51
24275	10/25/22	790-750.1	JO ANN YATES MCFRY	200.00
24276	10/25/22	790-780	TOG DEVELOPMENT LLC	750.00
24277	10/25/22	790-964	WASHT CNTY TREAS	47.06
24278	10/25/22	790-930	WYANDOTTE ALARM	182.70
24279	10/25/22	790-932	RICHARD KEITH MCGUIRE	215.00
				Total <u>28,783.38</u>
Reconciled Bank Balance				<u><u>112,675.93</u></u>
Bank Transactions				
		000-258	EFTPS	(10,045.04)
		000-258	EFTPS	(10,038.32)
		790-723	ALERUS RETIRE XFERS	(5,681.37)
		790-920	DTE - ELECTRICITY	(5,060.70)
		000-258.1	5080 MI TAX PYMT	(4,862.48)
		000-008	ALERUS RETIRE XFERS	(2,908.11)
		790-921	DTE - GAS	(1,122.99)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRG	(263.07)
		790-965	MERCH FEE & DISC	(96.48)
		000-665.1	INTEREST	47.84
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
				Total <u>109,324.28</u>
Adjusted General Ledger Balance				<u><u>112,675.93</u></u>

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

Assets

Current Assets		
000-001	Key Bank - General	\$ 112,675.93
000-003	Old National CD 1	105,432.31
000-008	Employee Advances	1,310.00
000-013	Agency Account (Schrandt)	2,697,703.85
000-013.1	Agency Account-Unrealized Gain	(362,036.98)
000-017	Agency Sub Account (Investment Account)	5,617,440.31
000-017.1	Agency Sub Account-Unrealized Gain	(753,389.46)
Total Current Assets		7,419,135.96
Property and Equipment		
Net Property and Equipment		0.00
Total Assets		\$ 7,419,135.96

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	3,290.03
000-275	MTT Liability	7,797.00
Total Current Liabilities		75,030.01
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		75,030.01
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	(454,531.57)
Total Net Assets		7,344,105.95
Total Liabilities and Net Assets		\$ 7,419,135.96

See Accountants' Compilation Report

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

	1 Month Ended	11 Months	12 Months Ended	Year to Date	
	October 31,	Ended	November 30, 2022	Percentage	
	2022	October 31,	2022	Percentage	
	Actual	Actual	Budget	Budget	
Revenue					
000-402.1	Saline-Real Tax	\$ 0.00	\$ 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	984.00	3,357.74	800.00	419.72
000-628.1	Copy Machine-Revenue	332.50	832.70	100.00	832.70
000-628.2	Fax Machine-Revenue	0.00	0.00	100.00	0.00
000-629	Non-Resident Fee	225.00	2,780.00	1,200.00	231.67
000-656	Penal Fines	0.00	26,702.80	25,000.00	106.81
000-658	Fines-Overdue Materials	1,072.55	10,158.46	7,500.00	135.45
000-658.1	Materials Replacement	285.00	5,246.34	2,200.00	238.47
000-658.2	Card Replacement Fees	0.00	127.80	100.00	127.80
000-665.1	General Account Interest	47.84	74.23	100.00	74.23
000-665.3	Sub-Agency Account Interest	84.60	30,681.97	74,776.00	41.03
000-674	Donations-Unrestricted	86.70	4,575.82	2,700.00	169.47
000-674.1	Donations-Restricted	0.00	1,027.92	300.00	342.64
000-674.2	Donations-Friends	0.00	16,857.02	25,000.00	67.43
000-675	Donations-Grants	1,600.00	1,600.00	0.00	0.00
000-680	Other Income	2.00	13,451.01	0.00	0.00
	Total Revenue	<u>4,720.19</u>	<u>2,493,989.62</u>	<u>2,450,000.00</u>	<u>101.80</u>
	Gross Profit	<u>4,720.19</u>	<u>2,493,989.62</u>	<u>2,450,000.00</u>	<u>101.80</u>
Operating Expenses					
790-702	Salaries	86,436.57	1,008,765.86	1,150,000.00	87.72
790-716	Employee Insurance/Benefits	5,525.38	48,221.97	125,000.00	38.58
790-719	Health Reimbursement	1,644.61	18,067.23	0.00	0.00
790-722	Employer FICA	6,504.10	76,155.32	88,000.00	86.54
790-723	Retirement	2,097.23	26,910.89	45,000.00	59.80
790-727	Office Supplies	465.04	4,946.89	6,700.00	73.83
790-727.3	Supplies-Youth	535.93	999.57	1,600.00	62.47
790-727.4	Cartridges	1,130.13	3,138.78	4,500.00	69.75
790-730	Postage	120.00	499.26	700.00	71.32
790-732	Cleaning Supplies	647.57	4,174.10	6,000.00	69.57
790-734	Processing Supplies	179.65	3,914.65	10,000.00	39.15
790-740	Equipment	5,686.21	11,486.45	15,000.00	76.58
790-750.1	Adult Programming	1,399.15	15,125.63	17,000.00	88.97
790-750.2	Teen Programming	865.22	7,512.13	9,000.00	83.47
790-750.3	Youth Programming	1,402.98	8,422.26	12,000.00	70.19
790-750.4	Programming funded by Friends	138.81	3,793.37	0.00	0.00
790-752.1	Summer Reading-Adult	0.00	1,666.43	3,000.00	55.55
790-752.2	Summer Reading-Teen	0.00	2,236.09	2,000.00	111.80
790-752.3	Summer Reading-Youth	0.00	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	97.15	648.08	3,000.00	21.60
790-762.3	Youth ETC	446.09	698.58	1,000.00	69.86
790-770	Periodicals	0.00	11,581.40	12,000.00	96.51
790-772.1	eLibrary-Adults	5,301.36	93,203.86	100,000.00	93.20

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

		1 Month Ended	11 Months Ended	12 Months Ended	Year to Date
		October 31,	October 31,	November 30, 2022	Percentage
		2022	2022	Budget	Budget
		Actual	Actual		
790-772.3	eLibrary-Youth	6,021.25	6,762.30	7,000.00	96.60
790-780	Software	1,103.97	25,895.55	18,000.00	143.86
790-780.3	Youth Software	0.00	0.00	700.00	0.00
790-785	Online Database	9,184.63	40,521.36	42,000.00	96.48
790-801	PS-Auditor	0.00	22,310.00	23,000.00	97.00
790-802	PS-Bookkeeping	645.00	7,095.00	8,000.00	88.69
790-803	PS-Attorney	0.00	594.00	7,000.00	8.49
790-804	PS-Consultants	7,671.26	26,089.26	42,000.00	62.12
790-805	PS--Computer Consultants	0.00	1,325.00	7,000.00	18.93
790-806	PS-Tax Collection	309.90	309.90	400.00	77.48
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	5,967.47	20,405.07	24,000.00	85.02
790-851	Telephone	870.56	4,439.35	5,000.00	88.79
790-860	Travel/Lodging	772.92	1,367.65	4,000.00	34.19
790-880	Marketing	364.88	7,908.77	20,000.00	39.54
790-885	Misc Funded by Friends	0.00	476.65	0.00	0.00
790-920	Electricity	5,060.70	43,360.00	66,000.00	65.70
790-921	Gas	1,122.99	14,259.12	12,000.00	118.83
790-922	Water	1,863.49	4,380.10	5,000.00	87.60
790-930	Building Maintenance	2,697.61	23,250.23	55,000.00	42.27
790-932	Grounds Maintenance	851.25	33,751.39	44,000.00	76.71
790-934	Equipment Maintenance	14,222.99	19,974.44	27,000.00	73.98
790-956	Miscellaneous	0.00	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	812.36	2,018.42	8,000.00	25.23
790-958	Dues	441.00	4,384.75	5,000.00	87.70
790-964	Tax Adjustment	64.92	4,572.94	2,000.00	228.65
790-964.4	MelCat Reimbursements	25.00	179.71	1,000.00	17.97
790-965	Bank Charges	359.55	3,431.73	3,000.00	114.39
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	124.64	1,708.38	4,000.00	42.71
790-982.1	Adult Fiction	2,214.41	28,122.98	35,000.00	80.35
790-982.15	Large Print	1,324.09	7,997.81	8,000.00	99.97
790-982.2	Teen Fiction	1,172.78	7,465.31	9,000.00	82.95
790-982.3	Youth Fiction	3,302.64	18,398.82	20,000.00	91.99
790-983.1	Adult Nonfiction	4,033.95	26,785.82	36,000.00	74.41
790-983.15	Reference	138.50	3,446.65	4,000.00	86.17
790-983.2	Teen Nonfiction	734.82	2,243.16	3,000.00	74.77
790-983.3	Youth Nonfiction	4,008.11	10,899.45	15,000.00	72.66
790-984.1	Audiobooks-Adult	1,086.36	8,301.15	15,000.00	55.34
790-984.2	Audiobooks-Teen	513.86	4,349.06	7,000.00	62.13
790-984.3	Audiobooks-Youth	2,162.26	5,668.84	6,000.00	94.48
790-985.1	DVD/Blu Rays-Adult	490.29	11,335.61	18,500.00	61.27
790-985.2	DVD/Blu Rays-Teen	0.00	237.63	0.00	0.00
790-985.3	DVD/Blu Rays-Youth	452.01	2,171.47	3,000.00	72.38
790-986.1	Music CDs-Adult	218.05	1,997.25	2,500.00	79.89
790-986.3	Music CDs-Youth	88.40	244.65	1,000.00	24.47
790-998	Special Projects	0.00	0.00	42,000.00	0.00
Total Operating Expenses		203,122.05	1,871,800.26	2,450,000.00	76.40

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

	1 Month Ended October 31, 2022 Actual	11 Months Ended October 31, 2022 Actual	12 Months Ended November 30, 2022 Budget	Year to Date Percentage Budget
Operating Income (Loss)	<u>(198,401.86)</u>	<u>622,189.36</u>	<u>0.00</u>	<u>0.00</u>
Other Income (Expenses)				
000-665.4 Agency Account Interest	1,550.08	34,055.09	0.00	0.00
000-669 Sub-Agency Short Term Gain	0.00	1,813.37	0.00	0.00
000-670 Sub-Agency Change in Market Value	(46,203.78)	(714,424.43)	0.00	0.00
000-670.4 Agency Change in Market Value	(25,631.55)	(385,139.09)	0.00	0.00
000-965.4 Agency Admin Charges	(860.90)	(9,945.10)	0.00	0.00
790-955 Grants	<u>(600.00)</u>	<u>(3,080.77)</u>	<u>0.00</u>	<u>0.00</u>
Total Other Income (Expenses)	<u>(71,746.15)</u>	<u>(1,076,720.93)</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss) Before Taxes	<u>(270,148.01)</u>	<u>(454,531.57)</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	<u>\$ (270,148.01)</u>	<u>\$ (454,531.57)</u>	<u>\$ 0.00</u>	<u>0.00</u>

Saline District Library Fund 101
monthly revenue
October 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
628 · Printers-Revenue								
Deposit	10/03/2022			Deposit		001 · Key Bank...	4.80	4.80
Deposit	10/03/2022			Deposit		001 · Key Bank...	4.80	9.60
Deposit	10/04/2022			Deposit		001 · Key Bank...	9.70	19.30
Deposit	10/05/2022			Deposit		001 · Key Bank...	4.70	24.00
Deposit	10/06/2022			Deposit		001 · Key Bank...	0.30	24.30
Deposit	10/06/2022			Deposit		001 · Key Bank...	0.60	24.90
Deposit	10/07/2022			Deposit		001 · Key Bank...	4.00	28.90
Deposit	10/11/2022			Deposit		001 · Key Bank...	8.90	37.80
Deposit	10/11/2022			Deposit		001 · Key Bank...	14.40	52.20
Deposit	10/11/2022			Deposit		001 · Key Bank...	1.80	54.00
Deposit	10/11/2022			Deposit		001 · Key Bank...	1.60	55.60
Deposit	10/12/2022			Deposit		001 · Key Bank...	48.40	104.00
Deposit	10/13/2022			Deposit		001 · Key Bank...	7.00	111.00
Deposit	10/13/2022			Deposit		001 · Key Bank...	0.40	111.40
Deposit	10/14/2022			Deposit		001 · Key Bank...	12.50	123.90
Deposit	10/17/2022			Deposit		001 · Key Bank...	3.20	127.10
Deposit	10/17/2022			Deposit		001 · Key Bank...	27.10	154.20
Deposit	10/18/2022			Deposit		001 · Key Bank...	0.30	154.50
Deposit	10/19/2022			Deposit		001 · Key Bank...	2.50	157.00
Deposit	10/20/2022			Deposit		001 · Key Bank...	1.40	158.40
Deposit	10/20/2022			Deposit		001 · Key Bank...	0.10	158.50
Deposit	10/24/2022			Deposit		001 · Key Bank...	4.10	162.60
Deposit	10/24/2022			Deposit		001 · Key Bank...	0.90	163.50
Deposit	10/25/2022			Deposit		001 · Key Bank...	11.10	174.60
Deposit	10/26/2022			Deposit		001 · Key Bank...	2.00	176.60
Deposit	10/27/2022			Deposit		001 · Key Bank...	4.90	181.50
Deposit	10/27/2022			Deposit		001 · Key Bank...	782.70	964.20
Deposit	10/28/2022			Deposit		001 · Key Bank...	15.00	979.20
Deposit	10/31/2022			Deposit		001 · Key Bank...	4.30	983.50
Deposit	10/31/2022			Deposit		001 · Key Bank...	0.50	984.00
Total 628 · Printers-Revenue							984.00	984.00
628.1 · Copy Machine-Revenue								
Deposit	10/27/2022			Deposit		001 · Key Bank...	332.50	332.50
Total 628.1 · Copy Machine-Revenue							332.50	332.50
629 · Non-Resident Fees								
Deposit	10/13/2022			Deposit		001 · Key Bank...	25.00	25.00
Deposit	10/17/2022			Deposit		001 · Key Bank...	25.00	50.00
Deposit	10/17/2022			Deposit		001 · Key Bank...	150.00	200.00
Deposit	10/31/2022			Deposit		001 · Key Bank...	25.00	225.00
Total 629 · Non-Resident Fees							225.00	225.00
658 · Fines-Overdue Materials								
Deposit	10/03/2022			Deposit		001 · Key Bank...	30.70	30.70
Deposit	10/03/2022			Deposit		001 · Key Bank...	71.75	102.45

Saline District Library Fund 101
monthly revenue
October 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	10/03/2022			Deposit		001 · Key Bank...	3.60	106.05
Deposit	10/04/2022			Deposit		001 · Key Bank...	33.65	139.70
Deposit	10/05/2022			Deposit		001 · Key Bank...	23.15	162.85
Deposit	10/06/2022			Deposit		001 · Key Bank...	75.50	238.35
Deposit	10/06/2022			Deposit		001 · Key Bank...	12.55	250.90
Deposit	10/07/2022			Deposit		001 · Key Bank...	12.90	263.80
Deposit	10/11/2022			Deposit		001 · Key Bank...	26.80	290.60
Deposit	10/11/2022			Deposit		001 · Key Bank...	51.75	342.35
Deposit	10/11/2022			Deposit		001 · Key Bank...	15.70	358.05
Deposit	10/11/2022			Deposit		001 · Key Bank...	65.85	423.90
Deposit	10/12/2022			Deposit		001 · Key Bank...	6.00	429.90
Deposit	10/13/2022			Deposit		001 · Key Bank...	70.35	500.25
Deposit	10/13/2022			Deposit		001 · Key Bank...	19.90	520.15
Deposit	10/17/2022			Deposit		001 · Key Bank...	32.50	552.65
Deposit	10/17/2022			Deposit		001 · Key Bank...	31.80	584.45
Deposit	10/18/2022			Deposit		001 · Key Bank...	50.65	635.10
Deposit	10/19/2022			Deposit		001 · Key Bank...	18.30	653.40
Deposit	10/20/2022			Deposit		001 · Key Bank...	70.25	723.65
Deposit	10/20/2022			Deposit		001 · Key Bank...	12.05	735.70
Deposit	10/21/2022			Deposit		001 · Key Bank...	14.00	749.70
Deposit	10/24/2022			Deposit		001 · Key Bank...	5.70	755.40
Deposit	10/25/2022			Deposit		001 · Key Bank...	46.90	802.30
Deposit	10/26/2022			Deposit		001 · Key Bank...	73.90	876.20
Deposit	10/27/2022			Deposit		001 · Key Bank...	89.45	965.65
Deposit	10/27/2022			Deposit		001 · Key Bank...	56.95	1,022.60
Deposit	10/28/2022			Deposit		001 · Key Bank...	29.85	1,052.45
Deposit	10/31/2022			Deposit		001 · Key Bank...	4.50	1,056.95
Deposit	10/31/2022			Deposit		001 · Key Bank...	13.20	1,070.15
Deposit	10/31/2022			Deposit		001 · Key Bank...	2.40	1,072.55
Total 658 · Fines-Overdue Materials							1,072.55	1,072.55
658.1 · Materials Replacement Fees								
Deposit	10/03/2022			Deposit		001 · Key Bank...	5.25	5.25
Deposit	10/03/2022			Deposit		001 · Key Bank...	35.98	41.23
Deposit	10/04/2022			Deposit		001 · Key Bank...	15.00	56.23
Deposit	10/11/2022			Deposit		001 · Key Bank...	32.98	89.21
Deposit	10/11/2022			Deposit		001 · Key Bank...	17.99	107.20
Deposit	10/12/2022			Deposit		001 · Key Bank...	28.99	136.19
Deposit	10/13/2022			Deposit		001 · Key Bank...	4.89	141.08
Deposit	10/14/2022			Deposit		001 · Key Bank...	25.00	166.08
Deposit	10/17/2022			Deposit		001 · Key Bank...	17.99	184.07
Deposit	10/18/2022			Deposit		001 · Key Bank...	40.99	225.06
Deposit	10/20/2022			Deposit		001 · Key Bank...	5.95	231.01
Deposit	10/26/2022			Deposit		001 · Key Bank...	26.99	258.00
Deposit	10/27/2022			Deposit		001 · Key Bank...	16.00	274.00
Deposit	10/31/2022			Deposit		001 · Key Bank...	11.00	285.00
Total 658.1 · Materials Replacement Fees							285.00	285.00

Saline District Library Fund 101
monthly revenue
October 2022

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
665.1 · General Account Interest								
Deposit	10/31/2022			Deposit		001 · Key Bank...	47.84	47.84
Total 665.1 · General Account Interest							47.84	47.84
674 · Donations-Unrestricted								
Deposit	10/20/2022			United Way		001 · Key Bank...	86.70	86.70
Total 674 · Donations-Unrestricted							86.70	86.70
675 · Donations-Grants								
Deposit	10/27/2022			State of Michi...		001 · Key Bank...	1,600.00	1,600.00
Total 675 · Donations-Grants							1,600.00	1,600.00
680 · Other Income								
Deposit	10/06/2022			Deposit		001 · Key Bank...	1.00	1.00
Deposit	10/13/2022			Deposit		001 · Key Bank...	1.00	2.00
Total 680 · Other Income							2.00	2.00
699 · Transfer from Other Funds								
Deposit	10/05/2022			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							154,635.59	154,635.59

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

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	10/14/2022			Pay period en...	31,088.00
Check	10/14/2022			MERS Pay P...	2,834.25
Check	10/14/2022			MERS 457 Pa...	1,455.27
Check	10/14/2022			MERS Staff L...	183.74
Check	10/14/2022			MERS Staff L...	88.19
Check	10/28/2022			Pay period en...	31,040.80
Check	10/28/2022			MERS Pay P...	2,826.23
Check	10/28/2022			MERS 457 Pa...	1,464.96
Check	10/28/2022			MERS Staff L...	183.74
Check	10/28/2022			MERS Staff L...	88.19
Total 702 · Salaries					71,253.37
716 · Employee Insurances/Benefits					
Bill	10/18/2022	11/1-1...	BLUE CROSS BLU...	11/1-11/30/20...	5,901.13
Bill	10/18/2022	97611...	THE SBAM PLAN	11/-11/30/2022	1,040.33
Total 716 · Employee Insurances/Benefits					6,941.46
719 · Health Reimbursement					
Bill	10/11/2022	MED0...	EHIM		1,644.61
Total 719 · Health Reimbursement					1,644.61
723 · Retirement					
Check	10/14/2022			MERS Pay P...	2,834.14
Check	10/28/2022			MERS Pay P...	2,826.22
Total 723 · Retirement					5,660.36
727 · Office Supplies					
Bill	10/25/2022	9/25/2...	STAPLES BUSINES...		465.04
Total 727 · Office Supplies					465.04
727.3 · Supplies-Youth					
Bill	10/11/2022	9/11-1...	AMAZON		346.74
Bill	10/25/2022	9/25/2...	STAPLES BUSINES...		191.98
Total 727.3 · Supplies-Youth					538.72
727.4 · Cartridges					
Bill	10/25/2022	9/25/2...	STAPLES BUSINES...		1,130.13
Total 727.4 · Cartridges					1,130.13
730 · Postage					
Bill	10/11/2022	9/30/2...	KEYBANK - NATIO...		120.00
Total 730 · Postage					120.00

Saline District Library Fund 101
Bill List
October 2022

Type	Date	Num	Name	Memo	Amount
732 · Cleaning Supplies					
Bill	10/11/2022	52689	ELM USA, INC	CD/DVD mac...	206.49
Bill	10/25/2022	9/25/2...	STAPLES BUSINES...		441.08
Total 732 · Cleaning Supplies					647.57
734 · Processing Supplies					
Bill	10/11/2022	610907	BRODART CO.		27.91
Bill	10/25/2022	9/25/2...	STAPLES BUSINES...		151.74
Total 734 · Processing Supplies					179.65
740 · Equipment					
Bill	10/11/2022	9/11-1...	AMAZON		464.94
Bill	10/11/2022	72558	BAYSCAN TECHN...	Drivers Licens...	230.00
Bill	10/11/2022	IN-702...	GLOWFORG, INC.		4,995.00
Total 740 · Equipment					5,689.94
750.1 · Adult Programming					
Bill	10/11/2022	9/11-1...	AMAZON		322.81
Bill	10/11/2022	9/30/2...	KEYBANK - NATIO...		478.94
Bill	10/18/2022	5621	PETER FLETCHER	Classical Guit...	400.00
Bill	10/25/2022	10/3 &...	MCFRY, JO ANN Y...	Walking Yoga...	200.00
Total 750.1 · Adult Programming					1,401.75
750.2 · Teen Programming					
Bill	10/11/2022	9/11-1...	AMAZON		392.36
Bill	10/11/2022	9/30/2...	KEYBANK - NATIO...		418.48
Bill	10/25/2022	9/25/2...	STAPLES BUSINES...		57.54
Total 750.2 · Teen Programming					868.38
750.3 · Youth Programming					
Bill	10/11/2022	9/11-1...	AMAZON		341.37
Bill	10/11/2022	9/30/2...	KEYBANK - NATIO...		429.09
Bill	10/11/2022	12339...	FLINT INSTITUTE ...	Longway Plan...	236.25
Bill	10/25/2022	10/24/...	SOERENS, KELLY		16.34
Bill	10/25/2022	71994...	OTC BRANDS, INC.	Halloween sur...	382.68
Total 750.3 · Youth Programming					1,405.73
750.4 · Programming Funded by Friends					
Bill	10/18/2022	5722	HUNGRY HOWIES	Early Release...	138.81
Total 750.4 · Programming Funded by Friends					138.81
762.1 · Adult ETC					
Bill	10/11/2022	9/11-1...	AMAZON		97.94

Saline District Library Fund 101
Bill List
October 2022

Type	Date	Num	Name	Memo	Amount
Total 762.1 · Adult ETC					97.94
762.3 · Youth ETC					
Bill	10/11/2022	9/11-1...	AMAZON		449.71
Total 762.3 · Youth ETC					449.71
772.1 · Ebooks-Adult					
Bill	10/11/2022	31564...	KANOPY, INC.		268.60
Bill	10/11/2022	50275...	MIDWEST TAPE		5,032.76
Total 772.1 · Ebooks-Adult					5,301.36
772.3 · Ebooks-Youth					
Bill	10/11/2022	31564...	KANOPY, INC.		21.25
Bill	10/11/2022	CD01...	OVERDRIVE, INC		6,000.00
Total 772.3 · Ebooks-Youth					6,021.25
780 · Software					
Bill	10/11/2022	9/30/2...	KEYBANK - NATIO...		353.97
Bill	10/25/2022	1307	TOG DEVELOPME...	Website O & ...	750.00
Total 780 · Software					1,103.97
785 · Online Database					
Bill	10/11/2022	360548	MIDWEST COLLAB...	Mango Langu...	4,161.87
Bill	10/11/2022	70756...	PROQUEST LLC	10/1/2022-9/3...	1,700.00
Bill	10/11/2022	70751...	PROQUEST LLC	Ancestry Libr...	1,511.76
Bill	10/18/2022	41999...	SCHOLASTIC LIBR...	10/1/22-9/30/...	1,811.00
Total 785 · Online Database					9,184.63
802 · Professional Services-Bookkeep					
Check	10/12/2022			Monthly Fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
804 · Professional services-Consult					
Bill	10/11/2022	38408	QUINN EVANS		7,671.26
Total 804 · Professional services-Consult					7,671.26
806 · Professional services-Tax Collec					
Bill	10/11/2022	10/3/2...	LODI TOWNSHIP	2021 Tax Coll...	309.90
Total 806 · Professional services-Tax Collec					309.90
850 · Internet					
Bill	10/11/2022	92682	MERIT NETWORK, ...	Additional Ba...	540.00
Bill	10/11/2022	10/13/...	T-MOBILE	Hotspots	297.50

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

Type	Date	Num	Name	Memo	Amount
Bill	10/18/2022	93678	MERIT NETWORK, ...	Bandwith 150 ...	5,129.97
Total 850 · Internet					5,967.47
851 · Telephone					
Bill	10/11/2022	255489	TELNET WORLDWI...		870.56
Total 851 · Telephone					870.56
860 · Travel/Lodging					
Bill	10/11/2022	9/21/2...	SOERENS, KELLY	Mileage	49.50
Bill	10/11/2022	10/5/2...	WALL, ARLENE	Back in Circul...	616.89
Bill	10/25/2022	10/24/...	SOERENS, KELLY	Round trip mil...	106.53
Total 860 · Travel/Lodging					772.92
880 · Marketing					
Bill	10/11/2022	0607	McGUIRE, RICHAR...	Business Cards	134.00
Bill	10/11/2022	9/4,9/...	MLIVE MEDIA GRO...	Public Hearin...	170.89
Bill	10/25/2022	72015...	OTC BRANDS, INC.	Trunk or Treat	59.99
Total 880 · Marketing					364.88
920 · Electricity					
Check	10/13/2022			DTE	5,060.70
Total 920 · Electricity					5,060.70
921 · Gas					
Check	10/17/2022			DTE	1,122.99
Total 921 · Gas					1,122.99
922 · Water					
Bill	10/11/2022	11/1/2...	SALINE CITY HALL	Quarterly 6/1-...	1,863.49
Total 922 · Water					1,863.49
930 · Building Maintenance					
Bill	10/11/2022	SEI15...	ASSA ABLOY ENT...	Diagnos, part...	124.00
Bill	10/11/2022	85832...	WASTE MANAGEM...		324.43
Bill	10/18/2022	SEI 15...	ASSA ABLOY ENT...	Diagnosis, tra...	1,439.40
Bill	10/18/2022	1544	HURON VALLEY W...		550.00
Bill	10/25/2022	200969	WYANDOTTE ALA...	11/1/2022-1/3...	182.70
Bill	10/25/2022	72966-1	CHELSEA LUMBE...		25.49
Bill	10/25/2022	79539-1	CHELSEA LUMBE...		42.80
Bill	10/25/2022	82378-1	CHELSEA LUMBE...		8.79
Total 930 · Building Maintenance					2,697.61
932 · Ground Maintenance					
Bill	10/11/2022	94606...	GRAINGER	Chain Saw, B...	311.25

Saline District Library Fund 101
Bill List
October 2022

Type	Date	Num	Name	Memo	Amount
Bill	10/11/2022	4756	SALINE SPRINKLER	Winterize spri...	325.00
Bill	10/25/2022	0610	McGUIRE, RICHA...	Leslie's Trail ...	215.00
Total 932 · Ground Maintenance					851.25
934 · Equipment Maintenance					
Bill	10/11/2022	INV-U...	ENVISIONWARE, I...	11/1/2022-10/...	3,556.22
Bill	10/11/2022	IN-702...	GLOWFORG, INC.		1,895.00
Bill	10/11/2022	71072	THE LIBRARY NET...		8,049.00
Bill	10/11/2022	10942...	RICOH USA, INC		232.00
Bill	10/11/2022	50658...	RICOH USA, INC		481.17
Bill	10/11/2022	50656...	RICOH USA, INC		9.60
Total 934 · Equipment Maintenance					14,222.99
955 · Grants					
Bill	10/11/2022	5704	MANHATTAN SHO...	Manhattan Fil...	600.00
Total 955 · Grants					600.00
957 · Continuing Education					
Bill	10/11/2022	9/30/2...	KEYBANK - NATIO...		812.36
Total 957 · Continuing Education					812.36
958 · Dues					
Bill	10/10/2022	1270645	AMERICAN LIBRAR...	Kelly Soerens	205.00
Bill	10/25/2022	0239997	AMERICAN LIBRAR...		236.00
Total 958 · Dues					441.00
964 · Tax Adjustment					
Bill	10/25/2022	11053	WASHTENAW COU...		47.06
Bill	10/25/2022	10/17/...	PITTSFIELD CHAR...		17.86
Total 964 · Tax Adjustment					64.92
964.4 · MeCat Reimbursements					
Bill	10/18/2022	22-0094	MONROE COUNTY...	Breaking Brea...	25.00
Total 964.4 · MeCat Reimbursements					25.00
965 · Bank Charges					
Check	10/03/2022			KB Merch Fee	52.08
Check	10/03/2022			KB Merch fee	44.40
Check	10/11/2022			Sept. Analysis...	263.07
Total 965 · Bank Charges					359.55
981 · Books funded by friends					
Bill	10/25/2022	9/1-9/...	BAKER & TAYLOR		124.64

Saline District Library Fund 101
Bill List
October 2022

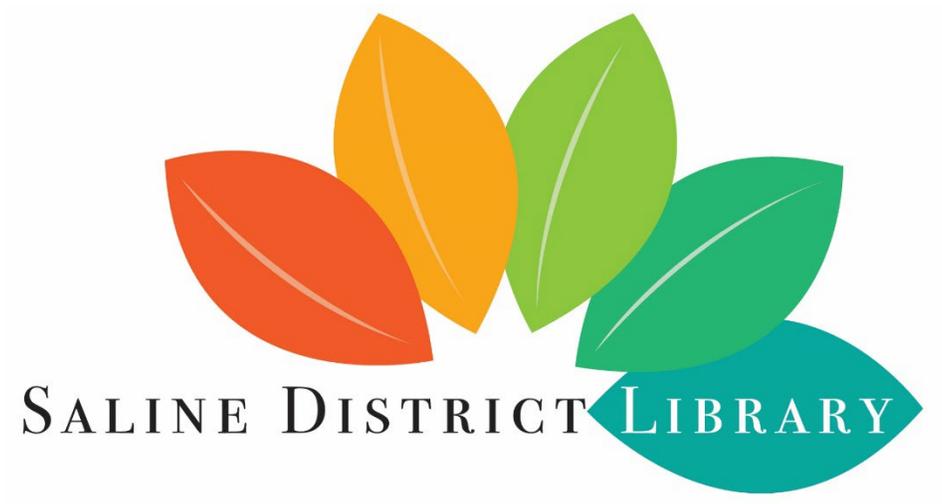
Type	Date	Num	Name	Memo	Amount
Total 981 · Books funded by friends					124.64
982.1 · Adult Fiction					
Bill	10/11/2022	9/11-1...	AMAZON		219.47
Bill	10/25/2022	9/1-9/...	BAKER & TAYLOR		1,996.70
Total 982.1 · Adult Fiction					2,216.17
982.15 · Large Print					
Bill	10/25/2022	9/1-9/...	BAKER & TAYLOR		1,324.09
Total 982.15 · Large Print					1,324.09
982.2 · Teen Fiction					
Bill	10/11/2022	9/11-1...	AMAZON		80.03
Bill	10/25/2022	9/1-9/...	BAKER & TAYLOR		1,093.39
Total 982.2 · Teen Fiction					1,173.42
982.3 · Youth Fiction					
Bill	10/25/2022	9/1-9/...	BAKER & TAYLOR		2,718.95
Total 982.3 · Youth Fiction					2,718.95
983.1 · Adult Nonfiction					
Bill	10/11/2022	9/11-1...	AMAZON		45.00
Bill	10/25/2022	9/1-9/...	BAKER & TAYLOR		3,989.31
Total 983.1 · Adult Nonfiction					4,034.31
983.15 · Reference					
Bill	10/11/2022	784721	ICLE	MI Basic Prac...	138.50
Total 983.15 · Reference					138.50
983.2 · Teen Nonfiction					
Bill	10/25/2022	9/1-9/...	BAKER & TAYLOR		734.82
Total 983.2 · Teen Nonfiction					734.82
983.3 · Youth Nonfiction					
Bill	10/10/2022	251078	ABDO-SPOTLIGHT-...		3,040.70
Bill	10/18/2022	196912	CHERRY LAKE PU...		967.41
Bill	10/25/2022	9/1-9/...	BAKER & TAYLOR		583.69
Total 983.3 · Youth Nonfiction					4,591.80
984.1 · Audiobooks-Adult					
Bill	10/11/2022	9/11-1...	AMAZON		44.99
Bill	10/18/2022		MIDWEST TAPE		1,041.73

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

Type	Date	Num	Name	Memo	Amount
Total 984.1 · Audiobooks-Adult					1,086.72
984.2 · Audiobooks-Teen					
Bill	10/18/2022		MIDWEST TAPE		513.86
Total 984.2 · Audiobooks-Teen					513.86
984.3 · Audiobooks-Youth					
Bill	10/11/2022	93301	LIBRARY IDEAS LLC	Invoice # 93301	781.74
Bill	10/18/2022		MIDWEST TAPE		1,380.52
Total 984.3 · Audiobooks-Youth					2,162.26
985.1 · DVDBlu Rays-Adult					
Bill	10/18/2022		MIDWEST TAPE		490.29
Total 985.1 · DVDBlu Rays-Adult					490.29
985.3 · DVD/Blu Rays-Youth					
Bill	10/18/2022		MIDWEST TAPE		452.01
Total 985.3 · DVD/Blu Rays-Youth					452.01
986.1 · Music CDs-Adult					
Bill	10/18/2022		MIDWEST TAPE		218.05
Total 986.1 · Music CDs-Adult					218.05
986.3 · Music CDs-Youth					
Bill	10/18/2022		MIDWEST TAPE		88.40
Total 986.3 · Music CDs-Youth					88.40
995 · Transfer to Funds					
Bill	10/11/2022	9/11-1...	AMAZON		-22.56
Total 995 · Transfer to Funds					-22.56
TOTAL					187,013.96

SALINE DISTRICT LIBRARY
November 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						



**FY 2022/2023
Operating Budget**

Approved _____

Saline District Library 2022/2023 Budget

SUMMARY

Saline District Library Operating Revenue	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Approved 2021/2022	Amended 2021/2022	Proposed 2022/2023	
Property Taxes	\$2,040,086	\$2,145,583	\$2,193,985	\$1,612,457	\$2,256,209	\$1,693,930	64.88%
Provision: Tax Delinquency				(48,374)		(50,818)	-1.95%
2006 millage				655,712		690,802	26.46%
Provision: Tax Delinquency				(19,671)		(20,724)	-0.79%
Total Property Taxes				\$2,200,124	\$2,256,209	\$2,313,190	88.59%
PPT Reimbursement	96,705	99,169	93,317	90,000	95,517	96,900	3.71%
State Aid	21,141	21,116	22,876	20,000	27,805	28,400	1.09%
Fines and Fees	67,487	40,253	51,564	36,000	46,131	43,000	1.65%
Donations	36,864	31,756	32,353	28,000	26,603	25,000	0.96%
Library Services	10,086	2,463	1,316	1,000	4,400	4,400	0.17%
Interest Income	103,976	118,388	80,728	74,876	147,075	100,110	3.83%
Miscellaneous/Other	1,939	28	173	0	13,451	0	0.00%
Total Operating Revenue	\$2,378,284	\$2,458,756	\$2,476,312	\$2,450,000	\$2,617,191	\$2,611,000	100.00%
Fund Endowment Projects							
Operating Transfers In							
Total General Fund Revenue	\$2,378,284	\$2,458,756	\$2,476,312	\$2,450,000	\$2,617,191	\$2,611,000	

Saline District Library 2022/2023 Budget

SUMMARY

Saline District Library Operating Expenditures	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Approved 2021/2022	Amended 2021/2022	Proposed 2022/2023	
Personnel Expenses	\$1,208,000	\$1,227,278	\$1,276,602	\$1,408,000	\$1,292,000	\$1,578,500	60.46%
Staff Development	9,811	8,503	9,276	17,000	13,900	17,000	0.65%
Supplies	27,007	23,793	18,302	30,000	26,100	30,300	1.16%
Prof. Services	34,370	50,026	48,040	90,000	70,750	88,000	3.37%
Services	32,230	30,861	30,033	55,000	49,505	60,900	2.33%
Process Fees	12,010	7,413	12,549	25,000	16,200	18,500	0.71%
Insurance	20,816	22,000	19,988	27,000	17,000	23,000	0.88%
Utilities	86,724	72,236	78,915	88,000	72,596	79,800	3.06%
Capital Improvement	32,259	33,180	149,656	100,000	19,000	113,000	4.33%
Bldg/Grounds	163,852	78,181	95,878	170,000	117,848	146,000	5.59%
Collections	234,259	265,746	271,961	329,000	291,859	351,000	13.44%
Refunds/MeLCat	499	95	323	1,000	225	500	0.02%
Tax Adjust	830	621	2,313	2,000	4,573	4,500	0.17%
Online Access	25,944	46,811	48,396	66,000	63,600	67,000	2.57%
Total Special Projects	22,239	20,141	0	42,000	3,831	33,000	1.26%
Total Operating Expenses	\$1,910,850	\$1,886,885	\$2,062,232	\$2,450,000	\$2,058,987	\$2,611,000	100.00%
Total Operating Revenue	\$2,378,284	\$2,458,756	\$2,476,312				
Investment Earnings/(Loss)	\$245,652	\$199,035	(\$233,011)				
Total Revenue	\$2,623,936	\$2,657,791	\$2,243,301				
Total Operating Expenses	\$1,910,850	\$1,886,885	\$2,062,232				
Endowment Admin Charges	\$12,736	\$11,159	\$15,955				
Total Expenditures	\$1,923,586	\$1,898,044	\$2,078,187				
Net Change in Fund Balance	\$700,350	\$759,747	\$165,114				
	\$2,623,936	\$2,657,791	\$2,243,301				

Saline District Library 2022/2023 Budget

Saline District Library Operating Revenue	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Approved 2021/2022	Amended 2021/2022	Proposed 2022/2023
Property Taxes	\$2,040,086	\$2,145,583	\$2,193,985	\$1,612,457	\$2,256,209	\$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	\$96,705	\$99,169	\$93,317	\$90,000	\$95,517	\$96,900
State Aid	\$21,141	\$21,116	\$22,876	\$20,000	\$27,805	\$28,400
Fines and Fees						
Penal Fines	35,410	26,859	35,986	25,000	26,703	25,000
Overdue Fines	22,047	7,786	7,818	7,500	11,000	10,000
Non-Resident Cards	4,060	1,700	2,675	1,200	3,000	3,000
Card Replacement	20	165	213	100	128	0
Materials Replacement	5,950	3,743	4,872	2,200	5,300	5,000
Total Fines and Fees	\$67,487	\$40,253	\$51,564	\$36,000	\$46,131	\$43,000
Donations						
Designated	525	700	250	300	1,028	1,000
Undesignated	8,612	7,575	6,696	2,700	7,575	4,000
Friends of the Library	27,727	23,481	25,407	25,000	18,000	20,000
Grants	0	0	0	0		
Total Donations	\$36,864	\$31,756	\$32,353	\$28,000	\$26,603	\$25,000
Library Services						
Copiers	2,205	434	90	100	900	1,000
Printers	6,394	1,681	1,212	800	3,500	3,400
Fax	1,487	348	14	100	0	0
Total Library Services	\$10,086	\$2,463	\$1,316	\$1,000	\$4,400	\$4,400
Interest Income						
General Account	1,208	283	27	100	75	110
CDs/Investments	11,725	8,030	339	0	0	0
Subagency Account	91,043	110,075	80,362	74,776	147,000	100,000
Total Interest	\$103,976	\$118,388	\$80,728	\$74,876	\$147,075	\$100,110
Miscellaneous/Other	\$1,939	\$28	\$173	\$0	\$13,451	\$0
Total Operating Revenue	\$2,378,284	\$2,458,756	\$2,476,312	\$2,450,000	\$2,617,191	\$2,611,000

Saline District Library 2022/2023 Budget

Saline District Library Operating Revenue	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Approved 2021/2022	Amended 2021/2022	Proposed 2022/2023
Operating Transfers In						
Trans. from Endow. Proj.					<u>3,081</u>	<u> </u>
Total Transfers					<u>3,081</u>	<u> </u>
Total General Fund Revenue	<u>\$2,378,284</u>	<u>\$2,458,756</u>	<u>\$2,476,312</u>	<u>\$2,450,000</u>	<u>\$2,620,272</u>	<u>\$2,611,000</u>

Saline District Library 2022/2023 Budget

Saline District Library Operating Expenditures	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Approved 2021/2022	Amended 2021/2022	Proposed 2022/2023
Personnel Expenses						
Salaries/Wages	1,034,309	1,048,599	1,103,881	1,150,000	1,105,000	1,300,000
FICA	77,938	78,883	83,068	88,000	83,000	97,500
Insurance/Reimburse.	50,414	58,004	57,994	125,000	74,000	141,000
Retirement	45,339	41,792	31,659	45,000	30,000	40,000
Total Fringe Costs	<u>\$173,691</u>	<u>\$178,679</u>	<u>\$172,721</u>	<u>\$258,000</u>	<u>\$187,000</u>	<u>\$278,500</u>
Total Personnel Costs	<u>\$1,208,000</u>	<u>\$1,227,278</u>	<u>\$1,276,602</u>	<u>\$1,408,000</u>	<u>\$1,292,000</u>	<u>\$1,578,500</u>
Professional Dues	1,943	3,810	3,809	5,000	4,800	5,000
Travel	1,313	1,823	598	4,000	3,500	4,000
Continuing Education	6,555	2,870	4,869	8,000	5,600	8,000
Total Staff Development	<u>\$9,811</u>	<u>\$8,503</u>	<u>\$9,276</u>	<u>\$17,000</u>	<u>\$13,900</u>	<u>\$17,000</u>
Supplies						
Paper/Office	6,034	5,917	5,222	6,700	5,700	6,500
Youth Supplies	831	0	1,093	1,600	1,100	1,600
Cartridges	3,816	2,796	3,217	4,500	3,200	4,500
Cleaning	3,708	3,509	3,159	6,000	4,600	5,000
Postage	699	440	229	700	500	500
Processing Supplies	11,419	11,131	5,382	10,000	10,850	12,000
Petty Cash	500	0	0	500	150	200
Total Supplies	<u>\$27,007</u>	<u>\$23,793</u>	<u>\$18,302</u>	<u>\$30,000</u>	<u>\$26,100</u>	<u>\$30,300</u>
Professional Services						
Legal	100	3,023	3,003	7,000	900	3,000
Bookkeeping	7,630	7,740	7,740	8,000	7,740	8,000
Audit	20,120	20,680	21,300	23,000	22,310	23,000
Consultants	144	14,777	8,542	42,000	34,000	45,000
Computer Consultants	2,525	899	4,547	7,000	2,000	5,000
Bank Charges	3,851	2,907	2,908	3,000	3,800	4,000
Total Professional Services	<u>\$34,370</u>	<u>\$50,026</u>	<u>\$48,040</u>	<u>\$90,000</u>	<u>\$70,750</u>	<u>\$88,000</u>

Saline District Library 2022/2023 Budget

Saline District Library Operating Expenditures	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Approved 2021/2022	Amended 2021/2022	Proposed 2022/2023
Services						
Youth Programs	6,806	5,980	3,850	17,000	13,500	18,000
Adult Programs	15,942	13,045	13,337	20,000	17,500	21,000
Teen Programs	8,434	7,722	9,041	11,000	10,500	12,000
Grants/Programs by Friends	0	0	0	0	4,200	5,500
Cooperative Fees	1,048	3,495	3,496	6,600	3,495	4,000
Tax Collection	0	619	309	400	310	400
Total Services	\$32,230	\$30,861	\$30,033	\$55,000	\$49,505	\$60,900
Process Fees						
Marketing/P.R.	8,263	4,820	10,054	20,000	15,000	15,500
Miscellaneous	3,747	2,593	2,495	5,000	1,200	3,000
Total Process Fees	\$12,010	\$7,413	\$12,549	\$25,000	\$16,200	\$18,500
Insurance	\$20,816	\$22,000	\$19,988	\$27,000	\$17,000	\$23,000
Utilities						
Telephone	10,626	5,638	3,704	5,000	5,250	5,800
Electricity	61,858	53,789	62,166	66,000	47,500	48,000
Gas	10,256	8,845	9,369	12,000	15,466	18,000
Water	3,984	3,964	3,676	5,000	4,380	8,000
Total Utilities	\$86,724	\$72,236	\$78,915	\$88,000	\$72,596	\$79,800
Capital Improvement						
Furniture	4,847	10,544	117	30,000	4,000	30,000
Equipment	27,412	22,636	12,055	15,000	15,000	33,000
Total Capital Improvement	\$32,259	\$33,180	\$149,656	\$100,000	\$19,000	\$113,000
Building/Grounds						
Cleaning	31,648	0	0	0	0	0
Building Maintenance	43,118	26,816	23,887	55,000	26,000	30,000
Equipment Maintenance	1,898	5,145	5,898	27,000	21,000	24,000
Polaris Maintenance	52,835	10,796	34,544	44,000	35,848	55,000
Grounds Maintenance	34,353	35,424	31,549	44,000	35,000	37,000
Total Building/Grounds	\$163,852	\$78,181	\$95,878	\$170,000	\$117,848	\$146,000

Saline District Library 2022/2023 Budget

Saline District Library Operating Expenditures	Actual 2018/2019	Actual 2019/2020	Actual 2020/2021	Approved 2021/2022	Amended 2021/2022	Proposed 2022/2023
Collections						
Adult Fiction Books	44,684	49,091	44,864	56,000	46,000	56,000
Adult Non-Fiction Books	31,389	28,880	30,443	39,000	29,300	39,000
Youth Books	27,191	21,028	25,833	35,000	29,500	38,000
Reference	3,657	4,141	3,453	4,000	3,500	4,000
A/V--Adult	34,589	29,459	35,705	43,000	28,000	40,000
A/V--Youth	5,804	8,542	8,819	10,000	8,500	9,000
Software--Adult	10,825	18,771	19,036	18,000	26,000	26,000
Software--Youth	559	559	559	700	559	0
Downloadables--Adult	60,265	86,765	92,440	100,000	100,000	120,000
Downloadables--Youth	1,000	4,025	7,000	7,000	7,000	0
Realia	321	84	0	300	300	2,000
ETC--Adult	2,743	1,390	334	3,000	800	3,000
ETC--Youth	133	69	0	1,000	800	2,000
Periodicals	11,099	12,942	3,475	12,000	11,600	12,000
Total Collections	\$234,259	\$265,746	\$271,961	\$329,000	\$291,859	\$351,000
Online Access						
Internet Access	11,161	12,994	14,648	24,000	21,000	24,000
Online Resources	14,783	33,817	33,748	42,000	42,600	43,000
Total Online Access	\$25,944	\$46,811	\$48,396	\$66,000	\$63,600	\$67,000
Special Projects	22,239	20,141	0	42,000	750	33,000
Endowment Projects					3,081	
Total Special Projects	\$22,239	\$20,141	\$0	\$42,000	\$3,831	\$33,000
Refunds/MeLCat	\$499	\$95	\$323	\$1,000	\$225	\$500
Tax Adjustments	\$830	\$621	\$2,313	\$2,000	\$4,573	\$4,500
Total Operating Expenses	\$1,910,850	\$1,886,885	\$2,062,232	\$2,450,000	\$2,058,987	\$2,611,000

FY 2021/2022 BUDGET AMENDMENT NOTES

REVENUE

- Tax revenue was \$53,073 higher than the projected amount (which had allowed for \$68,045 tax delinquency).
- PPT Reimbursement, State Aid, and Penal Fines were all slightly higher than anticipated.
- Overdue fines and non-resident card fees were higher than anticipated as we have begun to return to pre-pandemic service levels.
- Donations from the Friends were lower than anticipated as the Friends have greatly increased their direct purchase of gift cards for Summer Reading prizes.
- Revenue from library services (copiers and printers) were higher than anticipated as we have begun to return to pre-pandemic service levels.
- Investment income was much higher than projected due to increased interest rates.
- Overall operating revenue exceeded projections by \$167,191. In addition, Schrandt grant funds for the SDL Seed Library, the Manhattan Short Film Festival, and the Early Literacy Kit Collection totaled \$3081.

EXPENDITURES

- Personnel costs are lower than projected, mainly due to unused health insurance.
- Supplies expenses, especially for cleaning, were lower than expected.
- Professional services expenses for legal services and consultants were lower than anticipated.
- Program expenditures were all within budget, and we saw increased programming for Youth and Adults.
- Utilities expenses were lower than anticipated overall, particularly as we have seen dramatic savings (24%) in electricity due to the LED conversion project. Natural gas prices rose in the second half of 2022, and City of Saline water rates have recently increased.
- Capital improvement costs were expected to be higher anticipating changes to the building and furnishings; however, these projects will begin in 2023, not 2022.
- Expenses in all areas of building and grounds were lower than anticipated.
- Collection costs were all within budget except for software. Website development expenses were budgeted as Special Projects but expensed to Software.
- Special projects were unknown at the time the budget was set. Website development expenses totaled \$11,419, \$10,669 of which were expensed to Software.
- Overall operating expenditures are coming in \$391,013 lower than projected.

FY 2022/2023 BUDGET NOTES

REVENUE

- Tax revenue is based on millage rates of .8092 and .33, down slightly from last year's rates of .8115 and .33. However, a 5.4% increase in taxable value means an overall tax revenue increase of 2.5%.
- PPT Reimbursement and State Aid figures have been finalized by the State of Michigan.
- 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, which increased dramatically in 2022, is expected to be lower due to the use of designated fund balances for long-term projects.

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 more staff members return to in-person professional development opportunities.
- Supplies expenses are returning to 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 are increased due to the positive community response to new and increased programming. Programs funded by the Friends are now separated 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 and water.
- 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 remain consistent with previous years' projections and reflect new collection plans and requests from 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.



Budget Summary 2022/2023

Revenue

The taxable value for our Library district continues to climb in 2022/2023 to approximately 5.4% more than the previous year due to increased property values and construction within the district. This year the 1991 millage rate is reduced by "Headlee" to .8092, and the 2006 millage rate is reduced by "Headlee" to .5343. This year we will continue to assess the full amount for the 1991 millage and levy only .33 for the 2006 millage. The total millage assessment for operating this year will be 1.1392, a reduction of .0023 from last year. Though the millage rate is reduced, with the increased taxable value, we project an increase in property tax revenue of approximately 2.5%.

Property taxes, including an expected Personal Property Tax reimbursement, will account for about 92% of our revenue stream, with the remaining revenue coming from a combination of State Aid, Penal fines, bank interest, service fees (overdue fines, copier fees, etc.) and donations. State Aid is set at a slightly higher per capita rate this year. Donations and interest are projected to be about the same as last year, while penal fines and most service fees are expected to be slightly lower.

Expenditures

Personnel – Staff Development

The library currently employs 11 full-time staff and 31 part-time staff, which includes 5 student pages, to provide public services for 66 hours per week. The budget includes pay increases as outlined in the 2023 Pay Grade Assignments from ElementOne Consulting, which adjusts for the upcoming minimum wage increase from \$9.87/hour to \$12/hour in the State of Michigan. The budget also includes corresponding increases for retirement benefits and anticipates increases in insurance rates. In an effort to avoid overages, the budget assumes that all eligible employees will take advantage of the medical benefits, even though that is not currently the case. The line for staff development increased again to allow for more continuing education opportunities, including the annual staff development day for all staff and attendance at some annual and biennial library conferences. We anticipate being able to continue to allow more travel in the coming year.

Building & Grounds / Utilities / Capital Improvement / Insurance

The cost of building maintenance has levelled off somewhat with the replacement of the older chiller in 2021. Utilities costs are expected to increase despite significant electricity savings stemming from last year's LED conversion project, as the costs of water and natural gas have increased. The capital improvement budget anticipates potential projects that may arise from the Space Visioning Project embarked upon as part of our 2022-2026 Strategic Plan.

Equipment and Technology

Funds are available for replacement of some equipment, including our main server.

Collections, Access & Services

Funds for most collection areas have been increased, especially for downloadable materials as usage of these materials continues to grow, even as the demand for print materials remains high. Program funds have been increased for all areas as program demand also keeps growing.

Professional Services

This includes the regular support services needed by the library – auditor, bookkeeper, attorney, computer consultants, and financial assistance. Funds for most of these services are budgeted at similar levels to last year, as consulting will continue to be higher than average in consideration of projects that may ensue from our Space Visioning Project.

Reserve Funds

The Board funds the committed funds with any funds that are not spent from the previous year.

Tax Adjustment

Funds are set aside for any tax adjustments that are made throughout the year.

Special Projects

Some projects being considered include:

- Creating a mobile app for the SDL website.
- Redesign of public and staff spaces in the library.
- Enhancing the SDL campus with outdoor programming areas and expanded walkways.

REVENUE

Explanation of Line Items for 2022/2023 OPERATING BUDGET

Note that SDL account numbers have changed according to the new Uniform Chart of Accounts. Former account numbers are included in parentheses.

OPERATING REVENUE

000-402 to 000-402.7 (738-321 to 738-333) PROPERTY TAXES

Property taxes are the Library's largest source of revenue. Property tax revenue is the taxable value of property located within the Library district multiplied by the Library's millage rate. "Headlee" rollbacks on voted millages allow the Library to collect 0.8092 and 0.5343 mils this year. However, the Library will only levy 1.1392 mils instead of the maximum allowed.

000-413 (738-3341) PERSONAL PROPERTY TAX REIMBURSEMENT

In 2012, legislation was passed providing personal property exemptions for small taxpayers (starting in 2014) and Eligible Manufacturing Personal Property (phase-in starting in 2016). Laws have been revised in 2013 through 2018. Reimbursement is provided through a share of the 6% Use Tax levied by the Local Community Stabilization Authority. Beginning with calendar year 2016, the Local Community Stabilization Authority (LCSA) Act, 2014 Public Act 86, (MCL 123.1341 to 123.1362) requires personal property tax (PPT) reimbursement to municipalities for operating and debt millages. PPT reimbursement for municipalities other than school districts is typically received in February.

000-540 (738-336) STATE AID

The constitutional commitment of local libraries began in 1935 and included financial assistance through the distribution of penal fines revenues to local libraries. Since then it has evolved to include provisions for state aid and for the establishment of a state-wide, state-funded regionalized system of cooperation. Public Act 89, 1977 states that funds will be distributed if compliance with standards established for each size library is met. To be eligible for state aid, libraries must maintain a local support level of 3/10 mil. This 3/10 mil is based on the state equalized value (SEV) for the legal service area. Hours of operation and personnel certification guidelines are also established for each class size of library. State aid funds are also distributed directly to library cooperatives, also known as "swing aid." The total of state aid is set by the Legislature each year, and funds are distributed according to the formula in the Act. The state aid allotment for this coming year has been increased in the state budget. We will receive funds based on the 2020 Census population for SDL of 28,291. State Aid is typically received in two payments around June and August.

FINES AND FEES

000-656 (738-342) PENAL FINES

Fines are collected from offenders for certain civil infractions and local ordinance violations by the courts and sent to county treasurers. The Library of Michigan has the responsibility of notifying the clerk and treasurer of each county of the legally established libraries in that county who are entitled to receive penal fines and of the population served by each library. Penal fines are then distributed from the County Treasurer to each library on a per capita basis by August 1 of each year. The practice of earmarking state penal fines for the support of public libraries was established in the Michigan Constitution of 1835. This practice has continued through the years and is today included in Article 8, Section 9 of the current Constitution, adopted in 1963.

000-658 (738-341) **OVERDUE FINES**

Policy #405: Lending Materials allows for the collection of overdue fines. A Schedule of Loans, Fines, and Fees is reviewed periodically by the Library Board. Previously we saw increases in overdue fines each year; however, these fines have been decreasing over the past few years, due to the increase of electronic check-outs, for which there are no overdue fines, the institution of automatic renewals when possible, and the COVID-19 pandemic. As circulation numbers begin to return to pre-pandemic levels, overdue fines are once again increasing as well.

000-629 (738-337) **NON-RESIDENT CARDS**

For the privilege of having a library card from SDL, money is collected from individuals/families or organizations that are outside of our service area. The annual fee is now \$150 for a Non-Resident Family card and is based on the average residential library tax paid throughout the district. The annual fee for an Educator card is \$15 and \$25 for a School of Choice Student card.

000-658.2 (738-338) **CARD REPLACEMENT**

A small fee has traditionally been charged to cover the cost of replacement cards. The library stopped charging this fee in 2022 since the cost of cards has dropped dramatically and we do not want to discourage library users from replacing lost cards.

000-658.1 (738-348) **MATERIALS REPLACEMENT**

The Library charges for damaged and lost materials according to Policy #405.

DONATIONS

000-674.1 (738-345) **RESTRICTED DONATIONS**

These donations are earmarked for specific uses by the donor. Donations are received throughout the year from individuals and organizations. This can include memorial gifts and matching programs from businesses.

000-674.2 (738-3451) **FRIENDS OF THE LIBRARY**

Throughout the year the Friends purchase items for the Library based on their annual budget. The Library pays the bill and then collects the money from the Friends. This line item is a "pass-through" account.

000-674 (738-346) **UNRESTRICTED DONATIONS**

This line is for gifts that have no donor instructions attached to them. The majority of gifts fall into this category.

000-675 (738-347) **GRANTS**

The Library occasionally receives grants for specific purposes, such as staff development, new collections, or other items. These are generally awarded based on staff requests from a variety of sources, including the Library of Michigan.

LIBRARY SERVICES

000-628.1 (738-339) **COPY MACHINES**

The Library has a coin-operated copy machine for public use. The rates continue to be .10 per page for black/white copies and .50 per page for color copies. There is no charge for scanning.

000-628 (738-344) **PRINTERS**

Costs for printing information from the public computers are the same as copying: .10 per page for black/white prints and .50 per page for color prints.

000-628.2 (738-340) **FAX**

Designated for public use, the charges are \$1.00 for outgoing in the continental U.S. and \$5.00 for international. Incoming faxes are not accepted. The need for fax services has dropped dramatically in recent years.

000-651 (738-350) **MEETING ROOMS**

The charges associated with use of the meeting rooms are in Policy #511. While there is no charge to use the rooms, a minimum fee of \$15.00 would be charged for any group that leaves the rooms in a condition that does not comply with the requirements as set forth in the Policy.

INTEREST INCOME

000-665.1 (738-343) **GENERAL ACCOUNT**

All operating monies are initially deposited into the general account at KeyBank.

000-665.2 (738-3431) **CD INVESTMENTS**

Certificates of Deposit have been established with varying due dates to take advantage of higher interest rates at several local banking institutions. The recent trend has been to return funds from mature CD accounts to the Agency Sub-Account which provides higher returns on investments. Currently SDL has funds invested in only one CD account.

000-665.3 (738-3432) **AGENCY SUB-ACCOUNT**

Established in 2002, this line tracks the interest earned on the various funds that are retained by Key Private Bank.

000-680 (738-351) **OTHER INCOME (MISCELLANEOUS)**

This is a catch-all place for miscellaneous revenue such as refunds for advance travel expenses or grants. This also includes funds from supplies such as flash drives and earbuds purchased by patrons at the circulation desk.

EXPENDITURES
Explanation of Line Items
2022/2023 OPERATING BUDGET

Note that SDL account numbers have changed according to the new Uniform Chart of Accounts. Former account numbers are included in parentheses.

PERSONNEL EXPENDITURES

790-702 (738-515) SALARIES/WAGES

Staff is divided by full time, part-time with pro-rated benefits, and part-time without benefits. Salaries are based on a pay structure that has been reviewed by ElementOne Consulting and approved by the Library Board.

790-722 (738-518) FICA

FICA is calculated at 7.5% of gross wages.

790-716 (738-519) INSURANCE

Full-time employees are eligible to receive medical, dental, vision, life, short-term disability, and long-term disability coverage. Most rates are based on age, so there are differences in the costs for each employee.

790-719 (new account) HEALTH REIMBURSEMENT

Employees working 20+ hours per week participate in the employer-provided healthcare reimbursement plan. The benefits plan year is July 1 – June 30. These expenses were formerly included in the Insurance line.

790-723 (738-520) RETIREMENT

Policy #627 mandates that every qualified employee match the 5% of salary that the Library deposits into a defined contribution retirement fund. Municipal Employees' Retirement System of Michigan is the administrator for both the Defined Contribution (401a) Plan and the voluntary Deferred Compensation (457) Plan.

790-958 (738-580) PROFESSIONAL DUES

Dues are paid for librarians and other staff to join professional organizations as deemed appropriate. The Library belongs to other organizations, such as the Michigan Library Association, the Washtenaw County Historical Society, the Genealogical Society of Michigan, the Saline Area Chamber of Commerce, and the Polaris User's Group (PUG). Each board member may choose to belong to ALA or MLA. The Library is an institutional member of the Michigan Library Association, which allows staff to join MLA at a reduced rate.

790-860 (738-581) TRAVEL/LODGING

Policy #621 addresses this group of expenditures. Mileage is based on the amount set each year by the Internal Revenue Service. Professional staff are encouraged to attend the annual MLA conference and/or other programs. Attendance at PUG (Polaris User's Group) for the Technology Manager is also encouraged. Youth staff often attend the MLA Spring Institute. Other meetings, workshops, and educational opportunities are included. Mileage may also be reimbursed for outreach events or required travel.

790-957 (738-5801) CONTINUING EDUCATION

It has been recognized by the Library Board and staff that continuing education is a necessity in today's workplace. Whenever possible and practical, staff will be sent to workshops, seminars, and classes to advance their technological skills and library service skills. Some staff have been

attending other conferences or programs offered through MLA, ALA, Library of Michigan, and other sources. We are also pleased to have instituted an annual staff development day for all Library staff.

SUPPLIES

790-727 (738-566) OFFICE SUPPLIES

All office supplies are expensed in this line. Some miscellaneous expenses may be placed here.

790-727.3 (738-5660) YOUTH SUPPLIES

The Youth Services department has its own line for supplies needed for programs and story times.

790-727.4 (738-5661) CARTRIDGES

This is tracked separately to help monitor the expenses associated with printing from the public computers.

790-732 (738-5662) CLEANING SUPPLIES

All cleaning supplies are tracked separately from other office supplies. This includes paper products such as roll towels, paper towels, tissues, toilet paper, etc.

790-730 (738-582) POSTAGE

The Library mails back items that are damaged or not wanted. MeLCat materials are returned through TLN delivery, which has eliminated postage costs for ILL. Postage is needed for paying invoices, sending bills, and other mail.

790-964.4 (738-5821 / 738-597) MELCAT REIMBURSEMENTS

Fines/fees for items that are lost or damaged by our patrons are paid to the lending library by SDL. Whenever possible, reimbursement is sought from the patrons.

790-734 (738-572) PROCESSING SUPPLIES

All collection materials are processed by SDL staff. Materials are cataloged, labeled, covered, and tagged for security/inventory before the items can go out on the shelves.

790-956.1 (738-559) PETTY CASH

This covers miscellaneous expenses that require cash.

PROFESSIONAL SERVICES

790-803 (738-569) LEGAL

Anne Seuryneck of Foster, Swift, Collins & Smith continues to serve as the library's legal counsel.

790-802 (738-564) BOOKKEEPING

Strom Accounting produces monthly financial statements, bank reconciliations, payroll, and tax preparation.

790-801 (738-563) AUDIT

Plante Moran conducts our annual audit in accordance with Public Act 2 of 1968: Uniform Budgeting and Accounting Act. Copies of the audit are sent to the two founding municipalities (City of Saline and Saline Area Schools) and the six townships. Current and past year audits are cataloged and shelved in the Reference section of the Library. The current audit is also posted on the SDL website.

790-804 (738-570) CONSULTANTS

This line is funded for any outside professional help that may be needed throughout the year.

790-805 (738-5701) **COMPUTER CONSULTANTS**

SDL contracts with The Library Network's Technology Services staff to assist with technological tasks such as server upgrades, PC installation, and network audits.

790-965 (738-567) **BANK CHARGES**

KeyBank charges the Library for the General Account and for the Sub-Agency account.

SERVICES

790-750.1 (738-537) **ADULT PROGRAMMING**

A wide variety of programs for the public are scheduled throughout the year. Many new types of programs recently offered have proven to be quite popular, so we are always expanding in this area. The pandemic has caused us to be more creative and sometimes has increased costs. This is true for Youth and Teen programming as well.

790-750.3 (738-5371) **YOUTH PROGRAMMING**

The Youth Services department continues to offer a wide variety of programs for ages 1–12.

790-750.2 (738-5373) **TEEN PROGRAMMING**

Due to SDL's proximity to Saline Middle School, programming for teens after school continues to be important. Several "take and make" options have also been developed for teens in recent years due to the COVID-19 pandemic.

790-752.1 to 752.3 (738-5372) **SUMMER READING PROGRAM**

The Friends of Saline District Library have committed to generously supporting the summer reading program for youth, teens, and adults. A single line was formerly used to track these expenses. We have now separated these out for better tracking by department, as more SDL funds are used for Summer Reading as the Friends have begun purchasing Summer Reading prizes directly.

790-750.4 (new account) **PROGRAMMING FUNDED BY FRIENDS**

The Friends of the Library also support other programs such as Half Day Pizza Café for teens, 1000 Books Before Kindergarten, and Books for Babies. This new line tracks these expenditures to differentiate them from SDL funds spent on programming.

790-810 (738-568) **COOPERATIVE FEES**

Each year the Library receives indirect State Aid. This can be used to buy services from The Library Network (TLN) or used for continuing education workshops and classes. TLN provides our delivery service five days per week for MeLCat and other TLN libraries. The annual cost of our movie site license is also paid through TLN.

790-806 (738-571) **TAX COLLECTIONS**

Currently Lodi is the only township that assesses a collection fee for our annual property taxes. Their rate is .15 per parcel. The City of Saline assesses a charge, but it is paid by the taxpayer.

PROCESSING FEES

790-880 (738-534) **MARKETING AND PUBLIC RELATIONS**

Formerly limited to print expenses such as stationery, business cards, services brochures, memorial envelopes, program brochures, bookmarks, and print advertising, this line has been expanded to include all forms of marketing, including SDL logo gear for staff and SDL swag to be distributed at outreach events throughout the community.

790-956 (738-560) **MISCELLANEOUS**

This is for any minor expenditure that cannot fit into an existing category.

790-885 (new account) **MISCELLANEOUS FUNDED BY FRIENDS**

The Friends of the Library provide support to SDL staff by funding lunch at Staff Development Day and contributing to staff recognition events. This new line tracks these expenditures to differentiate them from SDL funds.

790-965 (738-535) **INSURANCE**

This is for all library insurance coverage, including building contents, liability, employee dishonesty, worker's compensation, public officials & employee liability, business equipment, and cyber security coverage.

UTILITIES

790-851 (738-529) **TELEPHONE**

The Library moved to a voice-over IP system in August 2014. TelNet provides phone service for our four Internet lines and two POTS lines, which are used for fax and the Friends of the Library Corner Bookshop phone. Fire and burglar alarm systems have transitioned to wireless dialers.

790-920 (738-526) **ELECTRICITY**

In 2015, a solar array of 225 panels was installed on the roof by Sunventrix Solar, a local company that was previously owned by Mark Hildebrandt and now has become part of Michigan Solar Solutions. A link on the SDL website shows how much energy is being produced by the array. Unfortunately, we did not immediately see a decrease in our electric bills, because when the solar array was installed, DTE Energy noticed an irregularity in how we had been charged for service. The correction involved doubling our service multiplier, which essentially doubled our bills. However, we are able to see the benefits of the solar array. In 2018, another solar array of 240 panels was installed, and this did decrease our energy bills. In 2021 we completed a project to convert indoor and outdoor lighting to LED, which has reduced our electric usage by 26.8% and cost by 32.7%.

790-921 (738-5261) **GAS**

Standard monthly bills are paid to DTE Energy. Natural gas costs began to rise in 2022.

790-922 (738-5262) **WATER**

The Library pays for water services from the City of Saline. Saline's water rates have increased dramatically in 2022.

CAPITAL IMPROVEMENTS

790-971 (738-5302) **CAPITAL IMPROVEMENT**

This line is being funded in the event that a special project or need arises. Building renovations are expected due to the Space Visioning Project embarked upon as a result of our 2022-2026 Strategic Plan. While large-scale projects would be paid for using designated fund balances, this line can be used for specific smaller projects such as new signs by Maple Road or a solar bike repair station.

790-975 (738-586) **FURNITURE**

This line item is funded in case furniture items need to be replaced. Requests for furniture are sometimes paid for by the Friends.

790-740 (738-586) **EQUIPMENT**

Included in the Budget document is the Technology Plan for 2021-2024. Detailed in this plan are expenditures in several categories, including hardware, software training and licenses. The Plan is updated annually and guides the staff in setting goals and priorities.

BUILDING AND GROUNDS

Eliminated: 738-562 **CLEANING**

Our cleaning services have been brought in-house, so this line is no longer funded. Cleaning and custodial duties are shared between the full time Facilities Coordinator position and a part time Custodian.

790-934 (738-531) **EQUIPMENT MAINTENANCE/REPAIR**

Equipment with maintenance agreements includes two Ricoh photocopiers (one public and one staff) and the EnvisionWare print management & PC Reservation systems. This line also includes repair of other equipment such as staff and public printers.

790-820 (738-536) **POLARIS MAINTENANCE**

This includes both hardware and software maintenance for the integrated library system used for cataloging and circulation.

790-930 (738-530) **BUILDING MAINTENANCE**

This list details some of the maintenance that is contracted within the building:

Spear's Fire & Safety (fire extinguishers)

Huron Valley Windows (window washing)

Altech Mechanical Company (HVAC maintenance & repairs)

Assa-Abloy Entrance Systems (automatic door openers)

Wyandotte Alarm (building security & fire alarm monitoring system)

National Time & Signal (fire and burglar alarm systems)

Arbor Inspection Services (inspection of fire sprinkler system)

This line also allows for a wide variety of other maintenance items such as carpet cleaning, filter replacements, and other repairs.

790-932 (738-5301) **GROUNDS MAINTENANCE**

This list details some of the services used for the grounds and woods:

Top Flite Irrigation System (sprinkler system)

Kevin's Landscaping (snow removal)

Underwood Nursery (weekly mowing and grounds maintenance)

Waste Management (garbage and recycling services)

unknown tasks, such as woods maintenance, weeding, etc.

COLLECTIONS

The materials collection is divided into the following categories with all librarians participating in the collection development process. Class V public libraries in Michigan spend an average of 11% of their budgets on collections (2020-2021 data provided by the Library of Michigan).

This year we are allocating 12.4% of the budget for collections, including downloadable media and periodicals (with additional funds for online databases).

790-982.1 (738-588) **ADULT FICTION**

790-982.15 (738-5884) **LARGE PRINT**

790-982.2 (738-5880) **TEEN FICTION**

790-982.3 (new) **YOUTH FICTION** (all Youth books formerly under 738-5881)

790-983.1 (738-5883) **ADULT NONFICTION**

790-983.15 (738-5882) **REFERENCE**

790-983.2 (new) **TEEN NONFICTION** (formerly included with Adult Nonfiction)

790-983.3 (new) **YOUTH NONFICTION** (all Youth books formerly under 738-5881)

790-984.1 (738-5874) **ADULT AUDIOBOOKS**

790-984.2 (new) **TEEN AUDIOBOOKS** (formerly included with Adult Audiobooks)

790-984.3 (new) **YOUTH AUDIOBOOKS** (all Youth Audio-Visual formerly under 738-5871)

790-985.1 (738-587) **ADULT DVD/BLU-RAYS**

790-985.2 (new) **TEEN DVD/BLU-RAYS** (formerly included with Adult DVD/Blu-Rays)
790-985.3 (new) **YOUTH DVD/BLU-RAYS** (all Youth Audio-Visual formerly under 738-5871)
790-986.1 (738-5873) **ADULT MUSIC CDS**
790-986.3 (new) **YOUTH MUSIC CDS** (all Youth Audio-Visual formerly under 738-5871)
790-762.1 (738-5889) **ADULT ETC**
790-762.3 (738-5888) **YOUTH ETC**
790-760 (738-5872) **REALIA** (puzzles, puppets, toys, etc.)

790-981 (new account) **BOOKS FUNDED BY FRIENDS**

The Friends of the Library provide funds for our Lucky Day collections and staff memorial books. This new line tracks these expenditures to differentiate them from SDL funds spent on collections.

790-772.1 (738-5875) **DOWNLOADABLE MEDIA**

Patrons can download materials from the Library's website, or directly from TLN's Download Destination (OverDrive) site using the Libby app. The Library purchases additional titles from the OverDrive Advantage program to lessen the wait for bestsellers. We also offer downloadable materials, including ebooks, audiobooks, movies, TV shows, comic books, etc., through Hoopla and Kanopy. These resources are increasingly popular with the public and have been especially appreciated during the pandemic.

Eliminated: 738-5876 **EBOOKS – YOUTH** (Beginning this year, all Youth downloadable media will be included in 790-772.1)

790-772.4 (new account) **DOWNLOADABLE MEDIA FUNDED BY FRIENDS**

The Friends of the Library provide funds for our Download Destination collection. This new line tracks these expenditures to differentiate them from SDL funds spent on downloadable media.

790-770 (738-589) **PERIODICALS**

This includes journals, magazines and newspapers.

ONLINE ACCESS

790-785 (738-5891) **ONLINE DATABASES**

The Library of Michigan (through federal grant monies) provides free access to MeL (Michigan electronic Library) that includes an impressive list of databases. The Library subscribes to several additional databases, covering a broad range of topics.

790-850 (738-539) **INTERNET CONNECTION**

The Library contracts with Merit Network, Inc. to provide direct Internet access. In 2016 we signed a 5-year contract at a much lower rate that more than doubled our bandwidth level. In 2021 we were able to sign a new 5-year contract with the same rate; however, in 2022 this again proved to be an insufficient amount of bandwidth, and we renegotiated our contract to increase bandwidth again. We also have mobile hotspots that circulate to the public, which require monthly service arrangements.

790-780 (738-595) **TECHNOLOGY SUPPORT** (formerly ADULT SOFTWARE)

The nature of this line item has changed significantly over the years. It has primarily included service subscriptions, license upgrades, website maintenance, etc. for the past few years, but was still included under Collections. Since these are primarily operational expenses, the name of the account has been changed.

Eliminated: 738-5951 **YOUTH SOFTWARE** (Beginning this year, TumbleBooks will more appropriately be included in 790-785)

SPECIAL PROJECTS

790-998 (738-598) **SPECIAL PROJECTS**

Any projects above and beyond normal operating expenditures are accounted for on this line. Special projects have included things such as the conversion to RFID technology and the redesign of the SDL website.

790-955 (738-565) **GRANTS**

We have started using this line for any initiatives that are funded via Schrandt Endowment Grants to differentiate them from SDL funds budgeted for standard programs or collections.

OTHER EXPENDITURES

790-964 (738-546) **TAX ADJUSTMENT**

When the taxing municipalities make adjustments on their tax rolls, there may be refunds due to those units of government.

ASSIGNED FUND ACCOUNTS

Explanation of Funds

2022/2023

The Governmental Accounting Standards Board (GASB) issued *Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions*, which changed the terminology used for fund balance reporting and allows entities to designate an official or committee to assign fund balance for specific uses.

UNASSIGNED FUND

Unallocated monies will go into this account. The money is unassigned and can be used for whatever purposes the Board determines. The Contingency Account is now part of the Unassigned Fund. These are monies held for unforeseen emergencies or situations. The "Waterfall Resolution" of 12/5/95 states that the Library shall "budget annually an amount...to cause the minimum balance on deposit to equal 15% of the annual General Fund expenditures for the preceding fiscal year." Beginning in 1999/00 the Board approved allocating interest income that is generated from these funds to go back into the funds.

QUASI-ENDOWMENT PRINCIPLE/PROJECTS FUND

Board action on 6-29-94 stated that \$2 million from the Schrandt bequest be placed in the Endowment Fund and the remaining balance be deposited into the General Fund. Typically, the Board will reinvest all interest earnings back into the principal at the end of each fiscal year. In 2005 the Board decided that the principal \$2 million would remain in the fund, and the remaining earnings would be used to fund the expansion and renovation project. Each year the Board will decide how much money will be placed in this account to fund projects as they are recommended by the Endowment Committee and approved by the Board.

BUILDING IMPROVEMENT ACCOUNT

This is to be used for building additions, improvements, enlargements or extensions to the Library. Examples could include: an addition, land for a branch, the branch building, or a bookmobile.

EQUIPMENT PURCHASES ACCOUNT

This allows for the making of repairs and purchasing replacements for the real and personal property of the Library. Examples could include: a new roof, new furniture, replacing the circulation desk, etc.

INTERNET AND TECHNOLOGY ACCOUNT

This will be used for additions and improvements of all aspects of technology: equipment, software, and other related materials.

COMPENSATED ABSENCES

This fund was created by the Board in March 2001. Each year the audit has reflected the dollar amount needed to cover unused sick and vacation time. The amount is large enough to warrant its own fund. Each year the Auditors will give the new dollar amount to be reserved.

PAVING/PARKING LOT ACCOUNT

The Board created a new fund in 2007 for the purpose of constructing a west parking lot that provides additional parking for the west entrance. The Library purchased 1.47 acres from Saline Area Schools in November 2008. The Board hired Beckett & Raeder to redesign the current Middle School parking lot into two separate lots and to serve as Project Manager. The project began in June and was completed in August, 2009. The Library, in partnership with the City of Saline, constructed a 10' wide non-motorized pathway beginning at Maple Road and ending at N. Harris Street, traversing through the woods and Brecon Park, named the Library-Brecon Trail. In 2016 it was renamed The Leslee Niethammer Memorial Library Trail. This fund will pay for future maintenance.

LIBRARY DEVELOPMENT

This fund was created in March 2010 for the purpose of expanding the Library's services, potentially through branch development, satellite locations, or vending options. It was funded with the construction project's fund balance.

ARTS

The Library Board created this fund in August 2013 and funded it with the monies received from DuPont for Imprelis™ damaged trees and shrubs. The Library received the amount of \$102,668.60 over a two-year period, and spent \$21,880 to replace 22 trees and 16 yew bushes. The remaining \$80,788 was placed in this assigned fund.

FUTURE OPERATING

In 2020 the Board created this fund in consideration of the expiration of the 2006 millage. The fund was started with an amount approximately equal to the annual revenue currently being generated by this millage.

DEFUNCT FUNDS

CONSTRUCTION

This fund was originally created in 1992 and deactivated in 1995. Ten years later, the fund was back in commission. At the June 21, 2005 meeting, the Board voted to establish a construction fund for the library expansion project, and a construction account at KeyBank was opened. With the successful passage of the 0.55 operating millage in August 2006, a construction budget was approved in November and work began with architectural drawings. The construction project began in October 2007. The Grand Re-Opening was celebrated by 3,000 visitors on Saturday, May 31, 2008.

COPY MACHINE

This fund was not added to since 1994. The Board closed out this fund on 5/21/96 and put the balance into the Equipment Repair & Replacement Fund.

DEBT SERVICE RESERVE

This was set up by the Auditors when there was a reserve left after debt payments were made. The amount in the bank needs to be factored into the annual formula for determining the debt service millage.

INTERNET PILOT PROJECT

The Board approved a pilot project for Internet services of \$60,000 in 1993/94. The intent was to expend \$20,000 per year for a three-year period. Since 1997/98 Internet expenses have been paid from the Operating budget. On February 19, 2002 the Board moved to transfer the Internet fund balance into the Technology Fund. This was reflected in the 2001/02 Financial Statements prepared by Plante Moran.

RESTRICTED DONATION

In July 1997 an anonymous donor gave the library \$20,000 in Johnson Control stock. The Board had left the gift in stock and allocated \$10,000 in 1997/98 to be spent on music and landscaping. In 1999 the donor passed away and her identity could be revealed: Gertrude Cook. The \$6,963 remaining funds were used for the additional landscaping at the northwest entrance and the "World to Teach" statue. There was a balance of \$934. The Board kept this fund for future restricted donations.

FUTURE DEBT SERVICE

In 2013 the Board created this fund and used most of the surplus FY2011/12 monies to start it. According to the 2007 Bond rules, the Library could not pay off the \$2,100,000 debt until 2017. Funds were added with the intention of paying off the bond early, and that was accomplished in 2017. There are no monies remaining in this account.

**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:				\$2,256,209	-0.70%
			2.8%	increased revenue over 2020/2021	
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	
			20.9%	increased revenue over 2021/2022	
FY 2022/2023					
Total Taxable Values	Approved 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	
			2.5%	increased revenue over 2021/2022	
taxable value increase = 5.4%					



Depository Banks 2022/2023

For FY 2022/2023, Saline District Library plans to continue to utilize the following bank accounts to conduct Library business:

KeyBank

SDL General Account

Key Private Bank: Trust & Investment Management Services

Sub Agency Account

Agency Account

Old National Bank

Certificate of Deposit

2021-2024

SALINE DISTRICT LIBRARY

TECHNOLOGY PLAN

INTRODUCTION

Planning for technology is challenging due to rapid changes in technology and the varied needs of a community. Due to the Covid outbreak in 2020 and my arrival in October of 2020 I am just now beginning to learn about the technology skills, abilities and knowledge of our library users and the community at large. My biggest goal will be to explore, research and communicate with library users over the next year to see if I can find a set point for how best the library can serve and promote technology. My first tool will be to create, distribute and synthesize a technology survey tool, not only to the library users but out in the community.

It is impossible to completely predict technology changes. However, this document will spell out where Saline District Library technology currently stands and provide some educated direction for the next three years. As Technology Manager I will review and revise this document annually. The document will also be expanded as I learn more about the infrastructure, network and reasons why technology was procured, set up and maintained.

Saline District Library is also reviewing and updating their Strategic Plan and much of the content of this document will strive to follow those directions and foresight and adjust accordingly.

PHILOSOPHY

Saline District Library's philosophy is to provide as much access as possible to individual machines, software on those machines, and the Internet. That access is controlled to the extent that patrons may use these resources without compromising the security of the network, machines, or individuals.

Patrons are supported in their use of technology within the limits of the Library staff abilities and time constraints. This includes one-on-one instruction, and online and print handouts.

Staff are the backbone for providing all services and materials that the Library supplies. Staff will be supported with all technology resources needed to conduct their jobs in an effective comfortable manner. This includes necessary telecommunications and network resources, hardware, software, and training.

STATE OF CURRENT TECHNOLOGY

NETWORK & TELECOMMUNICATIONS (SEE APPENDIX B)

Our current Internet services are provided by Merit with fiber optic cable to the building.

Our network backbone consists of the server room and one wire closet. The server room is located at the east end of the main area and next to the Checkout Desk. The wire closet is located in a small room near

the Facility Manager's office. 1GB fiber optical cabling runs between each of the closets and the server room. The backbone for our network infrastructure contains mostly Meraki equipment. All of our network equipment have service agreements and on-going maintenance contracts with assistance from TLN.

The network also supports two wireless networks in the library; one for the staff, one for the public (SDL-Staff and SDL-Wi-Fi). Recently through a donation from Merit/Cisco two wireless access points were installed as Merit Can at both entrances to the library. Testing has confirmed that signals reach as far as the ends of the parking lots. This is a pilot project and we hope that when the project ends we will be able to maintain the wireless access points.

We also have about 30 Sprint hotspots through a discount through MobileBeacon, a leading company for hotspot lending in libraries. We also have 10 hotspots that we provide from T-Mobile. All are on annual contracts and T-Mobile has monthly payments. It is yet to be seen how the current merger with Sprint and T-Mobile affect our service and usage of the Sprint hotspots. We are looking to expand our hotspots with vendors from ATT and Verizon.

Security for the network is maintained through our firewall, the use of VLANs (to segment the network into public and staff sides), and a Barracuda content filter. All network support is provided as an annual support contract through TLN and constant vigilance and updates.

The VoIP phone solution was purchased and deployed in 2014. The hardware that controls our VoIP solution is located in the server room and is controlled by Merit for the connectivity phone service via Telnet. All of the phones are VOIP Polycom units and are connected through our LAN.

SERVERS & APPLIANCES

Server infrastructure for Saline District Library consists of six servers. **Hyper-Saline** is a main Domain Controller server and hosts most of the staff data. It also is configured with 4 virtual servers:

- **Eware20** - hosts all of our Envisionware products
- **SDLAPPSRV** - hosts all of our scripts, and is now running our new Antivirus product, CrowdStrike.
- **SDLDC** - hosts our 2nd Domain Controller
- **SDLPUBSERV2** - currently hosts our Faronics DeepFreeze dashboard which controls all of the public computers.

We also have **SDLPUBLICDC**, which hosts *Group Policy*, *Active Directory*, *Hyper-V* and other software that helps manage and update our public computers. This server as well as the public computers are all on a separate VLAN to segment them from the staff VLAN.

Our Integrated Library system - Polaris, by Innovative is hosted on two servers. The **SDLProd** is our production or live server that runs all of our Polaris day-to-day operations, backups and executables. The **SDLTrain** server is almost a backup of the production server and allows me to test updates and system edits without harming the live Polaris database. All data is backed up on a daily basis to two 6TB external hard drives which are swapped out weekly to provide balance of the backups. The software running backups is Veritas BackupExec. The Polaris daily backup, major folders (Staff, Staff Info and Superstaff) are backed up to a 2TB external hard drive which is kept in the safe and updated weekly. Another 2TB external hard drive is used to backup major folders and QuickBooks and is kept off site with weekly updates.

Security on the servers is maintained through the use of *CrowdStrike*, *Barracuda* filter, restricted user permissions, and group policies. We have two separate domains for public and staff so that there is no risk of public data affecting staff servers or vice versa. Again most of our support comes from TLN.

STAFF & PUBLIC HARDWARE

Saline District Library has the following computer workstations:

- 33 public computers - all running Windows 10 and Microsoft Office 2016
- 25 Staff computers - all running Windows 10.
- 11 Staff laptops - all running Windows 10
- 10 computers running our Online catalogs currently have Windows 7 and will be updated shortly to Windows 10
- 3 other computers; 1 running the Message Board, 1 running the PC Reservation station and one designated for a patron library card registration station.

VPN or Virtual Private Network is currently set up for the Technology Manager to allow access to the system and servers remotely. All other staff may use Google Remote Desktop to access their workstations from home as directed and needed.

Saline District Library has the following printers:

- A Ricoh 3003 for the public for copying, scanning and faxing
- A Ricoh 3504 for the staff for copying, scanning, and faxing
- A Kyocera Color for staff printing and label making
- An HP LaserJet 500 Color and an HP 3600N LaserJet Black and White for public printing
- A Xerox Versalink C405DN Color in the Youth department. Several Brother and HP standalone printers for staff use

We also offer our public a wireless printing service though PrinterOn.net and release in the library via our Envisionware LPTOne service.

Public printing, time on the machines, and filtering are controlled through a combination of **Envisionware and Barracuda Web Filter.**

Envisionware has four parts:

- **LPT:one** - controls printing
- **Mobile Print Client** - controls printing from the patron's device
- **PCRes** - controls time on machines and redirects filtered sessions to the content filter software
- **AAM** - allows patrons to put money on their library card to pay for printing. Printing is currently set with \$.10 for black & white printing and \$.50 for color printing.

WEB SERVICES

The library maintains its website on hosted services. We recently migrated our website from Deluxe Hosting due to irreconcilable downtime to our Consortium at TLN. Updates and maintenance of our site are handled by Library staff as needed.

We are currently exploring another technology company that could collectively manage and host our website along with some custom re-visioning. This company would also provide us with a replacement for our current events calendar from Demco and provide new functionality in a room reservation system.

ELECTRONIC SUBSCRIPTIONS & SERVICES

Libraries have always served as a place to provide digital resources for our communities. The Saline District Library currently provides a wealth of digital content through a variety of database subscriptions and downloadable services.

The Library of Michigan, through federal and state funding, provides all Michigan Libraries access to a wide variety of databases through Michigan Electronic Library or MeL. They also provide us with the MelCat system for interlibrary loan services within the state.

The TLN consortium provides us with discounted subscription rates to several digital databases that we feel are beneficial to our local community and that are not available through MeL. All of these databases are accessible via our library website under Research & Learn from the library homepage. We monitor usage through monthly reports from each vendor, compiling them into a yearly statistical matrix.

Our digital collections are accessible from eLibrary on the library homepage with OverDrive or Libby, Hoopla, Tumblebook Library, Scholastic BookFlix, Kanopy and Freegal Music.

OverDrive provides downloadables in the following formats: eBooks, digital audiobooks, a small music collection and now digital magazines. OverDrive currently has a newer user interface called Libby. Overdrive will be phasing out the older OverDrive interface shortly.

As an added part we also subscribe to a service called Overdrive Advantage. With the Overdrive Advantage program SDL pays a yearly fee for us to purchase books independent of the TLN consortium, and those titles are available only to SDL patrons. This gives us the flexibility to purchase titles specifically tailored to our community wants and needs.

Our most recent addition is a service called SORA. It is a collaboration with TLN, Overdrive and the Saline District Schools. This is a service where we can provide more access to our Overdrive collection for the students to use their library email as a login.

Hoopla is a service that we subscribe to directly with Midwest Tapes. Hoopla provides another means for patrons to access eBooks and digital audiobooks, music, comics and TV shows.

COLLECTION MANAGEMENT

RFID (Radio Frequency Identification) is a technology used in library collection management systems. The use of RFID reduces the amount of time required to perform circulation operations. The most significant time savings are due to the fact that information from an RFID tag can be read regardless of item orientation or alignment (unlike barcodes which must be held at a correct angle to be read).

We also have OneStop **kiosks** provided by Envisionware in the adult and youth department that allow our users to check-out materials, check on holds, and pay fines all at their convenience. The Adult OneStop also allows our public computer users to release and print their own print jobs from a black & white and color printer located nearby.

TECHNOLOGY TRENDS and FUTURE PLANS

NETWORK INFRASTRUCTURE

- Expectation for Wireless access continues to increase with the consumer's sense of entitlement for 24/7/365. Robert Brown, VP at Business Development VIASat says, "Wi-Fi is near ubiquitous and arguably everywhere you need it be; the house, the office and in places people congregate in between."
- Faster wireless will become increasingly important. A new wireless standard 802.11ax is here. Wi-Fi 6 or 802.11ax is supposed to optimize for the transmission frequencies of both 2.4 GHz and 5GHz bands. It is recommended that we wait for this new standard to be tested before upgrading our Wi-Fi network equipment in tandem with TLN.
- Bandwidth will need to increase to support the continued increase in both Internet and wireless usage. We are currently at 50 mbps and will look at raising this as our usage increases. Sadly, due to COVID, our in-house computer use is slowly coming back up and with the addition of the MERIT CAN project outdoor access points our wireless is steadily climbing.
- DVDs are moving quickly to streaming services, and with our Collection services like Overdrive, Hoopla, Kanopy and other content-rich resources will continue to make having enough bandwidth more important and more of a challenge.
- Plan and budget for wiring upgrade in 2024. We currently have CAT5 wire (performance at 100 Mbps) in our building now and will be looking to upgrade to CAT 6 (speeds up to 10 Gbps) or 7 (required speeds of 600Mbps) to handle increased bandwidth and throughput.
- Advocating for broadband in our rural communities remains a high priority. Recently the Washtenaw County Board of Commissioners has approved a plan that will provide broadband access to all residents of Washtenaw County. Internet access to your residence will be funded by either the Rural Digital Opportunity Fund (RDOF), Connecting Michigan Communities (CMIC) or by Washtenaw County American Rescue Plan Act funds (ARPA).

SERVERS & APPLIANCES

- Servers are usually the costliest hardware in the library. The majority of our current servers are showing age and will need to be replaced soon. Our Hyper-Saline domain controller is also running 4 virtual machines which makes it more efficient with less hardware. As virtualization continues to improve, adapting to the new virtualization standards will help improve the redundancy and stability of our server environment.
- There is a need to examine our network switches, access points, and Firewall to plan for EOL (end of life) and replacement.

STAFF & PUBLIC

- The library as a "place" will continue to remain important. This means access to digital content and online interactions must become more integrated into the Library experience. The library needs to explore integration solutions like: electronic friendly furniture, flexible spaces.

- It is also important that we bring the library to the patron. Specifically, we need to explore ways to simplify and expand upon our downloadable services.
- Having a website and catalog readable on mobile devices will become more important. Exploring and providing library service apps for mobile devices will also become increasingly important.
- Social media usage increases by leaps and bounds. Interacting with the public through online resources is critical. Allowing the public to contribute to this content would be very popular.
- Staff mobility, both in providing service and person workflow, will influence technology options because machines must be flexible enough to support these needs. Management staff are increasingly finding it necessary to have home access to the Library's staff resources and data.

RECOMMENDATIONS

NETWORK & TELECOMMUNICATIONS

- **Increase Bandwidth** - Bandwidth needs will continue to rise. We just recently renewed our contract with Merit at 50Mbps with the anticipation that as our usage grows from the Covid decline we will need more bandwidth.
- **Increase Wireless speed - Wireless speeds continue to increase.** Currently we are at 802.11ac also known as Wi-Fi 5. It is recommended that we review and upgrade our Wi-Fi network equipment (APs) in 2023.
- **Network upgrade schedule** - It is recommended that network equipment be upgraded every ten years to maintain stability and remain up to date in regards to current technology. In our case, this may be sooner rather than later.
- **Our VOIP phone system** is also showing signs of age and we should begin planning an RFP for replacement of the current system and perhaps the provider as well. Phone communication is the heartbeat of our daily service.

SERVERS & APPLIANCES

- **Server Hardware** - In looking at the coming future I would like to see us move from local hardware dependent servers to cloud based solutions. This plan would allow lower cost by; not having to purchase server hardware, more redundant and reliable backups on a regular basis and most importantly a means to relocate library services as needed due to catastrophic building issues.
- **Upgrade Operating System on all Servers** -
- **FILE/PERMISSIONS** need to be updated and reorganized in all of the shared drives and folders for more security and organization. This needs to be a top priority.
- **Organize the Shared Drives** - Currently our data lives in two places. The Google Drive and the in house shared server drives (Staff Info and Staff - both are located on the Hyper-Saline Drive. There is currently no formal structure to the Google Drives and the in house share drives. Some

organization, and clean up needs to be introduced to both systems. This task is best perhaps shared among Administration, Technology and Department Heads.

- **Update Virtual Servers** - review and update the virtual servers to meet best practices and improve stability.
- **Implement Software/Hardware Inventory Management Tool** - This is currently in paper form and very hard to manage. It is anticipated that a new server started in 2021 - Faronics Cloud Service will have a module that can continue to track both hardware and software in real-time.

STAFF & PUBLIC WORKSTATIONS, SUPPORT AND SERVICES

- **Technology Survey** - The first step is to create, distribute and analyze data from a Survey solely focused on technology and technological services for our users. This survey would be in printed and digital format, distributed to the widest possible parts of the community and then analyzed and compiled into a report to Administration and the Library Board.
- **Saline District Library App** - Look into developing an app that will link users to our resources without having to visit our website. A number of users prefer using an app.
- **Simplify Wireless Printing and Scanning** - Explore how we can simplify and speed up the wireless printing services. Explore and improve a self-serve scanning service. This provides a means that our users can easily scan documents, letters, photographs and other personal/family history documents. The service should allow printing, scanning to USB, scanning to email and scanning in multiple formats.
- **Provide digital conversion stations** - As technology formats continue to advance patrons need a way to convert their memorable moments to new formats. The library should explore purchasing equipment for patrons to convert VHS to DVD or tape to CD/MP2, and slides to digital images. The Memories Project.
- **Provide specialized software to the public** - To encourage usage of our public workstations we will need to provide better productivity software that is not easily available to the regular user. We should explore deploying specialized software such as Adobe Creative Suite, CAD software, music and video editing software. This would allow our computers to provide specific services to our public thus encouraging usage of our public computers. This would also necessitate staff training or hiring staff with expertise in these digital areas.
- **CPUs - Computer and Public Users Support** - Explore, create and train volunteers to assist the public in one-to-one computer learning sessions. These volunteers would be managed by the Technology Manager and patron sessions would be set up on a registration basis. The Technology Manager would schedule the volunteers in one-to-one sessions to provide a better return on learning style, retention, comfort, and knowledge of the users' computer questions.
- **Implement a Support Ticket System** - It is recommended that the IT department implement a support ticket system so that it is easier to track fixes to common issues, as well as

communicate the status of ongoing projects.

- **Staff Technology Training** - start bi-weekly or monthly training sessions on predetermined topics for libraries to improve their technology skills, knowledge and comfort level.
- **Follow 5-year upgrade schedule** - It is recommended that public and staff workstations follow a five-year upgrade schedule. With the introduction of Solid State Drives these workstations can regularly last out five years. After the five year mark we start to see more hardware failures

WEB SERVICES

- **Create a staff intranet** (with collaboration with Administrator and WebMaster)
 - Easy access to forms and emergency procedures
 - Staff Directory
 - Links to shared calendars and communications tool.
 - Image gallery for staff events

ELECTRONIC SUBSCRIPTION AND SERVICES

- **Collaborate** - with the Head of Adult and Youth services to evaluate what resources we have, review new resources and ensure seamless electronic access via the library website and resources providers.

Projected implementation plans by year

This plan is also contingent on direction from the Strategic Plan, direction from Administration and staff or public need.

2021

- Installed new Meraki AP for SDL-Staff
- Learn, troubleshoot and maintain Envisionware software and modules for staff/public services
- Purchased new monitors and some wireless keyboards/mice for staff and replaced a couple for the public
- Investigated and repaired Veritas BackupExec system for library backups. Purchased new external hard drives for backups.
- Assisted Merit in replacement of our main router
- Manage and assist with renewals of Online Accounts and Technology Renewals:
 - Veritas BackupExec
 - Quarterly Clover Security for PCI Compliance
 - Dell Server Maintenance contract
 - Envisionware renewals
 - Faronics/DeepFreeze renewals
 - GoDaddy certificates for renewals
 - Innovative/Polaris contract renewal
 - Meraki Cloud renewal
 - Merit Services contract renewal
 - MobileBeacon Hotspot contract renewal
 - Ninite.Com service renewal
 - Telnet
 - Virtual Graffiti - renewal for our Barracuda Web Filter appliance
- Assisted with migration of Lynda.com to LinkedIn Learning
- Updated QuickBooks 2021 for Library Administrative Assistant
- Repurpose a catalog computer for the PCRez computer for computer reservations
- Collaborate with Merit/Cisco to install and manage two new wireless Access Points at the entrance to the library building. Known as the Merit Can project - include two APs and a remote camera installed by Merit.
- Migrated library website from Deluxe Hosting to TLN/A2 due to irreconcilable downtime
- Installed new UPS in the server room as a replacement
- Replaced the system unit for the Desktop OneStop kiosk near the Checkout Desk
- Replace faulty Envisionware tag pads
- Provide monthly DownloadDestination (OverDrive) support for the TLN Consortium
- Purchased and installed webcams for library staff due to Covid and remote working
- Purchased more power devices and distributed around the library for use by patrons in the building when area power outages.
- Updated and prepared all public workstations for re-opening after Covid closing
- Updated Adult, Youth and Checkout Desk OneStops to new OS versions
- Assisted with installation and setup for PatronPoint marketing solution
- Resolved Polaris issues with email & renewal notices not working correctly and newspaper predictions in collaboration with Support Services.
- Review and correct issues with FILE/PERMISSIONS within the SDL library network in collaboration with TLN Network Support
- Purchased and in collaboration with TLN installed:
 - **CrowdStrike** - a new dashboard driven AntiVirus solution to replace Symantec AV

- **Faronics Cloud** - a new dashboard drive solution to manage, update, inventory, create images of all computers (public/staff) in the library.

2022

- Create, distribute and analyze a **Technology Survey** to the community to create a report to the Director, Library Board and update Technology Plans
- Review **Printing** on a library wide basis. Explore more efficient placement and use both for the public and staff of current printer equipment.
- Review current **HotSpot** allocations and update as needed. Also add Hotspots for service with ATT and Verizon.
- Purchase and install **UPS devices** at four Checkout Desk computers. Possibly to install for library managers. All would be to allow for more controlled shutdown and completion of services in the event of a power-outage.
- Work with Polaris to **upgrade our ILS** to a newer version from 6.5
- Investigate implementation of **LEAP** in to daily workflow (collaborate with Support Services)
- Investigate **Remote patron registration** for use outside of the library building
- Upgrade catalog computers (PACs) to Windows 10
- Refresh catalog computer **keyboards** for more comfortable patron use
- Install desktop **scanners** to public computers so that patrons do not have to type in library card numbers or guest slip numbers to access computers.
- Research and explore an **IT Ticket System** to streamline technology problem reports and status.
- Update **Microsoft Office Suite to MSO 2021** in two phases: 1) library staff and 2) public library computers.
- Finalize settings and daily operation procedures for **CrowdStrike and Faronics Cloud** services.
- Investigate installing **cordless phones** at 3 public services desks to provide more flexibility to library staff in assisting the public.
- Setup Staff technology trainings biweekly or monthly on predetermined topics

2023

- Upgrade all computers at SDL to **Windows 11** in two phases 1) library staff and 2) public library computers.
- Upgrade all wireless APs (access points)
- Explore and implement **self-checkout for iPads or Laptops**. Also consider creating a kit containing 1) an iPad and hotspot or 2) a laptop and a hotspot.
- Research and plan for a replacement for our current **Security Camera system**.
- Research and plan for a system wide **Technology Security Audit**.
- Research and plan for migration of servers to Cloud-based solution (collaborate with TLN)
- Research and plan for replacement of building wiring and electrical infrastructure.

2024

- Research and plan to migrate our Polaris system to a hosted system

Technology Replacement Plan

This is a tentative plan for replacing equipment once it has reached End Of Life -EOL or maintenance is no longer available to support it. This plan is also contingent on direction from the Strategic Plan, direction from Administration and staff or public need.

Five Year Plan			2022	2023	2024	2025	2026
Equipment	ID	Cost					
Staff			\$10,670.00	\$11,340.00	\$11,661.93	\$12,311.16	\$14,251.89
Tech Mgr Desk	SDL1a						
Tech Mgr Laptop	SDL02	\$2,266.38					X
Youth Services Laptop	SDL06	\$1,133.93					X
Director - Desktop	SDL07						
PC Rez Station - Desktop	SDL10						
Asst. Director - Desktop	SDL11						
Youth Head - Desktop	SDL12						
Director - Laptop	SDL14	\$1,133.93				X	
Facilities - Desktop	SDL16	\$810.00	X				
Serials CheckIn	SDL17	\$1,131.93					X
Youth - 1 - Desktop	SDL18	\$810.00					X
Youth Librarian - Desktop	SDL19	\$810.00					X
Youth - 2 - Desktop	SDL20	\$810.00					X
Youth Desk - Desktop	SDL21	\$810.00					X
Cataloger - 1 - Desktop	SDL22	\$810.00		X			
Cataloger - 2 - Desktop	SDL23	\$810.00		X			
Admin Assistant - Desktop	SDL24	\$1,131.93			X		
MelCat - Desktop	SDL26	\$810.00	X		x		
Adult Desk - Desktop	SDL28	\$810.00				X	

Teen Librarian - Desktop	SDL29	\$810.00				X	
Adult Librarians - Desktop	SDL30	\$810.00				X	
Adult Head - Desktop	SDL32						
Youth Services - Laptop	SDL33	\$1,133.93					X
General - Laptop	SDL34	\$1,133.93					X
Support Services - Desktop	SDL37						
Server Room	SDL38						
Asst. Director - Laptop	SDL41	\$1,133.30				X	
Youth Head - Laptop	SDL42	\$1,133.93				X	
Adult Head - Laptop	SDL43	\$1,133.93					X
Support Services - Laptop	SDL44	\$1,133.93					X
Adult Services - Laptop	SDL45	\$1,133.93					X
Circ 1 - Desktop	SDL46	\$810.00	X				
Circ 2 - Desktop	SDL47	\$810.00	X				
Circ 3 - Desktop	SDL48	\$810.00	X				
Front CheckIn - Desktop	SDL49	\$810.00	X				
Back CheckIn - Desktop	SDL50	\$810.00	X				
Message Board - Desktop	SDL52						
Public							
Adult - Unfiltered	204	\$810.00				X	
Adult - Unfiltered	205	\$810.00				X	
Adult - Unfiltered	206	\$810.00				X	
Adult - Unfiltered	207	\$810.00				X	
Adult - Filtered	301	\$810.00		X			
Adult - Filtered	302	\$810.00		X			
Adult - Filtered	303	\$810.00		X			
Adult - Filtered	304	\$810.00		X			

Adult - Filtered	305	\$810.00		X			
Adult - Filtered	306	\$810.00		X			
Adult - Filtered	307	\$810.00		X			
Adult - Filtered	308	\$810.00		X			
Adult - Filtered	309	\$810.00		X			
Adult - Filtered	310	\$810.00		X			
Adult - Filtered	311	\$810.00		X			
Adult - Filtered	312	\$810.00		X			
PC Room - Filtered	401	\$810.00				X	
PC Room - Filtered	402	\$810.00				X	
PC Room - Filtered	403	\$810.00				X	
PC Room - Filtered	404	\$810.00				X	
PC Room - Filtered	405	\$810.00				X	
PC Room - Filtered	406	\$810.00				X	
PC Room - Filtered	407	\$810.00				X	
PC Room - Filtered	408	\$810.00				X	
Teen - Filtered	500	\$810.00			X		
Teen - Filtered	501	\$810.00			X		
Teen - Filtered	502	\$810.00			X		
Teen - Filtered	503	\$810.00			X		
Teen - Filtered	504	\$810.00			X		
Youth - Filtered	601	\$810.00			X		
Youth - Filtered	602	\$810.00			X		
Youth - Filtered	603	\$810.00			X		
Youth - Filtered	604	\$810.00			X		
PAC and Other							
Adult	PAC17						
Adult	PAC18						
Adult	PAC20						
Adult	PAC21						
Adult	PAC22						

Adult	PAC23						
Youth	PAC61						
Youth	PAC62						
Youth	PAC63						
Youth	PAC64						
Youth	PAC65						
Youth	PAC66						
Servers							
Hyper-Saline		\$5,000.00	X				
SDL-PublicDC					X		
SDLProd					X		
SDLTrain							
Printers							
Support Services Mgr					X		
Catalogers					X		
CheckOut Desk					X		
Director							
Asst Director							
Head, Adult							
Head, Youth							
Technology Manager							X
MelCat Desk							
Public Color							
Public B&W							
Adult Reference Desk							
Staff Color Standalone							
Youth Office							
Teen Librarian							X
Receipt Printers							
Support Services Mgr (Epson)						X	
MelCat (Epson)							

Back CheckIn Desk (Epson)							
Circ 1 (Epson)							
Circ 2 (Epson)							
Circ 3 (Epson)							
Adult Reference Desk (Star)							
Youth Reference Desk (Star)							



**Library Director's Report
Submitted by Karrie Waarala
November 15, 2022**

- At their October 25 meeting, the Saline Area School Board of Education voted to appoint Lesley Hundley to the Saline District Library Board of Trustees for a two-year appointment beginning December 1, 2022. I look forward to welcoming Ms. Lundley to the Board.
- At their November 7 meeting, the Saline City Council voted to reappoint Linda TerHaar to the Saline District Library Board of Trustees for another two-year appointment beginning December 1, 2022. City Council will need to appoint one more Trustee, which I am assuming will be done at their next regularly scheduled meeting on November 21. At the time of this report, the City Clerk had received two applications for this position.
- Our 2022 SDL Staff Development Day held on November 11 was a success. Our keynote speaker presented on change management and resilience, which was requested by staff members. Staff were very appreciative of the introduction to self-defense session, as well as time for an all-staff meeting and departmental meetings. Thank you to the Library Board for supporting staff development by closing the library for the day, and to the Friends of the Library for providing lunch for the staff. I would also like to thank staff committee who organized the day: Jessica Lash, Michael Claus, Kimberley Rowe, and Anna Hinkley.
- LocalHop was able to solve the issue with our new online reservation system for the Brecon Room, and staff received an overview of the system as part of the all-staff meeting at Staff Development Day. We are pleased that we will be able to add the reservation system to our website the week of November 14 and once again offer this service to the public.
- Fall programming continues with offerings including an event featuring Ken Magee, author of [The Ultimate Michigan Football Program and Ticket Guide](#) on November 14, [Bingo for Books](#) for ages 6-11 on November 19, [Early Release and ½ Day Pizza](#) for teens on November 21 and 22, and [A Musical Night with Mark Lincoln Braun](#), a renowned blues and boogie pianist, on November 28.

- We are pleased to welcome David Woodington as our new Building Monitor, and to welcome back Debbie Lynch as our new Youth Desk Aide. Debbie previously worked at SDL as a Library Assistant. We will be posting our part-time Adult Assistant position shortly, as Simone McCants will be leaving as of November 21. We will miss Simone, as she has been a great addition to the Adult Services Department, but we congratulate her on getting a full-time job elsewhere.
- The Library will close at 5pm on Wednesday, November 23 and remain closed Thursday, November 24 and Friday, November 25 for the Thanksgiving holiday. We will make use of this closure to have the carpets cleaned on November 25; thank you to our Facilities Coordinator, Matt Siegert, for once again overseeing this over the holiday.
- Recent comments from patrons include:
 - "My son often comes to the library after school to await pickup. This has been a tremendously positive experience for him. I have seen how wonderful the librarians are, and the great support they provide the kids. I was hoping to make a donation in recognition of that."
 - "I just love this thing (referring to the keyring library card)! It's so handy, and I always know where my card is."
 - Several appreciative compliments on our creative staff bird display in the front cabinet, including, "I don't know who does your decorating, but it looks wonderful, inside and out. The birds are adorable!"

**SALINE DISTRICT LIBRARY
POLICY BULLETIN**

POLICY NO: 616

SUBJECT: VACATION LEAVE

1. Regular full-time employees and part-time employees working at least 20 hours per week on a regular and recurring basis are eligible for paid vacation leave according to the following schedule based upon an employee's most recent date of hire:

Years of Service	Hours Per Week	Hours Earned/Month	Hours Per Year
0-4 years	40	8	96
	35-39 ³ / ₄	7	84
	30-34 ³ / ₄	6	72
	25-29 ³ / ₄	5	60
	20-24 ³ / ₄	4	48
5-9 years	40	10	120
Longevity Increase	35-39 ³ / ₄	8.75	105
1.25 %	30-34 ³ / ₄	7.50	90
	25-29 ³ / ₄	6.25	75
	20-24 ³ / ₄	5	60
10+ years	40	12	144
Longevity Increase	35-39 ³ / ₄	10.5	126
1.5 %	30-34 ³ / ₄	9	108
	25-29 ³ / ₄	7.5	90
	20-24 ³ / ₄	6	72

2. If an employee is hired on day 1 through day 15 of the month, the full amount of hours will be earned in that first month. If the hire occurs on day 16 through day 31, half of the allotted hours are earned in the employee's first month.
3. Vacation time may be taken after 90 days of employment and may be used in increments of ½ hour or more.
4. The maximum vacation time that may be accrued is based on the employee's regularly scheduled hours:

Hours/Week	Maximum Hr
40	192
35-39 ³ / ₄	168
30-34 ³ / ₄	144
25-29 ³ / ₄	120
20-24 ³ / ₄	96

5. Accrued and unused vacation time will be compensated at the employee's current rate of pay if employment terminates for any reason.
6. Should an employee reduce his/her regularly scheduled hours below twenty hours per week, any previously accrued and unused vacation time will be paid out at that time based on the employee's current rate of pay.
7. Paid holidays falling within a paid vacation leave time will not be charged against the earned vacation time.

Request for Leave

1. Requests for vacation leave must be made in writing, signed by the employee, and submitted for approval to the immediate supervisor two weeks in advance of the requested leave or as soon as the employee becomes aware that vacation time is needed.
2. The employee will be notified of the disposition of the request as soon as possible in order that re-scheduling may be arranged.
3. When the Director requests vacation time, the information is to be given to the Board President. If five or more days are taken, the entire Board will be informed.

Revised: 6/20/17

Previous revisions: 2/19/08; 5/20/03; 6/18/02; 9/19/00; 9/16/97; 10/15/96; 6/20/95; 11/22/94

Reviewed: 5/3/05

Implemented: 6/16/92

**SALINE DISTRICT LIBRARY
POLICY BULLETIN
DRAFT**

POLICY NO: 621

SUBJECT: TRAVEL EXPENSES

I. Purpose.

The Saline District Library will pay for all reasonable and customary travel, meal, and lodging expenses incurred by employees in connection with pre-approved travel on behalf of the Library to conduct Library business or engage in professional development.

II. Scope.

Whenever possible, the Library will pay appropriate travel expenses in advance. If this is not possible, the Library will reimburse employees for reasonable and customary travel, lodging, and meal expenses, including gratuities, when a Library staff member is off-site on pre-approved Library business for at least one complete workday. All travel must be made by the most cost-effective means possible to be eligible for reimbursement. Employees will not receive reimbursement from the Library if they receive direct payment from any other source, such as grants.

III. Authority.

All travel must be pre-approved by the Director, and all travel reimbursement requests must be submitted to the Director for approval as soon as possible once the staff member returns to the Library. Receipts must accompany all reimbursement requests. Any travel by the Director that is beyond the scope of expected professional travel on behalf of the Library must be approved by the Board of Trustees.

IV. Transportation.

- a. Reimbursement for air travel is limited to coach fare or less, whenever such reduced fares are available.
- b. Use of private vehicles is normally limited to travel in the State of Michigan, or to destinations close to Saline/Ann Arbor which allow completion of the trip within a normal work day. Such travel will be reimbursed at the IRS standard rate for business usage.

- c. A rental vehicle is allowed with prior approval. The Library does not carry comprehensive, physical damage, or liability insurance coverage for rental vehicles. The employee is required to purchase insurance from the rental agency and submit the expense for reimbursement.

V. Lodging and Meals.

- a. When a Library staff member shares lodging facilities with a non-staff member, reimbursement for single occupancy room rate is allowed with a receipt.
- b. Any overnight stays beyond the minimum necessary to complete Library business will not be reimbursed.
- c. Meal charges are reimbursed at the IRS standard rate for business
- d. Alcoholic beverages are not a reimbursable expense.
- e. Meal charges for all business guests of the Director are reimbursed only if purpose, names, titles, and organizational affiliation of the guests are indicated on the appropriate reporting form.

VI. Sickness, Accident, or Emergency.

- a. If sickness, accident, or an emergency occurs while traveling on Library business, the employee must notify the Director or designee.
- b. In case of an accident involving an employee traveling on Library business, a full written report must be prepared as soon as possible and submitted to the Director, as well as all necessary full reports as required by law such as police report, worker's compensation report, etc.
- c. It is the responsibility of the staff member, when traveling, to inform the Director or designee of an address and/or telephone number, so that contact can be made in case of an emergency.

**SALINE DISTRICT LIBRARY
POLICY BULLETIN**

POLICY NO: 621

SUBJECT: TRAVEL POLICY and PROCEDURES

1. REQUESTS

- a. Reimbursement may be allowed to Saline District Library staff and others for reasonable/necessary expenses incurred in connection with approved travel on behalf of the District Library. Payment is allowed only when reimbursement will not be received from any other source.
- b. Requests/approvals must be made to the President of the Board of Trustees by the Director for travel that is beyond the scope of routine and daily business. All other staff must seek approval of the Director for any travel.
- c. Requests for advances, approximating a reasonable estimate of the costs, must be made on an *Authorization Form for Off Site and Cash Advance* (see exhibit 1). Advances normally should not be obtained more than two weeks prior to the trip. Exceptions can be allowed if more favorable travel rates can be obtained.

2. TRAVEL TRANSPORTATION EXPENSES

- a. Reimbursement is allowed only for travel by most direct route.
- b. Reimbursement for air travel is limited to coach fare or less, whenever such reduced fare accommodations are available.
- c. Use of private vehicles is normally limited to travel in the State of Michigan, or to destinations close to Saline/Ann Arbor which allow completion of the trip within a normal work day. Such travel will be reimbursed at the IRS standard rate for business usage.
- d. A rental vehicle is allowed with prior approval. The District Library does not carry comprehensive, physical damage, or liability insurance coverage for rental vehicles. The employee is required to purchase insurance from the rental agency and submit the expense for reimbursement.

3. LODGING and MEALS

- a. When a District Library staff member shares lodging facilities with a non-staff member, reimbursement for single occupancy room rate is allowed with a receipt.
- b. Meal charges are reimbursed at the IRS standard rate for business; however, if the activity occurs within a single business day, meals cannot be reimbursed.
- c. Meal expenses, including gratuities, incurred when a Saline District Library staff person is outside the Saline district on business will be

reimbursable while on “travel status.” A person is considered to be on “travel status” when required to be away from his/her “tax” home substantially longer than a normal day of work. This could include travel of less than 24 hours; however, a sleep or rest period must be taken for the traveler to be considered to be on “travel status.”

- d. Receipts must accompany all meal charges.
- e. The propriety of meal and lodging expenses incurred in Saline/Ann Arbor area by staff must be approved in advance.
- f. Cost of alcoholic beverages is not an appropriate charge.
- g. Meal charges for all business guests of the Director are reimbursed only if purpose, names, titles, and organizational affiliation of the guests are indicated on Report of *Business Expenses*.

4. SICKNESS, ACCIDENT, or EMERGENCY

- a. If sickness, accident or an emergency occurs while traveling on SDL business, the staff member must notify the Director or designee.
- b. In case of an accident involving a staff member traveling on SDL business, a full written insurance report must be prepared as soon as possible and submitted to the Director. The report should indicate the following facts, such as: the place, time and the exact nature of the accident; names and addresses of all persons involved (including witnesses); extent of injuries or damages incurred, etc.
- c. It is the responsibility of the staff member, when traveling, to inform the Director or designee of an address and/or telephone number, so that contact can be made in case of an emergency.

POLICY APPROVED: _____

EFFECTIVE: _____

President

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	17,113		195,217
% of Total Circ.	75.78%	76.89%	78.13%	78.15%	79.74%	77.51%	80.00%	80.27%	79.95%	79.07%	77.46%	#DIV/0!	78.55%
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	3,439		37,532
Music CDs	320	302	291	339	253	271	320	309	255	263	283		3,206
Audio Books	560	580	584	658	573	586	561	557	638	509	515		6,321
Playaways	0	1	0	1	4	11	7	11	6	5	6		52
J Kits	152	177	145	213	125	110	151	170	218	241	336		2,038
Total AV	4,740	4,727	4,267	4,730	3,952	4,146	4,513	4,725	4,772	3,998	4,579	0	49,149
% of Total Circ.	23.40%	21.70%	20.67%	20.57%	19.09%	20.51%	17.86%	17.80%	17.99%	18.60%	20.73%	#DIV/0!	19.78%
Interlibrary Loans													
SDL Patron Filled Requests	690	1,105	957	745	838	846	726	732	1,039	912	789		9,379
% of Total Circ.	3.41%	5.07%	4.64%	3.24%	4.05%	4.19%	2.87%	2.76%	3.92%	4.24%	3.57%	#DIV/0!	3.77%
Lends Out to Libs	672	991	823	991	848	855	920	941	1,105	889	943		9,978
Equipment	52	52	55	66	62	122	188	163	167	117	125		1,169
Periodicals	114	257	193	228	181	278	353	350	381	384	275		2,994
% of Total Circ.	0.56%	1.18%	0.94%	0.99%	0.87%	1.38%	1.40%	1.32%	1.44%	1.79%	1.24%	#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	22,092	0	248,529
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%	1.78%	-100.00%	7.77%
Downloads													
Ebooks	2,035	2,881	2,925	3,034	2,934	2,900	2,895	3,263	3,246	2,746	2,816		31,675
AudioBooks	2,235	2,544	2,379	2,584	2,618	2,806	2,967	3,056	3,159	2,848	3,039		30,235
Music	289	400	349	417	358	318	286	342	386	295	364		3,804
Video	197	401	322	363	333	288	286	377	293	345	298		3,503
Magazines	433	418	518	435	375	343	387	288	370	351	344		4,262
Tumble books	9	11	5	12	10	49	3	9	4	13	11		136
Total Downloads	5,198	6,655	6,498	6,845	6,628	6,704	6,824	7,335	7,458	6,598	6,872	0	73,615
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%	15.67%	-100.00%	-2.97%
GRAND TOTAL CIRC	25,456	28,442	27,139	29,843	27,335	26,914	32,089	33,884	33,988	28,090	28,964	0	322,144
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%	4.77%	-100.00%	5.11%
Cards Issued	90	102	104	123	93	90	184	141	188	143	95		1,353
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%	-5.94%	-100.00%	28.00%
3 M Gate Count	7,163	8,359	7,981	10,222	9,634	9,634	11,166	9,857	11,440	11,540	11,754		108,750
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%	28.07%	-100.00%	45.38%
Average Per Day	231	269	275	329	321	310	372	317	369	384	379	0	312

*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	20		166
# attending	46	110	344	354	367	0	122	203	113	433	379		2,471
Staff Programs	2	3	7	7	7	6	13	16	10	9	12		92
# attending	260	216	305	328	380	73	320	466	256	396	513		3,513
Guest Performers	0	0	0	0	0	0	4	0	1	3	0		8
# attending	0	0	0	0	0	0	153	0	36	94	0		283
Visits & Tours	0	0	0	0	1	2	3	0	0	3	5		14
# attending	0	0	0	0	10	107	343	0	0	37	53		550
Off Site Presentations	6	0	0	0	0	4	13	5	10	3	4		45
# attending	150	0	0	0	0	407	1056	290	593	206	300		3,002
Total events/month	13	11	39	35	37	12	40	30	25	42	41	0	325
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%	51.85%	-100.00%	31.05%
Total attendance	456	326	649	682	757	587	1,994	959	998	1,166	1,245	0	9,819
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%	81.49%	-100.00%	41.30%
1KBBK				37	25	18	21	8	7	7	6		129
New Baby Packets	1	4	8	10	6	7	8	5	3	11	6	0	69
ADULT/TEEN													
Teen Programs	3	6	6	5	5	7	6	10	6	12	12		78
# attending	84	175	154	121	127	144	122	199	114	223	288		1,751
Teen Book Discussion	0	0	0	0	0	0	0	0	0	0	0		0
# attending	0	0	0	0	0	0	0	0	0	0	0		0
Visits & Tours	0	0	0	0	0	0	0	0	0	2	1		3
# attending	0	0	0	0	0	0	0	0	0	63	27		90
Off Site Presentations	0	0	0	0	0	0	0	0	0	0	1		1
# attending	0	0	0	0	0	0	0	0	0	0	9		9
Adult Programs	9	8	12	16	13	9	7	15	15	26	27		157
# attending	175	143	284	332	284	166	110	242	160	323	381		2,600
Adult Book Discussion	3	3	3	2	3	3	2	3	3	4	3		32
# attending	8	12	11	11	11	13	5	7	7	14	6		105
Family Programs	0	0	0	0	0	0	0	1	1	0	0		2
# attending	0	0	0	0	0	0	0	72	300	0	0		372
Internet Classes	0	0	0	0	0	0	0	0	0	0	0		0
# attending	0	0	0	0	0	0	0	0	0	0	0		0
Outreach/Bk Deliveries	4	4	4	4	4	4	4	4	6	4	3		45
# of items	114	114	114	113	114	112	112	112	150	112	96		1,263
Total events/month	15	17	21	23	0	19	15	29	25	44	44	0	252
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%	51.72%	-100.00%	3.70%
Total attendance	381	444	563	577	536	435	349	632	731	735	807	0	6,190
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%	43.59%	-100.00%	21.18%

Programs and Services FY2020-2021

COMPUTER USAGE													
PC usage onsite	511	509	476	663	601	650	616	485	680	639	640		6,470
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%	11.11%	-100.00%	145.26%
WiFi usage onsite	2,727	3,275	2,896	3,336	3,149	3,412	3,426	2,749	3,525	4,280	4,200		36,975
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%	37.84%	-100.00%	33.27%
Youth AWE computers	0	0	0	85	153	93	276	342	302	171	155	0	1,577
Prior Year	0	0	0	0	0	0	0	0	0	0	0	0	0
% difference	#DIV/0!	#DIV/0!	#DIV/0!										
Ref. Questions:													
Youth	121	298	257	344	291	332	1,075	758	757	553	499		5,285
Adult	362	359	322	367	371	330	362	480	525	408	393		4,279
Circ Desk	314	406	358	356	326	370	360	324	388	428	345		3,975
Total Reference	797	1,063	937	1,067	988	1,032	1,797	1,562	1,670	1,389	1,237	0	13,539
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%	16.37%	-100.00%	12.52%
Brecon Rm: #Groups	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	0	0
Study Rms: #Groups	150	174	159	214	188	190	206	186	219	199	242		2,127
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	306		2,892
* 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	9,433		124,731
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%	-3.21%	-100.00%	-11.09%
Catalog access	6,907	10,334	8,025	8,529	7,261	8,377	9,143	9,264	10,178	9,374	8,797		96,189
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%	9.17%	-100.00%	-15.28%
Informational Databases	227	199	300	283	298	254	173	446	705	869	536		4,290
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%	174.87%	-100.00%	61.16%
Local History Databases													
Saline Valley Farms	12	10	14	31	31	13	12	16	15	11	85		250
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%	347%	-100%	38%
Historical Homes	16	20	11	23	32	1	0	0	39	21	73		236
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%	284%	-100%	-2%
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	9534		18,797
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%	3595%	-100%	758%
MI Activity Pass	4	2	9	17	9	13	12	16	8	20	19		129
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%	217%	#DIV/0!	52%
New eNews subscribers	107	101	99	111	99	79	122	108	134	108	81		1,149
Total eNews subscribers	10,763	9,810	9,884	9,959	10,035	10,096	10,209	10,292	10,396	10,483	10,547		10,547
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%	-1.89%	-100.00%	-1.25%

* 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