



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

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**NOTICE OF LIBRARY BOARD MEETING  
TUESDAY, DECEMBER 20, 2022  
7:00 p.m.**

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

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

**555 N. Maple Road, Saline, MI 48176**

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

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

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

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

President Gray \_\_\_\_\_ Vice President Parsels \_\_\_\_\_ Secretary Saldaña \_\_\_\_\_ Treasurer Conn \_\_\_\_\_  
Trustee Bieliauskas \_\_\_\_\_ Trustee Byron \_\_\_\_\_ Trustee TerHaar \_\_\_\_\_  
Director Waarala \_\_\_\_\_ Assistant Director Lash \_\_\_\_\_ Administrative Assistant Pilarz \_\_\_\_\_

- 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 November 15, 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. Oath of Public Officers and Conflict of Interest Signing
- F. President's Report
- G. Friends of the Library Report
- H. Financial Reports  
Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the November financial reports.
- I. Committee Reports
  - 1. Finance
  - 2. Arts
  - 3. Building & Grounds
  - 4. Library Services
  - 5. Staff Excellence

J. Library Director's Report

K. Old Business

L. New Business

1. Policy Review

- a. Policy 501: Library Hours, Holidays and Special Closings  
Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 501: Library Hours, Holidays and Special Closings.

2. Set Board Meeting Schedule for FY2022/2023

3. Committees for 2023

- a. Assignments  
b. Schedules

M. Public Discussion

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

N. Adjournment

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

RECOMMENDED MOTIONS FOR MEETING on December 20, 2022

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

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve the November 15, 2022 meeting minutes as written.

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

Move \_\_\_\_\_ Second \_\_\_\_\_ to approve revised Policy 501: Library Hours, Holidays and Special Closings.

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

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

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

Absent: Sec. Saldana, Assistant Director Lash, Friends Pres. Duvall  
Trustee Bieliauskas left meeting at 8 PM.

- A. Call Meeting to Order at 7:29 PM.
- B. Approval of Agenda  
Move Byron, Second TerHaar to approve the agenda as presented. Carried.
- C. Approval of Past Minutes  
Move Conn, Second Gray to approve the October 18, 2022 meeting minutes as written. Carried.
- D. Public Discussion: Lesley Hundley, who will be joining the Library Board on 12/1/22, and Mike and Heather Healy, who have both applied to be on the Library Board, were present and were welcomed to the meeting.
- E. Library Space Visioning Project Presentation by Quinn Evans architect firm
- F. Recognition of Retiring Trustee: Leslie Parsels
- G. President's Report: No report
- H. Friends of the Library Report: No report
- I. Financial Reports  
Move Conn, Second Byron to approve the October financial reports. Carried.
- J. Committee Reports
  - 1. Finance
    - a. Amend FY2021/2022 Budget  
Move TerHaar, Second Gray to amend the FY2021/2022 Budget as presented. Carried.
    - b. Approve FY2022/2023 Budget  
Move Gray, Second Conn to approve the FY2022/2023 Budget in total as presented. Carried.
    - c. Transfer Funds for Schrandt Grants  
Move Gray, Second Byron to transfer \$3,081 from the Schrandt Endowment Fund into the general operating fund to cover expenses from FY2021/2022 Schrandt grant projects. Carried
    - d. Approve Depository Banks  
Move Gray, Second Conn to approve the eligible depository banks as presented. Carried.
  - 2. Arts: Didn't meet

3. Building & Grounds: Didn't meet.
  4. Library Services: Didn't meet but worked on Policies 616 & 621 via email.
  5. Staff Excellence: Didn't meet.
- K. Library Director's Report: Submitted as written. Director Waarala will be attending the DSLRT meeting on November 18 at the Woods Branch of the Grosse Pointe Public Library, which was recently renovated with the assistance of Quinn Evans architect firm.
- L. Old Business
1. Library Space Visioning Project: Addressed during Quinn Evans presentation.
- M. New Business
1. Policy Review
    - a. Policy 616: Vacation Leave  
Move TeHaar, Second Gray to approve Policy 616: Vacation Leave as presented. Carried.
    - b. Policy 621: Travel Expenses  
Move Gray, Second Byron to approve revised Policy 621: Travel Expenses. Carried.
  2. Election of Board Officers for 2022/2023  
Move Parsels, Second Gray to accept the proposed slate of Board Officers for 2022/2023:  
President: Stephanie Gray  
Vice President: Richard Conn  
Treasurer: Linda TerHaar  
Secretary: Lori Byron  
Carried.
- N. Public Discussion: Those present asked questions about the Library's budgeting process.
- O. Adjournment  
Move Gray, Second Byron to adjourn the meeting at 8:33 PM. Carried.

#### **CERTIFICATION OF MINUTES**

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Board of Trustees of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on November 15, 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.

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Secretary, SDL Board of Trustees

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Date of Approval



## **Board of Trustees Oath of Office**

**I do solemnly swear (or affirm) that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of Trustee of Saline District Library according to the best of my ability.**

## **SALINE DISTRICT LIBRARY**

### **POLICY BULLETIN**

**POLICY NO.           713**

**SUBJECT:            CONFLICT OF INTEREST**

The purpose of the policy is to protect Saline District Library's interest when entering into a transaction or arrangement that might benefit the private interest of a member of the Board of Trustees, Director, or other library employee or staff.

1. No member of the Saline District Library Board of Trustees, committee members, or staff shall derive any personal profit or gain, directly or indirectly, by reason of his/her participation with the Library.
2. In connection with any actual or possible conflict of interest, the person must disclose the existence of such interest and all material facts concerning the proposed transaction or arrangement.
3. After disclosure of the financial interest and all material facts, he/she shall leave the meeting during the discussion of, and vote on, the transaction or arrangement involving the possible conflict of interest.
4. Any member of the Saline District Library Board of Trustees or staff shall refrain from obtaining any list of patrons for personal or private solicitation during the time of their service or employment.
5. Each Board and staff member shall sign an annual statement which affirms such person:
  - Has received a copy of the conflict of interest policy
  - Has read and understands the policy
  - Has agreed to comply with the policy



**Saline District Library**  
**Bank Reconciliation**  
**Key Bank - General**  
November 1, 2022 - November 30, 2022

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Summary</b>				
			Beginning Bank Balance	141,459.31
			+ Cleared Deposits & Other Additions	212,527.14
			- Cleared Checks & Other Payments	191,744.03
			Ending Bank Balance	162,242.42
 <b>Open Deposits &amp; Additions</b>				
	11/30/22		DEC CK #24318 CLRD	10,299.00
			<b>Total</b>	10,299.00
 <b>Open Checks &amp; Payments</b>				
24287	11/08/22	790-984.3	LIBRARY IDEAS LLC	86.90
24310	11/15/22	790-750.1	GREAT LAKES	400.00
24312	11/29/22	Multiple	BAKER & TAYLOR	11,128.80
24313	11/29/22	790-983.3	BOOKS GALORE	585.50
24314	11/29/22	790-999	VOID	0.00
24315	11/29/22	790-880	4IMPRINT INC	3,582.60
24316	11/29/22	790-860	KARRIE WAARALA	68.38
24317	11/29/22	790-964	WASHT CNTY TREAS	22.14
24322	11/29/22	Multiple	AMAZON	6,212.55
			<b>Total</b>	22,086.87
			<b>Reconciled Bank Balance</b>	150,454.55
 <b>Bank Transactions</b>				
		000-258	EFTPS	(10,562.94)
		000-258	EFTPS	(10,265.75)
		790-723	ALERUS RETIRE XFERS	(8,655.92)
		000-008	ALERUS RETIRE XFERS	(4,459.84)
		790-920	DTE - ELECTRICITY	(4,140.38)
		000-258.1	5080 MI TAX PYMT	(3,290.03)
		790-921	DTE - GAS	(1,207.16)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRG	(238.56)
		790-965	MERCH FEE & DISC	(97.03)
		000-665.1	INTEREST	52.64
		000-013	TRANSFER FROM AGENCY ACCT	3,081.00
		000-017	TRANSFER FROM AGENCY SUB	50,000.00
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			<b>Total</b>	159,571.03
			<b>Adjusted General Ledger Balance</b>	150,454.55

**Saline District Library**  
**Statement of Financial Position**  
**As of November 30, 2022**

**Assets**

**Current Assets**

000-001	Key Bank - General	\$ 150,454.55
000-003	Old National CD 1	105,432.31
000-008	Employee Advances	3,266.62
000-013	Agency Account (Schrandt)	2,700,881.18
000-013.1	Agency Account-Unrealized Gain	(312,321.05)
000-017	Agency Sub Account (Investment Account)	5,427,953.31
000-017.1	Agency Sub Account-Unrealized Gain	(656,665.76)

<b>Total Current Assets</b>	7,419,001.16
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**Property and Equipment**

<b>Net Property and Equipment</b>	0.00
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<b>Total Assets</b>	\$ 7,419,001.16
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**Liabilities and Net Assets**

**Current Liabilities**

000-202	Accounts Payable	\$ 19,476.00
000-257	Accrued Payroll	44,466.98
000-258.1	State Payroll Taxes	3,442.89
000-275	MTT Liability	7,797.00

<b>Total Current Liabilities</b>	75,182.87
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**Long-Term Liabilities**

<b>Total Long-Term Liabilities</b>	0.00
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<b>Total Liabilities</b>	75,182.87
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**Net Assets**

000-343	Reserve-Compensated Absences	50,000.00
000-370	Prepays	45,015.00
000-375	Reserve-Quasi Endowment	3,075,000.00
000-385	Reserve-Unassigned	284,707.00
000-386	Reserve-Building Improvement	1,000,000.00
000-386.1	Reserve-Parking Lot	200,000.00
000-387	Reserve-Equipment Replacement	400,000.00
000-387.1	Reserve-Technology & Internet	500,000.00
000-388	Reserve-Art Fund	77,669.00
000-389	Reserve-Library Development	1,436,597.00
000-389.1	Reserve-Future Developmeent	650,000.00
000-390	General Fund Balance	79,649.52
000-399	Net Position	(454,819.23)

<b>Total Net Assets</b>	7,343,818.29
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<b>Total Liabilities and Net Assets</b>	\$ 7,419,001.16
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**Saline District Library  
Income Statement  
Actual vs. Budget**

		<b>1 Month Ended</b>	<b>12 Months</b>	<b>12 Months Ended</b>	<b>Year to Date</b>
		<b>November 30,</b>	<b>November 30,</b>	<b>November 30, 2022</b>	<b>Percentage</b>
		<b>2022</b>	<b>2022</b>	<b>Budget</b>	<b>Budget</b>
		<b>Actual</b>	<b>Actual</b>		
<b>Revenue</b>					
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	3,012.27	800,079.81	759,701.00	105.32
000-402.6	Saline Township-Real Tax	0.00	123,655.44	120,177.00	102.89
000-402.7	York Township-Real Tax	3.05	340,471.77	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	492.55	3,850.29	800.00	481.29
000-628.1	Copy Machine-Revenue	89.00	921.70	100.00	921.70
000-628.2	Fax Machine-Revenue	0.00	0.00	100.00	0.00
000-629	Non-Resident Fee	415.00	3,195.00	1,200.00	266.25
000-656	Penal Fines	0.00	26,702.80	25,000.00	106.81
000-658	Fines-Overdue Materials	954.60	11,113.06	7,500.00	148.17
000-658.1	Materials Replacement	432.59	5,678.93	2,200.00	258.13
000-658.2	Card Replacement Fees	1.00	128.80	100.00	128.80
000-665.1	General Account Interest	52.64	126.87	100.00	126.87
000-665.3	Sub-Agency Account Interest	10,513.00	41,194.97	74,776.00	55.09
000-674	Donations-Unrestricted	3,000.00	7,575.82	2,700.00	280.59
000-674.1	Donations-Restricted	0.00	1,027.92	300.00	342.64
000-674.2	Donations-Friends	991.44	17,848.46	25,000.00	71.39
000-675	Donations-Grants	0.00	1,600.00	0.00	0.00
000-680	Other Income	2.00	13,453.01	0.00	0.00
<b>Total Revenue</b>		<u>19,959.14</u>	<u>2,513,948.76</u>	<u>2,450,000.00</u>	<u>102.61</u>
<b>Gross Profit</b>		<u>19,959.14</u>	<u>2,513,948.76</u>	<u>2,450,000.00</u>	<u>102.61</u>
<b>Operating Expenses</b>					
790-702	Salaries	89,520.35	1,098,286.21	1,150,000.00	95.50
790-716	Employee Insurance/Benefits	4,485.05	52,707.02	125,000.00	42.17
790-719	Health Reimbursement	1,644.61	19,711.84	0.00	0.00
790-722	Employer FICA	6,739.98	82,895.30	88,000.00	94.20
790-723	Retirement	4,977.48	31,888.37	45,000.00	70.86
790-727	Office Supplies	517.99	5,464.88	6,700.00	81.57
790-727.3	Supplies-Youth	251.91	1,251.48	1,600.00	78.22
790-727.4	Cartridges	241.99	3,380.77	4,500.00	75.13
790-730	Postage	0.00	499.26	700.00	71.32
790-732	Cleaning Supplies	540.86	4,714.96	6,000.00	78.58
790-734	Processing Supplies	7,000.67	10,915.32	10,000.00	109.15
790-740	Equipment	1,270.22	12,756.67	15,000.00	85.04
790-750.1	Adult Programming	886.48	16,012.11	17,000.00	94.19
790-750.2	Teen Programming	2,365.68	9,877.81	9,000.00	109.75
790-750.3	Youth Programming	694.61	9,116.87	12,000.00	75.97
790-750.4	Programming funded by Friends	293.07	4,086.44	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	122.16	294.37	300.00	98.12
790-762.1	Adult ETC	0.00	648.08	3,000.00	21.60
790-762.3	Youth ETC	199.09	897.67	1,000.00	89.77
790-770	Periodicals	9.24	11,590.64	12,000.00	96.59
790-772.1	eLibrary-Adults	5,449.14	98,653.00	100,000.00	98.65

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

		<b>1 Month Ended</b>	<b>12 Months</b>	<b>12 Months Ended</b>	<b>Year to Date</b>
		<b>November 30,</b>	<b>Ended</b>	<b>November 30, 2022</b>	<b>Percentage</b>
		<b>2022</b>	<b>November 30,</b>	<b>November 30, 2022</b>	
		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
790-772.3	eLibrary-Youth	51.00	6,813.30	7,000.00	97.33
790-780	Software	89.98	25,985.53	18,000.00	144.36
790-780.3	Youth Software	0.00	0.00	700.00	0.00
790-785	Online Database	1,448.00	41,969.36	42,000.00	99.93
790-801	PS-Auditor	0.00	22,310.00	23,000.00	97.00
790-802	PS-Bookkeeping	645.00	7,740.00	8,000.00	96.75
790-803	PS-Attorney	292.50	886.50	7,000.00	12.66
790-804	PS-Consultants	5,090.00	31,179.26	42,000.00	74.24
790-805	PS--Computer Consultants	0.00	1,325.00	7,000.00	18.93
790-806	PS-Tax Collection	0.00	309.90	400.00	77.48
790-810	Cooperative Fees	3,495.00	3,495.00	6,600.00	52.95
790-820	Polaris	0.00	35,847.61	44,000.00	81.47
790-821	Melcat	0.00	18.00	0.00	0.00
790-850	Internet	297.50	20,702.57	24,000.00	86.26
790-851	Telephone	745.05	5,184.40	5,000.00	103.69
790-860	Travel/Lodging	2,196.54	3,564.19	4,000.00	89.10
790-880	Marketing	3,582.60	11,491.37	20,000.00	57.46
790-885	Misc Funded by Friends	0.00	476.65	0.00	0.00
790-920	Electricity	4,140.38	47,500.38	66,000.00	71.97
790-921	Gas	1,207.16	15,466.28	12,000.00	128.89
790-922	Water	0.00	4,380.10	5,000.00	87.60
790-930	Building Maintenance	931.31	24,181.54	55,000.00	43.97
790-932	Grounds Maintenance	0.00	33,751.39	44,000.00	76.71
790-934	Equipment Maintenance	18.70	19,993.14	27,000.00	74.05
790-955	Grants	1,092.89	4,173.66	0.00	0.00
790-956	Miscellaneous	433.99	1,057.27	5,000.00	21.15
790-956.1	Misc/Petty Cash	0.00	150.00	500.00	30.00
790-957	Continued Education	3,515.84	5,534.26	8,000.00	69.18
790-958	Dues	0.00	4,384.75	5,000.00	87.70
790-964	Tax Adjustment	22.14	4,595.08	2,000.00	229.75
790-964.4	MelCat Reimbursements	0.00	179.71	1,000.00	17.97
790-965	Bank Charges	335.59	3,767.32	3,000.00	125.58
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	2,244.52	4,244.97	30,000.00	14.15
790-981	Books Funded by Friends	21.58	1,729.96	4,000.00	43.25
790-982.1	Adult Fiction	2,302.49	30,425.47	35,000.00	86.93
790-982.15	Large Print	164.15	8,161.96	8,000.00	102.02
790-982.2	Teen Fiction	1,037.64	8,502.95	9,000.00	94.48
790-982.3	Youth Fiction	2,568.63	20,967.45	20,000.00	104.84
790-983.1	Adult Nonfiction	3,354.76	30,140.58	36,000.00	83.72
790-983.15	Reference	0.00	3,446.65	4,000.00	86.17
790-983.2	Teen Nonfiction	809.98	3,053.14	3,000.00	101.77
790-983.3	Youth Nonfiction	1,810.97	12,710.42	15,000.00	84.74
790-984.1	Audiobooks-Adult	484.88	8,786.03	15,000.00	58.57
790-984.2	Audiobooks-Teen	129.97	4,479.03	7,000.00	63.99
790-984.3	Audiobooks-Youth	86.90	5,755.74	6,000.00	95.93
790-985.1	DVD/Blu Rays-Adult	522.52	11,858.13	18,500.00	64.10
790-985.2	DVD/Blu Rays-Teen	214.84	452.47	0.00	0.00
790-985.3	DVD/Blu Rays-Youth	144.62	2,316.09	3,000.00	77.20
790-986.1	Music CDs-Adult	134.13	2,131.38	2,500.00	85.26
790-986.3	Music CDs-Youth	70.43	315.08	1,000.00	31.51
790-998	Special Projects	0.00	0.00	42,000.00	0.00
<b>Total Operating Expenses</b>		<b>172,944.76</b>	<b>2,047,825.79</b>	<b>2,450,000.00</b>	<b>83.58</b>

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

		<b>1 Month Ended</b>	<b>12 Months</b>	<b>12 Months Ended</b>	<b>Year to Date</b>
		<b>November 30,</b>	<b>Ended</b>	<b>November 30, 2022</b>	<b>Percentage</b>
		<b>2022</b>	<b>November 30,</b>	<b>November 30, 2022</b>	<b>Budget</b>
		<b>Actual</b>	<b>2022</b>	<b>Budget</b>	<b>Budget</b>
			<b>Actual</b>		
<b>Operating Income (Loss)</b>		<u>(152,985.62)</u>	<u>466,122.97</u>	<u>0.00</u>	<u>0.00</u>
<b>Other Income (Expenses)</b>					
000-665.4	Agency Account Interest	8,804.89	42,859.98	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	96,723.70	(617,700.73)	0.00	0.00
000-670.4	Agency Change in Market Value	48,028.50	(337,110.59)	0.00	0.00
000-965.4	Agency Admin Charges	<u>(859.13)</u>	<u>(10,804.23)</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Other Income (Expenses)</b>		<u>152,697.96</u>	<u>(920,942.20)</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Income (Loss) Before Taxes</b>		<u>(287.66)</u>	<u>(454,819.23)</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Income (Loss)</b>		<u>\$ (287.66)</u>	<u>\$ (454,819.23)</u>	<u>\$ 0.00</u>	<u>0.00</u>

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Accrual Basis

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>402 · Property Taxes Control Account</b>								
<b>402.5 · Pittsfield Township-Real Tax</b>								
Deposit	11/17/2022			CK # 043358		001 · Key Bank...	3,012.27	3,012.27
Total 402.5 · Pittsfield Township-Real Tax							3,012.27	3,012.27
<b>402.7 · York Township-Real Tax</b>								
Deposit	11/10/2022			Deposit		001 · Key Bank...	3.05	3.05
Total 402.7 · York Township-Real Tax							3.05	3.05
Total 402 · Property Taxes Control Account							3,015.32	3,015.32
<b>628 · Printers-Revenue</b>								
Deposit	11/02/2022			Deposit		001 · Key Bank...	15.60	15.60
Deposit	11/03/2022			Deposit		001 · Key Bank...	1.50	17.10
Deposit	11/04/2022			Deposit		001 · Key Bank...	25.00	42.10
Deposit	11/07/2022			Deposit		001 · Key Bank...	6.00	48.10
Deposit	11/07/2022			Deposit		001 · Key Bank...	0.30	48.40
Deposit	11/08/2022			Deposit		001 · Key Bank...	2.00	50.40
Deposit	11/09/2022			Deposit		001 · Key Bank...	12.60	63.00
Deposit	11/10/2022			Deposit		001 · Key Bank...	7.00	70.00
Deposit	11/10/2022			Deposit		001 · Key Bank...	30.20	100.20
Deposit	11/14/2022			Deposit		001 · Key Bank...	4.45	104.65
Deposit	11/14/2022			Deposit		001 · Key Bank...	0.15	104.80
Deposit	11/14/2022			Deposit		001 · Key Bank...	5.00	109.80
Deposit	11/14/2022			Deposit		001 · Key Bank...	2.00	111.80
Deposit	11/15/2022			Deposit		001 · Key Bank...	4.80	116.60
Deposit	11/16/2022			Deposit		001 · Key Bank...	5.40	122.00
Deposit	11/17/2022			Deposit		001 · Key Bank...	6.75	128.75
Deposit	11/17/2022			Deposit		001 · Key Bank...	2.50	131.25
Deposit	11/18/2022			Deposit		001 · Key Bank...	11.00	142.25
Deposit	11/21/2022			Deposit		001 · Key Bank...	15.00	157.25
Deposit	11/28/2022			Deposit		001 · Key Bank...	0.40	157.65
Deposit	11/29/2022			Deposit		001 · Key Bank...	300.20	457.85
Deposit	11/29/2022			Deposit		001 · Key Bank...	31.10	488.95
Deposit	11/29/2022			Deposit		001 · Key Bank...	3.60	492.55
Total 628 · Printers-Revenue							492.55	492.55
<b>628.1 · Copy Machine-Revenue</b>								
Deposit	11/29/2022			Deposit		001 · Key Bank...	89.00	89.00
Total 628.1 · Copy Machine-Revenue							89.00	89.00
<b>629 · Non-Resident Fees</b>								
Deposit	11/02/2022			Deposit		001 · Key Bank...	25.00	25.00
Deposit	11/10/2022			Deposit		001 · Key Bank...	25.00	50.00
Deposit	11/14/2022			Deposit		001 · Key Bank...	150.00	200.00
Deposit	11/16/2022			Deposit		001 · Key Bank...	25.00	225.00

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Accrual Basis

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	11/17/2022			Deposit		001 · Key Bank...	40.00	265.00
Deposit	11/29/2022			Deposit		001 · Key Bank...	150.00	415.00
Total 629 · Non-Resident Fees							415.00	415.00
<b>658 · Fines-Overdue Materials</b>								
Deposit	11/01/2022			Deposit		001 · Key Bank...	2.30	2.30
Deposit	11/03/2022			Deposit		001 · Key Bank...	49.20	51.50
Deposit	11/04/2022			Deposit		001 · Key Bank...	77.15	128.65
Deposit	11/04/2022			Deposit		001 · Key Bank...	32.80	161.45
Deposit	11/07/2022			Deposit		001 · Key Bank...	101.95	263.40
Deposit	11/07/2022			Deposit		001 · Key Bank...	6.55	269.95
Deposit	11/08/2022			Deposit		001 · Key Bank...	41.40	311.35
Deposit	11/09/2022			Deposit		001 · Key Bank...	40.65	352.00
Deposit	11/10/2022			Deposit		001 · Key Bank...	40.00	392.00
Deposit	11/14/2022			Deposit		001 · Key Bank...	30.50	422.50
Deposit	11/14/2022			Deposit		001 · Key Bank...	5.70	428.20
Deposit	11/14/2022			Deposit		001 · Key Bank...	9.80	438.00
Deposit	11/15/2022			Deposit		001 · Key Bank...	7.80	445.80
Deposit	11/16/2022			Deposit		001 · Key Bank...	5.05	450.85
Deposit	11/17/2022			Deposit		001 · Key Bank...	108.15	559.00
Deposit	11/17/2022			Deposit		001 · Key Bank...	63.85	622.85
Deposit	11/18/2022			Deposit		001 · Key Bank...	26.15	649.00
Deposit	11/21/2022			Deposit		001 · Key Bank...	18.60	667.60
Deposit	11/21/2022			Deposit		001 · Key Bank...	61.30	728.90
Deposit	11/21/2022			Deposit		001 · Key Bank...	1.00	729.90
Deposit	11/28/2022			Deposit		001 · Key Bank...	21.25	751.15
Deposit	11/28/2022			Deposit		001 · Key Bank...	2.25	753.40
Deposit	11/28/2022			Deposit		001 · Key Bank...	7.25	760.65
Deposit	11/29/2022			Deposit		001 · Key Bank...	114.70	875.35
Deposit	11/29/2022			Deposit		001 · Key Bank...	38.40	913.75
Deposit	11/30/2022			Deposit		001 · Key Bank...	20.20	933.95
Total 658 · Fines-Overdue Materials							933.95	933.95
<b>658.1 · Materials Replacement Fees</b>								
Deposit	11/04/2022			Deposit		001 · Key Bank...	54.99	54.99
Deposit	11/07/2022			Deposit		001 · Key Bank...	24.99	79.98
Deposit	11/08/2022			Deposit		001 · Key Bank...	71.98	151.96
Deposit	11/09/2022			Deposit		001 · Key Bank...	17.99	169.95
Deposit	11/10/2022			Deposit		001 · Key Bank...	16.99	186.94
Deposit	11/10/2022			Deposit		001 · Key Bank...	40.99	227.93
Deposit	11/14/2022			Deposit		001 · Key Bank...	40.95	268.88
Deposit	11/14/2022			Deposit		001 · Key Bank...	27.99	296.87
Deposit	11/15/2022			Deposit		001 · Key Bank...	30.98	327.85
Deposit	11/17/2022			Deposit		001 · Key Bank...	19.99	347.84
Deposit	11/21/2022			Deposit		001 · Key Bank...	11.95	359.79
Deposit	11/29/2022			Deposit		001 · Key Bank...	42.85	402.64

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Accrual Basis

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Total 658.1 · Materials Replacement Fees							402.64	402.64
<b>658.2 · Card Replacement Fees</b>								
Deposit	11/04/2022			Deposit		001 · Key Bank...	1.00	1.00
Total 658.2 · Card Replacement Fees							1.00	1.00
<b>665.1 · General Account Interest</b>								
Deposit	11/30/2022			Deposit		001 · Key Bank...	52.64	52.64
Total 665.1 · General Account Interest							52.64	52.64
<b>674 · Donations-Unrestricted</b>								
Deposit	11/04/2022			Jeppson Don...		001 · Key Bank...	3,000.00	3,000.00
Total 674 · Donations-Unrestricted							3,000.00	3,000.00
<b>674.2 · Donations-Friends</b>								
Deposit	11/04/2022			Deposit		001 · Key Bank...	277.62	277.62
Deposit	11/04/2022			Deposit		001 · Key Bank...	282.87	560.49
Deposit	11/17/2022			Deposit		001 · Key Bank...	45.95	606.44
Deposit	11/29/2022			Staff Develop...		001 · Key Bank...	385.00	991.44
Total 674.2 · Donations-Friends							991.44	991.44
<b>680 · Other Income</b>								
Deposit	11/04/2022			Deposit		001 · Key Bank...	1.00	1.00
Deposit	11/29/2022			Deposit		001 · Key Bank...	1.00	2.00
Total 680 · Other Income							2.00	2.00
<b>699 · Transfer from Other Funds</b>								
Deposit	11/07/2022			Deposit		001 · Key Bank...	150,000.00	150,000.00
Deposit	11/23/2022			Deposit		001 · Key Bank...	50,000.00	200,000.00
Total 699 · Transfer from Other Funds							200,000.00	200,000.00
<b>TOTAL</b>							<b>209,395.54</b>	<b>209,395.54</b>



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

Type	Date	Num	Name	Memo	Amount
<b>702 · Salaries</b>					
Check	11/11/2022			Pay period en...	31,421.04
Check	11/11/2022			MERS Pay P...	1,320.11
Check	11/11/2022			MERS Staff L...	183.74
Check	11/11/2022			MERS Staff L...	88.19
Check	11/11/2022			MERS 457 Pa...	1,464.96
Check	11/25/2022			Pay period en...	32,969.97
Check	11/25/2022			MERS Pay P...	1,322.81
Check	11/25/2022			MERS Staff L...	183.74
Check	11/25/2022			MERS Staff L...	88.19
Check	11/25/2022			MERS 457 Pa...	1,529.92
Total 702 · Salaries					70,572.67
<b>716 · Employee Insurances/Benefits</b>					
Bill	11/15/2022	12/1-1...	BLUE CROSS BLU...	Coverage 12/...	5,901.13
Total 716 · Employee Insurances/Benefits					5,901.13
<b>719 · Health Reimbursement</b>					
Bill	11/15/2022	MED0...	EHIM		1,644.61
Total 719 · Health Reimbursement					1,644.61
<b>723 · Retirement</b>					
Check	11/11/2022			MERS Pay P...	1,320.11
Check	11/25/2022			MERS Pay P...	1,322.81
Total 723 · Retirement					2,642.92
<b>727 · Office Supplies</b>					
Bill	11/08/2022	121247	USA PAPER, LLC	Thermal paper	393.00
Bill	11/29/2022	10/11-...	AMAZON		124.99
Total 727 · Office Supplies					517.99
<b>727.3 · Supplies-Youth</b>					
Bill	11/10/2022	10/31/...	KEYBANK - NATIO...		12.50
Bill	11/29/2022	10/11-...	AMAZON		239.41
Total 727.3 · Supplies-Youth					251.91
<b>727.4 · Cartridges</b>					
Bill	11/29/2022	10/11-...	AMAZON		241.99
Total 727.4 · Cartridges					241.99
<b>732 · Cleaning Supplies</b>					
Bill	11/15/2022	16450...	STAPLES BUSINES...		540.86
Total 732 · Cleaning Supplies					540.86

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

Type	Date	Num	Name	Memo	Amount
<b>734 · Processing Supplies</b>					
Bill	11/08/2022	7194680	DEMCO INC		937.08
Bill	11/08/2022	7194803	DEMCO INC		2,659.49
Bill	11/08/2022	324608	SHOWCASES		1,352.16
Bill	11/08/2022	324669	SHOWCASES		625.32
Bill	11/08/2022	324632	SHOWCASES		84.24
Bill	11/15/2022	324595	SHOWCASES	Erasers and s...	10.13
Bill	11/15/2022	684991	COMPUTYPE, INC	Book Barcodes	1,268.35
Bill	11/29/2022	10/11-...	AMAZON		63.90
Total 734 · Processing Supplies					7,000.67
<b>740 · Equipment</b>					
Bill	11/08/2022	71310	THE LIBRARY NET...	Dell Optiplex ...	1,063.70
Bill	11/29/2022	10/11-...	AMAZON		206.52
Total 740 · Equipment					1,270.22
<b>750.1 · Adult Programming</b>					
Bill	11/15/2022	11/7 &...	MCFRY, JO ANN Y...	Walking Yoga...	200.00
Bill	11/15/2022	580181	GREAT LAKES PE...	Performance ...	400.00
Bill	11/29/2022	10/11-...	AMAZON		286.48
Total 750.1 · Adult Programming					886.48
<b>750.2 · Teen Programming</b>					
Bill	11/10/2022	10/31/...	KEYBANK - NATIO...		307.41
Bill	11/29/2022	10/11-...	AMAZON		2,058.27
Total 750.2 · Teen Programming					2,365.68
<b>750.3 · Youth Programming</b>					
Bill	11/10/2022	10/31/...	KEYBANK - NATIO...		86.25
Bill	11/29/2022	10/11-...	AMAZON		608.36
Total 750.3 · Youth Programming					694.61
<b>750.4 · Programming Funded by Friends</b>					
Bill	11/15/2022	5723	HUNGRY HOWIES	1/2 Day Pizza...	157.87
Bill	11/15/2022	11/22/...	HUNGRY HOWIES	1/2 Day Pizza...	135.20
Total 750.4 · Programming Funded by Friends					293.07
<b>760 · Youth Toys/Realia</b>					
Bill	11/29/2022	10/11-...	AMAZON		122.16
Total 760 · Youth Toys/Realia					122.16
<b>762.3 · Youth ETC</b>					
Bill	11/29/2022	10/11-...	AMAZON		199.09

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Accrual Basis

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

Type	Date	Num	Name	Memo	Amount
Total 762.3 · Youth ETC					199.09
<b>770 · Periodicals</b>					
Bill	11/08/2022	7206171	DEMCO INC		9.24
Total 770 · Periodicals					9.24
<b>772.1 · Ebooks-Adult</b>					
Bill	11/08/2022	31083...	KANOPY, INC.		307.70
Bill	11/08/2022	32027...	KANOPY, INC.		367.20
Bill	11/08/2022	50200...	MIDWEST TAPE	Invoice # 502...	4,774.24
Total 772.1 · Ebooks-Adult					5,449.14
<b>772.3 · Ebooks-Youth</b>					
Bill	11/08/2022	31083...	KANOPY, INC.		29.75
Bill	11/08/2022	32027...	KANOPY, INC.		21.25
Total 772.3 · Ebooks-Youth					51.00
<b>780 · Software</b>					
Bill	11/10/2022	10/31/...	KEYBANK - NATIO...		89.98
Total 780 · Software					89.98
<b>785 · Online Database</b>					
Bill	11/10/2022	10/31/...	KEYBANK - NATIO...		1,448.00
Total 785 · Online Database					1,448.00
<b>802 · Professional Services-Bookkeep</b>					
Check	11/10/2022			Monthly Fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
<b>803 · Professioanl services-Attorney</b>					
Bill	11/15/2022	845127	FOSTER, SWIFT, C...	Policy review ...	292.50
Total 803 · Professioanl services-Attorney					292.50
<b>804 · Professioanl services-Consult</b>					
Bill	11/08/2022	38606	QUINN EVANS	Concept design	5,090.00
Total 804 · Professioanl services-Consult					5,090.00
<b>810 · Copperraive Fees</b>					
Bill	11/08/2022	71283	THE LIBRARY NET...	Annual Delive...	3,495.00
Total 810 · Copperraive Fees					3,495.00
<b>850 · Internet</b>					

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

Type	Date	Num	Name	Memo	Amount
Bill	11/08/2022	11/13/...	T-MOBILE	Hotspots	297.50
Total 850 · Internet					297.50
<b>851 · Telephone</b>					
Bill	11/08/2022	258752	TELNET WORLDWI...		745.05
Total 851 · Telephone					745.05
<b>860 · Travel/Lodging</b>					
Bill	11/08/2022	10/26/...	ANNA HINKLEY	Mileage for Li...	44.00
Bill	11/08/2022	10/27/...	LASH, JESSICA	Port Huron co...	442.10
Bill	11/08/2022	10/27/...	LASH, JESSICA	Indianapolis ...	678.94
Bill	11/08/2022	10/27/...	MELISSA SCHABEL	MLA Confere...	125.83
Bill	11/10/2022	10/31/...	KEYBANK - NATIO...		837.29
Bill	11/29/2022	11/19/...	WAARALA, KARRIE	DSLRT Meeti...	68.38
Total 860 · Travel/Lodging					2,196.54
<b>880 · Marketing</b>					
Bill	11/29/2022	10482...	4IMPRINT, INC.	Fidget spinner...	2,762.18
Bill	11/29/2022	10556...	4IMPRINT, INC.		820.42
Total 880 · Marketing					3,582.60
<b>920 · Electricity</b>					
Check	11/14/2022			DTE	4,140.38
Total 920 · Electricity					4,140.38
<b>921 · Gas</b>					
Check	11/14/2022			DTE	1,207.16
Total 921 · Gas					1,207.16
<b>930 · Building Maintenance</b>					
Bill	11/08/2022	89066	CHELSEA LUMBE...	3 in one oil	4.99
Bill	11/08/2022	85913...	WASTE MANAGEM...		22.90
Bill	11/15/2022	92082...	HD SUPPLY FACILI...	Furnace Filters	593.42
Bill	11/15/2022	8587	ALTECH	Installation of ...	310.00
Bill	11/29/2022	35962	CHEM-DRY		6,000.00
Total 930 · Building Maintenance					6,931.31
<b>934 · Equipment Maintenance</b>					
Bill	11/08/2022	50659...	RICOH USA, INC		18.70
Total 934 · Equipment Maintenance					18.70
<b>955 · Grants</b>					
Bill	11/29/2022	10/11-...	AMAZON		1,092.89

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

Type	Date	Num	Name	Memo	Amount
Total 955 · Grants					1,092.89
<b>956 · Miscellaneous</b>					
Bill	11/10/2022	11/4/2...	BREWED AWAKEN...	Staff Develop...	385.00
Bill	11/10/2022	10/31/...	KEYBANK - NATIO...		48.99
Total 956 · Miscellaneous					433.99
<b>957 · Continuing Education</b>					
Bill	11/08/2022	11/3/2...	LAURIE BROWN C...	Staff Develop...	2,000.00
Bill	11/10/2022	10/31/...	KEYBANK - NATIO...		1,515.84
Total 957 · Continuing Education					3,515.84
<b>964 · Tax Adjustment</b>					
Bill	11/29/2022	11211	WASHTENAW COU...		22.14
Total 964 · Tax Adjustment					22.14
<b>965 · Bank Charges</b>					
Check	11/03/2022			KB Merch Fee	57.30
Check	11/03/2022			KeyBank Mer...	39.73
Check	11/08/2022			Oct. Analysis ...	238.56
Total 965 · Bank Charges					335.59
<b>975 · Furniture</b>					
Bill	11/08/2022	7206171	DEMCO INC	Book carts x 3	1,878.54
Bill	11/29/2022	10/11-...	AMAZON		365.98
Total 975 · Furniture					2,244.52
<b>981 · Books funded by friends</b>					
Bill	11/29/2022	10/1-1...	BAKER & TAYLOR		21.58
Total 981 · Books funded by friends					21.58
<b>982.1 · Adult Fiction</b>					
Bill	11/29/2022	10/1-1...	BAKER & TAYLOR		2,166.09
Bill	11/29/2022	10/11-...	AMAZON		136.40
Total 982.1 · Adult Fiction					2,302.49
<b>982.15 · Large Print</b>					
Bill	11/29/2022	10/1-1...	BAKER & TAYLOR		164.15
Total 982.15 · Large Print					164.15
<b>982.2 · Teen Fiction</b>					
Bill	11/29/2022	10/1-1...	BAKER & TAYLOR		895.71
Bill	11/29/2022	10/11-...	AMAZON		141.93

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

Type	Date	Num	Name	Memo	Amount
Total 982.2 · Teen Fiction					1,037.64
<b>982.3 · Youth Fiction</b>					
Bill	11/29/2022	10/1-1...	BAKER & TAYLOR		2,568.63
Total 982.3 · Youth Fiction					2,568.63
<b>983.1 · Adult Nonfiction</b>					
Bill	11/29/2022	10/1-1...	BAKER & TAYLOR		3,298.64
Bill	11/29/2022	10/11-...	AMAZON		56.12
Total 983.1 · Adult Nonfiction					3,354.76
<b>983.2 · Teen Nonfiction</b>					
Bill	11/29/2022	10/1-1...	BAKER & TAYLOR		809.98
Total 983.2 · Teen Nonfiction					809.98
<b>983.3 · Youth Nonfiction</b>					
Bill	11/15/2022	198124	CHERRY LAKE PU...		21.45
Bill	11/29/2022	80385	BOOKS GALORE I...		555.60
Bill	11/29/2022	80430	BOOKS GALORE I...		29.90
Bill	11/29/2022	10/1-1...	BAKER & TAYLOR		1,204.02
Total 983.3 · Youth Nonfiction					1,810.97
<b>984.1 · Audiobooks-Adult</b>					
Bill	11/08/2022	10/1-1...	MIDWEST TAPE		484.88
Total 984.1 · Audiobooks-Adult					484.88
<b>984.2 · Audiobooks-Teen</b>					
Bill	11/08/2022	10/1-1...	MIDWEST TAPE		129.97
Total 984.2 · Audiobooks-Teen					129.97
<b>984.3 · Audiobooks-Youth</b>					
Bill	11/08/2022	91618	LIBRARY IDEAS LLC		86.90
Total 984.3 · Audiobooks-Youth					86.90
<b>985.1 · DVDBlu Rays-Adult</b>					
Bill	11/08/2022	10/1-1...	MIDWEST TAPE		469.30
Bill	11/29/2022	10/11-...	AMAZON		53.22
Total 985.1 · DVDBlu Rays-Adult					522.52
<b>985.2 · DVD Blu Rays-Teen</b>					
Bill	11/29/2022	10/11-...	AMAZON		214.84
Total 985.2 · DVD Blu Rays-Teen					214.84

12:45 PM

12/12/22

Accrual Basis

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

Type	Date	Num	Name	Memo	Amount
<b>985.3 · DVD/Blu Rays-Youth</b>					
Bill	11/08/2022	10/1-1...	MIDWEST TAPE		144.62
Total 985.3 · DVD/Blu Rays-Youth					144.62
<b>986.1 · Music CDs-Adult</b>					
Bill	11/08/2022	10/1-1...	MIDWEST TAPE		134.13
Total 986.1 · Music CDs-Adult					134.13
<b>986.3 · Music CDs-Youth</b>					
Bill	11/08/2022	10/1-1...	MIDWEST TAPE		70.43
Total 986.3 · Music CDs-Youth					70.43
<b>TOTAL</b>					<b>152,338.62</b>

**SALINE DISTRICT LIBRARY**  
**December 13, 2022**

<b>Certificates of Deposit</b>								
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	
<b>TOTAL</b>	105,432.31							
Penalty charges:								
Old National Bank	based on the term of CD							





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

- At their December 5 meeting, the Saline City Council voted to appoint Mike Healy to the Saline District Library Board of Trustees for a two-year appointment beginning December 5, 2022. This month we formally welcome Lesley Hundley and Mike to the Board of Trustees.
- Since December is the annual meeting for the Library Board, we will ask Trustees to take the oath of office and consent to the conflict of interest policy. Copies of the oath and the policy are included in the meeting packet.
- A few SDL staff members and one Library Board member (thank you, Richard!) enjoyed walking in the Saline holiday parade on December 3. We hope to get more volunteers next year and have a true "book cart brigade."
- Winter programming is underway with some new offerings: [Retro Recipes](#) for teens, [Laser Cut crafts](#) for adults, a monthly [Twins Writers Group](#), and [Read to a Dog](#) is returning the first Sunday of the month for ages 6-11. Our Youth Department has events planned for every weekday the first week of January while Saline Area Schools are on break. Families can come to the library for [Preschool Playtime](#), [Artsy Afternoon](#), [Let's Play a Game](#) (board games for ages 6-11), [Jedi Academy](#), and [Cold-Blooded Classification](#), presented by Ann Arbor Hands-On Museum and Leslie Science and Nature Center (and their reptiles).
- The annual survey for the Detroit Suburban Librarians Roundtable has been completed, and I will begin work soon on the annual State Aid report. Both of these surveys/reports help us to see how we compare to other area libraries. The State Aid report is also required for the Library to be certified and to receive state funding.
- We are preparing the necessary reports and documents for the annual audit, which will take place the second week of January. The auditors from Plante Moran will once again be working on-site.
- Interviews have concluded for a new Part-Time Adult Services Assistant, and an offer of employment will be made next week.

- Library staff members are holding our annual “Holiday Treat Week” December 19-23, so the staff kitchen will be full of great things to eat all week. Board members are invited to stop by, say hello to staff members, and enjoy some homemade hors d'oeuvres and desserts.
- The library will be closed Saturday, December 24 – Monday, December 26 and Saturday, December 31 – Sunday, January 1 for the holidays. I will be on vacation December 30 – January 8; Jessica Lash will in charge of the library while I am away.
- Recent comments from patrons include:
  - "Love the hours you're open. I had to double check that you really are open until 9pm on weeknights."
  - "I'm glad I live in a town with a library that welcomes the middle schoolers and offers a safe place to be after school. And pizza for half days! Awesome!"
  - "I love to see the rotating art displays. It's like our own private art museum!"

## **SALINE DISTRICT LIBRARY**

### **POLICY BULLETIN**

**POLICY NO: 501**

**SUBJECT: LIBRARY HOURS, HOLIDAYS, and SPECIAL CLOSINGS**

1. Library hours will conform to State Aid standards, community interest, and fiscal resources. The hours of business are:

9:00 am - 9:00 pm	Monday through Thursday
10:00 am - 5:00 pm	Friday and Saturday
1:00 pm - 5:00 pm	Sunday
2. Library hours will be posted in a visible manner.
3. The Library will be closed on the following days:

December 24, 25, 26	
December 31	
January 1	
Easter Sunday	
Memorial Day Weekend	(Sat, Sun, Mon)
July 4	
Labor Day Weekend	(Sat, Sun, Mon)
2 <sup>nd</sup> Friday in November (Staff Development Day)	
Thanksgiving Eve close at 5:00 p.m.	(Wed)
Thanksgiving Day	(Thu)
Day after Thanksgiving	(Fri)
4. Additional Library closings will occur when:
  - the Director requests and the Board of Trustees approve
  - the Director (or in the Director's absence, the staff person in charge) determines an emergency situation (see policy #503) or inclement weather
5. Signs will be posted at all entrances to inform the public of Library closings.



## **BOARD OF TRUSTEES 2022-2023 MEETINGS**

Regular Library Board meetings are held on the third Tuesday of each month at 7:00 p.m. in the Library's Brecon Room. All meetings are open to the public.

December 20, 2022  
January 17, 2023  
February 21, 2023  
March 21, 2023  
April 18, 2023  
May 16, 2023  
June 20, 2023  
July 18, 2023  
August 15, 2023  
September 19, 2023  
October 17, 2023  
November 21, 2023

The Board encourages citizens to address their concerns and comments at regularly scheduled meetings during the two times indicated on the agenda for public discussion. Trustees will not respond to public comments at meetings but will take comments under advisement and respond as needed or appropriate at a later time.

Saline District Library will provide reasonable auxiliary aids and services at meetings to individuals with special needs when given prior notice of at least three days. To request such assistance, please contact the Library Director at 734-429-5450.



## **BOARD COMMITTEES FOR 2023**

All meetings are open to the public. Check with Library staff for location of meetings.  
Committees meet as needed according to the following schedule. Dates are subject to change.

### **Staff Excellence**

Meets on the first Wednesday of the month at 4:00 p.m.

Jan. 4, Feb. 1, March 1, April 5, May 3, June 7, July 5, Aug. 2, Sept. 6, Oct. 4, Nov. 1, Dec. 6

**Members: Mike Healy, Lesley Hundley, Linda TerHaar, Karrie Waarala, Jessica Lash**

### **Library Services, Outreach, Partnerships, Community Information & Technology / Endowment**

Meets on the first Thursday of the month at 5:30 p.m.

Jan. 5, Feb. 2, March 2, April 6, May 4, June 1, July 6, Aug. 3, Sept. 7, Oct. 5, Nov. 2, Dec. 7

**Members: Shannon Bieliauskas, Lori Byron, Richard Conn, Karrie Waarala, Jessica Lash**

### **Finance**

Meets on the second Tuesday of the month at 4:00 p.m.

Jan. 10, Feb. 14, March 14, April 11, May 9, June 13, July 11, Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12

**Members: Richard Conn, Lesley Hundley, Linda TerHaar, Karrie Waarala, Jessica Lash, Chris Pilarz**

### **Building & Grounds**

Meets on the second Wednesday of the month at 6:30 p.m.

Jan. 11, Feb. 8, March 8, April 12, May 10, June 14, July 12, Aug. 9, Sept. 13, Oct. 11, Nov. 8, Dec. 13

**Members: Shannon Bieliauskas, Lori Byron, Mike Healy, Karrie Waarala, Jessica Lash**

### **Arts**

Meets (infrequently) on the fourth Monday of the month at 6:00 p.m.

Anticipated: February 27, April 24, May 23

**Members: Stephanie Gray, Karrie Waarala, Jessica Lash, and other community members**

## **Quarterly Report**

**Q42022**

**12.10.2022**

### **Programs**

- Jessica planned and hosted Manhattan Short Film Festival at Emagine Theater in September
- We had good attendance – 77 people attended two events and voted for their favorite film

### **Outreach**

- The Youth Department, Adult Department and Assistant Director Jessica Lash participated in open house events at the elementary, middle and high schools in Saline in late August and early September
- Jessica Lash attended the Saline Community Fair with Head of Youth Services Kelly Soerens on Thursday, September 1
- Jessica Lash attended the Farmers Market in October with Substitute Librarian Cathy Harmon on Saturday, October 29

### **Professional Development**

Jessica attended the following conferences and workshops:

- Michigan Library Association (MLA) Leadership Academy (graduated from the six-month program in October)
- MLA annual conference in October
- Library Marketing and Communication Conference in November
- Library Journal Improve Library Service Through the Power of Partnerships Course (certificate earned in November)
- Library Journal Engage Your Community by Uniting Marketing and Outreach (currently enrolled, wraps up on December 21)

### **Staff Day**

- Jessica helped plan Staff Development Day with Youth Librarian Anna Hinkley, Adult Librarian Kim Rowe, Library Assistant Michael Claus, and Director Karrie Waarala

Respectfully submitted,

Jessica Lash  
Assistant Director

**Quarterly Report  
Adult Department  
Q42022**

**12.6.2022**

**Programming**

The Adult Department had the following programs of note:

- Weekly spooky craft kits in October were a big hit as well as in-person Make It Mondays events. Adult and teen craft kits, spice club kits, and craft programs have been consistently full.
- Mark Lincoln Braun, a blues pianist delighted a full crowd of attendees playing original and classic hits. Total attendance was 32.

**Displays**

The following displays generated a lot of interest in the Adult Department:

- Decembers display features “SDL favorites 2022”, which gives us all a chance to contribute and see the diverse interests of our staff.
- Cathy Harmons display of ceramics received many compliments from patrons

**Staff Development**

- Staff Development Day was held Friday November 11<sup>th</sup>. Greg Jones from Laurie Brown accounting gave a great interactive presentation on handling change. Staff also received Self-Defense training.
- Melissa Schabel attended MLA 2022.
- Staff have been attending Library Journal online workshops on a variety of subjects ranging from “Managing Frontline Challenges” to “Social Emotional Librarianship”

**Staff Changes**

We have one departure and opening with the Adult Services staff:

- Simone McCants has taken a full-time job at Ann Arbor District Library and we have an opening for an Adult Assistant to fill her vacancy.

Respectfully submitted,

Evan Smale  
Head of Adult Services

**Youth Service Department  
4th Quarter Report FY2022**

***Fall Programs***

- Storytimes were on-going through the quarter. The youth staff provided six regular weekly storytimes and several special storytimes including Halloween Storytime and Turkey Tales. There were 1289 attendees for the 68 storytimes held from September through November.
- Youth staff offered 30 additional programs which included crafts, preschool playtime, art programs, music programs, STEAM programs, and book discussions. Several new recurring programs were also added, such as Science Club, the Magical Unicorn Society, podcasting, a graphic novel book club and the Books to Art program. They have all been well received.

***Partnerships & Outreach:***

- Anna Hinkley has continued providing preschool outreach storytimes to Bemis Farms once a month, and will be expanding to other schools beginning in December.
- Members of the Liberty Club have resumed volunteering in the youth department weekly, and staff provides a special storytime to these volunteers once a month.
- Kelly Soerens and Jessica Lash attended the downtown Trunk or Treat program on October 26<sup>th</sup>, passing out goodies to approximately 1000 people.
- Kelly Soerens attended the Saline Recreation Center Pumpkin Hunt reading stories to 75 preschool children and their caregivers.

***Professional Development:***

- SDL has been selected to join the Leap Into Science program through the Franklin Institute, sponsored by the Library of Michigan. Kelly Soerens attended the educator training on September 21 and a cohort meeting November 29. This program provides training and lesson plans to libraries to help facilitate science programs.
- Members of the youth department attended the following committee meetings, conferences and webinars.
  - Michigan Library Association Annual Conference
  - Good Kids, Bad Behaviors
  - Adaptive Umbrella Accessibility Workshop
  - MeL Maven Badge
  - Accessibility in Your Library
  - Every Child Ready to Read training
  - Youth Literature Seminar
  - TALK Training
  - TLN Youth Services Performers Showcase

***Collections:***

- VOX books (read aloud picture books with the players built in) have been added to the collection and have been circulating very well.

***Staff changes:***

- Erica Webb's last day was on October 9<sup>th</sup>, we wish her the best in her educational pursuit.
- Debbie Lynch returned to SDL as a Youth Desk Aide beginning on October 18<sup>th</sup>.

Submitted by: Kelly Soerens, Head of Youth Services



Support Services Quarterly Report  
2022 4th Quarter  
Submitted by: Arlene Wall

SUPPORT SERVICES MANAGER

- Quarter Stats –
  - Total Circulation of physical items – 64,470
  - Total Patron Visits – 34,876
  - New Patrons Registered – 334
- Webinars/Conferences –
  - Arlene attended “MLA – Intellectual Freedom: Library Law, the Constitution and Compliance” on September 13, 2022
  - Arlene attended “Back in Circulation Conference” in Madison, WI on October 3-4, 2022
  - Arlene attended “Tools and Strategies for Managing Frontline Challenges”, LJ&SLJ Professional Development on 10/20, 10/27, and 11/3
  - Staff Development Day 11/11

CATALOGERS/LIBRARY ASSISTANTS/PAGES

- Webinar - Good Kids, Bad Behavior – Attended by the majority of Support Services Staff
- Majority of staff attended Staff Development Day 11/11
- One Page has resigned; there are plans to hire another one in early 2023

## ***4th Quarter Technology Report (September, October, November 2022)***

*Submitted by Ron Andrews, Technology Manager*

### **Technology Support**

- Updated and made backup copies of OS files from Adult, Youth, Circ OneStop Self Checks
- Updated Master Equipment list for upcoming audit
- Continue to run Updates for both Servers and PCs on a monthly basis
- Installed Britannica and other software changes on Youth, Teen and Adult Public PCs.
- Working on creation of Ticket System by Spiceworks for SDL
- Troubleshoot AWE pc issue and research possible replacements and contact information
- Troubleshoot Voicemail issues with VOIP system
- Ordered and setup new computer for Director as replacement for hard drive failure
- Troubleshooting RFID pad issues for Arlene and possible replacement
- Installed Silhouette software on Youth and Adult computers for use with equipment
- Checked AV equipment, cleaned out old tech and readied Brecon Room for use for the Public
- Purchased a new charging cabinet for staff laptops and cleaned up and updated all laptops
- Completed KeePass project with staff managers and Administration. Next phase will be installing and training staff
- Added several shortcuts and changes for Support Services front workstations
- Switched out printer for MeL workstation with another and retired printer
- Trained Youth and Adult staff on troubleshooting Self Check stations and answered other tech questions
- 

### **Network Support**

- Continuing to monitor on daily basis: Merit bandwidth, Barracuda Web Filtering, Meraki Wireless APs, CrowdStrike
- Met with Alex from TLN to discuss replacing Hyper-Saline in 2022-2023 – major project
- Updated BackupExec and supported virtual drive plugins
- Completed major project with File Permissions and Sharing for staff in tandem with TLN
- Investigated dropping POTS line for fax and Friends. Moving Friends to VOIP. Dropped, continuing to look into Digital fax service
- Troubleshooting possible issue with Hyper-Saline hot-swap drive
- Located and documented ports to switches for public workstations
- Added new windows and Gmail accounts for new staff
- Renewals for GoDaddy certificates
- Assisted Karrie with migration of library website to LocalHop host
- Worked with Matt to troubleshoot and resolve intermittent power blips with DTE

### **Polaris Support**

- Updated Dates Closed for 2023
- Investigated dup bib records issue and resolved with Support
- Started plan for implementing new Vendors and obtaining MARC records procedures with Youth and Catalogers
- Changed material limits for CDs
- Bulk change for Holiday Picture books
- Troubleshoot and update CC stations from Circulation
- Prep documentation for Year-End reports and updates
- Fixed and updated staff regarding SimplyReports link and report consistency
- Participated in discuss with Polaris about obtaining the Polaris App with Karrie

### **Other Library Involvement**

- DownloadDestination Support Sept 26 – 30, November 21-25
- Working with Matt, trained staff and setups for AV needs for programming outdoors
- Participated in design meetings with Quinn/Evans for building renovation concepts

**Circulation FY2021-2022**

ITEM	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
<b>Book Materials</b>													
Total Books	15,352	16,751	16,126	17,974	16,512	15,664	20,211	21,311	21,210	16,993	17,113	16,166	211,383
% 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%	77.40%	78.46%
<b>AV Materials</b>													
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	3,271	40,803
Music CDs	320	302	291	339	253	271	320	309	255	263	283	275	3,481
Audio Books	560	580	584	658	573	586	561	557	638	509	515	515	6,836
Playaways	0	1	0	1	4	11	7	11	6	5	6	8	60
J Kits	152	177	145	213	125	110	151	170	218	241	336	325	2,363
Total AV	4,740	4,727	4,267	4,730	3,952	4,146	4,513	4,725	4,772	3,998	4,579	4,394	53,543
% 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%	21.04%	19.87%
<b>Interlibrary Loans</b>													
SDL Patron Filled Requests	690	1,105	957	745	838	846	726	732	1,039	912	789	780	10,159
% 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%	3.73%	3.77%
Lends Out to Libs	672	991	823	991	848	855	920	941	1,105	889	943	770	10,748
Equipment	52	52	55	66	62	122	188	163	167	117	125	143	1,312
Periodicals	114	257	193	228	181	278	353	350	381	384	275	183	3,177
% 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%	0.88%	1.18%
<b>TOTAL 2022 CIRC</b>	<b>20,258</b>	<b>21,787</b>	<b>20,641</b>	<b>22,998</b>	<b>20,707</b>	<b>20,210</b>	<b>25,265</b>	<b>26,549</b>	<b>26,530</b>	<b>21,492</b>	<b>22,092</b>	<b>20,886</b>	<b>269,415</b>
Prior Year Circ.	14,556	15,063	13,897	15,831	13,391	14,882	24,422	27,708	27,157	21,780	21,705	20,221	230,613
% Difference	39.17%	44.64%	48.53%	45.27%	54.63%	35.80%	3.45%	-4.18%	-2.31%	-1.32%	1.78%	3.29%	16.83%
<b>Downloads</b>													
Ebooks	2,035	2,881	2,925	3,034	2,934	2,900	2,895	3,263	3,246	2,746	2,816	2,806	34,481
AudioBooks	2,235	2,544	2,379	2,584	2,618	2,806	2,967	3,056	3,159	2,848	3,039	2,874	33,109
Music	289	400	349	417	358	318	286	342	386	295	364	253	4,057
Video	197	401	322	363	333	288	286	377	293	345	298	291	3,794
Magazines	433	418	518	435	375	343	387	288	370	351	344	308	4,570
Tumble books	9	11	5	12	10	49	3	9	4	13	11	6	142
<b>Total Downloads</b>	<b>5,198</b>	<b>6,655</b>	<b>6,498</b>	<b>6,845</b>	<b>6,628</b>	<b>6,704</b>	<b>6,824</b>	<b>7,335</b>	<b>7,458</b>	<b>6,598</b>	<b>6,872</b>	<b>6,538</b>	<b>80,153</b>
Prior Year	6,307	6,708	6,443	6,935	6,050	6,201	6,180	6,635	6,470	6,067	5,941	5,929	75,866
% Difference	-17.58%	-0.79%	0.85%	-1.30%	9.55%	8.11%	10.42%	10.55%	15.27%	8.75%	15.67%	10.27%	5.65%
<b>GRAND TOTAL CIRC</b>	<b>25,456</b>	<b>28,442</b>	<b>27,139</b>	<b>29,843</b>	<b>27,335</b>	<b>26,914</b>	<b>32,089</b>	<b>33,884</b>	<b>33,988</b>	<b>28,090</b>	<b>28,964</b>	<b>27,424</b>	<b>349,568</b>
Prior Year Grand Total	20,863	21,771	20,340	22,766	19,441	21,083	30,602	34,343	33,627	27,847	27,646	26,150	306,479
% Difference	22.02%	30.64%	33.43%	31.09%	40.60%	27.66%	4.86%	-1.34%	1.07%	0.87%	4.77%	4.87%	14.06%
<b>Cards Issued</b>	<b>90</b>	<b>102</b>	<b>104</b>	<b>123</b>	<b>93</b>	<b>90</b>	<b>184</b>	<b>141</b>	<b>188</b>	<b>143</b>	<b>95</b>	<b>96</b>	<b>1,449</b>
Prior Year	45	57	48	72	42	62	121	169	133	128	101	79	1,057
% Difference	100.00%	78.95%	116.67%	70.83%	121.43%	45.16%	52.07%	-16.57%	41.35%	11.72%	-5.94%	21.52%	37.09%
<b>3 M Gate Count</b>	<b>7,163</b>	<b>8,359</b>	<b>7,981</b>	<b>10,222</b>	<b>9,634</b>	<b>9,634</b>	<b>11,166</b>	<b>9,857</b>	<b>11,440</b>	<b>11,540</b>	<b>11,754</b>	<b>11,582</b>	<b>120,332</b>
prior year	3,804	4,157	3,902	4,411	3,985	4,290	6,970	8,038	9,134	8,804	9,178	8,130	74,803
% Difference	88.30%	101.08%	104.54%	131.74%	141.76%	124.57%	60.20%	22.63%	25.25%	31.08%	28.07%	42.46%	60.87%
Average Per Day	231	269	275	329	321	310	372	317	369	384	379	386	345

\*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
<b>YOUTH</b>													
Youth Storytimes	5	8	32	28	29	0	7	9	4	24	20	24	190
# attending	46	110	344	354	367	0	122	203	113	433	379	477	2,948
Staff Programs	2	3	7	7	7	6	13	16	10	9	12	11	103
# attending	260	216	305	328	380	73	320	466	256	396	513	402	3,915
Guest Performers	0	0	0	0	0	0	4	0	1	3	0	0	8
# attending	0	0	0	0	0	0	153	0	36	94	0	0	283
Visits & Tours	0	0	0	0	1	2	3	0	0	3	5	3	17
# attending	0	0	0	0	10	107	343	0	0	37	53	21	571
Off Site Presentations	6	0	0	0	0	4	13	5	10	3	4	1	46
# attending	150	0	0	0	0	407	1056	290	593	206	300	42	3,044
<b>Total events/month</b>	<b>13</b>	<b>11</b>	<b>39</b>	<b>35</b>	<b>37</b>	<b>12</b>	<b>40</b>	<b>30</b>	<b>25</b>	<b>42</b>	<b>41</b>	<b>39</b>	<b>364</b>
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%	0.00%	46.77%
<b>Total attendance</b>	<b>456</b>	<b>326</b>	<b>649</b>	<b>682</b>	<b>757</b>	<b>587</b>	<b>1,994</b>	<b>959</b>	<b>998</b>	<b>1,166</b>	<b>1,245</b>	<b>942</b>	<b>10,761</b>
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%	47.19%	54.86%
1KBBK				37	25	18	21	8	7	7	6	6	135
New Baby Packets	1	4	8	10	6	7	8	5	3	11	6	8	77
<b>ADULT/TEEN</b>													
Teen Programs	3	6	6	5	5	7	6	10	6	12	12	10	88
# attending	84	175	154	121	127	144	122	199	114	223	288	309	2,060
Teen Book Discussion	0	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	0
Visits & Tours	0	0	0	0	0	0	0	0	0	2	1	0	3
# attending	0	0	0	0	0	0	0	0	0	63	27	0	90
Off Site Presentations	0	0	0	0	0	0	0	0	0	0	1	0	1
# attending	0	0	0	0	0	0	0	0	0	0	9	0	9
Adult Programs	9	8	12	16	13	9	7	15	15	26	27	17	174
# attending	175	143	284	332	284	166	110	242	160	323	381	281	2,881
Adult Book Discussion	3	3	3	2	3	3	2	3	3	4	3	2	34
# attending	8	12	11	11	11	13	5	7	7	14	6	4	109
Family Programs	0	0	0	0	0	0	0	1	1	0	0	0	2
# attending	0	0	0	0	0	0	0	72	300	0	0	0	372
Internet Classes	0	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	0
Outreach/Bk Deliveries	4	4	4	4	4	4	4	4	6	4	3	2	47
# of items	114	114	114	113	114	112	112	112	150	112	96	40	1,303
<b>Total events/month</b>	<b>15</b>	<b>17</b>	<b>21</b>	<b>23</b>	<b>0</b>	<b>19</b>	<b>15</b>	<b>29</b>	<b>25</b>	<b>44</b>	<b>44</b>	<b>29</b>	<b>281</b>
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%	93.33%	15.64%
<b>Total attendance</b>	<b>381</b>	<b>444</b>	<b>563</b>	<b>577</b>	<b>536</b>	<b>435</b>	<b>349</b>	<b>632</b>	<b>731</b>	<b>735</b>	<b>807</b>	<b>634</b>	<b>6,824</b>
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%	123.24%	33.59%

**Programs and Services FY2020-2021**

<b>COMPUTER USAGE</b>													
<b>PC usage onsite</b>	<b>511</b>	<b>509</b>	<b>476</b>	<b>663</b>	<b>601</b>	<b>650</b>	<b>616</b>	<b>485</b>	<b>680</b>	<b>639</b>	<b>640</b>	<b>600</b>	<b>7,070</b>
Prior Year	0	0	0	0	0	0	125	372	484	514	576	567	2,638
% difference	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	392.80%	30.38%	40.50%	24.32%	11.11%	5.82%	168.01%
<b>WiFi usage onsite</b>	<b>2,727</b>	<b>3,275</b>	<b>2,896</b>	<b>3,336</b>	<b>3,149</b>	<b>3,412</b>	<b>3,426</b>	<b>2,749</b>	<b>3,525</b>	<b>4,280</b>	<b>4,200</b>	<b>3,965</b>	<b>40,940</b>
Prior Year	1,061	1,006	926	1,203	1,007	1,035	3,017	3,477	4,090	5,009	3,047	2,867	27,745
% difference	157.02%	225.55%	212.74%	177.31%	212.71%	229.66%	13.56%	-20.94%	-13.81%	-14.55%	37.84%	38.30%	47.56%
<b>Youth AWE computers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85</b>	<b>153</b>	<b>93</b>	<b>276</b>	<b>342</b>	<b>302</b>	<b>171</b>	<b>155</b>	<b>278</b>	<b>1,855</b>
Prior Year	0	0	0	0	0	0	0	0	0	0	0	0	0
% difference	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Ref. Questions:</b>													
Youth	121	298	257	344	291	332	1,075	758	757	553	499	519	5,804
Adult	362	359	322	367	371	330	362	480	525	408	393	368	4,647
Circ Desk	314	406	358	356	326	370	360	324	388	428	345	320	4,295
<b>Total Reference</b>	<b>797</b>	<b>1,063</b>	<b>937</b>	<b>1,067</b>	<b>988</b>	<b>1,032</b>	<b>1,797</b>	<b>1,562</b>	<b>1,670</b>	<b>1,389</b>	<b>1,237</b>	<b>1,207</b>	<b>14,746</b>
Prior Year	677	771	769	851	575	730	1,637	1,593	1,668	1,082	1,063	616	12,032
% difference	17.73%	37.87%	21.85%	25.38%	71.83%	41.37%	9.77%	-1.95%	0.12%	28.37%	16.37%	95.94%	22.56%
<b>Brecon Rm: #Groups</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Prior Year #Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
# of individuals	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Study Rms: #Groups</b>	<b>150</b>	<b>174</b>	<b>159</b>	<b>214</b>	<b>188</b>	<b>190</b>	<b>206</b>	<b>186</b>	<b>219</b>	<b>199</b>	<b>242</b>	<b>204</b>	<b>2,331</b>
Prior Year #Groups	0	0	0	0	0	0	37	80	112	172	204	158	763
# of individuals	218	262	217	300	268	260	285	248	266	262	306	260	3,152
* Includes views of online programs beginning December 2021													

**Website Access FY2021-2022**

<b>ONLINE SERVICES</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>TOTAL</b>
<b>Website access</b>	<b>9,379</b>	<b>12,167</b>	<b>10,966</b>	<b>11,348</b>	<b>11,550</b>	<b>11,923</b>	<b>13,454</b>	<b>12,254</b>	<b>11,334</b>	<b>10,923</b>	<b>9,433</b>	<b>8,966</b>	<b>133,697</b>
Prior Year	11,329	12,022	11,133	11,995	11,023	11,299	14,718	13,661	12,381	11,091	9,746	9,892	140,290
% difference	-17.21%	1.21%	-1.50%	-5.39%	4.78%	5.52%	-8.59%	-10.30%	-8.46%	-1.51%	-3.21%	-9.36%	-4.70%
<b>Catalog access</b>	<b>6,907</b>	<b>10,334</b>	<b>8,025</b>	<b>8,529</b>	<b>7,261</b>	<b>8,377</b>	<b>9,143</b>	<b>9,264</b>	<b>10,178</b>	<b>9,374</b>	<b>8,797</b>	<b>9,066</b>	<b>105,255</b>
Prior Year	9,565	10,241	8,906	9,839	8,971	9,161	10,769	10,776	9,575	9,186	8,058	8,489	113,536
% difference	-27.79%	0.91%	-9.89%	-13.31%	-19.06%	-8.56%	-15.10%	-14.03%	6.30%	2.05%	9.17%	6.80%	-7.29%
<b>Informational Databases</b>	<b>227</b>	<b>199</b>	<b>300</b>	<b>283</b>	<b>298</b>	<b>254</b>	<b>173</b>	<b>446</b>	<b>705</b>	<b>869</b>	<b>536</b>	<b>247</b>	<b>4,537</b>
Prior Year	327	215	176	219	234	178	195	168	289	196	195	270	2,662
% difference	-30.58%	-7.44%	70.45%	29.22%	27.35%	42.70%	-11.28%	165.48%	143.94%	343.37%	174.87%	-8.52%	70.44%
<b>Local History Databases</b>													
<b>Saline Valley Farms</b>	<b>12</b>	<b>10</b>	<b>14</b>	<b>31</b>	<b>31</b>	<b>13</b>	<b>12</b>	<b>16</b>	<b>15</b>	<b>11</b>	<b>85</b>	<b>14</b>	<b>264</b>
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%	367%	46%
<b>Historical Homes</b>	<b>16</b>	<b>20</b>	<b>11</b>	<b>23</b>	<b>32</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>39</b>	<b>21</b>	<b>73</b>	<b>63</b>	<b>299</b>
Prior Year	12	23	19	24	17	24	30	16	19	13	19	24	240
% difference	33%	-13%	-42%	-4%	88%	-96%	-100%	-100%	105%	62%	284%	163%	25%
<b>Saline Newspapers</b>	<b>6,875</b>	<b>9,027</b>	<b>259</b>										<b>16,161</b>
Prior Year	7,767	7,166	7,967	7,483	6,308	5,557	6,367	6,162	6,891	6,941	7,134	7,369	83,112
% difference	-11%	26%	-97%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-81%
<b>Historical Photos</b>	<b>135</b>	<b>180</b>	<b>166</b>	<b>149</b>	<b>148</b>	<b>95</b>	<b>146</b>	<b>160</b>	<b>139</b>	<b>7945</b>	<b>9534</b>	<b>8966</b>	<b>27,763</b>
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%	6397%	1168%
<b>MI Activity Pass</b>	<b>4</b>	<b>2</b>	<b>9</b>	<b>17</b>	<b>9</b>	<b>13</b>	<b>12</b>	<b>16</b>	<b>8</b>	<b>20</b>	<b>19</b>	<b>4</b>	<b>133</b>
Prior Year	0	0	0	0	5	20	10	22	13	9	6	0	85
% difference	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	500%	-35%	20%	-27%	0%	122%	217%	#DIV/0!	56%
<b>New eNews subscribers</b>	<b>107</b>	<b>101</b>	<b>99</b>	<b>111</b>	<b>99</b>	<b>79</b>	<b>122</b>	<b>108</b>	<b>134</b>	<b>108</b>	<b>81</b>	<b>85</b>	<b>1,234</b>
<b>Total eNews subscribers</b>	<b>10,763</b>	<b>9,810</b>	<b>9,884</b>	<b>9,959</b>	<b>10,035</b>	<b>10,096</b>	<b>10,209</b>	<b>10,292</b>	<b>10,396</b>	<b>10,483</b>	<b>10,547</b>	<b>10,607</b>	<b>10,607</b>
Prior Year	3,006	3,008	2,998	3,005	3,003	3,006	10,418	10,438	10,539	10,650	10,750	10,680	10,680
% difference	258.05%	226.13%	229.69%	231.41%	234.17%	235.86%	-2.01%	-1.40%	-1.36%	-1.57%	-1.89%	-0.68%	-0.68%

\* 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