



**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, MARCH 21, 2023, 7:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, MARCH 21, 2023
7:00 p.m.**

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

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

555 N. Maple Road, Saline, MI 48176

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

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

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

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA
TUESDAY, MARCH 21, 2023, 7:00 p.m.**

President Gray _____ Vice President Conn _____ Secretary Byron _____ Treasurer TerHaar _____
Trustee Bieliauskas _____ Trustee Hundley _____ Trustee Healy _____
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 February 21, 2023 meeting minutes as written.

Move _____ Second _____ to approve the March 15, 2023 Building & Grounds Committee meeting minutes as written.

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

E. Presentation: Proposal for Professional Services by Quinn Evans architect firm

F. President's Report

G. Friends of the Library Report

H. Financial Reports
Move _____ Second _____ to approve the February 2023 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. Building Renovation and Site Construction by Quinn Evans architect firm

Move _____ Second _____ to approve the Proposal for Professional Services from Quinn Evans for \$357,500.00 plus reimbursable expenses.

Move _____ Second _____ to authorize the Library Director to sign the completed Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition from Quinn Evans.

2. Lawn Maintenance Contract for 2023

Move _____ Second _____ to approve the proposal from Underwood Nursery for a period of three years at a cost of \$17,100.00 per year prepaid at the beginning of the season.

3. Policy Review

a. Policy 518: Social Media

Move _____ Second _____ to approve revised Policy 518: Social Media.

b. Policy 615: Holiday Pay

Move _____ Second _____ to approve Policy 615: Holiday Pay as presented.

c. Policy 629: Substance Abuse

Move _____ Second _____ to approve revised Policy 629: Substance Abuse.

d. Policy 705: Project Selection and Evaluation for Carl F. Schrandt Endowment Fund Program

Move _____ Second _____ to approve revised 705: Project Selection and Evaluation for Carl F. Schrandt Endowment Fund Program.

e. Policy 709a: Segregation and Distribution of Revenues & 709b: Endowment Program Funds

Move _____ Second _____ to approve Policy 709a: Segregation and Distribution of Revenues & 709b: Endowment Program Funds as presented.

4. Director Evaluation

Move _____ Second _____ to meet in closed session for the purpose of discussing the Director's annual performance review.

Move _____ Second _____ to end the closed session and reconvene the open meeting.

Move _____ Second _____ to approve the Director's evaluation.

Move _____ Second _____ to set the Director's salary at _____, effective _____.

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 March 21, 2023

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the February 21, 2023 meeting minutes as written.

Move _____ Second _____ to approve the March 15, 2023 Building & Grounds Committee meeting minutes as written.

Move _____ Second _____ to approve the February 2023 financial reports.

Move _____ Second _____ to approve the Proposal for Professional Services from Quinn Evans for \$357,500.00 plus reimbursable expenses.

Move _____ Second _____ to authorize the Library Director to sign the completed Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition from Quinn Evans.

Move _____ Second _____ to approve the proposal from Underwood Nursery for a period of three years at a cost of \$17,100.00 per year prepaid at the beginning of the season.

Move _____ Second _____ to approve revised Policy 518: Social Media.

Move _____ Second _____ to approve Policy 615: Holiday Pay as presented.

Move _____ Second _____ to approve revised Policy 629: Substance Abuse.

Move _____ Second _____ to approve revised 705: Project Selection and Evaluation for Carl F. Schrandt Endowment Fund Program.

Move _____ Second _____ to approve Policy 709a: Segregation and Distribution of Revenues & 709b: Endowment Program Funds as presented.

Move _____ Second _____ to meet in closed session for the purpose of discussing the Director's annual performance review.

Move _____ Second _____ to end the closed session and reconvene the open meeting.

Move _____ Second _____ to approve the Director's evaluation.

Move _____ Second _____ to set the Director's salary at _____, effective _____.

Move _____ Second _____ to adjourn the meeting at _____.

DRAFT
SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING MINUTES
TUESDAY, FEBRUARY 21, 2023, 7:00 p.m.

Present: President Gray, Secretary Byron, Treasurer TerHaar, Trustee Hundley, Director Waarala, Assistant Director Lash, Administrative Assistant Pilarz
Absent: Vice President Conn, Trustee Bieliauskas, Trustee Healy

- A. Call Meeting to Order at 6:59pm.
- B. Approval of Agenda
Request to add the Director's Annual Review. Move Hundley, Second Byron to approve the agenda with the addition. Carried.
- C. Approval of Past Minutes
Move TerHaar, Second Byron to approve the December 20, 2022 meeting minutes as written. Carried.
- D. Public Discussion
No public present
- E. Presentation: Annual Audit / Financial Report for FY2021/2022 – Josh Yde & Martin Olejnik, Plante Moran
Move Gray, Second TerHaar to accept the FY2021/2022 Audit/Financial Report as presented by Plante Moran. Carried. The board congratulated Director Waarala and Administrative Assistant Pilarz on the auditor's finding of unqualified opinion, the highest rating.
- F. President's Report: Director's Evaluation, to be covered in New Business
- G. Friends of the Library Report: Continuing to refine processes for shipping books to be recycled through a new service. Revenues have been increasing but have not yet matched pre-pandemic levels.
- H. Financial Reports
Move Byron, Second Hundley to approve the December 2022 financial reports.
Move TerHaar, Second Gray to approve the January 2023 financial reports.
- I. Committee Reports
 - 1. Finance
 - a. Met twice since last Board meeting. Reviewed Plante Moran's Audit. Fund balances remaining the same.
 - b. Presentation from KeyBank to review investment portfolio.
 - c. Request for Proposals issued to accounting firms. May extend deadline or resubmit bid request after tax season.
 - 2. Arts: Did not meet
 - 3. Building & Grounds: Did not meet

4. Library Services

Reviewed Policy 502: Patron Behavior, reviewed the 2023 Schrandt Grant Application for Seed Library, set goals for 2023.

5. Staff Excellence

Discussed the Director's Annual Review Process and Policy 629: Substance Abuse Policy. Set a goal to evaluate the annual review tool for potential improvements.

J. Library Director's Report: Submitted as written. Successful installation of new PVC pipe under the parking lot to allow for parking lot lights to function again. Staff recognition dinner planned. Statistics: programming participation has exceeded pre-pandemic levels, and to date, is up 300% over 2022 levels. Representatives from The Library Network visited SDL in February.

K. Old Business: none

L. New Business

1. Schrandt Grant for 2023 funding of the SDL Seed Library

Move Gray, Second Hundley to approve Schrandt Grant funding to continue the SDL Seed Library for 2023. Carried.

2. Library Director annual review process

Reviewed proposed timeline and process for the Director Performance Evaluation.

M. Public Discussion

No public present

N. Adjournment

Move Gray, Second Byron to adjourn the meeting at 7:51p.m. 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 February 21, 2023 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were approved by the Board of Trustees, were kept, and will be made available as required by said Act.

Secretary, SDL Board of Trustees

Date of Approval

DRAFT
SALINE DISTRICT LIBRARY
BUILDING & GROUNDS COMMITTEE
MEETING AGENDA
WEDNESDAY, MARCH 15, 2022, 6:30 p.m.

Present: President Gray, Secretary Byron, Trustee Bieliauskas, Trustee Healy, Director Waarala, Assistant Director Lash

- A. Call Meeting to Order at 6:31pm.
- B. Approval of Agenda
Move Byron, Second Gray to approve the agenda as presented.
- C. Public Discussion
No public present
- D. New Business
 - 1. Ann Dilcher of Quinn Evans architect firm discussed the firm's Proposal for Professional Services for improvements to library building and grounds and answered questions from the committee members. The committee unanimously agreed that the proposal should be brought to the full Library Board at the March 21 meeting.
 - 2. Director Waarala presented the proposals that were received for lawncare and grounds maintenance. The committee unanimously recommended that SDL once again sign a 3-year contract with Underwood Nursery.
 - 3. Updates
 - a. All of our front parking lot lights are once again operational. After the boring and wiring was completed on the two easternmost lights, the same issue occurred with the westernmost light in the lot. Boring and wiring was completed on that light the week of March 13.
 - b. Director Waarala will be reaching out to the City of Saline regarding the topic of electric car charging stations, which was addressed at the February 27 Saline City Council meeting. There may be potential partnership opportunities to include the library parking lot if the City decides to expand their car charging station locations.
- E. Public Discussion
No public present
- F. Adjournment
Move Gray, Second Healy to adjourn the meeting at 7:37pm.

CERTIFICATION OF MINUTES

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Building & Grounds Committee of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on March 15, 2023 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were approved by the Board of Trustees, were kept, and will be made available as required by said Act.

Secretary, SDL Board of Trustees

Date of Approval

**Saline District Library
Bank Reconciliation
Key Bank - General
February 1, 2023 - February 28, 2023**

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	403,179.19
			+ Cleared Deposits & Other Additions	607,685.81
			- Cleared Checks & Other Payments	487,080.11
			Ending Bank Balance	<u>523,784.89</u>
 Open Deposits & Additions				
			Total	<u>0.00</u>
 Open Checks & Payments				
24391	01/24/23	790-860	ANNA HINKLEY	8.78
24393	01/24/23	790-955	SEED SAVERS EXCHANGE	1,626.81
24396	01/24/23	790-785	MIDWEST COLLABORATIVE	3,913.99
24406	02/14/23	790-734	BRODART CO	167.45
24409	02/14/23	790-880	THE SALINIAN	100.00
24417	02/21/23	Multiple	BAKER & TAYLOR	10,523.82
24419	02/21/23	790-984.3	LIBRARY IDEAS LLC	48.95
24423	02/21/23	790-734	DEMCO	1,073.66
24424	02/21/23	Multiple	MI LIBRARY ASSOC	335.00
24430	02/21/23	790-785	THE LIBRARY NETWORK	559.30
24432	02/24/23	Multiple	AMAZON	1,645.33
24433	02/24/23	Multiple	OTC BRANDS INC	721.41
24434	02/24/23	Multiple	STAPLES	1,590.13
			Total	<u>22,314.63</u>
			Reconciled Bank Balance	<u><u>501,470.26</u></u>
 Bank Transactions				
		000-017	TRANSFER TO AGENCY SUB	(200,000.00)
		000-017	TRANSFER TO AGENCY SUB	(150,000.00)
		000-258	EFTPS	(11,032.06)
		000-258	EFTPS	(10,893.33)
		790-723	ALERUS RETIRE XFERS	(6,086.88)
		000-258.1	5080 MI TAX PYMT	(3,705.22)
		000-008	ALERUS RETIRE XFERS	(3,482.28)
		790-920	DTE - ELECTRICITY	(3,056.00)
		790-921	DTE - GAS	(2,028.47)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRG	(287.35)
		790-965	MERCH FEE & DISC	(96.00)
		000-665.1	INTEREST	115.92
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			Total	<u>(241,196.67)</u>
			Adjusted General Ledger Balance	<u><u>501,470.26</u></u>

Saline District Library
Statement of Financial Position
As of February 28, 2023

Assets

Current Assets		
000-001	Key Bank - General	\$ 501,470.26
000-003	Old National CD 1	105,432.31
000-008	Employee Advances	4,798.39
000-013	Agency Account (Schrandt)	2,708,483.94
000-013.1	Agency Account-Unrealized Gain	(328,612.19)
000-017	Agency Sub Account (Investment Account)	6,239,518.58
000-017.1	Agency Sub Account-Unrealized Gain	(685,197.39)
Total Current Assets		8,545,893.90
 Property and Equipment		
Net Property and Equipment		0.00
Total Assets		\$ 8,545,893.90

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	3,643.20
000-275	MTT Liability	7,797.00
Total Current Liabilities		75,383.18
 Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		75,383.18
 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	(375,169.71)
000-399	Net Position	1,126,692.43
Total Net Assets		8,470,510.72
Total Liabilities and Net Assets		\$ 8,545,893.90

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

	1 Month Ended February 28, 2023 Actual	3 Months Ended February 28, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget
Revenue				
000-402.1	\$ 110,487.25	\$ 425,109.54	\$ 561,751.00	75.68
000-402.2	5,360.53	16,008.39	23,041.00	69.48
000-402.3	2,060.50	6,032.67	6,129.00	98.43
000-402.4	67,697.58	302,841.97	443,191.00	68.33
000-402.5	171,026.00	565,576.92	797,941.00	70.88
000-402.6	50,237.73	85,068.34	128,214.00	66.35
000-402.7	41,060.00	266,260.00	352,923.00	75.44
000-413	0.00	0.00	96,900.00	0.00
000-540	0.00	0.00	28,400.00	0.00
000-628	187.10	742.45	3,400.00	21.84
000-628.1	0.00	123.30	1,000.00	12.33
000-629	240.00	1,040.00	3,000.00	34.67
000-656	0.00	0.00	25,000.00	0.00
000-658	1,188.30	3,408.50	10,000.00	34.09
000-658.1	538.16	1,419.32	5,000.00	28.39
000-658.2	0.00	1.00	0.00	0.00
000-665.1	115.92	342.33	110.00	311.21
000-665.3	12,472.85	11,565.27	100,000.00	11.57
000-674	0.00	3,117.52	4,000.00	77.94
000-674.1	100.00	100.00	1,000.00	10.00
000-674.2	7,049.15	7,049.15	20,000.00	35.25
000-680	4.00	5.00	0.00	0.00
	<u>469,825.07</u>	<u>1,695,811.67</u>	<u>2,611,000.00</u>	<u>64.95</u>
Total Revenue				
	<u>469,825.07</u>	<u>1,695,811.67</u>	<u>2,611,000.00</u>	<u>64.95</u>
Gross Profit				
	<u>469,825.07</u>	<u>1,695,811.67</u>	<u>2,611,000.00</u>	<u>64.95</u>
Operating Expenses				
790-702	95,269.83	281,379.03	1,300,000.00	21.64
790-716	5,855.60	17,984.69	120,000.00	14.99
790-719	3,167.26	4,811.87	21,000.00	22.91
790-722	7,185.64	21,209.24	97,500.00	21.75
790-723	2,256.60	6,852.26	40,000.00	17.13
790-727	568.75	1,053.11	6,500.00	16.20
790-727.3	0.00	191.98	1,600.00	12.00
790-727.4	471.28	1,650.51	4,500.00	36.68
790-730	0.00	126.17	500.00	25.23
790-732	636.50	1,437.09	5,000.00	28.74
790-734	1,123.52	2,524.72	12,000.00	21.04
790-740	516.73	647.67	33,000.00	1.96
790-750.1	1,194.63	2,256.77	18,000.00	12.54
790-750.2	748.74	1,438.56	10,000.00	14.39
790-750.3	1,247.06	3,064.07	13,000.00	23.57
790-750.4	136.93	478.52	5,500.00	8.70
790-752.1	0.00	0.00	3,000.00	0.00
790-752.2	0.00	0.00	2,000.00	0.00
790-752.3	276.72	276.72	5,000.00	5.53
790-760	225.33	1,164.80	2,000.00	58.24
790-762.1	0.00	0.00	3,000.00	0.00
790-762.3	88.76	88.76	2,000.00	4.44
790-770	51.88	1,466.72	12,000.00	12.22
790-772.1	9,271.17	30,737.91	115,000.00	26.73
790-772.3	0.00	12.75	0.00	0.00
790-772.4	0.00	5,000.00	5,000.00	100.00

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

	1 Month Ended February 28, 2023 Actual	3 Months Ended February 28, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget	
790-780	Software	0.00	1,358.40	26,000.00	5.22
790-785	Online Database	559.30	17,523.85	43,000.00	40.75
790-801	PS-Auditor	0.00	20,380.00	23,000.00	88.61
790-802	PS-Bookkeeping	645.00	1,935.00	8,000.00	24.19
790-803	PS-Attorney	0.00	0.00	3,000.00	0.00
790-804	PS-Consultants	0.00	2,545.00	45,000.00	5.66
790-805	PS--Computer Consultants	0.00	0.00	5,000.00	0.00
790-806	PS-Tax Collection	0.00	0.00	400.00	0.00
790-810	Cooperative Fees	0.00	0.00	4,000.00	0.00
790-820	Polaris	0.00	0.00	55,000.00	0.00
790-850	Internet	0.00	787.62	24,000.00	3.28
790-851	Telephone	0.00	894.57	5,800.00	15.42
790-860	Travel/Lodging	0.00	38.91	4,000.00	0.97
790-880	Marketing	230.46	6,351.95	15,500.00	40.98
790-920	Electricity	3,056.00	9,690.08	48,000.00	20.19
790-921	Gas	2,028.47	5,640.12	18,000.00	31.33
790-922	Water	0.00	1,675.46	8,000.00	20.94
790-930	Building Maintenance	545.06	9,219.62	30,000.00	30.73
790-932	Grounds Maintenance	0.00	16,315.00	37,000.00	44.09
790-934	Equipment Maintenance	20.78	517.60	24,000.00	2.16
790-955	Grants	477.50	2,104.31	0.00	0.00
790-956	Miscellaneous	0.00	96.90	3,000.00	3.23
790-956.1	Misc/Petty Cash	0.00	0.00	200.00	0.00
790-957	Continued Education	348.00	348.00	8,000.00	4.35
790-958	Dues	85.00	431.00	5,000.00	8.62
790-964	Tax Adjustment	0.00	0.00	4,500.00	0.00
790-964.4	MelCat Reimbursements	0.00	0.00	500.00	0.00
790-965	Bank Charges	383.35	1,085.33	4,000.00	27.13
790-969	Insurance	0.00	16,629.00	23,000.00	72.30
790-971	Capital Improvement	0.00	0.00	50,000.00	0.00
790-975	Furniture	0.00	0.00	30,000.00	0.00
790-981	Books Funded by Friends	0.00	0.00	2,000.00	0.00
790-982.1	Adult Fiction	3,068.00	7,064.45	35,000.00	20.18
790-982.15	Large Print	916.56	1,728.51	9,000.00	19.21
790-982.2	Teen Fiction	655.39	1,678.70	10,000.00	16.79
790-982.3	Youth Fiction	2,277.12	4,541.23	23,000.00	19.74
790-983.1	Adult Nonfiction	2,777.62	7,286.30	35,000.00	20.82
790-983.15	Reference	0.00	1,226.78	4,000.00	30.67
790-983.2	Teen Nonfiction	383.84	635.26	4,000.00	15.88
790-983.3	Youth Nonfiction	516.03	1,527.35	15,000.00	10.18
790-984.1	Audiobooks-Adult	1,001.75	1,321.66	14,000.00	9.44
790-984.2	Audiobooks-Teen	0.00	124.97	6,000.00	2.08
790-984.3	Audiobooks-Youth	353.86	488.75	6,200.00	7.88
790-985.1	DVD/Blu Rays-Adult	589.21	2,144.57	17,000.00	12.62
790-985.2	DVD/Blu Rays-Teen	0.00	255.66	500.00	51.13
790-985.3	DVD/Blu Rays-Youth	307.28	338.01	2,600.00	13.00
790-986.1	Music CDs-Adult	11.99	78.68	2,500.00	3.15
790-986.3	Music CDs-Youth	36.71	36.71	200.00	18.36
790-998	Special Projects	0.00	0.00	33,000.00	0.00
	Total Operating Expenses	<u>151,567.21</u>	<u>531,899.23</u>	<u>2,611,000.00</u>	<u>20.37</u>
	Operating Income (Loss)	<u>318,257.86</u>	<u>1,163,912.44</u>	<u>0.00</u>	<u>0.00</u>

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

	1 Month Ended February 28, 2023 Actual	3 Months Ended February 28, 2023 Actual	12 Months Ended November 30, 2023 Budget	Year to Date Percentage Budget
Other Income (Expenses)				
000-665.4	Agency Account Interest	8,861.65	12,207.99	0.00
000-670	Sub-Agency Change in Market Value	(92,722.09)	(28,531.63)	0.00
000-670.4	Agency Change in Market Value	(51,750.05)	(18,264.55)	0.00
000-965.4	Agency Admin Charges	(870.09)	(2,631.82)	0.00
	Total Other Income (Expenses)	<u>(136,480.58)</u>	<u>(37,220.01)</u>	<u>0.00</u>
	Net Income (Loss) Before Taxes	<u>181,777.28</u>	<u>1,126,692.43</u>	<u>0.00</u>
	Net Income (Loss)	<u>\$ 181,777.28</u>	<u>\$ 1,126,692.43</u>	<u>\$ 0.00</u>

Saline District Library Fund 101
monthly revenue
February 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.1 · City of Saline-Real Tax								
Deposit	02/03/2023			Ck # 68756		001 · Key Bank...	36,042.08	36,042.08
Deposit	02/24/2023			CK # 68869		001 · Key Bank...	74,445.17	110,487.25
Total 402.1 · City of Saline-Real Tax							110,487.25	110,487.25
402.2 · Bridgewater Township-Real Tax								
Deposit	02/13/2023			CK # 11066		001 · Key Bank...	3,583.46	3,583.46
Deposit	02/24/2023			CK # 11077		001 · Key Bank...	1,777.07	5,360.53
Total 402.2 · Bridgewater Township-Real Tax							5,360.53	5,360.53
402.3 · Freedom Township-Real Tax								
Deposit	02/13/2023			CK# 3607		001 · Key Bank...	596.26	596.26
Deposit	02/24/2023			CK # 3618		001 · Key Bank...	1,464.24	2,060.50
Total 402.3 · Freedom Township-Real Tax							2,060.50	2,060.50
402.4 · Lodi Township-Real Tax								
Deposit	02/13/2023			CK# 007092		001 · Key Bank...	67,697.58	67,697.58
Total 402.4 · Lodi Township-Real Tax							67,697.58	67,697.58
402.5 · Pittsfield Township-Real Tax								
Deposit	02/03/2023			Ck # 023146		001 · Key Bank...	67,613.01	67,613.01
Deposit	02/24/2023			CK # 023149		001 · Key Bank...	103,412.99	171,026.00
Total 402.5 · Pittsfield Township-Real Tax							171,026.00	171,026.00
402.6 · Saline Township-Real Tax								
Deposit	02/13/2023			CK# 2745		001 · Key Bank...	50,237.73	50,237.73
Total 402.6 · Saline Township-Real Tax							50,237.73	50,237.73
402.7 · York Township-Real Tax								
Deposit	02/13/2023			CK# 2625		001 · Key Bank...	41,060.00	41,060.00
Total 402.7 · York Township-Real Tax							41,060.00	41,060.00
Total 402 · Property Taxes Control Account							447,929.59	447,929.59
628 · Printers-Revenue								
Deposit	02/02/2023			Deposit		001 · Key Bank...	6.00	6.00
Deposit	02/03/2023			Deposit		001 · Key Bank...	6.20	12.20
Deposit	02/06/2023			Deposit		001 · Key Bank...	22.50	34.70
Deposit	02/07/2023			Deposit		001 · Key Bank...	17.00	51.70
Deposit	02/08/2023			Deposit		001 · Key Bank...	5.70	57.40
Deposit	02/10/2023			Deposit		001 · Key Bank...	4.10	61.50
Deposit	02/13/2023			Deposit		001 · Key Bank...	1.90	63.40
Deposit	02/13/2023			Deposit		001 · Key Bank...	26.80	90.20

Saline District Library Fund 101
monthly revenue
February 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	02/14/2023			Deposit		001 · Key Bank...	10.50	100.70
Deposit	02/16/2023			Deposit		001 · Key Bank...	21.10	121.80
Deposit	02/16/2023			Deposit		001 · Key Bank...	9.00	130.80
Deposit	02/16/2023			Deposit		001 · Key Bank...	1.70	132.50
Deposit	02/17/2023			Deposit		001 · Key Bank...	0.80	133.30
Deposit	02/21/2023			Deposit		001 · Key Bank...	0.30	133.60
Deposit	02/21/2023			Deposit		001 · Key Bank...	2.00	135.60
Deposit	02/21/2023			Deposit		001 · Key Bank...	9.50	145.10
Deposit	02/24/2023			Deposit		001 · Key Bank...	3.60	148.70
Deposit	02/24/2023			Deposit		001 · Key Bank...	5.20	153.90
Deposit	02/27/2023			Deposit		001 · Key Bank...	0.60	154.50
Deposit	02/27/2023			Deposit		001 · Key Bank...	3.50	158.00
Deposit	02/27/2023			Deposit		001 · Key Bank...	9.90	167.90
Deposit	02/28/2023			Deposit		001 · Key Bank...	19.20	187.10
Total 628 · Printers-Revenue							187.10	187.10
629 · Non-Resident Fees								
Deposit	02/02/2023			Deposit		001 · Key Bank...	25.00	25.00
Deposit	02/07/2023			Deposit		001 · Key Bank...	25.00	50.00
Deposit	02/10/2023			Deposit		001 · Key Bank...	25.00	75.00
Deposit	02/14/2023			Deposit		001 · Key Bank...	15.00	90.00
Deposit	02/21/2023			Deposit		001 · Key Bank...	150.00	240.00
Total 629 · Non-Resident Fees							240.00	240.00
658 · Fines-Overdue Materials								
Deposit	02/01/2023			Deposit		001 · Key Bank...	10.25	10.25
Deposit	02/02/2023			Deposit		001 · Key Bank...	22.55	32.80
Deposit	02/03/2023			Deposit		001 · Key Bank...	80.55	113.35
Deposit	02/03/2023			Deposit		001 · Key Bank...	57.70	171.05
Deposit	02/06/2023			Deposit		001 · Key Bank...	44.20	215.25
Deposit	02/06/2023			Deposit		001 · Key Bank...	19.25	234.50
Deposit	02/06/2023			Deposit		001 · Key Bank...	21.90	256.40
Deposit	02/07/2023			Deposit		001 · Key Bank...	24.75	281.15
Deposit	02/08/2023			Deposit		001 · Key Bank...	88.30	369.45
Deposit	02/09/2023			Deposit		001 · Key Bank...	35.60	405.05
Deposit	02/13/2023			Deposit		001 · Key Bank...	11.20	416.25
Deposit	02/13/2023			Deposit		001 · Key Bank...	23.35	439.60
Deposit	02/13/2023			Deposit		001 · Key Bank...	16.95	456.55
Deposit	02/14/2023			Deposit		001 · Key Bank...	4.00	460.55
Deposit	02/15/2023			Deposit		001 · Key Bank...	16.15	476.70
Deposit	02/16/2023			Deposit		001 · Key Bank...	75.45	552.15
Deposit	02/16/2023			Deposit		001 · Key Bank...	71.30	623.45
Deposit	02/16/2023			Deposit		001 · Key Bank...	11.35	634.80
Deposit	02/17/2023			Deposit		001 · Key Bank...	7.35	642.15
Deposit	02/21/2023			Deposit		001 · Key Bank...	69.70	711.85
Deposit	02/21/2023			Deposit		001 · Key Bank...	18.35	730.20
Deposit	02/21/2023			Deposit		001 · Key Bank...	49.55	779.75

Saline District Library Fund 101
monthly revenue
February 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	02/21/2023			Deposit		001 · Key Bank...	69.60	849.35
Deposit	02/22/2023			Deposit		001 · Key Bank...	39.55	888.90
Deposit	02/23/2023			Deposit		001 · Key Bank...	32.85	921.75
Deposit	02/24/2023			Deposit		001 · Key Bank...	80.15	1,001.90
Deposit	02/24/2023			Deposit		001 · Key Bank...	52.20	1,054.10
Deposit	02/27/2023			Deposit		001 · Key Bank...	17.35	1,071.45
Deposit	02/27/2023			Deposit		001 · Key Bank...	15.90	1,087.35
Deposit	02/27/2023			Deposit		001 · Key Bank...	4.20	1,091.55
Deposit	02/28/2023			Deposit		001 · Key Bank...	96.75	1,188.30
Total 658 · Fines-Overdue Materials							1,188.30	1,188.30
658.1 · Materials Replacement Fees								
Deposit	02/01/2023			Deposit		001 · Key Bank...	25.98	25.98
Deposit	02/06/2023			Deposit		001 · Key Bank...	32.98	58.96
Deposit	02/06/2023			Deposit		001 · Key Bank...	30.99	89.95
Deposit	02/07/2023			Deposit		001 · Key Bank...	57.49	147.44
Deposit	02/08/2023			Deposit		001 · Key Bank...	40.95	188.39
Deposit	02/10/2023			Deposit		001 · Key Bank...	184.25	372.64
Deposit	02/10/2023			Deposit		001 · Key Bank...	6.95	379.59
Deposit	02/13/2023			Deposit		001 · Key Bank...	16.99	396.58
Deposit	02/13/2023			Deposit		001 · Key Bank...	13.80	410.38
Deposit	02/13/2023			Deposit		001 · Key Bank...	17.99	428.37
Deposit	02/16/2023			Deposit		001 · Key Bank...	16.00	444.37
Deposit	02/16/2023			Deposit		001 · Key Bank...	29.98	474.35
Deposit	02/17/2023			Deposit		001 · Key Bank...	16.99	491.34
Deposit	02/21/2023			Deposit		001 · Key Bank...	16.99	508.33
Deposit	02/24/2023			Deposit		001 · Key Bank...	3.84	512.17
Deposit	02/24/2023			Deposit		001 · Key Bank...	13.00	525.17
Deposit	02/27/2023			Deposit		001 · Key Bank...	12.99	538.16
Total 658.1 · Materials Replacement Fees							538.16	538.16
665.1 · General Account Interest								
Deposit	02/28/2023			Deposit		001 · Key Bank...	115.92	115.92
Total 665.1 · General Account Interest							115.92	115.92
674.1 · Donations-Restricted								
Deposit	02/24/2023			Dorner donati...		001 · Key Bank...	100.00	100.00
Total 674.1 · Donations-Restricted							100.00	100.00
674.2 · Donations-Friends								
Deposit	02/13/2023			CK # 2302 Ho...		001 · Key Bank...	1,000.00	1,000.00
Deposit	02/13/2023			CK # 2303 A...		001 · Key Bank...	2,000.00	3,000.00
Deposit	02/13/2023			CK #2304 Y...		001 · Key Bank...	2,000.00	5,000.00
Deposit	02/13/2023			CK # 2305 B...		001 · Key Bank...	350.00	5,350.00
Deposit	02/13/2023			CK # 2306 L...		001 · Key Bank...	1,500.00	6,850.00

Saline District Library Fund 101
monthly revenue
February 2023

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	02/16/2023			Deposit		001 · Key Bank...	199.15	7,049.15
Total 674.2 · Donations-Friends							7,049.15	7,049.15
680 · Other Income								
Deposit	02/03/2023			Deposit		001 · Key Bank...	1.00	1.00
Deposit	02/24/2023			Deposit		001 · Key Bank...	3.00	4.00
Total 680 · Other Income							4.00	4.00
699 · Transfer from Other Funds								
Deposit	02/01/2023			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							607,352.22	607,352.22

Saline District Library Fund 101
Bill List
February 2023

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	02/03/2023			Pay period en...	34,678.93
Check	02/03/2023			MERS Pay P...	1,383.92
Check	02/03/2023			MERS Staff L...	183.74
Check	02/03/2023			MERS Staff L...	88.19
Check	02/03/2023			MERS 457 Pa...	1,583.37
Check	02/17/2023			Pay period en...	34,070.22
Check	02/17/2023			MERS Pay P...	1,387.59
Check	02/17/2023			MERS Staff L...	183.74
Check	02/17/2023			MERS Staff L...	88.19
Check	02/17/2023			MERS 457 Pa...	1,898.91
Total 702 · Salaries					75,546.80
716 · Employee Insurances/Benefits					
Bill	02/14/2023	3/1/23...	BLUE CROSS BLU...	3/1/2023-3/31...	5,901.13
Bill	02/21/2023	97611...	SBIS		1,294.55
Total 716 · Employee Insurances/Benefits					7,195.68
719 · Health Reimbursement					
Bill	02/15/2023	MED0...	EHIM	For January 1...	1,639.36
Bill	02/21/2023	MED0...	EHIM		1,527.90
Total 719 · Health Reimbursement					3,167.26
723 · Retirement					
Check	02/03/2023			MERS Pay P...	1,383.92
Check	02/17/2023			MERS Pay P...	1,387.59
Total 723 · Retirement					2,771.51
727 · Office Supplies					
Bill	02/21/2023	2/10/2...	AMAZON		46.43
Bill	02/24/2023	16467...	STAPLES BUSINES...		494.33
Bill	02/24/2023	1/1-1/...	AMAZON CAPITAL ...		27.99
Total 727 · Office Supplies					568.75
727.4 · Cartridges					
Bill	02/24/2023	16467...	STAPLES BUSINES...		471.28
Total 727.4 · Cartridges					471.28
732 · Cleaning Supplies					
Bill	02/24/2023	16467...	STAPLES BUSINES...		624.52
Bill	02/24/2023	1/1-1/...	AMAZON CAPITAL ...		11.98
Total 732 · Cleaning Supplies					636.50
734 · Processing Supplies					

Saline District Library Fund 101
Bill List
February 2023

Type	Date	Num	Name	Memo	Amount
Deposit	02/03/2023			Demco Return	-333.59
Bill	02/14/2023	617875	BRODART CO.	Mediabags	167.45
Bill	02/21/2023	7259644	DEMCO INC		1,073.66
Bill	02/21/2023	325713	SHOWCASES		216.00
Total 734 · Processing Supplies					1,123.52
740 · Equipment					
Bill	02/14/2023	1/1-1/...	KEYBANK - NATIO...	suge protectors	239.99
Bill	02/24/2023	1/1-1/...	AMAZON CAPITAL ...		276.74
Total 740 · Equipment					516.73
750.1 · Adult Programming					
Bill	02/14/2023	1/16/2...	MCFRY, JO ANN Y...	Walking Yoga...	200.00
Bill	02/14/2023	1/23/2...	WILSON, VALERIE	Cooking with ...	400.00
Bill	02/14/2023	1/1-1/...	KEYBANK - NATIO...	program supp...	469.36
Bill	02/24/2023	1/1-1/...	AMAZON CAPITAL ...		125.27
Total 750.1 · Adult Programming					1,194.63
750.2 · Teen Programming					
Bill	02/14/2023	1/1-1/...	KEYBANK - NATIO...	program supp...	204.78
Bill	02/24/2023	72303...	OTC BRANDS, INC.	program supp...	494.69
Bill	02/24/2023	1/1-1/...	AMAZON CAPITAL ...		49.27
Total 750.2 · Teen Programming					748.74
750.3 · Youth Programming					
Bill	02/14/2023	72276...	OTC BRANDS, INC.	PO 5960	197.80
Bill	02/14/2023	5923	BEVERLY MEYER	Preschool Mu...	350.00
Bill	02/14/2023	1/1-1/...	KEYBANK - NATIO...	program supp...	90.98
Bill	02/21/2023	72246...	OTC BRANDS, INC.	program supp...	68.75
Bill	02/21/2023	1/1-1/...	BAKER & TAYLOR		56.24
Bill	02/24/2023	1/1-1/...	AMAZON CAPITAL ...		483.29
Total 750.3 · Youth Programming					1,247.06
750.4 · Programming Funded by Friends					
Bill	02/14/2023	5987	HUNGRY HOWIES	1/2 Day Pizz...	136.93
Total 750.4 · Programming Funded by Friends					136.93
752.3 · Summer Reading-Youth					
Bill	02/14/2023	2/3/20...	Howell Nature Center	Deposit for pr...	50.00
Bill	02/24/2023	72300...	OTC BRANDS, INC.	supplies	226.72
Total 752.3 · Summer Reading-Youth					276.72
760 · Youth Toys/Realia					
Bill	02/21/2023	51938...	US TOY CO/CONS...		225.33

Saline District Library Fund 101
Bill List
February 2023

Type	Date	Num	Name	Memo	Amount
Total 760 · Youth Toys/Realia					225.33
762.3 · Youth ETC					
Bill	02/24/2023	1/1-1/...	AMAZON CAPITAL ...		88.76
Total 762.3 · Youth ETC					88.76
770 · Periodicals					
Bill	02/21/2023	36100...	ANN ARBOR NEWS		51.88
Total 770 · Periodicals					51.88
772.1 · Ebooks-Adult					
Bill	02/14/2023	50330...	MIDWEST TAPE	Hoopla	5,724.62
Bill	02/14/2023	33354...	KANOPY, INC.		546.55
Bill	02/21/2023	CD01...	OVERDRIVE, INC		3,000.00
Total 772.1 · Ebooks-Adult					9,271.17
785 · Online Database					
Bill	02/21/2023	71671	THE LIBRARY NET...	Tumblebook L...	559.30
Total 785 · Online Database					559.30
802 · Professional Services-Bookkeep					
Check	02/14/2023			February Fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
880 · Marketing					
Bill	02/14/2023	2/1/20...	THE SALINIAN	Advertising in ...	100.00
Total 880 · Marketing					100.00
920 · Electricity					
Check	02/13/2023			DTE	3,056.00
Total 920 · Electricity					3,056.00
921 · Gas					
Check	02/13/2023			DTE	2,028.47
Total 921 · Gas					2,028.47
930 · Building Maintenance					
Bill	02/14/2023	86160...	WASTE MANAGEM...		233.30
Bill	02/14/2023	95815...	GRAINGER	Utility stool an...	135.54
Bill	02/14/2023	95964...	GRAINGER	Flourescent b...	15.94
Bill	02/21/2023	208555	WYANDOTTE ALA...		135.00
Bill	02/21/2023	115690	CHELSEA LUMBE...	wood stain an...	25.28

Saline District Library Fund 101
Bill List
February 2023

Type	Date	Num	Name	Memo	Amount
Total 930 · Building Maintenance					545.06
934 · Equipment Maintenance					
Bill	02/21/2023	50666...	RICOH USA, INC		20.78
Total 934 · Equipment Maintenance					20.78
955 · Grants					
Bill	02/14/2023	1/1-1/...	KEYBANK - NATIO...	postcards	130.46
Bill	02/24/2023	1/1-1/...	AMAZON CAPITAL ...		477.50
Total 955 · Grants					607.96
957 · Continuing Education					
Bill	02/14/2023	1/1-1/...	KEYBANK - NATIO...	Jess Lash	98.00
Bill	02/21/2023	14302	MICHIGAN LIBRAR...	Anna Hinkley	250.00
Total 957 · Continuing Education					348.00
958 · Dues					
Bill	02/21/2023	14302	MICHIGAN LIBRAR...	Anna Hinkley	85.00
Total 958 · Dues					85.00
965 · Bank Charges					
Check	02/03/2023			KB Merch fee	48.30
Check	02/03/2023			KB Merch fee	47.70
Check	02/08/2023			Jan. analysis ...	287.35
Total 965 · Bank Charges					383.35
982.1 · Adult Fiction					
Bill	02/21/2023	1/1-1/...	BAKER & TAYLOR		3,044.93
Bill	02/24/2023	1/1-1/...	AMAZON CAPITAL ...		23.07
Total 982.1 · Adult Fiction					3,068.00
982.15 · Large Print					
Bill	02/21/2023	1/1-1/...	BAKER & TAYLOR		916.56
Total 982.15 · Large Print					916.56
982.2 · Teen Fiction					
Bill	02/21/2023	1/1-1/...	BAKER & TAYLOR		624.90
Bill	02/24/2023	1/1-1/...	AMAZON CAPITAL ...		30.49
Total 982.2 · Teen Fiction					655.39
982.3 · Youth Fiction					
Bill	02/21/2023	1/1-1/...	BAKER & TAYLOR		2,277.12

Saline District Library Fund 101
Bill List
February 2023

Type	Date	Num	Name	Memo	Amount
Total 982.3 · Youth Fiction					2,277.12
983.1 · Adult Nonfiction					
Bill	02/21/2023	1/1-1/...	BAKER & TAYLOR		2,762.63
Bill	02/24/2023	1/1-1/...	AMAZON CAPITAL ...		14.99
Total 983.1 · Adult Nonfiction					2,777.62
983.2 · Teen Nonfiction					
Bill	02/21/2023	1/1-1/...	BAKER & TAYLOR		347.86
Bill	02/24/2023	1/1-1/...	AMAZON CAPITAL ...		35.98
Total 983.2 · Teen Nonfiction					383.84
983.3 · Youth Nonfiction					
Bill	02/14/2023	199517	CHERRY LAKE PU...		22.45
Bill	02/21/2023	1/1-1/...	BAKER & TAYLOR		493.58
Total 983.3 · Youth Nonfiction					516.03
984.1 · Audiobooks-Adult					
Bill	02/14/2023	1/1-1/...	MIDWEST TAPE		1,001.75
Total 984.1 · Audiobooks-Adult					1,001.75
984.3 · Audiobooks-Youth					
Bill	02/14/2023	1/1-1/...	MIDWEST TAPE		304.91
Bill	02/21/2023	96579	LIBRARY IDEAS LLC		48.95
Total 984.3 · Audiobooks-Youth					353.86
985.1 · DVDBlu Rays-Adult					
Bill	02/14/2023	1/1-1/...	MIDWEST TAPE		589.21
Total 985.1 · DVDBlu Rays-Adult					589.21
985.3 · DVD/Blu Rays-Youth					
Bill	02/14/2023	1/1-1/...	MIDWEST TAPE		307.28
Total 985.3 · DVD/Blu Rays-Youth					307.28
986.1 · Music CDs-Adult					
Bill	02/14/2023	1/1-1/...	MIDWEST TAPE		11.99
Total 986.1 · Music CDs-Adult					11.99
986.3 · Music CDs-Youth					
Bill	02/14/2023	1/1-1/...	MIDWEST TAPE		36.71
Total 986.3 · Music CDs-Youth					36.71

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Accrual Basis

Saline District Library Fund 101

Bill List

February 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
TOTAL						<u><u>126,513.53</u></u>



**Library Director's Report
Submitted by Karrie Waarala
March 21, 2023**

- The SDL SeeDLibrary is now open, with twice as many vegetables herbs, and flowers as last year (over 150 varieties). Community members are invited you to visit the SeeDLibrary (located in our Local History Room) and help themselves to 5 packets of seeds, complete with planting instructions. This year we're featuring the [Michigan Seed Library Network's "One Seed, One State" seed, Grand Rapids Lettuce](#). We're pleased to be part of this network of seed libraries across the state coming together to promote growing, saving, and sharing seeds. The SDL SeeDLibrary is generously funded by the Carl F. Schrandt Endowment Fund, and would not be possible without the hard work and creativity of Assistant Director Jessica Lash.
- I have been attending the Library of Michigan's 4-part Virtual Millage Series this month, which has been highly informative so far. The first two sessions were "Before Your Millage" and "Legal Issues: Millage Proposals and Millage Campaigns." The two remaining sessions will be "The Legal Do's and Don't's of Campaigning: YES Committees, Libraries, Boards and Friends Groups" and "Tips for Obtaining a Millage in Contentious Communities." The webinars are all being recorded, and those recordings may prove useful to the Library Board as SDL nears the 2025 expiration of our secondary 0.55 mills millage.
- My time in the year-long PLICR (Public Library Impact, Communication, and Responsiveness in Times of Uncertainty) cohort continues to be valuable, particularly this past month. We had small-group media training sessions with Thom Fladung and Howard Fencl of [Hennes Communications](#), a firm that specializes in crisis management and crisis communications.
- I attended the bimonthly DSLRT (Detroit Suburban Library Round Table) meeting on Friday, March 17, at which Kevin Vettraino of SEMCOG (Southeast Michigan Council of Governments) presented the organization's [Electric Vehicle Resource Kit & Planning Hub](#). This could be a very helpful tool for both SDL and the City of Saline, as the topic of electric car charging stations was [addressed at the February 27 Saline City Council meeting](#). I will be reaching out to Mayor Marl and the Environmental Commission to see if there are potential partnership opportunities as the City seeks to expand charging stations to other locations.

- Approximately 72% of our annual property tax revenue has been collected, and we have received our annual PPT reimbursement payment of \$96,900.28.
- All of our front parking lot lights are once again operational. After the boring and wiring was completed on the two easternmost lights, the same issue occurred with the westernmost light in the lot. Boring and wiring was completed on that light the week of March 13. Those are the oldest parking lot lights, so it is not surprising that the old wiring gave way at about the same time.
- A reminder that the Staff Recognition Dinner will be returning on Sunday, April 2 at 6pm. The Library Board and the Friends of the Library Board are all invited to join the SDL staff for this event. Chris Pilarz is currently finalizing our contract with [Thompson & Co.](#) restaurant in Ypsilanti.
- Our new Page, Tove Viviekanand, has started work, bringing us to full staffing numbers. We will be posting a Part-Time Cataloger position soon, as Mary Stefani has announced her retirement this June. We're grateful that Mary has given us plenty of notice and plans on training her replacement.
- We have a full slate of daily programs for kids during Saline Area Schools' spring break March 27-31, including a [Family Bird Walk](#), [Captain Underpants Party](#), [STEAM Exploration](#), [Pajama Storytime](#), [OpenSpot Theatre](#), and [Artsy Afternoon](#).
- The library will be closed Sunday, April 9 for the Easter holiday.
- Recent comments from patrons include:
 - "I have mobility problems, and the top and bottom shelves are a problem for me to reach. But with this service (requesting items to be put on hold), I can find them on the computer and just come pick them up. Thank you for that!"
 - "The women in my book group said the Saline library must be really great because I can get my books more quickly than they can at [their library]."
 - "I set my alarm to remind me to register for the adult crafts! They're so cute and I never want to miss them."



March 5, 2023

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

**RE: SALINE DISTRICT LIBRARY
SITE CONSTRUCTION AND BUILDING RENOVATION
SALINE, MICHIGAN
42244160**

Subject: Proposal for Professional Services

Dear Ms. Waarala:

Quinn Evans (QE) is pleased to provide this proposal for professional services to complete the design, construction documents, and construction administration support as the library moves forward with the concept work that we completed last year. We are very excited to help lead this transformative work for the library and this letter lays out the services, both architectural and engineering, our team will deliver to make this project successful.

UNDERSTANDING OF THE PROJECT

Saline District Library (SDL) worked with QE during the latter half of 2022 to develop a concept design for a complete renovation of the interior of the building and for site improvements including a connecting story walk alongside the south of the building and a covered outdoor pavilion for programs. SDL would like to move forward with the design and construction documents of select exterior projects and the full interior project. Your goal is to complete the exterior pavilion first so that it can be used as swing space when the interior program rooms are under construction. The library is excited to begin work on the pavilion in 2023 and have the interior work follow in 2024. QE has provided a schedule for this work below.

During the concept phase, a construction cost opinion was developed for the interior renovation which came to \$1,700,000 with an additional \$450,000 budget for new furnishings and reuse of existing shelving. This renovation would be phased to allow for the library to continue to operate on site during the construction. The concept work for the site improvements was less developed and general cost allowances were provided for key pieces of the exterior project. For this proposal, QE has assumed that SDL wants to move forward with a budget of \$600,000 for site projects which will include the new story trail, new multipurpose shelter, and signage improvements.

SDL intends to bring a construction manager on board early in the documentation process for cost



estimating to ensure project scope stays within budget and provide guidance on phasing and construction timeline. QE will support the process of selecting a construction manager and collaborate with them throughout the project.

APPROACH TO THE PROJECT

Our team will approach the work as three interrelated projects: site projects, interior renovation, and furniture procurement. This division will allow us to move forward the design and construction as quickly as possible but allow us to collaborate to develop a coordinated design. Our landscape architects and pavilion design architect will focus on the exterior work to develop bid documents by end of summer to allow for construction on these pieces to begin in the fall. The interior renovation work will be documented as a single construction document set with three phases delineated. The furniture documents will trail just behind the interior renovation work but be written to allow for a single bid with three installation dates to align with the end of each construction phase.

As discussed during the concept design phased construction is more expensive from both the construction costs as trades will need to come back to the site multiple times and from the architectural construction administration costs and the construction is longer than a single-phase project. However, for libraries these additional costs are acceptable because it allows the library to remain open, serve their patrons, and are typically less than the cost of having to set up a temporary off-site location during construction.

QE will provide architectural and landscape architecture services. We will lead the larger team which will include the necessary engineering services. This proposal includes the fees for all the architectural and engineering services described in the scope of services section. Engineers from Peter Basso Associates will provide mechanical, electrical, and plumbing design and documentation. Their work will focus on changes to existing systems for the interior renovation of the library but also include electrical engineering needed for power and lighting along the story walk and at the new pavilion.

Civil engineering services for the work at the story walk and pavilion including stormwater management will be provided by Midwestern Consulting, LLC based in Ann Arbor. Structural engineering services will be provided by Silman's Ann Arbor office.

SCOPE OF SERVICES

Quinn Evans will work to gather, document, and analyze information, prepare, and coordinate documents to facilitate the timely completion of the project. The phases of work included in this proposal are outlined below and fully described in the AIA Document B133-2019 Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition.

Site

The site projects will focus on the story walk and the pavilion and also include new signage at the street.

Schematic Design

The design for the site projects was only defined at a high level during the concept phase therefore the SD phase will be more robust for the site projects and include meetings to review

several concept options. Tasks during this phase will include:

- Meeting to confirm goals and program for site projects
- Coordination with civil engineering, survey, wetlands, geotechnical
- Design of 2-3 preliminary options for project
- Meeting to review design options
- Development of selected design option for each site element
- Meeting to review design progress
- Final design package including rendered plan and up to two rendered views of pavilion and story walk.
- Cost estimating narrative and coordination with construction manager on pricing.

Construction Documents

Due to the limited scope of the site work and schedule, QE proposed to go straight from schematic design to construction documents. Rather than pricing a design development set, the construction manager would price a 50% construction document set to ensure the project is meeting budget. The construction document set of drawings and specifications will define the project for bidding and include civil engineering sheets, grading plans, material and layout plans, as well as planting plan and schedule. Details for the work will be provided. Architectural and engineering (electrical and structural) drawings and specifications will be prepared for the pavilion.

Construction Administration

The construction of the site work is assumed to take 4 to 6 months. This task includes the following services and deliverables:

- Issue drawings and specifications for construction.
- Review of shop drawings and submittals
- Attend bi-weekly construction meetings on site (10 total site meetings)
- Prepare construction progress reports for each site visit.
- Review and respond to construction manager requests for information (RFI).
- Review and certify pay applications received from the construction manager
- Review change order requests
- Review 1 construction manager prepared punch list for each phase of work.
- Review construction manager marked-up “as-built” drawings
- Review final close out documents provided by construction manager

Interior Renovation

The one non-typical service included in the interior renovation fee is the initial support for the hiring of a construction manager. The rest of the interior renovation project follows typical architectural design phases which include:

Schematic Design

Using the concept design plan as a starting point, the schematic design will clarify the scope of the project. This phase will include the following tasks.

- Complete base BIM model of the building

- Confirm final design layout with library, delineating demolition, new work, and existing construction to remain
- Develop initial finishes schedule
- Coordinate with engineering on MEP due diligence assessment.
- Coordinate on cost estimate with construction manager

Design Development

Based on approved schematic design documents, the design development documents will illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

Construction Documents

Based on the approved Design Development Documents, and any adjustments in the project scope and budget, QE shall prepare Construction Documents which shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work.

Construction Administration

The construction of the interior renovation is assumed to take 9 to 12 months and be split into multiple phases. While some of the CA work will not need to be duplicated for each phase (e.g. submittal review), other tasks will need to be duplicated or extended due to length of schedule (e.g. punch lists, site meetings). This task includes the following services and deliverables:

- Issue drawings and specifications for construction.
- Review of shop drawings and submittals
- Attend bi-weekly construction meetings on site (24 total site meetings)
- Prepare construction progress reports for each site visit.
- Review and respond to construction manager requests for information (RFI).
- Review and certify pay applications received from the construction manager
- Review change order requests
- Review 1 construction manager prepared punch list for each phase of work.
- Review construction manager marked-up “as-built” drawings
- Review final close out documents provided by construction manager

Furniture

The furniture package is typically coordinated by QE interior designer and the library. QE supports the library in the bidding process and the library contracts directly for the procurement of the furnishings. The steps in this process include:

Schematic Design

- Survey of existing furniture to determine pieces to reuse

- Draft furniture plan showing new and reused furniture locations
- Review meeting with furniture plan and furniture options
- *Deliverable:* Final furniture plan and initial furniture selections

Bid Documents

- 2 Meetings to review furniture pieces and fabric options
- Budget pricing estimate based on selections
- Meeting to review final selection of furniture and fabrics
- *Deliverable:* Specification package for all furniture pieces and drawings for any repair or rework of any reused furniture

Procurement & Installation

- Support competitive bidding of furniture package
- Respond to bidder questions
- Review bids with library
- Review furniture submittals
- Attend pre-installation conference
- Meet installers on-site during one day of installation
- *Deliverable:* Prepare punch list and distribute to installers
- Sign off on final completion of punch list items

The following assumptions have been made in preparing this proposal:

- Cost estimating will be part of the construction manager's pre-construction services.
- This proposal specifically excludes any costs associated with environmental assessment and remediation.
- Additional topographic survey may be required in site project area and would need to be contracted directly by SDL.
- Wetlands Delineation may be required at the story walk and pavilion location and would need to be contracted directly by SDL. QE can provide proposal support.
- Geotechnical soil borings may be required at the pavilion location and would need to be contracted directly by SDL. QE can provide proposal support.
- The mechanical engineering assumes all the main equipment is adequate and therefore only branch ductwork and diffusers/return air grilles will be modified.
- Owner will provide locations for data and power locations.
- Documents will provide raceways/conduits for IT wiring but not specify any of the IT equipment or wiring.

SCHEDULE

This draft schedule is provided for discussion and open to revision according to input from the library and construction manager. Producing quality documents takes time. Providing time for quality reviews of the documents supports the CM in obtaining the best bids for the construction and leads to less



changes in cost during construction.

Draft Schedule			
	Site Projects	Interior Renovation	Furniture Selection
2023			
April	Schematic Design	Schematic Design	
May	Construction Documents	Design Development	
June			
July			
August			
September	Bidding	Construction Documents	Schematic Design
October	Construction		Specifications
November			
December			
2024			
January			
February			
March		Bidding	Bidding
April		Construction	
to			Procurement
December			Installation

PROPOSED FEE FOR PROFESSIONAL SERVICES

QE’s lump sum fee for completing the concept planning scope, as described is Three Hundred Fifty Seven Thousand Five Hundred Dollars (\$357,500.00) plus reimbursable expenses. Completed work will be invoiced monthly as a percentage of fee for the following phases:

Site

Schematic Design	\$40,000
Construction Documents	\$78,500
Construction Administration	\$30,000

Interior Renovation

Schematic Design	\$16,500
Design Development	\$42,500
Construction Documents	\$59,500
Construction Administration	\$46,500

Furniture

Schematic Design	\$12,000
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Bid Documents	\$20,000
Procurement & Installation	\$12,000

The fee includes two perspective renderings of the outdoor pavilion and a rendered plan of the site work encompassing the story walk and pavilion. can be provided for an additional \$2,500 each but will not be created without authorization from SDL.

Reimbursable Expenses. Out-of-pocket expenses such as printing, postage, freight, and pre-approved travel are in addition to the Fee and will be billed as reimbursable expenses payable to Quinn Evans architects at 1.1 times the amount of the incurred expense. Travel to local site will not be billed as a reimbursable expense.

TERMS AND CONDITIONS

Once scope and fee as presented in this letter is agreed upon, Quinn Evans will provide a draft contract using the AIA Document B133 Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition for review by the library. Once finalized and signed this agreement will delineate the terms and conditions for our professional services on this project. If you have any questions, please call.

Cordially,

Quinn Evans Architects

A handwritten signature in blue ink, appearing to read "Ann K. Dilcher".

Ann K. Dilcher, AIA, LEED AP
Principal

Saline District Library Interior Renovation and Site Projects

Cost Opinion 3/15/2023

Construction total	\$ 2,750,000
Interior Renovation	\$ 1,700,000
Furnishings	\$ 450,000
Site Projects	\$ 600,000
Owner Contingency 10%	\$ 275,000
A/E Professional Fees total	\$ 357,500
Interior Renovation	\$ 165,000
Furnishings	\$ 44,000
Site Projects	\$ 148,500
Total Project Cost	\$ 3,382,500

Saline District Library Renovation

Conceptual Cost Estimate

Building size (SF): 33,370
 Date: 10/18/22
 Based on: Quinn Evans Schematic Drawings dated 10/14/22



#	Category Name:	Pricing Source:	Quantity	Unit	Unit Cost	Total	Remarks
1	PRE-CONSTRUCTION						
2	Design Services	NOT INCLUDED	-	-	-	-	
3	Preconstruction Services	ALLOWANCE	1	LS	10,000	10,000	
4	Building Permit	ALLOWANCE	1	LS	14,530	14,530	
5	Performance Bond	ALLOWANCE	1	LS	11,250	11,250	
6	GENERAL CONDITIONS						
7	General Conditions	OCI Budget	1	LS	191,682	191,682	Based on 3 Phases.
8	temporary partitions	ALLOWANCE	1	LS	15,000	15,000	
9	dumpsters	OCI Budget	1	LS	13,595	13,595	
10	floor protection	ALLOWANCE	1	LS	5,000	5,000	
11	insurance	OCI Budget	1	LS	15,813	15,813	
12	final cleaning	OCI Budget	1	LS	16,685	16,685	
13	SITE CONSTRUCTION						
14	Selective Interior Demolition	OCI Budget	1	LS	31,600.00	31,600	
15	WOOD & PLASTICS						
16	Rough Carpentry	ALLOWANCE	1	LS	5,000.00	5,000	Misc. Blocking/Backing
17	Millwork	ALLOWANCE	1	LS	37,500.00	37,500	(3) Millwork Elements & Misc. Trim
18	Cabinets & Countertops	OCI Budget	3	EA	10,000.00	30,000	
19	THERMAL & MOISTURE PROTECTION						
20	Membrane Roofing	NOT INCLUDED	-	-	-	-	
21	Joint Sealants	ALLOWANCE	1	LS	1,500.00	1,500	
22	DOORS & WINDOWS						
23	Doors/Frames/Hardware	OCI Budget	11	EA	1,500.00	16,500	
24	Glass & Glazing		-	-	-	-	
25	interior glass walls	OCI Budget	1,505	SF	40.00	60,200	
26	glass doors - interior	OCI Budget	7	EA	2,500.00	17,500	
27	door lites	ALLOWANCE	1	LS	1,500.00	1,500	
28	FINISHES						
29	Gypsum Board Assemblies		-	-	-	-	
30	interior partitions	OCI Budget	6,745	SF	10.00	67,450	
31	bulkheads	OCI Budget	631	SF	10.00	6,310	
32	drywall patching - existing walls	ALLOWANCE	1	LS	25,000.00	25,000	
33	Acoustical Ceilings	OCI Budget	6,665	SF	7.50	49,988	
34	Feature Ceilings	ALLOWANCE	3	EA	17,500.00	52,500	
35	Ceramic Tile	OCI Budget	600	SF	22.00	13,200	
36	Linoleum	OCI Budget	2,160	SF	10.00	21,600	Workroom, breakroom, misc.
37	Carpeting	OCI Budget	3,291	SY	43.00	141,518	Throughout the entire building
38	Floor Prep	ALLOWANCE	1	LS	5,000.00	5,000	
39	Painting		-	-	-	-	
40	interior partitions	OCI Budget	46,225	SF	1.25	57,781	Throughout the entire building
41	wall covering	ALLOWANCE	1	LS	15,000	15,000	
42	doors/frames	OCI Budget	11	EA	100.00	1,100	
43	accent walls/trim	ALLOWANCE	1	LS	15,000.00	15,000	
44	SPECIALTIES						
45	Toilet Accessories	OCI Budget	2	EA	500	1,000	
46	Toilet Compartments	NOT INCLUDED	-	-	-	-	
47	Fire Extinguishers/Cabinets	NOT INCLUDED	-	-	-	-	
48	Markerboards & Tackboards	NOT INCLUDED	-	-	-	-	
49	Exterior Signage	NOT INCLUDED	-	-	-	-	
50	Interior Signage	OCI Budget	1	LS	1,000	1,000	
51	EQUIPMENT						
52	Residential Appliances	NOT INCLUDED	-	-	-	-	
52	Projection Screen	OCI Budget	2	EA	2,000	4,000	
53	FURNISHINGS						
54	New Furniture	NOT INCLUDED	-	-	-	-	
55	Furniture Moving	ALLOWANCE	1	LS	75,000	75,000	
56	Window Treatments	NOT INCLUDED	-	-	-	-	
57	SPECIAL CONSTRUCTION						
58	Hazardous Material Abatement	NOT INCLUDED	-	-	-	-	
59	Fire Suppression	OCI Budget	1	LS	24,500.00	24,500	Modify for new layout
60	MECHANICAL						
61	Plumbing	OCI Budget	1	LS	30,000	30,000	New restrooms, program room sinks
62	HVAC Systems	ALLOWANCE	1	LS	65,000.00	65,000	Modify GRD's for new layout, some modifications to adjust zoning

63 ELECTRICAL							
64	Electrical			-	-	-	-
65	lighting	ALLOWANCE	1	LS	50,000.00	50,000	Small modifications to make new layout work. Existing LED lights to remain
66	power	ALLOWANCE	1	LS	90,000.00	90,000	Modifications for new walls
67	Data/Communication Wiring	ALLOWANCE	1	LS	25,000	25,000	
68	Security/Access Control	NOT INCLUDED	-	-	-	-	
69	A/V	NOT INCLUDED	-	-	-	-	
70	Subcontractor Phasing Premium	ALLOWANCE	7.50	%	1,038,247	77,868	
71	Design Contingency	OCI	7.50	%	1,296,022	97,202	
Sub-Total						1,506,872	
OCI OH&P: %						82,878	
Construction Contingency:						79,488	
TOTAL ESTIMATED COST: \$1,669,238							



Item	Qty	Unit Cost	Total Cost
Lobby			\$3,469
Book Display Unit	1	\$3,469	\$3,469
Office Staff Area			\$103,650
Workstations 6x6 w/ BBF Storage	19	\$3,450	\$65,550
Workstations 6x8 w/ BBF Storage	5	\$4,500	\$22,500
Task Chair	30	\$450	\$13,500
Work Table	2	\$550	\$1,100
Stools	4	\$250	\$1,000
Teen Area			\$25,691
Ottomans	4	\$799	\$3,196
Stools	5	\$799	\$3,995
Curved Shelving/Seating	2	\$6,500	\$13,000
Computer table	1	\$4,500	\$4,500
Lap Top Table	2	\$500	\$1,000
Computer Chairs	6	\$370	\$2,220
Lounge Area			\$84,528
Seating PODS /Booth w/ power	4	\$10,210	\$40,840
Curved Seating	2	\$6,500	\$13,000
Café Chairs	6	\$360	\$2,160
Café Tables 48" Diam.	2	\$600	\$1,200
Ottomas	4	\$450	\$1,800
Lounge Chairs	6	\$4,088	\$24,528
Side Tables	2	\$500	\$1,000
Program Room General			\$4,160
Podium	1	895	895
Stackable Chair	32	\$130	\$4,160
Flip Top Tables 30"x60"	8	\$750	\$6,000
Program Room &Youth			\$4,160
Podium	1	\$895	\$895
Stackable Chair	32	\$130	\$4,160
Flip Top Tables 30"x60"	8	\$750	\$6,000
Youth Area			\$71,006
Children's 48" Table	2	\$3,679	\$7,358
Childrens Chairs	8	\$269	\$2,152
Computers Table -	3	\$969	\$969
Childrens Chairs	14	\$269	\$3,766
Reading Nook	2	\$5,975	\$11,950
Puddle Stools/Ottomans	6	\$799	\$4,794
Lap Top Tables	3	\$500	\$1,500
Childrens Discovery Table	1	\$4,717	\$4,717
Lounge chairs/ Ottomans	6	\$1,300	\$7,800
Curved Shelving/Seating	4	\$6,500	\$26,000
Meeting/Study Rooms			\$17,780
36 x 72 Table - w/ power	3	\$1,750	\$5,250
Guest Chair	14	\$595	\$8,330
White Board	2	\$2,100	\$4,200
Adult Area			\$45,852
36 x 36 Table - w/ power	4	\$1,200	\$4,800
Guest Chair	8	\$595	\$4,760
Ottomans	8	\$799	\$6,392
Lounge chairs	23	\$1,300	\$29,900
Lap Top Tables	6	\$500	\$3,000
Reading Room			\$13,060
Lounge Chairs	8	\$1,250	\$10,000
Lap Top table	3	\$500	\$1,500
Coffee Table	2	\$780	\$1,560
Subtotal			\$373,356
Delivery/Installation / Assembly	20%	est	\$74,671
Grand Total			\$448,027

Site Development Cost Opinion

1 - Renovate & Enhance Main Entrance	\$100, 000
2 - Enhance Pergola Garden Space	\$25,000
3 - New Story Trail & Woodland Garden	\$250,000
4 - New Multipurpose Shelter	\$300,000
5 - Renovate & Enhance North Entrance	\$25,000
6 - Enhance Service & Staff Area	\$40,000
7 - Flexible Open Space	
8 - Woodland & Trail Enhancements	
9 - Enhance South Parking Lot	\$50,000
S - New Signage	\$50,000

PROPOSAL

Customer # 1622
Printed 1/6/2023

Underwood Nursery LLC
(517) 265-2481 (734) 429-0661
<http://www.underwoodsnursery.com>

Service Address
Saline District Library
555 N Maple Rd
Saline, MI 48176

Tax: \$0.00 Total Amount: \$18,000.00 Res. (734) 429-5450 EXT25 Fax (734) 944-0600 KARRI

Landscape Maintenance Proposal

Lawn Care Program	4.00	450.00	1,800.00
Grub Preventative	1.00	500.00	500.00
Insect and Disease Control	2.00	350.00	700.00
In Season Mowing	24.00	300.00	7,200.00
Spring Clean-Up (1st Mowing)	1.00	1,050.00	1,050.00
Fall Clean-Up (Last Mowing)	1.00	1,050.00	1,050.00
Contour Pruning	1.00	1,100.00	1,100.00
Re-Mulch Landscape Beds	1.00	4,200.00	4,200.00
Fungicide Application	1.00	400.00	400.00

Pre-Pay Amount
Optional prepay amount is \$17,100.00

Thank You
Brian Ford M.C.N.



<http://www.underwoodsnursery.com>

Underwood Nursery LLC
4373 N Adrian Hwy
Adrian, MI 49221

Bill To Address
Saline District Library
555 N Maple Rd
Saline, MI 48176

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance : _____

Printed Name : _____

Signature : _____

Job # 2014677
Customer # 1622



Tax: \$0.00 Total Amount: \$18,000.00

Underwood Nursery LLC
4373 N Adrian Hwy
Adrian, MI 49221

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Evergreen Maintenance

108 North Maple Rd #545 Saline, MI 48176 734-677-1677 website evergreenmaintenance.net
Email www.evergreenmaintenance@live.com

February 21, 2023

Saline Library
Attn: Matt
555 N. Maple Rd.
Saline, MI 48176

Summer 2023 Proposal for
555 N. Maple Rd Saline MI 48176
Saline Library

Evergreen Maintenance will provide all labor, materials, and equipment required to perform the following list of services at the above referenced location for the 2023 season:

<u>Service</u>	<u>Price</u>
Weekly Mowing Service – 28 cuts @ \$150 per cut Mow and trim lawn areas, blow clippings from paved areas. Also includes bagging the clippings. If lawn has grown excessively due to rain, watering or fertilization and must be cut more than once each additional cut will be charged at half the contracted price. That goes for weekly or bi-weekly mowing. I accept or decline double cutting if needed. (Please circle one) If you choose to opt out of double cutting. And will except the excessive lawn clippings, or uneven cutting due to excessive length of the lawn. You can do so by circling yes or no to a double cut charge. Note that we do our very best to always mow the lawn as well as possible every time we cut. And always try to avoid double cutting, but we do whatever needs to be done to make lawn look professional and to not harm the lawn with excusive clippings. If accepted double cutting will be done at Evergreen’s discretion.	\$4,200.00
Edging – 6 edgings @ \$150 per service Monthly edging of sidewalks and /or driveways	\$ 900.00
Spring Clean Up Remove leaves and debris from lawn and bed areas. Blowing lawn cutting dead heads and grasses	\$ 600.00

Evergreen Maintenance

108 North Maple Rd #545 Saline, MI 48176 734-677-1677 website evergreenmaintenance.net
Email www.evergreenmaintenance@live.com

Fall Clean Up	\$ 875.00
Remove leaves and debris from lawn and bed areas. Includes haul way.	
Pruning – hourly rate	\$55/hr
Prune all ornamental trees and shrubs as frequently as requested. Price determined by length of time required to complete service. \$30 per yard of debris removal also applies.	
Bed Care – hourly rate	\$55/hr
Weeding, planting annuals, mulch (not including material), etc... Price is determined by length of time required to complete service.	
Mulching	\$1,960.00
Material is \$98/yd, 20 yards estimated include delivery cost Hard Wood mulch will be installed in all beds and islands around, the complex. Price includes materials and labor.	
Fertilization and weed control. (\$568.24 per application)	\$3,409.44
We will be providing 6 applications of fertilizer and weed control. First round fertilizer and pre-emergence Second round Fert/weed pre-emergence. Third round Fert/weed control and (grub prevention)	
Fourth round Fert/weed control)	\$ 740.00(grub
Fifth round Fert/weed control.	
Sixth round Winterization	

Contract Length

This year we are giving all Commercial Accounts the opportunity to extend their contract.

And lock in the current pricing for 1,2, or 3 years 10% discount on each years for any choice of 2 or more years.

I Accept the contract at 1 year 2 years 3 years (Circle choice)

Evergreen Maintenance

108 North Maple Rd #545 Saline, MI 48176 734-677-1677 website evergreenmaintenance.net
Email www.evergreenmaintenance@live.com

Payment terms are as follows: customer will be billed at the end of each month the services are provided. Payment must be received 15 days after receipt of invoice. A late fee of 2% will be applied if payment is not received within 15 days and every 30 days thereafter. If necessary, alternative payment terms may be negotiated.

Alternative payment terms (as determined by customer):

Cancellation: This contract may be terminated by either party by written notification only. Customer must give Evergreen 14 days notice and is responsible for payment for any lawn services occurring during the 14-day period.

Upon review and approval, please sign and return as soon as possible to confirm. Please call with any questions or concerns 734-677-1677.

Customer Signature

Date

Printed Name

Contact Phone Number

SDL Comparison of 2023 Lawncare Proposals

	Underwood	Evergreen	
Mowing	\$7,200.00	\$4,200.00	
Edging	included	\$900.00	
Spring Cleanup	\$1,050.00	\$600.00	
Fall Cleanup	\$1,050.00	\$875.00	
Pruning	\$1,100.00	\$3,350.00	
Mulching	\$4,200.00	\$1,960.00	
Bed Care	included	\$2,750.00	
Lawn Care	\$1,800.00	\$3,409.44	
Insect/disease control	\$700.00	included	
Grub preventative	\$500.00	\$740.00	
Fungicide	\$400.00	included	
	\$18,000.00	\$18,784.44	
 3-year Contract Prepay Discounted Amount	 \$17,100.00		
 10% Discount for 3-year Contract		 \$16,906.00	

Evergreen's pruning estimated at \$55/hour for 50 hours
plus \$30/yard of debris removal

Evergreen's bed care estimated at \$55/hour for 50 hours

5 additional firms were contacted but declined to submit proposals:
Aaron's Lawn Service, Kevin's Lawn Service, McIntosh Grounds Maintenance,
A&H Lawn Care, and Burns Lawn Care

SALINE DISTRICT LIBRARY POLICY BULLETIN

POLICY NO: 518

SUBJECT: SOCIAL MEDIA

I. Purpose

The purpose of the Social Media Policy is to ensure effective promotion and discussion of Saline District Library services, resources, and events, and to ensure a reputation for outstanding community engagement and customer service on social media. The purpose of the social media accounts is to discuss library programs, events and materials, and respond to public questions in a timely manner.

II. Definition of Social Media

Social media is defined as electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Social media would include any webpage or app through which the Saline District Library has an account and interacts with other users.

III. Authority over Social Media Accounts

The Library Board has the authority to determine whether a particular social media account is used by the Library. This Policy only applies to official Library social media accounts. The social media accounts of individual employees or Board members are not subject to this Policy.

IV. Usage Rules

The Saline District Library operates and maintains social media sites as a public service to provide information regarding Library services, programs, materials, events, and activities. Although the Library welcomes the comments, posts, and messages of other social media users that relate to the Library and recognizes and respects differences in opinion, the social media sites are limited public forums and are subject to review by Library staff members. The Library reserves the right to (but is not required to) remove any comment, post, or message that it deems in violation of this Policy. The Rules are as follows:

1. Privacy: Users should have no expectation of privacy when commenting on Library posts or tagging the Library. Comments and posts may be read by anyone once posted, regardless of one's friends, followers, or subscribers list. The Library advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.
2. Library's Rights: The Library reserves the right to reproduce comments and posts tagging the Library in other public venues (ex: testimonials). Reproductions of this nature may be edited for space or content, but the original intent of the comment or post will be maintained.
3. No Endorsement: The Library is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers, and others who may post comments. Public posts by third parties do not reflect the positions of the Library, its employees, or any individual Board member.
4. Unauthorized Content: To ensure a healthy, safe space to discuss Library services, resources, and events, content containing any of the following may be removed immediately from any Library social media forum:
 - Obscene, illegal, sexually harassing, threatening or abusive speech or nudity.
 - Any post that creates a hostile work environment or affects the safety and security of the Library, its property, patrons, or staff.
 - Private or personal information, including phone numbers, **email addresses** and **physical** addresses, or requests for personal information.
 - Any statement by a user under a false name or any falsification of identity.
 - Comments, links, or information unrelated to the purpose of the limited public forum.
 - Spam or other commercial messages.
 - Any postings that would violate the Michigan Campaign Finance Act, the Library Privacy Act, or other Michigan or federal laws.
 - Solicitation or fundraising.
 - Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.

- Any information deemed harmful to minors in violation of the Michigan Library Privacy Act.
 - Any post that violates any Library policy.
 - Any images, links, or other content that fall into the above categories.
 - Any document, information, or image that would be considered a Library record that is posted without permission of the patron or person identified in that record. For example, no picture of a Library program shall be posted without permission of every person in that picture.
5. Third Party Usage Rules: Users are expected to abide by the terms and conditions set by third party social media platforms and follow appropriate federal and state law.

V. Violations and Appeals

The Library reserves the right to ban or block users who have posted in violation of this Policy or to delete posts or comments. Any person who has been blocked or whose post or comment has been deleted has the right to appeal that decision to the Library Board. The appeal should be sent to the Library Director within 10 business days of the (1) decision to block or ban or (2) deletion of the post or comment, whichever is applicable. The Library Board shall decide the appeal.

VI. General Complaints

The Library asks that individual user complaints be sent directly to a manager or the Director so that they can be addressed efficiently. Social Media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs.

SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 615

SUBJECT: HOLIDAY PAY

1. All regular full-time employees, beginning with last date of hire, are eligible for holiday pay. Regular part-time employees who work a minimum of twenty (20) hours per week are eligible for pro-rated holiday pay.
2. Eligible employees shall be granted holiday pay for the following days:
 - December 24
 - December 25
 - December 26
 - December 31
 - January 1
 - Memorial Day
 - July 4
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
3. Holidays occurring during the employee's vacation or sick leave shall not be charged against such vacation or sick leave time.
4. The Library will reasonably accommodate the religious practices of any employee when scheduling work shifts; however, only the above dates are eligible for holiday pay.

DRAFT
SALINE DISTRICT LIBRARY
POLICY BULLETIN

POLICY NO: 629

SUBJECT: SUBSTANCE ABUSE

I. Purpose.

The Saline District Library is committed to protecting the safety, health, and well-being of all library employees. To help maintain a safe and efficient workplace for all staff members, SDL maintains a strict alcohol- and drug-free work environment.

II. Scope.

This policy applies to all library employees on Library time or property. “Illegal prohibited drugs” are substances that are illegal to sell or possess, including marijuana, which remains illegal under federal law, or that are used contrary to direction or prescription. “Legal prohibited drugs” are any prescription or non-prescription drugs or substances that may adversely affect working ability.

III. Details.

- a. Employees are strictly prohibited from being under the influence of alcohol or illegal prohibited drugs, or being impaired by legal prohibited drugs, on Library time or property or while conducting library-related work offsite.
- b. The Library prohibits transactions or transfers (e.g., sale, distribution, purchase) relating to illegal prohibited drugs by any employee on Library time or property.
- c. Legally prescribed medications are permitted to the extent that their use does not adversely affect the employee’s work ability, job performance, the safety of others in the workplace, or the health and safety of the public.
- d. If an employee is under the treatment of a physician with a drug that could alter their ability to do the job, they must notify their supervisor before beginning the work day. The employee’s assignment will be reviewed, and a determination will be made as to their job duties.

IV. Reasonable Suspicion Testing.

- a. If SDL has reason to believe that an employee may have alcohol or illegal prohibited drugs in their system, or may be impaired by legal prohibited drugs, the Library may, at the discretion of the Library Director, require the employee to submit to breath, urine, or blood testing to determine the presence of drugs or alcohol.
- b. Refusing to make oneself available for testing or refusing to comply with a directive to submit to a drug/alcohol test will be considered a failure to cooperate.

V. Consequences.

- a. A violation of this policy or a failure to cooperate will result in disciplinary action up to and including discharge from employment.
- b. An employee who voluntarily requests assistance in dealing with a personal drug or alcohol problem may do so without jeopardizing their continued employment. However, after assistance has been requested, any subsequent violation of this policy will result in disciplinary action up to and including discharge from employment.
- c. An employee who possesses, sells or transfers, or attempts to sell or transfer, or in any other way distributes illegal prohibited drugs on Library time or property will be immediately discharged.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 629

SUBJECT: SUBSTANCE ABUSE

1. The Library prohibits transactions (e.g. sale, distribution, purchase) relating to drugs or alcohol by any employee during working hours or while on the premises. Any drugs confiscated will be turned over to local law enforcement officials.
2. Employees are strictly prohibited from possessing or being under the influence of alcohol, marijuana, other mood-altering or illegal drugs during working hours or while on the premises.
3. Legally prescribed medications are permitted to the extent that their use does not adversely affect the employee's work ability, job performance, the safety of others in the workplace or the health and safety of the public.
4. If an employee is under the treatment with a drug that could alter his/her ability to do the job, the employee's assignment will be reviewed and a determination will be made as to their job duties.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

NO: 705

SUBJECT: PROJECT SELECTION AND EVALUATION FOR CARL F. SCHRANDT ENDOWMENT FUND PROGRAM

1. Applications for project funding using monies from the Carl F. Schrandt Endowment Fund Program will be considered from Library staff and Trustees and individuals and groups within the community.
2. The Library Services Committee, which includes at least one staff member and two or more board members, will review applications, make funding recommendations to the Board of Trustees, and evaluate projects upon completion.
3. Selection of projects to be funded will be approved by the Board of Trustees, upon recommendation from the Library Services committee.
4. Projects shall be chosen for funding using the following criteria:
 - A. The project will be consistent with the Mission Statement and stated ~~roles values~~ of the Library (~~Lifelong Learning, Resource Center, Building Community, and Gathering Place~~ Welcoming, Accessibility, Community, Learning, and Discovery).
 - B. The project will, first and foremost, promote and benefit the Library and/or its patrons, with promoting and benefiting other segments of the Saline community as a secondary goal.
 - C. Preference will be given to programs/projects held on Library grounds, although other venues may be considered by the Library Services Committee and Board.
 - D. All programs must be free and accessible to all.
5. At the completion of the project, the grantee(s) will submit an evaluation of the project to the Library Services Committee. Future or continued funding (if applicable) will be based on the following criteria:
 - A. Excellence of results
 - B. Value to the Library and Saline community
 - C. Cost effectiveness of the project
 - D. Fulfillment of original objectives as stated in the request for funding

6. The number of projects chosen each year for funding will be determined by the amount of money available and the cost of the projects proposed. Feedback will be given on proposals not selected for funding, and they may be resubmitted to be considered for funding the following year.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO. 709a

SUBJECT: THE SEGREGATION AND DISTRIBUTION OF REVENUES

THE BOARD OF TRUSTEES OF THE SALINE DISTRICT LIBRARY ESTABLISHES AS POLICY:

1. Funds and Accounts; Flow of Funds. The Saline District Library Board of Trustees established on the books and accounts of the District Library a fund entitled THE SALINE DISTRICT LIBRARY FUND (the "Receiving Fund"). All funds belonging to the District Library not previously transferred pursuant to prior resolution shall be transferred as indicated in this Resolution and all revenues of the District Library shall be set aside as collected and credited to the Receiving Fund, unless otherwise indicated by law or Library Resolution. The revenues credited to the Receiving Fund shall be transferred or debited from the Receiving Fund periodically in the manner and at the times and in the order of priority hereinafter specified:

A. GENERAL FUND:

The Board hereby establishes on the books and accounts of the District Library a fund entitled GENERAL FUND (the "General Fund"). The moneys credited to the General Fund shall be used to provide for the payment of the expenses of administration and operation of the District Library and such current expenses for the maintenance thereof as may be necessary to preserve all of the real and personal property belonging to the District Library in good repair and working order.

The Board hereby establishes and maintains within the General Fund a separate account designated "Unassigned Account". A budget, showing in detail the estimated costs of administration, operation and maintenance of the District Library for the next ensuing operating year, shall be prepared in accordance with the Bylaws. The District Library shall budget annually an amount sufficient to cause the minimum balance on deposit in the Unassigned Account to equal [15]% of the annual General Fund expenditures for the preceding Fiscal Year.

B. PLANT FUND:

The Board hereby establishes on the books and accounts of the District Library a separate fund designated PLANT FUND (the "Plant Fund"). The moneys credited to the Plant Fund shall be used solely for the following purposes: (1) to pay any debt service on bonds, notes, or other indebtedness issued or incurred for the purpose of acquiring real or personal property of the District Library; (2) to establish a repair and replacement reserve account for the purposes described below; (3) to establish a capital improvement account for the purposes described below; (4) to establish a technology improvement account for the purposes described below; (5) to establish a compensated absences account for the purposes described below; (6) to establish a library development account for the purposes described below; (7) to establish a paving account for the purposes described below; (8) to establish an art account for the purposes described below; (9) to establish a future debt service account for the purposes described below; and (10) when necessary, to meet current operating expenses of the District Library, in the event the amount on deposit in the General Fund is insufficient for such purpose.

(1) BOND AND INTEREST REDEMPTION ACCOUNT:

There shall be established and maintained within the Plant Fund a separate account designated BOND AND INTEREST REDEMPTION ACCOUNT (the "Redemption Account"). The moneys credited to the Redemption Account shall be used solely for the purpose of paying the principal of, redemption premiums (if any) and interest on any bonds, notes or other indebtedness (the "Bonds") issued for the purpose of acquiring real or personal property of the District Library. There shall be established within the Redemption Account separate debt retirement accounts (the "Debt Retirement Accounts") for each debt incurred by the District Library.

Proceeds of any debt millage levied to pay voted Bonds shall be credited to the Redemption Account and shall be deposited as received in the Debt Retirement Account with the bank or trust company where the voted Bonds are payable. Out of the Revenues remaining in the Receiving Fund, after provision for the General Fund and payment of voted Bonds, there shall be credited to the Redemption Account for non-voted Bonds a sum proportionately sufficient to provide for the payment when due of the current principal of and interest on the non-voted Bonds, less any amount in the Redemption Account representing accrued interest on the non-voted Bonds or investment income on amounts on deposit in the Redemption Account, if any.

The amount to be set aside for the payment of principal and interest on voted Bonds on any date shall not exceed the amount which, when added to the money on deposit in the Redemption Account, including investment income thereon is necessary to pay principal and interest due on the Bonds on the next succeeding payment date; provided, however, that the Board shall budget

annually a millage rate to be levied for payment of voted Bonds which may assume a delinquency in payment of taxes equal to such amount as shall be determined annually by the Board to be prudent, depending on collections from prior years, but which shall take into account moneys on deposit in the Debt Retirement Account related to such voted Bonds, and all such amounts shall be deposited in that Debt Retirement Account.

Payments into the Redemption Account shall be made in accordance with any requirements of the resolutions pursuant to which Bonds are issued. To the extent that such resolutions conflict with this policy, the resolutions authorizing the respective issues of Bonds shall control.

(2) EQUIPMENT PURCHASES ACCOUNT:

The Board hereby establishes in the Plant Fund a separate account, designated EQUIPMENT PURCHASES ACCOUNT (the "Equipment Purchases Account"). Money credited to the Equipment Purchases Account shall be used solely for the purpose of making repairs to and acquiring replacements for the real and personal property of the District Library. The amount to be budgeted for and credited to the Replacement Account each year shall be determined by the Board in its annual budgeting process. If at any time it shall be necessary to use moneys in the Replacement Account for the purpose for which the Replacement Account was established, the moneys so used shall be replaced from any moneys in the Receiving Fund which are not required by this Resolution to be used for the General Fund or the Redemption Account.

(3) BUILDING IMPROVEMENT ACCOUNT:

The Board hereby establishes within the Plant Fund a BUILDING IMPROVEMENT ACCOUNT (the "Building Improvement Account"). Money credited to the BUILDING Improvement Account shall be used for additions, improvements, enlargements or extensions to the District Library including the planning thereof. The amount to be budgeted for and credited to the Improvement Account each year shall be determined by the Board in its annual budgeting process.

(4) TECHNOLOGY ACCOUNT:

The Board hereby establishes within the Plant Fund a TECHNOLOGY ACCOUNT (the "Technology Account"). Moneys credited to the Technology Account shall be used for additions, improvements, enlargements or extensions of the District Library's technology base, including equipment, software, and related materials. The amount to be budgeted for and credited to the Improvement Account each year shall be determined by the Board in its annual budgeting process.

(5) COMPENSATED ABSENCES ACCOUNT:

The Board hereby establishes within the Plant Fund a COMPENSATED ABSENCES ACCOUNT (the "Compensated Absences Account"). Money budgeted for and credited to the account shall equal the estimated liability of accumulated employee benefits to be paid out under the Library's sick and vacation pay policy.

(6) LIBRARY DEVELOPMENT ACCOUNT

The Board hereby establishes within the Plant Fund a LIBRARY DEVELOPMENT ACCOUNT. Moneys credited to the Library Development Account shall be used for future growth and development of Saline District Library to enable library resources and services to be easily accessible to the public it serves.

(7) PAVING ACCOUNT

The Board hereby establishes within the Plant Fund a PAVING ACCOUNT. Moneys credited to the Paving Account shall be used for maintenance and repair on all paved surfaces of the grounds, including the Library-Brecon Trail constructed in partnership with the City of Saline in 2012.

(8) ART ACCOUNT

The Board hereby establishes within the Plant Fund an ART ACCOUNT. Moneys credited to the Art Account shall be used for future artwork within or on the Library grounds. The fund was established with moneys received from DuPont Imprelis™ damaged trees.

(9) FUTURE DEBT SERVICE ACCOUNT

The Board hereby establishes within the Plan Fund a FUTURE DEBT SERVICES ACCOUNT. Moneys credited to the Future Debt Service Account shall be used to pay off the 2007 Library Building and Site Bonds (Limited Tax General Obligation) when they are redeemable by law.

C. UNASSIGNED UNRESERVED MONEYS:

Thereafter, any revenues in the Receiving Fund after satisfying all the foregoing requirements of this Section may, at the discretion of the Board, be used for any of the following purposes:

1. Transferred to the Replacement Account, the Building Improvement Account, the Technology Account, the Library Development Account, the Paving Account, or the Compensated Absences, or the Art Account, or the Future Debt Service Account, or any combination of them.

2. Transferred to the Redemption Account and used for the purchase of Bonds on the open market at not more than the fair market value thereof or used to redeem Bonds prior to maturity pursuant to the terms of the Bonds.

3. Any other use permitted by law.

D. ENDOWMENT FUNDS PROGRAM:

In addition to the above funds, the Board has established on the books and accounts of the District Library an Endowment Fund Program. The Endowment Fund Program Account has been established and shall be operated pursuant to the provisions of the Endowment Fund Program Policy, No. 709b.

1. Priority of Funds. In the event the moneys in the Receiving Fund are insufficient to provide for the current requirements of the General Fund or the Redemption Account, any moneys or securities in other funds of the District Library, except the proceeds of sale of the Bonds and the Endowment Fund, shall be credited or transferred, first, to the General Fund, and second to the Redemption Account.

2. Depository and Funds on Hand. Moneys in the several funds and the accounts established pursuant to this policy, except moneys in the Redemption Account and moneys derived from the proceeds of sale of the Bonds, may be kept in one or more bank accounts at a bank or banks designated by resolution of the Board, and if kept in one bank account the moneys shall be allocated on the books and records of the District Library in the manner and at the times provided in this policy. The Redemption Account for each issue of Bonds shall be kept in the accounts and at the bank designated pursuant to the resolution authorizing the respective issue of Bonds. Annually the Board shall designate by resolution the bank or banks eligible to be depository banks for District Library Funds.

3. Investments. Moneys in the funds and accounts established herein and moneys derived from the proceeds of sale of the Bonds, may be invested by the District Library in such investments as are permitted by law as more fully set forth in the Library's Investment Policy, No. 707. In the event investments are made, any securities representing the same shall be kept on deposit with the bank or trust company having on deposit the fund or funds or account from which the purchase was made. Profit realized or interest income earned on investment of funds in the Receiving Fund, General Fund, and Plant Fund (except earnings on the Redemption Account of the Plant Fund, which shall be credited and used as required pursuant to applicable bond authorizing resolutions) shall be deposited in or credited to the Receiving Fund at the end of each fiscal year.

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO. 709b

SUBJECT: ENDOWMENT PROGRAM FUNDS

THE BOARD OF TRUSTEES OF THE SALINE DISTRICT LIBRARY ESTABLISHES AS POLICY:

1. **Name.** The Library Board hereby establishes on the books and accounts of the Saline District Library the Endowment Program of the Saline District Library ("Endowment Program").
2. **Endowment Program Funds.** The Library Board hereby establishes on the books and accounts of the Library four separate funds within the Endowment Program. In making a contribution to the Endowment Program, the donor may place restrictions on the expenditure of principal (True Endowment v. Quasi Endowment) or may restrict the use of the donation (Restricted v. Unrestricted). Depending on the donor restrictions, the donation shall be placed in one of the following funds:
 - A. **Unrestricted True Endowment Fund:**
 1. **Deposits.** Devises, bequests, subscriptions, donations or gifts of real or tangible personal property the principal of which the donor designates shall remain unspent shall be deposited in the Unrestricted True Endowment Fund.
 2. **Principal.** The principal of the Unrestricted True Endowment Fund shall be held unspent and invested in accordance with resolutions of the Board.
 3. **Income.** Annually, a portion of net appreciation of the Unrestricted True Endowment Fund as determined by the Library Board may be allocated to principal. The remaining net appreciation that is not allocated to principal, as stated above, shall be set aside and disposed of as directed by the Library Board.

B. Restricted True Endowment Fund:

1. Deposits. Devises, bequests, subscriptions, donations or gifts of real or tangible personal property the principal of which the donor designates shall remain unspent and for which the donor designates the permitted uses shall be deposited in the Restricted True Endowment Fund. The Library shall keep separate accounts within the Restricted True Endowment Fund for each donor designated purpose in order to ensure that any appreciation spent as indicated in paragraph 3 below shall be used for the donor designated purpose.
2. Principal. The principal of the Restricted True Endowment Fund shall be held unspent and invested in accordance with resolutions of the Board.
3. Income. Annually, a portion of net appreciation of the Restricted True Endowment Fund as determined by the Library Board may be allocated to principal. The remaining net appreciation that is not allocated to principal, as stated above, shall be set aside to be disposed of as directed by the Library Board, according to the donor designated purposes.

C. Unrestricted Quasi-Endowment Fund:

1. Deposits. At the discretion of the Library Board, proceeds from donors by bequests, subscriptions, donations or gifts of real or tangible personal property without restriction as to the expenditure of principal or the use may be deposited in the Unrestricted Quasi-Endowment Fund.
2. Principal. The principal of the Quasi-Endowment Unrestricted Fund shall be held and spent in accordance with resolutions of the Board. From time to time, the Board by resolution may place its own restrictions on the expenditures of principal in this Fund. However, these restrictions may be removed or amended at any time by subsequent resolution of the Library Board.
3. Income. Annually, a portion of net appreciation of the Unrestricted Quasi-Endowment Fund as determined by the Library Board may be allocated to principal. The remaining net appreciation that is not allocated to principal, as stated above, shall be set aside and disposed of as directed by the Library Board.

D. Restricted Quasi-Endowment Fund.

1. Deposits. At the discretion of the Board, proceeds from donors by bequests, subscriptions, donations or gifts of real or tangible personal property without restriction as to the expenditure of principal but with donor designated restrictions on the use may be deposited in the Restricted Quasi-Endowment Fund. The Library shall keep separate accounts within the Restricted Quasi-Endowment Fund for each donor designated purpose in order to ensure that any appreciation spent as indicated in paragraph 3 below shall be used for the donor designated purpose.
2. Principal. The principal of the Restricted Quasi Endowment Fund shall be held and spent in accordance with resolutions of the Board. From time to time, the Board by resolution may place its own restrictions on the expenditures of principal in this Fund. However, these restrictions may be amended at any time by subsequent resolution of the Library Board.
3. Income. Annually, a portion of net appreciation of the Restricted Quasi-Endowment Fund as determined by the Library Board may be allocated to principal. The remaining net appreciation that is not allocated to principal, as stated above, shall be set aside to be disposed of as directed by the Library Board, according to the donor designated purposes.
3. Acceptance; Rejection: Acceptance of any proceeds from donors by bequests, subscriptions, donations or gifts of real or tangible personal property to the Endowment Fund's Restricted or Unrestricted True Endowment Accounts signifies acceptance of the terms of the bequest. The Saline District Library Board of Trustees reserves the right of accepting or not accepting any proceeds from donors by bequests, subscriptions, donations or gifts of real or tangible personal property if the nature or terms of the proceeds from such bequests, subscriptions, donations or gifts are not in accordance with the Saline District Library's Mission Statement or exceed the limits/capabilities of the library's facilities, site, staff, or Board of Trustees.
4. Repealer. All resolutions or portions of resolutions that are inconsistent with this resolution are hereby repealed including but not limited to Paragraph 4 of the Resolution to Provide for the Segregation and Distribution of the Revenues of the District Library, amended December 5, 1995.

Quarterly Report

Q12023

3.10.2023

Outreach

- The library joined in on the Winter Wonderland fun and marched in the holiday parade on Saturday, December 3. Karrie Waarala, Ron Andrews, Natalie Brodie-Smith, Carmen Lauchu, Kim Rowe, Richard Conn, Matt Seigert and Jessica Lash marched with a decorated book cart and handed out candy. It was great to be back in the parade!
- Karrie Waarala and Melissa Schabel participated in the Souper Bowl at Saline Area Senior Center on Friday, February 10.
- Kelly Soerens and Evan Smale attended Literacy Night at Woodland Meadows on Thursday, February 16.

SeeDLibrary

- Jessica received a grant from the Carl F. Schrandt Endowment fund to help fund the SeeDLibrary. She purchased seeds and supplies from various vendors and started working on packaging seeds for distribution in mid-January.
- Library Monitor David Woodington, Friends of the Saline District Library volunteer Laura Foess-Wood, and former Board member Leslie Parsels helped Jess package seeds.
- The SeeDLibrary will open to the public for the season on Wednesday, March 15.

Respectfully submitted,

Jessica Lash
Assistant Director

**Quarterly Report
Adult Department
Q1 2023**

3.15.2023

Programming

The Adult Department had the following programs of note:

- Our Walking Yoga classes have taken a trip inside for the cold months and have had regular and enthusiastic attendance. Laser cutting programs have also been full during the two monthly sessions they occur.
- Spice Club, Craft nights, and Craft Take-n-Makes continue to be well-regarded and popular among the community.
- Retro recipes for teens has been a fun new addition to the program slate.

Displays

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

- February's Blind Date with a Book passive program received a lot of positive attention and we had over 57 submissions to our drawing for an E-magine gift card. In addition to the submissions we had an estimated 146 Blind Date titles checked out.

Staff Development

- Staff attended a variety of webinars showcasing new titles from Penguin Random House as well as Reader's Advisory tips and tricks.

Outreach

- Staff went to StoryPoint retirement community to sign up residents for library cards as well as assist them with E-reader questions.
- Adult and Children's staff also attended literacy night at Woodland Meadows to promote our services and programs (and give away fantastic swag)

Staff Changes

We have hired a new sub to work with the Adult Services staff:

- Trish Brown who previously worked at the Tecumseh District Library joins the Adult Services department as a substitute librarian. Welcome Trish!

Respectfully submitted,

Evan Smale
Head of Adult Services

Youth Services Quarterly Report December 2022 – February 2023

Winter Programs:

- Youth staff continued our regular weekly storytimes in five-week sessions. Each week there are six storytimes including Book Babies, Preschool Storytime, Evening Storytime and Family Fun Drop-in. In total there were 56 storytimes with 1199 participants.
- Read to A Dog has returned to the library, Therapaws dog Gracie Maize visits once a month to help emerging and struggling readers practice reading aloud.
- The monthly programs like Science Club, Crafty Kids, Graphic Novel book club, Books-to-Art, Preschool Playtime and Chapter Champs continue to be popular. The Tween Writers Group is a new, growing, monthly program offering children the chance to explore creative writing.
- We had a several other school-age programs that were offered this quarter.
 - Legend of the Wee Folk explored folk tales and participants made winter fairy gardens on December 17.
 - January 16, Tell Me a Story Podcasting program offered kids a chance to write and record a podcast, including sound effects which they were able to record.
 - Calligraphy was a hit with our older children, it was well attended on January 30.
 - The Escape Room on February 20 was so popular we had to add a second session.
- The school winter break offered the opportunity to provide more activities, programs included STEAM Exploration, Pajama Storytime, Preschool Playtime, Artsy Afternoon, Let's Play a Game, Jedi Academy, and Cold-Blooded Classification with the Leslie Science and Nature Center featuring live reptiles.
- Music programs this quarter included two KinderConcerts and The Music Lady.
- In total 35 programs were offered, in addition to storytime, with 734 attendees.

Outreach & Partnerships:

- Jennifer Lupton and Evie Moorer each presented two sessions of "PJs and Stories with Santa" at the Saline Recreation Center.
- Anna Hinkley and Evie Moorer have continued to grow our preschool outreach visits attending several preschools a month.
- Volunteers from Liberty Club visit weekly to help clean books and once a month staff provides a read aloud storytime.
- Kelly Soerens and Evan Smale attending Literacy Night at Woodland Meadows on February 16 meeting with 100 families to share a craft and library information.
- All of the 3rd grade classes from the Saline Area School visited the library this quarter. Learning about and touring the library, and they completed a scavenger hunt. We were pleased that this activity led to several children getting their library card.

Department Changes:

- The youth department has increased focus on the play aspect of the Every Child Ready to Read initiative. New additions include a doll house, train table, baby dolls, and a dramatic play stall that changes monthly, so far it has been a produce market, a café, and a pet hospital.
- The youth program room has been opened for play when not in use for a program. This gives more space to spread out and enjoy the library toys. An added benefit was several parents have

set up their laptop to work while their children played, this was especially helpful while many residents were without power.

Professional Development:

- Youth Services Advisory Council Planning meeting
- Niche Academy Staff Skills: Youth Services Basics
- Connected Learning Alliance
- Connected Learning in Action
- Why Kids Should Be Allowed to Pick Their Own Book
- Comic Books, Coding, Cosplay, Crazes and D&D: Making Libraries a Hub for the Inclusive Nerd Culture
- MeL Maven Badge
- Ready to Read Storytime Tune-Up
- TLN Youth Services Committee Meeting
- When Misinformation Shows Up at Your Door

Submitted by: Kelly Soerens, Head of Youth Services

1st Quarter Technology Report (December 2022, January, February 2023)

Submitted by Ron Andrews, Technology Manager

Technology Support

- Researched and gathered quote for Support Services computer replacements according to the Technology Plan. Although this project was shifted to 2023 to avoid shipping delays during the holidays.
- Trained Support Services staff on computer basics and Polaris. Will be continuing as long as needed
- Required all Staff to change Library Windows and Gmail passwords.
- Asked the Library Board to change their Gmail passwords.
- Due to the age and failure of some of our Youth AWE computers. I put together an order for 4 new replacements and will be returning the old units to AWE Learning.
- Researched and turned on Receipt printing for the Print Release station
- Troubleshooting catalogers label printer and the Youth Department printer. Hopefully solved the catalog printers by a thorough cleaning. Youth printer is EOL and I am working on what to do as a replacement
- Assisted Chris with year-end Depreciation Works and will be working with Matt to recycle a large amount of our old equipment
- Replaced Director workstation due to a hard drive failure
- Starting to update staff workstations that are capable to Windows 11 OS.

Network Support

- Added Kim Rowe to staff internet and Gmail
- Renewed Staff passwords for TLN Help Desk
- Cleared and researched four high alerts for our CrowdStrike AntiVirus/Malware AI software
- Ran reports for Audit Team
- Will be planning with TLN to replace our main Domain Name Server – Hyper-Saline. This will be a major upgrade since it includes almost every part of the network.
- Changed the DNS to prevent suspension of library@salinelibrary.org
- Retrieved a file and folder for staff from an accidental deletion
- Made an IP change to the Firewall for Polaris
- Ran quarterly update for PCI In-House and Online security for KeyBank
- Ran checks on a few Gmail security alerts from staff logging in outside the library
- Had a recent breakthrough and I am now in the process of moving our Staff computers onto the Faronics Cloud. This system will allow me to better manage workstations, updates and troubleshooting issues without having to touch each workstation. Next I will be moving the public computers to the same Cloud system.
- Working with Telnet to replace POTS line and install Digital Fax Service for staff and public

Polaris Support

- Updated Dates Closed for 2023
- Ran Year-End Rollover for Polaris
- Changed the password for Library@salinelibrary.org which had to be done in tandem with Polaris
- Completed Year-End reports for Polaris and Support Services
- Did a clean-up of old ILL files on Polaris along with Bib records
- Ran quarterly updates on SDL-Prod and SDL-Train servers
- Registered for SQL Training in June 2023

Other Library Involvement

- DownloadDestination Support January 16-20
- Was asked by Merit to be a member of their Advisory Board

Support Services Quarterly Report
2023 1st Quarter
Submitted by: Arlene Wall

SUPPORT SERVICES MANAGER

- Quarter Stats –
 - Total Circulation of physical items – 65,528
 - Total Patron Visits – 34,943
 - New Patrons Registered – 355

CATALOGERS/LIBRARY ASSISTANTS/PAGES

- Tech Training with IT Manager
- New Page started on 2/28/2023

Circulation FY2022-2023

ITEM	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	TOTALS
Book Materials													
Total Books	15,233	18,641	16,981										50,855
% of Total Circ.	76.07%	78.31%	78.26%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	77.61%
AV Materials													
DVD/BLU-RAY	3,562	3,703	3,393										10,658
Music CDs	244	307	268										819
Audio Books	459	492	444										1,395
Playaways	7	5	1										13
J Kits	189	236	213										638
Total AV	4,461	4,743	4,319	0	0	0	0	0	0	0	0	0	13,523
% of Total Circ.	22.28%	19.93%	19.91%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	20.64%
Interlibrary Loans													
SDL Patron Filled Requests	735	944	1,003										2,682
% of Total Circ.	3.67%	3.97%	4.62%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	4.09%
Lends Out to Libs	767	1,010	927										2,704
Equipment	140	126	136										402
Periodicals	192	294	262										748
% of Total Circ.	0.96%	1.24%	1.21%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.14%
TOTAL 2023 CIRC	20,026	23,804	21,698	0	0	0	0	0	0	0	0	0	65,528
Prior Year Circ.	20,258	21,787	20,641	22,998	20,707	20,210	25,265	26,549	26,530	21,492	22,092	20,886	269,415
% Difference	-1.15%	9.26%	5.12%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-75.68%
Downloads													
Ebooks	3,046	3,717	3,176										9,939
AudioBooks	2,993	3,177	2,920										9,090
Music	312	311	279										902
Video	613	274	238										1,125
Magazines	318	280	363										961
Tumble books	0	3	4										7
Total Downloads	7,282	7,762	6,980	0	0	0	0	0	0	0	0	0	22,024
Prior Year	5,198	6,655	6,498	6,845	6,628	6,704	6,824	7,335	7,458	6,598	6,872	6,538	80,153
% Difference	40.09%	16.63%	7.42%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-72.52%
GRAND TOTAL CIRC	27,308	31,566	28,678	0	0	0	0	0	0	0	0	0	87,552
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	30.89%	44.99%	40.99%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-71.43%
Cards Issued	73	131	151										355
Prior Year	90	102	104	123	93	90	184	141	188	143	95	96	1,449
% Difference	-18.89%	28.43%	45.19%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-75.50%
3 M Gate Count	10,113	12,615	12,215										34,943
prior year	7,163	8,359	7,981	10,222	9,634	9,634	11,166	9,857	11,440	11,540	11,754	11,582	120,332
% Difference	41.18%	50.92%	53.05%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-70.96%
Average Per Day	326	406	421	0	0	0	0	0	0	0	0	0	100

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

Programs and Services FY2022-2023

COMPUTER USAGE													
PC usage onsite	535	631	586										1,752
Prior Year	511	509	476	663	601	650	616	485	680	639	640	600	7,070
% difference	4.70%	23.97%	23.11%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-75.22%
WiFi usage onsite	1,162	3,668	4,150										8,980
Prior Year	2,727	3,275	2,896	3,336	3,149	3,412	3,426	2,749	3,525	4,280	4,200	3,965	40,940
% difference	-57.39%	12.00%	43.30%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-78.07%
Youth AWE computers	269	330	418										1,017
Prior Year	0	0	0	85	153	93	276	342	302	171	155	278	1,855
% difference	#DIV/0!	#DIV/0!	#DIV/0!	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-45.18%
Ref. Questions:													
Youth	417	559	514										1,490
Adult	361	488	503										1,352
Circ Desk	320	573	472										1,365
Total Reference	1,098	1,620	1,489	0	0	0	0	0	0	0	0	0	4,207
Prior Year	797	1,063	937	1,067	988	1,032	1,797	1,562	1,670	1,389	1,237	1,207	14,746
% difference	37.77%	52.40%	58.91%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-71.47%
Brecon Rm: #Groups	6	6	14										26
Prior Year #Groups	0	0	0	0	0	0	0	0	0	0	0	0	0
# of individuals	110	41	130										281
Study Rms: #Groups	179	199	195										573
Prior Year #Groups	150	174	159	214	188	190	206	186	219	199	242	204	2,331
# of individuals	238	283	299										820
* Includes views of online programs beginning December 2021													

Website Access FY2022-2023

ONLINE SERVICES	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	TOTAL
Website access	8,993	11,495	9,728										30,216
Prior Year	9,379	12,167	10,966	11,348	11,550	11,923	13,454	12,254	11,334	10,923	9,433	8,966	133,697
% difference	-4.12%	-5.52%	-11.29%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-77.40%
Catalog access	7,753	9,671	9,152										26,576
Prior Year	6,907	10,334	8,025	8,529	7,261	8,377	9,143	9,264	10,178	9,374	8,797	9,066	105,255
% difference	12.25%	-6.42%	14.04%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-74.75%
Informational Databases	240	384	311										935
Prior Year	227	199	300	283	298	254	173	446	705	869	536	247	4,537
% difference	5.73%	92.96%	3.67%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-79.39%
Local History Databases													
Saline Valley Farms	13	15	14										42
Prior Year	12	10	14	31	31	13	12	16	15	11	85	14	264
% difference	8%	50%	0%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-84%
Historical Homes	80	55	53										188
Prior Year	16	20	11	23	32	1	0	0	39	21	73	63	299
% difference	400%	175%	382%	-100%	-100%	-100%	#DIV/0!	#DIV/0!	-100%	-100%	-100%	-100%	-37%
Saline Newspapers													0
Prior Year	6,875	9,027	259	0	0	0	0	0	0	0	0	0	16,161
% difference	-100%	-100%	-100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-100%
Historical Photos	112	162	166										440
Prior Year	135	180	166	149	148	95	146	160	139	198	147	172	1,835
% difference	-17%	-10%	0%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-76%
MI Activity Pass	1	8	17										26
Prior Year	4	2	9	17	9	13	12	16	8	20	19	4	133
% difference	-75%	300%	89%	-100%	500%	-100%	-100%	-100%	0%	-100%	-100%	-100%	-80%
New eNews subscribers	58	110	114										282
Total eNews subscribers	10,648	10,734	10,828										10,828
Prior Year	10,763	9,810	9,884	9,959	10,035	10,096	10,209	10,292	10,396	10,483	10,547	10,607	10,607
% difference	-1.07%	9.42%	9.55%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	2.08%

* 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